

Ordinary Council Meeting Minutes

25 July 2023

3.30pm



This page has been left intentionally blank.

Unconfirmed



Table of Contents

1	OPENING & ANNOUNCEMENT OF VISITORS	3
2	ANNOUNCEMENTS OF PRESIDING MEMBER.....	3
3	ATTENDANCE RECORD	3
3.1	Present.....	3
3.2	Apologies	3
3.3	Leave of Absence Previously Granted	3
4	DECLARATIONS OF INTEREST	3
5	PUBLIC QUESTION TIME.....	3
5.1	Response to Previous Public Questions Taken on Notice	3
5.2	Public Question Time.....	4
6	MINUTES OF PREVIOUS MEETINGS	4
6.1	Ordinary Council Meeting – 27 June 2023	4
6.2	Special Council Meeting – 18 July 2023.....	4
7	PETITIONS/PRESENTATIONS/DEPUTATIONS/DELEGATES/REPORTS/SUBMISSIONS	4
7.1	Petitions.....	4
7.2	Presentations.....	4
7.3	Deputations	4
7.4	Delegates Reports/Submissions	5
8	METHOD OF DEALING WITH AGENDA BUSINESS (Show of hands)	5
9	REPORTS	6
9.1	WORKS & SERVICES	6
9.1.1	Request to Call Tenders – Supply and Lay Asphalt.....	6
9.1.2	Purchase of Second-Hand Road Sweeper	9
9.2	PLANNING & DEVELOPMENT	11
9.2.1	Subdivision Application No 163833 – Lot 502 Kalannie-Kulja Rd, Kalannie*	11
9.3	CORPORATE SERVICES	15
9.3.1	Accounts for Payment for June 2023*	15
9.3.2	Monthly Financial Statements for June 2023*	18
9.4	CHIEF EXECUTIVE OFFICER	20
9.4.1	Shire of Dalwallinu Workforce Plan*	20
9.4.2	Proposed Nature Reserve over Lake Moore*	22
9.4.3	Proposed Road Closure – Portion of Sanderson Terrace, Kalannie*	24
9.4.4	Road Name –Industrial Subdivision.....	26



10	APPLICATIONS FOR LEAVE OF ABSENCE.....	30
11	MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED	30
12	QUESTIONS FROM MEMBERS WITHOUT NOTICE	30
13	NEW BUSINESS OF AN URGENT NATURE (INTRODUCED BY DECISION OF THE MEETING).....	30
14	MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT, 1995, SECTION 5.23(2)(c)(d)(e)(h)	31
14.1	Proposed sale of Lots 42 & 43 Arthur Street, Wubin	32
14.2	Award of RFQ2324-02 Annual Stock Piling of Gravel	33
15	SCHEDULING OF MEETING	34
16	CLOSURE	34
17	CERTIFICATION	34

Unconfirmed



SHIRE OF DALWALLINU

MINUTES of the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday 25 July 2023.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (President) opened the meeting at 3.30pm.

2 ANNOUNCEMENTS OF PRESIDING MEMBER

Nil

3 ATTENDANCE RECORD

3.1 Present

Shire President	Cr KL Carter
Deputy Shire President	Cr SC Carter
	Cr JL Counsel
	Cr DS Cream
	Cr MM Harms
	Cr KM McNeill
Chief Executive Officer	Mrs JM Knight
Manager Works & Services	Mr MN Bennett
Executive Assistant	Mrs DJ Whitehead

Public

Nil

3.2 Apologies

Nil

3.3 Leave of Absence Previously Granted

Cr NW Mills

4 DECLARATIONS OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 Response to Previous Public Questions Taken on Notice

Nil



5.2 Public Question Time
Nil

6 MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 27 June 2023

MOTION 10108

Moved Cr KM McNeill
Seconded Cr DS Cream

That the Minutes of the Ordinary Meeting of Council held 27 June 2023 be confirmed.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
Cr KM McNeil

Against: Nil

6.2 Special Council Meeting – 18 July 2023

MOTION 10109

Moved Cr KM McNeill
Seconded Cr JL Counsel

That the Minutes of the Special Council Meeting held 18 July 2023 be confirmed.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
Cr KM McNeil

Against: Nil

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

7.1 Petitions
Nil

7.2 Presentations
Nil

7.3 Deputations
Nil



7.4 Delegates Reports/Submissions
Nil

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

Unconfirmed



9 REPORTS
9.1 WORKS & SERVICES
9.1.1 Request to Call Tenders – Supply and Lay Asphalt

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	RO/10
Previous Meeting Reference	Nil
Prepared by	Marc Bennett, Manager Works & Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to authorise the calling of tenders for the Supply and Lay of MRWA 10/75 Asphalt for Park Drive, Pratt Place, Deacon Street and CBH intersections on Dalwallinu Kalannie Road in Kalannie.

Background

Park Drive and Pratt Place Capital works are currently scheduled for completion in February and March 2024 while Deacon Street and CBH intersections are scheduled for completion in December 2023. Proposed thickness and m2 are listed below:

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

- Park Drive, 5310m²

Supply and Lay 100mm MRWA 10/75 Asphalt intersection mix

- Pratt Place 2500m²

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

- Deacon Street 4480m²

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

- CBH Intersections 1035m²

Consultation

Nil

Legislative Implications

State

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

Local Government (Functions and General) Regulations 1996

Policy Implications

Local

Council Policy 3.3 Regional Price Preference

Council Policy 3.5 Purchasing



Financial Implications

Expenses associated with supply and laying of asphalt has been included in the 2023-2024 budget.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken. Yes

Triple Bottom Line Assessment

Economic implications

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

Social implications

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

Environmental implications

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

Officer Comment

The Tender is proposed to be advertised in the West Australian on Saturday 29 July 2023 with the closing date being Tuesday 15 August 2023 with the tender being presented to Council at their Ordinary Meeting scheduled for 22 August 2023.

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

Criteria	Weighting
Quoted Price	50%
Relevant Experience in Similar Projects	25%
Tenderer's OHS policies and procedures	5%
Tenderer's Resources	10%
Demonstrated Understanding of Project	10%

Officer Recommendation

That Council:

1. Authorise the Chief Executive Officer to call for tenders for the Supply and Lay of MRWA 10/75 Asphalt for Park Drive, Pratt Place, Deacon Street and CBH Intersections on Dalwallinu Kalannie Road in Kalannie.
2. Set the qualitative criteria as follows:

Price	50%
Relevant Experience in Similar Projects	25%
Tenderer's OHS policies and procedures	5%
Tenderer's Resources	10%
Demonstrated Understanding of Project	10%



Recommendation/Resolution

MOTION 10110

Moved Cr SC Carter
Seconded Cr DS Cream

That Council:

1. Authorise the Chief Executive Officer to call for tenders for the Supply and Lay of MRWA 10/75 Asphalt for Park Drive, Pratt Place, Deacon Street and CBH Intersections on Dalwallinu Kalannie Road in Kalannie.
2. Set the qualitative criteria as follows:

Price	50%
Relevant Experience in Similar Projects	25%
Tenderer's OHS policies and procedures	5%
Tenderer's Resources	10%
Demonstrated Understanding of Project	10%

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
Cr KM McNeil

Against: Nil



9.1.2 Purchase of Second-Hand Road Sweeper

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	FM/29 – Financial Management - General
Previous Meeting Reference	Nil
Prepared by	Marc Bennett, Manager Works & Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

Council is requested to approve:

1. Dispensation from Purchasing Policy 3.5, *1.4.2 Table of Purchasing Thresholds and Practices*
2. Authorise the Chief Executive Officer to purchase a second-hand road sweeper not exceeding \$100,000 (ex GST).

Background

Within the 2023-2024 budget there is an allocation of \$100,000 to purchase a second-hand road sweeper. It is the Officer's intention to purchase this piece of equipment through an auction.

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

An allocation of \$100,000 has been made in the 2023-2024 budget.

Strategic Implications

Nil

Site Inspection

Nil

Triple Bottom Line Assessment

Economic implications

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



Social implications

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

Environmental implications

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

Officer Comment

Under Councils Policy 3.5 Purchasing, 1.4.2 (2) Table of Purchasing Thresholds and Practices, staff must seek at least three (3) written responses from suppliers by invitation under a formal request for quotation for purchases from \$40,000 to \$249,999.

As second-hand road sweepers are not readily available by suppliers, Council is requested to provide dispensation from Policy 3.5 Purchasing, to allow the road sweeper to be purchased through auction up to and not exceeding \$100,000 (ex GST). This will deliver best value for money for the Shire of Dalwallinu.

Officer Recommendation

That Council:

1. Approve dispensation from *Purchasing Policy 3.5, 1.4.2 Table of Purchasing Thresholds and Practices* by allowing Officers to not seek three (3) quotes and approving the purchase of the equipment by auction;
2. Authorise the Chief Executive Officer to purchase a second-hand road sweeper not exceeding \$100,000 (ex GST).

Recommendation

MOTION 10111

Moved Cr MM Harms
Seconded Cr KM McNeill

That Council:

1. Approve dispensation from *Purchasing Policy 3.5, 1.4.2 Table of Purchasing Thresholds and Practices* by allowing Officers to not seek three (3) quotes and approving the purchase of the equipment by auction;
2. Authorise the Chief Executive Officer to purchase a second-hand road sweeper not exceeding \$100,000 (ex GST).

CARRIED BY ABSOLUTE MAJORITY 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
 Cr KM McNeill

Against: Nil



9.2 PLANNING & DEVELOPMENT

9.2.1 Subdivision Application No 163833 – Lot 502 Kalannie-Kulja Rd, Kalannie*

Report Date	25 July 2023
Applicant	Everett Bennett P/L <i>TA/as</i> CLE Town Planning & Design
File Ref	Property files – A652
Previous Meeting Reference	Nil
Prepared by	Doug Burke, Manager Planning & Development Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	9.2.1.1 Supporting Documentation

Purpose of Report

The Western Australian Planning Commission (WAPC) has referred an application for the subdivision of the subject property to Council for comment (refer to attachment). Council has until 22 August 2023 to provide the WAPC with their response.

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

Background

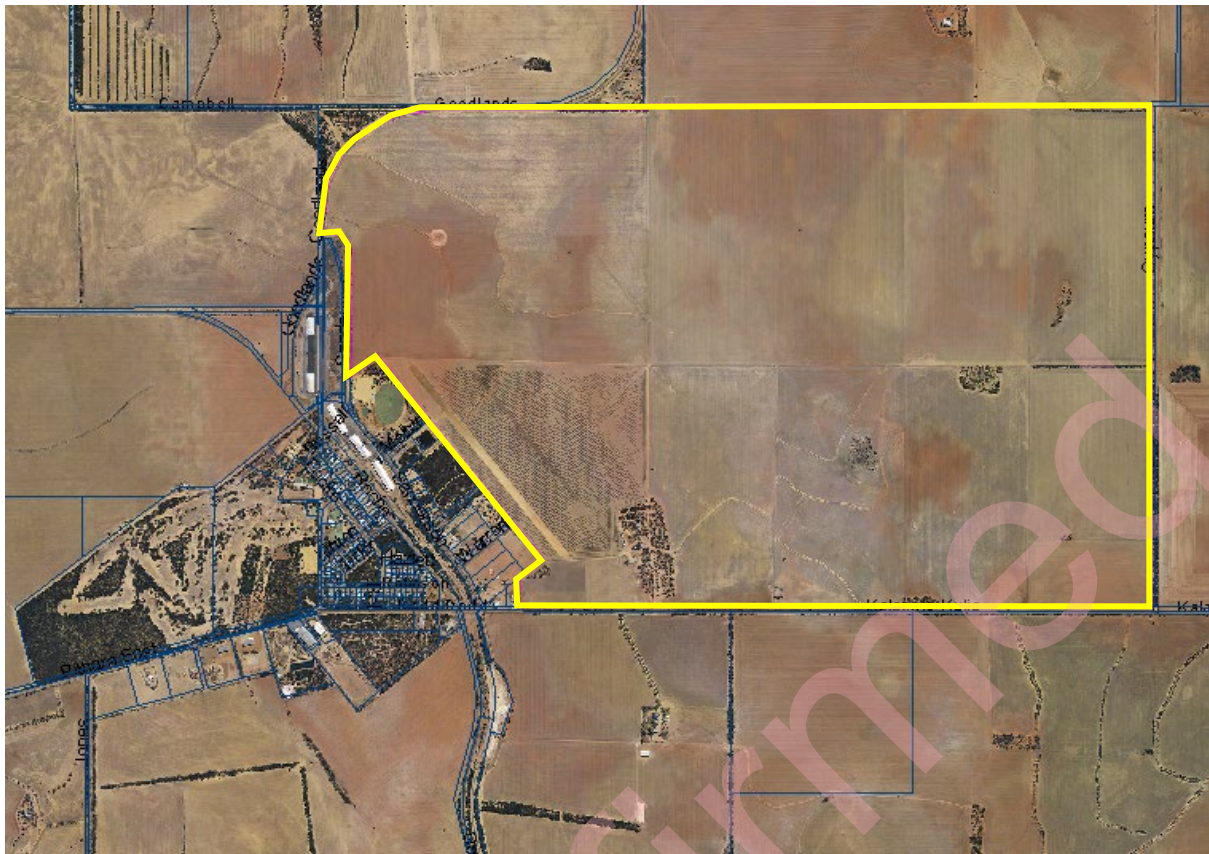
Subject Property:	Lot 502 Kalannie-Kulja Road, Kalannie (A652)
Land Use Zoning:	Rural
Property Owner:	Gordon Painter
Applicant:	Everett Bennett P/L <i>TA/as</i> CLE Town Planning & Design (CLE)
Consent Authority:	Western Australia Planning Commission
Proposed Development:	Creation of 1 lot with the balance block remnant
Value of Development:	N/A

CLE Town Planning & Design has submitted a proposal to create a new lot with the balance block being remnant. The property is located on the north-eastern Kalannie town boundary. The property is zoned 'Rural' under the Local Planning Scheme. The property has previously been cleared for agriculture.

The primary objectives for the Rural land use zone taken from the Dalwallinu Local Planning Scheme are:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.





Location of subject property (SLIP)

Consultation

Nil

Legislative Implications

State

Planning and Development Act 2005

Shire of Dalwallinu Town Planning Scheme N° 2

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

The Dalwallinu Local Planning Strategy 2013.

One of the main strategies for agricultural areas within the local region is for the Shire to:

'Actively protect prime agricultural land. Subdivision may be considered for lots east of the Rabbit Proof Fence Road, subject to the following;

- *Consideration of the size of rural properties in the locality;*
Comment: The proposed new allotment is generally smaller in size than surrounding rural blocks other than the odd legacy blocks that dot the near vicinity.



- *The resulting lots have an area of 200ha or greater;*
Comment: The proposed new lot will be 112ha with the balance allotment retaining 610ha. The new allotment will be deficient in size by 88ha or 44%.
- *Allows the continued rural use of the land.'*
Comment: Whilst the new lot is intended to be purchased by CBH to increase the footprint of the existing grain storage site, it is understood that the balance block will continue to be used for cereal cropping.

Site Inspection

An inspection of the site has been undertaken.

Triple Bottom Line Assessment

Economic implications

The use of the newly created allotment will allow the natural expansion of the CBH grain storage site which will ensure the longevity of the existing operation in proximity to Kalannie. The extra personnel that will be engaged by CBH will likely bring economic benefits to the township.

Social implications

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

Environmental implications

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

Officer Comment

The proposed subdivision is purposely designed to accommodate the expansion of the Kalannie CBH grain handling operations to provide extra storage for potential future grain yields.

Harry Norman from CLE has written to the Shire to advise of the following in support of the Council utilising their discretion in allowing for a variation to the requirements imposed upon land subdivision under Part 5.13 of the planning scheme.

CBH are unique in that it offers a critical service to the ongoing agricultural activities in and around Kalannie in terms of grain storage and handling, with the subject subdivision allowing for a much-needed expansion to its current operation.

'CBH have been in recent discussions with the Shire, summarised as follows:

- *CBH had a productive meeting with the Shire to discuss the stage 1 expansion design, which includes the subject portion of Lot 502. The expansion plan entails the construction of 6 OBHs, providing an additional storage capacity of 238kt, as well as the installation of a new weighbridge and a sample hut.*
- *During the meeting, the Shire expressed their initial support for the proposal and assured us that they would do their best to facilitate the necessary arrangements.*
- *Furthermore, the matter was taken to the Councillor briefing session, where the Shire CEO sought comments on the proposal. No issues were raised during this session, indicating a positive response from the Councillors.*



Given the above context, the proposed subdivision – whilst not meeting the 200ha size nor following any consistent sizing of nearby lots – is critically important in terms of a necessary supporting use for other rural land uses, in particular, for grain handling and storage’.

Providing that grain handling and storage (rural industry) directly supports Kalannie’s main rural attribute of cereal cropping, it makes for sense that an allotment created adjacent to CBH’s existing operations be of a size sufficient for planned expansion without negatively impacting upon the balance block retained for cereal cropping as a realistic and achievable land use.

Therefore, it would not be of any distinct benefit to the community or the environment for the Shire to insist that the proposed allotment be increased in size sufficient to satisfy Part 5.13. As such, it is recommended that an assessment of this application for subdivision take into consideration the request for a variation made under Part 5.5.1 allowing for a less than substantive new allotment to be created.

Officer Recommendation

That Council endorse the proposed subdivision and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal for Lot 502 Kalannie-Kulja Road to be subdivided as per the plan of subdivision accompanying the Application No: 163833.

Recommendation/Resolution

MOTION 10112

Moved Cr SC Carter
Seconded Cr MM Harms

That Council endorse the proposed subdivision and direct the Chief Executive Officer to advise the Western Australian Planning Commission that there is no objection to the proposal for Lot 502 Kalannie-Kulja Road to be subdivided as per the plan of subdivision accompanying the Application No: 163833.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
 Cr KM McNeil

Against: Nil



30 June 2023

Secretary
Western Australian Planning Commission
Locked Bag 2506
PERTH, WA, 6001

Attention: Nick Welch (Regional South)

Dear Nick

**RE: SUBDIVISION APPLICATION - CBH NETWORK STRATEGY IMPLEMENTATION
PROJECT
LOT 502 (NO 88) KALANNIE-KULIJA ROAD, KALANNIE
SHIRE OF DALWALLINU**

Please find enclosed a subdivision and amalgamation application of Lot 502 (No. 85) Kalannie-Kulija Road, Kalannie.

The application consists of this letter and the following:

- Signed application form.
- Subdivision Plan (CLE Ref. 3244-60-01).
- Certificate of Title.
- Application fee – to be paid once remittance advice is issued.

This application is lodged on behalf of Cooperative Bulk Handling (CBH), with the consent of the current owner of Lot 502, with CBH to purchase the land subdivided from this lot once the subdivision is approved.

CBH is Australia's largest co-operative and a leader in the Australian grain industry, with operations extending along the value chain from grain storage, handling, transport, marketing and processing.

The purpose of this subdivision is to facilitate an expansion to the CBH Kalannie grain storage handling facility located adjacent to the subdivision area, along Goodlands Road

BACKGROUND

CBH is currently reviewing, rationalising and expanding its network of existing grain storage and handling facilities across Western Australia. CBH intends to focus on maintenance and capital enhancement at CBH's top 100 grain receival sites, where over 90% of the grain is received, stored and handled for distribution to the ports and some domestic markets.

CBH has previously met with the Chair of WAPC, and officers of the Department of Planning, Lands and Heritage (DPLH) to discuss the benefits of the overall strategy to the State, and to identify the specific areas of focus. Both the WAPC and the DPLH are supportive of the overall strategy, and the DPLH has provided site-specific planning advice in relation to all the sites identified in the network strategy.

PROPOSAL

The purpose of the subdivision is to allow further expansion of the CBH grain handling site to the east of the current operation.

This application will facilitate a larger, more useable lot to accommodate CBH's current rural related, grain storage and handling capabilities currently operating from adjacent Lot 156.

