



Ordinary Council Meeting

17 April 2021

AGENDA

NOTICE OF MEETING

Dear Elected Member,

The next Ordinary Meeting of the Shire of Meekatharra will be held on Saturday 17 April 2021 in the Council Chambers, Main Street Meekatharra, commencing at 9:30am.

A handwritten signature in dark ink, appearing to read 'Roy', is positioned above the typed name.

Roy McClymont
Chief Executive Officer
13 April 2021

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	2
1.1.	DECLARATION OF OPENING	2
1.2.	DISCLAIMER READING	2
2.	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OR ABSENCE	2
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4.	PUBLIC QUESTION TIME.....	2
5.	APPLICATION FOR LEAVE OF ABSENCE	2
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	3
6.1.	ORDINARY COUNCIL MEETING HELD 20 MARCH 2021	3
6.2.	HEALTH, BUILDING & TOWN PLANNING COMMITTEE MEETING HELD 20 MARCH 2021 3	
6.3.	AUDIT COMMITTEE MEETING HELD 20 MARCH 2021	3
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	3
9.	REPORTS OF COMMITTEES AND OFFICERS	4
9.1.	OFFICERS MONTHLY REPORTS	4
9.1.1.	WORKS & SERVICES MANAGER'S REPORT – MARCH 2021	4
9.1.2.	AIRPORT MANAGER'S REPORT- MARCH 2021	7
9.1.3.	YOUTH AND RECREATION SERVICES REPORT – MARCH 2021	9
9.1.4.	RANGERS REPORT – MARCH 2021	10
9.1.5.	STATUS REPORTS	11
9.2.	FINANCE	15
9.2.1.	MONTHLY FINANCIAL REPORT PERIOD ENDED MARCH 2021	15
9.2.2.	OUTSTANDING DEBTORS	36
9.2.3.	LIST OF ACCOUNTS ENDED 31 MARCH 2021	39
9.2.4.	2021/2022 SETTING OF THE ANNUAL RATE IN THE DOLLAR	44
9.2.5.	2021/2022 COUNCILLOR SITTING FEES, PRESIDENT & DEPUTY PRESIDENT ALLOWANCE AND ICT ALLOWANCE.....	62
9.2.6.	ANNUAL REVIEW 2021/2022 SCHEDULE OF FEES & CHARGES	66
9.3.	ADMINISTRATION.....	85
9.3.1.	STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION ...	85
9.3.2.	ADOPTION OF APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY AND ASSOCIATED DELEGATION	119
9.3.3.	ELECTION 2021 – POSTAL/IN PERSON ELECTION	124
9.3.4.	REVIEW OF REGISTER OF DELEGATIONS	128
9.3.5.	STRATEGIC COMMUNITY PLAN 2020-2030	166
9.3.6.	CHILDREN IN THE WORKPLACE POLICY	176
9.3.7.	REVIEW OF POLICY ALLOWANCE AMOUNTS	180
9.4.	COMMUNITY DEVELOPMENT.....	193
9.4.1.	OPTIC FIBRE INTERNET OPTIONS.....	193
9.5.	HEALTH BUILDING AND TOWN PLANNING	205
9.5.1.	LOCAL PLANNING SCHEME 4	205
9.6.	WORKS AND SERVICE.....	225
9.7.	CONFIDENTIAL ITEMS	225
10.	NEW BUSINESS OF AN URGENT NATURE-INTRODUCED BY RESOLUTION OF THE MEETING.....	225
11.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN ...	225
12.	CLOSURE OF MEETING	225

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.1. DECLARATION OF OPENING

1.2. DISCLAIMER READING

No responsibility whatsoever is implied or accepted by the Shire of Meekatharra for any act, omission or statement or intimation occurring during this Meeting.

It is strongly advised that persons don not act on what is heard at this Meeting and should only rely on written confirmation of council's decision, which will be provided within fourteen (14) days of this Meeting.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OR ABSENCE

Members

Staff

Apologies

Approved Leave of Absence

Nil

Observers

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATION FOR LEAVE OF ABSENCE

Moved:

Seconded:

That Cr _____ be granted Leave of Absence for the 15 May 2021 Ordinary Council Meeting.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1. ORDINARY COUNCIL MEETING HELD 20 MARCH 2021

Council Resolution

Moved:

Seconded:

That the minutes from the Ordinary Council Meeting held Saturday 20 March 2021 be confirmed.

6.2. HEALTH, BUILDING & TOWN PLANNING COMMITTEE MEETING HELD 20 MARCH 2021

Council Resolution:

Moved:

Seconded:

That the minutes from Health Building Town Planning Meeting held Saturday 20 March 2021 be received.

6.3. AUDIT COMMITTEE MEETING HELD 20 MARCH 2021

Council Resolution:

Moved:

Seconded:

That the minutes from Audit Committee Meeting held Saturday 20 March 2021 be received.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. REPORTS OF COMMITTEES AND OFFICERS

9.1. OFFICERS MONTHLY REPORTS

9.1.1. WORKS & SERVICES MANAGER'S REPORT – MARCH 2021

Construction Crew

All work is continuation from last report

Construction Crew

- A67 Ashburton Downs Road R2R Funding:
 - Works started January 2021
 - Pegged and set out
 - Resheet roads – works continue

Contract Maintenance Grading

- NGE Contracting
 - M19 - Sylvania Road – Completed March (in line of Flood Damage)
 - M4 - Bulloo Downs Road – Completed Feb / March (in line of Flood Damage)
 - M5 - Wiluna North Road - Next

Flood Damage

- 2019/20 DRFAWA Eligible Disaster Proclamation Notification ‘Tropical Cyclone Damien and Associated Flooding (4-9 February 2020)’ AGRN 899
 - Greenfield Technical Services have finalised document reports waiting for approval under the Flood Damage Preliminary Notification for Flood Damage within the Shire of Meekatharra on all roads for review.
 - 19 August 2020 – DFES approval to MRD - \$17.9 million
 - 8 September 2020 – Bernie Millar provided comments to Greenfield of changes to AGRN 899 – SMK Flood Damage Project under Number; Project # P0083 – reduce and amend 3% changes to Flood Damage costs – Minus - \$600 K
 - Greenfield Technical Services appointed under WALGA preferred Contractor by Shire of Meekatharra to provide administration and evidence services associated with AGRN 888/899 for all related works under Flood Damage works.
 - Greenfield provided RFT 20/21 – 01 New Tender; Supply of Hired Road Construction Plant with Operators for Upgraded Works for closing date Tender submission – Date – 1 September 2020 @ 2pm

Contracts Schedule for Flood Damage

NGE:

- FDC 65 – Jigalong Community Road (Complete)
- FDC 18 – Weelarrana West Road (Completed)
- FDC 4 – Bulloo Downs Road (Completed)
- FDC 20 – Turee Creek Road (Completed)
- FDC 19 – Sylvania Road (Completed March)
- FDC 33 – Marymia Road (Next)
- FDC 5 – Wiluna North Road – Follow on
- FDC 2 – Peak Hill – Three Rivers Road

MTF:

- FDC 66 – Landor Road – Started November 2020 (Continue various sections)
- FDC 31 – Munarra Station road – Next

- FDC 67 – Ashburton Downs Road – Follow on

MTF Services Contractor

- **Flood Damage**
FDC 66 – Landor Road – DRFA Funded – (SLK114.40 to SLK126.070)
 - March / April / May 2021 – various sections
- **LR66**
LR66 – Landor Road - LRCIP Project (SLK104.13 to SLK114.13)
 - Started mid - January 2021
 - Survey set outs mid - January – Completed
 - Cart base course, compaction, shaping and testing for compaction.
 - First preliminary soil tests by Blacktop – 98% - March 2021
 - Bitumen seal planned now for 19 April 2021.

All Council and Contract works in line of COVID – 19 Guidelines.

Town Maintenance-Monthly Report Finishing 9th April 2021

- Smashed glass strewn across roadways, graffiti to town signs, buildings, lamp posts, roads and footpaths has continued and is taking up a considerable amount of time to remove.
- Sweeping of Main St was done in accordance with Council's directive and all streets swept to remove glass. Footpaths swept to remove gravel coming from laneways due to motor bikes activity.
- Mowing has taken place and vegetation trimmed on Boardwalk, laneways, Kids Zone, Shire housing, Walkway and Youth Centre and long grass along creek bed.
- Verges are being maintained and weeds removed
- Rubbish removed from Lookout and Peace Gorge
- Regular maintenances to plant used by town crew
- Maintenance carried out at cemetery
- Removed rubbish small wheel park

Plant Report

P106 2005 TOYOTA COASTER BUS – COMMUNITY BUS

Replaced windscreen – Trenfield Motors

Adjusted clutch – Trenfield Motors

Installed battery isolator – Trenfield Motors

P479 2007 MACK SUPERLINER

Serviced - Trenfield Motors

P480 2007 MACK SUPERLINER

Serviced and brakes - Trenfield Motors

P458 1990 BOOTH SEMI TRAILER - SKELETAL FUEL TANKER

Installed new maxi brake - Trenfield Motors

P497 2014 33D2L HYDRAULIC EXCAVATOR

Replaced track roller - Westrac

P114 2004 CATERPILLAR D6N DOZER

Replaced blown hydraulic hoses - Westrac

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Works and Services Manager's report for March 2021 be received.

9.1.2. AIRPORT MANAGER'S REPORT- MARCH 2021***Aircraft Movements and Statistics***

Aircraft movements for General Aviation increased compared to March 2020 with an increase in small mining charter aircraft and helicopter movements noted. Regular charter, RPT & RFDS aircraft have remained consistent throughout March compared to March 2020. Combined fuel sales for the month of March 2021 increased on March 2020 and can be attributed to the increase in GA aircraft traffic.

The figures below reflect the differences between March 2020 and March 2021.

	Mar 20	Mar 21	Variance
General Aircraft Landed:	85	124	+45%
RFDS Landed	67	67	0%
Avgas	7347	10547	+43%
Jet A1	36998	58351	+57%
Total Fuel Sold	44345	68898	+55%

	YTD 2020	YTD 2021	Variance
General Aircraft Landed:	246	293	+19%
RFDS Landed	206	205	0%
Avgas	19388	25508	+31%
Jet A1	127165	157694	+24%
Total Fuel Sold	146553	183202	+25%

Aerodrome Works:

Aerodrome works for the month include:

- General maintenance and upkeep of facilities and equipment.
- Lawns / gardens and terminal plants upkeep.
- Ongoing weed spraying and chipping occurring airside along runway strips to keep weed growth to a minimum and restrict grass height.
- Removal of small stone (25mm) from runway strip surfaces
- Change out Secondary Illuminated Wind Direction Indicator Wind Sock due to Wear and Tear.

Aerodrome Maintenance Requiring Completion:

- Crack Patching to runway and apron surfaces.
- Runway surface & Runway End Stopping Area (RESA) Bitumen fog spray.
- Gravel Runway re-sheeting surface. ***Further degradation of runway & taxiway (B) surface noted during month of January due to dry conditions and high winds removing surface soil and causing rutting***
- Rolling of movement area surfaces (Aprons, Taxiways, Runway 09/27) not undertaken due to late return of multi wheel roller and decrease in daily ambient temperature.

Aerodrome Security:

Nil incidents to report.

Safety Management System:

Nil to report.

Budget items completed:

Nil pending.

Airport Emergency:

Nil emergencies to report.

Bird/Animal Activity:

Bird & animal activity around the Meekatharra aerodrome has remained a low risk.

General:

COVID-19 cleaning and sanitizing of public areas continued to be undertaken on an increased schedule to ensure a safe environment for users of the airport facilities.

Compulsory wearing of face masks was introduced at all airports across Western Australia as a further preventative measure against COVID-19 transmission. To date 99.9% of people entering the airport have complied with the wearing of masks with those few spoken to then complying with wearing a mask. The local Police have been conducting random inspections of the airport to ensure compliance with the WA Government directive.

Activities are underway to review and update the Aerodrome Manual with Aerodrome Management Services as the contracted consultant to ensure compliance of the Aerodrome with the new Civil Aviation Safety Regulations MOS 139 Standards.

Aerodrome annual technical & annual electrical inspections were completed mid March. Pending receipt of reports for review. Inspectors indicated no non-compliances found during inspections.

Mike Cuthbertson
Airport Manager
01/04/2021

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Airport Manager's report for March 2021 be received.

9.1.3. YOUTH AND RECREATION SERVICES REPORT – MARCH 2021

Activity	Girls		Boys		Activity Total	No. of Sessions	Average Attendance
	6-12	12-18	6-12	12-18			
Sport at Youth Centre / Pool	60	31	91	43	225	10	22
Yarn Night Drop in / Music / Dance	24	48	31	89	192	8	24
Movie Night / afternoon	52	40	45	38	176	8	23
ART	52	31	34	41	158	6	26
Football/Touch	48	34	47	56	149	4	46
Basketball	69	53	62	74	256	6	42
Kidzone	120		36		156	12	13

March continued to be a busy time for the youth of Meekatharra. Our school term timetable was in full swing with multiple swimming pool sessions a week after school and busy evening sessions. Due to the heat it was no surprise that evening sessions saw a big increase in attendance especially towards the end of the month when many kids who school away from Meeka returned for the start of their holidays.

Fortunately, the returning youth has settled back into our system quickly and with no incident which is a testament to the stable and consistent environment our team has worked hard to maintain over the last three years.

In even more positive news we have continued to see growth in the participation of our 13 and older young people at activities. Which is great to see as it is a demographic which as a result of Covid last year had struggled to re-engage.

April will see the end of the pool season so we will be implementing different afternoon activities to beat the heat. Big events will also be a feature with us running the Shires Easter event alongside our holiday program and our towns hosting of the Stephen Michael Foundations first Murchison Sporting Carnival of 2021.

Officers Recommendation / Council Resolution:**Moved:****Seconded:**

That the Youth Sport and Recreation Services Officer's report for March 2021 be received.

9.1.4. RANGERS REPORT – MARCH 2021

Prepared by P Smith, Canine Control
Date APRIL 2021

3 MARCH – 5 MARCH 2021

COMPLAINTS RECEIVED:

One request was received for the voluntary surrender of four dogs. The request was later withdrawn.

ANIMALS TRAPPED:

Three feral cats were trapped at the rubbish tip. Five feral cats were trapped near commercial properties in town.

ANIMALS DESTROYED:

Eight feral cats were destroyed.

FURTHER PATROLS:

Patrols were conducted of the Rubbish tip, Peace Gorge, Airport, Go Cart Track, Racecourse, and Cemetery. No animals were sighted wandering. Regular patrols and security checks were conducted around the townsite.

16 MARCH – 18 MARCH 2021

COMPLAINTS RECEIVED:

One request was received regarding setting trapping cages near a residential property as stray cats were creating a nuisance.

ANIMALS TRAPPED:

As a result of the request, trapping cages were set near the property. Two small cats were caught. Five feral cats were caught at the rubbish tip. Four feral cats were caught in town near commercial properties.

ANIMALS DESTROYED:

Eleven feral cats were destroyed. Two aggressive dogs were destroyed.

FURTHER PATROLS:

Patrols were conducted at the Rubbish tip, Peace Gorge, Airport, Go Cart Track, Racecourse, and Cemetery. Two aggressive medium sized dogs were sighted wandering on the outskirts of town. Patrols and security checks were conducted around the townsite.

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the Ranger's Report for March 2021 be received.

9.1.5. STATUS REPORTS

Council Decisions – Status Report

Note: This report lists only those Council decisions which require a specific, non-repetitive action.

Meeting Date	Item No	Title and Resolution Summary	Resp	Action	Status
15.07.06	9.3.6	Meekatharra Heritage and Canyon Trails Project	CEO/ CONS	Not proceeding with Canyon Trail until approvals are presented to Council Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project. Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project Determine status of all reserves, vesting orders and roads within the shire.	Complete Complete In Progress
21.11.09	9.3.4	Cornish Lift	PO	Quote approved 23.11.09. Letter of advice and order sent 23.11.09 Contractor to build	Complete In Progress
17.09.11	10.2	School Oval Facility – Agreement	CDSM	New report to Council required upon response from DoE Waiting on Reserve boundaries to be changed by DoE 03.10.19 Survey, legal and planning application currently being undertaken by DoE. Proposed new boundaries presented to OCM meeting 19 October 2019 for endorsement 19.10.19 Boundaries being adjusted	Complete Complete
21.11.20	9.4.1			Emailed 23/11/20 Proceeding as per original project	In Progress
20.12.13	9.3.4	Meetings with Ministers – Local Issues	CEO	No further action required Create Position Statement on public housing in Meeka	Complete In Progress



12.04.14	9.6.1	Gabanintha – Nannine Rd Realignment	CEO	Letter to Jim Lacy 16.04.14 Email to DoL 17.04.14 Mapping to be done	In Progress
21.02.15	9.3.7	Building Assets – Review	CEO	Council Resolution sent to Darren Long for implementation in the Buildings Asset Management Plan and Long Term Financial Plan. Check and present to Council.	In Progress
20.02.16	9.5.3	Local Planning Strategy and Local Planning Scheme No 4	CDSM	Documents Sent Waiting for final approval from Dept Emailed Paul Bashall 30.06.20 Review presented to Council in January 2021 Council working group to be convened To be presented at the April 2021 HBTP meeting	Complete Progressing Complete Complete Complete In Progress
16.07.16	9.4.5	Old Power Station	CDSM	Horizon Power advised 16.07.16. Contamination clearance in process. 03.10.19 Contaminated soil now excavated and in the process of reinstatement. Contractors onsite in mid-November to complete the remediation. 10.02.20 Remediation continues	In Progress
20.01.18	9.3.3	Draft Establishment Agreement/Withdrawal Murchison Regional Vermin Council	CEO	Emailed MRVC 25.01.18 & letter sent 30.01.18 Emailed Lawyer 30.01.18 Letter to Minister & MRVC 05.06.18	Complete Complete Complete
21.11.20	9.3.1	Murchison Regional Vermin Council Ongoing Contributions		Letter to MRVC 25/11/20 Emailed Lawyer 30/11/20 New Deed to MRVC 10/12/20 MRVC Returned & signed deed 11/01/21 Awaiting advice from Department of Local Government	Complete Complete Complete Complete In Progress
14.12.18	10.2	Heritage Agreement Jidi Jidi	CEO	Jidi Jidi Lawyer emailed 20.12.18 Further response to draft deed emailed 04.06.19	In Progress
21.09.19	9.4.2	Lighting at Skate Park	CDSM	Researching funding	In Progress

19.10.19	10.1	Ashburton Downs Road- Heavy Haulage	CEO	Emailed ABRA 30.10.19	In Progress
27.06.20	9.5.3	Mission Australia Short Term Accommodation Proposal	CDO/CDSM	Mission and Housing contacted Dept of Housing working on asset disposal process Valuation being sought	Complete Complete In Progress
22.09.20	9.7.2	Tenders – Commercial Tenancies Lloyds Plaza	CDSM	To be advertised Closed 16/12/20 Item presented to council in January 2020 Tenders awarded	Complete Complete Complete Complete
22.09.20	10.2	Murchison Georegion Project – Phase 2	CDSM	Advertised 2 Expressions of Interest Received	Complete In Progress
17.10.20	9.6.1	Gabanintha – Nannine Road – Heavy Haulage	CEO	Emailed MSP Engineering Pty Ltd 20/10/2020 <input type="checkbox"/> Formalise Agreement <input type="checkbox"/> Bond Received	In Progress
17.10.20	10.1	Application for Remote Airstrip Upgrade Program	CDSM	Submitted 11/11/20	In Progress
17.10.20	10.3	New Meekatharra Hospital – Lobbying	CEO	Email Consultant 20/10/20 Actively lobbying	Completed In Progress
21.11.20	9.4.1	Lease of Lot 17 Main Street	CDSM	Emailed 23/11/20 – decision waiting on lease agreement Lease agreement given to tenant for signing	Complete Complete
16.01.21	9.6.1	Local Roads & Community Infrastructure Program – Phase 2	CEO	Present at next works group meeting	In Progress
16.01.21	9.7.1	Tenders – Commercial Tenants – Lloyds Plaza	CDSM	Agreements in negotiation	Complete
20.02.21	9.3.1	Bridge over Luke’s Pit – Project Feasibility Budget	PO	Email sent and acknowledged on 02/03/2021 to Westgold outlining project, awaiting response	In Progress
20.02.21	9.7.2	Shade Sails at Small Wheel Park	PO	Purchase Order sent 24/2/21, to commence April – May 2021	In Progress
20.03.21	9.2.4	2020/2021 Budget Review	DCEO	Budget amended & review submitted to the Departments via Smarhub on 23/03/2021	Complete
20.03.21	9.3.1	Community Engagement Policy	CDSM	Policy added to Manual following endorsement at March OCM	Complete

20.03.21	9.3.2	Compliance Audit Return 2020	DCEO	CAR submitted to Departments via Smarthub on 23/03/2021	Complete
20.03.21	9.3.3	Draft Strategic Community Plan	DCEO	Community feedback sought & to be taken to April OCM for adoption	In Progress
20.03.21	10.1	CRC Tenancy at Lloyds Outback Plaza	CEO / CDSM	Meeting Booked for 15 April 2021	In Progress
20.03.21	10.2	Heavy Haulage – Meekatharra – Sandstone Road and Gabanintha – Nannine Road	CEO	Emailed Monument Murchison Pty Ltd 23/03/2021	In Progress

Officers Recommendation / Council Resolution:**Moved:****Seconded:****That the Status report be received.**

9.2. FINANCE

Title/Subject:	MONTHLY FINANCIAL REPORT PERIOD ENDED MARCH 2021	
Agenda/Minute Number:	9.2.1	
Applicant:	Nil	
File Ref:	ADM 171	
Date of Report:	31 March 2021	
Disclosure of Interest:	Nil	
Author:	Krys East Deputy Chief Executive Officer	 Signature of Author
Senior Officer:	Roy McClymont Chief Executive Officer	 Signature Senior Officer

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

- (1A) *In this regulation — committed assets means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in sub-regulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50; amended in Gazette 20 Jun 2008 p. 2724.]

[35. Deleted in Gazette 31 Mar 2005 p. 1050.]

Comment:

A monthly financial report is to be presented to Council at the next ordinary meeting following the end of the reporting period.

Consultation:

Megan Shirt – Local Government Consultant

Statutory Environment:

Local Government Act 1995 Section 6.4 Financial Report
Financial Management Regulations 34

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That the financial report for the period ending 31 March 2021 be received.

SHIRE OF MEEKATHARRA
MONTHLY FINANCIAL REPORT
For the Period Ended 31 March 2021
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

*Statement of Financial Activity by Program

*Statement of Financial Activity By Nature or Type

Statement of Budget Amendments

*Note 1 Explanation of Material Variances

*Note 2 Net Current Funding Position

Note 3 Cash and Investments

Note 4 Budget Amendments

Note 5 Receivables

Note 6 Cash Backed Reserves

Note 7 Grants

Note 8a Capital Expenditure

Note 8b Capital Expenditure - Road Infrastructure Detail

Note 9 Capital Disposals

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*.

* Indicates Statutory Report

Statement of Financial Activity

Is presented on page 2 and 3 and shows a surplus as at 31 March 2021 of \$7,683,042.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation.

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2021

Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
	\$		\$	\$	\$	%
Operating Revenues						
Rates	4,299,507	4,543,198	4,542,717	4,678,576	135,859	2.99%
Operating Grants, Subsidies and Contributions	2,070,500	2,201,301	1,707,658	1,738,429	30,771	1.80%
Fees and Charges	1,384,241	1,426,166	1,104,642	1,007,822	(96,820)	(8.76%)
Service Charges	0	0	0	0	0	0
Interest Earnings	267,044	305,348	69,391	77,811	8,420	12.13%
Other Revenue	321,033	355,575	231,162	209,339	(21,823)	(9.44%)
Profit on Disposal of Assets	0	0	0	0	0	0
Total Operating Revenue	8,342,345	8,831,588	7,655,570	7,711,978	56,408	
Operating Expense						
Employee Costs	(1,759,393)	(1,759,393)	(1,233,697)	(1,131,558)	(102,139)	(8.28%)
Materials and Contracts	(3,005,434)	(3,374,583)	(2,551,294)	(1,373,066)	(1,178,229)	(46.18%)
Utility Charges	(451,842)	(451,842)	(338,687)	(233,140)	(105,547)	(31.16%)
Depreciation on Non-Current Assets	(7,160,158)	(7,160,158)	(5,369,299)	(5,647,617)	278,318	5.18%
Interest Expenses	0	0	0	0	0	0
Insurance Expenses	(216,311)	(216,311)	(216,302)	(205,345)	(10,957)	(5.07%)
Other Expenditure	(288,444)	(316,444)	(201,853)	(161,960)	(39,893)	(19.76%)
Loss on Disposal of Assets	(89,338)	(89,338)	(15,200)	0	(15,200)	100.00%
Total Operating Expenditure	(12,970,940)	(13,368,069)	(9,926,332)	(8,752,686)	(1,173,646)	
Funding Balance Adjustments						
Add back Depreciation	7,160,158	7,160,158	5,369,299	5,647,617	278,318	5.18%
Adjust (Profit)/Loss on Asset Disposal	89,338	89,338	15,200	0	(15,200)	(100.00%)
Adjust Provisions	0	0	0	0	0	0
Net Cash from Operations	2,620,901	2,713,015	3,113,737	4,606,909	1,493,172	
Non-Operating Revenues						
Non-Operating Grants & Contributions	19,122,815	19,142,312	9,024,238	5,755,287	(3,268,951)	(36.22%)
Less Unspent Grants	0	0	0	(3,230,168)		
Net Non-Operating Grants	19,122,815	19,142,312	9,024,238	2,525,119		
Proceeds from Disposal of Assets	221,000	221,000	0	0	0	0
Total Capital Revenues	19,343,815	19,363,312	9,024,238	2,525,119	(3,268,951)	
Non-Operating Expenses						
Land Held for Resale	-	-	0	0	0	0
Land and Buildings	(422,282)	(1,145,994)	(317,664)	(211,832)	(105,832)	(33.32%)
Furniture and Equipment	(73,000)	(73,000)	(37,000)	(28,711)	(44,289)	(22.40%)
Plant and Equipment	(2,003,000)	(2,243,000)	(60,000)	0	(60,000)	(100.00%)
Infrastructure - Roads	(24,338,634)	(25,038,131)	(6,081,468)	(6,011,979)	(69,489)	(1.14%)
Infrastructure - Footpaths	0	0	0	0	0	0.00%
Infrastructure - Airports	(50,000)	(175,000)	0	0	0	0.00%
Infrastructure - Other	(651,903)	(780,903)	(180,200)	(56,743)	(123,457)	(68.51%)
Total Capital Expenditure	(27,738,819)	(29,456,028)	(6,676,332)	(6,309,265)	(367,067)	
Net Cash from Capital Activities	(8,395,004)	(10,092,716)	2,347,906	(3,784,145)	(2,901,884)	
Financing						
Transfer to Reserves	(918,180)	(956,484)	0	0	0	0
Transfer from Reserves	900,000	1,100,000	0	0	0	0
Net Cash from Financing Activities	(18,180)	143,516	0	0	0	
Net Operations, Capital and Financing	(5,792,283)	(7,236,185)	5,461,643	822,764	(1,408,711)	
Opening Funding Surplus(Deficit)	5,792,283	6,860,278	6,860,278	6,860,278	(0)	(0.00%)
Closing Funding Surplus(Deficit)	0	(375,907)	12,321,921	7,683,042	(1,408,711)	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2021

Note	Amended Annual Budget (a)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues	\$	\$	\$	\$	%	
* Includes Non- Operating Grants						
Governance	80	80	0	(80)	(100.00%)	
General Purpose Funding - Rates	4,543,198	4,542,717	4,678,576	135,859	2.99%	
General Purpose Funding - Other	2,075,013	1,397,630	1,408,667	11,037	0.79%	
Law, Order and Public Safety	14,345	11,502	17,012	5,510	47.90%	
Health	6,104	6,104	2,685	(3,419)	(56.02%)	
Education and Welfare	149,614	111,224	119,116	7,892	7.10%	
Housing	29,500	22,110	28,598	6,488	29.34%	
Community Amenities	146,682	137,654	117,733	(19,921)	(14.47%)	▼
Recreation and Culture	714,122	91,643	82,156	(9,487)	(10.35%)	
Transport	20,048,585	10,245,863	6,914,739	(3,330,904)	(32.51%)	▼
Economic Services	101,120	40,808	32,798	(6,010)	(19.69%)	
Other Property and Services	145,537	72,673	65,185	(7,488)	(10.30%)	
Total Operating Revenue	27,973,900	16,679,808	13,467,265	(3,212,543)		
Operating Expense						
Governance	(721,006)	(520,336)	(397,312)	(122,424)	(23.53%)	▼
General Purpose Funding	(345,167)	(179,238)	(159,758)	(19,480)	(10.87%)	
Law, Order and Public Safety	(225,814)	(171,767)	(108,511)	(53,256)	(26.89%)	▼
Health	(128,480)	(89,758)	(59,145)	9,387	10.46%	
Education and Welfare	(843,390)	(526,109)	(470,109)	(156,000)	(14.92%)	▼
Housing	(35,900)	(39,952)	(25,943)	(14,009)	(35.06%)	▼
Community Amenities	(673,115)	(451,326)	(330,899)	(120,427)	(26.66%)	▼
Recreation and Culture	(1,814,214)	(1,395,823)	(1,075,041)	(320,762)	(22.98%)	▼
Transport	(7,817,076)	(5,873,975)	(5,813,348)	(60,627)	(1.03%)	
Economic Services	(614,336)	(433,784)	(338,455)	(95,329)	(15.98%)	▼
Other Property and Services	(249,571)	(144,284)	66,435	(210,719)	(146.04%)	▼
Total Operating Expenditure	(13,368,059)	(9,026,332)	(8,752,686)	(1,173,646)		
Funding Balance Adjustments						
Add back Depreciation	7,160,158	5,368,299	5,647,617	278,318	5.18%	
Adjust (Profit)/Loss on Asset Disposal	89,338	15,200	0	(15,200)	(100.00%)	▼
Less Unspent Grants, Subsidies and Contributions	0	0	(3,230,168)			
Net Cash from Operations	21,855,327	12,137,975	7,132,029	(1,775,778)		
Non-Operating Revenues						
Proceeds from Disposal of Assets	221,000	0	0	0		
Total Capital Revenues	221,000	0	0	0		
Non-Operating Expenses						
Land and Buildings	(1,145,994)	(317,664)	(211,832)	(105,832)	(33.32%)	▼
Furniture and Equipment	(73,000)	(37,000)	(28,711)	(8,289)	(22.40%)	
Plant and Equipment	(2,243,000)	(60,000)	0	(50,000)	(100.00%)	▼
Infrastructure - Roads	(25,038,131)	(6,081,468)	(6,011,979)	(6,489)	(1.54%)	
Infrastructure - Airports	(175,000)	0	0	0	0.00%	
Infrastructure - Other	(780,903)	(180,200)	(56,743)	(123,457)	(68.51%)	▼
Total Capital Expenditure	(29,458,028)	(6,676,332)	(6,309,285)	(367,067)		
Net Cash from Capital Activities	(29,235,028)	(6,676,332)	(6,309,285)	(367,067)		
Transfer to Reserves	(556,484)	0	0	0		▼
Transfer from Reserves	1,100,000	0	0	0		
Net Cash from Financing Activities	143,516	0	0	0		
Net Operations, Capital and Financing	(7,236,185)	5,461,643	822,764	(1,408,711)		
Opening Funding Surplus(Deficit)	6,860,278	6,860,278	6,860,278	(0)	(0.00%)	
Closing Funding Surplus(Deficit)	(375,907)	12,321,921	7,683,042	(1,408,711)		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 1 for an explanation of the reasons for the variance.

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

SHIRE OF MEEKATHARRA
STATEMENT OF BUDGET AMENDMENTS
(Statutory Reporting Program)
For the Period Ended 31 March 2021

	Adopted Budget	Adopted Budget Amendments (Note 4)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
Operating Revenues				
Governance	80	0	80	80
General Purpose Funding - Rates	4,299,507	243,691	4,543,198	4,542,717
General Purpose Funding - Other	1,879,621	195,392	2,075,013	1,397,630
Law, Order and Public Safety	34,345	0	34,345	11,503
Health	6,104	0	6,104	6,104
Education and Welfare	149,614	0	149,614	111,224
Housing	29,500	0	29,500	22,110
Community Amenities	140,797	5,885	146,682	137,654
Recreation and Culture	769,949	(55,827)	714,122	91,643
Transport	19,888,181	160,404	20,048,585	10,245,663
Economic Services	153,562	(52,442)	101,120	40,808
Other Property and Services	133,900	11,637	145,537	72,673
Total Operating Revenue	27,465,160	508,740	27,973,900	16,679,808
Operating Expense				
Governance	(721,006)	0	(721,006)	(520,336)
General Purpose Funding	(229,167)	(18,000)	(245,167)	(179,238)
Law, Order and Public Safety	(225,814)	0	(225,814)	(171,767)
Health	(128,480)	0	(128,480)	(89,758)
Education and Welfare	(843,390)	0	(843,390)	(626,109)
Housing	(29,500)	(5,400)	(35,900)	(39,952)
Community Amenities	(673,115)	0	(673,115)	(451,316)
Recreation and Culture	(1,814,214)	0	(1,814,214)	(1,395,803)
Transport	(7,452,347)	(364,729)	(7,817,076)	(5,873,975)
Economic Services	(614,386)	0	(614,386)	(433,784)
Other Property and Services	(239,571)	(10,000)	(249,571)	(144,284)
Total Operating Expenditure	(12,970,940)	(397,129)	(13,368,069)	(9,926,332)
Funding Balance Adjustments				
Add back Depreciation	7,160,158	0	7,160,158	5,369,299
Adjust (Profit)/Loss on Asset Disposal	89,338	0	89,338	15,200
Adjust Provisions and Accruals	0	0	0	0
Net Cash from Operations	21,748,716	111,611	21,855,827	12,137,975
Capital Revenues				
Proceeds from Disposal of Assets	221,000	0	221,000	0
Total Capital Revenues	221,000	0	221,000	0
Capital Expenses				
Land and Buildings	(422,282)	(723,712)	(1,145,994)	(317,664)
Furniture and Equipment	(73,000)	0	(73,000)	(32,000)
Plant and Equipment	(2,003,000)	(240,000)	(2,243,000)	(60,000)
Infrastructure - Roads	(24,538,634)	(499,697)	(25,038,331)	(6,081,468)
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Airports	(50,000)	(125,000)	(175,000)	0
Infrastructure - Other	(651,903)	(129,000)	(780,903)	(180,200)
Total Capital Expenditure	(27,738,819)	(1,717,209)	(29,456,028)	(6,576,332)
Net Cash from Capital Activities	(27,517,819)	(1,717,209)	(29,235,028)	(6,576,332)
Financing				
Transfer to Reserves	(918,180)	(38,304)	(956,484)	0
Transfer from Reserves	900,000	200,000	1,100,000	0
Net Cash from Financing Activities	(18,180)	161,696	143,516	0
Net Operations, Capital and Financing	(5,792,283)	(1,443,902)	(7,236,185)	5,461,643
Opening Funding Surplus(Deficit)	5,792,283	1,067,995	6,860,278	6,880,278
Closing Funding Surplus(Deficit)	0	(375,907)	(375,907)	12,321,921

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

SHIRE OF MEEKATHARRA
STATEMENT OF FINANCIAL ACTIVITY
(By Program)
For the Period Ended 31 March 2021

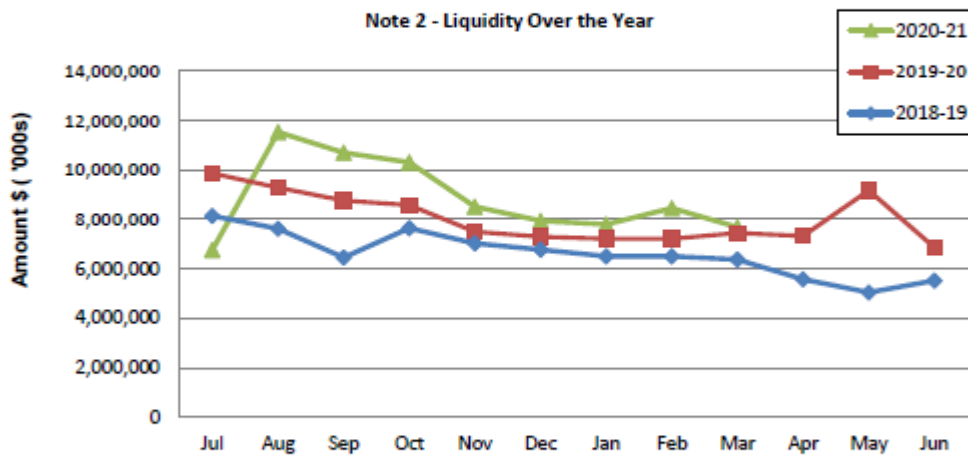
Note 3: EXPLANATION OF MATERIAL VARIANCES

BY Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Operating Revenues					
Governance	(80)	(100.00%)			Undervariance reporting threshold
General Purpose Funding - Rates	135,839	2.99%			Undervariance reporting threshold
General Purpose Funding - Other	11,007	0.79%			Undervariance reporting threshold
Law, Order and Public Safety	5,510	47.90%			Undervariance reporting threshold
Health	(3,628)	(56.02%)			Undervariance reporting threshold
Education and Welfare	7,092	7.10%			Undervariance reporting threshold
Housing	6,488	29.34%			Undervariance reporting threshold
Community Amenities	(19,921)	(14.47%)	▼	Timing	Burial Charges are \$18k lower than ytd budget.
Recreation and Culture	(9,487)	(10.35%)			Undervariance reporting threshold
Transport	(3,300,924)	(32.51%)	▼	Timing	WANDRRA Revenue is lower than ytd budget. This is a timing issue with funds being claimed as milestones are met.
Economic Services	(8,030)	(19.63%)			Undervariance reporting threshold
Other Property and Services	(7,488)	(10.30%)			Undervariance reporting threshold
Operating Expense					
Governance	(122,424)	(33.53%)	▼	Timing	Admin allocations are \$46k lower, and general members expenses are \$85k lower than ytd budget. These may even out during the year.
General Purpose Funding	(18,480)	(10.87%)	▼	Timing	Admin allocations are \$20k lower than ytd budget, these may even out during the year.
Law, Order and Public Safety	(63,250)	(36.63%)	▼	Timing	Fire prevention operational costs are \$33k and Animal control costs \$16k lower than ytd budget. There is also \$16k of general under expenditure with a value of less than \$10k in SES and Ranger services - this is due to budgets being spread evenly over 12 months.
Health	9,387	20.46%			Undervariance reporting threshold
Education and Welfare	(106,000)	(24.92%)	▼	Timing	Youth Centre expenses are \$109k lower than ytd budget. Community Development expenses are \$41k lower than ytd budget.
Housing	(14,000)	(35.06%)	▼	Timing	Staff Housing Maintenance is lower than ytd budget, and may even out over the year.
Community Amenities	(120,427)	(26.66%)	▼	Timing	Other Community amenities expenses are \$61k lower than ytd budget (incl. \$40k grave digging - which is offset by lower revenue) Sanitation expenses are \$30k lower than ytd budget (incl. \$27k litter control). These may even out during future months.
Recreation and Culture	(320,762)	(32.96%)	▼	Timing	Swimming Pool \$33k, Other recreation \$44k, Recreation Officer \$58k, Other Culture \$70k (incl. Loyds building \$100k), and Library expenses are \$15k are lower than ytd budget.
Transport	(60,627)	(1.03%)			Undervariance reporting threshold
Economic Services	(93,328)	(31.96%)	▼	Timing	Tourism and Area promotion expenses (incl. Community Events) are \$71k lower and Other Economic depreciation is \$17k lower than ytd budget - these may even out during the year.
Other Property and Services	(210,719)	(146.04%)	▼		Plant Operation Costs are over recovered by \$195k to ytd budget, due to general under expenditure in plant operations. Staff will review these charges and reallocate prior to year end processes.
Funding Balance Adjustments					
Add back Depreciation	276,318	5.18%			Undervariance reporting threshold
Adjust (Profit)/Loss on Asset Disposal	(15,200)	(100.00%)	▼	Timing	F427 - 2010 Hi-Ace Bus will be traded later this year.
Capital Revenues					
* Refer Statement by Nature or Type - Non-Operating Grants and Contributions	(3,268,951)	(36.22%)	▼	Timing	WANDRRA Revenue is lower than ytd budget. This is a timing issue with funds being claimed as milestones are met.
Proceeds from Disposal of Assets	0				
Capital Expenses					
Land and Buildings	(105,832)	(33.32%)	▼	Timing	Refer to Note 8A for project details
Furniture and Equipment	(8,289)	(22.40%)			Undervariance reporting threshold
Plant and Equipment	(60,000)	(100.00%)	▼	Timing	Refer to Note 8A for project details
Infrastructure - Roads	(69,480)	(1.14%)			Undervariance reporting threshold
Infrastructure - Footpaths	0	0.00%			Undervariance reporting threshold
Infrastructure - Airports	0	0.00%			Undervariance reporting threshold
Infrastructure - Other	(123,457)	(68.51%)	▼	Timing	Refer to Note 8A for project details
Opening Funding Surplus/(Deficit)	(0)	(0.00%)			Undervariance reporting threshold

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 2: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)		
		YTD 31 Mar 2021	Previous Month	YTD 30 Mar 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	9,910,055	9,919,249	5,937,126
Cash Restricted Reserves	3	21,280,349	21,280,349	20,076,186
Cash Restricted - Bonds to be allocated		0	0	1,871
Receivables - Rates and Rubbish	5	1,129,794	1,401,019	1,451,755
Receivables -Other	5	62,147	92,282	286,293
Provision for Doubtful debts		(167,097)	(167,097)	(200,560)
Interest / ATO Receivable/Trust		96,032	104,974	38,576
Inventories		90,403	131,807	121,083
		32,401,683	32,762,585	27,712,330
Less: Current Liabilities				
Payables		(115,255)	(82,930)	(89,108)
Bonds Held		(92,870)	(92,710)	(94,230)
Provisions		(354,285)	(354,285)	(350,694)
Unspent Grants (Contract Liabilities)		(3,230,168)	(2,856,454)	0
		(3,792,578)	(3,386,379)	(534,032)
Net Current Assets		28,609,106	29,376,206	27,178,298
Less: Cash Reserves	6	(21,280,349)	(21,280,349)	(20,076,186)
Plus Provisions		354,285	354,285	350,694
Net Current Funding Position		7,683,042	8,450,142	7,452,806



Comments - Net Current Funding Position

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 3: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Bonds \$	Balance of Account \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	Variable	217,060		0	217,060	Westpac	At Call
Air BP	Variable	65,881			65,881	Westpac	At Call
Maxi Account	Variable	9,584,954		92,870	9,677,824	Westpac	At Call
(b) Term Deposits							
549463	1.00%		21,280,349		21,280,349	Westpac	26-Jun-21
Total		9,867,895	21,280,349	92,870	31,241,114		

Comments/Notes - Investments

- This note reflects the Actual Bank Balances as per the Shire Bank Statements.
- Any difference between the amounts shown at this note compared to Note 2 will be due to undeposited funds and unrepresented payments.
- The Auditor General recommended that Local Government should recognise Bonds and funds controlled as Municipal funds, as opposed to previously being recognised as Trust Funds. The Trust fund should only hold funds not controlled by the Shire.

