



Shire of
Koorda

Drive in, stay awhile

MINUTES

Ordinary Council Meeting

Held in Shire of Koorda Council Chambers

10 Haig Street, Koorda WA 6475

Wednesday 17 April 2024

Commencing 5.00pm

UNCONFIRMED

NOTICE OF MEETING

Dear Elected Members,

Notice is hereby given that the next Ordinary Meeting of Council of the Shire of Koorda will be held on Wednesday, 17 April 2024 in the Shire of Koorda Council Chambers, 10 Haig Street, Koorda.

The format of the day will be:

5.00pm	Council Meeting
Following conclusion of Council Meeting	Council Forum

Zac Donovan
Chief Executive Officer
12 April 2024

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Koorda for any act, omission or statement or intimation occurring during Council or Committee meetings.

The Shire of Koorda disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, and statement or intimation of approval made by a member or officer of the Shire of Koorda during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Koorda.

The Shire of Koorda warns that anyone who has any application lodged with the Shire of Koorda must obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Koorda in respect of the application.

To be read aloud if any member of the public is present.

Signed



Zac Donovan
Chief Executive Officer

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**Shire of Koorda
Ordinary Council Meeting
5.00pm, Wednesday 17 April 2024**



1. Declaration of Opening

The Presiding person welcomes those in attendance and declares the meeting open at 5.01pm.

2. Record of Attendance, Apologies and Leave of Absence

Councillors:

Cr JM Stratford	President
Cr GW Greaves	Deputy President
Cr NJ Chandler	
Cr GL Boyne	
Cr KM Burrell	
Cr KA Fuchsbichler	

Staff:

Mr Z Donovan	Chief Executive Officer
Miss L Foote	Deputy Chief Executive Officer

Members of the Public:

Ms Sandra Christie, Council Elect

Apologies:

Visitors:

Approved Leave of Absence:

3. Public Question Time

Nil.

4. Disclosure of Interest

The following Councillors have disclosed an interest in item 12.2 Scheme 3 Amendment 2 – Additional Use – CBH workforce accommodation and office.

Cr Jannah Stratford

Financial – A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Gary Greaves

Financial - A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Nicholas Chandler

Financial - An employee of CBH Ltd (CBH).

Cr Gina Boyne

Financial - Closely associated (spouse) with a shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Kurt Fuchsbichler

Financial - A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Due to a potential loss of a quorum resulting from the above financial interest disclosures, an application for statutory participation approval for Councillors Stratford, Greaves, Boyne, and Fuchsbichler under s5.69(3) of the Local Government Act 1995, has been submitted so that item 12.2 may be addressed at this meeting.

Accordingly, Approval is granted to Cr Gina Boyne, Cr Jannah Stratford, Cr Gary Greaves and Cr Kurt Fuchsbichler to fully participate in the discussion and decision making relating to the following agenda item at the Shire's Ordinary Council Meeting, on 17 April 2024, as follows:

12.2 – SCHEME 3 AMENDMENT 2 – ADDITIONAL USE – CBH WORKFORCE ACCOMMODATION AND OFFICE

Conditions of the approval:

- 1. The approval is only valid for the 17 April 2024 Ordinary Council Meeting when agenda item 12.2 is considered;*
- 2. The above-mentioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC's) letter of approval to the abovementioned councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
- 5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC, to allow DLGSC to verify compliance with the conditions of this approval; and*
- 6. The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

5. Applications for Leave of Absence

Nil.

6. Petitions and Presentations

Nil.

7. Confirmation of Minutes from Previous Meetings

7.1. Ordinary Council Meeting held on 20 March 2024

[Click here to view the previous minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 010424

Moved Cr GW Greaves

Seconded Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 20 March 2024, as presented, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

For: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

UNCONFIRMED

8. Minutes of Committee Meetings to be Received

8.1. Minutes of Shire of Koorda Committee Meetings to be Received

- a. Audit & Risk Meeting Minutes for meeting held 20 March 2024
[Audit & Risk Meeting Minutes](#)
- b. BFAC Meeting Minutes for meeting held 27 March 2024
[BFAC Meeting Minutes](#)
- c. LEMC Meeting Minutes for meeting held 27 March 2024
[LEMC Meeting Minutes](#)
- d. Governance Meeting Minutes for meeting held 03 April 2024
[Governance Meeting Minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 020424

Moved Cr GL Boyne

Seconded Cr KM Burrell

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the below Internal Committee meetings, as tabled;

- a. Audit & Risk Meeting, held 20 March 2024;
- b. BFAC Meeting, held 27 March 2024;
- c. LEMC Meeting, held 27 March 2024; and
- d. Governance Meeting, held 3 April 2024.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

8.2. Minutes of External Committee Meetings to be Received

- a. NEWROC Council Meeting Minutes for meeting held 26 March 2024
[NEWROC Council Meeting Minutes](#)

Voting Requirements Simple Majority Absolute Majority

Officer Recommendation RESOLUTION 030424

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the below External Committee meetings, as tabled;


- a. NEWROC Council Meeting, held 26 March 2024.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

9. Recommendations from Committee Meetings for Council Consideration

9.1. Adoption of Koorda Bushfire Advisory Committee Terms of Reference

Governance and Compliance		
Date	11 April 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Koorda Bushfire Advisory Committee Terms of Reference	

Background:

The former Koorda Bushfire Advisory Committee was re-established at the Special Meeting of Council held 23 October 2023 (RES: 191023), following the 2023 Ordinary Local Government Elections.

Comment:

Appointment of Elected Members to the Koorda Bushfire Advisory Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

The Bushfire Advisory Committee endorsed the Draft ToR at their meeting held 27 March 2024, and now refer them to Council for final adoption.

Consultation:

Koorda Bushfire Advisory Committee

Statutory Implications:

The Koorda Bushfire Advisory Committee was re-established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191023). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

Policy Implications:

Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

Risk Implications:

While it is not a legislative requirement for a Committee to have a TOR, it is common practice and ensures committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Committee Recommendation

RESOLUTION 040424

Moved Cr GW Greaves

Seconded Cr GL Boyne


That the Koorda Bushfire Advisory Committee Terms of Reference be adopted.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

UNCONFIRMED

9.2. Adoption of Koorda Governance Committee Terms of Reference

Governance and Compliance		
Date	4 April 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Draft Koorda Governance Committee Terms of Reference	

Background:

The former Koorda Policy Review Committee was re-established as the Koorda Governance Committee at the Special Meeting of Council held 23 October 2023 (RES: 191023), following the 2023 Ordinary Local Government Elections.

Comment:

Appointment of Elected Members to the Koorda Governance Committee was determined by Council following ordinary local government elections, for a term to expire on the date of the subsequent Ordinary Local Government Elections.

The Governance Committee endorsed the Draft ToR at their meeting held 3 April 2024, and now refer them to Council for final adoption.

Consultation:

Koorda Governance Committee

Statutory Implications:

The Koorda Governance Committee was re-established by Council (in its current format) under section 5.8 of the Local Government Act 1995 (the Act) (RES: 191023). Part 5, Subdivision 2 of the Act provides for committees including establishment and appointment of members. Part 5, Subdivision 3 of the Act provides for the quorum, voting, decisions and minutes of committees. The Local Government (Administration) Regulations 1996 also make provisions in regards to committees.

Policy Implications:

Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates

Section 10 of the Shire of Koorda Code of Conduct for Council Members, Committee Members and Candidates provides an expected standard of conduct for council members and committee members appointed to a Committee.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

Risk Implications:

While it is not a legislative requirement for a Committee to have a TOR, it is common practice and ensures committee members are aware of their role and responsibilities and mitigates the risk of committees acting outside their responsibility.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 050424

Moved Cr NJ Chandler

Seconded Cr GL Boyne


That the Koorda Governance Committee Terms of Reference be adopted.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

UNCONFIRMED

9.3. Policy Manual Review and Update

Governance and Compliance		
Date	4 April 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	Local Government Act 1995	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Part 1 - Policies for Adoption, Review, New and Amended Part 2 - Rescind Policies	

Background:

In accordance with Section 2.7(2) of the Local Government Act 1995, Council is to determine the Shire's policies. The development and management of Council policy is an ongoing process.

It is important that Council policies are kept up to date and are reviewed on a regular basis under the direction of the Chief Executive Officer. If any changes or amendments are required these are brought to Council for endorsement.

Staff, in consultation with the Governance Committee, are conducting a major review of the Shires Policy Manual and propose improvements for Council's consideration. This report presents the changes within the policy manual.

This report presents the policy review that has been undertaken by Staff, in consultation with the Governance Committee to update the following:

- Rebranding changes to reflect the new logo.
- Updating of policy sections and numbering to remove redundant numbering and policy sections (A = Administration, EM = Elected Members, F = Finance, G = Governance & Compliance, and W= Works & Assets).
- Separating the existing Policy Manual into two (2) separate sections. One section being Strategic Policies (Council related) and one new section, Operational Policies being those policies that specifically fall under the functions of the CEO as defined in the Local Government Act 1995, Section 5.41 Function of the CEO.
- Amendments to be made to existing policies.
- Introduction of new policies.
- Rescindment of outdated policies.

Comment:

The Governance Committee met Wednesday 3 April 2024 to discuss the policies attached to this item, and now refer the below recommendations to Council for final consideration.

PART 1 - Amendments and introduction of policies to the “Strategic” section of the policy manual

Note: A = Administration, EM = Elected Members, F = Finance, G = Governance & Compliance, W= Works & Assets.

Policy Section & Title	Proposed Amendments/Comments
A - Use of Shire Corporate Logo	<ul style="list-style-type: none"> • Amendment to former policy.
F - Investments	<ul style="list-style-type: none"> • Updating of former policy as per FMR recommendation: Review and update the policy to provide for investments to align with regulatory requirements, and to include appropriate considerations to monitor and support control procedures required by Regulation 19 of the Local Government (Financial Management) Regulations 1996.
G - Complaints Management	<ul style="list-style-type: none"> • Introduction of new policy as per FMR recommendation: to help ensure all complaints are adequately monitored, reported and resolved, a register of customer complaints received should be maintained and systems and processes should ensure staff are aware of their obligations in accordance with adopted policies.
G - Conducting Electronic Meetings and Attendance by Electronic Means	<ul style="list-style-type: none"> • Introduction of new policy as requested during February 2024 Council Forum.
G - Internal Control	<ul style="list-style-type: none"> • Introduction of new policy as per FMR recommendation: we suggest an internal control policy be formulated and adopted to formalise Council’s commitment and approach to internal controls, based on a risk management process.
W - Consumption of Alcohol on Shire Property	<ul style="list-style-type: none"> • Amendment to former policy.
W - Recreational Vehicles and Overflow Camping Grounds	<ul style="list-style-type: none"> • Amendment to former policy. Inclusion of provisions around Recreational Vehicle (RV) Parking.
W - Temporary Road Closure for Public Events*	<ul style="list-style-type: none"> • Amendment to former policy.

*** Note: W - Temporary Road Closure for Public Events to be considered at future Governance Committee Meeting.**

PART 2 - Policies to be Rescinded

It is recommended that the below policies be removed from the Policy Manual in their entirety. These policies are attached and labelled Part 2.

Policy	Reason for Rescindment
A14 - Instruments of Delegation	The pre-amble contained (pages 5-7) in the Delegation Register , which is subject to an annual review, is far more comprehensive than the current policy and outlines the process of delegations and instruments of delegations in greater detail.
A26 - Local Government Elections	Under LG Act Section 4.61 (2) - the decision has to be made by an Absolute Majority at Council to conduct election as a postal election. The current procedure is that any Councillor resignation is tabled at Council for acceptance, and the item, pending when the resignation comes in, involves steps for filling the vacancy (including election preference).

A31 - Street Appeals	Policy from 2000, no longer applicable.
F2 - Payment of Accounts	Council have adopted "F - Purchasing Policy" and "Delegation 4.1 - Payments from the Municipal or Trust Funds" which cover purchasing guidelines and payment authority. Policy F2 outlines the admin/operational procedure, which is now outdated. A comprehensive Admin Procedure for "Payment of Accounts" now exists.
F3 - Amending the Rate Record	Sections 6.39 (2) and 6.40 of the LG Act outlines the amendment of the rate record process. Council have adopted "Delegation 4.4 - Rate Record Amendment" which provides delegated authority for the CEO and DCEO to amend the rate record.
F6 - Rates - Write Off	Section 6.12 of the LG Act outlines "Power to defer, grant discounts, waive or write off debts." Council have adopted "Delegation 4.2 - Defer, Grant Discounts, Waive or Write off Debts" which provides delegated authority and additional amounts of discounts, waivers and write offs.
P3 - Conditions of Hire to be Acknowledged	As part of the Shire of Koorda Booking Application Form , the hirer is to sign the application form and agree to conditions of hire.
P7 - Seasonal Hire is not exclusive	Operational process. A note to be included on the Booking Application Form under the conditions of hire.
P8 - Recreation Grounds - Marking Fields	Operational process. A note to be included on the Booking Application Form under the conditions of hire.
W17 - Heavy Vehicle Operation - Rural Roads	No policy detail included, only references back to another Shire policy.

Consultation:

Executive Management Team
 Governance Committee

Statutory Implications:

Local Government Act 1995, Part 2, Division 2 'Role of Council'

2.7. Role of council

(1) The council –

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to –

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

Policy Implications:

The Policy Manual will be updated accordingly, should Council resolve to adopt the Committee's Recommendations.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1 - Open and Transparent Leadership.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 060424

Moved Cr GL Boyne

Seconded Cr KM Burrell

That Council;

1. With regards to Shire of Koorda Policy Manual, adopts the following policies, as amended and included in this report, attached in Part 1;

- (a) A - Shire of Koorda Logo**
- (b) F - Investment**
- (c) G - Complaints Management**
- (d) G - Conducting electronic meetings and attendance by electronic means**
- (e) G - Internal Control**
- (f) W - Consumption of Alcohol**
- (g) W - Recreational Vehicles**

2. With regards to Shire of Koorda Policy Manual, rescinds and removes the following policies, attached in Part 2;

- (a) A14 Instrument of Delegation**
- (b) A26 Local Government Elections**
- (c) A31 Street Appeals**
- (d) F2 Payment of Accounts**
- (e) F3 Amending Rate Record**
- (f) F6 Rates - Write Off**
- (g) P3 Conditions of Hire to be Acknowledged**
- (h) P7 Seasonal Hire is not exclusive**
- (i) P8 Recreation Ground/Marking Fields**
- (j) W17 Heavy Vehicle Operation Rural Roads**


CARRIED BY ABSOLUTE MAJORITY 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

10. Announcements by the President without Discussion

11. OFFICER'S REPORTS – CORPORATE & COMMUNITY

11.1. Monthly Financial Statements

Corporate and Community		
Date	10 April 2024	
Location	Not Applicable	
Responsible Officer	Lana Foote, Deputy Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	March 2024 Financial Activity Statement	

Background:

This item presents the Statement of Financial Activity to Council for the period ending 31 March 2024.

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and presented to Council.

Comment:

All financial reports are required to be presented to Council within two meetings following the end of the month that they relate to.

These reports are prepared after all the end-of-month payments and receipts have been processed.

Consultation:

LG Best Practices

Zac Donovan, Chief Executive Officer

Statutory Implications:

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 – Ensure the use of resources is effective, efficient and reported regularly.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Financial Implications:

Nil

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 070424

Moved Cr GW Greaves


Seconded Cr NJ Chandler

That Council, by Simple Majority, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period ending 31 March 2024, as presented.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

11.2. List of Accounts Paid

Corporate and Community		
Date	11 April 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Lana Foote, Deputy Chief Executive Officer	
Legislation	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	List of Accounts Paid	

Background:

This item presents the List of Accounts Paid, paid under delegated authority, for the period 14 March 2024 to 11 April 2024.

Comment:

From 1 September 2023, Regulations were amended that required Local Governments to disclose information about each transaction made on a credit card, debit card or other purchasing cards. Purchase cards may include the following: business/corporate credit cards, debit cards, store cards, fuel cards and/or taxi cards.

The List of Accounts Paid as presented has been reviewed by the Chief Executive Officer.

Consultation:

Zac Donovan, Chief Executive Officer
Finance Team

Statutory Implications:

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegate authority.

Policy Implications:

Finances have been managed in accordance with the Shire of Koorda policies. Payments have been made under delegated authority.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

4.1.1 - Ensure the use of resources is effective, efficient and reported regularly. (e.g. Financial Management)

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Funds expended are in accordance with Council's adopted 2023/2024 Budget.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 080424

Moved Cr GL Boyne

Seconded Cr NJ Chandler

That Council, by Simple Majority, pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*;

Receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Koorda Municipal Fund, as presented in the attachment, and as detailed below:


For the period 14 March 2024 to 11 April 2024

Municipal Voucher V547 to V604	Totalling \$ 1,390,902.24
Purchase Card Transactions (V570, V591 & V595)	Totalling \$ 4,601.42
	Total \$ 1,395,503.66

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

11.3. Proposed Budget Development 2024/2025

Corporate and Community		
Date	10 April 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Proposed Budget Development Plan	

Background:

Each local government is required to develop and adopt an operating (municipal fund) budget for the succeeding financial year as per the Local Government Act 1995 (6.2) and in accordance with the Financial Management Regulations 1996 (part 3) and Australian Accounting Standards.

As such, preparation of the annual budget needs to consider the income and expenditure for the next financial period in the context of planning for the future.

The annual budget estimates expenditure for operations, services and assets and projects income including grants, fee and charges and earnings, but excluding rate revenue, to define any deficiency. It needs to define the general rates to be raised, fees and charges, any borrowing obligations, funds for reserves and the local government's land transactions and trading activities, if applicable.

Comment:

The most common approach adopted by local governments in addressing the legislative budget development requirements is to primarily consider financial implications and restrictions and in effect undertake a process of rationing resources for a business-as-usual outcome.

The intent of the approach proposed (attached) is to prioritise the delivery of outcomes for the community and facilitate Council develop and consider new initiatives, uncompromised by financial requirements and constraints.

The necessary financial considerations will be introduced later in the process, to refine the timing and funding options of projects. It is a process that emphasises strategy over accounting and as such better harnesses the experience and insights of Council and puts community outcomes at the forefront.