To facilitate this expansion this application proposes to excise a 112ha (approx.) portion from Lot 502 (shown as proposed Lot 24 on the subdivision plan), currently owned by Gordon James Painter but to be acquired by CBH once subdivision approval is obtained and a title created.

The enclosed plan (refer Plan 3244-60-02) shows the proposed subdivision.

The balance of Lot 502 will stay in the ownership of Gordan James Painter and remains a very large rural land parcel at 610ha. Both newly created lots will have legal road frontage, via Goodlands Road and Sanderson Terrace (proposed Lot 24) and Kalannie-Kulja and Gypsum Roads for Lot 502.

The application will see CBH's landholding extend into land zoned 'Rural' in the Shire of Dalwallinu Local Planning Scheme 3 (LPS3), to expand the number of grain handling areas currently found on the adjacent CBH property.

The grain handling activity proposed by CBH is considered to best align with 'Industry – Rural', which is a permitted land use in the 'Rural' zone under TPS3, with this definition being as follows:

'Industry – Rural' means:

- (a) an industry handling, treating, processing or packing rural products; or
- (b) a workshop servicing plant or equipment used for rural purposes;

It should be noted that while listed in Table 1 – Zoning table of LPS3, 'Industry – Rural' is not listed in the scheme's definition. Instead, Schedule 1 of LPS3 defers to Schedule 1 of the *Town Planning Amendment Regulations 1999* for any land use definition that is absent within the scheme. The above definition has been taken from these Regulations.

As outlined above, this definition is considered to best describe the grain handling activity planned by CBH.

The subdivision is consistent with the WAPC's *D.C. Policy 3.4 – Subdivision of Rural Land* in that the balance of Lot 502, which measures 610ha (approx.), can continue to be used for farming purposes and in no way can be seen as adversely impacting on the ongoing use of this property for farming activity.

WAPC's *D.C. Policy 3.4 – Subdivision of Rural Land* also sets out that servicing of lots be commensurate with their intended land use and that forms of rural subdivision may not require an electricity supply to support the intended or existing land use. Given that the site is being used for grain storage and handling purposes only, with the adjacent CBH site on Lot 156 being the land upon which CBH's operating structures and rail loading facilities are situated (being the facilities require power and water) proposed Lot 24 does not require servicing. Further, should the proposed Lot 24 ever become surplus to the requirements of CBH, at 106ha the site can revert to a rural purpose – especially given this aligns with the underlying 'Rural' zone in LPS3. As such we would ask that this application attract no conditions requiring their servicing.

It is important to note that the subdivision area is not designated as Bushfire Prone meaning that it is not necessary to provide a Bushfire Management Plan.

On this basis, we respectfully request the WAPC's approval of this application. Please do not hesitate to contact the undersigned should you wish to discuss any aspect of this correspondence.

Yours faithfully



STEPHEN CARTER
PRINCIPAL
CLE TOWN PLANNING + DESIGN



Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2023-227574

Your Reference	3244-60
Location of Subject Property	Kalannie
No. of applicants	1
Are you applying on your own behalf?	Yes
Are you the primary applicant?	Yes
Do you have consent to apply from all landowners?	Yes
Lodgement Type	Subdivision
Submitted by	E Lodgement
Email	elodgement@cleplan.com.au

DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
07-Jul-2023	163833

About the land

Number of current lots on the land	1	Total number of proposed lots on the land including balance lots	2
Drainage Reserves	0	Public Access Ways	0
Recreation Reserves	0	Right of Ways	0
Road Reserves	0	Road Widening	0
Number of fee paying lots	2	Number of fee exempt lots	0

N/A

What is the proposed use/development?

Proposed Use	Lot size	Number of Lots	
Rural	Over 25 HA	1	
Other	Over 25 HA	1	
Local Government	Shire Of Dalwallinu	Existing dwellings	Yes
Is common property proposed	No		

Applicants

Primary applicant (1)

Is the applicant a company/organisation?	Yes	Is the applicant a landowner?	No
Name/Company	Everett Bennett Pty Ltd	ABN / ACN	47835193240
Email	eLodgement@cleplan.com.au	Phone number	08 9382 1233

Address

Street address	PO Box 796	Town / Suburb or City	Subiaco
State	WA	Post Code	6904
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Certificate of Title Details

Lots with certificate (1)

Volume	2223	Folio	656
Lot Number	502	Plan/Diagram/Strata Plan Number	DP35469
Total land area	722.6506	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	1
Is the Landowners name different to that shown on the Certificate of Title?			No

Landowners

Landowner (1)

Full name	Mr Douglas Painter	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	85 Kalannie-Kulja Road	Town / Suburb or City	Kalannie
State	WA	Post code	6468
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

Subdivision detail

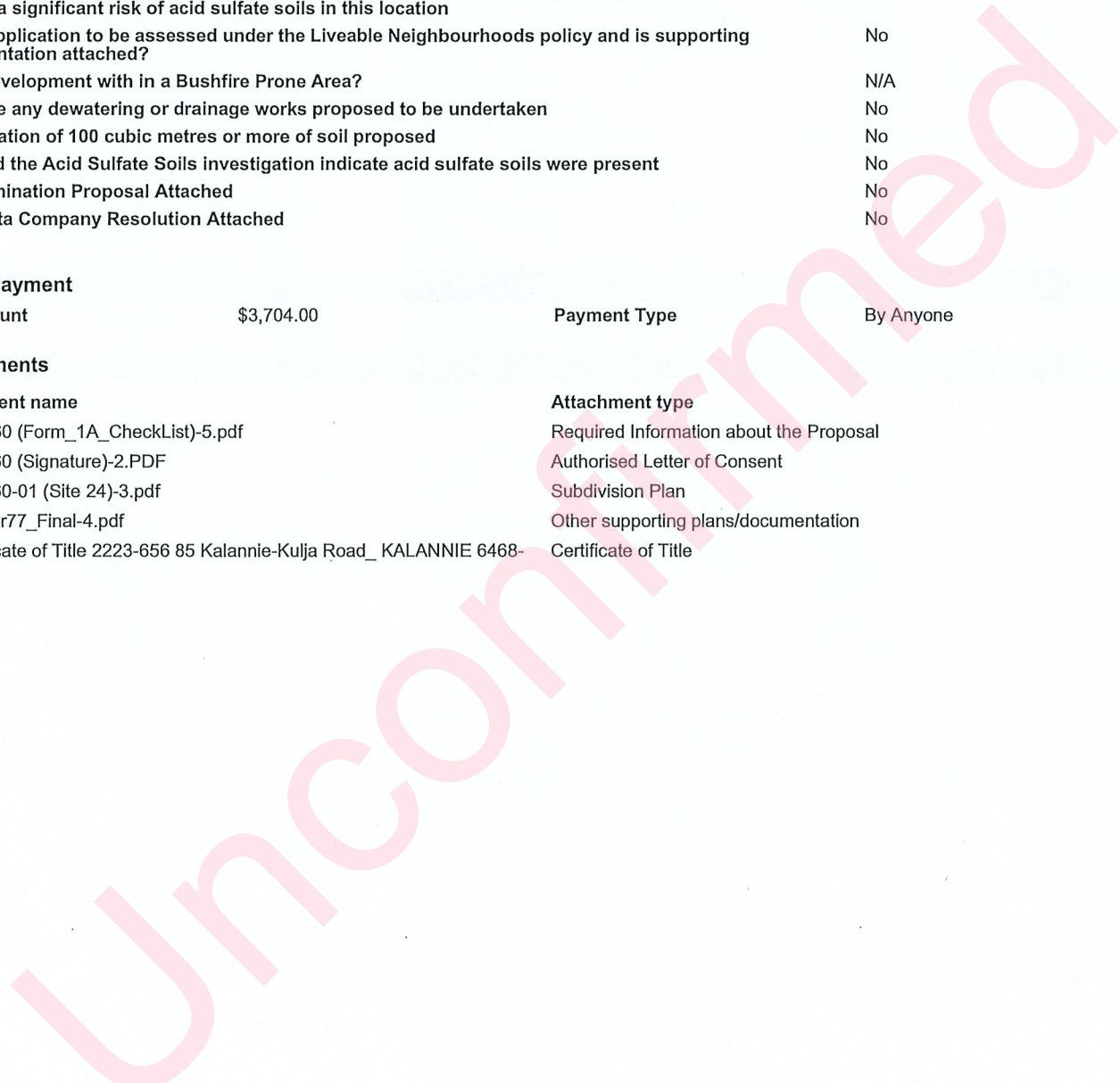
Number of dwellings	1	Dwelling retained	Yes
Dwelling description	N/A		
Number of outbuildings/structures	15	Structure/s retained	Yes
Other description	N/A		
Structure description	N/A		
Is a battleaxe lot/s proposed?			No
Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot			Not applicable
Has the land ever been used for potentially contaminating activity			No
Does the land contain any sites that have been classified under the Contaminated Sites Act 2003			No
Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003			No
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location			No
Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?			No
Is the development within a Bushfire Prone Area?			N/A
Are there any dewatering or drainage works proposed to be undertaken			No
Is excavation of 100 cubic metres or more of soil proposed			No
If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present			No
Is a Termination Proposal Attached			No
Is a Strata Company Resolution Attached			No

Fee & Payment

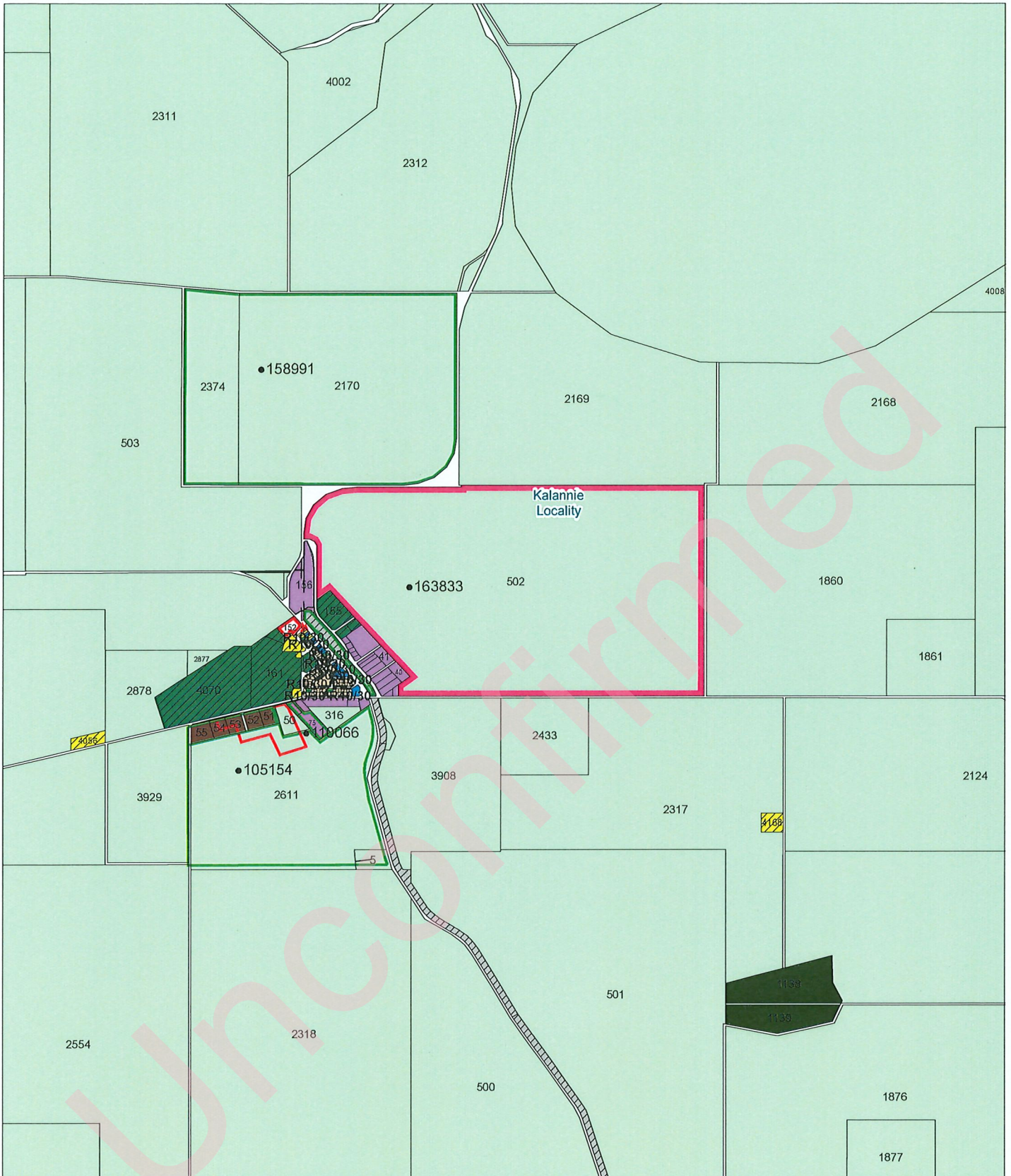
Fee amount	\$3,704.00	Payment Type	By Anyone
------------	------------	--------------	-----------

Attachments

Attachment name	Attachment type
1. 3244-60 (Form_1A_CheckList)-5.pdf	Required Information about the Proposal
2. 3244-60 (Signature)-2.PDF	Authorised Letter of Consent
3. 3244-60-01 (Site 24)-3.pdf	Subdivision Plan
4. 3244Ltr77_Final-4.pdf	Other supporting plans/documentation
5. Certificate of Title 2223-656 85 Kalannie-Kulja Road_ KALANNIE 6468-1.pdf	Certificate of Title



Perth 140 William Street Perth Western Australia, 6000, Locked Bag 2506 Perth, 6001 Tel: (08) 6551 9000 Fax: (08) 6551 9001	Albany PO Box 1108 Albany Western Australia, 6330 Tel: (08) 9892 7333 Fax: (08) 9841 8304	Bunbury Sixth Floor Bunbury Tower 61 Victoria Street Bunbury Western Australia, 6230 Tel: (08) 9791 0577 Fax: (08) 9791 0576	Geraldton Regional Planning and Strategy Office 10 209 Foreshore Drive Geraldton Western Australia, 6530 Tel: (08) 9960 6999 Fax: (08) 9964 2912	Mandurah Unit 2B Suite 94/16 Dolphin Drive Mandurah Western Australia, 6210 Tel: (08) 9586 4680 Fax: (08) 9581 5491
---------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------



**Location Plan for:
Subdivision Application**

This data is to be used only for the processing of a Subdivision Application

Application Number: **163833**

Decision: **Outstanding**

Printed: **10/07/2023**



Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by
Western Australian Land Information Authority SLIP 1180-2020-1

Application Status

- Approved
- Refused
- Outstanding

Existing LPS Zones and Reserves

- R Code boundaries
- Commercial
- Conservation
- General industry
- Public purposes
- Railway
- Recreation
- Residential
- Rural
- Rural residential
- Special use
- Townsite

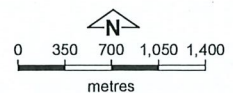
Easements and Referrals

- Easements

Region Scheme Reserves

Localities & Local Government Boundaries

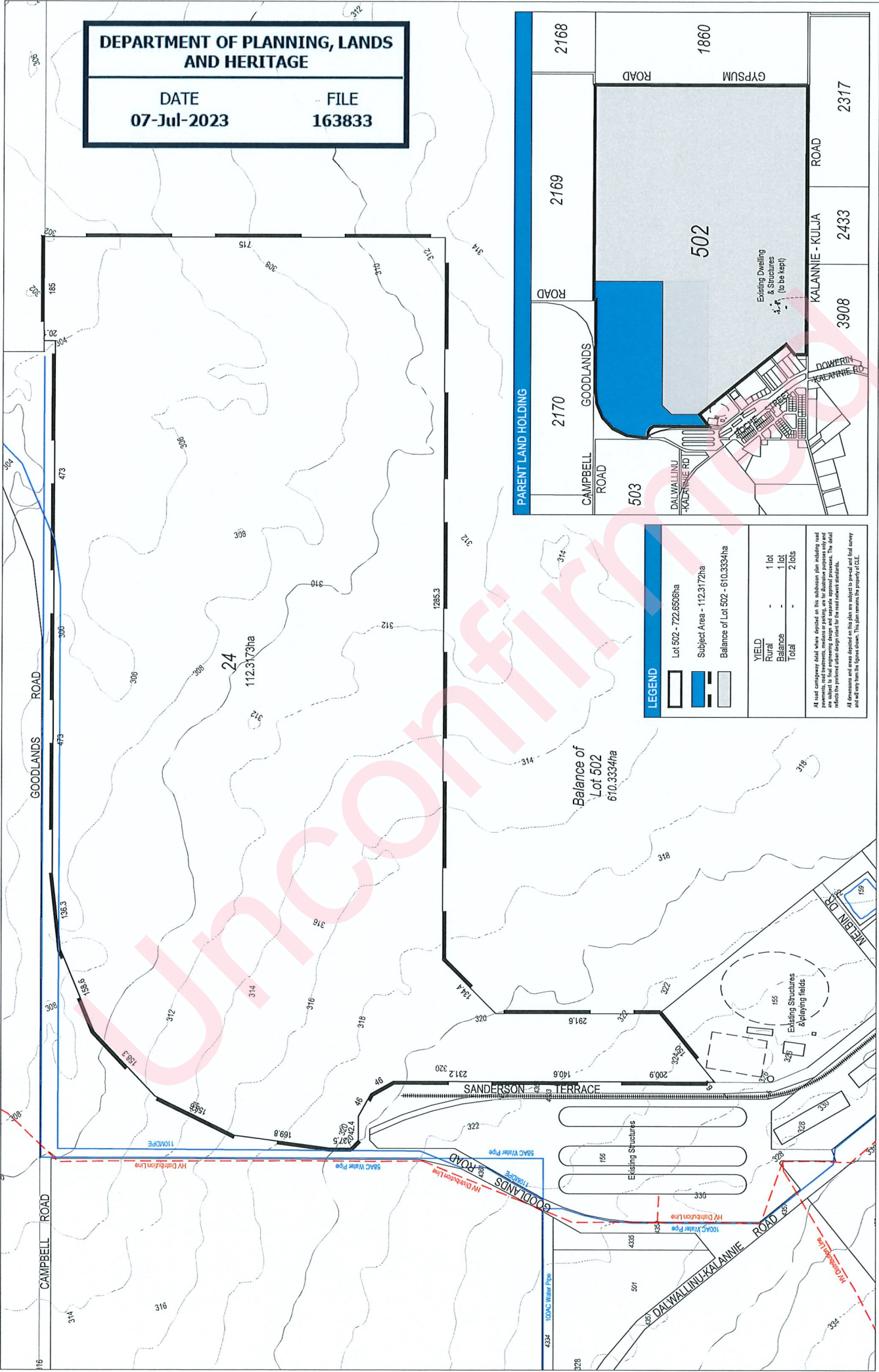
- Local government boundary
- Locality



DEPARTMENT OF PLANNING, LANDS AND HERITAGE

DATE
07-Jul-2023

FILE
163833



LEGEND

- Lot 502 - 722.6506ha
- Subject Area - 112.3172ha
- Balance of Lot 502 - 610.3334ha

YIELD	1 lot	2 lots
Rural	-	1 lot
Balance	-	1 lot
Total	-	2 lots

All road construction details, where specified, in this subdivision plan, including road formation, road treatments, medians or parking, are for illustrative purposes only and are subject to final engineering design and separate approval processes. The detail of all other proposed infrastructure (not for road treatment structures). The detail of all infrastructure is dependent on this plan and is subject to separate final survey and approval processes. The final details to be prepared by CLE.

Plan no: **3244-60-01**
date: 29 September 2022
scale: 1:6,000 @A3, 1:3,000 @A1

PROPOSED FREEHOLD SUBDIVISION
L502 (85) Kalannie-Kulja Road, Kalannie

9.3 CORPORATE SERVICES

9.3.1 Accounts for Payment for June 2023*

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Summary of Accounts for Payment

Purpose of Report

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

Background

A list of invoices paid for the month of June 2023 from the Municipal Account, to the sum of \$607,760.72 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 \$1,479,182.88. There were no payments from the Trust Account. Total payments from all accounts being \$1,479,182.88 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 2022/2023.

