



murchisonshire

Ancient land under brilliant skies

Ordinary Council Meeting

28 March 2024

Agenda Attachments

18/03/2024

Follow up to Mining & Local Government Forum – Geraldton 11 March 2024

Thank you for attending and providing valuable input to the Murchison Mining and Local Government forum. The following provides a summary of the outcomes that were agreed at the Forum and the next steps that are proposed to progress the discussion between mining companies and local government.

Background to the Forum

The forum evolved from discussions with mining companies and local government organisations in the Murchison region that covered:

- (i) Strategies for aligning mining company and community expectations.
- (ii) Opportunities for mining companies and local government representatives to align their regional economic development goals into an integrated regional plan.
- (iii) Strategies for ongoing alignment between Murchison local government authorities and mining companies.

Outcomes

It was agreed that whilst mining and local government organisations had different organisational priorities, both sectors had a common interest in the region and its future growth and development.

Strategic Regional Focus

It was decided:

- (i) That a broader discussion which allowed all participants to gain a shared understanding of regional priorities was required. The Murchison Regional Strategy prepared by the six local governments would be presented and discussed with mining organisations.
- (ii) To prepare a framework or Code of Practice (CoP) that mining companies and local governments agreed to follow.

- (iii) To discuss a governance framework for effective management of a future regional entity.

Priorities and Quick Wins

Several priority areas and opportunity areas were identified.

- (i) Opportunities to improve the timeliness of information and notifications, from the State Government, which would enhance the effectiveness of local government and mining company decision making.
- (ii) Resource sharing for regional training, procurements and local supply .
- (iii) Evaluation of the potential for common use infrastructure, including road and rail transportation.

The reference group will now arrange the next meeting and provide those details to you.

Your interest in the Murchison group is appreciated and please free to comment further on priority areas and preferences for when and where the next meeting should be held.

Regards

Mark Holdsworth

Mark Holdsworth
Executive Officer & Director of Regional Development
RDA Mid West & Gascoyne



Regional Development *Australia* MIDWEST GASCOYNE

**Mining Industry and Shire Relationships in the Western Australian
Murchison Region: Strategies for enhancing balanced economic,
environmental, cultural and social outcomes.**



This report was commissioned and funded by **Regional Development Australia Mid West and Gascoyne**. It was researched and prepared by **Professor Fiona Haslam-McKenzie**, University of Western Australia Winthrop Research Professorial Fellow, Director Centre for Regional Development and Program Lead CRC for Transformation in Mining Economies (TiME).

The contribution of many people working and living in the Murchison region to the observations made in this report is acknowledged. We know that success lies in listening to the communities and local voices that know their regions best and this is one of the roles that Regional Development Australia fulfills on behalf of the Australian Government. On this basis, the report is informed by local people and organisations with a view that the evidence and collaboration will influence broader decision making and outcomes that make investments from all sectors work better for the Murchison region.

Effective regional development requires a place-based approach drawing on a sound evidence base and prioritising locally led solutions. Our nation is incredibly diverse, and the Murchison region, is evolving to meet the challenges and opportunities of the modern world. Acknowledging that joined up approaches deliver better outcomes for communities it is important that every effort is taken to work in genuine partnership with communities, all levels of government and the private sector to position the Murchison region to take advantage of a transitioning world.

The overall focus of the work is the initiatives and policy which support regional development and liveability. Balancing a 'top down' with a more participatory form of governance and participation requires clarity and understanding of organisational and regional priorities. Multi-sector, collaborative bodies are emerging at regional levels and these entities hold some promise for creating practical solutions to the many issues generated by organisations and communities who make conflicting demands on resources. It is hoped that this report and the discussions that it generates, will lead to the development of local level governance arrangements and thereby effective management of sustainable regional and local growth for years to come.

Trust and time are required for collaborative groups to work together effectively and this requires the ability to accommodate conflicting values and importantly a preparedness to find common ground, share information, resources, risks and opportunities.

Copies of the report can be requested from Regional Development Australia Mid West and Gascoyne by emailing reception@rdamwg.com.au

Disclaimer: This is a working paper, and hence represents a progressive enquiry, it is general in nature and it is intended to be used for information purposes only. The report represents the views, observations and interpretations of the authors and should not be relied upon or construed as opinion or advice regarding any specific issue or factual circumstance. It is not meant to represent the official views of the participating organisations or the Commonwealth, its officers, employees or agents. (ABN 22 450 469 916)

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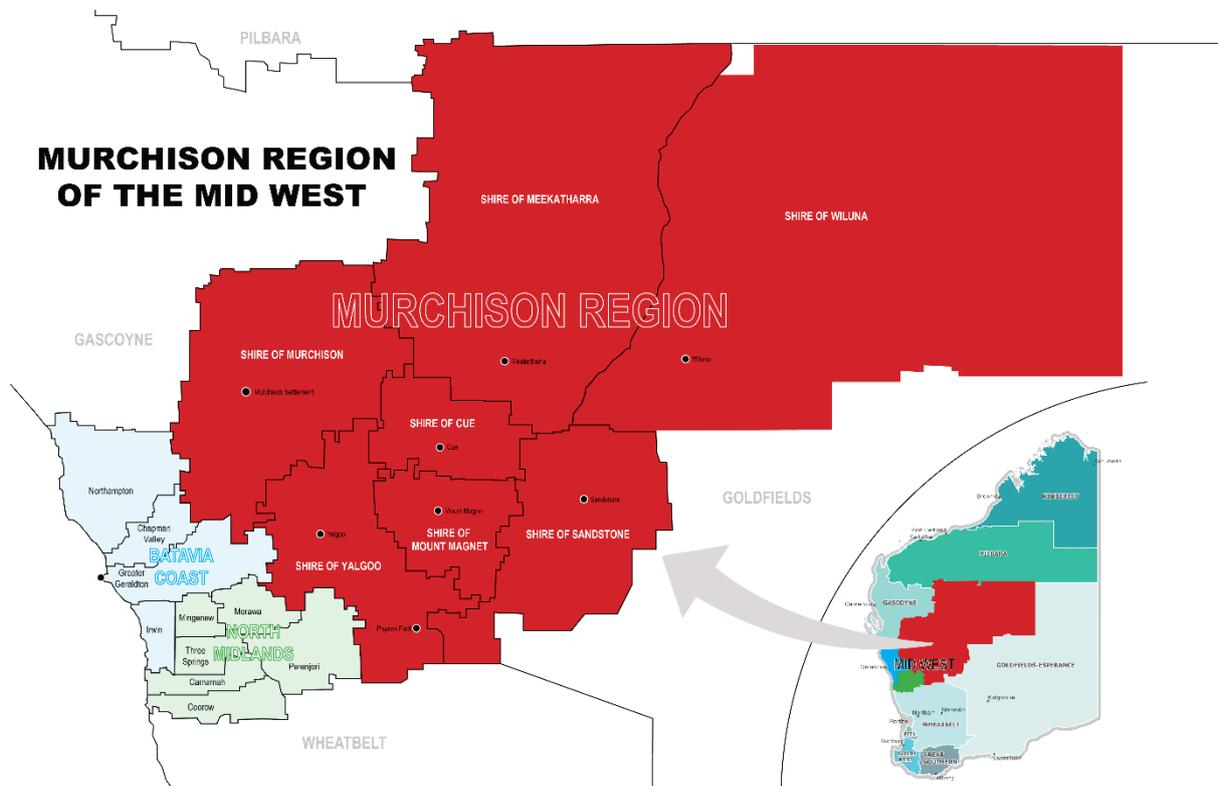
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1.0 OVERVIEW OF THE MURCHISON MINING & COMMUNITY CONSULTATION PROJECT

1.1 BACKGROUND

The Murchison region is located in a remote area of Western Australia, north-east of the Perth and north of Kalgoorlie (see Figure 1). The key economic activities in the region are mining and pastoralism, spread throughout the region. As shown in Figure 2, despite the considerable mining investment in the East Murchison area and the ongoing exploration for new deposits, the population is very small and highly variable, showing an overall decline over the last two census periods.

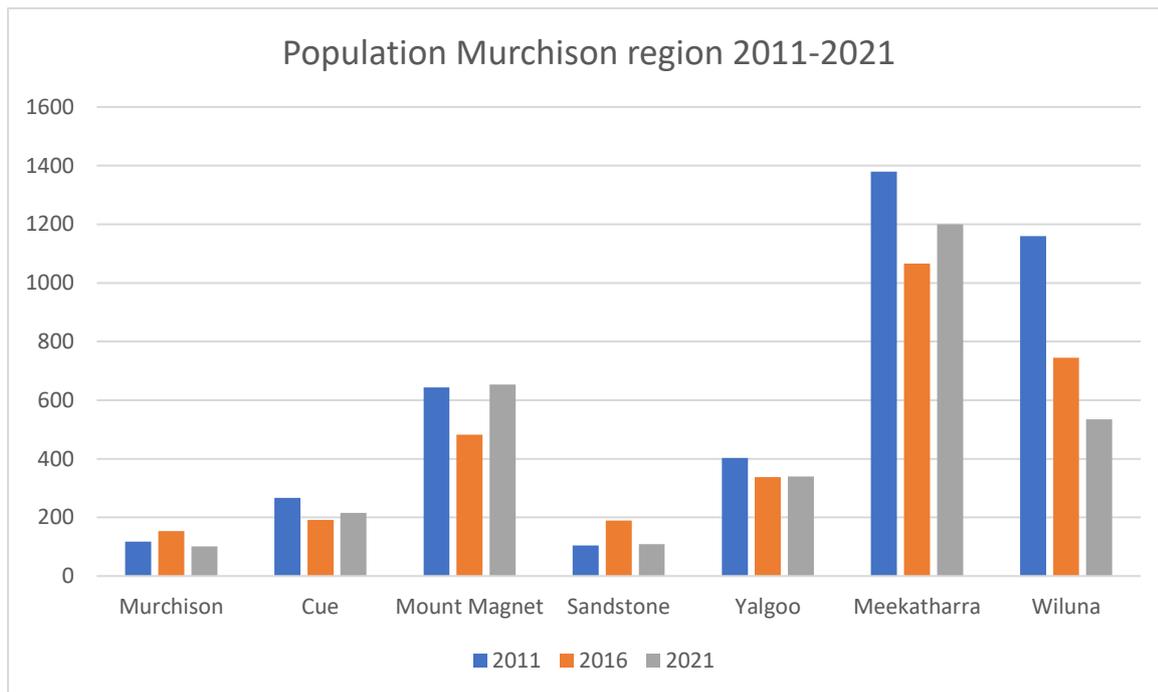
Figure 1: Map of the Murchison region



Source: Mid West Development Commission, 2022

The number of pastoral stations has remained static over the last decade and the number of people employed in agriculture has not changed significantly over the ten year period, (and prior) (Australian Bureau of Statistics, 2022a). The fluctuations in population are likely due to changes in mineral extraction, depending on international market prices and technology, and mining arrangements due to the increased utilisation of fly-in/fly-out workforce.

Figure 2: Place of usual residence: Population trends in the Murchison region 2011-2021



(Source: Australian Bureau of Statistics, 2022b)

Over the period, despite there being more mining operations in the region, the number of people locally based who nominated mining as their primary source of employment decreased, as shown in Table 1. The high utilisation of fly-in/fly-out arrangements, rather than a residential workforce, for mining in the region is reflected in the graphs and Table 1.

Table 1: Place of usual residence: People employed in mining 2011-2021

	2011	2016	2021
Murchison	0	0	0
Cue	12	15	50
Mount Magnet	34	32	50
Sandstone	5	0	5
Yalgoo	129	107	54
Meekatharra	245	181	147
Wiluna	258	161	77

(Source: Australian Bureau of Statistics, 2022b)

Nonetheless, data from the Department of Mines, Industry Regulation and Safety (DMIRS) (2022) shows there is considerable exploration and planned expansion of mining activities across the remote Midwest/Gascoyne region with likely local impacts on pastoral neighbours, communities, local government authorities and local infrastructure.

The Midwest Development Commission reports (2023) that the value for commodities produced in the Midwest in 2022 was Au\$4.8 bill, a substantial proportion of which was contributed from mining activities in the East Murchison region. Construction contributed a further Au\$1.36bill and agriculture Au\$1.01bill. Mining is therefore a very important sector contributing significantly to Gross Regional Product and that of the state and ultimately the nation.

However, the sector is not a big employer, relying on technology and sophisticated mining practices to undertake much of the repetitive and mundane work. Furthermore, the local towns are small and often significant distances from mining operations with limited capacity for absorbing large mining workforce. Rarely is there excess serviced land in East Murchison towns, i.e. with power, water and waste management services in place, or even the capacity to provide those services. There is almost no spare housing capacity and low unemployment, consistent with the rest of the nation (Australian Bureau of Statistics, 2023). Consequently, most mining companies rely on fly-in/fly-out arrangements, building their own transit worker accommodation (TWA) and the requisite comfort services (dining and leisure facilities) to maintain a contained workforce (Haslam McKenzie, 2020).

1.1.1 Local government in mining areas

Fly-in/fly-out arrangements usually work against local government. Councils typically face stringent rate capping imposed by their host states (SGS Economics and Planning, 2022); hence this sphere of government is notoriously limited in its fundraising capacity, with rates, fees, and charges being its primary sources of revenue. Large pastoral stations and mine operations are the key sources of rates revenue. For most local governments in the Murchison area, despite sometimes large mining operations employing hundreds of people, the contribution to local government coffers is simply the rated area of the mine. Nonetheless, regardless of the number of people passing through the local government area and utilising local services and infrastructure, local government has limited capacity to recoup utilisation costs or invest in additional assets without private or commercial capital or State or Commonwealth grants.

There are relatively limited government funding sources. The States allocates untied Commonwealth funds to the local government sector at their discretion (Wilkinson III et al., 2023). However, the number of people resident in the local government area usually contributes to the calculation of need. Fly-in/fly-out workers are not counted as part of the residential population (Place of Usual Residence in the quintennial census), and hence, despite large numbers of people

using local services such as roads, airports and even water and electricity in some cases, the local government area does not register them as resident.

Nonetheless, local government in the Murchison region is a vital sphere of government, providing grass roots services such as social facilities, local infrastructure such as roads and airports and promoting local wellbeing and other services. The local government authority is especially important in remote areas, where it can also be the conduit to the other two tiers of government. The peak organisation, Western Australian Local Government Association (WALGA) understands the anomalies of small population centres generating a significant proportion of the state's Gross State Product and the challenges they encounter to fulfill their obligations with relatively meagre budgets. Consequently, it has established a Mining Policy reference group which lobbies and represents mining local government authorities' interests on several legislative and policy related issues to the State Government.

1.1.2 Mining companies in remote areas

Mining companies operate on a fully commercial and autonomous basis in accordance with legislative requirements - mainly associated with the Mining Act, environmental legislation and Aboriginal Heritage requirements. Mining in the Murchison region has a long history; gold has been enduring but lead, copper, lithium, rare earths and critical minerals are all prospective in the Murchison and in some cases, waste resources from gold mines are being re-worked for other minerals, revitalising the sector in the Murchison.

In comparison with the Pilbara, the Murchison operations are considerably smaller, although mining companies usually have a commitment to corporate social responsibility and aim to maintain strong, positive and healthy relationships within the communities and regions in which they operate. These relationships extend to community support initiatives, preferred procurement and employment practices, local economic, and project funding programs, community trusts and management arrangements. However, there are no requirements for mines to establish any sort of formal economic or social agreements with the local community and region in which the actual mine is located. To date there has never been a co-ordinated mechanism for delivering corporate social responsibility to Murchison communities, but instead they are piecemeal and not particularly strategic.

The nature and extent of each mining company's relationship with their host community usually varies depending on the size of the project, the financial capacity of the company, the stage at which the asset is on the mine life continuum and key individuals both at a community (usually Local Government Authority) and mining company level. To date, there is no strategy in the Midwest/Gascoyne region to align mining and resource company proposals with the growth and development of local areas or regions, nor to integrate those proposals into a regional plan.

2.0 THE TASK

Regional Development Australia: Midwest Gascoyne (RDA Midwest Gascoyne) is seeking ways to assist the establishment of an entity for Midwest/Gascoyne-based mining companies, local governments and other interested stakeholders, such as pastoralists and various state government departments, to regularly communicate and update on:

- industry developments,
- the status of infrastructure in the region,
- legislative and policy changes,
- planned activities and
- local issues.

The purpose of this strategy is to enable different organisations working in the same region, whose commitments and perspectives are often quite different, to come together to strengthen relationships with a focus on balanced economic, environmental, cultural and social outcomes, and achieve effective and efficient collaboration.

Dr Fiona Haslam McKenzie has been commissioned by RDA Midwest/Gascoyne to canvas a range of stakeholders and interested parties from the Murchison region regarding their:

- activities, (current and planned), in the region,
- relationships with other local organisations,
- planned or already established socio-economic contributions to local communities,
- concerns for the future functionality of the local communities and their own businesses,
- current communication practices, and
- aspirations and ideas for enhanced social responsibility.

Specifically, a clearer understanding of key topics of interest and concern for local government authorities, local communities and mining companies, regarding:

- (i) The status of relationships between the mining sector, local communities and Midwest/Gascoyne local government authorities;
- (ii) Formal agreements in place between mining companies in Midwest/Gascoyne jurisdictions and local decision-making organisations;
- (iii) Gaps and opportunities that have the potential to strengthen relationships;
- (iv) Potential conduits for ongoing communication and relationship building.

2.1 SPECIFIC ACTIVITIES

To achieve the tasks outlined, Dr Haslam McKenzie aims to conduct the activities in several stages:

2.1.1 Murchison local government interviews

Conduct interviews, with local government representatives from six Midwest/Gascoyne local government authorities and WALGA representative:

Commencing in August, interviews were conducted with representatives from six local government authorities in the Murchison region.

- (i) Cue
- (ii) Yalgoo
- (iii) Mount Magnet
- (iv) Meekatharra
- (v) Murchison
- (vi) Sandstone.

In addition, an interview was conducted with the Executive Director of Member Services at WALGA who co-ordinates the WALGA Mining Industry Policy Group.

The purpose of these interviews was to:

- (i) Socialise the interviewees with the purpose of the interview and the overarching purpose of the project,
- (ii) Understand from the local government representatives:
 - a. Their perceptions of the status of relationships between the mining sector and their local government authority in particular, and Midwest/Gascoyne local government authorities more generally;

- b. Ascertain any formal agreements in place with mining companies in Midwest/Gascoyne jurisdictions;
- (iii) Understand their expectations of mining companies;
- (iv) Assessment of local government aspirations for a regional benefits plan.

2.1.2 Interviews with mining company representatives

- (i) Meekatharra
 - Westgold (gold)
 - ABRA (Galena) Mining (lead and silver)
 - Technology Metals (vanadium)
 - Newcam Minerals
 - Capricorn Metals
- (ii) Yalgoo
 - Golden Grove (copper, zinc & gold)
- (iii) Mt Magnet
 - Australian Vanadium (vanadium)
- (iv) Cue
 - EV Metals (lithium)
 - Musgrave Minerals (gold)
 - Fenix Resources (iron-ore)

Conduct interviews with representatives from relevant government agencies and Traditional Owner groups.

The purpose of these interviews was to:

- (i) Socialise the interviewees with the purpose of the interview and the overarching purpose of the project.
- (ii) Understand from the respective mining company representatives:
 - a. The status of relationships between the mining sector and the respective Midwest/Gascoyne local government authority;
 - b. Formal agreements in place between mining companies in Midwest/Gascoyne jurisdictions and local governments;
- (iii) Understand how mining companies communicate with local government and neighbouring communities regarding their activities and corporate social responsibility commitments (if any).

- (iv) Understand their expectations of local governments and the communities, and how they manage expectations community expectations of them;
- (v) Understand their expectations of likely impacts of mining on local communities (economic, environmental, cultural and social outcomes);
- (vi) Understand company commitments to corporate social responsibility with regard to impacts of mining on local communities;
- (vii) Assess willingness of aligning company and community expectations from mining activities;
- (viii) Assess willingness to work with other mining companies and multiple Midwest/Gascoyne local government authorities through an independent agent to align corporate social responsibility activities into an integrated regional plan.

In addition, interviews were conducted with two Aboriginal organisations and an Aboriginal business owner who is active in the region.

2.1.3 Collation of findings

After conducting interviews with representatives from Murchison regional local government authorities, mining companies active in the region, government agencies, traditional owner organisations and pastoralists, the key findings were collated. The findings fall into several, broad categories, including:

- Roads and transportation matters,
- Water,
- Local engagement and timely notification of activities in the jurisdiction,
- Local employment,
- Turnover of staff and maintenance of 'corporate memory', and
- Local commitment and corporate social responsibility

The feedback will be discussed in more detail in section 3.0.

Each interviewee was invited to provide their ideas regarding a regional plan and opportunities for collaborative local investment. The suggestions are discussed in section 4.0.

2.2 REPORT AND 'NEXT STEPS' CONSULTATION

The findings and the final report have been disseminated to all interviewees and their respective networks. Local governments may wish to share the interim report with other staff members and councillors, Traditional Owners may want to share the draft report with their families and

prescribed body corporate members, while mining companies may wish to share it with other staff and interested parties.

Dr Haslam McKenzie is keen to have robust feedback on the findings and seeks to encourage interested parties to provide suggestions regarding how all stakeholders might contribute to an organisation that regularly meets to discuss relevant matters and address some of the shortcomings identified in this interim report.

Feedback is also sought on potential suggestions for developing a vehicle for Midwest/Gascoyne-based pastoralists, Traditional Owners, local governments and mining companies to regularly come together to discuss matters relevant to the region and align mining and resource company proposals with the growth and development of local areas or regions.

2.3 REGIONAL FORUM

The report will be launched at a regional Forum to be held in the region, comprising mining companies, local community members including Traditional Owners and local government representatives to discuss:

- (i) Strategies for aligning company and community expectations from mining activities;
- (ii) How mining companies and local government representatives could align their regional economic development goals into an integrated regional plan;
- (iii) Strategies for ongoing alignment between Midwest/Gascoyne local government authorities and mining companies.

3.0 KEY FINDINGS FROM INTERVIEWS

The interviews were conducted to gain an understanding of the key topics of interest for local government authorities, local residents and mining companies. The findings from the interviews fall into broad themes, each of which will be outlined in this section:

- Roads and transportation matters;
- Local engagement and capacity;
- Turnover of staff and maintenance of/loss of 'corporate memory';
- Timely notification of activities in the jurisdiction;
- Rates and value for money;
- Water and waste management;
- Local employment; and

- Local commitment and corporate social responsibility

3.1 Roads and transportation matters

Roads are of great importance to all ratepayers and other users. How they are used, maintained and funded, was consistently the most important and contentious issue raised by all interviewees.

Many of the roads, although not all, used by mining companies to haul construction materials, mine supplies and product are already gazetted local roads that come under the remit of local government which ordinarily has responsibility for the roads' maintenance, drainage and floodways. Their original purpose was to provide low frequency vehicular access to pastoral properties and other towns and communities in the East Murchison and East Goldfields area.

Prior to the presence of recent mining activities, local government roads were usually unsealed. However, the scale and intensity of mining development in East Murchison has had considerable impacts on these roads and invariably, local government requires mining companies to enter into a road maintenance agreement to augment road maintenance. Most agreements require that roads with regular and often intense heavy mining haulage will be sealed. The specifications of the upgraded road are usually, but not always, mutually agreed.

Mining companies, especially in the early stages of the mine lifecycle, are reticent to outlay the cost of sealing a road. Even after road user agreements are in place, mining companies can be slow to honour the commitment, causing considerable angst at the local level. More experienced local government officers can demonstrate the false economy of NOT sealing the road, citing the cost to a mining company of not have any vehicular access during a heavy rain event for extended periods, until the unsealed road can be repaired and deemed safe for all vehicles. It is not unusual for an unsealed road to be unusable for weeks and perhaps months depending upon the severity of damage and the availability of properly qualified contractors to repair the road.

Local government takes the view that “you damage the road, you fix it”, however mining companies do not always agree that it is entirely their responsibility to fix and maintain roads. Some take the view that as important, and sometimes the majority ratepayer in the Shire, the local government has an obligation to maintain roads to a standard fit for their needs.

This is an important point of contention.

Some local government officers are critical of some mining companies ‘cutting corners’. Increasingly, with the application of drone technology, local governments can monitor the status

of roads and road construction effectively and efficiently, in addition to regular feedback from road users and local government employees.

Great Northern Highway is part of the national road network and its maintenance is the remit of the state (and ultimately the Commonwealth). It links many of the towns in the East Murchison with the Pilbara and Goldfields, taking heavy haulage through the towns, causing vibration, noise, safety issues and at times, congestion. Mount Magnet in particular encounters these challenges and as haulage trucks get bigger so too does the disruption with no compensation or even recognition of the problems to the town.

For example, when there is a road closure on the Great Northern Highway, trucks will park up in Mount Magnet causing congestion, and in some cases, depending on the length of time they are required to lay-over in Mount Magnet, the town runs very low on supplies. However, local government has little jurisdiction over the national road network and is rarely alerted or consulted when there is a problem on the highway which will directly impact them. Unless the Commonwealth or State governments are prepared to invest in a truck park or town bypass, Mount Magnet will continue to encounter the costs and disruption associated with heavy haulage through the centre of the town.

3.2 Roads and mine closure

Several local government representatives were concerned that some sealed roads developed by mining companies would revert to local government when the mine closes. Hence the cost of maintaining a sealed road, which is not necessarily fit-for-purpose becomes a significant local government liability, especially if it begins to fail. One local government negotiated to take back a sealed road they considered to be poorly constructed, but with a large settlement for future maintenance. That settlement was subsequently used to take the road back to gravel and the balance set aside for ongoing maintenance of what is likely to be an under-utilised local government road post-mining.

Local governments do not necessarily want additional roads.

3.3 Local engagement and capacity

All interviewees agreed that local engagement was important for a range of reasons including:

- Mutual understanding of local activities and commitments;
- Compliance;
- Planned investment in infrastructure, people and businesses;

- Attraction and retention of people and businesses in the Murchison region.

However, there was considerable variance in the quality of engagement and perspectives on engagement capacity and commitment to local conditions, values and timing of local engagement.

Most local government interviewees acknowledged the importance and value that mining companies bring to their communities. They stated they want a good relationship with mining companies and appreciate whatever communications and updates they are given about mining activities in their jurisdictions. One local government representative stated that the local government wanted to be known for saying 'yes' before they said 'no' because without the mining companies there would be no rates and therefore no resources to maintain the local community.

Most mining company and local government representatives interviewed for this project indicated their willingness to earn mutual respect from other stakeholders and understand the sometimes-differing organisational priorities.

Local government representatives would rather be viewed and respected as a local partner rather than an ancillary service provider.

Some mining companies want to be visible in the local town and want to employ locally. Several companies indicated their preference to use local businesses for vehicle servicing, tyre supplies, catering and casual accommodation but they struggle because local businesses are already fully committed, and in some cases, working beyond their capacity. The lack of available accommodation and staff were consistently raised as barriers by local business owners, mining companies and local government. These are national concerns, but they are almost intractable problems in remote locations. Local residents are also wary of mining companies 'squeezing out' local demand with their superior purchasing capacity. Inevitably, companies take the efficiency route and rely on FIFO workforce arrangements and service providers in Geraldton, Perth and elsewhere.

3.4 Retention of local knowledge

Both local government officers and mining company representatives complained about the 'revolving door' in the respective organisations and the continual loss of 'corporate and local knowledge'. Both sides reported that high staff turnover caused work and consultations to be unnecessarily re-done with new incumbents, and considerable frustration as new employees 'are brought up to speed'. Representatives from both parties complain that there are some in the other organisation "just don't know what they are doing, or that they don't understand our business".

They complained that “nothing is written down” or formally documented to enhance handover and minimise work duplication.

Local government officers complain that the corporate structure and particularly senior management, rarely valued local knowledge or the nuances of remote Western Australia. Generally, their view was that companies take the time to engage when they must, especially at the beginning of the mine lifecycle but once they have their approvals, local government rarely hears from them on a regular basis. Local government representatives complain that once they are operational, “they are a law unto themselves”.

Local government representatives also explained that mining companies often employ local people but they tend to be relatively limited in their capacity to influence senior management. “They are there to keep the locals quiet”. Consequently, they rarely have the opportunity or status to talk directly with senior management, and local arrangements and understandings are not understood or valued by the companies.

Similarly, company representatives were frustrated that local government doesn’t engage with them and the responses to their matters take far too long. They also complained that many officers in remote local government authorities are relatively new to senior management roles and using a small, remote local government jurisdiction as a first rung on their local government leadership journey.

They are just getting their training wheels; they do everything by the letter of the law and don’t know how to negotiate or they hide behind compliance. Just as soon as they understand our business, they are off to another, bigger local government area and we have to start all over again with another green horn. They take with them all the knowledge and agreement making with them. It’s b.... frustrating.

Pastoralists and long-term local residents complain that companies often do not respect them, their knowledge or sense of place and regularly don’t honour their commitments. The following typifies their views regarding mining company representatives:

Local residents take mining companies at their word, and when that word is not honoured, locals and especially councillors are really ticked off and then take a fairly jaundiced view of mining companies across the board. It is much harder to make subsequent agreements when councillors have had a bad experience.

Consequently, there is a continual lack of trust, and a sense that “we have to watch them”.

3.5 Monitoring and timely notification of activities in the jurisdiction

Some of these suspicions play out in unhelpful and costly ways and some interviewees considered state government has a role to assist. For example, mining companies will often have been granted approval to construct a road or put down a water bore, but the approvals will have been granted by other state government agencies several years prior. An inexperienced local government officer often does not have the knowledge to know where in the approvals system they might check or which might be the relevant state government agency to verify mining company activities.

There is an opportunity here for some of the principal government agencies including for example, the Department of Mines, Industry Regulation and Safety, Department of Planning, Lands and Heritage and the Department of Water and Environmental Regulation to facilitate a regional, or even a local government area record on their respective websites of all current development approvals, mine licenses and conditions. Alternatively, there could be an opportunity for this information to be accessible through the relevant development commissions’ websites. Local government could, routinely, be alerted to any decisions, approvals, development conditions etc. within their jurisdiction.

It was emphasised that there needs to be an accessible data source that would enable local (and other) government staff to easily check what developments are planned for their jurisdiction and to enable local knowledge and context to inform prescient decisions, rather than to block process. This would go some way to mitigating the issues regarding ‘the revolving door’ and loss of corporate memory at the local level. A legible, easily accessed source of relevant information regarding mining and other development actions would likely lessen the lack of trust on the community and local government side, while also giving companies a resource to validate their activities.

Similarly, several local government representatives felt that state government make decisions regarding developments in their jurisdiction with no consultation or notification, even though, under the Mining Act, license applications have to be referred to the local Shire for comment.

Local government representatives claim that decisions are made regarding the location of mining camps and mining roads without any regard for local context. In one example given, the deleterious and costly impacts on a local aquifer which could have been avoided by simply consulting with the local government authority prior to approvals being given.

A suggestion has been made that it should be compulsory that local government is consulted by proponents and state government agencies before planning and environmental approvals are given.

3.6 Rates

The perspectives on rates were clearly divided depending upon the length of tenure in the Murchison. Not surprisingly, local government representatives reported their rate base is relatively small in most cases and consequently their budgets are modest. Consequently, they usually have a small staff, many of whom multi-task, with limited capacity to fund extraneous events or infrastructure. Mining companies are usually the single biggest contributor to the local government budget and in some cases, pay considerably more for the local services than do local residents based on impact and utilisation of services.

Local governments therefore must juggle their rate payers' expectations for equitable services. Long term residents expect comparable services to those of other local government authorities, particularly across rural, regional and remote Western Australia.

Generally, the feedback from local government area representatives was:

- They have small staff, many of whom have multiple responsibilities;
- Mining is important for the state and local government representatives recognise the potential benefits of mining locally, however, there is often an impost on local government that is not covered by their contribution through their rates;
- In addition to the usual operation of community infrastructure and delivery of local government services, there is an expectation that local government monitor the activities of mining operations which may include,
 - utilisation of local roads,
 - water supply,
 - access to telecommunications,
 - delivery of some emergency services,
 - maintenance and compliance of infrastructure such as airports, and
 - waste management.

