

# Ordinary Council Meeting Agenda

*24 March 2026*



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*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 March 2026 in the Council Chambers, Dalwallinu commencing at 5.00pm.

Signed:



\_\_\_\_\_  
Jean Knight JP  
**Chief Executive Officer**

18 / 03/ 2026

Date

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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 March 2026 commencing at 5.00pm.

### **PRESIDING OFFICER DECLARATION**

In accordance with the Local Government Act, this public meeting is being recorded. The recording will be archived and available on Councils website [www.dalwallinu.wa.gov.au](http://www.dalwallinu.wa.gov.au). Persons attending this meeting in the public gallery may be recorded.

Persons participating in public question time will be recorded as part of the meeting proceedings. I request all participants maintain a respectful and professional demeanour throughout the proceedings. Any use of profanity, disrespectful language, or disruptive behaviour may result in removal from the meeting.

Thank you for your cooperation.

#### **1. OPENING & ANNOUNCEMENT OF VISITORS**

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

#### **2. ANNOUNCEMENTS OF PRESIDING MEMBER**

#### **3. ATTENDANCE RECORD**

##### **3.1 Present**

##### **Councillors**

Shire President	Cr KL Carter
Deputy President	Cr MM Harms
	Cr SC Carter
	Cr JL Counsel
	Cr DS Cream
	Cr S Dawson
	Cr S Hickleton

Chief Executive Officer	Ms JM Knight
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##### **Public**

##### **3.2 Apologies**

##### **3.3 Leave of Absence Previously Granted**

#### **4. DECLARATIONS OF INTEREST**

#### **5. PUBLIC QUESTION TIME**

##### **5.1 Response to Previous Public Questions Taken on Notice**

Nil



**5.2 Public Question Time**

**6 MINUTES OF PREVIOUS MEETINGS**

**6.1 Ordinary Council Meeting – 24 February 2026**

**MOTION**

Moved Cr  
Seconded Cr

That the Minutes of the Ordinary Meeting of Council held 24 February 2026 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)**

As agreed.



## 9 REPORTS

### 9.1 WORKS & SERVICES

#### 9.1.1 Request to Call Tenders – Bitumen Sealing Works

<b>Report Date</b>	24 March 2026
<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>	Marc Bennett, 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 consider calling for tenders for Bitumen Sealing Works for a three (3) year period with an option to extend for a further three (3) years.

#### **Background**

At the Ordinary Council Meeting held 24 March 2020, Council resolved the following:

#### **'MOTION 9517**

*Moved* Cr BH Boys  
*Seconded* Cr AR Dickins

*That Council permit the calling for a three (3) year tender for the supply and application of bitumen sealing works using the weighting as below;*

<i>Time for work execution offered</i>	30%
<i>Warranty period of workmanship and materials</i>	25%
<i>Contractor and employee experience</i>	20%
<i>Tendered price</i>	25%

**CARRIED 6/0'**

The three-year extension option was granted in 2023 and the contract will expire 30 June 2026.

#### **Consultation**

Chief Executive Officer

#### **Legislative Implications**

##### State

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

*Local Government (Functions and General) Regulations 1996*

#### **Policy Implications**

##### Local

Council Policy 3.3 Regional Price Preference

Council Policy 3.5 Purchasing



### Financial Implications

The annual roadworks program will include an allocation for bitumen sealing works. By having a three (3) year tender, the Shire is likely to receive a better unit rate over the tender period.

### General Function Implications

Nil

### Strategic Implications

Nil

### Site Inspection

Site inspection undertaken: Not applicable

### Sustainability & Climate Change Implications

#### Economic implications

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

#### Social implications

There are no known social implications associated with this proposal.

#### Environmental implications

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

### Officer Comment

With the current contract expiring on 30 June 2026, it is advisable to call for tenders so that a contractor can be appointed before the contract expires.

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

Criteria	Weighting
Price	60%
Relevant Experience & Key Personnel	20%
Tenderer's Resources	15%
Tenderer's WHS Policies and Procedures	5%

It is proposed to advertise the tender in 'The West' on Saturday 28 March 2026 with the closing date being 2pm, Wednesday 29 April 2026.

### Officer Recommendation

That Council:

1. Authorises the Chief Executive Officer to call for tenders for bitumen sealing works for a three (3) year period with an option to extend for a further three (3) years;
2. Sets the qualitative criteria as follows:
  - Price 60%
  - Relevant Experience & Key Personnel 20%
  - Tenderer's Resources 15%
  - Tenderer's WHS Policies & Procedures 5%



**Officer Recommendation/Council Resolution**

**MOTION**

Moved Cr

Seconded Cr

**0/0**



**9.2 PLANNING & DEVELOPMENT**

There were Nil reports from Planning & Development Services this month.



## 9.3 CORPORATE SERVICES

### 9.3.1 Accounts for Payment for February 2026\*

<b>Report Date</b>	24 March 2026
<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, 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 February 2026 from the Municipal Account to the sum of \$1,134,330.88 paid by EFT is attached together with a list of bank fees, payroll, direct debit payments, loan payments and transfer to Term Deposits. These payments total \$1,470,314.50. There were no payments from the Trust Account. Total payments from all accounts being \$1,470,314.50 have been listed for Council's ratification.

#### **Consultation**

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

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

The attached list meets the requirements of the Financial Regulations,

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

#### **Legislative Implications**

##### State

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

#### **Policy Implications**

Nil



## Financial Implications

Payments are in accordance with the revised budget for 2025/2026.

## General Function Implications

Nil

## Strategic Implications

Nil

## Site Inspection

Not applicable

## Sustainability & Climate Change Implications

### 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 revised budget for 2025/2026 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 February 2026 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$1,470,314.50 consisting of:

Bank Fees	\$841.72
EFT Payments (EFT18008-EFT18102)	\$1,134,330.88
<i>Bunnings Trade EFT18088 \$1,055.86</i>	
<i>Wex Australia EFT18066 \$1,589.52</i>	
EFT Payments (Payroll)	\$136,386.64
Direct Debit – Credit Card (DD18675.1)	\$9,606.17
Direct Debit – Superannuation (DD18656.1 & DD18671.1)	\$27,927.04
Direct Debit – Payments to Department of Transport	\$161,222.05



**Officer Recommendation/Council Resolution**

**MOTION**

Moved           Cr  
Seconded       Cr

**0/0**



**EFT PAYMENTS FOR THE MONTH OF FEBRUARY 2026**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT18008	05/02/2026	Online Media	Monthly on-hold message - Feb 26	77.00
EFT18009	05/02/2026	WESTRAC EQUIPMENT PTY LTD	Service - DL695	5,624.88
EFT18010	05/02/2026	JASON SIGNMAKERS	Sign	91.54
EFT18011	05/02/2026	WATER CORPORATION	Water Usage Nov 25 - Jan 26	814.21
EFT18012	05/02/2026	AUSTRALIA POST - SHIRE	Postage charges for Shire admin, Jan 26	282.76
EFT18013	05/02/2026	BOC LIMITED	Monthly container rental - Jan 26	41.09
EFT18014	05/02/2026	TELSTRA	Phone usage to 18/1/26 & service/rental to 18/2/26	273.63
EFT18015	05/02/2026	BURGESS RAWSON (WA) PTY LTD	Water Usage Nov 25 - Jan 26	172.28
EFT18016	05/02/2026	Team Global Express Pty Ltd	Freight charges - Jan 26	257.51
EFT18017	05/02/2026	STEWART & HEATON CLOTHING CO PTY LTD	Bushfire Uniform order	111.63
EFT18018	05/02/2026	SHERMAC AUSTRALIA PTY LTD	Return of bonds	210.00
EFT18019	05/02/2026	AMPAC DEBT RECOVERY	Debt recovery costs - Jan 26	902.50
EFT18020	05/02/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts - DL122	458.51
EFT18021	05/02/2026	MCLEODS LAWYERS PTY LTD	Legal advice	1,670.24
EFT18022	05/02/2026	P & J Transport Pty Ltd	Freight charges - Jan 26	113.30
EFT18023	05/02/2026	Moore Australia (WA) Pty Ltd	Annual budget workshop - MCS	1,485.00
EFT18024	05/02/2026	Emma Bryant	Overpayment of swimming lessons	25.00
EFT18025	05/02/2026	Totally Workwear Joondalup	Uniforms for works staff	781.80
EFT18026	05/02/2026	WA CONTRACT RANGER SERVICES PTY LTD	Provision of Ranger Services - Jan 26	1,980.00
EFT18027	05/02/2026	DALWALLINU FOODWORKS	Assorted supplies for Admin, Council and Events - Jan 26	266.74
EFT18028	05/02/2026	FRONTLINE FIRE AND RESCUE EQUIPMENT	Bushfire Equipment	1,352.98
EFT18029	05/02/2026	RICOH AUSTRALIA PTY LTD (RICOH FINANCE)	Photocopier Lease fees to 14/3/26	390.61
EFT18030	05/02/2026	DOMAIN DIGITAL	IT Services - Feb 26	178.06
EFT18031	05/02/2026	Three Sons Pty Ltd	Pre-placement medical	201.00
EFT18032	05/02/2026	Modularis Pty Ltd	Deposit - 27 McNeill St units	30,926.00
EFT18033	05/02/2026	Safe Master Safety Products Pty Ltd	Recertification of Height Safety System for Recreation Centre	1,197.90
EFT18034	05/02/2026	Gazz's Maintenance Services	Cleaning & Townscape Maintenance - Jan 26	4,274.00
EFT18035	05/02/2026	Bradford Auto Electrics	Air con repairs DL150	900.90
EFT18036	05/02/2026	Environex International Pty Ltd	Chemicals	349.36
EFT18037	05/02/2026	PAYWISE PTY LTD	Novated Vehicle Lease Charges pe 27/01/26	1,556.10
EFT18038	05/02/2026	Countryside Plumbing Services	Pithara Standpipe repairs	1,531.20
EFT18039	05/02/2026	FULCHER CONTRACTORS PTY LTD	WSFN Road Rehabilitation Works	350,236.43
EFT18040	05/02/2026	ALLIED CO COMMERCIAL PTY LTD	Bell Street Sewer repairs	5,153.54
EFT18041	05/02/2026	Independent Rural Pty Ltd	Assorted goods - Jan 26	261.80

Chq/EFT	Date	Name	Description	Amount
EFT18042	05/02/2026	Signarama Malaga	Street banners	606.47
EFT18043	05/02/2026	Wubin Trading Co	Grease cartridges	180.00
EFT18044	05/02/2026	BOEKEMAN MACHINERY	Repairs - DL 73	1,052.13
EFT18045	05/02/2026	WA LOCAL GOVERNMENT ASSOCIATION	Elected Members Training	2,376.00
EFT18046	05/02/2026	Kalannie Community Resource Centre Inc	Community Grant Scheme Round 1for 2025/26 (QR Code Project)	234.69
EFT18047	05/02/2026	DOWN TO EARTH TRAINING & ASSESSING	Training courses for Shire employees	15,441.00
EFT18048	05/02/2026	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising	81.00
EFT18049	10/02/2026	RBC - RURAL	Stationery	159.00
EFT18050	10/02/2026	WATER CORPORATION	Water Usage Nov 25 - Jan 26	11,550.24
EFT18051	10/02/2026	JENNY'S BAKEHOUSE	Assorted catering for Council & events	397.10
EFT18052	10/02/2026	OFFICEWORKS	Office Chairs	343.05
EFT18053	10/02/2026	ST JOHN AMBULANCE DALWALLINU	St John Ambulance Memberships - Jan 26	64.00
EFT18054	10/02/2026	SYNERGY	Electricity Usage Dec 25 - Jan 26	6,337.32
EFT18055	10/02/2026	R N R AUTO ELECTRICS	Air con repair - DL122	1,447.60
EFT18056	10/02/2026	DEPT OF ENERGY, MINES, INDUSTRY REG. & SAFETY	BSL Levy collected in Jan 26	3,226.20
EFT18057	10/02/2026	DOMAIN DIGITAL	IT Services - Jan 26	1,452.55
EFT18058	10/02/2026	TELAIR PTY LTD	Shire Admin, DDC & Depot NBN service fee to 28/2/26	679.90
EFT18059	10/02/2026	Hall & Wilcox Lawyers	Settlement Fees - Lots 35 & 37 Nelson Street, Buntine	3,135.30
EFT18060	10/02/2026	Three Sons Pty Ltd	Pre Placement Medical	201.00
EFT18061	10/02/2026	Leah Collinson	Gym fob refund	15.00
EFT18062	19/02/2026	Elders Rural Services Australia Limited	Chemicals	1,459.88
EFT18063	19/02/2026	WESTRAC EQUIPMENT PTY LTD	Parts - DL103 & DL150	1,125.30
EFT18064	19/02/2026	JOHN R WALLIS ENGINEERING	Parts - DL275	591.50
EFT18065	19/02/2026	RBC - RURAL	Meterplan charge - Feb 26	981.02
EFT18066	19/02/2026	Wex Australia Pty Ltd	Fuel - Jan 26	1,589.52
EFT18067	19/02/2026	AVON WASTE	Waste collections for Jan 26	25,438.29
EFT18068	19/02/2026	METROCOUNT	Subscription to 19/3/27	1,254.00
EFT18069	19/02/2026	Building and Construction Industry Training Board	BCITF Levy - Jan 26	3,991.75
EFT18070	19/02/2026	SYNERGY	Electricity Usage Dec 25 - Jan 26	8,468.50
EFT18071	19/02/2026	Team Global Express Pty Ltd	Freight charges - Jan 26	35.49
EFT18072	19/02/2026	REFUEL AUSTRALIA	Diesel	17,001.00
EFT18073	19/02/2026	HITACHI CONSTRUCTION MACHINERY (AUSTRALIA) PTY LTD	Oil - DL647	903.73
EFT18074	19/02/2026	DALLY SCRAPPERS GROUP	Return of bonds	280.00
EFT18075	19/02/2026	Brook & Marsh Pty Ltd	Survey for Proposed Memorial park Upgrade	7,325.00
EFT18076	19/02/2026	AMPAC DEBT RECOVERY	Debt recovery costs - Jan 26	850.70
EFT18077	19/02/2026	R N R AUTO ELECTRICS	Parts - DL80	434.50

Chq/EFT	Date	Name	Description	Amount
EFT18078	19/02/2026	P & J Transport Pty Ltd	Freight charges - Feb 26	113.30
EFT18079	19/02/2026	IXOM OPERATIONS PTY LTD	Container service fee - Jan 26	84.57
EFT18080	19/02/2026	LIBERTY PLUMBING & GAS	Repairs - Caravan Park Manager Residence	550.00
EFT18081	19/02/2026	Totally Workwear Joondalup	Uniforms & embroidery for staff uniforms	385.00
EFT18082	19/02/2026	WEST COAST STABILISERS	Maintenance Grading - Jan 26	37,191.00
EFT18083	19/02/2026	E FIRE & SAFETY	Fire indicator panel testing - Jan 26	528.00
EFT18084	19/02/2026	Alexandra Claire Melville	Return of bonds	280.00
EFT18085	19/02/2026	TRACTUS AUSTRALIA	Tyres - DL134	901.00
EFT18086	19/02/2026	DOMAIN DIGITAL	IT Services - Jan 26	3,000.25
EFT18087	19/02/2026	Kleen West Distributors	Cleaning products - Feb 2026	1,422.19
EFT18088	19/02/2026	BUNNINGS TRADE	Assorted building supplies - Jan 26	1,055.86
EFT18089	19/02/2026	Aaro Group Pty Ltd	Sewerage Upgrade	122,251.83
EFT18090	19/02/2026	B & K Fencing	Fencing 68 Annetts Rd	6,545.00
EFT18091	19/02/2026	Joann Laforteza	Return of bonds	280.00
EFT18092	19/02/2026	Aquatic Projects & Resources Pty Ltd	Partial Payment - Upgrades at Dalwallinu Aquatic Centre pool liner	162,250.00
EFT18093	19/02/2026	Murray River North Pty Ltd T/as TR Homes	Hard Landscaping 68A & B Annetts Road	50,655.00
EFT18094	19/02/2026	PAYWISE PTY LTD	Novated Vehicle Lease Charges pe 10/02/26	1,556.10
EFT18095	19/02/2026	Matis Le Nevanen	Refund of gym fob	15.00
EFT18096	19/02/2026	Independent Rural Pty Ltd	Assorted goods - Jan 26	2,592.15
EFT18097	19/02/2026	CB & NM Sutherland & Co	Yellow sand	3,660.80
EFT18098	19/02/2026	BOEKEMAN MACHINERY	Service - DL89	265.00
EFT18099	19/02/2026	LOCAL GOVERNMENT PROFESSIONALS AUST WA	Finance Professionals Conference attendance - CEO & MCS	2,715.00
EFT18100	26/02/2026	BITUTEK PTY LTD	Seal Pithara East Rd	191,224.00
EFT18101	26/02/2026	DALLCON	Assorted concrete & stabising sand- Feb 26	8,210.40
EFT18102	26/02/2026	B & K Fencing	Plinths & cement for retaining wall - 68B Annetts Rd	1,740.20
				<b>1,134,330.88</b>

**DIRECT DEBITS FOR THE MONTH OF FEBRUARY 2026**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
DD18656.1	12/02/2026	Precision Administration Services Pty Ltd	Super contributions pe100226	13,920.05
DD18671.1	26/02/2026	Precision Administration Services Pty Ltd	Super contributions pe240226	14,006.99
				27,927.04

**CREDIT CARD PAYMENTS FOR THE MONTH OF FEBRUARY 2026**

Chq/EFT	Date	User	Name	Description	Amount
DD18675.1	25/02/2026	Jean Knight	AV Windscreens	Replacement windscreens DL89 & DL186	3120.62
	23/02/2026	Jean Knight	Aussie Broadband	Monthly charge for internet at Dalwallinu Rec Centre	79.00
	20/02/2026	Jean Knight	Benara Nurseries	Plants for Pithara Community Park	1200.82
	20/02/2026	Hanna Jolly	Starlink	Monthly charge for Starlink satellite Wifi	80.00
	19/02/2026	Jean Knight	AADHYA Australia Pty Ltd	Refreshments - meeting with Dr Femi	83.50
	19/02/2026	Hanna Jolly	AADHYA Australia Pty Ltd	Refreshments - Bush Fire Control Officer thank you	764.00
	16/02/2026	Jean Knight	WA Newspapers Pty Ltd	Monthly charge for on-line newspapers	32.00
	10/02/2026	Jean Knight	Booking.com	Accommodation for MWS to attend workshop 16-19/03/26	323.43
	10/02/2026	Jean Knight	Stratco	Privacy screens & posts for Pithara Community Park, Guttering & materials for 68B Annetts Road	975.27
	10/02/2026	Hanna Jolly	Australia Post	Working with Children application for employee 435	87.00
	09/02/2026	Hanna Jolly	Moorra Health Centre	Medical for employee 416	183.70
	09/02/2026	Jean Knight	7 Eleven	Fuel for DL2	157.81
	09/02/2026	Hanna Jolly	AADHYA Australia Pty Ltd	Refreshments - Corella Cull	537.00
	06/02/2026	Jean Knight	Midalia Steel	Materials for carport at 68B Annetts Road	795.00
	03/02/2026	Jean Knight	Chargefox Pty Ltd	Monthly EV station management fee	82.52
	03/02/2026	Jean Knight	Spotlight	Sewing supplies to resize vertical blinds at 68C Annetts Road	22.50
	02/02/2026	Jean Knight	Commonwealth Bank	Annual fee	24.00
	02/02/2026	Jean Knight	H and F Machineryhouse	Lifting crane for DL350	972.00
	02/02/2026	Hanna Jolly	Commonwealth Bank	Annual fee	24.00
	30/01/2026	Jean Knight	Shire of Wongan Ballidu	Standpipe card	62.00
					9,606.17

**CHARGE CARDS PAYMENTS FOR THE MONTH OF FEBRUARY 2026**

Chq/EFT	Card Name	Card Type	Date	User	Description	Amount
EFT18066	Wex Australia Pty Ltd	Fuel Card	12/01/2026	Darren Streets	Fuel for DL 186	81.00
			08/01/2026	Jean Knight	Fuel for DL 2 (CEO)	125.05
			17/01/2026	Jean Knight	Fuel for DL 2 (CEO)	155.14
			12/01/2026	Olufemi Onikola	Fuel for DL 89 (Doctor)	61.37
			16/01/2026	Olufemi Onikola	Fuel for DL 89 (Doctor)	54.49
			19/01/2026	Olufemi Onikola	Fuel for DL 89 (Doctor)	49.30
			23/01/2026	Olufemi Onikola	Fuel for DL 89 (Doctor)	45.82
			08/01/2026	Hanna Jolly	Fuel for DL 131 (MCS)	103.19
			15/01/2026	Hanna Jolly	Fuel for DL 131 (MCS)	96.30
			24/01/2026	Hanna Jolly	Fuel for DL 131 (MCS)	73.61
			28/01/2026	Hanna Jolly	Fuel for DL 131 (MCS)	92.59
			05/01/2026	Rodney Broad	Fuel for DL 281 (WS)	200.00
			09/01/2026	Douglas Burke	Fuel for DL 492 (MPDS)	78.40
			20/01/2026	Douglas Burke	Fuel for DL 492 (MPDS)	71.66
			16/01/2026	Damien Thorpe	Fuel for DL 102 (Cleaner)	71.13
			23/01/2026	Damien Thorpe	Fuel for DL 102 (Cleaner)	45.00
			05/01/2026	David Hughes	Fuel for sundry plant	83.24
			15/01/2026	David Hughes	Fuel for sundry plant	102.20
EFT18088	Bunnings Trade	Store Card	25/01/2026	Sheree Sundstrom	Solar lights for Wubin Sports Pavilion & bootbrush for Admin building	134.51
			16/01/2026	Sheree Sundstrom	Shackle & pulley for Admin building & paint for 65 Johnston Street	153.37
			16/01/2026	Sheree Sundstrom	Spray paint for Kalannie Sports Club, BBQ for Pithara Park, Rope for Admin building & Scraper for 65 Johnston Street	767.98
						2,645.35

**Shire of Dalwallinu Municipal Account**

**Payroll  
February 2026**

12/02/2026	Payroll fortnight ending 12/02/2026	\$ 66,744.44
26/02/2026	Payroll fortnight ending 26/02/2026	\$ 69,642.20
	TOTAL	<u>\$ 136,386.64</u>

**Bank Fees  
February 2026**

16/02/2026	Bpay Transaction Fee (Muni)	\$ 102.96
02/02/2026	CBA Merchant Fee (Muni)	\$ 617.33
06/02/2026	CBA Returned Payment Fee	\$ 2.50
16/02/2026	CBA Transfer Fees	\$ 34.93
16/02/2026	CBA Account Service Fee	\$ 84.00
	TOTAL	<u>\$ 841.72</u>

**Direct Debit Payments  
February 2026**

	Superannuation Payments (Pay endings 12/06/2026 & 26/02/2026)	\$ 27,927.04
26/02/2026	Credit Card Payments	\$ 9,606.17
1-28/02/2026	Payments to Department of Transport Licensing	\$ 161,222.05
	TOTAL	<u>\$ 198,755.26</u>



053

SHIRE OF DALWALLINU  
PO BOX 141  
DALWALLINU WA 6609

### SHIRE OF DALWALLINU

Facility number	xxxx xxxx xxxx xxxx
Statement period	24 Jan 2026 - 25 Feb 2026
Next statement end date	26 Mar 2026

### ENQUIRIES 13 1576

24 hours a day, 7 days a week

### Account summary

Facility credit limit	\$20,000.00
Total number of accounts	2
Accounts active this period	2

### Your payment

Your AutoPay amount of \$9,606.17  
will be deducted from your account  
xxxxxx-xxxxxxx on 26 Feb 2026.

### Transactions

Date	Transaction details	Total Amount (\$)
25 Feb	AUTO PAYMENT - THANK YOU	9,606.17-
	Interest on purchases	17.990% 0.00
	Interest on cash advances	17.990% 0.00

### Account details

**\$9,606.17**

Cardholder Name	Account Number	Credit Limit (\$)	Balance (\$)
JOLLY,HANNA	xxxx xxxx xxxx xxxx	5,000.00	1,754.70
KNIGHT,JEAN	xxxx xxxx xxxx xxxx	15,000.00	7,851.47

----- End of statement -----



### 9.3.2 Monthly Financial Statements for February 2026\*

<b>Report Date</b>	24 March 2026
<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 28 February 2026.

#### **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

#### **General Function Implications**

Nil

#### **Strategic Implications**

Nil

#### **Site Inspection**

Site inspection undertaken: Not applicable

#### **Sustainability & Climate Change Implications**

##### 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 28 February 2026. It is to be noted that the opening balances in these financial statements are not finalised as further adjustments for 2024-2025 may be required for yearend accruals.

Attached for council's consideration are:

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

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

**Officer Recommendation**

That the Council accept the Financial Reports as submitted for the month ending 28 February 2026.

**Officer Recommendation/Council Resolution**

**MOTION**

Moved           Cr  
Seconded       Cr

0/0



# SHIRE OF DALWALLINU

## MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)  
For the period ended 28 February 2026

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

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**SHIRE OF DALWALLINU**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	10	3,833,846	3,835,036	<b>3,833,789</b>	(1,247)	(0.03%)	
Rates excluding general rates		50,983	50,983	<b>50,982</b>	(1)	(0.00%)	
Grants, subsidies and contributions	14	3,226,504	2,450,774	<b>2,245,089</b>	(205,685)	(8.39%)	▼
Fees and charges		1,452,014	1,200,860	<b>1,212,141</b>	11,281	0.94%	▲
Interest revenue		374,031	217,240	<b>266,404</b>	49,164	22.63%	▲
Other revenue		100	64	<b>0</b>	(64)	(100.00%)	▼
Profit on asset disposals	6	162,727	32,727	<b>0</b>	(32,727)	(100.00%)	▼
		<b>9,100,205</b>	<b>7,787,684</b>	<b>7,608,405</b>	(179,279)	(2.30%)	
<b>Expenditure from operating activities</b>							
Employee costs		(2,931,449)	(1,971,557)	<b>(1,675,527)</b>	296,030	15.02%	▼
Materials and contracts		(3,586,245)	(2,505,533)	<b>(1,891,399)</b>	614,134	24.51%	▼
Utility charges		(495,834)	(329,853)	<b>(279,928)</b>	49,925	15.14%	▼
Depreciation		(6,108,419)	(4,072,480)	<b>(8,997)</b>	4,063,483	99.78%	▼
Finance costs		(93,862)	(46,858)	<b>(28,353)</b>	18,505	39.49%	▼
Insurance		(215,223)	(218,294)	<b>(218,909)</b>	(615)	(0.28%)	
Other expenditure		(145,660)	(70,868)	<b>(71,409)</b>	(541)	(0.76%)	
Loss on asset disposals	6	(17,800)	(17,800)	<b>0</b>	17,800	100.00%	▲
		<b>(13,594,492)</b>	<b>(9,233,243)</b>	<b>(4,174,522)</b>	5,058,721	54.79%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,956,046	4,050,107	<b>8,997</b>	(4,041,110)	(99.78%)	▼
<b>Amount attributable to operating activities</b>		<b>1,461,759</b>	<b>2,604,548</b>	<b>3,442,880</b>	838,332	32.19%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	15	6,232,480	4,710,313	<b>3,836,591</b>	(873,722)	(18.55%)	▼
Proceeds from disposal of assets	6	409,727	409,727	<b>0</b>	(409,727)	(100.00%)	▼
		<b>6,642,207</b>	<b>5,120,040</b>	<b>3,836,591</b>	(1,283,449)	(25.07%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	5	(1,670,791)	(1,131,998)	<b>(806,273)</b>	325,725	28.77%	▼
Payments for construction of infrastructure	5	(9,050,234)	(6,326,576)	<b>(5,369,706)</b>	956,870	15.12%	▼
<b>Amount attributable to investing activities</b>		<b>(4,078,818)</b>	<b>(2,338,534)</b>	<b>(2,339,388)</b>	(854)	(0.04%)	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	4	934,489	144,173	<b>144,173</b>	0	0.00%	
		<b>934,489</b>	<b>144,173</b>	<b>144,173</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	11	(214,362)	(147,296)	<b>(147,296)</b>	0	0.00%	
Payments for principal portion of lease liabilities	12	(12,619)	(8,997)	<b>(8,997)</b>	0	0.00%	
Transfer to reserves	4	(1,631,596)	(1,014,302)	<b>(1,086,892)</b>	(72,590)	(7.16%)	▲
		<b>(1,858,577)</b>	<b>(1,170,595)</b>	<b>(1,243,186)</b>	(72,590)	(6.20%)	
<b>Amount attributable to financing activities</b>		<b>(924,088)</b>	<b>(1,026,422)</b>	<b>(1,099,013)</b>	(72,590)	(7.07%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		3,541,147	3,541,147	<b>3,541,148</b>	1	0.00%	
Amount attributable to operating activities		1,461,759	2,604,548	<b>3,442,880</b>	838,332	32.19%	▲
Amount attributable to investing activities		(4,078,818)	(2,338,534)	<b>(2,339,388)</b>	(854)	(0.04%)	
Amount attributable to financing activities		(924,088)	(1,026,422)	<b>(1,099,013)</b>	(72,590)	(7.07%)	▲
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>2,780,739</b>	<b>3,545,627</b>	764,889	27.51%	▲

**KEY INFORMATION**

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

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

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

**SHIRE OF DALWALLINU**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2026**

	Supplementary Information	30 June 2026	28 February 2026
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	10,061,350	12,805,308
Trade and other receivables		442,048	357,041
Inventories	8	9,260	7,150
<b>TOTAL CURRENT ASSETS</b>		<b>10,512,658</b>	<b>13,169,499</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		4,175	4,175
Investment in associate	16	139,334	139,334
Property, plant and equipment		38,695,005	39,490,318
Infrastructure		272,601,556	277,982,221
Right-of-use assets		27,219	18,222
<b>TOTAL NON-CURRENT ASSETS</b>		<b>311,467,289</b>	<b>317,634,270</b>
<b>TOTAL ASSETS</b>		<b>321,979,947</b>	<b>330,803,769</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	565,646	2,010,433
Other liabilities	13	29,293	250,458
Lease liabilities	12	12,618	3,521
Borrowings	11	214,362	67,066
Employee related provisions	13	433,815	428,036
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,255,734</b>	<b>2,759,514</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	12	15,991	15,991
Borrowings	11	2,472,584	2,472,584
Employee related provisions		41,301	41,301
Other provisions		173,293	173,293
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,703,169</b>	<b>2,703,169</b>
<b>TOTAL LIABILITIES</b>		<b>3,958,903</b>	<b>5,462,683</b>
<b>NET ASSETS</b>		<b>318,021,044</b>	<b>325,341,086</b>
<b>EQUITY</b>			
Retained surplus		62,380,650	68,757,973
Reserve accounts	4	6,189,582	7,132,301
Revaluation surplus		249,450,812	249,450,812
<b>TOTAL EQUITY</b>		<b>318,021,044</b>	<b>325,341,086</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2026

### 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PREPARATION

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

##### **Local Government Act 1995 requirements**

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

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

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

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

#### Judgements and estimates

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

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

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

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

#### SIGNIFICANT ACCOUNTING POLICES

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

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 March 2026

**SHIRE OF DALWALLINU**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 28 February 2026
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	3	11,708,133	10,061,350	12,805,308
Trade and other receivables		269,668	442,048	357,041
Inventories	8	18,901	9,260	7,150
		<u>11,996,702</u>	<u>10,512,658</u>	<u>13,169,499</u>
<b>Less: current liabilities</b>				
Trade and other payables	9	(482,763)	(565,646)	(2,010,433)
Other liabilities	13	(11,159)	(29,293)	(250,458)
Lease liabilities	12	(12,061)	(12,618)	(3,521)
Borrowings	11	(317,147)	(214,362)	(67,066)
Employee related provisions	13	(391,047)	(433,815)	(428,036)
Other provisions	13	(702,925)	0	0
		<u>(1,917,102)</u>	<u>(1,255,734)</u>	<u>(2,759,514)</u>
<b>Net current assets</b>		<b>10,079,600</b>	<b>9,256,924</b>	<b>10,409,985</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(5,620,297)	(5,715,776)	(6,864,356)
<b>Closing funding surplus / (deficit)</b>		<b>4,459,303</b>	<b>3,541,148</b>	<b>3,545,629</b>

**(b) Non-cash amounts excluded from operating activities**

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

		Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash amounts excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(162,727)	(32,727)	0
Add: Loss on asset disposals	6	17,800	17,800	0
Add: Depreciation		6,108,419	4,072,480	8,997
Movement in current employee provisions associated with restricted cash		(7,446)	(7,446)	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>5,956,046</b>	<b>4,050,107</b>	<b>8,997</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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

		Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 28 February 2026
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	4	(6,189,582)	(6,189,582)	(7,132,301)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	11	317,147	214,362	67,066
- Current portion of lease liabilities	12	12,061	12,618	3,521
- Current portion of other provisions held in reserve		240,077	246,826	197,358
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(5,620,297)</b>	<b>(5,715,776)</b>	<b>(6,864,356)</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.

**SHIRE OF DALWALLINU**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**3 EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	(205,685)	(8.39%)	▼
Timing variance		Timing	
<b>Fees and charges</b>	11,281	0.94%	▲
Timing variance		Timing	
<b>Interest revenue</b>	49,164	22.63%	▲
Timing variance		Timing	
<b>Other revenue</b>	(64)	(100.00%)	▼
Timing variance		Timing	
<b>Profit on asset disposals</b>	(32,727)	(100.00%)	▼
No asset disposals processed YTD		Timing	
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	296,030	15.02%	▼
Timing variance		Timing	
<b>Materials and contracts</b>	614,134	24.51%	▼
Various small timing variances		Timing	
<b>Utility charges</b>	49,925	15.14%	▼
Various small timing variances		Timing	
<b>Depreciation</b>	4,063,483	99.78%	▼
Depreciation not processed for July to February 2026		Timing	
<b>Finance costs</b>	18,505	39.49%	▼
Timing variance		Timing	
<b>Loss on asset disposals</b>	17,800	100.00%	▲
No asset disposals processed YTD		Timing	
<b>Non-cash amounts excluded from operating activities</b>	(4,041,110)	(99.78%)	▼
Depreciation not processed for July to February 2026		Timing	
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(873,722)	(18.55%)	▼
Timing variance		Timing	
<b>Proceeds from disposal of assets</b>	(409,727)	(100.00%)	▼
Timing variance		Timing	
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	325,725	28.77%	▼
Timing variance - see note 5 for details		Timing	
<b>Payments for construction of infrastructure</b>	956,870	15.12%	▼
Timing variance - see note 5 for details		Timing	
<b>Outflows from financing activities</b>			
<b>Transfer to reserves</b>	(72,590)	(7.16%)	▲
See note 4 for details		Timing	
<b>Surplus or deficit after imposition of general rates</b>	764,889	27.51%	▲
Due to variances described above			

**SHIRE OF DALWALLINU**  
**SUPPLEMENTARY INFORMATION**

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SHIRE OF DALWALLINU  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.54 M	\$3.54 M	\$3.54 M	\$0.00 M
Closing	\$0.00 M	\$2.78 M	\$3.55 M	\$0.76 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$12.81 M	% of total
Unrestricted Cash	\$5.67 M	44.3%
Restricted Cash	\$7.13 M	55.7%

Refer to 3 - Cash and Financial Assets

Payables	
	\$2.01 M % Outstanding
Trade Payables	\$1.94 M
0 to 30 Days	99.2%
Over 30 Days	0.8%
Over 90 Days	0.7%

Refer to 9 - Payables

Receivables		
	\$0.17 M	% Collected
Rates Receivable	\$0.18 M	96.1%
Trade Receivable	\$0.17 M	% Outstanding
Over 30 Days		21.6%
Over 90 Days		18.3%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.46 M	\$2.60 M	\$3.44 M	\$0.84 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$3.83 M	
	YTD Budget	\$3.84 M (0.0%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$2.25 M	
	YTD Budget	\$2.45 M (8.4%)

Refer to 14 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$1.21 M	
	YTD Budget	\$1.20 M 0.9%

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)
(\$4.08 M)	(\$2.34 M)	(\$2.34 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.00 M	
	Amended Budget	\$0.41 M (100.0%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$5.37 M	
	Amended Budget	\$9.05 M (40.7%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$3.84 M	
	Amended Budget	\$6.23 M (38.4%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.92 M)	(\$1.03 M)	(\$1.10 M)	(\$0.07 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.15 M)
Interest expense	(\$0.03 M)
Principal due	\$2.54 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$7.13 M
Interest earned	\$0.11 M

Refer to 4 - Cash Reserves

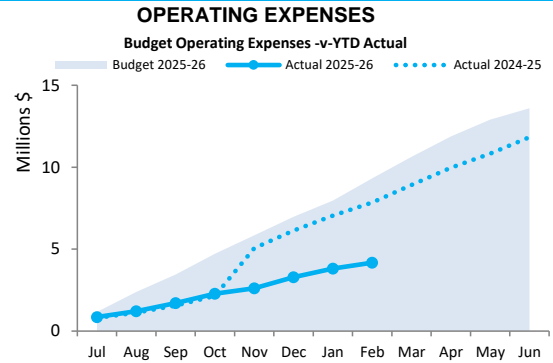
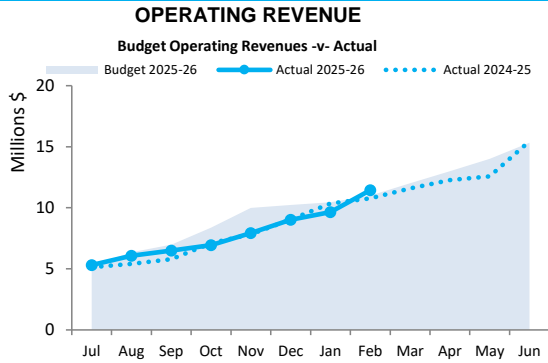
Lease Liability	
Principal repayments	(\$0.01 M)
Interest expense	(\$0.00 M)
Principal due	\$0.02 M

Refer to Note 12 - Lease Liabilities

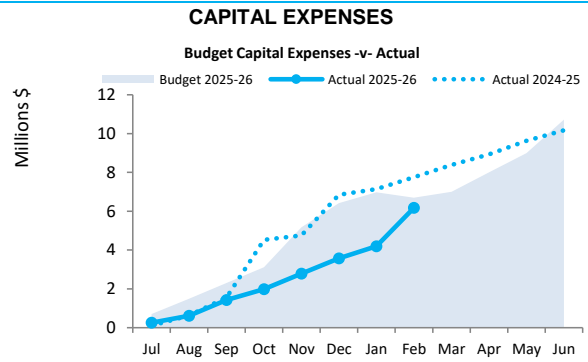
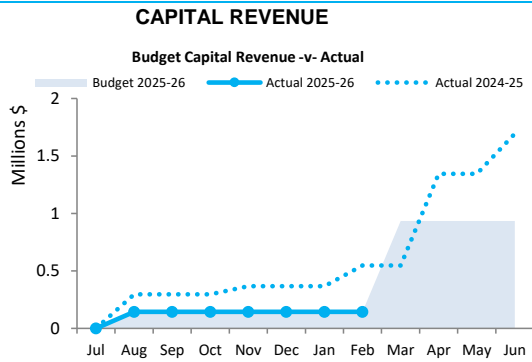
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

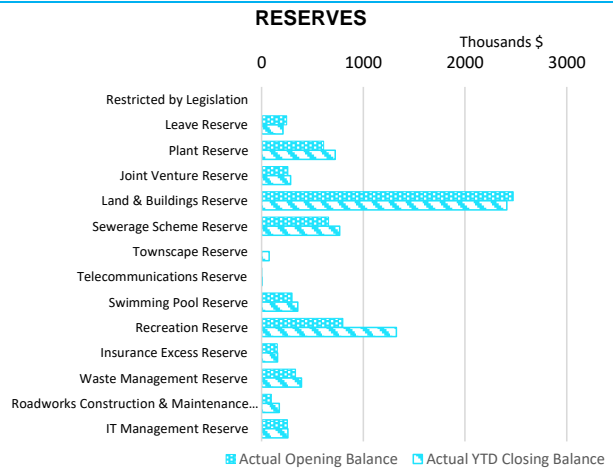
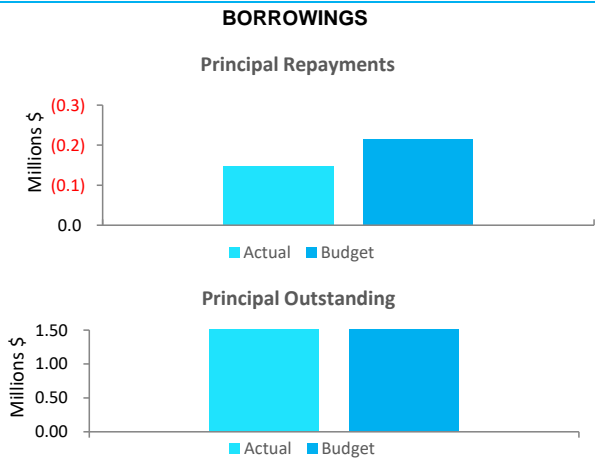
OPERATING ACTIVITIES



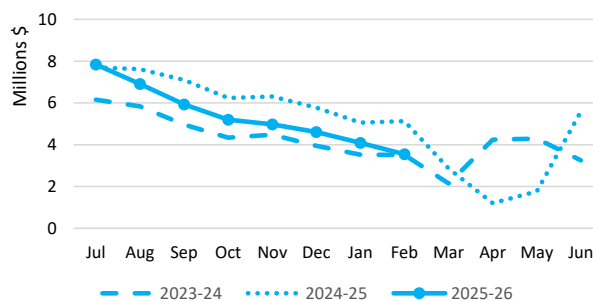
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Business Online Saver	Cash and cash equivalents	2,706,280		2,706,280		Bank	3.05%	At call
Municipal Account	Cash and cash equivalents	29,762		29,762		Bank	3.00%	At call
Term Deposit - Reserves	Cash and cash equivalents	(0)	7,132,301	7,132,301		Bank	4.20%	3/03/2026
Term Deposit - Municipal Exce	Cash and cash equivalents	2,936,715		2,936,715		Bank	4.05%	6/03/2026
Floats Held	Cash and cash equivalents	250		250		Shire float	0.00%	At call
<b>Total</b>		<b>5,673,007</b>	<b>7,132,301</b>	<b>12,805,308</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,673,007	7,132,301	12,805,308	0			
		<b>5,673,007</b>	<b>7,132,301</b>	<b>12,805,308</b>	<b>0</b>			

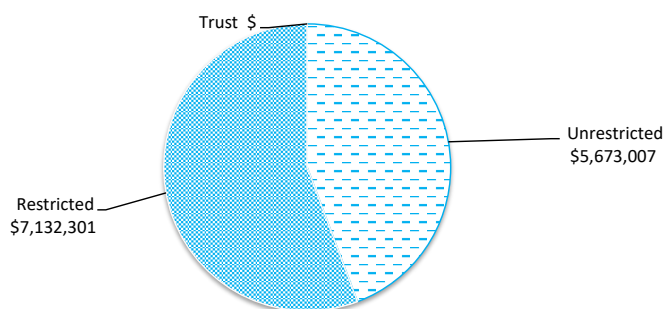
KEY INFORMATION

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. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

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



**SHIRE OF DALWALLINU**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**4 RESERVE ACCOUNTS**

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Interest Earned	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Legislation</b>										
Leave Reserve	246,824	8,146	0	(39,117)	215,853	246,824	3,834	0	(39,117)	211,541
Plant Reserve	611,406	20,176	100,000	0	731,582	611,406	11,519	100,000	0	722,925
Joint Venture Reserve	259,716	8,571	21,320	0	289,607	259,716	4,675	21,320	0	285,711
Land & Buildings Reserve	2,473,535	81,627	270,000	(282,814)	2,542,348	2,473,535	41,360	0	(105,056)	2,409,839
Sewerage Scheme Reserve	657,620	21,701	97,433	0	776,754	657,620	12,285	97,433	0	767,338
Townscape Reserve	0	2,475	75,000	0	77,475	0	771	75,000	0	75,771
Telecommunications Reserve	553	18	0	0	571	553	9	0	0	562
Swimming Pool Reserve	299,119	9,871	50,000	(499,983)	(140,993)	299,119	5,646	50,000	0	354,765
Recreation Reserve	800,376	26,412	688,043	0	1,514,831	800,376	18,929	505,357	0	1,324,662
Insurance Excess Reserve	154,326	5,093	0	0	159,419	154,326	2,648	0	0	156,974
Waste Management Reserve	334,648	11,043	50,000	0	395,691	334,648	6,256	50,000	0	390,904
Roadworks Construction & Main	97,665	3,223	73,069	0	173,957	97,665	2,427	73,069	0	173,161
IT Management Reserve	253,794	8,375	0	(112,575)	149,594	253,794	4,355	0	0	258,149
	<b>6,189,582</b>	<b>206,731</b>	<b>1,424,865</b>	<b>(934,489)</b>	<b>6,886,689</b>	<b>6,189,582</b>	<b>114,713</b>	<b>972,179</b>	<b>(144,173)</b>	<b>7,132,301</b>

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	59,658	59,658	45,377	(14,281)
Buildings - non-specialised	974,259	457,666	462,100	4,434
Furniture and equipment	55,426	55,426	26,811	(28,615)
Plant and equipment	581,448	559,248	271,985	(287,263)
<b>Acquisition of property, plant and equipment</b>	<b>1,670,791</b>	<b>1,131,998</b>	<b>806,273</b>	<b>(325,725)</b>
Infrastructure - roads	7,012,154	4,745,236	4,777,566	32,330
Infrastructure - Other	1,970,635	1,532,060	592,140	(939,920)
Infrastructure - Footpaths	67,445	49,280	0	(49,280)
<b>Acquisition of infrastructure</b>	<b>9,050,234</b>	<b>6,326,576</b>	<b>5,369,706</b>	<b>(1,608,320)</b>
<b>Total capital acquisitions</b>	<b>10,721,025</b>	<b>7,458,574</b>	<b>6,175,979</b>	<b>(1,934,045)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	6,232,480	4,710,313	3,836,591	(873,723)
Other (disposals & C/Fwd)	409,727	409,727	0	(409,727)
Reserve accounts				
Leave Reserve	0	6,895	39,117	32,222
Land & Buildings Reserve	282,814	81,356	105,056	23,700
Townscape Reserve	0	76,849	0	(76,849)
Swimming Pool Reserve	499,983	0	0	0
Roadworks Construction & Maintenance Reserve	0	131,878	0	(131,878)
IT Management Reserve	112,575	0	0	0
Contribution - operations	3,183,446	2,643,382	2,195,215	(448,167)
<b>Capital funding total</b>	<b>10,721,025</b>	<b>8,060,400</b>	<b>6,175,979</b>	<b>(1,884,421)</b>

### SIGNIFICANT ACCOUNTING POLICIES

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

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

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

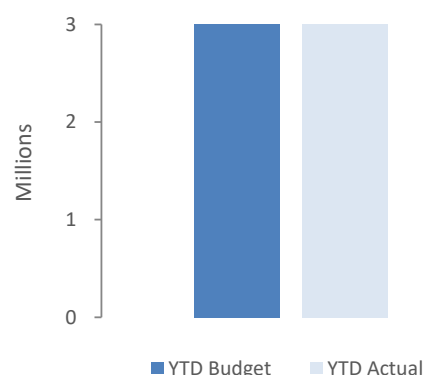
#### Initial recognition and measurement for assets held at cost

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

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

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

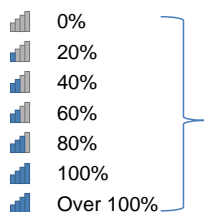
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



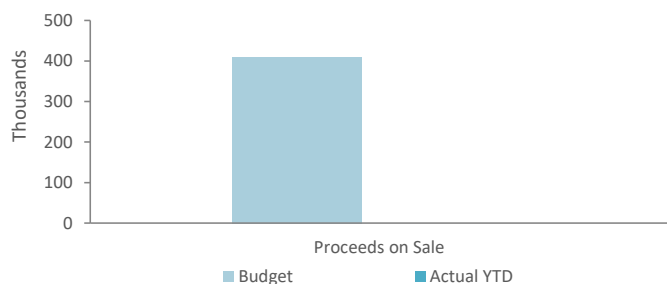
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

		Amended			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
		\$	\$	\$	\$	
<b>LAND</b>						
	E111837	PUB HALL - Capital Expenditure - Land	59,658	59,658	45,377	14,281
<b>BUILDINGS</b>						
	E053847	OTH LOPS - Capital Expenditure - Buildings Disaster Resilience DF	28,248	28,248	22,741	5,507
	K89	Dalwallinu Medical Centre - Capital Upgrade	17,255	17,255	17,255	0
	K117	1 Wattle Close, Dalwallinu - FO rates - Capital Upgrade	27,500	27,500	0	27,500
	K116	36 Annetts Rd, Dalwallinu - CSO - Capital Upgrade	25,300	25,300	0	25,300
	K123	6B Cousins Rd, Dalwallinu - WM - Capital Upgrade	10,945	10,945	10,945	0
	K151	68A Annetts Road, Dalwallinu (3x2) - Capital Upgrade	119,341	119,341	117,005	2,336
	K152	68B Annetts Road (2x1) - Capital Upgrade	122,876	122,876	116,231	6,645
	K12	Wilfred Thomas Lodge - Capital Upgrade	84,400	84,400	84,400	0
	K153	Aged Housing Myers St - Capital Upgrade	475,796	0	30,926	(30,926)
	K103	11 A Anderson Way, Dalwallinu - Accountant - Capital Upgrade	8,778	8,778	8,778	0
	K8	Dalwallinu Town Hall - Capital Upgrade	40,797	0	40,797	(40,797)
	K14	Pioneer House Building Upgrade	13,023	13,023	13,023	0
<b>ROADS</b>						
	E121700	ROAD CON - Regional Road Group	882,556	654,880	627,838	27,042
	E121720	ROAD CON - Roads To Recovery	1,232,813	825,932	679,606	146,326
	E121735	ROAD CON - WSNF	4,042,805	2,695,168	2,937,199	(242,031)
	E121730	ROAD CON - Shire Road Program	347,456	231,592	73,302	158,290
	E121736	ROAD CON - Commodity Route	506,524	337,664	459,622	(121,958)
<b>OTHER INFRASTRUCTURE</b>						
	O36	Sewerage Line Upgrade - Main Line	369,925	369,925	144,801	225,124
	O95	Aquatic Centre Other Infrastructure Upgrade	535,305	535,305	147,500	387,805
	O11	Dalwallinu Oval Capital Upgrades	412,451	412,451	141,300	271,151
	O30	Dalwalinu Playground (Arts Centre) - Capital Upgrade	72,250	72,250	46,862	25,388
	O39	Pithara Park - Capital Upgrade	68,103	68,103	37,651	30,452
	O29	Kalannie Sports Pavilion Other Infrastructure - Capital Upgrade	22,702	22,702	22,702	(0)
	O10	Recreation Precinct Car Park Shelter	24,237	24,237	24,237	0
	O40	Dalwallinu Recreation Precinct Fence - Capital Upgrade	27,087	27,087	27,087	0
<b>FOOTPATH CONSTRUCTION</b>						
	F0184	Wasley Street - capital upgrade footpath	73,920	49,280	0	49,280
<b>PLANT &amp; EQUIPMENT</b>						
	E073835	OTH HEALTH - Capital Expenditure - Plant & Equipment	15,262	15,262	15,262	(0)
	DL147	Purchase of Tipper Truck	110,000	110,000	104,136	5,864
	DL9346	Purchase of Prime Mover	270,000	270,000	0	270,000
	CP010	Purchase of Skid Steer Trailer	10,000	10,000	11,695	(1,695)
	CP001	Purchase Sundry Plant	13,150	13,150	0	13,150
	E145801	ADMIN - CEO's Vehicle DL 2	78,000	78,000	78,056	(56)
	E145802	ADMIN - MCS Vehicle - DL 131	62,836	62,836	62,836	0
<b>FURNITURE &amp; FIXTURES</b>						
	E073846	OTH HEALTH - Capital Expenditure Furniture & Equipment	27,016	27,016	26,811	205
	E145805	ADMIN - Capital Expenditure - Furniture & Equipment	28,410	28,410	0	28,410
			<b>10,266,725</b>	<b>7,458,574</b>	<b>6,175,979</b>	<b>1,282,595</b>

6 DISPOSAL OF ASSETS

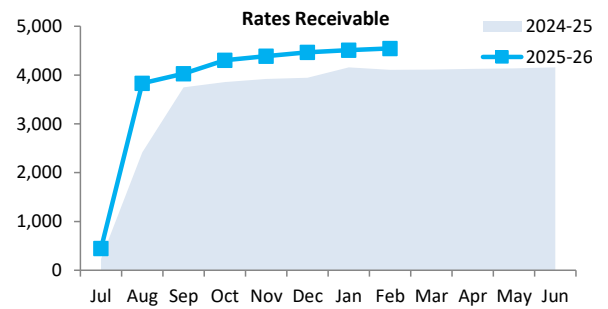
Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
<b>Land &amp; Buildings</b>									
	Sale of McNeill St lots	75,000	120,000	45,000	0	0	0	0	0
	Sale of Roberts Rd lots	65,000	150,000	85,000	0	0	0	0	0
<b>Plant and equipment</b>									
	Sale of Med Centre Generator	4,000	4,000	0	0	0	0	0	0
	Sale of DL9346	67,800	50,000	0	(17,800)	0	0	0	0
	Sale of DL487	7,500	12,000	4,500	0	0	0	0	0
	Sale of Skid Steer Trailer	500	2,000	1,500	0	0	0	0	0
	Sale of DL2	35,000	59,000	24,000	0	0	0	0	0
	Sale of DL186	10,000	12,727	2,727	0	0	0	0	0
		<b>264,800</b>	<b>409,727</b>	<b>162,727</b>	<b>(17,800)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



7 RECEIVABLES

4,336,786

Rates receivable	30 June 2025	28 Feb 2026
	\$	\$
Opening arrears previous years	46,638	39,389
Levied this year	4,336,786	4,690,699
Less - collections to date	(4,344,035)	(4,545,766)
Gross rates collectable	<b>39,389</b>	<b>184,322</b>
<b>Net rates collectable</b>	<b>39,389</b>	<b>184,322</b>
% Collected	99.1%	96.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,499)	34,296	1,306	0	7,197	39,299
Percentage	(8.9%)	87.3%	3.3%	0.0%	18.3%	
<b>Balance per trial balance</b>						
Trade receivables	(3,499)	34,296	1,306	0	7,197	39,299
GST receivable						133,420
<b>Total receivables general outstanding</b>						<b>172,719</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

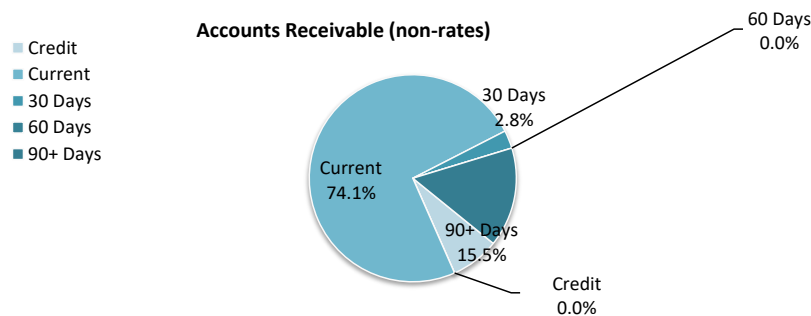
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 28 February 202
	\$	\$	\$	\$
<b>Inventory</b>				
Inventories Fuel & Materials	9,260	151,029	(153,139)	7,150
<b>Total other current assets</b>	<b>9,260</b>	<b>151,029</b>	<b>(153,139)</b>	<b>7,150</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Inventory**

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

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

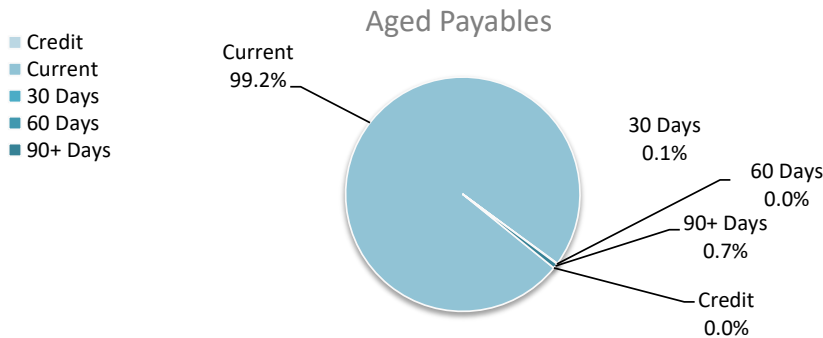
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,920,297	1,689	0	13,144	1,935,130
Percentage	0.0%	99.2%	0.1%	0.0%	0.7%	
<b>Balance per trial balance</b>						
Sundry creditors	0	1,926,517	1,689	0	13,144	1,941,350
Accrued salaries and wages						(1,702)
Accrued interest on loans						43,771
Bonds & Deposits Held						27,014
<b>Total payables general outstanding</b>						<b>2,010,433</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
Gross Rental Value	0.083440	402	6,391,982	533,347	0	533,347	533,347	39	533,386
<b>Unimproved value</b>									
Unimproved Value	0.008710	358	381,939,500	3,323,878	1,725	3,325,603	3,326,693	1,629	3,328,322
<b>Sub-Total</b>		<b>760</b>	<b>388,331,482</b>	<b>3,857,225</b>	<b>1,725</b>	<b>3,858,950</b>	<b>3,860,040</b>	<b>1,668</b>	<b>3,861,708</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
GRV - Dalwallinu	666	36	149,590	23,976	0	23,976	23,976	0	23,976
GRV - Kalannie	666	33	182,697	21,978	0	21,978	21,978	0	21,978
GRV - Other Towns	666	75	292,999	49,950	0	49,950	49,950	0	49,950
<b>Unimproved value</b>									
UV - Rural	776	38	1,305,689	29,488	0	29,488	29,488	0	29,488
UV - Mining	776	29	322,206	22,504	0	22,504	22,504	0	22,504
<b>Sub-total</b>		<b>211</b>	<b>2,253,181</b>	<b>147,896</b>	<b>0</b>	<b>147,896</b>	<b>147,896</b>	<b>0</b>	<b>147,896</b>
Discount						(173,000)			(175,815)
<b>Amount from general rates</b>						<b>3,833,846</b>			<b>3,833,789</b>
Ex-gratia rates						50,983			50,982
<b>Total general rates</b>						<b>3,884,829</b>			<b>3,884,771</b>

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Dalwallinu Discovery Centre	157	271,804	0	0	(32,637)	(65,648)	239,167	206,156	(2,607)	(5,851)
Dalwallinu Recreation Centre	159	2,334,035	0	0	(33,552)	(67,607)	2,300,483	2,266,428	(24,728)	(86,518)
Bell St Subdivision	160	81,107	0	0	(81,107)	(81,107)	-0	0	(224)	(449)
<b>Total</b>		<b>2,686,946</b>	<b>0</b>	<b>0</b>	<b>(147,296)</b>	<b>(214,362)</b>	<b>2,539,650</b>	<b>2,472,584</b>	<b>(27,559)</b>	<b>(92,818)</b>
Current borrowings		214,362					67,066			
Non-current borrowings		2,472,584					2,472,584			
		<b>2,686,946</b>					<b>2,539,650</b>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Gymnasium Equipment	E6N0162493	17,964	0	0	(6,458)	(8,785)	11,506	9,179	(500)	(617)
Administration Photocopiers	Ricoh	10,646	0	0	(2,539)	(3,834)	8,107	6,812	(295)	(427)
<b>Total</b>		<b>28,610</b>	<b>0</b>	<b>0</b>	<b>(8,997)</b>	<b>(12,619)</b>	<b>19,613</b>	<b>15,991</b>	<b>(794)</b>	<b>(1,044)</b>
Current lease liabilities		12,618					3,521			
Non-current lease liabilities		15,991					15,991			
		<b>28,609</b>					<b>19,512</b>			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

### 13 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 28 February 2026
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		29,293	0	4,057,756	(3,836,591)	250,458
<b>Total other liabilities</b>		29,293	0	4,057,756	(3,836,591)	250,458
<b>Employee Related Provisions</b>						
Provision for annual leave		224,951	0	0	0	224,951
Provision for long service leave		208,864	0	0	(5,779)	203,085
<b>Total Provisions</b>		433,815	0	0	(5,779)	428,036
<b>Total other current liabilities</b>		<b>463,108</b>	<b>0</b>	<b>4,057,756</b>	<b>(3,842,370)</b>	<b>678,494</b>

Amounts shown above include GST (where applicable)

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

#### KEY INFORMATION

##### Provisions

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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

14 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD
	1 July 2025		(As revenue)	28 Feb 2026	28 Feb 2026	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
General Purpose Grant - WA Government	0	0	0	0	0	1,271,353	953,514	953,514
Untied Roads Grant - WA Government	0	0	0	0	0	781,818	586,362	586,364
DFES Operating Grant	0	0	0	0	0	76,216	38,108	65,374
Direct Grant - Main Roads	0	0	0	0	0	437,158	437,158	437,158
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,566,545</b>	<b>2,015,142</b>	<b>2,042,409</b>
<b>Contributions</b>								
Collection of Legal Costs	0	0	0	0	0	20,000	13,332	7,344
Miscellaneous Reimbursements - GOV	0	0	0	0	0	1,300	664	155
Miscellaneous Reimbursements - HEALTH	0	0	0	0	0	8,219	5,474	6,150
Miscellaneous Reimbursements - PRE SCHOOL	0	0	0	0	0	17,265	11,506	9,105
Miscellaneous Reimbursements - OTH WELFARE	0	0	0	0	0	200	100	0
Miscellaneous Reimbursements - STAFF HOUSING	0	0	0	0	0	12,130	8,086	10,002
Miscellaneous Reimbursements - OTH HOUSING	0	0	0	0	0	16,157	10,764	7,251
Miscellaneous Reimbursements - SEW	0	0	0	0	0	1,000	1,000	0
Miscellaneous Reimbursements - OTH COM	0	0	0	0	0	1,976	1,312	2,574
Containers Deposit Scheme Income	0	0	0	0	0	1,000	664	907
Collection Metal Rubbish	0	0	0	0	0	250	125	0
Miscellaneous Reimbursements - REC & CUL	0	0	0	0	0	365,782	243,818	25,882
Miscellaneous Reimbursements - ROAD MAIN	0	0	0	0	0	500	328	254
Street Light Contribution - Main Roads	0	0	0	0	0	5,500	3,664	0
Miscellaneous Reimbursements - ECON SERV	0	0	0	0	0	76,104	50,721	34,169
Miscellaneous Reimbursements - OTH PRO & SERV	0	0	0	0	0	65,597	39,434	48,464
Fuel Rebates - ATO	0	0	0	0	0	45,000	29,994	39,044
Parental Leave Reimbursements - ADMIN	0	0	0	0	0	21,979	14,646	11,377
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>659,959</b>	<b>435,632</b>	<b>202,679</b>
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,226,504</b>	<b>2,450,774</b>	<b>2,245,089</b>

15 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 28 Feb 2026	Current Liability 28 Feb 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
DFES LG Resilience Fund Grant	0	0	0	0	0	29,293	29,293	22,741
CSRFF Grant - SWIM	0	0	0	0	0	147,467	0	49,162
Club Night Light Program Grant - OTH REC	0	0	0	0	0	200,000	0	70,650
Main Roads - Regional Road Group ROAD CON	0	0	0	0	0	588,372	441,279	407,684
Dept. Infr. - Roads to Recovery ROAD CON	0	0	0	0	0	1,156,926	1,156,926	610,188
Main Roads - Wheatbelt Secondary Freight Program ROAI	0	0	0	0	0	3,773,188	2,829,891	2,406,378
Main Roads - Commodity Route ROAD CON	0	0	0	0	0	337,235	252,924	269,788
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,232,481</b>	<b>4,710,313</b>	<b>3,836,591</b>

**SHIRE OF DALWALLINU  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 28 FEBRUARY 2026**

**16 INVESTMENT IN ASSOCIATES**

**(a) Investment in associate**

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

Carrying amount at 1 July  
Carrying amount at 30 June

Amended Budget Revenue	YTD Budget	YTD Revenue Actual
\$	\$	\$
0	0	139,334
0	0	139,334

**SIGNIFICANT ACCOUNTING POLICIES**

**Investments in associates**

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

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

# Shire of Dalwallinu Bank Reconciliation as at 28 February 2026

<b>Balance as per General Ledger as at 1 February 2026</b> ✓				
A910000 - Municipal Fund	64,312.94 ✓✓			
A910001 - Telenet Saver	1,927,234.94 ✓✓	1,991,547.88		1,991,547.88
<b>Add Cash Receipts</b>				
Daily Receipts		1,180,488.71		
BPAY Receipts		29,873.38		
Interest Received		4,446.41		
Transfer from Muni Excess Funds Term Deposit		1,000,000.00		
				2,214,808.50
				4,206,356.38
<b>Less Cash Payments</b>				
EFT Payments - Payroll ✓		136,386.64		
EFT Payments ( EFT18008-EFT18102) ✓		1,134,330.88		
Direct Debit - Credit Cards (DD18675.1)		9,606.17		
Direct Debit - Superannuation Payments		27,927.04		
Bank Fees		841.72		
Direct Debit - Payment to DoT		161,222.05		
				1,470,314.50
<b>Balance as per General Ledger as at 28 February 2026</b> ✓	29,762.20 ✓✓			
A910000 - Municipal Fund	2,706,279.68 ✓✓			
A910001 - Telenet Saver		2,736,041.88	0.00	2,736,041.88
<b>Add</b>				
<b>Less</b>				
Banking 27/02/26, received on 3/03/2026 ✓				18.50 ✓
				2,736,023.38
<b>Balance as per Bank Statements as at 28 February 2026</b> ✓				
CBA Muni Cheque Account - xxxx379		29,743.70 ✓✓		
CBA Business Online Saver - xxxx395		2,706,279.68 ✓✓	0.00	2,736,023.38

Prepared by

 5/3/2026

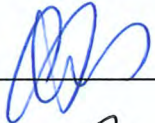
Reviewed by

 9/3/2026

# Shire of Dalwallinu Trust Bank Reconciliation as at 28 February 2026

<b>Balance as per General Ledger as at 1 February 2026</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		0.00
<b>Balance as per General Ledger as at 28 February 2026</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 28 February 2026</b> 2T9900000 - Trust Fund /		0.00	0.00	0.00

Prepared by

 4/3/26

Reviewed by

 9/3/26

### 9.3.3 Concessional fees and charges – Dalwallinu Districts Ballet Group\*

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Dalwallinu Districts Ballet Group
<b>File Ref</b>	CU/6 – Customer Service Requests
<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>	<b>Absolute Majority</b>
<b>Attachments</b>	Letter from Dalwallinu Districts Ballet Group

#### **Purpose of Report**

Council is requested to consider a request to continue with the concessional fees and charges granted to the Dalwallinu Districts Ballet Group for the use of the Recreation Centre (excluding the basketball courts) and the Discovery Centre Community Room.