SHIRE OF MEEKATHARRA
Budget Amendments
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

Note 4: Adopted Budget Amendments to date

GL Account Code	Increase/ Decrease to Budget	Description	Council Resolution	Classification	Adopted Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Adopted Budget		Adopted Budget Closing Surplus/(Deficit)	0	0	\$	\$	\$	\$
	↑ ↓		20.3.21 - Item 9.2.4	Unaudited Budget Surplus	5,792,283	6,907,873		1,115,590	0	1,115,590
				Audited Budget Surplus	6,907,873	6,860,278		0	(47,595)	1,067,995
Revenue										
0031	↑	GRV Rates	22.9.20 - Item 9.2.4	Operating Revenue	4,297,568	4,541,259		243,691	0	1,311,686
0181	↑	Financial Assistance Grant	22.9.20 - Item 9.2.4	Operating Revenue	1,135,191	1,175,685		40,494	0	1,352,180
0211	↑	Local Road Grant	22.9.20 - Item 9.2.4	Operating Revenue	459,286	558,880		99,594	0	1,451,774
4591	↓	MRD - Direct Grant	22.9.20 - Item 9.2.4	Operating Revenue	312,672	303,385		0	9,287	1,442,487
8763	↑	Sale of Scrap	22.9.20 - Item 9.2.4	Operating Revenue	0	5,885		5,885	0	1,448,372
9224	↑	Interest on Reserves	22.9.20 - Item 9.2.4	Operating Revenue	174,499	212,803		38,304	0	1,486,676
5013	↑	Airport Leases	21.11.20 - Item 9.7.1	Operating Revenue	47,825	198,019		150,194	0	1,636,870
8313	↑	Misc. Income	20.3.21 - Item 9.2.4	Operating Revenue	0	11,637		11,637	0	1,648,507
0281	↑	Legal Fees Recovered	20.3.21 - Item 9.2.5	Operating Revenue	3,000	20,000		17,000	0	1,665,507
5783	↓	Rent Lot 1017	20.3.21 - Item 9.2.6	Operating Revenue	52,442	0		0	52,442	1,613,065
4123	↓	Rent Lloyds	20.3.21 - Item 9.2.7	Operating Revenue	60,000	4,173		0	55,827	1,557,238
Non-Operating Revenue										
4572	↑	Transfer from Infrastructure Reserve	27.6.20 - Item 9.5.3	Non-Operating Revenue	0	200,000		200,000	0	1,757,238
5183	↑	R.A.D.S./R.A.F.P./R.A.A.P. Grant Income	17.10.20 - Item 10.2	Non-Operating Revenue	0	150,000		150,000	0	1,776,735
Operating Expenditure										
0192	↑	Valuation & Title Search	22.9.20 - Item 9.2.4	Operating Expenses	15,039	3,039		12,000	0	1,788,735
4750	↓	Road Maintenance Various	22.9.20 - Item 9.2.4	Operating Expenses	50,000	450,000		0	400,000	1,388,735
0947	↓	Lot 255 Darlot St - Maintenance	17.10.20 - Item 9.3.3	Operating Expenses	6,860	10,060		0	3,200	1,385,535
0946	↓	Lot 304 Darlot St - Maintenance	17.10.20 - Item 9.3.3	Operating Expenses	6,860	10,060		0	3,200	1,382,335
0555	↓	Sundry Debtor Write Off	20.3.21 - Item 9.2.4	Operating Expenses	5,000	33,000		0	28,000	1,354,335
8022	↓	Engineering Office Expenses	20.3.21 - Item 9.2.4	Operating Expenses	2,000	12,000		0	10,000	1,344,335
4900	↑	Traffic Signs and Controls	20.3.21 - Item 9.2.4	Operating Expenses	228,161	158,161		70,000	0	1,414,335
4850	↓	Street Cleaning	20.3.21 - Item 9.2.4	Operating Expenses	60,271	95,000		0	34,729	1,379,606

SHIRE OF MEEKATHARRA
Budget Amendments
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

Note 4: Adopted Budget Amendments to date

GL Account Code	Increase/Decrease to Budget	Description	Council Resolution	Classification	Adopted Budget	Amended Budget	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Non-Operating Expenditure										
2533	↓	Domestic Violence Building Purchase	27.6.20 - Item 9.5.3	Capital Expenses	0	200,000		0	200,000	1,379,606
1267	↑	Roads Construction Misc.	15.08.20 - Item 9.7.1	Capital Expenses	2,045,970	600,000		1,445,970	0	1,179,606
LR66	↓	Landor Road - Local Roads & Community Infrastructure Program	15.08.20 - Item 9.7.1	Capital Expenses	0	1,315,467		0	1,315,467	2,625,576
4191	↓	Stage 1 - Lloyds Renovations	22.9.20 - Item 9.2.4	Capital Expenses	0	516,212		0	516,212	1,310,109
C66	↓	Landor Road - Construct Yalgur River Floodway	22.9.20 - Item 9.2.4	Capital Expenses	80,000	150,000		0	70,000	793,897
5034	↓	2 x Transportable 2 bedroom camp accommodation units	22.9.20 - Item 9.2.4	Capital Expenses	160,000	400,000		0	240,000	723,897
1215	↑	Airport Apron and Parking Areas	22.9.20 - Item 9.2.4	Capital Expenses	20,000	37,000		0	17,000	483,897
1218	↑	Crack Sealing & Line Marking	22.9.20 - Item 9.2.4	Capital Expenses	0	30,000		0	30,000	466,897
1220	↑	Runway Reseal & Fog Seal	22.9.20 - Item 9.2.4	Capital Expenses	0	78,000		0	78,000	436,897
8960	↑	Transfer to Reserve - Interest	22.9.20 - Item 9.2.4	Capital Expenses	918,179	956,483		0	38,304	358,897
5390	↑	Canyon Trail and Bridge	20.2.21 - Item 9.3.1	Capital Expenses	10,000	80,000		0	70,000	320,593
SR09	↑	Lions Park - Small Wheels Park & Wall	20.2.21 - Item 9.7.2	Capital Expenses	0	55,000		0	55,000	250,593
SR12	↑	Osir - Telemetry System For Tanks At Oval, Behind Office, Powerstation And Roadhouse	20.3.21 - Item 9.2.4	Capital Expenses	12,000	16,000		0	4,000	195,593
LR66	↑	Landor Road - Local Roads & Community Infrastructure Program	20.3.21 - Item 9.2.4	Capital Expenses	1,315,467	1,475,467		0	160,000	191,593
BB66	↑	Landor Road - Bbrf Funded Business Case	20.3.21 - Item 9.2.4	Capital Expenses	2,699,771	3,099,771		0	400,000	31,593
AC14	↑	Admin Building Capital - Fibre Optic Connection	20.3.21 - Item 9.2.4	Capital Expenses	0	7,500		0	7,500	(368,407)
								0	0	(375,907)
								0	0	(375,907)
								0	0	(375,907)
								0	3,600,359	3,881,076

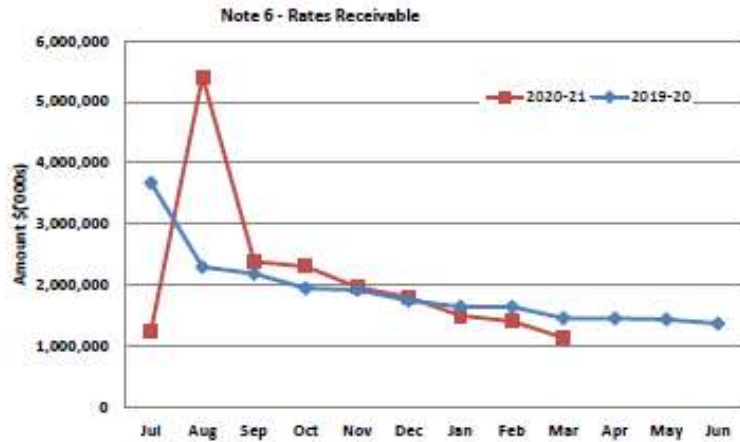
SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 5: RECEIVABLES

Receivables - Rates and Rubbish Receivable

	YTD 31 Mar 2021 \$	30/06/2020 \$
Opening Arrears Previous Years	1,362,717	1,362,717
Levied this year	4,781,993	
Less Collections to date	(5,014,916)	
Equals Current Outstanding	1,129,794	1,362,717
Net Rates and Rubbish Collectable	1,129,794	1,362,717
% Collected	81.61%	

Note 2



Comments/Notes - Receivables Rates

Rates were levied on	4-Aug-20
Full Payment or Instalment 1 due	11-Sep-20
Instalment 2 due	16-Nov-20
Instalment 3 due	20-Jan-21
Instalment 4 due	26-Mar-21

Receivables - General

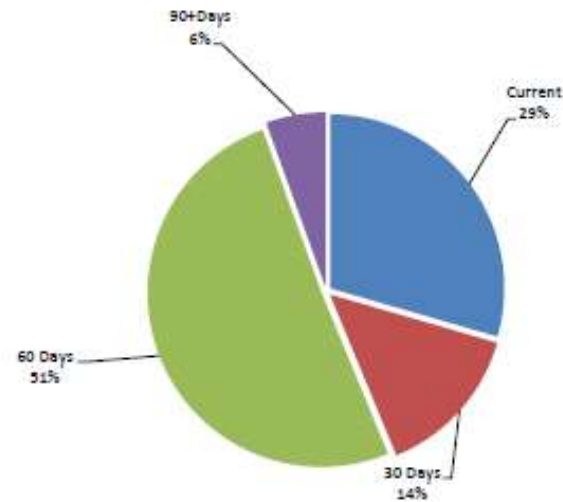
Receivables - Sundry Debtors

Total Sundry Debtors

Amounts shown above include GST (where applicable)

	Current \$	30 Days \$	60 Days \$	90+Days \$
Receivables - General				
Receivables - Sundry Debtors	18,322	8,677	31,515	3,433
Total Sundry Debtors				62,147

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

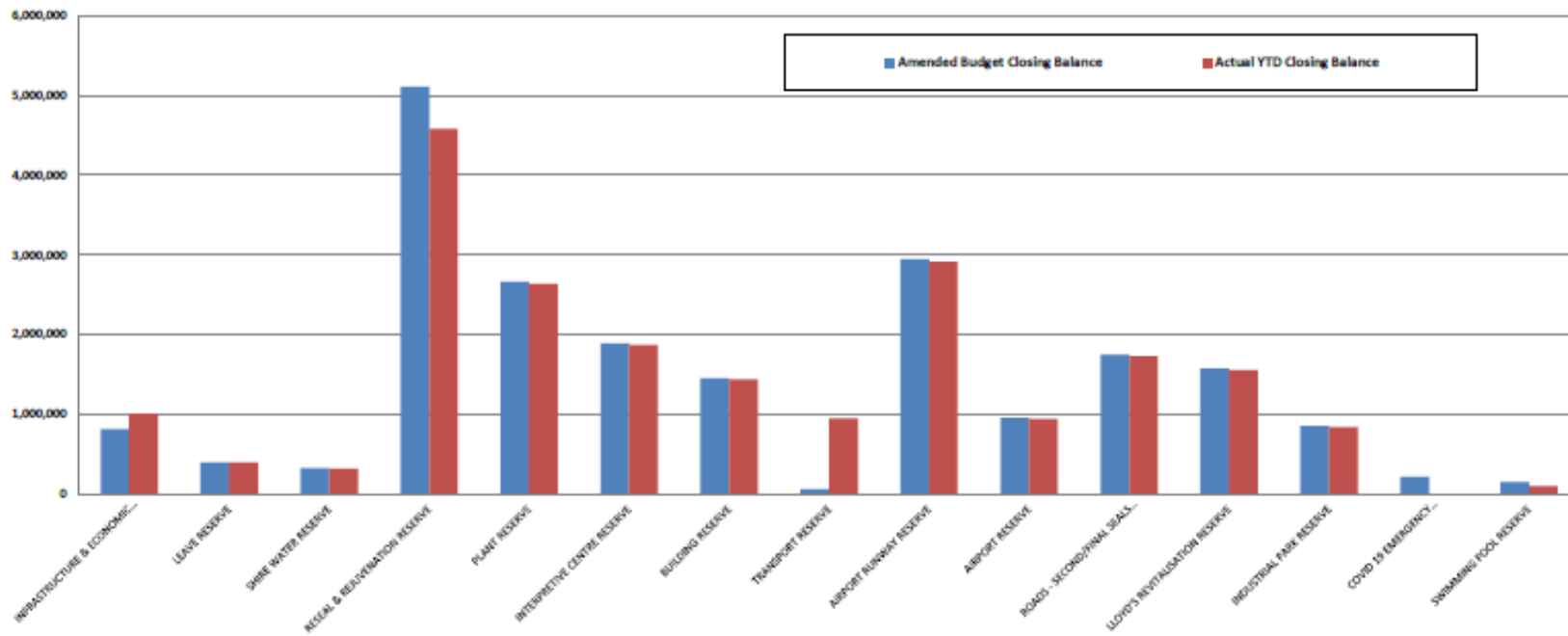
Note 6: Cash Backed Reserves

Name	Actual Opening Balance	Original Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$	\$	\$		\$	\$	\$
INFRASTRUCTURE & ECONOMIC DEVELOPMENT RESERVE	1,007,301	8,260	10,073	0	0	0	0	(200,000)	0	817,374	1,007,301
LEAVE RESERVE	394,216	3,233	3,943	0	0	0	0	0	0	398,159	394,216
SHIRE WATER RESERVE	319,452	2,620	3,195	0	0	0	0	0	0	322,647	319,452
RESEAL & REJUVENATION RESERVE	4,380,118	17,237	23,481	0	300,000	0	0	0	0	3,105,599	4,380,118
PLANT RESERVE	2,634,032	21,599	26,340	0	0	0	0	0	0	2,660,372	2,634,032
INTERPRETIVE CENTRE RESERVE	1,872,501	15,355	18,725	0	0	0	0	0	0	1,891,226	1,872,501
BUILDING RESERVE	1,436,843	11,782	14,368	0	0	0	0	0	0	1,451,212	1,436,843
TRANSPORT RESERVE	951,686	7,804	9,517	0	0	0	(900,000)	(900,000)	0	61,203	951,686
AIRPORT RUNWAY RESERVE	2,914,039	23,895	29,140	0	0	0	0	0	0	2,943,180	2,914,039
AIRPORT RESERVE	943,953	7,740	9,439	0	0	0	0	0	0	953,392	943,953
ROADS - SECOND/FINAL SEALS RESERVE	1,727,471	14,165	17,274	0	0	0	0	0	0	1,744,746	1,727,471
LLOYD'S REVITALISATION RESERVE	1,556,137	12,760	15,561	0	0	0	0	0	0	1,571,697	1,556,137
INDUSTRIAL PARK RESERVE	841,428	6,900	8,415	0	0	0	0	0	0	849,842	841,428
COVID 19 EMERGENCY RESPONSE/CASHFLOW SUPPLEMENT RESERVE	0	0	0	0	214,000	0	0	0	0	214,000	0
SWIMMING POOL RESERVE	101,172	830	1,012	0	30,000	0	0	0	0	152,184	101,172
	21,280,349	154,180	192,484	0	764,000	0	(900,000)	(1,100,000)	0	21,136,833	21,280,349

SHERE OF MIEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 6: Cash Backed Reserves cont'd

Year To Date Reserve Balance to End of Year Estimate



SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 7: UNITED GRANTS

	2020-21	Variations	2020-21	Operating	Non-Operating	Recoup Status	
	Original Budget	Additions (Deletions)	Amended Budget			Funds Received	Balance to be received
	\$	\$	\$	\$	\$	\$	\$
General Purpose Funding							
Financial Assistance Grant	1,135,101	40,494	1,175,685	1,175,685	0	881,764	293,921
Local Road Grant	459,286	99,594	558,880	558,880	0	419,160	139,720
Law, Order and Public Safety							
D.F.E.S. Operating Grant	5,535	0	5,535	5,535	0	3,388	2,150
S.E.S. Operating Grant	4,830	0	4,830	4,830	0	11,404	(6,594)
Education and Welfare							
Misc Youth - Grants Other	10,000	0	10,000	10,000	0	0	10,000
Youth Grant - G.S.H.C. Program	26,172	0	26,172	26,172	0	26,168	4
Youth Services Grant - D.C.F. - W.A.	85,642	0	85,642	85,642	0	87,993	(1,749)
Community Amenities							
Recreation and Culture							
Miscellaneous Grants - Rec Off	10,000	0	10,000	10,000	0	0	10,000
Recreation Grants	10,000	0	10,000	10,000	0	0	10,000
Transport							
Local Roads & Community Infrastructure Program	0	0	0	0	0	0	0
Building Better Regions Fund Grant	0	0	0	0	0	0	0
Mind - Direct Grant	312,672	(9,287)	303,385	303,385	0	303,385	0
Street - Lighting - Operating Grant	5,192	0	5,192	5,192	0	5,772	(580)
Economic Services							
Trails Grant	0	0	0	0	0	0	0
Fundraising Misc Income	6,000	0	6,000	6,000	0	0	6,000
Grant Income - Combating Pests (Meekatharra Rangelands Biosecurity Assoc.)	0	0	0	0	0	0	0
	2,070,500	130,301	2,201,301	2,201,301	0	1,738,429	462,872

Note 8: TIER GRANTS where liability arises when funds are received but not spent to date

	2020-21	Variations	2020-21	Operating	Non-Operating	Recoup Status		Expenditure relating to Grant funds	
	Original Budget	Additions (Deletions)	Amended Budget			Funds Received	Balance to be received	Amount Spent	Unspent Grant
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Misc Grants	583,423	0	583,423	0	583,423	10,515	572,908	160,159	0
Transport									
Local Roads & Community Infrastructure Program	822,435	0	822,435	0	822,435	740,192	82,243	310,309	429,583
Building Better Regions Fund Grant	1,799,771	(130,303)	1,669,268	0	1,669,268	0	1,669,268	1,889,176	0
Wandora - Natural Disaster	14,585,900	0	14,585,900	0	14,585,900	4,000,694	10,585,206	1,199,909	2,800,785
ER Grant	785,619	0	785,619	0	785,619	785,619	0	1,160,157	0
Mind Road Project Grant	545,667	0	545,667	0	545,667	218,267	327,400	745,974	0
R.A.D.S./R.A.F./P./R.A.A.P. Grant Income	0	150,000	150,000	0	150,000	0	150,000	0	0
	0	0	0	0	0	0	0	0	0
	19,122,815	19,497	19,142,312	0	19,142,312	5,755,287	11,387,025	5,466,186	3,236,168

SHIRE OF MEEKATHARRA									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 March 2021									
Note B: CAPITAL EXPENDITURE									
Assets	GL Account	Job	Original Annual Budget	Budget Changes	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings									
ADMIN BUILDING CAPITAL - AUXILIARY SEPTIC TANK	1328	AC10	8,000	0	8,000	0	0	0	
ADMIN BUILDING CAPITAL - RENOVATE SERVER ROOM (SHELVING, CEILING)	1328	AC12	8,000	0	8,000	0	0	0	
ADMIN BUILDING CAPITAL - PLANNING AND STAGE 1 OF OFFICE RECONSTRUCTION	1328	AC13	140,000	0	140,000	0	0	0	
ADMIN BUILDING CAPITAL - RE-TILE OUTSIDE FRONT AND STAFF ENTRY	1328	AC1	8,000	0	8,000	0	0	0	
ADMIN BUILDING CAPITAL - ROOFING SHEETS AND FLASHING AND RELINING	1328	AC9	10,000	0	10,000	0	0	0	
ADMIN BUILDING CAPITAL - FIBRE OPTIC CONNECTION		AC14	0	7,500	7,500	0	0	0	
YC - UPGRADE YC TOILETS (INCL PAINTING)	2437	YC06	10,000	0	10,000	10,000	2,650	(7,350)	
DOMESTIC VIOLENCE BUILDING PURCHASE	2533		0	200,000	200,000	0	0	0	OCM 27.6.20 Item 9.5.3 - funded by Infrastructure Reserve
LOT 206 CAPITAL IMPROVEMENTS	2704	0922	2,000	0	2,000	2,000	2,641	641	
LOT 220 CAPITAL IMPROVEMENTS	2704	0923	9,500	0	9,500	3,000	3,054	54	
LOT 213 CAPITAL IMPROVEMENTS	2704	0925	16,000	0	16,000	0	0	0	
LOT 87 CAPITAL IMPROVEMENTS	2704	0926	8,000	0	8,000	0	0	0	
LOT 408 HILL ST - CAPITAL IMPROVEMENTS	2704	0927	3,200	0	3,200	0	0	0	
LOT 208 CAPITAL IMPROVEMENTS	2704	0929	6,500	0	6,500	0	0	0	
SPORTS COMPLEX RESIDENCE - CAPITAL IMPROVEMENTS	2704	0930	43,000	0	43,000	28,500	28,456	(44)	
LOT 205 HILL ST - CAPITAL IMPROVEMENTS	2704	0932	5,000	0	5,000	0	0	0	
LOT 207 HILL ST - CAPITAL IMPROVEMENTS	2704	0933	5,000	0	5,000	0	0	0	
LOT 204 HILL ST - CAPITAL IMPROVEMENTS	2704	0979	2,000	0	2,000	2,000	3,351	1,351	
LOT 927 MCCLEARY ST - CAPITAL IMPROVEMENTS	2704	0980	9,500	0	9,500	3,000	2,910	(90)	
PUBLIC TOILETS CAPITAL EXPENDITURE	3094		2,000	0	2,000	0	2,410	2,410	
HALL - CURTAINS FOR HALL FOR EAST AND WEST SIDE WINDOWS	3544	HC09	10,000	0	10,000	0	0	0	
HALL - RELOCATE INSIDE BAR & CREATE STORAGE	3544	HC12	5,000	0	5,000	0	0	0	
POOL - BUILDINGS	3666		5,082	0	5,082	0	0	0	
OSR - PICTURE GARDENS - UPGRADE TOILETS	3997	SR22	90,450	0	90,450	90,450	0	(90,450)	
UPGRADE MAIN BUILDING , INC AIR CON, HWS, LIGHTING AND CIRCUITRY	3997	SR23	9,550	0	9,550	9,550	0	(9,550)	
STAGE 1 - LLOYDS RENOVATIONS	4191		0	516,212	516,212	162,664	160,159	(2,505)	
RED SANDBOX - REPLACE EVAP WITH SPLIT SYSTEMS	9651	EC04	6,500	0	6,500	6,500	8,200	(1,700)	
Buildings Total			422,282	723,712	1,145,994	317,664	211,832	(105,393)	
Furniture & Office Equip.									
COUNCIL CHAMBERS - FURNITURE AND EQUIPMENT	0254		35,000	0	35,000	12,000	11,734	(266)	
COMPUTER EQUIPMENT	1244		25,000	0	25,000	25,000	16,977	(8,023)	
KZ - WATER FOUNTAIN	2438	KZ06	5,000	0	5,000	0	0	0	
C.D.O. COMPUTER PURCHASE	2454		5,000	0	5,000	0	0	0	
OSR - PICTURE GARDENS - ARTIFICIAL TURF	3803	SR11	3,000	0	3,000	0	0	0	
Furniture & Office Equip. Total			73,000	0	73,000	37,000	28,711	(4,289)	

SHIRE OF MEEKATHARRA									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 March 2021									
Note 8a: CAPITAL EXPENDITURE									
Assets	GL Account	Job	Original Annual Budget	Budget Changes	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Plant, Equip. & Vehicles									
YOUTH CENTRE VEHICLE	2448		40,000	0	40,000	40,000	0	(40,000)	
POOL - PLANT AND EQUIPMENT	3584		20,000	0	20,000	20,000	0	(20,000)	
MISC PLANT (SMALL EQUIPMENT > \$5000 EX GST)	5034		10,000	0	10,000	0	0	0	
CARAVANS & EQUIPMENT	5034		250,000	240,000	500,000	0	0	0	
DOWN HOLE BORE PUMPS AND TRAILERS	5064		100,000	0	100,000	0	0	0	
SWEEPER	5094		361,000	0	361,000	0	0	0	
TRUCK	5124		350,000	0	350,000	0	0	0	
GRADERS	5134		400,000	0	400,000	0	0	0	
WORKS MANAGER VEHICLE	5144		64,000	0	64,000	0	0	0	
ENGINES & PUMPS (> \$5,000 OTHERWISE USE GL4810)	5154		20,000	0	20,000	0	0	0	
EXCAVATOR	5331		30,000	0	30,000	0	0	0	
LOADER	5334		348,000	0	348,000	0	0	0	
Plant, Equip. & Vehicles Total			2,003,000	240,000	2,243,000	60,000	0	(60,000)	
Roads Infrastructure									
ROAD CONSTRUCTION VARIOUS	4200		24,538,634	499,497	25,038,131	6,081,468	6,011,979	(69,485)	See Note 8b for Road project details
			0	0	0	0	0	0	
Roads Infrastructure Total			24,538,634	499,497	25,038,131	6,081,468	6,011,979	(69,485)	
Footpath Infrastructure									
FOOTPATHS - NEW AND RENEWAL	5046		0	0	0	0	0	0	
			0	0	0	0	0	0	
Footpath Infrastructure Total			0	0	0	0	0	0	
Airport Infrastructure									
RUNWAY CONSTRUCTION	5104	1210	30,000	0	30,000	0	0	0	
AIRPORT APRON & PARKING AREAS	5104	1215	20,000	17,000	37,000	0	0	0	
FOG SEAL & CRACK SEALING	5104	1218	0	30,000	30,000	0	0	0	
AERODROME - LINE MARKING	5104	1220	0	78,000	78,000	0	0	0	
Airport Infrastructure Total			50,000	125,000	175,000	0	0	0	

SHIRE OF MEEKATHARRA									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 March 2021									
Note Bii: CAPITAL EXPENDITURE									
Assets	GL Account	Job	Original Annual Budget	Budget Changes	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Other Infrastructure									
YC - RETICULATION	2436	YCC01	4,000	0	4,000	2,000	3,629	1,629	
YC - UPGRADE TO ENTRY GARDEN	2436	YCC04	3,000	0	3,000	0	0	0	
YC - FENCING MODIFICATIONS AND GATES TO ALLOW ACCESS FROM L	2436	YCC06	5,000	0	5,000	5,000	0	(5,000)	
YC - WATER FOUNTAIN (OF TOILET BLOCK)	2436	YCC07	5,000	0	5,000	5,000	0	(5,000)	
K2 - FENCING TO ALLOW FOR PUBLIC ACCESS TO THE PLAYGROUND ON	2440	K2C05	5,500	0	5,500	5,500	0	(5,500)	
REFUSE SITE - CONSTRUCTION OF TYRE DISPOSAL AREA	3204		60,000	0	60,000	0	7,536	7,536	
CEMETERY - OTHER INFRASTRUCTURE	3274		28,200	0	28,200	25,200	24,765	(435)	
TOWN DRINKING FOUNTAIN	3280		5,000	0	5,000	0	0	0	
OVAL AND ASSOCIATED INFRASTRUCTURE	3638		11,500	0	11,500	11,500	11,500	0	
LUKES PIT WATER SCHEME	3944		30,000	0	30,000	0	0	0	
OSR - TELEMETRY SYSTEM FOR TANKS AT OVAL, BEHIND OFFICE, POWE	3994	SR12	12,000	4,000	16,000	0	0	0	
LIONS PARK - LANDSCAPING (INCLUDES REMOVAL OF BMX TRACK)	4015	SR13	12,000	0	12,000	12,000	0	(12,000)	
LIONS PARK - SEATING AND TABLES	4015	SR14	5,000	0	5,000	5,000	0	(5,000)	
LIONS PARK - BBQ	4015	SR15	15,000	0	15,000	15,000	0	(15,000)	
LIONS PARK - SMALL WHEELS PARK & WALL	4015	SR09	0	55,000	55,000	0	0	0	
LIONS PARK	4015		0	0	0	32,000	0	(32,000)	
SPEEDWAY/HOTROD/GOKART CAPITAL EXPENSE	4066		10,000	0	10,000	10,000	9,091	(909)	
PLAYGROUND - RETICULATION	4076	SR16	5,000	0	5,000	5,000	0	(5,000)	
PLAYGROUND - TREES AND TREE GUARDS	4076	SR17	5,000	0	5,000	5,000	0	(5,000)	
PLAYGROUND - NATURE PLAYGROUND	4076	SR18	10,000	0	10,000	10,000	0	(10,000)	
PLAYGROUND - SEATS	4076	SR19	2,000	0	2,000	2,000	0	(2,000)	
PLAYGROUND - SHADE STRUCTURES	4076	SR20	20,000	0	20,000	20,000	0	(20,000)	
PLAYGROUND - LANDSCAPING	4076	SR21	10,000	0	10,000	10,000	0	(10,000)	
MAINSTREET SCAPING - STREET SCULPTURES	4984	MS03	15,000	0	15,000	0	0	0	
MEEKA NORTH DRIVE - HERITAGE	5387		90,302	0	90,302	0	0	0	
MEEKA SOUTH DRIVE - HERITAGE	5388		120,015	0	120,015	0	0	0	
MEEKA TOWN WALK - HERITAGE	5389		16,500	0	16,500	0	0	0	
CANYON TRAIL & BRIDGE - INC. RESEARCH & PLANNING	5390		10,000	70,000	80,000	0	0	0	
MEEKA TOWN DRIVE - HERITAGE	5394		70,885	0	70,885	0	0	0	
WELCOME PARK & INFORMATION BAY CAPITAL EXPENDITURE	5399		66,000	0	66,000	0	222	222	
Other Infrastructure Total			651,903	129,000	780,903	180,200	56,743	(133,857)	
Capital Expenditure Total			27,738,519	1,717,209	29,456,028	6,576,332	6,309,265	(367,067)	

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 8b: CAPITAL EXPENDITURE - Roads Infrastructure Detail

Assets	Job	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Grids Installation	1262	100,000	100,000	0	0	0	Council Funded
Grids Construction	1266	150,000	150,000	3,000	3,011	11	Council Funded
Road Construction Misc	1267	2,045,970	600,000	75,000	74,324	(676)	Council Funded
Water Bores	1268	150,000	150,000	0	0	0	Council Funded
Cut Off Walls And Drainage General	1269	200,000	200,000	0	0	0	Council Funded
Ashburton Downs Rd - Roads To Recovery Funded	A67	1,200,000	1,200,000	1,200,000	1,160,157	(39,843)	RZR & Council Funded
Landor Road - BRRF Funded Business Case	BB66	2,699,771	3,099,771	1,889,176	1,889,176	0	BRRF & Council Funded
Mt Clere Rd - Construction	C1	180,000	180,000	40,000	40,072	72	Council Funded
Laneway Between Main Street & Hill Street B	C134	18,000	18,000	18,000	0	(18,000)	Council Funded
Alternate Heavy Haulage Road - Council Funded	C135	25,000	25,000	25,000	0	(25,000)	Council Funded
Sylvania Rd - Construction	C19	0	0	0	14,595	14,595	Council Funded
High Street - Construction	C43	60,000	60,000	0	0	0	Council Funded
Savage Street - Construction	C44	65,000	65,000	2,500	1,660	(840)	Council Funded
Landor Rd - Council Funding	C66	1,351,393	1,421,393	200,290	204,528	4,238	Council Funded
Ashburton Downs-Meekatharra Rd - Construction	C67	725,000	725,000	120,000	119,584	(416)	WANDRRA
Agm: 899 (Feb 2020) General Expense	FDC00	14,750,000	14,750,000	1,390,000	22,189	(1,367,811)	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Meekatharra - Mt Clere Road	FDC1	0	0	0	-175	(175)	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Weelarrana Road	FDC18	0	0	0	34,555	34,555	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Sylvania Road	FDC19	0	0	0	509,644	509,644	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Turree Creek Road	FDC20	0	0	0	158,124	158,124	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Bulloo Downs Road	FDC4	0	0	0	93,541	93,541	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Jigalong Road	FDC63	0	0	0	262,448	262,448	WANDRRA
Agm: 899 (Feb 2020) Flood Damage - Landor - Meekatharra Road	FDC66	0	0	0	310,809	310,809	LGRICP & Council Funded
Landor Road - Local Roads & Community Infrastructure Program	LR66	0	1,475,467	382,000	382,043	43	RRG & Council Funded
Landor Rd - Regional Road Group Funding	RR66	368,500	368,500	368,500	360,932	(7,568)	RRG & Council Funded
Roads Infrastructure Total		24,538,634	25,038,131	6,081,468	6,011,979	(69,489)	

Comments:

SHIRE OF MEEKATHARRA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2021

Note 9: CAPITAL DISPOSALS

Original Budget Profit/(Loss) of Asset Disposal			Disposals	Actual YTD			Comments
Net Book Value	Proceeds	Profit (Loss)		Net Book Value	Proceeds	Profit (Loss)	
\$	\$	\$					
30,200	15,000	(15,200)	Education and Welfare P427 - 2010 Hi-Ace Bus				
			Transport				
51,664	30,000	(21,664)	P109 - 2005 Nissan UD Prime Mover				
73,273	30,000	(43,273)	P407 - 2008 Nissan UD Prime Mover				
88,201	80,000	(8,201)	P108 - 2005 12H westrac Motor Grader				
17,000	16,000	(1,000)	P315 - 1981 910 Cat Loader				
50,000	50,000	0	Other as required				
310,338	221,000	(89,338)		0	0	0	

Comments

There have been no disposals processed to date.



ACTIONS TAKEN UNDER DELEGATED POWER REQUIRING NOTIFICATION TO COUNCIL

Write Offs

There were no actions taken under delegated powers in accordance with Delegation 05 – Power to Waive or Write off Debts in March 2021 that require reporting to Council.

Purchase Orders

There were no purchase orders to be presented to Council as per resolution 9.7.1 from the Ordinary Council Meeting held 18 February 2017.

Title/Subject:	OUTSTANDING DEBTORS	
Agenda/Minute Number:	9.2.2	
Applicant:	Nil	
File Ref:	ADM 171	
Disclosure of Interest:	Nil	
Date of Report:	31 March 2021	
Author:	Krys East Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

At the end of every month an aged detailed trial balance is performed.

The following applies to all outstanding debtors –

- >30 day – Outstanding debtors with an account older than 30 days are sent a statement
- >60 day – Outstanding debtors with an account older than 60 days or more are sent a reminder letter and are followed up with a phone call and/or email if possible
- >90 day – Outstanding debtors with an account older than 90 days will be sent to a debt collection agent.

Comment:

Council policy 4.11 stipulates sundry debt collection. Some matters with particular circumstances may be referred to Council for consideration.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

4.11 Sundry Debt Collection

Financial Implications:

Loss of revenue

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council receives the outstanding monthly Debtor Trial Balance for March 2021.

AGENDA OF THE ORDINARY COUNCIL MEETING TO BE HELD ON SATURDAY 17 APRIL 2021

Page 37

Printed on : 06.04.21 at 15:34

*** SHIRE OF MEEKATHARRA ***

Debtors Trial Balance

Debtor #	Name	Credit Limit	As at 31.03.2021		30.01.2021	01.03.2021	31.03.2021	Total	
			31.12.2020	Age					
			GT 90 days	Of Oldest Invoice (90Days)					
B043	ADRIAN BAUMGARTEN		0.00	0	0.00	42.52	0.00	42.52	Notes for debts >90 days old
A092	AEROHIRE PTY LTD		0.00	0	0.00	0.00	51.27	51.27	
U001	AEROQUEST AIRBORNE		0.00	0	0.00	0.00	26.94	26.94	
A045	AIRFLITE PTY LTD		0.00	0	0.00	0.00	28.43	28.43	
C7	AIRSERVICES AUSTRALIA		0.00	0	0.00	0.00	373.26	373.26	
D096	ANDREW PETER DEAN		0.00	0	0.00	0.00	0.00	-26.94	
A017	AUSTRALIAN TAXATION OFFICE		0.00	0	11.22	0.00	0.00	11.22	
B134	BINSIAR, ANDREW (JNR)		0.00	0	0.00	0.00	712.30	712.30	
B2	BP AUSTRALIA PTY LTD		0.00	0	0.00	0.00	147.81	147.81	
B064	BROWN, CLINTON		0.00	0	0.00	0.00	44.00	44.00	
B147	BYRON BAY AIR CHARTER PTY		0.00	0	0.00	0.00	53.86	53.86	
C152	CATANIA, V		26.70	133	66.35	117.15	117.15	327.35	following up
C027	CENTRAL AIR		0.00	0	0.00	0.00	83.82	83.82	
B022	CLARK BUTSON		0.00	0	0.00	0.00	236.14	236.14	
C113	COBHAM AVIATION		0.00	0	0.00	0.00	0.00	-212.74	
C033	CURTIN FLYING CLUB INC		0.00	0	0.00	0.00	0.00	-22.00	
D120	DE LONG, MICHAEL JUDE		0.00	0	0.00	0.00	22.00	22.00	
D1	DEPARTMENT OF EDUCATION		0.00	0	31023.11	0.00	0.00	31023.11	
H007	DEPARTMENT OF HOUSING		0.00	0	0.00	0.00	0.00	-960.60	
D119	DESROSIERS, NICOLE		0.00	0	0.00	0.00	245.00	245.00	
R011	ERIC ROULSTON		0.00	0	0.00	0.02	0.00	0.02	
F033	FARMER JACKS		0.00	0	0.00	0.00	223.10	223.10	
F049	FORTESCUE HELICOPTERS PTY		0.00	0	0.00	0.00	66.00	66.00	
F046	FRIGTECH SERVICES		0.00	0	0.00	0.00	43.10	43.10	
F047	FRONTIER HELICOPTERS PTY L		0.00	0	0.00	0.00	0.00	-25.06	
G011	GERALDTON AIR CHARTER		0.00	0	0.00	0.00	0.00	-26.93	
G108	GIULIANO, JOE TREVOR JOHN		0.00	0	0.00	0.00	899.88	899.88	
G008	GOLDFIELDS AIR SERVICES		0.00	0	0.00	0.00	72.22	72.22	
G080	GRBIC, RICKY		783.99	434	0.00	0.00	0.00	783.99	following up in liquidation
G077	GREY MARE TRANSPORT		574.22	1048	0.00	0.00	0.00	574.22	
G052	GROUNDWATER CONSULTING SER		0.00	0	0.00	0.00	0.00	-22.08	
H014	HELIBITS PTY LTD (HELIWEST		0.00	0	0.00	0.00	170.18	170.18	
H096	HOOD GLENN NEIL		0.00	0	0.00	45.95	0.00	45.95	
I018	ILHA PTY LTD		0.00	0	0.00	0.00	26.94	26.94	
J018	JANDAKOT FLIGHT CENTRE		0.00	0	0.00	0.00	40.41	40.41	

AGENDA OF THE ORDINARY COUNCIL MEETING TO BE HELD ON SATURDAY 17 APRIL 2021



Page 38

Printed on : 06.04.21 at 15:34

*** SHIRE OF MEEKATHARRA ***

Debtors Trial Balance

Debtor #	Name	Credit Limit	As at 31.03.2021		30.01.2021	01.03.2021	31.03.2021	Total	
			31.12.2020	Age					
			GT 90 days	Of Oldest Invoice (90Days)					
V027	JEFFRY PAUL VAN SCHIE		0.00	0	0.00	0.00	22.00	22.00	
K027	KYANGA, ROBERT		0.00	0	0.00	0.00	103.86	103.86	
L015	LACY CONTRACTING SERVICES		0.00	0	0.00	22.08	0.00	22.08	
S134	MARK STURGEON		0.00	0	0.00	0.00	195.49	195.49	
M221	MB AVIATION PTY LTD		0.00	0	0.00	0.00	53.86	53.86	
MC1D	MEEKATHARRA CARAVAN PARK		0.00	0	0.00	0.00	83.10	83.10	
M03D	MEEKATHARRA CORNER STORE		0.00	0	0.00	0.00	51.70	51.70	
M148	MELISSA PRICE MP		0.00	0	0.00	0.00	0.00	-34.40	
M092	MELREAM PTY LTD		0.00	0	0.00	0.00	44.91	44.91	
M141	MIDWEST SEPTICS		0.00	0	0.00	0.00	74.05	74.05	
M173	MT AUGUSTUS TOURIST PARK		0.00	0	0.00	0.00	0.00	-24.61	
N009	NANTAY PTY LTD - MAROOMBA		0.00	0	0.00	93.54	0.00	93.54	
D107	NOEL CHARLES DAVISON		0.00	0	31.43	0.00	0.00	31.43	
L011	PAUL LYONS AVIATION PTY LT		0.00	0	0.00	0.00	154.54	154.54	
P106	PEGASUS AIR PTY LTD		78.21	114	0.00	0.00	0.00	78.21	following up
P109	PENJET PTY LTD		0.00	0	0.00	0.00	397.42	397.42	
R043	RACHLAN HOLDINGS PTY LTD		22.00	148	0.00	0.00	0.00	22.00	following up
R098	REILLY & CO		0.00	0	0.00	0.00	0.00	-74.05	
R013	ROYAL ANTEDILUVIAN ORDER O		0.00	0	0.00	0.00	348.61	348.61	
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	0.00	4749.84	9312.27	14062.11	
S096	S&K ELECTRICAL CONTRACTING		0.00	0	0.00	74.05	0.00	74.05	
S147	S2 RESOURCES		0.00	0	0.00	0.00	249.64	249.64	
S055	SHINE AVIATION SERVICES		0.00	0	0.00	0.00	642.86	642.86	
W045	SIMON WILDING		0.00	0	0.00	0.00	0.00	-50.10	
S007	SKIPPERS AVIATION		0.00	0	0.00	2610.00	2010.00	4620.00	
S078	STAR AVIATION PTY LTD		0.00	0	360.74	1121.96	987.99	2470.69	
S146	STUART ROBIN CALING		0.00	0	32.98	0.00	0.00	32.98	
T041	TWINCREEK HOLDINGS PTY LTD		0.00	0	0.00	0.00	0.00	-25.25	
W112	WALTER WHIP & THE FLAMES		875.00	868	0.00	0.00	0.00	875.00	following up
W075	WESTCOAST SEAPLANES PTY LT		0.00	0	0.00	0.00	64.70	64.70	
Y023	YOUTH FOCUS		0.00	0	0.00	0.00	1116.69	1116.69	
Y015	YUGUNGA-NYA PEOPLE'S TRUST		1072.50	287	0.00	0.00	0.00	1072.50	at debt collection
Y018	YULELLA INCORPORATED		0.00	0	0.00	0.00	218.33	218.33	
Totals --- Credit Balances:		-1504.76	3432.62		31525.83	8877.11	19815.83	62146.63	

Title/Subject:	LIST OF ACCOUNTS ENDED 31 MARCH 2021	
Agenda/Minute Number:	9.2.3	
Applicant:	Nil	
File Ref:	ADM 171	
Disclosure of Interest:	Nil	
Date of Report:	02 March 2021	
Author:	Krys East Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>

Summary:

Accounts are to be presented to council for payments.

