



Ordinary Council Meeting Attachments

Wednesday 19 August 2020

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SHIRE OF CHITTERING Register of Policies

7.4 Roadside Burning

Policy Owner:	Development Services
Person Responsible:	Executive Manager Development Services
Date of Approval:	November 2005
Amended:	xxxxx

Requests are received from time to time to undertake hazard reduction burning on roadside verges within the Shire; and Council recognises the concerns of rural and semi-rural property owners regarding potential fire hazards on some roadsides and the consequent need to manage the fuel load and its associated risks.

The purpose of this policy is to allow residents to reduce the risk of fire by undertaking controlled hazard reduction burns on roadside verges, outside their own properties.

Council fully supports road side burning by residents, and brigades, and this policy sets out the circumstances where roadside verges may be burnt for the purposes of fire protection; as long as the following policy guidelines are followed:-

- All applications shall be made on the prescribed “*Application for Shire Verge Burning*” form;
- No authority is given for any Brigade Fire Control Officer to allow the burning of roadside verges;
- That no authority can be given by an officer of the Shire of Chittering or Fire Control Officer to burn roadside verges that are not under the control of the Shire, unless written approval has been received from the controlling body;
- Approvals to Burn the Verge – for hazard reduction, along road verges – can only be provided after a site inspection has been completed. The inspection will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year;
- Approvals issued pursuant to the above are to state the measures that must be taken to prevent damage to native vegetation along the verge, acceptable weather conditions and other normal permit conditions;
- Council is committed, where possible, to preserving natural vegetation on road reserves and the proper management of specified weeds. Accordingly all reasonable precautions are to be taken to protect flora and fauna during the course of roadside burning (pest plants and wild weeds excluded); and



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- All necessary safety precautions are to be taken – including the placing of warning signs either end of the burn.

Council authorises the following officers to determine applications and apply conditions to permits:-

- Community Emergency Services Manager
- Bushfire Risk Officer
- Ranger(s)

DRAFT

References:

- Bush Fires Act 1954 – Section 18 (9)
- Bush Fires Regulations 1954 – r15

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LOCAL GOVERNMENT ACT 1995

Shire of Chittering

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law

Under the powers conferred by the Local Government Act 1995 and under all other powers enabling it, the Council of the Shire of Chittering resolved on 7 December 2000 to make the following local law.

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PRESCRIBED OFFENCES

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Chittering Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

1.2 Definitions

In this local law unless the context otherwise requires—

"**Act**" means the *Local Government Act 1995*;

"**applicant**" means a person who applies for a permit;

"**authorized person**" means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

"**built-up area**" has the meaning given to it in the *Road Traffic Code 1975*;

"**bulk rubbish container**" means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

"**carriageway**" means the paved or made portion of a thoroughfare used or intended for use by vehicles;

"**CEO**" means the chief executive officer of the local government;

"**commencement day**" means the day on which this local law comes into operation;

"**Council**" means the council of the local government;

"**crossing**" means a crossing giving access from a public thoroughfare to—

- (a) private land; or
- (b) a private thoroughfare serving private land;

"**district**" means the district of the local government;

"**footpath**" means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists;

"**garden**" means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

"**intersection**" has the meaning given to it in the *Road Traffic Code 1975*;

"**kerb**" includes the edge of a carriageway;

"**lawn**" means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

"**liquor**" has the meaning given to it in section 3 of the *Liquor Licensing Act 1988*;

"**local government**" means the Shire of Chittering;

"**local government property**" means anything except a thoroughfare—

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the Land Administration Act 1997; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

"**lot**" has the meaning given to it in the *Town Planning and Development Act 1928*;

"**owner**" or "**occupier**" in relation to land does not include the local government;

"**permissible verge treatment**" means any one of the 4 treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;

"**permit**" means a permit issued under this local law;

"**permit holder**" means a person who holds a valid permit;

"**person**" does not include the local government;

"**premises**" for the purpose of the definition of "public place" in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

"**public place**" includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include—

- (a) premises on private property from which trading is lawfully conducted under a written law; and
- (b) local government property;

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"**Regulations**" means the *Local Government (Functions and General) Regulations 1996*;

"**sign**" includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

"**town planning scheme**" means a town planning scheme of the local government made under the Town Planning and Development Act 1928;

"**townsite**" means the townsites of Bindoon, Muchea and Wannamal, which are –

(a) constituted under section 26(2) of the *Land Administration Act 1997*; or

(b) referred to in clause 37 of Schedule 9.3 of the Act;

"**vehicle**" includes–

(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

(b) an animal being ridden or driven,

but excludes–

(a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and

(b) a pram, a stroller or a similar device; and

"**verge**" means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

(1) The following local laws are repealed–

(a) By - Laws Relating to Removal and Disposal of Obstructing Animals or Vehicles, published in the Government Gazette of 10 December 1964.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

PART 2 – ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

2.1 General prohibitions

A person shall not—

(a) plant any plant which exceeds or which may exceed 0.75m in height on a thoroughfare so that the plant is within 6m of an intersection;

(b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless–

(i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or

(ii) the person is acting under the authority of a written law;

(c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;

(d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;

(e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;

(f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or

(g) within a mall, arcade or verandah of a shopping centre, ride any skateboard, rollerblades or similar device.

2.2 Activities allowed with a permit - general

- (1) A person shall not, without a permit—
 - (a) dig or otherwise create a trench through or under a kerb or footpath;
 - (b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only during the period of time advertised in connection with that collection by the local government;
 - (c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;
 - (d) cause any obstruction to a water channel or a water course in a thoroughfare;
 - (e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;
 - (f) damage a thoroughfare;
 - (g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;
 - (h) fell any tree onto a thoroughfare;
 - (i) unless installing a permissible verge treatment -
 - (i) lay pipes under or provide taps on any verge; or
 - (ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;
 - (j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;
 - (k) on a public place use anything or do anything so as to create a nuisance;
 - (l) place or cause to be placed on a thoroughfare a bulk rubbish container; or
 - (m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.
- (2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

2.3 No possession and consumption of liquor on thoroughfare

- (1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless—
 - (a) that is permitted under the *Liquor Licensing Act 1988* or under another written law; or
 - (b) the person is doing so in accordance with a permit.
- (2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 2 - Vehicle crossing Subdivision 1 - Temporary crossings

2.4 Permit required

- (1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where—
 - (a) a crossing does not exist; or
 - (b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.
- (2) The “person responsible for the works” in subclause (1) is to be taken to be—
 - (a) the builder named on the building licence issued under the *Local Government (Miscellaneous Provisions) Act 1960*, if one has been issued in relation to the works; or
 - (b) the registered proprietor of the lot, if no building licence has been issued under the *Local Government (Miscellaneous Provisions) Act 1960* in relation to the works.
- (3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

Subdivision 2 - Redundant vehicle crossings

2.5 Removal of redundant crossing

- (1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.
- (2) The local government may give written notice to the owner or occupier of a lot requiring her or him to—
 - (a) remove any part of or all of a crossing which does not give access to the lot; and
 - (b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.

Division 3 - Verge treatments
Subdivision 1 - Preliminary

2.6 Interpretation

In this Division, unless the context otherwise requires—

"**acceptable material**" means any material which will create a hard surface, and which appears on a list of acceptable materials maintained by the local government.

2.7 Application

This Division only applies to the townsite.

Subdivision 2 - Permissible verge treatments

2.8 Permissible verge treatments

- (1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.
- (2) The permissible verge treatments are—
 - (a) the planting and maintenance of a lawn;
 - (b) the planting and maintenance of a garden provided that—
 - (i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare; and
 - (ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;
 - (c) the installation of an acceptable material; or
 - (d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

2.9 Only permissible verge treatments to be installed

- (1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.
- (2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.

2.10 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment shall—

- (a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;

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- (b) not place any obstruction on or around the verge treatment; and
- (c) not disturb a footpath on the verge.

2.11 Notice to owner or occupier

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

Subdivision 3 - Existing verge treatments

2.12 Transitional provision

- (1) In this clause—
"former provisions" means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.
- (2) A verge treatment which—
 - (a) was installed prior to the commencement day; and
 - (b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,
 is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

Subdivision 4 - Public works

2.13 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority—

- (a) is not liable to compensate any person for that disturbance;
- (b) may backfill with sand, if necessary, any garden or lawn; and
- (c) is not liable to replace or restore any—
 - (i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
 - (ii) sprinklers, pipes or other reticulation equipment.

Division 4 - Property numbers

Subdivision 1 - Preliminary

2.14 Interpretation

In this Division, unless the context requires otherwise—

- "Number"** means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

Subdivision 2 - Assignment and marking of numbers

2.15 Assignment of numbers

The local government may assign a Number to a lot in the district and may assign another Number to the lot instead of that previously assigned.

Division 5 - Fencing

2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act

The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act—

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- (a) a public place, as that term is defined in clause 1.2; and
- (b) local government property.

Division 6 - Signs erected by the local government

2.17 Signs

- (1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.
- (2) A person shall comply with a sign erected under subclause (1).
- (3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.18 Transitional

Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if—

- (a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and
- (b) the condition of use specified is not inconsistent with any provision of this local law.

Division 7 - Driving on a closed thoroughfare

2.19 No driving on closed thoroughfare

- (1) A person shall not drive or take a vehicle on a closed thoroughfare unless—
 - (i) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or
 - (ii) the person has first obtained a permit.
- (2) In this clause—
"closed thoroughfare" means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES

Division 1 - Preliminary

3.1 Interpretation

In this Part, unless the context otherwise requires—

"advertising sign" means a sign used for the purpose of advertisement and includes an "election sign";

"direction sign" means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

"election sign" means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election; and

"portable direction sign" means a portable free standing direction sign; and

"portable sign" means a portable free standing advertising sign.

3.2 Application

Where there is any inconsistency between this Part and the Shire of Chittering Local Laws Relating to Signs, Hoardings and Bill Posting, published in the Government Gazette of 7 August 1992, as

amended by publication in the Government Gazette of 19 August 1993, the provisions of this Part prevail.

Division 2 - Permit

3.3 Advertising signs and portable direction signs

- (1) A person shall not, without a permit—
 - (a) erect or place an advertising sign on a thoroughfare; or
 - (b) post any bill or paint, place or affix any advertisement on a thoroughfare.
- (2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500mm in height nor 0.5m² in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.
- (3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign—
 - (i) on a footpath;
 - (ii) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;
 - (iii) on or within 3m of a carriageway;
 - (iv) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or
 - (v) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.4 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to—

- (a) any other written law regulating the erection or placement of signs within the district;
- (b) the dimensions of the sign;
- (c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;
- (d) whether or not the sign will create a hazard to persons using a thoroughfare; and
- (e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3 – Conditions on permit

3.5 Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions—

- (a) the portable sign shall—
 - (i) not exceed 1m in height;
 - (ii) not exceed an area of 1m² on any side;
 - (iii) relate only to the business activity described on the permit;
 - (iv) contain letters not less than 200mm in height;
 - (v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
 - (vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
 - (vii) be secured in position in accordance with any requirements of the local government;
 - (viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
 - (ix) be maintained in good condition; and

- (b) no more than one portable sign shall be erected in relation to the one building or business.

3.6 Conditions on election sign

If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign—

- (a) being erected at least 30m from any intersection;
- (b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;
- (c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
- (d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
- (e) being maintained in good condition;
- (f) not being erected until the election to which it relates has been officially announced;
- (g) being removed within 24 hours of the close of polls on voting day;
- (h) not being placed within 100m of any works on the thoroughfare;
- (i) being securely installed;
- (j) not being an illuminated sign;
- (k) not incorporating reflective or fluorescent materials; and
- (l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

PART 4 – OBSTRUCTING ANIMALS, VEHICLES OR SHOPPING TROLLEYS

Division 1 - Animals and vehicles

4.1 Leaving animal or vehicle in public place or on local government property

- (1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless that person has first obtained a permit or is authorized to do so under a written law.
- (2) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.
- (3) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

4.2 Prohibitions relating to animals

- (1) In subclause (2), "owner" in relation to an animal includes—
 - (a) an owner of it;
 - (b) a person in possession of it;
 - (c) a person who has control of it; and
 - (d) a person who ordinarily occupies the premises where the animal is permitted to stay.
- (2) An owner of an animal shall not—
 - (a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;
 - (b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or
 - (c) train or race the animal on a thoroughfare.
- (3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

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Division 2 - Shopping trolleys

4.3 Interpretation

In this Division—

"**retailer**" means a proprietor of a shop in respect of which shopping trolleys are provided for the use of customers of the shop; and

"**shopping trolley**" means a wheeled container or receptacle supplied by a retailer to enable a person to transport goods.

4.4 Shopping trolley to be marked

A retailer shall clearly mark its name or its trading name on any shopping trolley made available for the use of customers.

4.5 Person not to leave trolley in public place

A person shall not leave a shopping trolley in a public place other than in an area set aside for the storage of shopping trolleys.

4.6 Retailer to remove abandoned trolley

- (1) If a shopping trolley is found in a public place, other than in an area set aside for the storage of shopping trolleys, the local government may advise (verbally or in writing) a retailer whose name is marked on the trolley of the location of the shopping trolley.
- (2) A retailer shall remove a shopping trolley within 24 hours of being so advised under subclause (1), unless the retailer—
 - (a) requests the local government to collect and deliver the shopping trolley to the retailer; and
 - (b) pays any fee for that collection and delivery (imposed and determined under and in accordance with sections 6.16 to 6.19 of the Act) within the period specified by the local government.

4.7 Retailer taken to own trolley

In the absence of any proof to the contrary, a shopping trolley is to be taken to belong to a retailer whose name is marked on the trolley.

PART 5 - ROADSIDE CONSERVATION

Division 1 - Preliminary

5.1 Interpretation

In this Part—

"**MRWA**" means Main Roads Western Australia;

"**protected flora**" has the meaning given to it in section 6(1) of the Wildlife Conservation Act 1950;

"**rare flora**" has the meaning given to it in section 23F of the Wildlife Conservation Act 1950;

"**Roadside Conservation Committee**" means the Roadside Conservation Committee established under the Land Resource Policy Council within the Office of Premier and Cabinet; and

"**special environmental area**" means an area designated as such under clause 5.7.

5.2 Application

This Part does not apply to the townsite.

Division 2 - Flora roads

5.3 Declaration of flora road

The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the 'Code of Practice for Roadside Conservation and Road Maintenance' prepared by the Roadside Conservation Committee.

5.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA 'flora road' sign.

5.6 Driving only on carriageway of flora roads

- (1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.
- (2) Subclause (1) does not apply where—
 - (a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;
 - (b) there is no carriageway; or
 - (c) an exemption from the application of subclause (1) has been obtained from the local government.

Division 3 - Special environmental areas

5.7 Designation of special environmental areas

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which—

- (a) as protected flora or rare flora; or
- (b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas

The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Division 4 – Planting in thoroughfares

5.9 Permit to plant

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application

In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to—

- (a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and
- (b) the diversity of species and the prevalence of the species which are to be planted or sown.

Division 5 - Clearance of vegetation

5.11 Permit to clear

A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

5.12 Application for permit

In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.11 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

Division 6 - Fire management

5.13 Permit to burn thoroughfare

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall—

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and
- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will—

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or
- (b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government—

- (a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or
- (b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

Division 7 - Firebreaks

5.17 Permit for firebreaks on thoroughfares

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 When application for permit cannot be approved

- (1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20m wide.

- (2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Division 8 - Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting

Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

- (1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.
- (2) The local government may approve an application for a permit under subclause (1) only where—
- (a) the seed is required for a revegetation project in any part of the district; and
 - (b) the thoroughfare, or the relevant part of it, is not a special environmental area.
- (3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions—
- (a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and
 - (b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

PART 6 - TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders

Subdivision 1 - Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires—

"Competition Principles Agreement" means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

"public place" includes—

- (a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and
- (b) local government property,
- (c) but does not include premises on private property from which trading is lawfully conducted under a written law.

"stall" means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

"stallholder" means a person in charge of a stall;

"stallholder's permit" means a permit issued to a stallholder;

"trader" means a person who carries on trading;

"trader's permit" means a permit issued to a trader; and

"trading" includes—

- (a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;
- (b) displaying goods in any public place for the purpose of—
 - (i) offering them for sale or hire;

- (ii) inviting offers for their sale or hire;
 - (iii) soliciting orders for them; or
 - (iv) carrying out any other transaction in relation to them; and
- (c) the going from place to place, whether or not public places, and—
 - (i) offering goods or services for sale or hire;
 - (ii) inviting offers or soliciting orders for the sale or the hire of goods or services; or
 - (iii) carrying out any other transaction in relation to goods or services,but does not include—
 - (d) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;
 - (e) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;
 - (f) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and
 - (g) the selling or hiring or the offering for sale or hire of—
 - (i) goods by a person who represents a manufacturer of the goods; or
 - (ii) services by a person who represents a provider of the services,which are sold directly to consumers and not through a shop.

Subdivision 2 - Permits

6.2 Stallholder's permit

- (1) A person shall not conduct a stall on a public place unless that person is—
 - (a) the holder of a valid stallholder's permit; or
 - (b) an assistant specified in a valid stallholder's permit.
- (2) Every application for a stallholder's permit shall—
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;
 - (c) specify the proposed location of the stall;
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;
 - (e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and
 - (f) be accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

- (1) A person shall not carry on trading unless that person is—
 - (a) the holder of a valid trader's permit; or
 - (b) an assistant specified in a valid trader's permit.
- (2) Every application for a trader's permit shall—
 - (a) state the full name and address of the applicant;
 - (b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;
 - (c) specify the location or locations in which the applicant proposes to trade;
 - (d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;
 - (e) specify the proposed goods or services which will be traded; and
 - (f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.
- (3) The conditions subject to which the local government may approve an application for a trader's permit include that the permit holder is permitted to remain at a particular location for as long as there is a customer making a purchase, but if there is no customer making a purchase the permit holder must move on from that location within a reasonable time of the last purchase having been made.

6.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper is not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

- (1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to—
 - (a) any relevant policies of the local government;
 - (b) the desirability of the proposed activity;
 - (c) the location of the proposed activity;
 - (d) the principles set out in the Competition Principles Agreement; and
 - (e) such other matters as the local government may consider to be relevant in the circumstances of the case.
- (2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds—
 - (a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;
 - (b) that the applicant is not a desirable or suitable person to hold a permit;
 - (c) that —
 - (i) the applicant is an undischarged bankrupt or is in liquidation;
 - (ii) the applicant has entered into any composition or arrangement with creditors; or
 - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property;
 - (d) that the needs of the district, or the part for which the permit is sought are adequately catered for by established shops or by persons who have valid permits to carry on trading or to conduct a stall; or
 - (e) such other grounds as the local government may consider to be relevant in the circumstances of the case.

6.6 Conditions of permit

- (1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include—
 - (a) the place, the part of the district, or the thoroughfare to which the permit applies;
 - (b) the days and hours during which a permit holder may conduct a stall or trade;
 - (c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;
 - (d) the goods or services in respect of which a permit holder may conduct a stall or trade;
 - (e) the number of persons and the names of persons permitted to conduct a stall or trade;
 - (f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;
 - (g) whether and under what terms the permit is transferable;
 - (h) any prohibitions or restrictions concerning the—
 - (i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;
 - (ii) the use of amplifiers, sound equipment and sound instruments;
 - (iii) the use of signs; and
 - (iv) the use of any lighting apparatus or device;
 - (i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;
 - (j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;
 - (k) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;
 - (l) the acquisition by the stallholder or trader of public risk insurance;
 - (m) the period for which the permit is valid; and
 - (n) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.

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- (2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorize another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

- (1) In this clause—

"charitable organisation" means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and

"commercial participant" means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

- (2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on—
- (1) on a portion of a public place adjoining the normal place of business of the applicant; or
 - (2) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.
- (3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

Subdivision 3 - Conduct of stallholders and traders

6.8 Conduct of stallholders and traders

- (1) A stallholder while conducting a stall or a trader while trading shall—
- (a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;
 - (b) not display a permit unless it is a valid permit;
 - (c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the *Weights and Measures Act 1915*; and
 - (d) comply with the provisions of the *Health Act 1911*.
- (2) A stallholder or trader shall not—
- (a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stallholder or trader except with the written approval of the local government;
 - (b) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
 - (c) act in an offensive manner;
 - (d) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
 - (e) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

Division 2 - Street entertainers

Subdivision 1 - Preliminary

6.9 Interpretation

In this Division, unless the context otherwise requires—

"**perform**" includes to play a musical instrument, sing, mime, dance, give an acrobatic or aerobic display or entertain, but does not include public speaking;

"**permit**" means a permit issued for the purpose of clause 6.10;

"**permitted area**" means the area or areas, specified in a permit, in which the permit holder may perform; and

"**permitted time**" means the time or times, specified in a permit, during which the permit holder may perform.

Subdivision 2 - Permits

6.10 Permit required to perform

A person shall not perform in a public place without a permit.

6.11 Variation of permitted area and permitted time

- (1) The local government may by notice in writing to a permit holder vary—
 - (a) the permitted area;
 - (b) the permitted time; or
 - (c) both the permitted area and the permitted time, shown on a permit.
- (2) The local government may direct a permit holder to move from one permitted area to another permitted area, if more than one area is specified in a permit.

6.12 Duration of permit

A permit is valid for a period of 3 months after the date on which it is issued unless it is sooner cancelled under this local law.

6.13 Cancellation of permit

The local government may cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorized person, the performance otherwise constitutes a nuisance.

6.14 Obligations of permit holder

A permit holder shall not in a public place—

- (a) perform wearing dirty, torn or ragged clothing;
- (b) act in an offensive manner; or
- (c) place, install, erect, play or use any musical instrument or any device which emits music, including a loud speaker or an amplifier—
 - (i) other than in the permitted area; and
 - (ii) unless the musical instrument or device is specified in the permit.

Division 3 - Outdoor eating facilities on public places

6.15 Interpretation

In this Division—

"**Facility**" means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

"**permit holder**" means the person to whom a permit has been issued for the purpose of clause 6.16; and

"**public place**" has the meaning given to it in clause 6.1.

6.16 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit.

6.17 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not

- (a) the Facility is conducted in conjunction with and as an extension of food premises which about on the Facility, and whether the applicant is the person conducting such food premises;
- (b) any abutting food premises are registered in accordance with the *Health Act 1911* and whether the use of the premises is permitted under the town planning scheme;
- (c) the Facility will comply with any local law made under section 172 of the *Health Act 1911*;
- (d) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;
- (e) the Facility would—
 - (ii) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
 - (iii) impede pedestrian access; and
- (f) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.18 Obligations of permit holder

- (1) The permit holder for a Facility shall—
 - (a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law and any local law made under section 172 of the *Health Act 1911*;
 - (b) ensure that the eating area is kept in a clean and tidy condition at all times;
 - (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times;
 - (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility; and
 - (e) be solely responsible for all rates and taxes levied upon the land occupied by the Facility.
- (2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.
- (3) In subclause (2), "work" includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

6.20 Use of Facility by public

- (1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.
- (2) A person shall leave a Facility when requested to do so by the permit holder.

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6.21 Temporary removal of Facility may be requested

- (1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service in the event of an emergency.
- (2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7 - PERMITS

Division 1 – Applying for a permit

7.1 Application for permit

- (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).
- (2) An application for a permit under this local law shall—
 - (a) be in the form determined by the local government;
 - (b) be signed by the applicant;
 - (c) provide the information required by the form; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.
- (4) The local government may require an applicant to give local public notice of the application for a permit.
- (5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

- (1) The local government may—
 - (a) approve an application for a permit unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.
- (3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.
- (4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).
- (5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

Division 2 - Conditions

7.3 Conditions which may be imposed on a permit

The local government may approve an application for a permit subject to conditions relating to—

- (a) the payment of a fee;
- (b) the duration and commencement of the permit;
- (c) the commencement of the permit being contingent on the happening of an event;

- (d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (e) the approval of another application for a permit which may be required by the local government under any written law;
- (f) the area of the district to which the permit applies;
- (g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;
- (h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and
- (i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.4 Imposing conditions under a policy

- (1) In this clause—
"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).
- (2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.
- (3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).
- (4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.
- (5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

- (1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.
- (2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 3 - General

7.6 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is—

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 7.10.

7.7 Renewal of permit

- (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.
- (2) The provisions of—
 - (a) this Part; and
 - (b) any other provision of this local law relevant to the permit which is to be renewed,shall apply to an application for the renewal of a permit mutatis mutandis.

7.8 Transfer of permit

- (1) An application for the transfer of a valid permit is to—
 - (a) be made in writing;
 - (b) be signed by the permit holder and the proposed transferee of the permit;

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- (c) provide such information as the local government may require to enable the application to be determined; and
 - (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.
- (2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.
- (3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by—
 - (a) an endorsement on the permit signed by the CEO; or
 - (b) issuing to the transferee a permit in the form determined by the local government.
- (4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

7.10 Cancellation of permit

- (1) Subject to clause 8.1, a permit may be cancelled by the local government on any one or more of the following grounds—
 - (a) the permit holder has not complied with a—
 - (i) condition of the permit; or
 - (ii) provision of any written law which may relate to the activity regulated by the permit; or
 - (b) if it is relevant to the activity regulated by the permit—
 - (i) the permit holder has become bankrupt, or gone into liquidation;
 - (ii) the permit holder has entered into any composition or arrangement with creditors; or
 - (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.
- (2) On the cancellation of a permit the permit holder—
 - (a) shall return the permit as soon as practicable to the local government; and
 - (b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8 - OBJECTIONS AND APPEALS

8.1 Application of Part 9 Division 1 of Act

When the local government makes a decision—

- (a) under clause 7.2(1); or
- (b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Regulations apply to that decision.

PART 9 - MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting

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on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

- (1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.
- (2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

10.1 Offence to fail to comply with notice

Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice

Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

Subdivision 1 - General

10.3 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

10.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

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- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.
- (3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that—
 - (a) commission of the prescribed offence is a relatively minor matter; and
 - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Forms

Unless otherwise specified, for the purposes of this local law—

- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
- (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
- (c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

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SCHEDULE 1
PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.1(a)	Plant of 0.75m in height on thoroughfare within 6m of intersection	100
2.1(b)	Damaging lawn or garden	100
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	100
2.1(d)	Placing hazardous substance on footpath	100
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	300
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	100
2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	100
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	100
2.2(1)(b)	Throwing or placing anything on a verge without a permit	100
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	100
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	200
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	200
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	300
2.2(1)(h)	Felling tree onto thoroughfare without a permit	100
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	100
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	300
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	100
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	100
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	100
2.3(1)	Consumption or possession of liquor on thoroughfare	100
2.4(1)	Failure to obtain permit for temporary crossing	200
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	300
2.9(1)	Installation of verge treatment other than permissible verge treatment	200
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	100
2.11	Failure to comply with notice to rectify default	100
2.17(2)	Failure to comply with sign on public place	100
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	300
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	100
3.2(3)	Erecting or placing of advertising sign in a prohibited area	100
4.1(1)	Animal or vehicle obstructing a public place or local government property	100
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	100
4.2(2)(b)	Animal on public place with infectious disease	100
4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	100
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	100
4.5	Person leaving shopping trolley in public place other than trolley bay	100
4.6(2)	Failure to remove shopping trolley upon being advised of location	100

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CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	200
5.9	Planting in thoroughfare without a permit	200
5.11	Failure to obtain permit to clear a thoroughfare	500
5.13	Burning of thoroughfare without a permit	500
5.17	Construction of firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	300
6.2(1)	Conducting of stall in public place without a permit	300
6.3(1)	Trading without a permit	300
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	100
6.8(1)(b)	Stallholder or trader not displaying valid permit	100
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	100
6.8(2)	Stallholder or trader engaged in prohibited conduct	100
6.10	Performing in a public place without a permit	100
6.11(2)	Failure of performer to move onto another area when directed	100
6.14	Failure of performer to comply with obligations	100
6.16	Establishment or conduct of outdoor eating facility without a permit	300
6.18	Failure of permit holder of outdoor eating facility to comply with obligations	100
6.20(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	50
6.20(2)	Failure to leave outdoor eating facility when requested to do so by permit holder	50
7.5	Failure to comply with a condition of a permit	100
7.9	Failure to produce permit on request of authorized person	100
10.1	Failure to comply with notice given under local law	100

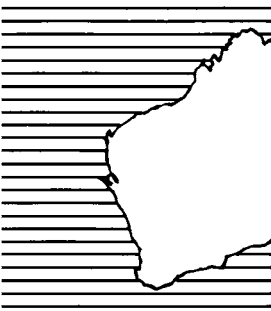
Dated this 6th day of April 2001

The Common Seal of the Shire of Chittering was affixed in the presence of—

P. C. STONEHOUSE, President
R. P. HOOPER, Chief Executive Officer



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BUSH FIRES ACT 1954

SHIRE OF CHITTERING

BUSH FIRE BRIGADES
LOCAL LAW 2012

**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF CHITTERING

BUSH FIRE BRIGADES LOCAL LAW 2012

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**BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995**

SHIRE OF CHITTERING

BUSH FIRE BRIGADES LOCAL LAW 2012

Under the powers conferred by the *Bush Fires Act 1954*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Chittering resolved on 19 December 2012 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Chittering Bush Fire Brigades Local Law 2012*.

1.2 Commencement

This local law comes into operation 14 days after it is published in the *Government Gazette*.

1.3 Interpretation

(1) In this local law unless the context otherwise requires—

Act means the *Bush Fires Act 1954*;

Active Member has the meaning given in clause 4.6 of the Rules;

Department means the Department of Fire and Emergency Services established by section 5 of the *Fire and Emergency Services Act 1998*;

Auxiliary Member has the meaning given in clause 4.3;

Brigade area is defined in clause 2.2(1)(b);

Brigade officer means a person holding a position referred to in clause 2.2(1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

Bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

Cadet means any adolescent member of the Brigade between 13 and 15 years of age;

CEO means the chief executive officer of the local government;

Council means the Council of the local government;

District means the district of the local government;

Fire fighting member is defined in clause 4.2;

Local government means the Shire of Chittering;

Regulations means Regulations made under the Act; and

Rules means the Rules governing the operation of Bush Fire Brigades set out in Schedule 1 as varied from time to time under clause 2.5.

(2) In this local law, unless the context otherwise requires, a reference to—

- (a) a Captain;
- (b) a First Lieutenant;
- (c) a Second Lieutenant;
- (d) any additional Lieutenants;
- (e) an Equipment Officer;
- (f) a Secretary;
- (g) a Treasurer;
- (h) a Secretary/Treasurer combined; or
- (i) Training Officer.

means a person holding that position in a bush fire brigade.

1.4 Application

This local law applies to the district.

PART 2—ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1—Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the *Bush Fires Act 1954*.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and Officers of bush fire brigade

(1) On establishing a bush fire brigade under clause 2.1(1) the local government is to—

- (a) give a name to the bush fire brigade;
- (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **brigade area**); and
- (c) appoint—
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a President;
 - (vii) a Secretary;
 - (viii) a Treasurer; or
 - (ix) a Secretary/Treasurer combined; and
 - (x) a Training Officer.

(2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position which are defined in *Schedule 1, Part 3*.

(3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

(4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

(5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

Division 2—Command at a fire

2.3 Ranks within the bush fire brigade

(1) Where under the Act members of the bush fire brigade have command of a fire, the Senior Officer has full control over other persons fighting the fire, and is to issue instructions as to the methods of fire suppression to be adopted by the fire fighters.

(2) Where a Fire Control Officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act, the most senior Fire Control Officer has full control over other persons fighting the fire and is to issue instructions as to the methods of fire suppression to be adopted by the fire fighters in accordance with section 13 of the *Bush Fires Act 1954*.

Division 3—Application of Rules to a bush fire brigade

2.4 Rules

(1) The Rules govern the operation of a bush fire brigade.

(2) A bush fire brigade and each brigade member is to comply with the Rules.

Division 4—Transitional

2.5 Existing bush fire brigades

(1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day—

- (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
- (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
- (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

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(2) In this clause—

commencement day means the day on which this local law comes into operation.

Division 5—Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3—ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1—Local government responsibility

3.1 Local government responsible for structure

The Council is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Brigades to be supplied with Act

The local government is to supply each brigade with a copy of the Act, the Regulations, this local law and any other written laws which may be relevant to the performance of the brigade's functions, and any amendments which are made from time to time.

Division 2—Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include—

- (a) provide leadership and direction to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3—Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of May each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, brigade member/s are to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next brigade annual general meeting.

3.8 Minutes to be tabled before the Bush Fire Advisory Committee

(1) The brigade Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.

(2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the—

- (a) Bush Fire Advisory Committee; or
- (b) Council, if there is no Bush Fire Advisory Committee,

following their receipt under subclause (1).

Division 4—Bush Fire Advisory Committee

3.9 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.10 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.11 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.12 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4—TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following—

- (a) fire fighting members;
- (b) auxiliary members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Auxiliary members

Auxiliary members are those persons being at least 16 years of age who provides varied support to the Brigade.

4.4 Cadet members

Cadet members are—

- (a) to be aged 13 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Authority's rank structure.

4.5 Honorary life member

(1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

(2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Bush Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5—APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6—EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it—

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

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6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 28 February in order to be considered in the next following local government budget.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

Schedule 1

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

Part 1—Preliminary

1. Interpretation

In these Rules, unless the context otherwise requires—

absolute majority means more than half of the total votes of those eligible to vote (including those absent and those present but not voting);

active member is defined under the requirements of clause 4.6;

AGM means Annual General Meeting;

BFAC means the Shire of Chittering Bush Fire Advisory Committee;

brigade means a Volunteer Bush Fire Brigade including any Incident Support Brigade currently registered with the local government;

CBFCO Chief Bush Fire Control Officer appointed by the local government according to the Act;

Code of Conduct Policy means the *Shire of Chittering Code of Conduct—Staff, Volunteers and Contractors Policy* which clarifies the standards of behaviour that are expected of all staff, volunteers and contractors of the Shire of Chittering in the performance of their duties;

committee consists of Office Bearers of the brigade as provided for under Clause 6 of these rules;

executive committee (if appointed) consists of Office Bearers of the Brigade as provided for under clause 6;

DFES means the Department of Fire and Emergency Services

financial year means the period commencing on 1 April each year and ending on 31 March in the following year;

fire fighter means a male or female member of a Brigade with the competency and currency to carry out operational fire fighting duties and be a minimum of sixteen (16) years of age. The member will be entitled to one (1) vote at their Brigade meetings;

fire season means the period of the Restrictive and Prohibited burning periods or as extended or shortened by the CBFCO and endorsed by the local government;

local laws means the *Shire of Chittering Bush Fire Brigades Local Law 2012*;

management support means a male or female member of the Incident Support Brigade with the competency and currency to carry out operational support duties and be a minimum of sixteen (16) years of age;

non-fire season means the period not already defined as the fire season for that year;

normal brigade activities as defined in section 35A of the Act;

office bearers means those appointed in accordance with clause 3;

ordinary meeting means any meeting of the Brigade other than the AGM or a special meeting;

proxy vote means the written authority given to a member present to cast a vote for another member who is absent from the meeting;

Part 2—Objectives and Values

2.1 Objectives

The Brigade shall undertake the following objectives—

- (a) provide timely, efficient and effective emergency services;
- (b) minimize the impact of emergencies on the community;
- (c) work with the community to increase bush fire awareness and fire prevention;
- (d) ensure that active Members' training requirements are maintained and documented to meet DFES standards;

- (e) ensure all operational equipment is serviceable and available for emergencies;
- (f) provide an environment where every individual is treated with respect, and which is free from discrimination or harassment;
- (g) uphold the *Code of Conduct Policy*; and
- (h) service the needs of the community and work cohesively with other agencies.

2.2 Values and Code of Conduct

- (1) Members are to adopt the Brigade values at all times when representing the Brigade in accordance with the *Code of Conduct Policy*.
- (2) The Brigade values include—
 - (a) Put the community first;
 - (b) Act with integrity and honesty;
 - (c) Work together as a committed team;
 - (d) Strive to keep ourselves and others safe;
 - (e) Respect and value the contribution of others;
 - (f) Have open and honest two way communication; and
 - (g) Continuously develop our skills to improve our service to the community.

Part 3—The Duties and Responsibilities of Brigade Office Bearers

- (1) The Office Bearers of the brigade should be able to demonstrate current competencies for the position of office they are nominated for, or give an undertaking to complete any training requirements prior to accepting the nomination or undertaking the duties and responsibilities of the said position.
- (2) Nominations are subject to the approval of the CBFCO. Such approval may be conditional on the nominee undertaking further training or other necessary arrangements to satisfy the competency requirements.
- (3) An Office Bearer is entitled to hold a maximum of one (1) additional administrative position within the brigade, however, the Captain cannot also be a Lieutenant and vice versa.

3.1 Captain

- (1) The Captain of the brigade shall be responsible for the leadership and management of brigade operations.
- (2) As a role model and mentor for members, the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its members.
- (3) The position reports to the CBFCO on brigade related matters.
- (4) Duties and responsibilities of the Captain include—
 - (a) Demonstrate positive leadership and mentor members;
 - (b) If the Captain is the senior officer at an incident;
 - (i) command, control and confidently manage activities at emergency incidents
 - (ii) to ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required;
 - (iii) maintain some form of personal incident diary with a record of events and decisions that occur at an incident;
 - (iv) conduct Brigade briefings and post incident analysis of any incident involving fire fighting, incident support or management issues;
 - (v) to endeavour to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with training recommendations;
 - (vi) to undertake responsibility for the proper management and maintenance of Brigade property and equipment to the best of their ability;
 - (vii) ensure conduct of members is in accordance with the *Code of Conduct Policy*; and
 - (viii) report any injuries of personnel or damage to fire fighting vehicles or equipment immediately to the CBFCO.
- (5) In the absence of the Captain, the next senior officer of the brigade has authority to exercise the powers of the Act delegated to the Captain (Part IV Section 44(1)).
- (6) Qualifications—

Qualifications	Experience	Competency Required
Fire fighting and or support experience	Minimum 3 years	Competent
Induction and Introduction to Fire fighting		Competent
Bush Fire fighting Modules		Competent
Sector Commander		Competent
Structural Fire fighting		Competent
AIIMS Awareness		Competent

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3.2 Fire Control Officer (FCO)

(1) A FCO is a delegated representative of the local government responsible for the administration of provisions within the Act. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.

(2) A member of the Brigade may be nominated for this position at the Brigade AGM.

(3) Fire Control Officers are nominated by the brigade to the Bush Fire Advisory Committee. The nomination is considered by BFAC and the CBFCO and if appropriate it is forwarded to the local government for its consideration and ratification.

(4) Duties and responsibilities of the FCO include—

- (a) authorise permits for hazard reduction burns within the local government in accordance with the Act;
- (b) identify and conduct risk assessments of fire hazards within the local government;
- (c) perform duties prescribed by the Act and authorised by the local government;
- (d) may take overall control of fire suppression activities or operational incidents where the local government is the Controlling Agency;
- (e) maintain a personal incident diary to include a record of events and decisions during an incident;
- (f) conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues.

(5) Qualifications—

Qualifications	Experience	Competency Required
Fire fighting experience	Minimum 4 years	Competent
Induction and Introduction to Fire fighting		Competent
Bush Fire fighting Modules		Competent
Sector Commander		Competent
Structural Fire fighting		Competent
AIIMS Awareness		Competent
Fire Control Officer		Competent

3.3 Lieutenant

(1) The Lieutenant of a brigade is responsible for the operational management of members during brigade activities. The position is required to provide operational support to the Captain in managing the brigade. The position reports to the Captain on all matters relevant to the functioning of the Brigade and/or personnel they are supervising.

(2) The Brigade should appoint a minimum of two (2) Lieutenants. Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a brigade to be more than four (4), as decided by the Committee, a request is to be submitted in writing to the CBFCO for endorsement.

(3) The brigade must rank all Lieutenants numerically according to seniority including length of service and relevant skills.

(4) Duties and Responsibilities

Duties and responsibilities of a Lieutenant include—

- (a) provide support to the Captain and assist with the operational management of the brigade;
- (b) in the absence of the Captain administer all powers and responsibilities of the Act (Part IV Section 44(1));
- (c) command and manage members during emergencies and other brigade related incidents and activities;
- (d) maintain a personal incident diary with a record of events that occur during all incidents if assuming the role of the most Senior Officer;
- (e) in the absence of a more Senior Officer, conduct brigade briefings and post incident analysis of any incident involving fire fighting or management issues;
- (f) encourage positive interaction and teamwork between members;
- (g) ensure DFES standing operating procedures are adhered to at brigade activities;
- (h) to endeavour to ensure active members engaged in brigade activities are allocated tasks relevant to their competencies;
- (i) work cohesively with the brigade Training Officer to conduct training activities for active members;
- (j) to ensure the behaviour of members is in accordance with the *Code of Conduct Policy*.

(5) Qualifications—

Qualifications	Experience	Competency Required
Fire fighting and or support experience	Minimum 3 years	Competent
Induction and Introduction to Fire fighting		Competent
Bush Fire fighting Modules		Competent
Structural Fire fighting theory and/or practical		Competent
Sector Commander		Competent

3.4 President

- (1) The President presides over all brigade meetings. The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.
- (2) The position reports to the Captain on administrative matters pertinent to the brigade. In the absence of the President, the Captain or next most Senior Officer may preside over a meeting.
- (3) The President shall perform the following functions—
 - (a) preside over all brigade meetings;
 - (b) ensure meeting procedure and protocol is maintained;
 - (c) promote the aims and objectives of the brigade where possible;
 - (d) advise the brigade on administrative matters;
 - (e) report brigade matters to the Captain;
 - (f) promote open fair discussion during debate in relation to brigade matters; and
 - (g) ensure minutes of meetings are signed and dated by the President.
- (4) Qualifications must include—
 - (a) Understanding of meeting procedures; and
 - (b) Demonstrated ability to conduct and manage meetings.

3.5 Secretary

- (1) The Secretary is to record and manage administrative matters of the brigade. The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.
- (2) The position reports to the President on administration matters relevant to the brigade. This position may be held in conjunction with the Treasurer position.
- (3) The Secretary shall perform the following functions—
 - (a) Ensure members receive notification of brigade meetings in accordance with Schedule 1, Part 5—Meetings of the brigades;
 - (b) Where deemed appropriate, prepare an agenda for brigade meetings and distribute to members prior to meetings;
 - (c) Ensure minutes of brigade meetings are recorded and where ever possible, distributed to all members prior to next meeting;
 - (d) Document and record all brigade correspondence;
 - (e) Ensure brigade information is disseminated to all listed members;
 - (f) Make available circulars and other information to members;
 - (g) Work cohesively with local government management and administration staff on matters relevant to brigade administration.
- (4) Qualifications must include—
 - (a) Demonstrated ability to take minutes;
 - (b) Demonstrated record keeping and filing skills;
 - (c) An understanding of meeting procedure; and
 - (d) Developing computer skills.

3.6 Treasurer

- (1) The role of the Treasurer is to manage and report on all financial matters relevant to the brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade. The position reports to the President on financial matters relevant to the brigade. This position may be held in conjunction with the Secretary position.
- (2) The Treasurer shall perform the following functions—
 - (a) Manage financial affairs including budgets of the brigade;
 - (b) Maintain brigade financial records and provide detailed reports of income and expenditure at meetings;
 - (c) Work cohesively with the local government management and administration staff on matters pertinent to brigade financial matters, including providing copies of financial statements if required.

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- (3) Qualifications must include—
- (a) Knowledge and understanding of accounting principles; and
 - (b) Developing computer skills.

3.7 Brigade Training Officer

(1) The Brigade Training Officer is responsible for the management and co-ordination of brigade training in conjunction with the Local Government Training Coordinator, including the documentation of these activities. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade.

- (2) Duties and Responsibilities of the Brigade Training Officer may include—
- (a) Endeavour to ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES;
 - (b) Endeavour to ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
 - (c) Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the Local Government Training Coordinator as required;
 - (d) Provide mentoring for members who express an interest in training to encourage future facilitators; and
 - (e) Represent the brigade at Chittering Fire Services training committee meetings.

3.8 Assistant Training Officer (Optional)

(1) The brigade may nominate an Assistant Training Officer to provide support to the substantive position. In the absence of the Brigade Training Officer the Assistant Training Officer assumes the responsibilities of that position and shall have a Proxy Vote at the training committee meetings.

(2) Duties and Responsibilities of the Assistant Training Officer are the same as those for the Brigade Training Officer.

3.9 Brigade Equipment Officer

(1) The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment and stock levels of personal protective equipment. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment. The position may be inclusive to an operational position held within the brigade.

- (2) The equipment officer shall perform the following functions—
- (a) Manage brigade equipment and maintain a register of all assets;
 - (b) Coordinate and record maintenance of brigade equipment;
 - (c) Report all damage of brigade equipment or property to the Captain immediately;
 - (d) Manage brigade requests for replacement items and equipment; and
 - (e) Compile documentation of replacement items and submit to the CBFCO.

3.10 Assistant Equipment Officer (Optional)

(1) The brigade may nominate an Assistant Equipment Officer to provide support to the substantive position. In the absence of the Brigade Equipment Officer the Assistant Equipment Officer assumes the responsibilities of that position and shall have a Proxy Vote at equipment committee meetings.

(2) Duties and Responsibilities of the Assistant Equipment Officer are the same as those for the Brigade Equipment Officer.

Part 4—Membership

4.1 New Membership Application

- (1) A new member is to complete a DFES volunteer nomination form and accept the conditions for membership.
- (2) A minimum of two (2) Committee members, including the Captain, should decide whether to recommend the application to the CBFCO.
- (3) The CBFCO must endorse the application.

4.2 Dual Membership

- (1) A member may be a member of another local government brigade.
- (2) A member may not be a member of another brigade within the local government unless they have the written permission of the CBFCO. This permission may be conditional.

4.3 Conditions of Membership

- (1) The conditions of membership shall refer to—
- (a) Fire Fighters;
 - (b) Management Support;
 - (c) Auxiliary Members; and
 - (d) Cadets.

(2) A new member is required to complete the necessary Fire Fighter Training Courses as required by the local government prior to commencing active and unsupervised Fire Fighter duties.

(3) Competency in these Training Courses shall be the minimum acceptable standard required for a Fire Fighter to perform active and unsupervised fire fighting duties. Currently this includes Induction, Introduction to Fire Fighting and Bush Fire Fighting training Courses—

- (a) Members must comply with the legislative requirements of the—
 - (i) *Bush Fires Act 1954 (WA)*;
 - (ii) *FES Act 1998 (WA)*; and
 - (iii) *Equal Opportunity Act 1984 (WA)*.
- (b) Members must act within the—
 - (i) Local guidelines and policies of individual brigade;
 - (ii) Brigade's local policies;
 - (iii) *Code of Conduct Policy*;
 - (iv) Competency and commitment requirements for an active volunteer Fire Fighter or Operation and Management Support roles as required by the CBFCO; and
 - (v) Westplan Bushfire.
- (c) Members must maintain currency of the appropriate licenses to be able to operate brigade vehicles. Any traffic offence that results in a suspension or loss of license must be reported to the CBFCO and the member must comply with the terms of their suspension.

4.4 Decision on Application for Membership

- (1) At the meeting of the Committee, the brigade Office Bearers may—
 - (a) Accept the application;
 - (b) Defer the application for further consideration; or
 - (c) Refer the application to the CBFCO for consideration.
- (2) The President must contact the applicant in writing within fourteen (14) days of a final decision by the brigade or the CBFCO.
- (3) The applicant has the right to appeal the decision of the Committee. The appeal should be in writing addressed to the CBFCO.

4.5 Induction

All new members shall be—

- (a) introduced to brigade members and shown all brigade facilities during induction;
- (b) instructed about any safety requirements;
- (c) made aware of brigade duties and responsibilities;
- (d) provided with a mentor/s until such time as they are familiar with Normal Brigade Activities;
- (e) provided with a copy of the Shire of Chittering *Code of Conduct Policy—Staff, Volunteers and Contractors*; and
- (f) made aware of local brigade guidelines and policies if any exist within that brigade.

4.6 Membership Requirements (Brigade Commitments)

- (1) Members are required to maintain currency in brigade activities and training to be deemed as an Active Member and or be granted special considerations due to extenuating circumstances.
- (2) Brigade Activities—
 - (a) During the Fire Season members are required to attend a minimum of one (1) brigade ordinary meeting or other brigade activity or incident.
 - (b) During the Non-Fire Season members are required to attend a minimum of one (1) brigade ordinary meeting or other brigade activity or incident.
- (3) Brigade Training—
 - (a) During the Fire Season members are required to attend and participate at a minimum of one (1) brigade training activity or incident.
 - (b) During the Non-Fire Season members are required to attend and participate at a minimum of one (1) brigade training activity or incident.
- (4) If extenuating circumstances apply that a member is unable to meet brigade commitments, it shall be the responsibility of the member to notify the Committee, in writing to advise of the circumstance, and the Committee will acknowledge in writing any special considerations to the member.
- (5) The Training Officer should endeavour to make alternative arrangements for the member to meet the requirements wherever possible.

4.7 Failure to Comply with Commitments

- (1) Should an active member of a brigade fail to comply with section 4.6 correspondence will be forwarded to the member requesting contact be made with the brigade to indicate the intentions of the member's status.

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(2) The Brigade Member may—

- (a) respond to the correspondence providing a reasonable explanation and request for alternative arrangements to be made for training or meeting obligations.
- (b) request in writing for Leave of Absence from brigade commitments due to personal circumstances.
- (c) terminate their membership.

(3) If a member fails to respond to the correspondence within fourteen (14) days a subsequent letter will be forwarded from the Committee putting the member on final notice. Should a member fail to acknowledge the final notice within fourteen (14) days, the membership shall be terminated, to take effect from the date of the final notice.

4.8 Change of Members Details

The local government and DFES are to be notified of any change of personal details of a member. The brigade will complete a DFES volunteer application form and forward it to the CBFCO within fourteen (14) days of the change.

4.9 Leave of Absence

(1) A member may at any time request a Leave of Absence from all brigade commitments for a period not to exceed twelve (12) consecutive months.

(2) The application should be made in writing and addressed to the Captain.

(3) On completion of the Leave of Absence period the member must complete a Membership Update Form if deemed necessary providing any change of details and forward to the Captain and CBFCO.

(4) On completion of the Leave of Absence period the member must undertake any refresher training required before resuming active fire fighting duties. If the request for Leave of Absence is for a medical condition the member must provide confirmation of fitness to the satisfaction of the CBFCO to be able to resume active duties.

4.10 Grievance Process / Disciplinary Action

(1) The brigade is committed to providing an environment in which all persons can expect to be treated equally and with respect.

(2) All members are to have an understanding of the *Shire of Chittering Policy and Procedures Grievance Staff and Volunteers* and any other brigade policies as applicable. These hard copy documents are to be made available at each fire station or can be obtained from the local government.

