

# Ordinary Council Meeting Agenda

*25 October 2022*

*3.30pm*



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## Shire of Dalwallinu

### NOTICE OF MEETING

NOTICE is hereby given that the next Ordinary Meeting of Council of the Shire of Dalwallinu will be held on Tuesday, 25 October 2022 in the Council Chambers, Dalwallinu commencing at 3.30pm.

Signed:



Jean Knight

**Chief Executive Officer**

20 / 10 / 2022

Date

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## **SHIRE OF DALWALLINU**

**AGENDA** for the Ordinary Meeting of Council to be held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday 25 October 2022 at 3.30pm.

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

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

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

### **3 ATTENDANCE RECORD**

#### **3.1 Present**

Shire President	Cr KL Carter
Deputy Shire President	Cr SC Carter
	Cr KJ Christian
	Cr JL Counsel
	Cr DS Cream
	Cr MM Harms
	Cr KM McNeill
	Cr NW Mills
Chief Executive Officer	Mrs JM Knight
Executive Assistant	Mrs DJ Whitehead

#### **Public**

#### **3.2 Apologies**

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

### **4 DECLARATIONS OF INTEREST**

### **5 PUBLIC QUESTION TIME**



**6 MINUTES OF PREVIOUS MEETINGS**

**6.1 Ordinary Council Meeting – 27 September 2022**

**MOTION**

Moved Cr

Seconded Cr

That the Minutes of the Ordinary Meeting of Council held 27 September 2022 be confirmed.

**0/0**

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

**7.1 Petitions**

**7.2 Presentations**

**7.3 Deputations**

**7.4 Delegates Reports/Submissions**

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

As agreed.



## 9 REPORTS

### 9.1 WORKS & SERVICES

#### 9.1.1 Application for Three (3) dogs – 17 Wasley Street, Dalwallinu\*

Report Date	25 October 2022
Applicant	Mrs Jo Filgate
File Ref	LE/14 A46113
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	1. Application Letter 2. Ranger report

#### Purpose of Report

Council is requested to consider an application from Mrs Jo Filgate to keep three (3) dogs at 17 Wasley Street Dalwallinu.

#### Background

On Monday 19 September 2022, an application was received from Mrs Jo Filgate to keep three (3) dogs. A person who wishes to keep in excess of two (2) dogs over the age of three (3) months on their premises must obtain exemption from the relevant Local Authority in terms of S26(3) of the *Dog Act 1976*.

#### Consultation

WA Ranger Services  
Surrounding Landowners

#### Legislative Implications

State

*Dog Act 1976*

#### 3.2 Limitation on the number of dogs

- (1) *This clause does not apply to premises which have been –*
  - (a) *licensed under Part 4 as an approved kennel establishment; or*
  - (b) *granted an exemption under section 26(3) of the Act.*
- (2) *The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act –*
  - (a) *2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or*
  - (b) *4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite*

#### Policy Implications

Nil



### Financial Implications

Nil

### 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

Community consultation was undertaken with three (3) surrounding land owners.

The results were as follows:

Surveys distributed	Survey Responses
3	0

The Shire of Dalwallinu Ranger inspected the premises at 17 Wasley Street on Tuesday 20 September and found the fencing to be suitable, the dogs vaccinated, microchipped, registered and healthy.

Given the property inspection and the submissions received, it is recommended that approval be given to Mrs Jo Filgate keep three (3) dogs at 17 Wasley Street Dalwallinu, subject to conditions.

### Officer Recommendation

That Council approve the application from Mrs Jo Filgate to keep three (3) dogs at 17 Wasley Street, Dalwallinu with the following conditions;

1. Shire Staff may at any reasonable time inspect the property;
2. This approval is for life of the dogs listed below and no additional dog shall be registered to this property;

Breed	Name
German Shepard	Bella
Jack Russell X	Bandit
Kelpie	Buddy

3. Should one of the current registered dogs under this application become deceased, the applicant cannot replace it with another dog without first applying and receiving approval;



4. The applicant must notify the Shire of Dalwallinu if they move from the area or if there are any changes to the number of dogs listed above;
5. The three (3) dogs must be registered at all times;
6. Council reserves the right to withdraw approval at any time;
7. If at any time these requirements have been breached, the Shire of Dalwallinu may terminate this approval, and the third dog is to be removed from the premise within seven (7) days.

#### **Resolution**

##### **MOTION**

Moved	Cr
Seconded	Cr



**From:** [Jean Knight](#)  
**To:** [Marc Bennett](#)  
**Subject:** FW: Request to have 3 dogs  
**Date:** Monday, 19 September 2022 3:20:33 PM

---

-----Original Message-----

From: Joanne Filgate [<mailto:jophil3131@bigpond.com>]  
Sent: Monday, 19 September 2022 12:55 PM  
To: Doug Burke <[mpds@dalwallinu.wa.gov.au](mailto:mpds@dalwallinu.wa.gov.au)>; Jean Knight <[ceo@dalwallinu.wa.gov.au](mailto:ceo@dalwallinu.wa.gov.au)>  
Subject: Request to have 3 dogs

Afternoon Dalwallinu shire

I am sending this email in regards to permissions to have 3 dogs at our residence

17 wasley street

Dalwallinu

We currently have 2

1 is a female desexed German Shepard 3 years old

1 is a male jack russel cross Pomeranian 12 years old

Unfortunately my mum recently passed away in Perth and she was living in a homes west house with my brother the lease was in mum name and he is moving out next weekend to Dalwallinu

26 September to live with us and work in the shire of Dalwallinu John has a male kelpie dog 5 years old which was brought to keep Mum company I am asking for the shire to consider granting permission for us to have 3 dogs

I'm not sure who I need to ask at the shire so i have sent this to both Jean and Doug I look forward to hearing from you soon

Kind regards

Jo filgate

Sent from my iPhone



### **File note – Application for more than 2 dogs**

#### **Monday, 19 September 2022**

The shire received an application for 3 dogs at 17 Wasley Street by Joanne FILGATE.

#### **Tuesday, 20 September 2022**

Attended 17 Wasley Street and inspected the property. All dogs are currently vaccinated, registered and microchipped. The fencing, shelter, water and food are all adequate. I am satisfied with this property. Photos taken.

Dogs currently at property –

‘Bella’ female German Shepard, 3 years old.

‘Bandit’ male Jack Russell X Pomeranian, 12 years old.

3<sup>rd</sup> dog –

‘Buddy’ male Kelpie, 5 years old. Reason for this application is Joanne’s mum has passed away who owned the dog in Cannington. Joanne’s brother, John FILGATE is moving to Dalwallinu with the dog. They will all be residing at 17 Wasley Street.

My recommendation is to grant the approval of this application at 17 Wasley Street, as I believe the property is adequate to house 3 dogs.

Katrina Curtis

WA Contract Ranger Services







### 9.1.2 Unbudgeted Expenditure – Garland Street Reconstruction

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	RO/10
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Marc Bennett, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### Purpose of Report

Council is requested to consider unbudgeted expenditure for the reconstruction of Garland Street in Dalwallinu Industrial area.

#### Background

Garland Street is a main thoroughfare through the Industrial area that services local business in Dalwallinu. Garland Street has deteriorated quicker than anticipated requiring major works, particularly at the southern end.

#### Cost for Reconstruction

Total cost drainage	\$19,989.48
Total cost concrete works	\$81,851.57
Asphalt	\$176,158.95
<b>Total</b>	<b>\$278,000.00</b>

#### Consultation

Chief Executive Officer  
Works Supervisor

#### Legislative Implications

State

*Local Government Act 1995*

#### Policy Implications

Nil

#### Financial Implications

There has not been an allocation included in the 2022-2023 budget. Due to a larger opening surplus than budgeted for, funds are now available.

The works will be costed to GL121730.

#### 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 current state of Garland Street between Deacon Street and Huggett Drive has deteriorated alarmingly over the last six months and pot holes are now a safety issue to road users. It now requires significant work this financial year.

**Officer Recommendation**

That Council approves unbudgeted expenditure of \$278,000 for the Reconstruction of Garland Street in the 2022-2023 financial year.

**Resolution****MOTION**

Moved	Cr
Seconded	Cr



### 9.1.3 Request to Call Tenders – Supply and Lay Asphalt

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	RO/10
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Marc Bennett, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to authorise the calling of tenders for the Supply and Lay of MRWA 10/75 Asphalt for Annetts Road and Garland Street Dalwallinu.

#### **Background**

Annetts Road and Garland Street Capital works are currently scheduled for completion in February and March 2023, proposed thickness and m2 are listed below,

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

- Annetts Road, 6520m2

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

- Garland Street 2400m2

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

- Garland Street 2720m2

#### **Consultation**

Nil

#### **Legislative Implications**

##### State

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

*Local Government (Functions and General) Regulations 1996*

#### **Policy Implications**

##### Local

Council Policy 3.3 Regional Price Preference

Council Policy 3.5 Purchasing

#### **Financial Implications**

An allocation of \$266,704.55 has been made in the 2022-2023 budget.



Financial estimates are:

Road	Total (ex GST)
Garland Street	\$176,158.95
Annett's Road	\$81,641.07
	<b>\$257,800.02</b>

### 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 October 2022 with the closing date being 16 November 2022 with the tender being presented to Council at their Ordinary Meeting scheduled for 22 November 2022.

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

1. Authorise the calling of tenders for the Supply and Lay of MRWA 10/75 Asphalt for Annetts Road and Garland Street Dalwallinu;
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%

### Resolution

#### MOTION

Moved	Cr
Seconded	Cr





## 9.2 PLANNING & DEVELOPMENT

### 9.2.1 General Industry – Spray Booth (DA 042223)\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Kim Ray <i>obo</i> Shermac Australia P/L
<b>File Ref</b>	A6048
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Doug Burke, Manager Planning & Development Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Supporting Documentation

#### Purpose of Report

Council is requested to consider an application for approval to allow for the proposed development of an 'industrial building' on the subject land as submitted by the applicant on 10 October 2022.

The proposed development requires discretionary approval from the Council.

It is recommended that the proposed development be approved subject to given conditions.

#### Background

Subject Property:	Lot 652 Deacon Street, Dalwallinu
Land Use Zoning:	General Industry
Property Owner:	Shermac Australia P/L
Applicant:	Kim Ray <i>obo</i> Shermac Australia P/L
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Spray Booth
Value of Development:	\$75.5K
Outside Consultation:	Nil required

The proposal is for the placement of a pre-manufactured paint spray booth at the southern end of the property. The spray booth will augment the existing industry located on the subject site. The subject property is occupied by Shermac Australia. Shermac specialise in service and support vehicles for the Mining, Civil and Commercial sectors.

Lot 652 is contiguous with Lots 653 and 654. All three lots are owned by Shermac and are already developed. The overall site supports the manufacturing of finished truck bodies for delivery to the



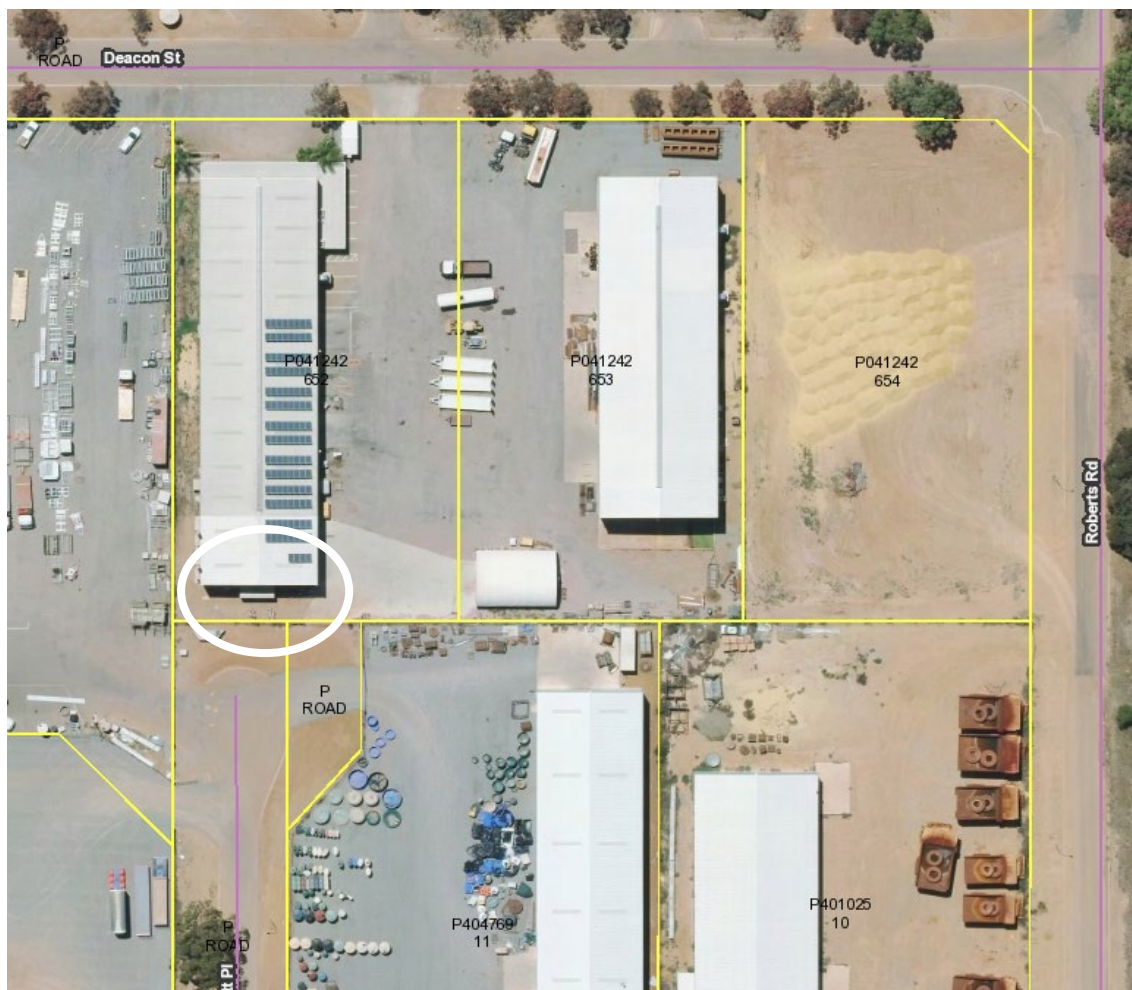
identified specialist markets. Existing infrastructure includes three assembly buildings, two spray booths and an administration building.

**Industrial buildings are defined under the Planning and Development (Local Planning Schemes) Regulations 2015** as being:

*‘premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes —*

- a) the storage of goods;*
- b) the work of administration or accounting;*
- c) the selling of goods by wholesale or retail;*
- d) the provision of amenities for employees;*
- e) incidental purposes.*

The subject property is zoned ‘General Industry’ under the *Shire of Dalwallinu Planning Scheme N° 2*. General Industry type development is discretionary type development that requires the approval of the Council as the planning authority.



**Site of Proposed Development**



## Consultation

Nil required under Part 4 of the Shire of Dalwallinu Local Planning Scheme No.2

## Legislative Implications

### State

#### *Planning and Development Act 2005*

The *Planning and Development Act 2005* directs that that any development referred to within the Scheme is not to be commenced or carried out without approval being obtained. Any determination of an application for such development is to be considered under those matters referred to in the *Planning and Development (Local Planning Schemes) Regulation 2015*.

In considering an application for development approval, Council is to have due regard to the following matters to the extent that, in the opinion of Council, those matters that are relevant to the development the subject of the application. In assessing the development application, the matters listed in Section 67 of the *Planning and Development (Local Planning Schemes) Regulation 2015* have been taken into consideration for the preparation of this report and are addressed as follows:

'Matters for Consideration'	Comments
The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	The following Schemes are applicable:  <i>Shire of Dalwallinu Planning Scheme N<sup>o</sup> 2</i>  The applicable objective for the General Industry land use zone is:  <i>'To provide for general industry, the storage and distribution of goods and associated uses, which by the nature of their operations may need to be separated from residential and other sensitive areas.'</i>
The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving.	There are no proposed amendments in progress that would affect a determination.  There are no other planning instruments currently being considered.
Any approved State planning policy	Nil identified



Any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	Nil identified.
Any policy of the Commission	Nil applicable
Any policy of the State	Nil applicable
Any local planning policy for the Scheme area	Nil applicable
Any structure plan, activity centre plan or local development plan that relates to the development	Nil applicable
Any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Nil applicable
In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Not applicable
The built heritage conservation of any place that is of cultural significance;	No items of cultural significance noted
The effect of the proposal on the cultural heritage significance of the area in which the development is located;	Nil impact
The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the effect of the height, bulk, scale, orientation and appearance of the development	The proposed development is regarded as being ancillary to existing development on the site and suitable in the context of its siting.



<p>The amenity of the locality including the following —</p> <ul style="list-style-type: none"> <li>(i) environmental impacts of the development;</li> <li>(ii) the character of the locality;</li> <li>(iii) social impacts of the development</li> </ul>	<p>Nil issues identified</p>
<p>The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource</p>	<p>Nil</p>
<p>Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved</p>	<p>The development will require a small footprint on existing property. The surrounding land uses are predominantly industrial.</p> <p>Native vegetation was cleared from the site many years ago to enable agricultural activities. There is no evidence of significant trees or other vegetation of note that should be retained.</p>
<p>The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk</p>	<p>The land does not have a history of experiencing these types of events.</p>
<p>The suitability of the land for the development taking into account the possible risk to human health or safety</p>	<p>This site is suitable.</p>
<p>the adequacy of —</p> <ul style="list-style-type: none"> <li>(i) the proposed means of access to and egress from the site; and</li> <li>(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles</li> </ul>	<p>Frontage to three sealed roads – Pratt, Deacon and Roberts Streets.</p> <p>The parking and unloading issues have already been addressed within the scope of the existing development.</p>



The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety	Employee vehicles and those commercial vehicles required to deliver raw material and retrieve and transport any finished product.
<p>The availability and adequacy for the development of the following —</p> <ul style="list-style-type: none"> <li>(i) public transport services;</li> <li>(ii) public utility services;</li> <li>(iii) storage, management and collection of waste;</li> <li>(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);</li> <li>(v) access by older people and people with disability</li> </ul>	<p>No public transport services available.</p> <p>Electricity and potable water are available.</p> <p>Solid waste can be adequately stored and removed from site.</p> <p>A wastewater treatment system has been development onsite to service the previously approved development. Given that there is no proposal to increase wastewater generation, no requirement for an expansion of the existing facility is deemed necessary.</p> <p>The development is not a public access facility and as such the provision of equitable access for pedestrians, cyclists and older people or those with a disability is not envisioned nor set as a requirement.</p>
The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses	Nil impact anticipated.
The history of the site where the development is to be located	The site was designated as being the area for general commercial and industry in first town plans.
The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	<p>The proposed development will comply with the prevailing relevant Australian standards – AS/NZ 4114.1 and AS/NZ 4114.2 <i>Spray painting booths, designated spray painting area and paint mixing rooms.</i></p> <p>As a condition of consent the proponent will be required to adhere to the Spray Painting and Powder Coating Code of Practice written by Safe Work Australia which is endorsed by WorkSafe Western Australia.</p>



Any submissions received on the application	N/A
The comments or submissions received from any authority consulted under clause 66	N/A
Any other planning consideration the Council considers appropriate	Nil

### **Policy Implications**

Nil

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Site Inspection**

A site inspection was 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**

An assessment and recommendation has been prepared (the subject of this report) taking into account all relevant provisions of the Act and associated regulations.

A site inspection was conducted and consideration has been given to the potential impacts upon all lands adjoining or located nearby.

The proponent will be advised that the use of industrial paint spray booths is regulated under the *Environmental Protection Act 1986* via *Environmental Protection (Metal Coating) Regulations 2001*.



Council may determine an application for development approval by —

- a) granting development approval without conditions; or
- b) granting development approval with conditions; or
- c) refusing to grant development approval.

It is recommended that the proposed development be approved subject to given conditions.

#### **Officer Recommendation**

That Council approve the development application (DA 042223) for Lot 652 Deacon, Dalwallinu pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:

1. The development (general industry) is to be carried out in accordance with the documents endorsed with the Shire's stamp, except where amended by other conditions of this consent. If there is any inconsistency between the above documents, the most recent document shall prevail to the extent of the inconsistency. However, the conditions of this consent shall prevail to the extent of any inconsistency;
2. The operation of the spray booth, subject of this approval, is to be undertaken within the scope and general direction of the Safe Work Australia *Spray Painting and Powder Coating Code of Practice*, as endorsed by WorkSafe Western Australia;
3. The operating times for the paint spray booth shall be limited to the hours of 7am to 6pm, unless otherwise approved in writing by the local government;
4. Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect after two years of the date of this permit if not substantially commenced.

#### **Resolution**

##### **MOTION**

Moved	Cr
Seconded	Cr





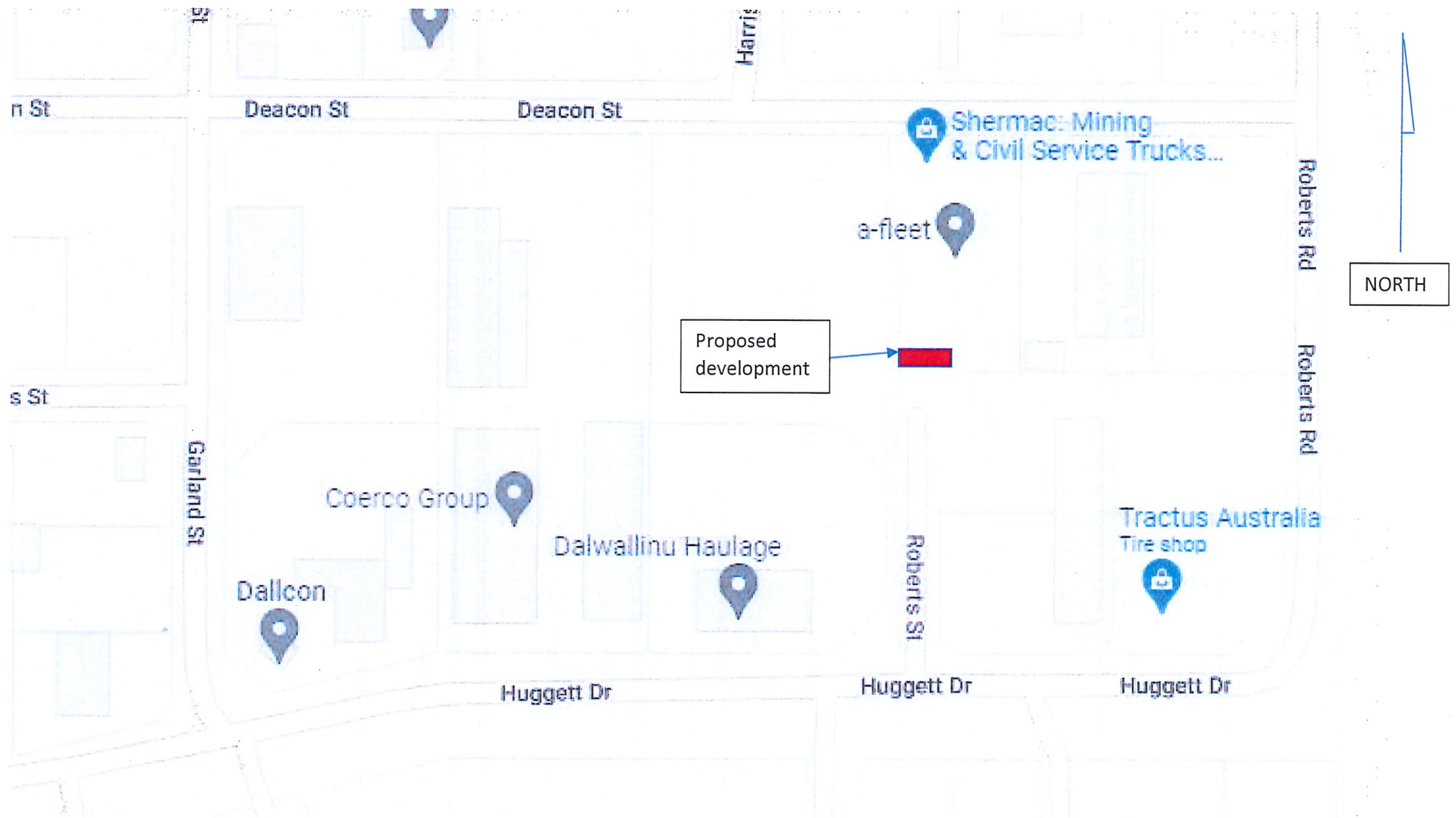
# Shermac Spray Booth Development

## 15 Deacon St Dalwallinu

This development is the erecting of a professionally manufactured prefab fully enclosed spray booth adjacent to the existing factory on this section. The rationale for this development includes the following points

- The expansion of the business has increased the need for painting facility
- Increased staff on the painting team need more effective working area
- This purpose-built facility will help with environmental impact
- Improved spray drift and dust control
- Needs to fit behind and adjacent to the existing paint bay therefore will need to be 750mm from rear boundary
- Normal working hours from 7.00am to 6.00pm

Also attached is supporting documentation of the spray booth of which we draw attention to the Australian Standards to which this unit is constructed and also the filtration to ensure only clean air is exhausted.



Proposed development on 15 Deacon St adjacent to the Roberts St cul-de-sac

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**TRUFLOW SPRAY BOOTHS (Aust) Pty Ltd**

ABN: 23 156 396 753

37 Amberley Crescent

Dandenong, VIC, 3175

PO BOX 4367, Dandenong Vic 3175

Head Office Phone: (03) 9794 9498 Head Office Fax: (03) 9794 0337



# Proposal

## Semi Downdraft

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

**To:** \_\_\_\_\_

**Quote ref:** \_\_\_\_\_

**From:** \_\_\_\_\_

Michael,

Thank you for the opportunity to submit our quotation for a TRUFLOW SEMI DOWNDRAFT

*Please find this quote detailing the following items:*

- Design, manufacture, delivery, installation and commissioning of :

Large Scale Spray Booth : TRUFLOW Semi Downdraft Heated Spray Booth

5.5mts Wide x 5.2 Mts High x 19.2 Mts Long OD

TRUFLOW Spray Booths have designed and engineered a spray booth system for *Rocklea Abrasive Blasting to comply fully with AS/NZS 4114.1:2003 Standard*. This system will also fore fill the needs for *Reduced Running Costs, Reduced Maintenance costs, Environmentally friendly operation, energy efficiency and waste mitigation*. With these key concepts in mind, we offer the following spray painting booth solution.

TRUFLOW has also drawn upon its experience and engineering expertise to provide a product with the highest efficiency ratings and lowest running costs. We understand that it is critical to provide a value for money product which provides low operating cost.

The heated booth quoted is part of our Elite Series which is known as the top end of spray booth function, features and design and the best in value for money spray booth solutions.

We have in turn itemised the scope of works offered within this proposal

Continued next page....

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### Proposal Document

Within the following document we identify the scope of works undertaken by TRUFLOW as the project installation of One (1) Semi downdraft heated booth. This project is defined by the inclusions and exclusions nominated within this document as our ( TRUFLOW Spray Booths Pty Ltd) offer.

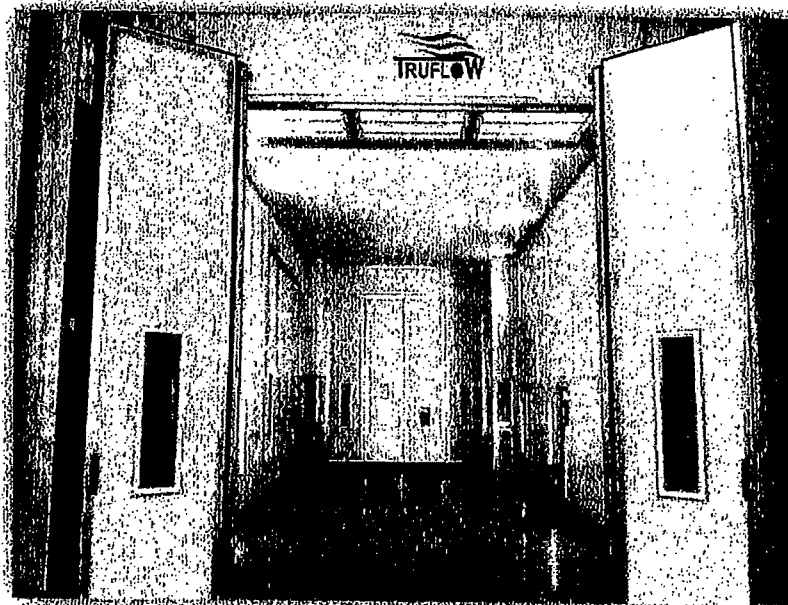
Should you have any further questions please do not hesitate to contact me directly on 0409 506 403.

Our proposal will include the following information:

- Specifications
- Sales Drawings
- General Specifications
- Capital expenditure, Trading Terms and Conditions and Notes

Kind Regards,  
Andrew Cain  
Sales Engineer

A handwritten signature in black ink, appearing to read "Andrew Cain".



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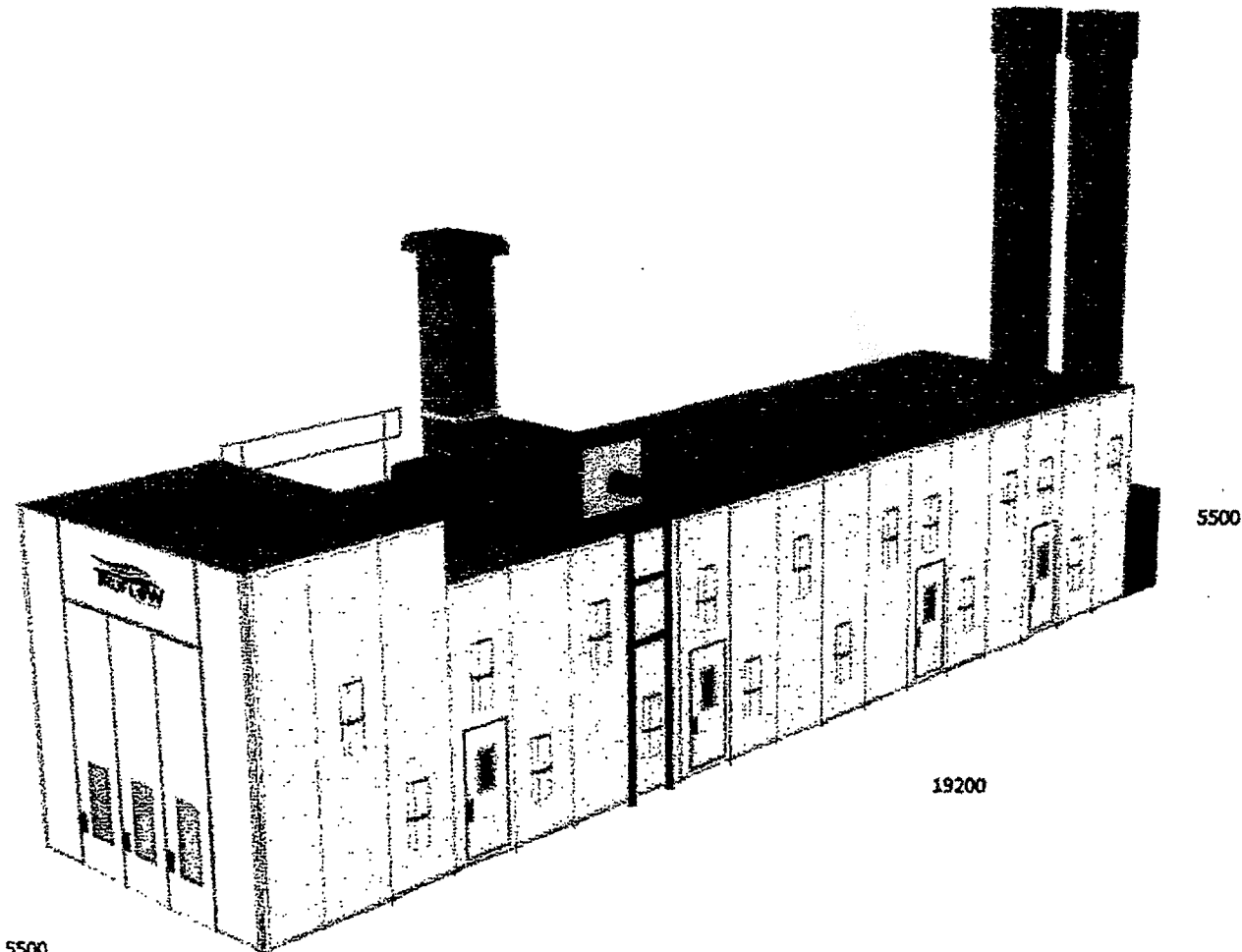
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PROSECUTION.  
ALL RIGHTS RESERVED."

DESIGN APPROVED BY:

CHRIS SPENCER

DRAWING NO.

SALES DRAWING SDD 01

"Leaders in Spray Booth Solutions Australia Wide"

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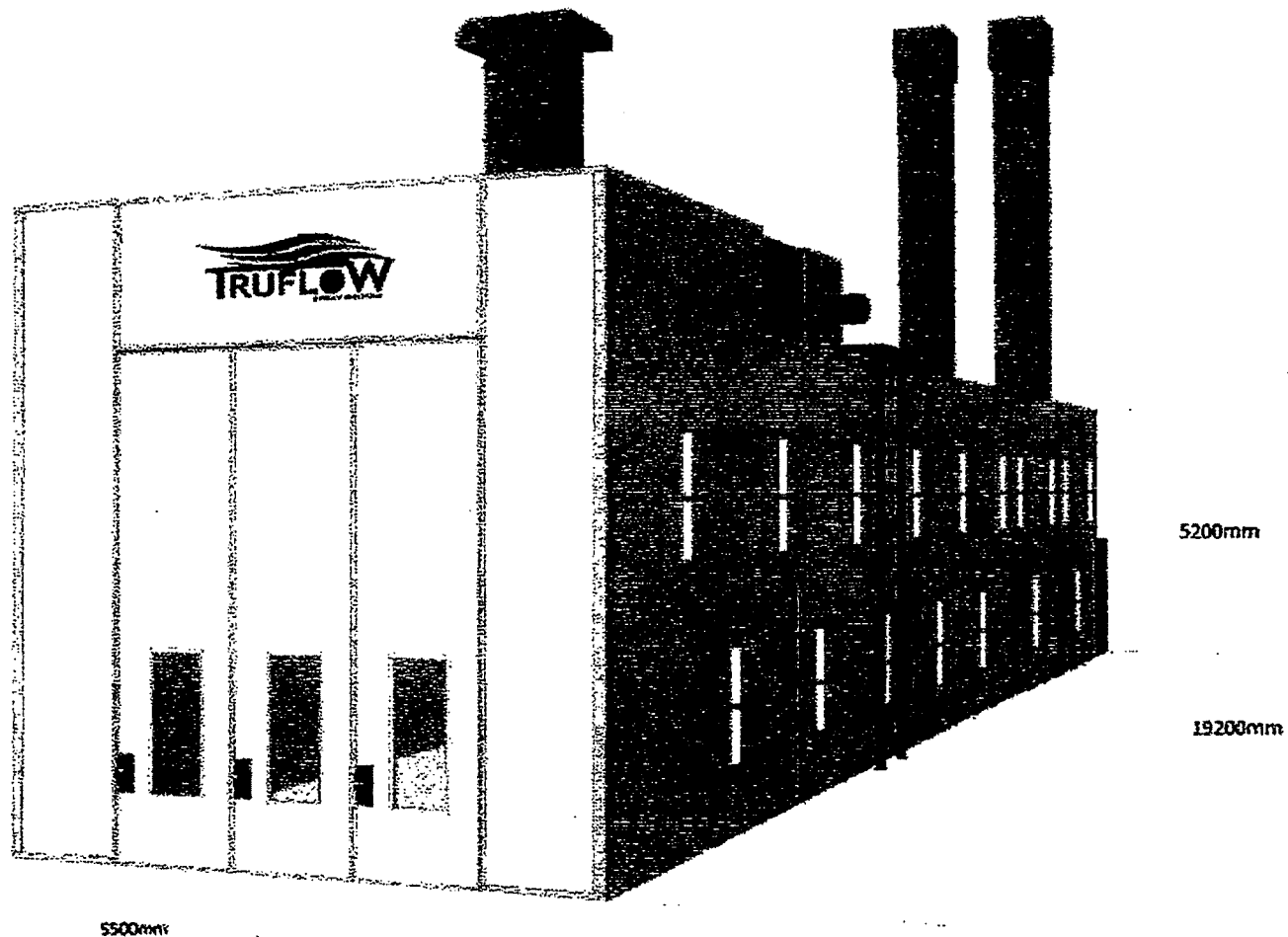
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DESIGN APPROVED BY:

CHRIS SPENCER

DRAWING NO.