The proposed timeframe sets out to align the development of the Shire's budget with the review of the Integrated Strategic Plan and Resourcing Plan. The strategies and tactics encompassed in the Integrated Strategic Plan will flow through and be developed in concert with the budget while the adopted financial position for 2024-25 will provide the base year for the Resourcing and Asset plans.

The timetable provides in the best-case scenario for council to be in a meeting of Council, with contingencies to enable final at the latest at the August 21 meeting, ahead of the August 31 deadline.

Consultation:

Lana Foote, Deputy Chief Executive Officer
Darren West, Works Supervisor

Statutory Implications:

As per the Local Government Act 195 (6.2) and Financial Management Regulations 1996 (part 3) Council is required to develop and adopt an annual municipal fund budget for each financial period and submit such to the department of Local Government by August 31 of the relevant period.

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

3.1.1 - Manage Shire Assets sustainably using the Strategic Resourcing Plan.

4.1.1 - Ensure the use of resources is effective, efficient, and reported regularly.

4.1.2 - Identify business improvement opportunities to enhance operational effectiveness.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non-compliance
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Local Government act and regulations & Proposed Budget Development Plan
Action (Treatment)	Nil
Risk Rating (after treatment)	Effective

As per the Local Government Act 195 (6.2) and Financial Management Regulations 1996 (part 3) Council is required to develop and adopt an annual municipal fund budget for each financial period and submit such to the department of Local Government by August 31 of the relevant period. The proposed Budget Development Plan ensures reviews of the Integrated Planning is undertaken within the recommended timeframe and that budget adoption deadlines are met.

Financial Implications:

The Shire of Koorda 2024-25 Budget will be developed as a balanced budget.

Voting Requirements:

Simple Majority Absolute Majority

Officer Recommendation

RESOLUTION 090424

Moved Cr NJ Chandler

Seconded Cr GW Greaves


That Council adopted the proposed budget development approach and accompanying timetable as presented.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsichler

12. OFFICER'S REPORTS – GOVERNANCE & COMPLIANCE

12.1. Review of Delegations

Governance and Compliance		
Date	10 April 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	<i>Local Government Act 1995</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Shire of Koorda Delegations Register	

Background:

Under the provisions of the Local Government Act 1995, it is necessary to review delegations at least annually. In April 2023 an extensive review was undertaken by Council.

Comment:

A review of the Delegations Register has found a small number of minor required amendments, as would be expected given the comprehensive review undertaken 12 months prior.

The existing Delegations Register is attached for reference, however given the comprehensive nature of the document (85 pages), the proposed amendments are detailed in the following table:

Delegation	Page	Existing Entry	Proposed Amendment	Rationale
4.1 Payments from Municipal or Trust Funds	28	Sub-Delegates: Deputy CEO	Sub-Delegates: Deputy CEO Finance Officers	Recognise existing practice and harmonise Sub-Delegations with CEO Conditions of this Sub-Delegation: (part 2) <i>Payments by cheque, BPay and EFT transactions must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, DCEO and Finance Officers).</i>
		CEO Conditions on sub-delegations: (3) The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, or DCEO).	CEO Conditions on sub-delegations: (3) The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Authorised Officers, one of whom must be the CEO or Deputy CEO.	With the addition of Finance Officers as Sub-delegates for the purpose of making payments (part 2) as above, it is necessary to define that either the CEO or Deputy CEO be required to verify and approve payments.
4.3 Power to Invest and Manage Investments	30	Sub-Delegates: Deputy CEO	Sub-Delegates: Deputy CEO Finance Officers	Required to address practicalities of approvals during times of absences of either CEO or Deputy CEO so to maintain

				compliance with CEO Conditions of Sub-Delegation for (part 1) A decision to invest must be jointly confirmed by two Delegates.
6.1 Make Request FES Commissioner- Control of Fire	47	Delegate: CEO	Delegate CEO Chief Fire Officer	Council empower Chief Fire Officer to make request on behalf of Shire in recognition of potential timeliness in practicalities of emergency situations
6.3 Prohibited Burning Times – Control Activities	49	Function: (part 1) Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].	Delete Function (1) and renumber functions	Council Policy B4 amended to remove CEO authority to override permit application denied by Chief Fire Control Officer
		Function: (part 5) Authority to prohibit the use of tractors, engines or self-propelled harvesters during a Prohibited Burning Times, [s.27(2) and (3)].	Change reference to [s.27 (3)]	Reference s.27(2) refers to orchards

Consultation:

Lana Foote, Deputy Chief Executive Officer

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022
4.1 - Open and Transparent Leadership

Financial Implications:

Nil

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Some temporary non-compliance
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Local Government act and regulations
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Statutory Implications:

The Local Government Act 1995 (5.46) requires that delegations to the CEO and employees be reviewed at least once each financial year.

Voting Requirements:

Simple Majority

Absolute Majority

**Officer Recommendation
RESOLUTION 100424**

Moved Cr GW Greaves

Seconded Cr KM Burrell

That Council endorse the minor amendments to the Shire of Koorda Delegations Register as presented.

CARRIED BY ABSOLUTE MAJORITY 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

UNCONFIRMED

12.2. SCHEME 3 AMENDMENT 2 – Additional use - CBH workforce accommodation and office

Cr Jannah Stratford

Financial – A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Gary Greaves

Financial - A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Nicholas Chandler

Financial - An employee of CBH Ltd (CBH).

Cr Gina Boyne

Financial - Closely associated (spouse) with a shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Cr Kurt Fuchsbichler

Financial - A shareholder in CBH Ltd (CBH) (as grower member/farmer) who holds one share valued at \$2.00 in CBH, a non-distributing co-operative governed under the Co-operatives Act 2009, and which is also a registered charity.

Due to a potential loss of a quorum resulting from the above financial interest disclosures, an application for statutory participation approval for Councillors Stratford, Greaves, Boyne, and Fuchsbichler under s5.69(3) of the Local Government Act 1995, has been submitted so that item 12.2 may be addressed at this meeting.

Accordingly, Approval is granted to Cr Gina Boyne, Cr Jannah Stratford, Cr Gary Greaves and Cr Kurt Fuchsbichler to fully participate in the discussion and decision making relating to the following agenda item at the Shire's Ordinary Council Meeting, on 17 April 2024, as follows:

12.2 – SCHEME 3 AMENDMENT 2 – ADDITIONAL USE – CBH WORKFORCE ACCOMMODATION AND OFFICE

Conditions of the approval:

- 1. The approval is only valid for the 17 April 2024 Ordinary Council Meeting when agenda item 12.2 is considered;*
- 2. The above-mentioned councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The Chief Executive Officer (CEO) is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC's) letter of approval to the abovementioned councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
- 5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to DLGSC, to allow DLGSC to verify compliance with the conditions of this approval; and*
- 6. The approval granted is based solely on the interests disclosed by the abovementioned councillors, made in accordance with the application. Should other interests be identified, these*

interests will not be included in this approval and the financial interest provisions of the Act will apply.

5.36pm - Cr NJ Chandler withdrew from chambers and thus did not participate in discussion or vote on item 12.2.

**5.37pm – SUSPEND STANDING ORDERS
 RESOLUTION 110424**

Moved Cr GL Boyne

Seconded Cr GW Greaves

That standing orders be suspended to discuss item 12.2 – Scheme 3 Amendment 2 – Additional Use – CBH Workforce Accommodation and Office.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

**5.44pm – RESUMPTION OF STANDING ORDERS
 RESOLUTION 120424**


Moved Cr GL Boyne

Seconded Cr GW Greaves

That standing orders be resumed as per the attendance register.

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

Governance and Compliance		
Date	10 April 2024	
Location	Not applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	Paul Bashall, Planner, Planwest	
Legislation	<i>Land Administration Act 1997</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	A - EPA Determination B - Copy of Advertisements C - Copies of Submissions D - Bushfire Management Plan	

Background:

CLE Town Planning + Design consultants, on behalf of CBH, lodged a proposed Scheme Amendment to allow the development of a CBH office complex on the western portion of Lot 19 Orchard Street, Koorda currently zoned Residential. **Figure 1** shows the location of the proposed amendment property.

FIGURE 1 – LOCATION PLAN



Comment:

The Council is keen to provide for the proposed CBH development in Koorda and has supported the Scheme Amendment to insert two new ‘Additional uses’ on the subject land to allow both the CBH office and the workforce accommodation. The Additional uses will make these uses permissible - notwithstanding that an office is not ordinarily permitted in a Residential zone.

A workforce accommodation complex, housing 24 workers, has already been approved under clause 4.4.2 of the Scheme (uses not listed) and development works are currently under way.

The nature, appearance and movement patterns of a typical workforce accommodation development usually involves activities and movements that often do not sit comfortably within a residential area. The proposed site is currently unused (apart from the building works of the workforce accommodation units) and has no existing sensitive uses within close proximity. The adjacent uses on Orchard Street include a drive-in cinema and drum recycling operation – both of which have been operational for decades.

The logical location for an office complex would normally be in the Town centre zone, however there are no sites available that would have the capacity for the proposed development.

The details of the siting, landscaping, bushfire measures, plans, elevations, servicing and access issues can be dealt with at the Development Approval (DA) stage.

On request, the Amendment documentation has been modified to discuss various issues that may impact this proposal. Most changes have been addressed, however there are still outstanding issues that may be of concern in the development of the project - but are not considered as ‘showstoppers’ for this Amendment.

These issues include;

1. The Engineering Services Report (McDowall Affleck Pty Ltd) states that the *geotechnical report also indicated possible shallow rock that their borehole auger was not able to penetrate*. This observation may have a serious impact on the capacity of the proposed drainage system to adequately deal with effluent disposal and stormwater on site in all-weather events. The Report states that the office component has not been included in the wastewater or drainage calculations. Although this is reasonable (as a DA for the office component has yet to be lodged and determined), the Council may be concerned that, in the event that drainage overflows into the public road and drainage system, it would require more of the Council's resources. This issue was not addressed in the Scheme Amendment report.
2. The Engineering Services Report states that there is doubt whether the existing power infrastructure has the capacity to service the proposed development. The Report states '*The forecasted capacity is estimated to remain at this capacity until 2029 noting that there is currently no plan for increasing this capacity for the next 6 years*', but then states that the *site can ultimately be serviced with overhead power considering possible power works to service the site*. Although this is not an issue that needs to be addressed at the Scheme Amendment stage, it is a issue that must be resolved at the development stage to ensure the extra draw on the power grid does not impact other town users, and an issue that should have been addressed in the Scheme Amendment report.
3. The Scheme Amendment report includes 2 items that will be provided as 'subsequent information'. These include Bushfire Management Plan and Plans and Elevations. It was suggested that a landscaping plan and access upgrade details also be subsequently provided. The landscaping plan needs to address the appearance of the accommodation from the main access road into Koorda (Aitken Road). The Orchard Street access needs to ensure minimal disruption to the Council's drainage system and minimise Council's resources on road upgrades. Both of these items can be addressed as part of the development process, but could have been mentioned in the Scheme Amendment report.

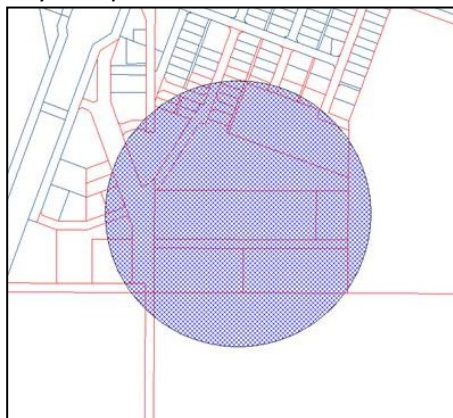
Consultation:

The Amendment was presented to the Council on 15th November 2023 to initiate the Amendment. The documentation was subsequently forwarded to the EPA (Environmental Protection Authority) for clearance prior to advertising.

Attachment A shows a copy of the EPA's determination that the Amendment **not** be assessed.

The proposed Amendment was advertised as follows.

1. By email on 23/1/24 to several agencies, including.
 - landplanning@watercorporation.com.au
 - planninginfo@mainroads.wa.gov.au
 - planning.enquiry@dwer.wa.gov.au
 - sustainability@team.telstra.com
 - advice@dfes.wa.gov.au
 - customerservice@landgate.wa.gov.au
 - landuse.planning@dpird.wa.gov.au
 - info@epa.wa.gov.au
2. By email on 29/1/24 to properties within 300m of the site (See diagram below).



3. On the Council's web site on 22nd January 2024 (see **Attachment B**).
4. In the local paper on 23rd and 30th January, and 6th February 2024.
5. Facebook on 30th January 2024.

The advertising period closed on the 27 March 2024 with the Council receiving 5 submissions. These are summarised in **Table 1** below. Copies of these submission are contained in **Attachment C**.

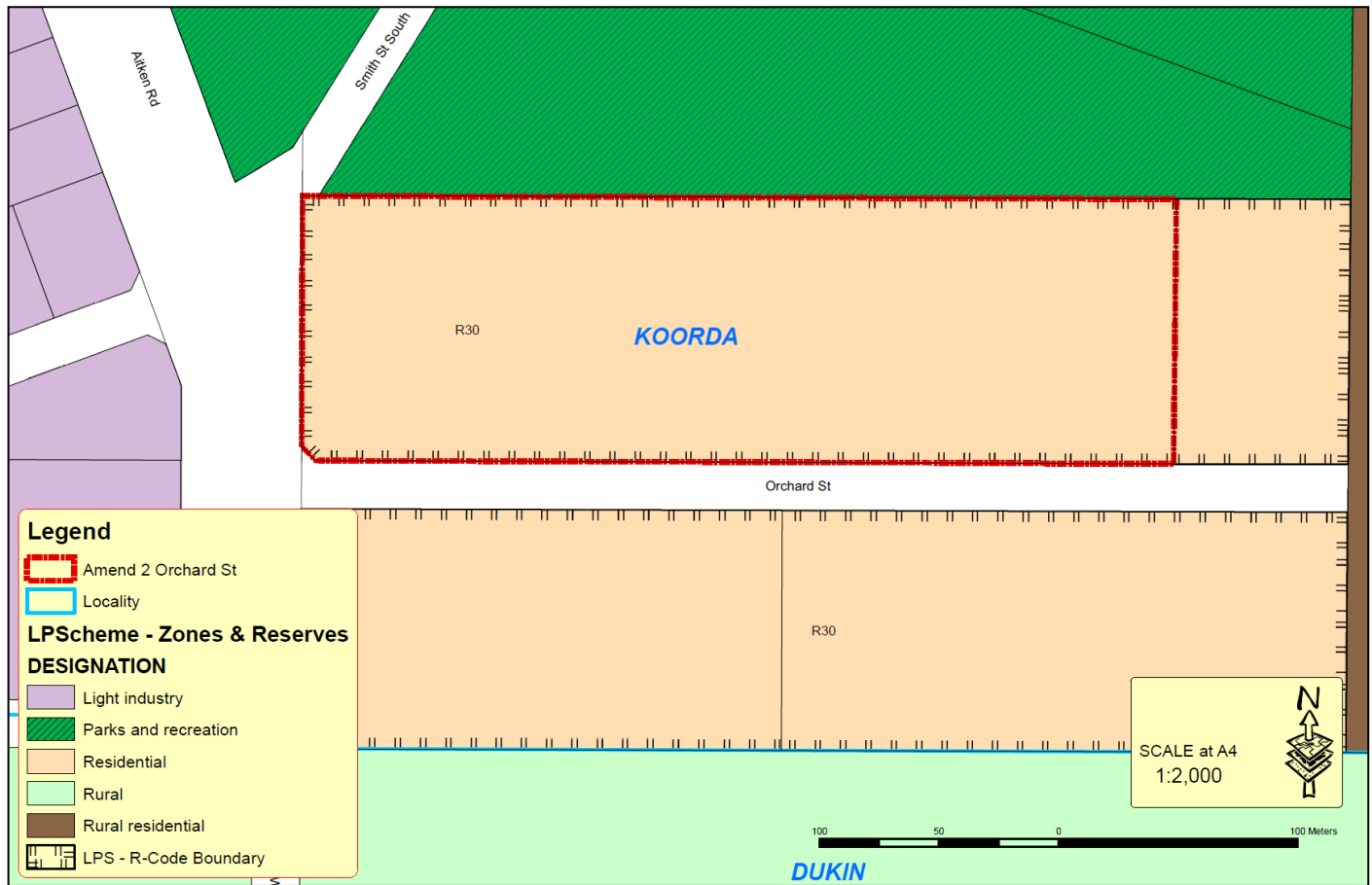
TABLE 1 – SUMMARY OF SUBMISSIONS

Sub No	Date Rec'd	Submitter location	Summary of Sub	Recommendation
1	31/1/24	Spark - Koorda	Support.	Note the submission.
2	8/2/24	Main Roads WA - Perth	No comments.	Note the submission.
3	18/3/24	DPIRD - Perth	Supports the proposal. Advises that, if the accommodation is to be connected to the Koorda sewer, then the office should be too.	Note the submission and advise the proponent of this advice.
4	18/3/24	Water Corporation (WC) - Perth	Developer is required to provide water and sewerage services. 111m of water main extension is required to service the new facility. WC Infrastructure contribution and fees may be required prior to approval.	Note the submission and advise the proponent to contact the WC for the satisfactory provision of services and associated costs.
5	4/4/24	DFES - Perth	DFES notes the absence of a BMP (Bushfire Management Plan) as required by SPP 3.7. A BMP will need to be assessed by DFES prior to any development approval.	Note the submission and advise the proponent that a BMP was prepared for the accommodation DA (to the satisfaction of the local government), a copy of which will be forwarded to DFES.

Statutory Implications:

The subject land is zoned Residential in the Scheme. **Figure 2** provides an extract from the Scheme Map.

FIGURE 2 – EXTRACT FROM SCHEME MAP



Source: DPLH, Landgate, Planwest

The term 'Workforce accommodation' is defined in the Scheme but is not listed in Table 1 – Zoning Table.

Clause 4.4.2 states that *'If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may (inter alia) – b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval'*.

In February 2023 the Council approved a DA application for the workforce accommodation under the provisions of this clause.

An 'Office' use class is an 'X' use in a Residential zone. An 'X' use *means a use that is not permitted by the scheme*.

It has been determined that, rather than rezoning the subject land to a zone that permits an office use, an 'Additional use' will be allowed on this particular property.