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

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

Social implications

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

Environmental implications

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

Officer Comment

Accounts for Payments are in accordance with the revised budget for 2022/2023 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 June 2023 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$1,479,182.88 consisting of:

EFT Payments (EFT14630-EFT14712)	\$607,760.72
EFT Payments (Payroll)	\$148,667.00
Direct Debit – Credit Card (DD17248.1)	\$1,302.48
Direct Debit – Gym Equipment Lease (DD17260.1)	\$481.17
Direct Debit – Superannuation	\$26,965.30
Direct Debit – Payments to Department of Transport	\$142,823.85
Bank Fees	\$1,189.07
Transfer to Reserves Term Deposit	\$549,993.29



Recommendation/Resolution

MOTION 10113

Moved Cr JL Counsel
Seconded Cr MM Harms

That Council, in accordance with the requirements of sections 13(1), 13(3), and 13(4) of the *Local Government (Financial Management) Regulations 1996* a list of payments made in June 2023 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$1,479,182.88 consisting of:

EFT Payments (EFT14630-EFT14712)	\$607,760.72
EFT Payments (Payroll)	\$148,667.00
Direct Debit – Credit Card (DD17248.1)	\$1,302.48
Direct Debit – Gym Equipment Lease (DD17260.1)	\$481.17
Direct Debit – Superannuation	\$26,965.30
Direct Debit – Payments to Department of Transport	\$142,823.85
Bank Fees	\$1,189.07
Transfer to Reserves Term Deposit	\$549,993.29

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
 Cr KM McNeil

Against: Nil



EFT PAYMENTS FOR THE MONTH OF JUNE 2023

Chq/EFT	Date	Name	Description	Amount
EFT14630	15/06/2023	ON HOLD ON LINE	Monthly on Hold message - Jun 23	77.00
EFT14631	15/06/2023	WESTRAC EQUIPMENT PTY LTD	Glass Door for excavator	502.51
EFT14632	15/06/2023	JOHN R WALLIS ENGINEERING	Assorted supplies for Works - Jun 22	2,817.40
EFT14633	15/06/2023	Wex Australia Pty Ltd	Fuel for May 23	3,793.95
EFT14634	15/06/2023	AUSTRALIA POST - SHIRE	Postage charges for Shire admin May 23	147.54
EFT14635	15/06/2023	KLEENHEAT GAS	Bulk gas and yearly equipment fees	1,599.91
EFT14636	15/06/2023	BOC LIMITED	Monthly container rental - May 23	39.40
EFT14637	15/06/2023	AVON WASTE	Waste collections for Jun 23 & waste bin purchase	19,860.57
EFT14638	15/06/2023	NUTRIEN AG SOLUTIONS	Assorted chemicals	886.60
EFT14639	15/06/2023	DEPUTY COMMISSIONER OF TAXATION	Business Activity Statement for the month of May 23	33,756.00
EFT14640	15/06/2023	SYNERGY	Electricity Usage Mar to Jun 23	6,939.42
EFT14641	15/06/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2022/23 ESL Quarter 4	9,470.02
EFT14642	15/06/2023	Team Global Express Pty Ltd	Freight charges - June 23	37.61
EFT14643	15/06/2023	Dalwallinu Windscreen Service	Install glass to excavator door	336.00
EFT14644	15/06/2023	AMPAC DEBT RECOVERY	Debt recovery costs for May 23	662.66
EFT14645	15/06/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts for sundry plant	46.00
EFT14646	15/06/2023	DALLCON	Concrete - Recreation Centre grounds	990.00
EFT14647	15/06/2023	TALIS CONSULTANTS PTY LTD ATF TALIS UNIT TRUST	Revaluation of the Shire's Roads and Footpath Assets	9,175.66
EFT14648	15/06/2023	IXOM OPERATIONS PTY LTD	Container service fee for May 23	84.57
EFT14649	15/06/2023	MARKETFORCE PTY LTD	RFT2223-06 Cartage of Road Building Materials advertising	552.23
EFT14650	15/06/2023	LIBERTY PLUMBING & GAS	Assorted plumbing works Jun 23	1,880.00
EFT14651	15/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	Ranger Services - May 23	1,782.00
EFT14652	15/06/2023	DALWALLINU FOODWORKS	Assorted supplies for Admin, Council and Events - May 23	374.52
EFT14653	15/06/2023	Kara Barnes	Refund of bonds	420.00
EFT14654	15/06/2023	E FIRE & SAFETY	Fire indicator panel testing - May 23	506.00
EFT14655	15/06/2023	DEPT OF MINES, INDUSTRY REGULATIONS & SAFETY	BSL collected for May 23	580.47
EFT14656	15/06/2023	TRACTUS AUSTRALIA	Puncture repair	66.00
EFT14657	15/06/2023	RICOH FINANCE	Lease fees photocopiers to 13/7/23	390.61
EFT14658	15/06/2023	DOMAIN DIGITAL	IT charges - Jun 23, M365 Backup & purchase of UPS's	4,384.49
EFT14659	15/06/2023	WCS CONCRETE PTY LTD	Supply and Lay concrete footpaths	57,358.40
EFT14660	15/06/2023	TELAIR PTY LTD	Shire admin NBN service fee Jun 23	430.90
EFT14661	15/06/2023	WHEATBEATS PRODUCTIONS	Refund of bonds	490.00

EFT14662	15/06/2023	DALWALLINU TRADERS	Assorted Goods - May 23	5,231.20
EFT14663	15/06/2023	Hersey's Safety Pty Ltd	Sundry plant parts	225.50
EFT14664	15/06/2023	Maximum Drainage	Drainage Works & Culverts May 23	39,244.48
EFT14665	15/06/2023	ARC CLEAN ENERGY PTY LTD	Assorted electrical works - May 23	2,148.00
EFT14666	15/06/2023	PRISM CONTRACTING & CONSULTING PTY LTD	Asphalt works & Civil Project Management Services - WSN May 23	24,617.04
EFT14667	15/06/2023	DEPT OF WATER & ENVIRONMENTAL REGULATION	10 x controlled waste tracking forms	440.00
EFT14668	15/06/2023	HIMAC ATTACHMENTS	Slasher blades - DL150	344.30
EFT14669	15/06/2023	RIVER HILL WA PTY LTD	Contract Works - AGRN 962 - May 23	121,357.04
EFT14670	15/06/2023	GEARED CONSTRUCTION PTY LTD	Construction of Multi Purpose ECLC - Progress Claim 8	78,189.35
EFT14671	15/06/2023	MC CIVIL CONTRACTORS	Refund of standpipe card bonds	200.00
EFT14672	15/06/2023	Bitumen Distributors Pty Ltd	Drums of Emulsion	1,100.00
EFT14673	15/06/2023	Snap Applecross (Silver Springs Holdings P/L t/as)	DL envelopes printed full colour	942.50
EFT14674	15/06/2023	Via Nerrah Liscano	Return of bonds	280.00
EFT14675	15/06/2023	LANDGATE	UV Revals 23/24, schedules Mar-May 23 & SLIP subscription	10,599.10
EFT14676	15/06/2023	Child Support Agency	Payroll deductions	381.42
EFT14677	29/06/2023	KEITH LESLIE CARTER	Member attendance fees - Q4	2,143.44
EFT14678	29/06/2023	KAREN MARIE MCNEILL	Member attendance fees - Q4	1,140.00
EFT14679	29/06/2023	RBC - RURAL	Meterplan charge for admin photocopiers - Jun 23	1,211.54
EFT14680	29/06/2023	WATER CORPORATION	Water Usage Mar - May 23	158.04
EFT14681	29/06/2023	BRIDGESTONE SERVICE CENTRE DALWALLINU	Assorted tyre repairs	100.50
EFT14682	29/06/2023	IT VISION	Altus Software Payroll implementation milestone 2	20,706.40
EFT14683	29/06/2023	TELSTRA	Assorted Phones usage to 18/6 service/rental to 18/7	2,459.08
EFT14684	29/06/2023	OFFICEWORKS	June Stationery Order	368.94
EFT14685	29/06/2023	SYNERGY	Electricity Usage Apr - Jun 23	6,494.65
EFT14686	29/06/2023	Team Global Express Pty Ltd	Freight charges on cleaning supplies ex Kleen West	261.56
EFT14687	29/06/2023	THE LIEBE GROUP INC	REFUND OF BONDS	590.00
EFT14688	29/06/2023	SHERMAC AUSTRALIA PTY LTD	Return of bonds	190.00
EFT14689	29/06/2023	STEVEN CLIFFORD CARTER	Member attendance fees - Q4	760.00
EFT14690	29/06/2023	Daimler Trucks Perth	2022 Fuso Canter 815	44,046.24
EFT14691	29/06/2023	AMPAC DEBT RECOVERY	Debt recovery costs for Jun 23	236.50
EFT14692	29/06/2023	ALEMLUBE PTY LTD	Service to truck & car hoist at Dalwallinu Shire Depot	1,072.50
EFT14693	29/06/2023	DALLCON	REFUND OF DA FEES PAID TWICE	1,577.66
EFT14694	29/06/2023	JEMMA LOUISE COUNSEL	Member attendance fees - Q4	1,330.08
EFT14695	29/06/2023	LIBERTY PLUMBING & GAS	Assorted plumbing works Jun 23	850.00
EFT14696	29/06/2023	CIVIL ENGINEERING PROJECT MANAGEMENT PTY LTD	Consultant for DRFAWA A962	35,974.13

EFT14697	29/06/2023	TOTALLY WORKWEAR JOONDALUP	Uniforms & embroidery for staff	673.70
EFT14698	29/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	Ranger services Jun 23	1,782.00
EFT14699	29/06/2023	DIANE SHIRLEY CREAM	Member attendance fees - Q4	1,140.00
EFT14700	29/06/2023	Badimia Bandi Barna Aboriginal Corporation	Return of bonds	210.00
EFT14701	29/06/2023	Kleen West Distributors	Cleaning supplies Jun 23	1,956.13
EFT14702	29/06/2023	Harrys Building & Maintenance	1 day hire mini digger	285.00
EFT14703	29/06/2023	PRISM CONTRACTING & CONSULTING PTY LTD	Geo Investigation & Project Management Services WSN May 23	17,209.06
EFT14704	29/06/2023	Blake Jarvis Davies	REFUND OF BONDS	280.00
EFT14705	29/06/2023	Midwest Turf Supplies	Supply lawn for ELC	870.00
EFT14706	29/06/2023	SIMPLY DATA SERVICES PTY LTD	Vehicle Tracking Subscription to 15/9/23	148.50
EFT14707	29/06/2023	JLT RISK SOLUTIONS PTY LTD	Regional Risk Co-Ordinator 2nd instalment - Jan 23 to June 23	8,313.75
EFT14708	29/06/2023	Rocktivity Contracting T/A Pithara Quarries	250 ton rock	3,280.00
EFT14709	29/06/2023	ANDREW WITHERIDGE	REFUND OF OVERPAID RENT AT UNTI 1 SULLIVAN LODGE	366.43
EFT14710	29/06/2023	NOEL WILLIAM MILLS	Member attendance fees - Q4	1,140.00
EFT14711	29/06/2023	Child Support Agency	Payroll deductions	1,398.12
EFT14712	29/06/2023	MELISSA MAE HARMS	Member attendance fees - Q4	1,298.40
				607,760.72

DIRECT DEBITS FOR THE MONTH OF JUNE 2023

Chq/EFT	Date	Name	Description	Amount
DD17238.1	09/06/2023	AWARE SUPER	Superannuation contributions	8,326.00
DD17238.2	09/06/2023	AUSTRALIA SUPER	Superannuation contributions	554.49
DD17238.3	09/06/2023	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Superannuation contributions	455.19
DD17238.4	09/06/2023	CBUS	Superannuation contributions	261.05
DD17238.5	09/06/2023	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Superannuation contributions	887.82
DD17238.6	09/06/2023	CATHOLIC SUPER	Superannuation contributions	708.26
DD17238.7	09/06/2023	REST INDUSTRY SUPER	Superannuation contributions	320.68
DD17238.8	09/06/2023	AUSTRALIAN SUPER	Superannuation contributions	1,143.92
DD17238.9	09/06/2023	SPIRIT SUPER	Superannuation contributions	252.62
DD17250.1	23/06/2023	AWARE SUPER	Superannuation contributions	8,267.48
DD17250.2	23/06/2023	AUSTRALIA SUPER	Superannuation contributions	554.49
DD17250.3	23/06/2023	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Superannuation contributions	489.18
DD17250.4	23/06/2023	CBUS	Superannuation contributions	258.71
DD17250.5	23/06/2023	LOCAL GOVERNMENT SUPERANNUATION SCHEME	Superannuation contributions	887.82
DD17250.6	23/06/2023	CATHOLIC SUPER	Superannuation contributions	708.26
DD17250.7	23/06/2023	REST INDUSTRY SUPER	Superannuation contributions	320.68
DD17250.8	23/06/2023	AUSTRALIAN SUPER	Superannuation contributions	965.35
DD17250.9	23/06/2023	SPIRIT SUPER	Superannuation contributions	254.51
DD17260.1	28/06/2023	MAIA FINANCIAL PTY LTD	Documentation fee on new lease for gym equipment	481.17
DD17238.10	09/06/2023	M L C SUPER FUND	Superannuation contributions	673.99
DD17250.10	23/06/2023	M L C SUPER FUND	Superannuation contributions	674.80
				27,446.47

CREDIT CARD PAYMENTS FOR THE MONTH OF JUNE 2023

Chq/EFT	Date	Name	Description	Amount
DD17248.1	16/05/2023	WA Newspapers Pty Ltd	Monthly charge for on-line newspapers	28.00
	30/05/2023	Shire of Dalwallinu	Plate remake and plate change DL 121	75.00
	01/06/2023	Westnet Pty Ltd	Monthly charge for internet at Shire admin building	129.95
	01/06/2023	Bunnings Warehouse	Stepping blocks for ELC landscaping	123.90
	05/06/2023	Ampol	Fuel for DL 2	170.20
	06/06/2023	Endota Day Spa	Farewell gift for Joanne Jones	250.00
	17/05/2023	Hot Toner	Printer toner	217.00
	26/04/2023	Dept of Health	Water & effluent treatment permit renewal	129.00
	07/05/2023	Aussie Broadband	Monthly charge for internet at Dalwallinu Rec Centre	79.00
	23/05/2023	Shire of Dalwallinu	Remake number plate - DL 2	44.50
	25/05/2023	Uber	Uber fare CEO meeting	19.89
	25/05/2023	Uber	Uber fare CEO meeting	17.92
	25/05/2023	Oak33	Refreshments CEO meeting	8.00
	25/05/2023	Wilson Parking	Parking CEO meeting	10.12
				1,302.48

Shire of Dalwallinu Municipal Account

**Payroll
June 2023**

09/06/2023	Payroll fortnight ending 09/06/2023	\$ 63,795.00
23/06/2023	Payroll fortnight ending 23/06/2023	\$ 84,872.00
	TOTAL	<u>\$ 148,667.00</u>

**Bank Fees
June 2023**

02/06/2023	Bpay Transaction Fee (Muni)	\$ 26.40
05/06/2023	CBA Merchant Fee (Muni)	\$ 1,162.67
	TOTAL	<u>\$ 1,189.07</u>

**Direct Debit Payments
June 2023**

	Superannuation Payments (Pay endings 09/06/2023 & 23/06/2023)	26,965.30
22/06/2023	Credit Card Payments to Bankwest	1,302.48
28/06/2023	Gym Equipment Lease Payments by direct debit	\$ 481.17
01/06/2023	Transfer to Reserves Term Deposit	\$ 549,993.29
01-30/06/2023	Payments to Department of Transport Licensing	142,823.85
	TOTAL	<u>\$ 721,566.09</u>



SHIRE OF DALWALLINU
PO BOX 141
DALWALLINU WA 6609

Account Number **xxxx xxxx xxxx x952**

Period **9 May 23 - 7 Jun 23**

Monthly Spend Limit **\$20,000**

SUMMARY OF YOUR SPEND	
Purchases	\$1,302.48
Cash Advances & Balance Transfers	\$0.00

YOUR TRANSACTION SUMMARY

Date	Description	Debit	Credit
16 MAY 23		\$28.00	
17 MAY 23		\$217.00	
19 MAY 23		\$129.00	
19 MAY 23		\$79.00	
23 MAY 23		\$44.50	
25 MAY 23		\$19.89	
25 MAY 23		\$17.92	
25 MAY 23		\$8.00	
25 MAY 23		\$10.12	
30 MAY 23		\$75.00	
01 JUN 23		\$129.95	
01 JUN 23		\$123.90	
05 JUN 23		\$170.20	
06 JUN 23		\$250.00	
Total		\$1,302.48	\$0.00

Unconfirmed

158BC3C 000103 000333

9.3.2 Monthly Financial Statements for June 2023*

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Manager Corporate Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Monthly Statements of Financial Activity, Variance Report, Investments Held and Bank Reconciliations

Purpose of Report

Council is requested to receive and accept the Financial Reports for the month end 30 June 2023.

Background

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

Consultation

Nil

Legislative Implications

State

Local Government Act 1995

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

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

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

Social implications

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



Environmental implications

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

Officer Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 30 June 2023. It is to be noted that these financial statements are not the final statements for the 2022-2023 financial year as further adjustments will be required for yearend accruals.

Attached for council's consideration are:

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

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

Officer Recommendation

That the Council accept the Financial Reports as submitted for the month ending 30 June 2023.

