



Shire of Boyup Brook
Payments 01/12/2021 - 31/12/2021
(GST Inclusive Accordingly)

ATTACHMENT 10.2.1

| Chq/EFT | Date | Name | Description | Amount |
|---|------------|---------------------------------|--|-------------------|
| 20544 | 17/12/2021 | Shire of Bridgetown-Greenbushes | Bushfire Risk Mitigation Coordinator Jul-Sep2021 | -2,608.08 |
| 20545 | 17/12/2021 | Southern City Building Group | Refund CTF Levy Paid Twice BP62/21 | -79.60 |
| 20546 | 17/12/2021 | Water Corporation | Water Across Shire Facilities to 01/12/2021 | -7,334.11 |
| TOTAL MUNI CHEQUES to 31 December 2021 | | | | -10,021.79 |



| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|--|--|-------------|
| EFT11687 | 01/12/2021 | A & L Printers | Councillor Business Cards | -337.00 |
| EFT11688 | 01/12/2021 | Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA) | Fuel Nov2021 | -7,465.36 |
| EFT11689 | 01/12/2021 | AusQ Training | Depot Staff - Traffic Management and Traffic Controller Training | -3,064.00 |
| EFT11690 | 01/12/2021 | Ben Robinson | Reimburse Travel Expenses FM Training | -174.32 |
| EFT11691 | 01/12/2021 | Blackwoods (Also Refer Protector Alsaf) | Depot PPE | -284.78 |
| EFT11692 | 01/12/2021 | Boyup Brook IGA | Rylington Park - Shearing School Catering Oct2021 | -2,255.26 |
| EFT11693 | 01/12/2021 | Brickwood Construction Pty Ltd | LRCI Swimming Pool Upgrades - Repair Ablutions Door and Frame | -2,090.00 |
| EFT11694 | 01/12/2021 | Bridgetown Carpets & Floorcoverings | LRCI Swimming Pool Upgrades - Gym Flooring | -6,234.00 |
| EFT11695 | 01/12/2021 | Building and Construction Training Fund BCITF | BCITF Levy Collected Oct2021 | -1,778.39 |
| EFT11696 | 01/12/2021 | DSAK Pty Ltd (Manjimup and Bridgetown Retravision) | Swimming Pool - Plants | -300.00 |
| EFT11697 | 01/12/2021 | Darren Long Consulting | Assistance with Audit, Financial Reporting, Budget and Amendments Oct2021 | -9,968.75 |
| EFT11698 | 01/12/2021 | Department of Mines, Industry Regulation and Safety BSL | BSL Collected Oct2021 | -1,392.54 |
| EFT11699 | 01/12/2021 | Fraser Trust (The Trustee For) | Rylington Park - Hay Baling | -4,958.80 |
| EFT11700 | 01/12/2021 | Great Southern Shearing Pty Ltd | Rylington Park - Shearer Training | -4,175.05 |
| EFT11701 | 01/12/2021 | Mark Stanton | Rylington Park - Shearer Training | -3,899.00 |
| EFT11702 | 01/12/2021 | Paul Hick | Rylington Park - Shearer Training | -4,241.05 |
| EFT11703 | 01/12/2021 | Sheridan's | Cr Caldwell Name Badge | -45.87 |
| EFT11704 | 01/12/2021 | Shire of Boyup Brook | BSL and BCITF Commission Oct2021 | -76.25 |
| EFT11705 | 01/12/2021 | The Trustee for the Harley Trust (Harley Transport Pty Ltd) | Rylington Park Freight Nov2021 | -2,246.20 |
| EFT11706 | 01/12/2021 | Top Gun Shearing Supplies (The Lawrence Family Trust t/as) | Rylington Park - Shearing Singlets | -2,533.00 |
| EFT11707 | 01/12/2021 | Total Tools Bunbury (Bunbury TT Pty Ltd t/as) | Expendable Tools | -2,988.65 |
| EFT11708 | 01/12/2021 | WALGA | FM Training | -990.00 |
| EFT11709 | 01/12/2021 | Winc Australia Pty Limited | Admin, Depot & BBELC Stationery | -986.82 |
| EFT11710 | 03/12/2021 | AFGRI Equipment Australia Pty Ltd | P146 Verti Mower - Parts | -230.00 |
| EFT11711 | 03/12/2021 | AT Plumbing & Gas | Council Chambers - Install Dishwasher | -365.69 |
| EFT11712 | 03/12/2021 | Australian Services Union | Payroll Deductions | -51.80 |
| EFT11713 | 03/12/2021 | Blackwood Plant Hire | LRCI Swimming Pool Upgrades - New Entrance Final Payment | -6,633.00 |
| EFT11713 | 03/12/2021 | Blackwood Plant Hire | Gravesite Preparation | -1,485.00 |
| EFT11714 | 03/12/2021 | Boyup Brook Bowling Club | Community Grant Funding 2021/22 - Clubhouse Electrical Maintenance | -3,000.00 |
| EFT11715 | 03/12/2021 | Boyup Brook Community Resource Centre | Medical Centre - Gazette Advertising Nov2021 | -72.00 |
| EFT11716 | 03/12/2021 | Boyup Brook Medical Services | Pre-employment Medical - Grants Officer | -170.00 |
| EFT11717 | 03/12/2021 | Boyup Brook Tyre Service | P503 McAlinden Fast Fill Trailer - Parts | -95.00 |
| EFT11717 | 03/12/2021 | Boyup Brook Tyre Service | P223 Action 2010 Side Tipper Semi Trailer - Repairs | -99.00 |
| EFT11717 | 03/12/2021 | Boyup Brook Tyre Service | Workshop Consumables | -120.00 |
| EFT11718 | 03/12/2021 | Boyup Brook Working Horse Club Inc | Community Grant Funding 2021/22 - Equipment | -1,000.00 |
| EFT11719 | 03/12/2021 | Boyup Concrete | LRCI Flax Mill Caravan Park Upgrades - Camp Kitchen Slab | -8,668.00 |
| EFT11720 | 03/12/2021 | Bridgetown Carpets & Floorcoverings | LRCI Swimming Pool Upgrades - Flooring | -948.00 |
| EFT11721 | 03/12/2021 | Bridgetown Muffler & Towbar Centre | P229 and P231 Mitsubishi MR Triton GLX Utes - Service Kits | -286.00 |
| EFT11722 | 03/12/2021 | Central Regional TAFE | Ranger Training - ROCS 1&2 Nov2021 | -834.90 |
| EFT11723 | 03/12/2021 | Crescent Conveyancers (t/f The Asplin Family Trust t/as) | 34 Bridge St - Settlement and Balance of Purchase Price | -149,438.19 |
| EFT11723 | 03/12/2021 | Crescent Conveyancers (t/f The Asplin Family Trust t/as) | 32 Bridge St - Settlement and Balance of Purchase Price | -68,408.19 |
| EFT11724 | 03/12/2021 | Elliott's Small Engines (NF & GA Elliott t/as) | P146 Small Plant - Parts | -219.90 |
| EFT11725 | 03/12/2021 | Erlanda and Mark Deas | Rylington Park - Reimburse Mower Shaft Service | -430.10 |
| EFT11726 | 03/12/2021 | Focus Networks | Monthly Managed IT Services Nov2021 | -748.33 |
| EFT11726 | 03/12/2021 | Focus Networks | Microsoft Office 365 ProPlus Monthly Subscription Dec2021 | -19.14 |
| EFT11727 | 03/12/2021 | G&M Detergents | Swimming Pool Hygiene Service Agreement Nov2021-Apr2022 | -246.00 |
| EFT11727 | 03/12/2021 | G&M Detergents | Swimming Pool - Cleaning Supplies | -217.80 |
| EFT11728 | 03/12/2021 | Hales Electrical | Swimming Pool - Repair Main Pool Pump | -280.50 |
| EFT11729 | 03/12/2021 | Helen Christine O'Connell | Reimburse Insurance Excess | -400.00 |
| EFT11730 | 03/12/2021 | Hope Community Fellowship Inc | Community Grant Funding 2021/22 - Safety Fence | -2,500.00 |
| EFT11731 | 03/12/2021 | IPEC Pty Ltd (Toll) | Freight Oct-Nov2021 | -130.21 |
| EFT11732 | 03/12/2021 | Jennifer Coulston | Flax Mill Caravan Park Cleaning Nov2021 | -760.00 |
| EFT11733 | 03/12/2021 | Kleenheat Gas - Wesfarmers Kleenheat Gas Pty | Various Shire Buildings - Annual Gas Cylinder Service Fees | -772.20 |
| EFT11734 | 03/12/2021 | Komatsu Australia Pty Ltd | Grader Service Kits | -390.97 |
| EFT11735 | 03/12/2021 | Manjimup Liquid Waste | Flax Mill Caravan Park - Septic Tank Pump Out | -480.00 |
| EFT11736 | 03/12/2021 | Marketforce Pty Ltd | Electors AGM Notice in The West Australian 15/10/2021 | -371.78 |
| EFT11737 | 03/12/2021 | Masons South West Rubber Stamps | DoT Licencing - Self-Inking Stamps | -110.90 |
| EFT11738 | 03/12/2021 | Neverfail Springwater Limited | Medical Centre - Water | -86.45 |
| EFT11739 | 03/12/2021 | Officeworks Superstores Pty Ltd | Medical Centre Stationery | -71.85 |
| EFT11740 | 03/12/2021 | SAI Global Pty Ltd | OS&H Management Systems | -255.94 |
| EFT11741 | 03/12/2021 | Southern Forest Arts Inc | Creative Leadership Program - 2 Admin Staff | -500.00 |
| EFT11742 | 03/12/2021 | Star Track Express Pty Ltd | Freight Nov2021 | -58.33 |
| EFT11743 | 03/12/2021 | Synergy (Electricity Generation and Retail Corporation t/as) | Electricity Across Shire Facilities to 15/11/2021 | -5,385.61 |
| EFT11744 | 03/12/2021 | The Trustee for the Harley Trust (Harley Transport Pty Ltd) | Rylington Park Freight Nov2021 | -471.24 |
| EFT11745 | 03/12/2021 | Wal's Welding, Fabrication and Repairs | P523 Isuzu Rural Fire Truck North Dinninup 2.4R - Parts | -660.00 |
| EFT11745 | 03/12/2021 | Wal's Welding, Fabrication and Repairs | VBFB Vehicles - Suction Pump Frames | -4,235.00 |
| EFT11746 | 03/12/2021 | Wilga Progress Association Inc. | Community Grant Funding 2021/22 - Hall Kitchen Upgrades | -1,000.00 |
| EFT11747 | 03/12/2021 | Euro Diesel Services Pty Ltd | P155 Bomag Multi Tyre Roller - Replacement Engine | -26,931.30 |
| EFT11748 | 17/12/2021 | AFGRI Equipment Australia Pty Ltd | P226 Ammann AP240 Multi Tyre Roller - Parts | -14.52 |
| EFT11748 | 17/12/2021 | AFGRI Equipment Australia Pty Ltd | Rylington Park - Gear Oil | -41.51 |
| EFT11749 | 17/12/2021 | Alan Parker | Refund Part Flax Mill Caravan Park Site Fees - Reduced Charge Due to Camp Kitchen Upgrades | -90.00 |
| EFT11750 | 17/12/2021 | Amity Signs | Rural Number Signs | -53.90 |
| EFT11750 | 17/12/2021 | Amity Signs | Traffic Warning Signs | -979.00 |
| EFT11751 | 17/12/2021 | Ampol Petroleum Distributors Pty Ltd (previously Caltex Energy WA) | Fuel Nov-Dec2021 | -12,551.57 |
| EFT11752 | 17/12/2021 | Australia Post | Postage and Stationery Nov2021 | -682.54 |
| EFT11753 | 17/12/2021 | Australian Services Union | Payroll Deductions | -51.80 |
| EFT11754 | 17/12/2021 | Australian Taxation Office | PAYG Oct2021 | -56,031.00 |
| EFT11755 | 17/12/2021 | BBG Plumbing | Flax Mill Caravan Park - Toilet and Septic Repairs | -1,073.33 |
| EFT11755 | 17/12/2021 | BBG Plumbing | Swimming Pool - Ladies Toilet Roof Repair | -121.00 |



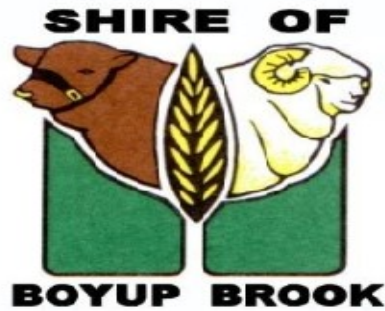
| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|---|--|------------|
| EFT11756 | 17/12/2021 | BOC Limited | Gas Cylinder Rental Nov2021 | -60.12 |
| EFT11757 | 17/12/2021 | BT Equipment Pty Ltd t/a Tutt Bryant Equipment | P155 Bomag Multi Tyre Roller - Parts | -419.66 |
| EFT11758 | 17/12/2021 | Black Box Control Pty Ltd | Monthly Grader Tracking Service Dec2021 | -115.50 |
| EFT11759 | 17/12/2021 | Blackwood Plant Hire | Foster Glen Road Tree Removal | -880.00 |
| EFT11759 | 17/12/2021 | Blackwood Plant Hire | RRG210 Boyup Brook-Arthur Rd - Gravel Push-up | -9,075.00 |
| EFT11759 | 17/12/2021 | Blackwood Plant Hire | Loader Hire | -330.00 |
| EFT11759 | 17/12/2021 | Blackwood Plant Hire | Grave Preparation | -1,485.00 |
| EFT11759 | 17/12/2021 | Blackwood Plant Hire | Cemetery - Sand for Backfill | -1,980.00 |
| EFT11760 | 17/12/2021 | Blackwoods (Also Refer Protector Alsaf) | Depot PPE | -94.40 |
| EFT11760 | 17/12/2021 | Blackwoods (Also Refer Protector Alsaf) | Traffic Cones x 200 | -4,474.80 |
| EFT11761 | 17/12/2021 | Boyup Brook Co - Operative | Purchases Nov2021 | -5,842.58 |
| EFT11761 | 17/12/2021 | Boyup Brook Co - Operative | Rylington Park - Crop Chemicals and Other Purchases Nov2021 | -4,984.85 |
| EFT11762 | 17/12/2021 | Boyup Brook Community Resource Centre | Medical Centre - Gazette Advertising Dec2021 | -324.00 |
| EFT11762 | 17/12/2021 | Boyup Brook Community Resource Centre | Boyup Brook Gazette Advertising Dec2021 | -265.00 |
| EFT11763 | 17/12/2021 | Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd) | Rylington Park - Agronomy Services Nov2021 | -528.00 |
| EFT11763 | 17/12/2021 | Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd) | Admin Gardens - Reticulation Repairs | -5.94 |
| EFT11763 | 17/12/2021 | Boyup Brook Farm Supplies (Lakewood Downs Pty Ltd) | ESL Fire Trailers - Parts | -596.31 |
| EFT11764 | 17/12/2021 | Boyup Brook IGA | Purchases Nov2021 | -638.07 |
| EFT11765 | 17/12/2021 | Boyup Brook Medical Services | BBELC - Pre-Employment Medical | -170.00 |
| EFT11766 | 17/12/2021 | Boyup Brook Pharmacy (Westphal Family Trust) | Medical Centre - Staff Gift | -48.47 |
| EFT11767 | 17/12/2021 | Boyup Brook Tourism Association Inc. | Tourist Centre - Shire Contribution to Electricity 12/10/2021-08/12/2021 | -201.35 |
| EFT11768 | 17/12/2021 | Boyup Brook Tyre Service | P155 Bomag Multi Tyre Roller - Repairs | -489.00 |
| EFT11768 | 17/12/2021 | Boyup Brook Tyre Service | Rylington Park - Tractor Tyres | -5,149.00 |
| EFT11769 | 17/12/2021 | Brickwood Construction Pty Ltd | LRCI Swimming Pool Gym Upgrades - Balance Payment | -23,826.00 |
| EFT11769 | 17/12/2021 | Brickwood Construction Pty Ltd | Stronger Communities R6 Disability Access Grant - Admin Building Access Ramp Upgrades | -5,500.00 |
| EFT11769 | 17/12/2021 | Brickwood Construction Pty Ltd | Lesser Hall - Ceiling Repairs | -385.00 |
| EFT11770 | 17/12/2021 | Bridgetown Boarding Kennels & Cattery | Animal Impound Fees Nov2021 | -478.50 |
| EFT11771 | 17/12/2021 | Bridgetown Timber Sales | LRCI Flax Mill Caravan Park - Camp Kitchen Materials | -447.90 |
| EFT11772 | 17/12/2021 | Building and Construction Training Fund BCITF | BCITF Collected Nov2021 | -415.10 |
| EFT11773 | 17/12/2021 | Busselton Air Service | Annual Fire Break Inspections | -3,771.90 |
| EFT11774 | 17/12/2021 | Cleanaway Daniels Services Pty Ltd | Medical Centre - Sharps Disposal Nov2021 | -254.89 |
| EFT11775 | 17/12/2021 | Commander | Commander System Monthly Rental 20/12/2021 - 19/01/2022 | -225.96 |
| EFT11776 | 17/12/2021 | Country Landscaping & Irrigation | Flax Mill Caravan Park - Reticulation 4G Access System | -1,890.17 |
| EFT11776 | 17/12/2021 | Country Landscaping & Irrigation | Rec Grounds - Reticulation Repairs | -1,648.03 |
| EFT11777 | 17/12/2021 | DSAK Pty Ltd (Manjimup and Bridgetown Retraivision) | LRCI Flax Mill Caravan Park - Camp Kitchen Materials | -325.30 |
| EFT11777 | 17/12/2021 | DSAK Pty Ltd (Manjimup and Bridgetown Retraivision) | Men's Shed Workshop - Key Cutting | -29.94 |
| EFT11777 | 17/12/2021 | DSAK Pty Ltd (Manjimup and Bridgetown Retraivision) | GP House - Shower Heads | -133.98 |
| EFT11777 | 17/12/2021 | DSAK Pty Ltd (Manjimup and Bridgetown Retraivision) | Expendable Tools | -204.95 |
| EFT11778 | 17/12/2021 | Department of Fire & Emergency Services | 2021/22 Emergency Services Levy 2nd Quarter Contribution | -35,324.01 |
| EFT11779 | 17/12/2021 | Department of Mines, Industry Regulation and Safety BSL | BSL Collected Nov2021 | -569.16 |
| EFT11780 | 17/12/2021 | East Boyup Brook Volunteer Bush Fire Brigade | Reservoir Road Property - Support for Water Corporation Burn | -3,100.00 |
| EFT11781 | 17/12/2021 | Erlanda and Mark Deas | Rylington Park - Reimburse Owner Classer Registration 2022-24 | -290.00 |
| EFT11782 | 17/12/2021 | Ethan Harder | Rylington Park - Shearer Training | -4,554.55 |
| EFT11783 | 17/12/2021 | Felicity Mead | Reimburse Work Clothing Costs | -193.92 |
| EFT11784 | 17/12/2021 | Focus Networks | IT Management Services Setup - Balance Payment | -3,160.30 |
| EFT11784 | 17/12/2021 | Focus Networks | Monthly Managed Services Dec2021 | -831.81 |
| EFT11784 | 17/12/2021 | Focus Networks | Monthly Device Management Fees Dec2021 | -2,522.30 |
| EFT11785 | 17/12/2021 | Fuel Brothers WA.Com Pty Ltd | Fuel Nov2021 | -69.02 |
| EFT11786 | 17/12/2021 | Fulton Hogan Industries Pty Ltd | Boyup Brook-Cranbrook Rd - Supplies For Repairs | -627.00 |
| EFT11787 | 17/12/2021 | Garry Newing | Refund Partial Flax Mill Caravan Park Site Fees Due to Illness | -55.50 |
| EFT11788 | 17/12/2021 | Genie Solutions Pty Ltd | Medical Centre Quarterly Licence and Support Fee Jan-Mar2022 | -1,058.75 |
| EFT11789 | 17/12/2021 | Hales Electrical | Stronger Communities R6 Disability Access Grant - Power Outlet for Swimming Pool Automatic Doors | -297.00 |
| EFT11789 | 17/12/2021 | Hales Electrical | LRCI Swimming Pool Upgrades - PA System | -1,650.00 |
| EFT11790 | 17/12/2021 | Hastie Waste | Rylington Park - Bulk Waste Collection Nov2021 | -95.00 |
| EFT11791 | 17/12/2021 | Haycom Technology | Medical Centre IT Consulting Fees Nov2021 | -1,981.10 |
| EFT11791 | 17/12/2021 | Haycom Technology | Medical Centre - Server Maintenance Annual Renewal | -308.00 |
| EFT11792 | 17/12/2021 | IPEC Pty Ltd (Toll) | Freight Nov2021 | -85.69 |
| EFT11793 | 17/12/2021 | IXOM Operations Pty Ltd | Chlorine Gas Cylinder Service Fee Oct2021 | -32.74 |
| EFT11794 | 17/12/2021 | Internode Pty Ltd | Depot, Admin and BBELC Internet Jan2022 | -329.97 |
| EFT11795 | 17/12/2021 | John Papas Trailers | Fire Grant - Purchase of P534 Mickalarup Fast Fill Trailer | -1,260.00 |
| EFT11795 | 17/12/2021 | John Papas Trailers | Fire Grant - Purchase of P535 Chowrup Fast Fill Trailer | -1,260.00 |
| EFT11796 | 17/12/2021 | Kevin Fitch | Community Christmas - Reimburse Bus Hire for Salvation Army Bunbury Citadel Band | -193.86 |
| EFT11797 | 17/12/2021 | Komatsu Australia Pty Ltd | Grader Service Kits | -390.97 |
| EFT11798 | 17/12/2021 | LGIS Risk Management | Regional Risk Management Coordinator Fee 2021-22 1st Instalment | -3,436.16 |
| EFT11799 | 17/12/2021 | Lamat Cleaning Services | Cleaning of Various Shire Buildings Dec2021 | -3,695.00 |
| EFT11800 | 17/12/2021 | Landgate | Rural UV Valuations Sep-Oct2021 | -217.35 |
| EFT11801 | 17/12/2021 | Learning Pod Group | Developmental Disability WA Grant - Sensory Activity Pack for Community Christmas | -222.95 |
| EFT11802 | 17/12/2021 | Lions Club Boyup Brook | Seniors Christmas Lunch - Christmas Puddings | -130.00 |
| EFT11803 | 17/12/2021 | Local Government Professionals Australia WA | Depot Staff Training - Online Introduction to Local Government | -220.00 |
| EFT11804 | 17/12/2021 | Lotta Pty Ltd | Catering Dec2021 | -463.00 |
| EFT11805 | 17/12/2021 | Mark Stanton | Rylington Park - Shearer Training | -5,633.20 |
| EFT11806 | 17/12/2021 | Mobble Pty Ltd | Rylington Park - Farm Management App Subscription to Nov2022 | -660.00 |
| EFT11807 | 17/12/2021 | Neverfail Springwater Limited | Council Chambers - Water | -58.05 |
| EFT11807 | 17/12/2021 | Neverfail Springwater Limited | Medical Centre - Water | -29.65 |
| EFT11808 | 17/12/2021 | Nicholas John Cole | BBELC - Air Conditioner Service | -110.00 |
| EFT11809 | 17/12/2021 | Officeworks Superstores Pty Ltd | Medical Centre Stationery | -534.84 |
| EFT11810 | 17/12/2021 | Peter William & Catherine Joyce Bradford | P534 and P535 Fast Fill Trailers - Standpipes | -1,980.00 |
| EFT11811 | 17/12/2021 | SJ Traffic Management Pty Ltd | RRG210 Boyup Brook Arthur River Rd - Temporary Traffic Plan | -792.00 |
| EFT11812 | 17/12/2021 | SOS Office Equipment | Photocopier Billing Nov2021 including Community Newsletters | -1,182.78 |



| Chq/EFT | Date | Name | Description | Amount |
|---|------------|---|---|--------------------|
| EFT11813 | 17/12/2021 | SUEZ Recycling and Recovery Pty Ltd (NSW) | Paper and Cardboard Recycling Collection Nov2021 | -584.84 |
| EFT11814 | 17/12/2021 | Shear Pride | Rylington Park - Wool Handling Training | -3,348.29 |
| EFT11815 | 17/12/2021 | Shire of Boyup Brook | BSL and BCITF Commission Nov2021 | -28.25 |
| EFT11816 | 17/12/2021 | South Regional TAFE (Previously South West Institute Of Technology) | Depot Staff Training - Auschem | -704.80 |
| EFT11816 | 17/12/2021 | South Regional TAFE (Previously South West Institute Of Technology) | Depot Staff Training - Chainsaw Skillset | -163.40 |
| EFT11817 | 17/12/2021 | Southern Lock & Security | Town Hall Keys | -38.50 |
| EFT11818 | 17/12/2021 | Sprint Express | Freight Nov2021 | -349.64 |
| EFT11819 | 17/12/2021 | St John Ambulance Western Australia Ltd (South West) | 2021-22 Contribution Towards Emergency Ambulance Service - Payment 1 of 2 | -13,454.65 |
| EFT11820 | 17/12/2021 | State Library of WA (Department of Finance - Shared Services) | State Library Freight Recoup Mid-Year 2021 | -163.72 |
| EFT11821 | 17/12/2021 | Statewide Bearings | P201 Small Plant - Grease Pump | -866.25 |
| EFT11822 | 17/12/2021 | Stephen Murphy (Elite Carpet Dry Cleaning Service) | BBELC - Carpet Cleaning | -555.00 |
| EFT11823 | 17/12/2021 | Stewart & Heaton Clothing Co. Pty Ltd | VBFB Protective Clothing | -7,226.23 |
| EFT11824 | 17/12/2021 | Suez Recycling & Recovery (Perth) Pty Ltd | Waste Collection Nov2021 | -7,325.35 |
| EFT11825 | 17/12/2021 | Synergy (Electricity Generation and Retail Corporation t/as) | Electricity Across Shire Facilities to 10/12/2021 | -5,279.54 |
| EFT11826 | 17/12/2021 | TJ Depiazzi & Sons (Silverspring Trust t/as) | Swimming Pool and Town Gardens - Garden Mix | -181.94 |
| EFT11827 | 17/12/2021 | TSW Shearing (Tristan Scott White t/as) | Rylington Park - Shearer Training | -1,260.00 |
| EFT11828 | 17/12/2021 | Tara Reid | Reimburse Swimming Pool Handheld Vacuum | -422.95 |
| EFT11828 | 17/12/2021 | Tara Reid | Reimburse Swimming Pool Floating Mats x 2 | -258.00 |
| EFT11829 | 17/12/2021 | Taylor Burrell Barnett (Taylor & Burrell Unit Trust t/as) | Draft Local Planning Strategy Preparation Nov2021 | -12,100.00 |
| EFT11830 | 17/12/2021 | Telstra Corporation Limited | Telephone Across Shire Facilities to 01/12/2021 | -1,735.22 |
| EFT11831 | 17/12/2021 | The Right Stuff for Landholders | Parks and Gardens Expendable Tools | -54.24 |
| EFT11832 | 17/12/2021 | The Trustee for the Harley Trust (Harley Transport Pty Ltd) | Rylington Park - Freight Dec2021 | -704.00 |
| EFT11833 | 17/12/2021 | The Workwear Group Pty Ltd | Admin Workwear - Finance Manager | -387.30 |
| EFT11834 | 17/12/2021 | Total Tools Bunbury (Bunbury TT Pty Ltd t/as) | Workshop Tools | -205.00 |
| EFT11834 | 17/12/2021 | Total Tools Bunbury (Bunbury TT Pty Ltd t/as) | P201 Small Plant - Air Compressor | -1,650.00 |
| EFT11835 | 17/12/2021 | Treehouse Coffee Lounge (Webb & Troeger) | Catering Nov-Dec2021 | -1,277.80 |
| EFT11836 | 17/12/2021 | WA Skills Training Pty Ltd | Depot Staff Training - Plant Operation | -3,300.00 |
| EFT11837 | 17/12/2021 | Winc Australia Pty Limited | Flax Mill Caravan Park - Signage | -66.05 |
| EFT11838 | 17/12/2021 | Youanme | Depot PPE | -111.80 |
| EFT11839 | 17/12/2021 | activ8me (Australian Private Networks Pty Ltd) | GP House and Rylington Park Internet and Phone Nov-Dec2021 | -212.80 |
| EFT11840 | 23/12/2021 | Hales Electrical | CSRFF Grant Rec Grounds Lights - First Payment | -30,000.00 |
| TOTAL EFT PAYMENTS to 31 December 2021 | | | | -675,129.44 |



| Chq/EFT | Date | Name | Description | Amount |
|---|------------|--|--|--------------------|
| DD6944.1 | 02/12/2021 | Aware Super | Payroll Deductions | -722.18 |
| DD6944.2 | 02/12/2021 | Australian Super | Superannuation Contributions | -204.39 |
| DD6944.3 | 02/12/2021 | Rest Superannuation | Superannuation Contributions | -57.59 |
| DD6944.4 | 02/12/2021 | MLC Super Fund | Superannuation Contributions | -57.64 |
| DD6946.1 | 02/12/2021 | Salary & Wages | Payroll 02Dec2021 | -6,012.72 |
| DD6958.1 | 08/12/2021 | Sam & Carolyn Mallett Super Fund | Superannuation Contributions | -254.48 |
| DD6958.2 | 08/12/2021 | Public Sector Superannuation Accumulation Plan | Superannuation Contributions | -146.13 |
| DD6958.3 | 08/12/2021 | Aware Super | Payroll Deductions | -8,362.94 |
| DD6958.4 | 08/12/2021 | Rest Superannuation | Superannuation Contributions | -2,007.14 |
| DD6958.5 | 08/12/2021 | AMP Super Fund - SignatureSuper | Superannuation Contributions | -2,790.37 |
| DD6958.6 | 08/12/2021 | Australian Super | Superannuation Contributions | -1,731.41 |
| DD6958.7 | 08/12/2021 | Commonwealth Essential Super | Superannuation Contributions | -309.43 |
| DD6958.8 | 08/12/2021 | Colonial First State Superannuation | Superannuation Contributions | -514.77 |
| DD6958.9 | 08/12/2021 | MLC Super Fund | Superannuation Contributions | -236.04 |
| DD6960.1 | 09/12/2021 | Salary & Wages | Payroll 08Dec2021 | -97,269.12 |
| DD6980.1 | 20/12/2021 | Aware Super | Payroll Deductions | -322.17 |
| DD6980.2 | 20/12/2021 | Commonwealth Essential Super | Superannuation Contributions | -101.58 |
| DD6980.3 | 20/12/2021 | AMP Super Fund - SignatureSuper | Payroll Deductions | -504.36 |
| DD6980.4 | 20/12/2021 | Rest Superannuation | Payroll Deductions | -3,483.56 |
| DD6980.5 | 20/12/2021 | Australian Super | Payroll Deductions | -109.78 |
| DD6982.1 | 22/12/2021 | Salary & Wages | Payroll 20Dec2021 | -7,800.91 |
| DD6986.1 | 22/12/2021 | Sam & Carolyn Mallett Super Fund | Superannuation Contributions | -254.48 |
| DD6986.2 | 22/12/2021 | Public Sector Superannuation Accumulation Plan | Superannuation Contributions | -88.76 |
| DD6986.3 | 22/12/2021 | Aware Super | Payroll Deductions | -8,346.68 |
| DD6986.4 | 22/12/2021 | Rest Superannuation | Superannuation Contributions | -2,080.55 |
| DD6986.5 | 22/12/2021 | AMP Super Fund - SignatureSuper | Superannuation Contributions | -3,337.21 |
| DD6986.6 | 22/12/2021 | Australian Super | Superannuation Contributions | -1,743.08 |
| DD6986.7 | 22/12/2021 | Commonwealth Essential Super | Superannuation Contributions | -316.69 |
| DD6986.8 | 22/12/2021 | Colonial First State Superannuation | Superannuation Contributions | -448.11 |
| DD6986.9 | 22/12/2021 | MLC Super Fund | Superannuation Contributions | -236.04 |
| DD6988.1 | 23/12/2021 | Salary & Wages | Payroll 22Dec2021 | -100,527.50 |
| DD6993.1 | 15/12/2021 | Shire of Boyup Brook | Battery World - Drypower 12V Battery | -49.95 |
| DD7026.1 | 03/12/2021 | Stephen & Yvonne Dent | 3 Reid PI MWS House - Rent 16/12/2021-29/12/2021 | -600.00 |
| DD7026.2 | 17/12/2021 | Stephen & Yvonne Dent | 3 Reid PI MWS House - Rent 30/12/2021-12/01/2022 | -600.00 |
| DD7026.3 | 31/12/2021 | Stephen & Yvonne Dent | 3 Reid PI MWS House - Rent 13/01/2022-26/01/2022 | -600.00 |
| DD7026.4 | 01/12/2021 | Westnet | Admin, Swimming Pool and Medical Centre Internet Dec2021 | -400.30 |
| DD7026.5 | 09/12/2021 | De Lage Landen Pty Ltd | Rental Agreement for Photocopier DCVII-C5573 Dec2021 | -184.80 |
| DD7026.6 | 23/12/2021 | AGDATA Holdings Pty Ltd | Rylington Park - Phoenix Accounting Software | -44.00 |
| DD7026.8 | 03/12/2021 | Michelle Koster and Stephen Hughes | 2 Reid PI FM House - Rent 20/12/2021-02/01/2022 | -660.00 |
| DD7026.9 | 17/12/2021 | Michelle Koster and Stephen Hughes | 2 Reid PI FM House - Rent 03/01/2022-16/01/2022 | -660.00 |
| DD6958.10 | 08/12/2021 | HESTA | Superannuation Contributions | -385.28 |
| DD6986.10 | 22/12/2021 | HESTA | Superannuation Contributions | -383.61 |
| DD7026.10 | 31/12/2021 | Michelle Koster and Stephen Hughes | 2 Reid PI FM House - Rent 17/01/2022-30/01/2022 | -660.00 |
| TOTAL DD MUNI ACCOUNT TO 31 December 2021 | | | | -255,605.75 |
| DD311221 | 31/12/2021 | Police Licensing | Police Claimed December 2021 | -40,504.05 |
| TOTAL DD POLICE LICENSING ACCOUNT TO 31 December 2021 | | | | -40,504.05 |
| DD7026.7 | 24/12/2021 | QK Technologies Pty Ltd | BBELC - QikKids Gateway Usage Nov2021 | -13.02 |
| TOTAL DD BOYUP BROOK EARLY LEARNING CENTRE ACCOUNT TO 31 December 2021 | | | | -13.02 |
| SUMMARY | | | | |
| CHQ (Muni Account) | | | | -10,021.79 |
| DD | | | | -255,605.75 |
| EFT | | | | -675,129.44 |
| TOTAL | | | | -940,756.98 |
| ALL MUNI TRANS TO 31 December 2021 | | | | -940,756.98 |
| DD (Police Licensing Account) TO 31 December 2021 | | | | -40,504.05 |
| DD (Boyup Brook Early Learning Centre) TO 31 December 2021 | | | | -13.02 |



SHIRE OF BOYUP BROOK

MONTHLY FINANCIAL REPORT

31 DECEMBER 2021

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SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | 2021-22 ANNUAL BUDGET | 2021-22 YTD ACTUAL |
|--|--------------------------------------|-----------------------------------|
| EXPENDITURE (Excluding Finance Costs) | \$ | \$ |
| General Purpose Funding | (137,370) | (42,711) |
| Governance | (403,128) | (153,481) |
| Law, Order, Public Safety | (400,084) | (208,880) |
| Health | (1,569,527) | (571,726) |
| Education and Welfare | (319,914) | (146,587) |
| Housing | (152,907) | (49,278) |
| Community Amenities | (469,520) | (157,904) |
| Recreation and Culture | (1,117,428) | (327,983) |
| Transport | (3,976,680) | (523,119) |
| Economic Services | (651,458) | (151,246) |
| Other Property and Services | (688,914) | (223,971) |
| | (9,886,930) | (2,556,886) |
| REVENUE | | |
| General Purpose Funding | 3,867,689 | 3,534,025 |
| Governance | 0 | 250 |
| Law, Order, Public Safety | 158,689 | 38,869 |
| Health | 1,108,380 | 247,068 |
| Education and Welfare | 165,000 | 81,460 |
| Housing | 76,174 | 35,593 |
| Community Amenities | 223,600 | 214,129 |
| Recreation and Culture | 50,694 | 44,575 |
| Transport | 202,981 | 190,476 |
| Economic Services | 107,077 | 53,804 |
| Other Property & Services | 778,777 | 451,600 |
| | 6,739,061 | 4,891,850 |
| <i>Increase(Decrease)</i> | (3,147,869) | 2,334,963 |
| FINANCE COSTS | | |
| Housing | (2,268) | (1,186) |
| Recreation & Culture | (4,132) | (2,160) |
| Other Property & Services | (2,125) | 0 |
| Total Finance Costs | (8,525) | (3,346) |
| NON-OPERATING REVENUE | | |
| Recreation & Culture | 192,221 | 26,000 |
| Transport | 1,945,165 | 401,654 |
| Economic Services | 521,820 | 0 |
| Total Non-Operating Revenue | 2,659,206 | 427,654 |
| PROFIT/(LOSS) ON SALE OF ASSETS | | |
| Housing Profit | 0 | 0 |
| Transport Profit | 0 | 0 |
| Transport Loss | 0 | 0 |
| Total Profit/(Loss) | 0 | 0 |
| NET RESULT | (497,188) | 2,759,271 |
| Other Comprehensive Income | | |
| Changes on revaluation of non-current assets | 0 | 0 |
| Total Abnormal Items | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | (497,188) | 2,759,271 |

SHIRE OF BOYUP BROOK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | 2021-22 ORIGINAL BUDGET | 2021-22 YTD ACTUAL |
|---|--|-----------------------------------|
| Expenses | | |
| Employee Costs | (3,136,286) | (1,704,278) |
| Materials and Contracts | (2,352,591) | (449,553) |
| Utility Charges | (221,024) | (58,039) |
| Depreciation on Non-Current Assets | (3,586,939) | 0 |
| Interest Expenses | (8,525) | (3,346) |
| Insurance Expenses | (244,831) | (230,485) |
| Other Expenditure | (345,259) | (114,533) |
| | (9,895,455) | (2,560,233) |
| Revenue | | |
| Rates | 3,142,969 | 3,148,730 |
| Operating Grants, Subsidies and Contributions | 1,032,368 | 587,361 |
| Fees and Charges | 1,736,814 | 670,689 |
| Interest Earnings | 32,100 | 16,083 |
| Other Revenue | 794,810 | 468,989 |
| | 6,739,061 | 4,891,850 |
| | (3,156,394) | 2,331,618 |
| Non-Operating Grants, Subsidies & Contributions | 2,659,206 | 427,654 |
| Profit on Asset Disposals | 0 | 0 |
| Loss on Asset Disposals | 0 | 0 |
| | 2,659,206 | 427,654 |
| Net Result | (497,188) | 2,759,271 |
| Other Comprehensive Income | | |
| Changes on revaluation of non-current assets | 0 | 0 |
| Total Other Comprehensive Income | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | (497,188) | 2,759,271 |

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY FUNCTION/PROGRAM
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | 2021-22 ORIGINAL BUDGET | 2021-22 YTD BUDGET (a) | 2021-22 YTD ACTUAL (b) | MATERIAL \$ (b)-(a) | MATERIAL % (b)-(a)/(a) | VAR |
|---|-------------------------------|------------------------------|------------------------------|---------------------------|------------------------------|-----|
| OPERATING REVENUE | \$ | \$ | \$ | | | |
| General Purpose Funding | 725,725 | 363,955 | 385,296 | 21,341 | Within Threshold | ▲ |
| Governance | 0 | 0 | 250 | Within Threshold | 100.00% | ▲ |
| Law, Order Public Safety | 158,689 | 120,188 | 38,869 | (81,319) | 209.22% | |
| Health | 1,108,380 | 526,331 | 247,068 | (279,263) | 113.03% | |
| Education and Welfare | 165,000 | 101,178 | 81,460 | (19,718) | 24.21% | |
| Housing | 76,174 | 41,788 | 35,593 | Within Threshold | 17.40% | ▲ |
| Community Amenities | 223,600 | 215,401 | 214,129 | Within Threshold | Within Threshold | ▲ |
| Recreation and Culture | 50,694 | 37,466 | 44,575 | Within Threshold | (15.95%) | |
| Transport | 202,981 | 187,748 | 190,476 | Within Threshold | Within Threshold | ▲ |
| Economic Services | 107,077 | 43,832 | 53,804 | Within Threshold | (18.53%) | |
| Other Property and Services | 778,777 | 274,725 | 451,600 | 176,875 | (39.17%) | |
| | 3,597,097 | 1,912,612 | 1,743,120 | (182,085) | | |
| LESS OPERATING EXPENDITURE | | | | | | |
| General Purpose Funding | (137,370) | (61,951) | (42,711) | 19,239 | 45.05% | ▲ |
| Governance | (403,128) | (260,256) | (153,481) | 106,774 | 69.57% | ▲ |
| Law, Order, Public Safety | (400,084) | (192,810) | (208,880) | (16,070) | Within Threshold | |
| Health | (1,569,527) | (692,333) | (571,726) | 120,607 | 21.10% | ▲ |
| Education and Welfare | (319,914) | (171,637) | (146,587) | 25,050 | 17.09% | ▲ |
| Housing | (155,175) | (103,648) | (50,463) | 53,185 | 105.39% | ▲ |
| Community Amenities | (469,520) | (234,539) | (157,904) | 76,635 | 48.53% | ▲ |
| Recreation and Culture | (1,121,560) | (570,839) | (330,143) | 240,696 | 72.91% | ▲ |
| Transport | (3,976,680) | (1,838,513) | (523,119) | 1,315,394 | 251.45% | ▲ |
| Economic Services | (651,458) | (246,864) | (151,246) | 95,618 | 63.22% | ▲ |
| Other Property & Services | (691,039) | (264,659) | (223,971) | 40,688 | 18.17% | ▲ |
| | (9,895,455) | (4,638,048) | (2,560,232) | 2,077,816 | | |
| <i>Increase(Decrease)</i> | (6,298,358) | (2,725,437) | (817,112) | 1,895,731 | | |
| NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET | | | | | | |
| Movement in Employee Provisions (Non-current) | 40,045 | 0 | 0 | Within Threshold | 0.00% | |
| (Profit)/ Loss on the disposal of assets | 0 | 0 | 0 | Within Threshold | 0.00% | |
| Depreciation Written Back | 3,586,939 | 1,737,038 | 0 | (1,737,038) | 0.00% | |
| | 3,626,984 | 1,737,038 | 0 | (1,737,038) | | |
| <i>Sub Total</i> | (2,671,374) | (988,398) | (817,112) | 158,693 | | |
| INVESTING ACTIVITIES | | | | | | |
| Purchase of Land | 0 | (170,000) | (219,627) | (49,627) | (22.60%) | |
| Purchase Buildings | (484,544) | (208,494) | (180,459) | 28,035 | 15.54% | |
| Purchase Plant and Equipment | (928,500) | (873,500) | (172,753) | 700,747 | 405.64% | |
| Purchase Furniture and Equipment | 0 | 0 | 0 | Within Threshold | 0% | |
| Infrastructure Assets - Roads | (2,637,451) | (1,801,378) | (590,696) | 1,210,682 | 204.96% | |
| Infrastructure Assets - Footpaths | (143,850) | (75,600) | 0 | 75,600 | 0.00% | |
| Infrastructure Assets - Aerodromes | (49,575) | (49,575) | 0 | 49,575 | 0.00% | |
| Infrastructure Assets - Drainage | (49,875) | 0 | (606) | Within Threshold | 100.00% | |
| Infrastructure Assets - Parks & Ovals | (11,300) | (11,300) | (4,000) | Within Threshold | (182.50%) | |
| Infrastructure Assets - Recreation | (497,964) | (47,059) | (117,651) | (70,592) | 60.00% | |
| Infrastructure Assets - Other | (646,820) | (25,000) | (7,033) | 17,967 | 255.47% | |
| Proceeds from Sale of Assets | 62,500 | 62,500 | 27,273 | (35,227) | (129.17%) | |
| Contributions for the Development of Assets | 2,659,206 | 706,538 | 427,654 | (278,884) | 65.21% | |
| Amount Attributable to Investing Activities | (2,728,173) | (2,492,868) | (837,899) | 1,648,275 | | |
| FINANCING ACTIVITIES | | | | | | |
| Repayment of Debt - Loan Principal | (27,711) | (9,383) | (9,943) | Within Threshold | Within Threshold | |
| Transfer to Reserves | (138,704) | (2,500) | 0 | Within Threshold | 0% | ▲ |
| Amount Attributable to Financing Activities | (166,415) | (11,883) | (9,943) | 0 | | |
| <i>Sub Total</i> | (5,565,962) | (3,493,149) | (1,664,954) | 1,806,968 | | |
| FUNDING FROM | | | | | | |
| Transfer from Reserves | 135,997 | 0 | 0 | Within Threshold | 0% | ▲ |
| Loans Raised | 170,000 | 170,000 | 0 | (170,000) | 0% | |
| Estimated Opening Surplus at 1 July | 2,118,000 | 2,118,000 | 2,248,459 | 130,459 | Within Threshold | ▲ |
| Amount Raised from General Rates | 3,141,964 | 3,141,964 | 3,148,730 | Within Threshold | Within Threshold | ▲ |
| Closing Funds | 0 | 0 | 0 | Within Threshold | 0% | ▲ |
| | 5,565,961 | 5,429,964 | 5,397,189 | (39,541) | | |
| NET SURPLUS/(DEFICIT) | (1) | 1,936,815 | 3,732,235 | 1,767,427 | | |

SHIRE OF BOYUP BROOK
FINANCIAL ACTIVITY STATEMENT BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | Code | 2021-22 ORIGINAL BUDGET | 2021-22 YTD BUDGET (a) | 2021-22 YTD ACTUAL (b) | MATERIAL \$ (b)-(a) | MATERIAL % (b)-(a)/(a) | VAR |
|---|------|-------------------------------|------------------------------|------------------------------|---------------------------|------------------------------|-----|
| OPERATING REVENUE | | | | | | | |
| Ex-Gratia Rates & Write-offs | 19 | \$ 1,005 | \$ 1,130 | \$ 0 | Within Threshold | 0% | ▲ |
| Operating Grants, Subsidies and Contributions | 11 | 1,032,368 | 649,315 | 587,361 | (61,955) | 10.55% | |
| Fees and Charges | 14 | 1,736,814 | 963,068 | 670,689 | (292,379) | 43.59% | |
| Interest Earnings | 16 | 32,100 | 18,615 | 16,083 | Within Threshold | 15.74% | |
| Other Revenue | 17 | 794,810 | 280,484 | 468,989 | 188,505 | (40.19%) | |
| Profit on Disposal of Asset | 18 | 0 | 0 | 0 | Within Threshold | 0% | |
| | | 3,597,097 | 1,912,612 | 1,743,121 | (165,829) | | |
| LESS OPERATING EXPENDITURE | | | | | | | |
| Employee Costs | 30 | (3,136,286) | (1,404,119) | (1,542,445) | (138,326) | Within Threshold | |
| Materials and Contracts | 32 | (2,352,591) | (914,135) | (611,386) | 302,749 | (49.52%) | |
| Utility Charges | 34 | (221,024) | (105,465) | (58,039) | 47,426 | 81.72% | |
| Depreciation on Non-Current Assets | 33 | (3,586,939) | (1,737,038) | 0 | 1,737,038 | 0% | |
| Interest Expenses | 36 | (8,525) | (11,117) | (3,346) | Within Threshold | 232.25% | |
| Insurance Expenses | 35 | (244,831) | (240,258) | (230,485) | Within Threshold | Within Threshold | |
| Other Expenditure | 37 | (345,259) | (225,916) | (114,533) | 111,383 | 97.25% | |
| Loss on Disposal of Asset | 38 | 0 | 0 | 0 | Within Threshold | 0.00% | |
| | | (9,895,455) | (4,638,048) | (2,560,233) | 2,060,271 | | |
| <i>Increase(Decrease)</i> | | (6,298,358) | (2,725,437) | (817,112) | 1,894,442 | | |
| NON-CASH OPERATING ACTIVITIES EXCLUDED FROM BUDGET | | | | | | | |
| Movement in Employee Provisions (Non-current) | | 40,045 | 0 | 0 | Within Threshold | 0.00% | |
| (Profit)/ Loss on the disposal of assets | | 0 | 0 | 0 | Within Threshold | 0.00% | |
| Depreciation Written Back | | 3,586,939 | 1,737,038 | 0 | (1,737,038) | 0.00% | |
| | | 3,626,984 | 1,737,038 | 0 | (1,737,038) | | |
| <i>Sub Total</i> | | (2,671,374) | (988,398) | (817,112) | 157,404 | | |
| INVESTING ACTIVITIES | | | | | | | |
| Purchase of Land | | 0 | (170,000) | (219,627) | (49,627) | 22.60% | |
| Purchase Buildings | | (484,544) | (208,494) | (180,459) | 28,035 | (15.54%) | |
| Purchase Plant and Equipment | | (928,500) | (873,500) | (172,753) | 700,747 | (405.64%) | |
| Purchase Furniture and Equipment | | 0 | 0 | 0 | Within Threshold | 0.00% | |
| Infrastructure Assets - Roads | | (2,637,451) | (1,801,378) | (590,696) | 1,210,682 | (204.96%) | |
| Infrastructure Assets - Footpaths | | (143,850) | (75,600) | 0 | 75,600 | 0.00% | |
| Infrastructure Assets - Aerodromes | | (49,575) | (49,575) | 0 | 49,575 | 0.00% | |
| Infrastructure Assets - Drainage | | (49,875) | 0 | (606) | Within Threshold | 100.00% | ▲ |
| Infrastructure Assets - Parks & Ovals | | (11,300) | (11,300) | (4,000) | Within Threshold | (182.50%) | |
| Infrastructure Assets - Recreation | | (497,964) | (47,059) | (117,651) | (70,592) | 60.00% | |
| Infrastructure Assets - Other | | (646,820) | (25,000) | (7,033) | 17,967 | 255.47% | ▲ |
| Proceeds from Sale of Assets | | 62,500 | 62,500 | 27,273 | (35,227) | (129.17%) | ▼ |
| Contributions for the Development of Assets | 13 | 2,659,206 | 706,538 | 427,654 | (278,884) | 65.21% | |
| Amount Attributable to Investing Activities | | (2,728,173) | (2,492,868) | (837,899) | 1,648,275 | | |
| FINANCING ACTIVITIES | | | | | | | |
| Repayment of Debt - Loan Principal | | (27,711) | (9,383) | (9,943) | Within Threshold | Within Threshold | ▲ |
| Transfer to Reserves | | (138,704) | (2,500) | 0 | Within Threshold | 0.00% | |
| Amount Attributable to Financing Activities | | (166,415) | (11,883) | (9,943) | 0 | | |
| <i>Sub Total</i> | | (5,565,962) | (3,493,149) | (1,664,954) | 1,805,679 | | |
| FUNDING FROM | | | | | | | |
| Transfer from Reserves | | 135,997 | 0 | 0 | Within Threshold | 0% | ▲ |
| Loans Raised | | 170,000 | 170,000 | 0 | (170,000) | 0% | |
| Estimated Opening Surplus at 1 July | | 2,118,000 | 2,118,000 | 2,248,459 | 130,459 | Within Threshold | ▲ |
| Amount Raised from General Rates | 10 | 3,141,964 | 3,141,964 | 3,148,730 | Within Threshold | Within Threshold | ▲ |
| Closing Funds | | 0 | 0 | 0 | Within Threshold | 0% | ▲ |
| | | 5,565,961 | 5,429,964 | 5,397,189 | (39,541) | | |
| NET SURPLUS/(DEFICIT) | | (1) | 1,936,815 | 3,732,235 | | | |

SHIRE OF BOYUP BROOK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | ACTUAL |
|----------------------------------|-------------------------|
| | 31 DECEMBER 2021 |
| <u>Current Assets</u> | |
| Cash at bank and on Hand | 3,837,716 |
| Restricted Cash | 116,154 |
| Restricted Cash Reserves | 2,389,329 |
| Trade Receivables | 1,352,456 |
| Stock on Hand | 702,685 |
| Total Current Assets | 8,398,339 |
| <u>Current Liabilities</u> | |
| Trade Creditors | (\$405,042) |
| Bonds and Deposits | (\$145,180) |
| Accrued Wages | (\$64,569) |
| Accrued Interest on Loans | (\$2,392) |
| Accrued Expense | (\$62,318) |
| ATO Liabilities | \$0 |
| Contract Liability | (\$685,660) |
| Loan Liability | (\$10,235) |
| Provisions | (\$338,207) |
| Total Current Liabilities | (\$1,713,604) |
| Sub-Total | 6,684,736 |
| Adjustments | |
| LESS Cash Backed Reserves | (\$2,389,329) |
| LESS Restricted Cash | \$0 |
| LESS Inventory | (\$702,685) |
| LESS Prepaid Expenses | \$0 |
| ADD: Employee Leave Provisions | \$0 |
| ADD: Accrued Interest | \$2,392 |
| ADD: Accrued Salaries & Wages | \$64,569 |
| ADD: Accrued Expenses | \$62,318 |
| ADD: Current Loan Liability | \$10,235 |
| Rounding | (1) |
| Net Current Position | 3,732,235 |

SHIRE OF BOYUP BROOK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2021

EXPLANATION OF MATERIAL VARIANCES

| REPORTING PROGRAM & EXPLANATION | TIMING / PERMANENT | \$ VARIANCE | % VARIANCE |
|---|-------------------------------|--------------------|-------------------|
| OPERATING REVENUE | | | |
| General Purpose Funding | | | |
| Increase in general purpose and local road grant allocations higher than budget estimate | PERMANENT | 21,341 | Within Threshold |
| Governance | | | |
| Variance within \$10,000 Materiality Threshold | | Within Threshold | 100.00% |
| Law Order & Public Safety - | | | |
| Mitigation grant lower than anticipated for the reporting period. | TIMING | (81,319) | 209.22% |
| Health | | | |
| Medical surgery revenue lower than anticipated for reporting period. | PERMANENT | (279,263) | 113.03% |
| Education & Welfare | | | |
| Early learning centre fees lower than anticipated for reporting period. | PERMANENT | (19,718) | 24.21% |
| Housing | | | |
| Variance within \$10,000 Materiality Threshold | | Within Threshold | 17.40% |
| Community Amenities | | | |
| Variance within \$10,000 Materiality Threshold | | Within Threshold | Within Threshold |
| Recreation & Culture | | | |
| Variance within \$10,000 Materiality Threshold | | Within Threshold | (15.95%) |
| Transport | | | |
| Variance within \$10,000 Materiality Threshold | | Within Threshold | Within Threshold |
| Economic Services | | | |
| Variance within \$10,000 Materiality Threshold | | Within Threshold | (18.53%) |
| Other Property and Services | | | |
| Diesel fuel rebate lower than anticipated for reporting period. Rylington Park Income higher than anticipated for reporting period. | TIMING | 176,875 | (39.17%) |

SHIRE OF BOYUP BROOK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2021

EXPLANATION OF MATERIAL VARIANCES

| REPORTING PROGRAM & EXPLANATION | TIMING / PERMANENT | \$ VARIANCE | % VARIANCE |
|---|-----------------------|-------------|------------------|
| OPERATING EXPENDITURE | | | |
| General Purpose Funding | | | |
| Administration allocations lower than anticipated for reporting period. | | 19,239 | 45.05% |
| Governance | | | |
| Depreciation expenses not yet raised. Member sitting fees, Conference expenses, Member donation expenses and Warren-Blackwood Alliance expenses lower than anticipated for reporting period. | TIMING | 106,774 | 69.57% |
| Law Order & Public Safety - | | | |
| Depreciation expenses not yet raised. Leave payout under Fire Hazard Reduction expenses not anticipated. Plant & Equipment Maintenance expenses higher than budget estimate. | PERMANENT/ TIMING | (16,070) | Within Threshold |
| Health | | | |
| Depreciation expenses not yet raised. Medical Services employee expenses and superannuation expenses lower than anticipated for reporting period. Medical Centre insurance premium expenses and computer expenses lower than anticipated for reporting period. Medical service general operations expenses higher than budget estimate. | PERMANENT/ TIMING | 120,607 | 21.10% |
| Education & Welfare | | | |
| Depreciation expenses not yet raised. Interest on Aged Initiative loan lower than anticipated. Early Learning Centre Employee costs higher than anticipated for reporting period. | PERMANENT/ TIMING | 25,050 | 17.09% |
| Housing | | | |
| Depreciation expenses not yet raised. Staff housing expenses lower than anticipated for reporting period. Boyup Brook Citizens Lodge expenses and Community Housing Units expenses lower than anticipated for reporting period. | TIMING | 53,185 | 105.39% |
| Community Amenities | | | |
| Depreciation expenses not yet raised. Boyup Transfer Station employee expenses and Boyup Brook Transfer Station expenses lower than anticipated for reporting period. Cemetery operation expenses higher than anticipated for reporting period. | TIMING | 76,635 | 48.53% |
| Recreation & Culture | | | |
| Depreciation expenses not yet raised. Boyup Brook halls operation expenses higher than anticipated for reporting period. Reserves and parks wages and overheads expenses higher than anticipated for reporting period. Swimming pool general operations expenses and swimming pool building expenses lower than anticipated for reporting period. | TIMING | 240,696 | 72.91% |
| Transport | | | |
| Depreciation expenses not yet raised. Road maintenance and repairs expenses, Repairs & Maint - bridges expenses, drains and culverts maintenance expenses, town services tree pruning expenses, emergency services expenses higher than anticipated for reporting period. Town services verge spraying expenses lower than anticipated for reporting period. | TIMING | 1,315,394 | 251.45% |
| Economic Service | | | |
| Depreciation expenses not yet raised. Community development officer expenses higher than anticipated for reporting period. Caravan Park/Flaxmill operation expenses lower than anticipated for reporting period. Saleyards expenses lower than anticipated for reporting period. Standpipe expenses and country music festival expenses lower than anticipated for reporting period. | PERMANENT/ TIMING | 95,618 | 63.22% |
| Other Property & Services | | | |
| Depreciation expenses not yet raised. Supervision expenses, Training and meeting expenses, and Occupational Health & Safety expenses higher than anticipated for reporting period. Repair wages expenses and fuel & oil expenses lower than anticipated for reporting period. Parts & repairs expenses, and Tubes & Tyres expenses higher than anticipated for reporting period. Administration staff employee expenses and Employer Indemnity Insurance expenses higher than anticipated for reporting period. Rylington Park operational expenses higher than anticipated for reporting period. | TIMING | 40,688 | 18.17% |

SHIRE OF BOYUP BROOK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2021

EXPLANATION OF MATERIAL VARIANCES

| REPORTING PROGRAM & EXPLANATION | TIMING / PERMANENT | \$ VARIANCE | % VARIANCE |
|--|-------------------------------|--------------------|-------------------|
| CAPITAL REVENUES | | | |
| <u>Non-Operating Grants, Subsidies & Contributions</u> | | | |
| <u>Recreation & Culture</u> | | | |
| Recreation - Capital Grants & Contributions - Oval Light Grants - Funding lower than anticipated for reporting period. | | (30,155) | |
| Grants and Contributions - Swimming Pool - Grant funding lower than anticipated for reporting period. | TIMING | (6,822) | |
| Non-Operating Grants - Sandakan Memorial Grant - Grant received earlier than anticipated | TIMING | 16,000 | |
| <u>Transport</u> | | | |
| Regional Road Group Grants - RRG funding higher than anticipated for reporting period. | TIMING | 2,340 | |
| Roads to Recovery Grants - Grant funding received lower than anticipated for reporting period. | TIMING | (25,319) | |
| LRCI Commonwealth Grant - Grant funding received lower than anticipated for reporting period. | TIMING | (175,682) | |
| Special Bridge funding MRDWA - Bridge funding received lower than anticipated for reporting period. | TIMING | (85,000) | |
| Non-Operating Grants & Subsidies Airport - Grant received earlier than anticipated | TIMING | 25,754 | |
| | | <u>(278,884)</u> | 65.21% |
| <u>Proceeds from Sale of Assets</u> | | | |
| Proceeds from Sale of Assets - Trade-in of all vehicles not yet occurred. | TIMING | (35,227) | |
| Proceeds from Sale of Assets - | | 0 | |
| | | <u>(35,227)</u> | (129.17%) |
| <u>Transfers from Reserve</u> | | | |
| Transfers from Reserve - | | 0 | 0% |

SHIRE OF BOYUP BROOK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2021

EXPLANATION OF MATERIAL VARIANCES

| REPORTING PROGRAM & EXPLANATION | TIMING / PERMANENT | \$ VARIANCE | % VARIANCE |
|---|-----------------------|------------------|----------------|
| CAPITAL EXPENDITURE | | | |
| <u>Transfers to Reserve</u> | | | |
| Transfers to Reserve - Interest on Reserve Accounts higher than anticipated for reporting period. | TIMING | (2,500) | 0% |
| <u>Land</u> | | | |
| <u>Housing</u> | | | |
| Land Acquisition - Land acquisition costs higher than anticipated for reporting period | TIMING | (49,627) | |
| Total (Over)/Under Budget | | (49,627) | 0.00% |
| <u>Buildings</u> | | | |
| <u>Recreation & Culture</u> | | | |
| LRCI 2 - Lesser Hall Flooring Replacement - Project not yet commenced | TIMING | 15,000 | |
| Swimming Pool Buildings - Lands & Buildings - Project not yet commenced | TIMING | 13,644 | |
| LRCI 2 - Swimming Pool Buildings - Gym Access Upgrade - Project commenced earlier than anticipated. | TIMING | (88,629) | |
| LRCI 2 - Swimming Pool Buildings - Floor Covering Replacement - Project expenses lower than anticipated for reporting period. | TIMING | 52,000 | |
| <u>Economic Services</u> | | | |
| Tourist Centre - Land & Building | | 0 | |
| LRCI Building Projects - Flaxmill - Project expenses higher than anticipated for reporting period | TIMING | (28,915) | |
| <u>Other Property & Services</u> | | | |
| Administration Building - Building Renewals & Upgrades - No Budget allocation **NB** | PERMANENT | (5,000) | |
| Rylington Park House Capital - project not yet commenced | TIMING | 55,000 | |
| Rylington Park Chemical Shed - Project not yet commenced | TIMING | 15,000 | |
| | | 28,035 | 15.54% |
| <u>Plant & Equipment</u> | | | |
| <u>Recreation & Culture</u> | | | |
| Swimming Pool - Plant & Equipment - Acquisition not yet occurred. | TIMING | 7,500 | |
| <u>Transport</u> | | | |
| DWS - Fleet Vehicles - Acquisition not yet occurred. | | 48,000 | |
| Light Plant (eg Portable Traffic Lights) - Acquisition occurred earlier than anticipated | TIMING | (1,290) | |
| Heavy Plant (Graders etc) Purchases - All acquisitions not yet occurred. | TIMING | 540,037 | |
| <u>Other Property & Services</u> | | | |
| Pool Vehicle - Acquisition not yet occurred. | | 60,000 | |
| Rylington Park Plant & Equipment - Acquisition not yet occurred. | TIMING | 40,000 | |
| Rylington Park Dorm Rooms Air Conditioners - Acquisition not yet occurred. | TIMING | 11,500 | |
| Total (Over)/Under Budget | | 700,747 | 405.64% |
| <u>Road Construction</u> | | | |
| Roads to Recovery Road Projects - Project expenditure lower than anticipated for reporting period. | TIMING | 378,993 | |
| Regional Road Group - Project expenses lower than anticipated for reporting period. | TIMING | 980,398 | |
| Municipal Funded Road Projects - | | 0 | |
| Municipal Funded Gravel Sheeting Road Projects - Project not yet commenced | TIMING | 12,270 | |
| Municipal Funded - Winter Grading - Project expenses higher than anticipated for reporting period. | TIMING | (160,979) | |
| Total (Over)/Under Budget | | 1,210,681 | 204.96% |
| <u>Footpath Construction</u> | | | |
| Footpaths/Bike paths Construction - Project not yet commenced. | TIMING | 75,600 | |
| Total (Over)/Under Budget | | 75,600 | 0.00% |