(3) A grievance is any serious allegation, dispute or claim, arising during any training or activity involving the brigade, in relation to an act committed by a member. Examples that may be considered a grievance include acts that—

- (a) constitute a breach of the Rules;
- (b) contravene the values of the Rules or the *Code of Conduct Policy*;
- (c) bring the brigade and or the Chittering Fire Service into disrepute;
- (d) contravene any reasonable direction given by the Captain or the delegated authority;
- (e) disregard brigade regulations and policies or procedures;
- (f) jeopardize the safety of the member or others; and/or
- (g) result in the member being convicted of, an offence for which an offender may be imprisoned.

(4) Where a grievance arises, an investigation must be conducted by the Committee (and the CBFCO if necessary) in accordance with the Grievance Process.

(5) During the investigation it may be determined that the member should be suspended from all or part of brigade activities, subject to the CBFCO's approval. If a member is to be suspended during the investigation the CBFCO should notify the member in writing of the terms of the suspension, including the reason for the suspension and the time period. The time period for suspension during an investigation, should not exceed three (3) consecutive months.

When an investigation is complete a report will be provided by the investigating officer to the CBFCO outlining the process of the investigation, the conclusions drawn and any recommended action.

(6) Disciplinary action in relation to the member may include—

- (a) suspension of membership;
- (b) termination of membership; or
- (c) any other reasonable disciplinary action as determined by the Committee in consultation with the CBFCO.

(7) If a disciplinary suspension is imposed, the CBFCO must notify the member in writing that they are suspended, including the suspension period and reason for suspension. Suspension may be from complete or specific brigade duties and activities.

(8) The period of disciplinary suspension shall be determined by the CBFCO in consultation with the President.

(9) On completion of the suspension period the member may be required to undertake refresher training before resuming active fire fighting duties which will be supervised and or acknowledged by the Captain.

(10) If a membership is to be terminated, the President with the approval of the CBFCO will notify the member in writing, and provide a reason for termination.

(11) Where a membership is terminated, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

4.11 Termination by the Member

(1) A member can decide to resign from brigade activities and terminate their membership by providing written notification to the Committee.

(2) Where a member resigns, all property owned by the local government should be returned to the local government within fourteen (14) days of giving notice. Failure to meet these conditions may require the local government to seek reimbursement of costs against the member.

4.12 Rights of a Volunteer Member

(1) A member shall not be suspended or dismissed from any brigade duty without an opportunity to defend the allegation.

(2) Any member may lodge a written objection to the CBFCO should they consider they have been unfairly dealt with by the Committee.

(3) The CBFCO shall consider the objection and deal with it in consultation with the Committee. This may include either—

- (a) dismissing the objection;
- (b) variation to the decision; or
- (c) revoking the original decision; and
 - (i) imposing an independent decision; or
 - (ii) referring the matter back to the Committee to reconsider the decision.

Part 5—Meetings of the Brigade

5.1 Ordinary meetings

(1) The brigade may at any time call an Ordinary Meeting of its members.

(2) The brigade shall hold a minimum of one (1) Ordinary Meeting between 1 July and 30 June each year or as they deem necessary.

5.2 Annual General Meeting

(1) The brigade shall hold an AGM in the month of May each calendar year.

(2) A report may be presented to the membership by each Committee Member.

(3) At this meeting all Committee and Brigade Officer positions will be declared vacant.

(4) All equipment and documentation relevant to each position is to be made available for auditing at the AGM.

(5) The CBFCO or proxy will act as returning officer during the election of the new Committee and brigade officer positions.

(6) The incoming Committee will assume the positions at the close of the AGM.

(7) Any outgoing Committee Member is to conduct a handover to the new incumbent.

(8) All minutes of the AGM including financial statements are to be lodged with the CBFCO for submission to the local government within a period no later than twenty-one (21) days of the AGM.

5.3 Special Meeting

(1) The President may at any time convene a special meeting of the brigade.

(2) The Secretary of the brigade must convene a special meeting when a written request is made by not less than ten (10) or fifty (50) percent (whichever is least) active members of the brigade.

(3) The names of the members requesting the special meeting are to be recorded in the minutes of the meeting.

5.4 Notice of a Meeting

(1) Notice of any special meeting of the brigade, must be given to all members of the brigade eligible to vote at least seventy two (72) hours before the commencement of the meeting.

(2) Notice of the AGM of the brigade must be given to all members of the brigade eligible to vote, as well as the CBFCO, at least thirty (30) days before the commencement of the meeting.

(3) Notice of any Ordinary Meeting of the brigade must be given to all members of the brigade eligible to vote, as well as the CBFCO, at least seven (7) days before the commencement of the meeting.

(4) Notice of a special meeting or AGM—

- (a) must be given by the Secretary;
- (b) may be given by written notice to each member—
 - (i) Personally, by post or electronic email; or
 - (ii) By a notice published in a newspaper circulating in the area of the brigade;
- (c) must set out the date, time, and venue of the meeting;
- (d) must be signed by the Secretary or, in the case of a special meeting, by the person convening the meeting; and
- (e) must set out an agenda for the meeting.

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5.5 Quorum

A quorum for all brigade meetings—

- (a) shall consist of not less than six (6) Active Members who are eligible to vote or thirty (30) percent of Active members whichever is least. This shall include a minimum of two (2) Committee members.
- (b) No formal business is to be transacted at a meeting of the brigade unless a quorum of members is present.
- (c) A member is not deemed to be active and cannot be considered as a quorum number, unless special considerations due to extenuating circumstances as mentioned under section 4.6 or Leave of Absence have been granted.

5.6 Voting

- (1) Each Active Member shall be entitled to one (1) vote.
- (2) In the event of an equality of votes, the President may exercise the deciding vote.
- (3) Votes may be counted by either—
 - (a) formal secret ballot; or
 - (b) informal show of hands.
- (4) A member is not deemed to be active and is unable to cast a vote at any meeting of the brigade, unless all requirements in regards to brigade training and activities as set out under section 4.7 have been satisfied.
- (5) Each Auxiliary Member shall be entitled to one (1) vote at all brigade meetings.

5.7 Procedure at Meetings

Meeting procedures and protocols are to be in accordance with the brigade's meeting procedures and protocol guidelines.

Part 6—Committee

6.1 Meetings

- (1) Each brigade shall have a Committee. The Committee shall convene a meeting of all members each calendar month or as required.
- (2) Any functions of the brigade may be delegated to the Committee provided that a motion approving of the delegation has been carried at either an Ordinary Meeting or AGM.
- (4) The Committee shall consist of the following Office Bearers—
 - (a) President
 - (b) Secretary
 - (c) Treasurer
 - (d) Captain
 - (e) Additional members at the decision of the Committee.
- (4) The Committee will be responsible for the management and administration of the brigade. The brigade officers are responsible for all operational requirements of the brigade.
- (5) A motion carried by the vote of a majority of those present at a Committee meeting shall be accepted as the decision of the Committee.
- (6) Each registered Committee Member present at a meeting of the Committee shall be entitled to one (1) vote. In the event of an equality of votes the President will be entitled to a second or casting vote.
- (7) The Secretary must keep accurate minutes of the meeting.
- (8) Minutes of these meetings shall be made available to members of the brigade.
- (9) All elected positions are for a term of twelve (12) consecutive months.

Part 7—Brigade Elections

7.1 Nomination of Candidates for Brigade Elections

- (1) Any person accepting a nomination for a Committee position must be competent and qualified to perform the duties and responsibilities of that position.
- (2) The Secretary shall advise the President of the brigade at the general meeting prior to the AGM that nominations are required to be presented at the AGM.
- (3) A person can only be nominated by an Active Member.
- (4) A nomination must be endorsed by a second Active Member filling out a Nomination Form in the form of Schedule 2.
- (5) Each member is only entitled to nominate one (1) person per position.
- (6) A nomination may be made—
 - (a) in writing to be received by the Committee before the official close of nominations; or
 - (b) verbally at a general meeting prior to the AGM.
- (7) Nominees must sign or indicate acceptance of nomination.
- (8) Nominees for operational Brigade Officer positions must meet the minimum requirements for training as set out under section 3 of these rules.

(9) Nominees for Brigade Officer positions must accept all requirements imposed by the brigade or legislation.

(10) The Committee will assist and mentor new Brigade Officers in their new roles.

(11) The CBFCO or a proxy may act in the position as returning officer during the election of office bearers at the AGM if requested by the brigade.

7.2 Conduct of Elections

(1) Positions should be determined by vote in the ascending order of preference—

Order	Officer	Term
1	President	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Training Officer	1 year
7	Equipment Officer	1 year
8	FCO Nominations Only	2 year
9	Other	1 year

(2) Any additional positions to the Committee or the Brigade Officers must be authorised by the CBFCO prior to the appointment of the position. All positions are to be elected in accordance with section 7.1 of the Rules.

(3) The BFAC will consider all nominations for the position of the Fire Control Officers based on the delegates nominated by the brigades and refer those nominations to the local government for approval.

7.3 Absentee Votes

The sealed envelope containing the absentee vote must be received prior to the tally of votes for the nominated position. The name of the person casting the absentee vote and the signature of the person must be contained within the sealed envelope.

7.4 Supplementary Elections

Where a supplementary election must be held due to a vacancy in a position as a result of an early resignation or other reason, the Committee, by majority vote, will appoint a temporary office to agreeable consenting Active Member for the remaining term of the vacant position.

Part 8—General Accounting Matters

8.1 Accounts at Financial Institutions

(1) The brigade must disclose where brigade account(s) are to be held for the ensuing Financial Year at each AGM and record this information within the minutes of the AGM.

(2) The brigade must have three (3) Committee Members to act as signatories for the brigade accounts each Financial Year.

(3) A minimum of two (2) signatures is required on any brigade account cheque or bank transaction form.

(4) All brigade purchases are to be approved by the Committee.

(5) All accounts raised, works undertaken or goods to be purchased by the brigade must be authorised in advance by the President or, if the President is not available, then the next senior committee person.

(6) All accounts raised, works undertaken or goods to be purchased need to be ratified by the brigade at the next Ordinary Meeting.

(7) All funds raised by the brigade are to be used for the purpose of improving the profile and operation of the brigade and its members.

(8) All cheques issued must be accompanied by the appropriate documentation (invoice or monthly account).

(9) All money received by the brigade or by a member on behalf of the brigade must be recorded in the brigade financial records.

8.2 Financial Reports

(1) The brigade must, at each AGM, present an independently audited financial report for the previous 12-month period or since the last AGM.

(2) The financial report must include—

- a Statement of Receipts and Payments;
- a Bank Reconciliation Statement;
- notes detailing any outstanding receipts or payments; and
- a Balance Sheet and Inventory of Assets held by the brigade.

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- (3) The brigade, in conjunction with the local government will appoint an auditor not being a brigade member for the ensuing financial year.
- (4) If an auditor resigns during the financial year, the brigade in conjunction with the local government must appoint a replacement at its next Ordinary Meeting.
- (5) The Treasurer must present the auditor's report to the AGM.
- (6) The audited report will be forwarded to the CBFCO for the information of the local government.

Schedule 2
NOMINATION FORM

(Clause 7.1(4))

Shire of Chittering Volunteer Bush Fire Brigade
(Name of Brigade)

I as an active member of
..... Volunteer Bush Fire Brigade hereby nominate for the position of—

Captain		Lieutenant	
Fire Control Officer		President	
Secretary		Treasurer	
Training Officer		Equipment/Comms Officer	
First Aid Officer		Station/Callout Attendant	

(If nominating for more than one position, separate forms are required)

I as an active member of
..... Volunteer Bush Fire Brigade hereby endorse the above nomination.

Full name of Nominee:

Address:

Contact Details—

Home:

Mobile:

E-mail:

DFES Identification Number:

I certify that I have read and understand the duties and responsibilities for the position I have been nominated as specified under the Volunteer Bush Fire Brigade Rules and that I have currency in all the competencies required. I understand that if I do not have currency in all the competencies required I can still be nominated subject to the approval of the CBFCO. Such approval may be conditional on further training or other arrangements as deemed necessary.

.....
Signature

.....
Date

Received by Secretary/Returning Officer—

.....
Signature

.....
Date

The Common Seal of the Shire of Chittering was affixed by authority of a resolution of the Council in the presence of—

A. DOUGLAS, Shire President.
G. TUFFIN, Chief Executive Officer.

CEMETERIES ACT 1989*Shire of Chittering*

Cemeteries Local Laws 2003

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CEMETERIES ACT 1989*Shire of Chittering*

Cemeteries Local Law 2003

PART 1—PRELIMINARY**1.1 Citation**

This Cemeteries Local Law 2003 may be cited as the Cemeteries Local Law 2003.

1.2 Application

This Local Law applies to the Chittering Cemetery, Gray Road, Bindoon.

1.3 Interpretation

In this Cemeteries Local Law 2003 unless the context otherwise requires:

“ashes” means so much of the remains of a dead body after the due processes of cremation as may be contained in a standard sized cremation urn;

“authorised officer” means an employee of the Board authorised by the Board for the purposes of performing any function or exercising any power conferred upon an authorised officer by this Cemeteries Local Law 2003;

“CEO” means the chief executive officer of the time being, of the Board;

“Funeral Director” means a person holding a current funeral director’s licence;

“Board” means the Shire of Chittering;

“mausoleum” means a building or construction wholly above or partially above and below ground level, so constructed as to allow the deposition of dead bodies into a compartment in the wall or floor and being sealed from view;

“monumental mason” means a person holding a current monumental mason’s licence;

“personal representative” means the administrator or executor or an estate of a deceased person;

“set fee” refers to fees and charges set by a resolution of the Board and published in the Government Gazette, under section 53 of the Act;

“single funeral permit” means a permit issued by the Board under section 20 or 21 of the Act which entitles the holder to conduct at the cemetery a funeral of a person named in the permit;

“vault” means a below ground lined grave with one or more sealed compartments constructed to specifications approved from time to time by the Board.

PART 2—ADMINISTRATION**2.1 Powers and Functions of CEO**

Subject to any directions given by the Board, the CEO shall exercise all the powers and functions of the Board in respect of the cemetery.

PART 3—APPLICATION FOR FUNERALS**3.1 Application for Burial**

- (1) A person may apply for approval to bury a dead body in the cemetery in the form determined by the Board from time to time.
- (2) An application under subclause (1) is to be accompanied by the set fee.

3.2 Application to be Accompanied by Certificates etc

All applications referred to in clause 3.1 shall be accompanied by either a medical certificate of death or a Coroner's order of burial, and a certificate issued under clause 3.3 in respect of the body.

3.3 Certificate of Identification

(1) After a dead body is placed in a coffin and prior to a dead body being removed to the cemetery, a person who personally knew the deceased shall identify the dead body and shall complete a certificate of identification in the form determined by the Board from time to time; unless:

- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body.

(2) Where:

- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body,

then the Funeral Director shall complete a certificate in the form determined by the Board from time to time.

3.4 Minimum Notice Required

All bookings to hold a funeral shall be made with the Board at least twenty four hours prior to the time proposed for burial on the application, otherwise an extra charge may be made.

PART 4—FUNERAL DIRECTORS

4.1 Funeral Director's Licence Expiry

A funeral director's licence shall expire on the 30th day of June in each year.

4.2 Single Funeral Permits

Every application for a single funeral permit made under section 20 or 21 of the Act shall include coffin specifications and details of the vehicle transporting the dead body to the gravesite.

4.3 Application Refusal

The Board may refuse an application for a single funeral permit if, in the opinion of the Board, either the coffin specifications or the details of the vehicle transporting the dead body to the gravesite are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds.

PART 5—FUNERALS

Division 1—General

5.1 Requirements for Funerals and Coffins

A person shall not bring a dead body into the cemetery unless:

- (a) the Board has approved an application for the burial of that dead body in accordance with Part 3 of this Cemeteries Local Law 2003.;

- (b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid;
- and
- (c) under the plate referred to in paragraph (b) there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height.

5.2 Funeral Processions

The time fixed by the Board for any burial shall be the time which the funeral procession is to arrive at the cemetery gates, and, if not punctually observed, then the applicant who applied to hold the funeral under clause 3.1 shall pay the set fee for being late.

5.3 Vehicle Entry Restricted

- (1) Subject to clause 5.3(2) every funeral procession shall enter by the principal entrance, and no vehicle except the hearse, and official mourning coaches, shall be permitted to enter the cemetery.
- (2) This clause shall not apply to persons using wheelchairs or motorised wheelchairs.

5.4 Vehicle Access and Speed Limitations

Vehicles shall proceed within the cemetery by the constructed roadway or other areas designed for the use of vehicles and shall not exceed the speed of 25km per hour.

5.5 Offenders may be Expelled

A person committing an offence under clause 5.4 may be expelled from the cemetery by the CEO or an authorised officer.

5.6 Conduct of Funerals by Board

When conducting a funeral under section 22 of the Act the Board may:

- (a) require a written request for it to conduct a funeral to be lodged with it;
- (b) in its absolute discretion, charge any person requesting it to conduct a funeral the set fee for the conduct of that funeral by it;
- (c) where no fee or a reduced fee has been charged by it for the conduct of the funeral, determine the manner in which the funeral shall be conducted;
- (d) specify an area in the cemetery where the dead body is to be buried or the ashes placed;
- (e) conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under the Cemeteries Local Law 2003;
- (f) do or require anything which it considers is necessary or convenient for the conduct of a funeral by it.

Division 2—Placement of Ashes

5.7 Disposal of Ashes

- (1) The personal representative of a deceased person whose body has been cremated may apply, in an application under clause 3.1 or otherwise, for permission to dispose of the ashes in the cemetery and upon payment of the set fee the Board may grant permission for the ashes to be disposed of by one of the following methods:
 - Niche Wall
 - Memorial Wall
 - Garden of Remembrance
 - Ground Niche
 - Memorial Rose, Tree or Shrub
 - Family Shrub
 - Memorial Desk
 - Granite Seat

Family Grave
Book of Remembrance
Scattering to the Winds
Memorial Gardens
Other memorials approved by the Board.

PART 6—BURIALS

6.1 Depth of Graves

- (1) A person shall not bury a coffin within the cemetery so that the distance from the top of the coffin to the original surface of the ground is—
 - (a) Subject to paragraph (b), less than 750mm, unless that person has the permission of an authorised officer; or
 - (b) In any circumstances less than 600mm.
- (2) The permission of the authorised officer in sub-clause (1)(a) will only be granted where in the opinion of the authorised officer exceptional circumstances require granting of that permission.

6.2 Mausoleum, etc

- (1) A person other than the Board shall not construct a brick grave, crypt, vault or mausoleum within the cemetery.
- (2) A person may request the Board to construct a vault or mausoleum within the cemetery which vault or mausoleum shall at all times remain the property of the Board.
- (3) An application under subclause (2) shall be in writing and shall be accompanied by payment of the set fee.
- (4) A person shall not place a dead body in a mausoleum except—
 - (a) in a closed coffin; and
 - (b) in a soundly constructed chamber; and
 - (c) in accordance with sub-clause (5).
- (5) The number of burials in a chamber must not exceed the number for which the chamber was designed.

PART 7—MEMORIALS AND OTHER WORK

Division 1—General

7.1 Application for Monumental Work

A Board may require the written consent of the holder of the right of burial of the grave to accompany an application under section 30 of the Act.

7.2 Placement of Monumental Work

Every memorial shall be placed on proper and substantial foundations.

7.3 Removal of Rubbish

All refuse, rubbish or surplus material remaining after memorial works are completed under a permit issued under section 30 of the Act shall be immediately removed from the cemetery by the person carrying out the same.

7.4 Operation of Work

All material required in the erection and completion of any work shall, as far as possible, be prepared before being taken to the cemetery, and all materials required by tradesmen shall be admitted at such entrance as the CEO or an authorised officer shall direct.

7.5 Removal of Sand, Soil or Loam

No sand, earth or other material shall be taken from any part of the cemetery for use in the erection of any memorial or work except with the written approval of the Board.

7.6 Hours of Work

Persons shall not be permitted to carry out memorial or other work on graves within the cemetery other than during the hours of 8.00am and 6.00pm on weekdays, and 8.00am and noon on Saturdays, without the written permission of the Board.

7.7 Unfinished Work

Should any work by masons or others be not completed before 6pm on weekdays and noon on Saturdays, they shall be required to leave the work in a neat and safe condition to the satisfaction of the CEO or an authorised officer.

7.8 Use of Wood

No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave, other than as a temporary marker and with the prior approval of the Board.

7.9 Plants and Trees

No trees or shrubs shall be planted on any grave or within the cemetery except such as shall be approved by the CEO.

7.10 Supervision

All workers, whether employed by the Board or by any other person, shall at all times whilst within the boundaries of the cemetery be subject to the supervision of the CEO or an authorised officer and shall obey such directions as the CEO or an authorised officer may give.

7.11 Australian War Graves

Notwithstanding anything in this Cemeteries Local Law to the contrary, the Office of Australian War Graves:

- (a) may place a memorial on a military grave; and
- (b) is not required to pay the set fee for any memorial that is placed upon a military grave.

7.12 Placing of Glass Domes and Vases

A person shall not place glass domes, vases or other grave ornaments:

- (a) outside the perimeter of a grave in the cemetery as defined in the plans kept and maintained under section 40(2) of the Act; or
- (b) on the lawn in an area set aside by the Board as a lawn or a memorial plaque section.

Division 2—Lawn Section

7.13 Specification of Monuments

- (1) All monuments in the lawn section of a cemetery shall:
 - (a) be made of natural stone; and
 - (b) be placed upon a base of natural stone; and
 - (c) comply with the following specifications:

- (i) the overall height of the monument above the original surface of the grave shall not exceed 1.05m;
 - (ii) the height of the base of the monument above the original surface of the grave shall not be less than 150mm nor more than 450mm;
 - (iii) the width of the base of the monument shall not exceed 1.20m;
 - (iv) the depth of the base of the monument shall not exceed 300mm; and
- (d) have foundations extending to the bottom of the grave unless concrete beam foundations are provided by the Board.
- (2) An admiralty bronze memorial plaque may be attached to a monument erected or being erected in the lawn section of the cemetery.
- (3) A person shall not display any trade names or marks upon any monument erected with the lawn section of the cemetery.

7.14 Headstones

In the lawn section of the cemetery, that part of a headstone above its base shall not extend horizontally beyond that base.

Division 3—Memorial Plaque Section

7.15 Requirements of a Memorial Plaque

- (1) All memorial plaques placed in a memorial plaque section of the cemetery shall:
 - (a) be made of admiralty bronze or any other material approved by the Board; and
 - (b) not be less than the dimensions 380mm x 280mm, nor more than 560mm x 305mm; and
- (2) All memorial plaques made of admiralty bronze shall:
 - (a) not exceed 20mm in thickness; and
 - (b) be placed upon a base mounting approved by the Board.
- (3) All memorial plaques made of stone shall:
 - (a) not exceed 50mm in thickness placed upon a base mounting approved by the Board; and
 - (b) not be less than 100mm in thickness if it is not to be placed upon a base mounting.

Division 4—Licensing of Monumental Masons

7.16 Monumental Mason's Licence

- (1) The Board may upon receipt of an application in writing by any person and upon payment of the set fee issue to the applicant a monumental mason's licence.
- (2) A licence issued under sub-clause (1) authorises the holder to carry out monumental works within the cemetery subject to the provisions of the Cemetery Local Law and such conditions as the Board shall specify upon the issue of that licence.

7.17 Expiry Date, Non-Transferability

A monumental mason's licence:

- (a) shall, subject to clause 7.20, be valid from the date specified therein until the 30th day of June next following; and
- (b) is not transferable.

7.18 Carrying out Monumental Work

A person shall not carry out monumental work within the cemetery unless that person:

- (a) is the holder of a current monumental mason's licence issued pursuant to clause 7.16 or does so as the employee of a person who holds such a licence; or

- (b) is authorised by the Board to do so.

7.19 Responsibilities of the Holder of a Monumental Mason's Licence

The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within the cemetery pursuant to that licence with all the requirements and conditions of the licence, this Cemeteries Local Law, the Act and any other written law which may affect the carrying out of monumental works.

7.20 Cancellation of a Monumental Mason's Licence

- (1) The Board may by notice in writing to the holder of a monumental mason's licence terminate the licence on any of the following grounds:
 - (a) that the holder of the licence has committed a breach of the requirements and conditions of the licence, this Cemeteries Local Law, the Act or any other written law which may affect the carrying out of monumental works;
 - (b) that, in the opinion of the Board, the conduct of the holder of the licence or any person in the employ of that holder in carrying out or attempting to carry out any works within the cemetery, is inappropriate or unbecoming; or
 - (c) that the holder of the licence has purported to transfer the licence issued to that holder.
- (2) Upon the termination of a monumental mason's licence under this clause no part or any fee paid for the issue of that licence is refundable by the Board.
- (3) An aggrieved person whose licence has been terminated under subclause (1) may appeal to a Local Court against a decision of Board under this clause in the manner stated in section 19(3) of the Act.

PART 8—GENERAL

8.1 Animals

Subject to clause 8.2, a person shall not bring an animal into or permit an animal to enter or remain in the cemetery, other than with the approval of the CEO or an authorised officer.

8.2 Guide Dogs

Clause 8.1 shall not apply to a hearing impaired person or a person who is blind or partially blind and is accompanied by a hearing or guide dog.

8.3 Damaging and Removing of Objects

Subject to clause 8.4, a person shall not damage, remove or pick any tree, plant, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

8.4 Withered Flowers

A person may removed withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Board for that purpose.

8.5 Littering and Vandalism

A person shall not:

- (a) break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery other than in a receptacle provided for that purpose.

8.6 Advertising

A person shall not carry on or advertise any trade, business or profession within the cemetery without the prior written approval of the Board which consent may be granted subject to such conditions as the Board thinks fit.

8.7 Obeying Signs and Directions

A person shall obey all signs displayed, marked, placed or erected by the Board within the cemetery and any other lawful direction by the CEO or an authorised officer.

8.8 Removal from the Cemetery

Any person failing to comply with any provisions of this Cemeteries Local Law or behaving in a manner that in the opinion of the Board, the CEO or an authorised officer is inappropriate in the cemetery may in addition to any penalty provided by this Cemetery Local Law be ordered to leave the cemetery by the Board, the CEO or an authorised officer.

PART 9—OFFENCES AND MODIFIED PENALTIES**9.1 General**

A person who commits a breach of any provisions of this Cemeteries Local Law commits an offence and shall on conviction be liable to penalty not exceeding \$500.00 and if the offence is a continuing one to a further penalty not exceeding \$20.00 for every day or part of a day during which the offence has continued.

9.2 Modified Penalties

- (1) The offences specified in the First Schedule are offences which may be dealt with under section 63 of the Act.
- (2) The modified penalty payable in respect of an offence specified in the First Schedule is set out in the fourth column of the First Schedule.
- (3) The prescribed form of the infringement notice referred to in section 63(1) of the Act is set out in the Second Schedule.
- (4) The prescribed form of the notice withdrawing an infringement notice referred to in section 63(3) of the Act is set out in the Third Schedule.

First Schedule

Cemeteries Act, 1986

Shire of Chittering
Cemeteries Local Law 1998

Modified Penalties			
Item No.	Clause	Nature of Offence	Modified Penalty
1	5.4	Excessive speed	\$50.00
2	5.4	Unauthorised use - driving of vehicles	\$50.00
3	7.3	Placing and removing of rubbish and surplus materials	\$50.00
4	7.7	Leaving uncompleted works in an untidy or unsafe condition	\$50.00
5	8.1	Animal at large	\$50.00
6	8.5	Dumping of Rubbish	\$50.00
7	8.6	Unauthorised advertising, and/or trading	\$50.00
8	8.7	Disobeying sign or lawful direction	\$50.00

LG301*

GOVERNMENT GAZETTE, WA

12 September 2003

Second Schedule

Cemeteries Act, 1986

Shire of Chittering
Cemeteries Local Law 1998

Infringement Notice

TO: _____
(Name)

(Address)

It is alleged that at ____ : ____ hours on _____ day of _____
20____ at _____

you committed the offence indicated below by an (x) in breach of clause of the Cemeteries Local Law 1998.

(Authorised Person)

Offence

Animal at large
Dumping rubbish
Excessive speed in vehicle
Leaving uncompleted works in an untidy or unsafe condition
Non removal of rubbish
Unauthorised advertising or trading
Unauthorised vehicle use
Disobeying sign or lawful direction

Other offence _____
\$ _____

You may dispose of this matter:

By payment of the penalty as shown within 21 days of the date of this notice (or the date giving of this notice if that is a different date) to the Chief Executive Officer of the Shire of Chittering at 6177 Great Northern Highway, Bindoon between the hours of 9am to 4.30pm Monday to Friday.

Please make cheques payable to the Shire of Chittering. Payments by mail should be addressed to:

The Chief Executive Officer
Shire of Chittering
6177 Great Northern Highway
BINDOON WA 6502

If the penalty is not paid within the time specified, then a complaint of the alleged offence may be made and heard and determined by a court.

Third Schedule

Cemeteries Act, 1986

Shire of Chittering
Cemeteries Local Law 1998

Withdrawal of Infringement Notice

No. _____

LG301*

GOVERNMENT GAZETTE, WA

12 September 2003

To ¹ _____ Date ____ / ____ / ____
 Infringement Notice No _____ dated ____ / ____ / ____ for the alleged offence of ² _____
 Penalty ³ \$ _____ is withdrawn.

(Deleted whichever does not apply)

* No further action will be taken.

* It is proposed to institute court proceedings for the alleged offence.

 (Authorised Person)

Dated this tenth day of September, 2003.

The Common Seal of the Shire of Chittering was hereunto affixed by authority of a decision of the Council in the presence of—

J. STAGBOUER, President
 R.P. HOOPER, Chief Executive Officer

¹ Insert name and address of alleged offender.

² Insert short particulars of offence alleged.

³ Insert amount of penalty prescribed.



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LOCAL GOVERNMENT ACT 1995
DOG ACT 1976

SHIRE OF CHITTERING

DOGS LOCAL LAW 2011

12 August 2011

GOVERNMENT GAZETTE, WA

3231

**LOCAL GOVERNMENT ACT 1995
DOG ACT 1976**

SHIRE OF CHITTERING

DOGS LOCAL LAW 2011

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GOVERNMENT GAZETTE, WA

12 August 2011

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12 August 2011

GOVERNMENT GAZETTE, WA

3233

**LOCAL GOVERNMENT ACT 1995
DOG ACT 1976**

SHIRE OF CHITTERING

DOGS LOCAL LAW 2011

Under the powers conferred by the *Dog Act 1976* and under all other powers enabling it, the Council of the Shire of Chittering resolved on 15 June 2011 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Chittering Dogs Local Law 2011*.

1.2 Commencement

This local law comes into operation 14 days after it is published in the *Government Gazette*.

1.3 Repeal

The *Shire of Chittering By-Laws Relating to Dogs* published in the *Government Gazette* on 16 August 1996 is repealed.

1.4 Interpretation

In this local law unless the context otherwise requires—

Act means the *Dog Act 1976*;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

local government means the Shire of Chittering;

pound keeper means a person appointed by the local government to perform all or any of the functions conferred on a “pound keeper” under this local law;

Regulations means the *Dog Regulations 1976*;

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*; and

town planning scheme means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

1.5 Application

This local law applies throughout the district.

PART 2—IMPOUNDING OF DOGS

2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of pound keeper at pound

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the Chief Executive Officer.

2.3 Release of impounded dog

(1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the Chief Executive Officer.

(2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence—

- (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
- (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

2.4 No breaking into or destruction of pound

A person who—

- (a) unless he or she is the pound keeper or a person authorised to do so, releases or attempts to release a dog from a pound; or
- (b) destroys, breaks into, damages or in any way interferes with or renders not dog-proof—
 - (i) any pound; or
 - (ii) any vehicle or container used for the purpose of catching, holding or conveying a seized dog,

commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must—

- (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
- (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
- (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises and is fitted with a proper latch or other means of fastening it;
- (d) maintain the fence and all gates and doors in the fence in good order and condition; and
- (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: Where the dog kept is a dangerous dog, \$2,000; otherwise \$1,000.

3.2 Limitation on the number of dogs

(1) This clause does not apply to premises which have been—

- (a) licensed under Part 4 as an approved kennel establishment; or
- (b) granted an exemption under section 26(3) of the Act.

(2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act—

- (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite, small rural holding, rural retreat or rural residential; or
- (b) 3 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite, small rural holding, rural retreat or rural residential.

PART 4—APPROVED KENNEL ESTABLISHMENTS

4.1 Interpretation

In this Part and in Schedule 2—

licence means a licence to keep an approved kennel establishment on premises;

licensee means the holder of a licence;

premises, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

transferee means a person who applies for the transfer of a licence to her or him under clause 4.14.

4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with—

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

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4.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—

- (a) once in a newspaper circulating in the district; and
- (b) to the owners and occupiers of any premises adjoining the premises.

(2) The notices in subclause (1) must specify that—

- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
- (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where—

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a—

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

4.5 When application can be determined

An application for a licence is not to be determined by the local government until—

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

4.6 Determination of application

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.7 Where application cannot be approved

The local government cannot approve an application for a licence where—

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.8 Conditions of approval

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$2,000 and a daily penalty of \$200; otherwise \$1,000 and a daily penalty of \$100.

4.10 Fees

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16-6.19 of the *Local Government Act 1995*.

4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

4.12 Period of licence

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.13 Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence—
 - (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of—
 - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
 - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.14 Transfer

- (1) An application for the transfer of a valid licence from the licensee to another person must be—
 - (a) made in the form determined by the local government;
 - (b) made by the transferee;
 - (c) made with the written consent of the licensee; and
 - (d) lodged with the local government together with—
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
 - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

4.15 Notification

The local government is to give written notice to—

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

4.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

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PART 5—DOGS IN PUBLIC PLACES**5.1 Places where dogs are prohibited absolutely**

(1) Subject to Section 8 of the Act and Section 66J of the *Equal Opportunity Act 1984*, dogs are prohibited absolutely from entering or being in any of the following places—

- (a) a public building, unless permitted by a sign;
- (b) a theatre or picture gardens;
- (c) all businesses or vehicles classified as food businesses or food transport vehicles under the *Food Act 2008*;
- (d) a public swimming pool; and
- (e) the following reserves and freehold land—
 - (i) Clune Park, Bindoon; and
 - (ii) John Glenn Park, Muchea

(2) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: Where the dog is a dangerous dog, \$2,000; otherwise \$1,000.

5.2 Places which are dog exercise areas

(1) Subject to clause 5.1 and subclause (2) of this clause, for the purposes of sections 31 and 32 of the Act, Pt Lot 1023 Edmonds Place, Bindoon is a dog exercise area.

(2) Subclause (1) does not apply to—

- (a) land which has been set apart as a children's playground;
- (b) an area being used for sporting or other activities, as permitted by the local government, during the times of such use; or
- (c) a car park.

PART 6—MISCELLANEOUS**6.1 Offence to excrete**

(1) A dog must not excrete on—

- (a) any thoroughfare or other public place; or
- (b) any land which is not a public place without the consent of the occupier.

(2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$200.

(3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 7—ENFORCEMENT**7.1 Interpretation**

In this Part—

infringement notice means the notice referred to in clause 7.3; and

notice of withdrawal means the notice referred to in clause 7.6(1).

7.2 Modified penalties

(1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.

(2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if—

- (a) the dog is not a dangerous dog; or
- (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.

(3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

7.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations.

7.4 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

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7.5 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

7.6 Withdrawal of infringement notice

(1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 8 of the First Schedule of the Regulations.

(2) A person authorised to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

7.7 Service

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

Schedule 1**DOGS LOCAL LAW 2011****APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT**

(clause 4.2)

I/we (full name)

of (postal address)

(telephone number)

(facsimile number)

(E-mail address)

Apply for a licence for an approved kennel establishment at (address of premises)

For (number and breed of dogs)

* (insert name of person) will be residing at the premises on and from (insert date)

* (insert name of person) will be residing (sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare)..... (insert address of residence) on and from (insert date).

Attached are—

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside—
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as, in the keeping of dogs at the proposed kennel establishment.

Signature of applicant

Date

*delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months—section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on [insert date].

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Schedule 2

DOGS LOCAL LAW 2011

CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
 - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
 - (ii) 10m from any dwelling; and
 - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
 - (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and

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- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
- (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

Schedule 3

DOGS LOCAL LAW 2011

OFFENCES IN RESPECT OF WHICH MODIFIED PENALTY APPLIES

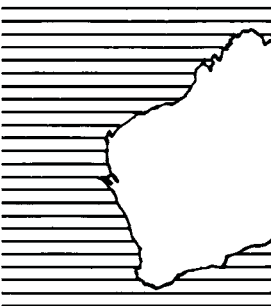
(clause 7.2)

Offence	Nature of Offence	Modified Penalty \$	Dangerous Dog Modified Penalty \$
2.4(a)	Attempting to or causing the unauthorised release of a dog from a pound	200	400
2.4(b)&(c)	Interfering with any pound or vehicle used for the purpose of catching, holding or conveying dogs	200	
3.1	Failing to provide means for effectively confining a dog	50	200
4.9	Failing to comply with the conditions of a licence	100	200
5.1(2)	Dog in place from which prohibited absolutely	200	400
6.1(2)	Dog excreting in prohibited place	200	

Dated: 30 June 2011.

The Common Seal of the Shire of Chittering was affixed by authority of a resolution of the Council in the presence of—

Cr ALEX DOUGLAS, Shire President.
HARRY HAWKINS, Chief Executive Officer.



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LOCAL GOVERNMENT ACT 1995

SHIRE OF CHITTERING

**LOCAL GOVERNMENT
(COUNCIL MEETINGS)
LOCAL LAW 2014**

LOCAL GOVERNMENT ACT 1995

SHIRE OF CHITTERING

**LOCAL GOVERNMENT (COUNCIL MEETINGS)
LOCAL LAW 2014**

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LOCAL GOVERNMENT ACT 1995

SHIRE OF CHITTERING

LOCAL GOVERNMENT (COUNCIL MEETINGS)
LOCAL LAW 2014

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the Shire of Chittering resolved on 21 May 2014 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Chittering Local Government (Council Meetings) Local Law 2014*.

1.2 Commencement

The local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application and intent

- (1) This local law provides rules and guidelines which apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.

1.4 Interpretation

- (1) In this local law unless the context otherwise requires—

75% majority has the meaning given to it in the Act;

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the Chief Executive Officer of the local government;

committee means a committee of the Council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

Council means the Council of the local government;

local government means the Shire of Chittering;

meeting means a meeting of the Council or a committee, as the context requires;

Member has the meaning given to it in the Act;

Minister means the Minister for Local Government;

Officer means an Officer of the local government;

President means the President of the local government or other Presiding Member at a Council meeting under section 5.6 of the Act;

Presiding Member means—

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations means the *Local Government (Administration) Regulations 1996*;

Shire Library means a Library of the local government;

simple majority means more than 50% of the members present and voting; and

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion;

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

1.5 Repeal

The *Shire of Chittering Standing Orders—Draft Model By Law No. 4* published in the *Government Gazette* on 26 February 1968 is repealed.

PART 2—ESTABLISHMENT AND MEMBERSHIP OF COMMITTEES

2.1 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include—
- (a) the terms of reference of the committee;
 - (b) the number of Council Members, Officers and other persons to be appointed to the committee;
 - (c) the names or titles of the Council Members and Officers to be appointed to the committee;
 - (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
 - (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.
- (3) This local law is to apply to the conduct of committee meetings.

2.2 Types of committees

The types of committees are dealt with in the Act.

2.3 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

2.4 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

2.5 Appointment of committee members

The appointment of committee members is dealt with in the Act.

2.6 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

2.7 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

2.8 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

2.9 Committees to report

A committee—

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

PART 3—CALLING AND CONVENING MEETINGS

3.1 Ordinary and special Council meetings

- (1) Ordinary and special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

3.2 Calling Council meetings

The calling of Council meetings is dealt with in the Act.

3.3 Convening Council meetings

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of clause 5.5, in convening a special meeting of the Council.
- (3) Where, in the opinion of the President or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

3.4 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the President, the Presiding Member of a committee or any 2 members of that committee.

3.5 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

PART 4—PRESIDING MEMBER AND QUORUM

Division 1—Who presides

4.1 Who presides

Who presides at a Council meeting is dealt with in the Act.

4.2 When the Deputy President can act

When the Deputy President can act is dealt with in the Act.

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4.3 Who acts if no President

Who acts if there is no President is dealt with in the Act.

4.4 Election of Presiding Members of committees

The election of Presiding Members of committees and their deputies is dealt with in the Act.

4.5 Election of Deputy Presiding Members of committees

The election of Deputy Presiding Members of committees is dealt with in the Act.

4.6 Functions of Deputy Presiding Members

The functions of Deputy Presiding Members are dealt with in the Act.

4.7 Who acts if no Presiding Member

Who acts if no Presiding Member is dealt with in the Act.

Division 2—Quorum

4.8 Quorum for meetings

The quorum for meetings is dealt with in the Act.

4.9 Reduction of quorum for Council meetings

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

4.10 Reduction of quorum for committee meetings

The reduction of a quorum for committee meetings is dealt with in the Act.

4.11 Procedure where no quorum to begin a meeting

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

4.12 Procedure where quorum not present during a meeting

If at any time during a meeting a quorum is not present, the Presiding Member is—

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

4.13 Names to be recorded

At any meeting—

- (a) at which there is not a quorum present; or
- (b) which is adjourned for want of a quorum,

the names of the Members then present are to be recorded in the minutes.

PART 5—BUSINESS OF A MEETING

5.1 Business to be specified

(1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Presiding Member or the Council.

(2) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.

(3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the Council other than that—

- (a) specified in the notice of the meeting which had been adjourned; and
- (b) which remains unresolved.

(4) Where a meeting is adjourned to the next ordinary meeting of the Council then, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports at that ordinary meeting.

5.2 Order of business

(1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows—

1. Declaration of Opening/Announcement of Visitors
2. Record of Attendance
 - 2.1 Attendance
 - 2.2 Apologies
 - 2.3 Approved leave of absence
3. Declaration of interest
4. Public Question Time
 - 4.1 Response to previous public questions taken on notice
 - 4.2 Public question time

5. Presentations/Petitions/Deputations
 - 5.1 Petitions
 - 5.2 Presentations
 - 5.3 Deputations
6. Applications for leave of absence
7. Confirmation of minutes
8. Announcements from the Presiding Member
9. Reports
10. Reports of Committees
11. Motions of which previous notice has been given
12. Questions from Members without notice
13. New business of an urgent nature introduced by decision of the meeting
14. Meeting closed to public
 - 14.1 Matters for which the meeting may be closed
 - 14.2 Public reading of resolutions that may be made public
15. Closure

(2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.

(3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

5.3 Motions of which previous notice has been given

(1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.

(2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.

(3) A notice of motion is to relate to the good governance of the district.

(4) The CEO—

- (a) may, with the concurrence of the President, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
- (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
- (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
- (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

(5) A motion of which notice has been given is to lapse unless—

- (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.

(6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

5.4 New business of an urgent nature

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), “cases of extreme urgency or other special circumstances” means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

5.5 Adoption by exception resolution

(1) In this clause “adoption by exception resolution” means a resolution of the Council that has the effect of adopting, for a number of specifically identified reports, the Officer recommendation as the Council resolution.

(2) Subject to subclause (3), the local government may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter—

- (a) that requires a 75% majority or a special majority;
- (b) in which an interest has been disclosed;
- (c) that has been the subject of a petition or deputation;
- (d) that is a matter on which a Member wishes to make a statement; or
- (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

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PART 6—PUBLIC PARTICIPATION

6.1 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

6.2 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried—
 - (a) the Presiding Member is to direct everyone to leave the meeting except—
 - (i) the Members;
 - (ii) the CEO; and
 - (iii) any Officer specified by the Presiding Member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) While the resolution under subclause (2) remains in force, the operation of clause 8.8 is to be suspended until the Council or the committee, by resolution, decides otherwise.
- (6) A resolution under this clause may be made without notice.
- (7) Unless the Council resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council made while the meeting was closed is to be read out including a vote of a Member to be included in the minutes.

6.3 Question time for the public

Question time for the public is dealt with in the Act.

6.4 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

6.5 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

6.6 Procedures for question time for the public

Procedures for question time for the public are dealt with in the Regulations.

6.7 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where—
 - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have 2 minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

6.8 Distinguished visitors

If a distinguished visitor is present at a meeting of the Council, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

6.9 Deputations

- (1) Any person or group wishing to be received as a deputation by the Council is to either—
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either—
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the Council resolves otherwise, a deputation invited to attend a Council meeting—
 - (a) is not to exceed 5 persons, only 2 of whom may address the Council, although others may respond to specific questions from Members;
 - (b) is not to address the Council for a period exceeding 10 minutes without the agreement of the Council; and,
 - (c) additional members of the deputation may be allowed to speak with the leave of the Presiding Member.
- (4) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

6.10 Petitions

- (1) A petition is to—
 - (a) be addressed to the President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the relevant Officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless—
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

6.11 Presentations

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the President.

6.12 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who—
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.
- (2) Without the consent of the Presiding Member, no person is to address a committee meeting.
- (3) The Presiding Member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (5) A person who fails to comply with a direction of the Presiding Member under subclause (4) may, by order of the Presiding Member, be removed from the committee room.
- (6) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

6.13 Public inspection of agenda materials

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at the Shire Library and on the local government’s website.

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6.14 Confidentiality of information withheld

(1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be—

- (a) identified in the agenda of a Council meeting under the item “Matters for which meeting may be closed”;
- (b) marked “*Confidential*” in the agenda; and
- (c) kept confidential by Officers and Members until the Council resolves otherwise.

(2) A Member or an Officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another Member or an Officer to the extent necessary for the purpose of carrying out his or her duties.

(3) Subclause (2) does not apply where a Member or Officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

6.15 Recording of proceedings

(1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.

(2) If the Presiding Member gives permission under subclause (1), the Presiding Member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

6.16 Prevention of disturbance

(1) A reference in this clause to a person is to a person other than a Member.

(2) A person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the Presiding Member.

(3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

(4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council.

PART 7—QUESTIONS BY MEMBERS

(1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.

(2) A Member requesting general information from an Officer at a Council meeting may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.

(3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that—

- (i) the question be placed on notice for the next meeting of Council; and
- (ii) the answer to the question be given to the Member who asked it within 14 days.

(4) Every question and answer—

- (i) is to be brief and concise; and
- (ii) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.

(5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

PART 8—CONDUCT OF MEMBERS

8.1 Members to be in their proper places

(1) At the first meeting held after each election day, Council will, by consensus determine a position at the Council table for each Member.

(2) Each Member, when present at meetings of the Council is to occupy his or her position allotted under subclause (1) until—

- (a) the next ordinary election day; or
- (b) the Council decides on a re-allocation of positions.

8.2 Official titles to be used

A speaker, when referring to the President, Deputy President or Presiding Member, or a Member or Officer, is to use the title of that person's office.

8.3 Entering or leaving a meeting

During the course of a meeting of the Council, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

8.4 Members to indicate their intention to speak

A Member of the Council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

8.5 Priority of speaking

(1) Where 2 or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.

(2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.

(3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

8.6 Presiding Member may take part in debates

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

8.7 Relevance

(1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The Presiding Member, at any time, may—

(a) call the attention of the meeting to—

(i) any irrelevant, repetitious, offensive or insulting language by a Member; or

(ii) any breach of order or decorum by a Member; and

(b) direct that Member, if speaking, to discontinue his or her speech.

(3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

8.8 Speaking twice

A Member is not to address the Council more than once on any motion or amendment except—

(a) as the mover of a substantive motion, to exercise a right of reply;

(b) to raise a point of order; or

(c) to make a personal explanation.

8.9 Duration of speeches

(1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council which, if given, is to be given without debate.

(2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

8.10 No speaking after conclusion of debate

A Member is not to speak on any motion or amendment—

(a) after the mover has replied; or

(b) after the motion has been put.

8.11 No interruption

A Member is not to interrupt another Member who is speaking unless—

(a) to raise a point of order;

(b) to call attention to the absence of a quorum;

(c) to make a personal explanation under clause 8.12; or

(d) to move a procedural motion that the Member be no longer heard.

8.12 Personal explanations

(1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.

(2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.

(3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

8.13 No reopening of discussion

A Member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed.

8.14 Adverse reflection

(1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed.

(2) A Member is not—

(a) to reflect adversely on the character or actions of another Member or Officer; or

(b) to impute any motive to a Member or Officer,

unless the meeting resolves, without debate, that the motion then before the meeting cannot otherwise be adequately considered.

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(3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.

(4) If a Member specifically requests, immediately after their use, that any particular words used by a Member be recorded in the minutes—

- (a) the Presiding Member is to cause the words used to be taken down and read to the meeting for verification; and
- (b) the Council may, by resolution, decide to record those words in the minutes.

8.15 Withdrawal of offensive language

(1) A Member who, in the opinion of the Presiding Member, uses an expression which—

- (a) in the absence of a resolution under clause 8.14—
 - (i) reflects adversely on the character or actions of another Member or Officer; or
 - (ii) imputes any motive to a Member or Officer; or
- (b) is offensive or insulting,

must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.

(2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

PART 9—PRESERVING ORDER

9.1 Presiding Member to preserve order

(1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.

(2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.

(3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.6, but to preserve order.

9.2 Point of order

(1) A Member may object, by way of a point of order, only to a breach of—

- (a) any of this local law; or
- (b) any other written law.

(2) Despite anything in this local law to the contrary, a point of order—

- (a) takes precedence over any discussion; and
- (b) until determined, suspends the consideration or discussion of any other matter.

9.3 Procedures on a point of order

(1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.

(2) A Member interrupted on a point of order is to cease talking until—

- (a) the Member raising the point of order has been heard; and
- (b) the Presiding Member has ruled on the point of order,

and, if permitted, the Member who has been interrupted may then proceed.

9.4 Calling attention to breach

A Member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

9.5 Ruling by the Presiding Member

(1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.

(2) A ruling by the Presiding Member on a point of order—

- (a) is not to be the subject of debate or comment; and
- (b) is to be final unless the absolute majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.

(3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that—

- (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
- (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

9.6 Continued breach of order

If a Member—

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or

- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the debate of that item, other than by voting, and the Member is to comply with that direction.

9.7 Right of Presiding Member to adjourn

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

PART 10—DEBATE OF SUBSTANTIVE MOTIONS

10.1 Motions to be stated and in writing

Any Member who wishes to move a substantive motion or an amendment to a substantive motion—

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

10.2 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

10.3 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.
- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting.

10.4 Only one substantive motion at a time

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

10.5 Complex motions

The Presiding Member may require that a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

10.6 Order of call in debate

The Presiding Member is to call speakers to a substantive motion in the following order—

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

10.7 Limit of debate

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

10.8 Member may require motion to be read

A Member may require the motion under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

10.9 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

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10.10 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

10.11 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

10.12 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

10.13 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

10.14 Mover of motion may speak on amendment

Any Member may speak during debate on an amendment.