Mining companies accept that they have an obligation to pay rates, but some company representatives were not convinced they received value for their contributions.

3.7 Water and waste management

Local government representatives and pastoralists were concerned about the impact of mining activities on water resources. Usually, water comes from aquifers in the Murchison region and the quality of water can be variable. There are concerns that in some places the water table has dropped with an impact on communities and pastoral operations. Pastoralists and local land holders complain to mining companies but with little success in changing practices or rehabilitating water supplies. They claim that mining companies demand scientific evidence to support the claims, which is beyond their means.

Questions have also been raised regarding how and where waste water is disposed. Without easy access to water license and other environmental approvals information, local residents feel disadvantaged, with little recourse.

Some of these matters could be addressed with an accessible site that summarises government approvals, licenses and conditions for mining for mines and locations (see 3.2.1)

3.8 Local commitment and corporate social responsibility

All the mining company representatives interviewed for this project indicated their company's commitment to corporate social responsibility although the practice of corporate social responsibility plays out differently across the region, depending upon the stage in the mine life of their project, the available resources and the commitment of the organisation to local corporate social responsibility.

Some local government representatives complained that mining companies were not at all committed to sharing information with them and only engaged when they wanted something. However, mining company representatives also reported similar disinterest from the local government side. There were also relationships that were positive between the two groups, depending upon particular personalities and commitment to make the relationship meaningful.

Engagement with Aboriginal-owned organisations and Traditional Owner groups was also variable. Several Aboriginal interviewees reported their interactions with mining companies were better than with their local government. Companies acknowledge the requirements under the Native Title Act to engage with Traditional Owners and negotiate in good faith, but in some cases, mines in the Murchison region pre-date the Native Title Act and those mines are not obligated to adhere to the requires of the Act.

One mining company was identified by an Aboriginal Corporation as not required under the Act to enter into an Agreement but had done so anyway, under direction from the company's board and senior executives. That company pays some royalties, delivers on employment agreements, trains and employs local Aboriginal people, accommodates the cultural needs of its employees, acknowledges and monitors avoidance of culturally important sites and maintains regular meetings with the Traditional Owner groups of the region. The Aboriginal representatives indicated that the company showed ongoing respect rather than just engaging when they needed something.

This feedback was unusual.

Most companies indicated their desire to invest locally, whether it be with a local office, local accommodation, local employment, patronising local businesses or assisting local community organisations with funding for events or even some infrastructure. However, the lack of available land for residential or even commercial development in the Murchison towns constrains the corporate ambition to have a local presence.

Nonetheless, local government and some residents resent construction of sometimes large transit worker accommodation facilities and the proliferation of fly-in/fly-out workforce arrangements, complaining that the local communities receive no benefits, especially when those facilities are within easy driving distance of the towns.

One local government CEO was more sanguine about the arguments regarding town-based workforce, acknowledging the often-hidden costs associated with an influx of mining-associated workers in small towns. Instead, the CEO advocated for greater use and upgrade of key infrastructure such as airports, which also benefits the whole community. Utilisation of infrastructure that is already in place and requiring mining companies to pay for the use of it, saves the company duplicating the infrastructure on their land with all the associated environmental and planning approvals and costs while simultaneously providing a revenue stream for the community.

One mining company, as part of its corporate contribution to the local community, allows local residents to occupy seats on company aircraft when they would otherwise be empty. This policy is appreciated by the community.

Leisure facilities, or rather their lack in remote towns, was regularly raised as an issue. Many longstanding residents remember mining 'camps' with superior leisure facilities, such as swimming

pools and basketball courts, which the towns have never been able to afford. When the mine was closed, the facilities were subsequently bulldozed and never replaced. Many of these facilities are no longer provided, but it was suggested that remote communities would be greatly enhanced if these facilities were constructed in towns and mining companies supported the ongoing maintenance for everyone's benefit.

Almost all people who want to work in the Murchison region, are working already and there is limited scope for expanded local employment. Training unskilled workers at the local level is constrained by a lack of registered training organisations willing to deliver in the Murchison unless there is a minimum cohort.

Some issues raised in the interviewees are linked with the broader, longstanding challenges associated with demand for housing throughout rural, regional and remote Australia, tight employment and the fiscal structure of local government. Nonetheless, local government is an important sphere of government and link between other spheres of government and the local community.

Overall, the corporate social responsibility efforts by mining companies in the Murchison are piecemeal and not especially strategic. All interviewees were asked to think about how ways in which both Murchison communities and resource companies could work together to strengthen their relationships and optimise local economic, social, cultural and environmental outcomes.

4.0 STRATEGIES FOR A REGIONAL PARTNERSHIP

In their discussion of the mining industry's social licence to operate in South Africa, Edwards and Maritz (2019) suggest 'co-production', a process where diverse stakeholders contribute to decision making. It is an opportunity to create partnerships where risks, responsibilities and opportunities are shared. They reflect that at the heart of the co-production approach:

building strong relationships between stakeholders, including co-funders, development partners or government organisations, based on a common vision for the community's future beyond the life-of-mine. Such collaboration also helps build social resilience and forge alternative livelihood strategies to transition into a sustainable post-mining phase (J. Edwards & A. Maritz, 2019, p. 311).

A critical first step to achieving improved relationships is regular, inclusive communication. A regular forum, where the participants, who might include representatives from local government, the Regional Development Commission, mining companies and Traditional Owner groups, are

committed to regularly attend and participate in regular meetings, have the authority to make commitments on behalf of their organisations. Those commitments are not necessarily monetary, but sharing information, including long- and short-term plans would greatly assist regional planning. Regular, committed information sharing would also enable local stakeholders to provide information about cultural and historical sites, water, waste management and other information which may not be known more broadly.

Shifting the relationship between local communities and mining companies away from relatively unproductive transactional arrangements to a strategic, mutually beneficial approach could elicit regional benefits.

How could local government, mining companies and other organisations meaningfully work together to assist local communities?

- (i) Mining companies with transit worker accommodation must provide food and other provisions to mine sites. Are there opportunities for communities to piggyback their delivery needs with those of the mining companies, thus reducing some of the transport and logistic costs for the local food and service outlets?
- (ii) Mining companies bring in medical services, building trades, vehicle servicing and other services. Are there ways that the local community could have access to those services while they are present in the region? What is required at the local level to assist sharing in some of those services?
 - a. The Westgold (Cue) example could be expanded whereby a mining company has a town-based camp and offers accommodation for nominal rent for several nights per week to enable skills trainers, job seekers and others to have a base in the town to get started.
 - b. The Westgold Work Ready Strategy assists with basic work skills development, preparation of resumes and National Police Clearances, driver's license etc. to assist anyone who wants to work to be job ready.
- (iii) Local government, local businesses and mining companies are all seeking skilled local labour. Are there opportunities for them to work together to ensure a Mid West registered training organisation, including TAFE, could be guaranteed a minimum cohort in particular places in the Murchison to upskill local job seekers?
- (iv) Is there an appetite for a regional-preferred procurement and employment policy?

- (v) Mining companies could co-ordinate local training opportunities to optimise the minimum cohort necessary to satisfy registered training organisations' requirements for an in-situ training program.
- (vi) There is an opportunity to link with the Department of Justice, which has developed a successful comprehensive trainee and apprenticeship program for prisoners preparing for release. Training ranges from numeracy and literacy skills through to a wide variety of supervised apprenticeships in civil construction, catering, supply chain operations, automotive mechanics (see Appendices) and supervised on-the-job employment and training for prisoners. The Department of Justice seeks out employer partners to establish robust partnerships, formalised through a MOU or contract for the delivery of training and assessment activities to trainees/apprentices in WA prisons. There is an opportunity through the Greenough and Goldfields prisons to identify prisoners with strong links to the Murchison, to develop training pathways to local employment. A specific example, pertinent to the Murchison region is the partnership between the Department of Justice and the Carey Bindjareb Project. It is a mining industry-led training program for Indigenous men with direct links to employment on release from prison. Participants graduate with a Certificate II in Civil Construction, and tickets for High-Risk Forklift, Working at Heights and Working in Confined Spaces as well as a First Aid Certificate. Almost two-thirds of the 40 graduates who have been released from prison are currently employed in the Mining, Civil and related industries¹.

¹ A Certificate II in Rail Infrastructure will be introduced in 2024 in collaboration with Iron Training as the RTO and Cat5 being the post-release employer (who will provide 1-1 mentors for ex-prisoners in their employment, drawing on the lived experience of former prisoners who are already employed by Cat5).

Certificate II in Waste Management through WALGA as the RTO will also be introduced in 2024. Each prison generates significant amounts of waste – food, textiles, oils, metals, plastics etc. A solid waste management system will help prisons run more efficiently and sustainably, while reducing costs. Trained Vocational Support Officers to supervise prisoner trainees will build a trained workforce inside prisons who can then help meet waste management labour market shortages in the communities to which prisoner return when released.

- (vii) Are there opportunities for mining companies to provide recreational facilities that are not limited to employee utilisation. Could mining companies within a local government authority work together to provide town-based facilities and assist with the ongoing maintenance costs?
- (viii) Mining companies make commitments to support local Aboriginal organisations and communities. Are there opportunities to work with Aboriginal businesses across the region, to identify forthcoming work and the necessary skills required? Are the tendering processes for work in the region fit for purpose?
- (ix) Is there an opportunity to co-ordinate corporate investment in mobile health services? For example, dialysis services are not available in the region. Patients and their supporters are therefore required to leave their community and broader support network for long periods of time causing considerable disruption and a drain on resources.
- (x) State government agencies also have a role in facilitating improved understanding of what licenses, agreements and conditions have been granted to mining companies, where and for what time period. Routinely providing information to local government authorities would assist local officers to know what is legitimate development, and enable them to assist state government agencies monitor and report activities.
- (xi) State government could make regional information about mining, development, licenses, and conditions for development, more easily found. Currently, information is available on government websites, but often, the information is buried and difficult to find. Consequently, information is missed, or misconstrued causing unnecessary suspicion, and in some cases, conflict.
- (xii) Local government could make available road standards guidelines and a template for road user agreements.
- (xiii) The Australian Bureau of Statistics does not routinely collect data regarding worker mobility and/or transit worker accommodation. A better understanding of where workers work, and for how long, would greatly assist local government and industry planning. Furthermore, accurate data is important for State governments and local government authorities which depend upon Commonwealth grants and payments for a range of service delivery commitments including health, education, disability services and affordable housing. In places where there is a high rate of workforce mobility there are invariably complaints of demand exceeding supply of services or inadequate infrastructure investment.

5.0 CONCLUDING REMARKS: MOVING FORWARD

The purpose of this project is to find common ground and purpose and develop a strategic framework for consolidating the common ground, centred on balanced economic, social, cultural and environmental outcomes. With a focus on practical solutions that will address the needs of stakeholders in the East Murchison, a carefully constituted, strategic-focussed forum could be a conduit to enable different organisations working in the same region, regardless of their commitment and perspectives, to strengthen relationships and together, achieve effective and efficient collaboration.

The interviews conducted sought to understand the relationships between mining companies, local government and communities in the Murchison region. This exercise intends to align commitments and develop positive outcomes. While there are certainly contextual differences, many of the issues are similar. The nature and extent of each mining company's relationship with their host community usually varies depending on the size of the project, the financial capacity of the company and key individuals both at a community (usually local government) and mining company level.

5.1 The Common Ground

Local communities, mining companies, Traditional Owner organisations, local government, and pastoralists are vital parts of the mosaic that is the Murchison region. These sectors co-exist within the vast landscape, doing business and meeting their commitments while also responding to rapidly changing economic, social and environmental conditions and challenges, some of which are national and global in scale. Some of those changes are legislative and fiscal, while others are based on changing social norms and expectations.

Regardless of the conditions, each sector has a common interest based in the region. It is in each of their interests to make the East Murchison an attractive place in which to live, work and invest. As this round of consultation demonstrates, whilst there is no obligation for organisations to participate in a broader context or to have extensive dialogues, there is an interest in exploring ways to strengthen relationships.

5.2 Opportunities: Areas of Common Interest

The outcome of the consultation intends to align commitments and develop positive outcomes. Interest in strengthening relationships is driven by an acknowledgement that a regional perspective could mitigate underlying issues and irritations and enhance opportunities.

For **regional planning**, it is really important that details of current and impending projects, including closure of assets, be shared to enhance prescient decision-making and local investment, and hence 'co-production'. In this context, through regular communication, partnerships will evolve where, as predicted by Edwards and Maritz (2019), risks, responsibilities, investment and opportunities are shared, maximising inputs and outcomes. However, fundamental to a good partnership is **effective communication**, which requires:

- Meaningful engagement and dialogue demand the exchange and synthesis of relevant information;
- A willingness to understand each sector's drivers, obligations (including legal compliance, shareholders, rate payers, cultural observance, economic viability etc.) and aspirations.
- A willingness to understand what is required to be a leader in the different contexts; what behaviours are rewarded and how to influence good behaviour (or effectively call-out bad behaviour).

A **regional partnership** provides an opportunity for communities and mining companies to have a clearer focus on the contribution each stakeholder makes to the economy, region and longevity of Murchison communities. It offers the prospect of strengthened relationships and a co-ordinated focus on strategic investments which has the potential to exceed fragmented, individual expenditure. Examples of this might include:

- A regional approach to **procurement, training and employment**. Regardless of the size of an organisation operating in the East Murchison, or its purpose (local government, small business, NGO or a mining company), every interviewee complained about:
 - **the cost of living and doing business in a remote region**. A more strategic, shared approach to procurement might elicit economies of scale and hence, greater efficiencies and reduced costs parsed across multiple organisations;
 - **the lack of accommodation and serviced land for potential development**. The lack of residential and business accommodation in all the East Murchison communities impacts attraction and retention of potential newcomers for all sectors, which subsequently restricts opportunities for business expansion and local business start-ups. Common-user businesses, such as equipment (e.g. tyre) repair and vehicle servicing would benefit through traffic (tourists), mining companies and local businesses, but without suitable land and a reliable demand for services, small

businesses owners are not likely to take the risk. If there was a shared commitment to underwrite the development costs of common-user businesses, (including accommodation) and ensure regular mining business patronage, there would be considerable regional benefits.

- **the inability to secure training to upskill a potential workforce if it is indeed available.** Almost everyone who wants to work in the East Murchison is working, however there is a proportion of the population who can't work for a variety of reasons, including their health status, poor numeracy and literacy skills and/or lack of training. A regional approach to training could reap benefits by securing a cohort large enough to guarantee a training organisation a sufficiently large cohort of candidates for a range of training opportunities.
- Cumulatively, this exerts downward pressure on population growth and quality of life indicators and all the associated socio-economic limitations that go with constrained government grant opportunities and poor Socio-Economic Index for Areas (SEIFA scores) (Australian Bureau of Statistics, 2018).
- A regional approach to **shared services**, such as health, pharmaceuticals, transport of fresh produce and supplies. The Great Northern Highway underpins a significant proportion of mining industry and support services traffic for the northern half of the State, including mining operations in the Murchison. Seeking collaborative ways to capitalise on the volume of traffic passing through the Murchison towns to provide enhanced cost and logistical efficiencies for local supplies would have significant positive impacts on quality of life in the East Murchison.

5.3 Opportunities for Mitigating Issues

There were also common issues that, if addressed, could improve the relationships between mining companies, local government and communities in the Murchison region. These include:

- **Leadership and capability.** Having a greater awareness of each sector's drivers, obligations, boundaries and limitations would provide better understanding of each sector's expectations and capacities. (See also, earlier note in S5.2 re. leadership and communication). Nonetheless, changes in personnel and the consistent loss of tacit knowledge both in the community and mining companies was a consistent irritation and cost. Rewarding collaborative, outcome-oriented behaviours might be a solution.

- **A history of reactive engagement.** Complaints such as this are often symptomatic of poor communication and hence, poor relationships. Local road usage agreements and slow, or unclear communication about projects were consistently a source of antagonism. Seeking ways to improve the retention of information, handover protocols and orientation of newcomers to places and operations could greatly improve relations between different organisations operating in the Murchison.
- **A lack of clarity regarding interests and motivations.** Matters that were consistently raised included:
 - lack of housing and accommodation and the regional economic development consequences of not being able to provide adequate housing in local towns.
 - Lack of clarity regarding spending patterns of both mining companies and local government, and who benefitted from that expenditure.
 - Value for money from rates revenues.
- **A lack of co-ordination and narrowly focussed activities.** Local government and mining companies operate within relatively narrow boundaries, with no willingness to operate on a regional basis or beyond local government area boundaries. There are few opportunities or willingness to invest in sharing observations, opportunities or learning from other places, and hence inefficient practices are embedded. These organisations tend to be secretive or hide behind commercial in confidence which limits opportunities for growth.
- **Policy settings.** Without any Western Australian state government policy settings on minimum requirements for mining and community engagements it is left to particular personalities, often in communities to establish their own arrangements. Consequently, some practices are piecemeal and inefficient.
- **Relevant government departments tend to overlook local government authorities** and fail to regularly update them on mine agreements, arrangements and conditions, or the pertinent information is buried on their websites which is onerous and sometimes difficult to navigate for less experienced employees.

A **regional partnership** provides an opportunity for communities and mining companies to have a clearer focus on the contribution each stakeholder makes to the economy, region and longevity of Murchison communities, while also offering a forum for strategic regional planning. A partnership based on shared understandings with a focus on collaborative, practical solutions offer the

prospect of strengthened relationships and strategic investment which has the potential to exceed fragmented, individual expenditure and elicit benefits and outcomes for the East Murchison communities.

Robust feedback on the hypothetical strategic partnership initiatives listed is welcomed. Please direct your feedback to Fiona Haslam McKenzie fiona.haslam-mckenzie@uwa.edu.au

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APPENDIX 1

Western Australian Department of Justice traineeships/apprenticeships in Western Australian prison 2023

Traineeship Name	National ID	Course Name	Nominal Term Months
Automotive Mechanical (Level 2)	AUR20516	Certificate II in Automotive Servicing Technology	12
Building Maintenance (Level 2)	CPC20211	Certificate II in Construction Pathways	12
Civil Construction (Level 2)	RII20715	Certificate II in Civil Construction (Carey Bindjareb Project – Earthworks/Plant Operator)	12
Civil Construction (Level 3) Short Course	RII30915	Certificate III in Civil Construction (Carey Bindjareb Project – Earthworks/Plant Operator)	12
Cleaning Operations (Level 2)	CPP20617	Certificate II in Cleaning Operations	6
Cleaning Operations (Level 3)	CPP30316	Certificate III in Cleaning Operations	12
Food Processing (Level 2)	FBP20117	Certificate II in Food Processing	12
Food Processing (Level 3)	FBP30117	Certificate III in Food Processing	24
Meat Inspector	AMP30316	Certificate III in Meat Processing (Meat Safety)	24
Meat Inspector/Quality Assurance Officer	AMP40516	Certificate IV in Meat Processing (Meat Safety)	24
Meat Processing–Abattoirs (Level 2)	AMP20316	Certificate II in Meat Processing (Abattoirs)	12
Meat Processing–Boning(Level 3)	AMP30116	Certificate III in Meat Processing (Boning Room)	24
Meat Processing – Quality Assurance (Level 4)	AMP40415	Certificate IV in Meat Processing (Quality Assurance)	24
Meat Processing – Slaughtering (Level 3)	AMP30516	Certificate III in Meat Processing (Slaughtering)	24
Meat Processing – Smallgoods Manufacture (Level 3)	AMP31016	Certificate III in Meat Processing (Smallgoods – Manufacture)	12
Hospitality – Catering Operations (Level 2)	SIT20416	Certificate II in Kitchen Operations (only at West Kimberley Regional Prison)	9
Hospitality – Commercial Cookery (Level 2)	SIT20416	Certificate II in Kitchen Operations	9
Hospitality – Operations (Level 2)	SIT20316	Certificate II in Hospitality	9
Furniture Making (Level 2)	MSF20313	Certificate II in Furniture Making	12
Laundry Operations (Level 2)	MST20419	Certificate II in Laundry Operations	18
Laundry Operations (Level 3)	MST30619	Certificate III in Laundry Operations	36
Engineering – Production	MEM20105	Certificate II in Engineering	12

(Level 2)			
Agriculture (Level 2)	AHC20116	Certificate II in Agriculture	12
Agriculture (Level 3)	AHC30116	Certificate III in Agriculture	12
Agriculture (Level 4)	AHC40116	Certificate IV in Agriculture	12
Conservation and Land Management (Level 2)	AHC21016	Certificate II in Conservation and Land Management	12
Horticulture (Level 2)	AHC20416	Certificate II in Horticulture	12
Horticulture (Level 3)	AHC30716	Certificate III in Horticulture	12
Horticulture (Production) (Level 2)	AHC20316	Certificate II in Production Horticulture	12
Horticulture (Production) (Level 3)	AHC30616	Certificate III in Production Horticulture	12
Rural Operations (Level 2)	AHC21216	Certificate II in Rural Operations (farm workers)	12
Rural Operations (Level 3)	AHC32816	Certificate III in Rural Operations (farm hands)	18
Warehousing Operations (Level 2)	TLI20419	Certificate II in Warehousing Operations	12
Warehousing Operations	TLI31319	Certificate III in Supply Chain Operations	24
Print Production Support (Level 2)	ICP20115	Certificate II in Printing and Graphic Arts (General)	18
Process Manufacturing (Level 2)	MSM20116	Certificate II in Process Manufacturing	12
Process Manufacturing (Level 3)	MSM30116	Certificate III in Process Manufacturing	12
Retail (Level 2)	SIR20216	Certificate II in Retail Services	12
Retail (Level 3)	SIR30216	Certificate III in Retail	12
Salon Assistant (Level 2)	SHB20216	Certificate II in Salon Assistant	12
Textile Production (Complex or Multiple Processes) (Level 2)	MST20216	Certificate II in TCF Production Operations (Trainee)	12
Workplace Skills (Level 2)	BSB20120	Certificate II in Workplace Skills	12
Hospitality – Commercial Cookery (Level 3)	SIT30816	Certificate III in Commercial Cookery (Apprentice)	36
Cabinet Maker (Level 3)	MSF31113	Certificate III in Cabinet Making (Apprentice)	42
Baking (Combined) (Level 3)	FBP30517	Certificate III in Baking (Apprentice)	36

Appendix 2

Department of Justice employment partners

Major Collaborators:

- *Macforce*
- *Altrad*
- *Bis*
- *Westrac*
- *Crown Perth*
- *Harvey Beef*
- *Monadelphous*
- *Linley Valley Pork*
- *Curtin University*



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SHIRE OF MURCHISON

MONTHLY FINANCIAL REPORT

For the Period Ending 29 February 2024

SHIRE OF MURCHISON
MONTHLY FINANCIAL REPORT
For the Period Ending 29 February 2024
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Compilation Report

To the Council

Shire of Murchison

Scope

We have compiled the accompanying special purpose financial statements.

The specific purpose for which the special purpose financial report has been prepared is to provide information relating to the financial performance and financial position of the Shire that satisfies the information needs of the Council and the *Local Government Act 1995* and associated regulations.

The responsibility of the Shire

The Shire is solely responsible for the information contained in the special purpose financial report and have determined that the accounting policies used are consistent and are appropriate to satisfy the requirements of the Council and the *Local Government Act 1995* and associated regulations.

Our responsibility

On the basis of information provided by the Shire, we have compiled the accompanying special purpose financial statements in accordance with the significant accounting policies adopted as set out in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Management provided, into a financial report. Our procedures do not include any verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

To the extent permitted by law, we do not accept liability for any loss or damage which any person, other than the Shire of Murchison, may suffer arising from negligence on our part.

This report was prepared for the benefit of the Council of the Shire of Murchison and the purpose identified above. We do not accept responsibility to any other person for the content of the report.

Travis Bate
Signed at GERALDTON

Date 22nd March 2024

RSM Australia Pty Ltd
Chartered Accountants

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SHIRE OF MURCHISON
MONTHLY FINANCIAL REPORT
For the Period Ending 29 February 2024
EXECUTIVE SUMMARY

Statement of Financial Activity

Statements are presented on pages 5 and 6 showing a surplus/(deficit) as at 29 February 2024 of \$1,507,937

Significant Revenue and Expenditure

	Collected / Completed %	Annual Budget \$	YTD Budget \$	YTD Actual \$
Significant Projects				
Beri-Pindar Rd - Resheet Incl Floodway Sections	100%	573,179	382,112	521,894
Carn-Mul Rd 208.68 - 241.74 Reconstruct & Widen vari	42%	3,024,610	2,016,384	1,266,425
Community Swimming Pool	74%	1,050,000	700,000	-
SKA Route General Construction Works	100%	3,045,854	2,030,560	3,032,327
Improvements To drinking Water reticulation	0%	450,000	299,992	94,127
	63%	7,693,643	5,129,056	4,820,646
Grants, Subsidies and Contributions				
Grants, subsidies and contributions	19%	4,317,441	2,891,056	801,270
Capital grants, subsidies and contributions	52%	6,543,568	3,970,335	3,372,221
	38%	10,861,009	6,861,391	4,173,490
Rates Levied				
	100%	2,253,109	1,744,641	2,250,645

% - Compares current YTD actuals to the Annual Budget

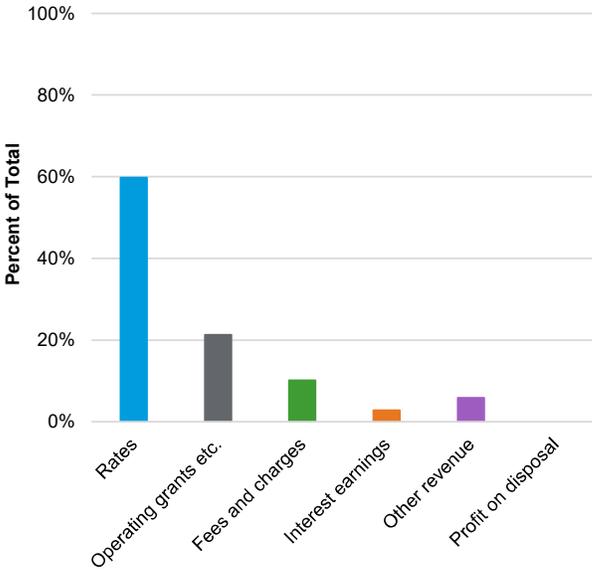
Financial Position

Account	Difference to Prior Year %	Current Year 29 Feb 24 \$	Prior Year 28 Feb 23 \$
Adjusted net current assets	(466%)	1,507,935	(323,357)
Cash and equivalent - unrestricted	152%	1,775,026	1,165,374
Cash and equivalent - restricted	0%	6,611,332	4,580,253
Receivables - rates	116%	62,981	54,514
Receivables - other	57%	8,874	15,463
Payables	35%	779,953	2,250,586

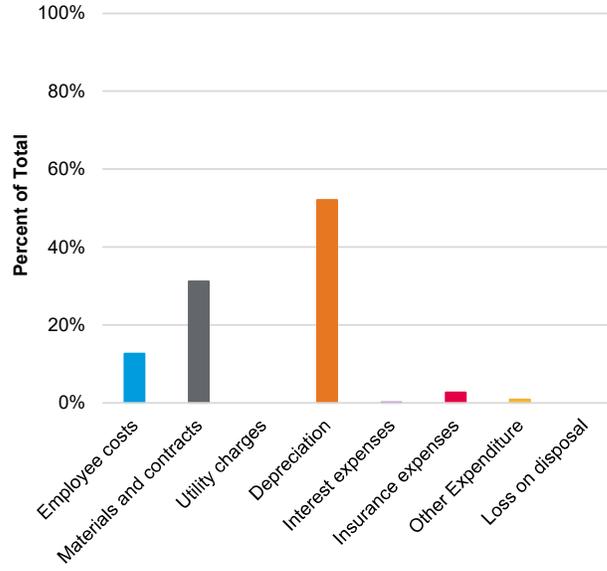
% - Compares current YTD actuals to prior year actuals

SHIRE OF MURCHISON
MONTHLY FINANCIAL REPORT
 For the Period Ending 29 February 2024
SUMMARY GRAPHS

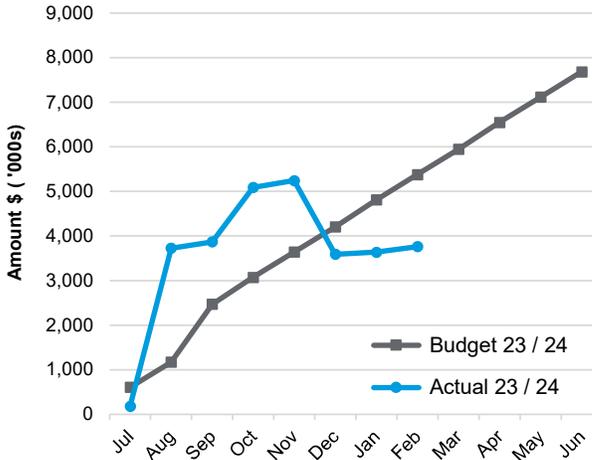
Operating Income



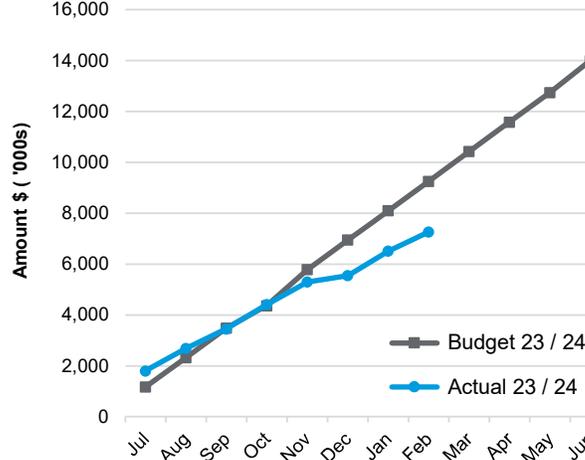
Operating Expenditure



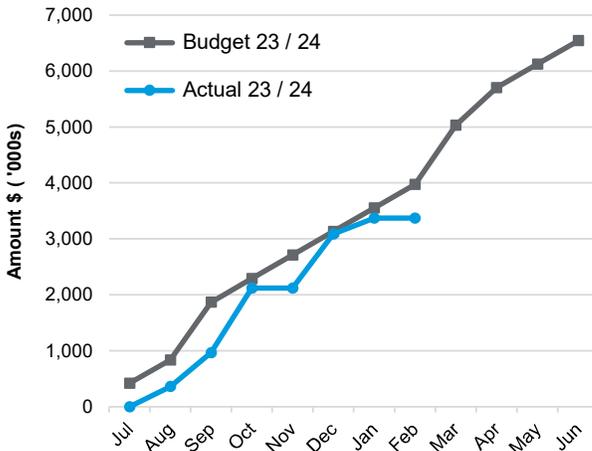
Operating Revenues



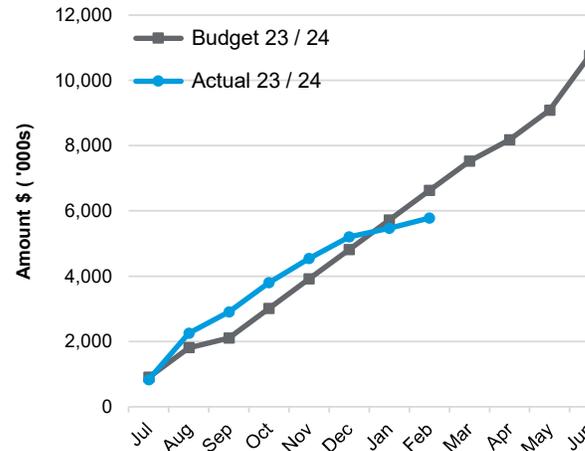
Operating Expenses



Capital Revenues - Investing



Capital Expenses



SHIRE OF MURCHISON
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

NATURE OR TYPE

	Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %	Var
Revenue from Operating Activities							
Rates	10	2,253,109	1,744,641	2,250,645	506,004	29%	▲
Grants, subsidies and contributions	12(a)	4,317,441	2,891,056	801,270	(2,089,786)	(72%)	▼
Fees and charges		597,952	388,528	383,554	(4,974)	(1%)	
Interest earnings		132,185	88,112	106,171	18,059	20%	▲
Other revenue		381,469	264,434	221,611	(42,823)	(16%)	▼
Profit on disposal of assets	8	-	-	-	-		
		7,682,156	5,376,771	3,763,250			
Expenditure from Operating Activities							
Employee costs		(1,461,208)	(977,812)	(924,243)	53,569	5%	
Materials and contracts		(6,374,914)	(4,242,034)	(2,268,076)	1,973,958	47%	▲
Depreciation on non-current assets		(5,697,555)	(3,798,272)	(3,785,364)	12,908	0%	
Finance cost		(44,738)	(19,591)	(16,315)	3,276	17%	
Insurance expenses		(197,358)	(131,432)	(197,357)	(65,925)	(50%)	▼
Other expenditure		(164,754)	(99,808)	(68,264)	31,544	32%	▲
Loss on disposal of assets	8	-	-	-	-		
		(13,940,527)	(9,268,949)	(7,259,619)			
Excluded Non-cash Operating Activities							
Depreciation and amortisation		5,697,555	3,798,272	3,785,364			
Movement in Employee Benefits		(25,844)	-	-			
(Profit) / loss on asset disposal		-	-	-			
Net Amount from Operating Activities		(586,659)	(93,906)	288,995			
Investing Activities							
Inflows from Investing Activities							
Capital grants, subsidies and contributions	12(b)	6,543,568	3,970,335	3,372,221	(598,114)	(15%)	▼
Proceeds from disposal of assets	8	100,000	41,667	-	(41,667)	(100%)	▼
		6,643,568	4,012,002	3,372,221			
Outflows from Investing Activities							
Land and buildings	9(a)	(567,500)	(378,320)	(102,114)	276,206	73%	▲
Plant and equipment	9(c)	(543,000)	(361,992)	(431,412)	(69,420)	(19%)	▼
Furniture and equipment	9(b)	(273,981)	(182,648)	(46,441)	136,207	75%	▲
Infrastructure - roads	9(d)	(7,092,162)	(4,728,024)	(4,988,043)	(260,019)	(5%)	
Infrastructure - other	9(e)	(2,250,000)	(1,499,976)	(225,077)	1,274,899	85%	
		(10,726,643)	(7,150,960)	(5,793,086)			
Net Amount from Investing Activities		(4,083,075)	(3,138,958)	(2,420,866)			
Financing Activities							
Inflows from Financing Activities							
Transfer from reserves	7	6,327,983	4,684,983	4,684,983	-	0%	
		6,327,983	4,684,983	4,684,983			
Outflows from Financing Activities							
Repayment of debentures	11(a)	(189,033)	(94,083)	(94,083)	(0)	(0%)	
Transfer to reserves	7	(2,050,932)	(1,581,383)	(1,620,325)	(38,942)	(2%)	
		(2,239,965)	(1,675,466)	(1,714,408)			
Net Amount from Financing Activities		4,088,018	3,009,517	2,970,575			
Movement in Surplus or Deficit							
Opening Funding Surplus / (Deficit)							
Amount attributable to operating activities	3	669,232	669,232	669,232			
Amount attributable to investing activities		(586,659)	(93,906)	288,995			
Amount attributable to financing activities		(4,083,075)	(3,138,958)	(2,420,866)			
		4,088,018	3,009,517	2,970,575			
Closing Surplus / (Deficit)	3	87,516	445,885	1,507,936			

* - Note 2 provides an explanation for the relevant variances shown above.