Background:

List of accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing each account paid since the last such list was prepared -
 - (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

- (2) A list of accounts for approval to be paid is to be prepared each month showing –
 - (a) each account which requires council authorization in that month –
 - (i) the payee's name
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.

- (3) A list prepared under sub-regulation (1) or (2) is to be –
 - (a) presented to the council at the next ordinary meeting of council after the list is prepared; and recorded in the minutes of that meeting.

Comment:

Each month the accounts are presented to council for payment;

Municipal	\$ 1,128,429.83
Air BP	\$ 3,598.07
Trust	\$ 0.00
Total	\$ 1,132,027.90

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government (Financial Management) Regulations 1996 S.6.10.13 List of Accounts.

Policy Implications:

Nil

Financial Implications:

Accounts to be paid

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council receives the attached list of creditor accounts paid under delegated power.

AGENDA OF THE ORDINARY COUNCIL MEETING TO BE HELD ON SATURDAY 17 APRIL 2021

Page 41

SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the
17-Apr-21

			MUNI	AIR BP
EFT17801	09/03/2021 EAE HOLDINGS T/A STANLEE HOSPITALITY SUPPLIES	PROFESSIONAL 6 BURNER RANGE W/OVEN, CHARGRILL, FRYER FOR LLOYDS	-13897.40	
EFT17802	15/03/2021 ATYEO'S ENVIRONMENTAL HEALTH SERVICES PL	EHO DUTIES 15/2/21 - 20/2/21 - FEBRUARY 2021	-5682.60	
EFT17803	15/03/2021 AURIS MINERALS LIMITED	Rates refund for assessment A7519 E52/3166 NANNINE GOLD FIELD MEEKATHARRA WA 6642	-508.61	
EFT17804	15/03/2021 AUSQUEST LIMITED	RATE REFUND A8079	-3216.85	
EFT17805	15/03/2021 AUSTRALIA POST	POSTAGE 01/02/2021 - 28/02/21	-422.25	
EFT17806	15/03/2021 AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWAL TO 14/04/2022 3X AERODROME COMMUNICATIONS	-135.00	
EFT17807	15/03/2021 AUSTRALIAN INSTITUTE OF MANAGEMENT (AIM WA)	CORPORATE BRONZE MEMBERSHIP - 1/04/2021 - 31/03/2022	-550.00	
EFT17808	15/03/2021 B & E TRENFIELD	PARKS & GARDENS CONTRACT MARCH 2021	-12317.71	
EFT17809	15/03/2021 BLACKTOP MATERIALS ENGINEERING PTY LTD	LR66 - LRCIP - VARIOUS SOIL SAMPLING AND WATER TESTS	-1375.00	
EFT17810	15/03/2021 BOC GASES	CYLINDER RENT OXY & ACETYLENE	-293.97	
EFT17811	15/03/2021 BRAT ENDEAVOURS PTY LTD	TUREE CREEK RD SUPERVISION OF ROAD WORKS + TRAFFIC SIGNS IN CONJUNCTION WITH FLOOD DAMAGE	-1353.00	
EFT17812	15/03/2021 BUNNINGS GROUP LIMITED	5 X BOXES CR2 BATTERIES	-282.60	
EFT17813	15/03/2021 C4 CLEANING	CLEANING FEBRUARY - VARIOUS SHIRE PROPERTIES	-2392.50	
EFT17814	15/03/2021 CANINE CONTROL	RANGER SERVICES ON 3, 4, 5 MARCH 2021	-3584.56	
EFT17815	15/03/2021 CLOUD PAYMENT GROUP (CLOUD COLLECTIONS P/LTD)	DEBT COLLECTION - RATES & DEBTORS/GENERAL	-3057.34	
EFT17816	15/03/2021 CONTRACT AQUATIC SERVICES	POOL MANAGEMENT - FEBRUARY 2021; CHEMICALS; EXTRA HOURS (CARNIVAL, AUSTRALIA DAY ETC)	-22082.13	
EFT17817	15/03/2021 DARRELL FORREST ADVISORY SERVICES	ASSIST WITH REVIEW OF LOCAL LAWS	-3712.50	
EFT17818	15/03/2021 DELTAZONE NOMINEES PTY LTD (MIDWEST FIRE PROTECTION / EYE SPY SECURITY)	SECURITY MONITORING UNTIL 30/6/2021; ANNUAL MAINTENANCE OF ALARMS; KIDZONE & RED SANDBOX MONITORING FEBRUARY 2021	-14734.50	
EFT17819	15/03/2021 EASIFLEET (EASI SALARY)	ADRIAN BAUMGARTEN NOVATED LEASE FORTNIGHT ENDING 03/03/2021	-854.61	
EFT17820	15/03/2021 FARMER JACKS	VARIOUS PURCHASES	-1668.21	
EFT17821	15/03/2021 FILTERS PLUS	OIL & AIR FILTERS AIRPORT GENSET	-184.80	
EFT17822	15/03/2021 FUJI XEROX AUSTRALIA PTY LTD	PRINTING COSTS FEBRUARY - DPP455, C6688, C6685, ADMIN & DEPOT	-621.58	
EFT17823	15/03/2021 GREAT NORTHERN MINERALS LIMITED	Rates refund for assessment A8195 E52/3612 PEAK HILL GOLD FIELD MEEKATHARRA WA 6642	-2202.72	
EFT17824	15/03/2021 GREENFIELD TECHNICAL SERVICES	AGRN 899 FLOOD DAMAGE PROJECT MANAGEMENT, FINANCIAL ADMINISTRATION AND TECHNICAL SUPPORT	-2365.00	
EFT17825	15/03/2021 IXOM OPERATIONS PTY LTD (KEPPEL, ORICA)	FEBRUARY MONTHLY SERVICE FEE FOR CHLORINE GAS FOR POOL	-76.38	
EFT17826	15/03/2021 JR & A HERSEY PTY LTD	PROTECTIVE CLOTHING AND REPLACEMENT TOOLS	-1564.72	
EFT17827	15/03/2021 KOTT GUNNING LAWYERS	REVIEW DRAFT ROAD ACCESS MAINTENANCE DEED; CRC DRAFT MANAGEMENT AGREEMENT LLOYDS	-7236.24	
EFT17828	15/03/2021 LANDGATE	SCHEDULE M2021/2 - 16/01/2020 TO 16/02/2021	-172.20	
EFT17829	15/03/2021 LEADERPRESS	2 X REAMS TAX INVOICES - PRINTED STATIONERY	-635.80	
EFT17830	15/03/2021 LGIS WA	2020/21 PROPERTY INSURANCE ADDITION - SMALL WHEEL PARK	-748.87	
EFT17831	15/03/2021 MEEKATHARRA GYMKHANA CLUB	DONATION TO 2021 MEEKATHARRA GYMKHANA CLUB	-1000.00	
EFT17832	15/03/2021 MEEKATHARRA PHARMACY	FACE MASKS (REUSABLE AND DISPOSABLE)	-600.00	
EFT17833	15/03/2021 MIDWEST SEPTICS	EMPTY RV DUMP POINT	-660.00	
EFT17834	15/03/2021 MODERN TEACHING AIDS PTY LTD	KIDZONE LEARNING TOYS & GAMES	-732.21	
EFT17835	15/03/2021 NORTHERN GOLDFIELDS EARTHMOVING PTY LTD (NGE)	AGRN899 SYLVANIA ROAD FLOOD DAMAGE REPAIRS; CEMENT AND FLOODWAY STABILISATION	-221639.00	
EFT17836	15/03/2021 SUNNY SIGN COMPANY PTY LTD	VARIOUS TRAFFIC SIGNS	-5118.30	
EFT17837	15/03/2021 THE DETAIL STUDIO	DETAIL CLEAN MK004 AFTER HAIL/WINDSCREEN DAMAGE	-495.00	
EFT17838	15/03/2021 TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT CHARGES	-1423.17	
EFT17839	15/03/2021 TRUCKLINE (SPECIALIST WHOLESALERS PTY LTD)	ADBLUE AQUEOUS UREA SOLUTION 20L	-422.40	
EFT17840	15/03/2021 WESTERN INDEPENDENT FOODS	VARIOUS FREIGHT CHARGES	-22.30	
EFT17841	15/03/2021 WINC AUSTRALIA PTY LTD (STAPLES)	VARIOUS STATIONERY SUPPLIES	-662.15	
EFT17842	15/03/2021 YULELLA ABORIGINAL CORPORATION	CARRY OUT WORKS AT 25 MILE WELL	-4950.00	
EFT17843	30/03/2021 ATYEO'S ENVIRONMENTAL HEALTH SERVICES PL	EHO DUTIES 17 MARCH + 21-26 MARCH 2021	-6029.10	
EFT17844	30/03/2021 BENARA NURSERIES	PLANTS FOR LLOYDS	-604.23	
EFT17845	30/03/2021 BLACKTOP MATERIALS ENGINEERING PTY LTD	LR66 - LANDOR ROAD - MATERIAL TESTING	-4730.00	
EFT17846	30/03/2021 BRAT ENDEAVOURS PTY LTD	SUPERVISION OF FLOOD DAMAGE WORKS: SYLVANIA ROAD AND LANDOR ROAD	-16272.52	
EFT17847	30/03/2021 CANINE CONTROL	RANGER SERVICES ON 17-18 MARCH 2021	-3584.56	
EFT17848	30/03/2021 COMMERCIAL HOTEL	LUNCHES FOR COUNCILLORS & STAFF AFTER COUNCIL MEETING SATURDAY 20 MARCH 2021	-319.50	
EFT17849	30/03/2021 CORSIGN WA PTY LTD	SYLVANIA ROAD AND SYLVANIA HSD SIGN; ORANGE PARENT/CHILD SIGNS	-184.80	
EFT17850	30/03/2021 DAVID KENNETH HODDER	MEETING FEE OCM & HBTP 20/03/2021	-550.00	
EFT17851	30/03/2021 DELTAZONE NOMINEES PTY LTD (MIDWEST FIRE PROTECTION / EYE SPY SECURITY)	INSTALLATION OF 4 CCTV CAMERAS IN LLOYDS INCL RECORDER	-7148.74	
EFT17852	30/03/2021 DEPARTMENT OF HUMAN SERVICES - SERVICES AUSTRALIA - CENTREPAY	CENTREPAY TRANSACTION CHARGES FOR JANUARY & FEBRUARY 2021	-73.26	
EFT17853	30/03/2021 DEPARTMENT OF PLANNING, LANDS AND HERITAGE	ADJUSTED LEASE OF CHILD CARE CENTRE FOR 01/01/2021 TO 30/06/2021	-33.00	
EFT17854	30/03/2021 EASIFLEET (EASI SALARY)	ADRIAN BAUMGARTEN NOVATED LEASE FORTNIGHT ENDING 17/3/2021	-854.61	
EFT17855	30/03/2021 ELITE ELECTRICAL CONTRACTING	SUPPLY AND FIT LIGHT ON 303 DARLOT STREET SHED AND LED LIGHT IN LIBRARY	-291.06	

AGENDA OF THE ORDINARY COUNCIL MEETING TO BE HELD ON SATURDAY 17 APRIL 2021

Page 42

SHIRE OF MEEKATHARRA
Accounts Due and Paid under Delegated Authority and Submitted to Council on the
17-Apr-21

			MUNI	AIR BP
EFT17856	30/03/2021	ESSENTIAL LABOUR SOLUTIONS PTY LTD (ELS)	40,000KM SERVICE, TYRES AND TYRE CHANGE	-2939.72
EFT17857	30/03/2021	FRETURN ENGINEERING	REPAIRS TO VARIOUS PLANT	-8633.60
EFT17858	30/03/2021	FUJI XEROX AUSTRALIA PTY LTD	1 X CYAN, MAGENTA & YELLOW TONER FOR FUJI DOCUPRINT CM405 PRINTER	-1401.48
EFT17859	30/03/2021	GG PUMPS & ELECTRICAL PTY LTD	REPAIR ELECTRICAL ENGINE FOR PRESSURE CLEANER AT DEPOT	-604.68
EFT17860	30/03/2021	GREENFIELD TECHNICAL SERVICES	AGRN 899 FLOOD DAMAGE PROJECT MANAGEMENT, FINANCIAL ADMINISTRATION AND TECHNICAL SUPPORT	-2607.00
EFT17861	30/03/2021	HARVEY JAMES NICHOLS	MEETING FEE OCM & HBTP 20/03/2021	-700.00
EFT17862	30/03/2021	JR & A HERSEY PTY LTD	SAFETY BOOTS; VARIOUS TOOLS AND SUPPLIES	-2561.70
EFT17863	30/03/2021	LEADERPRESS	PRINTED STATIONERY (RATE NOTICES, FINAL NOTICES, STATEMENTS, ENVELOPES)	-2371.60
EFT17864	30/03/2021	MARK SMITH	MEETING FEE OCM & HBTP 20/03/2021	-550.00
EFT17865	30/03/2021	MATTHEW HALL	MEETING FEE OCM & HBTP 20/03/2021 + TRAVEL FEE	-975.74
EFT17866	30/03/2021	MEEKATHARRA CORNER STORE	VARIOUS PURCHASES	-950.84
EFT17867	30/03/2021	MODERN TEACHING AIDS PTY LTD	CRAFT SUPPLIES FOR KIDZONE	-109.89
EFT17868	30/03/2021	MOSES, PHILLIP	MEETING FEE OCM & HBTP 20/03/2021	-550.00
EFT17869	30/03/2021	MTF SERVICES	LANDOR ROAD WORKS: LRCIP FUNDED (9/2/21 - 19/2/21) AND FLOOD DAMAGE REPAIRS (20/2/21 - 1/3/21)	-462288.20
EFT17870	30/03/2021	MURCHISON RUBBISH SERVICES	RUBBISH CONTRACT MARCH 2021	-20628.34
EFT17871	30/03/2021	NEUK PORT AD-HAIR	AERODROME MANAGEMENT CONTRACT FOR MONTH OF MARCH 2021	-22622.60
EFT17872	30/03/2021	NEW RESOLUTION GEOPHYSICS AUSTRALIA PTY LTD (NRG)	REFUND OF DUPLICATE PAYMENT FROM NRG FOR LANDING 16/2/21	-41.25
EFT17873	30/03/2021	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD (NGE)	BULLOO DOWNS AND SYLVANIA ROAD WORKS IN CONJUNCTION WITH FLOOD DAMAGE	-66148.50
EFT17874	30/03/2021	OFFICE OF THE AUDITOR GENERAL WA	FEE FOR 30/06/2020 AUDIT	-32890.00
EFT17875	30/03/2021	PETER SHANE CLANCY	MEETING FEE OCM & HBTP 20/03/2021	-550.00
EFT17876	30/03/2021	REFUEL AUSTRALIA (GERALDTON FUEL COMPANY)	FUEL CARD PURCHASES FEB 21	-980.30
EFT17877	30/03/2021	SHIRE OF MOUNT MAGNET	GEOREGION CONTRIBUTION 2020/2021	-7602.00
EFT17878	30/03/2021	SUNNY SIGN COMPANY PTY LTD	SUPPLY 3 SIGNS NO SMOKING WITHIN 5 METRES OF DOORWAY - HALL & COMPLEX	-115.50
EFT17879	30/03/2021	T-QUIP	P523 - HAKO CITY MASTER 1600 ROAD SWEEPER - BROOM	-300.00
EFT17880	30/03/2021	TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT CHARGES	-271.11
EFT17881	30/03/2021	TOTAL EDEN PTY LTD (NUTIREN WATER)	CHARGE PENDING WARRANTY 2 FAULTY PUMPS	-1066.41
EFT17882	30/03/2021	WESTRAC EQUIPMENT	REPAIRS & SERVICE - VARIOUS PLANT	-17739.74
EFT17883	30/03/2021	WINC AUSTRALIA PTY LTD (STAPLES)	VARIOUS STATIONERY SUPPLIES	-75.43
EFT17884	30/03/2021	YULELLA ABORIGINAL CORPORATION	REPAIR FRONT RAMP AT CRC AND GATE AT HALL	-401.50
25815	16/03/2021	TELSTRA CORPORATION LIMITED	MOBILE PHONE + DEPOT INTERNET FEBRUARY 2021	-390.00
25816	16/03/2021	WATER CORPORATION	WATER SERVICE CHARGES - 1/3/21 - 30/4/21 - STOCKYARDS	-44.18
25818	30/03/2021	PIVOTEL SATELLITE PTY LTD - GLOBAL STAR	SATELLITE PHONE MARCH 2021	-290.00
25819	30/03/2021	TELSTRA CORPORATION LIMITED	MARCH 21 LANDLINE TELEPHONES	-1897.01
DD13588.1	03/03/2021	AWARE SUPER	Payroll deductions	-6807.79
DD13588.2	03/03/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-1047.03
DD13588.3	03/03/2021	MLC SUPER FUND	Superannuation contributions	-937.49
DD13588.4	03/03/2021	CBUS ADMINISTRATION	Superannuation contributions	-608.99
DD13588.5	03/03/2021	AUSTRALIAN SUPER	Superannuation contributions	-1255.02
DD13588.6	03/03/2021	HOSTPLUS	Superannuation contributions	-569.98
DD13588.7	03/03/2021	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	-174.00
DD13595.1	24/03/2021	HORIZON POWER	ELECTRICITY CHARGES AT COMPLEX FROM 07/01/21 - 04/03/21	-4696.02
DD13595.2	18/03/2021	HORIZON POWER	ELECTRICITY CHARGES AIRPORT 06/02/21 - 01/03/21 + STREETLIGHTS FEBRUARY 2021	-7229.61
DD13597.1	04/03/2021	HORIZON POWER	ELECTRICITY CHARGES 15/12/20 - 12/02/21 - VARIOUS PROPERTIES	-33592.19
DD13603.1	17/03/2021	AWARE SUPER	Payroll deductions	-6114.64
DD13603.2	17/03/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-1090.72
DD13603.3	17/03/2021	MLC SUPER FUND	Superannuation contributions	-1110.10
DD13603.4	17/03/2021	CBUS ADMINISTRATION	Superannuation contributions	-870.01
DD13603.5	17/03/2021	AUSTRALIAN SUPER	Superannuation contributions	-1334.95
DD13603.6	17/03/2021	HOSTPLUS	Superannuation contributions	-703.12
DD13603.7	17/03/2021	AMP SUPERLEADER SUPER DIRECTIONS FUND	Superannuation contributions	-54.86
DD13603.8	17/03/2021	RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	-189.77
DD13609.1	31/03/2021	AWARE SUPER	Payroll deductions	-6148.88
DD13609.2	31/03/2021	AUSTRALIAN ETHICAL SUPER	Superannuation contributions	-741.07
DD13609.3	31/03/2021	MLC SUPER FUND	Superannuation contributions	-937.49
DD13609.4	31/03/2021	CBUS ADMINISTRATION	Superannuation contributions	-870.01

AGENDA OF THE ORDINARY COUNCIL MEETING TO BE HELD ON SATURDAY 17 APRIL 2021

SHIRE OF MEEKATHARRA
Accounts Due and Paid under Delegated Authority and Submitted to Council on the
17-Apr-21



			MUNI	AIR BP
DD13609.5	31/03/2021 AUSTRALIAN SUPER	Superannuation contributions	-1336.98	
DD13609.6	31/03/2021 HOSTPLUS	Superannuation contributions	-632.82	
DD13609.7	31/03/2021 AMP SUPERLEADER SUPER DIRECTIONS FUND	Superannuation contributions	-13.30	
DD13609.8	31/03/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST (REST)	Superannuation contributions	-179.11	
DD13611.1	22/03/2021 BP OIL (AIR BP)	FEBRUARY 2021 AVGAS PURCHASES (DUE 21/03/2021)		-3598.07
03FEB21	03/02/2021 WESTPAC CREDIT CARD	ILLION EXPRESS - NAME SEARCH ON DIRECTOR BOLESLAW KOZYRSKI FOR RATES DEBT RECOVERY	-56.00	
11FEB21	11/02/2021 WESTPAC CREDIT CARD	BLINDSONLINE - BLINDS FOR INTERNAL WINDOWS OF CONFERENCE ROOM	-335.00	
11FEB21	11/02/2021 WESTPAC CREDIT CARD	BLINDSONLINE - BLINDS FOR OUTER DOORS IN CONFERENCE ROOM	-489.00	
15FEB21	15/02/2021 WESTPAC CREDIT CARD	BLINDSONLINE - INTERNAL BLINDS FOR CONFERENCE ROOM, EXTRA COST DUE TO MISMEASUREMENT	-183.00	
15FEB21	15/02/2021 WESTPAC CREDIT CARD	BLINDSONLINE - BLINDS FOR CONFERENCE ROOM OUTER DOORS - EXTRA DUE TO MIS-MEASUREMENT	-293.00	

THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNI BANK	-\$ 1,128,429.83
AIR BP ACCOUNT	-3,598.07

TOTALLING -\$1,132,027.90 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON Saturday, 17 April 2021
AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

Title/Subject:	2021/2022 – SETTING OF THE ANNUAL RATE IN THE DOLLAR	
Agenda/Minute Number:	9.2.4	
Applicant:	Nil	
File Ref:	ADM242	
Disclosure of Interest:	Nil	
Date of Report:	23 March 2021	
Author:	Krys East Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to determine the Rates in the dollar and minimum rates for the 2021-2022 financial year.

Attachments:

Proposed Objects and Reasons 2021/22 Differential Rates.

Background:

As per Council Policy 4.7 the proposed differential rates are to be set at this Ordinary Council Meeting to allow Council to comply with the timeframes for the statutory requirements.

Comment:

Many factors must be considered when setting the rate in \$ for the various rating categories.

A unique consideration last year and this year is the impact that the Corona Virus 2019 pandemic has had and may continue to have on local ratepayers and the economy. Local businesses and ratepayers have been impacted by the Commonwealth Government and States Government’s decisions to close various businesses and the Western Australian borders, as well as the requirements to self-isolate and other enforced travel restrictions. These have affected the earning capacity of many.

Council may again consider again consider supporting rate payers and the community by a nil increase for Rates compared to the 2020/21.

A nil increase in rates in the dollar, based on current system valuations, will result in an increase in rates revenue of \$213,507 (due to an almost \$1.3M increase in UV Mining valuation from newly granted assessments).

Further considerations for setting the Rate in \$

If any ratepayer has an objection to his valuation the Valuation of Land Act sets out the manner in which objections may be instituted as regards valuations. Objections must be lodged with the Valuer General’s Office within 60 days of the issue of Notice of Valuation and Rate. If a successful objection is lodged rates will be adjusted accordingly

If Council plan to impose a differential rate which is more than twice the lowest differential rate, Ministerial approval must be sought as per requirements of the Local Government Act 1995 Section 6.33.

These factors include:

- Consideration of the proposed budget deficiency;
- Substantial increases in rates need to be justified. It cannot just be Consumer Price Index (CPI) without valid reasoning substantiating this;
- Objects and Reasons are required to be prepared which explain the logic behind each different rate and minimum payment;
- Advertising the proposed differential rates and minimum payments for the required minimum of twenty one days (the first day being the day after publication date);
- Consulting with individual ratepayers if only a small number are affected by a significant change to their rates;
- Considering whether the minimum payment applies to more than fifty per cent of the properties in any rating category other than vacant land; and
- Ensuring that compliance with Section 6.33(3) if Council intend to impose a differential general rate which is more than twice the lowest differential general rate by ensuring Ministerial approval is granted prior to imposition of the rates.

In accordance with the Department of Local Government and Communities Circular No. 10-2016, Council are extremely mindful of considering Council requirements in regards to expenditure and efficiency measures and are required to bear this in mind when setting the rates in the \$ this financial year. Examples of past and proposed expenditure consideration and efficiency measures are:

- reviewing the need and remuneration of each position as vacancies arise;
- consideration of the purchase of large items of plant with regards to new or second hand as the downturn in mining in Western Australia has resulted in many excellent buys due to the surplus of used lower hour plant being available;
- installing energy efficient fixtures in Shire infrastructure;
- negotiating best prices for purchases especially larger purchases such as bulk fuel; and
- determine the best use of shire infrastructure.

A number of discussions have taken place to ensure expenditure is optimised as efficiently as possible. These include:

- the renovations of the Lloyd's building on the Main Street and the best use. Council had made a prior decision to renovate a portion of the existing structure rather than build new. This decision was made with regards to cost and heritage significance to the town. To assist with ongoing decisions that would need to be made as the renovation progressed a Lloyd's Working Group was formed. Over the course of the renovations a number of meetings were held to discuss the renovations. One of these was whether the fit out of rental areas such as the café was something that Council should be funding or should be a cost for the tenant. The decision was that having a fully working, operational kitchen was more likely to attract tenants. This was an expense that Council validated.
- lighting to the recently completed skate park. After considering the benefits and the possible problems with having this area illuminated at night, it was determined that if suitable funding could be sourced that Council would reconsider the installation of lighting at the site.
- the need for staff housing. Council currently have five vacant one bedroom furnished units available to house staff. All houses are tenanted. We are also in the unusual position where three admin staff, one community development staff member and two outside crew provide their own housing. There is no way to predict future needs and it is not prudent to have housing sit vacant for extended periods of time. Council

therefore consider the purchase or building of new housing to not be a valid expense at this time.

- Council will be giving consideration in the upcoming budget to the building of a new house suitable for attracting and retaining a Chief Executive Officer. The incumbent CEO has been employed with the Shire for over 10 years and when his contract expires it may be prudent to have a new, more centrally located residence to attract and/or retain high quality CEO applicants in the future. The current dwelling was built in the early 80's and whilst well maintained and in good condition it may not be of an acceptable standard today.
- doing a comprehensive assessment of all plant owned by the Shire to consider disposal, replacing, upgrading or retaining.
- the benefits of employing a mechanic or continuing to engage contractors on an as needed basis. It was deemed that servicing and repairing the shires plant and equipment through contractors was the most cost effective.
- installation of a telemetry system to reduce the need for manual monitoring of water tanks being filled. The system will reduce overflow (thereby reducing resource wastage and unnecessary expense) and time spent monitoring.

The below table shows the total rates revenues raised for the preceding five years and increase/decrease in rate revenue both in terms of \$ and % value.

	Overall Effects			
	Total Revenue \$	Increase / Decrease	\$ Change	% Change
16-17	3,819,382	↓	-154,172	-3.88%
17-18	3,922,172	↑	102,790	2.69%
18-19	4,256,749	↑	334,577	8.53%
19-20	4,307,157	↑	50,408	1.18%
20-21	4,541,259	↑	234,102	5.44%

Since 2016/17 revenue from rates have increased \$721,8779 an 18.90% increase. This is an average increase of 4.46% per year.

Below is a table showing how Meekatharra compares with rates in the \$ set by comparable shires for 2019/20. The shires included are Wiluna, Cue, Mt Magnet, Yalgoo, Ashburton, East Pilbara, Sandstone, Upper Gascoyne and Murchison.

	Meekatharra	Range of Rates in \$	Average (includes Meekatharra)
**GRV	8.8869	6.5760 to 10.8386	9.0340
***UV Mining	19.6101	8.0150 to 36.9570	22.8823
UV Pastoral	7.4462	3.2950 to 13.7841	7.1850

**The GRV Categories shaded in grey in the table below have been omitted when calculating the Rate in the \$ Range and Average for GRV as the categories are not consistent with the Shire of Meekatharra's Rating Categories.

***Calculations for UV Mining Range of Rates in \$ and Average comprises of UV Mining, UV Exploration and UV Prospecting categories in the table below. All tenements in the Shire of Meekatharra are subject to the UV Mining Rate in the \$ regardless of whether their status is Mining, Exploration or Prospecting.

	Meekatharra	Wiluna	Cue	Mt Magnet	Yalgoo	Ashburton	East Pilbara	Sandstone	Upper Gascoyne	Murchison
GRV Residential	8.8869	10.2270	10.6200	10.8386	7.83184	10.2360	7.3660	6.5760	8.7241	
**GRV Commercial			10.6200	12.3793		6.5930				
**GRV Industrial				12.3793		6.5930				
**GRV Vacant			10.6200		7.83184					
**GRV Nullagine										
**GRV Other						13.1850				
**GRV Mining		20.4540	30.0000		29.75000					
**GRV Mass Accommodation				19.7977				37.1950		
***UV Mining	19.6101	21.6530	28.3334	34.5321	32.00000	36.9570	17.1800	26.8910	13.9300	27.9400
***UV Prospecting		19.7000		34.5321	19.88253		17.1800			8.0150
***UV Exploration		19.7000		34.5321	19.88253		17.1800			8.0150
UV Pastoral	7.4462	13.7841	7.6564	7.1755	6.90787	6.2200	8.5900	6.0880	4.6865	3.2950

The draft Long Term Financial Plan has been considered but given the current pandemic it is considered that all measures to minimise the rate revenue is warranted. Staff do not expect any major revaluation on properties within the shire to be undertaken between now and adoption of the budget.

It is possible but unlikely that significant changes to the valuations will happen this year since GRV won't be revalued until late 2021/22 (every six years). UV Pastoral and UV Mining are updated every year though and are therefore subject to (unforeseeable) change. Staff present to Council figures based on the current valuations as it is not possible to predict the valuations of the rate book as at 1 July 2021.

When considering what rate in the \$ to adopt for different rating categories in the 2021/22 period Council should be aware that the preliminary draft budget shows that the deficiency required to be made up by rates is a similar amount to last year.

The resulting revenue is based on valuations currently on Councils rate book. Every month Council receive a Mining tenement schedule from the Valuer General Office (VGO). This schedule lists all revaluations as determined by the VGO, change of ownership, change of ownership address and change of status of tenements, whether they have been granted or surrendered. Given that there are still another three tenement schedules that are to be entered on the rating system before the rates run, it is highly likely that the valuation figure may be different to what is presented here and there is no way for staff to predict what the valuation figure will be at that time. It is possible that there may be changes to other category valuations as well before 1 July 2021.

The valuation changes between the time that Council have set the rate in the \$ until rates are raised have previously resulted in the following differences in rating yield:

Year	Budget Rates	Actual Rates	Difference
2011/12	\$3,336,134	\$3,588,555	\$252,421
2012/13	\$3,741,189	\$3,884,850	\$143,661
2013/14	\$4,016,146	\$3,878,308	-\$137,838
2014/15	\$4,160,518	\$4,188,509	\$27,991
2015/16	\$3,794,353	\$3,973,554	\$179,201
2016/17	\$3,809,135	\$3,819,382	\$10,247
2017/18	\$3,930,466	\$3,922,172	-\$8,294
2018/19	\$4,127,142	\$4,256,749	\$129,607
2019/20	\$4,178,603	\$4,307,157	\$128,555
2020/21	\$4,297,568	\$4,541,259	\$243,691

The discrepancy is addressed during budget reviews. Last year's increase was the result of rental increases imposed by the Department of Mines, Industry Regulation and Safety which impacted on the valuation and the rates raised. The UV Mining valuation at the time of rates modelling was \$18,000,946. By the time all subsequent schedules and rental increases were input into the system the UV Mining valuations had increased to \$19,041,07 which is just over a \$1M increase.

Whenever Council imposes a differential general rate which is more than twice the lowest differential general rate, Council must give local public notice, consider any submission received in response and seek Ministerial approval. The timeframes required in regards to advertising and considering of submissions prior to seeking Ministerial approval are set out in the Act. Adherence to this is mandatory and does complicate the budget process therefore it would be ideal if the margin between UV Mining and UV Pastoral could be reduced.

UV Pastoral rate was increased by 10% in 2016/17, a further 10% in 2017/18 and 12% in 2018/19. UV Mining remained at 19.0389 from 2014/15 to 2017/18 then increased by 3% in 2018/19 to 19.6101. No changes to the rates were made to either rates since then. Reducing the differential rate margin so Council no longer needs to seek Ministerial approval anymore would mean either lowering UV Mining and/or increasing UV Pastoral by 31.68% to 9.8052. To achieve this a couple of years ago would have required an increase of 48.22% so the gap is gradually closing.

Alternatively Council could continue to reduce the differential rates margin gradually over a number of years.

Presented below are some scenarios that Council may wish to consider when setting the rates in the dollar for the different rating categories.

GRV Scenarios					
2020/21 Value:		4,297,869.00	Revenue:	413,421.23	
Current Value:		3,912,800.00 (still subject to change)			
Scenario	Rate	% change to Rate in \$	Revenue	Change in Revenue compared to 2020/21	
				\$	%
Retaining Same Rate in \$	8.8869	0.00%	378,807	- 34,614.56	-8.37%
+2% rate in \$	9.0646	2.00%	385,678	- 27,743.26	-6.71%
+2% rate revenue	9.9941	12.46%	421,689	8,267.66	2.00%
+5% rate revenue	10.3141	16.06%	434,092	20,670.66	5.00%
+10% rate revenue	10.8465	22.05%	454,761	41,340.15	10.00%

UV Mining Scenarios					
2020/21 Value:		\$19,041,079	Revenue:	\$3,785,372.23	
Current Value:		\$20,306,922 (still subject to change)			
Scenario	Rate	% change to Rate in \$	Revenue	Change in Revenue compared to 2020/21	
				\$	%
Retaining Same Rate in \$	19.6101	0.00%	4,033,494	248,122	6.55%
+2% rate in \$	20.0023	2.00%	4,112,019	326,646	8.63%
similar rate revenue	18.3710	-6.32%	3,785,610	238	0.01%
+5% rate revenue	19.3161	-1.50%	3,974,647	189,275	5.00%
+10% rate revenue	20.2616	3.32%	4,163,956	378,584	10.00%

UV Pastoral Scenarios					
2020/21 Value:		\$4,510,923	Revenue:	\$342,465.69	
Current Value:		\$4,510,923 (still subject to change)			
Scenario	Rate	% change to Rate in \$	Revenue	Change in Revenue compared to 2020/21	
				\$	%
Retaining Same Rate in \$	7.4462	0.00%	342,466	-	0.00%
+10% rate in \$	8.1908	10.00%	375,925	33,459	9.77%
+15% rate in \$	8.5631	15.00%	392,662	50,196	14.66%
+20% rate in \$	8.9354	20.00%	409,399	66,933	19.54%
+30% rate in \$	9.6801	30.00%	442,878	100,412	29.32%
+40% rate in \$	10.4247	40.00%	476,352	133,886	39.09%
Increase to rate in \$ to no longer require Ministerial approval	9.8052	31.68%	448,502	106,036	30.96%

	2020-21 Valuations		2021-22 Current Valuation as at 23 March 21							
			Retain Same Rate in \$ for all		Same GRV Rate in \$ Similar Mining Revenue +10% Pastoral Rate in \$		Same GRV Rate in \$ +2% UV Mining Rate in \$ +20% Pastoral Rate in \$		Same GRV Rate in \$ +5% Mining Revenue +15% Pastoral Revenue	
	2020-21	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22	2021-22
	% Increase from 2019-20	Rate in \$	% Increase	Rate in \$	% Increase	Rate in \$	% Increase	Rate in \$	% Increase	Rate in \$
GRV (Town)	0.00%	4,297,869	0%	4,297,869	0.00%	4,297,869	0.00%	4,297,869	0.00%	4,297,869
UV Mining	0.00%	19,041,079	0%	19,041,079	-6.32%	18,371,0	2.00%	20,002,3	-1.50%	19,316,1
UV Pastoral	0.00%	4,510,923	0%	4,510,923	10.00%	8,190,8	20.00%	8,935,4	15.36%	8,590,0
Total		27,849,871		27,849,871		28,730,645		28,730,645		28,730,645
	% Increase from 2019-20	Rates Revenue	% Increase	Rates Revenue	% Increase	Rates Revenue	% Increase	Rates Revenue	% Increase	Rates Revenue
GRV	0%	413,421	-8.37%	378,807	-8.37%	378,807	-8.37%	378,807	-8.37%	378,807
UV Mining	5%	3,785,372	6.55%	4,033,494	0.01%	3,785,610	8.63%	4,112,019	5.00%	3,974,647
UV Pastoral	14%	342,466	0.00%	342,466	9.77%	375,925	19.54%	409,399	14.66%	392,662
Total Rates Revenue (Increase / decrease to last year)	0.00%	4,541,259	4.70%	4,754,766	-0.02%	4,540,342	7.90%	4,900,224	4.51%	4,746,116
				213,507		-917		358,965		204,857

The following charts provide a comparison with Valuations, Rates in \$ and revenues for the Shire of Meekatharra over the previous 5 years. All figures are actuals raised for the year based on valuations of each category.

	GRV				
	Valuation \$	Rate in \$	% change Rate in \$	Revenue \$	% Increase \$ by Year
15-16	4,165,719	8.6281	-27.39%	394,520	8.78%
16-17	4,161,269	8.6281	0.00%	394,560	0.01%
17-18	4,176,381	8.8869	3.00%	405,450	2.76%
18-19	4,299,095	8.8869	0.00%	413,310	1.94%
19-20	4,297,557	8.8869	0.00%	413,794	0.12%
20-21	4,297,869	8.8869	0.00%	413,421	-0.09%

In 2015/16 GRV revenue increased by ~9%. The increase was achieved despite Council reducing the rate in the \$ to buffer the impact that the increase in revaluation received from Valuer General would have on rates. In 2017/18 the rate in the \$ for GRV was increased by 3%. Since then the rate has remained static with very similar revenue raised each year.

UV Mining					
	Valuation	Rate in \$	% change Rate in \$	Revenue	% Increase \$ by Year
15-16	17,059,132	19.0389	0.00%	3,305,962	-6.88%
16-17	16,055,417	19.0389	0.00%	3,125,035	-5.47%
17-18	16,620,488	19.0389	0.00%	3,225,968	3.23%
18-19	17,752,353	19.6101	3.00%	3,534,638	9.57%
19-20	18,034,185	19.6101	0.00%	3,592,754	1.64%
20-21	19,041,079	19.6101	0.00%	3,785,372	5.36%

Ideally to assist in reducing the gap between the UV categories Council may wish to give consideration to retaining the same rate in the dollar for UV Mining or increasing it by a minimal amount. However, Council need to be mindful of whether this is fair and equitable to ratepayers in the other categories as UV Mining is the highest user of Council services and facilities especially roads which is a major cost to Council. The last increase to UV Mining was in 2018/19 by 3%.

UV Pastoral					
	Valuation	Rate in \$	% change Rate in \$	Revenue	% Increase by Year
15-16	4,943,042	5.4945	42.96%	273,073	10.36%
16-17	4,938,042	6.0440	10.00%	299,787	9.78%
17-18	4,349,542	6.6484	10.00%	290,754	-3.01%*
18-19	4,058,593	7.4462	12.00%	308,801	6.21%
19-20	3,948,593	7.4462	0.00%	300,610	-2.65%
20-21	4,510,923	7.4462	0.00%	342,466	13.92%

*Decrease in 2017/18 UV Pastoral revenue is due to a revaluation on an assessment (Valuation decreased from \$1,200,000 to \$900,000 as at 1/07/2017)

In 2018/19 UV Pastoral valuation decreased by \$90,000. This was due to a valuation being received \$100K less than what was on our system and another property with a value of \$10K was confirmed to be rateable.

During 2009/2010 the Valuer General determined significant increases in pastoral lease rents across the State. In the Meekatharra Shire this equated to an average increase of 123% which resulted in excessive rate increases for pastoral properties in 2010/2011. There was, however a huge disparity between the valuations across the Meekatharra Shire – with increases ranging from 0% to 379%. Council resolved to waiver the increase for the year ended 30 June 2011.

In 2011/12 Council reduced the rate in the \$ for the Pastoral UV to receive similar rate revenue as in the previous year from Pastoralists.