10.15 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

10.16 Withdrawal of motion or amendment

(1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

10.17 Right of reply

(1) The mover of a substantive motion has the right of reply.

(2) The mover of any amendment to a substantive motion has a right of reply.

(3) The right of the reply may only be exercised—

- (a) where no amendment is moved to the substantive motion—at the conclusion of the discussion on the motion; or
- (b) where one or more amendments have been moved to the substantive motion—at the conclusion of the discussion on the substantive motion and any amendments.

(4) After the mover of the substantive motion has commenced the reply—

- (a) no other Member is to speak on the motion;
- (b) there is to be no further discussion on, or any further amendment to, the motion.

(5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

(6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

PART 11—PROCEDURAL MOTIONS

11.1 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion (under Part 10) a Member may move the following procedural motions—

- (a) that the meeting proceed to the next item of business;
- (b) that the debate be adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with; or
- (g) that the meeting be closed to the public.

11.2 No debate

(1) The mover of a motion specified in paragraph (a), (b), (c), (f) or (g) of clause 11.1 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

(2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

11.5 Meeting to proceed to the next business

The motion “that the meeting proceed to the next business”, if carried, has the effect that—

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

11.6 Debate to be adjourned

A motion “that the debate be adjourned”—

- (a) is to state the time and date to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

11.7 Meeting now adjourn

(1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.

(2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by exception resolution.

(3) A motion “that the meeting now adjourn”—

- (a) is to state the time and date to which the meeting is to be adjourned; and
- (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.

(4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

11.8 Motion to be put

(1) If the motion “that the motion be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.

(2) If the motion “that the motion be now put” is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

11.9 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

11.10 Ruling of the Presiding Member to be disagreed with

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

PART 12—DISCLOSURE OF INTERESTS

12.1 Disclosure of interests

Disclosure of interests is dealt with in the Act.

PART 13—VOTING

13.1 Motion—when put

(1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Presiding Member—

- (a) is to put the motion to the Council; and
- (b) if requested by any Member, is to again state the terms of the motion.

(2) A Member is not to leave the meeting when the Presiding Member is putting any motion.

13.2 Voting

Voting is dealt with in the Act and the Regulations.

13.3 Majorities required for decisions

The majorities required for decisions of the Council and committees are dealt with in the Act.

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13.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the Presiding Member—
 - (a) is to put the motion, first in the affirmative, and then in the negative;
 - (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and,
 - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) If a Member of Council or a committee specifically requests that there be recorded—
 - (a) his or her vote; or,
 - (b) the vote of all Members present,on a matter voted on at a meeting of the council or committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
- (4) If a Member calls for a division—
 - (a) those voting in the affirmative are to pass to the right of the Chair; and
 - (b) those voting in the negative are to pass to the left of the Chair.
- (5) For every division, the CEO is to record—
 - (a) the name of each Member who voted; and
 - (b) whether he or she voted in the affirmative or negative.

PART 14—MINUTES OF MEETINGS

14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

14.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a Council meeting is to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

14.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the Council are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council.
- (2) At the next ordinary meeting of the Council, the Member who provided the alternative wording shall, at the time for confirmation of minutes—
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

PART 15—ADJOURNMENT OF MEETING

15.1 Meeting may be adjourned

The Council may adjourn any meeting—

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

15.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law—

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.8 apply when the debate is resumed.

PART 16—REVOKING OR CHANGING DECISIONS

16.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

16.2 Limitations on powers to revoke or change decisions

(1) Subject to subclause (2), the Council or a committee is not to consider a motion to revoke or change a decision—

- (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
- (b) where the decision is procedural in its form or effect.

(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

16.3 Implementing a decision

(1) In this clause—

- (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
- (b) **implement**, in relation to a decision, includes—
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and
- (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a committee as the case may be.

(2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.

(3) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.

(4) A decision made at a meeting is not to be implemented by the CEO or any other person—

- (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
- (b) unless and until the valid notice of revocation motion has been determined by the Council or the committee as the case may be.

(5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation—

- (a) is to take effect only in accordance with this clause; and
- (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

PART 17—SUSPENSION OF LOCAL LAWS

17.1 Suspension of local laws

(1) A Member may at any time move that the operation of one or more of the provisions of this local law be suspended.

(2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.

(3) A motion under subclause (1) which is—

- (a) seconded; and
- (b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

17.2 Where local laws do not apply

(1) In situations where—

- (a) one or more provisions of this local law have been suspended; or
- (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,

the Presiding Member is to decide questions relating to the conduct of the meeting.

(2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

17.3 Cases not provided for in local laws

The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent. The decision of the Presiding Member in these cases is final, except where a motion is moved and carried under clause 11.10.

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PART 18—MEETINGS OF ELECTORS

18.1 Electors' general meetings

Electors' general meetings are dealt with in the Act.

18.2 Matters for discussion at electors' general meetings

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

18.3 Electors' special meetings

Electors' special meetings are dealt with in the Act.

18.4 Requests for electors' special meetings

Requests for electors' special meetings are dealt with in the Regulations.

18.5 Convening electors' meetings

Convening electors' meetings is dealt with in the Act.

18.6 Who presides at electors' meetings

Who presides at electors' meetings is dealt with in the Act.

18.7 Procedure for electors' meetings

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this local law.

18.8 Participation of non-electors

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so.

18.9 Voting at electors' meetings

Voting at electors' meetings is dealt with in the Regulations.

18.10 Minutes of electors' meetings

Minutes of electors' meetings are dealt with in the Act.

18.11 Decisions made at electors' meetings

Decisions made at electors' meetings are dealt with in the Act.

PART 19—ENFORCEMENT

19.1 Penalty for breach

A person who breaches a provision of this local law commits an offence.

Penalty: \$1,000.00 and a daily penalty of \$100.00.

19.2 Who can prosecute

Who can prosecute is dealt with in the Act.

Dated: 27 May 2014.

The Common Seal of the Shire of Chittering was affixed by the authority of a resolution of Council in the presence of—

Cr ROBERT HAWES, President.
GARY TUFFIN, Chief Executive Officer.

SHIRE OF CHITTERING

ACCOUNTS PAID
AS AT 31 JULY 2020 PRESENTED TO THE
COUNCIL MEETING ON THE 19 AUGUST 2020

This Schedule of Accounts Paid under delegated authority as detailed below, which is to be submitted to each member of Council on the 19 AUGUST 2020, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, the rendition of services and as to prices, computations and costings.

Voucher No's		Value	Pages		Fund No.	Fund Name
From	To		From	To		
Payroll	PR5543	\$99,414.46	1	1	1	Municipal Fund
Payroll	PR5544	\$99,722.61	1	1	1	Municipal Fund
EFT20169	EFT20310	\$783,700.55	1	5	1	Municipal Fund
Direct	Debit	\$28,730.68	6	6	1	Municipal Fund
Cheque	Cheque	\$0.00	6	6	1	Municipal Fund
	Total	\$1,011,568.30				

Officer: Mary Eager

Signature: *Mary Eager*

Authorised by: Melinda Prinsloo

Signature: Melinda Prinsloo

Digitally signed by Melinda
Prinsloo
Date: 2020.08.03 17:11:27 +08'00'

Date of Report: 03 August 2020

Disclosure of Interest by Officer: Nil

LIST OF ACCOUNTS PAID IN JULY 2020 - SUBMITTED TO COUNCIL 19 AUGUST 2020						
	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	Payroll Payments					
1	PR5543	09/07/2020	Payroll	PPE 08/07/2020		\$99,414.46
2	PR5544	23/07/2020	Payroll	PPE 22/07/2020		\$99,722.61
				Total Payroll Payments		\$199,137.07
	EFT Payments					
3	EFT20169	07/07/2020	AMPAC DEBT RECOVERY	RATES DEBT COLLECTION Period ending 19/06/2020		\$2,475.00
4	EFT20170	07/07/2020	AUSTECH SURVEILLANCE PTY LTD	VARIOUS PARK MAINTENANCE To investigate and repair issue with cameras		\$560.00
5	EFT20171	07/07/2020	AUTOSPARK BULLSBROOK	CH602 HOLDEN CRUZE Replacement car battery (POOL)		\$235.00
6	EFT20172	07/07/2020	Avantgarde Technologies Pty Ltd	WORKS IT 4 x Dell Optiplex 707 Micro i5-8500T 8GB Memory 256GB SSDM2. 3 Year onsite warranty Win10Pro+Bundled 24inch Dell Monitor as quoted QTE2354		\$6,017.52
7	EFT20173	07/07/2020	BAJAH NOMINEES			\$6,051.28
	12020	25/06/2020	BAJAH NOMINEES	VISITOR CENTRE ROADSIDE PROMOTION Cart and Signage as per Quote 12020	\$5,451.28	
	22020	25/06/2020	BAJAH NOMINEES	VISITOR CENTRE ROADSIDE PROMOTION Wheels For Cart	\$600.00	
8	EFT20174	07/07/2020	BINDOON BAKEHAUS & CAFE			\$167.00
	00001605	19/06/2020	BINDOON BAKEHAUS & CAFE	GOVERNANCE REFRESHMENTS Catering for CBFAC Meeting 9 June 2020	\$73.00	
	00001604	19/06/2020	BINDOON BAKEHAUS & CAFE	GOVERNANCE REFRESHMENTS 10/06/2020	\$94.00	
9	EFT20175	07/07/2020	BINDOON GENERAL STORE	GOVERNANCE NEWSPAPERS Monthly Newspaper Account June 2020		\$49.00
10	EFT20176	07/07/2020	BINDOON MECHANICAL PTY LTD			\$1,656.03
	303	07/06/2020	BINDOON MECHANICAL PTY LTD	CH1275 TOYOTA LANDCRUISER Carry out service and inspection of vehicle, pumps and hose reels (LOWER CHITTERING)	\$1,087.60	
	310	15/06/2020	BINDOON MECHANICAL PTY LTD	CH602 HOLDEN CRUZE Service and Inspection. Remove and replace wiper blades (POOL)	\$568.43	
11	EFT20177	07/07/2020	BINDOON PLAYGROUP	COMM GRANTS Bindoon Christmas in the Park		\$300.00
12	EFT20178	07/07/2020	BRAGSKALE PTY LTD	8 EDMONDS PLACE MAINTENNACE Construct shelter over pump control		\$200.00
13	EFT20179	07/07/2020	CARMEL ROSS	MEMBERS PAYMENTS Qtr 4 2019/2020		\$3,947.25
14	EFT20180	07/07/2020	CHITTERING PEST & WEED	VARIOUS HOUSING Annual Inspections		\$4,400.00
15	EFT20181	07/07/2020	CREATIVE SPACES	CHITTERING MUSEUM MAINTENANCE Concept Design Stage 3 Concept design for the exterior of the Museum		\$2,035.00
16	EFT20182	07/07/2020	Conplant Pty Ltd	MUCHEA EAST ROAD Hire of 12t smooth single drum vibe roller 03/06/2020 -23/06/2020		\$2,316.60
17	EFT20183	07/07/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL LEVY Quarter 4 2019/2020		\$23,713.20
18	EFT20184	07/07/2020	DON GIBSON	PRESIDENTS PAYMENT Qtr 4 2019/2020		\$9,595.04
19	EFT20185	07/07/2020	Dynamic Group Communications & Electrical			\$1,420.01
	INV-161298	25/06/2020	Dynamic Group Communications & Electrical	29 BINDA PLACE MAINTENANCE Fault find HWS tripping. Moisture found in 20amp isolator.	\$52.25	
	INV-161300	25/06/2020	Dynamic Group Communications & Electrical	BINDA PLACE Fault find street lights and re-wire existing digital timer due to fault	\$1,367.76	
20	EFT20186	07/07/2020	FREMANTLE PA HIRE	GOVERNANCE FUNCTIONS Hiring of sound equipment for the recording of the June ordinary council meeting.		\$750.20
21	EFT20187	07/07/2020	FULTON HOGAN INDUSTRIES PTY LTD	VARIOUS ROADS Supply 3 x ez street asphalt		\$1,408.00
22	EFT20188	07/07/2020	HAYDON AGRICULTURAL CONTRACTORS	BRIDGE 5374 FLAT ROCKS ROAD Unload Pipes, Onsite investigate into existing Telstra line for relocation		\$3,500.00
23	EFT20189	07/07/2020	HIGHWAY TRAFFIC PTY LTD			\$38,900.40
	7757	24/06/2020	HIGHWAY TRAFFIC PTY LTD	MUCHEA EAST ROAD RENEWAL Traffic Management 03-11 June 2020	\$14,731.20	
	7758	26/06/2020	HIGHWAY TRAFFIC PTY LTD	VARIOUS ROADS Supply TMP for safety barrier install, traffic light hire	\$24,169.20	
24	EFT20190	07/07/2020	IGA BINDOON			\$69.18
	01/5297	26/06/2020	IGA BINDOON	GOVERNANCE REFRESHMENTS Coffee	\$60.00	
	04/3536	29/06/2020	IGA BINDOON	GOVERNANCE REFRESHMENTS Milk	\$9.18	
25	EFT20191	07/07/2020	JOHN CURTIS	MEMBERS PAYMENT Qtr 4 2019/2020		\$3,947.25
26	EFT20192	07/07/2020	JOHN DAVIS	DEPUTY PRESIDENT Qtr 4 2019/2020		\$6,034.49
27	EFT20193	07/07/2020	Jive Media Solutions	TOURISM PROMO Brochure Creation		\$3,267.00
28	EFT20194	07/07/2020	KOMATSU AUSTRALIA PTY LTD	CH10555 KOMATSU GRADER June monthly maintenance contract (WORKS)		\$381.92
29	EFT20195	07/07/2020	KYLIE MICHELLE HUGHES	MEMBERS PAYMENTS Qtr 4 2019/2020		\$3,947.25
30	EFT20196	07/07/2020	MARKET CREATIONS	RATES PRINTING Proposal # IG89 Rates Collateral - Packaged Artwork		\$165.00
31	EFT20197	07/07/2020	MARKETFORCE PRODUCTIONS			\$4,585.26
	33666	24/06/2020	MARKETFORCE PRODUCTIONS	RATES ADVERTISING WA Sale of Land: Hereford Way, Lower Chittering (05/06/2020)	\$2,099.47	
	33667	24/06/2020	MARKETFORCE PRODUCTIONS	RATES ADVERTISING WA Sale of Land: Orchard Road, Bindoon (05/06/2020)	\$2,099.47	
	33668	24/06/2020	MARKETFORCE PRODUCTIONS	GOVERNANCE ADVERTISING WA 025-20 'Change of location for June OCM' (17/06/2020)	\$386.32	
32	EFT20198	07/07/2020	MARY ANGUS	MEMBERS PAYMENT Qtr 4 2019/2020		\$3,947.25
33	EFT20199	07/07/2020	MOORE STEPHENS (WA) PTY LTD	ADMIN TRAINING Employee Termination Payments 26 June 2020 (FOS)		\$198.00

LIST OF ACCOUNTS PAID IN JULY 2020 - SUBMITTED TO COUNCIL 19 AUGUST 2020						
	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
34	EFT20200	07/07/2020	McLEODS BARRISTERS & SOLICITORS			\$7,299.18
	114144	29/06/2020	McLEODS BARRISTERS & SOLICITORS	SPICE ROAD Acquisition of Land for Road Widening: Lot 126 Spice Road, Bindoon	\$329.29	
	114319	30/06/2020	McLEODS BARRISTERS & SOLICITORS	PLANNING LEGAL Disposal of Land: Portion of Lot 1023 Binda Place, Bindoon	\$633.12	
	114484	30/06/2020	McLEODS BARRISTERS & SOLICITORS	MEMBERS LEGAL Advice NBN Co. v Shire of Chittering DR 109/2020	\$2,677.91	
	114469	30/06/2020	McLEODS BARRISTERS & SOLICITORS	RATES DEBT COLLECTION Advice Liability for Unpaid Rates	\$856.19	
	114458	30/06/2020	McLEODS BARRISTERS & SOLICITORS	RATES DEBT COLLECTION Rate Recovery - 1899 - Lot 61 Orchard Road, Bindoon - Gleeson, PG	\$1,124.90	
	114452	30/06/2020	McLEODS BARRISTERS & SOLICITORS	RATES DEBT COLLECTION Rate Recovery - A - Lot 218 Hereford Way, Lower Chittering - Ocean Broadband Ltd	\$281.35	
	114286	30/06/2020	McLEODS BARRISTERS & SOLICITORS	PLANNING LEGAL Fisher, D - LGA Prosecution	\$952.22	
	114287	30/06/2020	McLEODS BARRISTERS & SOLICITORS	MEMBERS LEGAL Interim Application - NBN Co Ltd v Shire of Chittering	\$444.20	
35	EFT20201	07/07/2020	NORTHERN VALLEYS NEWS	TOURISM SIGNAGE Holiday At Home		\$450.00
36	EFT20202	07/07/2020	Opteon Property Group Pty Ltd	GOVERNANCE EXPENSES Valuation Request Lot 168 (RN 29) Binda Place, Bindoon		\$1,650.00
37	EFT20203	07/07/2020	PAUL GROVES	ESL BFB EQUIPMENT Work Light		\$76.00
38	EFT20204	07/07/2020	PETER HALL	ESL BFB HONORARIUM June 2020		\$100.00
39	EFT20205	07/07/2020	PETER OSBORN	MEMBERS PAYMENTS Qtr 4 2019/2020		\$3,947.25
40	EFT20206	07/07/2020	PIRTEK (MALAGA) PTY LTD	DEPOT OILS Supply 24 x Molyith ep2 grease 450g blue (bx12) - vep2-450-b		\$348.39
41	EFT20207	07/07/2020	PUMA ENERGY	PUMA FUEL June 2020		\$1,465.52
42	EFT20208	07/07/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY			\$1,220.78
	25	01/06/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY	SUNDRY PLANT Supply 1 x chainsaw chain	\$63.36	
	10	01/06/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY	SUNDRY PLANT Repairs to bushranger push mower	\$242.88	
	56	01/06/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY	SUNDRY PLANT Repairs to 2 x whipper snippers	\$412.50	
	31	02/06/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY	SUNDRY PLANT Supply 3 x chainsaw chains	\$141.24	
	29	02/06/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY	SUNDRY PLANT Supply 3 x chainsaw chains	\$185.90	
	17	23/06/2020	RJWR PTY LTD T/AS BINDOON MOWERS & MACHINERY	SUNDRY PLANT Replacement bar and chains x 2 for Polesaw	\$174.90	
43	EFT20209	07/07/2020	Rusty's Plumbing Gas & Maintenance			\$528.00
	97	29/06/2020	Rusty's Plumbing Gas & Maintenance	CLUNE PARK PUBLIC MAINTENANCE Unblock Drain	\$220.00	
	98	29/06/2020	Rusty's Plumbing Gas & Maintenance	29 BINDA PLACE MAINTENANCE Rewasher sink	\$110.00	
	96	29/06/2020	Rusty's Plumbing Gas & Maintenance	DEPOT MAINTENANCE Replace centre of mixer tap	\$198.00	
44	EFT20210	07/07/2020	SAFETY BARRIERS WA PTY LTD			\$80,224.76
	00005293	25/06/2020	SAFETY BARRIERS WA PTY LTD	CHITTERING ROAD Motorcycle Protection Rail to Ezy-Guard barrier 884 metres	\$38,118.08	
	00005294	25/06/2020	SAFETY BARRIERS WA PTY LTD	MUCHEA EAST ROAD RENEWAL Supply and install safety barriers over 3 culverts - galvanised ezy-guard smart w-beam barrier with 1600mm z-posts driven at 2m centres - et2000 tl3 - trailing terminal. Price includes mobilisation/demobilisation to site, delivery of materials to site, staff induction and pre-mobile course fee	\$42,106.68	
45	EFT20211	07/07/2020	SAI GLOBAL LIMITED	WORKS OHS TOOLBOX Australian Standard ISO 45001		\$134.52
46	EFT20212	07/07/2020	SWAN TOWING SERVICE PTY LTD	CH5757 ISUZU TRUCK Towing, Brake Failure (WORKS)		\$423.50
47	EFT20213	07/07/2020	SYNERGY			\$7,634.64
	JUNE 2020	30/06/2020	SYNERGY	SHIRE ELECTRICITY June 2020	\$6,731.58	
	30062020	30/06/2020	SYNERGY	LOWER CHITTERING HALL & FIRE STATION ELECTRICITY June 2020	\$903.06	
48	EFT20214	07/07/2020	TELSTRA CORPORATION LIMITED	BRIDGE 5374 FLAT ROCKS ROAD Services relocation Stage 1 - temporary relocation for bridge construction works Stage 2 - final fix to completed bridge		\$19,183.26
49	EFT20215	07/07/2020	TOTALLY WORKWEAR - Joondalup	WORKS PPE Faceshield		\$41.31
50	EFT20216	07/07/2020	The Walter Armenti Family Trust T/as Hotel Scottalian	GOVERNANCE FUNCTIONS OCM June 2020		\$150.00
51	EFT20217	07/07/2020	VIENNA SCHNELL	PLANNING EMPLOYEE COSTS Travel Reimbursement 1,680km 18/05/2020 - 26/06/2020		\$1,310.40
52	EFT20218	07/07/2020	VJ. LEVIS & BA. LEVIS T/as A LEVIS & SONS	LOWER CHITTERING SPORT & REC Lower Chittering Artesian-Water meter installation		\$3,091.99
53	EFT20219	07/07/2020	WC & SJ WRIGHT			\$13,791.25
	INV-1377	01/06/2020	WC & SJ WRIGHT	MUCHEA EAST ROAD Hire of water cart for road construction works 23/24/25/26th March 2020	\$3,162.50	
	INV-1477	01/06/2020	WC & SJ WRIGHT	IOPPOLLO ROAD Excavator, Semi Tipper Hire 21-25/05/2020	\$7,895.25	
	INV-1422	01/06/2020	WC & SJ WRIGHT	CH1255 FUSO TRUCK Excavator Assistance refit truck tray (WORKS)	\$704.00	
	INV-1455	01/06/2020	WC & SJ WRIGHT	BINDOON HALL& PUBLIC CONVENIENCES Loader Hire mulch delivery	\$1,061.50	
	INV-1466	01/06/2020	WC & SJ WRIGHT	CHITTERING ROAD Float of rollers from Flat Rocks Road to Chittering Road	\$968.00	
54	EFT20220	07/07/2020	WORKWEAR GROUP - LGCC	ADMIN UNIFORMS 5 x Blouse/Top (SFC)		\$394.40

LIST OF ACCOUNTS PAID IN JULY 2020 - SUBMITTED TO COUNCIL 19 AUGUST 2020						
	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
55	EFT20221	09/07/2020	Rusty's Plumbing Gas & Maintenance	BINDOON PUBLIC CONVENIENCES Supply and install 1 x 10,000 ltr sewer tank - excavate hole and install tank near toilet block and back fill, divert plumbing to new tank and then to existing system. clean up site and remove excess spoil. Progress payment 1		\$6,600.00
56	EFT20222	17/07/2020	ALISON RELITI	ECON DEV UNIFORMS Jacket, Cardigan (CDO)		\$284.00
57	EFT20223	17/07/2020	AMPAC DEBT RECOVERY	RATES DEBT COLLECTION Period ending 30/06/2020		\$662.31
58	EFT20224	17/07/2020	AUSTECH SURVEILLANCE PTY LTD	ADMIN IT Chambers recording equipment & network cables		\$280.00
59	EFT20225	17/07/2020	AUSTRALIAN TAXATION OFFICE (ATO)	BAS June 2020		\$6,873.54
60	EFT20226	17/07/2020	AVON WASTE	SANITATION WASTE COLLECTION FT3 June 2020		\$27,226.12
61	EFT20227	17/07/2020	BINDOON BAKEHAUS & CAFE	GOVERNANCE REFRESHMENTS 17/06/2020		\$17.90
62	EFT20228	17/07/2020	BINDOON PHARMACY	WORKS OHS Annual Flu Vaccinations		\$638.75
63	EFT20229	17/07/2020	CONSTRUCTION TRAINING FUND	CTF LEVY FEE JUNE 2020		\$206.07
64	EFT20230	17/07/2020	COOEE COURIERS & TRANSPORT	VARIOUS FREIGHT 22/06/2020		\$167.86
65	EFT20231	17/07/2020	CORE BUSINESS AUSTRALIA	ADMIN IT Asset Finda Point Data Extraction		\$1,210.00
66	EFT20232	17/07/2020	CREATIVE SPACES			\$17,994.90
	00001618	26/06/2020	CREATIVE SPACES	CHITTERING MUSEUM MAINTENANCE Concept Design Stage 1	\$8,250.00	
	00001619	26/06/2020	CREATIVE SPACES	CHITTERING MUSEUM MAINTENANCE Concept Design Stage 2	\$9,744.90	
67	EFT20233	17/07/2020	DAIMLER TRUCKS PERTH	CH5757 ISUZU TRUCK Brake Repair (WORKS)		\$3,812.95
68	EFT20234	17/07/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EM EMPLOYEE COSTS 40% Cost Sharing for the Community Fire Manager for the period 27/3 - 25/6/2020 as per the MOU between DFES and the Shire of Chittering		\$14,033.29
69	EFT20235	17/07/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVY FEE JUNE 2020		\$1,122.45
70	EFT20236	17/07/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	ESL BFB CLOTHING Safety Boots x 1		\$107.25
71	EFT20237	17/07/2020	FULTON HOGAN INDUSTRIES PTY LTD			\$173,525.61
	13980429	01/06/2020	FULTON HOGAN INDUSTRIES PTY LTD	RIDGETOP RAMBLE Supply, spray and spread two coat 10/7mm seal with crs70 binder	\$12,771.00	
	14115824	30/06/2020	FULTON HOGAN INDUSTRIES PTY LTD	MUCHEA EAST ROAD Supply and lay 5765m² of ipwea dg (14), 50 blow, c320 binder @ 40mm	\$160,754.61	
72	EFT20238	17/07/2020	GRIFFIN CONSTRUCTION WA	VISITOR CENTRE ROADSIDE PROMOTION Supply and install approx. 144 split faced recon blocks as specified. Supply and install approx. 55m2 exposed aggregate concrete as specified.		\$16,302.00
73	EFT20239	17/07/2020	LANDGATE CUSTOMER ACCOUNT			\$411.36
	357196	21/06/2020	LANDGATE CUSTOMER ACCOUNT	RATES VALUATION EXPENSES Rural UV's 16/05/2020 TO 12/06/2020	\$83.76	
	357250	23/06/2020	LANDGATE CUSTOMER ACCOUNT	RATES VALUATION EXPENSES GRV Interim Vals 16/05/2020 TO 12/06/2020	\$223.80	
	357322	26/06/2020	LANDGATE CUSTOMER ACCOUNT	PLANNING EXPENSES Mining Tenements 03/06/2020 - 24/06/2020	\$39.80	
	66821541	29/06/2020	LANDGATE CUSTOMER ACCOUNT	PLANNING EXPENSES Land Parcel Identification	\$64.00	
74	EFT20240	17/07/2020	LGRCEU	Payroll deductions		\$20.50
75	EFT20241	17/07/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PLANNING TRAINING Webinar - Justin Langer - Leadership and recovery after a crisis (SPO)		\$45.00
76	EFT20242	17/07/2020	MAX COMBEN AUCTIONEERING	RATES DEBT COLLECTION Auction fee for Lot 61 Orchard Way, Bindoon & Lot 218 Hereford Way, Lower Chittering		\$1,500.00
77	EFT20243	17/07/2020	MR INSULATION PTY LTD	MUCHEA LANDFILL Refund extra Eftpos charges 20/06/2020, machine error		\$632.00
78	EFT20244	17/07/2020	MUCHEA PLUMBING & GAS			\$1,320.00
	4681	25/06/2020	MUCHEA PLUMBING & GAS	BINDOON HALL Quarterly servicing of atu system June 2020	\$660.00	
	4457	30/06/2020	MUCHEA PLUMBING & GAS	BINDOON HALL & PUBLIC CONVENIENCES Quarterly servicing of ATU system 30/03/2020	\$660.00	
79	EFT20245	17/07/2020	McLEODS BARRISTERS & SOLICITORS			\$219.60
	114232	29/06/2020	McLEODS BARRISTERS & SOLICITORS	PLANNING LEGAL Lease: Lot 303 on Plan 413039: Proposed Telstra Facility - Bell Hill Reserve, Bindoon	\$175.46	
	114239	29/06/2020	McLEODS BARRISTERS & SOLICITORS	PLANNING LEGAL Lease: Pt Reserve 44213: Lot 12383 Cnr Forrest Hill Parade & Ridgetop Ramble, Bindoon	\$44.14	
80	EFT20246	17/07/2020	Opteon Property Group Pty Ltd	GOVERNANCE EXPENSES For market rental valuation including inspection of premises, market research, preparation of valuation calculations and report 6180 Great Northern Highway, Bindoon, WA 6502		\$2,200.00
81	EFT20247	17/07/2020	PLANNING SOLUTIONS	PLANNING CONSULTANTS Telecommunications application at SAT		\$4,620.00
82	EFT20248	17/07/2020	PLANTATION WILDFLOWERS	ADMIN FLOWERS 13/01/2020 - 22/06/2020		\$990.00
83	EFT20249	17/07/2020	RAY WHITE BULLSBROOK			\$1,000.00
	80172	30/06/2020	RAY WHITE BULLSBROOK	RATES ADVERTISING Lot 218 Hereford Way Lower Chittering	\$500.00	
	80173	30/06/2020	RAY WHITE BULLSBROOK	RATES ADVERTISING Lot 61 Orchard Road Bindoon	\$500.00	
84	EFT20250	17/07/2020	SHIRE OF CHITTERING			\$114.75
	T391	16/07/2020	SHIRE OF CHITTERING	BSL AGENT FEE JUNE 2020	\$90.00	
	T392	16/07/2020	SHIRE OF CHITTERING	CTF LEVY AGENT FEE JUNE 2020	\$24.75	
85	EFT20251	17/07/2020	SOUTHERN CROSS AUSTEREO PTY LTD	COMMUNICATIONS RADIO Monthly Around The Towns Interviews June 2020		\$88.00
86	EFT20252	17/07/2020	STACEY PETIT	Rates refund for assessment A11503 107 ELLENDALE DRIVE LOWER CHITTERING 6084		\$30.00
87	EFT20253	17/07/2020	TELSTRA	SHIRE TELEPHONE June 2020		\$9,913.66
88	EFT20254	17/07/2020	TOLL GROUP	VARIOUS FREIGHT 17 -20/06/2020		\$48.46
89	EFT20255	17/07/2020	WINC AUSTRALIA PTY LTD	ADMIN STATIONERY Vehicle Log Books		\$31.81
90	EFT20256	22/07/2020	ACTION SHEDS	DEPOT MAINTENANCE Supply and install 1 x 4m x 6m chemical shed - 1 x pa door, 1 x roller door, 2 x sky lights, 2 x roof vents & cdc, installation & building permit.		\$2,708.80

LIST OF ACCOUNTS PAID IN JULY 2020 - SUBMITTED TO COUNCIL 19 AUGUST 2020						
	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
91	EFT20257	22/07/2020	BINDOON AND DISTRICTS AGRICULTURAL SOCIETY INC	YOUTH PROGRAM Corporate membership 2020		\$30.00
92	EFT20258	22/07/2020	BINDOON GENERAL STORE	GOVERNANCE REFRESHMENTS June 2020- Toolbox Catering		\$99.50
93	EFT20259	22/07/2020	BINDOON HARDWARE & RURAL SUPPLIES			\$2,232.15
	10181542	17/06/2020	BINDOON HARDWARE & RURAL SUPPLIES	VARIOUS ROADS Cement, Rapid Set	\$1,132.00	
	JUNE 2020	30/06/2020	BINDOON HARDWARE & RURAL SUPPLIES	HARDWARE SUPPLIES June 2020	\$1,100.15	
94	EFT20260	22/07/2020	BINDOON MECHANICAL PTY LTD			\$5,737.29
	328	30/06/2020	BINDOON MECHANICAL PTY LTD	CH924 ISUZU FIRENG Carry out service and Inspection. Remove and Replace, Oil, Fuel and Air Filter. Drain and Refill Engine Oil, Front Diff, Rear Diff, Transfer Case and Gearbox oil. Carry out Inspection of AUX Pump. Drain and Refill Engine Oil. Remove and Replace Filters. Grease Hose Reels and inspect for leaks (BINDOON)	\$1,812.28	
	327	30/06/2020	BINDOON MECHANICAL PTY LTD	CH1611 ISUZU FIRENG Carry out service and inspection of vehicle, pumps and hose reels (MUCHEA)	\$1,714.10	
	329	30/06/2020	BINDOON MECHANICAL PTY LTD	CH5040 ISUZU FIRENG Carry out service and inspection of vehicle, pumps and hose reels (LOWER CHITTERING)	\$1,812.28	
	341	06/07/2020	BINDOON MECHANICAL PTY LTD	CH451 NISSAN NAVARA 40,000km Log Book Service (EHO)	\$398.63	
95	EFT20261	22/07/2020	BINDOON TRACTORS	CH1260 GEHL LOADER to undertake cab door repairs - remove door, straighten and have glass cut to suit, refit and install lock system, air conditioning repairs, cleaning out engine bay and inspection, replacement of hydraulic hose (WORKS)		\$3,798.23
96	EFT20262	22/07/2020	BIOCYCLE WA AGENT	VARIOUS BUILDINGS Quarterly ATU Servicing		\$286.00
97	EFT20263	22/07/2020	BRAGSKALE PTY LTD	VISITOR CENTRE Supply and install timber decking to limestone wall and cover for septic tank include access hatch. Remove topsoil and level gravel crush.		\$3,795.00
98	EFT20264	22/07/2020	CADGROUP AUSTRALIA PTY LTD	ADMIN IT Bluebeam Perpetual Licence - First Year Expiry 30/05/2021		\$734.26
99	EFT20265	22/07/2020	CHITTERING HEALTH SERVICE	WORKS RECRUITMENT Pre Start Medical (WORKS CO-ORDINATOR)		\$236.50
100	EFT20266	22/07/2020	COOEE COURIERS & TRANSPORT	SANDOWN PARK MAINTENANCE Freight 11/06/2020 77582		\$59.95
101	EFT20267	22/07/2020	DOWNER EDI WORKS PTY LTD	BRIDGE 4026 CHITTERING ROAD Tightening of props June 2020		\$657.80
102	EFT20268	22/07/2020	Dynamic Group Communications & Electrical			\$7,004.12
	INV-161292	18/06/2020	Dynamic Group Communications & Electrical	VARIOUS HOUSING Annual housing inspections and electrical repairs	\$4,871.84	
	INV-161322	30/06/2020	Dynamic Group Communications & Electrical	CHINKABEE COMPLEX MAINTENANCE Fault find tripping rcd, replacement of faulty cable between outside gpo and BBQ	\$990.15	
	INV-161316	30/06/2020	Dynamic Group Communications & Electrical	BINDOON WAR MEMORIAL Replace rusted switchboard with new with existing circuits inside	\$1,142.13	
103	EFT20269	22/07/2020	ECOWATER SERVICES PTY LTD			\$1,467.20
	F6094	19/06/2020	ECOWATER SERVICES PTY LTD	11 EDMONDS PLACE C3029 Quarterly Service ATU, replacement air pump	\$1,230.80	
	F6135	30/06/2020	ECOWATER SERVICES PTY LTD	MUCHEA HALL C3006 Quarterly service of atu system	\$236.40	
104	EFT20270	22/07/2020	EDMUND RICE COLLEGE	VARIOUS ROADS Supply of gravel from Bindoon gravel pit - Dewar's pool road - at \$2.20 per tonne		\$6,501.44
105	EFT20271	22/07/2020	FULTON HOGAN INDUSTRIES PTY LTD			\$44,496.57
	13989891	01/06/2020	FULTON HOGAN INDUSTRIES PTY LTD	FORREST HILLS PARADE IPWEA DG (10), 50 Blow,C320 Binder @ 25mm	\$40,337.00	
	14143854	30/06/2020	FULTON HOGAN INDUSTRIES PTY LTD	MUCHEA EAST ROAD Supply, spray and spread single coat 7mm seal with crs60 binder	\$4,159.57	
106	EFT20272	22/07/2020	GEOFABRICS AUSTRALASIA PTY LTD	CHITTERING ROAD Supply megaflo 170 100mtr rolls x 2		\$759.00
107	EFT20273	22/07/2020	HIGHWAY TRAFFIC PTY LTD	MUCHEA EAST ROAD RENEWAL Traffic Management 22-29/06/2020		\$9,332.40
108	EFT20274	22/07/2020	JEFF LOUDON	WANNAMAL PUBLIC CONVENIENCES Cleaning June 2020		\$825.00
109	EFT20275	22/07/2020	KLEEN WEST DISTRIBUTORS	VARIOUS BUILDINGS Cleaning supplies		\$290.95
110	EFT20276	22/07/2020	LAWN DOCTOR	CLUNE PARK MAINTENANCE Water testing		\$660.00
111	EFT20277	22/07/2020	LOCK, STOCK & FARRELL	BROCKMAN CENTRE PRECINCT MAINTENANCE Lock It well evva cylinder (restricted evva), Key cutting, single cyl Euro 62mm		\$1,067.90
112	EFT20278	22/07/2020	PIRTEK (MALAGA) PTY LTD	CH5757 ISUZU TRUCK Supply and install new tar hose (WORKS)		\$3,097.23
113	EFT20279	22/07/2020	RDS ELECTRICS	BROCKMAN CENTRE Supply and install 10 amp gpo for installation of auto door		\$211.20
114	EFT20280	22/07/2020	Rusty's Plumbing Gas & Maintenance			\$7,733.00
	100	30/06/2020	Rusty's Plumbing Gas & Maintenance	UNIT 2/11 EDMONDS PLACE Replacement hws due to failure and replacement mixer tap	\$1,100.00	
	94	30/06/2020	Rusty's Plumbing Gas & Maintenance	BINDOON PUBLIC CONVENIENCES BUILDINGS To supply and install 1 x 10,000 ltr sewer tank - excavate hole and install tank near toilet block and back fill, divert plumbing to new tank and then to existing system. clean up site and remove excess spoil. Final payment	\$5,500.00	
	93	30/06/2020	Rusty's Plumbing Gas & Maintenance	BINDOON PUBLIC CONVENIENCES MAINTENANCE Emergency works to unblock atu system and rectify plumbing issues	\$220.00	
	92	30/06/2020	Rusty's Plumbing Gas & Maintenance	VISITOR CENTRE ROADSIDE PROMOTION Supply and install reticulation system to front garden	\$913.00	
115	EFT20281	22/07/2020	SCANLAN SURVEYS PTY LTD			\$6,761.70
	8348/20	17/06/2020	SCANLAN SURVEYS PTY LTD	MUCHEA EAST ROAD RENEWAL Surveying Stage 1	\$3,025.00	
	8356/20	17/06/2020	SCANLAN SURVEYS PTY LTD	MUCHEA EAST ROAD RENEWAL Road Marking	\$3,736.70	
116	EFT20282	22/07/2020	SMEC AUSTRALIA PTY LTD	MUCHEA INDUSTRIAL PARK Review of civil construction drawings for Muchea Industrial estate Final Claim		\$935.00
117	EFT20283	22/07/2020	STEVE'S KERB REPAIRS	MUCHEA EAST ROAD Hereford/Polinelli intersections, to supply and construct kerbing as required		\$10,612.80
118	EFT20284	22/07/2020	Transport Pty Ltd T/as Wanneroo Mazda	00CH MAZDA CX-5 Windscreen Replacement (EMDS)		\$1,984.95
119	EFT20285	22/07/2020	WC & SJ WRIGHT			\$1,496.00
	INV-1293	01/06/2020	WC & SJ WRIGHT	MUCHEA EAST ROAD Float of steel drum roller from depot to Muchea east road/Harris road	\$704.00	
	INV-1081	23/06/2020	WC & SJ WRIGHT	MUCHEA EAST ROAD RENEWAL Relocate steel drum roller from lower chittering to Bindoon landfill	\$792.00	
120	EFT20286	22/07/2020	WESTRAC PTY LTD	P1273 CAT LOADER Reseal cylinder, additional repairs to machine - straightening of 2 x rods from cylinders, replacement of failed fan control valve, replacement of door handles, replacement of failed latches, hydraulic oil service and flush (TIP)		\$38,066.48
121	EFT20287	24/07/2020	AMPAC DEBT RECOVERY	RATES DEBT COLLECTION Period ending 03/07/2020		\$323.82

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LIST OF ACCOUNTS PAID IN JULY 2020 - SUBMITTED TO COUNCIL 19 AUGUST 2020						
	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	Direct Debits					
145	DD8470.1	08/07/2020	WA SUPER	Payroll deductions		\$12,077.03
146	DD8470.2	08/07/2020	MTAA SUPERANNUATION	Payroll deductions		\$166.47
147	DD8470.3	08/07/2020	ESSENTIAL SUPER COMMONWEALTH ESSENTIAL SUPER	Superannuation contributions		\$98.08
148	DD8470.4	08/07/2020	CBUS SUPER	Superannuation contributions		\$199.04
149	DD8470.5	08/07/2020	ANZ SMART CHOICE SUPER	Superannuation contributions		\$192.08
150	DD8470.6	08/07/2020	SuperWrap Personal Super Plan	Superannuation contributions		\$198.10
151	DD8470.7	08/07/2020	COLONIAL FIRST STATE INVESTMENTS LTD	Superannuation contributions		\$191.44
152	DD8470.8	08/07/2020	MLC Super - Plum Super - USI 70732426024150	Superannuation contributions		\$192.08
153	DD8470.9	08/07/2020	Colonial First State First Choice Personal Superannuation	Superannuation contributions		\$127.22
154	DD8479.1	15/07/2020	ISUZU AUSTRALIA PTY LTD	VARIOUS VEHICLES Lease July 2020		\$922.90
155	DD8491.1	14/07/2020	BENDIGO BANK	CREDIT CARD June 2020		\$2,632.66
156	DD8499.1	07/07/2020	Sheriff's Office Perth	ANIMAL FINES Infringement Notice # 572		\$420.00
157	DD8510.1	07/07/2020	Sheriff's Office Perth	ANIMALS FINES Infringement Number 575		\$70.00
158	DD8510.2	23/07/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	FEES AND CHARGES Guarantee Fees On Loans 2019/2020		\$7,077.26
159	DD8470.10	08/07/2020	BT SUPER FOR LIFE	Payroll deductions		\$393.74
160	DD8470.11	08/07/2020	REST SUPERANNUATION	Payroll deductions		\$295.84
161	DD8470.12	08/07/2020	ANZ SMART CHOICE SUPER	Superannuation contributions		\$406.68
162	DD8470.13	08/07/2020	CARE SUPER	Superannuation contributions		\$778.34
163	DD8470.14	08/07/2020	AUSTRALIAN SUPER	Superannuation contributions		\$1,048.88
164	DD8470.15	08/07/2020	Australian Ethical Retail Superannuation Fund	Superannuation contributions		\$278.19
165	DD8470.16	08/07/2020	PRIME SUPER	Superannuation contributions		\$147.55
166	DD8470.17	08/07/2020	Colonial First State Rollover & Superannuation Fund	Superannuation contributions		\$130.82
167	DD8470.18	08/07/2020	HOSTPLUS SUPERANNUATION FUND	Superannuation contributions		\$686.28
				Total Direct Debits		\$28,730.68
	Cheques					
				Total Cheques		\$0.00
				Total Municipal Payments		\$1,011,568.30



MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Date prepared: 13/8/2020

SHIRE OF CHITTERING
Information Summary
For the Period Ended 31 July 2020

Key Information

Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. The figures in this report have not been audited and the end of year processes have not been finalised. It is possible these figures will change once the end of year processes have been completed.

Overview

Summary reports and graphical progressive graphs are provided on pages 2 - 3.

Statement of Financial Activity by Reporting Program

Is presented on page 6 and shows a surplus as at 31 July 2020 of \$6,976,803.