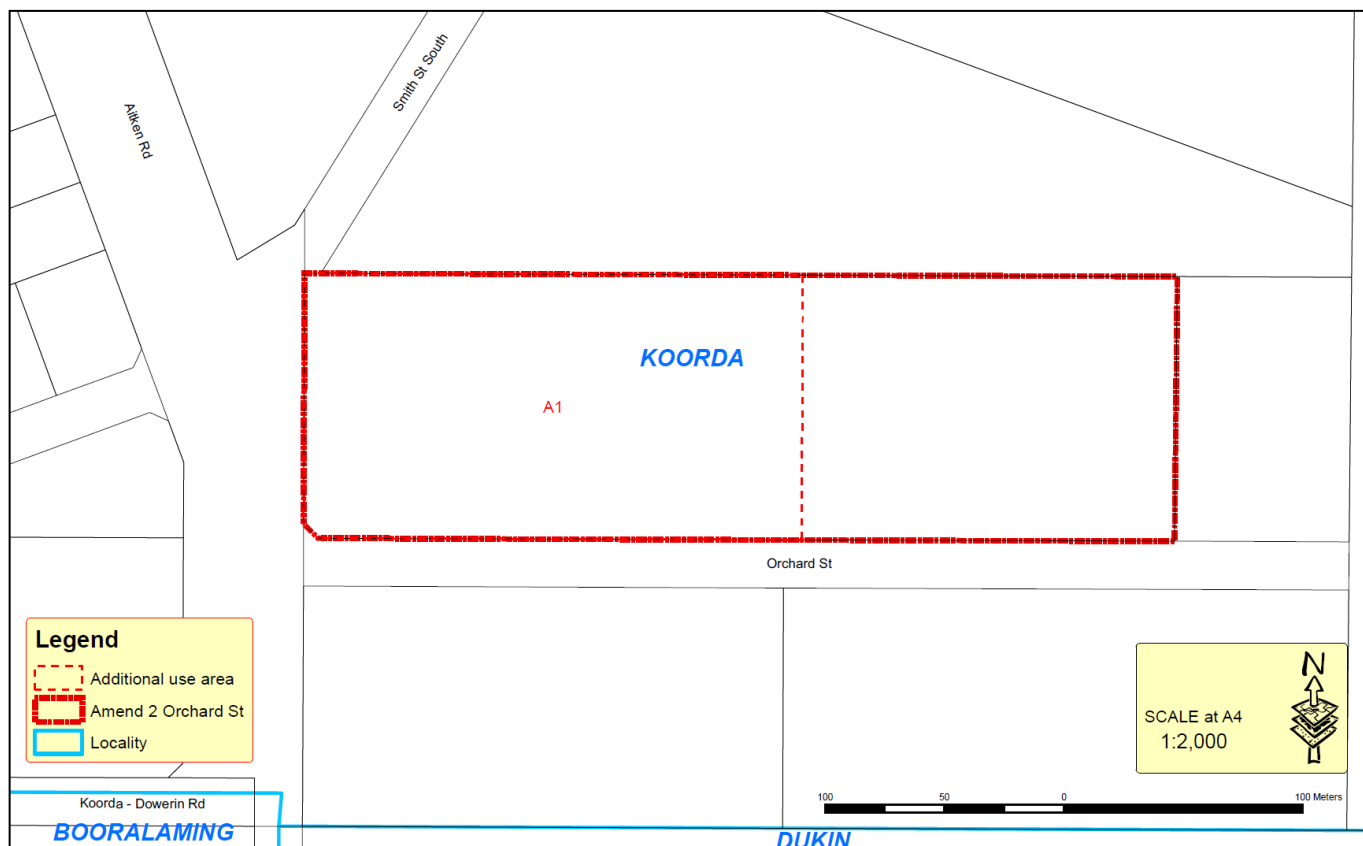
Clause 4.5 – 'Additional uses' of the Scheme states; *'Despite anything contained in the Zoning Table, the land specified in Schedule 2 may be used for the specific use or uses that are listed in addition to any uses permissible in the zone in which the land is situated subject to the conditions set out in Schedule 2 with respect to that land.'*

This Amendment will insert additional uses into Schedule 2 of the Scheme to allow an office and workforce accommodation (amongst other uses permitted in the Residential zone) on that portion of the subject land shown on the Scheme Amendment map.

This method of allowing the proposed uses avoids creating a precedent for other similar requests for offices in a Residential zone.

Figure 3 shows the area of the subject where the additional uses will be permitted.

FIGURE 3 - ADDITIONAL USE AREA



Source: Landgate, Planwest

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

2.1.1 - Ensure that our planning framework is modern and meets the needs of the relevant zoning stakeholders, such as industry, residential, small business and any emerging opportunities.

2.1 - Our local economy grows in a sustainable manner

- Housing and rental stock assists in the attraction and retention of the local workforce.
- Ensure that our planning framework is modern and meets the needs of the relevant zoning stakeholders, such as industry, residential, small business and any emerging opportunities.

4.1 - Open and Transparent Leadership

- Audits confirm we deliver sound strategic planning, financial and asset management practices.
- Identify business improvement opportunities to enhance operational effectiveness.

Risk Implications:

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Land Administration Act and road closure procedures
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications:

Shire rates for the subject land will need to be adjusted following a revised Valuer General valuation on completion of the project.

Road upgrades may be necessary to cater for the increased traffic on Orchard Street.

The applicant has been advised of a Scheme Amendment fee to cover the processing and advertising costs.

Conclusion:

There are 2 issues raised in the 5 submissions received during the advertising period. Both of these issues relate to any proposed development on the site.

The first issue is the provision of **water and sewerage services** for the proposed development. This advice should be forwarded to the proponent in order that satisfactory arrangements can be made with DPIRP and Water Corporation for the servicing of any future development on the site.

The second issue is the preparation and approval of a **BMP** (Bushfire Management Plan). It should be noted that a DA (Development Approval) was required for the development of the workforce accommodation on the subject land (approved under clause 4.4.2 of the Scheme). The DA was accompanied by a BMP prepared by James Terenciuk, Bushfire Planning Practitioner (copy attached). This BMP was not part of this Amendment process as the new addition of the CBH office component does not require a BMP.

Any subsequent DA determination may include a requirement for plans and elevations, a landscaping plan and access upgrade details to the satisfaction of the local; government.

The landscaping plan needs to address the appearance of any development from the main access road into Koorda (Aitken Road).

Voting Requirements: Simple Majority Absolute Majority

**Officer Recommendation
RESOLUTION 130424**

Moved Cr GL Boyne

Seconded Cr GW Greaves

That Council;

- 1. Notes the submissions as detailed in Table 1 and provides the appropriate advice to the proponents as recommended,**
- 2. Grants its final approval to Amendment No 2 to the Shire of Koorda Local Planning Scheme No 3,**
- 3. Requests that the WA Planning Commission supports the proposed Amendment No 2 to the Shire of Koorda Local Planning Scheme No 3, and**
- 4. Requests that the WA Planning Commission recommends that the Minister grants final approval for the said Amendment.**

CARRIED 5/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

5.45pm – Cr NJ Chandler re-joined the meeting and the Presiding Person advised him of the outcome of item 12.2.

13. OFFICER'S REPORTS – WORKS & ASSETS

5.46pm – SUSPEND STANDING ORDERS RESOLUTION 140424

Moved Cr KA Fuchsbichler

Seconded Cr GW Greaves

That standing orders be suspended to discuss item 13.1 Heavy Vehicle Route Determinations.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

6.14pm – RESUMPTION OF STANDING ORDERS RESOLUTION 150424

Moved Cr KA Fuchsbichler


Seconded Cr GW Greaves

That standing orders be resumed as per the attendance register.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

13.1. Heavy Vehicle Route Determinations

Works and Assets		 Shire of Koorda <small>Drive in, stay awhile</small>
Date	4 April 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>	
Disclosure of Interest	Nil	
Purpose of Report	<input type="checkbox"/> Executive Decision <input checked="" type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	Email from Main Roads RAV 7 Request for Support Qube Bulk Pty Ltd Application to MRWA	

Background:

Main Roads WA Heavy Vehicle Services have received an application (from Qube Bulk Pty Ltd) to permanently add 2 Shire of Koorda managed roads to the Restricted Access Vehicle (Tandem Drive) Network 7 and increase the Accredited Mass Management Scheme to Level 3.

The roads subject to the request were previously among those endorsed by Council to temporarily be RAV7 to facilitate the harvest period between 1 October, 2023 to January 31, 2024. They are:

Number	Road	Origin	Terminus
4110006	Kalannie - Kulja Rd	Kalannie - Kulja Rd (0.00)	Burakin - Wialki Rd (14.33)
4110140	Burakin - Wialki Rd	Kalannie - Kulja Rd (6.15)	LGA Boundary Line (36.63)

Comment:

The change from RAV6 to RAV7 permits an increase in trailer combinations but up to the same total length at 36.5m. The increase in the AMMS for Tandem Drive RAV7 roads from Level 1 (as current) to Level 3 is an increase of 18.5 tonne (115t to 123.5t).

Council previously resolved (April 2019) that any application beyond RAV 4 is to be referred to Council for consideration. In addition, the Shire Work Supervisor has expressed concerns as to the potential damage to the roads with the proposed changes and the resulting increased maintenance cost.

However, as detailed in correspondence from MRWA, The Road Traffic (Vehicles) Act 2012 provides authority for the Commissioner of Main Roads to approve road access to RAVs and does not provide authority for Local Governments, or other road managers, to approve or decline RAV access.

MRWA HVS intends to conduct an on-site assessment of the relevant roads and has requested from the Shire details regarding estimated traffic volumes and comments on local circumstances including road conditions, planning conflicts and development issues, which will be addressed by the Shire Works Supervisor within the requested timeframe (4 weeks from receipt of the 4 April email).

While Council does not have an approval role within existing legislation, there is the opportunity for Council to express its support or otherwise to the proposed changes via a OCM motion and additional correspondence as deemed appropriate to accompany the Works Supervisor response.

Consultation:

Darren West, Works Supervisor
 Main Roads WA Heavy Vehicle Services

Statutory Implications:

The Road Traffic (Vehicles) Act 2012 provides authority for the Commissioner of Main Roads to approve RAV status and access.

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) provides the Shire management responsibility for local roads.

Policy Implications:

No policy exists at this time however resolution of April 2019 was for all requests exceeding RAV4 to be considered by Council.

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022
 2.3.2 - Maintain an efficient, safe and quality local road network.

Risk Implications:

Risk Profiling Theme	Likely increased wear and tear to affected roads and increased maintenance costs for ratepayers.
Risk Category	Property Damage and Financial Impact
Risk Description	Localised damaged rectified by routine internal procedures.
Consequence Rating	Minor (2)
Likelihood Rating	Likely (4)

Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Reallocation of road grant funding.
Action (Treatment)	Advocacy
Risk Rating (after treatment)	Adequate

Financial Implications:

The increase in both RAV and AMMS status has the likelihood of increasing wear and tear on the affected roads and consequently resulting in an ongoing additional maintenance cost to the Shire.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 160424

Moved Cr NJ Chandler

Seconded Cr GL Boyne

That the Main Roads application be approved, RAV 7 Access, Roads ...

TIED VOTE - 3 FOR/3 AGAINST

FOR: Cr NJ Chandler, Cr GL Boyne, Cr KA Fuchsbichler

AGAINST: Cr JM Stratford, Cr GW Greaves, Cr KM Burrell,

Due to the 3/3 tied vote, Cr JM Stratford as the Presiding member cast a second vote - AGAINST the motion.

Therefore, the motion was PUT & LOST 4/3

6.28pm – SUSPEND STANDING ORDERS
RESOLUTION 170424

Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be suspended to discuss item 13.1 Heavy Vehicle Route Determinations.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

6.36pm – RESUMPTION OF STANDING ORDERS
RESOLUTION 180424

Moved Cr GW Greaves

Seconded Cr GL Boyne

That standing orders be resumed as per the attendance register.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

Officer Recommendation
RESOLUTION 190424

Moved Cr JM Stratford

Seconded Cr GW Greaves

That Council;

Direct CEO to seek further information on the impacts of increasing RAV on Shire of Koorda Roads by:

- 1. Engaging an Independent Consultant to analyse and assess the impact on increasing RAV, and**
- 2. Explore advocacy options for future planning of Shire roads.**

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

UNCONFIRMED

**6.38pm – SUSPEND STANDING ORDERS
RESOLUTION 200424**

Moved Cr NJ Chandler

Seconded Cr KA Fuchsbichler

That standing orders be suspended to discuss item 13.2 Koorda Recreation Centre Management.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

**6.54pm – RESUMPTION OF STANDING ORDERS
RESOLUTION 210424**

Moved Cr NJ Chandler


Seconded Cr KM Burrell

That standing orders be resumed as per the attendance register.

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

13.2. Koorda Recreation Centre Management

Works and Assets		
Date	12 April 2024	
Location	Not Applicable	
Responsible Officer	Zac Donovan, Chief Executive Officer	
Author	As above	
Legislation	Nil	
Disclosure of Interest	Nil	
Purpose of Report	<input checked="" type="checkbox"/> Executive Decision <input type="checkbox"/> Legislative Requirement <input type="checkbox"/> Information	
Attachments	CONFIDENTIAL REPORT - Progress Report - Koorda Recreation Centre Management	

Background:

At the March Ordinary Meeting, Council decided to proceed with the bowling green construction project at the Recreation Centre subject to a number of conditions.

These conditions included extension of grant funding; confirmation of tendered pricing and quotes within parameters; and Council to be presented final architectural plans and elevations.

In concert with the proposal proceeding, a consultation process was undertaken by 150square with various stakeholders including the Koorda Sports Club Inc. and representatives of other local winter and summer sports clubs.

The purpose of the consultation was to assist Council to define a preferred management model for the redeveloped Recreation Centre that will facilitate the relocation of the Koorda Sports Club and provide a contingency should the club decide to remain at its existing Greenham Street premises.

Comment:

Following extensive consultation, Caroline Robinson from 150square held a workshop with Council on 8 April to work through the various potential Recreation Centre management models.

The workshop defined a preferred management model and an alternative should the requirements of the first option not be able to be achieved. The consultation process and the preferred and alternative models are detailed in the attachment under a sperate cover.

Also outlined in the attachment are key positions that need to be endorsed by Council in regard to the ongoing status of the bowling green project; options for Koorda Sports Club building; provision of future golf club facilities.

Consultation:

Council Members
Caroline Robinson, 150 Square
Recreation Centre Users
Koorda Sports Club Inc.

Statutory Implications:

Nil

Policy Implications:

Nil

Strategic Implications:

Shire of Koorda Integrated Strategic Plan 2022

- 1.1 - Local people feel safe, engaged and enjoy a healthy and peaceful lifestyle.
- 1.2.1 - Recognise and support the value of our community volunteers.
- 3.1 - Shire owned facilities are renewed and maintained to meet community needs.
- 4.1.1 – Ensure the use of resources is effective, efficient and reported regularly.

Risk Implications:

Risk Profiling Theme	Possible damage to reputation of Shire in managing expectations
Risk Category	Reputational
Risk Description	Unsubstantiated, low impact and low profile.
Consequence Rating	Insignificant (1)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Consultation process and contingency
Action (Treatment)	Communication
Risk Rating (after treatment)	Adequate

Financial Implications:

Financial implications for Shire will be dependent on the management model eventually implemented.

Voting Requirements: Simple Majority Absolute Majority

Officer Recommendation
RESOLUTION 220424

Moved Cr KM Burrell

Seconded Cr GL Boyne

That Council endorse:

- 1. Preferred and Alternative management models as defined in the 150square report,**
- 2. Positions detailed in the 150square report under Points of Clarification, and**
- 3. 150square providing the report to relevant stakeholders including the Koorda Sports Club Inc. and local sports clubs.**

CARRIED 6/0

FOR: Cr JM Stratford, Cr GW Greaves, Cr NJ Chandler, Cr GL Boyne, Cr KM Burrell, Cr KA Fuchsbichler

14. Urgent Business Approved by the Person Presiding or by Decision

Nil.

15. Elected Members' Motions

Nil.

16. Matters Behind Closed Doors

Nil.

17. Closure

The President thanked everyone for their attendance and closed the meeting at 6.55pm.

Signed: _____

Presiding Person at the meeting at which the minutes were confirmed.