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

SHIRE OF MURCHISON
STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024
REPORTING PROGRAM

Note	Annual Budget \$	YTD Budget \$	YTD Actual \$	Var* \$	Var* %
Revenue from Operating Activities					
Governance	45,469	30,312	17,836	(12,476)	(41%)
General purpose funding	2,592,788	1,984,620	2,513,877	529,257	27%
Law, order and public safety	20,669	13,768	15,068	1,300	9%
Housing	-	-	10,039	10,039	
Recreation and culture	8,075	5,320	(3,294)	(8,614)	(162%)
Transport	3,934,619	2,622,431	565,222	(2,057,209)	(78%)
Economic services	960,486	640,288	574,545	(65,743)	(10%)
Other property and services	120,051	80,032	69,864	(10,168)	(13%)
	7,682,158	5,376,771	3,763,251		
Expenditure from Operating Activities					
Governance	(849,644)	(560,443)	(456,057)	104,386	19%
General purpose funding	(13,971)	(9,296)	(28,433)	(19,137)	(206%)
Law, order and public safety	(75,062)	(49,992)	(54,378)	(4,386)	(9%)
Health	(41,665)	(27,744)	(35,271)	(7,527)	(27%)
Education and welfare	(9,984)	(4,152)	(70)	4,082	98%
Housing	(87,503)	(57,984)	(67,819)	(9,835)	(17%)
Community amenities	(200,878)	(123,752)	(98,436)	25,316	20%
Recreation and culture	(424,078)	(282,496)	(222,347)	60,149	21%
Transport	(9,933,228)	(6,611,301)	(4,715,608)	1,895,693	29%
Economic services	(2,169,257)	(1,445,768)	(1,256,575)	189,193	13%
Other property and services	(135,260)	(96,021)	(324,626)	(228,605)	(238%)
	(13,940,529)	(9,268,949)	(7,259,619)		
Excluded Non-cash Operating Activities					
Depreciation and amortisation	5,697,555	3,798,272	3,785,364		
Movement in Employee Benefits (Profit) / loss on asset disposal	(25,844)	-	-		
	-	-	-		
Net Amount from Operating Activities	(586,660)	(93,906)	288,996		
Investing Activities					
Inflows from Investing Activities					
Capital grants, subsidies and contribution	6,543,568	3,970,335	3,372,221	(598,114)	(15%)
Proceeds from disposal of assets	100,000	41,667	-	(41,667)	(100%)
	6,643,568	4,012,002	3,372,221		
Outflows from Investing Activities					
Land and buildings	(567,500)	(378,320)	(102,114)	276,206	73%
Plant and equipment	(543,000)	(361,992)	(431,412)	(69,420)	(19%)
Furniture and equipment	(273,981)	(182,648)	(46,441)	136,207	75%
Infrastructure - roads	(7,092,162)	(4,728,024)	(4,988,043)	(260,019)	(5%)
Infrastructure - other	(2,250,000)	(1,499,976)	(225,077)	1,274,899	85%
	(10,726,643)	(7,150,960)	(5,793,086)		
Net Amount from Investing Activities	(4,083,075)	(3,138,958)	(2,420,866)		
Financing Activities					
Inflows from Financing Activities					
Proceeds from New Loans	-	-	-	-	
Proceeds from self supporting loans	-	-	-	-	
Proceeds from long term borrowings	-	-	-	-	
Transfer from reserves	6,327,983	4,684,983	4,684,983	-	0%
	6,327,983	4,684,983	4,684,983		
Outflows from Financing Activities					
Repayment of debentures	(189,033)	(94,083)	(94,083)	(0)	(0%)
Transfer to reserves	(2,050,932)	(1,581,383)	(1,620,325)	(38,942)	(2%)
	(2,239,965)	(1,675,466)	(1,714,408)		
Net Amount from Financing Activities	4,088,018	3,009,517	2,970,575		
Movement in Surplus or Deficit					
Opening Funding Surplus / (Deficit)	669,232	669,232	669,232		
Amount attributable to operating activities	(586,660)	(93,906)	288,996		
Amount attributable to investing activities	(4,083,075)	(3,138,958)	(2,420,866)		
Amount attributable to financing activities	4,088,018	3,009,517	2,970,575		
Closing Funding Surplus / (Deficit)	87,515	445,885	1,507,937		

SHIRE OF MURCHISON
STATEMENT OF FINANCIAL POSITION
For the Period Ending 29 February 2024

	NOTE	FY 2024 29 February 2024 \$	FY 2023 30 June 2023 \$
CURRENT ASSETS			
Cash and cash equivalents	4	8,386,359	10,542,523
Trade and other receivables	5	54,591	301,632
Inventories		292,495	230,472
Other assets	7	0	1,752,976
TOTAL CURRENT ASSETS		8,733,444	12,827,603
NON-CURRENT ASSETS			
Other financial assets		20,372	20,372
Property, plant and equipment	9	13,232,140	13,172,851
Infrastructure	9	93,541,021	91,592,587
TOTAL NON-CURRENT ASSETS		106,793,534	104,785,810
TOTAL ASSETS		115,526,978	117,613,413
CURRENT LIABILITIES			
Trade and other payables	14	619,696	1,443,082
Other liabilities		0	1,044,818
Borrowings	11(a)	190,774	189,033
Employee related provisions		246,429	246,429
TOTAL CURRENT LIABILITIES		1,056,898	2,923,361
NON-CURRENT LIABILITIES			
Borrowings	11(a)	1,438,014	1,533,838
Employee related provisions		60,087	60,087
TOTAL NON-CURRENT LIABILITIES		1,498,101	1,593,925
TOTAL LIABILITIES		2,554,999	4,517,286
NET ASSETS		112,971,979	113,096,127
EQUITY			
Retained surplus		28,567,849	26,547,831
Reserve accounts	7	4,989,061	7,133,228
Revaluation surplus		79,415,068	79,415,068
TOTAL EQUITY		112,971,979	113,096,127

SHIRE OF MURCHISON
 STATEMENT OF CAPITAL ACQUISITIONS AND FUNDING
 For the Period Ending 29 February 2024
CAPITAL ACQUISITIONS AND FUNDING

Asset Group	Note	Annual Budget \$	YTD Actual Total \$
Land and buildings	9(a)	567,500	102,114
Plant and equipment	9(c)	543,000	431,412
Furniture and equipment	9(b)	273,981	46,441
Infrastructure - roads	9(d)	7,092,162	4,988,043
Infrastructure - other	9(e)	2,250,000	225,077
Total Capital Expenditure		10,726,643	5,793,086
Capital Acquisitions Funded by:			
Capital grants and contributions		6,543,568	3,372,221
Borrowings		-	-
Other (disposals and c/fwd)		100,000	-
Council contribution - from reserves		1,643,000	-
Council contribution - operations		2,440,075	2,420,866
Total Capital Acquisitions Funding		10,726,643	5,793,086

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

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

The material variance adopted by the Shire of Murchison for the 2023/24 year is \$10,000 or 10%, whichever is greater. Items considered to be of material variance are disclosed in Note 2.

The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation. The preparation also requires management to make judgements, estimates and assumptions which effect the application of policies and the reported amounts in the statements and notes. These estimated figures are based on historical experience or other factors believed to be reasonable under the circumstances. Therefore, the actual results may differ from these reported amounts.

Actual and Budget comparatives are presented in year to date format unless otherwise stated. The Adopted Budget is used in the report until superseded by the Budget Review.

Preparation

Prepared by: Bertus Lochner
 Reviewed by: Travis Bate
 Date prepared: 22 Mar 24

(a) Basis of Preparation

The following financial statements are special purpose financial statements that have been prepared in accordance with the Australian Accounting Standards, Authoritative Interpretations, the *Local Government Act 1995*, and regulations, within the context in which they relate to local governments and not-for-profit entities.

With the exception of the cash flow statement and rate setting information, the following report has been prepared on an accrual basis with balances measured at historical cost unless subject to fair value adjustments. Items subject to fair value adjustments include certain non-current assets, financial assets, and financial liabilities. Items such as assets, liabilities, equity, income and expenses have been recognised in accordance with the definitions and recognition criteria set out in the Framework for the Preparation and Presentation of Financial Statements.

These financial statements comply with, and supersede, the Australian Accounting Standards with the *Local Government (Financial Management) Regulations 1996* where applicable. Further information is provided in Note 1(i).

The functional and presentation currency of the report is Australian dollars.

(b) The Local Government Reporting Entity

The Australian Accounting Standards define local government as a reporting entity which can be a single entity or a group comprising a parent and all its subsidiaries. All funds controlled by the Shire in order to provide its services have formed part of the following report. Transactions and balances related to these controlled funds, such as transfers to and from reserves, were eliminated during the preparation of the report.

Funds held in Trust, which are controlled but not owned by the Shire, do not form part of the financial statements. Further information on the Shire funds in Trust are provided in Note 5.

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(c) Rounding of Amounts

The Shire is an entity to which the *Local Government (Financial Management) Regulations 1996* applies and, accordingly amounts in the financial report have been rounded to the dollar except for amounts shown as a rate in the dollar. Where total assets exceed \$10,000,000 in the prior audited annual financial report, the amounts may be rounded to the nearest \$1,000.

(d) Goods and Services Tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

(e) Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(f) Cash and Cash Equivalents

Cash and cash equivalents normally include cash on hand, cash at bank, deposits on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities in Note 3 - Net Current Assets.

(g) Financial Assets at Amortised Cost

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

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

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs related to completion and its sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(i) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed on the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Trade 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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected credit loss allowance for all trade receivables. To measure the expected credit losses, rates receivables are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

(j) Fixed Assets

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

Recognition of Assets

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.

Gains and Losses on Disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(i) Depreciation of Non-current Assets

The depreciable amount of fixed assets included in buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Asset Class	Useful life
Buildings & Improvements	7 to 90 years
Furniture and equipment	3 to 25 years
Plant and equipment	5 to 20 years
Sealed roads and streets formation	not depreciated
pavement	12 years
seal	10 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads formation	not depreciated
pavement	45 years
Footpaths	10 years
Culverts	60 years
Signs	20 years
Stock Grids	80 years
Floodways	21 years
Water supply piping and drainage systems	75 years
Bridges	80 years

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(l) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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.

(m) Prepaid Rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

(n) Employee Benefits

Short-term employee benefits

Provision is made for the Shire's obligation 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 determination of the net current asset position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the determination of the net current asset position.

Other long-term employee benefits

Long-term employee benefits provisions 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 the 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.

(o) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. Subsequent measurement is at amortised cost using the effective interest method. The annual government guarantee fee is expensed in the year incurred.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied. Fair values of borrowings are not materially different to their carrying amount, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Borrowings fair values are based on the discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy due to the unobservable inputs, including own credit risk.

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(p) 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 measure using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(q) Contract Liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

(r) Current and Non-current Classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

(p) Nature or Type Classifications

Rates

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

Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not capital grants.

Capital Grants, Subsidies and Contributions

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

Revenue from Contracts with Customers

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

Profit on Asset Disposal

Gain on the disposal of assets including gains on the disposal of long term investments.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

Service Charges

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

Interest Earnings

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

Other Revenue / Income

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

Employee Costs

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

(p) Nature or Type Classifications (Continued)

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc.

Utilities (Gas, Electricity, Water, etc.)

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

Insurance

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

Loss on Asset Disposal

Loss on the disposal of fixed assets.

Depreciation on Non-current Assets

Depreciation expense raised on all classes of assets.

Finance Cost

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

Other Expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes, donations and subsidies made to community groups.

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES

(q) Program Classifications (Function / Activity)

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

GOVERNANCE

Administration and operation of facilities and services to members of Council. Other costs that relate to the task of assisting elected members and electors on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

LAW, ORDER AND PUBLIC SAFETY

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

HEALTH

Monitor health control standards within the community, provide support and assistance with airstrips to enable all residents access to the Royal Flying Doctor for regular and emergency health services.

EDUCATION AND WELFARE

Support of education facilities within the Shire and of any external resources necessary to assist with education programmes for all residents.

HOUSING

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

Maintain a refuse site for the settlement.

RECREATION AND CULTURE

Provide a library and museum and operation there of. Maintain recreation centre, sports field, parks, gardens and other recreational facilities.

TRANSPORT

Construction and maintenance of roads, drainage works and traffic signs. Maintenance of the settlement airstrip.

ECONOMIC SERVICES

Building control, provision of power and water supplies. Supply and maintenance of television re-broadcasting installation. Provision of radio communication. Maintenance of caravan park. Vermin control and area promotion.

OTHER PROPERTY AND SERVICES

Private works operations, plant repairs and operation costs.

SHIRE OF MURCHISON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Revenue Recognition Policy

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle

SHIRE OF MURCHISON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Revenue Recognition Policy (Continued)

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns / Refunds / Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Roadhouse fuel & kiosk sales.	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council policy & annual fees and charges review, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

SHIRE OF MURCHISON
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

2. EXPLANATION OF MATERIAL VARIANCES

Variations which have exceeded the thresholds are listed below by Program. Significant variances within the Program are listed underneath it by Nature or Type.

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

Nature or Type	Var	Var	Timing /	Explanation of Variance	
Operating Revenues	\$	%	Permanent		
Rates	506,004	29%	▲	Timing	Budget profile timing issue.
Grants, Subsidies and Contributions	(2,089,786)	(72%)	▼	Timing	Main contribution to difference relates to flood damage timing of claims opposed to budget profile.
Interest earnings	18,059	20%	▲	Timing	Budget profile timing issue.
Other Revenue	(42,823)	(16%)	▼	Timing	Budget profile timing issue for Roadhouse Shop Sales.

Operating Expense

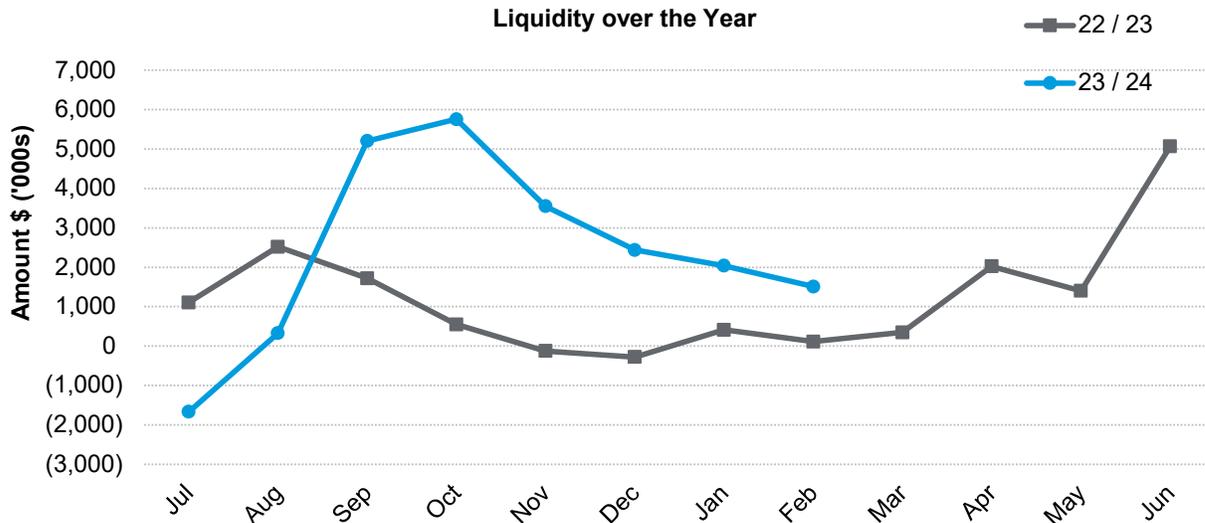
Materials and contracts	1,973,958	47%	▲	Timing	Mainly due to timing of Flood Damage works on rain events March 2022 and February 2021.
Insurance Expenses	(65,925)	(50%)	▼	Timing	Budget profile timing issue.
Other expenditure	31,544	32%	▲	Timing	Timing differences in relation to Council- and general office expenditure, should normalise towards end of the year.

SHIRE OF MURCHISON
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

3. NET CURRENT FUNDING POSITION

	Note	Current Month 29 Feb 24	Prior Year Closing 30 Jun 23	This Time Last Year 28 Feb 23
		\$	\$	\$
Current Assets				
Cash unrestricted	4	1,775,026	866,532	1,165,374
Cash restricted	4	6,611,332	9,675,991	4,580,253
Receivables - rates	6(a)	62,981	(21,870)	54,514
Receivables - sundry	6(b)	8,874	87,289	15,463
Receivables - other		(39,485)	162,366	159,126
Provision for doubtful debts		(8,295)	(8,295)	(16,493)
Contract assets		-	1,752,976	182,020
Inventories		292,495	230,472	172,477
Total Current Assets		8,702,927	12,745,460	6,312,734
Current Liabilities				
Payables - sundry		(121,193)	(237,916)	(1,027,992)
Payables - other		103,992	87,277	(81,864)
PAYG Tax withheld		(19,824)	(50,303)	-
Accrued salaries and wages		-	(47,726)	-
Accrued expenses		(38,750)	(595,541)	-
Trust Liability		(356,799)	(353,351)	-
Deposits and bonds		(156,605)	(157,860)	(576,248)
Contract liabilities		-	(1,044,818)	(377,174)
Loan liabilities	11(a)	(190,774)	(194,552)	(187,308)
Total Payables		(779,953)	(2,594,790)	(2,250,586)
Provisions		(246,429)	(246,429)	(183,760)
Total Current Liabilities		(1,026,382)	(2,841,218)	(2,434,346)
Less: cash reserves	7	(6,611,332)	(9,675,991)	(4,580,253)
Less: movement in provisions (non current)		246,429	246,429	183,760
Add: Disposal of Asset TBA		-	-	7,439
Add: Loan principal (current)		196,293	194,552	187,308
Net Funding Position - Surplus / (Deficit)		1,507,935	669,232	(323,357)

Liquidity over the Year



SHIRE OF MURCHISON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

4. CASH AND FINANCIAL ASSETS

	Unrestricted	Restricted	Total	Institution	Interest	Maturity
	\$	\$	\$		Rate	Date
Cash					%	
Murchison Community Fund	356,848		356,848	Westpac	Variable	N/A
Municipal	855,490		855,490	Westpac	Variable	N/A
Cash On Hand	500		500	Cash on hand	Nil	N/A
Muni Short Term Investment	155,418		155,418	Westpac	Variable	N/A
Roadhouse	399,363		399,363	Westpac	Variable	N/A
CSIRO	7,407		7,407	Westpac	Variable	N/A
Reserve Funds		6,611,332	6,611,332	Westpac	Variable	N/A
Total Cash and Financial Assets	1,775,026	6,611,332	8,386,359			

5. TRUST FUND

There are no funds held at balance date over which the Shire has no control

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

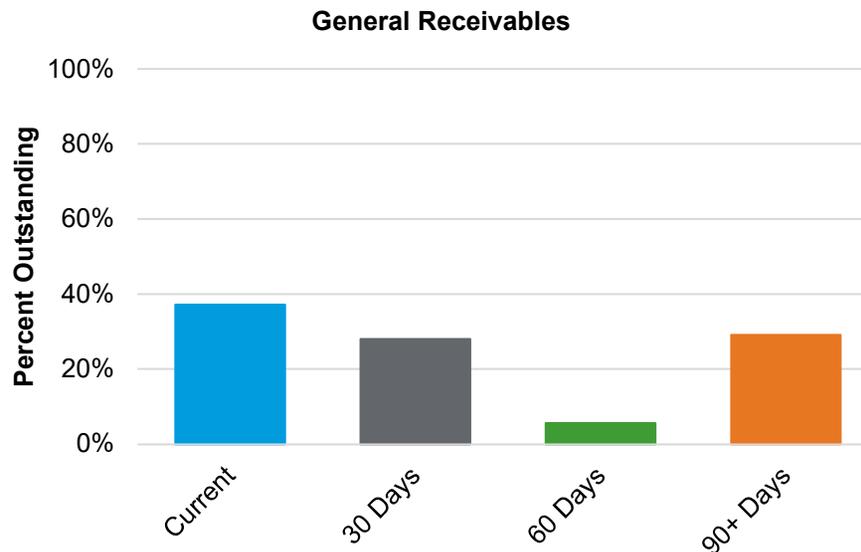
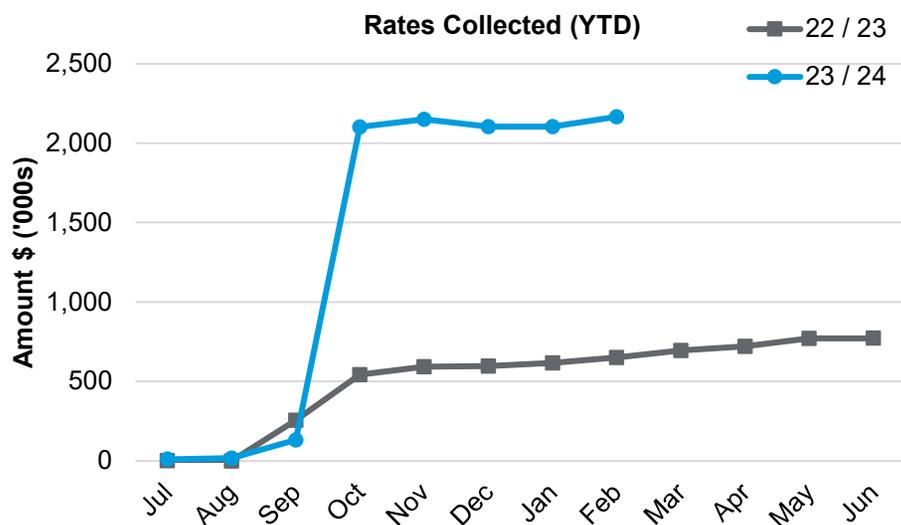
6. RECEIVABLES

(a) Rates Receivable

	29 Feb 24
	\$
Rates receivables	62,981
Total Rates Receivable Outstanding	62,981
Closing balances - prior year	(21,870)
Rates levied this year	2,250,645
Closing balances - current month	(62,981)
Total Rates Collected to Date	2,165,794

(b) General Receivables

	29 Feb 24
	\$
Current	3,300
30 Days	2,489
60 Days	500
90+ Days	2,585
Total General Receivables Outstanding	8,874



Comments / Notes

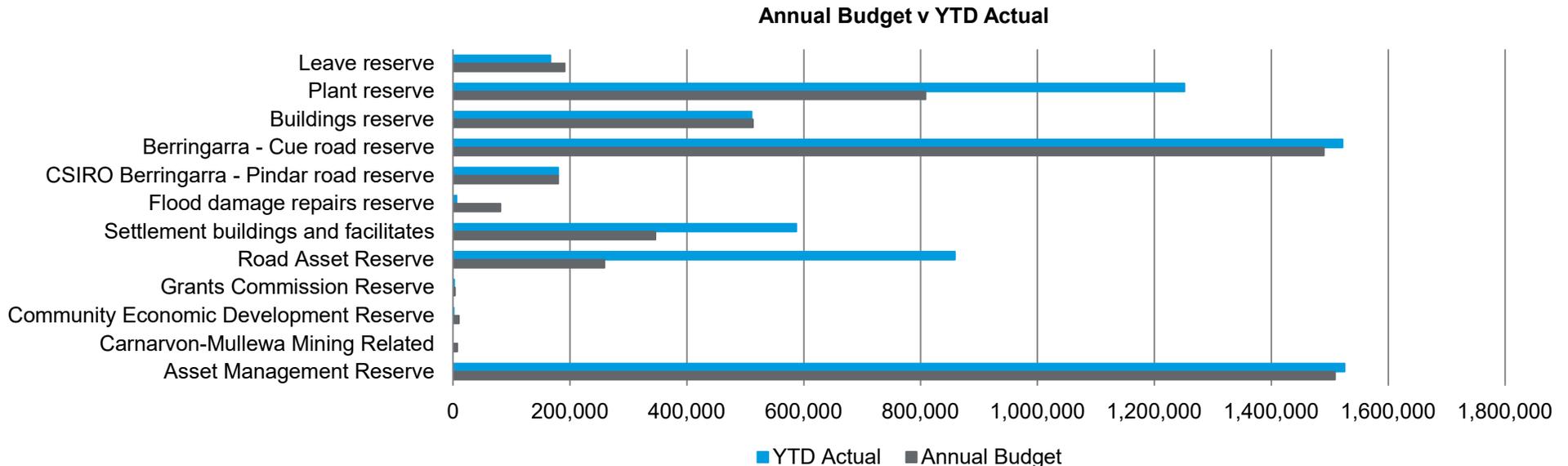
Comments / Notes

Amounts shown above include GST (where applicable)

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

7. CASH BACKED RESERVES

Restricted by council:	Annual Budget				YTD Actual			
	Balance 01 Jul 23 \$	Transfers from \$	Transfer to \$	Balance 30 Jun 24 \$	Balance 01 Jul 23 \$	Transfers from \$	Transfer to \$	Balance 29 Feb 24 \$
Reserve Name								
Leave reserve	164,992	-	25,844	190,836	164,992	-	1,547	166,539
Plant reserve	1,251,758	(443,000)	-	808,758	1,251,758	-	-	1,251,758
Buildings reserve	505,854	-	7,081	512,935	505,854	-	4,744	510,598
Berringarra - Cue road reserve	1,441,587	-	48,279	1,489,866	1,441,587	-	80,216	1,521,803
CSIRO Berringarra - Pindar road res	178,214	-	1,875	180,089	178,214	-	1,671	179,885
Flood damage repairs reserve	5,968	-	75,000	80,968	5,968	-	-	5,968
Settlement buildings and facilitates	581,416	(600,000)	364,713	346,129	581,775	-	5,308	587,083
Road Asset Reserve	858,912	(600,000)	-	258,912	858,912	-	-	858,912
Grants Commission Reserve	4,685,590	(4,684,983)	2,800	3,407	4,685,590	(4,684,983)	1,405	2,012
Community Economic Development	1,335	-	8,839	10,174	1,335	-	9	1,344
Carnarvon-Mullewa Mining Related	-	-	7,500	7,500	-	-	-	-
Asset Management Reserve	-	-	1,509,001	1,509,001	-	-	1,525,425	1,525,425
Total Cash Backed Reserves	9,675,626	(6,327,983)	2,050,932	5,398,575	9,675,985	(4,684,983)	1,620,325	6,611,327



SHIRE OF MURCHISON
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

8. DISPOSAL OF ASSETS

Annual Budget

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Transport				
Plant and Equipment				
Plant and Equipment	100,000	100,000	-	-
Total Disposal of Assets	100,000	100,000	-	-
Total Profit or (Loss)				-

YTD Actual

	WDV	Proceeds	Profit	(Loss)
	\$	\$	\$	\$
Other Property & Services				
Motor Vehicle	-	-	-	-
				-
				-
				-
Total Disposal of Assets	-	-	-	-
Total Profit or (Loss)				-

SHIRE OF MURCHISON
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

9. CAPITAL ACQUISITIONS

(a) Land and Buildings

Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	% Complete
Community Amenities					
Container Deposit Shed	10,000	6,664	-	6,664	0%
Economic Services					
Tour Area Prom Buildings & Improvements	507,500	338,328	102,114	236,214	20%
Tour Area Prom Infrastructure	50,000	33,328	-	33,328	0%
Total Land and Buildings	567,500	378,320	102,114	276,206	

(b) Furniture & Equipment

Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	% Complete
Housing					
Staff Housing Furniture & Equipment	3,000	2,000	4,439	(2,439)	100%
Economic Services					
Cap Ex Point Of Sale System Roadhouse	25,000	16,664	7,460	9,204	30%
Capex - Washing Machines	20,945	13,960	20,945	(6,985)	100%
Roadhouse Appliances	214,536	143,024	13,597	129,427	6%
Roadhouse Furniture	10,500	7,000	-	7,000	0%
Total Furniture & Equipment	273,981	182,648	46,441	136,207	

(c) Plant and Equipment

Funding Source	Annual Budget \$	YTD Budget \$	YTD Actual \$	YTD Variance \$	% Complete
Transport					
Road Plant Purchases	478,953	319,296	353,349	(34,053)	74%
Governance					
Administration Vehicles Purchases	64,047	42,696	64,047	(21,351)	100%
Other Property & Services					
Mechanical Tools & Equipment	-	-	14,016	(14,016)	#DIV/0!
Total Plant and Equipment	543,000	361,992	431,412	(69,420)	