Items of Significance

The material variance adopted by the Shire of Chittering for the 2019/20 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

Capital Expenditure

Land and Buildings	▲	\$600,908
Plant and Equipment		\$0
Infrastructure Assets - Roads	▲	\$162,782
Infrastructure Assets - Bridges	▲	\$85,147
Infrastructure Assets - Footpaths	▲	\$20,225
Infrastructure Assets - Drainage		\$0
Infrastructure Assets - Parks & Ovals		\$0
Infrastructure Assets - Other	▲	\$13,030

Capital Revenue

Non-operating Grants, Subsidies and Contributions	▼	(\$473,237)
Proceeds from Disposal of Assets	▲	\$5 0

	% Collected / Completed	Annual Budget	YTD Budget	YTD Actual
Significant Projects				
Muchea Hall Buildings (Capital)	0%	\$ -	\$ -	\$ -
Chittering Community Complex (Capital)	0%	\$ 4,907,113	\$ 408,926	\$ -
Archibald Street	0%	\$ 63,079	\$ 5,255	\$ -
Chittering Road (R2R)	0%	\$ 193,359	\$ 16,112	\$ -
Muchea East Road Renewal (RRG)	2%	\$ 646,539	\$ 53,876	\$ 11,651
Mooliabeenie Road (BS)	0%	\$ 151,981	\$ 12,662	\$ -
Ridgetop Ramble	0%	\$ 186,710	\$ 15,556	\$ -
Muchea East Road (BS)	0%	\$ -	\$ -	\$ -
	0%	\$ -	\$ -	\$ -
	0%	\$ -	\$ -	\$ -
Bridge 4868 - Chittering Valley Road	3%	\$ 270,000	\$ 22,500	\$ 6,750
Blackboy Ridge Trail	0%	\$ -	\$ -	\$ -
Clune to Brockman Trail	0%	\$ 200,000	\$ 16,666	\$ -
John Glenn Park Infrastructure Other (Capital)	0%	\$ 50,000	\$ 4,166	\$ -
Grants, Subsidies and Contributions				
Operating Grants, Subsidies and Contributions	11%	\$ 1,057,437	\$ 44,021	\$ 118,470
Non-operating Grants, Subsidies and Contributions	0%	\$ 6,649,558	\$ 473,237	\$ -
	2%	\$ 7,706,995	\$ 517,258	\$ 118,470
Rates Levied	100%	\$ 5,899,666	\$ 5,917,999	\$ 5,888,613

% Compares Current YTD Actuals to Annual Budget

Financial Position		Prior Year 31 July 2019	Current Year 31 July 2020
Adjusted Net Current Assets	1699%	\$ 410,523	\$ 6,976,803
Cash and Equivalent - Unrestricted	99%	\$ 922,560	\$ 910,343
Cash and Equivalent - Restricted	101%	\$ 1,962,627	\$ 1,978,713
Receivables - Rates	5686%	\$ 126,221	\$ 7,176,830
Receivables - Other	84%	\$ 239,142	\$ 201,566
Payables	315%	\$ 265,101	\$ 836,126

% Compares Current YTD Actuals to Prior Year Actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

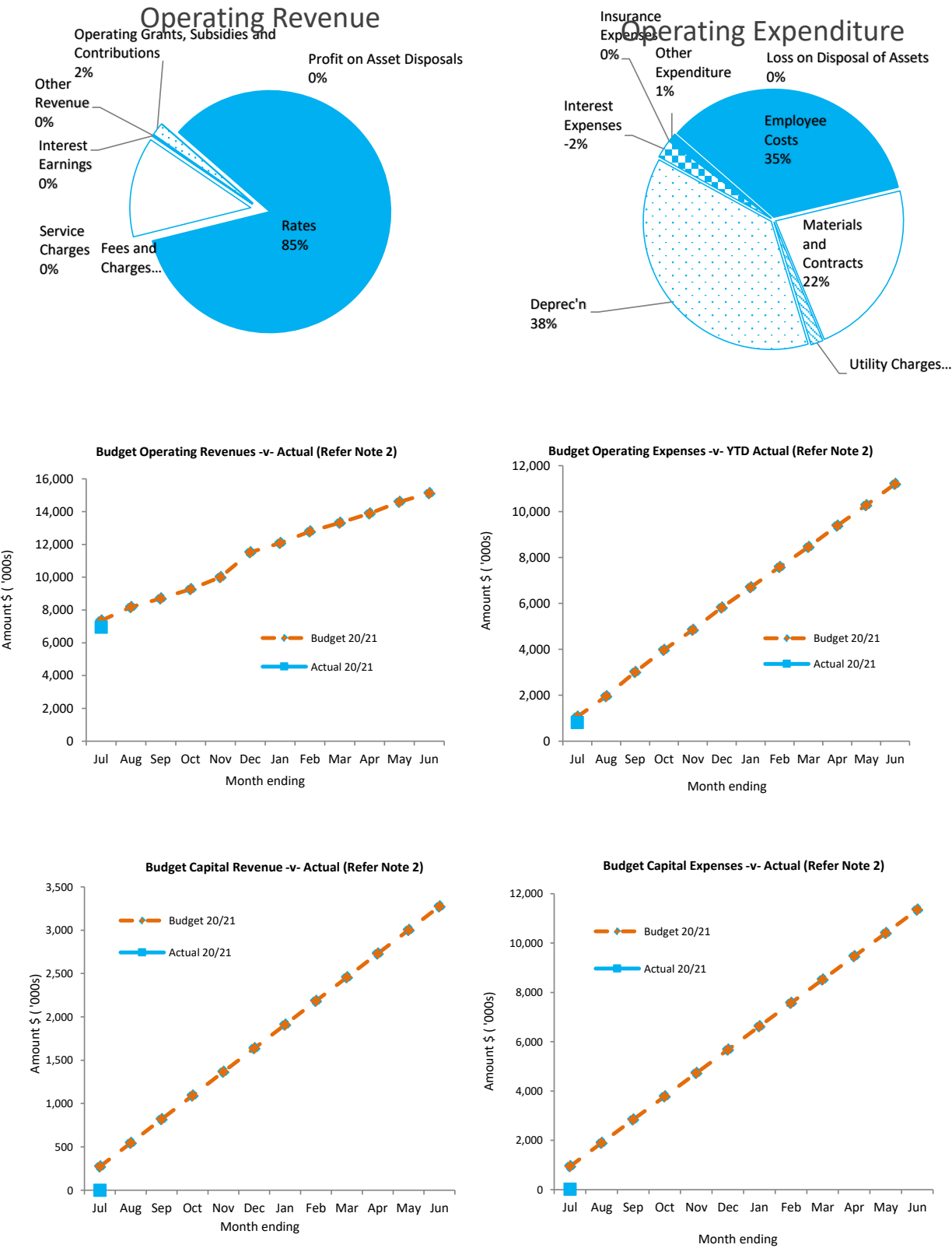
Preparation

Prepared by: Sue Mills

Reviewed by: Melinda Prinsloo

Date prepared: 13/8/2020

SHIRE OF CHITTERING
Information Summary
For the Period Ended 31 July 2020



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

SHIRE OF CHITTERING
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2020

	Note	Adopted Annual Budget	Amended Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	3	540,844	540,844	540,844	540,844	0	0%		
Revenue from operating activities									
Governance		6,600	6,600	549	62	(487)	(89%)	▼	
General Purpose Funding - Rates	9	5,899,666	5,919,666	5,919,666	5,888,613	(31,054)	(1%)	▼	
General Purpose Funding - Other		871,930	851,930	12,054	6,288	(5,766)	(48%)	▼	
Law, Order and Public Safety		200,173	200,173	46,535	1,433	(45,102)	(97%)	▼	\$
Health		7,000	7,000	583	6,208	5,625	965%	▲	
Education and Welfare		33,300	33,300	2,775	0	(2,775)	(100%)	▼	
Housing		126,259	126,259	11,278	10,465	(813)	(7%)	▼	
Community Amenities		1,024,948	1,024,948	872,228	881,120	8,892	1%	▲	
Recreation and Culture		13,000	13,000	1,079	5,333	4,254	394%	▲	
Transport		121,655	121,655	350	113,970	113,620	32463%	▲	\$
Economic Services		145,041	145,041	10,375	29,114	18,739	181%	▲	\$
Other Property and Services		49,728	49,728	4,142	6,841	2,699	65%	▲	
		8,499,300	8,499,300	6,881,614	6,949,448	2			
Expenditure from operating activities									
Governance		(896,402)	(896,402)	(72,827)	(59,197)	13,630	19%	▲	\$
General Purpose Funding		(275,727)	(275,727)	(22,155)	(22,626)	(471)	(2%)	▼	
Law, Order and Public Safety		(1,066,327)	(1,066,327)	(101,466)	(58,237)	43,229	43%	▲	\$
Health		(363,059)	(363,059)	(33,965)	(16,540)	17,425	51%	▲	\$
Education and Welfare		(141,081)	(141,081)	(11,634)	(4,971)	6,663	57%	▲	\$
Housing		(292,221)	(292,221)	(32,384)	(22,667)	9,717	30%	▲	\$
Community Amenities		(2,191,934)	(2,191,934)	(187,691)	(121,162)	66,529	35%	▲	\$
Recreation and Culture		(1,583,095)	(1,583,095)	(149,963)	(83,294)	66,669	44%	▲	\$
Transport		(3,611,376)	(3,611,376)	(332,484)	(316,387)	16,097	5%	▲	
Economic Services		(765,909)	(765,909)	(65,448)	(41,958)	23,490	36%	▲	\$
Other Property and Services		(21,299)	(21,299)	(54,125)	(71,028)	3	(31%)	▲	
		(11,208,429)	(11,208,429)	(1,064,142)	(818,067)				
Operating activities excluded from budget									
Add back Depreciation		3,755,880	3,755,880	312,980	322,979	9,999	3%	▲	
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0			
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		1,046,751	1,046,751	6,130,452	6,454,359				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	6,649,558	6,649,558	473,237	0	(473,237)	(100%)	▼	\$
Proceeds from Disposal of Assets	8	0	0	0	0	5		▲	
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(7,210,913)	(7,210,913)	(600,908)	0	600,908	100%	▲	\$
Plant and Equipment	13	0	0	0	0	0			
Furniture and Equipment	13	0	0	0	0	0			
Infrastructure Assets - Roads	13	(2,093,476)	(2,093,476)	(174,433)	(11,651)	162,782	93%	▲	\$
Infrastructure Assets - Bridges	13	(1,102,803)	(1,102,803)	(91,897)	(6,750)	85,147	93%	▲	\$
Infrastructure Assets - Footpaths	13	(242,713)	(242,713)	(20,225)	0	20,225	100%	▲	\$
Infrastructure Assets - Drainage	13	0	0	0	0	0			
Infrastructure Assets - Parks & Ovals	13	0	0	0	0	0			
Infrastructure Assets - Airports	13	0	0	0	0	0			
Infrastructure Assets - Sewerage	13	0	0	0	0	0			
Infrastructure Assets - Other	13	(156,375)	(156,375)	(13,030)	0	13,030	100%	▲	\$
Amount attributable to investing activities		(4,156,722)	(4,156,722)	(427,256)	(18,401)				
Financing Activities									
Proceeds from New Debentures		3,275,000	3,275,000	272,916	0	(272,916)	100%	▼	
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		0	0	0	0	0			
Transfer from Reserves	7	0	0	0	0	0			
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(392,495)	(392,495)	(32,703)	0	32,703	100%	▲	\$
Transfer to Reserves	7	(154,168)	(154,168)	(12,847)	0	12,847	100%	▲	\$
Amount attributable to financing activities		2,728,337	2,728,337	227,366	0				
Closing Funding Surplus(Deficit)	3	159,210	159,210	6,471,406	6,976,803				

▲▼ 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 CHITTERING
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2020

	Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
Opening Funding Surplus (Deficit)	3	\$ 540,844	\$ 540,844	\$ 540,844	\$ 540,844	\$ 0	0%		
Revenue from operating activities									
Rates	9	5,899,666	5,899,666	5,917,999	5,888,613	(29,387)	(0%)	▼	
Operating Grants, Subsidies and Contributions	11	1,057,437	1,057,437	44,021	118,470	74,449	169%	▲	\$
Fees and Charges		1,298,138	1,298,138	898,499	928,805	30,306	3%	▲	
Service Charges		0	0	0	0	0			
Interest Earnings		125,971	125,971	10,496	1,549	(8,947)	(85%)	▼	
Other Revenue		98,088	98,088	8,932	12,011	3,079	34%	▲	
Profit on Disposal of Assets	8	0	0	0	0	0			
		8,479,300	8,479,300	6,879,947	6,949,448				
Expenditure from operating activities									
Employee Costs		(3,659,309)	(3,659,309)	(362,251)	(298,947)	63,305	17%	▲	\$
Materials and Contracts		(3,027,242)	(3,027,242)	(236,185)	(193,434)	42,751	18%	▲	\$
Utility Charges		(111,000)	(111,000)	(21,941)	(13,452)	8,489	39%	▲	\$
Depreciation on Non-Current Assets		(3,755,880)	(3,755,880)	(312,980)	(322,979)	(9,999)	(3%)	▼	
Interest Expenses		(63,534)	(63,534)	(5,296)	19,957	25,253	477%	▲	\$
Insurance Expenses		(200,216)	(200,216)	(100,098)	0	100,098	100%	▲	\$
Other Expenditure		(391,248)	(391,248)	(25,391)	(9,213)	16,178	64%	▲	\$
Loss on Disposal of Assets	8	0	0	0	0	0			
		(11,208,429)	(11,208,429)	(1,064,142)	(818,067)				
Operating activities excluded from budget									
Add back Depreciation		3,755,880	3,755,880	312,980	322,979	9,999	3%	▲	
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0			
Movement in Leave Reserve (Added Back)		0	0	0	0	0			
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		1,026,751	1,026,751	6,128,785	6,454,359				
Investing activities									
Grants, Subsidies and Contributions	11	6,649,558	6,649,558	473,237	0	(473,237)	(100%)	▼	\$
Proceeds from Disposal of Assets	8	0	0	0	0	0			
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(7,210,913)	(7,210,913)	(600,908)	0	600,908	100%	▲	\$
Plant and Equipment	13	0	0	0	0	0			
Furniture and Equipment	13	0	0	0	0	0			
Infrastructure Assets - Roads	13	(2,093,476)	(2,093,476)	(174,433)	(11,651)	162,782	93%	▲	\$
Infrastructure Assets - Bridges	13	(1,102,803)	(1,102,803)	(91,897)	(6,750)	85,147	93%	▲	\$
Infrastructure Assets - Footpaths	13	(242,713)	(242,713)	(20,225)	0	20,225	100%	▲	\$
Infrastructure Assets - Drainage	13	0	0	0	0	0			
Infrastructure Assets - Parks & Ovals	13	0	0	0	0	0			
Infrastructure Assets - Airports	13	0	0	0	0	0			
Infrastructure Assets - Sewerage	13	0	0	0	0	0			
Infrastructure Assets - Other	13	(156,375)	(156,375)	(13,030)	0	13,030	100%	▲	\$
Amount attributable to investing activities		(4,156,722)	(4,156,722)	(427,256)	(18,401)				
Financing Activities									
Proceeds from New Debentures		3,275,000	3,275,000	272,916	0	(272,916)	(100%)	▼	\$
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		0	0	0	0.00	0			
Transfer from Reserves	7	0	0	0	0.00	0			
Advances to Community Groups		0	0	0	0.00	0			
Repayment of Debentures	10	(392,495)	(392,495)	(32,703)	0	32,703	100%	▲	\$
Transfer to Reserves	7	(154,168)	(154,168)	(12,847)	0	12,847	100%	▲	\$
Amount attributable to financing activities		2,728,337	2,728,337	227,366	0				
Closing Funding Surplus (Deficit)	3	139,210	139,210	6,469,739	6,976,803				

▲ ▼ 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 CHITTERING
STATEMENT OF FINANCIAL ACTIVITY
(Business Unit)
For the Period Ended 31 July 2020

		Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)/(a)	Var. ▲▼
	Note	\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	540,844	540,844	540,844	540,844	0	0%	
Revenue from operating activities								
Chief Executive Office			760	566	453	(113)	(20%)	▼
Corporate Services			(3,471,505)	(3,477,673)	(3,992,572)	(514,899)	15%	▼
Rates	9	5,916,901	5,916,901	5,916,901	5,888,613	(28,289)	(0%)	▼
Untied Grants	11	829,314	829,314	383	118,470	118,087	30832%	▲
Community Services		253,320	253,320	188,720	131,194	(57,526)	(30%)	▼
Development Services		376,633	376,633	280,586	194,793	(85,793)	(31%)	▼
Engineering Services		843,374	843,374	628,301	493,368	(134,933)	(21%)	▼
		0	4,748,797	3,537,784	2,834,319			
Expenditure from operating activities								
Chief Executive Office			(335,400)	(253,607)	(190,042)	63,565	25%	▲
Corporate Services			(2,270,880)	(1,717,088)	(1,603,272)	113,816	7%	▲
Community Services			(1,097,983)	(830,221)	(471,237)	358,984	43%	▲
Development Services			(722,030)	(545,950)	(426,403)	119,547	22%	▲
Engineering Services			(2,508,179)	(1,896,516)	(1,548,342)	348,174	18%	▲
		0	(6,934,472)	(5,243,382)	(4,239,296)			
Operating activities excluded from budget								
Add back Depreciation		3,755,880	3,755,880	312,980	322,979	9,999	3%	▲
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0	0		
Amount attributable to operating activities		3,755,880	1,570,205	(1,392,618)	(1,081,999)			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	11	6,649,558	6,649,558	473,237	0	(473,237)	(100%)	▼
Proceeds from Disposal of Assets	8	0	0	0	0	0		
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(7,210,913)	(7,210,913)	(600,908)	0	600,908	100%	▲
Plant and Equipment	13	0	0	0	0	0		
Furniture and Equipment	13	0	0	0	0	0		
Infrastructure Assets - Roads	13	(2,093,476)	(2,093,476)	(174,433)	(11,651)	162,782	93%	▲
Infrastructure Assets - Bridges	13	(1,102,803)	(1,102,803)	(91,897)	(6,750)	85,147	93%	▲
Infrastructure Assets - Footpaths	13	(242,713)	(242,713)	(20,225)	0	20,225	100%	▲
Infrastructure Assets - Drainage	13	0	0	0	0	0		
Infrastructure Assets - Parks & Ovals		0	0	0	0	0		
Infrastructure Assets - Other	13	(156,375)	(156,375)	(13,030)	0	13,030	100%	▲
Amount attributable to investing activities		(4,156,722)	(4,156,722)	(427,256)	(18,401)			
Financing Activities								
Proceeds from New Debentures		3,275,000	3,275,000	272,916	0	(272,916)	(100%)	▼
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	7	0	0	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(392,495)	(392,495)	(32,703)	0	32,703	100%	▲
Transfer to Reserves	7	(154,168)	(154,168)	(12,847)	0	12,847	100%	▲
Amount attributable to financing activities		2,728,337	2,728,337	227,366	0			
Closing Funding Surplus(Deficit)	3	2,868,339	682,664	(1,051,664)	(559,555)			

▲ ▼ 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 CHITTERING
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2020

Capital Acquisitions

	Note	YTD Actual New/ Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Budget (d)	Adopted Annual Budget	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land Held for Resale	13	0	0	0	0	0	0
Land and Buildings	13	0	0	600,908	7,210,913	0	(600,908)
Plant and Equipment	13	0	0	0	0	0	0
Furniture and Equipment	13	0	0	0	0	0	0
Infrastructure Assets - Roads	13	0	11,651	174,433	2,093,476	11,651	(162,782)
Infrastructure Assets - Bridges	13	0	6,750	91,897	1,102,803	6,750	(85,147)
Infrastructure Assets - Footpaths	13	0	0	20,225	242,713	0	(20,225)
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Infrastructure Assets - Parks & Ovals	13	0	0	0	0	0	0
Infrastructure Assets - Airports	13	0	0	0	0	0	0
Infrastructure Assets - Sewerage	13	0	0	0	0	0	0
Infrastructure Assets - Other	13	0	0	13,030	156,375	0	(13,030)
Capital Expenditure Totals		0	18,401	900,493	10,806,280	18,401	(882,092)
Capital acquisitions funded by:							
Capital Grants and Contributions				473,237	6,649,558	0	
Borrowings				272,916	3,275,000	0	
Other (Disposals & C/Fwd)				0	0	0	
Council contribution - Cash Backed Reserves							
Various Reserves				0		0	
Council contribution - operations				154,340		18,401	
Capital Funding Total				900,493		18,401	

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 1: Significant Accounting Policies**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

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

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other

(h) Inventories**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

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

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 1: Significant Accounting Policies**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Plant and Equipment - Furniture	4 to 10 years
Plant and Equipment - Computer Hardware	3 years
Plant and Equipment - Heavy	5 to 15 years
Plant and Equipment - Light	0 to 10 years
Sealed roads and streets	
formation (clearing and earthworks)	not depreciated
pavement (construction and road base)	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation (clearing and earthworks)	not depreciated
pavement (construction and road base)	50 years
gravel sheet	12 years
Formed roads	
formation (clearing and earthworks)	not depreciated
pavement (construction and road base)	50 years
Footpaths - slab	40 years
Footpaths - asphalt	10 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year

Date prepared: 10/03/2020

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

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

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 1: Significant Accounting Policies**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The Council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications**Rates**

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

Operating Grants, Subsidies and Contributions

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

Non-Operating Grants, Subsidies and Contributions

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

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

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

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

Materials and Contracts

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

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 1: Significant Accounting Policies

Depreciation expense raised on all classes of assets.

Interest expenses

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

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

(r) Program Classifications (Function/Activity)

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

GOVERNANCE**Objective:**

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

Activities:

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

GENERAL PURPOSE FUNDING**Objective:**

To collect revenue to allow for the provision of services.

Activities:

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY**Objective:**

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

Activities:

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH**Objective:**

To provide an operational framework for environmental and community health.

Activities:

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE**Objective:**

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

Activities:

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING**Objective:**

To provide and maintain staff, community and senior residents housing.

Activities:

Provision and maintenance of staff, community and senior residents housing.

COMMUNITY AMENITIES**Objective:**

To provide services required by the community.

Activities:

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE**Objective:**

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

Activities:

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT**Objective:**

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

Activities:

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES**Objective:**

To help promote the Shire and its economic wellbeing.

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 1: Significant Accounting Policies**Activities:**

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. building control.

OTHER PROPERTY AND SERVICES**Objective:**

To monitor and control Shire overheads operating accounts.

Activities:

Private works operation, plant repair and operation costs and engineering operation costs.





















































SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 2: Explanation of Material Variances

Variances will be adjusted following the adoption of the Budget Review.

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

The material variance adopted by Council for the 20/21 year is \$10,000 and 10%.

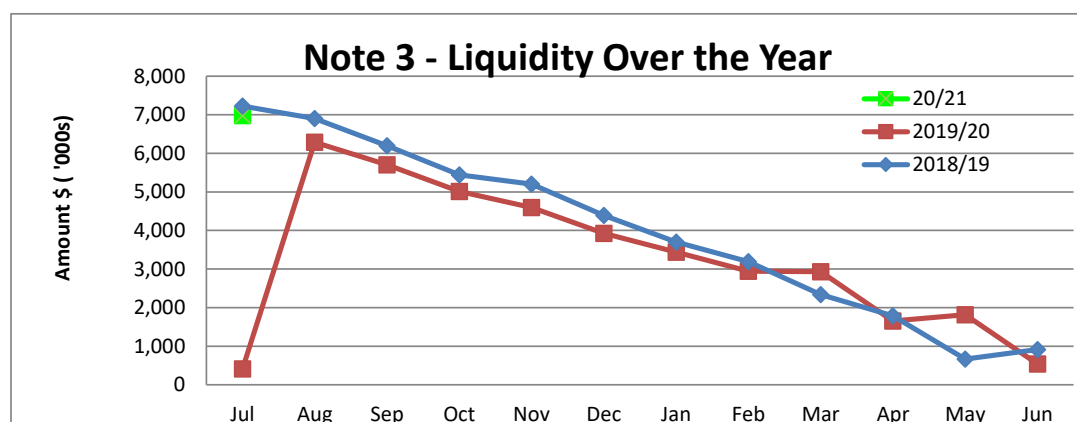
Reporting Program	Var. \$	Var. %	Var.  	Significant Var. 	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Governance	(487)	(89%)				
General Purpose Funding - Rates	(31,054)	(1%)				
General Purpose Funding - Other	(5,766)	(48%)				
Law, Order and Public Safety	(45,102)	(97%)			Timing	ESL Grant income spread over twelve months
Health	5,625	965%				
Education and Welfare	(2,775)	(100%)				
Housing	(813)	(7%)				
Community Amenities	8,892	1%				
Recreation and Culture	4,254	394%				
Transport	113,620	32463%			Timing	Direct Grant received earlier than expected
Economic Services	18,739	181%			Permanent	Bell Hill lease not accounted for in budget
Other Property and Services	2,699	65%				
Expenditure from operating activities						
Governance	13,630	19%			Timing	Insurance premiums not processed in July
General Purpose Funding	(471)	(2%)				
Law, Order and Public Safety	43,229	43%			Timing	Expenses for Fire Prevention and Animal Control less than budgeted
Health	17,425	51%			Timing	Loan repayment and insurance not processed in July
Education and Welfare	6,663	57%			Timing	Event expenses spread over twelve months
Housing	9,717	30%			Timing	Insurance to be processed - maintenance expenses spread over twelve months
Community Amenities	66,529	35%			Timing	Insurance to be processed - Waste collection less than budgeted
Recreation and Culture	66,669	44%			Timing	Insurance to be processed - maintenance expenses spread over twelve months
Transport	16,097	5%				
Economic Services	23,490	36%			Timing	Insurance to be processed - maintenance expenses spread over twelve months
Other Property and Services	3	(31%)				
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(473,237)	(100%)			Timing	Income spread over twelve months not received yet
Proceeds from Disposal of Assets	5					
Land Held for Resale	0					
Land and Buildings	600,908	100%			Timing	Capital projects not started yet
Plant and Equipment	0					
Infrastructure Assets - Roads	162,782	93%			Timing	Capital projects just commenced
Infrastructure Assets - Bridges	85,147	93%			Timing	Capital projects just commenced
Infrastructure Assets - Footpaths	20,225	100%			Timing	Capital projects not started yet
Infrastructure Assets - Drainage	0					
Infrastructure Assets - Parks & Ovals	0					
Infrastructure Assets - Other	13,030	100%			Timing	Capital projects not started yet
Financing Activities						
Proceeds from New Debentures	(272,916)	100%				
Proceeds from Advances	0					
Self-Supporting Loan Principal	0					
Transfer from Reserves	0					
Advances to Community Groups	0					
Repayment of Debentures	32,703	100%			Timing	Not required yet
Transfers to Reserves	12,847	100%			Timing	Transfers to be done as part of EOY

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Closing	This Time Last Year	Current
	Note	30/06/2020	31/07/2019	31/07/2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,499,822	768,116	790,870
Cash Restricted - Conditions over Grants	11	119,473	154,444	119,473
Cash Restricted - Reserves	4	1,978,713	1,962,627	1,978,713
Receivables - Rates	6	267,637	126,221	7,176,830
Receivables - Other	6	208,497	239,142	201,566
Inventories		9,347	(8,608)	6,933
		4,083,488	3,241,942	10,274,385
Less: Current Liabilities				
Payables		(1,081,188)	(265,101)	(836,126)
Contract Liabilities		0	(119,473)	0
Loan Liability		7,556	(395,364)	7,556
Provisions		(664,142)	(664,142)	(664,142)
		(1,737,775)	(1,444,080)	(1,492,713)
Less: Cash Reserves	7	(1,978,713)	(1,962,627)	(1,978,713)
Add Back: Component of Leave Liability not Required to be funded		181,399	179,924	181,399
Add Back: Current Loan Liability		(7,556)	395,364	(7,556)
Net Current Funding Position		540,844	410,523	6,976,803

**Comments - Net Current Funding Position**

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Investments	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$	\$			
(a) Cash Deposits								
Municipal Bank Account	908,883				908,883	Bendigo	1.25%	At Call
Municipal Investment Account	0				0	Bendigo	0.00%	At Call
Reserve Bank Account		14,033			14,033	Bendigo	2.25%	At Call
Cash On Hand - Admin	600				600	N/A	Nil	On Hand
Cash On Hand - Refuse Site	350				350	N/A	Nil	On Hand
Petty Cash - Admin	500				500	N/A	Nil	On Hand
Cash On Hand 7	0				0	N/A	Nil	On Hand
Trust Cash At Bank			10		10	Bendigo	0.00%	At Call
(b) Term Deposits								
Term Deposit Investments	0				0	Bendigo	1.25%	17-Sep-20
Reserve Bank - Term Deposit Investments		1,964,680			1,964,680	Bendigo	0.65%	29-Jan-21
(c) Investments								
Shares - Chittering Financial Services				42,500	42,500	N/A	Nil	On Hand
Total	910,333	1,978,713	10	42,500	2,931,556			

Comments/Notes - Investments

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

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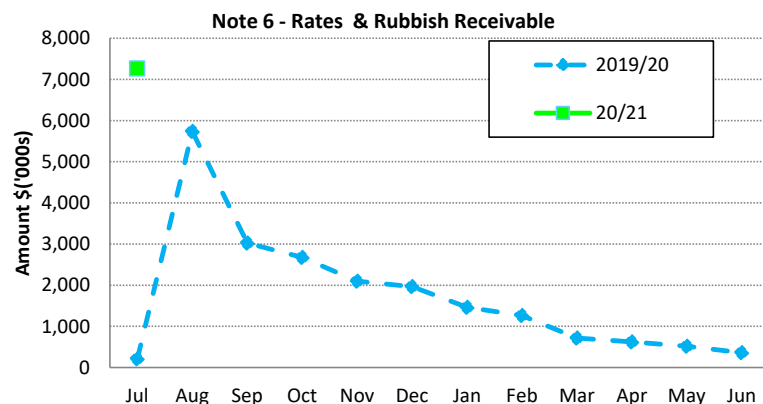
SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 6: Receivables

Receivables - Rates & Rubbish	31 July 2020	30 June 2020
	\$	\$
Opening Arrears Previous Years	361,453	394,697
Levied this year	6,750,879	6,481,964
<u>Less</u> Collections to date	156,971	(6,515,209)
Equals Current Outstanding	7,269,302	361,453
Net Rates Collectable	7,269,302	361,453
% Collected	-2.21%	94.74%

Receivables - General	Current	30 Days	60 Days	90+ Days	90+Days
	\$	\$	\$	\$	\$
Receivables - General	12,974	135,355	2,695	(2,013)	149,011
Balance per Trial Balance					
Sundry Debtors					148,740
Receivables - Other					52,608
Total Receivables General Outstanding					201,348

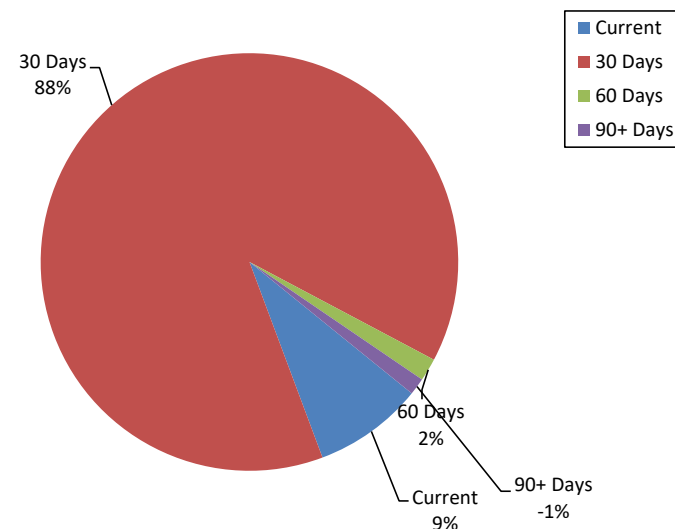
Amounts shown above include GST (where applicable)



Comments/Notes - Receivables Rates & Rubbish

[Insert explanatory notes and commentary on trends and timing]

Note 6 - Accounts Receivable (non-rates)

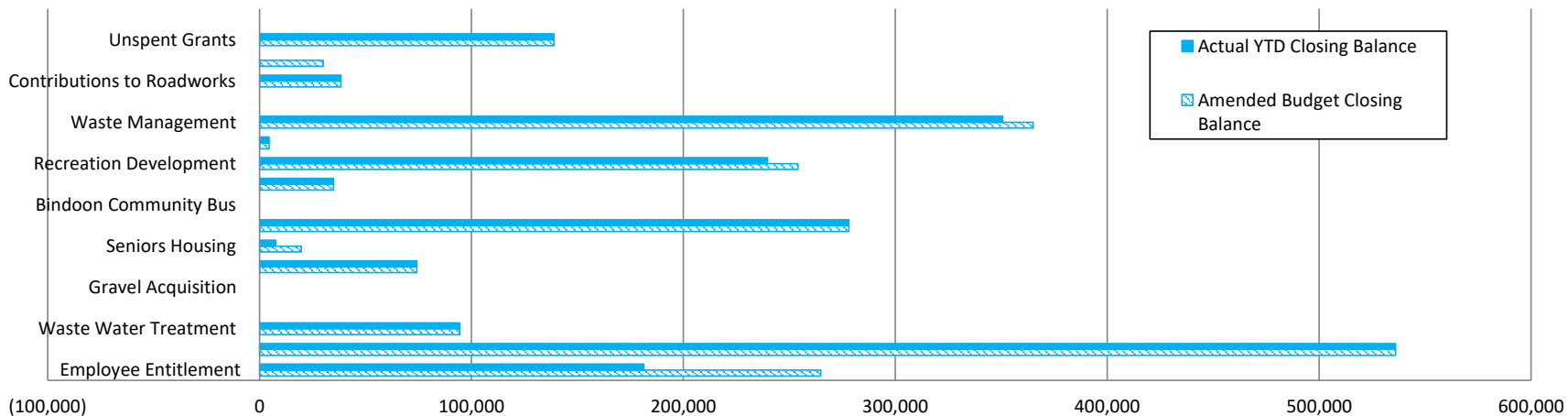


SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement	181,399	0	0	83,391	0	0	0	264,790	181,399
Plant Replacement	535,987	0	0	0	0	0	0	535,987	535,987
Waste Water Treatment	94,391	0	0	0	0	0	0	94,391	94,391
Public Amenities & Buildings	0	0	0	0	0	0	0	0	0
Gravel Acquisition	0	0	0	0	0	0	0	0	0
Communtiy Housing	74,200	0	0	0	0	0	0	74,200	74,200
Seniors Housing	7,650	0	0	11,977	0	0	0	19,627	7,650
Public Open Space	278,087	0	0	0	0	0	0	278,087	278,087
Bindoon Community Bus	0	0	0	0	0	0	0	0	0
Bindoon Cemetery Development	34,861	0	0	0	0	0	0	34,861	34,861
Recreation Development	239,676	0	0	14,400	0	0	0	254,076	239,676
Ambulance Replacement	4,460	0	0	0	0	0	0	4,460	4,460
Waste Management	350,681	0	0	14,400	0	0	0	365,081	350,681
Landcare Vehicles	(0)	0	0	0	0	0	0	(0)	(0)
Contributions to Roadworks	38,351	0	0	0	0	0	0	38,351	38,351
Economic Recovery Stimulus	0	0	0	30,000	0	0	0	30,000	0
Unspent Grants	138,970	0	0	0	0	0	0	138,970	138,970
	1,978,713	0	0	154,168	0	0	0	2,132,881	1,978,713

Note 7 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 8: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Amended Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	Land and Buildings	\$	\$	\$	\$	\$	\$	\$	\$
LDV856	LAND - Lot 168 Binda Place, Bindoon - Land								
LDV144	LAND - Lot 14 Wells Glover Road Bindoon [old Tennis Courts]								
LDV181	LAND - Lot 104 Gray Rd Bindoon								
LDV641	LAND - Lot M 1496 Muchea East [near new Saleyards Complex]								
	Plant and Equipment								
					0				
		0	0	0	0	0	0	0	0

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV	10.0227	1,680	31,620,427	3,278,469	0	0	3,278,469	3,278,469	0	0	3,278,469
UV	0.6302	718	332,455,000	2,145,332	4,711	0	2,150,043	2,145,332	0	0	2,145,332
Sub-Totals		2,398	364,075,427	5,423,802	4,711	0	5,428,513	5,423,801	0	0	5,423,801
Minimum Payment	Minimum										
	\$										
GRV	1,050.00	362	2,196,093	380,100	0	0	380,100	380,100	0	0	380,100
UV	1,000.00	80	5,766,461	80,000	0	0	80,000	113,000	0	0	113,000
Sub-Totals		442	7,962,554	460,100	0	0	460,100	493,100	0	0	493,100
		2,840	372,037,981	5,883,902	4,711	0	5,888,613	5,916,901	0	0	5,916,901
Discounts							0				0
Concession							0				0
Amount from General Rates							5,888,613				5,916,901
Ex-Gratia Rates							0				2,765
Rates Adjustments							0				0
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Totals							5,888,613				5,919,666

Comments - Rating Information

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 10: Information on Borrowings

(a) Debenture Repayments

			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments			
Particulars/Purpose			01 Jul 2020	YTD Actual	Amended Budget	Adopted Budget	Actual YTD	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance															
Loan 80 Admin Server/IT Upgrade	WATC	61,613.13	0	0	0	0.00	19,985	19,985	61,613.13	41,628	41,628	-179	1,541	1,541	
Health															
Loan 79 - Multi Purpose Health Centre	WATC	507,130.59	0	0	0	0.00	13,816	13,816	507,130.59	493,315	493,315	-9,007	10,278	10,278	
Housing															
Loan 72 Staff Housing Development	KEYSTART	33,569.74	0	0	0	0.00	27,761	27,761	33,569.74	5,809	5,809	-5	1,231	1,231	
Loan 73 Seniors & Community Housing	WATC	15,062.91	0	0	0	0.00	9,873	9,873	15,062.91	5,190	5,190	-2	757	757	
Recreation and Culture															
Loan 74 Land Acquisition Gray Road	WATC	33,115.59	0	0	0	0.00	16,004	16,004	33,115.59	17,112	17,112	-6	1,809	1,809	
Loan 87 Lower Chittering Sport & Rec Centre	WATC	0.00	0	3,275,000	3,275,000	0.00	0	0	0.00	3,275,000	3,275,000	0	0	0	
Transport															
Loan 79 New Grader	WATC	236,462.65	0	0	0	0.00	29,631	29,631	236,462.65	206,832	206,832	-4,200	22,042	22,042	
Economic Services															
Loan 81 Land Lot 215 Great Nth Hwy	WATC	13,720.71	0	0	0	0.00	13,721	13,721	13,720.71	(0)	-0	-96	160	160	
Loan 85 Land Lot 215 Great Nth Hwy	VENDOR	62,500.00	0	0	0	0.00	60,625	60,625	62,500.00	1,875	1,875	-1,106	1,819	1,819	
Loan 82 Land Lot 168 Binda Place	WATC	517,119.44	0	0	0	0.00	62,358	62,358	517,119.44	454,761	454,761	-4,753	15,300	15,300	
Loan 83 Lifestyle Village	WATC	524,135.47	0	0	0	0.00	127,899	127,899	524,135.47	396,236	396,236	-555	7,926	7,926	
Other Property & Services															
Loan 86 Admin Telephone System	WATC	44,349.93	0	0	0	0.00	10,822	10,822	44,349.93	33,528	33,528	-47	671	671	
			2,048,780.16	0	3,275,000	3,275,000	0.00	392,495	392,495	2,048,780.16	4,931,285	4,931,285	(19,957)	63,534	63,534

All debenture repayments, other than self supporting loans, will be financed by general purpose revenue.

(b) New Debentures

Particulars/Purpose	Amount Borrowed			Amount Used			Balance Unspent		
	Actual	Budget	Budget	Institution	(Years)	Rate	Actual	Budget	Budget
	\$	\$	\$			%	\$	\$	\$
Loan 87 Lower Chittering Sport & Rec Centre	0	3,275,000	3,275,000	WATC	5	3.36	0	3,275,000	3,275,000
Loan 88 LCSRC Self Supporting (IHC)`	0	0	0	WATC	5	3.36	0	0	0
	0	0	0				0	0	0
	0	3,275,000	3,275,000				0	3,275,000	3,275,000

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 11: Grants and Contributions

	Grant Provider	Type	Opening	Adopted Budget		YTD	Adopted	Revisd	YTD Actual		Unspent	Unspent	
			Balance	Operating	Capital	Revised	Annual	Annual	Revenue	(Expended)	Grant	Grant	
			(a)				Budget	Budget	Budget		(b)	(a)+(b)	(a)+(b)
				\$	\$	\$				\$	\$	\$	\$
General Purpose Funding													
Grants Commission - General	WALGGC	Operating	0	453,404	0	0	453,404	453,404	0	0	(402,623)	0	0
Grants Commission - Roads	WALGGC	Operating	0	253,855	0	0	253,855	253,855	0	0	(221,683)	0	0
Governance													
Apprenticeship Training and IT Vision COA Contribution		Operating	0	0	0	0	0	0	0	0	0	0	0
Law, Order and Public Safety													
Grant - Watering WA - Remote Tank Monitoring		Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - AWARE - Raising Resilience	Office of Emergency Management	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Safer Communities CCTV	Office of Emergency Management	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Stronger Communities - Defibrillators CFS	Dept Infrastructure/Communities	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Contribution - ESL BFB		Operating	0	0	0	0	0	0	0	0	0	0	0
Grant - ESL BFB Operating Grant	Dept Fire & Emergency Service	Operating - Tied	0	158,023	0	39,505	158,023	158,023	0	0	0	0	0
Grant - ESL SES Operating Grant	Dept Fire & Emergency Service	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - ESL BFB Capital Grant	Dept Fire & Emergency Service	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - BRMP BAL Training	FAL Australia	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Community Emergency Service Manager (CESM)	Dept Fire & Emergency Service	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - CESM Vehicle	Dept Fire & Emergency Service	Operating - Tied	0	0	0	0	0	0	0	0	(1,946)	(1,946)	0
Grant - Bushfire Risk Management (BRMP)	Dept Fire & Emergency Service	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Fire Mitigation Activity Funding (MAF)	Dept Fire & Emergency Service	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Education & Welfare													
Grant - Seniors Week	COTA WA	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Volunteers Day	Volunteering WA	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Thank a Volunteer	Dept Local Govt & Communities	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Wear Ya Wellies	LotteryWest	Operating - Tied	0	21,300	0	1,775	21,300	21,300	0	0	0	0	0
Contribution - Wear Ya Wellies	Various	Operating - Tied	0	12,000	0	1,000	12,000	12,000	0	0	0	0	0
Grant - Youth Events	LotteryWest	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Me @ 3 Program	Anglicare	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Community Amenities													
			0	0	0	0	0	0	0	0	0	0	0
Recreation and Culture													
Contribution - Sandown Park Toilet Block	South Midlands Polocrosse Club	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - Chinkabee Court Resurfacing	Bindoon Sport & Rec	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - Chinkabee Court Resurfacing	Bindoon Sport & Rec	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - Bindoon Cricket Pitch	Bindoon Sport & Rec	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - LCSRC Immaculate Heart (SSL)	1st Drawdown	Non-operating	0	0	278,557	23,213	278,557	278,557	0	0	0	0	0
Contribution - LCSRC Immaculate Heart (BBRF)	Milestone 1 and 2	Non-operating	0	0	3,553,556	296,129	3,553,556	3,553,556	0	0	0	0	0
Grant - Kidsport	Dept Sport and Recreation	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Carty to Clune Trail - Duplicated here and Transport		Non-operating	0	0	100,000	8,333	100,000	100,000	0	0	0	0	0
Grant - Sussex Bend Reserve	Dept of Industry	Operating	0	0	0	0	0	0	4,500	0	0	0	0
Contribution - Brockman Centre Ramps and Paths - Withdrawn	Brockman Centre	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Brockman Centre Access Ramps and Paths - Withdrawn		Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - Muchea Cricket Nets	Muchea Cricket Club	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - Muchea Cricket Nets	Muchea Cricket Club	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Muchea Cricket Nets	Dept Local Govt & Communities	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Muchea Dual Pump & Jump Track - Withdrawn		Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Cadbury Fundraiser	Cadbury	Operating	0	400	0	33	400	400	0	0	0	0	0
Grant - Cadbury Fundraiser	Cadbury	Operating	0	0	0	0	0	0	0	0	0	0	0
Transport													
Grant - Street Lighting	Main Roads WA	Operating	0	4,200	0	350	4,200	4,200	0	0	(4,926)	0	0
Contribution - Road Works	Various	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Direct Road	Main Roads WA	Operating	0	117,455	0	0	117,455	117,455	113,970	0	0	0	0
Grant - Black Spot - Chittering Road 2018/19	Main Roads WA	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Black Spot - Muchea East Road 2015/16	Main Roads WA	Non-operating	0	0	448,362	0	448,362	448,362	0	0	0	0	0
Grant - Black Spot - Blue Plains/Maddern Road	Main Roads WA	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Black Spot - Julimar Road	Main Roads WA	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Black Spot - Wandena Road 2018/19	Main Roads WA	Non-operating	79,473	0	0	0	0	0	0	0	0	79,473	79,473
Grant - Black Spot - Mooliabeenee Road 2018/19	Main Roads WA	Non-operating	0	0	101,321	0	101,321	101,321	0	0	0	0	0
Grant - Chittering Road 2019/20	Roads to Recovery	Non-operating	0	0	295,823	24,651	295,823	295,823	0	0	0	0	0
Grant - Bridge 4701 Blizzard Road	Regional Road Group	Non-operating	0	0	848,330	70,694	848,330	848,330	0	0	0	0	0
Grant - WALGCC Bridge 5374 Flat Rocks Road	Regional Road Group	Non-operating	40,000	0	0	0	0	0	0	0	0	40,000	40,000
Grant - WALGCC Bridge 4868 Chittering Valley Road	Regional Road Group	Non-operating	0	0	270,000	22,500	270,000	270,000	0	0	(6,750)	(6,750)	0
Grant - Local Roads & Community Infrastructure	Regional Road Group	Non-operating	0	0	332,609	27,717	332,609	332,609	0	0	0	0	0
Grant - Regional Road Group - Chittering Road	Regional Road Group	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Muchea East Road 2017/18 - 2018/19	Regional Road Group	Non-operating	0	0	421,000	0	421,000	421,000	0	0	(11,651)	(11,651)	0
Grant - Archibald Street Footpath (Link Connect)	Department of Transport	Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Mountain Bike Trail		Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Carty to Clune Trail		Non-operating	0	0	0	0	0	0	0	0	0	0	0
Contribution - Lot 2 Reserve Road Supervision Fee	Riverside Investments	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Economic Services													
Grant - Taste of Chittering	LotteryWest /TourismWA	Operating - Tied	0	15,000	0	1,250	15,000	15,000	0	0	0	0	0
Contribution - Taste of Chittering	Various	Operating - Tied	0	8,000	0	0	8,000	8,000	0	0	0	0	0
Contribution - Taste of Chittering	Various	Operating - Tied	0	12,500	0	0	12,500	12,500	0	0	0	0	0
Grant - Tourism WA/Road Safety - TASTE	Road Safety Council	Operating - Tied	0	1,300	0	108	1,300	1,300	0	0	0	0	0
Contribution - Tourism Action Plan Signage	Various	Operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Community Garden Visitor Centre	Dept Communities	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Visitor Centre Auto Door		Non-operating	0	0	0	0	0	0	0	0	0	0	0
Grant - Muchea Employment Node - Special Projects Officer	Building Better Regions	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
Grant - Visitor Centre Sustainability	TourismWA	Operating - Tied	0	0	0	0	0	0	0	0	0	0	0
TOTALS			119,473	1,057,437	6,649,558	517,258	7,706,995	7,706,995	118,470	(649,579)	99,126	119,473	
SUMMARY													
Operating	Operating Grants, Subsidies and Contributions		0	829,314	0	383	829,314	829,314	118,470	(629,232)	0	0	
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		0	228,123	0	43,638	228,123	228,123	0	(1,946)	(1,946)	0	
Non-operating	Non-operating Grants, Subsidies and Contributions		119,473	0	6,649,558	473,237	6,649,558	6,649,558	0	(18,401)	101,072	119,473	
TOTALS			119,473	1,057,437	6,649,558	517,258	7,706,995	7,706,995	118,470	(649,579)	99,126	119,473	

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2020

Note 12: Restricted Cash - Bonds and Deposits and Trust Funds




















In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Jul 2020
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Animal Control	417.21	0.00	0.00	417.21
Bonds - Community Bus	1,100.00	0.00	0.00	1,100.00
Construction Training Fund (CTF)	1,255.50	1,889.90	(230.82)	2,914.58
Bonds - Crossovers	16,513.89	0.00	0.00	16,513.89
Bonds - Defects Roadworks	93,619.74	0.00	0.00	93,619.74
Bonds - Developer	118,909.19	0.00	0.00	118,909.19
Bonds - Extractive Industries	56,558.43	8,950.00	0.00	65,508.43
Bonds - Gravel Pit Rehabilitation	21,289.16	0.00	0.00	21,289.16
Bonds - Keys, Hall and Equipment	2,305.00	0.00	0.00	2,305.00
Building Services Levy (BSL)	5,289.52	2,960.33	(1,212.45)	7,037.40
Bonds - Transportable Buildings	0.00	0.00	0.00	0.00
Bonds - Community Housing	0.00	0.00	0.00	0.00
Councillor Nomination Deposits	0.00	0.00	0.00	0.00
Unclaimed Monies	1,759.40	0.00	0.00	1,759.40
Bonds - Senior Housing	0.00	0.00	0.00	0.00
Bonds - Staff Housing	0.00	0.00	0.00	0.00
Sub-Total	319,017.04	13,800.23	(1,443.27)	331,374.00
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
Total	319,017.04	13,800.23	(1,443.27)	331,374.00

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget			Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	YTD Variance	
				\$	\$	\$	\$	\$	\$	\$	
 Level of completion indicator, please see table at the end of this note for further detail.											
Land											
Economic Services											
 Lot 168 Binda Place Subdivision	4130609	509	LC481	0	0	0	0	0	0	0	
 Lot 104 Gray Road Subdivision	4130609	509	LC483	0	0	0	0	0	0	0	
 131 Muchea East Road Remediation	4130609	509	LC484	0	0	0	0	0	0	0	
 Lot 9 Binda Place (Mitre 10)	4130609	509	LC485	0	0	0	0	0	0	0	
Total - Economic Services				0	0	0	0	0	0	0	
# Total - Land				0	0	0	0	0	0	0	
Buildings											
Law, Order & Public Safety											
 Fire Building (Capital)	4050110	510	BC032	0	0	0	(15,000)	(15,000)	(1,250)	1,250	
Total - Law, Order & Public Safety				0	0	0	(15,000)	(15,000)	(1,250)	1,250	
Housing											
 Unit 4/8 Edmonds Place Buildings (Capital)	4090310	510	BC224	0	0	0	(30,000)	(30,000)	(2,500)	2,500	
Total - Housing				0	0	0	(30,000)	(30,000)	(2,500)	2,500	
Community Amenities											
 Bindoon Landfill Buildings (Capital)	4100110	510	BC240	0	0	0	0	0	0	0	
 Bindoon Public Conveniences Buildings (Capital)	4100710	510	BC301	0	0	0	0	0	0	0	
Total - Community Amenities				0	0	0	0	0	0	0	
Recreation And Culture											
 Lower Chittering Hall Buildings (Capital)	4110110	510	BC312	0	0	0	0	0	0	0	
 Muchea Hall Temporary Change Rooms	4110110	510	BC313C	0	0	0	0	0	0	0	
 Brockman Centre Precinct Buildings (Capital)	4110310	510	BC380	0	0	0	(40,000)	(40,000)	(3,333)	3,333	
 Chittering Community Complex (Capital)	4110310	510	BC383	0	0	0	(4,907,113)	(4,907,113)	(408,926)	408,926	
 Muchea Clubroom Redevelopment	4110310	510	BC384	0	0	0	(2,200,000)	(2,200,000)	(183,333)	183,333	
Total - Recreation And Culture				0	0	0	(7,147,113)	(7,147,113)	(595,592)	595,592	
Transport											
 Depot Buildings (Capital)	4120110	510	BC410	0	0	0	0	0	0	0	
 Depot Machinery Shed and Fencing Upgrade	4120110	510	BC410A	0	0	0	0	0	0	0	
Total - Transport				0	0	0	0	0	0	0	
Economic Services											
 Tourist Bureau Buildings (Capital)	4130210	510	BC470	0	0	0	(18,800)	(18,800)	(1,566)	1,566	
Total - Economic Services				0	0	0	(18,800)	(18,800)	(1,566)	1,566	
Other Property & Services											
 Administration Buildings (Capital)	4140210	510	BC560	0	0	0	0	0	0	0	
Total - Other Property & Services				0	0	0	0	0	0	0	
Total - Buildings				0	0	0	(7,210,913)	(7,210,913)	(600,908)	600,908	
Plant , Equip. & Vehicles											
Health											
 HEALTH - Plant & Equipment (Capital)	4070430	530		0	0	0	0	0	0	0	
Total - Health				0	0	0	0	0	0	0	

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

Note 13: Capital Acquisitions

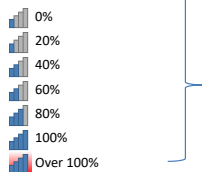
Assets	Account	Balance Sheet Category	Job	YTD Actual			Adopted Annual Budget	Amended Budget			Strategic Reference / Comment
				New/Upgrade	Renewal	Total YTD		Annual Budget	YTD Budget	YTD Variance	
				\$	\$	\$	\$	\$	\$	\$	
Community Amenities											
ENVIRON - Plant & Equipment (Capital)	4100530	530		0	0	0	0	0	0	0	
ENVIRON - Plant & Equipment (Capital)	4100530	530		0	0	0	0	0	0	0	
Total - Community Amenities				0	0	0	0	0	0	0	
Economic Services											
BUILD - Plant & Equipment	4130330	530		0	0	0	0	0	0	0	
Total - Economic Services				0	0	0	0	0	0	0	
Other Property & Services											
ADMIN - Plant and Equipment (Capital)	4140230	530		0	0	0	0	0	0	0	
ADMIN - Plant and Equipment (Capital)	4140230	530		0	0	0	0	0	0	0	
Total - Other Property & Services				0	0	0	0	0	0	0	
Total - Plant, Equip. & Vehicles				0	0	0	0	0	0	0	
Roads (Non Town)											
Transport											
Davis Road	4120140	540	RC024	0	0	0	(161,121)	(161,121)	(13,426)	13,426	
Archibald Street	4120140	540	RC032	0	0	0	(63,079)	(63,079)	(5,255)	5,255	
Chinkabee Road	4120140	540	RC111	0	0	0	0	0	0	0	
Barn Road	4120142	540	RC042	0	0	0	(46,066)	(46,066)	(3,837)	3,837	
Owen Road	4120142	540	RC043	0	0	0	(46,650)	(46,650)	(3,885)	3,885	
Chittering Road (R2R)	4120145	540	R2R002	0	0	0	(193,359)	(193,359)	(16,112)	16,112	
Muchea East Road Renewal (RRG)	4120149	540	RRG004	0	(11,651)	(11,651)	(646,539)	(646,539)	(53,876)	42,225	
Muchea East Road Renewal 2018/19	4120149	540	RRG04B	0	0	0	0	0	0	0	
Mooliabeenie Road (BS)	4120153	540	RBS001	0	0	0	(151,981)	(151,981)	(12,662)	12,662	
Chittering Road (BS)	4120153	540	RBS002	0	0	0	0	0	0	0	
Teatree Road (BS)	4120153	540	RBS014	0	0	0	(448,362)	(448,362)	(37,362)	37,362	
Wandena Road (BS)	4120153	540	RBS030	0	0	0	0	0	0	0	
Total - Transport				0	(11,651)	(11,651)	(1,757,157)	(1,757,157)	(146,415)	134,764	
Total - Roads (Non Town)				0	(11,651)	(11,651)	(1,757,157)	(1,757,157)	(146,415)	134,764	
Roads (Town)											
Transport											
Teatree Road	4120141	540	RC014	0	0	0	(50,000)	(50,000)	(4,164)	4,164	
Reserve Road	4120141	540	RC038	0	0	0	0	0	0	0	
Wandena Road	4120141	540	RC030	0	0	0	0	0	0	0	
Forrest Hills Parade	4120141	540	RC103	0	0	0	0	0	0	0	
Ippolo Road	4120141	540	RC075	0	0	0	0	0	0	0	
Hart Drive	4120141	540	RC078	0	0	0	0	0	0	0	
Ridgetop Ramble	4120141	540	RC098	0	0	0	(186,710)	(186,710)	(15,556)	15,556	
Devon Way	4120141	540	RC147	0	0	0	0	0	0	0	
Flat Rocks Road	4120142	540	RC011	0	0	0	0	0	0	0	
Archibald Street (R2R)	4120144	540	R2R032	0	0	0	(99,609)	(99,609)	(8,298)	8,298	
Total - Transport				0	0	0	(336,319)	(336,319)	(28,018)	28,018	
Total - Roads (Town)				0	0	0	(336,319)	(336,319)	(28,018)	28,018	

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

Note 13: Capital Acquisitions

Assets	Account	Balance Sheet Category	Job	YTD Actual		Total YTD	Adopted	Amended Budget			Strategic Reference / Comment
				New/Upgrade	Renewal		Annual Budget	Annual Budget	YTD Budget	YTD Variance	
				\$	\$	\$	\$	\$	\$	\$	
Bridges and Culverts											
Transport											
Bridge 4026 - Chittering Road	4120167	555	BR4026	0	0	0	(832,803)	(832,803)	(69,397)	69,397	
Bridge 4868 - Chittering Valley Road	4120167	555	BR4868	0	(6,750)	(6,750)	(270,000)	(270,000)	(22,500)	15,750	
Bridge 5374 - Flat Rocks Rd	4120167	555	BR5374	0	0	0	0	0	0	0	
Total - Transport				0	(6,750)	(6,750)	(1,102,803)	(1,102,803)	(91,897)	85,147	
Total - Bridges and Culverts				0	(6,750)	(6,750)	(1,102,803)	(1,102,803)	(91,897)	85,147	
Footpaths											
Transport											
Footpath - Archibald Street	4120170	560	FC032	0	0	0	0	0	0	0	
Footpath - Archibald Street Stage 2	4120170	560	FC032A	0	0	0	0	0	0	0	
Lake Needonga Trail	4120170	560	WT004	0	0	0	(42,713)	(42,713)	(3,559)	3,559	
Wannamal Heritage Trail	4120170	560	WT005	0	0	0	0	0	0	0	
Clune to Brockman Trail	4120170	560	WT006	0	0	0	(200,000)	(200,000)	(16,666)	16,666	
Total - Transport				0	0	0	(242,713)	(242,713)	(20,225)	20,225	
Total - Footpaths				0	0	0	(242,713)	(242,713)	(20,225)	20,225	
Parks & Ovals											
Community Amenities											
Cemetery Memorial Gardens Infrastructure Parks (Capital)	4100770	570	PC300	0	0	0	0	0	0	0	
Total - Community Amenities				0	0	0	0	0	0	0	
Recreation And Culture											
Clune Park Infrastructure Parks (Capital)	4110370	570	PC305	0	0	0	0	0	0	0	
Sussex Bend Reserve Infrastructure Parks (Capital)	4110370	570	PC306	0	0	0	0	0	0	0	
Aquilla Reserve Infrastructure Parks & Ovals (Capital)	4110370	570	PC352	0	0	0	0	0	0	0	
Total - Recreation And Culture				0	0	0	0	0	0	0	
Total - Parks & Ovals				0	0	0	0	0	0	0	
Total - Community Amenities				0	0	0	0	0	0	0	
Recreation And Culture											
John Glenn Park Infrastructure Other (Capital)	4110390	590	OC304	0	0	0	(50,000)	(50,000)	(4,166)	4,166	
Brockman Centre Infrastructure Other (Capital)	4110390	590	OC380	0	0	0	(78,775)	(78,775)	(6,564)	6,564	
Total - Recreation And Culture				0	0	0	(128,775)	(128,775)	(10,730)	10,730	
Transport											
Depot Infrastructure Other (Capital)	4120190	590	OC410	0	0	0	(27,600)	(27,600)	(2,300)	2,300	
Total - Transport				0	0	0	(27,600)	(27,600)	(2,300)	2,300	
Economic Services											
Muchea Entry Statement Infrastructure Other (Capital)	4130290	590	OC475	0	0	0	0	0	0	0	
Total - Economic Services				0	0	0	0	0	0	0	
Total - Infrastructure - Other				0	0	0	(156,375)	(156,375)	(13,030)	13,030	
Capital Expenditure Total				0	(18,401)	(18,401)	(10,806,280)	(10,806,280)	(900,493)	882,092	

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Submission to the Infrastructure WA State Infrastructure Strategy

1. What do you think the implications of the pandemic for infrastructure will be in the recovery phase and over the medium and long-term? Do you see any new opportunities or challenges?