Date: 15 May 2024

SHIRE OF KOORDA

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2024

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

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SHIRE OF KOORDA
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	10	1,199,557	1,225,178	1,207,872	(17,306)	(1.41%)	
Rates excluding general rates		25,620	0	30,199	30,199	0.00%	
Grants, subsidies and contributions	12	339,823	336,023	320,075	(15,948)	(4.75%)	
Fees and charges		589,827	523,772	508,097	(15,675)	(2.99%)	
Interest revenue		226,000	169,800	220,043	50,243	29.59%	▲
Other revenue		22,500	20,160	35,110	14,950	74.16%	▲
Profit on asset disposals	6	163,000	163,000	250,189	87,189	53.49%	▲
Fair value adjustments to financial assets at fair value through profit or loss		0	0	1,261	1,261	0.00%	
		2,566,327	2,437,933	2,572,846	134,913	5.53%	
Expenditure from operating activities							
Employee costs		(1,357,222)	(1,030,765)	(898,886)	131,879	12.79%	▲
Materials and contracts		(1,134,828)	(939,424)	(983,301)	(43,877)	(4.67%)	
Utility charges		(229,950)	(191,560)	(183,186)	8,374	4.37%	
Depreciation		(1,864,650)	(1,553,790)	(1,974,504)	(420,714)	(27.08%)	▼
Insurance		(194,927)	(185,380)	(198,802)	(13,422)	(7.24%)	
Other expenditure		(73,530)	(48,700)	(46,052)	2,648	5.44%	
Loss on asset disposals	6	(9,000)	(9,000)	(1,305)	7,695	85.50%	▲
		(4,864,107)	(3,958,619)	(4,286,036)	(327,417)	(8.27%)	
Non-cash amounts excluded from operating activities	Note 2(b)	1,718,177	1,399,790	1,729,928	330,138	23.58%	▲
Amount attributable to operating activities		(579,603)	(120,896)	16,738	137,634	113.84%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,855,191	1,960,496	2,140,129	179,633	9.16%	
Proceeds from disposal of assets	6	350,000	255,000	402,122	147,122	57.69%	▲
		2,205,191	2,215,496	2,542,251	326,755	14.75%	
Outflows from investing activities							
Payments for property, plant and equipment	5	(2,937,154)	(2,608,519)	(2,176,250)	432,269	16.57%	▲
Payments for construction of infrastructure	5	(2,377,000)	(1,803,100)	(1,654,211)	148,889	8.26%	
		(5,314,154)	(4,411,619)	(3,830,461)	581,158	13.17%	
Amount attributable to investing activities		(3,108,963)	(2,196,123)	(1,288,210)	907,913	41.34%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	4	2,121,805	500,000	500,000	0	0.00%	
		2,121,805	500,000	500,000	0	0.00%	
Outflows from financing activities							
Transfer to reserves	4	(220,000)	0	(162,775)	(162,775)	0.00%	
		(220,000)	0	(162,775)	(162,775)	0.00%	
Amount attributable to financing activities		1,901,805	500,000	337,225	(162,775)	(32.56%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		2,035,341	2,035,341	2,023,745	(11,596)	(0.57%)	
Amount attributable to operating activities		(579,603)	(120,896)	16,738	137,634	113.84%	▲
Amount attributable to investing activities		(3,108,963)	(2,196,123)	(1,288,210)	907,913	41.34%	▲
Amount attributable to financing activities		1,901,805	500,000	337,225	(162,775)	(32.56%)	▼
Surplus or deficit after imposition of general rates		248,580	218,322	1,089,497	871,175	399.03%	▲

KEY INFORMATION

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

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

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

SHIRE OF KOORDA
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2024

	Supplementary Information	30 June 2023	30 April 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	2,785,894	1,126,107
Trade and other receivables		115,318	288,118
Other financial assets		6,024,334	5,687,109
Inventories	8	23,568	30,667
TOTAL CURRENT ASSETS		8,949,114	7,132,001
NON-CURRENT ASSETS			
Other financial assets		61,117	62,378
Property, plant and equipment		13,666,862	15,229,937
Infrastructure		92,645,552	92,785,196
TOTAL NON-CURRENT ASSETS		106,373,531	108,077,511
TOTAL ASSETS		115,322,645	115,209,512
CURRENT LIABILITIES			
Trade and other payables	9	379,611	262,724
Other liabilities	11	423,185	0
Employee related provisions	11	304,342	304,342
TOTAL CURRENT LIABILITIES		1,107,138	567,066
NON-CURRENT LIABILITIES			
Employee related provisions		37,645	37,645
Other provisions		553,337	553,337
TOTAL NON-CURRENT LIABILITIES		590,982	590,982
TOTAL LIABILITIES		1,698,120	1,158,048
NET ASSETS		113,624,525	114,051,465
EQUITY			
Retained surplus		53,351,557	54,115,721
Reserve accounts	4	6,024,334	5,687,109
Revaluation surplus		54,248,635	54,248,635
TOTAL EQUITY		113,624,525	114,051,465

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 May 2024

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	2,784,354	2,785,894	1,126,107
Trade and other receivables		125,265	115,318	288,118
Other financial assets		6,024,334	6,024,334	5,687,109
Inventories	8	51,949	23,568	30,667
		8,985,902	8,949,114	7,132,001
Less: current liabilities				
Trade and other payables	9	(673,743)	(379,611)	(262,724)
Other liabilities	11	(439,707)	(423,185)	0
Employee related provisions	11	(245,392)	(304,342)	(304,342)
		(1,358,842)	(1,107,138)	(567,066)
Net current assets		7,627,060	7,841,976	6,564,936
Less: Total adjustments to net current assets	Note 2(c)	(5,818,231)	(5,818,231)	(5,475,437)
Closing funding surplus / (deficit)		1,808,829	2,023,745	1,089,498

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(163,000)	(163,000)	(250,189)
Less: Movement in liabilities associated with restricted cash		7,527	0	5,569
Less: Fair value adjustments to financial assets at amortised cost		0	0	(1,261)
Add: Loss on asset disposals	6	9,000	9,000	1,305
Add: Depreciation		1,864,650	1,553,790	1,974,504
Total non-cash amounts excluded from operating activities		1,718,177	1,399,790	1,729,928

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
Less: Reserve accounts	4	(6,024,334)	(6,024,334)	(5,687,109)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of employee benefit provisions held in reserve	4	206,103	206,103	211,672
Total adjustments to net current assets	Note 2(a)	(5,818,231)	(5,818,231)	(5,475,437)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF KOORDA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$10,000 and 10.00%.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Interest revenue	50,243	29.59%	▲
Budget split not inline with maturity of term deposits.		Timing	
Other revenue	14,950	74.16%	▲
\$19k received from Koorda Uniting Church to be used on Community projects. Rates recovery is currently underway, \$4k under on expected reimbursement of debt collection costs.		Timing	
Profit on asset disposals	87,189	53.49%	▲
Auction completed and result better than expected. Some carry forward disposals from 22/23.		Timing	
Expenditure from operating activities			
Employee costs	131,879	12.79%	▲
Annual budget equally divided per month, timing variance as employee costs lower than anticipated at this time. Admin wages \$65k lower than anticipated at time of budget, and PWOH timesheet wages \$20k lower than anticipated.		Timing	
Depreciation	(420,714)	(27.08%)	▼
Depreciation higher than anticipated due to increased asset values following the revaluation of Infrastructure Assets during the 2022/2023 FY. Road Depreciation \$212k higher than anticipated budget and Sewerage \$185k.		Timing	
Non-cash amounts excluded from operating activities	330,138	23.58%	▲
Annual budget equally divided per month.		Timing	
Inflows from investing activities			
Proceeds from disposal of assets	147,122	57.69%	▲
Auction completed and result better than expected. Some carry forward disposals from 22/23.		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	432,269	16.57%	▲
Some capital projects behind anticipated budget split. Full details available in Note 5.			

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
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SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.04 M	\$2.04 M	\$2.02 M	(\$0.01 M)
Closing	\$0.25 M	\$0.22 M	\$1.09 M	\$0.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Total	\$6.81 M	
Unrestricted Cash	\$1.13 M	16.5%
Restricted Cash	\$5.69 M	83.5%

Refer to 3 - Cash and Financial Assets

Payables	
	% Outstanding
Total	\$0.26 M
Trade Payables	\$0.11 M
0 to 30 Days	99.9%
Over 30 Days	0.1%
Over 90 Days	0.0%

Refer to 9 - Payables

Receivables		
	\$	%
Total	\$0.14 M	% Collected
Rates Receivable	\$0.15 M	88.9%
Trade Receivable	\$0.14 M	% Outstanding
Over 30 Days		42.9%
Over 90 Days		30.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.58 M)	(\$0.12 M)	\$0.02 M	\$0.14 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.21 M	
YTD Budget	\$1.23 M	(1.4%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.32 M	
YTD Budget	\$0.34 M	(4.7%)

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.51 M	
YTD Budget	\$0.52 M	(3.0%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.11 M)	(\$2.20 M)	(\$1.29 M)	\$0.91 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.40 M	
Adopted Budget	\$0.35 M	14.9%

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.65 M	
Adopted Budget	\$2.38 M	(30.4%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$2.14 M	
Adopted Budget	\$1.86 M	15.4%

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.90 M	\$0.50 M	\$0.34 M	(\$0.16 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Reserves	
Reserves balance	\$5.69 M
Interest earned	\$0.16 M

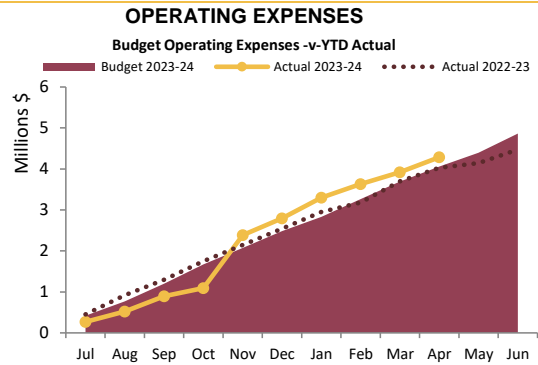
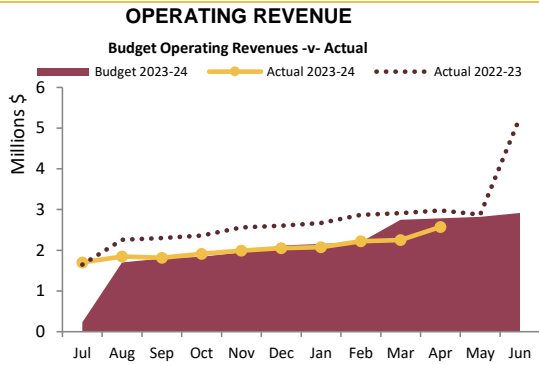
Refer to 4 - Cash Reserves

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

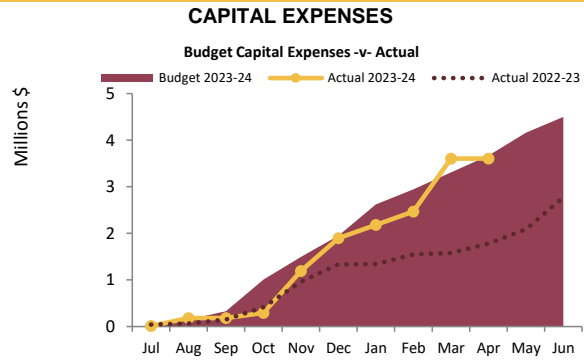
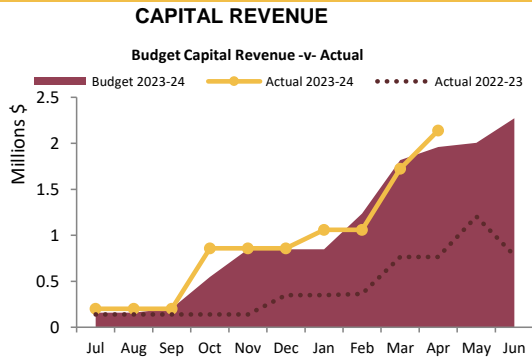
**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



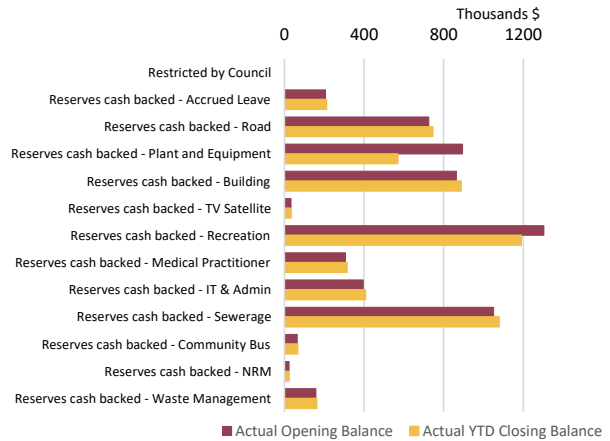
INVESTING ACTIVITIES



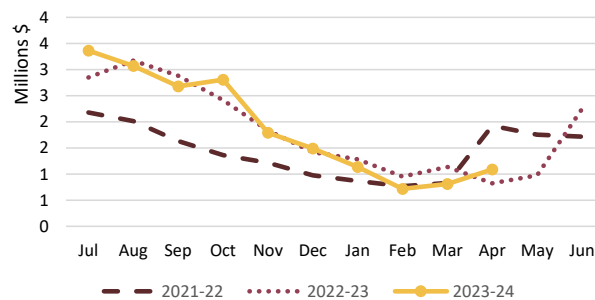
FINANCING ACTIVITIES

BORROWINGS

RESERVES



Closing funding surplus / (deficit)



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

SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Account	Cash and cash equivalents	9,294		9,294		Bendigo	Variable	Nil
Municipal Account	Cash and cash equivalents	1,046,755		1,046,755		BWA	Variable	Nil
Licensing Account	Cash and cash equivalents	13,019		13,019		BWA	Variable	Nil
ATM Control Account	Cash and cash equivalents	28,350		28,350		BWA	Nil	Nil
ATM Cash Account	Cash and cash equivalents	27,930		27,930		BWA	Nil	Nil
Cash on Hand	Cash and cash equivalents	760		760		Cash on Hand	Nil	Nil
Term Deposit XXX1	Financial assets at amortised cost	0	4,682,030	4,682,030		Bankwest	4.45%	28/06/2024
Term Deposit XXX2	Financial assets at amortised cost	0	1,005,078	1,005,078		Bankwest	4.30%	02/04/2024
Total		1,126,107	5,687,108	6,813,215	0			
Comprising								
Cash and cash equivalents		1,126,107	0	1,126,107	0			
Financial assets at amortised cost		0	5,687,108	5,687,108	0			
		1,126,107	5,687,108	6,813,215	0			

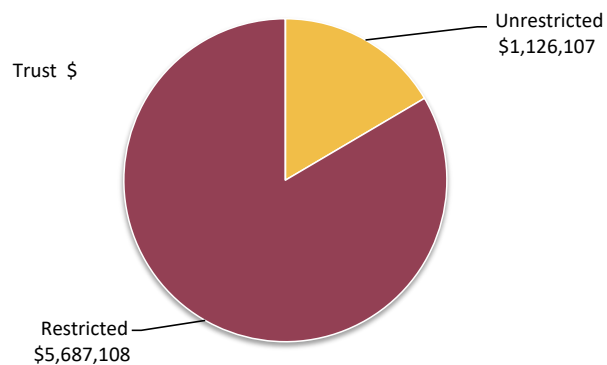
KEY INFORMATION

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

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

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

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



SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserves cash backed - Accrued Leave	206,103	0	7,527	0	213,630	206,103	5,569	0	0	211,672
Reserves cash backed - Road	725,329	0	26,488	(109,000)	642,817	725,329	19,598	0	0	744,927
Reserves cash backed - Plant and Equipment	895,049	0	32,686	(875,000)	52,735	895,049	24,184	0	(350,000)	569,232
Reserves cash backed - Building	863,689	0	31,541	(206,000)	689,230	863,689	23,337	0	0	887,026
Reserves cash backed - TV Satellite	32,780	0	1,197	0	33,977	32,780	886	0	0	33,665
Reserves cash backed - Recreation	1,303,568	0	47,605	(811,800)	539,373	1,303,568	35,222	0	(150,000)	1,188,790
Reserves cash backed - Medical Practitioner	306,488	0	11,193	(120,005)	197,676	306,488	8,281	0	0	314,769
Reserves cash backed - IT & Admin	395,947	0	14,459	0	410,406	395,947	10,698	0	0	406,645
Reserves cash backed - Sewerage	1,050,190	0	38,351	0	1,088,541	1,050,190	28,376	0	0	1,078,565
Reserves cash backed - Community Bus	64,496	0	2,355	0	66,851	64,496	1,743	0	0	66,239
Reserves cash backed - NRM	22,656	0	827	0	23,483	22,656	612	0	0	23,268
Reserves cash backed - Waste Management	158,039	0	5,771	0	163,810	158,039	4,270	0	0	162,309
	6,024,334	0	220,000	(2,121,805)	4,122,529	6,024,334	162,775	0	(500,000)	5,687,109

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	1,477,635	1,231,000	818,741	(412,259)
Plant and equipment	1,459,519	1,377,519	1,357,509	(20,010)
Acquisition of property, plant and equipment	2,937,154	2,608,519	2,176,250	(432,269)
Infrastructure - roads	1,732,000	1,548,100	1,618,731	70,631
Infrastructure - Other	645,000	255,000	35,481	(219,520)
Acquisition of infrastructure	2,377,000	1,803,100	1,654,211	(1,013,427)
Total capital acquisitions	5,314,154	4,411,619	3,830,461	(1,445,696)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,855,191	1,960,496	2,140,129	179,633
Other (disposals & C/Fwd)	350,000	255,000	402,122	147,122
Reserve accounts				
Reserves cash backed - Road	109,000	0	0	0
Reserves cash backed - Plant and Equipment	875,000	0	350,000	350,000
Reserves cash backed - Building	206,000	0	0	0
Reserves cash backed - Recreation	811,800	0	150,000	150,000
Reserves cash backed - Medical Practitioner	120,005	0	0	0
Contribution - operations	987,158	2,196,123	788,210	(1,407,913)
Capital funding total	5,314,154	4,411,619	3,830,461	(581,158)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

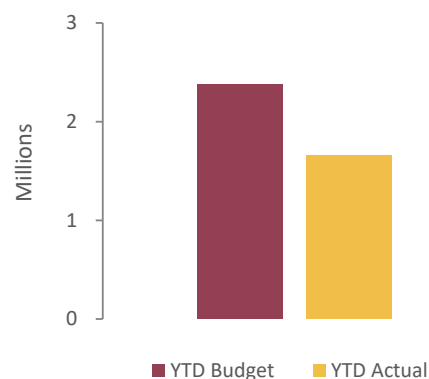
Initial recognition and measurement for assets held at cost

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

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

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

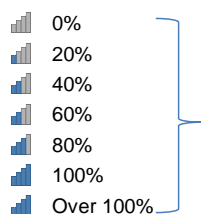
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