SHIRE OF BOYUP BROOK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2021

EXPLANATION OF MATERIAL VARIANCES

| REPORTING PROGRAM & EXPLANATION | TIMING / PERMANENT | \$ VARIANCE | % VARIANCE |
|---|-------------------------------|--------------------|-------------------|
| <u>Drainage Infrastructure</u> | | | |
| Drainage Projects - Drainage projects commenced earlier than anticipated | TIMING | (606) | |
| Total (Over)/Under Budget | | (606) | 100.00% |
| <u>Airport Infrastructure</u> | | | |
| Aerodrome Runway Reconstruction - Project not yet commenced | TIMING | 49,575 | |
| Total (Over)/Under Budget | | 49,575 | 0.00% |
| <u>Parks & Ovals Infrastructure</u> | | | |
| Sandakan Memorial Capital Improvements - Project expenses lower than anticipated for reporting period. | TIMING | 7,300 | |
| Total (Over)/Under Budget | | 7,300 | (182.50%) |
| <u>Recreation Infrastructure</u> | | | |
| LRCI 2 Swimming Pool Capital Upgrades - Project expenses higher than anticipated for reporting period | TIMING | (12,586) | |
| LRCI 2 - Swimming Pool Chlorine System Replacement - Project expenses higher than anticipated for reporting period. | TIMING | (30,733) | |
| Recreation Infrastructure - Capital Renewals | | 0 | |
| Football Oval Lighting Upgrade - CSRFF - Project commenced earlier than anticipated. | TIMING | (27,273) | |
| Total (Over)/Under Budget | | (70,592) | 60.00% |
| <u>Other Infrastructure</u> | | | |
| <u>Economic Services</u> | | | |
| LRCI 1 - Flax Mill / Caravan Park Upgrades - Project expenses higher than anticipated for reporting period. | TIMING | (7,033) | |
| LRCI 1 - Tourism Centre Upgrades | | 0 | |
| Boyup Brook Viewing Tower Construction | | 0 | |
| <u>Other Property & Services</u> | | | |
| Rylington Park Rain Water Tank - Project not yet commenced | TIMING | 25,000 | |
| Total (Over)/Under Budget | | 17,967 | 255.47% |

Note: (NB) = No Budget Provision Made

SHIRE OF BOYUP BROOK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | Note | 2020-21 ACTUAL \$ | 2021-22 ACTUAL \$ | Variance \$ |
|---------------------------------------|------|-------------------------|-------------------------|----------------|
| Current assets | | | | |
| Unrestricted Cash & Cash Equivalents | | 2,976,194 | 3,844,187 | 867,993 |
| Restricted Cash | | 2,389,329 | 2,389,329 | 0 |
| Trade and other receivables | | 621,352 | 1,352,456 | 731,104 |
| Inventories | | 702,685 | 702,685 | 0 |
| Other assets | | 0 | 0 | 0 |
| Total current assets | | 6,693,671 | 8,398,339 | 1,704,669 |
| Non-current assets | | | | |
| Trade and other receivables | | 23,574 | 23,574 | 0 |
| LG House Unit Trust | | 73,807 | 73,807 | 0 |
| Land | | 2,302,466 | 2,522,093 | 219,627 |
| Buildings | | 10,077,463 | 10,257,922 | 180,459 |
| Furniture & Equipment | | 54,435 | 54,435 | 0 |
| Plant & Equipment | | 2,730,905 | 2,876,386 | 145,480 |
| Infrastructure Assets - Roads | | 75,298,522 | 75,889,218 | 590,696 |
| Infrastructure Assets - Bridges | | 17,641,156 | 17,641,156 | 0 |
| Infrastructure Assets - Footpaths | | 1,147,516 | 1,147,516 | 0 |
| Infrastructure Assets - Recreation | | 1,617,220 | 1,732,435 | 115,215 |
| Infrastructure Assets - Drainage | | 10,349,028 | 10,349,634 | 606 |
| Infrastructure Assets - Parks/Ovals | | 415,130 | 417,565 | 2,436 |
| Infrastructure Assets - Other | | 3,322,929 | 3,333,961 | 11,033 |
| Total non-current assets | | 125,054,149 | 126,319,702 | 1,265,553 |
| Total assets | | 131,747,819 | 134,718,041 | 2,970,222 |
| Current liabilities | | | | |
| Trade and other payables | | 417,279 | 534,322 | (117,043) |
| Bonds and deposits | | 41,331 | 145,180 | (103,850) |
| Contract Liabilities | | 685,660 | 685,660 | 0 |
| Interest-bearing loans and borrowings | | 20,178 | 10,235 | 9,943 |
| Provisions | | 338,207 | 338,207 | 0 |
| Total current liabilities | | 1,502,654 | 1,713,604 | (210,950) |
| Non-current liabilities | | | | |
| Interest-bearing loans and borrowings | | 93,502 | 93,502 | 0 |
| Provisions | | 16,850 | 16,850 | 0 |
| Total non-current liabilities | | 110,352 | 110,352 | 0 |
| Total liabilities | | 1,613,006 | 1,823,956 | (210,950) |
| Net assets | | 130,134,813 | 132,894,085 | 2,759,271 |
| Equity | | | | |
| Retained surplus | | 59,469,831 | 59,469,831 | 0 |
| Net Result | | 0 | 2,759,271 | 2,759,271 |
| Reserve - asset revaluation | | 68,275,654 | 68,275,654 | 0 |
| Reserve - Cash backed | | 2,389,329 | 2,389,329 | 0 |
| Total equity | | 130,134,813 | 132,894,085 | 2,759,271 |

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

SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 DECEMBER 2021

| | Note | 2020-21 ACTUAL \$ | 2021-22 BUDGET \$ | 2021-22 ACTUAL \$ |
|---|------|-------------------------|-------------------------|-------------------------|
| Cash Flows from operating activities | | | | |
| Payments | | | | |
| Employee Costs | | (3,375,493) | (3,458,423) | (1,478,896) |
| Materials & Contracts | | (1,285,877) | (2,336,056) | (551,032) |
| Utilities (gas, electricity, water, etc) | | (191,781) | (221,024) | (58,039) |
| Insurance | | (203,291) | (8,525) | (230,485) |
| Interest Expense | | (76,918) | (244,831) | (3,346) |
| Goods and Services Tax Paid | | (81,639) | 0 | (208,009) |
| Other Expenses | | (201,857) | (345,259) | (114,533) |
| | | (5,416,856) | (6,614,118) | (2,644,339) |
| Receipts | | | | |
| Rates | | 2,946,636 | 3,142,969 | 2,585,581 |
| Operating Grants & Subsidies | | 1,936,757 | 1,004,774 | 440,542 |
| Fees and Charges | | 1,803,022 | 1,836,814 | 670,689 |
| Interest Earnings | | 32,364 | 32,100 | 16,083 |
| Goods and Services Tax | | 3,391 | 359,700 | 180,013 |
| Other | | 768,139 | 801,352 | 572,838 |
| | | 7,490,309 | 7,177,709 | 4,465,746 |
| Net Cash flows from Operating Activities | | 2,073,454 | 563,591 | 1,821,407 |
| Cash flows from investing activities | | | | |
| Payments | | | | |
| Purchase of Land | | 0 | (170,000) | (219,627) |
| Purchase of Buildings | | (216,335) | (314,544) | (180,459) |
| Purchase Plant and Equipment | | (183,576) | (928,500) | (172,753) |
| Purchase Furniture and Equipment | | (16,750) | 0 | 0 |
| Purchase Road Infrastructure Assets | | (1,680,847) | (2,467,451) | (590,696) |
| Purchase of Bridges Assets | | (722,000) | (170,000) | 0 |
| Purchase of Footpath Assets | | 0 | (143,850) | 0 |
| Purchase Drainage Assets | | (85,356) | (49,875) | (606) |
| Purchase Parks & Ovals Assets | | (4,000) | (11,300) | (6,436) |
| Purchase Recreation Assets | | (134,056) | (497,964) | (115,215) |
| Purchase Infrastructure Other Assets | | (96,808) | (696,395) | (7,033) |
| Receipts | | | | |
| Proceeds from Sale of Assets | | 192,727 | 62,500 | 27,273 |
| Non-Operating grants used for Development of Assets | | 2,069,877 | 2,000,869 | 427,654 |
| | | (877,124) | (3,386,510) | (837,899) |
| Cash flows from financing activities | | | | |
| Repayment of Debentures | | (319,487) | (27,711) | (9,943) |
| Advances to Community Groups | | 0 | 0 | 0 |
| Revenue from Self Supporting Loans | | 0 | 0 | 0 |
| Proceeds from New Debentures | | 0 | 170,000 | 0 |
| Net cash flows from financing activities | | (319,487) | 142,289 | (9,943) |
| Net increase/(decrease) in cash held | | 876,843 | (2,680,630) | 973,565 |
| Cash at the Beginning of Reporting Period | | 4,492,791 | 5,276,581 | 5,369,634 |
| Cash at the End of Reporting Period | | 5,369,634 | 2,595,951 | 6,343,199 |

**SHIRE OF BOYUP BROOK
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

Notes

| | 2020-21 ACTUAL \$ | 2021-22 BUDGET \$ | 2021-22 ACTUAL \$ |
|--|-------------------------|-------------------------|-------------------------|
| RECONCILIATION OF CASH | | | |
| Cash at Bank | 2,654,711 | 57,821 | 3,934,920 |
| Restricted Cash | 2,708,973 | 2,532,180 | 2,402,129 |
| Cash on Hand | 5,950 | 5,950 | 6,150 |
| TOTAL CASH | 5,369,634 | 2,595,951 | 6,343,199 |
| RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT | | | |
| Net Result (As per Comprehensive Income Statement) | 1,187,530 | (497,188) | 2,759,271 |
| Add back Depreciation | 3,504,032 | 3,586,939 | 0 |
| (Gain)/Loss on Disposal of Assets | (70,178) | - | 0 |
| AASB15 Adjustment | | | |
| LG House Unit trust | (2,586) | | |
| Self Supporting Loan Principal Reimbursements | 0 | - | 0 |
| Contributions for the Development of Assets | (2,231,363) | (2,000,869) | (427,654) |
| Changes in Assets and Liabilities | | | |
| (Increase)/Decrease in Inventory | (71,503) | 0 | 0 |
| (Increase)/Decrease in Receivables | (331,582) | 482,777 | (731,104) |
| Increase/(Decrease) in Accounts Payable | 135,294 | (362,182) | 220,893 |
| Increase/(Decrease) in Contract Liability | 27,595 | (685,931) | 0 |
| Increase/(Decrease) in Prepayments | 0 | 0 | 0 |
| Increase/(Decrease) in Employee Provisions | (73,784) | 40,045 | 0 |
| Increase/(Decrease) in Accrued Expenses | 0 | 0 | 0 |
| Rounding | - | 0 | 0 |
| NET CASH FROM/(USED) IN OPERATING ACTIVITIES | 2,073,454 | 563,591 | 1,821,407 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|-----------------------------------|--|------------|------------|------------|-------------|------------|-------------|
| Proceeds Sale of Assets | | | | | | | | |
| 123001 | Proceeds Sale of Assets | | (\$62,500) | (\$27,273) | (\$27,273) | \$0 | (\$62,500) | \$0 |
| 092010 | Proceeds - Sale of Land/Buildings | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| PROCEEDS FROM SALE OF ASSETS | | | (\$62,500) | (\$27,273) | (\$27,273) | \$0 | (\$62,500) | \$0 |
| Written Down Value | | | | | | | | |
| | Written Down Value - Works Plant | | \$62,500 | \$0 | \$0 | \$0 | \$0 | \$62,500 |
| Sub Total - WDV ON DISPOSAL OF ASSET | | | \$62,500 | \$0 | \$0 | \$0 | \$0 | \$62,500 |
| Total - GAIN/LOSS ON DISPOSAL OF ASSET | | | \$0 | (\$27,273) | (\$27,273) | \$0 | (\$62,500) | \$62,500 |
| | | | | | | | | |
| Total - OPERATING STATEMENT | | | \$0 | (\$27,273) | (\$27,273) | \$0 | (\$62,500) | \$62,500 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|----------------------------------|-------------------------------------|---------------|---------------|---------------|-------------|---------------|-------------|
| RATES | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 031103 | Rates Administration Activity Costs | \$53,861 | \$39,446 | \$0 | \$39,446 | \$0 | \$107,765 |
| 031101 | Collection Costs | \$2,499 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| 031100 | Valuation Charges | \$1,972 | \$649 | \$0 | \$649 | \$0 | \$17,160 |
| 031102 | Search Costs | \$48 | \$0 | \$0 | \$0 | \$0 | \$300 |
| Sub Total - GENERAL RATES OP EXP | | \$58,380 | \$40,096 | \$0 | \$40,096 | \$0 | \$130,225 |
| OPERATING INCOME | | | | | | | |
| 031001 | Rates · GRV | (\$481,306) | \$0 | \$0 | \$0 | (\$481,306) | \$0 |
| 031002 | Rates · UV | (\$2,222,749) | \$0 | \$0 | \$0 | (\$2,222,749) | \$0 |
| 031003 | Rates · GRV - Minimum | (\$53,040) | \$0 | \$0 | \$0 | (\$53,040) | \$0 |
| 031004 | Rates · UV - Minimum | (\$384,869) | \$0 | \$0 | \$0 | (\$384,869) | \$0 |
| 031006 | Rates · Ex-Gratia Rates | (\$1,255) | \$0 | \$0 | \$0 | (\$1,255) | \$0 |
| 031013 | Rates Administration Fee | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 031005 | Rates · Instalment Interest | (\$3,000) | (\$3,369) | (\$3,369) | \$0 | (\$3,000) | \$0 |
| 031007 | Rates · Non Payment Penalty - LG | (\$11,799) | (\$11,289) | (\$11,289) | \$0 | (\$20,700) | \$0 |
| 01023 | Pensioner Deferred Rate Interest | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 031008 | Rates · Rate Enquiries | (\$3,400) | (\$6,833) | (\$6,833) | \$0 | (\$10,000) | \$0 |
| 031009 | Rates - ESL Administration Fee | (\$4,000) | \$0 | \$0 | \$0 | (\$4,000) | \$0 |
| 031010 | Rates - Reimbursements | \$0 | \$0 | \$0 | \$0 | (\$5,000) | \$0 |
| 031011 | Rates · Penalty Interest - DFES | (\$700) | (\$515) | (\$515) | \$0 | (\$700) | \$0 |
| 031012 | Rates · Rates Interims | \$0 | (\$3,148,730) | (\$3,148,730) | \$0 | \$0 | \$0 |
| 031104 | Rates Written Off | \$125 | \$0 | \$0 | \$0 | \$250 | \$0 |
| Sub Total - GENERAL RATES OP INC | | (\$3,165,993) | (\$3,170,736) | (\$3,170,736) | \$0 | (\$3,186,369) | \$0 |
| Total - GENERAL RATES | | (\$3,107,614) | (\$3,130,640) | (\$3,170,736) | \$40,096 | (\$3,186,369) | \$130,225 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|---|--|---------------|---------------|---------------|-------------|---------------|-------------|
| OTHER GENERAL PURPOSE FUNDING | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 032100 | General Purpose Funding - Administration Allocated | | \$3,571 | \$2,616 | \$0 | \$2,616 | \$0 | \$7,145 |
| 032101 | General Purpose Funding - Doubtful Debts Expense | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP | | | \$3,571 | \$2,616 | \$0 | \$2,616 | \$0 | \$7,145 |
| OPERATING INCOME | | | | | | | | |
| 032001 | General Purpose Grants Federal Commission (OP) | | (\$171,655) | (\$186,733) | (\$186,733) | \$0 | (\$343,310) | \$0 |
| 032002 | General Purpose Grants Federal - Roads (OP) | | (\$165,155) | (\$175,648) | (\$175,648) | \$0 | (\$330,310) | \$0 |
| 032003 | General Purpose Funding - Interest On Investments - Municipal A | | (\$406) | (\$853) | (\$853) | \$0 | (\$700) | \$0 |
| 032004 | Interest on Investments - Reserves Account | | (\$1,550) | \$0 | \$0 | \$0 | (\$5,000) | \$0 |
| 032006 | General Purpose Funding - Interest on Investments - Medical Fur | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 032007 | General Purpose Funding - Interest on Investments - Business O | | (\$580) | \$0 | \$0 | \$0 | (\$1,000) | \$0 |
| 032008 | General Purpose Funding - Interest on Investments - Short Term | | (\$580) | (\$56) | (\$56) | \$0 | (\$1,000) | \$0 |
| Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC | | | (\$339,926) | (\$363,290) | (\$363,290) | \$0 | (\$681,320) | \$0 |
| Total - OTHER GENERAL PURPOSE FUNDING | | | (\$336,355) | (\$360,674) | (\$363,290) | \$2,616 | (\$681,320) | \$7,145 |
| Total - GENERAL PURPOSE FUNDING | | | (\$3,443,968) | (\$3,491,314) | (\$3,534,025) | \$42,711 | (\$3,867,689) | \$137,370 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---------------------------------------|---|-----------|-----------|---------|-------------|--------|-------------|
| MEMBERS OF COUNCIL | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 041100 | Members - Sitting Fees. | \$37,765 | \$22,875 | \$0 | \$22,875 | \$0 | \$75,560 |
| 041119 | Website Expenses | \$1,749 | \$0 | \$0 | \$0 | \$0 | \$3,500 |
| 041101 | Members - Training Costs | \$7,452 | \$218 | \$0 | \$218 | \$0 | \$10,800 |
| 041102 | Members - Travelling Costs | \$4,692 | \$2,128 | \$0 | \$2,128 | \$0 | \$6,800 |
| 041103 | Members - Telecommunications Reimbursements | \$7,949 | \$3,451 | \$0 | \$3,451 | \$0 | \$11,520 |
| 041104 | Members - Other Expenses | \$4,400 | \$166 | \$0 | \$166 | \$0 | \$4,400 |
| 041105 | Members - Conferences/Seminars Costs | \$10,937 | \$118 | \$0 | \$118 | \$0 | \$15,850 |
| 041106 | Members - President's Allowance | \$4,934 | \$3,427 | \$0 | \$3,427 | \$0 | \$10,280 |
| 041107 | Members - Deputy President's Allowance | \$1,259 | \$857 | \$0 | \$857 | \$0 | \$2,570 |
| 041108 | Members - Council Chamber Expenses | \$777 | \$1,164 | \$0 | \$1,164 | \$0 | \$1,050 |
| 041109 | Members - Refreshments & Receptions | \$8,587 | \$8,050 | \$0 | \$8,050 | \$0 | \$17,181 |
| 041110 | Members - Bunbury Wellington GOC Projects | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 041111 | Members - Insurance Costs For Members | \$5,904 | \$7,310 | \$0 | \$7,310 | \$0 | \$5,904 |
| 041112 | Members - Subscriptions | \$8,835 | \$8,945 | \$0 | \$8,945 | \$0 | \$8,835 |
| 041113 | Members - Election Expenses | \$4,365 | \$2,168 | \$0 | \$2,168 | \$0 | \$4,400 |
| 041114 | Members - Donations | \$48,200 | \$34,332 | \$0 | \$34,332 | \$0 | \$48,200 |
| 041118 | ICT - Councillors | \$660 | \$0 | \$0 | \$0 | \$0 | \$2,640 |
| 041120 | Warren Blackwood Alliance Expenses | \$30,000 | \$5,695 | \$0 | \$5,695 | \$0 | \$30,000 |
| 041150 | Members - Admin Allocation | \$28,716 | \$21,031 | \$0 | \$21,031 | \$0 | \$57,455 |
| 041190 | Depreciation - Membership | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - MEMBERS OF COUNCIL OP/EXP | | \$217,181 | \$121,935 | \$0 | \$121,935 | \$0 | \$316,945 |
| OPERATING INCOME | | | | | | | |
| 041001 | Members - Reimbursements Income | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 041002 | Other Governance - Sundry Reimbursements Income | \$0 | (\$250) | (\$250) | \$0 | \$0 | \$0 |
| 041003 | Other Governance - Other Minor Income | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 041004 | Members - Operating Grants and Contributions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - MEMBERS OF COUNCIL OP/INC | | \$0 | (\$250) | (\$250) | \$0 | \$0 | \$0 |
| Total - MEMBERS OF COUNCIL | | \$217,181 | \$121,685 | (\$250) | \$121,935 | \$0 | \$316,945 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|------------------------------------|--|---|-----------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| GOVERNANCE | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 042100 | Other Governance - Admin Allocated | | \$43,074 | \$31,546 | \$0 | \$31,546 | \$0 | \$86,183 |
| Sub Total - GOVERNANCE - GENERAL OP/EXP | | | \$43,074 | \$31,546 | \$0 | \$31,546 | \$0 | \$86,183 |
| OPERATING INCOME | | | | | | | | |
| Sub Total - GOVERNANCE - GENERAL OP/INC | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - GOVERNANCE - GENERAL | | | \$43,074 | \$31,546 | \$0 | \$31,546 | \$0 | \$86,183 |
| Total - GOVERNANCE | | | \$260,256 | \$153,231 | (\$250) | \$153,481 | \$0 | \$403,128 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|------------------------------------|--|-------------|------------|------------|-------------|-------------|-------------|
| LAW, ORDER AND PUBLIC SAFETY | | | | | | | |
| FIRE PREVENTION | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 051109 | ESL - Insurances Fire Appliances and Personnel | \$36,256 | \$32,395 | \$0 | \$32,395 | \$0 | \$36,256 |
| 051112 | Fire Prevention And Support | \$16,061 | \$15,007 | \$0 | \$15,007 | \$0 | \$16,060 |
| 051101 | Fire Break Inspection Expenses | \$2,655 | \$3,429 | \$0 | \$3,429 | \$0 | \$3,540 |
| 051102 | Fire Hazard Reductions Expenses | \$963 | \$21,059 | \$0 | \$21,059 | \$0 | \$6,881 |
| 051104 | Minor Fire Plant & Equipment Purchases non ESL | \$200 | \$0 | \$0 | \$0 | \$0 | \$400 |
| 051105 | Fire Plant & Equipment Maintenance - Non ESL | \$250 | \$0 | \$0 | \$0 | \$0 | \$500 |
| 051106 | ESL - Fire Vehicle Maintenance Costs | \$1,762 | \$8,715 | \$0 | \$8,715 | \$0 | \$11,010 |
| 051107 | ESL - Brigade Utilities, rates and taxes | \$44 | \$0 | \$0 | \$0 | \$0 | \$275 |
| 051108 | ESL - Other Goods & Services relating to Fires | \$0 | \$528 | \$0 | \$528 | \$0 | \$2,200 |
| 051111 | ESL - Minor Fire Plant/Equip Under \$1500 | \$1,750 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| 051114 | ESL - Land & Building Maintenance | \$123 | \$0 | \$0 | \$0 | \$0 | \$770 |
| 051115 | ESL - Clothing and Accessories | \$6,400 | \$17,470 | \$0 | \$17,470 | \$0 | \$40,000 |
| 051116 | ESL - Plant and Equipment Maintenance | \$240 | \$24,478 | \$0 | \$24,478 | \$0 | \$1,500 |
| 051117 | BFRC - Bushfire Risk Planning | \$176 | \$2,905 | \$0 | \$2,905 | \$0 | \$1,458 |
| 051118 | DFES Fire Defence Grant Expenses | \$3,786 | \$0 | \$0 | \$0 | \$0 | \$13,520 |
| 051120 | Bush Fire - Mitigation Activity Funded | \$19,126 | \$0 | \$0 | \$0 | \$0 | \$66,411 |
| 051150 | Admin Allocation - Fire Control | \$28,716 | \$21,031 | \$0 | \$21,031 | \$0 | \$57,455 |
| 051190 | Depreciation - Fire Control | \$670 | \$0 | \$0 | \$0 | \$0 | \$670 |
| Sub Total - FIRE PREVENTION OP/EXP | | \$119,177 | \$149,151 | \$0 | \$149,151 | \$0 | \$263,906 |
| OPERATING INCOME | | | | | | | |
| 051001 | Fire Infringements/Fines Income | (\$500) | (\$550) | (\$550) | \$0 | (\$500) | \$0 |
| 051002 | Sale Of Fire Maps Income | \$0 | (\$56) | (\$56) | \$0 | (\$100) | \$0 |
| 051004 | ESL - Funding Operating Grant Income | (\$115,775) | (\$31,595) | (\$31,595) | \$0 | (\$151,789) | \$0 |
| Sub Total - FIRE PREVENTION OP/INC | | (\$116,275) | (\$32,201) | (\$32,201) | \$0 | (\$152,389) | \$0 |
| Total - FIRE PREVENTION | | \$2,902 | \$116,950 | (\$32,201) | \$149,151 | (\$152,389) | \$263,906 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|-----------------------------------|---|-----------|-----------|-----------|-------------|-----------|-------------|
| ANIMAL CONTROL | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 052100 | Ranger Services Operation Costs | \$850 | \$9,356 | \$0 | \$9,356 | \$0 | \$2,100 |
| 052005 | Trap Hire Refunds | \$50 | \$0 | \$0 | \$0 | \$0 | \$50 |
| 052101 | Ranger Vehicle Operating Expenses | \$1,725 | \$0 | \$0 | \$0 | \$0 | \$3,450 |
| 052102 | Dog License Discs Costs | \$250 | \$271 | \$0 | \$271 | \$0 | \$250 |
| 052103 | Other Control Expenses | \$1,112 | \$11,433 | \$0 | \$11,433 | \$0 | \$1,748 |
| 052104 | Animal Impounding Costs | \$4,000 | \$2,010 | \$0 | \$2,010 | \$0 | \$5,000 |
| 052109 | Cat License Tags Expense | \$100 | \$90 | \$0 | \$90 | \$0 | \$100 |
| 052110 | Ranger Services Salary Super and Employee Costs | \$29,802 | \$20,770 | \$0 | \$20,770 | \$0 | \$52,271 |
| 052150 | Admin Allocation - Animal Control | \$10,791 | \$7,900 | \$0 | \$7,900 | \$0 | \$21,582 |
| 052190 | Depreciation | \$200 | \$0 | \$0 | \$0 | \$0 | \$400 |
| Sub Total - ANIMAL CONTROL OP/EXP | | \$48,879 | \$51,829 | \$0 | \$51,829 | \$0 | \$86,951 |
| OPERATING INCOME | | | | | | | |
| 052001 | Animal Fines & Penalties Income | \$0 | (\$1,950) | (\$1,950) | \$0 | \$0 | \$0 |
| 052002 | Animal Impounding Fees Income | (\$300) | (\$665) | (\$665) | \$0 | (\$300) | \$0 |
| 052003 | Dog Registrations Charges | (\$3,613) | (\$4,053) | (\$4,053) | \$0 | (\$6,000) | \$0 |
| 052004 | Cat Registration Charges | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 052006 | Animal Control Income - Grant | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 052105 | Trap Hire Income | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - ANIMAL CONTROL OP/INC | | (\$3,913) | (\$6,668) | (\$6,668) | \$0 | (\$6,300) | \$0 |
| Total - ANIMAL CONTROL | | \$44,966 | \$45,161 | (\$6,668) | \$51,829 | (\$6,300) | \$86,951 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|---|--|---|-----------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| OTHER LAW ORDER & PUBLIC SAFETY | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 053100 | Local Emergency Management Committee Expenses | | \$300 | \$0 | \$0 | \$0 | \$0 | \$300 |
| 053150 | Administration Allocated - Emergency Mgt | | \$10,787 | \$7,900 | \$0 | \$7,900 | \$0 | \$21,582 |
| 053190 | Depreciation | | \$13,667 | \$0 | \$0 | \$0 | \$0 | \$27,345 |
| Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP | | | \$24,754 | \$7,900 | \$0 | \$7,900 | \$0 | \$49,227 |
| OPERATING INCOME | | | | | | | | |
| 053002 | Non-Operating Grants CCTV | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - OTHER LAW ORDER PUBLIC SAFETY | | | \$24,754 | \$7,900 | \$0 | \$7,900 | \$0 | \$49,227 |
| Total - LAW ORDER & PUBLIC SAFETY | | | \$72,621 | \$170,011 | (\$38,869) | \$208,880 | (\$158,689) | \$400,084 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|-------|---|----------|----------|---------|-------------|-----------|-------------|
| HEALTH FAMILY STOP CENTRE | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 071100 | B0101 | Family Stop Centre - Operation | \$7,100 | \$4,059 | \$0 | \$4,059 | \$0 | \$11,766 |
| 071150 | | Admin Allocated - Family Stop Centre | \$7,216 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| 071190 | | Depreciation - Family Stop Centre | \$1,849 | \$0 | \$0 | \$0 | \$0 | \$3,700 |
| Sub Total - HEALTH FAMILY STOP OP/EXP | | | \$16,165 | \$9,344 | \$0 | \$9,344 | \$0 | \$29,903 |
| OPERATING INCOME | | | | | | | | |
| Sub Total - HEALTH FAMILY STOP OP/INC | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - HEALTH FAMILY STOP | | | \$16,165 | \$9,344 | \$0 | \$9,344 | \$0 | \$29,903 |
| HEALTH ADMINISTRATION & INSPECTION | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 072100 | | Health Administration Services Expenses | \$12,100 | \$17,388 | \$0 | \$17,388 | \$0 | \$32,250 |
| 072101 | | Other Health Administration Expenses | \$94 | \$71 | \$0 | \$71 | \$0 | \$150 |
| 072102 | | Provision for Leave Accruals | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 072103 | | Health Administration Superannuation | \$1,452 | \$0 | \$0 | \$0 | \$0 | \$3,630 |
| 072150 | | Admin Allocation - Other Health | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| Sub Total - HEALTH ADMIN AND INSPECTION OP/EXP | | | \$20,864 | \$22,743 | \$0 | \$22,743 | \$0 | \$50,467 |
| OPERATING INCOME | | | | | | | | |
| 072001 | | Food Stall Permit Charges | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 072002 | | Temporary Camping Site Permit Charges | (\$11) | (\$300) | (\$300) | \$0 | (\$100) | \$0 |
| 072003 | | Food Business Registration Fee | (\$386) | (\$508) | (\$508) | \$0 | (\$883) | \$0 |
| 072004 | | Annual Inspections | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 072005 | | Lodging House Registration Fees | \$0 | \$0 | \$0 | \$0 | (\$306) | \$0 |
| Sub Total - HEALTH ADMIN AND INSPECTION OP/INC | | | (\$397) | (\$808) | (\$808) | \$0 | (\$1,289) | \$0 |
| Total - HEALTH ADMIN AND INSPECTION | | | \$20,468 | \$21,936 | (\$808) | \$22,743 | (\$1,289) | \$50,467 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--------------------------------------|-------|--|-------------|-------------|-------------|-------------|---------------|-------------|
| OTHER HEALTH - MEDICAL SERVICES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 074100 | B0105 | Housing General Practitioner - Medical Service | \$7,931 | \$7,209 | \$0 | \$7,209 | \$0 | \$13,963 |
| 074102 | | Boyup Brook Medical Services Building Costs | \$12,683 | \$12,177 | \$0 | \$12,177 | \$0 | \$26,705 |
| 074101 | | Medical Services General Operations | \$4,024 | \$17,620 | \$0 | \$17,620 | \$0 | \$9,810 |
| 074103 | | Medical Service Employee Costs | \$454,770 | \$386,387 | \$0 | \$386,387 | \$0 | \$1,015,818 |
| 074105 | | Postage, Printing & Stationery | \$2,094 | \$2,412 | \$0 | \$2,412 | \$0 | \$4,600 |
| 074106 | | Medical Ctr - Telephones | \$3,449 | \$2,834 | \$0 | \$2,834 | \$0 | \$6,900 |
| 074107 | | Medical Ctr - Subscriptions | \$4,054 | \$2,626 | \$0 | \$2,626 | \$0 | \$5,971 |
| 074108 | | Medical Ctr - Insurances | \$16,508 | \$6,948 | \$0 | \$6,948 | \$0 | \$16,508 |
| 074109 | | Medical Bank Fees | \$475 | \$150 | \$0 | \$150 | \$0 | \$950 |
| 074110 | | Medical Ctr - Computer Expenses | \$15,232 | \$11,135 | \$0 | \$11,135 | \$0 | \$29,936 |
| 074111 | | Medical Ctr - Medical Supplies & Equipt | \$11,545 | \$6,793 | \$0 | \$6,793 | \$0 | \$23,100 |
| 074112 | | Medical Ctr - Locum Doctor | \$0 | \$880 | \$0 | \$880 | \$0 | \$48,600 |
| 074113 | | Medical Ctr - Superannuation | \$52,678 | \$39,120 | \$0 | \$39,120 | \$0 | \$117,270 |
| 074114 | | Medical Ctr - Training | \$2,500 | \$36 | \$0 | \$36 | \$0 | \$2,500 |
| 074115 | | Medical Ctr - Sundry Expenses | \$6,008 | \$1,198 | \$0 | \$1,198 | \$0 | \$12,100 |
| 074116 | | Medical Service Provision for Leave Accruals | \$0 | \$0 | \$0 | \$0 | \$0 | \$31,245 |
| 074117 | | Medical - Fringe Benefit Tax | \$1,260 | \$0 | \$0 | \$0 | \$0 | \$2,520 |
| 074118 | | Medical Employee (Packaging) Costs | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,200 |
| 074119 | | Medical Doubtful Debts Expense | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 074150 | | Admin Allocated - Boyup Brook Medical Services | \$32,288 | \$23,646 | \$0 | \$23,646 | \$0 | \$64,601 |
| 074191 | | Depreciation - Medical Centre | \$4,248 | \$0 | \$0 | \$0 | \$0 | \$8,500 |
| 074190 | | Depreciation - Housing GP - 5 Rogers Ave | \$3,399 | \$0 | \$0 | \$0 | \$0 | \$6,800 |
| Sub Total - PREVENTIVE SRVS - OP/EXP | | | \$635,145 | \$521,171 | \$0 | \$521,171 | \$0 | \$1,449,597 |
| OPERATING INCOME | | | | | | | | |
| 074001 | | Surgery Turnover | (\$522,390) | (\$235,354) | (\$235,354) | \$0 | (\$1,100,000) | \$0 |
| 074002 | | Surgery Rental Income | (\$3,544) | (\$1,636) | (\$1,636) | \$0 | (\$7,091) | \$0 |
| 074003 | | Medical - Reimbursement | \$0 | (\$9,271) | (\$9,271) | \$0 | \$0 | \$0 |
| 074004 | | Grants, Reimbursements and Contributions | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - PREVENTIVE SRVS - OP/INC | | | (\$525,934) | (\$246,261) | (\$246,261) | \$0 | (\$1,107,091) | \$0 |
| Total - PREVENTIVE SERVICES | | | \$109,211 | \$274,910 | (\$246,261) | \$521,171 | (\$1,107,091) | \$1,449,597 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|--------------------------------|-----------|-----------|-------------|-------------|---------------|-------------|
| PREVENTIVE SERVICE - OTHER | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 073100 | Analytical Expenses | \$475 | \$483 | \$0 | \$483 | \$0 | \$475 |
| Sub Total - PREVENTIVE SRVS - OTHER OP/EXP | | \$475 | \$483 | \$0 | \$483 | \$0 | \$475 |
| Total - PREVENTIVE SERVICES - OTHER | | \$475 | \$483 | \$0 | \$483 | \$0 | \$475 |
| OTHER HEALTH | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 075100 | Ambulance Centre Operation | \$12,468 | \$12,702 | \$0 | \$12,702 | \$0 | \$24,648 |
| 075150 | Admin Allocated - Other Health | \$7,216 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| Sub Total - OTHER HEALTH OP/EXP | | \$19,684 | \$17,986 | \$0 | \$17,986 | \$0 | \$39,085 |
| OPERATING INCOME | | | | | | | |
| Sub Total - OTHER HEALTH OP/INC | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - OTHER HEALTH | | \$19,684 | \$17,986 | \$0 | \$17,986 | \$0 | \$39,085 |
| Total - HEALTH | | \$166,003 | \$324,658 | (\$247,068) | \$571,726 | (\$1,108,380) | \$1,569,527 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|------------------------------------|--|---|-------------|------------|------------|-------------|-------------|-------------|
| OTHER EDUCATION | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 081100 | Community Resource Centre | | \$3,933 | \$2,197 | \$0 | \$2,197 | \$0 | \$4,745 |
| 081101 | Rylington Park Farm Complex | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 081102 | Donations - Other Education | | \$250 | \$150 | \$0 | \$150 | \$0 | \$250 |
| 081103 | Early Learning Centre - Employee Costs | | \$104,503 | \$108,686 | \$0 | \$108,686 | \$0 | \$201,036 |
| 081104 | Early Learning Centre - Operating Costs | | \$8,749 | \$9,055 | \$0 | \$9,055 | \$0 | \$18,000 |
| 081150 | Admin Allocation - Other Education | | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| 081190 | Depreciation - Community Resource Centre | | \$2,510 | \$0 | \$0 | \$0 | \$0 | \$5,020 |
| 081191 | Depreciation - Rylington Park Farm Complex | | \$8,442 | \$0 | \$0 | \$0 | \$0 | \$16,885 |
| Sub Total - OTHER EDUCATION OP/EXP | | | \$135,605 | \$125,373 | \$0 | \$125,373 | \$0 | \$260,373 |
| OPERATING INCOME | | | | | | | | |
| 081001 | Rylington Park Reimbursements | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 081003 | Early Learning Centre - Fees & Charges | | (\$101,178) | (\$81,460) | (\$81,460) | \$0 | (\$165,000) | \$0 |
| 081004 | Early Learning Centre -Operating Income | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - OTHER EDUCATION OP/INC | | | (\$101,178) | (\$81,460) | (\$81,460) | \$0 | (\$165,000) | \$0 |
| Total - OTHER EDUCATION | | | \$34,427 | \$43,913 | (\$81,460) | \$125,373 | (\$165,000) | \$260,373 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|------------------------------------|-------------------------------------|----------|----------|------------|-------------|-------------|-------------|
| AGED & DISABLED | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 082100 | Support for Seniors Christmas Lunch | \$0 | \$130 | \$0 | \$130 | \$0 | \$1,390 |
| 082104 | Aged Needs Initiative Loan Interest | \$7,211 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 082150 | Admin Allocated - Aged & Disabled | \$7,216 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| Sub Total - AGED & DISABLED OP/EXP | | \$14,427 | \$5,414 | \$0 | \$5,414 | \$0 | \$15,827 |
| OPERATING INCOME | | | | | | | |
| Sub Total - AGED & DISABLED OP/INC | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - AGED & DISABLED | | \$14,427 | \$5,414 | \$0 | \$5,414 | \$0 | \$15,827 |
| OTHER WELFARE | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 083100 | Other Welfare Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$500 |
| 083104 | Depreciation | \$25 | \$0 | \$0 | \$0 | \$0 | \$50 |
| 083105 | Donations Expended | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 083150 | Admin Allocated - Other Welfare | \$21,581 | \$15,800 | \$0 | \$15,800 | \$0 | \$43,164 |
| Sub Total - OTHER WELFARE OP/EXP | | \$21,606 | \$15,800 | \$0 | \$15,800 | \$0 | \$43,714 |
| OPERATING INCOME | | | | | | | |
| Sub Total - OTHER WELFARE OP/INC | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - OTHER WELFARE | | \$21,606 | \$15,800 | \$0 | \$15,800 | \$0 | \$43,714 |
| Total - EDUCATION & WELFARE | | \$70,459 | \$65,127 | (\$81,460) | \$146,587 | (\$165,000) | \$319,914 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|----------------------------------|--|---|----------|---------|--------|-------------|--------|-------------|
| STAFF HOUSING | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 091100 | Staff Housing | | \$6,344 | \$1,130 | \$0 | \$1,130 | \$0 | \$7,479 |
| 091130 | Interest Paid Loan 115 - Staff House | | \$1,384 | \$1,186 | \$0 | \$1,186 | \$0 | \$2,268 |
| 091190 | Depreciation - Staff Housing | | \$2,866 | \$0 | \$0 | \$0 | \$0 | \$5,735 |
| 091150 | Staff Housing - Less Amt Allocated to Admin. | | \$7,216 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| Sub Total - STAFF HOUSING OP/EXP | | | \$17,810 | \$7,600 | \$0 | \$7,600 | \$0 | \$29,919 |
| OPERATING INCOME | | | | | | | | |
| Sub Total - STAFF HOUSING OP/INC | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - STAFF HOUSING | | | \$17,810 | \$7,600 | \$0 | \$7,600 | \$0 | \$29,919 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|----------------------------------|--|------------|------------|------------|-------------|------------|-------------|
| HOUSING OTHER | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 092101 | Boyup Brook Citizens Lodge | \$18,996 | \$9,584 | \$0 | \$9,584 | \$0 | \$19,596 |
| 092102 | Community Housing - Units | \$20,876 | \$9,931 | \$0 | \$9,931 | \$0 | \$23,552 |
| 092103 | Other | \$4,088 | \$1,451 | \$0 | \$1,451 | \$0 | \$6,498 |
| 092104 | 6 Nix - Operating & Mtce Expense | \$95 | \$0 | \$0 | \$0 | \$0 | \$145 |
| 092105 | House - 1 Rogers Ave | \$9,718 | \$6,236 | \$0 | \$6,236 | \$0 | \$13,418 |
| 092107 | 7 Knapp Street - Operating & Mtce Expense | \$3,625 | \$2,437 | \$0 | \$2,437 | \$0 | \$5,145 |
| 092108 | Property Selling Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 092109 | Community Housing Maintenance - Grant Funded | \$0 | \$7,887 | \$0 | \$7,887 | | |
| 092150 | Admin Allocation - Other Housing | \$7,289 | \$5,338 | \$0 | \$5,338 | \$0 | \$14,583 |
| 092191 | Depreciation - Other Housing | \$2,784 | \$0 | \$0 | \$0 | \$0 | \$5,570 |
| 092192 | Depreciation - House - 1 Rogers Ave | \$2,182 | \$0 | \$0 | \$0 | \$0 | \$4,365 |
| 092190 | Depreciation - Boyup Brook Citizens Lodge | \$16,186 | \$0 | \$0 | \$0 | \$0 | \$32,385 |
| Sub Total - HOUSING OTHER OP/EXP | | \$85,838 | \$42,864 | \$0 | \$42,864 | \$0 | \$125,256 |
| HOUSING OPERATING INCOME | | | | | | | |
| 092001 | Rent 24A Proctor St | (\$4,466) | (\$5,051) | (\$5,051) | \$0 | (\$8,932) | \$0 |
| 092002 | Rent 24B Proctor St | (\$4,000) | (\$4,514) | (\$4,514) | \$0 | (\$8,000) | \$0 |
| 092003 | Rent 16A Forrest St | (\$4,950) | (\$5,051) | (\$5,051) | \$0 | (\$9,900) | \$0 |
| 092004 | Rent 16B Forrest St | (\$4,700) | (\$5,051) | (\$5,051) | \$0 | (\$9,400) | \$0 |
| 092005 | Rent 1 Rogers St | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 092006 | Rent 6 Nix St | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 092007 | Housing Reimbursements | (\$372) | (\$156) | (\$156) | \$0 | (\$1,000) | \$0 |
| 092009 | Other Housing: 7 Knapp St | (\$15,639) | (\$15,771) | (\$15,771) | \$0 | (\$31,280) | \$0 |
| 092012 | Profit on Sale of Asset | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 092011 | Community Housing Maintenance Grant | (\$7,662) | \$0 | \$0 | \$0 | (\$7,662) | \$0 |
| Sub Total - HOUSING OTHER OP/INC | | (\$41,788) | (\$35,593) | (\$35,593) | \$0 | (\$76,174) | \$0 |
| Total - HOUSING OTHER | | \$44,050 | \$7,270 | (\$35,593) | \$42,864 | (\$76,174) | \$125,256 |
| Total - HOUSING | | \$61,860 | \$14,870 | (\$35,593) | \$50,463 | (\$76,174) | \$155,175 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|-------|--|-------------|-------------|-------------|-------------|-------------|-------------|
| SANITATION - HOUSEHOLD REFUSE | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 101100 | | Refuse Collection Boyup Brook Townsite Expense | \$22,924 | \$19,407 | \$0 | \$19,407 | \$0 | \$45,849 |
| 101101 | | Recycling Collection Boyup Brook Town Site | \$14,269 | \$12,421 | \$0 | \$12,421 | \$0 | \$28,540 |
| 101106 | | Transfer Station Employee Costs | \$46,518 | \$13,029 | \$0 | \$13,029 | \$0 | \$93,346 |
| 101102 | B0400 | Boyup Brook Transfer Station Costs | \$34,212 | \$15,990 | \$0 | \$15,990 | \$0 | \$58,935 |
| 101103 | | Land Fill Disposal Site | \$20,533 | \$17,318 | \$0 | \$17,318 | \$0 | \$44,365 |
| 101104 | | Townsite Street Bins Collection | \$5,209 | \$6,313 | \$0 | \$6,313 | \$0 | \$10,260 |
| 101107 | | Drum Muster Expenses | \$1,600 | \$0 | \$0 | \$0 | \$0 | \$1,600 |
| 101108 | | BB Transfer Station Superannuation | \$902 | \$922 | \$0 | \$922 | \$0 | \$1,700 |
| 101119 | | Waste Bin Maintenance and Delivery | \$1,062 | \$1,412 | \$0 | \$1,412 | \$0 | \$2,340 |
| 101150 | | Admin Allocated - Waste Management | \$14,358 | \$10,515 | \$0 | \$10,515 | \$0 | \$28,728 |
| 101190 | | Depreciation - Waste Management | \$11,031 | \$0 | \$0 | \$0 | \$0 | \$22,070 |
| Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP | | | \$172,617 | \$97,329 | \$0 | \$97,329 | \$0 | \$337,733 |
| SANITATION OPERATING INCOME | | | | | | | | |
| 101001 | | Refuse Collection Charges - Rates | (\$188,700) | (\$195,933) | (\$195,933) | \$0 | (\$188,700) | \$0 |
| 101002 | | Waste Disposal Charges | (\$6,000) | (\$3,675) | (\$3,675) | \$0 | (\$6,000) | \$0 |
| 101003 | | Recycling Scheme Income | (\$900) | (\$5,229) | (\$5,229) | \$0 | (\$1,800) | \$0 |
| 101004 | | Scrap Metal Income | (\$792) | \$0 | \$0 | \$0 | (\$2,400) | \$0 |
| Sub Total - SANITATION H/HOLD REFUSE OP/INC | | | (\$196,392) | (\$204,837) | (\$204,837) | \$0 | (\$198,900) | \$0 |
| Total - SANITATION HOUSEHOLD REFUSE | | | (\$23,775) | (\$107,508) | (\$204,837) | \$97,329 | (\$198,900) | \$337,733 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|---|---|-----------|-----------|-----------|-------------|-----------|-------------|
| EFFLUENT DRAINAGE SYSTEM | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 103100 | Septic Tank Inspection Expenses | | \$200 | \$0 | \$0 | \$0 | \$0 | \$200 |
| 103101 | Liquid Waste Disposal Site (Stanton Road) | | \$2,570 | \$7,876 | \$0 | \$7,876 | \$0 | \$2,570 |
| Sub Total - SEWERAGE OP/EXP | | | \$2,770 | \$7,876 | \$0 | \$7,876 | \$0 | \$2,770 |
| OPERATING INCOME | | | | | | | | |
| 103002 | Septic Licence Fees | | (\$2,960) | (\$1,180) | (\$1,180) | \$0 | (\$4,000) | \$0 |
| Sub Total - SEWERAGE OP/INC | | | (\$2,960) | (\$1,180) | (\$1,180) | \$0 | (\$4,000) | \$0 |
| Total - SEWERAGE | | | (\$190) | \$6,696 | (\$1,180) | \$7,876 | (\$4,000) | \$2,770 |
| TOWN PLANNING & REGIONAL DEVELOPMENT | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 105100 | Town Planning Admin & Control | | \$11,757 | \$11,440 | \$0 | \$11,440 | \$0 | \$28,752 |
| 105101 | Admin Allocation - Town Planning | | \$14,363 | \$10,515 | \$0 | \$10,515 | \$0 | \$28,728 |
| Sub Total - TOWN PLAN & REG DEV OP/EXP | | | \$26,121 | \$21,956 | \$0 | \$21,956 | \$0 | \$57,480 |
| OPERATING INCOME | | | | | | | | |
| 105001 | Planning Application Fees | | (\$2,819) | (\$1,030) | (\$1,030) | \$0 | (\$5,000) | \$0 |
| Sub Total - TOWN PLAN & REG DEV OP/INC | | | (\$2,819) | (\$1,030) | (\$1,030) | \$0 | (\$5,000) | \$0 |
| Total - TOWN PLANNING & REGIONAL DEVELOPMENT | | | \$23,302 | \$20,926 | (\$1,030) | \$21,956 | (\$5,000) | \$57,480 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| | | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|---|-------|--|---|------------|---|-------------|---------------------------|-------------|
| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| OTHER COMMUNITY AMENITIES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 106101 | | Cemetery - Operation | \$14,172 | \$17,629 | \$0 | \$17,629 | \$0 | \$0 |
| 106101 | B0420 | Cemetery - Operation | | \$0 | \$0 | \$0 | \$0 | \$29,037 |
| 106101 | B0421 | Niche Wall Plaques Operations | \$0 | \$0 | \$0 | \$0 | \$0 | \$50 |
| 106101 | G314 | Cemetery Grounds | \$2,284 | \$0 | \$0 | \$0 | \$0 | \$5,928 |
| 106102 | | Public Toilets - Operation | | \$7,243 | \$0 | \$7,243 | \$0 | \$0 |
| 106102 | B0450 | Toilets - Lions Park Costs | \$1,844 | \$0 | \$0 | \$0 | \$0 | \$3,675 |
| 106102 | B0451 | Toilets - Tourist Centre Costs | \$1,080 | \$0 | \$0 | \$0 | \$0 | \$3,635 |
| 106102 | B0452 | Toilets - Town Hall (External) Costs | \$3,608 | \$0 | \$0 | \$0 | \$0 | \$8,696 |
| 106103 | | Street Furniture | \$0 | \$0 | \$0 | \$0 | \$0 | \$430 |
| 106150 | | Admin Allocation - Other Community Amenities | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| 106151 | | Admin Allocation - Cemetery | \$802 | \$587 | \$0 | \$587 | \$0 | \$1,604 |
| 106191 | | Depreciation - Public Toilets | \$505 | \$0 | \$0 | \$0 | \$0 | \$1,010 |
| 106192 | | Depreciation - Other Community Service's | \$1,517 | \$0 | \$0 | \$0 | \$0 | \$3,035 |
| Sub Total - OTHER COMMUNITY AMENITIES OP/EXP | | | \$33,031 | \$30,744 | \$0 | \$30,744 | \$0 | \$71,537 |
| OPERATING INCOME | | | | | | | | |
| 106001 | | Cemetery Burial Fees | (\$13,000) | (\$4,865) | (\$4,865) | \$0 | (\$13,000) | \$0 |
| 106002 | | License/Other Fees BB Cemetery | (\$230) | (\$1,126) | (\$1,126) | \$0 | (\$1,000) | \$0 |
| 106004 | | Niche Wall Fees | \$0 | (\$1,092) | (\$1,092) | \$0 | (\$1,700) | \$0 |
| Sub Total - OTHER COMMUNITY AMENITIES OP/INC | | | (\$13,230) | (\$7,082) | (\$7,082) | \$0 | (\$15,700) | \$0 |
| Total - OTHER COMMUNITY AMENITIES | | | \$19,801 | \$23,662 | (\$7,082) | \$30,744 | (\$15,700) | \$71,537 |
| Total - COMMUNITY AMENITIES | | | \$19,138 | (\$56,225) | (\$214,129) | \$157,904 | (\$223,600) | \$469,520 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|---------------------------------|--|---|----------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| PUBLIC HALL & CIVIC CENTRES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 111100 | Boyup Brook Hall - Operation | | \$21,459 | \$27,814 | \$0 | \$27,814 | \$0 | \$33,700 |
| 111102 | Halls - Other Public Halls | | \$9,385 | \$3,938 | \$0 | \$3,938 | \$0 | \$12,266 |
| 111150 | Admin Allocation - Public Halls | | \$14,363 | \$10,515 | \$0 | \$10,515 | \$0 | \$28,728 |
| 111190 | Depreciation - Public Halls | | \$25,691 | \$0 | \$0 | \$0 | \$0 | \$51,384 |
| Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP | | | \$70,898 | \$42,267 | \$0 | \$42,267 | \$0 | \$126,077 |
| OPERATING INCOME | | | | | | | | |
| 111001 | Hall Hire Fees | | \$0 | (\$427) | (\$427) | \$0 | \$0 | \$0 |
| Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC | | | \$0 | (\$427) | (\$427) | \$0 | \$0 | \$0 |
| Total - PUBLIC HALL & CIVIC CENTRES | | | \$70,898 | \$41,840 | (\$427) | \$42,267 | \$0 | \$126,077 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---|---|------------|------------|------------|-------------|-------------|-------------|
| OTHER RECREATION & SPORT | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 113100 | Recreation Complex | \$40,076 | \$37,597 | \$0 | \$37,597 | \$0 | \$63,321 |
| 113109 | Walk Trails | \$754 | \$1,729 | \$0 | \$1,729 | \$0 | \$1,507 |
| 113110 | Townsite Gardens | \$27,019 | \$29,503 | \$0 | \$29,503 | \$0 | \$46,022 |
| 113112 | Reserves and Parks Operations | \$13,057 | \$29,183 | \$0 | \$29,183 | \$0 | \$32,583 |
| 113119 | Other Recreation Facilities | \$10,502 | \$8,835 | \$0 | \$8,835 | \$0 | \$18,636 |
| 113120 | War Memorial | \$1,415 | \$1,971 | \$0 | \$1,971 | \$0 | \$3,302 |
| 113150 | Admin Allocation - Other Recreation | \$24,352 | \$17,828 | \$0 | \$17,828 | \$0 | \$48,706 |
| 113124 | Support for UBAS | \$2,181 | \$2,385 | \$0 | \$2,385 | \$0 | \$42,181 |
| 113122 | Support for ANZAC Day | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,657 |
| 113125 | Support for Others | \$3,307 | \$10,101 | \$0 | \$10,101 | \$0 | \$6,911 |
| 113190 | Depreciation - Other Recreation | \$110,206 | \$0 | \$0 | \$0 | \$0 | \$220,420 |
| 113191 | Depreciation - Parks & Gardens | \$25,014 | \$0 | \$0 | \$0 | \$0 | \$50,030 |
| 113192 | Depreciation: Plant & Equipment | \$8,245 | \$0 | \$0 | \$0 | \$0 | \$16,490 |
| Sub Total - OTHER RECREATION & SPORT OP/EXP | | \$266,127 | \$139,423 | \$0 | \$139,423 | \$0 | \$559,765 |
| OPERATING INCOME | | | | | | | |
| 113003 | Rec Ground Use Hire Fees | (\$3,400) | (\$3,469) | (\$3,469) | \$0 | (\$3,400) | \$0 |
| 113002 | Reimbursements - Other Rec | (\$125) | \$0 | \$0 | \$0 | (\$500) | \$0 |
| 113022 | Recreation - Capital Grants & Contributions | (\$40,155) | (\$10,000) | (\$10,000) | \$0 | (\$180,309) | \$0 |
| Sub Total - OTHER RECREATION & SPORT OP/INC | | (\$43,680) | (\$13,469) | (\$13,469) | \$0 | (\$184,209) | \$0 |
| Total - OTHER RECREATION & SPORT | | \$222,447 | \$125,954 | (\$13,469) | \$139,423 | (\$184,209) | \$559,765 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|----------------------------------|--|--|------------|------------|------------|-------------|------------|-------------|
| SWIMMING POOL | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 112100 | Swimming Pool General Operations | | \$48,852 | \$14,671 | \$0 | \$14,671 | \$0 | \$77,810 |
| 112101 | Swimming Pool Building Costs | | \$33,407 | \$24,724 | \$0 | \$24,724 | \$0 | \$57,929 |
| 112102 | Swimming Pool Employee Costs | | \$34,805 | \$41,940 | \$0 | \$41,940 | \$0 | \$75,058 |
| 112103 | Interest on Loan 114 - upgrade pool bowl | | \$2,522 | \$2,160 | \$0 | \$2,160 | \$0 | \$4,132 |
| 112104 | Swimming Pool Employee Superannuation | | \$3,692 | \$2,491 | \$0 | \$2,491 | \$0 | \$8,089 |
| 112106 | Pool Staff - Fringe Benefits Tax | | \$1,250 | \$0 | \$0 | \$0 | \$0 | \$2,500 |
| 112150 | Admin Allocation - Swimming Pool | | \$15,889 | \$11,636 | \$0 | \$11,636 | \$0 | \$31,790 |
| 112190 | Depreciation - Swimming Pool | | \$8,866 | \$0 | \$0 | \$0 | \$0 | \$17,740 |
| Sub Total - SWIMMING POOL OP/EXP | | | \$149,284 | \$97,622 | \$0 | \$97,622 | \$0 | \$275,048 |
| OPERATING INCOME | | | | | | | | |
| 112001 | Swimming Lesson Fees | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 112003 | Pool Daily Admission Fees | | (\$3,563) | (\$4,071) | (\$4,071) | \$0 | (\$9,000) | \$0 |
| 112004 | Season Tickets Fees | | (\$11,550) | (\$17,555) | (\$17,555) | \$0 | (\$16,500) | \$0 |
| 112005 | Pool Hire Fees | | (\$79) | (\$102) | (\$102) | \$0 | (\$200) | \$0 |
| 112006 | Gym Equipment Hire Fees | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 112007 | Pool Teaching Programme Fees | | (\$1,880) | (\$872) | (\$872) | \$0 | (\$2,000) | \$0 |
| 112008 | Vacation Swimming Passes | | (\$733) | (\$479) | (\$479) | \$0 | (\$1,100) | \$0 |
| 112009 | Capital Grants and Contributions | | (\$6,822) | \$0 | \$0 | \$0 | (\$6,822) | \$0 |
| Sub Total - SWIMMING POOL OP/INC | | | (\$24,627) | (\$23,079) | (\$23,079) | \$0 | (\$35,622) | \$0 |
| Total - SWIMMING POOL | | | \$124,657 | \$74,543 | (\$23,079) | \$97,622 | (\$35,622) | \$275,048 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|---|---|--|---|-----------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| TELEVISION & RADIO REBROADCASTING | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 114005 | Banks Rd Telecommunications Tower | | \$2,844 | \$1,053 | \$0 | \$1,053 | \$0 | \$4,684 |
| Sub Total - TV & RADIO REBROADCASTING OP/EXP | | | \$2,844 | \$1,053 | \$0 | \$1,053 | \$0 | \$4,684 |
| OPERATING INCOME | | | | | | | | |
| 114010 | Radio & Mobile Tower Site (Including NBN) Fees or Charges | | (\$9,278) | (\$9,509) | (\$9,509) | \$0 | (\$9,278) | \$0 |
| Sub Total - TV & RADIO REBROADCASTING OP/INC | | | (\$9,278) | (\$9,509) | (\$9,509) | \$0 | (\$9,278) | \$0 |
| Total - TV & RADIO REBROADCASTING | | | (\$6,434) | (\$8,456) | (\$9,509) | \$1,053 | (\$9,278) | \$4,684 |
| LIBRARIES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 115100 | Library Operations | | \$15,426 | \$2,281 | \$0 | \$2,281 | \$0 | \$34,973 |
| 115150 | Admin Allocation - Libraries | | \$39,517 | \$28,931 | \$0 | \$28,931 | \$0 | \$79,037 |
| Sub Total - LIBRARIES OP/EXP | | | \$54,943 | \$31,212 | \$0 | \$31,212 | \$0 | \$114,010 |
| OPERATING INCOME | | | | | | | | |
| 115001 | State Library Grant Income | | (\$6,858) | (\$6,239) | (\$6,239) | \$0 | (\$8,716) | \$0 |
| Sub Total - LIBRARIES OP/INC | | | (\$6,858) | (\$6,239) | (\$6,239) | \$0 | (\$8,716) | \$0 |
| Total - LIBRARIES | | | \$48,085 | \$24,973 | (\$6,239) | \$31,212 | (\$8,716) | \$114,010 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|---|--------------------------------------|--|---|------------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| OTHER CULTURE | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 116100 | Museum | | \$3,408 | \$6,928 | \$0 | \$6,928 | \$0 | \$5,121 |
| 116101 | Craft Hut | | \$1,217 | \$1,120 | \$0 | \$1,120 | \$0 | \$1,569 |
| 116102 | Support for Sandakan (Ceremony) | | \$8,954 | \$5,233 | \$0 | \$5,233 | \$0 | \$8,954 |
| 116150 | Admin Allocated - Other Culture | | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| 116190 | Depreciation - Other Culture | | \$5,947 | \$0 | \$0 | \$0 | \$0 | \$11,895 |
| Sub Total - OTHER CULTURE OP/EXP | | | \$26,744 | \$18,566 | \$0 | \$18,566 | \$0 | \$41,976 |
| OPERATING INCOME | | | | | | | | |
| 116001 | Reimbursements - Other Culture | | \$0 | (\$1,852) | (\$1,852) | \$0 | \$0 | \$0 |
| 116005 | Non-Operating Grants & Contributions | | \$0 | (\$16,000) | (\$16,000) | \$0 | (\$5,090) | \$0 |
| Sub Total - OTHER CULTURE OP/INC | | | \$0 | (\$17,852) | (\$17,852) | \$0 | (\$5,090) | \$0 |
| Total - OTHER CULTURE | | | \$26,744 | \$714 | (\$17,852) | \$18,566 | (\$5,090) | \$41,976 |
| Total - RECREATION AND CULTURE | | | \$486,397 | \$259,568 | (\$70,575) | \$330,143 | (\$242,915) | \$1,121,560 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|--|--|---|-------------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| STREETS, RD, BRIDGES, DEPOT - CONSTRUCTION | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| Sub Total - ST,RDS,BRIDGES,DEPOT-CONST OP/EXP | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| OPERATING INCOME | | | | | | | | |
| 121001 | RRG Project Grants | | (\$372,560) | (\$374,900) | (\$374,900) | \$0 | (\$931,400) | \$0 |
| 121002 | Grants Direct - State - MRD - (OP) | | (\$174,581) | (\$174,581) | (\$174,581) | \$0 | (\$174,581) | \$0 |
| 121003 | Grants - Federal - Roads to Recovery Grant (Cap) | | (\$26,319) | (\$1,000) | (\$1,000) | \$0 | (\$442,826) | \$0 |
| 121004 | Capital Grants Other & Road Contributions | | (\$175,682) | \$0 | \$0 | \$0 | (\$351,364) | \$0 |
| 121007 | Special Bridge Funding | | (\$85,000) | \$0 | \$0 | \$0 | (\$170,000) | \$0 |
| Sub Total - ST,RDS,BRIDGES,DEPOT - CONST OP/INC | | | (\$834,142) | (\$550,481) | (\$550,481) | \$0 | (\$2,070,171) | \$0 |
| Total - ST,RDS,BRIDGES,DEPOT - CONST | | | (\$834,142) | (\$550,481) | (\$550,481) | \$0 | (\$2,070,171) | \$0 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|------------------------------------|-------------|-----------|--------|-------------|--------|-------------|
| STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 122100 | Depot Building Building Costs | \$20,693 | \$23,665 | \$0 | \$23,665 | \$0 | \$45,715 |
| 122101 | Depot General Operations | \$4,676 | \$10,264 | \$0 | \$10,264 | \$0 | \$15,023 |
| 122103 | Road Maintenance & Repairs | \$50,935 | \$77,397 | \$0 | \$77,397 | \$0 | \$88,744 |
| 122107 | Maintenance Grading | \$22,657 | \$20,274 | \$0 | \$20,274 | \$0 | \$112,053 |
| 122105 | Repairs & Maint - Bridges | \$31,395 | \$53,233 | \$0 | \$53,233 | \$0 | \$198,130 |
| 122106 | Shire Radio Network Costs | \$0 | \$124 | \$0 | \$124 | \$0 | \$3,740 |
| 122108 | Drains & Culverts | \$15,234 | \$19,378 | \$0 | \$19,378 | \$0 | \$91,606 |
| 122109 | Verge Pruning | \$37,612 | \$1,620 | \$0 | \$1,620 | \$0 | \$104,741 |
| 122110 | Verge Spraying | \$2,893 | \$5,030 | \$0 | \$5,030 | \$0 | \$18,161 |
| 122111 | Crossovers Maintenance | \$0 | \$79 | \$0 | \$79 | \$0 | \$750 |
| 122112 | Town Services Drainage | \$1,731 | \$532 | \$0 | \$532 | \$0 | \$5,283 |
| 122113 | Town Services - Footpaths | \$1,257 | \$48 | \$0 | \$48 | \$0 | \$5,735 |
| 122114 | Town Services Road Repairs | \$6,336 | \$2,509 | \$0 | \$2,509 | \$0 | \$10,366 |
| 122115 | Town Services - Tree Pruning | \$2,995 | \$15,396 | \$0 | \$15,396 | \$0 | \$6,854 |
| 122116 | Street Lighting | \$12,167 | \$12,235 | \$0 | \$12,235 | \$0 | \$29,100 |
| 122117 | Traffic Signs | \$315 | \$8,818 | \$0 | \$8,818 | \$0 | \$5,810 |
| 122119 | Road Building and Other Stock | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 122120 | Roman Road Data Pickup | \$31,043 | \$8,557 | \$0 | \$8,557 | \$0 | \$31,200 |
| 122121 | Town Services - Verge Spraying | \$14,112 | \$9,225 | \$0 | \$9,225 | \$0 | \$30,486 |
| 122122 | Road Sweeping | \$2,281 | \$0 | \$0 | \$0 | \$0 | \$9,125 |
| 122123 | Emergency Services | \$8,585 | \$64,695 | \$0 | \$64,695 | \$0 | \$19,197 |
| 122131 | Rural Street Addressing | \$1,084 | \$1,115 | \$0 | \$1,115 | \$0 | \$2,345 |
| 122140 | Loss on Sale of Asset | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 122150 | Admin Allocated - Road Maintenance | \$179,646 | \$131,523 | \$0 | \$131,523 | \$0 | \$359,306 |
| 122190 | Depreciation - Transport Other | \$10,687 | \$0 | \$0 | \$0 | \$0 | \$21,375 |
| 122191 | Depreciation - Infrastructure | \$12,972 | \$0 | \$0 | \$0 | \$0 | \$25,945 |
| 122192 | Depreciation Roads | \$823,725 | \$0 | \$0 | \$0 | \$0 | \$1,647,515 |
| 122193 | Depreciation - Bridges | \$322,762 | \$0 | \$0 | \$0 | \$0 | \$645,550 |
| 122194 | Depreciation - Footpaths | \$8,627 | \$0 | \$0 | \$0 | \$0 | \$17,255 |
| 122195 | Depreciation - Drainage | \$135,885 | \$0 | \$0 | \$0 | \$0 | \$271,780 |
| 123119 | Minor Assets and Sundry Items | \$10,000 | \$13,243 | \$0 | \$13,243 | \$0 | \$20,000 |
| Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP | | \$1,772,304 | \$478,962 | \$0 | \$478,962 | \$0 | \$3,842,889 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|---|--|-------------|------------|------------|-------------|------------|-------------|
| OPERATING INCOME | | | | | | | | |
| 122002 | Profit on Disposal of Assets | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 122003 | Sale of Old Materials and Minor Items | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - MTCE STREETS ROADS DEPOTS OP/INC | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - MTCE STREETS ROADS DEPOTS | | | \$1,772,304 | \$478,962 | \$0 | \$478,962 | \$0 | \$3,842,889 |
| TRAFFIC CONTROL | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 125100 | Bank Fees - Police Licensing | | \$0 | \$30 | \$0 | \$30 | \$0 | \$0 |
| 125150 | Administration Allocated - Traffic Control | | \$53,880 | \$39,446 | \$0 | \$39,446 | \$0 | \$107,765 |
| Sub Total - TRAFFIC CONTROL OP/EXP | | | \$53,880 | \$39,476 | \$0 | \$39,476 | \$0 | \$107,765 |
| OPERATING INCOME | | | | | | | | |
| 125001 | Licensing Service | | (\$12,782) | (\$15,119) | (\$15,119) | \$0 | (\$27,400) | \$0 |
| 125002 | Motor Vehicle Plates | | (\$385) | (\$777) | (\$777) | \$0 | (\$1,000) | \$0 |
| 125005 | Sundry Receipts - Heavy Haulage Permits etc | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - TRAFFIC CONTROL OP/INC | | | (\$13,167) | (\$15,895) | (\$15,895) | \$0 | (\$28,400) | \$0 |
| Total - TRAFFIC CONTROL | | | \$40,714 | \$23,581 | (\$15,895) | \$39,476 | (\$28,400) | \$107,765 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--------------------------------------|----------------------------------|--|---|------------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| AERODROMES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 126100 | Airstrip | | \$964 | \$4,681 | \$0 | \$4,681 | \$0 | \$3,296 |
| 126190 | Depreciation - Airport | | \$11,365 | \$0 | \$0 | \$0 | \$0 | \$22,730 |
| Sub Total - AERODROMES OP/EXP | | | \$12,328 | \$4,681 | \$0 | \$4,681 | \$0 | \$26,026 |
| OPERATING INCOME | | | | | | | | |
| 126003 | Non-Operating Grants & Subsidies | | \$0 | (\$25,754) | (\$25,754) | \$0 | (\$49,575) | \$0 |
| Sub Total - AERODROMES OP/INC | | | \$0 | (\$25,754) | (\$25,754) | \$0 | (\$49,575) | \$0 |
| Total - AERODROMES | | | \$12,328 | (\$21,073) | (\$25,754) | \$4,681 | (\$49,575) | \$26,026 |
| Total - TRANSPORT | | | \$991,204 | (\$69,011) | (\$592,130) | \$523,119 | (\$2,148,146) | \$3,976,680 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