This item is brought to Council as Officers have no authority to alter or waive fees and charges.

#### **Background**

At the Ordinary Council Meeting held 22 August 2022 Council resolved the following:

#### **'MOTION 9952**

*Moved* Cr MM Harms

*Seconded* Cr JL Counsel

*That Council:*

- 1. Supports the proposal from Badimia Bandi Barna Aboriginal Corporation to establish an Aboriginal Art Centre in the Dalwallinu Town Hall;*
- 2. Delegates authority to the Chief Executive Officer to enter into a lease agreement for the unoccupied portion of the Dalwallinu Town Hall to be utilised by the Badimia Bandi Barna Aboriginal Corporation at a monthly fee of \$150.00;*
- 3. Requests that the Chief Executive Officer make alternative arrangements for the Dalwallinu Districts Ballet Group and Dalwallinu Baptist Church Youth Group to utilise the Dalwallinu Recreation Centre;*
- 4. Provides:*
  - a) a concession to the Dalwallinu Districts Ballet Group for the use of the Dalwallinu Recreation Centre (excluding the basketball courts) being equivalent to 50% of the cost of the Discovery Centre Community Room (no set up fee) rate as per Councils' Fees & Charges Schedule, on the proviso that the space is cleaned after each use, to the satisfaction of the Chief Executive Officer;*
  - b) a concession to the Dalwallinu Baptist Church Youth Group of 100% for the hire of the Dalwallinu Recreation Centre foyer and meeting room, on the proviso that the space is cleaned after each use, to the satisfaction of the Chief Executive Officer.*

**CARRIED BY ABSOLUTE MAJORITY 8/0'**

Also further to above, at the Ordinary Council Meeting held 27 February 2024 Council resolved the following:



## **MOTION 10205**

Moved            Cr SC Carter  
Seconded       Cr JL Counsel

That Council direct the Chief Executive Officer to advise the Dalwallinu Districts Ballet Group:

1. That a concession for use of the Dalwallinu Recreation Centre (excluding the indoor basketball court) being equivalent to 50% of the cost of the Dalwallinu Discovery Centre Community Room (no set up) rate as per Council's Fees & Charges Schedule, on the proviso that the space is cleaned after each use, to the satisfaction of the Chief Executive Officer;
2. That a concession in fees of 50% for the hire of the Dalwallinu Discovery Centre Community Room is granted;
3. That the concession for the hire of the Dalwallinu Recreation Centre and Dalwallinu Discovery Centre Community Room will expire on the 31 December 2025, and the Dalwallinu Districts Ballet Group will need to reapply prior to the 2026 dance season.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

Correspondence was received from Dalwallinu Districts Ballet Group on 11 February 2026, requesting that Council consider a continuation of the previous concession granted.

### **Consultation**

Nil

### **Legislative Implications**

#### State

Local Government Act 1995 – section 6.12

### **Policy Implications**

Nil

### **Financial Implications**

Should the council support the officer's recommendation there will be a loss of revenue from the fees associated with the hire of approximately \$4,944.

<b>Venue</b>	<b>Current Rate</b>	<b>Total</b>	<b>Proposed Rate</b>	<b>Concession</b>	<b>Total</b>	<b>Loss of Revenue</b>
Dalwallinu Discovery Centre Community Room (14 hires)	\$94	\$1,316	\$47		\$658	\$658
Dalwallinu Recreation Centre (Main Hall) (14 hires x 3 hours)	\$231 (\$77 per hour)	\$3,234	\$47		\$658	\$2,576
Dalwallinu Recreation Centre (Foyer) (14 hires x 3 hours)	\$95 per day	\$1,330	Inc in above rate			\$1,330
<b>TOTAL LOSS</b>						<b>\$4,564</b>



## **General Function Implications**

Nil

## **Strategic Implications**

*Shire of Dalwallinu Council Plan 2025-2035*

Objective 13.2 – Increased healthy affordable food and lifestyle options

Action 13.2.1 – Support community recreation activities and provision of accessible exercise equipment for all ages, children, young adults and seniors.

## **Site Inspection**

Site inspection undertaken: Not applicable

## **Sustainability & Climate Change Implications**

### *Economic implications*

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

### *Social implications*

Youth activities may have a positive impact on the social wellbeing of the youth in the community.

### *Environmental implications*

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

## **Officer Comment**

The 2026 dance season will commence in Term 2 (May 2026) and will be held for sixteen (14) weeks.

Increased healthy affordable food and lifestyle options is included in the Shire of Dalwallinu Council Plan for 2025-2035. As the concession is requested for youth activities, and the provision of dance lessons to approximately seventy (70) children, it would be reasonable for the Council to support this request.

## **Officer Recommendation**

That Council direct the Chief Executive Officer to advise the Dalwallinu Districts Ballet Group:

1. That a concession for use of the Dalwallinu Recreation Centre (excluding the indoor basketball court/kitchen and meeting room) being equivalent to 50% of the cost of the Dalwallinu Discovery Centre Community Room (no set up) rate as per Council's Fees & Charges Schedule, on the proviso that the space is cleaned after each use, to the satisfaction of the Chief Executive Officer;
2. That a concession in fees of 50% for the hire of the Dalwallinu Discovery Centre Community Room is granted;
3. That the concession for the hire of the Dalwallinu Recreation Centre and Dalwallinu Discovery Centre Community Room will expire on the 31 December 2027, and the Dalwallinu Districts Ballet Group will need to reapply prior to the 2028 dance season.



**Officer Recommendation/Council Resolution**

**MOTION**

Moved           Cr  
Seconded       Cr

**A0/0**



Shire of Dalwallinu  
58 Johnston Street  
DALWALLINU WA 6609  
[shire@dalwallinu.wa.gov.au](mailto:shire@dalwallinu.wa.gov.au)

10<sup>th</sup> February 2026

Dear Councillors of the Shire of Dalwallinu,

**Re: Application for Concessional Hire Fees**

We are writing to apply for a concession on the hire fees for the Dalwallinu Recreation Centre for our 2026 season.

Council first granted us a concession to hire the main room and foyer of the Dalwallinu Recreation Centre for classes in 2023, following the unavailability of the Town Hall. This concession was kindly extended for the 2024 and 2025 seasons.

The concessional hire arrangement was outlined as follows:

*“That Council direct the Chief Executive Officer to advise the Dalwallinu Districts Ballet Group:*

- 1. That a concession for use of the Dalwallinu Recreation Centre (excluding the indoor basketball court) being equivalent to 50% of the cost of the Dalwallinu Discovery Centre Community Room (no set up) rate as per Council’s Fees & Charges Schedule, on the proviso that the space is cleaned after each use, to the satisfaction of the Chief Executive Officer;*
- 2. That a concession in fees of 50% for the hire of the Dalwallinu Discovery Centre Community Room is granted;*
- 3. That the concession for the hire of the Dalwallinu Recreation Centre and Dalwallinu Discovery Centre Community Room will expire on 31 December 2025, and the Dalwallinu Districts Ballet Group will need to reapply prior to the 2026 dance season.”*

Historically, we hired the Dalwallinu Hall free of charge given our status as a community group. Our venue costs for classes doubled in 2023, when we needed to start hiring the Community Room and the Recreation Centre. Without a similar concession for this coming season, there would be a significant increase in costs to be passed on to families.

Dalwallinu Districts Ballet Group is run by a volunteer committee of local parents. For over 50 years, the committee has engaged a dance school to provide lessons, organised an end-of-season concert, and booked required venues. Since 2023, we have worked with Reach Performing Arts, a locally owned and operated dance school.

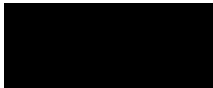
Reach Performing Arts is led by Bronwyn Hyde, a Dalwallinu parent. Bronwyn structures lesson fees to keep them as affordable as possible while ensuring teachers receive industry-standard pay and

essential costs such as insurance and music licensing are covered. Bronwyn and another Reach teacher also volunteer their time to teach classes and clean the Recreation Centre each week.

Together, Dalwallinu Districts Ballet Group and Reach Performing Arts are committed to providing local children with access to high-quality, affordable dance education. Last year, over 70 children benefited from the physical, social, and emotional advantages these classes provide.

Granting our request to continue the concessional hire rate for the Dalwallinu Recreation Centre will greatly assist us in maintaining this valuable community program. Thank you for your time and consideration.

Yours sincerely,



Karly McNeill  
President  
Dalwallinu Districts Ballet Group

## 9.4 CHIEF EXECUTIVE OFFICER

### 9.4.1 Shire of Dalwallinu Workforce Plan\*

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/5 – Governance - Reporting
<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 Workforce Plan 2026-2030

#### **Purpose of Report**

Council is requested to endorse the Shire of Dalwallinu Workforce Plan 2026-2030.

#### **Background**

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

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

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

Council endorsed the Workforce Plan in 2023 and 2024.

The 2026 review is now being presented to Council for endorsement.

#### **Consultation**

Senior Management Team

#### **Legislative Implications**

State

*Local Government Act 1995*

#### **Policy Implications**

Nil

#### **General Function Implications**

Nil

#### **Financial Implications**

Nil



## Strategic Implications

Nil

## Site Inspection

Site inspection undertaken: Nil

## Sustainability & Climate Change Implications

### Economic implications

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

### Social implications

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

### Environmental implications

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

## Officer Comment

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

Employees eligible for retirement in the next ten (10) years remains the biggest statistic in that 47.06% of the current workforce is due to retire within the next 1-10 years. It will be Administration's intention to seek younger workers to roles by way of traineeships with the hope that the employee will remain with the Shire on completion of the traineeship.

Another issue facing the Shire will be housing employees as 50% of the employees that are eligible to retire within the next ten (10) years have their own housing. This equates to eight (8) more houses being required to house employees to fill these vacancies.

## Officer Recommendation

That Council endorse the Shire of Dalwallinu Workforce Plan 2026-2030.

## Officer Recommendation/Council Resolution

### MOTION

Moved           Cr  
Seconded       Cr

0/0





## **Workforce Plan**

**2026 – 2030**

Reviewed: March 2026

DOCUMENT CONTROL			
Version	Approved by		Next Review Date
	Name	Title/Resolution	
1	Council	Adopted by Council - 26 September 2017- (M9010)	June 2018
2	Council	Annual Review – 26 May 2018	June 2019
3	Council	Annual Review – 25 June 2019	June 2020
4	Council	Annual Review – 26 May 2020- (M9557)	June 2021
6	Council	Annual Review – 28 June 2022	June 2023
7	Council	Annual Review – 25 July 2023- (M10115)	June 2024
8	Council	Annual Review – 23 July 2024- (M10267)	June 2025
9	Council	Annual Review - 00 Month 2025- (M00000)	June 2026
10	Council	Annual Review - 00 Month 2026- (M00000)	June 2027
Version	Amendment Date	Amendment details	
1	June 2017	New Plan adopted - Integrated Planning – Workforce Plan 2017 - 2021	
2	May 2018	Review of Plan	
3	June 2019	Review of Plan	
4	May 2020	Review of Plan	
6	June 2022	Review of Plan – 2020-2024	
7	July 2023	Review of Plan – 2023-2027	
8	July 2024	Review of Plan – 2024-2028	
9	March 2026	Review of Plan – 2026-2030	

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## Chief Executive Officer's Message

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

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

Workforce Planning:

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

Workforce Planning will enable our organisation to:

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

Jean Knight

**CHIEF EXECUTIVE OFFICER**

## Document Purpose within Integrated Planning Framework

### The Integrated Planning Framework and Key Documents

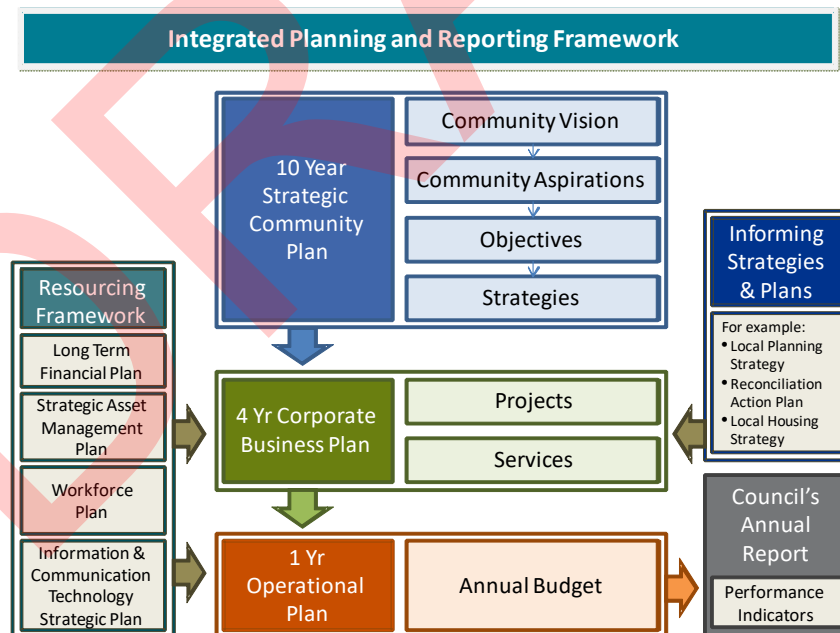
The Department of Local Government introduced regulations which established requirements for local governments in Western Australia. All local governments, including the Shire of Dalwallinu, are required to have an **Integrated Planning and Reporting Framework (IPR)** which consists of several strategic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

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

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

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

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



## **Outcomes of community consultation for the Council Plan vision**

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

### **Council Plan Goals**

#### Goal 1 – Social:

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

#### Goal 2 – Economic:

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

#### GOAL 3 – Built Environment:

To deliver and support the services that contribute to the achievement of the Built Environment.

#### GOAL 3 – Natural Environment:

To deliver and support the services that contribute to the achievement of the Natural Environment.

#### GOAL 4 – Governance

To work together as custodians for now and the future.

#### GOAL 5 – Public Health

To deliver and support the services that contribute to the achievement of the Public health Aspiration and outcomes.

### **What is a Workforce Plan?**

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

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

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

### **Analysis of Internal and External Environment and Workforce**

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

### **Workforce Implications of the Council Plan**

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

### **Strategies to Meet Future Workforce Needs**

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

### **Monitoring and Evaluation**

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

### **Analysis of Internal and External Environment and Workforce**

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

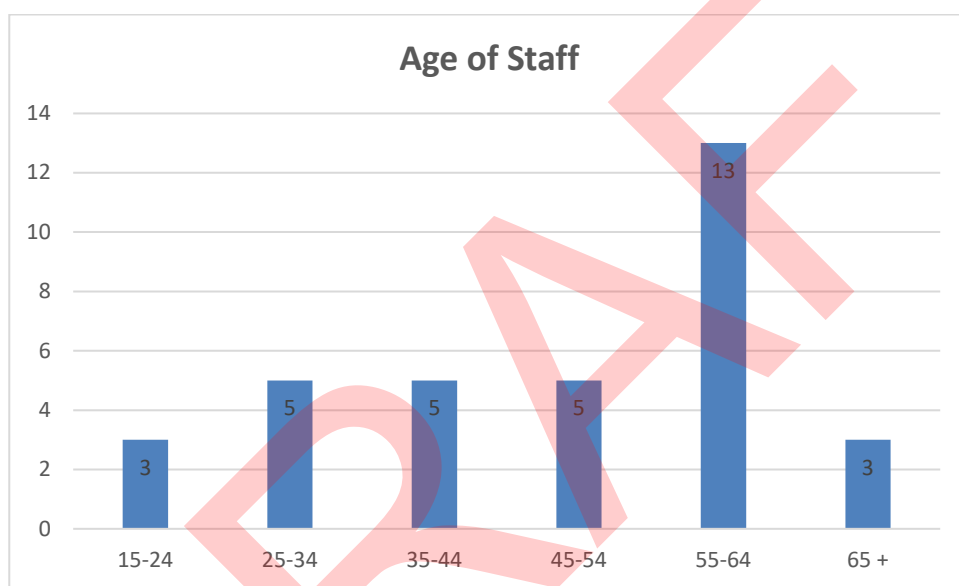
To meet the needs of our community, the Shire will focus on providing infrastructure, services, facilities and programs in a timely, cost effective and sustainable manner. A key component of providing these items will be our workforce.

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

### Age – Gender Profile

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

Current Review	Last Review
8.82% are 24 and under;	3.23% are 24 and under;
14.71% are 25-34 years;	16.13% are 25-34 years;
14.71% are 35 – 44 years;	19.35% are 35 – 44 years;
14.71% are 45 – 54 years;	19.35% are 45 – 54 years;
38.24% are 55 – 64 years;	35.48% are 55 – 64 years;
8.82% are 65 plus years	6.45% are 65 plus years



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

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

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

The Shire of Dalwallinu community profile indicates that 24% of residents are 15 - 34 years, which provides the Shire with potential future employees. It will be critical that

the Shire is able to engage with the youth in the community and promote the opportunities of working in Local Government.

### **Years to Retirement**

When reviewing the data for Shire of Dalwallinu employees, it is clear that 47.06% of staff are eligible to retire in the next 10 years.

Table – Years to Retirement across Organisation

Years to Retirement	Employees
0	8.82%
1 to 10	38.24%
11 to 20	14.71%
21 to 30	14.71%
31 to 40	14.71%
40 +	8.82%

Given the above, (in the next 1-10 years 47.06% are due to retire) it will be important that the Shire has in place effective succession planning strategies to ensure there is a pool of future leaders within the organisation. It will also be important to look at phased retirement options, part-time work and the effective on boarding of youth (and all new employees) to ensure the skills of the retiring employees are not lost when they leave the organisation.

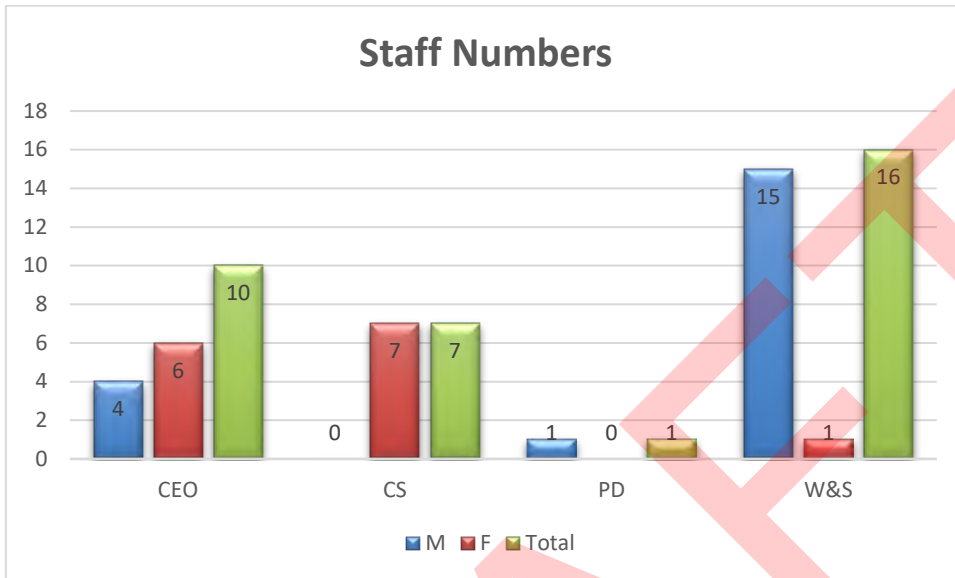
To assist in this process the development of an ageing workforce strategy will be important and will provide support to staff as they progress towards retirement.

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

### Gender Profile

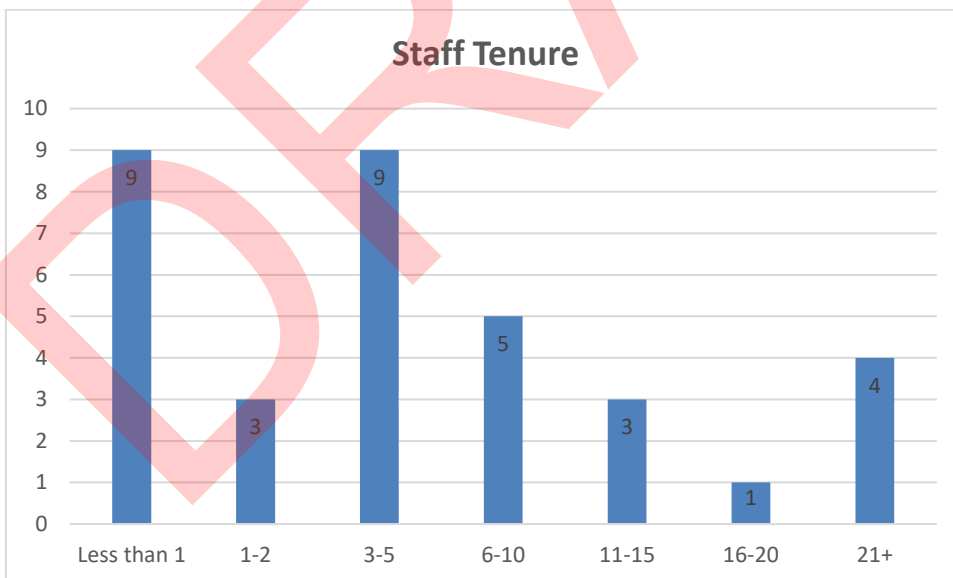
In 2026 the overall total split for employees is 59% males and 41% females for the Shire.

Figure – Gender by organisational unit



### Staff Tenure

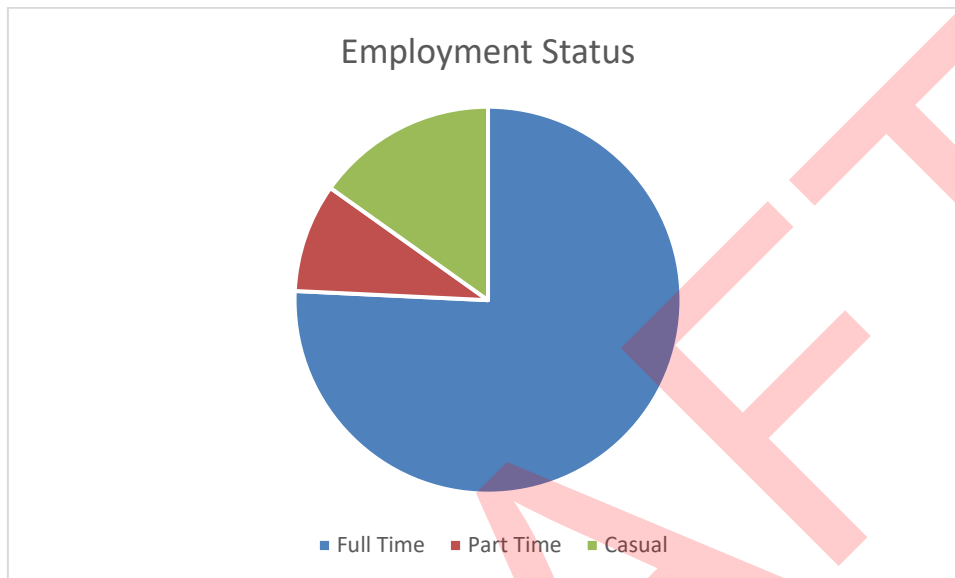
The majority of the staff (62%) have an employment tenure of between 0-5 years.



### **Employment Status**

The majority of employees are employed on a permanent full time basis (76%) with (9%) on a part time basis and (15%) on a casual basis. Casual positions are aligned to operations that fluctuate due to seasonal operations and leave cover.

Figure – Employment Status of employees at Shire of Dalwallinu



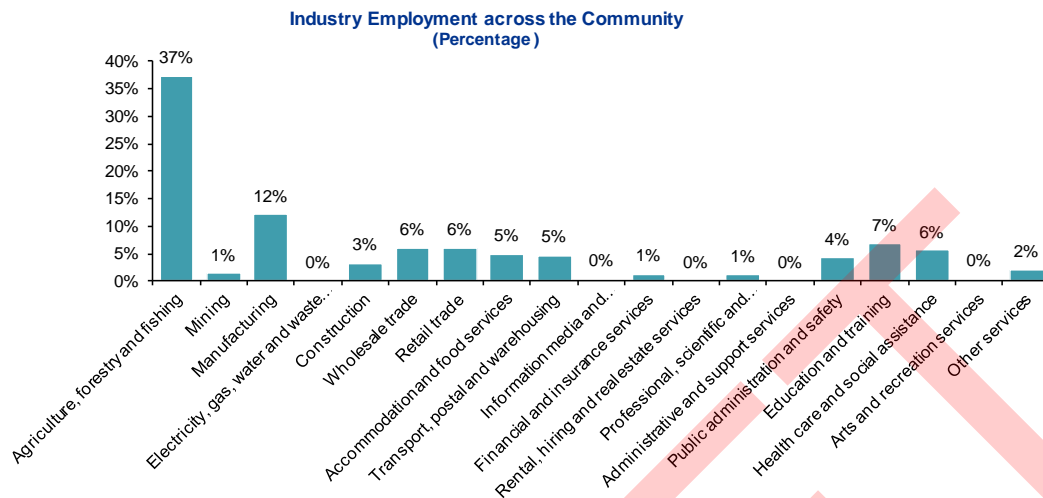
### **Industry of Employment Profile**

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

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

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

Figure – Percentage of Shire of Dalwallinu Residents by Industry

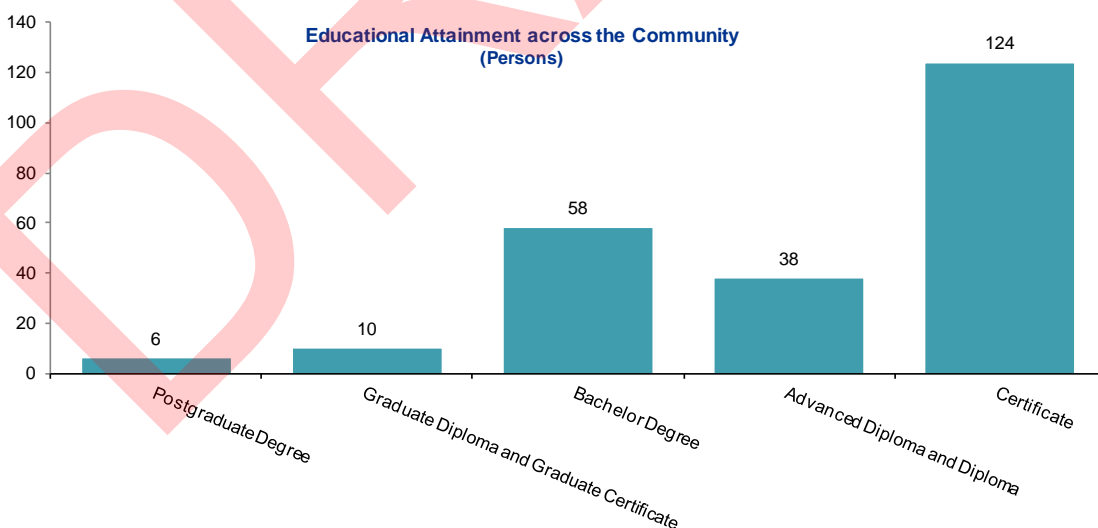


source: Australian Bureau of Statistics 2011

### Level of Education

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

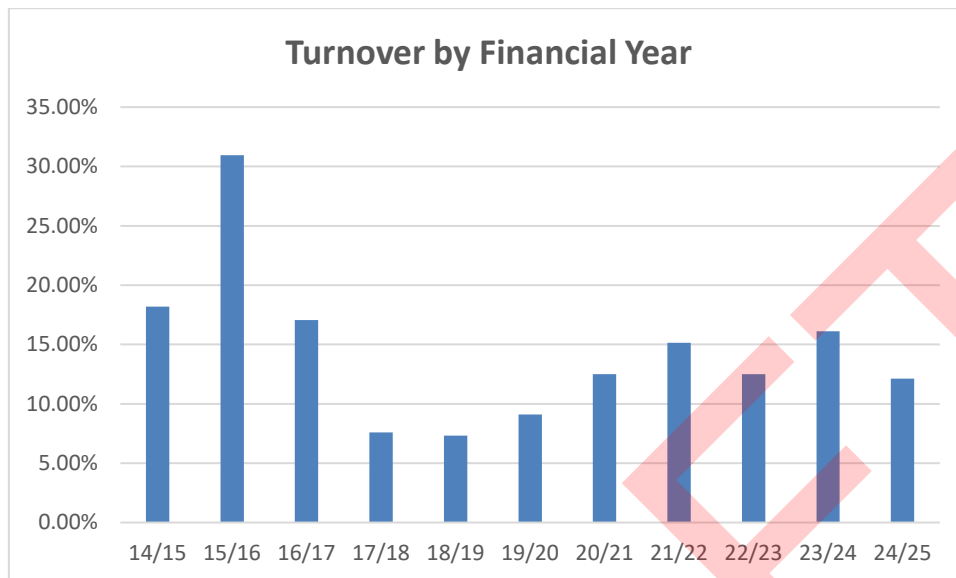
Figure – Percentage of Shire of Dalwallinu residents' maximum attained level of education



source: Australian Bureau of Statistics 2011

## Turnover

Figure – Staff turnover by financial year



Turnover rates remain steady over the past eight (8) years. The Shire of Dalwallinu is fortunate to have some very long-standing employees.

### **Additional Comments on External Environment**

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

Some considerations:

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

### **Identification of Gaps between Internal / External Environment**

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

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

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

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

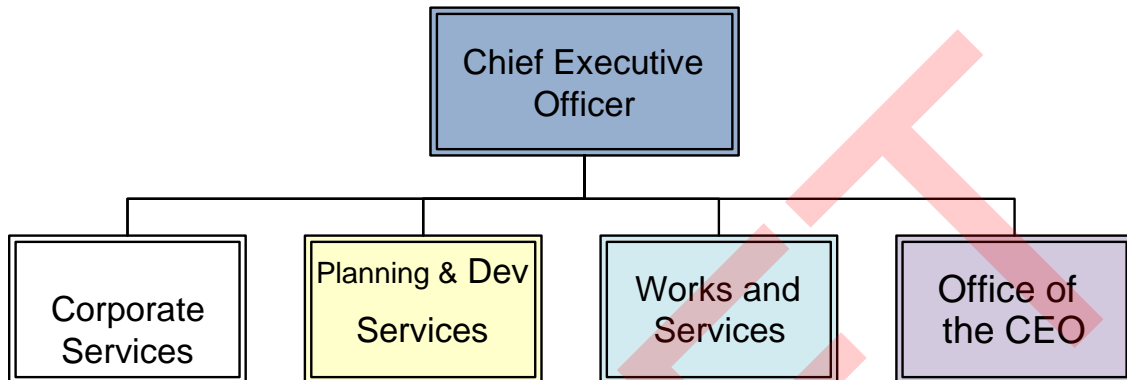
The Shire seeks to develop systems that will ensure it is an exciting; engaged; and futuristic place to work, and that it has practical support for work/life balance and career opportunities for current and future employees. The Shire is focused in its endeavours to promote and attract only the best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

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

### Current Organisational Structure

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

Figure – Organisational Structure – Shire of Dalwallinu



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

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

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

## Workforce Implications of the Council Plan

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

### ***Analysis of gaps, issues, risks which have workforce implications***

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

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

### ***Research and Development of Improved Corporate (Administrative) Systems***

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

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

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

### ***Project Management Capabilities***

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

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

### ***Governance and Legislative Compliance***

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

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

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

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

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

## Critical positions / groups

A position may be deemed critical:

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

## Overall risk level ratings

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

## Risk rating definitions

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

POSITION REPLACEMENT RISK ASSESSMENT					
Position Details	Catastrophic	Major	Moderate	Minor	Insignificant
Chief Executive Officer, five year contract, expires 16/04/2029 – significant loss of corporate and legislative knowledge		✓			
Manager Corporate Services –MCS has a five year contract, expires May 2028 – significant loss of corporate knowledge, highly skilled and difficult to replace.		✓			
Manager Planning & Development Services, five year contract, expires 31/08/2030 – significant loss of corporate knowledge, highly skilled and difficult to replace due to his qualifications in all 3 areas (Building, Planning & Environmental Health)		✓			
Manager Works & Services, five year contract, expires 7/11/26 – specialised area, shortage within the industry, highly skilled and difficult to replace.		✓			
Community Development/Discovery Centre Officer			✓		
Works Supervisor – specialised area, shortage within industry			✓		
Executive Assistant – corporate and legislative knowledge no formal qualification required			✓		
Finance Officer – specialised area, shortage within the industry		✓			
Payroll/Creditors Officer – specialised area, shortage within the industry		✓			
Customer Service Officer – Cashier, corporate knowledge, back up staff available			✓		
Technical Support Officer – Works & Services			✓		
Building Maintenance Officer – specialised area			✓		
Swimming Pool Manager – specialised area, qualifications required, shortage within the industry		✓			

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

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## Strategies to Meet Future Workforce Needs

### **Workforce Planning through 2026 and beyond**

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

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

The second process involves estimating the FTEs required to deliver the operating projects that are the outcomes of the Council Plan.

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

### **Business-As-Usual and Council Plan Workforce Projections**

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

Table – Employee Numbers – Office of the Chief Executive Officer

OFFICE OF THE CEO (All Staff)					
Position	Current	2026/27	2027/28	2028/29	2029/30
Chief Executive Officer	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Administration Officer	0	.5	.5	.5	.5
Aquatic Centre Manager	1	1	1	1	1
Aquatic Centre Educators	3	3	3	3	3
Cleaners	3	3	3	3	3
Building Maintenance	1	1	1	1	1
<b>TOTAL</b>	<b>10</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>

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

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

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

An increase of .5 FTE is planned in 2026/27 to provide Human Resources and Governance Support to the Chief Executive Officer.

Table – Employee Numbers – Corporate Services

CORPORATE SERVICES					
Position	Current	2026/27	2027/28	2028/29	2029/30
Manager Corporate Services	1	1	1	1	1
Finance Officer - Rates	1	1	1	1	1
Finance Officer – Payroll/Creditors	1	1	1	1	1
Community Development/DDC Officer	1 (Parental Leave)	1	1	1	1
Administration Officer	.75	.25	.25	.25	.25
Customer Service Officer FT	1	1	1	1	1
Customer Service Officer PT	1	1	1	1	1
Trainee	0	0	1	0	0
<b>TOTAL</b>	<b>6.75</b>	<b>6.25</b>	<b>7.25</b>	<b>6.25</b>	<b>6.25</b>

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

<i>Audit &amp; Risk Management</i>	<i>Asset Management</i>
<i>Budget Management</i>	<i>Council Reporting</i>
<i>Customer Service</i>	<i>Financial Management</i>

*Governance*

*Information Management*

*Property Administration*

*Vehicle Licensing*

*Records Management*

It is proposed to include .25 FTE for an Administration Officer to provide Emergency Management Support to the Manager Corporate Services and one new position for a trainee for Corporate Services during the next four years.

Table – Employee Numbers – Works and Services

WORKS & SERVICES					
Position	Current	2026/27	2027/28	2028/29	2029/30
Manager Works & Services	1	1	1	1	1
Works Supervisor	1	1	1	1	1
General Hands	11	11	12	13	13
Mechanic	1	1	1	1	1
Trainee	1	1	0	1	0
Support Officer	1	1	1	1	1
<b>TOTAL</b>	<b>16.0</b>	<b>16.0</b>	<b>16.0</b>	<b>17.0</b>	<b>17.0</b>

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

*Cemetery Maintenance*

*Refuse Collection*

*Footpaths*

*Town Sewerage system*

*Town Maintenance*

*Road Construction*

*Road Maintenance*

*Workshop Operations*

*Fleet Management*

*Asset Management*

A new trainee position Commenced in 25/26 with the hope that the employee remains as a General Hand in 27/28.

Table – Employee Numbers – Planning & Development Services

PLANNING & DEVELOPMENT SERVICES					
Position	Current	2026/27	2027/28	2028/29	2029/30
Manager Planning & Development	1	1	1	1	1
Support officer	.25	.25	.25	.25	.25
<b>TOTAL</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

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

*Building/Planning/Health Services*

### **Shire Total Workforce Projections**

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

Table – Shire of Dalwallinu total Employee Numbers

SHIRE OF DALWALLINU					
Unit	Current	2026/27	2027/28	2028/29	2029/30
Office of the CEO	10	10.5	10.5	10.5	10.5
Corporate Services	6.75	6.25	7.25	6.25	6.25
Works & Services	16.0	16.0	16.0	17.0	17.0
Planning & Development Services	1.25	1.25	1.25	1.25	1.25
<b>TOTAL</b>	<b>34</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>35</b>

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

***Link to Financial Plan***

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

DRAFT

### Financial Analysis

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

Financial Year	Employee Costs	#FTE	Increase %	Ave cost per FTE
2015-2016	2,912,783	39	5.42%	74,686
2016-2017	3,141,256	40	7.84%	78,531
2017-2018	3,383,197	38	7.70%	89,031
2018-2019	2,830,290	34	-16.34%	83,244
2019-2020	2,338,371	29	-17.38%	80.633
2020-2021	2,309,114	28	-1.25%	82,468
2021-2022	2,174,005	28	-5.85%	77,643
2022-2023	2,461,829	28	13.24%	87,922
2023-2024	2,335,367	28	-5.13%	83,405
2024-2025	2,657,904	28	13.81%	94,925

### The Budget

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

### Strategies to Meet Future Requirements and Service Delivery

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

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

Table – Workforce planning strategies

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

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

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

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

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

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

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

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

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

### **Alignment to Asset Management and Information Technology**

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

### **Monitoring and Evaluation**

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

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

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

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

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

## 9.4.2 Review of Register of Delegations\*

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/21 – Governance - Delegations
<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>	<b>Absolute Majority</b>
<b>Attachments</b>	Register of Delegations

### **Purpose of Report**

Council is requested to endorse the reviewed Delegated Authority Register for the 2025-2026 financial year.

### **Background**

In accordance with Section 5.46 of the *Local Government Act 1995*, delegations are to be reviewed at least once every financial year. The 2024-2025 review was presented to Council in March 2025.

The Senior Management Team have undertaken a review of the Delegated Authority Register and the 2026 register is now presented to Council for review and endorsement.

### **Consultation**

Nil

### **Legislative Implications**

State

*Local Government Act 1995 – section 5.46*

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **General Function Implications**

Nil

### **Strategic Implications**

Nil

### **Site Inspection**

Site inspection undertaken: Not applicable

### **Sustainability & Climate Change Implications**

Economic implications

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



Social implications

There are no known social implications associated with this proposal.

Environmental implications

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

**Officer Comment**

The existing Delegated Authority Register has been reviewed and no amendments were made to the current Register.

**Officer Recommendation**

That Council endorses the Delegated Authority Register 2026 as attached.

**Officer Recommendation/Council Resolution**

**MOTION**

Moved            Cr

Seconded       Cr

**A0/0**



# Shire of Dalwallinu

## *Register of Delegations*



*Reviewed March 2026*

# DELEGATED AUTHORITY REGISTER

**DOCUMENT CONTROL**

DOCUMENT CONTROL			
Version	Approved by		Date
	Name	Title/Resolution	
1	Council	Register of Delegations (Annual Review)	27 October 2015
2	Council	Register of Delegations (Annual Review)	28 March 2017
3	Council	Register of Delegations (Annual Review)	27 March 2018
4	Council	Register of Delegations (Annual Review)	26 March 2019
5	Council	Register of Delegations (Annual Review)	24 March 2020
6	Council	Register of Delegations (Annual Review)	23 March 2021
7	Council	Register of Delegations (Annual Review)	22 March 2022
8	Council	Register of Delegations (Annual Review)	28 March 2023
9	Council	Register of Delegations (Annual Review)	26 March 2024
10	Council	Register of Delegations (Annual Review)	25 March 2025

AMENDMENTS		
Document Version	Date of Amendment	Amendment details
1	27 October 2015	Review - 27 October 2015
2	28 March 2017	Review - 28 March 2017 (M8798)
3	27 March 2018	Added 2012 Gravel Royalties 27 March 2018 (M9128)
3	27 March 2018	Amended 3001 – Addition of Manager of Works & Services and Manager Planning & Development Services 27 March 2018 (M9128)
3	27 March 2018	Added 9002 Collection of Native Flora 27 March 2018 (M9128)
4	26 March 2019	Amended 3005 - Ordering Thresholds (M9343) – <i>“Removed ordering threshold for Mechanic”</i>
4	26 March 2019	Added 3007 – Debt write Offs (M9343)
5	24 March 2020	Review – 24 March 2020 (M9524)
6	23 March 2021	Revoked 1001 – Replaced by new Policy 1.19 (M9687) Amended 6005 – Included new delegation relating to Council’s Sea Container Policy – LLP8 (M9687) 7001 – Removed Manager Planning & Development Services as CEO cannot on-delegate (M9687) 9001 – Added Manager Planning & Development Services that the CEO can on-delegate to (M9687)
7	22 March 2022	Review – 22 March 2022 (M9884)
7	23 August 2022	Review – Delegation 3005 – Ordering Thresholds (M9954)
8	28 March 2023	Review – 28 March 2023 (M10057)
9	26 March 2024	Review – 26 March 2024 (M10220) Amended 4002 – Remove delegation to CBFC and Shire President and insert Chief Executive Officer
10	25 March 2025	Review – 25 March 2025 (M10377) 3005 - Included credit and store cards on wording of Delegation and relevant officers who have access to purchasing cards 6001 - Included wording “and apply health regulations” to delegation 6002 - Included wording “and apply health regulations” to delegation 6003 - - Included wording “and apply health regulations” to delegation



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## INTRODUCTION

### Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with Shire's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the **Local Government Act 1995** (the Act) on an annual basis. The coordination of the review will be performed by the Chief Executive Officer.

### Legislation

The **Local Government Act 1995** allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, except those listed in section 5.43. All delegations made by the Council must be by absolute decision [section 5.42(1)].

### Associated legislation

Legislation other than the Act, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- *Planning and Development Act 2005* including regulations and adopted policies
- *Dog Act 1976* and regulations
- *Bush Fires Act 1954* regulations and local laws created under that Act)
- *Health Act 1911* (as amended) regulations and local law created under that Act
- *Freedom of Information Act 1992*
- *Land Administration Act 1997* as amended and regulations
- *Litter Act 1979* and regulations
- *Local Government (Miscellaneous Provision) Act 1960* as amended
- *Caravan Parks and Camping Grounds Act 1995*
- *Control of Vehicles (Off-Road Areas) Act 1978* and regulations
- *Strata Titles Act 1985*
- *Food Act 2008*
- *Environmental Protection Act 2005*
- *Building Act 2011*

*Note - this is not an exhaustive list*

### Delegation by the Chief Executive Officer

The Act allows for the Chief Executive Officer to delegate any of the powers to another employee [Section 5.44 (1)]. This must be done in writing [Section 5.44 (2)]. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year [Section 5.46 (1) and (2)]. If a person is

exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [Section 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power of the discharge of the duty [**Local Government (Administration) Regulations 1996, regulation 19**].
- Service unit's responsible for a work process are to ensure that data is captured and recorded managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.
- A person to whom a power is delegated under the Act is considered to be a 'designated employee' under 5.5.74(b) of the Act and is required to complete a primary and annual return each year.
- There is no power for a person other than the Chief Executive Officer to delegate a power [Section 5.44 (1)].

#### **Acting through another person**

##### **Local Government Act 1995 - section 5.45 (2)**

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a) a local government from performing any of its functions by acting through a person other than the CEO; or
- b) a CEO from performing any of his or her functions by acting through another person.

The key difference between a delegation and "acting through" is that a delegated exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where not discretion exists is reinforced by Section 56 of the **Interpretation Act 1984** which states:

56. "May" imports a discretion, "shall" is imperative
- (1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.
  - (2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.

**1000 ADMINISTRATION**

**1001 REVOKED - ACTING CHIEF EXECUTIVE OFFICER**

POLICY REVOKED – MARCH 2021

REASON – Replaced by New Policy 1.19.



**1002 NATIVE TITLE**

**Objective of Delegation:** To register an interest in any native title claim.

**Extent of Delegation:** The power to register an interest in any native title claim affecting the Shire in order for Council to have sufficient interest to become a party to the native title application.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42</b></li> <li>• <b>Native Title (State Provisions) Act 1999</b></li> </ul>
<b>Last Reviewed:</b>	27 October 2015 (formally Delegation A02) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1003 REMOVE AND IMPOUND GOODS**

**Objective of Delegation:** To remove and impound goods.

**Extent of Delegation:** The power to remove and impound goods from a public place if the goods present a hazard to public safety or they obstruct the lawful use of any place.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation A03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1004 SALE OF IMPOUNDED GOODS**

- Objective of Delegation:** To expedite the disposal of any vehicles, animals or goods.
- Extent of Delegation:** The power to sell or otherwise dispose of impounded/confiscated/seized goods.
- Conditions imposed:**
1. Any goods confiscated may be sold by public auction or after calling public tenders as per Part 4 of the *Local Government (Functions & General) Regulations 1996*.
  2. The Chief Executive Officer is authorised to accept any tender up to the value of \$2,000. Tenders for amounts exceeding \$2,000 shall be referred to Council for consideration.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services
<b>Formal Record:</b>	Receipt of payment Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 3.47, 3.58, 5.42,5.44</b></li> <li>• <b>Local Government (Functions &amp; General) Regulations 1996</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation A04) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1005 NOTICES TO OWNERS AND OCCUPIERS OF LAND AND POWER OF ENTRY**

**Objective of Delegation:** To exercise all of the powers and duties of the local government in respect to the powers of entry upon land.

**Extent of Delegation:** The power to authorise a person to issue and enforce owners or occupiers to do anything prescribed in Schedule 3.1 - Powers under Notices to Owners and Occupiers of Land and the Powers of Entry as per Part 3 Division 3 Sub Division 3 of the *Local Government Act 1995*.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Planning & Development Services Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 - Section 3.28 – 3.36, 5.42 and 5.44</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation A06) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1006 TENDERS / QUOTATIONS**

- Objective of Delegation:** To expedite the calling of quotations and tenders.
- Extent of Delegation:** The power to:
- i. make the decision to invite quotations and tenders for goods and services;
  - ii. call quotations and tenders before the Shire enters into a contract of a prescribed kind;
  - iii. accept a quotation where the consideration is less than \$150,000
- Conditions Imposed:**
1. All decisions to call for quotations or tenders for goods or services must relate to a proposal that is specifically authorised in the budget or by a specific Council decision.
  2. The Chief Executive Officer must be satisfied before making the decision to call for quotations or tenders that an appropriate specification and information package is available and that there are appropriate assessment criteria specified.
  3. That the process is conducted fairly and impartially and in strict compliance with the *Local Government Act 1995* and the associated regulations, and any appropriate Council policy, direction or guidelines.
  4. That any decision to accept a quotation or tender is made fairly, impartially and based upon a proper assessment of the stipulated criteria, and that represents the best value for the Shire.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 - Section 3.57, 5.42,5.44</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally part of Delegation A01) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1007 ENTERING INTO CONTRACTS**

- Objective of Delegation:** To enter into contracts on behalf of the Shire of Dalwallinu.
- Extent of Delegation:** The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where:
- The Council has authorised entering into a formal contract; or
  - A formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council and where the consideration under the contract is less than \$150,000.
- Conditions Imposed:** All contracts where the consideration is greater than \$150,000 must be subject to specific authorisation of the Council.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 - Section 5.42</i></b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1008 WESTERN AUSTRALIAN TREASURY CORPORATION BORROWINGS**

**Objective of Delegation:** To sign documents in relation to borrowings for the Shire of Dalwallinu.

**Extent of Delegation:** To sign schedule documents under the Master Lending Agreement and give instructions to Western Australian Treasury Corporation on behalf of the Shire of Dalwallinu.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li><b>Local Government Act 1995 - Section 5.42, 9.49A(4)</b></li> </ul>
<b>Last Reviewed:</b>	New delegation (OCM 22 April 2014) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**1009 APPOINTMENT OF AUTHORISED OFFICERS**

**Objective of Delegation:** To expedite the appointment of authorised officers.

**Extent of Delegation:** The power to appoint authorised officers/persons to enforce local laws of the Shire made in accordance with the *Local Government Act 1995* and the following Acts (including their relevant regulations):

- *Bush Fires Act 1954*
- *Cemeteries Act 1986*
- *Dog Act 1976*
- *Health Act 1911*
- *Litter Act 1979*
- *Building Act 2011*
- *Fines, Penalties and Infringement Notices Enforcement Act 1994*
- *Cat Act 2011*

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 - Section 5.42</i></b></li> <li>• <b><i>Acts as listed above</i></b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 2000 WORKS

### 2001 REGULATORY SIGNS

**Objective of Delegation:** To expedite the process of applying for regulatory signage to Main Roads WA.

**Extent of Delegation:** The power to make applications to Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> </ul>
<b>Last Reviewed:</b>	New Delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2002      TEMPORARY ROAD CLOSURES**

**Objective of Delegation:** To expedite the process of approving temporary road closures if and when required.

**Extent of Delegation:** The power to temporarily close a thoroughfare or a portion of a road for a period not exceeding twenty eight (28) days (without providing local public notice) if of the opinion that by reason of heavy rain a road is likely to be damaged by the passage of traffic generally or traffic of any particular class, in accordance with Section 3.50 of the *Local Government Act 1995*. When considering implementation of this delegation the Chief Executive Officer is required to comply with the requirements of Council Policy 5.14.

The power to temporarily close a road or a portion of a road for repairs and maintenance in accordance with Section 3.50A of the *Local Government Act 1995*.

The power to close a thoroughfare for a period in excess of twenty eight (28) days by providing local public notice in accordance with Section 3.50 of the *Local Government Act 1995*.

**Conditions imposed:** 1. Council to be advised of all temporary road closures.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 3.50 &amp; 3.50A, 5.42, 5.44</i></b></li> <li>• <b><i>Shire of Dalwallinu Policy 5.15</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E02) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2003 DISPOSAL OF SURPLUS EQUIPMENT, MATERIALS, TOOLS**

**Objective of Delegation:** To expedite the disposal of surplus equipment, materials and tools belonging to the Shire of Dalwallinu.

**Extent of Delegation:** The power to dispose of Shire surplus equipment, materials and tools by calling for expressions of interest, holding of a surplus goods sale at the Shire depot, or any other fair means.

**Conditions imposed:** Goods are to have a value of less than \$5,000. Any items with a value of more than \$5,000 are to be referred to Council for a decision.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li><b>Local Government Act 1995 – Section 5.42,5.43,5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation F04) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2004           EVENTS ON ROADS**

**Objective of Delegation:** To expedite the process for approving temporary road closures for the purpose of conducting events.

**Extent of Delegation:** The power to determine applications for the temporary road closure of roads for the purpose of conducting events in accordance with the *Road Traffic (Events on Roads) Regulations 1991*. The Chief Executive Officer shall have regard to Section 3.50 of the *Local Government Act 1995* and Council’s Local Law.

**Conditions imposed:** Council to be advised of any approved temporary road closures.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 3.50, 5.42, 5.44</i></b></li> <li>• <b><i>Road Traffic Regulations 1991 – Section 4 (1) &amp; (2)</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2005 HEAVY HAULAGE PERMITS**

**Objective of Delegation:** To expedite the processing of any referrals from Main Roads WA for the use of local roads by heavy haulage vehicles.

**Extent of Delegation:** The authority to determine any application referral from Main Roads WA to use heavy vehicles up to and including Network 7 Restricted Access Vehicles, on any local road within the district, recommending approval or refusal.

**Conditions imposed:**

1. The Chief Executive Officer to have regard for any applicable Council policy.
2. Council to be advised of all approved applications.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42 and 5.44</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E01) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2006 GATES AND PIPES ACROSS PUBLIC THOROUGHFARES**

**Objective of Delegation:** To expedite the approval of installation of gates and pipes across/under public thoroughfares.

**Extent of Delegation:** The authority to approve the installation of gates across, or pipes under, Council controlled thoroughfares.

**Conditions imposed:** 1. A register of gates to be maintained as per Regulations.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system Recorded in Gate Register
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44, Schedule 9.1</b></li> <li>• <b>Local Government (Uniform Local Provisions) Regulations 1996 – Regulation 9</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E04) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2007 STREET TREES - REMOVAL**

- Objective of Delegation:** To expedite the approval to remove street trees under the care, control and maintenance of Council.
- Extent of Delegation:** The authority to authorise the removal of any tree on any townsite street or road reserve where the street or road is under the care, control and maintenance of the Council.
- Conditions imposed:**
1. This authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or creating a traffic hazard by restricting the vision of motorists or is required by a public utility in accordance with its legislative authority.
  2. The removal of any tree or vegetation must comply with the requirements of the *Environmental Protection Act 1986* and associated legislation.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services Works Supervisor
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42 and 5.44</i></b></li> <li>• <b><i>Environmental Protection Act 1986</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E05) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2008 ROAD CLOSURES**

**Objective of Delegation:** To commence the process for the closure of any road in the district.

**Extent of Delegation:** The authority to initiate the road closure process by seeking comment from affected landowners, service authorities, etc and advertising the proposal for public comment.

**Conditions imposed:**

1. All notices and advertisements are to clearly demonstrate Council is not committed to the closure proposal but is simply seeking comment to assist in determining whether to proceed further with the closure or not.
2. When all responses are received and the advertising period has expired, the Chief Executive Officer is to submit a report to Council for formal consideration.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42 and 5.44</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E06) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2009 CROSSOVERS – APPLICATIONS/REPAIRS**

**Objective of Delegation:** To expedite the application process for the construction of a crossover and to authorise repairs.

**Extent of Delegation:** The authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council policy.

The authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land. If the person fails to comply with the notice, the Chief Executive Officer is delegated authority to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services Works Supervisor
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42 and 5.44</b></li> <li>• <b>Local Government (Uniform Local Provisions) Regulations 1996 – Regulations 12-15</b></li> <li>• <b>Shire of Dalwallinu Policy 5.8</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E07) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2010 PUBLIC THOROUGHFARES – FIXING OR ALTERING LEVELS OR ALIGNMENTS OR DRAINAGE ONTO ADJOINING LAND**

**Objective of Delegation:** To expedite the process of giving required notice before fixing or altering the level or the alignments of a public thoroughfare and before draining water from a public thoroughfare or other public places onto adjoining land.

**Extent of Delegation:** The authority to give the required notices as specified in the *Local Government Act 1995* Section 3.51 (3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place into adjoining land.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li><b><i>Local Government Act 1995 – Section 3.51, 5.42, 5.44</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2016 (formally Delegation E08) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2011 LICENCE TO DEPOSIT MATERIALS ON OR EXCAVATE ADJACENT TO A STREET**

**Objective of Delegation:** To expedite licence approvals to deposit materials on or excavate adjacent to a street.

**Extent of Delegation:** The authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to Section 6 of the Local Government (Uniform Local Provisions) Regulations 1996.

**Conditions imposed:** The Chief Executive Officer shall first obtain confirmation from appropriate staff that the proposed activity will not create undue interference with the operation of the street way or public place.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services Works Supervisor
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42 &amp; 5.44</b></li> <li>• <b>Local Government (Uniform Local Provisions) Regulations 1996 – Section 6</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation E10) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**2012 GRAVEL ROYALTIES**

**Objective of Delegation:** To expedite the process of acquiring gravel from landowners.

**Extent of Delegation:** The authority to negotiate compensation to landowners for the acquisition of gravel associated with road making and maintenance purposes within the Shire of Dalwallinu.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system Listed on monthly payments to Council
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44, Schedule 3.2</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 3000 FINANCE

### 3001 PAYMENT OF ACCOUNTS

**Objective of Delegation:** To expedite the payment of accounts.

**Extent of Delegation:** The authority to make payments from the Municipal or Trust Fund.

**Conditions imposed:** Each payment from the Municipal fund or Trust fund is to be noted on a list compiled each month showing:

1. The payee's name
2. The amount of the payment
3. The date of the payment
4. Sufficient information to identify the transaction

The list referred to above is to be presented to the Council at the next Ordinary meeting of Council and is to be recorded in the minutes.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Works & Services Manager Planning & Development
<b>Formal Record:</b>	Recorded in monthly Council minutes
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42 and 5.44</b></li> <li>• <b>Local Government (Financial Management) Regulations – Reg 12 and 13</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation F02) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**3002 DONATION REQUESTS**

- Objective of Delegation:** To expedite donation requests.
- Extent of Delegation:** The power to determine requests for the donation of monies up to the value of \$300.
- Conditions imposed:** The group or individual must demonstrate:
- a) Significant direct benefit to the local community;
  - b) That the group is an incorporated community group or nonprofit making organisation;
  - c) That the group’s financial status is such as to justify a donation and Council has previously recognised the group as deserving of assistance;
  - d) That available funding exist in Council’s budget

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Not applicable
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42 and 5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation F01) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**3003 INVESTMENT OF FUNDS**

- Objective of Delegation:** To oversee the investing of funds.
- Extent of Delegation:** The power to invest any monies held in the Municipal Fund that is not, for the time being, required by the local government for any other purpose.
- Conditions imposed:**
1. To observe Council Policy 3.4 relevant to the investment of funds.
  2. To observe any regulations relating to investments by local government.
  3. To act in a prudent manner and to exercise regular management control and oversight of the investment of funds.
  4. To conduct regular reviews of the investment performance and controls.
  5. Internal control procedures to be followed by employees to ensure control over investments and should identify
    - a) Nature and location of all investments
    - b) The transactions related to each investment

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services
<b>Formal Record:</b>	Included in monthly Financial Statements in the Ordinary Council agenda Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44,6.14</b></li> <li>• <b>Local Government (Financial Management) Regulations 1996 – Reg 19c</b></li> <li>• <b>Shire of Dalwallinu Policy 3.4</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation F07) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**3004 RECOVERY OF UNPAID DEBTORS**

**Objective of Delegation:** To recover debt from unpaid rates, debtors and infringements.

**Extent of Delegation:** The authority to take legal action necessary to recover unpaid infringement notices, rates and other debtor accounts, in accordance with the requirements of the *Local Government Act 1995*.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services
<b>Formal Record:</b>	Included in the Ordinary Council Meeting agenda Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42, Division 5 &amp; 6</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation F08) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**3005 ORDERING THRESHOLDS**

**Objective of Delegation:** To authorise Officers to sign purchase orders and utilise credit and store cards.

**Extent of Delegation:** The authority to authorise Officers to sign purchase orders and utilise credit and store cards on behalf of Council provided such proposed purchases are contained within the budget and are within the officer's area of activity.

**Conditions imposed:** 1. All purchases with a value of more than \$150,000 must be supported by a Council resolution.

<b>Delegation by Council to:</b>	<p>Chief Executive Officer – Unlimited  <i>Commonwealth Bank Credit Card</i>          Chief Executive Officer -\$15,000  <i>Store Card (Bunnings)</i>          Chief Executive Officer -\$2,000  <i>Fuel Card (Caltex)</i>          Chief Executive Officer</p>
<b>Delegation by Chief Executive Officer to:</b>	<p><i>Purchase Orders</i>          Manager Corporate Services - \$50,000          Manager Planning &amp; Development Services - \$50,000          Manager Works &amp; Services - \$50,000          Works Supervisor - \$20,000</p> <p><i>Store Cards (Bunnings)</i>          Building Maintenance Officer - \$2,000          Technical Support Officer - \$2,000</p> <p><i>Commonwealth Bank Credit Card (Credit Card Limit \$20,000)</i>          Manager Corporate Services -\$5,000</p> <p><i>Fuel Cards (Caltex combined limit \$10,000 and BP Australia combined limit \$2,000)</i>          Manager Corporate Services          Manager Planning &amp; Development Services          Works Supervisor          Cleaner (Under authorisation of Chief Executive Officer)          Doctor Olufemi Onikola (Under authorisation of Chief Executive Officer)          Fire Control Officers (under authorisation of Manager Corporate Services)</p>
<b>Formal Record:</b>	Recorded in central records system

<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.43(b),5.44</b></li> <li>• <b>Local Government (Financial Management) Regulations 1996 – Reg 13</b></li> </ul>
<b>Last Reviewed:</b>	<p>25 October 2015 (formally part of Delegation A01)  28 March 2017 (M8798)  27 March 2018 (M9128)  26 March 2019 (M9343)  24 March 2020 (M9524)  23 March 2021 (M9687)  22 March 2022 (M9884)  23 August 2022 (M9954)  28 March 2023 (M10057)  26 March 2024 (M10220)  25 March 2025 (M10377) Amended</p>

**3006 PUBLIC LIABILITY CLAIMS**

- Objective of Delegation:** To consider claims for property damage.
- Extent of Delegation:** The authority to consider claims against Council for property damage that do not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
- Conditions imposed:** In cases where liability is accepted, payment may only be made up to the value of Council’s relevant insurance excess amount and then only upon receipt of an appropriate release form prepared by Council’s Insurers.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation F03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**3007 DEBT WRITE OFFS**

**Objective of Delegation:** To expedite the process of writing off small debts for rates and sundry debtors.

To alleviate the need for an agenda item for such an immaterial amount.