9. CAPITAL ACQUISITIONS (Continued)

(d) Infrastructure - Roads	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance	% Complete
		\$	\$	\$	\$	
Transport						
Beri-Pindar Rd Wreath Flower Works		50,819	33,864	30,086	3,778	
Beri-Pindar Rd - Resheet Incl Floodway Sections		573,179	382,112	521,894	(139,782)	100%
Carn-Mul Rd - Resheet Incl Floodway Sections		120,648	80,432	120,648	(40,216)	100%
Carn-Mul Rd 208.68 - 241.74 Reconstruct & Widen various sections		3,024,610	2,016,384	1,266,425	749,959	42%
Reseal Works		175,000	116,664	-	116,664	0%
SKA Route General Construction Works		3,045,854	2,030,560	3,032,327	(1,001,767)	100%
SKA Route Twin Peaks - Wooleen Rd		2,052	1,360	2,052	(692)	
Capex Grids General		100,000	66,648	14,611	52,037	15%
		7,092,162	4,728,024	4,988,043	(260,019)	
Total Infrastructure - Roads		7,092,162	4,728,024	4,988,043	(260,019)	

(e) Infrastructure - Other	Funding Source	Annual Budget	YTD Budget	YTD Actual	YTD Variance	% Complete
		\$	\$	\$	\$	
Recreation & Culture						
Community Swimming Pool		1,050,000	700,000	-	700,000	0%
Sports Club Access Upgrade		30,000	20,000	-	20,000	0%
Community Splash Pool		350,000	233,328	-	233,328	0%
Economic Services						
Roadhouse & C/V Park Precinct Works		20,000	13,328	-	13,328	0%
Improvements To drinking Water reticulation		450,000	299,992	94,127	205,865	21%
Power Supply Upgrade		350,000	233,328	130,950	102,378	37%
Community Amenities						
Total Infrastructure - Other		2,250,000	1,499,976	225,077	1,274,899	

Total Capital Expenditure		10,726,643	7,150,960	5,793,086	1,357,874	
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SHIRE OF MURCHISON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ending 29 February 2024

10. RATING INFORMATION

	Rateable Value \$	Rate in \$	Number of Properties #	Annual Budget Revenue \$	Rate Revenue \$	Interim Rates CY \$	Interim Rates PY \$	YTD Actual Revenue \$
General Rates								
UV Pastoral	1,232,909	0.088894	22	109,655	109,655	-	-	109,655
UV Mining	16,725,080	0.169410	21	1,823,074	1,818,951	9,616	15,430	1,843,998
UV Prospecting and exploration	1,754,201	0.169410	61	297,180	297,180	(21,150)	(2,238)	273,792
Total General Rates				2,229,909	2,225,786	(11,533)	13,192	2,227,445
Minimum Rates								
UV Pastoral	21,304	800	6	4,800	4,800	-	-	4,800
UV Mining	8,140	800	4	4,000	4,000	-	-	4,000
UV Prospecting and exploration	43,144	800	18	14,400	14,400	-	-	14,400
Total Minimum Rates				23,200	23,200	-	-	23,200
Total General and Minimum Rates				2,253,109	2,248,986	(11,533)	13,192	2,250,645
Other Rate Revenue								
Facilities fees (Ex Gratia)								-
Total Rate Revenue				2,253,109				2,250,645

SHIRE OF MURCHISON
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

11. INFORMATION ON BORROWINGS

(a) Debenture Repayments

(i) Loan 2 Roadworks in 2020-21

	Annual Budget \$	YTD Budget \$	YTD Actual \$
Transport			
Opening balance	1,722,871	1,722,871	1,722,871
Principal payment	(189,033)	(94,083)	(94,083)
Principal Outstanding	1,533,838	1,628,788	1,628,788
Finance cost payment	(30,870)	(15,869)	(15,869)
Service fee			
Total Principal, Finance Cost and Fees Paid	(219,903)	(109,952)	(109,952)
Total Principal Outstanding	1,533,838	1,628,788	1,628,788
Total Principal Repayments	(189,033)	(94,083)	(94,083)

SHIRE OF MURCHISON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ending 29 February 2024

12. GRANTS, SUBSIDIES AND CONTRIBUTIONS

(a) Grants, Subsidies and Contributions

Program / Details	Grant Provider	Annual Budget \$	YTD Budget \$	YTD Actual \$
General Purpose Funding				
F.A.G Grant - General	WALGGC	151,325	113,493	113,494
F.A.G. Grant - Roads	WALGGC	55,694	37,128	41,770
Law, Order and Public Safety				
DFES Operating Grant	DFES	20,481	13,648	14,880
Recreation & Cluture				
Unspent ILA Grant - Pia Remote		-	291	(6,999)
Transport				
MRWA Direct	MRWA	269,961	179,968	269,961
WANDRRA Flood Damage	MRWA	3,479,962	2,319,968	294,320
MRWA - SKA Roads	MRWA	182,816	121,872	-
Economic Services				
Tour Area Prom Revenue		32,000	21,328	3,904
Roadhouse Other Revenue		5,000	3,328	-
Other Property & Services				
Diesel Fuel Rebate		120,202	80,032	69,940
Total Grants, Subsidies and Contributions		4,317,441	2,891,056	801,270

(b) Capital Grants, Subsidies and Contributions

Transport				
MRWA Specific	MRWA	1,062,746	708,496	360,000
Roads to Recovery		635,471	423,640	337,350
LRCIP		632,708	-	162,317
MRWA - SKA Roads	MRWA	3,352,697	2,235,128	1,656,583
Mining Related Road Contributions		7,500	625	-
Recreation & Culture				
Other Rec & Sport Grants		852,446	602,446	855,970
Total Capital Grants, Subsidies and Contributions		6,543,568	3,970,335	3,372,221

Total Grants, Subsidies and Contributions	10,861,009	6,861,391	4,173,490
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SHIRE OF MURCHISON
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ending 29 February 2024

13. BUDGET AMENDMENTS

GL Code	Job Code	Description	Council Resolution	Classification	Increase in Cash	Decrease in Cash	Running Balance
		Opening Surplus			161,144		161,144
03100	03100	ABC Expenses - Rate Revenue		Budget Review	372	-	161,516
03102	03102	Valuation Exp.& Title Searches		Budget Review	-	(221)	161,295
03105	03105	Penalty Interest Raised on Rates		Budget Review	-	(847)	160,449
03107	03107	Back Rates Levied		Budget Review	13,919	-	174,368
03114	03114	Rates Levied		Budget Review	-	(1,022,075)	(847,708)
03204	03204	Interest Earned - Municipal		Budget Review	-	(1,615)	(849,323)
03206	03206	Interest Earned - Reserve		Budget Review	45,978	-	(803,345)
03207	03207	Interest Received - Other (Not Reserves)		Budget Review	569	-	(802,776)
03210	03210	Transfer to Grants Commission Reserve		Budget Review	-	(2,800)	(805,576)
03212	03212	Transfer to Asset Management Reserve		Budget Review	1,022,075	-	216,499
04101	04101	Members Conference Expenses		Budget Review	-	(37)	216,463
04101	04101	Members Conference Expenses		Budget Review	-	(1,066)	215,397
04102	04102	Council Election Expenses		Budget Review	6,684	-	222,081
04104	04104	Members - Refresh & Receptions		Budget Review	-	(2,954)	219,127
04105	04105	Members - Insurance		Budget Review	-	(83)	219,045
04110	04110	Civic Receptions		Budget Review	5,230	-	224,274
04110	04110	Civic Receptions		Budget Review	-	(2,436)	221,838
04110	04110	Civic Receptions		Budget Review	-	(2,370)	219,468
04113	04113	ABC Expenses - Members		Budget Review	10,961	-	230,429
04116	CHFURN	Council Chambers Communications Gear/Tables		Budget Review	15,000	-	245,429
04150	04150	Other Governance Revenue		Budget Review	1,000	-	246,429
04200	04200	ABC Expenses - Other Governance		Budget Review	24,364	-	270,793
05100	05100	ABC Expenses - Fire Prevention		Budget Review	374	-	271,167
05101	05101	Insurance - Fire Prevention		Budget Review	-	(223)	270,944
05102	05102	Income Relating to Fire Prevention		Budget Review	1,921	-	272,864
05102	05102	Income Relating to Fire Prevention		Budget Review	-	(907)	271,958
05108	05108	Depreciation - Fire Prevention		Budget Review	-	-	271,958
05108	05108	Depreciation - Fire Prevention		Budget Review	-	-	271,958
05200	05200	Animal Control Expenses		Budget Review	-	(7,336)	264,621
05202	05202	Dog Registration Fee Income		Budget Review	88	-	264,709
05307	05307	CESM Program Expenses		Budget Review	5,274	-	269,983
05310	05310	ABC Expenses - O.L.O. & P.S.		Budget Review	374	-	270,356
07400	07400	Administration & Inspection		Budget Review	-	(2,248)	268,109
07404	07404	Analytical Expenses		Budget Review	-	(220)	267,889
07406	07406	ABC Expenses - Prev. Services		Budget Review	374	-	268,262
07503	07503	ABC Expenses - Pest Control		Budget Review	374	-	268,636
07700	07700	Medical Centre Expenses		Budget Review	-	(350)	268,285
07702	07702	Maintain Patient Transfer Vehicle		Budget Review	-	(2,005)	266,281
07705	07705	ABC Expenses - Other Health		Budget Review	374	-	266,654
07706	07706	Depreciation Ambulance Centre		Budget Review	-	-	266,654

08002	08002	ABC Expenses - Education & Welfare	Budget Review	374	-	267,028
09101	M2OFF	Maintenance 2 Office Road (CEO)	Budget Review	-	(719)	266,309
09102	M4AKU	Maintenance 4A Kurara Way	Budget Review	-	(64)	266,244
09102	M4AKU	Maintenance 4A Kurara Way	Budget Review	-	(90)	266,154
09103	M4BKU	Maintenance 4B Kurara Way	Budget Review	-	(64)	266,090
09103	M4BKU	Maintenance 4B Kurara Way	Budget Review	-	(118)	265,972
09104	M6KU	Maintenance 6 Kurara Way	Budget Review	-	(267)	265,705
09104	M6KU	Maintenance 6 Kurara Way	Budget Review	-	(66)	265,639
09105	M8KU	Maintenance 8 Kurara Way	Budget Review	-	(169)	265,470
09106	M10AKU	Maintenance 10A Kurara Way	Budget Review	19	-	265,489
09106	M10AKU	Maintenance 10A Kurara Way	Budget Review	-	(156)	265,333
09107	M10BKU	Maintenance 10B Kurara Way	Budget Review	19	-	265,352
09107	M10BKU	Maintenance 10B Kurara Way	Budget Review	-	(152)	265,200
09108	M12AKU	Maintenance 12A Kurara Way	Budget Review	-	(214)	264,986
09108	M12AKU	Maintenance 12A Kurara Way	Budget Review	-	(82)	264,904
09109	M12BKU	Maintenance 12B Kurara Way	Budget Review	-	(214)	264,690
09109	M12BKU	Maintenance 12B Kurara Way	Budget Review	-	(177)	264,513
09110	M14MUL	Maintenance 14 Mulga Cres	Budget Review	-	(764)	263,748
09110	M14MUL	Maintenance 14 Mulga Cres	Budget Review	164	-	263,913
09110	M14MUL	Maintenance 14 Mulga Cres	Budget Review	-	(762)	263,151
09110	M14MUL	Maintenance 14 Mulga Cres	Budget Review	-	(245)	262,906
09111	M16MUL	Maintenance 16 Mulga Cres	Budget Review	-	(1,120)	261,786
09111	M16MUL	Maintenance 16 Mulga Cres	Budget Review	-	(24)	261,762
09113	09113	Staff Housing Costs Reallocated	Budget Review	6,485	-	268,247
09117	M8MUL	Maintenance 8 Mulga Cres	Budget Review	-	(538)	267,709
09117	M8MUL	Maintenance 8 Mulga Cres	Budget Review	-	(22)	267,687
09118	M10MUL	Maintenance 10 Mulga Cres	Budget Review	-	(615)	267,071
09118	M10MUL	Maintenance 10 Mulga Cres	Budget Review	-	(44)	267,028
09121	09121	Foxtel 2 Office Road (CEO)	Budget Review	-	(35)	266,992
09122	09122	Foxtel 4A Kurara Way	Budget Review	-	(254)	266,739
09123	09123	Foxtel 4B Kurara Way	Budget Review	-	(35)	266,703
09124	09124	Foxtel 6 Kurara Way	Budget Review	-	(35)	266,668
09125	09125	Foxtel 8 Kurara Way	Budget Review	-	(254)	266,414
09126	09126	Foxtel 10A Kurara Way	Budget Review	-	(35)	266,379
09127	09127	Foxtel 10B Kurara Way	Budget Review	-	(35)	266,344
09128	09128	Foxtel 12A Kurara Way	Budget Review	-	(35)	266,308
09129	09129	Foxtel 12B Kurara Way	Budget Review	-	(363)	265,946
09130	09130	Foxtel 14 Mulga Cres	Budget Review	-	(117)	265,828
09131	09131	Income 16 Mulga Cres	Budget Review	-	(390)	265,438
09135	09135	Foxtel 8 Mulga Cres	Budget Review	-	(199)	265,239
09136	09136	Foxtel 10 Mulga Cres	Budget Review	-	(35)	265,204
09137	09137	Foxtel 12 Mulga Cres	Budget Review	-	(390)	264,814
09140	09140	Foxtel Roadhouse Residence	Budget Review	-	(63)	264,751
09151	09151	Transfer to Reserves - Buildings	Budget Review	-	(1,756)	262,995

10100	MSANH	Household Refuse Removal	Budget Review	-	(404)	262,591
10100	MSANH	Household Refuse Removal	Budget Review	-	-	262,591
10100	MSANH	Household Refuse Removal	Budget Review	29	-	262,620
10100	MSANH	Household Refuse Removal	Budget Review	-	(848)	261,772
10100	MSANH	Household Refuse Removal	Budget Review	-	(582)	261,191
10103	MTIP	Tip Maintenance	Budget Review	-	(298)	260,892
10103	MTIP	Tip Maintenance	Budget Review	-	(309)	260,584
10103	MTIP	Tip Maintenance	Budget Review	-	(569)	260,015
10105	10105	ABC Expenses - H'sehold Refuse	Budget Review	374	-	260,388
10303	10303	ABC Expenses - Sewerage	Budget Review	374	-	260,762
10500	MSANO	Gen Exp Relating To Protection Of Environment	Budget Review	-	(572)	260,190
10500	MSANO	Gen Exp Relating To Protection Of Environment	Budget Review	-	(579)	259,611
10503	10503	ABC Exp. - Protection of Env.	Budget Review	388	-	259,999
10600	10600	Town Plng & Reg. Dev Expenses	Budget Review	20,000	-	279,999
10604	10604	ABC Exp - Town Plng & Reg. Dev.	Budget Review	323	-	280,322
10700	OCOP	Other Community Operations	Budget Review	-	(5,203)	275,119
10700	OCOP	Other Community Operations	Budget Review	-	(5,063)	270,056
10700	OLDDPT	Maintenance - Old Depot Shed (Gardener's Shed)	Budget Review	-	(23)	270,032
10700	OLDDPT	Maintenance - Old Depot Shed (Gardener's Shed)	Budget Review	-	(34)	269,998
10704	MPTOIL	Maintenance - Public Conveniences (Near Roadhouse)	Budget Review	-	(975)	269,023
10704	MPTOIL	Maintenance - Public Conveniences (Near Roadhouse)	Budget Review	-	(187)	268,835
10704	MPTOIL	Maintenance - Public Conveniences (Near Roadhouse)	Budget Review	-	(366)	268,469
10704	MPTOIL	Maintenance - Public Conveniences (Near Roadhouse)	Budget Review	-	(45)	268,425
10705	MCEMET	Maintenance - Cemetery	Budget Review	-	(639)	267,786
10705	MCEMET	Maintenance - Cemetery	Budget Review	-	(166)	267,620
10705	MCEMET	Maintenance - Cemetery	Budget Review	-	(423)	267,197
10705	MCEMET	Maintenance - Cemetery	Budget Review	-	(671)	266,525
10709	10709	ABC Expenses - O.C.A.	Budget Review	388	-	266,914
11300	11300	ABC Expenses - Other Rec. & Sport	Budget Review	477	-	267,391
11301	11301	Income - Other Recreation & Sport	Budget Review	1,000	-	268,391
11304	MPARKS	Maintenance - Parks And Reserves	Budget Review	5	-	268,396
11304	MPARKS	Maintenance - Parks And Reserves	Budget Review	-	(1,495)	266,900
11305	MSPORT	Maintenance - Murchison Sports Club	Budget Review	-	(500)	266,400
11305	MSPORT	Maintenance - Murchison Sports Club	Budget Review	-	(578)	265,822
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	-	(1,773)	264,049
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	5,000	-	269,049
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	4,746	-	273,796
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	-	(291)	273,505
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	-	(18)	273,487
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	-	(2,337)	271,150
11306	MPOLOC	Maintenance - Polocrosse Fields	Budget Review	-	(4,428)	266,722
11307	MSTOIL	Maintenance - Two Sports Toilet Blocks (Near Clubrooms And Between Fields)- Op Exp	Budget Review	-	(25)	266,696
11307	MSTOIL	Maintenance - Two Sports Toilet Blocks (Near Clubrooms And Between Fields)- Op Exp	Budget Review	-	(2)	266,694
11309	GARDEN	Garden Expenses Other	Budget Review	-	(525)	266,169
11309	GARDEN	Garden Expenses Other	Budget Review	-	(511)	265,658
11400	11400	Television Rebroadcasting	Budget Review	-	(273)	265,386
11404	11404	ABC Exp - TV Rebroadcasting	Budget Review	369	-	265,754
11500	11500	Library Costs	Budget Review	-	(688)	265,067
11500	11500	Library Costs	Budget Review	-	(420)	264,647

11502	11502	ABC Expenses - Libraries	Budget Review	1,069	-	265,716
11600	MOSAIC	Mosaic Project Expenses	Budget Review	-	(58)	265,658
11602	MUSEUM	Maintenance - Museum	Budget Review	-	(600)	265,058
11602	MUSEUM	Maintenance - Museum	Budget Review	-	(223)	264,835
11602	MUSEUM	Maintenance - Museum	Budget Review	-	(584)	264,251
11604	MUCOTT	Maintenance - Museum Cottage	Budget Review	-	(552)	263,699
11604	MUCOTT	Maintenance - Museum Cottage	Budget Review	-	(176)	263,523
11604	MUCOTT	Maintenance - Museum Cottage	Budget Review	-	(693)	262,830
11604	MUCOTT	Maintenance - Museum Cottage	Budget Review	-	(94)	262,736
11606	11606	ABC Expenses - Other Culture	Budget Review	757	-	263,493
12108	CGR000	Capex Grids General	Budget Review	-	(29,222)	234,271
12108	CGR000	Capex Grids General	Budget Review	29,222	-	263,493
12118	C12031	Carn-Mul Rd 208.68 - 241.74 Reconstruct & Widen various sections	Budget Review	-	(12,669)	250,824
12118	C12031	Carn-Mul Rd 208.68 - 241.74 Reconstruct & Widen various sections	Budget Review	-	(720,490)	(469,665)
12119	C12033	Reseal Works	Budget Review	-	(26,470)	(496,135)
12120	C12026	Beri-Pindar Rd Wreath Flowers Works	Budget Review	-	(5,446)	(501,581)
12120	C12026	Beri-Pindar Rd Wreath Flowers Works	Budget Review	-	(2,571)	(504,152)
12120	C12026	Beri-Pindar Rd Wreath Flowers Works	Budget Review	-	(34,932)	(539,084)
12120	C12026	Beri-Pindar Rd Wreath Flowers Works	Budget Review	-	(5,300)	(544,383)
12120	C12026	Beri-Pindar Rd Wreath Flowers Works	Budget Review	-	(2,570)	(546,954)
12120	C12027	Beri-Pindar Rd 288.05 - 309.50 Resheet incl Floodways	Budget Review	-	(1,482)	(548,436)
12120	C12027	Beri-Pindar Rd 288.05 - 309.50 Resheet incl Floodways	Budget Review	53,193	-	(495,242)
12120	C12027	Beri-Pindar Rd 288.05 - 309.50 Resheet incl Floodways	Budget Review	-	(1,442)	(496,684)
12120	C12028	Carn-Mul Rd 82.62 - 83.54 & 86.90 - 88.05 Resheet incl Floodways	Budget Review	1,186	-	(495,498)
12120	C12035	SKA Route General Construction Works	Budget Review	-	(5,486)	(500,984)
12120	C12035	SKA Route General Construction Works	Budget Review	16,163	-	(484,821)
12120	C12035	SKA Route General Construction Works	Budget Review	-	(10,677)	(495,498)
12120	C12037	SKA Route Twin Peaks-Wooleen Rd Proj No 1	Budget Review	-	(1,040)	(496,538)
12120	C12037	SKA Route Twin Peaks-Wooleen Rd Proj No 1	Budget Review	-	(1,012)	(497,550)
12151	12151	Trans. to Res - Berrigarra - Cue	Budget Review	-	(38,279)	(535,829)
12200	12200	Depreciation - Roads & Depot	Budget Review	-	-	(535,829)
12200	12200	Depreciation - Roads & Depot	Budget Review	-	-	(535,829)
12200	12200	Depreciation - Roads & Depot	Budget Review	-	-	(535,829)
12203	R0001	Beringarra-Pindar Road	Budget Review	-	(9,053)	(544,882)
12203	R0004	Twin Peaks - Wooleen Road	Budget Review	-	(3,941)	(548,823)
12203	R0004	Twin Peaks - Wooleen Road	Budget Review	-	(4,146)	(552,969)
12203	R0004	Twin Peaks - Wooleen Road	Budget Review	-	(9,556)	(562,524)
12203	R0005	Boolarly - Kalli Road	Budget Review	-	(15,260)	(577,784)
12203	R0005	Boolarly - Kalli Road	Budget Review	-	(7,297)	(585,081)
12203	R0005	Boolarly - Kalli Road	Budget Review	-	(20,078)	(605,159)
12203	R0006	Byro - Woodleigh Road	Budget Review	-	(274)	(605,433)
12203	R0006	Byro - Woodleigh Road	Budget Review	-	(2,224)	(607,657)
12203	R0008	New Forrest - Yallalong Road	Budget Review	-	(259)	(607,916)
12203	R0008	New Forrest - Yallalong Road	Budget Review	-	(2,879)	(610,795)
12203	R0010	Coolcalalaya Road	Budget Review	-	(1,952)	(612,747)
12203	R0010	Coolcalalaya Road	Budget Review	-	(2,094)	(614,841)
12203	R0010	Coolcalalaya Road	Budget Review	-	(4,704)	(619,545)
12203	R0011	Mileura - Nookawarra Road	Budget Review	-	(4,621)	(624,166)
12203	R0011	Mileura - Nookawarra Road	Budget Review	-	(4,501)	(628,667)

12203	R0011	Mileura - Nookawarra Road	Budget Review	-	(14,048)	(642,715)
12203	R0024	Boolarly Station Access Road	Budget Review	-	(1,178)	(643,893)
12203	R0024	Boolarly Station Access Road	Budget Review	-	(1,147)	(645,040)
12203	R0024	Boolarly Station Access Road	Budget Review	-	(2,770)	(647,810)
12203	R0027	Wooleen - Mt Wittenoorn Road	Budget Review	-	(1,680)	(649,490)
12203	R0027	Wooleen - Mt Wittenoorn Road	Budget Review	-	(30,750)	(680,240)
12203	R0027	Wooleen - Mt Wittenoorn Road	Budget Review	-	(1,741)	(681,981)
12203	R0027	Wooleen - Mt Wittenoorn Road	Budget Review	-	(261)	(682,242)
12203	R0033	Cue - Kalli Road	Budget Review	-	(4,218)	(686,461)
12203	R0033	Cue - Kalli Road	Budget Review	-	(4,166)	(690,626)
12203	R0033	Cue - Kalli Road	Budget Review	-	(4,691)	(695,317)
12203	RMPIA1	Pia Settlement Roads Maintenance	Budget Review	-	(1,512)	(696,829)
12203	RMPIA1	Pia Settlement Roads Maintenance	Budget Review	-	(1,471)	(698,300)
12203	RMPIA1	Pia Settlement Roads Maintenance	Budget Review	-	(3,754)	(702,054)
12204	DEPOT	Depot Maintenance	Budget Review	-	(3,427)	(705,481)
12204	DEPOT	Depot Maintenance	Budget Review	-	(1,868)	(707,349)
12204	DEPOT	Depot Maintenance	Budget Review	354	-	(706,995)
12204	DEPOT	Depot Maintenance	Budget Review	-	(4,254)	(711,249)
12204	DEPOT	Depot Maintenance	Budget Review	-	(2)	(711,251)
12206	TSIGNS	Traffic Signs Maintenance	Budget Review	-	(17,153)	(728,403)
12207	MBRIDG	Bridges Maintenance	Budget Review	168	-	(728,236)
12216	12216	Grant - Roads to Recovery	Budget Review	347,350	-	(380,886)
12219	12219	Grant - Wandra Flood Damage	Budget Review	-	(1,407,084)	(1,787,970)
12220	12220	Traffic Licencing Commissions	Budget Review	151	-	(1,787,818)
12220	12220	Traffic Licencing Commissions	Budget Review	729	-	(1,787,089)
12230	SKA00	SKA Roads Maintenance General	Budget Review	-	(166,196)	(1,953,286)
12235	FLOOD8	Flood Damage Feb 2020	Budget Review	1,677,235	-	(276,050)
12235	FLOOD9	Flood Damage from Rain Event May 2021	Budget Review	6,109	-	(269,941)
12235	FLOOD9	Flood Damage from Rain Event May 2021	Budget Review	72,639	-	(197,302)
12235	FLOOD9	Flood Damage from Rain Event May 2021	Budget Review	5,372	-	(191,931)
12235	FLOOD11	Flood Damage from Rain Event Mar April 2023	Budget Review	-	(8,568)	(200,499)
12236	12236	MRWA - SKA Roads Operating Grant	Budget Review	182,816	-	(17,682)
12237	12237	MRWA - SKA Roads Capital Grant	Budget Review	395,887	-	378,204
12241	12241	ABC Exp - Roads & Depot	Budget Review	7,233	-	385,438
12243	12243	Housing Costs Road Maint	Budget Review	-	(2,788)	382,649
12302	12302	Road Plant Purchases	Budget Review	64,047	-	446,696
12604	MAIRPT	Airport Maintenance	Budget Review	-	(13,614)	433,082
12604	MAIRPT	Airport Maintenance	Budget Review	-	(1,154)	431,928
12604	MAIRPT	Airport Maintenance	Budget Review	-	(5)	431,923
12605	12605	ABC Exp. - Aerodrome	Budget Review	354	-	432,277
13101	13101	Vermin Control	Budget Review	-	(4,315)	427,962
13103	13103	ABC Exp - Rural Services	Budget Review	562	-	428,525
13202	C13021	Caravan Park Furniture & Equipment	Budget Review	22,000	-	450,525
13202	C13021	Caravan Park Furniture & Equipment	Budget Review	-	(20,945)	429,580
13202	C13023	Roadhouse Appliances	Budget Review	-	(4,536)	425,044
13202	C13023	Roadhouse Appliances	Budget Review	-	(194,000)	231,044
13207	13207	ABC Exp- Tourism/Area Prom.	Budget Review	1,566	-	232,610
13211	13211	Trans to Res - Com Econ Dev	Budget Review	-	(2,119)	230,491
13612	13612	Trans to Res - Sett. Bldg & Facs.	Budget Review	-	(55,752)	174,739

13619	RHOPER	Roadhouse Business Operational	Budget Review	-	(16,899)	157,840
13619	RHOTH	Roadhouse - Other	Budget Review	-	(172)	157,668
13620	CPKEXP	Caravan Park Expenses - Grounds	Budget Review	-	(467)	157,201
13620	CPBULD	Cabins Caravan Park Expenses	Budget Review	-	(341)	156,860
13620	RHACM	Maintenance of Tourist Accommodation Units	Budget Review	-	(512)	156,349
13620	RHACM	Maintenance of Tourist Accommodation Units	Budget Review	-	(2,422)	153,926
13640	RHM	Roadhouse Cafe Bldg Maint	Budget Review	-	(5,387)	148,539
13640	RHM	Roadhouse Cafe Bldg Maint	Budget Review	-	(1,688)	146,851
13640	RHM	Roadhouse Cafe Bldg Maint	Budget Review	-	(845)	146,007
13640	RHM	Roadhouse Cafe Bldg Maint	Budget Review	927	-	146,933
13640	RHRES	Roadhouse Residence	Budget Review	-	(1,379)	145,555
13640	RHRES	Roadhouse Residence	Budget Review	-	(382)	145,173
13640	RHRES	Roadhouse Residence	Budget Review	-	(109)	145,063
13655	CMULBC	Murchison Roads Planning and Design Project	Budget Review	10	-	145,073
13655	TOUR	Tourism Operational Expenses	Budget Review	22,764	-	167,837
13600	13600	ABC Expenses - Other Economic Services	Budget Review	2,567	-	170,404
13601	WATER	Settlement Water Supply	Budget Review	-	(840)	169,563
13601	WATER	Settlement Water Supply	Budget Review	-	(122)	169,442
13601	WATER	Settlement Water Supply	Budget Review	-	(1,008)	168,434
13601	WATER	Settlement Water Supply	Budget Review	-	(17)	168,417
13602	POWER	Settlement Power Generation	Budget Review	-	(237)	168,180
13602	POWER	Settlement Power Generation	Budget Review	-	(1,555)	166,625
13602	PHFUEL	Powerhouse Fuel	Budget Review	-	(10,700)	155,925
13602	GEN098	Powerhouse Generator No 1	Budget Review	1,110	-	157,036
13602	GEN099	Powerhouse Generator No 2	Budget Review	-	(155)	156,880
13602	GEN099	Powerhouse Generator No 2	Budget Review	1,110	-	157,990
13602	GEN099	Powerhouse Generator No 2	Budget Review	-	(1,331)	156,659
13603	FREGHT	Settlement Freight Service	Budget Review	-	(450)	156,210
13603	FREGHT	Settlement Freight Service	Budget Review	-	(10)	156,200
13603	FREGHT	Settlement Freight Service	Budget Review	998	-	157,197
13603	FREGHT	Settlement Freight Service	Budget Review	-	(440)	156,757
13603	FREGHT	Settlement Freight Service	Budget Review	-	(18)	156,739
13606	RHFEXP	Roadhouse Fuel Other Expenses	Budget Review	-	(50)	156,689
13607	13607	Income Other Economic Services	Budget Review	15,128	-	171,816
13641	ECOOTH	Other Economic Services Expenses	Budget Review	-	(171)	171,645
13656	13656	Housing Costs Allocated Economic Services	Budget Review	-	(3,888)	167,757
13657	C14720	Improvements To drinking Water reticulation	Budget Review	-	(89)	167,668
13657	C14720	Improvements To drinking Water reticulation	Budget Review	89	-	167,757
14200	14200	Plant Expenses PWOH	Budget Review	-	(6,873)	160,883
14202	14202	Sick Leave Expense	Budget Review	-	(146)	160,737
14203	14203	Annual & LSL - Works	Budget Review	-	(100,982)	59,756
14205	OFFWKS	Works Salaries & Wages	Budget Review	-	(36,526)	23,229
14206	14206	Consultant Expenses (Inc RAMM)	Budget Review	-	(8,633)	14,597
14207	14207	Less PWO Allocated to Works	Budget Review	79,066	-	93,663
14211	14211	Camp Expenses	Budget Review	-	(810)	92,853
14213	14213	TOIL - Works	Budget Review	713	-	93,566
14214	14214	Public Holidays - Works	Budget Review	-	(6,406)	87,160
14215	14215	ABC Expenses - P.W.Overheads	Budget Review	4,522	-	91,682
14217	14217	Superannuation - P.W.O.	Budget Review	-	(5,399)	86,283

14302	14302	Insurance - Plant	Budget Review	-	(3,707)	82,576
14303	14303	Fuel & Oils	Budget Review	-	(35,267)	47,309
14305	14305	Parts & Repairs	Budget Review	-	(2,588)	44,721
14305	14305	Parts & Repairs	Budget Review	-	(6,917)	37,805
14309	14309	Plant Operation Costs Allocated to Works	Budget Review	125,141	-	162,945
14312	14312	Plant - Tools & Minor Equipment	Budget Review	-	(7,157)	155,788
14313	14313	ABC Expenses - Plant Operation Costs	Budget Review	7,413	-	163,201
14404	14404	Diesel Fuel Rebate	Budget Review	35,051	-	198,252
14500	14500	General Office and Administration	Budget Review	-	(995)	197,257
14500	14500	General Office and Administration	Budget Review	-	(1,630)	195,627
14501	OFFADM	Administration Office Maintenance	Budget Review	-	(2,385)	193,242
14501	OFFADM	Administration Office Maintenance	Budget Review	357	-	193,599
14501	OFFADM	Administration Office Maintenance	Budget Review	-	(234)	193,364
14502	14502	Workers Comp. - Administration	Budget Review	-	(15,894)	177,470
14503	14503	IT Expense	Budget Review	-	(3,037)	174,433
14504	14504	Telecommunications - Admin	Budget Review	7,886	-	182,318
14504	14504	Telecommunications - Admin	Budget Review	-	(6,699)	175,619
14505	14505	Travel & Accommodation - Admin	Budget Review	-	(3,532)	172,087
14505	14505	Travel & Accommodation - Admin	Budget Review	-	(93)	171,995
14506	14506	Legal Expenses Administration	Budget Review	-	(24,000)	147,995
14506	14506	Legal Expenses Administration	Budget Review	-	(12,000)	135,995
14512	14512	Income Relating to Administration	Budget Review	-	(4,967)	131,028
14512	14512	Income Relating to Administration	Budget Review	-	(4,222)	126,806
14512	14512	Income Relating to Administration	Budget Review	8,189	-	134,995
14517	14517	Insurance - Admin	Budget Review	627	-	135,622
14518	14518	Salaries - Administration	Budget Review	115,678	-	251,300
14519	14519	Staff Appointment Expenses	Budget Review	-	(1,406)	249,894
14520	14520	Superannuation - Admin	Budget Review	-	(8,350)	241,544
14521	14521	Audit Fees (Administration)	Budget Review	2,678	-	244,222
14522	14522	Consultants Administration	Budget Review	30,000	-	274,222
14523	14523	Accounting Support Services	Budget Review	15,000	-	289,222
14523	14523	Accounting Support Services	Budget Review	-	(31,451)	257,771
14523	14523	Accounting Support Services	Budget Review	1,000	-	258,771
14524	14524	Subscriptions	Budget Review	4,057	-	262,827
14527	ADMVEH	Vehicle Expenses Administration	Budget Review	7,089	-	269,916
14550	14550	Less ABC Costs Alloc to W & S	Budget Review	-	(66,674)	203,243
14565	14565	Administration Vehicles Purchases	Budget Review	-	(64,047)	139,195
12203	NEW JOB	Gravel Pit Establishment	Budget Review	-	(57,696)	81,499



Department of
**Local Government, Sport
and Cultural Industries**

Our ref LG17-199
Enquiries Taryn Cox
Phone 08 6552 1644
Email taryn.cox
@dlgsc.wa.gov.au

Mr Bill Boehm
Chief Executive Officer
Shire of Murchison
PO Box 61
Mullewa WA 6630
By email: ceo@murchison.wa.gov.au

Dear Mr Boehm

7 March 2024

SHIRE OF MURCHISON – SPECIAL NEEDS COST ADJUSTOR UPLIFT SUBMISSION

The Shire of Murchison (the Shire) submitted to the Commission a request for consideration of an amendment to the general-purpose grant methodology. The submission received in March 2023 requested that the Commission consider an uplift to the Special Needs Cost Adjustor.