| G/L JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|---|---|--------|---|-------------|---------------------------|-------------|
| | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| RURAL SERVICES | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 131001 | Rural Services Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$28,809 |
| 131005 | Employee Wages, Superannuation & Employee Costs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 131009 | Admin Allocation - Biosecurity | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - RURAL SERVICES OP/EXP | | \$0 | \$0 | \$0 | \$0 | \$0 | \$28,809 |
| OPERATING INCOME | | | | | | | |
| | | | | \$0 | \$0 | \$0 | \$0 |
| Sub Total - RURAL SERVICES OP/INC | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - RURAL SERVICES | | \$0 | \$0 | \$0 | \$0 | \$0 | \$28,809 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---|---------|---|------------|------------|------------|-------------|-------------|-------------|
| TOURISM AND AREA PROMOTION | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 132110 | | Tourist Bay | \$754 | \$342 | \$0 | \$342 | \$0 | \$2,161 |
| 132103 | | Community Development Officer | \$0 | \$20,286 | \$0 | \$20,286 | \$0 | \$0 |
| 132104 | | Tourist Centre | \$16,287 | \$11,999 | \$0 | \$11,999 | \$0 | \$56,790 |
| 132106 | | Promotion Activities | \$13,165 | \$892 | \$0 | \$892 | \$0 | \$17,495 |
| 132107 | OPSFMIL | Flax Mill Complex General Operations | \$15,469 | \$11,370 | \$0 | \$11,370 | \$0 | \$31,240 |
| 132108 | B0665 | Caravan Park/Flax Mill Complex Building Operation | \$37,302 | \$40,676 | \$0 | \$40,676 | \$0 | \$83,642 |
| 132111 | | Carnaby Beetle Collection | \$100 | \$82 | \$0 | \$82 | \$0 | \$100 |
| 132113 | | Community Development Officer - Superannuation | \$0 | \$293 | \$0 | \$293 | \$0 | \$0 |
| 132114 | | Community Development Expenses | \$150 | \$0 | \$0 | \$0 | \$0 | \$150 |
| 132115 | | Community Development - Fringe Benefit Tax | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 132116 | | CDO Vehicle Op Costs GEN | \$0 | \$863 | \$0 | \$863 | \$0 | \$0 |
| 132150 | | Admin Allocated Tourism | \$25,154 | \$18,415 | \$0 | \$18,415 | \$0 | \$50,310 |
| 132151 | | Admin Allocated Caravan Pk | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| 132190 | | Depreciation - Tourism/Area Promotion | \$2,145 | \$0 | \$0 | \$0 | \$0 | \$4,290 |
| 132191 | | Depreciation - Caravan Pk/Flax | \$22,562 | \$0 | \$0 | \$0 | \$0 | \$45,125 |
| Sub Total - TOURISM & AREA PROMOTION OP/EXP | | | \$140,305 | \$110,501 | \$0 | \$110,501 | \$0 | \$305,740 |
| OPERATING INCOME | | | | | | | | |
| 132002 | | Caravan Park & Complex Fees & Charges | (\$15,391) | (\$25,492) | (\$25,492) | \$0 | (\$49,000) | \$0 |
| 132003 | | Flax Mill Sheds Storage Charges | (\$6,701) | (\$6,365) | (\$6,365) | \$0 | (\$15,000) | \$0 |
| 132007 | | Other Income | (\$2,433) | (\$2,484) | (\$2,484) | \$0 | (\$6,600) | \$0 |
| 132010 | | Non-Operating Grants, Subsidies & Contributions | | | \$0 | \$0 | (\$521,820) | \$0 |
| Sub Total - TOURISM & AREA PROMOTION OP/INC | | | (\$24,524) | (\$34,341) | (\$34,341) | \$0 | (\$592,420) | \$0 |
| Total - TOURISM & AREA PROMOTION | | | \$115,781 | \$76,160 | (\$34,341) | \$110,501 | (\$592,420) | \$305,740 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|---|-----------|-----------|-----------|-------------|------------|-------------|
| BUILDING CONTROL | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 133100 | Building Control | \$10,920 | \$8,999 | \$0 | \$8,999 | \$0 | \$21,840 |
| 133101 | Building Control - Other Costs | \$3,600 | \$7,010 | \$0 | \$7,010 | \$0 | \$33,850 |
| 133102 | Building Control Superannuation | \$1,092 | \$764 | \$0 | \$764 | \$0 | \$2,184 |
| 133103 | Building Control - BMO | \$10,919 | \$1,402 | \$0 | \$1,402 | \$0 | \$13,760 |
| 133150 | Admin Allocated - Building Control Expenses | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| Sub Total - BUILDING CONTROL OP/EXP | | \$33,748 | \$23,459 | \$0 | \$23,459 | \$0 | \$86,071 |
| BUILDING CONTROL OP/INC | | | | | | | |
| 133001 | Building Licences (UFEE) | (\$6,034) | (\$6,886) | (\$6,886) | \$0 | (\$10,000) | \$0 |
| 133002 | BCITF Levy - Commission | (\$72) | (\$91) | (\$91) | \$0 | (\$120) | \$0 |
| 133003 | Builders Services Levy - Commission | (\$118) | (\$135) | (\$135) | \$0 | (\$195) | \$0 |
| Sub Total - BUILDING CONTROL OP/INC | | (\$6,224) | (\$7,112) | (\$7,112) | \$0 | (\$10,315) | \$0 |
| Total - BUILDING CONTROL | | \$27,524 | \$16,347 | (\$7,112) | \$23,459 | (\$10,315) | \$86,071 |
| SALEYARDS & MARKETS | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 134100 | Saleyards | \$20,381 | \$1,067 | \$0 | \$1,067 | \$0 | \$29,725 |
| 134190 | Depreciation - Saleyards & Markets | \$0 | \$0 | \$0 | \$0 | \$0 | \$113,345 |
| Sub Total - SALEYARDS & MARKETS OP/EXP | | \$20,381 | \$1,067 | \$0 | \$1,067 | \$0 | \$143,070 |
| OPERATING INCOME | | | | | | | |
| 134001 | Reimbursements - Saleyards | (\$3,900) | (\$1,237) | (\$1,237) | \$0 | (\$6,500) | \$0 |
| Sub Total - SALEYARDS & MARKETING OP/INC | | (\$3,900) | (\$1,237) | (\$1,237) | \$0 | (\$6,500) | \$0 |
| Total - SALEYARDS & MARKETS | | \$16,481 | (\$170) | (\$1,237) | \$1,067 | (\$6,500) | \$143,070 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|--|--|-----------|------------|------------|-------------|-------------|-------------|
| OTHER ECONOMIC SERVICES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 135100 | Standpipes Expenses | | \$17,968 | \$5,546 | \$0 | \$5,546 | \$0 | \$36,975 |
| 135102 | Economic Development Projects | | \$3,000 | \$0 | \$0 | \$0 | \$0 | \$7,500 |
| 135103 | Country Music Festival Expenses | | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| 135105 | Abel Street Shop | | \$7,310 | \$5,388 | \$0 | \$5,388 | \$0 | \$9,991 |
| 135150 | Admin Allocated - Other Economic Development | | \$7,218 | \$5,284 | \$0 | \$5,284 | \$0 | \$14,437 |
| 135190 | Depreciation - Develop/Facilities | | \$1,932 | \$0 | \$0 | \$0 | \$0 | \$3,865 |
| Sub Total - OTHER ECONOMIC SERVICES OP/EXP | | | \$52,429 | \$16,218 | \$0 | \$16,218 | \$0 | \$87,768 |
| OPERATING INCOME | | | | | | | | |
| 135001 | Standpipe Water | | (\$1,453) | (\$3,096) | (\$3,096) | \$0 | (\$4,200) | \$0 |
| 135005 | Abel Street Shop Rental | | (\$7,731) | (\$8,018) | (\$8,018) | \$0 | (\$15,462) | \$0 |
| Sub Total - OTHER ECONOMIC SERVICES OP/INC | | | (\$9,184) | (\$11,114) | (\$11,114) | \$0 | (\$19,662) | \$0 |
| Total - OTHER ECONOMIC SERVICES | | | \$43,245 | \$5,104 | (\$11,114) | \$16,218 | (\$19,662) | \$87,768 |
| Total - ECONOMIC SERVICES | | | \$203,032 | \$97,442 | (\$53,804) | \$151,246 | (\$628,897) | \$651,458 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|----------------------------------|--------------------------------|---|-----------|-----------|-----------|-------------|------------|-------------|
| PRIVATE WORKS | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 141100 | Private Works - Costs | | \$10,513 | \$9,318 | \$0 | \$9,318 | \$0 | \$14,167 |
| Sub Total - PRIVATE WORKS OP/EXP | | | \$10,513 | \$9,318 | \$0 | \$9,318 | \$0 | \$14,167 |
| OPERATING INCOME | | | | | | | | |
| 141001 | Private Works - Recoup Charges | | (\$7,915) | (\$5,644) | (\$5,644) | \$0 | (\$14,167) | \$0 |
| Sub Total - PRIVATE WORKS OP/INC | | | (\$7,915) | (\$5,644) | (\$5,644) | \$0 | (\$14,167) | \$0 |
| Total - PRIVATE WORKS | | | \$2,598 | \$3,674 | (\$5,644) | \$9,318 | (\$14,167) | \$14,167 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---|--|-------------|-------------|--------|-------------|---------|-------------|
| PUBLIC WORKS OVERHEADS | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 143100 | Supervision | \$88,260 | \$126,911 | \$0 | \$126,911 | \$0 | \$276,503 |
| 143101 | Consultant Engineer | \$2,500 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| 143102 | Works Manager Vehicle Op Costs | \$620 | \$219 | \$0 | \$219 | \$0 | \$2,380 |
| 143103 | FBT Works Staff | \$1,800 | \$0 | \$0 | \$0 | \$0 | \$3,600 |
| 143104 | Insurance on Works | \$17,358 | \$18,466 | \$0 | \$18,466 | \$0 | \$17,358 |
| 143105 | Superannuation of Workmen | \$64,884 | \$56,744 | \$0 | \$56,744 | \$0 | \$143,106 |
| 143106 | PWOH Leave - Depot | \$65,942 | \$61,468 | \$0 | \$61,468 | \$0 | \$185,439 |
| 143107 | Protective Clothing | \$0 | \$877 | \$0 | \$877 | \$0 | \$5,400 |
| 143108 | Uniforms | \$1,211 | \$0 | \$0 | \$0 | \$0 | \$1,615 |
| 143109 | Training & Meeting Expenses | \$18,248 | \$41,950 | \$0 | \$41,950 | \$0 | \$41,672 |
| 143110 | Occupational Health & Safety | \$14,755 | \$29,581 | \$0 | \$29,581 | \$0 | \$49,882 |
| 143111 | Other Expenses | \$53 | \$25 | \$0 | \$25 | \$0 | \$4,115 |
| 143115 | Provision for Leave Accruals | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,190 |
| 143116 | Conferences and Training Courses (MOW) | \$1,313 | \$0 | \$0 | \$0 | \$0 | \$5,250 |
| 143117 | Works Manager Housing | \$0 | \$6,642 | \$0 | \$6,642 | \$0 | \$2,400 |
| 143150 | Admin Allocated - Works Overhead | \$14,363 | \$10,515 | \$0 | \$10,515 | \$0 | \$28,728 |
| 143180 | LESS PWOH ALLOCATED - PROJECTS | (\$291,308) | (\$335,520) | \$0 | (\$335,520) | \$0 | (\$777,638) |
| Sub Total - PUBLIC WORKS O/HEADS OP/EXP | | \$0 | \$17,879 | \$0 | \$17,879 | \$0 | \$0 |
| OPERATING INCOME | | | | | | | |
| 143001 | Workers Compensation Reimbursements | \$0 | \$0 | \$0 | \$0 | (\$600) | \$0 |
| Sub Total - PUBLIC WORKS O/HEADS OP/INC | | \$0 | \$0 | \$0 | \$0 | (\$600) | \$0 |
| Total - PUBLIC WORKS OVERHEADS | | \$0 | \$17,879 | \$0 | \$17,879 | (\$600) | \$0 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---|-------------------------------|-------------|-------------|--------|-------------|------------|-------------|
| PLANT OPERATIONS COSTS | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 144100 | Repair Wages | \$37,579 | \$32,231 | \$0 | \$32,231 | \$0 | \$59,706 |
| 144101 | Fuel & Oil | \$101,320 | \$73,220 | \$0 | \$73,220 | \$0 | \$200,000 |
| 144102 | Tyres & Tubes | \$2,577 | \$9,886 | \$0 | \$9,886 | \$0 | \$16,215 |
| 144103 | Parts and Repairs | \$27,167 | \$42,607 | \$0 | \$42,607 | \$0 | \$144,275 |
| 144104 | Licenses | \$425 | \$820 | \$0 | \$820 | \$0 | \$8,500 |
| 144105 | Insurance | \$33,725 | \$32,506 | \$0 | \$32,506 | \$0 | \$33,725 |
| 144106 | Blades & Points | \$5,250 | \$3,245 | \$0 | \$3,245 | \$0 | \$15,000 |
| 144107 | Expendable Tools | \$6,050 | \$3,558 | \$0 | \$3,558 | \$0 | \$12,100 |
| 144110 | Superannuation - Mechanic | \$6,842 | \$4,469 | \$0 | \$4,469 | \$0 | \$10,870 |
| 144150 | Admin Allocated POC | \$4,302 | \$3,149 | \$0 | \$3,149 | \$0 | \$8,604 |
| 144190 | Depreciation - Plant | \$115,533 | \$0 | \$0 | \$0 | \$0 | \$231,075 |
| 144180 | LESS POC ALLOCATED - PROJECTS | (\$340,769) | (\$391,970) | \$0 | (\$391,970) | \$0 | (\$740,070) |
| Sub Total - PLANT OPERATIONS COSTS OP/EXP | | \$0 | (\$186,279) | \$0 | (\$186,279) | \$0 | \$0 |
| OPERATING INCOME | | | | | | | |
| 144001 | Diesel Rebate | (\$17,850) | \$0 | \$0 | \$0 | (\$35,000) | \$0 |
| 144002 | Reimbursements - Operating | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - PLANT OPERATIONS COSTS OP/INC | | (\$17,850) | \$0 | \$0 | \$0 | (\$35,000) | \$0 |
| Total - PLANT OPERATIONS COSTS | | (\$17,850) | (\$186,279) | \$0 | (\$186,279) | (\$35,000) | \$0 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---------------------------------------|---------------------------------|--|---------------|---------------|--------|---------------|--------|---------------|
| SALARIES AND WAGES | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 145100 | Gross Total Salaries and Wages | | \$1,735,367 | \$1,623,321 | \$0 | \$1,623,321 | \$0 | \$3,470,872 |
| 145130 | LESS SALS/WAGES ALLOCATED | | (\$1,735,367) | (\$1,609,431) | \$0 | (\$1,609,431) | \$0 | (\$3,470,872) |
| 145101 | Workers Compensation Expenses | | \$0 | \$10,457 | \$0 | \$10,457 | \$0 | \$0 |
| Sub Total - SALARIES AND WAGES OP/EXP | | | \$0 | \$24,346 | \$0 | \$24,346 | \$0 | \$0 |
| OPERATING INCOME | | | | | | | | |
| 145001 | Reimbursements - Administration | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - SALARIES AND WAGES OP/INC | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - SALARIES AND WAGES | | | \$0 | \$24,346 | \$0 | \$24,346 | \$0 | \$0 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|-----------------------------------|---|-------------|-------------|-----------|-------------|-----------|---------------|
| ADMINISTRATION | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | |
| 146100 | Advertising | \$3,260 | \$7,597 | \$0 | \$7,597 | \$0 | \$7,745 |
| 146101 | Audit Fees | \$35,000 | \$0 | \$0 | \$0 | \$0 | \$35,000 |
| 146102 | Bank Fees | \$5,995 | \$2,005 | \$0 | \$2,005 | \$0 | \$10,400 |
| 146103 | Administration Bldg Costs | \$27,093 | \$23,293 | \$0 | \$23,293 | \$0 | \$57,528 |
| 146105 | Administration Staff Employee Costs | \$333,587 | \$344,255 | \$0 | \$344,255 | \$0 | \$803,256 |
| 146106 | Consultants | \$64,609 | \$68,094 | \$0 | \$68,094 | \$0 | \$145,000 |
| 146108 | Insurance | \$12,889 | \$10,124 | \$0 | \$10,124 | \$0 | \$12,889 |
| 146109 | Legal Expenses | \$6,832 | \$0 | \$0 | \$0 | \$0 | \$14,000 |
| 146110 | IT System Operation & maintenance | \$82,073 | \$65,535 | \$0 | \$65,535 | \$0 | \$120,174 |
| 146111 | Office Equipment Maintenance | \$2,500 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| 146112 | Administration - Postage & Freight | \$2,262 | \$2,744 | \$0 | \$2,744 | \$0 | \$5,300 |
| 146113 | Printing and Stationery | \$8,398 | \$5,856 | \$0 | \$5,856 | \$0 | \$12,500 |
| 146114 | Administration Vehicle Costs | \$2,845 | \$0 | \$0 | \$0 | \$0 | \$2,965 |
| 146115 | Administration - Fringe Benefits Tax | \$1,750 | \$0 | \$0 | \$0 | \$0 | \$3,500 |
| 146117 | Employers Indemnity Insurance | \$16,174 | \$33,181 | \$0 | \$33,181 | \$0 | \$16,174 |
| 146118 | Subscriptions | \$23,440 | \$16,681 | \$0 | \$16,681 | \$0 | \$23,440 |
| 146120 | Uniform Allowance | \$990 | \$295 | \$0 | \$295 | \$0 | \$3,000 |
| 146121 | Telephones | \$7,825 | \$4,264 | \$0 | \$4,264 | \$0 | \$15,650 |
| 146122 | Minor Furn & Equip Under \$2000 | \$4,500 | \$1,453 | \$0 | \$1,453 | \$0 | \$7,500 |
| 146123 | Conferences/Training/Professional Development | \$6,687 | \$7,138 | \$0 | \$7,138 | \$0 | \$13,385 |
| 146124 | Superannuation | \$45,273 | \$34,822 | \$0 | \$34,822 | \$0 | \$117,610 |
| 146126 | Employee (Packaging) Costs | \$0 | \$0 | \$0 | \$0 | \$0 | \$725 |
| 146128 | Administration - OSH | \$1,750 | \$507 | \$0 | \$507 | \$0 | \$3,500 |
| 146190 | Depreciation - Administration | \$11,005 | \$0 | \$0 | \$0 | \$0 | \$22,010 |
| 146150 | Less Administration Costs Alloc | (\$706,734) | (\$533,779) | \$0 | (\$533,779) | \$0 | (\$1,458,251) |
| Sub Total - ADMINISTRATION OP/EXP | | \$0 | \$101,617 | \$0 | \$101,617 | \$0 | \$0 |
| OPERATING INCOME - ADMINISTRATION | | | | | | | |
| 146001 | Reimbursements - Administration | (\$3,760) | (\$6,659) | (\$6,659) | \$0 | (\$3,760) | \$0 |
| Sub Total - ADMINISTRATION OP/INC | | (\$3,760) | (\$6,934) | (\$6,934) | \$0 | (\$3,760) | \$0 |
| Total - ADMINISTRATION | | (\$3,760) | \$94,683 | (\$6,934) | \$101,617 | (\$3,760) | \$0 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|---|--|---|-------------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| UNCLASSIFIED | | | | | | | | |
| OPERATING EXPENDITURE | | | | | | | | |
| 147010 | Local (District) Planning Strategy | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 147011 | Purchase of Land - Consultants | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 147013 | Loan 119 Interest Expense | | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,125 |
| 149001 | Rylington Park Operational Expenses | | \$254,146 | \$257,090 | \$0 | \$257,090 | \$0 | \$674,747 |
| 149002 | Rylington Park Asset Depreciation | | \$0 | \$0 | \$0 | \$0 | | |
| Sub Total - UNCLASSIFIED OP/EXP | | | \$254,146 | \$257,090 | \$0 | \$257,090 | \$0 | \$676,872 |
| OPERATING INCOME | | | | | | | | |
| 147100 | Revaluation Profit on Local Govt House Unit Trust | | \$0 | \$0 | \$0 | \$0 | | |
| 149101 | Rylington Park Income | | (\$245,200) | (\$439,022) | (\$439,022) | \$0 | (\$725,250) | \$0 |
| Sub Total - UNCLASSIFIED OP/INC | | | (\$245,200) | (\$439,022) | (\$439,022) | \$0 | (\$725,250) | \$0 |
| Total - UNCLASSIFIED | | | \$8,946 | (\$181,932) | (\$439,022) | \$257,090 | (\$725,250) | \$676,872 |
| Total - OTHER PROPERTY AND SERVICES | | | (\$10,066) | (\$227,629) | (\$451,600) | \$223,971 | (\$778,777) | \$691,039 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--|---------------------------|---|---------------|---------------|---------------|-------------|-------------|-------------|
| TRANSFERS TO/FROM RESERVES | | | | | | | | |
| EXPENDITURE | | | | | | | | |
| 300101 | Transfer to Reserves | | \$2,500 | \$0 | \$0 | \$0 | \$0 | \$138,704 |
| Sub Total - TRANSFER TO OTHER COUNCIL FUNDS | | | \$2,500 | \$0 | \$0 | \$0 | \$0 | \$138,704 |
| INCOME | | | | | | | | |
| 300102 | Transfer from Reserves | | \$0 | \$0 | \$0 | \$0 | (\$135,997) | \$0 |
| Total - TRANSFER FROM OTHER COUNCIL FUNDS | | | \$0 | \$0 | \$0 | \$0 | (\$135,997) | \$0 |
| Total - FUND TRANSFER | | | \$2,500 | \$0 | \$0 | \$0 | (\$135,997) | \$138,704 |
| 000000 (Surplus) / Deficit - Carried Forward | | | (\$2,118,000) | (\$2,248,459) | (\$2,248,459) | \$0 | \$0 | \$0 |
| Sub Total - SURPLUS C/FWD | | | (\$2,118,000) | (\$2,248,459) | (\$2,248,459) | \$0 | \$0 | \$0 |
| Total - SURPLUS | | | (\$2,118,000) | (\$2,248,459) | (\$2,248,459) | \$0 | \$0 | \$0 |
| NEW LONG TERM LOANS | | | | | | | | |
| INCOME | | | | | | | | |
| 147500 | New Loan Land Acquisition | | (\$170,000) | \$0 | \$0 | \$0 | (\$170,000) | \$0 |
| Sub Total - LONG TERM LOANS | | | (\$170,000) | \$0 | \$0 | \$0 | (\$170,000) | \$0 |
| Total - DEFERRED ASSETS | | | (\$170,000) | \$0 | \$0 | \$0 | (\$170,000) | \$0 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | Budget | Actual | Income | Expenditure | Income | Expenditure |
|---|---|---------------|---------|--------|-------------|--------|---------------|
| LIABILITY LOANS - PRINCIPAL REPAYMENTS | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | |
| 146800 | Principal Repayment on Loans | \$9,383 | \$9,943 | \$0 | \$9,943 | \$0 | \$27,711 |
| Sub Total - LOAN REPAYMENTS | | \$9,383 | \$9,943 | \$0 | \$9,943 | \$0 | \$27,711 |
| CAPITAL INCOME | | | | | | | |
| Sub Total - LOANS RAISED | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total - NON CURRENT LIABILITIES | | \$9,383 | \$9,943 | \$0 | \$9,943 | \$0 | \$27,711 |
| OPERATING ACTIVITIES EXCLUDED FROM BUDGET | | | | | | | |
| 000000 | Depreciation Written Back | (\$1,737,038) | \$0 | \$0 | \$0 | \$0 | (\$3,586,939) |
| 000000 | Book Value of Assets Sold Written Back | (\$62,500) | \$0 | \$0 | \$0 | \$0 | (\$62,500) |
| 000000 | Profit/Loss on Sale of Asset Written Back | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Movement in Accrued Interest on Loans | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Movement in Stock On Hand | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Movement in Accrued Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Movement in Accrued Wages | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Movement in Employee Benefits (Current) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 000000 | Long Service Leave - Non Cash | \$0 | \$0 | \$0 | \$0 | \$0 | (\$40,045) |
| 000000 | Deferred Pensioner Rates | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - OPERATING ACTIVITIES EXCLUDED | | (\$1,799,538) | \$0 | \$0 | \$0 | \$0 | (\$3,689,484) |
| Total - OPERATING ACTIVITIES EXCLUDED | | (\$1,799,538) | \$0 | \$0 | \$0 | \$0 | (\$3,689,484) |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|--------------------------------|---|---|-----------|-----------|--------|-------------|--------|-------------|
| HOUSING | | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | | |
| 092406 | Land Acquisition | | \$170,000 | \$219,627 | \$0 | \$219,627 | \$0 | \$170,000 |
| Sub Total - CAPITAL WORKS | | | \$170,000 | \$219,627 | \$0 | \$219,627 | \$0 | \$170,000 |
| Total - HOUSING | | | \$170,000 | \$219,627 | \$0 | \$219,627 | \$0 | \$170,000 |
| LAND AND BUILDINGS | | | | | | | | |
| RECREATION AND CULTURE | | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | | |
| 111403 | LRCI 2 - Lesser Hall Flooring Replacement | | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| 112504 | Swimming Pool Buildings - Lands & Buildings | | \$13,644 | \$0 | \$0 | \$0 | \$0 | \$13,644 |
| 112504 LRC006 | LRCI 2 - Swimming Pool Buildings - Gym Access Upgrade | | \$19,250 | \$107,879 | \$0 | \$107,879 | \$0 | \$55,000 |
| 112504 LRC007 | LRCI 2 - Swimming Pool Buildings - Floor Covering Replacement | | \$52,000 | \$0 | \$0 | \$0 | \$0 | \$52,000 |
| Sub Total - CAPITAL WORKS | | | \$99,894 | \$107,879 | \$0 | \$107,879 | \$0 | \$135,644 |
| Total - RECREATION AND CULTURE | | | \$99,894 | \$107,879 | \$0 | \$107,879 | \$0 | \$135,644 |
| LAND AND BUILDINGS | | | | | | | | |
| ECONOMIC SERVICES | | | | | | | | |
| EXPENDITURE | | | | | | | | |
| 132400 | Tourist Centre - Land & Building CAPITAL EXPENDITURE | | \$0 | \$0 | \$0 | \$0 | | |
| 132411 LRC004 | Local Roads & Community Building Projects - FlaxMill | | \$38,600 | \$67,515 | \$0 | \$67,515 | \$0 | \$108,900 |
| Sub Total - CAPITAL WORKS | | | \$38,600 | \$67,515 | \$0 | \$67,515 | \$0 | \$108,900 |
| Total - ECONOMIC SERVICES | | | \$38,600 | \$67,515 | \$0 | \$67,515 | \$0 | \$108,900 |

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--|--|--|---|------------------|---|------------------|---------------------------|------------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| LAND AND BUILDINGS | | | | | | | | |
| OTHER PROPERTY AND SERVICES | | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | | |
| 146605 | Administration Building - Building Renewals & Upgrades | | \$0 | \$5,000 | \$0 | \$5,000 | \$0 | \$0 |
| 147400 | Land Purchase | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 147410 | Rylington Park House Capital | | \$55,000 | \$0 | \$0 | \$0 | \$0 | \$55,000 |
| 147411 | Rylington Park Chemical Shed | | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$15,000 |
| Sub Total - CAPITAL WORKS | | | \$70,000 | \$5,000 | \$0 | \$5,000 | \$0 | \$70,000 |
| Total - OTHER PROPERTY AND SERVICES | | | \$70,000 | \$5,000 | \$0 | \$5,000 | \$0 | \$70,000 |
| Total - LAND AND BUILDINGS | | | \$378,494 | \$400,086 | \$0 | \$400,086 | \$0 | \$484,544 |

Shire of Boyup Brook
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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|---------------------------------------|--|--|---|-----------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| PLANT AND EQUIPMENT | | | | | | | | |
| RECREATION AND CULTURE | | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | | |
| 112500 | Swimming Pool - Plant & Equipment | | \$7,500 | \$0 | \$0 | \$0 | \$0 | \$7,500 |
| Sub Total - CAPITAL WORKS | | | \$7,500 | \$5,000 | \$0 | \$5,000 | \$0 | \$7,500 |
| Total - RECREATION AND CULTURE | | | \$7,500 | \$5,000 | \$0 | \$5,000 | \$0 | \$7,500 |
| PLANT AND EQUIPMENT | | | | | | | | |
| TRANSPORT | | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | | |
| 123603 | DWS - Fleet Vehicles | | \$48,000 | \$0 | \$0 | \$0 | \$0 | \$48,000 |
| 123605 | Heavy Plant (Prime Movers etc) - Plant & Equipment | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 123609 | Light Plant (eg Portable Traffic Lights) - Plant & Equip | | \$0 | \$1,290 | \$0 | \$1,290 | \$0 | \$35,000 |
| 123610 | Heavy Plant (Graders etc) Purchases | | \$706,500 | \$166,463 | \$0 | \$166,463 | \$0 | \$706,500 |
| Sub Total - CAPITAL WORKS | | | \$754,500 | \$167,753 | \$0 | \$167,753 | \$0 | \$789,500 |
| Total - TRANSPORT | | | \$754,500 | \$167,753 | \$0 | \$167,753 | \$0 | \$789,500 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
 And Type Of Activities Within The Programme

| G/L | JOB | C | Budget | Actual | Income | Expenditure | Income | Expenditure |
|-----------------------------------|--|---|-----------|-----------|--------|-------------|--------|-------------|
| PLANT AND EQUIPMENT | | | | | | | | |
| OTHER PROPERTY & SERVICES | | | | | | | | |
| CAPITAL EXPENDITURE | | | | | | | | |
| 146500 | Pool Vehicle | | \$60,000 | \$0 | \$0 | \$0 | \$0 | \$60,000 |
| 147450 | Rylington Park Plant & Equipment | | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$60,000 |
| 147451 | Rylington Park Dorm Rooms Air Conditioners | | \$11,500 | \$0 | \$0 | \$0 | \$0 | \$11,500 |
| Sub Total - CAPITAL WORKS | | | \$111,500 | \$0 | \$0 | \$0 | \$0 | \$131,500 |
| Total - OTHER PROPERTY & SERVICES | | | \$111,500 | \$0 | \$0 | \$0 | \$0 | \$131,500 |
| | | | | | | | | |
| Total - PLANT AND EQUIPMENT | | | \$873,500 | \$172,753 | \$0 | \$172,753 | \$0 | \$928,500 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | Budget | Actual | Income | Expenditure | Income | Expenditure |
|-------------------------------------|---------|---|-------------|-----------|--------|-------------|--------|-------------|
| ROAD INFRASTRUCTURE CAPITAL | | | | | | | | |
| ROAD CONSTRUCTION | | | | | | | | |
| 121403 | x | ROADS TO RECOVERY PROJECTS | | | | | | |
| 121403 | RTR003 | RTR Scotts Brook Road | \$123,987 | \$0 | \$0 | \$0 | \$0 | \$123,987 |
| 121403 | RTR004 | Winnejump Road | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121403 | RTR007 | Kulikup Rd South | \$255,006 | \$0 | \$0 | \$0 | \$0 | \$255,006 |
| 121403 | RTR008 | Jayes Road | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121403 | RTR013 | RTR - Westbourne Road | \$0 | \$0 | \$0 | \$0 | \$0 | \$70,408 |
| 121403 | RTR029 | Terry Road | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121403 | RTR115 | Beatty Street | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121404 | xx | REGIONAL ROAD GROUP | | | \$0 | \$0 | \$0 | \$0 |
| 121404 | RRG148 | RRG Boyup Brook-Cranbrook Rd | \$166,500 | \$217 | \$0 | \$217 | \$0 | \$333,000 |
| 121404 | RRG210 | RRG Boyup Brook-Arthur River Rd 2020/21 C/Fwd | \$501,000 | \$212,510 | \$0 | \$212,510 | \$0 | \$501,000 |
| 121404 | RRG210A | RRG Boyup Brook-Arthur River Rd | \$526,000 | \$0 | \$0 | \$0 | \$0 | \$526,000 |
| 121404 | RRG004 | RRG Winnejump Road | \$0 | \$375 | \$0 | \$375 | \$0 | \$237,000 |
| 121400 | | MUNICIPAL ROAD PROJECTS | | | \$0 | | \$0 | \$0 |
| 121400 | MU148 | Muni - Boyup Brook-Cranbrook Shoulders | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121400 | MU500 | Muni - Back Slopes and Shoulders | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121400 | MU501 | Muni - Gravel Pit Rehabilitation | \$6,666 | \$0 | \$0 | \$0 | \$0 | \$20,000 |
| 121401 | | Municipal Funded Gravel Sheetting Road Projects | \$5,604 | \$0 | \$0 | \$0 | \$0 | \$40,025 |
| 121402 | LRC109 | LRCI 1 - Forrest Street Car Parking | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121402 | LRC148 | LRCI 1 - Boyup Brook-Cranbrook Road | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121410 | | Municipal Funded - Winter Grading | \$216,615 | \$377,594 | \$0 | \$377,594 | \$0 | \$361,025 |
| 121450 | MR0000 | BRIDGES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121450 | MR0741 | BRIDGES - Bridge 0741 - Boree Gully Rd | \$0 | \$0 | \$0 | \$0 | \$0 | \$170,000 |
| 121450 | MR3310 | BRIDGES - Bridge 3310 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121450 | MR3306 | BRIDGES - Bridge 3306 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121450 | MR0742 | BRIDGES - Bridge 0742 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 121450 | MR3313 | BRIDGES - Aegers Bridge | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Sub Total - CAPITAL WORKS | | | \$1,801,378 | \$590,696 | \$0 | \$590,696 | \$0 | \$2,637,451 |
| Total - ROADS | | | \$1,801,378 | \$590,696 | \$0 | \$590,696 | \$0 | \$2,637,451 |
| Total - INFRASTRUCTURE ASSETS ROADS | | | \$1,801,378 | \$590,696 | \$0 | \$590,696 | \$0 | \$2,637,451 |

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Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|---------------------------------------|-------|---|---|--------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| FOOTPATHS | | | | | | | | |
| 121700 | | Footpaths - Construction | | | | | | |
| 121700 | FP111 | Inglis St Footpath Construction | \$0 | \$0 | | | \$0 | \$26,250 |
| 121700 | FP107 | Bridge Street Footpath Construction | \$0 | \$0 | | | \$0 | \$42,000 |
| 121701 | | Bike Paths - Construction | \$75,600 | \$0 | \$0 | \$0 | \$0 | \$75,600 |
| Sub Total - CAPITAL WORKS | | | \$75,600 | \$0 | \$0 | \$0 | \$0 | \$143,850 |
| Total - TRANSPORT - FOOTPATHS | | | \$75,600 | \$0 | \$0 | \$0 | \$0 | \$143,850 |
| Total - FOOTPATH ASSETS | | | \$75,600 | \$0 | \$0 | \$0 | \$0 | \$143,850 |
| AIRPORT | | | | | | | | |
| 126400 | | Aerodrome Infrastructue | \$49,575 | \$0 | \$0 | \$0 | \$0 | \$49,575 |
| Sub Total - CAPITAL WORKS | | | \$49,575 | \$0 | \$0 | \$0 | \$0 | \$49,575 |
| Total - TRANSPORT - AERODROMES | | | \$49,575 | \$0 | \$0 | \$0 | \$0 | \$49,575 |
| Total - AERODROME ASSETS | | | \$49,575 | \$0 | \$0 | \$0 | \$0 | \$49,575 |
| DRAINAGE | | | | | | | | |
| 121411 | | Drainage Projects - Municipal Funded | | | | | | |
| 121411 | DC007 | Kulikup South Rd Drainage | \$0 | \$606 | \$0 | \$606 | \$0 | \$0 |
| 121411 | DC027 | Eulin Crossing RD Culvert | \$0 | \$0 | \$0 | \$0 | \$0 | \$44,672 |
| 121411 | DC163 | Spencer Road Culvert | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,203 |
| Sub Total - CAPITAL WORKS | | | \$0 | \$606 | \$0 | \$606 | \$0 | \$49,875 |
| Total - TRANSPORT - DRAINAGE | | | \$0 | \$606 | \$0 | \$606 | \$0 | \$49,875 |
| Total - DRAINAGE ASSETS | | | \$0 | \$606 | \$0 | \$606 | \$0 | \$49,875 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|---|--------|--|---|-----------|---|-------------|---------------------------|-------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| PARKS & OVALS INFRASTRUCTURE | | | | | | | | |
| 113903 | | Sandakan Memorial Capital Improvements | \$11,300 | \$4,000 | \$0 | \$4,000 | \$0 | \$11,300 |
| Sub Total - CAPITAL WORKS | | | \$11,300 | \$4,000 | \$0 | \$4,000 | \$0 | \$11,300 |
| Total - OTHER SPORT & RECREATION - PARKS & OVALS | | | \$11,300 | \$4,000 | \$0 | \$4,000 | \$0 | \$11,300 |
| Total - PARKS & OVALS ASSETS | | | \$11,300 | \$4,000 | \$0 | \$4,000 | \$0 | \$11,300 |
| RECREATION INFRASTRUCTURE | | | | | | | | |
| 112503 | | LRCI 2 Projects - Swimming Pool | | | | | | |
| 112503 | LRC010 | LRCI 2 Swimming Pool Capital Upgrades | \$47,059 | \$59,645 | \$0 | \$59,645 | \$0 | \$84,464 |
| 112503 | LRC016 | LRCI 2 - Swimming Pool Chlorine System Replacement | \$0 | \$30,733 | \$0 | \$30,733 | \$0 | \$33,500 |
| 113906 | | Recreation Infrastructure - Capital Renewals | \$0 | \$0 | \$0 | \$0 | \$0 | \$150,000 |
| 113911 | | Football Oval Lighting Upgrade - CSRFF | \$0 | \$27,273 | \$0 | \$27,273 | \$0 | \$230,000 |
| Sub Total - CAPITAL WORKS | | | \$47,059 | \$117,651 | \$0 | \$117,651 | \$0 | \$497,964 |
| Total - RECREATION INFRASTRUCTURE | | | \$47,059 | \$117,651 | \$0 | \$117,651 | \$0 | \$497,964 |
| Total - INFRASTRUCTURE ASSETS - RECREATION | | | \$47,059 | \$117,651 | \$0 | \$117,651 | \$0 | \$497,964 |

Shire of Boyup Brook
MONTHLY FINANCIAL REPORT

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

| G/L | JOB | | YTD COMPARATIVES PERIOD 06 31 DECEMBER 2021 | | CURRENT YEAR YTD ACTUALS 31 DECEMBER 2021 | | ADOPTED BUDGET 2021-22 | |
|--------------------------------------|--------|--|---|---------------|---|-------------|---------------------------|--------------|
| | | | Budget | Actual | Income | Expenditure | Income | Expenditure |
| INFRASTRUCTURE OTHER | | | | | | | | |
| ECONOMIC SERVICES | | | | | | | | |
| 132410 | LRC002 | LRCI 1 - Flax Mill / Caravan Park Upgrades | \$0 | \$7,033 | \$0 | \$7,033 | \$0 | \$0 |
| 132410 | LRC003 | LRCI 1 - Tourism Centre Upgrades | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 132902 | | Boyup Brook Viewing Tower Construction | \$0 | \$0 | \$0 | \$0 | \$0 | \$621,820 |
| | | Sub Total - CAPITAL WORKS | \$0 | \$7,033 | \$0 | \$7,033 | \$0 | \$621,820 |
| | | Total - ECONOMIC SERVICES | \$0 | \$7,033 | \$0 | \$7,033 | \$0 | \$621,820 |
| INFRASTRUCTURE OTHER | | | | | | | | |
| OTHER PROPERTY & SERVICES | | | | | | | | |
| 147480 | | Rylington Park Rain Water Tank | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$25,000 |
| | | Sub Total - CAPITAL WORKS | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$25,000 |
| | | Total - OTHER PROPERTY & SERVICES | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$25,000 |
| | | Total - INFRASTRUCTURE ASSETS - OTHER | \$25,000 | \$7,033 | \$0 | \$7,033 | \$0 | \$646,820 |
| | | GRAND TOTALS | (\$1,936,815) | (\$3,732,234) | (\$7,595,235) | \$3,863,000 | (\$9,766,764) | \$11,884,765 |

**SHIRE OF BOYUP BROOK
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

LEAVE RESERVE

Purpose - To be used to fund annual and long service leave and redundancy requirements.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 123 | 123 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 363 |
| - Other Transfers | 0 | 33,000 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 123 | 33,486 |

UNSPENT GRANTS RESERVE

Purpose - To quarantine forward grant payments, to fund expenses incurred in the intended year.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 79 | 78 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 0 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 79 | 78 |

PLANT RESERVE

Purpose - To be used to fund the purchase of plant items, including graders, trucks, utes, sedans, rollers.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 149,961 | 148,497 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 313 |
| - Other Transfers | 0 | 75,170 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 149,961 | 223,980 |

BUILDING RESERVE

Purpose - to be used to fund future maintenance of shire owned buildings, including heritage buildings.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 714,025 | 714,025 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 1,491 |
| - Other Transfers | 0 | 25,170 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 714,025 | 740,686 |

**SHIRE OF BOYUP BROOK
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

COMMUNITY HOUSING RESERVE

Purpose - to be used to fund maintenance of the Homeswest Housing Units in Forrest & Proctor Streets.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 214,518 | 214,517 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 451 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 214,518 | 214,968 |

EMERGENCY RESERVE

Purpose - to be used to fund emergency situations outside working hours for example trees on roads, ETC

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 12,479 | 12,479 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 26 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 12,479 | 12,505 |

INSURANCE CLAIM RESERVE

Purpose - to be used to fund the excess on certain insurance claims.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 15,207 | 15,207 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 32 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 15,207 | 15,239 |

**SHIRE OF BOYUP BROOK
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

OTHER RECREATION RESERVE

Purpose - to be used to fund improvements to the recreation facilities and grounds.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 50,557 | 50,557 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 106 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 50,557 | 50,663 |

COMMERCIAL RESERVE

Purpose - to be used to fund future economic development, enhancement & promotion of the district.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 451,591 | 451,591 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 944 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 451,591 | 452,535 |

BRIDGES RESERVE

Purpose - to be used to fund future requirements of bridge works.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 155 | 155 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 0 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 155 | 155 |

AGED ACCOMMODATION RESERVE

Purpose - to be used to fund future requirements of aged accommodation.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 31,608 | 27,841 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 59 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 31,608 | 27,900 |

**SHIRE OF BOYUP BROOK
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

ROAD CONTRIBUTIONS RESERVE

Purpose - to set aside contributions from developers.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 28,609 | 28,330 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 60 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 28,609 | 28,390 |

IT/OFFICE EQUIPMENT RESERVE

Purpose - to be used to fund future IT requirements.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 39,917 | 39,527 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 83 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 39,917 | 39,610 |

CIVIC RECEPTIONS RESERVE

Purpose - to quarantine unspent 'Refreshments and Receptions' budgets to fund future receptions needs.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 16,776 | 16,612 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 35 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 16,776 | 16,647 |

**SHIRE OF BOYUP BROOK
RESERVE ACCOUNTS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

UNSPENT COMMUNITY GRANTS RESERVE

Purpose - for the purpose of holding unallocated/spent community donation/MOU budgets (2% of annual rates), to fund extraordinary community donations or MOU's.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 122 | 121 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 0 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | 0 |
| CLOSING BALANCE | 122 | 121 |

RYLINGTON PARK WORKING CAPITAL RESERVE

Purpose - to be used as working capital for the running and maintenance of Rylington Park Farm.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 250,774 | 250,774 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 529 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | (85,997) |
| CLOSING BALANCE | 250,774 | 165,306 |

RYLINGTON PARK RESERVE

Purpose - to be used for community contributions towards major community projects within the Boyup Brook community.

| | ACTUAL 2021-22 | BUDGET 2021-22 |
|---|---------------------------|---------------------------|
| Opening Balance | 412,828 | 412,828 |
| Transfer from Accumulated Surplus | | |
| - Interest Earned | 0 | 871 |
| - Other Transfers | 0 | 0 |
| Less Transfer to Accumulated Surplus | | |
| -Transfer to Municipal Fund | 0 | (50,000) |
| CLOSING BALANCE | 412,828 | 363,699 |

| | | |
|-----------------------|------------------|------------------|
| TOTAL RESERVES | 2,389,329 | 2,385,968 |
|-----------------------|------------------|------------------|

**SHIRE OF BOYUP BROOK
LOAN SCHEDULE
FOR THE PERIOD ENDING 31 DECEMBER 2021**

| LOAN DESCRIPTION | LOAN No. | PRINCIPAL 01.07.21 | LOANS RAISED | | INTEREST | | PRINCIPAL | | CLOSING BALANCE |
|---------------------------------|----------|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| | | | Budget 2021-22 | Actual 2021-22 | Budget 2021-22 | Actual 2021-22 | Budget 2021-22 | Actual 2021-22 | |
| HOUSING | | | | | | | | | |
| Staff House | 115 | 40,324 | 0 | 0 | 2,268 | 1,186 | 7,158 | 3,528 | 36,796 |
| Recreation & Culture | | | | | | | | | |
| Swimming Pool | 114 | 73,356 | 0 | 0 | 4,132 | 2,160 | 13,019 | 6,415 | 66,941 |
| | | 113,680 | 0 | 0 | 6,400 | 3,346 | 20,177 | 9,943 | 103,737 |

GR 131/006

Attachment 10.4.1

E-MAILED
18/6/21



18 June 2021

Warren Blackwood Alliance of Council's
PO BOX 528
Manjimup WA 6258

**Shire
of
Boyup
Brook**

To whom it may concern

Regional Climate Alliance Program

The Shire of Boyup Brook confirms its participation in the Warren Blackwood Alliance of Council's Climate Change Impact Reference Group and advises that at the ordinary meeting of Council held on 25 February 2021, Council resolved to join the Warren Blackwood Alliance of Councils.

The Shire is committed to the WALGA Regional Climate Alliance Program for a minimum of two years and will, if successful:

- Provide a financial contribution of up to \$5,000 per year to support the implementation of identified projects;
- Provide a venue for meetings of the Climate Change Impact Reference Group (approximately 3 half days per year);
- Continue to provide 2 councillors and 1 staff member on the Climate Change Impact Reference Group meetings;
- Provide a hot desk within the shire administration office for the appointed coordinator to utilise as needed; and
- Provide in-kind support, such as staff time, to support the coordinators activities.

*country
choice*

Regards

Richard Walker
Shire President

Dale Putland
Chief Executive Officer



country choice

Abel Street
PO Box 2
BOYUP BROOK
WA 6244

Phone:
08 9765 1200

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ABN: 95 583 688 034

10.4.2 Invited to Partner in the Warren Blackwood Alliance of Councils

| | |
|--|---|
| Location: | N/A |
| Applicant: | N/A |
| File: | GR/31/006 |
| Disclosure of Officer Interest: | None |
| Author: | Maria Lane (Executive Assistant) |
| Authorizing Officer: | Dale Putland (Chief Executive Officer) |
| Attachments: | Letter from the Warren Blackwood Alliance of Councils |

SUMMARY

Warren Blackwood Alliance of Councils (WBAC) has extended an invitation to the Shire of Boyup Brook to partner in their alliance (refer attachment), and this report is for Council to consider their invitation.

BACKGROUND

The Warren Blackwood Alliance of Councils (WBAC) is a voluntary regional organisation of Councils representing the Shires of Bridgetown-Greenbushes, Manjimup, Nannup and Donnybrook Balingup. It was formed in 2001 following the restructure of the timber industry, to work as a collective body on issues affecting those areas in the Warren and Blackwood catchments.

The WBAC exists to help develop a prosperous and sustainable region in the Warren Blackwood and to improve the quality of life for residents in the area. The WBAC acts as an advocacy group by supporting or undertaking significant projects relating to promoting economic development and diversity and encouraging regional population growth.

The WBAC aims to highlight and progress key issues that have a regional impact and to be a voice for the Warren Blackwood area. It also leads the way in partnership development, relationship building and progressing projects by establishing a respected reputation with key stakeholders

The Board of the WBAC has representatives from the three Shires and employs a part time Executive Officer. The South West Development Commission provides support funding and the Regional Coordinator attends Alliance meetings. The Board meets every two months, rotating its meetings around the three Shires.

CONSULTATION

WBAC

STATUTORY OBLIGATIONS

Nil

POLICY IMPLICATIONS

Refer to O.03 Tourism.

BUDGET/FINANCIAL IMPLICATIONS

Nil this year.

STRATEGIC IMPLICATIONS

A goal in the shire's 2017-27 Community Strategic Plan (the Plan) is:

"Build the economic base through diversification and actively supporting local businesses."

An objective of the Plan is to: " ... Develop tourism industry ... "

SUSTAINABILITY IMPLICATIONS

- **Environmental**
N/A
- **Economic**
Refer to the *Strategic Implications* section in this report.
- **Social**
N/A

VOTING REQUIREMENTS

Simple majority

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 10.4.2

MOVED: Cr S E G Alexander

SECONDED: Cr S Alexander

That Council resolved to join the Warren Blackwood Alliance of Councils.

CARRIED 8/0

Res 21/2/19

Local Government Reform – Summary of Proposed Reforms

WALGA Advocacy Positions and Recommendations

Warren Blackwood Alliance of Councils Workbooks

6 December 2021

About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

Contacts

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Organisational Services
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James McGovern
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Local Government Act Review Process

WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

Local Government Reform – WALGA Principles

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
 - i. Economic development
 - ii. Environmental protection, and
 - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|---|--|-------|
| 1.1 Early Intervention Powers | | | |
| <ul style="list-style-type: none"> The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> Suspend or dismiss councils Appoint Commissioners Suspend or, order remedial action (such as training) for individual councillors. The Act also provides the Director General with the power to: <ul style="list-style-type: none"> Conduct Authorised Inquiries Refer allegations of serious or recurrent breaches to the State Administrative Tribunal Commence prosecution for an offence under the Act. Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries | <ul style="list-style-type: none"> It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). The Inspector would receive minor and serious complaints about elected members. The Inspector would oversee complaints relating to local government CEOs. Local Governments would still be responsible for dealing with minor behavioural complaints. The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation. The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. The Inspector would be supported by a panel of Local Government Monitors (see item 1.2). The existing Local Government Standards Panel | <p><u>Current Local Government Position</u></p> <p>Items 1.1, 1.2 and 1.3 <u>generally align</u> with WALGA Advocacy Position 2.6.8 - 'Establish Office of Independent Assessor'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <i>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</i> <i>Remove the CEO from being involved in processing complaints.</i> <i>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</i> <i>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</i> <p>Comment</p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state 'Local Governments would still be</p> | |

Local Government Reform – Consultation on Proposed Reforms

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|---|---|-------|
| <p>are currently the only significant tool for addressing significant issues within a local government.</p> <ul style="list-style-type: none"> The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight. | <p>would be replaced with a new Conduct Panel (see item 1.3).</p> <ul style="list-style-type: none"> Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6). | <p><i>responsible for dealing with minor behavioural complaints'</i> and therefore do not go as far as the Sector's recent request for an external oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p>Recommendation</p> <ol style="list-style-type: none"> Support the proposed reforms as they align with the sectors position on external oversight and support. Request the Minister to explore alternate mechanisms for resolving local level complaints. | |
| 1.2 Local Government Monitors | | | |
| <ul style="list-style-type: none"> There are currently no legislative powers for the provision of monitors/temporary advisors. The DLGSC provides | <ul style="list-style-type: none"> A panel of Local Government Monitors would be established. Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. | As above | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|--|----------|-------|
| <p>support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.</p> | <ul style="list-style-type: none"> • The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. • Monitors would be qualified specialists, such as: <ul style="list-style-type: none"> ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators ○ Dispute resolution experts - to address the breakdown of professional working relationships ○ Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues ○ Governance specialists and lawyers - to assist councils resolve legal issues ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. • Only the Inspector would have the power to appoint Monitors. • Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. <p>Monitor Case Study 1 – Financial Management</p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local</p> | | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
|--|---|----------|-------|
| | <p>government to rectify the error, and issue corrections to impacted ratepayers.</p> <p>Monitor Case Study 2 – Dispute Resolution</p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p> | | |
| 1.3 Conduct Panel | | | |
| <ul style="list-style-type: none"> The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. Currently, the Panel makes findings about alleged | <ul style="list-style-type: none"> The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. The Inspector would provide evidence to the Conduct Panel for adjudication. The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for up to three months, | As above | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
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| <p>breaches based on written submissions.</p> <ul style="list-style-type: none"> The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed. | <p>with an appeal mechanism.</p> <ul style="list-style-type: none"> For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision. | | |
| 1.4 Review of Penalties | | | |
| <ul style="list-style-type: none"> There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act. | <ul style="list-style-type: none"> Penalties for breaching the Local Government Act are proposed to be strengthened. It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). It is proposed that a councillor who is suspended multiple times may become disqualified from office. Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances. | <p><u>Current Local Government Position</u></p> <p>Items 1.4 and 1.5 expand upon Advocacy Position 2.6.9 - 'Stand Down Proposal'</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> <i>That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</i> <i>That activities associated with the term 'disruptive behaviour', presented as reason</i> | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p><i>to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></p> <p>Comment The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p>Recommendation</p> <p>Supported</p> | |
| 1.5 Rapid Red Card Resolutions | | | |
| <ul style="list-style-type: none"> Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws. Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council | <ul style="list-style-type: none"> It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> Require the Presiding Member to issue a clear first warning If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions | As above | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
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| <p>meetings.</p> <ul style="list-style-type: none"> Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings. | <ul style="list-style-type: none"> If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector. Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector. | | |
| 1.6 Vexatious Complaint Referrals | | | |
| <ul style="list-style-type: none"> No current provisions. The Act already provides a requirement for Public Question Time at council meetings. | <ul style="list-style-type: none"> Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query. It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious. | <p><u>Current Local Government Position</u> Item 1.6 <u>expands upon</u> Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’ <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> <i>Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</i> <i>Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</i> <i>Modernisation to address the use of electronic communications and</i> | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p><i>information.</i></p> <p>Comment</p> <p>The Act has been expanded significantly in recent years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT PROVISIONS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 1.7 Minor Other Reforms | | | |
| <ul style="list-style-type: none"> Other minor reforms are being considered to enhance the oversight of local government. Ministerial Circulars have traditionally been used to provide guidance to the local government sector. | <ul style="list-style-type: none"> Potential other reforms to strengthen guidance for local governments are being considered. For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations. | <p><u>Current Local Government Position</u></p> <p>Item 1.7 <u>aligns</u> with Advocacy Position 2.6 - 'Support DLGSC as service provider / capacity builder'</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p>Comment</p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister's powers under Section 9.14A – 'Notice to prevent continuing contravention'</p> <p>Recommendation</p> <p>Supported</p> | |

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 2.1 Resource Sharing | | | |
| <ul style="list-style-type: none"> The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing. | <ul style="list-style-type: none"> Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1. | <p><u>Current Local Government Position</u></p> <p>Item 2.1 <u>aligns</u> with Advocacy Position 2.6 – Local Government Legislation – ‘Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p>Recommendation</p> <p>Supported</p> | |
| 2.2 Standardisation of Crossovers | | | |
| <ul style="list-style-type: none"> Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are | <ul style="list-style-type: none"> It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for | <p><u>Current Local Government Position</u></p> <p>Comment</p> <p>WALGA developed the Template Crossover Guideline and Specification</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| <p>inconsistent between local government areas, often with very minor differences.</p> <ul style="list-style-type: none"> This can create confusion and complexity for homeowners and small businesses in the construction sector. | <p>residential properties and residential developments on local roads.</p> <ul style="list-style-type: none"> A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. The DLGSC will work with the sector to develop standardised design and construction standards. | <p>resource in 2017 and have been part of the Minister's working group on red tape reduction that has been looking at standardisation of crossovers.</p> <p>Recommendation</p> <p>Supported</p> | |
| 2.3 Introduce Innovation Provisions | | | |
| <ul style="list-style-type: none"> The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket). | <ul style="list-style-type: none"> New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> Short-term trials and pilot projects Urgent responses to emergencies. | <p><u>Current Local Government Position</u></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p>Comment</p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p>Recommendation</p> <p>Supported</p> | |
| 2.4 Streamline Local Laws | | | |
| <ul style="list-style-type: none"> Local laws are required to be reviewed every eight years. The review of local laws (especially when they are | <ul style="list-style-type: none"> It is proposed that local laws would only need to be reviewed by the local government every 15 years. Local laws not reviewed in the timeframe | <p><u>Current Local Government Position</u></p> <p>Items 2.4, 2.5 and 2.6 expand upon Advocacy Position 2.6.35 - 'Local law-making process should be simplified'.</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| <p>standard) has been identified as a burden for the sector.</p> <ul style="list-style-type: none"> • Inconsistency between local laws is frustrating for residents and business stakeholders. | <p>would lapse, meaning that old laws will be automatically removed and no longer applicable.</p> <ul style="list-style-type: none"> • Local governments adopting Model Local Laws will have reduced advertising requirements. | <p><i>The Local Law making process should be simplified as follows:</i></p> <ul style="list-style-type: none"> • <i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i> • <i>Eliminate the requirement to consult on local laws when a model is used;</i> • <i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i> • <i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament's Delegated Legislation Committee.</i> <p>Comment</p> <p>Proposed reforms meet the Sector's preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p>laws are not reviewed to remain contemporary to the Sector's requirements.</p> <p>Recommendation</p> <p>Supported</p> | |
| 2.5 Simplifying Approvals for Small Business and Community Events | | | |
| <ul style="list-style-type: none"> Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities. | <ul style="list-style-type: none"> Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> alfresco and outdoor dining minor small business signage rules running community events. | As above | |
| 2.6 Standardised Meeting Procedures, Including Public Question Time | | | |
| <ul style="list-style-type: none"> Local governments currently prepare individual standing order local laws. The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public. Inconsistency among the meeting procedures between local governments is a common source of complaints. | <ul style="list-style-type: none"> To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. Members of the public across all local governments would have the same opportunities to address council and ask questions. | As above | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 2.7 Regional Subsidiaries | | | |
| <ul style="list-style-type: none"> Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC. These initiatives typically have to be managed by a lead local government. In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>. So far, no Regional Subsidiary has been formed. | <ul style="list-style-type: none"> Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments. | <p><u>Current Local Government Position</u></p> <p>Item 2.7 <u>aligns</u> with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>Under the Regional Subsidiary model, two or more Local Governments are able to establish a regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model’s governance structure is primarily representative, the model also allows independent and</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p>commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p> <p>Recommendation</p> <p>Supported</p> | |

Theme 3: Greater Transparency & Accountability

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 3.1 Recordings and Live-Streaming of All Council Meetings | | | |
| <ul style="list-style-type: none"> Currently, local governments are only required to make written minutes of meetings. While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. Complaints relating to behaviours and decisions at meetings constitute a large proportion of | <ul style="list-style-type: none"> It is proposed that all local governments will be required to record meetings. Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications | <p><u>Current Local Government Position</u></p> <p>Item 3.1 <u>expands upon</u> Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p>Comment</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| <p>complaints about local governments.</p> <ul style="list-style-type: none"> Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors¹ such as: <ul style="list-style-type: none"> Growth and development Strategic planning issues Demands and diversity of services provided to the community Total expenditure Population Staffing levels. | <p>infrastructure, and many already have audio-visual equipment.</p> <ul style="list-style-type: none"> Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings. All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving. | <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19 pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p>Recommendation</p> <p>Supported</p> | |