SALES DRAWING SDD 02

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## General Specifications

<b>BOOTH DIMENSIONS ( OD)</b>	Depth	19200mm OD Including Machinery
	Width ( Front)	5500mm OD
	Height	5200mm OD
<b>HEATING UNIT CONSTRUCTION &amp; AHU</b>	AHU Side Mounted Machinery Unit with P/C Finish	
	RHS 40mm Frame – Powder coated Blue for durable finish	
	Internal Burner Unit – Gas Fired 1200MJ Burner	
<b>DOORS &amp; FITTINGS &amp; CABIN CONSTRUCTION</b>	25°C / Spray Temperature	
	70°C / Bake Temperature	
	<b>DOOR:</b> High Quality PA Door with Outer Painted Frame and 915x2135 Gal Door Unit Tri-Fold Main Door System – Truck Hinges With CAM Locks and Slam Latches.	
<b>DUCTING SYSTEM</b>	<b>CABIN:</b> EPS Insulated Panle 75mm Construction Roof and Walls.	
	Two (2) Weather Hood – Vertical Discharge Hood.	
	Two (2) Transition Duct from Booth to Motor in Quoted Price.	
<b>EXHAUST FAN &amp;  AIR FLOW</b>	Ducting as per Drawing Supplied (PDF Attached) Included – Through rear wall.	
	<b>Exhaust Rate:</b>	7250 L/ps - Motor capacity Per Unit: Total 14,500 LPS
	<b>Classification:</b>	EX'e' Classified spray booth safe motors
<b>INLET AIR SYSTEM</b>	<b>Impellor:</b>	Antistatic / AXIAL
	<b>Motor:</b>	3 KW / 3 Phase
	<b>Case:</b>	Steel Painted Case in Duct Mount.
<b>EXHAUST FILTERS</b>	<b>Backward Inclined Inlet Unit Fan</b>	
	11 KW / 6 Pole : 16,200LPS / High Flow – Direct Drive	
	2 Ways Spraying and Baking Flaps.	
<b>EXHAUST FILTERS</b>	VCD – Manual Damper for Inlet air control.	
	<b>Dual Level Filtration</b>	
	Exhaust Filter efficiency EU2 ( Cardboard Concertina)	
<b>EXHAUST FILTERS</b>	900mm Concertina Cardboard Filter ( High Quality)	

Specifications Continued on the Next Page.



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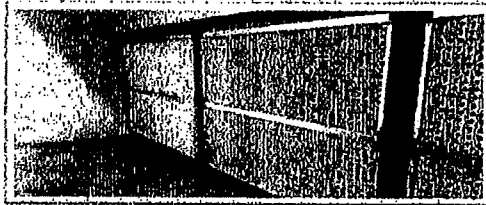
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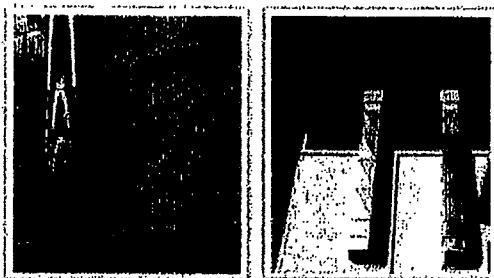
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### EU2 Filter System

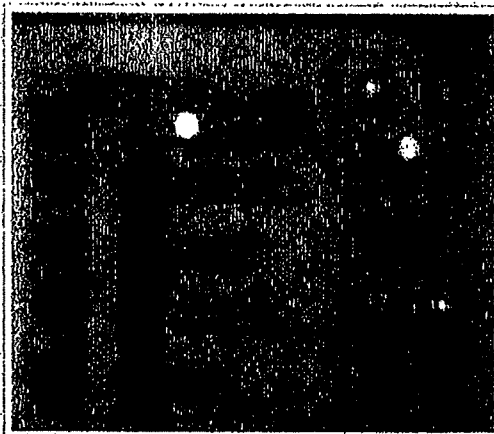
Dry Filter 94% Efficient Paint Stop Filtration to isolate paint particles prior to entering atmosphere. Efficient operation low cost replacement.



### Galvanised Ducting

High Quality, durable and long lasting. Galvanised Ducting in round and square applications product and model dependent.

Construction from a minimum of 1mm Gal Steel.



### Quality Control Systems

FOR COMPLIANCE: A CONTROL BOX SHOULD BE INSTALLED TO ALL SPRAY BOOTHS: AS/NZS 4114.1:2003 Section 4, Clause 4.4.1 ~ 4.3.2

#### Motor Thermal Overload Protection

Electrical isolation of compressed air via solenoid, to protect the operator and people working within the paint vicinity through the shutdown of spray guns until such time as the exhaust fans have been able to clear contaminants from the air. (Shutdown Process)

During Stand by Mode (Booth off) the compressed air to the booth will be isolated not to allow spray activities without the booth being on. Also with Booth On compressed air will be shutoff during purge cycles.

Safety Alarm in case of airflow loss or fault with fan unit.

LED Temperature controllers

Heads Up Display Booth Mfrnc Display and Indicator lights



### Long Lasting Construction

#### MODEL DEPENDENT:

- ☐ Insulated Panel with Color-bond Cabin, durable white finish.
- ☐ Galvanised Computer Turreted Panels
- ☐ Steel Framed Exhaust Plenums in the S-Series Painted TRUFLOW Blue.
- ☐ High Quality Fixings and Large viewing Windows.
- ☐ Aluminium and Steel Framed doors, light and filter area.
- ☐ Durable construction with easy to clean finishes.

*Specifications continued on the next page....*





## Tech Specifications and Details – Custom Spray Booth – Heated

### General Functional Description

The TRUFLOW Semi Downdraft Spray Booth Oven is designed with optimal airflow and efficient running in Mind. All safety systems function through the control board with two modes: Spraying and Baking selections in operational cycles.

#### SPRAY:

Once the operator has selected the spray function on the control board, the indicator LED lights show its function in illuminated green. The supply fans start in the most efficient manner via the soft start function on the supply air fan. Once the airflow is at its correct level the booth will complete its pre-purge cycle time, this is generally set to 12 minutes. After this time the spray compressed air is activated and the heating system ( direct fired gas burner) is energised to start. Supply air is drawn in via the Inlet ducts which retrieve fresh air from the external factory environment. This air is then drawn through the ducts, over the burner and then through the centrifugal fan all of which is mounted 2mts from the point of inlet into the booth. This air is then delivered into the roof of the booth via the Inlet plenum and ceiling filter media. This filter media is the highest quality 560G10 Viledon filter manufactured in Germany by Freudenberg. It cleans the air to 10um. That is particles smaller than pollen.

The clean, heated and processed air is then pushed over the vehicle at a speed of .5MPS before it is exhausted through a set of exhaust filters which are of 97% Paint stop efficiency. This is 5% above the requirement set by the EPA for the filtration off paint particles prior to entering atmosphere.

Exhaust air is provided by Axial flow fans that are in duct mounted. The electrical 3 phase motors are rated and provided with variable speeds to balance airflow. All filtered air is then expelled above roofline by 3mts in a vertical discharge manner through weather hood ducts. All airflow is monitored by pressure switches designed to identify adequate airflow during commissioning.

To complete the spray cycle the "Shutdown" button can be chosen by the operator. This mode will then post purge the booth of contaminates for 5 minutes. During the purge period compressed air will be isolated. Once the timer expires the booth will stop and re ready for a new function.

Alternatively, prior to this step or after shutdown the bake mode can be chosen at any time.

#### BAKE:

Once the operator is ready to move into a cure cycle the "bake" button can be pressed and engaged. At this point the booth will move into eco-bake mode. Reducing power consumption and increasing temperature via the Gas Burner. The compressed air is isolated during bake cycle and the exhaust fans are all switched off except for one fan used for dilution air of solvent vapours. A modulation motor is energized and moves the mechanical flaps over the burner directing 100% of air over the flame. The gas valve train and electrical controls then engage a second for second monitoring of temperature which is relayed back to the burner modulator. This modulator adjusts gas input in % increments ensuring that temperature is maintained to its exact set point. The burner does not fire ON/OFF like other conventional spray booths, it actually modulates its gas input to suit temperature feedback.

The result, the most economical bake cycle with reduced gas consumption and temperature set of +/- 1 °C. Bake Temperature is set usually 60-65°C and is batch timed.

Cool Down cycle automatically follows bake generally for a period of 5 minutes.

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<b>Booth Construction</b>	<p><b>Wall Panels:</b> 75mm EPS Core Insulated Panels finished in colour-bond off white.</p> <p><b>Roof Panels:</b> 75mm EPS Core Insulated Panels finished in colour-bond off white.</p>
<b>Size of Spray Booth OD</b>	<p><b>Width:</b> 5500mm Wide</p> <p><b>Height:</b> 5200mm High</p> <p><b>Length:</b> 19,200mm</p> <p><b>Door Size:</b> 3600mm Wide FRAME – Door width Opening = 3300 Open D</p> <p><b>Type:</b> BI-Fold Front Door with High Quality Hinges and Handles.</p>
<b>Lights</b>	<p>Rear access side wall lighting has been fitted to this spray booth to ensure the brightest and clearest environment for spray painting available. The lighting is setup on separate circuits to have full or half lights available allowing reduced energy consumption when completing jobs which require less light (i.e. preparation).</p> <p><b>Total number of lights fitted to this system ( In Each booth)</b></p> <p><b>Side Wall lighting:</b> Units: 34 in total rear access with dual Baton Arrangement .(136 Batons)</p> <p><b><u>Total of 64 Lighting batons in the booth.</u></b></p>
<b>Roof Filters</b>	<p>4 Filter frames are fitted to each TRUFLOW large scale full downdraft.</p> <p>Viledon PA560-10 filters are fitted. These filters 10um of contaminates prior to entering the booth. The TRUFLOW designed filter frame is lightweight but strong aluminium with a dust barrier knife seal edge.</p>
<b>Heating System</b>	<p>Direct Fired Gas Heating ensures 100% air to heat efficiency; it utilizes all available gas fuel to heat the air and ensures energy is not wasted. LPG or Natural GAS applications can be handled by TRUFLOW Systems with a modulating gas valve train system. As mentioned above this system ensures accurate temperature and reduced running costs.</p> <p><i>The Stainless steel direct fired heated ensures 25.C Spray and 65.C Bake fully adjustable.</i></p>
<b>Ductwork</b>	<p>Galvinised Ductwork pressed / rolled to size – Cross broken where required to reduce vibration.</p> <p><b>Supply Air Ductwork:</b> 1000x1000mm SQ Ducting.</p> <p><b>Exhaust Air Ductwork:</b> 813mm Ø</p>
<b>Cabin Pressure Manometer</b>	<p>Cabin Pressure Manometer shows the internal cabin pressure and ensures you have a visual indication of booth filter condition and air pressure differential to external environment.</p>

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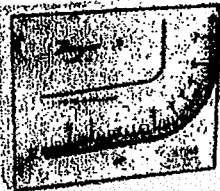

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<p><b>The Control System.</b> <i>Simple, Smart, Easy to use.</i></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Mimic display which indicates each function of the spray booth.</li> <li><input checked="" type="checkbox"/> Simple Layout with explanation of each function shown.</li> <li><input checked="" type="checkbox"/> Fault Lights.</li> <li><input checked="" type="checkbox"/> Running Lights.</li> <li><input checked="" type="checkbox"/> Push Button selection.</li> <li><input checked="" type="checkbox"/> Temperature set-point via electronic controller.</li> <li><input checked="" type="checkbox"/> LED Display.</li> <li><input checked="" type="checkbox"/> E-stop</li> </ul> <p>Only the best will do, the highest quality Australian made switchboard with TRUFLOW's well known heads up display which is engraved into a backing plate for easy readability and control.</p> <p>Professionally designed using the best quality Allen Bradley, Siemens and CMG components with individual circuit breakers and parts available off the shelf.</p>	
<p><b>Cabin Pressure Manometer</b> <i>Filter condition and Airflow pressure.</i></p>		<p>Fitted as standard to all TRUFLOW Heated Spray Booths the Manometer will indicate the pressure differential in your spray booth. Ensuring a clear visual indication of air pressure and filter condition.</p>
<p><b>Escape Doors – Personnel access.</b> <i>Highly Durable Steel Framed. A clear quality difference.</i></p>		<p><b>Heavy Duty Escape PA Doors:</b> Solid 50mm Steel Frame outer for strength of construction. Steel hinges and chrome handles with stainless plates. Door rubber for a hard seal edge and door brush to ensure a clean positive close.</p>

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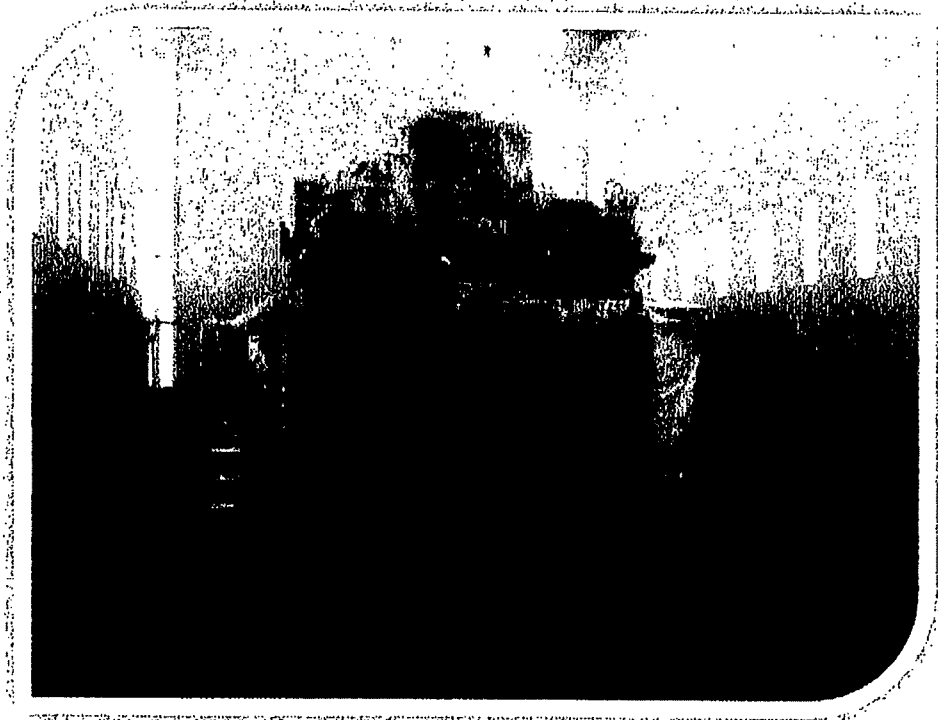
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<p><b>Main Load Doors –</b> <b>Product entry.</b> <i>RHS Outer frame, painted finish, framed door segment, Double glazed glass, solid chrome and aluminium fixings.</i></p>		<p><i>The area of a booth that will have the most wear and tear is your doors. TRUFLOW's doors are built to a heavy duty durability standard and not to a price. The doors must last through years of manual handling. For this reason doors are made with outer steel frames not just capped insulated panel. The doors are designed to last. Chrome handles, RHS frames, Truck</i></p>
<p><b>Spray air will be provided.</b> <i>Compressed Air Regs</i></p>	<p><i>Compressed air regulator for spray air will be provided within each booth.</i> <i>Two (2) Spray Air Outlets in each Booth.</i></p>	



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## **SCOPE OF WORKS.**

### **Quoted Price Inclusions**

#### ***Australian Standards Compliancy of a TRUFLOW Spray Booth***

AS/NZS 4114.1 - Spray painting booths, designated spray painting areas and paint mixing rooms

AS/NZS 4114.2 - Spray painting booths, designated spray painting areas and paint mixing rooms

AS 3000 – Australian / New Zealand Wiring Rules

Occupational Health and Safety, Spray painting codes and AS/NZS 4114

E.P.A. requirements of waste discharge.

#### ***Full automatic Electrical switchboard***

Safety Systems, fan and lights controls, interlocks, timing systems and Alarms: Fully compliant to AS/NZS 4114.1:2003

SPRAY BOOTH STANDARDS.

#### ***Commissioning Requirements***

Electrical Certification to Hazardous Standards, Gas Standard Commissioning and Inspection.

#### ***Manufacturing and Installation to Standards***

All Spray Booth Systems are Manufactured and Installed: 4114.1:2003 & 4114.2:2003

#### ***Training and Handover***

Is provided by TRUFLOW Spray Booths as a standard inclusion, where a workshop is carried out with key personnel on the operation of the spray booth and key functional areas as well as service requirements.

Preferred training day may be nominated by purchaser of the product.

#### ***Documentation and Dossiers & Drawings***

All documentation and required dossiers of Hazardous certifications/ operational manual and maintenance will be provided on handover as 1 Master Copy. Drawings Provided prior to installation.

#### ***Warranty***

On TRUFLOW products is standard with the conditions of service maintenance being upheld as outlined in TRUFLOW'S Terms of Warranty. All equipment included in our proposal has warranty period of twelve (12) months from practical completion, due to faulty materials, poor workmanship. Standard manufacturers apply to bought in items such as motors, burners, electrical components.

### **Quoted Price Exclusions**

Level Concrete Base, Structural Modifications & Local Council Approvals

Supply and connection of Mains Power (3 Phase) and Gas to Nominated Machinery location.

Compressed Air Supply to Spray Booth from clean dry air-source.

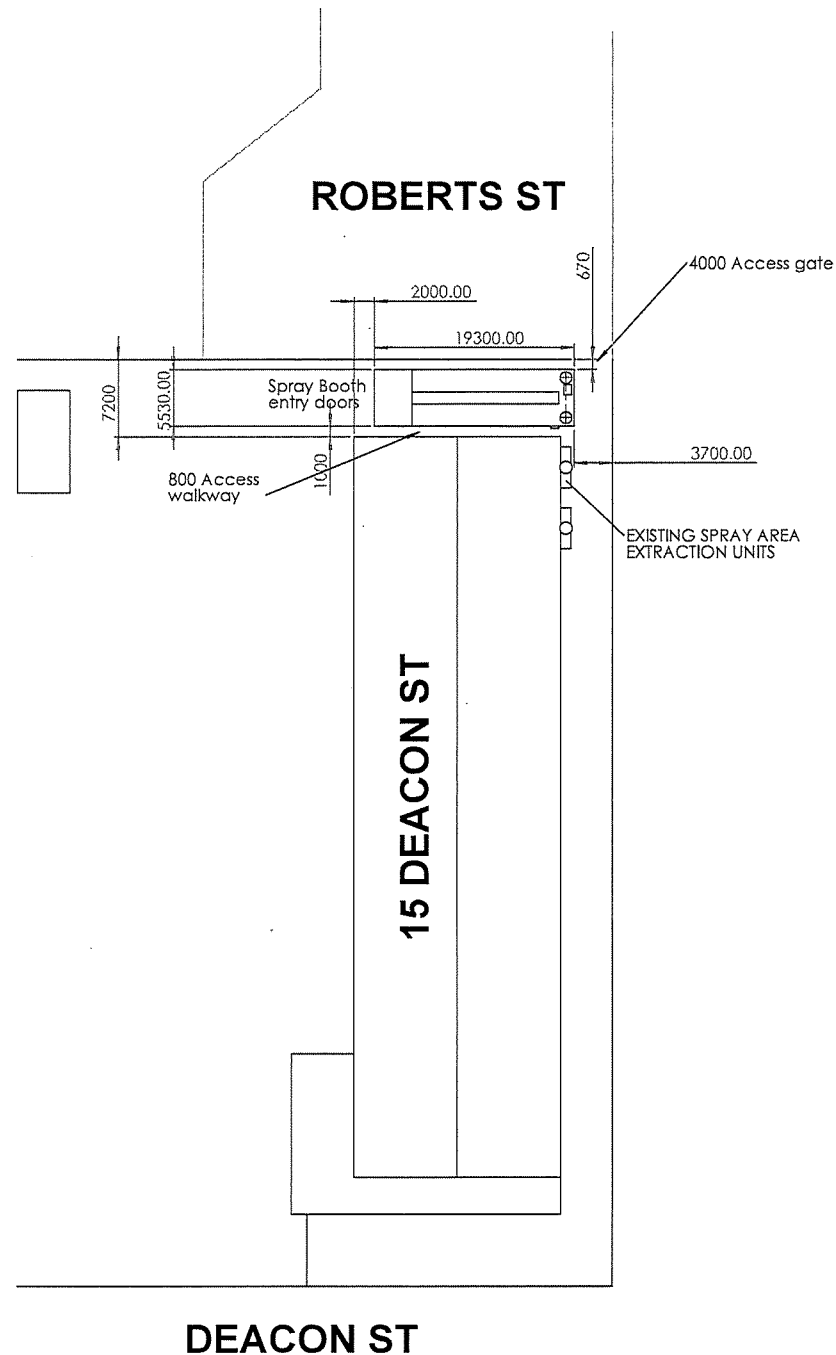
Fork lifts Hire / Scissor Lift Hire / EWP / Crane Hire

Roof Flashing

Ducting Offsets

Works Outside Quoted Scope

Variations In Progress Apply to all Quotes provided by TRUFLOW (VIP)



UNLESS OTHERWISE SPECIFIED: DIMENSIONS ARE IN MILLIMETERS SURFACE FINISH: TOLERANCES: LINEAR: ANGULAR:				FINISH:	DEBUR AND BREAK SHARP EDGES	DO NOT SCALE DRAWING	REVISION
DRAWN: KBR				SIGNATURE:	DATE: 14-4-22	SHERMAC AUSTRALIA	
CHECKED:						TITLE:	
APPROVED:						Spray Booth development Plan View	
QA:				MATERIAL:		DWG: Deacon St Site Plan - for Spray Booth A2	
				WEIGHT:		SCALE: 1:100	
						SHEET 1 of 2	

# **SPRAY PAINTING AND POWDER COATING**

Code of Practice

MARCH 2015







Safe Work Australia is an Australian Government statutory agency established in 2009. Safe Work Australia consists of representatives of the Commonwealth, state and territory governments, the Australian Council of Trade Unions, the Australian Chamber of Commerce and Industry and the Australian Industry Group.

Safe Work Australia works with the Commonwealth, state and territory governments to improve work health and safety and workers' compensation arrangements. Safe Work Australia is a national policy body, not a regulator of work health and safety. The Commonwealth, states and territories have responsibility for regulating and enforcing work health and safety laws in their jurisdiction.

ISBN 978-0-642-78423-0 [PDF]  
ISBN 978-0-642-78424-7 [RTF]



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Safe Work Australia  
Phone: 1300 551 832  
Email: [info@swa.gov.au](mailto:info@swa.gov.au)  
Website: [safeworkaustralia.gov.au](http://safeworkaustralia.gov.au)





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# FOREWORD

This Code of Practice for spray painting and powder coating is an approved code of practice under section 274 of the *Work Health and Safety Act* (the WHS Act).

An approved code of practice is a practical guide to achieving the standards of health, safety and welfare required under the WHS Act and the Work Health and Safety Regulations (the WHS Regulations).

A code of practice applies to anyone who has a duty of care in the circumstances described in the code. In most cases, following an approved code of practice would achieve compliance with the health and safety duties in the WHS Act, in relation to the subject matter of the code. Like regulations, codes of practice deal with particular issues and do not cover all hazards or risks which may arise. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist.

Codes of practice are admissible in court proceedings under the WHS Act and Regulations. Courts may regard a code of practice as evidence of what is known about a hazard, risk or control and may rely on the code in determining what is reasonably practicable in the circumstances to which the code relates.

Compliance with the WHS Act and Regulations may be achieved by following another method, such as a technical or an industry standard, if it provides an equivalent or higher standard of work health and safety than the code.

An inspector may refer to an approved code of practice when issuing an improvement or prohibition notice.

This Code of Practice has been developed by Safe Work Australia as a model code of practice under the Council of Australian Governments' *Inter-Governmental Agreement for Regulatory and Operational Reform in Occupational Health and Safety* for adoption by the Commonwealth, state and territory governments.

## Scope and application

This Code provides practical guidance for persons conducting a business or undertaking on how to manage health and safety risks associated with spray painting or powder coating processes. This Code applies to all workplaces covered by the WHS Act where spray painting or powder coating activities are carried out and to all persons involved in these activities.

### HOW TO USE THIS CODE OF PRACTICE

In providing guidance, the word 'should' is used in this Code to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.

This Code also includes various references to provisions of the WHS Act and Regulations which set out the legal requirements. These references are not exhaustive. The words 'must', 'requires' or 'mandatory' indicate that a legal requirement exists and must be complied with.

# 1. INTRODUCTION

## 1.1 What are spray painting and powder coating?

Spray painting including electrostatic spray painting is a process by which liquid paint is applied under pressure to an object. Spray painting may be carried out by hand or automatically. There are several methods used to atomise the paint for spraying:

- using a conventional air compressor – air is driven across the mouth of a small outlet under pressure to draw liquid paint out of the container and produce an air-paint mist from the nozzle of the spray-gun
- airless spray painting – the paint container is pressurised pushing the paint to the nozzle where it is atomised by the spray gun, or
- electrostatic spray painting – an electric pump drives the electrostatically charged liquid paint out of the nozzle which is then applied to the object which is earthed.

Powder coating is a process by which electrostatically charged powder is applied onto an earthed object.

Spray painting and powder coating are carried out in a variety of industries. For example items that are commonly spray painted include motor vehicles, buildings, furniture, white goods, boats, ships, aircraft and machinery.

## 1.2 Who has health and safety duties in relation to spray painting and powder coating?

A **person conducting a business or undertaking** has the primary duty to ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.

The processes involved in spray painting and powder coating are hazardous due to a combination of factors such as the use, handling and storage of hazardous chemicals and exposure to electrical, noise, manual handling and plant hazards.

A person conducting a business or undertaking involved in spray painting or powder coating must eliminate risks associated with this work, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

The WHS Regulations include more specific requirements to manage the risks of hazardous chemicals, airborne contaminants and plant, as well as other hazards associated with spray painting or powder coating activities such as noise and manual handling.

**Designers, manufacturers, importers and suppliers of plant or substances** used in spray painting or powder coating activities must ensure, so far as is reasonably practicable, that the plant or substance is without risks to health and safety. This duty includes carrying out testing and analysis as well as providing specific information about the plant or substance.

**Officers**, such as company directors, have a duty to exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks that arise from spray painting or powder coating.

**Workers** have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace. If personal protective equipment (PPE) is provided by the person conducting the business or undertaking, the worker must use it in accordance with the information, instruction and training provided.

### 1.3 What is required to manage risks associated with spray painting and powder coating?

The WHS Regulations require a person conducting a business or undertaking to ‘manage risks’ associated with specific hazards including noise, hazardous chemicals, plant and electricity.

#### Regulation 32-38

In order to manage risk under the WHS Regulations, a duty holder must:

- identify reasonably foreseeable hazards that could give rise to the risk
- eliminate the risk so far as is reasonably practicable
- if it is not reasonably practicable to eliminate the risk, minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of risk control
- maintain the implemented control measure so that it remains effective, and
- review, and if necessary revise all risk control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.

This Code provides guidance on managing the risks of spray painting and powder coating by following a systematic process that involves:

- identifying the hazards
- if necessary, assessing the risks associated with these hazards
- implementing control measures, and
- reviewing control measures.

Guidance on the general risk management process is available in the [Code of Practice: How to manage work health and safety risks](#).

#### CONSULTING YOUR WORKERS

Consultation involves sharing of information, giving workers a reasonable opportunity to express views and taking those views into account before making decisions on health and safety matters.

#### Section 47

A person conducting a business or undertaking must consult, so far as is reasonably practicable, with workers who carry out work for them who are (or are likely to be) directly affected by a work health and safety matter.

#### Section 48

If the workers are represented by a health and safety representative, the consultation must involve that representative.

Consultation with workers and their health and safety representatives is required at each step of the risk management process. By drawing on the experience, knowledge and ideas of your workers you are more likely to identify all hazards and choose effective control measures.

Consultation with workers can help you select appropriate control measures including any PPE they may require.

### **CONSULTING, CO-OPERATING AND CO-ORDINATING ACTIVITIES WITH OTHER DUTY HOLDERS**

#### Section 46

A person conducting a business or undertaking must consult, co-operate and co-ordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.

Sometimes you may have responsibility for health and safety together with other business operators who are involved in the same activities or who share the same workplace. In these situations, you should communicate with each other to find out who is doing what and work together in a co-operative and co-ordinated way so that all risks are eliminated or minimised so far as is reasonably practicable.

For example, if you engage a contractor to carry out spray painting at your workplace, then you should work together with the contractor to plan the work, discuss any safety issues that may arise and how the risks associated with spray painting work will be controlled.

Further guidance on consultation is available in the [Code of Practice: Work health and safety consultation, co-operation and co-ordination](#).

## 2. THE RISK MANAGEMENT PROCESS

### 2.1 Identifying the hazards

The first step in managing risks associated with spray painting or powder coating activities is to identify all the hazards that have the potential to cause harm.

Potential hazards may be identified in a number of different ways including:

- conducting a walk through assessment of the workplace observing the work and talking to workers about how work is carried out
- inspecting the materials and equipment that will be used during the spray painting or powder coating process
- reading product labels, safety data sheets (SDS) and manufacturer's instruction manuals
- talking to manufacturers, suppliers, industry associations and health and safety specialists, and
- reviewing incident reports.

Table 1 lists the common hazards associated with spray painting or powder coating.

**Table 1** Examples of common spray painting and powder coating hazard

Hazard	Potential harm	Examples
Hazardous chemicals	dermatitis, respiratory illnesses and cancers  some hazardous chemicals are also fire and explosion risks	paints, solvents, adhesives, resins, rust removers, rust converters, lacquers and degreasers
Fire and explosion	serious burns and death, exposure to projectiles and damage to property	flammable paints and solvents in contact with an ignition source  combustible dusts used in powder coating
Confined spaces	exposure to hazardous chemicals, unsafe oxygen levels, potential for fire, explosion and engulfment	spraying inside the cavity of vehicles, ships, aircraft or tanks
Machinery and equipment	injection injuries, being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death	spray booths, sanding, grinding equipment, airless spray equipment, compressed air
Working at height	falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death	spray painting trucks, ships, aeroplanes or bridges
Manual tasks	overexertion, sustained awkward postures or repetitive movement can cause muscular strain	repetitive spraying action, lifting and pushing objects into place

## 2. THE RISK MANAGEMENT PROCESS

Hazard	Potential harm	Examples
Electricity or static electricity	exposure to electricity can cause shock, burns or death from electric shock  electricity and static electricity are also sources of ignition	the use of electrical equipment, wiring of equipment and electrostatic charges
Heat or high humidity	exposure to heat or high humidity can cause burns, heat stroke and fatigue	wearing impervious PPE or working outdoors or in a poorly ventilated workplace
Noise	exposure to loud noise can cause permanent damage to hearing	noise from pumps, compressors and spray booths

### IDENTIFYING THE CHEMICALS USED IN THE WORKPLACE

Exposure to hazardous chemicals is a significant risk in spray painting and powder coating activities including during preparation (preparing surfaces, tinting, mixing and pouring paints), storage, clean-up and disposal. The hazardous chemicals that workers may be exposed to include paints, solvents, powders, lacquers, paint strippers, adhesives, surface preparation products, rust converters and rust removers. In most cases the product label and SDS will identify any hazardous chemicals.

You should also identify any dusts or fumes generated by sanding and surface preparation. For example, sanding of polyurethane paints that are not fully cured can generate dust containing unreacted isocyanates which can lead to long term respiratory problems.

Regulation **351**

A person conducting a business or undertaking must manage risks to health and safety associated with using, handling, generating or storing a hazardous chemical at the workplace.

Regulation **382**

The WHS Regulations prohibit and restrict the use of some hazardous chemicals. The following chemicals must not be used, handled or stored for spray painting:

- arsenic
- arsenic compounds
- benzene (benzol), if the substance contains more than 1 per cent by volume
- carbon disulphide (carbon bisulphide)
- lead carbonate
- methanol (methyl alcohol), if the substance contains more than 1 per cent by volume
- tetrachloroethane
- tetrachloromethane (carbon tetrachloride), and
- tributyl tin.

### IDENTIFYING THE HAZARDS OF THE CHEMICALS

The health effects that a worker may experience following exposure to hazardous chemicals can become apparent after a short period of time and include headaches, nausea or vomiting, dizziness, burns to the skin or eyes and irritation to the nose, throat and lungs. Serious long term health effects where the symptoms may not be immediately apparent can also occur. Long term health effects include asthma, dermatitis, kidney or liver damage, cancer and damage to the reproductive system and central nervous system.

Many chemicals used in spray painting or powder coating also have physicochemical hazards. For example, many organic solvents are flammable and some chemicals used for cleaning or surface preparation may be corrosive.

Information about the hazards of chemicals is available from product labels and safety data sheets. A SDS includes information on the health effects, physicochemical properties, safe handling and storage, emergency procedures, and disposal considerations. It also contains information about how hazardous chemicals can enter the body, for example by inhalation into the lungs, absorption through the skin and eyes and through swallowing including accidentally ingesting small amounts.

If you don't have a SDS for a hazardous chemical supplied to your workplace, you must obtain one from the manufacturer, importer or supplier of the chemical. You should also consider obtaining a current SDS before you decide to purchase a new chemical as it is useful to identify hazards before you potentially introduce them into your workplace.

### EXPOSURE STANDARDS

#### Regulation 49

A person conducting a business or undertaking must ensure that no person at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for the substance or mixture.

Exposure standards represent the airborne concentration of a particular substance or mixture that must not be exceeded. There are three types of exposure standard:

- 8-hour time-weighted average
- peak limitation, and
- short term exposure limit.

Exposure standards are based on the airborne concentrations of individual substances that, according to current knowledge, should not cause adverse health effects nor cause undue discomfort to nearly all workers.

Chemicals with workplace exposure standards are listed in the *Workplace Exposure Standards for Airborne Contaminants*. These exposure standards are also available from the Hazardous Substances Information System (HSIS) on the Safe Work Australia website. The HSIS database contains additional information and guidance for many substances. Although exposure standards may also be listed in Section 8 of the SDS, you should always check the *Workplace Exposure Standards for Airborne Contaminants* or HSIS to be certain.

Guidance on interpreting exposure standards is available in the *Guidance on the Interpretation of Workplace Exposure Standards for Airborne Contaminants*.

To comply with the WHS Regulations, monitoring of workplace contaminant levels for chemicals with exposure standards may need to be carried out.








### INFORMATION ON LABELS AND SAFETY DATA SHEETS

The purpose of a label is to ensure that the contents of a container can be readily identified. The label also includes information on the hazards of the chemical and precautions to be observed to safely use, handle or store the hazardous chemical. This information on labels and SDS is provided in the form of signal words, hazard pictograms and precautionary statements (see Table 2). Always read the label and the SDS before using a hazardous chemical.

In situations where hazardous chemicals are decanted into another container and it will not be used immediately or it is supplied to someone else for later use, then the container should be labelled in accordance with the *Code of Practice: Labelling of workplace hazardous chemicals*. However, if a decanted hazardous chemical will be used immediately, labelling of its container is not required.

**Table 2** Examples of hazard information on labels and safety data sheets

Label element	Examples
Signal words	<ul style="list-style-type: none"> <li>■ danger</li> <li>■ warning</li> </ul>
Hazard statements	<ul style="list-style-type: none"> <li>■ may cause cancer</li> <li>■ fatal if inhaled</li> <li>■ flammable liquid and vapour</li> <li>■ causes severe skin burns and eye damage</li> <li>■ may cause respiratory irritation</li> </ul>
Pictograms	<div>    </div> <div> <span>Flammable</span> <span>Acute toxicity</span> <span>Warning</span> </div> <div>   </div> <div> <span>Human health</span> <span>Corrosive</span> </div>
Precautionary statements	<ul style="list-style-type: none"> <li>■ use explosion proof electrical equipment</li> <li>■ do not breathe vapours</li> <li>■ do not get in eyes, on skin or clothing</li> <li>■ use only outdoors or in a well ventilated area</li> <li>■ if on skin, wash with plenty of soap and water</li> </ul>

### ISOCYANATES

Isocyanates are commonly found in 2-pack liquid spray paints, varnishes, adhesives and polyurethane plastics. Isocyanate polymers may also be present in paints including:

- polyisocyanate
- isocyanate pre-polymer
- isocyanate polymer, and
- polymerised isocyanates.