The Commission considered this matter at its 11 September 2023 meeting, with the Commission indicating support of an uplift but requesting the ceiling amount be further modelled.

Further modelling was completed by the department, and the Commission considered this matter again at its meeting on 7 March 2024, with the Commission resolving:

(1) That the Commission endorse an increase to the Special Needs Cost Adjustor, raising the Ceiling from \$80,000 to \$120,000 (50% increase).

(2) That the Commission increase the Shire of Murchison's Special Needs Cost Adjustor allocation from \$80,000 to \$120,000 for the 2024/25 Financial Assistance Grants calculation, and henceforth.

The Commission appreciates the unique position of the Shire relating to the significant costs required in providing a self-sustained power supply. Noting the escalating costs, the Commission has agreed to increase the Special Needs Cost Adjustor ceiling to \$120,000.

We trust that this decision has produced a satisfactory outcome.

If you would like to discuss this submission further, please contact Taryn Cox (Senior Strategy and Research Officer) on grants.commission@dlgsc.wa.gov.au or call on (08) 6552 1644.

Yours sincerely

Dan Bull

A handwritten signature in black ink, appearing to read 'Dan Bull'.

Chair
WA Local Government Grants Commission

Gordon Stephenson House, 140 William Street
PO Box 8349 Perth Business Centre, WA 6849
Telephone (08) 6552 7300
Email info@dlgsc.wa.gov.au
Web www.dlgsc.wa.gov.au

From: [Murchison GeoRegion](#)
To: [Tralee Cable](#); [Bill Boehm](#); [ceo](#); [Kelvin Matthews](#); [Richard Towell](#); [Ian Holland](#); [Gary Gaffney](#)
Subject: Murchison GeoRegion and Geoparks Incorporated - Constitution
Date: Wednesday, 21 February 2024 4:22:37 PM
Attachments: [Murchison GeoRegion and Geoparks Incorporated - 21st February 2024 \(003\).pdf](#)

Good afternoon Murchison Executive Group CEO Members,

Please find attached a copy of the Murchison GeoRegion and Geoparks Incorporated Constitution, which was adopted at the Murchison GeoRegion Project Working Group (MGR PWG) meeting yesterday, 20th February, 2024.

In accordance with earlier agreement by MEG, for the Murchison GeoRegion to form an independent, Incorporated Association, this document is now ready to be presented to all seven Murchison Geo Region CEO's and through to respective Shire Councils, for endorsement.

The MGR PWG have requested responses are received by the end of March and, given this would be Easter, please return responses by Thursday 28th March.

Please let me know if you would like further information or reference for presenting this Constitution as a Council Agenda item.

As you are aware, Shires are well represented on the MGR Project Working Group, including with very engaged CEO representative members, also three Councillors including a Shire President - which has proved very valuable in bringing this document together for endorsement.

Kind regards

Karen

Karen Morrissey
Project Officer

M 0455 403 695

E admin@murchisongeoregion.com

W www.murchisongeoregion.com

Mailing Address:

Shire of Mount Magnet
PO Box 62
Mount Magnet
Western Australia 6638



CONSTITUTION

OF

MURCHISON GEOREGION & GEOPARKS INCORPORATED

1. Name of Association

Murchison GeoRegion & Geoparks Incorporated

Trading as Murchison GeoRegion

2. Objectives and purposes of the Association

- The ancient lands and brilliant skies of the Murchison GeoRegion are recognised around the world as a premier tourism experience
- Showcasing the Murchison GeoRegion to create sustainable economic and social development by implementing the structures, systems and processes, inclusive of Ambassadors, that will support global recognition of the Murchison GeoRegion
- Enable and promote development of the Murchison GeoRegion through Geoparks, Geotrails and Geotourism within the seven Murchison Shires of Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna and Yalgoo
- Develop a Stakeholder Engagement Plan, encourage and enable stakeholder participation and collaboration in the establishment of the Murchison GeoRegion Geoparks, Geotrails and Geotourism
- Facilitate Marketing and Communications Plan encompassing geotourism features within the Murchison GeoRegion
- Facilitate consistent Geosite Infrastructure and Maintenance Plan, providing levels of engagement by the Shires
- Foster and support capabilities for research and education, including production of educational materials, to enhance and share the unique and interconnected Abiotic, Biotic and Cultural aspects of the Murchison GeoRegion
- Become active within the Global Geopark network
- Develop boundaries for geoparks within the Murchison GeoRegion in established categories (State, Australian (National) and International)
- Enable at least one geopark to be designated as a fully accredited UNESCO Global Geopark, based on boundaries to be determined by the Association, in consultation with recognised geological bodies such as the Geological Survey of Western Australia and the Shires

- Co-operate with like-minded entities and individuals locally, nationally and internationally in revealing and promoting all aspects of tourism visitation related to the A (Abiotic) B (Biotic) and C (Cultural) aspects of the Murchison GeoRegion environment
- Enhance education and sharing of knowledge through storytelling, exhibitions and events that encourage appreciation, care of, and protection through conservation, of unique aspects of the Murchison GeoRegion for both current and future generations

PART 1 — PRELIMINARY

3. Terms used

In these rules, unless the contrary intention appears —

Act means the *Associations Incorporation Act 2015*

Affiliate association means those associations invited by the board to affiliate with the Association

associate member means a member with the rights referred to in rule 8(6)

Association means the incorporated association to which these rules apply

board means the management board of the Association

board meeting means a meeting of the board

board member means a member of the board

books, of the Association, includes the following:

- (a) a register
- (b) financial records, financial statements or financial reports, however compiled, recorded or stored
- (c) a document
- (d) any other record of information
- (e) recorded digitally or in print formats

by-laws means by-laws made by the Association under rule 72

chairperson means the Committee member holding office as the chairperson of the Association

Commissioner means the person for the time being designated as the Commissioner under section 153 of the Act

financial records include:

- (a) invoices, receipts, orders for the payment of money, bills of exchange, cheques, promissory notes and vouchers; and
- (b) documents of prime entry; and
- (c) working papers and other documents needed to explain —
 - (i) the methods by which financial statements are prepared; and
 - (ii) adjustments to be made in preparing financial statements

financial report of a tier 2 association or a tier 3 association, has the meaning given in section 63 of the Act

financial statements mean the financial statements in relation to the Association required under Part 5 Division 3 of the Act

financial year, of the Association, has the meaning given in rule 4

general meeting of the Association, means a meeting of the Association that all members are entitled to receive notice of and to attend

GeoRegion means a single, unified geographical area where sites and landscapes of geological significance are linked together around a central natural or cultural value, of which sustainable development, including conservation, aims to involve local communities

geopark means a unified area of geological heritage as defined by United Nations Educational, Scientific and Cultural Organisation (UNESCO)

geotourism means tourism that sustains or enhances the distinctive geographical character of a place; its environment, heritage, aesthetics, culture and the well-being of its residents, and ties sustainability to all aspects of the region through A (abiotic), B (Biotic) and C (Cultural) features, inclusive of astronomy.

Geotrail means guided and self-guided trails interpreting geology and landscapes in the context of geotourism

member means a person (including a body corporate) who is an ordinary member or an associate member of the Association

ordinary board member means a board member who is not an office holder of the Association under rule 34(3)

ordinary member means a member with the rights referred to in rule 8 (1) and 11 (1) (a)

chairperson means the board member holding office as the chairperson of the Association

deputy chairperson means the board member holding the office as the deputy chairperson of the Association

secretary means the board member holding office as the secretary of the Association

treasurer means the board member holding office as the treasurer of the Association

returning officer means the person nominated to oversee the elections at the annual general meeting

register of members means the register of members referred to in section 53 of the Act

rules means these rules of the Association, as in force for the time being

special general meeting means a general meeting of the Association other than the annual general meeting

special resolution means a resolution passed by the members at a general meeting in accordance with section 51 of the Act

subcommittee means a subcommittee appointed by the board under rule 56 (1) (a)

tier 1 association means an incorporated association to which section 64(1) of the Act applies

tier 2 association means an incorporated association to which section 64(2) of the Act applies

tier 3 association means an incorporated association to which section 64(3) of the Act applies

4. Financial year

- (1) The first financial year of the Association is to be the period notified to the Commissioner under section 7(4) (c) or, if relevant, section 29(5) (c) of the Act.

- (2) Each subsequent financial year of the Association is the period of 12 months commencing at the termination of the first financial year or the anniversary of that termination, being June 30th.

PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

5. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
 - (a) for the purposes of the Association; the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
 - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
 - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
 - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

6. Powers

The Association has the power to do all such lawful things as are necessary, incidental, or conducive and with due diligence, to the attainment of the aims and objects of the Association. Such powers include:

- (a) the leasing of property for any purpose deemed proper by the board and consistent with the objects and purposes of the Association. Any lease negotiated shall be supported by a properly prepared lease agreement
- (b) acquiring by purchase, lease, exchange or otherwise: land, buildings and hereditaments of any tenure or description, wherever situated, and any estate or interest therein and all rights over or connected therein deemed proper by the board and consistent with the objects and purposes of the Association
- (c) selling, improving, managing, letting, disposing of, or turning to account all or any part of the real or personal property of the Association
- (d) the borrowing and raising of monies by means of mortgage, or other loan, for any purpose deemed proper by the board and consistent with the objects and purposes of the Association, at a commercial interest rate prevailing at the time, and under terms which are not onerous to the Association and are within the Association's reasonable limits of repayment
- (e) the investing of funds in any security in which monies may be invested
- (f) entering into any arrangements with any government or authority, whether federal, state, local or otherwise, that may seem conducive to any of the objects of the Association, and to apply for and obtain from any such government or authority any grants, rights, privileges or concessions which the Association may think it desirable to obtain and carry out, exercise and comply with any such arrangements, rights, privileges and concessions
- (g) Negotiating with any person or company to secure grants, donations, sponsorship monies or services in kind, as contributions to the Association's operations or one or more of its projects, or in exchange for advertising or promotion of that person's or company's products and services for the duration of any event held by the Association or on its behalf.

- (h) Appointing, employing, or removing or suspending such secretaries, managers, clerks, servants, consultants, or other persons on such terms as necessary or convenient, and in line with the appropriate industrial instruments

PART 3 — MEMBERS

Division 1 — Membership

7. Eligibility for membership

- (1) Any person who supports the objects or purposes of the Association is eligible to apply to become a member.
- (2) An individual who has not reached the age of 18 years is not eligible to apply for a class of membership that confers full voting rights.

8. Applying for membership

- (1) A person who wants to become a member must complete the membership nomination form specified by the board.
- (2) The application must include a member's nomination of the applicant for membership.
- (3) The application must be signed by the applicant and the member nominating the applicant.
- (4) The applicant must specify in the application the class of membership, if there is more than one, to which the application relates.

9. Dealing with membership applications

- (1) The board, or its delegated subcommittee, must consider each application for membership of the Association and decide whether to accept or reject the application.
- (2) Subject to subrule (3), the board must consider applications in the order in which they are received by the Association.
- (3) The board may delay its consideration of an application if the board considers that any matter relating to the application needs to be clarified by the applicant or that the applicant needs to provide further information in support of the application.
- (4) The board must not accept an application unless the applicant —
 - (a) is eligible under rule 7; and
 - (b) has applied under rule 8.
- (5) The board may reject an application even if the applicant —
 - (a) is eligible under rule 7; and
 - (b) has applied under rule 8.
- (6) The board must notify the applicant of the board's decision to accept or reject the application as soon as practicable after making the decision.
- (7) If the board rejects the application, the board is not required to give the applicant its reasons for doing so.

10. Becoming a member

An applicant for membership of the Association becomes a member when:

- (a) the board accepts the application; and
- (b) the applicant pays any membership fees payable to the Association under rule 15

11. Classes of membership

- (1) The Association shall consist of
 - (a) a member nominated as representative by each of the Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Yalgoo and Wiluna Shires.
 - (b) Ordinary members: Those members who have paid an ordinary member subscription
 - (c) Associate members comprised of:
 - Honorary Life members: those members whose appointment as such has been endorsed by two – thirds majority of members at a general meeting.
 - Life members: those members who have paid a life membership subscription.
 - Honorary members: persons whose involvement with the Association warrants their appointment as honorary members by the board for a term not exceeding one year. Honorary members do not have voting rights.
 - Affiliate members: those persons who have elected to be affiliated with the Association, paid an affiliate membership fee and whose affiliated association has one delegate member elected to the Association board under rule 18. Affiliate members do not have voting rights.
 - Corporate members: those organisations which have paid a corporate membership fee.
 - Junior members: those members who have not reached the age of 18 years. Junior members do not have voting rights.
- (2) The Association may approve other classes of associate members by resolution at a general meeting.
- (3) All members have full voting rights, and any other rights conferred on members by these rules or approved by resolution at a general meeting or determined by the board, except as specifically provided elsewhere in these rules.
- (4) The number of members of any class is not limited unless otherwise approved by resolution at a general meeting.

12. When membership ceases

- (1) A person ceases to be a member when any of the following take place:
 - (a) for a member who is an individual, the individual dies
 - (b) the person resigns from the Association under rule 13
 - (c) the person is expelled from the Association under rule 22
 - (d) the person ceases to be a member under rule 15(4)
 - (e) The person ceases to be an associate member under rule 20
 - (f) The member who is a body corporate, the body corporate is wound up.
- (2) The secretary must keep a record, for at least one year after a person or corporation ceases to be a member, of:
 - (a) the date on which the membership ceased and
 - (b) the reason why the membership ceased.

13. Resignation

- (1) A member may resign from membership of the Association by giving written notice of the resignation to the secretary.
- (2) The resignation takes effect:
 - (a) when the secretary receives the notice or
 - (b) if a later time is stated in the notice, at that later time.
- (3) A person who has resigned from membership of the Association remains liable for any fees that are owed to the Association (the **owed amount**) at the time of resignation.
- (4) The owed amount may be recovered by the Association in a court of competent jurisdiction as a debt due to the Association.

14. Rights not transferable

The rights of a member are not transferable and end when membership ceases.

Division 2 — Membership fees

15. Membership fees

- (1) The board must determine in the Annual Budget, the entrance fee (if any) and the annual membership fee (if any) to be paid for membership of the Association.
- (2) The fees determined under subrule (1) may be different for different classes of membership.
- (3) A member must pay the annual membership fee to the treasurer, or another person authorised by the committee to accept payments, by the date (the **due date**) determined by the committee.
- (4) If a member has not paid the annual membership fee within the period of 3 months after the due date, the member ceases to be a member on the expiry of that period.
- (5) If a person or corporation has ceased to be a member under subrule (4) offers to pay the annual membership fee after the period referred to in that subrule has expired —
 - (a) the board may, at its discretion, accept that payment; and

- (b) if the payment is accepted, the person's membership is reinstated from the date the payment is accepted.

Division 3 — Register of members

16. Register of members

- (1) The secretary, or another person authorised by the board, is responsible for the requirements imposed on the Association under section 53 of the Act to maintain the register of members and record in that register any change in the membership of the Association.
- (2) In addition to the matters referred to in section 53(2) of the Act, the register of members must include the class of membership (if applicable) to which each member belongs and the date on which each member becomes a member.
- (3) The register of members must be kept at the secretary's place of residence, or at another place determined by the committee.
- (4) A member who wishes to inspect the register of members must contact the secretary to make the necessary arrangements.
- (5) If —
 - (a) a member inspecting the register of members wishes to make a copy of, or take an extract from, the register under section 54(2) of the Act; or
 - (b) a member makes a written request under section 56(1) of the Act to be provided with a copy of the register of members,the board may require the member to provide a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Association.
- (6) The personal details of members listed in the register will not be made available under any such request.

Division 4 — Affiliated associations

17. **Affiliated associations**

The board may, at its sole discretion, invite an incorporated association that it considers shares the objects and purposes of the Association as set out in preamble to these rules, to become an affiliated association. The affiliation will take effect from the date the invitation is formally accepted by the invited association.

18. **Board delegate**

An affiliated association shall have the right to nominate one person to serve on the board to be appointed in terms of rule 34 of these rules. This right will continue for as long as the affiliated association remains affiliated.

19. **Members of affiliated associations**

Financial members of an affiliated association will have the rights of associate membership of the Association as set out in rule 11 (1). Members of affiliated associations may become ordinary members of the Association in terms of rules 7 & 8.

20. **Termination of affiliation**

The affiliation of an affiliated association may be terminated by either party providing the other with one month's notice in writing of their intention to end the affiliation. From the date of termination, the affiliated association will no longer have the right to be represented on the board, and its members will no longer have the rights of associate membership of the Association.

PART 4 — DISCIPLINARY ACTION, DISPUTES AND MEDIATION

Division 1 — Term used

21. Term used: member

In this Part —

member, in relation to a member who is expelled from the Association, includes former member.

Division 2 — Disciplinary action

22. Suspension or expulsion

- (1) The board may decide to suspend a member's membership or to expel a member from the Association if:
 - (a) the member contravenes any of these rules; or
 - (b) the member acts detrimentally to the interests of the Association.
- (2) The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the board meeting at which the proposal is to be considered by the board.
- (3) The notice given to the member must state:
 - (a) when and where the board meeting is to be held; and
 - (b) the grounds on which the proposed suspension or expulsion is based; and
 - (c) that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the proposed suspension or expulsion.
- (4) At the board meeting, the board must:
 - (a) give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and
 - (b) give due consideration to any submissions so made; and
 - (c) decide:
 - (i) whether or not to suspend the member's membership and, if the decision is to suspend the membership, the period of suspension; or
 - (ii) whether or not to expel the member from the Association.
- (5) A decision of the board to suspend the member's membership or to expel the member from the Association takes immediate effect.
- (6) The board must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the board meeting at which the decision is made.
- (7) A member whose membership is suspended, or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision under subrule (6), give written notice to the secretary requesting the appointment of a mediator under rule 30.
- (8) If notice is given under subrule (7), the member who gives the notice and the board are the parties to the mediation.

23. Consequences of suspension

- (1) During the period a member's membership is suspended, the member —
 - (a) loses any rights (including voting rights) arising as a result of membership; and
 - (b) is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

- (2) When a member's membership is suspended, the secretary must record in the register of members:
 - (a) that the member's membership is suspended; and
 - (b) the date on which the suspension takes effect; and
 - (c) the period of the suspension.

- (3) When the period of the suspension ends the secretary must record in the register of members that the member's membership is no longer suspended.

Division 3 — Resolving disputes

24. Terms used

In this Division —

grievance procedure means the procedures set out in this Division;

party to a dispute includes a person:

- (a) who is a party to the dispute; and
- (b) who ceases to be a member within 6 months before the dispute has come to the attention of each party to the dispute.

25. Application of Division

The procedure set out in this Division (the grievance procedure) applies to disputes:

- (a) between members; or
- (b) between one or more members and the Association.

26. Parties to attempt to resolve dispute

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.

27. How grievance procedure is started

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 26, any party to the dispute may start the grievance procedure by giving written notice to the secretary of:
 - (a) the parties to the dispute; and
 - (b) the matters that are the subject of the dispute.

- (2) Within 28 days after the secretary is given the notice, a board meeting must be convened to consider and determine the dispute.

- (3) The secretary must give each party to the dispute written notice of the board meeting at which the dispute is to be considered and determined at least 7 days before the meeting is held.
- (4) The notice given to each party to the dispute must state:
 - (a) when and where the board meeting is to be held; and
 - (b) that the party, or the party's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the dispute.
- (5) If-
 - (a) the dispute is between one or more members and the Association; and
 - (b) any party to the dispute gives written notice to the secretary stating that the party:
 - (i) does not agree to the dispute being determined by the board; and
 - (ii) requests the appointment of a mediator under rule 30,

the board must not determine the dispute.

28. Determination of dispute by board

- (1) At the board meeting at which a dispute is to be considered and determined, the board must:
 - (a) give each party to the dispute, or the party's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the board about the dispute; and
 - (b) give due consideration to any submissions so made; and
 - (c) determine the dispute.
- (2) The board must give each party to the dispute written notice of the board's determination, and the reasons for the determination, within 7 days after the board meeting at which the determination is made.
- (3) A party to the dispute may, within 14 days after receiving notice of the board's determination under subrule (1)(c), give written notice to the secretary requesting the appointment of a mediator under rule 30.
- (4) If notice is given under subrule (3), each party to the dispute is a party to the mediation.

Division 4 — Mediation

29. Application of Division

- (1) This Division applies if written notice has been given to the secretary requesting the appointment of a mediator;
 - (a) by a member under rule 22 (7); or
 - (b) by a party to a dispute under rule 27(5)(b)(ii) or 28(3).
- (2) If this Division applies, a mediator must be chosen or appointed under rule 30.

30. Appointment of mediator

- (1) The mediator must be a person chosen;
 - (a) if the appointment of a mediator was requested by a member under rule 22(7) — by agreement between the Member and the board; or
 - (b) if the appointment of a mediator was requested by a party to a dispute under rule 27(5)(b)(ii) or 28(3) — by agreement between the parties to the dispute.
- (2) If there is no agreement for the purposes of subrule (1)(a) or (b), then, subject to subrules (3) and (4), the board must appoint the mediator.
- (3) The person appointed as mediator by the board must be a person who acts as a mediator for another not-for-profit body, such as a community legal centre, if the appointment of a mediator was requested by —
 - (a) a member under rule 22(7); or
 - (b) a party to a dispute under rule 27(5)(b)(ii); or
 - (c) a party to a dispute under rule 28(3) and the dispute is between one or more members and the Association.
- (4) The person appointed as mediator by the board may be a member or former member of the Association but must not:
 - (a) have a personal interest in the matter that is the subject of the mediation; or
 - (b) be biased in favour of or against any party to the mediation.

31. Mediation process

- (1) The parties to the mediation must attempt in good faith to settle the matter that is the subject of the mediation.
- (2) Each party to the mediation must give the mediator a written statement of the issues that need to be considered at the mediation at least 5 days before the mediation takes place.
- (3) In conducting the mediation, the mediator must:
 - (a) give each party to the mediation every opportunity to be heard; and
 - (b) allow each party to the mediation to give due consideration to any written statement given by another party; and
 - (c) ensure that natural justice is given to the parties to the mediation throughout the mediation process.
- (4) The mediator cannot determine the matter that is the subject of the mediation.
- (5) The mediation must be confidential, and any information given at the mediation cannot be used in any other proceedings that take place in relation to the matter that is the subject of the mediation.

- (6) The costs of the mediation are to be paid by the party or parties to the mediation that requested the appointment of the mediator.

32. If mediation results in decision to suspend or expel being revoked

If —

- (a) mediation takes place because a member whose membership is suspended or who is expelled from the Association gives notice under rule 22(7); and
- (b) as the result of the mediation, the decision to suspend the member's membership or expel the member is revoked,

that revocation does not affect the validity of any decision made at a board meeting or general meeting during the period of suspension or expulsion.

PART 5 — BOARD

Division 1 — Powers of Board

33. Board

- (1) The board members are the persons who, as the management board of the Association, have the power to manage the affairs of the Association.
- (2) Subject to the Act, these rules, the by-laws (if any) and any resolution passed at a general meeting, the board has power to do all things necessary or convenient to be done for the proper management of the affairs of the Association.
- (3) The board must take all reasonable steps to ensure that the Association complies with the Act, these rules and the by-laws (if any).

Division 2 — Composition of Board and duties of members

34. Board members

- (1) The board consists of:
 - (a) the office holders of the Association
 - (b) at least one member representative of each participating Shire
 - (c) up to three nominated delegates of affiliated organisations
- (2) The following are the office holders of the Association:
 - (a) the chairperson
 - (b) the deputy chairperson
 - (c) the secretary
 - (d) the treasurer
- (3) A person may be a board member if the person is:
 - (a) an individual who has reached 18 years of age; and
 - (b) an ordinary member
 - (c) a nominated delegate of an affiliate organisation
- (4) A person must not hold 2 or more of the offices mentioned in subrule (3) at the same time, with exception of the secretary and treasurer position which may be combined.

35. Chairperson

- (1) It is the duty of the chairperson to consult with the secretary regarding the business to be conducted at each committee meeting and general meeting.
- (2) The chairperson has the powers and duties relating to convening and presiding at board meetings and presiding at general meetings provided for in these rules.
- (3) In the absence of the chairperson, the deputy chairperson shall assume the powers and duties of the chairperson.

36. Secretary

The Secretary has the following duties:

- (a) dealing with the Association's correspondence
- (b) consulting with the chairperson regarding the business to be conducted at each board meeting and general meeting
- (c) preparing the notices required for meetings and for the business to be conducted at meetings
- (d) unless another member is authorised by the board to do so, maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act
- (e) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act
- (f) unless another member is authorised by the board to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act
- (g) ensuring the safe custody of the books (formal collection of records inclusive of minutes) of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association
- (h) maintaining full and accurate minutes of board meetings and general meetings
- (i) carrying out any other duty given to the secretary under these rules or by the board.

37. Treasurer

The treasurer has the following duties:

- (a) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name
- (b) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the board
- (c) ensuring that any payments to be made by the Association, that have been authorised by the board, or at a general meeting, are made on time
- (d) ensuring that the Association complies with the relevant requirements of Part 5 of the Act
- (e) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association
- (f) if the Association is a tier 1 association, coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting
- (g) if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting
- (h) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act
- (i) carrying out any other duty given to the treasurer under these rules or by the board.

Division 3 — Election of committee members and tenure of office

38. How members become board members

A member becomes a board member if the member:

- (a) is elected to the board at a general meeting; or
- (b) is appointed to the board by the board to fill a casual vacancy under rule 45 or by an affiliate organisation and accepted by the board
- (c) is nominated as a delegate by an affiliate organisation and accepted by the board

39. Nomination of board members

- (1) At least 28 days before an annual general meeting, the secretary must send written notice to all the members:
 - (a) calling for nominations for election to the board; and
 - (b) stating the date by which nominations must be received by the secretary to comply with subrule (2).
- (2) A member who wishes to be considered for election to the committee at the annual general meeting must nominate for election by sending written notice of the nomination to the secretary at least 14 days before the annual general meeting.
- (3) The written notice must be signed by/ include a statement by another member in support of the nomination.
- (4) A member may nominate for one specified position of office holder of the Association or to be an ordinary board member.
- (5) A member whose nomination does not comply with this rule is not eligible for election to the board unless the member is nominated under rule 40 (2) or 41 (2) (b)
- (6) An affiliate delegate must be duly elected by an affiliate association to represent that body to be nominated as a board member of the Association.
- (7) The board may determine, and alter, the format of the nomination form from time to time.
- (8) Persons may not nominate as board members if, as stated in the Act under section 39 1 (a) and (b), they are bankrupts or have some other prior conviction at the time of this nomination.
- (9) Limitation of period for which section 39 in the Act applies to a person referred to in subsection (1) (b) of that section, in relation to the person's conviction of an offence only for a period of five years:
 - (a) From the time of the person's conviction: or
 - (b) If the conviction results in a term of imprisonment, from the time of the person's release from custody.

40. Election of office holders

- (1) At the annual general meeting, a separate election must be held for each position of office holder of the Association.
- (2) If there is no nomination for a position, the chairperson of the meeting may call for nominations from the ordinary members at the meeting.

- (3) If only one member has nominated for a position, the chairperson of the meeting must declare the Member elected to the position.
- (4) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the board to decide who is to be elected to the position.
- (5) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (6) A member who has nominated for the position may vote for himself or herself.
- (7) On the member's election, the new chairperson of the Association may take over as the chairperson of the meeting.

41. Election of ordinary board members

- (1) At the annual general meeting, the Association must decide by resolution the number of ordinary board members (if any) to hold office for the next year.
- (2) If the number of members nominating for the position of ordinary board member is not greater than the number to be elected, the chairperson of the meeting;
 - (a) must declare each of those members to be elected to the position; and
 - (b) may call for further nominations from the ordinary members at the meeting to fill any positions remaining unfilled after the elections under paragraph (a).
- (3) If —
 - (a) the number of members nominating for the position of ordinary board member is greater than the number to be elected; or
 - (b) the number of members nominating under subrule (2)(b) is greater than the number of positions remaining unfilled,

the ordinary members at the meeting must vote in accordance with procedures that have been determined by the board to decide the members who are to be elected to the position of ordinary board member.

- (4) A member who has nominated for the position of ordinary board member may vote in accordance with that nomination.

42. Term of office

- (1) The term of office of a board member begins when the member:
 - (a) is elected at an annual general meeting or under subrule 43 (3)(b); by an affiliate association in terms of rule 18; or
 - (b) is nominated as a delegate; or
 - (c) is appointed to fill a casual vacancy under rule 45.
- (2) Subject to rule 44, a board member holds office until the positions on the board are declared vacant at the next annual general meeting.
- (3) A board member may be re-elected.