¹ See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 3.2 Recording All Votes in Council Minutes | | | |
| <ul style="list-style-type: none"> A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. The existing provision does not mandate transparency. | <ul style="list-style-type: none"> To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. Regulations would prescribe how votes are to be consistently minuted. | <p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.2.</p> <p>Comment There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p>Recommendation</p> <p>Supported</p> | |
| 3.3 Clearer Guidance for Meeting Items that may be Confidential | | | |
| <ul style="list-style-type: none"> The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. There is limited potential for review of issues managed as confidential items under the current legislation. | <ul style="list-style-type: none"> Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC. | <p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.3.</p> <p>Comment Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 3.4 Additional Online Registers | | | |
| <ul style="list-style-type: none"> Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. Consistent online publication of information can substitute for certain material in annual reports. Consistency in online reporting across the sector will provide ratepayers with better information. These registers supplement the simplification of financial statements in Theme 6. | <ul style="list-style-type: none"> It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. The following new registers, each updated quarterly, are proposed: <ul style="list-style-type: none"> Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) Community Grants Register to outline all grants and funding provided by the local government Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking Contracts Register that discloses all contracts above \$100,000. | <p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.4.</p> <p>Comment This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published | | | |
| <ul style="list-style-type: none"> It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually. The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. Additional performance criteria can be used for performance review by agreement between both parties. | <ul style="list-style-type: none"> To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs). | <p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.5.</p> <p><u>Comment</u> In principle, this proposal has some merit and would be particularly effective if all CEO KPIs consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO's statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO's performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p>consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature; 2. Do not support the results of performance reviews being published. | |

Theme 4: Stronger Local Democracy and Community Engagement

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 4.1 Community and Stakeholder Engagement Charters | | | |
| <ul style="list-style-type: none"> There is currently no requirement for local governments to have a specific engagement charter or policy. Many local governments have introduced charters or policies for how they will engage with their community. Other States have introduced a specific requirement for engagement charters. | <ul style="list-style-type: none"> It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. A model Charter would be published to assist local governments who wish to adopt a standard form. | <p><u>Current Local Government Position</u></p> <p>Items 4.1 and 4.2 generally align with Advocacy Position 2.6.34 - ‘Support responsive, aspirational and innovative community engagement principles’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <i>1. Responsive, aspirational and innovative community engagement principles</i> <i>2. Encapsulation of aims and principles in a community engagement policy, and</i> <i>3. The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i> <p>Comment</p> <p>As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only) | | | |
| <ul style="list-style-type: none"> Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. These surveys provide valuable data on the performance of local governments. | <ul style="list-style-type: none"> It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. Results would be required to be reported publicly at a council meeting and published on the local government's website. All local governments would be required to publish a response to the results. | As above | |
| 4.3 Introduction of Preferential Voting | | | |
| <ul style="list-style-type: none"> The current voting method for local government elections is first past the post. The existing first-past-the-post does not allow for electors to express more than one preference. The candidate with the most votes wins, even if that candidate does not have a majority. Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice. | <ul style="list-style-type: none"> Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. In preferential voting, voters number candidates in order of their preferences. Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. All other states use a form of preferential voting for local government. | <p><u>Current Local Government Position</u></p> <p>Item 4.3 <u>does not align</u> with Advocacy Position 2.5.1 – ‘First Past the Post voting system’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <i>Four year terms with a two year spill</i> <i>Greater participation in Local Government elections</i> <i>The option to hold elections through:</i> <ul style="list-style-type: none"> <i>Online voting</i> <i>Postal voting, and</i> <i>In-person voting</i> <i>Voting at Local Government elections to be voluntary</i> <i>The first past the post method of counting votes</i> <p>Comment</p> <p>It should be noted that the sector's advocacy</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p>against compulsory voting and “All in All out” 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>‘Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities’</i>) and provided the following comments in support of both first past the post voting and preferential voting:</p> <p><i>‘Comments in support of retaining first past the post include:</i></p> <ul style="list-style-type: none"> <i>• Quick to count. Preferential voting is time consuming to count.</i> <i>• Easily understood.</i> <i>• Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i> <i>• Preferential voting allows election rigging through alliances or ‘dummy’ candidates.</i> <i>• In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.’</i> <p><i>‘Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> <i>• Preferential voting is more democratic and removes an area of confusion.</i> <i>• Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i> <i>• Preferential system should be introduced. In FPP</i> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p><i>elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i></p> <ul style="list-style-type: none"> • <i>FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i> • <i>FPP is unsuitable when there is more than one vacancy.</i> • <i>Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.'</i> <p>The Sector supports first past the post voting for its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the advocacy position for first past the post elections remains the preferred option.</p> <p>Recommendation Not currently supported - Local Government feedback requested</p> | |
| 4.4 Public Vote to Elect the Mayor and President | | | |
| <ul style="list-style-type: none"> • The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> ○ by the electors of the district through a public vote; or ○ by the council as a resolution at a council meeting. | <ul style="list-style-type: none"> • Mayors and Presidents of all local governments perform an important public leadership role within their local communities. • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be | <p><u>Current Local Government Position</u></p> <p>Item 4.4 <u>does not align</u> with Advocacy Position 2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | <p>elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.</p> <ul style="list-style-type: none"> A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham. | <p>Comment There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President: Band 1 - 15 Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p>Recommendation</p> <p>Not currently supported - Local Government feedback requested</p> | |
| 4.5 Tiered Limits on the Number of Councillors | | | |
| <ul style="list-style-type: none"> The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. The Panel Report recommended electoral reforms to improve representativeness. | <ul style="list-style-type: none"> It is proposed to limit the number of councillors based on the population of the entire local government. Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. The Local Government Panel Report proposed: <ul style="list-style-type: none"> For a population of up to 5,000 – five councillors (including the President) population of between 5,000 and 75,000 – five to nine councillors (including the | <p><u>Current Local Government Position</u></p> <p>Item 4.5 <u>does not align</u> with Advocacy Position 2.5.1 – ‘Councils consist of between six and 15 (including the Mayor/President)’</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)</i></p> <p>Comment</p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5 Council Members does not reflect the varied</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | <p>Mayor/President)</p> <ul style="list-style-type: none"> ○ population of above 75,000 – nine to fifteen councillors (including Mayor). | <p>communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p>Recommendation</p> <p>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 4.6 No Wards for Small Councils (Band 3 and 4 Councils only) | | | |
| <ul style="list-style-type: none"> A local government can make an application to be divided into wards, with councillors elected to those wards. Only about 10% of band 3 and 4 local governments currently have wards. | <ul style="list-style-type: none"> It is proposed that the use of wards for councils in bands 3 and 4 is abolished. Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. In smaller local governments, the population of wards can be very small. These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards. | <p><u>Current Local Government Position</u> There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p><u>Comment</u> The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p><u>Recommendation</u></p> <p><u>Supported</u></p> | |

| 4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility | | | |
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| <ul style="list-style-type: none"> • A person with a lease in a local government district is eligible to nominate as a candidate in that district. • A person with a lease in a local government district is eligible to apply to vote in that district. • The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors. | <ul style="list-style-type: none"> • Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. • The City of Perth Inquiry Report identified sham leases as an issue. • Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> ○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. ○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. • The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors. | As above | |
| 4.8 Reform of Candidate Profiles | | | |
| <ul style="list-style-type: none"> • Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words. | <ul style="list-style-type: none"> • Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. • Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. • It is important to have sufficient information available to assist electors make informed decisions when casting their vote. | As above | |
| 4.9 Minor Other Electoral Reforms | | | |
| <ul style="list-style-type: none"> • Other minor reforms are proposed to improve local government elections. | <ul style="list-style-type: none"> • Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> ○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) ○ The introduction of more specific rules concerning local government council candidates’ use of electoral rolls. | As above | |

Theme 5: Clear Roles and Responsibilities

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 5.1 Introduce Principles in the Act | | | |
| <ul style="list-style-type: none"> The Act does not currently outline specific principles. The Act contains a short “Content and Intent” section only. The Panel Report recommended greater articulation of principles | <ul style="list-style-type: none"> It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> The recognition of Aboriginal Western Australians Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) Community Engagement Financial Management. | <p>Current Local Government Position Item 5.1 <u>generally aligns</u> with Advocacy Position 2.6 - Legislative Intent <i>Provide flexible, principles-based legislative framework.</i> Recommendation Supported</p> | |
| 5.2 Greater Role Clarity | | | |
| <ul style="list-style-type: none"> The Act provides for the role of council, councillor, mayor or president and CEO. The role of the council is to: <ul style="list-style-type: none"> govern the local government’s affairs be responsible for the performance of the local government’s functions. | <ul style="list-style-type: none"> The <u>Local Government Act Review Panel</u> recommended that roles and responsibilities of elected members and senior staff be better defined in law. It is proposed that these roles and responsibilities are further defined in the legislation. These proposed roles will be open to further consultation and input. These roles would be further strengthened through Council Communications Agreements (see item 5.3). | <p>Current Local Government Position Item 5.2 <u>aligns</u> with Advocacy Position 2.6.36 - ‘Roles and Responsibilities’ <i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i> Recommendation Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | <p>5.2.1 - Mayor or President Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> ○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council ○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act ○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government. | As above | |
| | <p>5.2.2 - Council Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments | As above | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | <p>operations, services and functions - including all functions that support informed decision-making by council</p> <ul style="list-style-type: none"> ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government. | | |
| | <p>5.2.3 - Elected Member (Councillor) Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local | As above | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | <p>government.</p> <ul style="list-style-type: none"> It is proposed that elected members should not be able to use their title (e.g. “Councillor”, “Mayor”, or “President”) and associated resources of their office (such as email address) unless they are performing their role in their official capacity. | | |
| | <p>5.2.4 - CEO Role</p> <ul style="list-style-type: none"> The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council. To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions Facilitating the implementation of council decisions Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) Overseeing the compliance of the operations of the local government with State and Federal legislation | As above | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | <ul style="list-style-type: none"> on behalf of the council ○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council. | | |

| 5.3 Council Communication Agreements | | | |
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| <ul style="list-style-type: none"> The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. The availability of information is sometimes a source of conflict within local governments. | <ul style="list-style-type: none"> In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election. | <p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.3.</p> <p><u>Comment</u></p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p><u>Recommendation</u></p> <p>Support a consistent, regulated Communications Agreement.</p> | |

| 5.4 Local Governments May Pay Superannuation Contributions for Elected Members | | | |
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| <ul style="list-style-type: none"> Elected members are eligible to receive sitting fees or an annual allowance. Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils. | <ul style="list-style-type: none"> It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. Superannuation is widely recognised as an important entitlement to provide long term financial security. Other states have already moved to allow councils to make superannuation contributions for councillors. Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions. | <p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.4.</p> <p>Comment WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied. The proposed discretionary approach will permit Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p>Recommendation</p> <p>Supported</p> | |
| 5.5 Local Governments May Establish Education Allowances | | | |
| <ul style="list-style-type: none"> Local government elected members must complete mandatory training. There is no specific | <ul style="list-style-type: none"> Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education | <p><u>Current Local Government Position</u> Item 5.5 <u>generally aligns</u> with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an</i></p> | |

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| <p>allowance undertaking education.</p> <p>for further</p> | <p>that is directly related to their role on council.</p> <ul style="list-style-type: none"> • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. • Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. • Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors. | <p><i>Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p>Comment</p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p>Recommendation</p> <p>Supported</p> | |
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| 5.6 Standardised Election Caretaker period | | | |
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| <ul style="list-style-type: none"> There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. This is commonly a point of public confusion. | <ul style="list-style-type: none"> A statewide caretaker period for local governments is proposed. All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> Councils do not make major decisions with criteria to be developed defining 'major' Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. There are consistent election conduct rules for all candidates. | <p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.6</p> <p><u>Comment</u> WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no known instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p><u>Recommendation</u></p> <p>Supported</p> | |

| 5.7 Remove WALGA from the Act | | | |
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| <ul style="list-style-type: none"> The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>. The Local Government Panel Report and the Select Committee Report included this recommendation. | <ul style="list-style-type: none"> The Local Government Panel Report recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>. Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity. | <p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.7.</p> <p><u>Comment</u></p> <p>WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p><u>Recommendation</u></p> <p>WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</p> | |

| 5.8 CEO Recruitment | | | |
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| <ul style="list-style-type: none"> Recent amendments introduced provisions to standardise CEO recruitment. The recruitment of a CEO is a very important decision by a local government. | <ul style="list-style-type: none"> It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. Councils will be able to select an independent person from the approved list. Councils will still be able to appoint people outside of the panel with the approval of the Inspector. | <p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.8.</p> <p>Comment The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p>Recommendation</p> <p>Supported</p> | |

Theme 6: Improved Financial Management and Reporting

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| 6.1 Model Financial Statements and Tiered Financial Reporting | | | |
| <ul style="list-style-type: none"> The financial statements published in the Annual Report is the main financial reporting currently published by local governments. Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local | <ul style="list-style-type: none"> The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. Local governments differ significantly in the complexity of their operations. | <p><u>Current Local Government Position</u> Items 6.1 and 6.2 generally align with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p> <p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> 1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General. 2. Requests the Department of Local | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|---|---|-------|
| governments, or that is a duplicate of other published information. | <p>Smaller local governments generally have much less operating complexity than larger local governments.</p> <ul style="list-style-type: none"> • The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. • Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. • It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. • Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. • Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process. | <p><i>Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</i></p> <p>Comment</p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|---|----------|-------|
| 6.2 Simplify Strategic and Financial Planning | | | |
| <ul style="list-style-type: none"> Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. There is also the Integrated Planning and Reporting (IPR) framework. While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments. | <ul style="list-style-type: none"> Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. It is proposed that the plans that are required are: <ul style="list-style-type: none"> Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC Simplified Asset Management Plans to consistently forecast costs of maintaining the local | As above | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|----------------------|---|----------|-------|
| | <p>government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape</p> <ul style="list-style-type: none"> ○ Simplified Long Term Financial Plans will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years ○ A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if | | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|--|--|-------|
| | approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments. | | |
| 6.3 Rates and Revenue Policy | | | |
| <ul style="list-style-type: none"> Local governments are not required to have a rates and revenue policy. Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure. | <ul style="list-style-type: none"> The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. A template would be published for use or adaption by all local governments. The Local Government Panel Report included this recommendation. | <p><u>Current Local Government Position</u></p> <p>Item 6.3 <u>generally aligns</u> with Advocacy Position 2.1.6 - Rate Setting and WALGA's Rate Setting Policy Statement.</p> <p><i>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.</i></p> <p>Recommendation</p> <p>Supported</p> | |
| 6.4 Monthly Reporting of Credit Card Statements | | | |
| <ul style="list-style-type: none"> No legislative requirement. Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds. | <ul style="list-style-type: none"> The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. This provides oversight of incidental local government spending. | <p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p>Comment</p> <p>This proposed reform reflects widespread common practice for credit card transactions to be included in</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|--|---|--|-------|
| | | <p>monthly financial reports and lists of accounts paid.</p> <p>Recommendation</p> <p>Supported</p> | |
| 6.5 Amended Financial Ratios | | | |
| <ul style="list-style-type: none"> Local governments are required to report seven ratios in their annual financial statements. These are reported on the MyCouncil website. These ratios are intended to provide an indication of the financial health of every local government. | <ul style="list-style-type: none"> Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful. | <p><u>Current Local Government Position</u></p> <p>Item 6.5 <u>aligns</u> with Advocacy Position 2.6.25 - Review and reduce financial ratios.</p> <p><i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ul style="list-style-type: none"> <i>a. Operating Surplus Ratio,</i> <i>b. Net Financial Liabilities Ratio,</i> <i>c. Debt Service Coverage Ratio, and</i> <i>d. Current Ratio.</i> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|---|---|--|-------|
| 6.6 Audit Committees | | | |
| <ul style="list-style-type: none"> Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management. | <ul style="list-style-type: none"> To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. Audit Committees would also need to consider proactive risk management. To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson. | <p><u>Current Local Government Position</u></p> <p>Item 6.6 <u>does not align</u> with Advocacy Position 2.2.4 – Accountability and Audit <i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p>Comment</p> <p>The Sector's view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
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| | | <p>of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the Regional Audit Committee intended to include the same independent persons who will meet separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Do not support majority independent members of the Audit Committee 2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues. | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|--|---|---|-------|
| 6.7 Building Upgrade Finance | | | |
| <ul style="list-style-type: none"> The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. This is not currently provided for under the Act. The Local Government Panel Report included this recommendation. | <ul style="list-style-type: none"> Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. This would allow local governments to lend funds to improve buildings within their district. Limits and checks and balances would be established to ensure that financial risks are proactively managed. | <p><u>Current Local Government Position</u></p> <p>Item 6.7 <u>aligns</u> with Advocacy Position 2.6.26 - Building Upgrade Finance. <i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p>Comment Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p>Recommendation</p> <p>Supported</p> | |

| CURRENT REQUIREMENTS | PROPOSED REFORMS | COMMENTS | NOTES |
|--|---|---|-------|
| | | | |
| 6.8 Cost of Waste Service to be Specified on Rates Notices | | | |
| <ul style="list-style-type: none"> No requirement for separation of waste charges on rates notice. Disclosure will increase ratepayer awareness of waste costs. The Review Panel Report included this recommendation. | <ul style="list-style-type: none"> It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). This would provide transparency and awareness of costs for ratepayers. | <p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 6.8.</p> <p><u>Comment</u> This proposed reform will require a relatively simple calculation,</p> <p><u>Recommendation</u></p> <p>Supported</p> | |



MINUTES

**Boyup Brook Shire Council Annual Awards Committee held in the Boyup Brook Council Chambers
on Thursday, 18th November 2021 commenced at 5.05pm.**

1 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

Committee

Cr Helen O'Connell
Cr Sarah Alexander
Cr Steele Alexander
Cr Darren King
Cr Kevin Moir

Staff

Dale Putland – Chief Executive Officer
Maria Lane - Executive Assistant

1.1 ELECTION OF PRESIDING MEMBER, DEPUTY PRESIDING MEMBER

The first item of business for the first meeting of a new committee is the election of Presiding Member and Deputy Presiding Member.

The Chief Executive Officer called for nominations for the position of Presiding Member.

Cr Sarah E G Alexander nominated Cr Darren King as Presiding Member and Cr Helen C O'Connell seconded the nomination.

Cr Darren King accepted the nomination.

There were no further nominations.

The Presiding Member called for nominations for the position of Deputy Presiding Member.

Cr Sarah E G Alexander nominated Cr Helen C O'Connell as Deputy Presiding Member and Cr Steele Alexander seconded the nomination.

Cr Helen C O'Connell accepted the nomination.

There were no further nominations.

1.2 Shire of Boyup Brook Annual Awards Committee Meeting – 10th December 2020.

COMMITTEE RECOMMENDATION - Item 1.2

MOVED: Cr Helen O’Connell

SECONDED: Cr Sarah Alexander

That the minutes of the Annual Awards Committee Meeting held on 10th December 2020 be confirmed as an accurate record.

CARRIED 5/0

Res 21/10/163

2 REPORTS / GENERAL BUSINESS

2.1 Australia Day Awards – Meeting Process

Council passed the following motion at its Special Council meeting held on 21 October 2021:

That Cr Helen O’Connell, Cr Kevin Moir, Cr Sarah Alexander, Cr Darren King and Cr Steele Alexander be appointed to Council’s Annual Awards Committee.

5.23. Meetings generally open to the public

- (1) Subject to subsection (2), the following are to be open to members of the public —*
 - (a) all council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
 - (a) a matter affecting an employee or employees;*
 - (b) the personal affairs of any person;*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) a matter that if disclosed, would reveal —*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*

- (iii) *information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) *a matter that if disclosed, could be reasonably expected to —*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property; or*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

It will be noted that the meeting may be closed to the public and so the following recommendation is made:

5.23. Meetings generally open to the public

- (1) *Subject to subsection (2), the following are to be open to members of the public —*
- (a) *all council meetings; and*
 - (b) *all meetings of any committee to which a local government power or duty has been delegated.*
- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (a) *a matter affecting an employee or employees;*
 - (b) *the personal affairs of any person;*
 - (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) *a matter that if disclosed, would reveal —*
 - (i) *a trade secret;*
 - (ii) *information that has a commercial value to a person; or*

- (iii) *information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) *a matter that if disclosed, could be reasonably expected to —*
 - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) *endanger the security of the local government's property; or*
 - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) *information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

BEHIND CLOSED DOORS

MOVED: Cr Helen C O'Connell

SECONDED: Cr Steele Alexander

Meeting closed to the public to deal with a confidential matter.

CARRIED 5/0

Res 21/10/164

Mr Wayne Butler left the Chambers at 5.10pm.

MOVED INTO COMMITTEE

MOVED: Cr Helen C O'Connell

SECONDED: Cr Steele Alexander

That the Council move into a committee of the whole under clause 15.6 of the Standing Orders, Local Law No.1.to allow members free discussion on the matter.

CARRIED 5/0

Res 21/10/165

MOVED OUT OF COMMITTEE

MOVED: Cr Helen C O'Connell

SECONDED: Cr Sarah E G Alexander

That the Council moves out of committee of the whole under clause 15.6 of the Standing Orders, Local Law No.1.

CARRIED 5/0

Res 21/10/166

**2.3 Confidential item
Australia Day Awards for 2021**

Award Nominations closed on the 12th November 2021.

COMMITTEE RECOMMENDATION

MOVED: Cr Sarah E G Alexander SECONDED: Cr Helen C O'Connell

The Annual Awards Committee accept a late nomination.

CARRIED 5/0 Res 21/10/167

COMMITTEE RECOMMENDATION

MOVED: Cr Sarah E G Alexander SECONDED: Cr Helen C O'Connell

That Yvonne Dent be awarded Citizen of the Year for 2022.

CARRIED 5/0 Res 21/10/168

COMMITTEE RECOMMENDATION

MOVED: Cr Helen C O'Connell SECONDED: Cr Sarah E G Alexander

That Susan Wallace be awarded the Kevin Henderson Memorial Award for 2022.

CARRIED 5/0 Res 21/10/169

COMMITTEE RECOMMENDATION

MOVED: Cr Steele Alexander SECONDED: Cr Kevin Moir

That Robin White be awarded the Sports Person of the Year for 2022.

CARRIED 5/0 Res 21/10/170

COMMITTEE RECOMMENDATION

MOVED: Cr Steele Alexander SECONDED: Cr Sarah E G Alexander

**As no nominations were received for the "*Young Person of the Year Award*",
Council to consult with the community. Nominations to be included in the next
Ordinary Council meeting.**

CARRIED 5/0 Res 21/10/171

MOVED OUT FROM BEHIND CLOSED DOORS

MOVED: Cr Helen C O'Connell

SECONDED: Cr Sarah E G Alexander

In accordance with Section 5.23 (2) of the Local Government Act 1995 the next part of the meeting is open to the members of the public, the time being 5.30pm.

CARRIED 5/0

Res 21/10/172

2.4 CLOSURE OF MEETING

There being no further business the Presiding Member, Cr D King declared the meeting closed at 5.31pm.

MEMORANDUM OF UNDERSTANDING

PARTIES

CITY OF BUNBURY

AND

CITY OF BUSSELTON

AND

SHIRE OF CAPEL

AND

SHIRE OF DARDANUP

AND

SHIRE OF HARVEY

AND

SHIRE OF MANJIMUP

AND

SHIRE OF BRIDGETOWN-GREENBUSHES

AND

SHIRE OF DONNYBROOK-BALINGUP

AND

SHIRE OF NANNUP

AND

SHIRE OF AUGUSTA MARGARET RIVER

THIS MEMORANDUM OF UNDERSTANDING dated the _____ day of _____ 2021 is made between:

The CITY OF BUNBURY, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at 4 Stephen Street, Bunbury in the State of Western Australia ("Bunbury") of the one part

AND

The CITY OF BUSSELTON, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at Southern Drive, Busselton in the State of Western Australia ("Busselton") of the one part

AND

The SHIRE OF CAPEL, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at Forrest Road, Capel in the State of Western Australia ("Capel") of the one part

AND

The SHIRE OF DARDANUP, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at 1 Council Drive, Eaton in the State of Western Australia ("Dardanup") of the one part

AND

The SHIRE OF HARVEY, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at 102 Uduc Road, Harvey in the State of Western Australia ("Harvey") of the one part

AND

The SHIRE OF MANJIMUP, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at _____ in the State of Western Australia ("Manjimup") of the one part

AND

The SHIRE OF BRIDGETOWN-GREENBUSHES, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at _____ in the State of Western Australia ("Bridgetown-Greenbushes") of the one part

AND

The SHIRE OF DONNYBROOK-BALINGUP, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at _____ in the State of Western Australia ("Donnybrook-Balingup") of the one part

AND

The SHIRE OF NANNUP, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at _____ in the State of Western Australia ("Nannup") of the one part

AND

The SHIRE OF AUGUSTA MARGARET RIVER, a local government constituted pursuant to the provisions of the Local Government Act 1995 and having its Municipal offices situated at _____ in the State of Western Australia ("Nannup") of the one part

A BACKGROUND

1. Bunbury, Busselton, Capel, Dardanup, Harvey, Manjimup, Bridgetown-Greenbushes, Donnybrook-Balingup, Nannup and Augusta Margaret River are a collective group of Local Governments in the southwest of Western Australia who recognise the potential of supporting local businesses through a South West Designated Area Migration Agreement (SWDAMA) with the Commonwealth Government to allow for specific visas aimed to address skill shortages.
2. These parties have agreed to work collaboratively by participating in and contributing to the Designated Area Representative (DAR - Shire of Dardanup), to undertake the administration and promotion of the SWDAMA.
3. For the purposes of this document only, the parties shall be collectively known as the "South West Local Governments".

B PURPOSE

This Memorandum of Understanding ("MOU") will provide, on a non-legally binding basis, an outline of the expectations of the parties, their respective roles and responsibilities and detail the governance and working arrangements to achieve the agreed objectives.

C PRINCIPLES AND OBJECTIVES

The South West Local Governments believes a collaborative approach will facilitate and promote the following objectives:

- Support Local Businesses to address skill shortages; and
- Promoting longer term economic benefits for the region.

D OUTLINE OF GENERAL OPERATING APPROACH

In order to pursue the objectives listed above the parties comprising the South West Local Government will participate in the SWDAMA and/or to contribute to the DAR to undertake the administration and promotion of the SWDAMA.

1. Participating Local Governments

All of the local governments that are party to this MOU have agreed to participate in the SWDAMA.

Participation allows businesses based within the relevant local government areas to access the SWDAMA and to liaise and submit applications through the DAR.

2. Contributing Local Governments

Those local governments that contribute towards the DAR will also receive regular visits from the DAR to promote the SWDAMA with and support local businesses to access the SWDAMA as may be appropriate.

The number of visits per year will be dependent on the amount contributed with the following breakdown set out:

- \$2,500 2 visits per year
- \$5,000 4 visits per year
- \$7,500 6 visits per year

Contributions from each participating local government is listed and agreed to as included in Appendix 1 – Contribution Schedule.

E SCOPE OF ACTIVITIES

The DAR will undertake activities consistent with the SWDAMA Business Case at Appendix 2 and the Position Description at Appendix 3. The Business Case will be reviewed annually to consider changes in the employment market and feedback from the business community.

G AMENDMENT AND REVIEW

1. The parties will monitor the arrangements applying to this MOU on an ongoing basis and may through the exchange of letters between the respective Chief Executive Officers modify the MOU.
2. Notwithstanding the provisions of G 1 above the parties will formally review the MOU within 4 years from the date of the document to ascertain whether the need for the South West DAMA is still relevant or necessary and whether a further DAMA should be entered into with the Commonwealth Government.

H NOT LEGALLY BINDING

The terms of this document are not legally binding on each or all of the parties and no legal partnership, joint venture or any legal privity is intended or implied.

I DISCONTINUANCE

Any party seeking to withdraw from the South West Designated Area Migration Agreement (SWDAMA) is to provide not less than 3 months' notice in writing of its intention to do so and will use reasonable endeavours to ensure that its withdrawal does not impact on the viability or continued objectives of this MOU.

Please note, withdrawal from the SWDAMA by a local government will not necessarily result in the SWDAMA not applying to that geographic area.

Signed for and on behalf of
City of Bunbury

Name

Title

Date

Signed for and on behalf of
City of Busselton

Name

Title

Signed for and on behalf of
Shire of Capel

Name

Title

Date

Signed for and on behalf of
Shire of Dardanup

Name

Title

Date

Signed for and on behalf of
Shire of Harvey

Name

Title

Date

Signed for and on behalf of
Shire of Manjimup

Name

Title

Date

Signed for and on behalf of
Shire of Bridgetown-Greenbushes

Name

Title

Date

Signed for and on behalf of
Shire of Donnybrook-Balingup

Name

Title

Date

Signed for and on behalf
of Shire of Collie

Name

Title

Date

Signed for and on behalf of
Shire of Nannup

Name

Title

Date

Signed for and on behalf of
Shire of Augusta Margaret River

Name

Title

Date

Attachment 1 – Contribution Schedule

DAMA Contributions by LGAs

| LGA | Commitment | Response |
|------------------------|------------|---|
| Boyup Brook | | This hasn't been presented to Council; however, as previously advised by Aaron and myself, we could only recommend support on the basis that the contributions are rate based. |
| | | |
| Bridgetown-Greenbushes | \$2,500 | Noting the financial commitment of \$2,500 is only half of what was being requested this commitment was a compromise with the likely alternative being that Council wouldn't have made a financial commitment. |
| | | |
| Busselton | \$5,000 | So I would like to see us pay equally or I could support the two City Councils paying \$7500 each , mid size pay \$5k each and the two smaller Councils \$2500k each , which should achieve the same level of funding approx. \$60k to get it over the line if we all |
| | | |
| Bunbury | \$5,000 | The City of Bunbury also confirms its participation in the project and will make a contribution of \$5000 towards the study and the plan. |
| | | |
| Capel | \$5,000 | |
| | | |
| Collie | 0 | Council has not supported the financial request but is prepared to provide in-kind support. |
| | | |
| | | |
| Dardanup | \$5,000 | |
| | | |
| Donnybrook-Balingup | \$5,000 | SoDB agreed to its \$5k contribution (via the Budget) |
| | | |
| Harvey | \$5,000 | The Shire of Harvey had provided in principle support for contributing to the DAMA for a five year period and funds have been included in the budget. |
| | | |

| | | |
|------------------------|---------|---|
| Augusta-Margaret River | \$5,000 | I can confirm that AMR Shire is keen to participate and will contribute \$5,000 towards the study and plan. |
| | | |
| Manjimup | \$5,000 | Commit to a \$5,000 per annum contribution to the Shire of Dardanup for five years commencing 2021/22 to operate as the Designated Area Representative for the South West region Designated Area Migration Agreement. |
| | | |
| Nannup | \$5,000 | The Shire of Nannup Council resolved to participate in the MOU and agreed to an up to \$5,000 contribution. They did request to me that I ask that the contribution be reviewed to be on the basis of size and rates. I think Mike's suggestion of 3 tiers for contribution would be a suitable resolution. |

\$47,500

Attachment 2 – South West Designated Area Migration Agreement Business Case

The South-West DAMA Business Case Submission – Draft 1



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Background Information

The South West Region is located in the South Western corner of Western Australia and covers an area of nearly 24,000 square kilometres. This region of Western Australia is the most popular tourist destination in the state and is the most populated region outside of Perth. The estimated residential population of the South West was 170,000 in 2013 and is predicted to rise to 217,000 residents by 2023.

The South West Region has abundant mineral deposits, fertile soils for agriculture, and strong manufacturing, retail and tourism industries. Mining is the region's largest revenue earner and coal; alumina and mineral sands are the main contributors to the \$2.2 billion industry.

The South West is made up of 12 local government authorities:

- Augusta-Margaret River
- Bunbury
- Busselton
- Boyup Brook
- Bridgetown-Greenbushes
- Capel
- Collie
- Dardanup
- Donnybrook-Balingup
- Harvey
- Manjimup
- Nannup

Economic Significance of South West DAMA Region

The South West is part of a national initiative charged with growing economic development across the region. This has been achieved through building partnerships and ensuring that all governments and stakeholder are responsive to local priorities and needs.

More than lifestyle, the South West is a growth region and economic powerhouse, highlighted by exports which include 21% of the global supply of alumina, almost a third of all lithium, mineral sands and Australia's only silicon manufacturer. The Agriculture sector is worth more than \$2.36 billion and tourism more than \$1.33 billion to the region and opportunities are now emerging in the creative sector and through key infrastructure investments across the board.

The South West has a dynamic economy which generated \$14.7 billion in 2019. Over the past decade, the Gross Regional Product for the South West Region has grown 25.6% and has a diverse range of industries that provide employment opportunities for the people in the South West.

Value-add by industry sector:

| Industry Sector | South West Region (2019 Release 1) | |
|---|------------------------------------|----------------|
| | \$M | % |
| Rental, Hiring & Real Estate Services | \$1,998.31 | 14.72% |
| Mining | \$1,364.10 | 10.05% |
| Construction | \$1,317.81 | 9.71% |
| Agriculture, Forestry & Fishing | \$1,123.96 | 8.28% |
| Manufacturing | \$1,095.20 | 8.07% |
| Health Care & Social Assistance | \$967.20 | 7.13% |
| Education & Training | \$803.44 | 5.92% |
| Retail Trade | \$771.41 | 5.68% |
| Public Administration & Safety | \$545.77 | 4.02% |
| Financial & Insurance Services | \$544.97 | 4.02% |
| Electricity, Gas, Water & Waste Services | \$544.15 | 4.01% |
| Accommodation & Food Services | \$476.28 | 3.51% |
| Administrative & Support Services | \$430.18 | 3.17% |
| Professional, Scientific & Technical Services | \$407.42 | 3.00% |
| Transport, Postal & Warehousing | \$405.54 | 2.99% |
| Wholesale Trade | \$299.31 | 2.21% |
| Other Services | \$267.24 | 1.97% |
| Information Media & Telecommunications | \$130.03 | 0.96% |
| Arts & Recreation Services | \$79.30 | 0.58% |
| Total | \$13,571.63 | 100.00% |

Regional Imports by Industry Sector

| Industry Sector | South West Region (2019 Release 1) | |
|---|------------------------------------|----------------|
| | \$M | % |
| Manufacturing | \$4,525.76 | 39.98% |
| Mining | \$2,413.67 | 21.32% |
| Agriculture, Forestry & Fishing | \$1,226.68 | 10.84% |
| Construction | \$857.09 | 7.57% |
| Electricity, Gas, Water & Waste Services | \$686.87 | 6.07% |
| Accommodation & Food Services | \$421.75 | 3.73% |
| Education & Training | \$317.53 | 2.81% |
| Rental, Hiring & Real Estate Services | \$194.51 | 1.72% |
| Retail Trade | \$171.54 | 1.52% |
| Transport, Postal & Warehousing | \$153.97 | 1.36% |
| Wholesale Trade | \$74.15 | 0.66% |
| Administrative & Support Services | \$73.21 | 0.65% |
| Arts & Recreation Services | \$45.74 | 0.40% |
| Other Services | \$36.96 | 0.33% |
| Professional, Scientific & Technical Services | \$32.18 | 0.28% |
| Health Care & Social Assistance | \$28.88 | 0.26% |
| Information Media & Telecommunications | \$23.43 | 0.21% |
| Public Administration & Safety | \$18.52 | 0.16% |
| Financial & Insurance Services | \$16.62 | 0.15% |
| Total | \$11,319.04 | 100.00% |

Agriculture and Food:

The South West Region is the agriculture heartland and produces a diverse array of quality produce to the state, nation, and the world. In 2018-19, the gross value of agriculture production was \$852 million. The most significant commodities were milk, followed by cattle and calves and avocados as well as fruit, vegetable, and wine grapes being significant contributors.

The three largest beef processing facilities in Western Australia, with multiple export market accreditations are located in the region. The South West is well-known for its clean, green and safe environment, making it an ideal setting for agriculture development and investment, including agribusiness and agritourism. More than 25% of the state's food business is located in the South West with high value premium food and beverages processed and manufactured in the region for export.

Retail and Commerce:

The South West Region is known for its lifestyle, economic opportunity and access to infrastructure this makes the regions a place to establish and operate a business in order to support a lifestyle.

Businesses are at the heart of the community in the South West and there is a startup and investment culture emerging that is backed by State Government policy and programs along with support from local organisations in making the region an attractive place to live and work.

The City of Bunbury is the commercial and administrative hub of the South West. With access to major road, rail and port facilities this makes Bunbury the main distribution centre for the region, servicing the needs of industry and the community along with other regional centres such as Busselton, Collie, Margaret River and Manjimup.

Banking, Investment and Financial Services, wholesale trade, industrial and building supplies, real estate, accommodation, hospitality, recreation, and cultural activities all contribute to the region's commerce sector.

Tourism:

The South West Region is the most visited region in Western Australia and offers a kaleidoscope of high quality experiences that appeal to people from throughout the world.

A diversity of experiences can be enjoyed in a single day when in the dynamic South West, exploring breathtaking wilderness areas, discovering iconic natural cave systems, sampling locally produced food and wine, and visits to local landmarks such as the Busselton Jetty and attractions like the Dolphin Discovery Centre or getting active by mountain bike riding, surfing, and canoeing.

Some of the unique attractions include:

- Remote wilderness along the southern coast.
- High quality wine and food experiences (including the Margaret River Wine Region).
- Pristine swimming and surfing beaches.
- Modern cosmopolitan towns with quality accommodation, dining, and other facilities.
- Dolphin and whale watching, diving and snorkelling experiences.
- Abundant wildlife and hundreds of species of wildflowers.
- Rich cultural and arts experiences.
- Internationally recognised wetlands near Busselton.
- Youngest limestone caves in the world (Leeuwin Naturaliste National Park).
- Fossilised remains of megafauna in the cave systems.
- One of the longest whale watching seasons in the world (July to November).

Wine:

The South West region is known for its premium wines that are enjoyed in throughout Western Australia and around the world. Viticulture production is a significant economic contributor to the South West Region with 24,887 tonnes of grapes crushed in 2020. The majority of grapes in the region were crushed in Margaret River, which accounted for a 2% share of the national vintage. White wines made up 58% of the crush for all five areas in the region combined with reds making up the remaining 42%. The total

area of vineyards in the South West was 6,969 hectares in 2019, this accounted for 65% of all vineyards in Western Australia and 5% nationally.

The top five markets by volume for the South West were mainland China, United Kingdom, USA, Singapore, and Thailand and wines with a Margaret River label claim made up the majority (93%) of exports from the region.

Who can access the South West DAMA Labour Agreement?

Designated Area Migration Agreements are a formal arrangement between the Commonwealth of Australia and a designated area representative (DAR). A DAR may be a state / territory government or regional body such as the local government (South West DAR - Shire of Dardanup). Under the terms of a DAMA, the designated area may be able to access a broader range of overseas workers that is not available through the standard skilled visa programs. This allows variations to standard occupations and skills lists and /or negotiable concessions to visa requirements.

DAMA Labour Agreements are between the Australian Government and endorsed employers operating within the relevant region. They are generally in effect for five years and use the Temporary Skills Shortage and Employer Nominated Scheme visa programs.

The South West DAMA Labour Agreement is accessible for businesses operating within the entire South West area covering 12 local government areas that are unable to source skilled workers locally and require the skilled worker to be sourced from overseas. The employers who have an interest in accessing the DAMA are required to submit an application to the DAR for endorsement and this will be required to access the South West DAMA Labour Agreement.

Only the businesses operating within the following local government areas will be eligible to apply for the DAR endorsement and access the South West DAMA Labour Agreement:

- City of Bunbury
- City of Busselton
- Shire of Augusta Margaret River
- Shire of Boyup Brook
- Shire of Bridgetown-Greenbushes
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Balingup
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

The majority of DAMA agreements include occupations available under the standard TSS 482 visa or regional 494 visa program. However, the benefit of a DAMA is that concessions to the English language, Temporary Skilled Migration Income Threshold (TSMIT), age, skills and Permanent Residency requirements may be available. Where Concession is to be requested support data will be required to support the request for the concession.

South West DAMA Governance Structure

Access to DAMA:

The South West DAR (Shire of Dardanup) will submit a business case for the South West DAMA to the Department of Home Affairs. The Minister of Immigration, Citizenship and Multicultural Affairs will then agree to enter into negotiation with the South-West DAR for the South West DAMA. The terms and concessions are negotiated by South-West DAR and the Minister's delegate (Department of Home Affairs). The DAMA is then signed by both parties and is executed.

Once the South West DAMA is signed, the DAMA Labour Agreement template is created and employers in the region can apply to be endorsed by the South West DAR to access the DAMA.

Access to DAMA Flowchart

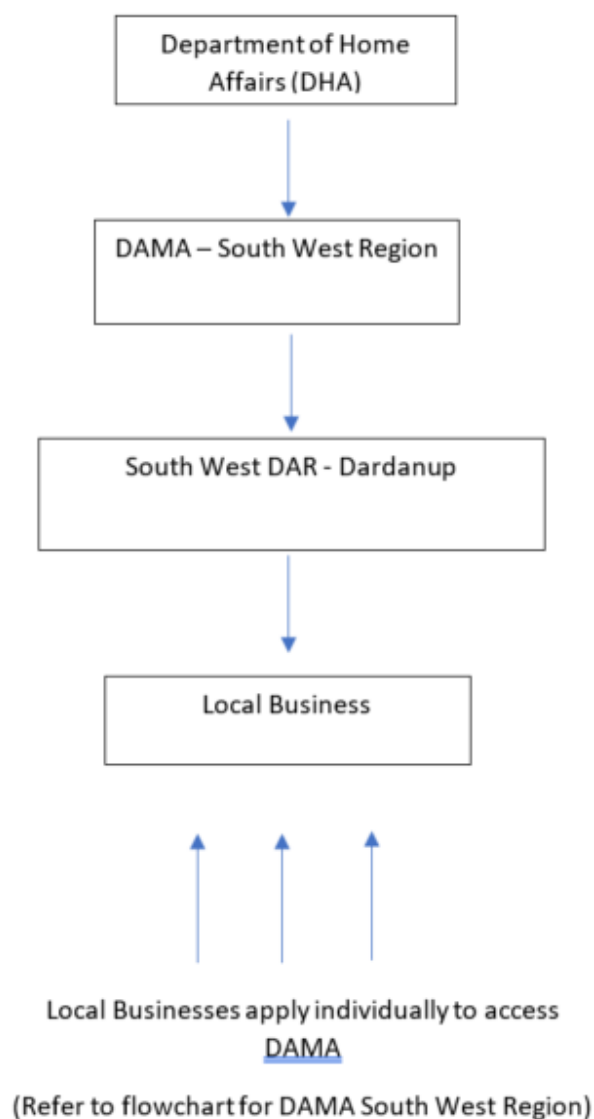


Figure: Access to DAMA Flowchart

End to end Process:

Once the DAMA is approved, employers are required to have an endorsement from the South West DAR before submitting a request for the South West DAMA Labour Agreement. The South West DAR will assess the employer's eligibility before endorsement is provided and a letter of Endorsement and copies of the supporting documents will be sent to the Australian Government and the employer.

Endorsed employers can then apply for a DAMA Labour Agreement within the Minister's delegate (Department of Home Affairs) through Immi Account. Once the Labour Agreement is approved, the business submits a skills verification application for the prospective visa applicant. Once the South West DAR approves the skills verification for the prospective applicant, the nomination and visa (subclass 482/494) application can be submitted.

Flowchart for DAMA South West Region

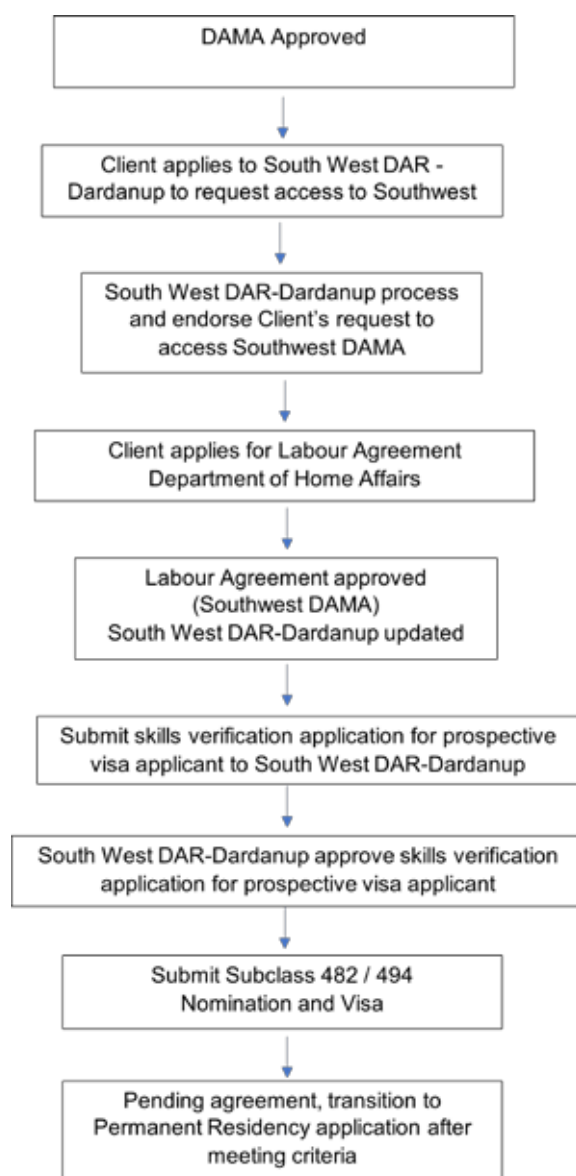


Figure: Flowchart for DAMA South West Region

Evidence based skilled shortages

Skilled labour shortages – Biggest barrier to business growth

Different business sectors within the South West Region have been finding it challenging to hire skilled labour. Some business find local employees are not applying for the skilled job whereas some businesses are experiencing a high labour turnover. Such prevailing factors are forcing businesses to look for potential candidates from overseas.

The Chamber of Commerce and Industry WA (CCIWA) conducted a Business Confidence Survey to find out the concerns towards the growth of Western Australian (WA) businesses. Skill shortages was the greatest concern for most of WA businesses. .

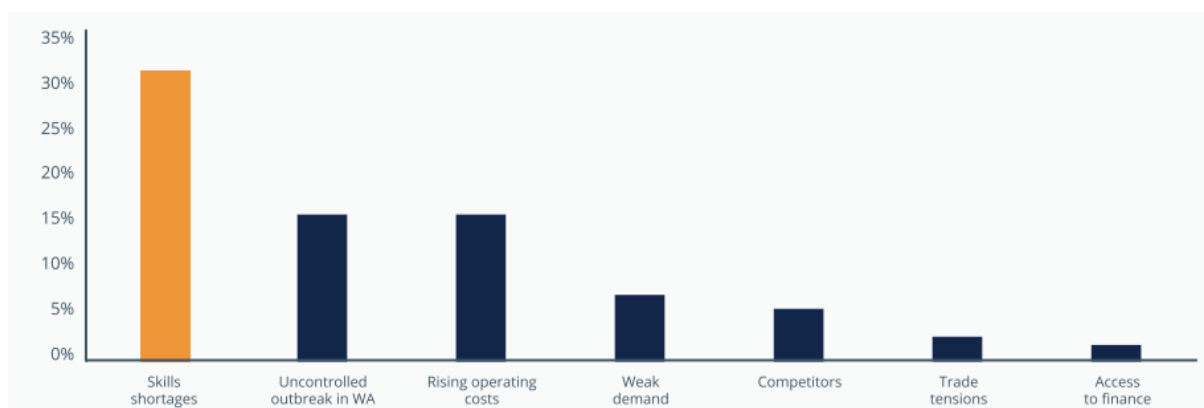


Figure: Biggest Barrier to growth in the year ahead

As per reported by the CCIWA, three out of every ten (31%) businesses identified skilled labour shortages as one of the largest barriers towards the growth of the business over the coming years. Skill shortages outweigh the other issue as the top barrier to growth. In the CCIWA Business Confidence Survey, they have also identified the proportion of WA businesses struggling to hire for a particular skill set. The below graph shows the proportion struggling to fill a skill set:

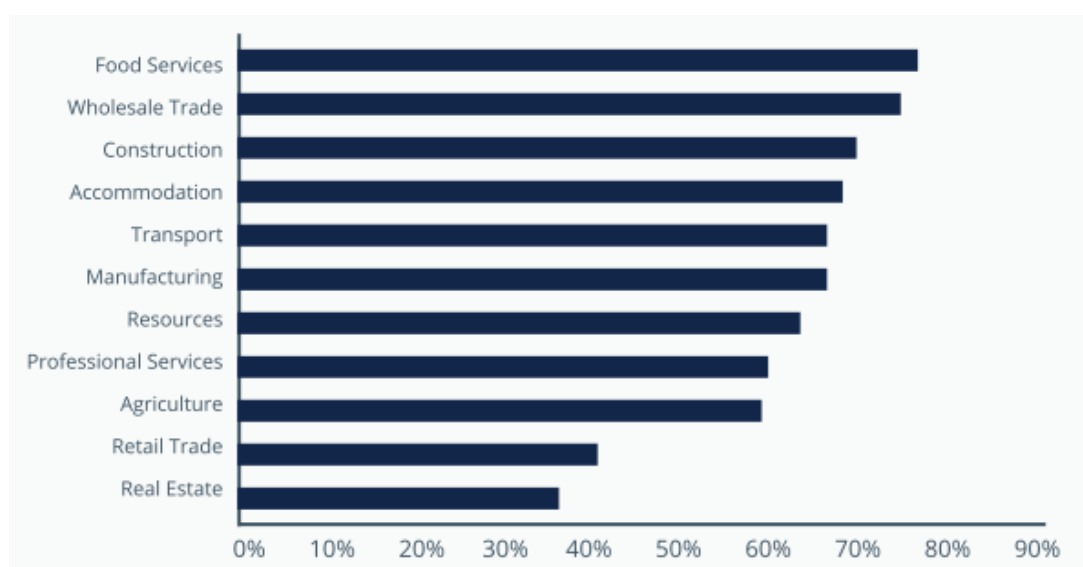


Figure: Proportion struggling to fill a skill set

Providing the DAMA Labour Agreement as a solution for skill shortages in the South West Region, the 12 local governments were consulted individually to identify potential skill shortages. DAMA education workshops were also held in regions like Busselton, Margaret River Busselton Tourism Association and Donnybrook-Balingup. The aim of the workshop was to have local businesses of the region participate in the meeting and address their skills shortages.

To compile data for the skill shortages within the region a short survey was sent to participants of the workshop. The survey comprised of basic 7 question:

1. My business is suffering financially because of the shortage of skills.
2. The occupation where shortages are critical and impacting the business are?
3. Does your business employ or intend to employ apprentices or trainees?
4. Have you employed working holiday makers in the past 12 months?
5. Do you intend to employ highly skilled employees on the temporary skills shortage visa (Subclass 482)?
6. How often do you have staff turnover in the critical skills area?
7. Any additional comments?

Major participants of this survey where from Hospitality, Hotel, Accommodation and Viticulture sector. Occupations indicated as critical and impacting the business were: Cook, Chef, Waiter, Restaurant Manager, Viticulture, and other hospitality relevant staff.

Please refer to **Appendix 5** for the survey results and summary report.

Evidence based on the South West Chamber of Commerce and Industry (SWCCI) Survey

On behalf of the South West local governments, the South West Chamber of Commerce and Industry SWCCI conducted a survey as part of a collaborative effort to inform local planning and resources on how to improve access to skilled labour in the region.

The survey was sent to members of the SWCCI, the local governments and possible local businesses of the region to compile the skills shortages within the region in different industry sectors. The survey comprised of 17 questions:

1. Please indicate which local government area your business is located in?
2. As a business, do you struggle to attract workers with the specific skills and qualification you need?
3. As a business, do you struggle to retain workers with the specific skills and qualifications you need?
4. If yes to either of the above questions, what are the specific challenges that you find impacting your business?
5. Is your business currently experiencing a resourcing or recruiting challenge? This is defined by job roles that are unable to be filled for greater than 90 days or advertised positions that do not attract suitably qualified applicants?

6. If yes, please select the specific occupations/position you are currently experiencing a recruiting or resourcing challenge?
7. Based on your business's forecasts, future projects, programs, expansions etc, in the next 5 years, which occupations/positions do you expect to experience a recruiting or resourcing challenge?
8. Do you expect to be recruiting different or new skills sets in the future? If Yes, please describe.
9. Besides specific qualification, what are the soft skills and general qualities you would seek in an employee? (these may include character, communication skills, mindsets, attitudes etc)
10. How would you rate the training and education courses and services currently available in the Bunbury Geographie region?
11. Have you or do you plan to employ a temporary or permanent visa holders?
12. If you have or would employ a temporary visa holder, please identify which type of visa they held or would hold?
13. Do you have a clear understanding of how the visa program works to attract the skills you need?
14. If yes, what do you consider to be limitations of the standard visa programs available?
15. Would the ability to sponsor skilled migrant workers benefit your business?
16. If yes, what would be the benefits to you as an employer?
17. If no, what other methods do you believe will assist in attracting the skills labour force you need?

Please refer to **Appendix 6** for the survey results.

Shortages and Labour Market Condition

Shortages in Hospitality, Tourism and Accommodation Industry

COVID-19 has had an adverse impact within all industry sectors. Based on the article "Hospitality bid for special foreign staff visas" published in THE AUSTRALIAN newspaper on 20 April 2021, it defines the shortages being faced by the hospitality industry under the impact of COVID-19. The hospitality sector is demanding the government introduce a 12-month COVID recovery worker visa as critical staff shortages of up to 30 % are forcing businesses to reduce opening hours or close altogether.

Due to exceptional circumstances during the pandemic and the need to ensure the supply of critical services, the Department of Home Affairs and Australian Border Force have taken a flexible approach to student visa holders working beyond their usual work limitations, but only in specified industries. Tourism and Hospitality sector has been added to the list of critical sectors where students can work limitless to meet the ongoing shortages.

The push for the special visa that will be paid for by the recipient comes as the Accommodation Association reveals its hotel and resort operations lost \$5 billion in room revenue across Melbourne, Sydney, Perth, Brisbane, Adelaide, Hobart, Canberra and the Gold Coast in the year to February. Melbourne hotels suffered the biggest hit with a \$1.4 billion loss in room revenue.

The Hospitality and Accommodation Industries have nominated labour shortages as the biggest barrier to their recovery after coronavirus sparked a mass exodus of 200,000 foreign students, backpackers and skilled visa holders. The hospitality sector has lost 100,000 jobs and there has been a 23% decline in full-time accommodation positions. This shows the shortage of skilled labour, impacts the Hospitality and Accommodation sector who rely on visa holders to fill the shortage gaps. Restaurant and Catering Chief Executive Wes Lambert has written to Immigration Minister addressing migration as the key to fixing the staff shortages. The Labour Agreement can be a solution for these industries.

Liberal MP Julian Lessar, who chairs the Federal Parliament's Joint Standing Committee on Migration, said the government needed to respond to labour shortages in the skilled and unskilled workforce. He also mentioned that a million temporary visa holders left the country at the start of COVID.

To meet the lower and upper demand scenarios, an additional 123,072 to 399,806 tourism workers on the 2016-17 workforce (598,200 workers directly employed) would be required by 2029-30. Between 2008-09 and 2016-17, the workforce grew 1.3% per annum, with 57,800 additional workers in 2016-17 compared to the 540,300 in 2008-09. The majority of workers were employed in cafes, restaurants, and accommodation (88,800 or 14.8% of the industry).

It is anticipated that on the lower end of the projected growth forecasts the accommodation sector will grow to 105,700 people being employed by 2030, and on the upper end to 146,200. This equates to growth of somewhere between 16,900 and 57,400 people employed (this does not include projected annual productivity improvements, which may impact on the labour force supply requirements).

The Deloitte Report identified that there are supply constraints in the labour force due to the location of workers which may not align with the location of the jobs, as well as a skills mismatch between currently unemployed workers and the role requirements.

The overwhelming body of evidence in WA indicates that skill shortages are widespread in the WA economy, particularly as the State is experiencing economic boom times. Skilled labour shortages have generated much concern as shortages place a limit on the ability of businesses to invest and expand and also result in higher wage costs and lower financial returns. An effect of a labour and skills shortage is that the most profitable industries (such as the mining sector) are able to offer higher wages to employees to secure labour. While this is positive for the working population, it has placed considerable pressure on other less profitable industries, pushing up labour costs and increasing the difficulty of retaining skilled labour. Skill shortages within the tourism industry run much deeper, indicating systemic issues relating to the underlying profitability of this industry.

Using the reported vacancy rates by jurisdiction it is possible to estimate the current shortage of labour in the tourism sector. This is the amount of labour that would be required to fill all currently vacant positions and are based on estimates of current employment in the sector and a 7% national vacancy rate. There is estimated to be a current shortage of around 38,000 workers in the tourism sector.

| State | Vacancy rate | Employed persons est. | Implied shortage |
|------------------------------------|--------------|-----------------------|------------------|
| New South Wales | 10% | 158,828 | 15,091 |
| Australian Capital Territory | 3% | 8,103 | 215 |
| Victoria | 10% | 123,857 | 12,591 |
| Queensland | 8% | 130,905 | 10,388 |
| Western Australia | 7% | 57,643 | 3,828 |
| South Australia | 9% | 32,118 | 2,731 |
| Northern Territory | 4% | 7,525 | 320 |
| Tasmania | 3% | 15,019 | 407 |
| Australian tourism industry | 7% | 534,000 | 38,224 |

“Staff Shortages threatens South West's Hospitality Industry”.

With international travel being banned due the pandemic, West Australian's have flooded regional destinations like never before, but severe staff shortages mean many hospitality venues have been unable to fully capitalise on the influx of visitors. Concerns were held over the Covid-19 restrictions such as interstate and international border closures and that this would result in slower tourism during the peak summer holidays. However, pubs, cafes, and restaurants across the state have fared well and have been very busy with local tourism.

Based on a news article from Mandurah Mail, a Margaret River restaurateur Sean Carter says *“a critical shortage of hospitality staff is threatening to close the door on local business. Sean further added the Margaret River region's Hospitality and Tourism industry are on the brink of collapse according to exhausted business owners unable to source staff to fill essential roles. These businesses are unable to provide quality services to clients due to lack of staff. He had been advertising for weeks and have had no applications. He had people offer to work for cash payments and a few applicants offering to come down to Perth but with a stipulation that they would be looking for other work along the way which leaves him with no security within the team. Mr Carter owns restaurant EL Toro, which rose from the ashes of the ex-Kingfisher restaurant after the COVID-19 shutdown forced the closure of the Indian eatery. “*

Kellie Tigchelaar, co-owner of The Sea Garden Café said *“finding qualified staff had been difficult long before COVID19. A decision was made to sponsor a chef from France, an ideal candidate for the coastal café. The application was made in March just prior to COVID 19, she said. The application of the business to become an approved sponsor was approved and still had the chef's visa application pending and not been looked at to date by the case officer.”* Due to such circumstances, early August they had to operate under reduced hours – 7 days a week but only dinner Friday and Saturday evening, this was predominately to do with lack of staff.

Rob Gough and his wife Karen have owned Settlers Tavern in Margaret River for almost 20 years, however, for the first time, they had to close for lunch several days a week. *“We don't have enough staff to stay open as long as we normally would”,* Mr Gough Said.

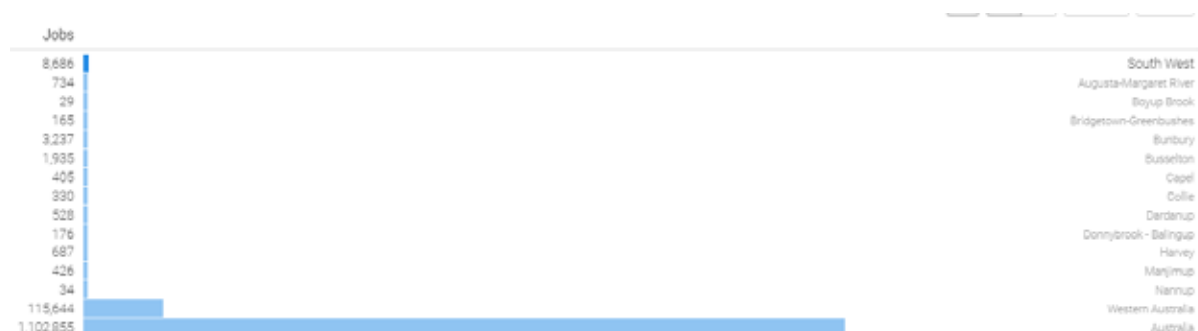
As per data provided by REMPLAN Online, Accommodation and Food Services is among the top 10 sectors offering around 5,881 jobs. The below table provides the number of jobs offered within the different local government areas of the South West Region:

| Industry sector | Augusta-Margaret Boyup Bridgetown- | | | | | Donnybrook - | | | | | | | |
|---|------------------------------------|--------------|------------|--------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|
| | South West | River | Brook | Greenbushes | Bunbury | Busselton | Capel | Collie | Dardanup | Balingup | Harvey | Manjimup | Nannup |
| Retail Trade | 8,686 | 734 | 29 | 165 | 3,237 | 1,935 | 405 | 330 | 528 | 176 | 687 | 426 | 34 |
| Health Care & Social Assistance | 8,649 | 447 | 48 | 171 | 3,770 | 1,803 | 552 | 376 | 425 | 145 | 451 | 424 | 37 |
| Construction | 7,569 | 631 | 25 | 145 | 2,907 | 1,852 | 427 | 272 | 296 | 111 | 613 | 254 | 36 |
| Education & Training | 6,635 | 545 | 60 | 139 | 1,818 | 1,316 | 571 | 331 | 326 | 144 | 951 | 401 | 33 |
| Manufacturing | 6,624 | 709 | 9 | 88 | 1,502 | 830 | 169 | 771 | 498 | 52 | 1,607 | 311 | 78 |
| Accommodation & Food Services | 5,881 | 796 | 16 | 127 | 1,459 | 1,821 | 214 | 269 | 366 | 86 | 327 | 342 | 58 |
| Agriculture, Forestry & Fishing | 4,991 | 688 | 359 | 182 | 282 | 811 | 277 | 33 | 196 | 459 | 614 | 984 | 106 |
| Public Administration & Safety | 3,560 | 191 | 33 | 83 | 1,729 | 503 | 135 | 153 | 130 | 71 | 232 | 263 | 37 |
| Other Services | 2,971 | 232 | 9 | 63 | 1,198 | 569 | 215 | 128 | 112 | 55 | 236 | 154 | 0 |
| Transport, Postal & Warehousing | 2,624 | 117 | 17 | 47 | 1,128 | 447 | 73 | 101 | 220 | 56 | 236 | 173 | 9 |
| Administrative & Support Services | 2,505 | 326 | 9 | 34 | 655 | 765 | 113 | 84 | 95 | 89 | 195 | 133 | 7 |
| Professional, Scientific & Technical Services | 2,466 | 246 | 10 | 68 | 944 | 677 | 88 | 64 | 99 | 38 | 139 | 83 | 10 |
| Mining | 2,248 | 16 | 0 | 225 | 172 | 74 | 252 | 1,098 | 51 | 14 | 336 | 10 | 0 |
| Electricity, Gas, Water & Waste Services | 1,312 | 39 | 0 | 28 | 380 | 141 | 13 | 550 | 30 | 12 | 83 | 36 | 0 |
| Rental, Hiring & Real Estate Services | 1,242 | 124 | 5 | 15 | 537 | 339 | 31 | 63 | 19 | 30 | 43 | 25 | 11 |
| Wholesale Trade | 1,149 | 89 | 17 | 24 | 566 | 209 | 41 | 0 | 45 | 27 | 42 | 89 | 0 |
| Arts & Recreation Services | 1,039 | 101 | 3 | 7 | 280 | 224 | 87 | 30 | 34 | 23 | 93 | 147 | 10 |
| Financial & Insurance Services | 997 | 56 | 5 | 15 | 514 | 224 | 16 | 43 | 17 | 6 | 67 | 34 | 0 |
| Information Media & Telecommunications | 485 | 7 | 0 | 3 | 314 | 110 | 0 | 14 | 11 | 4 | 0 | 16 | 6 |
| Total | 71,633 | 6,094 | 654 | 1,629 | 23,392 | 14,650 | 3,679 | 4,710 | 3,498 | 1,598 | 6,952 | 4,305 | 472 |

Source: REMPLAN Online : <https://app.remplan.com.au/rdasouthwest/economy/industries/employment?state=1xGXS8!6R0xCpjkQsaZwWqcLjR8tQTohbjJF9YOYAhqdndBsEhJvcvSEOBtwSAANZSWy0>

Skill Shortages within the Retail Trade Industry

Retail trade is the South West's largest employment sector supporting an estimated 8,686 jobs. Below shows jobs available in the retail industry sector of the South West region.