Exposure to isocyanates can occur when aerosols, mists or powder paints containing isocyanates are released into the atmosphere during spraying or powder coating. Exposure to isocyanates can also occur during sanding of polyurethane paint that is not fully cured, as this activity can generate dusts containing un-reacted isocyanates. Further, isocyanate-containing materials may release isocyanates into the atmosphere when heated. Exposure to isocyanates should be considered as high risk.

SDS and labels should be checked to determine if the products you are using contain isocyanates.

### LEAD

Workers who carry out surface preparation (such as preparing old vehicles for spray painting) could be exposed to lead when removing and sanding lead-based paints.

Paint that contains lead can no longer be purchased in Australia and the use of lead-free paints will eventually eliminate exposure to lead and the associated risks.

The WHS Regulations contain specific requirements for working with lead including the identification of lead risk work and removing a worker from lead risk work in certain circumstances.

### HAZARDOUS CHEMICAL REGISTERS

You must maintain a register of the hazardous chemicals used, handled or stored at the workplace. The purpose of this register is to provide a source of information for both you, your workers and anyone else affected by a hazardous chemical, and to assist in the management of substances used or generated in spray painting or powder coating activities. The register must list all the hazardous chemicals at your workplace and their current SDS, for example for any paints, coatings, solvents and thinners, fillers, strippers and cleaning products that are hazardous. The register must be readily accessible to anyone who is likely to be affected by a chemical and workers who are involved in using, handling or storing a chemical in the register.

## 2.2 Assessing the risks

Hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death. For example, exposure to spray painting or powder coating chemicals can adversely affect a worker's health in ways ranging from minor illness, for example headaches to major illness, for example asthma.

Many liquid paints and powder paints contain flammable substances. Spray painting vapours and mists as well as powder paints used in powder coating can spread rapidly, particularly in an enclosed space and create a potentially explosive atmosphere. If the aerosol, mist, vapour or powder paint is ignited, for example by static electricity, a lit cigarette or spark, it could result in an explosion that could destroy the building and kill or injure anyone nearby. Each of the outcomes involves a different type of harm with a range of severities and each has a different likelihood of occurrence.

Under the WHS Regulations, a risk assessment is not mandatory for spray painting or powder coating, however it is required for specific situations, for example when working with asbestos. In many circumstances a risk assessment will assist in determining the control measures that should be implemented. It will help to:

- identify which workers are at risk of exposure
- determine what sources and processes are causing that risk
- identify if and what kind of control measures should be implemented, and
- check the effectiveness of existing control measures.

The following questions may help to assess the risk:

- How often, and for how long, will exposure to the hazard occur?
- In the event of exposure to the hazard, will the outcome be severe, moderate or mild?
- How do workers interact with the hazard, for example being exposed to hazardous chemicals by breathing it in or skin contact?
- Is there evidence of contamination, for example dust or fumes visible in the air, chemical odours, spills, splashes?
- What are the conditions under which spray painting is carried out, for example confined space?
- What are the skills, competence and experience of the operator?

### ASSESSING THE RISKS OF HAZARDOUS CHEMICALS

Once you have listed all the hazardous chemicals used in each stage of the spray painting or powder coating activity, you should review the information on the relevant labels and SDS to determine the nature and severity of the harm. Depending on the chemical, the severity of the harm could range from minor to major, for example from minor skin irritation to chronic lung disease or cancer.

Using information found in the label and SDS, spray painting and powder coating chemicals, mixtures or materials can be put into three hazard categories as provided in Table 3.

**Table 3** Hazard categories of spray painting or powder coating substances

Risk	Examples
High risk chemicals	<p>A hazardous chemical should be considered as high risk if it is:</p> <ul style="list-style-type: none"> <li>■ a chemical that is carcinogenic</li> <li>■ a chemical that is mutagenic, genotoxic or has reproductive hazards</li> <li>■ a chemical which affects the central nervous system (which can also affect hearing due to ototoxic effects). That is, they may cause hearing loss or exacerbate the effects of noise. Evaluating the use of these chemicals should be carried out in conjunction with the <u>Code of Practice: Managing noise and preventing hearing loss at work</u>.</li> <li>■ a skin or respiratory sensitiser or if it is corrosive or has acute irritant effects</li> <li>■ a chemical which causes severe effects after a single, repeated or prolonged exposure, and</li> <li>■ a flammable liquid, vapour or aerosols</li> </ul> <p>Many chemicals that are used in spray painting including 2-part polyurethane paints containing isocyanates and toluene (an ingredient in many oil-based paints), and in powder coating, such as triglycidyl isocyanurate, hydrofluoric acid and chromic acid are known to present significant health risks and should be assessed as high risk.</p>
Medium risk chemicals	<p>Medium risk hazardous chemicals include any substances that contain organic solvents that are not already assessed as high risk, or flammable liquids or combustible dusts.</p>
Low risk chemicals	<p>Hazardous chemicals that are low risk include any other substances not already assessed as high or medium.</p>

The level of risk depends not only on the toxicity or flammability of the hazardous chemical but also on the nature of exposure including frequency of use, quantities used, effectiveness of existing controls (such as exhaust or ventilation systems) and the processes involved at the workplace. For example, some spray painting processes may be more suitable than others when attempting to minimise the exposure of a hazardous chemical or the risk of fire (see Table 4).

Further guidance on managing risks associated with hazardous chemicals is available in the Code of Practice: Managing risks of hazardous chemicals in the workplace.

**Table 4** Characteristics of spray painting and powder coating activities

Process	Characteristics
Conventional compressed air (low pressure) spray painting	<ul style="list-style-type: none"> <li>■ extensive overspray of potentially hazardous chemicals</li> <li>■ bounce of potentially hazardous chemicals in cavities and at corners (rebound)</li> </ul>
Airless (high pressure) spray painting	<ul style="list-style-type: none"> <li>■ risk of injection injury and static electricity that could cause a spark</li> <li>■ less overspray, bounce and aerosol than conventional air spraying</li> <li>■ relatively high viscosity paints can be used (less solvent is needed in the paint)</li> <li>■ higher capacity (flow rate) and faster application</li> </ul>
Air assisted airless spray painting	<ul style="list-style-type: none"> <li>■ risk of injection injury</li> <li>■ less aerosol and overspray than conventional air spraying</li> </ul>
Powder Coating	<ul style="list-style-type: none"> <li>■ high risk chemicals are used in surface preparation including chromates and hydrofluoric acid</li> <li>■ risk of exposure to airborne particulates and static electricity</li> <li>■ spray guns are heavier and more difficult to handle</li> </ul>
Hot spraying	<ul style="list-style-type: none"> <li>■ increase of potential for fire or explosion</li> <li>■ uses very little thinner</li> <li>■ reduced overspray</li> </ul>
Pressure pots	<ul style="list-style-type: none"> <li>■ risk from over pressurisation (pressure should be released before opening to refill)</li> <li>■ potential for vessels damage and incorrectly fitted hoses and couplings</li> <li>■ awkward manual tasks</li> <li>■ more solvents used in maintenance</li> </ul>

The nature of spray painting or powder coating activities varies according to the object being sprayed. When assessing risk, consider how:

- the object is positioned in relation to the worker and other people
- the size and shape of the object and the direction of the stream of ventilating air influences how coating is applied, and
- easy the object is to move and whether work systems and plant could be improved.

Appendix A contains an example of a risk assessment that can be used as guidance when assessing the risks involved with spray painting or powder coating activities including associated activities.

### Regulation 50

#### MONITORING AIRBORNE CONTAMINANT LEVELS

A person conducting a business or undertaking at a workplace must ensure that air monitoring is carried out to determine the airborne concentration of a substance or mixture at the workplace to which an exposure standard applies if:

- the person is not certain on reasonable grounds whether or not the airborne concentration of the substance or mixture at the workplace exceeds the relevant exposure standard; or
- monitoring is necessary to determine whether there is a risk to health.

The results of air monitoring must be recorded and kept for 30 years after the date the record is made.

Air monitoring is the sampling of workplace atmospheres to obtain an estimate of workers' potential inhalation exposure to hazardous chemicals.

Air monitoring can be used:

- when there is uncertainty about the level of exposure
- to indicate whether the exposure standards are being exceeded or approached, and
- to test the effectiveness of the control measures.

Air monitoring should be carried out by a person such as an occupational hygienist with skills to carry out the monitoring according to standards and to interpret the results. Where monitoring of airborne contaminants is used to determine a person's exposure, the monitoring must be undertaken in the breathing zone of the person.

Results from air monitoring indicate how effective your control measures are, for example whether ventilation systems are operating as intended. If monitoring identifies that the exposure standard is being exceeded, the control measures must be reviewed and any necessary changes made.

Air monitoring cannot be used to determine a risk to health via skin contact of airborne chemicals.

Further guidance on Exposure Standards is available in the publication *Workplace Standards for Airborne Contaminants*.

### 2.3 Controlling the risks

#### THE HIERARCHY OF CONTROL MEASURES

Some control measures are more effective than others. Control measures can be ranked from the highest level of protection and reliability to the lowest. This ranking is known as the *hierarchy of control*.

You must always aim to eliminate a hazard and associated risk first. If this is not reasonably practicable, the risk must be minimised by using one or more of the following approaches:

- *Substitution* – for example:
  - use a water-based paint instead of an organic solvent based coating
  - use a brush or roller instead of a spray gun
  - use a triglycidyl isocyanurate-free (TGIC) powder coating instead of one containing TGIC

- use high volume low pressure (HVLP) spraying rather than airless spraying
- use a low hazard cleaning solvent
- *Isolation* – Conduct all spray painting in a spray booth ensures that other workers are not affected by the spray painting, and
- *Implementing engineering controls* – Use control measures such as ventilation systems including spray booths, to reduce exposure to vapours and aerosols.

If risk then remains, it must be minimised by implementing *administrative controls*, so far as is reasonably practicable, for example restricting access to spray painting areas or keeping the quantity of hazardous chemicals to minimum in the spray painting area.

Any remaining risk must be minimised with suitable *personal protective equipment* (PPE), for example breathing protection, gloves, aprons and protective eyewear.

Administrative control measures and PPE rely on human behaviour and supervision, and used on their own, tend to be least effective in minimising risks.

A combination of these control measures may be required in order to adequately manage the risks with spray painting and powder coating. You should check that your chosen control measure does not introduce new hazards.

Chapters 3, 4 and 5 of this Code provide information on control measures for spray painting and powder coating activities.

### 2.4 Reviewing control measures

The control measures that are put in place to protect health and safety should be regularly reviewed to make sure they are effective. This may involve, for example air monitoring to measure the concentration of solvents in the worker's breathing zone where spray booths are not being used, or reviewing paint mist clearance times following the introduction of spray booths. If the control measure is not working effectively it must be revised to ensure it is effective in controlling the risk.

Common review methods include workplace inspection, consultation, testing and analysing records and data.

You can use the same methods as in the initial hazard identification step to check control measures. You should also consult your workers and their health and safety representatives and consider the following questions:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has instruction and training provided to workers on how to work safely been successful?
- Are workers actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Are the frequency and severity of health and safety incidents reducing over time?
- If new legislation or new information becomes available, does it indicate current control measures may no longer be the most effective?

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control.

### HEALTH MONITORING

#### Regulation 368

A person conducting a business or undertaking must ensure health monitoring is provided to a worker if they are carrying out work for the business or undertaking if:

- The worker is carrying out ongoing work at a workplace using, handling, generating or storing hazardous chemicals and there is a significant risk to the worker's health because of exposure to a hazardous chemical referred to in Schedule 14, table 14.1, column 2, or
- the person identifies that because of ongoing work carried out by a worker using, handling, generating or storing hazardous chemicals there is a significant risk that the worker will be exposed to a hazardous chemical (other than a hazardous chemical referred to in Schedule 14, table 14.1) and either:
  - valid techniques are available to detect the effect on the worker's health, or
  - a valid way of determining biological exposure to the hazardous chemical is available and it is uncertain, on reasonable grounds, whether the exposure to the hazardous chemical has resulted in the biological exposure standard being exceeded.

Health monitoring of a person means monitoring the person to identify changes in the person's health status because of exposure to certain substances. It involves the collection of data in order to evaluate the effects of exposure and to determine whether or not that the absorbed dose is within safe levels. This allows decisions to be made about implementing ways to eliminate or minimise the worker's risk of exposure, for example reassigning a worker to other duties that involve less exposure or improving control measures.

Health monitoring, which may include biological monitoring, can assist in:

- establishing whether an identifiable disease or health effect known to be linked to exposure to dust, chemicals or noise has occurred, and
- determining levels of toxic substances in the body so that informed decisions can be made about the effectiveness of control measures and whether any further action needs to be taken (e.g. a reduction in or cessation of exposure).

Biological monitoring is a way of assessing exposure to hazardous chemicals that may have been absorbed through the skin, ingested or inhaled, therefore, biological monitoring techniques should also be used. For example, workers exposed to lead may require biological monitoring to measure the level of lead in their blood.

Biological monitoring has the specific advantage of being able to take into account individual responses to particular hazardous chemicals. Individual responses are influenced by factors including size, fitness, personal hygiene, work practices, smoking and nutritional status.

A person conducting a business or undertaking must ensure that where health monitoring must be provided to a worker, the type of health monitoring referred to in the WHS Regulations is provided unless:

- an equal or better type of health monitoring is available, and
- the use of that other type of monitoring is recommended by a registered medical practitioner with experience in health monitoring.



Health monitoring is not an alternative to implementing control measures. If the results indicate that a worker is experiencing adverse health effects or signs of exposure to a hazardous chemical, the control measure must be reviewed and if necessary revised.

A person conducting a business or undertaking must:

- inform workers and prospective workers about health monitoring requirements
- ensure health monitoring is carried out by or under the supervision of a registered medical practitioner with experience in health monitoring
- consult workers in relation to the selection of the registered medical practitioner
- pay all expenses relating to health monitoring
- provide certain information about a worker to the registered medical practitioner
- take all reasonable steps to obtain a report from the registered medical practitioner as soon as practicable after the monitoring has been carried out
- provide a copy of the report to the worker and the regulator if the report contains adverse test results or recommendations that remedial measures should be taken. Also provide the report to all other persons conducting a business or undertaking who have a duty to provide health monitoring for the worker
- keep reports as confidential records for at least 30 years after the record is made (40 years for reports relating to asbestos exposure), and
- not disclose the report to anyone without the worker's written consent unless required to under the WHS Regulations.

The WHS Regulations also contain specific requirements relating to health monitoring for lead. If a worker is carrying out lead risk work, health monitoring must be provided to a worker before the worker first commences lead risk work and one month after the worker first commences lead risk work.

Further information on health monitoring can be found in the *Health Monitoring for Exposure to Hazardous Chemicals - Guide for Workers* and *Health Monitoring for Exposure to Hazardous Chemicals - Guide for Persons Conducting a Business or Undertaking*.

## 3. CONTROLLING THE RISKS OF SPRAY PAINTING

### 3.1 Spray painting in spray booths

Spray booths are enclosed or partially enclosed structures designed to prevent or reduce exposure to hazardous chemicals or vapours. A spray booth should be used when spray painting with a hazardous chemical, except when:

- the shape, size or weight of an article cannot be easily moved or fit into a spray booth, for example painting a building, bridge or a large boat, or
- the painting involves minor work such as spotting or touch-ups, for example painting a scratch or stone chip on a car (painting a car panel with two-pack polyurethane paint would not be regarded as minor work).

Types of spray booths include:

- **Open-faced spray booths** generally have two walls, roof with air extraction, a filtered rear wall and an open front.
- **Enclosed type batch booth** is a room or large cabinet where the operator enters and spraying is conducted. The airflow is either down draught, cross draught, end draught or any combination thereof.
- **Tunnel or production spray booths** for mass produced items requiring a continuous painting application process. These booths are usually down draught or cross draught and have open ends.
- **Full downdraft spray booths**, where air enters the booth from the ceiling through a filtering system, and moves downwards vertically. Heavy and large objects, like cars, which are not easy to handle are often painted in the down draft spray painting booths.
- **Semi downdraft booths**, where fresh air enters the booth from outside the building, is ducted through the roof intake filters, and is drawn towards the rear exhaust wall of the booth where it is exhausted through filters.

Spray booths should:

- be designed, constructed and installed to comply with AS/NZS 4114.1: *Spray painting booths, designated spray painting areas and paint mixing rooms – Design, construction and testing* and AS/NZS 4114.2: *Spray painting booths, designated spray painting areas and paint mixing rooms – Installation and maintenance*
- be fitted with an exhaust capture system and a ventilation system that includes a filter for removing airborne contaminants
- have ventilation systems capable of producing a minimum air movement of;
  - 0.3 m/s for a full downdraft booth
  - 0.4 m/s for electrostatic spraying
  - 0.5 m/s for any other booth
- be inspected at regular intervals and maintained according to manufacturer's specifications, and
- have a sign indicating the time people should allow for chemicals to clear before entering the spray booth.

**Spray booth ventilation** control systems should operate a pre-purge cycle to remove any residue contaminants and also operate a minimum of a 5 minute post-purge period following spraying.

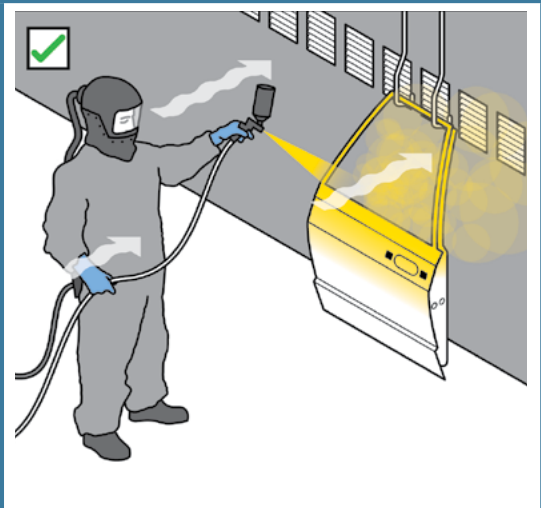
### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

Whenever possible, the spray should be directed towards the exhaust air outlet of a booth. For example, when spraying a tall object in a down-draught booth no spraying should be performed above shoulder height. Extension poles or lift platforms should be used so that the operator can get above the object and spray towards the air exhaust outlet in the floor. The spray painter should never be positioned between the spray gun and the exhaust air outlet. See **Figures 1 to 8** below for further guidance.

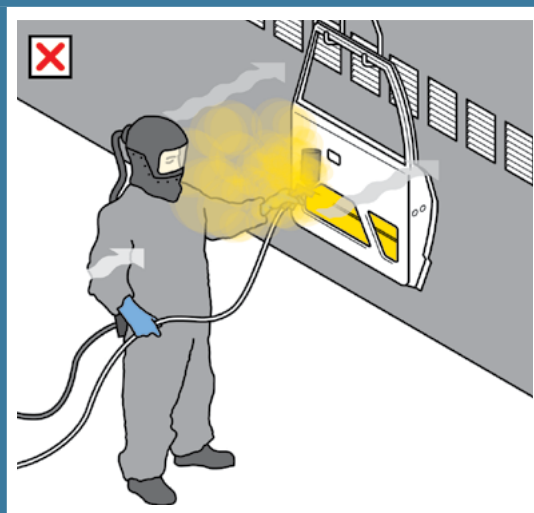
**FIGURE 1** The operator is exposed to overspray because of poor positioning in relation to the airflow.



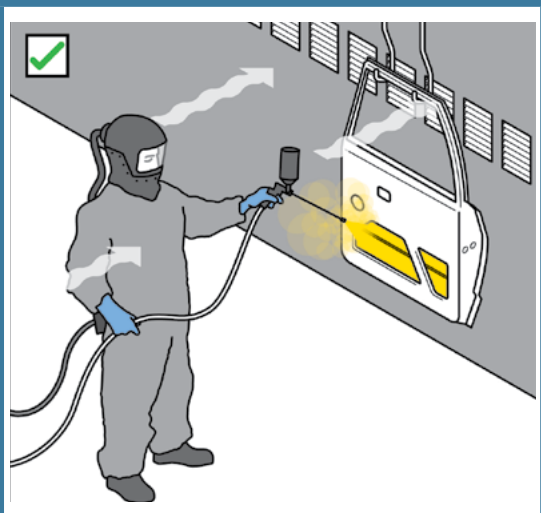
**FIGURE 2** To avoid overspray, the article should be rotated rather than the operator spraying against the airflow.



**FIGURE 3** Spraying with a 'short' nozzle may cause overspray of the operator.

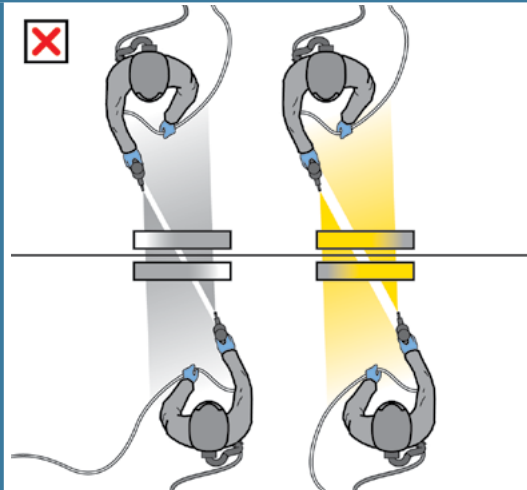


**FIGURE 4** Spraying with a 'long' nozzle avoids overspray of the operator.

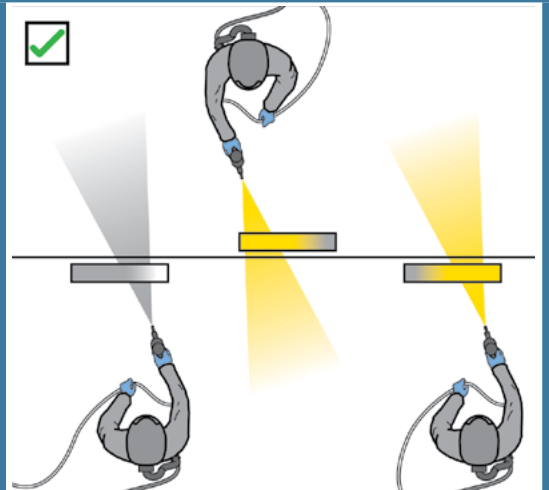


### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

**FIGURE 5** Each operator is exposed to overspray because of their placement opposite each other.



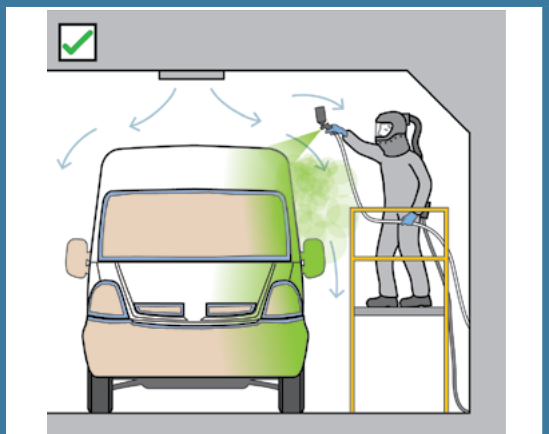
**FIGURE 6** The use of staggered work positions avoids overspray of the operators.



**FIGURE 7** The operator is exposed to overspray and stretching and reaching can cause discomfort and injury.



**FIGURE 8** The use of a gantry or lift avoids overspray on to the operator and avoids them having to stretch and reach.



Even with a ventilation system, there is still potential for flammable mists and vapours to accumulate inside the spray booth, which can increase the risk of fire and explosion. Further information to control these risks and ensure equipment and ventilation systems are suitable for use in a potentially flammable atmosphere is available in AS 1482: *Electrical equipment for explosive atmospheres – protection by ventilation*, AS/NZS 60079.25: *Explosive atmospheres – Intrinsically safe electrical systems* and AS/NZS 60079.14: *Electrical installations design, selection and erection*.

### 3.2 Ventilation systems

Two common types of ventilation used in spray painting are:

- **Local exhaust ventilation** captures the overspray and solvent vapour as close to the source of release as possible by drawing the contaminants into a capture hood. They should be fitted with a particulate filtration system to filter overspray. Wherever possible, local exhaust ventilation should be used when a spray booth cannot be used. It may be necessary to use it in combination with other control measures. Information on local exhaust ventilation designed for hazardous areas is available in AS 1482: *Electrical equipment for explosive atmospheres – protection by ventilation*.
- **Dilution ventilation** dilutes and displaces contaminated air with fresh air which is supplied to the work area by mechanical supply fans or natural air currents through doors, windows or other openings in the building. It can be used to supplement local exhaust ventilation. When using dilution ventilation:
  - the spray painting operator should stay between the air supply inlet and the source of vapours or aerosols generated
  - temporary barriers may be needed to channel the dilution ventilation through the spray zone and to restrict cross currents
  - make sure the contaminated exhaust air does not re-enter the work area, and
  - use auxiliary mixing fans to disperse the spray painting emissions towards the outlet and to enhance the rate of air dilution.

### 3.3 Spray painting outside a spray booth

Where it is not reasonably practicable to do the spray painting in a booth and it is carried out in a building or structure other than a confined space, the building or structure should be of open construction or a mechanical exhaust system should be used to prevent the build-up of flammable or toxic fumes.

When spray painting outside a spray booth or outdoors, a spray painting exclusion zone should be designated around the area where the spray painting is carried out. In general, the exclusion zone should, as far as is reasonably practicable, have at least six metres horizontal and two metres vertical clearance above and below the place where the paint is being applied. However, in deciding where to establish an exclusion zone and how big it should be, you should consider:

- the nature of the chemicals, mixture or solvents being sprayed
- the type of process being used
- the workplace environment including wind speed, temperature and humidity, and
- the location of other people.

Greater vertical clearance may be needed when spray painting in stairwells and other areas which allow vertical movement of vapours. A risk assessment will help determine if an exclusion zone is required for low risk processes (such as painting with water-based paints).

Once a spray paint exclusion zone is established, a number of procedures can be used to control risks including:

- physical barriers and warning signs to prevent unprotected persons from entering the exclusion zone

### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

- shrouding the area where spraying is to occur to prevent spray drift in walkways, public areas and air conditioning intake vents
- removing hazardous chemicals that are not needed for spray painting work to reduce unnecessary exposure and fire or explosion risks
- using low hazard chemicals for surface preparation or cleaning
- removing stored wastes, like solvent-soaked rags and waste paint, to control fire or explosion risks
- removing electrical and ignition sources from within the exclusion zone to control fire and explosion risks
- restricting spraying when wind speeds are likely to spread spray drift, and
- restricting spraying when there is a close proximity to adjacent premises and property.

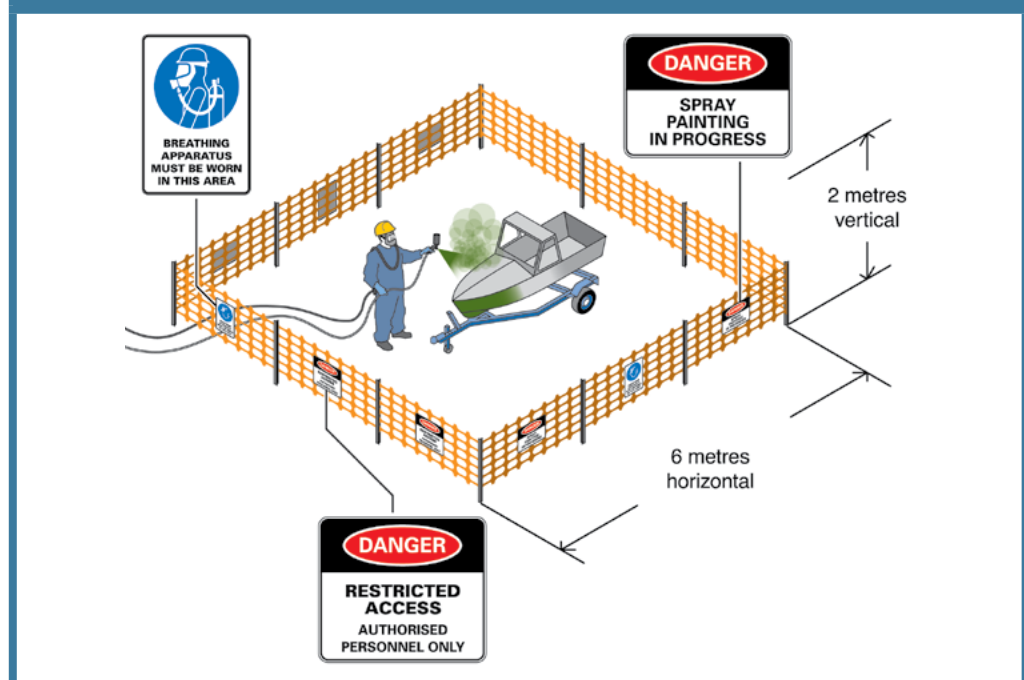
Only the spray gun and the cables connected to it should be in the exclusion zone. Put all other electrical equipment outside the zone or enclose it separately in a fire-resistant structure unless the equipment is suitably certified for use in an area in which an explosive atmosphere may be present.

Changing, washing and eating areas should be separated from the spray zone to reduce the risk of cross contamination and protect others.

Persons other than the spray painter should not enter the exclusion zone during a spray painting operation unless equivalent PPE is worn. A sign stating “SPRAY PAINTING AREA - AUTHORISED PERSONNEL ONLY” should be prominently displayed at the exclusion zone.

Figure 9 illustrates the control measures required when spraying outdoors. Additional information about exclusion zones in different ventilation conditions is available in Appendix B.

**FIGURE 9** Example of an exclusion zone when conducting outdoor spray painting.



### 3.4 Maintenance

You should ensure that the plant and equipment used in spray painting or powder coating activities is well maintained, operational and clean. This includes:

- regular visual checks of equipment and plant including engineering controls and ventilation systems
- regular monitoring and testing of ventilation flow rates
- regular servicing of all equipment and plant
- procedures for reporting and repairing faulty equipment, and
- records of servicing, maintenance, repair and testing of plant and equipment should be kept for future reference.

When undertaking maintenance of equipment, ensure that:

- spraying equipment is regularly cleaned and maintained in accordance with the manufacturer's instructions
- spray guns are tested in a safe manner
- spray booths are cleaned regularly. Cleaning of spray booths is made easier by covering exposed surfaces with non-flammable plastic film, which can be easily removed for cleaning or washing. The use of absorbent material, for example paper, cardboards, wooden platforms, should be avoided.
- the air filter medium is cleaned according to the manufacturer's instructions. Frequent cleaning or replacement of the filter medium is required to prevent deposits blocking air flow. Never spray paint in the spray booth without an air filter medium, and
- pressurised paint pots and pressurised spray guns are cleaned in accordance with manufacturer's instructions. Pressure from the gun and the paint pot should be released prior to cleaning. The gun should never be cleaned by covering the nozzle with a cloth or other material held in the hand, as this method of cleaning can result in paint injection injuries when used with airless spray guns.

### 3.5 Information, training, instruction and supervision

Section 19

Regulation 39

A person conducting a business or undertaking must provide workers and other persons with information, training, instruction, and supervision necessary to protect all persons from risks to their health and safety arising from work carried out.

A person conducting a business or undertaking must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

- the nature of the work carried out by the worker
- the nature of the risks associated with the work at the time of the information, training and instruction, and
- the control measures implemented.

The person must also ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable to whom it is provided.

### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

Workers who are involved in spray painting or powder coating activities require relevant information, training, instruction or supervision to enable them to carry out their work safely. For example, this must include information on

- the proper use, wearing, storage and maintenance of personal protective equipment (PPE)
- working in hazardous environments such as confined spaces
- first aid and emergency procedures
- how to access SDS for workers using, handling or storing hazardous chemicals, and
- the nature of, and reasons for, any health monitoring if required.

Training should be practical and where relevant include hands-on sessions, for example correctly setting up a spray zone or practising emergency procedures.

#### 3.6 Personal protective equipment

##### Regulation 44

If personal protective equipment (PPE) is to be used at the workplace, the person conducting the business or undertaking must ensure that the equipment is selected to minimise risk to health and safety including by ensuring that the equipment is:

- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the person wearing it
- maintained, repaired or replaced so it continues to minimise the risk, and
- used or worn by the worker, so far as is reasonably practicable.

A person conducting a business or undertaking who directs the carrying out of work must provide the worker with information, training and instruction in the proper use and wearing of personal protective equipment; and the storage and maintenance of personal protective equipment.

A worker must, so far as reasonably able, wear the PPE in accordance with any information, training or reasonable instruction and must not intentionally misuse or damage the equipment.

In most cases PPE must be worn by workers when spray painting and powder coating to supplement higher levels of controls (such as ventilation systems or administrative controls).

Where PPE is worn by workers, that PPE should not introduce other hazards to the worker, such as musculoskeletal injuries, thermal discomfort, or reduced visual and hearing capacity.



### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

**Table 5** PPE recommended for common spray painting and powder coating hazards

PPE type	Hazards	Recommendation
Eyes, face and head protection	Exposure to hazardous chemicals	<ul style="list-style-type: none"> <li>Workers should have their eyes, face and head protected whenever spray painting or powder coating.</li> <li>Guidance is provided in AS/NZS 1336: <i>Recommended practices for occupational eye protection</i>.</li> </ul>
Hearing protection (e.g. ear muffs and ear plugs)	Hearing loss	<ul style="list-style-type: none"> <li>If workers are still exposed to noise levels in excess of the exposure standard after higher order control measures have been implemented, ear plugs, ear canal caps and ear muffs or combinations may be required.</li> <li>Guidance is provided in AS/NZS 1270: <i>Acoustics - Hearing protectors</i> and AS/NZS 1269.3: <i>Occupational noise management - Hearing protector program</i>.</li> </ul>
Gloves and clothing	Exposure to hazardous chemicals	<ul style="list-style-type: none"> <li>Gloves and clothing should protect exposed skin.</li> <li>Guidance is provided in AS/NZS 2161: (series) <i>Occupational protective gloves</i> and AS/NZS ISO 13994: <i>Clothing for protection against chemicals - Determination of the resistance of protective clothing materials to penetration by liquids under pressure</i>.</li> </ul>
Foot protection (e.g. boots and shoes)	Trips, slips and exposure to hazardous chemicals	<ul style="list-style-type: none"> <li>Foot protection should be non-slip and be heat and fire resistant.</li> <li>Guidance is provided in AS/NZS 2210: <i>Occupational protective footwear</i> (series).</li> </ul>
Respiratory protective devices (e.g. dust masks, half face respirators and air supplied respirators)	Dusts, aerosols, vapours, gases and oxygen depleted atmospheres	<ul style="list-style-type: none"> <li>Workers carrying out spray painting with two part epoxy or polyurethane paint, or some catalytic acrylic paints should be provided with either a full face piece supplied air respirator or half face piece supplied air respirator.</li> <li>Respirators should be fitted for each person individually. The tightness of all connections and the condition of the face piece, headbands and valves should be checked before each use. Air supplied respirators may be required in some situations, for example confined spaces. Select air supplied respirators that generate less noise so the worker can hear warning signals and will not become easily tangled or caught on other objects.</li> </ul>

### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

PPE type	Hazards	Recommendation
Respiratory protective devices (e.g. dust masks, half face respirators and air supplied respirators)	Dusts, aerosols, vapours, gases and oxygen depleted atmospheres	<ul style="list-style-type: none"><li>■ Respirators should closely fit the wearer to provide its designed protection, it is essential that an adequate face seal is achieved. They should be cleaned and disinfected with a broad-spectrum disinfectant in accordance with the manufacturer's instructions after each use. They should also be inspected for damage before and after each use. Filters should be changed in accordance with manufacturer's instructions and stored to prevent contaminations, damage and deterioration. Airline filters should be changed as required.</li><li>■ For further information refer to AS/NZS 1715: <i>Selection, use and maintenance of respiratory protective equipment</i> and AS/NZS 1716: <i>Respiratory protective devices</i>.</li></ul>

#### TWO PART POLYURETHANE PAINT

When spraying two part polyurethane paint the sprayer should wear:

- an air-supplied respirator, and
- full length overalls with hood, appropriate chemically resistant gloves and eye protection.

Alternative respiratory protection may only be used in situations where the use of supplied air respirators increases the risk of injury to the operator due to falls, trips or slips.

#### TWO PART EPOXY PAINTS AND TWO PART CATALYSED ACRYLIC PAINT

The respiratory protective equipment required will depend on the toxicity of the paint and the conditions under which the paints are applied. When selecting respirators, the following points should be considered:

- exposure standards for the various paint components. Exposure standards have not been established for some of the hazardous components of these paints, for example curing agents
- the information provided in the manufacturer's SDS
- ventilation in the area where the paint is to be applied
- the level and duration of exposure, and
- the protection factor of the respirator.

No person should use two part epoxy paint or two part catalysed acrylic paint without first considering the information provided in the SDS for these paints.