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

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

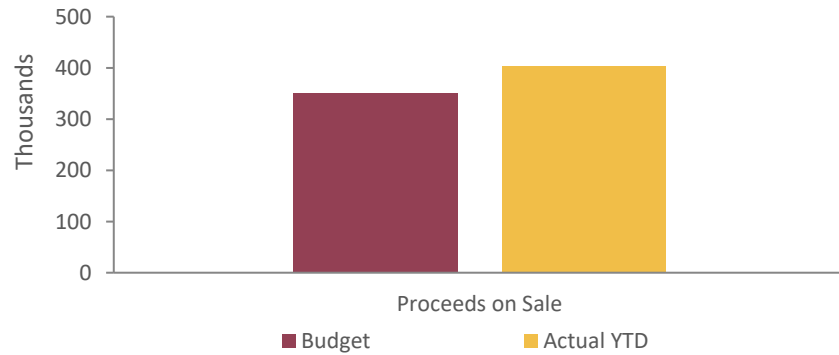
	Account Description	Adopted		YTD Actual	Variance Under/(Over)
		Budget	YTD Budget		
Plant & Equipment		\$	\$	\$	\$
PE0091	P09: Semi Side Tipper Trailer	0	0	0	0
PE0191	P19: Grader	455,000	455,000	455,000	0
PE0611	P61: Ute Patching	45,000	45,000	45,808	(808)
PE0631	P63: Road Roller	192,000	192,000	192,000	0
PE0651	P065 Prime Mover - 22/23 Carryforward	267,519	267,519	267,519	0
PE0661	P066 Ute Works Crew - 22/23 Carryforward	0	0	52,786	(52,786)
PE0691	P69: Cherry Picker	50,000	50,000	54,545	(4,545)
PE0101	P10: Mollerin Fire Truck (SEROJA FUNDING)	62,000	62,000	61,914	86
	Misc Plant	0	0	0	0
PE1001	P100: CEO Vehicle	85,000	85,000	75,798	9,202
PE2001	P200: WS Vehicle	60,000	60,000	65,139	(5,139)
PE3001	P300: DCEO Vehicle	65,000	65,000	0	65,000
PE0GEN0	Generators - 25KVA Portable (x2) (SEROJA FUNDING)	38,800	38,800	35,273	3,527
PECOMS	Communications Tower (SEROJA FUNDING)	57,000	0	0	0
PEWATER	Water Tanks*	25,000	0	0	0
FE003	L33226 Medical Centre - Generator	22,200	22,200	13,545	8,655
FE002	Rec: Recreation Ground - Generator	35,000	35,000	38,182	(3,182)
Buildings					
BC016	Rec Ground Upgrade & Extension	1,146,635	900,000	743,329	156,671
BC016B	Rec Ground Upgrade & Extension	200,000	200,000	0	200,000
BC001	Admin Office (Paint & Gardens)	35,000	35,000	0	35,000
BC054	L271 Greenham Paint & Lino	16,000	16,000	15,693	307
BC003	L157 Memorial Hall (SEROJA FUNDING)	60,000	60,000	56,679	3,321
BC024	Drive In (Toilets & Tiling)	20,000	20,000	3,041	16,959
Other Infrastructure					
PC001	Synthetic Bowling Green Relocation	400,000	200,000	0	200,000
IO001	Admin Office Carpark	15,000	15,000	0	15,000
PC002	Rec Ground Playground	150,000	0	0	0
IO005	Depot Auto Gates	40,000	40,000	35,481	4,520
IO002	Pool Balance Tank	40,000	0	0	0
Infrastructure Roads					
RRG002	Cadoux-Koordra Cement Stabilise	235,000	235,000	222,210	12,790
RRG003	Koordra-Dowerin Reseal	152,000	152,000	140,408	11,592
RRG140	Burakin-Wialki Full Recon	182,000	182,000	224,218	(42,218)
RRG140B	Burakin-Wialki Full Reseal	150,000	150,000	129,764	20,236
R2R004	Koordra-Kulja Reseal	273,000	273,000	380,361	(107,361)
R2R006	Kulja-Kalannie Full Recon	130,000	130,000	140,214	(10,214)
R2R009	Koordra North West Shoulder Recon	70,000	70,000	80,928	(10,928)
RC003	Koordra-Dowerin Reseal	160,000	160,000	142,001	17,999
RC004	Koordra-Kulja Widen Reseal	100,000	100,000	99,544	456
RC010	Mollerin Rock South Reform & Sheet	90,000	0	0	0
RC011	Dukin West Reform & Sheet	90,000	56,100	58,929	(2,829)
RC014	Maher Reform & Sheet	60,000	0	153	(153)
FC098	Footpath - Greenham St	40,000	40,000	0	40,000
		5,314,154	4,411,619	3,830,461	581,158

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

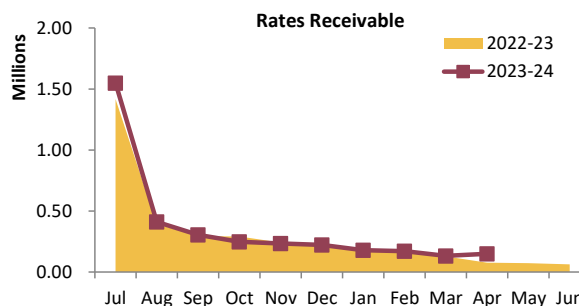
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
10904	P005 Ute Maintenance	0	0	0	0	0	18,346	18,346	0
10917	P019 Grader	0	100,000	100,000	0	6,856	91,092	84,236	0
10947	P058 Ute Patching	0	0	0	0	0	14,136	14,136	0
10949	P061 Ute Gardener	11,000	25,000	14,000	0	8,747	23,636	14,889	0
10951	P063 Roller	0	30,000	30,000	0	0	0	0	0
10931	P065 Prime Mover	0	0	0	0	0	104,811	104,811	0
10954	P066 Ute Works Crew	0	0	0	0	23,706	29,647	5,941	0
10979	P100 CEO Vehicle	65,000	80,000	15,000	0	65,396	64,091	0	(1,305)
10981	P200 WS Vehicle	53,000	50,000	0	(3,000)	48,533	56,363	7,830	0
10988	P300 DCEO Vehicle	61,000	65,000	4,000	0	0	0	0	0
		190,000	350,000	163,000	(3,000)	153,238	402,122	250,189	(1,305)



7 RECEIVABLES

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	63,512	103,837
Levied this year	1,213,196	1,238,071
Less - collections to date	(1,172,871)	(1,192,930)
Gross rates collectable	103,837	148,978
Net rates collectable	103,837	148,978
% Collected	91.9%	88.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	35,259	0	7,518	18,985	61,762
Percentage	0.0%	57.1%	0.0%	12.2%	30.7%	
Balance per trial balance						
Trade receivables	0	4,387	7,658	0	19,125	61,762
GST receivable		16,353	(674)			26,005
Interest Receivable		21,660				51,374
Total receivables general outstanding						139,141

Amounts shown above include GST (where applicable)

KEY INFORMATION

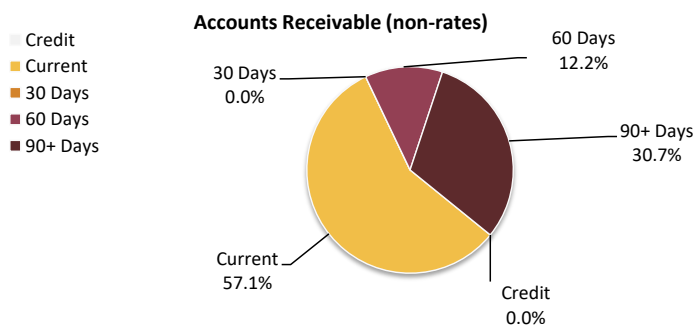
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
Other current assets	\$	\$	\$	\$
Financial assets at amortised cost	6,024,334	(337,225)		5,687,109
Inventory				
Stock on Hand	23,568	7,098		30,667
Total other current assets	6,047,902	(330,126)	0	5,717,776

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

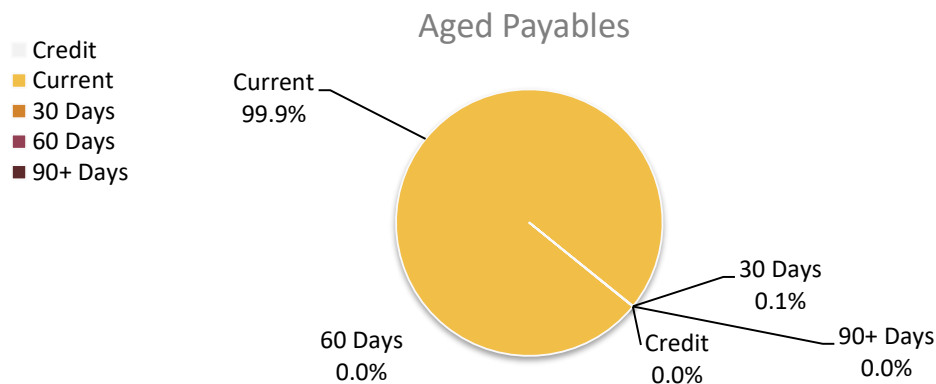
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	114,318	68	0	0	114,386
Percentage	0.0%	99.9%	0.1%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	114,318	68	0	0	114,386
GST Payable	0	31,493	0	0	0	31,493
PAYG Payables	0	22,530	0	0	0	22,530
Payroll Creditors	0	0	0	(202)	0	(202)
Other Payables - ESL Liability	0	5,904	0	0	0	5,904
Other Payables - Dept Transport	0	3,029	0	0	0	3,029
Other Payables - Retention and Bonds	0	6,240	0	0	63,428	69,668
Bonds and Deposits	0	100	0	0	0	100
Prepaid Rates	0	15,817	0	0	0	15,817
Total payables general outstanding						262,724

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



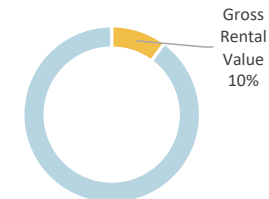
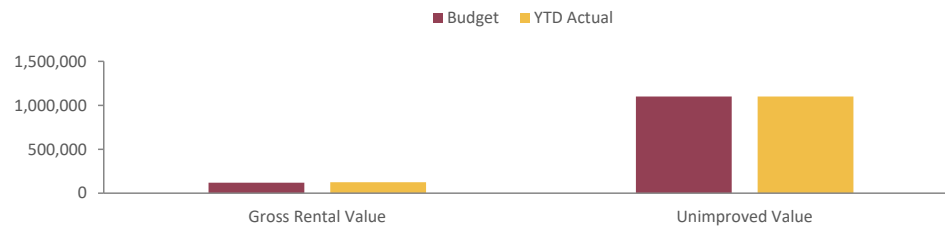
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$(cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.1217	136	959,024	116,713	1,834	118,547	116,713	7,602	124,315
Unimproved value									
Unimproved Value	0.0126	221	87,194,166	1,100,390		1,100,390	1,100,390	577	1,100,967
Sub-Total		357	88,153,190	1,217,103	1,834	1,218,937	1,217,103	8,179	1,225,282
Minimum payment	Minimum Payment \$								
Gross rental value									
Gross Rental Value	420	28	29,070	11,760		11,760	12,180	0	12,180
Unimproved value									
Unimproved Value	420	33	442,945	13,860		13,860	13,860	0	13,860
Sub-total		61	472,015	25,620	0	25,620	26,040	0	26,040
Discount						-45,000			-43,450
Amount from general rates						1,199,557			1,207,872
Ex-gratia rates	0.06		457,560	25,620		25,620			30,199
Total general rates						1,225,177			1,238,071

KEY INFORMATION

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



11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		423,185	0	0	(423,185)	0
Total other liabilities		423,185	0	0	(423,185)	0
Employee Related Provisions						
Provision for annual leave		169,690	0	0	0	169,690
Provision for long service leave		134,652	0	0	0	134,652
Total Provisions		304,342	0	0	0	304,342
Total other current liabilities		727,527	0	0	(423,185)	304,342
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

**SHIRE OF KOORDA
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
ESL Bush Fire Brigade Operating Grant				0		15,930	15,930	15,930
Main Roads Direct Road Grant				0		196,756	196,756	196,756
Fuel Tax Credits Grant Scheme				0		23,500	19,580	25,174
Library Technology and Digital Inclusion Grant						0	0	4,397
Financial Assistance Grant - General				0		64,039	64,039	48,029
Financial Assistance Grant - Roads				0		39,718	39,718	29,789
	0	0	0	0	0	339,943	336,023	320,075

SHIRE OF KOORDA
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2023	Liability	Liability	30 Apr 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
Local Roads & Community Infrastructure Grant (LRCI)				0		836,000	567,720	839,189
CSRFF Grant				0		130,421	86,946	0
Regional Road Group Grants				0		401,940	401,940	401,940
Roads to Recovery Grant				0		402,890	402,890	398,000
LGRF08 - Cyclone Seroja Local Government Resilience Fund				0		500,000	500,000	500,000
COTA Grant Seniors Luncheon				0		1,000	1,000	1,000
	0	0	0	0	0	2,272,251	1,960,496	2,140,129

**Monthly Report - List of Accounts Paid
Submitted to Council 22 May 2024**

The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. Municipal vouchers numbered from V605 to V674 and direct bank transactions totalling \$329,614.32 submitted to each member of the Council, on Wednesday the 22 May 2024, have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.


Zac Donovan
Chief Executive Officer

No.	Payment Date	Supplier Name	Description of Purchase	Payment made by delegated authority
V605	17/04/2024	D Clark	Refund of Housing Bond	\$ 199.00
V606	19/04/2024	Avon Waste	March Refuse and Recycling Collection	\$ 5,247.11
V607	19/04/2024	Bunketch Ag	Gravel Royalties	\$ 3,682.80
V608	19/04/2024	Edge Digital	Annual Service & 1 x LDM 24V Power Module	\$ 3,318.70
V609	19/04/2024	GW Greaves	Councillor Payment Nov 23 - Feb 24	\$ 2,731.52
V610	19/04/2024	G Boyne	Councillor Payment Nov 23 - Feb 24	\$ 1,714.64
V611	19/04/2024	Harcher Wheatbelt	15L Toilet Cleaner, 15L All Purpose Cleaner	\$ 259.75
V612	19/04/2024	J Stratford	Councillor Payment Nov 23 - Feb 24	\$ 4,571.72
V613	19/04/2024	Koorda Ag Parts	P047 Camloc Fittings, P065 2 Batteries, P050 Tyre Repair, L05 Pressure Washer Battery & Truck Wash, P001 2 Tyres, P050 4 Tyres, P031 8 Tyres	\$ 6,719.46
V614	19/04/2024	Koorda Community RC	Community Development Officer Role Jan -Mar 24	\$ 6,875.00
V615	19/04/2024	KTY Electrical Services	Hockey Lights, L550 UA Replacement Oven Element	\$ 590.33
V616	19/04/2024	KA Fuchsbichler	Councillor Payment Nov 23 - Feb 24	\$ 1,333.76
V617	19/04/2024	KM Burrell	Councillor Payment Nov 23 - Feb 24	\$ 1,600.00
V618	19/04/2024	N & J Henning	Gravel Royalties	\$ 4,603.50
V619	19/04/2024	Newtravel	Event Support Project Council Contribution 23-24	\$ 470.00
V620	19/04/2024	NJ Chandler	Councillor Payment Nov 23 - Feb 24	\$ 1,600.00
V621	19/04/2024	Omicom Media Group	2024 Extra-Ordinary Election - Close of Enrolments & Call for Nominations	\$ 2,414.51
V622	19/04/2024	Reward Hospitality	Deep Fryer, Dishwasher & Paper Towel	\$ 9,261.24
V623	19/04/2024	Saffron Cakes & Catering	Council Meeting Supper	\$ 218.00
V624	19/04/2024	Sherrin Rentals PL	Roller Hire March	\$ 5,149.10
V625	19/04/2024	Synergy	Yalambee & Gym 13 Mar 24 - 09 Apr 24	\$ 1,239.15
V626	19/04/2024	Truck Centre WA	P018 Filter Kit	\$ 1,269.48
V627	19/04/2024	WA Hino Sales & Service	P004 Harness Sub Assembly Part	\$ 94.27
V628	19/04/2024	Wallis Computer Solutions	Renewal of Backup (Server) Licence - 3 Years	\$ 984.50
V629	19/04/2024	Warra Farms PL	Gravel Royalties	\$ 13,246.20
V630	19/04/2024	WALGA	2 x Certificate III in Local Govt Staff Training	\$ 5,900.00
V631	19/04/2024	Dept of Transport	P002 Registration (Short to add to Fleet)	\$ 93.15
V632	24/04/2024	Shire of Koorda	Employee Wages	\$ 39,916.19
V633	24/04/2024	Beam Superannuation	Employee Superannuation Payment	\$ 9,483.23
V634	26/04/2024	Bankwest Credit Card	See Below	\$ 1,656.59
V635	26/04/2024	Koorda & Districts Museum	Community Grants Program	\$ 499.00
V636	26/04/2024	Koorda Community RC	Community Grants Program - Community Garden	\$ 1,496.00
V637	26/04/2024	Koorda Supermarket IGA	Milk, Tea, Coffee, Batteries, Supper & NEWROC Meeting Supplies	\$ 165.77
V638	26/04/2024	KTY Electrical Services	L20135 Tea Rooms - Replace Lights Install 15amp Power Points	\$ 805.89
V639	26/04/2024	Marty Grant Bulldozing	5000m3 Gravel Pushed - Dukin West Road	\$ 13,750.00
			Subtotal	\$ 153,159.56