Following the start of the pandemic, we have had an increase in interest from people wanting to move away from a city or suburban environment to a more rural environment where they have more space in which to live. This trend may result in more demand on peri-urban locations, such as the Shire of Chittering. The challenge will be in trying to provide appropriate infrastructure to allow development to occur in a way that does not have large negative effects on the environment. This infrastructure would include reticulated sewerage, reticulated water, power, telecommunications, appropriate road linkages, recreation facilities and regular public transport.

Working from home has now presented an opportunity to move the workforce away from the Central Business District. This will allow a reduced focus on major roads within the metropolitan area but will increase the need of infrastructure such as communications to support a home office environment.

There has also been an increased focus on family togetherness and exploring and exercising in outdoor areas. It will be important to preserve areas for this to occur, but also provide appropriate infrastructure and services for this to occur in a sustainable manner.

With an increased emphasis on internal tourism / economic development, increased public spending on public attractions such as mountain bike parks, where capable.

2. Are there early learnings resulting from the pandemic around the resilience of our economy and our infrastructure that we should consider as we develop the Strategy?

One early learning is in regard to our supply chains, and the effect that this can have on the availability of basic items such as food. The value of agricultural production in the Northern Growth Sub-Region has increased by 35% over the past ten years and is now valued at \$370 million with an additional \$106 million in horticultural production. Regulatory changes and the provision of appropriate infrastructure will allow this growth to continue, strengthening one of Western Australia's essential industries.

7. How can regions work together to identify and deliver large-scale opportunities, projects and programs which extend across regional boundaries?

One of the current weaknesses in delivering such projects is not the crossing of the regional boundaries but in government departments and government corporations not communicating with each other and aligning their strategic plans. One example is the Department of Planning creating an Industrial Park, road infrastructure being built to appropriately service the park but Western Power and the Water Corporation not providing adequate infrastructure to the park.

Regional bodies such as Development Commissions could be better utilised to bring departmental plans together in a way that best utilises available resources.

8. What do you think are the greatest infrastructure needs and priorities across the regions and Perth?

There is still a great requirement for basic infrastructure such as deep sewerage, reticulated water and road access.

Current policies restrict the ability for innovative solutions for sewerage to be used, solutions that are safely used in other parts of Australia and the world. Changing these policies will allow greater private funding of sewerage systems reducing the need for government funding. Failing these changes the government should continue to invest in deep sewerage, including in regional areas, to ensure that an appropriate mix of housing options can be provided. This will create housing options that are attainable for younger persons and suitable for those that are ageing. Deep sewerage will also allow development to happen in a way that minimises negative environmental effects in peri-urban areas.

Reticulated water is also a requirement to develop an appropriate housing mix. A mixture of Water Corporation Policies and Department of Water Regulations have made it difficult for investors to develop land options where that may not be extremely high demand. A change of policies would allow more land options to be developed in peri-urban areas providing affordable land options.

Road linkages are currently focused on moving traffic in and out of the Metropolitan Area. It is important to also have road linkages that link different regions together, for example appropriate east-west linkages in the corridor north of Perth.

9. How can declining population in some regions be slowed or reversed?

There needs to be a focus on providing both basic infrastructure, such as sewerage and water, to sustain population growth and investment in social infrastructure to attract people to the regions.

It is important to also have road linkages that link different regions together, for example appropriate east-west linkages in the corridor north of Perth.



A Stronger Tomorrow

State Infrastructure Strategy Discussion Paper

June 2020





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Trouble reading this document?

If you have trouble reading this document and would like us to share the information with you in another way, please call Infrastructure WA on 08 6552 5229.

Acknowledgment of Country

Infrastructure WA acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures – and to Elders both past and present.

Within Western Australia, the term Aboriginal is used in preference to Aboriginal and Torres Strait Islander, in recognition that Aboriginal people are the original inhabitants of Western Australia. Aboriginal and Torres Strait Islander may be referred to in the national context.



Foreword

Infrastructure is critical to growing our economy and preparing for the future needs of our State. The release of this Discussion Paper marks a line in the sand – the commencement of the critical phase in developing Western Australia's first state-wide infrastructure strategy, and our formal engagement with you.

The State Infrastructure Strategy is fundamental to Infrastructure WA's work. It will provide the foundation for Infrastructure WA's advice to the State Government, and will inform future planning undertaken by State Government agencies (including government trading enterprises).

There is an obvious link between sound infrastructure investment, a prosperous economy, and a strong and successful society. However, our infrastructure planning and decision-making has not always been done as well as it could have been. There have been multiple instances of opportunities lost. In the words of the Premier, "quality infrastructure planning and decision-making based on sound analysis should not be left solely to politics".¹

The Strategy will focus at a strategic level, and will provide an understanding of the infrastructure needed for Western Australia to reach its full potential. This will involve an objective and holistic analysis of the State's infrastructure needs and priorities, including economic, social and environmental considerations. The outcome of this analysis will inform a comprehensive framework for infrastructure planning, prioritisation and decision-making over the short, medium and long-term.

An effective long-term Strategy will, in some instances, need to challenge business-as-usual thinking. Disruption, the impacts of the COVID-19 pandemic, changing technologies, climate change, and demographic trends such as an ageing and growing population, will influence the way we plan and deliver our infrastructure in the future. There is much value in being better prepared.

I recognise that this Discussion Paper is being released at a time of significant global uncertainty. The COVID-19 pandemic has already had profound impacts. It has claimed many lives, forced people out of work and changed the way we interact. Infrastructure investment is a key means through which governments can stimulate economic activity, support private sector investment and help the economy to recover, whilst building a platform for long-term development and growth. This makes the provision of long-term advice on infrastructure needs and priorities of vital importance.

The publication of a comprehensive infrastructure strategy, which addresses a broad range of infrastructure sectors across asset life cycles, has not been done before in Western Australia. It is a significant task, and one which we do not take lightly. In formulating the Strategy, we will draw together expertise from within and outside government.



I congratulate the State Government in establishing Infrastructure WA, an initiative that has been strongly supported by government and industry alike. I look forward to working with all stakeholders to deliver a long-term Strategy that supports and informs Western Australia's infrastructure decision-making into the future.

I encourage a productive, open and robust discussion about the issues canvassed in this Discussion Paper. This is your opportunity to be a part of the process. The feedback received will directly inform the next 20 years of infrastructure in Western Australia.

Join the conversation now!

A handwritten signature in black ink, appearing to read 'John Langoulant'.

John Langoulant AO



There is an obvious link between **sound infrastructure investment**, a **prosperous economy**, and a **strong and successful society**.

Your invitation

Infrastructure WA (IWA) was established on 24 July 2019 to provide advice and assistance to the State Government on the needs and priorities for infrastructure over the short, medium and long-term.

In a fast-moving world where our community's needs and expectations are also changing over time, making sure IWA's work is relevant and robust – and assists in achieving the very best value from the billions of dollars invested in infrastructure in Western Australia – is critical.

IWA's inaugural State Infrastructure Strategy (Strategy) will cover a 20-year horizon. It will reflect where we have been and where we are today – and address future needs, priorities and emerging trends.

To help make it easier to think about the future, the Strategy's 20-year timeframe has been broken into three timeframes (short, medium and long-term), as illustrated below. While IWA will consider the immediate and short-term impacts of the COVID-19 pandemic and pathway for the State that may result, IWA's focus for the Strategy, as a strategic planning tool, remains mostly on the medium and long-term.

In developing the Strategy, IWA is keen to tap into the rich knowledge and experience within industry, the community and all levels of government.

You're invited to share your knowledge and experience. Details about how you can provide input is outlined in Section 8: How to get involved.

This Discussion Paper provides a foundation for the development of the Strategy and useful material for anyone intending to contribute.

IWA is particularly keen to receive feedback on strategic focus areas including:

- the guiding principles and objectives that will help define the Strategy parameters;
- the methodology and governance for developing the Strategy; and
- the priority opportunities and challenges the Strategy should address, particularly over the medium to long-term.

0 to 4 years

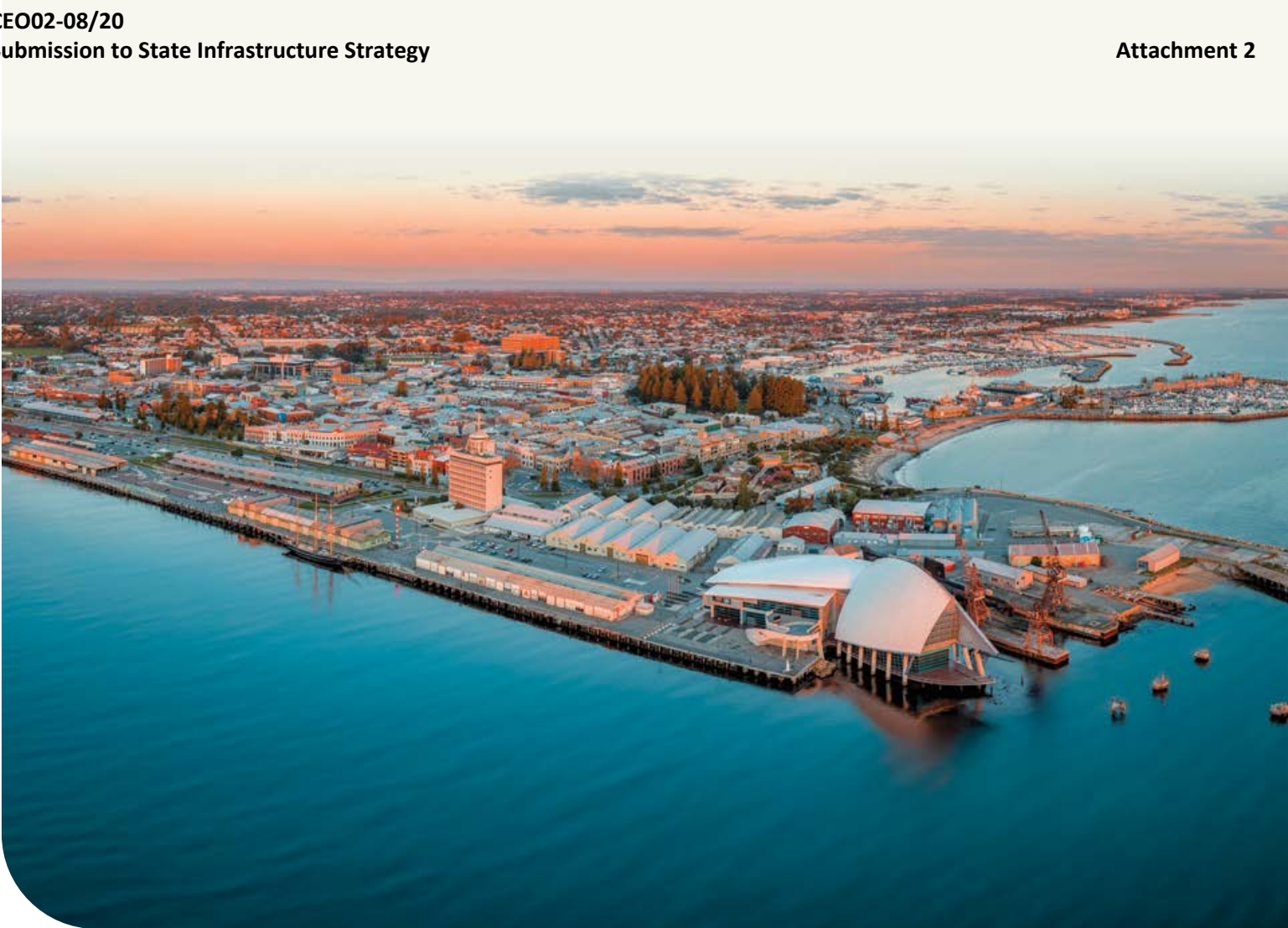
- Short-term outlook
- Focus on non-build options, including policy, regulation, technology, pricing, governance and procurement where appropriate
- Generally not focussed on projects and programs beyond the existing State Budget forward estimates, unless by exception

5 to 10 years

- Medium-term outlook
- Predominantly bottom-up approach
- Identifying priority infrastructure projects and programs
- Focus also on non-build options, including policy, regulation, technology, pricing, governance and procurement where appropriate

11 to 20 years

- Long-term outlook
- Predominantly top-down approach, with consideration of scenarios
- Potential to identify some priority infrastructure projects and programs where sufficient planning work exists, including strategic corridors and areas
- Focus also on non-build options, including policy, regulation, technology, pricing, governance and procurement where appropriate



We encourage your feedback on these important elements.

As you read and consider this Discussion Paper, you will note that it does not attempt to identify specific projects or programs, list infrastructure needs or pre-empt recommendations IWA may ultimately make to the State Government through the Strategy. These and other matters will take shape as the Strategy is developed.

There will be additional opportunities to comment during the Strategy development period, particularly when a draft Strategy is completed around mid-2021. Further information and supporting documents will be released to assist if you wish to provide additional feedback when further invitations are issued.

In the meantime, we urge you to read this Discussion Paper and contribute your knowledge, insights and observations now to assist IWA in drafting its inaugural Strategy.



Consultation feedback

We welcome your feedback on this Discussion Paper and encourage you to submit feedback through www.infrastructure.wa.gov.au/discussionpaper.

For further information on making a submission, please refer to Section 8: How to get involved.

Note submissions close on **Friday 21 August 2020.**

What does the COVID-19 pandemic mean for development of the Strategy?

The State Government has established the structures to support the State's recovery from the COVID-19 pandemic. The State Recovery Plan, as outlined below, includes five recovery areas: health; the economy and infrastructure; social; industry; and the regions. It is intended that action plans be developed for each recovery area. The economy and infrastructure area will include consideration of short-term infrastructure projects to provide vital economic stimulus. The State Recovery Advisory Group has been established to provide strategic advice to the Government to guide the development of the State Recovery Plan. The Group, of which the IWA Chairperson is a member, comprises representatives from business, industry, not-for-profits, unions, the public sector, local government and the community. The Strategy will complement the economy and infrastructure recovery area by considering infrastructure issues and opportunities out to 20 years, far beyond the current direct impacts of the pandemic.



The COVID-19 pandemic is a global health and economic crisis that is changing our lives. While the immediate focus has been on battling the virus, countries such as Australia are turning their attention to the recovery phase as they bring its spread under control.

The impact of the pandemic is unprecedented in modern times. Communities have adapted to physical isolation, with many working and schooling from home. Lockdowns caused widespread business shutdowns and loss of thousands of jobs and incomes, with disruption to travel, immigration and trade. Telecommunications, supply chains and government finances have all come under significant pressure. The global economy is expected to slip into recession in 2020. It will take time to rebuild business and consumer confidence.

While the full impact of the pandemic is still evolving, communities, business and governments are reassessing their situation and planning their recovery. Likewise, Western Australia will need to adjust to the ways the pandemic is reshaping society and the global economy, which will vary country by country. As an export state, Western Australia will need to pursue new opportunities and challenges at home and abroad that arise on the road to recovery. Key to this will be understanding how Western Australia can position itself to emerge stronger, smarter and more resilient than before.

As part of developing the Strategy, IWA will need to consider the potential medium and long-term impacts of the pandemic and how it may change the way we plan,

prioritise and deliver our infrastructure into the future. Short-term impacts will also need to be considered in terms of the development pathways that may result for the State as a result of the pandemic and stimulus measures that are implemented. For example, across the medium to long-term will we see impacts on matters such as:

- resilience and the integration of Western Australian businesses in domestic and global supply chains;
- changes in demand for some types of infrastructure due to reduced immigration and lower population growth;
- a focus on skills retraining as a means to reducing long-term unemployment;
- acceleration in the development of technologies that saw an increase in use during the pandemic such as telehealth, remote working and online learning;
- increased local demand for tourism and education while travel restrictions persist; and
- a shift in trade patterns that capitalises on Western Australia's enhanced reputation for being safe, clean and stable due to our strict biosecurity and success in controlling COVID-19.

And what opportunities for new ways of doing things arise as a result of the pandemic?

This pandemic highlights more so than ever the need to choose the right projects, programs and reforms. Given that government's ability to fund infrastructure is likely to become even more constrained as a result of COVID-19, it is important that decisions are made on where investment can best assist to aid recovery from the pandemic, considering the type, scale, location and skill needs to name a few. The pandemic will also reopen the discussion about the role of the private sector in funding and delivering public infrastructure.



The COVID-19 pandemic is a **global health and economic crisis** that is changing our lives.

The strength of Western Australia's recovery depends on action we take over the short-term. To help begin composing a State and economy-wide picture of the infrastructure implications, we are keen to understand the impact COVID-19 is having on your organisation and your sector, the people and markets it serves, particularly as it relates to infrastructure planning, prioritisation and delivery into the future. Your input will be critical in helping us to understand how Western Australia can not only recover, but thrive in a post-COVID-19 world.



Consultation questions

1. What do you think the implications of the pandemic for infrastructure will be in the recovery phase and over the medium and long-term? Do you see any new opportunities or challenges?
2. Are there early learnings resulting from the pandemic around the resilience of our economy and our infrastructure that we should consider as we develop the Strategy?

Section 1:

Introduction

Take your mind back for a moment to the year 2000.

Smart phones were not widely used. The so-called Y2K bug was still fresh in everyone's mind. China was an emerging superpower, but the millennium mining boom had not begun. Western Australia's population sat at just over 1.8 million people. The Mandurah rail line did not exist. The Graham Farmer Freeway had just opened. We relied on paper maps to find our way around. Access to the internet was through a dial-up service. And Perth's median house price was under \$200,000.²



So much has changed over just the past two decades and, no doubt, the next 20 years will hold even more changes. So how should we plan for Western Australia's infrastructure needs out to 2040 and beyond?

Events like the COVID-19 pandemic highlight that predicting precisely what will happen across a 20-year period is impossible. But it is possible to identify trends, emerging pressures and risks through considered process and review – and plan accordingly.

There are lessons, for example, in Western Australia's response to the boom in China between 2004 and 2014 which saw a sharp increase in demand for iron ore. This boom largely underpinned a major surge in our population, especially in the Pilbara region. The State's response was slow and planning across government was not always well-coordinated (for example, by the time housing supply had been significantly increased in the Pilbara to address the shortage, demand had receded).



Understanding trends, such as technological or demographic, will help us to **better plan infrastructure and services** for a changing future.

The ability to adequately meet our infrastructure and service needs is expected to become more challenging over time, as demands for infrastructure increase in a context of limited public funding capacity. Being strategic about how we plan, deliver and manage infrastructure will enable us to better prepare for the future and capitalise on the opportunities in a more cost-effective manner. In order to be effective, it is also necessary to consider how we maximise the use of existing infrastructure through measures to better maintain or improve capacity and performance.

It is widely acknowledged that there is scope to improve the way we plan, deliver and manage infrastructure throughout its life cycle. A long-term infrastructure strategy for Western Australia can provide a foundation on which we can continue to build.

Much of our infrastructure takes time to plan and deliver. Much is built to last 50 years or more and will still be in use in a future society, economy and environment which may be quite different from what we see now. Understanding trends, such as technological or demographic, will help us to better plan infrastructure and services for a changing future.

There are clear benefits in better responding to emerging trends – locally and globally – by extending our planning horizon and taking a more coordinated approach to planning.

This is particularly true for infrastructure, which plays a significant role in both enabling and responding to changes in our society, economy and environment. It shapes and influences the way we live and it ensures the essentials of modern life are provided safely and reliably.

Infrastructure WA's purpose and function

Established in July 2019, IWA is governed by a board comprising six representatives from the private sector and four Directors General from key State Government agencies. The Board reports directly to the Premier.

In addition to improving strategic infrastructure planning, IWA will support transparency in infrastructure decision-making. It will do this through providing robust evidence and quality information on future infrastructure plans and proposals.

Under the *Infrastructure Western Australia Act 2019* (IWA Act), IWA is tasked with preparing a 20-year Strategy at least every five years. The purpose of the Strategy is to outline Western Australia's significant infrastructure needs and priorities over the next two decades and beyond. The Strategy must:

- identify the economic, social and environmental objectives against which Western Australia's infrastructure needs are assessed;
- include prioritised recommendations on projects, programs and other options (for example, policy, regulatory, pricing, technology and governance reforms/settings), to meet the State's infrastructure needs and priorities; and
- include recommendations about options for funding and financing, where appropriate.

In preparing the Strategy, IWA must:

- assess the current state of infrastructure in Western Australia. This will include analysing the capacity, standard and asset life of existing infrastructure facilities and networks;
- identify significant current and expected future deficiencies in Western Australia's infrastructure, and identify the areas in

which those deficiencies are contributing or may contribute to significant social, economic or environmental costs;

- assess the short, medium and long-term options available to meet Western Australia's infrastructure needs and priorities, including non-build solutions;
- consider both investment in new infrastructure and making better use of existing infrastructure;
- consider existing strategies, policies, priorities and plans of government; and
- consider the affordability of the recommendations made.

Why do we need a State Infrastructure Strategy and what will it address?

The State Government is currently spending around \$5-6 billion every year on infrastructure, so it makes a lot of sense to have a well-developed Strategy to guide our future infrastructure priorities. The experience of other states indicates that such a strategy will also help Western Australia better position itself to attract the federal funding necessary for timely delivery of the projects and programs we need.

The publication of a state-wide infrastructure strategy for Western Australia has not been completed before. In 1955 the Stephenson-Hepburn plan for Perth was released. This plan has guided much of the State Government's land use planning for Perth since. It has been instrumental in providing for key transport corridors that have allowed major road and rail developments across the broader metropolitan area to be developed as Western Australia's population has grown.

Since then there have been a number of sectoral and regional plans developed, some have been implemented but few have gained bipartisan support.

The *Perth and Peel@3.5million* frameworks released in 2018 are seen as making an important contribution to long-term planning in more recent times. The Westport study, which is now underway, looking at the location and future operations of Western Australia’s major container port, is another project that will significantly influence future developments across the metropolitan area and beyond. The nine Regional Development Commissions have developed plans for their respective areas but not necessarily from a state-wide strategic perspective.

The Strategy will address the key infrastructure pressures and trends facing Western Australia over the next 20 years and beyond. It will apply a broad definition of infrastructure – incorporating fixed capital and asset networks and facilities that provide and enable services across a wide range of economic, social and environmental realms. A broad definition of infrastructure supports a whole-of-system and service view, which will help us to identify common themes and interdependencies across different categories and types of infrastructure.

The Strategy will focus not only on new infrastructure projects and programs, but also non-build solutions and issues regarding policy, regulatory, pricing, technology, procurement, skills and governance. Doing everything at once is impossible and it is inevitable that there will be trade-offs between balancing these proposals.

Infrastructure is planned, delivered and managed by all levels of government, private industry and the community. It is intended that the Strategy will focus on infrastructure owned and delivered by State Government agencies, government trading enterprises (GTEs) and statutory authorities. It will also look at other significant infrastructure types that provide an important service to the Western Australian community, particularly those that have a direct or indirect financial or policy implication for State Government.



.....
The Strategy will address the
**key infrastructure pressures
and trends** facing Western
Australia over the next
20 years and beyond.

This may be infrastructure provided by other levels of government, or infrastructure owned or operated by the private sector such as certain airports and gas pipelines.

The Strategy will look at Western Australia as a whole. IWA recognises the critical role the regions play in the State's economy, and we have a particular focus on better understanding the challenges and opportunities in regional areas and how regions interact together. The Strategy will consider the infrastructure needed to take advantage of regional strengths and to maximise opportunities for the entire State.

In readiness to recover from the COVID-19 crisis, we need to challenge business-as-usual thinking to ensure infrastructure is ready for the opportunities and challenges of tomorrow. In developing the Strategy, IWA will also look at matters that apply across different infrastructure sectors, such as:

- the impact of disruptive technologies;
- regional development;
- climate change;

- building resilience to social, economic and environmental shocks, such as COVID-19;
- better maintenance and management of infrastructure; and
- alternative ways to fund the infrastructure we need.

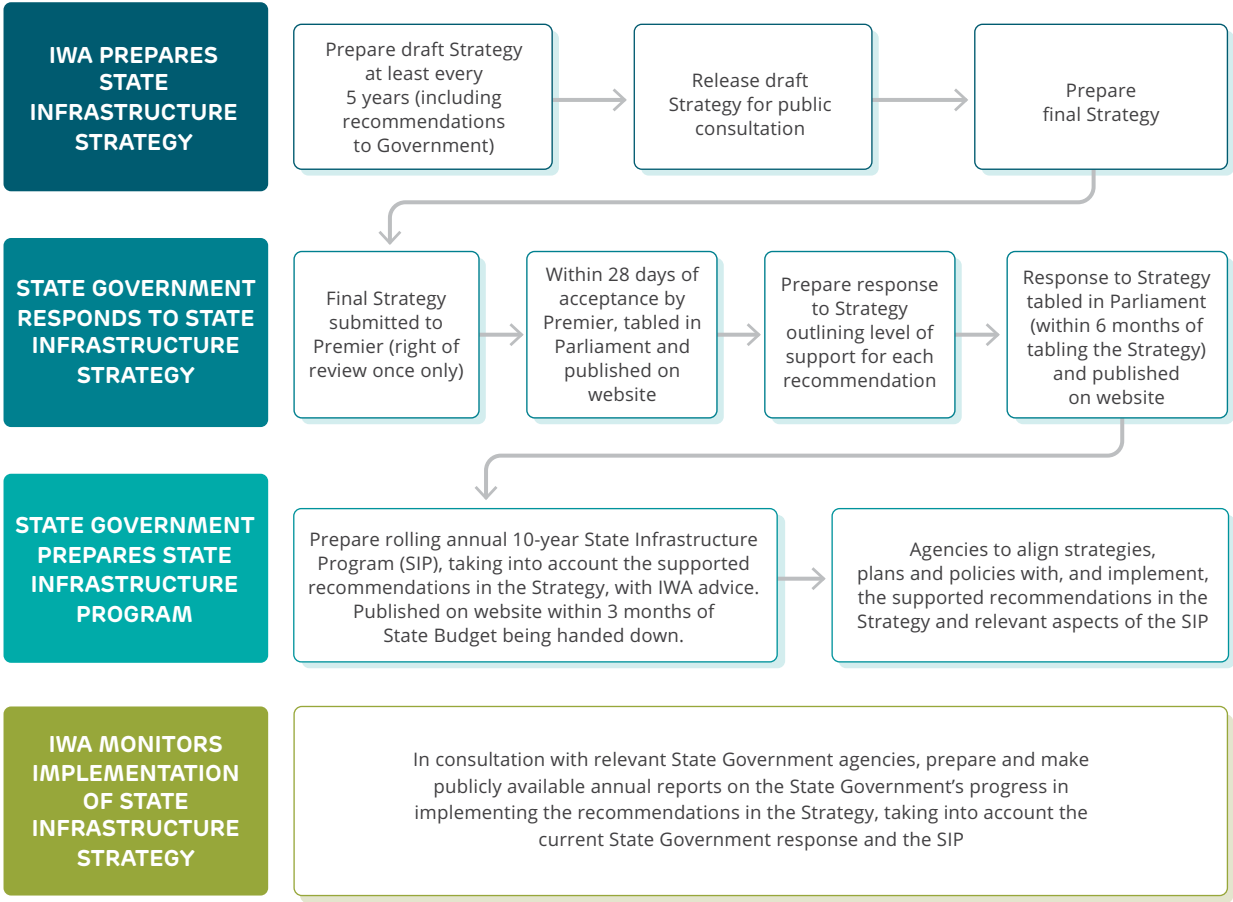
While IWA has not set a minimum dollar threshold for projects and programs to be included in the Strategy, we are primarily focussed on proposals and issues of a strategic or significant nature and larger scale projects and programs.

The process

IWA's role in developing the Strategy is to provide advice and recommendations to the State Government on where key infrastructure priorities lie, and monitor the State Government's progress in implementing the Strategy. As is currently the case, the State Government will ultimately remain responsible for infrastructure decisions and determining which projects and programs are funded. Figure 1 outlines the process as prescribed by the IWA Act.



Figure 1: State Infrastructure Strategy process



Consultation question

3. What elements should a well-developed 20-year Strategy include?



Section 2:

Guiding principles

Together with the objectives outlined in Section 3: Imagining the future, the guiding principles IWA will apply in preparing the Strategy are one of its most important elements. The proposed guiding principles outlined below underpin, frame and influence relevant aspects of developing the Strategy. We will look to our guiding principles to shape how we will operate when preparing the Strategy.

In considering the guiding principles, the term 'infrastructure' should be read broadly, meaning not only new projects and programs, but also policy, regulatory, pricing, technology, governance and other options related to the broader infrastructure settings.

We encourage your feedback and suggestions on the proposed guiding principles for the development of the Strategy as outlined below.

1. Open, consultative and engaging

It is critical that we capture the rich knowledge, expertise and perspectives of stakeholders within government, industry, academia and the community, and engage with stakeholders in an open and meaningful way. Maintaining a strong relationship with State Government agencies will be particularly important.

2. Objective and rigorous

The Strategy will be based on rigorous and objective evidence wherever possible. Determining the State's greatest infrastructure needs and highest priorities from a wide range of stakeholder inputs and other analysis will be approached through the application of robust methodologies.

3. Improvement over time

Given the wide range of infrastructure matters for IWA to consider and address in the Strategy, IWA will focus on working with stakeholders to achieve improvement over time (for example, planning and delivery models). The scope and focus of IWA's first Strategy will be refined through consultation with stakeholders.



Consultation question

4. Are there any additional or alternative principles that should guide the development of the Strategy?

4. Affordable and deliverable

In order to be effective and relevant, IWA's recommendations must be affordable and deliverable. IWA will consider responsible and sustainable fiscal management in developing the Strategy. This includes the capacity and capability of government and the private sector to deliver the scale and scope of recommendations within certain timeframes. The IWA Act requires us to consider funding and financing options, as well as the affordability of our recommendations in the Strategy.

5. Forward-looking and open to change

Our State is experiencing rapid change, which creates both challenges and opportunities. IWA will consider the impact of change (including population growth, social change and disruptive technologies and events) and how infrastructure and services should best adapt and respond. IWA will challenge established thinking where appropriate.



It is critical that we capture the **rich knowledge, expertise and perspectives** of stakeholders within government, industry, academia and the community, and engage with stakeholders in an open and meaningful way.

Section 3:

Imagining the future

What will Western Australia look like in 20 years? Will driverless vehicles be the new normal? Will we be ridesharing in electric aircraft? And what events might shape the fortunes of our major trading partners? How will the WA community and economy have recovered from major global shocks such as COVID-19? If we look back over time, there have been many impacts on the way we live, work and engage and we should expect further opportunities and disruptors in the future – creating a variety of possible future scenarios.



As we develop the Strategy, it is a timely opportunity to reflect on what kind of state we want Western Australia to become over the next 20 years. We should reflect on what competitive advantages we have that could be leveraged, question what might be needed to achieve that vision, and ask what we might need to do differently.

As an export state and part of Australia, we have a strong connection to the rest of the world. Decisions and events elsewhere can have a significant impact on our prosperity and way of life. Global trends such as the rapid growth and emergence

of new technologies, and increasing user expectations will shape our infrastructure needs over the next 20 years and beyond.

While IWA cannot predict the future in precise terms, it is important that we understand current trends and test likely scenarios, to better appreciate how this may impact our infrastructure needs and priorities into the future.

Table 1 captures a snapshot of how our society, economy and environment have changed over the last 20 years, and some of the trends that are likely to shape the next 20 years.



Table 1: Western Australia in focus – where might we be heading?

**POPULATION****'Yesterday' – 2000**

1.89 million people
73% based in Perth
Approximately 516,000 people in the regions³
Median age - 34.2 years⁴
66.3% in the workforce⁵

'Today' – 2020

2.63 million people
79% based in Perth
Approximately 571,000 people in the regions⁶
Median age – 36.9 years⁷
68.2% in the workforce (pre-COVID-19)⁸

'Tomorrow' – 2040+

Forecast population to exceed 4 million by 2040⁹
Population primarily residing in Perth, Peel and south-western regional centres
Increased total regional population, but some regional areas may continue to decline
Ageing general and workforce population

**ECONOMY****'Yesterday' – 2000**

Japan is our largest trading partner¹⁰
Growth in the resource sector primarily through demand for iron ore and natural gas
Internet usage growing
The construction sector, mining and manufacturing are the largest employment sectors¹¹

'Today' – 2020

China is our largest trading partner¹²
New investment in resources, however, the impacts of economic upswings and downturns have increased focus on economic diversification
Healthcare and social services, construction and retail sectors are largest employment sectors (pre COVID-19)¹³
Risks and opportunities from ongoing and disruptive technological change to traditional industries
Impacts of the COVID-19 pandemic are extensive and widespread with significant economic and social impacts for government, private sector and the community. Stimulating the economy and realising new opportunities across the economy are priorities for recovery

'Tomorrow' – 2040+

China remains our largest trading partner with further opportunities through new trade agreements with historic partners (for example the United Kingdom) and emerging economies (for example India)
Trading partners increasingly value WA's enhanced global position as a safe, clean and green location due to its stable, open economy and strict biosecurity measures
Continued investment in supply chain infrastructure will continue to be a major component of our economic mix, as a means to supporting the increased participation of WA businesses in domestic and international supply chains
An ageing population reinforcing health and social services as the largest employment sectors
Rapid advances in disruptive technologies requiring job upskill and retraining in new industries
Mining and resource sectors still dominate, but other sectors contribute to a more diversified economy



ENVIRONMENT

'Yesterday' – 2000

Concerns with climate patterns (El Nino) and hole in the ozone layer

Water supply challenges from lower rainfall reducing surface water catchment to dams

Broadacre salinity and erosion in agricultural areas and high stocking rates

'Today' – 2020

A warming and drying climate is acknowledged by the broader community

Focus on impacts of climate change, particularly coastal erosion and water conservation and security

Broadacre farm rehabilitation and addressing past issues of stocking rates with a focus on improved management practices

'Tomorrow' – 2040+

Global acceptance of a changing climate promotes broader environmental management considerations, including restoration of the natural environment

Aspiration for net zero emissions by 2050, requiring further innovation and resilience in infrastructure provision and essential services

Greater nature-based tourism, lifestyle and amenity opportunities throughout the regions



WATER

'Yesterday' – 2000

Main water supply in urban areas is from surface and groundwater sources

Plans for first desalination plants begin

'Today' – 2020

Main water supply is from groundwater

Desalination is a major part of the supply mix

Water demand management policies implemented

'Tomorrow' – 2040+

Implementing full water cycle management, including reuse and waste minimisation

Ongoing monitoring and management of groundwater sources as climate change affects the water balance

Decentralisation of water supply and management trending towards localised, tailored responses to water supply



ENERGY

'Yesterday' – 2000

Coal-fired generators are the prime source of energy

Natural gas usage grows, managing peak load periods as air-conditioning becomes more popular

Domestic rooftop solar power technologies are largely limited to hot water systems

'Today' – 2020

Transition to renewables is underway

Rooftop solar systems are common across Perth and regional areas, adding complexity to the secure and reliable operation of the electricity network and power system

Emergence of stand-alone power systems to support regional reliability and growth

Battery technology costs are rapidly reducing and will increasingly meet essential system service requirements

WA dominates the country's LNG output and Australia becomes the largest exporter of LNG

'Tomorrow' – 2040+

WA continues to dominate LNG production in Australia

Development of renewable energy industries with export and domestic market growth opportunities

The roles and systems of the traditional utilities continue to evolve, with greater use of renewables and battery storage

Active role for governments to help ensure affordability and reliability, while also aspiring to achieve net zero emissions by 2050 through policy settings



TRANSPORT

'Yesterday' – 2000

WA's vast distances require a road transport system of scale and efficiency

Car dominant personal transport, with increasing recognition of the need for public investment in rail systems

Planning for the Mandurah to Perth rail line

Initial investment in bicycle networks to support modal changes

'Today' – 2020

Significant ongoing investment in road and rail infrastructure, particularly major expansion of Perth's rail network

Transition of more container freight to rail

Private motor vehicles remain dominant

On-demand transport options have expanded and disrupted the traditional modes of transport

Established bicycle networks in the metropolitan area and major centres with increasing connectivity and usage

'Tomorrow' – 2040+

Technological advances in transport through automated and semi-automated means changes to freight logistics and the movement of people

Transition to zero emission vehicles (for example, electric) and later to autonomous vehicles, leads to improved safety outcomes, cost savings, lower emissions, higher infrastructure use and new commercial models

Broader disruption across a range of support systems like fuel stations, car parks, distribution hubs and access to network data, requiring an understanding and plan for changes in behaviour and capacity issues across the network



HEALTH

'Yesterday' – 2000	'Today' – 2020	'Tomorrow' – 2040+
<p>Face-to-face service delivery is the norm</p> <p>The need for major hospital developments is emerging after a period of low investment</p> <p>Health expenditure represents approximately 24% of recurrent expenditure¹⁴</p>	<p>There is increasing demand, including emergency department attendances</p> <p>Health expenditure as a proportion of State outlays has increased to 29%¹⁵</p> <p>There is increased use of telehealth</p> <p>The population has both grown and aged, and the incidence of chronic disease, obesity and mental health conditions has risen</p> <p>Introduction of the NDIS and reviews of aged care arrangements are giving rise to increasing infrastructure needs across the private and not-for-profit sectors</p> <p>COVID-19 pandemic results in a range of public health measures. Lockdown, social distancing and quarantine measures cause widespread disruption and impacts on the community and economy</p>	<p>The health system grows and becomes more complex and expensive to maintain</p> <p>There is an increasing prevalence and awareness of chronic disease</p> <p>There is a continuing need to rebalance the system by expanding community-based mental health services</p> <p>There are opportunities for investment in preventative health strategies, including through community engagement, to manage health issues outside of hospital infrastructure</p> <p>Technology plays an increasing role in providing services, especially in regional areas and within the home</p> <p>The health system becomes more resilient to surges in demand, supported by new service models and technology</p> <p>An ageing population places increased demand on services</p> <p>Our world-leading research capability provides WA with an opportunity to be a pace setter in this sector</p>



EDUCATION AND TRAINING

'Yesterday' – 2000	'Today' – 2020	'Tomorrow' – 2040+
<p>WA is seen as having high quality school, TAFE and university infrastructure, appealing to international students</p> <p>Policy settings aiming to grow the training and higher education sectors as major export sectors are emerging</p> <p>Paper-based learning dominates</p> <p>There is a fall in the traditional role of State Government in providing apprenticeships, as agencies and public utilities outsource services</p>	<p>Greater focus on online learning and use of specialist equipment</p> <p>The university sector experiences slower growth in international students compared with other states¹⁶</p> <p>COVID-19 pandemic results in rapid deployment of online learning</p> <p>Drop in international students due to travel restrictions to control the spread of the pandemic</p>	<p>Online learning is well-established in schools offering flexibility in learning outcomes and pathways</p> <p>The number of international students studying in WA has grown significantly as a key sector in diversifying the economy</p> <p>There is increased pressure on the education and training sector, specifically TAFEs to offer skill sets and specialist courses that respond to changes in technology restructuring and diversification of the State's employment base</p> <p>Universities seek to establish large campuses within the Perth CBD with associated accommodation and public transport demands</p> <p>Integrating university expertise with essential public services, such as health, to drive the knowledge economy</p>



What is the State Infrastructure Strategy trying to achieve?

Through our top ten objectives set out below, the Strategy will aim to:

- Support a strong, resilient and diversified economy
- Maximise regional strengths to unlock strategic opportunities for Western Australia
- Enhance infrastructure delivery and develop skills for the future
- Support access to social services and improve Aboriginal wellbeing
- Enhance cross-government coordination and planning
- Address climate change and increase resilience
- Support population growth and change
- Maximise liveability and cultural strategic opportunities for our community
- Embrace technology, data and digital connectivity
- Get the most from our infrastructure and improve maintenance



The top ten objectives set out the **areas that IWA proposes to focus on** in developing the Strategy and reflect the space in which IWA operates.

As they stand, the objectives cross over infrastructure sectors and triple bottom line themes – economic, social and environmental. They are intended to inter-relate and should be read in that way. They should also be read broadly, relating not only to new projects and programs, but also policy, regulatory, pricing, technology, governance and other options that IWA will consider.

The top ten objectives set out previously will be the foundation of the Strategy, so your feedback and suggestions on these are particularly welcomed. More commentary on each of the ten objectives is provided within this section.

These objectives indicate the areas IWA believes will be critically important to the State over the next 20 years – that could significantly influence Western Australia's society, economy and environment more broadly. While the objectives are intended to be the Strategy's main areas of focus, it will not be to the complete exclusion of other more specific social, economic or environmental issues that may emerge.

The objectives also represent the areas where IWA can add the most value and potentially highlight the opportunities and challenges in infrastructure planning and delivery. They are also focussed on better leveraging investment in State infrastructure.

Given the complex nature of infrastructure and the broader systems it impacts, there are many matters which IWA will need to address in developing this first Strategy. Early consultation indicates that some stakeholders may wish to see more matters addressed in the first Strategy than is possible. Future strategies – which must be developed at least every five years – will be able to build upon the first Strategy and potentially focus on a greater number of areas.

The top ten objectives set out the areas that IWA proposes to focus on in developing the Strategy and reflect the space in which IWA operates. We will work closely with the wide range of existing entities who have responsibility in specific areas of the broader infrastructure system, such as the Environmental Protection Authority, the Western Australian Planning Commission (WAPC), GTEs and relevant central and line agencies.

IWA's role is not to take over or duplicate the roles of these entities. Rather, the aim is to identify and work on issues that will lead to greater coherence and alignment between agencies, across sectors and elements of the infrastructure system, and maximise the benefits of State Government investment.

Ultimately, these ten objectives will form the basis of assessment criteria against which options and recommendations in the Strategy will be measured. They will effectively provide a framework for identifying and prioritising infrastructure needs as well as guiding sector and region-specific opportunities and outcomes.



Support a strong, resilient and diversified economy

Western Australia has been an export-oriented economy for many decades. Our rich and diverse mineral, energy and primary industries reserves have long been sought after by overseas markets. Infrastructure developments to facilitate and support these opportunities have been a celebrated aspect of our history. The freight rail networks throughout the State, the Perth to Kalgoorlie "Goldfields" water pipeline, the Port of Fremantle and the infrastructure built by industry and the State Government to support the mining and export of iron ore, gas and other resources from the Pilbara are just a few examples.

The State's natural environment, proximity and shared time zones with major markets in Asia, strong and stable regulatory and legal environment, and appetite for economic development are just some of our strengths. Nonetheless, we operate in a highly competitive global environment. Even in traditionally strong sectors, there is an ongoing need to ensure our key infrastructure is fit for purpose. This involves close coordination with the private sector and planning for the medium and long-term in often rapidly changing market conditions.

Western Australia's primary industries sector, for example, has been successful in responding to changing environmental conditions and market needs over the last few decades. The increasing global demand for high-quality, fresh produce suits Western Australia's capability and capacity. The challenge is to ensure that in an increasingly technology driven production system, which requires supply chains to be as cost competitive as possible, we have infrastructure which remains fit for purpose.

Maintaining an adequate supply of industrial land (particularly to support heavy and strategic industrial activities) is vital for economic growth and diversification,

and is of significant economic and strategic importance to the State. The infrastructure providing access to, and servicing these areas is critical, which includes the availability of common user infrastructure in some cases. The enabling nature of these facilities is highlighted in the Australian Marine Complex case study. A strategic approach to the identification, protection and servicing of industrial land is an important element in supporting economic growth into the future.

Over the next 20 years, IWA expects the resources and energy sectors to remain the dominant export industries, along with a strong primary industries sector. IWA will seek to ensure the State Government's infrastructure plans support these important, export focussed sectors as well as other priority sectors of the economy.

The most recent boom in investment in the State's iron ore and gas industries led to calls to diversify the State's economic base through greater investment in other sectors. The resource boom brought enormous economic benefit to the State, which endures today. At the same time, the move from the construction to production phase in the Pilbara, and normalisation more generally, has been a difficult transition economically and socially. For many, the question is can the impacts of these cycles be made less destabilising?

The COVID-19 pandemic has highlighted the unpredictability of global events and the need to prepare for disruption to the economy. Western Australia's globally significant resources sector continues to drive the economy, however, it might not always be able to buffer the State from shocks in the future. Building a more diverse and resilient economy by strengthening sectors in addition to resources (in which we are globally competitive) would help to better position Western Australia to respond to challenges in the future.

IWA recognises that the State Government is working to leverage the State's strengths and diversify the economy into new markets. The *Diversify WA* economic development framework aims to build a stronger and more diverse economy. The framework's list of priority sectors will be revisited in light of COVID-19 long-term changes and opportunities.

IWA proposes to explore new infrastructure developments across these sectors which have the potential to expand employment opportunities in a sustainable manner.

IWA will need to consider the impacts of COVID-19 on industry sectors, governments' recovery plans and any shifts in focus on industry sectors.



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The increasing global demand for **high-quality, fresh produce** suits Western Australia's capability and capacity.



Case study

Australian Marine Complex, Henderson

The Australian Marine Complex (AMC) is Australia's premier marine industrial facility, enabling industry to service Western Australia's globally significant marine, defence, oil and gas, and mining sectors. A world-class centre of excellence in manufacturing, fabrication, assembly, maintenance and technology, the AMC enables local industry to deliver projects of an international scale.

The State Government established the AMC in 2003 to support Western Australia's industry and economy. The AMC was delivered to facilitate and enhance the opportunities created by the clustering of companies servicing Western Australia's globally significant sectors. Over 150 global and local companies such as ASC, Austal, BAE Systems, Cimtec and Raytheon are now located at the purpose built facility.

Situated at Henderson, 23 kilometres south of Perth in Cockburn Sound, the AMC provides protected deep water harbours, state-of-the-art infrastructure and access to highly skilled workers and training in the one location. The AMC extends over 400 hectares, and its centrepiece is the Common User Facility (CUF), which is the largest in the southern hemisphere.

The CUF provides a floating dock capable of lifting vessels up to 12,000 tonnes and onshore self-propelled motorised transporters for transferring vessels up to 4,650 tonnes onto land for servicing and maintenance. The AMC CUF has six wharves including two heavy load out locations and is connected to the high-wide-load road corridor network, providing industry with the ability to transport large loads from key fabrication sites to the wharves for export.

Thyssenkrupp Industrial Solutions is currently utilising the CUF to construct the

world's largest iron ore reclaimer and two stackers for the \$4.9 billion BHP South Flank Project in the Pilbara. The delivery of this project at the CUF has generated over \$1 million in revenue and enabled the local fabrication industry and other key suppliers to contribute components of the project that are assembled then transported to the Pilbara through the CUF.

The AMC is integral to Australia's frontline defence, servicing nearby HMAS Stirling where half of the Royal Australian Navy's surface fleet and the entire submarine fleet are based. By providing common use industrial infrastructure that many companies could not provide on their own, the AMC enables them to partner and contribute to servicing of major, complex defence projects.

The AMC has been highly successful in stimulating business and innovation and has positioned Western Australia's economy for the long-term. Since opening it has surpassed expectations, generating in excess of \$2.4 billion for Western Australia's economy and creating more than 37,400 jobs through some 417 projects. The companies attracted to the AMC can also apply their highly specialised expertise to emerging opportunities such as advanced manufacturing and renewable energy. These high-tech industries are anticipated to diversify and grow WA's economy in the future.