### 3. CONTROLLING THE RISKS OF SPRAY PAINTING

When spraying two part epoxy paint or two part catalysed acrylic paint the sprayer should wear:

- respiratory protection that maintains exposures below the exposure standard. Where there is no exposure standard, exposures should be kept as low as reasonably achievable. Half face respirators with combined particulate/organic vapour cartridges may be used in well ventilated areas. Higher protection factors, for example full face or powered air purifying respirators, will be required where ventilation is not adequate. When spraying in poorly ventilated or enclosed areas, particular care should be taken to ensure that appropriate PPE is worn in accordance with the recommendations contained in the manufacturer's SDS, and
- full length overalls, appropriate chemically resistant gloves and eye protection.

#### ORGANIC SOLVENT AND WATER BASED PAINT

When organic solvent or water based paints are being sprayed and the exposure standard is likely to be exceeded, the sprayer should wear:

- a respirator with a combined vapour/particulate filter. Where spraying is carried out in poorly ventilated conditions other types of respirators should be selected as described for two part epoxy paints above, and
- full length overalls with hood, appropriate chemically resistant gloves and eye protection (appropriate for mists/vapours).

If persons entering the spraying area are exposed to vapours and mist they should wear the same protective equipment as worn by the sprayer.

#### SPRAY PAINTING IN THE OPEN ENVIRONMENT

When spraying two part polyurethane paint and two part epoxy paint in the open environment the requirements for respiratory protection are the same as two part polyurethane paint and two part epoxy paint above, respectively. For other paints a respirator with a combined vapour/particulate filter should be worn where the exposure standard is likely to be exceeded.

The sprayer should also wear full length overalls, appropriate chemically resistant gloves and eye protection.

## 4. CONTROLLING THE RISKS OF POWDER COATING

Powder coating is a process by which powder is applied onto a charged object. It is the electrostatic charge on the powder and the object that will make the powder stick onto the surface of the object being sprayed.

It is through powder coating process that workers are more likely to encounter hazards and risks associated with the use of electrical equipment, for example static electricity and potential ignition sources. Workers are also more likely to be exposed to triglycidyl isocyanurate and experience adverse health effects.

### 4.1 Hazardous chemicals

#### TRIGLYCIDYLISOCYANURATE

Triglycidylisocyanurate (TGIC) is classified as a hazardous chemical and is commonly used in powder coating activities. It is:

- a skin sensitiser
- toxic by ingestion and inhalation
- genotoxic, and
- capable of causing serious eye damage.

You should check SDS and labels to determine if the product you are using contains TGIC.

Powder coatings containing TGIC are applied by electrostatic process. Workers who may come into direct contact with TGIC powder coatings include persons:

- filling hoppers
- manually spraying powder paint including 'touch-up' spraying
- reclaiming powder
- emptying or cleaning industrial vacuum cleaners
- cleaning powder coating booths, filters and other equipment, and
- cleaning up major spills of powder coating.

#### SURFACE PREPARATION CHEMICALS

Hazardous surface cleaning or preparation chemicals are commonly used in the powder coating industry. Active ingredients include:

- potassium or sodium hydroxide (may cause severe burns)
- hydrofluoric acid or hydrogen difluoride salts (may cause severe burns with toxic systemic effects. Skin contact with concentrate may be fatal. Special first aid requirements apply e.g. calcium gluconate)
- chromic acid, chromate or dichromate solutions (may cause cancer, burns and skin sensation), and
- other acids, for example sulphuric acid (may cause severe burns).

You should check the label and SDS of all surface preparation chemicals and implement systems for safe handling, storage, spill cleanup, first aid and worker training. Eye wash and shower facilities and specific first aid items may also be needed.

### 4.2 Controlling exposure

#### ELIMINATION

Choose TGIC-free powder coatings which are readily available.

#### ENGINEERING CONTROLS

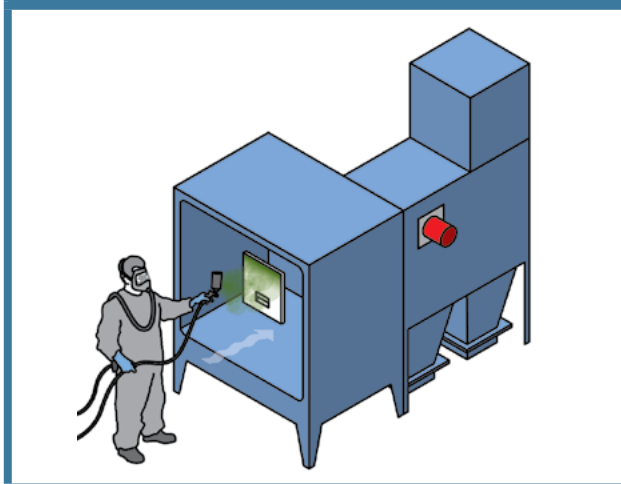
The most effective engineering controls for reducing worker exposure are booths, local exhaust ventilation and automation of the powder coating process. In particular:

- application of powder coatings should be performed in a booth (see AS 3754: *Safe application of powder coatings by electrostatic spraying*) where practicable
- local exhaust ventilation should be used when conducting powder coating activities, during filling of hoppers, when reclaiming powder and during clean-up
- use automatic spray guns, feed lines and feed equipment
- prevent unnecessary powder build-up inside powder coating booths by minimising spray gun air pressure to prevent overspray
- interlock the power supply and powder coating feed lines with the air extraction system so that if a fault develops in the ventilation system, the powder coating and power supplies are cut off
- prevent or minimise the generation of dusts by containing the opening of powder coating packages, loading of hoppers and reclaiming of powder, and
- minimise the generation of dust when filling the hopper by considering the layout of the work station and the size of the hopper opening.

The following should be considered regarding the use of hoppers:

- use spray systems where the container in which the TGIC is supplied can be used as the hopper, thereby avoiding the need to transfer powder
- large hoppers can be used to avoid frequent refilling of smaller units, and
- powder coatings that are supplied in drums allow for the powder to be transferred mechanically rather than manually.

**FIGURE 10** Example of a local exhaust ventilation system suitable for powder coating activities.



## 4. CONTROLLING THE RISKS OF POWDER COATING

### ADMINISTRATIVE CONTROLS

Administrative controls should be used to support other measures in order to reduce exposure of workers to hazards associated with powder coating activities. Administrative controls include:

- work practices designed to avoid the generation of dust
- restricting access to spray areas
- ensuring workers are never between the object to be sprayed and the airflow of contaminated air
- situating the articles to be sprayed sufficiently within the booth to avoid rebound
- ensuring that only spray guns and the cables connected to it are in spray areas or booths. All other electrical equipment should be located outside the booth or area or enclosed in a separate fire-resistant structure, unless the equipment is suitably designed for a hazardous area – for example it may be installed in accordance with AS/NZS 60079.14: *Explosive atmospheres – Electrical installations design, selection and erection* or AS/NZS 3000: *Electrical installations*. This equipment should be protected against the depositing of paint residues
- implementing good personal hygiene practices, for example powder coating dust should not be allowed to collect on the face, exposed body areas should be thoroughly washed and overalls should be regularly cleaned
- storing powder coating and waste powder in a designated area with restricted access
- cleaning booths and surrounding areas on a regular basis
- promptly cleaning-up spills of powder coatings to reduce the spread of TGIC
- using a vacuum cleaner with a High Efficiency Particulate Air (HEPA) filter for clean-up operations and not using compressed-air or dry sweeping
- vacuuming work clothing as an initial method of decontamination
- emptying vacuum cleaners in the booth and under exhaust ventilation
- taking care to avoid the generation of dust during disposal of waste powder
- baking waste powder in the original box for disposal to landfill as a solid
- ensuring all electrical equipment is switched off before cleaning spray guns
- keeping the quantity of hazardous chemical to a minimum at the workplace.
- cleaning spray guns with a solvent that has a high flash point and, have low vapour pressure at the ambient temperature
- ensuring that incompatible chemicals are not stored together e.g. flammable and oxidising
- regularly checking that plant and equipment are being cleaned and maintained including ventilation and spray equipment and filters, and
- proper induction training and general training of workers.

### 4.3 Electrical safety

Powder coating processes brings with it electrical hazards and additional requirements for safe work practices are required. Electrostatic spray-guns have electrically charged nozzles which transfer the electric charge to droplets of paint which are then attracted to the edges and back of the work piece, an effect known as the 'wrap-around effect'. In some automatic painting processes the objects to be painted are charged. Direct current sources are used and hand guns may be designed with safe nozzles carrying a very low current at high voltage. Automatic guns carry much higher currents which are potentially lethal.

All equipment including spray guns and booths should be earthed. All hooks used to suspend objects to be sprayed should be cleaned prior to re-use in order to maintain effective metal contact. Earthing of equipment, objects being coated and personnel ensures maximum coating efficiency, reduces free dust and prevents build-up of static charges capable of causing ignition.

In an electrostatic spraying system, atomised droplets are charged to a high voltage (at least 60 kilovolt) so that they are attracted to an earthed work piece. Although this process reduces the risk of overspray and ricochet, there is a risk of electric spark ignition both at the spray gun nozzle and at the wetted surface of the work piece.

All equipment and metal surfaces within three metres of the charged head of the spray gun should be earthed. This includes:

- the floor of the exclusion zone – this should be of a material that is electrically conducting to the earthing of the spray gun (clean any overspray from the floor to avoid build-up of an insulating layer)
- the metal housing and handle of the gun or the metal areas on the handle of the gun and any metallic screen of the high voltage cable, and
- regularly clean earthing hooks to avoid build-up of an insulating layer.

People in the exclusion zone who could receive a charge while working should not wear metal articles including metal watches, non-conductive materials including silk or synthetic fibres that can generate and accumulate static electricity unless regularly treated with an antistatic solution. Workers should also be provided with insulating gloves. Clothing including socks, should not be made from silk or synthetic fibres unless treated with an anti-static solution. Cotton clothing is preferable as it is less prone to generating static electricity.

The use of anti-static or conductive footwear is recommended for powder coating activities. It is recommended that anti-static footwear should have a resistance of:

- not greater than  $10 \times 10^7$  ohms, and
- not less than  $7.5 \times 10^4$  ohms.

Leather-soled footwear may not always stop static build-up. However, any type of footwear can be worn if a conductive garter is used. Strap onto the skin of the wearer's leg and make electrical contact between it and a large area on the sole of the footwear.

Footwear that is worn or has paint, oil or wax on the sole can make the footwear non-conductive and allow build up of electrostatic charge.

## 5. OTHER HAZARDS AND CONTROL MEASURES

### 5.1 Fire and explosion

The use of flammable materials in spray painting, for example organic solvents, increases the risk of fire and explosion because of the amount of solvent vapour in the air.

Powder paints used in powder coating processes are usually combustible and the accumulation of powders or dusts could lead to a major dust explosion. Consider surfaces that are out of sight where dust may accumulate, for example suspended ceiling and ensure such areas are regularly inspected and cleaned or sealed off to prevent dust accumulation. Ventilation and dust collection systems also require regular inspection and cleaning to remove dust build up.

Regulation 52

A person conducting a business or undertaking must manage risks to health and safety associated with ignition sources in a hazardous atmosphere at the workplace that are not part of a deliberate workplace process or activity.

Regulation 53

A person conducting a business or undertaking must ensure that flammable or combustible substances kept at the workplace are kept at the lowest practicable quantity.

Sources of ignition include:

- open flames including matches, lighters, cigarettes, cutting torches and welding
- hot surfaces including engines, motors and light bulbs
- chemical reactions, mixing hazardous chemicals can generate heat or static and create an ignition source
- sparks from electric equipment, portable electric tools, power points, radios, mobile phones or from the discharge of static electricity from poorly-earthed equipment
- catalytic reactions, for example a catalyst speeds the resin hardening process when two-pack epoxy paints are mixed and this creates heat, and
- self-heating or spontaneous combustion.

The risk associated with these fuel sources is increased by exposure to an oxygen rich atmosphere. When oxygen comes in contact with oil, grease, other hydrocarbons or oil based substances, it can spontaneously ignite and result in a fire or explosion.

#### Control measures

Prevent fire and explosion by eliminating ignition sources, correctly earthing equipment and eliminating short circuits. Other control measures include ensuring work areas are well ventilated, which can prevent accumulation of flammable vapours or airborne particles and dusts in the work area, establishing an exclusion zone and ensuring that waste materials including waste chemicals and paint-soaked rags, are disposed of as soon as possible.

Administrative controls include:

- before pouring flammable liquids from one container into another, set both containers down on an earthed surface then bring the containers into contact before pouring and keep them in contact while pouring
- where containers have air lines, always replace the plugs as soon as the air lines are disconnected
- provide suitable fire extinguishers that are readily available
- store and handle flammable or combustible liquids safely, for example



## 5. OTHER HAZARDS AND CONTROL MEASURES

- store paints in containers with lids
- always return unused liquid to a labelled container for that liquid
- store solvents in covered containers with taps to avoid the need for pouring
- solvent soaked rags should be stored wet and safely contained after use or removed from the workshop
- store flammable chemicals, mixtures or materials including unused liquid in tightly closed containers that are correctly labelled
- store flammable chemicals, mixtures or materials in well ventilated storage areas
- replace lids of containers after each use
- do not leave containers of flammable liquid near any heat source or source of ignition or in direct sunlight, and
- place warning signs on storage cabinets and outside storage areas.

To prevent the risk of fire and explosion with spray painting, powder coating and electrostatic spray painting, drums of paint and cleaning solvents should be removed from the exclusion zone before spray painting commences. Metal solvent containers should only be used when they are earthed and spray guns should not be cleaned in areas with the high voltage supply switched on.

Further guidance on electrostatic spraying is available in AS 2268: *Electrostatic paint and powder spray guns for explosive atmospheres* and AS 3754: *Safe application of powder coatings by electrostatic spraying*.

### 5.2 Electrical risks

Electricity used in spray painting poses unique health risks including:

- electrocution from direct or indirect contact with electricity, and
- burns – flashes and arcing due to short-circuiting may lead to severe tissue burns or the ignition of flammable gases.

Electrical equipment should be kept at a safe distance from spray painting exclusion zones. This includes fans, turntables, drying lamps, fixed lighting and switches, heating equipment, electrical appliances used during cleaning and repairing operations and appliances used to mix paint formulations.

Regulation 147

A person conducting a business or undertaking must manage risks to health and safety associated with electrical risks at the workplace.

Regulation 149

This includes ensuring that any unsafe electrical equipment is disconnected from its electricity supply.

Regulation 150

A person conducting a business or undertaking must ensure that electrical equipment that is used in an environment in which the normal use of the electrical equipment exposes the equipment to operating conditions that are likely to result in damage or reduce the life of the equipment (through moisture, heat, vibration, mechanical damage, corrosive chemicals or dust) is inspected and tested regularly by a competent person.

### Regulation 164

In such conditions the person conducting a business or undertaking must also ensure, so far as is reasonably practicable, that any electrical risk associated with the supply of electricity to the electrical equipment through a socket outlet is minimised by the use of an appropriate residual current device (RCD).

Operating electrical equipment that is damaged or not designed to give explosion protection in spray painting and paint mixing areas creates an immediate risk. Further guidance is available in the [\*Code of Practice: Managing electrical risks in the workplace\*](#).

### STATIC ELECTRICITY

Static electricity charges can be generated during a spray painting process if two differently charged materials come into contact. A common source of static generation is steam, air or gas containing particulate matter flowing from any opening in a pipe or hose.

Static electricity discharge is most likely to happen during mixing and pouring of hazardous chemicals, specifically when the containers of hazardous chemicals are not correctly earthed.

Static can be dissipated from conducting objects by placing them on earthed conducting or antistatic surfaces. The associated risks of fire and explosion can be managed by removing sources of ignition from the working area to avoid static creating a fire or explosion. Static electricity can exist during the bonding processes. Information on methods of bonding, dissipating charge from installations, and electrical isolation to prevent static discharge can be found in AS/NZS 1020: *The control of undesirable static electricity*.

Static electricity charges can be generated in any spray painting process if two differently charged materials come into contact. It can be generated by:

- touching two metal cans together during decanting
- clothing or synthetic fibres prone to accumulation of static charge including nylon, pure wool, wool blends (unless treated) and non-conducting footwear
- liquid flowing in pipes or vessels, and
- airless spray painting using high fluid pressure (control this by electrically earthing the airless spray gun and any conductive article that is being sprayed including a container that the flow from the gun is directed into).

For further information on installation and wiring of electrical equipment in a spray painting workshop including those in mixing and storage areas refer to AS 2381.1: *Electrical equipment for explosive atmospheres – selection, installation and maintenance – general requirements* and AS/NZS 3000: *Electrical installations*.

## 5.3 Manual tasks

### Regulation 60

A person conducting a business or undertaking must manage the risks to health and safety relating to a musculoskeletal disorder associated with hazardous manual tasks.

Spray painting can result in musculoskeletal disorders from performing hazardous manual tasks including back strain from lifting or pushing and muscle strain from working in awkward positions.

Strains and sprains are the most common injury. The most injured body parts are the back and the shoulders. Damage can gradually build up through:

- moving vehicles, cartons and equipment
- staying in a fixed posture for a long time, for example holding the spray painting gun above shoulder height for a long period
- repetitive work with the hand and arms, for example polishing a car or wet-sanding an object
- gripping and moving heavy or vibrating tools, and
- pushing or pulling, especially when also twisting, such as moving compressors and pressure pots.

Ways of reducing the risk of musculoskeletal disorders include:

- performing work at height in a manner that allows workers to form a comfortable position
- reducing the amount of force necessary to perform tasks, for example by using rigging to lift heavy work pieces and using trolleys to transport work pieces, and
- ensuring workers do not have to perform manual tasks in excess of their capability.

Further guidance on how to manage the risks of hazardous manual tasks is available in the [Code of Practice: Hazardous manual tasks](#).

### 5.4 Confined spaces

#### Regulation 66

A person conducting a business or undertaking must manage the risks associated with a confined space including risks of entering, working in, on or near a confined space (including a risk of a person inadvertently entering the confined space).

Hazards that may be encountered in a confined space include:

- chemical agents including combustible gases or vapours, toxic gases or vapours, combustible or toxic liquids or solids, or potentially explosive dusts
- flammable atmospheres, fire or explosion can result from an ignition source such as a sparking or electrical tool
- oxygen deficiency or excess, and
- physical agents including thermal extremes, radiation, noise or flooding.

Further guidance on how to work safely in confined spaces is available in the [Code of Practice: Confined space](#).

### 5.5 Heat

Exposure to extreme heat is particularly hazardous when working outdoors in direct sunlight, on hot days, humid environments or in confined spaces. Wearing PPE can restrict air movement and sweat evaporation which can prevent the worker's body from undergoing natural cooling due to sweat evaporation.

Working in a hot environment can be hazardous and can cause heat rash, heat stress, heat stroke and result in permanent injury or death. Heat stress can occur gradually and has a range of symptoms. While discomfort, dehydration and sweating can be easily noticed by a worker, symptoms including lack of concentration, fatigue, lethargy and confusion are less noticeable.

To prevent workers being exposed to extreme heat you should try to minimise the time that work is undertaken outdoors in direct sunlight on hot days or in hot clothing and use ventilation. Workers should dress in lightweight clothing, drink cool drinking water and take regular scheduled rest breaks.

### 5.6 Noise

#### Regulation 57

A person conducting a business or undertaking must manage risks to health and safety relating to hearing loss associated with noise. The person conducting a business or undertaking must ensure that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise.

#### Regulation 58

Audiometric testing must be provided to a worker who is frequently required to use personal protective equipment to protect the worker from the risk of hearing loss associated with noise that exceeds the exposure standard.

Exposure to high noise levels can cause permanent damage to hearing. Spray painting equipment including pumps and compressors, can generate varying levels and frequencies of noise that may cause workers to be exposed to noise that exceeds the exposure standard. Typical noise levels of plant and work practices used in spray painting range between 82 and 110dB(A). Typical noise sources at operator ear level are:

- sander (air or electric) 82 – 100 dB(A)
- nine inch angle grinder 97 – 110 dB(A)
- air compressor 85 – 89 dB(A)
- inside a spray booth 75 – 91 dB(A), and
- processes involving compressed air 93–110 dB(A)

The exposure standard for noise is defined in the WHS Regulations as an  $L_{Aeq,8h}$  of 85 dB(A) or an  $L_{C,peak}$  of 140 dB(C). There are two parts to the exposure standard for noise because noise can either cause gradual hearing loss over a period of time or be so loud that it causes immediate hearing loss.

Noise control measures include:

- removing the source of noise completely
- substituting a noisy process or machine, such as an air compressor or extraction fan, with a quieter one
- isolating the source of noise from people by using sound proof enclosures or barriers
- using engineering controls, for example sound absorbing materials, mufflers
- using administrative controls, for example limit the amount of time people work in noisy areas, and
- using personal hearing protectors to protect workers from any remaining risk.

Further guidance about controlling noise or ototoxic effects in the workplace is available at [Code of Practice: \*Managing noise and preventing hearing loss at work\*](#).

### 5.7 Injection injury

Most injection injuries occur through the use of airless spraying equipment which involves high pressure.

Paint injected into the body may initially appear harmless but may cause a lack of blood supply to the area, or cause chemical or thermal burns. Solvents and other substances may be injected in sufficient quantities to cause symptoms affecting the whole body.

All workers with injection injuries should be referred for immediate medical treatment to minimise the possibility of gangrene or tissue destruction, which could result in disability through amputation or death.

Injection injury control measures include:

- using a tip guard on the spray gun
- using a spanner to tighten the tip guard, or when clearing a blocked reversible spray tip, and
- ensuring that the spray gun has a trigger-lock and it is functional.

Date:	1 February 2012				
Assessor:	Ann Person				
Location:	Main spray painting and baking line				
Tasks:	Paint mixing, colour matching, spraying, baking and cleaning up				
Workers involved:	P. Stone and J. Saunders				
Duration of work:	Approximately 1.5 hours of preparation and mixing, 5 hours spraying and 1.5 hours cleaning up				
<b>HAZARDS IDENTIFIED</b>	<p><b>Hazardous chemicals:</b> 2-pack paint containing isocyanates (toxic, possible skin/respiratory sensitisation), thinners containing xylene (harmful by inhalation or through skin, skin irritant).</p> <p><b>Static electricity:</b> potential contact of flammable solvents with static electricity may result in fire and explosion.</p> <p><b>Other issues:</b> manual tasks, heat stress, visibility, noise from plant and injection injury.</p>				
<b>REVIEW OF CONTROL MEASURES</b>	<ul style="list-style-type: none"> <li>■ review control measures including work processes and systems of work</li> <li>■ review the safety data sheets and label of the products</li> <li>■ review induction training (as required)</li> <li>■ review inspection and maintenance logs of plant</li> <li>■ review notifiable incidents</li> </ul>				
<b>POSSIBLE EXPOSURE FOR EACH TASK</b>	<p><b>Paint mixing - conducted on open bench</b></p> <ul style="list-style-type: none"> <li>■ no ventilation</li> <li>■ possible static electricity</li> <li>■ exposure of skin to paint</li> <li>■ inhalation of vapour possible</li> </ul>	<p><b>Colour matching - conducted indoors</b></p> <ul style="list-style-type: none"> <li>■ no ventilation</li> <li>■ intermittent inhalation exposure to spray paint aerosols</li> <li>■ hands protected but body unprotected</li> </ul>	<p><b>Spraying -conducted in spray booth</b></p> <ul style="list-style-type: none"> <li>■ possible inhalation exposure route</li> <li>■ skin exposure possible to whole of body</li> <li>■ possibility of skin injection injuries</li> <li>■ heat stress in hot weather with unbroken work</li> <li>■ noise from extraction system and spray gun</li> </ul>	<p><b>Baking</b></p> <ul style="list-style-type: none"> <li>■ vapours from curing paint and solvents</li> <li>■ drying line obstructs access</li> </ul>	<p><b>Clean up - conducted indoors</b></p> <ul style="list-style-type: none"> <li>■ skin exposure to solvents such as gun washing product</li> <li>■ inhalation of cleaning solvent and residual paint vapours</li> <li>■ area contaminated by solvent cleaning rags</li> <li>■ risk of fire from solvent soaked rags</li> </ul>

## APPENDIX A - SAMPLE RISK ASSESSMENT SHEET

<b>EXISTING CONTROLS</b>	none	latex gloves	half face (class 2 respirator).  latex gloves, spray booth	none	latex gloves
<b>POTENTIAL FOR EXPOSURE</b>	<ul style="list-style-type: none"> <li>■ skin- high</li> <li>■ inhalation – possible vapour</li> </ul>	<ul style="list-style-type: none"> <li>■ skin – high</li> <li>■ inhalation – high</li> </ul>	<ul style="list-style-type: none"> <li>■ skin – high</li> <li>■ inhalation – extremely high</li> <li>■ noise - moderate</li> </ul>	<ul style="list-style-type: none"> <li>■ skin – high</li> <li>■ paint inhalation - moderate</li> </ul>	<ul style="list-style-type: none"> <li>■ skin – high</li> <li>■ paint inhalation - moderate</li> </ul>
<b>RECOMMENDED CONTROL</b>	<ul style="list-style-type: none"> <li>■ conduct paint mixing in the spray booth with air supplied respirator or conduct paint mixing in a specially constructed extracted booth</li> <li>■ skin protection by chemically resistant gloves required</li> <li>■ conduct air monitoring to determine isocyanates and other solvents to determine level of respiratory protection required</li> <li>■ use of static spark arrester</li> </ul>	<ul style="list-style-type: none"> <li>■ conduct colour matching in the spray booth with air supplied respirator or conduct colour matching in a specially constructed extracted booth</li> <li>■ skin protection by chemically resistant gloves required</li> </ul>	<ul style="list-style-type: none"> <li>■ use of air supplied respirator is required</li> <li>■ full body protection</li> <li>■ gloves and eye protection mandatory</li> <li>■ boots and boot covers</li> <li>■ continued use of spray booth</li> <li>■ build extra work breaks into schedule in hot weather.</li> <li>■ install low noise fan to reduce extraction noise and use quieter nozzle for spray gun</li> <li>■ hearing protectors against any remaining noise risks</li> </ul>	<ul style="list-style-type: none"> <li>■ if entry is required, wearing of air supplied respirator is preferred</li> <li>■ air monitoring may establish the need for Class 3 organic and gas vapour filtering respirator</li> </ul>	<ul style="list-style-type: none"> <li>■ skin - hand and arm dermal protection required</li> <li>■ chemically resistant gloves</li> <li>■ inhalation protection from solvent vapours using an air supplied respirator, unless air monitoring indicates that a half-face air purifying respirator with a solvent vapour cartridge is adequate</li> <li>■ alternatively, conduct all equipment cleaning in an automatic solvent washing system</li> <li>■ store solvent soaked rags submerged in water in a lidded metal container</li> </ul>
<b>AIR AND HEALTH MONITORING</b>	Air monitoring is required during the paint mixing process and also on clean up to determine the need for respiratory protection. Health monitoring by doctor to be provided for all workers who previously worked with insufficient controls (half-face respirator and latex gloves) and to painters on an ongoing basis due to the high hazard of the isocyanates in paint.				

VENTILATION CONDITIONS	DISTANCE	TIME FACTORS	SOURCE	COMMENTS
<b>HIGH RISK CHEMICALS</b>				
1. Inside closed spray booth that complies with AS/NZS 4114.1: <i>Spray painting booths, designated spray painting areas and paint mixing rooms - Design, construction and testing</i>	According to AS/NZS 4114.1, distances regarding ignition do not apply outside a closed spray booth.	At least 5 minutes after spraying with spray booth operating.	<b>AS/NZS 4114.1</b>	<p>The distance and time factors indicated in this table may not be practicable for all conditions. Hazard controls from the risk of explosion and the inhalation of hazardous chemicals will depend on the conditions under which certain types of paints are applied and should always be selected as part of a risk assessment and control process.</p> <p>The hazard control factors of distance and time referred to in this appendix are provided as a guide and are based on AS/NZS 4114.1: <i>Spray Painting Booths</i> and AS/NZS 60079.10.1: <i>Explosive atmospheres - Classification of areas - Explosive gas atmospheres [IEC 60079-10-1, Ed 1.0 MOD]</i>.</p>
2. Inside exhaust ventilated enclosed area (for example blast unit, closed hangar with exhaust ventilation, temporary enclosure supplied with local exhaust ventilation, for example 'mucksucker'; domestic bathroom with doors and windows sealed and supplied with local exhaust ventilation)	At least 6 metres horizontal and 3 metres vertical.	At least 30 minutes after spraying with ventilation operating.	<b>AS/NZS 60079.10.1.</b>	
3. Inside open spray booth that complies with AS/NZS 4114.1	At least 2 metres extending in all directions from any opening or outlet.	At least 5 minutes after spraying with spray booth operating.	<b>AS/NZS 4114.1</b>	

## APPENDIX B - SPRAY PAINTING EXCLUSION ZONES & VENTILATION CONDITIONS



VENTILATION CONDITIONS	DISTANCE	TIME FACTORS	SOURCE	COMMENTS
<b>HIGH RISK CHEMICALS</b>				
4. Spray painting indoors without exhaust ventilation	High hazard paints should not be sprayed for any reason without exhaust ventilation, unless other suitable means of safely limiting exposure to those in the area are in place.			
5. Spray painting outdoors	Distances should be determined by conducting a risk assessment.	Until concentration of volatile organic solvent or other volatile components has dropped below exposure standard.	<b>AS/NZS 60079.10.1.</b>	<p>Air quality can be monitored to ensure concentrations are not exceeding exposure standards. This may lead to the exclusion zone distances being adjusted, for example greater wind speed, higher temperatures and low humidity mean that fumes and vapours spread further and a larger exclusion zone may be required.</p> <ul style="list-style-type: none"> <li>- Risk assessment to determine vertical distance if required.</li> <li>- Administrative and PPE controls should be used for touch up.</li> </ul>
VENTILATION CONDITIONS	DISTANCE	TIME FACTORS	SOURCE	COMMENTS
<b>MEDIUM RISK CHEMICALS</b>				
1. Inside closed spray booth	According to AS/NZS 4114.1, distances regarding ignition do not apply outside a closed spray booth.	At least 5 minutes after spraying with booth operating.	<b>AS/NZS 4114.1</b>	<p>The distance and time factors indicated in this table may not be practicable for all conditions. Hazard controls from the risk of explosion and the inhalation of hazardous chemicals will depend on the conditions under which certain types of paints are applied and should always be selected as part of a risk assessment and control process.</p> <p>The hazard control factors of distance and time referred to in this appendix are provided as a guide and are based on AS/NZS 4114.1 and AS/NZS 60079.10.1.</p>

VENTILATION CONDITIONS	DISTANCE	TIME FACTORS	SOURCE	COMMENTS
<b>MEDIUM RISK CHEMICALS</b>				
2. Inside exhaust ventilated enclosed area	At least 6 metres extending in all directions from any opening or outlet.	At least 30 minutes after spraying with ventilation operating.	<b>AS/NZS 60079.10.1.</b>	
3. Inside open spray booth	At least 2 metres extending in all directions from any opening or outlet.	At least 5 minutes after spraying with booth operating.	<b>AS/NZS 4114.1</b>	
4. Indoors without exhaust ventilation	Distances should be determined by conducting a risk assessment.	Until concentration of volatile organic solvent or other volatile components has dropped below exposure standard.	<b>AS/NZS 60079.10.1.</b>	Should be avoided unless air monitoring can be used to confirm that all bystanders are not being exposed to vapours exceeding the exposure standards.
5. Spray painting outdoors	Distances should be determined by conducting a risk assessment.	Until concentration of volatile organic solvent or other volatile components has dropped below exposure standard.	<b>AS/NZS 60079.10.1.</b>	<p>Air quality can be monitored to determine concentrations are not exceeding exposure standards. This may lead to the exclusion zone distances being adjusted, for example greater wind speed, higher temperatures and low humidity mean that fumes and vapours spread further and a larger exclusion zone may be required.</p> <ul style="list-style-type: none"> <li>- Risk assessment to determine vertical distance if required.</li> <li>- Administrative and PPE controls should be used for touch up.</li> </ul>

VENTILATION CONDITIONS	DISTANCE	TIME FACTORS	SOURCE	COMMENTS
<b>LOW RISK CHEMICALS</b>				
1. Inside closed spray booth that complies with AS/NZS 4114.1		At least 5 minutes after spraying with booth operating.	<b>AS/NZS 4114.1</b>	The distance and time factors indicated in this table may not be practicable for all conditions. Hazard controls from the risk of explosion and the inhalation of hazardous chemicals will depend on the conditions under which certain types of paints are applied and should always be selected as part of a risk assessment and control process.  The hazard control factors of distance and time referred to in this appendix are provided as a guide and are based on AS/NZS 4114.1 and AS/NZS 60079.10.1.
2. Inside exhaust ventilated enclosed area	At least 6 metres extending in all directions from any opening or outlet.		<b>AS/NZS 60079.10.1</b>	
3. Inside open spray booth	At least 2 metres extending in all directions from any opening or outlet.	At least 5 minutes after spraying with booth operating.	<b>AS/NZS 4114.1</b>	
4. Indoors without exhaust ventilation		Until concentration of volatile components has dropped below exposure standard.	<b>AS/NZS 60079.10.1.</b>	
5. Outdoors	At least 3 metres in all directions.	No time restriction for re-entry.		

# LIST OF AMENDMENTS

Date	Page Number	Amendments
13 September 2013	Front Cover	Publication date changed from first published date of October 2012 to republished date of September 2013.
13 September 2013	12	Removed 'In addition' at the start of the 2nd paragraph in section 2.2.
13 September 2013	Whole document	Formatting has been reviewed.
24 September 2013	7	Regulation 382 amended consistent with the technical amendment made to the model WHS Regulations. The following dot point was removed from the grey box. ■ free silica (crystalline silicon dioxide)
11 March 2015	Front Cover	Publication date changed from republished date of September 2013 to second republished date of March 2015.
11 March 2015	18	Section 3.1 - Text amended by replacing 'and' with 'or' at the end of the first dot point.

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THIS CODE PROVIDES PRACTICAL  
GUIDANCE ON HOW TO MANAGE  
HEALTH AND SAFETY RISKS  
ASSOCIATED WITH SPRAY PAINTING  
OR POWDER COATING PROCESSES.

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## 9.2.2 Local Planning Scheme - Planning Policy N° 1 – Offensive Uses\*

<b>Report date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	LP/12
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Doug Burke, Manager Planning & Development Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Absolute Majority
<b>Attachments</b>	Local Planning Policy N° 1 – Offensive Uses

### Purpose of Report

For Council to consider revoking the Local Planning Scheme – *Planning Policy N° 1 – Offensive Uses* in accordance with Schedule 2, Part 2 Clause 6(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* on the basis that it does not relate to the overarching legislation and is found to be redundant in necessity.

### Background

The purpose of this report is to provide background as to the recommendation to revoke the *Planning Policy N° 1 – Offensive Uses* (The Policy).

The Policy was adopted in 2014 to provide direction to Council in reference to ‘offensive uses’. The Policy refers to the *Health Miscellaneous Provisions) Act 1911* which defines Offensive Trades as being:

*Any of the trades, businesses, or occupations usually carried on, in, or connected with the undermentioned works or establishments, that is to say —*

*Abattoirs or slaughter houses;  
Bone mills or bone manure depots;  
Cleaning establishments, dye works;  
Fat rendering establishments;  
Fellmongeries, tanneries;  
Fish-curing establishments;  
Flock factories;  
Laundries;  
Manure works;  
Piggeries  
Places for storing, drying, or preserving bones, hides, hoofs or skins;  
Tripe-boiling establishments;  
Works for boiling down meat, bones, blood, or offal.*

The Policy itself extends this definition by including the term ‘Offensive Uses’, in turn meaning:

*‘Any other activity that produces a nuisance considered by the Council to be offensive to the continued operation of normal residential and commercial uses. The offensiveness may include undue emission of smell or odour, noise, dust, vapour, smoke, steam, fumes, light, electrical interference, vibration, soot, ash, waste water or other waste products.’*



## Consultation

In accordance with Clause 87 of the *Planning and Development Act 2005*, the intent to revoke the Policy will need to be advertised under Public Notice for a period not less than twenty-one days to seek public submissions as to the matter.

## Legislative Implications

### State

*Planning and Development (Local Planning Schemes) Regulations 2015* (The Regulations)

The Regulations provide the criteria for creating, amending, and reviewing local planning policies.

### Local

*Shire of Dalwallinu Local Planning Scheme N° 2 (the Scheme)*

The Scheme provides the ability for the Shire to prepare local planning policies and rescind the same.

## Policy Implications

Possible revocation of a planning scheme policy.

## Financial Implications

Costs associated with the public notice, as per the recommendation, is already provided for within the Shire budget.

