

**MINUTES OF THE ZONE MEETING**

held at the Northam Recreation Centre, 44 Peel Terrace, Northam  
Friday 23 August 2024 commencing at 8:00 am

**1 OPENING & WELCOME**

The Zone President and Chair of the meeting, Cr Chris Antonio, welcomed delegates.

**2 ATTENDANCE & APOLOGIES**

**2.1 Attendance**

Delegates -

Cr Chris Antonio	Shire of Northam (President)
Cr Aaron King	Shire of Chittering
Cr Shelly Dival	Shire of Toodyay
Cr Pauline Bantock	Shire of Victoria Plains
Cr Dwight Coad	Shire of Wongan-Ballidu
Cr Kevin Trent	Shire of York

Observers –

Mr Samuel Byrne	Shire of Goomalling
Mr Gavin Robins	Shire of Moora
Cr Attila Mencshelyi	Shire of Northam
Cr Christopher Poulton	Shire of Northam (from 8:08 am)
Cr Julie Williams	Shire of Northam (from 8:31 am)
Ms Debbie Terelinck	Shire of Northam
Cr Rosemary Madacsi	Shire of Toodyay
Mr Aaron Bowman	Shire of Toodyay
Mr Sean Fletcher	Shire of Victoria Plains
Mr Sam Dolzadelli	Shire of Wongan-Ballidu
Cr Denese Smythe	Shire of York
Mr Tony Brown	Executive Director, Member Services, WALGA
Ms Rebecca Brown	Policy Manager, Environment & Waste, WALGA
Mr Simon Beaumont	Media & Communications Manager, WALGA
Ms Elizabeth Davies	Stakeholder Engagement Manager, Main Road WA, Wheatbelt Region
Hon Steve Martin MLC	Member for Agricultural Region
Hon Darren West MLC	Member for Agricultural Region (from 8:08 am)
Robert Dew	Zone Executive Officer

**2.2 Apologies**

Cr Keith Carter	Shire of Dalwallinu
Cr Lincoln Stewart	Shire of Gingin
Cr Julie Chester	Shire of Goomalling
Cr Tracy Lefroy	Shire of Moora (Deputy President)
Cr Michael McKeown	Shire of Toodyay
Mr Chris Linnell	Shire of York
Hon Martin Aldridge MLC	Member for Agricultural Region
Hon Sandra Carr MLC	Member for Agricultural Region
Ms Mia Davies MLA	Member for Central Wheatbelt

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 4 ANNOUNCEMENTS

There were no announcements.

## 5 MINUTES

### 5.1 Confirmation of Minutes

Minutes of the Zone Meeting held 21 June 2024 at Dalwallinu. Copies of these Minutes have been circulated to all member Councils.

#### RECOMMENDATION

That the Minutes of the Zone Meeting held on 21 June 2024, as printed and circulated, be confirmed.

#### RESOLUTION

**Cr K Trent moved and Cr D Coad seconded –**

**That the Minutes of the Zone Meeting held on 21 June 2024, as printed and circulated, be confirmed. CARRIED**

### 5.2 Business Arising from the Minutes

Due to the short timeframe for this meeting, business arising from the Minutes of the 21 June 2024 meeting will be listed for the November meeting.

#### RECOMMENDATION

For Noting **NOTED**

Hon Darren West MLC and Cr Christopher Poulton entered the meeting at 8:08 am.

## 6 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION BUSINESS

### 6.1 WALGA State Council Agenda

Review of the Agenda for the State Council meeting to be held Wednesday 4 September 2024. The Zone can provide comment or submit alternate recommendations to State Council for consideration.

#### Matters for Decision

##### 8.1 Local Government Elections Analysis 2015-2023 (Page 5)

#### WALGA Recommendation

That WALGA advocate to the State Government:

1. For an independent Local Government election audit, focusing on the Western Australia Electoral Commission's (WAEC) cost allocation methods and costing applications used, to confirm that marginal cost recovery principles are applied and that the costing program is being effectively managed.
2. For the requirement for the WAEC to develop and implement Service Level Agreements with Local Governments, similar to those agreements currently used in New South Wales and Victorian Local Government elections and that includes:
  - a. transparency of costing methodology,
  - b. direct engagement with Local Governments pre and post elections, and
  - c. the roles and responsibilities of the WAEC and Local Governments in the conduct of elections.

3. For the introduction of a provision for private service providers to enter the market for the conduct of Local Government elections.
4. For a mandated WAEC Report to Parliament specific to Local Government elections post each election cycle, outlining costs, results, voter turnout and matters for improvement both in the conduct of elections and the legislation, if relevant.

#### WALGA Executive Summary

- This report presents the findings of a comprehensive review and analysis of five election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process in Western Australia.
- With a focus on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), the analysis has found evidence of the rising cost of conducting Local Government elections in Western Australia.
- Elected Member feedback, costs vs service comparisons and engagement by the sector with WALGA's governance services over the 2023 Local Government election period, are the basis for the recommendations as outlined above.
- The Governance Policy Team considered this item at its meeting of 7 August and endorsed the position for consideration by State Council

The meeting noted that the introduction of private service providers into the market could increase the cost to many local governments due to the private service providers cherry picking the larger local government elections and leaving the remaining local governments to pick up the costs incurred by the WA Electoral Commission.