Maximise regional strengths to unlock strategic opportunities for Western Australia

The regions are important drivers of the State's economy and prosperity. They each have unique features as well as common connections, delivering economic, environmental, cultural and often social diversity. The regions contribute approximately 35 per cent of Gross State Product (GSP), even though they account for only 21 per cent of the State's population.¹⁷ The Perth metropolitan area is the State's major economic and population centre, and plays a critical role in supporting the regions and the State's broader economy.

The nine Regional Development Commissions cover Western Australia's non-metropolitan areas. They are established under the *Regional Development Commissions Act 1993* (RDC Act) to provide advice to the Minister for Regional Development and to coordinate and promote economic development in the regions.

An objective held by almost all regions is to grow their population base. Over the past 20 years, the proportion of the State's population living in regional areas has declined, even though the total number of people living in regional areas increased from approximately 516,000 in 2000 to approximately 571,000 in 2018.¹⁸ This reflects wider national trends which see the proportion of Australia's population living in the regions declining.¹⁹

During the last resources boom (2007 to 2013), mining and construction employment in the Pilbara more than doubled. This increase drove residential population growth in the Pilbara (to 64,000 people) which put significant pressure on the local residential housing market and infrastructure more generally.²⁰

The challenge of growing the population of regional Western Australia is multi-faceted and will require action at all levels of government, industry, community and other stakeholders. Broadening the economic base and unlocking key strategic economic opportunities – including those identified in the *Diversify WA* framework (once updated post-COVID-19) – are key.



IWA is keen to identify **infrastructure priorities** that cross regional boundaries, and **support increased economic activity and job creation.**



Investment in infrastructure can help support increased regional activity and people's decisions to reside near their place of work (rather than fly-in, fly-out). Infrastructure which builds public amenity and facilitates improved services can be attractive for people deciding to settle in the regions.

An important consideration in developing the Strategy will be to better understand the competitive strengths of each region, how they interact together, and ways in which they can grow through working with other regions, including the Perth metropolitan area. IWA is keen to identify infrastructure priorities that cross regional boundaries, and support increased economic activity and job creation. It is critical that our recommendations for infrastructure needs and priorities consider a state-wide view. In this regard, transport, energy, social, digital connectivity or other initiatives must be assessed for their connectivity across our regions, including Perth.

Further discussion about the contribution of the regions to the State is in Section 4 – The role of the regions. Brief summaries of the key features of the nine regions and the Perth metropolitan area are in *A Look at the Regions*, a complementary resource to this Discussion Paper.

Enhance infrastructure delivery and develop skills for the future

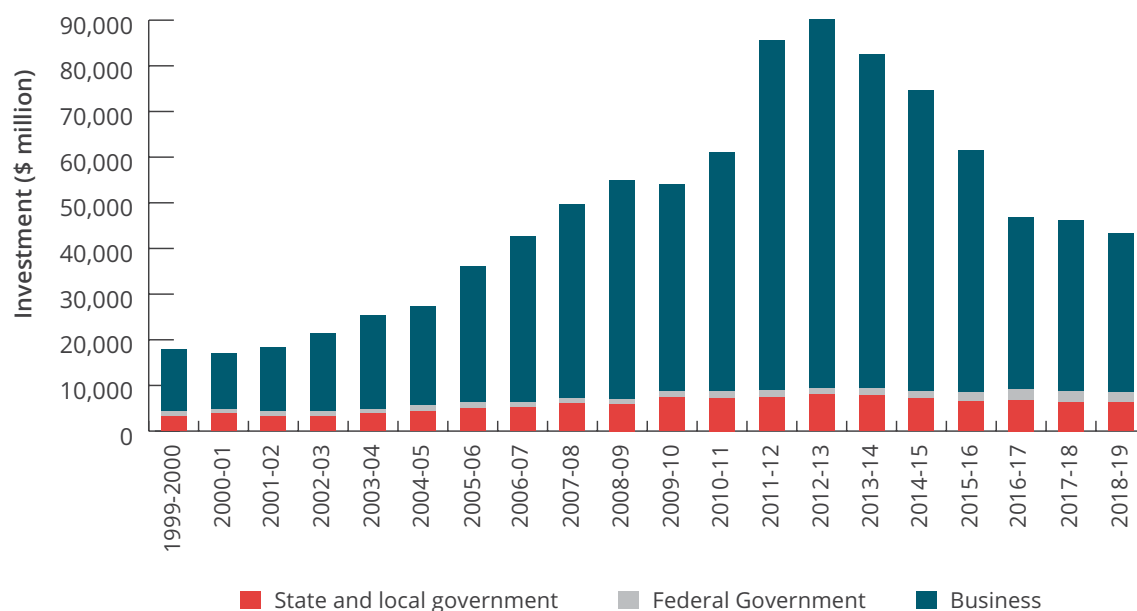
The planning, design, procurement, construction, operation and maintenance of infrastructure provides significant direct and indirect employment opportunities. The type and scale of future skills and training needs must be assessed to ensure our ongoing capacity and capability to deliver and maintain infrastructure. The supply of skilled labour directly impacts the total cost of our infrastructure program as demonstrated during the most recent resources boom, where such shortages increased both public and private sector project costs and therefore impacted viability.

Focus is often placed on the employment impacts during the construction of infrastructure assets. The largest economic impacts of infrastructure are from enhancements to productivity and public service delivery once projects enter an operational phase. A highly skilled, public and private sector workforce is critical to ensuring the appropriate delivery of infrastructure projects and to address technological innovation more broadly.

Current pressures in specialised professions due to the large volume of rail and road projects nationally highlights the challenges in adequately preparing for and addressing skill shortages.

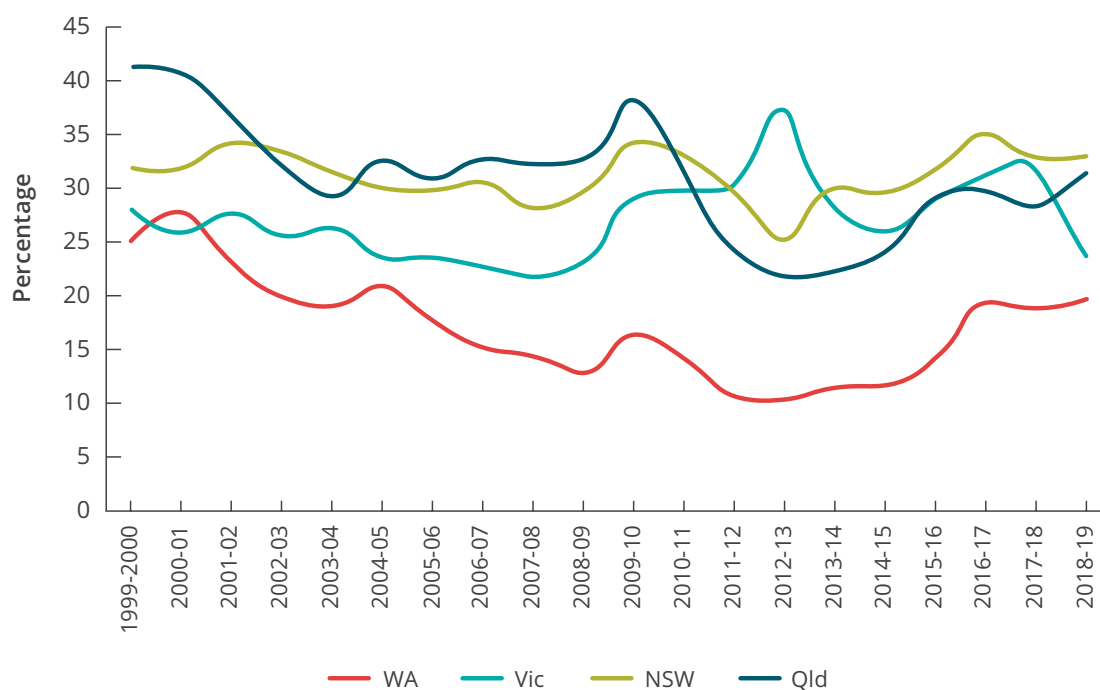
As we plan for public infrastructure over the next 20 years, we must remember that the private sector has long dominated total capital investment (including infrastructure) in Western Australia. Figures 2 and 3 show the percentage of private sector investment being much higher compared to other states due to our significant mining and resources sector. The infrastructure provided by the State Government is critical to support and facilitate new private business activity and investment.

Figure 2: Investment in Western Australia



Source: ABS (Mar 2020) 5206.0 Australian National Accounts: National Income, Expenditure and Product, Dec 2019

Figure 3: Public investment as a percentage of total – selected states



Source: ABS (Mar 2020) 5206.0 Australian National Accounts: National Income, Expenditure and Product, Dec 2019



Both the public and private sectors require a skilled workforce in order to deliver infrastructure projects. Large-scale projects in the resources industry have the potential to distort the broader state labour market at different points in the economic cycle. The flow of university and TAFE graduates and skilled trades is important to ensure such pressures are well managed. The State Government plays other important roles, including administering the Building and Construction Industry Training Fund levy to support the Construction Training Fund, which, in turn, supports apprenticeships, traineeships and other supplementary training in the building and construction industry. This helps the industry to maintain an adequate supply of skilled workers.

In developing the Strategy, IWA will consider how we can be better prepared in terms of skills and training to deliver our infrastructure program and support

the jobs of the future. One of the key challenges will be in responding to the levels of unemployment caused by the COVID-19 pandemic and the potential for infrastructure investment and training needs to support job creation in the short, medium and long-term (while also considering capacity across various sectors).

The efficient delivery of infrastructure also requires effective procurement. This incorporates selection of the most appropriate procurement model for a particular project, and having the right commercial skills to contract with the private sector. Benefits management plans and post completion reviews can maximise operational impacts and ensure that learnings from completed projects are applied to future projects. The State Government's *Market-led Proposals Policy* provides a framework for considering innovative private sector ideas, including those relating to infrastructure.

Funding and financing

IWA’s remit enables recommendations to be made in the Strategy about funding and financing options for infrastructure. Demand for new and upgraded infrastructure is ever-increasing yet our ability to fund infrastructure priorities is limited. Alternative financing and funding options may offer opportunities in some specific instances. These are generally considered on a project by project basis, to determine whether any structures using greater private sector expertise may deliver better value for money for the taxpayer over the long-term.

The funding of infrastructure across different sectors is diverse. The private sector is already responsible for the funding of new infrastructure in a number of sectors. Many of these sectors, such as gas or

telecommunications, were previously in public ownership. The proceeds of sales were able to be recycled into new asset investment.

The impact of the COVID-19 pandemic has placed severe pressures on public sector finances. While the long-term implications are not yet fully clear, funding capacity is likely to come under further pressure. Infrastructure investment will likely be a key source of stimulus and future productivity growth. Fresh consideration of all infrastructure funding options will be necessary on a case-by-case basis. Robust strategic planning is also vital at this time, to ensure that the right projects are selected, given potential changes to long-term demand profiles.

Support access to social services and improve Aboriginal wellbeing

Access to quality human and social services is critical to societal wellbeing and supports social and economic development. Demand is ever-increasing and the way these services, which represent a significant and increasing proportion of State Government expenditure, are delivered is evolving. State Government expenditure on health has more than doubled in the last 10 years, and expenditure is projected to approach 38 per cent of the entire State Budget by 2026-27.²¹ Addressing social issues such as homelessness and mental health is complex and requires integrated and cross-sectoral solutions.

While disadvantage is complex and involves many factors, as part of a package of integrated initiatives, infrastructure can play a role in addressing this. For example, infrastructure may support the provision of better education services, and access to those services. For example, shared school



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Improving the **social, economic, health and cultural outcomes** for Aboriginal people is a key priority for Western Australia.



and community facilities, and equipment and technology may be colocated for more effective learning. IWA will further investigate this as part of developing the Strategy.

More flexible and adaptable infrastructure provides the ability to respond to changing service models. Infrastructure may also improve access to services, particularly in regional and remote areas such as improved digital infrastructure supporting better and wider delivery of telehealth services.

Improving the social, economic, health and cultural outcomes for Aboriginal people is a key priority for Western Australia. IWA recognises that the State Government is committed to improving engagement and working with Aboriginal people to achieve better outcomes in these important areas. *A Path Forward – Developing the Western Australian Government's Aboriginal Empowerment Strategy* sets the goal of "Aboriginal people, families and communities being empowered to live good lives and choose their own futures from a secure foundation". It is acknowledged that achieving this goal will be a multi-generational undertaking and require real and lasting change in the relationship between Aboriginal people and government. The coordination of strategic infrastructure investment and regional economic planning are key to achieve this goal.²²

Our State includes a large number of Aboriginal communities with complex challenges, including with infrastructure

and service delivery. While remote areas face considerable challenges, they are also able to draw on impressive strengths, including cultural heritage, environmental values and a large land base. The COVID-19 pandemic has further highlighted the vulnerability of Aboriginal communities.

Strategic infrastructure investment will improve socio-economic and health outcomes for residents of remote communities. This can be achieved through keeping pace with housing demand and facilitating pathways to home ownership; increased viability and sustainability of remote communities through economic activation and job creation in larger remote communities; and leveraging land tenure reforms. IWA recognises that for infrastructure investment in these areas to be strategic, Aboriginal culture, governance and capability needs to be embedded in local decision-making to empower communities to drive positive change and outcomes.

An area of considerable economic opportunity for Aboriginal communities in Western Australia is through native title agreement making, particularly as the State Government's preference is to settle native title through negotiated agreements. Traditional Owners are increasingly prioritising economic development as a key element of negotiated agreements. Recently negotiated agreements, such as the South West Native Title Settlement and the Yamatji Nation Agreement are intended to enable the Noongar and Yamatji Traditional Owner communities to leverage significant land and financial assets to drive and lead major infrastructure projects into the future.

There are opportunities to build and expand cultural economies across remote, regional and urban areas. IWA notes that broader market stimulation, through promoting infrastructure with strong potential for Aboriginal participation including regional infrastructure, tourism investment and Aboriginal art and cultural facilities will boost Aboriginal economic development.



Case study

The Dampier Peninsula project

The Dampier Peninsula, in the Kimberley region, is an internationally unique location with significant environmental, cultural and heritage values. Encompassing 1,100 kilometres of near-pristine coastline, the Dampier Peninsula is home to one of the highest concentrations of Aboriginal tourism offerings in Australia.

The main transport link through the Dampier Peninsula is the partially sealed, 205 kilometre Broome-Cape Leveque Road. A \$65 million joint State-Federal funded project is currently underway to upgrade and seal the remaining 90 kilometres of this road, which is on track to be completed by the end of 2020.

A fully sealed road will enable year round access to the Dampier Peninsula's communities and key tourism attractions and is seen as the catalyst to unlocking local economic and tourism potential. Estimates suggest the Dampier Peninsula currently receives around 38,000 visitors per year, with some projections indicating this could double over the next 10 years.

However, increased access also brings a range of secondary effects which could impact communities, heritage and the environment. In response, the State Government has committed to a coordinated effort to maximise opportunities and mitigate the potential impacts through partnering with Traditional Owners and community councils.

Critical to the success of the project is a genuine partnership with the Aboriginal residents on the Dampier Peninsula.

The centrepiece of this partnership is the establishment of the Dampier Peninsula Working Group, consisting of representatives from the local community councils, native title bodies, remote outstations and Aboriginal rangers.

The expected results include job creation, increased returns for operators, a boost in local skills and enterprise capacity and an increase in unique visitor experiences. Main Roads Western Australia reported in the December 2019 project update that of the 64 per cent of the total workforce who are Aboriginal, 88 per cent have been local Aboriginal people. Project delivery has been staged over multiple years to maximise Aboriginal training opportunities.

The coordinated efforts of government and community will help manage the anticipated increase in visitors, protect Aboriginal heritage places and better protect the natural environment and waterways. This project highlights the opportunity to leverage a major infrastructure investment to benefit local Aboriginal communities, securing positive and lasting opportunities for Aboriginal Western Australians.



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Better coordinated and aligned infrastructure planning is a **key value-add opportunity** for IWA.

Enhance cross-government coordination and planning

Better coordinated and aligned infrastructure planning is a key value-add opportunity for IWA. In developing the Strategy, IWA will analyse plans from all agencies for future infrastructure needs. How these plans ‘speak’ to each other will be a major focus as we draw the Strategy together. This approach has many potential benefits, such as the ability to defer or avoid the need to build new infrastructure and allow existing infrastructure to be used more efficiently.

Given the sheer size of our State and relatively low urban densities, more often than not we have had the benefit of ample land to accommodate infrastructure networks and sites. As we consolidate our urban form and focus on minimising the impacts of infrastructure, it will become increasingly necessary to share infrastructure corridors and sites where possible. This is most efficiently done through coordinated and aligned strategic planning by State Government agencies, allowing for optimal corridors and sites to be secured and protected ahead of when they are needed.

While there are good examples of coordination occurring across government, there is significant scope for improvement. Early consultation has indicated there are opportunities for State Government agencies to better align infrastructure planning, by considering interdependencies and opportunities across sectors. Improved information sharing can be a simple way to improve outcomes. More coordinated and aligned strategic planning may also work to support improved economic, social and environmental outcomes.

Improved integration of land use and infrastructure planning, and better consideration of the infrastructure needed to support land use plans can provide many benefits. It ultimately allows for more

efficient and effective infrastructure to be delivered in the right place and at the right time. Infrastructure responds to and delivers many outcomes sought by strategic land use plans, however the reverse is also true. While strategic land use planning must consider a wide range of factors, there are opportunities to better use information relating to existing networks and systems (such as information on the use of infrastructure) to inform land use plans and get more out of the infrastructure that we already have. There are also opportunities to improve alignment across sectoral-based infrastructure plans, and better consider any interdependencies (and associated opportunities for efficiencies) across sectors.

Another aspect of achieving more aligned and coordinated planning is the application of assumptions and scenarios, which are used as a base input in developing strategic plans. In some cases, inconsistent base assumptions or aspirational scenarios

are applied (for example, social and demographic, economic and environmental) which results in suboptimal alignment of planning across different agencies and sectors. While a range of inputs are used for different infrastructure sectors (for example, population growth and demographic changes used for planning of schools, or private sector investment/scenarios used for planning of port infrastructure in certain locations), there is scope to improve the consistency of the assumptions and inputs applied.

A systems approach better reflects the complex nature of infrastructure and allows us to look at the infrastructure system holistically. By applying a systems-based or integrated approach in developing the Strategy, we can ensure that infrastructure planning is not undertaken in isolation and considers and capitalises on interdependencies and opportunities across agencies and sectors.

Interaction with Infrastructure Australia

Infrastructure Australia (IA) was established in 2008 to provide independent advice on infrastructure matters to the Federal Government.

IA released the *Australian Infrastructure Audit* in 2019. It contains detailed analysis of infrastructure related issues across diverse sectors. Much of this content is directly relevant to Western Australia and will inform development of IWA's Strategy. IA is also proposing to release a new Australian Infrastructure Plan in 2021. The parallel development and release of IWA's Strategy and IA's Australian Infrastructure Plan presents an opportunity for alignment.

IA also maintains the Infrastructure Priority List, a pipeline of nationally significant proposals. Infrastructure projects that receive a federal funding contribution of more than \$100 million are required to be submitted to IA for evaluation. IWA has a legislative role to coordinate and provide advice to the Premier on the State's submissions to IA. It is anticipated that outcomes of IWA's final Strategy, including recommended projects and programs, will inform future submissions to IA.

Address climate change and increase resilience

Hazards, risks and threats such as global political, public health or economic events, cyberattacks, pandemics or more locally, extreme weather events, can easily disrupt our society, economy and environment. The potential for significant and wide-ranging impacts of such events has been recently demonstrated by the COVID-19 pandemic.

It is difficult to plan for the unknown, however a better understanding of exposure to the increasingly complex and evolving range of hazards, risks and threats allows us to better respond and manage events when they occur, and minimise subsequent impacts on our society, economy and environment. This can be achieved through use of tools such as scenario planning, in undertaking strategic infrastructure planning.

Resilience should be considered at an early stage in the planning and design of infrastructure, and the risks to, and vulnerabilities of, assets and larger systems (for example our increasing reliance on digital technologies) should be continually evaluated. How disruption in one sector can impact other infrastructure sectors should also be considered.

Climate change poses an immense challenge at a global, national, state and local level and has the potential for severe impacts. At a state-level, the impacts of climate change are significant. We have been experiencing a warming and drying climate which is having a range of consequences on our society, economy and environment. Impacts include reduced rainfall in the south-western part of the State (refer Figure 4) and increased rainfall in northern and central parts of the State; increased average and maximum temperatures; more

extreme weather events; increased bushfire risk (length and intensity of fire seasons); rising sea levels and warming oceans.

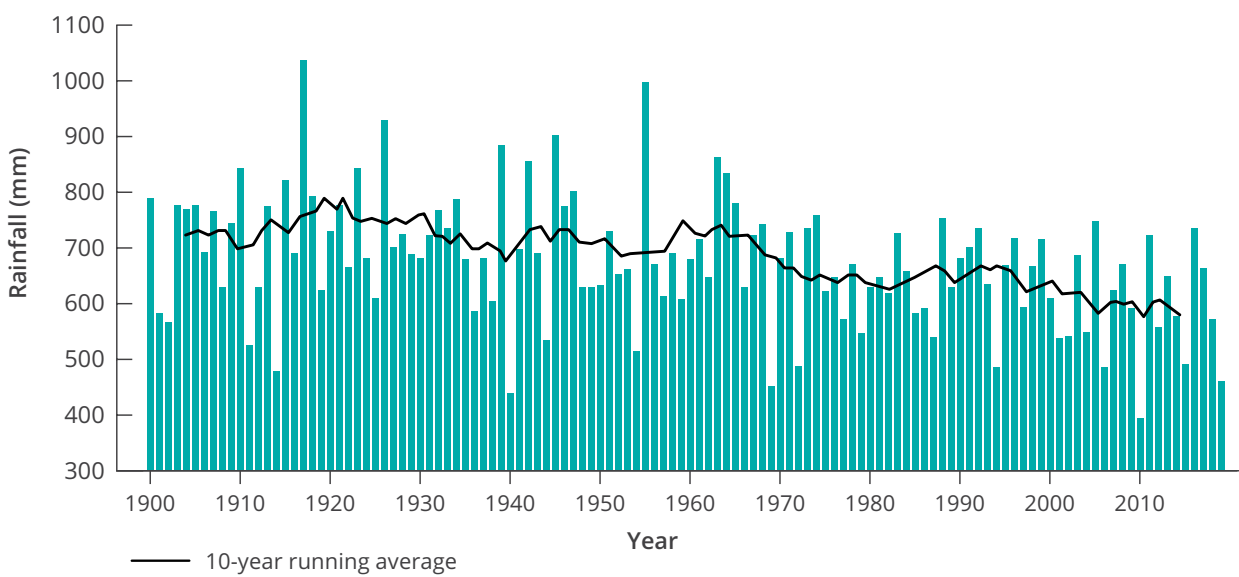
Evidence indicates that these impacts are already occurring. In 2019, Western Australia recorded its highest mean annual maximum temperature on record.²³ The impacts of coastal erosion are also becoming more evident (for example erosion impacts at Port Beach in Fremantle and Seabird).

Climate change will impact many industries and the infrastructure that supports these industries. Infrastructure plays a key role in mitigating and adapting to climate change. Given the long life span of much of our infrastructure, it is important that climate change impacts are taken into account when infrastructure is planned, designed, delivered and managed. This will help to prepare for climate change and make our society more resilient to its impacts. Minimising emissions from infrastructure and the built environment will also play an important role in climate change mitigation. Key areas of focus include the transition towards renewable energy, zero emission vehicles, and increased public and active transport use.

The continuing impacts of climate change will require further adaptation, and mitigation initiatives are needed at the state-level over the short to medium-term (for example, protection of infrastructure located in close proximity to the coast, or addressing climate change risk as part of infrastructure planning processes). IWA recognises that the State Government is committed to working with all sectors of the Western Australian economy towards achieving net zero greenhouse gas emissions by 2050, and is currently developing a State climate policy. It is anticipated that the policy will outline a range of actions, including analysis of opportunities for cost-effective greenhouse gas abatement across the economy.



Figure 4: Annual rainfall - south-western Australia (1900 to 2019)



Source: Australian Bureau of Meteorology (2020)

Changing social expectations about how we interact with the natural environment is resulting in a desire to see the impact of infrastructure development reduced. As infrastructure design and delivery evolves, opportunities exist

for infrastructure to be a catalyst for improved environmental outcomes. There are well-established project approval processes at both the state and federal level for assessing environment impacts.



Population growth is a **central underlying source of demand** for additional infrastructure and related services.

Support population growth and change

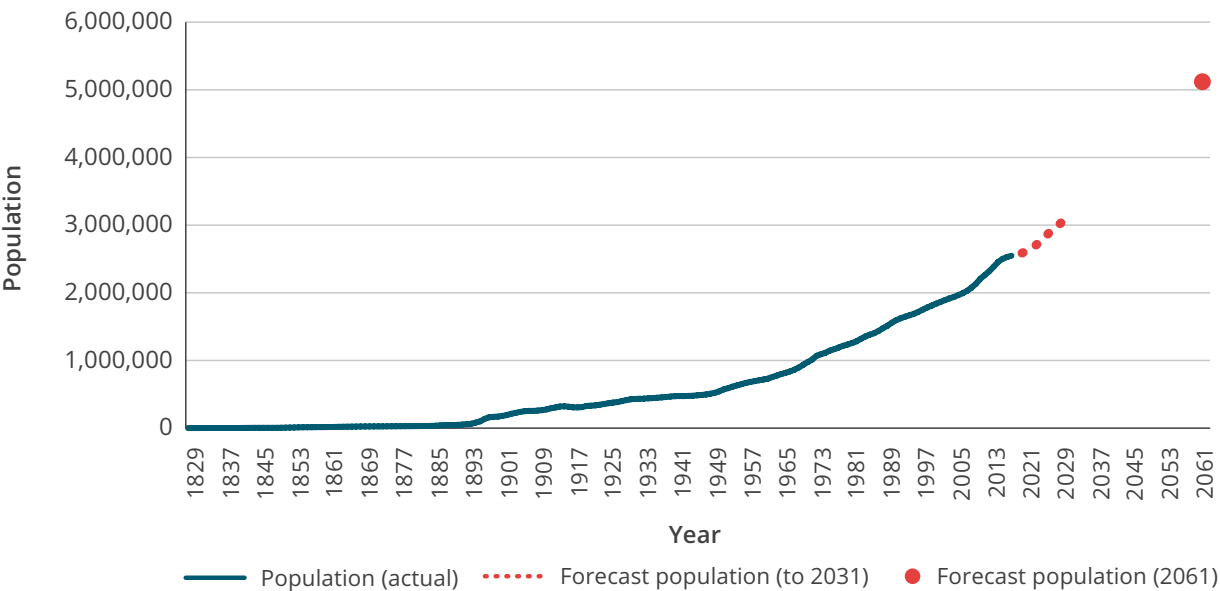
Population growth is a central underlying source of demand for additional infrastructure and related services. High net inbound international migration has recently driven population growth at a national and state-level, with population-based pressures most recently centred in Sydney and Melbourne. The COVID-19 pandemic and closure of national and state borders will likely impact on population growth, and resulting implications for infrastructure demand across numerous sectors. While net inbound migration and population growth are likely to return, the specific path back to long-term average growth rates remains uncertain at this stage.

In 2013, Western Australia's population hit 2.5 million, approximately 180 years following European settlement. This is expected to more than double to exceed five million in just 40 years (refer Figure 5).²⁴ Western Australia's population growth was very high during the last resources boom (peaking at 3.3 per cent in the years to June for both 2011-12 and 2012-13) and although it has since eased, it has still been growing at 1.2 per cent against a long-term average growth forecast (pre-pandemic) of 1.6 per cent by 2031.²⁵ Future population forecasts will need to take into consideration impacts of the COVID-19 pandemic.

In some areas, growth is more gradual and steady, whereas other areas (particularly those dominated by the resources sector) experience step-change in growth at peak times in the economic cycle which has challenging implications for infrastructure planning and delivery.

The WAPC's *WA Tomorrow* forecasts predict that the population of many local government areas, particularly in regional areas, will remain stable or decline over the period to 2031.

Figure 5: Historic and forecast population growth (Western Australia)



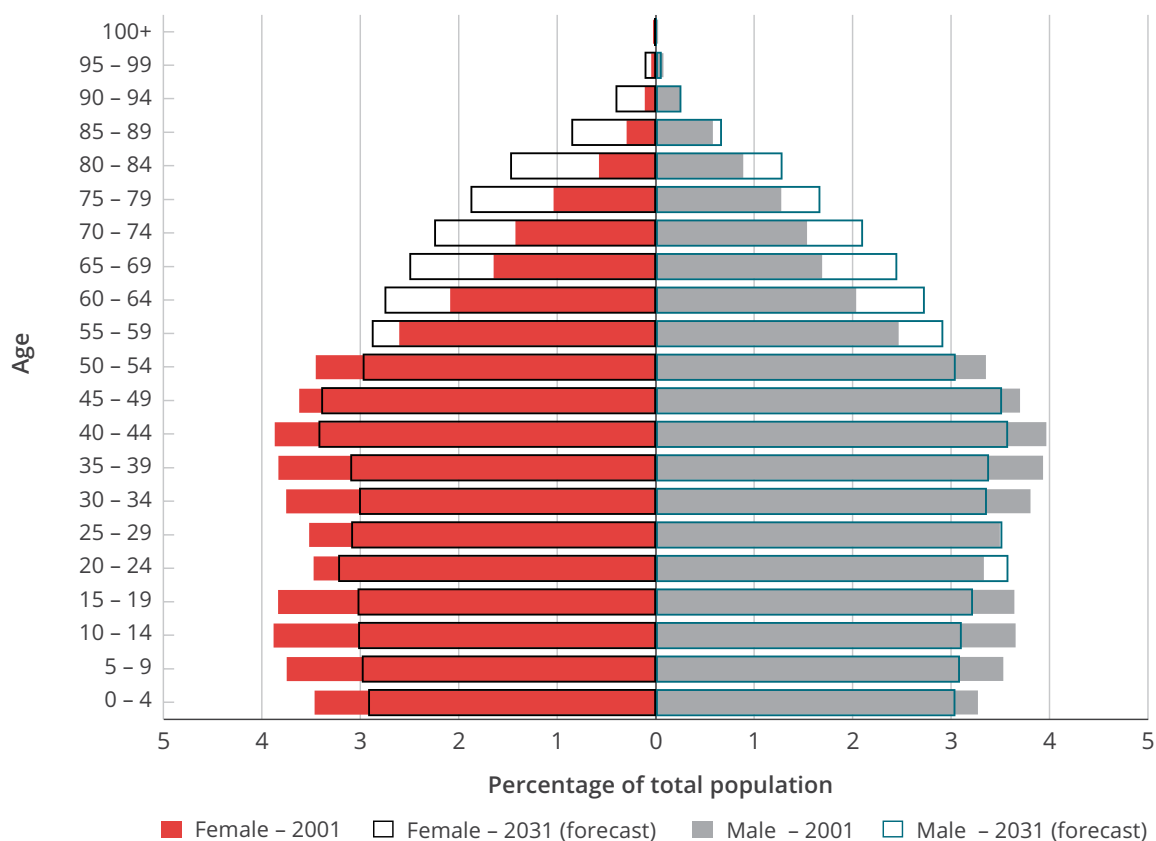
Source: ABS (Apr 2019) 3105.0.65.001 Australian Historical Population Statistics, 2016; WAPC (2019) WA Tomorrow Population Report No. 11; WAPC (2014) WA Tomorrow Population Report No. 9

Like most developed countries, Australia is experiencing many relatively rapid demographic and societal changes. Our population is ageing as a result of sustained low fertility and increasing life expectancy, resulting in proportionally fewer children (under 15 years of age) and a larger proportion of people aged 65 and over. Anticipated demographic change in the State’s population is shown in Figure 6.

An ageing population will have many impacts. The share of our population that is of working age will decrease compared to what it is now. These factors may impact revenue, productivity and GDP growth, therefore making it more challenging for government to fund its services. From an infrastructure perspective an ageing population will have a number of effects including an increased demand for health and aged-care services, accessible transport, and impacts on housing needs.



Figure 6: Age of population in Western Australia (2001 v 2031)



Source: ABS (2002) 2001.0 Census 2001 Basic Community Profile; WAPC (2019) WA Tomorrow Population Report No. 11

The proportion of the world's population living in an urban environment is increasing. By 2050, approximately 68 per cent of the world's population is expected to live in urban areas, rising from 55 per cent in 2018.²⁶ Some of our major trading partners such as China and India are expected to see continuing urbanisation occur on a large scale. The growth and scale of urbanisation in countries such as these will require more infrastructure to be built, to support denser and expanded cities, which will likely increase demand for our natural resources.

At a national level, we have mirrored this trend. Australia is one of the world's most urbanised countries, with almost 90 per cent of the nation living in urban areas (within capital cities and

in key regional urban centres) in 2016.²⁷ Urbanisation trends at a state-level are similar, with just under 91 per cent of the State's population residing in metropolitan and key regional urban centres in 2016, rising from 76 per cent in 1966.²⁸ Larger and denser urban populations place increased pressure on infrastructure and systems, with rapid urbanisation only exacerbating these challenges. A dispersed population and low population density, such as we have, is associated with a higher cost of providing and maintaining infrastructure. Integrated and coordinated planning and delivery of infrastructure is important in avoiding and minimising impacts which may arise as a result of urbanisation, such as increased congestion and socio-economic disadvantage.

Infrastructure and land use planning are inherently connected. The State Government’s strategic land use plans (such as the *Perth and Peel@3.5million* frameworks) outline where we will live and work in the future. Without infrastructure, these plans cannot be implemented. Strategic land use plans are also a critical input to many sectoral-based infrastructure plans and strategies.

While infrastructure responds to and supports the delivery of strategic land use plans, our existing infrastructure and future needs also inform land use plans. For example, matters such as what new or expanded sites and corridors are required for major infrastructure in the future and how they should be protected, are considered in preparing land use plans.

The urban development footprint of Perth and Peel extends over an elongated area of the Swan Coastal Plain, stretching more than 150 kilometres from Two Rocks in the north to Bouvard in the south. It is costlier to establish, operate and continue to maintain infrastructure that supports a relatively low density and expanding urban form. While strategic land use planning must consider a wide range of factors, there are opportunities to better use information relating to existing networks and systems to inform land use planning and get more out of the infrastructure we already have (for example, identifying areas where infrastructure capacity can accommodate a more consolidated urban form).

We will consider strategic land use plans and the State Government’s planning frameworks in preparing the Strategy, and work with planning agencies to understand how infrastructure and land use plans can be better integrated and aligned to achieve urban consolidation objectives.



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While infrastructure responds to and supports the delivery of strategic land use plans, our **existing infrastructure and future needs** also inform land use plans.

Maximise liveability and cultural strategic opportunities for our community

Our health and wellbeing are influenced by many factors, with the built environment, infrastructure and services playing a central role in maintaining and improving liveability, amenity and social connectedness.

As well as being more attractive places to live and visit, liveable communities can increase environmental, economic and social sustainability. Indicators of liveability include culture, environment, healthcare, stability, education and transport access. Perth ranks highly in terms of liveability relative to other cities around the world. In 2019, *The Economist* ranked Perth as the 14th most liveable city in the world.²⁹ While Perth scores well in many of the component categories of the ranking, it does not score as highly in all elements within the category of culture and environment. The liveability of our capital city and other centres across the State helps us to be more competitive in attracting and retaining skilled workers, visitors and major events that, in turn, support a strong economy and society. There is significant potential in developing cultural initiatives, particularly Aboriginal culture, to unlock opportunities.

Our State is one of the most culturally diverse in the country, with people originating from over 190 countries, speaking approximately 240 languages and dialects (including around 50 Aboriginal languages), and having 32 per cent of the population born overseas.³⁰ We also have a strong sporting culture, with high participation rates at all levels across a range of sports. Understanding the infrastructure requirements to support these activities, and plan accordingly, is critical to maintaining our high standard of living, improving community health and wellbeing and attracting more investment.

IWA recognises that the State Government is placing a strong focus on growing the tourism and international education sectors. There are opportunities to grow the arts and culture sector across the State, as reflected in the recently released draft *WA Cultural Infrastructure Strategy*, which identifies the potential for further development of the Aboriginal arts sector, cultural tourism, and how to make better use of existing cultural assets. It will also be important to protect our natural assets and support outdoor leisure activities.



Embrace technology, data and digital connectivity

The rapid growth and emergence of new technologies presents many opportunities and some challenges. Technology shapes how many existing industries operate and the beginning of new industries. It also shapes how government delivers services and engages with people, and how we go about our daily lives (for example, delivery of telehealth services through use of improved communications technology).

New and changing technologies influence the types of goods and services we consume and how we access those goods and services. They may also create new infrastructure needs in their own right, help us to respond and adapt to trends, or help us to get more out of existing infrastructure (for example, work underway to create Western Australia's first 'smart freeway'). New technologies will also increasingly impact employment, education and training requirements, and the way we work in the future. Automation of tasks such as driverless trains and trucks as seen in the mining industry and in supporting more flexible working arrangements are examples of this.

In recent times, there has been a growing reliance on digital connectivity to support economic development. As digital technologies become more integrated into our lives, telecommunications networks are critical to achieving greater productivity and being globally competitive. As an example, this has been most important in assisting the agricultural sector enhance output despite a drying climate and to enable farmers to enhance scale through broadacre seeding and harvesting. Our social wellbeing is also intrinsically affected by digital technology, not only through providing connectivity but also improving the effective operation of many services, such as emergency management.



New and changing technologies influence the **types of goods and services we consume** and **how we access** those goods and services.





The performance of our networks and uptake of technologies as part of the COVID-19 pandemic provides a significant example of the opportunities and challenges in this area, and the influence on society and the economy more broadly.

The unpredictable nature of technological change presents a challenge for infrastructure planning and understanding how it may impact the demand for, and types of, infrastructure we will need in the future. It has huge disruptive potential, with the increased risk of under-use or even obsolescence within the lifespan of infrastructure projects that are currently being planned or delivered. Better consideration of likely technological improvements and scenarios (for example, a 'least regret' scenario) at the planning and design stage offers us the potential to future proof our infrastructure, achieve future cost savings and realise improved outcomes for users. It is essential that we are well placed to embrace these changes. Keeping abreast of emerging technologies and learning from others can help us to 'leap frog' to an improved solution, or more quickly respond to opportunities and challenges as they arise.

As technology advances, users are increasingly expecting to have access to accurate and real-time information. Data is now so important that it can be considered as an infrastructure asset in its own right.

Infrastructure owners and operators have access to growing amounts of data and are becoming increasingly sophisticated in how they use, analyse and distribute this information. Many public and private entities now hold large and powerful datasets derived from their interaction with new technologies. Sharing data across government will help to give a clearer picture of infrastructure usage as a key input for infrastructure planning. Matters such as privacy and cybersecurity are important in considering how we use and manage data.

Get the most from our infrastructure and improve maintenance

In a constrained funding environment, and where the COVID-19 pandemic has placed further pressure on public and private finances, it makes sense to get more out of the infrastructure that we already have. The State Government owns and operates a substantial infrastructure asset base across a wide range of sectors and very large land mass. As our asset base further expands, so does the maintenance task (and potential maintenance backlog).

With an infrastructure base that is also ageing, a greater focus on maintaining our existing assets can delay the need to invest in new or replacement assets. This can be addressed through a more integrated and proactive approach to asset management and maintenance, across the infrastructure lifespan and across sectors.

A clear understanding of the existing capacity of infrastructure assets is essential to provide the necessary level of intelligence to support government decision-making and to ensure appropriate and timely investment. Getting more out of what we already have also involves optimising our assets or enhancing existing capacity. Infrastructure often has additional capacity that can be unlocked through application of initiatives such as demand management



solutions and new technologies (for example, proposed improvements to Perth's rail network signalling systems will help to increase capacity in a cost-effective way). These 'non-build' solutions will be an important consideration in developing the Strategy.

When new infrastructure is required, the benefits of this investment can be maximised through allocating sufficient time and resources to undertake thorough planning and design, and preparing a robust business case, prior to a final investment decision. In future, IWA will play a key role in this through assessing business cases for major infrastructure proposals (generally \$100 million or more) prior to a final investment decision being made. Considering the underlying problem or opportunity that the investment is seeking to address, comparing relevant options for addressing that requirement, and undertaking engagement with agencies and external stakeholders are all important upfront stages that can derive long-term dividends.



Consultation questions:

5. Are there other strategic issues that we have not addressed that should form part of these objectives?
6. What are the macro trends that you see as important over the 20-year timeframe? What risks or opportunities do they provide to the Strategy?

Section 4:

The role of the regions



As described earlier, one of IWA's objectives is to maximise Western Australia's key regional strengths through strategic infrastructure provision. For ease of reference, the nine regions of the RDC Act are referred to as 'the regions' and the Perth metropolitan area is referred to as 'Perth'. For an overview of each individual region, refer to *A Look at the Regions*, a complementary resource to this Discussion Paper, available electronically at www.infrastructure.wa.gov.au/discussionpaper.

Western Australia is geographically unique – our sheer size and dispersed population presents challenges for the delivery and maintenance of efficient infrastructure and services on a larger scale than any other Australian jurisdiction. While the regions collectively hold less than a quarter of Western Australia's population, they contain rich mineral deposits, vast agricultural resources and tourism attractions that

generate significant income to the State. The regions are also home to extraordinary cultures and biodiversity. Perth is the State's central point for economic activity and growth but its growth is equally dependent upon the success of the regions.

Regional boundaries provide a useful structure for assessing service delivery needs which vary in different areas of



the State. They have formed a structure against which developments are identified and measured. Many people who live in regional areas strongly identify with the boundaries, as defined in the RDC Act. As important as these regional boundaries are, they should not be seen as lines which constrain economic development or integrated infrastructure plans and developments. In considering the infrastructure needs of the regions, IWA intends to identify individual regional needs as well as infrastructure which connects the regions to enhance economic, social and environmental opportunities across the State.



While the regions collectively hold less than a quarter of Western Australia's population, they contain **rich mineral deposits, vast agricultural resources** and **tourism attractions** that generate significant income to the State.

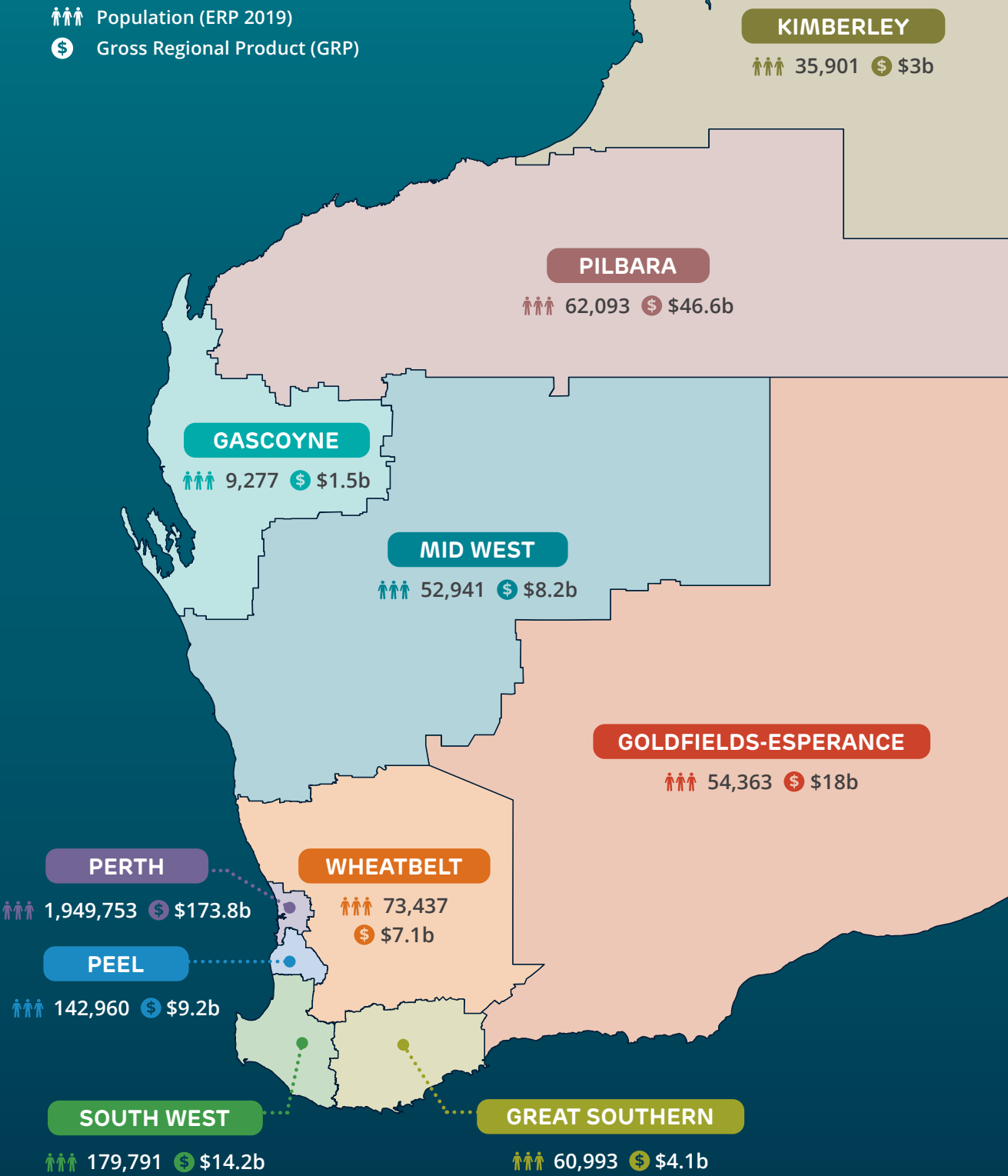
Government's role in the regions

All levels of government have their respective responsibilities in ensuring the timely delivery of infrastructure and services to regional, rural and remote communities. IWA expects that the coordinated delivery of that infrastructure will be a focus of its recommendations in the Strategy.

At the State Government level, the Department of Primary Industries and Regional Development is tasked with supporting the growth and sustainability of primary industries and regional economic activity more broadly. The respective Regional Development Commissions promote and facilitate the economic, business and social development of the nine regions.

Figure 7 provides a visual representation of key statistics for each of the regions. In developing the Strategy, IWA will consider key infrastructure needs that will support opportunities and address challenges being faced by each region. These have been developed in more detail and are outlined in *A Look at the Regions*.

Figure 7: Western Australian regional boundaries and key statistics



Source: ABS (Mar 2020) 3218.0 Regional Population Growth, Australia, 2018-19; WA Department of Primary Industries and Regional Development (Nov 2019) Nominal Gross Regional Product 2019

Common issues

The regions, while distinct from each other in some respects, face a range of shared challenges and opportunities, including infrastructure-related issues. This section is not intended to be comprehensive and we acknowledge that there are many other significant issues faced by one or more regions, including energy and water security, access to technology, a narrow economic base, high business costs, the cyclical nature of demand, and the challenge of coordinating infrastructure development with private investment.

> Planning and delivering infrastructure to a dispersed population

With the largest land mass and one of the most dispersed populations in Australia, the State Government faces significant challenges in planning for, delivering and maintaining services to regional populations, let alone delivering the essential infrastructure needed to support that service delivery. There is a large cost in delivering essential infrastructure to small and remote regional towns and communities. Expertise, skilled workers and materials are often brought in from elsewhere, impacting on the sustainability of small regional economies and local opportunities. In addition, infrastructure maintenance is often contracted to larger regional centres, with workers travelling to small towns and communities, reducing opportunities for local residents.

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The **efficiency, cost** and **resilience of supply chains** is an important consideration when planning future infrastructure needs.





Inefficient supply chains increase the cost and length of time it takes to send and receive goods and services to and from the regions. Across the Wheatbelt region in particular, road and rail infrastructure essential to the agricultural sector's competitiveness in world markets is under increasing pressure. In addition, supply chains are vulnerable to the impacts of extreme weather events, natural disasters and emergency incidents. For example, the December 2019/January 2020 bushfires in the Goldfields-Esperance region closed Eyre Highway – a key interstate supply chain linkage – for 12 days, with primary industries, transport logistics suppliers and tourists all experiencing significant disruption. The efficiency, cost and resilience of supply chains is an important consideration when planning future infrastructure needs.

Distance often means infrastructure networks are designed for a single purpose and to service small populations. This poses

risks to the State Government's ability to deliver reliable essential services such as power, water and wastewater. Private road, rail and energy networks often operate not just in isolation, but in parallel to one another and in some cases, State Government networks. Western Australia does not have a single connected energy transmission system. As energy production continues to shift towards renewables, consideration will need to be given to supply resilience, inter-connection and stand-alone power systems.

As the Telehealth case study demonstrates, the innovative use of technology can assist in overcoming the barrier of distance in delivering essential healthcare. Many regional locations do not have, and may not receive, the physical infrastructure associated with the health, education and training and other sectors. However, through contemporary service delivery, residents in those areas can still access essential services.

Case study

Telehealth

The WA Country Health Service (WACHS) is the largest country health service in Australia and one of the biggest in the world, delivering a range of comprehensive health services to more than 547,000 people, including around 55,000 Aboriginal people. This is a large task that poses significant challenges due to the distances and regional isolation involved, access to physical health infrastructure and local clinician capacity.³¹

Telehealth uses technology to connect regional patients with safe, high-quality and cost-effective clinical services closer to home. The WACHS' Emergency Telehealth Service (ETS) acts like a virtual emergency department, with specialist emergency medicine doctors available by video call to support local doctors and nurses in providing high-quality emergency care. Since the inception of ETS it has enabled more than 100,000 consultations, growing from 564 in 2012 to a high of 20,507 in 2019.³² WACHS reports that "the success of ETS has significantly improved access to contemporary emergency care and achievement of clinical standards for the first time in country WA". The service has now been further expanded to support inpatient care and emergency mental health presentations. The use of telehealth during the COVID-19 pandemic has further highlighted the importance of this service.

A telehealth appointment saves travelling long distances by having a videoconference appointment at the local health centre or at home, with a medical specialist, allied health professional or nurse. During 2018, telehealth saved Western Australian patients from travelling 28.6 million kilometres. This equates to \$4.6 million in fuel savings and saves 5,200 tonnes of carbon from being emitted.³³



WACHS has additionally prioritised the use of telehealth to further improve access to specialist and non-admitted services particularly for disadvantaged and remote communities. Recent examples of service development and service expansion using telehealth include live video-otoscopy Ear Nose Throat consultations for Kimberley communities and telepalliative care in the home. It is anticipated that an increasing number of patients will access their services in home via telehealth rather than needing to attend a health site facility, using new and emerging digital technologies.

Keeping people in their communities and close to their support networks is an important component in patient recovery and provides benefits to local communities. By providing regional and remote patients with options in accessing clinical services, the telehealth example demonstrates how alternative solutions to built infrastructure can enable and support the wellbeing of individuals in their home communities – service delivery does not always require a physical building or structure. It highlights that effective telecommunications can provide access to essential services and reinforces the importance of robust and reliable digital networks that enable quality service delivery.