V640	26/04/2024	Officeworks Ltd	Office Desk, Paper Cutter, Box 9V Batteries	\$ 798.63
V641	26/04/2024	RBC Rural	Monthly Meterplan	\$ 268.98
V642	26/04/2024	WA Contract Ranger Service	Ranger Services Including Travel 4/4 & 9/4/24	\$ 627.00
V643	6/05/2024	Agri-Stock	Poly Joiners & Post Hole Shovel	\$ 73.35
V644	6/05/2024	AMPAC Debt Recovery (WA)	Commissions and Costs for the month of April	\$ 1,287.00
V645	6/05/2024	ASTRO Synthetic Surfaces	Replacement Cricket Pitch Cover	\$ 4,400.00
V646	6/05/2024	CW Plumbing & Contracting	Rec Kitchen Disconnect Old & Reconnect New	\$ 2,628.96
V647	6/05/2024	Fullpower Electrics	Rec Ground LED Weatherproof Batten	\$ 545.16
V648	6/05/2024	Hersey's Safety	Spray Mark Paint, Gloves, Dust Masks, Flagging Tape, 20L Line Marking Paint, Safety Glasses	\$ 1,337.27
V649	6/05/2024	Koorda LPO	Logitech Keyboard and Mouse	\$ 40.00
V650	6/05/2024	KTY Electrical Services	Rec Ground Hot Water Units, Kitchen Upgrade L203 Replacement Oven	\$ 5,492.39
V651	6/05/2024	LG Best Practices PL	End of Month Financial Services April	\$ 3,696.00
V652	6/05/2024	Linfox Armaguard PL	ATM Top Up April	\$ 291.33
V653	6/05/2024	N-Com PL	Cam-Card Decryption Module for GWN Service	\$ 907.50
V654	6/05/2024	Shire of Chittering	Building Services	\$ 2,252.25
V655	6/05/2024	Synergy	L17933 Supply period: 21 Mar 2024 - 17 Apr 2024	\$ 518.72
V656	6/05/2024	Team Global Express	Freight on Hersey's	\$ 126.74
V657	6/05/2024	Telstra Corporation	Office \$544.11 Mobiles \$201.99	\$ 746.07
V658	6/05/2024	Bunnings Group	L271 Replacement Kitchen	\$ 11,880.40
V659	8/05/2024	Shire of Koorda	Employee Wages	\$ 44,553.56
V660	8/05/2024	Beam Superannuation	Employee Super Payment	\$ 9,639.80
V661	10/05/2024	Bitutek PL	21,120L Bitumen Kalannie Kulja Road	\$ 41,852.80
V662	10/05/2024	Brayco Commercial PL	Rec Ground Bar Tables & Stools	\$ 5,006.10
V663	10/05/2024	Bunnings Group	L550C Clothesline, L157 Toilets (Vets) Plumbing (See Below)	\$ 209.93
V664	10/05/2024	Dowerin Refrigeration	Rec Ground Controller Fridges	\$ 967.62
V665	10/05/2024	Elders Rural Services	Tie Wire & Works Crew Work Boots	\$ 2,165.25
V666	10/05/2024	Harcher Wheatbelt	Yalabee Tea & Coffee Sachets, Bin Liners & Microfibre Cloths, Toilet Fresheners	\$ 447.05
V667	10/05/2024	Koorda Ag Parts	P47 Camloc Fittings, P050 4 x Tyres, Various Hardware	\$ 6,336.99
V668	10/05/2024	Great Southern Fuel Supplies	10,000L Diesel + Card Purchases (See Below)	\$ 20,250.91
V669	10/05/2024	Koorda Supermarket IGA	Works Crew Training, Milk, Coffee, Council Suppers	\$ 344.42
V670	10/05/2024	Midland Camera House	Library Grant Purchase	\$ 4,288.55
V671	10/05/2024	WA Contract Ranger Services	Ranger Services Including Travel 17 & 23 April	\$ 836.00
V672	10/05/2024	Wallis Computer Solutions	Adobe Pro PDF 2 x Licences	\$ 914.87
V673	10/05/2024	Woodlands Distributors PL	Dog Waste Bags	\$ 193.16
V674	10/05/2024	G Ross	Refund of Housing Bond	\$ 530.00
			GRAND TOTAL	\$ 329,614.32
Credit Card				
V634	22/03/2024	Seek Limited	Advert- Communications & Reception Officer	\$ 368.50
	22/03/2024	Seek Limited	Advert - Maintenance & Property Officer	\$ 269.50
	26/03/2024	Geraghtys Engineering	P001 Bus Re- Inspection	\$ 141.10
	28/03/2024	Express Online Training	White Card - Staff Training	\$ 44.59
	1/04/2024	Crisp Wireless	Admin Office, ES, CEO, DCEO & WS Internet	\$ 680.90
	6/04/2024	The West Australian	The West Subscription - Digital Edition	\$ 28.00
	7/04/2024	Rent a Satphone	Monthly Satphone Rental x 2	\$ 44.00
	9/04/2024	Bunnings	EGift Card - Staff Gratuity Payment	\$ 80.00
				\$ 1,656.59

Bunnings Trade Card				
V633	30/04/2024	Bunnings Trade Card	Clothesline, Gap Filler, Metal Tek Screws, Cistern Parts Various Properties	\$ 209.93
				\$ 209.93
BP Fuel Cards				
V668	1/04/2024	DCEO Card	P300 - 120.44L Diesel	\$ 241.14
	10/04/2024	CEO Card	P100 - 107.49L Diesel	\$ 212.72
	19/04/2024	CEO Card	P100 - 98.28L Diesel	\$ 194.50
				\$ 648.36

Governance & Compliance

Child Protection Policy

Objective

The Shire of Koorda (**“the Shire”**) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

The Shire is thereby committed to complying with the Child Safe Standards introduced by the West Australian Government, which set out the compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people), to help protect them from harm.

Everyone working at the Shire is responsible for the care and protection of children and reporting information about child abuse.

The Shire will achieve the objective by:

1. ensuring that all staff, contractors and volunteers engaged by the Shire are aware of the organisation’s commitment to creating and maintaining a child safe environment that meets the Standards;
2. facilitating the prevention of child abuse within the Shire
3. establishing the framework for an organisational culture of child safety
4. outlining the responsibilities that various parties have for identifying possible occasions for child abuse, for establishing controls and procedures for preventing abuse, and for detecting abuse when it occurs
5. providing guidance to staff, volunteers and contractors as to action that should be taken where they suspect any abuse within or outside of the organisation.
6. providing a clear statement to staff, volunteers and contractors forbidding any such abuse
7. providing assurance that all suspected abuse will be reported and fully investigated.

Any person who believes a child is at immediate risk of abuse must contact the police (telephone 000).

Policy

This policy applies to all staff, contractors and volunteers and to the broad range of situations where interaction with children and young people may occur in the delivery of the Shire’s services.

As stated, the Shire is committed to promoting and protecting the best interests of children involved in its programs, and to providing a child-safe and child-friendly environment for all children and young people who engage with the Shire.

The Shire is committed to complying with the Child Safe Standards introduced by the West Australian Government, which set out the compulsory minimum standards for organisations that provide services for children and young people (or are used by children and young people), to help protect them from harm.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse. The Shire has zero tolerance for child abuse.

Everyone working at the Shire is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between the Shire and all staff, contractors, volunteers, associates, and members of the Shire of Koorda community.

The Shire will:

- consider the opinions of children and use their opinions to develop child protection policies.
- support and respect all children, staff contractors and volunteers.
- commit to the cultural safety of children.
- recognise the additional vulnerability of children with a disability or involved in home care or the justice system.

Approach to Child Safety

In continuing to implement and promote a child-safe system of work, the Shire will:

- Develop an environment in which children feel listened to and valued, and in which their concerns are acted upon, including encouraging and allowing children to participate in decisions important to them.
- Consult with staff and other appropriate parties, including families and children.
- Assess and manage the risk of abuse to children who interact with the Shire, including through recruitment practices and online.
- Take a proactive approach to child safety, including fostering a culture of openness that encourages all staff to report any concerns of child safety and supports them in this process.
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authority, whether or not the law requires reporting.
- Ensure children know the options available to them if they are concerned or feeling unsafe, and foster an environment where children are safe to raise such concerns.
- Recruit staff who are suitable to work with children and provide high quality training, supervision and professional development to staff.
- Have policies, procedures and supports in place to reflect these commitments, and review these regularly.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022

Children and Community Services Act 2004

Child Safety Child Protection Procedures (Shire of Koorda)

Child Safety Code of Conduct (Shire of Koorda)

Review History

Review Due: April 2024

Date	Council Resolution	Description of review/amendment
22/06/2024	RES:	Adoption of Policy

Human Resources

Child Protection Procedures

Responsibilities

The Shire of Koorda (“**the Shire**”) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

All staff, contractors and volunteers are responsible for the safety and wellbeing of children and young people who engage with the Shire. All staff are expected to act in accordance with the Shire’s Child Safety Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

The Shire’s CEO has ultimate responsibility for the detection and prevention of child abuse and is responsible for ensuring that appropriate and effective internal control systems are in place. The CEO is also responsible for ensuring that appropriate policies and procedures and a Child Safety Code of Conduct are in place.

By default the CEO will act as the Shire’s Child Safety Officer unless another senior member of staff is nominated by the CEO in writing.

The CEO is responsible for:

- dealing with and investigating reports of child abuse
- ensuring that all staff, contractors and volunteers are aware of and observe relevant laws, organisational policies and procedures, and the Shire’s Code of Conduct
- ensuring that all staff, contractors and volunteers are aware of their obligation to report suspected sexual abuse of a child in accordance with these policies and procedures
- providing support to staff, contractors and volunteers in undertaking their child protection responsibilities.

All managers must ensure that they:

- promote child safety at all times
- assess the risk of child abuse within their area of control and eradicate or minimise any risk to the extent possible
- educate employees about the prevention and detection of child abuse
- facilitate the reporting of any inappropriate behaviour or suspected abusive activities.

Managers should be familiar with the types of abuse that might occur within their area of responsibility and be alert for any indications of such conduct.

All staff, volunteers and contractors share responsibility for the prevention and detection of child abuse, and must:

- familiarise themselves with relevant laws, the Child Safety Code of Conduct, and the Shire’s relevant policy and procedures, and comply with all requirements
- report any *reasonable* belief that a child’s safety is at risk to the relevant authorities (police or the state child protection service) and fulfil their obligations as mandatory reporters
- report any suspicion that a child’s safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to a responsible person in the organisation)
- provide an environment that is supportive of all children’s emotional and physical safety.

Definitions

Child means a child or young person who is under the age of 18 years.

Child protection means any responsibility, measure or activity undertaken to safeguard children from harm.

Child abuse means:

- a sexual offence committed against, with or in the presence of a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded, or
- sexual misconduct committed against, with or in the presence of a child, or
- physical violence committed against, with or in the presence of a child, or
- any behaviour that causes significant emotional or psychological harm to a child or significant neglect of a child.

Child sexual assault is any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Sexually abusive behaviours can include the fondling of genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling of breasts, voyeurism, exhibitionism, and exposing the child to or involving the child in pornography. It includes child grooming, which refers to actions deliberately undertaken with the aim of befriending and establishing an emotional connection with a child to lower the child's inhibitions in preparation for sexual activity with the child.

Reasonable grounds for belief is a belief based on reasonable grounds (see below) that child abuse has occurred when all known considerations or facts relevant to the formation of a belief are taken into account and these are objectively assessed. Circumstances or considerations may include the source of the allegation and how it was communicated, the nature of and details of the allegation, and whether there are any other related matters known regarding the alleged perpetrator.

A reasonable belief is formed if a reasonable person believes that:

- the child is in need of protection, or
- the child has suffered or is likely to suffer significant harm as a result of physical injury, or
- the parents are unable or unwilling to protect the child.

A "reasonable belief" or a "belief on reasonable grounds" is not the same as having proof, but it is more than mere rumour or speculation.

A "reasonable belief" is formed if a reasonable person in the same position would form the belief on the same grounds. For example, a "reasonable belief" might be formed if:

- a) a child states that they have been physically or sexually abused
- b) a child states that they know someone who has been physically or sexually abused (the child may be talking about themselves)
- c) someone who knows a child states that the child has been physically or sexually abused
- d) professional observations of the child's behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused
- e) signs of abuse lead to a belief that the child has been physically or sexually abused.

Employment and Induction

The Shire's recruitment procedure, including advertising, referee checks and staff and volunteer preemployment screening, emphasises child safety and wellbeing in line with its commitment to promoting child safety.

The Shire has a robust recruitment and selection process, to ensure the recruitment of suitable staff and minimise the risk of recruiting individuals who may commit child abuse.

The Shire undertakes a comprehensive recruitment and screening process for all staff and volunteers. This process aims to:

- promote and protect the safety of all children under the care of the organisation
- identify the safest and most suitable people who share the Shire's values and commitment to protecting children, and
- prevent a person from working at the Shire if they pose a risk to children.

The Shire requires all staff and volunteers to pass through the organisation's recruitment and screening processes before commencing their engagement.

All relevant staff must have current Working with Children Checks to support the ongoing culture of child safety.

The Shire may require applicants to provide a national police check in accordance with the law and as appropriate, before they commence working and during their time with the Shire at regular intervals.

The Shire will undertake thorough reference checks as per the approved internal procedure.

Once engaged, workers and volunteers must review and acknowledge their understanding of this policy.

Training will be available to staff who are likely to come into regular contact with children and young people. This training will include how to identify, assess and minimise the risk of child abuse and detect potential signs of child abuse. Position-specific training can also be provided.

Reporting

All staff, volunteers and contractors are responsible for reporting child safety concerns to their manager or the Shire's Child Safety Officer as soon as possible after receiving such information or forming a belief that a child is at risk.

Any person who believes a child is at immediate risk of abuse must contact the police (telephone 000).

In situations where a child supervisor or the Child Safety Officer suspected of involvement in the activity, or if the person having the suspicion does not believe that the matter is being appropriately addressed or dealt with, the matter should be reported to the CEO or next highest level of supervision.

Child Safety Officers must report complaints of suspected abusive behaviour or misconduct to the CEO and also to any external regulatory body such as the police.

If any staff member, volunteer or contractor has a reasonable belief that reportable conduct may have occurred, then they must report the incident to the Child Safety Officer directly and immediately.

If the incident potentially involves a criminal offence, the incident must also be reported to the local police station or by calling 000 after consulting with the Child Safety Officer if reasonably practicable.

Reportable conduct includes the following incidents:

- a sexual offence committed against, with or in the presence of, a child, whether or not a criminal proceeding in relation to the offence has been commenced or concluded
- sexual misconduct committed against, with or in the presence of a child
- physical violence committed against, with or in the presence of a child
- any behaviour that causes significant emotional or psychological harm to a child
- significant neglect of a child.

Where a law enforcement agency is seeking to investigate child safety concerns, staff members must co-operate to the best of their ability.

The Shire's Child Safety Officer must be available to be contacted by email or by mobile phone

The Shire also works to ensure all children, young people, families and staff understand their obligations and know who to tell if they observe abuse, are a victim, or notice inappropriate behaviour.

Investigating

If the appropriate child protection service or the police decide to investigate a report, all employees, contractors or volunteers must co-operate fully with the investigation.

Whether or not the authorities decide to conduct an investigation, the direct Manager will consult with the authorities to determine whether an internal investigation is appropriate. If it is decided that such an investigation will not conflict with any proceeding of the authorities, the Manager may decide to conduct such an investigation. All employees, contractors and volunteers must co-operate fully with the investigation.

Any such investigation will be conducted according to the rules of natural justice.

The Manager will make every effort to keep any such investigation confidential; however, from time to time other members of staff may need to be consulted in relation to the investigation.

After an initial review and a determination that the suspected abuse warrants additional investigation, the Manager shall coordinate the investigation with the appropriate investigators and law enforcement officials. Internal or external legal representatives will be involved in the process as deemed appropriate.

Responding

If it is alleged that staff member, contractor or volunteer may have committed an offence or breached the Shire's policies or Code of Conduct, the person concerned may be stood down (with pay, where applicable) while an investigation is conducted.

If the investigation concludes that on the balance of probabilities an offence (or a breach of the Shire's policies or Code of Conduct) has occurred then disciplinary action may follow, up to and including dismissal or cessation of involvement with the organisation. The findings of the investigation will be reported to any external body as required.

Privacy

The Shire will respect the privacy of the individuals involved unless there is a risk to someone's safety. [The Shire will have safeguards and practices in place to ensure that any personal information considered or recorded remains confidential.

In accordance with privacy laws, everyone is entitled to know how the personal information will be recorded, what will or can be done with it, and who may be able to access it.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022

Children and Community Services Act 2004

Child Safety Protection Policy (Shire of Koorda)

Child Safety Code of Conduct (Shire of Koorda)

Review

Every two years, and following every reportable incident, a review shall be conducted to assess whether the Shire's child protection policies or procedures require modification.

Next Due: April 2026

Date	Council Resolution	Description of review/amendment
19/06/2023	RES:	



Human Resources

Child Protection – Code of Conduct

Responsibilities

The Shire of Koorda (“**the Shire**”) is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse.

Any person who believes a child is at immediate risk of abuse must contact the police (telephone 000).

Staff, volunteers and contractors at the Shire are required to abide by the Child Safety Code of Conduct.

The Shire recognises, respects and promotes its responsibilities to keep children safe from abuse, and commits to ensuring the safety of children as a first priority. The Shire will not tolerate child abuse or discriminatory practices.

Child Safety Code of Conduct

The Child Safety Code of Conduct aims to protect children and reduce opportunities for child abuse or harm to occur. It is intended to complement the Shire’s other related policies and procedures.

The Child Safety Code of Conduct applies to the broad range of situations where interaction with children and young people may occur in the delivery of the Shire’s services, including through digital technology and social media.

The Shire’s CEO is:

1. responsible for the overall welfare and wellbeing of staff and volunteers
2. accountable for managing and maintaining a duty of care towards staff and volunteers
3. the Shire’s Child Safety Officer (unless delegated in writing) and will provide information and support to all staff, volunteers, children, young people and their carers regarding child protection matters relating to the Shire.

All people involved in the care of children on behalf of the Shire, including staff, volunteers and contractors, will:

1. work towards achieving the aims and purposes of the organisation
2. be responsible for relevant administration of programs and activities in their area
3. maintain a duty of care towards others involved in these programs and activities
4. take all reasonable steps to protect children from abuse and harm
5. establish and maintain a child-safe environment for children and young people in the course of their work
6. be fair, considerate and honest in their dealings with others
7. work with children in an open and transparent way
8. treat children and young people with respect and value their ideas and opinions
9. encourage children to participate in matters important to them
10. act as positive role models in their conduct with children and young people and model appropriate adult behaviour
11. listen to children and respond to their needs appropriately
12. be professional in their actions
13. maintain strict impartiality

14. comply with specific organisational guidelines on physical contact with children
15. respect the privacy of children and their families, teachers and carers, and disclose information about them only to people who have a need to know
16. operate within the policies and guidelines of the Shire, including adhering to the Child Safe Policy, at all times
17. report any allegations of child abuse
18. contact the police if a child is at immediate risk of abuse (phone 000).

Staff, volunteers and contractors shall work to prevent discrimination and actively promote the participation and inclusion of all children, recognising in particular:

1. Aboriginal and Torres Strait Islander children and young people
2. children from culturally and/or linguistically diverse backgrounds
3. children with a disability
4. children in and out of home care and the youth justice system.

Staff, volunteers and contractors shall not:

1. shame, humiliate, oppress, belittle or degrade children or young people
2. unlawfully discriminate against any child or young person, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
3. seek to use children in any way to meet the needs of adults
4. ignore or disregard any concerns, suspicions or disclosure of child abuse or harm
5. engage in any activity with a child or young person that is likely to physically or emotionally harm them
6. initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves; e.g. toileting or changing clothes
7. be alone with a child or young person unnecessarily and for more than a very short time
8. develop a "special" relationship with a specific child or young person for their own needs
9. show favouritism through the provision of gifts or inappropriate attention
10. arrange contact, including online contact, with children or young people outside of the organisation's programs and activities
11. have unauthorised contact with children and young people in person, online or by phone
12. photograph or video a child or young person without the consent of the child and their parents or guardians
13. work with children or young people while under the influence of alcohol or illegal drugs
14. engage in open discussions of a mature or adult nature in the presence of children
15. use inappropriate language or behaviour, including discriminatory or oppressive language or behaviour, in the presence of children
16. do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

Consequences of Breaching the Child Safety Code of Conduct

A breach of the Child Safety Code of Conduct by a Shire a staff member, contractor or volunteer may result in disciplinary action being taken against them in accordance with the Shire policy, including and up to termination of employment or cessation of engagement with the organisation.