Recommendation/Resolution

MOTION 10114

Moved Cr DS Cream
Seconded Cr SC Carter

That the Council accept the Financial Reports as submitted for the month ending 30 June 2023.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
 Cr KM McNeil

Against: Nil



SHIRE OF DALWALLINU
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 June 2023

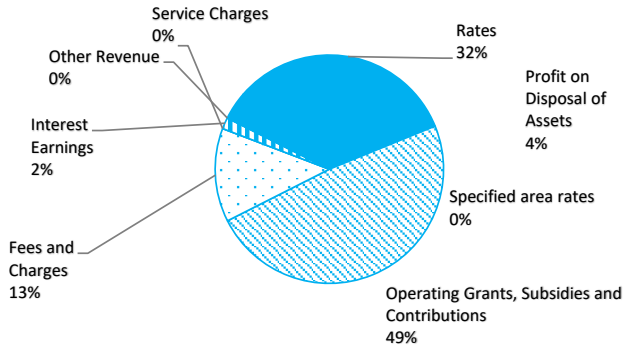
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

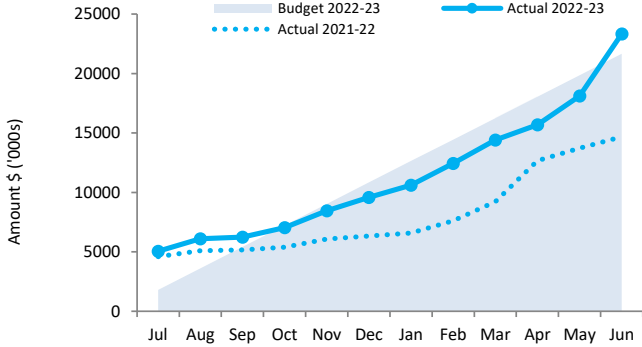
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	18
Note 10 Lease Liabilities	19
Note 11 Cash Reserves	20
Note 12 Other Current Liabilities	21
Note 13 Operating grants and contributions	22
Note 14 Non operating grants and contributions	24
Note 15 Budget Amendments	25
Note 16 Explanation of Material Variances	26

OPERATING ACTIVITIES

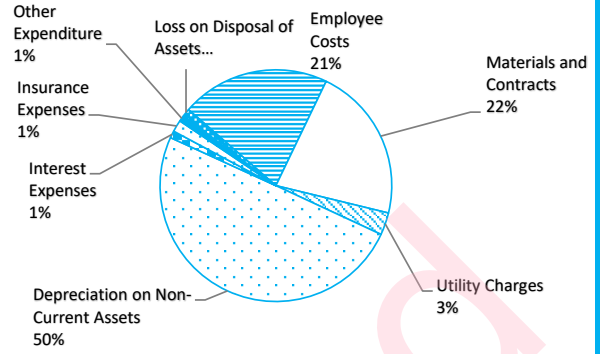
OPERATING REVENUE



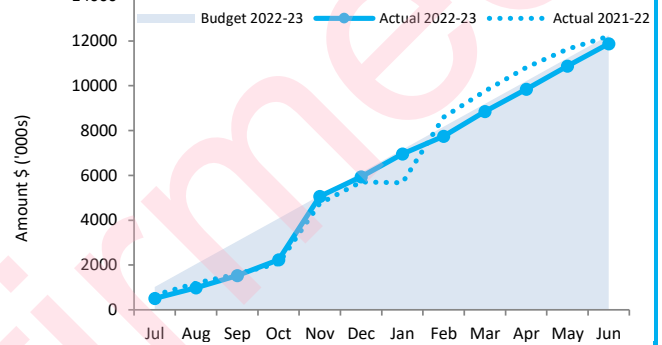
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

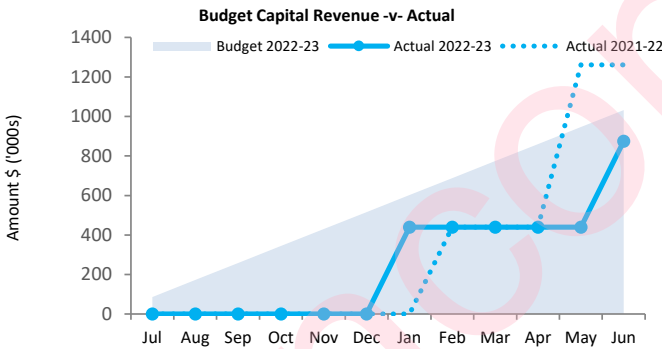


Budget Operating Expenses -v- YTD Actual

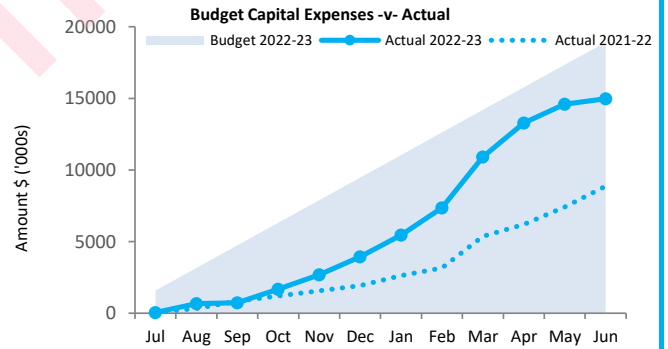


INVESTING ACTIVITIES

CAPITAL REVENUE



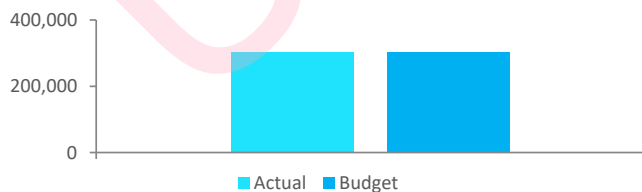
CAPITAL EXPENSES



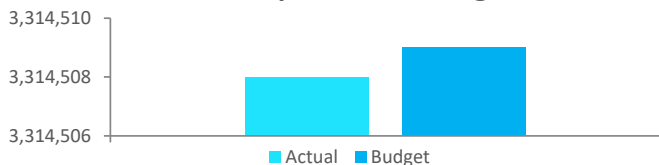
FINANCING ACTIVITIES

BORROWINGS

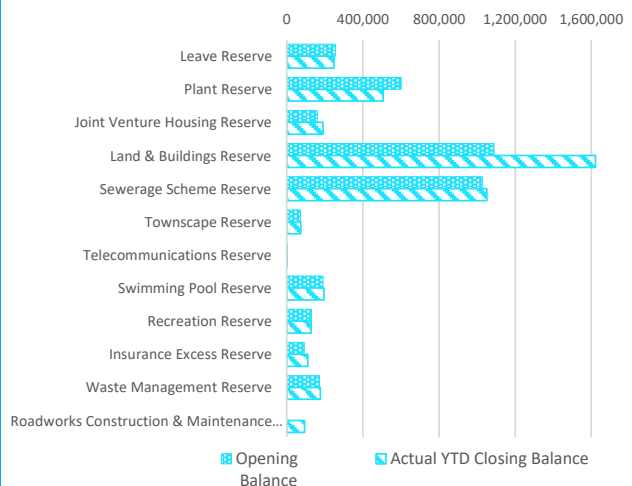
Principal Repayments



Principal Outstanding



CASH BACKED RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.18 M	\$3.18 M	\$3.18 M	(\$0.00 M)
Closing	\$0.00 M	\$0.00 M	\$5.62 M	\$5.62 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$10.01 M	% of total
Unrestricted Cash	\$5.61 M	56.0%
Restricted Cash	\$4.40 M	44.0%

Refer to Note 2 - Cash and Financial Assets

Payables		% Outstanding
	\$0.34 M	
Trade Payables	\$0.09 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		% Collected
	\$0.43 M	
Rates Receivable	\$0.03 M	99.3%
Trade Receivable	\$0.43 M	
Over 30 Days		3.8%
Over 90 Days		2.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.26 M	\$0.26 M	\$4.53 M	\$4.27 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$3.50 M	
	YTD Budget	0.1%
	\$3.50 M	

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	YTD Actual	% Variance
	\$5.25 M	
	YTD Budget	244.2%
	\$1.53 M	

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$1.43 M	
	YTD Budget	(4.0%)
	\$1.49 M	

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)
(\$2.38 M)	(\$2.38 M)	(\$1.15 M)	\$1.23 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$1.28 M	
	Amended Budget	(18.6%)
	\$1.57 M	

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$14.97 M	
	Amended Budget	(23.5%)
	\$19.57 M	

Refer to Note 8 - Capital Acquisition

Capital Grants		
	YTD Actual	% Received
	\$12.54 M	
	Amended Budget	(19.7%)
	\$15.61 M	

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.06 M)	(\$1.06 M)	(\$0.93 M)	\$0.12 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.30 M
Interest expense	\$0.12 M
Principal due	\$3.31 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$4.40 M
Interest earned	\$0.09 M

Refer to Note 11 - Cash Reserves

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

Refer to Note 10 - Lease Liabilities

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2023**

STATUTORY REPORTING PROGRAMS

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

**PROGRAM NAME AND OBJECTIVES
GOVERNANCE**

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

ACTIVITIES

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

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

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

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

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of staff and rental housing.

COMMUNITY AMENITIES

To provide services required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,177,164	3,177,164	3,177,164	(0)	(0.00%)	
Revenue from operating activities							
Governance		300	300	2,321	2,021	673.67%	
General purpose funding - general rates	6	3,498,898	3,498,898	3,501,431	2,533	0.07%	
General purpose funding - other		986,750	986,750	4,820,147	3,833,397	388.49%	▲
Law, order and public safety		65,884	65,884	65,949	65	0.10%	
Health		12,226	12,226	12,007	(219)	(1.79%)	
Education and welfare		3,302	3,302	23,407	20,105	608.87%	▲
Housing		837,544	837,544	665,994	(171,550)	(20.48%)	▼
Community amenities		638,078	638,078	667,533	29,455	4.62%	
Recreation and culture		172,141	172,141	155,205	(16,936)	(9.84%)	
Transport		460,531	460,531	473,862	13,331	2.89%	
Economic services		311,389	311,389	119,391	(191,998)	(61.66%)	▼
Other property and services		353,773	353,773	281,433	(72,340)	(20.45%)	▼
		7,340,816	7,340,816	10,788,680	3,447,864		
Expenditure from operating activities							
Governance		(804,013)	(804,013)	(676,055)	127,958	15.91%	▼
General purpose funding		(169,436)	(169,436)	(162,910)	6,526	3.85%	
Law, order and public safety		(220,450)	(220,450)	(215,425)	5,025	2.28%	
Health		(340,765)	(340,765)	(308,395)	32,370	9.50%	
Education and welfare		(137,207)	(137,207)	(116,329)	20,878	15.22%	▼
Housing		(445,445)	(445,445)	(373,679)	71,766	16.11%	▼
Community amenities		(862,615)	(862,615)	(807,764)	54,851	6.36%	
Recreation and culture		(2,289,209)	(2,289,209)	(2,073,350)	215,859	9.43%	
Transport		(6,474,356)	(6,474,356)	(6,528,385)	(54,029)	(0.83%)	
Economic services		(496,745)	(496,745)	(477,676)	19,069	3.84%	
Other property and services		(98,991)	(98,991)	(138,115)	(39,124)	(39.52%)	▲
		(12,339,232)	(12,339,232)	(11,878,083)	461,149		
Non-cash amounts excluded from operating activities	1(a)	5,256,384	5,256,384	5,615,125	358,741	6.82%	
Amount attributable to operating activities		257,968	257,968	4,525,722	4,267,754		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	15,614,425	15,614,425	12,538,477	(3,075,948)	(19.70%)	▼
Proceeds from disposal of assets	7	1,573,621	1,573,621	1,281,500	(292,121)	(18.56%)	▼
Payments for property, plant and equipment and infrastructure	8	(19,566,043)	(19,566,043)	(14,971,638)	4,594,405	23.48%	▼
Amount attributable to investing activities		(2,377,997)	(2,377,997)	(1,151,661)	1,226,336		
Financing Activities							
Transfer from reserves	11	957,069	957,069	874,441	(82,628)	(8.63%)	
Payments for principal portion of lease liabilities	10	(22,609)	(22,609)	(23,458)	(849)	(3.75%)	
Repayment of debentures	9	(304,000)	(304,000)	(304,000)	0	0.00%	
Transfer to reserves	11	(1,686,748)	(1,686,748)	(1,479,225)	207,523	12.30%	▼
Amount attributable to financing activities		(1,056,288)	(1,056,288)	(932,241)	124,047		
Closing funding surplus / (deficit)	1(c)	847	847	5,618,983			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 JUNE 2023

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,177,164	3,177,164	3,177,164	(0)	(0.00%)	
Revenue from operating activities							
Rates	6	3,498,898	3,498,898	3,501,431	2,533	0.07%	
Operating grants, subsidies and contributions	13	1,525,968	1,525,968	5,253,032	3,727,064	244.24%	▲
Fees and charges		1,490,560	1,490,560	1,430,380	(60,180)	(4.04%)	
Interest earnings		91,004	91,004	173,908	82,904	91.10%	▲
Other revenue		100	100	35	(65)	(65.00%)	
Profit on disposal of assets	7	734,286	734,286	429,895	(304,391)	(41.45%)	▼
		7,340,816	7,340,816	10,788,681	3,447,865		
Expenditure from operating activities							
Employee costs		(2,619,840)	(2,619,840)	(2,465,616)	154,224	5.89%	
Materials and contracts		(2,779,856)	(2,779,856)	(2,571,749)	208,107	7.49%	
Utility charges		(448,845)	(448,845)	(370,397)	78,448	17.48%	▼
Depreciation on non-current assets		(5,990,306)	(5,990,306)	(5,926,048)	64,258	1.07%	
Interest expenses		(120,420)	(120,420)	(117,196)	3,224	2.68%	
Insurance expenses		(216,429)	(216,429)	(195,441)	20,988	9.70%	
Other expenditure		(163,172)	(163,172)	(106,051)	57,121	35.01%	▼
Loss on disposal of assets	7	(364)	(364)	(125,586)	(125,222)	(34401.65%)	▲
		(12,339,232)	(12,339,232)	(11,878,084)	461,148		
Non-cash amounts excluded from operating activities	1(a)	5,256,384	5,256,384	5,615,125	358,741	6.82%	
Amount attributable to operating activities		257,968	257,968	4,525,722	4,267,754		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	15,614,425	15,614,425	12,538,477	(3,075,948)	(19.70%)	▼
Proceeds from disposal of assets	7	1,573,621	1,573,621	1,281,500	(292,121)	(18.56%)	▼
Payments for property, plant and equipment	8	(19,566,043)	(19,566,043)	(14,971,638)	4,594,405	23.48%	▼
Amount attributable to investing activities		(2,377,997)	(2,377,997)	(1,151,661)	1,226,336		
Financing Activities							
Transfer from reserves	11	957,069	957,069	874,441	(82,628)	(8.63%)	
Payments for principal portion of lease liabilities		(22,609)	(22,609)	(23,458)	(849)	(3.75%)	
Repayment of debentures	9	(304,000)	(304,000)	(304,000)	0	0.00%	
Transfer to reserves	11	(1,686,748)	(1,686,748)	(1,479,225)	207,523	12.30%	▲
Amount attributable to financing activities		(1,056,288)	(1,056,288)	(932,241)	124,047		
Closing funding surplus / (deficit)	1(c)	847	847	5,618,983	5,618,136		

KEY INFORMATION

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

Refer to Note 16 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards.

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 July 2023

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(734,286)	(734,286)	(429,895)
Movement in pensioner deferred rates (non-current)				(6,614)
Add: Loss on asset disposals	7	364	364	125,586
Add: Depreciation on assets		5,990,306	5,990,306	5,926,048
Total non-cash items excluded from operating activities		5,256,384	5,256,384	5,615,125

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

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

		Last Year Closing 30 June 2022	This Time Last Year 30 June 2022	Year to Date 30 June 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(3,794,137)	(4,332,426)	(4,398,921)
Less: Provisions		(411,575)	(367,438)	(382,178)
Add: Borrowings	9	304,001	139,756	310,416
Add: Provisions - employee	12	411,575	367,548	391,047
Add: Lease liabilities	10	23,028	6,783	31
Add: Cash backed leave portion		256,140	209,381	256,140
Total adjustments to net current assets		(3,210,968)	(3,976,396)	(3,823,465)

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

Current assets				
Cash and cash equivalents	2	8,385,962	9,999,756	10,007,331
Rates receivables	3	51,808	174,120	30,307
Receivables	3	232,613	143,209	429,104
Other current assets	4	10,157	18,588	13,751
Less: Current liabilities				
Payables	5	(765,558)	(934,917)	(336,551)
Borrowings	9	(304,001)	(139,756)	(310,416)
Contract liabilities	12	(788,246)	(1,382,067)	0
Lease liabilities	10	(23,028)	(6,783)	(31)
Provisions	12	(411,575)	(367,548)	(391,047)
Less: Total adjustments to net current assets	1(b)	(3,210,968)	(3,976,396)	(3,823,465)
Closing funding surplus / (deficit)		3,177,164	3,528,206	5,618,983

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
TelenetSaver Account	Cash and cash equivalents	1,810,276		1,810,276		Bank	1.35%	At Call
Municipal Account	Cash and cash equivalents	3,797,935		3,797,935		Bank	0.00%	At Call
Term Deposit - Reserves	Cash and cash equivalents	0	4,398,920	4,398,920		Bank	3.70%	26/06/2023
Floats Held	Cash and cash equivalents	200		200		Shire float	0.00%	N/A
Total		5,608,411	4,398,920	10,007,331	0			
Comprising								
Cash and cash equivalents		5,608,411	4,398,920	10,007,331	0			
		5,608,411	4,398,920	10,007,331	0			

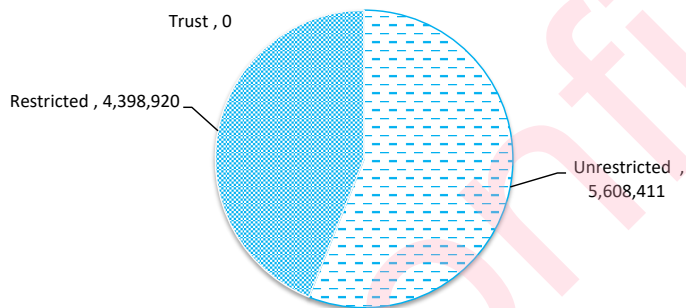
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

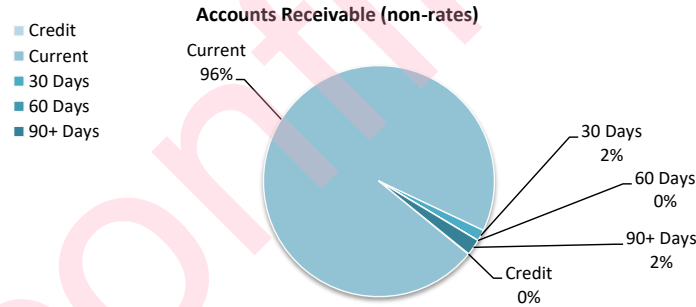
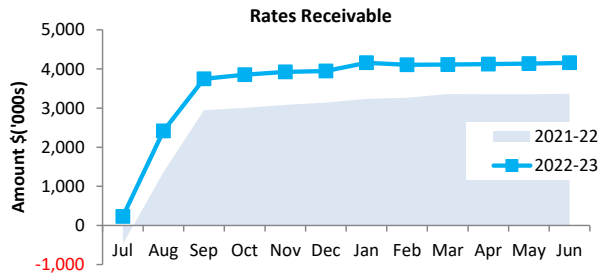
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2022	30 Jun 2023
	\$	\$
Opening arrears previous years	59,824	51,808
Levied this year	3,353,365	4,135,012
Less - collections to date	(3,361,381)	(4,156,513)
Equals current outstanding	51,808	30,307
Net rates collectable	51,808	30,307
% Collected	98.5%	99.3%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(380)	416,060	6,783	30	9,685	432,178
Percentage	(0.1%)	96.3%	1.6%	0%	2.2%	
Balance per trial balance						
Sundry receivable	(380)	416,060	6,783	30	9,685	432,178
GST receivable						(3,074)
Total receivables general outstanding						429,104
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Other current assets	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 June 2023
	\$	\$	\$	\$
Inventory				
Inventories Fuel & Materials	10,157	3,594		13,751
Total other current assets	10,157	3,594	0	13,751
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

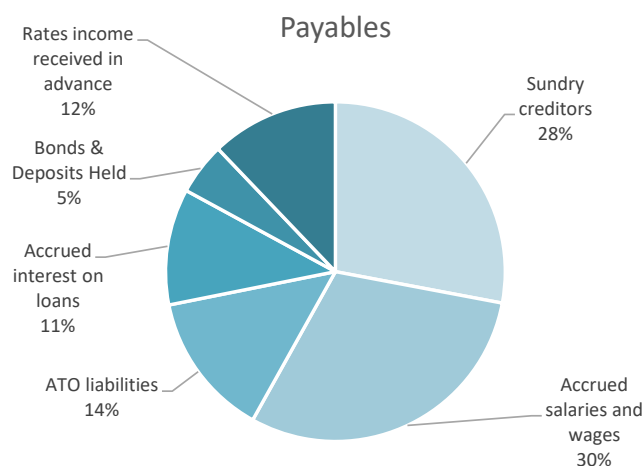
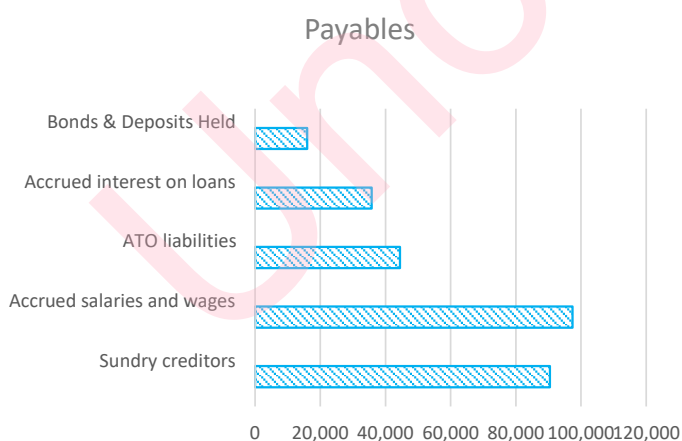
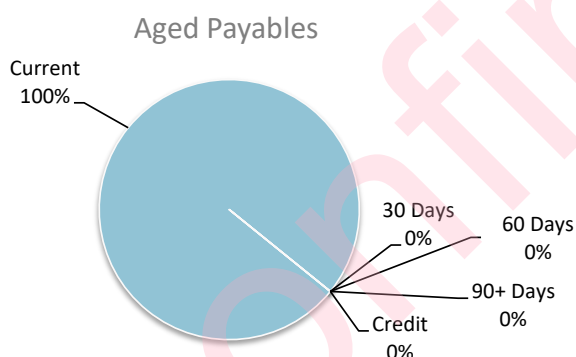
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	166,148	0	0	0	166,148
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	175,722	0	0	0	90,418
Accrued salaries and wages						97,394
ATO liabilities						44,478
Accrued interest on loans						35,802
Bonds & Deposits Held						15,969
Rates income received in advance						39,231
Other income received in advance						13,259
Total payables general outstanding						336,551