**Extent of Delegation:** The authority to write off debts to the value of \$100 or less, subject to appropriate follow up action having been undertaken.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44, Schedule 3.2, Section 6.12</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 4000 BUSHFIRE CONTROL

### 4001 FIREBREAK ORDER-VARIATIONS

**Objective of Delegation:** To expedite approvals for firebreak variations.

**Extent of Delegation:** The authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land.

**Conditions imposed:** Consultation with the Chief Bush Fire Control Officer at all times.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44</b></li> <li>• <b>Bush Fires Act 1954</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation O01) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**4002 BURNING – PROHIBITED TIMES VARIATIONS**

- Objective of Delegation:** To manage the prohibited burning periods.
- Extent of Delegation:** The authority to vary the prohibited and restricted burning times in place from time to time.
- Conditions imposed:** Officer in charge of Department Water & Environment Regulation (DWER) to be consulted before the delegation is exercised.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44</b></li> <li>• <b>Bush Fires Act 1954</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation O02) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) Amended 25 March 2025 (M10377)

**4003 OFFENCES – BUSH FIRE ACT**

**Objective of Delegation:** To consider allegations of offences.

**Extent of Delegation:** The authority to consider allegations of offences alleged to have been committed against the *Bush Fires Act 1954* within the district, and if the Chief Executive Officer thinks fit, to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences.

The authority to issue infringement notices in accordance with the provisions of Section 59A of the *Bush Fires Act 1954*.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42, 5.44</i></b></li> <li>• <b><i>Bush Fires Act 1954</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation O03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 5000 PLANNING

### 5001 DETERMINATION OF APPLICATIONS FOR PLANNING APPROVAL

<b>Objective of Delegation:</b>	To expedite the approval of Planning Applications
<b>Extent of Delegation:</b>	The authority to perform the functions of Council in respect of determining applications for development approval as per the Town Planning Scheme Zoning Table where the use is:  ‘P’ – that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.
<b>Conditions imposed:</b>	Where the use is classed as a ‘D’ and ‘A’ as per the zoning table, these are to be referred to Council.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system Presented in Monthly Councillor Information Bulletin
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44</b></li> <li>• <b>Local Government (Miscellaneous provisions) Act 1960</b></li> <li>• <b>Planning and Development Act 2005</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**5002 SUBDIVISIONAL CLEARANCE**

**Objective of Delegation:** To expedite the issuing of subdivision clearances.

**Extent of Delegation:** The authority to issue subdivision clearances where the subdivision complies with the requirements of the Town Planning Scheme and Council Policies in place from time to time and the conditions have been complied with to the satisfaction of the Manager Planning and Development Services.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system Presented in Monthly Councillor Information Bulletin
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44</b></li> <li>• <b>Local Government (Miscellaneous Provisions) Act 1960</b></li> <li>• <b>Planning and Development Act 2005</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 6000 HEALTH AND BUILDING

### 6001 POWERS UNDER THE BUILDING ACT 2011

**Objective of Delegation:** To expedite the issuing of approvals for building applications and apply health regulations.

**Extent of Delegation:** To undertake the powers of the Local Government under the *Building Act 2011* subject to any Council policies that apply.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system Presented in Monthly Councillor Information Bulletin
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> <li>• <b>Building Act 2011, Section 127</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377) Amended

**6002 POWERS UNDER THE HEALTH ACT 1911 & PUBLIC HEALTH ACT 2016**

**Objective of Delegation:** To expedite the approval of health applications and apply health regulations.

**Extent of Delegation:** To undertake the powers of the Local Government under the *Health Act 1911* and the *Public Health Act 2016* subject to any Council policies that apply.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system Presented in Monthly Councillor Information Bulletin
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> <li>• <b>Health Act 1911</b></li> <li>• <b>Public Health Act 2016</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377) Amended

**6003 POWERS UNDER THE CARAVAN PARKS AND CAMPING ACT 1995**

**Objective of Delegation:** To expedite approvals for caravan park and camping licence approvals and apply health regulations.

**Extent of Delegation:** To undertake the powers of a Local Government under the *Caravan Parks & Camping Grounds Act 1995, Caravan Parks & Camping Grounds Regulations 1997 and Residential Parks (Long Stay Tenants) Act 2006 and Regulations 2007*, subject to any Council Policies that apply in the following sections of the Act and regulations:-

1. Act Sections 17 (1) (a) – appointment of authorised persons to undertake the provisions of the Act
2. Caravan Parks & Camping Grounds Regulation 11 (2) (a) – Use of property for caravan camping for a maximum of three months in any period of twelve months.
3. Caravan Parks & Camping Grounds Regulation 12 (2) (a) – Use of property for more than one caravan camping for a maximum of three months in any period of twelve months.
4. Caravan Parks & Camping Grounds Regulation 20 – Approval of overflow areas for Caravan Parks and Camping
5. Caravan Parks & Camping Grounds Regulation 30 (1) (c) – Approval to allow park homes on Caravan Parks
6. Caravan Parks & Camping Grounds Regulation 34 (1) (b) (ii) – Approval to allow Annexes to be attached homes on Caravan Parks
7. Caravan Parks & Camping Grounds Regulation 38 (b) – Approval to allow the use of a Park Home or rigid Annexe to be changed
8. Caravan Parks & Camping Grounds Regulation 48 – Approval to allow an area to be used for an overflow facility
9. Caravan Parks & Camping Grounds Regulation 50 – License to specify numbers and types of site and other conditions

**Conditions imposed:** Nil

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<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system Presented in Monthly Councillor Information Bulletin
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> <li>• <b>Caravan Parks &amp; Camping Grounds Act 1995</b></li> <li>• <b>Caravan Parks &amp; Camping Grounds Regulations 1997</b></li> <li>• <b>Residential Parks (Long Stay Tenants) Act 2006 and Regulations 2007</b></li> </ul>
<b>Last Reviewed:</b>	New delegation 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377) Amended

**6004      ADVERTISING SIGNAGE**

**Objective of Delegation:** To expedite approvals for the erection of advertising signage.

**Extent of Delegation:** The authority to approve the erection of advertising signage that complies with the Town Planning Scheme and the Local Laws of the Council.

The authority to approve advertising signage on roads controlled by Main Roads WA. (Delegated to local governments from Main Roads WA).

**Conditions imposed:** Where an application does not comply with the Town Planning Scheme or the Local Laws of the Council, the application is to be refused.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation B03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**6005 SEA CONTAINERS**

- Objective of Delegation:** To expedite approvals for the use of sea containers.
- Extent of Delegation:** The authority to approve sea containers subject to compliance with Local Planning Policy No.8.
- Applications that do not comply with LPP No.8 must be taken to Council for a decision.
- Conditions imposed:** Approvals are subject to Council’s Local Planning Policy – No.8.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Planning &amp; Development Act 2005</i></b></li> <li>• <b><i>State Planning Policy 7.3 – Residential Design Codes of WA</i></b></li> <li>• <b><i>Shire of Dalwallinu Local Planning Scheme No2</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation B03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 7000 ANIMAL CONTROL

### 7001 ENFORCEMENT OF DOG ACT AND LOCAL LAW

**Objective of Delegation:** To enforce the *Dog Act 1976* and Shire of Dalwallinu Dog Local Law.

**Extent of Delegation:** Authority to exercise the powers or discharge the duties of the local government under the *Dog Act 1976*.

Authority to enforce the provisions of the Dog Act and Local Laws.

Court proceedings will be instituted administratively, with the provision that legal advice be obtained if necessary.

The Chief Executive Officer is authorised to instruct the Shire’s solicitors to commence proceedings against a person who is reported to have:

- a) Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;
- b) Damaged a Municipal pound, or
- c) Committed pound breach by reason of which cattle or dogs may escape from a Municipal pound.

**Conditions imposed:** In all cases that the Chief Executive Officer instructs Shire’s solicitors to commence proceedings, he/she shall report particulars to the next Council meeting.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in Central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42,5.44</b></li> <li>• <b>Dog Act (1976)</b></li> <li>• <b>Shire of Dalwallinu Dog Local Law 2014</b></li> </ul>
<b>Last Reviewed:</b>	New Delegation (23 February 2016) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**7002 ENFORCEMENT OF CAT ACT**

**Objective of Delegation:** To enforce the *Cat Act 1911 and Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*.

**Extent of Delegation:** Authority to exercise the powers or discharge the duties of the local government under the *Cat Act 2011, Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*.

The authority to grant, renew, refuse or cancel an application for cat registration.

The authority to cancel a cat registration.

The authority to issue a cat control notice as per the *Cat Act 2011, Section 26*.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Cat Register Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42,</i></b></li> <li>• <b><i>Cat Act 2011, Section 44</i></b></li> <li>• <b><i>Cat (Uniform Local Provisions) Regulations 2013</i></b></li> <li>• <b><i>Cat Regulations 2012</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation A07) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

## 8000 COUNCIL PROPERTIES

### 8001 SALE AND CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY

**Objective of Delegation:** To expedite applications for the sale of liquor on Council property.

**Extent of Delegation:** The authority to determine applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

In exercising this delegation, the Chief Executive Officer shall have regard to the provisions of the appropriate State Legislation regarding consumption and sale of liquor and shall, when appropriate, consult with the local Police.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li><b>Local Government Act 1995 – Section 5.42, 5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation PR01) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**8002 EXTENDED TRADING PERMITS – LIQUOR LICENCE PREMISES**

**Objective of Delegation:** To expedite applications for extended trading permits.

**Extent of Delegation:** The authority to comment on applications for an Extended trading Permit.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b>Local Government Act 1995 – Section 5.42, 5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation PR03) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**8003 LICENCES AND PERMITS – LOCAL LAWS**

**Objective of Delegation:** To expedite applications for the issues and/or renewal of licences and permits that are provided for in Council local laws.

**Extent of Delegation:** The authority to determine applications for licences and permits

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Planning & Development Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li><b>Local Government Act 1995 – Section 5.42, 5.44</b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation O06) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**9000 OTHER**

**9001 MINING TENEMENTS**

**Objective of Delegation:** To expedite the process of lodging objections to the granting of mining tenements that may affect Shire property.

**Extent of Delegation:** The authority to:

- Lodge an objection to the granting of a mining tenement
- Negotiate/impose appropriate conditions to be applied to the granting of any mining tenement.

**Conditions imposed:** Nil

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Manager Corporate Services Manager Works & Services
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42,5.44</i></b></li> </ul>
<b>Last Reviewed:</b>	25 October 2015 (formally Delegation O05) 28 March 2017 (M8798) 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

**9002 COLLECTION OF NATIVE FLORA**

**Objective of Delegation:** To expedite the process of approving the collection of native flora from Shire owned properties and Reserves vested in the name of the Shire.

**Extent of Delegation:** The authority to approve the collection of native flora will be subject to the following conditions:

1. A copy of the current flora licence to be provided to the Chief Executive Officer;
2. Permission is for a twelve (12) month period commencing from date of approval;
3. A list of all members collecting the flora to be provided to the Chief Executive Officer;
4. Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds;
5. All care to be taken to avoid disturbance of any fauna habitat;
6. All care to be taken to avoid any disturbance that may lead to soil degradation.

<b>Delegation by Council to:</b>	Chief Executive Officer
<b>Delegation by Chief Executive Officer to:</b>	Nil
<b>Formal Record:</b>	Recorded in central records system
<b>Heads of Power:</b>	<ul style="list-style-type: none"> <li>• <b><i>Local Government Act 1995 – Section 5.42, 5.44, Schedule 3.2</i></b></li> </ul>
<b>Last Reviewed:</b>	New delegation 27 March 2018 (M9128) 26 March 2019 (M9343) 24 March 2020 (M9524) 23 March 2021 (M9687) 22 March 2022 (M9884) 28 March 2023 (M10057) 26 March 2024 (M10220) 25 March 2025 (M10377)

### 9.4.3 Review of Register of Policies\*

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/20 – Governance - Policies
<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>	<b>Absolute Majority</b>
<b>Attachments</b>	1. Register of Policies – reviewed and amended 2. Policy 1.25 <i>Privacy and Responsible Information Sharing</i> 3. Policy 1.26 <i>Use of Artificial Intelligence</i>

#### **Purpose of Report**

Council is requested to endorse the reviewed and updated Shire of Dalwallinu Register of Policies.

#### **Background**

In accordance with Section 2.7 (2)(b) of the *Local Government Act 1995*, Council is to determine the Shire's policies.

The last review of the Shire of Dalwallinu Register of Policies was conducted in March 2025.

The Senior Management Team have undertaken a review of the Register of Policies, and the updated version is now presented to Council for review and endorsement.

#### **Consultation**

Nil

#### **Legislative Implications**

##### State

*Local Government Act 1995 – section 2.7(2)(b)*

#### **Policy Implications**

##### Local

Shire of Dalwallinu Policy 1.1

#### **Financial Implications**

Nil

#### **General Function Implications**

Nil

#### **Strategic Implications**

Nil

#### **Site Inspection**

Site inspection undertaken: Not applicable



## Sustainability & Climate Change Implications

### Economic implications

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

### Social implications

There are no known social implications associated with this proposal.

### Environmental implications

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

## Officer Comment

The existing Register of Policies has been reviewed and amendments to the Register are listed below:

Policy #	Comment
1.7	Wording of policy amended to allow for registration fees for partners to be paid by Council when attending the Welcome Drinks, Dinner and Breakfast sessions at the Annual WALGA Congress.
1.8	Policy amended to exclude just in house meal expenses. Inclusion of CEO accommodation and meal expenses when attending the WALGA Annual Conference. Amended approval for conference dinner for members and partners to be approved by the CEO as timing of Council meetings can affect the registration for the WALGA Conference.
1.25	Policy amended from <i>Information Handling and Breaches</i> to <i>Privacy and Responsible Information Sharing</i> to be in line with the new legislative requirements. Content has been expanded slightly.
1.26	With Artificial Intelligence (AI) being utilised more and more in the workplace, it is prudent for Council to implement a policy to guide the use of AI.
3.5	Inclusion of two new points relating to provision of a Statement of Business Ethics and prevention of fraud or misconduct.
3.6	The Shire resumed responsibility for the Kalannie Caravan Park in May 2025, however a policy relating to payment of fees is not required as these are included in the annual Fees & Charges Schedule.
3.15	Addition of Points 8,9 and 11 regarding acquittal of payments, approval of expenditure and non compliance with policy.

## Officer Recommendation

That Council endorses the Shire of Dalwallinu Register of Policies as attached to this report.

## Officer Recommendation/Council Resolution

<b><u>MOTION</u></b>	
Moved	Cr
Seconded	Cr
<b>A0/0</b>	



# Shire of Dalwallinu

## Register of Policies



**Reviewed March 2026**

Shire of Dalwallinu – Register of Policies



DOCUMENT CONTROL			
Annual Review	Approved by		Next Review Date
	Name	Title/Resolution	
1	Council	M8814 – Annual Review 18 April 2017	March 2018
2	Council	M9129 – Annual Review 27 March 2018	March 2019
3	Council	M9342 – Annual Review 26 March 2019	March 2020
4	Council	M9556 – Annual Review 26 April 2020	March 2021
5	Council	M9688 – Annual Review – 23 March 2021	March 2022
6	Council	M9885 – Annual Review – 22 March 2022	March 2023
7	Council	M10059 – Annual Review – 28 March 2023	March 2024
8	Council	M10221 – Annual Review - 26 March 2024	March 2025
9	Council	M10378 – Annual Review - 25 March 2025	March 2026
10	Council	M##### - Annual Review – 24 March 2026	March 2027
Document Version	Date of Amendment	Amendment details	
21	28 March 2023	Amended 7.1 Harvest Bans – Inclusion of Boxing Day – (M10059)	
21	28 March 2023	Amended 7.14 24/7 Gymnasium - Inclusion of persons between the age of 12 – 18 as long as accompanied by a member at all times; Inclusion of Corporate membership into the Policy (M10059)	
22	27 June 2023	New Policy – 1.24 Elected Members discount – Dalwallinu Gymnasium and Aquatic Centre (M10097)	
22	27 June 2023	New Policy – 4.17 Employee discount – Dalwallinu Gymnasium and Aquatic Centre (M10097)	
23	24 October 2023	Reviewed Policy 1.18 – Elected Members Continuing Professional Development (M10156) No changes were made.	
24	26 March 2024	Updated Policy 2.4 – Wording of policy updated to reflect the two different types of funding; Community Assistance Grant – to be used towards infrastructure and equipment: Community Sponsorship Funding – to be used towards the costs of equipment hire, venue hire, entertainment and catering for events or programs. (M10221)	
24	26 March 2024	Revoked Policy 2.7 – Policy to be revoked to ensure it is not ultra vires and refer to Bush Fire Act and Regulations. (M10221)	
24	26 March 2024	Amended Policy 3.2 – Policy amended to reflect Significant Accounting Policies as per Annual Financial Template. (M10221)	
24	26 March 2024	Amended Policy 3.7 - Shire President and Deputy Shire President to be removed. As per the LG Act Councillors are not to be involved in administrative matters. Fourth paragraph – amended to state an interest bearing account rather than the specific name of the old Bankwest account. (M10221)	
24	26 March 2024	Amended Policy 3.8 - Inclusion of wording that two cards are assigned to the CEO & MCS. This is to allow for a credit card to be available in periods of absence of the CEO who is currently the only card holder. (M10221)	
24	26 March 2024	Amended Policy 4.3 – Amend rental subsidy to \$100 per week. The \$75 per week has been in place for over seven (7) years. (M10221)	
24	26 March 2024	Revoked Policy 5.4 – Policy to be revoked – adequate access to a free refuse site. (M10221)	



Document Version	Date of Amendment	Amendment details
24	26 March 2024	Amended Policy 5.10 – Contradiction to Native Environmental Protection (Clearing of Native Vegetation) Regulation 2004. (M10221)
24	26 March 2024	Amended Policy 7.10 – Inclusion of wording – ‘Rent is payable two (2) weeks in advance (or the Shire reserves the right to terminate the rental agreement)’. (M10221)
25	23 April 2024	Amendment Policy 4.2 – Housing Incentive – Owner Occupied Housing (M10234)
26	24 September 2024	New Policy 7.16 Child Safe Awareness (M10297)
27	25 March 2025	Amendment Policy 1.5 - Amended closure time to 4.30pm 23 December to provide employees additional time to prepare for the Christmas period. Christmas Eve is very quiet. Employee leave entitlements would be utilised for this day.
27	25 March 2025	Amendment Policy 1.6 - Amendment made to the relevant award that relates to reimbursement of travel expenses. Previously stated Public Service Award and should state Local Government Officers Award.
27	25 March 2025	Amendment Policy 1.14 - Policy tidied up with relevant dates
27	25 March 2025	Amendment Policy 1.19 - In the case of an emergency Acting CEO, Manager Works & Services has been replaced with Manager Corporate Services
27	25 March 2025	Amendment Policy 1.22 – Addition of wording to Point 7(b)
27	25 March 2025	New Policy 1.25 - Information Handling and Breaches Implemented as a requirement from the new <i>Privacy and Responsible Information Sharing Act 2024</i> effective from 6 December 2024
27	25 March 2025	Amendment Policy 2.4 - Under the Acquittal Heading – added wording requiring photographic evidence of funded equipment/event to be provided at the time of acquittal. Replaced ECDO with MCS as the Officer to notify if acquittal date not achievable.
27	25 March 2025	Amendment Policy 3.2 - Policy amended to reflect current Accounting Standards
27	25 March 2025	Revoked Policy 3.8 – Replaced with Purchasing Card Policy 3.15
27	25 March 2025	Amendment Policy 4.3 – Amended ‘current market value of the property’ to ‘fee set in the annual Fees & Charges Schedule.
27	25 March 2025	Amendment Policy 4.10 – Amended <i>OSH Act</i> to <i>Work Health and Safety Act 2000</i> in document. Under 8.1 – Included wording that Urine Testing will take place every third sample. Other samples will be saliva tests.
27	25 March 2025	Amendment Policy 4.17 – Original report at June 2023 OCM had ‘Dalwallinu Gymnasium and a season ticket to the Dalwallinu Aquatic Centre’ Policy incorrectly had ‘or’ instead of ‘and’. Has been amended.
28	22 April 2025	New Policy 5.19 – Light Vehicle Fleet Management Policy (M10389)
29		
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# 1. Governance



## 1.1 Policy Manual Amendments

Policy	Additions, deletions or amendment to Council Policy shall only be effected by a specific Council resolution stating the proposed policy and that the manual be updated.
Objective	To ensure that the Policy Manual is up to date, relevant and reflects only Council's specific instructions.
Guidelines	If it is not in the Policy Manual, it may be usual practice, but it is not Policy. Unless it is specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and not a general or ongoing Policy.

Person Responsible	Chief Executive Officer
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Review March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.2 Elected Members Fees & Allowances

Policy	<p>Elected Members Fees and Allowances are set annually during budget deliberations.</p> <p>The Elected Members Fees, President’s and Deputy President’s allowance, as set in Council’s annual budget, is to be paid quarterly in arrears.</p>
Objective	To ensure that the Elected Members Fees & Allowances are paid at regular intervals.
Guidelines	<p>Payment arranged by the Manager Corporate Services.</p> <p>Payment to be made quarterly.</p> <p><i>Local Government Act 1995 – Section 5.98(5)</i> <i>Local Government (Administration) Regulations – Reg 33</i></p>

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Amended May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



### 1.3 Council Committee Reception Area

Policy	The Council Committee/Reception area is to be used only for Council related activities.
Objective	To control access and use of Council facilities.
Guidelines	Activities not clearly meeting the criteria, but involving a Councillor or staff member, may be approved by the President or Chief Executive Officer.

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.4 Administration Centre Opening Hours

Policy	The Administration Centre shall be open to the general public from 8.30am to 4.30pm, five (5) days per week, excluding weekends, public holidays and the Christmas closure period.
Objective	To control access and use of Council facilities.

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Amended May 2020 (9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.5 Christmas/New Year Closure of Council Facilities

Policy	<p>The Administration Centre, Discovery/Library and Depot will be closed for business from 4.30pm on the 23 December and re-open on the first working day following New Year’s Day.</p> <p>Shire employees will take leave entitlements during this closure period for those days that are not designated public holidays.</p> <p>An outside skeleton crew is to be on duty during this closure period.</p>
Objective	<p>This policy is for the authorisation for the Administration Centre, Discovery/Library and Depot to close over the Christmas and New Year period.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378) Amended</p>



## 1.6 Members Travel Expenses

Policy	<p>Council shall reimburse Members for travel to Council meetings and other Council business approved by Council or the President.</p> <p>Reimbursement of travel expenses referred to in Reg 31(1)(b) of the <i>Local Government (Administration) Regulations 1996</i>, if claimed by the Councillor, is to be made in accordance with the <i>Local Government Officers' (Western Australia) Award 2021</i>.</p> <p>The rates in Schedule F – Motor Vehicle Allowance are to be as per the South West Land Division.</p> <p>Claims will be reimbursed on a quarterly basis in the months of July, October, January and April.</p>
Objective	To set Councillor’s expense parameters when travelling on official business.
Guidelines	Claims for expenses are to be forwarded to the Manager Corporate Services.

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Amended May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Amended May 2021 (WAIRC) – 29 April 2021</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378) Amended</p>



## 1.7 Elected Members Conference/Course Attendance and Partners Expenses

Policy	<p>Council shall pay registration fees for elected members attending approved conferences.</p> <p>Council shall pay conference registration fees for partners attending the Welcome Drinks, Dinner and Breakfast sessions Annual WALGA State Congress.</p>
Objective	To clarify what costs can be incurred/recouped by elected members.
Guidelines	Members wishing to attend a course/conference will obtain a Council resolution at a convened meeting. Elected members will seek authority from the Shire President and Chief Executive Officer before committing approval of registration.

Person Responsible	Chief Executive Officer
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.8 Elected Members Accommodation/Meal Expenses

Policy	<p>Council shall pay all accommodation costs for elected members and partners. <del>plus in house meal expenses up to \$200 per day.</del></p> <p>Council shall pay all meal expenses for elected members and partners up to \$200 per day per Councillor.</p> <p>Accommodation and meal expenses for the WALGA Annual Conference includes the Chief Executive Officer.</p> <p>On those days where no accommodation is required, meal expenses as evidenced by receipts, shall be reimbursed.</p> <p>Council shall pay WALGA conference dinner expenses for elected members and partners subject to prior approval by <del>Council</del> the Chief Executive Officer.</p>
Objective	To clarify what costs can be incurred/recouped by elected members.
Guidelines	<p>Members wishing to attend a course/conference will obtain Council resolution at a convened meeting of Council prior to committing to attend.</p> <p>In circumstances requiring a decision before the next monthly Council meeting, elected members will seek authority from the Shire President and Chief Executive Officer.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.9 REVOKED - Code of Conduct

POLICY REVOKED – MARCH 2021 (M9688)

REASON – Replaced by new Code of Conduct for Council Members (Adopted February 2021 Ordinary Council Meeting)



## 1.10 Legal Representation Cost Indemnification

### Policy

The Shire may provide financial assistance to elected members and employees in connection with the performance of their duties provided that the elected member or employee has acted reasonably and has not acted dishonestly, against the interest of the Shire or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- Proceedings brought by elected members and employees to enable them to carry out their local government functions (e.g. where an Elected member or employee seeks a restraining order against a person using threatening behaviour)
- Proceedings brought against Elected Members or employees (this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development applications) or where the conduct of an Elected member or employee in carry out his or her functions is considered detrimental to the person (e.g. defending defamation actions).
- Statutory or other inquiries where representation of an Elected member or employee is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual Elected Members or employees in regard to comments or criticisms levelled at their conduct in the respective roles. Elected members or employees are not precluded, however, from taking their own private action. Further, the Shire, through the Chief Executive Officer, may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services, the subject of assistance under this policy will usually be provided by the Shire's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest, then the service may be provided by other solicitors at the Chief Executive Officer's discretion.

### Applications for financial assistance

1. Decisions as to financial assistance under this policy are to be made by Council.
2. An Elected member or employee requesting personal financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Chief Executive Officer, providing full details of the circumstances of the matter and the legal services required.
3. An application to the Council is to be accompanied by an assessment of the request and with a recommendation which has been prepared by, or on behalf of, the Chief Executive Officer.



4. An Elected member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
5. Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give authorisation to the value of \$5,000.
6. Where it is the Chief Executive Officer which is seeking urgent financial support for legal services, the Council shall deal with the application.
7. The Elected member or employee shall sign an agreement between him or her and the Shire, agreeing that the financial assistance shall be provided on the terms and conditions of this policy.

**Repayment of assistance**

1. Any amount recovered by an Elected member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Shire.
2. Assistance will be withdrawn where the Council determines, upon legal advice that a person has acted dishonestly.
3. Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The Shire may take action to recover any such monies in a court of competent jurisdiction.

**Objective**

This policy aims to protect the interests of individual Elected members and employees (including past elected members and former employees), where they become involved in civil legal proceedings because of their official functions. In most situations, the Shire may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case, it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the Shire of Dalwallinu.

Person Responsible	Chief Executive Officer
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.11 Honorary Freeman of the Municipality

### Policy

Subject to the eligibility and selection criteria of this policy being met, Council may, by resolution, confer the title of ‘Honorary Freeman of the Municipality’ or ‘Freeman of the Municipality’ to a person who has rendered exceptional services to the community.

The process for nomination and selection for the title are as follows:

#### ***Eligibility Criteria for ‘Freeman of the Municipality’***

Nominees for the conferring of the title ‘Freeman of the Municipality’ should have lived within the Shire of Dalwallinu for a significant number of years (significant is taken to mean at least twenty (20) years) and who have given extensive and distinguished service to the community (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

#### ***Selection Criteria***

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

- a) Length of service in a field (or fields) of activity;
- b) Level of commitment to the field (or fields) of activity;
- c) Personal leadership qualities;
- d) Benefits to the community of the Shire of Dalwallinu resulting from the nominee’s work;
- e) Specific achievements of the nominee

#### ***Nomination Procedure***

- a) Nominations are to be made by Elected members, individuals or organisations and are to be supported by at least one third of the number of Elected members of the Shire of Dalwallinu;
- b) Nominations are to be made in the strictest confidence without the knowledge of the nominee;
- c) On receipt of a nomination, the Chief Executive Officer is to present an agenda item to Council. The matter is to be considered behind closed doors;
- d) Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected members will be informed and the matter will lapse;
- e) Once a nomination has been accepted by Council, the nominees and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a media release is to be distributed.



***Title of ‘Honorary Freeman of the Municipality***

A person who has acted as President of the Shire of Dalwallinu for a period of eight (8) consecutive years is to be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

A person who has acted as an Elected member at the Shire of Dalwallinu for a period of twenty (20) years is to be made an Honorary Freeman automatically in recognition of their service and leadership given to the Shire.

***Awarding the Titles***

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

***Privileges***

The recipient shall be presented with a special badge depicting ‘Honorary Freeman’ or ‘Freeman of the Shire’, together with a plaque and certificate to commemorate receiving the award.

The successful nominee is to have their name displayed on the Shire’s Honour Board.

Freeman and Honorary Freeman shall be invited to attend civic functions of the Shire at the discretion of the President.

***Revocation of Title of Freeman or Honorary Freeman***

Council, by resolution, shall have the ability to revoke the title bestowed upon a person if;

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

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

Objective                      This policy stipulates the procedure for the nomination, selection and awarding of the prestigious title to a person designated as ‘Honorary Freeman’ or ‘Freeman’ of the Shire of Dalwallinu.

Guidelines                      This policy may bestow the title upon any person who has served the Shire of Dalwallinu community in an exceptional and meritorious manner,



and whose activities have substantially improved the quality of life of the Shire’s residents.

**Freeman** means a person which has been bestowed certain privileges by the Shire.

Person Responsible	Chief Executive Officer
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.12 Use of Common Seal

Policy	A document is validly executed by the Shire of Dalwallinu when the seal of the Shire is affixed to it by the President and the Chief Executive Officer, and the President and Chief Executive Officer attest the fixing of the seal.
Objective	To validate the procedure for the executive of legal documents.
Guidelines	The authority to affix the Common Seal must be by Council Resolution. ( <i>Local Government Act 1995 – Section 9.49A (2)</i> ).

Person Responsible	Chief Executive Officer
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 1.13 Council Blazers

Policy	Council shall provide a blazer with the Shire of Dalwallinu logo on the pocket to each elected member.
Objective	To provide uniform attire for Members reflecting their office as a Councillor.
Guidelines	After (8) years' service, when re-elected for a further term, should the original blazer show significant wear and deterioration, it is considered appropriate that it be replaced.

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Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Review March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.14 Workplace Health & Safety

Policy	<p>The Shire of Dalwallinu regards the promotion of sound and effective Workplace Health &amp; Safety practices as a common objective for the Chief Executive Officer, Managers, Supervisors, Employees and Contractors.</p> <p>This policy is to ensure that every employee and contractor works in an environment where direct efforts are made to prevent accidents, injury and disruption to employee’s health from foreseeable work hazard.</p>
Objective	<ul style="list-style-type: none"> <li>• Providing and maintaining a safe working environment;</li> <li>• Providing adequate training and instruction to enable employees to perform their work safely and effectively;</li> <li>• Investing all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk;</li> <li>• Compliance with AS/NZs 4801 Occupational Health and Safety management Systems audit tool;</li> <li>• Compliance with <i>Work Health and Safety Act 2020</i>, and Regulations 2022, relevant WHS Australian Standards, Codes of Practice and Guidance Notes.</li> </ul>
Guidelines	<p>Local Government Insurance Services Work Health and Safety Management Systems Manual.</p> <p>Part A &amp; Part B WHS Inductions for Contractors, Employees and Volunteers.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Amended March 2022 (M9885)</p> <p>Amended March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378) Amended</p>



## 1.15 Media and Communications

Policy	The President is the spokesperson on all Local Government policy and decision making matters and the Chief Executive Officer is the spokesperson on all administration matters.
Objective	To ensure that a consistent message is portrayed to the media and community.
Guidelines	<p>The role of the President is to speak on behalf of the Local Government (<i>Local Government Act 1995 – Section 2.8(1)(d)</i>)</p> <p>The purpose is for a single person to provide a consistent explanation and be answerable to Council for its accuracy and consequences. All media releases are to be authorised by the President, and no comments are to be provided by other Shire persons as background information, even if comments are deemed to be off the record.</p> <p>The role of the Chief Executive Officer is to officially advise the parliamentarians, government agencies, affected parties and the public of Council policy and to refrain from engaging in discussion or debate on the merits or otherwise of Council motions/policy. The Chief Executive Officer is to be responsible for the public communications necessary to implement and administer Council motions/policy and be the Shires spokesperson on all administration matters.</p> <p>The Chief Executive Officer is to ensure that Council is provided with general details of the Facebook communications, the resources that are required to maintain it and whether it provides a useful purpose.</p>

Person Responsible	Chief Executive Officer
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.16 Gravel Quarry Pits

Policy	A gravel quarry plan is to be developed for each gravel pit before the commencement of the removal of gravel.
Objective	To ensure that gravel pits are rehabilitated correctly at the end of their life.
Guidelines	<p>Before commencement of a new gravel pit, a plan is to be developed addressing the following issues:</p> <ul style="list-style-type: none"> <li>• The removal, storage and retention of the topsoil</li> <li>• The proposed replacement of the topsoil at the end of the useful pit life</li> <li>• The expected rehabilitation outcome.</li> </ul>

Person Responsible	Manager Works & Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.17 Attendance at Events by Elected Members, Chief Executive Officer & Employees

### Policy

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Dalwallinu (the Shire) in their capacity as an Elected Member or employee of the Shire.

Elected Members, the Chief Executive Officer and Managers occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation for the community in general.

#### 1. Pre- Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire:

1. Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer and Managers only);
2. Meetings of clubs or organisations within the Shire of Dalwallinu;
3. Any free event held within the Shire of Dalwallinu;
4. Australian or West Australian Local Government events;
5. Events hosted by Clubs or Not for Profit Organisations within the Shire of Dalwallinu to which the Shire President, Elected Members, Chief Executive Officer or employee has been officially invited;
6. Shire hosted ceremonies and functions;
7. Shire hosted events with employees;
8. Shire run tournaments or events;
9. Shire sponsored functions or events;
10. Community art exhibitions within the Shire of Dalwallinu or district;
11. Cultural events/festivals within the Shire of Dalwallinu or district;
12. Events run by a Local, State or Federal Government;
13. Events run by schools within the Shire of Dalwallinu;
14. Major professional bodies associated with local government at a local, state or federal level;
15. Opening or launch of an event or facility within the Shire of Dalwallinu or district;
16. Events run by WALGA, LGIS or a recognised WA based local government professional association;



17. Where Shire President, Elected Members or Chief Executive Officer representation has been formally requested.

All Elected Members, the Chief Executive Officer and employees with the approval of the Chief Executive Officer or their respective Manager, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

## **2. Approval Process**

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Elected Members may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees shall be approved by the Chief Executive Officer.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval;
- The benefit to the Shire of the person attending;
- Alignment to the Shire's strategic objectives;
- The number of Shire representatives already approved to attend.

When an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including the attendance of a partner, is to be paid out of the Members Receptions budget.

Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

## **3. Non-Approved Events**

Any event that is not pre-approved, is not submitted through any approval process or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required;



If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required;

If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s) with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within ten (10) days to the Chief Executive Officer (or President for the Chief Executive Officer) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the Chief Executive Officer.

#### **4. Conference Registration, Bookings, Payments and Expenses**

Shall be dealt with in accordance with Council Policy 1.7, 1.8 and 4.15.

#### **5. Dispute Resolution**

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the Chief Executive Officer in relation to other employees.

#### **PROCEDURES**

Organisations that desire attendance at an event by a particular person (s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together with what is expected of that individual, should they be available and whether the invite/offer or ticket is transferable to another Shire representative.

Free or discounted invitations/offers or tickets that are provided to the Shire without denotation as to who they are for, are to be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

#### **Forms and Templates**

Declaration of Gifts/Contributions to Travel Form is required to be completed and lodged within ten (10) days if the gift is provided in their name due to or part of their role with the Shire of Dalwallinu as follows:

- If the gift is provided to the Elected Member and the discount or free value is over \$300 (inclusive of GST), with the Chief Executive Officer;
- If the gift is provided to the Chief Executive Officer and the discount or free value is over \$300 (inclusive of GST) with the Shire President; and



- If the gift is provided to an employee, other than the Chief Executive Officer, and the discount or free value is over \$50 (inclusive of GST) with the Chief Executive Officer.

#### Objective

The Shire of Dalwallinu is required under the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event.

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members, the Chief Executive Officer and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirements to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

#### Note:

If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.

Whilst the law permits gifts greater than \$300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this policy, are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the *Local Government Act 1995* (gratuity on termination).

If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.

Nothing in this policy shall be construed as diminishing the role of the Chief Executive Officer in approving attendance at activities or events by other employees that in the opinion of the Chief Executive Officer are appropriate, relevant and beneficial to the Shire of Dalwallinu and its employees.

#### Guidelines

##### Definitions

District: is defined as the Wheatbelt region of Western Australia

Elected Members: includes the Shire President and all Elected Members



In accordance with Section 5.90A of the *Local Government Act 1995*, an event is defined as a:

- Concert
- Conference
- Function
- Sporting Event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996*

Person Responsible	Chief Executive Officer
History	<p>New Policy February 2020 (M9508)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.18 Elected Members Continuing Professional Development

### Policy

The Shire of Dalwallinu recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

#### 1. Elected Members Mandatory Training

An Elected Member must complete the course titled *Council Member Essentials*, in accordance with section 5.126(1) of the *Local Government Act 1995 and the Local Government (Administration) Regulations 1996*, within a period of twelve (12) months beginning the day on which the Elected Member commences their term of office. The *Council Member Essentials* incorporates the following modules:

1. Understanding Local Government
2. Conflicts of Interest
3. Serving on Council
4. Meeting Procedures
5. Understanding Financial Reports and Budgets

The mandatory training is valid for five (5) years.

An Elected Member is exempt from the requirements outlined in section 5.126 (1) of the *Local Government Act 1995* if the Elected Member passed either of the following courses within the period of five (5) years immediately before the day on which the Elected Member commences their term of office:

- Council Members Essentials;
- 52756WA Diploma of Local Government (Council Member);
- The Elected Member passed the course titled LGASS00002 Council Member Skill Set before 1 July 2019 and within a period of five (5) years ending immediately before the day on which the Elected Member commences their term of office.

Council's preferred provider for the training is Western Australian Local Government Association (WALGA).

All modules and associated costs will be paid for by the Shire.

The Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Section 5.127 of the *Local Government Act 1995*.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.



## **2. Elected Members Non Mandatory Training**

Training and professional development activities which this policy applies shall generally be limited to the following:

- WA Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences;
- Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important issues;
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities;
- Accredited organisations offering training relevant to the role and responsibilities of Elected Members;
- WALGA Council Member training and development;
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures etc;
- Subscriptions for professional memberships that assist an Elected Member in fulfilling their role on Council;
- Conferences or study tours that address the initiatives and projects that have been outlined in the Shire of Dalwallinu Strategic Community Plan, advocacy statements or Council resolutions.

## **3. Continuous Professional Development**

In accordance with section 5.128 of the *Local Government Act 1995*, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.

As the needs of individual Elected Members may vary, each Elected member is encouraged to seek the assistance of the Chief Executive Officer and President in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those ends.

In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the Shire and its priorities and the skills that will be needed to give effect to the direction.

## **4. Budget Allocations**

Each year an allocation is made within the Shire of Dalwallinu Annual budget for Elected Members training.

## **5. Procedures**

Considerations for approval of the training or professional development activity include:



- The costs of attendance including registration, travel and accommodation, if required;
- The budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training request is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of Elected Members both individually and as a collective;
- Alignment to the Shire’s Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire president, in conjunction with the Chief Executive Officer; and
- Events for Elected Members must be approved by either the Council or the Shire President, in conjunction with the Chief Executive Officer.

**Objective**

To ensure that Elected Members of the Shire of Dalwallinu receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Person Responsible	Chief Executive Officer
History	New Policy July 2020 (M9598) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed October 2023 (M10156) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.19 Appointing an Acting Chief Executive Officer

Policy	<p>Pursuant to Section 5.37 of the <i>Local Government Act 1995</i>, and as per Policy 4.4, the following employees are designated as senior employees –</p> <ul style="list-style-type: none"> <li>a) Manager Corporate Services</li> <li>b) Manager Works and Services</li> <li>c) Manager Planning and Development Services</li> </ul> <p>For the purposes of Section 5.36(2) of the <i>Local Government Act 1995</i>, Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting Chief Executive Officer by the Chief Executive Officer, from time to time, when the Chief Executive officer is on periods of leave, subject to the following conditions:</p> <ol style="list-style-type: none"> <li>1. The Chief Executive Officer is not an interim Chief Executive Officer or Acting in the position;</li> <li>2. The term of appointment is no longer than twenty (20) consecutive working days;</li> <li>3. That the employee’s employment conditions are not varied other than the employee is entitled at the Chief Executive Officer’s discretion, no greater than the salary equivalent to that of the Chief Executive Officer during the Acting period.</li> </ol> <p>In the case of the unavailability of the Chief Executive Officer due to an emergency, the Manager Corporate Services is automatically appointed as the Acting Chief Executive Officer for up to two (2) weeks from commencement, and continuation is then subject to determination by Council.</p>
Objective	To determine the process for appointing an Acting Chief Executive Officer.
Guidelines	<i>Local Government Act 1995</i>

Person Responsible	Chief Executive Officer
History	<p>New Policy - March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378) Amended</p>



## 1.20 Complaints Management

### Policy

Complaints made by ratepayers, other members of the public (including Shire employees), public and private organisations and received at the Shire are to be responded to and dealt with in accordance with this policy.

#### 1. Scope

This policy applies to Shire employees designated to respond to complaints relating to alleged unsatisfactory service, misconduct or a breach of ethics, integrity and discipline.

#### 2. Definitions

**Complainant:** a ratepayer, member of the public, Shire employee, or an organisation (whether public or private) concerned or directly and adversely affected by an action or an event for which the Council and/or the Shire's CEO have responsibility and jurisdiction under the legislative framework governing the Shire

**Complaint:** an expression of dissatisfaction conveyed to the President, the Council, the CEO or the Shire relating to:

- An action, whether past, present or intended, or lack thereof; or
- A concern for a likelihood of an action or lack thereof,

That has adversely affected, is adversely affecting or is capable of adversely affecting the complainant, the Shire's ratepayers, members of the public or private or public organisations.

**Service or operations complaint:** A complaint related to the Shire's provision of ratepayer services

**Complaint about a breach of discipline or misconduct:** A complaint against an employee of the Shire who:

- disobeys a lawful order or instruction issued by the CEO or Shire senior employee;
- commits misconduct as defined in section 4 of the *Corruption and Crime Commission Act 2003*;
- is acting in contravention of the Shire of Dalwallinu Code of Conduct (Councillors and Employees);
- is acting in contravention of any provision of a federal, state or local law and/or Council policy applicable to a Shire employee; or
- is committing an act of victimisation within the meaning of the Public Interest Disclosure Act 2003.

**Misconduct:** breaches of discipline as described in:

- Section 4 of the *Corruption and Crime Commission Act 2003*
- Section 80 of the *Public Sector Management Act 1994*

**Complaint about a breach of Rules of Conduct:** a complaint against the President or one or more Councillors covered by the Local Government (Model Code of Conduct) Regulations 2021



**CEO:** the Chief Executive Officer of the Shire, being also the Complaints Officer in accordance with section 11(3) of the Model Code of Conduct and the principal officer of the Shire which is the notifying authority for the purposes of section 28 of the *Corruption and Crime Commission Act 2003*

**Employee:** a Shire employee of any category, including permanent, full, part-time or casual staff, temporary staff, volunteers, contractors and persons under work experience arrangements

### 3. Principles

Principles underlying this policy are:

- Commitment to providing quality services to the Shire’s ratepayers;
- Compliance with the local government legislative framework;
- Respect and sensitivity towards the needs of the Shire’s ratepayers;
- Transparency and accountability in the delivery of services; and
- Maintenance of confidentiality and respect for natural justice principles.

### 4. Complaints Processing

1. The Shire shall receive, investigate and undertake corrective action (if required) in response to a complaint depending on its type.
2. Complaints shall be dealt with in accordance with the Shire’s procedures as follows;
  - a) Complaints about service and operations shall be dealt with by the Managers of the relevant departments following whenever possible, the Complaint Management Procedures;
  - b) Complaints about breach of discipline shall be dealt with under the relevant discipline policy and procedures and provisions of any industrial relations instrument; and
  - c) Complaints about breach of Rules of Conduct shall be dealt with in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* by the Complaints Officer.
3. In establishing the order in which complaints will be attended to, consideration will be given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need and possibility for immediate action.

### 5. Employees Responsible

- 1) For the purposes of subclauses 4(1) and 4(2) of this policy, and consistent with section 5.43 of the *Local Government Act 1995*, the CEO is the appointed Complaints Officer and is the officer primarily responsible for complaints resolution.
- 2) For the purposes of subclause 4(3) and consistent with section 11.3 of the Model Code of Conduct, the CEO is the complaints officer for the purpose of complaints about breach of Rules of Conduct.

### 6. Timeliness Standards

- 1) All complaints submitted to the Shire must be acknowledged within three (3) working days.
- 2) All complaints submitted to the Shire must be responded to within ten (10) working days, either with a final solution or, if the



nature of the complaint requires a longer period to resolve, with an interim reply outlining the reason for the delay.

**7. Accessibility Standards**

- 1) Complaints related documentation, including the Code of Conduct and guidance documents on how to lodge a complaint, must be made readily available to ratepayers and other members of the public in paper and electronic format.
- 2) Provision must be made to accommodate persons with disabilities wishing to lodge a complaint.

**8. Right of Review**

Complainants dissatisfied with the way in which their complaint about a service, or operation, or breach of discipline was handled by the Shire may apply to the CEO for a review of the complaint handling process.

**9. Unreasonable, frivolous or vexatious complaints**

- 1) The Shire strives to provide ratepayers with high quality services, delivered equitably to all ratepayers and residents. Diversion of substantial resources to deal with unreasonable, frivolous or vexatious complaints is not in the interests of the community and cannot be justified.
- 2) Consistent with the views of oversight agencies such as the Ombudsman, the decision to restrict, withhold or withdraw the provision of services to a complainant will be taken if, and only if, the following conditions are met:
  - a. A review of the handling of the complaint indicates that the present policy and associated procedures were respected in all material particulars;
  - b. All elements of the complaint have been adequately addresses in accordance with their merit;
  - c. The behaviour of the complainant became so habitual, obsessive or intimidating that it constitutes an unreasonable demand on Shire resources;
  - d. The complainant was advised of other avenues for redress such as appealing to oversight agencies eg the Ombudsman; and
  - e. The CEO authorised the decision to restrict, withhold or withdraw the provision of complain services.

**10. Annual Review of Complaints**

For the purposes of the Shire's annual complaints management review, the Complaints Officer will compile a report to Shire management:

- a. Specifying the number and classification of all complaints received during that reporting cycle; and
- b. Listing the results of an in-depth analysis of the systemic, recurring and single incident problems and trends and potentially the identification of underlying causes of complaints;
- c. Containing quality indicators such as random sampling of complainants to gauge the level of ratepayer



- d. satisfaction with the management of complaints;
- e. Providing the results of audits of the complaints management function
- f. Including recommendations to management regarding the adequacy of the complaints management system and potential improvements to be considered;
- g. Recommending a set of complaints-related data and information to be included in the annual report;
- h. Analysing internal and external factors likely to impact on the complaints management process (changes in legislation, oversight agencies policies or community expectations);
- i. Submitting to management, any other information which may help identify opportunities to improve the efficiency and effectiveness of the Shire’s complaints handling processes and procedures.

**Objective** To provide guidance to Shire of Dalwallinu employees in dealing with complaints against the Shire.

**Guidelines** *Local Government Act 1995*  
*Corruptions and Crim Commission Act 2003*  
*Local Government (Model Code of Conduct) Regulations 2021*  
*Shire of Dalwallinu Code of Conduct*

<b>Person Responsible</b>	Chief Executive Officer
<b>History</b>	New Policy March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.21 Flag Protocol

Policy	<p>This policy applies to flags flown at the Shire Administration Centre in Dalwallinu. Order is relevant to the number of poles available at that site and does not insinuate a requirement for additional poles.</p> <p>The Australian National Flag is to be flown/displayed at the Shire Administration Centre in ordinary working hours on ordinary working days.</p> <p>Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:</p> <ol style="list-style-type: none"> <li>1 Australian National Flag</li> <li>2 National Flags of other nations</li> <li>3 State and territory flags</li> <li>4 Other flags prescribed by the <i>Flags Act 1953</i> (including Aboriginal flag and Torres Strait island flag)</li> <li>5 Ensigns and Pennants (including local government, private organisations, sporting clubs and community groups)</li> </ol> <p><b>Flying of flags</b></p> <p>Flags will be flown in accordance with the Australian National Flag Protocols.</p> <p><b>When flags may be flown at half-mast</b></p> <p>The Shire may fly flags at half-mast on specific occasions to commemorate a solemn occasion, including:</p> <ol style="list-style-type: none"> <li>i) To coincide with national, state or regionally significant events (generally at the behest of various levels of government protocol arrangements);</li> <li>ii) When a current or former Elected Member of the Shire of Dalwallinu passes away;</li> <li>iii) When a Freeman of the Shire of Dalwallinu passes away;</li> <li>iv) When a current Shire of Dalwallinu employee passes away;</li> <li>v) When a local citizen passes away (on the day of notification or part of the day of their funeral)</li> </ol> <p>Approval to fly the flags at half-mast must be given by the Chief Executive Officer.</p> <p>When a flag is flown at half-mast, acknowledgement for the reason is to be made via a post on the Shire of Dalwallinu’s Facebook page.</p>
Objective	To ensure that the Shire’s protocols and practices of flying, displaying and lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner at Shire owned premises.
Guidelines	<p><i>Local Government Act 1995</i></p> <p><i>Flags Act 1953</i></p> <p>Department of Premier and Cabinet website</p> <p>Shire of Dalwallinu Flag Protocol</p>



Person Responsible	Chief Executive Officer
History	New Policy March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.22 Bush Fire Brigades – Management

### Policy

#### 1. Legislative context

##### a) *Bush Fire Act 1954* –

The head of power for Council and Fire Control Officers (FCOs) to manage all fire related matters.

##### b) *Work Health and Safety Act 2020* –

Organisation responsibilities include –

- to carry out appropriate insurance;
- to provide training, PPE, resources;
- to make certain vehicles are safe, roadworthy, fit for task and available for use;
- to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately.

Volunteer and employee obligations include –

- to act to ensure their own safety and welfare, and for those they are responsible for and are around them;
- to use PPE provided;
- to undertake appropriate training.

#### 2. Application

a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee;

b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires where applicable.

#### 3. Appointment of Fire Control Officers

a) FCOs are appointed by Council, usually on nomination at a Bush Fire Advisory Committee Meeting;

b) FCOs may also be appointed on the nomination of an adjoining Shire;

c) FCOs will be appointed by Council as the Chief Bushfire Control Officer, First Deputy Chief Bush Fire Control Officer and Second Deputy Chief Bush Fire Control Officer with authority extended throughout the Shire.

d) Completion of the FCO training course is mandatory for Officers appointed to the above roles.

#### 4. Term of Office

The Chief Bush Fire Control Officer, First Deputy Chief Bushfire Control Officer and Second Deputy Chief Bushfire Control Officer are appointed for a 3 (three) year term.

#### 5. Fire Weather Committee

This Committee is not appointed by Council, but is formed by the Chief BFCO to advise on weather conditions.



**6. Allocation of WAERN radios**

- a) Each FCO personal vehicle
- b) Each BFB appliance
- c) Handhelds – in some BFB appliances

**7. Training**

- a) All FCOs must, as a minimum, complete the FCOs training course within the first 12 (twelve) months of being appointed and complete a refresher at least once every 10 (ten) years.
- b) A sub-committee consisting of the Chief Bushfire Control Officer and the two (2) Deputy Chief Bushfire Control Officers, be authorised to assess volunteer fire fighters competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness and Firefighting Skills. Volunteers must complete minimum training including work health and safety (WHS) inductions and Rural Fire Awareness or Bushfire Safety Awareness Course. WHS induction need to be completed before undertaking any brigade activities and other training withing 12 months joining the brigade.

**8. Fire Ground Plant Operations**

- a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed;
- b) authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from the Shire Chief Executive Officer or Manager Works & Services.

**9. Confirmation of Appointment**

Once appointments have been endorsed by Council, the Chief Executive Officer will issue appointment letters to each FCO advising of their roles and responsibilities and relevant training dates to ensure compliance with Point 7 of this policy.

**Objective** To ensure that management of bush fire brigades is in accordance with the *Bush Fires Act 1954* and *Work Health and Safety Act 2020*.

To ensure the safety of all volunteers on fire grounds.

**Guidelines** *Bush Fires Act 1954*  
*Work Health & Safety Act 2020*

Person Responsible	Chief Executive Officer
History	New Policy July 2022 (M9943) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378) Amended



### 1.23 Publishing of Public Consultation

Policy	<p>From time-to-time Council seeks community consultation on a range of matters.</p> <p>When publishing results of any public consultation process, personal names and derogatory comments are to be removed.</p>
Objective	<p>To protect individuals if named during the public consultation process.</p>

Person Responsible	Chief Executive Officer
History	<p>New Policy September 2022 (M9968)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 1.24 Elected Members Discount – Dalwallinu Gymnasium & Aquatic Centre

**Policy** Elected Members Discount of 50% to purchase a membership to the Dalwallinu Gymnasium or a season ticket to the Dalwallinu Aquatic Centre.

**Objective** Look after elected members health & wellbeing.

**Guidelines** Elected Members to receive a discount of 50% of the full price as per the adopted Fees & Charges. This discount applies to the Dalwallinu Gymnasium memberships and Dalwallinu Aquatic Centre individual season passes.

This policy is applicable to all current elected members.

No refunds will be given on termination during the validity period of the membership or the season pass.

Person Responsible	Chief Executive Officer
History	New Policy June 2023 (M10097) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 1.25 Information Handling and Breaches

### Policy

#### Key Principles

##### The Collection of Personal Information

The Shire of Dalwallinu collects personal information from customers and stakeholders to perform its functions and activities. Sensitive personal information is only collected under the following circumstances:

- It is necessary for the Shire’s functions and activities;
- The individual consents to the collection;
- It is required or authorised by law;
- It is necessary to establish, exercise or defend a legal or equitable claim;
- It is required for government-funded welfare or educational research or statistical purposes; or
- It is necessary to prevent or reduce:
  - Serious threats to an individual’s life, health, safety or welfare;
  - Serious threats to public health, safety or welfare; or
  - Threats to an individual’s life, health, safety or welfare caused by family violence.

##### Access and Correction of Personal Information

The Shire of Dalwallinu ensures personal information is accurate and accessible.

- Updates: are required to be notified in writing at all times
- Informal Access: Personal information, such as correspondence or applications related to an individual, is typically provided informally on request, if sufficient identification can be provided
- Freedom of Information: Individuals can access and correct their information under the Freedom of Information Act 1992
- PRIS Legislation: Access and correction requests may also be made under Information Privacy Principle 6 (IPP6) in the PRIS legislation

##### Disclosure of Information to Third Parties

The Shire of Dalwallinu may disclose personal information to third parties in the following cases:

- Information Sharing Agreements: Under an approved agreement or request with another public entity:
  - For public interest research or analysis;
  - When required or authorised by law;
  - For law enforcement functions;
  - To complete or improve the function for which the information was provided;
- To prevent or reduce serious threats to individuals or public health, safety or welfare;
- When necessary for child protection of family violence functions;



- When the information relates to family violence and involves the perpetrator or alleged perpetrator

#### The Protection of Information

The Shire of Dalwallinu is committed to safeguarding personal information against misuse, loss, modification and unauthorised access or disclosure. The Shire will:

- Securely Dispose: Permanently de-identify or destroy personal information that is no longer required, unless law mandates its retention;
- Implement Robust Security: Use multiple layers of security, including:
  - Encryption
  - Multifactor authentication
  - Security awareness training
  - Email and network security
  - Third-party risk assessments
  - Adherence to Australian Signals Directorate Essential 8 Maturity Level 1 guidelines.

These measures reflect the Shire of Dalwallinu's commitment to protecting personal information, ensuring compliance with privacy laws and maintaining the trust of its community.

#### **Handling Privacy Complaints and Information Breaches**

The Shire of Dalwallinu's designated Information Officer is the Manager Corporate Services (MCS), who can be contacted for complaints related to acts or practices of the Shire that may constitute and interference with the privacy of an individual.

The MCS will coordinate responses and record management of these complaints. Complaints can be directed to: [mcs@dalwallinu.wa.gov.au](mailto:mcs@dalwallinu.wa.gov.au). The MCS will aim to provide a formal response to the complainant as soon as reasonably practicable upon receiving all required information. If any delays are unavoidable, the complainant will be informed accordingly.

The Chief Executive Officer (CEO) is ultimately responsible for ensuring compliance with privacy related obligations, overseeing the MCS's efforts to address privacy complaints effectively and ensuring the Shire meets its statutory responsibilities under relevant legislation. This structure reinforces the Shire's commitment to protecting privacy and responding transparently to any concerns raised.

#### **Notifiable Information Breach**

An interference with the privacy of individuals may constitute a notifiable information breach, which includes:

- Unauthorised access to information
- Unauthorised disclosure of information
- Loss of information



If an alleged interference with privacy occurs, individuals have the right to escalate their concerns by lodging a complaint with the Information Commissioner of Western Australia. The Information Commissioner and their staff are tasked with assisting individuals in formulating and submitting privacy complaints when required.

#### **Breach Management**

**Identification:** Elected Members, Employees, Contractors and Volunteers must report any suspected or actual breach to their manager of the MCS as the designated Information Officer.

**Containment:** Immediate actions will be taken to limit the impact of a breach, such as securing affected systems and data.

**Assessment:** The MCS will assess the scope and potential impact of the breach, including any risks to individuals or the organisation.

**Notification:** Where required, affected individuals, the Office of the Information Commissioner and other relevant bodies will be notified promptly and transparently.

**Review:** Following a breach, the Shire will conduct a review to identify and address root causes and improve processes to prevent reoccurrence.

#### **Roles and Responsibilities**

**Chief Executive Officer:** Ensures organisational compliance with this Policy

**Manager Corporate Services, as the designated Information Officer:** Coordinates breach responses, maintains records and provides advice on compliance matters

**Managers:** Oversee adherence to the Policy within their teams

**Elected Members, Employees, Contractors and Volunteers:** Abide by the Policy and report breaches.

#### Objective

The Shire of Dalwallinu is committed to safeguarding all information it collects, stores and manages compliant with the obligations and requirements of legislation regarding Privacy and Responsible Information Sharing (PRIS). This Policy establishes a framework to ensure the confidentiality, integrity and accessibility of information while providing clear processes to handle data breaches effectively.

#### Guidelines

This policy applies to Elected Members, all employees, contractors, volunteers and agents of the Shire of Dalwallinu involved in collecting, handling or managing information.



**Definitions**

<b>Handle</b>	Refers to collecting, holding, managing, using, or disclosing information.
<b>Information Breach</b>	The unauthorised access, disclosure, or loss of information.
<b>Interference with Privacy</b>	Includes the following: <ul style="list-style-type: none"> <li>a) Acts or practices by the Shire that contravene the <i>Privacy and Responsible Information Sharing Act 2024 (WA)</i> (PRIS Act), in relation to personal or de-identified information linked to an individual.</li> <li>b) Failures by the Shire to comply with obligations under the PRIS Act regarding suspected or confirmed notifiable information breaches involving personal information.</li> <li>c) Non-compliance in handling personal information during a function or activity.</li> </ul>
<b>Notifiable Information Breach</b>	Occurs in any of the following scenarios: <ul style="list-style-type: none"> <li>a) Unauthorised Access or Disclosure: <ul style="list-style-type: none"> <li>• Unauthorised access to, or disclosure of, personal information held by an IPP entity; and</li> <li>• A reasonable person concludes that such access or disclosure is likely to cause serious harm to any individual to whom the information relates.</li> </ul> </li> <li>b) Loss of Personal Information: <ul style="list-style-type: none"> <li>• Personal information held by an IPP entity is lost under circumstances where unauthorised access or disclosure is likely to occur; and</li> <li>• If access or disclosure does occur, a reasonable person concludes it would likely result in serious harm to any individual to whom the information relates.</li> </ul> </li> <li>c) Breach Determination: <ul style="list-style-type: none"> <li>• Unauthorised access, disclosure, or loss of personal information held by an IPP entity; and</li> <li>• The access, disclosure, or loss occurs under circumstances outlined in a notifiable information breach determination.</li> </ul> </li> </ul>
<b>Personal Information</b>	Any information or opinion, true or not, and recorded or not, that relates to an individual (living or deceased) whose identity is apparent or can reasonably be ascertained. This includes: Name, date of birth, or address; <ul style="list-style-type: none"> <li>a) Unique identifier, online identifier, or pseudonym;</li> <li>b) Contact information;</li> <li>c) Information related to an individual’s location;</li> <li>d) Technical or behavioural information about an individual’s activities, preferences, or identity;</li> </ul>



	<p>e) Inferred information, including behavioural or preference predictions or profiles generated from aggregated data; and</p> <p>f) Information linked to physical, physiological, genetic, mental, behavioural, economic, cultural, or social characteristics of an individual.</p>
<b>Sensitive Personal Information</b>	<p>A specific category of personal information that relates to:</p> <p>a) Racial or ethnic origin;</p> <p>b) Gender identity, particularly when it differs from assigned sex at birth;</p> <p>c) Sexual orientation or practices;</p> <p>d) Political opinions;</p> <p>e) Membership in political associations;</p> <p>f) Religious beliefs or affiliations;</p> <p>g) Philosophical beliefs;</p> <p>h) Membership in professional or trade associations;</p> <p>i) Membership in a trade union;</p> <p>j) Criminal records;</p> <p>k) Health information;</p> <p>l) Genetic or genomic information;</p> <p>m) Biometric information.</p>

Person Responsible	Chief Executive Officer
History	New Policy March 2025 (M10378)



## 2. Community Support



## 2.1 Charitable Works

Policy	All donations of “in kind” work exceeding \$1,000 in value, by way of use of Council staff and equipment, to charitable organisations is to be a decision of Council.
Objective	To determine the level of support and use of Council equipment for charitable purposes.
Guidelines	This excludes private works for which the Shire is to be reimbursed.

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 2.2 School Bus Subsidy – Swimming Lessons

Policy	Council will reimburse half (50%) of the cost of the bus hire to and from the Dalwallinu Aquatic Centre for the transportation of school children attending schools within the Shire.
Objective	<p>To encourage and assist school children from outlying schools within the Shire to attend term time swimming lessons in order to improve swimming ability and to learn basic life – saving techniques.</p> <p>To promote the Dalwallinu Aquatic Centre.</p>
Guidelines	Receipts for bus hire are to be provided.

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 2.3 Concessions – Hall Hire Charges – Not for profit groups

Policy	<p>There will be no subsidising, reducing or waiving of Council charges, unless upon written application and the Chief Executive Officer is of the opinion that the extenuating circumstances apply, in which the case the application will be considered on its merits by Council.</p> <p>Council may at its discretion authorise a donation to offset the hall hire charges.</p>
Objective	To maintain the integrity of the Fees and Charges set in Councils annual budget.
Guidelines	<p>Council heavily subsidises its fees and charges for the use of the recreation facilities and is of the view that no additional subsidy is warranted.</p> <p><i>Local Government Act 1995 – Section 6.16</i></p> <p>Shire of Dalwallinu Fees and Charges Schedule</p>

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 2.4 Community Grants Scheme

**Policy** In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the Shire of Dalwallinu Community Grants Scheme. The Shire will make available a provision of \$20,000 in its annual budget. Community grant funding will consist of two rounds of funding in each financial year (\$10,000 available each round).

Provision of grants will be solely at the discretion of Council.

**Objective** To provide financial assistance to community based clubs and organisations.

**Guidelines** **Application**

1. Applications, in writing, to be received and approved prior to commencement of the project;
2. Applicants to provide full details of the project and financial documentation of the actual or estimated cost;
3. Only one application for assistance towards one project will be assessed each financial year for the provision of minor sporting, recreation cultural or other project;
4. The applicant organisation must operate from the Shire of Dalwallinu and beneficiaries must be residents of the Shire of Dalwallinu;
5. Only groups who can demonstrate that they are a not for profit community organisation will be considered eligible for funding.

### **Funding amounts**

For funding requests over \$500, a copy of your group's current financial statement must be attached;

1. Grants will be up to a maximum of 50% of total costs net of other grants, subsidies and donations;
2. The value of in kind work undertaken by volunteers may not exceed one third of the completed value of the project. The voluntary work should be described and valued at a rate of no more than \$30 per hour.