**The meeting recommended that the WALGA Recommendation be amended at item 3 by replacing the words "For the introduction of" with the words "For a review for any possible benefit of".**

#### 8.2 Energy Transition Engagement and Community Benefit Framework Advocacy Position (Page 23)

##### WALGA Recommendation

That State Council endorse a new Energy Transition Engagement and Community Benefit Framework Advocacy Position as follows:

It is essential that the energy transition currently underway delivers economic opportunities, ensures reliable and affordable electricity, and the greatest possible benefits for the community.

WALGA calls on the State Government to develop a comprehensive framework to manage the impact of the energy transition that includes local engagement and the realisation of community benefits from energy transition projects as a priority.

#### WALGA Executive Summary

- Western Australia's energy industry is transforming to achieve the goal of net zero emissions by 2050.
- In Western Australia there is no framework that provides a consistent approach to how proponents of major energy projects consult with local communities and how they can share in the benefits.
- WALGA will advocate for the State Government to develop a framework to guide consultation and benefit sharing with local communities during the energy transition.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team held on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with the accompanying draft WALGA advocacy positions Renewable Energy Facilities (Item 8.3) and Priority Agriculture (Item 8.4).

**The meeting recommended that the Zone support the recommendation to State Council.**

### 8.3 Renewable Energy Facilities Advocacy Position (Page 26)

#### WALGA Recommendation

That State Council endorse a new Renewable Energy Facilities Advocacy Position as follows:

The growth in the number, size, and complexity of renewable energy facilities across Western Australia is expected to continue as energy generation and other traditional industries de-carbonise their facilities and operations. The renewable energy state planning framework requires changes to ensure it is fit for purpose to guide the ongoing development of this sector.

WALGA calls on the State Government to:

1. Adopt a new State Planning Policy for renewable energy facilities, to replace the existing Position Statement: Renewable energy facilities, that:
  - a. Facilitates the orderly development of renewable energy facilities across Western Australia;
  - b. Outlines the key planning and environmental considerations, for the location, siting, design and operation of renewable energy facilities and their associated infrastructure;
  - c. Provides a framework that clearly stipulates the minimum required documentation and technical reports that need to be submitted with proposals for renewable energy facilities;
  - d. Supports the development of Local Planning Policies by Local Governments to further guide locally appropriate planning consideration of renewable energy facilities;
  - e. Provides a clear relationship with:
    - i. State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, to ensure planning decisions adequately balance the need to protect and preserve rural land for rural purposes;
    - ii. State Planning Policy 2.4 - Planning for Basic Raw Materials to ensure proposals for renewable energy facilities consider their impact on basic raw material supply at the earliest stage of the planning process; and
    - iii. State Planning Policy 2.9 - Planning for Water to ensure water resources impacted by renewable energy facilities are identified and adequately managed.
  - f. Includes policy measures to address:
    - i. concerns relating to the location of these facilities and their associated infrastructure on agricultural land, their proximity to lot boundaries, town sites and sensitive land uses, and potential impact on airport operations and rural activities;
    - ii. planning for renewable energy facilities in industrial areas in relation to the coordination of these facilities, their appropriateness in the 'General Industry' zone and impacts and suitable location on heavy industry sites;
    - iii. the need for local engagement and the realisation of community benefits from the development of renewable energy facilities.
2. Review the definition of 'renewable energy facility' considering the increasing size and scope of facilities and consider creating definitions based on the scale of the facility (Utility-scale and other), and the form of facility (solar energy and wind energy).
3. Provide guidance to Local Governments on the consideration of green hydrogen production facilities on rural land where it is an incidental use to a renewable energy facility.

#### WALGA Executive Summary

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone requested *WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*
- The Central Country Zone resolved to request WALGA to advocate to the State Government to *develop a more comprehensive and effective approach to guide the management and placement of renewable energy facilities; including but not limited to wind, solar, battery renewable diesel and associated infrastructure.*

- The existing State Government *Position Statement: Renewable energy facilities* does not adequately address these concerns, leading to inconsistent application and approvals of renewable energy facilities across the State.
- WALGA will advocate for the existing *Position Statement: Renewable energy facilities* to be amended and elevated to a State Planning Policy, including more nuanced provisions which provide greater guidance to Local Governments and applicants, and allow for renewable energy land uses to be classified as either small or large facilities.
- A joint meeting of the Environment Policy Team and Infrastructure Policy Team on 10 July endorsed the position for consideration by State Council.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Priority Agriculture (Item 8.4).

**The meeting recommended that the Zone support the recommendation to State Council.**

#### 8.4 Priority Agriculture Advocacy Position (Page 30)

##### WALGA Recommendation

That State Council endorse a new Priority Agriculture Advocacy Position as follows:

The state planning framework should provide sufficient statutory protections for areas identified as high quality agricultural land.