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

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



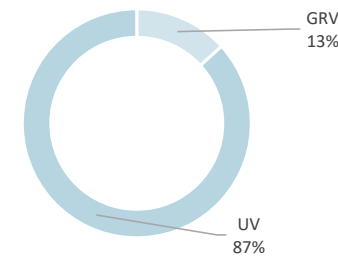
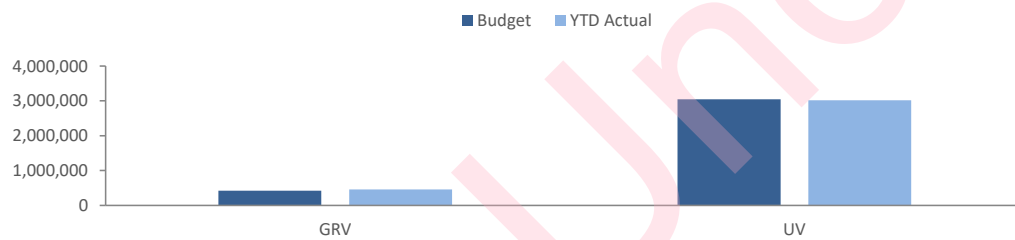
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

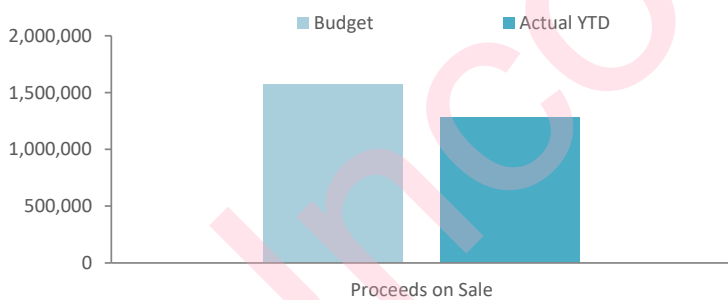
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV	0.09548	316	4,448,810	424,772	0	0	424,772	424,772	34,652	1,879	461,303
Unimproved value											
UV	0.01474	362	205,803,500	3,033,544	13,419	1,775	3,048,738	3,033,544	(18,548)	(88)	3,014,908
Sub-Total		678	210,252,310	3,458,316	13,419	1,775	3,473,510	3,458,316	16,104	1,791	3,476,211
Minimum payment	Minimum \$										
Gross rental value											
GRV - Dalwallinu	600	109	489,348	65,400	0	0	65,400	65,400	0	0	65,400
GRV - Kalannie	600	29	134,210	17,400	0	0	17,400	17,400	0	0	17,400
GRV - Other Towns	600	80	260,964	48,000	0	0	48,000	48,000	0	0	48,000
Unimproved value											
UV - Rural	700	38	434,166	26,600			26,600	26,600	0	0	26,600
UV - Mining	700	49	736,478	34,300			34,300	34,300	(155)	(13)	34,132
Sub-total		305	2,055,166	191,700	0	0	191,700	191,700	(155)	(13)	191,532
Discount							(166,312)	(166,277)			(166,312)
Total general rates							3,498,898				3,501,431

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Land & Buildings									
	Sale of Lot 572 Sawyers Ave	68,000	69,394	1,394	0	68,000	69,091	1,091	0
	Sale of Lot 12 McNeill St	75,000	120,000	45,000	0	0	0	0	0
	Sale of Lot 1002 Roberts Rd	65,000	150,000	85,000	0	0	0	0	0
	Sale of 1 Wasley St	110,552	377,000	266,448	0	210,552	377,000	166,448	0
	Sale of 2 Dungey St	359,337	585,000	225,663	0	415,619	565,000	149,381	0
	Wubin CWA Building	0	0	0	0	91,938	0	0	(91,938)
	Assets Building under 5k	0	0	0	0	14,800	0	0	(14,800)
Other Infrastructure									
	Annetts Rd Trees	0	0	0	0	12,999	0	0	(12,999)
Plant and equipment									
Transport									
	Crew Cab Truck DL 420	24,650	50,000	25,350	0	24,084	50,000	25,916	0
	3.5T Tipper Truck DL 121	21,533	43,636	22,103	0	18,086	43,636	25,551	0
	Utility DL 102	9,182	16,364	7,182	0	9,182	16,364	7,182	0
	Utility L/Hand DL 747	14,000	13,636	0	(364)	14,000	13,636	0	(364)
	Utility WS DL 281	22,267	38,182	15,915	0	22,267	38,182	15,915	0
	Utility DL 194	11,000	21,364	10,364	0	11,000	21,364	10,364	0
	John Deere Tractor DL 5150	27,178	39,045	11,867	0	27,178	39,045	11,868	0
	Water Tank on Skids	0	0	0	0	5,485	0	0	(5,485)
Other property and services									
	Ford Everest DL 2	32,000	50,000	18,000	0	32,000	48,182	16,182	0
		839,700	1,573,621	734,286	(364)	977,190	1,281,500	429,895	(125,586)



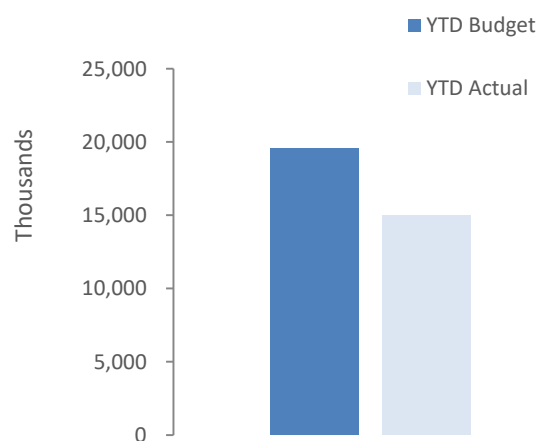
Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	122,000	122,000	1,000	(121,000)
Buildings	3,327,575	3,327,575	2,610,547	(717,028)
Furniture and equipment	105,820	105,820	66,897	(38,923)
Plant and equipment	469,104	469,104	433,433	(35,671)
Infrastructure - roads	14,747,021	14,747,021	11,396,909	(3,350,112)
Infrastructure - Other	644,523	644,523	335,930	(308,593)
Infrastructure - Footpaths	150,000	150,000	126,921	(23,079)
Payments for Capital Acquisitions	19,566,043	19,566,043	14,971,638	(4,594,405)
Right of use assets	0	18,942	18,942	0
Total Capital Acquisitions	19,566,043	19,584,985	14,990,580	(4,594,405)

Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	15,614,425	15,614,425	12,538,477	(3,075,948)
Lease liabilities	0	18,942	18,942	0
Other (disposals & C/Fwd)	1,573,621	1,573,621	1,281,500	(292,121)
Cash backed reserves				
Leave Reserve	13,891	13,891	13,891	0
Plant Reserve	109,256	109,256	109,256	0
Joint Venture Housing Reserve	20,000	20,000	9,372	(10,628)
Land & Buildings Reserve	499,505	499,505	499,505	0
Sewerage Scheme Reserve	217,417	217,417	217,417	0
Townscape Reserve	72,000	72,000	0	(72,000)
Recreation Reserve	25,000	25,000	25,000	0
Contribution - operations	1,420,928	1,401,986	258,278	(1,143,708)
Capital funding total	19,566,043	19,566,043	14,971,638	(4,594,405)

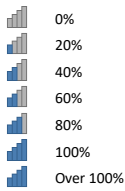
SIGNIFICANT ACCOUNTING POLICIES

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



Capital expenditure total

Level of completion indicators



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

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

		Amended			Variance	
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over	
LAND & BUILDINGS						
	K60	Dalwallinu Early Learning Centre - Capital Upgrade	2,701,136	2,701,136	2,207,331	493,805
	E081804	PRE SCH - Capital Expenditure - Land	70,000	70,000	1,000	69,000
	E092041	STF HOU - Construction of Employee Housing	477,497	477,497	325,430	152,067
	K123	6B Cousins Rd, Dalwallinu - WM - Capital Upgrade	5,299	5,299	5,299	0
	K19	10 Roberts Rd, Dalwallinu - Capital Upgrade	9,372	9,372	9,372	0
	K18	2 Dowie St, Dalwallinu - Capital Upgrade	9,372	9,372	9,372	0
	K91	3 Salmon Gums Place, Dalwallinu (CEO) Capital Upgrade	18,399	18,399	18,399	0
	K106	1 Salmon Gums Place, Dalwallinu (Dr) Capital Upgrade	16,000	16,000	16,600	(600)
	K17	4 Dowie St, Dalwallinu - Capital Upgrade	10,000	10,000	9,372	628
	K14	Pioneer House Building Upgrade	6,500	6,500	0	6,500
	K96	21 Rayner St, Dalwallinu JV - Capital Upgrade	20,000	20,000	9,372	10,628
	K8	Dalwallinu Town Hall - Capital Upgrade	48,000	48,000	0	48,000
	K88	Administration Office - Capital Upgrade	6,000	6,000	0	6,000
	E093855	OTH HOU - Capital Expenditure - Land	52,000	52,000	0	52,000
ROADS						
	E121700	ROAD CON - Regional Road Group	840,146	840,146	850,057	(9,911)
	E121720	ROAD CON - Roads To Recovery	1,128,095	1,128,095	1,137,733	(9,638)
	E121735	ROAD CON - WFSN	5,452,780	5,452,780	4,716,568	736,212
	E121730	ROAD CON - Shire Road Program	334,897	334,897	350,399	(15,502)
	E121795	ROAD CON - DRFAWA Works	6,991,103	6,991,103	4,342,152	2,648,951
OTHER INFRASTRUCTURE						
	K61	Landscaping - MPECLC	220,000	220,000	45,127	174,873
	E135875	OTH ECON - Capital Expenditure - Other Infrastructure	2,106	2,106	0	2,106
	Z74	Shire Town Entry Statements	72,000	72,000	591	71,409
	O25	Dalwallinu Recreation Centre Cricket Pitch Upgrade	25,000	25,000	3,838	21,162
	O22	Shade Structure - Dalwallinu Sports Club	108,000	108,000	69,318	38,682
	E103844	SEW - Capital Expenditure - Other Infrastructure	217,417	217,417	217,056	361
FOOTPATH CONSTRUCTION						
	E121740	ROAD CON - Footpath Construction	150,000	150,000	126,921	23,079
PLANT & EQUIPMENT						
	DL420	Purchase Crew Cab Truck	83,678	83,678	90,919	(7,241)
	DL121	Purchase Tipper Truck 3.5T	90,919	90,919	83,678	7,241
	DL194	Purchase Utility DL 194	32,265	32,265	32,265	0
	DL747	Purchase Utility L/Hand	32,265	32,265	33,236	(971)
	DL281	Purchase Utility WS	48,543	48,543	48,543	0
	CP001	Purchase Sundry Plant	5,000	5,000	3,670	1,330
	CP002	Purchase Water Tank 1000Lt on Skids	4,545	4,545	0	4,545
	CP003	EV Charging Station - Capital Upgrade	58,000	58,000	24,274	33,726
	E113838	OTH REC - Capital Expenditure - Plant & Equipment	17,378	17,378	20,338	(2,960)
	E145801	ADMIN - CEO's Vehicle DL 2	60,628	60,628	60,628	(0)
	E147300	CLEAN - Cleaner Vehicle - DL102	23,640	23,640	23,640	0
	E134441	PUB UTL - Capital Expenditure - Plant & Equipment	12,243	12,243	12,243	0
FURNITURE & FIXTURES						
	C124	Altus Payroll & Procurement Software Implementation	54,570	54,570	28,472	26,098
	E11	Electronic Scoreboard Kalannie Sports Oval	26,000	26,000	21,475	4,525
	C125	HPE Backup Server Proline	12,250	12,250	5,456	6,794
	FE001	Chambers Recording & Video Conference Equipment	13,000	13,000	11,494	1,506
			19,566,043	19,566,043	14,971,638	4,594,405

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Community amenities										
Dalwallinu Sewerage Scheme	64	70,741			21,352	21,352	49,389	49,389	5,471	6,455
Recreation and culture										
Dalwallinu Discovery Centre	157	460,014			61,314	61,314	398,700	398,701	12,838	11,985
Dalwallinu Recreation Centre	159	2,525,185			61,829	61,829	2,463,356	2,463,356	92,061	93,295
Other property and services										
Bell St subdivision	160	562,568	0	0	159,505	159,505	403,063	403,063	6,251	8,408
C/Fwd Balance		3,618,508	0	0	304,000	304,000	3,314,508	3,314,509	116,621	120,143
Total		3,618,508	0	0	304,000	304,000	3,314,508	3,314,509	116,621	120,143
Current borrowings		304,000					310,416			
Non-current borrowings		3,314,508					3,004,092			
		3,618,508					3,314,508			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Recreation and culture										
Maia Financial - Gymnasium Equipment	E6N0162493	18,270			17,852	17,851	418	419	225	225
Other property and services										
Ricoh - 2 x photocopiers		4,758			4,758	4,758	-0	0	52	52
Ricoh - 2 x photocopiers Admin		0	18,942		848	0	18,094	0	298	0
Total		23,028	18,942	0	23,458	22,609	18,512	419	575	277
Current lease liabilities		23,028					31			
Non-current lease liabilities		0					17,783			
		23,028					17,814			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

OPERATING ACTIVITIES
NOTE 11
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	256,140	769	5,657	0	0	(13,891)	(13,891)	243,018	247,906
Plant Reserve	601,957	1,807	13,715	0	0	(109,256)	(109,256)	494,508	506,416
Joint Venture Housing Reserve	161,242	484	3,553	27,536	36,147	(20,000)	(9,372)	169,262	191,570
Land & Buildings Reserve	1,088,585	4,017	26,710	1,298,394	1,005,852	(499,505)	(499,505)	1,891,491	1,621,642
Sewerage Scheme Reserve	1,027,548	3,084	23,232	218,681	218,681	(217,417)	(217,417)	1,031,896	1,052,044
Townscape Reserve	72,246	217	1,646	0	0	(72,000)	0	463	73,892
Telecommunications Reserve	496	0	11	0	0	0	0	496	507
Swimming Pool Reserve	191,521	575	4,363	0	0	0	0	192,096	195,884
Recreation Reserve	129,847	390	3,143	20,000	20,000	(25,000)	(25,000)	125,237	127,990
Insurance Excess Reserve	92,174	277	2,314	16,000	16,000	0	0	108,451	110,488
Waste Management Reserve	172,381	517	3,927	0	0	0	0	172,898	176,308
Roadworks Construction & Maintenance Reserve	0	0	273	94,000	94,000	0	0	94,000	94,273
	3,794,137	12,137	88,544	1,674,611	1,390,680	(957,069)	(874,441)	4,523,816	4,398,921

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 30 June 2023
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	13	23,053	0.00	(23,053)	(0)
- non-operating	14	765,173	11,773,304	(12,538,477)	0
Total unspent grants, contributions and reimbursements		788,226	11,773,304	(12,561,530)	0
Provisions					
Annual leave		193,815		(5,817)	187,998
Long service leave		217,760		(14,711)	203,049
Landfill Sites		0			0
Total Provisions		411,575	0	(20,528)	391,047
Total other current assets		1,199,801	11,773,304	(12,582,058)	391,047.00
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
General Purpose Grant (FAGS)				0		551,831	551,831	2,861,563
Untied Roads Grant (FAGS)				0		273,775	273,775	1,710,214
Law, order, public safety								
DFES Operating Grant				0		53,769	53,769	53,769
Community amenities								
Stronger Communities Round 7	18,053		(18,053)	0		18,053	18,053	18,053
Recreation and culture								
Grants - Library				0		4,901	4,901	4,901
Road Safety Commision Grant	5,000		(5,000)	0		5,000	5,000	5,000
Transport								
Direct Grant - Main Roads				0		328,600	328,600	328,600
	23,053	0	(23,053)	0	0	1,235,929	1,235,929	4,982,100
Operating contributions								
Governance								
Miscellaneous Reimbursements				0		100	100	0
Reimbursements Members of Council				0		0	0	2,317
General purpose funding								
Ex- Gratia Rates				0		47,140	47,140	47,140
Collection of Legal Costs				0		16,000	16,000	18,902
Health								
Miscellaneous Reimbursements				0		9,850	9,850	9,142
Education and welfare								
Miscellaneous Reimbursements				0		3,301	3,301	23,406
Housing								
Miscellaneous Reimbursements				0		17,681	17,681	20,784
Community amenities								
Miscellaneous Reimbursements				0		2,900	2,900	2,631

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Containers Deposit Scheme Income				0		1,500	1,500	111
Recreation and culture								
Miscellaneous Reimbursements				0		64,197	64,197	30,298
Other Culture Reimbursements				0		2,000	2,000	2,984
Transport								
Street Lighting Contribution				0		2,000	2,000	5,241
Miscellaneous Reimbursements				0		7,150	7,150	7,004
Economic services								
Miscellaneous Reimbursements				0		47,385	47,385	38,644
Other property and services								
Fuel Rebates				0		45,000	45,000	46,447
Miscellaneous Reimbursements				0		19,200	19,200	15,880
Parental Leave Reimbursements				0		4,635	4,635	0
	0	0	0	0	0	290,039	290,039	270,932
TOTALS	23,053	0	(23,053)	0	0	1,525,968	1,525,968	5,253,032

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023

NOTE 14
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2023	Current Liability 30 Jun 2023	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Education and welfare								
LRCIP Phase 3 Grant MP Building	700,000	700,000	(1,400,000)	0	0	1,400,000	1,400,000	1,400,000
Transport								
Regional Road Group Grant	5,263	571,133	(576,396)	(0)	(0)	576,395	576,395	576,396
Roads to Recovery Grant		808,525	(808,525)	0	0	796,717	796,717	808,525
Wheatbelt Secondary Freight Network Grant		4,762,162	(4,762,162)	(0)	0	5,391,094	5,391,094	4,762,162
DRFAWA Grant		4,871,573	(4,871,573)	0	0	7,330,399	7,330,399	4,871,573
GRANT LRCIP Phase 3 Footpaths	59,910	59,910	(119,820)	0	0	119,820	119,820	119,820
	765,173	11,773,304	(12,538,477)	0	0	15,614,425	15,614,425	12,538,477

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2023**

**NOTE 15
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption		Opening surplus	\$ 0	\$ 0	\$ 0	\$ 0
Various	Budget Review	9864	Operating Expenses	0	847	0	847
				0	847	0	

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 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	3,833,397	388.49%	▲ Permanent	FAGS Early Payment for 23/24 funds
Education and welfare	20,105	608.87%	▲ Permanent	Contribution to Childcare Centre
Housing	(171,550)	(20.48%)	▼ Permanent	Profit on sale of Wasley St & Dungey Way less than budgeted
Economic services	(191,998)	(61.66%)	▼ Permanent	Standpipe Water Charges 55K under the budget and no profit on sales of commercial & Industrial land
Other property and services	(72,340)	(20.45%)	▼ Permanent	Private works less than YTD budget
Expenditure from operating activities				
Governance	127,958	15.91%	▼ Permanent	Admin Allocation less than YTD budget
Education and welfare	20,878	15.22%	▼ Permanent	Various accounts less than budgeted
Housing	71,766	16.11%	▼ Permanent	Building maintenance and depreciation less than budgeted
Other property and services	(39,124)	(39.52%)	▲ Permanent	Various accounts over budget
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(3,075,948)	(19.70%)	▼ Permanent	DRFAWA & WSFN grants Less than budgeted
Proceeds from disposal of assets	(292,121)	(18.56%)	▼ Permanent	Land sale proceeds less than budgeted
Payments for property, plant and equipment and infrastructure	4,594,405	23.48%	▼ Permanent	Refer to Capital Projects Note 8
Financing activities				
Transfer to reserves	207,523	12.30%	▼ Permanent	Refer to Cash Reserves Note 11