43. Resignation and removal from office

- (1) A committee member may resign from the committee by written notice given to the secretary or, if the resigning member is the secretary, given to the chairperson.
- (2) The resignation takes effect:
 - (a) when the notice is received by the secretary or chairperson; or
 - (b) if a later time is stated in the notice, at the later time.
- (3) At a general meeting, the Association may by resolution:
 - (a) remove a board member from office; and
 - (b) elect a member who is eligible under rule 34 (4) to fill the vacant position.
- (4) A board member who is the subject of a proposed resolution under subrule (3)(a) may make written representations (of a reasonable length) to the secretary or chairperson and may ask that the representations be provided to the members.
- (5) The secretary or chairperson may give a copy of the representations to each member or, if they are not so given, the board member may require them to be read out at the general meeting at which the resolution is to be considered.

44. When membership of board ceases

A person ceases to be a committee member if the person:

- (a) dies or otherwise ceases to be a member; or
- (b) resigns from the board or is removed from office under rule 43; or
- (c) becomes ineligible to accept an appointment or act as a board member under section 39 of the Act;
- (d) becomes permanently unable to act as a board member because of a mental or physical disability; or
- (e) fails to attend 3 consecutive board meetings, of which the person has been given notice, without having notified the board that the person will be unable to attend.

45. Filling casual vacancies

- (1) The board may appoint a member who is eligible under rule 34(4) to fill a position on the board that:
 - (a) has become vacant under rule 44; or
 - (b) was not filled by election at the most recent annual general meeting or under rule 43 (3)(b).
- (2) If the position of secretary becomes vacant, the board must appoint a member who is eligible under rule 34 (4) to fill the position within 14 days after the vacancy arises.
- (3) Subject to the requirement for a quorum under rule 53, the committee may continue to act despite any vacancy in its membership.
- (4) If there are fewer board members than required for a quorum under rule 53, the committee may act only for the purpose of:
 - (a) appointing committee members under this rule; or
 - (b) convening a general meeting.

46. Validity of acts

The acts of a board or subcommittee, or of a board member or member of a subcommittee, are valid despite any defect that may afterwards be discovered in the election, appointment or qualification of a board member or member of a subcommittee.

47. Payments to board members

(1) In this rule:

board member includes a member of a subcommittee;

board meeting includes a meeting of a subcommittee.

(2) A board member is entitled to be paid out of the funds of the Association for any out-of-pocket expenses for travel and accommodation properly incurred:

(a) in attending a board meeting or

(b) in attending a general meeting; or

(c) otherwise in connection with the Association's business.

but shall be subject to ratification and agreement by the board should the amount exceed a previously nominated amount.

48. Indemnity

(1) No member of the board or member of the Association shall be personally liable for any liability incurred on behalf of the Association, or for any default, loss or damage resulting in the performance of any person employed by or working in a volunteer capacity on behalf of the Association.

(2) No person shall be entitled to be indemnified out of the funds of the Association for any liability, except for customary and legitimate expenses incurred in the course of their normal activities on behalf of the Association.

Division 4 — Board meetings

49. Board meetings

(1) The board must meet at least 3 times in each year on the dates and at the times and places determined by the board.

(2) The date, time and place of the first board meeting must be determined by the board members as soon as practicable after the annual general meeting at which the board members are elected.

(3) Special board meetings may be convened by the chairperson or any 2 board members.

50. Notice of board meetings

(1) Notice of each board meeting must be given to each board member at least 48 hours before the time of the meeting.

(2) The notice must state the date, time and place of the meeting and must describe the general nature of the business to be conducted at the meeting.

(3) Unless subrule (4) applies, the only business that may be conducted at the meeting is the business described in the notice.

(4) Urgent business that has not been described in the notice may be conducted at the meeting if the board members at the meeting unanimously agree to treat that business as urgent.

- (5) Matters of urgency arising between scheduled meetings may be dealt with by the secretary by electronic communications between board members to discuss and resolve such matters and such decisions as determined by a quorum of board members will be deemed to be carried and reported at the next board meeting.

51. Procedure and order of business

- (1) The chairperson or, in the chairperson's absence, the deputy-chairperson must preside as chairperson of each board meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a meeting, the committee members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) The procedure to be followed at a board meeting must be determined from time to time by the board.
- (4) The order of business at a board meeting may be determined by the board members at the meeting.
- (5) A member or other person who is not a board member may attend a board meeting if invited to do so by the board.
- (6) A person invited under subrule (5) to attend a board meeting:
 - (a) has no right to any agenda, minutes or other document circulated at the meeting; and
 - (b) must not comment about any matter discussed at the meeting unless invited by the board to do so; and
 - (c) cannot vote on any matter that is to be decided at the meeting.

52. Use of technology to be present at board meetings

- (1) The presence of a board member at a board meeting need not be by attendance in person but may be by that board member, and each other board member at the meeting, being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a board meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

53. Quorum for board meetings

- (1) Subject to rule 45 (4), no business is to be conducted at a board meeting unless a quorum of 5 is present.
- (2) If a quorum is not present within 30 minutes after the notified commencement time of a board meeting:
 - (a) in the case of a special meeting — the meeting lapses; or
 - (b) otherwise, the meeting is adjourned to the same time, day and place in the following week.
- (3) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of a board meeting held under subrule (2)(b); and
 - (b) at least 2 board members are present at the meeting,

those members present are taken to constitute a quorum.

54. Voting at board meetings

- (1) Each board member present at a board meeting has one vote on any question arising at the meeting.
- (2) A motion is carried if a majority of the board members present at the board meeting vote in favour of the motion.
- (3) If the votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (4) A vote may take place by the board members present indicating their agreement or disagreement or by a show of hands, unless the board decides that a secret ballot is needed to determine a particular question.
- (5) If a secret ballot is needed, the chairperson of the meeting must decide how the ballot is to be conducted.

55. Minutes of board meetings

- (1) The board must ensure that minutes are taken and kept of each board meeting.
- (2) The minutes must record the following:
 - (a) the names of the board members present at the meeting;
 - (b) the name of any person attending the meeting under rule 51 (5);
 - (c) the business considered at the meeting;
 - (d) any motion on which a vote is taken at the meeting and the result of the vote.
- (3) The minutes of a board meeting must be entered in the Association's formal records within 30 days after the meeting is held.
- (4) The chairperson must ensure that the minutes of a board meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next board meeting.
- (5) When the minutes of a board meeting have been signed as correct they are, until the contrary is proved, evidence that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any appointment purportedly made at the meeting was validly made.

Division 5 — Subcommittees and subsidiary offices

56. Subcommittees and subsidiary offices

- (1) To help the board in the conduct of the Association's business, the board may, in writing, do either or both of the following —
 - (a) appoint one or more subcommittees
 - (b) create one or more subsidiary offices and appoint people to those offices.

- (2) A subcommittee may consist of the number of people, whether or not members, that the board considers appropriate.
- (3) A person may be appointed to a subsidiary office whether or not the person is a member.
- (4) Subject to any directions given by the board:
 - (a) a subcommittee may meet and conduct business as it considers appropriate; and
 - (b) the holder of a subsidiary office may carry out the functions given to the holder as the holder considers appropriate.

57. Delegation to subcommittees and holders of subsidiary offices

- (1) In this rule —

non-delegable duty means a duty imposed on the board by the Act or another written law.

- (2) The board may, in writing, delegate to a subcommittee or the holder of a subsidiary office the exercise of any power or the performance of any duty of the board other than:
 - (a) the power to delegate; and
 - (b) a non-delegable duty.
- (3) A power or duty, the exercise or performance of which has been delegated to a subcommittee or the holder of a subsidiary office under this rule, may be exercised or performed by the subcommittee or holder in accordance with the terms of the delegation.
- (4) The delegation may be made subject to any conditions, qualifications, limitations or exceptions that the board specifies in the document by which the delegation is made.
- (5) The delegation does not prevent the board from exercising or performing at any time the power or duty delegated.
- (6) Any act or thing done by a subcommittee, or by the holder of a subsidiary office, under the delegation has the same force and effect as if it had been done by the board.
- (7) The board may, in writing, amend or revoke the delegation.

PART 6 — GENERAL MEETINGS OF ASSOCIATION

58. Annual general meeting

- (1) The board must determine the date, time and place of the annual general meeting.
- (2) If it is proposed to hold the annual general meeting more than 6 months after the end of the Association's financial year, the secretary must apply to the Commissioner for permission under section 50(3)(b) of the Act within 4 months after the end of the financial year.
- (3) The ordinary business of the annual general meeting is as follows:
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then if the minutes of that meeting have not yet been confirmed
 - (b) to receive and consider:
 - (i) the board's annual report on the Association's activities during the preceding financial year; and
 - (ii) if the Association is a tier 1 association, the financial statements of the Association for the preceding financial year presented under Part 5 of the Act; and

- (iii) if the Association is a tier 2 association or a tier 3 association, the financial report of the Association for the preceding financial year presented under Part 5 of the Act;
 - (iv) if required to be presented for consideration under Part 5 of the Act, a copy of the report of the review or auditor's report on the financial statements or financial report;
 - (c) to elect the office holders of the Association and other board members;
 - (d) if applicable, to appoint or remove a reviewer or auditor of the Association in accordance with the Act;
 - (e) to confirm or vary the entrance fees, subscriptions and other amounts (if any) to be paid by members.
- (4) Any other business of which notice has been given in accordance with these rules may be conducted at the annual general meeting.

59. Special general meetings

- (1) The board may convene a special general meeting.
- (2) The board must convene a special general meeting if at least 20% of the members require a special general meeting to be convened.
- (3) The members requiring a special general meeting to be convened must:
 - (a) make the requirement by written notice given to the secretary; and
 - (b) state in the notice the business to be considered at the meeting; and
 - (c) each sign the notice.
- (4) The special general meeting must be convened within 28 days after notice is given under subrule (3)(a).
- (5) If the board does not convene a special general meeting within that 28-day period, the members making the requirement (or any of them) may convene the special general meeting.
- (6) A special general meeting convened by members under subrule (5) —
 - (a) must be held within 3 months after the date the original requirement was made; and
 - (b) may only consider the business stated in the notice by which the requirement was made.
- (7) The Association must reimburse any reasonable expenses incurred by the members convening a special general meeting under subrule (5).

60. Notice of general meetings

- (1) The secretary or, in the case of a special general meeting convened under rule 59(5), the members convening the meeting, must give to each member:
 - (a) at least 28 days' notice of any general meeting.
- (2) The notice must:
 - (a) specify the date, time and place of the meeting; and
 - (b) indicate the general nature of each item of business to be considered at the meeting; and
 - (c) if the meeting is the annual general meeting, include the names of the members who have nominated for election to the board under rule 39 (2); and
 - (d) if a special resolution is proposed:
 - (i) set out the wording of the proposed resolution as required by section 51(4) of the Act; and

- (ii) state that the resolution is intended to be proposed as a special resolution;
and
- (iii) comply with rule 61(7).

A resolution is a special resolution if it is passed:

- (a) at a general meeting of the Association; and
- (b) by the votes of not less than three quarters of the members of the Association who cast a vote at the meeting.

61. Proxies

- (1) Subject to subrule (2), an ordinary member may appoint an individual who is an ordinary member as his or her proxy to vote and speak on his or her behalf at a general meeting.
- (2) An ordinary member may be appointed the proxy for not more than 5 other members.
- (3) The appointment of a proxy must be in writing and signed by the member making the appointment.
- (4) The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf.
- (5) If no instructions are given to the proxy, the proxy may vote on behalf of the member in any matter as the proxy sees fit.
- (6) If the board has approved a form for the appointment of a proxy, the member may use that form or any other form:
 - (a) that clearly identifies the person appointed as the member's proxy; and
 - (b) that has been signed by the member.
- (7) Notice of a general meeting given to an ordinary member under rule 60 must:
 - (a) state that the member may appoint an individual who is an ordinary member as a proxy for the meeting; and
 - (b) include a copy of any form that the board has approved for the appointment of a proxy.
- (8) A form appointing a proxy must be given to the secretary before the commencement of the general meeting for which the proxy is appointed.
- (9) A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association not later than 24 hours before the commencement of the meeting.

62. Use of technology to be present at general meetings

- (1) The presence of a member at a general meeting need not be by attendance in person but may be by that member and each other member at the meeting being simultaneously in contact by telephone or other means of instantaneous communication.
- (2) A member who participates in a general meeting as allowed under subrule (1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

63. Presiding member and quorum for general meetings

- (1) The chairperson or, in the chairperson's absence, the deputy chairperson must preside as chairperson of each general meeting.
- (2) If the chairperson and deputy chairperson are absent or are unwilling to act as chairperson of a general meeting, the board members at the meeting must choose one of them to act as chairperson of the meeting.
- (3) No business is to be conducted at a general meeting unless a quorum of five (5) is present.
- (4) If a quorum is not present within 30 minutes after the notified commencement time of a general meeting —
 - (a) in the case of a special general meeting — the meeting lapses; or
 - (b) in the case of the annual general meeting — the meeting is adjourned to —
 - (i) the same time and day in the following week; and
 - (ii) the same place, unless the chairperson specifies another place at the time of the adjournment or written notice of another place is given to the members before the day to which the meeting is adjourned.
- (5) If —
 - (a) a quorum is not present within 30 minutes after the commencement time of an annual general meeting held under subrule (4)(b); and
 - (b) at least 5 ordinary members are present at the meeting,those members present are taken to constitute a quorum.

64. Adjournment of general meeting

- (1) The chairperson of a general meeting at which a quorum is present may, with the consent of a majority of the ordinary members present at the meeting, adjourn the meeting to another time at the same place or at another place.
- (2) Without limiting subrule (1), a meeting may be adjourned —
 - (a) if there is insufficient time to deal with the business at hand; or
 - (b) to give the members more time to consider an item of business.
- (3) No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- (4) Notice of the adjournment of a meeting under this rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with rule 60.

65. Voting at general meeting

- (1) On any question arising at a general meeting —
 - (a) subject to subrule (6), each ordinary member has one vote unless the member may also vote on behalf of a body corporate under subrule (2); and
 - (b) ordinary members may vote personally or by proxy.
- (2) An ordinary member that is a body corporate may, in writing, appoint an individual, whether or not the individual is a member, to vote on behalf of the body corporate on any question at a particular general meeting or at any general meeting, as specified in the document by which the appointment is made.

- (3) A copy of the document by which the appointment is made must be given to the secretary before any general meeting to which the appointment applies.
- (4) The appointment has effect until —
 - (a) the end of any general meeting to which the appointment applies; or
 - (b) the appointment is revoked by the body corporate and written notice of the revocation is given to the secretary.
- (5) Except in the case of a special resolution, a motion is carried if a majority of the ordinary members present at a general meeting vote in favour of the motion.
- (6) If votes are divided equally on a question, the chairperson of the meeting has a second or casting vote.
- (7) If the question is whether or not to confirm the minutes of a previous general meeting, only members who were present at that meeting may vote.
- (8) For a person to be eligible to vote at a general meeting as an ordinary member, or on behalf of an ordinary member that is a body corporate under subrule (2), the ordinary member:
 - (a) must have been an ordinary member at the time notice of the meeting was given under rule 60; and
 - (b) must have paid any fee or other money payable to the Association by the member.

66. When special resolutions are required

- (1) A special resolution is required if it is proposed at a general meeting:
 - (a) to affiliate the Association with another body; or
 - (b) to request the Commissioner to apply to the State Administrative Tribunal under section 109 of the Act for the appointment of a statutory manager.
- (2) Subrule (1) does not limit the matters in relation to which a special resolution may be proposed.

67. Determining whether resolution carried

- (1) In this rule —

poll means the process of voting in relation to a matter that is conducted in writing.
- (2) Subject to subrule (4), the chairperson of a general meeting may, on the basis of general agreement or disagreement or by a show of hands, declare that a resolution has been:
 - (a) carried; or
 - (b) carried unanimously; or
 - (c) carried by a particular majority; or
 - (d) lost.
- (3) If the resolution is a special resolution, the declaration under subrule (2) must identify the resolution as a special resolution.
- (4) If a poll is demanded on any question by the chairperson of the meeting or by at least 3 other ordinary members present in person or by proxy:
 - (a) the poll must be taken at the meeting in the manner determined by the chairperson;
 - (b) the chairperson must declare the determination of the resolution on the basis of the poll.

- (5) If a poll is demanded on the election of the chairperson or on a question of an adjournment, the poll must be taken immediately.
- (6) If a poll is demanded on any other question, the poll must be taken before the close of the meeting at a time determined by the chairperson.
- (7) A declaration under subrule (2) or (4) must be entered in the minutes of the meeting, and the entry is, without proof of the voting in relation to the resolution, evidence of how the resolution was determined.

68. Minutes of general meeting

- (1) The secretary, or a person authorised by the board from time to time, must take and keep minutes of each general meeting.
- (2) The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- (3) In addition, the minutes of each annual general meeting must record:
 - (a) the names of the ordinary members attending the meeting; and
 - (b) any proxy forms given to the chairperson of the meeting under rule 61(8); and
 - (c) the financial statements or financial report presented at the meeting, as referred to in rule 58 (3)(b)(ii) or (iii); and
 - (d) any report of the review or auditor's report on the financial statements or financial report presented at the meeting, as referred to in rule 58(3)(b)(iv).
- (4) The minutes of a general meeting must be entered in the Association's formal collection of records within 30 days after the meeting is held.
- (5) The chairperson must ensure that the minutes of a general meeting are reviewed and signed as correct by:
 - (a) the chairperson of the meeting; or
 - (b) the chairperson of the next general meeting.
- (6) When the minutes of a general meeting have been signed as correct they are, in the absence of evidence to the contrary, taken to be proof that:
 - (a) the meeting to which the minutes relate was duly convened and held; and
 - (b) the matters recorded as having taken place at the meeting took place as recorded; and
 - (c) any election or appointment purportedly made at the meeting was validly made.

PART 7 — FINANCIAL MATTERS

69. Source of funds

The funds of the Association may be derived from entrance fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the board.

70. Control of funds

- (1) The Association must open an account, or accounts, in the name of the Association with a financial institution from which all expenditure of the Association is made and into which all funds received by the Association are deposited.
- (2) Subject to any restrictions imposed at a general meeting, the board may approve expenditure on behalf of the Association.
- (3) The board may authorise the treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the board for each item on which the funds are expended.
- (4) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments of the Association must be signed by
 - (a) 2 board members; or
 - (b) one board member and a person authorised by the board
- (5) All electronic (by telephone, mobile, online) banking transactions and credit card transactions not requiring signatures are subject to
 - a) approval in the budget
 - b) prior authorisation by the Board; subrule (2) (3)
 - c) where applicable, a Purchase Order
- (6) All funds of the Association must be deposited into the Association's account within 5 working days after their receipt.

71. Financial statements and financial reports

- (1) For each financial year, the board must ensure that the requirements imposed on the Association under Part 5 of the Act relating to the financial statements or financial report of the Association are met.
- (2) Without limiting subrule (1) those requirements include
 - a) correctly record and explain its transactions and financial position and performance; and
 - b) enable true and fair financial statements to be prepared in accordance with Division 3
 - c) and if required, the review or auditing of the financial statements or financial report, as applicable; and
 - d) the presentation to the annual general meeting of the financial statements or financial report, as applicable; and
 - e) if required, the presentation to the annual general meeting of the copy of the report of the review or auditor's report, as applicable, on the financial statements or financial report.

PART 8 — GENERAL MATTERS

72. By-laws

- (1) The Association may, by resolution at a general meeting, make, amend or revoke by-laws.
- (2) By-laws may:
 - (a) provide for the rights and obligations that apply to any classes of associate membership approved under rule 11 (1) (c) and rule 11 (2); and
 - (b) impose restrictions on the board's powers, including the power to dispose of the association's assets; and
 - (c) impose requirements relating to the financial reporting and financial accountability of the Association and the auditing of the Association's accounts; and
 - (d) provide for any other matter the Association considers necessary or convenient to be dealt with in the by-laws.
- (3) A by-law is of no effect to the extent that it is inconsistent with the Act, the regulations or these rules.
- (4) Without limiting subrule (3), a by-law made for the purposes of subrule (2)(c) may only impose requirements on the Association that are additional to, and do not restrict, a requirement imposed on the Association under Part 5 of the Act.
- (5) At the request of a member, the Association must make a copy of the by-laws available for inspection by the member.

73. Executing documents and common seal

- (1) The Association may execute a document without using a common seal if the document is signed by:
 - (a) 2 board members; or
 - (b) one board member and a person authorised by the board.
- (2) If the Association has a common seal:
 - (a) the name of the Association must appear in legible characters on the common seal; and
 - (b) a document may only be sealed with the common seal by the authority of the board and in the presence of:
 - (i) 2 board members; or
 - (ii) one board member and a person authorised by the board,and each of them is to sign the document to attest that the document was sealed in their presence.
- (3) The secretary must make a written record of each use of the common seal.
- (4) The common seal must be kept in the custody of the secretary or another board member authorised by the board.

74. Giving notices to members

- (1) In this rule —

recorded means recorded in the register of members.

- (2) A notice or other document that is to be given to a member under these rules is taken not to have been given to the member unless it is in writing and:
- (a) delivered by hand to the recorded address of the member; or
 - (b) sent by prepaid post to the recorded postal address of the member; or
 - (c) sent by facsimile or electronic transmission to an appropriate recorded number or recorded electronic address of the member.

75. Custody of books (formal collection of records including minutes) and securities

- (1) Subject to subrule (2), the books (formal collection of records including minutes) and any securities of the Association must be kept in the secretary's custody or under the secretary's control.
- (2) The financial records and, as applicable, the financial statements or financial reports of the Association must be kept in the treasurer's custody or under the treasurer's control.
- (3) Subrules (1) and (2) have effect except as otherwise decided by the board.
- (4) The books (formal collection of records including minutes) of the Association must be retained for at least 7 years.

76. Record of office holders

The record of board members, and other persons authorised to act on behalf of the Association, that is required to be maintained under section 58(2) of the Act must be kept in the secretary's custody or under the secretary's control.

77. Inspection of records and documents

- (1) Subrule (2) applies to a member who wants to inspect:
 - (a) the register of members under section 54(1) of the Act; or
 - (b) the record of the names and addresses of board members, and other persons authorised to act on behalf of the Association, under section 58(3) of the Act; or
 - (c) any other record or document of the association.
- (2) The member must contact the secretary to make the necessary arrangements for the inspection.
- (3) The inspection must be free of charge.
- (4) If the member wants to inspect a document that records the minutes of a board meeting, the right to inspect that document is subject to any decision the board has made about minutes of committee meetings generally, or the minutes of a specific committee meeting, being available for inspection by members.
- (5) The member may make a copy of, or take an extract from, a record or document referred to in subrule (1)(c) but does not have a right to remove the record or document for that purpose or access the personal details of any members.
- (6) The member must not use or disclose information in a record or document referred to in subrule (1)(c) except for a purpose:
 - (a) that is directly connected with the affairs of the Association; or
 - (b) that is related to complying with a requirement of the Act.

78. Publication by committee members of statements about Association business is prohibited

A board member must not publish, or cause to be published, any statement about the business conducted by the Association at a general meeting or board meeting unless:

- (a) the board member has been authorised to do so at a board meeting; and
- (b) the authority given to the board member has been recorded in the minutes of the board meeting at which it was given.

79. Distribution of surplus property on cancellation of incorporation or winding up

- (1) In this rule —

surplus property, in relation to the Association, means property remaining after satisfaction of:

 - (a) the debts and liabilities of the Association; and
 - (b) the costs, charges and expenses of winding up or cancelling the incorporation of the Association,

but does not include books relating to the management of the Association.
- (2) On the cancellation of the incorporation or the winding up of the Association, its surplus property must be distributed as determined by special resolution by reference to the persons mentioned in section 24(1) of the Act.

80. Alteration of rules

If the Association wants to alter or rescind any of these rules, or to make additional rules, the Association may do so only by special resolution and by otherwise complying with Part 3 Division 2 of the Act.



Standardised Meeting Procedures

WALGA DISCUSSION PAPER

Murchison Shire Feedback

28 March 2024

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PURPOSE OF WALGA DISCUSSION PAPER

WALGA is conscious that Local Government consultation leading to the development of the *Local Government Amendment Act 2023* evidenced broad sector support for standardisation of meeting procedures.

WALGA is equally aware that while many current Meeting Procedures / Standing Orders Local Laws include a solid core of common provisions, there is also some diversity across a range of Local Laws content.

We therefore recognise the challenge inherent in developing standardised meeting procedures and the potential they may differ significantly from, or even exclude, well-entrenched Local Law practices and procedures applied at Council and Committee meetings. Participating in the consultation process is therefore crucial to developing workable standardised meeting procedures.

The WALGA Discussion Paper is developed with a view to being read in conjunction with the Department of Local Government, Sport and Cultural Industries Standardised Meeting Procedures Consultation Paper, released in February 2024.

Our Discussion Paper melds the Consultation Paper content with WALGA Comment that is intended to provoke thought and lead to a considered response to the 34 questions posed by the Department. It is WALGA's recommendation that Local Government administrators and Council Members work collaboratively in determining a response to the Consultation Paper. This can be facilitated through informal workshops or a more formal approach at a Council meeting.

WALGA would greatly appreciate receiving your formal response by close of business Monday 29 April 2024. This is a different timeframe to the Department's Consultation Paper closing date of 29 May 2024, however it is necessary to facilitate development of a consolidated advocacy position that reflects the aggregated views of the sector on standardised meeting procedures.

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PART 1 – GENERAL MEETING PROCESS

DLGSCI Consultation Paper

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

WALGA Comment

Currently there is no time-based provision relating to calling a Special Council Meeting, with start times based on availability of attendees, identified urgency of a matter and adopting a common-sense approach. In recognition of exceptional circumstances, consider:

- Will an absolute majority of Council Members always be available/contactable if an emergency situation necessitates a special meeting?
Not necessarily
- Should the Mayor or President be empowered to call a Special Council Meeting during an emergency, public health emergency or state of emergency, similar to emergency powers under section 6.8(1)(c) of the Act?
Yes

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No
Yes.
(a) If no, please provide a suggested alternative.
2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No
Conceivably in an emergency situation, public health emergency or state of emergency but depending on the local government an earlier start may be advantageous.
(a) If yes, please provide examples and the suggested alternative.

DLGSCI Consultation Paper

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

WALGA Comment

Some Meeting Procedures / Standing Orders Local Laws have dispensed with the Order of Business; is it necessary to regulate an Order of Business?

If the Order of Business is to be regulated, should the Regulations provide some flexibility for Local Governments to change their Order of Business; for example, bringing forward a matter of public interest is current common practice.

3. Is the proposed order of business suitable? Yes / No

No

(a) If no, please provide a suggested alternative

There is no need to be prescriptive with respect a supposed mandated order of business so long as any legislative requirements are met. Local Government has functions successfully without such a mandate.

The rationale for having all local governments agenda formatted for consistency offers little to the general public and merely seems another layer of bureaucratic administrative procedure which requires someone with better things to do to check.

In any event locally on occasions the order of business may move at the time depending on various factors such that the order of the Agenda and of minutes (same numbers) may vary making it a bit pointless to check and have consistency.

DLGSCI Consultation Paper

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

WALGA Comment

If the CEO determines items of urgent business, is it appropriate to involve the Department in monitoring the CEO's performance given this is the role of Council?

No

Should a Council Member be permitted to introduce an urgent matter for consideration under a Notice of Motion?

Yes

Should a definition of 'urgent business' be included in standardised regulations, or should this be a matter of Policy?

Matter of policy

4. Are the proposed requirements for urgent business suitable? Yes / No
No

(a) If no, please provide a suggested alternative.

All that is required is that any urgent business item be passed by a Simple Majority of Council. This has worked well thus far under the current local law and although it has not been overly used. If it were elected members would soon express, their disquiet. The regular suspension of standing orders also provides an opportunity to ask questions about any item,

including the rationale for considering it as urgent business in the first place.

Again, another bureaucratic administrative procedure which requires someone with better things to do to check.

DLGSCI Consultation Paper

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

WALGA Comment

Is there potential for proposed standardised regulations to replicate existing regulation 8?

Yes. Refer below

Should the presiding member be empowered to set the date and time to reconvene a meeting adjourned due to lack of quorum?

Yes.

5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

No

(a) If no, please explain why and the suggested alternative, if any.

The current provisions are sufficient although could be strengthened to include situations where a quorum is lost but not in any specific prescriptive sense as the circumstances may alter depending on the item being considered. Eg quorum lost for absolute majority decision but not for simple majority decisions.

DLGSCI Consultation Paper

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted
- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting
- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

WALGA Comment

There are a variety of meeting starting times, therefore is the proposal to regulate that meetings must always adjourn at 11pm appropriate? Could the meeting closure time be based on a standard number of hours commencing from the opening of a meeting?

Is a procedural motion to extend time, by absolute majority, a valid option?

Is employee work, health and safety an equal consideration when determining the earliest a meeting can reconvene? If so, should the CEO have an active role in determining the time the meeting reconvenes?

- | | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | <p>Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No</p> <p>No</p> <p>(a) If no, what is the suggested alternative?</p> <p><i>Should be left up to each Local Government to suit local needs and circumstances.</i></p> |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

PART 2 – PUBLIC PARTICIPATION

DLGSCI Consultation Paper

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO

- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased

WALGA Comment

Do the proposals provide appropriate balance between the right of the public to ask questions and the community expectation that Councils efficiently transact meeting business and make decisions?

Generally, Yes.

The public question time provisions under section 5.24 of the Act and the Local Government (Administration) Regulations do not specify that a member of the public must identify themselves. Is it appropriate that a person will be required to identify themselves, or should this be discretionary to permit a right to privacy?

Yes. Is it appropriate that a person will be required to identify themselves

Should a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public? Should members of the public always be present to ask their question?

Yes. Is it appropriate that a Council Member be permitted to act as a personal representative and ask a question on behalf of an absent member of the public

7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No

Yes

(a) If no, what minimum time limit do you suggest?

8. Is 2 minutes enough time for a member of the public to ask a question? Yes / *Yes so long as provisions for extension are provided.*

(a) If no, what time limit or other method of allocating questions do you suggest?

9. **Should any other standard requirements for public question time be established? Yes / No**
No. This should be left up to each Local Government
- (a) If yes, please provide details.
10. **Should a personal representative be able to ask a question on behalf of another person? Yes / No**
Yes but with the consent of the Presiding Member
- (a) If no, please provide your reasons.

DLGSCI Consultation Paper

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

WALGA Comment

Should an applicant provide details of their proposed topic and context when making a request to provide a presentation, to permit the CEO to advise Council on relevant legal, financial or other implications?

Should the decision to allow a presentation be made by the presiding member in consultation with the CEO, rather than being made by one or the other?

Decision to allow a presentation be made by either the Presiding Member or CEO

11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No

No.

(a) If no, please provide reasons.

Not necessary. Each Local Government to determine their own requirements. Historically most of the presentations to Council relate to general information sharing.

12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No

Yes

(a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

No

(a) If no, please provide reasons.

Leave it up to each Local Government. One size doesn't fit all. In our instance we have notionally an hour set aside for Petitions /Deputations / Presentations / Submissions but will extend time or order of business to suit those in attendance and also as a lead in to lunch.

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

No

(a) If no, please provide reasons and suggest an alternative.

Leave it up to each Local Government. One size doesn't fit all. In our instance we have notionally an hour set aside for Petitions /Deputations / Presentations / Submissions but will extend time or order of business to suit those in attendance.

DLGSCI Consultation Paper

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

WALGA Comment

Should rejection of a petition extend to cases where the petitioned action will breach a written law and related imperatives, such as a public health emergency declaration?

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

No. They are not necessary.

(a) If no, please provide reasons and suggested alternatives.

Treatment of petitions is like all correspondence to a Local Government a matter for Council potentially through an individual local law tailor made to suit local circumstances or as a policy-based approach.

We are aware of some instances elsewhere where petitions may have been used to engineer several Special Electors Meetings of the same topic but this not a reason to address this specific issue through regulating petitions where current regulations do not exist.