## 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

Offensive Trades are already adequately provided for within the enabling legislation - *Health Miscellaneous Provisions) Act 1911*. The Act defines the term, allows for registration of such Trades, enables local government to introduce local laws to regulate the Trades and provides for breaches of the local laws to be penalised.

The Policy stipulates that '*Council will oppose any development involving an offensive use that it considers will unduly affect the continued operation of an existing use within the Shire.*' This objective is very subjective in its nature and tends to override the authority of Council in its deliberations as a planning authority. The matters for consideration (as defined by the Policy) are not qualified as to what an 'undue emission' is in practicality.



The *Planning and Development Act 2005* already requires consideration by planning authorities of potential (offensive) impacts upon the natural and human environment by proposed development.

### Officer Recommendation

That Council:

1. Prepares a notice of revocation for Local Planning Policy No. 1 – Offensive Uses (Attachment 1) in accordance with Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. Authorise the Chief Executive Officer to carry out community consultation on the proposed revocation in accordance with Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. Publishes the notice of revocation in accordance with Schedule 2, Part 2, Clause 6(b)(ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, if no submissions are received during the community consultation period; and
4. Notes that if any submissions are received during the community consultation period, that these would be presented to Council for consideration.

### Resolution

#### **MOTION**

Moved            Cr  
Seconded       Cr

0/0





**SHIRE OF DALWALLINU**  
**LOCAL PLANNING SCHEME No. 2**  
**(District Scheme)**

The Dalwallinu Shire under and by virtue of the provisions and powers conferred upon it in that behalf by Local Planning Scheme No.2, more particularly Clause 2.2, hereby adopts the following Policy.

**LOCAL PLANNING SCHEME No. 2 POLICY No. 1**

**OFFENSIVE USES**

DATE ADVERTISED: 29 April 2014

DATE FINALLY ADOPTED: 03 June 2014

**1.0 INTERPRETATION**

An offensive use includes, an offensive trade as defined under the Health Act, and any other activity that produces a nuisance considered by the Council to be offensive to the continued operation of normal residential and commercial uses. The offensiveness may include undue emission of smell or odour, noise, dust, vapour, smoke, steam, fumes, light, electrical interference, vibration, soot, ash, waste water or other waste products.

**2.0 AREA OF CONTROL**

The Council shall not permit offensive uses within 2 kilometres of a townsite boundary within the Shire, or within a distance of an existing residential or commercial operation such that it causes a nuisance to the normal continuation of that activity.

**3.0 POLICY**

The Council will oppose any development involving an offensive use that it considers will unduly affect the continued operation of an existing use within the Shire.

### 9.3 CORPORATE SERVICES

#### 9.3.1 Accounts for Payment for September 2022\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/9 Financial Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Christie Andrews, Senior Finance Officer
<b>Supervised by</b>	Ally Bryant, Manager Corporate Services
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Summary of Accounts for Payment

#### **Purpose of Report**

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

#### **Background**

A list of invoices paid for the month of September 2022 from the Municipal Account, to the sum of \$10,867.55 paid by Cheque and \$710,289.58 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 \$4,231,611.52. There were no payments from the Trust Account. Total payments from all accounts being \$4,231,611.52 have been listed for Council's ratification.

#### **Consultation**

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

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

The attached list meets the requirements of the Financial Regulations,

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

#### **Legislative Implications**

##### State

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*



## Policy Implications

Nil

## Financial Implications

Payments are in accordance with the adopted budget for 2022/2023.

## Strategic Implications

Nil

## Site Inspection

Site inspection undertaken: Not applicable

## Triple Bottom Line Assessment

### Economic implications

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

### Social implications

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

### Environmental implications

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

## Officer Comment

Accounts for Payments are in accordance with the adopted 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 September 2022 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

Municipal Fund Account totalling \$4,231,611.52 consisting of:

EFT Payments (EFT13618-EFT13707)	\$710,289.58
EFT Payments (Payroll)	\$189,936.00
Cheques (35226-35227)	\$10,867.55
Direct Debit – Superannuation (DD16838.1-13, DD16860.1-12 & DD16874.1-12)	\$38,773.31
Direct Debit – Credit Card (DD16861.1)	\$10,285.22
Direct Debit – Housing Bonds (DD16854.1 & DD16879.1)	\$207.00
Direct Debit – Payments to Department of Transport	\$118,900.65
Bank Fees	\$2,433.84
Loan Payment Loan 159 – Dalwallinu Rec Centre	\$68,562.25
Loan Payment Loan 160 – Bell Street Subdivision	\$81,356.12
Transfer to Muni Excess Funds Term Deposit	\$3,000,000.00



## Resolution

### MOTION

Moved            Cr  
Seconded       Cr

0/0



**EFT PAYMENTS FOR THE MONTH OF SEPTEMBER 2022**

Chq/EFT	Date	Name	Description	Amount
EFT13618	01/09/2022	The Workwear Group Pty Ltd	Uniforms as ordered	175.00
EFT13619	01/09/2022	Civil Engineering Project Management Pty. Ltd	Consultant for DRFAWA Works - AGRN962 - August 22	31,345.88
EFT13620	01/09/2022	Elect Comfort Solutions Pty Ltd	Supply & Installation of Air Conditioning to 3 Salmon Gum Place	13,100.00
EFT13621	01/09/2022	Dry Kirkness (Audit) Pty Ltd	Undertake Financial Management Review and Audit Reg 17 Review	16,960.02
EFT13622	08/09/2022	WESTRAC EQUIPMENT PTY LTD	Assorted parts for DL122 & 1HKS082	374.46
EFT13623	08/09/2022	JOHN R WALLIS ENGINEERING	Assorted supplies for Admin and Works - August 22	1,374.60
EFT13624	08/09/2022	RBC - RURAL	Travel charge for photocopier repairs	143.00
EFT13625	08/09/2022	JASON SIGNMAKERS	Traffic cones	2,157.10
EFT13626	08/09/2022	AUSTRALIA POST - SHIRE	Postage charges for shire admin August 22	136.51
EFT13627	08/09/2022	BOC LIMITED	Monthly container rental August 2022	39.40
EFT13628	08/09/2022	AVON WASTE	30 x 240L rubbish bins	3,300.00
EFT13629	08/09/2022	THE ROYAL LIFE SAVING SOCIETY OF AUSTRALIA	Lifeguard Re-qualification for Pool Manager	159.00
EFT13630	08/09/2022	SYNERGY	Electricity Usage - Streetlights - July to August 2022	8,453.01
EFT13631	08/09/2022	TOLL IPEC PTY LTD	Freight charges for August 2022	252.71
EFT13632	08/09/2022	Refuel Australia	Diesel for Dalwallinu Shire Depot	39,974.64
EFT13633	08/09/2022	FULTON HOGAN INDUSTRIES PTY LTD	Pothole repair	1,883.20
EFT13634	08/09/2022	LGIS WA	Wages & vehicle insurance adjustments for 21/22	2,283.58
EFT13635	08/09/2022	R n R Auto Electrics	Repair park light fault - DL147	893.12
EFT13636	08/09/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Parts for DL 9048 - Toro mower	848.39
EFT13637	08/09/2022	P & J Transport Pty Ltd	Freight charges for August 2022	324.50
EFT13638	08/09/2022	Marketforce Pty Ltd	The West advertising July 2022 and early settlement discounts	548.99
EFT13639	08/09/2022	Liberty Plumbing & Gas	Assorted plumbing works - August 2022	1,988.50
EFT13640	08/09/2022	Totally Workwear Joondalup	Uniforms for Works and embroidery for Admin	313.20
EFT13641	08/09/2022	Dalwallinu Foodworks	Assorted supplies for Admin, Council and Events -August 2022	290.87
EFT13642	08/09/2022	Department Of Mines, Industry Regulations And Safety	BSL collected for August 22	3,871.77
EFT13643	08/09/2022	RICOH FINANCE	Lease fees for Shire admin printers	507.09
EFT13644	08/09/2022	Domain Digital	Monthly IT charges - September 22	447.70
EFT13645	08/09/2022	TELAIR PTY LTD	Shire admin NBN service fee - September 2022	430.90
EFT13646	08/09/2022	Kleen West Distributors	Cleaning products for Shire of Dalwallinu	910.80
EFT13647	08/09/2022	Hersey's Safety Pty Ltd	Assorted safety equipment and PPE	1,160.04
EFT13648	08/09/2022	Safe Master Safety Products Pty Ltd	Recertification of Height Safety System at the Dalwallinu Recreation Precinct	990.00
EFT13649	08/09/2022	River Hill WA Pty Ltd	Contract Works - AGRN 962 - August 22	259,041.67
EFT13650	08/09/2022	Jims Building Inspections Joondalup	Undertake Dilapidation Survey of Annetts Road Houses	4,180.00
EFT13651	08/09/2022	Rural Infrastructure Services	Moora Sub-Group Secretarial Services contribution	1,220.87
EFT13652	08/09/2022	Bitumen Distributors Pty Ltd	4x drums of emulsion	1,100.00
EFT13653	08/09/2022	BOEKEMAN MACHINERY	30,000km service for DL131	345.03

EFT13654	08/09/2022	LANDGATE	Assorted valuations July to August 2022	151.64
EFT13655	08/09/2022	DALWALLINU COMMUNITY RESOURCE CENTRE	Advertising in the Totally Locally - August 2022	81.00
EFT13656	15/09/2022	WATER CORPORATION	Water Usage - July to September, Service Charges September to October	12,976.35
EFT13657	15/09/2022	WRIGHT EXPRESS FUEL CARDS AUSTRALIA LTD	Fuel for August 22	3,962.45
EFT13658	15/09/2022	NORTHERN AGRICULTURAL CATCHMENTS COUNCIL	Refund of venue & key bonds	190.00
EFT13659	15/09/2022	WA Contract Ranger Services Pty Ltd	Ranger services August/September 2022	1,782.00
EFT13660	15/09/2022	Perth Solar Force	Supply & Install Solar for 6B Cousins Rd & 3 Salmon Gums	1,000.00
EFT13661	23/09/2022	WESTRAC EQUIPMENT PTY LTD	Parts for DL 122	254.56
EFT13662	23/09/2022	RBC - RURAL	Meterplan charge for admin photocopiers - September 2022	2,135.74
EFT13663	23/09/2022	JASON SIGNMAKERS	Assorted signs	1,034.65
EFT13664	23/09/2022	WATER CORPORATION	Water Usage - July to September, Service Charges September to October	665.57
EFT13665	23/09/2022	AVON WASTE	Waste collections for August 22	19,267.06
EFT13666	23/09/2022	IT VISION	Annual Licence Fee for Synergy Soft 22/23 year & training video	36,943.19
EFT13667	23/09/2022	TELSTRA	Assorted phone usage to 6/9/22 & service/rental to 6/10/22	2,194.26
EFT13668	23/09/2022	Nutrien Ag Solutions	Fence droppers	210.87
EFT13669	23/09/2022	JENNY'S BAKEHOUSE	Assorted catering for August and water for Gym	256.00
EFT13670	23/09/2022	OFFICEWORKS	September Stationery Order	556.58
EFT13671	23/09/2022	SYNERGY	Electricity Usage - July to September 2022	14,898.37
EFT13672	23/09/2022	TOLL IPEC PTY LTD	Freight charges for August 2022	157.74
EFT13673	23/09/2022	Refuel Australia	Diesel for Dalwallinu Shire Depot	16,474.50
EFT13674	23/09/2022	PJ BYWATERS & CO	Road train hire Odea Road	8,302.25
EFT13675	23/09/2022	FULTON HOGAN INDUSTRIES PTY LTD	Pallet of EZ Street 20KG bags	3,766.40
EFT13676	23/09/2022	MAJOR MOTORS PTY LTD	Mirror assembly for DL 159	269.46
EFT13677	23/09/2022	Wildflower Country Inc	Contribution to Regional Trails Master Plan	2,200.00
EFT13678	23/09/2022	Leisure Institute of Western Australia Aquatics (inc)	LIWA Aquatics 12 month individual membership 2022/23	132.00
EFT13679	23/09/2022	Hanks Maintenance And General	General Maintenance Kalannie Townscape August 2022	2,928.75
EFT13680	23/09/2022	R n R Auto Electrics	Diagnostic fault codes for water separator on excavator	376.20
EFT13681	23/09/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Purchase of 2x Stihl Blowers	808.20
EFT13682	23/09/2022	McLeods Barristers & Solicitors	Legal advice - unauthorised removal of gravel	779.35
EFT13683	23/09/2022	P & J Transport Pty Ltd	Freight charges Pool Shop Online	288.20
EFT13684	23/09/2022	Ixom Operations Pty Ltd	Container service fee for sewerage scheme Aug 22	84.57
EFT13685	23/09/2022	Liberty Plumbing & Gas	Assorted plumbing works - September 2022	7,883.00
EFT13686	23/09/2022	Totally Workwear Joondalup	Assorted uniforms for staff	344.70
EFT13687	23/09/2022	West Coast Stabilisers	Provision of Grading Services - August 2022	52,563.50
EFT13688	23/09/2022	E Fire & Safety	Fire indicator panel testing at Shire admin building August 2022	495.00
EFT13689	23/09/2022	Domain Digital	IT charges September 2022 & Office 365 yearly charges	3,941.76
EFT13690	23/09/2022	JP PROMOTIONS	Aquatic Centre uniforms	159.83
EFT13691	23/09/2022	Rural Press Pty Ltd	Shire advertising in the Dalwallinu Directory 2022-2023	1,440.00
EFT13692	23/09/2022	Sharon Roche	Refund of Gym Membership deducted by Ezidebit in error	65.00

EFT13693	23/09/2022	Three Sons Pty Ltd	Pre-placement medical for staff member	192.50
EFT13694	23/09/2022	BUNNINGS TRADE	Assorted products for cleaning & maintenance	221.40
EFT13695	23/09/2022	Dalwallinu Traders	Assorted goods - August 2022	2,339.60
EFT13696	23/09/2022	ARC Clean Energy Pty Ltd	Assorted electrical works - September 2022	4,548.50
EFT13697	23/09/2022	PRISM CONTRACTING & CONSULTING PTY LTD	Civil Project Management Services - WSFN August 2022	13,940.41
EFT13698	23/09/2022	Department Of Water & Environmental Regulation	Tracking Forms August 2022	440.00
EFT13699	23/09/2022	Simply Data Services Pty Ltd	Vehicle Tracking Subscription from September - December 2022	148.50
EFT13700	23/09/2022	The Block Makers	Limestone blocks for Wubin play ground	976.80
EFT13701	23/09/2022	Westarp Pty Ltd	Deposit for Dalwallinu Sports Club Shade Structures	22,874.94
EFT13702	23/09/2022	Oakstar Asset Pty Ltd	Pushing of gravel	58,377.00
EFT13703	23/09/2022	Corsign WA	Assorted signs	228.80
EFT13704	23/09/2022	Ralp Boncalon	Refund of Key & Venue Bond	280.00
EFT13705	23/09/2022	YARRA YARRA CATCHMENT MANAGEMENT GROUP	Refund of venue Bond	210.00
EFT13706	23/09/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	Annual State Conference 2022	1,320.00
EFT13707	23/09/2022	ARROW BRONZE	Purchase of Pioneer Wall Plaque for Roy D McKay including delivery	644.88
				<b>710,289.58</b>

**CHEQUE PAYMENTS FOR THE MONTH OF SEPTEMBER 2022**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
35226	01/09/2022	DEPARTMENT OF TRANSPORT	License renewals for Shire vehicles	10,817.55
35227	29/09/2022	SHIRE OF DALWALLINU	Pool float for 2022/23 season	50.00
				<b>10,867.55</b>



**DIRECT DEBITS FOR THE MONTH OF SEPTEMBER 2022**

Chq/EFT	Date	Name	Description	Amount
DD16838.1	02/09/2022	Aware Super	Superannuation contributions	6,675.34
DD16838.2	02/09/2022	AUSTRALIA SUPER	Superannuation contributions	561.25
DD16838.3	02/09/2022	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Superannuation contributions	471.17
DD16838.4	02/09/2022	CBUS	Superannuation contributions	254.80
DD16838.5	02/09/2022	Local Government Superannuation Scheme	Superannuation contributions	887.82
DD16838.6	02/09/2022	PRIME SUPER	Superannuation contributions	228.97
DD16838.7	02/09/2022	Hostplus	Superannuation contributions	1,292.51
DD16838.8	02/09/2022	Catholic Super	Superannuation contributions	708.26
DD16838.9	02/09/2022	BT Super for Life The Trustee for Retirement Wrap	Superannuation contributions	868.67
DD16838.10	02/09/2022	Rest Industry Super	Superannuation contributions	320.68
DD16838.11	02/09/2022	Australian Super	Superannuation contributions	914.10
DD16838.12	02/09/2022	Spirit Super	Superannuation contributions	33.06
DD16838.13	02/09/2022	The Trustee for Commonwealth Essential Super	Superannuation contributions	50.45
DD16854.1	05/09/2022	Bond Administrator	Part bond payment for 10 Roberts Rd	103.50
DD16860.1	16/09/2022	Aware Super	Superannuation contributions	7,377.20
DD16860.2	16/09/2022	AUSTRALIA SUPER	Superannuation contributions	561.25
DD16860.3	16/09/2022	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Superannuation contributions	447.68
DD16860.4	16/09/2022	CBUS	Superannuation contributions	258.24
DD16860.5	16/09/2022	Local Government Superannuation Scheme	Superannuation contributions	887.82
DD16860.6	16/09/2022	PRIME SUPER	Superannuation contributions	228.97
DD16860.7	16/09/2022	Catholic Super	Superannuation contributions	708.26
DD16860.8	16/09/2022	BT Super for Life The Trustee for Retirement Wrap	Superannuation contributions	834.64
DD16860.9	16/09/2022	Rest Industry Super	Superannuation contributions	326.22
DD16860.10	16/09/2022	Australian Super	Superannuation contributions	1,004.48
DD16860.11	16/09/2022	Spirit Super	Superannuation contributions	33.06
DD16860.12	16/09/2022	The Trustee for Commonwealth Essential Super	Superannuation contributions	75.67
DD16874.1	30/09/2022	Aware Super	Superannuation contributions	7,182.15
DD16874.2	30/09/2022	AUSTRALIA SUPER	Superannuation contributions	587.19
DD16874.3	30/09/2022	THE TRUSTEE FOR COLONIAL SUPER RETIREMENT FUND	Superannuation contributions	447.68
DD16874.4	30/09/2022	CBUS	Superannuation contributions	253.65
DD16874.5	30/09/2022	Local Government Superannuation Scheme	Superannuation contributions	887.82
DD16874.6	30/09/2022	PRIME SUPER	Superannuation contributions	492.62
DD16874.7	30/09/2022	Catholic Super	Superannuation contributions	708.26
DD16874.8	30/09/2022	BT Super for Life The Trustee for Retirement Wrap	Superannuation contributions	834.64
DD16874.9	30/09/2022	Rest Industry Super	Superannuation contributions	320.68
DD16874.10	30/09/2022	Australian Super	Superannuation contributions	914.10
DD16874.11	30/09/2022	Spirit Super	Superannuation contributions	33.06
DD16874.12	30/09/2022	The Trustee for Commonwealth Essential Super	Superannuation contributions	100.89

DD16879.1	19/09/2022	Bond Administrator	Part bond payment for 10 Roberts Rd	103.50
				<b>38,980.31</b>

CREDIT CARD PAYMENT DETAILS				
Chq/EFT	Date	Name	Description	Amount
DD16861.1	08/08/2022	Shire of Dalwallinu/Dept of Transport	Change of plate DL102	18.50
	09/08/2022	WA Newspapers Pty Ltd	Monthly charge for on-line newspapers	28.00
	11/08/2022	Ebay	Xmas decorations for Street Party	189.32
	15/08/2022	Adobe Systems Software	Annual Adobe subscription renewal	871.07
	15/08/2022	7Eleven	Fuel - DL2	70.25
	16/08/2022	Apple Store	I-pad magic keyboard for Dalwallinu Public Library	449.00
	16/08/2022	Apple Store	Macbook portfolio for Dalwallinu Public Library	159.95
	16/08/2022	Shire of Dalwallinu/Dept of Transport	Registration renewal for Excavator to align onto fleet schedule	22.20
	16/08/2022	Dalwallinu Hotel	Refreshments - meeting with Dr Femi	56.00
	17/08/2022	Apple Store	3rd gen air pods for Dalwallinu Public Library	279.00
	17/08/2022	Apple Store	Apple pencil for Dalwallinu Public Library	199.00
	17/08/2022	LG Professionals	Local Government Professionals Annual State Conference, J Knight	1,320.00
	19/08/2022	Aussie Broadband	Monthly charge for internet at Dalwallinu Recreation Centre	79.00
	22/08/2022	Apple Store	Macbook Air for Dalwallinu Public Library	2,949.00
	23/08/2022	Apple Store	I-Pad Air cellular for Dalwallinu Public Library	1,389.00
	24/08/2022	Kahoot!	Annual subscription to Kahoot	306.36
	29/08/2022	WA Government - DMIRS	Registration & renewal fee of Building Surveying Practitioner- Doug Burke	1,201.00
	30/08/2022	Reward Hospitality	Plastic sanitary disposal cartridges	462.00
	01/09/2022	Westnet Pty Ltd	Monthly charge for internet at Shire Admin Building	129.95
	06/09/2022	WA Newspapers Pty Ltd	Monthly charge for on-line newspapers	28.00
	06/09/2022	United	Fuel DL2	78.62
				<b>10285.22</b>

## Municipal Account

### Payroll September 2022

02/09/2022	Payroll fortnight ending 02/09/2022	\$ 66,115.00
16/09/2022	Payroll fortnight ending 16/09/2022	\$ 61,123.00
30/09/2022	Payroll fortnight ending 30/09/2022	\$ 62,698.00
	TOTAL	<u>\$ 189,936.00</u>

### Bank Fees September 2022

01/09/2022	Bpay Transaction Fee (Muni)	\$ 306.40
05/08/2022	CBA Merchant Fee (Muni)	\$ 2,095.39
01/09/2022	OBB Record Fee (Muni)	\$ 22.05
09/09/2022	Dishonour Fee (to be refunded)	\$ 10.00
	TOTAL	<u>\$ 2,433.84</u>

### Direct Debit Payments September 2022

	Superannuation Payments (Pay endings 02/09/2022, 16/09/2022 & 30/09/2022)	\$ 38,773.31
15/09/2022	Credit Card Payments to Bankwest	\$ 10,285.22
27/09/2022	Loan Payment 159 - Dalwallinu Rec Centre	\$ 68,562.25
16/09/2022	Loan Payment 160 - Bell Street Subdivision	\$ 81,356.12
05 & 19/09/2022	Bond Administrator - Housing Bonds	\$ 207.00
07/09/2022	Transfer to Muni Excess Funds Term Deposit	\$ 3,000,000.00
	Payments to Department of Transport Licensing	\$ 118,900.65
	TOTAL	<u>\$ 3,318,084.55</u>

### 9.3.2 Monthly Financial Statements for September 2022\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/9 Financial Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Ally Bryant, Manager Corporate Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Monthly Statements of Financial Activity, Variance Report, Investments Held and Bank Reconciliations

#### **Purpose of Report**

Council is requested to receive and accept the Financial Reports for the month end 30 September 2022.

#### **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 September 2022. It is to be noted that the opening balances in these financial statements are not finalised as further adjustments for 2021-2022 may be required for year end 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 September 2022.

### **Resolution**

#### **MOTION**

Moved	Cr
Seconded	Cr

**0/0**



# **SHIRE OF DALWALLINU**

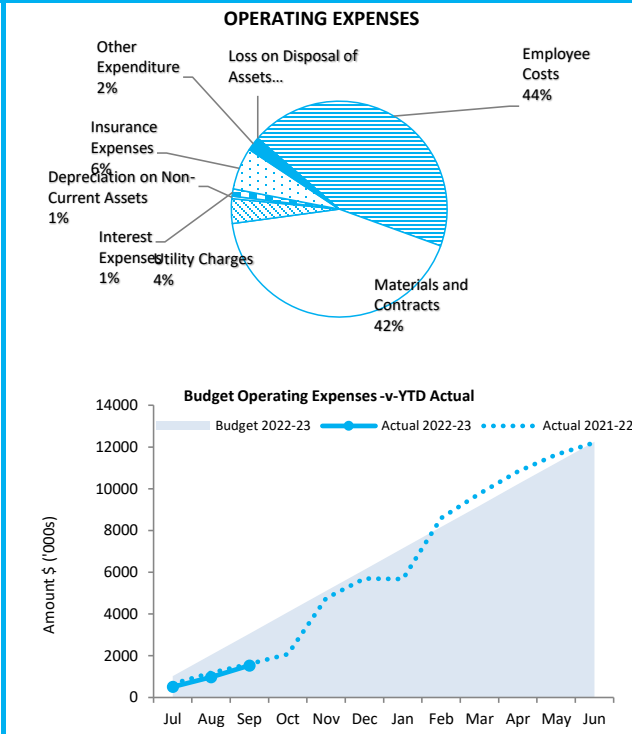
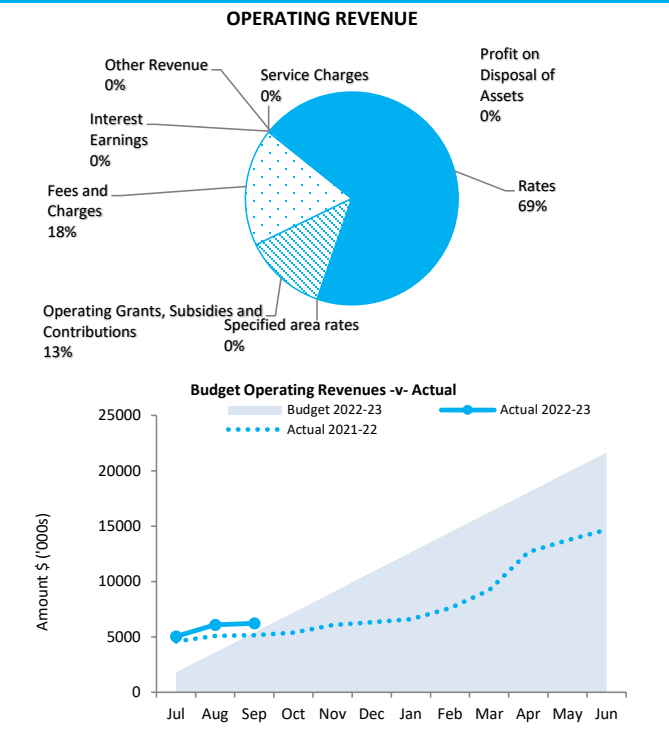
## **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 30 September 2022**

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

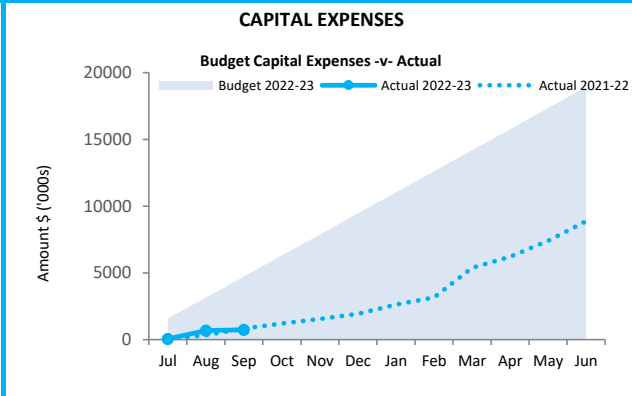
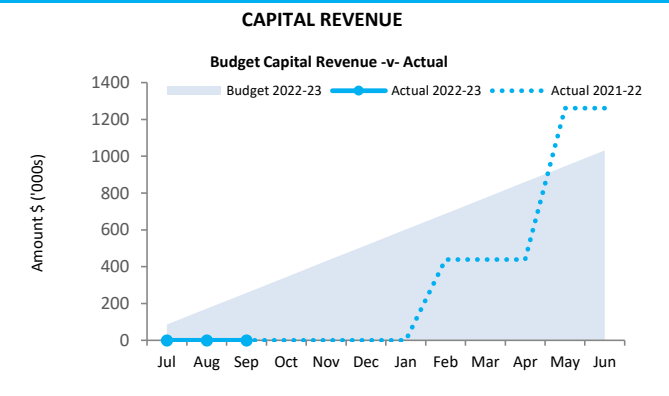
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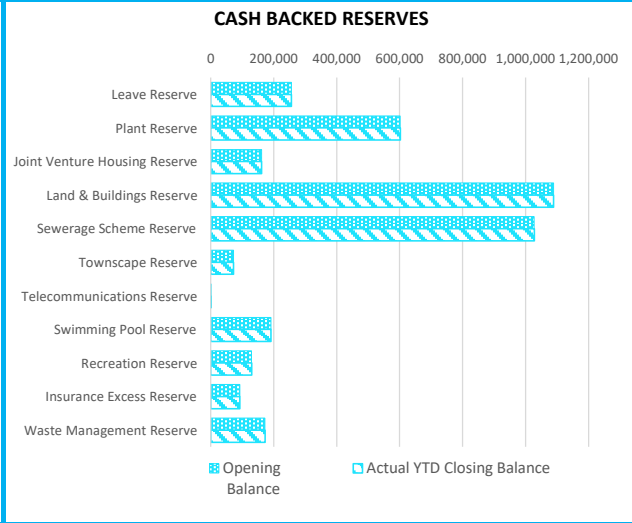
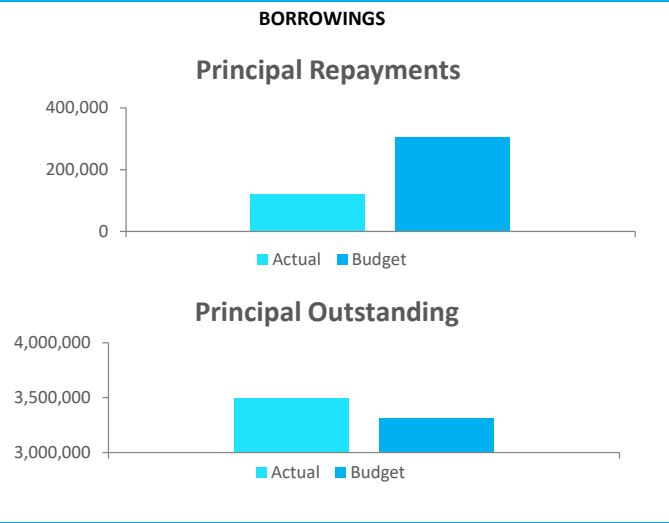
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.91 M	\$2.91 M	\$3.23 M	\$0.32 M
Closing	\$0.00 M	\$8.32 M	\$7.10 M	(\$1.22 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$12.20 M	% of total
Unrestricted Cash	\$8.41 M	68.9%
Restricted Cash	\$3.80 M	31.1%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.48 M	% Outstanding
Trade Payables	\$0.21 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$2.10 M	% Collected
Rates Receivable	\$0.43 M	89.6%
Trade Receivable	\$2.10 M	
Over 30 Days		9.0%
Over 90 Days		2.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	\$2.89 M	\$3.53 M	\$0.64 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$3.50 M	% Variance
YTD Budget	\$3.42 M	2.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$0.64 M	% Variance
YTD Budget	\$0.49 M	29.1%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.91 M	% Variance
YTD Budget	\$0.76 M	19.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.66 M)	\$2.53 M	\$0.47 M	(\$2.06 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.05 M	%
Adopted Budget	\$0.51 M	(89.2%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.73 M	% Spent
Adopted Budget	\$18.91 M	(96.1%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$1.15 M	% Received
Adopted Budget	\$15.75 M	(92.7%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 M	(\$0.01 M)	(\$0.13 M)	(\$0.12 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.12 M
Interest expense	\$0.02 M
Principal due	\$3.50 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$3.80 M
Interest earned	\$0.00 M

Refer to Note 11 - Cash Reserves

Lease Liability

Principal repayments	\$0.01 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.