Council have gradually been increasing the rate in the \$ since then. There has been no change to the rate in the \$ for either UV Mining or UV Pastoral for the last two years. To no longer require Ministerial approval to adopt rates in \$, an unrealistic increase of 31.68% is required to the UV Pastoral rate. Another option could be to reduce the UV Mining rate and increasing the UV Pastoral rate.

If the rate in the \$ was increased for UV Pastoral from 7.4462 to 9.8052 (the figure needed to no longer require Ministerial approval if no change is made to the UV Mining Rate in \$), revenue

in this category would increase by \$106,036. Of the sixty-seven UV Pastoral properties, forty-five would have increased rates. Forty-two would have an increase between \$91.23 and \$3,830.31 with the average being \$1,455.19. Three other UV Pastoral properties would have extremely high increases. These would be \$11,892 (pastoral property), \$11,795 (accommodation camp) and \$21,231 (outback travel centre).

The table below shows the requirements to seek Ministerial approval since 2010/2011 as the highest differential rate (UV Mining) has been more than twice the lowest differential rate (UV Pastoral).

	Adopted Rate in \$		Comparison	Ministerial Approval required
	UV Mining	UV Pastoral		
2010/2011	16.3895	6.3087	UV Mining 2.6 times UV Pastoral	Yes
2011/2012	17.2090	3.4740	UV Mining 4.95 times UV Pastoral	Yes
2012/2013	18.1039	3.6546	UV Mining 4.95 times UV Pastoral	Yes
2013/2014	18.5384	3.7423	UV Mining 4.95 times UV Pastoral	Yes
2014/2015	19.0389	3.8433	UV Mining 4.95 times UV Pastoral	Yes
2015/2016	19.0389	5.4945	UV Mining 3.47 times UV Pastoral	Yes
2016/2017	19.0389	6.0440	UV Mining 3.15 times UV Pastoral	Yes
2017/2018	19.0389	6.6484	UV Mining 2.86 times UV Pastoral	Yes
2018/2019	19.6101	7.4462	UV Mining 2.63 times UV Pastoral	Yes
2019/2020	19.6101	7.4462	UV Mining 2.63 times UV Pastoral	Yes
2019/2020	19.6101	7.4462	UV Mining 2.63 times UV Pastoral	Yes*

*Normally Ministerial approval would have had to have been sought in 2020/21 but due to Covid-19 pandemic this requirement was waived in 2020/2021 if Council adopted the same rate in \$'s from the previous year.

It is important to realize that obtaining Ministerial approval is getting increasingly more difficult. Real efforts must be made to close the gap between UV Pastoral and UV Mining.

The following table shows if UV Pastoral rate in the \$ was increased by 12% and UV Mining increased 3% each year for this year and a further three years, Ministerial approval would no longer be required.

	UV Mining Rate in \$	UV Pastoral Rate in \$	Comparison	Rates Revenue*
2020/2021	19.6101	7.4462	UV Mining 2.63 times UV Pastoral	4,256,749
2021/2022	20.1984	8.3397	UV Mining 2.42 times UV Pastoral	4,541,259
2022/2023	20.8044	9.3405	UV Mining 2.22 times UV Pastoral	4,912,720
2023/2024	21.4285	10.4614	UV Mining 2.05 times UV Pastoral	5,079,245
2024/2025	22.0713	11.7167	UV Mining 1.88 times UV Pastoral (Ministerial approval not required)	5,254,887

* Assuming no changes are made to Valuations, GRV rate in \$ or Minimums

Under the same assumptions if each year UV Pastoral and UV Mining are increased by 10% and 4% respectively it would be 2025/26 when Ministerial approval would not be required. The rates would be UV Pastoral 11.9922 and UV Mining 23.8587.

Minimums

Council also need to consider the minimum payment when setting the rate in the \$. In 2020/21 the minimum payments for surrounding shires was:

	Meekatharra	Wiluna	Cue	Mt Magnet	Yalgoo	Ashburton	East Pilbara	Sandstone	Upper Gascoyne	Murchison
GRV	400	370-490	451	152-818	290	728-1263	663	220	200	-
UV Mining	350	370	451	469	290	1,263	430	335	450	450
UV Pastoral	350	370	451	455	290	1,263	230	335	412	320

Council should be aware that in accordance with Local Government Act 1995 Section 6.35 no more than half the properties can be subject to the minimum within each category. The current minimum amounts would need to be increased substantially for this to be an issue for the Shire of Meekatharra.

Based on the rate in the \$ remaining the same in 2021/22 as it was in 2020/21 the GRV Minimum could be increased to \$710, UV Mining Minimum increased to \$650 and the UV Pastoral increased in excess of \$1500 and still comply. The following table shows the number of properties that would be on Minimum at these values. It is not suggested that Council increase the Minimum amounts to these levels but to show Council that increasing the Minimums is an option.

	Minimum Amount	Total No. of Properties	No. of properties on Minimum
GRV	710	401	197
UV Mining	680	1119	559
UV Pastoral	1500	67	28

The above figures will be affected by any change to the rate in the \$ but it is unlikely that unless Council propose a significant increase to either the rates in the \$ or the Minimum amounts applied that Council will breach the Act.

Minimums imposed in previous years		
	GRV Minimum	UV Minimum
2010 / 2011	\$260.00	\$260.00
2011 / 2012	\$260.00	\$260.00
2012 / 2013	\$275.00	\$275.00
2013 / 2014	\$350.00	\$275.00
2014 / 2015	\$350.00	\$275.00
2015 / 2016	\$400.00	\$350.00
2016 / 2017	\$400.00	\$350.00
2017 / 2018	\$400.00	\$350.00
2018 / 2019	\$400.00	\$350.00
2019 / 2020	\$400.00	\$350.00
2020 / 2021	\$400.00	\$350.00

Consultation:

Roy McClymont, Chief Executive Officer

Statutory Environment:

Local Government Act 1995 – Section 6.32 Rates and service charges.

“6.32. Rates and service charges

(1) When adopting the annual budget, a local government —

(a) in order to make up the budget deficiency, is to impose a general rate on rateable land within its district, which rate may be imposed either —*

(i) uniformly; or

(ii) differentially;

and

(b) may impose on rateable land within its district —*

(i) a specified area rate; or

(ii) a minimum payment;

and

(c) may impose a service charge on land within its district.*

** Absolute majority required.*

(2) Where a local government resolves to impose a rate it is required to —

(a) set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and

(b) set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.

(3) A local government —

(a) may, at any time after the imposition of rates in a financial year, in an emergency, impose a supplementary general rate or specified area rate for the unexpired portion of the current financial year; and*

(b) is to, after a court or the State Administrative Tribunal has quashed a general valuation, rate or service charge, impose a new general rate, specified area rate or service charge.*

** Absolute majority required.*

(4) Where a court or the State Administrative Tribunal has quashed a general valuation the quashing does not render invalid a rate imposed on the basis of the quashed valuation in respect of any financial year prior to the financial year in which the proceedings which resulted in that quashing were commenced.

[Section 6.32 amended by No. 55 of 2004 s. 690.]”

Local Government Act 1995 – Section 6.33 Differential general rates

“6.33. Differential general rates

(1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —

(a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or

(b) a purpose for which the land is held or used as determined by the local government; or

(c) whether or not the land is vacant land; or

(d) any other characteristic or combination of characteristics prescribed.

(2) Regulations may —

(a) specify the characteristics under subsection (1) which a local government is to use; or

(b) limit the characteristics under subsection (1) which a local government is permitted to use.

(3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

(4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.

(5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation¹ is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

[Section 6.33 amended by No. 38 of 2005 s. 15; No. 17 of 2009 s. 39; No. 28 of 2010 s. 34.]”

Local Government Act 1995 – Section 6.35 Minimum payment

“6.35. Minimum payment

(1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.

(2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*

(3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*

(a) 50% of the total number of separately rated properties in the district; or

(b) 50% of the number of properties in each category referred to in subsection (6),

on which a minimum payment is imposed.

(4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*

(a) the number of separately rated properties in the district; or

(b) the number of properties in each category referred to in subsection (6),

unless the general minimum does not exceed the prescribed amount.

(5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*

(6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*

(a) to land rated on gross rental value; and

(b) to land rated on unimproved value; and

(c) to each differential rating category where a differential general rate is imposed.”

Local Government Act 1995 – Section 6.36 Notice of certain rates.

“6.36. Local government to give notice of certain rates

(1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.

(2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).

(3) A notice referred to in subsection (1) —

(a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government’s estimate of the budget deficiency; and

(b) is to contain —

(i) details of each rate or minimum payment the local government intends to impose; and

(ii) an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and

(iii) any further information in relation to the matters specified in subparagraphs (i) and

(ii) which may be prescribed;

and

(c) is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.

(4) The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

(5) Where a local government —

(a) in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or

(b) proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),

it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.”

Policy Implications:

04.07(5) Budget Preparation

Budget/Financial Implications:

Precursor to 2021 – 2022 Budget discussions

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council:

- **in arriving at the proposed differential rates in the dollar have attempted to balance the need for revenue to fund essential services and facilities with the desire to limit any increase on the ratepayer to affordable levels.**
- **acknowledge that it reviews its expenditure and considers efficiency measures as part of budget deliberations.**
- **authorise that the following proposed rates in the dollar for differential rates be advertised for 21 days on or after 1st of May 2021 (as per Local Government Act 1995 Section 6.36).**

Gross Rental values	cents (% change)	Minimum \$
UV Mining	cents (% change)	Minimum \$
UV Pastoral	cents (% change)	Minimum \$

- **furthermore if no submissions are received at close of the advertising period, staff are to proceed with seeking Ministerial approval to allow for these rates to be adopted as part of the 2021/22 Budget adoption at the June 2021 Ordinary Council Meeting.**
- **adopts the Objects and Reasons for the 2021/22 differential rates as presented.**



Shire of Meekatharra 2021/2022 Differential Rate Model - Object and Reasons

The Shire of Meekatharra is in the process of formulating the 2021/2022 budget and has developed a differential rate model. In accordance with Section 6.36 of the Local Government Act 1995, the Shire of Meekatharra is required to publish its Objects and Reasons for Implementing Differential Rates.

Those objects and reasons are noted below:

Overall Objective:

The proposed rates in the 2021/2022 Budget is to provide for the net (i.e. after considering all other forms of revenue) funding requirement of the Council's services, activities, financing costs and current and future capital works requirements.

Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Differentially rating properties based on zoning and/or land use maintains equity in the rating of properties across the Shire.

Gross Rental Value (GRV)

A GRV is applied to all properties within townsite boundaries. The GRV is determined by the Valuer General and is the basis for calculating the annual rates. Demolitions, construction and additions can affect the GRV of the property. If this occurs during the year an amended GRV is provided to the Shire by the Valuer General and Council recalculates the rates and issues interim notices.

The object of the GRV rate is to allow sufficient revenue for Council to operate efficiently and provide a diverse range of services while maintaining consistent revenue to 2020/2021 for GRV assessments.

The reason for the level of GRV rate is to allow for a fair contribution to the maintenance and provision of town infrastructure and services to a sustainable level.

Unimproved Value (UV)

UV Pastoral

This differential rate is applied to those properties that are outside of the townsite that have a commercial use inclusive of:

- Crown Pastoral leases or Pastoral use;
- Communication transmission sites; and
- Roadhouses

The object of the UV Pastoral rate is to ensure that the proportion of total rate revenue derived from UV Pastoral is comparable with previous years and provides the base rate to assess the other UV rated properties.

The reason for the lower rate for UV Pastoral is to reflect the lower impact on transport infrastructure compared to the UV Mining category. Generally Pastoralists carry out minor road maintenance with their own machinery.

Pastoral leases within the Shire of Meekatharra are normally large parcels of land that attract a relatively high valuation. The Pastoral UV rate ensures that every landowner makes a reasonable contribution to the rate burden.

UV Mining

The UV Mining differential rate is applied to properties that are used for mining, exploration or prospecting purposes.

The object of the UV Mining rate is to raise the necessary revenue for Council to operate efficiently and provide a diverse range of services.

The reason for setting UV Mining rate at a higher level than UV Pastoral is to ensure a sector of ratepayers, that essentially are transitory, contributes to the maintenance of the Shire's established assets and services to the extent that the mining operators use them.

These include:

- Unsealed roads - amongst the services utilised by ratepayers with tenements would be the extensive network of unsealed roads within the Shire. A substantial amount of budgeted capital expenditure is for works on Shire roads.
- Refuse site - Mining and Exploration activities impose a heavy burden on the shire refuse site increasing maintenance cost and shortening the life of the landfill site.
- Resources - Mining removes finite resources from the shire. Ultimately this will have an impact on the mining industry within the shire, which will in turn impact rate revenue in future years.
- Shire administration - Mining, Exploration and Prospecting activities impose a greater administration service requirement on the shire (applications, enquiries, tenement changes and revaluations).

Furthermore, in general mining operators use established Shire services and infrastructure but contribute very little or no enterprise to the community.

The Valuer General values each category of mining tenement differently with prospecting and exploration licenses valued lower and mining leases valued higher. The valuations therefore mean that the Shire rates paid by each category of mining

tenement are appropriately scaled and there is no requirement to set individual rates for each tenement type.

Minimums

Council has established minimum rates for each category. These minimums may exceed the amount that would be calculated for each assessment.

Minimum Rate GRV



The minimum for GRV is higher than that for the UV Categories as a number of the assessments that the minimum will apply to, are vacant blocks. Additional expense is incurred by council in maintaining these vacant lots in a clean and safe condition as owners are generally absent.

Minimum UV Pastoral

The setting of a minimum rate for UV Pastoral is to ensure that every landowner makes a reasonable contribution to the rate burden.

Minimum UV Mining

The setting of a minimum rate for UV Mining is to ensure that every landowner makes a reasonable contribution to the rate burden.

Title/Subject:	2021/22 COUNCILLOR SITTING FEES, PRESIDENT & DEPUTY PRESIDENT ALLOWANCE AND ICT ALLOWANCE
Agenda/Minute Number:	9.2.5
Applicant:	Nil
File Ref:	ADM 0254
Disclosure of Interest:	Nil
Date of Report:	23 March 2021
Author:	Krys East Deputy Chief Executive Officer
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider and set the member sitting fees and allowances for 2021/22 financial year, within the range as determined by the Salaries and Allowances Tribunal (SAT).

Attachments:

Nil

Background:

The Local Government Act 1995 and Local Government (Administration) Regulations 1996 give an entitlement to elected members of a sitting fee for attending Council and Committee meetings. The SAT on 8 April 2020 determined certain payments that are to be made or reimbursed to elected Council members with effect from 1 July 2020. No increases were made to allowance rates/ranges from the previous determination applicable to Meekatharra Council. The Shire of Meekatharra does have capacity within its current band to increase sitting fees.

Comment:

The determination by the Salaries and Allowances Tribunal sets the range of payments and allowances within which local governments are required to set the actual amount. The Shire of Meekatharra is a Band 3 Council.

No increases to any allowance was made in 2019/20 or 2020/21.

In 1999/2000 Council set the Presidents Allowance at \$8,000 per annum and the Deputy Presidents Allowance at \$2,000 per annum. In 2018/19 (18 years later) Council resolved to set the following fees:

- Presidents Allowance \$20,000. This was an increase of \$12,000 per annum and slightly above the median of the range as set by SAT.
- Deputy Presidents Allowance \$5,000. Pursuant to section 5.98A(1) of the Local Government Act Council may pay the deputy president of the local government, an allowance of up to 25 percent of the annual allowance to which the president of the Local Government is entitled.

The following table shows the increase in Meeting Allowances over the years.

Item	1999/00	2013/14	2014/15	2018/19
Council Meeting – President per meeting	\$240	\$280	\$300	\$500
Council Meeting – Councillor per meeting	\$120	\$140	\$200	\$350
Committee Meeting – All – per meeting	\$60	\$70	\$100	\$200

The following table shows the fees and allowances set in 2019/20 and retained in 2020/21, the SAT Ranges effective from 1 July 2020 and the SAT Range median for each fee and allowance.

Item	2019/20 and 2020/21 Adopted fees and allowances	SAT Range from 1 July 2020	Median \$ of SAT Range
President’s Allowance per annum	\$20,000	\$1,025 - \$36,957	\$18,991
Deputy President’s Allowance per annum	\$5,000	\$256.25 - \$9,239.25	\$4,747.75
Council Meeting – President per meeting	\$500	\$193 - \$634	\$413.50
Council Meeting – Councillor per meeting	\$350	\$193 - \$410	\$301.50
Committee Meeting – All – per meeting	\$200	\$97 - \$205	\$151.00

There is the option for Council to pay an Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees.

The SAT range for the Annual Attendance fees are:

	Councillor		President	
	Minimum	Maximum	Minimum	Maximum
Band 3	\$7,688	\$16,367	\$7,688	\$25,342

If Council determines to pay the Annual Attendance Fee it could mean that a Councillor who only attends the minimum required number of meetings may be paid the same as a Councillor who attend all meetings including Committee meetings.

As per the SAT determination of 9 April 2019 ICT (Information & Communication Technology Allowance (ICT) means:

- “a) Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- b) Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations”

Staff are unable to tell if Council have previously set an allowance for ICT but have adopted an allocation of \$500 Fax & Email Costs in the Adopted Budgets for a number of years now. Adopted Budgets in the early 2000’s show an allocation was made for Telecommunications for reimbursement of Telephone and Fax costs for Councillors. The most that was actually spent in a year was \$500.

Council may set an annual allowance for ICT, travel and accommodation.

SAT have determined that the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance is \$3,500. An annual allowance for travel and accommodation expenses is \$50.

If Council choose to set an annual allowance for ICT and/or travel and accommodation, any expense in excess of the allowance and in accordance with Council Policy may be reimbursed.

Reimbursement for travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 (Award) as at the date of this determination (8 April 2020) as per determination 8.2 (5)

The following are the rates stated in the Award:

30.6 Rates of hire for use of an Officer's own motor vehicle on official business shall be as follows: Engine displacement (in cubic centimetres)			
Area and Details	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Cents per kilometre			
Metropolitan area	93.97	67.72	55.85
South West Land Division	95.54	68.66	56.69
North of 23.5 Latitude	103.52	74.12	61.21
Rest of state	99.01	70.87	58.37
Motor cycle	Rate c/km		
Distance travelled	32.55		

- Motor vehicles with rotary engines are to be included in the 1600 – 2600 category.
- Metropolitan area means that area within a radius of 50 kilometres from the Perth Railway Station.
- South West Land Division means the South West Land Division as defined by Section 28 of the Land Act.
- Other areas means that area of the State south of 23.5 degrees South Latitude, north of 23.5 degrees South Latitude, excluding the Metropolitan area and the South West Land Division.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Sections 5.98 – 5.100 of the Local Government Act 1995

Regulation 30 of the Local Government (Administration) Regulations 1996

Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011

Policy Implications:

Nil

Budget/Financial Implications:

Council sitting fees, travel reimbursement, ICT allowance and President's/Deputy President's allowances will be included in the 2020/21 budget at the endorsed levels.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:


That Council set the following members sitting fees and allowances for the 2021/22 financial year:


Presidents Allowance		<u>\$</u>
Deputy Presidents Allowance		<u>\$</u>
Council Meetings	- Councillor	<u>\$</u>
	- President	<u>\$</u>
Committee Meetings	- All	<u>\$</u>
ICT allowance per Councillor inc President		<u>\$</u>

Travel will be re-imbursed at the rate set out and the conditions set forth in the Local Government Officers' (WA) Interim Award 2011.

These fees are effective from 1 July 2021.

Title/Subject:	ANNUAL REVIEW 2021/2022 SCHEDULE OF FEES & CHARGES
Agenda/Minute Number:	9.2.6
Applicant:	Nil
File Ref:	ADM 0242
Disclosure of Interest:	Nil
Date of Report:	30 March 2021
Author:	Krys East Deputy Chief Executive Officer
Senior Officer:	Roy McClymont Chief Executive Officer


 Sign . hor


 Sig. Officer

Summary/Matter for Consideration:

This report presents the revised Schedule of Fees and Charges to Council for its consideration.

Attachments:

Revised Schedule of Fees and Charges with highlights on the change from the previous year.

Background:

The Local Government Act 1995 allows Councils to recoup some costs through the implementation of a Schedule of Fees and Charges.

Comment:

The Schedule of Fees and Charges is included as part of the Statutory Budget and is required to be reviewed at least annually.

Increases need to be justified and cannot simply be based on Consumer Price Index (CPI) figures. Many of the presented fees and charges are the same as last year's.

The 2020/21 Schedule of Fees and Charges was adopted with nil increase from the previous year to support rate payers and the community who may have been affected financially by Covid 19. As the pandemic continues Council may again consider nil or negligible increases to the Schedule of Fees and Charges.

It is also suggested to further assist ratepayers recover from the financial impact that the pandemic has had, that:

- the interest on overdue Rates/Rubbish which was capped at 8%; and
- the interest on Instalments of Rates Rubbish which was capped at 3%

in accordance with the 2020 Ministerial Covid response order (circular 03-2020) for the 2020/21 financial year not be increased in 2021/22. The maximum interest rates that may be applied as per Local Government (Financial Management) Regulations sections 70 and 68 is 11% and 5.5% respectively.

The rates for General Rates are not yet shown in this Draft Schedule of Fees and Charges as this is being presented separately at this Council meeting.

Overall an extensive review of the Schedule of Fees and Charges was undertaken a few years ago so staff suggest only a few amendments and new inclusions. These are:

Rounding to assist with cash handling

1. Reduce the Miscellaneous key bond by \$5 to round down to \$50 for ease of cash handling.

Original:			
Miscellaneous			
Key bond - if not listed elsewhere	55.00	-	55.00
Amended to:			
Miscellaneous			
Key bond - if not listed elsewhere	50.00	-	50.00

2. Round down the charge for hiring of Crockery and Cutlery (50 piece setting) by \$0.01 from 1\$16.01 to \$16.00.

Original:			
Crockery & Cutlery			
- 50 settings	14.55	1.46	16.01
Amended to:			
Crockery & Cutlery			
- 50 settings	14.55	1.45	16.00

3. Reduce squash token fee, court light fee and court hire bonds to assist staff in cash handling.

Original:			
COURT HIRE			
Court Hire			
- Basketball (Light fees apply for night use)	NO CHARGE		
- Tennis (Light fees apply for night use)	NO CHARGE		
- Volleyball (Light fees apply for night use)	NO CHARGE		
- Squash - per hour (by Token)	11.09	1.11	12.20
Lights			
Court Lights - per hour for Tennis & Basketball (Honour system)	12.50	1.25	13.75
Oval Lights - per hour	0.91	0.09	1.00
Court Hire Key Bond			
- Basketball Court	55.00	-	55.00
- Tennis Court	55.00	-	55.00
- Volleyball Court	55.00	-	55.00
- Squash Court	55.00	-	55.00

Amended to:			
COURT HIRE			
Court Hire			
- Basketball (Light fees apply for night use)			NO CHARGE
- Tennis (Light fees apply for night use)			NO CHARGE
- Volleyball (Light fees apply for night use)			NO CHARGE
- Squash - per hour (by Token)	9.09	0.91	10.00
Lights			
Court Lights - per hour for Tennis & Basketball (Honour system)	9.09	0.91	10.00
Oval Lights - per hour	0.91	0.09	1.00
Court Hire Key Bond			
- Basketball Court	50.00	-	50.00
- Tennis Court	50.00	-	50.00
- Volleyball Court	50.00	-	50.00
- Squash Court	50.00	-	50.00

4. Increase the Gym Swipe Card bond for ease of cash handling. The \$30 bond is taken in cash and most intended users provide the bond as a \$50 note. Staff have to then find \$20 for change. The bond is refunded when the user returns the gym swipe card. Being also a low amount some users deem it is not worthwhile returning the card for \$30. Increasing the bond to \$50 may be more of an incentive for users to seek the return of their bond.

Original:			
Gym Swipe Card Bond	30.00	-	30.00
<i>* Access is restricted to adults 18 years and older.</i>			
Amended to:			
Gym Swipe Card Bond	50.00	-	50.00
<i>* Access is restricted to adults 18 years and older.</i>			

5. Increase the Indoor Cricket hire from \$13.20 to \$15 for ease of cash handling.

Original:			
Indoor Cricket / Netball Hire - per game	12.37	1.23	13.60
Amended to:			
Indoor Cricket / Netball Hire - per game	13.64	1.36	15.00

Amend wording

6. Sports Complex – additional cleaning charge
 Hirers of the sports complex were to be charged for cleaning in excess of 3 hours (same as hall). The normal time to clean the complex is only 1 hour so it is suggested to reduce this to anything in excess of one hour. Recently a hire left the premises in such a state that it took the cleaners 3 hours to clean (well above normal clean time and it was obvious no attempt to clean had been made). The hirers but could not charge for additional cleaning.

Original:			
Additional Charges - May Be Deducted from Bond			
Additional Cleaning After Hire - anything in excess of 3 hours cleaning - charged per hour	74.55	7.45	82.00
Amended to:			
Additional Charges - May Be Deducted from Bond			
Additional Cleaning After Hire - anything in excess of 1 hour cleaning - charged per hour	74.55	7.45	82.00

New Charge or Fee

7. Swim Vac classes – this year the Education Department ran a Vac Swim with a small number of participants and spectators. They were not charged for entry under school activities but to ensure that there is no confusion it is suggested that this is included in the schedule as a separate item.

New:		
Swim Vac Classes (Run by the Education Department during school holidays)		
- For enrolled participants and spectators		NO CHARGE

8. Hire fees for the use of conference room, short term hire of hairdressing salon or a shop space. All proposed fees have a cleaning component factored in to cover costs of cleaning communal areas. All hirers are to be responsible for covering general cleaning of their hired area.

The hairdressing salon is non-exclusively leased for a minimum of 5 days a month to a visiting person who offers hairdressing services. To utilise this space as much as possible and offer as many services as possible to the community, the space is offered to other potential short term hirers as long as the use falls within the purpose the space was designed for.

At the time of submitting this item, one of the shop spaces is still vacant. To allow this space and any other future vacant shop spaces to be hired short term eg as a pop-up shop, it is necessary to have a hire fee.

It is suggested that the conference room is hired on an hourly basis with the minimum hire being 4 hours to cover administration and cleaning costs.

All of these short term hires will require approval prior to hiring after being assessed by the Centre Manager, regardless of whether this is the Shire or a Shire appointed Manager, to ensure that the purpose of hire and conditions of hire are appropriate for the space.

New:

LLOYD'S PLAZA CENTRE			
Short term hire for hairdressing salon			
- per day	68.18	6.82	75.00
Short term hire for shop			
- per day	68.18	6.82	75.00
Conference room hire			
- per hour (minimum of 4 hour hire at any time)	11.36	1.14	12.50
Cleaning costs of common areas factored into hire charges			
All hire subject to Centre Management approval			
No key or hire bond required as Centre manager will be monitoring facilities on-site			

Remove Charge or Fee

There is a charge for Defence Force in the 2020/21 Schedule of Fees and Charges. This fee is set by the Defence Force and managed by the Australian Airport Association. The amount paid is not within the control of the Shire. It is therefore suggested the fee be removed from the Schedule.

Original:

Defence Force			
- Fixed Wing per tonne	17.0540	1.7054	18.7594
- Rotary Wing (Helicopters) per tonne	8.5216	0.8522	9.3738
Fee set by Australian Airport Association and Department of Defence.			

Amended to:

Defence Force - Fee set by Australian Airport Association and Department of Defence.

As the Schedule of Fees and Charges is to be imposed when adopting the Annual Budget and no changes are made to charges related to the Cemetery no advertising is required.

Other minor formatting and wording changes may have been made to improve the look and function of the Schedule.

Consultation:

Roy McClymont – Chief Executive Officer
Administration Staff

Statutory Environment:

Local Government Act 1995 section 6.16 allows for the setting of the Schedule of Fees & Charges.

“6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

-
- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
 - (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) *under section 5.96; or*
 - (b) *under section 6.16(2)(d); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
 - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*

- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—

- (a) *its intention to do so; and*
(b) *the date from which it is proposed the fees or charges will be imposed.”*

Policy Implications:

Nil

Financial Implications:

The Schedule of Fees and Charges allows Council to recoup some of the costs it incurs while performing its functions. The Schedule of Fees and Charges are adopted as part of the Annual Budget.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council reviews the 2021/22 Schedule of Fees and Charges as attached and makes any additions, deletions or modifications as it sees fit with the final draft of the 2021/22 Schedule of Fees and Charges to be presented to Council for adoption at the same Ordinary Council meeting that Council will be adopting the Annual Budget for 2021/22 to be effective as of 1 July 2021.

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
RATES			
GENERAL RATES			
Unimproved Value			
Rural			
General Rate - cents per dollar		-	
Minimum Rate per Assessment		-	
Mining (Differential Rate)			
General Rate - cents per dollar		-	
Minimum Rate per Assessment		-	
Gross Rental Value			
General			
General Rate - cents per dollar		-	
Minimum Rate per Assessment		-	
Concessions, Discounts & Waivers			
No Concessions are provided for in the financial year			
Interest			
Days until interest applies from issue date - 35			
Interest on overdue Rates/Rubbish	8%		
Interest on Instalments of Rates/Rubbish	3%		
Instalments - 4 Payments			
- Rubbish Charges are to be spread over all instalments			
- Previous years Rates & Rubbish arrears to paid in full on first instalment			
Administration Charge per Instalment	15.00	-	15.00
Ad hoc Payment Plan Administration fee	25.00	-	25.00
PAYMENT DUE DATES			
Target date for issue of Rate Notice:-	Payment due dates would therefore be:- - for payment in full - for payment of first instalment		
Target date for issue of rate notices for:-	Payment due dates would therefore be:-		
- second instalment			
- third instalment			
- fourth instalment			
RATE ENQUIRIES			
Rate / Account enquiry - Residential	35.00	-	35.00
Rate / Account enquiry - Pastoral/Commercial/Industrial	85.00	-	85.00
Rate book on disk	40.91	4.09	45.00
Rate reports (hard copies) per page	0.45	0.05	0.50

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
ADMINISTRATION			
GENERAL ADMINISTRATION			
Minutes, Local Laws & Electoral Rolls			
Council Minutes & Agendas - per double sided page	0.59	0.06	0.65
Council Minutes & Agendas - Extracts per double sided page	0.59	0.06	0.65
Council Local Laws - per double sided page	0.59	0.06	0.65
Electoral Roll - per double sided page	0.59	0.06	0.65
Statutory Council Budget - per double sided page	0.59	0.06	0.65
Emailing of the above	NO CHARGE		
Tourist Merchandise	Cost + Freight + 10% (Rounded to nearest \$)		
Shire of Meekatharra Special Vehicle Registration Plates			
Shire administration fee	NO CHARGE		
Department of Transport fee - set by Department of Transport	252.00	-	252.00
History Book			
Meekatharra Gold Beyond the Rivers	35.91	3.59	39.50
Meekatharra Gold Beyond the Rivers Plus Postage within Australia	47.27	4.73	52.00
Fundraising Pavers			
Purchase of Name Paver (per brick)	40.91	4.09	45.00
Purchase of Name Paver (per double paver)	68.18	6.82	75.00
Meeka Dust Newsletter			
Advertising (per Issue)			
- full page			
Black & White	47.36	4.74	52.10
Colour	67.32	6.73	74.05
- half page			
Black & White	24.27	2.43	26.70
Colour	39.18	3.92	43.10
- quarter page			
Black & White	15.00	1.50	16.50
Colour	22.41	2.24	24.65
- eighth page			
Black & White	12.68	1.27	13.95
Colour	16.82	1.68	18.50
Advertising for not-for-profit organisations or community event notices	NO CHARGE		
Sales - each	2.27	0.23	2.50
Annual Subscriptions - 11 issues including postage	36.05	3.60	39.65
Payment for article published in Dust submitted by public	90.91	9.09	100.00
<i>*Article must be Meekatharra related. "Article" includes short stories, poems, photos or similar. Eligibility is at the discretion of the Editor.</i>			
Miscellaneous			
Key bond - if not listed elsewhere	50.00	-	50.00
Electronic key bond - if not listed elsewhere	100.00	-	100.00
Secretarial / Other Services - per hour	Admin Assistant's Hourly Rate + 100% + GST		
General Postage of requested materials	AT COST		
Hire of portable PA System per day	136.36	13.64	150.00
Bond for PA System	300.00	-	300.00
In-house training courses – external attendees			
In house (Shire organised) training courses, conferences and workshops - held in Meekatharra.	As determined by CEO		
Fees for external attendees (eg. neighbouring shires, local businesses, agencies or individuals)			

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
ADMINISTRATION			
PRINT, PHOTOCOPY & FACSIMILE			
Photocopying & Printing			
Per single sided A4 page - Black & White	0.45	0.05	0.50
Per double sided A4 page - Black & White	0.55	0.05	0.60
Per single sided A3 page - Black & White	0.64	0.06	0.70
Per double sided A3 page - Black & White	0.82	0.08	0.90
Per single sided A4 page - Colour	1.45	0.15	1.60
Per double sided A4 page - Colour	1.91	0.19	2.10
Per single sided A3 page - Colour	2.82	0.28	3.10
Per double sided A3 page - Colour	3.27	0.33	3.60
Facsimile			
Facsimile - Sending within Australia - 1st page	2.00	0.20	2.20
Facsimile - Sending within Australia - per subsequent page	0.55	0.05	0.60
Facsimile - Sending International - 1st page	2.73	0.27	3.00
Facsimile - Sending International - per subsequent page	0.91	0.09	1.00
Facsimile - Receiving - per page	1.14	0.11	1.25
Scanning & Emailing			
Per document	3.64	0.36	4.00
Laminating			
A4 size - per page	2.50	0.25	2.75
A3 size - per page	4.32	0.43	4.75
Binding			
A4 size to 1.5cm thick - inc ring binder, front & back cover	5.45	0.55	6.00
FREEDOM OF INFORMATION - (as per FOI Act 1992)			
Application fee	30.00	-	30.00
Accessing Information - Supervised access to Councils records - per hour	30.00	-	30.00
Photocopying by Staff - in addition to above fees - per hour	30.00	-	30.00
Photocopying by Staff - in addition to above fees - per copy	0.20	-	0.20
ANIMAL CONTROL			
Animal Trap Hire			
Trap - Bond	22.73	2.27	25.00
Trap hire - per week	6.36	0.64	7.00
Pound Fees			
Maintenance of Dog or Cat in pound - per day or part thereof	16.82	1.68	18.50
Release of Dog/Cat - during office hours ONLY	77.68	7.77	85.45
Destruction of Dog/Cat	NO CHARGE		
<i>* All dogs must be registered and microchipped prior to release</i>			
Kennel Licensing Fees (Dog Regulations 2013)			
Initial License	181.82	18.18	200.00
Annual Renewal	181.82	18.18	200.00

Shire of Meekatharra
Schedule of Fees & Charges
 2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
ANIMAL CONTROL (Continued)			
Dog License Fees (Dog Regulations 2013) - all licenses expire 31 October of the applicable year			
All new registrations need to be microchipped			
Unsterilised - 1 year	50.00	-	50.00
- 3 years	120.00	-	120.00
- Lifetime	250.00	-	250.00
Refund if Registered Unsterilised dog is Sterilised within 3 years of Registration			
- 1 year Unsterilised Dog Registration - refund if sterilised in 1st year after registration date	30.00	-	30.00
- 1 year Unsterilised Dog Registration - refund if sterilised in 2nd year after registration date	NO REFUND		
- 1 year Unsterilised Dog Registration - refund if sterilised in 3rd year after registration date	NO REFUND		
- 3 year Unsterilised Dog Registration - refund if sterilised in 1st year after registration date	77.50	-	77.50
- 3 year Unsterilised Dog Registration - refund if sterilised in 2nd year after registration date	51.86	-	51.86
- 3 year Unsterilised Dog Registration - refund if sterilised in 3rd year after registration date	25.83	-	25.83
- Lifetime Unsterilised Dog Registration - refund if sterilised in 1st year after registration date	150.00	-	150.00
- Lifetime Unsterilised Dog Registration - refund if sterilised in 2nd year after registration date	100.00	-	100.00
- Lifetime Unsterilised Dog Registration - refund if sterilised in 3rd year after registration date	50.00	-	50.00
Sterilised - 1 year	20.00	-	20.00
- 3 years	42.50	-	42.50
- Lifetime	100.00	-	100.00
Concessions			
Pensioner Rate - 50% of above fees			
Working dog - 25% of above fees			
<i>Registration after May 31st in every year - 50% of 1 year fee</i>			
Cat License Fees (Cat Regulations 2012) - all licenses expire 31 October of the applicable year			
All cats are required to be sterilised and microchipped prior to registration			
- 1 year	20.00	-	20.00
- 3 years	42.50	-	42.50
- Lifetime	100.00	-	100.00
Application for grant or renewal of approval to breed cats per breeding cat (male or female)	100.00	-	100.00
Concessions			
Pensioner Rate - 50% of above fees			
<i>Registration after May 31st in every year - 50% of 1 year fee</i>			
HOUSING			
Council owned Staff Housing - per week	50.00	-	50.00
Council owned Staff Housing in Single Persons Quarters - per week (No animals/pets allowed)	80.00	-	80.00
Council owned Staff Housing - Atyeo's Environmental Health Services Pty Ltd	100.00	-	100.00
Council owned Staff Housing - Contract Aquatic Services	100.00	-	100.00
Council owned Staff Housing Security Bond	400.00	-	400.00
<i>*Single Persons Quarters is defined as one bedroom units on shared block of land.</i>			
HEALTH			
Trading Permits - for Commercial Purposes as Defined in Local Law			
Traders/Stallholders Permit -Annual	195.45	19.55	215.00
-Daily	31.82	3.18	35.00
Continuous Trader Fee* -Annual	1,790.91	179.09	1,970.00
<i>* Covers rubbish charge (at Commercial 6 pickups per week - 2 bins rate. As at 1 July 2019 charged at \$1,114.60) and regular on-going use of land</i>			
<i>* Activities in Thoroughfares and Public Places and Trading Local Law 2007 provides for these charges and allows for exemptions</i>			
Septic Tanks (as per Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974			

**Shire of Meekatharra
Schedule of Fees & Charges
2021/2022**

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
-------------	---------------------	------------------	--------------------

HEALTH

FOOD (Food Act 2008 allows for fees and charges to be imposed by local governments)

Food Businesses

Notification of a Food Business	45.45	4.55	50.00
Application for a Food Business License	127.27	12.73	140.00
Issuing of Food Business License (up to 3 inspections annually)	160.00	16.00	176.00
Variation conditions or cancellation of registration of food businesses	80.00	8.00	88.00
Provision of information and inspections in excess of 3 annually (rate is per hour)	100.00	10.00	110.00

COMMUNITY AMENITIES

SANITATION & RUBBISH TIP

Sanitation Charges

Standard Domestic - 2 pickups per week - Annual fee (1 bin)	214.60	-	214.60
Pensioner Domestic - 2 pickups per week - Annual fee	55.00	-	55.00
Domestic Collection - Per additional bin	53.70	-	53.70
Industrial - 2 pickups per week - Annual fee (2 bins per pickup)	335.30	-	335.30
Industrial Collection - Per additional bin	53.70	-	53.70
Commercial - 2 pickups per week - Annual fee (2 bins per pickup)	335.30	-	335.30
Commercial - 3 pickups per week - Annual fee (2 bins per pickup)	587.50	-	587.50
Commercial - 6 pickups per week - Annual fee (2 bins per pickup)	1,114.60	-	1,114.60
Commercial Collection - Per additional bin 2 pickups per week	53.70	-	53.70
Commercial Collection - Per additional bin 3 pickups per week	80.50	-	80.50
Commercial Collection - Per additional bin 6 pickups per week	161.00	-	161.00
Mining Camp (approx. 12kms south of town) - 3 pickups per week *	587.50	-	587.50
Mining Camp (approx. 12kms south of town) - Per Additional Bin *	80.50	-	80.50
Sale of 240 litre bin	145.55	14.55	160.10
Car Body Removal Fee	168.19	16.81	185.00

*The collection of rubbish at the Mining Camp (approx. 12kms south of town) is due to a Historical Agreement with the owner at the time.

Waste Disposal Site

Demolition waste disposal fee	168.18	16.82	185.00
Building license waste disposal fee	56.00	-	56.00
	plus \$0.25 per \$1,000 over \$20,000		

Disposal of Hazardous Materials** - per cubic metre (minimum charge 1 cubic metre)	56.09	5.61	61.70
--	-------	------	-------

**Hazardous materials include asbestos and medical waste (Hospital medical waste excluded from this charge)

Disposal of Effluent Waste***	NO CHARGE		
-------------------------------	-----------	--	--

***Ponds have limited capacity so waste from within Meekatharra Shire only. Customer needs to submit Controlled Waste Tracking Form.