WALGA calls on the State Government to:

1. Amend the Planning and Development (Local Planning Schemes) Regulations 2015 to:
  - a. Create a new model zone under Schedule 1, Part 3, Clause 16 for land identified as high quality agricultural land known as the 'Priority Agriculture' zone, with the following objectives:
    - i. to retain priority agricultural land for agricultural purposes; and
    - ii. limit the introduction of sensitive land uses which may compromise existing, future and potential agricultural production.
  - b. Define 'Priority Agriculture' zone under Schedule 2, Part 1, Clause 1 to align with the definition provided in State Planning Policy 2.5 - Rural planning.
2. Review the areas which have been identified by the Department of Primary Industries and Regional Development as high quality agricultural land and expand the extent of mapping to address the whole of Western Australia.
3. Undertake a 'health check' of State Planning Policy 2.5 - Rural planning and Development Control Policy 3.4 - Subdivision of rural land, in consultation with relevant stakeholders.

##### WALGA Executive Summary

- A 2023 WALGA Annual General Meeting resolution and subsequent resolution by the Great Eastern Country Zone have requested *that WALGA establish and promote policies to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that lead to a net reduction of the State's productive agricultural land.*
- WALGA prepared a *Research Paper: Protection of Productive Agricultural Land* that provides policy context, previous WALGA advocacy and analysis of State and Local Government approaches to agricultural land use protections.
- This work identified that a lack of consistency between the sub-regional planning strategies across the different regions of WA has impeded the implementation of best practice planning controls into local planning frameworks, and thus inconsistent application across the State.
- This advocacy position recommends statutory protections of areas that have been identified as high quality agricultural land, through amending the *Planning and Development (Local Planning Schemes) Regulations 2015* to include a model zone for 'Priority Agriculture'. This will provide the ability for Local Governments to adopt the model zone into their local planning schemes.

- A joint meeting of the Environment Policy Team and Infrastructure Policy Team endorsed the position for consideration by State Council on 10 July 2024.
- This draft advocacy position should be considered in conjunction with accompanying draft WALGA advocacy positions Energy Transition Engagement and Community Benefit Framework (Item 8.2) and Renewable Energy Facilities (Item 8.3).

**The meeting recommended that the WALGA Recommendation be amended at item 2 by replacing the words “Review the areas” with the words “Review the existing areas”.**

Cr Julie Williams entered the meeting at 8:31 am.

**The meeting recommended that the WALGA recommendation for a new Priority Agriculture Advocacy Position be amended by –**

- 1) **In the first paragraph replacing the words “sufficient statutory protections for areas” with the words “sufficient data to allow local governments to implement protections, including statutory protections where required, for areas”; and**
- 2) **After the first paragraph adding a paragraph “Establishes and promotes policy templates to guide local governments for their individual adoption to protect and prioritise the preservation of agricultural land against its displacement by non-agricultural activities that leads to a net reduction of the State’s productive agricultural land.”.**

#### 8.5 Planning Principles and Reform Advocacy Position (Page 33)

##### WALGA Recommendation

That State Council:

1. Retire Advocacy Position 6.2 Planning Reform; and
2. Replace Advocacy Position 6.1 Planning Principles with the following:
  - 6.1 Planning Principles and Reform
    1. The Local Government sector supports an efficient and effective planning system guided by legislation, policy, and processes that:
      - a. facilitates the creation of sustainable and liveable communities and places;
      - b. has a focus on strategic planning that delivers on long-term objectives and outcomes that balance social, environmental, cultural, and economic interests;
      - c. is easy to understand, accessible and transparent;
      - d. recognises the diversity of Western Australia and ensures that local environment, context, communities and character are appropriately reflected in planning frameworks and decision making;
      - e. ensures decisions are made by the level of government closest to and most impacted by a planning proposal; and
      - f. establishes consistent planning frameworks and streamlines planning processes where there is a demonstrated benefit in doing so.
    2. Reforms to the planning system should:
      - (a) be guided by the above principles;
      - (b) deliver community benefit;
      - (c) promote system efficiency, including through the use of technology;
      - (d) be evidence-based and informed by robust, transparent data;
      - (e) proceed at an appropriate pace to enable effective implementation;
      - (f) be informed by engagement with the community; and
      - (g) be amended only with WALGA involvement and/or consultation/involvement with Local Government.

#### WALGA Executive Summary

- It is proposed that the Advocacy Positions 6.1 Planning Principles and 6.2 Planning Reform be replaced with a new contemporary combined position that reflects the current planning system and planning reform agenda.
- The updated position identifies key elements that would create an effective and efficient planning system and how planning reform can be developed, prioritised, and implemented to achieve this.
- The updated position has been informed by feedback from Local Government officers, including WALGA's Planning Advisory Group and previous WALGA submissions on State Government planning reform initiatives.
- The Environment Policy Team endorsed the advocacy position at their meeting on 29 July.