> Regional population change and urbanisation

Regions are impacted by growth and decline in population. The global trend towards urbanisation continues to be felt in Western Australia, in particular towards Perth, Peel and the South West. This is at least in part because the larger population bases in these areas offer access to a wider range of goods, specialised services and social benefits.

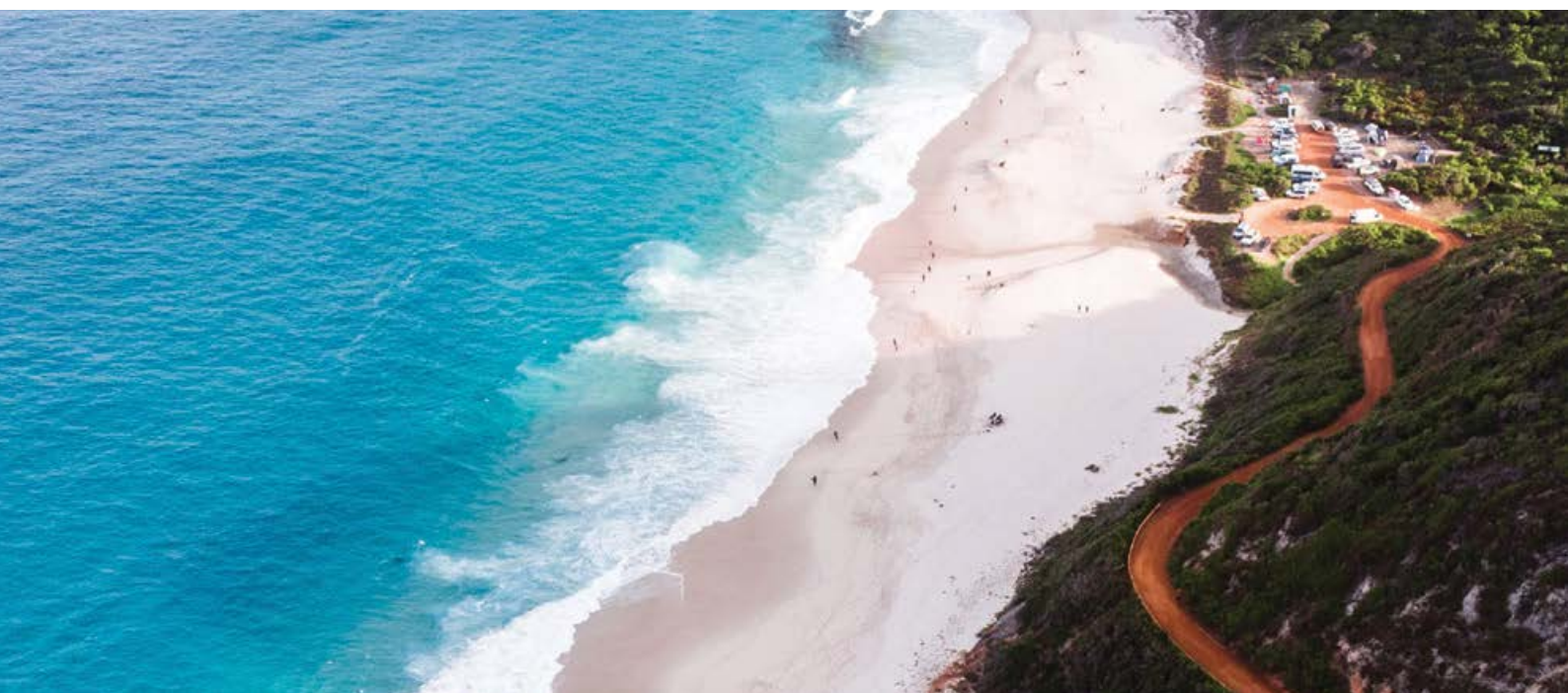
Economies of scale in the agricultural sector have driven many families from the land. Northern regions are especially susceptible to step changes in population due to spikes in private sector investment, which can stretch the capacity of critical and supporting infrastructure, such as housing. For example, during 2019 median house prices in Karratha rose 26.9 per cent from \$331,000 to \$420,000.³⁴ These large price rises result from increasing pressure on housing supply. When the window of major private sector investment closes, the economic and social impact on regional communities can be significant. This presents challenges in the timely planning and delivery of infrastructure and services.

> Attracting and retaining people

Younger people and families at particular stages of life often leave smaller regional centres for education and employment opportunities in larger regional centres and Perth. The regions do offer skilled positions and career advancement opportunities, however, they can be limited by the size of the population and its demand for skilled personnel like teachers, accountants, health professionals and executives.

Automation across a range of industries has resulted in a shift towards more highly skilled occupations, however, some regional residents may have to move away to obtain higher education qualifications. Specialised health services are not always extensively available in the regions. This results in retirees, the elderly and people experiencing serious health issues sometimes relocating to larger centres for healthcare, along with their immediate support networks.

Vibrant and engaged communities are comprised of a wide range of people from different backgrounds and ages.



Not all residents who migrate to access better education, employment and health services return to their home town. This has a noticeable impact on the social fabric of regional communities. Where appropriate, consideration needs to be given to the infrastructure, affordable housing and social services that can be offered to attract and retain people in the regions through different stages of their life. The opportunities that exist for government to catalyse job creation also need to be taken into account. We acknowledge not all regions can attract and retain large numbers of people at the same time.

> Climate change

Climate change will be felt by all regions but not in the same way. Rainfall and the intensity of extreme weather events in the Kimberley and Pilbara are predicted to increase, whereas southern regions are predicted to become drier. Increasing average and maximum temperatures and shifting rainfall patterns will result in encroaching deserts and expanding drier land masses in the Gascoyne and

Goldfields-Esperance. Arable and pastoral land in regions like the Wheatbelt and Great Southern will be impacted. The Mid West's climate will shift south towards Perth and Peel, whose warm, sunny climate will likely shift towards the South West. The impact on population migration due to climate change will need to be factored into land use and infrastructure planning.³⁵

The vast majority of Western Australia's population lives close to the coast, with urban centres, residential dwellings and supporting infrastructure often located close to coastlines. Rising sea levels are predicted to continue which, coupled with more extreme weather events, will increase impacts of coastal erosion and inundation.

> Protecting global and national biodiversity hotspots

Australia is one of 17 countries described as being 'megadiverse'. Taking up less than 10 per cent of the global surface, these areas support more than 70 per cent of the biological diversity on earth. Western Australia is home to one of 36 international biodiversity hotspots and eight of 15 national biodiversity hotspots. When proposing infrastructure needs for the regions, economic and social opportunities must be carefully balanced with environmental considerations.³⁶



Western Australia is home to **one of 36 international** biodiversity hotspots and **eight of 15 national** biodiversity hotspots.



Connected Western Australia

The issue of regional infrastructure provision has often been presented on a region-by-region basis, or even on an individual local government area basis. In discussions held by IWA across the regions to date this has been a dominant theme. We respect the unique regional identity and loyalty of communities that can drive this focus. At the same time, it has been highlighted that infrastructure that enables and supports connected regions is key to growing job opportunities across the State. Such infrastructure may include:

- efficient road, rail and aviation systems that allow people to easily and quickly travel to and from other regions, including Perth;
- effective internet, digital and telecommunications infrastructure that connects people with important and timely services and opportunities at all stages of their life; and
- strategic and resilient supply chains that allow product to move from, through and to the regions.

We are asking regional stakeholders, in particular, to consider how their infrastructure needs will deliver state-wide benefits, sustainable economic development and capacity building.

Perth supports the regions

As the economic centre of Western Australia, Perth plays a central role in supporting the regions. Perth is the major gateway for international visitors and provides the hub for government activities, a strong business community and access to health, education, employment and cultural activities. As Australia's sunniest capital, and rated one of the world's most liveable cities, it is home to 79 per cent of the State's population and generates approximately 65 per cent of GSP.³⁷

Specialised health services and treatments are often only available in Perth – this often means that regional residents spend a period of time in Perth to access these. In some cases, regional residents migrate to Perth to access higher education, and more diverse employment opportunities. A strong creative and cultural industries sector also increases the liveability and attractiveness of Perth for people relocating from the regions.

The regions support Perth

Primary producers in the regions, along with outer-metro growers, are the food bowl for Perth, providing much of the produce enjoyed on a daily basis. World-renowned produce and resources, handled and shipped through the Port of Fremantle and supporting infrastructure, originate from and are transported on supply chains that traverse the regions. Ports managed by the Kimberley, Pilbara, Mid West and Southern port authorities, along with private ports across the regions, are key export and import links for primary producers and the resources industry.

With some of the world's most breathtaking and diverse natural attractions, the regions are also key destinations for tourists entering through Perth. Their natural attractions also provide recreational opportunities for Perth residents, especially over long-weekends and school holidays. In addition, the diverse and relaxed lifestyles the regions have on offer draw sea-changers, tree-changers and retirees from Perth.

Major regional centres

Despite its size, Western Australia does not have any regional cities that are major secondary population centres of over 200,000 residents. Western Australia's two largest regional cities – Greater Bunbury and Mandurah – are both expected to exceed a population of 100,000 well before 2040. In contrast, other Australian states have major secondary cities with large populations and supporting infrastructure – places like the Gold Coast and Sunshine Coast in



Queensland; Newcastle and Wollongong in New South Wales; and Geelong in Victoria. A second major city could be a feature of Western Australia's development over the next 20 years and beyond. For a region to support a major population centre, it needs to have an appropriate economic base, with associated employment opportunities. Transportation links, essential infrastructure and access to health, education, justice and housing services, as well as environmental impacts, will all be important factors.

Planning and funding

Regional Development Commissions and other regional bodies have a range of strategic plans and economic development strategies in place setting out their regional visions and investment aspirations. IWA will review these as part of the Strategy development process.

Regional infrastructure investment occurs across government, programs and funding sources. It is challenging to precisely measure regional asset expenditure, with many agency operations being on a state-wide basis or not attributed to specific areas. However, the Department of Treasury at the time of the 2019-20 Budget (pre COVID-19) estimated that approximately \$5.6 billion will be invested in regional infrastructure over the four years from 2019-20. Royalties for Regions was estimated to provide \$4.2 billion in funding for capital and operating expenditure over this period.



Consultation questions:

7. How can regions work together to identify and deliver large-scale opportunities, projects and programs which extend across regional boundaries?
8. What do you think are the greatest infrastructure needs and priorities across the regions and Perth?
9. How can declining population in some regions be slowed or reversed?
10. Should Western Australia have a second major city of more than 200,000 people? Which of the State's existing centres should become a second major city and why?

Section 5:

Focus on infrastructure sectors

The Strategy will cover all infrastructure sectors with a primary focus on infrastructure owned and delivered by State Government agencies and GTEs. Enabling infrastructure such as energy, water, transport and telecommunications underpin society and are critical to maintaining the economy and our standard of living. Social infrastructure such as health, education, emergency services, justice and the arts support services that underpin the wellbeing of our community.

IWA is seeking to develop a coherent infrastructure landscape which complements and builds upon each sector. The Strategy will also consider other asset classes that provide an important service to the community, whether they are owned by another level of government or the private sector (for example, gas pipelines, telecommunications and key airports).

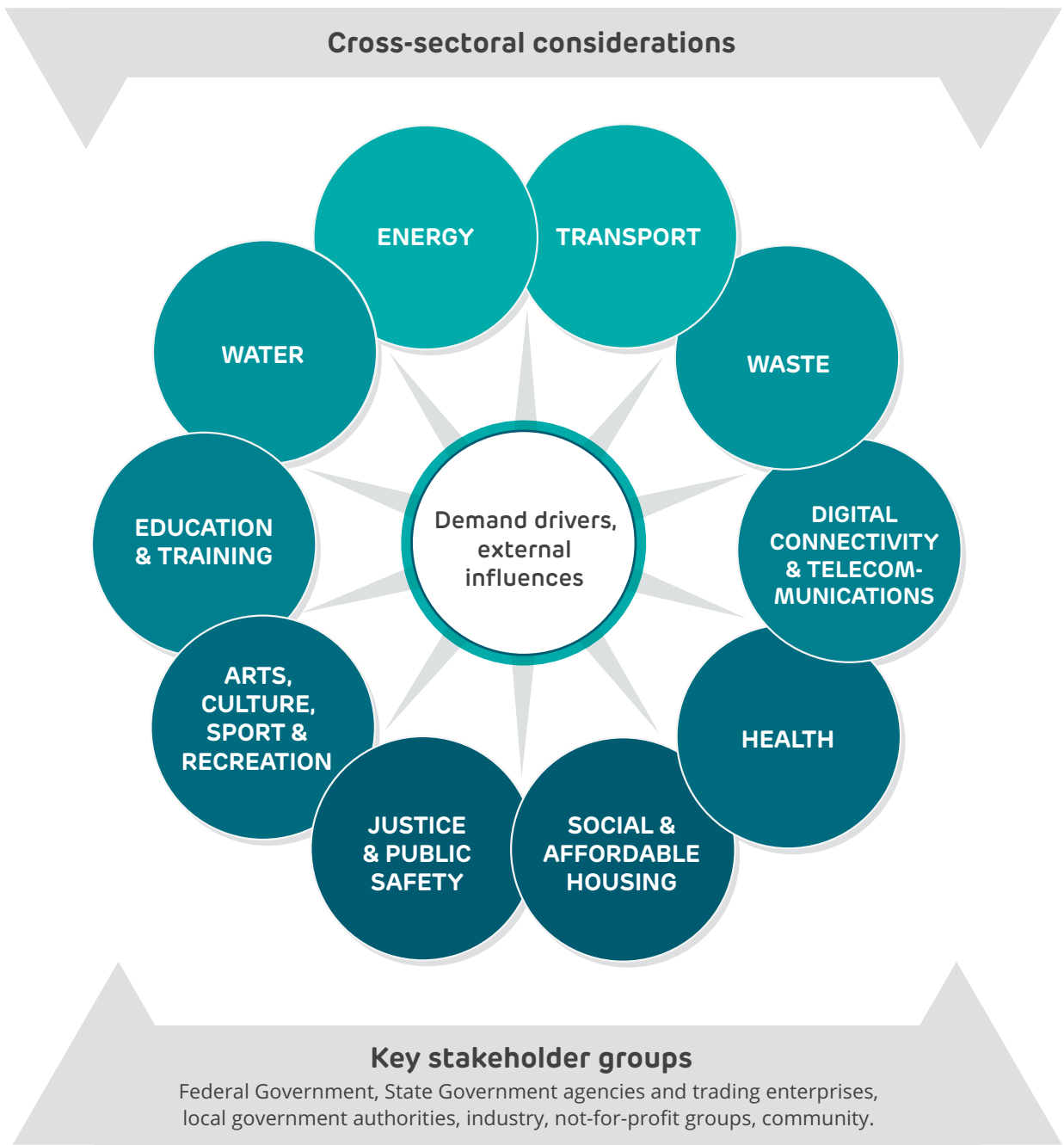
IWA is also seeking to develop an understanding of how demands on infrastructure might shift over the short, medium and long-term as a

result of COVID-19. The pandemic has had an immediate impact across many infrastructure sectors, and recovery will be a focus over the short-term. But we are also looking to understand what the medium or long-term implications may be as it relates to infrastructure planning, prioritisation and delivery. For example, it is unclear if major behavioural changes will persist and influence how we plan and manage transport and logistics infrastructure. Understanding the potential type and scale of implications across sectors will enhance infrastructure planning for the future.



Figure 8 shows the breadth of the sectors which will form part of the Strategy. The key asset types included in each sector are listed in sectoral tables in the 'Key sector challenges, opportunities and issues' sub-section. For a more detailed overview of each sector, please refer to *A Look at the Sectors*, a complementary resource to this Discussion Paper, available electronically at www.infrastructure.wa.gov.au/discussionpaper.

Figure 8: Proposed sectoral groupings



The ownership, operation and management of many infrastructure sectors is mixed, with government and the private sector often having interdependent roles. For example:

- major airports (Perth and Jandakot) are owned by the Federal Government but, under long-term lease arrangements, are operated by the private sector. Many regional airports are owned by local governments though all airports and land within them is regulated by federal legislation;



.....
Enabling infrastructure such as **energy, water, transport and telecommunications** underpin society and are critical to maintaining the economy and our standard of living.

- waste management is primarily the responsibility of local government, with a reliance on privately owned infrastructure, and both the State and Federal governments have key regulatory roles; and
- a large portion of the road system is under the care, control and management of local governments with State Government oversight and integration with the major road network, which is often partially funded by the Federal Government.

The infrastructure sector generally operates in conjunction with market forces. There are interdependencies within and between infrastructure sectors, and infrastructure services significantly influence outcomes in the private sector and community. For example:

- the quality of telecommunications infrastructure has a direct impact on the productivity of almost every industry. It is a critical requirement of connectivity for business growth and innovation;
- beyond the need for a clean water supply for public health reasons, a reliable water supply is essential for agriculture, industrial processing, mining, emergency services, road construction, maintenance of sporting fields and many other uses; and
- the tourism industry is highly dependent upon transport infrastructure (particularly airports and roads) for the movement of visitors, and upon the arts, culture, sport and recreation sectors (such as stadiums, museums and theatres) to enrich its offerings.

A cross-sectoral approach to infrastructure planning has the potential to streamline processes, make better use of resources and identify where opportunities can result in benefits to a range of stakeholders. An example is waste-to-energy technology, where integration of the energy and waste sectors has the potential to provide mutual benefits and improved community outcomes.

Case study

Waste Strategy and waste-to-energy plants

The *Waste Avoidance and Resource Recovery Strategy 2030* (Waste Strategy) aims to move Western Australia towards a sustainable, low waste, circular economy in which human health and the environment are protected from the impacts of waste.

The waste hierarchy and circular economy are central to the Waste Strategy. The waste hierarchy ranks waste management options in order of their general environmental desirability. A circular economy complements the waste hierarchy – it aims to keep materials and energy circulating in the economy for as long as possible.

The Waste Strategy recognises the role of waste-to-energy as an alternative to disposal to landfill. It also recognises that, consistent with the waste hierarchy and achieving a circular economy, avoiding waste and then maximising material recovery through recycling or reuse is preferable to energy recovery.

The targets in the Waste Strategy reflect these approaches. The Waste Strategy contains targets to increase material recovery (to 70 per cent by 2025 and 75 per cent by 2030) and a target to recover energy only from residual waste from 2020.

The recent ban by the Council of Australian Governments on exporting waste paper, plastic, glass and tyres highlights the significant need for Western Australia to develop local capacity to recover and recycle waste. Waste-to-energy can play a role in turning waste that cannot be avoided, recovered or recycled into energy, which would have otherwise generated greenhouse gas emitting landfill.

Two waste-to-energy plants are currently underway in Perth's Western Trade Coast –



one in the Kwinana Industrial Area (expected to open in 2021) and one in the Rockingham Industry Zone (expected to open in 2022). These will be the first large-scale waste to energy plants to open in Australia. They are being developed by the private sector with start-up grant funding from the Australian Renewable Energy Agency and in agreement with local governments, who will provide a significant proportion of the waste requirements for the plants.

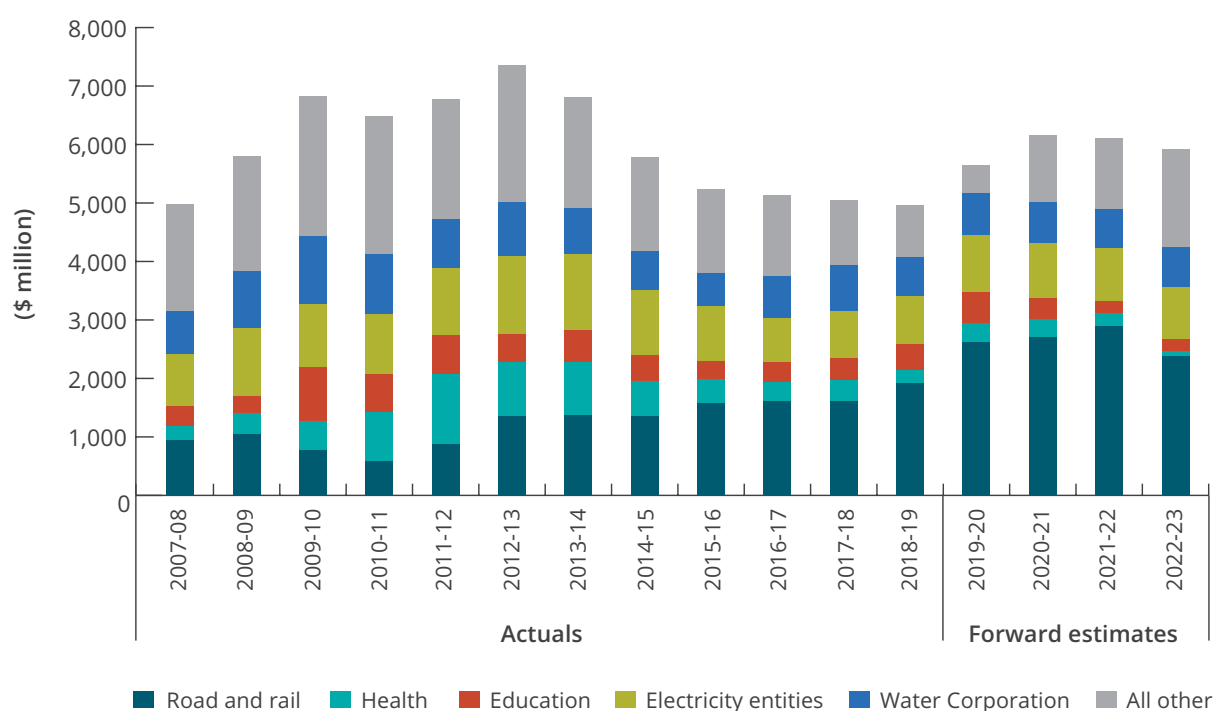
The Kwinana facility is designed to be able to process up to 400,000 tonnes of residual waste each year and export up to 36 megawatts of electricity into the South West Interconnected System, sufficient to power more than 50,000 households.

The Rockingham facility is designed to process up to 330,000 tonnes of material each year consisting of 300,000 tonnes of residual waste and 30,000 tonnes of biosolids. It is expected to generate 29 megawatts of baseload energy, enough to power more than 36,000 homes, and reduce emissions by more than 300,000 tonnes of CO₂ emissions a year – the equivalent of taking about 64,000 cars off the road.³⁸

Investment by sector

Figure 9 shows the State Government's investment across sectors since 2007-08 and including (pre-COVID 19) estimates to 2022-23. It is anticipated that the profile and value of the State's capital investment may change in the upcoming 2020-21 State Budget (which is due to be handed down on 8 October 2020).

Figure 9: State Government Asset Investment Program 2007-08 to 2022-23



Source: WA Department of Treasury. Forward estimates based on Government Mid-year Financial Projections Statement 2019-20.

It is important to recognise Figure 9 only illustrates sectors where government investment has occurred since the time of the global financial crisis. Private and not-for-profit investments in these sectors will have contributed significantly to the profile (for example, energy, transport and health) whereas in others, such as water, the State Government has a dominant role.

Figure 9 assists in illustrating clear sectoral features in the State Government's infrastructure program over this period. For instance, the dominant presence of transport infrastructure across the years is evident and the impact that initiatives like METRONET will have on the share of infrastructure spending in the near future is clear. Health investment peaked in the period from 2010-11 to 2014-15, with the construction of the Fiona Stanley Hospital, the Perth Children's Hospital and various regional facilities such as the Busselton Health Campus. Education investment has a more constant profile, notwithstanding that population growth through the period 2009-2014 required greater investment in school infrastructure.



Key sector challenges, opportunities and issues

The initial work IWA has undertaken in association with many State Government agencies and GTEs, and from discussions held across Western Australia with key stakeholders, indicates there are some clear sectoral pressures that stand out. The individual sector tables have been compiled as a preliminary assessment of the key issues and opportunities experienced by sectors, including the types of infrastructure assets in each sector. The opportunities, challenges and issues are shown against a selection of the key objectives as set out in Section 3: Imagining the future. The tables are not meant to provide an exhaustive summary of major issues against all key objectives for each sector. While key agencies have been consulted, ongoing engagement will be undertaken to further understand these matters and refine the focus for the Strategy.



TRANSPORT

State Government asset investment 2019-20 to 2022-23: \$10.6 billion³⁹ (pre COVID-19 estimate)
Passenger and freight rail, roads, active transport, ports, maritime and aviation.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy

There are long-term transport infrastructure planning challenges associated with fluctuations in international demand for WA's mineral resources. The COVID-19 pandemic has disrupted export markets and supply chains with the re-establishment of these markets expected to take some time. Opportunities exist for improved productivity and economic development through ports, freight networks and supply chains.

Maximise regional strengths to unlock strategic opportunities for WA

WA can further support globally competitive primary industries through ensuring regional freight route productivity. This can include opening further direct linkages between the regions with interstate and overseas markets.



TRANSPORT

Enhance infrastructure delivery and develop skills for the future	In periods of high construction activity, there is the potential for the emergence of skilled labour shortages. The provision of training opportunities on major transport infrastructure projects across the public and private sectors is vital. These can specifically deliver positive outcomes for Aboriginal people, such as through the Gnarla Biddi policy, which has set ambitious indigenous employment targets for METRONET and earlier regional road projects.
Support access to social services and improve Aboriginal wellbeing	New commercial opportunities can emerge in regional areas, including in Aboriginal communities, in association with new road construction projects (for example new tourism operations will be created due to the sealing of the Cape Leveque Road, and the Karratha Tom Price Road).
Enhance cross-government coordination and planning	A looming challenge is that electric vehicles (and potentially future hydrogen-based vehicles) will further erode federal fuel excise revenue.
Address climate change and increase resilience	The resilience of coastal infrastructure to rising sea levels, and infrastructure more broadly to extreme weather events, is a critical emerging challenge. There is an emerging opportunity for emission reductions through the transition to zero and low emission vehicles. The COVID-19 pandemic has changed travel behaviour and demand patterns, highlighting the need for resilient transport systems.
Support population growth and change	Ongoing population growth will increase road congestion for private and commercial vehicles. High-quality passenger rail and station precinct urban development will encourage higher patronage and active transport.
Embrace technology, data and digital connectivity	The emergence of new service models (such as on-demand transport), new transport modes (such as e-bikes and e-scooters) and new technologies (such as autonomous vehicles and drones) present opportunities, although with some associated disruptions. Increased data analytics and monitoring to improve logistics chains will further boost road network and freight productivity. There is an opportunity to increase use and analysis of travel data to monitor the network and plan for future projects. The introduction of zero and low emission vehicles (such as electric vehicles in the short to medium-term) and automated vehicles (in the long-term) offers numerous benefits, but are likely to also have significant impacts across the public and private sectors.
Get the most from our infrastructure and improve maintenance	The road asset base is ageing, presenting an ongoing maintenance challenge. Demand for access to metropolitan infrastructure varies throughout the day with current peaks approaching capacity limits. There are opportunities for 'smart freeways' and high capacity rail signalling technology to better use existing infrastructure and cater to higher demand. The operating subsidy for providing public transport services is significant and will grow over time as the network expands.



ENERGY

State Government asset investment 2019-20 to 2022-23: \$3.7 billion⁴⁰ (pre COVID-19 estimate)

Electricity and gas generation, transmission and distribution and storage. Renewables including solar, wind, hydrogen and others as developed.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	Disruptive technologies are a catalyst for the transition to a modular grid, which will continue to be augmented to support connection of solar, batteries, advanced meters and stand-alone power systems into the established poles and wires network. WA must ensure it maintains an affordable source of reliable energy to industry in order to remain globally competitive and continue to be an attractive destination for investment.
Maximise regional strengths to unlock strategic opportunities for WA	<p>There are several strategic development opportunities across the energy sector including hydrogen, downstream lithium processing and battery manufacturing.</p> <p>The identification of Renewable Energy Zones across the regions has the potential to reinforce regional strengths in generation and storage. The demand for unconventional onshore gas exploration and production (balanced against concerns regarding environmental impacts, including groundwater supply and long-term agricultural production) is a key challenge in the sector.</p>
Enhance infrastructure delivery and develop skills for the future	Emerging technologies provide an opportunity for enhanced reliability outcomes and enable upskilling of the existing workforce and new career paths for future generations.



ENERGY

Support access to social services and improve Aboriginal wellbeing	The provision of essential power services to remote communities is an ongoing challenge with potential to improve reliability through new technology.
Enhance infrastructure delivery and develop skills for the future	With a rapidly changing network, there is also a need to modernise regulations and legislation to support the transition towards a cleaner energy future.
Address climate change and increase resilience	<p>The uptake of rooftop solar and gas as alternatives to coal, and large-scale renewable projects continues to drive a reduction in energy sector emissions.</p> <p>There is a growing need to consider structural reinforcement and augmentation of the existing network to withstand emerging climate impacts particularly in coastal areas and areas of extreme fire risk. Initiatives such as stand-alone power systems and the undergrounding or relocation of assets (for example, power lines where feasible) in areas expected to be most affected by the impacts of climate change may be warranted.</p>
Support population growth and change	The challenge of supplying energy to a growing population and economy in a transforming energy sector is apparent. There are opportunities across the sector for tailored solutions (for example, microgrids) and initiatives such as the Network Renewal Underground Program Pilot and State Underground Power Program.
Maximise liveability and cultural strategic opportunities for our community	Limitations with ageing infrastructure and network capacity constraints associated with load management will need to be addressed to support a more compact, consolidated city. Similarly, regional initiatives aimed at shared electricity provision can be challenging to achieve and may require government intervention through policy and governance measures.
Embrace technology, data and digital connectivity	Opportunities associated with regional and remote customers should continue to be supported, including edge of grid generation and storage solutions. It is likely that these solutions will not be limited to regional areas, with distributed energy resource management solutions (for example, battery storage) and smart metering becoming part of the network asset base.
Get the most from our infrastructure and improve maintenance	Managing the impacts of this diverse and evolving supply mix, maximising the use of existing infrastructure and maintaining the security and reliability of supply are key challenges in the sector.



WATER

State Government asset investment 2019-20 to 2022-23: \$2.7 billion⁴¹ (pre COVID-19 estimate)

Water supply (potable and non-potable), treatment and distribution, wastewater collection and treatment, drainage and irrigation.

Opportunities, challenges and issues

Maximise regional strengths to unlock strategic opportunities for WA	In many regional development nodes, water supply is at, or near, its sustainable limit. Dam, pipeline and water recycling projects have emerged but often do not proceed due to cost-benefit considerations. Providing certainty of supply for industry development is a challenge, especially as the climate dries.
Support access to social services and improve Aboriginal wellbeing	There is an ongoing challenge in the provision of essential water services to remote and town-based Aboriginal communities. The cost of achieving 'standard' water supply quality and reliability standards for remote communities with small populations can be high.
Address climate change and increase resilience	Climate change is resulting in greater reliance on desalination and groundwater replenishment with treated wastewater to augment potable supplies for Perth, and other non-potable end uses such as open space irrigation, heavy industry and agriculture. Industry, local government and individuals that self-supply groundwater need to reduce their water use, in balance with the current and future climate. Issues such as rainfall variability in the regions, especially the Southern Rangelands, is impacting long-term viability and will require change in management practices and diversification in supply.

	
WATER	
Support population growth and change	Strategic desalination and wastewater reinjection will be able to meet Perth's needs but are expensive. However, around 50 per cent of new urban development is expected to occur in fringe areas with limited access to groundwater for public open space. This will create challenges through increased demand on alternative water supplies, impacting on supply costs. Increasing density in existing urban areas may require retrofitting of water supply and wastewater infrastructure in Perth.
Embrace technology, data and digital connectivity	There are many opportunities to use technology and innovation in water delivery, including digital solutions such as smart metering, monitoring and billing and leak detection. Cybersecurity to protect operations, customer privacy and digital information base is a critical operational priority.
Get the most from our infrastructure and improve maintenance	<p>There are several opportunities in demand management, including agricultural/horticultural innovations, urban development practices, lifestyle choices, and water efficient devices which may result in improved water efficiency.</p> <p>While there are opportunities for innovation, asset renewal expenditure is expected to rise given an increasing proportion of Water Corporation assets are approaching the end of their economic and serviceable lives.</p>





WASTE

State Government asset investment 2019-20 to 2022-23: N/A

Collection, disposal and recycling of construction and demolition waste, organic waste, metals, paper and cardboard, glass, plastics, textiles and hazardous materials.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	Modelling indicates that a 5 per cent increase in in the recycling rate could add \$1 billion to Australia's GDP. ⁴² The creation of a circular economy has the potential to harness the economic value of these materials that would otherwise be lost, and drive investment in infrastructure and jobs.
Maximise regional strengths to unlock strategic opportunities for WA	An opportunity exists in the identification of existing strategic regional waste disposal sites including coordinated planning of these sites with all levels of government and the private sector. There are potential benefits for communities to work together to improve waste management options in regional and remote areas.
Enhance infrastructure delivery and develop skills for the future	WA ranks fourth in the country for its recycling and recovery rate. The development of an efficient waste industry and local recovery and recycling operations will deliver three times more jobs than sending waste to landfill.
Enhance cross-government coordination and planning	An opportunity and key challenge is a collaborative approach from all levels of government and the private sector to the prioritisation of waste and recycling facility planning, investment and management. This will be critical, particularly given the Council of Australian Governments' ban on waste exports.
Address climate change and increase resilience	There is an opportunity for better management of commercial and industrial waste to reduce emissions and contribute to meeting future emissions targets. Responsible management of waste is key to ensuring human health and the environment are protected from the impacts of waste. Increased investment in source separation technologies and systems can be supported by emerging technology such as waste-to-energy, to help achieve this.
Embrace technology, data and digital connectivity	There are potential benefits from further exploration and development of source separation technologies across the regions. Digital data generation and reporting opportunities can provide important feedback loops to improve efficiency and effectiveness of waste management systems and support behaviour change initiatives. From 2019-20 waste data reporting will be a regulated activity and will be collected using an online reporting tool.



DIGITAL CONNECTIVITY AND TELECOMMUNICATIONS

State Government asset investment 2019-20 to 2022-23: N/A

Pit and pipe, wires, fibre, towers, wireless transmission equipment, satellites, satellite earth stations, panels, sensors, data centres and sub-sea cables.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	Digital connectivity is key to growing and diversifying WA's economy and ensuring we remain globally competitive. The COVID-19 pandemic further highlights the importance of digital connectivity as an essential utility infrastructure for a modern society, and in supporting changing work patterns. There is a risk that inadequate digital infrastructure will hamper capitalisation of economic opportunities, especially if technology continues to outpace enabling infrastructure.
Maximise regional strengths to unlock strategic opportunities for WA	State Government interventions are currently focussed on regional circumstances to reduce the digital divide and support regional business outcomes. Given that 5G is unlikely to see any substantive widespread deployment in regional areas in the short-term, alternative approaches to high-speed/low latency connectivity will need to be explored. There is a lack of competition in backbone wholesale infrastructure in many regional areas. The recent COVID-19 pandemic has highlighted the need for improved digital connectivity in remote, rural and regional locations and the current challenges in accessing online services.
Support access to social services and improve Aboriginal wellbeing	Poor access to mobile broadband (voice and data) is recognised as a source of economic and social disadvantage. An opportunity exists for improved access to government services (particularly in health and education) as well as emergency services, retail, internet banking and other amenities in remote areas. Telehealth and distance education are good examples of how digital connectivity can improve access to services.
Address climate change and increase resilience	The connection and use of regional data centres to mirror content from metropolitan delivery networks, access to more sources of data and the ability to analyse and protect data, increases the resilience of businesses, industries and the State. There is however a risk to critical infrastructure from extreme climate driven events such as bushfire and flood, as well as global events such as the COVID-19 pandemic, hence the importance of planning, asset management and reinforcement of assets to improve resilience of networks.
Embrace technology, data and digital connectivity	This is a fast evolving area and requires careful planning and consideration, including the risk of physical infrastructure becoming redundant due to the fast pace of change and innovation. The Internet of Things is a growing phenomenon which will provide significant benefits to industry and government and require high-quality connectivity, but will also bring with it challenges associated with data security which must be addressed.
Get the most from our infrastructure and improve maintenance	Improved digital connectivity supports new technologies that result in improved efficiency, such as smart freeways, remote water monitoring and leak detection.



EDUCATION AND TRAINING

State Government asset investment 2019-20 to 2022-23: \$1.2 billion⁴³ (pre COVID-19 estimate)
Early childhood centres, public and private primary and secondary schools, vocational education and training, universities.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	International education offers a significant opportunity for WA to grow and diversify its economy. Although the sector has been heavily impacted by the COVID-19 pandemic, there is also an opportunity for WA to promote itself as a safe place for international students. Opportunities exist to support the ongoing development of university and TAFE campuses and harness the expertise and research output of universities to diversify the economy into high value-add sectors.
Maximise regional strengths to unlock strategic opportunities for WA	A challenge is in strengthening secondary schooling in regional areas through provision of essential and social infrastructure. There is also an opportunity for the identification and development of a network of viable regional TAFE campuses at key locations so that regional communities can live, train and work locally.
Enhance infrastructure delivery and develop skills for the future	Opportunities exist in the development of proactive training programs to prepare the workforce for the jobs of the future and to upskill existing workers to prepare them for new technologies and ways of working.
Support access to social services and improve Aboriginal wellbeing	There are opportunities to improve engagement, educational and training outcomes for Aboriginal students, particularly in regional and remote areas, through the application of digital technologies. Ensuring there are appropriate education facilities to support the growth in students with a disability is a key challenge for the sector.



EDUCATION AND TRAINING

Enhance cross-government coordination and planning	Promotion of greater use of school facilities to support communities and make better use of existing infrastructure (for example, multi-purpose/shared facilities).
Support population growth and change	There are challenges in meeting demand for new education infrastructure in line with population growth and a more consolidated urban form.
Maximise liveability and cultural strategic opportunities for our community	There are opportunities to develop new university and TAFE campuses close to activity centres that have suitable access and adequate public transport services to support activation of these areas.
Embrace technology, data and digital connectivity	Opportunities exist to strengthen information technology in the sector to support learning and collaboration. This includes responding to trends and technological advancements in a timely manner to provide contemporary and industry relevant training environments (for example, redeveloping and repurposing facilities and providing appropriate and specialist equipment). However, the COVID-19 pandemic has highlighted the role of technology to support educational needs.
Get the most from our infrastructure and improve maintenance	Maintaining a large and expanding asset base (including facility replacements and refurbishments) including current and fit for purpose equipment to meet student expectations will remain a challenge.





SOCIAL AND AFFORDABLE HOUSING

State Government asset investment 2019-20 to 2022-23: \$1.3 billion⁴⁴ (pre COVID-19 estimate)
Crisis accommodation, public housing, community housing, remote housing, affordable rental housing and affordable home ownership.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	The challenge in providing affordable housing with easy access to employment centres is an opportunity for new initiatives and policy direction across government. Cyclical housing pressures in some parts of WA (for example, the Pilbara) may constrain economic development opportunities if not adequately managed.
Enhance infrastructure delivery and develop skills for the future	More than 750 new social or affordable homes have been committed over the next four years, with another 1,570 homes to be refurbished. ⁴⁵ This investment includes the Social Housing Economic Recovery Package announced in response to COVID-19. Investment in social housing across the State provides key opportunities for apprenticeships, traineeships and trade skills.
Support access to social services and improve Aboriginal wellbeing	Providing housing for people on low incomes or at risk of homelessness is a key challenge which requires collaborative planning with the local community, State and local governments, housing providers and the construction industry to meet existing or forecast needs.
Enhance cross-government coordination and planning	The negative economic impact following COVID-19 is expected to increase the demand for social housing and accommodation. The extent of this problem will require a coordinated cross-government response. There are existing and emerging opportunities for partnerships with other sectors and private investors to provide greater opportunities for social and affordable housing across the State.
Support population growth and change	There is significant current unmet demand for social housing, which without new initiatives is likely to grow. In some regions there is an emerging gap between demand and supply. Meeting infill housing targets in the Perth metropolitan area will require increased density, especially around high-frequency public transport precincts. An opportunity exists to provide affordable housing close to high-frequency public transport in these precincts.
Get the most from our infrastructure and improve maintenance	As a large portion of social housing assets are over 35 years of age, there is significant asset maintenance expenditure required to provide adequate levels of service.



HEALTH

State Government asset investment 2019-20 to 2022-23: \$916 million⁴⁶ (pre COVID-19 estimate)

Hospitals, emergency services, mental health, primary health and aged care.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	The COVID-19 pandemic has highlighted the strengths of collaboration between medical research and the public and private healthcare sectors in WA. There are opportunities to strengthen the economy through supporting health research and innovation initiatives. Anticipated total health investment is projected to approach 38 per cent of the State Budget by 2026-27, therefore a key challenge is the need to improve the financial sustainability of health, including mental health, services. ⁴⁷
Maximise regional strengths to unlock strategic opportunities for WA	There is a need to ensure adequate health services and infrastructure is available in regional and remote areas through improved planning. Providing required services in rural and remote parts of the State is constrained by distance, the dispersed nature of the population, associated higher costs and the ability to attract and retain staff.
Enhance infrastructure delivery and develop skills for the future	Hospitals are complex infrastructure assets requiring specialised skills to deliver, maintain and operate. There is an opportunity to better prepare the health workforce for the jobs of the future, strengthening and supporting the existing workforce to provide high-quality, contemporary services to the community.
Support access to social services and improve Aboriginal wellbeing	Reducing the disparities in health outcomes and access to care for Aboriginal people is an ongoing challenge for the sector.



HEALTH

Enhance cross-government coordination and planning	Improving mental health outcomes and an increased focus on preventative healthcare, particularly for chronic diseases is required. An opportunity exists for better coordination of government services, to improve the health and wellbeing outcomes of children. Opportunities also exist for improving the interface between health, aged care and disability services sectors.
Address climate change and increase resilience	A long-term challenge of the sector will be to support communities and health providers to prepare for, and respond to, crises such as pandemics and extreme weather events. There are opportunities to promote environmentally sustainable practices and reduce the health system's environmental footprint.
Support population growth and change	Demographic change (for example, an ageing population) and population growth will increase demand for health services. There are also opportunities to improve precinct planning and colocation of facilities and ensuring there are adequate transport links to these facilities.
Embrace technology, data and digital connectivity	As highlighted during the COVID-19 pandemic, there are significant opportunities to apply digital technologies to make health (including mental health) services more accessible. There is opportunity for a more efficient health sector through investment in data analytics and enhanced workforce use of digital technology.
Get the most from our infrastructure and improve maintenance	There is an opportunity to enhance system capacity through repurposing and/or improved maintenance of existing facilities, better using spare capacity, collaboration and increased use of contemporary models of care through digital technology (for example, telehealth).



JUSTICE AND PUBLIC SAFETY

State Government asset investment 2019-20 - 2022-23: \$729 million⁴⁸ (pre COVID-19 estimate)

Police stations, career fire stations, volunteer fire stations, courthouses, prisons, adult community correction centres, work camps, youth detention centres, youth justice centres and other administrative centres, training complexes, storage compounds and holding facilities.

Opportunities, challenges and issues

Enhance infrastructure delivery and develop skills for the future

Cross-government collaboration in the planning and delivery of new infrastructure remains a key challenge for the sector. The trend towards colocation of police stations and courthouses offers opportunities for collaboration.

Support access to social services and improve Aboriginal wellbeing

Identified opportunities across the sector include: diversion programs; community support programs; goods and services procurement opportunities; sentencing options; rehabilitation programs; and services that are more culturally appropriate, including on-country options. An increase in the number of prisoners with complex needs (mental health conditions and the ageing population) will require tailored infrastructure and services.





JUSTICE AND PUBLIC SAFETY

Address climate change and increase resilience	Responding appropriately to increasingly severe and frequent emergency incidents is a challenge. Ensuring that existing and future emergency infrastructure is resilient to withstand climate driven events and other crises such as pandemics, fires and floods is required. There is an opportunity to develop asset investment and location modelling strategies that reflect the changing risk.
Support population growth and change	The built environment is changing with increased urban density, requiring different response capability and capacity. Consideration needs to be given to the location of emergency services and associated response times when planning for an increased population, and the impact on emergency response times when increasing density of urban areas.
Embrace technology, data and digital connectivity	Issues of access and exchange of personal information are barriers to maximising data and technology. Increased use and reliance on technology in both courts and prisons requires substantial investment in telecommunications capacity, particularly in regional areas. There is an opportunity to improve emergency response and better manage low-risk offenders through satellite/digital communications technologies. The public is also becoming more dependent on access to information, and expecting instantaneous data and communication. Other opportunities include the use of technology to assist, educate and rehabilitate those incarcerated, in addition to improving the housing of prisoners and management of prisons and centres.
Get the most from our infrastructure and improve maintenance	All State Government agencies in the sector face similar challenges in managing their infrastructure and assets, where there has been limited investment in asset management/maintenance and facilities are often not fit for purpose. There are opportunities to investigate transitioning of some courthouses and other older building assets, which were originally built as civic infrastructure, to fit for purpose, modern facilities. There is also potential to use courthouse registry areas for other government transactions in regional areas.



ARTS, CULTURE, SPORT AND RECREATION

State Government asset investment 2019-20 - 2022-23: \$356 million⁴⁹ (pre COVID-19 estimate)

Museums, stadiums, theatres, arenas, galleries, music venues, sporting grounds and facilities, active recreation, tourism recreation and parks.

Opportunities, challenges and issues

Support a strong, resilient and diversified economy	Significant opportunities exist to boost the economy through arts, culture, sport and recreation (ACSR) infrastructure and activities. Optus Stadium had 66,000 interstate tourists during the 2018 AFL season, amounting to an increase to the State economy of an estimated \$66 million. ⁵⁰ The WA Fringe World is now the third largest fringe festival in the world, attracting more than 900,000 attendees in 2019 and providing an economic impact of over \$100 million. ⁵¹ Creative employment in Australia is already growing at nearly twice the rate of the workforce overall and its job intensive nature makes it less likely to be impacted by automation. The COVID-19 pandemic has had a major impact on this sector, with event cancellations and high unemployment experienced. The public demand for cultural and recreational activities remains high, however the medium to long-term impact is yet to be fully understood.
Maximise regional strengths to unlock strategic opportunities for WA	A multi-purpose, multi-agency focus on ACSR hubs in regional centres has potential to benefit the regions and broader communities, particularly through integrated cultural and sporting facilities and precincts. ACSR related tourism also offers significant regional development opportunities, including Aboriginal business opportunities through Aboriginal art (including rock art), culture, heritage and language.
Support access to social services and improve Aboriginal wellbeing	Aboriginal economic development through ACSR related activities has a flow on effect, supporting Aboriginal wellbeing and contributing to an increased overall sense of belonging and identity. Aboriginal art production in the State makes up 40 per cent of Australia's Aboriginal art economy. ⁵²
Enhance cross-government coordination and planning	The sector is highly reliant on collaboration between all levels of government and non-government sectors. There is the potential to reduce costs through asset sharing, best practice construction techniques and program coordination.
Address climate change and increase resilience	Climate change is having an impact on coastal infrastructure and increasing the likelihood and consequence of extreme bushfire events where much of WA's natural assets, recreational and tourism infrastructure is located. The assessment of coastal erosion hotspots has identified 15 metropolitan and 40 regional locations where coastal erosion is expected to have a significant social, economic and environment impact over the next 25 years. ⁵³
Support population growth and change	The impact of densification, urbanisation and population growth is resulting in increased demand on existing cultural, sporting and recreation facilities in urban areas. The development and maintenance of shared infrastructure and improved access to school facilities will help address this increased demand.



Consultation questions:

11. What, if any, other infrastructure sectors should be addressed in the Strategy?
12. How should the Strategy address private sector infrastructure requirements?
13. How can the Strategy assist to coordinate and integrate across infrastructure sectors? What interdependencies do you consider most important?
14. Do the opportunities and challenges identified in this section reflect the most important and/or pressing matters in each sector?
15. Are there particular aspects of infrastructure provision in these sectors which you think IWA should focus on?
16. In what way do you think the core sectors may change (for example, emergence of new sectors, or shifts in the importance or significance of sectors) over the life of the Strategy?

Section 6:

Methodology

As noted earlier, the IWA Act sets out various requirements for the preparation, content and finalisation of the Strategy. The methodology proposed below is consistent with these requirements.

IWA is required to assess the current and expected future state of infrastructure in Western Australia, and apply a framework that considers economic, social and environmental issues. Prioritised recommendations may range across projects and programs, planning, technology and non build policy options (such as regulation, policy, pricing and governance).

IWA recognises that in the first Strategy it will not be possible to address all issues equally or consider all opportunities comprehensively. The reality of the State Government's capacity to fund projects and programs also means that not all proposals can proceed in as timely a manner as may be desired.

It is proposed that the focus of the Strategy be limited to a 20-year outlook, unless there are circumstances which justify a longer-term view. Given the ongoing rapid pace of change and resulting uncertainty, this period is sufficient and appropriate to guide strategic decision-making out to the long-term.

IWA is proposing to focus the Strategy on higher value projects and programs, and on other smaller scale projects and programs that address a high order strategic issue where there is a compelling case. This can incorporate instances where a program of smaller projects collectively becomes more strategic (for example, a program of smaller infrastructure projects that may unlock or support major tourism opportunities).

IWA is proposing to develop the Strategy over the next 18 months, with the release of a draft Strategy for public consultation

by mid-2021 and a final Strategy expected by late-2021. The events surrounding the COVID-19 pandemic may impact on these timeframes, and we will continue to monitor this situation as it evolves.

Stage One: Problem and opportunity identification

The initial stage in developing the Strategy will be to identify key issues relevant to the planning and provision of infrastructure in Western Australia. The problem and opportunity assessment will include application of the principles and objectives as set out earlier in this Discussion Paper.

A key part of this stage will be analysing the submissions received in response to this Discussion Paper.

In parallel, we will be undertaking a baseline assessment of the breadth, depth and quality of existing infrastructure planning undertaken by State Government agencies and GTEs. There will be an additional focus on cross-sectoral plans and economic development strategies for regional areas.

Stage Two: Draft Strategy

After the initial information gathering stage, we will develop a draft Strategy which will be released publicly for further consultation. In preparing this draft the information gathered during Stage One will need to be balanced, having regard to a range of perspectives. These will include economic, social and environmental considerations, regional and metropolitan requirements and the State Government's funding capacity.

As part of the drafting stage, it is anticipated that we will seek further guidance from key stakeholders on different scenarios that may be developed to inform the final Strategy. Priority programs and projects will also be proposed, particularly for the five to 10-year period of the Strategy.

Finalisation of Strategy

The final Strategy will be submitted to the Premier and released publicly. The State Government is required to prepare a public response to the Strategy within six months of the Strategy being tabled in State Parliament. The response must indicate the extent to which each of the Strategy's recommendations are supported by the State Government, and for each recommendation that is not supported in full, the reasons why this is the case.