Shire of Dalwallinu Bank Reconciliation as at 30 June 2023

Balance as per General Ledger as at 1 June 2023				
A910000 - Municipal Fund	602,119.14 ✓			
A910001 - Telenet Saver	1,172,786.22 ✓	1,774,905.36		1,774,905.36
Add Cash Receipts				
Daily Receipts		5,200,725.23 ✓		
BPAY Receipts		36,164.10		
Interest Received		2,489.80		
Transfer from Reserve funds Term Deposit		73,109.00		
				5,312,488.13
				7,087,393.49
Less Cash Payments				
EFT Payments - Payroll ✓		148,667.00		
EFT Payments (EFT14630-EFT14712) ✓		607,760.72 ✓		
Direct Debit - Credit Card Payments (DD17248.1)		1,302.48		
Direct Debit - Gym Equipment Lease (DD17260.1)		481.17		
Direct Debit - Superannuation Payments		26,965.30		
Bank Fees		1,189.07		
Transfer to Reserves Term Deposit		549,993.29		
Direct Debit - Payment to DoT		142,823.85		
				1,479,182.88
Balance as per General Ledger as at 30 June 2023				
A910000 - Municipal Fund	3,797,934.99 ✓			
A910001 - Telenet Saver	1,810,275.62 ✓			
		5,608,210.61	0.00	5,608,210.61
Add				
Less				
				5,608,210.61
Balance as per Bank Statements as at 30 June 2023				
Muni Cheque Account - xxxx914		3,797,934.99 ✓		
Business Telenet Saver - xxxx562		1,810,275.62 ✓	0.00	5,608,210.61

Prepared by

 4/7/2023

Reviewed by

 10/7/2023



For enquiries, message us on the Bankwest App or Bankwest Online Banking, or call on 13 17 19
If you're a business customer, call 13 7000

BUSINESS ZERO TRAN ACCOUNT STATEMENT MUNI FUND

BSB Number	XXX-XXX
Account Number	XXXX91-4
Period	29 Jun 23 - 30 Jun 23
Page 1 of 1	Statement Number 4141

THE COMMITTEE
SHIRE OF DALWALLINU
PO BOX 141
DALWALLINU WA 6609

Account of: SHIRE OF DALWALLINU

TRANSACTION DETAILS FOR ACCOUNT NUMBER: XXXX91-4				
Date	Particulars	Debit	Credit	Balance
29 JUN 23	OPENING BALANCE			\$138,673.56
29 JUN 23			\$5,151.30	\$143,824.86
29 JUN 23			\$12,165.90	\$155,990.76
29 JUN 23			\$318.00	\$156,308.76
29 JUN 23			\$585.00	\$156,893.76
29 JUN 23			\$60,000.00	\$216,893.76
29 JUN 23		\$162,022.35		\$54,871.41
29 JUN 23			\$135.30	\$55,006.71
29 JUN 23			\$3,773.20	\$58,779.91
29 JUN 23		\$612.05		\$58,167.86
30 JUN 23			\$318.00	\$58,485.86
30 JUN 23			\$30.00	\$58,515.86
30 JUN 23			\$50.00	\$58,565.86
30 JUN 23			\$95.81	\$58,661.67
30 JUN 23			\$6,212.31	\$64,873.98
30 JUN 23			\$10,861.31	\$75,735.29
30 JUN 23			\$30.00	\$75,765.29
30 JUN 23			\$800.00	\$76,565.29
30 JUN 23			\$570.55	\$77,135.84
30 JUN 23			\$3,746,171.00	\$3,823,306.84
30 JUN 23		\$25,371.85		\$3,797,934.99
30 JUN 23	CLOSING BALANCE			\$3,797,934.99
	TOTAL DEBITS	\$188,006.25		
	TOTAL CREDITS		\$3,847,267.68	

Make sure you check the entries on this statement carefully. If you see something that doesn't seem right, call us on 13 17 19. For more information about your account, and for details of the dispute resolution mechanism that covers disputed transactions and complaints (including how to access the mechanism and to make a complaint – including to the external dispute resolution body - the Australian Financial Complaints Authority), please see the Product Disclosure Statement for this product (available at our website and branches), or call/visit us. Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945. If you don't want to receive promotional information⁶¹ from us, let us know by calling us on 13 17 19.

TRANSACTION SEARCH RESULTS

Account:

Account Nickname:

BUSINESS TELENET SAVER

Date

From 01/06/2023 to 30/06/2023

Transaction Types

All Transaction Types

Opening Balance

\$1,172,786.22

Closing Balance


\$1,810,275.62

BSB NO.	ACCOUNT NO.	TRANSACTION DATE	NARRATION	CHEQUE NO.	DEBIT	CREDIT	ACCOUNT BALANCE
302-162	0373562	29/06/2023	Telenet to muni		-\$60,000.00		\$1,810,275.62
302-162	0373562	22/06/2023	Muni to telenet			\$190,000.00	\$1,870,275.62
302-162	0373562	19/06/2023	Muni to Telenet			\$600,000.00	\$1,680,275.62
302-162	0373562	15/06/2023	Telenet to muni		-\$425,000.00		\$1,080,275.62
302-162	0373562	09/06/2023	Muni to Telenet			\$400,000.00	\$1,505,275.62
302-162	0373562	08/06/2023	Telenet to muni		-\$70,000.00		\$1,105,275.62
302-162	0373562	01/06/2023	CREDIT INTEREST			\$2,489.40	\$1,175,275.62

Shire of Dalwallinu Trust Bank Reconciliation as at 30 June 2023

Balance as per General Ledger as at 1 June 2023				
2T9900000 - Trust Fund	0.00	0.00		0.00
Add Cash Receipts				0.00
				0.00
Less Cash Payments				0.00
		0.00		0.00
Balance as per General Ledger as at 30 June 2023				
2T9900000 - Trust Fund	0.00	0.00	0.00	0.00
Add				
Less				
Balance as per Bank Statements as at 30 June 2023				0.00
2T9900000 - Trust Fund		0.00	0.00	0.00

Prepared by

 3/07/2023

Reviewed by

 10/7/2023



For enquiries, message us on the Bankwest App or Bankwest Online Banking, or call on 13 17 19
If you're a business customer, call 13 7000

BUSINESS ZERO TRAN ACCOUNT STATEMENT TRUST

BSB Number	XXX-XXX
Account Number	XXXX93-0
Period	1 Jun 23 - 30 Jun 23
Page 1 of 3	Statement Number 3582

THE COMMITTEE MEMBERS
SHIRE OF DALWALLINU
PO BOX 141
DALWALLINU WA 6609

Account of: SHIRE OF DALWALLINU

TRANSACTION DETAILS FOR ACCOUNT NUMBER: XXXX93-0				
Date	Particulars	Debit	Credit	Balance
01 JUN 23	OPENING BALANCE			\$0.00
30 JUN 23	CLOSING BALANCE			\$0.00
	TOTAL DEBITS	\$0.00		
	TOTAL CREDITS		\$0.00	

Make sure you check the entries on this statement carefully. If you see something that doesn't seem right, call us on 13 17 19. For more information about your account, and for details of the dispute resolution mechanism that covers disputed transactions and complaints (including how to access the mechanism and to make a complaint – including to the external dispute resolution body - the Australian Financial Complaints Authority), please see the Product Disclosure Statement for this product (available at our website and branches), or call/visit us. Bankwest, a division of Commonwealth Bank of Australia ABN 48 123 123 124 AFSL / Australian credit licence 234945. If you don't want to receive promotional information from us, let us know by calling us on 13 17 19.

9.4 CHIEF EXECUTIVE OFFICER

9.4.1 Shire of Dalwallinu Workforce Plan*

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	GO/5 – Governance - Reporting
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	DRAFT Workforce Plan 2023-2027

Purpose of Report

Council is requested to endorse the Shire of Dalwallinu Workforce Plan 2023-2027

Background

Council endorsed the second Shire of Dalwallinu Workforce Plan 2020-2024 in May 2020. Annual reviews were undertaken by Administration in May 2021 and 2022.

The 2023 review is now being presented to Council for endorsement.

Consultation

Senior Management Team

Legislative Implications

State

Local Government Act 1995

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Nil

Triple Bottom Line Assessment

Economic implications

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

Social implications

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



Environmental implications

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

Officer Comment

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

The biggest statistic to come from this review is that 37.5% 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.

Officer Recommendation

That Council endorse the Shire of Dalwallinu Workforce Plan 2023-2027.

Recommendation/Resolution

MOTION 10115

Moved Cr KM McNeill

Seconded Cr SC Carter

That Council endorse the Shire of Dalwallinu Workforce Plan 2023-2027.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
Cr KM McNeil

Against: Nil





Workforce Plan

2023 – 2027

Reviewed: July 2023

Contents

Chief Executive Officer’s Message	3
Document Purpose within Integrated Planning Framework	4
What is a Workforce Plan?	5
Analysis of Internal and External Environment and Workforce.....	6
Current Organisational Structure.....	15
Workforce Implications of the SCP and CBP	16
Strategies to Meet Future Workforce Needs.....	21
Monitoring and Evaluation.....	32

Chief Executive Officer's Message

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

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

Workforce Planning:

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

Workforce Planning will enable our organisation to:

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

Jean Knight

CHIEF EXECUTIVE OFFICER

Document Purpose within Integrated Planning Framework

The Integrated Planning Framework and Key Documents

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

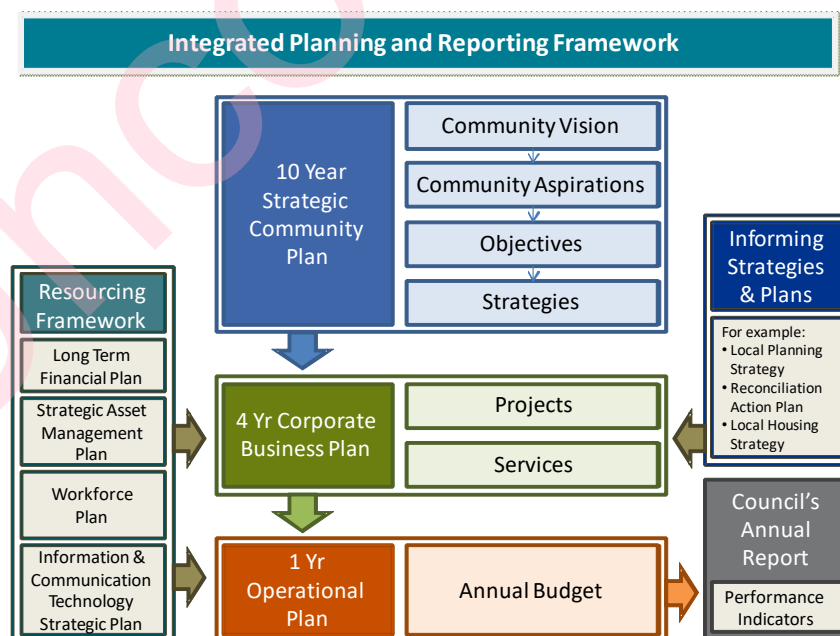
After a process of community consultation, the vision and aspirations of the community are articulated in the Shire's **Strategic Community Plan (SCP)** which sets out the ten-year objectives and strategies within which the operational activities will be delivered.

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

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

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

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



Outcomes of community consultation for the SCP vision

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

SCP Goals

Goal 1 – Community (Social):

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

Goal 2 – Sustainable Living (Economic):

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

GOAL 3 – Environment:

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

GOAL 4 – Civic Leadership (Governance)

To work together as custodians for now and the future.

What is a Workforce Plan?

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

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

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

Analysis of Internal and External Environment and Workforce

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

Workforce Implications of the SCP and CBP

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

Strategies to Meet Future Workforce Needs

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

Monitoring and Evaluation

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

Analysis of Internal and External Environment and Workforce

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

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

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

Staff Satisfaction Survey

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

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

A new survey will be distributed in the coming months.

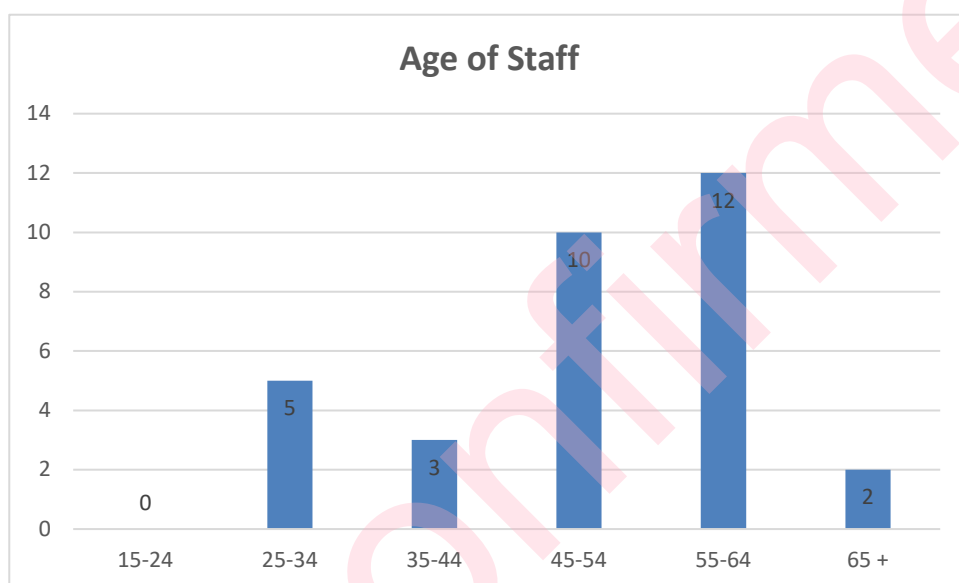
These results will be used as a benchmark for future bi-annual surveys of all staff.

Unconfirmed

Age – Gender Profile

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

- 0% are in the category of 24 and under;
- 15.63% are 25-34 years;
- 9.38% are 35 – 44 years;
- 31.25% are 45 – 54 years;
- 37.5% are 55 – 64 years;
- 6.25% 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 37.5% of staff are eligible to retire in the next 10 years.

Table – Years to Retirement across Organisation

Years to Retirement	Employees
0	6.25%
1 to 10	37.50%
11 to 20	31.25%
21 to 30	9.38%
31 to 40	15.63%
40 +	0%

Given the above, (in the next 1-10 years 37.50% 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.

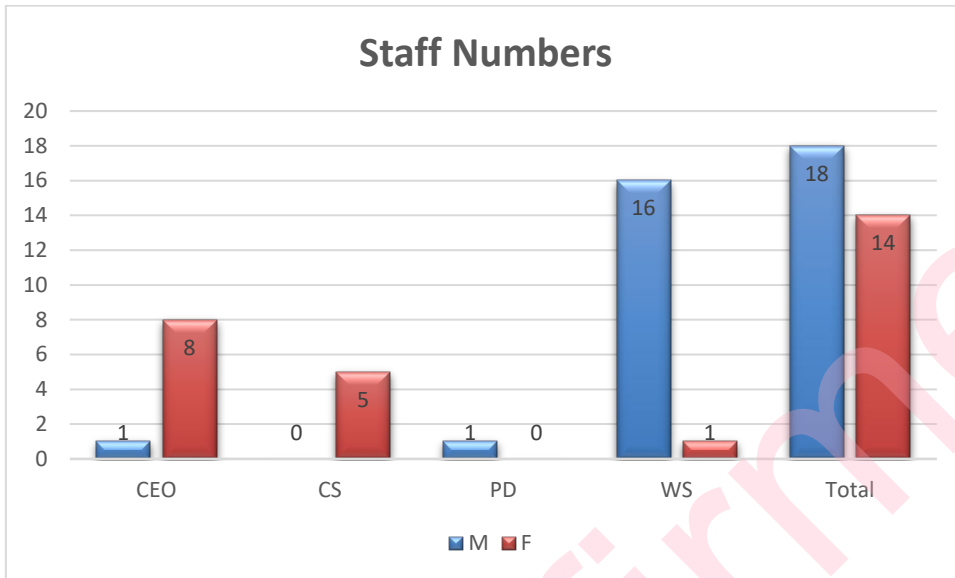
To assist in this process the development of an ageing workforce strategy will be important and will provide support to staff as they progress towards retirement.

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

Gender Profile

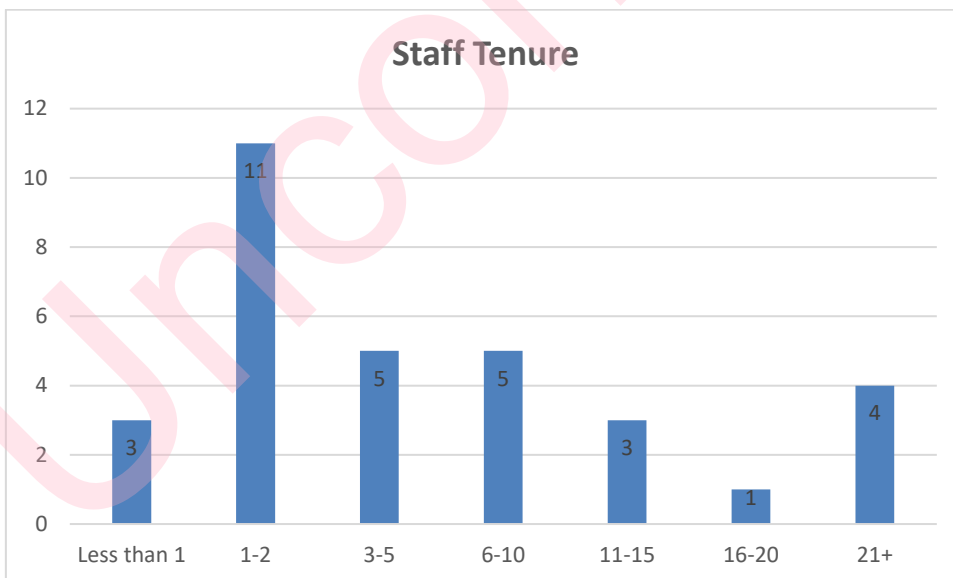
In 2023 the overall total split for employees is 56% males and 44% females for the Shire.

Figure – Gender by organisational unit



Staff Tenure

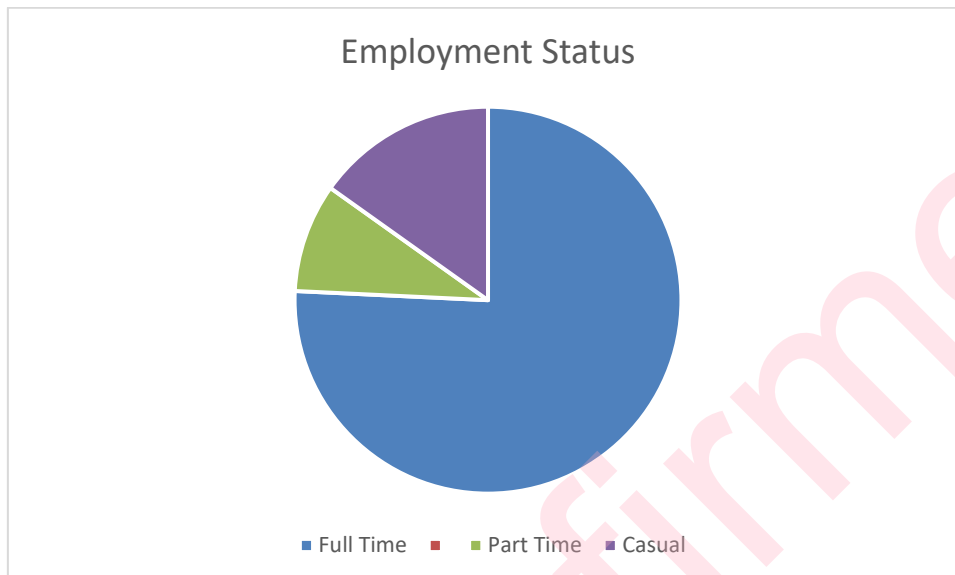
The majority of the staff (34%) have an employment tenure of between 1-2 years.