**The meeting recommended that the Zone support the recommendation to State Council.**

#### 8.6 Product Stewardship Policy Statement and Advocacy Position (Page 37)

##### WALGA Recommendation

That State Council:

1. Rescind the existing Extended Producer Responsibility Policy Statement and Advocacy Position 7.5 Extended Producer Responsibility.
2. Endorse a new Product Stewardship Advocacy Position as follows:
  1. Industry should take responsibility (physical and/or financial) for the waste that it generates through the entire life cycle of the products it produces through the implementation of effective product stewardship. Without effective Product Stewardship, there will be increasing costs for the community, resource recovery targets will be difficult to reach and a transition to a circular economy is unlikely.
  2. Effective Product Stewardship is characterised by:
    - a. Producers and importers taking responsibility for post consumption product impacts.
    - b. Schemes covering the entire cost of product recycling or recovery, including transport.
    - c. Leveraging existing Schemes and collection locations.
    - d. Being easy and convenient for the community to access.
    - e. Having equitable national coverage and access for all, including regional and remote locations.
    - f. Being evidence based.
    - g. Consistent regulation and implementation across Australia using national Product Stewardship legislation.
    - h. Timely action and industry cooperation during Scheme development and implementation.
    - i. Being demand based and aiming to recover the maximum amount of material, rather than being limited by targets.
    - j. No additional cost to consumers when the product is disposed of post consumption.
  3. Local Government calls on the Commonwealth Government to implement effective Product Stewardship schemes for all products that drive environmentally and socially sustainable outcomes through the design, manufacture and distribution of products that can be more easily reused, repaired, recovered or recycled.
  4. If national action is not progressed within a reasonable timeframe, or in a way that meets the needs of the Western Australian community, then Local Government supports a State based approach to Product Stewardship.

#### WALGA Executive Summary

- The Extended Producer Responsibility (EPR) Policy Statement was first endorsed in 2004 and reviewed and amended in 2008.
- The Statement outlines the rationale for Local Government support for EPR, as a way of ensuring producers take responsibility for their products at the end of life, and some of the key elements of successful Schemes.

- WALGA's Local Government Principles for Product Stewardship was endorsed in 2022. The Principles provided more detail on key design elements for Schemes and have been used to inform advocacy.
- Following discussion at the April Municipal Waste Advisory Council (MWAC) and Officers Advisory Group meetings it was agreed to review the EPR Policy Statement and incorporate the Local Government Principles into a new Product Stewardship Policy Statement and Advocacy Position.
- The Product Stewardship Policy Statement and Advocacy Position has been updated to:
  - Include a greater focus on the potential for Product Stewardship to influence the design of products, as well as their post consumption disposal.
  - Identifying the increasing cost burden on Local Government and the community of increasing complex products.
  - Focus on ensuring all products have a clear and funded end of life pathway.
- The MWAC endorsed the new Policy Statement and Advocacy Position in June.

**The meeting recommended that the Zone support the recommendation to State Council.**

#### 8.7 Submission on the Draft State Waste Strategy (Page 40)

WALGA Recommendation

That State Council endorse the Draft State Waste Strategy Submission.

#### WALGA Executive Summary

- The Draft State Waste Strategy (Draft Strategy) and State Waste Infrastructure Plan were released on 29 May. This follows the release of the Strategy Directions Paper in May 2023. WALGA provided a comprehensive Submission on the Directions Paper.
- Given the significant impact of the Strategy on Local Government, WALGA was granted an extension to the deadline to allow the draft submission to be considered by WALGA Zones and State Council.
- The focus of the Draft Strategy is:
  - Better outcomes for regional and Aboriginal communities
  - Increasing our focus on waste avoidance
  - Better management of priority materials
  - Realising the economic potential of recycling
  - Contingency planning and climate resilience.
- New Targets are also proposed for each of the Avoid, Recover and Protect areas.
- WALGA's draft submission on the Draft Strategy was informed by Local Government written feedback and feedback received at a webinar held on 19 July.
- This Municipal Waste Advisory Council (MWAC) endorsed the draft submission on 31 July 2024.

**The meeting recommended that the Zone support the recommendation to State Council.**

#### RECOMMENDATION

That the above recommendations and comments be endorsed.

#### RESOLUTION

**Cr K Trent moved and Cr D Coad seconded –**

**That the above recommendations and comments be endorsed.**

**CARRIED**

#### Policy Team & Committee Reports

- 9.1 Environment Policy Team Report (Page 55)
- 9.2 Governance Policy Team Report (Page 57)
- 9.3 Infrastructure Policy Team Report (Page 59)
- 9.4 People and Place Policy Team Report (Page 61)
- 9.5 Municipal Waste Advisory Council Report (Page 63)



**RECOMMENDATION**

That the above Policy Team & Committee Reports be noted.

**RESOLUTION**

**Cr P Bantock moved and Cr D Coad seconded –**

**That the above Policy Team & Committee Reports be noted.**

**CARRIED**

**Matters for Noting/Information**

10.1 Local Government Legislative Reform (Page 64)

WALGA Recommendation

That State Council note the update on the Local Government Legislative Reform update.