Disposal of Oil	NO CHARGE		
- non-commercial petroleum oil only: drop off at Depot	NO CHARGE		
- cooking oil: dispose of at Rubbish Tip in oil section	NO CHARGE		

PLANNING

Development Assessment Panel Application (Planning & Development (Development Assessment Panels)
Planning Consent Applications (Planning & Development Regulations 2009)

BUILDING & DEMOLITION

Miscellaneous Inspection & Report by Environmental Health Officer / Building Surveyor	EHO's Hourly Rate + 50% + GST		
---	-------------------------------	--	--

Building & Demolition Permits (Building Regulations 2012)

OCCUPANCY PERMITS

Occupancy Permits (Building Regulations 2012)
Other Application (Building Regulations 2012)

Shire of Meekatharra
Schedule of Fees & Charges
 2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
COMMUNITY AMENITIES			
CEMETERY			
Issue of Grant of Right of Burial (retrospectively for burials pre 1 July 2017)	136.36	13.64	150.00
Plot reservation valid for 25 years (can be renewed)	NO CHARGE		
Grave preparation & burial fee - Includes Grant of Right of Burial			
- standard burial (to depth of 2.13m)	1,850.00	185.00	2,035.00
- infant/stillborn burial (gravesite limited to 1.4m long x 1.4m deep)	1,345.45	134.55	1,480.00
2nd/3rd Interment in Existing Grave *			
- standard burial	1,233.64	123.36	1,357.00
- infant/stillborn burial (gravesite limited to 1.4m long x 1.4m deep)	616.36	61.64	678.00
- Burial of Ashes in existing grave (Council to prepare grave for interment)	113.64	11.36	125.00
- Burial of Ashes in existing grave (No Council Involvement)	NO CHARGE		
<i>*Second and third interments are only available if selected gravesite has previously been prepared to allow for further interments which meet minimum coverage standards.</i>			
Cremated Ashes Plot			
- New	197.27	19.73	217.00
- Further interments in existing cremated ashes plot (No Council Involvement)	NO CHARGE		
Family Tree (Front of Cemetery) - Ashes and Memorials	490.91	49.09	540.00
Exhumation - any grave	768.18	76.82	845.00
Shade Tent Hire - 2 available each 3m x 3m (cost per Shade Tent) - no applicable bond **	8.18	0.82	90.00
Chair Hire - 30 available (minimum charge 30 chairs - no reduction of fees for a lesser number of chairs hired) **	45.45	4.55	50.00
Bond Chair Hire (lost/damaged chairs charged at \$25ea. If loss/damage exceeds this amount hirer to pay difference.)	200.00	-	200.00
<i>** Council Employees must erect & remove Shade Tents and Chairs ** Hire of Shade Tents and Chairs must be associated with a funeral or burial</i>			
Hearse Hire - per day - no applicable bond ***	227.27	22.73	250.00
<i>***Hearse Hire is not available for use other than between Meekatharra town site and Meekatharra Cemetery without CEO's consent. If CEO grants use outside of this, hearse is to be floated to location and additional costs associated with this will be charged at Plant Hire rates. Council must advertise Cemetery charges in the Government Gazette at least 14 days prior to the fees coming into effect (Cemeteries Act 1986 s.53)</i>			
RECREATION & COMMUNITY SERVICES			
TOWN HALL			
Community/Sporting Groups & Ratepayers			
<u>Complete Facility</u>			
Rental - per day or part thereof			
- function with alcohol consumed or sold	319.77	31.98	351.75
- fundraising event with alcohol consumed or sold ****	47.73	4.77	52.50
- function without alcohol consumed or sold	160.38	16.04	176.40
- Gov't (inc schools) sponsored functions	80.18	8.02	88.20
- local community/sporting group functions**	38.18	3.82	42.00
- shire functions *	NO CHARGE		
<u>Patio, Kitchen & Toilets Only</u>			
Rental - per day or part thereof			
- any function with alcohol consumed or sold	240.55	24.05	264.60
- fundraising event with alcohol consumed or sold ****	38.18	3.82	42.00
- function without alcohol consumed or sold	120.27	12.03	132.30
- Gov't (inc schools) sponsored functions	60.14	6.01	66.15
- local community/sporting group functions**	28.64	2.86	31.50
- shire functions *	NO CHARGE		

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
RECREATION & COMMUNITY SERVICES			
TOWN HALL (Continued)			
Community/Sporting Groups & Ratepayers (Continued)			
<i>Bonds for facility use - refundable if left clean & undamaged</i>			
- any function with alcohol consumed or sold	865.00	-	865.00
- function without alcohol consumed or sold	425.00	-	425.00
- electronic key bond	100.00	-	100.00
- swipe card bond	30.00	-	30.00
Commercial or Traders			
Rental - per day or part thereof	295.91	29.59	325.50
<i>Bonds for facility use - refundable if left clean & undamaged</i>			
- Commercial or Trader	560.00	-	560.00
- electronic key bond	100.00	-	100.00
- swipe card bond	30.00	-	30.00
Additional Charges			
Additional Cleaning After Hire - anything in excess of 3 hours cleaning - charged per hour	74.55	7.45	82.00
Repair of Damage Caused During Period of Hire	AT COST + 25% Admin Fee		
Equipment Hire (cost per hire)****			
Projector & Screen	NO CHARGE		
Tables & Chairs	NO CHARGE		
Hot Water Urn	11.18	1.12	12.30
Crockery & Cutlery			
- 50 settings	14.55	1.45	16.00
- 100 settings	29.09	2.91	32.00
- 150 settings	43.64	4.36	48.00
- 200 settings	58.18	5.82	64.00
Equipment bond - refundable if left clean & undamaged			
- Urn & Crockery/Cutlery (only one bond required)	55.00	-	55.00
Lost/damaged crockery - charged per piece - to be taken out of the bond	9.09	0.91	10.00
Lost/damaged cutlery - charged per piece - to be taken out of the bond	4.55	0.45	5.00
<i>If charge exceeds bond the excess is to be invoiced.</i>			
* 'Shire function' means an event organised directly by the Shire. Eligibility for Shire functions must be authorised by CEO and be included in the year's budget. It is further defined as an event for which all expenses are paid for directly by the Shire and all income is received direct to the Shire.			
** 'Local' is defined as a group or organisation permanently based within the Shire of Meekatharra.			
*** 'Fundraising event' is defined as an event publicly advertised, for charitable or not-for-profit purposes, organised by a 'local' group.			
**** Equipment hire is only available in conjunction with Town Hall hire			
SPORTS COMPLEX			
Community/Sporting Groups & Ratepayers			
<i>Complete Facility - includes Complex building, oval & toilets</i>			
Rental - per day or part thereof			
- any function with alcohol consumed or sold	240.55	24.05	264.60
- fundraising event with alcohol consumed or sold ***	38.18	3.82	42.00
- function without alcohol consumed or sold	120.27	12.03	132.30
- Gov't (inc schools) sponsored functions	60.14	6.01	66.15
- local community/sporting group functions**	28.84	2.88	31.50
- shire functions *	NO CHARGE		

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
RECREATION & COMMUNITY SERVICES			
SPORTS COMPLEX (Continued)			
<i>Oval & Toilets only</i>			
Rental - per day or part thereof			
- any function with alcohol consumed or sold	120.27	12.03	132.30
- fundraising event with alcohol consumed or sold ***	19.09	1.91	21.00
- function without alcohol consumed or sold	60.14	6.01	66.15
- Gov't (inc schools) sponsored functions		NO CHARGE	
- local community/sporting group functions**		NO CHARGE	
- shire functions †		NO CHARGE	
<i>Complex Building & Toilets only</i>			
Rental - per day or part thereof			
- any function with alcohol consumed or sold	180.41	18.04	198.45
- fundraising event with alcohol consumed or sold ***	28.64	2.86	31.50
- function without alcohol consumed or sold	90.20	9.02	99.23
- Gov't (inc schools) sponsored functions	45.10	4.51	49.61
- local community/sporting group functions**	21.48	2.15	23.63
- shire functions †		NO CHARGE	
<i>Bonds for facility use - refundable if left clean & undamaged</i>			
- any function with alcohol consumed or sold	810.00	-	810.00
- function without alcohol consumed or sold	425.00	-	425.00
- electronic key bond	100.00	-	100.00
Commercial or Traders			
Rental of complete facility - per day or part thereof	221.93	22.19	244.13
<i>Bonds for facility use - refundable if left clean & undamaged</i>			
- Commercial or Trader	550.00	-	550.00
- Electronic key bond	100.00	-	100.00
Additional Charges - May Be Deducted from Bond			
Additional Cleaning After Hire - anything in excess of 1 hour cleaning - charged per hour	74.55	7.45	82.00
Repair of Damage Caused During Period of Hire	AT COST + 25% Admin Fee		
Equipment Hire (cost per hire)****			
Smart TV	NO CHARGE		
Tables & Chairs	NO CHARGE		
Hot Water Urn	11.18	1.12	12.30
<i>Crockery & Cutlery</i>			
- 50 settings	14.55	1.45	16.00
- 100 settings	29.09	2.91	32.00
- 150 settings	43.64	4.36	48.00
- 200 settings	58.18	5.82	64.00
<i>Equipment bond - refundable if left clean & undamaged</i>			
- Urn & Crockery/Cutlery	55.00	-	55.00
Lost/damaged crockery - charged per piece - to be taken out of the bond.	9.09	0.91	10.00
Lost/damaged cutlery - charged per piece - to be taken out of the bond.	4.55	0.45	5.00

† If charge exceeds bond the excess is to be invoiced.

† Hirer to arrange pickup and return of equipment to/from the Town Hall.

* Shire function means an event organised directly by the Shire. Eligibility for Shire functions must be authorised by CEO and be included in the year's budget. It is further defined as an event for which all expenses are paid for directly by the Shire and all income is received direct to the Shire.

** Local is defined as a group or organisation permanently based within the Shire of Meekatharra.

*** Fundraising event is defined as an event publicly advertised, for charitable or not-for-profit purposes, organised by a 'local' group.

**** Equipment hire is only available in conjunction with Sports Complex hire.

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
RECREATION & COMMUNITY SERVICES			
COURT HIRE			
Court Hire			
- Basketball (Light fees apply for night use)			NO CHARGE
- Tennis (Light fees apply for night use)			NO CHARGE
- Volleyball (Light fees apply for night use)			NO CHARGE
- Squash - per hour (by Token)	9.09	0.91	10.00
Lights			
Court Lights - per hour for Tennis & Basketball (Honour system)	9.09	0.91	10.00
Oval Lights - per hour	0.91	0.09	1.00
Court Hire Key Bond			
- Basketball Court	50.00	-	50.00
- Tennis Court	50.00	-	50.00
- Volleyball Court	50.00	-	50.00
- Squash Court	50.00	-	50.00
LIBRARY			
Lost & damaged Library books			AT COST PLUS 20%
Bond to Join Library	20.00	-	20.00
<i>* Only Non WA Residents who cannot provide a library card from any other WA Library</i>			
CULTURE & EVENTS			
Meekatharra Festival and Other Shire Events			
Event Ticket Sales			Between \$0 - \$30 Including GST
DVD Sales			Between \$0 - \$20 Including GST
Market Stalls - Entry for Stall Holder			NO CHARGE
Market Stalls - Table Hire			NO CHARGE
T-Shirt sales for Festivals			Cost plus up to 50% *
Showbags			Cost plus up to 50% *
General Merchandise			Cost plus up to 50% *
Food and Refreshments sold at events			Cost plus up to 100% *
<i>* Price is to be rounded to nearest \$5 for the ease of cash handling.</i>			
SWIMMING POOL			
General Admissions			
Season			
- Adult	90.91	9.09	100.00
- Child (3 - 17 years old)	45.45	4.55	50.00
- Family (2 Adults & 3 Children)	181.82	18.18	200.00
Season			
- Adult (concessional)	45.45	4.55	50.00
- Child (3 - 17 years old) Concessional	22.73	2.27	25.00
- Family Concessional (2 Adults & 3 Children)	90.91	9.09	100.00
Monthly			
- Adult	27.27	2.73	30.00
- Adult (concessional)	22.73	2.27	25.00
- Child (3 - 17 years old)	13.64	1.36	15.00
- Family (2 Adults & 3 Children)	54.55	5.45	60.00

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
RECREATION & COMMUNITY SERVICES			
SWIMMING POOL (Continued)			
General Admissions			
<u>Weekly</u>			
- Adult	9.09	0.91	10.00
- Adult (concessional)	6.36	0.64	7.00
- Child (3 - 17 years old)	4.55	0.45	5.00
- Family (2 Adults & 3 Children)	18.18	1.82	20.00
<u>Daily</u>			
- Adult	2.73	0.27	3.00
- Adult (concessional)	0.91	0.09	1.00
- Child (3 - 17 years old)	1.82	0.18	2.00
- Family (2 Adults & 3 Children)	5.45	0.55	6.00
- Child (under 3 years old) accompanied by adult	NO CHARGE		
<i>* Concessional fee is only applicable on sighting of valid Health Care Card by Shire Staff.</i>			
School Activities			
- Adult - Spectator	NO CHARGE		
- Student	NO CHARGE		
- Supervising Teachers & Adults	NO CHARGE		
Swim Vac Classes (Run by the Education Department during school holidays)			
- For enrolled participants and spectators	NO CHARGE		
Pool Hire			
Hire of pool after hours - per hour	54.55	5.45	60.00
Bond for facility use - refundable if left clean & undamaged	300.00	-	300.00
<i>* After hours pool hire is subject to Pool Manager availability.</i>			
GYM MEMBERSHIP			
Individual Gym Memberships			
- monthly	29.10	2.90	32.00
- monthly concession*	14.55	1.45	16.00
- annually	318.18	31.82	350.00
- annually concession*	159.09	15.91	175.00
<i>* Concessional fee is only applicable on sighting of valid Health Care Card by Shire Staff.</i>			
Cancellation during Cooling Off Period - Administration Charge	18.18	1.82	20.00
Gym Swipe Card Bond	50.00	-	50.00
<i>* Access is restricted to adults 18 years and older.</i>			
INDOOR CRICKET CENTRE			
Indoor Cricket / Netball Hire - per game	13.64	1.36	15.00
Electronic Key Bond	100.00	-	100.00
COMMUNITY BUS HIRE			
Only available for Local Community Groups*			
Outside Meekatharra townsite - per day			
- allowance of 200 km per day	113.64	11.36	125.00
- over allowance each km > 200	0.29	0.03	0.32
Within Meekatharra townsite			
- per day	113.64	11.36	125.00
- per hour	11.36	1.14	12.50
Bond on all bus hires (linked to insurance excess)	560.00	-	560.00
Refuelling of bus (if required on return)	Cost + 8% per litre		
Cleaning of the bus (if required on return)	\$30 per hour (minimum \$100.00)		
<i>* Local Community Groups are defined as Schools, 'Not-for-Profits' or Church Groups permanently based within the Shire of Meekatharra. Individuals, profit-making groups and businesses are NOT able to hire the bus due to insurance reasons.</i>			
LLOYD'S PLAZA CENTRE			
Short term hire for hairdressing salon			
- per day	68.18	6.82	75.00
Short term hire for shop			
- per day	68.18	6.82	75.00
Conference room hire			
- per hour (minimum of 4 hour hire at any time)	11.36	1.14	12.50
<i>Cleaning costs of common areas factored into hire charges</i>			
<i>All hire subject to Centre Management approval</i>			
<i>No key or hire bond required as Centre manager will be monitoring facilities on-site</i>			

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
TRANSPORT & WORKS			
AIRPORT			
Landing Fees			
Small Aircraft Annual Landing Fee*	227.27	22.73	250.00
<i>* Only available to Ratepayers. MTOW up to 1,500 kg. On application only. Annual = July to June.</i>			
Defence Force - Fee set by Australian Airport Association and Department of Defence.			
General & Charter (RPT are exempt) - per tonne			
- aircraft < 5,700 kg MTOW	15.00	1.50	16.50
- aircraft > 5,700 kg MTOW	20.00	2.00	22.00
Minimum Charge any one landing - \$20.00 plus GST			
RPT flights - per head (in lieu of landing fees)	13.64	1.36	15.00
**Regular Charter flights - per head (in addition to landing fees for aircrafts > 5,700kg MTOW)	13.64	1.36	15.00
<i>* Advise RPT, Charter Operators, RFDS and other regular users of any change within 7 business days of adoption by</i>			
<i>** "Regular" is defined as landing with a predictable pattern of more than twelve times a year.</i>			
Call Out Fees - Airport Contractor charges customer directly			
1800hrs - 2200hrs each	97.09	9.71	106.80
2200hrs - 0600hrs each	97.09	9.71	106.80
Other Fees			
Diesel fuel sales			Cost plus \$0.04
ASIC (Australian Security Identification Card)			Cost plus 20%
CROSSOVERS - AS PER POLICY			
Sealed crossover to a kerbed and drained sealed road - First on rateable assessment only			Subsidy of 50% of Actual Cost to a maximum of \$1500
Sealed crossover to unkerbed roads (sealed or unsealed) - First on rateable assessment only			Subsidy of 50% of Actual Cost to a maximum of \$1000
Rural unsealed crossovers to unkerbed roads (sealed or unsealed) - First on rateable assessment only			Subsidy of 50% of Actual Cost to a maximum of \$500
Over width crossover to unkerbed road (sealed or unsealed)			No Subsidy
STANDPIPE WATER			
Standpipe Water (non-potable)*			
For consumers of less than 20,000 litres per financial year			NO CHARGE
For consumers of over 20,000 litres per financial year			per kL
Charge is calculated at the Water Corporation Charge** plus 100%.			COST PLUS 100%

* Consumers to advise of quantity taken each time to allow for the appropriate charge to be applied.



**From the most recent invoice/notice received from Water Corporation.

Shire of Meekatharra
Schedule of Fees & Charges
2021/2022

Description	2021/2022 Charge	2021/2022 GST	2021/2022 Total
TRANSPORT & WORKS			
PLANT HIRE			
Rates - per hour			
Grader	245.45	24.55	270.00
Loader	210.91	21.09	232.00
Bulldozer D6N	245.45	24.55	270.00
Vibrating Roller	210.91	21.09	232.00
Scout Cement Mixer	140.91	14.09	155.00
Tractor	140.91	14.09	155.00
10 - 12 Tonne Truck	140.91	14.09	155.00
5 - 7 Tonne Truck	140.91	14.09	155.00
Prime Mover	175.45	17.55	193.00
Tandem Axle Tipping Trailer (Plus Applicable Truck Hire)	88.18	8.82	97.00
Tri Axle Low Loader (Plus Applicable Truck Hire)	268.18	26.82	295.00
Road Broom (Plus Applicable Truck Hire)	85.45	8.55	94.00
Scraper 6T3C	250.91	25.09	276.00
Multi Tyres Roller - 16 Tonne	211.58	21.16	232.74
Backhoe	140.91	14.09	155.00
Mini Excavator	140.91	14.09	155.00
Mini Road Sweeper	116.38	11.64	128.00

- * All prices include an operator; dry hire of Shire plant not available
- * Penalty of \$35.00 per hour for hires outside normal works crew hours
- * Availability of Plant subject to Works Program
- * Council may decline any request to perform private works
- * Council Policy 04.04 - Private Hire of Plant applies

9.3. ADMINISTRATION

Title/Subject:	STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION	
Agenda/Minute Number:	9.3.1	
Applicant:	Nil	
File Ref:	Nil	
Disclosure of Interest:	Nil	
Date of Report:	3 March 2021	
Author:	Krys East Deputy Chief Executive Officer	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to consider adopting the Model Standards for CEO Recruitment, Performance and Termination (Standards).

Attachments:

Model Standards for CEO Recruitment, Performance and Termination.
Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination February 2021

Background:

New and amended regulations (New Regulations) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. New sections of the Local Government Act 19956 (the Act) that provided for the New Regulations were proclaimed concurrently and are also now in effect.

There is an implementation phase of up to three months during which time a series of actions must be taken to operationalize the New Regulations.

Comment:

The Standards relate to:

- the recruiting of CEO's;
- the performance review of CEO's; and
- the termination of CEO's.

The Model Standards are presented for Council adoption as the Shire of Meekatharra Standards. These are the minimum mandatory standards. Council may include additional provisions provided they are consistent with the Model standards. At this time no additional provisions have been identified as being required.

Recruitment of CEO

If the CEO position becomes vacant, or the incumbent has been in the role for a period of 10 or more years, the local government must carry out a recruitment and selection process.

The incumbent CEO may have their contract of employment renewed if they are selected in accordance with the recruitment and selection processes. This process must be carried out before the expiry of the CEO's contract of employment.

The current CEO's contract expires on 28 May 2023. He has held the position for 10 plus consecutive years so even if the CEO notifies Council that he would like to renew his contract, the recruitment and selection process must be complied with.

A very brief overview of the recruiting and selection process is as follows.

- Council must determine the selection criteria and approve a job description form by Absolute Majority which sets out the duties and responsibilities of the position.
- Must advertise the position. The State-wide public notice must include a website address where the job description form for the position can be assessed. (The requirement for the website to be included is applicable for the advertising of the vacant position of CEO and senior employees)
- Council must establish a selection panel which comprises of council members (number to be determined by Council) and at least one independent person. The independent person cannot be a current elected member, an employee of the local government or a human resources consultant engaged by the Local Government.
- After applicant(s) have been assessed by the panel, council to consider a summary of assessment for each applicant and the panel's recommendation.
- If no applicants are deemed suitable by the panel the selection panel is to recommend to Council that the process be commenced again and also recommend any changes that they should consider in the duties
- Before offering the position of CEO to an applicant Council must by Absolute Majority approve the making of the offer and the proposed terms of the contract of employment.
- Once an offer is made the applicant is able to negotiate the contract. If the previously approved contract is amended Council would need to approve the negotiated contract by an Absolute Majority.
- As soon as practical after an appointment of a CEO, Council must by an Absolute Majority, certify that the person was employed in accordance with the local government's adopted standards.
- A copy of the resolution to be given to the Departmental CEO with 14 days after the resolution is passed by Council.

Performance review of CEO

The Local Government Act 1995 Section 5.38(1) requires that a local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.

The current CEO's performance review is conducted annually in May.

Briefly the process for the performance review is as follows:

- A written agreement between the CEO and the local government on the process for the performance review and any performance criteria.
- The performance review must be carried out in an impartial and transparent manner.
- The performance review must thoroughly and comprehensively collect and review evidence against contractual and any additional performance criteria.
- Council must by an Absolute Majority endorse the review.

- Council must inform the CEO in writing of the results of the review and if any issues were identified with the CEO's performance, how it proposes to address and manage those issues.

Termination of CEO

- The decision to terminate a CEO must be in an impartial and transparent manner.
- Procedural fairness must be followed including informing the CEO of their rights, entitlements and responsibilities in relation to the termination process.
- Local government is to notify the CEO of any allegations made against them and allow them the opportunity to respond and genuinely consider the CEO's response.
- If the intent to terminate is due to performance, the local government must have identified the performance issues during a performance review within the previous 12 months. The CEO needed to be informed of any performance issues identified and have been given a reasonable opportunity to address and implement a plan to remedy the issues. Council needs to determine that the issues have not been remedied to their satisfaction.
- Any decision to terminate must be made by Absolute Majority resolution of Council.
- A written notice of termination of employment, setting out the reasons, must be given to the CEO.
- As soon as practical after a CEO's employment is terminated, Council must by an Absolute Majority, certify that the CEO's employment was terminated in accordance with the local government's adopted standards.
- A copy of the resolution to be given to the Departmental CEO with 14 days after the resolution is passed by Council.

Consultation:

Roy McClymont – Chief Executive Officer
All Internal Staff

Statutory Environment:

Nil

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council adopt the Shire of Meekatharra's Standards for CEO Recruitment, Performance and Termination as presented and publish on the Shire of Meekatharra's official website in accordance with s5.39B(6) of the Local Government Act 1995.



Shire of Meekatharra's Standards for CEO Recruitment, Performance and Termination

Division I - Preliminary provisions

I. Citation

These are the *Shire of Meekatharra Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards -

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Meekatharra;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 - Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply –
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out –
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must –

- (a) in form the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address –

i) email a copy of the job description form to an email address provided by the person; or

(ij) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment or CEO

(1) In this clause –

independent person means a person other than any of the following –

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise –

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government –

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government –
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) –
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has –
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria –
 - (a) clause 5 does not apply to the new recruitment and selection process; and

- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve –

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11 (b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause –

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if –

- (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO –

- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process or the position was carried out, whether that process was carried out before, on or after commencement day; and

- (b) the incumbent CEO has notified the local government that they wish to have their contract or employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract or employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract or employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 - Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on –
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must –

- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
- (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of –

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO - how the local government proposes to address and manage those issues.

Division 4 - Standards for termination of employment of CEO's

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including –
 - (a) in forming the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has –
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.



Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

Contents

Preface.....	1
Part 1 – Recruitment and Selection	2
Principles.....	2
Recruitment and Selection Standard	2
Recruitment and Selection Standard continued	3
Guidelines	3
Recruitment and selection process	3
Advertising	4
Selection panel and independent person	4
Independent human resources consultant.....	5
Council's responsibilities	6
Creating Diversity.....	6
Due Diligence.....	7
Selection.....	8
Employment contract	9
Appointment.....	9
Confidentiality	10
CEO induction.....	10
Principles.....	11
Performance Review Standard.....	11
Guidelines	11
Employment contract and performance agreement.....	11
Performance Criteria	12
Performance review panel.....	13
Independent consultant.....	13
Assessing performance.....	13
Addressing performance issues	14
Confidentiality	15
Part 3 – Termination.....	16
Principles.....	16
Termination Standard	16
Guidelines	16
Reason for termination.....	16
Opportunity to improve and mediation.....	18
Termination report.....	18

Confidentiality 18
Disclaimer 18

Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1 Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2 Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3 The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4 Decisions are impartial and transparent.
- S3.5 The council of the local government has endorsed the termination by absolute majority.
- S3.6 The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

Title/Subject:	ADOPTION OF APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER POLICY AND ASSOCIATED DELEGATION
Agenda/Minute Number:	9.3.2
Applicant:	Nil
File Ref:	ADM239
Disclosure of Interest:	Nil
Date of Report:	29 March 2021
Author:	Krys East Deputy Chief Executive Officer
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

That Council consider adopt both an “Appointment of Acting Chief Executive Officer” Policy and Delegation.

Attachments:

New draft policy – 02.18 Appointment of Acting Chief Executive Officer
New draft delegation – 02.08 Appointment of Acting Chief Executive Officer

Background:

Section 5.39C was recently included in the Local Government Act 1995 requiring each Council to adopt a policy that sets out the process to be followed by the local government in relation to the appointment of either an employee or another person to act in the position of CEO for a term not exceeding 1 year.

Comment:

The required policy has been prepared granting the CEO under delegated authority the power to appoint an Acting CEO for a period of up to 10 working days.

In accordance with section 5.44 of the Local Government Act 1995 the CEO may delegate to any employee the exercise of any of the CEO’s powers. However, in the interest of transparency and accountability a delegation for the CEO to grant the authority and power of a CEO to an employee is recommended and presented with this item for adoption.

In the policy if the planned period of CEO absence is for longer than 10 working days Council are to appoint the Acting CEO.

In the event of an unplanned absence the Deputy CEO will take on the role of Acting CEO. If it is likely that the CEO will be away for an unplanned absence in excess of 10 working days then the Shire President is to call a Special Council meeting to appoint an Acting CEO. The Acting CEO can be appointed for a term not exceeding one year and can be either an employee or a suitably qualified person that has the required skills and knowledge.

An employee may act in the position of a CEO for a term not exceeding one year without a written contract for the position of Acting CEO.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government Act 1995 sections 5.39(1a), 5.39C and 5.44

Policy Implications:

The new policy will be enabled if adopted.

Budget/Financial Implications:

Nil

Strategic Implications:

A current and relevant Policy Manual should assist in improved efficiencies, prompt decision making and cohesive corporate knowledge.

Voting Requirements

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council adopts the draft Appointment of an Acting Chief Executive Officer Policy and Delegation Appointment of an Acting Chief Executive Officer as presented.

02.18 – Appointment of an Acting Chief Executive Officer

Section: Staff

History:

- Adopted: 17 April 2021
-

OBJECTIVE:

To outline the process for the appointment of an Acting Chief Executive Officer in expected and unexpected circumstances in accordance with Local Government Act 1995 Section 5.39C.

POLICY:

Expected leave

An application for annual leave, long service leave or any other extended period of absence made by the CEO is to be approved by Council. Approval cannot be unreasonably withheld.

During the extended periods of leave a person must be appointed Acting Chief Executive Officer, to perform the duties of the CEO to enable the efficient functioning of the local government's administration.

The Acting CEO can be a Shire Manager if it is deemed the person has the necessary skills and knowledge, subject to officer performance and dependent on availability and operational requirements. Council's prefers to appoint internally for the Acting CEO role however if this is not practicable a person external to the Shire may be appointed to the role.

Often for short periods of absence (eg. up to say 7 days) no acting CEO is appointed (the CEO checks emails and remains on call, if required, for any urgent statutory duties, decisions or actions).

For periods of leave up to 10 working days a Manager may be appointed to the role of Acting CEO at the discretion of the CEO, in consultation with the Shire President and in accordance with Delegation 03.01. The appointment to the role of Acting CEO must be made in writing by the CEO. Where the CEO appoints a Manager or other person to the position of Acting CEO, the CEO is to advise Council in writing (eg. email or text) of the appointment and the period to which the appointment covers.

If the CEO is not satisfied that any Manager or other employee has the required skills and knowledge to fulfil the role of Acting CEO then in consultation with the Shire President an external appointment may be made.

A Council resolution is needed to appoint an Acting CEO to fulfil the duties and exercise the powers of the CEO for any period of leave exceeding 10 working days.

In accordance with Local Government Act 1995 – Section 5.39(1a) an employee may act in the position of a CEO for a term not exceeding one year without a written contract for the position in which he or she is acting.

Unexpected leave

In an unplanned event such as the CEO:

- takes unexpected leave
- is incapacitated

- is unable to perform their duties as a result of a disaster or crisis event
- the position falls unexpectedly vacant or
- is suspended or terminated

if Council has already appointed an Acting CEO, that person shall continue to act as CEO.

If Council have not already made an appointment of Acting CEO, and if the absence is likely to be 10 days or less, then the CEO (if she/he is able) will appoint a Manager or other suitable person to the position of Acting CEO.

If the absence is likely to be more than 10 days or the CEO is unable to make an appointment, then a Special Council Meeting shall be convened by the Shire President, so that an acting appointment can be made by Council.

NOTE: all appointments by Council of an acting CEO must be approved by an absolute majority.

02.08 – Appointment of an Acting Chief Executive Officer

Local Government Act 1995 Part5, Div 4 s 5.39C

“At least once every financial year, delegations made under this Division are to be reviewed by the delegator”

Council Policy: Policy 02.18 Appointment of an Acting Chief Executive Officer
Reference: S5.42/5.44 – Local Government Act 1995
Date Adopted: 17 April 2021
Reviewed: Annually

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to appoint an Acting Chief Executive Officer for a period not exceeding 10 working days.

Delegated to:

Chief Executive Officer

On delegated to:



N/A

Conditions:

Subject to Council Policy 02.18 Appointment of an Acting Chief Executive Officer.

Record of Use:

Council to be informed in writing (eg. email or text) of the appointment and the period to which the appointment covers. Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

Title/Subject:	ELECTION 2021 – POSTAL/IN PERSON ELECTION	
Agenda/Minute Number:	9.3.3	
Applicant:	Nil	
File Ref:	ADM 156	
Disclosure of Interest:	Nil	
Date of Report:	9 April 2021	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may decide whether to conduct this year's election as a postal election.

Attachments:

Nil

Background:

In the past Council has run elections as “voting in person elections” and appointed the CEO as the Returning Officer.

Comment:

The Local Government Act 1995 (the Act) provides that an election can be conducted as a postal election or a voting in person election. The Act also requires that a postal election must be conducted by the Electoral Commissioner.

Council may therefore decide whether to conduct the 2021 election as a postal or in person election. All past elections in Meekatharra have been conducted as in person elections.

No quote has been obtained for this service (postal voting) from the Electoral Commissioner however the estimated cost is \$15,000.

Postal Election – Major Benefits:

- Greater voter participation – voter turnout increases significantly in postal elections.
- Time saving – some election tasks, including the role of Returning Officer are outsourced – thereby reducing the time burden on existing staff.

Postal Election – Major Disadvantages:

- Cost – postal elections are relatively expensive.
- Potential for mistakes to be made due to communication problems between an off-site Returning Officer and local election staff.

Should Council resolve to conduct this years election by postal vote the process will be as follows:

1. Council (now) resolves to consider conducting the 2021 ordinary election as a postal election (conducted by the Electoral Commissioner)
2. Staff obtain the written agreement, approval and a quote from the Electoral Commissioner.

3. At the May/June 2021 Council meeting Council considers the information and quote from the Electoral Commissioner and resolves whether or not to conduct the election as a postal election. Council may then appoint and declare the Electoral Commissioner to be responsible for the conduct of the 2021 Ordinary Election and also resolves that the ordinary 2021 election be conducted as a postal election.

The decision/declaration to conduct a postal election and appoint the Electoral Commissioner must be made by 28 July 2021.

Statutory Environment:

The Local Government Act 1995 sections 4.20 and 4.61 apply as shown below:

“4.20. CEO to be returning officer unless other arrangements are made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —*
 - (a) an election; or*
 - (b) all elections held while the appointment of the person subsists.*

** Absolute majority required.*
- (3) An appointment under subsection (2) —*
 - (a) is to specify the term of the person’s appointment; and*
 - (b) has no effect if it is made after the 80th day before an election day.*
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

** Absolute majority required.*
- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*
- (6) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.*

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —*
 - postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*
 - voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before*

election day, or posted or delivered, in accordance with regulations.

(2) The local government may decide to conduct the election as a postal election.*

** Absolute majority required.*

(3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

(5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

(6) For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.

(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.”

Budget/Financial Implications:

Potential cost to engage the Electoral Commissioner to conduct Postal Election. Estimated cost \$15,000.

Estimated cost to run the election “in house” as a voting in person election is \$3,500. This covers advertising and staff time on election day. Daily election costs leading up to election day are absorbed into normal administration time.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Note: An Absolute Majority decision is required for a decision to conduct a postal election and declare the Electoral Commission responsible for the election.

Officers Recommended Options / Council Resolution:

Moved:

Seconded:

OPTION A



That Council conduct the 2021 ordinary Meekatharra council election as a “voting in person election” and confirm the appointment of the CEO as the Returning Officer.

OR

OPTION B

That Council will consider, in May/June 2021, conducting the ordinary 2021 council elections as a postal election and therefore requests the written agreement of the

Electoral Commissioner to be responsible for the conduct of the 2021 ordinary Meekatharra council election (as a postal election) and that a quote also be requested from the Electoral Commissioner for the conduct of this election.

Title/Subject:	REVIEW OF REGISTER OF DELEGATIONS	
Agenda/Minute Number:	9.3.4	
Applicant:	Nil	
File Ref:	ADM 154	
Disclosure of Interest:	Nil	
Date of Report:	09 April 2021	
Author:	Tralee Cable Community & Development Services Manager	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary:

Council may consider the annual review of the Register of Delegations as presented.

Background:

An annual review of the Register of Delegations is required under the Local Government Act 1995 Part5, Div 4 s 5.46 (2) which states

“At least once every financial year, delegations made under this Division are to be reviewed by the delegator”,

and this register is presented for such review.

Comment:

A review of the Delegations Register this year has included comparison with each individual legislative reference to ensure compliance.

It is expected that the Local Government Regulations amendments due to be enacted shortly will require further amendments to existing delegations.

A copy of the proposed delegations register has been attached with tracking changes marked.

These changes include a renumbering of the register, and –

Corrections to delegation

- 01.02 – Purchase Order Delegation , Increase to limits due to change in legislation
- 02.04 - Legal Functions Delegated, to align with various legislation as listed in the delegation
- 05.03 – Closure of Thoroughfares, to include requirements of 05.39 – Road Closures Temporary
- 06.01 – Building Licenses, to approve on delegation to Community & Development Services Manager, and to include requirements of Delegations 06.43 - 48
- 07.01 – Health Act Notices and Orders – corrections to on delegation
- 07.02 – Treatment of Sewerage and Disposal of Liquid Waste – minor wording corrections

Addition of

- 02.07 – Complaints Officer (previously adopted at OCM Feb 2021)

Deletion of

- 05.39 – Road Closures Temporary (now included in 05.03)
- 06.43 – Building Licenses (now included in 06.01)
- 06.44 - Demolition Licenses (now included in 06.01)
- 06.45 - Extension of time (now included in 06.01)
- 06.46 – Stop Work Notices (now included in 06.01)
- 06.47 – Works Unlawful (covered by 06.46, now 06.01)
- 06.48 – Buildings Dangerous (now included in 06.01)
- 06.49 – Certificate of Design Compliance – no longer required

“Any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority”

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Local Government Act (1995).

Local Government Regulations

Various instruments of legislation as referred to by each delegation.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council adopt the attached amended Register of Delegations and authorise the delegations contained within for use.



Shire of Meekatharra

Delegation Register

20210

Table of Contents

Section 01 – Finance	3
01.01 – Payments from Trust and Municipal Fund	34
01.02 – Purchase Order Delegation	45
01.03 – Investments	57
01.04 – Power to Waive or Write off Debt.....	78
01.05 – Donations - Monetary	89
Section 02 – Administration.....	94
02.01 – Liquor – Sale and Consumption (Council Property).....	94
02.02 - Contract Variations.....	104
02.03 - Lodgement of Caveats.....	114
02.04 – Legal Functions Delegated.....	124
02.05 – Expenditure Prior to Adoption of Budget	154
02.06 – Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods.....	164
02.07 – Complaints Officer.....	174
Section 03 – Staff	184
Section 04 – Council/Members.....	184
Section 05 – Engineering	184
05.01 - Mining Tenements	184
05.02 – Offences under the Bushfires Act.....	192
05.03 –Closing of thoroughfares	204
05.04 –Certain Things to be Done by Owners or Occupiers of Land.....	212
05.05 - Notification To Affected Owners About Proposals	222
05.06 - Powers of Entry onto Land	234
05.07 - Disposal Of Surplus Items.....	252
Section 06 – Health, Building and Town Planning	262
06.01- Building Notices.....	262
Proposed Deletion – Building Licenses – covered under prior delegation 06.01.....	282
Proposed Deletion – Extension of Time – covered under prior delegation 06.01	304
Proposed Deletion – Stop Work Notices – covered under prior delegation 06.01	312
Propose Deletion –Works Unlawful - has the same effect as prior delegation Stop Works Notices	322
Proposed Deletion – Buildings Dangerous covered in prior delegation 06.01.....	332
Proposed Deletion – Certificate of Design Compliance – This Delegation not required.....	342
Section 07 – Health and the Environment	352
07.01- Health Act – Notices and Orders.....	352
07.02 - Treatment of Sewerage and Disposal of Liquid Waste	362

Section 01 – Finance

01.01 – Payments from Trust and Municipal Fund

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference: s5.42/5.44 – Local Government Act 1995 (as amended)
Local Government (Financial Management) Regulations 1996, Reg 12(1)

Function to be performed:

To make payments from the Municipal Fund Bank Accounts and the Trust Fund Bank Accounts for payment of creditors and payroll.

Delegated to:

Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under s5.44 of the Local Government Act, 1995, has delegated this power/duty to the following Officers.

Payments made by cheque, electronic transfer or any other means from the Municipal funds or Trust account requires two authorisations being:

- Chief Executive Officer and Corporate Services Manager/Deputy Chief Executive Officer
- In the absence of the Chief Executive Officer or and Corporate Services Manager/DCEO, the second authorising officer may be either of;
 - Community and Development Services Manager
 - Finance and Payroll Officer (except when this officer is directly involved in the processing of the payment/s).

Conditions:

Compliance with Regulations 11, 12 and 13 of the Local Government (Financial Management) Regulations 1996 and Council policies.

Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Accounts is to be noted on a list compiled each month showing:

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

Record of Use:

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation..

01.02 – Purchase Order Delegation

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: 4.2 Purchasing
4.16 – Corporate Credit Card

Reference: s5.42/5.44 – Local Government Act 1995 (as amended)

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to sign Purchase Orders for items contained within the current budget.

This delegation includes authorisation for the Chief Executive Officer to accept a tender for purchase up to an amount of \$250,000 (Local Government Act 1995 section 5.43 (b)).

Delegated to:

Chief Executive Officer (Level 1)
Corporate Credit Card – The CEO is the only authorised cardholder – See Council Policy 4.16 – Corporate Credit Card"

On delegated to:

The Chief Executive Officer in exercising authority, under s5.44 of the Local Government Act, 1995, has delegated this power/duty to the following Officers.

Level 2 Corporate Services Manager / DCEO
Level 2 Works and Services Manager
Level 2 Community and Development Services Manager
Level 3 Operations Officer
Level 4 Community Development Officer
Level 5 Finance and Payroll Officer

Conditions:

Limits on amounts:

- Level 1 (CEO) - \$250,000 excluding the purchase of freehold land and real estate. When authorised by Council resolution, and subject to compliance with the relevant tender legislation, the CEO can issue Purchase Orders for amounts in excess of \$250,000. This includes purchases under pre-qualified shire panel tenders and other shire tenders where the contract/s provide for flexibility in terms of the volume and/or value of goods and services. This also includes the purchase of bitumen and aggregate goods and services when the purchase is conducted through the WALGA Preferred Supplier system and in accordance with Council Policy.
- Level 2 – up to \$20,000 excluding the purchase of freehold land and real estate.
- Level 3 – Within area of responsibility up to a maximum of \$2,000 excluding Capital Items.
- Level 4 – Groceries and consumables within area of responsibility up to a maximum of \$300 excluding Capital Items.
- Level 5 – Finance and Payroll Officer

In the absence of all other authorised officers when the requirement is urgent and with verbal approval of the CEO or a Level 2 officer – CEO to countersign order on return.

*Shire of Meekatharra Delegation Register – 2021 DRAFT
Delegation - 01.02 – Purchase Order Delegation*

Record of Use:

Office copy of the Purchase Order to be handed to Finance and Payroll Officer.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

01.03 – Investments

Local Government Act 1995 Part5, Div 4 s 5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: 4.1 Investments Policy
Reference: s5.42/5.44/6.14 – Local Government Act 1995 (as amended)
Financial Management Regulations 19(2)
Trustees Act 1962

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to –

- 1) Invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962 or in an investment approved by the Minister.
- 2) To establish and document internal control procedures to be followed to ensure control over the investments.

Delegated to:

Chief Executive Officer

On delegated to:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power and power to the Corporate Services Manager / Deputy Chief Executive Officer for renewals and reinvestments in the same type of investments already approved by the Chief Executive Officer

Conditions:

The establishing of documental internal control procedures to be followed to ensure control over the investments.

Compliance with Clause 19(2) Local Government (Financial Management) Regulations 1996
Council Policy No 4.1 (Investments Policy).