In our case petitions are extremely rare and having a regulatory approach will only add to the administration, and invariably lead to another bureaucratic administrative procedure which requires someone with better things to do to check.

PART 3 – CONDUCT OF DEBATE

DLGSCI Consultation Paper

9. Orderly conduct of meetings

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach
 - if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

WALGA Comment

Are the proposed presiding member powers sufficient to maintain order at meetings?

Are additional powers required?

Clause 10 of the Model Code of Conduct includes matters that must be observed by Council and Committee Members attending Council meetings, enforceable through the behavioural complaints process. Are the proposed new duties of persons present at meetings similar to the expected behaviours expressed in the Model Code?

The proposed minor breach of the presiding member includes 'unreasonable' conduct; should the regulations be limited to actual contraventions of the Act, Regulations or Code of Conduct?

16. Do these measures provide a suitable framework to maintain order in meetings? Yes / No

Unsure.

Depends on what finally transpires with detailed regulations which we assume will replace current local laws. We would need to review all of the proposed changes and compare them to our current 2001 local law which at the last review in 2019 was deemed fit for purpose as its operation has not been an issue before and since.

(a) If no, what are the suggested changes?

To be advised

DLGSCI Consultation Paper

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO's recommended motion, passing motions "en bloc", and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

WALGA Comment

It is relatively common for Agendas to be prepared well in advance of the Council meeting so that Agenda Briefing sessions can be held. Should a notice of motion be provided within the established Agenda preparation timeframe of each Local Government?

Refer to comments under point 17 below

Should a notice of motion be received by Council resolution to indicate support prior to the Administration preparing a detailed report?

At this stage it is not deemed necessary

Should a CEO be empowered to reject any notice of censure motion from a Council member, given this equates to adverse reflection?

Yes

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

Yes. However, thus far this has not been an issue as Notice of Motions have been rare.

Councils current Local Law provides for a 24-hour close -off period prior to the agenda being finalised but, in some circumstances, this may not provide enough time to undertake sufficient research if the CEO cannot access external resources within the time available and in our instance on a weekend.

That said affording the CEO the discretion to in between these times would be advantageous if he is of the view that a shorter timeframe can be accommodated without any detriment.

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

Yes

(a) If no, please provide reasons

DLGSCI Consultation Paper

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion
- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

WALGA Comment

Should regulations provide for Council to suspend formal debate rules to enable members to speak more than once on a specific item?

So long as the Council can suspended one of more specific Standing Orders which can include this aspect as is the current operational practice then no such specific amendment is required.

**19. Do you support these rules for formal debate on a motion or amendment?
Yes / No**

Yes

(a) If no, what is your suggested alternative?

20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No

(a) If no, what should be the default maximum speaking time?

Yes

**21. Is a general principle against speaking twice on the same motion suitable?
Yes / No**

(a) If no, please provide reasons.

Yes

DLGSCI Consultation Paper

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO 0.0.0. clarifying questions during debate.

WALGA Comment

Questions from Council Members are an important part of the meeting, especially if a Local Government does not conduct Agenda Briefings in advance of ordinary Council meetings.

Should questions from Council Members only be asked at one particular part of the meeting or be asked prior to debate on the agenda item to which the question relates? Could limiting questions to those provided the day before the meeting be counter productive to good decision making if the question relates to a matter on the Agenda?

Thus far the open nature of the conduct of meetings allows councillors the ability to ask questions without notice with the CEO having the opportunity to take the question on notice if not in a position to provide an answer. This has proven effective.

With proposed new rules for public question time in mind, should questions by members also be limited by time and number in the interests of conducting efficient and effective meetings?

Should the presiding member be empowered to rule on the relevance of a question?

Yes

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No
No
- (a) If no, please provide details.
It is considered that each local government should have the ability to address this aspect.
23. Is 1 day of notice for a question from a council member sufficient? Yes / No
Yes, subject the CEO's discretion of having the opportunity to take the question on notice if not in a position to provide an answer if a shorter time applies
- (a) If no, what is your suggested alternative and why?
24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No
Yes
- (a) If no, what is your suggested alternative and why?

DLGSCI Consultation Paper

13. Procedural motions

Various procedural motions are provided for in each local governments' meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)
- a motion to extend a member's speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member's ruling (for example, to overturn the presiding member's direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

WALGA Comment

Procedural motions in current Local Laws are accompanied by qualifying provisions explaining their effect; for example, a person who has spoken on a motion cannot move to close a debate on the motion; and the mover of some procedural motions can speak to the motion but cannot speak to some others.

Are some qualifying provisions still necessary to ensure fair and equal participation in the meeting?

Yes

Or should all procedural motions be put without debate?

25. Should any of these procedural motions not be included? Yes / No

Yes

(a) If yes, please identify which motions and why they should not be included.

A motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier). This is best left to the discretion of the Presiding Member

26. Are any additional procedural motions needed? Yes / No

Yes

(a) If yes, please provide suggestions and explain why.

A motion to move to the next item of business.

DLGSCI Consultation Paper

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

WALGA Comment

With compulsory public broadcasting and audio recording of ordinary Council meetings imminent, should adverse reflection be elevated from a behavioural or minor breach to a serious breach of the Act?

Council to decide.

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

No

(a) If yes, please provide more information to explain the circumstances.

PART 4 – OTHER MATTERS

DLGSCI Consultation Paper

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting

WALGA Comment

The confirmation of minutes ensures that a true and correct record of a meeting is kept. Currently, a simple majority of Council Members must agree to any proposed amendments. Are additional rules required?

No. The above suggestions are unnecessary.

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No
Yes

(a) If no, how much notice should be required and why?

DLGSCI Consultation Paper

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

WALGA Comment

Is the '50% rule' (refer: regulations 14C(3) and 14D(2A) of the *Local Government (Administration) Regulations*) for electronic attendance at in-person meetings and holding electronic meetings clearly understood? Is it proving to be easily applied?

Should the definition of 'meeting' (refer: regulation 14C(1) of the *Local Government (Administration) Regulations*) be amended to permit electronic attendance at electors' meetings?

- | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 29. | <p>Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment.</p> <p>Yes</p> <p>(a) If no, please explain why.</p> |
| 30. | <p>Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment</p> <p>Yes</p> <p>(a) If no, please explain why.</p> |
| 31. | <p>Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment</p> <p>No.</p> <p><i>Extension to permit electronic attendance at electors' meetings is not necessary.</i></p> <p>(a) If yes, please provide details of the changes and explain why they are needed.</p> |

DLGSCI Consultation Paper

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

WALGA Comment

Many current Local Laws include requirements additional to sections 5.8 to 5.18 of the Act for establishing committees, that include assigning terms of reference and requirements for reporting to Council. Are similar establishment provisions required in standardised regulations?

If a committee has delegated authority to make decisions, should it follow that the standardised regulations must apply as they do at the ordinary council meeting?

32. Are any other modifications needed for committee meetings? Yes / No

No

Council has only 1 committee (Audit Committee) which is called by the CEO. It is not necessary to provide at least 1 report to council on its activities each year as agendas are sent to all councillors and all recommendations come before Council for decision.

(a) If yes, please provide details of the modifications and explain why

DLGSCI Consultation Paper

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

WALGA Comment

Should the presiding member powers for effective control of meetings always apply to electors' meetings?

33. Should parts of the proposed standard apply at electors' meetings? Yes / No
Yes.

(a) If yes, please explain what may be required.

In so far as the presiding member powers for effective control of meetings should always apply to electors' meetings?

It is also considered that the Council should have the power to dispense with electors' meetings if replaced with a general community meeting that includes a General business section at lease once per year

DLGSCI Consultation Paper

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

WALGA Comment

There are additional matters common to current Standing Orders / Meeting Procedures Local Law that may feature in standardised regulations but not discussed in detail to date, including:

- **Revoking or changing decisions / implementing decisions:** Many current Local Laws feature rules that clarify how revoking or changing decisions under Administration Regulation 10 is applied; does this content remain relevant for inclusion in standardised regulations?

No

- **Suspension of standardised regulations:** Many current Local Laws include a provision permitting Council by resolution, to suspend one or more Local Law provision; does this content remain relevant for inclusion in standardised regulations?

It is essential that this aspect be retained. Council's practice of operating all of its meetings with the suspension of parts of its current standing orders relating to limitation on the number of speeches and duration of speeches has been a proven success and led to a collegiate form of decision making. Removing this option would have a significant adverse effect

- **Matters not included in standardised regulations:** Many current Local Laws include a provision empowering the presiding member to decide matters not set out in the Local Law; does this power remain relevant for inclusion in standardised regulations?

Yes

- **Enforcement:** Many current Local Laws include a specific enforcement provision; does this content remain relevant for inclusion in standardised regulations?

No

- **Powers of presiding member:** Some powers have been referred to in the Consultation Paper under orderly conduct of meetings – Part 3, Item 9. Would additional details of the presiding member powers be helpful?

Potentially

- **Review of Standardised Regulations: The Model Local Law (Standing Orders) 1998 (No 73, 3/4/98) were developed by the Department of Local Government to assist Local Governments transition from Bylaws created under the *Local Government Act 1960* to appropriate meeting provisions compliant with the current Act. This Model formed the basis of early Local Laws but due to lack of review, arguably fell out of favour as a suitable template. Should standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?**

Yes. Standardised regulations be reviewed every 5 years, to ensure they remain current with contemporary meeting practices?

- 34. Do you have any other comments or suggestions for the proposed new Regulations?**
Whatever regulations are introduced it should not add additional administrative compliance with other bureaucratic administrative procedures which requires someone with better things to do to check.
- (a) If yes, please explain what may be required

SUBMITTING FEEDBACK TO WALGA

Please submit feedback on this Discussion Paper by close of business **Monday 29 April 2024** to:

James McGovern
Manager Governance and Procurement
jmcgovern@walga.asn.au
(08) 9213 2093



Department of
**Local Government, Sport
and Cultural Industries**

19.1.2 - March 2024

Local Government Reform

Consultation Paper

Standardised Meeting Procedures

February 2024



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Privacy statement

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential or specifically identify the confidential information, and include an explanation.

Even if your submission is treated as confidential, it may still be required to be disclosed in accordance with the requirements of the [Freedom of Information Act 1992](#) (WA) or any other applicable written law.

The Department of Local Government, Sport and Cultural Industries reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Introduction

The State Government is implementing a number of reforms to the [Local Government Act 1995](#) (the Act) to improve transparency and accountability in local government in Western Australia and deliver benefits to ratepayers and residents.

Standardising council and committee procedures is part of these reforms. Establishing a consistent approach to all local government council and committee meetings will make it easier and simpler for people to participate in and observe council meetings, wherever they are held.

Establishing one standard is expected to simplify and improve training for council members and local government staff. It can also strengthen the enforcement of breaches of meeting procedures (for instance, if a person repeatedly and unreasonably disrupts a meeting).

Currently, it is usual practice for local governments to have local laws and policies in place to govern the conduct of council meetings. However, this approach means that there can be variation in how members of the public can engage with council meetings.

The [Local Government Amendment Act 2023](#) inserts section 5.33A, to allow standardised meeting procedures for all local governments to be made in the form of Regulations or model provisions.

The State Government intends under section 5.33A to make Regulations that apply to all local governments and an order of the Governor under section 3.17 of the Act to repeal all existing local government meetings procedures, standing orders or council meeting local laws.

It is intended that the new standard meeting procedures (also known as “standing orders”) apply to all council and committee meetings held by local governments. It is also intended that Regulations will contain consistent rules for how meetings are held.

It is envisaged that relevant elements of Parts 2 and 3 of the [Local Government \(Administration\) Regulations 1996](#) (the Regulations) would be incorporated into the new standardised meeting procedures.

The Department of Local Government, Sport and Cultural Industries (DLGSC) will also develop reference materials for council members, local government staff and communities to assist in ensuring consistency throughout the sector.

Note: Unless otherwise specified in this paper, the word **meeting** refers to both a council or a committee meeting and the word **member** refers to both a council and a committee member.

Consultation process

You may choose to answer all or some of the questions in the consultation paper, and/or provide a submission that raises related matters not included in this consultation paper.

The DLGSC invites local governments, council members, Chief Executive Officers (CEOs), local government employees, groups and associations, and members of the community to consider the proposals and provide feedback.

Our preferred method for providing a submission is our [online feedback form](#).

Specific questions have been targeted to certain meeting procedure topics to better understand the variety of existing approaches currently used by the sector. The DLGSC is interested in learning more about how existing approaches work well in practice; and how reforms can be structured to improve transparency and public involvement, simplify the way meetings are conducted, and promote uniformity throughout the sector.

Although it is preferred that the feedback form is used to guide responses, general submissions and suggestions on any relevant topic can be provided via email to actreview@dlgsc.wa.gov.au

Part 1: General meeting process

1. Calling meetings

The calling of council meetings is outlined in sections 5.5 to 5.7 of the Act, and in existing regulations 12 to 14. Amendments are proposed to add new requirements for the oversight of special council meetings that are held at short notice and prevent any meeting from being held at an unreasonable time of day. It is important that special meetings are only convened in appropriate circumstances. Regulations are proposed to require:

- a minimum of 24 hours' notice to convene a special council meeting
- that notice to convene a special council meeting may be done with less than 24 hours' notice if an absolute majority of council members call the meeting
- that a meeting cannot commence any earlier than 8 am or later than 8 pm.

1. Is it suitable to allow for a special council meeting to be convened with less than 24 hours' notice if an absolute majority of council members call the meeting? Yes / No

(a) If no, please provide a suggested alternative.

2. Are there any circumstances where meetings must start earlier than 8 am or later than 8 pm? Yes / No

(a) If yes, please provide examples and the suggested alternative.

2. Agendas and order of business

It is proposed to broadly retain existing requirements for local governments to publish meeting agendas.

It is proposed that the general order of meetings be outlined in the Regulations for consistency across the local government sector. However, a council or committee may decide to consider business in a different order, provided that the other requirements of the Regulations (such as public question time being held before any decisions are made) are still met.

Regulations are proposed to outline the following order of business:

- opening (local governments will still be able to continue their own practices for opening meetings, such as making acknowledgements, prayers, opening statements, etc.)
- recording attendance
- public question time (see section 6)
- public presentations and petitions (see sections 7 and 8)
- members' question time (see section 12)
- confirmation of previous minutes (see section 15)
- reports from committees and the CEO
- motions from members
- urgent business
- matters for which the meeting may be closed
- closure.

3. Is the proposed order of business suitable? Yes / No

(a) If no, please provide a suggested alternative.

3. Urgent business

Currently, individual local governments' meeting local laws and policies may vary in how urgent business is raised at a meeting. Existing local laws and policies provide various procedures for urgent business to be considered at a council meeting. Broadly, these procedures seek to limit the use of urgent business to only the most exceptional circumstances.

Regulations are proposed to allow the CEO to introduce an item without notice in cases of urgency if:

- an absolute majority of the council resolve to hear the matter at the meeting, and
- the item is clearly marked as urgent business.

It is proposed that DLGSC must be notified each time this occurs, within 7 calendar days, to ensure this process is only used in exceptional circumstances.

Urgent business may only be heard after public question time (see section 6).

4. Are the proposed requirements for urgent business suitable? Yes / No

(a) If no, please provide a suggested alternative.

4. Quorum

Existing regulation 8 addresses the process for when there isn't a quorum at a meeting.

Amendments are proposed to provide for the following where a quorum is lost or not present:

- if no quorum is present within 30 minutes of the time set for the meeting, the meeting lapses
- where quorum is lost during a meeting:
 - the meeting proceeds to the next item of business if it is due to members leaving because of a financial or proximity interest
 - the meeting is adjourned for 15 minutes for any other reason and if quorum cannot be reformed, the meeting is closed
- where quorum is lost, the names of the members then present are to be recorded in the minutes.

5. Are the proposed requirements for when a quorum is not present or lost suitable? Yes / No

(a) If no, please explain why and the suggested alternative, if any.

5. Adjourning a meeting

Currently, individual local governments' meeting local laws or policies may contain processes for adjourning a meeting. It is intended to adopt similar rules, while also addressing concerns regarding meetings of council that run late. Regulations are proposed to provide that:

- council may decide to adjourn a meeting to another day, time and place to resume from the point it adjourned
- a presiding member may adjourn a meeting for 15 minutes to regain order of a meeting that has been disrupted
- if a meeting is adjourned for a second time due to disruption, a presiding member must adjourn the meeting to another day, time or place (not on the same day), with notice being published on the local government's website.

It is also proposed that if a meeting is continuing and it reaches 10:45 pm:

- the council or committee may decide to either extend the meeting for a further 15 minutes to allow for any remaining business to be concluded or determine to adjourn the meeting

- if any business remains at 11 pm, the meeting must adjourn to a day and time which is at least 10 hours later to deal with any outstanding agenda items and a notice must be published on the local government's website listing when the meeting will resume.

6. Is 11 pm an appropriate time for when a meeting must be adjourned? Yes / No

(a) If no, what is the suggested alternative?

Part 2: Public participation

6. Public question time

Currently, the Act and Regulations require that public question time is to be made available at every council meeting and certain committee meetings.

Regulation 6 requires that at least 15 minutes is to be made available for public questions at those meetings. However, question time may be extended if there are further questions; the time may also be used for other business if there are no further questions.

Regulation 7 also provides that question time must be held before substantive decisions are made at that meeting.

Currently, the practice at many local governments is that a person who wishes to ask a question attends the meeting (either physically in-person or by electronic means) to ask their question. However, it is proposed that regulations allow for a personal representative of a person to ask a question. This provides an alternative avenue for someone who may be unable to attend a meeting to have their question raised.

Currently, individual local governments meeting local laws and policies may contain processes for members of the public to raise questions. Some requirements, such as rules requiring a person to lodge a question in writing before a meeting, may prevent a person who is not familiar with those requirements from being able to ask a question.

New standardised requirements are proposed to expand the existing Regulations to require that:

- a member of the public only needs to provide their name and suburb/locality (and not any other information) before asking a question
- a person is not required to lodge a question in writing in advance of a meeting (although a person may choose to do so, for instance if they have a very specific or technical question)
- a local government may still require a person, or their personal representative, to attend a meeting to ask a question lodged in writing in advance of the meeting for it to be addressed at that meeting
- questions must not take more than 2 minutes to ask, including a relevant preamble, unless the presiding member grants an extension of time
- if other people are waiting to ask questions, the presiding member will seek to provide equal opportunity for people to ask questions (for instance, by moving to the next person waiting after someone has asked 3 questions, and returning to the first person if time allows)
- any questions are to be answered by the presiding member, or a relevant member (nominated by the presiding member), the CEO, or an employee nominated by the CEO
- if a question, or a question of a similar nature, was asked and answered in the previous 6 months, the presiding member may direct the member of the public to the minutes of the meeting that contains the question and answer
- no debate of a question or answer is to take place
- questions may be taken on notice by the person who is answering the question
- when a question is taken on notice, a response is to be given to the member of the public in writing and a copy of the answer is to be included in the agenda of the next ordinary meeting
- the presiding member may reject questions that contain offensive language or reflect adversely on others but must provide opportunities for the question to be rephrased.

- 7. Is the existing minimum allocation of 15 minutes for public question time sufficient? Yes / No**
 (a) If no, what minimum time limit do you suggest?
- 8. Is 2 minutes enough time for a member of the public to ask a question? Yes / No**
 (a) If no, what time limit or other method of allocating questions do you suggest?
- 9. Should any other standard requirements for public question time be established? Yes / No**
 (a) If yes, please provide details.
- 10. Should a personal representative be able to ask a question on behalf of another person? Yes / No**
 (a) If no, please provide your reasons.

7. Presentations at council

Local governments commonly allow for presentations (also known as deputations) to be made to inform council decisions. Councils may set a policy for whether they hear presentations at council meetings and/or committee meetings, or at other meetings, and the circumstances in which a presentation may be heard.

It is proposed that local governments will continue to have discretion to choose whether and when to hear presentations.

To allow for a decision to be made in advance of the meeting, it is proposed that either the presiding member or CEO will make the decision on whether a presentation is heard at a meeting, based on any policy established by the council.

Accordingly, it is proposed that a council may establish a policy that determines:

- the types of meetings at which presentations may be heard
- whether the responsibility for making decisions on presentation requests sits with either the presiding member or CEO
- any other matters to guide the presiding member or CEO's decision making towards requests.

New Regulations are also proposed to:

- allow a person, or group of people, to lodge a request in accordance with the council's policy to provide a presentation at least 48 hours before the meeting
- require the presiding member or CEO to decide and provide a response to the person requesting the presentation by 12 noon the day of the meeting
- provide that if the presiding member or CEO refuses an application, they are to provide their reasons to the applicant and advise of the refusal at the meeting
- limit presentations to 5 minutes (not including questions) unless there is a resolution to extend the time limit
- allow council and committee members to ask questions of presenters.

- 11. Should the Regulations specify that a request to make a presentation must relate to an item on the agenda for the relevant meeting? Yes / No**
 (a) If no, please provide reasons.
- 12. Is 48 hours of notice sufficient to administer an application from a member of the public to present to a meeting? Yes / No**
 (a) If no, please provide reasons and suggest an alternative.

13. Should a standard time limit be set for public presentations? Yes / No

(a) If no, please provide reasons.

14. Would 5 minutes be a suitable time limit for public presentations? Yes / No

(a) If no, please provide reasons and suggest an alternative.

8. Petitions

Many local governments have a tradition of accepting petitions, mirroring the practice of Parliament.

Regulations are proposed to:

- enable any person to petition a local government by lodging a petition to the council on any matter, including petitions which may be critical of actions or decisions of the local government
- require the lead petitioner to provide their contact details
- require any person signing a petition to state their suburb/town, and declare whether they are residents and/or electors of the district
- require the petitioner to tally the number of signatories
- limit rejection of a petition to only when it is not in the prescribed form
- require that the council is to consider each petition and must determine how it is to respond, such as by seeking a report from the CEO
- allow local governments to establish an electronic petitioning system if they wish
- require all petitions received and outcomes from petitions to be summarised in a report to the annual meeting of electors.

15. Do the proposed regulations provide an effective system for managing petitions? Yes / No

(a) If no, please provide reasons and suggested alternatives.

Part 3: Conduct of debate**9. Orderly conduct of meetings**

New Regulations are proposed to create a duty for all people present at a meeting to:

- ensure that the business of the meeting is attended to efficiently and without delay
- conduct themselves courteously at all times
- allow opinions to be heard within the requirements of the meetings procedures.

It is also proposed that the Regulations:

- allow members to raise points of order to bring the presiding member's attention to a departure from procedure
- provide that it is a minor breach for a presiding member to preside in a manner which is unreasonable or contravenes the requirements of the Act or Regulations
- empower the presiding member to call a person to order and:
 - should a member not comply with a third call to order, the presiding member may direct them to speak no further (but they may continue to cast their vote) for the remainder of the meeting, with failure to adhere to the direction being a minor breach

- if any other person does not comply with one call to order, the presiding member may direct them to leave the meeting, with failure to do so being an offence
- provide that a council may vote to rescind a direction made by a presiding member for a member to not speak further during a meeting
- provide that a member who has had a direction made against them to not speak further cannot move or second a motion that attempts to rescind the decision.

**16. Do these measures provide a suitable framework to maintain order in meetings?
Yes / No**

(a) If no, what are the suggested changes?

10. Motions and amendments

Existing meeting procedures address many matters relating to the processes of decision making. This includes motions and amendments (including foreshadowed and alternate motions), notices of motion by members, reasons for changes to the CEO's recommended motion, passing motions "en bloc", and how voting occurs. The existing system of motions (including foreshadowed, amendment, alternate and revocation motions) are proposed to be broadly maintained.

Council members may raise motions that are not part of the agenda of a meeting to recommend a proposal for consideration. For instance, a motion might propose a new policy or decision.

Local governments commonly require notice of a motion to be provided in advance of a council meeting. This is to allow council members time to review the motion and for the CEO and administration to provide advice needed to assist council members with making a decision on a motion.

Providing notice to other council members, the CEO and administration can support a more fulsome consideration of the motion.

Regulations are proposed to require council members to provide written notice of motions at least 1 calendar week before the council meeting commences. This would generally allow those motions to be included in the meeting agenda, which must be published 72 hours before the commencement of the meeting.

It is proposed that council members will still be able to move amendments and alternative motions during debate on agenda items without providing written notice in advance of the meeting. This provides for members to be able to consider all options and suggestions for an item included in the agenda of a meeting.

It is proposed that reasons for notices of motion, amendments and other decisions that are changed at a meeting would still be required.

17. Is a period of 1 calendar week an appropriate notice period for motions? Yes / No

(a) If no, what is your suggested alternative?

18. Are these proposals for motions suitable? Yes / No

(a) If no, please provide reasons.

11. Debate on a motion

The practice of motions being moved and seconded and debate alternating between speakers for and against the motion is used in meeting procedures statewide.

Some local governments have a further requirement where if a motion is not opposed, no debate occurs, and the motion is recorded as passing unanimously.

Regulations are proposed to provide for the following rules for formal debate on a motion or amendment:

- any motion must be seconded before it may be debated (or carried without debate)
- a motion is carried without debate if no member is opposed to the motion

- if a member is opposed, the mover and seconder may speak and are followed by alternating speakers against and for the motion, with a final right of reply for the mover
- speeches must be relevant to the motion under debate and no member must speak twice – except for the mover’s right of reply, or if the council decides to allow further debate
- no member can speak for longer than 5 minutes without the approval of the meeting.

19. Do you support these rules for formal debate on a motion or amendment? Yes / No

(a) If no, what is your suggested alternative?

20. Is 5 minutes a suitable maximum speaking time during debate? Yes / No

(a) If no, what should be the default maximum speaking time?

21. Is a general principle against speaking twice on the same motion suitable? Yes / No

(a) If no, please provide reasons.

12. Questions by members

The current practices for members asking formal questions at meetings varies throughout the sector. Some local governments have a “questions from council members” period; other local governments allow members to place questions on notice for future meetings.

Regulations are proposed to provide that:

- council members can ask the CEO questions related to any item on an agenda by providing the question in writing by 12 noon the day before the meeting
- council member questions are to be answered during the “questions from council members” agenda item
- council members must seek permission from the presiding member to ask the CEO clarifying questions during debate.

22. Should the new standardised provisions include a maximum time limit for the “questions from council members” agenda item? Yes / No

(a) If no, please provide details.

23. Is 1 day of notice for a question from a council member sufficient? Yes / No

(a) If no, what is your suggested alternative and why?

24. Is it appropriate for the presiding member to consider whether to allow a member to ask clarifying questions during debate? Yes / No

(a) If no, what is your suggested alternative and why?

13. Procedural motions

Various procedural motions are provided for in each local governments’ meeting procedures. They help with managing a meeting effectively and democratically.

Regulations are proposed to provide for the following procedural motions to be put without debate:

- a motion to vary the order of business (e.g. to move a report in the order of business so it is considered earlier)
- a motion to adjourn debate to another time
- a motion to adjourn the meeting
- a motion to put the question (close debate)

- a motion to extend a member’s speaking time
- a motion to extend public question time
- a motion to extend the time for a public presentation
- a motion to refer a motion to a committee or for the CEO to provide a new or updated report to a future meeting
- a motion of dissent in the presiding member’s ruling (for example, to overturn the presiding member’s direction that a member does not speak further)
- a motion to close a meeting to the public in accordance with the Act.

25. Should any of these procedural motions not be included? Yes / No

(a) If yes, please identify which motions and why they should not be included.

26. Are any additional procedural motions needed? Yes / No

(a) If yes, please provide suggestions and explain why.

14. Adverse reflection

In addition to aspects of the model code of conduct, existing meeting procedures seek to prevent inappropriate language and adverse reflections from occurring at meetings.

Regulations are proposed to provide that:

- a person, including a member, cannot reflect adversely on the character of members, employees or other persons – if they do so they must withdraw their remark
- members cannot adversely reflect on the decisions of the council, except in making a motion to revoke or change a decision
- failure to withdraw adverse reflection is to be dealt with as disorderly conduct (including as a potential minor breach)
- a member who is concerned about a remark that may be an adverse reflection may raise a point of order with the presiding member.

27. Are there any circumstances where a person should be able to adversely reflect on another council member, an employee or a decision of the local government? Yes / No

(a) If yes, please provide more information to explain the circumstances.

Part 4: Other matters

15. Meeting minutes and confirmation

Existing meeting procedures provide for the method of confirmation of the minutes. It is proposed to amend the Regulations to provide a clear process for correcting minutes by:

- allowing a member who identifies errors with unconfirmed minutes to provide a CEO with any proposed corrections by 12 noon the day before a meeting at which the minutes are to be confirmed
- requiring any proposed corrections to the minutes to be presented to council for a decision with a recommendation from the CEO
- Requiring DLGSC to be notified if a local government fails to adopt or defers confirmation of the minutes of a meeting.

28. Is 1 day sufficient notice for a proposed correction to the minutes? Yes / No

(a) If no, how much notice should be required and why?

16. Electronic meetings and attendance

In 2020, Regulations were introduced in response to the COVID-19 pandemic to enable councils to hold meetings electronically and for council members to attend using electronic means. This allowed councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has also encouraged public access and participation in local government.

On 9 November 2022, the [Local Government \(Administration\) Amendment Regulations 2022](#) took effect, meaning local governments could conduct council and committee meetings electronically outside of emergency situations and that council and committee members could attend in-person meetings using electronic means, such as videoconferencing.

The State Government committed to a public consultation process to gain feedback on the effect of these changes following 12 months of operation.

29. Has the change to enable electronic meetings to occur outside of emergency situations been helpful? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

30. Has the ability for individual members to attend meetings electronically been beneficial? Yes / No / Unsure or unable to comment

(a) If no, please explain why.

31. Do you think any changes to electronic meetings or electronic attendance are required? Yes / No / Unsure or unable to comment

(a) If yes, please provide details of the changes and explain why they are needed.

17. Council committees

Sections 5.8 to 5.18 of the Act provide for the establishment of committees that may assist with decision-making. Section 7.1A provides for the establishment of an audit committee. The standardised meeting procedures will only apply to those committees established under sections 5.8 and 7.1A.

It is proposed that provisions for committees be similar to requirements for council meetings. Committees may need to provide a more flexible meeting environment, in terms of time limitations and procedure, to facilitate the consideration of issues in detail. This is reflected in meeting procedures across the State.

Regulations are proposed to provide that:

- a committee meeting is to be called when requested by the presiding member of the committee, the mayor or president, or a third of the committee's members
- certain meeting procedures such as the order of debate, speaking twice and time limits do not apply to a committee
- a committee is answerable to the council and must provide at least 1 report to council on its activities each year.

32. Are any other modifications needed for committee meetings? Yes / No

(a) If yes, please provide details of the modifications and explain why.

18. Meetings of electors

The Act establishes that the mayor or president is to preside at electors' meetings, and any resolutions passed by an electors' meeting are considered at a following council meeting.

As electors' meetings are quite different to council meetings, comment is sought about whether parts of the proposed standard should apply for electors' meetings.

33. Should parts of the proposed standard apply at electors' meetings? Yes / No

(a) If yes, please explain what may be required.

19. Any other matters

Feedback is welcome on any other element of local government meetings for consideration in the further development of the new Regulations.

34. Do you have any other comments or suggestions for the proposed new Regulations?

(a) If yes, please explain what may be required.

Appendix: Example timeline for an ordinary council meeting

For this example, the local government holds its ordinary council meetings on the second Tuesday of every month. March 2024 has been used as an example.