In addition to any action that may be taken according to the Shire's disciplinary policy, matters that indicate potential criminal conduct may be reported to police for investigation.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Parliamentary Commissioner Amendment (Reportable Conduct) Act 2022

State Records Act 2000

Children and Community Services Act 2004

Child Safety Protection Policy (Shire of Koorda)

Child Safety Protection Procedures (Shire of Koorda)

Review

Every two years, and following every reportable incident, a review shall be conducted to assess whether the Shire's Child Safety Code of Conduct requires modification.

Next Due: April 2026

Date	Council Resolution	Description of review/amendment
19/06/2023	RES:	



What is the Reportable Conduct Scheme?

The Reportable Conduct Scheme (**the Scheme**) makes Western Australian children safer. The Scheme compels heads of organisations that exercise care, supervision or authority over children to notify allegations of, or convictions for, child abuse by their employees to the Ombudsman and then investigate these allegations. The Ombudsman will monitor, oversee and review these investigations.

The Scheme implements key recommendations of the *Royal Commission into Institutional Responses to Child Sexual Abuse* (**Royal Commission**) and provides that child abuse in organisations will be:

- notified to an impartial and independent body
- investigated fully; and
- dealt with to ensure children are protected from abuse within institutions.

Is my organisation covered by the Scheme?

The organisations covered by the Scheme reflect those recommended by the Royal Commission, namely:

- Western Australian Government departments and authorities, including local governments;
- child protection and out-of-home care services;
- childcare services;
- education services;
- health services;
- justice and detention services;
- accommodation and residential services;
- religious institutions; and
- disability services.

The Scheme does not apply to organisations that do not exercise care, supervision or authority over children. For further information on the types of organisation covered by the Scheme, please refer to our information sheet [About the Scheme](#).

Why is this review being undertaken?

Organisations are required to have systems in place to enable them to better protect against, and respond to, reportable conduct. These include systems to:

- prevent the abuse of children in the organisation;
- report allegations of, and convictions for, child abuse involving an employee to the head of the organisation;
- notify the Ombudsman of a report made to the head of the organisation of an allegation of, or conviction for, child abuse; and
- investigate an allegation of, or conviction for, child abuse involving an employee of the organisation and take appropriate action in response to the findings of the investigation.

Under the Scheme, the Ombudsman has functions to monitor systems and to support continuous improvement in organisations. The undertaking of this review is consistent with these functions and is intended to improve the safety of children in Western Australia.

Do I have to complete the survey?

Yes. Pursuant to section 19S(2) of the *Parliamentary Commissioner Act 1971*, you must comply with a request from the Ombudsman to provide information about your organisation's systems.

What will you do with information collected through the survey?

Based on survey responses, the Ombudsman may request further information from your organisation and may make recommendations in relation to your systems.

As the Scheme has been recently introduced, the review is not intended to penalise individual organisations if systems have not been fully implemented. Rather, it is intended to identify strengths, areas of good practice, and opportunities for improvement in each sector. Arising from the review, a deidentified report using aggregated survey data will be prepared and made publicly available.

Who in my organisation should complete the survey?

The survey should be completed once only by the head of your organisation (or their delegate). The head of the organisation may be a Chief Executive Officer (CEO), a principal officer or someone in a similar position or fulfilling a similar role.

Determining who is the head of an organisation depends on each organisation's structure, governance arrangements and legal obligations. For further information about identifying the head of your organisation, please refer to our information sheet [Responsibilities of the head of an organisation](#).

What if my organisation doesn't have any systems in place?

The Ombudsman is focused on providing information, guidance and support to organisations to help them meet their obligations under the Scheme.

In the initial stages of the Scheme, the Ombudsman expects that organisations will use their best endeavours to meet the requirements of the Scheme. During this time the Ombudsman's approach will focus on working with organisations to ensure they understand their obligations under the Scheme, including having systems in place.

Information sheets and guidance material to support organisations to implement systems are available on the [Ombudsman's website](#).

The survey lists many example practices and policies. Are all of these practices or policies required to constitute a system?

There is no 'one-size-fits-all' approach to the implementation of systems. It is important to consider the nature of the organisation and the systems already in place when considering whether to implement a new system, in particular:

- Organisations may have already implemented systems in relation to preventing and responding to serious allegations including allegations of, and convictions for, child abuse. Where this is the case, the organisation can assess whether these existing frameworks adequately address the requirements of the Scheme, rather than implement additional practices or policies;

- Organisations will have different numbers of children under their care, supervision and authority with different levels of vulnerability. Therefore, the manner in which each organisation will implement systems will vary; and
- It is appropriate and reasonable for smaller organisations to consider the practicalities and resources required to implement these systems and to tailor their implementation approach to their specific circumstances.

In the survey, what does it mean to 'implement a system', 'partially implement a system', or 'not implement a system'?

Answer 'yes' that you have implemented a system if your system is in place and functional. This option does not preclude continuous improvement to the system over time.

Answer 'partially' if parts of your system are in place and functional, but some components are identified as being still in progress.

Answer 'no' if your organisation has yet to implement any components of a system.

Who can I contact if I have questions about this review?

You can contact the project team at OWAprojects@ombudsman.wa.gov.au with any questions about the survey or the review.

If you would like to know more about the Reportable Conduct Scheme, please visit the [Ombudsman's website](#) to access further guidance and support materials.



GOVERNANCE PLAN (GP) - SUMMARY OF CHANGES

Item No.	Description	Original GP - Changes made	Revised GP – To be read as
	Amendments	Added: Revision Date 14 March 2024	14 March 2024 – Two Year Review from 14/09/2024
10.1	Roles and Responsibilities	Deleted: Monitoring project delivery, including budget acquittal	Monitoring the delivery and acquittal of funded projects
10.1	Roles and Responsibilities	Deleted: these	Set and be responsible for procedures covering the administration and functioning of the WSN
10.1	Roles and Responsibilities	Changed: PD	Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has the final approval of the engagement.
10.1	Roles and Responsibilities	Added: Program Director	Approval of delegation of authority and assignment of responsibilities of Program Director and Program Manager.
10.2.1	Membership	Added: 8 Proxy Members	8 Proxy Members
10.2.10	Delegated Representatives	<p>Revised: Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC.</p> <p>A nominated person is entitled to attend and otherwise represent the member at SC meetings but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present. The nominated person must be from the SRRG or organization that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG</p>	<p>The members of the Steering Committee are made up of eight (8) voting members and eight (8) proxies from each of the Sub Regional Road Group (SRRG). All 16 members are invited to attend the SC meetings, however, only one (1) vote is counted when resolving a resolution.</p> <p>The Chairperson and the Deputy Chairperson of the WSN Steering Committee are also elected from among the SRRG members for a period of two years. In the absence of the Chairperson during an SC meeting, the Deputy Chair will conduct the meeting proceedings.</p>
11	WSN Technical Committee	Added: These may be LGA employees and/or Consultants/Contractors	The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WS SRRGs, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees and/or Consultants/Contractors.

11.2.2	Membership	<p>Added: 8 Proxy members Changed: two-year term Deleted: following the LG elections</p> <p>The SRRG members are nominated to the Technical Committee for a two-year term at the first SRRG meeting of the calendar year following the LG elections.</p> <p>The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.</p>	<p>8 Proxy members</p> <p>The SRRG members are nominated to the Technical Committee for a one-year term at the first SRRG meeting of the calendar year.</p> <p>The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.</p>										
11.2.3	Voting and Decision Making	<p>Deleted: An SRRG may nominate Consultants or Contractors as their member, but a consultant or contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members. Each voting member has one vote, and decisions shall be by simple majority.</p> <p>If there is no majority, then the matter shall be referred to the SC for consideration.</p>	<p>The members of the Technical Committee (TC) are made up of eight (8) voting members and eight (8) proxies from each of the Sub Regional Group (SRRG). These members are also LGA employees and/or Consultants/Contractors of the LGA. All 16 members are invited to attend the TC meetings, however, only one (1) vote is counted when resolving a resolution.</p> <p>The Chairperson of the Technical Committee is the WSFN Program Director. In the absence of the Chairperson, the WSFN Program Manager conducts the meeting proceedings.</p>										
11.2.7	Meetings	<p>Added: where possible</p>	<p>The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule where possible in the following months:</p>										
11.2.8	Delegated Representatives	<p>Added: 8 Proxy Members</p>	<p>8 Proxy Members</p>										
13.1	Funding Sources	<p>Added: current</p>	<p>The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The current funding split is noted in the table below:</p> <table data-bbox="1462 1225 2157 1388"> <thead> <tr> <th data-bbox="1462 1225 1944 1257">Funding Source</th> <th data-bbox="1944 1225 2157 1257">Funding Ratio</th> </tr> </thead> <tbody> <tr> <td data-bbox="1462 1257 1944 1289">Commonwealth</td> <td data-bbox="1944 1257 2157 1289">80.0%</td> </tr> <tr> <td data-bbox="1462 1289 1944 1321">State</td> <td data-bbox="1944 1289 2157 1321">13.3%</td> </tr> <tr> <td data-bbox="1462 1321 1944 1353">LGA</td> <td data-bbox="1944 1321 2157 1353">6.7%</td> </tr> <tr> <td data-bbox="1462 1353 1944 1388">Total</td> <td data-bbox="1944 1353 2157 1388">100%</td> </tr> </tbody> </table>	Funding Source	Funding Ratio	Commonwealth	80.0%	State	13.3%	LGA	6.7%	Total	100%
Funding Source	Funding Ratio												
Commonwealth	80.0%												
State	13.3%												
LGA	6.7%												
Total	100%												

13.4.2	Over expenditure	Added: The process for an application is documented on the WSFN website	Where a project is completed for more than the budget allocation, the respective local government shall fund the shortfall. A local government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances. The process for an application is documented on the WSFN website.
Attachment 2	Meetings – Timing and Venue	Added: The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland.	An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRGs, SC and TC. The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland.
Attachment 3	Disclosure of Interests	Deleted: Guidelines	Provide Disclosure of Interest form.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

REVISED

GOVERNANCE PLAN

Doc No. WSFN-GOV2024-001
Date: MARCH 2024

Document Control

Owner	<p>This manual is owned and authorised by Chairperson of Wheatbelt Secondary Network Steering Committee.</p> <p>Authorisation</p> <p>As Chairperson of the Steering Committee, I authorise the issue and use of this Governance Plan for Wheatbelt Secondary Freight Network.</p>
Custodian	<p>The Wheatbelt Secondary Freight Network Program Director is the delegated custodian.</p> <p>All comments and requests for revision should be submitted to the Program Director in accordance with the document control procedures.</p>
Document Number	<p>WSFN-GOV2023-001</p> <p>Printed copies are uncontrolled unless marked otherwise.</p>
Issue Date	<p>14/09/2022</p>
Review Frequency	<p>2 years maximum</p>

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	8-Jun-22	Initial draft	all
2	16-Jun-22	Draft following SC review and comment	all
3	18-Aug-22	Final draft following LGA feedback	all
4	14 Mar-24	Two-Year Review from 14/09/2022	all

Operational Definitions of Key Terms

Term	Definition
EO	Executive Officer
IPP	Indigenous Participation Plan
LGA	Local Government Authority
MRWA	Main Roads Western Australia
PD	Program Director
PM	Program Manager
PMT	Program Management Team
RDA-W	Regional Development Australia - Wheatbelt
RRG	Regional Road Group
SRRG	Sub-Regional Road Group
SC	Wheatbelt Secondary Freight Network Steering Committee
TC	Wheatbelt Secondary Freight Network Technical Committee
WALGA	Western Australian Local Government Association
WDC	Wheatbelt Development Commission
WSFN	Wheatbelt Secondary Freight Network
GP	Governance Plan
PPR	Project Proposal Report
WNRRG	Wheatbelt North Regional Road Group
WSRRG	Wheatbelt South Regional Road Group
MCA	Multi-Criteria Analysis



References and Related Documents

Procedures outlined in this plan are to be read in conjunction with the following documents:

Description
Multi Criteria Analysis Methodology
Basis of Design
Indigenous Participation Plan
Program Delivery Plan
Program Management Host Memorandum of Understanding
Budget Development & Request for Variation



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1 BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20, respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2 PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program.
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level.
3. Ensures that the project maintains on-going funding support.
4. Provides oversight and guidance.
5. Fosters accountability and transparency.

3 SCOPE

The funding for the WSFN is for the improvement of Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSFN Steering Committee and its member organisations, with input from a WSFN Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance.
 - Overall program and budget management.
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects.
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

This GP should be read in conjunction with the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be prioritised.

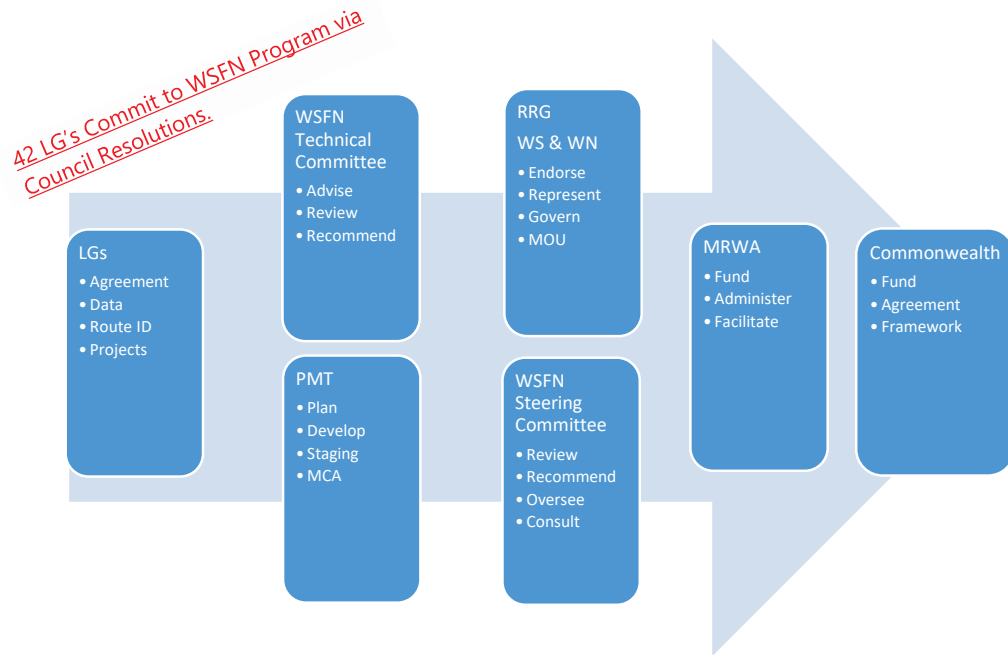
All 42 Local Governments have formalised their commitment to WSFN Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSFN program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Commonwealth and State governments are the overall funding approving authorities for the WSFN. The determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of the release of committed funding for the program.

Local Governments provide representation on the RRG's, the SC and/or the TC. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the SC and monitor the implementation of the projects from the program within their own region.

The SC comprises equal representation from the Wheatbelt North Regional Road Group (WNRWG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
Formal Agreement	Commit			Endorse	Approve	Commit
Governance Plan	Commit	Prepare		Endorse	Approve	Receive
Program Delivery Plan	Receive	Prepare		Endorse	Approve	Receive
MCA	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
Technical Documents		Prepare	Recommend	Approve	Receive	Receive
Annual Report	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
Staging Plan	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Annual Program Budget	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Specific Projects	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Project Proposal Report (PPR).
- Provide funding to the Program via Main Roads Western Australia in alignment with agreed milestones.

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for the approval of the release on committed funding and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR is in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amended from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program.

They have provided necessary data to be utilised as part of the MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WSRRG & WNRRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of WNRRG and WSRRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds within the approved program to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
 - On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
 - Recommending any variations / changes to the approved program to the WNRRG and WSRRG's for approval.
 - Review and recommend the multi-criteria analysis process and basis of design to the WNRRG and WSRRG's for approval.
 - **Monitoring the delivery and acquittal of funded projects.**
 - Redistributing funds between projects in the approved program to suit delivery progress/schedules.
 - Reviewing individual WSFN procedures.
 - **Set and be responsible for procedures covering the administration and functioning of the WSFN.**
- Responding with appropriate strategies when funding changes are made by funding providers under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
 - Approval of engagement of Program Director, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.
 - Approval of delegation of authority and assignment of responsibilities of Program Director.
 - Conduct annual performance and development reviews of the Program Director's performance of their role in the WSFN.
 - Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PM will be undertaken by the Program Host and as such has final approval of the engagement.
 - **Approval of delegation of authority and assignment of responsibilities of Program Director and Program Manager.**
 - Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
 - Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
 - Review of Program risks and risk management strategies as developed, reviewed, and documented by the PMT.

- Review of recommendations made by the TC that are disputed by LGA's.

Subject to the endorsement of the WSRRG and WNRRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 8 Proxy members
- 5 non-voting members
 - WSFN Program Director
 - delegate from WA Local Government Association (WALGA)
 - delegate from Regional Development Australia – Wheatbelt (RDA-W)
 - delegate from Main Roads Western Australia (MRWA) and
 - delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SRRG voting members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairperson resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two-year term (or remainder there-of if the elected following resignation of previous Chairperson).

If when the votes cast in the election of the Chairperson are counted there is an equality of votes between 2 or more candidates, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days. Any nominations for position of Chairperson may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the members are to vote again on the position of Chairperson. Should the Steering Committee still be unable elect a chairperson, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Deputy Chairperson resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two-year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson. If the Deputy Chairperson is unable to undertake the duties of the Chairperson in the absence of the Chairperson, the SC shall elect a member to complete the duties for a defined period.

Should the SC be unable to agree on a nominated Deputy Chairperson the appointment will be held over to the next SC meeting. If at the next SC meeting, the SC are unable to agree on a nominated Deputy Chairperson then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.4 Administration

The WSFN Program Management Team (PMT) will provide administrative support to the SC.

10.2.5 Observers

The Chairperson may invite to SC meetings other personnel who would assist with matters under SC consideration.

10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the vote shall be suspended, with the SC to reconvene after 7 days to reconsider the matter and revote. If after re-voting there is still no majority, then the Chairperson shall cast an additional vote.