Record of Use:

In accordance with Attachment 2 of the Policy 4.1

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

01.04 – Power to Waive or Write off Debt

Local Government Act 1995 Part5, Div 4 s 5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: N/A

Reference: s5.42/5.44 – Local Government Act 1995 (as amended)
s6.12 (1) (b) & (c) of the Local Government Act 1995

Function to be performed:

Function to be performed for the purposes of s 6.12 (1) (b) & (c) of the Local Government Act 1995, the Chief Executive Officer is delegated the power to approve the waiver or write off of an amount of money not exceeding \$200.00 which, in the Chief Executive Officer's opinion, is unrecoverable subject to all such waivers and write offs being subsequently notified to Council.

Delegated to:

Chief Executive Officer

On delegated to

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power/duty to the Corporate Services Manager / Deputy Chief Executive Officer with written approval from the Chief Executive Officer.

Conditions:

Report to Council at the next Ordinary Meeting.

Record of Use:

Retention of file copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

01.05 – Donations - Monetary

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Policy 2.9 - Donations

Reference: s5.42/ Local Government Act 1995 (As Amended)

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to approve minor donations of \$100 or less.

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Subject to Council Policy 2.9 – Donations.

All donations to be by cheque or bank transfer only.

Record of Use:

Records to be kept on appropriate file and payment voucher

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

Section 02 – Administration

02.01 – Liquor – Sale and Consumption (Council Property)

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

"

Council Policy: N/A

Reference: s5.42/5.44 – Local Government Act 1995 (as amended) Liquor Control Act (1988)

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to approve applications for the sale of liquor from property under the care, control and management of Council and to approve applications to consume liquor on property under the care, control and management of Council.

Delegated to:

Chief Executive Officer

On delegated to

N/A

Conditions:

The Chief Executive Officer in exercising authority, under Section 5.44 of the Local Government Act, 1995, has delegated this power to the Corporate Services Manager / Deputy Chief Executive Officer.

Record of Use: _____

~~Applications and approvals to be kept in Filing System.~~

~~Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.~~

02.02 - Contract Variations

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: N/A

Reference: s5.42/5.44 – Local Government Act 1995 (as amended)

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to approve minor variations to contracts entered into by resolution of Council (for example Tenders).

Delegated to:

Chief Executive Officer

On delegated to

N/A

Conditions:

Monetary variations to contracts are not to exceed the amount set aside in the budget adopted by Council.

Record of Use:

Record to be kept on appropriate file and Contract Register

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

02.03 - Lodgement of Caveats

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy:	N/A
Reference:	s5.42 s6.64 (3) Local Government Act 1995 (as amended)

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect to the land is in arrears

Delegated to:

Chief Executive Officer

On delegated to

N/A

Conditions:

Nil

Record of Use:

Retention of file copy of relevant correspondence.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

02.04 – Legal Functions Delegated

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: N/A

Reference: s 5.41/ s 5.42/5.44 – Local Government Act 1995 (as amended)
s9.10 – Local Government Act 1995 (as amended)

Function to be performed:

In accordance with s9.10 of the Local Government Act 1995, the Council delegates authority to the CEO to appoint persons or classes of person, in writing, to be authorised for the purposes of performing particular functions in regard to the enforcement of laws.

Delegated to:

The Council delegates to the CEO the authority to perform and to appoint persons or classes of person to be authorised for the purposes of performing particular functions in regard to the enforcement under the following Acts, Regulations, Local Laws and Town Planning Scheme No. 3, including but not limited to the following:

- ~~Building Act 2011 – Part 8 – Division 2 – Authorised Persons~~
 - ~~Section 96(3) – Authorised Persons~~
 - ~~Section 99 – Limitations of Authorised Persons~~
- Bushfires Act 1954:
 - s 48 – Delegations by Local Government
- Caravan Parks and Camping Grounds Act 1995:
 - Section 17 – Appointment of Authorised Persons;
 - ~~Section 23(11) – Infringement Notices~~
- Cat Act 2011: ○ Section 44(1) – Delegation by Local Government;
 - ~~s-44, 45 and 46 – Delegation by Local Government~~~~48 – Authorised Persons,~~
- Control of Vehicles (Off Road Areas) Act 1978:
 - s38(3) – Authorised Officers, who are, functions of etc,
- Dog Act 1976:
 - s10AA(1) – Delegation of Local Government Powers and Duties;
 - s11 – Staff and Services
 - Section 11A – Authorised Persons
- ~~Fines, Penalties and Infringement Notices Enforcement Act 1994:~~
 - ~~Section 7A – Registrar may Delegate~~
- Food Act 2008:
 - s118(2)(b) – Functions of Enforcement Agencies and Delegations
 - s122(1) – Appointment of Authorised Officers,
- ~~Health (Miscellaneous Provisions) Act 1913~~
 - ~~Section 26 – Powers of Local Government~~
- ~~Liquor Control Act 1988:~~
 - ~~Section 15 – Director may delegate, etc~~
 - ~~Section 39 – Certificate of Local Government as to whether premises comply with laws (Local Government is the authority responsible for Building and Health)~~
 - ~~Section 40 – Certificate of Planning Authority as to whether use of premises complies with planning laws (Local Government is the authority responsible for local planning matters),~~

- Litter Act 1979:
 - s26(1)(c) – Authorised Officers, appointment and jurisdiction of, etc
- Local Government Act 1995:
 - s5.42 Delegation of some powers to CEO
 - s5.44 Delegation of powers by CEO
 - 59.10 appointment of authorised persons
 - ~~9.19 extension of time~~
 - ~~9.20 withdrawal of notice~~
- Local Government Miscellaneous Provisions Act 1960
 - s449 Establishment of a Pound and appointing poundkeeper/ranger
- Planning and Development Act 2005:
 - s234 – Designated persons, appointment of,
- Public Health Act 2016
 - s21 – Enforcement agency may delegate to CEO
 - s24 – Designation of authorised officers
- ~~Strata Titles Act 1985~~
 - ~~s175 – Powers of entry by public authority or local government~~
- ~~Town Planning Scheme No. 1~~
 - ~~Clause 8.9.1 – Delegation of Powers~~
- Tobacco Products Control Act 2006:
 - s77(1)(b) Restricted Investigators, appointment of,
- Water Services Act 2012:
 - s210(1) and (4) – Designation of Inspectors and Compliance Officers.

Under Section 5.42(1) of the Local Government Act 1995 for any Local Law made under Part 3 of the Act, the Council delegates to the CEO the authority to appoint persons or classes of persons to be authorised for the purpose of issuing licences, notices, approvals and permits relating to the following Shire of Meekatharra Local Laws;

- Activities on Thoroughfares And Trading in Thoroughfares and Public Places Local Law;
- Dogs Local Law 2007;
- ~~Fencing Local Law 2010;~~
- Health Local Law 2008- ~~including the Health (Keeping of Horses and Stables) Amendment Local Law 2001 and the Health (Eating Houses) Local Law 2001;~~
- Local Government Property Law 2007;
- ~~Urban Environment and Nuisance Local Law;~~
- ~~Parking and Parking Facilities Local Law 2009; and h) Standing Orders Local Law 2013;~~
- ~~Meekatharra Public Cemetery Local Law 2007~~

The Council delegates to the CEO the authority to authorise persons for the following purposes of the Local Government Act 1995:

- Part 3 -Division 3 - Subdivision 2- Certain provisions about land
- Part 3 - Division 3 - Subdivision 3 - Powers of Entry
- Part 3 - Division 3 - Subdivision 4 – Impounding abandoned vehicle wrecks and good involved in certain contraventions.
- Part 9 – Division 2 – Subdivision 1 – Miscellaneous provisions about enforcement
- Part 9 – Division 2 – Subdivision 2 – Infringement Notices
- Part 9 – Division 2 – Subdivision 3 – General Provisions about legal proceedings
- Part 9 – Division 2 – Subdivision 4 – Evidence in legal proceedings
- Part 9 – Division 3 – Documents
- Part 9 – Division 4 – Protection from Liability

The Council delegates to the CEO the authority to designate, pursuant to s96(3) of the Building Act 2011, authorised persons for the following purposes of the Building Act 2011:

- s100 - Entry Powers;
- s101 - Powers after entry for compliance purposes;
- s102 - Obtaining information and documents;
- s103 - Use of force and assistance; and
- s106 - Entry warrant to enter place

On-delegated to:

Nil

Conditions:

Record of Use:

Retention of Confidential File copy of relevant correspondence in safe or where confidentiality is not an issue, filing of all relevant documents in the Council filing system.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

02.05 – Expenditure Prior to Adoption of Budget

Local Government Act 1995 Part5, Div 4 s5.46 (2)

“At least once every financial year, delegations made under this Division are to be reviewed by the delegator”

Council Policy: Nil

Reference: s5.42/5.44 & Part 9 – Local Government Act 1995 (as amended)

Function to be performed:

The Chief Executive Officer is delegated authority to authorise operating expenditure and appropriate capital expenditure that is:

- Included in Council's Plan for the Future and/or;
- is of a routine nature and/or;
- a budgeted expense in the previous financial year and is likely to be carried forward from the Municipal Fund prior to the adoption of the annual budget.

Delegated to:

Chief Executive Officer

On delegated to

Delegated as per delegation 01.02 Purchase Order Authorisation

Conditions:

Nil

Record of Use:

Retention of documentation involved.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

Note: Whilst the Local Government Act provides that expenditure may be incurred in a financial year before adoption of the annual budget by the local government (s 6.8) which makes this delegation unnecessary, it is suggested that it be retained for the guidance of elected members and staff.

02.06 – Sale of Impounded/Seized/Confiscated Vehicles, Animals or Goods

Local Government Act 1995 Part5, Div 4 s5.46 (2)

“At least once every financial year, delegations made under this Division are to be reviewed by the delegator”

Council Policy: Nil

Reference: s3.47, s3.58, s5.42, s5.43 Local Government Act 1995 (as amended)
Local Government (Functions and General) Regulations, Pt 4

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to dispose of any vehicles, animals or goods that have been impounded/seized/confiscated under the provisions of s3.47 and 3.58 of the Local Government Act 1995

Delegated to:

Chief Executive Officer

On delegated to

N/A

Conditions:

- The Chief Executive Officer may dispose of the above only after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations.
- The Chief Executive Officer is authorised pursuant to Section 5.43(B) of the Local Government Act 1995 to accept any tender up to the value of \$5000
- Tenders for amounts exceeding \$5000 shall be referred to the Council for consideration

Record of Use:

Report to Council

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

02.07 – Complaints Officer

Council Policy: Nil

Reference: [cl. 11 \(3\) Local Government \(Model Code of Conduct\) Regulations 2021](#)

Function to be performed:

[Council delegates its authority and power to the Chief Executive Officer to receive and withdraw complaints about alleged breaches of the Shire of Meekatharra's Code of Conduct for Council members, committee members and candidates.](#)

Delegated to:

[Chief Executive Officer](#)

On delegated to:

[N/A](#)

Conditions:

[Complaints are to be dealt with in accordance with Shire of Meekatharra's Code of Conduct for Council members, committee members and candidates.](#)

Record of Use:

[Retention of File Copy of relevant correspondence](#)

[Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation](#)

Section 03 – Staff
Section 04 – Council/Members
Section 05 – Engineering
05.01 - Mining Tenements

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Policy No 5.4 Mining Tenements

Reference: s5.42/5.44 – Local Government Act 1995 (as amended)

Function to be performed:

The Chief Executive Officer is delegated authority to lodge objections to the granting of mining tenements that may affect Shire property. The Chief Executive Officer is further delegated authority to negotiate/impose appropriate conditions to be applied to the granting of any mining tenement in order to protect the Shires interest in that property

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Compliance with Policy 5.4

Record of Use

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

05.02 – Offences under the Bushfires Act

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: N/A

Reference: s59(3) - Bush Fires Act 1954
s17(10) s18(5) - Bush Fires Act 1954
—s 5.42/5.44 – Local Government Act 1995 (as amended)

Function to be performed:

Authority to perform the functions of the Local Government under the Bush Fires Act 1954

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Report to Council

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

05.03 –Closing of thoroughfares

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: N/A

Reference: s3.50, s5.42/5.44 – Local Government Act 1995 (as amended)
Road Traffic (Events on Roads) Regulations 1991 Reg 4

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic Events on Roads) Regulations 1991

[Council delegates its authority and power to the Chief Executive Officer to temporarily close a street or a portion of a street for a period not exceeding 60 days to vehicles in cases of emergency in connection with Council works or by reason of heavy rain, a street is likely to be damaged by the passage of traffic of any particular class](#)

Delegated to:

Chief Executive Officer

On delegated to

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to the Works and Services Manager

Conditions:

The Officer shall have regard to- s3.50 of the Local Government Act 1995

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

05.04 –Certain Things to be Done by Owners or Occupiers of Land

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: N/A

Reference: s3.25, ~~s3.27~~ ~~s3.35-4s~~ 5.42/5.44 – Local Government Act 1995 (as amended)
Schedule 3.1 Division 1
Schedule 3.2 Division 2

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer, to take what action is deemed necessary in achieving the purpose as prescribed in Schedule 3.1 and 3.2 and s-3.25, s3.27 and s3.36 of the Local Government Act 1995 (as amended)

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Nil

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

05.05 - Notification To Affected Owners About Proposals

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference:

s3.51(3) 5.42/5.44 – Local Government Act 1995 (as amended)
Local Government (Functions and General) Regulations R 5

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to ensure the requirements of s3.51 of the Local Government Act 1995, are observed relating to affected land owners of land works being notified of proposals and allowed a reasonable time to make submissions in order that such may be considered

Delegated to:

Chief Executive Officer

On delegated to

N/A

Conditions:

Compliance with the Local Government (Functions and General) Regulations 1996

Record of Use:

s3.51(3) s5.42/5.44 – Local Government Act 1995 (as amended)

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

05.06 - Powers of Entry onto Land

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference: s3.40, s42 s3.44, s3.46, s3.47 s48 s5.42/5.44 – Local Government Act 1995 (as amended)

Local Government (Function and General) Regulations: 1996

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under

- s 3.40 – Removal of Vehicle and impounding of goods by an authorised person.
- s 3.42 - Action required in respect to impounding of non-perishable goods.
- s 3.44 - The Issue of Notices regarding collection of goods if not confiscated.
- s 3.46 - Withholding of goods pending payment of costs.
- s 3.47 - The Disposal of confiscated goods.
- s 3.48 - Recovery of Costs incurred in the impounding exercise

Delegated to:

Chief Executive Officer

On delegated to:

N/A

Conditions:

Compliance with the Local Government (Functions and General) Regulations 1996 and Council Policies

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

05.06 – Road Closures – Temporary

Local Government Act 1995 Part 5, Div 4 s 5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator."

Council Policy: Nil

References: s3.50, s3.50A s3.51, s 5.42/5.44 – Local Government Act 1995 (as amended)

Local Government (Function and General) Regulations 1996

Date Adopted: 31 May 2005

Reviewed: Annually

Amended: 18 August 2007

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to temporarily close a street or a portion of a street for a period not exceeding 60 days to vehicles in cases of emergency in connection with Council works or by reason of heavy rain, a street is likely to be damaged by the passage of traffic of any particular class

Delegated to:

Chief Executive Officer

On-delegated to:

Works and Services Manager

Conditions:

Compliance with the Local Government (Functions and General) Regulations 1996 and Council Policies

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

*Shire of Meekatharra Delegation Register – 2021 DRAFT
Delegation - 05.06 - Powers of Entry onto Land*

05.07 - Disposal Of Surplus Items

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference: s3.58 Local Government Act 1995 (as amended)
R30 (3) (a) Local Government Function and General Regulations 1996

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to sell, by calling for expressions of interest, holding of a surplus goods sale at Council's depot, or any other fair means, items of surplus equipment, materials, tools etc. which are no longer required, or are deemed outmoded or are no longer serviceable

Delegated to:

Chief Executive Officer

On delegated to

N/A

Conditions:

This delegation applies only to items with a written down value of less than \$5000. Any sale organised by the Chief Executive Officer under this delegated authority shall be advertised by the best possible means including placing notices on appropriate notice boards within the Meekatharra township, social media, Shire website etc

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

Section 06 – Health, Building and Town Planning

06.01- Building Notices

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference: s96 Building Act 2011 –

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer ~~to issue notices~~ pursuant to the provisions of s96 of the Building Act 2011.

- s20 - Approve or deny building license applications - Approval or refusal of plans and specifications relating to applications for building licences and the authority to issue or refuse building licences, including the authority to impose conditions as appropriate.
 - o The authority to extend, for a period not exceeding twelve months, time for an applicant who has been issued a licence, to complete construction.
 - o The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate
- s21 - Approve or deny demolition permits - The Chief Executive Officer is delegated authority to approve the issue of a demolition licence to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work
- s32 - Approve or deny extension of time applications – The Chief Executive Officer is delegated authority to approve of an extension of time where it was not possible to complete the building within the period specified in the Building Licence
- s110 – Issue and retract Stop Work Notices - Shore up or otherwise secure the building as well as providing a hoarding or fence around the building to protect the public from danger. Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired

Delegated to:

Chief Executive Officer

On delegated to

Community & Development Services Manager

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power to Community & Development Services Manager and Health, Building and Planning Contractor

Conditions:

Building License Grant - Subject to the provisions of s 3.74 of the Local Government (Miscellaneous Provisions) Act 1990 and subject to the relevant building codes, Local Laws, Council's Policies and specific Resolutions of Council. Prior to issuing a building licence in respect of an outbuilding which exceeds 75m² in area or 3m in height, the application shall be submitted to Council for consideration.

*Shire of Meekatharra Delegation Register – 2021 DRAFT
Delegation - 06.01- Building Notices*

Extension of Time - Subject to the payment of an additional Building Licence fee calculated in the following manner:-

The fee payable is to be in proportion to the extent of the building to be completed for example, if:

75% of the building is completed, then 75% of the fee is charged

50% of the building is completed, then 50% of the fee is charged

75% of the building is completed, then 25% of the fee is charged

Applicant being advised of objection and/or appeal rights

Subject to the express provisions contained in the Act, Council's Policies and Resolutions.

Applicant being advised of objection and/or appeal rights.

Record of Use:

Retention of File Copy of relevant correspondence

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

Proposed Deletion – Building Licenses – covered under prior delegation 06.01

06.43- Building Licenses

~~Local Government Act 1995 Part 5, Div 4 s. 46 (2)~~

~~“At least once every financial year, delegations made under this Division are to be reviewed by the delegator.”~~

~~Council Policy: Nil~~

~~Reference: S20 Part 2 Building Act 2011~~

~~Date Adopted: 21 May 2005~~

~~Reviewed: Annually~~

~~Amended: 18 August 2007~~

~~Amended: 16 March 2019~~

~~Function to be performed:~~

~~Council delegates its authority and power to the Health, Building and Planning Contractor in respect of: S20 Part 2 Building Act 2011~~

~~Approval or refusal of plans and specifications relating to applications for building licences and the authority to issue or refuse building licences, including the authority to impose conditions as appropriate. The authority to extend, for a period not exceeding twelve months, time for an applicant who has been issued a licence, to complete construction.~~

~~The authority to approve or refuse amended plans and/or specifications including the authority to impose conditions as appropriate~~

~~Delegated to:~~

~~Health, Building and Planning Contractor~~

~~On-delegated to:~~

~~N/A~~

~~Conditions:~~

~~Subject to the provisions of Section 3.74 of the Local Government (Miscellaneous Provisions) Act 1960 and subject to the relevant building codes, Local Laws, Council's Policies and specific Resolutions of Council.~~

~~Prior to issuing a building licence in respect of an outbuilding which exceeds 75m² in area or 3m in height, the application shall be submitted to Council for consideration.~~

~~Applicant being advised of objection and/or appeal rights~~

~~Record of Use:~~

~~Licences and correspondence issued~~

Shire of Meekatharra Delegation Register – 2021 DRAFT

Delegation - Proposed Deletion – Building Licenses – covered under prior delegation 06.01

**Proposed Deletion – Demolition Licenses – covered under previous Delegation
06.01**

Local Government Act 1995 Part 5, Div 4 s 5.46 (3)

~~"At least once every financial year, delegations made under this Division are to be reviewed by the delegator."~~

Council Policy: Nil

Reference: 521 Part 2 Building Act 2011

Date Adopted: 21 May 2005

Reviewed: Annually

Amended: 18 August 2007

Amended: 16 March 2019

Function to be performed:

The Chief Executive Officer is delegated authority to approve the issue of a demolition licence (5 21 Part 2 Building Act 2011) to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

Delegated to:

Health, Building and Planning Contractor

On delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor

Conditions:

Nil

Record of Use:

Licences and correspondence issued

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

Proposed Deletion – Extension of Time – covered under prior delegation 06.01

Local Government Act 1995 Part5, Div 4 s 5.46 (2)

~~"At least once every financial year, delegations made under this Division are to be reviewed by the delegator."~~

Council Policy: Nil

References: S32 Part 2 Building Act 2011

Date Adopted: 21 May 2006

Reviewed: Annually

Amended: 18 August 2007

Amended: 16 March 2019

Function to be performed:

Council delegates its authority and power to the Health, Building and Planning Contractor in accordance with S32 Part 2 Building Act 2011 to approve of an extension of time where it was not possible to complete the building within the period specified in the Building Licence.

Delegated to:

Health, Building and Planning Contractor

On-delegated to

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor

Conditions:

Subject to the payment of an additional Building Licence fee calculated in the following manner:

The fee payable is to be in proportion to the extent of the building to be completed for example, if:

_____ 25% of the building is completed, then 75% of the fee is charged

_____ 50% of the building is completed, then 50% of the fee is charged

_____ 75% of the building is completed, then 25% of the fee is charged

Record of Use:

Records to be kept under the provisions of Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation.

06.06 – Stop Work Notice

Local Government Act 1995 Part 5, Div 4 s 5.46 (2)

“At least once every financial year, delegations made under this Division are to be reviewed by the delegator.”

Council Policy: Nil

Reference: S110 Part 8 Building Act 2011

Date Adopted: 21 May 2005

Reviewed: Annually

Amended: 18 August 2007

Amended: 27 June 2020

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to issue stop work notices pursuant to S110 Part 8 Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.

The Chief Executive Officer is to withdraw stop work notices pursuant to S110 Part 8 Building Act where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.

Delegated to:

Chief Executive Officers

On-delegated to:

The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor

Conditions:

Before exercising the authority contained in this delegation, the Chief Executive Officer shall liaise with Council's Health, Building and Planning Contractor.

Subject to the express provisions contained in the Local Government Act 1995, Council's Resolutions and Policies.

Applicant being advised of objections and/or appeal rights

Record of Use:

Notices and correspondence issued

Records to be kept under the provisions of General Disposal Authority for the Shire of Meekatharra Record Keeping Plan and the Local Government Records Legislation.

Proposed Deletion – Stop Work Notices – covered under prior delegation 06.01

~~06.47—Works—Unlawful~~

~~Local Government Act 1995 Part 5, Div 4 s 5.46 (2)~~

~~"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"~~

~~Council Policy: Nil~~

~~Reference: 5110 Part 8 Building Act 2011~~

~~Date Adopted: 21 May 2005~~

~~Reviewed: Annually~~

~~Amended: 18 August 2007~~

~~Amended: 27 June 2020~~

Function to be performed:

~~Council delegates its authority and power to the Chief Executive Officer to issue stop work notices pursuant to 5110 Part 8 Building Act 2011 where a breach of building requirements is considered by the Chief Executive Officer to be of a magnitude sufficient to warrant issue of a notice.~~

~~The Chief Executive Officer is to withdraw stop work notices pursuant to 5110 Part 8 Building Act where the breach for which the notice has been issued is corrected to the satisfaction of the Chief Executive Officer.~~

Delegated to:

~~Chief Executive Officer~~

On-delegated to:

~~The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor~~

Conditions:

~~Before exercising the authority contained in this delegation, the Chief Executive Officer shall liaise with Council's Health, Building and Planning Contractor~~

~~Subject to the express provisions contained in the Local Government Act 1995, Council's Resolutions and Policies.~~

~~Applicant being advised of objections and/or appeal rights~~

Record of Use:

~~Notices and correspondence issued~~

~~Records to be kept under Shire of Meekatharra Record Keeping Plan and the provisions of General Disposal Authority for Local Government Records Legislation.~~

Propose Deletion –Works Unlawful - has the same effect as prior delegation Stop Works Notices

Shire of Meekatharra Delegation Register – 2021 DRAFT

Delegation - Propose Deletion –Works Unlawful - has the same effect as prior delegation Stop Works Notices

Proposed Deletion – Buildings Dangerous covered in prior delegation 06.01

Local Government Act 1995 Part 5, Div 4 s 5.46 (2)

~~“At least once every financial year, delegations made under this Division are to be reviewed by the delegator.”~~

Council Policy:	Nil
Reference:	S110 Part 8 Building Act 2011
Date Adopted:	21 May 2005
Reviewed:	17 June 2006
Amended:	18 August 2007
Amended:	27 June 2019

Function to be performed:

~~Council delegates its authority and power to the Chief Executive Officer to carry out the following functions as provided in S110 Part 8 Building Act 2011~~

- ~~• Shore up or otherwise secure the building as well as providing a hoarding or fence around the building to protect the public from danger.~~
- ~~• Serve written notice upon the owner or the occupier of the building requiring that the building be taken down, secured or repaired~~

Delegated to:

~~Chief Executive Officer~~

On delegated to:

~~The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor and Corporate Services Manager/Deputy Chief Executive Officer~~

Conditions:

~~Before exercising the authority contained in this delegation, the Chief Executive Officer shall liaise with Council's Health, Building and Planning Contractor~~

~~Subject to the express provisions contained in the Local Government Act 1995, Council's Resolutions and Policies.~~

~~Applicant being advised of objections and/or appeal rights~~

Record of Use:

~~Retention of file copy of relevant correspondence.~~

~~Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation~~

Proposed Deletion – Certificate of Design Compliance – This Delegation not required

06.49 – Certificates of Design Compliance

Local Government Act 1995 Part 5, Div 4 s 5.46 (2)

~~“At least once every financial year, delegations made under this Division are to be reviewed by the delegator.”~~

Council Policy: Nil

Reference: S19 Part 2 Building Act 2011

Date Adopted: 31 May 2005

Reviewed: Annually

Amended: 18 August 2007

Amended: 16 March 2019

Function to be performed:

~~The Chief Executive Officer is delegated authority to issue Certificates of Classification of Buildings in accordance with S19 Part 2 Building Act 2011~~

Delegated to:

~~Chief Executive Officer~~

On delegated to:

~~The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor and Corporate Services Manager/Deputy Chief Executive Officer~~

Conditions:

~~Nil~~

Record of Use:

~~Retention of file copy of relevant correspondence.~~

~~Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation~~

Section 07 – Health and the Environment

07.01- Health Act – Notices and Orders

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference: s26 Health (Miscellaneous Provisions) Act 2011

Function to be performed:

Council delegates its authority and power to the Chief Executive Officer to exercise and discharge all of the following powers and functions under s26 Health (Miscellaneous Provisions) Act 1911

- The forming of opinions and making of declarations.
- The grant and issue of licences, permits, certificates and approvals.
- The issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions.
- The ordering and authorisation of legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made thereunder.

Delegated to:

The Chief Executive Officer ~~in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor~~

On delegated to

~~Health, Building and Planning Contractor~~

~~No on delegation permitted~~

Conditions:

Subject to the provisions of the Health Act, Local Laws and Council Policies.

Applicant being advised of objections and/or appeal rights.

Detailed report to Council monthly

Record of Use:

Retention of file copy of relevant correspondence.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

07.02 - Treatment of Sewerage and Disposal of Liquid Waste

Local Government Act 1995 Part5, Div 4 s5.46 (2)

"At least once every financial year, delegations made under this Division are to be reviewed by the delegator"

Council Policy: Nil

Reference: s95 Disposing of Sewerage, Health (Miscellaneous Provisions) Act 2011

Function to be performed:

Pursuant to the provisions of s26 of the Health Act 1911 Chief Executive Officer is hereby appointed and authorised to exercise and discharge powers and functions conferred on local government for the purpose of Regulations 4 of the Health (Treatment of Sewage & Disposal of Liquid Waste) Regulations 1974, [being the Approval of construction or installation of apparatus.](#)

Delegated to:

Chief Executive Officer

On delegated to:

~~The Chief Executive Officer in exercising authority under section 5.44 of the Local Government Act 1995, has delegated this power and duty to the Health, Building and Planning Contractor~~



Conditions:

Nil

Record of Use:

Retention of file copy of relevant correspondence.

Records to be kept under the provisions of the Shire of Meekatharra Record Keeping Plan and the General Disposal Authority for Local Government Records Legislation

Title/Subject:	STRATEGIC COMMUNITY PLAN 2020-2030	
Agenda/Minute Number:	9.3.5	
Applicant:	Nil	
File Ref:	ADM 0324	
Disclosure of Interest:	Nil	
Date of Report:	12 April 2021	
Author:	Krys East Deputy Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to adopt the Shire of Meekatharra's 2020-2030 Strategic Community Plan (SCP).

Attachments:

Shire of Meekatharra's 2020-2030 SCP

Background:

Integrated planning and reporting gives local governments a framework for establishing local priorities and to link this to operational requirements. The Local Government (Administration) Regulations 1996 require each local government to adopt a SCP and a Corporate Business Plan (CBP).

The SCP outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities. The SCP is not static. A full review is required every four years with a desktop review every two years.

The SCP was last reviewed in October 2017. Community consultation was undertaken by AHA Consulting in 2019-2020 with focus on the Revitalisation plan but also to collect data for the SCP.

Aha Consulting have now provided an updated draft SCP. Council had the opportunity to view and adjust the plan at the March 2021 OCM. The public have also been invited to provide further feedback on this plan over the previous month.

The CBP and informing plans (such as Asset Management Plans and Long Term Financial Plan) are also under review and will be presented to Council in due course.

Comment:

Amendments were made to the draft Strategic Community Plan as per Council resolution in March 2021. Public feedback was sought via social media, Shire's official website and through local public advertisement in town. No feedback was received.

Consultation:

Joel Levin – Aha Consulting

Tralee Cable – Community & Development Services Manager

Statutory Environment:

Local Government Act 1995 section 5.56

Local Government (Administration) Regulations 1996 – Division 3

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

The adoption of the SCP will inform the CBP and guide council's decisions to deliver the community aspirations. The plan will be used as a reference point for officers to report against in future council agenda items.

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council:

- 1. adopt the modified 2020-2030 Strategic Community Plan;**
- 2. give local public notice that modifications to the plan have been adopted; and**
- 3. publish the modified plan on the website.**



**STRATEGIC
COMMUNITY PLAN
2020 - 2030**

A place for community,
opportunity, and
prosperity

CONSULTATION DRAFT



Contents

- 1 President's Message
- 1 Introduction
- 2 About the Shire of Meekatharra
- 2 The Integrated Strategic Planning Framework
- 3 How this Plan was Developed
- 3 Our Vision
- 3 Our Mission
- 3 Objectives - Our Vision in Action
- 4 Community Priorities in Each Objective



President's Message

The Shire of Meekatharra's Strategic Community Plan maps out our vision and represents a clear direction for the next ten years.

The Plan will serve as the key strategic planning tool and it contains the primary aims, strategies and priorities to advance the Shire's vision of a "place for community, opportunity, and prosperity".

My thanks go to the members of the community who played a vital role in providing the input and ideas via workshops, one on one meetings and responding to a questionnaire. Elected member input needs to be recognised, which revealed a close alignment with the community's aspirations.

In implementing this Plan and maintaining its relevance through regular reviews, the objectives of the Strategic Community Plan will be effectively delivered by working in partnership with the community, other Shires, State and Commonwealth Governments, and the private sector.



Harvey Nichols, Shire President



Introduction

This Strategic Community Plan (SCP) was developed to guide the Shires planning into the future.

Under section 5.56(1) of the Local Government Act 1995, this SCP is the overarching strategic document for all Local Government and forms the centre piece of the Integrated Planning and Reporting Framework.

This plan sets a new vision for the Shire, to be a place for community, opportunity, and prosperity.

The vision and priorities outlined in this plan are the result of community consultation conducted in 2019/2020 and reflect the current priorities and needs of the community.



About the Shire of Meekatharra

Our Area

The Shire covers an area of 100,733 square kilometres. The Shire consists of three localities being Meekatharra, Peak Hill and Nannine; two aboriginal communities of Yulga Jinna and Buttah Windee; and the aboriginal education centre of Karalundi. Meekatharra contains the majority of the population. Within the Shire there are numerous facilities, including the sporting complex and gymnasium, youth centre, swimming pool, squash court and regional airport.

Our Economy

The local economy is based on a mix of mining, retail, manufacturing, construction, and pastoral farming. There is limited retail industry, but a sound commercial base, with local businesses remaining relatively constant. The area has a series of tourist attractions and provides a unique lifestyle choice.

The future economic viability of Meekatharra is optimistic, but significantly dependent upon the mining sector, which is a major risk. This reliance has been considered in the plan.

Our People

The population of 1,067 (2016 Bureau of Statistics) indicates a declining population, driven mostly by job opportunities in the mining sector and associated industries. The population is diverse in nature with both international influences and a significant indigenous population.

Our Environment

The local environment is valued, supporting quiet, simple and peaceful lifestyle choices. The remoteness, wide open spaces and natural environment needs to be sustained. Viable pastoral farming land is highly valued and needs to be maintained. Any tourism projects need to be mindful of environmental impacts.

Our Key Challenges and Risks

Our Plan needs to consider and manage our identified risks and local issues. Issues identified and addressed include:

- Significant reduction in Mining Activity
- Withdrawal/reduction in Government Services
- Significant changes in demographics
- Changes to Legislation and Government Policy
- Resident retention
- Community Safety
- Economic capacity

Our Resourcing Capability

An important context to this SCP is the financial resourcing of the Shire. Our capacity to grow our revenue streams are limited to our ability to source external funding from grant programs and how much our community can sustain in the way of rate increases.

Some of the priorities listed in this Plan are contingent upon external grant funding and the Council will be working hard to secure these funding sources so we can deliver our communities' outcomes.

The Integrated Strategic Planning Framework

The Integrated Planning and Reporting Framework (IPRF) assist local governments in ensuring the aspiration and needs of their communities are woven through all of the organisation's planning and monitoring.

The Shire places the Strategic Community Plan (SCP) as a visionary document for the next 10 years. The Corporate Business Plan identifies what we will achieve in the shorter term.

Implementing this plan will demand that the Shire not only continues to deliver and represent the community, but recognizes that we can't deliver alone. We will work in partnership with other Shires, State and Federal Governments and the private sector to advocate the delivery of our plan.



How this Plan was Developed

The original plan was developed in 2012 and then reviewed in 2017. The planning process was informed by research across the quadruple bottom line (cultural, economic, environmental and social). This included a review of the external Commonwealth and State Government plans. As well as reviews of the long-term demographic changes, impacts, risks and challenges facing our community, ensuring we are a sustainable and growing community.

In 2019/2020 a major review of the SCP was conducted. This review included;

- An online survey was delivered via the Survey Monkey platform, distributed via the Shire website, targeted email, and social media platforms. This method of consultation received 11 responses.
- Advertisements were placed offering one on one interviews for interested community members and the Community & Development Services Manager. Questions from the online survey were discussed and expanded upon. There were 24 interviews completed.
- A community event was held at the Meekatharra Town Hall, facilitated by Aha Consulting with approx. 45 attendees.

The community feedback was analysed and themed to create a vision of community aspirations and needs, as captured in this Plan.

A draft of this Plan was then circulated to the community via social media, emails and community notice boards, with the invitation for community members to review its contents and ensure that it was truly reflective of their vision for the future.

Our Vision

A place for community,
opportunity and prosperity.

Our Mission

To be an efficient and influential Local
Government that contributes to the
healthy, prosperous and connected
community of Meekatharra.

Objectives - Our Vision In Action

We will work towards our vision through the following objectives across five domains;

1. **Social** – Contribute to a community that is connected, healthy, and engaged in creating the future they want.
2. **Natural Environmental** – Maintain and preserve the natural environment, enhancing the 'remote' experience of Meekatharra.
3. **Built Environment** – Deliver and maintain assets and infrastructure that respond to community need.
4. **Economic** – Encourage a diversity of locally operating businesses to maximise employment opportunities.
5. **Governance** – Ensure effective, efficient use of Shire resources and provide leadership for the community.



Community Priorities in Each Objective

Social – Contribute to a community that is connected, healthy and engaged in creating the future they want.

OBJECTIVES	PRIORITIES
Build community participation, interactions and connections.	<ul style="list-style-type: none"> • Encourage and support community participation in sporting clubs, events and community activities. • Encourage and support the community to volunteer and self-manage new sporting and community activities. • Create spaces for the community to interact (eg- games night at the community hall). • Prioritise projects that bring people together and strengthen community connectedness. • Provide opportunities to listen and involve the community in decisions that affect them.
Enhance Youth Services Program.	<ul style="list-style-type: none"> • Develop and implement a Youth Services Strategy. • Monitor operation of Youth Services to meet community needs.
Positively impact the social health and wellbeing of the community.	<ul style="list-style-type: none"> • Develop a Local Public Health Plan. • Facilitate increasing information and advice promoting child safety. • Advocate for external service providers to respond to family and domestic violence needs of the community.
Develop a safe, secure community.	<ul style="list-style-type: none"> • Consider the need for CCTV services in strategic locations as identified to be cost effective or of a nature that improves security of community assets. • Review existing street lighting to ensure adequacy and service.
Ensure access to services and facilities as needs change within the community.	<ul style="list-style-type: none"> • Develop and implement service plans that detail the aim, level and frequency of service, and partnerships required to deliver services within Shire control. • Advocate for retention and improvement to health and education services. • Advocate widely for the upgrade/replacement of the Meekatharra Hospital.

Natural Environment - Maintain and preserve the natural environment, enhancing the 'remote' experience of Meekatharra.

OBJECTIVES	PRIORITIES
Maintain and preserve the natural environment.	<ul style="list-style-type: none"> • Develop and maintain parklands. • Enhance areas of native vegetation (with informative signage) to provide a unique tourism experience in town whilst keeping water usage to a minimum. • Develop and implement drive trails in the region. • Research and investigate the potential for a canyon trail and bridge.
Identify opportunities to use renewable resources and reduce waste.	<ul style="list-style-type: none"> • Develop options to manage the efficient use of water and energy. • Explore options to reduce, reuse and recycle waste. • Encourage and support community sustainability programs. • Examine potential and feasibility of introducing waste recycling in town.

Built Environment – Deliver and maintain assets and infrastructure that responds to community need.

OBJECTIVES	PRIORITIES
Beautification of community spaces.	<ul style="list-style-type: none"> • Develop and implement landscaping/street scaping plan in main street area and at strategic locations. • Develop active and passive recreation parklands strategy.
Upgrade and maintain local infrastructure.	<ul style="list-style-type: none"> • Provide facilities to support community driven programs and activities. • Develop a Facilities Use Strategy. • Review and continue to implement Asset Management Plans including roads, footpaths, buildings and structures. • Maintain the Meekatharra Airport to ensure ongoing capability for regular passenger transport services. • Install cabling for high speed wireless internet to Shire facilities, allowing third party providers to develop their own infrastructure and offer services to the wider community.
Facilitate the upgrading and maintaining of State Road Infrastructure.	<ul style="list-style-type: none"> • Advocate for the upgrading of the Wiluna-Meekatharra section of the Goldfields Highway to a sealed standard. • Continue to upgrade and seal Landor-Meekatharra Road and advocate for the sealing of the Wiluna - Meekatharra-Carnarvon regional link.
Create land use capacity for industry and housing.	<ul style="list-style-type: none"> • Review Local Planning Scheme and Local Planning Strategy to ensure commercial and industrial opportunities are maximised. • Review Local Planning Scheme and Local Planning Strategy to ensure housing and land choices are available. • Continue to plan and develop further areas for new industrial opportunities.

Economic Development - Encourage diverse business and maximise employment opportunities.

OBJECTIVES	PRIORITIES
Build the economic base through diversification and support of local businesses.	<ul style="list-style-type: none"> • Encourage new businesses through information, incentives and land-use provision. • Advocate for mining companies to construct accommodation facilities adjoining the town. • Advocate for passenger transport services to be maintained at adequate levels. • Assist businesses in attracting workers to the region by exploring housing options.
Position the Shire as the regional hub for the Murchison region.	<ul style="list-style-type: none"> • Advocating to be a hub for services and facilities e.g. transport, car hire, banking, health etc
Maximise our economic potential through our historical, tourism and cultural attractions.	<ul style="list-style-type: none"> • Continue to promote Lloyd's Plaza as a Tourist/Museum/Cultural Centre. • Build tourism capability through events, arts, history and cultural experiences. • Encourage and support local businesses to meet acceptable customer service standards.



Governance - Ensure effective, efficient use of Shire resources and provide leadership for the community.

OBJECTIVES	PRIORITIES
Provide leadership on behalf of the Community.	<ul style="list-style-type: none"> • Lobby and advocate for improved services, infrastructure and access. • Advocate for the regional strengthening of health and education services. • Develop partnerships with stakeholders to enhance community services and infrastructure.
Foster community participation and collaboration.	<ul style="list-style-type: none"> • Develop a Community Engagement Policy and Strategy and provide opportunities for community participation.
Manage resources effectively.	<ul style="list-style-type: none"> • Maintain Long Term Financial Plan and Asset Management Plans to inform decisions. • Ensure governance and legislative requirements are met.
Develop workforce capability.	<ul style="list-style-type: none"> • Develop Workforce Plan to ensure human resources are available and future skill requirements are identified and developed. • Explore potential apprentice/trainee programs for engaging locals and supporting local employment.
Culture of continual improvement and innovation.	<ul style="list-style-type: none"> • Ensure effective systems are in place to monitor and improve performance. • Conduct a minor review of this SCP every two years and a major review every four years.





75 Main Street, Meekatharra WA 6642
PO Box 129, Meekatharra WA 6642
Phone 08 9980 0600
www.meekashire.wa.gov.au

Title/Subject:	CHILDREN IN THE WORKPLACE POLICY	
Agenda/Minute Number:	9.3.6	
Applicant:	Nil	
File Ref:	ADM 239	
Disclosure of Interest:	Nil	
Date of Report:	12 April 2021	
Author:	Tralee Cable Community and Development Services Manager	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may consider endorsing a workplace policy for an occasion when the child of an employee is in the workplace.