### **Retrospective Funding**

1. No application for retrospective funds will be considered as part of this grant scheme;
2. Projects are not to commence before the announcement of successful applicants.

### **Funding Types**

#### **Community Assistance Grant (CAG)**

CAG funding is available to Community Groups and is designed to provide benefits to Shire residents through recreational sport, social or



cultural means. Grants can be used towards infrastructure and equipment in the Shire of Dalwallinu. Examples of previously successful grants include: uniforms, sporting equipment, shade structures, seating.

### **Community Sponsorship Funding (CSF)**

CSF is made available to community groups to be used towards the costs associated with the provision of community events or programs in the Shire of Dalwallinu. An example of associated costs would be, equipment hire, venue hire, entertainment and catering.

### **Eligible Projects**

Projects will be considered if they can demonstrate that:

1. All other potential funding sources have been sought, and/or
2. They are able to demonstrate benefit to the wider community and/or
3. Provide benefit to Shire residents through recreational, social or cultural means.

### **Ineligible Projects**

Some projects will be considered ineligible for funding through this scheme. These include:

1. Any project which is deemed by Council to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school P&C groups are excepted);
2. Projects that have already commenced;
3. Projects that cannot demonstrate a contribution by the group, organisation or community which will benefit from the granting of funds for the project;
4. Salaries or recurrent operational costs;
5. Any project submitted from a religious group, for a religious purpose or for the provision or improvements of religious infrastructure.

### **Other conditions**

1. Council reserves the right to consider and allocate funds without the right of appeal.
2. Council reserves the right to request further information.
3. All applicants will be advised, in writing, of the success or otherwise of their application within one month of Councils decision.

### **Advertising**

The Community Grants Scheme will be advertised to coincide with the opening of each funding round. The advertisement will be placed on the Shire website and advertised in the Shire Newsletter, Totally Locally and Kalannie Kapers.



### Funding agreement

If the organisation is successful in gaining grant assistance it will be expected to enter into a funding agreement. This will require the organisation to:

1. Adhere to the project budget as stated in the application. Significant variations need to be reported to the Economic & Community Development Officer as soon as they are known to the organisation;
2. Expend the funds made available only on the agreed project, event or activity;
3. Provide the Shire with a statement of expenditure certified by the organisation's President and Treasurer, and copies of relevant invoices on completion of the project, so that the approved funding can be reimbursed to the organisation. If the group are registered for GST, a tax invoice will be required;
4. Acknowledge the funding provided by the Shire;
5. Indemnify the Shire insofar as any activities relevant to the funding are concerned.

### Acquittal

All grants are to be acquitted by **31 May** of each financial year. Photographic evidence of funded equipment/event is to be provided at the time of acquittal.

If this date is not achievable, the group must notify the Manager Corporate Services.

If the organisation is unable to acquit by 31 May, they **MUST** contact the Shire to request that the funds be carried over to the next financial year.

Person Responsible	Economic & Community Development Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Amended March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378) Amended</p>



## 2.5 Collocation of Sporting Clubs

Policy	The Shire will not support or approve any construction or extension to sporting facilities that will result in duplication of existing facilities or where collocation within existing facilities will provide a better outcome.
Objective	To encourage collocation where the net benefits are significant to the Shire and the clubs involved.
Guidelines	<p>When application for grants, support or permission to build facilities on Shire controlled land are received, an assessment will be undertaken to ascertain whether a more beneficial outcome will be achieved through collocation of with existing facilities.</p> <p>In cases where collocation provides a net benefit, the Council will generally not support standalone applications for facilities.</p>

Person Responsible	Manager Corporate Services
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 2.6 Business Investment

Policy	<p>The Shire will support new business ventures to start up within the Shire boundaries provided it meets the below criteria.</p> <p>The business must:</p> <ul style="list-style-type: none"> <li>• Not be able to use participation in program to influence completion in the market place; and</li> <li>• Offer services that are in high demand.</li> </ul>
Objective	<p>To encourage business investment in the Shire and ensure that all new business (in line with the above criteria) are supported during their start-up phase.</p>
Guidelines	<p>When businesses show interest in setting up within the Shire boundaries they approach the Shire administration staff to be part of the program.</p> <p>The business owner is assisted with their application which is put to the next Ordinary Council Meeting.</p> <p>Council is to decide whether the business will be accepted onto the program and which of the following areas they are willing to assist:</p> <ul style="list-style-type: none"> <li>• Rates Concession</li> <li>• Marketing and Promotional Pack</li> <li>• “Open Day” for the new business</li> <li>• Assistance with Site works</li> <li>• Discounted application fee.</li> </ul>
Terms & Conditions	<ol style="list-style-type: none"> <li>1. All applicants will be assessed on a case by case basis which Council has the authority to refuse entry onto the Business Investment Program at any time.</li> <li>2. There is no guarantee that businesses will be granted the assistance requested on page three (3) of the application as it is at the discretion of Council at all times. See the below conditions for each requested area of assistance.</li> </ol> <p>Rates holidays – are typically available for 36 months where the businesses pay no rates within this period. 50% of rates are paid by the business for the following twelve (12) months and full rates are paid to the Shire thereafter.</p> <p>Marketing &amp; Promotional Pack – assistance and advice by the Economic &amp; Community Development Officer on marketing in the local area. Cost of all marketing and promotional materials to be at the businesses cost unless otherwise informed by Council.</p>



Open Day – held by the business at the new business premises. The Shire of Dalwallinu will contribute to the value of contribution determined on a case by case basis, limited to a maximum of \$300.

Site Works – if required Council will assist, depending on the capacity of works needed and the availability of staff at the time. An exact cost and detailed drawings of the site plan must be included in this application.

Discounted Application Fees – a discount of up to 50% of application fees will be offered to the business at Councils discretion.

If the applicant is not granted approval onto the Business Investment Program they will be advised in writing.

Application must also be coupled by a cover letter outlining the businesses details and including their corporate logo.

Person Responsible	Economic & Community Development Officer
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Amended May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 2.7 REVOKED - Harvest & Movement of Vehicles in Paddock Ban

POLICY REVOKED - MARCH 2024 (M10221)

REASON – Refer to Bush Fire Act and Regulations



## 2.8 Pioneer’s and Past Resident’s Wall – Contents of Plaque

Policy	Families can arrange through the Shire to have plaques placed on the Pioneers and Past Residents Wall that contain historical information on their family and/or a significant relative.
Objective	To provide a guide to the public on purpose of the wall as well as what kind of information should be displayed on it.
Guidelines	<p>When applications for plaques for the Pioneer Wall are received, they will be considered by the Chief Executive Officer, and in cases where they are deemed to fit the policy as stated and are not considered in any way offensive or defamatory, an appropriate plaque will be arranged and placed on the wall.</p> <p>In cases where an application is made that does not, strictly speaking, fit the policy, a report will be submitted to Council for their consideration.</p> <p>The applicant is to be responsible for all costs associated with the placement of the plaques.</p>

Person Responsible	Manager Corporate Services
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 3. Finance



### 3.1 Self-Supporting Loans

Policy	Council will consider making available loan funds on a “self – supporting” basis.
Objective	To identify Council’s willingness to provide support.
Guidelines	Self-supporting loans are subject to the same administrative requirements as other loans raised by Council.

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 3.2 Significant Accounting Policies

**Objective** To establish financial management procedures which provide full compliance with all local government statutory requirements and accepted accounting principles.

**Policy** The significant accounting policies which have been adopted in the preparation of the financial report are:

### (a) Basis of Preparation

The financial report of Shire of Dalwallinu which is a class 3 local government comprises general purpose financial statements which have been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

#### *Local Government Act 1995 requirements*

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to extent that they are not inconsistent with the Act, the Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board are applied except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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



The Local Government (Financial Management) Regulations 1996 provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls;

and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 Property, Plant and Equipment, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

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

#### Critical Accounting Judgements and Estimates

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

The estimates and associated assumptions are based on historical experience and various other factors 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings and infrastructure
- estimation uncertainties made in relation to lease accounting

#### *The Local Government Reporting Entity*

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



All monies held in the Trust Fund are excluded from financial statements. A separate statement of those monies appears in a separate note in the financial statements.

**(b) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (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.

**(c) Cash and Cash Equivalents**

Cash and cash equivalent include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from date of acquisition and are repayable with 24 hours of notice with no loss of interest.

**(d) Restricted Financial Assets**

Restricted financial assets balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

**(e) Rates, Trade and Other Receivables**

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory



charges or fines. Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations as part of the ordinary course of business.

Other receivables are amounts receivable from contractual arrangements with third parties other than contracts with customers including grants for the construction of recognisable non financial assets.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**(f) Inventories**

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

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

**Land held for Resale**

Land held for development and sale is valued at the lower cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing and unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Councils intentions to release for sale.



**(g) Fixed Assets**

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

*Initial recognition and measurement for assets held at cost*

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

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5). These assets are expensed immediately and recorded in the Shires small assets inventory listing. Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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

Individual assets that are land, buildings, infrastructure and investment properties acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date consistent with *Financial Management Regulation 17A(4)*.

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements on vested land acquired by the Shire.



At the end of each period, the carrying amount for each asset class is reviewed and, where appropriate, the fair value is updated to reflect current market conditions consistent with *Financial Management Regulation 17A(2)* which requires land, buildings infrastructure, investment properties and vested improvements to be shown at fair value.

For property, plant and equipment and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss. Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

Shire of Dalwallinu will revalue each asset class in accordance with the table below.

Class	Last Val Date	Next Val Date	Interval
L&B	30/6/2022	30/6/2027	5 years
Roads & Other Infrastructure	30/6/2023	30/6/2028	5 years

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial reports necessary.

#### *Depreciation*

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.



Major depreciation periods for each class of depreciable asset are:

Buildings	30 - 50 Years
Furniture and Equipment	4 – 10 Years
Plant & Equipment	5 – 20 Years
Infrastructure Assets – Roads, Streets & Kerbing	
Clearing and earthworks	Not depreciated
Pavement	40 Years
Seal	15 – 20 Years
Kerbing	50 Years
Footpaths	20 Years
Infrastructure Assets – Gardens	Not depreciated
Infrastructure Assets – Parks & Ovals	10 – 40 Years
Infrastructure Assets – Other Structures	10 – 50 Years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

#### (h) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair value is a market-based measure, the closed equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair value of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principle market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).



For non-financial assets, the fair value measurement also takes into account a market participant’s ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

*Fair value hierarchy*

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1	Measurements based on quoted prices (unadjusted) in active markets for identical asset or liabilities that the entity can access at the measurement date.
Level 2	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.
Level 3	Measurements based on unobservable inputs for the asset or liability.

The fair value of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

*Valuation techniques*

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach	Valuation techniques that use process and other relevant information generated by market transactions for identical or similar assets or liabilities.
Income approach	Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.
Cost approach	Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset



or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the local government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

**(i) Financial instruments**

*Initial recognition and measurement*

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument, for financial assets, this is equivalent to the date that the Shire commits itself to either purchase or sale of an asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit loss', in which case transaction costs are expensed to profit or loss immediately.

*Classification and subsequent measurement*

Financial instrument are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) The amount in which the financial asset or financial liability is measured at initial recognition;
- (b) Less principle repayments and any reduction for impairment; and
- (c) Plus or minus the cumulative amortisation of the difference, if any, between the amounts initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash



flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(j) Financial assets at fair value through profit and loss  
Financial assets are classified at “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Loans and receivables  
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(iii) Held-to-maturity investments  
Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets  
Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the calmativ gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss. Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the



end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at an amortised cost. Gains or losses are recognised in profit or loss.

*Impairment*

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a “loss event”) having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principle payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that carrying amount cannot be recovered by any means, at that point the written-off amounts are charges to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and



fair value of the consideration paid, including the transfer of non-cash assets or liabilities, is recognised in profit loss.

**(i) Impairment of Assets**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount on the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

Or non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

**(k) Trade and Other Payables**

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

**(l) Financial Liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.



**(m) Prepaid Rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that not been refunded.

**(n) Contract Liabilities**

Contract Liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer. Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**(o) Capital Grants and Contribution Liabilities**

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

Fair values for non-current capital grant/contribution liabilities, not expected to be extinguished within 12 months, are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to the unobservable inputs, including own credit risks.

**(p) Employee Benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

*Short-term employee benefits*

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employee's annual leave and long



service leave entitlements are recognised as provisions in the statement of financial position.

*Other long-term employee benefits*

Provision is made for employee's long service leave and annual leave entitlements not expected to be settled wholly within 12 month after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee's 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.

**(q) Borrowing Costs**

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to unobservable inputs, including own credit risk.

**(r) 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 so settle the obligation at the end of the reporting period.

**(s) Leases**

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 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 that are classified as short-term leases (i.e. a lease with a 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.

*Right-of-use assets measurement*

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

*Right-of-use assets depreciation*

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

**(t) Investment in Associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of the investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.



When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses recognised.

**(u) Superannuation**

The shire contributes as a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**(v) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operation cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Shire's intentions for release or resale.

**(w) Rounding Off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

**(x) Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**(y) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.



**(z) Interest Revenue**

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Person Responsible	Manager Corporate Services
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Amended March 2024 (M10221) Reviewed March 2025 (M10378) Amended



### 3.3 Regional Price Preference

Policy	<p>Council’s Regional Price Preference for locally produced goods and services will apply to all goods and services for which tenders/quotes are let, unless the Shire of Dalwallinu determines otherwise, and is to be:</p> <ul style="list-style-type: none"> <li>• Up to 10% when the contract is for goods and services, up to a maximum price reduction of \$50,000.</li> <li>• Up to 5% when the contract is for construction (building) services, up to a maximum price reduction of \$50,000.</li> <li>• 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.</li> </ul>
Objective	To establish Council’s support for local businesses.
Guidelines	<p><i>Local Government Act 1995 – Section 3.57</i>  <i>Local Government (Functions &amp; General) Regulations 1996 – Part 4A</i>  <i>Local Government (Administration) Regulations 1996</i></p>

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016  Reviewed April 2017 (M8814)  Reviewed March 2018 (M9129)  Reviewed March 2019 (M9342)  Reviewed May 2020 (M9556)  Amended March 2021 (M9688)  Reviewed March 2022 (M9885)  Reviewed March 2023 (M10059)  Reviewed March 2024 (M10221)  Reviewed March 2025 (M10378)</p>



### 3.4 Investment of Surplus Funds

Policy	Surplus Council funds to be deposited with any savings bank operating under the banking Act 1959 (Commonwealth) section 5, in accordance with the <i>Trustees Act 1962</i> Part III as amended from time to time.
Objective	To ensure funds of Council are diligently invested in the securest possible manner to ensure the maximum safe return of investment earnings whilst still complying with current legislative requirements.
Guidelines	<p>The Manager Corporate Services is to maintain control over investments and to record the details of principal, interest, bank rates and maturity date in a register for same and report to Council, monthly as to the status of investments and details of each lodgement in terms of the <i>Local Government (Financial Management Regulations) 1996</i>.</p> <p><i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i></p>

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2016</p> <p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 3.5 Purchasing

### Policy

The Shire of Dalwallinu is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensure alignment with the Shire’s strategic and operational objectives.

#### 1. Purchasing

##### 1.1 Objective

The Shire’s purchasing activities will:

- a) Achieve best value for money that considers sustainable benefits, such as: environmental, social and local economic factors;
- b) Foster economic development by maximising participation of local businesses in the delivery of goods and services;
- c) Use consistent, efficient and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements;
- d) Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently;
- e) Commit to probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- f) Comply with the *Local Government Act 1995*, *Local Government (Functions and General) Regulations 1996*, other relevant legislation, Codes of Practice, Standards and the Shire of Dalwallinu’s policies and procedures;
- g) Ensure purchasing outcomes contribute to efficiencies (time and resources) for the Shire of Dalwallinu;
- h) Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the Shire of Dalwallinu Risk Management framework;
- i) Ensure records evidence purchasing activities in accordance with the State Records Act 2000 and the Shire of Dalwallinu’s Record Keeping Plan;
- j) Ensure confidentiality that protects commercial-in-confidence information and only releases information where appropriately approved.

##### 1.2 Ethics & Integrity

The Shire of Dalwallinu’s Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.



### **1.3 Value for Money**

The Shire of Dalwallinu will apply value for money principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

#### *1.3.1 Assessing Value for Money*

Value for money assessment will consider:

- All relevant Total Costs of Ownership (TCO) and benefits including; transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, consumables, deployment, training, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc;
- The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- A strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- The environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire of Dalwallinu Policy including Local Economic Benefit; and
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

### **1.4 Purchasing Thresholds and Practices**

#### *1.4.1 Defining the Purchasing Value*

The Shire of Dalwallinu will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:

- (a) The appropriate purchasing threshold and practice is applied in all purchasing activities; and
- (b) Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities where the requirements are able to be provided by a single supplier.



A **category of supply** can be defined as groupings of similar goods or services with common: supply and demand drivers; market characteristics; or suppliers.

### 1. Strategic Purchasing Value Assessments

The Shire of Dalwallinu will periodically review recent past purchasing activity across its operations to identify categories of supply for which the Shire of Dalwallinu will have continuing need and which can be aggregated into single contract arrangements in order to achieve best value for money and efficiency in future purchasing activity.

### 2. Individual Purchasing Value Assessments

In any case, where there is no relevant current contract, each purchasing activity is to assess the Purchasing Value based upon the following considerations:

- (a) Exclusive of Goods and Services Tax (GST); and
- (b) The estimated total expenditure for the proposed supply including the value of all contract extension options and where applicable, the total cost of ownership considerations;
- (c) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements;
- (d) Requirements must not be split to avoid purchasing or tendering thresholds (F&G Reg.12).

The calculated estimated Purchasing Value will determine the applicable threshold and purchasing practice to be undertaken.

#### 1.4.2 Table of Purchasing Thresholds and Practices

##### (1) Supplier Order of Priority

The Shire of Dalwallinu will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1:</b>	<p><b>Existing Prequalified Supplier Panel or other Contract</b> Current contracts, including a Panel of Prequalified Suppliers or contracted supplier, must be used where the Shire of Dalwallinu's supply requirements can be met through the existing contract.</p> <p>If the Shire of Dalwallinu does not have a current contract relevant to the required supply, then a relevant WALGA PSA is to be used.</p>
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<p><b>Priority 2:</b></p>	<p><b>Local Suppliers</b></p> <p>Where the Purchasing Value does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the Shire of Dalwallinu will ensure that wherever possible, quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>If no relevant local supplier is available, then a relevant WALGA PSA may be used.</p>
<p><b>Priority 3:</b></p>	<p><b>Tender Exempt – WALGA Preferred Supplier Arrangement (PSA)</b></p> <p>Use a relevant WALGA PSA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant PSA exists but an alternative supplier is considered to provide best value, then the CEO, or on officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a PSA may include:</p> <ul style="list-style-type: none"> <li>a) Local supplier availability (that are not within the PSA);</li> <li>or</li> <li>b) Social procurement – preference to use Aboriginal business or Disability Enterprise,</li> </ul> <p>If no relevant WALGA PSA is available, then a relevant State Government CUA may be used.</p>
<p><b>Priority 4:</b></p>	<p><b>Tender Exempt – WA State Government Common Use Agreement (CUA)</b></p> <p>Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, is a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If not relevant CUA is available, then a Tender Exempt (F&amp;G Reg.11(2)) arrangement may be used.</p>
<p><b>Priority 5:</b></p>	<p><b>Other Tender Exempt arrangement (F&amp;G Reg.11(2))</b></p> <p>Regardless of whether or not the Purchasing Value will exceed the tender threshold, the Shire of Dalwallinu will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible, quotations are obtained from a WA Disability Enterprise and/or an Aboriginal Owned Business that is capable of providing the required supply.</p>



<b>Priority 6:</b>	<b>Other Suppliers</b> Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant Purchasing Value Threshold and Purchasing Practice specified in the table below.
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## (2) Purchasing Practice Purchasing Value Thresholds

The Purchasing value, assessed in accordance with clause 1.4.1, determines the Purchasing Practice to be applied to the Shire of Dalwallinu’s purchasing activities.

Purchase Value Threshold (ex GST)	Purchasing Practice
Up to \$10,000	Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).
From \$10,000 and up to \$39,999	<p>Seek at least two (2) verbal or written quotations from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.4.2 (1).</p> <p>If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of two (2) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A brief outline of the specified requirement for the goods, service or works required; and</li> <li>• Value for money criteria, not necessarily the lowest price.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report Template and retained in accordance with the Shire of Dalwallinu’s Record Keeping Plan.</p>
From \$40,000 up to \$249,999	<p>Seek at least three (3) written responses from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2 (1).</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed written specification for the goods, services or works required; and</li> </ul>



	<ul style="list-style-type: none"> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The procurement decision is to be evidenced using the Evaluation Report Template and retained in accordance with the Shire of Dalwallinu’s Record Keeping Plan.</p>
Over \$250,000	<p><b>Tender Exempt</b> arrangements (i.e. WALGA PSA, CUA or other tender exemption under F&amp;G Reg.11(2) require at least three (3) written responses from suppliers by invitation from suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 1.4.2(1).</p> <p><b>OR</b></p> <p><b>Public Tender</b> undertaken in accordance with the <i>Local Government Act 1995</i> and relevant Shire of Dalwallinu Policy and procedures.</p> <p>The Tender exempt or Public Tender purchasing decision to be based on the suppliers response to:</p> <ul style="list-style-type: none"> <li>• A detailed specification; and</li> <li>• Pre-determined selection criteria that assesses all best and sustainable value considerations.</li> </ul> <p>The purchasing decision is to be evidenced using the Evaluation Report template and retained in accordance with the Shire of Dalwallinu’s Record Keeping Plan.</p>
Emergency Purchases (within budget) Refer to Clause 1.4.3	<p>Where goods or services are required for an emergency response and are within scope of an established Panel of Pre-qualified Supplier or existing contract, the emergency supply must be obtained from the Panel or existing contract using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then clause 1.4.2 (1) Supplier Order of Priority will apply wherever practicable.</p> <p>However, where due to the urgency of the situation; a contracted or tender exempt supplier is unable to provide the emergency supply OR compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. However, an emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p>



	The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire of Dalwallinu’s Record Keeping Plan.
Emergency Purchases (No budget allocation available) Refer to Clause 1.4.3	Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s6.8 of the <i>Local Government Act 1995</i> , the President must authorise, in writing, the necessary budget amendment adjustment prior to the expense being incurred.  The CEO is responsible for ensuring that an authorised emergency expenditure under s6.8 is reported to the next Ordinary Council Meeting.  The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.
LGIS Services Section 9.58(6)(b) LG Act	The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.  Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.

**Tender Exemptions:**

Tenders to not have to be publicly invited according to the requirements of the *Local Government (Functions and General) Regulations 1996* if:

- a) The supply of goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the *Local Government Act 1995*; or
- b) The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
- c) Within the last 6 months –
  - i) The local government has, according to the requirements of the Regs, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
  - ii) The local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer; or
- d) The contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or



- e) The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
- f) The goods or services are to be supplied –
  - i) In respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
  - ii) By a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph: or
- g) The local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- h) The goods to be supplied under the contract are –
  - i) Petrol or oil; or
  - ii) Any other liquid, or any gas, used for internal combustion engines; or
- i) The following apply –
  - i) The goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the *Small Business Development Corporation Act 1983*; and
  - ii) The consideration under the contracts is \$250,000 or less, or worth \$250,000 or less; and
  - iii) The local government is satisfied that the contract represents value for money; or
- j) The goods or services are to be supplied by an Australian Disability Enterprise; or
- k) The contract is a renewal or extension of the term of a contract (the original contract) where -
  - i) The original contract was entered into after the local government, according to the requirements of the Regs, publicly invited tenders for the supply of goods or services; and
  - ii) The invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
  - iii) The original contract contains an option to renew or extend its term; and
  - iv) The supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised; or
  - v) The goods or services are to be supplied by a pre-qualified supplier under Division 3 of the Regs.



### 1.4.3 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- (a) a local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; OR
- (b) a local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the *Local Government Act 1995* and Functions and General Regulation 11(2)(a); OR
- (c) A state of emergency declared under the *Emergency Management Act 2005* and therefore, Functions and General Regulations 11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

### 1.4.4 Inviting Tenders though not required to do so

The Shire of Dalwallinu may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire of Dalwallinu's tendering procedures (F&G Reg.13).

### 1.4.5 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process (F&G Reg.21) where the required supply evidences one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement;
- There is significant variability for how the requirement may be met;
- There is potential for suppliers to offer unique solutions and/or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- Subject to a creative element; or
- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.



All EOI processes will be based upon qualitative and other non-price information only.

#### **1.4.6 Unique Nature of Supply (Sole Supplier)**

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- a) Purchasing value is estimated to be over \$10,000; and
- b) Purchasing requirement has been documented in a detailed specification; and
- c) Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirements; and
- d) Market testing processes and outcomes of supplier assessments have been evidenced in records, inclusive of rationale for why the supply is determined as unique and why quotations/tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved by Council, for a period not exceeding one (1) year. For any continuing purchasing requirements, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

#### **1.4.7 Anti-Avoidance**

The Shire of Dalwallinu will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of “splitting” the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender. This includes the creation of two or more contracts or creating multiple purchase order transactions for a similar nature.

#### **1.4.8 Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, then *Functions and General Regulation 21A* applies.

For any other contract, the contract must not be varied unless:

- The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire of Dalwallinu is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.



## **2. Sustainable Procurement**

The Shire of Dalwallinu is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire of Dalwallinu may apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurements can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotations and Tenders will include a request for Suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

### **2.1 Local Economic Benefit**

The Shire of Dalwallinu promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire of Dalwallinu will:

- Consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents;
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- Ensure that procurement plans, and analysis is undertaken prior to develop Requests to understand local business capability and local content availability where components of goods or services may be sourced from within the District for inclusion in selection criteria;
- Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- Avoid bias in the design and specifications for Request for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- Consider the adoption of Key Performance Indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the District first; and
- Provide adequate and consistent information to local suppliers.



To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire of Dalwallinu, or substantially demonstrate a benefit or contribution to the local economy.

The Shire of Dalwallinu has adopted a Regional Price Preference Policy, which will be applied when undertaking all purchasing activities.

## **2.2 Socially Sustainable Procurement**

The Shire of Dalwallinu will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire of Dalwallinu's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

### **(1) Aboriginal Businesses**

*Functions and General Regulations 11(2)(h)* provides a tender exemption if the goods or services are supplied by a person in the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire of Dalwallinu will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in *F&G Reg. 11(2)(h)*) to determine overall value for money for the Shire of Dalwallinu.

Where the Shire of Dalwallinu makes a determination to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$40,000 (ex GST), a formal Request for quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire of Dalwallinu's Record Keeping Plan.

### **(2) Australian Disability Enterprise**

*Functions and General Regulations 11(2)(i)* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire of Dalwallinu will first consider undertaking a quotation process with other suppliers (which may include other Australian



Disability Enterprise) to determine overall value for money for the Shire of Dalwallinu.

Where the Shire of Dalwallinu make a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Australia Disability Enterprise. The rationale for making the purchasing decision must be recorded in accordance with the Shire of Dalwallinu's Record Keeping Plan.

### **2.3 Environmentally Sustainable Procurement**

The Shire of Dalwallinu may support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria may be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- Demonstrate policies and practices that have been implemented by the business as part of its operations;
- Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

### **3. Record Keeping**

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the *State Records Act 2000* and the Shire of Dalwallinu's Record Keeping Plan.

In addition, the Shire of Dalwallinu must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire of Dalwallinu relevant to the performance of the contract.

### **4. Purchasing Policy Non-Compliance**

The Purchasing Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.



Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire of Dalwallinu's policies and procedures.

If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified, it must be reported to the Chief Executive Officer or the Manager Corporate Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- An opportunity for additional training to be provided;
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- Where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.

#### **5. Statement of Business Ethics**

All suppliers will be provided with a copy of the Shire of Dalwallinu Statement of business Ethics. A copy of this can also be downloaded from the Shire of Dalwallinu website.

#### **6. Prevention of fraud or misconduct**

The Shire of Dalwallinu includes mandatory checks of Invoices prior to payment by two independent Officers.

The Shire of Dalwallinu also uses a third-party verification company (EFTSure) who validates suppliers bank details prior to payment.



Person Responsible	Manager Corporate Services
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 3.6 REVOKED - Payment of Fees – Dalwallinu and Kalannie Caravan Parks

POLICY REVOKED - MARCH 2019 (M9342)

REASON – The Shire of Dalwallinu no longer operates either the Dalwallinu or Kalannie Caravan Parks.

In May 2025, the Shire resumed responsibility for the Kalannie Caravan Park however a policy relating to payment of fees is not required.



### 3.7 Direct Electronic Payments and Electronic Investments

Policy	<p>Payments made by electronic transfer through the Shire bank accounts which include payroll, monthly fees, contracts, loan repayments and purchases made through the suppliers that will only accept the payment by electronic transfer shall be made jointly by the Chief Executive Officer and any one of the following:</p> <p>Chief Executive Officer            Manager Corporate Services            Manager Works &amp; Services            Manager Planning &amp; Development Services</p> <p>In the absence of the Chief Executive Officer, then payment by electronic transfer shall be made by the Manager Corporate Services and one other from the list above.</p> <p>Any surplus funds in the Municipal Account are to be invested by transferring electronically to an interest bearing account.</p>
Objective	<p>To ensure payment of accounts are made in an efficient and timely manner.            To maximise the return on invested funds.</p>
Guidelines	<p>The Manager Corporate Services is to maintain control over payments and investments as per Delegation 3001 and Policy 3.4.</p>

Person Responsible	Manager Corporate Services
History	Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Amended March 2024 (M10221) Reviewed March 2025 (M10378)



### **3.8 REVOKED – Corporate Credit Card usage**

POLICY REVOKED MARCH 2025 (M10378)

REASON – Replaced with new Purchasing Card Policy 3.15.



### 3.9 Overdue Rates and Charges Collection

#### Policy

This policy has been developed to treat ratepayers fairly and consistently while recognising the Shire has the responsibility to recover all outstanding rates and charges in a timely manner to finance delivery of its services.

Legal proceedings will continue until full payment has been received.

#### Issue Final Notices

A final Notice will be issued at least fourteen (14) days after the due date of the Rate Notice, to those persons who have made either no payment, or insufficient payment, to cover the first instalment. The Final Notice is to specify that the property owner/s have seven (7) days to pay in full or to enter into a special repayment arrangement.

Final Notices will not be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992* as such persons have until 30 June in the year of rating to make payment, without incurring any late payment penalties.

#### 7 Day reminder Letter

A 7 Day Reminder Letter will be issued at least fourteen (14) days after the due date of the Final Notice, to those persons who did not respond appropriately to the Final Notice.

The 7 Day Reminder Letter is to specify that the property owner/s have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in further debt collection proceedings without further notice.

#### Notice of Intention to Summons

A Notice of Intention to Summons will be issued at least (14) days after the due date of the 7 Day Reminder Letter to those persons who do not respond accordingly to the 7 Day Reminder Letter.

The Notice of Intention to Summons is to specify that the property owner/s have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.

#### Issue of a General Procedure Claim

If no response is received in relation to the Notice of Intention to Summons a General Procedure Claim is to be lodged through the Midland Magistrates Court. In accordance with Section 6.56 of the *Local Government Act 1995*, the costs of issuing a General Procedure Claim are recoverable from the property owner/s and are to be debited to the rates account.



Following the issue of a General Procedure Claim, a reasonable offer to discharge the total debt by repayment arrangement will be accepted.

If an arrangement is made, agreement on the amount, frequency and commencement date of repayments is required noting that total debt is to be repaid by 30 June. Any arrangements are subject to acceptance by the Chief Executive Officer.

If the proposed payment arrangement is not acceptable, the Shire will advise via letter that the proposed arrangement is not sufficient to repay the debt within a reasonable timeframe and will request the property owner/s to contact the Shire's Rates Officer to discuss a more appropriate arrangement.

If no payment arrangement has been entered into or the Admission of Claim is not returned within fourteen (14) days of the issue of the General Procedure Claim, a letter will be sent requesting the property owner/s to pay the account (plus fees) in full. If, after a further period of at least seven (7) days, there is still no payment or arrangement in place, a Property Seizure and Sale Order may be issued.

If payment of the General Procedure Claim is received and a small balance remains on the rate account or the legal fees have not been paid, a letter will be sent to the ratepayer requesting payment of the outstanding balance.

If the agreed repayment arrangement is not honoured, a letter will be sent advising that the repayment arrangement is overdue and, if payment is not received within 14 days, a Property Seizure and Sale Order may be issued.

#### Non-Service of General Procedure Claim

When a General Procedure Claim is unable to be served a Non-Service Certificate will be issued by the bailiff. As an outcome, the bailiff may; advise the Shire if the property is unoccupied or is a rental property; or provide an alternative address for the General Procedure Claim to be re-issued.

If the property is tenanted, the property manager must be contacted to ascertain the correct postal address of the property owner. If the property manager is responsible for the payment of rates, the postal address is to be updated on the Shire's rating system and a new Rate Notice is to be sent to the property manager for payment.

If neither payment nor an acceptable arrangement has been received by the Shire after fourteen (14) days, a Property Seizure and Sale Order may be issued.

If a new address is supplied by the Bailiff, the new postal address is to be recorded on the Shire's rating system. A letter is to be sent to



inform the owner/s of the General Purpose Claim and, if not responded to within seven (7) days, the Shire will re-issue the General Procedure Claim. The additional costs in reissuing the General Procedure Claim will be added to the rates account.

Property Seizure and Sale Order/Goods

If the property owner/s has not responded to the General Procedure Claim, a Property Seizure and Sale Order/Goods may be issued within fourteen (14) days after the date of service of the General Procedure Claim.

The Property Seizure and Sale Order authorises the Bailiff to seize and sell as much of the debtors real or personal property as necessary to repay the debt.

Property Seizure and Sale Order/Land

Where a Property Seizure and Sale Order involves the land that constitutes the primary residence of the rateable owner, the approval of Council must be obtained before the Property Seizure and Sale Order is lodged.

Where a Property Seizure and Sale Order involves the land that constitutes an investment property, the approval of Council is not required.

Lodging a Caveat on the Title of the Land

Where rates remain unpaid for a period in excess of one year, a caveat may be lodged to preclude dealings in respect of the land to protect Council's interests.

Where rates or service charges remain unpaid

Where previous actions to collect outstanding rates and service charges have not been successful and the rates and/or service charges remain unpaid for at least three (3) years, Council in accordance with S6.64 of the *Local Government Act 1995* take possession of the land and hold the land as against a person having an estate or interest in the land and:

- a) from time to time lease the land; or
- b) sell the land; or
- c) cause the land to be transferee to the Crown; or
- d) cause the land to be transferred to the Shire of Dalwallinu

Objective To outline the process for efficient and effective collection of outstanding rates and service charges.

Guidelines A General Procedure Claim can only be lodged through the Magistrates Court to recover amounts owing of \$10,000 or less.



Person Responsible	Deputy Chief Executive Officer
History	<p>New Policy June 2017 (M8841)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



### **3.10 REVOKED - Medical Centre Billing**

POLICY REVOKED MARCH 2019 (M9342)

REASON – The Shire of Dalwallinu no longer operates the Dalwallinu Medical Centre.



### 3.11 Related Party Disclosures

**Policy** This policy outlines what is expected of elected members and staff in relation to the *Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124)*.

**Guidelines** The scope of AASB 124 was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the Shire must make an informed judgement as to who is considered to be a related party and what transactions need to be considered, when determining if disclosure is required.

The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.

**Policy**

#### **IDENTIFICATION OF RELATED PARTIES:**

AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances. Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly. For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of *Related Party*.

- An elected Council member.
- Key management personnel being a person employed under section 5.36 of the *Local Government Act 1995* in the capacity of:
  - Chief Executive Officer
  - Manager Corporate Services
  - Manager Works & Services
  - Manager Planning & Development Services
  - Works Supervisor



- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependants of that persons spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

Those persons identified as KMP will complete an annual declaration which outlines the entities, if any, that are controlled or jointly controlled by that KMP or their close family members and which are likely to have transactions with the Shire.

It is the responsibility of the Chief Executive Officer to seek a declaration upon change of KMP.

It is the responsibility of all identified KMP to update their declaration should they become aware of a change, error or omission.

The Shire will be required to assess all transactions made with these persons or entities and may determine other family members, such as parent, grandparent, sibling, cousin etc., who may be expected to influence, or be influenced by, that person in their dealings with the Shire or a Shire entity.

**IDENTIFICATION OF RELATED PARTY TRANSACTIONS:**

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire owned facilities such as Recreation Centre, Discovery Centre, Library, Parks, Ovals and other public open spaces (whether charged a fee or not)
- Attending Council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent).
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the



related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement)

- Sale or purchase of any property owned by the Shire, to a person or party identified above.
- Sale or purchase of any property owned by a person or party identified above, to the Shire.
- Loan arrangements
- Contracts and agreements for construction, consultancy or services.

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

#### **REGISTER OF RELATED PARTY TRANSACTIONS:**

The Manager Corporate Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records the information for each existing or potential related party transaction (including OCTs assessed as being material in nature) during a financial year.

#### **DISCLOSURE REQUIREMENTS:**

For the purpose of determining relevant transactions, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures – Declaration* form.

##### **1. Ordinary Citizen Transactions (OCTs)**

The following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the *Related Party Disclosures – Declaration* form will be required.

- Paying rates
- Transactions relating to the registration and control of domesticated animals as defined in the *Dog Act 1976* and *Cat Act 2011*
- Transactions whereby a Fee or Charge is incurred and that are included as part of Councils endorsed Schedule of Fees and Charges
- Fines
- Use of Shire owned facilities such as Recreation centre, Discovery Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public.



Where these services were not provided at arm’s length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures – Declaration form* about the nature of any discount or special terms received.

2. All other transactions

For all other transactions identified as Related Party transactions above, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures – Declaration form*.

3. Frequency of disclosures

- Elected Council members and KMP will be required to complete a *Related Party Disclosures – Declaration form* annually.
- Disclosures must be made by all Councillors immediately prior to an ordinary or extraordinary election.
- Disclosures must be made immediately prior to the termination of employment of/by a KMP.

4. Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgment in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Person Responsible	Chief Executive Officer
History	New Policy August 2017 (M8891) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 3.12 Purchasing Shire Owned Residential Properties

**Policy** The Shire of Dalwallinu is willing to sell residential properties to any of its employees that have been employed by the Shire for a minimum of three (3) years. Following is the process and conditions that apply:

Properties for Sale

The only residential properties that are able to be purchased are either vacant properties or they are the property that the employee resides within. For clarity, an employee may not make an offer for a Shire of Dalwallinu property that is currently tenanted by another person unless both parties come to an agreement that is satisfactory to Council.

Process for Purchase

1. Employees make an offer to purchase in writing to the Shire of Dalwallinu;
2. The Shire of Dalwallinu will have the property valued for “market value” by a licensed valuer at the Shire’s expense;
3. A report to be presented to Council for their consideration quoting both the “market value” and “fair value”;
4. Should Council accept the offer, the Chief Executive Officer is to dispose of the property as per Section 3.58 of the Local Government Act 1995.

**Objective** To provide clarity as to the process of purchasing residential properties from the Shire of Dalwallinu by employees.  
To provide an incentive to attract and retain employees.  
To proactively turnover the Shire of Dalwallinu residential assets.

**Guidelines** *Local Government Act 1995 – Section 3.58*

Person Responsible	Chief Executive Officer
History	New September 2017 (M9007) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 3.13 Debt Collection – Sundry Debtors

**Policy**

This policy has been developed to treat debtors fairly and consistently while recognising the Shire has the responsibility to recover all outstanding sundry debts in a timely manner to finance delivery of its services.  
Legal proceedings will continue until full payment has been received.

The Shire provide trade debtors and miscellaneous debtors thirty (30) days from the invoice date to settle any outstanding accounts.

The Chief Executive Officer may allow persons experiencing financial difficulties to make suitable arrangements for payment of sundry debtor changes only.

Where no alternative arrangements have been made, the following actions are to occur:

After thirty (30) days has expired, contact is to be made by telephone to the sundry debtor seeking a commitment to pay the outstanding debt and a memo to this effect entered on the Debtors record.

If the debt is still outstanding after a further seven (7) days, a letter is to be sent requesting payment of the outstanding balance within seven (7) days of receipt of the letter.

Where the debt remains unpaid after seven (7) days, a final demand letter is to be sent stating payment is due within seven (7) days and the failure to pay will result in the matter being placed in the hands of the Shire’s debt collection agency.

Debtors remaining unpaid after the expiry date of the final demand letter and not subject to any approved arrangement will be subject to the issue of a Claim through the Shire’s debt collection agency to effect recovery.

The debtor will not be allowed to incur any further debt with the Shire.

**Objective**

This policy is designed to provide guidelines for the timely collection of money owed to the Shire of Dalwallinu.

Person Responsible	Manager Corporate Services
History	New Policy March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 3.14 Financial Hardship

#### Policy

#### Scope

This financial hardship policy outlines how Shire of Dalwallinu (“we”) will assist a residential customer (“you”) who cannot pay their rates notice because of financial hardship. This policy applies to:

- Outstanding Shire of Dalwallinu rates, service charges and water services portion as at the date of adoption of this policy; and

Our policy applies only to residential customers. If you are a commercial customer, we encourage you to still talk to us.

We are committed to working with you to find an appropriate payment arrangement that works for both you and us. We understand that it can be difficult to ask for support, and will treat you sensitively and respectfully.

#### Statement

##### *What is financial hardship?*

You will be considered to be in financial hardship if paying the rates, service charges and water services portion of your rates notice will affect your ability to meet your basic living needs – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

- Loss of your or a family member’s primary income;
- Separation or divorce from your spouse;
- Loss of your spouse or loved-one;
- Physical or mental health problems;
- a chronically ill child;
- Budget management difficulties because of low income; or
- Other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

##### *Identifying customers in financial hardship*

If you think you may be in financial hardship we encourage you to contact us as soon as possible. You may ask your financial counsellor to contact us on your behalf.

We will assess within five (5) business days whether we consider you to be in financial hardship. If we cannot make our assessment within five (5) business days, we will refer you to a financial counsellor for assessment.

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also take into account any information we may have on your payment history.

As soon as we have made our assessment, we will advise you of the outcome.



#### *Payment plans*

If we determine that you are in financial hardship, we will offer you more time to pay the rates, service charges and/or water services portion of your rate notice or more time to pay a payment plan for any of these charges.

We will not charge you any fees or interest as part of your extension or payment plan.

We will still involve you and, if applicable, your financial counsellor in setting a payment plan. When setting the conditions of the plan, we will consider your capacity to pay and, if relevant, your consumption history.

If you ask us, we will review your payment plan. If your review indicates that you are unable to meet your obligations under the plan, we will revise it.

We do not have to offer you a payment plan if you have had two payment plans cancelled because of non-payment.

#### *Debt reduction and collection*

If you are in financial hardship, we will consider reducing the amount you owe us. The reduction is only applicable for water services portion of your rates notice. Reduction for rates and services charges is not considered under this policy.

We will also not commence or continue proceedings to recover your debt:

- while we are assessing whether or not you are in financial hardship; or
- if you are complying with your payment plan or another payment arrangement you have with us.

If you do not comply with your payment plan or other payment arrangement, we may commence debt recovery proceedings.

We may outsource your debt to a debt collection agency. Additional fees may apply in this case.

#### *Useful information*

- Redirection of rate notice: We will advise you of your right to have your rate notice redirected to another person free of charge if you are absent or ill.
- Payment options: You may pay your rate notice by Centrepay, Bpay, in person at the Shire of Dalwallinu Administration office, via telephone or by posting a cheque to the Shire of Dalwallinu. Centrepay is only available to customers who receive Centrelink payments. Paying by Centrepay may help you manage your bills more easily, as your bills will be paid through regular deductions.
- For more information on your payment options, please refer to your rate notice or contact us.



- Financial counselling: We will advise you of any financial counselling services or other organisations that may be available to you.
- Financial counsellors offer free, independent information to help you to take control of your financial situation.
- The Financial Counsellors’ Association of WA (FCAWA) can refer you to a financial counsellor in your area by calling them on the National Debt Helpline. The helpline provides a free confidential service for all Western Australians with financial problems and queries. The helpline can be contacted on 1800 007 007. Alternatively, you can go to the FCAWA website, [www.financialcounsellors.org](http://www.financialcounsellors.org), and enter your postcode to locate your closest financial counselling service.

*Complaints handling*

If you have a complaint, please contact us first. Our contact details can be found from Shire of Dalwallinu website [www.dalwallinu.wa.gov.au](http://www.dalwallinu.wa.gov.au).

Our complaints handling process is available at [www.dalwallinu.wa.gov.au](http://www.dalwallinu.wa.gov.au).

*Complaints handling for Water Services Portion*

If you are not satisfied with the way we handle your complaint regarding your water services portion, you may refer your complaint to the Energy and Water Ombudsman. The Energy and Water Ombudsman will investigate your complaint and may mediate the dispute between you and us.

The Energy and Water Ombudsman’s contact details are:

Energy and Water Ombudsman WA  
 Phone: (08) 9220 7588  
 Freecall: 1800 754 004  
 Email: [energyandwater@ombudsman.wa.gov.au](mailto:energyandwater@ombudsman.wa.gov.au)  
 Website: [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au)

*Approval and review*

Our policy was approved by the Economic Regulation Authority.

We will review our policy every year to ensure it remains up-to-date and relevant.

Person Responsible	Chief Executive Officer
History	New Policy April 2020 Reviewed May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 3.15 Purchasing Cards

Policy	Sets out buying conditions that relate to purchases made with any purchasing cards that carry the Shire of Dalwallinu name.
Objective	To establish a clear, efficient and accountable framework for the use of Purchasing Cards (inclusive of credit cards, debit cards and store specific purchasing cards). It aims to ensure compliance with applicable laws, regulations and organisational policies to maintain financial integrity, accountability and transparency.
Definitions	<p><b>Purchasing Cards:</b> Credit cards, debit cards and store specific cards issued to authorised personnel for making purchases on behalf of the Shire;</p> <p><b>Authorised Personnel:</b> Employees designated and authorised by the Shire to use Purchasing Cards for official business purposes;</p> <p><b>Reconciliation:</b> The process of reviewing, verifying and documenting Purchasing Card transactions to ensure accuracy and accountability;</p> <p><b>Vendor:</b> Any individual or entity providing good or services to the Shire.</p>
Guidelines	<ol style="list-style-type: none"> <li>1. The Shire authorises the issuance of Purchasing Cards to designated personnel for the purpose of making authorised purchases necessary for official business operations.</li> <li>2. All Purchasing Card transactions must comply with relevant laws, regulations and internal policies.</li> <li>3. Purchasing Cards may only be used for legitimate business expenses directly related to the operations and function of the Shire.</li> <li>4. Purchasing Cards are intended to be used when the preferred ‘invoice paid by electronic fund transfer’ process is not an option as a payment method from a particular supplier or a purchase is required as soon as possible;</li> <li>5. Personal expenses, cash advances and purchases unrelated to official business activities are strictly prohibited.</li> <li>6. Cardholders are personally responsible for the security and appropriate use of their Purchasing Cards.</li> <li>7. Purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as “Fly Buys” that benefit individuals) is prohibited.</li> <li>8. <b>The cardholder will be responsible for providing appropriate and sufficient documentary evidence of all charges, as required, on a monthly basis. Information to be recorded on Credit card Payment Form and should include a copy of the GST invoice, account number for costing purposes and an explanation as to why the expense was incurred.</b></li> <li>9. <b>Cardholders cannot approve expenditure incurred on their own cards. Approvals are to be by the Chief Executive Officer or other Senior Manager.</b></li> </ol>



10. All Purchasing Card expenditure will be reported at the Ordinary Council Meetings on the 'List of Accounts for Payment' as required under the Local Government (Financial Management) Regulations 1996 section 13A.
11. In the event that a cardholder fails to comply with the policy's requirements, the Chief Executive Officer (for employees) and the Shire President (for the CEO) shall withdraw the use of the corporate purchasing or credit card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities.

Person Responsible	Chief Executive Officer
History	New Policy March 2025 (M10378) (replaced 3.8)



## 4. Staff



## 4.1 Voluntary Service

### Policy

#### **Paid Leave Entitlements**

All staff who are bona fide members of local volunteer emergency service groups, (i.e. Fire Brigade, Fire and Rescue, St John Ambulance, Local Emergency Management Committee or armed services reserves duties), who are required for emergency service by those groups during ordinary working hours, shall be paid for time absent up to the total of ordinary working hours usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends (unless part of their normal roster of working hours) or public holidays.

For the purpose of this policy, ordinary working hours shall be the time ordinarily worked.

#### **Conditions of Volunteering**

1. Shire employees either volunteering, or as members of volunteer organisations, are required to obtain permission from their Manager, or the Chief Executive Officer, to attend an emergency during ordinary working hours.
2. Any Shire employee attending an emergency before or after their ordinary working hours, will be considered to be a volunteer and will not be paid by the Shire. Shire employees will only be paid when volunteering if it is during normal working hours.
3. When a specific request has been made by the Chief Bush Fire Control Officer for Shire heavy equipment and approved by the Manager or Chief Executive Officer, the Shire employees operating this equipment will be paid the appropriate award rate for the length of time required. This arrangement is limited to ten (10) hours continuous time, after which time the operator should be relieved of duty. Should the operation continue, then he/she will be a volunteer.
4. Volunteers for St John Ambulance may only attend ambulance call outs for priority calls (not patient transfer) during normal working hours.
5. Should the Shire employee volunteer outside their normal working hours (late into the evening/early morning), there is the expectation they are to present for work that day. If this is not possible, the employee is to use annual leave.

### Objective

To identify Council's support for volunteer service from Shire employees.

To ensure that the Shire employees who are members of volunteer groups are paid whilst attending emergencies.



Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Amended March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.2 Housing Incentive – Owner Occupied Housing

Policy	<p>All permanent full time staff who purchase their first home within the Shire (whilst employed by the Shire) and who live in that home shall receive:</p> <p>A once only payment of \$2,600.00; and</p> <p>Whilst owning and residing in that home as an employee of the Shire, a further subsidy equal to an over award payment of \$5,200pa (paid at \$200.00 per fortnight).</p> <p>To qualify for the once only payment of \$2,600 an employee must first complete twelve (12) months continuous service.</p> <p>The subsidy is payable once the eligible staff member meets the required owner and occupier status.</p>
Objective	<p>To encourage staff to stay in Dalwallinu Shire and to assist employees to purchase a land asset.</p>
Guidelines	<p>This policy applies to employees who commence employment with the Shire after 12 January 1998.</p> <p>Where the employee has been a full time employee for more than twelve (12) months at the time of purchasing their home, the once only payment will be payable on evidence of ownership.</p> <p>Termination of employment within two (2) years of the purchase (settlement) of an eligible home, whether by resignation or termination by the employer, will result in a pro-rata repayment to the Shire.</p>

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (9688) Amended</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed April 2024 (M10234) Amended</p> <p>Reviewed March 2025 (M10378)</p>



### 4.3 Staff Housing – Rental Subsidy

Policy	<p>Council staff housing, when available will be provided to permanent full time staff members and a subsidy of \$100.00 per week will be deducted from the fee set in the annual Fees &amp; Charges Schedule.</p> <p>Where there is a shortage of suitable staff housing, a rental subsidy may be paid on private rental accommodation subject to the approval of the Chief Executive Officer. (A copy of the lease agreement AND proof of rental payment is required eg. Copy of bank statement)</p> <p>This subsidy is available to part time employees on a pro-rata basis (calculated on base part time hours).</p> <p>Should the Shire housing not be maintained to an acceptable standard (both inside and outside), the Chief Executive Officer reserves the right to discontinue the weekly rental subsidy.</p> <p>Employees who own their own house in the Shire of Dalwallinu are not entitled to the subsidy.</p> <p>Council does not permit employees to sublet any rooms in Shire housing without permission from the Chief Executive Officer.</p> <p>Shire housing is subject to six monthly rental inspections.</p>
Objective	To provide an incentive for staff to remain within the employ of the Shire.
Guidelines	Rental housing is provided in accordance with the requirements of the <i>Residential Tenancy Act 1987</i> .

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129) Amended</p> <p>Reviewed March 2019 (M9342) Amended</p> <p>May 2020 (M9556) Amended</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221) Amended</p> <p>Reviewed March 2025 (M10378) Amended</p>



#### 4.4 Designated Senior Employees

Policy	For the purposes of Section 5.37 of the <i>Local Government Act 1995</i> , the Council shall designate the following employees to be “senior employees”:
	<ul style="list-style-type: none"> <li>• Manager Corporate Services</li> <li>• Manager Works &amp; Services</li> <li>• Manager Planning &amp; Development</li> </ul>
Objective	The designation of senior employees in accordance with Section 5.37 of the <i>Local Government Act 1995</i> .
Guidelines	The Chief Executive Officer is a senior employee under the provision of Section 5.36 of the <i>Local Government Act 1995</i> .

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Amended March 2019 (M9342) Amended May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.5 Water Consumption for Council Staff Houses

Policy	<p>Council will meet the cost of water usage for Council owned staff housing up to \$850.00 per financial year.</p> <p>All usage above the annual limit will be invoiced to the employee.</p>
Objective	<p>To ensure that Council housing gardens are maintained.</p> <p>To ensure that Council is not paying excessive amounts of water costs by making employees accountable for their water usage.</p>
Guidelines	<p>The Chief Executive Officer reserves the right to charge the tenant for water usage should the gardens not be maintained (lawns green/mowed and gardens free of weeds).</p> <p>If there is a reported water leak, the Chief Executive Officer reserves the right to adjust the invoice for water usage over the maximum usage accordingly.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Amended March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Amended March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 4.6 Severance Pay

### Policy

#### **Voluntary Terminations**

Employees leaving the organisation of their own volition for the purposes of retirement or career change will not be paid an ex-gratia or severance payment except as provided for in this policy.

#### **Entitlement**

A terminating employee is entitled to severance pay and benefits in accordance with:

1. Any federal or state award, industrial agreement or contract applicable to that employee;
2. Any applicable provisions within the employees contract of employment;
3. Any applicable award order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
4. Where Council so agrees, any recommendation made by a federal or state industrial commissioner arising from the circumstances of that employee being specifically brought before that commissioner.

#### **Dismissal**

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation (see Guidelines below).

#### **Redundancy**

Where an employee's position is made redundant then he/she shall receive a redundancy payment as per the award, industrial agreement or employee contract.

#### **Unforeseen circumstances**

Nothing in this policy prevents Council from determining that in unforeseen circumstances, terminating employees may be paid additional monies or provided additional benefits where justified and where it is demonstrably in the best interests of the Shire of Dalwallinu.

If Council so determines to provide a payment, details of the severance pay and benefits shall be published in accordance with Section 5.50(2) of the Act.

#### **Payments in addition to a contract or award**

Where an employee has displayed exemplary service over a period of not less than seven (7) year service to the Shire, a payment, not exceeding 25% of the employees average final year's salary, may be made.



Each case to be determined, by Council, on its merits.

The value of the payment or payments made under this policy, for an employee whose employment with a local government finishes after 1 January 2010, is not to exceed in total:

- a) If the person accepts voluntary severance by resigning as an employee, the value of the persons final annual remuneration, as defined by Regulation; or
- b) In all other cases \$5,000

**Objective** The purpose of this policy is to set down the severance payable to terminating employees for the purpose of Section 5.50(1) of the *Local Government Act*

**Guidelines** Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- The strength of the respective cases in any litigation
- The cost of legal advocacy and support
- The cost of witnesses
- The cost of travel and accommodation in running the case
- The cost of having staff involved in the preparation and hearing of a case
- The disruption to the operations
- The cost of witnesses
- The cost of travel and accommodation in running the case
- The cost of having staff involved in the preparation and hearing of a case
- The disruption to the operations

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.7 Sick Leave ‘Cash Out’ Scheme

Policy	Eligible qualifying employees may, each financial year, elect to cash out up to five (5) days, the equivalent of one week’s sick leave at the ordinary rate of pay.
Objective	To encourage employees to limit the number of sick days taken in any one year whilst recognising that it is in the best interest of all employees to take sick leave when required.
Guidelines	<p>For every sick day taken during the preceding twelve (12) months, a day will be deducted from the five (5) days available to be cashed out.</p> <p>Therefore, an employee having five (5) or more sick days during the twelve month period will not be eligible for the cash out option.</p> <p>The cash out is to be taxed at the appropriate rate as determined by the Taxation Office.</p> <p>The employees accrued sick leave entitlement is to be amended, reducing sick leave accruals by the number of days cashed out.</p> <p>Permanent part time employees receive the same benefit based on the daily rate for each day taken.</p> <p>A qualifying employee is a permanent employee of the Shire, who has been employed by the Shire for twelve (12) months prior to the offer.</p> <p>Employees are to be given the option, in writing, whether to cash out or not.</p>

Person Responsible	Manager Corporate Services
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.8 Staff Superannuation

Policy	The Shire of Dalwallinu will match voluntary employee contributions dollar for dollar to a maximum of 5%.
Objective	To provide an incentive for employees to contribute to their superannuation fund.
Guidelines	<p>All employees shall have the option to salary sacrifice a nominated percentage of their salary or make additional contributions to superannuation, but there is no obligation on the Shire of Dalwallinu to match employee contributions other than in accordance with this policy.</p> <p>Variation to Policy</p> <p>Council may vary this policy from time to time with respect to legislative changes and any other mitigating circumstances.</p>

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 4.9 Study Assistance

Policy	<p>Study assistance relates to any qualification gained through University/TAFE/College which has a national recognisable attainment.</p> <p>Permanent employees who have completed their probationary period may be eligible for study assistance subject to the conditions of this Policy.</p> <p>Approval may be granted only where there is clear relevance between current or prospective duties and the studies to be undertaken.</p> <p>The Chief Executive Officer is authorised to approve Study Assistance based on advice from the relevant Manager.</p> <p>Applications for study assistance must be annually.</p> <p>The Shire will allocate in the Annual budget a sum to assist with the costs associated with employee study assistance.</p> <p>This assistance is provided for training that is over and above the normal training that employees are required to do to perform their job.</p>
Objective	<p>The Shire supports employees who endeavour to further their education (as it related to their position), through the provision of a financial subsidy and time off for study.</p>
Guidelines	<p><b>Financial Assistance</b></p> <p>The Shire will consider reimbursement to the maximum value of \$2,500 in any year for education through a recognised provider (i.e. University/Tafe/College):</p> <ul style="list-style-type: none"> <li>• Authorisation from the Chief Executive Officer, prior to commencement of the program is required, in order that the contents of the program can be assessed to ascertain the relevance to current work duties and responsibilities;</li> <li>• Employees must pay for the approved unit(s) upfront and pass the unit(s), prior to any reimbursement claim being made.</li> <li>• In order to claim reimbursement, employees must complete the study assistance claim form, provide the receipt of payment and a copy of the results obtained showing that they gained the qualification.</li> <li>• If the employee leaves within twelve (12) months of obtaining the qualification they are required to pay back 50% of the financial assistance granted by the Shire.</li> </ul> <p><b>Time off for study</b></p> <p>The Shire will consider up to five (5) hours per week, paid time off for employees who wish to gain higher education through a recognised provider (i.e. University or Tafe):</p>



- For time off to study to be approved, employees must satisfy the Shire that all endeavours have been made to study outside working hours, e.g. evening classes, correspondence etc., and that rostered days are being utilised.
- The five (5) hours per week shall include travel time to and from the place of study.
- Reasonable time for examinations will be considered.
- A study assistance application form must be completed and approved prior to time off for study being commenced.
- Time off for study must be applied for on an annual basis.
- Employees cannot apply for financial assistance plus time off for study leave. Application is to be for one or the other.

Person Responsible	Chief Executive Officer
History	New Policy April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.10 Drug and Alcohol

### Policy

#### 1.0 Commitment

##### 1.1 Shire of Dalwallinu

The Shire of Dalwallinu and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace is impaired. For the purposes of this policy, the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for the Shire of Dalwallinu in any capacity.

The Shire of Dalwallinu is committed to providing the safest possible workplace for its employees and to achieve the highest standards of safety and health, all employees are encouraged and expected to be free of alcohol and or other drugs whilst carrying out their duties. The underlying principles of the Shire of Dalwallinu are fairness and transparency and providing a safe workplace that promotes and protects the well-being of all employees within the Shire of Dalwallinu.

##### 1.2 The Individual's Responsibility

Under the *Work Health and Safety Act 2020*, workers must take reasonable care of their own safety and health of others at the workplace. The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is impaired by alcohol and/or drugs at the workplace, may face disciplinary action including possible termination of employment.

All employees are expected to comply with the Shire of Dalwallinu's Code of Conduct at all times. They should carry out their duties in a professional, responsible and conscientious manner and refrain from any conduct (including alcohol abuse or substance misuse) which could adversely affect their personal work performance or the safety and well-being of others.

#### 2.0 Reporting Requirements

Under the *Work Health and Safety Act 2020*, employees must report to their employer any situation where they



genuinely believe that an employee may be affected by alcohol and/or other drugs, as this presents a hazard in the workplace.

### **3.0 Drug use on the Premises**

Employees who buy, take or sell drugs on Shire of Dalwallinu premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal and may be referred to the relevant authorities.

#### *Prescribed and Over the Counter Medications:*

The employee must follow the instructions in respect of prescribed or over the counter medications. If the medication affects their ability to perform a task they must advise their supervisor or manager. Employees taking prescribed or over the counter medication must not commence duties if their doctor or pharmacist indicates that it would not be safe to do so.

The categories of drugs and substances prohibited by the Shire of Dalwallinu are outlined as per the Australian Standard AS 4308 for drugs of abuse.

### **4.0 Consumption of Alcohol on Shire Premises**

Except in situations where the Shire of Dalwallinu holds a function on Shire premises and alcohol is provided, employees must not bring in and/or consume/or sell alcohol in the workplace.

### **5.0 Drug/Alcohol Treatment Programs**

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Shire of Dalwallinu will provide assistance to the employee.

The Shire of Dalwallinu will allow an employee to access any accrued personal or annual leave while they are undergoing treatment and;

The Shire of Dalwallinu will take steps to return an employee to their position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or is possible termination from employment if the employee is unable to safely carry out the requirements of their role.



## 6.0 Responsibilities

The Shire of Dalwallinu considers that the use of alcohol or other drugs is primarily a health issue for individual employees, however, where an employee's performance or conduct affects his/her health and safety, and/or others in the workplace, the Shire of Dalwallinu is committed to appropriately managing the issue.

A likely outcome for any breach of this policy will be disciplinary action (up to and including termination of employment), however the Shire of Dalwallinu may also manage the issue by:

- Providing appropriate education and training to employees;
- Providing professional counselling and support where needed.

### 6.1 Managers Responsibilities – Consumption of Alcohol at Work Sponsored Functions

- Encourage their people to make alternative arrangements for transport to and from work prior to the function;
- Ensure that the following is made available: - Low alcohol beer, soft drinks, water and other beverages such as tea and coffee and food;
- If the manager believes a person may be over the legal alcohol limit, assist the person with safe transport home (including contacting a family member); and
- If the manager has to leave the function early, appoint a delegate to oversee the rest of the function.

## 7.0 Pre-Employment Medical Tests

As part of their recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

## 8.0 Basis for Testing

### 8.1 Random Testing

Random testing may also be conducted. Random testing may utilise a variety of methods for randomly selecting names such as software, lottery of selection through coloured marbles in a bag drawn by each employee. All staff on site must participate in the random selection.

Urine testing will take place every third sample of an employee. Other samples will be a saliva test.

### 8.2 Blanket Testing

Blanket testing of the entire organisation may be conducted. All members of the workforce must participate in this process if instigated.



### 8.3 Testing as the Result of an Incident

The employee/s will be tested if an accident or incident occurs and it is suspected that the cause may have been alcohol or drug related.

### 8.4 Reasonable Suspicion

The employee/s will be tested upon reasonable suspicion that the employee/contractor is under the influence of drugs and/or alcohol.