WALGA Executive Summary

- The Minister for Local Government has been carrying out a legislative reform program. The program has been separated into two tranches.
- The *Local Government Amendment Act 2023*, containing the first tranche of reforms, was passed on 11 May 2023.
- There are a number of items from the Tranche 1 reforms still requiring regulations to be prepared.
- The Minister for Local Government is progressing with Tranche 2 of the Local Government legislative reform program and will look to introduce a further Local Government Amendment Bill 2024 in August 2024.
- The Tranche 2 reforms include the Office of the Inspector, Elected Member Superannuation, clarity around roles and responsibilities of the Council and CEOs, together with other reforms listed in this report.

Mr T Brown commented on –

- Changes in the Bill as introduced to Parliament.
- Audit, Risk and Improvement Committee – Independent member must be the Chair; Chair cannot be an elected member from any Council; smaller local governments can share a Committee; a pool of independent members has been established.

**The meeting requested the WA Local Government Association to provide a list of the pool of independent members.**

10.2 Report on Local Government Road Assets and Expenditure 2022/23 (Page 69)

WALGA Recommendation

That State Council note the Report on Local Government Road Assets and Expenditure 2022/23.

WALGA Executive Summary

- The Report on Local Government Road Assets and Expenditure 2022/23 has been finalised.
- This Report provides information, statistics and trends on:
  - the length and types of roads and bridges managed by Local Governments;
  - sources of funding and the use of funds in expanding, upgrading, renewing and maintaining roads, paths and bridges;
  - actual expenditure relative to that needed to sustainably maintain the road network.
- The Report is intended to underpin advocacy for continued and increased Federal and State funding for Local Government roads and to support Councils wishing to benchmark aspects of their own roads programs with similar or neighbouring areas.

**RECOMMENDATION**

That the above matters for noting/information be noted.

**RESOLUTION**

**Cr K Trent moved and Cr P Bantock seconded –  
That the above matters for noting/information be noted.**

**CARRIED**

**Key Activity Reports**

- 11.1.1 Report on Key Activities, Advocacy Portfolio (Page 70)
- 11.1.2 Report on Key Activities, Infrastructure Portfolio (Page 76)
- 11.1.3 Report on Key Activities, Member Services Portfolio (Page 80)
- 11.1.4 Report on Key Activities, Policy Portfolio (Page 85)

**RECOMMENDATION**

That the above Key Activity Reports be noted.

**RESOLUTION**

**Cr D Coad moved and Cr P Bantock seconded –  
That the above matters for noting/information be noted.**

**CARRIED**

**6.2 WALGA President's Report**

Presentation of the WALGA President's Report (attached to Agenda).

**RECOMMENDATION**

That the WALGA President's Report be received.

Mr T Brown advised that the WA Local Government Association's State Election Priorities document "The West At Its Best" has been launched and will compliment a dedicated website. He requested that local governments provide feedback of local stories to support the key advocacy areas.

Mr S Beaumont commented on the need to tell stories from "your patch" as part of WALGA's election campaign. He advised that the State Government is scheduled to announce tomorrow a new tree recovery package to replace trees removed due to infestation by the Polyphagous shot-hole borer.

Cr R Madacsi commented that she believed the State Government has not been strong enough on preventing green waste from crossing the Polyphagous shot-hole borer containment lines.

**RESOLUTION**

**Cr K Trent moved and Cr S Dival seconded –  
That the WALGA President's Report be received.**

**CARRIED**

**6.3 State Councillor's Report**

Report by Cr T Lefroy (Deputy Representative) (attached to Agenda).

**RECOMMENDATION**

That the State Councillor's Report be received.

**RESOLUTION**

**Cr D Coad moved and Cr P Bantock seconded –  
That the State Councillor's Report be received.**

**CARRIED**

**6.4 Zone Status Report**

Report by WA Local Government Association on status of Zone resolutions for action by the Association – August 2024 (attached to Agenda).

**RECOMMENDATION**

That the August 2024 Status Report be received.

**RESOLUTION**

**Cr D Coad moved and Cr K Trent seconded –  
That the August 2024 Status Report be received.**

**CARRIED**

**7 ZONE REPORTS**

**7.1 Zone President's Report**

Report by Cr C Antonio (attached to Agenda).

**RECOMMENDATION**

That the Zone President's Report be received.

**RESOLUTION**

**Cr S Dival moved and Cr D Coad seconded –  
That the Zone President's Report be received.**

**CARRIED**

**7.2 Wheatbelt District Leadership Group**

Overview by Cr T Lefroy on the Wheatbelt Community Needs Assessment 2023/2024.

**RECOMMENDATION**

That the overview on the Wheatbelt Community Needs Assessment 2023/2024 be deferred to the next meeting.