Employment Status

The majority of employees are employed on a permanent full time basis (78%) with and (16%) on a casual basis. Casual positions are aligned to operations that fluctuate due to seasonal operations and leave cover.

Figure – Employment Status of employees at Shire of Dalwallinu



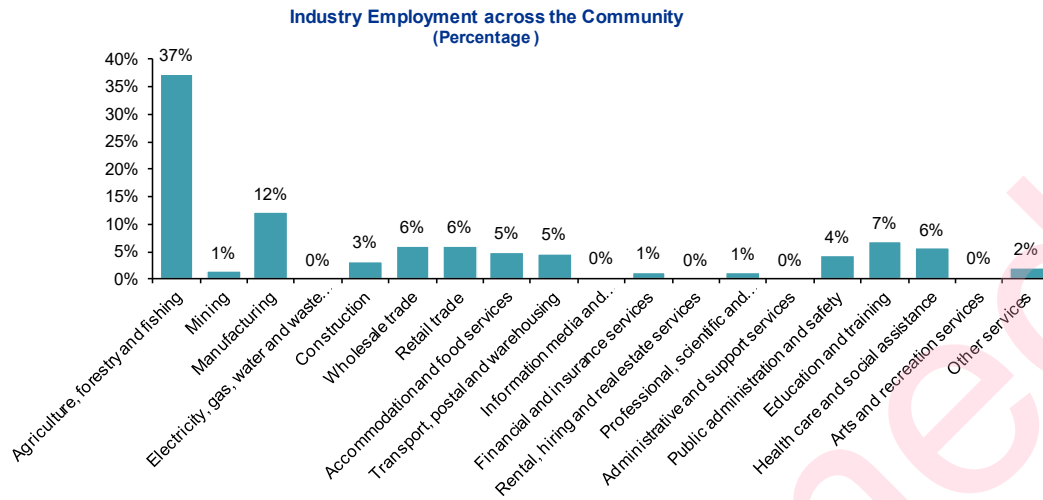
Industry of Employment Profile

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

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

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

Figure – Percentage of Shire of Dalwallinu Residents by Industry

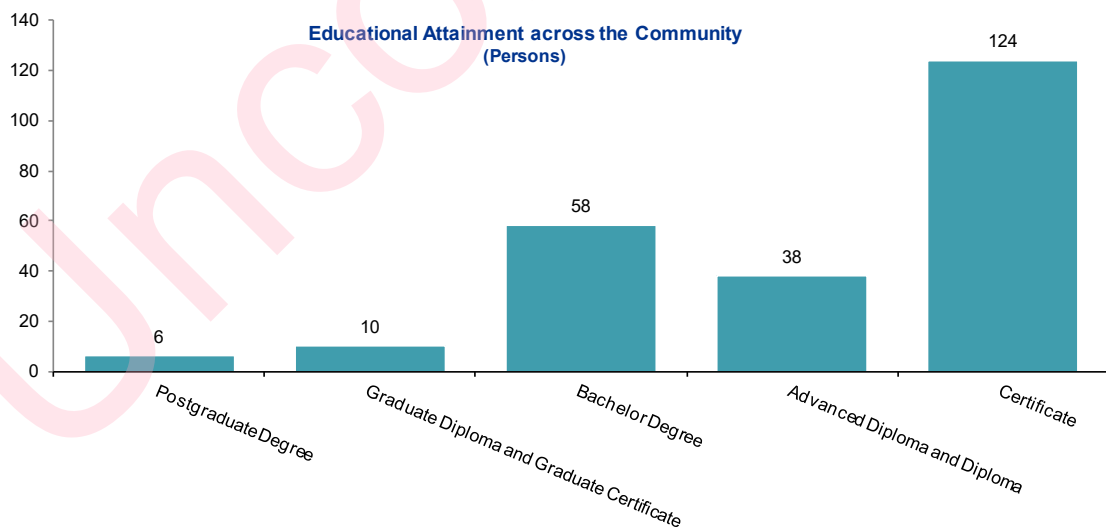


source: Australian Bureau of Statistics 2011

Level of Education

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

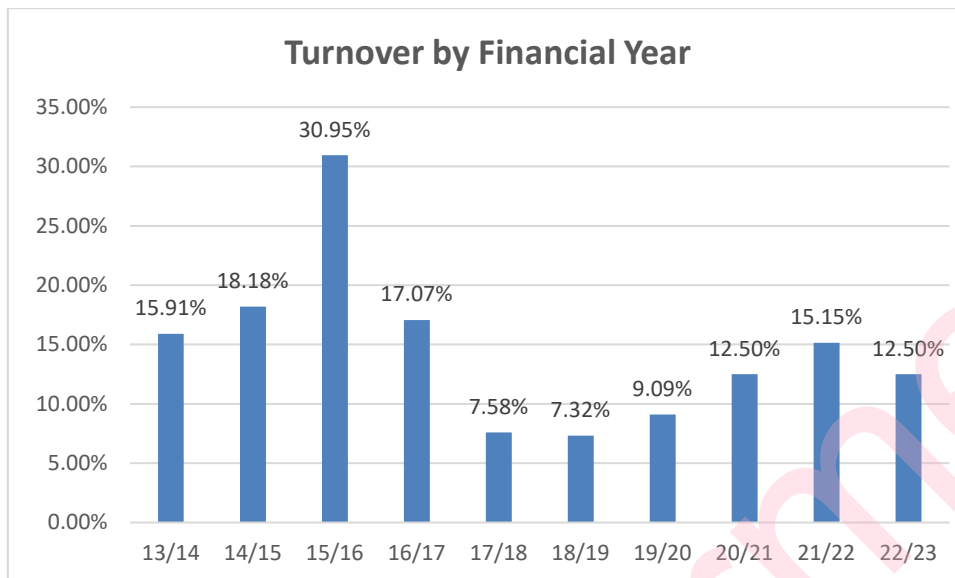
Figure – Percentage of Shire of Dalwallinu residents' maximum attained level of education



source: Australian Bureau of Statistics 2011

Turnover

Figure – Staff turnover by financial year



Additional Comments on External Environment

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

Some considerations:

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

Identification of Gaps between Internal / External Environment

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

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

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

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

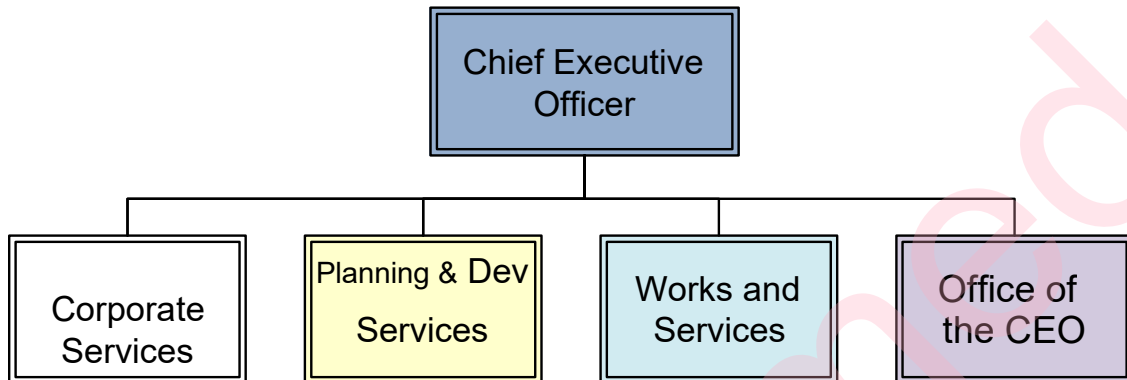
The Shire seeks to develop systems that will ensure it is an exciting; engaged; and futuristic place to work, and that it has practical support for work/life balance and career opportunities for current and future employees. The Shire is focused in its endeavours to promote and attract only the best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

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

Current Organisational Structure

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

Figure – Organisational Structure – Shire of Dalwallinu



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

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

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

Workforce Implications of the SCP and CBP

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

Analysis of gaps, issues, risks which have workforce implications

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

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

Research and Development of Improved Corporate (Administrative) Systems

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

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

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

Project Management Capabilities

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

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

Governance and Legislative Compliance

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

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

To address the current gap and risk, the Shire has commenced funding an Occupational Safety and Health training. This will include reviewing all safety systems across the Shire; for co-ordinating safety training across all positions across the Shire; and reviewing and addressing our current compliance risks. The intent is that safety will be embedded into the business through the development of a safety culture in all employees but especially those within a leadership role.

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

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

Critical positions / groups

A position may be deemed critical:

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

Overall risk level ratings

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

Risk rating definitions

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

POSITION REPLACEMENT RISK ASSESSMENT					
Position Details	Catastrophic	Major	Moderate	Minor	Insignificant
Chief Executive Officer, five year contract, expires 16/04/2024 – significant loss of corporate and legislative knowledge, highly skilled and difficult to replace		✓			
Manager Corporate Services –MCS has a five year contract, expires May 2028 – significant loss of corporate knowledge, highly skilled and difficult to replace.		✓			
Manager Planning & Development Services, five year contract, expires 31/08/2025 – significant loss of corporate knowledge, highly skilled and difficult to replace.		✓			
Manager Works & Services, five year contract, expires 7/11/26 – specialised area, shortage within the industry, highly skilled and difficult to replace.		✓			
Community Development/Discovery Centre Officer			✓		
Works Supervisor – specialised area, shortage within industry			✓		
Executive Assistant – corporate and legislative knowledge no formal qualification required			✓		
Finance Officer – specialised area, shortage within the industry		✓			
Payroll/Creditors Officer – specialised area, shortage within the industry		✓			
Customer Service Officer – Cashier, corporate knowledge, back up staff available			✓		
Technical Support Officer – Works & Services			✓		
Building Maintenance Officer – specialised area			✓		
Swimming Pool Manager – specialised area, qualifications required, shortage within the industry		✓			

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

Strategies to Meet Future Workforce Needs

Workforce Planning through 2023 and beyond

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

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

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

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

Business-As-Usual and CBP Workforce Projections

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

Table – Employee Numbers – Office of the Chief Executive Officer

OFFICE OF THE CEO (All Staff)					
Position	Current	2023/24	2024/25	2025/26	2026/27
Chief Executive Officer	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Community Development/DDC Officer	1	1	1	1	1
Aquatic Centre Manager	1	1	1	1	1
Aquatic Centre Educators	2	2	2	2	2
Cleaners	3	3	4	4	4
TOTAL	9	9	10	10	10

NB: Five of the above employees are casual employees

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

Organisation Leadership *Councillor Relationships*
Governance & Compliance *Strategic Planning & Projects*
Economic Development *Community Development*
Human Resource Management *Aquatic Centre Operations*
Cleaning Services *Library Services*
Tourism

One new position for an additional cleaner is anticipated for the Office of the Chief Executive Officer during the next four years.

Table – Employee Numbers – Corporate Services

CORPORATE SERVICES					
Position	Current	2023/24	2024/25	2025/26	2026/27
Manager Corporate Services	1	1	1	1	1
Finance Officer - Rates	1	1	1	1	1
Finance Officer – Payroll/Creditors	1	1	1	1	1
Customer Service Officer FT	1	1	1	1	1
Customer Service Officer PT	1	1	1	1	1
Trainee	0	0	1	0	1
TOTAL	5	5	6	5	6

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

Audit & Risk Management *Asset Management*
Budget Management *Council Reporting*
Customer Service *Financial Management*
Governance *Information Management*
Property Administration *Vehicle Licensing*
Records Management

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

Table – Employee Numbers – Works and Services

WORKS & SERVICES					
Position	Current	2023/24	2024/25	2025/26	2026/27
Manager Works & Services	1	1	1	1	1
Works Supervisor	1	1	1	1	1
General Hands	12	12	12	13	12
Mechanic	1	1	1	1	1
Trainee	0	0	1	0	1
Building Maintenance	1	1	1	1	1
Support Officer	1	1	1	1	1
TOTAL	17.0	17.0	18.0	18.0	18.0

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

Building Maintenance

A new trainee position has been included for 24/25 with the hope that employee remains as a General Hand the following year.

Table – Employee Numbers – Planning & Development Services

PLANNING & DEVELOPMENT SERVICES					
Position	Current	2023/24	2024/25	2025/26	2026/27
Manager Planning & Development	1	1	1	1	1
Support officer	0	0	1	1	1
TOTAL	1	1	2	2	2

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

Building/Planning/Health Services

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

Shire Total Workforce Projections

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

Table – Shire of Dalwallinu total Employee Numbers

SHIRE OF DALWALLINU					
Unit	Current	2023/24	2024/25	2025/26	2026/27
Office of the CEO	9	9	10	10	10
Corporate Services	5	5	6	5	6
Works & Services	17	17	18	18	18
Planning & Development Services	1	1	2	2	2
TOTAL	32	32	36	35	36

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

Link to Financial Plan

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

Unconfirmed

Financial Analysis

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

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

The Budget

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

Strategies to Meet Future Requirements and Service Delivery

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

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

Table – Workforce planning strategies

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

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

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

		Availability and flexibility for the Shire to appropriately remunerate employees who are high performing; difficult to attract the necessary skills, or at risk of exiting the Shire.	
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

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

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

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

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

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

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

Alignment to Asset Management and Information Technology

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

Monitoring and Evaluation

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

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

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

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

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

9.4.2 Proposed Nature Reserve over Lake Moore*

Report Date	25 July 2023
Applicant	Department of Biodiversity, Conservation and Attractions
File Ref	CU/6 – Customer Services - Requests
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Maps

Purpose of Report

Council is requested to provide comments to The Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Planning, Lands and Heritage (DPLH) as they are intending to reserve Lake Moore as a Nature Reserve under the State Government's *Plan for Our Parks* Initiative as part of the Badimia conservation reserves.

Background

Lake Moore proposed Nature Reserve covers an area over the Midwest and Wheatbelt regions with an approximate total area of 84,026 hectares and will be created from land described as Unclaimed Crown Land Part Pin 1004260 and Unclaimed Crown Land Part Pin 1090233.

Lake Moore is of special significance for the Badimia people, with the whole of the lake being a registered Aboriginal heritage site and is home to very sacred places where ceremonies traditionally took place. The Federal Court has determined that native title does not exist within the Badimia native title claim area.

In accordance with s14 of the *Land Administration Act 1997* consultation is required to the relevant Local Government Authorities (LGA's) being in this case the Shire of Dalwallinu and the Shire of Yalgoo.

Consultation

Manager Planning & Development Services (MPDSO)

Legislative Implications

State

Conservation and Land Management Act 1984 (WA).

Land Administration Act 1997

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Nil



Triple Bottom Line Assessment

Economic implications

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

Social implications

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

Environmental implications

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

Officer Comment

The Department of Mines, Industry Regulation and Safety (DMIRS) has provided its support to DPLH for the creation of an unclassified (not of Class A) Crown reserve with the purpose of "conservation of flora and fauna" within the area bounded by the Badimia native title claim.

Upon reservation of Lake Moore Nature Reserve, DBCA's proposal to Joint Vest with the Badimia Bandi Barna Aboriginal Corporation (BBBAC) and the Conservation Parks Commission (CPC) will be administered. BBAC correspondence received at DBCA on 28 March 2023 supports a determination and consent for CPC and BBBAC to be joint responsible agencies Pursuant to s 8AA(2) of the *Conservation and Land Management Act 1984* (WA).

The MPDS has assessed the proposal and advised that the land is marginal scrub country therefore It is the Officer recommendation that Council support the creation of Lake Moore as a Nature reserve.

Officer Recommendation

That Council, request that the Chief Executive Officer advises the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Planning, Lands and Heritage (DPLH) that they support the creation of Lake Moore as a Nature Reserve under the State Government's *Plan for Our Parks* Initiative as part of the Badimia conservation reserves.

Recommendation/Resolution

MOTION 10116

Moved Cr DS Cream
Seconded Cr JL Counsel

That Council, request that the Chief Executive Officer advises the Department of Biodiversity, Conservation and Attractions (DBCA) and the Department of Planning, Lands and Heritage (DPLH) that they support the creation of Lake Moore as a Nature Reserve under the State Government's *Plan for Our Parks* Initiative as part of the Badimia conservation reserves.

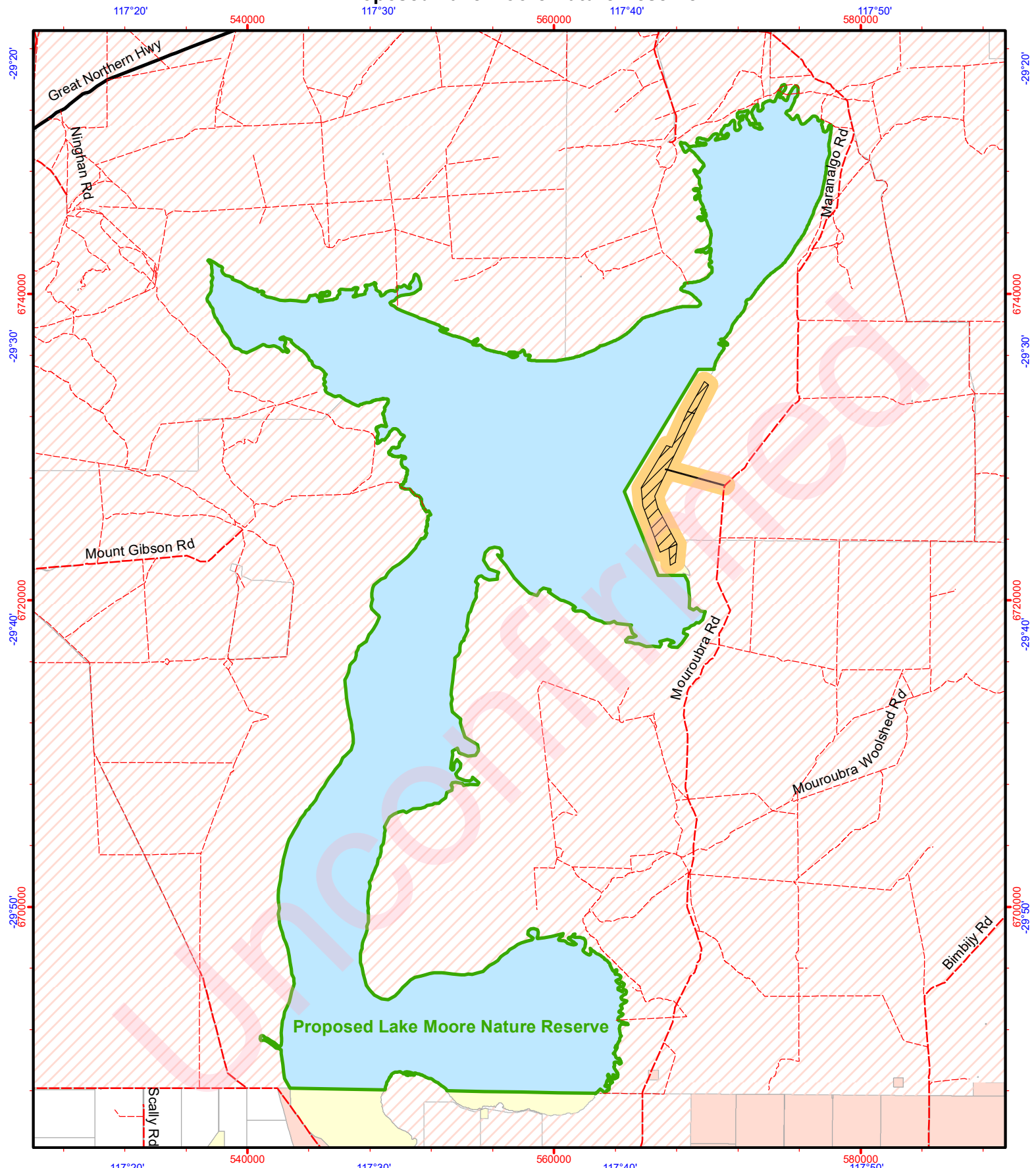
CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
Cr KM McNeil