Attachments:

Nil

Background:

On occasion an employee of the Shire of Meekatharra may be faced with a situation where they are required to bring a dependent to the workplace.

This policy is designed to prescribe the conditions under which such a situation will be allowed.

Comment:

The implementation of a Children in the Workplace policy will assist in ensuring a safe and inclusive working environment for all employees and children while in the workplace.

Consultation:

Shire staff.

Statutory Environment:

Equal Employment Opportunity (EEO) – Discrimination, Harassment and Bullying; Code of Conduct; Grievance Management.

WA Equal Opportunity Act 1984 (WA)

Sex Discrimination Act 1984 (Cth)

Occupational Health and Safety Act 1984 (WA)

Policy Implications:

New policy – 03.29 Children in the Workplace

Budget/Financial Implications:

Nil

Strategic Implications:

Implementation of this policy assists in positioning the Shire of Meekatharra as a family friendly workplace.

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council endorse 03.29 Children in the Workplace policy for inclusion in the Shire of Meekatharra Policy Manual.

03.29 – Children in the Workplace

Section: Staff

History:

- Adopted:
-

OBJECTIVE:

To set out how the Shire of Meekatharra treat children of employees in the workplace.

DEFINITIONS:

Child - refers to either singular or plural

Child – the natural child of a caregiver or a child in their care or guardianship

Parent – refers to parent or guardian or caregiver

POLICY:

The WA Equal Opportunity Act 1984 (WA) prohibits discrimination in education and employment on the basis of marital status, pregnancy or breast feeding responsibilities. The Sex Discrimination Act 1984 (Cth) also prohibits discrimination on the basis of breastfeeding and family responsibilities. The Shire also has safety and health obligations under the Occupational Health and Safety Act 1984 (WA) to all of its employees and contractors.

Childcare options in Meekatharra can be limited and on occasion an employee may be faced with a situation where the only option to attend the workplace include bringing a child. The purpose of this policy is to outline conditions under which children of employees are generally permitted to be in the workplace while their parent is participating in work.

A child will only be allowed to accompany a parent in the workplace if prior approval of the supervisor, their line manager, and CEO have been provided prior to the occurrence.

A child who is unwell is not to attend the workplace, and the parent should access their carers leave to stay home with the child.

The parent is responsible for:

- Obtaining approval to bring child into the workplace;
- supervising the child at all times in the workplace;
- taking responsibility for the child's behaviour in the workplace; and
- Staff must ensure that all child will be considered as visitors

The line manager is responsible for:

- considering the parents request to bring child into the workplace; and
- deciding whether to remove approval where a child is disruptive in the workplace.; and
- monitoring, intervention and resolution of any problems or disputes that may arise.

- whether or not with an adult, a child is not permitted to enter or remain in areas where there are safety hazards, including:
 - plant rooms;
 - food preparation areas;
 - construction areas;
 - workshops;
 - areas where chemicals are stored;
 - areas where machinery is used; or
 - any other areas designated to be hazardous by the Manager or CEO

RELEVANT LEGISLATION:



Equal Employment Opportunity (EEO) – Discrimination, Harassment and Bullying; Code of Conduct; Grievance Management.

WA Equal Opportunity Act 1984 (WA)

Sex Discrimination Act 1984 (Cth)

Occupational Health and Safety Act 1984 (WA)

Note: This policy has been created under the Local Government Act 1995 section 5.41 functions of the CEO as an operational policy.

Title/Subject:	REVIEW OF POLICY ALLOWANCE AMOUNTS	
Agenda/Minute Number:	9.3.7	
Applicant:	Nil	
File Ref:	ADM239	
Disclosure of Interest:	Nil	
Date of Report:	12 April 2021	
Author:	Krys East Deputy Chief Executive Office	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report recommends reviewing allowances payable to employees and councillors as set by Council policy.

Attachments:

Nil

Background:

The Policy Manual is a collection of documents that defines the Shire of Meekatharra's policies and is the guidelines for staff and management in the day to day running of Council. To ensure that the amounts that are stipulated in these policies are relevant and take in current circumstances it is sensible to review the dollar values annually. Council last reviewed the allowances at the April 2019 Ordinary Council Meeting which resulted in updated allowances for the 2019/20 years. Due to the Covid pandemic it was resolved by Council to not make any changes to the allowances in 2020/21.

Comment:

The deduction amounts mentioned in the Policy Manual are set as part of the Schedule of Fees and Charges and are therefore not covered in this review of allowances.

This item makes recommendation to Council on possible amendments to these amounts using various CPI (Consumer Price Index) categories as staff deem most appropriate. These are CPI All Groups, CPI Food & non-alcoholic beverages, CPI Housing, CPI Clothing & Footwear and CPI Communication and the figures used are from the Australian Bureau of Statistics website.

Weighted average of eight capital cities

	Sep Qtr 2020 to Dec Qtr 2020	Dec Qtr 2019 to Dec Qtr 2020
	% change	% change
All groups CPI	0.9	0.9
Food and non-alcoholic beverages	0.2	2.3
Alcohol and tobacco	4.2	9.3
Clothing and footwear	-1.0	-1.3
Housing	-0.6	-0.9
Furnishings, household equipment and services	3.4	3.6
Health	1.3	2.6
Transport	0.9	-4.6
Communication	-0.4	-2.7

Weighted average of eight capital cities

	Sep Qtr 2020 to Dec Qtr 2020	Dec Qtr 2019 to Dec Qtr 2020
	% change	% change
Recreation and culture	1.6	0.0
Education	1.2	2.1
Insurance and financial services	0.1	1.2
CPI analytical series		
All groups CPI, seasonally adjusted	0.8	0.9
Trimmed mean	0.4	1.2
Weighted median	0.5	1.4

<u>Policy No.</u> 01.07	Councillors Meeting Fees and Reimbursement of Expenses	
----------------------------	--	--

The allowances and fees mentioned in this Policy are presented as a separate item at this OCM for Council consideration.

<u>Policy No's.</u>	<u>Allowance</u>	<u>Current</u>
01.08	Allowances for Councillors Utilising Private Accommodation/Meals when on Council Business	\$160 per night
01.09	Councillors Training Course, Conference Attendance Registration and Expenses	\$160 per night
03.25	Allowance for Staff Utilising Private Accommodation/Meals when on Shire Business	\$160 per night

Individual policies adopted between 21 May 2005 and August 2013. All allowance amounts were last increased July 2017.

This is to contribute to some of the costs for a Councillor or employee providing their own accommodation and meals when on council business or training.

Original Allowance Amount \$150		
	CPI Food and non-alcoholic beverages	Calculated Allowance
Dec-13	1.1%	\$ 151.65
Dec-14	2.0%	\$ 154.68
Dec-15	0.4%	\$ 155.30
Dec-16	1.8%	\$158.10
Dec-17	-0.20%	\$157.78
Dec-18	1.50%	\$160.15
Dec-19	2.6%	\$164.31
Dec-20	2.3%	\$168.09

Based on above calculation it is suggested that the allowances be increased from \$160 to \$170 per night for these Policies.

<u>Policy No.</u> 01.10	<u>Allowance</u> Councillor Retirement – Recognition	<u>Current</u> \$130 plus \$20 per year gift
----------------------------	---	---

Policy adopted in March 2019 and is applicable only for those Councillors who have completed at least 4 years of service.

The policy affords for a gift for Councillors who have retired, resigned or who have not been re-elected to recognise their service to the Shire and Community. The gift is in addition to a mounted plaque being presented and either a sundowner or reception depending on years of service.

The value for this allowance are for to provide for a gift at a set amount plus an additional amount per year of service. This provides greater recognition for the Councillors who have served longer. i.e. if Council set the amount at \$130 plus \$20 for each year of service, a Councillor who had served for two terms (8 years) would be allowed a gift to the value of \$290, whereas a Councillor who had served for six terms (24 years) would be entitled to a gift to the value of \$610.

Original Allowance Amount		\$130	\$20
	All groups CPI	Calculated amount	Calculated amount
Dec-19	1.8%	\$ 132.34	\$ 20.36
Dec-20	0.9%	\$ 133.53	\$ 20.54

It is suggested increasing the \$130 base component of the gift value to \$135 and retaining the \$20 per year service for councillors servicing between one and two terms ie 4 – 8 years.

It also suggested increasing the base amount for those councillors that have served more than 8 years continuous service to \$180 (\$50 increase) plus \$20 per year gift.

<u>Policy No.</u> 03.02	<u>Allowance</u> Housing Allowance	<u>Current</u> \$100 per week
----------------------------	---------------------------------------	----------------------------------

Policy adopted May 2005. Last increased July 2015

The housing subsidy is to compensate those that provide their own accommodation rather than residing in Shire subsidized accommodation.

At the April 2014 review this allowance was increased from \$80 to \$100 per week. This increase was based on a conservative assumption of average rental prices in Meekatharra being \$250 per week and the benefit that employees in shire housing have over employees in town rental properties due to Council's subsidised rent. The rental market since the last allowance increase has not changed significantly; local rental property owners indicate the average rent is still around \$200-\$250 a week.

If CPI Housing was to be calculated on the original \$80 allowance this would see an increase to \$128.47. The Australian Housing CPI is not deemed to be the best indicator for Meekatharra rental prices, since Meekatharra prices rely much more on local economical shifts, such as mining operations, than on any Australia-wide factors.

Original Allowance Amount \$80		
	CPI Housing	Calculated Allowance
Dec-06	3.20%	\$82.56
Dec-07	4.80%	\$86.52
Dec-08	6.50%	\$92.15
Dec-09	5.50%	\$97.21
Dec-10	5.00%	\$102.08
Dec-11	4.00%	\$106.16
Dec-12	4.40%	\$110.83
Dec-13	4.30%	\$115.60
Dec-14	2.40%	\$118.37
Dec-15	2.20%	\$120.97
Dec-16	1.90%	\$123.27
Dec-17	3.40%	\$127.46
Dec-18	1.50%	\$129.38
Dec-19	0.2%	\$129.64
Dec-20	-0.9%	\$128.47

It is therefore recommended that this allowance be increased from \$100 to \$130 per week.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
03.03	Camping and Meal Allowance	\$36.40 per night

Policy adopted May 2005. Last increased July 2019.

This allowance is to cover the additional cost involved in setting up and running a second household and to cater in full for the Meal Allowance provisions and Camping Allowance in the Local Government Industry Award 2010 clause 15.1 while an employee is camping out.

The Award allows \$26.55 per night for Camping Allowance. As working 10 hours days is the norm for Meekatharra shire outside employees, it means that they are not eligible for the Meal Allowance as clause 19.3(a)(iii) in the Award states:

“A meal allowance is not payable:

(iii) Where the employee has been notified at least 24 hours in advance of the requirement to work overtime”.

As employees supply their own food while camping out changes to the rate is based on CPI Food & non-alcoholic beverages. Since June 2011 CPI Food & non-alcoholic beverages has changed as follows:

Original Allowance Amount \$35 less Transport component of \$2.50 = \$32.50		
	CPI Food and non-alcoholic beverages	Calculated Allowance
June 2011 to September 2011 quarter	-0.20%	\$32.44
September 2011 to December 2011 quarter	-1.50%	\$31.95
December 2011 to December 2012	0.30%	\$32.04
December 2012 to December 2013	1.10%	\$32.40
December 2013 to December 2014	2.00%	\$33.04
December 2014 to December 2015	0.40%	\$33.18
December 2015 to December 2016	1.80%	\$33.77
December 2016 to December 2017	-0.20%	\$33.71
December 2017 to December 2018	1.50%	\$34.21
December 2018 to December 2019	2.60%	\$35.10
December 2019 to December 2020	2.30%	\$35.91

CPI Transport should also be factored in as transport costs may affect the price of food sold in Meekatharra.

The transport component of food averages only 5-8% of the cost.

The following shows CPI Transport since June 2011 on the \$2.50 transport component of the Camping Allowance.

Original Allowance Amount Transport component for Food \$2.50		
	CPI Transport	Calculated Allowance
June 2011 to September 2011 quarter	0.10%	\$2.50
September 2011 to December 2011 quarter	0.00%	\$2.50
December 2011 to December 2012	2.00%	\$2.55
December 2012 to December 2013	1.90%	\$2.60
December 2013 to December 2014	-1.90%	\$2.55
December 2014 to December 2015	-1.40%	\$2.52
December 2015 to December 2016	-0.30%	\$2.51
December 2016 to December 2017	3.30%	\$2.59
December 2017 to December 2018	2.80%	\$2.66
December 2018 to December 2019	2.80%	\$2.75
December 2019 to December 2020	-4.60%	\$2.63

The CPI increases to the two different components that make up this allowance bring the total calculated camping and meal allowance to \$38.54 per night.

The overall increase is \$1.54 cents per night. Based on the 82 camping nights thus far this year, if an employee camped out for 109 nights for a full financial year and received the additional \$1.54 cents they would receive an additional \$167 a year for this allowance.

Staff suggest that the allowance be increased more than the calculated amount from \$37.00 to \$40.00 for ease of payroll calculating.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
03.03	Public Toilet Allowance	\$58 per day

Policy adopted May 2005. Last increased July 2019.

This toilet allowance is payable to a designated employee to open and close the public toilet facilities on weekends and public holidays. There is no real expense incurred by the employee in order to perform this task. The allowance compensates the employee for their time and commitment to providing this service.

The payment is simply to open and close the doors of the public toilets. If any cleaning is required this is paid at the employees usual rates.

There are no guidelines for this allowance in the Local Government Industry Award 2010 however, if we were to base payment on award cleaner rates (Level 1) it would mean that we are paying close to or in excess of an hour per day.

Level 1= \$20.2342 per hour
Casual Loading not payable on overtime

Saturday Rate Time and Half (23.2a) = \$30.3513
Sunday Rate Time and Three Quarters (23.2b) = \$35.40985
Public Holiday Rate Double Time and Half (28.2) = \$50.5855

Based on the base town crew employee's pay level (level 4) it would be only when he was to open/close the toilets on public holidays that he would be receiving less than an hour's pay for this service as shown below:

Level 5= \$22.0368 per hour

Saturday Rate Time and Half (24.2a) = \$33.0552
Sunday Rate Double Time (24.2b) = \$44.0736
Public Holiday Rate Double Time and Half (28.2) = \$55.0920

The following calculations are based on CPI All Groups:

Original Allowance Amount \$50		
	CPI All Groups	Calculated Allowance
June 2011 to September 2011 quarter	0.6%	\$ 50.30
September 2011 to December 2011 quarter	0.0%	\$ 50.30
December 2011 to December 2012	2.2%	\$ 51.41
December 2012 to December 2013	2.7%	\$ 52.79
December 2013 to December 2014	1.7%	\$ 53.69
December 2014 to December 2015	1.7%	\$ 54.60

December 2015 to December 2016	1.5%	\$ 55.42
December 2016 to December 2017	1.90%	\$56.48
December 2017 to December 2018	1.80%	\$57.49
December 2018 to December 2019	1.80%	\$58.53
December 2019 to December 2020	0.90%	\$59.06

In advice received from West Australian Local Government Association’s Employee Relations Advisor there is no minimum for ordinary hours for casuals or full-time employees so the Shire could in effect pay the employee for the actual hours worked only in opening and closing the public toilets.

It should also be noted it is rare for employees to now perform this function anymore as it has been outsourced. This is a more costly means of performing this task but it alleviates managers from trying to engage employees to undertake this, especially over extended periods of leave such as the Christmas break. There have been times when the Operations Officer had to undertake the cleaning and opening just so the service can be provided to the public. However on the rare times that employees may have to perform this duty it is prudent to retain the policy.

This allowance does not only compensate the employee for the time that is spent opening and closing but the inconvenience of having to attend the site twice a day, once in the early hours and again just before dark or soon after.

It is recommended that this allowance be increased to \$60.00 per day and any time spent cleaning continue to be paid at the employee’s hourly rate.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
03.04	Service Pay	(per fortnight)
	More than 12 months	\$13.00
	More than 24 months	\$26.00
	More than 36 months	\$39.00
	More than 48 months	\$52.00
	More than 60 months	\$65.00

Policy adopted in May 2005. Last increased July 2019.

This is a service pay for length of time employed by the Shire for outside shire employees.

Original Allowance Amount		\$10	\$20	\$30	\$40	\$50
	CPI All Groups	Calculated Allowance	Calculated Allowance	Calculated Allowance	Calculated Allowance	Calculated Allowance
Dec-06	3.3%	\$ 10.33	\$ 20.66	\$ 30.99	\$ 41.32	\$ 51.65
Dec-07	3.0%	\$ 10.64	\$ 21.28	\$ 31.92	\$ 42.56	\$ 53.20
Dec-08	3.7%	\$ 11.03	\$ 22.07	\$ 33.10	\$ 44.13	\$ 55.17
Dec-09	2.1%	\$ 11.27	\$ 22.53	\$ 33.80	\$ 45.06	\$ 56.33
Dec-10	2.7%	\$ 11.57	\$ 23.14	\$ 34.71	\$ 46.28	\$ 57.85

Dec-11	3.1%	\$ 11.93	\$ 23.86	\$ 35.78	\$ 47.71	\$ 59.64
Dec-12	2.2%	\$ 12.19	\$ 24.38	\$ 36.57	\$ 48.76	\$ 60.95
Dec-13	2.7%	\$ 12.52	\$ 25.04	\$ 37.56	\$ 50.08	\$ 62.60
Dec-14	1.7%	\$ 12.73	\$ 25.47	\$ 38.20	\$ 50.93	\$ 63.66
Dec-15	1.7%	\$ 12.95	\$ 25.90	\$ 38.85	\$ 51.80	\$ 64.75
Dec-16	1.5%	\$ 13.14	\$ 26.28	\$ 39.43	\$ 52.58	\$ 65.72
Dec-17	1.90%	\$ 13.39	\$ 26.79	\$ 40.18	\$ 53.57	\$ 66.96
Dec-18	1.80%	\$13.63	\$ 27.27	\$ 40.90	\$ 54.54	\$ 68.17
Dec-19	1.80%	\$13.88	\$27.76	\$41.64	\$55.52	\$69.40
Dec-20	0.90%	\$14.00	\$28.01	\$42.01	\$56.02	\$70.02
Current allowance amount		\$ 14.00	\$ 28.00	\$ 42.00	\$ 56.00	\$ 70.00

Staff recommend no change to the Service Rates:

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u>
03.09	Council Contribution to Staff Functions For staff leaving Up to 2 years service 2 years plus service After 5 years service After 10 years service After 20 years service	Nil Council sponsored sundowner (elected Members, staff and partners) with nibbles, beer, wine and soft drink. \$130 gift. Council sponsored sundowner (elected Members, staff and partners) and \$130 plus \$20 (per years of service) gift. Council sponsored sundowner (elected Members, staff and partners) and \$130 plus \$20 (per years of service) gift. Council Reception (elected Members, staff and partners) and \$130 plus \$20 (per years of service) gift.

Policy adopted January 2007 Last increased July 2019.

This contribution is for staff leaving Council employment and for Council to acknowledge the term of service by employees.

Original Allowance Amount \$100 gift and \$15 per year of service			
	CPI All Group	Calculated Allowance	
Dec-07	3.0%	\$ 103.00	\$ 15.45
Dec-08	3.7%	\$ 106.81	\$ 16.02
Dec-09	2.1%	\$ 109.05	\$ 16.36
Dec-10	2.7%	\$ 112.00	\$ 16.80
Dec-11	3.1%	\$ 115.47	\$ 17.32
Dec-12	2.2%	\$ 118.01	\$ 17.70
Dec-13	2.7%	\$ 121.20	\$ 18.20
Dec-14	1.7%	\$ 123.26	\$ 18.49

Dec-15	1.7%	\$ 125.35	\$ 18.80
Dec-16	1.5%	\$ 127.23	\$ 19.08
Dec-17	1.90%	\$ 129.65	\$ 19.45
Dec-18	1.80%	\$ 131.98	\$ 19.80
Dec-19	1.80%	\$ 134.36	\$ 20.15
Dec-20	0.90%	\$ 135.57	\$ 20.34

Employees who have been with the shire less than 2 years do not receive a gift.

Staff suggest that:

- the value of the gift for an exiting employee who has been with the shire between 2 to 5 years be increase by \$5 to \$135.
- the value of a gift for an exiting employee who has completed more than five years receive a gift to the value of \$135 (a \$5 increase) plus \$20 per year of service no change).
- the value of a gift for an exiting employee who has completed more than ten years receive a gift to the value of \$180 (a \$50 increase) plus \$20 per year of service no change). There was previously no difference in the base value of the gift.
- the value of a gift for an exiting employee who has completed more than twenty years receive a gift to the value of \$250 (a \$120 increase) plus \$20 per year of service no change).

Continuing employees who have completed 10 years service are also acknowledged with an engraved plaque. It is suggested that the plaques value be set at “up to \$200”.

Then suitably engraved memento for continuing employees who have completed 20 years of service be retained at “up to \$400”.

<u>Policy No.</u>	<u>Allowance</u>	<u>Current</u> (per annum)
03.11	Staff Uniforms	
	For Permanent full time staff	\$500.00
	For Permanent part time staff	\$300.00

Policy adopted May 2005 Last increased pre 2006.

All staff are required to wear clothing determined as the Council’s uniform during working hours consistent with the uniform policy.

CPI Clothing & Footwear has been up and down over the intervening years.

Original Allowance Amount		\$500	\$300
	CPI Clothing & Footwear	Calculated Allowance	Calculated Allowance
Dec-06	-2.0%	\$ 490.00	\$ 294.00
Dec-07	1.6%	\$ 497.84	\$ 298.70
Dec-08	0.2%	\$ 498.84	\$ 299.30

Dec-09	2.1%	\$ 509.31	\$ 305.59
Dec-10	-4.8%	\$ 484.86	\$ 290.92
Dec-11	2.6%	\$ 497.47	\$ 298.48
Dec-12	0.6%	\$ 500.46	\$ 300.27
Dec-13	-1.3%	\$ 493.95	\$ 296.37
Dec-14	-1.5%	\$ 486.54	\$ 291.92
Dec-15	0.5%	\$ 488.97	\$ 293.38
Dec-16	-0.9%	\$ 484.57	\$ 290.73
Dec-17	-3.00%	\$ 470.04	\$ 282.02
Dec-18	-0.70%	\$ 466.74	\$ 280.05
Dec-19	1.40%	\$ 473.28	\$ 283.97
Dec-20	-1.30%	\$ 467.12	\$ 280.27

Calculating the effect that this has had on the current allowances shows \$500 decreased to \$467.12 and \$300 decreased to \$280.27. As the allowance is per annum and isn't always fully expended it seems unnecessary to reduce this allowance and staff suggest that Council retain the current figures for this review.

<u>Policy No.</u> 03.15	<u>Allowance</u> Satellite Phone Usage	<u>Current</u> \$20 per fortnight
----------------------------	---	--------------------------------------

Policy adopted May 2005. No change to allowance amount since 2009.

Employees on the outside crew, camp out for long periods. During this time there may be a requirement to make personal phone calls. This allowance is to allow for personal use of the satellite phone. This is only for the construction and maintenance crew. Employees are responsible for the balance, if any, of the cost of personal phone calls made by them above the allowed amount.

Employees do every now and again exceed the allowance depending on the works program and the number of days they're camping out. Some months no personal phone calls whatsoever are being made and other months employees go well above the allowance amount.

Pivotel, Council's satellite phone carrier service, have not increased their charges per call for at least nine years now.

Since 2005 the CPI for Communication has varied greatly as shown below:

Original Allowance Amount \$20		
	CPI Communication	Calculated Allowance
Dec-05	-2.0%	\$ 19.60
Dec-06	1.7%	\$ 19.93
Dec-07	0.4%	\$ 20.01
Dec-08	0.5%	\$ 20.11
Dec-09	0.6%	\$ 20.23

Dec-10	-0.4%	\$ 20.15
Dec-11	1.6%	\$ 20.48
Dec-12	1.6%	\$ 20.80
Dec-13	1.7%	\$ 21.16
Dec-14	-3.0%	\$ 20.52
Dec-15	-6.3%	\$ 19.23
Dec-15	-5.9%	\$ 18.10
Dec-17	-3.40%	\$17.48
Dec-18	-4.30%	\$16.73
Dec-19	-3.80%	\$16.42
Dec-20	-2.70%	\$15.98

With the CPI Communication having taken a sharp decrease, leaving the calculated figure at \$15.98, it is suggested that the Satellite Phone Usage Allowance remains at \$20.

<u>Policy No.</u> 03.17	<u>Allowance</u> Training of Council Employees	<u>Current</u> Breakfast \$25 Lunch \$25 Dinner \$50
----------------------------	---	---

Policy adopted January 2007. These allowance were included in the policy in effect from July 2016 and have not been increased since then.

Staff when attending training or conferences are either reimbursed for meals or may book meals onto a Shire account as part of a Purchase Order.

At the April 2016 Council resolved to set the capped amounts at:

- Breakfast - \$25
- Lunch - \$25
- Dinner - \$50

Original Allowance Amount		Breakfast and Lunch allowances \$25	Dinner \$50
	CPI Food and non-alcoholic beverages	Calculated Allowance	Calculated Allowance
Dec-16	1.8%	\$ 25.45	\$ 50.90
Dec-17	-0.20%	\$25.40	\$50.80
Dec-18	1.50%	\$25.78	\$51.56
Dec-19	2.60%	\$26.45	\$52.90
Dec-20	2.30%	\$27.06	\$54.12

Staff suggest increasing the allowances for Breakfast and Lunch to \$30 and the dinner allowance to \$55

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil.

Policy Implications:

Various policies were amended previously to allow for the amounts to be set independent of the Policy ie changes in policy allowance amounts do not impact the Policy Manual.

Budget/Financial Implications:

Increased cost will be factored into the 2021/22 budget.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved:



Seconded:

That Council authorises that the values allowed for in various policies be amended to take effect as at 1 July 2021. All other conditions as per the relevant policies.

Councillor Allowances		
Policy No.	Allowance	New Allowance Amount
01.08	Allowances for Councillors utilising Private Accommodation/Meals when on Council Business.	\$170 per night (\$10 increase)
01.09	Councillors Training Course, Conference Attendance Registration Allowance for providing own accommodation and meals	\$170 per night (\$10 increase)
01.10	Councillors Retirement – Recognition	
	Between one term (4years) and two terms (8 years)	Council sponsored sundowner (elected Members, staff and partners) and \$135 (increase of \$5) plus \$20 (no change) per years of service gift .
	Length of continuous service exceeding 8 years	Council Reception (elected Members, staff and partners) and \$180 (increase of \$50) plus \$20 (no change) per years of service gift.
Employee Allowances		
03.02	Housing Allowance	\$130 per week (\$30 per week increase)
03.03	Subsidies, Allowances, Over Award Payments and Additional Annual Leave	
	●Camping and Meal Allowance	\$40.00 per night (increase of \$3.00 per night)
	●Toilet Allowance	\$60.00 per day (increase of \$2.00 per day)
03.04	Service Pay More than 12 months	\$14.00 per f/night (no change)

	<p>More than 24 months</p> <p>More than 36 months</p> <p>More than 48 months</p> <p>More than 60 months</p>	<p>\$28.00 per f/night (no change)</p> <p>\$42.00 per f/night (no change)</p> <p>\$56.00 per f/night (no change)</p> <p>\$70.00 per f/night (no change)</p>
03.09	<p>Council Contribution to Staff Functions</p> <p>●For staff leaving:</p> <p>Up to 2 years service</p> <p>2 years plus service</p> <p>After 5 years service</p> <p>After 10 years service</p> <p>After 20 years service</p>	<p>Nil</p> <p>Council sponsored sundowner (Councillors, staff and partners) with nibbles, beer, wind and soft drink and \$135 gift (increase of \$5)</p> <p>Council sponsored sundowner (Councillors, staff and partners) and \$135 (increase of \$5) plus \$20 (per year of service) gift. (no change)</p> <p>Council sponsored sundowner (Councillors, staff and partners) and \$180 (increase of \$50) plus \$20 (per year of service) gift. (no change).</p> <p>Council Reception (Councillors, staff and partners) and \$250 (increase of \$120) plus \$20 (per year of service) gift. (no change)</p>
	<p>●Engraved plaque for an employee who has completed 10 years of service with the Shire</p>	<p>Up to \$200 (New)</p>
	<p>●Engraved memento for an employee who has completed 20 years of service with the Shire</p>	<p>Up to \$400 (no change)</p>
03.11	<p>Staff Uniforms</p> <p>For Permanent full time staff</p> <p>For Permanent part time staff</p>	<p>\$500 per annum (no change)</p> <p>\$300 per annum (no change)</p>
03.15	<p>Satellite Phone Usage</p>	<p>\$20 per fortnight (no change)</p>
03.17	<p>Training/Education of Council Employees</p>	<p>Breakfast capped at \$30 (\$5 increase)</p> <p>Lunch capped at \$30 (\$5 increase)</p> <p>Dinner capped at \$55 (\$5 increase)</p>
03.25	<p>Allowance for Staff utilising Private Accommodation/Meals when on Council Business</p>	<p>\$170 per night (\$10 increase)</p>

9.4. COMMUNITY DEVELOPMENT

Title/Subject:	OPTIC FIBRE INTERNET OPTIONS	
Agenda/Minute Number:	9.4.1	
Applicant:	Nil	
File Ref:	ADM 378	
Disclosure of Interest:	Nil	
Date of Report:	8 April 2021	
Author:	Tralee Cable Community & Development Services Manager	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may consider endorsing the connection to optic fibre for improved internet services.

Attachments:

Land Access and Activity Notice – Telstra
Build price quotation email from Node One Internet

Background:

With the introduction of NBN services in Australia, Telstra are removing access to fixed line services as alternate options are rolled out. Currently no new fixed line ADSL services are being commissioned in Meekatharra, with prospective new clients being diverted to satellite service connections instead. Satellite services can be unreliable in poor or cloudy weather, and are expensive to access. Existing copper lines in Meekatharra are deteriorating which is impacting quality of service to homes and businesses.

While 5G mobile data services have been promoted by Telstra as being imminent, these services will be restricted to Capital Cities and large regional centers. It is unlikely Meekatharra will have access to this network in the near future.

Changing communication methods as a result of COVID 19 have placed a greater reliance on web-based solutions for which the current ADSL service is not sufficiently reliable. Shire staff have investigated options for enhanced internet services to the Shire office, and have received the attached quotes for installation of optic fibre cable to the Office, and an additional quote to connect Lloyds Outback Plaza.

The service provider for this will be Node One from Geraldton, and the speeds of the service are expected to be in the vicinity of 100MB download and upload speeds – significant improvements on the current average of 16 MB down and 5 Mb up.

One off build costs provided by Telstra are \$6,500 for cable to the Shire Office, and nil to Lloyds Outback Plaza. Ongoing monthly fees to Node One will be \$1500 for each provisioned service. Currently the Shire costs for internet and telephone are approximately \$2,000 per month. Once a reliable, robust and fast service is in place, it is expected Voice over the Internet Protocols will be commissioned and telephone costs will be significantly reduced. Costs for this solution are still pending decisions on final options.

While initially it would appear to be a good option to connect both locations, it is possible to connect fibre optic to Lloyds Outback Plaza at a nil cost to the Shire, and set up a line of sight dedicated point to point microwave link to the Shire Office for a once off fee of approximately \$3,000, with ongoing monthly costs of just \$1500. This is a vastly more economical solution in the long term than connecting both locations. The Shire would be in a position to provide quality and robust internet services to Lloyds tenants, and customers.

Comment:

Upon installation of this service, Node One have expressed an interest in providing a second line of sight service to the broadcasting tower behind Meeka FM on the Shire owned property, and sending a fixed wireless service to the wider community. The speeds provided by this service for individual consumers will be similar to those accessed by the Shire Office. Consumers will be required to sign with Node One as their provider, with ongoing charges in the vicinity of \$90 per month for unlimited up/down loads.

Node One have offered to subsidise the infrastructure for each individual consumer by eliminating the location surcharge of \$200 for those who connect during the initial project implementation. To date 37 expressions of interest have been received by local residents in accessing this service.

For consumers who connect without a contract, the installation charge will be \$399, and those who connect with a contract will be \$0. A new modem will likely be required for each connection at the cost of the consumer.

It is expected this enhanced solution will make Meekatharra a more attractive option for residents attempting to study or work online as it has been reported to staff that the lack of reliable service has significantly impacted resident retention and attraction for this reason.

Consultation:

Nil

Statutory Environment:

Nil

Policy Implications:

Nil

Budget/Financial Implications:

Job AC14 budget review allowed \$7,500 for this build.

Strategic Implications:

Strategic Community Plan 2017 – 2027 - Community needs for services and facilities are met - Ensure access to services and facilities as needs change within the community.

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved:

Seconded:

That Council commit to the fibre optic connection for internet service through Node One at Lloyds Outback Plaza, 64 Main Street Meekatharra, with a dedicated point to point microwave link to the Shire office at 75 Main Street Meekatharra, and authorise the CEO to negotiate the appropriate level of service with the supplier.

CDSM

From: Nick van Namen <nick@logicit.net>
Sent: Monday, 29 March 2021 10:27 AM
To: CDSM
Subject: FW: Telstra Ref: PD00238833/240442390 / Cust ref: MEEKA1 / Order held waiting for customer decision (TM)

Hi Tralee,

Build costs have come back from Telstra;

64 Main street = \$0 build cost.

75 Main Street = \$6,500 build cost.

I will give you a call to discuss today 😊

Regards,
Nick van Namen

NodeOne Internet

t: [1300 166 331](tel:1300166331)

w: www.nodeone.com.au



This message may contain confidential and/or privileged information intended solely for the named recipient(s). If you are not the intended recipient, note that copying, disclosing and distributing it may be unlawful. Notify the sender immediately if you have received it by mistake and delete it from your system. Any views expressed in this message are those of the individual sender, except where the sender specifically states to be the views of NODE1 PTY LTD.

Meeka Customer Service Officer

From: Samantha Pallan <Samantha.Pallan@cyient.com>
Sent: Tuesday, 9 March 2021 7:22 AM
To: Meeka Customer Service Officer; Wideband Laan
Cc: IDWACountryRegional@team.telstra.com;
LAND_ACCESS_NOTIFICATION@team.telstra.com
Subject: Telstra Land Access and Activity Notice for Project-2482273 ;Notice-2443653
;Project/WO-40150030
Attachments: 2443653.pdf; HAULING PLAN.PDF; PHOTOS.PDF; PRF.PDF
Importance: High

Attention: Shire of Meekatharra, please find attached a Land Access and Activity notice for a Telstra Project.

Please reply directly to this e-mail, by including the project and notice number in the email subject field, for any queries or concerns. This communication may contain CONFIDENTIAL or COPYRIGHT information of Telstra Corporation Limited.

Kind Regards,

Samantha Pallan
Land Access Administrator
Cyient | www.cyient.com
Direct: +61 2 8887 8603
Email: Samantha.Pallan@cyient.com
Level 4, 81 Flushcombe Rd, Blacktown NSW 2148

Celebrating 25 Years of Success



DISCLAIMER:

This email message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Check all attachments for viruses before opening them. All views or opinions presented in this e-mail are those of the author and may not reflect the opinion of Cyient or those of our affiliates.

09 March 2021
Our Ref: 2482273/40150030

Roy McClymont
Chief Executive Officer
Shire of Meekatharra
PO Box 129
MEEKATHARRA WA 6642

Cyient Limited
National
Level 4, 81 Flushcombe Rd, Blacktown NSW
2148
Email: Samantha.Pailan@cyient.com
Telephone: +61 2 8887 8603
Facsimile:

**LAND ACCESS & ACTIVITY NOTICE
(MOU)**

Telstra Project: Hauling of Optic Fibre, Pit Installation and Trenching

Dear Sir/Madam,

In meeting Telstra's commitment and obligations to provide modern and efficient telecommunication services to Australia, it is necessary to access your land and/or facilities, or public land under your care and management, and undertake the following activities during the timeframe specified. This notice is provided in accordance with the agreement between Shire of Meekatharra and Telstra. There is no requirement that you be present during the course of our activities.

Project Activity:	Installation of "low-impact" facilities. Maintenance of facilities - (Cable Hauling)
Description of Work:	Haul 12F Optic Fibre approx. 114M from manhole Cnr of Main St and Savage St to customer property (75 Main St) Install new 5Pit o/s customer and trench approx. 34M to customer building
Date(s) proposed to enter property to engage in activity and depart	Access Start Date: 26/03/2021 Access Finish Date: 6/05/2021
Project Location:	MAIN STREET AND SAVAGE STREET MEEKATHARRA WA 6642

Further details of the proposed activities are included in any attachment/s to this notice.

Telstra's employees and contractors are authorised to carry out Telstra's activities under clause 43 of Schedule 3 to the Telecommunications Act 1997 (Cth). Cyient Limited has been engaged on this project by Telstra to give notifications on its behalf and to conduct negotiations regarding Telstra's entry onto your land to install and maintain the facilities for the purposes of the above legislation. Other contractors may from time to time be engaged by Telstra to carry out other activities.

We will treat current alignments and existing levels of land, roads, paths, etc. as permanent unless you specifically inform us otherwise.

In engaging in our activities, we are committed and obliged to take all reasonable steps to ensure that we cause as little detriment and inconvenience, and do as little damage, as is practicable. We will also take all reasonable steps to ensure that the site is restored to a condition similar to its condition before the activity began. Details of the likely impact on the site and the proposed measures to prevent or restore disturbance are as follows.

Anticipated Effect: Minimal disturbance is anticipated.

Proposed Remediation: Telstra's staff and contractors will follow all applicable industry standards in the installation of its facilities.
Telstra will install facilities in such a way as to minimise environmental impacts.
Care & appropriate precautions taken at all times to ensure public safety.

We thank you for your assistance and co-operation. If you have any queries, please do not hesitate to contact Samantha Pallan on +61 2 8887 8603 or at the above address. Any objections should be directed to this person.

Yours sincerely

Samantha Pallan
Cyient Limited

Attachment/s
Plan / sketch of Telstra's proposed facilities

**SCHEDULE 3 TO THE TELECOMMUNICATIONS ACT 1997 (CTH)
TELECOMMUNICATIONS CODE OF PRACTICE 2018 (CTH)**

1. Carrier Powers and Obligations

Telstra's employees and its authorised contractors are empowered to carry out Telstra's activities under the *Telecommunications Act 1997 (CTH)*. Contractors may be engaged on this project by Telstra to give statutory notifications or to carry out other activities such as maintenance and/or installation. Telstra is required by law to give you at least 10 business days notice before engaging in activities on your land (or at least 2 business days if no part of the land is included in a "sensitive area" and the activity is only inspection and survey which will not involve any material disturbance to the land).

NNACS ID: 2482273
AuthMOU - Dec 2003

All laws providing for the protection of places or items of significance to the cultural heritage of Aboriginal persons or Torres Strait Islanders will be complied with.

2. Compensation

If you suffer financial loss or damage in relation to property because of anything done by Telstra when engaging in the above activities, compensation may be payable under clause 42 of Schedule 3 to the *Telecommunications Act*. A right to compensation only arises where financial loss or damage is suffered as a result of carrier activities. Telstra is not in a position to agree on any amounts of compensation until after we have concluded our activities.

3. Objection Process

The *Telecommunications Code of Practice 2018 (Cth)* provides for a right of objection and how objections must be managed. Under the Code you have a right to object about the exercise of power described in this notice only if it relates to one or more of the reasons listed below:-

- (i) Using the objector's land to engage in the activity.
- (ii) The location of a facility on the objector's land.
- (iii) The date when we propose to start the activity, engage in it or stop it.
- (iv) The likely effect of the activity on the objector's land.
- (v) Our proposals to minimise detriment and inconvenience, and to do as little damage as practicable, to the objector's land.

In order for any objection to be valid under the Code, your objection must be directed in writing to the address shown on this Notice within the time frames below, depending on the type of activities:-

- (i) Inspection and survey - any objection must be given within 1 business day after the notice is received where no part of the land is included in a "sensitive area" and the activity will not cause a material disturbance to the land. For all other inspection and survey activities any objection must be given within 9 business days after the notice is received; and
- (ii) For installation and maintenance activities - any objection must be given at least 5 business days before we propose to engage in the activities.

If you make an objection on one of the grounds above within the specified time frames, reasonable efforts will be made to contact you for the purposes of consultation within 5 business days after receiving your objection. Reasonable efforts will also be made to resolve the objection by agreement with you within 20 business days after receiving the objection. If your objection cannot be resolved by agreement within 25 business days after receiving the objection, a further notice will be provided to you advising whether:

- (i) Telstra proposes to change the activity and if so, how; or
- (ii) if Telstra does not propose to change the activity - why we will engage in the activity as originally proposed.

If your objection cannot be resolved by agreement, you are not satisfied with our response to your objection and the objection falls within the jurisdiction of the Telecommunications Industry Ombudsman (the "Ombudsman"), you may request in writing that your objection be referred to the Ombudsman. Time limitations for referral to the Ombudsman are also applicable, depending on the type of activities as follows:

- (i) inspection and survey - you must request referral within 9 business days after you receive a response to the objection; and
- (ii) for all other activities - you must request referral within 5 business days after you receive a response to the objection.

PROJECT RESPONSE FORM

RETURN TO:

Samantha Pallan Level 4, 81 Flushcombe Rd, Blacktown NSW 2148 Email: Samantha.Pallan@cyient.com	Telephone: +61 2 8887 8603 Facsimile:
---	--

As detailed in the attached Land Access Notice, Telstra is proposing to carry out activities on your land under Schedule 3 of the Telecommunications Act 1997(Cth). In doing so, Telstra is legally required to give you written notice of its intention to conduct these activities.

If you agree to the activity commencing prior to the start date specified in the Land Access Notice, please confirm this by signing below. This will expedite the timely delivery of services in your area and will be most appreciated.