**RESOLUTION**

**Cr S Dival moved and Cr D Coad seconded –  
That the overview on the Wheatbelt Community Needs Assessment 2023/2024 be deferred to the  
next meeting.**

**CARRIED**

**7.3 National General Assembly of Local Government 2024**

Report by Cr L Stewart on his attendance as the Zone's delegate at the 2024 National General Assembly and the Australian Council of Local Government meeting.

**RECOMMENDATION**

That the report on the 2024 National General Assembly be deferred to the next meeting.

**RESOLUTION**

**Cr S Dival moved and Cr D Coad seconded –  
That the report on the 2024 National General Assembly be deferred to the next meeting.**

**CARRIED**

**8 AGENCY REPORTS**

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

- (a) Presentation of the Department of Local Government, Sport and Cultural Industries report (attached to Agenda).
- (b) Consideration of any topics or presentations the Zone would like the Department to give to the next Zone meeting.

**RECOMMENDATION**

That the Department of Local Government, Sport and Cultural Industries report be received.

The President requested feedback from delegates on any matters that they would like the Department of Local Government, Sport and Cultural Industries to give to the next Zone meeting.

**RESOLUTION**

**Cr K Trent moved and Cr D Coad seconded –  
That the Department of Local Government, Sport and Cultural Industries report be received.**  
**CARRIED**

**8.2 RoadWise (Wheatbelt North)**

Presentation of RoadWise report (attached to Agenda).

**RECOMMENDATION**

That the RoadWise report be received.

**RESOLUTION**

**Cr S Dival moved and Cr P Bantock seconded –  
That the RoadWise report be received.**  
**CARRIED**

**8.3 Transport Portfolio (Main Roads WA, Department of Transport, Public Transport Authority)**

Presentation of the Main Roads report (attached to Agenda).

The President advised that Ms Liz Davies from Main Roads was in attendance and asked that any questions be referred to her after the meeting.

**RESOLUTION**

**Cr K Trent moved and Cr D Coad seconded –  
That the Main Roads report be received.**  
**CARRIED**

<b>9 FINANCE</b>
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**9.1 Financial Reports**

Balance Sheet, Profit and Loss Report and Statement of Receipts and Payments for the period ending 30 June 2024 are attached to the agenda.

**RECOMMENDATION**

That the financial reports for the period ending 30 June 2024, as attached, be received.

**RESOLUTION**

**Cr D Coad moved and Cr P Bantock seconded –  
That the financial reports for the period ending 30 June 2024, as attached, be received.**  
**CARRIED**

**9.2 Accounts for Payment**

The following accounts are submitted for payment –

<u>Payee</u>	<u>For</u>	<u>Amount</u>
R W & S Dew	Secretarial Services to Zone – September 2024 Quarter	4,380.00
	TOTAL (inc GST)	<u><u>\$4,380.00</u></u>

**RECOMMENDATION**

That the accounts as listed totalling \$4,380.00 be approved for payment.

**RESOLUTION**

**Cr K Trent moved and Cr P Bantock seconded –  
That the accounts as listed totalling \$4,380.00 be approved for payment.**  
**CARRIED**

### **9.3 Executive Officer Services - Fees**

#### **BACKGROUND**

The 2009 Annual General Meeting resolved that the annual and hourly rates for Executive Officer services to the Zone be adjusted annually by the Consumer Price Index with any change effective from 1 July.

#### **COMMENT**

The Consumer Price Index for the 12 month period ending 31 March 2024 increased by 3.4%. The current rates for the Executive Officer services are –

- Ordinary Zone Business \$16,944 per annum (no GST);
- Special Activities - \$70.50 per hour (no GST).

In line with the increase in the Consumer Price Index the rates, effective from 1 July 2024 will be -

- Ordinary Zone Business \$17,520 per annum (no GST);
- Special Activities - \$72.90 per hour (no GST).

#### **RECOMMENDATION**

That the adjustment to the Executive Officer annual and hourly rates for services to the Zone, in line with the Consumer Price Index, be noted.

#### **RESOLUTION**

**Cr P Bantock moved and Cr K Trent seconded –**

**That the adjustment to the Executive Officer annual and hourly rates for services to the Zone, in line with the Consumer Price Index, be noted. CARRIED**

### **9.4 Budget 2024/2025**

Consideration of the Zone's budget and membership subscriptions for 2024/2025. Draft 2024/2025 budget is attached to the agenda.

Notes on the draft budget –

#### Receipts

- It is proposed that the general subscription remain the same as last year (\$2,200).
- Include sponsorship from the Wheatbelt Development Commission for the Wheatbelt Forum.

#### Payments

- An allocation has been made for attendance by the Executive Officer to the 2024 WA Local Government Convention.
- An allocation (\$4,700) has been made for one representative of the Zone to attend the 2025 National General Assembly of Local Government.
- An allocation has been made for the Wheatbelt Forum.
- No allocation has been made for any special projects or specific advocacy.
- No change has been made to the allocation for honorariums.

As pointed out last year, it should be noted that if the Zone wishes to continue to have representatives attend the National General Assembly of Local Government without significantly impacting the Zone's cash reserves, membership subscriptions will need to be progressively increased to around \$2,500.