Day/time	Task	Requirements
Tue 5 March 6 pm	Deadline for council members to provide written notice of motions.	<ul style="list-style-type: none"> Council members must provide written notice of motions at least 1 calendar week before the day of an ordinary council meeting.
Sat 9 March 6 pm	Deadline for publishing ordinary council meeting agenda. In practice, the local government publishes the agenda prior to close of business Friday.	<ul style="list-style-type: none"> An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Sun 10 March 6 pm	Deadline for member of the public to lodge a request to present on an agenda item.	<ul style="list-style-type: none"> A person or group of people can lodge a request with the CEO to provide a presentation on an agenda item but must do so at least 48 hours before the meeting.
Mon 11 March 12 noon	Deadline for council members to provide written notice of questions that will be asked about agenda items at the ordinary council meeting.	<ul style="list-style-type: none"> Council members must submit questions about agenda items to the CEO in writing by 12 noon the day before the meeting.
Tue 12 March 12 noon	Presiding member or CEO (in accordance with policy) to decide whether members of the public can present on agenda items and provide a response to people making requests.	<ul style="list-style-type: none"> The presiding member or CEO must decide and provide a response to a person requesting to make a presentation on an agenda item by 12 noon the day of the meeting. If an application is refused, the presiding member or CEO must provide their reasons and advise of the refusal at the meeting.
Tue 12 March 6 pm	Ordinary council meeting.	<ul style="list-style-type: none"> Meeting must finish by 11 pm.
Wed 13 March 9 am	Adjourned meeting can begin if scheduled meeting was adjourned due to reaching 11 pm.	<ul style="list-style-type: none"> If a meeting needs to be adjourned because it reaches 11 pm, the meeting to deal with outstanding items must be at least 10 hours after the original meeting was adjourned.
Tue 19 March 6 pm	Deadline for notifying DLGSC of any urgent business considered at the ordinary council meeting.	<ul style="list-style-type: none"> The DLGSC must be notified within 7 calendar days each time urgent business is considered at an ordinary council meeting.
Sat 6 April 6 pm	Responses to questions on notice included in agenda for next ordinary council meeting.	<ul style="list-style-type: none"> When a question is taken on notice, a response is to be given to members of the public in writing and the answer is to be included in the agenda of the next ordinary council meeting. An ordinary council meeting agenda must be published at least 72 hours before the commencement of a meeting.
Mon 8 April 12 noon	Deadline for council members dissatisfied with unconfirmed minutes to provide the CEO with corrected wording.	<ul style="list-style-type: none"> A council member dissatisfied with unconfirmed minutes can provide a CEO with corrected wording by 12 noon the day before a meeting at which the minutes are to be confirmed.
Tue 9 April 6 pm	Ordinary council meeting	<ul style="list-style-type: none"> Meeting must finish by 11 pm.

LOCAL GOVERNMENT ACT 1995

SHIRE OF MURCHISON

STANDING ORDERS LOCAL LAW 2001

Under the powers conferred by the Local Government Act 1995 and all other powers enabling it, the Council of the Shire of Murchison hereby records having resolved on the 16th day of November, 2001, to make the following local laws.

1. INTERPRETATIONS AND STANDING ORDERS

1.1 Proceedings Conducted According to Standing Orders

The proceedings and business of the Council shall be conducted in accordance with the Act, the regulations, and any other Law, and where not specifically prescribed, according to these local laws, the clauses of which shall be referred to as "the Standing Orders".

1.2 All meetings Governed by Standing Orders

The proceedings of all Council meetings, committee meetings and other meetings of the Council shall be governed by these standing orders unless otherwise provided in the Act, regulations, or any other law,

1.3 Interpretations

The following interpretations should be used in these standing orders, unless the context otherwise requires:

"Act" means the Local Government Act, 1995 and amendments and successors;

"Clause" means a clause of these standing orders;

"Committee" means any Committee appointed in accordance with the provisions of the Act;

"Council" means the Council of the Shire of Murchison

"President" includes the Deputy President, in the absence of the President, and any member chosen to preside at any meeting of the Council in the manner prescribed in the Act;

"Presiding Member" includes the Deputy President Member, in the absence of the Presiding Member, and any member chosen to preside at any meeting of a committee in the manner prescribed in the Act;

"Meeting" includes any Ordinary or Special Meeting of the Council or any other meeting held in accordance with the Act and properly convened as the Act requires;

"Member" means the President, or a Councillor of the Council, or in the case of committees, a member of the committee appointed in accordance with the Act;

"Officer" is an employed member of the staff of the Council;

"Chief Executive Officer" means the Chief non-elected officer of the Shire or other officer who, for the time being, is acting in the capacity;

"Simple majority" is more than 50% of the members present and voting;

"Substantive motion" means any motion other than an amendment or a procedural motion.

2. MEETINGS – NOTICE AND BUSINESS

2.1 Notice of Meetings – Members to Receive Notice

Notice of meetings shall be given by the Chief Executive Officer in accordance with the Act.

2.2 Notices of Motion – Ordinary and Extraordinary Business

Members may bring forward business in the form of a written motion, of which notice shall be given in writing to the Chief Executive Officer, either at the meeting previous to the meeting at which it is intended to move the motion, or at any time thereafter up to 24 hours before the close of the meeting Agenda Paper.

2.3 Motion to Lapse

A motion shall lapse unless the member who gave notice is present, unless another member is willing to move the motion when it is called.

2.4 Objectionable Business

If the President is of the opinion that any motion or business proposed is of an objectionable nature, the President may, either before or after the matter is brought forward at any meeting, declare that it shall not be considered.

2.5 Any member may move dissent from such a declaration made from the Chair. On the motion being seconded, the motion to dissent shall be put without debate, and in the event of the motion being carried by a majority of the members present, the business referred to shall then be considered immediately, but if the motion is lost, the ruling, of the President shall stand.

2.6 Business to be Specified on Notice Paper

No business shall be transacted at any meeting other than that specified in the notice without the approval of the President or the approval of the majority of members present determined by vote.

3 RECORDING AND CONFIRMATION OF MINUTES

3.1 Minutes are to be kept of the proceedings of each meeting, confirmed or amended at the next ordinary meeting of the Council and signed and certified by the person presiding.

4 ORDINARY MEETING – ORDER OF BUSINESS

4.1 Ordinary Meeting – Order of Business

The order of business of an ordinary meeting of the Council shall be as decided by the President and Chief Executive Officer, unless the Council resolves what the order of business shall be.

4.2 Late Items

In cases of extreme emergency or other special circumstances, with the consent of the President, or at the request of a majority of members present, be read and dealt with.

5 MEETINGS – PUBLIC CONDUCT

5.1 Admission and Removal of the Public

5.1.1 The public is admitted to Council meetings on the basis that no expression of dissent or approval, conversation or interruption to the proceedings of the Council shall take place. In the event of any such interruption, the President may use discretion and without a vote of the Council, require those interrupting to withdraw. The person or persons concerned shall immediately withdraw from the meeting.

5.1.2 Any person, not being a member of Council who interrupts the orderly conduct of the Council who does not withdraw immediately upon being called by the President to withdraw from the meeting, may be, by order of the President, be removed from the meeting.

6 ROLE OF PRESIDENT

6.1 Directions by the President

- 6.1.1 At any meeting of the Council the President shall have the right to direct attention to any matter of interest or relevance to the business of the meeting or propose a change to the order of business.
- 6.1.2 Any member may move that a change in the order of business proposed by the President not be accepted and if carried by a majority of members present, the proposed change in order will not take place.

6.2 The President to Take Part in Debates

Subject to the provisions of these standing orders, the President may take part in a discussion upon any question before the Council, provided that, like other members, in accordance with these standing orders, the President may only speak once and provided that this is done before the right of reply is exercised.

6.3 Precedence of President

When the President rises during the progress of a debate, any member then speaking, or offering to speak, shall immediately cease and every member present shall preserve strict silence so that the President may be heard without interruption. This clause should not be used by the President to exercise the right provided in Clause 6.2, but should be used to preserve order.

6.4 Dissent with the President's Ruling

A member may move a procedural motion to disagree with a ruling given by the President. The President must immediately call for a seconder and put motion without debate.

7 CONDUCT OF MEMBERS

7.1 Official Titles to be Used

Members shall speak of each other in the Council during the transaction of business by their respective titles of President or Councillor. Members, in speaking of or addressing officers, shall designate them by their respective official titles.

7.2 Debate – Maintenance of Order – Imputations – Offensive Expressions

No member may impute motives or use offensive or objectionable expressions in reference to any member, officer of the Council, or any other person.

7.3 Demand for Withdrawal

If a member commits a breach of Clause 7.2, the President, or the Council by resolution, may require that member to withdraw unreservedly any offending comment and to make a satisfactory apology; and if the member declines or neglects to do so, the President may direct such member to cease speaking and be seated, and may call on the next speaker.

8 CONDUCT OF MEMBERS DURING DEBATE

8.1 Relevance

All members shall restrict remarks to the motion or amendment under discussion, or to an explanation or point of order.

8.2 Limitation of Number of Speeches

No member shall address the council more than once on any motion or amendment before the Council except the mover of a substantive motion, in reply, or to a point of order, or in explanation.

8.3 Limitation of Duration of Speeches

All addresses shall be limited to a maximum of five minutes. Extension of time is permissible only with the agreement of the majority of members present.

8.4 Members Not to Interrupt

No member shall interrupt another member whilst speaking unless:

- (a) To raise a point of order
- (b) To call attention to the absence of a quorum

9 PROCEDURES FOR DEBATE OF MOTIONS

9.1 To be Seconded

No motion or amendment to a substantive motion shall be in order, or be open to debate until it has been seconded.

9.2 Only One Substantive Motion Considered

When a substantive motion is under debate at any meeting, no further substantive motion shall be accepted.

9.3 Order of Call in Debate

The President will call speakers to a substantive motion in the following order:

- (a) The mover to state the motion;
- (b) A seconder to the motion;
- (c) The mover to speak to the motion;
- (d) A speaker against the motion
- (e) A speaker for the motion;
- (f) Other speakers against and for the motion, alternating in view, if any, and
- (g) Mover takes right of reply which closes debate.

9.4 Limit of Debate

The President may offer the right of reply and put the motion to the vote if the President believes sufficient discussion has taken place even though all members may not have spoken.

10 PROCEDURAL MOTIONS

10.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member to move the following procedural motions:

- (a) that the question be now put;
- (b) that the ruling of the President be disagreed with;
- (c) that the motion lie on the table;
- (d) that the Council meet behind closed doors

10.2 Reason for Closure to be Stated

A member who moves a procedural motion under Clause 10.1.(d) shall state the reason for moving the motion and this must relate to a matter contained in Section 5.23 (2) of the Act.

10.3 Procedural Motions Not Required in Writing

Procedural motions are not required to be presented in writing.

10.4 Procedural Motions – Recording in Minutes

The Mover, seconder and result of all procedural motions shall be recorded in the minutes of the meeting.

10.5 Procedural Motions – Majority Required

Any Procedural motion shall be carried upon the majority of members present voting in the affirmative.

10.6 Procedural Motions – Closing Debate – Who May Move

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

10.7 Procedural Motions – Right of Reply

There shall be no right of reply on any procedural motion.

10.8 Procedural Motions – Right of Reply on Substantive Motion

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

11 EFFECT OF PROCEDURAL MOTIONS

11.1 That the Question be Now Put – Effect of Motion

11.1.1 This motion, having been carried during discussion on a substantive motion without amendment, will cause the President to offer the right of reply and then immediately put the question under consideration without further debate.

11.1.2 This motion, having been carried during discussion o an amendment, will cause the President to put the amendment to the vote without further debate.

11.1.3 This motion, having been lost, will allow debate to continue.

11.2 That the Ruling of the President be Disagreed With – Effect of Motion

11.2.1 This motion, having been carried, will cause the ruling of the President, about which this motion was moved, to be reversed and for the meeting to proceed accordingly.

11.2.2 Where the President has given a ruling in strict accordance with the Act, this motion may not be moved.

11.3 That the Motion Lie on the Table – Effect of Motion

11.3.1 This motion, having been carried, will cause debate on the substantive motion and any amendment to cease immediately and for the meeting to proceed to the next business.

11.3.2 Any member may raise the motion from the table, by giving appropriate notice of motion for any meeting in the future.

11.3.3 When a motion is raised from the table, the mover of the original substantive motion, or in the absence of the original mover, the person moving the procedural motion, is given the opportunity to reintroduce the matter after which debate shall continue according to these standing orders.

11.4 That the Council Meet Behind Closed Doors – Effect of Motion

11.4.1 In accordance with the Act, the motion, if carried, will cause the general public and any officers or employees the Council determines, to leave the room.

11.4.2 No person shall in any way publish, or make public, any of the discussion taking place on a matter discussed behind closed doors, but this prohibition shall not extend to the actual resolution or resolutions carried as a result of such discussion and recorded in the minute book.

12 DECISION MAKING PROCEDURES

12.1 Voting and Decisions – Majority to Determine

All acts of the Council and all questions coming before the Council may be decided by a simple majority of the members present and voting, at a properly constituted meeting, unless otherwise provided in the Act, regulations, or the standing orders.

12.2 Breaking Down of Complex Questions

The President may order a complex question to be broken down and put in the form of several motions, which shall be put in sequence.

12.3 Order of Amendments

Any number of amendments may be proposed to a motion, but whenever any amendment is made upon a substantive motion, no second or subsequent amendment shall be moved or considered until the first amendment has been disposed of.

12.4 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended shall then be submitted as the substantive motion, and shall become the question before the meeting upon which any member may speak and further amendment may be moved.

12.5 Consent of Secunder Required to Accept Alteration of Wording

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

12.6 Withdrawal of Motion and Amendments

Council may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment shall not continue.

12.7 Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion shall not be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

12.8 Authority for Withdrawal

A motion or amendment to a motion shall not be withdrawn in the absence of any member who proposed it, except with the member's written authority.

12.9 Right of Reply

12.9.1 The mover of a substantive motion shall have the right of reply. After the mover of the substantive motion has commenced the reply, no other member shall speak on the question.

12.9.2 The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter may be introduced.

12.10 Right of Reply Provisions

The right of reply shall be governed by the following provisions:

- (a) If there is no amendment to the substantive motion, the mover may reply at the conclusion of the discussion on the motion.
- (b) If there is an amendment, the mover of the substantive motion shall take the right of reply at the conclusion of the vote on any amendments.
- (c) The mover of an amendment does not have a right of reply.
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the substantive motion as amended is immediately put to the vote.

12.11 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

12.12 Mover of Motion Not to Speak on Amendment

On an amendment being moved, any member may speak to the amendment, except the person who moved the substantive motion who is only entitled to a right of reply except, that if the person who moved the substantive motion does choose to speak to the amendment, that person's right of reply is forfeited.

12.13 Question – When Put

When the debate upon any question is concluded and the right of reply has been exercised, the President shall immediately put the question and, if so desired by any member, shall state it again.

12.14 Method of Taking Vote

12.14.1 In putting the question to the Council, the President shall ask for those in favour and members in favour shall indicate by a show of hands. The President may then ask for those against who will indicate by a show of hands. The President will then declare the motion carried or lost after first exercising his/her right of a second vote if available and that right is exercised.

12.14.2 If objection is raised in respect to the determination of the motion, the President shall put the question as often as necessary to determine the decision in accordance with the method of taking a vote as described in Clause 12.14.1.

13 POINTS OF ORDER

13.1 Points of Order – When to Raise – Procedure

Upon a matter of order arising, during the progress of a debate, any member may raise a point of order including interrupting the speaker. Any member who is speaking when a point of order is raised, shall immediately cease while the President listens to the point of order.

13.2 Points of Order – Definitions

A Difference of opinion or a contradiction of a speaker shall not be recognised as a point of order, but the following shall be recognised as valid point of order:

- (a) That the discussion is of a question not before the meeting.
- (b) That offensive or insulting language is being used.
- (c) Drawing attention to the violation of any local law or standing orders of the Council, providing that the member raising the point of order shall state the local law or standing order believed to be breached.

13.3 Points of Order – Ruling

The President shall give a decision on any point of order after the point has been raised, by either upholding or rejecting the point of order.

13.4 Points of Order – Ruling Conclusive, Unless Dissent Motion is moved

The ruling of the President upon any question of order shall be final, unless a majority of the members support a motion of dissent with the ruling.

13.5 Points of Order – Motion Against Ruling Procedure

An objection having been taken to the ruling of the President, the member so objecting may immediately move dissent with the ruling. Should the motion be seconded it shall be put to the vote immediately and the result of the vote, whether in support of the ruling or otherwise, shall determine the action to be taken.

13.6 Points of Order Take Precedence

Notwithstanding anything contained in these standing orders to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other question.

14 ADJOURNMENT OF MEETING

14.1 Meeting may be Adjourned

The Council may, upon a motion moved and seconded, adjourn any meeting to a later hour of the same day, or to any other time not more than seven days from the date of adjournment.

14.2 Notice of Adjourned Meeting

When a meeting is adjourned, if time permits, notice of the adjourned meeting shall be forwarded to each member in accordance with the Act.

14.3 Business at Adjourned Meeting

At an adjourned meeting, no additional business shall be discussed except that which was on the original notice paper for that meeting.

14.4 Limit to Moving Adjournment of Council

No member shall be allowed to move or second more than one motion of adjournment during the same sitting of the Council.

14.5 Unopposed Business – Motion for Adjournment of Council

On a motion for the adjournment of the Council, the President, before putting the motion, may seek leave of the Council to proceed to the transaction of the unopposed business.

14.6 Withdrawal of Motion for Adjournment of Council

A motion or an amendment relating to the adjournment of the Council may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal the motion must continue to be debated.

15 PERSONAL EXPLANATION

15.1 Personal Explanation

No member shall speak, except upon the question before the meeting, unless it is to make a personal explanation. Any member who is permitted to speak under these circumstances must confine the observations to a succinct statement of what is to be explained in relation to a specific part of the former speech which may have been misunderstood and to the explanation itself. When a member gives an explanation, that member shall make no reference to matters not strictly necessary for that purpose, nor endeavour to strengthen the former position by introducing new argument or matter, nor reply to other members of the Council.

15.2 Personal Explanation – When Heard

A member wishing to make a personal explanation in respect of matters referred to by any member then speaking shall be entitled to be heard forthwith, if the member then speaking consents at the time, but if the member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

15.3 Ruling on Questions of Personal Explanation

The ruling of the President on the admissibility of a personal explanation shall be final unless a motion of dissent with the ruling is moved before any other business proceeds.

16 COMMITTEES OF COUNCIL

16.1 Powers and Duties of Committees

The powers and duties of committees shall be clearly defined and specifically delegated to them by resolution of the Council, and shall be recorded in a policy manual.

16.2 Election of Committee Presiding Member and Deputy Presiding Member

At first meeting of a committee, a Presiding Member and Deputy Presiding Member shall be elected.

16.3 Absence from Committee Meetings

If any member of a committee, other than the President, is absent from three consecutive meetings without having obtained leave of absence from the Council or the committee, that member's seat on the committee shall become vacant.

16.4 Reports of Committees to be Taken as Read

16.4.1 The reports and recommendations of every committee shall, when presented to the Council, to be taken as read, unless the committee meeting has been held at a time which has prevented the minutes from being mailed or delivered to Councillors prior to the Council Meeting.

16.4.2 The adoption of recommendations of the committee shall be moved by:

- (a) The Presiding Member of each committee;
- (b) or if absent, another member of the committee,
- (c) or if no member of the committee is present, a Councillor.

16.5 Procedure of Report of Committees

16.5.1 Upon the consideration by the council of any report or recommendations of a committee, the President shall, without further motion, put the recommendations, in their numerical order, unless the Council shall otherwise determine. Several recommendations may be moved en-bloc as one motion and a member may ask that a particular recommendation be debated separately and whether that recommendation be debated separately or not be determined by the Council.

16.5.2 Each item adopted by the Council shall become a resolution of the Council and shall be recorded in the minutes.

16.6 Withdrawal, Correction and Amendments of Committees

16.6.1 In moving the adoption of a recommendation of any committee, the mover may not propose an amendment to any recommendation, except for the correction of a verbal or clerical error.

16.6.2 The Presiding Member of a committee, may be excused from moving the adoption if the Presiding Member wishes to move an amendment to it. In that case, another member of the committee or in the absence of a member of the committee, a Councillor may move the adoption of the recommendation.

16.6.3 The Presiding Member or other member of a committee bringing up a recommendation may, with the consent of the Council withdraw the recommendation.

16.7 Reports of Committees – Questions

When a recommendation of any committee of the Council is submitted for adoption, any member of the Council may direct questions directly relating to the recommendation through the President, to the Presiding Member or any member of the committee bringing up the recommendation. No argument or speeches are permitted. Such being restricted to any debate pursuant to clauses 16.5.1 and 16.8.

16.8 Procedure on Amendments on Reports of the Committees

When an amendment is proposed with reference to the adoption or otherwise of any recommendation of any committee, the amendment shall be disposed of before the other proceedings of the committee are considered.

16.9 Non – Related Motions on Reports of Committees

A member of the Council may not move any motion on any report or recommendation of any committee, which does not relate to the recommendations presented by the committee.

16.10 Recommendations of Committees – Inspection of Plans

All plans referred to in the recommendation of a committee, that may require the consideration of the Council, shall lay on the table of the Council chamber for the inspection of members of the Council at the meeting at which the matter is being considered.

16.11 Committee Procedure

Each committee shall, subject to the Act, regulations, these standing orders and any policy made by the Council, regulate its own procedure.

16.12 Right and Responsibilities of Councillors who are not Committee Members

Councillors who are not members of a committee may participate in the meeting only at the invitation of the Presiding Member but they are not entitled to vote.

16.13 Standing Orders to Apply to Committees

16.13.1 These standing orders shall apply generally to the proceedings of committees of the Council, except that the following clauses shall not apply to meetings of committees – Clauses 2.1, 4.1, 4.2, 6.2, 8.2, 12.12, 14.2, 16.1 and 16.4 to 16.10 inclusive.

16.13.2 In the case of clauses not excluded by subclause 16.13.1 above, a reference to a Council meeting shall be read as a reference to a committee meeting, a reference to the Council shall be read as a reference to a committee, and a reference to President shall be read as a reference to Presiding Member.

17 ADMINISTRATIVE MATTERS –

17.1 Suspension of Standing Orders

- (a) The mover of a motion to suspend any Standing Order or Orders shall state the Standing Order or Orders to be suspended.
- (b) A motion to suspend, temporarily, any one or more of the standing orders regulating the proceedings and business of the Council or a committee must be seconded, but the motion need not be presented in writing.

17.2 Penalty for Breach of Standing Orders

Any person guilty of any breach of these Standing Orders or any of the provisions hereof, shall be liable to a penalty not exceeding \$1,000.00.

17.3 Duty of Chief Executive Officer

It is the duty of the Chief Executive Officer to draw the attention of the Council to any breach or likely breach of these Standings Orders, even if it requires interrupting any person speaking including the President.

Dated this 28 th day of March 2002.

THE COMMON SEAL OF

the Shire of Murchison
hereunto affixed by
authority of a resolution
of Council in the presence of;

Simon A Broad
Shire President

JN Warne
Chief Executive Officer

2. That Council confirm the following brigade members be appointed Bush Fire Control Officers and Permit Issuing Officers for the Shire of Murchison:
 Chief Fire Control Officer - Peter Dittrich
 Deputy Bush Fire Control Officer North – Quentin Fowler
 Deputy Bush Fire Control Officer South – Tom Foulkes-Taylor
 Community Emergency Service Manager - Richard Ryan

Carried **For:** **6** **Against: 0**

18.5 Local Law – Standing Orders Local Law 2001

File:	4.28
Author:	Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	15 th February 2019
Attachments:	Nil

Matter for Consideration:

Council to review the local law - Standing Orders Local Law 2001.

Background:

The Shire of Murchison is required to undertake a review of its local law every eight years. The Shire currently has a single local law - Standing Orders Local Law 2001 which was gazetted on 22nd August 2002. The Shires records indicate that this law was reviewed in March 2009.

State wide public notice of the review was given in The West on 5th November 2018. Submissions about the proposed review were invited from the public. The closing date for submissions was 1st February 2019. As at the close of the submission period no submissions had been received.

Comment:

The intended purpose and effect of this local law is as follows:

Purpose: - Is to provide the rules for the conduct of meetings of the Council, Committees and Electors.

Effect: - To result in:

- a) the orderly and effective conduct of meetings;
- b) greater community understanding of the meeting process;
- c) better decision making by the Shire; and
- d) better outcomes from decisions made.

S3.16 of the Act outlines the process to be followed in reviewing a local law.

Division 2 — Legislative functions of local governments

Subdivision 1 — Local laws made under this Act

3.16. Periodic review of local laws

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give State wide public notice stating that —*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*

(c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*

(2a) *A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.*

(3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*

(4) *When its council has considered the report, the local government may determine* whether or not it considers that the local law should be repealed or amended.*

** Absolute majority required.*

[Section 3.16 amended by No. 64 of 1998 s. 7; No. 49 of 2004 s. 24.]

At the end of the notice period the CEO is required to prepare a report to Council for its consideration in accordance with S 3.16 (3) and S 3.16 (4) as above.

Statutory Environment:

Local Government Act 1995 S 3.16

Sustainability Implications:

- **Environmental**
There are no known significant environmental implications associated with this decision
- **Economic**
There are no known significant economic implications associated with this decision
- **Social**
There are no known significant social considerations associated with this decision

Strategic Implications:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Consultation:

Nil

Recommendation:

That Council having undertaken a review of Standing Orders Local Law 2001, resolves to make no amendments and thus retains without modification the following current local law: Standing Orders Local Law 2001.

Voting Requirements:

Absolute majority

Council Decision:			
Moved: Councillor P Squires		Seconded: Councillor A Whitmarsh	
That Council, having undertaken a review of Standing Orders Local Law 2001, resolves to make no amendments and thus retains without modification the following current local law: Standing Orders Local Law 2001.			
Carried	For:	6	Against: 0



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NEWS

ALGA welcomes inquiry into LG sustainability

21/03/2024



A new House of Representatives Standing Committee inquiry into local government sustainability has been welcomed by the Australian Local Government Association (ALGA).

The House of Representatives [Standing Committee on Regional Development, Infrastructure and Transport](#) will examine local government sustainability in the new inquiry, which was launched today.

Chair of the Committee, [Luke Gosling OAM](#) (*pictured*) said, “the Committee has prioritised a deeper understanding of local government financial sustainability and funding frameworks, alongside the changing infrastructure requirements and service delivery obligations for local governments. Local government sustainability is essential to supporting our Australian communities through the provision of vital infrastructure and related services. The Committee is seeking to understand the challenges faced by local governments in servicing infrastructure requirements across Australia’s regional, rural, and remote locations”.

Mr Gosling further emphasised that “the Committee is aware of significant public infrastructure workforce shortages, particularly in local government areas, and the importance of promoting skills development and job security for Australians. The Committee will examine labour hire and retention trends, including the impacts of labour hire practices, to identify barriers and opportunities to support our local workforce and local government sustainability and service delivery obligations”.

ALGA President, City of Sydney Councillor Linda Scott said the inquiry came at a time when councils are constantly being asked to do more “by their communities and state and territory governments – but aren’t being funded to deliver on these responsibilities”.

“ALGA’s research shows that over the past decade local government expenditure per capita has flatlined, while spending by other governments has continued to rise,” President Scott said.

“It’s encouraging that the changing infrastructure and service delivery obligations of local government have been recognised and included in the inquiry’s terms of reference.

“By providing a wide range of free and low-cost services, we are delivering real cost of living relief in our local communities, but need more sustainable funding.”

President Scott said ALGA looked forward to presenting to the Inquiry on the challenges Australian local governments are facing.

She said a key consideration for the inquiry would be the importance and effectiveness of untied federal funding to councils through federal Financial Assistance Grants.

“Over the past 30 years, we have seen Financial Assistance Grants to councils slip from one percent of Commonwealth taxation revenue to just half a percent.”

“Regional and rural councils have been hit the hardest, and for many of these councils Financial Assistance Grants make up more than **20% of their annual operating expenditure**.

“We are committed to partnering with the Commonwealth, and our state and territory governments, to facilitate more affordable housing, better prepare for natural disasters, and deliver on our national emissions targets, but we can’t do this without funding support.”

She said it was also encouraging to see the terms of reference for the inquiry include workforce challenges, with ALGA’s research showing nine out of every 10 councils are experiencing jobs and skills shortages.

The Committee is welcoming submissions from interested organisations and individuals by 3 May 2024. Further information on the inquiry, including the terms of reference and how to contribute, is available on the Committee’s [website](#).

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– Australia's local government sustainability

New inquiry - Australia's local government sustainability

Issue date: Thursday, 21 March 2024



The House of Representatives [Standing Committee on Regional Development, Infrastructure and Transport](#) will examine local government sustainability in a new inquiry launched today.

Chair of the Committee, [Mr Luke Gosling OAM, MP](#), said 'the Committee has prioritised a deeper understanding of local government financial sustainability and funding frameworks, alongside the changing infrastructure requirements and service delivery obligations for local governments. Local government sustainability is essential to supporting our Australian communities through the provision of vital infrastructure and related services. The Committee is seeking to understand the challenges faced by local governments in servicing infrastructure requirements across Australia's regional, rural, and remote locations.'

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The Committee welcomes submissions from interested organisations and individuals by **3 May 2024**. Further information on the inquiry, including the terms of reference and how to contribute, is available on the Committee's [website](#).

Media inquiries

Mr Luke Gosling OAM, MP
Luke.Gosling.MP@aph.gov.au
08 8928 0180

For background information

Committee Secretariat
02 6277 2232
rdit.reps@aph.gov.au

For more information about this Committee, you can visit its [website](#). On the site, you can make a submission to an inquiry, read other submissions, and find details for upcoming public hearings. You can also track the Committee and receive email updates by clicking on the blue 'Track this Committee' button in the bottom right-hand corner of the page.

Issued by the Department of the House of Representatives » Contact: media.reps@aph.gov.au



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Terms of Reference

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on local government matters, with a particular focus on:

- The financial sustainability and funding of local government
- The changing infrastructure and service delivery obligations of local government
- Any structural impediments to security for local government workers and infrastructure and service delivery
- Trends in the attraction and retention of a skilled workforce in the local government sector, including impacts of labour hire practices
- The role of the Australian Government in addressing issues raised in relation to the above
- Other relevant issues.

Committee Secretariat contact:

Committee Secretary

House of Representatives Standing Committee on Regional Development,
Infrastructure and Transport

PO Box 6021

Parliament House

Canberra ACT 2600

Phone: [+61 2 6277 2232](tel:+61262772232)

rdit.reps@aph.gov.au

About this inquiry

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport will inquire into and report on local government sustainability.

- [Inquiry home page](#)
- [Terms of Reference](#)
- [Media Releases](#)

- [Government Response](#)
- [Committee Membership](#)

[Track Inquiry](#)

Inquiry Status

Accepting Submissions

[Upload Submission](#)

How to make a submission

The committee invites individuals and organisations to send in their opinions and proposals in writing (submissions)

- [Preparing a submission to an inquiry](#)

Accessibility

If you require any special arrangements to enable you to participate in the Committee's inquiry, please contact the Committee Secretariat.

Further information regarding accessibility can be found at

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Committee Membership

Committee Members

- Chair

[Mr Luke Gosling OAM MP](#)



Australian Labor Party, Solomon NT

- Deputy Chair

[Mr Tony Pasin MP](#)



Liberal Party of Australia, Barker SA

- Member

[Mr Colin Boyce MP](#)



Liberal National Party of Queensland, Flynn QLD

- Member

[Hon Scott Buchholz MP](#)



Liberal National Party of Queensland, Wright QLD

- Member

[Ms Lisa Chesters MP](#)



Australian Labor Party, Bendigo VIC

- Member

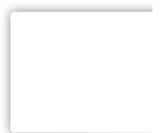
[Dr Helen Haines MP](#)



Independent, Indi VIC

- Member

[Mr Rob Mitchell MP](#)





Australian Labor Party, McEwen VIC

- Member

[Ms Tracey Roberts MP](#)



Australian Labor Party, Pearce WA

- Member

[Ms Joanne Ryan MP](#)



Australian Labor Party, Lalor VIC

- Member

[Mr Tony Zappia MP](#)



Australian Labor Party, Makin SA



About this committee

The Standing Committee on Regional Development, Infrastructure and Transport is appointed under Standing Order 215 which was passed by the House of Representatives on 26 July 2022.

The Committee may inquire into and report on any matter referred to it by either the House or a Minister, including any pre-legislation proposal, bill, motion, petition, vote or expenditure, other financial matter, report or document.

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