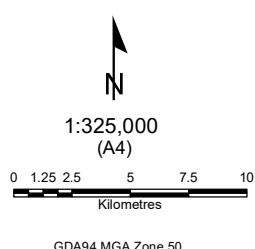
Against: Nil



Proposed Lake Moore Nature Reserve



- Legend**
- Proposed Lake Moore Nature Reserve boundary
 - Mining tenements
 - Mining tenement 600m buffer
- Cadastre SCDB - State**
- Freehold
 - Crown Reserve
 - Leases
 - UCL
 - Public Roads/Other Public Lands



**Produced by the
Department of
Biodiversity, Conservation
and Attractions**

Produced at 11:24pm, on Mar 01, 2023



The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Proposed Lake Moore Nature Reserve

117°20'

540000

117°30'

560000

117°40'

117°50'

580000

-29°20'

-29°20'

6740000

6740000

-29°30'

-29°30'

6720000

6720000

-29°40'

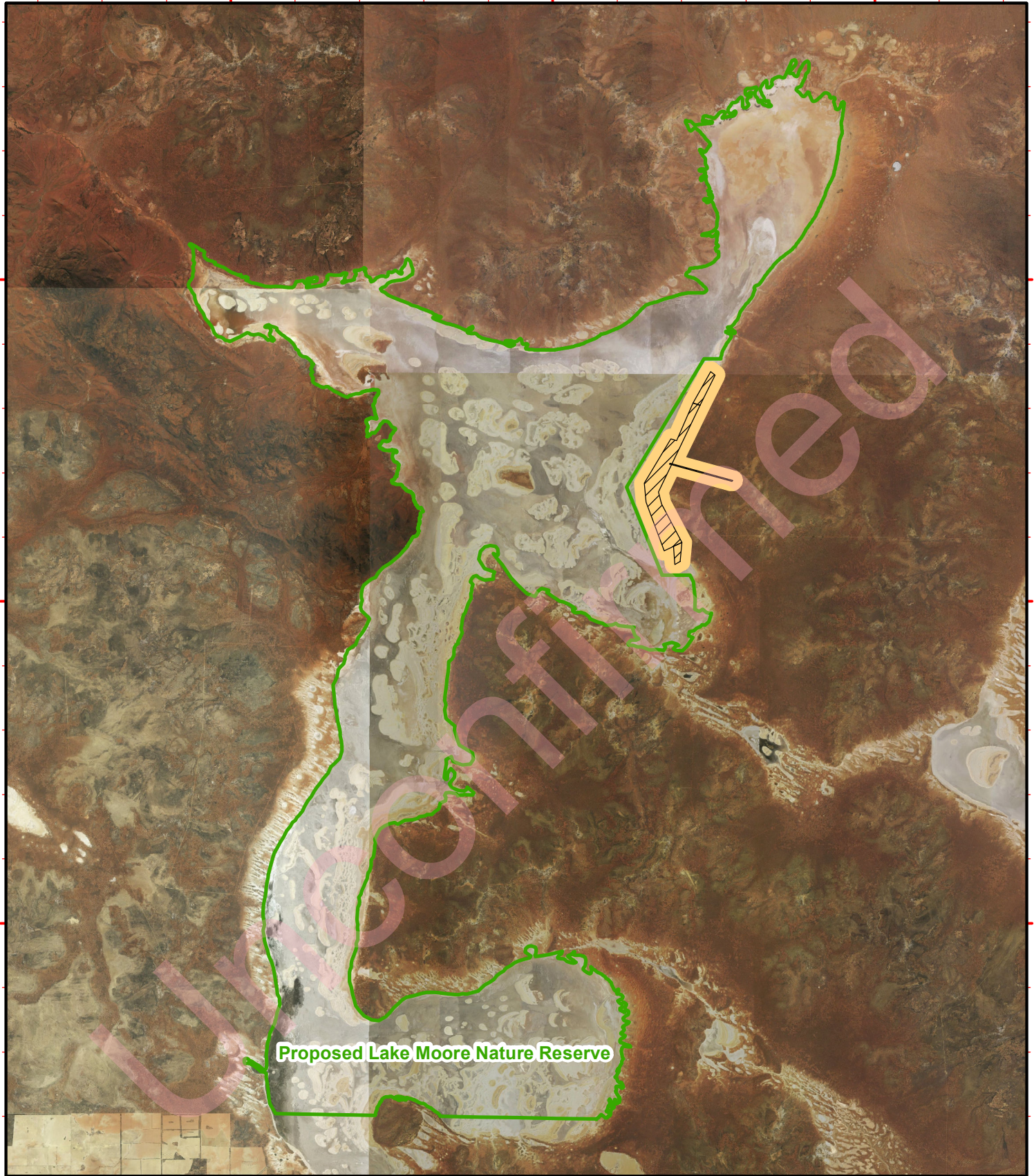
-29°40'

6700000

6700000

-29°50'

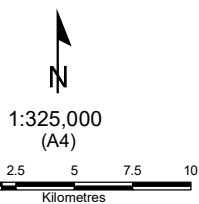
-29°50'



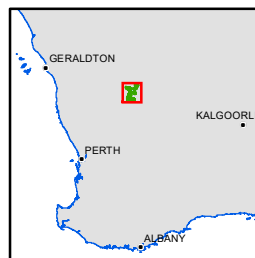
Proposed Lake Moore Nature Reserve

Legend

- Proposed Lake Moore Nature Reserve boundary
- Mining tenements
- Mining tenement 600m buffer



GDA94 MGA Zone 50



Produced by the
Department of
Biodiversity, Conservation
and Attractions

Produced at 11:24pm, on Mar 01, 2023



9.4.3 Proposed Road Closure – Portion of Sanderson Terrace, Kalannie*

Report Date	25 July 2023
Applicant	CBH Group
File Ref	RO/9 – Road Closures
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Correspondence from CBH Group

Purpose of Report

Council is requested to consider the permanent road closure of a portion of Sanderson Terrace, Kalannie.

Background

Correspondence was received on 14 July 2023 from CBH Group, requesting that Council consider the road closure of a portion of Sanderson terrace, Kalannie being the whole lot 4366 on Deposited Plan 219485.

The co-ordinates of the road closure is from -30.357638,117.116019 to -30.351978,117,114862.

CBH Group are undertaking a large infrastructure development at this site and the purpose of the request is to obtain the closure of the subject road reserve to enable CBH Group to proceed with the purchase and amalgamation of the land into the adjoining Lot 502.

Consultation

CBH Group

Legislative Implications

State

Land Administration Act 1997 – Section 58

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Nil

Triple Bottom Line Assessment

Economic implications

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



Social implications

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

Environmental implications

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

Officer Comment

The portion of Sanderson Terrace that has been requested to be closed will form part of the expanded operations of CBH Group and will provide for safer access for vehicles within the lot.

A cul-de-sac will be required to be constructed at the southern end of the existing Sanderson Terrace. It is recommended that these costs be absorbed by CBH Group during the development.

In accordance with the *Land Administration Act Section 58*, the local government is to advertise the proposed road closure for a period of thirty-five (35) days in a newspaper circulating in its district seeking public comment. The proposal will be advertised as follows:

- Totally Locally
- Kalannie Kapers
- Shire Website
- Shire Facebook
- Shire Newsletter

At the expiry of the thirty-five (35) days, the local government is to consider any objections made to it within that period concerning the proposal. After Council has considered the submissions, it can proceed to request that the Minister close the road.

Officer Recommendation

That Council authorise the Chief Executive Officer to advertise the proposed road closure of a portion of Sanderson Terrace, Kalannie, (coordinates -30.357638,117.116019 to -30.351978,117,114862) for a period of thirty-five (35) days.

Recommendation/Resolution

MOTION 10117

Moved Cr KM McNeill
Seconded Cr SC Carter

That Council authorise the Chief Executive Officer to advertise the proposed road closure of a portion of Sanderson Terrace, Kalannie, (coordinates -30.357638,117.116019 to -30.351978,117,114862) for a period of thirty-five (35) days.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
 Cr KM McNeil

Against: Nil



REF: 1865283679-123173
ENC: Nick Michael
DIRECT LINE: 0491 941 615

14 July 2023

Shire of Dalwallinu
58 Johnston Street
DALWALLINU WA 6609

Via email: shire@dalwallinu.wa.gov.au / ceo@dalwallinu.wa.gov.au

Dear Jean,

RE: ROAD CLOSURE – PORTION OF SANDERSON TERRACE, KALANNIE

CBH would like to formally request the Shire of Dalwallinu to initiate the formal road closure procedure, as outlined in Section 58 of the Land Administration Act 1997, for a portion of Sanderson Terrace, Kalannie, being the whole lot 4366 on Deposited Plan 219485 (CT LR3120/662). Please refer to the location plan below for the specific area in question. We kindly request your assistance in progressing this matter.



The purpose of this request is to obtain the official closure of the subject road reserve, enabling CBH to proceed with the purchase and amalgamation of the subject land into the adjoining Lot 502 on Deposited Plan 35469.

It is noted that the closure of the subject road reserve will not result in any neighbouring freehold lots losing their road frontage, as Lot 502 have direct access to Goodlands Road. Further, we acknowledge that according to Section 87 of the Land Administration Act 1997, all adjoining owners must be offered an equal portion of the subject land when disposing of unallocated Crown Land. In line with this requirement, CBH has already entered into a contract to purchase the land adjacent to the subject road, Lot 502, and will assume ownership at the appropriate time.

CBH understands that additional measures may be necessary to facilitate the creation of a cul-de-sac at the end of Sanderson Terrace. In this regard we are open to receiving advice and guidance from the Shire on how best to proceed, however request that these discussions do not hold up the road closure procedure.

Should you have any questions or require any further information please do not hesitate to contact me on 0491 941 615 or nicholas.michael@cbh.com.au.

Kind regards,

For - **Co-operative Bulk Handling Ltd**



Nick Michael
Property & Land Specialist

9.4.4 Road Name –Industrial Subdivision

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	RO/3 - Naming
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to reconsider a name for one (1) road within the new Industrial subdivision in Dalwallinu being undertaken by DevelopmentWA.

Background

At the Ordinary Council Meeting held 26 April 2023 Council resolved the following:

'SUBSTANTIVE MOTION 10071

Moved Cr KM McNeill
Seconded Cr JL Counsel

That Council requests that the Chief Executive Officer lodge with Landgate the road names for approval as follows:

- 1. the road required for Stage 3 of the Old Hospital Reserve as Magenta Mews;*
- 2. the roads required for the Industrial Subdivision as York Street for the entry road and Nixon Court for the second road.*

CARRIED 7/0'

The application to Landgate for the residential road being 'Magenta Mews' was submitted on 9 May 2023. Advice was received on 11 May 2023 advising that Magenta Mews was approved.

DevelopmentWA advised of the industrial subdivision approval on 22 May 2023 and the request for Nixon Court was lodged with Landgate. The initial validation indicated that Nixon Court had failed due to the following reasons:

- Nixon Street is in existence
- Nixon Road is within 50km

The extension of York Street was approved by Landgate.

Consultation

Landgate

Legislative Implications

State

Land Administration Act 1997 Section 26A



Policy Implications

State

Policies and Standards for Geographical Naming in Western Australia

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

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

Social implications

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

Environmental implications

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

Officer Comment

The Officer challenged the failed validation on the grounds that 'Nixon Street' was an access way and 'Nixon Road' was further than 50kms. Correspondence received from Landgate was as follows:

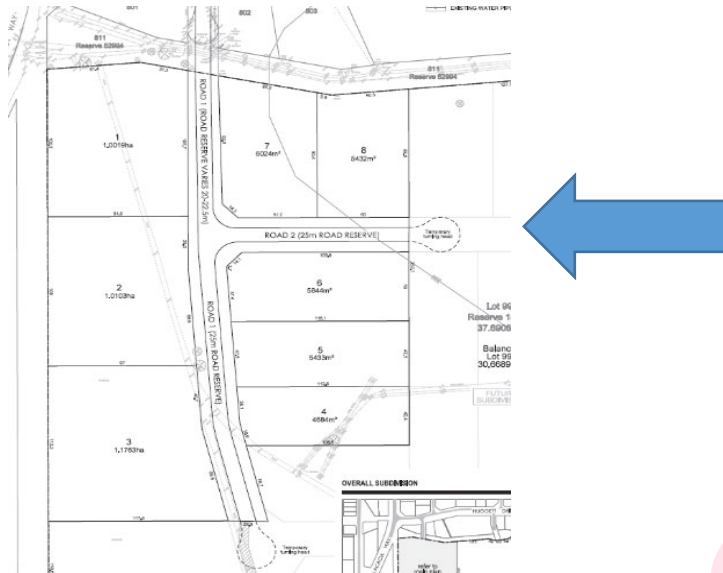
- *The name Nixon Court cannot be used as Nixon Street is a constructed public road located approximately 400m to the west as shown below. Not sure why it is stated in the council minutes that the road is an access way as it is a public road and should be sign posted.*
- *From the list of names listed as some suggestions the name Mauchline would be acceptable and could be applied as Mauchline Court. The information supplied on Mr William Mauchline is in line with our Policy for commemorative naming based on his war service.*

As Landgate have advised that Nixon Road is a public road, a request has been made for a road sign to be placed accordingly. Should the proposed subdivision in Wasley Street occur, Nixon Street would be an access way into the new subdivision.

Mr Robert Nixon has been advised of the above.

Council is now requested to reconsider one (1) road name to replace the side ride in the new industrial subdivision.





The name 'Butcher' was placed on the Reserved Road Register back in 2017. Landgate's preference was to honour Oscar and Dorothy Butcher who were the original pioneers of the Butcher family. At the time Landgate requested more information on Dorothy Butcher. Further information was requested from the Butcher family and they have provided the following:

Oscar James Butcher 1892-1975

Oscar James Butcher arrived in Fremantle on Christmas Eve, 1910. He took up land at West Pithara in 1914 and 1916 took up land south of Dalwallinu. Following the death of his first wife in 1920 he took up the block at Pithara in 1922. He remarried in 1925 to Dorothy May who volunteered with the Red Cross Comforts Fund and the Voluntary Aircraft Spotting Corp during the 2nd World War. In about 1943, Oscar was elected as a Councillor to the South Ward of the Dalwallinu Road Board. He became Road Board Chairman in 1944 and first District Captain of the Dalwallinu Voluntary Bushfire Brigade, and Chairman of the Petrol Rationing Board as well as the Tyre Control Board. Oscar retired to Perth in 1950. He died 31 December 1975, aged 83.

Oscar Elton Butcher 1927-2013

Oscar Elton Butcher was born 24 January 1927. He was a member of the Farmers Union, for twenty one years with 14 years (1954-1975) as Chairman. In 1976 he represented the Farmers Union on the WA Meat Industry Authority to 1994. He was a Voluntary Member of the Hospital Board for 21 years (1954 – 1975) with the last 13 years of that time as Chairman of the Board. On 24 April 1954 he became Secretary of the Pithara Branch of the Farmers Union. He was also the Secretary of the Pithara Hall Committee. He was made Chairman of the WA Soil & Land Conservation Council in the mid 1980's. In 1990 he received the McKell Medal, in recognition of outstanding contribution to Soil and Land Conservation in Australia. He became of Member of the Order of Australia 1992, in recognition of services to conservation and the meat industry.



It is evident that both generations of the Butcher family mentioned have served the Shire of Dalwallinu and their efforts are worthy of having the road in the new industrial subdivision named in honour of them.

The acceptable road type for this road as per Landgate's guidelines are as follows:

- Close – short, enclosed roadway
- Court – short, enclosed roadway
- Place – short, sometimes narrow, enclosed roadway
- Road – Open way or public passage primarily for vehicles
- Street – Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides. (NB: This road type will not have footpaths)

It is the Officers recommendation that the road name for the Industrial Subdivision be submitted to Landgate as ***Butcher Place***.

Officer Recommendation

That Council requests that the Chief Executive Officer lodge with Landgate the road name '***Butcher Place***' as the side road in the new Industrial subdivision in Dalwallinu.

Recommendation/Resolution

MOTION 10118

Moved Cr MM Harms
Seconded Cr JL Counsel

That Council requests that the Chief Executive Officer lodge with Landgate the road name '***Butcher Place***' as the side road in the new Industrial subdivision in Dalwallinu.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms,
 Cr KM McNeil

Against: Nil



10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Council is requested to introduce a Confidential Item regarding Award of RFQ2324-02 Annual Stock Piling of Gravel to the July meeting.

PROCEDURAL MOTION 10119

Moved Cr SC Carter

Seconded Cr DS Cream

That a Confidential Item regarding Award of RFQ2324-02 Annual Stock Piling of Gravel be introduced to the July meeting.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms, Cr KM McNeil

Against: Nil



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

PROCEDURAL MOTION 10120

Moved Cr SC Carter
Seconded Cr MM Harms

That Council moves into a confidential session at 3.42pm as per *Local Government Act 1995*, Section 5.23(2)(c)(d)(e)(h)

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
- (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person,
- where the trade secret or information is held by, or is about, a person other than the local government; and
- (h) such other matters as may be prescribed
(Regulation 4A - Local Government (Administration) Regulations 1996
- to discuss:

14.1 Proposed Sale of Lots 42 & 43 Arthur Street, Wubin

14.2 Award of RFQ2324-02 Annual Stock Piling of Gravel

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms, Cr KM McNeil

Against: Nil



14.1 Proposed sale of Lots 42 & 43 Arthur Street, Wubin

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	A9034
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Absolute Majority
Attachments	Nil

Purpose of Report

Council is requested to consider the disposal of Lots 42 and 43 Arthur Street, Wubin (Wubin Town Hall & Supper Room), subject to the purchase of both lots from the Department, Planning, Lands and Heritage.

Recommendation/Resolution

MOTION 10121

Moved Cr DS Cream
Seconded Cr KM Mc Neill

That Council, once the lots are purchased from the Department of Planning, Lands and Heritage, authorise the Chief Executive Officer to advertise for sale:

1. Lot 42 Arthur Street, Wubin (Wubin Town Hall) with a price 'from \$88,000' (inc GST),
2. Lot 43 Arthur Street, Wubin (Wubin Supper Room) with a price 'from \$55,000' (inc GST), with offers accepted for a four-week timeframe from date of advertising.

CARRIED BY ABSOLUTE MAJOITY 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms, Cr KM McNeil

Against: Nil



14.2 Award of RFQ2324-02 Annual Stock Piling of Gravel

Report Date	25 July 2023
Applicant	Shire of Dalwallinu
File Ref	RO/10
Previous Meeting Reference	Nil
Prepared by	Marc Bennett, Manager Works & Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting Requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to approve the awarding of RFQ2324-02 Annual Stock Piling of Gravel.

Recommendation/Resolution

MOTION 10122

Moved Cr MM Harms
Seconded Cr DS Cream

That Council award RFQ2324-02 to Marty Grant Bulldozing for \$2.95m³.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms, Cr KM McNeil
Against: Nil

PROCEDURAL MOTION 10123

Moved Cr JL Counsel
Seconded Cr MM Harms

That the meeting come from behind closed doors at 3.45pm.

CARRIED 6/0

For: President KL Carter, Deputy SC Carter, Cr JL Counsel, Cr DS Cream, Cr MM Harms, Cr KM McNeil
Against: Nil



15 SCHEDULING OF MEETING

The next Ordinary Meeting of Council will be held on 22 August 2023 at the Shire of Dalwallinu Council Chambers, Dalwallinu commencing at 3.30pm.

16 CLOSURE

There being no further business, the Chairperson closed the meeting at 3.46pm.

17 CERTIFICATION

I, Keith Leslie Carter, certify that the minutes of the Ordinary Council meeting held on the 25 July 2023, as shown on page numbers 1 to 115 were confirmed as a true record at the meeting held on 22 August 2023.

CHAIRPERSON

DATE