## 9.0 Identification of Impairment & Testing

If the manager/supervisor has reasonable grounds to believe that an employee is affected by drugs and/or alcohol they will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears to be affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the manager/supervisor suspects that an employee is under the influence of drugs and/or alcohol they may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- Require that an employee undergo drug and alcohol testing administered by a representative of the Shire of Dalwallinu. The saliva and/or urine testing will be set at **zero tolerance** for all staff.
- Direct an employee to go home and invite them to take annual leave.

A medical assessment may include drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the manager/supervisor may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The manager/supervisor may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.



If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusals to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

The following steps are to be taken where an employee who has submitted to a medical assessment returns a positive test for alcohol and/or drugs:

- The Shire of Dalwallinu has a policy of “zero tolerance” for any illicit substance and should a laboratory confirmed drug test return positive this will result in the employees instant dismissal;
- The employee tested and the supervisor (or manager) will be informed of the result;
- A disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Shire of Dalwallinu.

An employee who returns a positive test will be in breach of this policy.

#### **10.0 Education, Training & Awareness**

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

The Shire of Dalwallinu engages the services of an external Employee Assistance Provider who can provide the organisations people with free and confidential counselling.

#### **11.0 Consequences of Breaching this Policy**

An employee engaged by the Shire of Dalwallinu who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

#### **12.0 Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisations employees will be notified of any variation to this policy by the normal correspondence method.

### Guidelines

#### **Definitions**

For the purpose of this Policy, being “under the influence of alcohol and/or other drugs” the following definition and interpretations shall apply:

**Impaired Work Performance** – means sudden or gradual deterioration of a person’s ability to function appropriately at work.

**Unfit for Work** – means being impaired for work and therefore unable to perform duties in a safe manner.



**Use** – means eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.

**Misuse** – means inappropriate use of a substance on the Shire of Dalwallinu premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.

**Alcohol** – means any beverage containing alcohol. In chemistry an alcohol is any organic compound in which the hydroxyl functional group is bound to a saturated carbon atom.

**Drugs** – means Amphetamines, Cannabinoids THC, Barbiturates, Cocaine, Opioids, Methadone, Benzodiazepines and other narcotics. The categories of drugs and substances prohibited by the Shire of Dalwallinu are outlined as per the Australian Standard AS 4308 for drugs of abuse.

**Substance** – means a person employed by the Shire of Dalwallinu in a permanent, part-time or casual role.

**Contractor** – means a person engaged by the Shire of Dalwallinu (includes sub-contractor personnel) to perform works on Shire of Dalwallinu property through the Shire of Dalwallinu property through the issue of a purchase order.

**Organisation** – means the Shire of Dalwallinu

**Incident** – means a workplace accident or event which is subject to an OSH investigation.

**Over the Counter** – means purchases from a pharmacy or retail outlet.

**Explanatory Note**

Notwithstanding, this Policy incorporates a procedure for disciplinary action under Statement 5.0 to address matters where an employee is deemed ‘unfit for work’, the Council acknowledges that the Chief Executive Officer may, at his/her discretion, accounting for a particular circumstance or situation, deviate from this procedure in managing the daily operations of the Shire pursuant to Section 5.41 of the *Local Government Act 1995*.

Person Responsible	Chief Executive Officer
History	New Policy June 2017 (M8846) Amended March 2018 (M9129) Amended August 2018 (M9231) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221)



## 4.11 Staff Uniforms

Policy	<p>Uniforms purchased by an approved local government uniform supplier will be covered up to a maximum of \$500.00 per financial year. Any additional expenses over \$500.00 will be covered by the employee.</p> <p>Uniforms purchased under this policy must have the Shire logo or the logo of the approved supplier on the clothing.</p> <p>Any employee who does not utilise the full \$500.00 per financial year is not entitled to receive a cash refund for any shortfall at the end of the financial year and the shortfall cannot be carried over to the following year.</p>
Objective	<p>This policy provides guidelines in respect to the maximum allowance given to employees not provided uniforms as part of their role.</p>

Person Responsible	Manager Corporate Services
History	<p>New Policy March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Amended March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p>



## 4.12 Disciplinary Action

### Policy

#### 1.0 Commitment

The Shire of Dalwallinu may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

The Shire of Dalwallinu is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with Shire of Dalwallinu policies, procedures and guidelines. Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

#### 2.0 Authority to take Disciplinary Action

Disciplinary action may only be taken when authorised by the Chief Executive Officer in consultation with the Managers.

#### 3.0 When the Disciplinary Policy Applies

Some examples of when this policy may be invoked include breaches of Shire of Dalwallinu policy and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
- Poor performance such as frequently attending for work late or producing a poor quality of work; or
- Inappropriate personal behaviour such as theft, discrimination, harassment, bullying or wilfully disobeying a lawful instruction.

#### 4.0 General Disciplinary Principles

The following principles will apply to any disciplinary action take.

##### **Nature of allegation and investigation**

Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the Grievances, Investigations & Resolution Policy & Procedure.

##### **Right to a support person**

Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of the support person is not to advocate on behalf of anyone, but to simply provide emotional or other support.



### **Confidential**

All parties must keep matters related to a disciplinary process confidential.

### **Fair and impartial**

The Shire of Dalwallinu strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

### **5.0 Serious Misconduct**

Serious misconduct pursuant to the *Fair Work Regulations 2009 (Cth)* includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to:
  - The health or safety of a person; or
  - The reputation, viability or profitability of the Shire of Dalwallinu's organisation;
- the employee, in the course of the employee's employment, engaging in:
  - theft; or
  - fraud; or
  - assault;
- the employee being verified, intoxicated at work;
- the employee returning a positive result for drugs, confirmed by a laboratory test; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

### **6.0 Other Disciplinary Action**

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire of Dalwallinu's policies, the employee could be disciplined as follows:

- **Verbal warning** – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
- **Written warning** – If the employee engages in a more serious act or omissions, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.
- **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be



terminated with notice or payment in lieu of notice provided the Shire of Dalwallinu has a valid reason for terminating the employee’s employment and the employee has an opportunity to response to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary action taken against an employee is at the Shire of Dalwallinu’s discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

**7.0 Principles to be applied**

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Dalwallinu’s Grievances, Investigations and Resolutions Policy.

**8.0 Investigation procedures for alleged misconduct**

Investigations into alleged misconduct should follow the processes details in the Shire of Dalwallinu’s Grievances, Investigations and Resolutions Policy.

**9.0 Reporting Obligations**

If an officer or employee of the Shire of Dalwallinu has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of ad adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

**10. Variation to this Policy**

This policy may be cancelled or varied from time to time. All the organisation’s employees will be notified of any variation to this policy by the normal correspondence method.

Person Responsible	Chief Executive Officer
History	New Policy August 2018 (M9231) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221)



## 4.13 Grievances, Investigations & Resolution

### Policy

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employees” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Dalwallinu in any capacity.

### ROLES

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

**Respondent** – An employee who is alleged to have acted in a manner which caused the complainant to raise a complaint.

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

**Witness** – A person (including an employee) who is requested by the Local Government to assist the process by providing relevant information regarding the complaint.

### 1.0 What to do if you have a complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Local Government’s policies, procedures or guidelines, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the Complainant should contact the Manager directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their Manager, the Complainant should approach the Chief Executive Officer.

The employee who receives the complaint must contact the Chief Executive Officer and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

### 2.0 Key principles in the Complaint Resolution Process

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



**Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Dalwallinu may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee’s personal file if they are disciplined as a result of the complaint;

**Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered;

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

**Timely** - The Shire of Dalwallinu aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;

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

**Natural Justice** – The principles of natural justice provide that:

- a respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- a respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
- anyone involved in the investigation should be unbiased and declare any conflict of interest;
- decisions must be based on objective considerations and substantial facts; and
- the Complainant and Respondent have the right to have a support person present at any meetings where practicable.

**Procedural Fairness** – The principles of procedural fairness provide that:

- the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
- a Respondent is entitled to receive verbal or written communication from the Shire of Dalwallinu of the potential consequences of given forms of conduct, as applicable to the situation;
- the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
- any mitigating circumstances presented to the Shire of Dalwallinu through the grievance process are investigated and considered;



- the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
- any witnesses who can reasonably be expected to help with an inquiry or investigation process should be interviewed; and
- all interviews of witnesses are conducted separately and confidentially.

### **3.0 Outcome of Making a Complaint**

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the Manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the Manager of the Respondent, in conjunction with Human Resources, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

### **4.0 Vexatious or Malicious Complaints**

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

### **5.0 Victimisation of Complainant**

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

### **6.0 Variation to this Policy**

This policy may be cancelled or varied from time to time. All the Shire of Dalwallinu’s employees will be notified of any variation to this policy by the normal correspondence method.

Person Responsible	Chief Executive Officer
History	New Policy August 2018 (M9231) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.14 Secondary Employment

Policy	<p>The Shire of Dalwallinu recognises that its employee’s may engage in secondary employment outside of their employment with the Shire of Dalwallinu. This policy aims to provide guidance to the disclosure, implications and limitations regarding ‘secondary employment’ in the context of perceived and actual conflicts with the work conducted at the Local Government.</p> <p>For the purposes of this policy, secondary employment includes paid employment with another organisation, running a business, maintaining a professional practice or consultancy, contract work and being a director of an organisation. It may also include voluntary activities if those activities have the potential to affect employment with the Shire of Dalwallinu.</p>
Objective	To provide guidance to employees when considering secondary employment.
Guidelines	<p><i>Commitment</i></p> <p>The Shire of Dalwallinu will exercise the discretion to consent to an employee’s application for secondary employment, unless the secondary employment will, or is likely to have an adverse impact on their employment with the Shire of Dalwallinu. In considering any such application, the Shire of Dalwallinu will have due regard to principles affecting employment by Local Governments under Section 5.40 of the <i>Local Government Act 1995</i>.</p> <p><i>Requirement</i></p> <p>An employee must not engage in secondary employment outside the service of the Shire of Dalwallinu without first informing the Chief Executive Officer. The Chief Executive Officer will review the nature of the secondary employment and provide the employee with an outcome. If the Chief Executive Officer elects not to give consent to secondary employment, the Chief Executive Officer must provide an explanation outlining any perceived or actual adverse impact the secondary employment may have on their employment with the Shire of Dalwallinu.</p> <p><i>Conflicts of Interest with the Local Government</i></p> <p>Secondary employment can lead to conflicts of interest and/or conflicts of duties. An employee must not use Shire of Dalwallinu time, resources, or information obtained from the Shire of Dalwallinu in the course of secondary employment, or otherwise take advantage of their position at the Shire of Dalwallinu for the benefit of their secondary employment.</p> <p>An assessment of any secondary employment will be undertaken annually or more regularly if required in order to minimise risks including but not limited to:</p> <ul style="list-style-type: none"> <li>• the creation of an actual or perceived conflict of interest between official and private business interests;</li> <li>• misuse of Shire of Dalwallinu resources, especially telephone, email and office stationery and material;</li> </ul>



- unauthorised use of information and intellectual property;
- absenteeism due to competing commitment;
- diminished work performance resulting from tiredness, distraction or time pressures;
- increased loan on co-workers who must ‘cover’ the reduced performance of one employee; and
- adverse effects on the public’s perception of the integrity of the Shire of Dalwallinu.

#### *Responsibility of Employee*

An employee must avoid and appropriately resolve any conflict or incompatibility between his or her private or personal interests and the impartial performance of his or her public or professional duties.

Employees with approval to engage in secondary employment have a duty to notify the Chief Executive Officer of any change in circumstances which might give rise to a conflict of interest, incompatibility with their Shire of Dalwallinu employment or any real or perceived adverse impact on their performance of professional duties.

#### *Responsibility of the Chief Executive Officer*

The Chief Executive Officer may deny an application to engage in secondary employment where it presents a conflict with their Shire of Dalwallinu duties.

The Chief Executive Officer may take the termination of secondary employment a condition of commencement or continuation of employment with the Shire of Dalwallinu. Further, the Chief Executive Officer may place any necessary restrictions on secondary employment so as to not interfere with the position with the Shire of Dalwallinu.

An employee who engages or continues to engage in secondary employment after being informed that their application has been denied may be subject to disciplinary action. In some circumstances, the Shire of Dalwallinu may be obliged to notify an external agency, such as the Corruption and Crime Commission, if the secondary employment arrangements requires further investigation.

#### *Voluntary & Community Organisations*

Shire of Dalwallinu employees are encouraged to contribute to the community and be involved in voluntary and community organisations. Within the context of this Policy, an employee is free to fully participate in voluntary and community organisations, charities and in professional associations. However, this must be in the employee’s own time, except where permission is granted by the Chief Executive Officer for participation during work hours. Refer Policy 4.1 Voluntary Service.

#### *Appeals*

If an employee who does not receive approval from the Shire of Dalwallinu to undertake secondary employment wishes to appeal the



decision, they are entitled to make their appeal in writing to the Chief Executive Officer for reconsideration.

*Variation to this Policy*

This policy may be cancelled or varied from time to time. All the Shire of Dalwallinu employees will be notified of any variation to this policy by the normal correspondence method. All employees are responsible for reading this policy prior to engaging in secondary employment.

Person Responsible	Chief Executive Officer
History	New Policy September 2019 (M9439) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.15 Employee Professional Development

### Policy

The Council and Shire acknowledges that professional development is an important factor in personal job satisfaction, workplace productivity, reward and recognition and plays an essential part in continuous improvement of the quality of its programs and services.

The Shire is committed to providing a supportive and rewarding environment for its employees and recognises that the quality of responsiveness and professionalism of its workforce are linked to the further development of their skills and competencies.

This commitment will include providing employees with:

- the opportunity to plan and develop skills, knowledge and attributes that complement organisational and service area goals;
- the opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organisation;
- the opportunity to attend relevant professional organisation conferences;
- the opportunity to participate in relevant study tours;
- equity of access to professional development opportunities.

Professional development opportunities and requirements are an integral component of the annual performance review process.

Employees are encouraged, as part of the performance review process, to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

### MANAGEMENT PROCEDURES

#### Application

This policy and Management Procedure applies to all Shire employees.

#### Definitions

Conference/Professional Development	Is defined as an activity conducted by a professional body or legitimate group to provide professional interaction and networking designed to improve work related knowledge and skills
Employee	Refers to individual's employed by the Shire at officer, managerial level, including the Chief Executive Officer



Continuing Professional Development (CPD)	Professional	Refers to a process of ensuring continual professional and relevant skills related development. Certain professional societies and associations have a formal CPD system, requiring recording of events attended and activities undertaken as evidence of mandatory CPD
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### **Eligibility**

Except where an Employment Contract provides otherwise for a particular staff member, the following eligibility criteria shall apply:

- All members of staff, other than casuals, employed on a continuing or fixed-term basis are eligible to apply for a conference and seminar attendance, provided they have been employed by the Shire for a continuous period of greater than twelve (12) months;
- Attendance at conferences/seminars should have been identified as a learning and development requirement as part of the annual performance review;
- Approval shall be withdrawn should a member of staff tender their resignation from the Shire subsequent to approval being granted but prior to the attendance at the Conference/Seminar.

Members of staff who are due to retire from the Shire will not normally be entitled to apply for approval to attend a conference or seminar.

### *Interstate Conferences*

Attendance at interstate conferences and/or seminars shall be limited to Managers and the Chief Executive Officer, unless extenuating circumstances apply.

### **Attendance at Education courses, seminars, conference, workshops etc**

Members of the Designated Senior Staff are encouraged to attend the Annual State Conference relating to their profession;

Members of the Designated Senior Staff may attend bi- annually (every two years), the National Conference relating to their profession.

The Chief Executive Officer is authorised to approve the attendance of staff at educational courses, seminars, conferences, workshops etc subject to the following guidelines:

- it is specifically provided for in the Officer's employment contract; or
- the staff training budget allocation provides for such attendance; and
- the employee will be away from work for a period of not more than five (5) working days; and
- the Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the Officer and/or the Shire;



- the Officer is to provide a brief report on the conference to colleagues at the next available staff meeting.

The Chief Executive Officer may authorise his/her attendance at appropriate educational courses, seminars, conferences, workshops etc, where:

- it is specifically provided for in the Officer’s employment contract; or
- the staff training budget allocation provides for such attendance; and
- the employee will be away from work for a period of not more than five (5) working days; and
- any registration cost is not greater than \$2,000; and
- it is in the state of Western Australia; and
- suitable relief arrangements can be made.

The Shire President may authorise the Chief Executive Officer’s attendance at appropriate courses, conferences, professional development etc in accord with the Officer’s employment contract. Any conference not included in the Officer’s contract is to be approved by Council.

Funds for attendance at State and National Conferences may be provided specifically where known in each annual budget or provided for generically under the provision of Staff training.

**Note:**

1. Conference registration and accommodation costs are not to exceed any amount stated in the individual Officer’s employment contract, unless approved by the Chief Executive Officer/Shire President;
2. Attendance by the Chief Executive Officer/Senior Manager at the Annual WALGA conference is not to be included in the calculations for the Officer’s annual Professional Development allowance as stated in their contracts.
3. If an employee chooses to stay in their own accommodation or with relatives/friends, prior approval from the Chief Executive Officer is required and if approved, a daily rate of \$85.00 will be paid.

**Objective**

The objective of this Policy is to set out how the Shire of Dalwallinu (the Shire) will encourage and support employees in their professional and career development as part of their employment with the Shire and to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

Person Responsible	Chief Executive Officer
History	New Policy February 2020 (M9509) Amended May 2020 (M9556) Amended March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 4.16 GPS Fleet Tracking

### 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	<i>Global Positioning System (GPS)</i> 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	<i>Local Government Act 1995</i> <i>Surveillances Devices Act 1998</i>

Person Responsible	Chief Executive Officer
History	New Policy August 2021 (M9764) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



#### 4.17 Employee Discount– Dalwallinu Gymnasium & Aquatic Centre

**Policy** Employee Discount of 50% to purchase a membership to the Dalwallinu Gymnasium and a season ticket to the Dalwallinu Aquatic Centre.

**Objective** To attract and retain employees and look after their health & wellbeing.

**Guidelines** Employees to receive a discount of 50% of the full price as per the adopted Fees & Charges. This discount applies to the Dalwallinu Gymnasium memberships and Dalwallinu Aquatic Centre individual season passes.

This policy is applicable to all permanent employees who have completed their probationary period.

These payments can be salary sacrificed.

No refunds will be given if the employment is terminated during the validity period of the membership or the season pass.

Person Responsible	Chief Executive Officer
History	New Policy June 2023 (M10097) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5. Works



## 5.1 Private Works

Policy	<p>All private works are to be subject to a written agreement between the private party and the Shire.</p> <p>At the discretion of the Manager Works &amp; Services/Works Supervisor, where works are to be carried out on behalf of a ratepayer or other private person, the estimated cost of the works shall be pre-paid. Any additional cost is to be met by the private party and any balance remaining on completion of the works shall be refunded.</p>
Objective	<p>To ensure a proper record of works undertaken and to substantiate the Shire’s obligation.</p> <p>To ensure that the Shire is not left with unpaid debts for private works.</p>
Guidelines	<p>A request in the prescribed form is to be completed by the applicant and lodged with the Manager Works &amp; Services/Works Supervisor.</p>

Person Responsible	Manager Works & Services
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688) Amended</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 5.2 Shire Equipment – Private Use

Policy	<p>Shire equipment is not available for use by non-Shire employees.</p> <p>Shire plant items such as loaders, graders and trucks are not available for private use by employees.</p> <p>Shire employees may, with written approval of the Chief Executive Officer, use the Shire’s small items of equipment such as lawnmowers, chainsaws and light vehicles subject to:</p> <ul style="list-style-type: none"> <li>• The employee being trained in the use of the equipment (where necessary);</li> <li>• The use being limited to work associated with the employee’s/Shire property;</li> <li>• The employee meeting the cost of consumables e.g fuel, discs etc</li> </ul>
Objective	<p>A local government has the right to allow private use of its resources but the use must be open and accountable to the public.</p>
Guidelines	<p>The equipment is not available for employees to undertake works for profit or for non-employees other than recognised charitable groups.</p> <p>The employee is to be responsible for the care, maintenance, damage and repair of the equipment.</p> <p>The employee accepts liability for any injury incurred by themselves or other person or body whilst using the equipment.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



### 5.3 Hire of Shire Plant

Policy	Shire plant or equipment that has a driver/operator compartment shall not be hired out without its driver/operator.  No minor items of plant such as chainsaws, whipper snippers, lawn mowers, turf equipment or tools are available for hire to the public.
Objective	To ensure the safe and careful use of Shire property.
Guidelines	All requests are to be in writing and directed to the Manager Works & Services.

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.4 REVOKED - Garden & General Refuse Pick Up

POLICY REVOKED – MARCH 2024 (M10221)

REASON – Adequate access to a free refuse site



## 5.5 Road Making Materials

Policy	Should it be necessary to obtain road making materials from private property, then any compensation is to be at a flat rate per cubic metre and is to be evidenced by a written agreement, signed by the landowner and the Manager Works & Services/ Works Supervisor and countersigned by the Chief Executive Officer.
Objective	To ensure there is written evidence of Council’s obligations.
Guidelines	<ul style="list-style-type: none"> <li>• To document agreements with landholders for the supply of road making materials</li> <li>• To outline any conditions relating to the taking of road making materials</li> <li>• Property owner not required to obtain Extractive Industries Licence as it is the Shire that is operating the pit</li> <li>• To specify compensation payable</li> <li>• To prescribe rehabilitation requirements</li> <li>• To prevent disputes arising from removal of road making materials</li> </ul>

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.6 Street Trees (New subdivisions)

Policy	Trees to be planted one tree per twenty (20) metres of frontage.  Council will not consider applications for tree planting in ten (10) metre road reserves.
Objective	To ensure uniform planting.
Guidelines	Trees are to be issued free of charge to householders with the species determined by Council.

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.7 Property Access and Crossovers

Policy	Access and Crossovers to properties shall be constructed to the specifications attached to this policy.
Objective	To provide uniform specifications.
Guidelines	The Manager Works & Services is to ensure that a complete works request form or other written documentation is obtained prior to the commencement of works.

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## ATTACHMENT 5.7(A)

### Property access and crossover specifications

Subject to variation at the discretion of Council, the policy regarding access and crossovers shall be:

#### **BASIC ACCESS**

Construction of 150mm (depth) compacted gravel carriageway from the property boundary to the roadside, including the installation of culverts where necessary as deemed by the Shire.

Council will pay a portion for the cost of the following standard dimensions, as outlined below:

#### *Residential*

Standard width over full length = 3.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with

Maximum allowable width at roadside = 9.0m

#### *Industrial & Commercial*

Standard width over full length = 4.0m

Standard widening at roadside junction = 45 degrees for 1 metre on both sides with

Maximum allowable width at roadside = 13.0m

#### *Rural*

Standard width over full length = 10.0m

Standard widening at roadside junction = 45 degrees for 2 metre on both sides or from culvert to roadside

#### *General Conditions*

- Multiple access to be separated by a minimum of 3.0 metres at the roadside
- No access to be located within 6.0 metres of an intersection boundary or 3.0 metres of a ROW within a town site
- No access to be located within 50 metres of an intersection for rural crossovers
- Council subsidy of rural access is limited to one (1) per farm
- All variations to be paid in full by owner/applicant

#### *Residential*

Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required.

Water binding and a two coat seal with the first coat being applied with a minimum 10mm size aggregate and the second coat being applied with a maximum 7mm size aggregate, where footpath is not paved or otherwise sealed.

100mm depth of reinforced (mesh) concrete on 100mm compacted sand where footpath is paved.



### *Industrial & Commercial*

If the proponent would like a concrete cross over then the minimum standard is 125mm depth of reinforced (mesh) concrete on 100mm compacted sand.

Water binding and a two coat seal with the first coat being applied with a minimum 10mm size aggregate and the second coat being applied with a maximum 7mm size aggregate, where footpath is not paved or otherwise sealed.

Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire.

### *Rural*

Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required.

To bitumen road: Water binding and a two coat seal with the first coat being applied with a minimum 10mm size aggregate and the second coat being applied with a maximum 7mm size aggregate to standard measurements (at the point of meeting the sealed road) of 10 metre width and 10 metre length.

To gravel road: Installation of concrete bell and socket reinforced concrete pipes with pre-cast concrete headwalls where a culvert is deemed by the Shire to be required to the size specified by the Shire.

### *General Conditions (Access and Crossovers)*

- PRIOR TO commencing any works pertaining to the installation to a crossover or access point, an application shall be filled out and approval to commence the works sought from the Manager Works & Services;
- BEFORE any access or crossover works commence, the Shire's Manager Works & Services shall be informed to determine the location of the crossover, drainage necessary (if required) and discuss the type of access or crossover to be constructed;
- BEFORE any concrete or bitumen is laid, the manager Works & Services shall be contacted to inspect the preparation works for approval;
- Once the concrete or bitumen has been laid, the Manager Works & Services shall be contacted to inspect the crossover for final approval and confirmation of Council Contribution as per this policy.
- If any drainage works have been deemed by the Shire to be required, then the Manager Works & Services shall inform the proponent of the size of the drainage pipes (and headwalls) required.
- The Shire shall also provide levels or the pipes to be installed at;
- BEFORE any drainage works are covered, the Manager Works & Services shall be contacted to inspect (and approve) the alignment, levels and installation of the drainage products;
- All variations from the specifications are to be paid in full by the owner/applicant;
- Maximum dimensions of access apply.



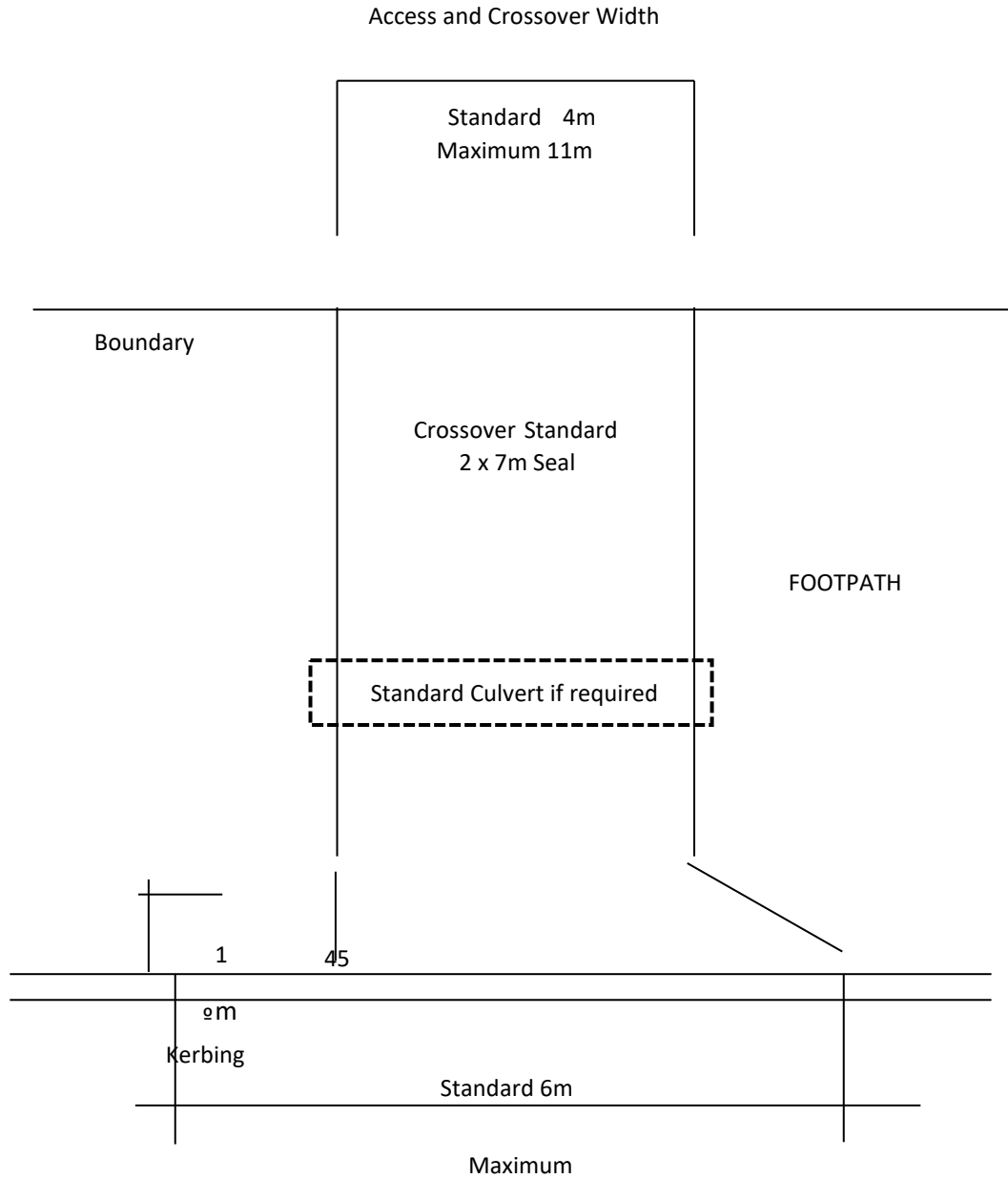
*Council Contributions*

Council shall pay a 50% contribution up to a maximum of \$2,000 (including GST) for the installation of a crossover or access point provided that the following has been undertaken and submitted:

- An application for a crossover or access point has been submitted and relevant approvals have been completed, including the final approval being completed;
- Itemised invoice/s to show the expenditure of funds;
- The contribution shall be based on the standard dimensions as per the attachments (5.7A, 5.7B and 5.7C);
- Council shall only contribute to ONE (1) crossover per property;
- In the instance of a 2m concrete dual use concrete path being installed across the crossover, this will be deemed to be the Council contribution for the installation of a crossover;
- Council will not contribute to the maintenance of crossovers, this is the responsibility of the landowner.



**Attachment 5.7A**  
**DIAGRAM INDUSTRIAL AND COMMERCIAL CROSSOVER**

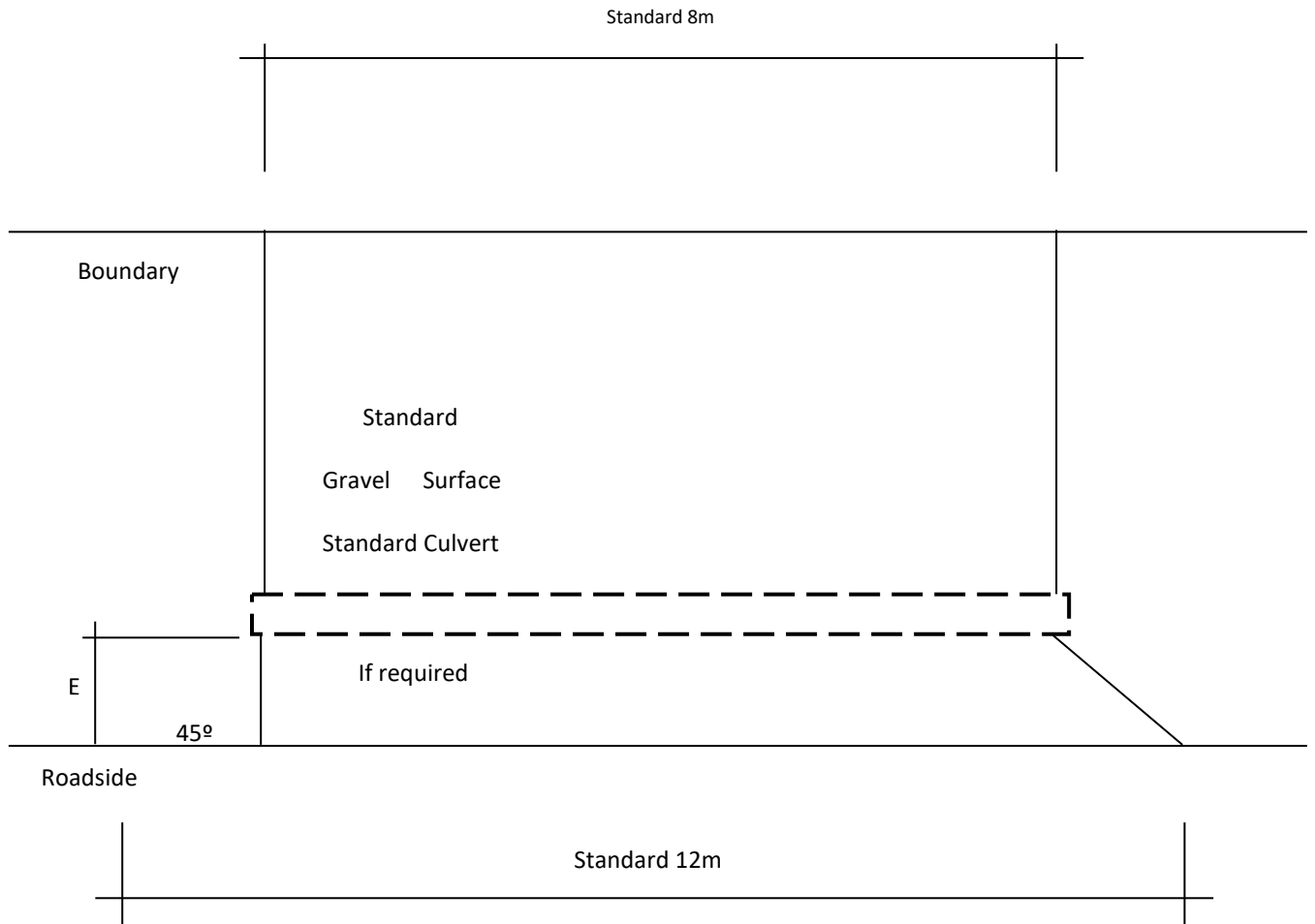


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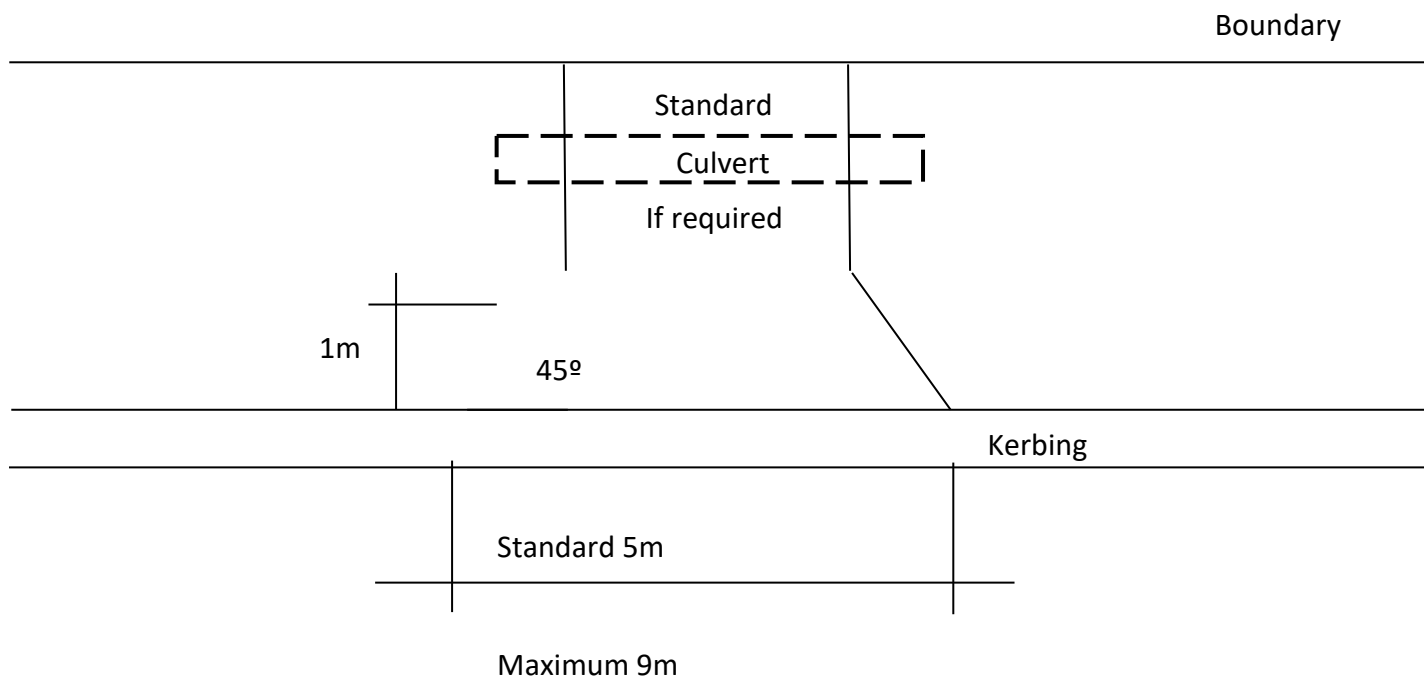


**Attachment 5.7B**  
**DIAGRAM RURAL CROSSOVER**

Access and Crossover



**Attachment 5.7C**  
**DIAGRAM RESIDENTIAL CROSSOVER**



Person Responsible	Manager Works & Services
History	<ul style="list-style-type: none"> <li>Reviewed April 2017 (M8814)</li> <li>Reviewed March 2018 (M9129)</li> <li>Reviewed March 2019 (M9342)</li> <li>Reviewed May 2020 (M9556)</li> <li>Reviewed March 2022 (M9885)</li> <li>Reviewed March 2023 (M10059)</li> <li>Reviewed March 2024 (M10221)</li> <li>Reviewed March 2025 (M10378)</li> </ul>



## 5.8 Road Classification

Policy	<p>Shire roads, as depicted on the Road Classification Listings (refer to attachment 5.8A) and Road Classification Plan (refer to attachment 5.8B) are categorised into A,B,C,D and E class roads and will be afforded the following criteria:</p> <p><b>Class A – Regional Distributor</b></p> <ul style="list-style-type: none"> <li>• Links communities</li> <li>• Major arterial route</li> <li>• Designated as a Roads 2025 road</li> <li>• Minimum standard – 6m wide sealed carriageway, 1.5m wide shoulders each side, 3% cross-fall &amp; back slopes to be clear of suckers annually</li> <li>• Long Term Development – seal to 7m wide bitumen carriageway (11m wide formation)</li> </ul> <p><b>Class B – Local Distributor</b></p> <ul style="list-style-type: none"> <li>• Arterial route that links Regional Distributors or other high volume heavy haulage routes (unofficial lime routes, a road that is the culmination of Roads of Local Significance etc)</li> <li>• Minimum standard – 3.7m wide sealed surface, 3m wide shoulders each side of seal, 3% cross-fall &amp; back slopes to be clear of suckers annually</li> <li>• Long Term Development – 7 wide seal and 1m wide shoulders each side (10m wide formation)</li> </ul> <p><b>Class C – Road of Local Significance</b></p> <ul style="list-style-type: none"> <li>• A road that gives access to local points of significance (rural tourist route, a local through route etc)</li> <li>• Minimum standard – gravel all-weather road to a sealed standard, 4% cross-fall (minimum) and back slopes to be clear of suckers annually. 8m wide formation</li> <li>• Long Term Development – gravel all-weather road to a sealed standard, 10m wide formation.</li> </ul> <p><b>Class D – Local Road</b></p> <ul style="list-style-type: none"> <li>• A road that provides access for residents</li> <li>• Minimum standard – gravel road or firm natural surface, 7m wide formation and 4% cross-fall (minimum)</li> <li>• Long Term Development – gravel road or firm natural surface, 8m wide formation and 4% cross-fall (minimum)</li> </ul> <p><b>Class E – Unformed Road/Track</b></p> <ul style="list-style-type: none"> <li>• Provides minimal access, generally a dead end road</li> <li>• Minimum standard – retain existing standard or unformed road reserve</li> <li>• Long Term Development – Nil</li> </ul>
Objective	To identify priority roads



Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Reviewed March 2021 (M9688) Amended March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### ROAD CLASSIFICATION LISTINGS

Council recognises the following Class A roads:

Road Name	Section
Pithara East Rd (0001)	All
Goodlands Rd (0003)	Dalwallinu-Kalannie Rd to Leeson Rd
Goodlands Rd (0003)	Leeson Rd to GNH (only to be upgraded if and when required) (Yalgoo portion by arrangement with Shire of Yalgoo)
Dalwallinu West Rd (0005)	Great Northern Highway to Locke Rd
Buntine-Marchagee Rd (0008)	All
Locke Rd (0026)	Bell Rd to Dalwallinu West Rd
Bell Rd (0027)	All
Kalannie-Kulja Rd (0045)	All
Dalwallinu-Kalannie Rd (0241)	All
Dowerin-Kalannie Rd (0242)	All
Carot Well Rd (0231)	All

Council recognises the following Class B roads:

Road Name	Section
Dalwallinu West Rd (0005)	Locke Rd to Shire Boundary
Dalwallinu North Rd (0050)	All
Sanderson Rd (0014)	Warren Rd to Dalwallinu-Kalannie Rd
Hourigan Rd (0024)	All
Nugadong West Rd (0029)	All
Wubin East Rd (0030)	GNH to RPF Rd
Pithara West Rd (0033)	GNH to Dickins Rd
Miling North Rd (0085)	All
Rabbit Proof Fence Rd (0094)	GNH to Dalwallinu-Kalannie Rd
Warren Rd (0113)	Sanderson Rd to Goodlands Rd
Glamoff Rd (0116)	RPF to Goodlands Rd
Wubin-Gunyidi Rd (0243)	All



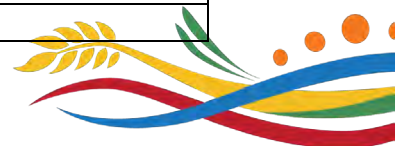
Council recognises the following Class C roads:

Road Name	Section
Nugadong East Rd (0004)	All
Pearse Rd (0007)	Wubin-Gunyidi Rd to Buntine-Marchagee Rd
Buntine East Rd (0009)	All
Carter Rd (0010)	Wubin East Rd to RPF Rd
Sanderson Rd (0014)	Warren Rd to Leeson Rd
Leeson Rd (0015)	All
Nadjimia Rd (0021)	All
Petrudor Rd (0023)	Dalwallinu-Kalannie Rd to Hodgson Rd
Locke Rd (0026)	Dalwallinu West Rd to Thaxter Rd
Goatcher Rd (0031)	All
Thaxter Rd (0032)	All
Dickins Rd (0034)	All
Sheoak Rd (0038)	All
Gypsum Rd (0049)	All
Richards Rd (0059)	All
Wasley Rd (0060)	All
Dinnie Rd (0063)	All
Wolf Rd (0065)	All
Thomson Rd (0087)	All
Rabbit Proof Fence Rd (0094)	Dalwallinu-Kalannie Rd to Southern Shire Boundary
Damboring East Rd (0097)	Northam-Pithara Rd to Hourigan Rd
Warren Rd (0113)	Goodlands Rd to GNH
Lehman Rd (0114)	Sanderson Rd to Kulja Central Rd
Glamoff Rd (0116)	Goodlands Rd to Black Rd
Martin Rd (0119)	Leeson Rd to Lehmann Rd
Meadows Rd (0220)	All
Gatti Rd (0035)	Thaxter to Pithara West



Council recognises the following Class D roads:

Road Name	Section
Wilgie Hills Rd (0006)	All
Pearse Rd (0007)	Buntine-Marchagee Rd to West Rd
Carter Rd (0010)	RPF to Mitchell Rd
Cail Rd (0013)	All
Sanderson Rd (0014)	Leeson Rd to GNH
Tomsett Rd (0019)	All
Kenny Rd (0022)	All
Petrudor Rd (0022)	Hodgson to Jones Rd & Dal-Kalannie Rd to Goatcher Rd
Courtlea Rd (0025)	All
Powell Rd (0028)	All
Wubin East Rd (0030)	RPF Rd to Mitchell Rd
Gatti Rd (0035)	Except Thaxter to Pithara West Rd
Wellburn Rd (0036)	All
Moller Rd (0037)	GNH to Dickins Rd
Lloyd Rd (0039)	All
Pipe McNeill Rd (0040)	All
Marne West Rd (0041)	All
Sutcliffe Rd (0043)	All
Rifle Range Rd (0044)	All
Bunketch East Rd (0046)	All
Pollard Rd (0047)	All
Foyle Rd (0048)	All
Collins Rd (0051)	All
Myers Rd (0054)	All
36 Well Rd (0056)	All
Wegner Rd (0057)	All
Anderton Rd (0058)	All
Short Rd (0061)	All
Symes Rd (0062)	All
Manuel Rd (0064)	All
Sanders Rd (0065)	All
Petersen Rd (0067)	All
Harris Rd (0068)	All
Arbuckle Rd (0069)	All
Gowrie Rd (0070)	All
Birdwood Rd (0071)	All
Monks Rd (0072)	All
O'Dea Rd (0074)	All
Barra Barra Rd (0075)	All
Wilson Rd (0076)	All
Campbell Rd (0077)	All
Elston Rd (0081)	All
Young Rd (0082)	All
Atkinson Rd (0083)	All
Bailey Rd (0086)	All
Jackson Rd (0088)	All



Council Rd (0089)	All
Burgess Rd (0091)	All
Snook Harle Rd (0092)	All
Bunketch West Rd (0095)	All
Damboring East Rd (0097)	Hourigan Rd to Reynolds Rd
Hodgson Rd (0100)	All
Browning Rd (0101)	All
Anderson Rd (0102)	All
Whittingham Rd (0103)	All
Boucher Rd (0105)	All
Fitzsimmons Rd (0106)	All
Bryant Rd (0108)	All
West Rd (0109)	All
Flynn Rd (0110)	All
Clearview Rd (0111)	All
Stewart Rd (0112)	All
Lehmann Rd (0114)	Kulja Central Rd to Black Rd
Black Rd (0117)	All
Martin Rd (0119)	Lehmann Rd to Shire boundary
Kulja Central Rd (0120)	Glamoff Rd to Shire boundary
McCreery Rd (0121)	All
Rolinson Rd (0122)	All
Battaglia Rd (0123)	All
Jones Rd (0135)	All
Johnson Rd (0136)	Pithara East Rd to Jones Rd
Reynolds Rd (0146)	All
Damboring Rd (0167)	All
Sutherland Rd (0217)	All
Stone Rd (0218)	All
Centre Rd (0221)	All
Cottage Rd (0222)	All
Struggle St (0223)	Campbell Rd to Glamoff Rd
Cailbro Rd (0225)	All
Carmichael Rd (0226)	All
Nicholls Rd (0229)	All
Boundary Rd (0234)	All
Simonsen Rd (0236)	All
Mitchell Rd (0240)	All
Jibberding Hall Road (0011)	All



Council recognises the following Class E roads:

Road Name	Section
Howie Rd (0012)	All
Scally Rd (0016)	All
Holywell Rd (0017)	All
Thornton Rd (0018)	All
Wubin East Rd (0030)	Mitchell St to Struggle St
Pithara West Rd (0033)	Dickins Rd to Shire boundary
Moller Rd (0037)	Dickins Rd to western terminus
Woods Rd (0042)	All
Treasure Rd (0052)	All
Harris North Rd (0053)	All
Davies Rd (0055)	All
Roach Rd (0073)	All
Lake De Courcy Rd (0078)	All
Leahy Rd (0079)	All
Rosalie Rd (0080)	All
Osborne Rd (0084)	All
Smith Rd (0090)	All
McPherson Rd (0093)	All
Nixon Rd (0096)	All
Lacey Rd (0098)	All
Marne McKay Rd (0099)	All
Syme Rd (0104)	All
Noble Rd (0107)	All
Lehmann Rd (0114)	Sanderson Rd west to terminus
Ure Rd (0115)	All
Glamoff Rd (0116)	Black Rd East to terminus
Denton Rd (0118)	All
Kulja Central Rd (0120)	Glamoff Rd north to terminus
Parry Rd (0124)	All
Coles Rd	All
Johnson Rd (0136)	Jones Rd south to terminus
Dodd-Prior Rd (0137)	All
Ray Rd (0145)	All
Quains Rd (0147)	All
Craske Rd (0148)	All
Bradford Rd (0149)	All
Lakeside Rd (0151)	All
Van Driel Rd (0152)	All
Nugadong Town Rd (Osborne Rd) (0152)	All
Day Rd (0153)	All
Schulze Rd (0155)	All
Liebe Rd (0156)	All
Mottolinis Rd (0162)	All
Carlhausen Way (0163)	All



Carlhausen Rd (0165)	All
Wellpark Rd (0165)	All
Pipes Rd (0168)	All
Moore Rd (0169)	All
Dalgary Rd (0170)	All
Dinnie Rd (0063)	Wasley Rd east to terminus
Cheeseman Rd (0171)	All
Muse Rd (0176)	All
Miamoon Rd (0177)	All
Barnes Rd (0178)	All
Bevans Rd (0179)	All
Eaton St (0180)	All
Pelligrini Rd (0214)	All
Cousins Rd (0219)	All
Struggle St (0223)	Glamoff Rd to Wubin East Rd
Leach Rd (0224)	All
Lewis Rd (0228)	All
Un-named Rd (0230)	All (Buntine Rocks access)
Bywaters Rd (0239)	All



## 5.9 REVOKED - Gravel Pavement/Curve Design

POLICY REVOKED – MAY 2020 (M9556)

REASON – Not required as covered by Australian Standards.



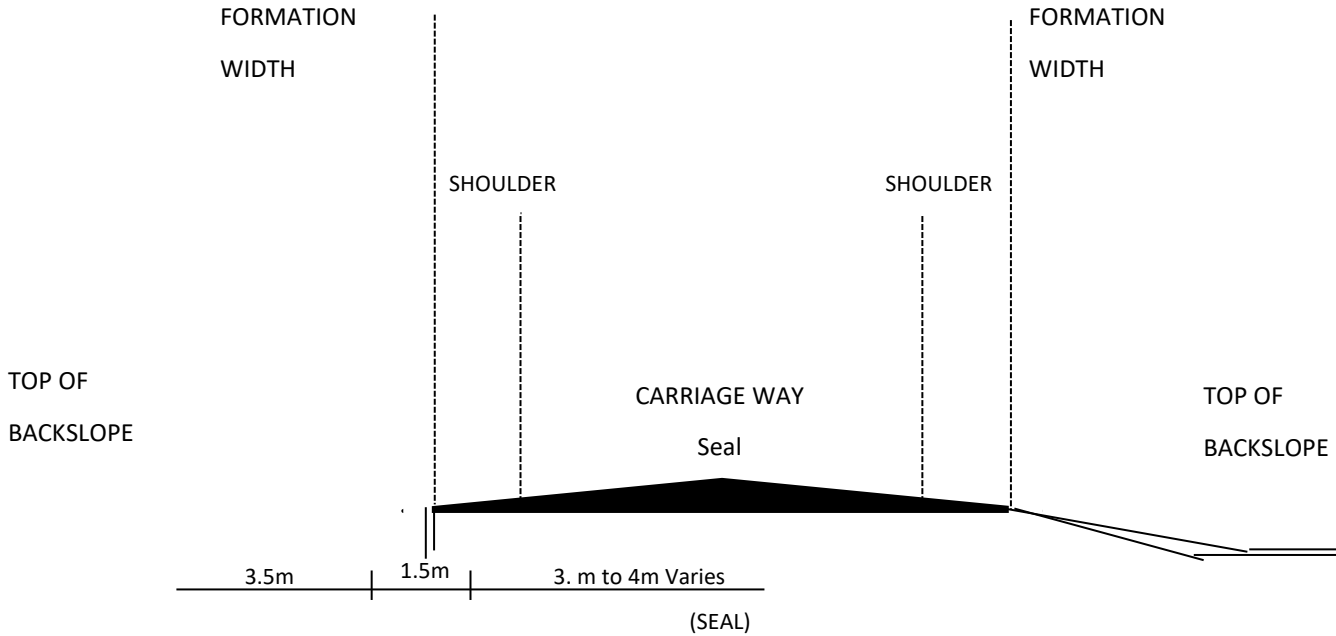
## 5.10 Unsealed Roads - Standards

Policy	Shire roads are to be constructed and maintained in accordance with the guidelines set out in the Unsealed Roads Manual produced by the Australian Road Research Board.
Objective	To construct and maintain safe roads.
Guidelines	See Attachment 5.10a – Road Profile and Specifications for Class A & B roads. See Attachment 5.10b – Road Profile and Specifications for Class C roads.

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Amended Reviewed March 2024 (M10221) Amended Reviewed March 2025 (M10378)



**ATTACHMENT 5.10(a) sealed/UNSEALED ROADS  
ROAD PROFILE AND SPECIFICATIONS “A & B” CLASS ROADS**



**Specifications**

Formation Width 15-18m

Pavement Width 10.00m

Measurement of the back slope to be decided by the Manager Works & Services taking into account the locality.

Carriageway Width 7.00m

Shoulders 2m x 1.5m

Traffic Lanes 0m x 3.5m

Cross Fall 4 % minimum – 5% maximum

Tree canopy to be cut back to vertical at top of back slope

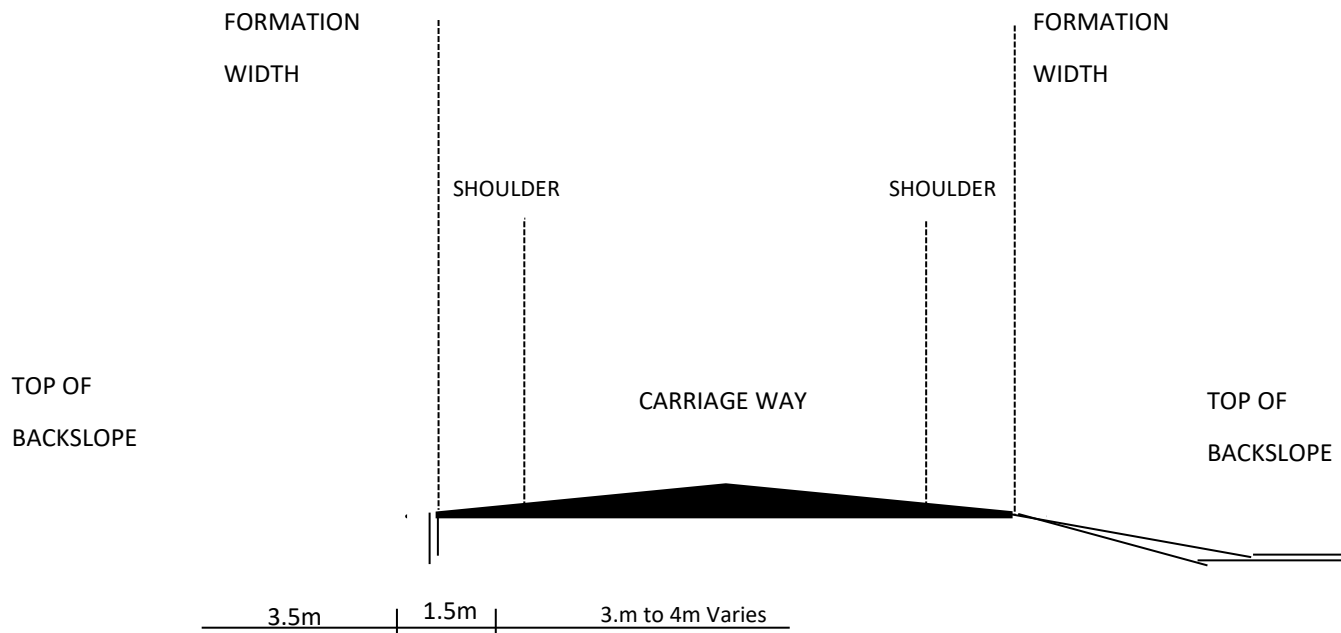
Batters 1-3 minimum – 1-4 maximum

Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: extent of clearing to be top of back slope



**ATTACHMENT 5.10(b) UNSEALED ROADS  
ROAD PROFILE SPECIFICATIONS “C” CLASS ROADS**



**Specifications**

Formation Width 15-18m

Pavement Width 8.00m

Measurement of the back slope to be decided by the Manager Works & Services taking into account the locality.

Carriageway Width 6.00m

Shoulders 2m x 1.0m

Traffic Lanes 3.00m

Cross Fall 4 % minimum – 5% maximum

Tree canopy to be cut back to vertical at top of back slope

Batters 1-3 minimum – 1-4 maximum

Shoulders on all bitumen roads need to be graded and chemical sprayed annually.

Note: extent of clearing to be top of back slope



## 5.11 Storm Water Drainage

Policy	Property owners shall be permitted to drain storm water from their properties into the main roadside drainage subject to a written request being presented to the Shire.
Objective	To provide for control of water given the high clay content of soils.
Guidelines	Requires prior approval from the Manager Works & Services and Manager Planning & Development Services.  It is the property owner’s responsibility to maintain in good repair, pipes across and under road verges.

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.12 Deep Drainage Policy

Policy	The installation of culverts across road reserves is to be the responsibility of the landowner.
Objective	<p>This policy is designed to guide Officers in relation to applications for deep drainage that directly affects Shire controlled land and infrastructure (i.e Shire roads, reserves and townsites).</p> <p>This policy is designed to allow input to drainage proposals that affect Shire infrastructure and private land and inform the community about proposals.</p>
Guidelines	<p>Prior to commencement of drainage works within the Shire of Dalwallinu, a landholder or authorised agent must submit a Notice of Intent to Drain to the Department of Primary Industries &amp; Regional Development pursuant to the <i>Soil and Land Conservation Regulations 1992</i>.</p> <p>Unless otherwise approved by Council, all drains and associated embankments must not encroach onto Shire managed land.</p> <p>At Council’s discretion, the landowner may be required to submit a certified report carried out by an appropriately qualified Environmental Consultant identifying what impacts the drainage proposal will have on the environment within the catchment. Catchment being all that area in which surface water would/may affect the proposal from commencement point to terminal point.</p> <p>If the installation does not proceed within twenty four (24) months of approval by Council, the approval lapses, and the application must be resubmitted.</p> <p><b>Structure of Culvert</b></p> <p>The width of the culvert crossing is to be a minimum of twelve (12) metres each side from the centre of the constructed road.</p> <p>Headwalls and silt traps to be installed and located within the boundary of the proponent’s property.</p> <p>Any deep drainage system that proposes a development in excess of ten (10) kilometres in length, the Council may require the above mentioned certified report.</p> <p><b>Insurance</b></p> <p>Any proposal to carry waters through Shire infrastructure must include the preparedness of the proponent, at the proponents cost, to indemnify the Shire of any liability incurred from any action of law resulting from the development.</p> <p><b>Maintenance</b></p> <p>The proponent shall enter in an agreement with the Shire of Dalwallinu that future maintenance costs of the drainage conveyance shall be at the proponent’s cost and recorded as an absolute caveat on the affected</p>



land. Such remedial works shall be carried out within fourteen (14) days of advice from the Shire of Dalwallinu.

At Council's discretion, proposals to conduct water through Shire infrastructure must be accompanied by an engineering design, as per attachment 5.12a, taking into account the impact on Shire land and/or infrastructure or extra-ordinary events that may cause damage to the integrity of the drainage conveyance.

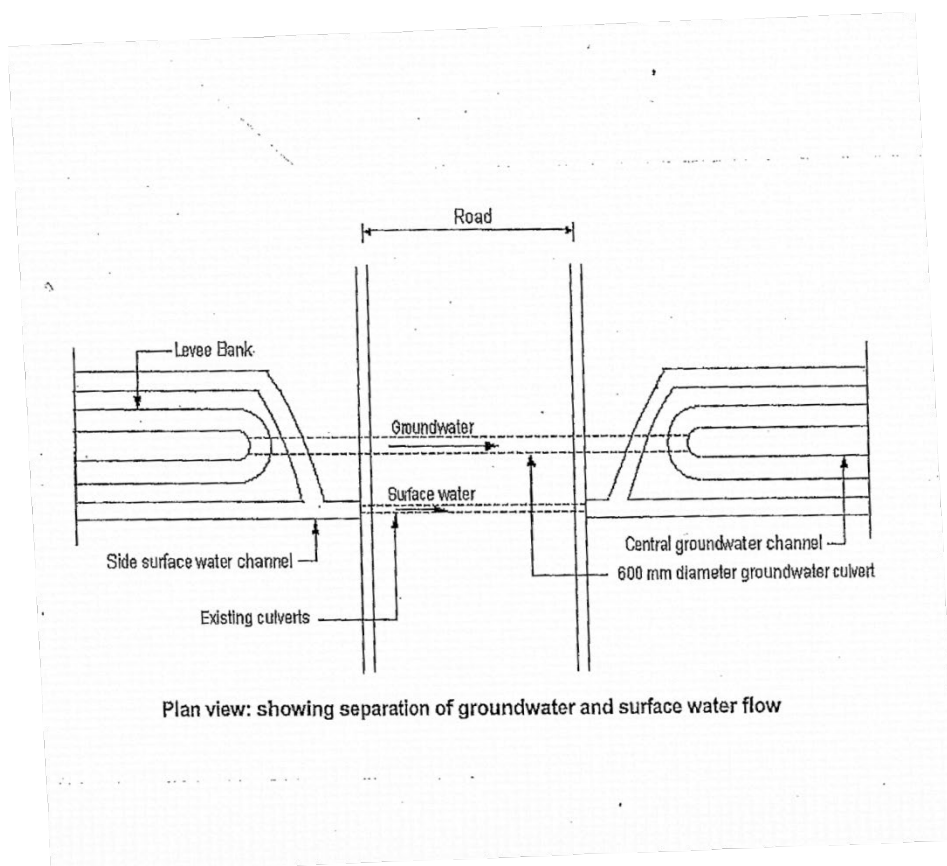
***Procedure***

All construction and remedial costs, including traffic management of the drainage conveyance structure, shall be at the proponent's/landowner's cost.

- Proponent/Landowner must provide a copy of the letter of no objection by the Department Primary Industries & Regional Development to the Shire prior to commencing works
- Traffic management means in accordance with the relevant Australian Standards for Traffic Management
- Location and care of utilities i.e. telephone, water, power or others is the landowners responsibility
- Provide the Shire with a minimum of seven (7) days' notice prior to commencement of works to enable time to prepare any documentation required.
- Only one half of the road to be closed at any time to allow traffic to still pass
- Bitumen to be cut prior to excavation to ensure neat edge
- Trench to be backfilled with suitable gravel material mixed to optimum moisture
- Install a minimum of 600mm diameter Class 4 concrete pipe on all road crossings. (Alternative drainage/pipe suggestions must be submitted and approved by Council ninety (90) days prior to installation).
- Trench to be compacted in no more than 100mm lifts using a standard plate compactor
- Allow to top up material if subsidence is incurred
- Liaise with the Shire to reseal trench



**ATTACHMENT 5.12(A)**  
**ENGINEERING DESIGN**



Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed August 2022 (M9953) Amended Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 5.13 Water Pipeline

Policy	<p>Officers will consider applications for installing water pipes under local roads subject to the following:</p> <ul style="list-style-type: none"> <li>• The pipe is to be buried 600mm beneath the roadway</li> <li>• The pipe is to be placed inside a larger diameter pipe</li> <li>• White post marked “Water Pipe” is to be placed at either end of the line where it crosses the road reserve</li> <li>• The landowner is responsible for any damage that may occur</li> </ul>
Objective	To establish guidelines for installation of water pipelines.