In addition, this form provides you the opportunity to supply further information that you consider important to the proposed works. Your response is not mandatory, but any information that you supply us will be highly valued.

Telstra Project:	Hauling of Optic Fibre, Pit Installation and Trenching
Our Ref:	2482273 / 40150030
Affected Party:	Shire of Meekatharra

Yes No I / We agree to the activity commencing prior to the start date specified in the Land Access notice.

Print Name/s:

Signature/s:

Date/s:

Yes No Are you in current occupation of the land or building?

If no, please provide contact details of current occupier(s) (if known):
.....

Yes No Will you, or any other person, be on the property during the proposed activities?

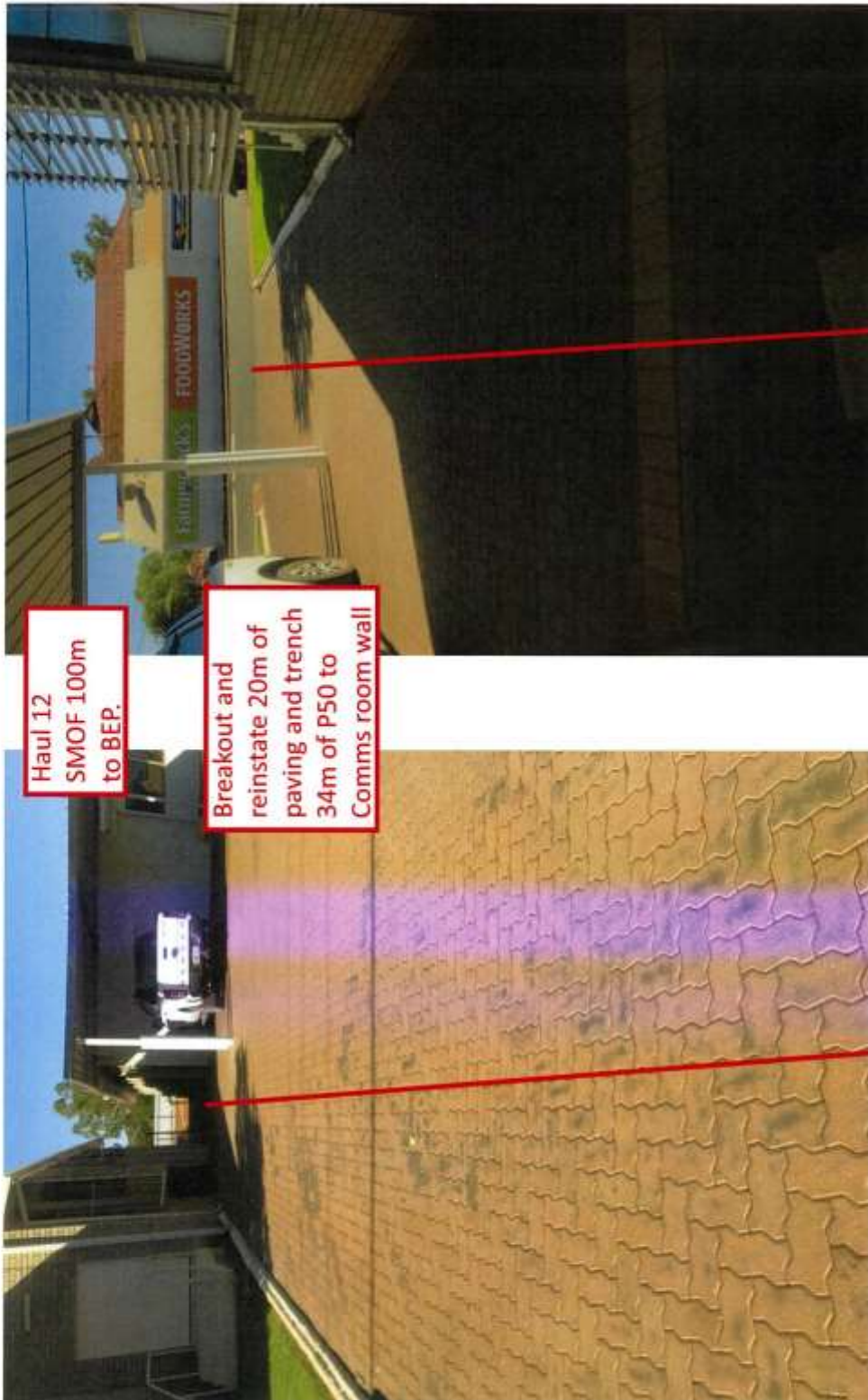
If yes, please provide contact name of person who will be present:
.....

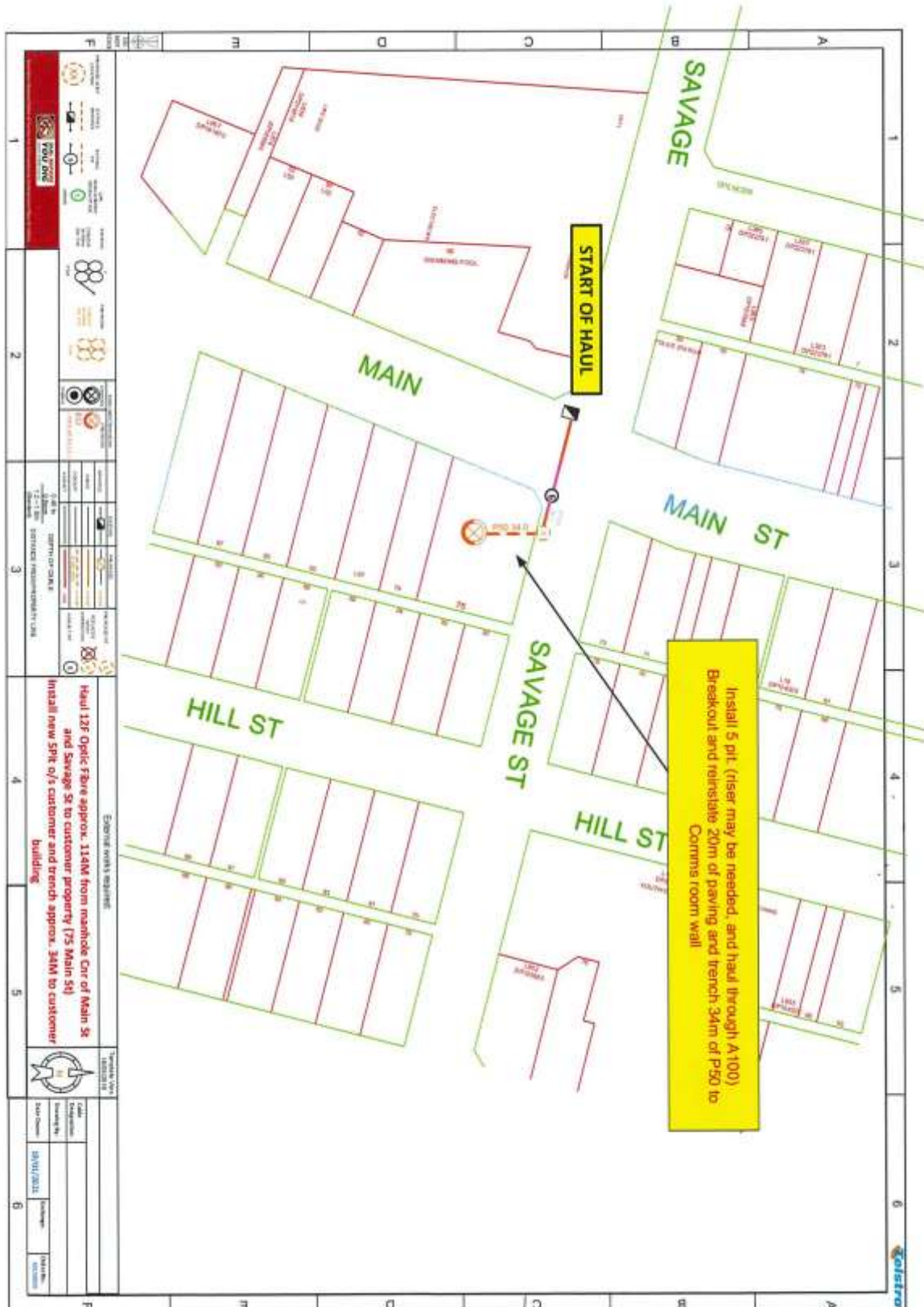
Contact Number: Phone: Fax:

Yes No Do you require a courtesy telephone call prior to the activity commencing?



Yes No Are there any matters you would like us to consider during the activities e.g. future change in land use, dams, livestock yards, windbreaks, access roads, etc.
.....
.....
.....







9.5. HEALTH BUILDING AND TOWN PLANNING

Title/Subject:	LOCAL PLANNING SCHEME 4	
Agenda/Minute Number:	9.5.1	
Applicant:	Nil	
File Ref:	ADM 320	
Disclosure of Interest:	Nil	
Date of Report:	8 April 2021	
Author:	Tralee Cable Community and Development Services Manager	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may consider expediting the finalisation of LPS4.

Attachments:

Email from DPLH regarding Planning Reform
Brochure from Heritage Council

Background:

The Shire of Meekatharra engaged consultants to complete Local Planning Scheme 4 (LPS4) in 2013. This was been partially completed in 2015 including advertising, though not finally registered with DLPH. In February 2021, Council began a full review of the document with the intention of rewriting sections of the proposed scheme that appear unworkable for this Shire.

An email recently received from DPLH indicates significant reform of current legislation and regulations since this project was last reviewed.

Staff were recently contacted by the DPLH for access to the shire of Meekatharra Heritage List, and it has become apparent this list has not been created. The Planning and Development (Local Planning Schemes) Regulations 2015 has been enacted since the Shire of Meekatharra Town Planning Scheme 3 was endorsed, and the proposed LPS4 was last accessed.

S8(1) of these Regulations state –

“8. *Contents of local planning scheme*

(1) The documents that comprise a local planning scheme are the following –

- (a) the scheme map for the local planning scheme;*
- (b) the local planning scheme text;*
- (c) if any of the provisions set out in Schedule 2 have not been incorporated into the local planning scheme text – those provisions;*
- (d) any supporting plans, maps, diagrams, illustrations and other material.*

- (2) *The Commission may specify any supporting plans, maps, diagrams, illustrations and other material that are to be included in a local planning scheme.”*

Schedule 2 of the Regulations refer to the Heritage List that must be consulted when assessing applications, and as such the Heritage List carries legal weight when determining outcomes for heritage places, in particular relation to building applications and Town Planning Schemes.

Staff now recommend a cursory review of the previously prepared LPS4 with the intention of lodging the scheme, and undertaking a full review of this scheme with a view to align with all Legislative and Regulatory requirements in the next budget year.

It is possible that the Heritage List is one of a number of underpinning documents that the Shire do not currently have in place due to the pace of change in the field of Planning Reform in Western Australia.

Comment:

Department of Planning, Lands and Heritage staff have been very accommodating in assisting Shire staff to expedite finalization of an updated Scheme, due to the current Town Planning Scheme being very outdated and not aligned with current legislation.

Shire staff recommend this assistance be accessed in the first instance to register a more current version of the scheme, with a rigorous review to be undertaken in the next budget year to determine legislative and regulatory changes are articulated, and required underpinning documents are in place.

Consultation:

Nil

Statutory Environment:

Local Government Act (1995)

Planning and Development Act (2005)

Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Committee Recommendation / Council Resolution:

Moved:

Seconded:

Council endorse the expedited finalisation of LPS4 with a view to complete a more rigorous review in preparation for LPS5.

CDSM

From: Meekatharra CEO
Sent: Tuesday, 9 February 2021 8:50 AM
To: CDSM
Subject: FW: Amendments to Local Planning Policies to align with LPS Regulations and R-Codes - advertising requirements

Krys East
Acting CEO

T: (08) 9980 0600 | 75 Main Street, Meekatharra WA 6642
M: 0429 204 146 | PO Box 129, Meekatharra WA 6642
W: www.meekashire.wa.gov.au



Disclaimer: The information contained in this e-mail may be private and personal or otherwise confidential. If you are not the intended recipient, any use, disclosure or copying of any part of the information is unauthorised. If you have received this e-mail in error, please inform the sender and delete the document.

From: Planning Reform <planningreform@dplh.wa.gov.au>
Sent: Monday, 8 February 2021 1:44 PM
Cc: Planning Reform <planningreform@dplh.wa.gov.au>
Subject: Amendments to Local Planning Policies to align with LPS Regulations and R-Codes - advertising requirements

Dear local government stakeholder

On 18 December 2020, the *Planning Regulation Amendment Regulations 2020* were gazetted, introducing amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). These amendments will generally become operational on 15 February 2021, with the Part 9A car parking provisions coming into effect on 1 July 2021. A consolidated version of the LPS Regulations, reflecting the amendments that will become effective on 15 February 2021, is available on the Department of Planning, Lands and Heritage's website at [Planning and Development \(Local Planning Schemes\) Regulations 2015 - Department of Planning, Lands and Heritage \(dplh.wa.gov.au\)](http://www.dplh.wa.gov.au/planning-and-development-local-planning-schemes-regulations-2015)

In addition, the Western Australian Planning Commission (WAPC) has resolved to endorse proposed amendments to *State Planning Policy 7.3 Volume 1 – Residential Design Codes* (R-Codes), which were initiated to streamline assessment processes and reduce unnecessary red-tape for low to medium density residential development. These amendments are anticipated to be gazetted in July 2021 and the schedule of amendments is available on the Department of Planning, Lands and Heritage's website at [State Planning Policy 7.3 - Residential Design Codes - Department of Planning, Lands and Heritage \(dplh.wa.gov.au\)](http://www.dplh.wa.gov.au/state-planning-policy-7.3-residential-design-codes) under the heading 'Interim R-Codes review'.

As a result of these changes, local government may be required to amend certain local planning policies (LPPs) to align them with the updated Regulations and the R-Codes. The amended LPPs may require a period of public consultation as set out in the Regulations, unless the amendment is considered to be a minor amendment.

In this regard, and to ensure that local governments can respond appropriately to these changes, the WAPC has resolved to advise all local government authorities that any proposed amendments to local planning policies that are required solely to bring them into alignment with the *Planning Regulations Amendment Regulations 2020* or *State Planning Policy 7.3 Volume 1 – Residential Design Codes* are considered to be minor amendments and, therefore, do

not require advertising as set out in Schedule 2 clause 4 and 5 of the Regulations. This will ensure that any amendments required to local planning policies can be undertaken in a timely manner.

Local government is encouraged to commence reviewing its existing LPPs and undertake any modifications that are required once the amended Regulations and R-Codes become operational.

If you have any queries in respect to the above, please contact the Planning Reform team (planningreform@dplh.wa.gov.au).

Kind Regards,

Planning Reform | Reform, Design and State Assessment
140 William Street, Perth WA 6000
6551 8002 | www.dplh.wa.gov.au



The department is responsible for planning and managing land and heritage for all Western Australians – now and into the future

The department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

Disclaimer: this email and any attachments are confidential, and may be legally privileged. If you are not the intended recipient, any use, disclosure, distribution or copying of this material is strictly prohibited. If you have received this email in error please notify the sender immediately by replying to this email, then delete both emails from your system.

This email and any attachments to it are also subject to copyright and any unauthorised reproduction, adaptation or transmission is prohibited.

There is no warranty that this email is error or virus free.

This notice should not be removed.



HERITAGE
COUNCIL

*We're working for
Western Australia.*



GUIDELINES for ESTABLISHING a HERITAGE LIST



1 INTRODUCTION

1.1 BACKGROUND

"Heritage supports urban and rural amenity by providing familiarity and the presence of landmarks, by underpinning our 'sense of place', and by enhancing the quality of our built environment generally."
(State Planning Policy 3.5; Historic Heritage Conservation (SPP3.5))

Local governments, in close engagement with their communities, perform an important role in the identification and protection of places of cultural heritage significance.

Identifying the heritage values of a place is the first step in the process of heritage management, which aims to respect and retain those qualities and characteristics that contribute to a place's significance. This is followed by the establishment of policies and processes that allow for appropriate consideration and controls.

The deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* require that local governments establish and maintain a heritage list to identify places that are of cultural heritage significance and worthy of built heritage conservation (s.8(1)). As with all parts of the deemed provisions, this becomes a requirement of each local planning scheme.



ABOVE: Boulder Town Hall.
Image supplied by the City of Kalgoorlie-Boulder.

Including a place on the heritage list gives the place recognition and protection under the local planning scheme. It requires the local government to give due regard to the heritage significance of the listed place when determining a related development application.

It also means that owners must submit development applications for proposals that would otherwise be exempt from the requirement for development approval under the deemed provisions. This includes demolition, applications for internal building works, single dwellings, ancillary buildings, and outbuildings and other external structures.

Including a place on the heritage list may also assist in defending a subsequent appeal to the State Administrative Tribunal for a refused development application or a condition of approval imposed on heritage grounds.

Importantly, including a place on a heritage list does not limit or restrict how a local government is to determine an application, or prohibit building works or other development from occurring.

1.2 PURPOSE OF GUIDELINES

These guidelines have been prepared to support local governments in conserving local heritage places through the establishment of heritage lists.

To enable a consistent and transparent framework for the operation and administration of local heritage lists, local governments are encouraged to adopt

a local planning policy (LPP) under their local planning scheme. These guidelines provide direction for preparing a LPP for heritage lists, including sample text for a LPP (refer Appendix 1), which local governments may modify and adapt as necessary to suit local circumstances.

1.3 WHEN TO USE THE GUIDELINES

These guidelines are primarily to be used to assist local governments in determining the content of related LPPs for heritage lists, including the discretionary elements of the policy. They also provide supporting information for local governments when considering local heritage management processes and instruments. They may be used to inform decision-makers, assist with training of staff or elected members, and as reference material for ongoing use.

Use of the guidelines will assist local governments in supporting the outcomes and processes identified in SPP3.5.

Many elements of the LPP can be tailored to meet local needs, particularly when establishing thresholds for the inclusion of places in the heritage list. Each local government should ensure that the proposed LPP meets its requirements and is consistent with the local planning scheme, the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2 RELATIONSHIP BETWEEN the HERITAGE LIST and the LOCAL HERITAGE SURVEY

The *Heritage Act 2018* (Heritage Act) requires each local government to identify places of cultural heritage significance in a local heritage survey (LHS) (previously referred to as a municipal or local government inventory). Part 8, section 104 of the Heritage Act states that the purposes of a LHS for a local government include:

- a) *identifying and recording places that are, or may become, of cultural heritage significance in its district; and*
- b) *assisting the local government in making and implementing decisions that are in harmony with cultural heritage values; and*

- c) *providing a cultural and historical record of places of cultural heritage significance to its district; and*
- d) *providing an accessible public record of places of cultural heritage significance to its district; and*
- e) *assisting the local government in preparing its heritage list or list of heritage areas under a local planning scheme.*

The LHS is important as a first point of identification of heritage places and is used, among other functions, to inform the preparation of a heritage list. However, the LHS itself has no specific planning or legal weight.

BELOW: Armadale District Hall. Image by Greg Hocking Photography



In contrast, the heritage list is an instrument that is afforded powers under the *Planning and Development Act 2005* and therefore carries statutory weight when determining planning outcomes for heritage places.

It is recommended that local governments adopt a LPP for heritage lists before initiating a review of their LHS. This sequence of events allows local government officers and elected members to consider the strategic implications of the LPP in a neutral context. Furthermore, this approach allows local governments to clearly explain to constituents the rationale for, and implications of the policy, without the potential distractions of individual place nominations.



ABOVE: St John's Church, Pinjarra.
Image by Josh Cowling Photography.

3 The HERITAGE FRAMEWORK

A local planning policy for a heritage list will be most effective when integrated with a wider heritage framework that includes an overall strategy for providing assistance and incentives towards heritage conservation, as well as the policy and procedures to ensure good advice and development controls. This recognises that retention and conservation of heritage places provides a community benefit, and that local government acts for the community when aiding owners to deliver this benefit.

Assistance measures, such as specialised services, grants, rates concessions and development incentives, are practical and accessible ways local governments can recognise owner contributions to the conservation of heritage places, and can encourage participation in an optional listing if used.

Further information and assistance in development of a heritage framework is available from the Department of Planning, Lands and Heritage. Resources include:

- Guidelines for assessment of local heritage places (expected Summer 2020)
- Guidelines for local heritage surveys (July 2019)
- Guidelines and sample LPP text for identifying and creating heritage areas (expected Summer 2020)
- Guidelines and sample LPP text for development of heritage places (expected Summer 2020)



Appendix 1

SAMPLE TEXT FOR A LOCAL PLANNING POLICY – THE HERITAGE LIST	EXPLANATORY NOTES
<p>Introduction</p> <p>The [City/Town/Shire] of _____ Local Planning Scheme No. _____ (the local planning scheme) makes provision for the establishment and maintenance of a heritage list.</p> <p>The heritage list identifies places that are of cultural heritage significance and worthy of built heritage conservation, so that development can, as far as possible, be consistent with the [City/Town/Shire]'s heritage conservation values and objectives.</p> <p>The [City/Town/Shire] will not enter a place in the heritage list without first consulting affected owners and occupiers of the place and considering any submissions received on the proposed listing.</p> <p>Inclusion of a place in a heritage list does not limit the ability of a property owner to propose any works or other development, nor does it expect or require the [City/Town/Shire] to determine an application solely on heritage grounds. However, proposals that respect and retain the heritage values of the place are likely to be encouraged and may, where appropriate, be required.</p>	<p>Explanatory Notes – Introduction</p> <p>These notes do not form part of the policy and are intended to assist the local government in tailoring the policy text to meet its own needs. They may also assist in developing supporting material for heritage matters, but should be removed before publication of the LPP.</p> <p>The LPP for heritage lists should take the format and approach developed for LPPs by each local government and be adopted and maintained consistent with the local planning scheme.</p> <p>General requirements for LPPs are contained within Part 2, Division 2 of the deemed provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p>
<p>Application</p> <p>This policy applies to the administration and operation of the heritage list established pursuant to clause 8, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and associated with the local planning scheme.</p> <p>Note that the heritage provisions of the local planning scheme will apply to some places that are not included in a heritage list.</p>	<p>Explanatory Notes – Application</p> <p>Until such time as the heritage list is reviewed and subsequently adopted, the heritage list associated with a previous local planning scheme remains valid, where its format is consistent with the deemed provisions.</p> <p>The deemed provisions cl 67(4) require that the local government has due regard to the built heritage conservation of any place that is of cultural significance. It is not required that this is a place on a heritage list.</p>
<p>Objectives</p> <p>The objectives of the policy are to:</p> <ul style="list-style-type: none"> • achieve transparency and consistency in the designation of places on the heritage list • provide clear guidance on how objections to a proposed inclusion on the heritage list will be assessed • ensure that the heritage list is maintained in a manner and form that is consistent with the local planning scheme • provide clear guidance on the criteria for including and excluding a place from the heritage list. 	

7

<p>Use of terms</p> <p>Unless otherwise noted, terms used in this policy have common meanings and include those defined in the <i>Planning and Development Act 2005</i>, <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and the <i>Heritage Act 2018</i>.</p>	<p>Explanatory Notes – 1 Format of the heritage list</p> <p>While the minimum requirement of the LPS is for the heritage list to be available for inspection with the Scheme documents, making it also available on the local government website is the recommended approach and is strongly encouraged.</p> <p>The LPS requires the heritage list to 'set out a description of each place and the reason for its entry in the heritage list' (clause 8(2)(a) of the deemed provisions). The content identified in Schedule 1 is considered sufficient to describe the place and identify key heritage values leading to its inclusion in the heritage list.</p> <p>It is open to the local government in forming its policy to determine alternative means of meeting the requirements of the deemed provisions.</p> <p>The Heritage Council's online database, <i>iHerit</i>, provides a centralised resource that enables local governments to manage and publish both their LPS and heritage list. An <i>iHerit</i> entry can be used to note whether a place is included in the heritage list and provides all data that has been entered for the place.</p>
<p>Policy</p> <p>1 Format of the heritage list</p> <p>The definitive version of the heritage list is the most recent dated document that has been adopted by a resolution of Council. The heritage list is available for inspection during business hours at the [City/Town/Shire] offices and on the [City/Town/Shire]'s website.</p> <p>The heritage list will set out a description of each place and the reason for its entry in the heritage list, and be presented in a format consistent with the template at Schedule 1 of this policy.</p> <p>The place name and location details are considered sufficient to describe each place. A statement of significance drawn from the place's entry in the local heritage survey is considered sufficient to provide the reason for its inclusion in the heritage list.</p> <p>Further information on each place will be maintained in the Heritage Council's online database <i>iHerit</i> (www.iherit.stateheritage.wa.gov.au). If there is any inconsistency between sources, the [City/Town/Shire]'s hard copy of the heritage list shall be determined the correct version. The inclusion of a link to the <i>iHerit</i> entry for each place should be included in electronic versions of the heritage list.</p>	

8

2 Threshold for inclusion in the heritage list

Table 1: Heritage significance and inclusion in the heritage list

Level of significance to local area	Category	Description	Heritage list
Exceptional significance	1	Essential to the heritage of the locality	All places included in heritage list
Considerable significance	2	Rare or outstanding example	All places included in heritage list
Some / Moderate significance	3	Very important to the heritage of the locality	Places may be included in the heritage list
Little significance	4	Contributes to the heritage of the locality	Below the threshold for the heritage list

Establishment and maintenance of the heritage list is a requirement of the deemed provisions contained in the *Planning and Development (Local Planning Scheme) Regulations 2015*. Inclusion in the heritage list will be based on an assessment of cultural heritage significance of a place and the [City/Town/Shire]'s opinion as to whether it is worthy of built heritage conservation.

The designation of cultural heritage significance for local heritage places will be taken from the [City/Town/Shire]'s local heritage survey (LHS). The assessment and designation of significance will be carried out in line with the *Guidelines for Local Heritage Surveys* (Heritage Council of Western Australia, July 2018).

A place may be considered worthy of built heritage conservation irrespective of its current state of repair, ongoing requirements for conservation, care and maintenance, or economic worth.

The [City/Town/Shire] is of the opinion that all places included in the State Register of Heritage Places have cultural heritage significance and are worthy of built heritage conservation, and will be added to the heritage list.

Explanatory Notes –

2 Threshold for inclusion in the heritage list

Each local government should determine the threshold of significance that will be applied when considering whether a place should be included in the heritage list. All places in the LHS have been assessed as having cultural heritage significance. The further threshold for inclusion in the heritage list is whether the place is 'worthy of built heritage conservation', also referred to here as simply 'worthy of conservation'.

As a minimum, it is recommended that all places in the State Register, and those identified in the LHS as having 'Exceptional' or 'Considerable' (Category 1 and 2) significance for the local area should be considered worthy of conservation and therefore warrant inclusion in the heritage list.

Places in Category 3 often make up most of the entries in a LHS, but local governments may hold different views as to whether they should be included in the heritage list. The model LPP gives the option that determination as to whether these places are worthy of conservation is made in consultation with the owner. This recognises that the objective of conservation of these places will be more readily achieved when actively supported by the owner.

This mechanism allows the local government to determine the weight they give to the owner's views, potentially allowing those owners in Category 3 who do not agree that their property is worthy of conservation to have a greater influence on the local government's own opinion.

It would also be a valid option for Category 3 places to be established by default as worthy of conservation, as with Category 1 and 2, or not, as with Category 4.

Note that, in all cases, while the owner's submissions should be taken into account, the local government must still independently determine whether the place is of cultural heritage significance and worthy of conservation.

The [City/Town/Shire] is of the opinion that all places designated as having 'exceptional' or 'considerable' significance to the local area (Category 1 or 2) are worthy of built heritage conservation and should in all cases be included in the heritage list.

The [City/Town/Shire]'s opinion as to whether places designated as having 'some/moderate' significance (Category 3) are worthy of built heritage conservation will be formed in consultation with the property owner.

Places designated as having little significance to the local area (Category 4) are not considered to be worthy of built heritage conservation and will not be included in the heritage list.

A place that is not individually considered to be worthy of built heritage conservation may still be included in a heritage area adopted under the local planning scheme.

Places included in the LHS as Category 4 would commonly be considered 'below threshold' and not included in the heritage list. These are places of little significance that are worthy of noting for reference, or for community interest, but do not need to be monitored and controlled through the planning framework. They may be sites of earlier buildings, places of some local interest, or places that are otherwise useful to note but not retain. Information on these places is still of value and data in the LHS may inform other heritage initiatives such as heritage trails, creation of heritage areas, local history research projects, and educational activities.

It is worth noting that an historic site may have a high level of significance and should not always be assumed to be a Category 4 place. The significance may relate to identified or potential archaeology, a high level of historic or social significance, or other factors that do not rely on the presence of physical remains.

It may be useful to determine how the view of multiple owners will be assessed in the consultation process. The local government may have established processes and standards for engagement to follow, or may wish to identify whether a simple majority, proportionate majority or unanimous decision are needed. This would then need to be stated within the policy.

It is important to note that identification of a heritage area is a separate process, and the inclusion or exclusion of an individual place in the heritage list does not affect the potential for adoption of a heritage area.

<p>3 Changes to the heritage list</p> <p>3.1 Consultation</p> <p>Consultation on changes to the heritage list, including addition, variation or removal of any entry, will meet or exceed the minimum requirements of the local planning scheme.</p> <p>Consultation in relation to specific actions is identified in the relevant section of this policy.</p> <p>The [City/Town/Shire] will give written notification of any changes to the heritage list to the Heritage Council of Western Australia and the affected owner and occupier.</p>	<p>Explanatory Notes –</p> <p>3.1 Consultation</p> <p>Minimum consultation requirements for modifying the heritage list are set out in clause 9(3) of the deemed provisions and include notification to each owner and occupier, and a minimum 21 days submission period. The consultation requirements in the policy may be varied as needed to meet local conditions, but should not be less than the minimum.</p> <p>The policy should note any group or body (such as a local history society or heritage advisory group), that will be included in the consultation process.</p> <p>The preferred method of notification is in writing, submitted to HCWA@ferrets@dph.wa.gov.au. The local government is also encouraged to update the relevant entries in the iH-List database.</p>
<p>3.2 Entry of a place in the heritage list</p> <p>The LHS prepared by the [City/Town/Shire] will be used as the basis for establishing cultural heritage significance for each place. Accordingly, requests for the assessment of heritage values of a place shall be processed as a nomination for the LHS. The request should provide a sufficient description to enable accurate identification of the place, and give reasons why the nominee believes the place is of cultural heritage significance.</p> <p>If a place is adopted in the LHS by resolution of Council and its assigned level of significance meets the threshold for possible inclusion in the heritage list as defined in Table 1, and the [City/Town/Shire] considers that the place is worthy of conservation, the [City/Town/Shire] will begin the consultation process to consider inclusion of the place in the heritage list.</p> <p>An objection to the level of cultural heritage significance identified for a place should be accompanied by supporting material to clearly articulate any errors or omissions in the assessment documentation that may indicate why a different conclusion on the significance of the place should be reached.</p>	<p>Explanatory Notes –</p> <p>3.2 Entry of a place in the heritage list</p> <p>The trigger for considering inclusion of a place on a heritage list will generally be a decision on its level of cultural heritage significance, usually associated with adoption or review of a LHS. It is therefore recommended that nominations of a heritage place are invited only in relation to assessment for inclusion in the LHS. If separate information, guidelines or forms are available for nominating a place to the LHS, this should be referenced in the LPP.</p> <p>Assessment of cultural heritage significance is a substantial exercise that is usually undertaken during the drafting and adoption of a LHS. Development of a heritage list should not generally require a separate exercise to determine significance as the LHS will already contain this information.</p>
	<p>Some local governments, however, have identified that they prefer to undertake additional assessment of places proposed for the heritage list. This is a matter for each local government to consider and determine based on its individual needs and resources.</p> <p>Where the local government has any doubt about the validity, currency or completeness of information used to establish the LHS, consideration of a place for inclusion in the heritage list should include a full review of this data.</p> <p>An underlying principle is that inclusion in the heritage list should be derived from the assessment of significance, both directly in identifying the cultural heritage significance of the place, and indirectly in defining whether it has been designated within a category that the local government considers worthy of conservation.</p>
<p>3.3 Modifying an entry in the heritage list</p> <p>Changes to an entry in the heritage list may be initiated by the [City/Town/Shire] as part of the administration of the list, or by nomination using the form in Schedule 2 of this policy. The [City/Town/Shire] will consider all requests for change, but is not obliged to make such a change.</p> <p>A decision on progressing the change will take into account the relevance, necessity and benefits of updated information and the administrative requirements of the consultation process. In general, minor and inconsequential changes to the heritage list will not be progressed immediately, but may be deferred for later consideration as part of a broader update.</p>	<p>Explanatory Notes –</p> <p>3.3 Modifying an entry in the heritage list</p> <p>Proposals for changes to the heritage list can result from new research (for example, undertaken during a LHS review), completion of approved development works, or updated information from the owner, community or other source. In some cases this will result in a re-assessment of the heritage values of a place, with the potential for this to be reflected in the heritage list entry for the place.</p> <p>Regardless of the extent or type of proposed change to the heritage list, each owner and occupier must be given written notice and allowed a period of at least 21 days to make a submission. The policy therefore notes that requests for change will be considered on an individual basis with discretion exercised as to whether and when, the change is progressed.</p>

<p>3.4 Removing an entry from the heritage list</p> <p>Removal of a place from the heritage list may be appropriate where the [City/Town/Shire] considers that the cultural heritage significance of a place has substantially changed, to the extent that it no longer displays the values for which it was included in the heritage list and/or is no longer considered worthy of built heritage conservation. This may be the result of substantial demolition of, or damage to, a place, or presentation of new evidence about the place.</p> <p>A proposal to remove a place may be made by the [City/Town/Shire]'s Council or its officers, or by the owner or occupier of a place. If proposed by an owner or occupier, the onus will be on them to demonstrate that the cultural heritage significance of the place and/or the extent to which it is considered worthy of built heritage conservation is below the threshold for inclusion in the heritage list.</p> <p>In addition to consultation with owners and occupiers for each place for which removal is requested, consultation on such an action may be carried out by inviting comment:</p> <ul style="list-style-type: none"> • from the general community through the [City/Town/Shire] website • from the local historical society • as part of a community forum or workshop held for that purpose or • in any other manner that may reasonably result in providing relevant information on the cultural heritage values of the place. <p>The [City/Town/Shire]'s opinion as to the cultural heritage significance of a place is determined solely by a resolution of Council at a properly convened meeting.</p> <p>Substantial development, demolition or loss of fabric will not automatically result in removal from the heritage list, as the place may still retain sufficient cultural heritage significance to support inclusion in the heritage list, particularly if the heritage values relate to social or historical significance.</p> <p>The [City/Town/Shire] will retain a record of all places removed from the heritage list.</p>	<p>Explanatory Notes – 3.4 Removing an entry in the heritage list</p> <p>As with objections to inclusion in the heritage list, requests to remove a place should be based primarily on consideration of its cultural heritage significance, but also take into account whether the place is still considered worthy of conservation.</p> <p>A proposal to remove an entry would also be a change to the heritage list and therefore triggers the need for consultation as specified in clause 8(3) of the deemed provisions.</p> <p>While the minimum requirement for consultation is an invitation to each owner and occupier to make a submission, wider consultation is considered appropriate and is recommended for the proposed removal of a place. This reflects the consultation process for determining significance for initial adoption in the LHS.</p> <p>The policy can also note grounds it considers reasonable for removal of a place from the heritage list. In general, it would not be sufficient to argue for removal simply because of economic factors or to allow demolition. If the Council wishes to support the demolition of a heritage place, it can do so, but should acknowledge that it is placing other priorities ahead of conservation outcomes.</p> <p>A record of places removed from the heritage list could form part of the Local Heritage Survey, or form a separate table within the heritage list document. This information may also be retained within the iNHerit database.</p>
--	--

<p>4 Designation of significant interiors</p> <p>Development approval for works to the interior of a building is required where the place is designated in the heritage list as having 'an interior with cultural heritage significance'.</p> <p>The designation on the heritage list of 'an interior with cultural heritage significance' will be based on the assessment of significance associated with the place, and will be noted as part of the entry of the place in the heritage list. The entry will describe which interior elements or objects have been assessed as contributing to the cultural heritage significance of the place, and will therefore be considered when determining proposals relating to the place.</p> <p>Where access to assess the interior of a place has not been provided, but there is reliable evidence to support the existence of significant features (e.g. written reports, oral histories, earlier photographs, or other primary sources), the designation of 'an interior with cultural heritage significance' may also be made.</p> <p>Adding the designation of 'an interior with cultural heritage significance' constitutes a modification to the place's entry in the heritage list and must therefore follow the consultation process set out in this policy.</p>	<p>Explanatory Notes – 4 Designation of significant interiors</p> <p>Clause 6(1)(b) of the deemed provisions allows internal building work to be carried out without development approval unless the work relates to a place identified in the heritage list as having an interior with cultural heritage significance or the place is subject to state-level protection under the Heritage Act.</p> <p>Designation of an interior with cultural heritage significance should be clear and unambiguous and is best achieved by notation in a specified field in the heritage list. This should be based on a statement about interior features within the statement of significance, or clear evidence within the physical description or history.</p> <p>The Heritage Council's iNHerit online database provides a simple option for this designation – when noting a place as being included in the heritage list, it can be associated with a status of 'significant interior'. Those places without this designation would have a status of simply 'adopted' or 'yes'.</p> <p>As a preference, designation of an interior with cultural heritage significance should be made based on a recent survey, undertaken with the permission of the property owner. The policy, however, recognises that this may not always be possible, and that other reliable sources can support a designation of significance.</p>
---	---

Schedule 1. Heritage List Template

PLACE NUMBER	PLACE NAME	ADDRESS	LOCATION	SIGNIFICANT INTERIOR	STATEMENT OF SIGNIFICANCE	FURTHER INFORMATION
00000	Text	Street No, Name	Suburb	Y / N If Y, detail	Text	Hyperlink to iHerit record

Definitions

- Place number: Unique reference number assigned by the Heritage Council.
- Place name: Identifier based on primary use or other designation, as used in the Local Heritage Survey.
- Address: Registered property address or other land information as determined by Landgate. For precincts list boundary roads or other descriptive text.
- Location: Suburb, plus any additional information required to determine location.
- Significant interior: Indicates whether place has been assessed as having an interior with cultural heritage significance. If 'Y', interior elements or objects must be described here.
- Statement of significance: Reason(s) for inclusion in the heritage list. Statement of significance as identified in the Local Heritage Survey, or a summary if extensive.

Schedule 2. Heritage List change request form template

This form may be used to request a change to the entry of a place already on the heritage list, or to nominate a place for inclusion in the heritage list, where it is already included in the local heritage survey. To nominate a place for inclusion in the local heritage survey please use the form [LHS Nomination] / contact the [City/Town/Shire].

Section 1 - Details of nominee

1. Your details*

Name

Address

Phone

Email

*this section is mandatory

2. Please indicate your preferred method of contact

Phone Email

3. Please indicate your association with the heritage listed place

Owner

Occupier (tenant, or user of building)

Other (please state)

Section 2 – Place information

1. Subject property information*

Place information should be taken from the entry in the heritage list or local heritage survey.

If not stated, the Heritage Council WA (HCWA) Place no. can be found via the inHerit database.

<http://inherit.stateheritage.wa.gov.au/public>

Place no. (HCWA)

Place name

Address

*this section is mandatory

2. Please indicate the purpose of the heritage list change request.

Proposal for entry of a place in the heritage list (Please complete section 4)

Proposal to modify heritage list entry information (Please complete section 5)

Proposal to remove a place from the heritage list (Please complete section 6)

Section 4 – Proposal for entry of a place in the heritage list

A place may be considered for inclusion on the heritage list where [City/Town/Shire] considers that the cultural heritage significance of the place and/or the extent to which it is considered worthy of built heritage conservation is above the threshold for inclusion in the heritage list.

1. Please provide reasons why you believe this to be true for the nominated place with any supporting evidence. Include details such as new evidence about the place.

Section 5 – Proposal to modify heritage list entry information

1. Please indicate why modifications are requested.

Inaccurate or incomplete information represented in the heritage list

New evidence about the place (provide historical source information below)

Other

Provide details here

2. Please fill the below relevant fields with the proposed information to be changed.

Field	Proposed heritage list data
Place no. (HCWA)	(if incorrect only) <input type="text"/>
Place name	<input type="text"/>
Address (Street no.)	<input type="text"/>
Location (Suburb)	<input type="text"/>
Significant interior (Y/N)	<input type="text"/>
Additional details	<input type="text"/>
Statement of significance	<input type="text"/>
Further information (optional)	<input type="text"/>

Section 6 – Proposal to remove a place from the heritage list

Removal of a place from the heritage list may be appropriate where the [City/Town/Shire] considers that the cultural heritage significance of a place has substantially changed, to the extent that it no longer displays the values for which it was included in the heritage list and/or is no longer considered worthy of built heritage conservation.

- 1. Please provide reasons why you believe this to be true for the nominated place with any supporting evidence. Include details regarding any physical changes to the place, or new evidence about the place.**



Disclaimer: These guidelines have been prepared by the Department of Planning, Lands and Heritage on behalf of the Heritage Council of Western Australia.

FRONT COVER: Cape Leeuwin Lighthouse Precinct.
Image by Tim Campbell.

© State of Western Australia

Published by the
Heritage Council of Western Australia
Gordon Stephenson House
140 William Street
Perth WA 6000

Locked Bag 2506
Perth WA 6001

Published July 2020.

website: www.dplh.wa.gov.au
email: info@dplh.wa.gov.au

tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77

The Department of Planning, Lands and Heritage owns all photography in this document unless otherwise stated.

This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications Branch.

9.6. WORKS AND SERVICE

Nil

9.7. CONFIDENTIAL ITEMS

Nil

10. NEW BUSINESS OF AN URGENT NATURE-INTRODUCED BY RESOLUTION OF THE MEETING

Moved:

Seconded:

That the urgent new business be discussed.

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. CLOSURE OF MEETING