Source: REMPLAN Online :

<https://app.rempln.com.au/rdsouthwest/economy/industries/employment?state=1xGXS8!6R0xCpjkQsaZwWqcjLjR8tQTOhbjJF9YOYAhdndBsEhJvcvSEOBtwSAANZSWy0>

Retail trade was one of the largest employers in the South West and amongst the top 10 advertised occupation in August 2020 as per below:

| ANZSCO Occupation |
|-------------------------------|
| Sales Assistants (General) |
| General Clerks |
| Other Miscellaneous Labourers |
| Motor Mechanics |
| Chefs |
| Commercial Cleaners |
| Retail Managers |
| Aged and Disabled Carers |
| Electricians |
| Metal Fitters and Machinists |

Source: National Skills Commission, Internet Vacancy Index, August 2020. Raw data are used for analysis.

This industry is also hit by skill shortages for various positions like retail supervisor and retail manager. McDonald's located in Busselton is one of the stakeholder who was consulted to discuss about the existing skill shortages and impact on the business.

John Franklin, Owner of McDonald's Busselton said "he is currently having issues with retaining local candidates who have applied for the positions of Restaurant Manager and Department Manager. He commented saying that though McDonald's is a major employer of trainees and young Australian, it has been difficult to retain and employ young local because they have been leaving the town for commencing further studies in Perth or seeking alternative careers." Please refer to within **Appendix 9: Evidence based on labour market testing** to show local recruitment efforts by John Franklin for the position Restaurant Manager and Department Manager.

Please refer to **Appendix 5: Short Skill Shortage Survey and Summary Report** and **Appendix 6: SWCCI South West Region Skill Shortages Survey and Summary Report** that provides further support to the ongoing skill shortages within the Hospitality, Tourism, Accommodation and Retail industry.

Skill Shortage for Truck Drivers and Plant Operators

“Truck driver shortage heading down the road to an economic roadblock”.

Labour shortages has become a key challenge for Australian’s booming road transport industry which is triggering a major investment in better and safer trucks to retain drivers. This sector has the second oldest workforce behind agriculture and almost 50% of business owners expect the availability of skilled drivers will be a major problem in the coming years. Within the article published by Farmonline, it was found many trucking companies had enjoyed tough business demand despite the COVID-19 lockdowns and the outlook for the sector out to 2030 was for solid growth. Truck traffic was predicted to jump by 25% by the end of the decade and ongoing increase in online shopping was helping drive the growth.

An ageing workforce and preconceptions about the transport industry are helping create a nationwide truck driver shortage that has serious implications for Australia’s economy. Australian Trucking Association board member Julie Russell, who also runs a trucking company, said there were several factors behind the shortages. *“It’s an ageing workforce, someone coming straight out of school, if they did want to drive a truck as a career, the licensing prevents them from coming straight out of school and being able to do that”.* Ms Russel said. *“If they have got to wait, they’ll go and find another career.”*

“There has been a limitation of being able to get the volume through to replace the people that are leaving plus the extra people to keep up with the demand that’s coming through and job opportunities. She said the industry was trying to work on ways to improve training, pathways from school and the licencing system to create the next wave of skilled truck drivers. But truck driving also has image problem, Ms Russel said. There’s so many opportunities in the transport industry it’s just that people don’t think of that when they leave school.”

Various businesses of the 12 shires were individually consulted to discuss about the shortages of truck drivers within their organisation. Organisation like Jak Civil, J&P group, LJM Produce, Piacentini & Son, Leeuwin Civil and South West Express, are a few organisations that provided their feedback and difficulty in sourcing candidates for the position of truck drivers. Please refer to within **Appendix 9: Evidence based on labour market testing**, for the labour marketing testing evidence provided with respected to the summary of the labour market testing for the position of truck driver.

There have also been skill shortages within positions like multiple plant operators, Backhoe operator, Excavator Operator, and Loader operator.

Lissa Wypynaszko from Leeuwin Civil, a civil contractor based in Busselton commented, during the recent boom they had to decide whether to turn down highly desirable and profitable projects as they

were unable to ensure staffing levels. They have been advertising through seek, gumtree and local newspapers. Despite such advertising campaigns and not being able to source candidates, the business had to drop their requirements further and further like for example, not required to know machine control or reducing experience requirements. Please refer within **Appendix 9: Evidence based on labour market testing** for the labour market testing evidence and Labour Market Testing (LMT) summary.

Shortages for Sawmill or Timber Yard Worker and Logging Plant operator

The WA timber industry generates 1.4 billion dollars of economic activity every year and provides 6,000 WA jobs. The Forest Industries Federation WA (FIFWA), has been representing the interests of the Western Australia forest products industry since 1895. FIFWA supports and protects the industries that derive economic value and generate employment from sustainable forest management in WA by providing strong advocacy on behalf of the industry, liaising with state and local governments on behalf of the industry and representing the industry to the media and the public.

The timber industry is currently one of those industry sectors facing labour shortages. Based on the media release on 4/11/2020, by FIFWA, it is evident how the South West Timber Mill is desperate for labour.

The existing demand for WA timber continues to be a strong foundation for Busselton's Whiteland Milling. The Sawmill operates multiple automatic benches, a twin breakdown saw, drying kilns and a value adding processing facility which produces timber flooring, decking, furniture components, mouldings, and other pre-dressed products. They process local Jarrah, Marri, Blackbutt and Sheoak, sourced sustainably through contracts with the Forest Products Commission (FPC).

To keep up with the growing demand, the Whiteland family built another sawmill. Owner and Sawmill Manager Neil Whiteland said *"the business employs 35 people, but sourcing reliable local labour is a continuous challenge."* Neil further commented – *"The demand for WA timber is there, one of our biggest challenges is finding labour. We have jobs, we just need willing workers"*.

Please refer to **Appendix 10: FIFWA Media Release – South West Timber Mill Desperate for Labour** for evidence towards the skill shortages within the timber industry, **Appendix 11: Business Support Letter** addressing skill shortages and impact on the business and **Appendix 9: Evidence Based on Labour Market Testing** showing effort for local recruitment.

Carer, Health and Welfare workers

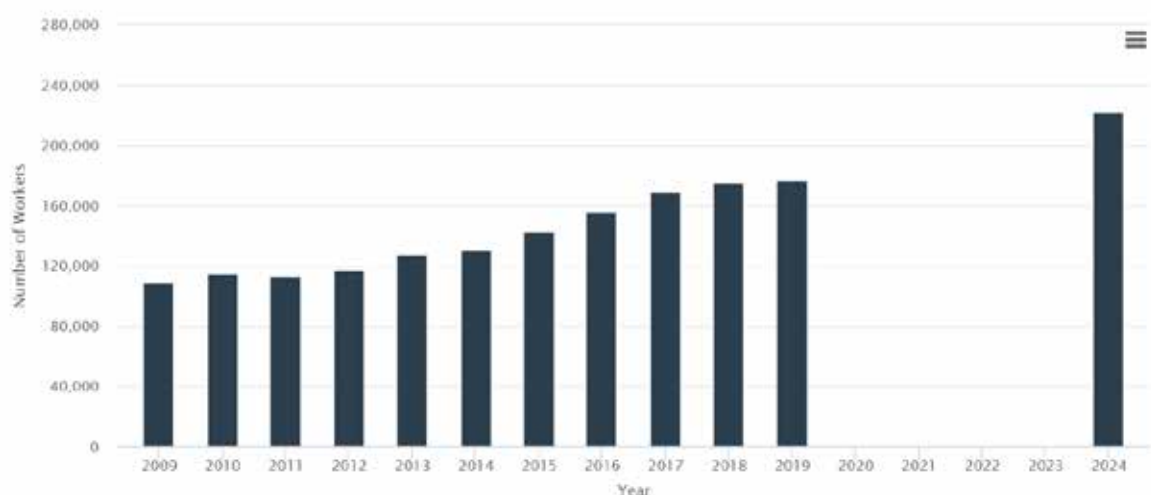
Health care is one of Australia largest occupational groups, directly employing 1.2 million people. An ageing population, along with high population growth has created huge demand for the healthcare and aged-care services across the country. This has created difficulty for Australian recruiters. Skill shortages are prevalent across health care and are often difficult to address as many roles require extensive education and qualification.

Top employing positions in this sector are as shown below:

| Occupation |
|---|
| Registered Nurses |
| Aged and Disabled Carers |
| Child Carers |
| Nursing Support and Personal Care Workers |
| Receptionists |
| General Practitioners and Resident Medical Officers |
| Welfare Support Workers |
| General Clerks |
| Physiotherapists |
| Kitchenhands |
| Psychologists |
| Dental Assistants |
| Social Workers |
| Practice Managers |
| Medical Technicians |
| Health and Welfare Services Managers |
| Enrolled and Mothercraft Nurses |
| Commercial Cleaners |
| Welfare, Recreation and Community Arts Workers |
| Midwives |

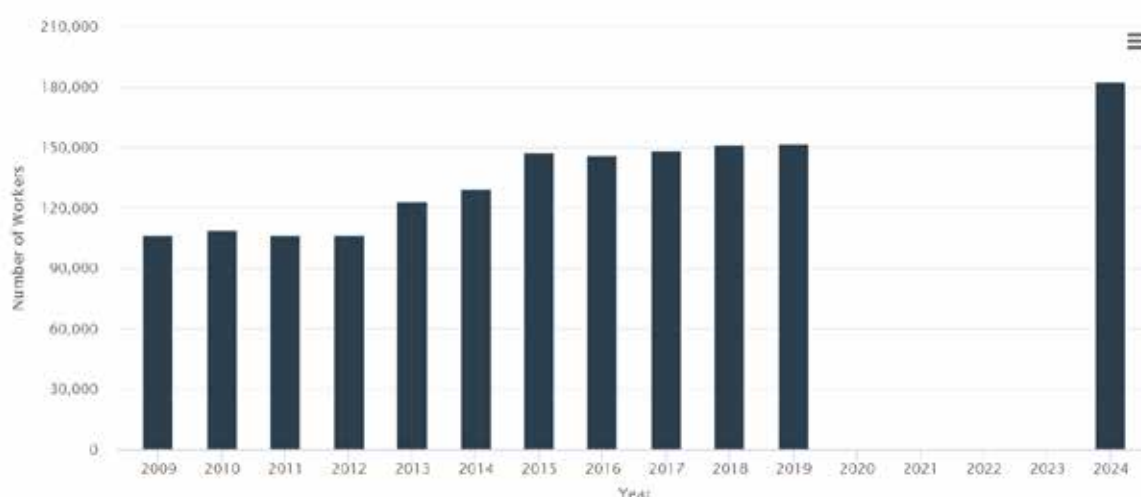
Source: Health Care and Social Assistance | National Skills Commission. (n.d.). <https://www.nationalskillscommission.gov.au/Health-Care-and-Social-Assistance>. <https://www.nationalskillscommission.gov.au/health-care-and-social-assistance>

According to the national skills commission demand is expected to continue for this industry, given the COVID-19 pandemic and Australia's ageing population. Based on the statistics provided by Jobs Outlook, the number of people working as Aged and disabled carers grew very strongly over the 5 years: from 131,400 in 2014 to 177,200 in 2019. Hence, the required number of workers is predicted to increase by 2024. Below shows the projections of the demand of the required aged and disabled workers by 2024.



Source: aged and disabled carers. (n.d.). <https://Joboutlook.Gov.Au/Occupations/Aged-and-Disabled-Carers?OccupationCode=4231>. Retrieved May 10, 2021, from <https://joboutlook.gov.au/occupations/aged-and-disabled-carers?occupationCode=4231>

Similarly, from the data obtained through Job Outlook, the number of people working as child carers grew very strongly over 5 years: from 129,300 in 2014 to 152,200 in 2019. The below shows projection of child care workers that will be needed by 2024.



Source: Child Carers. (n.d.). <https://Joboutlook.Gov.Au/Occupations/Child-Carers?OccupationCode=4211>. Retrieved May 10, 2021, from <https://joboutlook.gov.au/occupations/child-carers?occupationCode=4211>

Based on the research publication “The crisis in the caring workforce” by the Parliament of Australia has mentioned about the ongoing workforce shortages are occupying Australia’s ability to meet increasing demands for high quality child care and age care. These shortages are also limiting the implementation of the National disability insurance scheme.

According to the Australian Bureau of statistics there were around 216,300 workers in residential care services in May 2013, mainly in the aged care sector. Also, there were 356,500 worker in social assistance, most in childcare or disability services. Over 80% of these workers were women with nearly half of them being part time employed. These sectors have struggled to attract and retain worker which has resulted in ongoing shortages. Health professionals continue to be in short supply with a range of

occupations appearing on the immigration skilled occupation list. Nurses are in particular demand, with the Heath Workforce Australia estimating that there will be a shortage of over 100,000 nurses by 2025.

The early childhood education and care (ECEC) sector is critically short of appropriately qualified staff. The United Voice, the union which represents ECEC workers claims that about 180 educators and carers leave the sector each week. Beside this, the Department of Health and Ageing estimated that the aged care workforce would need to increase between two to three time before 2050 in order to provide care to the growing number of aged care residents. Other Challenges included that the aged care workforce itself is ageing, the overall labour market will be more competitive as a result of the ageing of the population and the sector already faces difficulties in attracting and retaining workers.

Meanwhile lack of carers has put older Australians at risk. For example, the median waiting time for senior Australians to be admitted to residential aged care increased to 152 days in 2018-2019 from 45 days five years earlier.

The National Disability Insurance Scheme (NDIS) involves substantial expansion of the disabilities sector, which leads to increased demand for disability support worker. But shortage of allied health professionals, particularly in regional areas is having an impact on the ability to deliver expanded services under the NDIS.

Dairy Industry

The dairy industry is Australia's fourth largest rural industry. Based on the farmgate value of production alone, the dairy industry generated A\$4.4 billion in 2018. The industry also acts as a major sources of employment across regional areas, with approximately 46,200 people directly employed on dairy farms and by dairy companies.

Consumer demand for all major dairy products remain high. Food Service outlet sales such as restaurants and cafes have started to recover as COVID-19 restrictions ease with a positive flow-on effect on domestic demand for dairy. Retail sales for each of the dairy products have reportedly increased.

Drinking milk, cheese, butter or butter blends and yoghurt are the main dairy products consumed by Australians. Per capita consumption trends over the past two decades have varied significantly by product. These trends reflect changes in consumer tastes in response to multicultural influences on food trends, health perceptions around dairy products and flavour and packaging innovation. The below table shows the per capita consumption of major dairy products (litre/kg).

| YEAR | Milk (ltrs) | Cheese (kg) | Butter/Blends (kg) | Yogurt (kg) |
|-------------|-------------|-------------|--------------------|-------------|
| 2013-14 | 105.7 | 13.5 | 4.0 | 7.4 |
| 2014-15 | 105.1 | 13.5 | 4.3 | 9.2 |
| 2015-16 | 104.9 | 13.6 | 4.9 | 9.2 |
| 2016-17 | 102.8 | 13.4 | 4.8 | 9.1 |
| 2017-18 | 100.7 | 13.6 | 4.7 | 9.0 |
| 2018-19 (p) | 98.6 | 13.5 | 4.0 | 9.5 |
| 2019-20 (p) | 97.0 | 13.6 | 4.1 | 9.4 |

Source: (*Dairy Consumption in Australia, n.d.*)

Based on the Situation and Outlook report by Dairy Australia, despite improved operating conditions, milk production growth has been affected by a smaller national herd, labour shortages and continued farm exits. According to a Countryman news article *Dairy industry braces for labour shortage* published on 25th July 2019, by Zach Relph, South West dairy farmers are facing an uphill battle to attract skilled labour due to difficulties in finding and retaining farm workers in the industry. The peak industry body Dairy Australia has forecast an additional 800 employees will be needed at dairy operations national wide by 2023 and identified bolstering the workforce as a priority.

Also, please refer to **Appendix 6: SWCCI South West Region Skill Shortages Survey and Summary report** that shows businesses indicating shortage of dairy product maker.

Construction Industry and Engineering

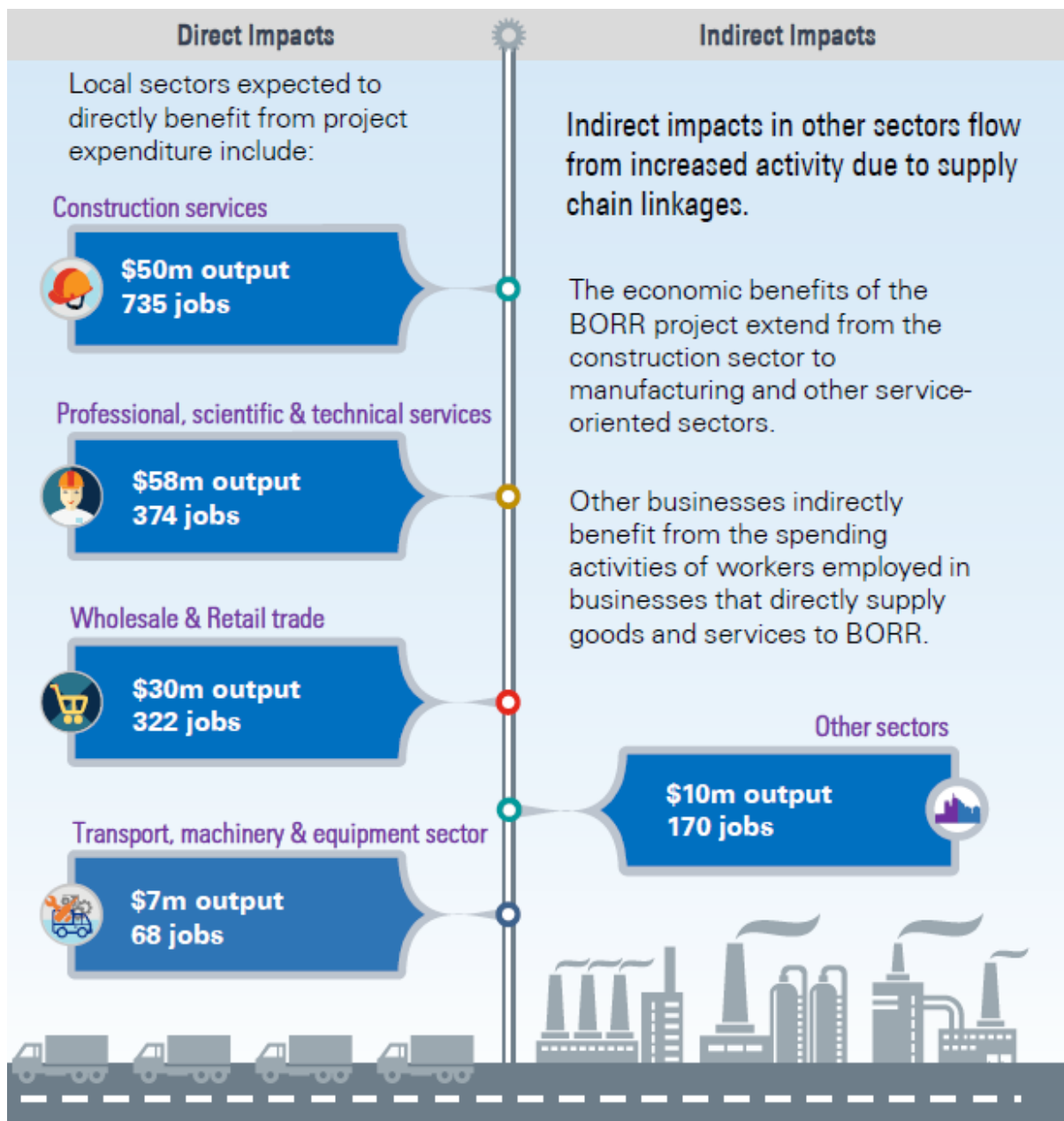
The South West region of Western Australia supports as strong and diverse regional economy that continues to attract residents to live and work in the area. The region has the most diversified economy of all the state's nine non-metropolitan regions. Mineral extraction, processing and manufacturing, construction, services industries are among the industries contributing toward the development of the economy of the region.

The port of Bunbury is critical to the region's economy and is the export of the South West region for bulk product. The port currently trades more than 14 million tonnes annually of which 12 million tonnes are exported. Commodities include alumina, iron concentrate, mineral sands, caustic soda, wood chips and general cargo. There is significant opportunity to expand the functions and capacity of the Port to facilitate the continual growth in the mining, processing and manufacturing sectors. These sectors offer jobs to positions like Mechanical Engineers and Production or plant Engineers.

However, this growth of the Port capacity will not be achieved unless the vital access routes are provided at the time of the expansion. Part of this process requires improvements to access to the port via road and rail. Significant investment has already been made in this regard through the construction of the first stage of the port access road. The final stage will be completed when there is sufficient demand. This project is likely to create opportunities for construction project managers, Civil Engineers and Transport Engineers.

Currently the Bunbury Outer Ring Road (BORR) is being constructed that will provide further linkages in the subregion and will support the link roads from Industrial areas into the Port. The BORR is expected to be constructed for \$600million with the total project cost including land resumption and consultancies being upwards of \$800million. This project alongside the duplication of Bussell Highway between Bunbury and Busselton has had a significant impact on employee availability and will continue to have such impacts for the following 3 plus years whilst the project is under construction. The BORR project is anticipated to generate \$0.3 million of output and 2.7 jobs in the South West for every \$1 million invested on BORR's construction.

Below infographic represents the direct and indirect impacts of the BORR project:

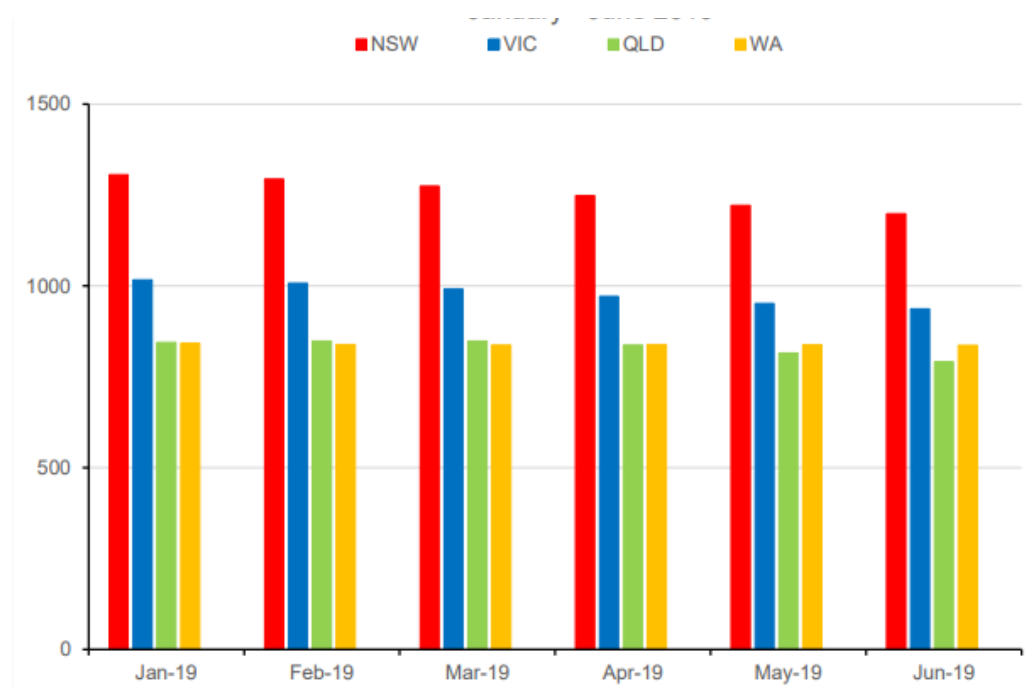


The predicted future population and economic growth will place increasing pressure on the regional road network and provision of new infrastructure. Timely provision of new infrastructure and the maintenance of existing assets are therefore critical to the region's continued growth. The key infrastructure needs for the region include:

- a high standard of road links and passenger rail services connecting Bunbury to Perth
- provision of adequate public transport options for rural based commuters to be able to access services in larger centres
- a high standard of road links connecting Bunbury to the South West region as a whole
- expansion and ongoing maintenance of freight rail service infrastructure in the region

- increased investment in regional telecommunications to facilitate greater mobile coverage and high speed internet access
- improved access to the Bunbury Port through completion of the Port Access Road and the Bunbury Outer Ring Road
- expansion of the Bunbury Port including the diversion of the Preston River
- ensuring energy security through the South West Interconnected Network encouraging development of renewable energy, with recognition that the historical system is largely based on coal fired power generation
- a diversified electricity grid and power generation capacity, with an emphasis on increasing the capacity to generate electricity via renewable energy sources
- Identification and protection and management of existing and future electricity infrastructure sites and corridors; and
- infill sewer in towns and cities

Civil Engineering vacancies have regular advertised between 1,900-2,350 positions per months Australia wide. Industrial/ Mechanical/ Production engineering vacancies as well as Mining and ICT engineering vacancies have consistently advertised between 500-800 positions per month national wide. Other Engineering occupations have repeatedly advertised under 450 positions per month across Australian states and territories. The below shows engineering vacancy trends in the major states January-June 2019.



Source: Engineers Australia. (2019, June). Australia Engineering vacancies report. Sybilla Grady. <https://www.engineersaustralia.org.au/sites/default/files/resource-files/2019-08/Engineering%20Vacancies%20Report%20June%202019.pdf>

Engineering vacancy growth in Western Australia strengthened by 8.7% in the year 2018. The table below shows the number of engineering vacancies advertised in WA by selected occupations.

| ANZSCO Title | April 2019 | May 2019 | June 2019 |
|---|------------|----------|-----------|
| Mining Engineers | 343 | 366 | 377 |
| Civil Engineering Professionals | 243 | 272 | 251 |
| Industrial, Mechanical and Production Engineers | 126 | 142 | 145 |
| Electrical Engineers | 54 | 52 | 47 |
| ICT Support and Test Engineers | 34 | 35 | 32 |
| Other Engineering Professionals | 35 | 33 | 31 |
| Engineering Managers | 18 | 20 | 24 |
| Telecommunications Engineering Professionals | 8 | 9 | 8 |
| Electronics Engineers | 9 | 7 | 6 |
| Chemical and Materials Engineers | 6 | 5 | 6 |

The highest number of engineering vacancies by occupation in WA continue to be listed in mining engineering, followed by advertisements for Civil Engineering professionals, then industrial, mechanical and production engineering roles.

From the report *Western Australia skills in demand list – Opportunities in Western Australia* published by Government of Western Australia the some of most demanding professional jobs in the South West region are Civil Engineer and Mechanical Engineer.

Based on the above data it is evident that there are existing opportunities and predicated growth for the occupations Construction industry and Engineering positions like Civil Engineer, Mechanical Engineer, Transport Engineer and Production or Plant Engineer.

Also, please refer to **Appendix 6: SWCCI South West Region Skill Shortages Survey and Summary report** that shows businesses indicating the requirement of the above mentioned positions.

According to Seek.com.au there are 890 vacancies in the construction industry across WA at the moment, which are being recruited for. 611 of these jobs are related to something with 'Manager' in the title. Construction Project Managers and Supervisors are highly sought after to support the growth and build the necessary infrastructure. Housing shortages have also placed pressure on the home building industry, with the Federal and State Government stimulus packages towards new homes leading to a further explosion in new homes under construction and significant skill shortages in the construction industry.

Information and Communications Technology sector

With the economic development of the South West region, it is significant that there will be major requirement of technical skilled people. According to the data provided by Job Outlook, the number of people working as ICT project manager grew very strongly over the past 5 years: 31,200 in 2011 to 37,800 in 2016. Based on an article “Aussie ICT jobs ads surge in second consecutive record-breaking month” by Sasha Karen published on 13 May, 2021, Australian job listing for the ICT sector were up during April, experiencing month on month growth of 13.9 per cent while overall listings were at an all-time high for the second month in a row. The growth in ICT sector came during what SEEK claimed was the second month in a row where overall job ads posted on the site were at an all-time high, with a month on month increase of 11.9 per cent and year on year increase of 263.7 per cent.

please refer to **Appendix 6: SWCCI South West Region Skill Shortages Survey and Summary report** that shows businesses indicating the requirement of the ICT project manager in the South West region.

Medical

Regardless of the modality, a highly trained workforce is essential to obtaining high quality diagnostic images. The department of Health, Western Australia told the committee that having the right workforce improves the quality of diagnostic images and increases diagnostic accuracy. The WA Country Health Services explains that lack of sonographers was delaying access to services for patients in rural area.

Existing reason behind the skill shortages based on the report Availability and accessibility of diagnostic imaging equipment around Australia published by Parliament of Australia are:

- Training to become a sonographer involves both a course study and clinical practice but there are not enough clinical training places for the number of available graduates.
- Australasian Society for Ultrasound in Medicine explained that the shortages of training places was leading students seeking clinical places to work for free.
- Disparity between public and private sector pay rates

Despite the sonographer's remuneration being more than double Australia's median annual salary of \$55,400 it is difficult to fill all of the in demand jobs across Australia. It is also revealed only 1.4 applicants on average are applying for every advertised job in a hospital. The government is stressing that more actions need to be taken. Employers and alike are having a lot difficulty with filling sonographer vacancies across the public and private sectors.

Besides the shortages of Sonographer, there is a shortage of General Practitioner (GP) within the South West Region. Western Australia faces a shortage of 1,450 doctors within the next eight years, including critical shortfalls in 18 specialist areas. Health department projections of medical workforce numbers reveal that the state will be short almost 1,000 GP's. Critical shortages could mean patients not receiving required treatment on time. The projected shortage of medical practitioner in WA will reach

1,046 by 2025 this assumes no change to the current high rate of overseas recruitment. GP's are the cornerstone of the Australian healthcare system. Hence, the state will be required to have high reliance on overseas trained doctors.

List of Occupation in demand

The South West DAMA Labour Agreement may only be used to sponsor the following occupations and only after thorough evidence has been provided to the Department to show that the business made concerted attempts to recruit Australian workers. If vacancies still exist in the occupations below, you may seek to enter into a South West DAMA Labour Agreement.

| Occupation | ANSCO Code | Skill Level |
|---|------------|-------------|
| Hospitality, Accommodation, Tourism, and Retail Sector | | |
| Accommodation and Hospitality Manager nec. | 141999 | 2 |
| Baker | 351111 | 3 |
| Bar Attendant (Supervisor) | 070499# | 4 |
| Café or Restaurant Manager | 141111 | 2 |
| Cook | 351411 | 3 |
| Hospitality Workers nec. | 431999 | 5 |
| Hospitality, Retail and Service Manager nec. | 149999 | 2 |
| Hotel or Motel Manager | 141311 | 2 |
| Hotel Service Manager | 431411 | 3 |
| Pastrycook | 351112 | 3 |
| Retail Supervisor | 621511 | 4 |
| Waiter | 431511 | 4 |
| Waiter (Supervisor) | 070499# | 4 |
| Carers, Health and Welfare Workers | | |
| Aged or Disabled Carer | 423111 | 4 |
| Child Care Worker | 421111 | 3 |
| Community Worker | 411711 | 2 |
| Disabilities Services Officer | 411712 | 2 |
| Enrolled Nurse | 411411 | 2 |
| Family Support Worker | 411713 | 2 |
| Nursing Support Worker | 423312 | 4 |
| Residential Care Worker | 411715 | 2 |
| Welfare Worker | 272613 | 1 |
| Youth Worker | 411716 | 2 |
| Plant Operators | | |
| Backhoe Operator | 721212 | 4 |
| Earthmoving Plant Operator | 721211 | 4 |
| Excavator Operator | 721214 | 4 |
| Loader Operator | 721216 | 4 |
| Transport And Logistics | | |
| Truck Driver (General) | 733111 | 4 |

| Timber Industry | | |
|--|--------|---|
| Logging Plant Operator | 721112 | 4 |
| Sawmill or Timber Yard Worker | 839412 | 5 |
| Technician and Other occupations | | |
| Concreter | 821211 | 5 |
| Driller | 712211 | 4 |
| Metallurgical or Materials Technician | 312912 | 2 |
| Sand Blaster | 711913 | 4 |
| Steel Fixer | 821713 | 4 |
| Tyre Fitter | 899415 | 4 |
| Construction Industry and Engineers | | |
| Construction Project Manager | 133111 | 1 |
| Civil Engineer | 233211 | 1 |
| Mechanical Engineer | 233512 | 1 |
| Production or Plant Engineer | 233513 | 1 |
| Transport Engineer | 233215 | 1 |
| Dairy Industry | | |
| Dairy Product Maker | 831114 | 5 |
| Medical | | |
| Sonographer | 251214 | 1 |
| General Practitioner | 253111 | 1 |
| Technology | | |
| ICT project Manager | 135112 | 1 |

See **Schedule 1** for the ANZCO position description of each Occupation.

See **Schedule 2** for the Occupation classification, qualification, experience, and other concessions covered by this agreement.

Key Aspects of the South West Region DAMA Labour Agreement

Visa options

- Temporary Skills Shortage (TSS) (Subclass 482) visa: This is a temporary visa permits a stay of up to 4 years.
- Skilled Employer Sponsored Regional (SESR) (Subclass 494) visa: This is a provisional visa that permits a stay of 5 years, with a permanent residency pathway available after 3 years.
- Employer Nomination Scheme (ENS) (Subclass 186) visa: This is a permanent skilled visa.

List of Occupations (To be reviewed)

- There are 44 occupations classified under the South-West Region DAMA Labour Agreement. See schedule 1 for the position description of each occupation include in the agreement.

Permanent Residency Pathways

- Permanent Residency will be available for the:
 - o Skilled Employer Sponsored Regional (SESR) visa - subclass 494 with a permanent pathway to a Permanent Residence (Skilled Regional) visa - Subclass 191 available after 3 years of holding the Subclass 494. (Visa will be in effect after - 16th November 2022); or
 - o The Employer Nomination Scheme (ENS) Visa - Subclass 186 will be a permanent residence pathway to overseas workers after holding the Temporary skills shortage visa for 3 years.

Labour Market testing

- The Business will still have to provide evidence that LMT has been conducted to ensure it is a genuine request. Businesses are required to meet all LMT requirements and provide evidence to the Department of Home affairs. LMT must be conducted within the required period before lodging a nomination application.

Skills Assessments and work experience

- The skills assessment and work experience for an applicant will be in accordance with the ANZSCO classification.

TSMIT (Temporary Skilled Migration Income Threshold) Concession

- Nil: Not requested so that the migrant can compensate with the cost of living and private health cover cost. The minimum annual income threshold is expected to be \$53,900 for an employee working 38 hours a week so they can compensate with the living expenses and the health insurance.

Age Concessions

- The applicant must have not turned 55 years of age for skill level 1 occupation at time of lodging the permanent residency nomination.
- The applicant must not have turned 50 years of age for skill level 2 to 4 occupations at time of lodging the permanent residency nomination.
- We will submit the same for skill level 5 – 8 occupations as per number 2.

Please refer to Schedule 2, for the ANZCO skill level of each occupation.

Visa Cap

- Nil

English Concession

- Nil: Not requested so that the migrant can integrate into workforce.

Approved South-West Regions

- The business within the South-West Region will be able to access the South West Labour Agreement. The South West region includes the following 12 local government areas:
 - City of Bunbury
 - City of Busselton
 - Shire of Augusta Margaret River
 - Shire of Boyup Brook
 - Shire of Bridgetown-Greenbushes
 - Shire of Capel
 - Shire of Collie
 - Shire of Dardanup
 - Shire of Donnybrook-Balingup
 - Shire of Harvey
 - Shire of Manjimup
 - Shire of Nannup

South-West DAMA Labour Agreement reviews

- The occupations and various aspects of the South West DAMA Labour Agreement will be reviewed each year.

Application Fees

- There is no application fee to apply for the South West DAMA Labour Agreement. There will, however, be nomination and visa application fees and charges, including the Skilling Australia Fund (SAF) levy, in line with the TSS, ENS and SESR visa programs.

Schedule 1: ANZSCO – Position Description of each Occupation

| | |
|--|-----------------------|
| Occupation: Accommodation and Hospitality Manager nec. | ANZSCO: 141999 |
| Experience Required: At Least 3 years of work experience | |
| Position Description: This occupation group covers Accommodation and Hospitality Managers not elsewhere classified. Registration or licensing may be required. | |

| | |
|---|-----------------------|
| Occupation: Aged or Disabled Carer | ANZSCO: 423111 |
| Experience Required: At Least 1 year of work experience | |
| Position Description: Provide general household assistance, emotional support, care and companionship for aged and disabled persons in their own homes. <ul style="list-style-type: none"> · Accompanying aged and disabled persons during daily activities · Assisting clients with their mobility · Preparing food for clients · Arranging social activities · Performing housekeeping tasks such as vacuuming and cleaning · Assisting in personal hygiene and dressing · Providing companionship, friendship and emotional support · May do shopping and run errands · May live in with the person | |

| | |
|---|-----------------------|
| Occupation: Backhoe Operator | ANZSCO: 721212 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Operate plant to excavate earth, ore and rock, break up pavement, road, rock and obstructions, move and load earth, rock and debris, and level, smooth and compact surfaces in construction and other projects.</p> <ul style="list-style-type: none"> • Preparing and positioning plant for operation • Selecting, fitting and removing attachments such as buckets, winches, loading scoops, shovel blades and rock breaking hammers • Operating controls to excavate, break, drill, level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials • Monitoring operation of plant and adjusting controls to regulate pressure, speed and flow of operation, and ensuring safety of other workers • Raising, lowering and manipulating attachments using manual and hydraulic controls • Working from drawings, markers and verbal instructions • Servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs | |

| | |
|--|-----------------------|
| Occupation: Baker | ANZSCO: 351111 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Prepare and bake bread loaves and rolls, buns, cakes, biscuits and pastry goods.</p> <ul style="list-style-type: none"> · Checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations · Checking the quality of raw materials and weighing ingredients · Kneading, maturing, cutting, moulding, mixing and shaping dough and pastry goods · Preparing pastry fillings · Monitoring oven temperatures and product appearance to determine baking times · Coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls and pastry products · Glazing buns and pastries, and decorating cakes with cream and icing · Operating machines which roll and mould dough and cut biscuits · Emptying, cleaning and greasing baking trays, tins and other cooking equipment | |

| | |
|---|------------------------|
| Occupation: Bar Attendant (Supervisor) | ANZSCO: 070499# |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Ensuring customers are served in a professional and timely manner. Supervising/training employees of a lower grade. General cleanliness of the work area.</p> <ul style="list-style-type: none"> • Supervising and training food and beverage attendants of a lower grade • Taking reservations, greeting and seating guests • Undertaking general waiting duties • Preparing and mixing a range of sophisticated drinks • Taking drink orders • Preparing garnishes • Cleaning bar areas • Cleaning tables • Picking up glasses • Cleaning and care of glasses and equipment • Practicing proper workplace health and safety procedures • Other incidental and peripheral duties as requested by the employer | |

| | |
|---|-----------------------|
| Occupation : Café or Restaurant Manager | ANZSCO: 141111 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Organises and controls the operations of a cafe, restaurant or related establishment to provide dining and catering services.</p> <ul style="list-style-type: none"> · Planning menus in consultation with Chefs · Planning and organising special functions · Arranging the purchasing and pricing of goods according to budget · Maintaining records of stock levels and financial transactions · Ensuring dining facilities comply with health regulations and are clean, functional and of suitable appearance · Conferring with customers to assess their satisfaction with meals and service · Selecting, training and supervising waiting and kitchen staff · May take reservations, greet guests and assist in taking orders | |

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| Occupation : Child Care Worker | ANZSCO: 421111 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Provides care and supervision for children in programs, such as long day care and occasional care, in childcare centres, hospitals and educational centres. Registration or licensing may be required.</p> <ul style="list-style-type: none"> · Assisting in the preparation of materials and equipment for children's education and recreational activities · Managing children's behaviour and guiding children's social development · Preparing and conducting activities for children · Entertaining children by reading and playing games · Supervising children in recreational activities · Supervising the daily routine of children · Supervising the hygiene of children | |

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| Occupation : Civil Engineer | ANZSCO: 233211 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Design, plan, organise and oversee the construction of civil engineering projects such as dams, bridges, pipelines, gas and water supply schemes, sewerage systems, roads, airports and other structures; analyse the likely behavior of soil and rock when placed under pressure by proposed structures and design structural foundations; analyse the statical properties of all types of structures and test the behavior and durability of materials used in their construction; plan and develop transportation systems; and estimate and monitor the construction costs of projects</p> <ul style="list-style-type: none"> • Determining construction methods, materials and quality standards, and drafting and interpreting specifications, drawings, plans, construction methods and procedures • Organising and directing site labour and the delivery of construction materials, plant and equipment, and establishing detailed programs for the coordination of site activities • Obtaining soil and rock samples at different depths across sites and testing samples to determine strength, compressibility and other factors that affect the behaviour of soil and rock when a structure is imposed and determining the safe loading for the soil • Studying architectural and engineering drawings and specifications to estimate total costs, and preparing detailed cost plans and estimates as tools to assist in budgetary control • Monitoring changes to designs, assessing effects on cost, and measuring, valuing and negotiating variations to designs • Analysing structural systems for both static and dynamic loads • Designing structures to ensure they do not collapse, bend, twist or vibrate in undesirable ways • Assessing present and future travel flow patterns taking into account population increase and needs change • Designing the physical aspects of transportation systems such as highways, railroads, urban transit, air transportation, logistical supply systems and their terminals | |

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| Occupation : Community Worker | ANZSCO: 411711 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems associated with recreational, health, housing, employment and other welfare matters.</p> <ul style="list-style-type: none"> • Assessing clients' needs and planning, developing and implementing educational, training and support programs • Interviewing clients and assessing the nature and extent of difficulties • Monitoring and reporting on the progress of clients • Referring clients to agencies that can provide additional help • Assessing community need and resources for health, welfare, housing, employment, training and other facilities and services • Liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services • Supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions • Supervising offenders on probation and parole • Assisting young people to solve social, emotional and financial problems • Preparing submissions for funding and resources, and reports to government bodies and other agencies | |

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| Occupation: Concreter | ANZSCO: 821211 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.</p> <ul style="list-style-type: none"> • Erecting concrete form work and laying steel reinforcing • Pouring, spreading and levelling concrete using screeds and templates • Tamping, smoothing, shaping and sealing concrete • Operating trowelling machines to float, trowel and polish concrete surfaces • Forming expansion joints and edges using edging tools, jointers and straight edges • Installing fixtures in concrete such as anchor bolts, steel plates and door sills • Wetting concrete and rubbing with abrasives to finish vertical surfaces • Covering concrete with plastic sheeting and sand to cure it • Cutting lines in concrete using power cutters • May cover freshly poured concrete with colouring powders and other materials | |

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| Occupation: Construction Project Manager | ANZSCO: 133111 |
| Experience Required: At Least 2 years of work experience | |
| <p>Position Description:</p> <p>Plan, organise, direct, control and coordinate the construction of civil engineering projects, buildings and dwellings, and the physical and human resources involved in building and construction.</p> <ul style="list-style-type: none"> · Interpreting architectural drawings and specifications · Coordinating labour resources, and procurement and delivery of materials, plant and equipment · Consulting with Architects, Engineering Professionals and other professionals, and Technical and Trades Workers · Negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget · Preparing tenders and contract bids · Operating and implementing coordinated work programs for sites · Ensuring adherence to building legislation and standards of performance, quality, cost and safety · Arranging submission of plans to local authorities · Building under contract, or subcontracting specialised building services · Overseeing the standard and progress of subcontractors' work · Arranging building inspections by local authorities | |

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| Occupation: Cook | ANZSCO: 351411 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Prepare, season and cook food in dining and catering establishments. Chefs, Fast Food Cooks and Kitchenhands are excluded from this unit group. Chefs are included in Unit Group 3513 Chefs. Fast Food Cooks and Kitchenhands are included in Minor Group 851 Food Preparation Assistants.</p> <ul style="list-style-type: none"> · Examining foodstuffs to ensure quality · Regulating temperatures of ovens, grills and other cooking equipment · Preparing and cooking food · Seasoning food during cooking · Portioning food, placing it on plates, and adding gravies, sauces and garnishes · Storing food in temperature controlled facilities · Preparing food to meet special dietary requirements · May plan menus and estimate food requirements · May train other kitchen staff and apprentices | |

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| Occupation : Dairy Product Maker | ANZSCO: 831114 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Operates machines and performs routine tasks to make and package milk, milk powder, yoghurt, butter, cheese and other dairy products.</p> <ul style="list-style-type: none"> • Weighing, measuring, mixing, dissolving and boiling ingredients • Adding materials, such as spices and preservatives, to food and beverages • Operating heating, chilling, freezing, pasteurising, carbonating, sulphuring and desulphuring plant • Monitoring product quality before packaging by inspecting, taking samples and adjusting treatment conditions when necessary • Operating machines to peel, core, slice, dice, pit and juice fruit and vegetables • Cleaning equipment, pumps, hoses, storage tanks, vessels and floors, and maintaining infestation control programs • Regulating speed of conveyors and crusher rollers, and adjusting tension of rollers to ensure total extraction of juice from sugar cane • Moving products from production lines into storage and shipping areas • Packaging and bottling products | |

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| Occupation : Disabilities Services Officer | ANZSCO : 411712 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Works in a range of service units which provide education and community access to people with intellectual, physical, social and emotional disabilities.</p> <ul style="list-style-type: none"> • Assessing clients' needs and planning, developing and implementing educational, training and support programs • Interviewing clients and assessing the nature and extent of difficulties • Monitoring and reporting on the progress of clients • Referring clients to agencies that can provide additional help • Assessing community need and resources for health, welfare, housing, employment, training and other facilities and services • Liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services • Supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions • Supervising offenders on probation and parole • Assisting young people to solve social, emotional and financial problems • Preparing submissions for funding and resources, and reports to government bodies and other agencies | |

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| Occupation : Driller | ANZSCO : 712211 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Assembles, positions and operates a drilling rig and related equipment to extract ore, liquids or gases from the earth. Registration or licensing may be required.</p> <ul style="list-style-type: none"> · Dismantling, moving and reassembling drilling rigs and accessory plant · Taking samples of ore, liquids and gases and packaging them · Performing minor maintenance and repairs, and lubricating and cleaning plant · Recording performance details and information obtained from wells, and keeping logs detailing operations · Operating surface and underground mining plant · Undertaking development work such as opening up new shafts, drives, air vents, rises and crib rooms · Positioning explosives in bore holes and priming explosives using detonators and explosive cartridges · Connecting wires, fuses and detonating cords to explosive cartridges and detonators, and detonating explosives · Monitoring operation of plant and ensuring safety of other workers on mining sites and during drilling operations · Operating auxiliary plant such as pumps to expel air, water and mud | |

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| Occupation : Earthmoving Plant Operator | ANZSCO: 721211 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Operates a range of earthmoving plant to assist with building roads, rail, water supply, dams, treatment plants and agricultural earthworks. Registration or licensing is required.</p> <ul style="list-style-type: none"> • Preparing and positioning plant for operation • Selecting, fitting and removing attachments such as buckets, winches, loading scoops, shovel blades and rock breaking hammers • Operating controls to excavate, break, drill, level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials • Monitoring operation of plant and adjusting controls to regulate pressure, speed and flow of operation, and ensuring safety of other workers • Raising, lowering and manipulating attachments using manual and hydraulic controls • Working from drawings, markers and verbal instructions • Servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs | |

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| Occupation : Enrolled Nurse | ANZSCO: 411411 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Provides nursing care to patients in a variety of health, aged care, welfare and community settings under the supervision of Registered Nurses. Registration or licensing is required.</p> <ul style="list-style-type: none"> · Assessing, planning and implementing nursing care for patients according to accepted nursing practice and standards · Providing interventions, treatments and therapies such as administering medications, and monitoring responses to treatments and care plans · Assisting Registered Nurses and other team members to coordinate and evaluate care provided · Promoting and assisting in health education activities for the prevention of ill health · Bathing, feeding, changing and settling newborn infants · Providing advice and training on infant care to parents of newborn infants · Providing emotional support to parents of newborn infants | |

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| Occupation : Excavator Operator | ANZSCO: 721214 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Operates heavy excavation plant to excavate, move and load earth, rock and rubble.</p> <ul style="list-style-type: none"> • Preparing and positioning plant for operation • Selecting, fitting and removing attachments such as buckets, winches, loading scoops, shovel blades and rock breaking hammers • Operating controls to excavate, break, drill, level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials • Monitoring operation of plant and adjusting controls to regulate pressure, speed and flow of operation, and ensuring safety of other workers • Raising, lowering and manipulating attachments using manual and hydraulic controls • Working from drawings, markers and verbal instructions • Servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs | |

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| Occupation : Family Support Worker | ANZSCO: 411713 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Assists the work of Social Workers and Welfare Workers by providing services and support to families.</p> <ul style="list-style-type: none"> · Assessing clients' needs and planning, developing and implementing educational, training and support programs · Interviewing clients and assessing the nature and extent of difficulties · Monitoring and reporting on the progress of clients · Referring clients to agencies that can provide additional help · Assessing community need and resources for health, welfare, housing, employment, training and other facilities and services · Liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services · Supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions · Supervising offenders on probation and parole · Assisting young people to solve social, emotional and financial problems · Preparing submissions for funding and resources, and reports to government bodies and other agencies | |

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| Occupation : General Practitioner | ANZSCO: 253111 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Diagnoses, treats and prevents human physical and mental disorders and injuries.</p> <ul style="list-style-type: none"> · Conducting examinations and questioning patients to determine the nature of disorders and illnesses, and recording patients' medical information · Ordering laboratory tests, X-rays and other diagnostic procedures, and interpreting findings to assist in diagnosis · Providing overall care for patients, and prescribing and administering treatments, medications and other remedial measures · Monitoring patients' progress and response to treatment · Advising on diet, exercise and other habits which aid prevention and treatment of disease and disorders · Referring patients to, and exchanging medical information with, specialist Medical Practitioners · Reporting births, deaths and notifiable diseases to government authorities · Arranging the admission of patients to hospitals | |

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| Occupation: Hospitality Workers nec. | ANZSCO: 431999 |
| Experience Required: At Least 1 year of work experience | |
| Position Description: This occupation group covers Hospitality Workers not elsewhere classified. <ul style="list-style-type: none"> It includes Bar Useful or Bussers, and Doorpersons or Luggage Porters | |

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| Occupation: Hospitality, Retail and Service Manager nec. | ANZSCO: 149999 |
| Experience Required: At Least 3 years of work experience | |
| Position Description: This occupation group covers Hospitality, Retail and Service Managers not elsewhere classified. <ul style="list-style-type: none"> It includes Boarding Kennel or Cattery Operators, Cinema or Theatre Managers, Facilities Managers, Financial Institution Branch Managers and Equipment Hire Managers. | |

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| Occupation : Hotel or Motel Manager | ANZSCO: 141311 |
| Experience Required: At Least 3 years of work experience | |
| <ul style="list-style-type: none"> Directing and overseeing reservation, reception, room service and housekeeping activities Supervising security arrangements, and garden and property maintenance Planning and supervising bar, restaurant, function and conference activities Observing liquor, gaming, and other laws and regulations Assessing and reviewing customer satisfaction Overseeing accounting and purchasing activities Ensuring compliance with occupational health and safety regulations May provide guests with local tourism information, and arrange tours and transportation | |

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| Occupation: Hotel Service Manager | ANZSCO: 431411 |
| Experience Required: At Least 2 years of work experience | |
| <p>Position Description:</p> <p>Supervises and coordinates the activities of hotel service workers.</p> <ul style="list-style-type: none"> · Determining work requirements and allocating duties to Commercial Housekeepers, Luggage Porters and Doorpersons · Conferring with managers to coordinate activities with other organisational units · Maintaining attendance records and rosters · Explaining and enforcing safety regulations · Overseeing the work of the unit and suggesting improvements and changes · Conferring with workers to resolve grievances · May perform front office and hotel reception duties | |

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| Occupation: ICT project Manager | ANZSCO: 135112 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Plan, organise, direct, control and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems within organisations. Analysing information needs and specifying technology to meet those needs</p> <ul style="list-style-type: none"> · Formulating and directing information and communication technology (ICT) strategies, policies and plans · Directing the selection and installation of ICT resources and the provision of user training · Directing ICT operations and setting priorities between system developments, maintenance and operations · Overseeing the security of ICT systems | |

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| Occupation: Loader Operator | ANZSCO: 721216 |
| Experience Required: At Least 1 year of work experience | |
| <p>Position Description:</p> <p>Operates a motorised loader to move and load soil, rock and other material.</p> <ul style="list-style-type: none"> · Preparing and positioning plant for operation · Selecting, fitting and removing attachments such as buckets, winches, loading scoops, shovel blades and rock breaking hammers · Operating controls to excavate, break, drill, level, compact, gouge out, move, load and spread earth, rock, rubble, soil and other materials · Monitoring operation of plant and adjusting controls to regulate pressure, speed and flow of operation, and ensuring safety of other workers · Raising, lowering and manipulating attachments using manual and hydraulic controls · Working from drawings, markers and verbal instructions · Servicing, lubricating, cleaning and refuelling plant and performing minor adjustments and repairs | |

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| Occupation : Logging Plant Operator | ANZSCO: 721112 |
| Experience Required: At Least 1 year of work experience | |
| <p>Position Description:</p> <p>Operates plant to fell trees and drag, transport and load logs onto trucks. Registration or licensing may be required.</p> <ul style="list-style-type: none"> · Preparing and positioning plant for operation · Operating tractor-drawn and self-propelled plant to plough land and sow, fertilise, cultivate and harvest crops, and avoid damaging crops · Adjusting speed, height and depth of implements · Operating plant to hold, lift and cut trees · Operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping machines and log splitting machines · Feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks · Keeping log tallies and writing work reports · Servicing plant and performing minor repairs | |

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| Occupation : Nursing Support Worker | ANZSCO: 423312 |
| Experience Required: At Least 1 year of work experience | |
| <p>Position Description:</p> <p>Provides limited patient care under the direction of nursing staff.</p> <ul style="list-style-type: none"> · Assisting patients with their personal care needs such as showering, dressing and eating · Assisting patients with their mobility and communication needs · Participating in planning the care of individuals · Following therapy plans such as interventions to assist those with dementia and behavioural problems · Observing and reporting changes in patients' condition, and reporting complaints about care · Assisting with rehabilitation exercises, basic treatment and delivering medications · Providing direct support and assistance to therapists | |

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| Occupation : Pastrycook | ANZSCO: 351112 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Prepare and bake bread loaves and rolls, buns, cakes, biscuits and pastry goods.</p> <ul style="list-style-type: none"> · Checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations · Checking the quality of raw materials and weighing ingredients · Kneading, maturing, cutting, moulding, mixing and shaping dough and pastry goods · Preparing pastry fillings · Monitoring oven temperatures and product appearance to determine baking times · Coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls and pastry products · Glazing buns and pastries, and decorating cakes with cream and icing · Operating machines which roll and mould dough and cut biscuits · Emptying, cleaning and greasing baking trays, tins and other cooking equipment | |

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| Occupation : Production or Plant Engineer | ANZSCO: 233513 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Plans, directs and coordinates the design, construction, modification, continued performance and maintenance of equipment and machines in industrial plants, and the management and planning of manufacturing activities.</p> <ul style="list-style-type: none"> • Studying functional statements, organisational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication • Establishing work measurement programs and analysing work samples to develop standards for labour utilisation • Analysing workforce utilisation, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies • Designing mechanical equipment, machines, components, products for manufacture, and plant and systems for construction • Developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems • Organising and managing project labour and the delivery of materials, plant and equipment • Establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations • Inspecting plant to ensure optimum performance is maintained • Directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules | |

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| Occupation : Residential Care Worker | ANZSCO: 411715 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Provides care and supervision for children or disabled persons in group housing or institutional care.</p> <ul style="list-style-type: none"> · Assessing clients' needs and planning, developing and implementing educational, training and support programs · Interviewing clients and assessing the nature and extent of difficulties · Monitoring and reporting on the progress of clients · Referring clients to agencies that can provide additional help · Assessing community need and resources for health, welfare, housing, employment, training and other facilities and services · Liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services · Supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions · Supervising offenders on probation and parole · Assisting young people to solve social, emotional and financial problems · Preparing submissions for funding and resources, and reports to government bodies and other agencies | |

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| Occupation : Retail Supervisor | ANZSCO: 621511 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Supervises and coordinates the activities of retail sales workers.</p> <ul style="list-style-type: none"> · Ensuring that customers receive prompt service and quality goods and services · Responding to customers' inquiries and complaints about goods and services · Planning and preparing work schedules and assigning staff to specific duties · Interviewing, hiring, training, evaluating, dismissing and promoting staff, and resolving staff grievances · Instructing staff on how to handle difficult and complicated sales procedures · Examining returned goods and deciding on appropriate action · Taking inventory of goods for sale and ordering new stock · Ensuring that goods and services are correctly priced and displayed · Ensuring safety and security procedures are enforced | |

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| Occupation : Sand Blaster | ANZSCO: 711913 |
| Experience Required: At Least 1 year of work experience | |
| <p>Position Description:</p> <p>Operates sandblasting machines to clean and grind metal products and other hard surfaces.</p> <ul style="list-style-type: none"> · Abrades surfaces of metal or hard-composition objects to remove adhering scale, sand, paint, grease, tar, rust, and dirt, and to impart specified finish, using abrasive-blasting equipment: Shovels or pours abrasives, such as sand, grit, or shot of specified grade into machine hopper · Masks specified areas of object to protect from abrading action · Loads parts on racks in enclosed rooms, into tumbling barrels, or into cabinets · Turns valves on equipment to regulate pressure and composition of abrasive mixture flowing through nozzle or into tumbling barrel · Starts equipment that directs blast or flow of abrasive-laden compressed air, gas, or liquid over surface of parts · Manually directs nozzle over surface of large parts or inserts arms through glove-fitted cabinet openings and manipulates small parts under nozzle for specified interval · May examine finished parts to ensure conformance to specifications · May be designated by type of equipment or abrasive used as Cabinet-Abrasive Sandblaster; Shotblaster | |

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| Occupation : Sawmill or Timber Yard Worker | ANZSCO: 839412 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Performs routine tasks in a sawmill or timber yard such as sorting and stacking timber, assisting timber machinists, assembling orders and racking offcuts.</p> <ul style="list-style-type: none"> · Rolling logs from trucks and conveyors to log decks, saw carriages and stacking bays · Placing logs and wood billets onto conveyors and lathes for processing into chips, veneers and pulp · Sorting and stacking timber during milling · Placing timber for processing by machines and unloading cut timber from tail end of machines · Assisting with setting up and operating plant and ancillary equipment used in the manufacture of sheets and boards · Transporting processed wood products, such as plywood, chipboard sheets and panels, to work areas · Clearing blockages in machines · Assisting with measuring and cutting materials · Packing and loading finished products for transportation · Cleaning work areas, tools and equipment | |

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| Occupation : Sonographer | ANZSCO: 251214 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Operate X-ray and other radiation producing and imaging equipment for diagnostic, monitoring and treatment purposes under the direction of Radiologists and other Medical Practitioners.</p> <ul style="list-style-type: none"> · Receiving referrals from Medical Practitioners to perform medical imaging and radiation treatment of patients · Determining the appropriate equipment to use, such as X-ray equipment, radiation scanners, fluoroscopes, ultrasound equipment, nuclear instrumentation, angiography equipment and computed tomography (CT) equipment, and selecting the appropriate equipment settings to provide the diagnostic information requested by Medical Practitioners · Calculating details of procedures such as length and intensity of exposure to radiation, size and strength of dosage of isotopes, and settings of recording equipment · Explaining procedures to patients and answering patients' inquiries about processes · Ensuring patients' welfare during procedures · Positioning patients, screens and equipment preparatory to procedures · Viewing the screen and deciding if images are satisfactory for diagnostic purposes, and selecting images to show Medical Practitioners · Conveying findings of procedures to Medical Practitioners | |

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| Occupation : Steel Fixer | ANZSCO: 821713 |
| Experience Required: At Least 1 years of work experience | |
| <p>Position Description:</p> <p>Positions and secures steel bars and steel mesh in concrete forms to reinforce concrete structures. Registration or licensing may be required.</p> <ul style="list-style-type: none"> · Erecting lifting tackles by attaching pulleys and blocks to fixed overhead structures, and installing cables and attaching counterweights · Attaching slinging gear to hoisting equipment and objects to be moved using clamps, hooks, bolts and knots · Fitting and bolting tubes, support braces and components to form bases and build up scaffolding · Lifting and positioning sections of scaffolding · Measuring, cutting, bending and fitting welded wire mesh into concrete areas to be mesh-reinforced · Fixing mesh and reinforcing steel into position in formwork for concrete pours · Setting up winches and rigging equipment to raise and position girders, plates, columns and other steel units · Erecting guard rails, guy wires, ropes and clears, laying planks and hanging safety nets | |

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| Occupation : Transport Engineer | ANZSCO: 233215 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Plans and develops transport systems to improve infrastructure efficiency and the cost effectiveness of moving people and freight. Registration or licensing may be required.</p> <ul style="list-style-type: none"> · Determining construction methods, materials and quality standards, and drafting and interpreting specifications, drawings, plans, construction methods and procedures · Organising and directing site labour and the delivery of construction materials, plant and equipment, and establishing detailed programs for the coordination of site activities · Obtaining soil and rock samples at different depths across sites and testing samples to determine strength, compressibility and other factors that affect the behaviour of soil and rock when a structure is imposed and determining the safe loading for the soil · Studying architectural and engineering drawings and specifications to estimate total costs, and preparing detailed cost plans and estimates as tools to assist in budgetary control · Monitoring changes to designs, assessing effects on cost, and measuring, valuing and negotiating variations to designs · Analysing structural systems for both static and dynamic loads · Designing structures to ensure they do not collapse, bend, twist or vibrate in undesirable ways · Assessing present and future travel flow patterns taking into account population increase and needs change · Designing the physical aspects of transportation systems such as highways, railroads, urban transit, air transportation, logistical supply systems and their terminals | |

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| Occupation : Truck Driver (General) | ANZSCO: 733111 |
| Experience Required: At Least 1 year of work experience | |
| <p>Position Description:</p> <p>Drives a heavy truck, requiring a specially endorsed class of licence, to transport bulky goods.</p> <ul style="list-style-type: none"> · Manoeuvring vehicles into position for loading and unloading · Loading and unloading vehicles using lifting and tipping devices · Observing safety requirements when loading and unloading vehicles · Making regular quality checks of vehicles to ensure they can be driven safely · Estimating weights to comply with load limitations and ensuring safe distribution of weight · Ensuring goods are stowed and securely covered to prevent loss and damage · Verifying loading documents, checking condition of goods and obtaining certification of deliveries | |

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| Occupation : Tyre Fitter | ANZSCO: 899415 |
| Experience Required: At Least 1 year of work experience | |
| <p>Position Description:</p> <p>Fits, repairs and replaces tyres on motor vehicles.</p> <ul style="list-style-type: none"> · Removing old and damaged parts and cleaning surrounding areas on vehicles · Fitting batteries and installing accessories such as sun roofs, stereos and alarms · Removing damaged glass, trimming strips and rubber seals from window frames and mountings on motor vehicles, positioning new windscreens and glass windows on frames and attaching and sealing them · Inspecting, removing and repairing muffler mountings, and fitting new mufflers, extractors and exhaust pipes · Removing radiators from vehicles and cleaning and repairing them · Installing new or repaired radiators into vehicles and repairing and replacing other units in the cooling system such as thermostats, head gaskets and water pumps · Inspecting tyres to determine which repair action to implement and repairing punctures in tubes and tubeless tyres · Operating air driven equipment to remove and refit tyres and tubes on vehicles · Balancing wheels and tyres using static and electronic equipment | |