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)  Reviewed March 2018 (M9129)  Reviewed March 2019 (M9342)  Reviewed May 2020 (M9556) Amended  Reviewed March 2021 (M9688)  Reviewed March 2022 (M9885)  Reviewed March 2023 (M10059)  Reviewed March 2024 (M10221)  Reviewed March 2025 (M10378)</p>



## 5.14 Temporary Closure of Unsealed Road During/After Rainfall Events

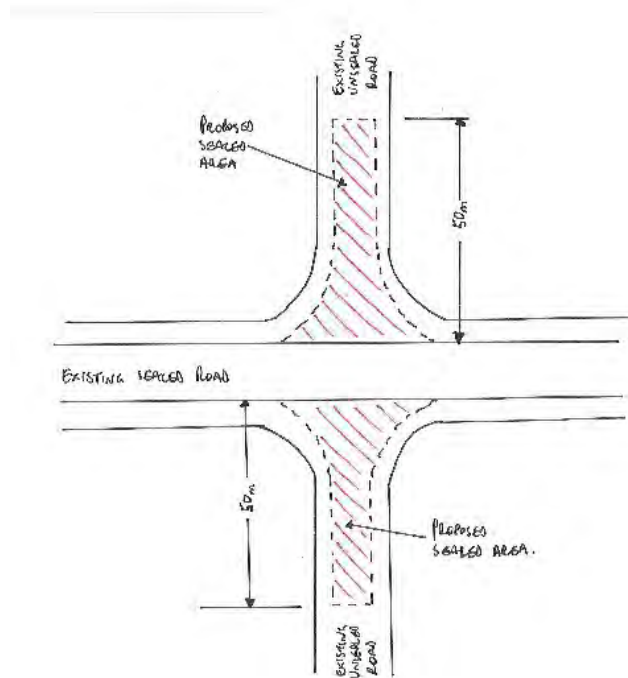
Policy	Unless otherwise stated, the Shire shall practice its rights and obligations to partially or wholly close, and subsequently re-open any road under its responsibility in accordance with the provision of the <i>Local Government Act 1995</i> and the <i>Local Government (Functions and General) Regulations 1996</i> .
Objective	To restrict the use of unsealed roads by certain vehicles to preserve the Shire’s assets during and/or after adverse weather conditions.
Guidelines	<p>Specifically, the Shire may close roads to all vehicles greater than three (3) tonnes gross when conditions arise where damage to the structure and/or surface of the road is likely to occur.</p> <p>The Chief Executive Officer will minimise the disruption to the affected proponents (farmers and contractors) while still maintaining a functional unsealed road network by ensuring the least amount of the Shire is affected for the shortest possible period of time.</p> <p>Notification of weather related road closures will be made to adjoining Shires, and noticed will be posted at the Shire Administration, on the Shire website and Facebook page.</p> <p>A media release will be sent to media outlets.</p> <p>Where the Shire is required to issue local public notice, the issue of local public notice shall be in accordance with Section 1.7 of the <i>Local Government Act 1995</i>. Where a road closure inadvertently exceeds a period of twenty eight (28) days, the Council shall meet its obligations under 1.7 &amp; 3.50(4) of the <i>Local Government Act 1995</i> and S4, Part 2 of the <i>Local Government (Functions and General) Regulations 1996</i>.</p>

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



### 5.15 Sealing of Unsealed Roads at Sealed Road Intersections

- Policy** The Shire is to consider sealing a minimum of fifty (50) metres of unsealed road at sealed road intersections. Any sealing works is only to occur at the time of resealing the sealed road or when re-sheeting the unsealed road up to a sealed road intersection.
- Objective** To reduce maintenance costs of unsealed roads at sealed road intersections.
- Guidelines** The new seal on the unsealed intersection road (under this policy) shall not be wider than the seal width of the existing sealed road.
- Each occurrence should be considered on its merits based on traffic volumes and maintenance history.



Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Amended May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.16 Waste Management

### Policy

The Shire of Dalwallinu will provide:

#### **Residential Waste (Refuse) Collection Services**

The Shire will provide a weekly waste collection service to all residential premises in the Shire. A green coloured mobile garbage bin (MGB) will be provided on the basis of one (1) 240 litre MGB per single residential premises;

MGB's will be collected between the hours of 6:00am and 6:00pm each collection day;

MGB's should be placed on the verge in front of the premises by 6:00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGB's should be placed out for collection no earlier than 5:00pm the day prior to collection;

All MGB's must be removed from the verge by 7:00pm on the day of collection and stored within the property;

The following items are prohibited for disposal in the waste MGB:

- Hot/burning ash
- Oil/flammable liquids
- Liquids/paints/solvents
- Bricks/concrete/building rubble/sand
- Personal medical waste (unless in a sealed container)
- Commercial medical wastes

MGB's weighing more than 70kg will not be collected by the Contractor. In such an event, the Contractor shall place a notification sticker on the MGB, and the resident shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises.

MGB lids should be closed at all times to prevent litter and odour. MGB's shall not be collected if the lid is not or cannot be closed at the time of collection. The resident shall be required to empty the MGB to enable the lid to be closed before the MGB can be collected on the next collection day for that premises.

The resident should notify the Shire if a MGB is not collected on the scheduled collection day.

All MGB's provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Dalwallinu. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGB's are stamped with a unique identifying bin number to which the residents can refer to identify the MGB allocated to them.



To account for general wear and tear, the Shire will replace MGB's without charge on a ten (10) year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen or irreparably damaged, the resident should notify the Shire so a replacement MGB can be provided. The resident will be required to pay a MGB replacement fee.

Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The resident will notify the Shire when repairs are required.

Residents can request additional waste MGB services if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services and approval from the property owner is required, given the invoice is raised against the property owner.

The Shire reserves the right to cancel additional MGB services as it deems necessary, however the standard service will not be cancelled.

### **Residential Recycling Collection Services**

The Shire shall provide a fortnightly recycling collection service to all residential premises in the Shire. A MGB with a light green body and yellow lid will be provided on the basis of one 240 litre MGB per single residential premises.

Recycling MGB's will be collected between the hours of 6:00am and 6:00pm each collection day.

MGB's should be placed on the verge in front of the premises by 6:00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGB's should be placed out for collection no earlier than 5:00pm the day prior to collection;

All MGB's must be removed from the verge by 7:00pm on the day of collection and stored within the property;

Only the following items are acceptable for disposal in the recycling MGB's:

- Paper and Cardboard
- Aluminium and steel cans
- PET Containers (Code 1 plastics)
- HDPE containers (Code 2 plastics)
- Glass bottles and jars

If unacceptable items are found in the recycling MGB, the Contractor will place a warning sticker on the MGB and not collect it until the unacceptable items (contamination) are removed. The removal of unacceptable items (contamination) from the MGB is the responsibility of the resident, after which the MGB can be placed back out for collection on the next recycling collection day for that premises.



Recycling MGB's weighing more than 70kg will not be collected by the Contractor. In such an event, the Contractor shall place a notification sticker on the MGB, and the resident shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises.

MGB lids should be closed at all times to prevent litter and odour. MGB's shall not be collected if the lid is not or cannot be closed at the time of collection. The resident shall be required to empty the MGB to enable the lid to be closed before the MGB can be collected on the next collection day for that premises.

The resident should notify the Shire if a MGB is not collected on the scheduled collection day.

All MGB's provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Dalwallinu. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGB's are stamped with a unique identifying bin number to which the residents can refer to identify the MGB allocated to them.

To account for general wear and tear, the Shire will replace MGB's without charge on a ten (10) year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen or irreparably damaged, the resident should notify the Shire so a replacement MGB can be provided. The resident will be required to pay a MGB replacement fee.

Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The resident will notify the Shire when repairs are required.

Residents can request additional recycling MGB services if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional recycling MGB services and approval from the property owner is required, given the invoice is raised against the property owner.

The Shire reserves the right to cancel additional recycling services as it deems necessary.

### **Commercial Waste (Refuse) Services**

The Shire will provide the standard waste collection service to all commercial premises in the Shire. The standard service is comprised of a single 240 litre green coloured MGB collected on a weekly basis. An additional collection can be arranged to meet the requirements of the premises with additional fees and charges applicable. Billing for additional services will require the approval of the property owner given the notice is raised against the property owner.

MGB's will be collected between the hours of 6:00am and 6:00pm.



MGB's should be placed on the verge in front of the premises by 6:00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGB's should be placed out for collection no earlier than 5:00pm the day prior to collection;

All MGB's must be removed from the verge by 7:00pm on the day of collection and stored within the property;

The following items are prohibited for disposal in the waste MGB:

- Hot/burning ash
- Oil/flammable liquids
- Liquids/paints/solvents
- Bricks/concrete/building rubble/sand
- Personal medical waste (unless in a sealed container)
- Commercial medical wastes

MGB's weighing more than 70kg will not be collected by the Contractor. In such an event, the Contractor shall place a notification sticker on the MGB, and the occupant shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises. This clause does not apply for larger bins collected by front or rear loading collection vehicles.

The occupant should notify the Shire if a MGB is not collected on the scheduled collection day.

All MGB's provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Dalwallinu. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGB's are stamped with a unique identifying bin number to which the occupants can refer to identify the MGB allocated to them.

To account for general wear and tear, the Shire will replace MGB's without charge on a ten (10) year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen or irreparably damaged, the resident should notify the Shire so a replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.

Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The occupant will notify the Shire when repairs are required.

Commercial premises can request additional 240 litre waste MGB's if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services.

Additional waste collection services are optional and the Shire reserves the right to cancel them at its discretion.



### **Commercial Recycling Services**

The Shire will provide the standard recycling collection service to all commercial premises in the Shire. The standard service is comprised of a single 240 litre MGB with a light green body and a yellow lid collected on a fortnightly basis. Collection frequency can be increased to meet the requirements of the premises with additional fees and charges applicable. Billing for additional services will require the approval of the property owner given the invoice is raised against the property owner.

MGB's will be collected between the hours of 6:00am and 6:00pm.

MGB's should be placed on the verge in front of the premises by 6:00am on the day of collection, in a position that facilitates ease of pickup by the collection vehicle. MGB's should be placed out for collection no earlier than 5:00pm the day prior to collection;

All MGB's must be removed from the verge by 7:00pm on the day of collection and stored within the property;

Only the following items are acceptable for disposal in the recycling MGB's:

- Paper and Cardboard
- Aluminium and steel cans
- PET Containers (Code 1 plastics)
- HDPE containers (Code 2 plastics)
- Glass bottles and jars

If unacceptable items are found in the recycling MGB, the Contractor will place a warning sticker on the MGB and not collect it until the unacceptable items (contamination) are removed. The removal of unacceptable items (contamination) from the MGB is the responsibility of the resident, after which the MGB can be placed back out for collection on the next recycling collection day for that premises. This service is optional and contamination may lead to cancellation of the service at any time at the discretion of the Shire.

Recycling MGB's weighing more than 70kg will not be collected by the Contractor. In such an event, the Contractor shall place a notification sticker on the MGB, and the occupant shall be required to empty the MGB to bring it under the 70kg limit before the bin can be collected on the next collection day for that premises. This clause does not apply for larger bins collected by front or rear loading collection vehicles.

The occupant should notify the Shire if a MGB is not collected on the scheduled collection day.

All MGB's provided are the property of the Shire and should not be marked or have any item affixed in any way without the prior permission of the Shire of Dalwallinu. This includes marking the MGB with a street number or placing stickers or other identifying marks. The MGB's are stamped



with a unique identifying bin number to which the residents can refer to identify the MGB allocated to them.

To account for general wear and tear, the Shire will replace MGB's without charge on a ten (10) year cycle (equivalent to 10% of the Shire's MGB stock per year). If a MGB is lost, stolen or irreparably damaged, the resident should notify the Shire so a replacement MGB can be provided. The occupant will be required to pay a MGB replacement fee.

Repairs to MGB lids and wheels will be undertaken by the Collection Contractor free of charge to the resident. The occupant will notify the Shire when repairs are required.

Commercial premises can request additional 240 litre recycling MGB's if a single service provides insufficient capacity for the quantity of waste generated on the premises. Fees and charges will apply for additional waste MGB services.

Commercial premises can also request larger bins for collection by a rear or front loading collection vehicle. Available size is a three cubic metre commercial bin. The only difference for commercial bins when compared to the MGB's is that the commercial bins are owned by the contractor, and the 70kg weight limit will not apply. Fees and charges apply.

Additional recycling collection services are optional and the Shire reserves the right to cancel them at its discretion.

Objective

To provide:

- An efficient and best value compulsory waste and recycling collection service for all householders/ratepayers within the Shire;
- An efficient and best value compulsory waste and recycling collection service for commercial properties within the Shire requiring such a service
- Churches and Not for Profit organisation's discretion in choosing the compulsory waste services (e.g if the entity requires and wants the service then a fee is payable otherwise the service is not provided).

Person Responsible	Chief Executive Officer
History	New Policy November 2017 (M9054) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.17 Infrastructure Bonds

Policy	<p>Builders or Developers (the applicant) involved in building construction within the Shire of Dalwallinu will be required to lodge with the Shire of Dalwallinu, a security bond in accordance with the Schedule of Fees and Charges, as determined annually by Council.</p> <p>The security bond is to be lodged at the time of the building permit application and a pre-construction inspection is to be undertaken and photography recorded.</p> <p>At the completion of the building works, the builder is to request the refund of the security bond which will trigger a second site inspection and further photography is to be recorded.</p> <p>If no damage is recorded, the bond is refunded. If damage is recorded, the builder is given twenty one (21) days to rectify the damage otherwise the Shire will repair the damaged asset using the bond monies.</p> <p>Following completion of the rectification works, if any bond funds remain, they will be refunded to the builder.</p> <p>If the asset damage is more than the bond value, an invoice will be forwarded to the builder for the additional rectification works.</p>
Objective	<p>To provide clear guidance to Developers, Builders and their contractors, of the Shire of Dalwallinu’s policy regarding infrastructure bonding arrangements and the applicable penalties and fees.</p> <p>This policy is for bonding of verge infrastructure prior to building approval and is designed to provide financial security against damage which occurs during building construction in the Shire of Dalwallinu.</p>

Person Responsible	Chief Executive Officer
History	New Policy March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.18 Road Safety Audits

### 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 take in: 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

To set out the requirements for conducting Road Safety Audits in the Shire of Dalwallinu.

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.

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



Person Responsible	Chief Executive Officer
History	New Policy August 2021 (M9756) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 5.19 Light Vehicle Fleet Management Policy

Person Responsible: Manager Works & Services

History: New

### Policy

This policy applies to all light fleet vehicles owned by the Shire of Dalwallinu. Usage restriction requirements in unique circumstances, may be lifted temporarily on approval by the Chief Executive Officer and assessed on a case by case basis. The Chief Executive Officer will align all future contracts and renewals with this policy.

The selection, use and management of light vehicles will maximise productivity, cost efficiency, safety and sustainability.

**Vehicle Criteria** – vehicle selection will be based on the following five criteria:

No	Criteria	Description
1	Fit for Purpose	The vehicle must enable employees to perform the work function to a pre-determined standard without increasing the safety risk to employees or the public.
2	Safety	<ul style="list-style-type: none"> <li>The <i>Work Health and Safety Act 2020</i> deems vehicles to be a place of work. If a vehicle is not fit-for-purpose this may pose a WHS risk.</li> <li>The Australian New Car Assessment program (ANCAP) assesses safety (injury risk) on a scale of 1-5. All vehicles within the light vehicle fleet should have a minimum ANCAP rating of four (4) stars.</li> </ul>
3	Environment	<ul style="list-style-type: none"> <li>In Australia all new vehicles are required to comply with ADR 79/04 – Emission Control for Light vehicles. This mimics the International Standard developed through the United Nations World Forum for the Harmonisation of Vehicle Regulations (UN Regulation 93/06).</li> <li>The Shire's light fleet vehicles must also meet the specified emission target in the Western Australian Government's Motor Vehicles Buyers Guide. The emissions target is expressed in grams of CO<sub>2</sub> per kilometre (g/km) and is based on the fuel consumption ratings</li> </ul>



		that manufacturers are required to provide. The g/km figure is applicable regardless of fuel type (i.e. electric, petrol, LPG or diesel)
4	Cost (Whole of Asset Lifecycle)	<ul style="list-style-type: none"> <li>The total cost of the vehicle must deliver best value for money on the whole-of-asset lifecycle, against the weighted assessment;</li> </ul> <p>The weighted assessment is:</p> <ul style="list-style-type: none"> <li>Fit for purpose – 5%</li> <li>Safety – 25%</li> <li>Environment – 5%</li> <li>Cost – 65%</li> </ul>
5	Service Support	Service support must be available within the Northern Wheatbelt Region

### Operational Vehicles

Operational vehicles will be the most cost effective make and model available that are fit for purpose, environmentally progressive and compliant with WHS requirements.

### Purchase of Vehicles

Where applicable, new vehicles will be purchased through the State Government Fleet Contract.

### Novated Leases

Novated and Operating Leases will only be considered if a cost-benefit analysis demonstrates better value for money (whole-of-lifecycle asset). Approval is required from the Chief Executive Officer.

### Fringe Benefits Tax (FBT)

Obligations regarding Fringe Benefits Tax are detailed in individual employment contracts.

### Value of Private Use Vehicle

The value of the private use component of the vehicle is as shown in individual contracts of employment or in the case of uncontracted employees, in specific agreements or letters of appointment.

### Accountabilities and Responsibilities

**Council** is accountable for:

- Ensuring the organisation has in place a lawful, transparent and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures;
- Endorsing (or not) each organisation policy document in a timely and effective manner;
- Delegating implementation of each policy document to the Chief Executive Officer.



**Chief Executive Officer** is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accordance with governing legislation and Council directives.

**Executive Management Team** is responsible for:

- Ensuring that all employees under their direction comply with this policy document;
- Enacting a process to redress non-compliance with this policy document.

**All Employees** are individually responsible for complying with this policy.

### **Risk Management**

If a Light vehicle Fleet Management Policy is not in place, the risks include (but are not limited to):

- There is no guidance on the purchase and use of light vehicles to conduct the business of the Shire;
- The selection, use and management of light vehicles does not maximise productivity, cost efficiency, safety and sustainability;
- Tool of trade vehicles selected do not meet the project or program needs;
- Private use vehicles are allocated inappropriately or when there is no need for a vehicle;
- Council does not adhere to the important principles of:
  - Selection of vehicles based on safety, cost, environmental and qualitative factors;
  - Acceptable use of the vehicles; and
  - Maintenance and management of the light vehicles, including changeover.
- Non compliance with the Work Health and Safety Act 2020.

### **Objective**

The objectives of the Light Vehicle Fleet Management Policy are to:

- Guide the purchase and use of light vehicles to conduct the business of the Shire;
- Ensure that the selection, use and management of the light vehicles will maximise productivity, cost efficiency, safety and sustainability;
- Tool of trade vehicles are selected based on the project and program needs;
- Private use vehicles are only provided after a contract review is carried out prior to appointment of the contracted position by the Council or Chief Executive Officer to determine whether there is a need for a vehicle;
- Enunciate the important principles of Council which include:
  - Selection of vehicles based on safety, cost, environmental and qualitative factors;
  - Acceptable use of vehicles; and
  - Maintenance and management of the light vehicles, including changeover.
- Ensure compliance with the *Work Health and Safety Act 2020* and respective employment contracts.



## Definitions

**Councillors:** means members of an elected body that make decisions on behalf of a local government through a formal meeting process. Councillors do not have authority to act or make decisions as individuals;

**Employee:** means a person that is hired to provide a service to a company either on a full time, part-time or casual basis in exchange for payment. Also referred to as employees;

**Light Vehicle:** means a motor vehicle with a gross vehicle mass (GVM) not greater than 4,500kg and constructed or equipped to seat no more than twelve (12) adults (including the driver);

**Reasonably Practicable** (*Work Health and Safety Act 2020*): A guiding principle of the WHS Act is that all people are provided the highest level of health and safety protection from hazards arising from work, so far as is reasonably practicable. The term 'reasonably practicable' means what could reasonably be done at a particular time to ensure health and safety measures are in place. In determining what is reasonably practicable, there is a requirement to weigh up all relevant matters including:

- The likelihood of a hazard or risk occurring (the probability of a person being exposed to harm);
- The degree of harm that might result if the hazard or risk occurred (the potential seriousness of injury or harm);
- What the person concerned knows, or ought to reasonably know, about the hazard or risk and ways of eliminating or minimising it;
- The availability of suitable ways to eliminate or minimise the hazard or risk;
- The cost of eliminating or minimising the hazard or risk. Costs may only be considered after assessing the extent of the risk and the available ways of eliminating or minimising the risk. Cost will not ordinarily be the key factor in determining what is reasonably practicable for a duty holder to do unless it can be shown to be 'grossly disproportionate' to the risk.

**Vehicle Fleet:** means a motor vehicle owned or leased by a business. Depending on the size of the organisation, industry and needs, fleet vehicle types will vary for sales, operation and the needs of employees.

**Worker:** means an employee (part-time, full-time and casual), a contractor, a subcontractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student, an employee of a labour hire company placed with a 'host employer' and volunteers.

**Workplace:** means any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water such as offshore units and platforms (that are not already covered under the Commonwealth's offshore WHS laws)



Person Responsible	Chief Executive Officer
History	New Policy April 2025(M103896)



## 6. Planning



## 6.1 Sheds on Residential Land – Building Permits

Policy	Approval for the erection of out buildings on residential land will be granted only when: <ol style="list-style-type: none"> <li>1. A dwelling is in existence on the lot, or</li> <li>2. Plans for the overall development of the lot, including a dwelling, are submitted to Council in conjunction with the plans for the outbuilding.</li> </ol>
Objective	This policy enables officers to approve the erecting of outbuildings in certain circumstances, without reference to Council.  All other scenarios will be referred for Council determination.
Guidelines	Local Planning Scheme No.2

Person Responsible	Manager Planning & Development Services
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 6.2 Parking of Chemical Spray Units in Townsite

Policy	<p>The parking of chemical spray units on land within a townsite boundary (as defined in TPS No 2) is generally not permitted. Council may however, issue its planning consent for such usage within a townsite boundary under the following circumstances:</p> <ul style="list-style-type: none"> <li>• Where the land, the subject of the application is classified/zoned Commercial, Industrial or Rural;</li> <li>• Where it can be demonstrated that such usage is not likely to have a detrimental impact upon the general amenity of the locality;</li> <li>• Where such usage will not result in the contamination of soils within a townsite boundary.</li> </ul> <p>In issuing any approval to the development of land for this purpose, Council may require the establishment and maintenance of approved landscaping to screen the activities from public view.</p>
Objective	To provide for the safe storage of equipment and visual amenity of the town.
Guidelines	Local Planning Scheme No.2

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 6.3 Development of Moveable Buildings – Including Relocated Buildings

POLICY REVOKED – JULY 2020 (M9588)



## 6.4 Use of Sea Containers & Other Similar Transportable Structures

Policy	The use of sea containers and similar transportable structure is to be controlled in accordance with the policy as detailed in the Local Planning Scheme No 2 and Policy 8 Sea Containers.
Objective	To control the use of such structures.
Guidelines	Local Planning Scheme No.2

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 6.5 Town Planning Scheme Policies

Policy	<p>The Dalwallinu Shire under and by virtue of the provision and powers conferred upon it by clause 7.6 of its Local Planning Scheme No 2, has adopted the following Scheme Policies:</p> <ol style="list-style-type: none"> <li><del>1. Offensive Uses</del>—Revoked October 2022</li> <li>2. Fences</li> <li>3. East Pithara Road</li> <li>4. Stables</li> <li><del>5. Moveable Buildings</del>—Revoked July 2020</li> <li><del>6. Aged Accommodation</del>—Revoked April 2022</li> <li>7. Veranda’s over footpaths</li> <li>8. Sea Containers</li> </ol>
Objective	<p>To enable Council to more accurately prescribe in fine details, its requirements in areas where it feels the broader definitions of its scheme is lacking.</p>

Person Responsible	Chief Executive Officer
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed July 2020 (M9588) Amended Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Amended Reviewed March 2023 (M10059) Reviewed March 2024 (M10221)



**SHIRE OF DALWALLINU  
LOCAL PLANNING SCHEME NO.2  
(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 1 – OFFENSIVE USES**

REVOKED – October 2022 (M9983)



**SHIRE OF DALWALLINU**  
**LOCAL PLANNING SCHEME NO.2**  
**(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 2 – FENCES**

Date Advertised: 29 April 2014

Date Finally Adopted: 3 June 2014

**Definition** For the purposes of this policy a fence shall include a fence, wall, barrier, barricade or any other construction that defines an alignment or protects an area. A boundary fence includes a fence constructed on the boundary of a property.

**Background** In most developed areas there is a desire, and sometimes a need, to fence a property or part of a property. The desire comes from a wish to define ones ownership, or exaggerate a boundary for maintenance reasons, aesthetics, privacy or amenity. The need comes from security or safety point of view where it may be necessary to preclude trespassers or criminals.

The two results can vary considerably. The amenity aspect will often produce a symbolic boundary definition that may look aesthetically pleasing or will be consistent with traditional and common materials compatible with the urban environment.

The need to protect a property for security reasons requires a more serious attempt to prevent criminals entering the property. This may often entail the construction of security measures considered incompatible with the existing residential and commercial fabric.

**Objective** The objectives of this policy are:

1. To protect the residential and commercial amenity from fences that are incompatible with the scale and visual amenity of an area normally frequented by residents, shoppers and pedestrians;
2. To protect the visual amenity of areas that may have a direct view of fences that the Council deems to be incompatible with a reasonable expectation from a residential or commercial area. This includes the development of fences on land that abuts, adjoins or faces residential and commercial areas.
3. To control the type of material used in the construction of fences to ensure some degree of integration and to minimise the creation of potential nuisance factors such as reflection, heat or noise.



Policy

1. All fencing within the townsites of the Shire shall require the Council's planning consent, except where the fence meets the provisions of the Residential Design Codes of Western Australian Planning Commission.
2. The Council will only grant its planning consent for fences over 1.8 metres where it considers that circumstances justify a departure from this policy. These circumstances may include:
  - a) areas where a potential danger exists;
  - b) areas where plant and equipment are required to be protected;
  - c) areas where a desire for privacy can be justified;
  - d) situations where the materials and scale of the fence are considered appropriate for the circumstances by the Council.

In these cases the Council may impose conditions relating to the style and appearance of the fence.



**SHIRE OF DALWALLINU**  
**LOCAL PLANNING SCHEME NO.2**  
**(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 3 – RURAL LAND – PITHARA EAST ROAD Pt Location 2611, Lots 51-55, KALANNIE**

Date Advertised: 29 April 2014

Date Finally Adopted: 3 June 2014

**Definition** For the purposes of this policy rural land includes all that land within Pithara East Road, Kalannie, as shown within the Local Planning Scheme Map No.2 Kalannie as Rural Land. The land is bounded by the town boundary west to Jones Road and includes that portion specifically mentioned as Lots 51-55 part Location 2611 Pithara East Road.

**Background** In most developed areas there is a desire to ensure that small rural and hobby farm areas are maintained to a standard which complements the general tidiness of the community and instils a sense of pride in the manner to town is presented to the community and the travelling public. Additionally well maintained rural and hobby farm areas can present less of an aesthetic concern and require less inspectorial control.

Hobby farm areas must be maintained to minimise storage areas for disused machinery and materials, harbourage for vermin and pests and should present as a well managed operation with a sense of pride in the community.

The policy addresses the development of a small rural and hobby farms sites, particularly setbacks, waste disposal and general maintenance of the site.

**Objectives** The objectives of the policy are:

- a) To protect the hobby farm style development and residential amenity from uses that are incompatible with the rural lifestyle of the community and the visual amenity of an area which represents the main approach to the town of Kalannie;
- b) To provide for proper development of Ninghan Location 2611, Lots 51-55, in keeping with the hobby farm and semi rural pursuits originally approved by Council in keeping with the objectives of the defined rural zone.
- c) To ensure the objectives of the defined rural use are maintained and to ensure that future residential development is in keeping with hobby farms and semi rural pursuits and are uniform in size
- d) To protect the visual amenity of areas that may have a direct view of the hobby farm and semi rural are or frequent the area for personal or business purposes
- e) To control the type of development within the defined rural area to ensure a degree of integration to minimise the creation



of nuisance factors such as visual pollution, disused material accumulation, offensive odours and operations and noise.

- f) To provide developers with a minimum acceptable standard of operation within the defined rural area which complements the rural lifestyle of the community and enhances the visual amenity of the area.

#### Policy

- a) All applications for development shall submit a planning application detailing building envelope area, landscaping, off street delineated parking, disused materials and waste storage areas, and proposed industry to be established.
- b) The front set back area (minimum setback to be determined) may be used only for the purposes of landscaping, access and visitors parking. Natural vegetation existing within the setback area is to be maintained. Proposed landscaping is to include local flora.
- c) Natural vegetation within 3 metres of the rear boundary is to be maintained and supplemented with local flora where required. Natural vegetation within 1 metre of the side boundaries shall be maintained and supplemented with landscaping.
- d) Side and rear setback distances are as determined by Council dependent on wall heights of structure, modes of access and the requirements of Table II Development Table, of the Local Planning Scheme No.2.
- e) No material or products may be stored or displayed within the front setback area.
- f) A minimum of 10% of the lot shall be landscaped and areas within 1 metre of side boundaries shall be landscaped.
- g) A second dwelling may be constructed on the lot within the building envelope for the purposes of staff accommodation or other purpose approved by Council
- h) Lot sizes are to be maintained at 2.9ha or larger

#### Building Construction

- a) Maximum plot ratios are to be determined by Council upon receipt of each application. As a guide, development is limited to 0.5. Applications for development in excess of this ratio should provide supporting documentation to assist Council's determination.
- b) The use of second hand materials in construction of the buildings is not permitted. Second hand dwellings may be erected on the site with the written permission of Council. All applications are to provide supporting documentation regarding improvements to the second hand dwelling such as repainting, waste disposal and shall include two recent photographs and a floor plan.



- c) Where the developments propose to display or on sell goods, shop fronts and offices shall not encroach into the front setback area.
- d) Materials to be used shall be new. Where steel framed construction and cladding is utilised, the wall cladding shall be coloured and roof cladding may be galvanised.
- e) Waste disposal systems shall be constructed to the requirements of the *Health Act 1911 (as amended)* and leach drains shall be trafficable.
- f) Fencing requirements shall be in accordance with Policy No.2 – Fences. All boundary lines are to be fenced during the construction phase of the building. Plastic coated mesh is to be utilised for front setbacks or alternatively, decorative fencing may be installed with the written approval of Council.

The Council may require a bond or bank guarantee from a developer to ensure landscaping, second hand dwellings and/or other development works are designed and carried out to the satisfaction of the Council.

Where Council considers a particular development or use to be incompatible with the predominant uses within that zone, additional requirements may be necessary.



**SHIRE OF DALWALLINU**  
**LOCAL PLANNING SCHEME NO.2**  
**(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 4 - STABLES**

Date Advertised: 29 April 2014

Date Finally Adopted: 3 June 2014

**Definition** For the purposes of this policy a stable means a premises used for the keeping, breeding, agistment and rearing of horses and ponies and may include the use of associated building, corrals and compounds.

A fence shall include a fence, wall, barrier, barricade or any other construction that defines an alignment or protects and area. A boundary fence includes a fence constructed on the boundary of a property.

**Background** With the establishment of stables within townsites and particularly residential areas, there is a need to maintain a minimum acceptable standard which complements the general tidiness of the area and maintain the stables such that vector, odour and diseases are eliminated and do not pose a nuisance or health concern to residents of the area.

Stables must be maintained to provide a healthy environment for all residents and constructed to a standard which is easily cleaned and maintained. All health issues are governed by the Shire of Dalwallinu Health Local laws 1996 and in particular Division Two and Three – Keeping of Animals and Large Animals. Applicants should liaise with the Council to determine minimum acceptable standards. Construction of stables are governed by the Building Code of Australia and detailed plans must be submitted to the Council for approval.

The Policy addresses the development of stables, minimum lot sizes, setbacks, waste disposal and general maintenance of the site.

**Objectives** The Objectives of the policy are:

1. To protect the residential amenity and ensure that siting and construction of stables are compatible with the rural lifestyle of the community and the visual amenity of the residential areas where stables are permitted;
2. To control the type of development within the residential area to ensure a degree of integration to minimise the creation of nuisance factors such as visual and faecal pollution, disused material accumulation, offensive odours and noise.



3. To provide applicants with minimum acceptable standard of operation prior to consideration and construction.

Policy

**Planning Requirements**

- a) All applicants for the construction of stables shall submit a planning consent application detailing the building envelope area, landscaping, waste storage areas and proposed number of horses;
- b) Planning consent applications shall be accompanied by letters from adjoining landowners/residents stating they are aware of the proposal and have sighted the plans;
- c) The setbacks from side and rear boundaries shall be a minimum of 5 metres. No stables shall be constructed within 20 metres of the front setback or within 15 metres of a dwelling or a water course;
- d) The minimum lot size shall be 2,000m<sup>2</sup>;
- e) The number of horses shall be limited to one horse for every 1,000m<sup>2</sup>, with a maximum of three horses per lot;
- f) Disused materials and floats must be stored such that they are not visible from the front boundary of the property and are stored to minimise harbourage of vermin;
- g) Adequate shade shall be provided for the animals;
- h) All fences may be electrified except boundary fences;
- j) Noise and dust emissions from the property shall be minimised by appropriate methods, and where required, the paddocks shall be watered to prevent the spread of dust;
- k) All food containers (including but not limited to wheat, barley, oats and other grain foods) shall be sealed to prevent ingress of rodents and pests. It is accepted that hay bales may be stored outside of sealed containers.

**Building Requirements**

- a) Stables shall be constructed of new materials. No second hand materials are permitted to be used except for recycled wood for framing purposes only.
- b) Fencing requirements shall be as required by Local Planning Policy No.2 and the Fencing Local Laws. Boundary fences shall be constructed to minimise the risk of injury to the animal but shall be of sufficient strength to contain the animal within the property.
- c) Waste disposal systems shall be constructed to dispose of water used for all wash down areas in accordance with the requirements of the *Health Act 1911 (as amended)*.



- d) Plans shall be submitted as required by the *Building Regulations 1989* or such other legislation which may replace the regulations.
- e) Waste containers shall be supplied as required by the Shire of Dalwallinu Health Local Laws and be of sufficient size to contain all waste materials in a sealed environment.
- f) Compliance with all Health Local Laws is required at all times.

Where the Council considers a particular development or use to be incompatible with the predominant uses within the zone, additional conditions and requirements may be imposed.

The Council reserves the right to refuse a planning consent application which is incomplete or in incompatible with the predominant uses within the zone.



**SHIRE OF DALWALLINU  
LOCAL PLANNING SCHEME NO.2  
(District Scheme)**

**POLICY NO. 5 – MOVEABLE BUILDINGS**

REVOKED – July 2020 (M9588)



**SHIRE OF DALWALLINU  
LOCAL PLANNING SCHEME NO.2  
(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 6 – AGED ACCOMMODATION DEVELOPMENT**

REVOKED – April 2022 (M9895)



**SHIRE OF DALWALLINU  
LOCAL PLANNING SCHEME NO.2  
(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 7 – VERANDAH OVER FOOTPATH – DESIGN & MATERIALS CRITERIA**

Date Advertised: 29 April 2014

Date Finally Adopted: 3 June 2014

**Discussion** Since 1994, Council has prepared and submitted for public consultation, a Dalwallinu Town Centre Study, which includes details of proposed aesthetics and infrastructure improvements to Johnston Street. As part of this planning process, proper planning of visual improvements to shops and premises is considered integral with the town centre development.

This policy is proposed to ensure that the expectations of the owners already established are not adversely affected by the construction of verandahs over footpaths. It is considered reasonable to protect the visual integrity of the main street concept, and existing landowner's investments in the town from development that may detract from the amenity of the character of Johnston Street.

**Background** The construction and design of verandahs is limited by the imagination of the designer. The proposal to visually improve Johnston Street to provide encouragement to locals and visitors, will ensure a uniform approach is taken to the overall design and a policy relating to verandahs will ensure harmony between the structures and the proposed improvements.

To ensure that Council can review and provide constructive comment of the verandah design, all applications for verandah's over footpaths and road reserves, shall require the Council's planning consent prior to the issue of a building licence.

**Policy**

1. All applications for verandah's over footpaths shall require the Council's planning consent prior to the issue of a building licence;
2. The Council shall not permit the construction of a verandah from second hand materials or materials which are flammable;
3. All applications must show existing verandahs or shop fronts adjacent to the property for which the application is made;
4. Verandahs shall not interfere with the rights of the adjoining property including advertising and access;
5. All applications shall be supported by a structural engineers report on the affixment methods and durability of the existing structure to withstand loads applied by the verandah and to show details of walls to which the verandah shall be affixed;



6. All applications shall include a statement from the insurer advising that the proposed verandah and road reserve area shall be included permanently within the public liability insurance premium applicable to the verandah. The landowner is to ensure that the policy remains current and all new tenants or owners are advised of the requirement accordingly;
7. The application must be lodged with statements from adjoining property landowners that they have sighted the plans of the verandah;
8. Columns shall be located a minimum of 600mm from the footpaths edge;
9. A minimum of 2400mm clear area beneath the verandah shall be provided for public thoroughfare.

### Objectives

1. To maintain high amenity standards of buildings, especially within the commercial precinct;
2. To ensure that the visual aesthetics of the commercial precinct are not compromised by the introduction of substandard structures that are out of character with the majority of the precinct;
3. To ensure that verandah's when constructed do not use materials or a design considered unacceptable by Council;
4. To protect the visual amenity of the main street of Dalwallinu by not permitting the establishment of visual barriers which are not in keeping with the general intent of the Town Centre Study and values of established businesses.



**SHIRE OF DALWALLINU**

**LOCAL PLANNING SCHEME NO.2  
(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in the behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**POLICY NO. 8 – SEA CONTAINERS**

Date Finally Adopted: 28 July 2020

**Definition** Sea Containers are defined as being redundant shipping containers that have been repurposed. Sea Containers are often being used on land in a manner that is unsightly and that is detracting significantly from the amenity of the locality in which the land is situated. Sea containers are used in Residential areas as an alternative to sheds and in Commercial and Industrial areas for storage and other purposes.

**Objectives** Ensure that the use of Sea Containers is not unsightly and does not detract significantly from the amenity of the locality in which it is situated.

Establish guidelines for the assessment of applications for a permit to establish Sea Containers within the whole of the Shire local government area.

Set acceptable standards for an application to obtain Shire approval to establish a Sea Container on a particular property relevant to the land use.

**General Provisions** The following provisions, if adopted, will apply to all Sea Containers located within any land use zone.

**Sea Containers:**

- are only to be used in conjunction with an approved use on the lot
- must not be located over effluent disposal areas/systems
- must not be located over water mains, waste water or storm water drains, or underground power lines.
- must be setback from overhead power lines in compliance with the requirements of the relevant electricity authority
- will not be permitted in a Heritage Conservation Area.
- must not contain sanitary facilities (ablutions)
- must not be used for human habitation
- must not be placed on verges, or road reserves or other public places

**Specific Zone Provisions**

Land use zones are incorporated into the Scheme to distinguish allowable land uses that do not detract from the amenity or character of a given area. The following provisions (specified criteria), if adopted, will apply to their respective land use zones.

**Residential Zone**

- A maximum of one Sea Container per allotment is allowable provided that it can be demonstrated that it meets the criteria as an



‘Outbuilding’ as defined in the *State Planning Policy 7.3 – Residential Design Codes Volume 1*

- Sea Containers will not be permitted in the Residential Zone on land where there is no existing dwelling or where there is no dwelling under construction
- Sea Containers are not to be located within the front setback of the property
- Sea Containers must be screened from the streetscape (nearby roads, other public places and adjoining neighbours) by suitable vegetation or other appropriate screening
- Where Sea Containers cannot be screened, the Shire will require additional design features to be incorporated, e.g. roof structures, doors, cladding
- Refrigerated Sea Containers are not permitted on Residential zoned land anywhere within the Shire
- With the exception of an approved Home Occupation, the Sea Container shall not be used for any commercial or industrial purpose.

#### **Commercial Zone**

- A maximum of one Sea Container per allotment is allowable provided that their use is ancillary to the approved land use
- Sea Containers must not be located in areas designated as car parking
- Sea Containers must be screened from the streetscape (nearby roads, other public places and adjoining neighbours) by suitable vegetation or other appropriate screening
- Where Sea Containers cannot be screened, the Shire will require additional design features to be incorporated, e.g. roof structures, doors, cladding
- Refrigerator motors and other cooling devices must be modified to ensure that noise emitted from the unit complies with the *Environmental Protection (Noise) Regulations 1993*.

#### **General Industrial Zone**

- An unlimited number Sea Containers is allowable provided that their use is ancillary to the approved land use
- Sea Containers must not be located in areas designated as car parking or landscaping
- The placement of the Sea Container is to be in compliance with prescribed setbacks in Table II of Part 5 of the Scheme

#### **Townsite Zone**

- A maximum of one Sea Container per allotment is allowable provided that their use is ancillary to the approved land use
- The placement of the Sea Container is to be in compliance with prescribed setbacks in Table II of Part 5 of the Scheme
- Sea Containers must be screened from the streetscape (nearby roads, other public places and adjoining neighbours) by suitable vegetation or other appropriate screening



- Where Sea Containers cannot be screened, the Shire will require additional design features to be incorporated, e.g. roof structures, doors, cladding

#### **Rural Residential Zone**

- A maximum of two Sea Containers per allotment is allowable provided that their use is ancillary to the approved land use
- The placement of the Sea Container is to be in compliance with prescribed setbacks in Table II of Part 5 of the Scheme
- Is used for domestic storage purposes only
- Refrigerated Sea Containers are not permitted on Rural Residential zoned land anywhere within the Shire
- Sea Containers must not be stacked

#### **Rural Zone**

- An unlimited number Sea Containers is allowable provided that their use is ancillary to the approved land use
- Where located within 200m of a boundary of a lot or road, Sea Containers are to substantially screened from the road, neighbouring properties or public vantage points

#### **Exemptions**

All proposals for the placement of Sea Containers require the planning approval of the Shire prior to being sited on a lot, except where the Sea Container is:

- Placed within a fully enclosed buildings
- Associated with the temporary storage of building materials and/or equipment during approved building work being undertaken. The building works must have substantially commenced and the construction works do not lapse for more than 30 consecutive days.
- Placed temporarily on the property for the purposes of furniture and/or goods removal or delivery where they are located for seven days or less
- Proposed to be modified for a dwelling or commercial building. Once a Sea Container has been modified, it is no longer considered as a Sea Container for the purposes of this Policy.

#### **Public Consultation**

- Sea Containers that do not comply with the specified criteria will be advertised for public comment before being determined by the Council.
- Owners of property adjoining a proposed development site are to be invited to make comment on all applications for Sea Containers.
- All public consultation is required to be undertaken for a period no less than 14 days.

#### **Related Local Law / Legislation**

- *Planning and Development Act 2005*
- *State Planning Policy 7.3 – Residential Design Codes of WA*
- *Shire of Dalwallinu Local Planning Scheme N<sup>o</sup> 2 (The Scheme)*



Person Responsible	Chief Executive Officer Manager Planning & Development Services
History	New Policy July 2020 (M Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 6.6 Trading in Public Places

**Policy** This policy is designed to assist the Shire in the facilitation and management of businesses operating as street traders on a temporary basis and to regulate this type of activity to ensure equity and fairness to all business proprietors.

### 1.1 Types of street trader permits

Three types of street trader permits may be issued to accommodate the various street traders that may wish to operate within the Shire:

1. Mobile food vending eg. Ice cream vending
2. Fixed food vending site eg. Burger van, fruit & vegetables van
3. Non-foodstuff vending eg. Flowers

### 1.2 Period of Validity

Permits will be issued for a maximum twelve (12) month period ending on 30 June and reviewed annually.

### 1.3 Fee

An annual fee for the issue of a Street Trader Permit is in the Schedule of Fees and Charges and is set and reviewed by Council each year.

### 1.4 Conditions of Permit

The following conditions, where applicable, will form part of the Street Trader Permit and will be issued under the authority of clause 6.3 of the *Activities on Thoroughfares and Trading on Thoroughfares and Public Places Local Law*:

1. The permit holder agrees to indemnify the Shire from all actions and damages whatsoever that may be brought against them for any wilful or negligent act;
2. The permit holder shall take out and keep current in respect of the vending activity, a public risk insurance policy in the name of the permit holder for a sum of not less than \$20 million against all actions and damages whatsoever connected with the vending activities;
3. A permit will not be issued until evidence of such public risk insurance policy is given to the Shire;
4. The permit holder is only permitted to operate within the section of the Shire to which the permit applies and shall not operate on any declared arterial road or highway;
5. Food vendors to be currently registered under the provisions of the *Food Act 2008*;
6. Music or other audible means, eg. Bell, used for attracting custom is to be kept to a minimum so as not to create a nuisance to residents. The music or bell is not to be used:
  - a. When the vehicle is stationary;
  - b. Before 9.00am or after 9.00pm on any day



7. The permit holder will comply with all laws of the Commonwealth, State and Shire local laws;
8. Permit holders are only to operate between 10.00am and 7.00pm during the months of April to October (inclusive) and between 9.00am and 9.00pm at other times. This can be varied subject to an application in writing to the Shire for approval;
9. Permit holders must ensure that any trading sites are left clean and tidy with all rubbish removed;
10. The permit does not allow vending on a reserve, parkland or adjacent car park;
11. A copy of the permit is to be retained within the vehicle whilst trading within the Shire and produced on demand when requested by an authorised officer;
12. All vehicles including the tow vehicle must be road authority registered and be maintained in a clean non-offensive manner to the satisfaction of the Shire;
13. The permit holder is required to notify the Shire in writing within seven (7) days of any change of address of the business;
14. The permit is non-transferable;
15. The Shire may revoke the permit by written notice to the Permit holder;
16. All permits will expire at the close of business on 30 June in the year in which they are issued.

**Objective**

The purpose of this policy is to provide direction to Shire staff in the processing of applications for trading in public places to ensure an appropriate balance between the interest of the Shire, street traders and residents of the Shire of Dalwallinu. The objectives of the policy include:

The designation of areas where vendors will be allowed to operate;

An appropriate spatial separation between an itinerant vendor and a similar business operating from approved commercial premises.

Person Responsible	Chief Executive Officer
History	New Policy March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



# 7. Administration



## 7.1 Harvest Bans

Policy	Harvesting shall be prohibited on Christmas Day, Boxing Day and New Year’s Day within the Shire of Dalwallinu.
Objective	To minimise the likelihood of an emergency on Christmas Day, Boxing Day or New Year’s Day.

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688) Amended</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059) Amended</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 7.2 Building Facilities

Policy	<p>The Shire will provide a stove and refrigerator of up to 450 litre capacity in each of its halls/supper rooms.</p> <p>(Community Groups may provide other facilities in halls or buildings, at their cost, with the prior approval of Council).</p>
Objective	To define the limit on facilities provided by Council.

Person Responsible	Manager Corporate Services
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



### 7.3 REVOKED - Caravan Parks

POLICY REVOKED – MAY 2020 (M9556)

REASON – Council no longer operates caravan parks in the Shire.



## 7.4 Liquor on Council Public Property

Policy	<p>No liquor of any type shall be permitted to be stored or consumed on Council controlled public property without the application for and granting of a permit by the Chief Executive Officer or other designated officer.</p> <p>Clubs may apply for a seasonal permit for the consumption of liquor with all dates shown on the permit.</p>
Objective	To provide clarification of the process for the storage/consumption of liquor on Council owned public properties.
Guidelines	<p>The Police are to be advised each time a permit for the consumption of liquor is issued.</p> <p>If liquor is to be sold, either by individual sale or as part of a ticket price, a separate permit from the Department of Local Government, Sport and Cultural Industries is necessary.</p>

Person Responsible	Manager Planning & Development Services
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556) Amended</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 7.5 Freedom of Information Officers

Policy	<p>For the purposes of the <i>Freedom of Information Act 1982</i>:</p> <p>The Chief Executive Officer is the Principal Officer and the Internal Review Officer for the purposes of the Act; and</p> <p>The Manager Corporate Services is the Freedom of Information Co-ordinator for the purposes of the Act.</p>
Objective	To ensure that the legislative requirements for Freedom of Information are carried out in accordance with the Act.
Guidelines	In accordance with the <i>Freedom of Information Act 1982</i> , s 13.39 and Schedule 2.

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556) Amended</p> <p>Reviewed March 2021 (M9688) Amended</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 7.6 REVOKED - Record Keeping Plan

POLICY REVOKED – MAY 2020 (M9556)

REASON – Council policy not required as it is a requirement under the *State Records Act 2000*.



## 7.7 REVOKED – Pension Rebate Review Officers

POLICY REVOKED – APRIL 2017

REASON – Not required as covered in the *Rates and Charges (Rebates and Deferments) Act 1992*.



## 7.8 Dalwallinu Caravan Park Overflow

Policy	Should the Dalwallinu Caravan Park reach full capacity, the overflow facility is to be at the Dalwallinu Recreation Grounds.
Objective	To establish a protocol for the implementation of the overflow facility for the Dalwallinu Caravan Park.
Guidelines	<p>The maximum capacity of the Dalwallinu Caravan Park is set at 44 caravans/motorhomes. Once this number is reached the overflow facility at the Dalwallinu Recreation Grounds may be utilised.</p> <p>Patrons who make use of the overflow facility will be escorted from the caravan park to the Recreation grounds by the Manager of the caravan park who will assist with the safe positioning of the caravans/motorhomes.</p> <p>Patrons shall not be permitted to utilise the overflow facility for a time period greater than three (3) consecutive days at any one time.</p> <p>Fees for the overflow facility are stated in Council’s Fees &amp; Charges Schedule.</p>

Person Responsible	Chief Executive Officer
History	Former Policy Reviewed April 2016 Reviewed April 2017 (M8814) Reviewed April 2018 (M9129) Revoked March 2019 (M9342) Reinstated May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 7.9 Temporary Camping Site

Policy	The Dalwallinu Recreation Grounds may be used as a temporary camping site during approved community events.
Objective	To establish a protocol for the implementation of the use of Recreational Sports Grounds as a temporary camping site during approved community events.
Guidelines	<p>Council may permit the use of the Recreational Sports Grounds for the purposes of a temporary camping site provided approval is sought and granted. Community event organisers may seek approval from Council on behalf of participants at their events, by means of the event application process. Such temporary stays shall be no longer than five (5) consecutive days per event and will be approved on a case by case basis.</p> <p>Event organisers will be responsible for the management of campers during the approved period in accordance with any conditions as stipulated within the approval.</p>

Person Responsible	Manager Planning & Development Services
History	Reviewed April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 7.10 Non-Employee Housing Rental

Policy	<p>For all non-employees renting Shire housing, the following conditions apply:</p> <p>Prior to renting:</p> <ul style="list-style-type: none"> <li>• A police clearance (less than six (6) months old) is to be provided;</li> <li>• A proven rental history is to be provided;</li> <li>• Bond of four (4) weeks rental is to be paid prior to moving in;</li> <li>• Two (2) weeks rental in advance is to be paid prior to moving in.</li> </ul> <p>While renting:</p> <ul style="list-style-type: none"> <li>• Rent is payable two (2) weeks in advance (or the Shire reserves the right to terminate the rental agreement);</li> <li>• The gardens are to be maintained to at least the standard that they were at the commencement of the lease.</li> </ul> <p>Some of the conditions may be waived by the Chief Executive Officer in specific circumstances (e.g. aged accommodation, joint venture accommodation)</p>
Objective	<p>To determine the requirements for non-employee housing rentals.</p> <p>To ensure that the community's financial interest in the Shire are protected.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221) Amended</p> <p>Reviewed March 2025 (M10378)</p>



## 7.11 Risk Management

Policy	<p>To achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk Management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.</p> <p>Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.</p> <p>The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.</p> <p>Every employee, Councillor, volunteer and contractor within the Shire is recognised as having a role in risk management, from the identification of risks, to implanting risk treatments and shall be invited and encouraged to participate in the process.</p> <p>Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.</p>
Objectives	<p>To ensure that the legislative requirements for risk management are carried out in accordance with the Act and Regulations.</p>

Person Responsible	Chief Executive Officer
History	<p>Reviewed April 2017 (M8814)</p> <p>Reviewed March 2018 (M9129)</p> <p>Reviewed March 2019 (M9342)</p> <p>Reviewed May 2020 (M9556)</p> <p>Reviewed March 2021 (M9688)</p> <p>Reviewed March 2022 (M9885)</p> <p>Reviewed March 2023 (M10059)</p> <p>Reviewed March 2024 (M10221)</p> <p>Reviewed March 2025 (M10378)</p>



## 7.12 Computer and Mobile Devices

Policy	All Shire employees, Elected Members, contract personnel and volunteers whose access to computer resources are provided by, facilitated by or funded by the Shire or is made available through equipment owned or leased by the Shire must abide by the guidelines listed below.
Objective	<p>To provide guidelines for the acceptable usage of all Shire of Dalwallinu's Information Technology Systems including mobile devices;</p> <p>To ensure the security and integrity of the Shire's electronic data and technology infrastructure.</p>
Guidelines	<p><b>Purpose</b></p> <p>The purpose is to protect the security and integrity of the Shire of Dalwallinu's electronic data and technology infrastructure. It outlines the requirements that all mobile devices must adhere to before being allowed access to the Shire's electronic resources.</p> <p>In addition, the purpose is to ensure that:</p> <ul style="list-style-type: none"> <li>• Users understand that mobile devices are easily lost or stolen and this presents a risk to the Shire of Dalwallinu;</li> <li>• Mobile devices that are provided by the Shire of Dalwallinu are secured appropriately;</li> <li>• Access allowed by personal mobile devices is restricted and documented;</li> <li>• Users are aware of the consequences if their mobile device is lost or stolen;</li> <li>• Users are aware of the implications and consent to the possibility of the mobile device being wiped.</li> </ul> <p><b>Devices and Support</b></p> <p>Mobile devices include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Smart phones such as iPhones, Androids or Windows Mobile phones;</li> <li>• Tablets such as iPads, Android or Windows devices;</li> <li>• Laptop or notebook computers</li> </ul> <p>Technical support will only be provided for Shire owned devices.</p> <p>Employees with personal devices should contact the device manufacturer or their carrier for operating system or hardware related or mobile data network issues.</p> <p><b>Purchasing</b></p> <p>All purchases of devices, accessories or software applications (apps) whether capital, operational or grant funded, must be by the Shire's Administration Department to ensure compatibility with the Shire's IT systems and suitability for its intended purpose.</p>



Shire provided mobile devices are only to be used for fulfilling business responsibilities. Users are prohibited from incurring any fees or charges as a result of personal use of Shire provided mobile devices and subsequently billing those fees and charges to the Shire.

#### **Option to keep Devices by Retiring Councillors**

Retiring Councillors who are supplied with a device such as an iPad for example may keep the device subject to the following conditions:

- The device has been completely cleansed of any confidential or sensitive data relating to the Shire of Dalwallinu;
- Passwords issued to the user are deleted;
- Any access to Shire emails or password protected areas is removed;
- Should a Councillor retire before completing their term the iPad would be returned to the Shire or made available at a cost determined by using current depreciation calculations.

#### **Device Access**

All Shire owned devices must be registered with the Shire's contract IT supplier and configured by them with device updates and standard apps, such as office productivity software and security tools, before they can be permitted to access the network.

Users are prohibited from installing offensive apps or ringtones on Shire provided devices. Any software or apps installed on the device must not restrict the ability of the device to be used for normal work purposes and must not incur additional charges to the Shire by exceeding the device's data allowance.

Personal mobile devices will not be permitted to access the Shire's network or email using the devices native mail client unless the Chief Executive Officer has given written permission.

No employee may connect, dock or otherwise synchronise an unapproved mobile device, whether owned personally by the employee or provided by the Shire, with any Shire computer, laptop, server, system or network, without the prior consent of the Chief Executive Officer.

#### **Security**

Users provided with mobile devices by the Shire are wholly responsible for the security of those devices. Users are to keep the devices on their person at all times when travelling.

Additionally, the following applies to Personal and Shire owned devices:

- No sensitive or confidential information is to be unnecessarily stored on mobile devices
- All users must be aware that the user's device may be remotely wiped by the IT Contractor if:
  - The device is misplaced, lost or stolen;



- The employee or Councillor terminates his or his employment, or
- The IT Contractor detects a data or policy breach, a virus or similar threat to the security of the company’s data and technology infrastructure.
- In the event that a mobile device is lost, stolen or misplaced, the Administration Department must be notified immediately so that appropriate steps can be taken;
- While the IT Contractor will take every precaution to prevent the users personal data from being lost, in the event it must remote wipe a device, it is the users responsibility to take additional precautions, such as baking up their email, contacts, photo’s etc;
- A remote wipe can delete all data (including personal data, applications, pictures, files etc) and restore the mobile device to factory default settings.

Person Responsible	Chief Executive Officer
History	New Policy April 2017 (M8814) Reviewed March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 7.13 Social Media

Policy	<p>This policy is intended for use by Councillors, staff members and other representatives of the Shire of Dalwallinu to apply to any online medium where information may reflect back on the image of the Shire of Dalwallinu. Therefore this Social Media policy applies to all forms of social media including, but not limited to, blogs, Facebook, Wikipedia or other wikis, Twitter and LinkedIn. These guidelines also apply to any comments representatives of the Shire of Dalwallinu may leave on other’s blogs or Facebook/Twitter pages, edits to wikis, postings on message boards/forums and opinion on online polls.</p> <p>Most conversations on social media platforms are held in an informal manner, so the normal professional writing style is not required for social media communications, however, professional discourse is expected.</p> <p>All social media accounts, blogs and web pages carrying the Shire of Dalwallinu brand identity are to be endorsed by the Shire of Dalwallinu. If the Shire of Dalwallinu is referenced in any media by its representatives, the social media guidelines of this policy apply.</p>
Objective	<p>To give guidelines for engaging in online conversations as representatives of the Shire of Dalwallinu.</p> <p>As a Local Government Authority, the Shire of Dalwallinu and its representatives must follow certain rules when participating in social media.</p>
Guidelines	<ol style="list-style-type: none"> <li>1. <b>The internet is not anonymous, nor does it forget</b> Everything written on the Web can be traced back to its author one way or another and very easily.</li> <li>2. <b>There is no clear line between your work life and your personal life. Always be honest and respectful in both capacities</b> With the ease of tracing authors back from their posts and the amount of information online, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to the Shire of Dalwallinu. Always write as if everyone knows you. Never write anything you wouldn’t/couldn’t say out loud to all parties involved.</li> <li>3. <b>Avoid hazardous materials</b> Do not post or link to any materials that are defamatory, harassing or indecent.</li> <li>4. <b>Don’t promote other brands with our brand</b> Do not promote personal projects or endorse other brands, causes or opinion when posting.</li> </ol>



5. **Maintain confidentially**  
Do not post any confidential information in regards to the Shire of Dalwallinu including personal information of employees, Councillors and other individuals associated with the Shire of Dalwallinu.
6. **Always acknowledge**  
When reposting/referencing a post or some else’s comments provide a link to the original item or acknowledge the author.
7. **Identify yourself**  
When relevant, identify your affiliation with the Shire of Dalwallinu to add credibility to your profile and to increase the visibility of the Shire of Dalwallinu.
8. **Do not qualify your work**  
Do not post statements regarding the quality or quantity of your work/load.
9. **Do not return fire**  
If a negative post or comment is found online about the Shire of Dalwallinu or one of its representatives, do not counter with another negative post. Publicly offer to remedy the situation through positive action.
10. **Do not action requests made through social media**  
Actioning requests must be done only through our regular procedures to avoid conflicts and other ethical problems.

It should be noted that comments considered to be offensive or defamatory will be removed by the Administrator and repeat offenders will be blocked.

Person Responsible	Chief Executive Officer
History	New Policy March 2018 (M9129) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Reviewed March 2021 (M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 7.14 24/7 Gymnasium

Policy	<p>The gymnasium is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, rehabilitation from injury, or as part of a training programme for an individual sport. The gymnasium is available for use 24 hours a day and seven days a week.</p> <p><b>Terms of Use</b></p> <ul style="list-style-type: none"> <li>• No persons under the age of twelve (12) shall be permitted into the Shire of Dalwallinu gymnasium;</li> <li>• Persons between the age of twelve (12) and eighteen (18) must be accompanied by a member of the gymnasium at all times;</li> <li>• All members are to complete a membership form to obtain an access swipe fob;</li> <li>• The gymnasium is for <b>members only</b>. Sharing of fobs and allowing non-members access into the facility will not be tolerated and may result in cancellation of the membership;</li> <li>• Members will be required to complete a Pre Exercise Screening Tool and are urged to seek advice from their Doctor prior to commencing any form of physical activity;</li> <li>• CCTV will be monitoring the facility at all times;</li> <li>• The following memberships are available and have a 48 hour cooling off period:             <ul style="list-style-type: none"> <li>○ Twelve (12) months (with a 10% discount applicable)</li> <li>○ Six (6) months</li> <li>○ Three (3) months</li> <li>○ Casual (non-residents of the Shire of Dalwallinu)</li> <li>○ Corporate Memberships</li> </ul> </li> <li>• Memberships may be eligible for suspension (eg. Annual leave) at the discretion of the Chief Executive Officer.</li> <li>• After the 48 hour cooling off period, members may only terminate their membership if they leave the Shire of Dalwallinu or have a medical issue (medical certificate required).</li> </ul> <p><b>Fees</b></p> <ul style="list-style-type: none"> <li>• Fees will be set as annual (to include a 10% discount), monthly or fortnightly;</li> <li>• Monthly and fortnightly fees are to be via direct debit facility only;</li> <li>• A casual weekly fee will be available. The casual option is only available for non-shire residents;</li> <li>• An access fob is applicable;</li> <li>• A replacement access fob fee is applicable.</li> </ul>
Objective	<p>This policy is designed to promote, protect and regulate the use of the Shire of Dalwallinu gymnasium.</p>



Person Responsible	Chief Executive Officer
History	New Policy December 2018 (M9297) Reviewed March 2019 (M9342) Reviewed May 2020 (M9556) Amended Reviewed March 2021 (M9688) Amended Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Amended Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 7.15 Closed Circuit Television (CCTV)

### Policy

#### Introduction

New CCTV systems are to be introduced in consultation with staff, community groups and Council as appropriate, with consideration towards relevant statistical information wherever available.

Where systems are already in operation, these are to be reviewed regularly in consultation with staff, community groups and Council, with consideration to relevant statistical information wherever available.

#### Principle Areas

Wherever relevant, applicable legislation shall be followed. Broadly, this policy aims to clarify the Shire's intent when providing CCTV across the following principle areas:

##### 1. Purpose, Privacy and the Public Interest

All CCTV's are to be fairly, within applicable law, and for the purposes unto which they were established or subsequently agreed to. Operation should occur with due regard towards the privacy and civil liberties of individual members of the public, and particularly with a view to minimising false association. The public interest in the operation of CCTV's is to be recognised by ensuring the security, review and integrity of operational procedures is maintained.

- i. The purpose of CCTV installation and operation occurs in accordance with this policy;
- ii. The provision of CCTV is intended to assist in the prevention of crimes against a person or property, as well as offences and non-compliance where appropriate under the Local Government Act 1995;
- iii. CCTV's may utilise intelligent surveillance and/or behaviour analysis software. This is to assist Council in the detection of suspicious behaviour, intrusion, crowd and traffic managements, vehicle and facial recognition processes (identification);
- iv. Cameras regulated under this policy may be used by WA Police during emergency situations such as a siege, riot, bomb blast, threat or other controlled operation;
- v. Cameras may be used to monitor individuals, groups or locations where a Shire operator has reason to believe that an offence has been committed, is being committed or is about to be committed in the monitored area;
- vi. Shire operators are to use all reasonable efforts to prevent the occurrence of false association arising from the operation or utilisation of CCTV systems;
- vii. CCTV cameras are not placed with the expectation that all conceivable areas are covered. Rather, cameras are installed at priority locations that take into account a range of criteria. This includes, but is not limited to history of crime, public requests, illumination of area to ensure



quality of images, and ability to integrate with existing or planned infrastructure whilst maintaining cost/benefit ratios.

- viii. CCTV cameras installed in locations that are later deemed to be a non-priority area, or are not assisting the Shire to achieve policy objectives, may be removed or relocated.

## **2. Ownership of CCTV's, Responsibilities and Accountability**

The Shire is responsible for complying with the objectives of CCTV provision articulated within this policy, and the protection of public interests that may otherwise be impacted by that provision.

- i. Information is to be publicly available on the Shire's website, where relevant to the effective operation and management of the CCTV program and systems;
- ii. The Shire will either operate the system, or give authority to an appointed contractor to operate the system;
- iii. The Shire has the right of inspection of all CCTV facilities, procedural documentation, files, registers, records and live and recorded material associated with the CCTV program;
- iv. Request from third parties to install CCTV on Shire land or in/on Shire owned facilities can be considered. In all instances, the request must comply with relevant legislative requirements, as well as demonstrate a need and purpose consistent with the Policy objectives. Any request must not exceed a three (3) month period and come at no cost to the Shire.
- v. Where hirers of Shire facilities are subject to being recorded, this should be articulated within the conditions of hire.

## **3. Shire of Dalwallinu CCTV and Police involvement**

As a partner to the Shire's CCTV Program, WA Police are to act in accordance with this policy and related documents. This includes, but is not limited to any Memorandum of Understanding, Agreements, or legislative conditions between the Shire and WA Police.