#### **RECOMMENDATION**

- That the Zone Budget for 2024/2025, as attached, be adopted.
- That the membership subscription for 2024/2025 be \$2,200.

#### **RESOLUTION**

**Cr K Trent moved and Cr D Coad seconded –**

- **That the Zone Budget for 2024/2025, as attached, be adopted.**
- **That the membership subscription for 2024/2025 be \$2,200.**

**CARRIED**

## 10 ZONE BUSINESS

There was no Zone Business.

## 11 URGENT BUSINESS (as permitted by the Presiding Member)

No matters were brought forward.

## 12 MEMBERS OF PARLIAMENT

Due to the short timeframe for this meeting, it is proposed that brief comments by Members of Parliament is not held.

Hon D West MLC commented that he was not seeking re-election at the forthcoming 2025 State election. He had been a Member for the Agricultural Region for 12 years and it had been wonderful working with everyone during that time.

### RESOLUTION

**Cr K Trent moved and Cr P Bantock seconded –**

**That the Zone express its thanks to Hon Darren West MLC for his service to the region and wish him well for the future. CARRIED**

Hon S Martin MLC commented –

- He believed the question as to why the State Government has not been strong enough on preventing green waste from crossing the Polyphagous shot-hole borer containment lines should be asked.
- He believed the WA Local Government Association State Election Priorities document to be a good document.
- Congratulated Hon D West MLA for his 12 years service as a Member for the Agricultural Region.

## 13 DATE, TIME AND PLACE OF NEXT MEETING

Future meetings of the Zone are scheduled for –

22 November 2024	Shire of Victoria Plains
21 February 2025	Shire of Dandaragan
To be Determined *	Shire of York

\* The April 2025 meeting date will need to be determined as the Zone's normal date would be 25 April. Easter is also late in 2025 with Good Friday on 18 April.

Under the normal meeting rotation, the November 2024 meeting is scheduled to be hosted by the Shire of Dandaragan. The Shire advised that this meeting would clash with a major community festival and enquired if the meeting scheduled for Dandaragan could be swapped with the first meeting in 2025. The Shire of Victoria Plains which is scheduled to host the February 2025 meeting has agreed to swap meeting dates.

### RECOMMENDATION

That the next ordinary meeting of the Zone be held Friday 22 November 2024 and be hosted by the Shire of Victoria Plains.

**RESOLUTION**

**Cr S Dival moved and Cr K Trent seconded –  
That the next ordinary meeting of the Zone be held Friday 22 November 2024 and be hosted by the  
Shire of Victoria Plains. **CARRIED****

**The Meeting requested that the matter of the meeting date for the April 2025 Zone meeting be listed  
for consideration at the Zone’s next meeting.**

**14 CLOSURE**

There being no further business the Chair thanked attendees and the Shire of Northam for hosting the meeting and declared the meeting closed at 9:02 am.

**CERTIFICATION**

These Minutes were confirmed by the meeting held on .....

Signed: .....  
*(Chairman of meeting at which the Minutes were confirmed)*

## Avon Midland Country Zone of WALGA

PO Box 70, Wongan Hills WA 6603

### Balance Sheet

As of June 2024

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Assets			
Current Assets			
Cash On Hand			
Cheque Account			
Total Cash On Hand		<u>\$18,165.48</u>	
Total Current Assets			<u>\$18,165.48</u>
Property & Equipment			
Furniture & Equipment			
Furniture & Equipment at Cost		<u>\$232.00</u>	
Total Furniture & Equipment			<u>\$232.00</u>
Total Property & Equipment			<u>\$232.00</u>
Total Assets			<u>\$18,397.48</u>
Liabilities			
Current Liabilities			
GST Liabilities			
GST Collected		\$689.96	
GST Paid		<u>-\$783.34</u>	
Total GST Liabilities			<u>-\$93.38</u>
Total Current Liabilities			<u>-\$93.38</u>
Total Liabilities			<u>-\$93.38</u>
Net Assets			<u>\$18,490.86</u>
Equity			
Retained Earnings		\$18,679.15	
Current Year Surplus/Deficit		<u>-\$188.29</u>	
Total Equity			<u>\$18,490.86</u>



## Avon Midland Country Zone of WALGA

PO Box 70, Wongan Hills WA 6603

### Profit & Loss Statement

July 2023 through June 2024

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Income		
Administration		
Member Contributions	\$24,200.00	
Total Administration		<u>\$24,200.00</u>
Adjustments & Rounding (GST)		\$0.58
Total Income		<u>\$24,200.58</u>
Expenses		
Administration		
Equipment	\$1,194.54	
Secretarial Service	\$16,944.00	
Internet	\$505.65	
Total Administration		<u>\$18,644.19</u>
Conferences		
State Conferences	\$589.09	
National Conferences	\$4,504.03	
Total Conferences		<u>\$5,093.12</u>
Honorariums		\$650.00
Adjustments & Rounding (GST)		\$1.56
Total Expenses		<u>\$24,388.87</u>
Net Surplus / (Deficit)		<u>-\$188.29</u>