10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to declare personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and Operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of the Guidelines is provided in Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision, or determination on the matter.

An employee or person providing advice, or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial or proximity interest in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.8 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.9 Meetings

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members at least 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft SC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

10.2.10 Delegated Representatives

The SC membership shall be made up of the following:

- 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 8 Proxy members
- 5 non-voting members
 - WSNF Program Director.
 - delegate from WA Local Government Association (WALGA).
 - delegate from Regional Development Australia – Wheatbelt (RDA-W).
 - delegate from Main Roads Western Australia (MRWA); and
 - delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.3 Discretionary Powers

The SC has the authority to adjust budgeted project funding, as appropriate, between projects within the approved WSFN program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (EFYEs)

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. **These may be LGA employees or Consultants/Contractors.**

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

The responsibilities of the TC include:

- Recommend the multi-criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Review the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Review the Indigenous Participation Plan for submission to the Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement.
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical advice to the WSFN PMT.
- Review recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Review of risks and risk mitigation strategies

- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director. In the absence of the PD, the PM will assume the Chairperson of the Technical Committee.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- 8 Proxy members
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two-year term at the first SRRG meeting of the calendar year following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines is at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision, or determination on the matter.

An employee or person providing advice, or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Recommendation Review

If a LGA does not agree with a recommendation made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them at a meeting of the SC to review the disputed recommendation.

At the meeting, an LGA representative will present a reasoning for their disagreement with the recommendation, which includes endorsement by their SRRG member. Following this submission, the SC will then review the recommendation.

11.2.7 Meetings

The PMT, will develop an annual meeting timetable relating to the timetable of the TC.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule **where possible** in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of TC meetings and forward a copy to each TC member, each RRG and each LGA. The draft TC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

11.2.8 Delegate Representatives

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- 8 Proxy members
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the overview of the delivery and budget of the WSFN program, as delegated by the SC.

- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs.
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints.
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network.
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Providing assistance to LGA's as required for the development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects.
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct annual performance and development reviews of the Program Manager's and other staff performance of their role in the WSFN.

The SC will, in conjunction with the Program Host, approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation, and delivery of priority projects with relevant LGs.



12.3 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager, and any other staff. Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget.

12.4 Individual LGA’s Project Development and Delivery

The following table provides an overview of the key roles required by individual LGA’s with the development and delivery of on-ground works. It outlines how the PMT and LGA’s will work together towards successful project delivery.

Stage	Details
<p>1. Program Delivery Plan</p>	<ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program. ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope, and year of delivery. ▪ Identification of Funds required for a 4-year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works.
<p>2. Project Scoping and Approval</p>	<ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process. ▪ Projects will be scoped, and a detailed budget developed by individual LGA's in-conjunction with PMT. ▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. ▪ PMT will make recommendations to the SC for endorsement. ▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.
<p>3. Detailed Scoping, Design and Budget Development</p>	<ul style="list-style-type: none"> ▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. ▪ Provide final detail budgets and scope to PMT. ▪ LGA's are to include projects in their annual budget for the proposed year. ▪ LGA's to be responsible for all relevant approvals. ▪ PMT to work with LGA's to verify budgets.
<p>4. Delivery</p>	<ul style="list-style-type: none"> ▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ LGA's to ensure Indigenous engagement targets set within the Program IPP are incorporated within each individual project. ▪ PMT to work with LGA's to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (i.e not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSFN program.

13.1 Funding Sources

The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The **current** funding split is noted in the table below:

Funding Source	Funding Ratio
Commonwealth	80%
State	13.3%
LGA	6.7%
Total	100%

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSFN SC.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSFN for redistribution.

13.4.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall.

A Local Government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances. **The process for a full application is documented in the WSFN website.**

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (also refer section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSFN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSFN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year of circumstances in which WSFN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSFN, shall report to the Commonwealth on WSFN budget compared with actual expenditures. This report shall be at the project level and provide reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSFN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSFN sign design.

14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSFN program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LGs to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	Monthly ⁽²⁾
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December ⁽²⁾
3	PMT notify SC of any carry over.	April ⁽²⁾
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July ⁽³⁾
5	PMT provide annual summary of project expenditure to the SC.	July ⁽³⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LGs to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next year's budget	September ⁽¹⁾
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December ⁽¹⁾
3	WSFN Steering Committee meeting Review recommendations and direct PMT to make adjustments	December ⁽¹⁾
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February ⁽¹⁾
5	PMT to submit PPR to Main Roads	February ⁽¹⁾
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February ⁽¹⁾
7	State Budget submitted to the Minister for Transport.	February ⁽¹⁾
8	State Budget approved by Parliament.	March ⁽¹⁾
9	WSFN Steering Committee meeting.	May ⁽¹⁾
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April ⁽¹⁾
11	WSFN Steering Committee meeting.	August ⁽¹⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(to be used as a guide)

Executive Support

The WSFN PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding, and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available, and records of Minutes maintained).
- Annual and Five-Year Works Program including amendments.
- Summary of Payments of WSFN Funds to Local Governments.
- Certificates of Completion for WSFN Projects.
- An up-to-date Plans and Procedures.
- An up-to-date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC.

These meetings will usually be held at the WSFN Office, Unit 37/5 Keane Street, Midland.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSFN Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.



ATTACHMENT 3 – DISCLOSURE OF INTERESTS

WRITTEN DECLARATION OF INTEREST IN A MATTER BEFORE WSFN TECHNICAL OR STEERING COMMITTEE

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, ⁽¹⁾ _____ wish to declare an interest in the following item to be considered by WSFN Steering Committee at its meeting to be held on ⁽²⁾ _____

Agenda Item ⁽³⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- Financial
- Proximity
- Indirect Financial
- Impartiality

The nature of my interest is ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

I understand that the above information will be recorded in the minutes of the meeting and recorded by the WSFN Project Director (Technical Committee) or the WSFN Chairperson (Steering Committee) in the existing Declaration of Interest Register.

Name and Signature

____/____/____
Date

1. Insert your name.
2. Insert the date of the Committee Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

GOVERNANCE PLAN

Doc No. D22#896940
Date: August, 2022

Document Control

Owner	<p>This manual is owned and authorised by Chairperson of Wheatbelt Secondary Network Steering Committee.</p> <p>Authorisation As Chairperson of the Steering Committee, I authorise the issue and use of this Governance Plan for Wheatbelt Secondary Freight Network.</p>
Custodian	<p>The Wheatbelt Secondary Freight Network Program Director is the delegated custodian.</p> <p>All comments and requests for revision should be submitted to the Program Director in accordance with the document control procedures.</p>
Document Number	<p>D22#896940</p> <p>Printed copies are uncontrolled unless marked otherwise.</p>
Issue Date	<p>14/09/2022</p>
Review Frequency	<p>2 years maximum</p>

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	8-Jun-22	Initial draft	all
2	16-Jun-22	Draft following SC review and comment	all
3	18-Aug-22	Final draft following LGA feedback	all

Operational Definitions of Key Terms

Term	Definition
EO	Executive Officer
IPP	Indigenous Participation Plan
LGA	Local Government Authority
MRWA	Main Roads Western Australia
PD	Program Director
PM	Program Manager
PMT	Program Management Team
RDA-W	Regional Development Australia - Wheatbelt
RRG	Regional Road Group
SRRG	Sub-Regional Road Group
SC	Wheatbelt Secondary Freight Network Steering Committee
TC	Wheatbelt Secondary Freight Network Technical Committee
WALGA	Western Australian Local Government Association
WDC	Wheatbelt Development Commission
WSFN	Wheatbelt Secondary Freight Network
GP	Governance Plan
PPR	Project Proposal Report
WNRRG	Wheatbelt North Regional Road Group
WSRRG	Wheatbelt South Regional Road Group
MCA	Multi-Criteria Analysis

References and Related Documents

Procedures outlined in this plan are to be read in conjunction with the following documents:

Description
Multi Criteria Analysis Methodology
Basis of Design
Indigenous Participation Plan
Program Delivery Plan
Program Management Host Memorandum of Understanding
Budget Development & Request for Variation

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1 BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20 respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2 PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program;
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level;
3. Ensures that the project maintains on-going funding support;
4. Provides oversight and guidance; and
5. Fosters accountability and transparency.

3 SCOPE

The funding for the WSFN is for the improvement of Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSFN Steering Committee and its member organisations, with input from a WSFN Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance
 - Overall program and budget management
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

This GP should be read in conjunction with the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be prioritised.

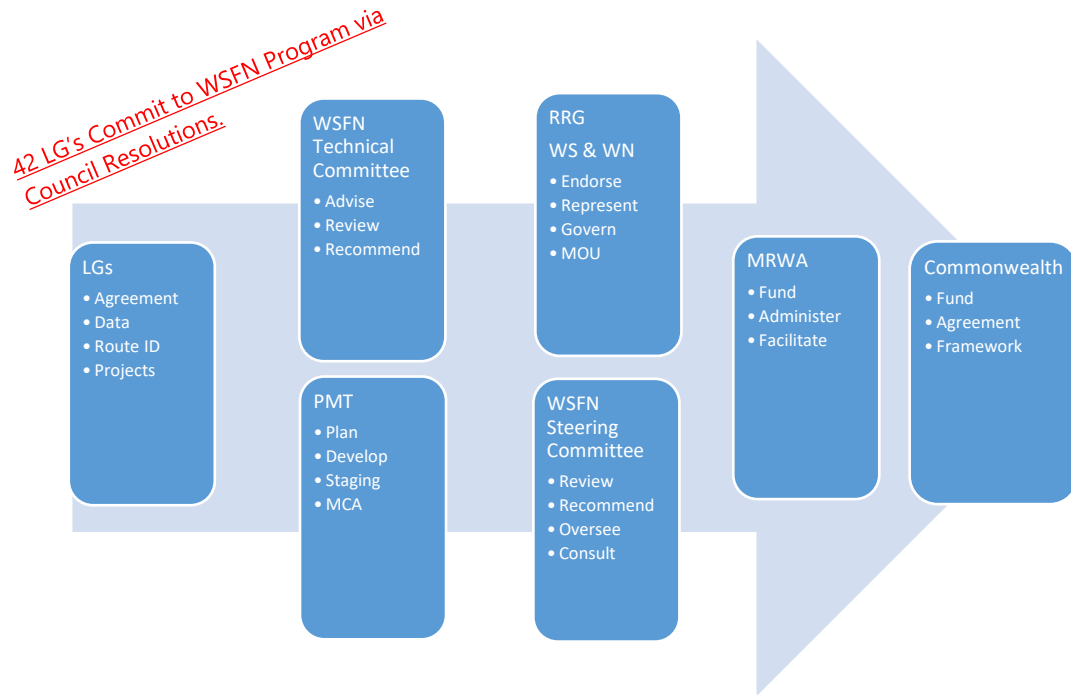
All 42 Local Governments have formalised their commitment to WSFN Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSFN program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Commonwealth and State governments are the overall funding approving authorities for the WSFN. The determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of the release of committed funding for the program.

Local Governments provide representation on the RRG's, the SC and/or the TC. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the SC and monitor the implementation of the projects from the program within their own region.

The SC comprises equal representation from the Wheatbelt North Regional Road Group (WNRWG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
Formal Agreement	Commit			Endorse	Approve	Commit
Governance Plan	Commit	Prepare		Endorse	Approve	Receive
Program Delivery Plan	Receive	Prepare		Endorse	Approve	Receive
MCA	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
Technical Documents		Prepare	Recommend	Approve	Receive	Receive
Annual Report	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
Staging Plan	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Annual Program Budget	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Specific Projects	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Project Proposal Report (PPR).
- Provide funding to the Program via Main Roads Western Australia in alignment with agreed milestones.

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for the approval of the release on committed funding and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR is in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amended from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program.

They have provided necessary data to be utilised as part of the MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WSRRG & WNRRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of WNRRG and WSRRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds within the approved program to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.

- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
- Monitoring project delivery, including budget acquittal
- Recommending any variations / changes to the approved program to the WNRRG and WSRRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the WNRRG and WSRRG's for approval.
- Monitoring the delivery and acquittal of funded projects.
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- Set and be responsible for these procedures covering the administration and functioning of the WSFN.
- Responding with appropriate strategies when funding changes are made by funding providers under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct annual performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Manager.
- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Review of Program risks and risk management strategies as developed, reviewed and documented by the PMT.
- Review of recommendations made by the TC that are disputed by LGA's.

Subject to the endorsement of the WSRRG and WNRRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 5 non-voting members
 - WSFN Program Director;
 - delegate from WA Local Government Association (WALGA);
 - delegate from Regional Development Australia – Wheatbelt (RDA-W);
 - delegate from Main Roads Western Australia (MRWA); and
 - delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SRRG voting members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairperson resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Chairperson).

If when the votes cast in the election of the Chairperson are counted there is an equality of votes between 2 or more candidates, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days. Any nominations for position of Chairperson may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the members are to vote again on the position of Chairperson. Should the Steering Committee still be unable elect a Chairperson, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Deputy Chairman resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson. If the Deputy Chairperson is unable to undertake the duties of the Chairperson in the absence of the Chairperson, the SC shall elect a member to complete the duties for a defined period.

Should the SC be unable to agree on a nominated Deputy Chairperson the appointment will be held over to the next SC meeting. If at the next SC meeting, the SC are unable to agree on a nominated Deputy Chairperson then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.4 Administration

The WSFN Program Management Team (PMT) will provide administrative support to the SC.

10.2.5 Observers

The Chairperson may invite to SC meetings other personnel who would assist with matters under SC consideration.

10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the vote shall be suspended, with the SC to reconvene after 7 days to reconsider the matter and revote. If after re-voting there is still no majority, then the Chairperson shall cast an additional vote.

10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to declare personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and Operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of the Guidelines is provided in Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial or proximity interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.8 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the

dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.9 Meetings

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members at least 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft SC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

10.2.10 Delegated Representatives

Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC.

A nominated person is entitled to attend and otherwise represent the member at SC meetings, but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present. The nominated person must be from the SRRG or organisation that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG.

10.3 Discretionary Powers

The SC has the authority to adjust budgeted project funding, as appropriate, between projects within the approved WSFN program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (AFYEs).

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA.

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program

The responsibilities of the TC include:

- Recommend the Multi-Criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Review the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Review the Indigenous Participation Plan for submission to the Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical advice to the WSFN PMT.
- Review recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Review of risks and risk mitigation strategies
- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director.

In the absence of the PD, the PM will assume the Chairperson of the Technical Committee.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).

- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

An SRRG may nominate Consultants or Contractors as their member, but a Consultant or Contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members. Each voting member has one vote and decisions shall be by simple majority.

If there is no majority, then the matter shall be referred to the SC for consideration.

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Recommendation Review

If a LGA does not agree with a recommendation made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them at a meeting of the SC to review the disputed recommendation.

At the meeting, an LGA representative will present a reasoning for their disagreement with the recommendation, which includes endorsement by their SRRG member. Following this submission, the SC will then review the recommendation.

11.2.7 Meetings

The PMT, will develop an annual meeting timetable relating to the timetable of the TC.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of TC meetings and forward a copy to each TC member, each RRG and each LGA. The draft TC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

11.2.8 Delegated Representatives

Each Technical Committee member may delegate authority to a nominated person, to attend and otherwise represent the member. The nominated person must be from the SRRG or organisation that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the overview of the delivery and budget of the WSFN program, as delegated by the SC.
- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including visual inspections would be undertaken to support desktop activities and to inform gap assessment.

- Providing assistance to LGA’s as required for the development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct annual performance and development reviews of the Program Manager’s and other staff performance of their role in the WSFN.

The SC will, in conjunction with the Program Host, approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of priority projects with relevant LGs.

12.3 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager and any other staff.

Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget.

12.4 Individual LGA’s Project Development and Delivery

The following table provides an overview of the key roles required by individual LGA’s with the development and delivery of on-ground works. It outlines how the PMT and LGA’s will work together towards successful project delivery.

Stage	Details
1. Program Delivery Plan	<ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program.

	<ul style="list-style-type: none"> ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process. ▪ Projects will be scoped and a detailed budget developed by individual LGA's in-conjunction with PMT. ▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. ▪ PMT will make recommendations to the SC for endorsement. ▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. ▪ Provide final detail budgets and scope to PMT. ▪ LGA's are to include projects in their annual budget for the proposed year. ▪ LGA's to be responsible for all relevant approvals. ▪ PMT to work with LGA's to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ LGA's to ensure indigenous engagement targets set within the Program IPP are incorporated within each individual project. ▪ PMT to work with LGA's to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved

WSFN program.

13.1 Funding Sources

The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The funding split is noted in the table below:

Funding Source	Funding Ratio
Commonwealth	80%
State	13.3%
LGA	6.7%
Total	100%

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSFN SC.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSFN for redistribution.

13.4.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall.

A Local Government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances.

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (refer also section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSFN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSFN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year, of circumstances in which WSFN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSFN, shall report to the Commonwealth on WSFN budget compared with actual expenditures. This report shall be at the project level and provide reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSFN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSFN sign design.

14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSFN program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LG's to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	monthly ⁽²⁾
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December ⁽²⁾
3	PMT notify SC of any likely carry over.	April ⁽²⁾
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July ⁽³⁾
5	PMT provide annual summary of project expenditure to the SC.	July ⁽³⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LG's to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next years budget	September ⁽¹⁾
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December ⁽¹⁾
3	WSFN Steering Committee meeting Review recommendations and direct PTM to make adjustments	December ⁽¹⁾
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February ⁽¹⁾
5	PMT to submit PPR to Main Roads	February ⁽¹⁾
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February ⁽¹⁾
7	State Budget submitted to the Minister for Transport.	February ⁽¹⁾
8	State Budget approved by Parliament.	March ⁽¹⁾
9	WSFN Steering Committee meeting.	May ⁽¹⁾
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April ⁽¹⁾
11	WSFN Steering Committee meeting.	August ⁽¹⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(to be used as a guide)

Executive Support

The WSFN PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Five Year Works Program including amendments.
- Summary of Payments of WSFN Funds to Local Governments.
- Certificates of Completion for WSFN Projects.
- An up to date Plans and Procedures.
- An up to date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC. Consider holding meetings at locations equitable for all participants.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSFN Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.

ATTACHMENT 3 – DISCLOSURE OF INTERESTS GUIDELINES