Contact related to the CCTV Program between Shire staff, any delegated contractors and the Police, is to be conducted in accordance with relevant legislation. The Shire may request information for the Police to:

- i. Identify crime 'hot spots' where cameras may be required;
- ii. Contribute to the Business Operating Procedures and/or Manuals that support this policy;
- iii. Assist in determining the level of responses to incidents identified on monitoring screens, according to available resources and existing priorities;
- iv. Provide ongoing information and advice to the Shire on the nature and level of crime in the monitored areas; and
- v. To evaluate the effectiveness of any CCTV provision.

It is noted that Police do not have the ability to record footage shown on the Shire's CCTV system and separate applications will need to be made in line with relevant legislation.



**4. Public Information and Community Consultation**

**The public is to have access to clear and easily obtained information** relevant to the operation of the CCTV Program and systems, without jeopardising or impeding its objectives.

- i. Signs advising that CCTV cameras are operating are to be displayed as legislatively required. This may include, but is not limited to information such as:
  - General advice of CCTV presence
  - Footage is recorded 24 hours a day, 7 days per week; and
  - Identifying the Shire as the owner of the CCTV system.
- ii. The Shire is to retain records of all new, additional, altered or removed cameras.

**5. Evaluation of CCTV Provision**

Regular evaluation of the CCTV Program shall be undertaken to identify whether the purpose and relevance of CCTV provision is current.

The evaluation of the CCTV Program should include, but is not limited to a review of:

- Specific locations and associated purpose of CCTV provision;
- Authorised Shire Officer and/or relevant contractors at each CCTV location;
- New or amended legislation relevant to the provision of CCTV;
- Business improvement opportunities;
- Actions that could safeguard or enhance the CCTV Program;
- Feedback received and/or public perception surveys;
- Requests for recorded material;
- System and technology related challenges or opportunities.

**6. Management of CCTV Monitors, Control Rooms and Associated Infrastructure.**

Staff and contractors, who have responsibilities related to viewing and/or controlling CCTV monitors or equipment are to meet and apply the highest standards of probity.

Access to any control room or equipment is to be restricted to relevant or authorised operating staff. Unauthorised access is not acceptable, and opportunities for inadvertent viewing of any screens or CCTV images by other persons are to be minimised.

- i. Access to control rooms and recordings captured by CCTV are not available to members of the public;
- ii. The circumstances in which visitors are able to access control rooms and equipment is to be limited to extenuating circumstances only such as approved maintenance);
- iii. Shire and/or its security provider/contractors are to main the system;
- iv. Suitable qualifications and licensing requirements for staff to meet all relevant legislation and regulatory requirements;



- v. Clear parameters and documentation for staff that outlines the disciplinary proceedings (including dismissal) for any breach related to the provision and management of CCTV;
- vi. Confidentiality clauses enforceable during and after termination of employment;
- vii. Appropriate systems so as to keep a record for all requests for footage, as well as the response provided.
- viii. CCTV cameras should be installed and housed in manners that minimise ongoing maintenance costs, such as within weather protective casings or domes. However, they are to be clearly apparent to the public and not unduly concealed.
- ix. Cameras are not to be used to look into adjacent or nearby premises, building, commercial premises or private residences unless under special request by WA Police for the purpose of:
  - Following participants of a crime
  - Following participants suspected of being involved in a crime
  - Specific WA Police intelligence gathering or covert operation;
  - Monitoring persons or motor vehicles suspected of being involved in a crime; and/or
  - Monitoring property suspected of being used to accommodate criminal activity.

**7. Retention of and Access to Recorded Material**

All requests for access to recorded material, other than by authorised representatives of the Shire, must be made by means of a CCTV Access Application pursuant to the *(WA) Surveillance Device Act 1998*. CCTV Access applications are to be determined by the Shire's authorised officers in accordance with the provision of that Act.

The retention of and access to recorded materials is only for the purposes articulated within this Policy and not to be kept longer than is necessary. Recorded material no longer requires is to be disposed of using approved disposal methods.

- i. Recorded material is not to be sold or used for commercial purposes;
- ii. The showing of recorded material is only permitted in accordance with the needs of WA Police and/or the Shire security provider/contractors in connection with the investigation of a crime or other circumstances provided by law. This includes the release of recorded material to the media, where public information is being requested to identify a person/s wanted.
- iii. Any material released to the media under the above provision is to be accompanied by a signed release that clearly states what the material will be used for and sets out the limits on its use;



- iv. Appropriate security measures are to be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material;
- v. Footage is generally retained for no less than thirty (30) days, unless identified as containing an incident and required to be retained as relevant to the investigation of a crime;
- vi. Footage and images may be recorded and retained for a period less than outlined in (v.) above during times of upgrade, repair, changeover of IT or related CCTV infrastructure;
- vii. If in rare circumstances that there is a failure within the CCTV system and recorded images within the stipulated thirty (30) day period are deleted, all reasonable efforts to repair or replace equipment will be made;
- viii. The Shire retains ownership of and had copyright of all recordings, photographs and documentation pertaining to the provision and management of its CCTV program.

#### Objective

To establish clear parameters for the use of Closed Circuit Television (CCTV) systems across the Shire of Dalwallinu to assist in:

1. Creating a safer environment for residents and visitors to the Shire of Dalwallinu;
2. Protect Shire assets and other assets under the control and care of the Shire

Whilst CCTV cameras bring benefits to the community, such as a reduction in crime, which can lead to enhanced community safety and property in particular areas, it is recognised that crime will ever totally be prevented.

This policy applies to fixed CCTV cameras that are installed in and on Shire owned infrastructure.

It is acknowledged that CCTV cameras installed in public place locations as part of Shire infrastructure, will capture images of the general public and staff performing work tasks. The provision of CCTV within the Shire of Dalwallinu is not designed to intentionally provide workplace surveillance unless specifically stated.

CCTV cameras are also installed from time to time by tenants or licensees of Shire land and buildings in accordance with the terms of leases and/or licenses, as a separate safety measure by the tenant or licensee. Unless identified as a key site, where the vision is clearly recorded and held by the Shire, such cameras lie outside the scope of this policy. Accordingly all references to CCTV cameras within this policy refer only to cameras operated and monitors by, or on behalf of the Shire of Dalwallinu.

Mobile or temporary cameras that are used in the same manner as fixed CCTV cameras to achieve said objective of CCTV provision, are incorporated into the scope of the policy. This policy does not relate to mobile or temporary cameras (including dash cams or body worn cameras) that are primarily used for activities associated with enforcement by



authorised Shire officers in their designated tasks; or for personal safety measures relevant to those tasks.

**Guidelines**

*Western Australia Legislation for Video Surveillance Devices*

**Definitions**

**Closed Circuit Television (CCTV):** an audio visual system in which signals are not publicly distributed but are recorded & monitored, primarily for surveillance and security purposes. CCTV relies on strategic placement of cameras and observation of the camera’s input on monitors at some location.

**CCTV Program:** collective provision and administration of the Shire of Dalwallinu’s CCTV system/s.

Person Responsible	Chief Executive Officer
History	New Policy March 2021(M9688) Reviewed March 2022 (M9885) Reviewed March 2023 (M10059) Reviewed March 2024 (M10221) Reviewed March 2025 (M10378)



## 7.16 Child Safe Awareness

Policy	<p>The Shire of Dalwallinu supports and values all children and young people. The Shire of Dalwallinu make a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Dalwallinu demonstrates its commitment to being child safe and a zero tolerance approach to child abuse.</p> <p>The policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Dalwallinu is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.</p> <p>This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Dalwallinu is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Dalwallinu will promote the safety and wellbeing of children across the community.</p> <p>Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Dalwallinu in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.</p>
Objective	<p>The safety and wellbeing of children is everyone’s responsibility. This Child Safe Awareness policy applies to all employees, volunteers, trainees, work experience students, interns and anyone else who undertakes work on behalf of the Shire of Dalwallinu, regardless of their work related to children or young people. It applies to occupants of the Shire of Dalwallinu’s facilities and venues, including visitors, contractors and suppliers.</p>
Definitions	<p><b>Abuse:</b> Abuse is an act, or a failure to act towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.</p> <p><b>Child/Children:</b> Means a person under eighteen (18) years of age, and in the absence of positive evidence as to age, means a person who appears to be under eighteen (18) years of age.</p>



**Child Safe Organisation:** is defined in the Royal Commission Final Report as one that:

- Creates an environment where children’s safety and wellbeing are at the centre of thought, values and actions;
- Places emphasis on genuine engagements with and valuing of children and young people;
- Creates conditions that reduce the likelihood of harm to children and young people;
- Creates conditions that increase the likelihood of identifying any harm; and
- Responds to any concerns, disclosures, allegations or suspicions of harm.

**Note:** In the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

**Child Safe:** For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

**Harm:** Harm, in relation to a child means any detrimental effect of a significant nature on the child’s wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Wellbeing:** Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

#### Policy Principles

- The rights of children and young people are upheld;
- Children and young people are respected, listened to and informed about their rights;
- Children and young people have the fundamental right to be safe and cared for;
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences;
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them;
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse;



- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm;
- Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.

**Policy Functions**

The Shire of Dalwallinu will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at the Shire of Dalwallinu venues, grounds and facilities or events)
- Connecting and supporting local community groups, organisations and stakeholders to child safe resources (including culturally safe and inclusive resources).

**Responsibilities**

The Shire of Dalwallinu has a leadership role in our community to support relevant organizations to be child safe and promote child safe practices.

Although the Shire of Dalwallinu is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilize the Shire of Dalwallinu facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of Dalwallinu Chief Executive Officer will determine which roles across the organization will directly support the implementation of the Child Safe Awareness policy.

Person Responsible	Chief Executive Officer
History	New Policy September 2024 (M10297) Reviewed March 2025 (M10378)



## 1.25 Privacy and Responsible Information Sharing

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Person Responsible: Chief Executive Officer  
History: New – replacement for existing 1.25 Information Handling and Breaches

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Policy The Shire of Dalwallinu respects every individual’s right to privacy, dignity and confidentiality.

### Information and Data Collection

The Shire collects information to deliver services and meet operational needs, including:

- Contact details (name, email, phone, addresses)
- Physical details (signature, image, voice)
- Identification details (birth certificates, passports, Medicaqre and concession information)
- Electronic details (bank information, TFNs, police clearance and workplace medicals)
- Vehicle and licensing data (as an agent of Department of Transport)

Information is gathered in different formats when engaging with the Shire for business purposes, including:

- Information provided in forms, applications, surveys and feedback channels
- Data on customer interactions with the Shires website and online services
- Audio and visual content including phone calls, voicemails, CCTV, recorded meetings and transcripts

Information is only collected when necessary, with legal justification. The Shire notifies individuals when providing information is voluntary, and withholding none-essential data does not affect service access.

### System-generated information

The Shire’s website uses cookies to collect anonymous traffic data to improve user experience. By using the website, individuals consent to receiving electronic messages at their provided contact address.

The Shire may review collected data and statistics to assess server activity, access to individual pages and applications, with the aim of improving the delivery of information to its visitors. No effort is made to identify users or trace their online behavior, except in the rare case of an investigation or to address issues related to a security breach or inappropriate activity.

The Shire’s website may also include links to external sites that may be owned and controlled by third parties. Links to these sites do not indicate affiliation or endorsement by the Shire. Accessing third-party

sites may be subject to terms and conditions that differ from those of the Shire, and using these links is at each individual user's own risk.

Information collected when interacting with the Shire-managed social media accounts, may be used to compile statistics that help focus communications. Users should be aware that these platforms handle personal information according to their own privacy policies and are encouraged to familiarise themselves with these policies.

#### Use and Disclosure

The Shire uses personal information exclusively for the purpose it was collected, or for purposes that can be lawfully anticipated, including:

- Managing assessment records (rates) and other local government documentation
- Providing and sharing information about the Shire's current and future services and facilities
- Overseeing processes such as approval submissions, animal registration, financial administration, land use evaluations, and compliance with local laws and regulations.

The Shire may disclose customer and stakeholder information to third parties under specific circumstances including legal requirements, consent or public interest. Disclosure may occur for law enforcement, research, service improvement, or to fulfil the intended purpose of the information. Information may also be shared to prevent serious threats to individuals or public safety, address family violence, or comply with child protection obligations.

The Shire takes reasonable steps to ensure that any third party receiving personal information adheres to privacy and confidentiality requirements.

The Shire uses personal information in automated decision-making to improve services, operations, or provide targeted content within the community, ensuring these processes are transparent, fair and compliant with legal requirements.

#### Unique Identifiers

The Shire manages unique identifiers securely and only collects them when necessary to perform its functions or meet legal requirements with access limited to authorised personnel.

When the Shire generates unique identifiers, it uses them exclusively for internal purposes and ensures they are neither shared nor applied beyond the systems where they are created.

When identifiers are no longer required, the Shire de-identifies personal information by removing or replacing details with codes or general data. This ensures privacy while allowing the data to be used for analysis or other purposes.

### Data Storage and Protection

The Shire is committed to securely storing and protecting personal information, ensuring it is accessed only for approved purposes. The Shire actively works to safeguard against misuse, loss, unauthorised access and disclosure, with storage and protection methods complying with the *State Records Act 2000* and relevant standards.

When personal information is no longer needed, the Shire takes appropriate steps to securely destroy or de-identify it, unless required by law to retain it. Personal information is kept only as long as necessary to fulfil its purpose and legal requirements, after which it is securely destroyed or anonymised.

If personal information is transferred or stored outside Australia, the Shire ensures it is protected using secure methods such as encryption and compliance with relevant data protection laws. Any third parties involved are required to adhere to strict privacy standards to safeguard the information and prevent unauthorised access.

### Safeguarding Transactions

Security measures employed by the Shire include encryption, multi-factor authentication, and risk assessments, put in place to protect information.

The Shire website may contain links to third-party websites which are outside of the Shire's control and are therefore not covered by these conditions. The Shire accepts no responsibility for the security, content accuracy or privacy practices of external sites.

Whilst the Shire takes all reasonable steps to protect details held, as with all information transmitted over the internet, complete security is not guaranteed.

### Accessing Personal Information

To manage access to personal information, the Shire implements strict controls, ensuring only authorised personnel can view or handle the data. Access is granted based on roles and responsibilities, with regular reviews to ensure compliance with privacy policies. Security measures such as encryption and secure login protocols are also in place to protect personal information.

The Shire, in line with Australian privacy law, allows individuals to request amendments to their personal information if it is deemed inaccurate, outdated, incomplete, irrelevant or misleading. This includes updating superseded details or rectifying inaccuracies, deficiencies or false information. Individuals can also request annotations to clarify or challenge their records.

All requests are to be submitted in writing and may require formal identification before changes are made. Requests and applications can be directed to the Freedom of Information Officer:

- By email: [shire@dalwallinu.wa.gov.au](mailto:shire@dalwallinu.wa.gov.au)
- By Post: PO Box 141, Dalwallinu WA 6609
- In Person: 58 Johnston St, Dalwallinu WA 6609

### Complaints and Breaches

The Shire addresses complaints promptly, following established procedures to resolve them, and ensures privacy law compliance if personal information is involved.

The Chief Executive Officer oversees compliance with privacy obligations and ensures the Shire meets statutory requirements, reinforcing the commitment to privacy protection and transparent responses.

The Shire acts swiftly to minimise harm and protect affected individuals during a data breach, notifying them immediately and investigating the cause. The Shire strengthens data protection measures and ensures compliance with relevant laws to prevent future breaches.

A privacy interference may lead to a notifiable breach, including unauthorised access, disclosure or loss of information. Individuals can escalate concerns to the Information Commissioner of Western Australia, who assists in submitting privacy complaints.

## Objective

To provide clear guidelines for the responsible management of data, ensuring the Shire of Dalwallinu (Shire) handles personal information lawfully and ethically. It aligns with privacy laws and supports public administration while protecting individual privacy.

The policy also outlines how information is collected, stored and managed, as well as providing guidance for responding to and preventing breaches, supporting responsible information sharing to enhance services and community outcomes.

**Scope** This policy applies to all Council members, employees, external partners, contracted service providers and volunteers who have access to, and are responsible for the management of information on behalf of the Shire.

## Definitions

### **Policy**

This the Shire of Dalwallinu policy titled “Privacy and Responsible Information Sharing”

### **Personal & Sensitive Information**

“*Personal Information*” means information or an opinion (including information or an opinion forming part of a database) whether true or

not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

*“Sensitive Information”* means:

- (a) Information or an opinion about an individual’s:
  - (i) Racial or ethnic origin; or
  - (ii) Political opinions; or
  - (iii) Membership of a political association; or
  - (iv) Religious beliefs or affiliations; or
  - (v) Philosophical beliefs; or
  - (vi) Membership of a trade union; or
  - (vii) Sexual preference or practices; or
  - (viii) Criminal record; or
  - (ix) Health information about an individual.

### **Cookies**

A small data file stored on a device’s browser. Its purpose is to help a website keep track of the user’s visits and activity.

### **Unique Identifiers**

Numbers, codes or data used to identify and track an individual, entity or object within a system, such as:

- Personal Identifiers (Tax File Number, Driver’s License Number, Passport Number)
- Digital Identifiers (IP Address, MAC Address)
- Organisational Identifiers (Employee ID, Customer ID)
- Object and Asset Identifiers (Barcode, QR Code, VIN (Vehicle Identification Number))
- Health Identifiers (Medicare Number, Health Record Number)

### **Automated Decision Making**

The process where systems or algorithms make decisions based on data and predefined criteria, without human involvement, often used to improve efficiency and service delivery.

### **De-identification**

The process of removing personal details or replacing them with alpha-numerical codes, allowing data to be used for analysis while protecting privacy.

Reference

*Privacy and Responsible Information Sharing Act 2024*

## 1.26 Use of Artificial Intelligence (AI)

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Person Responsible: Chief Executive Officer  
History: New

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**Policy** This policy is applicable to the use of AI solutions including AI systems and generative AI technologies and affects Councillors, employees, contractors and volunteers associated with the Shire.

The Shire acknowledges that the use of AI tools and technologies can provide valuable insights and increase efficiency and productivity by:

- Streamlining administrative tasks;
- Providing concept ideas and information when in preliminary stages of projects or tasks;
- Assist in developing policies, procedures, corporate documents and forms;
- Develop timelines and schedules;
- Develop advertising and social media material and images
- Increase engagement with the community.

While a valuable tool, AI can be detrimental to an organisation as there is potential for incorrect information and decisions provided by these systems.

Inaccurate AI outputs can have implications, especially when the information is being used in public services and has the potential to impact the wider community.

AI technologies should only be used in conjunction with human intervention and judgement.

### 1. Privacy Protection and Security

All generative AI tools utilised within the Shire must be used safely and comply with this policy, any relevant Shire processes and legislation. This includes the forthcoming WA Privacy & Responsible Information Sharing (PRIS) legislation and the *Commonwealth Privacy Act 1988*, *Public Sector Management Act 1994* and *Freedom of Information Act 1992*.

Proper data governance and management must be ensured when AI systems are being used, including data anonymisation (ensuring an individual's personal information is not disclosed) and adherence to informed consent principles (ensuring an individual is aware of any disclosure of information).

### 2. Transparency, Explainability and Contestability

- The results of all documents or outcomes of the use of AI tools must be explainable and transparent in use.

- If an AI system has been used to generate information, users must disclose the use.

### **3. Accountability**

- The use of generative AI tools should be used in conjunction with the Code of Conduct for Employees, Policy 7.13 Social Media and Code of Conduct for Councillors;
- AI tools used on Shire owned devices, should be restricted to work related purposes and for limited personal use that does not interfere with work or compromise the organisation;
- Employees who are intentionally engaging in the misuse or unethical use of AI technology will be investigated and may be subject to disciplinary action. Any suspected misuses of AI technologies should be reported to an employee's Manager and the Chief Executive Officer;
- In the event of an alleged breach of this policy, or any investigation of misconduct or inappropriate use, the Shire reserves the right to verify compliance with this policy through various methods. This may include, but not be limited to:
  - Monitoring usage;
  - Reviewing logs;
  - Accessing cookie history;
  - Engaging internal and external audits;
- Results of any documents, images, advertisement, or images must be reviewed, amended and/or verified by a person before use or communication.

### **4. Incidents Reporting**

Any incident related to a data leak through AI tools, must be reported as a formal incident. The incident must be handled through the Shire's Data Breach process.

### **5. Confidentiality**

Sensitive or confidential information, strictly must not be disclosed to or entered into AI platforms. This includes:

- Information classified as confidential or sensitive by the organisation, such as legal documents or proceedings, personnel records etc;
- Personal Identifiable Information (PII) which may disclose personal information of Councillors, employees and members of the public. This includes (but is not limited to) a person's:
  - Name;
  - Address;
  - Phone Number;
  - Signature;
  - Date of Birth;
  - Tax File Number or payroll information.

6. **Publicly available (free) AI Applications**
  - Users must obtain prior approval from their Manager in writing (for Councillors, the Chief Executive Officer) to provide guidance on the use of alternative AI platforms before using any free AI application. The use case must be documented and contain details of the data type used, expected output from the AI application and process of reviewing results.
  - Users must not distribute or click on any links provided or generated by public AI platforms or bots.
  
7. **Accuracy & Compliances**

All employees using AI technology must ensure that any records produced or used in the course of their duties are properly managed in compliance with the *State Records Act 2000*.
  
8. **Review and updates**
  - This policy will be reviewed periodically to ensure that it remains current and relevant;
  - Any updates to this policy will be communicated as required.

Objective	<p>To ensure the responsible and ethical use of Artificial Intelligence (AI) in the workplace, that does not compromise the confidentiality of any sensitive corporate information of the Shire, a Councillor, an employee or a member of the public.</p> <p>To ensure the use of AI technology within the Shire is consistent with state laws and regulations.</p>
Reference	Western Australian Government – Artificial Intelligence Policy.

#### 9.4.4 Review of Shire of Dalwallinu Sport & Recreation Plan 2026-2036\*

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	RC/11 – Sports & Recreation
<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>	<ol style="list-style-type: none"><li>1. Draft Sport &amp; Recreation Plan 2026-2036</li><li>2. Submission from Dalwallinu CWA</li><li>3. Submission from DFHC</li><li>4. Submission from Kalannie Football Club</li><li>5. Submission from Kalannie Sport &amp; Recreation Club</li></ol>

#### **Purpose of Report**

Council is requested to review and endorse the Shire of Dalwallinu Sport & Recreation Plan 2026-2036.

#### **Background**

The first Shire of Dalwallinu Sport & Recreation Plan was endorsed by Council in December 2018.

The purpose of the plan is to provide Council with a plan for the future on expenditure relating to Sport and Recreation facilities to ensure that adequate provisions can be made in the annual budgets.

The plan also ensure that projects can be planned for rather than being a last-minute thought.

Reviewing the plan every two (2) years, will ensure that the plan remains current and up to date with the communities' desires.

Projects that are included in the plan are not confirmed until the relevant annual budget, as this will depend on other priorities and if funding is required to be secured.

#### **Consultation**

Sporting and Community Groups  
Councillors – Workshop (17 February 2026)

#### **Legislative Implications**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

The expenses relating to projects identified will be included in the relevant year's draft budget for deliberation by Council. If projects have grant funding/community contributions, they will only be undertaken if funding is successful and contributions agreed to by the groups.



## General Function Implications

Nil

## Strategic Implications

Nil

## Site Inspection

Site inspection undertaken: Not applicable

## Sustainability & Climate Change Implications

### Economic implications

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

### Social implications

There are no known social implications associated with this proposal.

### Environmental implications

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

## Officer Comment

All community & sporting groups in the Shire of Dalwallinu were contacted via email in April 2025, seeking input into the review of the Sport & Recreation Plan. The closing date for submissions was 2pm, Friday 19 September 2025.

Three submissions were received.

## Dalwallinu CWA

### ***NEW concrete skate park and pump track facility***

They believe the location of the current skate park is not suitable due to proximity to traffic. Alternative locations such as between the hockey oval and Myers Street, or to the west of Colin Anderson Drive or in the bushland alongside Richardson Park would be more suitable.

### ***Officer Comment:***

A Mountain Bike Pump Track is already included in the current Sport & Rec Plan for 2027-2028. A new concrete skate park would be a project that would need substantial funding and community consultation to determine whether there is a need for a new concrete skate park.

With regards to locations, the suggested locations, except the land alongside Richardson Park, are worth exploring. The land next to Richardson Park is Unallocated Crown Land and would take years to try and acquire it or be able to utilise it.

### ***Council Workshop Recommendation:***

The new combined skate park/pump track be included in 2030-2031, to enable community consultation and design and also time for Council to set funds aside in the Recreation Reserve to fund such a large scale project.



### ***Creative Arts Building Play Area***

Requested gates be fixed at each end of the walkway between the play area and the building.

#### *Officer Comment:*

This request does not need to form part of the Sport & Recreation Plan. Consultation will be required with the Dalwallinu Creative Arts as they have the lease for the building. Should they have no objection we can install the gates under our building maintenance program in the 2026-2027 budget.

### ***Playgrounds***

Requested a roof over the top of the Rec Centre playground or the Creative Arts playground.

#### *Officer Comment:*

The 2025-2026 budget provided an allocation for the replacement of the shade sails at the Creative Arts playground due to storm damage earlier in the year. As a result of the request from the CWA, rather than replace the shade sails a covered structure has been ordered and will be installed in the coming months.

No need for inclusion in the review of the Sport & Recreation Plan.

### ***Dalwallinu Aquatic Centre***

Requested the addition of a unisex 'family/parents changeroom' as there are many young families in Dalwallinu and a space for parents to change children is very much needed. Have also requested fans/air conditioning within the existing and proposed changerooms.

#### *Council Workshop Recommendation:*

Change rooms are deemed to be appropriate. There would be minimal room for an extension to the building.

Not included in the review of the Sport & Recreation Plan.

Installation of fans for changerooms will be included in the 2026-2027 budget as a maintenance item for Council to consider.

### ***Memorial Park***

Requested installation of a family/parent's toilets & changeroom as part of the existing toilet block. They have suggested a room with a comfortable chair, microwave, toilet and perhaps a tv or small play area for young children.

#### *Officer Comment:*

The DDC/Youth Lounge could be offered as an alternative venue rather than the ablution block, if this is something that is required, rather than an expensive addition to the ablution facility that would have minimal usage.

#### *Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

### ***Gymnasium***

Requested an alternative location as the gymnasium is very small.

Requested that Council consider payment options, both pricing and flexibility.



*Officer comment:*

There are no alternative solutions to relocate the gymnasium. While this has been raised a couple of times, as a member of the gymnasium it is never overflowing with members. The community is lucky to have access to such a well-presented gymnasium with great equipment.

With regards to the pricing, when Council agreed to the 24/7 gymnasium it was on the proviso that this facility did not come at a cost to the Shire of Dalwallinu ratepayers. We are pleased to say that since the gymnasium opened in 2019 it has covered its cost. Reducing the fee would then incur expense to the ratepayer.

We acknowledge that city gyms have access to PT's and fitness classes, but it is to be noted that they also have many more members than the Shire's gymnasium, which allows them to have a reduced fee.

It is also to be noted that the membership fees to the gymnasium have not increased since it opened in 2019.

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Access to health & fitness activities**

They wish to provide feedback on improving access to health & fitness activities in Dalwallinu.

They are thrilled that the Shire has made a space available for a new physiotherapist in town, providing physiotherapy and pilates classes to residents.

They feel that health & fitness activities have been somewhat generally inaccessible for many in our community, such as the flexibility and price of gym membership for residents and access to fitness classes & programs. They have also experienced those wishing to bring such activities to Dalwallinu have faced challenges, such as the flexibility and price of room hire for fitness classes – in some cases the cost of the room hire being more than they would make in income for holding the class, as well as the inability to hire a room on an hourly basis, instead having to hire for a half or full day.

They request that the Shire encourage further health & fitness professional to set up and run businesses, classes and program without the community.

*Officer Comment*

In the past few months Council has provided a concession to an individual to conduct fitness classes in both Kalannie and Dalwallinu. At the February Council meeting, Council also granted permission for a Personal trainer to utilise the gymnasium for fitness classes. Council has done and will continue to assess requests on a case-by-case basis. It is to be noted that these individuals are not providing the service for free and are a business and should not be completely subsidised by the Shire ratepayers.

No need for inclusion in the review of the Sport & Recreation Plan.



## **Dalwallinu Football Hockey & Netball Club**

### ***Pedestrian Traffic at Hockey Field***

They have requested that improvements be made to the pedestrian traffic flow around the hockey field. They propose the following:

1. Limit vehicular movement behind the hockey pavilion. Create a traffic slow point between the Hockey Pavilion and football oval;
2. Construct dedicated pedestrian pathways connecting the Hockey Pavilion to the Recreation Centre;
3. Increase Parking Options by opening up parking on the south side of the hockey field with an access route to the east side of the football oval.

### ***Officer Comment***

The Manager Works & Services has been in discussions with representatives of the DFHC to discuss their requests and have agreed on a solution. Include all three projects in the Sport & Rec Plan.

### ***Council Workshop Recommendation:***

Include all three projects in the Sport & Rec Plan for 2026-2027.

### ***Changeroom Improvements***

They have requested that improvements be made to the changerooms at the Recreation Centre. Current issues:

Visitor changerooms – are significantly too small to accommodate a football team. The visitor changeroom has been changed into a female changeroom for netball with the visitor football team using the pool changerooms.

Home Changerooms – are too small to accommodate a football team. The medical bench and supplies are currently in the store room to allow for enough room to fit a full team in the changeroom.

### ***Proposed Improvements***

1. Expand home changerooms – to remove the wall between the home and visitor changerooms to increase the size of the home changeroom
2. Female changeroom – to block off the shower area of the visitor changeroom and create a new access way from the female toilets in the foyer area
3. Pool changerooms – If any improvements are to be undertaken on the pool changerooms in the future to ensure there is allowance to accommodate the visitor football team.

See proposed plan in the attachment.

### ***Officer Comment***

It is to be noted that representatives from the DFHC were involved in the design and upgrade of the Dalwallinu Recreation Centre, however we do agree that the space is too small to accommodate a football team.

It is recommended that an estimate for the proposed changes be included in the Sport & Rec Plan for 2028-2029. This timeframe will allow the Shire to undertake further research on design, quotes and any possible grant funding to undertake the project.



*Council Workshop Recommendation:*  
Include in the Sport & Rec Plan for 2028-2029.

### **Hockey Field resurfacing**

Have requested that the hockey field be resurfaced. For a number of years, the hockey field was deemed to be below standard due to uneven and unsuitable playing surface which impacted player safety and game quality. They have acknowledged the work undertaken by the Shire to improve the quality of the hockey field. They believe if the current standard is maintained or improved on then the club feels that resurfacing the field is not currently a high priority.

#### *Officer Comment*

It is envisaged that the hockey field will continue to be maintained to the current standard.

No need for inclusion in the review of the Sport & Recreation Plan.

### **Netting behind Football Goals**

The club has identified netting behind the football goals as a future project. Netting would improve safety by reducing the number of footballs kicked in the vicinity of the hockey pavilion where people are generally located on game days and training nights. It would also improve the efficiency and professionalism at trainings and on game days.

#### *Officer Comment*

Agree with proposal. MWS has sought a quote for the installation of such netting of \$90,000.

*Council Workshop Recommendation:*  
Include in the Sport & Rec Plan for 2034-2035.

### **Football Oval Fencing Upgrade**

The fencing upgrade was in the Sport & Rec Plan for this financial year. Due to the proposed lighting upgrade, this was postponed until that project was completed. With the fencing already being replaced with seating on the western side of the oval, the club doesn't believe replacing the fencing on the eastern side of the oval is a high priority as long as it is maintained so there are no safety concerns.

#### *Officer Comment*

No need for inclusion in the review of the Sport & Recreation Plan.

## **Kalannie Football and Hockey Clubs**

The Kalannie Football Club submitted their ten (10) year Development Plan:

### **Year 1 – 2: Foundation and Essential Upgrades**

#### **Water supply & irrigation – irrigation systems and sustainable water options**

#### *Officer Comment*

Officers are continuing to investigate options for increased water availability for Kalannie Oval.

#### *Council Workshop Recommendation:*

No water supply & irrigation upgrades included in the review of the Sport & Recreation Plan.



**Lighting Towers – erect new lighting towers to facilitate evening training sessions, improving accessibility and safety**

*Council Workshop Recommendation:*

An allowance for upgrade of lighting to half of the oval has been included in the Sport & Recreation Plan for 2027-2028 and will be subject to a successful Club Night Lights Program funding application.

**Dugouts – construct modern, shaded dugouts on both sides of the main oval to provide adequate shelter and amenities for players and officials**

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Timekeepers box – construct new timekeeper box that can be attached on top of dugouts to provide adequate shelter for timekeepers**

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Live Streaming – provide a designated facility for live streaming to increase sponsorship exposure**

Not considered in the Plan as not a Shire responsibility.

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Re-seed Oval – undertake re-surfacing and re-seeding of the oval to improve playing surface quality and durability**

*Officer Comment*

Without additional water this would be a waste of resources.

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Player & Spectator Safety Measures – Up to date equipment, wi-fi cameras for safety**

*Council Workshop Recommendation:*

Security Screens for windows will be considered in future maintenance budgets.

Seek clarification on up-to-date equipment request?

Not included in the review of the Sport & Recreation Plan.

**Year 3 – 4: Infrastructure Expansion**

**Lean-to Structure – build a new lean-to on the west side of the building for equipment storage, shelter and operational needs**

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.



**Kennel Lean-to – extend the kennel lean-to for team supporters ensuring protection from the weather whilst attending games**

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Shade area over playgrounds – install a shaded canopy over the oval’s playground area to provide weather protection for families using the playground.**

*Council Workshop Recommendation:*

Included in the Sport & Recreation Plan for 2026-2027.

**Goals – install new, regulation sized goals posts to aligned with the playing lines to meet safety and standards requirements**

*Council Workshop Recommendation:*

Included in the Sport & Recreation Plan for 2027-2028.

**Women’s and Girls facilities – upgrade to change rooms, toilets and social areas for female players and supporters**

*Council Workshop Recommendation:*

Renovations to the women’s changerooms has been included in the Sport & Recreation Plan for 2028-2029.

**Year 5 – 6: Enhanced Facilities**

**Water Infrastructure – upgrade existing water systems to sustain increased usage and maintenance needs as the club rows. Increase hot water capacity to handle and sustain hot water showers after games during trainings and game days**

*Officer Comment*

Plumber has advised that an electric booster can be installed.

Installation of an electric HWS booster for changerooms will be included in the 2026-2027 budget as a maintenance item for Council to consider.

Not included in the review of the Sport & Recreation Plan as it is a maintenance item.

**Storage solutions – lock up sheds and equipment storage facilities**

*Council Workshop Recommendation:*

Upgrade to existing shed included in the Sport & Recreation Plan for 2026-2027.

**Lighting and Electrical – Upgrade existing lighting systems to sustain increased usage with energy efficient LED systems and maintenance needs as the club grows**

*Council Workshop Recommendation:*

Included in the Sport & Recreation Plan for 2032-2033.



**Waste Reduction & Recycling – a dedicated area for waste and recycling bins**

*Council Workshop Recommendation:*

Included in the Sport & Recreation Plan for 2026-2027.

**First Aid & Medical Facilities – Ensure accessible first aid stations and training for members**

*Council Workshop Recommendation:*

Not considered in the Plan as not a Shire responsibility.

**Year 7 – 8: Community and Sustainability Projects**

Additional Seating and Spectator Facilities – improve spectator facilities with additional seating, viewing areas and amenities

*Council Workshop Recommendation:*

Additional seating included in the Sport & Recreation Plan for 2027-2028.

**Clubrooms and Amenities – new or renovated clubrooms, kitchen facilities and social areas**

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Youth Development Programs – initiatives to support junior and amateur players**

*Council Workshop Recommendation:*

Not considered in the Plan as not a Shire responsibility.

**Training & Development – coaching clinics, player development camps and referee training**

*Council Workshop Recommendation:*

Not considered in the Plan as not a Shire responsibility.

**Year 9 – 10: Long Term Vision and Future Proofing**

**Future Expansion Planning – assess potential for parking improvements and further community facilities based on growth patterns**

*Council Workshop Recommendation:*

Noted.

**Accessibility – improved parking, pathways and accessibility for all community members**

*Council Workshop Recommendation:*

Not included in the review of the Sport & Recreation Plan.

**Facility Master Plan – develop a comprehensive master plan for future infrastructure upgrades and land use**

*Council Workshop Recommendation:*

To be undertaken in conjunction with Shire of Dalwallinu Officers.



## **Kalannie Hockey Club**

Installation of lighting on Kalannie hockey oval (2 poles)

### *Council Workshop Recommendation:*

Replace the light on the one pole in 2026-2027. Not included in the plan as will be considered as maintenance in the budget.

## **Kalannie Sport & Recreation Club**

### **Replace flooring in Sports Bar**

### *Council Workshop Recommendation:*

Replace the flooring in 2032-2033. Discussions to be held with KSRC representatives on appropriate flooring option.

### **Renovations to toilets & Showers at Club**

### *Council Workshop Recommendation:*

Included in Sport & Rec Plan for 2029-2030. Discussions to be held with KSRC representatives on renovations required.

### **Amendments from previous plan, plus new projects include:**

#### **2026-2027**

Creative Arts – replace BBQ moved from 2026-2027 to 2028-2029 as replacement not required next year.

Upgrades at Aquatic Centre – moved from 2026-2027 to 2025-2026 due to need for upgrade as soon as possible and successful finding application.

Wubin Playground – shaded seating & water fountain moved to 2028-2029.

#### **NEW**

*Dalwallinu Rec Centre – Traffic flow improvements near hockey pavilion*

*Kalannie Sports Ground – Playground Shelter*

*Kalannie Sports Ground – Refuse Compound*

*Kalannie Sports Ground – Upgrade existing shed for storage*

*Memorial Park Upgrade*

#### **2027-2028**

Creative Arts Building Playground – replace shade sail removed as is being undertaken in 2025-2026

Kalannie Townscape – Additional Play Equipment – Removed from Plan as there is considered to be enough Play Equipment in Kalannie.

Memorial Park – replace rope on structure – moved to 2032-2033 as structure will possibly be removed during the upgrade of Memorial Park.

Richardson Park – replacement BBQ – moved from 2025-2026 to 2027-2028 as not required yet



Mountain Bike Trail – removed and replaced with Combined Skate Park /Pump Track in 2030-2031  
Wubin Shade Sails – moved from 2025-2026

**NEW**

*Kalannie Sports Ground – Upgrade Lighting (subject to successful funding application)*  
*Kalannie Sports Ground – Replace Oval Goal Posts*  
*Kalannie Sports Ground – Additional Seating*

**2028-2029**

Memorial Park – replace BBQ’s – removed from plan as will be upgraded if upgrade to Memorial Park occurs

Wubin Playground – shaded seating & water fountain moved from 2026-2027.

**NEW**

*Dalwallinu Recreation Centre – renovations to existing changerooms*  
*Kalannie Sports ground - renovations to existing women’s changerooms*

**2029-2030**

**NEW**

*Kalannie Sports Club – Renovations to toilets/showers*

**2030-2031**

**NEW**

*Dalwallinu Skate Park & Pump Track*  
*Kalannie Town Hall – replace roof*

**2032-2033**

Memorial Park – replace rope on structure – moved from 2027-2028 as structure will possibly be removed during the upgrade of Memorial Park.

**NEW**

*Kalannie Sports Club – Replace flooring in Sports Bar*  
*Kalannie Sports Ground – Upgrade Internal Lighting*

**2034-2035**

**NEW**

*Dalwallinu Rec centre – Goal Post Netting*

**2035-2036**

**NEW**

Dalwallinu Bowls Club – Shelter over Bowling Green

**Officer Recommendation**

That Council endorse the Shire of Dalwallinu Sport and Recreation Plan 2026-2036 as attached to this report.



**Officer Recommendation/Council Resolution**

**MOTION**

Moved           Cr  
Seconded       Cr

0/0





**Shire of Dalwallinu**

**Sport & Recreation Plan**

**2026 - 2036**

## Shire of Dalwallinu

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(PO Box 141)  
DALWALLINU WA 6609

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## Document Control

Version	Approved By – Name	Resolution	Date
1.0	Council, at their Ordinary Meeting	New Document - M9290	18.12.18
2.0	Council, at their Ordinary Meeting	Bi- Annual Review – M9489	17.12.19
3.0	Council, at their Ordinary Meeting	Bi- Annual Review – M9822	23.11.21
4.0	Council, at their Ordinary Meeting	Bi- Annual Review – M10167	28.11.23
5.0	Council, at their Ordinary Meeting	Bi- Annual Review - TBA	26.03.26

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## Executive Summary

The Shire of Dalwallinu recognises the importance of sport and recreation to the Shire's residents. The Shire and the community play an important role in the provision of sport and recreation opportunities which are part of our social fabric and provide enjoyment and generate community cohesion.

This plan has been developed to establish a ten (10) year plan to help the Shire and the community determine a strategic direction for the future planning, provision and management of sport and recreation.

Consultation has shown the key factors that will influence sport and recreation development over the next ten years revolve around the development and delivery of support services to clubs, associations and community groups.

### Key findings from consultation are as follows

- The current population of the Shire of Dalwallinu is estimated at 1,379 (Census 2021) with a median age of 39, and is expected to remain steady.
- There is a shift from participation in organised sport to a desire to participate in less structured active and passive recreation.
- The Shire is the major provider of sport and recreation facilities.
- The benefits of physical activity from a health and well-being perspective are recognised by all levels of government.
- There is a need to develop a shared community vision for sport and recreation.
- Changing work and leisure patterns affect participation rates in sport and recreation and the types of activities undertaken.
- The community is becoming more diverse with changing expectations.
- Community facilities are dispersed and cater for relatively small catchment populations.
- Community hubs or meeting places play an important role in community development.
- Joint use and multi-purpose community facilities provide innovative solutions to local provision challenges.
- The natural environment is an untapped recreation resource that requires sound management practices.
- There is the potential for stronger links between sport and recreation and other aspects of community such as youth, seniors, tourism, education and economic, social and environmental development.
- The Shire alone cannot provide all facilities, services and programs. There is a need to build partnerships and foster innovation and self-management to meet desired outcomes.

Sport and recreation opportunities contribute to the health and wellbeing of individuals and communities. Dalwallinu residents should be provided with opportunities to participate and have access to a wide range of sport and recreation activities.

The Sport and Recreation Plan provides a coordinated and strategic approach to sport and recreation facility development and planning, based on identified community need and ensures that a range of sport and recreation development, training and funding programs and services are provided to the community.

These programs and services will be aimed at supporting sport and recreation groups with a view to increasing the capacity of these groups to more effectively and efficiently manage their organisations. The plan enables the Shire to achieve the following objectives:

- Encourage effective and efficient administration of sport, recreation and community groups.
- Promote opportunities for groups to access funding through various sport and recreation funding programs.
- Facilitate other development opportunities for sport and recreation groups within the Shire.
- Improve the sustainability of sport and recreation organisations by providing greater support to volunteers.

## Overview of the Shire

The Shire of Dalwallinu is located approximately 254kms from Perth CBD and covers an area of some 7,224 square kilometres.

There are five gazetted townships in the Shire, Dalwallinu (where the Shire offices are located), Kalannie 54km to the East, Wubin 20km to the north of Dalwallinu, Buntine 16km north of Wubin and Pithara 13kms south of Dalwallinu.

The Shire of Dalwallinu borders the Shires of Yalgoo, Perenjori, Wongan - Ballidu, Koorda, Moora and Coorow.

There are approximately 1,040 current rateable lots within the Shire.

### Population

Census data of Population from the Australian Bureau of Statistics 2021 Census records show that the population for Dalwallinu in 2021 was 1,379. This was a 3.5% decrease on the 2016 Census figures. We challenge these statistics as Dalwallinu is a thriving community and the statistics are not reflective of what is happening in Dalwallinu. Many local governments have challenged the Census statistics for 2021.

	Population	Median Age
<b>Shire of Dalwallinu</b>	<b>1,379</b>	<b>38</b>
Buntine	51	40
Dalwallinu	826	36
Kalannie	147	44
Pithara	129	45
Wubin	90	41
Marne	10	23
Xantippe	14	40
Nugadong	11	55
Jibberding	24	51
Goodlands	29	50
Miamoon	17	32
Petrudor	20	22
East Damboring	11	56

	Population	% of Population
0-14	305	22.1%
15-29	196	14.2%
30-49	392	28.4%
50-69	352	25.5%
70+	134	9.7%

## Role of Council

The Council, through appropriate resources such as the Shire’s Chief Executive Officer, Development Services Department, Works & Services Department and Economic and Community Development Officer undertakes the following functions in relation to sport and recreation in the Shire of Dalwallinu:

- Identify, understand and respond to the sport and recreation needs of the Shire.
- Ensure that the Shire’s sport and recreation facilities are well maintained and managed to a high standard.
- Identify opportunities to promote participation in sport and recreation activities.
- Encourage participation by local residents in a diverse range of sport and recreational activities.
- Create opportunities for partnerships between the Shire, other levels of government, the sport and recreation sector and the wider community in the pursuit of high quality sport and recreation outcomes for the Shire of Dalwallinu.
- Advocate and source funds on behalf of the Shire of Dalwallinu for improved sport and recreation services, programs and facilities.
- Build the capacity of sport and recreation clubs in the Shire of Dalwallinu with respect to administration, management and fund raising functions.

## Role of the Plan

The role of the Shire of Dalwallinu Sport and Recreation Plan is to assist the Shire in continuing to provide quality sport and recreation services and facilities to the local community.

This plan will be used in conjunction with other Plans and planning documents including the Strategic Community Plan and the Shire of Dalwallinu Disability Access and Inclusion Plan 2024 to 2029.

The Sport and Recreation Plan provides estimated costs for future proposed expenditure subject to Council approval and successful grant funding and contributions by the groups.

## Purpose of the Plan

The Shire of Dalwallinu Sport and Recreation Plan provides information about the role of the Council in supporting and advocating for the needs of the local community, sporting groups and other community organisations with respect to sport and recreation.

This plan identifies the Shire's vision for the delivery of sport and recreation services that will guide the Shire.

The Shire has a leadership role in ensuring that local residents have access to high quality sport and recreation services and facilities and this plan will assist the Shire in providing access to a range of sport and recreation opportunities that contribute to the ongoing health and wellbeing of all residents of the Shire of Dalwallinu.

## Vision

*Our vision:*

*A welcoming place for all, where opportunity abounds with a thriving economy*

Our vision will be achieved by:

- **Consolidation of current facilities** - The construction of new sport and recreation facilities should be considered as only one of many strategies to achieve community goals. Making the best use of current facilities and facilitating new programs and services should be considered prior to the construction of new facilities.
- **Multi functional and flexible facilities** - Community facilities should be able to meet the changing needs of the community. The components and nature of activities undertaken within the facility should not be limited to sport and recreation. Consideration should be given to other programs and services such as health, youth, child care, library etc. Opportunities to create multi functional and flexible community hubs should be actively encouraged.
- **Working together through partnerships, team work and collaboration** - Community goals can best be achieved by working together and tapping into a broad range of expertise and resources. There are many untapped resources that can be found at a local level that can be harnessed to achieve quality outcomes. The involvement of external organisations, agencies and commercial providers can also prove to be mutually beneficial. Providing an environment that is conducive to identifying and supporting partnerships is critical.
- **Maintaining a holistic approach to planning** - Sport and recreation is not a distinct, stand-alone component of community development. There are many aspects that have strong links to other areas such as tourism, environmental management, education, health, arts, crafts and heritage. Planning should reflect the need to consider the 'whole picture' and avoid isolating one aspect and more importantly look for opportunities to build on great concepts.
- **Being realistic in our endeavours** - Dalwallinu is a small municipality comprising of five dispersed communities. It is unrealistic to expect that a comprehensive range of facilities and services can be provided in each of the communities. Understanding the limitations and setting achievable goals will ensure best use of finite resources.

## Club and Association Issues

Clubs create more than just opportunities for people to play sport or participate in a recreational pursuit. They provide a chance for people to get together and find support and friendship from likeminded people. This support is what makes Clubs such an important part of the Community and therefore it is important to make sure that the Shire does what we can to help these clubs develop and grow.

The Shire has a Economic & Community Development Officer to create an open line of communication with our Clubs/Community Groups and to assist them in building the capacity of the club by attracting volunteers / members, education, facilitation and communication.

Problems identified through the consultation process with clubs are:

- Many committees are run by long term members of the community and there are fewer young people becoming involved. Long term volunteers are burning out and the sustainability of many clubs is at risk.
- There are no plans in place to guide the future of sport and recreation organisations.
- Very few clubs are budgeting for a profit, they just meet the bottom line every year or dip into cash reserves to survive.
- Most clubs know that grants are available; however, few have members with skills to apply to maximise this income generation option.

### Actions Taken

The Shire has let the clubs know about the “Clubs on Line” website provided by the Department of Sport and Recreation and encouraged them to use the resources. This assists clubs with organisational development, governance and provides templates for clubs to use to improve volunteer membership, committee responsibilities and Healthy Club Checklist.

The Economic & Community Development Officer is available to assist clubs/groups with attracting grant funding and assisting with the grant application.

## Actions / projects identified during the consultation process

### Meetings

Shire staff sought feedback from all clubs via email in April 2025.

It is acknowledged that all community needs may not have been identified through the consultation process and the Shire should not rely exclusively on information and data generated for this Plan. The Shire will monitor community needs on a regular basis.

### Actions taken

Regular User meetings will be held by the Economic & Community Development Officer throughout the district (at least every six months) to identify any changes to the sporting and recreational club needs.

## Appendix 1 – Facilities Audit 2026

Details for this audit were provided by the groups and clubs utilising the facilities. Some of the needs identified were also provided during the Community Consultation for the Strategic Community Plan and the inspection carried out by Shire Officers.

SHIRE OF DALWALLINU SPORTS AND RECREATION 2026 FACILITIES AUDIT					
Facility	Shire Owned / Other	Identified needs in next ten years	Approx Cost \$	Funding Body	Status
<b>BUNTINE</b>					
<b>Buntine Town Hall</b> <ul style="list-style-type: none"> <li>- 2 storerooms</li> <li>- Large stage</li> <li>- Kitchen/server, Fridge Freezer</li> <li>- Male &amp; Female ablutions located at back of town hall on the outside of building</li> <li>- Double tennis courts, lighting and half basketball court located on site</li> </ul>	Shire Owned  Utilised previously by the Buntine Tennis Club.	No needs identified in strategic plan.  <b>Building is no longer utilised.</b>	\$0	Shire	Buntine town hall is no longer used. Due to this there are no plans to undertake any works.  Buntine Hall is currently for sale.
<b>Buntine Bowls Club</b> <ul style="list-style-type: none"> <li>- Large bar area &amp; cool room</li> <li>- Beer taps connected on bar top</li> <li>- Male and female ablutions and change rooms</li> <li>- Kitchen facility</li> <li>- 2 store rooms</li> <li>- Over grown bowling green</li> </ul>	Shire Owned  Previously utilised by Buntine Bowls Club	No future plans made for building.  <b>Building is no longer utilised.</b>	\$0	Shire	Bowls Club is no longer used. Due to this there are no plans to undertake any works.
<b>WUBIN</b>					
<b>Wubin Town Hall</b> <ul style="list-style-type: none"> <li>- Large stage</li> <li>- 2 x storage rooms at entrance of hall</li> <li>- Piano</li> <li>- Removable seating</li> <li>- Small kitchen/server room</li> <li>- Split system on wall</li> </ul>	Shire Owned  Previously utilised by the Malleefowl Group	Hall has major water damage to wooden floorboards and ceiling. No needs identified to rectify damage as hall is no longer in use.  <b>Building is no longer utilised.</b>	\$0	Shire	Town Hall is no longer used. Due to this there are no plans to undertake any works.  Wubin Town Hall is currently for sale.
<b>Wubin Supper Room</b> <ul style="list-style-type: none"> <li>- Large open room seating room</li> <li>- Seating equipment located on site</li> <li>- Fridge freezer</li> <li>- Oven/microwave cooker</li> <li>- Stove oven and cook top</li> <li>- 3 exits onsite double doors on 2 of the walls</li> <li>- Male and Female ablutions on external of building</li> </ul>	Shire Owned	No needs identified due to lack of usage for hall and no use foreseeable.	\$0	Shire	Supper Room is no longer used. Due to this there are no plans to undertake any works.  Wubin Supper Room is currently for sale.

SHIRE OF DALWALLINU SPORTS AND RECREATION 2026 FACILITIES AUDIT					
Facility	Shire Owned / Other	Identified needs in next ten years	Approx Cost \$	Funding Body	Status
<b>Wubin Sports Pavilion</b> <ul style="list-style-type: none"> <li>- Ducted Air-conditioner in building</li> <li>- Functional kitchen with oven and fridge freezers</li> <li>- Male, female and disabled ablutions. Change rooms</li> <li>- Bar area with drink fridges</li> <li>- Carpeted seating/dining room</li> <li>- Seats approx. 150 people</li> <li>- Small office space and storeroom</li> <li>- Outdoor double tennis courts</li> <li>- Court lighting around fence line</li> <li>- Equipment</li> <li>- Tennis equipment located in storeroom (owned by Tennis Club)</li> <li>- Tables and chairs (owned by Tennis Club)</li> </ul>	Shire Owned	Building is in good condition.  Tennis courts need re surfacing but the need is not demonstrated.  Floor coverings need to be replaced in the main hall area.	\$0	Shire	Building hired for private functions approx. twice per year.  <b>Shire managed as from Sep 2018.</b>
<b>Wubin Playground (Arthur Street)</b> <ul style="list-style-type: none"> <li>- Play Equipment</li> </ul>	Shire Owned	<ul style="list-style-type: none"> <li>• Shade sails over play equipment</li> <li>• Shaded seating &amp; water fountain</li> </ul>	\$40,000 \$18,000	Shire	Planned for 27-28  Planned for 28-29
<b>PITHARA</b>					
<b>Pithara Speedway Grounds (McIntosh Park)</b> <ul style="list-style-type: none"> <li>- Ticket booth at entrance gate</li> <li>- Canteen building</li> <li>- Hot plate</li> <li>- Drink fridges</li> <li>- Old wall unit A/C system</li> <li>- Alfresco area at front of canteen building</li> <li>- 2 Ablution buildings male/female 2 toilet cubicles and shower</li> <li>- Camping ground</li> <li>- Fenced pit area</li> <li>- Large concrete bottom shed</li> <li>- Concrete skid pad</li> <li>- Speedway sand track</li> <li>- Commentator box</li> <li>- Spectator area around track</li> </ul>	Shire Owned  Leased to Pithara Speedway Association until 2039	Nil			Speedway Association regularly hold speedway meets and burnout competitions all year round at venue.
<b>Pithara Town Hall</b> <ul style="list-style-type: none"> <li>- Large wooden meeting hall</li> <li>- No ablutions or AC</li> </ul>	Shire Owned	No needs identified in strategic plan.  <b>Building is no longer utilised.</b>	\$0	Shire	<b>Building CONDEMNED</b>

<p><b>Pithara Supper Room</b></p> <ul style="list-style-type: none"> <li>- Wooden floors to main hall</li> <li>- Kitchen area</li> <li>- No A/C</li> <li>- Male and female ablutions located outside of building</li> <li>- Tables and chairs</li> </ul>	<p>Shire Owned</p>	<p>No needs identified in strategic plan.</p> <p><b>Building is no longer utilised.</b></p>	<p>\$0</p>	<p>Shire</p>	<p>Building no longer hired out to public.</p>
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SHIRE OF DALWALLINU SPORTS AND RECREATION 2026 FACILITIES AUDIT					
Facility	Shire Owned / Other	Identified needs in next ten years	Approx Cost \$	Funding Body	Status
<b>KALANNIE</b>					
<b>Kalannie Sports Club</b> - Bar area - Kids room - Dining room - Kitchen/server area - Male & female ablutions/change rooms - Tables and chairs - Bar stools - Outdoor basketball courts x 2 - Outdoor bowling green 6 rink - Outdoor tennis courts x 2	Shire owned  Leased to the Kalannie Sporting & Recreation Club to July 2027	<ul style="list-style-type: none"> <li>Replace flooring in Sports bar</li> <li>Renovations to Toilets/Showers</li> </ul>	\$20,000  \$183,246	Shire/ KSRC  Shire/KSRC	Planned for 32-33 Planned for 29-30
<b>Kalannie Sports Pavilion/ Rec Grounds</b> - Fenced football oval - Cricket strip in centre of football oval - Cricket practise nets - 2 x dug outs for sports players on oval sideline - Shipping container turned into bar on oval side (dog kennel) - Large shade/shed shelter over the shipping container with cool room and bar space and seating - Netball court - Fenced play equipment - Gravel hockey field  - Ticket booth located at entrance of football field.	Shire owned  User group Kalannie, football netball & cricket clubs	<ul style="list-style-type: none"> <li>Upgrade lighting – half of football oval</li> <li>Replace oval Goal Posts</li> <li>Women’s Changeroom Renovations</li> <li>Upgrade of existing shed</li> <li>Refuse Compound</li> <li>Upgrade Internal Lighting</li> <li>Additional Spectator Seating</li> <li>Playground Shade Structure</li> </ul>	\$\$250,000  \$50,000  \$100,000  \$18,500 \$2,000  \$20,000 \$5,000  \$60,000	Shire/CSRFF/KS RC  Shire  Shire  Shire  Shire  Shire	Planned for 27-28 Planned for 27-28  Planned for 28-29  Planned for 26-27 Planned for 26-27  Planned for 32-33 Planned for 27-28  Planned for 26-27
<b>Kalannie Town Hall</b> - Main hall with piano and free standing bar area - Small raised stage - Kitchen and servery area - A/C - Male & female change rooms and ablutions facilities in foyer - Gym equipment - Front of Building - Office space - Meeting Room - Kitchen facility	Shire owned  Used by Kalannie CRC	<ul style="list-style-type: none"> <li>Painting/fitting upgrade</li> <li>Replace roof</li> </ul>	\$15,000 \$150,000	Shire Shire	Planned for 27-28 Planned for 30-31

<b>DALWALLINU</b>					
<b>Richardson Park</b> <ul style="list-style-type: none"> <li>- Adventure playground</li> <li>- Barbeque facilities</li> <li>- Swing set</li> <li>- Flying fox</li> <li>- Concrete slide</li> <li>- Dizzy swing</li> <li>- Rope climber</li> <li>- Sandpit</li> </ul>	Shire Owned	<ul style="list-style-type: none"> <li>• Replace shade sails</li> <li>• Replace BBQ</li> <li>• Equipment Upgrade</li> </ul>	\$15,000 \$10,000 \$10,000	Shire Shire Shire/Lions	Planned for 26-27 Planned for 27-28 Planned for 27-28

SHIRE OF DALWALLINU SPORTS AND RECREATION					
2026 FACILITIES AUDIT					
Facility	Shire Owned / Other	Identified needs in next ten years	Approx Cost \$	Funding Body	Status
<b>DALWALLINU</b>					
<b>Dalwallinu Town Hall</b> <ul style="list-style-type: none"> <li>- Large raised stage with curtains</li> <li>- Carpet entrance to hall</li> <li>- 2 x storage rooms at the front entrance of the hall</li> <li>- Wooden floor boards in hall</li> <li>- Ceiling fans and double doors on both sides of the hall building</li> <li>- Piano</li> <li>- Trestle tables and chairs</li> <li>- Lighting/Sound system</li> </ul>	Shire owned  Main Hall leased to Badia Bandi Barna for a Cultural Centre.  Front Portion leased to central Wheatbelt Physiotherapy	Nil.			
<b>Dalwallinu Skate Park</b> <ul style="list-style-type: none"> <li>- Water station</li> <li>- Skate ramps</li> <li>- Table and chair seating</li> <li>- Half basketball court</li> <li>- Shade structure</li> </ul>	Shire Owned	Combined Skate/park & Pump Truck	\$1,000,000	Shire	Planned for 30-31
<b>Creative Arts Building Play Area</b> <ul style="list-style-type: none"> <li>- Metal children's play equipment</li> <li>- Double swing set</li> <li>- Slide</li> <li>- Pirate Ship Playground Equipment</li> <li>- Metal Shade Structure</li> <li>- Wooden chain bridge</li> <li>- Security fence</li> <li>- Sand Soft fall surface</li> </ul>	Shire Owned	<ul style="list-style-type: none"> <li>• Replace BBQ</li> </ul>	\$15,000	Shire	Planned for 28-29
<b>Dalwallinu Recreation Grounds</b> <ul style="list-style-type: none"> <li>- Indoor multipurpose courts</li> <li>- Function room</li> <li>- Ablution facilities</li> <li>- Male &amp; Female change rooms</li> <li>- Commercial kitchen &amp; cool room</li> <li>- Meeting room and foyer</li> <li>- Gymnasium</li> <li>- Bar area</li> <li>- Football oval</li> <li>- Hockey oval</li> <li>- Cricket nets</li> <li>- Ducted A/C throughout building</li> <li>- Hockey Pavilion</li> <li>- Gardener's Shed</li> </ul>	Shire Owned	<ul style="list-style-type: none"> <li>• Football Goal post netting</li> <li>• Renovations to Change Rooms</li> <li>• Traffic flow improvements</li> </ul>	\$100,000   \$400,000   \$80,000	Shire/ Club   Shire   Shire	Planned for 34-35   Planned for 28-29   Planned for 26-27
<b>Dalwallinu Memorial Park</b> <ul style="list-style-type: none"> <li>- Barbeque facility</li> <li>- Rope play equipment</li> <li>- Water station</li> </ul> Seating and tables	Shire Owned	<ul style="list-style-type: none"> <li>• Replace rope on rope structure</li> <li>• Upgrade to Memorial Park</li> </ul>	\$12,500 \$1,000,000	Shire Shire/ Lotterywest	Planned for 32-33 Planned for 26-27

SHIRE OF DALWALLINU SPORTS AND RECREATION					
2026 FACILITIES AUDIT					
Facility	Shire Owned / Other	Identified needs in next ten years	Approx Cost \$	Funding Body	Status
<b>DALWALLINU</b>					
<b>Dalwallinu Aquatic Centre</b> - Toddler swimming pool - Main swimming pool - Female & male ablutions and change rooms - First aid room - Air conditioned kiosk - Barbeque - Kiosk/office area	Shire Owned	<ul style="list-style-type: none"> <li>Replace shade sails 1-4</li> <li>Replace shale sails 5-8</li> </ul>	\$40,000  \$40,000	Shire  Shire	Planned for 29-30  Planned for 30-31
<b>Multipurpose Courts</b> - Basketball court - Tennis court - Netball court - Fencing	Shire Owned	<ul style="list-style-type: none"> <li>Resurfacing of courts</li> </ul>	\$200,000	Shire	Planned for 30-31
<b>Dalwallinu Sports Club</b> - Sports bar - Female & male ablutions - Change rooms - Open plan room for seating - Commercial kitchen - Artificial bowls green (12 rinks)	Shire owned/ leased to the Dalwallinu Sports Club to 2041	<ul style="list-style-type: none"> <li>Upgrade kitchen &amp; ablutions</li> <li>Shelter over bowling green</li> </ul>	\$150,000  \$1,000,000	Shire/Sports Club  Shire/Sports Club	Planned for 27-28  Planned for 35-36
<b>Community Hub</b> - Ablution Facility - BBQ	Shire Owned	<ul style="list-style-type: none"> <li>Replace BBQ</li> </ul>	\$10,000	Shire	Planned for 26-27
<b>Squash Courts</b> - 2 x squash courts - A/C facility - Token machine - Foyer spectator area	Shire Owned	Nil			

## Appendix 2 – implementation plan & budget breakdown

Implementation Plan											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
	2026/27	2027/28	2028/29	2029/2030	2030/2031	2031/2032	2032/33	2033/34	2034/35	2035/36	Cost
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	
<b>Buntine</b>											
<b>Tennis Courts</b>											
<b>Town Hall</b>											
<b>Bowls Club</b>											
<b>Dalwallinu</b>											
<b>Aquatic Centre</b>											
<i>Replace shade sails</i>				40,000	40,000						80,000
<b>Creative Arts Building</b>											
<i>Replace barbeque</i>			10,000								10,000
<b>Memorial Park</b>											
<i>Upgrade to Park (TBC)</i>	1,600,000										1,600,000
<i>Replace rope on rope play structure</i>							12,500				12,500
<b>Multi Purpose Courts</b>											
<i>Resurfacing of multipurpose courts</i>					200,000						200,000
<b>Recreation Centre</b>											
<i>Football Goal post netting</i>									100,000		100,000
<i>Replace BBQ - Community Hub Area</i>	10,000										10,000
<i>Renovations to Change Rooms</i>			400,000								400,000
<i>Traffic flow improvements (hockey)</i>	80,000										80,000