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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<b>GOVERNANCE</b> To provide a decision making process for the efficient allocation of scarce resources.	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.
<b>GENERAL PURPOSE FUNDING</b> To collect revenue to allow for the provision of services.	Rates income & expenditure, Grants commission and Pensioners deferred rates interest.
<b>LAW, ORDER, PUBLIC SAFETY</b> To provide services to help ensure a safer and environmentally conscious community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
<b>HEALTH</b> To provide an operational framework for environmental and community health.	Food quality, pest control, immunisation services and other health.
<b>EDUCATION AND WELFARE</b> To provide services to disadvantaged persons, the elderly, children and youth.	School support, assistance to playgroups, retirements villages and other voluntary services.
<b>HOUSING</b> To provide and maintain employee, non-employee and elderly residents housing.	Provision and maintenance of staff and rental housing.
<b>COMMUNITY AMENITIES</b> 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.
<b>RECREATION AND CULTURE</b> 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.
<b>TRANSPORT</b> 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.
<b>ECONOMIC SERVICES</b> 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.
<b>OTHER PROPERTY AND SERVICES</b> 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 SEPTEMBER 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,908,832	2,908,832	<b>3,225,589</b>	316,757	10.89%	▲
<b>Revenue from operating activities</b>							
Governance		300	148	<b>5</b>	(143)	(96.62%)	
General purpose funding - general rates	6	3,499,896	3,419,813	<b>3,497,084</b>	77,271	2.26%	
General purpose funding - other		353,250	117,724	<b>274,187</b>	156,463	132.91%	▲
Law, order and public safety		38,540	8,883	<b>11,257</b>	2,374	26.73%	
Health		11,950	3,461	<b>3,567</b>	106	3.06%	
Education and welfare		3,302	823	<b>1,523</b>	700	85.05%	
Housing		342,433	91,346	<b>109,973</b>	18,627	20.39%	▲
Community amenities		591,793	544,953	<b>577,980</b>	33,027	6.06%	
Recreation and culture		158,049	31,935	<b>35,945</b>	4,010	12.56%	
Transport		358,513	329,802	<b>347,571</b>	17,769	5.39%	
Economic services		311,389	44,988	<b>25,615</b>	(19,373)	(43.06%)	▼
Other property and services		393,773	111,935	<b>190,690</b>	78,755	70.36%	▲
		<b>6,063,188</b>	<b>4,705,811</b>	<b>5,075,397</b>	369,586		
<b>Expenditure from operating activities</b>							
Governance		(794,431)	(208,561)	<b>(183,950)</b>	24,611	11.80%	▼
General purpose funding		(169,436)	(45,722)	<b>(39,812)</b>	5,910	12.93%	
Law, order and public safety		(212,611)	(57,821)	<b>(32,531)</b>	25,290	43.74%	▼
Health		(340,765)	(85,661)	<b>(77,332)</b>	8,329	9.72%	
Education and welfare		(134,407)	(33,243)	<b>(21,912)</b>	11,331	34.09%	▼
Housing		(432,016)	(134,500)	<b>(89,431)</b>	45,069	33.51%	▼
Community amenities		(870,023)	(216,184)	<b>(165,825)</b>	50,359	23.29%	▼
Recreation and culture		(2,261,438)	(602,518)	<b>(310,147)</b>	292,371	48.52%	▼
Transport		(6,432,219)	(1,695,278)	<b>(519,010)</b>	1,176,268	69.38%	▼
Economic services		(502,145)	(133,275)	<b>(80,399)</b>	52,876	39.67%	▼
Other property and services		(101,603)	(61,657)	<b>(14,243)</b>	47,414	76.90%	▼
		<b>(12,251,094)</b>	<b>(3,274,420)</b>	<b>(1,534,592)</b>	1,739,828		
Non-cash amounts excluded from operating activities	1(a)	5,850,837	1,457,664	<b>(11,991)</b>	(1,469,655)	(100.82%)	▼
<b>Amount attributable to operating activities</b>		<b>(337,069)</b>	<b>2,889,055</b>	<b>3,528,814</b>	639,759		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	14	15,750,848	6,716,013	<b>1,151,678</b>	(5,564,335)	(82.85%)	▼
Proceeds from disposal of assets	7	505,394	0	<b>54,408</b>	54,408	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(18,913,692)	(4,186,865)	<b>(734,013)</b>	3,452,852	82.47%	▼
<b>Amount attributable to investing activities</b>		<b>(2,657,450)</b>	<b>2,529,148</b>	<b>472,073</b>	(2,057,075)		
<b>Financing Activities</b>							
Transfer from reserves	11	1,031,813	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities	10	(22,609)	(5,811)	<b>(5,810)</b>	1	0.02%	
Repayment of debentures	9	(304,000)	0	<b>(120,734)</b>	(120,734)	0.00%	▼
Transfer to reserves	11	(619,517)	0	<b>(2,578)</b>	(2,578)	0.00%	
<b>Amount attributable to financing activities</b>		<b>85,687</b>	<b>(5,811)</b>	<b>(129,122)</b>	(123,311)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>8,321,224</b>	<b>7,097,354</b>			

**KEY INFORMATION**

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

The material variance adopted by Council for the 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 SEPTEMBER 2022**

**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 SEPTEMBER 2022**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,908,832	2,908,832	<b>3,225,589</b>	316,757	10.89%	▲
<b>Revenue from operating activities</b>							
Rates	6	3,499,896	3,419,813	<b>3,497,084</b>	77,271	2.26%	
Operating grants, subsidies and contributions	13	884,983	499,889	<b>636,676</b>	136,787	27.36%	▲
Fees and charges		1,493,746	762,857	<b>908,339</b>	145,482	19.07%	▲
Interest earnings		30,737	5,228	<b>15,492</b>	10,264	196.33%	▲
Other revenue		100	24	<b>5</b>	(19)	(79.17%)	
Profit on disposal of assets	7	153,726	18,000	<b>17,801</b>	(199)	(1.11%)	
		<b>6,063,188</b>	<b>4,705,811</b>	<b>5,075,397</b>	369,586		
<b>Expenditure from operating activities</b>							
Employee costs		(2,611,747)	(547,987)	<b>(677,608)</b>	(129,621)	(23.65%)	▲
Materials and contracts		(2,700,695)	(982,558)	<b>(649,352)</b>	333,206	33.91%	▼
Utility charges		(445,845)	(79,389)	<b>(56,641)</b>	22,748	28.65%	▼
Depreciation on non-current assets		(5,990,306)	(1,475,664)	<b>(5,810)</b>	1,469,854	99.61%	▼
Interest expenses		(120,420)	(49,943)	<b>(16,641)</b>	33,302	66.68%	▼
Insurance expenses		(214,234)	(106,530)	<b>(96,730)</b>	9,800	9.20%	
Other expenditure		(153,590)	(32,349)	<b>(31,810)</b>	539	1.67%	
Loss on disposal of assets	7	(14,257)	0	<b>0</b>	0	0.00%	
		<b>(12,251,094)</b>	<b>(3,274,420)</b>	<b>(1,534,592)</b>	1,739,828		
Non-cash amounts excluded from operating activities	1(a)	5,850,837	1,457,664	<b>(11,991)</b>	(1,469,655)	(100.82%)	▼
<b>Amount attributable to operating activities</b>		<b>(337,069)</b>	<b>2,889,055</b>	<b>3,528,814</b>	639,759		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	14	15,750,848	6,716,013	<b>1,151,678</b>	(5,564,335)	(82.85%)	▼
Proceeds from disposal of assets	7	505,394	0	<b>54,408</b>	54,408	0.00%	▲
Payments for property, plant and equipment	8	(18,913,692)	(4,186,865)	<b>(734,013)</b>	3,452,852	82.47%	▼
<b>Amount attributable to investing activities</b>		<b>(2,657,450)</b>	<b>2,529,148</b>	<b>472,073</b>	(2,057,075)		
<b>Financing Activities</b>							
Transfer from reserves	11	1,031,813	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities		(22,609)	(5,811)	<b>(5,810)</b>	1	0.02%	
Repayment of debentures	9	(304,000)	0	<b>(120,734)</b>	(120,734)	0.00%	▼
Transfer to reserves	11	(619,517)	0	<b>(2,578)</b>	(2,578)	0.00%	
<b>Amount attributable to financing activities</b>		<b>85,687</b>	<b>(5,811)</b>	<b>(129,122)</b>	(123,311)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>8,321,224</b>	<b>7,097,354</b>	(1,223,869)		

**KEY INFORMATION**

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

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

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

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 September 2022

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

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

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(153,726)	(18,000)	(17,801)
Add: Loss on asset disposals	7	14,257	0	0
Add: Depreciation on assets		5,990,306	1,497,548	5,810
<b>Total non-cash items excluded from operating activities</b>		<b>5,850,837</b>	<b>1,479,548</b>	<b>(11,991)</b>

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

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

		Last Year Closing 30 June 2022	This Time Last Year 30 September 2021	Year to Date 30 September 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	11	(3,794,138)	(4,520,300)	(3,796,715)
Less: Provisions		(363,157)	(367,697)	(364,558)
Add: Borrowings	9	304,001	179,482	183,266
Add: Provisions - employee	12	363,157	367,548	411,575
Add: Lease liabilities	10	23,028	17,576	17,097
Add: Cash backed leave portion		256,140	209,381	256,140
<b>Total adjustments to net current assets</b>		<b>(3,210,969)</b>	<b>(4,114,010)</b>	<b>(3,293,195)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	8,385,974	10,026,142	12,203,634
Rates receivables	3	51,808	443,829	433,244
Receivables	3	231,072	103,574	2,099,833
Other current assets	4	10,157	16,230	13,886
<b>Less: Current liabilities</b>				
Payables	5	(764,040)	(651,637)	(479,915)
Borrowings	9	(304,001)	(179,482)	(183,266)
Contract liabilities	12	(788,226)	(299,091)	(3,268,195)
Lease liabilities	10	(23,028)	(17,576)	(17,097)
Provisions	12	(363,157)	(367,548)	(411,575)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(3,210,969)</b>	<b>(4,114,010)</b>	<b>(3,293,195)</b>
<b>Closing funding surplus / (deficit)</b>		<b>3,225,589</b>	<b>4,960,431</b>	<b>7,097,354</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
TelenetSaver Account	Cash and cash equivalents	3,332,137		3,332,137		Bankwest	0.05%	At Call
Municipal Account	Cash and cash equivalents	58,793		58,793		Bankwest	0.00%	At Call
Term Deposit - Municipal Excess	Cash and cash equivalents	5,015,739		5,015,739		Bankwest	0.22%	04/03/2022
Term Deposit - Reserves	Cash and cash equivalents	0	3,796,715	3,796,715		Bankwest	1.40%	1/12/2022
Floats Held	Cash and cash equivalents	250		250		Shire float	0.00%	N/A
<b>Total</b>		<b>8,406,919</b>	<b>3,796,715</b>	<b>12,203,634</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		8,406,919	3,796,715	12,203,634	0			
		<b>8,406,919</b>	<b>3,796,715</b>	<b>12,203,634</b>	<b>0</b>			

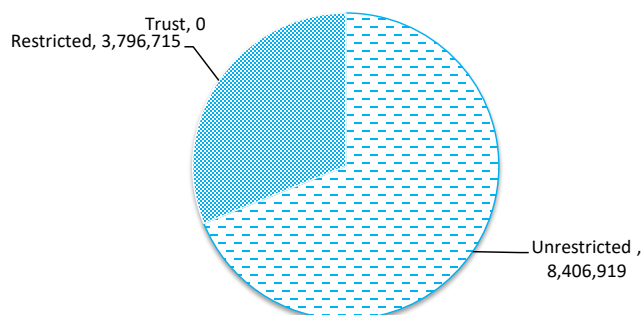
#### KEY INFORMATION

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

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

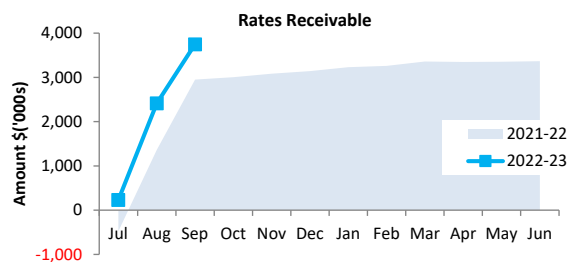
OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 Jun 2022	30 Sep 2022
	\$	\$
Opening arrears previous years	59,824	51,808
Levied this year	3,353,365	4,130,665
Less - collections to date	(3,361,381)	(3,749,229)
Equals current outstanding	<b>51,808</b>	<b>433,244</b>
<b>Net rates collectable</b>	<b>51,808</b>	<b>433,244</b>
% Collected	98.5%	89.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,228)	1,914,869	3,825	125,610	59,294	2,101,370
Percentage	(0.1%)	91.1%	0.2%	6%	2.8%	
<b>Balance per trial balance</b>						
Sundry receivable	(2,228)	1,914,869	3,825	125,610	59,294	2,101,370
GST receivable						(1,537)
<b>Total receivables general outstanding</b>						<b>2,099,833</b>
Amounts shown above include GST (where applicable)						

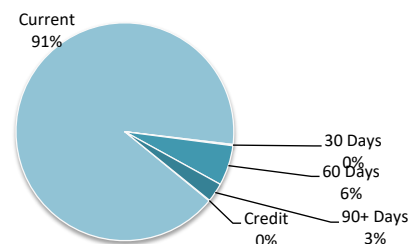
KEY INFORMATION

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



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

**Accounts Receivable (non-rates)**





	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 September 2022
Other current assets	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	0			0
Financial assets at amortised cost - [describe]	0			0
<b>Inventory</b>				
Inventories Fuel & Materials	10,157	3,729	0	13,886
Inventories [describe]	0			0
Inventories [describe]	0			0
Inventories [describe]	0			0
Inventories [describe]	0			0
<b>Land held for resale</b>				
Cost of acquisition	0			0
Development costs	0			0
<b>Prepayments</b>				
Prepayments	0			0
<b>Contract assets</b>				
Contract assets	0	0		0
<b>Total other current assets</b>	<b>10,157</b>	<b>3,729</b>	<b>0</b>	<b>13,886</b>
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Other financial assets at amortised cost

The Shire 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.

##### 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.

##### Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

##### Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	123,061	0	0	0	123,061
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	213,429	0	0	0	213,656
Accrued salaries and wages						16,915
ATO liabilities						217,717
Bonds & Deposits Held						25,681
Rates income received in advance						5,946
<b>Total payables general outstanding</b>						<b>479,915</b>

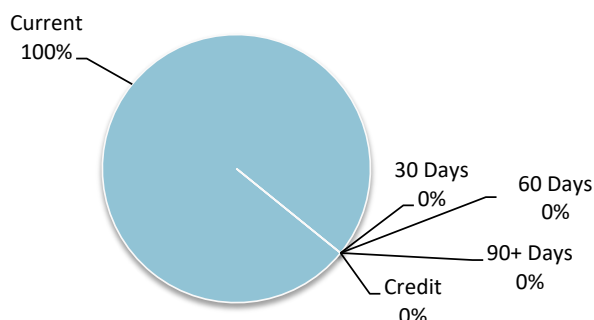
Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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

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

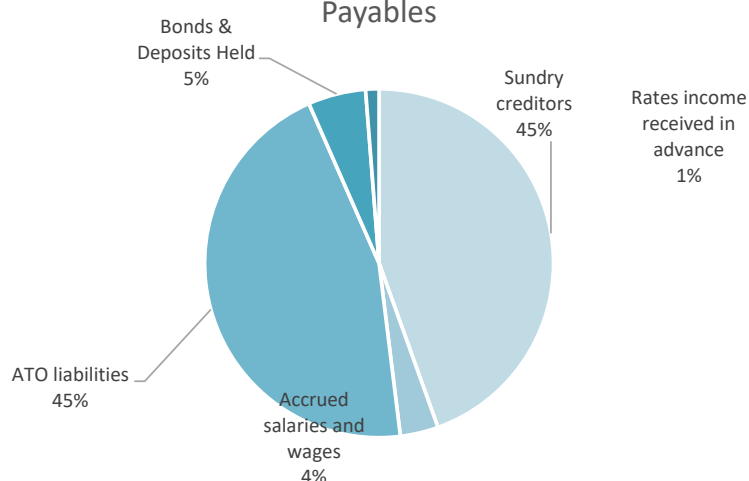
Aged Payables



Payables



Payables



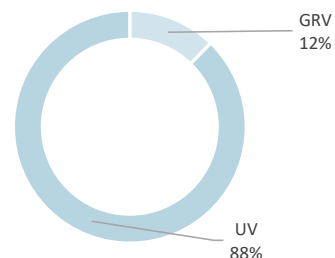
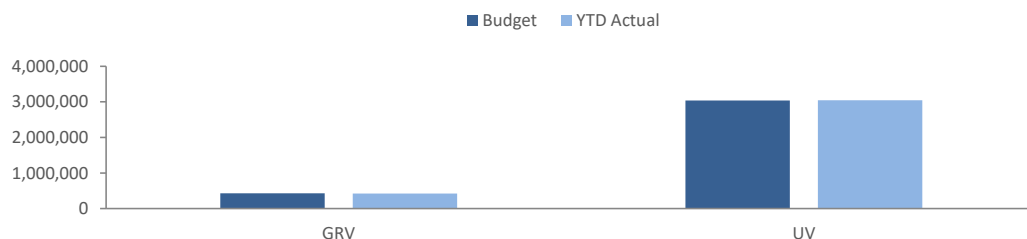
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

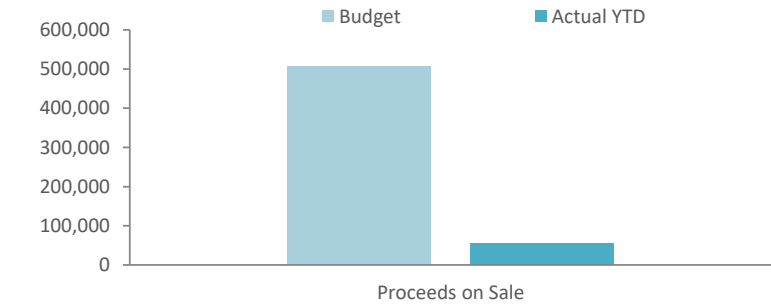
General rate revenue	Budget							YTD Actual			Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV	0.09548	316	4,448,810	424,772	2,000	0	426,772	424,772	0	0	424,772
<b>Unimproved value</b>											
UV	0.01474	362	205,803,500	3,033,544	3,000	0	3,036,544	3,033,544	11,137	2,208	3,046,889
<b>Sub-Total</b>		<b>678</b>	<b>210,252,310</b>	<b>3,458,316</b>	<b>5,000</b>	<b>0</b>	<b>3,463,316</b>	<b>3,458,315</b>	<b>11,137</b>	<b>2,208</b>	<b>3,471,661</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
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
<b>Unimproved value</b>											
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	0	0	34,300
<b>Sub-total</b>		<b>305</b>	<b>2,055,166</b>	<b>191,700</b>	<b>0</b>	<b>0</b>	<b>191,700</b>	<b>191,700</b>	<b>0</b>	<b>0</b>	<b>191,700</b>
Discount							(155,120)	(166,277)			(166,277)
Ex-gratia rates											
<b>Total general rates</b>							<b>3,499,896</b>				<b>3,497,084</b>

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land &amp; Buildings</b>								
	Sale of Lot 572 Sawyers Ave	68,000	69,394	1,394	0	0	0	0	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
	<b>Other Infrastructure</b>								
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Crew Cab Truck DL 420	23,573	20,000	0	(3,573)	0	0	0	0
	3.5T Tipper Truck DL 121	20,184	15,000	0	(5,184)	0	0	0	0
	Utility DL 102	9,182	9,500	318	0	8,929	16,364	7,435	0
	Utility L/Hand DL 747	14,000	9,500	0	(4,500)	0	0	0	0
	Utility WS DL 281	22,267	26,000	3,733	0	0	0	0	0
	Utility DL 194	11,000	10,000	0	(1,000)	0		0	0
	John Deere Tractor DL 5150	25,719	26,000	281	0	27,679	38,044	10,366	0
	<b>Other property and services</b>								
	Ford Everest DL 2	32,000	50,000	18,000	0	0	0	0	0
		<b>365,925</b>	<b>505,394</b>	<b>153,726</b>	<b>(14,257)</b>	<b>36,608</b>	<b>54,408</b>	<b>17,801</b>	<b>0</b>



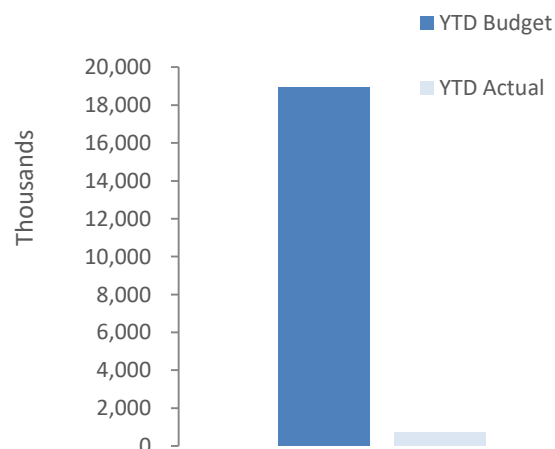
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	122,000	0	15,830	15,830
Buildings	3,647,443	733,782	9,030	(724,752)
Furniture and equipment	76,820	54,570	0	(54,570)
Plant and equipment	370,000	12,000	41,163	29,163
Infrastructure - roads	13,966,024	3,252,161	645,088	(2,607,073)
Infrastructure - Other	581,405	134,352	22,902	(111,450)
Infrastructure - Footpaths	150,000	0	0	0
<b>Payments for Capital Acquisitions</b>	<b>18,913,692</b>	<b>4,186,865</b>	<b>734,013</b>	<b>(3,452,852)</b>
<b>Total Capital Acquisitions</b>	<b>18,913,692</b>	<b>4,186,865</b>	<b>734,013</b>	<b>(3,452,852)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	15,750,848	5,113,703	1,151,678	(3,962,025)
Other (disposals & C/Fwd)	505,394	0	54,408	54,408
Cash backed reserves				
Plant Reserve	180,000	0	0	0
Land & Buildings Reserve	499,505	159,505	0	(159,505)
Townscape Reserve	72,000	0	0	0
Telecommunications Reserve	0	0	0	0
Recreation Reserve	29,000	29,000	0	(29,000)
Insurance Excess Reserve	0	0	0	0
Contribution - operations	1,625,637	(1,115,343)	(472,073)	643,270
<b>Capital funding total</b>	<b>18,913,692</b>	<b>4,186,865</b>	<b>734,013</b>	<b>(3,452,852)</b>

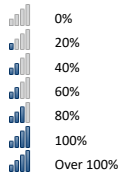
**SIGNIFICANT ACCOUNTING POLICIES**

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



INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total  
Level of completion indicators



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

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

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>LAND &amp; BUILDINGS</b>					
K60	Dalwallinu Early Learning Centre - Capital Upgrade	2,701,136	675,282	2,230	673,052
K61	Landscaping - MPECLC	202,310	0	0	0
E081804	Capital Expenditure - Land	70,000	0	0	0
E092041	Construction of Employee Housing	477,497	0	0	0
K123	6B Cousins Rd, Dalwallinu - DCEO - Capital Upgrade	8,000	0	500	(500)
K19	10 Roberts Rd, Dalwallinu - Capital Upgrade	10,000	0	1,750	(1,750)
K18	2 Dowie St, Dalwallinu - Capital Upgrade	10,000	0	1,750	(1,750)
K91	3 Salmon Gums Place, Dalwallinu (CEO) Capital Upgrade	21,000	0	13,600	(13,600)
K17	4 Dowie St, Dalwallinu - Capital Upgrade	10,000	10,000	1,750	8,250
K14	Pioneer House Building Upgrade	12,500	12,500	0	12,500
K96	21 Rayner St, Dalwallinu JV - Capital Upgrade	20,000	0	1,750	(1,750)
K5	Dalwallinu Recreation Centre - Capital Upgrade	29,000	0	0	0
K49	Dalwallinu Caravan Park - Capital Upgrade	50,000	0	0	0
K88	Administration Office - Capital Upgrade	36,000	36,000	0	36,000
E093855	Purchase of 8 Myers Street Land	52,000	0	0	0
U65	Cemetery Toilet	60,000	0	0	0
<b>ROADS</b>					
E121700	Regional Road Group	840,146	21,168	4,688	16,481
E121720	Roads To Recovery	1,054,378	263,592	26,848	236,745
E121735	Wheatbelt Secondary Freight Network	4,829,000	1,060,289	51,753	1,008,536
E121730	Road Program	251,397	159,336	9,643	149,693
E121795	DRFAWA 962 - Flood Damage Repair Works	6,991,103	1,747,776	552,158	1,195,618
<b>OTHER INFRASTRUCTURE</b>					
E135875	Fencing for Dams	1,894	0	2,106	(2,106)
Z74	Shire Town Entry Statements	72,000	0	0	0
E112849	Capital Expenditure - Other Infrastructure	88,000	0	0	0
O18	Wubin Playground	55,000	55,000	0	55,000
O25	Dalwallinu Recreation Centre Cricket Pitch Upgrade	25,000	25,000	0	25,000
O22	Shade Structure - Dalwallinu Sports Club	108,000	0	20,795	(20,795)
E103844	Sewerage System Upgrade	217,417	54,352	0	54,352
O24	New Gazebo to Tourism Carpark	14,094	0	0	0
<b>FOOTPATH CONSTRUCTION</b>					
E121740	Footpath Construction	150,000	0	0	0
<b>PLANT &amp; EQUIPMENT</b>					
DL420	Purchase Crew Cab Truck	70,000	0	0	0
DL121	Purchase Tipper Truck 3.5T	70,000	0	0	0
DL194	Purchase Utility DL 194	30,000	0	0	0
DL747	Purchase Utility L/Hand	30,000	0	0	0
DL281	Purchase Utility WS	44,000	0	0	0
CP001	Purchase Sundry Plant	5,000	0	735	(735)
CP002	Purchase Water Tank 1000Lt on Skids	5,000	0	4,545	(4,545)
C126	Traffic Control Equipment (Wubin)	12,000	12,000	0	12,000
E145801	CEO's Vehicle DL 2	65,000	0	0	0
E147300	Cleaner Vehicle - DL	27,000	0	23,640	(23,640)
E134441	Standpipe Controllers	12,000	0	12,243	(12,243)
<b>FURNITURE &amp; FIXTURES</b>					
C124	Altus Payroll & Procurement Software Implementation	54,570	54,570	0	54,570
E11	Electronic Scoreboard Kalannie Sports Oval	10,000	0	0	0
C125	HPE Backup Server Proline	12,250	12,250	0	12,250
		18,913,692	4,199,115	732,483	3,466,632

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

**FINANCING ACTIVITIES**

**NOTE 9**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>										
Dalwallinu Sewerage Scheme	64	70,741			10,420	21,352	60,321	49,389	269	6,455
<b>Recreation and culture</b>										
Dalwallinu Discovery Centre	157	460,014			0	61,314	460,014	398,701	(2,389)	11,985
Dalwallinu Recreation Centre	159	2,525,185			30,684	61,829	2,494,501	2,463,356	17,910	93,295
<b>Other property and services</b>										
Bell St subdivision	160	562,568	0	0	79,630	159,505	482,938	403,063	722	8,408
<b>C/Fwd Balance</b>		3,618,508	0	0	120,734	304,000	3,497,774	3,314,509	16,512	120,143
<b>Total</b>		3,618,508	0	0	120,734	304,000	3,497,774	3,314,509	16,512	120,143
Current borrowings		304,000					183,266			
Non-current borrowings		3,314,508					3,314,508			
		3,618,508					3,497,774			

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 SEPTEMBER 2022**

**FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases		1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>										
Maia Financial - Gymnasium Equipment	E6N0162493	18,270			4,500	17,851	13,770	419	97	225
<b>Other property and services</b>										
Ricoh - 2 x photocopiers		4,758			1,311	4,758	3,447	0	31	52
<b>Total</b>		23,028	0	0	5,810	22,609	17,218	419	129	277
Current lease liabilities		23,028					17,097			
Non-current lease liabilities		0					0			
		23,028					17,097			

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 SEPTEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 11  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	256,140	769	174	0	0	(13,891)	0	243,018	256,314
Plant Reserve	601,957	1,807	409	0	0	(180,000)	0	423,764	602,366
Joint Venture Housing Reserve	161,242	484	110	27,536	0	(20,000)	0	169,262	161,352
Land & Buildings Reserve	1,088,585	4,017	740	339,394	0	(499,505)	0	932,491	1,089,325
Sewerage Scheme Reserve	1,027,548	3,084	690	204,449	0	(217,417)	0	1,017,664	1,028,238
Townscape Reserve	72,246	217	49	0	0	(72,000)	0	463	72,295
Telecommunications Reserve	496	1	0	0	0	0	0	497	496
Swimming Pool Reserve	191,521	575	130	0	0	0	0	192,096	191,651
Recreation Reserve	129,847	390	88	20,000	0	(29,000)	0	121,237	129,935
Insurance Excess Reserve	92,174	277	71	16,000	0	0	0	108,451	92,245
Waste Management Reserve	172,381	517	117	0	0	0	0	172,898	172,498
	<b>3,794,137</b>	<b>12,138</b>	<b>2,578</b>	<b>607,379</b>	<b>0</b>	<b>(1,031,813)</b>	<b>0</b>	<b>3,381,841</b>	<b>3,796,715</b>

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 30 September 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	13	23,053	0.00	(4,521)	18,532
- non-operating	14	765,173	3,636,168	(1,151,678)	3,249,663
<b>Total unspent grants, contributions and reimbursements</b>		<b>788,226</b>	<b>3,636,168</b>	<b>(1,156,198)</b>	<b>3,268,195</b>
Other Contract liabilities [describe]		0			0
Other Contract liabilities [describe]		0			0
Other Contract liabilities [describe]		0			0
<b>Provisions</b>					
Annual leave		193,815			193,815
Long service leave		217,760			217,760
Landfill Sites		0			0
<b>Total Provisions</b>		<b>411,575</b>	<b>0</b>	<b>0</b>	<b>411,575</b>
<b>Total other current assets</b>		<b>1,199,801</b>	<b>3,636,168</b>	<b>(1,156,198)</b>	<b>3,679,770.00</b>

Amounts shown above include GST (where applicable)

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

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

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 Sep 2022	Current Liability 30 Sep 2022	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>											
<b>General purpose funding</b>											
General Purpose Grant (FAGS)				0		128,312	32,078	128,312		128,312	137,958
Untied Roads Grant (FAGS)				0		129,589	32,397	129,589		129,589	68,444
<b>Law, order, public safety</b>											
DFES Operating Grant				0		30,540	7,635	30,540		30,540	10,393
<b>Community amenities</b>											
Stronger Communities Round 7	18,053			18,053						0	0
<b>Recreation and culture</b>											
Grants - Library				0						0	4,901
Road Safety Commision Grant	5,000		(4,521)	479						0	4,521
<b>Transport</b>											
Direct Grant - Main Roads				0		321,681	321,681	321,681		321,681	328,600
	<b>23,053</b>	<b>0</b>	<b>(4,521)</b>	<b>18,532</b>	<b>0</b>	<b>610,122</b>	<b>393,791</b>	<b>610,122</b>	<b>0</b>	<b>610,122</b>	<b>554,817</b>
<b>Operating contributions</b>											
<b>Governance</b>											
Miscellaneous Reimbursements				0		100	24	100		100	0
<b>General purpose funding</b>											
Ex- Gratia Rates				0		41,612	41,612	41,612		41,612	47,140
Collection of Legal Costs				0		16,000	3,998	16,000		16,000	891
<b>Health</b>											
Miscellaneous Reimbursements				0		9,850	2,461	9,850		9,850	2,799
<b>Education and welfare</b>											
Miscellaneous Reimbursements				0		3,301	824	3,301		3,301	1,523
<b>Housing</b>											
Miscellaneous Reimbursements				0		14,681	3,414	14,681		14,681	6,447
<b>Community amenities</b>											
Miscellaneous Reimbursements				0		2,900	848	2,900		2,900	1,005
Containers Deposit Scheme Income				0		1,500	373	1,500		1,500	111

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022

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 Sep 2022	Current Liability 30 Sep 2022	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>											
Miscellaneous Reimbursements				0		66,197	16,047	66,197	0	66,197	4,055
<b>Transport</b>											
Street Lighting Contribution				0		2,000	498	2,000		2,000	0
Miscellaneous Reimbursements				0		500	123	500		500	233
<b>Economic services</b>											
Miscellaneous Reimbursements				0		47,385	11,843	47,385		47,385	10,114
<b>Other property and services</b>											
Fuel Rebates				0		45,000	11,249	45,000		45,000	5,084
Miscellaneous Reimbursements				0		19,200	4,796	19,200		19,200	2,458
Parental Leave Reimbursements				0		4,635	1,158	4,635		4,635	0
	0	0	0	0	0	274,861	99,268	274,861	0	274,861	81,859
<b>TOTALS</b>	<b>23,053</b>	<b>0</b>	<b>(4,521)</b>	<b>18,532</b>	<b>0</b>	<b>884,983</b>	<b>493,059</b>	<b>884,983</b>	<b>0</b>	<b>884,983</b>	<b>636,676</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

**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 Sep 2022	Current Liability 30 Sep 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Education and welfare</b>								
LRCIP Phase 3 Grant MP Building	700,000	0	(2,230)	697,770	697,770	1,400,000	1,602,310	2,230
LRCIP Phase 3.1 Grant Landscapping				0		202,310	1,602,310	0
<b>Housing</b>								
LRCIP Phase 3.1 Grant - Fencing				0		6,000	6,000	0
<b>Community amenities</b>								
LRCIP Phase 3.1 Grant - Cemetery Toilet				0	0	60,000	0	0
<b>Recreation and culture</b>								
LRCIP Phase 3.1 Grant - Other Rc & Sport			0	0	0	118,000	0	0
LRCIP Phase 3.1 Grant - Swimming Pool				0		88,000	88,000	0
<b>Transport</b>								
Regional Road Group Grant	5,263	201,460	(3,125)	203,598	203,598	576,395	144,098	3,125
Roads to Recovery Grant		209,144	(26,848)	182,297	182,297	723,000	180,750	26,848
Wheatbelt Secondary Freight Network Grant		1,723,540	(48,303)	1,675,238	1,675,238	4,841,324	532,473	48,303
DRFAWA Grant		1,502,023	(1,071,172)	430,851	430,851	7,330,399	2,560,072	1,071,172
GRANT LRCIP Phase 3 Footpaths	59,910			59,910	59,910	119,820	0	0
GRANT LRCIP Phase 3.1 Rabbit Proof Fence				0		210,000	0	
GRANT LRCIP Phase 3.1 Traffic control equip				0		12,000	0	0
<b>Economic services</b>								
LRCIP Phase 3.1 Grant - Tourism			0	0	0	63,600	0	0
	<b>765,173</b>	<b>3,636,168</b>	<b>(1,151,678)</b>	<b>3,249,663</b>	<b>3,249,663</b>	<b>15,750,848</b>	<b>6,716,013</b>	<b>1,151,678</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2022**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
General purpose funding - other	156,463	132.91%	▲ Permanent	Fags ver budget by 141k & Ex Gratia over budget by 5.5k
Housing	18,627	20.39%	▲ Timing	Rental income over YTD budget
Economic services	(19,373)	(43.06%)	▼ Timing	Standpipe Water Charges under YTD Budget
Other property and services	78,755	70.36%	▲ Timing	Budget timing for sale of gravel
<b>Expenditure from operating activities</b>				
Governance	24,611	11.80%	▼ Timing	Admin Allocations under budget 10k and various accounts under budget small amounts
Law, order and public safety	25,290	43.74%	▼ Timing	Depreciation not run for FY yet. Under 19k to YTD Budget, other minor accounts under budget
Education and welfare	11,331	34.09%	▼ Timing	Consultant expenditure under budgeted for year
Housing	45,069	33.51%	▼ Timing	Dep down 44k
Community amenities	50,359	23.29%	▼ Timing	Dep down 17k, cemetery maintenance down 5k, other accounts down slightly to YTD Budget
Recreation and culture	292,371	48.52%	▼ Timing	Dep down 195k Parks & Gardens down 55k other accounts slight variances to YTD budget
Transport	1,176,268	69.38%	▼ Timing	Depreciation not yet ran for year down \$1,115,000
Economic services	52,876	39.67%	▼ Timing	Standpipe water usage down 18k, Dep down 18k other accounts down slightly to YTD Budget
Other property and services	47,414	76.90%	▼ Timing	Dep under budget 78k, other slight variances in accounts
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(5,564,335)	(82.85%)	▼ Timing	We have budgeted to receive grants which are held in Contract Liability until project expenditure matches revenue
Proceeds from disposal of assets	54,408	0.00%	▲ Timing	Timing variance between budget to date and actuals.
Payments for property, plant and equipment and infrastructure	3,452,852	82.47%	▼ Timing	Refer to Capital Projects Note 8
<b>Financing activities</b>				
Repayment of debentures	(120,734)	0.00%	▼ Timing	Timing variance between budget to date and actuals.

# Shire of Dalwallinu

## Bank Reconciliation

### as at 30 September 2022

<b>Balance as per General Ledger as at 1 September 2022</b>			
A910000 - Municipal Fund	1,215,848.88 ✓		
A910001 - Telenet Saver	4,610,675.91 ✓	5,826,524.79	5,826,524.79
<b>Add Cash Receipts</b>			
Daily Receipts		421,888.58	
BPAY Receipts		1,372,667.09	
Interest Received		1,461.38	
			1,796,017.05
			7,622,541.84
<b>Less Cash Payments</b>			
Cheques (35226-35227)		10,867.55	
EFT Payments - Payroll		189,936.00	
EFT Payments (EFT13618-EFT13707)		710,289.58	
Direct Debit - Credit Card Payments (DD16861.1)		10,285.22	
Direct Debit - Housing Bonds (DD16854.1 & DD16879.1)		207.00	
Direct Debit (Superannuation Payments)		38,773.31	
Bank Fees		2,433.84	
Loan Payments Loan 159 - Dalwallinu Rec Centre		68,562.25	
Loan Payments Loan 160 - Bell Street Subdivision		81,356.12	
Transfer to Muni Excess Funds Term Deposit		3,000,000.00	
Direct Debit - Payment to DoT		118,900.65	
			4,231,611.52
<b>Balance as per General Ledger as at 30 September 2022</b>			
A910000 - Municipal Fund	58,793.03 ✓		
A910001 - Telenet Saver	3,332,137.29 ✓		
		3,390,930.32 ✓	0.00
			3,390,930.32
<b>Add</b>			
<b>Less</b>			
Banking 30/09/22 Banked on 03/10/22			5,101.30
Australia Post banking error 07/09/2022			300.00
			3,385,529.02
<b>Balance as per Bank Statements as at 30 September 2022</b>			
Muni Cheque Account - 5365914		53,391.73 ✓	
Business Telenet Saver - 0373562		3,332,137.29 ✓	0.00
			3,385,529.02

Prepared by

3/10/2022

Reviewed by

12

10/10/22



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Bankwest Online Banking, call on 13 17 19  
If you're a business customer, call 13 7000

## BUSINESS ZERO TRAN ACCOUNT STATEMENT MUNI FUND

BSB Number	306-008
Account Number	536591-4
Period	28 Sep 22 - 30 Sep 22
Page 1 of 2	Statement Number 4123

THE COMMITTEE  
SHIRE OF DALWALLINU  
PO BOX 141  
DALWALLINU WA 6609

Account of: SHIRE OF DALWALLINU

TRANSACTION DETAILS FOR ACCOUNT NUMBER: 536591-4				
Date	Particulars	Debit	Credit	Balance
28 SEP 22	<b>OPENING BALANCE</b>			<b>\$124,502.44</b>
28 SEP 22	BILL PAYMENT 1000061237 001 CBA202209280		\$211.22	\$124,713.66
28 SEP 22	BILL PAYMENT 1000009424 001 ANZ202209279		\$3,378.06	\$128,091.72
28 SEP 22	BILL PAYMENT 1000401020 001 WBC202209289		\$483.44	\$128,575.16
28 SEP 22	BILL PAYMENT 1000089419 001 BWA202209280		\$20.00	\$128,595.16
28 SEP 22	BILL PAYMENT 1000090028 001 BWA202209280		\$309.05	\$128,904.21
28 SEP 22	BILL PAYMENT 1000061316 001 BWA202209280		\$14,541.23	\$143,445.44
28 SEP 22	0000000-084 DALWALLINU LPO 27SEP2022		\$6,995.20	\$150,440.64
28 SEP 22	STONDON PTY LTD CDS		\$121.66	\$150,562.30
28 SEP 22	CBA POS POS 16507100 28SEP		\$1,491.60	\$152,053.90
28 SEP 22	TRANSPORT DALO20220923	\$533.05		\$151,520.85
29 SEP 22	A138 de trafford DETRAFFORD,SANDRA MARGA		\$50.00	\$151,570.85
29 SEP 22	Rosie de Beer 06:58AM 29Sep CREDIT TO AC		\$96.00	\$151,666.85
29 SEP 22	CHEQUE DEPOSIT AT DALWALLINU BW 9:38AM		\$14,639.95	\$166,306.80
29 SEP 22	CREDIT TRANSFER FROM PAMELA MARGARE		\$50.00	\$166,356.80
29 SEP 22	CREDIT TRANSFER FROM ANDREW WITHERIE		\$260.00	\$166,616.80
29 SEP 22	BILL PAYMENT 2000497190 001 ANZ202209294		\$189.21	\$166,806.01
29 SEP 22	RICHARD SANTIAGO 06:34PM 29Sep 38 Leahy		\$303.00	\$167,109.01
29 SEP 22	BILL PAYMENT 2000490177 001 BWA202209290		\$66.61	\$167,175.62
29 SEP 22	Muni to telonet	\$30,000.00		\$137,175.62
29 SEP 22	PAY	\$62,698.00		\$74,477.62
29 SEP 22	BILL PAYMENT 2000491349 001 BWA202209290		\$712.00	\$75,189.62
29 SEP 22	BILL PAYMENT 2000491349 001 BWA202209290		\$505.00	\$75,694.62
29 SEP 22	BILL PAYMENT 2000491349 001 BWA202209290		\$1,039.00	\$76,733.62
29 SEP 22	CHEQUE 035227	\$50.00		\$76,683.62
29 SEP 22	0000000-085 DALWALLINU LPO 28SEP2022		\$406.50	\$77,090.12
29 SEP 22	CBA POS POS 16507100 29SEP		\$2,784.90	\$79,875.02
29 SEP 22	<b>CARRIED FORWARD</b>			<b>\$79,875.02</b>

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.