Avon-Midland Country Zone

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR PERIOD 1 JULY 2023 TO 30 JUNE 2024**

<b>RECEIPTS</b>	<u>Actual</u>	<u>Estimate</u>
Administration -		
Interest Earned	0.00	0
Member Subscriptions (@ \$2,200)	24,200.00	24,200
Member Subscriptions (Previous Year)	1,600.00	1,600
Conferences -		
Wheatbelt Conference	0.00	0
Projects -		
Local Government Grain Infrastructure Group	1,355.27	1,355
GST -		
GST Reimbursed by ATO	62.56	1,154
GST Collected on Sales	<u>2,715.53</u>	2,716
Adjustments & Rounding	0.58	0
<b>TOTAL RECEIPTS</b>	<b><u>\$29,933.94</u></b>	<b><u>\$31,025</u></b>

<b>PAYMENTS</b>	<u>Actual</u>	<u>Estimate</u>
Administration -		
Equipment	1,194.54	1,400
Secretarial Service	16,944.00	16,944
Meeting Expenses		
Internet (Starlink)	505.65	800
Other	0.00	250
Conferences -		
Wheatbelt Conference -		
Zone Contribution & Executive Support	<u>0.00</u>	0
WA Local Government Convention	589.09	590
Australian National General Assembly of Local Government	4,504.03	8,500
Projects -		
Local Government Grain Infrastructure Group	0.00	0
Other	0.00	0
Honorariums -		
Meeting Chairs	650.00	650
GST -		
GST Paid to ATO	1,644.58	2,716
GST Paid on Purchases	<u>679.36</u>	1,154
Adjustments & Rounding	1.56	0
<b>TOTAL PAYMENTS</b>	<b><u>\$26,712.81</u></b>	<b><u>\$33,004</u></b>

<b>CASH SUMMARY</b>	<u>Actual</u>	<u>Estimate</u>
Opening Balance	14,944.35	14,944
Plus Receipts	<u>29,933.94</u>	<u>31,025</u>
	44,878.29	45,969
Less Payments	<u>26,712.81</u>	<u>33,004</u>
<b>Closing Balance</b>	<b><u>\$18,165.48</u></b>	<b><u>\$12,965</u></b>

<b>BANK RECONCILIATION</b>	<u>Actual</u>	<u>Estimate</u>
Cheque Account Balance (as at 28/6/2024) (Westpac)	18,165.48	
Plus Amounts Received but not shown on Statement	<u>0.00</u>	
	18,165.48	
Less Payments made but not shown on Statement	<u>0.00</u>	
<b>Balance as per Cash Book</b>	<b><u>\$18,165.48</u></b>	



.....  
Robert Dew  
EXECUTIVE OFFICER

Avon-Midland Country Zone

**ESTIMATED RECEIPTS & PAYMENTS  
1 JULY 2024 TO 30 JUNE 2025**

<b>RECEIPTS</b>		
	<u>Estimate</u>	<u>Actual 2023/2024</u>
Administration -		
Interest Earned	0	0
Member Subscriptions (@ \$2,200)	24,200	24,200
Member Subscriptions (Last Year)	0	1,600
Conferences -		
Wheatbelt Forum - Sponsorship (WDC)	2,500	0
Projects -		
Local Government Agricultural Freight Group	0	1,355
GST -		
Reimbursed by ATO	820	63
Collected on Sales	2,670	2,716
Adjustments & Rounding	0	1
<b>TOTAL RECEIPTS</b>	<b><u>\$30,190</u></b>	<b><u>\$ 29,934</u></b>

<b>PAYMENTS</b>		
	<u>Estimate</u>	<u>Actual 2023/2024</u>
Administration -		
Equipment	200	1,195
Secretarial Service	17,520	16,944
Meeting Expenses		
Internet (Starlink)	870	506
Other	0	0
Conferences -		
Wheatbelt Forum	4,715	0
Sundowner (Venue, Catering, Refreshments)	775	
Forum (Catering)	1,540	
Secretarial Support	2,400	
WA Local Government Convention	1,177	589
Australian National General Assembly of Local Government	4,700	4,504
Projects -		
Other	0	0
Honorariums -		
Meeting Chair	650	650
GST -		
Paid to ATO	2,670	1,645
Paid on Purchases	820	679
Adjustments & Rounding	0	2
<b>TOTAL PAYMENTS</b>	<b><u>\$33,322</u></b>	<b><u>\$26,713</u></b>
Surplus/(Deficit)	<b><u>-\$3,132</u></b>	<b><u>\$3,221</u></b>

<b>CASH SUMMARY</b>		
	<u>Estimate</u>	<u>Actual 2023/2024</u>
Opening Balance	18,165	14,944
Plus Receipts	<u>30,190</u>	<u>29,934</u>
	48,355	44,878
Less Payments	<u>33,322</u>	<u>26,713</u>
<b>Closing Balance</b>	<b><u>\$15,033</u></b>	<b><u>\$18,165</u></b>