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| Occupation : Waiter | ANZSCO: 431511 |
| Experience Required: At Least 1 year of work experience | |
| Position Description: Serves food and beverages in a hotel, restaurant, club or dining establishment. <ul style="list-style-type: none"> · Setting and arranging tables · Greeting customers and presenting them with menus and beverage lists · Taking orders and relaying them to kitchen and bar staff · Serving food and beverages · Opening bottles and pouring beverages · Clearing tables and returning dishes and cutlery to kitchen · Removing empty bottles and used glasses from tables, and refilling and replacing glasses · Collecting payments for sales and operating point of sales machines and cash registers · May recommend wines to complement food | |

| | |
|---|------------------------|
| Occupation : Waiter (Supervisor) | ANZSCO: 070499# |
| Experience Required: At Least 1 year of work experience | |
| Position Description: Supervise the Services of food and beverages in a hotel, restaurant, club or dining establishment. <ul style="list-style-type: none"> · Ensuring customers are served in a professional and timely manner in food, beverage, bottle shop and drive through areas · Supervising/coordinating/training employees of food and beverage staff for a bar or series of bars. Stock control for a bar or series of bars · Ensuring proper conduct of gaming. Exercising patron care. Balancing cash registers | |

| | |
|---|-----------------------|
| Occupation : Welfare Worker | ANZSCO: 272613 |
| Experience Required: At Least 5 years of work experience | |
| <p>Position Description:</p> <p>Assists individuals, families and groups with social, emotional or financial difficulties to improve quality of life, by educating and supporting them and working towards change in their social environment.</p> <ul style="list-style-type: none"> · Researching and analysing community issues, needs and problems · Developing, evaluating and maintaining community resources and programs · Evaluating data and writing reports such as submissions requesting funding for continuing programs and new projects · Identifying issues of local need, concerns and aspirations through community consultation · Organising local sporting, cultural and recreational events and activities such as community functions, hobby classes, community arts projects and sporting competitions · Providing support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse · Assessing risks and providing intensive short-term crisis counselling for victims of domestic violence, child abuse, disasters and other crises · Assisting to establish and administer neighbourhood houses, community groups, employment training programs and other services | |

| | |
|--|-----------------------|
| Occupation : Youth Worker | ANZSCO: 411716 |
| Experience Required: At Least 3 years of work experience | |
| <p>Position Description:</p> <p>Assists young people as individuals or groups to solve social, emotional and financial problems in an agency framework.</p> <ul style="list-style-type: none"> · Assessing clients' needs and planning, developing and implementing educational, training and support programs · Interviewing clients and assessing the nature and extent of difficulties · Monitoring and reporting on the progress of clients · Referring clients to agencies that can provide additional help · Assessing community need and resources for health, welfare, housing, employment, training and other facilities and services · Liaising with community groups, welfare agencies, government bodies and private businesses about community issues and promoting awareness of community resources and services · Supporting families and providing education and care for children and disabled persons in adult service units, group housing and government institutions · Supervising offenders on probation and parole · Assisting young people to solve social, emotional and financial problems · Preparing submissions for funding and resources, and reports to government bodies and other agencies | |

Schedule 2 Occupations: Qualification, Experience and other Concessions covered by this agreement

| Approved Occupation | ANSCO Code | ANZSCO Skill level | Qualification | Substitute for Qualification | AGE Concession | TSMIT Concession | Permanent Resident Pathway | English Concession |
|--|------------|--------------------|---|---|----------------|------------------|----------------------------|--------------------|
| Accommodation and Hospitality Manager nec. | 141999 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Aged or Disabled Carer | 423111 | 4 | AQF Certificate II or III or At least 1 year of relevant experience | | YES | Nil | YES | Nil |
| Backhoe Operator | 721212 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Baker | 351111 | 3 | AQF Certificate III including 2 years on the job training or AQF Certificate IV | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Bar Attendant (Supervisor) | 070499# | 4 | - | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Café or Restaurant Manager | 141111 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Child Care Worker | 421111 | 3 | AQF Certificate III including 2 years of on the job training or AQF Certificate IV or at least three years of relevant experience | | YES | Nil | YES | Nil |
| Civil Engineer | 233211 | 1 | AQF Bachelor degree or Higher | | YES | Nil | YES | Nil |

| | | | | | | | | |
|-------------------------------|--------|---|---|---|-----|-----|-----|-----|
| Community Worker | 411711 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Concreter | 821211 | 5 | AQF Certificate I or compulsory secondary education | | YES | Nil | YES | Nil |
| Construction Project Manager | 133111 | 1 | AQF Bachelor degree or Higher | At least 5 years of relevant experience | YES | Nil | YES | Nil |
| Cook | 351411 | 3 | AQF Certificate III including 2 years on the job training or AQF Certificate IV | | YES | Nil | YES | Nil |
| Dairy Product Maker | 831114 | 5 | AQF Certificate I or compulsory secondary education | | YES | Nil | YES | Nil |
| Disabilities Services Officer | 411712 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Driller | 712211 | 4 | AQF Certificate II or III or at least 1 year relevant experience | | YES | Nil | YES | Nil |
| Earthmoving Plant Operator | 721211 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Enrolled Nurse | 411411 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Excavator Operator | 721214 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Family Support Worker | 411713 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |

| | | | | | | | | |
|--|--------|---|---|---|-----|-----|-----|-----|
| General Practitioner | 411411 | 1 | AQF Bachelor degree or Higher and at least one year hospital based training | | YES | Nil | YES | Nil |
| Hospitality Workers nec. | 431999 | 5 | AQF Certificate I or compulsory secondary education | | YES | Nil | YES | Nil |
| Hospitality, Retail and Service Manager nec. | 149999 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Hotel or Motel Manager | 141311 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Hotel Service Manager | 431411 | 3 | AQF Certificate III including 2 years of on the job training or AQF Certificate IV or at least three years of relevant experience | | YES | Nil | YES | Nil |
| ICT project Manager | 135112 | 1 | AQF Bachelor degree or Higher | At least 5 years of relevant experience | YES | Nil | YES | Nil |
| Loader Operator | 721216 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Logging plant Operator | 721112 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Nursing Support Worker | 423312 | 4 | AQF Certificate II or III or at least one year of relevant experience | | YES | Nil | YES | Nil |
| Pastrycook | 351112 | 3 | AQF Certificate II including at least two years of on the job training or AQF certificate IV | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Production or Plant Engineer | 233513 | 1 | AQF Bachelor degree or Higher | | YES | Nil | YES | Nil |

| | | | | | | | | |
|-------------------------------|---------|---|---|---|-----|-----|-----|-----|
| Residential Care Worker | 411715 | 2 | AQF Associate Degree, Advanced diploma or diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |
| Retail Supervisor | 621511 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Sand Blaster | 711913 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Sawmill or Timber Yard Worker | 839412 | 5 | AQF Certificate I or compulsory secondary education | | YES | Nil | YES | Nil |
| Sonographer | 251215 | 1 | AQF Bachelor degree or Higher | | YES | Nil | YES | Nil |
| Steel Fixer | 821713 | 4 | AQF Certificate II or III or at least one year of relevant experience | | YES | Nil | YES | Nil |
| Transport Engineer | 233215 | 1 | AQF Bachelor degree or Higher | | YES | Nil | YES | Nil |
| Truck Driver (General) | 733111 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Tyre Fitter | 899415 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Waiter | 431511 | 4 | AQF Certificate II or III | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Waiter (Supervisor) | 070499# | 4 | - | At least 1 year of relevant experience | YES | Nil | YES | Nil |
| Welfare Worker | 272613 | 1 | AQF Bachelor degree or higher | At least 5 years of relevant experience | YES | Nil | YES | Nil |
| Youth Worker | 411716 | 2 | AQF Associate degree, Advanced Diploma or Diploma | At least 3 years of relevant experience | YES | Nil | YES | Nil |

APPENDICIES

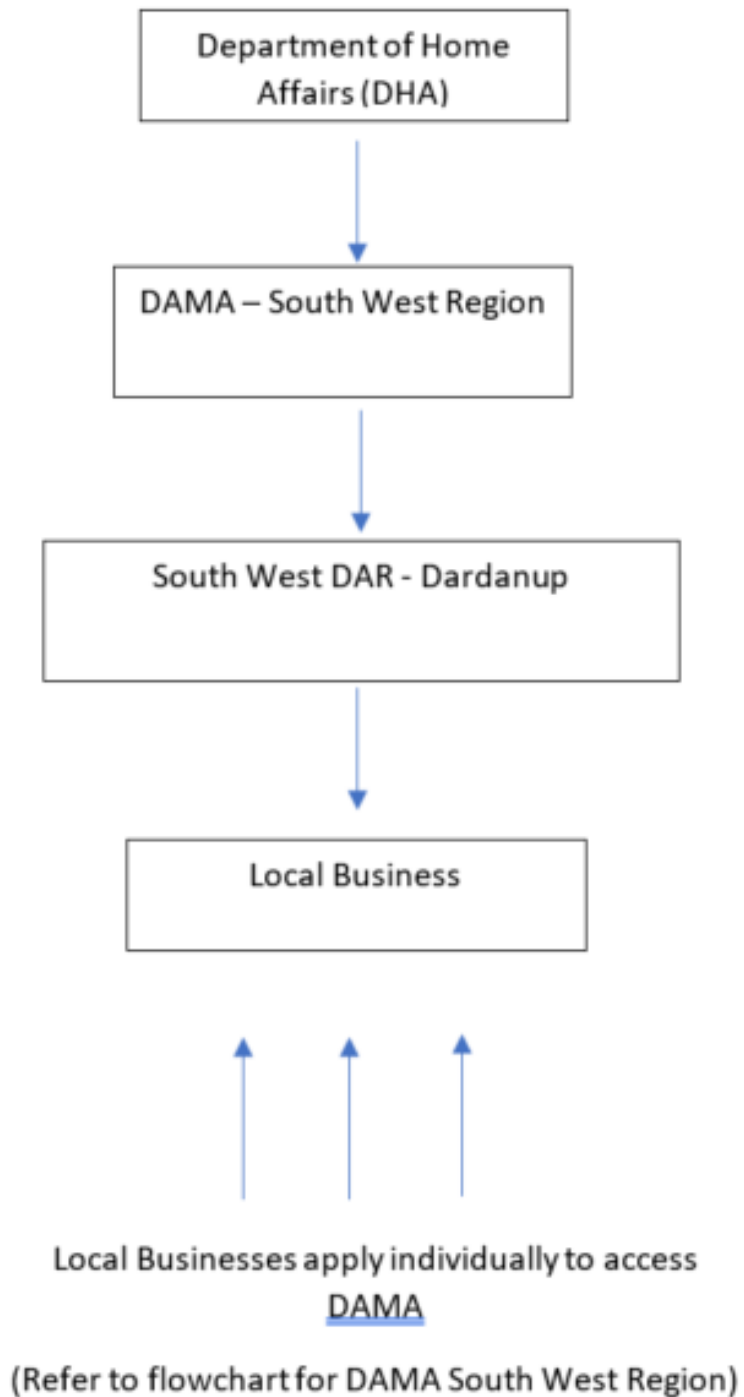
Appendix 1: List of Postcode covered by DAMA

Below represents the participating shires for the South West DAMA and their postcodes.

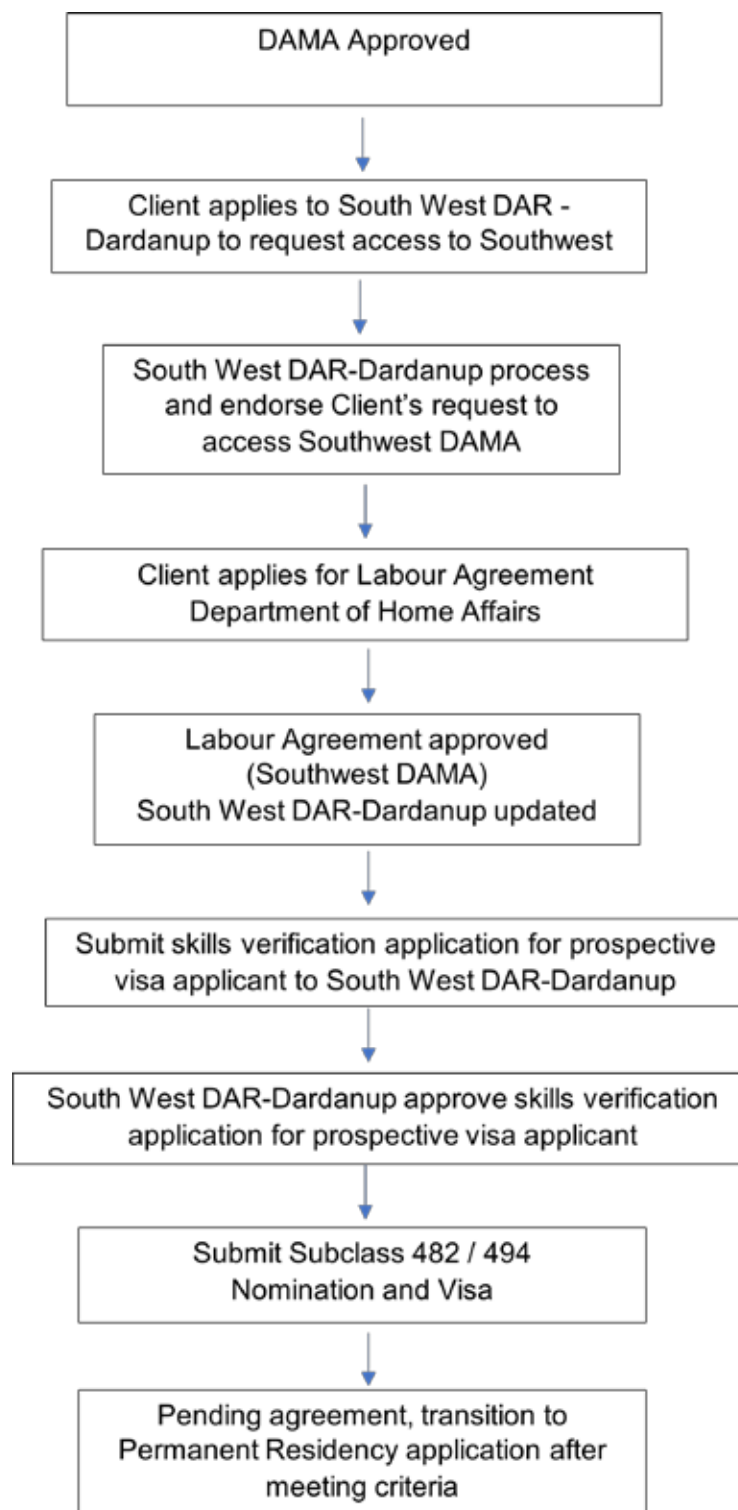
| All South West Regions | Postcode |
|---|-------------|
| Refer to link for all approved regions: https://postcodez.com.au/postcodes/wa/south-western/south-west | 6172 - 6398 |

Appendix 2: DAMA Governance Structure

Access to DAMA flow chart:



Flowchart for DAMA South West Region



Appendix 3: Sample DAMA endorsement application form and document checklist

Endorsement Form

Form - Request for endorsement to access a labour agreement under the South West DAMA

| | |
|--|--|
| Is your business actively operating for at least 12 months, and financially viable? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is your business located within the approved South-West region? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is the position you seek to fill listed in the current South West DAMA occupation list? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you read and understood the <i>Employer's Guide to Accessing a Labour Agreement under the South West DAMA</i> ? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have your business actively sought out (advertised) to recruit an Australian worker in the last 4 months for the vacant position(s)? i.e. the vacant job(s) is advertised in 3 different platforms and one must be advertised on Job Active website. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you understand that a positive DAR endorsement does not guarantee approval by the Department of Home Affairs at the DAMA Labour Agreement Request stage? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

You must answer all “yes” to the above to proceed with your endorsement to access a labour agreement under the South-West DAMA application:

Part 1 - Your details (Business Sponsor)

| | | |
|---|--|--|
| Registered Business Name | Click here to enter text | |
| Trading name (if different) | Click here to enter text | |
| Australian Business Number (ABN) | Click here to enter text | |
| Australian Company Number (ACN), (ARBN) or partnership number | Click here to enter text | |
| Website | Click here to enter text | |
| Type of entity | Company | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Sole trader | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Partnership | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Trust | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Other (please specify) | Click here to enter text |
| Business address of Head Office – if applicable | Click here to enter text | |
| | Address 1 | |

| | | |
|---|--|--|
| Contact Address South West Region (all South West locations – if applicable) | Click here to enter text | |
| | Address 2 (if applicable) Click here to enter text | |
| | Address 3 (if applicable) Click here to enter text | |
| Postal address | Click here to enter text | |
| Contact person in business | Click here to enter text | |
| Contact person's email | Click here to enter text | |
| Contact person's telephone number(s) | Phone | Click here to enter text |
| | Mobile | Click here to enter text |
| | Other (if applicable) | Click here to enter text |
| If a company, name of each director | Click here to enter text | |
| Name of trust/ trustee (if applicable) | Click here to enter text | |
| Nature of employer's operations (e.g. hospitality, construction, retail, mining) | Click here to enter text | |
| How many people do you currently employ | Click here to enter text | |
| Any redundancies or retrenchments occurred in the last 6 months | Click here to enter text | |
| Period of time you have been operating in the South-West Region | Click here to enter text | |
| Do you already hold a Subclass 457 or Subclass 482 Standard Business Sponsorship approval? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Part 2 - Financial Business Information

| | |
|---|--|
| Annual turnover for most recent full financial year | Click here to enter text |
| Will your business be paying the salary of all temporary business entrants sponsored? | Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered no , please provide details: Click here to enter text |
| Is there any “ adverse information ” about the business background of your business or any person “associated with” the businesses? | Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered yes , please provide details: Click here to enter text |

Part 3 - Representative Contact Details

You must complete this section, if a Migration Agent in preparing this request has assisted you, otherwise leave blank.

| | |
|---|--|
| Name of registered migration agent | Click here to enter text |
| Migration agency name | Click here to enter text |
| Migration agent registration number (MARN) | Click here to enter text |
| Address | Click here to enter text |
| Telephone | Click here to enter text |
| Mobile | Click here to enter text |
| Facsimile number | Click here to enter text |
| Email | Click here to enter text |
| Is supporting document – Department of Immigration’s Form 956 attached to the application | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Part 4 - Occupations, Numbers and Concessions

How many overseas workers does the business intend to sponsor under the DAMA in the next 12 months and what roles they would work in?

Please list Occupation, ANZSCO code, maximum number of nominations in Year 1, concession to ANZSCO tasks if applicable, concession to [TSMIT](#) sought, concession to English sought.

| Temporary Skill Shortage (TSS) (Subclass 482 labour agreement stream) | | | | | | |
|---|-------------|---|---|--|--|-------------------------|
| Occupation | ANZSCO code | Maximum number of nominations in the next 12 months | Concession to ANZSCO tasks, if applicable | Concession to TSMIT sought No. Type 1 or 2 | Concession to English proficiency, if applicable | Estimated Annual Salary |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |

| Employer (ENS) (Subclass 186 labour agreement stream) | | | | | | |
|---|-------------|---|---|--|--|-------------------------|
| Occupation | ANZSCO code | Maximum number of nominations in the next 12 months | Concession to ANZSCO tasks, if applicable | Concession to TSMIT sought No. Type 1 or 2 | Concession to English proficiency, if applicable | Estimated Annual Salary |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |
| | | | | N/A | N/A | |

Note: the endorsement to access the South-West DAMA is for up to five years, however the endorsement of occupations and numbers of positions to be filled is valid for one year. Businesses seeking to access more overseas workers will need to apply to the South-West DAR, Dardanup for endorsement of occupation(s) and the number of vacant positions each year.

Part 5 - Conditions of Endorsement and Other Matters

- 5.1 You understand that it is a criminal offence in Western Australia (including the South-West Region region) to make a false or misleading statement to an official document.
- 5.2 You understand and accept that any endorsement by the South West Dardanup Designated Area Representative (Dardanup DAR) is only an endorsement to make a request to Home Affairs for a Labour Agreement under the DAMA and is not an endorsement by the South West DAR- Dardanup of you or any business or activity you carry on in any other respect, or of the individuals you apply to sponsor on a Subclass 482 and 186 visas under a Labour Agreement.
- 5.3 You understand and accept that endorsement by the South West DAR, Dardanup is discretionary and may be revoked in the event that the South West DAR, Dardanup (in its absolute discretion) is no longer satisfied that you should be able to access overseas workers under the South West DAMA.
- 5.4 Revocation of endorsement will be notified to Home Affairs and you accept that the South West DAR - Dardanup will not be liable to compensate you for any costs, loss or damage that may arise from such revocation.
- 5.5 You warrant that the information referred to in this request and any attachments:
- (a) is true and correct, and
 - (b) is complete and is not misleading in any respect, and
 - (c) you acknowledge that this information has been relied on by the South West DAR - Dardanup in considering this request.
- 5.6 Where a migration agent has been appointed to assist and represent the business, you acknowledge that the application, including supporting documents have been provided with your full knowledge and consent. The employer seeking the endorsement should still signed this form.
- 5.7 You will notify the South West DAR, Dardanup as soon as you become aware that any information or documents provided with this request have changed or are no longer true and correct. You acknowledge that this obligation applies until the expiry of any Labour Agreement entered into by you under the DAMA.
- 5.8 This request and any endorsement does not:
- (a) constitute a partnership or joint venture between the parties; or
 - (b) except as expressly provided, make a party an agent of another party for any purpose.

- 5.9 If the South West DAR, Dardanup must fulfil an obligation to Home Affairs and the South West DAR, Dardanup is dependent on you to be able to do so, then you must do each thing reasonably within your power to assist the South West DAR ,Dardanup in the performance of that obligation.
- 5.10 If the employer is constituted by more than one legal entity (such as a partnership or an unincorporated association), each of those legal entities will be jointly and severally liable for the performance of any conditions arising as a result of the endorsement.
- 5.11 You agree to provide any and all information required by the South West DAR, Dardanup to fulfil its obligations under the DAMA (including but not limited to, any updated information regarding the business, its workforce and evidence of its ongoing compliance with the obligations under the Labour Agreement) within 28 days of such a request being made.
- 5.12 You acknowledge that the South West DAR, Dardanup may be required, from time to time, to provide information that you have included in this request, in part or entirety, to Home Affairs and you consent to this disclosure of information.
- 5.13 You acknowledge that you have read and understood the attached information referred to in this document, and have sought independent advice regarding the contents and your ability to meet the requirements of the Labour Agreement.
- 5.14 You acknowledge that you have not relied on any statement or representation (express or implied) made or advice given by or on behalf of the South West DAR, Dardanup in entering into the Labour Agreement or taking or failing to take any action in connection with the Labour Agreement.
- 5.15 You understand and accept that the South West DAR, Dardanup (i.e.Shire of Dardanup) has no liability to you for any costs, loss or damage incurred or suffered by you directly or indirectly arising from or in connection with:
- (a) your request for or entry into a Labour Agreement; or
 - (b) anything done by you, or on your behalf, relating to the entry into or the performance of the Labour Agreement; or
 - (c) anything done to you relating to the entry into or the performance of the Labour Agreement or work performed by employees employed following entry into the Labour Agreement.
- 5.16 You understand that the South West DAR, Dardanup will manage the endorsement applications in a form of quota ensuring that all skills and roles can be fulfilled.

- 5.17 You understand that it is essential that suitable housing accommodation is readily available for the overseas worker before they commence employment.
- You are responsible for providing satisfactory evidence that accommodation options are available within reasonable proximity to the locality of their work site.
- This does not include emergency housing or very short-term housing options.
- 5.18 You undertake to provide the overseas worker with a settlement information kit available from the South West DAR, Dardanup:
- (a) Prior to you engaging them, or
 - (b) If they are already working for you, prior to them lodging their Subclass 482 (TSS) visa or Subclass 186 (ENS) visa application, unless they have been living and working in the WA South West region for at least 12 months to them lodging their visa application.
- 5.19 You agree to provide the outcome or results (approved or rejected) of your labour agreement with Home Affairs to the South West DAR, Dardanup in writing within 28 days.

Part 6 - Western Australia Privacy Policy

In accordance with the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cth)* (*Privacy Act*):

- 6.1 You acknowledge on behalf of your business described in clause 1 of this application (Business) that the collection of the personal information contained in this application is necessary for the functions and activities of the Dardanup Designated Area Representative (South-West DAR, Dardanup);
- 6.2 You acknowledge on behalf of your Business that the Business is entitled to have reasonable access to the personal information contained in this application after it has been lodged with South-West DAR, Dardanup but that South-West DAR, Dardanup shall always be entitled to keep the documents provided;
- 6.3 You acknowledge on behalf of your Business that South-West DAR, Dardanup is collecting the personal information in the business' application for the following purposes:
 - (a) considering the merits of the application;
 - (b) verifying the accuracy of the contents of the application (including through contacting third parties regarding the application);
 - (c) complying with relevant reporting requirements;
 - (d) compiling statistics (or engaging a third party to compile such statistics);
 - (e) participating in South-West DAR, Dardanup and the wider South West region surveys; and
 - (f) complying with its obligations to any other Commonwealth or Local government agency.
- 6.4 In carrying out this purpose you acknowledge and agree on behalf of your Business that South-West DAR, Dardanup may disclose the personal information (including sensitive personal information if any) in the Business' application to:
 - (a) governmental agencies within the South West' Local Government DAMA holder (i.e. approved 12 shires of South West);
 - (b) Commonwealth Government agencies; and
 - (c) any other person that referred to in your application (**Third Parties**).
- 6.5 You acknowledge on behalf of your business that if you do not sign this application or if your Business does not provide the required personal information in its application, South-West DAR, Dardanup may reject the application.
- 6.6 On behalf of the Business, you authorise the South-West DAR, Dardanup to:
 - (a) use the information provided within the application to make necessary inquiries with Third Parties to verify claims provided in the application;
 - (b) provide the application, including supporting documentation to the Third Parties for further consideration;
 - (c) retain the application and supporting documents as per Local Government policies and standards; and
 - (d) utilise the information provided for data collection and reporting purposes.

Part 7 – Designated Area Migration Agreement (DAMA)

Request for Endorsement Application Declaration

I declare that:

- 7.1 I have read and understood the information provided to me in support of this application, including the Terms and Conditions and Privacy Statement.
- 7.2 I am aware of and capable of meeting the relevant requirements and obligations under Migration Legislation.
- 7.3 My business is financially viable and has been lawfully operating in the designated area for at least 12 months.
- 7.4 I have genuinely sought to recruit Australian citizens or permanent residents to fill the positions locally.
- 7.5 I am looking to employ overseas workers to fill genuine full-time positions located in the designated area with duties that align with occupations on the approved list of occupations.
- 7.6 I will provide all relevant details to the Designated Area Representative (DAR) if my business has had any redundancies or retrenchments during the last six months.
- 7.7 I will provide terms and conditions of employment to overseas workers that are in accordance with those offered to Australian workers employed in the region undertaking equivalent work.
- 7.8 I will abide by all relevant State/Territory and Commonwealth laws. I understand there are civil and criminal penalties for individuals and businesses breaching certain laws.
- 7.9 I have provided details of any adverse information, including prior instances of non-compliance with State/Territory and Commonwealth laws that may affect the assessment of my suitability to be a sponsor.
- 7.10 I will provide all relevant documentation in support of my request for endorsement to the Department of Home Affairs.
- 7.11 I authorise the DAR and Department of Home Affairs to make enquiries as necessary to verify the information provided.
- 7.12 I understand that any false or misleading information provided by me may lead to revocation of endorsement by the DAR and the Department of Home Affairs will be notified.

7.13 I understand that a positive DAR endorsement does not guarantee approval by the Department of Home Affairs at any stage.

I declare that the information I have provided in all of the above (i.e. Part 5, 6 and 7) in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

I declare and understand that a positive DAR endorsement by the Shire of Dardanup does not guarantee approval by the Department of Home Affairs at any stage of the DAMA.

Signing Page for endorsement to access labour agreement under the South West Designated Area Migration Agreement

.....
Print name [Sponsor] Position [Sponsor] [Signature] Date of signing

.....
Organisation/Business name [Sponsor]

.....
Print name [Witness] Position [Witness] [Signature] Date of signing

.....
Print name [MARN] Position [MARN No.] [Signature] Date of signing

DO NOT COMPLETE THIS PART

Approved - Yes ☒ No ☐

Signed, sealed and delivered for and on behalf of **the South West Designated Area Representative** by

.....
[signature] Date of signing



Part 8 – South West DAMA Processing Fee (Non-refundable)

The below form must be completed by the Employer before we can raise an invoice. An invoice will be sent to you within 2 business days. Please note the processing fee is non-refundable. Once we received a payment receipt from you, we will process your application within 15 business days.

| | | | |
|---------------------------|--|-------------------|--|
| Full Name (Debtor) | Click here to enter text | | |
| Contact Name | Click here to enter text | | |
| Company Name | Click here to enter text | | |
| Invoice Address | Click here to enter text | | |
| Email Address | Click here to enter text | | |
| Phone no. | Click here to enter number | Mobile no. | Click here to enter number |
| Business Reference | Click here to enter text | | |

South West DAMA Processing Fee Cost – \$250 per nomination

The [Click here to enter business name](#) would like the South West DAR, Dardanup to endorse [Click here to enter number](#) TSS/ENS nomination(s) and agreed to pay [Click here to enter amount \\$](#) (i.e., no. of nomination/s x \$250).

.....

| | | | |
|----------------------|--------------------|-------------|-----------------|
| Print name [Sponsor] | Position [Sponsor] | [Signature] | Date of signing |
|----------------------|--------------------|-------------|-----------------|

For information on the fees and charges for visas go to the Australian Government's [Department of Home Affairs website](#). To learn about the cost of sponsoring and SAF levy, please click [here](#).

The Shire of Dardanup holds no responsibility or liability for any outcome beyond the DAR endorsement stage. By signing this form, you acknowledge this.

Document Checklist:

| Item | Description |
|------|--|
| 1. | Request for endorsement under the South West DAMA Endorsement form |
| 2. | Form 956 (if a registered migration agent is assisting this application) |
| 3. | Business registration documents: <ul style="list-style-type: none">a. business registration and if any business name changes registrations.b. ASICc. ABN, ACNd. trust deed (if applicable) |
| 4. | Business profile, may include: <ul style="list-style-type: none">a. website extractsb. promotional material |
| 5. | Evidence of the business is operating in the South West Region of Western Australia. May include: <ul style="list-style-type: none">a. lease agreementb. contracts and invoices from suppliers / customersc. letter from accountant stating 12 months operation, net assets, profit / loss and turnover.d. business capability statement / promotional material referencing NT operation. |
| 6. | Job descriptions for each requested position |
| 7. | Organisation chart less than six months old, requested positions must be displayed. |

| | |
|-----|--|
| 8. | Financial statement for the financial year and business activity statement for the last 12 months immediately preceding application |
| 9. | Statutory declaration about adverse information, attach evidence of outcome (if any) For more information on adverse information go to the Department of Home Affairs website |
| 10. | <p>Summary of domestic recruitment efforts form for each requested position</p> <ul style="list-style-type: none"> a. copies of at least two job advertisements in a reputable website / newspaper / industry website (not general classifieds) with national reach b. invoices received by recruitment agencies (if used) c. evidence to prove the nominated positions have been advertised for 28 consecutive days. For example, screenshots from the start and end of advertising, receipts showing duration. Please note that the Department of Home Affairs requires that advertising must have been completed during the four months prior to submitting a nomination. Nomination occurs well after Dardanup Government endorsement so evidence supplied to Dardanup Government should show very recent advertising. <p>Evidence must be compliant with current Department of Home Affairs labour market testing requirements, for more information on labour market testing requirements go to the Department of Home Affairs website</p> |
| 11. | Statement on why the business is not using the standard 482 and the impact of negative result (if the business is not endorsed to access the South West DAMA) |
| 12. | <p>Evidence to prove the nominee receives terms and conditions no less favorable than those provided to an Australian citizen or permanent resident:</p> <ul style="list-style-type: none"> a. employment contract for a current or former Australian or Australian permanent resident employee in the same level position b. recent payslips for a current or former Australian or Australian permanent resident employee in the same level position or c. any other evidence of market salary levels for the position <p>Please provide this evidence for each requested position</p> |
| 13. | <ul style="list-style-type: none"> a. Employment contract outlining terms and conditions clearly, including a breakdown of the salary, superannuation and any non-monetary components. b. relevant enterprise agreement / award for the position (if applicable) c. pay slips - if an intended nominee is already employed in the position. <p>Please provide above evidence for each requested position</p> |

Appendix 5: Short Skill Shortage Survey and Summary report

| Response ID | Response started | Response completed | IP address | My business is suffering financially because of the shortage of skills. | The occupations where shortages are critical and impacting the business are _____: (Examples below. Please add any other relevant occupations.) | Does your business employ, or intend to employ, apprentices or trainees? | Have you employed working holiday makers in the past 12 months? | Do you intend to employ highly skilled employees on the temporary skills shortage visa (subclass 482)? | How often do you have staff turnover in the critical skills area? | Any additional comments? |
|-------------|--------------------------|--------------------------|----------------|---|--|--|---|--|---|---|
| jkB3keOb | Jan 22, 2021 08:53:33 AM | Jan 22, 2021 08:55:27 AM | 110.141.204.35 | Yes | Other (Please specify) - Wait staff | Yes | Yes | No | 4 | Securing sufficient front of house staff is major challenge ongoing. We have people applying for work but need to do their 6th months rural work. Would be keen to see if the government would consider a change to consider rural hospitality as rural work. |
| ufB3qHuK | Jan 22, 2021 09:24:38 AM | Jan 22, 2021 09:26:09 AM | 203.59.235.194 | No | Chef, Other (Please specify) - cleaners (commercial, residential), wait staff, retail in tourism, cellar door | No | No | No | 2 | |

| | | | | | | | | | | |
|----------|--------------------------|--------------------------|-----------------|-----|---|-----|-----|-----|---|---|
| 5YzVzcdo | Jan 22, 2021 09:26:15 AM | Jan 22, 2021 09:41:01 AM | 58.171.53.29 | Yes | Chef,Cook,Restaurant Manager, Other (Please specify) - All hospitality staff, front of house and back of house. these jobs aren't necessarily "skilled" but are vital to the hospitality industry | Yes | Yes | Yes | 4 | The hospitality industry has a huge shortage of staff over the whole industry.. its a shame this is so focused on "skilled" workers as the chefs can't get food to the table without a wait person.. the whole southwest is struggling and have a shortage of unskilled staff to support the skilled staff. thanks you for the opportunity to comment on this situation, I'm not sure if anyone is aware of the dramatic housing shortage in the southwest preventing any new staff from acquiring accommodation in the area. this is a huge part of the big problem. |
| ZTzJAkt9 | Jan 22, 2021 09:29:25 AM | Jan 22, 2021 09:30:51 AM | 106.68.114.121 | No | Chef, Cook | Yes | Yes | Yes | 3 | |
| XWRMSi27 | Jan 22, 2021 05:37:26 PM | Jan 22, 2021 05:40:30 PM | 1.127.111.147 | Yes | Chef,Cook,Restaurant Manager,Other (Please specify) - Housekeeping Superivsors, Fine Dining Waiters | Yes | Yes | Yes | 5 | Labour shortages are the worst we have experienced in over 15 years are at a critical level and are significantly impacting on trading levels. |
| VpRPL1TE | Jan 27, 2021 11:10:46 AM | Jan 27, 2021 11:11:43 AM | 58.171.33.8 | Yes | Other (Please specify) - Viticulture (Wine) | No | Yes | No | 5 | |
| ZTCCmwiV | Jan 28, 2021 | Jan 28, 2021 | 120.149.115.142 | Yes | Other (Please specify) - Cleaners | No | Yes | No | 5 | |

| | | | | | | | | | | |
|-----------|--------------------------|--------------------------|----------------|-----|--|-----|-----|-----|---|---|
| | 12:32:24 PM | 12:33:41 PM | | | | | | | | |
| D2z6eaEA | Jan 29, 2021 11:40:00 AM | Jan 29, 2021 11:43:17 AM | 165.228.89.171 | Yes | Other (Please specify) - Grape Picking | Yes | Yes | Yes | 5 | We look forward to attending the Workshop on 4/2/2021. |
| hIBUrmJK | Feb 02, 2021 04:33:35 PM | Feb 02, 2021 04:42:50 PM | 60.231.61.13 | No | Other (Please specify) - Kitchen Hands, Cellar Door Staff, Restaurant Staff | No | Yes | Yes | 4 | |
| bZCsdqap | Feb 02, 2021 04:34:34 PM | Feb 02, 2021 04:36:53 PM | 106.68.115.142 | No | | No | No | No | 1 | I am visiting as Migration Agent, however I also manage a restaurant which does suffer from skill shortages of chefs and restaurant managers/waitstaff |
| drB3cPA | Feb 02, 2021 04:39:05 PM | Feb 02, 2021 04:43:07 PM | 59.100.129.30 | Yes | Chef, Other (Please specify) - F&B Attendant, Room Attendant, F&B Supervisor, Kitchen Stegward, Assistant F&B Manager, Maintenance Officer | Yes | Yes | Yes | 5 | |
| SjChbGPJ | Feb 02, 2021 04:46:37 PM | Feb 02, 2021 04:49:07 PM | 103.13.84.241 | Yes | Chef, Restaurant Manager | Yes | Yes | Yes | 2 | I have sponsored many visa workers over the last decade and currently have 2 about to finish contracts and move to PR plus 5 others at various stages on various visas including on bridging pending appeals. |
| swz0MotW | Feb 02, 2021 04:48:16 PM | Feb 02, 2021 04:50:19 PM | 120.149.101.47 | No | Chef, Cook, Restaurant Manager, Other (Please specify) - Agricultural industry - wine industry, farming etc | No | No | No | 1 | |
| 48Csjsx9R | Feb 02, 2021 | Feb 02, 2021 | 58.160.102.210 | Yes | Chef | Yes | No | No | 3 | |

| | | | | | | | | | | |
|----------|--------------------------|--------------------------|-----------------|-----|--|-----|-----|-----|---|--|
| | 06:59:57 PM | 07:00:32 PM | | | | | | | | |
| mRB3Z9kH | Feb 03, 2021 06:46:41 AM | Feb 03, 2021 06:48:00 AM | 1.159.136.116 | Yes | Other (Please specify) - Viticulture | No | Yes | No | 3 | |
| VLCCmSMj | Feb 03, 2021 08:01:58 AM | Feb 03, 2021 08:04:28 AM | 144.130.110.126 | No | Other (Please specify) - grape pickers, pruners | | Yes | No | 2 | |
| iaRqUg8c | Feb 03, 2021 08:27:44 AM | Feb 03, 2021 08:28:26 AM | 180.222.166.209 | Yes | Chef,Cook,Other (Please specify) - Waitstaff | Yes | Yes | Yes | 3 | |
| BHRnKYpH | Feb 03, 2021 08:54:47 AM | Feb 03, 2021 08:56:28 AM | 110.146.130.3 | Yes | Other (Please specify) - Front of house wait staff & cellar door | Yes | Yes | No | 3 | |
| PgBUpZQv | Feb 03, 2021 10:01:36 AM | Feb 03, 2021 10:08:24 AM | 111.220.74.105 | No | Chef,Cook,Other (Please specify) - Wait and bar staff | Yes | Yes | Yes | 3 | |

Summary report:

| My business is suffering financially because of the shortage of skills. | | |
|---|------------------|----------------|
| | Response Percent | Response Count |
| Yes | 63.16% | 12 |
| No | 36.84% | 7 |

| The occupations where shortages are critical and impacting the business are _____: (Examples below. Please add any other relevant occupations.) | | |
|---|------------------|----------------|
| | Response Percent | Response Count |
| Chef | 55.56% | 10 |
| Cook | 33.33% | 6 |
| Restaurant Manager | 22.22% | 4 |
| Accommodations Manager | 0.00% | 0 |
| Other (Please specify) | 83.33% | 15 |

| Does your business employ, or intend to employ, apprentices or trainees? | | |
|--|------------------|----------------|
| | Response Percent | Response Count |
| Yes | 61.11% | 11 |
| No | 38.89% | 7 |

| Have you employed working holiday makers in the past 12 months? | | |
|---|------------------|----------------|
| | Response Percent | Response Count |
| Yes | 78.95% | 15 |
| No | 21.05% | 4 |

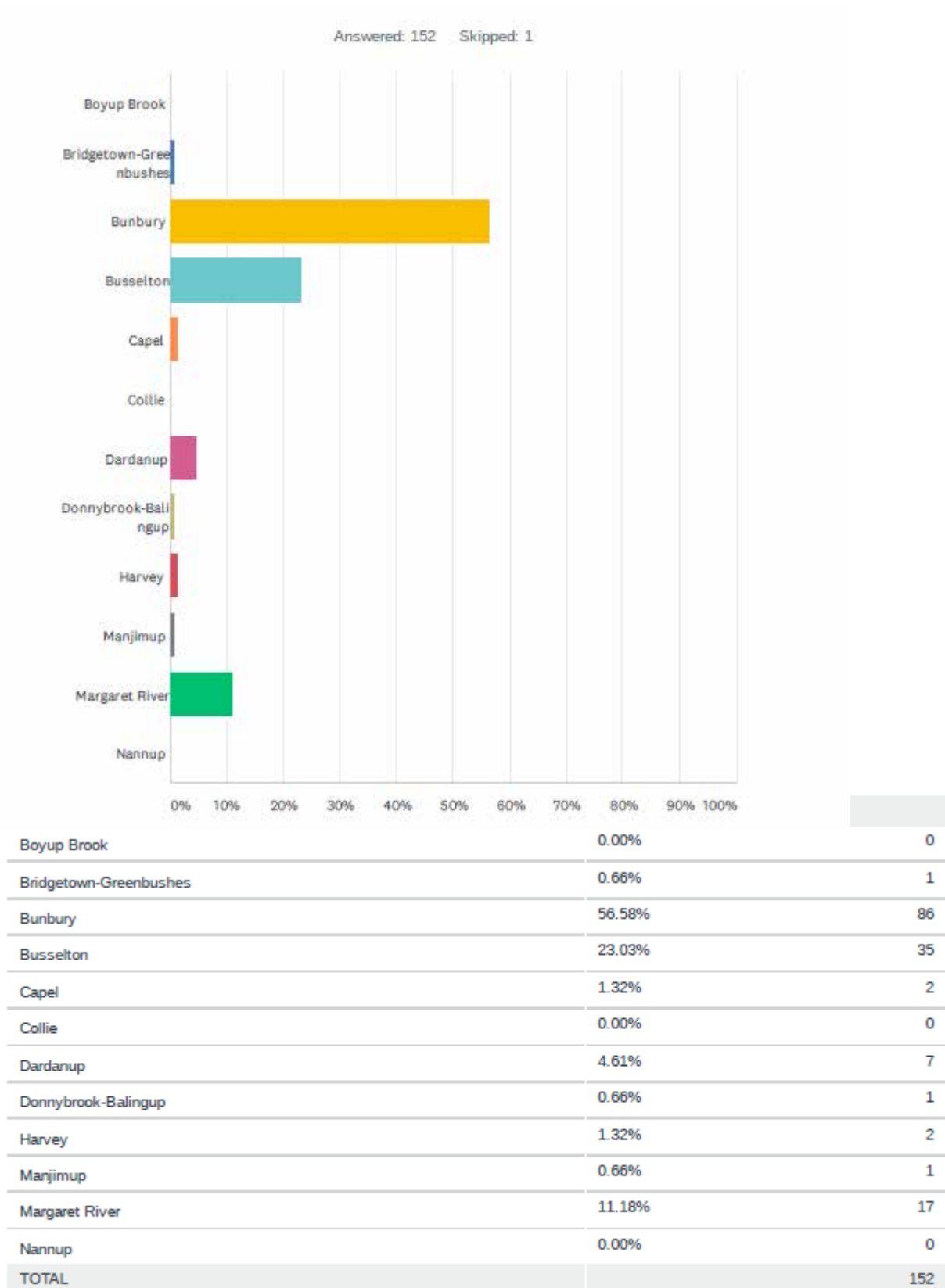
| Do you intend to employ highly skilled employees on the temporary skills shortage visa (subclass 482)? | | |
|--|------------------|----------------|
| | Response Percent | Response Count |
| Yes | 47.37% | 9 |
| No | 52.63% | 10 |

| How often do you have staff turnover in the critical skills area? | | |
|---|------------------|----------------|
| | Response Percent | Response Count |
| 1 | 10.53% | 2 |
| 2 | 15.79% | 3 |
| 3 | 31.58% | 6 |
| 4 | 15.79% | 3 |
| 5 | 26.32% | 5 |

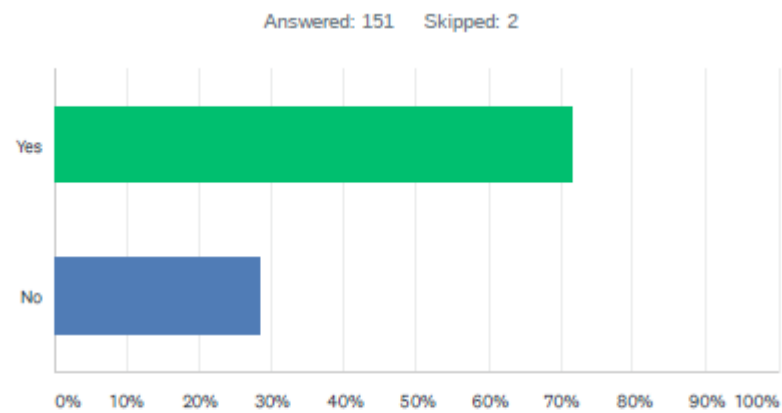
| Any additional comments? | |
|--------------------------|--|
| 6 Responses | |

Appendix 6: SWCCI South West Region skill shortages survey and summary report

Q1 Please indicate which Local Government Area your business is located in.

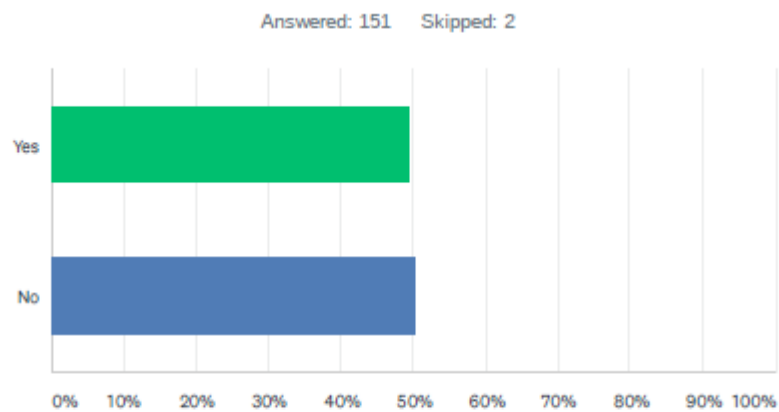


Q2 As a business, do you struggle to attract workers with the specific skills and qualifications you need?



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 71.52% | 108 |
| No | 28.48% | 43 |
| TOTAL | | 151 |

Q3 As a business, do you struggle to retain workers with the specific skills and qualifications you need?



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 49.67% | 75 |
| No | 50.33% | 76 |
| TOTAL | | 151 |

Q4 If yes to either of the above questions, what are the specific challenges that you find impacting your business?

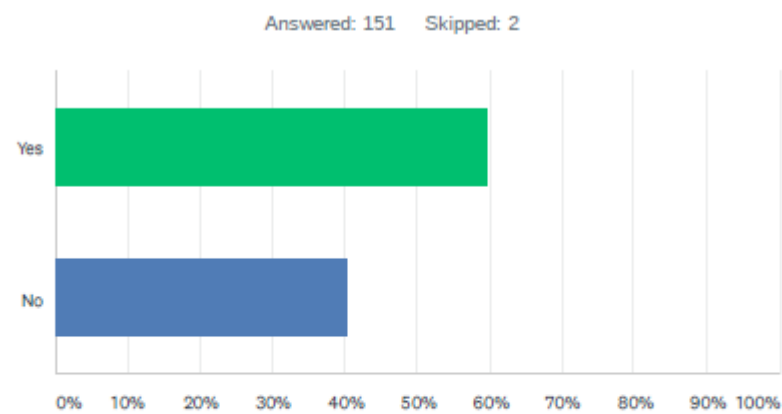
Answered: 113
Skipped: 40

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | No one available to do basic jobs such as cleaning | 4/19/2021 2:27 PM |
| 2 | sourcing skills in the trade and technical area | 4/19/2021 1:31 PM |
| 3 | Quite a unique field, and those that are trained are attracted to the bigger cities | 4/19/2021 11:37 AM |
| 4 | Finding experienced/motivated people when positions arise | 4/19/2021 11:14 AM |
| 5 | Reliable skilled tradesmen | 4/19/2021 10:46 AM |
| 6 | Lack of qualified chefs. No seasonal back packers to get us through the season | 4/19/2021 10:37 AM |
| 7 | Difficulty in acquiring MC drivers as a lot of them chase the FIFO jobs which is perceived as better paying. | 4/19/2021 10:17 AM |
| 8 | no qualified staff applying | 4/19/2021 8:54 AM |
| 9 | Retain skilled professional staff | 4/19/2021 8:44 AM |
| 10 | Getting workers to start | 4/18/2021 8:07 PM |
| 11 | accommodation, finding skilled and unskilled workers, the seasonality of our location with large peaks and troughs in customer numbers | 4/18/2021 9:37 AM |
| 12 | They usually are going through the motions just to keep their Jobseekers or are not very committed - agencies send too many inappropriate persons with little apologies following even when told what you require. | 4/17/2021 3:45 PM |
| 13 | Low wages /apprentices leave for mining once completed. We can't compete with wages | 4/17/2021 12:34 PM |
| 14 | We are regulated by the government and have not have a meter increase since 2014. So, we are unable to increase our rate of pay, in the past every time we received a rate increase this work get past onto our drivers | 4/17/2021 12:08 PM |
| 15 | Chronic staff shortage | 4/17/2021 12:00 PM |
| 16 | Lack of suitable applicants. | 4/16/2021 3:16 PM |
| 17 | Trade and sales skills | 4/16/2021 2:08 PM |
| 18 | Competition from other businesses offering employment, non viability to pay higher wages to attract workers, most applications are not skilled in the correct area. | 4/16/2021 2:00 PM |
| 19 | We need to recruit Drs and Bunbury and Australind are not DPA - district priority areas which means it is all but impossible to recruit when Drs leave the area. | 4/16/2021 1:39 PM |
| 20 | The sheer number of applicants, both in Sales and Administration has significantly reduced in the last 18 months, even though the base salaries for both have risen. | 4/16/2021 1:38 PM |
| 21 | Lack of skilled and experienced people prepared to live in regional WA | 4/16/2021 1:22 PM |
| 22 | they think they are worth drug money per hr. to work yet simple tasks given to them cannot be completed in the correct manor. | 4/16/2021 1:08 PM |
| 23 | Keep up with pay rates being offered | 4/16/2021 1:07 PM |
| 24 | Unable to offer an enough salary | 4/16/2021 1:07 PM |
| 25 | Very low fields of applicants for advertised vacancies | 4/16/2021 12:58 PM |
| 26 | Don't have enough skilled workers to meet our client's needs. This is limiting our growth and damaging our reputation | 4/16/2021 12:57 PM |
| 27 | Recruiting and retaining qualified and experienced staff particularly in civil and related services. | 4/16/2021 12:55 PM |
| 28 | Regional jobs often seen as stepping stone for advancing careers. Currently there is a construction boom that has been ramping up dramatically and therefore finding and retaining staff is even more difficult. We are locked into State Government contract fees early so if staff want dramatic salary increases it makes it difficult to sustain a practice. | 4/16/2021 12:35 PM |
| 29 | Lack of mechanics available in area, 70 jobs on seek for mechanics in Bunbury | 4/16/2021 12:35 PM |
| 30 | finding experienced and skilled team members | 4/16/2021 9:33 AM |
| 31 | Initially trying to find staff is difficult, this means that existing staff are getting tired as we have no leeway to reduce their hours. This is resulting in them leaving as they are tired. | 4/15/2021 6:09 PM |
| 32 | Recruitment of suitably qualified front of house hospitality staff (restaurant / cellar door) and chefs. Seasonal vineyard workers (vintage pickers) | 4/15/2021 3:28 PM |
| 33 | Unable to find staff - they all say they cannot get accommodation plus ask for exorbitant wages. | 4/15/2021 2:28 PM |
| 34 | Struggle to attract - shift patterns aren't attractive, candidates aren't suitability qualified, lack of awareness of what the job entails. | 4/15/2021 1:31 PM |

| | | |
|----|---|--------------------|
| 35 | Higher pay offered by other industries such as private consulting for marketing and similar services in the cities. Regional areas struggle to attract skilled workforce, good candidates may need to leave because of family reasons/leaving the area. Many good candidates begin a family and cannot source adequate childcare. | 4/15/2021 9:20 AM |
| 36 | Shortage of labour in the region also driven by shortage in accommodation. | 4/14/2021 2:35 PM |
| 37 | not finding experienced staff | 4/14/2021 1:36 PM |
| 38 | Location, lack of chefs, staff available to work have no prior job experience or very little job skills | 4/14/2021 10:16 AM |
| 39 | Experienced and highly skilled staff are hard to find regionally. There are lots of inexperienced, self-taught and graduates with little to no experience, but the people who can mentor and empower these individuals to do high level work are very hard to find. | 4/13/2021 2:44 PM |
| 40 | No affordable accommodation for our employees | 4/13/2021 11:10 AM |
| 41 | because seasonality has changed given strong intrastate visitation, we are much busier than usual. We usually recruit 4 back packers for Sept to April, there are no backpackers and we have been unable to recruit locals even though we have tried really hard with flexible rostering and above award pay. | 4/13/2021 11:09 AM |
| 42 | The quality of person applying for positions. They are either not really interested or just want to work when it suits them. | 4/13/2021 9:07 AM |
| 43 | We employ mainly youth 15 - 25, and I have discovered this post covid phenomenon. Local youth post covid appear to have no drive or motivation no matter how much training you provide or support you give. It's like they expect and "deserve" a job, but when it comes to doing the job, they're happy to just run thru the motions with relative disinterest and lack of motivation, instead of being exceptional. After 5 years of business this is the 1st time, we have experienced this. It's like they're all stuck in a rut! | 4/13/2021 8:53 AM |
| 44 | The availability of semi-skilled and skilled employees is extremely low. Availability and cost of rental accommodation is partially to blame, as is an absence of working holiday visa holders. | 4/13/2021 8:39 AM |
| 45 | Finding chefs | 4/13/2021 8:06 AM |
| 46 | Availability of workers at all skill levels. | 4/13/2021 7:49 AM |
| 47 | Jobseeker - people were happy to sit on their Butt and get money from the government rather than work | 4/12/2021 9:36 PM |
| 48 | Employees do not want to work. | 4/12/2021 8:54 PM |
| 49 | Workers to respond to employment advertisements | 4/12/2021 7:06 PM |
| 50 | Chef's & waitstaff are hard to find | 4/12/2021 5:03 PM |
| 51 | Housekeepers are difficult to find. Australians don't want to work weekends or public holidays, but that is our core business. It's even difficult to find good reception workers. | 4/12/2021 5:03 PM |
| 52 | To find hospitality workers in general | 4/12/2021 4:46 PM |
| 53 | We are working too hard and often find myself making pastry for e.g., at night. | 4/12/2021 4:31 PM |
| 54 | Asian food chefs. Always short staffed in our kitchens | 4/12/2021 4:25 PM |
| 55 | Places for people to stay - the fact that hospitality is not viewed as a career by most Australians rather something you do on the way to doing something else | 4/12/2021 4:24 PM |
| 56 | No backpackers | 4/12/2021 4:19 PM |
| 57 | High ropes First aid Customer service Staff who can find accommodation | 4/12/2021 3:59 PM |
| 58 | Na | 4/12/2021 3:56 PM |
| 59 | It takes a month to train someone in our industry and having to do that every few months if we can find anyone. | 4/12/2021 3:36 PM |
| 60 | Recruiting skilled chefs and holding onto them for longer than a few weeks | 4/12/2021 3:29 PM |
| 61 | Accommodation for staff. This impacts the availability of staff with the relevant qualifications | 4/12/2021 3:27 PM |
| 62 | We required more cleaning staff to increase our capacity to cope with the dramatic increase in booking volume we have experience post covid lockdown. we were not alone in this endeavour and as such competition was high and applicants were scarce. | 4/12/2021 3:21 PM |
| 63 | Ongoing funding for key projects | 4/12/2021 3:20 PM |
| 64 | Impact of casual changes with Fair Work on a seasonal tourism business and the inability for PPT staff to do extra hours during peak season without being paid overtime | 4/12/2021 3:15 PM |
| 65 | It is very challenging securing and keeping hospitality staff - especially experienced waitstaff and chefs. Lack of skilled staff has meant we're unable to open to full capacity. | 4/12/2021 3:14 PM |
| 66 | Chefs and hospitality workers are in very short supply. We have been looking for a chef for 5 months and have very little response to adverts. | 4/12/2021 3:10 PM |
| 67 | In general, and independent of each other, a lack of technical knowledge relating to viticulture and cellar operations. | 4/11/2021 11:12 AM |
| 68 | the level of skill required is hard to keep when a not-for-profit pay is not equal to other not for profit pay levels due to the variable amounts of government funding allocated to different locations depending on the lead agency. | 4/10/2021 6:34 PM |
| 69 | N/a | 4/9/2021 1:18 PM |
| 70 | Lack of trade skills | 4/9/2021 11:54 AM |
| 71 | Skillful musicians | 4/8/2021 3:26 PM |
| 72 | We have not had any difficulty | 4/8/2021 2:39 PM |
| 73 | Skilled carpenters, people that think out of the box or problem solve | 4/8/2021 11:42 AM |
| 74 | Current challengers are lack of holiday makers looking for casual work as well as hosing | 4/8/2021 9:29 AM |

| | | |
|-----|--|-------------------|
| | crisis which means qualified full time employees are unable to relocate to the area for jobs. Along with huge numbers of applicants for jobs who don't want to work / don't answer emails or phone calls or don't turn up for interviews | |
| 75 | Difficult to attract qualified staff to regional areas, provision of after hours services mean. staff have to work longer hours to cover after hours emergencies, lack of affordable housing, lack of after hours amenities such as gyms operating outside our business hours, | 4/7/2021 7:55 PM |
| 76 | chef and weekends | 4/7/2021 12:37 PM |
| 77 | Reliable staff | 4/7/2021 12:20 PM |
| 78 | A lack of skilled labour in the market. Upward pressure on the cost of labour and a downward pressure on margins. | 4/7/2021 12:10 PM |
| 79 | Have Retail experience but lack in Computer skills especially in above 30 year old | 4/7/2021 11:43 AM |
| 80 | Better offers, especially FIFO | 4/7/2021 11:27 AM |
| 81 | Only having 1 or 2 applicants to a job advertisement, so having to employ someone who doesn't have all the specific skills. | 4/7/2021 10:44 AM |
| 82 | Finding reliable people who turn up to work (or interviews) People who apply but don't want to work - time wasters We cannot find people with experience of working in fresh produce retail, working with Fruit and veg or in a delicatessen or food prep. We cannot find customer service staff of any quality. The quality of the labour pool here in Busselton is poor. | 4/7/2021 10:31 AM |
| 83 | Lack of suitable trades people in the area. People leaving to take up FIFO jobs. | 4/7/2021 8:16 AM |
| 84 | Finding staff with good retail experience, attitude and knowledge is very difficult | 4/7/2021 8:16 AM |
| 85 | Shortages of experienced nurses | 4/6/2021 11:55 PM |
| 86 | Bunbury is too white | 4/6/2021 8:39 PM |
| 87 | Nil | 4/6/2021 8:22 PM |
| 88 | People demand too much money, as the Mining Industry is paying much more. As small Business, we cannot afford to pay \$60 to \$90 per hour Mining is killing us | 4/6/2021 7:33 PM |
| 89 | Being able to afford expected wages | 4/6/2021 6:53 PM |
| 90 | Transient industry, jobseeker payments continued for too long | 4/6/2021 5:54 PM |
| 91 | Mining sector drains skilled labour with FIFO jobs | 4/6/2021 3:58 PM |
| 92 | recruiting staff that want to stay - they leave within first 3 months as they find the work too hard | 4/6/2021 3:48 PM |
| 93 | Lack of local young staff with basic education (spelling and counting) and motivation to turn up and work. | 4/6/2021 3:23 PM |
| 94 | Finding high skilled tradesman with a good work ethic | 4/6/2021 2:23 PM |
| 95 | No one seems to want to work | 4/6/2021 1:57 PM |
| 96 | having enough work to keep staff employed | 4/6/2021 1:33 PM |
| 97 | Skill and experience in a specific trade | 4/6/2021 1:26 PM |
| 98 | Few qualified people in the area | 4/6/2021 1:25 PM |
| 99 | proper qualifications, ability and availability | 4/6/2021 1:06 PM |
| 100 | good drivers and machine operators moving to mining | 4/6/2021 12:07 PM |
| 101 | We own a Barber shop. We can advertise for 6 months nationally and receive not one application. We employ 4 seniors and now 4 apprentices, we just have to keep training as we cannot get experienced staff. | 4/6/2021 12:00 PM |
| 102 | Getting committed staff that want to work for a normal wage in an inflated job market | 4/6/2021 11:32 AM |
| 103 | Need staff with specific skills and often the candidates do not have the skills required - they may have office skills but not in bookkeeping, thus have to be trained up | 4/6/2021 11:18 AM |
| 104 | Mining sector attracting workers | 4/6/2021 11:12 AM |
| 105 | Finding people willing to work hard | 4/6/2021 11:09 AM |
| 106 | quality & quantity issues | 4/6/2021 10:57 AM |
| 107 | Local training facilities "TAFE" do not run adequate courses | 4/6/2021 10:51 AM |
| 108 | problem of new graduates or experienced professionals wanting to relocate to regional areas | 4/6/2021 10:50 AM |
| 109 | No Qualified Mechanics staying local, we have lost 3 of our 4 qualified apprentices to the mining industry, it took us over 3 years to find a good, qualified mechanic, and that only happened because the shop he was in closed down. Currently not struggling with retaining our staff, but we have to pay too high above award rate making our cost of business high and we are not competitive on price compared to other shops. | 4/6/2021 10:47 AM |
| 110 | major shortage of chefs and hospitality workers, we can't get floor staff, especially the young people who waste our time not turning up for interviews and trial nights. I've been in this trade for 36 years and never seen it this bad | 4/6/2021 10:45 AM |
| 111 | Lack of work ethic. Lack of qualified applicants. | 4/6/2021 10:43 AM |
| 112 | Na | 4/6/2021 10:41 AM |
| 113 | No one applies. We have even resorted to a \$100 spotter and bonus payment. Still no luck | 4/6/2021 10:40 AM |

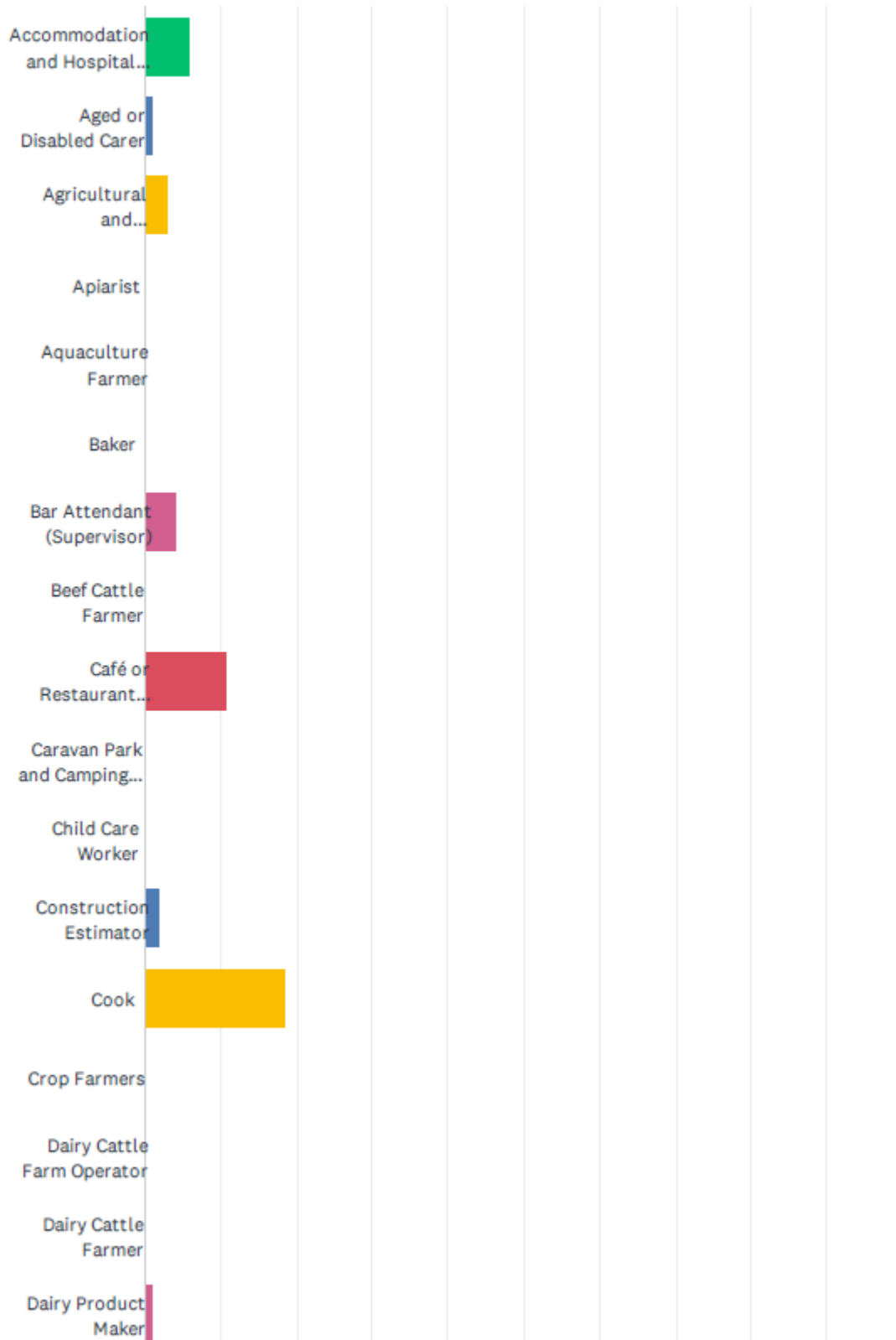
Q5 Is your business currently experiencing a resourcing or recruiting challenge?
This is defined by job roles that are unable to be filled for greater than 90 days
or advertised positions that do not attract suitably qualified applicants.