TRANSACTION DETAILS (Cont.)				
Date	Particulars	Debit	Credit	Balance
29 SEP 22	<b>BROUGHT FORWARD</b>			<b>\$79,875.02</b>
29 SEP 22	TRANSPORT DALO20220927	\$12,620.90		\$67,254.12
29 SEP 22	SuperChoice P/L 746848426450012909	\$12,762.74		\$54,491.38
30 SEP 22	Dallcon Rent		\$303.00	\$54,794.38
30 SEP 22	BILL PAYMENT 1000004535 001 CBA202209300		\$30.00	\$54,824.38
30 SEP 22	BILL PAYMENT 1000063103 001 CBA202209300		\$100.00	\$54,924.38
30 SEP 22	BILL PAYMENT 1000064339 001 CBA202209300		\$35.81	\$54,960.19
30 SEP 22	BILL PAYMENT 1000003761 001 NAB202209303		\$50.00	\$55,010.19
30 SEP 22	29/09/2022		\$177.85	\$55,188.04
30 SEP 22	CREDIT TRANSFER FROM STEPHEN ROSS MC		\$270.00	\$55,458.04
30 SEP 22	BILL PAYMENT 1000291025 001 ANZ202209307		\$1,260.39	\$56,718.43
30 SEP 22	BILL PAYMENT 1000004492 001 BWA202209300		\$100.00	\$56,818.43
30 SEP 22	BILL PAYMENT 1000461152 001 BWA202209300		\$70.00	\$56,888.43
30 SEP 22	M FOGARTY 06:20PM 30Sep Mfogarty 30/9/22		\$207.00	\$57,095.43
30 SEP 22	BILL PAYMENT 2000491349 001 BWA202209300		\$505.00	\$57,600.43
30 SEP 22	BILL PAYMENT 2000491349 001 BWA202209300		\$505.00	\$58,105.43
30 SEP 22	BERNADETTE HARME		\$606.00	\$58,711.43
30 SEP 22	CBA POS POS 16507100 30SEP		\$9,827.60	\$68,539.03
30 SEP 22	TRANSPORT DALO20220928	\$15,679.30		\$52,859.73
30 SEP 22	N FOGARTY N FOGARTY RENT		\$532.00	\$53,391.73
30 SEP 22	<b>CLOSING BALANCE</b>			<b>\$53,391.73</b>
	TOTAL DEBITS	\$134,343.99		
	TOTAL CREDITS		\$63,233.28	

# RANSAC ION SEARCH RESULTS

**Account:** 302-162 0373562  
**Account Nickname:** BUSINESS TELENET SAVER  
**Rang** September  
**ransaction Types** All Transaction Types  
**Opening Balance** \$4,610,675.91  
**Closing Balance** \$3,332,137.29

BSB NO.	ACCOUNT NO.	TRANSACTION DATE	NARRATION	CHEQUE NO.	DEBIT	CR DIT	ACCOUNT BALANCE
302-162	0373562	29/09/2022	Muni to telenet			\$30,000.00	\$3,332,137.29
302-162	0373562	23/09/2022	Telenet to Muni		-\$150,000.00		\$3,302,137.29
302-162	0373562	08/09/2022	Telenet to Muni		-\$150,000.00		\$3,452,137.29
302-162	0373562	05/09/2022	Telenet to Muni		-\$3,000,000.00		\$3,602,137.29
302-162	0373562	05/09/2022	Muni to Telenet			\$1,000,000.00	\$6,602,137.29
302-162	0373562	01/09/2022	Muni to telenet			\$990,000.00	\$5,602,137.29
302-162	0373562	01/09/2022	CREDIT INTEREST			\$1,461.38	\$4,612,137.29

Page 1


# Shire of Dalwallinu

## Trust Bank Reconciliation


### as at 30 September 2022

<b>Balance as per General Ledger as at 1 September 2022</b> 2T9900000 - Trust Fund	0.00	✓	0.00		0.00
<b>Add Cash Receipts</b>					0.00
<b>Less Cash Payments</b>					0.00
			0.00		0.00
<b>Balance as per General Ledger as at 30 September 2022</b> 2T9900000 - Trust Fund	0.00	✓	0.00	0.00	0.00
<b>Add</b>					
<b>Less</b>					
<b>Balance as per Bank Statements as at 30 September 2022</b> 2T9900000 - Trust Fund			0.00	✓	0.00
				0.00	0.00

Prepared by

 3/10/2022

Reviewed by

 10/10/22



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## BUSINESS ZERO TRAN ACCOUNT STATEMENT TRUST

BSB Number	306-008
Account Number	536593-0
Period	1 Sep 22 - 30 Sep 22
Page 1 of 1	Statement Number 3573

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

Account of: SHIRE OF DALWALLINU

### TRANSACTION DETAILS FOR ACCOUNT NUMBER: 536593-0

Date	Particulars	Debit	Credit	Balance
01 SEP 22	OPENING BALANCE			\$0.00
30 SEP 22	CLOSING BALANCE			\$0.00
	TOTAL DEBITS	\$0.00		
	TOTAL CREDITS		\$0.00	

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bankwest



# Bankwest Corporate MasterCard Statement

SHIRE OF DALWALLINU

14 SEP 2022

RECEIVED

251 BC3C000107 (03N)



CARD ADMINISTRATOR  
SHIRE OF DALWALLINU  
PO BOX 141  
DALWALLINU WA 6609

Account Name

SHIRE OF DALWALLINU

Period

9 Aug 22 - 8 Sep 22

Facility Limit

\$20,000

To pay by cheque, simply detach this cut off slip and refer to the instructions overleaf on how to return to Bankwest.

## YOUR ACCOUNT SUMMARY

<b>Opening Balance</b>	<b>\$6,348.60</b>
Purchases	\$10,276.44
Withdrawals	\$0.00
(Cash Advances & Balance Transfers)	
Interest & Other Charges	\$8.78
Payments & Other Credits	\$6,348.60 CR
<b>Closing Balance</b>	<b>\$10,285.22</b>

## PAYMENT REQUIRED

Account Name	<b>SHIRE OF DALWALLINU</b>
Account Number	<b>5586 0290 5109 6758</b>
Payment Due Date	28 Sep 22
Minimum Payment	\$205.70
For details on how to make payments please see over	

## YOUR CARDHOLDER ACTIVITY SUMMARY

Name	Account	Spending Limit	Purchases & Withdrawals	Interest & Other Charges	Payments & Other Credits
BILLING ACCOUNT	5586029051096758		\$0.00	\$8.78	\$6,348.60 CR
KNIGHT,JEAN M	5586025851159952	\$20,000.00	\$10,276.44	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$20,000.00</b>	<b>\$10,276.44</b>	<b>\$8.78</b>	<b>\$6,348.60 CR</b>

## YOUR INTEREST RATES

Purchases	17.99% p.a.	Balance Transfers	17.99% p.a.	Cash Advances	17.99% p.a.
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## YOUR TRANSACTION SUMMARY

Date	Description	Debit	Credit
18 AUG 22	DD16816.1		\$6,348.60
24 AUG 22	FOREIGN TRANSACTION FEE	\$8.78	
<b>Total</b>		<b>\$8.78</b>	<b>\$6,348.60 C</b>

251BC3C 000107 000351



251BC3C 000107 (053N)

MRS JEAN MAREE KNIGHT  
SHIRE OF DALWALLINU  
PO BOX 141  
DALWALLINU WA 6609

Account Number **5586 0258 5115 9952**

Period **9 Aug 22 - 8 Sep 22**

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

## SUMMARY OF YOUR SPEND

Purchases	<b>\$10,276.44</b>
Cash Advances & Balance Transfers	<b>\$0.00</b>

## YOUR TRANSACTION SUMMARY

Date	Description		Debit	Credit
08 AUG 22	SHIRE OF DALWALLINU	DALWALLINU	\$18.50	
09 AUG 22	WANEWSDTI	OSBORNE PARK WA	\$28.00	
11 AUG 22	EBAY O*04-08971-26476	SYDNEY AUS	\$34.72	
11 AUG 22	EBAY O*04-08971-26477	SYDNEY AUS	\$154.60	
15 AUG 22	ADOBE CREATIVE CLOUD	SYDNEY AUS	\$871.07	
15 AUG 22	7 ELEVEN 3045	ASCOT WA	\$70.25	
16 AUG 22	SHIRE OF DALWALLINU	DALWALLINU	\$22.20	
16 AUG 22	DALWALLINU HOTEL PTY L	DALWALLINU	\$56.00	
16 AUG 22	APPLE.COM/AU	SYDNEY AUS	\$449.00	
16 AUG 22	APPLE.COM/AU	SYDNEY AUS	\$159.95	
17 AUG 22	LOCAL GOVERNEMENT MANA	EAST PERTH	\$1,320.00	
17 AUG 22	APPLE ONLINE AU	SYDNEY NSW	\$279.00	
17 AUG 22	APPLE ONLINE AU	SYDNEY NSW	\$199.00	
19 AUG 22	AUSSIE BROADBAND LIMIT	MORWELL AUS	\$79.00	
22 AUG 22	APPLE.COM/AU	SYDNEY AUS	\$2,949.00	
23 AUG 22	APPLE.COM/AU	SYDNEY AUS	\$1,389.00	
24 AUG 22	KAHOOT! ASA	OSLO DUB 204.00 USD	\$297.58	
29 AUG 22	WA GOVERNMENT - DMIRS	CANNINGTON	\$1,201.00	
30 AUG 22	REWARD SUPPLY CO PTY	YATALA	\$462.00	
01 SEP 22	WESTNET	PERTH WA	\$129.95	
06 SEP 22	WANEWSDTI	OSBORNE PARK WA	\$28.00	
06 SEP 22	UNITED PETROLEUM PTY	SOUTHERN RIVE WA	\$78.62	
<b>Total</b>			<b>\$10,276.44</b>	<b>\$0.00</b>

## 9.4 CHIEF EXECUTIVE OFFICER

### 9.4.1 Setting of 2023 Ordinary Council Meeting Dates

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	CR/7 – Community Relations - Meetings
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to endorse the proposed dates for Ordinary Council Meetings in 2023.

#### **Background**

The *Local Government (Administration) Regulations 1996*, requires that a local government is to give local public notice at least once each year of the proposed dates on which meetings are to be held and the times and venues at which they are to be held.

#### **Consultation**

Nil

#### **Legislative Implications**

##### State

*Local Government (Administration) Regulations 1996*

#### **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**

In determining meeting dates for 2023, consideration needs to be given to school and public holidays and their impact on agenda distribution, meeting clashes, Councillors and the general public's ability to attend the scheduled meetings.

The following timetable shows the relationship between school and public holidays and the usual meeting cycle (i.e fourth Tuesday of each month, February – December).

Usual meeting cycle	Schedule holidays (i.e school and public holidays)	Suggested meeting date
28 February 2023	School returns 1 February 2023	28 February 2023
28 March 2023	Monday 6 March 2023 – Labour Day	28 March 2023
25 April 2023	<u>School Holidays</u> 7 April 2023 – 23 April 2023  <u>Public Holidays</u> 7 April 2023 – Good Friday 10 April 2023 – Easter Monday 25 April 2023 – Anzac Day	18 April 2023
23 May 2023		23 May 2023
27 June 2023	Monday 5 June 2023	27 June 2023
25 July 2023	<u>School Holidays</u> 1 July 2023 – 16 July 2023	25 July 2023
22 August 2023		22 August 2023
26 September 2023	<u>School Holidays</u> 23 September 2023 – 8 October 2023  <u>Public Holiday</u> 25 September 2023 – King's Birthday	26 September 2023
24 October 2023		24 October 2023
28 November 2023		28 November 2023
26 December 2023	<u>School Holidays</u> 15 December 2023	19 December 2023

There are two deviations from the normal fourth Tuesday of each month being:

- 25 April 2023 – this is the Anzac Day Public Holiday therefore it is recommended to move the meeting to 18 April 2023;
- 26 December 2023 – this is the Boxing Day Public Holiday therefore it is recommended to move the meeting to 19 December 2023.





### Officer Recommendation

That Council:

1. Endorse the following meetings dates for Ordinary Council Meetings of Council of the Shire of Dalwallinu for the 2023 calendar year to be held in the Council Chambers at the Shire of Dalwallinu Administration Centre commencing at 3.30pm except for the March meeting which is to be held at the Kalannie Sports Club:
  - a) 28 February 2023
  - b) 28 March 2023
  - c) 18 April 2023
  - d) 23 May 2023
  - e) 27 June 2023
  - f) 25 July 2023
  - g) 22 August 2023
  - h) 26 September 2023
  - i) 24 October 2023
  - j) 28 November 2023
  - k) 19 December 2023
2. Approves the advertising of the 2023 meeting dates in accordance with the *Local Government (Administration) Regulations 1996*.

### Resolution

#### MOTION

Moved            Cr  
Seconded       Cr

0/0



#### 9.4.2 Christmas/New Year Office Closure

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/2 – Governance
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### Purpose of Report

Council is requested to note the Christmas New Year closure period for 2022-2023.

#### Background

Council Policy 1.5 Christmas/New Year Closure of Facilities states:

*‘The Administration Centre, Discovery Centre and Shire Depot will be closed for business from 3.00pm on the last working day before Christmas and re-open on the first working day following New Year’s Day.*

*Shire staff will take leave entitlements during this closure period for those days that are not designated public holidays.*

*An outside crew skeleton staff is to be on duty during this closure period’.*

#### Consultation

Nil

#### Legislative Implications

Nil

#### Policy Implications

Local

*Shire of Dalwallinu Policy 1.5 Christmas/New Year Closure of Facilities*

#### 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 will be minimal social implications as the office closure will be advertised to the community in the month leading up to the Christmas period.

### Environmental implications

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

## Officer Comment

It is proposed that the Shire Administration Office, Dalwallinu Discovery Centre and Shire Depot will close at 3.00pm on Friday 23 December 2022 and re-open at 8.30 am on Tuesday 3 January 2023.

This will be a total of six (6) days, made up of three (3) public holidays (Christmas Day, Boxing Day and New Year's Day) and three (3) annual leave or RDO days.

The closure of the Shire Administration Office, Dalwallinu Discovery Centre and Shire Depot will be advertised on the Shire website, Facebook, Newsletter and Administration noticeboard and a sign will be placed on the front door of the Administration Centre and Discovery Centre.

## Officer Recommendation

That Council notes the closure of the Shire Administration Office, Dalwallinu Discovery Centre and Shire Depot from 3.00pm on Friday 23 December 2022 to 8.30 am on Tuesday 3 January 2023.

## Resolution

### MOTION

Moved	Cr
Seconded	Cr

0/0



### 9.4.3 Provision of Licensing Services

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	CS/8 – Community Services – Licensing Services
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to authorise the Chief Executive Officer to enter into another five (5) year agreement with the Department of Transport for the provision of licensing services.

#### **Background**

The current agreement with the Department of Transport expires on 31 December 2022. In order to continue to providing these services to the community, a new agreement is required to be signed.

#### **Consultation**

Nil

#### **Legislative Implications**

State

*Local Government Act 1995 – section 9.49a*

#### **Policy Implications**

Nil

#### **Financial Implications**

Revenue and expenses associated with the provision of licensing services has been accounted for in the current budget.

#### **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

Whilst the majority of licensing is undertaken on-line, there are still the times when the community are required to attend in person. The continuation of the provision of this service is of benefit to the community.

### Environmental implications

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

### **Officer Comment**

Although the rules that Officers are required to abide by are difficult at times, the provision of licensing services is considered vital in rural communities.

The new contract with the Department of Transport will expire on 31 December 2027.

### **Officer Recommendation**

That Council authorise the Shire President and Chief Executive Officer to sign and affix the common seal to the agreement with the Department of Transport for the provision of licensing services for a five (5) year period expiring on 31 December 2027.

### **Resolution**

#### **MOTION**

Moved            Cr  
Seconded       Cr

0/0



#### 9.4.4 Review of Elected Member Representation\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	GO/22 - Councillors
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	1. Correspondence from Minister Carey 2. Discussion Paper

#### Purpose of Report

Council is requested to undertake a review of Elected Members representation in line with the recent Local Government reforms.

#### Background

Correspondence was received from Minister Carey on 20 September 2022 advising of the Election Transition Arrangements (Changes to Council Size) which resulted from the recent Local Government reforms.

Mr Carey advised of two pathways that the Shire of Dalwallinu may consider for making these election transition arrangements.

#### 1. Voluntary Pathway

The Shire of Dalwallinu may decide to implement these changes on a voluntary basis. This pathway requires Council to make the steps outlined below. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If Council wishes to undertake this process, it should, by 28 October 2022:

- Advise the Department Local Government Sports & Cultural Industries of its intention to undertake a voluntary process
- Initiate a Representation review to determine the specific changes to the structure of the Council for the 2023 elections

The Review would need to be initiated ahead of the 28 October 2022 date and be finalised by 14 February 2023, to ensure timeframes set out in the Act can be practically met. While the representation review can consider the size of the Council, any changes should not diverge from the proposed reforms.

#### 2. Reform Election Pathway

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the Council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.



If the Shire of Dalwallinu decides to follow the Reform Election Pathway we must advise DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the due dates.

It is the Officer's recommendation that Council consider the Voluntary Pathway. This will at least give Council the opportunity to express that they wish to reduce Council numbers to the maximum allowable of seven (7), noting that the Advisory Board would make the final decision. If we chose Option 2, we may have our numbers set for us at five (5).

### **Consultation**

Councillors (Discussion paper – emailed 21 September 2022)

### **Legislative Implications**

#### State

*Local Government Act 1995 – section 2.2*

### **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**

As a result of the recent Local Government Reforms, Minister Carey has announced that smaller local governments (with a population of less than 5,000 people) may have between **5-7 Councillors**. This was increased from the limit of five (5) Councillors proposed in the Local Government Review Panel Report.



As the Shire of Dalwallinu currently has eight (8) Councillors a review of elected member representation is required to be undertaken, resulting in a reduction in numbers.

A discussion paper is attached to this report and that supports a reduction in the number of elected members from the current eight (8) to seven (7) being the maximum allowable for smaller Councils with a population less than 5,000.

The timeframe for this process is as follows:

Due Date (latest possible)	Requirements/Actions
25 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
28 October 2022	DLGSC is advised of Council's decision to undertake a review
6 December 2022	Completion of six week consultation period
20 December 2022	Draft review report is prepared, considered and adopted by Council
14 February 2023	Formal review report to be submitted to the Advisory Board by this date

### Officer Recommendation

That Council:

1. Give local public notice of its intention to carry out a review of Elected Member representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the *Local Government Act 1995*;
2. Endorse the Elected Member Representation Discussion Paper for the purposes of seeking public submissions.

### Resolution

#### MOTION

Moved            Cr  
Seconded       Cr

0/0







**Hon John Carey MLA**  
**Minister for Housing; Lands; Homelessness; Local Government**

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Our Ref: 78-08502 (Category 5)

20 September 2022

Dear Local Government Chief Executive Officers

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS**  
**LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS**  
**(CHANGES TO COUNCIL SIZE)**

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

Work on a Bill to amend the *Local Government Act 1995* (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or
- Abolish wards (for band 3 and 4 local governments with wards); or
- Implement more than one of the above.

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

**The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.**

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

### **Voluntary Pathway**

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and
- Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met. While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms.

Further information is attached to this letter to assist with this process.

### **Reform Election Pathway**

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway. If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.

### **Next Steps**

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022. Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

The DLGSC is available to assist with these election transition arrangements. If you require any assistance, please contact Ms Julie Craig, Strategy and Research Officer, on 6552 7300 or at [advisoryboard@dlgsc.wa.gov.au](mailto:advisoryboard@dlgsc.wa.gov.au).

I have also written a formal letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



HON JOHN CAREY MLA  
**MINISTER FOR LOCAL GOVERNMENT**

Att: Timeline and steps – local government ward and representation reviews

## Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the **30 June 2023** timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for 'regular' reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than **14 February 2023**.

**Table 1 – proposed timeframes for local government actions**

Due date (latest possible)	Requirements/actions
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
December 2022	Completion of six-week consultation period
December 2022 - January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.

**Table 2 - Ward and representation review process – for local governments**

	<b>Existing requirements/actions</b>	<b>Timeframe</b>
1	The council resolves to undertake a ward and representation review	Variable
2	A comprehensive discussion paper is developed	Variable
3	Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)	6 weeks
4	The discussion paper is made available to the community for consideration, and public submissions are invited on the matter	
5	Public submission period closes	
6	The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)	Variable
7	The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes	Variable
8	Council resolves to adopt the report to the Advisory Board	Variable
9	The preferred option is submitted to the Advisory Board via the formal report, for the Board's consideration and recommendation	Variable
10	The Advisory Board considers the council's review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected	Variable

## Discussion Paper

### Elected Member Representation

This discussion paper is to review the Elected member representation to ensure they are in line with the latest Local Government Reforms.

After the public consultation process for the recent Local Government Reforms, the Minister announced the following:

#### Number of Councillors in Smaller Local Governments

Smaller local governments (with a population of less than 5,000 people) may have 5-7 Councillors. This was increased from the limit of five Councillors proposed in the Local Government Review Panel Report.

#### Background

In 2009 the wards were abolished and Elected Member representation was reduced from ten (10) members to nine (9) members.

At the Ordinary Council Meeting held 23 June 2009, a recommendation was put to Council:

*'That Council remove ward boundaries and reduce the number of Councillors to seven (7) to be applied from the Local Government Elections in 2009 (subject to endorsement by the Local Government Advisory Board)*

**LOST 3/6'**

*'That Council remove ward boundaries and reduce the number of Councillors to nine (9) to be applied from the Local Government Elections in 2009 (subject to endorsement by the Local Government Advisory Board)*

**CARRIED BY ABSOLUTE MAJORITY 7/2'**

At the Ordinary Council Meeting held 28 April 2020, Council resolved the following:

#### **'MOTION 9546**

Moved Cr KM McNeill

Seconded Cr KL Carter

*That Council:*

1. Gives local public notice of its intention to carry out a review of Elected Member representation and invites submissions as required under Clause 6(1) of Schedule 2.2 of the Local Government Act 1995;
2. Endorses the Elected Member Representation Discussion Paper for the purposes of seeking public submissions.

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

**'MOTION**

Moved Cr AR Dickins  
Seconded Cr MM Harms

That Council:

1. Notes that no public submissions were received regarding Elected Member Representation;
2. Recommends to the Local Government Advisory Board that an order be made under s2.18(3) of the Local Government Act 1995 to reduce the number of offices of Councillor on the Shire of Dalwallinu Council from nine (9) to seven (7).

**LOST 3/5'**

**'MOTION 9574**

Moved Cr NW Mills  
Seconded Cr BH Boys

That Council:

1. Notes that no public submissions were received regarding Elected Member Representation Review;
2. Recommends to the Local Government Advisory Board that an order be made under s2.18(3) of the Local Government Act 1995 to reduce the number of offices of Councillor on the Shire of Dalwallinu Council from nine (9) to eight (8).

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

Since 2009 there has been just enough interest to force an election, which are held every two years, unless it is an extraordinary election. (See table below)

Election Date	No. of Vacancies	No. of Nominations
October 2021	4	5
May 2020	1	0
October 2019	4	5
October 2017	5	6
June 2016	1	2
October 2015	4	5
October 2013	5	5
October 2011	5	6
July 2010	1	1
October 2009	5	5
October 2007	4	4

### Advantages of reducing Councillor numbers:

1. The decision making process may be more effective and efficient if the number of elected members is reduced. There is more scope for team spirit and co-operation amongst a smaller number of people;
2. The cost of maintaining elected members would be reduced. Budgeted costs for attendance fees in 2022-2023 were \$40,110. The attendance fees would be reduced by approximately \$4,560 if numbers were reduced by one (1);
3. A reduction in the number of elected members may result in an increased commitment and interest and participation in Council's affairs by elected members generally;
4. Fewer elected members are more readily identifiable to the community;
5. The increase in the ratio of Councillors to Electors is not significant (1:100 to 1:115);
6. Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community;
7. The reduction of Councillor numbers will comply with the latest LG reform outcome of smaller Councils having numbers between 5-7.

### Disadvantages of reducing Councillor numbers:

1. A reduction may limit diversity around the table;
2. There is potential for dominance in a Council by a particular interest group;
3. A smaller number of elected members may lead to an increased workload and may lessen effectiveness.

However, taking into account the disadvantages, Council is left with no alternative but to reduce the elected member representation numbers in order to comply.

A comparison of Elected Member representation has been undertaken on neighbouring and similar Local Governments, see table below.

LGA	Population	No. Electors	No. EM	Electors per EM	Population per EM
Ravensthorpe	1,700	1,098	7	156	242
Wongan Ballidu	1,344	1,010	7	144	192
Boddington	1,844	1,191	7	170	263
Exmouth	2,836	1,708	6	284	473
Meekatharra	1,067	340	6	57	178
Yilgarn	1,169	644	7	92	167
York	3,606	2,739	7	391	515
Coorow	1,036	952	8	119	130
Nannup	1,328	998	8	125	166
Chapman Valley	1,422	992	8	124	178
Kojonup	1,982	1,345	8	168	248
Gnowangerup	1,215	759	9	84	135
Lake Grace	1,268	898	9	100	141
<b>Dalwallinu</b>	<b>1,429</b>	<b>804</b>	<b>8</b>	<b>100</b>	<b>178</b>
Boyup Brook	1,702	1,201	9	133	189
Beverley	1,745	1,362	9	151	194
Moora	2,476	1,626	9	180	275



Dalwallinu	1,429	804	7	115	204
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Data taken from 2021 WALGA Directory

**NOTE: All of the above Councils will have to review their Elected Member Representation in line with the LG Reform.**

## PROCESS

- Council resolves to undertake the review;
- The review is to be advertised for public submissions;
- The community are to be given at least six (6) weeks to make a submission;
- Council to consider all submissions and relevant factors and makes a decision;
- Council submits a report to the Local Government Advisory Board for its consideration;
- If a change is proposed, the Board submits a recommendation to the Minister for Local Government.

## TIMEFRAME

The following steps will need to occur to allow the Shire of Dalwallinu to meet the **30 June 2023** timeframe of publication in the Government gazette of any proposed representation review changes, ahead of the October 2022 local government elections.

Due Date (latest possible)	Requirements/Actions
25 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
28 October 2022	DLGSC is advised of Council's decision to undertake a review
6 December 2022	Completion of six week consultation period
20 December 2022	Draft review report is prepared, considered and adopted by Council
14 February 2023	Formal review report to be submitted to the Advisory Board by this date

## RECOMMENDATION:

That Council reduce the Elected Member representation from **eight (8)** to **seven (7)** being the maximum allowable for smaller Councils with a population less than 5,000.

Jean Knight

**CHIEF EXECUTIVE OFFICER**

21 September 2022

#### 9.4.5 Request for Concession – Venue hire fees\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Aeneva Poulish
<b>File Ref</b>	CU/6 – Customer Services - Requests
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Absolute Majority
<b>Attachments</b>	Correspondence

#### Purpose of Report

Council is requested to consider providing a concession for the venue hire fees for the Active Farmers Group to deliver Active Farmers Fitness classes in Dalwallinu throughout 2023.

#### Background

Correspondence was received on 20 September 2022 from Ms Poulish advising that Active Farmers are looking at delivering Active Farmers Classes to the local and surrounding communities throughout 2023 and were seeking assistance with the provision of a venue at a subsidised rate.

Active Farmers is a registered Not for Profit Organisation and Health Promotion Charity that brings together farmers and other locals in small farming communities through regular group fitness in a fun and interactive environment. Designed especially for rural communities with limited access to fitness expertise and equipment, Active farmers provides motivational, challenging and fun training sessions to help promote great physical health and mental wellbeing, and that suits all levels of fitness and experience.

#### Consultation

Nil

#### Legislative Implications

State

*Local Government Act 1995 – section 6.12 (1)(b)*

#### Policy Implications

Nil

#### Financial Implications

Should Council support the proposal there would be a loss in revenue by providing a concession. The amount is unknown at the time of writing the report as there is no decision on which venue they will require the use of.

#### 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

From the *Shire of Dalwallinu Public Health and Wellbeing Plan* the four most serious health risks in our community are:

- No regular dental checkups
- Not enough exercise
- Being overweight
- Too much alcohol

The top three programs to help us be more physically active are:

- Free fitness classes
- More hikes, walks, cycle paths & maps
- More recreational community activities/events

Unlike other small rural communities, the Dalwallinu community are lucky enough to have a well maintained 24/7 gymnasium available for use.

The request to Council is for the provision of a facility at a subsidised rate. In the correspondence it mentions the use of the Town Hall or the Recreation Centre. The Town Hall is unavailable as Council has recently entered into an agreement to lease those premises to Badimia Bandi Barna Group for the purpose of a Cultural Centre.

Other options that could be considered are:

- Oval at the Dalwallinu Recreation Centre – for outdoor classes
- Foyer of the Recreation Centre – for small numbers
- Indoor Basketball Court – for large numbers

#### Oval

The fee for the hire of the oval at the Dalwallinu Recreation Centre is \$80 per day.

#### Foyer

The fee for the hire of the foyer area at the Dalwallinu Recreation Centre is \$70 per day.

#### Indoor Basketball Court

The fee for the hire of the Indoor Basketball Court at the Dalwallinu Recreation Centre is \$63 per hour.



### Officer Recommendation

That Council provide a concession to Active Farmers for the provision of fitness classes as follows:

1. The use of the Oval at Dalwallinu Recreation Centre at no charge on the condition that there is no other paid booking on the day the venue is required;
2. A 50% concession for the hire fee for the use of the foyer at the Dalwallinu Recreation Centre;
3. A 50% concession for the fire fee for the use of the Indoor Basketball Court at the Dalwallinu Recreation Centre.

### Resolution

#### **MOTION**

Moved            Cr  
Seconded       Cr

**0/0**



Aeneva Poulish  
98 Johnston Street  
Dalwallinu WA 6609  
Phone: 0400 377 319  
Email: aenevajane99@hotmail.com

Tuesday 20<sup>th</sup> September 2022

The Shire of Dalwallinu  
58 Johnston Street, Dalwallinu WA 6609  
Attn: Keith Carter, Shire President

To whom this may concern,

My name is Aeneva Poulish, and I have recently relocated to Dalwallinu with my partner who is working in the agriculture sector of the community. I am a recent graduate of Murdoch University with a degree in Sport and Exercise Science and have a passion for rural health and wellbeing.

I am requesting support from the Shire of Dalwallinu for a new community venture that I am starting in early 2023 in Dalwallinu. I am looking to deliver Active Farmers Classes to the local and surrounding community, and this would require hiring of a facility within the town of Dalwallinu throughout 2023.

Active Farmers is a registered Not For Profit Organisation and Health Promotion Charity that brings together farmers and other locals in small farming communities through regular group fitness in a fun and interactive environment. Designed especially for rural communities with limited access to fitness expertise and equipment, Active Farmers provides motivational, challenging, and fun training sessions to help promote great physical health and mental wellbeing, and that suit all levels of fitness and experience. Along with providing group classes, Active Farmers also provides a range of other services to complement our ultimate aim of improving mental health in regional areas, including health related workshops (mental health first aid, nutrition, mindfulness) and larger events such as Active Farmers Games.

Active Farmers is now present in the Shire of Plantagenet, Gnowangerup, Katanning, Jerramungup, Kellerberrin and Kent, all of which have subsidised the rent of facilities to assist in the running of Active Farmers as they have seen the value and positive impact it has made on their regional communities. Over half of these communities currently running have completely removed the venue fee; helping ensure the continuation and growth of Active Farmers.

For financial details, please visit the Australian Charities and Not for Profits Commission and search for Active Farmers. The funds received from participants goes into a pool which in turn funds/supports existing and new Active Farmers communities. The trainers are paid \$50 per class regardless of attendance, this is to ensure the continuation of a very much needed service in small rural communities during trying times such as harvest and seeding.

I kindly ask that you would consider providing support to this endeavour through the provision of or subsidy for a suitable location in Dalwallinu or in the surrounding area. The venue would need to be available for use throughout the year of 2023 and be suitable for outdoor and undercover group fitness classes, depending on the weather. Through looking at what facilities are available in the township this may be the town hall or the recreation centre.

With this support, I would aim to deliver a minimum of two Active Farmers classes per week. The timetable will depend on the availability and demand from participants.

If you have any questions or concerns, please do not hesitate to contact myself or the WA Active Farmers Trainer Manager, Boyd Rae. His contact number is 0427 990 531.

Any help is greatly appreciated and our goal at Active Farmers is the build stronger and more resilient communities.

I look forward to hearing from you soon.

Kind regards,

Aeneva Poulish

#### 9.4.6 Unbudgeted Expenditure – Dalwallinu Town Hall\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	A46202
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Absolute Majority
<b>Attachments</b>	Dalwallinu Town Hall Survey Results

##### **Purpose of Report**

Council is requested to consider approving unbudgeted expenditure for works relating to the Dalwallinu Town Hall.

##### **Background**

The Shire has been aware of the physical dilapidation of the Dalwallinu Town Hall for a number of years. The deterioration of the building is due to a number of factors associated with rising damp. The effects of the rising dam are amplified by the associated soil salinity and the failure of the sub-floor ventilation system. The damage to the Town Hall is two-fold.

Firstly, because of the change in surrounding ground levels, sealing of adjacent roads and footpaths, and change in the pattern of nearby development, the inbuilt sub-floor ventilation system has catastrophically failed. This has in turn led to the ‘cupping’ and deformation of the timber floors and the propagation of mould in the sub-floor space which leads to a condition called ‘sick building syndrome’. This has directly contributed to the front two rooms having their timber flooring removed entirely and the spaces hermetically sealed to minimise the transportation of microbial spores through the atmosphere.

Secondly, the building’s structural integrity is being compromised by the salts transported through the walls by hydraulic action - which is the root cause of the manifest spalling and concrete cancer. The underlying soil structure is made up predominately from outcrops of ‘coffee-rock’ and highly plastic clays. This latter horizon is responsible for excessive movement in the foundation material which has led to self-evident cracking in the masonry walls.

Over the subsequent years, a number of investigations have been undertaken to determine the factors at play and the possible measures that could be undertaken to mitigate the cause/s and rectify existing damage.

##### **Consultation**

Councillors  
Manager Planning & Development Services  
Community (Survey and Public Meeting)



## **Legislative Implications**

### State

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## **Policy Implications**

Nil

## **Financial Implications**

There has been no allocation made in the 2022-2023 budget for any works at the Dalwallinu Town Hall. However, Council received additional FAGS funding which can accommodate this unbudgeted expenditure.

## **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 Dalwallinu Town Hall has been on Council's agenda since 1978 when the first consultant was engaged to determine the problem areas. Some remediation work has been undertaken over the years.

Several public meetings have been held since 1985 with the latest being held in July 2022. A survey was conducted in June 2022 asking the community the following questions:

1. Have you hired the Dalwallinu Town Hall in the last five (5) years?
2. Have you attended an event at the Dalwallinu Town Hall in the last five (5) years?
3. Which of the below is your preferred option for the Dalwallinu Town Hall:
  - a. Keep the Status Quo
  - b. Repair and maintain
  - c. Repurpose
4. If you chose to 'Repair and Maintain' please state why and for what purpose
5. If you chose to 'Repurpose' please state why
6. Please share any other comments that you may have regarding the future of the Dalwallinu Town Hall.





We received 181 responses to the survey. A copy of the survey results is attached to this report.