The State Government will then also be required to prepare and publish annually a 10-year State Infrastructure Programme (SIP) that takes into account the recommendations in the Strategy (to the extent supported by the State Government). IWA is required to provide advice to the State Government in the development of the SIP each year. IWA will also publish an annual progress report on implementation of the Strategy.

IWA is also responsible for advising the Premier on infrastructure proposals before they are submitted to the federal body, IA, and coordinating the State Government's submissions to IA (under the direction of the Premier).

In addition, IWA have a future role in assessing major infrastructure proposals (generally projects and programs of \$100 million or more) prior to the State Government's final investment decision being made. This function is expected to commence only after the Strategy is finalised. The findings and recommendations of the Strategy are likely to form a key part of IWA's considerations when assessing proposals.



IWA is required to assess the **current and expected future state of infrastructure** in Western Australia, and apply a framework that considers **economic, social and environmental issues**.

20-year outlook – a hybrid approach

IWA is proposing to follow a hybrid approach to developing the Strategy. This will involve a detailed bottom-up assessment of the short to medium-term outlook over the next 10 years, followed by a strategic top-down assessment that is largely focussed on the long-term outlook from 11 to 20 years (refer Figure 10). In cases where State Government agencies and GTEs have existing infrastructure plans and strategies that go beyond 10 years, these will also be considered as bottom-up inputs.

As the future is uncertain, a range of plausible scenarios will be applied in developing the Strategy. These will be designed to assess how alternative future changes could impact on infrastructure outcomes into the long-term. IWA will make clear any forecasts, assumptions or scenarios applied in developing the Strategy.

Figure 10: Overview of Strategy time periods over 20 years





Zero to 10 years – Bottom-up assessment

The State Budget forward estimates period covers the immediate four-year outlook. IWA generally does not propose to focus on projects or programs over this period beyond those already committed, unless there is a compelling reason to do so. For the four-year forward estimates period the Strategy may focus more on non-build measures, such as improvements to policy or strategic planning.

Over the five to 10 year outlook, the bottom-up approach will involve a comprehensive consideration of strategic issues, existing infrastructure planning material and project and program proposals developed by State Government agencies and GTEs. This will seek to identify specific gaps, options and preferred solutions.

This predominately bottom-up approach will be complemented by top down strategic analysis.

State Government agencies and GTEs generally have a range of existing strategic plans and processes in place to guide their investment outlook. For instance, Strategic Asset Plans are prepared by all State Government agencies each year and provide a key annual planning document with a 10-year forward outlook. IWA will review these plans in developing the Strategy, and will consult with relevant agencies.

The detailed assessment proposed for this period will help inform the future preparation of the annual SIP by the Government.



11 to 20 years – Top-down assessment

Over the 11 to 20 year outlook, a predominantly top-down approach to the Strategy is proposed. The focus will be on establishing an overarching, long-term outlook of future issues and trends and predictions in regard to major disruptions. This will include detailed analysis and will consider existing agency and GTE plans for this period as a bottom-up input where such plans exist.

The top-down assessment will use cross-sectoral scenarios to contemplate potential future infrastructure requirements and the solutions that may be available to meet these needs. The scenarios will develop alternative State Government responses to key global, domestic and State trends, to compare against a base case scenario that extrapolates the business-as-usual approach to infrastructure. Application of scenarios will need to consider the potential medium and long-term impacts and learnings from the COVID-19 pandemic.

While the scenarios in the top-down assessment are yet to be developed, it is proposed that they will relate closely to our objectives. Examples could include:

- enhanced climate resilience and adaptation;
- the impact of major disruptive events, such as the COVID-19 pandemic;
- cross-agency synergies in regional projects;
- infrastructure provision in remote communities;
- changes in traditional sector employment patterns;
- greater use of digital services delivery;

- greater use of public programs as a non-build alternative to new capital works;
- seeking alternative patterns of urban or regional development and distribution; and
- enhanced transformation of the energy grid, including uptake of zero emission vehicles (for example, electric) and development of new export opportunities.

Long-term recommendations may consider strategic issues and options without necessarily identifying specific solutions to the same extent as the zero to 10-year outlook (for example, a potential transport infrastructure corridor could be identified, without necessarily specifying the particular transport mode/s that should be delivered).

Prioritisation methodology

The proposed criteria for prioritisation of projects and programs should be logical, relevant, timely and aimed at better informing decisions. The criteria to assess projects and programs could include matters such as:

- strategic alignment (alignment with the Strategy objectives, government policy and priorities and current State Government agencies and GTE plans and priorities);
- net benefits of the proposal (economic, social and environmental); and
- deliverability (including importance and criticality, achievability and addressing the root problems or opportunities compared to other options).

Further refinement will be undertaken on this prioritisation methodology and we now invite your ideas and feedback on this.



Consultation questions:

17. What are your thoughts on the proposed methodology to develop the Strategy?
18. What approaches can IWA take to compare and assess priorities across different sectors, regions and issues? What prioritisation criteria should be applied?
19. To what extent should IWA consider the potential for infrastructure to directly promote new economic development and diversification (including in the regions), as opposed to improvements in core service delivery?
20. What is an appropriate significance threshold to apply, to enable a focus on larger and more strategic infrastructure? Should it vary across different regions and/or sectors and, if so, how?
21. What specific scenarios should IWA consider from a top-down perspective, particularly as part of its 11 to 20 year outlook?

Section 7:

Ongoing engagement

Development of the Strategy is our key priority over the next 18 months.

Stakeholder feedback is vital and we are committed to ongoing engagement with stakeholders during the development of the Strategy.

Engagement strategy

We are proposing that IWA maintains a program of broad and targeted engagement that informs, consults and involves different stakeholder groups, at the appropriate times, during the development of the Strategy.

To ensure that ongoing engagement is undertaken in an efficient, comprehensive and meaningful manner during the development phase of the Strategy, we are proposing that particular focus is given to interaction with:

- key State Government agencies and GTEs;
- peak bodies;
- private industry;
- regional representatives;
- Federal Government;
- local government;
- academia; and
- the not-for-profit sector.

IWA has already commenced extensive ongoing consultation with State agencies and GTEs. As outlined in Figure 11, we are proposing to formalise a working group of key agencies with significant infrastructure programs, along with key central and policy agencies. This group will assist with the consideration of issues across all relevant infrastructure sectors and options to address these.

An external stakeholder reference group will comprise of approximately 20 representatives of industry and the community. This group will be involved with consideration of broader strategic issues and external trends.

We will be reaching out to potential key representatives shortly. We will also keep all respondents and other interested parties informed of progress through a range of different mechanisms.

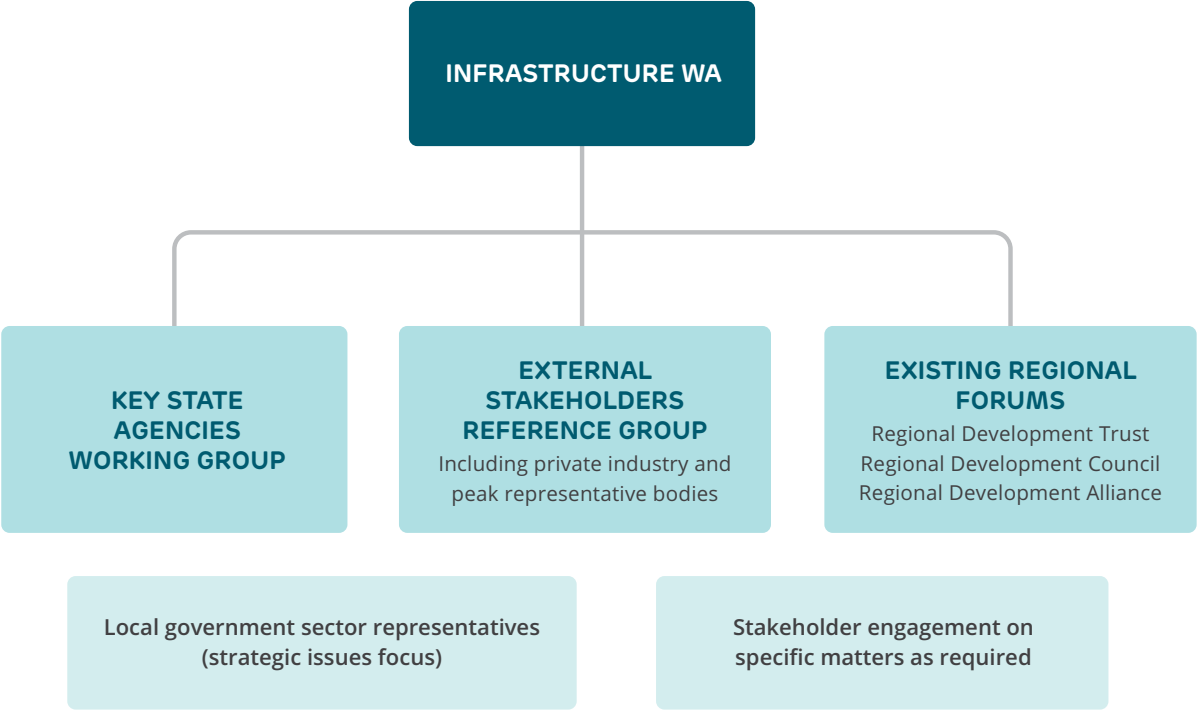
IWA will work with the key regional groups that can provide insight into the key infrastructure challenges and opportunities across the State.

Local government representatives will also be consulted, including through peak bodies. This engagement will focus on larger-scale infrastructure that can have significant impacts, including across defined local government boundaries and regions.

IWA will also seek to engage through existing established groups where appropriate. We are committed to keeping all other interested stakeholders well informed and providing consultation opportunities around key milestones – such as the publication of the draft Strategy next year.



Figure 11: Proposed governance and engagement structure



Engagement methods

IWA acknowledges that to reach a broad stakeholder group we will need to make use of a mix of methods including, but not limited to:

- working and reference groups;
- workshops;
- events, presentations and information sessions;
- meetings and briefing sessions;
- questionnaires, surveys and issue-specific feedback requests (via an online engagement portal); and

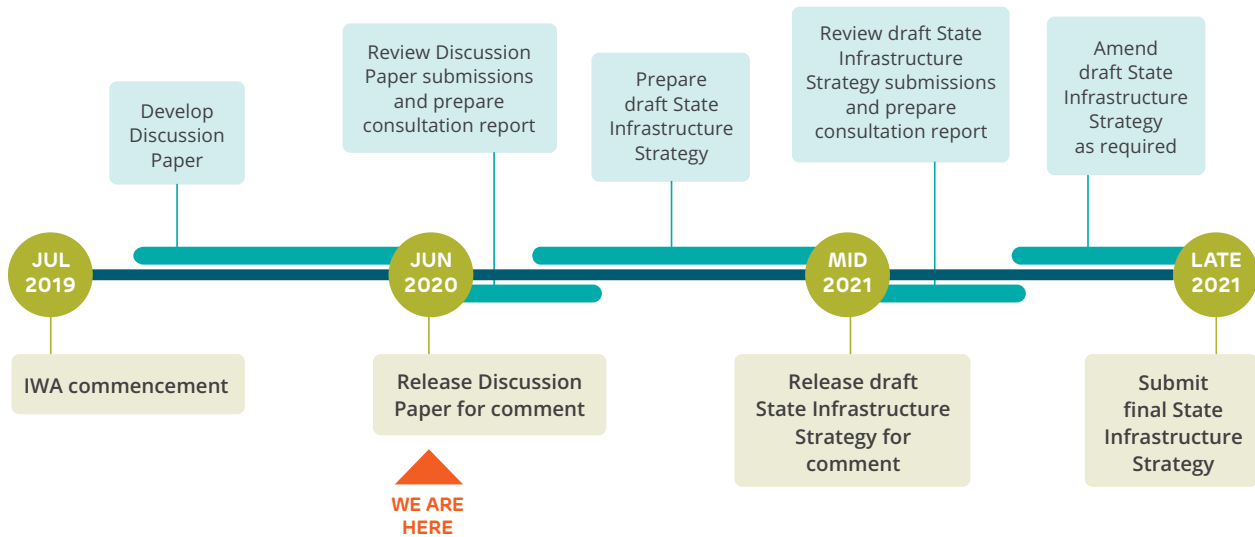
- written updates – including briefing notes, email newsletters, website articles, social media posts and media statements.

Timeframes

As outlined earlier, preparation of the Strategy is a significant task which we anticipate will take approximately 18 months to complete. Figure 12 outlines key phases and milestones in development of the Strategy.



Figure 12: Indicative timeline for development of the Strategy



Consultation question:

22. Do you have any comments about the proposed engagement approach?

Section 8:

How to get involved



In line with our proposed guiding principles, IWA is taking an open and consultative approach to developing the Strategy. We value your views and expertise, and believe that contributions from a wide range of different stakeholders will help us develop a more effective and relevant Strategy.

How you can make a submission

This Discussion Paper outlines the approach that IWA is proposing to use to develop the Strategy.

We are inviting you to share your feedback on this suggested approach by **Friday 21 August 2020**. When doing this, we encourage you to consider the questions that are posed throughout this Discussion Paper as you formulate your submission.

When making a submission we ask that you clearly state your views, and the reasons for your views.

We recognise that some stakeholders may also wish to use this opportunity to highlight specific infrastructure projects or programs. Please note that while this is not the primary purpose of our consultation at this point, we will accept information about infrastructure-related concepts on the basis that the stakeholder:

- understands that this process is designed to identify some of the perceived challenges or opportunities for specific locations and/or sectors, and how infrastructure may help to address them; and



- completes the template included within the Discussion Paper submission form (accessed via IWA's online consultation portal). Any information supplied outside of this format may be ineligible for consideration.

Please note that we reserve the right to publish all submissions unless you mark them specifically as confidential, in which case confidentiality will be maintained within the limits of the *Freedom of Information Act 1992* and other legal obligations.

If you need more information

Details about opportunities to engage directly with IWA on the Discussion Paper can be found on IWA's website infrastructure.wa.gov.au/discussionpaper.

If you have enquiries or other matters of interest you would like to discuss, you can contact us at iwaconsultation@infrastructure.wa.gov.au

Submission details

This Discussion Paper is available for public comment from **26 June to 21 August 2020**. Submissions can be made:

- via IWA's online consultation portal, accessed via infrastructure.wa.gov.au (this is the preferred method); or
- by preparing a written submission and sending via post to:
Infrastructure WA
Locked Bag 3001
WEST PERTH WA 6872

For enquiries relating to making a submission please email iwaconsultation@infrastructure.wa.gov.au or call 08 6552 5229.

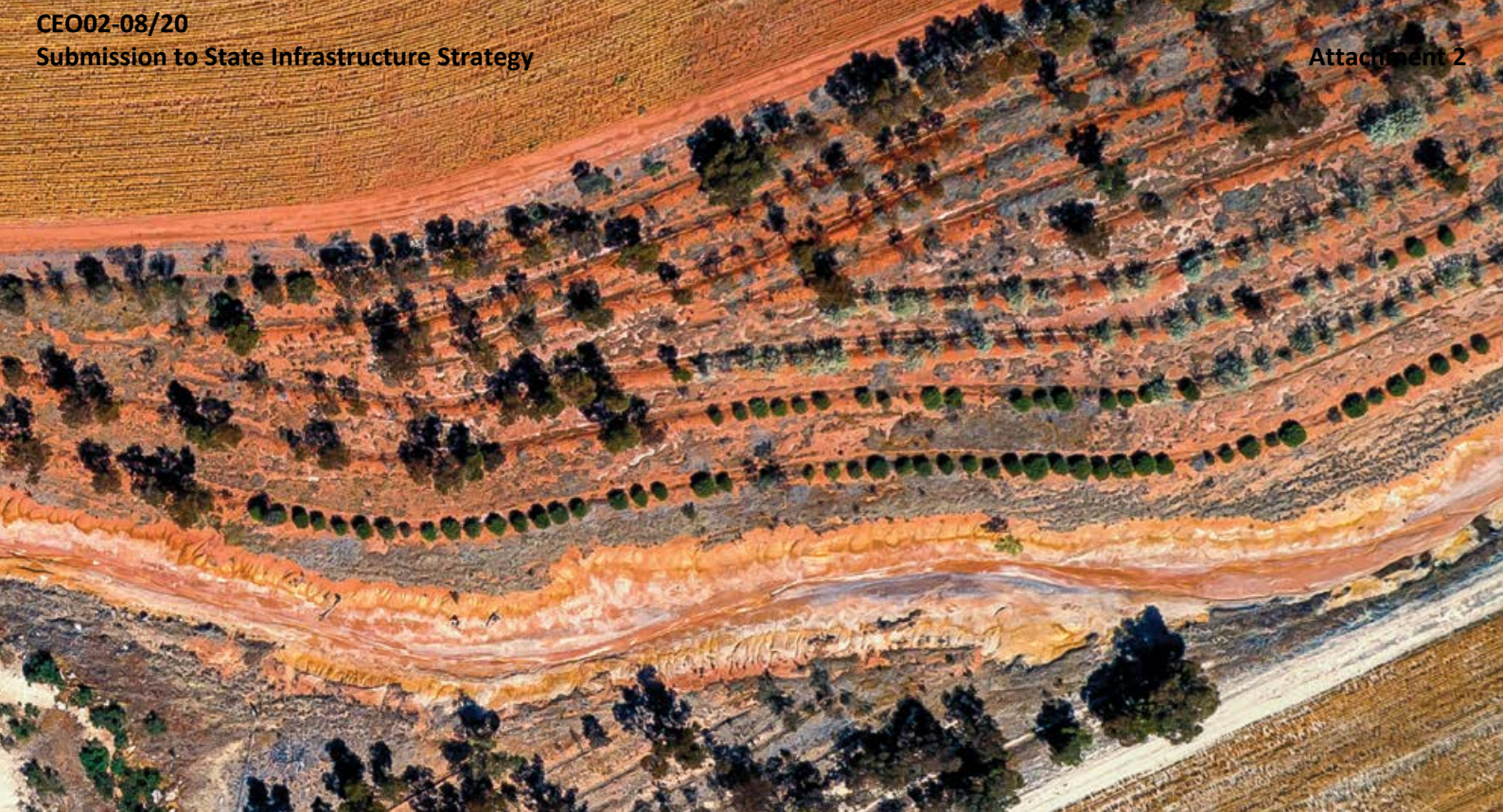
All submissions must be received by 5pm (WST) on Friday 21 August 2020. Late submissions may not be considered.



List of consultation questions

Below is a complete set of consultation questions. We encourage you to consider these questions and submit your response through IWA's website at www.infrastructure.wa.gov.au/discussionpaper.

1. What do you think the implications of the pandemic for infrastructure will be in the recovery phase and over the medium and long-term? Do you see any new opportunities or challenges?
2. Are there early learnings resulting from the pandemic around the resilience of our economy and our infrastructure that we should consider as we develop the Strategy?
3. What elements should a well-developed 20-year Strategy include?
4. Are there any additional or alternative principles that should guide the development of the Strategy?
5. Are there other strategic issues that we have not addressed that should form part of these objectives?
6. What are the macro trends that you see as important over the 20-year timeframe? What risks or opportunities do they provide to the Strategy?
7. How can regions work together to identify and deliver large-scale opportunities, projects and programs which extend across regional boundaries?
8. What do you think are the greatest infrastructure needs and priorities across the regions and Perth?
9. How can declining population in some regions be slowed or reversed?



10. Should Western Australia have a second major city of more than 200,000 people? Which of the State's existing centres should become a second major city and why?
11. What, if any, other infrastructure sectors should be addressed in the Strategy?
12. How should the Strategy address private sector infrastructure requirements?
13. How can the Strategy assist to coordinate and integrate across infrastructure sectors? What interdependencies do you consider most important?
14. Do the opportunities and challenges identified in this section reflect the most important and/or pressing matters in each sector?
15. Are there particular aspects of infrastructure provision in these sectors which you think IWA should focus on?
16. In what way do you think the core sectors may change (for example, emergence of new sectors, or shifts in the importance or significance of sectors) over the life of the Strategy?
17. What are your thoughts on the proposed methodology to develop the Strategy?
18. What approaches can IWA take to compare and assess priorities across different sectors, regions and issues? What prioritisation criteria should be applied?
19. To what extent should IWA consider the potential for infrastructure to directly promote new economic development and diversification (including in the regions), as opposed to improvements in core service delivery?
20. What is an appropriate significance threshold to apply, to enable a focus on larger and more strategic infrastructure? Should it vary across different regions and/or sectors and, if so, how?
21. What specific scenarios should IWA consider from a top-down perspective, particularly as part of its 11 to 20 year outlook?
22. Do you have any comments about the proposed engagement approach?

End notes

- 1 Western Australia, *Parliamentary Debates*, Legislative Assembly, 20 February 2019
- 2 Real Estate Institute of Western Australia
- 3 ABS (Mar 2020) 3101.0 Australian Demographic Statistics
- 4 ABS (Jun 2001) 3235.5 Population by Age and Sex, Western Australia
- 5 ABS (Feb 2020) 6202.0 Labour Force, Australia
- 6 ABS (Mar 2020) 3101.0 Australian Demographic Statistics
- 7 ABS (Aug 2019) 3235.0 Regional Population by Age and Sex, Australia
- 8 ABS (Feb 2020) 6202.0 Labour Force, Australia
- 9 Western Australian Planning Commission (2014) WA Tomorrow Population Report No. 9 Long Term Population Forecasts for Western Australia 2031 to 2061
- 10 ABS (Jan 2001) 1367.5 Western Australia Statistical Indicators
- 11 ABS (2001) 2001.0 Census of Population and Housing: Basic Community Profiles, 2001
- 12 Department of Jobs, Tourism, Science and Innovation (Oct 2019) *Western Australia China Trade Profile*
- 13 ABS (2016) 2001.0 Census of Population and Housing: Basic Community Profiles, 2016
- 14 WA Health Reform Committee (2004) *A Healthy Future for Western Australians*
- 15 WA Department of Treasury (May 2019) Western Australia State Budget 2019-20
- 16 Australian Government Department of Education, Skills and Employment (Mar 2020) International Student Data
- 17 Department of Primary Industries and Regional Development (Mar 2019) Nominal Gross Regional Product; ABS (Mar 2019) 3218.0 Regional Population Growth, Australia
- 18 ABS (Jun 2001) 3235.5 Population by Age and Sex, Western Australia; ABS (Mar 2019) 3218.0 Regional Population Growth, Australia
- 19 ABS (Apr 2019) 3105.0.65.001 – Australian Historical Population Statistics, 2016
- 20 ABS (Aug 2008 and Aug 2014) Population by Age and Sex, Regions of Australia
- 21 WA Department of Treasury (2018) *Sustainable Health Review – Issues Paper*
- 22 WA Department of the Premier and Cabinet (2019) *A Path Forward – Developing the Western Australian Government's Aboriginal Empowerment Strategy*
- 23 Bureau of Meteorology (Jan 2020) Western Australia in 2019: a very dry year with record warm temperatures
- 24 Western Australian Planning Commission (2014) Population Report No. 9 Long Term Population Forecasts for Western Australia 2031 to 2061
- 25 Western Australian Planning Commission (2019) WA Tomorrow Population Report No. 11 Medium-Term Age-Sex Population Forecasts 2016 to 2031; ABS (Dec 2013) 3101.0 Australian Demographic Statistics
- 26 United Nations Department of Economic and Social Affairs (May 2018) *2018 Revision of World Urbanization Projects*
- 27 ABS (Apr 2019) 3105.0.65.001 Australian Historical Population Statistics, 2016
- 28 *ibid*
- 29 The Economist (Sep 2019) Global Liveability Report 2019
- 30 ABS (2019) 3412.0 Migration, Australia, 2017-18; WA Office of Multicultural Interests, *Western Australian Multicultural Policy Framework*, February 2020
- 31 WA Country Health Service (Mar 2020) *Emergency Telehealth Service An innovative model of emergency care for rural WA*
- 32 WA Government (Jan 2020) Media Statement, Innovative health service keeps kicking goals
- 33 WA Country Health Service (Mar 2020) Telehealth Outpatient Activity Infographic
- 34 Domain Group (2020) *House Price Report*
- 35 WA Department of Primary Industries and Regional Development (Nov 2019) Climate trends in Western Australia
- 36 Australian Department of Agriculture, Water and the Environment (Mar 2020) Biodiversity hotspots
- 37 WA Department of Primary Industries and Regional Development (Mar 2019) Nominal Gross Regional Product 2019; ABS (Mar 2019) 3218.0 Regional Population Growth, Australia
- 38 WA Government Media Statements (Mar 2019 and Dec 2019) *Construction of Kwinana waste to energy plant to create 800 jobs; Nation's second waste-to-energy plant to be built in WA*
- 39 WA Department of Treasury (Dec 2019) Government Mid-year Financial Projections Statement
- 40 *ibid*
- 41 *ibid*
- 42 Australian Department of Agriculture, Water and the Environment (Nov 2018) National Waste Report 2018

- 43 WA Department of Treasury (Dec 2019) Government Mid-year Financial Projections Statement
 44 ibid
 45 WA Government Media Statements (Dec 2019 and June 2020) *New housing boost helps more West Aussies and supports economy; Housing stimulus protects jobs and charts path to economic recovery*
 46 WA Department of Treasury (Dec 2019) Government Mid-year Financial Projections Statement
 47 WA Department of Health (2019) *Sustainable Health Review Final Report*
 48 WA Department of Treasury (Dec 2019) Government Mid-year Financial Projections Statement
 49 ibid
 50 WA Government Media Statements (Nov 2018) *AFL tourism strategy kicks \$66 million goal for WA*
 51 Fringe World (2019) *Impact Report*
 52 WA Department of Local Government, Sport and Cultural Industries (Oct 2016) *Arts Leadership Group Strategic Direction 2016-2031*
 53 WA Department of Transport (Jul 2019) *Coastal erosion hotspots in Western Australia*

Photo acknowledgements

Infrastructure WA wishes to thank the many State Government agencies, government trading enterprises, local governments and other entities who generously made their photography available for use in this document. *(In order of appearance)*

Fremantle Ports

Cover Port of Fremantle

p7 Fremantle and surrounds

City of Perth

Cover Perth

p5 View from Claisebrook Cove, East Perth

p36 Yagan Square and Perth City Link

p40 William Street, Perth

p81 Stirling Gardens, Perth

Main Roads Western Australia

Cover Cape Leveque Road

p25 Graham Farmer Freeway

p29 Roy Hill Bridge, Great Northern Highway, Pilbara

p35 Kooljaman, Cape Leveque

p63 Kwinana Freeway

City of Bunbury

p2 Coastline, Bunbury

Tourism Western Australia

p10 East Kimberley

p16 South Terrace, South Fremantle

p26 enex100 Shopping Centre, Perth

p33, 34 Waringarri Aboriginal Arts Centre, Kununurra

p39 Wheat crop, Kukerin

p44 Northbridge

p48 Antony Gormley sculptures, Lake Ballard

p83 Gwalia mine site, Greenbushes

p84 Road from Mount Nameless, near Tom Price

p87 Elizabeth Quay

p90 The Indian Pacific (Great Southern Rail)

Visit Mandurah & Russell Ord Photography

p13 Boddington Skate Park

Public Transport Authority

p14 Forrestfield Airport Link

p43 Construction of Aubin Grove Station

p47 Maintenance work at Redcliffe Station

Water Corporation

p15 Engineer in the field

p67 Perth Seawater Desalination Plant

Development WA

p17 Montario Quarter, Shenton Park

p24 RAC Arena, Perth

32 Australian Marine Complex, Henderson

p41 Cockburn Central, Cockburn

Optus Stadium

p18 Optus Stadium and Perth CBD

p79 Optus Stadium

Department of Jobs, Tourism, Science and Innovation

p28 Australian Marine Complex, Henderson

The Pawsey

Supercomputer Centre

p45 Magnus supercomputer

WA Country Health Service

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Department of Transport

p58 Exmouth Boat Harbour

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Western Power

p65 Stand-alone power unit

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p22 Wind farm, Albany

p27 WA produce at Fremantle Markets

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p52 Road train

p54 Road to Shelly Beach, Albany

p57 Great Northern Highway

p61 Landfill site

p76 Fremantle Fire Station

p92 Farm in the Wheatbelt



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SHIRE OF CHITTERING Register of Policies

4.x Notices of Motion

Policy Owner:	Office of the CEO
Distribution:	All Elected Members and Staff
Person Responsible:	All Elected Members
Date of Approval:	-----
Amended:	

Objective

To ensure the Elected Members are provided with an appropriate period for consideration of Notices of Motion, in compliance with Clause 5.3 of Shire of Chittering's *Local Government (Council Meetings) Local Law 2014*; and to also provide a consistent approach to publishing the "Notices of Motion" in the Council 'Draft' Agenda Briefing papers, for Council's consideration at the Council Agenda Forum.

To ensure the published Ordinary Council Meeting papers provide sufficient detail for the community to understand the rationale for the proposed motion.

Scope

Elected Members require Notices of Motion be included in Agenda Forum Briefing Papers, for consideration at the subsequent Ordinary Council Meeting. This is to provide Elected Members with an opportunity to consider and ask questions regarding proposed Notices of Motion, at the Agenda Forum meeting, prior to formal debate on the Notices of Motion at the Ordinary Council Meeting.

Clause 5.3 of Shire of Chittering's *Local Government (Council Meetings) Local Law 2014* provides that Notices of Motion must be given at least seven (7) days, before the Council meeting at which the Notices of Motion is to be moved. However; in order to be included in the 'Draft' Agenda for discussion at the preceding Agenda Forum an additional 7 (seven) days' notice is required.

While every encouragement is made for Elected Members to conform to this Policy, it is acknowledged that it is the right of the Elected Member to refrain from adhering to these procedures, owing to its sub-ordinance of the process stipulated in the Shire of Chittering's *Local Government (Council Meetings) Local Law 2014*.

To assist Elected Members with adherence to Outcome 5 'Strong Leadership' (*Strategic Community Plan 2017-2027*), allowing the Motions to be included in the Agenda ensures good governance that supports efficient and effective service delivery.



SHIRE OF CHITTERING Register of Policies

Drafting a Notice of Motion

Originating Members should refer to the Department of Local Government and Communities "A Guide to Meetings – Clause 8.3", and "Operational Guideline No 7 – Clarity on Council Motions".
<https://www.dlgsc.wa.gov.au/department/publications/publication/A-guide-to-council-and-committee-meetings>

Furthermore, originating Members are encouraged to seek the advice of the Shire's Chief Executive Officer and/or Executive Managers in the formation of a Notice of Motion.

In the first instance consideration should be given, in discussion with the Chief Executive Officer, to determine if the matter can be dealt with through the normal course of business. This requires the Chief Executive Officer to agree to progress the Elected Member's request for action through the normal course of business. This may be the most efficient process for dealing with the issue or matter.

Notices of Motion are to be submitted in writing and should as a minimum, include:

- Notice of Motion wording.
- Introduction.
- Background.
- Reason.

The Shire of Chatterling's "Notice of Motion" form (Attachment 1) is a pro-forma template which may be used for this purpose.

Notice of Motion Submission

The Chief Executive Officer will give consideration to the form of the Notice of Motion, in accordance with Clause 5.3 of Shire of Chittering's *Local Government (Council Meetings) Local Law 2014*.

Clause 5.3 of Shire of Chittering's *Local Government (Council Meetings) Local Law 2014* requires that Notices of Motion must be given at least seven (7) days before the meeting at which the Notices of Motion is to be moved. However, a timescale has been established which provides for the Notices of Motion to be included in the Agenda Forum Briefing papers and also allows for an Officer's Comment to be prepared and included.

Accordingly, for the purpose of this policy Notices of Motion should be submitted to Chief Executive Officer seven (7) calendar days, prior to the Agenda Forum Meeting being held.

A Notices of Motion which may breach legislation will, with the concurrence of the President, will be excluded.



SHIRE OF CHITTERING Register of Policies

Officer Comment

When the Chief Executive Officer has granted consideration to the form of the Notices of Motion, Officers with relevant subject matter expertise, will prepare a response for inclusion in the Agenda Forum Briefing papers.

The Officer's Comment may include material facts and circumstance, matters of policy, budget and law. As a guide the Officer's Comment may include:

- a) Relevance to Strategic Community Plan / Corporate Business Plan.
- b) Policy implications.
- c) Statutory requirements.
- d) Consultation requirements.
- e) Financial impact including budgetary impacts.
- f) Resource requirements.
- g) Alternative options.

Publication of 'Draft' Agenda Briefing Papers

Council 'Draft' Agenda Forum Briefing papers are published and issued to Councillors and Shire Executive Managers five (5) calendar days prior to the Agenda Forum meeting.

Only approved Notices of Motion will be published in the 'Draft' Agenda Forum Briefing papers.

NOTICE OF MOTION



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PO Box 70
BINDOON WA 6502



(08) 9576 4600



chatter@chittering.wa.gov.au
www.chittering.wa.gov.au



Office Hours
8:30am – 4:30pm
Monday to Friday

ORIGINATING MEMBER TO COMPLETE:

Member’s Name			
Agenda Forum Date			
Note: Elected Members wishing to have a Notice of Motion (NOM) listed on an Agenda Forum will be required to provide their written notification, including reasons, to the Chief Executive Officer by COB, seven (7) calendar days prior to the Agenda Forum meeting.			
Signature		Date	

1. Notice of Motion

2. Introduction

3. Background

4. Rationale to support Motion



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 07 – June 2005

Clarity in Council Motions

1. Introduction

At times various councils have experienced problems because they have passed resolutions that do not contain sufficient information, are ambiguous or nondirectional. Often, in such cases the members of council, having debated the issue during a meeting, have developed an understanding of what they expect a resolution to achieve but then do not ensure that such intention is reflected in the wording of the resolution.

Badly worded resolutions are often difficult to interpret. Ambiguity will often mean individual members of council may have a different concept of what is intended from the staff that have to implement the decision.

Such resolutions can lead to later complications for a variety of reasons including –

- a) a staff report on the work they have done in response to the resolution and it produces a different result to what the elected members were expecting; or
- b) after a period of time some elected members start asking what the staff have done about the resolution that was passed at a particular meeting. Staff may have failed to action the matter because it is so unclear as to what was required or no time was set for its completion.

This guideline has been prepared to assist and remind elected members of the need for clarity and purpose in resolutions. Adherence to the clarity criteria set out in the guideline when drafting resolutions will minimize the likelihood of later frustrations when outcomes expected from a resolution do not eventuate.

2. The Clarity Criteria

It is essential that resolutions passed by council are absolutely clear as to the expected outcome, how it is to be achieved, by when, by whom and at what cost.

Each resolution needs to be phrased in the positive and stand alone. A resolution must be clear as to its intent so that a person can understand what has been decided without recourse to information contained in a supporting report or document. If a time frame or budget allocation is an essential element of the action required, these must be in the resolution.

It is better to have a resolution that may seem to contain excessive detail rather than one that does not contain sufficient information.

It must be remembered when framing resolutions that the only document kept for legal and historic purposes as evidence of council decisions is the minutes of meetings. Therefore, the resolutions in such minutes will be the defining statements.

It is intended that most staff recommendations be converted to decisions of council, so such recommendations to a committee and/or council meeting must be prepared with the same principles of a properly defined outcome.

Problems within resolutions often emerge when recommendations from staff or a committee are subject to amendment during a council meeting. A difficult meeting environment may lead to mistakes being made in terms of clarity in an amended motion and the extent to which the ultimate motion addresses all issues involved.

To address this, each time a recommendation is being drafted or council is considering a new or amended motion the following check list should be worked through to ensure clarity within the motion.

All recommendations and motions should be clear as to –

- a) what positive action is to be taken;
- b) who is to do it;
- c) how it is to be done;
- d) when it is to be done;
- e) any spatial limits;
- f) the outcome required;
- g) the budget requirements or implications (in terms of the amount and source of funds); and
- h) the legislation under which the action can be taken.

Of course, in many cases not all of these 8 criteria will be required but it is important that each motion is tested against them.

Positive action means phrasing the resolution in a positive way. Do not use negative terminology such as “not accepted” or “not rejected”. The type of problems this can cause is demonstrated in Example 1.

As noted above, problems are most likely to occur when motions are amended. It may be beneficial for the person presiding to call on the elected members and staff to review the wording of an amended motion and also check it against the above criteria to make sure it passes the clarity test before putting it to the final vote. Taking the time to get it right may save later confusion or embarrassment. In drafting a motion it is often advisable to have someone play “devil’s advocate” and try and misinterpret the intention. Unfortunately, you will often find that is too easy to do.

3. Testing Resolutions Against the Clarity Criteria

The following examples demonstrate how poorly worded resolutions can cause problems and how the suggested version can be tested against the clarity criteria.

Example 1

This example demonstrates why resolutions need to be phrased in the positive. Recently, at a local government the staff put forward a recommendation similar to the following:

“That the planning development application for lot 3 Brown Street, Smithville not be supported.”

The recommendation was moved at the Council meeting and vigorous debate followed. When the Presiding Person called for a vote the motion was defeated.

As the motion stated that the application not be supported, the applicant claimed that its defeat meant that his application was approved. After a great deal of expensive legal advice the council had to reconsider the application and passed a new resolution that was phrased to specifically refuse the application. The staff recommendation could be either:

“That the planning development application for lot 3 Brown Street, Smithville be approved.” or

“That the planning development application for lot 3 Brown Street, Smithville not be approved.”

In both cases it is very clear what Council is voting to do.

Example 2

The following is an example of a resolution, passed by a council which at first reading seems to be clear as to what is required:

“Assess whether a community consultation program should be undertaken regarding the provision of recreation programs for adults.”

However, when assessed against the clarity criteria the following is found:

- a) What positive action is to be taken?
Comment: The action does seem to be clear – it is about an assessment as to whether a program should be undertaken. It is important to note that it is not about the undertaking of the consultation program itself.
- b) Who is to do it?
Comment: It is unclear as to who is to do the project. It could be the local government’s staff or a consultant.
- c) How it is to be done?
Comment: It is unclear as to how the assessment should be undertaken.
- d) When it is to be done?
Comment: a time frame must be established to set a priority for the project. Otherwise it may never commence, or be delayed until the next financial year. Therefore, it is important for a date to be in the resolution for when a report is to be submitted to council.

- e) Spatial limits
Comment: Examination of the supporting papers revealed specific recreation areas were involved with a Federal Government timeline for improving recreation programs. Both these issues need to be covered in the resolution.
- f) Outcomes required
Comment: It is unclear as to what outcome is required – is it a report back to council or a report to another body?
- g) Budget implications
Comment: There are two budget aspects to this project that need to be clarified. The first is the cost of the assessment and the second the forecast cost of the consultation if it were to occur. Both need to be addressed in the resolution. An additional budget allocation can be the source of the funds if it is a project that was not specifically provided for in the budget. If funds need to be diverted from a cost centre this may need to be specifically addressed.
- h) The legislation under which the action can be taken
Comment: Is the assessment being undertaken under the local government’s general function power provided by the Local Government Act 1995, or some other legislation? Whilst this aspect needs to be considered it is not necessary in this instance to identify it in the resolution.

Based on these comments a more appropriate resolution could be as follows:

“A consultant is to be appointed by the CEO with the task of –

- assessing whether a community consultation program should be undertaken regarding recreation facilities for adults in the Watebup area in the period 2005-2006;
- ascertaining the cost of such a program; and
- preparing a report for submission to Council at the November 2005 meeting.

The cost of the consultancy is to be no more than \$10,000.

The 2004/5 budget be amended to transfer an amount of \$10,000 from the “Member’s Expenses-Conferences” to “Community Development – Recreation Facilities, Watebup”.

Voting; Absolute Majority required.

In this case, criteria C (ie “How it is to be done”) does not need to be clearly defined because in appointing a consultant the CEO will be responsible for ensuring that the consultant knows how to undertake the task.

Example 3

A simple example of an unclear resolution is where the CEO wanted the local government to build a barbecue for his use at the house he rented off the local government. The recommendation put to Council and subsequently passed was:

“That the CEO be permitted to build a barbecue at lot 3 Smith Street.”

When the account from the local builder for the construction of the barbecue was presented to Council for payment, one councillor argued that in fact the Council resolution provided that the CEO was permitted to build a barbecue but at his expense. It can be seen that with the passage of time since the matter was debated and passed and a possible turnover of elected members the ambiguity in this resolution could become a problem.

Example 4

Motions need to be drafted in the positive. For example, a Council received the following recommendation from its officers:

“That Council consider approving Cr Smith and the deputy CEO attending the National Improvement Conference in Sydney on 3 to 5 March 2006.”

Council duly passed that recommendation with the same wording.

The motion was acted upon by the Councillor and the deputy CEO attending the conference. However, the motion was to “consider” the proposal whereas it was intended that Council approve the proposal. It can be argued that no approval was given for them attending the conference.

Therefore the motion should have read,

“That Council approve Cr Smith and the deputy CEO attending...”

An important message here is that staff recommendations need to be in the form that can be directly converted to a positive resolution.

Example 5

Another typical resolution that could be analysed is as follows –

“That the CEO’s annual performance appraisal is to be conducted.”

After debate this motion was amended to –

“That the CEO’s annual performance appraisal is to be conducted and for the Mayor/President to arrange for a committee to undertake the appraisal.”

The amendment does not make the resolution any clearer. Problems with this amended motion are –

- the *Local Government Act 1995* does not empower the Mayor/President to appoint a committee;
- no time is set whereby the appraisal has to be completed;
- there is no requirement for a report and recommendation to be prepared and submitted to council;
- it is not clear how it is to be done; and
- there is no provision for costs or budget considerations.

An appropriate resolution emerging from this situation would be:

“The CEO’s annual performance appraisal is to be conducted as follows –

- An occasional committee is established with membership of the President, deputy President and Cr Smith.
- The committee is to appoint an appropriate consultant to facilitate the process at a cost not exceeding \$3000.
- All elected members are to have an opportunity for input to the appraisal.
- A report on the appraisal is to be submitted to Council for consideration within two months.”

4. Final Comments

Many elected members and staff will have experienced the frustration of trying to determine what was meant by a resolution that council passed several months earlier. By raising the issue through this guideline and identifying the clarity criteria, individuals in meetings will have a greater awareness of the need to carefully consider the wording of council motions so that those required to implement the resolution will not be in any doubt as to the intent.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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Chittering Health Advisory Group



Chairperson: 0418728832
Secretary: 0428844868



Chairperson: alison@barnard.net
Secretary: cdc@chittering.wa.gov.au

Meeting: Thursday, 23 July 2020

Venue: WACHS Meeting Rm, Chittering Health Centre

Time: 2pm – 4pm

Agenda Items	Details
Apologies	Nil
Present	Cr Hughes, Cr Ross, Alison, Lisa, Mary, Jan, Alan Barnes, Clare, Joanne.
Chairperson report	<p>The last couple of months have been busy, mainly with 2 issues:</p> <ol style="list-style-type: none"> 1. Palliative Care 2. The Genie Project <p>Firstly Palliative Care – I attended the meeting at Palliative Care WA to discuss their submission to the Parliamentary Joint Select Committee on Palliative Care in WA. A list of priorities was agreed upon, including increased funding, more education for consumers and professionals, ease and speed of access to services. In addition, I made a brief submission on behalf of CHAG to the Select Committee, which is still deemed confidential so I can't share it with you!</p> <p>Secondly, the GENIE Project – GENIE is the acronym for Generating Engagement in Network Involvement. Very briefly it is a computer program, developed in the UK, but now being trialed by UWA, to involve and match a variety of people with social activities to improve their physical and mental well-being. Lisa, Clare and I have taken part in 3 video conference training sessions with UWA and Southampton University in the UK. We hope to be able to take part in a trial in Chittering, but are working out the details.</p> <p>I was invited by the Shire President to visit Cunderdin's new housing development for aged and those with disabilities. The 10 units were most impressive, funded by a grant, and are proving extremely popular. We met the widow of one of Cunderdin's previous pharmacists, who lives in one of the units and is extremely positive about the development. We were also shown around the new Health Centre which is both beautifully designed and extremely functional.</p> <p>Next week I will attend by VC the quarterly meeting of DHAG which is being held in Jurien Bay.</p>
Nominations for Chairperson	<p>Cr Ross nominated Alison Barnard, unanimous seconder.</p> <p>'With no other nominations, Alison is happy to continue as Chairperson. Those present consider Alison the best candidate to ensure continuity and relationship to assist with transition to Council Advisory Group.</p>

<p>Previous minutes</p>	<p>P2 – Alison not person suggestion impact on self-funded retirees, not sure who this was. Amend to “that was suggested”</p> <p>Minutes passed Mary, Seconded Lisa.</p>
<p>Business arising</p>	<ul style="list-style-type: none"> • Palliative Care WA – been trying to contact WACHS Palliative care in Northam, very difficult to talk to someone. Barbara Brennan is a good contact. Alison spoke with new Clinical Nurse today. Very helpful, asked whether the Wheatbelt had received state govt funding late last year and whether they have been able to increase capacity in Wheatbelt. Clinical Nurse is a new position so good indication that this has occurred. Happy to attend CHAG to provide an overview of position. Also have funding for 0.5 GP and 1 day a week video conference Palliative Care Specialist from Bunbury (Wednesday’s). Alison will be contacting Gingin surgery to see if things have improved locally. Chittering Health Centre have a small amount of people requiring Palliative care at the moment. Discharge planning is very problematic still from Hospitals. • Revised TOR – committee provided a copy. Now Council Advisory Group and included in Council Committees Handbook. ACTION: Requires some revision. Lisa to liaise with Council Executive Support Officer for amendments. • Clare’s draft “capability” document – need to do some fundamental audit of our capacities and who we might need to fill our skills gaps to address strategic issues. Google form for members to complete and then auto populates as a spreadsheet that will have an overview of the committee. What connections do you have that you can bring to CHAG what availability? What levels of commitment do you have? ACTION: Alison, Lisa, Clare to discuss further and develop a form for CHAG use. • COVID 19 Community Recovery Plan – has been put on hold as not much has been changing between meetings, Mental Health support is quite oversubscribed. ACTION: Lisa to provide a small overview of outcomes found.
<p>Correspondence In</p>	<ul style="list-style-type: none"> • Chittering Health Advisory Group-Palliative Care consultation. • FREE epilepsy service to your residents • WA Parliamentary Inquiry into Palliative Care • McCusker Internship • Friends of the Alliance membership expires 31 July 2020

Chittering Health Advisory Group



Chairperson: 0418728832
Secretary: 0428844868



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Correspondence Out	<ul style="list-style-type: none"> Submission to Parliamentary Enquiry
Genie Project	<p>Alison and Lisa met with CEO to brief him on the GENIE Project and seek Shire direction on resourcing for the project. A copy of the Project outline is attached for your reference. GENIE is a tool that looks at Health and Social needs and connects with available services and activities available. Through our involvement in the training aspects of this trial have highlighted to us that it will be easier in Metro area to populate a database, but Chittering database will be unique due to cross over with Wheatbelt and Metro and limited local services. We could have the potential to apply for a McCusker Intern to develop the database. Prof. Loretta Baldassar of UWA has a strong interest in community resilience and social connectivity. As part of Living Lab, UWA it's hoped that we can co-design a meaningful project locally. Basis of this project is social matching between not just services, but also between community and can hopefully provide a rich social network analysis of your community. Details on McCusker Internships can be found here: https://mccuskercentre.uwa.edu.au/100hrs.</p> <p>ACTION: Alison, Lisa and Clare will be meeting next week re implementation of a trial. We are proposing implementation in early 2021.</p>
Community Contacts Directory	<p>Feedback from Committee for the directory:</p> <ul style="list-style-type: none"> Provide a descriptor of what Silverchain and Avivo provide. Date at time of printing. Put review of directory in 6 months plan for CHAG. Landline numbers preferred. Could we consider email or URL for online version? Include Home Chef and Meals on Wheels. <p>ACTION: Please provide any further feedback to Lisa within the next week. Lisa will then organize printing and circulation.</p>
EOI – Advisory Group representatives	<p>Alison outlined that the Chittering Community Wellbeing Plan work is being reinstated after this was stalled due to COVID-19.</p> <p>ACTION: Lisa to liaise with Jo Drayton of Holyoake Wheatbelt as the lead agency in this plan to determine when the next stakeholder meeting is and let the committee know. Lisa to also ask Jo to add Clare to contact list for this, Bindoon Men's Shed secretary (Fred) and local Soldiers and Sirens contact.</p> <p>Potential Service providers to approach as service representatives on CHAG – Monique Silver chain, Bindoon Retirees,</p> <p>ACTION: Committee to consider online capacity for people to participate in meeting. Lisa to speak to WACHS re telehealth link for all participants or consider other options available.</p>

<p>Forward plan</p>	<p>Genie Project Trial</p> <p>Aged Care in Bindoon - Alison more than happy if requested to get involved in any project in this space.</p> <p>From committee discussion and feedback from Cr Ross, Cr Hughes, Cr Angus and Alan Barnes, that there is considerable confusion over who is doing what in the space of Aged care. We are aware that the Bindoon Resident and Ratepayer group have been working alongside Bill Nobes in with regard to residential aged care facility but even this group is sending out mixed messages about what they mean by aged care.</p> <p>Lisa outlined the recent Council Foreshadowed motion at the July OCM held on 15 July. <i>(Please note that this is not yet public knowledge as the unconfirmed minutes of the OCM have not yet been made publically available.)</i> The motion directs the CEO to:</p> <ul style="list-style-type: none"> • Facilitate the preparation of an independent, comprehensive feasibility study to include all options available for providing aged and disability care in Chittering. • Funding for the study is covered by the budget allocation to Council reserves for this purpose • Complete the Bindoon Master Plan as a matter of urgency taking into account the potential need to allocate an area of land for Aged and Disability Care. • Carry out community consultation to assess the potential demand <p>Those present at today's meeting are of the opinion that they way forward is to assist people to remain in their own homes as long as possible.</p> <p>Also suggest that Council outline who is doing what and who do they represent. Cr Ross and Cr Hughes highlighted that they are very confused over recent approach from CRRR which indicated that they are already doing a lot of work that Council have just resolved to undertake. Perhaps we need a public statement about this outlining what CRRR doing, what Council doing and changes in Aged care funding models.</p> <p>ACTION: Forward this recommendation to Shire CEO for consideration. Also recommend that CHAG be invited to attend the proposed council briefing with CRRR to provide an outline of CHAG's position on this. Invitation extended to CHAG reps, Clare, Jo and Alison.</p> <p>Alan Barnes personally interested in work being done locally in Aged Care (downsizing small units/ houses) and asks why it is so hard? How do we get over these hurdles to make something happen? We need to determine who the patrons that will carry this concept are.</p>
<p>Next meeting</p>	<p>17 September 2020, 2pm – 4pm WACHS Meeting Rm (Video Conferencing link provided to those who cannot attend in person).</p>