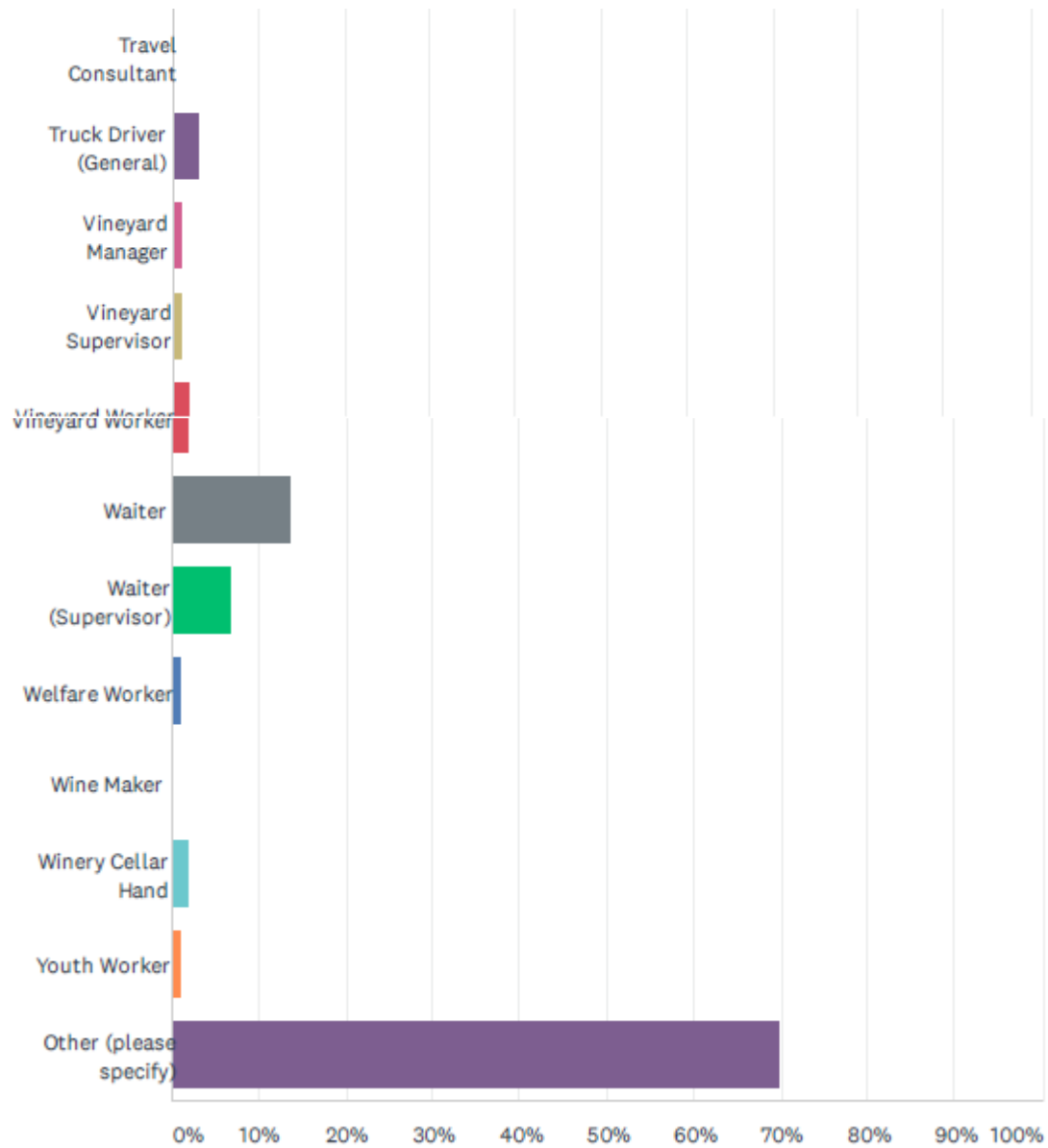
| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 59.60% | 90 |
| No | 40.40% | 61 |
| TOTAL | | 151 |

Q6 If yes, please select the specific occupations / positions you are currently experiencing a recruiting or resourcing challenge?

Answered: 103 Skipped: 50







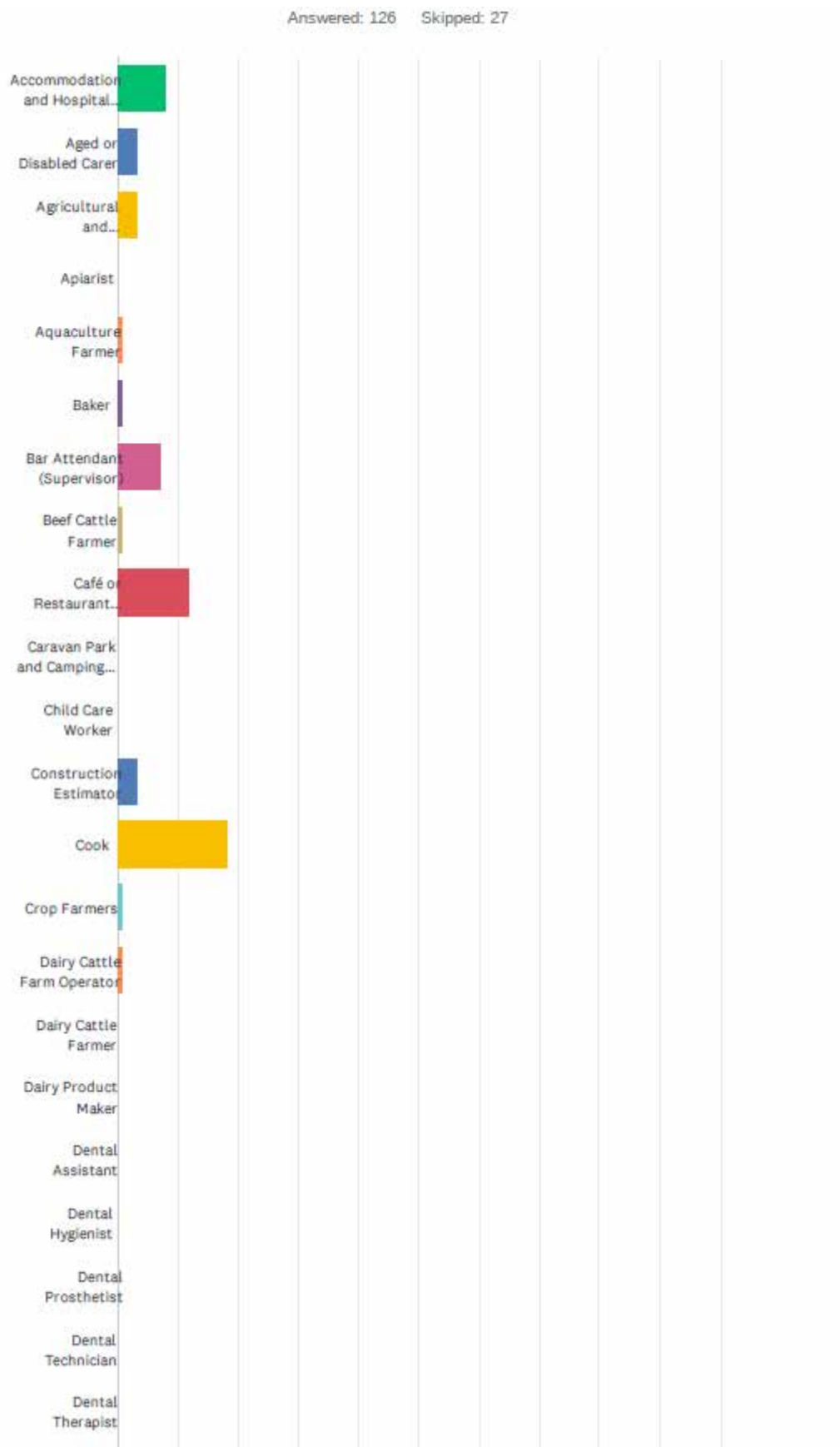
| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Accommodation and Hospitality Manager | 5.83% | 6 |
| Aged or Disabled Carer | 0.97% | 1 |
| Agricultural and Horticultural Mobile Plant Operator | 2.91% | 3 |
| Apiarist | 0.00% | 0 |
| Aquaculture Farmer | 0.00% | 0 |
| Baker | 0.00% | 0 |
| Bar Attendant (Supervisor) | 3.88% | 4 |
| Beef Cattle Farmer | 0.00% | 0 |
| Café or Restaurant Manager | 10.68% | 11 |
| Caravan Park and Camping Ground Manager | 0.00% | 0 |
| Child Care Worker | 0.00% | 0 |
| Construction Estimator | 1.94% | 2 |
| Cook | 18.45% | 19 |
| Crop Farmers | 0.00% | 0 |
| Dairy Cattle Farm Operator | 0.00% | 0 |
| Dairy Cattle Farmer | 0.00% | 0 |
| Dairy Product Maker | 0.97% | 1 |
| Dental Assistant | 0.00% | 0 |
| Dental Hygienist | 0.00% | 0 |
| Dental Prosthetist | 0.00% | 0 |
| Dental Technician | 0.00% | 0 |
| Dental Therapist | 0.00% | 0 |
| Dentist | 0.00% | 0 |
| Disabilities Services Officer | 0.97% | 1 |
| Earthmoving Plant Operator | 3.88% | 4 |
| Enrolled Nurse | 0.00% | 0 |
| Family Support Worker | 0.97% | 1 |
| Floor Finisher | 0.97% | 1 |
| Fruit or Nut Grower | 0.00% | 0 |
| Garden Labourer | 0.97% | 1 |
| Goat Farmer | 0.00% | 0 |
| Grape Grower | 0.00% | 0 |
| Horticultural Nursery Assistant | 0.00% | 0 |
| Hospitality Workers | 24.27% | 25 |
| Hospitality, Retail and Service Manager | 6.80% | 7 |
| Hotel or Motel Manager | 2.91% | 3 |
| Hotel Service Manager | 0.97% | 1 |
| ICT Project Manager | 0.97% | 1 |
| Livestock Farmers | 0.00% | 0 |
| Massage Therapist | 0.00% | 0 |
| Medical Administrator | 1.94% | 2 |
| Metallurgical or Materials Technician | 1.94% | 2 |
| Mixed Livestock Farmer | 0.00% | 0 |

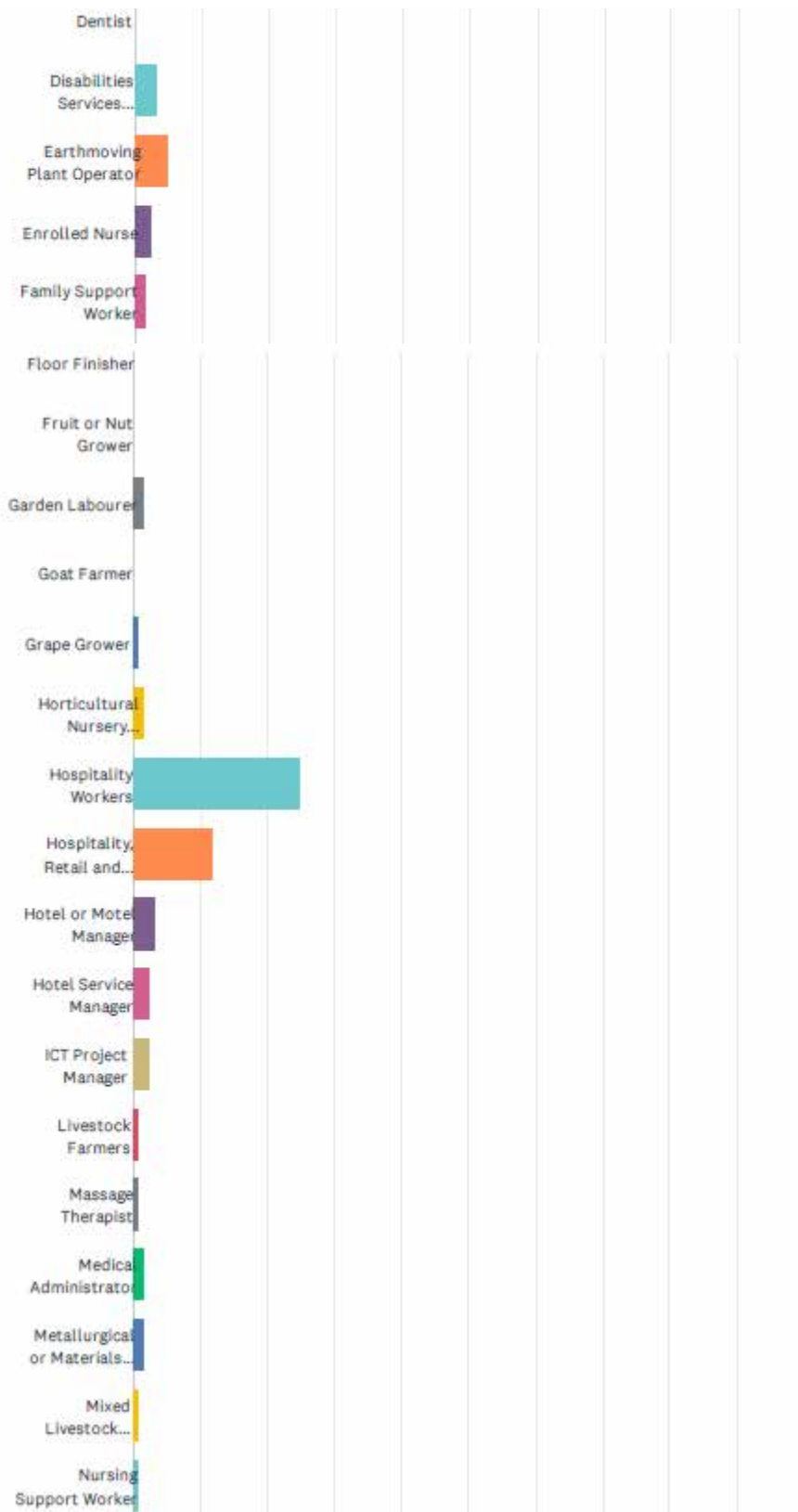
| | | |
|---------------------------------|--------|----|
| Nursing Support Worker | 0.00% | 0 |
| Pastry Cook | 0.97% | 1 |
| Pig Farmer | 0.00% | 0 |
| Poultry Farmer | 0.00% | 0 |
| Residential Care Worker | 0.97% | 1 |
| Roof Tiler | 0.97% | 1 |
| Nurseryperson | 0.97% | 1 |
| Senior Dairy Cattle Farm Worker | 0.00% | 0 |
| Sheep Farmer | 0.00% | 0 |
| Skilled Horticultural Worker | 0.97% | 1 |
| Tourist Information Officer | 0.00% | 0 |
| Travel Consultant | 0.00% | 0 |
| Truck Driver (General) | 2.91% | 3 |
| Vineyard Manager | 0.97% | 1 |
| Vineyard Supervisor | 0.97% | 1 |
| Vineyard Worker | 1.94% | 2 |
| Waiter | 13.59% | 14 |
| Waiter (Supervisor) | 6.80% | 7 |
| Welfare Worker | 0.97% | 1 |
| Wine Maker | 0.00% | 0 |
| Winery Cellar Hand | 1.94% | 2 |
| Youth Worker | 0.97% | 1 |
| Other (please specify) | 69.90% | 72 |
| Total Respondents: 103 | | |

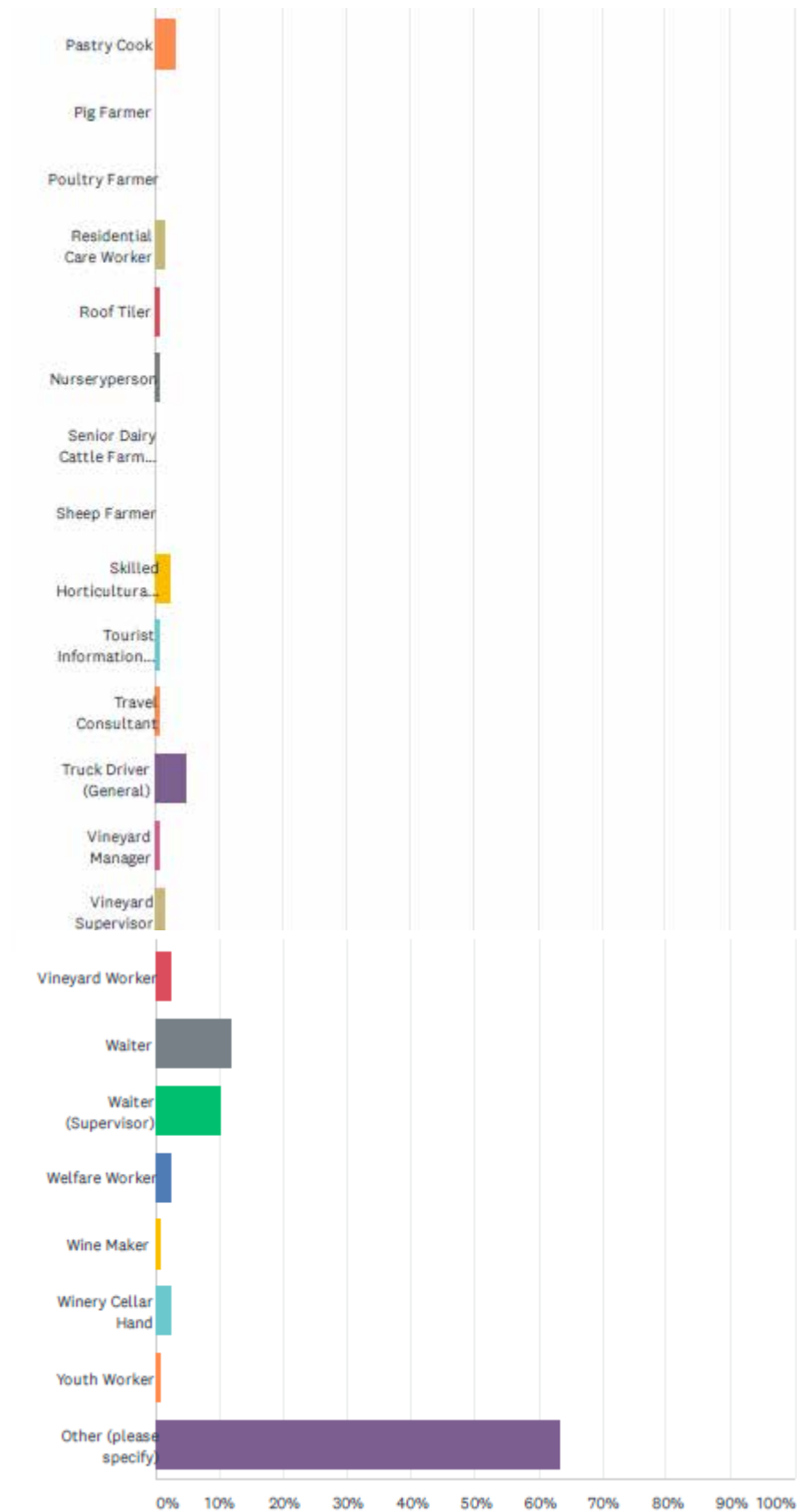
| # | OTHER (PLEASE SPECIFY) | DATE |
|----|---|--------------------|
| 1 | Cleaners | 4/19/2021 2:27 PM |
| 2 | most construction roles | 4/19/2021 1:31 PM |
| 3 | Tradesperson - specifically welding/fabrication/mechanical/electrical | 4/19/2021 11:14 AM |
| 4 | Mechanical tradesmen | 4/19/2021 10:46 AM |
| 5 | Outdoor educators specifically high ropes | 4/19/2021 8:54 AM |
| 6 | Construction Project Manager | 4/19/2021 8:44 AM |
| 7 | Commercial cleaners | 4/18/2021 8:07 PM |
| 8 | Cleaning Supervisor | 4/17/2021 3:45 PM |
| 9 | Panelbeaters /Spraypainters | 4/17/2021 12:34 PM |
| 10 | TAXI DRIVER | 4/17/2021 12:08 PM |
| 11 | Apprentices in variety of trades, Mechanical fitters, welders, etc. | 4/16/2021 3:16 PM |
| 12 | Mechanical trades Fitting and Boilermakers | 4/16/2021 2:08 PM |
| 13 | General Practitioner/Doctor | 4/16/2021 1:39 PM |
| 14 | Sales, Administration | 4/16/2021 1:38 PM |
| 15 | Engineers and Drafters | 4/16/2021 1:22 PM |
| 16 | workshop foreman / service adviser | 4/16/2021 1:08 PM |
| 17 | Heavy Duty Mechanics | 4/16/2021 1:07 PM |
| 18 | Engineers | 4/16/2021 1:07 PM |
| 19 | HSEQ and Contracts and Procurement Specialists | 4/16/2021 12:58 PM |
| 20 | civil and construction related | 4/16/2021 12:55 PM |
| 21 | Apprentice and Trainees various trades | 4/16/2021 12:39 PM |
| 22 | mechanic | 4/16/2021 12:35 PM |

| | | |
|----|--|-------------------|
| 23 | Senior Accountants | 4/16/2021 9:33 AM |
| 24 | Housekeeping (cleaning) staff | 4/15/2021 6:09 PM |
| 25 | Casual Chefs | 4/15/2021 3:28 PM |
| 26 | Marketing, social media management | 4/15/2021 9:20 AM |
| 27 | digital marketing SENIOR skills in UX and CX design, SEO copywriting, data analysts, content managers, and videographers | 4/13/2021 2:44 PM |
| 28 | General "fun making", safety conscious, motivated and happy staff | 4/13/2021 8:53 AM |
| 29 | Qualified chefs | 4/13/2021 8:06 AM |
| 30 | Arborists | 4/13/2021 7:49 AM |
| 31 | Postal Worker and Retail | 4/12/2021 8:54 PM |
| 32 | Beauty | 4/12/2021 7:06 PM |
| 33 | Che | 4/12/2021 5:03 PM |
| 34 | Housekeeper - Room Attendant | 4/12/2021 5:03 PM |
| 35 | Na | 4/12/2021 3:56 PM |
| 36 | Diver for tourist bus | 4/12/2021 3:27 PM |
| 37 | Cleaners | 4/12/2021 3:21 PM |
| 38 | Marketing and communications | 4/12/2021 3:20 PM |
| 39 | I clicked No | 4/12/2021 3:15 PM |
| 40 | Chef | 4/12/2021 3:10 PM |
| 41 | counsellors, clinical psychologists & social workers & admin staff | 4/10/2021 6:34 PM |
| 42 | Music tutor | 4/8/2021 3:26 PM |
| 43 | QUALIFIED CHEFS | 4/8/2021 9:29 AM |
| 44 | Occupational Therapist | 4/7/2021 9:36 PM |
| 45 | Vet, vet nurse, trainee vet nurse, medical receptionist | 4/7/2021 7:55 PM |
| 46 | Boilermakers, welders, trade assistants, fitters | 4/7/2021 12:10 PM |
| 47 | Retail Customer Service with Computer Experience | 4/7/2021 11:43 AM |
| 48 | Fresh Produce Retail staff, Delicatessen staff, Kitchen Hands, Apprentice Chef | 4/7/2021 10:31 AM |
| 49 | engineering fabrication | 4/7/2021 8:16 AM |
| 50 | gender studies lecturer | 4/6/2021 8:39 PM |
| 51 | We are looking for 2 Heavy duty Mechanics and a Service Advisor | 4/6/2021 7:33 PM |
| 52 | Carpenter | 4/6/2021 6:53 PM |
| 53 | Heavy Duty Diesel Mechanic | 4/6/2021 3:58 PM |
| 54 | Pump fitter | 4/6/2021 3:23 PM |
| 55 | ARTIST | 4/6/2021 2:40 PM |
| 56 | carpenters | 4/6/2021 2:23 PM |
| 57 | Window Tinters and general shop assistant, fork lift factory worker | 4/6/2021 1:57 PM |
| 58 | Therapists & Psychologists | 4/6/2021 1:48 PM |
| 59 | Hydraulic fitter | 4/6/2021 1:26 PM |
| 60 | Yoga teacher | 4/6/2021 1:25 PM |
| 61 | foresters | 4/6/2021 12:07 PM |
| 62 | Barbers | 4/6/2021 12:00 PM |
| 63 | fitter machinists | 4/6/2021 11:37 AM |
| 64 | Experienced fencing allrounder | 4/6/2021 11:32 AM |
| 65 | Bookkeeping | 4/6/2021 11:18 AM |
| 66 | Refrigeration technicians | 4/6/2021 11:12 AM |
| 67 | heavy trades | 4/6/2021 10:57 AM |
| 68 | Heavy industry trades | 4/6/2021 10:51 AM |
| 69 | Motor Mechanic | 4/6/2021 10:47 AM |
| 70 | Accountant. Software engineer. | 4/6/2021 10:43 AM |
| 71 | No | 4/6/2021 10:41 AM |
| 72 | Cleaners | 4/6/2021 10:40 AM |

Q7 Based on your business's forecasts, future projects, programs, expansions etc., in the next 5 years, which occupations / positions do you expect to experience a recruiting or resourcing challenge?







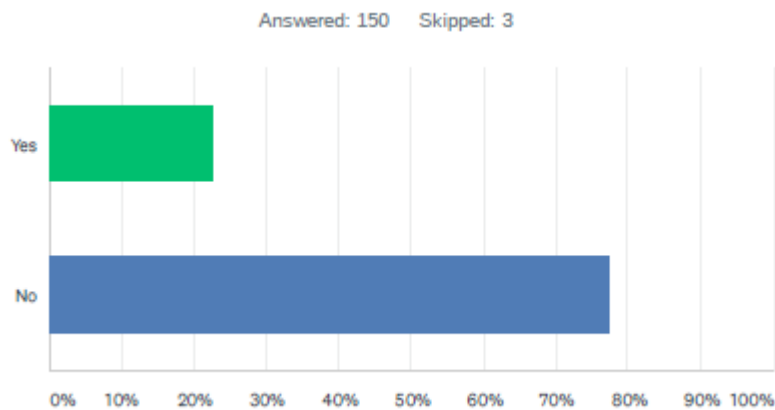
| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Accommodation and Hospitality Manager | 7.94% | 10 |
| Aged or Disabled Carer | 3.17% | 4 |
| Agricultural and Horticultural Mobile Plant Operator | 3.17% | 4 |
| Apiarist | 0.00% | 0 |
| Aquaculture Farmer | 0.79% | 1 |
| Baker | 0.79% | 1 |
| Bar Attendant (Supervisor) | 7.14% | 9 |
| Beef Cattle Farmer | 0.79% | 1 |
| Café or Restaurant Manager | 11.90% | 15 |
| Caravan Park and Camping Ground Manager | 0.00% | 0 |
| Child Care Worker | 0.00% | 0 |
| Construction Estimator | 3.17% | 4 |
| Cook | 18.25% | 23 |
| Crop Farmers | 0.79% | 1 |
| Dairy Cattle Farm Operator | 0.79% | 1 |
| Dairy Cattle Farmer | 0.00% | 0 |
| Dairy Product Maker | 0.00% | 0 |
| Dental Assistant | 0.00% | 0 |
| Dental Hygienist | 0.00% | 0 |
| Dental Prosthetist | 0.00% | 0 |
| Dental Technician | 0.00% | 0 |
| Dental Therapist | 0.00% | 0 |
| Dentist | 0.00% | 0 |
| Disabilities Services Officer | 3.17% | 4 |
| Earthmoving Plant Operator | 4.76% | 6 |
| Enrolled Nurse | 2.38% | 3 |
| Family Support Worker | 1.59% | 2 |
| Floor Finisher | 0.00% | 0 |
| Fruit or Nut Grower | 0.00% | 0 |
| Garden Labourer | 1.59% | 2 |
| Goat Farmer | 0.00% | 0 |
| Grape Grower | 0.79% | 1 |
| Horticultural Nursery Assistant | 1.59% | 2 |
| Hospitality Workers | 24.60% | 31 |
| Hospitality, Retail and Service Manager | 11.90% | 15 |
| Hotel or Motel Manager | 3.17% | 4 |
| Hotel Service Manager | 2.38% | 3 |
| ICT Project Manager | 2.38% | 3 |
| Livestock Farmers | 0.79% | 1 |
| Massage Therapist | 0.79% | 1 |
| Medical Administrator | 1.59% | 2 |
| Metallurgical or Materials Technician | 1.59% | 2 |

| | | |
|---------------------------------|--------|----|
| Mixed Livestock Farmer | 0.79% | 1 |
| Nursing Support Worker | 0.79% | 1 |
| Pastry Cook | 3.17% | 4 |
| Pig Farmer | 0.00% | 0 |
| Poultry Farmer | 0.00% | 0 |
| Residential Care Worker | 1.59% | 2 |
| Roof Tiler | 0.79% | 1 |
| Nurseryperson | 0.79% | 1 |
| Senior Dairy Cattle Farm Worker | 0.00% | 0 |
| Sheep Farmer | 0.00% | 0 |
| Skilled Horticultural Worker | 2.38% | 3 |
| Tourist Information Officer | 0.79% | 1 |
| Travel Consultant | 0.79% | 1 |
| Truck Driver (General) | 4.76% | 6 |
| Vineyard Manager | 0.79% | 1 |
| Vineyard Supervisor | 1.59% | 2 |
| Vineyard Worker | 2.38% | 3 |
| Waiter | 11.90% | 15 |
| Waiter (Supervisor) | 10.32% | 13 |
| Welfare Worker | 2.38% | 3 |
| Wine Maker | 0.79% | 1 |
| Winery Cellar Hand | 2.38% | 3 |
| Youth Worker | 0.79% | 1 |
| Other (Please specify) | 63.49% | 80 |
| Total Respondents:126 | | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|----|--|--------------------|
| 1 | Cleaners | 4/19/2021 2:27 PM |
| 2 | Tradesperson - specifically welding/fabrication/mechanical/electrical | 4/19/2021 11:14 AM |
| 3 | Mechanical trades | 4/19/2021 10:46 AM |
| 4 | All areas | 4/19/2021 8:54 AM |
| 5 | Construction Project Manager | 4/19/2021 8:44 AM |
| 6 | Carpenters | 4/18/2021 9:51 PM |
| 7 | Commercial cleaners | 4/18/2021 8:07 PM |
| 8 | permanent experienced cleaners or cleaning supervisors | 4/17/2021 3:45 PM |
| 9 | Panelbeaters /Spraypainters | 4/17/2021 12:34 PM |
| 10 | TAXI DRIVER | 4/17/2021 12:08 PM |
| 11 | Apprentices in variety of trades, Mechanical fitters, welders, etc. | 4/16/2021 3:16 PM |
| 12 | Mechanical trade and salespeople | 4/16/2021 2:08 PM |
| 13 | Doctors/GPs | 4/16/2021 1:39 PM |
| 14 | Sales | 4/16/2021 1:38 PM |
| 15 | Engineers and Drafters | 4/16/2021 1:22 PM |
| 16 | skilled apprentices (ones that want to work / learn) | 4/16/2021 1:08 PM |
| 17 | Mechanics | 4/16/2021 1:07 PM |
| 18 | Engineers | 4/16/2021 1:07 PM |
| 19 | Engineers, HSEQ and Contracts and Procurement Specialists | 4/16/2021 12:58 PM |
| 20 | Civil and construction | 4/16/2021 12:55 PM |
| 21 | Apprentice and Trainees various trades | 4/16/2021 12:39 PM |
| 22 | Architects | 4/16/2021 12:35 PM |
| 23 | mechanic | 4/16/2021 12:35 PM |
| 24 | Accountants | 4/16/2021 9:33 AM |
| 25 | Chefs & Seasonal Vineyard Workers (pickers) | 4/15/2021 3:28 PM |
| 26 | see previous answer | 4/13/2021 2:44 PM |
| 27 | Administration | 4/13/2021 9:02 AM |
| 28 | Qualified coaches and motivated team members | 4/13/2021 8:53 AM |
| 29 | Qualified chef | 4/13/2021 8:06 AM |
| 30 | Deckhand / Tour Guide | 4/12/2021 9:36 PM |
| 31 | Postal and retail staff | 4/12/2021 8:54 PM |
| 32 | None of the above | 4/12/2021 7:48 PM |
| 33 | Beauty therapists | 4/12/2021 7:06 PM |
| 34 | Chef | 4/12/2021 5:03 PM |
| 35 | I don't expect a challenge, I think it will be easy enough to fill the roles our business may need | 4/12/2021 3:56 PM |
| 36 | Olive pickers and olive farm shop worker | 4/12/2021 3:36 PM |
| 37 | Driver tourist bus | 4/12/2021 3:27 PM |
| 38 | Cleaners | 4/12/2021 3:21 PM |
| 39 | Events and Marketing | 4/12/2021 3:20 PM |
| 40 | Marine Biologist | 4/12/2021 3:15 PM |
| 41 | MH clinical managers, clinical staff and clinical administration staff | 4/10/2021 6:34 PM |
| 42 | Electoral trades | 4/9/2021 11:54 AM |
| 43 | Fitter / Machinist | 4/8/2021 5:43 PM |
| 44 | Music Tutors | 4/8/2021 3:26 PM |
| 45 | Editing | 4/8/2021 10:10 AM |
| 46 | qualified chefs | 4/8/2021 9:29 AM |

| | | |
|----|--|-------------------|
| 46 | qualified chefs | 4/8/2021 9:29 AM |
| 47 | Occupational Therapist | 4/7/2021 9:36 PM |
| 48 | vet, vet nurses | 4/7/2021 7:55 PM |
| 49 | Boilermakers, welders, trade assistants, fitters | 4/7/2021 12:10 PM |
| 50 | Fresh Produce retail staff | 4/7/2021 10:31 AM |
| 51 | engineering fabrication | 4/7/2021 8:16 AM |
| 52 | General Surgeon | 4/6/2021 11:55 PM |
| 53 | None of the above | 4/6/2021 9:42 PM |
| 54 | gender studies lecturer | 4/6/2021 8:39 PM |
| 55 | Automotive Mechanics | 4/6/2021 7:33 PM |
| 56 | Carpenter | 4/6/2021 6:53 PM |
| 57 | Heavy Duty Diesel Mechanic | 4/6/2021 3:58 PM |
| 58 | pump fitter | 4/6/2021 3:23 PM |
| 59 | NONE | 4/6/2021 2:40 PM |
| 60 | carpenters | 4/6/2021 2:23 PM |
| 61 | As above | 4/6/2021 1:57 PM |
| 62 | Therapists & Psychologists | 4/6/2021 1:48 PM |
| 63 | trades men | 4/6/2021 1:33 PM |
| 64 | Hydraulic fitter | 4/6/2021 1:26 PM |
| 65 | media | 4/6/2021 1:22 PM |
| 66 | foresters | 4/6/2021 12:07 PM |
| 67 | Barber | 4/6/2021 12:00 PM |
| 68 | retail assistant | 4/6/2021 11:44 AM |
| 69 | Fencing workers | 4/6/2021 11:32 AM |
| 70 | Heavy duty diesel mechanics | 4/6/2021 11:25 AM |
| 71 | Bookkeeping | 4/6/2021 11:18 AM |
| 72 | Refrig techs | 4/6/2021 11:12 AM |
| 73 | Salesperson | 4/6/2021 11:08 AM |
| 74 | heavy trades | 4/6/2021 10:57 AM |
| 75 | Traditional trades | 4/6/2021 10:51 AM |
| 76 | veterinarians | 4/6/2021 10:50 AM |
| 77 | Qualified Motor Mechanic | 4/6/2021 10:47 AM |
| 78 | Software engineer. Accountant | 4/6/2021 10:43 AM |
| 79 | Occupational therapist | 4/6/2021 10:41 AM |
| 80 | Cleaners | 4/6/2021 10:40 AM |

Q8, Do you expect to be recruiting different or new skill sets in the future? If Yes, please describe.



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 22.67% | 34 |
| No | 77.33% | 116 |
| TOTAL | | 150 |

| # | PLEASE DESCRIBE | DATE |
|----|--|--------------------|
| 1 | Managing director | 4/19/2021 8:54 AM |
| 2 | Construction Supervisors | 4/18/2021 9:51 PM |
| 3 | The skills would be the same | 4/18/2021 8:07 PM |
| 4 | Expansion of team | 4/16/2021 5:40 PM |
| 5 | office staff | 4/16/2021 2:02 PM |
| 6 | the skill set required will remain the same | 4/16/2021 1:38 PM |
| 7 | Increased IT skills required | 4/16/2021 1:22 PM |
| 8 | Amin / sales staff | 4/16/2021 1:08 PM |
| 9 | Environmental and Process Specialists | 4/16/2021 12:58 PM |
| 10 | Engineer | 4/16/2021 12:57 PM |
| 11 | Urban Design | 4/16/2021 12:35 PM |
| 12 | bookkeeping and office admin | 4/16/2021 9:33 AM |
| 13 | accounting | 4/14/2021 1:36 PM |
| 14 | Managers share agreement for cafe | 4/12/2021 4:31 PM |
| 15 | As our business grows, we will open up new positions that have not existed yet in our business | 4/12/2021 3:56 PM |
| 16 | As we expand and evolve so will our staffing needs and requirements | 4/12/2021 3:21 PM |
| 17 | We have been trying for months | 4/12/2021 3:10 PM |
| 18 | At the moment we are offering a package with house and rent paid | 4/12/2021 3:07 PM |
| 19 | Will continue to use the editor I currently use | 4/8/2021 10:10 AM |
| 20 | Relationship and Family Therapist | 4/8/2021 8:25 AM |
| 21 | Furniture Assembly person / Delivery Driver | 4/7/2021 11:43 AM |
| 22 | Management, Sales and IT | 4/7/2021 10:44 AM |
| 23 | Content writer, website builder & virtual admin | 4/6/2021 10:48 PM |
| 24 | Bunbury is full of white supremacist Nazi racists | 4/6/2021 8:39 PM |
| 25 | plumbers | 4/6/2021 3:23 PM |
| 26 | skilled trades / administrators /QSE | 4/6/2021 2:23 PM |

| | | |
|----|--------------------------------------|-------------------|
| 27 | Technical sales | 4/6/2021 1:26 PM |
| 28 | radio technician | 4/6/2021 1:22 PM |
| 29 | more computer technology knowledge | 4/6/2021 11:25 AM |
| 30 | Office Admin/Managers | 4/6/2021 11:18 AM |
| 31 | autonomous vehicles | 4/6/2021 10:57 AM |
| 32 | Business Development Skills | 4/6/2021 10:54 AM |
| 33 | Technology and Automation engineers. | 4/6/2021 10:43 AM |
| 34 | Play therapist | 4/6/2021 10:41 AM |

Q9 Besides specific qualifications, what are the 'soft skills and general qualities you would seek in an employee? (these may include character, communication skills, mindsets, attitudes etc.)

| # | RESPONSES | DATE |
|----|---|--------------------|
| 1 | 1) Honest, pleasant character 2) good communication skills 3) positive attitude 4) able to work in a team and solo 5) able to take direction and also have initiative | 4/20/2021 3:15 PM |
| 2 | Reliable Physically fit Positive mindset | 4/19/2021 2:27 PM |
| 3 | A 'can do' attitude, attention to detail, well presented and timely. Must be able to communicate well with fellow workers and clients. As a side-line, but possibly relevant, we are finding a lot of young people are not particularly good at writing email. It is a standard form of communication in business, but we are finding that particularly younger people are not confident or proficient at writing a basic email. Education around when to be formal and when it is okay to progress being less formal, signing off appropriately and being able to present concise but clear information would be very helpful. | 4/19/2021 11:37 AM |
| 4 | Willing to have a go attitude, reliability, consistency, punctuality, being able to listen and transfer to job being done | 4/19/2021 11:14 AM |
| 5 | Punctual reliable self-motivated consistent focused person who can function without their phone and leave home and its difficulty behind | 4/19/2021 10:46 AM |
| 6 | People who can handle busy environment. Able to leave personal life at door when come into work | 4/19/2021 10:37 AM |
| 7 | Safety focused, communication skills, accurate paperwork and recording competency. | 4/19/2021 10:17 AM |
| 8 | outdoor active fit and Fun | 4/19/2021 8:54 AM |
| 9 | Positive attitude, excellent communicator, approachable | 4/19/2021 8:44 AM |
| 10 | Communication skills in writing and speaking. Flexibility with rosters. Friendly | 4/19/2021 7:53 AM |
| 11 | Work ethic | 4/18/2021 9:51 PM |
| 12 | Excellent communication and 'people' skills | 4/18/2021 8:09 PM |
| 13 | Punctuality dependability good communication | 4/18/2021 8:07 PM |
| 14 | highly motivated, friendly, shows initiative | 4/18/2021 9:37 AM |
| 15 | honesty, respect, hardworking, punctual, good communication, professional, trustworthy and responsible. | 4/17/2021 3:45 PM |
| 16 | Punctuality /Respect/Honesty/Drug and Alcohol free | 4/17/2021 12:34 PM |
| 17 | BE ABLE TO COMMUNICATE, AND BE A TEAM PLAYER | 4/17/2021 12:08 PM |
| 18 | Communication skills Integrity Reliability | 4/17/2021 12:00 PM |
| 19 | attitude - can train for the skills | 4/16/2021 5:40 PM |
| 20 | Reliable, keen, interested, good communicator, good worker, fit | 4/16/2021 3:16 PM |
| 21 | Leadership, communication | 4/16/2021 2:08 PM |
| 22 | reliability and professionalism (i.e., nice language, not on phone during work, good verbal communication skills) | 4/16/2021 2:02 PM |
| 23 | Strong command of English language, quick thinking and active attitude, ability to learn and follow specific procedures. | 4/16/2021 2:00 PM |
| 24 | Empathy - must be able to communicate well | 4/16/2021 1:39 PM |
| 25 | Ability to self motivate Take initiative Communication skills Adaptability | 4/16/2021 1:38 PM |
| 26 | Willingness to commit to living in a region centre | 4/16/2021 1:22 PM |
| 27 | work in the business as if it is their own business | 4/16/2021 1:08 PM |
| 28 | Good attitude Flexibility | 4/16/2021 1:07 PM |
| 29 | Communication skills, negotiation skills, experience | 4/16/2021 1:07 PM |

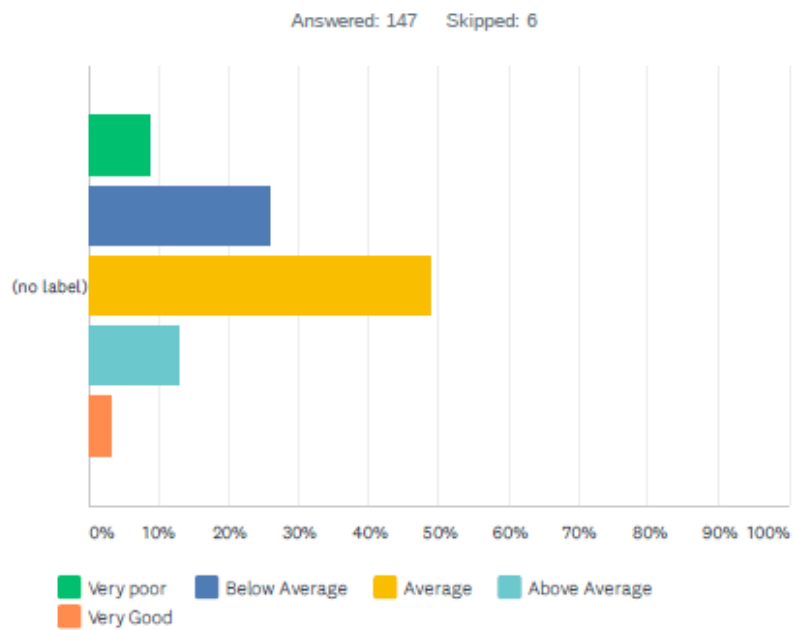
| | | |
|----|--|--------------------|
| 30 | Innovative thinking, People that can actually write a report and not just say they can, | 4/16/2021 12:58 PM |
| 31 | Positive can do attitude | 4/16/2021 12:55 PM |
| 32 | Good communication skills, attitudes, work ethic | 4/16/2021 12:39 PM |
| 33 | Team worker, good communication skills, a creative thinker, dependable, flexible to work on projects throughout all stages of projects (not just making pretty pictures!). | 4/16/2021 12:35 PM |
| 34 | communication skills and ability to work unsupervised | 4/16/2021 12:35 PM |
| 35 | pleasant attitude, naturally motivated, ambitious, good team player, can turn tech talk into layman's terms, good writing skills | 4/16/2021 9:33 AM |
| 36 | Good work ethic, physically fit. | 4/15/2021 6:09 PM |
| 37 | Commitment, team player, positive attitude, energy with appropriate experience (fine dining). Willingness to learn. | 4/15/2021 3:28 PM |
| 38 | A team worker, good work ethic and skills, experienced, nice personality, motivated, initiative, ambitious. | 4/15/2021 2:28 PM |
| 39 | Resilience, people management, communication, collaborative, ability to be reflective, understand professional boundaries. | 4/15/2021 9:20 AM |
| 40 | Confidentiality, professionalism, respectful communication skills, understanding of conflicts of interest, ability to operate in a small town without compromising relationships | 4/15/2021 9:20 AM |
| 41 | teamwork, communication and professionalism | 4/14/2021 1:36 PM |
| 42 | Attitude to work & character | 4/14/2021 10:16 AM |
| 43 | Solutions-orientated, results driven, passionate about their work, constantly learning/ updating/ reading about their skillset, people who can envision how digital marketing will evolve the way consumers buy products and services and the ways brands will generate loyalty and positive engagement. | 4/13/2021 2:44 PM |
| 44 | A can-do, responsible, and flexible approach to work Excellent communication skills A friendly customer service demeanor A keen eye for detail Excellent organisational skills Discretion with guest interaction A strong appreciation of workplace safety | 4/13/2021 11:10 AM |
| 45 | Willingness to work nights and weekends, sense of humour and tolerance, positive, proactive, solutions focused personality, keenness to learn new skills and find faster and better ways to work. Genuine interest in service and understanding that tourism is a sales business. | 4/13/2021 11:09 AM |
| 46 | They need to turn up when they are needed and not tell us as their employer when they want to work. We are flexible, but when people do not turn up for shifts, that makes it very hard. | 4/13/2021 9:07 AM |
| 47 | Customer service, communication. | 4/13/2021 9:02 AM |
| 48 | Character, communication, mindset, drive, motivation, | 4/13/2021 8:53 AM |
| 49 | We are always on the look out for staff with strong people skills, empathy and a can do attitude. | 4/13/2021 8:39 AM |
| 50 | Happy, enthusiastic, knowledgeable and passionate about food and wine | 4/13/2021 8:06 AM |
| 51 | Willingness to commit to 5 day a week/ 8-hour days. Can do attitude. | 4/13/2021 7:49 AM |
| 52 | Customer Service - friendly and outgoing - able to talk to customers with ease, Forward thinking (look for a task that needs to be done once trained rather than waiting to be told) Social Media Skills. Good work ethics. | 4/12/2021 9:36 PM |
| 53 | Communication skills and desire to work. | 4/12/2021 8:54 PM |
| 54 | Experience, well groomed, communication skills | 4/12/2021 7:06 PM |
| 55 | Good communication skills, loyal, willingness to work weekends | 4/12/2021 5:03 PM |
| 56 | Flexible work days (as required) including weekend work, reliability, honesty | 4/12/2021 5:03 PM |
| 57 | good communication skills excellent customer service flexibility team worker | 4/12/2021 4:46 PM |
| 58 | Need dedicated employees (e.g., not just turning up because it doesn't suit them) communication skills, just good work ethic and not entitled attitude. | 4/12/2021 4:31 PM |
| 59 | common sense reliability | 4/12/2021 4:25 PM |
| 60 | Honest, hardworking and willing to have a go - a 'can-do' attitude | 4/12/2021 4:24 PM |
| 61 | Reasonable English, confident communicator | 4/12/2021 4:19 PM |

| | | |
|----|---|--------------------|
| 62 | Willingness to work during school holidays and weekends | 4/12/2021 3:59 PM |
| 63 | Local area knowledge, self-starter, goal oriented and driven, excellent written and spoken communication skills, available to work flexible / non-set hours, experience working from home and a good home office already set up to work from. | 4/12/2021 3:56 PM |
| 64 | Ability to work unsupervised, attention to detail, hardworking, enthusiastic, great communication, outgoing and friendly | 4/12/2021 3:36 PM |
| 65 | Good work ethic Commitment to the job Appropriate skill level attained | 4/12/2021 3:29 PM |
| 66 | Personality Sociability | 4/12/2021 3:27 PM |
| 67 | Easy going locals who have the local knowledge so guests feel comfortable asking for advice. | 4/12/2021 3:24 PM |
| 68 | We strive to be the best we can be and expect the same from our staff. Obviously, your culture is very important. | 4/12/2021 3:21 PM |
| 69 | Flexible working | 4/12/2021 3:20 PM |
| 70 | Customer service communication skills | 4/12/2021 3:15 PM |
| 71 | Communication skills, customer service skills, a positive team attitude. | 4/12/2021 3:14 PM |
| 72 | Communication Positive attitude Good person Happy disposition | 4/12/2021 3:10 PM |
| 73 | Attitude and mindset. All the rest its trainable | 4/12/2021 3:07 PM |
| 74 | Willingness to listen, learn, be proactive and reliable | 4/11/2021 7:15 PM |
| 75 | -willing to improve -conscientious - traineeship/ apprenticeship offered to employees to assist in upgrading skills and locking into a set period of employment and training. | 4/11/2021 11:12 AM |
| 76 | professionalism, ability to work in a team and alone, reliable, flexible, courteous, friendly, strong community values and desire to support others. | 4/10/2021 6:34 PM |
| 77 | Morals, a belief in Christ. Our society has broken down from our disrespect of our Lord Jesus the living Christ! | 4/9/2021 1:54 PM |
| 78 | Confidence, honesty | 4/9/2021 1:18 PM |
| 79 | Attitudes and communication | 4/9/2021 11:54 AM |
| 80 | Honesty | 4/8/2021 5:43 PM |
| 81 | Good communication and organisational skills. Great people skills and good musicianship. | 4/8/2021 3:26 PM |
| 82 | An employee who is open minded and will challenge my decisions if they have appropriate alternative ideas that will work better | 4/8/2021 10:10 AM |
| 83 | Passionate about food and wine ability to communicate with customers and staff effectively attention to detail | 4/8/2021 9:29 AM |
| 84 | Honest, truthful, respectful, punctual. | 4/8/2021 8:25 AM |
| 85 | Team worker Communication | 4/7/2021 9:36 PM |
| 86 | communication skills, up for a challenge | 4/7/2021 7:55 PM |
| 87 | wanting to work weekends | 4/7/2021 12:37 PM |
| 88 | Actually, turning up to work Initiative Presentation | 4/7/2021 12:20 PM |
| 89 | We and our clients have a zero tolerance policy in regard to drug and alcohol in the workplace. We have other policies that promote a safe working environment, responsible and tolerant behaviour. | 4/7/2021 12:10 PM |
| 90 | Attention to detail & good communication skills | 4/7/2021 11:43 AM |
| 91 | A willingness to show up on time, do the work and receive a fair pay. The entitlement mindset is difficult to navigate. | 4/7/2021 11:27 AM |
| 92 | Respectful Team Responsible | 4/7/2021 10:44 AM |
| 93 | reliability, attitude, loyalty, honesty, open minded, happy, communication skills | 4/7/2021 10:31 AM |

| | | |
|-----|--|-------------------|
| 94 | Presentation, great communication skills, clerical skills, computer knowledge | 4/7/2021 9:24 AM |
| 95 | communication skills and attitude | 4/7/2021 8:16 AM |
| 96 | Lateral thinking, good communication skills and common sense | 4/6/2021 11:55 PM |
| 97 | Authentic, Grateful, Respectful, Genuine commitment to the business, transparency and honesty, eager to learn | 4/6/2021 10:48 PM |
| 98 | High intelligence, integrity (personal and professional), punctuality, ability to focus for long periods, very high attention to detail, can-do attitude, respect for the law/rules/regulations, curiosity, creativity, high standard of performance, rational/structured/ordered thinking, ability to plan and follow through, independence + timely communication of problems, accountability, being proactive, critical thinking... | 4/6/2021 9:42 PM |
| 99 | Willingness to work hard and achieve high outcomes | 4/6/2021 8:46 PM |
| 100 | culturally diverse African or poc pink or blue hair year 7 education [40% pass rate acceptable] gay, trans or lesbian | 4/6/2021 8:39 PM |
| 101 | NOT using Facebook and Mobile Phone during work time Not only demanding, what the workplace has to give, rather also putting loyalty and interest in the work Mindset and attitude is a widely spread problem People attend to work and want to be paid for being there, but they don't want to do work. Loyalty to the employer and showing some pride in the work they are doing is widely missing | 4/6/2021 7:33 PM |
| 102 | Diligence, character, work ethic. | 4/6/2021 6:53 PM |
| 103 | Good communication skills, great attitude, willingness to learn and up skill | 4/6/2021 5:54 PM |
| 104 | Attitude and confidence | 4/6/2021 3:58 PM |
| 105 | willingness to take on a challenge and thrive in a busy environment | 4/6/2021 3:48 PM |
| 106 | honest, lateral thinker, willing attitude. | 4/6/2021 3:23 PM |
| 107 | attitude to work, good communicating skills, clean appearance, can pass a DNA... | 4/6/2021 2:23 PM |
| 108 | Positive attitude. | 4/6/2021 2:13 PM |
| 109 | Work ethics | 4/6/2021 1:57 PM |
| 110 | Values, work ethic, communication skills, teamwork | 4/6/2021 1:48 PM |
| 111 | ability to work unassisted | 4/6/2021 1:33 PM |
| 112 | Attitude | 4/6/2021 1:26 PM |
| 113 | Good communication skills, problem solving, initiative, creativity, punctuality, attention to details, cleanliness, ability to self promote. | 4/6/2021 1:25 PM |
| 114 | good work ethic, clear communication | 4/6/2021 1:22 PM |
| 115 | ability to multitask | 4/6/2021 1:06 PM |
| 116 | hard work and communication | 4/6/2021 12:20 PM |
| 117 | detail attention | 4/6/2021 12:07 PM |
| 118 | Trade qualified Barbers | 4/6/2021 12:00 PM |
| 119 | outgoing, mobile, good verbal communication skills, able to handle cash and use mobile POS systems. | 4/6/2021 11:44 AM |
| 120 | character, communication skills, positive mindset and positive attitude | 4/6/2021 11:37 AM |
| 121 | Hard work / traditional skills | 4/6/2021 11:32 AM |
| 122 | Confidence to serve customers. Willingness to increase product knowledge and learn more about the business and how it works | 4/6/2021 11:25 AM |
| 127 | People and interpersonal skills | 4/6/2021 11:08 AM |

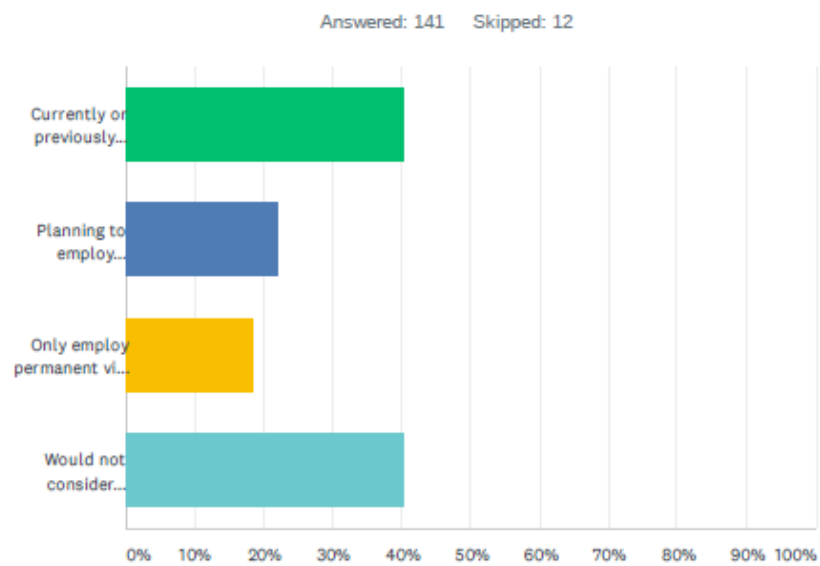
| | | |
|-----|--|-------------------|
| 128 | commitment willingness to learn | 4/6/2021 10:57 AM |
| 129 | positive attitude, attention to detail, excellent customer service, can work independently, strong time management skills, team player | 4/6/2021 10:56 AM |
| 130 | Number 1 is motivation and passion for what we do everything else can be taught if they want to do it. | 4/6/2021 10:54 AM |
| 131 | I would like to see applicants with more micro credentials, | 4/6/2021 10:51 AM |
| 132 | good communication skills to deal with all types of clients | 4/6/2021 10:50 AM |
| 133 | Trustworthy, Competent, Problem Solving, Enthusiastic, Timely | 4/6/2021 10:47 AM |
| 134 | Work ethic. | 4/6/2021 10:43 AM |
| 135 | Hard working, good time management, commitment to learn | 4/6/2021 10:41 AM |
| 136 | Can do attitude | 4/6/2021 10:40 AM |

Q10 How would you rate the training and education courses and services currently available in the Bunbury-Geographer region?



| | VERY POOR | BELOW AVERAGE | AVERAGE | ABOVE AVERAGE | VERY GOOD | TOTAL | WEIGHTED AVERAGE |
|------------|-------------|---------------|--------------|---------------|------------|-------|------------------|
| (no label) | 8.84% 13 | 25.85% 38 | 48.98% 72 | 12.93% 19 | 3.40% 5 | 147 | 2.76 |

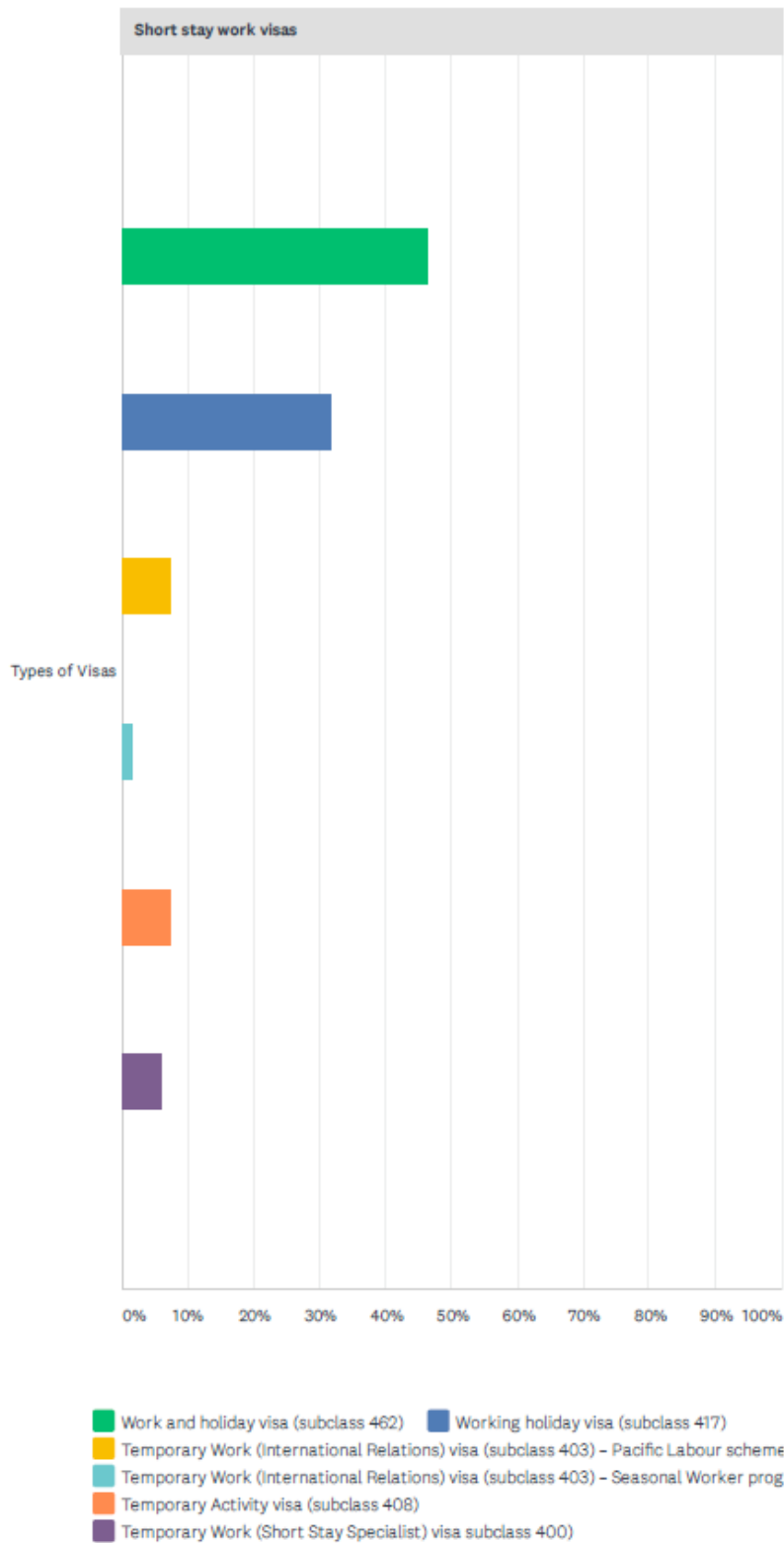
Q11 Have you or do you plan to employ a temporary or permanent visa holders? (tick box, multiple answers)

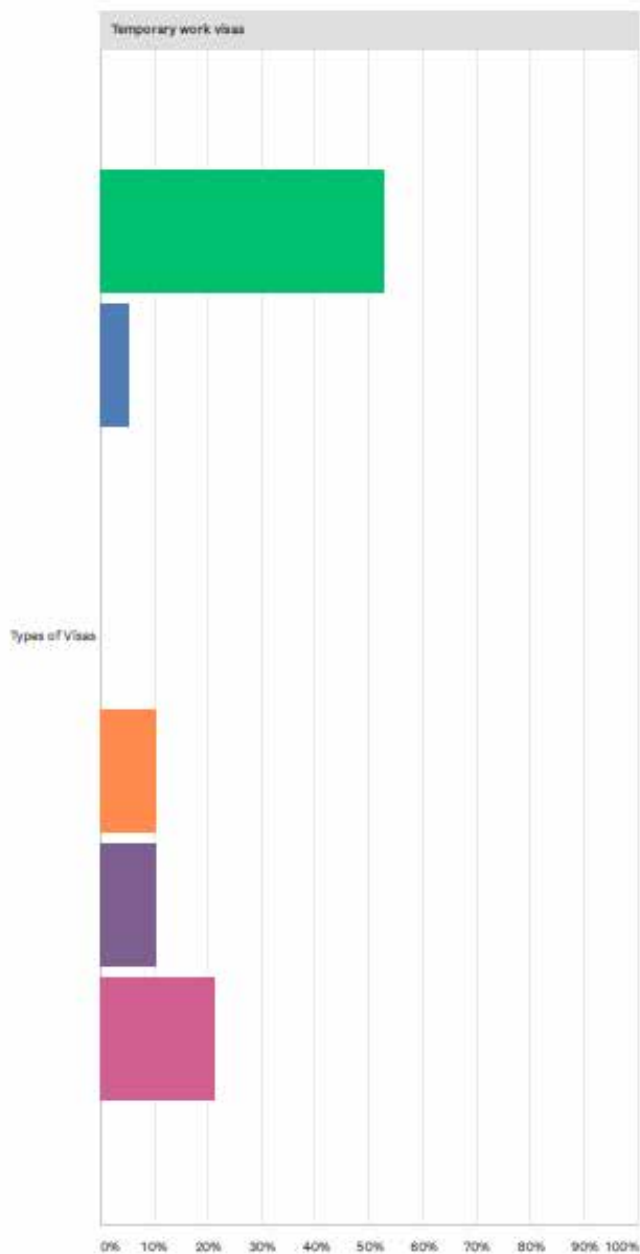


| ANSWER CHOICES | RESPONSES | |
|--|-----------|----|
| Currently or previously employed temporary visa holder/s | 40.43% | 57 |
| Planning to employ temporary visa holder/s | 21.99% | 31 |
| Only employ permanent visa holder/s | 18.44% | 26 |
| Would not consider employing a temporary visa holder | 40.43% | 57 |
| Total Respondents: 141 | | |

Q12 If you have or would employ a temporary visa holder, please identify which type of visa they held or would hold:<https://immi.homeaffairs.gov.au/visas/working-in-australia/regional-migration/regional-visas>

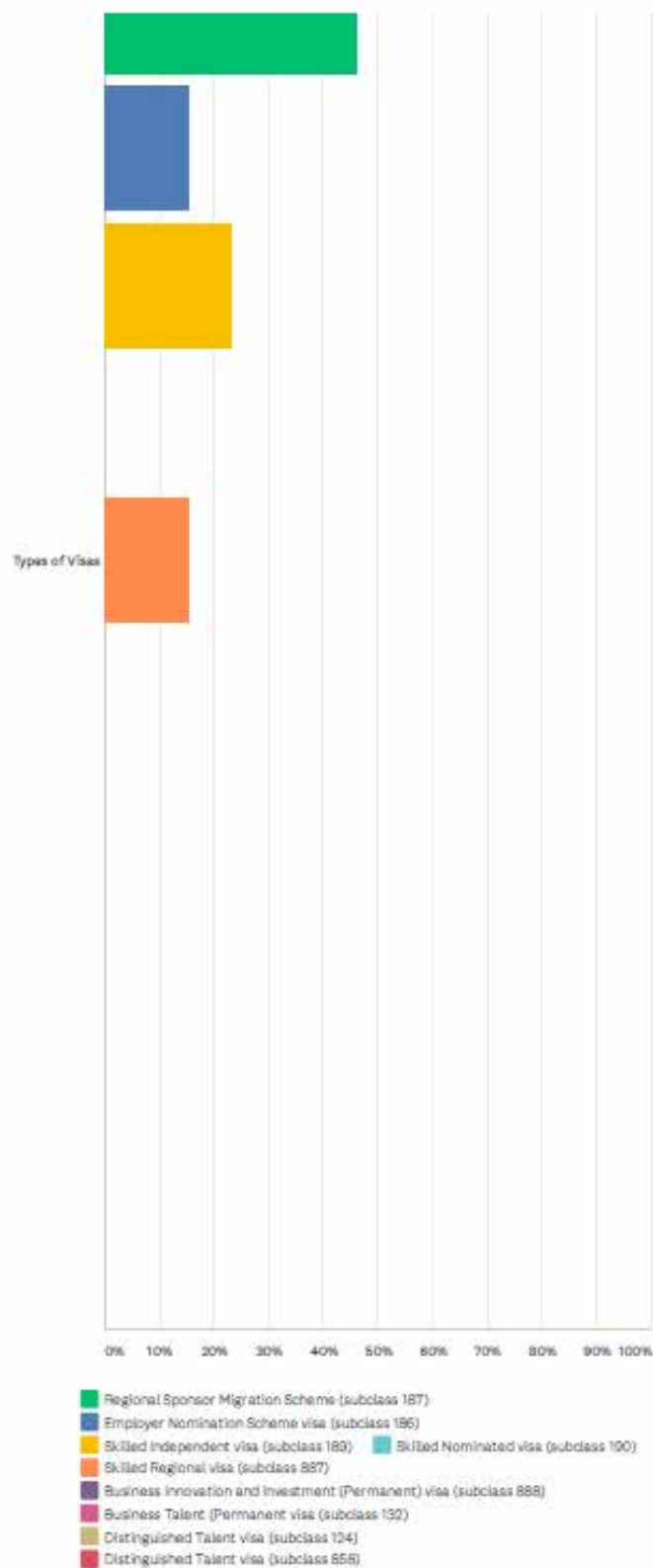
Answered: 73 Skipped: 80





- Temporary Skill Shortage visa (subclass 482)
- Temporary Graduate Visa (subclass 485)
- Skilled - Recognised Graduate visa (subclass 476)
- Business Innovation and Investment (Provisional visa) (subclass 188)
- Skilled Regional (Provisional) visa (subclass 489)
- Skilled Work Regional (Provisional) visa (subclass 491)
- Skilled Employer Sponsored Regional (Provisional) visa (subclass 494)



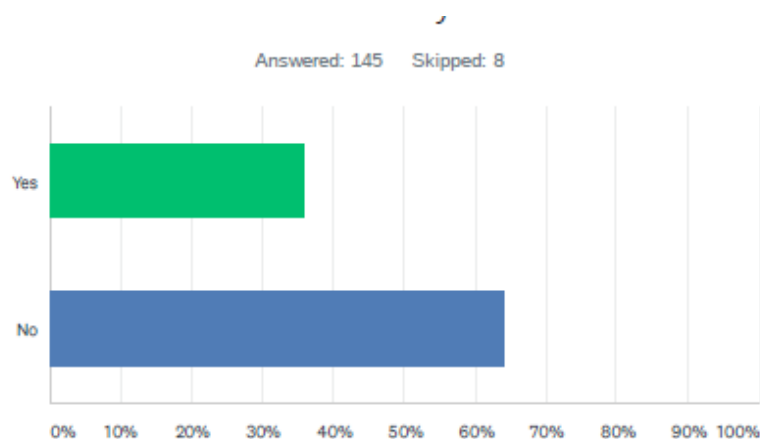


| Short stay work visas | | | | | | | | |
|-----------------------|--------------------------------------|-------------------------------------|--|--|--|--|-------|--|
| | WORK AND HOLIDAY VISA (SUBCLASS 462) | WORKING HOLIDAY VISA (SUBCLASS 417) | TEMPORARY WORK (INTERNATIONAL RELATIONS) VISA (SUBCLASS 403) – PACIFIC LABOUR SCHEME | TEMPORARY WORK (INTERNATIONAL RELATIONS) VISA (SUBCLASS 403) – SEASONAL WORKER PROGRAM | TEMPORARY ACTIVITY VISA (SUBCLASS 408) | TEMPORARY WORK (SHORT STAY SPECIALIST) VISA (SUBCLASS 400) | TOTAL | |
| Types of Visas | 46.38% 32 | 31.88% 22 | 7.25% 5 | 1.45% 1 | 7.25% 5 | 5.80% 4 | 69 | |

| Temporary work visas | | | | | | | | |
|----------------------|--|--|---|--|--|---|---|-------|
| | TEMPORARY SKILL SHORTAGE VISA (SUBCLASS 482) | TEMPORARY GRADUATE VISA (SUBCLASS 485) | SKILLED – RECOGNISED GRADUATE VISA (SUBCLASS 476) | BUSINESS INNOVATION AND INVESTMENT (PROVISIONAL VISA) (SUBCLASS 188) | SKILLED REGIONAL (PROVISIONAL) VISA (SUBCLASS 489) | SKILLED WORK REGIONAL (PROVISIONAL) VISA (SUBCLASS 491) | SKILLED EMPLOYER SPONSORED REGIONAL (PROVISIONAL) VISA (SUBCLASS 494) | TOTAL |
| Types of Visas | 52.63% 10 | 5.26% 1 | 0.00% 0 | 0.00% 0 | 10.53% 2 | 10.53% 2 | 21.05% 4 | 19 |

| Permanent work visas | | | | | | | | | |
|----------------------|--|--|---|---------------------------------------|--------------------------------------|--|---|--|---------------------|
| | REGIONAL SPONSOR MIGRATION SCHEME (SUBCLASS 187) | EMPLOYER NOMINATION SCHEME VISA (SUBCLASS 186) | SKILLED INDEPENDENT VISA (SUBCLASS 189) | SKILLED NOMINATED VISA (SUBCLASS 190) | SKILLED REGIONAL VISA (SUBCLASS 887) | BUSINESS INNOVATION AND INVESTMENT (PERMANENT) VISA (SUBCLASS 888) | BUSINESS TALENT (PERMANENT) VISA (SUBCLASS 132) | DISTINGUISHED TALENT VISA (SUBCLASS 124) | DIST TALI (SUE 858) |
| Types of Visas | 46.15% 6 | 15.38% 2 | 23.08% 3 | 0.00% 0 | 15.38% 2 | 0.00% 0 | 0.00% 0 | 0.00% 0 | 0 |

Q13, Do you have a clear understanding of how the visa program works to attract the skills you need?