## Appendix 2 – implementation plan & budget breakdown

Implementation Plan											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
	2026/27	2027/28	2028/29	2029/2030	2030/2031	2031/2032	2032/33	2033/34	2034/35	2035/36	Cost
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	
<b>Richardson Park</b>											
<i>Replace shade sails</i>	15,000										<b>15,000</b>
<i>Replacement BBQ</i>		10,000									<b>10,000</b>
<i>Equipment Upgrade</i>		10,000									<b>10,000</b>
<b>Skate Park</b>											
<i>Combined Skate Park/Pump Track</i>					1,000,000						<b>1,000,000</b>
<b>Sports Club</b>											
<i>Upgrade kitchen and ablutions</i>		150,000									<b>150,000</b>
<i>Shelter over Bowling Green</i>									1,000,000		<b>1,000,000</b>
<b>Town Hall</b>											
<b>Kalannie</b>											
<b>Sports Club</b>											
<i>Replace flooring in Sports Bar</i>							20,000				<b>20,000</b>
<i>Renovations to Toilets/Showers</i>				200,000							<b>200,000</b>
<b>Tennis Courts</b>											
<b>Basketball Courts</b>											
<b>Golf Club</b>											

## Appendix 2 – implementation plan & budget breakdown

Implementation Plan											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
	2026/27	2027/28	2028/29	2029/2030	2030/2031	2031/2032	2032/33	2033/34	2034/35	2035/36	Cost
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	
<b>Sports Ground (Ovals &amp; Pavilion)</b>											
<i>Upgrade Lighting - Half Football Oval</i>		250,000									<b>250,000</b>
<i>Replace Oval Goal Posts</i>		50,000									<b>50,000</b>
<i>Women's Changeroom Renovations</i>			100,000								<b>100,000</b>
<i>Upgrade existing shed for storage</i>	18,500										<b>18,500</b>
<i>Refuse Compound</i>	2,000										<b>2,000</b>
<i>Upgrade Internal Lighting</i>							20,000				<b>20,000</b>
<i>Additional Spectator Seating</i>		5,000									<b>5,000</b>
<i>Playground Shade Structure</i>	60,000										<b>60,000</b>
<b>Bowls Club</b>											
<i>Resurface bowls green</i>						180,000					<b>180,000</b>
<b>Town Hall</b>											
<i>Replace Roof</i>					150,000						<b>150,000</b>
<i>Painting/fitting upgrade</i>		15,000									<b>15,000</b>
<b>Townscape</b>											
<b>Pithara</b>											
<b>Pithara Speedway</b>											
<b>Pithara Playground</b>											
<b>Pithara Town Hall</b>											

## Appendix 2 – implementation plan & budget breakdown

Implementation Plan											
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
	2026/27	2027/28	2028/29	2029/2030	2030/2031	2031/2032	2032/33	2033/34	2034/35	2035/36	Cost
	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	
<b>Wubin</b>											
<b>Sports Pavilion</b>											
<b>Supper Room</b>											
<b>Town Hall</b>											
<b>Playground - Arthur Street</b>											
<i>Shade Sails over Play Equipment</i>		40,000									<b>40,000</b>
<i>Shaded seating &amp; water fountain</i>			18,000								<b>18,000</b>
<b>Other</b>											
<b>TOTAL</b>	<b>1,785,500</b>	<b>530,000</b>	<b>528,000</b>	<b>240,000</b>	<b>1,390,000</b>	<b>180,000</b>	<b>52,500</b>	<b>-</b>	<b>100,000</b>	<b>1,000,000</b>	<b>5,806,000</b>
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	

## Appendix 2 – implementation plan & budget breakdown

<b>2026/27</b>	<b>Grant Lotterywest</b>	<b>Grant - other</b>	<b>Municipal funds</b>	<b>Community Group</b>	<b>Plan Total</b>	<b>Status</b>
Dalwallinu Rec Centre - Replace BBQ Community Hub area	0	0	10,000	0	10,000	
Dalwallinu Rec Centre - Traffic flow improvements	0	0	80,000	0	80,000	
Kalannie Sports Ground - Playground Shelter	0	0	60,000	0	60,000	
Kalannie Sports Ground - Refuse Compound	0	0	2,000	0	2,000	
Kalannie Sports Ground - Upgrade existing shed for storage	0	0	18,500	0	18,500	
Memorial Park - Upgrade	500,000	0	1,100,000	0	1,600,000	
Richardson Park - Replace shade sails	0	0	11,250	3,750	15,000	25% Lions Club
	<b>500,000</b>	<b>0</b>	<b>1,281,750</b>	<b>3,750</b>	<b>1,785,500</b>	
<b>2027/28</b>	<b>Grant Lotterywest</b>	<b>Grant - other</b>	<b>Municipal funds</b>	<b>Community Group</b>	<b>Plan Total</b>	<b>Status</b>
Dalwallinu Sports Club - Kitchen/Ablutions upgrade	0	0	150,000	0	150,000	
Kalannie Sports Ground - Upgrade Lighting Football Oval	0	125,000	125,000	0	250,000	Club Night Lights Funding?
Kalannie Sports Ground - Replace Oval Goal Posts	0	0	37,500	12,500	50,000	25% KFC
Kalannie Sports Ground - Spectator Seating	0	0	5,000	0	5,000	
Kalannie Town hall - Painting/fittings upgrade	0	0	15,000	0	15,000	
Richardson Park - Replace BBQ	0	0	10,000	0	10,000	
Richardson Park - Equipment upgrade	0	0	7,500	2,500	10,000	25% Lions Club
Wubin Playground - Shade Sails	0	0	40,000	0	40,000	
	<b>0</b>	<b>125,000</b>	<b>390,000</b>	<b>15,000</b>	<b>530,000</b>	
<b>2028/29</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Creative Arts Area - Replace BBQ	0	0	10,000	0	10,000	
Dalwallinu Rec Centre - Changeroom Renovations	0	0	400,000	0	400,000	
Kalannie Sports Ground - Womens Changeroom Renovations	0	0	100,000	0	100,000	
Wubin Playground - Shaded seating & water fountain	0	0	18,000	0	18,000	
	<b>0</b>	<b>0</b>	<b>528,000</b>	<b>0</b>	<b>528,000</b>	

## Appendix 2 – implementation plan & budget breakdown

<b>2029/30</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Dalwallinu Aquatic Centre - Replace Sails 1-4	0	0	40,000	0	40,000	
Kalannie Sports Club - Renovations to Toilets>Showers	0	0	150,000	50,000	200,000	25% KSRC
	<b>0</b>	<b>0</b>	<b>190,000</b>	<b>50,000</b>	<b>240,000</b>	
<b>2030/31</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Dalwallinu Aquatic Centre - Replace Sails 5-8	0	0	40,000	0	40,000	
Dalwallinu Rec Centre - Resurfacing of multipurpose courts	0	0	200,000	0	200,000	
Dalwallinu Skate Park & Pump Track	200,000	0	800,000	0	1,000,000	Lotterywest?
Kalannie Town Hall - replace roof	0	0	150,000	0	150,000	
	<b>200,000</b>	<b>0</b>	<b>1,190,000</b>	<b>0</b>	<b>1,390,000</b>	
<b>2031/32</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Kalannie Bowling Greens - resurface	0	0	90,000	90,000	180,000	50% KSRC
	<b>0</b>	<b>0</b>	<b>90,000</b>	<b>90,000</b>	<b>180,000</b>	
<b>2032/33</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Kalannie Sports Club - Replace flooring in Sports Bar	0	0	15,000	5,000	20,000	25% KSRC
Kalannie Sports Ground - Upgrade Internal Lighting	0	0	20,000	0	20,000	
Memorial Park - Replace rope on structure	0	0	12,500	0	12,500	
	<b>0</b>	<b>0</b>	<b>47,500</b>	<b>5,000</b>	<b>52,500</b>	
<b>2033/34</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
	0	0	0	0	0	
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>2034/35</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Dalwallinu Rec Centre - Goal Post Netting	0	0	75,000	25,000	100,000	25% DFHC
	<b>0</b>	<b>0</b>	<b>75,000</b>	<b>25,000</b>	<b>100,000</b>	
<b>2035/36</b>	<b>Grant</b>	<b>Grant -</b>	<b>Municipal</b>	<b>Community</b>	<b>Plan Total</b>	<b>Status</b>
Dalwallinu Bowls Club - Shelter over Bowling Green	0	0	500,000	500,000	1,000,000	50% Sports Club
	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>500,000</b>	<b>1,000,000</b>	

## Appendix 2 – implementation plan & budget breakdown

Year	Grant Lotterywest	Grant - other	Municipal funds	Community Group	Total
2026/27	500,000	0	1,281,750	3,750	1,785,500
2027/28	0	125,000	390,000	15,000	530,000
2028/29	0	0	528,000	0	528,000
2029/30	0	0	190,000	50,000	240,000
2030/31	200,000	0	1,190,000	0	1,390,000
2031/32	0	0	90,000	90,000	180,000
2032/33	0	0	47,500	5,000	52,500
2033/34	0	0	0	0	0
2034/35	0	0	75,000	25,000	100,000
2035/36	0	0	500,000	500,000	1,000,000
<b>Total</b>	<b>700,000</b>	<b>125,000</b>	<b>4,292,250</b>	<b>688,750</b>	<b>5,806,000</b>

## **Appendix 3 – References**

Shire of Dalwallinu Council Plan 2025-2035

Australian Bureau of Statistics Census 2021

Attn: Jean Knight  
CEO  
Shire of Dalwallinu  
Johnston Street, Dalwallinu  
CC: Shire Councillors

From: Dalwallinu & Districts CWA branch

**Re: Dalwallinu Sport & Recreation Plan submission**

Thank you for the opportunity to review & provide feedback on the Shire of Dalwallinu's Sport & Recreation Plan.

**Facilities**

Please consider our comments & suggestions on the following facilities:

Dalwallinu Skate Park & Pump Track

---

We notice there are no planned upgrades for the current skate park. Instead of upgrades, we wish to propose a **NEW Skate Park & Pump Track facility**.

For children especially in the roughly 8-14 age bracket, particularly those attending school in Dalwallinu and those returning from boarding school over the weekends & holidays, a facility where they could meet with their friends whilst skating or bike riding would be fantastic.

We propose a fully concrete skatepark, not a concrete pad with ramp attachments as in the case of the current facility, as well as a pump track which would allow younger children to also use the facility.

We do believe the current location is unsuitable, due to proximity to traffic (incoming & outgoing from service station) and train track. Locations such as between the hockey field and Myer Street, or to the west of Colin Anderson Drive, or in the bushland alongside Richardson Park, would be more suitable.

We attach some examples below:



Pump track, Carnarvon



Pump track, Wiluna



Pump track, Exmouth



Pump Track, Falcon



Skate Park, Manjimup



Skate Park, GinGin



Skate Park, Kalbarri



Skate Park, Kalbarri



Skate Park, Newdegate



Skate Park, Jurien Bay

### Creative Arts Building Play Area

---

Can **gates** please be fixed at each end of the walkway between the play area and the building?

Many times we hire this building for activities for women in town, and it would be great to have small children enclosed between the playground and building so that they are unable to access the carpark or train track.

### Playgrounds

---

We would love a play space to be available year-round with a roof over the top to provide protection from rain in winter and the sun in summer. Could this please be considered for either the Rec Centre or Creative Arts playground, or any future playgrounds being planned. We have attached some examples below:



Undercover Playground, Bindoon



Undercover Playground, Carnamah

### Dalwallinu Aquatic Centre

---

We note the ‘major works’ included in the Sport & Rec Plan, please consider the addition of a unisex ‘**family/ parents changeroom.**’ There are many young families in Dalwallinu and a space for parents to change children is very much needed. As well as the addition of fans / air-conditioning within the existing and proposed changerooms – in summer they are very hot and muggy and by the time you are dressed it feels like time to get back in the pool!

## Memorial Park

---

Please consider installing a **family / parents toilets & changeroom** as part of the existing toilet block. Yes there is a fold down change table, however there is no place in town to bottle or breastfeed babies. We suggest a room with a comfortable chair, microwave, toilet and perhaps a tv or small play area for young children.

## Gymnasium

---

**Location:** The room within the Rec Centre being used as a gymnasium is very small. The space directly in front of the door is used as the free weights section, and as women using for example the treadmills in a small isolated space it can feel quite unnerving when there are other unknown members immediately behind you on the other equipment.

We believe a gym is a great asset to our community and will be well utilized by many community members. Can you please consider other locations that would make the gym **more spacious** and comfortable.

Please also consider the current payment options for gym membership: both the pricing and flexibility.

**Pricing:** The pricing is in line with other gyms in Perth, however please note that these include additional benefits such as PT support and group fitness classes. We would like to see the price reduced, as well as some additional support provided, for example a visiting PT say twice per year to assist with physical evaluation, review of technique, and providing fitness programs.

**Flexibility:** The ability to 'pay as you go' (we believe there are app options for this where you can purchase a session and then gain access to the gym). This would be appreciated for residents, for example during seasonal times on the farm when they are or are not able to come into town more often, or for over school holidays when families are away. Also for young adults returning home from boarding school who wish to access the gym for say 2 weeks over school holidays.

Please consider reducing the price and providing more flexible payment options to make the gym accessible to more residents.

Pricing comparison:

Facility	Price	Access to
Dalwallinu	\$65.00 per month	Gym equipment
Revo Fitness	\$54.99 per month	Gym equipment + Reformer Pilates + Body scans
Zap Fitness	\$66.45 per month	Gym equipment + PT support
Snap Fitness	\$76.18 per month	Gym equipment + Group fitness classes

## Access to health & fitness activities

Our members also wish to provide feedback on improving access to health & fitness activities in Dalwallinu.

We are thrilled that Dalwallinu has made space available for a new physiotherapist in town, providing physiotherapy and pilates classes to residents.

We feel that health & fitness activities have been somewhat generally inaccessible for many in our community, such as the flexibility and price of gym membership for residents, and access to fitness classes & programs. We have also experienced those wishing to bring such activities to Dalwallinu have faced challenges, such as the flexibility and price of room hire for fitness classes- in some cases the cost of the room hire being more than they would make in income for holding the class, as well as an inability to hire a room on an hourly basis, instead having to hire for a half or full day.

In following on from the success of the physiotherapy rooms, we would be grateful for a proactive approach from the Shire to encourage further health & fitness professionals to set up & run businesses, classes and programs within our community, and initiatives to increase accessibility to enable & encourage more members of the community to participate. We have many wonderful facilities in Dalwallinu and we believe a focus on these facilities being utilized by as many members of the community as possible will increase the vibrancy of our town through activity & participation.

We wish to again thank the Shire for the opportunity to provide feedback & ideas for the Sport & Recreation Plan for Dalwallinu. We are grateful for the facilities that have been provided by the Shire of Dalwallinu and we look forward to building on these over the next 10 years as our vibrant community grows.

Thank you,

Committee

Dalwallinu and Districts Country Women's Association (CWA) Branch

PO Box 247, DALWALLINU WA 6609

Email: [dalwallinucwa@gmail.com](mailto:dalwallinucwa@gmail.com)



Dalwallinu Football, Hockey and Netball Club  
ABN 86 540 372 395

15th September 2025

Shire of Dalwallinu  
58 Johnston Street  
Dalwallinu WA 6609

Dear Jean,

Re: Shire of Dalwallinu Sport & Recreation Plan

Thank you for the opportunity to provide submissions into the Shire of Dalwallinu Sport & Recreation Plan. As a club we are grateful for the facilities the Shire provides and have identified the following items which we believe would improve on the already great facilities. We have listed them in order of the club's priority with Item 1 and 2 being the highest priority and Items 3, 4 & 5 being the lowest priority.

#### ITEM 1: PEDESTRIAN TRAFFIC AT HOCKEY FIELD

The first item the club would like to submit is improving the pedestrian traffic flow around the Hockey Field and the connection between the Hockey Pavilion and Recreation Centre.

Current Issues:

- **Safety Concerns:** During game days and trainings there is pedestrian movement which overlaps with vehicle traffic around the Hockey Pavilion, increasing the risks of accidents.
- **Limited Pathways:** There are currently no dedicated walking paths connecting the Hockey Field to the Recreation Centre, Netball Courts & Play Grounds. This results in pedestrians walking through the car park to access these facilities.
- **Accessibility Concerns:** People with prams, wheelchairs, or mobility issues find it difficult to move between the Hockey Field and the various facilities amongst the Recreation Centre precinct.

Proposed Improvements:

1. **Limit Vehicular Movement** behind Hockey Pavilion. Create a traffic slow point between the Hockey Pavilion & Football Oval.
2. **Construct Dedicated Pedestrian Pathways.** Create a dedicated footpath connecting the Hockey Pavilion to the Recreation Centre.
3. **Increase Parking Options.** Open up parking on the south side of the hockey field with an access route to the east side of the Football Oval.

Community Benefits:

- **Safety:** Reduces the risk of accidents between vehicles and pedestrians
- **Accessibility:** Improves the accessibility of the Hockey Field within the Recreation Grounds
- **Amenity:** Improves on the functionality and connectivity of the Recreation precinct.

**President**  
Todd McNeill

**Vice President**  
Gavin Carter

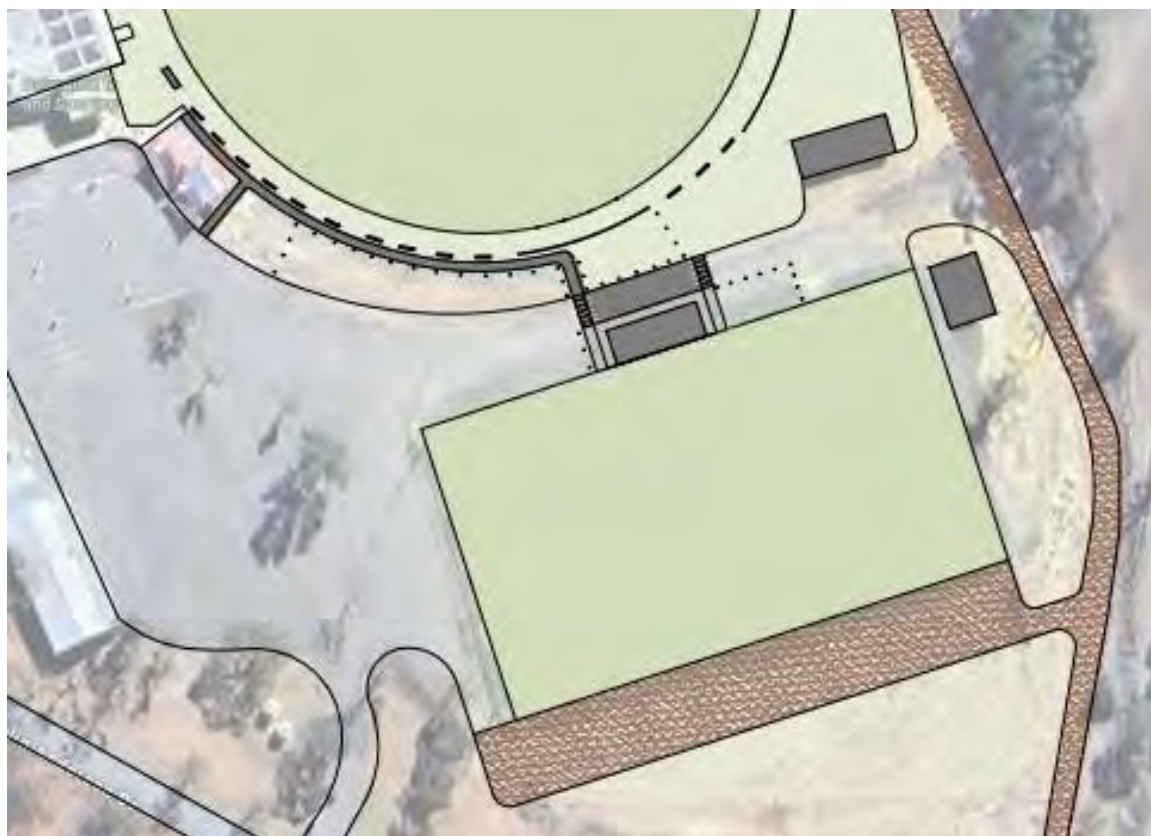
**Secretary**  
Monique Hyde

**Treasurer**  
Hanna Jolly



Dalwallinu Football, Hockey and Netball Club  
ABN 86 540 372 395

The club sees this an opportunity to improve safety and the connection between the Hockey Pavilion and Recreation Centre and have drafted the following example below. This has been drawn for illustrative purposes and the club is keen to work with the Shire on a suitable design.



## ITEM 2: CHANGEROOM IMPROVEMENTS

The second item the club would like to propose is improving the changerooms at the Recreation Centre.

Current Issues:

- Visitor Changerooms: The current visitor changerooms are significantly too small to accommodate a football team. The visitor changeroom has been changed into a female changeroom for netball with the visitor football team using the pool changerooms.
- Home Changerooms: The current home changerooms are too small to accommodate a football team. The medical bench and supplies are currently in the store room to allow for enough room to fit a full team within the changerooms.

**President**  
Todd McNeill

dallybulldogs.president@gmail.com

454

**Vice President**  
Gavin Carter

**Secretary**  
Monique Hyde

dallyfootballclub@gmail.com

**Treasurer**  
Hanna Jolly

dallybulldogs.treasurer@gmail.com



Dalwallinu Football, Hockey and Netball Club  
ABN 86 540 372 395

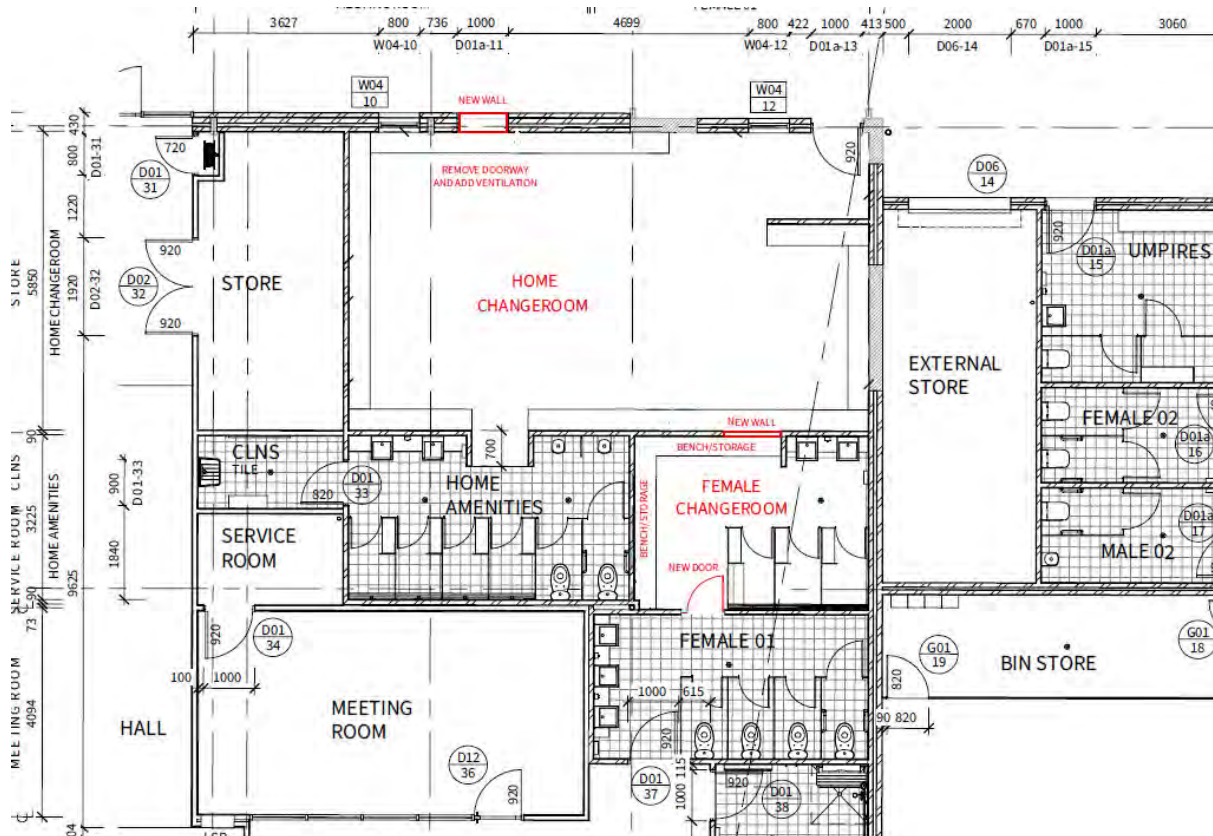
### Proposed Improvements:

1. Expand Home Changerooms. To remove the wall between the home and visitor changerooms to increase the size of the home changeroom.
2. Female Changeroom. To block off the shower area of the visitor changerooms and create a new access way from the female toilets in the foyer area.
3. Pool Changerooms. If any improvements are to be undertaken on the pool changerooms in the future to ensure there is allowance to accommodate the visitor football team.

### Community Benefits:

- Improved Functionality. It would improve the functionality of the Recreation Centre by allowing the home changerooms to comfortably accommodate full senior teams, with secure storage for team gear and medical supplies. It also allows for more direct access from the indoor netball courts to the female showers.
- Community Wellbeing. High quality changerooms enhance the overall sporting experience, encouraging more participation.

This club sees this as an opportunity to improve the functionality of the Recreation Center and have drafted the following example. As with the pedestrian traffic at the hockey field the club is keen to work with the Shire on a suitable design that is possible.



**President**  
Todd McNeill

**Vice President**  
Gavin Carter

**Secretary**  
Monique Hyde

**Treasurer**  
Hanna Jolly



Dalwallinu Football, Hockey and Netball Club  
ABN 86 540 372 395

### ITEM 3: HOCKEY FIELD RESURFACING

The club has identified resurfacing the Hockey Field as a possible future project. For a number of years, the hockey field was deemed to be below standard due to the uneven and unsuitable playing surface which impacted player safety and game quality. To the Shires credit they have significantly improved the quality of the hockey field over the last year with the work that has been completed on it. If the current standard is maintained or improved on then the club feels that resurfacing the field is not currently a high priority. Though, if the Shire has any major works planned for the hockey field in the future or an opportunity arises the club would like to explore the options of resurfacing the field.

### ITEM 4: NETTING BEHIND FOOTBALL GOALS

The club has identified installing Netting behind the football goals as a possible future project. Netting would improve safety by reducing the number of footballs kicked in the vicinity of the Hockey Pavilion where people are generally located on game days and training nights. It would also improve the efficiency and professionalism at trainings and on game days. In addition, it would create a more user-friendly facility for others in the community who use the football goals for recreational purposes.

### ITEM 5: FOOTBALL OVAL FENCING UPGRADE

The fencing upgrade to the Football Oval was due to be completed in the 2025/2026 budget year. The club agrees with the Shires recommendation to delay the fencing upgrade until after the possible Oval Light Upgrade project is complete. With the fencing already being replaced with seating on the western side of the oval, the club doesn't believe replacing the fencing on the eastern side of the oval is a high priority as long as it is maintained so there are no safety concerns.

We would to thank the Shire again for the opportunity to provide feedback to the Shires Sport & Recreation Plan. We look forward to working with the Shire in the future to continue to provide sporting opportunities and facility improvements for our community. Please feel free to contact us if you have any queries.

Regards,

[Redacted signature]

Todd McNeill  
President  
Dalwallinu Football, Hockey and Netball Club

*President*  
Todd McNeill

*Vice President*  
Gavin Carter

*Secretary*  
Monique Hyde

*Treasurer*  
Hanna Jolly

## **Kalannie Football Club 10-Year Development Plan**

**Introduction:** The Kalannie Football Club aims to enhance its facilities, infrastructure, and operational capacity over the next decade to foster community engagement, promote local sport, and ensure sustainable growth. This plan outlines priority projects aligned with strategic development objectives and community needs.

### **Year 1-2: Foundation and Essential Upgrades**

- **Water Supply & Irrigation:** Irrigation systems, and sustainable water options.
- **Lighting Towers:** Erect new lighting towers to facilitate evening training sessions, improving accessibility and safety.
- **Dugouts:** Construct modern, shaded dugouts on both sides of the main oval to provide adequate shelter and amenities for players and officials.
- **Timekeepers box:** Construct new timekeeper that can be attached on top of dugouts to provide adequate shelter for the timekeepers.
- **Live Streaming:** Provide a designated facility for live streaming to increase sponsorship exposure.
- **Re-seed Oval:** Undertake re-surfacing and re-seeding of the oval to improve playing surface quality and durability.
- **Player & Spectator Safety Measures:** Up-to-date equipment, Wi-Fi cameras for safety

### **Year 3-4: Infrastructure Expansion**

- **Lean-To Structures:** Build a new lean-to on the west side of the building for equipment storage, shelter, and operational needs.
- **Kennel Lean-To:** Extend the kennel lean-to for team supporters ensuring protection from the weather whilst attending games.
- **Shade Area over Playground:** Install a shaded canopy over the oval's playground area to provide weather protection for families using the playground.
- **Goals:** Install new, regulation-sized goals aligned with the playing lines to meet safety and standards requirements.
- **Women's & Girls' Facilities:** Upgrade to change rooms, toilets, and social areas for female players and supporters.

### **Year 5-6: Enhanced Facilities**

- **Water Infrastructure:** Upgrade existing water systems to sustain increased usage and maintenance needs as the club grows. Increase hot water capacity to handle and sustain hot water showers after games during trainings and game days.
- **Storage Solutions:** Lock-up sheds and equipment storage facilities.
- **Lighting and Electrical:** Upgrade existing lightening systems to sustain increased usage with energy-efficient LED systems and maintenance needs as the club grows.
- **Waste Reduction & Recycling:** A dedicated area for waste and recycling bins
- **First Aid & Medical Facilities:** Ensure accessible first aid stations and training for members.

### **Year 7-8: Community and Sustainability Projects**

- **Additional Seating and Spectator Facilities:** Improve spectator facilities with additional seating, viewing areas, and amenities.
- **Clubrooms and Amenities:** New or renovated clubrooms, kitchen facilities, and social areas.

- **Youth Development Programs:** Initiatives to support junior and amateur players.
- **Training & Development:** Coaching clinics, player development camps, and referee training.

#### **Year 9-10: Long-term Vision and Future Proofing**

- **Future Expansion Planning:** Assess potential for parking improvements, and further community facilities based on growth patterns.
- **Accessibility:** Improved parking, pathways, and accessibility for all community members.
- **Facility Master Plan:** Develop a comprehensive master plan for future infrastructure upgrades and land use.

**Summary:** This 10-year plan aims to create a comprehensive, sustainable, and community-focused sporting environment for the Kalannie Football Club, supporting athletic excellence, community participation, and operational efficiency.

**From:** [Jonny & Melissa Harms](#)  
**To:** [Jean Knight](#); [Hanna Jolly](#)  
**Subject:** Sports Plan  
**Date:** Tuesday, 17 June 2025 12:11:11 PM

---

Good afternoon ladies,

I would like to put forward two submissions for the Sports Plan, on behalf of the Kalannie Sport and Rec Club.

1. Renovation of the male/female toilets and showers.
2. Replace the flooring in the sports bar.

In both instances we would be able to share the cost or do in-kind work. This can certainly be negotiated.

Kind regards  
Melissa Harms  
President  
KSRC Inc.

#### 9.4.5 Purchase & Proposed Sale of Lot 52 (23) Nelson Street, Buntine (R21835)

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	R21835
<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 reaffirm the purchase of the land at Lot 52(23) Nelson Street, Buntine (known as Buntine CWA Building) and set a price for the disposal of the land and buildings.



#### Background

In September 2022, a proposal was submitted to the Department of Planning, Lands and Heritage (DPLH) for the Shire to purchase the land on Lot 52 (23) Nelson St, Buntine with the intention to on-sell to an interested party.

Lot 52 has an area of 1,012<sup>m</sup><sup>2</sup> and was previously used as the CWA Building in Buntine. This building has been vacant for many years. The building belonged to the Buntine Progress & Improvement Group and they signed a Statutory Declaration in April 2024 advising that they had no interest in the land any longer and no objections to the land changing from a reserve to freehold land.

In November 2024, DPLH advised the Shire that the purchase price for the lot would be \$12,500 (ex GST) and that the associated statutory fees would be waived for this proposal. Council accepted this price and included these expenses in its 2025-2026 annual budget. Correspondence was received on 9 February 2026 from DPLH advising that the fees cannot be waived and there would be the following fees associated with this proposal:

Document preparation for the Contract of Sale - \$1,505.00

Landgate Lodgement Fee - \$216.60



## **Consultation**

Department Planning, Lands and Heritage

## **Legislative Implications**

### State

*Local Government Act 1995* – Section 3.58 – Disposing of property

## **Policy Implications**

Nil

## **Financial Implications**

The cost to purchase the lot from DPLH has been set at \$12,500 (ex GST). These expenses are included in 2025-2026 annual budget.

There will also be costs of approximately \$6,000 associated with this purchase for settlement expenses plus expenses for a market valuation (\$1,375.00) and the DPLH fees (\$1,721.60).

There has been no allocation in the 2025-2026 budget for the sale of these lots. The sale can be reflected in the 2026-2027 budget.

## **General Function Implications**

Nil

## **Strategic Implications**

Nil

## **Site Inspection**

Site inspection undertaken: Not applicable

## **Sustainability & Climate Change Implications**

### Economic implications

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

### Social implications

There are no known social implications associated with this proposal.

### Environmental implications

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

## **Officer Comment**

As the building does not belong to the Shire of Dalwallinu, a desk top market valuation will be required to be undertaken by an independent valuer.

The new owner would need to have the lot rezoned from Reserve to Townsite. This will be advised during the advertising of the lot.

It is proposed to advertise the property for sale for an eight (8) week period with a price from \$22,000 (inc GST).



Should we receive any offers, these will be bought back to the next practicable Ordinary Council Meeting.

**Officer Recommendation**

That Council:

1. Reaffirms the acceptance of the cost for the purchase of the land at Lot 52 (23) Nelson Street, Buntine at \$12,500 (ex GST) plus fees of \$1,721.60 from the Department of Planning, Lands and Heritage;
2. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the Contract of Sale for Lot 52 (23) Nelson Street and any other associated documents;
3. Authorises the Chief Executive Officer to advertise for sale Lot 52 (23) Nelson Street, Buntine with a price from \$22,000 (inc GST), for an eight (8) week period;
4. Authorise the Chief Executive Officer to obtain a market valuation for Lot 52 (23) Nelson Street, Buntine.

**Officer Recommendation/Council Resolution**

**MOTION**

Moved           Cr  
Seconded       Cr

**0/0**



#### 9.4.6 Wubin Sewerage Arrangements – Revoke Motion 10394

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	SD/8 – Sewerage and Drainage - General
<b>Previous Meeting Reference</b>	OCM – 22 April 2025 (M10394)
<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>	<b>Absolute Majority</b>
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to consider revoking Motion 10394 from the Ordinary Council Meeting held 22 April 2025 regarding the Wubin Sewerage Arrangements.

#### **Background**

At the Ordinary Council Meeting held 22 April 2025, Council resolved the following:

#### **'MOTION 10394'**

*Moved* Cr SC Carter  
*Seconded* Cr MM Harms

*That Council requests the Chief Executive Officer to advise BP Wubin, Wubin Hotel and Mobil Wubin, that effective from 30 June 2026 (or earlier if directed by the Department of Health), the current sewerage arrangements will cease to operate and that it will be the business owner's responsibility to find an alternative sewerage solution.*

**CARRIED 6/0'**

As discussed at the Ordinary Council meeting held 24 February 2026, Notices were issued to the three (3) business in Wubin in August 2025 and revoked in February 2026, pending an application to the Health Department for approval of the existing system.

#### **Consultation**

Manager Planning & Development Services

#### **Legislative Implications**

##### State

*Local Government Act 1995 – Section 5.25 (1)(e)*

*Local Government (Administration) Regulations 1996 – r10*

The Notice of Motion has been received from three (3) Councillors including the mover of the initial motion.

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil



**General Function Implications**

Nil

**Strategic Implications**

Nil

**Site Inspection**

Site inspection undertaken: Not applicable

**Sustainability & Climate Change Implications**

Economic implications

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

Social implications

There are no known social implications associated with this proposal.

Environmental implications

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

**Officer Comment**

The Shire will be lodging an application with the Department of Health seeking approval of the existing sewerage system in Wubin. This may take some time, and the 30 June 2026 deadline may not be achievable; therefore, it is the Officer’s recommendation that Council revoke Motion 10394 from the Ordinary Meeting of Council held 22 April 2025, pending the assessment and decision on the application, provided by the Department of Health.

**Officer Recommendation**

That Council revoke Motion 10394 from the Ordinary Meeting of Council held 22 April 2025, pending the assessment and decision on the application for the existing sewerage system in Wubin, provided by the Department of Health.

**Officer Recommendation/Council Resolution**

<b><u>MOTION</u></b>		
Moved	Cr	
Seconded	Cr	
		<b>A0/0</b>



#### 9.4.7 Electoral Reform Submission to WALGA\*

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Western Australian Local Government Association
<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>	WALGA Discussion Paper

#### **Purpose of Report**

Council is requested to provide feedback to inform the Western Australian Local Government Associations' (WALGA) advocacy on Local Government electoral reforms expected to be proposed by the State Government.

#### **Background**

Correspondence was received from WALGA on 13 February 2026 seeking feedback to inform the Western Australian Local Government Associations' (WALGA) advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- Full spill elections every four (4) years; and
- Compulsory voting at Local Government elections

In June 2025, Hon Hanna Beazley MLA, Minister for Local Government, expressed support for a four (4) year election cycle, citing concerns about voter fatigue and the rising costs of conducting biennial elections. These messages were repeated in Minister Beazley's address at WALGA's 2025 Local Government Convention in September, which also raised the possibility of compulsory voting.

WALGA has contacted both the Department of Local Government, Industry Regulation and Safety (DLGIRS) and the Minister's office seeking details of any consultation on these matters, but no further information has been provided.

WALGA is seeking to obtain sector feedback that will ensure WALGA's positions reflect the sector's current views and enable timely, well informed and effective engagement with the anticipated State Government reform proposals.

Local Governments are requested to provide Council endorsed responses to the Discussion Paper by **27 March 2026**.

#### **Consultation**

Councillors – Electoral Reform Workshop (17 March 2026)

#### **Legislative Implications**

##### State

*Local Government Act 1995*

*Local Government (Elections) Regulations 1997*



## Policy Implications

Nil

## Financial Implications

Nil

## General Function Implications

Nil

## Strategic Implications

Nil

## Site Inspection

Site inspection undertaken: Not applicable

## Sustainability & Climate Change Implications

### Economic implications

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

### Social implications

There are no known social implications associated with this proposal.

### Environmental implications

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

## Officer Comment

The purpose of this report is to provide feedback to WALGA to inform their advocacy position on proposed Local Government Reforms which are categorised as follows:

### 1. Election Frequency

*Current System* – Western Australia holds biennial elections, with half of the offices on Council elected every two (2) years for four-year terms. All other Australian jurisdictions hold full spill elections every four (4) years with four (4) year terms.

### *WALGA Position Statement*

The Local Government sector supports:

1. Councillors serve four-year terms with elections every two (2) years and half of the Council positions spilled at each election.
2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.
3. First-Past-The-Post (FPTP) voting system for internal Council elections.

WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. The data suggests that on average, re-elected Council members make up between 47% and 57% of Council following full spill elections.

*Proposed System* – Full spill elections every four (4) years.



### *Officer comment*

The current system (half spill every two years) works well for the Shire of Dalwallinu. This ensures that there is knowledge retention at each election and a stable Council. A full spill with potential new Councillors each time would involve significant financial and administrative resources and a lack of stability and knowledge.

It is not expected that should the election frequency change to four (4) years that voter turnout would increase.

The Shire's voting percentage over the past three elections has been:

- 2025 – 145/792 – **18.3%**
- 2024 – 147/809 – **18.17%** - *Extraordinary election*
- 2023 – No election
- 2021 – 175-794 – **22.04%**

### *Council Workshop Comment*

Council supported retaining the current system where half of Council is elected every two years.

## **2. Participation in Local Government Elections**

*Current System* – Voting in Local Government elections is voluntary in Western Australia and South Australia. All other jurisdictions have compulsory voting.

### *WALGA Position Statement*

The Local Government sector supports voluntary participation in Local Government elections.

### *Proposed Change* – Compulsory voting

### *Officer Comment*

Compulsory voting has the potential to increase the number of informal (donkey) votes, as people are forced to vote to fulfil a requirement.

The Shire of Dalwallinu has experienced very few informal votes over the last three elections:

- 2025 – 0
- 2024 – 2 (spoilt voting slips)
- 2023 – No election
- 2021 – 0

Voluntary participation in Local Government elections is a long-established position of the Local Government sector and was confirmed as a result of sector feedback during the Local Government reform process.

### *Council Workshop Comment*

Council does not support compulsory voting and supports retaining the current voluntary voting system.



### 3. Consideration of Cost of Elections

Current System – The cost to conduct biennial in-house elections for the Shire of Dalwallinu is comparative with other Local Governments.

There is no clear evidence to suggest that postal elections receive a greater voter turn-out than in-house elections.

Costs for recent elections for the Shire of Dalwallinu were:

- 2025 – **\$4,609** - \$5.18 per elector
- 2024 – **\$4,739** - \$5.85 per elector
- 2023 – No election
- 2021 – **\$5,231** - \$6.58 per elector

#### *WALGA Position Statement*

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australian Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed;
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
  - a. Transparency of costing methodology
  - b. Direct engagement with Local Governments pre and post elections, and
  - c. The roles and responsibilities of the WAEC and Local Governments in the conduct of elections;
3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections;
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

#### *Officer Comment*

As stated above, the costs for an in-house election are acceptable and whether it is a two (2) year cycle or four (4) year cycle, the costs would remain the same as voter turn out is not expected to increase.

The Shire's costs for an in-house election include:

- Advertising
- Use of WAEC software for vote count
- Payment of Staff for election day

Officers support WALGA to advocate for change than enable local governments to administer postal elections themselves without having to rely on one sole provider (WAEC).

#### *Council Workshop Comment*

Council supports WALGA to advocate for legislative or policy change to enable local governments to conduct postal elections themselves, and/or introduce competitive arrangements that allow alternate providers to be appointed in place of WAEC.



### Officer Recommendation

That Council, with respect to the Western Australian Local Government Association's (WALGA) request for sector wide consultation on Electoral Reform resolves to:

1. Provide a copy of this report to WALGA;
2. Supports retaining the current system for Council, where half of Council is elected every two (2) years;
3. Does not support compulsory voting and supports retaining the current voluntary voting system for local government elections regardless of it being every two (2) or four (4) years;
4. Supports WALGA to advocate for legislative or policy changes that enable local governments to administer postal elections themselves, consistent with existing arrangements for in-person elections, and/or introduce competitive arrangements that allow alternate providers to be appointed in place of the Western Australian Electoral Commission, thereby increasing flexibility and reducing reliance on a single provider

### Officer Recommendation/Council Resolution

#### MOTION

Moved            Cr  
Seconded       Cr

0/0



# Electoral Reform Discussion Paper

## 1. Background

### 1.1. Purpose

The purpose of this discussion paper is to request Council-endorsed Local Government feedback to inform WALGA's advocacy on Local Government electoral reforms expected to be proposed by the State Government, specifically:

- full spill elections every 4 years; and
- compulsory voting at Local Government elections

These options have been raised in statements by the Minister for Local Government, Hon Hannah Beazley MLA, but no formal proposals have yet been provided for consultation. While WALGA has relevant advocacy positions (discussed further below), the purpose of this discussion paper is to undertake early sector engagement to ensure WALGA's positions reflect the sector's current views and enable timely, well-informed and effective engagement with the anticipated State Government reform proposals.

### 1.2. WALGA existing advocacy positions

#### 1.2.1. Elections

WALGA has established advocacy positions reflecting the sector's support of voluntary voting and elections of half the offices on Council every two years. These advocacy positions are provided in Appendix 1.

In late 2024 WALGA conducted a review of its Elections Advocacy Positions to ensure they reflected the sector's contemporary view.

Local Government responses at that time indicated strong (98%) support for half spills every two years, which was reflected in the adopted Advocacy Position [2.5.16 Elections](#).

While voluntary voting was supported by an overall majority of responses (74%), compulsory voting was supported by a majority (64%) of metropolitan respondents and a majority (61%) of Class 1 and 2 respondents.

State Council requested that the WALGA secretariat undertake further investigation of the implications of compulsory and voluntary participation in Local Government elections before reporting back to State Council.

In the interim, Advocacy Position [2.5.15 Participation in Local Government Elections](#) was retained, expressing support for voluntary voting with a note that further work was being undertaken.

This investigation was ongoing when the Minister for Local Government raised the prospect of further Local Government election reform.

A State by State comparison of electoral statistics is provided in Appendix 2.

## 1.2.2. Election costs

In 2024, WALGA conducted a review of five Local Government biennial election cycles up to and including the 2023 Local Government elections. The review demonstrated significant cost increases and concerns about the lack of transparency in costings provided by the Western Australian Electoral Commission (WAEC).

In September 2024, State Council adopted Advocacy Position [2.5.18 Local Government Elections Analysis 2015-2023](#), calling for an independent audit of the WAEC's cost allocation methods and the introduction of Service Level Agreements to ensure transparency of costing methodology.

Cost implications are a relevant consideration in assessing the appropriateness of any proposed electoral reform. However, the current lack of transparency in costing methodology makes it impossible to confidently forecast cost impacts.

This discussion paper seeks to identify the factors associated with each reform proposal that may affect election costs. This is further complicated by the interaction of possible reform options and external economic factors.

WALGA has requested that the Department of Local Government, Regulation and Industry Safety (LGIRS) and the Western Australian Electoral Commission, undertake modelling to identify the cost implications of any proposed reforms.

A comparison of available electoral costs data, State by State, is included as Table 4 in Appendix 2.

WALGA has contacted other Local Government associations to ask if they have experienced changes in costs associated with [compulsory four-year, all-in all-out](#), local government elections. As this has been the approach in most jurisdictions for some time, responses were largely unable to address changes in cost.

## 2. Election Frequency

### Current situation

Western Australia holds biennial elections, with half of the offices on Council elected every two years for four-year terms. All other Australian jurisdictions hold full spill elections every four years (four-year terms).

### Considerations

Considerations include:

- Voter participation and fatigue
- Continuity, knowledge retention and mentorship for new Council Members
- Stable whole-of-Council mandate and collective accountability
- Capacity for candidate recruitment
- Administrative requirements
- Extraordinary vacancies and backfilling
- Timing and transitional arrangements

### Re-election rates

WALGA has analysed the composition of Councils following the last two Local Government elections in other Australian jurisdictions, all of which have full spill elections. A comparison of available data on re-election rates is included as Table 2 in Appendix 2.

This data suggests that on average, re-elected Council Members make up between 47% and 57% of Council following full spill elections.

By comparing over 700 consecutive ordinary election results, the review identified nine occasions when the membership of Council following an ordinary election was 100% different from the Council following the previous ordinary election. However, four of these local governments held mid-term extraordinary elections, meaning the changes in membership occurred over two or more elections within a four-year period.

### **Costs**

In one respect, a change to a four-year cycle would reduce costs by reducing the number of elections. However, the cost of each election may increase. The WAEC uses the number of vacancies to inform quotations for the conduct of elections. Full spill elections would double the number of vacancies, with possible increased costs associated with printing and postage and increased staffing for the count.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of a change in election frequency may also vary between Local Governments.

### **Questions**

1. Does your Local Government support half spill elections every two years or full spill elections every four years?
2. What are the key considerations informing this view?
3. If full spill elections every four years were introduced, what transitional arrangements and consequential amendments may be required?
4. Any other comments?

## **3. Compulsory or Voluntary Voting**

### **Current situation**

Voting in Local Government elections is voluntary in Western Australia and South Australia. All other Australian jurisdictions have compulsory voting.

### **Considerations**

Considerations include:

- Voter participation and democratic legitimacy
- Voter engagement, awareness and/or fatigue
- Administrative and enforcement requirements
- Application to owner and occupier rolls

### **Participation rates**

A comparison of available participation data is included as Table 3 in Appendix 1.

### **Costs**

The WAEC uses expected participation rates to inform quotations for the conduct of elections. It is likely that an increased participation rate would increase election costs through higher reply-paid charges and increased staffing for the count. However, in-person elections become more cost effective than postal elections at higher participation rates.

WALGA cannot definitively determine an overall cost impact to Local Government without the requisite cost-modelling from the WAEC. WALGA has requested that the WAEC provide this modelling to LGIRS. The cost impact of compulsory voting may also be different for each Local Government depending on their current participation rates and methods for holding elections, and whether these would change significantly.

Tasmania implemented compulsory voting in Local Government elections in 2022. Local Government Association Tasmania (LGAT) advised that this resulted in reasonably significant cost increases. The Tasmanian Electoral Commission reported a \$9.32 per elector cost for the first compulsory Local Government elections in 2022, a 35% increase from \$6.92 in 2018. An analysis of the factors contributing to this increase is not available and it may be challenging to draw direct comparisons between Tasmania and WA.

It is likely that the cost impact of compulsory voting would be moderated if elections also transition to a 4 yearly cycle.

DRAFT

### Questions

5. Does your Local Government support compulsory voting or voluntary voting in Local Government elections?
6. If the frequency of Local Government elections were changed to every 4 years, would your Local Government support compulsory or voluntary voting?
7. What are the key considerations informing this view?
8. Any other comments?

DRAFT

# Appendix 1- WALGA Elections Advocacy Positions

## 2.5.15 Participation in Local Government Elections

Position Statement	<p>The Local Government sector supports voluntary participation in Local Government elections.</p> <p><i>Noting that State Council at its 6 December 2024 State Council meeting resolved that the WALGA Secretariat further investigate implications of compulsory and voluntary participation in Local Government elections and report back to State Council.</i></p>
Background	<p>Voluntary participation in Local Government elections is a long-established position of the Local Government sector, and was confirmed as a result of sector feedback received during the Local Government reform process.</p>
State Council Resolution	<p>December 2024 - 090.5/2024</p> <p>February 2022 – 312.1/2022</p> <p>December 2020 – 142.6/2020</p> <p>March 2019 – 06.3/2019</p> <p>December 2017 – 121.6/2017</p> <p>October 2008 – 427.5/2008</p>
Supporting Documents	<p>Advocacy Positions for a New Local Government Act</p> <p>WALGA submission: Local Government Reform Proposal (February 2022)</p>

## 2.5.16 Elections

Position Statement	<p>The Local Government sector supports:</p> <ol style="list-style-type: none"> <li>1. Councillors serve four-year terms with elections every two years and half of the Council positions spilled at each election.</li> <li>2. First-Past-The-Post (FPTP) voting system for Local Government elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections.</li> <li>3. First-Past-The-Post (FPTP) voting system for internal Council elections.</li> </ol>
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4. Councils holding elections by means of in-person, postal and/or electronic voting.
5. Current legislative provisions of Mayor/President of Class 1 and Class 2 Local Governments being directly elected by the community and Class 3 and Class 4 Local Governments determining whether its Mayor or President is elected by the Council or by the community.

#### Background

The sector positions on Local Government elections have been long-established. This was confirmed as a result of sector feedback received during the Local Government reform process.

Following the 2023 Local Government Elections where legislative reforms to Local Government elections processes were first implemented, sector wide consultation was conducted on key elements of the elections advocacy positions to determine if they accurately reflected the sector's contemporary view.

#### State Council Resolution

December 2024 - 091.5/2024

February 2022 – 312.1/2022

December 2020 – 142.6/2020

March 2019 – 06.3/2019

December 2017 – 121.6/2017

October 2008 – 427.5/2008

## 2.5.18 Local Government Elections Analysis 2015-2023

#### Position Statement

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) service delivery and cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
  - a. transparency of costing methodology,
  - b. direct engagement with Local Governments pre and post elections, and
  - c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.

3. For a review of the legislative framework that would allow for more than one election services provider to conduct Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

## Background

A comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia was carried out by WALGA.

With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost and reduced service level of conducting Local Government elections in Western Australia.

Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the position outlined above.

## State Council Resolution

September 2024 - 065.4/2024

# Appendix 2 - Election Statistics

*The data in the following tables is derived from publicly available reports issued by the respective State Electoral Commissions for the elections they conducted. The different content and format of reporting in each jurisdiction can make direct comparisons challenging.*

**Table 1: Comparative overview**

Jurisdiction	Compulsory/optional voting	Frequency	Postal/In Person
Western Australia	Optional	Half spill every 2 years	Postal or in person
South Australia	Optional	Full spill every 4 years.	Postal.
Northern Territory	Compulsory	Full spill every 4 years	Postal or in person.
Queensland	Compulsory	Full spill every 4 years.	Postal or in person.
New South Wales	Compulsory	Full spill every 4 years.	In person.
Victoria	Compulsory	Full spill every 4 years.	Postal
Tasmania	Compulsory	Full spill every 4 years.	Postal

**Table 2: Average percentage of returning Council Members (at individual Council level)**

*States with full spills only. Calculated using publicly reported ordinary election results including elections conducted by private providers.*

State	Most recent election year Average % of Council Members who were Council Members the previous term	Previous election year Average % of Council Members who were Council Members the previous term
Queensland	<b>2024</b> 47%	<b>2021</b> 49%
New South Wales	<b>2024</b> 54%	<b>2021</b> 49%
Victoria	<b>2024</b> 46%	<b>2020</b> 47%
South Australia	<b>2022</b> 57%	<b>2018</b> 48%
Tasmania	<b>2022</b> 53%	<b>2018</b> 54%

**Table 3: Percentage of all elected candidates who were returning Council Members (at State level)**

*States with full spills only. Official state level percentage reported by electoral commissions for elections they conducted.*

State	Most recent election year % of returning Council Members	Previous election year % of returning Council Members
Queensland	<b>2024</b> 43.2%	<b>2021</b> 46.0%
New South Wales	<b>2021</b> 56.8%	<b>2016/17 (amalgamations)</b> 60.6%
Victoria	<b>2024</b> 43.0%	<b>2020</b> 51.9%
South Australia	<b>2022</b> 50.0%	<b>2018</b> 55.3%
Tasmania	<b>2022</b> 46.0%	<b>2018</b> 48.0%

**Table 4: Election participation rates**

State	Election Year	Election Year	Election Year
WA	<b>2023</b> 31.2%	<b>2021</b> 30.2%	<b>2019</b> 29.1%
NSW	<b>2024</b> 84.54%	<b>2021 (2020 postponed)</b> 83.56%	<b>2016/2017 (amalgamations)</b> <b>2017:</b> 79.58% <b>2016:</b> 79.27%
NT	<b>2025</b> <i>Official report not yet available.</i>	<b>2021</b> 61.3%	<b>2017</b> 58.5%
QLD	<b>2024</b> 82.31%	<b>2020 (COVID impacted)</b> 77.71%	<b>2016</b> 83.04%
SA	<b>2022</b> 32.9%	<b>2018</b> 31.6%	<b>2014</b> 31.99%
TAS	<b>2022 (First election with compulsory voting)</b> 84.79%	<b>2018</b> 58.72%	<b>2014</b> 54.58%
VIC	<b>2024</b> 81.46%	<b>2020</b> 81.47%	<b>2016</b> 72.15%

**Table 5: Election costs**
*Election costs invoiced to Local Governments.*

State	Election Year	Election Year	Election Year
WA	<b>2023</b> <i>postal elections only</i> \$5.17 per elector 1,763,392 electors (115 districts)	<b>2021</b> <i>postal elections only</i> \$4.06 per elector 1,727,712 electors (92 districts)	<b>2019</b> <i>postal elections only</i> \$3.70 per elector 1,619,431 electors (86 districts)
NSW	<b>2024</b> \$55.67million 5,242,086 electors (125 councils)	<b>2021</b> \$46million ( <i>budgeted</i> ) 4,838,137 electors (122 councils)	<b>2016/2017</b> <b>2017</b> \$19.17 million 2.73 million electors (45 councils) <b>2016</b> \$14.11 million 1.97million electors (76 councils)
NT	<b>2025</b> NA	<b>2021</b> \$1,864,193 142,546 electors	<b>2017</b> \$1,593,775 133,927 electors
SA	<b>2022</b> \$8.93million (ex GST) \$6.93 per elector (ex GST)	<b>2018</b> \$6.57million (ex GST) \$5.41 per elector (ex GST)	<b>2014</b> \$4.36million (ex GST) \$3.77 per elector (ex GST)
TAS	<b>2022</b> <i>voting became compulsory</i> \$9.32 per elector 410,975 electors	<b>2018</b> \$6.92 per elector 356,810 electors	<b>2014</b> <i>first all-in all-out</i> \$5.59 per elector 375,355 electors

*Note: Data in this table is taken from reports published by the relevant Electoral Commissions. Due to differences in the ways electoral costs are apportioned, a per elector cost is only provided if it was reported. Data for QLD and VIC is not clearly discernible in Election Reports, and therefore not presented in this table.*

#### 9.4.8 Withdrawal of Caveat H558964 & Cancellation of Lease H755301 & H755302.

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	A6510
<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>Attachment</b>	Nil

#### **Purpose of Report**

Council is requested to authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to a Withdrawal of Caveat document for caveat H558964 and Cancellation of Lease Document for H755301 and H755302.

#### **Background**

The Shire of Dalwallinu previously had a lease agreement with Mr DJ Painter for him to provide land for the Kalannie Airstrip. Landgate records indicate that a caveat was lodged by the Shire of Dalwallinu on 25 February 2000 over Part of portion of Ninghan Location 2167 (Vol:1682 Fol:30) and a lease was registered to the land on 22 May 2001, and an extension of lease was also registered on 22 May 2001.

The latest lease agreement with Mr DJ Painter was for a period of ten (10) years from 25 February 2020.

When the property changed hands to Mr GJ Painter in 2024, the Shire of Dalwallinu terminated the lease with Mr DJ Painter.

The property is in the process of being sold and Mr GJ Painter has now contacted the Shire and requested that the caveat and leases be withdrawn from the Certificate of Title.

#### **Consultation**

Finance Officer – Rates/Debtors

#### **Legislative Implications**

State

*Local Government Act 1995* – Section 9.49A

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **General Function Implications**

Nil



**Strategic Implications**

Nil

**Site Inspection**

Site inspection undertaken: Not applicable

**Sustainability & Climate Change Implications**

Economic implications

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

Social implications

There are no known social implications associated with this proposal.

Environmental implications

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

**Officer Comment**

As the lease with Mr DJ Painter was terminated in 2024, there is no longer a requirement for the Caveat or leases over the portion of land previously used as the Kalannie Airstrip.

**Officer Recommendation**

That Council authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the Withdrawal of Caveat document for caveat H558964 and Cancellation of Leases H755301 and H755302, over land previously used as the Kalannie Airstrip.

**Officer Recommendation/Council Resolution**

<b><u>MOTION</u></b>	
Moved	Cr
Seconded	Cr
<b>0/0</b>	



#### 9.4.9 Request for Cropping Rights – Lot 3 Dalwallinu West Rd, Dalwallinu

<b>Report Date</b>	24 March 2026
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	A1005
<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 application from Dalwallinu & Districts Agricultural Society (DDAS) for a three (3) year agreement for cropping rights for a portion of the land known as Lot 3 Dalwallinu West Rd, Dalwallinu (known as 10 Mile Refuse Site).



#### Background

Lot 3 Dalwallinu West Rd, Dalwallinu is formerly known as the 10 Mile Refuse Site and is 32 hectares in size. The land proposed for cropping rights is to the western side of the lot and is shaded yellow in the above diagram.

Shire records indicate that past agreements for cropping of the Lot 3 Dalwallinu West Rd were as follows:

- 1 January 2015 - 31 December 2016 – St John Ambulance
- 1 January 2013 – 31 December 2015 – St John Ambulance
- 1 January 2010 – 31 December 2012 – St John Ambulance

No cropping rights have been approved since the expiry of the last agreement with St John Ambulance on 31 December 2016.

At the Ordinary Council Meeting held 24 September 2024, Council resolved the following:



### **'MOTION 10298**

Moved Cr SC Carter

Seconded Cr DS Cream

That Council authorise the Chief Executive Officer to call for Expressions of Interest for cropping rights to a portion of Lot 3 Dalwallinu West Rd, Dalwallinu (known as 10 Mile Refuse Site) for a period of three (3) years commencing 1 January 2025.

**CARRIED 5/0'**

Advertisements were placed on the Shire Website, Shire Facebook Page, shire noticeboards and Totally Locally and Kalannie Kapers seeking applications from interested persons/groups for the cropping rights to Lot 3 Dalwallinu West Rd (known as 10 Mile Refuse Site) for a three (3) year period.

No applications were received at that time.

### **Consultation**

Nil

### **Legislative Implications**

#### State

Local Government Act 1995 – section 3.58

Local Government (Functions and General) Regulations 1996 – r30 (b)

### **Policy Implications**

Nil

### **Financial Implications**

Nil

In the past the cropping rights have been provided at nil cost on the proviso that some of the profits are distributed to community/sporting groups.

### **General Function Implications**

Nil

### **Strategic Implications**

Nil

### **Site Inspection**

Site inspection undertaken: Not applicable

### **Sustainability & Climate Change Implications**

#### Economic implications

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

#### Social implications

There are no known social implications associated with this proposal.

#### Environmental implications

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



**Officer Comment**

Correspondence was received on 5 March 2026 from Mr Ian Hyde, Treasurer of DDAS, wishing to apply for cropping rights to Lot 3 Dalwallinu West Rd, Dalwallinu for a three (3) year period.

Excerpt from correspondence:

*“Proposed rotation 2026 Wheat, 2027 Barley, 2028 Canola.*

*If the 2026 season breaks early, and we get further autumn rain to join the moisture from the cyclone in February, we will grow canola instead. Given that 2025 was lupins that would be a double break crop which will be a beneficial disease break given it has been predominantly in a cereal phase. This would then be followed by wheat in 2027, barley 2028.*

*We will use a minimum of 80Kg/ha of an NPK compound similar to Vigour supplied by Summit Fertiliser, together with 50l/ha of UAN at seeding.*

*Post emergent nitrogen would be a minimum of 70kgs/ha of urea or its equivalent in liquid nitrogen.*

*We commit to using the latest chemistry groups to maximise weed control. The cropping program would be managed by Courtlea Farms Pty Ltd under the management of Jakob Hyde*

It is the Officer’s recommendation that Council accept this application from the DDAS, as this will assist this community group with fund raising for the Dalwallinu Agricultural Show in the coming years.

**Officer Recommendation**

That Council:

1. Accept the application from Dalwallinu & Districts Agricultural Society for the cropping rights to Lot 3, Dalwallinu West Rd, Dalwallinu for a three (3) year period commencing 1 April 2026 and ending 31 March 2029, subject to the proposed cropping program included in this report being adhered to;
2. Authorise the Chief Executive Officer to sign the Agreement between the Shire of Dalwallinu and Dalwallinu & Districts Agricultural Society for the cropping rights of Lot 3, Dalwallinu West Rd, Dalwallinu for a three (3) year period commencing 1 April 2026 and ending 31 March 2029.

**Officer Recommendation/Council Resolution**

<b><u>MOTION</u></b>	
Moved	Cr
Seconded	Cr
<b>0/0</b>	



**10 APPLICATION FOR LEAVE OF ABSENCE**

**MOTION**

Moved Cr  
Seconded Cr

That the application for Leave of Absence from 00 Month 2026 to 00 Month 2025 for Cr to the Ordinary Meeting of Council to be held on Tuesday 00 Month 2026 be approved.

0/0

**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)(4)**

**15 SCHEDULING OF MEETING**

The next Ordinary Meeting of Council will be held on 28 April 2026 at the Kalannie Sport & Recreation Club, 24 Stanley Street, Kalannie commencing at 5.00pm.

**16 CLOSURE**

There being no further business, the Chairperson closed the meeting at 0.00pm.