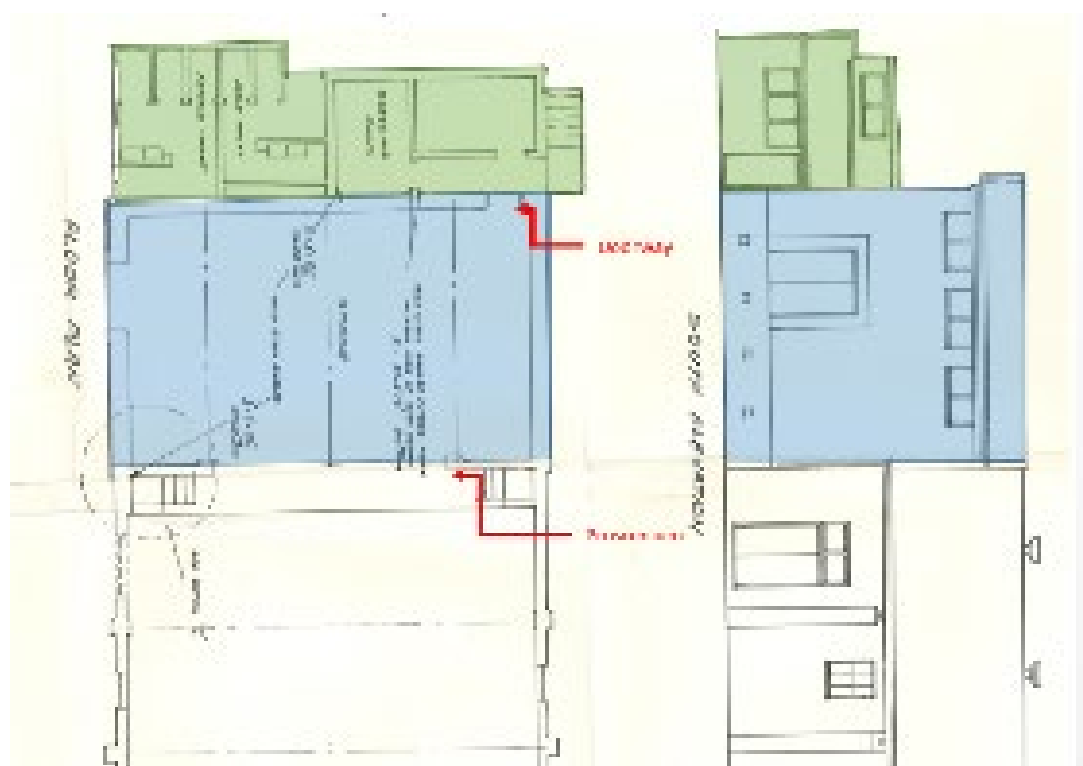
From both the survey results and the public meeting, it was evident that the community wanted to retain the Dalwallinu Town Hall.

Further discussions were held with Council regarding options moving forward.

### ***Project 1***

**Option 1** – Demolish the rear of the building that houses the public amenities and backstage dressing rooms (green area on plan below) and make good to site.

**Option 2** – Demolish both the rear of the building that houses the public amenities and the portion of the building that houses the stage area (blue area on plan below) and make good to site.



### ***Project 2***

**Option 1** – Remove existing flooring and replace with concrete in the two front rooms and the main area of the hall and install floating timber flooring to the main area of the hall and vinyl in the two front rooms.

**Option 2** - Remove existing flooring and replace with concrete in the two front rooms and the main area of the hall including underneath the stage and install floating timber flooring to the main area of the hall and vinyl in the two front rooms.

**Option 3** - Remove stage area and existing flooring and replace with concrete in the two front rooms and the entire hall area and install floating timber flooring to the entire hall with vinyl in the two front rooms.



Quotes were sought for Project 1 via RFQ2223-16. We received two (2) responses as follows:

**Brajkovich Demolition & Salvage**

Option 1 - \$48,000 ex GST

Option 2 – \$80,000 ex GST

**DiTentro Demolition Pty Ltd**

Option 1 - \$53,640 ex GST

Option 2 – \$118,740 ex GST

The quotes were assessed by the Chief Executive Officer, Manager Works & Services and Manager Planning & Development Services in accordance with the following criteria:

Relevant Experience	20%
Timeliness of Completion	10%
Project Methodology	10%
Price	60%

Business Name	QUALITATIVE CRITERIA									
	Relevant Experience		Timeliness of Completion		Project Methodology		Price			Rank
	20%		10%		10%		60%		100%	
	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	Score 0- 5	Weighted Score	TOTAL	
Brajkovich	4.33	17.33	4.33	8.67	4.00	8.00	5.00	60.00	<b>94.00</b>	<b>1</b>
Di Trento Pty Ltd	1.00	4.00	0.67	1.33	1.33	2.67	4.47	53.69	<b>61.69</b>	<b>2</b>

The contractor with the highest score was Brajkovich Demolition & Salvage with a score of 94.00.

At the Agenda Briefing Session held 18 October 2022, Council had further discussions on Project 1 of the works for the Dalwallinu Town Hall and agreed to move forward with Option 1 (Demolish the rear of the building that houses the public amenities and backstage dressing rooms).

It is the Officer's recommendation that Council appoint Brajkovich Demolition & Salvage to undertake Project 1 of the works for the Dalwallinu Town Hall. The benefit of Project 1 will be less maintenance costs, less of a visual eyesore as that section of the building is redundant and it creates additional car parking spaces in close proximity to the CBD.

Officers will then move forward seeking quotes for all options for Project 2 and will bring a report back to Council for further unbudgeted expenditure to undertake these works.



It is also recommended that the Shire President issue a Media Release to advise the community on the works that are planned for the Dalwallinu Town Hall.

### **Officer Recommendation**

That Council:

1. Authorise the unbudgeted expenditure of \$48,000 ex GST for the demolition of the rear of the Dalwallinu Town Hall that houses the public amenities and backstage dressing rooms and make good to site, to be undertaken by Brajkovich Demolition & Salvage ;
2. Amend the 2022-2023 budget during the review in February 2023 by increasing expenditure to GL111836 (Job K8).

### **Resolution**

#### **MOTION**

Moved            Cr  
Seconded       Cr

**0/0**



## SURVEY - RESULTS

### Dalwallinu Town Hall

Number of Survey Responses: 181

Online: 151

Hard Copy: 30

#### 1. Have you hired the Dalwallinu Town Hall in the last five (5) years?

Answer Choices	Reponses in %	Responses in No.
Yes	21.11	38
No	78.89	142
Skipped		1
<b>TOTAL:</b>	<b>100%</b>	<b>181</b>

#### 2. Have you attended an event at the Dalwallinu Town Hall in the last five (5) years?

Answer Choices	Reponses in %	Responses in No.
A private function	25.14	45
Dance lessons	10.62	19
Youth Group	2.79	5
Op Shop	27.37	49
No	16.20	29
Other	17.88	32
Skipped		2
<b>TOTAL:</b>	<b>100%</b>	<b>181</b>

#### 3. Which of the below is your preferred option for the Dalwallinu Town Hall:

Answer Choices	Reponses in %	Responses in No.
Keep the Status Quo	17.88	32
Repair and maintain	55.31	99
Repurpose	26.81	48
Skipped		2
<b>TOTAL:</b>	<b>100%</b>	<b>181</b>

#### 4. If you chose to 'Repair and Maintain' please state why and for what purpose:

- *For future use for the community*
- *Respect should be considered to the community of the time who built the hall and to those who saved it from demolition with repairs thirty five years ago. It has a historic value*
- *It's characteristic & can hopefully be used for future events*
- *No repairs & maint*
- *It would be a shame to see part of the towns history fall away*
- *This beautiful old building adds to history and architectural aesthetics of the town. It also attracts tourism to the town. The building itself is a beautiful space inside as well and needs to be looked after for future generations. With forward thinking the town hall could be repaired and utilised within the community far more with shire, community and private events being held there encouraged by the shire*
- *Historical buildings are of value and add worthwhile variety to the streetscape*
- *It's Dalwallinu heritage. Should be listed as such so it won't be demolished*
- *We need the town to have some kind of history left. If we keep knocking down old buildings because it's the easy option we might as well knock down all the building in the Main Street*
- *If repaired and maintained it will invite more people to hold functions at this venue*
- *It is part of the history of Dalwallinu, it should remain as a fixture to the town with multiple uses*
- *Otherwise it will end up like the Pithara hall.... Would be a waste of a space that could be used if repairs and maintenance aren't done*
- *So the community are able to continue to use it for events*
- *For hire cheaper alternative to Rec centre*
- *Heritage. Old buildings are dying, the building has so much of the town's history it would be a shame to lose the front of the building but maybe incorporating it into something upgraded could be a way of bringing new life but keeping old history as well*
- *Part of town history*
- *It's the face of the main street in town keep it looking good*
- *Keep op shop going and improve*
- *Would be sad to see such an old building be demolished or Repurposed .Upgrade it fully our town is looking awesome*
- *So that it is not a danger to the community. It is part of the history of Dally.*
- *Fix the floors in the front rooms so they can be hired out for functions etc*
- *It has significant historical and cultural value to the community and is an iconic feature of the streetscape. The town has very limited iconic historical buildings within its streetscape compared to other country towns. I also believe a community this size requires an additional indoor space to the recreation centre and one that offers a point of difference. I would like to see the facade retained but would be interested to explore options to renovate the building structure itself to create a modern multipurpose facility that can add value to our community in terms of community, culture, tourism, history and economic development. Eg. A space for performing, functions and events but also potentially smaller spaces for new businesses to lease and add value to the Main Street and town*
- *A significant amount of work was done in recent years with the tie in to the new Discovery Centre and the re-roofing works*
- *This is what people at the meeting said they wanted and what people have shown they wanted over 98 years. There is an interest in preserving the history of the town including its townscape.*

*This is not nostalgia, it is a community investment. This venue lends itself to creative arts activities, drama, dance, arts workshops, historical displays and can be used by smaller groups such as seniors, youth groups, drama and arts groups. Toilets and cooking amenities are nearby in Community room. New uses will come to light with future activities as they develop.*

- *The building is too far gone*
- *As a historic building in our community and it is a nice building just needs some money spent on it ,Maybe more over the years previous would have kept it in a better state*
- *Seems like a shame to let a nice building go to waste*
- *One of the few old & original buildings left in town*
- *It is the last remaining historic building left in town which was funded by local community members when built. It is the Shires responsibility to repair the damage done and maintain this building for the future. It is a useable space in a very convenient location*
- *To keep it being able to be used*
- *For the dance group (as they damage the floor of the large centre). Youth group can't afford the costs of the sports centre. The craft ladies would use it if air conditioned for heat & cooling.*
- *Would like to see the repair and maintenance for the longevity of the building. I appreciate to historical aspect of the building and would live to see Dalwallinu retain the building as part of our history and for general aesthetics in main street*
- *Repair, maintain repurpose. Needs to be used whichever option*
- *It's nostalgic to the town. We are able to offer in future other avenues for community including the arts*
- *It's part of history of the town*
- *I did not choose this option and while I can see some value in it compared to maintaining the status quo we are lucky to have several large venues for hire already. Namely the relatively new rec centre complex which boasts a large kitchen and bar and has the added benefit of being a bit further away from residential areas, heaps of parking, outdoor area, etc. compared to the hall. It would be easier and presumably cheaper to obtain a large portable stage that could be assembled in the rec for special performances than to keep the hall as is*
- *A building like this is a piece of history and should be maintained. Offers a great alternative venue for events not suitable for the rec centre*
- *Would like the facade and any other sturdy structural parts kept and rebuild the rest in era of period. Can be used for hire or rental or something for local and visitors like a museum or something of that nature*
- *To replace something of that size would cost huge dollars. Please get a local committee to oversee it, possibly invite Stallion Homes up to get their thoughts as they have built in Dally on the clay for years*
- *It's the only historic building in town to maintain it would be great but potentially not feasible so maintaining the front of the building would also be a good option if possible*
- *OP SHOP*
- *Because it's our towns history, the hall should be used for anything as long as it remains visually the same on the outside*
- *It's a historical site of dally, it has had already got the stage and lighting systems. And you've already put money into repair it. It gets a lot of usage from youth group, dance groups and op shop. It would be cowardly to destroy a price of dally history cause you can't be bothered as a shire repairing it*
- *To be available for use by future generations*

- *Repair and maintain is my preferred vote but not at all cost, so until we see figures it is hard to say*
- *Because it's part of the town's history*
- *With the aid of silo can we pump dry air under the floor to slow the ageing down*
- *I wanted to put repurpose but I was concerned that would be interpreted as tear down , so yes re purpose into office , shops meeting rooms, rooms for out of town businesses to rent such as the chiropractor's but definitely keep the character and facade as is . Obliterating cultural heritage is not an option*
- *History and replacement is not necessary*
- *It's a beautiful building, wouldn't like to see it changed too much*
- *To minimise costs to ratepayers for a building that isn't used very often*
- *History*
- *It is a local monument, that should be cared for and respected for its original purpose and for the future*
- *For future events that could be.. I have attended a lot of events pre Covid bogus bingo, dance concert, Christian singing and dancing*
- *Fine out why she getting water inside*
- *Historical value of the building and it is a useful space*
- *To keep some of our history*
- *I would like to see a return of cabaret style nights and see if there is local talent for a live show. Musical etc*
- *The hall is an important part of Dalwallinu's history once demolished all options and opportunities for future use, whatever form that may take are gone. Dalwallinu is one of the few thriving rural communities its important to maintain this building to enhance the quality of life for present and future residents. It gives a bold statement to our street scape for passers-through, and assists in making our town look interesting*
- *Shire has an amazing collection and very unique Hall Halls! The Shire had been largest wheat shire for many years and these Halls were built at what cost 100 years ago.?!.....would be great to get a costing if what it would cost today Display this! Talking of \$ , from the good old Townscape days Shire needs to be upfront with amount of money it wishes to spend.eg Set a budget eg over 10 years to spend same \$\$\$ to repair and maintain. Also please use our local talent/knowledge consultants first and not out source ' experts' A few Ideas as follows- Remove not repair but maintain that area where old toilets are at back. Preserve our Modern History by making into tourist attraction/museum. Eg History of painter Goatcher this Hall once housed his fine arts 'curtin', he lived here and his life story could be recorded and connect his Boulder Goatcher Curtain etc N.B Dalwallinu 'Curtin' has since been lost...checked Pithara, Wubin Buntine Halls-under Stage storage!?! Also we could leave empty put music from Shaw Band showing history- So many options Explain how rich our shire must have been in 20/30s to build all these Halls\$\$\$ cost in todays world. Mystery tour with keys (register with high bond:-)driving to all four halls. On the way check out Wubin Museum and find jail where Snowy Rowles escaped etc Tourist could Travel to Mount Magnet and connect to their museum. We have huge murder/ mystery history and many social history book could be used. (Display quotes from books).. wild Wild West right here in Western Australia Interview for Buntine Hall Mrs Shaw, Pithara mrs Lehman, Wubin Hall Mrs Carlshsusen, Dally Hall Mrs Sawyer....when entering shall/halls press recording-first saw this type of interview at Kojonup. Or what went on behind stage curtains when Dance Concert 1990's could have back stage with cod tunes fin these concert with number of children who were taught dance here in Dalwallinu, "where are*

they now"....Tegan Pope from Wubin went on to be dance teacher... Angela Jowett could be contacted with information of her famous Dancer/Coach/Costume (sorry forget his name just now) and there is a huge history of dance and musical and school student musical (who can remember the Oliver Twist) Joy Wornes family and Peggy Hodgson may be able to help here. Record, gather, inform, educate, Hall Halls could be used to house our musical history. The Arrs if Western Australia connect to New Norcia. Leave piano in Halls for people to come and play and record their own music if by gone days bring these old Halls to life again by opening them up and using them please. The list goes on. Need I say anymore!!!! And this is not even brain storming-maybe do this at next meeting!

- Keep the history alive. Make it nicer for the community to use
- To keep the historical value of the hall
- My Grandfather, many relations & other families pioneered Dalwallinu and in my view to all of us this is heritage. If we were of aboriginal origin you would not be allowed to demolish it in any way. Don't get me wrong, I'm not against saving aboriginal sights & their culture.
- For heritage, so that from 50 years from now people can be proud that the town hall was saved by the people of the past as they have done so before. To use the hall again as people haven't been able to because of lack of maintenance and lack of foresight from the council, this community could pull together and raise funds for the hall as it all comes down to money
- divided into sections for the history of each town and the history of world renowned residents eg Leibe/ Shirley Strickland/ Goatcher/ Op Shop/
- I think it's good that we keep some older buildings around
- Important to keep the building as it is history. Also the op shop is great for the community and there's nowhere else for them to move to
- For the use of groups such as Youth Group and Dance that can't afford the price of the rec centre. Also it is part of the town's history and we are losing enough of our town's historic stories
- To be used as a cheaper option than complex. If it had a coat of paint, aircond and some new furniture it would be much more desirable to hire
- Because it is historical & the OP shop is a necessary in town
- For the town's history. Should hold events
- Adds character to the town and would be sad to lose. Town halls add vibrancy to a town.
- Is a lovely building that should be kept and be used by community
- Emergency use, function CENTRE and to maintain some town history
- Town history and tourism
- Something for the greater good of the town. Maybe tourism. Offices etc
- Can't see any purpose for keeping it
- Oldest building in town. Have some aged buildings for heritage
- Every town should keep an old building which has heritage and played a major role over the years.
- It's a great location and resource for the community for private and community events for now and the future
- Dalwallinu Heritage
- If we are willing to repurpose it and spend over a million to do so why not spend that to maintain it for the next 100 years. Town history iconic landmark
- It's part of the history of the town. It can then be hired out to groups etc
- So that it can be utilised for something which would benefit the community



- *The Dalwallinu town hall is a part of Dalwallinu, yes it's old but why it's need to stay the same it's a part of Dalwallinu's history*
- *So that it can be used for future functions and activities*
- *Too good a building to let go*
- *I feel we need an Op Shop in the town and the hall is ideal*
- *So that it can continue to be used as it is now*
- *It is used by quite a lot of people for various things in the community*
- *Heritage*
- *Because it's an iconic building (the only one in the town) which if maintained well has many uses. Bearing in mind that no local government building pays for themselves for being hired out. The hall is no different*
- *Cost & explore the current issues to identify if the water issue is able to be rectified. An analysis (cost/benefit) needs to be assessed, then a decision based on facts eg What's the problem, how much to fix, what would it be used for?*
- *Landmark*
- *Heritage*
- *The town hall is one of the last original buildings of Dalwallinu built by the community*
- *The shire hall has significant historical value and would be a valuable asset to the community in the future*
- *Need it to look old but maintained*
- *Because it's part of the towns history and adds to the country charm*
- *Historic part of town, brings interest and uniqueness to the main street*
- *Because we don't need all new buildings. We had a well built town hall. Maintenance is necessary on any building yearly*
- *We like the old buildings in town. Is a part of Dalwallinu*
- *It is heritage. If maintenance is kept up it is a sound building. We don't need all new buildings*
- *Shire could approach heritage Council WA to discuss funding*
- *Because the hall is the most historic public building in Shire. Acoustics are best in town*
- *The hall is the most historic building in Dalwallinu and the hall has the best acoustics in the Shire*

## 5. If you chose to '**Repurpose**' please state why:

- *Retail space*
- *Continue use as at present*
- *Something that would get more use and showcase the town*
- *Art Centre*
- *The same as it is now*
- *Commercial premises, small bakery/cafe setup*
- *A community space, open and welcoming for everyone*
- *Keep facade if possible and put a nice garden with plenty of tables and seating in there*
- *Some sort of information centre*
- *Community centre / cafe / gift shop*
- *Office space craft area cheaper to hire mens group Bingo wildflower area local interest*
- *Hydro pool for the age our sporting club and Rehabilitation*
- *Have a movie night every few months. Something that evolves the community*

- *A multi purpose cultural, arts and community centre. A space for performing and potentially smaller spaces for lease for small business or pop up. There is currently limited to nil space available for this in town currently which would be a limiting factor for those interested in a start up which our community would have the capacity to support. Eg. A small business could occupy a space to sell their local products or services either through a long term or short term pop up lease. For example a young lady in Gnowangerup has just started a new cafe and small store stocking childrens toys and wares and another young lady has started a furniture business with a presence on the main street of town*
- *Look at corporate call centre / data storage centre*
- *Knock it down and have a pretty garden/park*
- *maybe for a place to showcase history of our district so people can go from the crc thru the town hall in Dalwallinu and then leads them to the Wubin museum, showcase a windmill that then leads them to Jimmy's windmill shed , a section for the kochi to lead them to Kalannie to showcase Local art and get involved in the art trail thru the wheatbelt, get funding to paint the amazing mural on the side of the hall that was one shown to groups of the sheep going along the road (something more realistic that the ones that have been put in town)*
- *Art gallery and community events space - biannual creative markets with stall holders from the area, or rumble sale type events, or hire the space for events*
- *A proper men's shed*
- *I would also like to see something new amalgamated with the building to bring a modern look to the town. Art gallery, gifts and cafe*
- *Anything is better than an empty building in the middle of town rotting from the ground up.*
- *Unknown*
- *I do think it is important to preserve the historic façade of the old town hall maybe that could stay up as a stand alone monument and the area where the building currently extends could be made into an open air sort of space (like what they've done at the pubs beer garden). It could be multi purpose for visiting food vans to park up, extra outdoor seating for tourists passing through in busy season, maybe attract some small craft fairs or farmer's market stalls when the weather is nice. Alternatively It might be cool to make it into a more upscale venue hire that doubled as public art gallery when not rented out showcasing some of the beautiful photographs of our region*
- *Area for maybe seniors to sit as near the library like a sensory park*
- *If it does get pulled down I'd rather see the whole lot go as it's not the front that holds the value it's the size of the inside that does. Turn into a car park or shopping centre, we don't need anymore parks!*
- *Not too sure but a park would be nice*
- *host a wider variety of visual and performance arts, collections, exhibitions and community uses, I.e. manshed*
- *Aboriginal art centre*
- *The current building isn't a great asset. Water issues, old and dilapidated building is not looking great next to our DDC. Love the facade though*
- *Carpark*
- *knock the building down and just keep the front part. Make a garden in behind the front wall. Plenty of seats for visitors. It would be good to have a couple of extra bbqs there.*
- *Create sections within the building - museum for one section, health & wellbeing centre (small hire rooms for massage, chiro/physio, yoga/Pilates/exercise classes)*

- *Keep facade. Building for nice modern cafe with small outdoor seating. Possibly a small area of the building could be used for op shop*
- *Keep the facade But For the building to be used in any capacity it would need extensive repairs Would a better option be to accommodate dance in an add on facility up at the oval ??? dance and other*
- *Demolish and. Erect a purpose built civic centre with a hall. To compliment the CRC. I Clyde rooms for visiting services like psychologist, podiatry, chiropractor. Try to attract a dentist this way too*
- *Replace it with something more modern. How about a cafe with seating.*
- *The more you use it the longer she last*
- *I choose not to repurchase, a garden could only be used in the cooler months as December, January, February and March would be out. The hall could be used all year*
- *Just keep front section*
- *So more functions can be held. It is cheaper than the rec centre to hire*
- *Set of 4 short term lease shop bases*
- *I do not want it repurposed or knocked down*
- *What do we need in Dalwallinu? We need to have it used on a regular basis. Not saying any of these uses for the hall but eg accomodation. Storage units. Car wash .laundromat. There must be other needs. I think we need another meeting maybe*
- *A folly*
- *A carpark. Better than a big fat useless ornament in the middle of the main street*
- *Dalwallinu needs somewhere to store that the public have access to, a display of some of the history of the district. why can't the current facade be retained if that's what the majority want and attached to a new building transportable or like for display. I personally think the facade would look as silly as the Barracks Arch and about as useful. The area near the library and discovery centre near the library and discovery centre would be ideal for a history area. It could incorporate an area for the op shop included. The LAST thing Dalwallinu needs is another children's playground area. To demolish the building is going to be very costly and to keep and maintain without a purpose would be suicide*
- *A tourist museum with information and history about the area*
- *Dalwallinu needs a new grocery shop and post office. Could this area be used to build a new facility. As a business owner in this town with multiple staff who live here we desperately need a solution to this issue. The current Food Shop and Post Office paint a very glum picture for a prosperous town like Dalwallinu*
- *New grocery shop*
- *Make it modern and architecturally attractive*
- *More accommodation, new office block, new modern playground to entice farmers wife's to bring their children to town (to shop here instead of other places) etc.*
- *No don't want it repurposed*
- *Surprise me*
- *I certainly want the history of the building maintained. I think the proposal of keeping the facade & creating a new space behind is the best result, subject to cost*
- *Unsure, would like the front of the building to be kept, but happy for the rest to go.....*
- *Something that is perhaps an extension of the discovery centre like a museum of Dally history or a place to showcase local photography and art*
- *Tourism or offices etc*
- *We need to have another hall built in its place*

- *Undercover area to sit and eat lunch or coffee. Additional parking*
- *Don't repurpose, unless you are going to build a similar new building*
- *Make the whole area available to become the op shop so they can spread out...we love our op shop but it's too cramped and junk looking all Cramped into the space it is now*
- *Maybe repurpose to become the tourist centre*
- *Expansion of our business centre... need more business and offices in town*
- *Perhaps a business could take it over*
- *Due to its location on the town, art display? Museum?*
- *A fitness centre and gym for classes such as yoga / zumba / pilates / personal training etc*
- *If the town hall is repurposed it should be turned into a youth centre or something like that so that young kids in Dalwallinu have somewhere and something to do after school and on the weekends*
- *A community building, dance, the arts, music. Our community is intrinsically based around economics and sport*
- *Museum/history of the town display*
- *Repair and maintain it to keep the op shop*
- *Use by public*

## **6. Please share any other comments that you may have regarding the future of the Dalwallinu Town Hall.**

- *The future of the hall would depend on what the outcome of an independent consultant would have to say regarding cost of fixing or maintaining also as against the cost of removal*
- *It would be a shame to see the town hall crumble away. While we now have the rec centre and it is a fabulous facility, it doesn't have the character and charm that the hall does*
- *Don't knock it over*
- *The cost of maintaining it doesn't seem worth it given the little value it currently contributes to the community*
- *We know the shire just want to go the easy way and knock it down or do minimal maintenance because then they don't have to put the time and effort into resorting the town hall. Always taking the easy way out*
- *To see it functional again*
- *We need a town hall but a better designed building with the street facing remaining the same could be beneficial to the future*
- *It is failing as a building and should be pulled down. By keeping the facade you are at least keeping some of the history*
- *I helped repair the foundations under the guidance of Hugh Barnes and it was no mean feat then*
- *Keep the outside looking the same*
- *Sell off other halls in area for housing and maintain current hall encourage tourism aspects*
- *Give it a face lift*
- *I think there are better things to spend ratepayers funds on than doing up the town hall*
- *The future of the hall would depend on what the outcome of an independent consultant would have to say regarding cost of fixing or maintaining also as against the cost of removal*

- *Look at options that involve a corporate long term lease where the lessee assumes most or all of the ongoing upkeep*
- *Use local knowledge to repair and maintain. This has served us well in the past and will continue to do so. Farmers may not be qualified engineers but their knowledge and experiences of soils and buildings in local landscapes are vitally important. This is a 100 year old building. It won't fall down tomorrow. No shire building hired out will pay its way, why judge the hall by a different standard? Well maintained and managed it will be an ongoing asset to the community*
- *If it was to be repurposed it would be nice to see the facade kept*
- *as above with a gold coin donation apply for whatever Grants are available*
- *Goomalling CRC run some fantastic creative markets - they are popular and bring people together. Would love to have more of these in town*
- *Very against knocking the building down and turning into a park area, we have enough park space in town as it is. It's a great location in a very land locked town, I would love to see a plan put in place to keep the integrity of the building maintained and some modern renovations inside. The front of the building could be developed into a shop front as well, just to have continual use and make the most out of the building*
- *We would like a comparison of prices for restoration compared to the alternatives*
- *Really need to keep the historical building. Would like to see it turned into the creative arts centre, gallery, workshops etc.*
- *It doesn't get used, it's rotting away, there are plenty of other things for Council to spend money on than repairing a building that serves no purpose*
- *Historical value to town*
- *I think you had a marvellous turnout. I would like to see the community committee go ahead. Maybe even fundraise for it. By the looks of the turnout maybe there are people willing to donate certain amounts of money to the project. If it was to be repurposed I would rather see new shop fronts with possibility of apartments up the top. Maybe could even save the facade/sides. For a growing town we don't have many opportunities for new retail shops*
- *Good luck :)*
- *Don't knock it down!*
- *Quairading have a biannual drama production that brings in lots of money which they've used to do upgrades to their hall. Invite Sawyers to display Jim's Windmill shed in there as a tourist attraction which the op shop could run while using the front. Fix up the floor and hand over to the op shop, their profits can go back into maintaining the hall and they can rent out the hall and encourage use. Sell off Pithara Hall, Buntine Hall and Wubin Sports Club for people to turn into houses. Use the money to fix Dally Hall*
- *It's such a nice looking building especially on the Main Street so would be great to keep aspects of it*
- *It's important to keep the historical building and conserving its heritage significance*
- *If we can't maintain current buildings within the shire no new infrastructure should be built. Utilise what we have first and enrich our towns history further*
- *We don't need any more gardens or playgrounds. Maintain and update the stuff that's already in Dalwallinu*
- *Dally Town hall is a Dalwallinu land mark and it should not be knocked down*
- *Would love to maintain the history of the building with the facades but have the building replaced so it's an asset for our town into the future. Holds such an important location in town*

*and would be nice to have a stage still to use but needs to be less drafty, better lighting and functionality*

- *Dalwallinu needs to retain some history, so if it is financially un-beneficial to repair, perhaps repurpose retaining the facia is the answer*
- *I don't think my rates should be spent on looking after a derelict building. Use them for better purposes like more gardens or tidying up the town entry*
- *Please consider the future generations and the cultural significance of older buildings, they do not have to be heritage listed to have huge cultural historical interest*
- *It would be very sad to lose the building so it would be fantastic to see it utilised for another purpose*
- *The hall can't be kept at "all costs" Those who use the hall need alternative space if the hall is not to be kept fit for purpose. Dance has been constantly considered important for 50 plus years. The costs of keeping or repurposing need to be explained to rate payers in terms of comparison to costs spent recently. Compare it to what the Rec centre upgrade cost. Converted to 2022 dollars. Make use of local expertise ie Bec McGregor. Use someone like Jeff famalonga to see how much building costs have gone up since previous costings.... Ball park figures Dalcon for concrete cost increases.... Ball park. Have a walk around session with interested Community members to have a proper look at the hall. Most won't have looked in depth. Get a interested committee involved in this process Ultimately it is the council's decision. Perhaps a wise decision would be not to spend money in the current economic conditions. But consult consult with Community members*
- *It makes no financial sense to continue spending on the old hall*
- *With the new recreational facility we don't need a hall in town. If you need a hall use one of the other 4-5 in the district*
- *I think it would be a shame to knock down for what another park area*
- *I think the hall has been thought to have been unusable so may have led to lack of use*
- *A hall committee needs to be set up to help the shire raise funds so the shire/ratepayers don't have to be footed with the bill, I will volunteer my time to said goal if called for*
- *we are losing all our heritage which is worthwhile keeping/ the maintenance has to be kept up*
- *It seems like a waste of money to keep something that isn't used just for nostalgia. The young ones in town don't want to use an old building when they have a beautiful new one at the Rec Centre. Wait till the oldies die and pull it down*
- *Many country towns are losing their historical buildings and information. As a former resident of Pithara / Dalwallinu for 15 years it would be sad to see the Dalwallinu hall become another building lost to public sale (housing)*
- *Some current pricing lists for maintaining it for the community to review would be good*
- *Revamp it*
- *Like all of the shire's old town buildings, an appropriate amount of funds should be budgeted every financial year to maintain. If we lose our history, we will lose our links to the past*
- *I am not a current resident of the shire but lived here as a child. I feel it is important for the community to have a purpose built facility for cultural life. I.e a building which is not focussed around sport. Best wishes*
- *Historical history , make an effort to get it used more*
- *Perhaps the shire would meet less resistance if they were to decrease the \$350/day fee for the rec centre making it an option for the groups that use the town hall for the \$50/day hire. \$350 is way too much for these groups to afford and as a rate payer I would like the rec centre to be accessible to more of the community. The current fee is fine for bigger groups such as the DFHC*



*and Liebe Group but the majority of the groups that use the town hall they would just be looking to use the rec centre room, not the bar/kitchen/change rooms etc and therefore should have a much lower fee*

- *History*
- *If it is going to be repurposed, I think the whole lot should go. The expense of keeping the front is not worth it*
- *Op shop should be moved somewhere else as the hall is now unusable for community events*
- *Movie nights !!*
- *Beautiful old building and would be a great shame to loose*
- *Whatever the outcome Dalwallinu needs a hall of some sorts as we have quite a few people who need to use it and another thing what will happen to the op shop?*
- *Just find a cost effective way to get rid of it and make something pretty there instead.*
- *Everything old is not disposable*
- *Keep the hall and maintain. There is nowhere else in town where community events can be held like dance concerts and school presentation nights*
- *Please let it stay*
- *Just don't let it decay and have smaller functions there instead of everyone having to use the sports centre*
- *As I am unaware of the costs to maintain the hall - there may well be the proposal to let it age gracefully the sensible option*
- *The building has character and is part of the history of the town. Instead of just appreciating it from the outside it would be great if it had a good use too that would benefit the health (both mental and physical) of the community*
- *The town hall should stay how it is but maybe turn it into a youth centre for the young one around Dalwallinu*
- *The stage area is important for productions and concerts*
- *Maintain but at reasonable cost not at any cost*
- *Indoor cricket etc*
- *It is the only building in town with a stage. It has been used for funeral service, also singing group from Africa twice*
- *Only building in town with a stage and used for dance group, singing groups and a team from Africa singing evening, Youth group evening*
- *Hall to be upgraded, fix moisture problem and drainage, fit better lights, aircon and solar panels. Upgrade stage and lights and sound system so concerts and plays can be performed*
- *Good note should be taken by the Shire of the feelings expressed at the recent public meeting where people expressed the view that the Shire should have a proper assessment of the work needed to restore the hall to reasonable condition along with that, proper costing of such work should be presented at another meeting*
- *The hall is part of the Dalwallinu history. AN old building can be demolished if it is warranted. Need info to make that decision. Community needs the information regarding cost/benefit etc*
- *Centre of town positioning*
- *There should be a committee formed of community members to investigate the future of the hall and a report back to Council*
- *Decisions on the halls future should be made by an independent steering committee made up of members of the community both with and without a vested financial interest*
- *It's a good hall. In past had music concerts in it for school*
- *The best acoustics for any shows. Small funerals*

- *Please keep hiring at an affordable cost for small groups, small funerals and seniors*
- *Attended meeting 19 July. No definite options presented by Shire. A lot of rubbery figures. Another heritage building to disappear. Council has mind made up*



10 APPLICATIONS FOR LEAVE OF ABSENCE

11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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

**PROCEDURAL MOTION**

Moved Cr

Seconded Cr

That Council moves into a confidential session at 0.00pm as per Local Government Act, 1995, Section 5.23(2)

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (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;

to discuss:

**14.1 Award of RFT2223-01 – Road Rehabilitation Works\***

**14.2 CEO Annual Performance Review\***

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#### 14.1 Award of RFT2223-01 – Road Rehabilitation Works\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	FM/28 – Financial Management - Tendering
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	Tender Matrix

##### **Purpose of Report**

Council is requested to consider the tenders received for RFT2223-01 Road Rehabilitation Works for Wheatbelt Secondary Freight network (WSFN) and Regional Road Group (RRG) projects for 2022-2023.

##### **Resolution**

###### **MOTION**

Moved            Cr  
Seconded       Cr

0/0

#### 14.2 Chief Executive Officer – Annual Performance Review\*

<b>Report Date</b>	25 October 2022
<b>Applicant</b>	Shire of Dalwallinu
<b>File Ref</b>	PE/139 – Personal File
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Financial Interest
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	1. Key Result Area Update 2. Summary of Survey Responses

##### **Purpose of Report**

Council is requested to consider the annual performance review and remuneration package of the Chief Executive Officer.



## Resolution

### MOTION

Moved            Cr  
Seconded       Cr

0/0

## 15        **SCHEDULING OF MEETING**

The next Ordinary Meeting of Council will be held on 22 November 2022 at the Shire of Dalwallinu Council Chambers, Dalwallinu commencing at 3.30pm.

## 16        **CLOSURE**

There being no further business, the Chairperson closed the meeting at \_\_\_\_\_pm.