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 35.86% | 52 |
| No | 64.14% | 93 |
| TOTAL | | 145 |

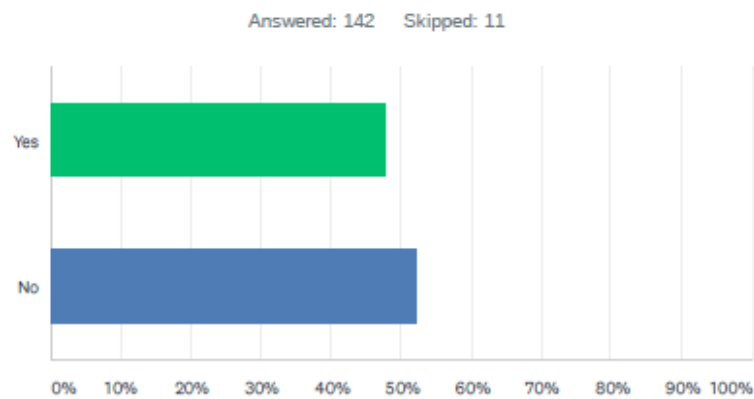
Q14 If yes, what do you consider to be limitations of the standard visa programs available?

Answered: 57 Skipped: 96

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | Yes | 4/19/2021 8:44 AM |
| 2 | Don't know | 4/18/2021 8:07 PM |
| 3 | We have employed people in the past on a sponsored visa. It is very expensive, and the person does not work out it is even more costly | 4/18/2021 9:37 AM |
| 4 | accountability and long term | 4/17/2021 3:45 PM |
| 5 | Limitations set by home affairs on businesses Currently many businesses have moved toward more takeaway because of Covid. Home Affairs prevents employing cooks and chefs in this area. It's a BIG problem | 4/17/2021 12:00 PM |
| 6 | Prefer to employ local | 4/16/2021 3:16 PM |
| 7 | na | 4/16/2021 1:39 PM |
| 8 | the mines paying bigger money for lesser work therefore hindering the automotive trade. the depth and width of the pool as employers of staff we have to pick from is a tear drop here in the southwest. | 4/16/2021 1:08 PM |
| 9 | NTR | 4/16/2021 1:07 PM |
| 10 | Ridiculous labour market testing Ridiculous time to process Ridiculous that if the visa is denied (you pay in full) they keep your money and skill fund levy - yet you do not get your visa (penalty to businesses who are already struggling for skilled workers) | 4/16/2021 12:57 PM |
| 11 | Age Limit on people eligible to apply. | 4/16/2021 12:55 PM |
| 12 | language | 4/16/2021 12:35 PM |
| 13 | Finding accommodation to house the workers | 4/15/2021 6:09 PM |
| 14 | Flexibility for regional hospitality work to be considered regional work. | 4/15/2021 3:28 PM |
| 15 | Has to be commercially viable related to the role. | 4/15/2021 1:31 PM |
| 16 | Marketing services are amply available in WA, though primarily in metro areas. Strong English proficiency and cultural understanding of farmers/producers is required in our field. Hadn't considered sourcing overseas staff. | 4/15/2021 9:20 AM |
| 17 | With the skills shortage in Australia the 6 months with each employer is extremely limiting. Also - hospitality needs to be considered higher priority for covid visa roles | 4/14/2021 2:35 PM |
| 18 | less travellers | 4/14/2021 10:16 AM |
| 19 | Does not cover digital marketing skills even though we struggle to secure these skills regionally, because experienced and skilled Australians are abundantly available in major cities. | 4/13/2021 2:44 PM |
| 20 | Time taken to approve legitimate and qualified applicants. Cafe and restaurant managers should be on the SOL as there is a severe shortage | 4/13/2021 11:09 AM |
| 21 | Currently we have a student visa holder, and he is only allowed to work 20 hours per week. He would like more hours and we would like to offer more hours to him. | 4/13/2021 9:07 AM |
| 22 | Have employed permanent residency visa applicant in High Performance Coaching role. Would be happy to consider temp visa holders, just haven't looked into it | 4/13/2021 8:53 AM |
| 23 | Timely and expensive which doesn't assist in a crisis situation | 4/13/2021 8:06 AM |
| 24 | Have always had good success with these programs | 4/13/2021 7:49 AM |
| 25 | Non - these guys want to work more than Australians. | 4/12/2021 9:36 PM |
| 26 | Housekeepers or Hospitality Workers are not on the Skills Shortage List that I am aware of | 4/12/2021 5:03 PM |
| 27 | Very hard to sponsor someone who might be perfectly capable to fulfil a certain position. The option to sponsor a person are not always straightforward or easy. It's not always possible to find the right visa for the right candidate and because of that we keep losing skilled workers who might not be 'skilled' enough. | 4/12/2021 4:46 PM |
| 28 | conditions that Home affairs Attach including difficult language standards and Restaurant conditions | 4/12/2021 4:25 PM |
| 29 | Limited to have repeat workers for more than two seasons of picking | 4/12/2021 3:36 PM |
| 30 | The restriction on time allowed to serve with one employer. Number of days farm work required to secure visa | 4/12/2021 3:29 PM |
| 31 | We don't usually seek out or employ temporary visa holders however in the current market we have had to think outside the square. Can I say some of these staff have been and continue to be very good and an asset to our business | 4/12/2021 3:21 PM |
| 32 | It is confusing | 4/12/2021 3:10 PM |

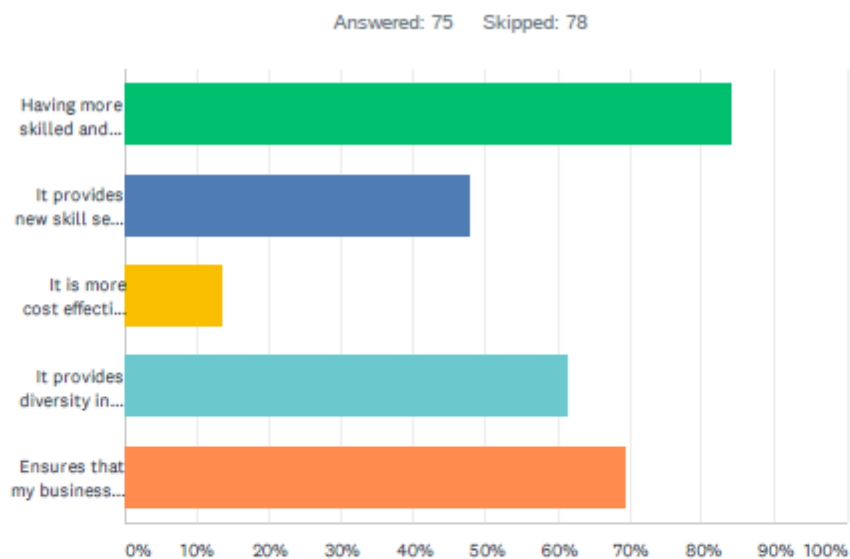
| | | |
|----|---|-------------------|
| 33 | The visa program it's ridiculous | 4/12/2021 3:07 PM |
| 34 | Lack of knowledge that they are coming to a Christian based country which means leave anything contrary to this back in the native land | 4/9/2021 1:54 PM |
| 35 | Inflexible occupation criteria | 4/9/2021 1:18 PM |
| 36 | the cost of visas is high. not all visas help all genuine staff if they don't have a qualification. | 4/8/2021 9:29 AM |
| 37 | Process. | 4/8/2021 8:25 AM |
| 38 | red tape | 4/7/2021 12:37 PM |
| 39 | Nil | 4/7/2021 12:20 PM |
| 40 | I like to keep the same worker | 4/7/2021 6:34 AM |
| 41 | Communication and skill set to Australian Standards | 4/6/2021 8:46 PM |
| 42 | no white people please | 4/6/2021 8:39 PM |
| 43 | The worker can only stay for a few months, and it is hard to keep him her here in case him or her is good | 4/6/2021 7:33 PM |
| 44 | no answer - wouldn't touch any visa program with a 10 foot pole, really bad experience the one time we employed a visa worker | 4/6/2021 3:58 PM |
| 45 | Shear cost of sponsorship, I would rather run a smaller business and do the work myself. | 4/6/2021 3:23 PM |
| 46 | length of employment term is capped | 4/6/2021 2:23 PM |
| 47 | language barrier | 4/6/2021 1:33 PM |
| 48 | Qualifications poorly assessed, processing time | 4/6/2021 1:26 PM |
| 49 | I would only need casual workers which might not be frequent enough to attract a temporary visa holder to the area and would not provide enough work to fill the 3 month regional work period required. | 4/6/2021 11:44 AM |
| 50 | Not sure | 4/6/2021 11:32 AM |
| 51 | Have not needed to consider. Payment of visa application and travel to and from place of work/origin at commencement and end of employment would add to cost of employment compared to local employment | 4/6/2021 11:25 AM |
| 52 | No idea | 4/6/2021 11:18 AM |
| 53 | Hours allowed to work | 4/6/2021 11:08 AM |
| 54 | quality applicants overseas travel restrictions | 4/6/2021 10:57 AM |
| 55 | The cost, and depth of skills | 4/6/2021 10:51 AM |
| 56 | no | 4/6/2021 10:50 AM |
| 57 | No | 4/6/2021 10:41 AM |

Q15 Would the ability to sponsor skilled migrant workers benefit your business?



| ANSWER CHOICES | RESPONSES | |
|----------------|-----------|-----|
| Yes | 47.89% | 68 |
| No | 52.11% | 74 |
| TOTAL | | 142 |

Q16 If yes, what would be the benefits to you as an employer? (tick box, multiple answers)



| ANSWER CHOICES | RESPONSES | |
|---|-----------|----|
| Having more skilled and qualified applicants to choose from when recruiting | 84.00% | 63 |
| It provides new skill sets and training opportunities to our existing employees | 48.00% | 36 |
| It is more cost effective for our business | 13.33% | 10 |
| It provides diversity in our workplace | 61.33% | 46 |
| Ensures that my business retains them for a guaranteed period of time | 69.33% | 52 |
| Total Respondents: 75 | | |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|--------------------|
| 1 | na | 4/18/2021 8:09 PM |
| 2 | they would not have such a lazy entitled attitude. | 4/16/2021 1:08 PM |
| 3 | In almost all instances they take their job seriously and understand true customer service | 4/13/2021 11:09 AM |
| 4 | We would only sponsor a worker if they have proven their ability and fit within our business. | 4/13/2021 9:07 AM |
| 5 | They are enthusiastic to work | 4/12/2021 7:06 PM |
| 6 | It's an option in the current market because of the labour shortage. We wouldn't normally need to be recruiting travellers. | 4/12/2021 3:21 PM |
| 7 | I came myself in 2008 under the skilled Migration scheme Visa 136 back then. It brings in people with skills and a good education from developed countries. Since our education system is so poor, we should consider some visa changes. OR change the education system | 4/6/2021 7:33 PM |
| 8 | Appreciate the job opportunity | 4/6/2021 10:47 AM |
| 9 | No | 4/6/2021 10:41 AM |

Q17 If no, what other methods do you believe will assist in attracting the skilled labour force you need?

Answered: 66
Skipped: 87

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | Rental market crisis in Dunsborough is causing issues with current cleaners retaining their houses/jobs. And preventing any new people moving to the area to fill positions. | 4/19/2021 2:27 PM |
| 2 | more industry based quality training is urgently required but SME's don't want to pay for it | 4/19/2021 1:31 PM |
| 3 | We have taken to training people ourselves, which has been very successful. The process of trying to set up training was ridiculously difficult because we are in an industry outside the normal trades. It took two years of knocking on doors before one of the Perth TAFEs finally agreed to work with us - we nearly gave up. More flexibility in the traineeship arena and a willingness to partner with local business may be part of the solution. We have since trained six young people from the region and because of staff retention have had to put the traineeship on hold as we have no positions to fill. | 4/19/2021 11:37 AM |
| 4 | Do not make it attractive to be unemployed | 4/19/2021 11:14 AM |
| 5 | Advertising with my customer database. | 4/19/2021 7:53 AM |
| 6 | Better training | 4/18/2021 8:07 PM |
| 7 | There are no other options at the moment | 4/17/2021 12:00 PM |
| 8 | Using local people to fill the position. I am not averse to bringing in migrants when we can't sort the workers. However, I think Australian workers and welfare recipients should be far more accountable in Australia first. Our welfare systems give far too much money for little return. Yes, these people need the money, but they also need to be trained in working and work ethics to be entitled to it. | 4/16/2021 5:40 PM |
| 9 | Marketing and promotion | 4/16/2021 3:16 PM |
| 10 | More local training and employing from the area or people who will move to the area to increase population (Bunbury area plans to increase population and infrastructure for the future) and therefore creating work for locals. | 4/16/2021 2:02 PM |
| 11 | The main issue with employing skilled migrants is that this visa no longer leads to guaranteed permanent residency in this industry (restaurant management) | 4/16/2021 2:00 PM |
| 12 | NA | 4/16/2021 1:39 PM |
| 13 | Greater training in regional universities and TAFE | 4/16/2021 1:22 PM |
| 14 | Government incentives and structured training programs | 4/16/2021 1:07 PM |
| 15 | Tax concessions for providing incentives such as further study, registration towards becoming registered as an Architect for younger graduates, etc. | 4/16/2021 12:35 PM |

| | | |
|----|--|--------------------|
| 16 | building the regional areas with more attractions to get those from the city to relocate | 4/16/2021 9:33 AM |
| 17 | Strong communities with available, good quality childcare will allow good candidates to continue working. | 4/15/2021 9:20 AM |
| 18 | local government assisting small businesses | 4/14/2021 1:36 PM |
| 19 | Pay parity in regional centres, keeping regional marketing outsourcing and spend invested in regionally based marketing resources. | 4/13/2021 2:44 PM |
| 20 | I don't know. | 4/13/2021 9:07 AM |
| 21 | More training and facilities for our youth to keep them in the rural and regional areas. | 4/13/2021 9:02 AM |
| 22 | Forget the "how to write a resume" in job readiness. Youth (our next generation of employees) need specific training - in mindset and motivation, or we will have a generation of self absorbed, social media driven, no-where teenagers coming thru work placements in all areas with high expectations but low drive and motivation. Costly for employers and disappointing for young employees when they discover that their best is no-where near adequate for real life businesses that don't want to cut corners in safety and customer service. | 4/13/2021 8:53 AM |
| 23 | Government stop giving out money to people sitting on their butts, that could work but choose to manipulate the system to not do. And maybe education in schools - many youngsters leave school with a poor expectation of work ethic. | 4/12/2021 9:36 PM |
| 24 | A Hospitality Training Course for young students who are not concluding their TEE for example. They could get on the job training in waitressing, housekeeping, general maintenance or groundsmen, as part of their qualification through a TAFE or other year 11 or 12 training program. This would make them also more employable after they leave school. | 4/12/2021 5:03 PM |
| 25 | More affordable accommodation | 4/12/2021 4:24 PM |
| 26 | Vaccinations | 4/12/2021 4:19 PM |
| 27 | Affordable accommodation | 4/12/2021 3:59 PM |
| 28 | Housing | 4/12/2021 3:36 PM |
| 29 | No problem finding and keeping staff. We pay \$30/hr. plus conditions for unskilled and \$40/hr. for skilled (more responsibility). Set aside a good amount of time for training, give lots of perks (free wine, samples, produce etc.). We have communal lunches and listen to our staff. They are happy to work for us and we never have a problem finding or replacing staff. Our staff never leave unless they have a very good reason, and we usually find they recommend a friend. | 4/12/2021 3:24 PM |
| 30 | Being open and flexible to the needs of the people we are trying to recruit. We are currently targeting school mums and dads for work during school hours i.e., teams of two. Necessity breed creativity. | 4/12/2021 3:21 PM |
| 31 | Make the South West a highly desirable place to live. | 4/12/2021 10:37 AM |
| 32 | Training local people to enter the industry and then offer more specialized training and incentives to help them progress into more senior roles. | 4/11/2021 11:12 AM |
| 33 | stronger funding in mental health and more accessible tertiary education in counselling and also changing the requirements so that a tertiary educated, and experienced counsellor is able to obtain a Medicare provider number. | 4/10/2021 6:34 PM |
| 34 | Less handouts by government so people will rely on work to support themselves. Only those with able bodies | 4/9/2021 1:54 PM |
| 35 | Promotion of the region as a place to live | 4/9/2021 1:18 PM |
| 36 | More apprentices in the TAFE system | 4/9/2021 11:54 AM |

| | | |
|----|---|-------------------|
| 37 | My business is tiny, I am an erotic poetry writer and publisher, apart from an editor to ensure the typeset and artwork suit the current work, I cannot see my business needing any other labour | 4/8/2021 10:10 AM |
| 38 | having affordable accommodation and available accommodation would certainly help attract people to the area. Promoting the area as one of the top wines and dine regions with fantastic work life balance. | 4/8/2021 9:29 AM |
| 39 | Not required. | 4/8/2021 8:25 AM |
| 40 | regional settlement incentive for new graduates, affordable housing | 4/7/2021 7:55 PM |
| 41 | Learn to spell Skill | 4/7/2021 1:15 PM |
| 42 | Training but people have to want to do it. | 4/7/2021 11:43 AM |
| 43 | Long incentives to train people instead of paying them to do nothing | 4/7/2021 11:23 AM |
| 44 | A Fast-Term Training for apprenticeships, the current 3 years for a Cabinet Maker is too long. | 4/7/2021 10:44 AM |
| 45 | move people from the city into regional areas, need to be incentives for people to live in the regions. Improve public transport, invest in the regions by encouraging and supporting businesses. Maybe a tax concession for those living more than 200km from Perth CBD. | 4/7/2021 10:31 AM |
| 46 | Stop job keeper/job seeker too well paid and no-one wanting to work for little more | 4/7/2021 9:24 AM |
| 47 | intra state recruitment | 4/7/2021 8:16 AM |
| 48 | Make people work | 4/7/2021 6:34 AM |
| 49 | Improvement in schooling in the region and improved employment opportunities for skilled spouses | 4/6/2021 11:55 PM |
| 50 | There is an abundance of online creators within Australia that I can hire to work with my small business. | 4/6/2021 10:48 PM |
| 51 | I don't need skilled labour force | 4/6/2021 9:42 PM |
| 52 | More training through the school systems | 4/6/2021 8:46 PM |
| 53 | who could afford to employ foreigners simply because they provide diversity in our workplace? only taxpayer funded govt institutions. Go fuck yourselves scumbags! | 4/6/2021 8:39 PM |
| 54 | Increased remuneration for work done so I can pay employees more. | 4/6/2021 6:53 PM |
| 55 | See above comment | 4/6/2021 3:58 PM |
| 56 | Improve apprenticeship availability in the South West so young men stay in the region and establish themselves here. | 4/6/2021 3:23 PM |
| 57 | More government and council contracts spread around to local businesses and not given to out of town companies. as a way to keep jobs local and the revenue local. | 4/6/2021 2:23 PM |
| 58 | Govt to Stop helping healthy unemployed people so much financially | 4/6/2021 1:57 PM |
| 59 | More housing availability down south. | 4/6/2021 1:25 PM |

| | | |
|----|--|-------------------|
| 60 | The ability to have multiple employers making up a minimum number of weekly hours for temporary visa holder employees. | 4/6/2021 11:44 AM |
| 61 | Na | 4/6/2021 11:32 AM |
| 62 | Keeping city centre vibrant and a place people are attracted to shop, socialise and work in | 4/6/2021 11:25 AM |
| 63 | Cheaper recruiting costs | 4/6/2021 11:08 AM |
| 64 | Upskilling existing work force | 4/6/2021 10:54 AM |
| 65 | More training facilities with better products on offer | 4/6/2021 10:51 AM |
| 66 | Further UNI courses | 4/6/2021 10:41 AM |

Summary report

Q1: Please indicate which local Government Area your business is located in;

| Answer Choices | Response Percent | Responses |
|------------------------|------------------|-----------|
| Boyup Brook | 0.0% | 0 |
| Bridgetown-Greenbushes | 0.66% | 1 |
| Bunbury | 56.58% | 86 |
| Busselton | 23.03% | 35 |
| Capel | 1.32% | 2 |
| Collie | 0.0% | 0 |
| Dardanup | 4.61% | 7 |
| Donnybrook-Balingup | 0.66% | 1 |
| Harvey | 1.32% | 2 |
| Manjimup | 0.66% | 1 |
| Margaret River | 11.18% | 17 |
| Nannup | 0.0% | 0 |
| | Answered | 152 |
| | Skipped | 1 |

Q2: As a business, do you struggle to attract workers with specific skills and qualifications you need?

| Answer Choices | Response Percent | Responses |
|----------------|------------------|-----------|
| Yes | 71.52% | 108 |
| No | 28.48% | 43 |
| | Answered | 151 |
| | Skipped | 2 |

Q3: As a business, do you struggle to retain workers with the specific skills and qualifications you need?

| Answer Choices | Response Percent | Responses |
|----------------|------------------|-----------|
| Yes | 49.67% | 75 |
| No | 50.33% | 76 |
| | Answered | 151 |
| | Skipped | 2 |

Q4: If yes to either of the above questions, what are the specific challenges that you find impacting your business?

| | |
|----------|-----|
| Answered | 113 |
| Skipped | 40 |

Q5: Is your business currently experiencing a resourcing or recruiting challenge? This is defined by job roles that are unable to be filled for greater than 90 days or advertised positions that do not attract suitably qualified applicants.

| Answer Choices | Response Percent | Responses |
|----------------|------------------|-----------|
| Yes | 59.6% | 90 |
| No | 40.4% | 61 |
| | Answered | 151 |
| | Skipped | 2 |

Q6: If yes, please select the specific occupations/position you are currently experiencing a recruiting or resourcing challenge?

| Answer Choices | Response Percent | Responses |
|--|------------------|-----------|
| Accommodation and Hospitality Manager | 5.83% | 6 |
| Aged or Disabled Carer | 0.97% | 1 |
| Agricultural and Horticultural Mobile Plant Operator | 2.91% | 3 |

| | | |
|---|--------|----|
| Apiarist | 0.0% | 0 |
| Aquaculture Farmer | 0.0% | 0 |
| Baker | 0.0% | 0 |
| Bar Attendant (Supervisor) | 3.88% | 4 |
| Beef Cattle Farmer | 0.0% | 0 |
| Café or Restaurant Manager | 10.68% | 11 |
| Caravan Park and Camping Ground Manager | 0.0% | 0 |
| Child Care Worker | 0.0% | 0 |
| Construction Estimator | 1.94% | 2 |
| Cook | 18.45% | 19 |
| Crop Farmers | 0.0% | 0 |
| Dairy Cattle Farm Operator | 0.0% | 0 |
| Dairy Cattle Farmer | 0.0% | 0 |
| Dairy Product Maker | 0.97% | 1 |
| Dental Assistant | 0.0% | 0 |
| Dental Hygienist | 0.0% | 0 |
| Dental Prosthetist | 0.0% | 0 |
| Dental Technician | 0.0% | 0 |
| Dental Therapist | 0.0% | 0 |
| Dentist | 0.0% | 0 |
| Disabilities Services Officer | 0.97% | 1 |
| Earthmoving Plant Operator | 3.88% | 4 |
| Enrolled Nurse | 0.0% | 0 |
| Family Support Worker | 0.97% | 1 |
| Floor Finisher | 0.97% | 1 |
| Fruit or Nut Grower | 0.0% | 0 |
| Garden Labourer | 0.97% | 1 |
| Goat Farmer | 0.0% | 0 |
| Grape Grower | 0.0% | 0 |

| | | |
|---|--------|----|
| Horticultural Nursery Assistant | 0.0% | 0 |
| Hospitality Workers | 24.27% | 25 |
| Hospitality, Retail and Service Manager | 6.8% | 7 |
| Hotel or Motel Manager | 2.91% | 3 |
| Hotel Service Manager | 0.97% | 1 |
| ICT Project Manager | 0.97% | 1 |
| Livestock Farmers | 0.0% | 0 |
| Massage Therapist | 0.0% | 0 |
| Medical Administrator | 1.94% | 2 |
| Metallurgical or Materials Technician | 1.94% | 2 |
| Mixed Livestock Farmer | 0.0% | 0 |
| Nursing Support Worker | 0.0% | 0 |
| Pastry Cook | 0.97% | 1 |
| Pig Farmer | 0.0% | 0 |
| Poultry Farmer | 0.0% | 0 |
| Residential Care Worker | 0.97% | 1 |
| Roof Tiler | 0.97% | 1 |
| Nurseryperson | 0.97% | 1 |
| Senior Dairy Cattle Farm Worker | 0.0% | 0 |
| Sheep Farmer | 0.0% | 0 |
| Skilled Horticultural Worker | 0.97% | 1 |
| Tourist Information Officer | 0.0% | 0 |
| Travel Consultant | 0.0% | 0 |
| Truck Driver (General) | 2.91% | 3 |
| Vineyard Manager | 0.97% | 1 |
| Vineyard Supervisor | 0.97% | 1 |
| Vineyard Worker | 1.94% | 2 |
| Waiter | 13.59% | 14 |
| Waiter (Supervisor) | 6.8% | 7 |

| | | |
|------------------------|----------|-----|
| Welfare Worker | 0.97% | 1 |
| Wine Maker | 0.0% | 0 |
| Winery Cellar Hand | 1.94% | 2 |
| Youth Worker | 0.97% | 1 |
| Other (please specify) | 69.9% | 72 |
| | Answered | 103 |
| | Skipped | 50 |

Q7: Based on your business's forecasts, future projects, programs, expansions etc., in the next 5 years, which occupations/positions do you expect to experience a recruiting or resourcing challenge?

| Answer Choices | Response Percent | Responses |
|--|------------------|-----------|
| Accommodation and Hospitality Manager | 7.94% | 10 |
| Aged or Disabled Carer | 3.17% | 4 |
| Agricultural and Horticultural Mobile Plant Operator | 3.17% | 4 |
| Apiarist | 0.0% | 0 |
| Aquaculture Farmer | 0.79% | 1 |
| Baker | 0.79% | 1 |
| Bar Attendant (Supervisor) | 7.14% | 9 |
| Beef Cattle Farmer | 0.79% | 1 |
| Café or Restaurant Manager | 11.9% | 15 |
| Caravan Park and Camping Ground Manager | 0.0% | 0 |
| Child Care Worker | 0.0% | 0 |
| Construction Estimator | 3.17% | 4 |
| Cook | 18.25% | 23 |
| Crop Farmers | 0.79% | 1 |
| Dairy Cattle Farm Operator | 0.79% | 1 |
| Dairy Cattle Farmer | 0.0% | 0 |
| Dairy Product Maker | 0.0% | 0 |

| | | |
|---|-------|----|
| Dental Assistant | 0.0% | 0 |
| Dental Hygienist | 0.0% | 0 |
| Dental Prosthetist | 0.0% | 0 |
| Dental Technician | 0.0% | 0 |
| Dental Therapist | 0.0% | 0 |
| Dentist | 0.0% | 0 |
| Disabilities Services Officer | 3.17% | 4 |
| Earthmoving Plant Operator | 4.76% | 6 |
| Enrolled Nurse | 2.38% | 3 |
| Family Support Worker | 1.59% | 2 |
| Floor Finisher | 0.0% | 0 |
| Fruit or Nut Grower | 0.0% | 0 |
| Garden Labourer | 1.59% | 2 |
| Goat Farmer | 0.0% | 0 |
| Grape Grower | 0.79% | 1 |
| Horticultural Nursery Assistant | 1.59% | 2 |
| Hospitality Workers | 24.6% | 31 |
| Hospitality, Retail and Service Manager | 11.9% | 15 |
| Hotel or Motel Manager | 3.17% | 4 |
| Hotel Service Manager | 2.38% | 3 |
| ICT Project Manager | 2.38% | 3 |
| Livestock Farmers | 0.79% | 1 |
| Massage Therapist | 0.79% | 1 |
| Medical Administrator | 1.59% | 2 |
| Metallurgical or Materials Technician | 1.59% | 2 |
| Mixed Livestock Farmer | 0.79% | 1 |
| Nursing Support Worker | 0.79% | 1 |
| Pastry Cook | 3.17% | 4 |
| Pig Farmer | 0.0% | 0 |

| | | |
|---------------------------------|----------|-----|
| Poultry Farmer | 0.0% | 0 |
| Residential Care Worker | 1.59% | 2 |
| Roof Tiler | 0.79% | 1 |
| Nurseryperson | 0.79% | 1 |
| Senior Dairy Cattle Farm Worker | 0.0% | 0 |
| Sheep Farmer | 0.0% | 0 |
| Skilled Horticultural Worker | 2.38% | 3 |
| Tourist Information Officer | 0.79% | 1 |
| Travel Consultant | 0.79% | 1 |
| Truck Driver (General) | 4.76% | 6 |
| Vineyard Manager | 0.79% | 1 |
| Vineyard Supervisor | 1.59% | 2 |
| Vineyard Worker | 2.38% | 3 |
| Waiter | 11.9% | 15 |
| Waiter (Supervisor) | 10.32% | 13 |
| Welfare Worker | 2.38% | 3 |
| Wine Maker | 0.79% | 1 |
| Winery Cellar Hand | 2.38% | 3 |
| Youth Worker | 0.79% | 1 |
| Other (please specify) | 63.49% | 80 |
| | Answered | 126 |
| | Skipped | 27 |

Q8: Do you expect to be recruiting different or new skills sets in the future? If Yes, please describe.

| Answer Choices | Response Percent | Responses |
|-----------------|------------------|-----------|
| Yes | 22.67% | 34 |
| No | 77.33% | 116 |
| Please describe | | 34 |
| | Answered | 150 |
| | Skipped | 3 |

Q9: Besides specific qualification, what are the soft skills and general qualities you would seek in an employee? (these may include character, communication skills, mindsets, attitudes etc.)

| | |
|----------|-----|
| Answered | 136 |
| Skipped | 17 |

Q10: How would you rate the training and education courses and services currently available in the Bunbury Geographe region?

| Answer Choices | Very poor | Below Average | Average | Above Average | Very Good | Total | Weighted Average |
|----------------|-----------|---------------|---------|---------------|-----------|----------|------------------|
| 1 | 13 | 38 | 72 | 19 | 5 | 147 | 2.76 |
| | | | | | | Answered | 147 |
| | | | | | | Skipped | 6 |

Q11: Have you or do you plan to employ a temporary or permanent visa holders?

| Answer Choices | Response Percent | Responses |
|--|------------------|-----------|
| Currently or previously employed temporary visa holder/s | 40.43% | 57 |
| Planning to employ temporary visa holder/s | 21.99% | 31 |
| Only employ permanent visa holder/s | 18.44% | 26 |
| Would not consider employing a temporary visa holder | 40.43% | 57 |
| | Answered | 141 |
| | Skipped | 12 |

Q12: If you have or would employ a temporary visa holder, please identify which type of visa they held or would hold.

| Answer Choices | Work and holiday visa (subclass 462) | Working holiday visa (subclass 417) | Temporary Work (International Relations) visa (subclass 403) – Pacific Labour scheme | Temporary Work (International Relations) visa (subclass 403) – Seasonal Worker program | Temporary Activity visa (subclass 408) | Temporary Work (Short Stay Specialist) visa subclass 400) | Total | | | |
|----------------------|--|--|--|--|--|--|---|--|--|-------|
| Types of Visas | 32 | 22 | 5 | 1 | 5 | 4 | 69 | | | |
| | | | | | | Answered | 73 | | | |
| | | | | | | Skipped | 80 | | | |
| Temporary work visas | | | | | | | | | | |
| Answer Choices | Temporary Skill Shortage visa (subclass 482) | Temporary Graduate Visa (subclass 485) | Skilled – Recognised Graduate visa (subclass 476) | Business Innovation and Investment (Provisional visa) (subclass 188) | Skilled Regional (Provisional) visa (subclass 489) | Skilled Work Regional (Provisional) visa (subclass 491) | Skilled Employer Sponsored Regional (Provisional) visa (subclass 494) | Total | | |
| Types of Visas | 10 | 1 | 0 | 0 | 2 | 2 | 4 | 19 | | |
| | | | | | | | Answered | 73 | | |
| | | | | | | | Skipped | 80 | | |
| Permanent work visas | | | | | | | | | | |
| Answer Choices | Regional Sponsor Migration Scheme (subclass 187) | Employer Nomination Scheme visa (subclass 186) | Skilled Independent visa (subclass 189) | Skilled Nominated visa (subclass 190) | Skilled Regional visa (subclass 887) | Business Innovation and Investment (Permanent) visa (subclass 888) | Business Talent (Permanent visa (subclass 132) | Distinguished Talent visa (subclass 124) | Distinguished Talent visa (subclass 858) | Total |
| Types of Visas | 6 | 2 | 3 | 0 | 2 | 0 | 0 | 0 | 0 | 13 |
| | | | | | | | | | Answered | 73 |
| | | | | | | | | | Skipped | 80 |

Q13: Do you have a clear understanding of how the visa program works to attract the skills you need?

| | | |
|-----|----------|-----|
| Yes | 35.86% | 52 |
| No | 64.14% | 93 |
| | Answered | 145 |
| | Skipped | 8 |

Q14: If yes, what do you consider to be limitations of the standard visa programs available?

| Answer Choices | Response Percent | Responses |
|----------------|------------------|-----------|
| Yes | 47.89% | 68 |
| No | 52.11% | 74 |
| | Answered | 142 |
| | Skipped | 11 |

Q15: Would the ability to sponsor skilled migrant workers benefit your business?

| Answer Choices | Response Percent | Responses |
|----------------|------------------|-----------|
| Yes | 47.89% | 68 |
| No | 52.11% | 74 |
| | Answered | 142 |
| | Skipped | 11 |

Q16: If yes, what would be the benefits to you as an employer?

| Answer Choices | Response Percent | Responses |
|---|------------------|-----------|
| Having more skilled and qualified applicants to choose from when recruiting | 84.0% | 63 |
| It provides new skill sets and training opportunities to our existing employees | 48.0% | 36 |
| It is more cost effective for our business | 13.33% | 10 |
| It provides diversity in our workplace | 61.33% | 46 |
| Ensures that my business retains them for a guaranteed period of time | 69.33% | 52 |
| Other (please specify) | | 9 |
| | Answered | 75 |
| | Skipped | 78 |

Q17: If no, what other methods do you believe will assist in attracting the skills labour force you need?

| | |
|----------|----|
| Answered | 66 |
| Skipped | 87 |

Appendix 7: Migrant Support Service Directory

| Department/ Organisation | Location | Contact | Note | Link |
|------------------------------|----------------|--|---|--|
| Department of Home Affairs | Australia-wide | General Enquires Form Departmental online forms | Multicultural affairs, immigration and border-related functions including visa issues, and citizenship pathways and processes. | https://www.homeaffairs.gov.au/help-and-support/contact-us |
| Department of Human Services | Australia-wide | various | <p>help for refugees, humanitarian entrants and new arrivals.</p> <p>Skills for Education and Employment - help improve your speaking, reading, writing or math.</p> <p>Newly arrived resident's waiting period.</p> <p>Multicultural Service Officers - help migrant and refugee communities connect with our services.</p> <p>Adult Migrant English Program</p> | <p>https://www.humanservices.gov.au/individuals/subjects/help-refugees-humanitarian-entrants-and-new-arrivals</p> <p>https://www.humanservices.gov.au/individuals/services/centrelink/skills-education-and-employment</p> <p>https://www.humanservices.gov.au/individuals/enablers/newly-arrived-residents-waiting-period</p> <p>https://www.humanservices.gov.au/individuals/services/centrelink/multicultural-service-officers</p> <p>https://www.humanservices.gov.au/individuals/enablers/adult-migrant-english-program/30846</p> |

| | | | | |
|--------------------------------------|----------------|--|---|---|
| | | | | |
| Department of Education and Training | South West | Southwest Education Regional Office T: 9791 0300 | For inquiries related to Education | https://www.education.wa.edu.au/ |
| Department of Social Services | Metro Perth | 1300 653 227 | New Arrivals – New Connections - An employer's guide to working with migrants and refugees Free Translating Service Humanitarian Settlement Program – Service Provider Location | https://www.dss.gov.au/settlement-and-multicultural-affairs/publications/new-arrivals-new-connections?HTML https://www.dss.gov.au/our-responsibilities/settlement-services/programs-policy/settle-in-australia/help-with-english/free-translating-service https://www.dss.gov.au/our-responsibilities/settlement-services/programs-policy/settlement-services/settlement-services-locator |
| Fair Work Ombudsman | Australia-wide | Helpline 13 13 94 | Assist with workplace question or issues, self-service tool on Pay and Condition Tool. | https://www.fairwork.gov.au/contact-us |
| Fair Work Commission | Australia-wide | 1300 799 675 Online Lodgment Service Perth Office: perth@fwc.gov.au | The Commission is Australia's national workplace relations tribunal including dealing with unfair dismissal and anti-bullying claims. | https://www.fwc.gov.au/about-us/contact-us |
| Centre care | Metro Perth | 08 9325 6644 | Migration Services (metropolitan) | https://www.centrecare.com.au/services/metropolitan-services-metro/migration-services-metro/ |

| | | | | |
|---|-------------------------------|--|---|---|
| | | | Migration Services - Settlement Grants Program (SGP) | https://www.centrecare.com.au/services/metropolitan-services-metro/migration-services-metro/settlement-grants-prog-metro/ |
| Living in Western Australia | Western Australia Metro Perth | Migration Services Department of Training and Workforce Development 08 9224 6540 migration@dtwd.wa.gov.au | A guide on living and working in Western Australia, including: Overseas Qualification Unit Skilled Migration WA Settlement Services | https://migration.wa.gov.au/services/settlement-services/employment |
| South West Community Legal Centre | | (08) 9791 3206 info@swclc.org.au | Migrant Settlement Services - provide support and settlement assistance to refugees, humanitarian entrants, migrants and their families | https://www.swclc.org.au/ |
| Australia Neighborhood Houses and Centers Association | Linkwest Metro Perth | 08 9485 8929 office@linkwest.asn.au | Neighbourhood Houses/Centres (the generic term) are locally run and operated organisations - a multicultural group learning English. | http://www.anhca.asn.au/ |
| Australian Red Cross | Metro Perth | 08 9225 8830 | Help for migrants in transition. | https://www.redcross.org.au/get-help/help-for-migrants-in-transition |
| The Humanitarian Group | Metro Perth | 08 6148 3650 admin@thehumanitarian.org.au | Provide migration assistance, legal advice and education for people new to Australia who are disadvantaged in their access to legal services. | https://thehumanitariangroup.org.au/page/how-we-help |
| The Woman's Law Centre | Metro Perth | 08 9272 8800 | Provides accessible legal services on a non-discriminatory equitable basis to women facing disadvantage in Western Australia. | https://www.wlcwa.org.au/about-us/ |
| Study Perth | Metro Perth | 08 6244 1640 admin@studyperth.com.au | The first point of contact for anyone wishing to obtain information on studying and living in Perth. | https://www.studyperth.com.au/ |
| Mate in Oz | Metro Perth | info@mateinoz.com | Represents International Students studying in Perth - free service - assisting them integrating into Australian society and gives advice on migration, accommodation, pre-arrival arrangements pick up from airport etc., | http://www.mateinoz.com/ |

| | | | | |
|---|-------------------|---|---|---|
| Australian Quality Framework | Australia-wide | 08 8306 8777 aqfc@aqf.edu.au | The Australian Qualifications Framework (AQF) is the policy for regulated qualifications in the Australian education and training system. | https://www.aqf.edu.au/contact-us |
| Department of Education and training, International Education | Australia-Wide | Western Australia 08 9224 6540 oqu@dtwd.wa.gov.au | Manages qualifications recognition policy to support student and labour market mobility, including professional recognition. | https://internationaleducation.gov.au/services-and-resources/pages/qualifications-recognition.aspx |
| Migration WA | Western Australia | Various | Enrolling your child in school | https://migration.wa.gov.au/services/settlement-services/children-and-education/education |
| The Office of Multicultural Interests (OMI) | Western Australia | 08 6551 8700 harmony@omi.wa.gov.au | OMI provides information, advice, funding, training and support to communities and community organisations to help build strong communities. | https://www.omi.wa.gov.au/Resources/Pages/Links.aspx |
| Regional Opportunities Australia (ROA) | Australia | 02 8660 1020 | ROA is a not-for-profit organisation that helps migrants and refugees move from cities to welcoming regional communities and connects them to employment and business opportunities. ROA services are free of charge for clients and employers. | http://www.roa.org.au/migrants/ |
| Connections Australia | Australia | Download App | Information and how to's for migrants settling into their new life in their new home. | https://www.connectionsaustralia.com/en/life |
| Ethnic Communities Council of Western Australia (ECCWA) | Western Australia | 08 9227 5322 admin@eccwa.org.au | ECCWA is a non-government, non-profit community based organisation, which takes an active interest in all aspects of multiculturalism and ethnic affairs and acts on behalf of all ethnic communities in Western Australia. | http://www.eccwa.org.au/contact-us/ |
| Education Regional Office | Bunbury | 9791 0300 | Provide information on local public school options, special programs and services such as school psychology, behaviour centres, home education and reporting students not attending school. | https://www.education.wa.edu.au/contact |
| Work Safe | Western Australia | 1300 307 877 | Working with employers, employees and employee representatives to set up and maintain systems of work so that employees are not exposed to hazards. | http://www.commerce.wa.gov.au/worksafe |

| | | | | |
|--|---------|---|---|---|
| Department of training and workforce development | Bunbury | 08 6371 3007 bunburyjsc@srtafe.wa.edu.au | Jobs and Skills Centre can provide free professional and practical advice on training and employment opportunities | https://www.jobsandskills.wa.gov.au/jobs-and-skills-centres/south-regional/bunbury |
| Multicultural Services | Bunbury | 04762964707 | Provide appropriate cultural and linguistic services to address the needs of the diverse populace of WA with special emphasis on matters affecting their general settlement, welfare & education, training & employment, legal & health (including mental health) | https://mscwa.com.au/contact-us/ |

Appendix 8: Skills Accessing Authority for each occupation

| Occupation | ANSCO Code | Skill Level | Assessing Authority |
|---|------------|-------------|--|
| Hospitality, Accommodation, Tourism, and Retail Sector | | | |
| Accommodation and Hospitality Manager nec. | 141999 | 2 | VETASSESS |
| Baker | 351111 | 3 | TRA |
| Bar Attendant (Supervisor) | 070499# | 4 | VETASSESS |
| Café or Restaurant Manager | 141111 | 2 | VETASSESS |
| Cook | 351411 | 3 | TRA |
| Hospitality Workers nec. | 431999 | 5 | N/A At least 2-3 years of experience required |
| Hospitality, Retail and Service Manager nec. | 149999 | 2 | VETASSESS |
| Hotel or Motel Manager | 141311 | 2 | VETASSESS |
| Hotel Service Manager | 431411 | 3 | VETASSESS |
| Pastrycook | 351112 | 3 | TRA |
| Retail Supervisor | 621511 | 4 | N/A At least 2-3 years of experience required |
| Waiter | 431511 | 4 | N/A At least 2-3 years of experience required |
| Waiter (Supervisor) | 070499# | 4 | VETASSESS |
| Carers, Health and Welfare Workers | | | |
| Aged or Disabled Carer | 423111 | 4 | VETASSESS |
| Child Care Worker | 421111 | 3 | ACECQA |
| Community Worker | 411711 | 2 | ACWA |
| Disabilities Services Officer | 411712 | 2 | ACWA |
| Enrolled Nurse | 411411 | 2 | ANMAC |
| Family Support Worker | 411713 | 2 | ACWA |
| Nursing Support Worker | 423312 | 4 | VETASSESS |
| Residential Care Worker | 411715 | 2 | ACWA |
| Welfare Worker | 272613 | 1 | ACWA |
| Youth Worker | 411716 | 2 | ACWA |
| Plant Operators | | | |
| Backhoe Operator | 721212 | 4 | N/A At least 2-3 years of experience required |
| Earthmoving Plant Operator | 721211 | 4 | N/A At least 2-3 years of experience required |
| Excavator Operator | 721214 | 4 | N/A At least 2-3 years of experience required |
| Loader Operator | 721216 | 4 | N/A At least 2-3 years of experience required |
| Transport and Logistics | | | |
| Truck Driver (General) | 733111 | 4 | N/A At least 2-3 years of experience required |

| Timber Industry | | | |
|--|--------|---|--|
| Logging Plant Operator | 721112 | 4 | N/A At least 2-3 years of experience required |
| Sawmill or Timber Yard Worker | 839412 | 5 | N/A At least 2-3 years of experience required |
| Technician and Other occupations | | | |
| Concreter | 821211 | 5 | N/A At least 2-3 years of experience required |
| Driller | 712211 | 4 | VETASSESS |
| Metallurgical or Materials Technician | 312912 | 2 | VETASSESS |
| Sand Blaster | 711913 | 4 | N/A At least 2-3 years of experience required |
| Steel Fixer | 821713 | 4 | N/A At least 2-3 years of experience required |
| Tyre Fitter | 899415 | 4 | N/A At least 2-3 years of experience required |
| Construction Industry and Engineers | | | |
| Construction Project Manager | 133111 | 1 | VETASSESS |
| Civil Engineer | 233211 | 1 | Engineers Australia |
| Mechanical Engineer | 233512 | 1 | Engineers Australia |
| Production or Plant Engineer | 233513 | 1 | Engineers Australia |
| Transport Engineer | 233215 | 1 | Engineers Australia |
| Dairy Industry | | | |
| Dairy Product Maker | 831114 | 5 | N/A At least 2-3 years of experience required |
| Medical | | | |
| Sonographer | 251214 | 1 | ASMIRT |
| General Practitioner | 253111 | 1 | MedBA |
| Technology | | | |
| ICT project Manager | 135112 | 1 | ACS |

** Where the assessing authority is not available for an occupation, 2- 3 years of relevant full time work experience will be considered.*

Appendix 9: Evidence based on labour market testing

Labour Market testing Evidence by J&P group:

Jobs


Courses

Businesses for sale

Volunteering

AU

NZ



Sign in or Register | Employer site

Job Search

Profile

Career Advice

Company Reviews

MC Drivers

J & P Group Pty Ltd

[More jobs from this company](#)

MC DRIVER

J&P Group are seeking an **experienced MC Driver**

The ideal candidate will have the following attributes:

- A Current MC Drivers License
- A positive SAFETY Attitude,
- Fit for work
- Reliable and Trustworthy
- Maintain new Prime Mover and Trailers
- Ability to self load Tri spread deck with internal plant ie: excavator

J & P Group have options which include but are not limited to - General Freight, and Farm Site Clean ups

Local work or overnight stay options subject to preferences.

Flexible working environment.

This is a permanent position with an excellent remuneration package with opportunities for advancement within the Group.

To obtain further information please contact: Peter on [0417 183 242](tel:0417183242) during office hours.

To apply please email your resume to: admin2@jpgroup.com.au

Apply for this job

☆ Save job

✉ Send job

4 Mar 2021

Bunbury & South West

\$100,000 - \$129,999


Full Time

Manufacturing, Transport & Logistics

Road Transport

Career insights for Multi Combination Drivers

Most common salary in Bunbury & South West



\$60K \$100K \$130K

Full time, annual package based on SEEK job ads

◀ ● ◻ ▶

Be careful

Don't provide your bank or credit card details when applying for jobs.

[Learn how to protect yourself here](#)

Summary of domestic recruitment efforts by J & P Group Pty Ltd:

| List all modes of advertising or recruitment efforts by your organisation in the last twelve months for the occupation ¹ | Provide details of where the advertisement or recruitment effort took place ² | Period/dates of advertising or recruitment | Fee/s paid for advertising or recruitment | Provide details of who the fees were paid to | Geographical target audience | Number of applications received | Number of applicants that were hired | Reasons that candidates were not successful |
|---|--|--|---|--|------------------------------|---------------------------------|--------------------------------------|---|
| Online-MC Driver | Seek | 4.03.21-4.04.21 | \$308.28 | Seek | Australia | Currently 6 | | |
| Online-Excavator Operators | Seek | 20.01.21-20.02.21 | \$308.28 | Seek | Australia | 20 | 1 | Not suitable, no experience |
| Online-Machinery Operator/All Rounders | Seek | 20.11.20-20.12.20 | \$308.28 | Seek | Australia | 45 | 1 | Not suitable, no experience |
| Online-MC Drivers | Seek | 23.10.20-23.11.20 | \$308.28 | Seek | Australia | 10 | 1 | Not suitable, no experience |
| Online-MC Driver | Seek | 18.08.20-18.09.20 | \$308.28 | Seek | Australia | 7 | 1 | Not suitable, no experience |
| Online-Excavator Operators/All Rounders | Seek | 29.05.20-29.06.20 | \$308.28 | Seek | Australia | 55 | 1 | Not suitable, no experience |
| Online-Excavator Operator/Leading Hand | Seek | 25.02.20-25.03.20 | \$308.28 | Seek | Australia | 49 | 0 | Not suitable, no experience |
| Online-Excavator Operator | Seek | 08.08.19-08.09.19 | \$308.28 | Seek | Australia | 44 | 0 | Not suitable, no experience |

¹ For example, online, social media, newspaper, internal recruitment processes, trade publications.

² For example, name of publication, website, job or careers expo etc.

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.


Signature:

A handwritten signature in black ink, appearing to be 'James', written on a light-colored rectangular background.

Name and position of authorised person: Financial Controller

Date: 11/03/2021

Labour Market testing Evidence by South West Express group:

Sign in or Register | Employer site

[Job Search](#)[Profile](#)[Career Advice](#)[Company Reviews](#)

South West Express Bunbury - HEAVY RIGID & COMBINATION - TRUCK DRIVER POSITION

South West Express
[More jobs from this company](#)

MUST HAVE A HEAVY RIGID LICENCE

Full time position available after 3 month probation period on casual start, required for immediate start.

Bunbury based HC/HR driver, Bunbury based forklift driver for depot & HR driver transporting perishables throughout the south west region of WA.

Local Bunbury based applicants only please.

Looking for a fit, healthy & honest person to fill our forklift position to handle hands on labor, unloading and lifting stock on a regular basis.

Forklift License is very important please provide both HR & Forklift ticket for a successful application for the position required.

Thanks for taking your time to apply, see below for your application to successfully reach us.

Please email resume to our Bunbury Depot HR Transport Manager: "STAS"

Transport Manager's email: transport@swexpress.com.au

Depot Location: 8 Palmer Crescent, Davenport Bunbury 6230

NO CALLS. EMAILS ONLY PLEASE EMAIL RESUMES TO THE ABOVE EMAIL.
THANK YOU :)

The application form will include these questions:


- How many years' experience do you have as a HR truck driver?
- Do you have a heavy vehicle driver's licence?
- Are you willing to undergo a pre-employment medical check?
- What is the maximum weight that you are comfortable and able to lift?
- Do you have a current Australian driver's licence?

[Apply for this job](#)
[☆ Save job](#) [✉ Send job](#)

16 Mar 2021
Bunbury & South West
Full Time
Manufacturing, Transport & Logistics
Road Transport

Logistics courses

- Courses that get you job-ready
- Industry recognised providers

[Explore courses](#)

[Benefits of study](#)
[Study & career advice](#)

Summary of domestic recruitment efforts by South West Express Group:

| List all modes of advertising or recruitment efforts by your organisation in the last twelve months for the occupation ¹ | Provide details of where the advertisement or recruitment effort took place ² | Period/dates of advertising or recruitment | Fee/s paid for advertising or recruitment | Provide details of who the fees were paid to | Geographical target audience | Number of applications received | Number of applicants that were hired | Reasons that candidates were not successful |
|---|--|--|---|--|------------------------------|-----------------------------------|--------------------------------------|--|
| Online | Seek.com.au | 30 days per advertisement | Between \$220-\$400 per advertisement | Seek Online Invoice Direct | Perth, Bunbury and Albany | 563 resumes in the last 24 months | 48 | Unable to pass Medical/D&A screening, Uninsurable/prior convictions, Residential address too far from depot/Fatigue, Candidate turns down job offer, Unwilling to work offered hours, etc. |
| | | | | | | | | |

¹ For example, online, social media, newspaper, internal recruitment processes, trade publications.

² For example, name of publication, website, job or careers expo etc.

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature:  _____

Name and position of authorised person: Jason Brown – Compliance Manager

Date: 23rd March 2021

Labour Market testing Evidence by Piacentini & Son:

[Jobs](#)
[Courses](#)
[Businesses for sale](#)
[Volunteering](#)
[AU](#)
[NZ](#)

[Sign in or Register](#) | [Employer site](#)

[Job Search](#)
[Profile](#)
[Career Advice](#)
[Company Reviews](#)

Piacentini & Son

Dozer Operators - Peel Region, WA

Piacentini & Son

★★★★☆ 3.1 overall rating (28 employee reviews)

[More jobs from this company](#)

Piacentini & Son is an earthmoving and mining contractor specialising in bulk earthworks, supply of mobile mining and earthmoving equipment, road haulage and heavy transportation, and rehabilitation services.

With extensive operations in the Peel region we are currently seeking to build on our existing workforce in the area. If you have experience in the following equipment, meet our requirements and would love to work for a dynamic contracting company we would love to hear from you.

Equipment Experience

- Dozer Operators – CAT D10 & D11

Key Responsibilities:

- Operate mobile machinery efficiently, safely and competently to ensure maximum output
- Strong work ethic
- Proven safety track record
- Excellent communication skills

Requirements:

- Minimum of 5 years' experience as an operator on the equipment listed
- Demonstrated commitment to safety
- Nationally recognised tickets or VOCs to demonstrate operating experience
- Current Australian driver's licence
- Flexible and versatile attitude
- Civil construction background would be an advantage

On Offer:

- Permanent, fulltime employment opportunity
- Competitive salary and allowances
- Family friendly weekday roster
- Immediate start

To Apply:

If you satisfy all the criteria above and are the sort of person that truly enjoys the challenge of making a real positive difference to business, we would like to hear from you.

Please email your resume to recruitment@piacentini.com.au with 'Peel Dozer Operator' in the subject line or click the APPLY button now!

[Apply for this job](#)

[☆ Save job](#)
[✉ Send job](#)

17 Mar 2021

Mandurah & Peel

Full Time

Mining, Resources & Energy

Mining - Operations

About Piacentini & Son

★★★★☆ 3.1

28 employee reviews

[More jobs from this company](#)

Career insights for Dozer Operators

Most common hourly rate in WA

\$15 \$55 \$70

Full time, hourly rate based on SEEK job ads

[Explore career](#)



Piacentini & Son

All-Round Operators - Capel, WA

Piacentini & Son

★★★★☆ 3.1 overall rating (28 employee reviews)

[More jobs from this company](#)

Piacentini & Son is an earthmoving and mining contractor specialising in bulk earthworks, supply of mobile mining and earthmoving equipment, road haulage and heavy transportation, and rehabilitation services.

We are currently seeking all-round operators for our Capel Operations (Rehabilitation Works), all within a 30 minute drive from either Bunbury or Busselton. If you have experience with the below equipment and meet our requirements, we would love to hear from you.

Equipment Experience

- Excavators (1250 & 390)
- Dozers (D7, D9 & D10)
- Articulated Dump Trucks

Key Responsibilities:

- Operate mobile machinery efficiently, safely and competently to ensure maximum output
- Strong work ethic
- Proven safety track record
- Excellent communication skills

Requirements:

- Whilst we will require operators with a Minimum of 2 years' experience, options will exist for people new to the industry
- Demonstrated commitment to safety
- If experienced, nationally recognised tickets or VOCs to demonstrate operating experience
- Current Australian driver's licence
- Mandatory pre-employment medical and drug & alcohol testing

On Offer:

- Permanent opportunities
- Competitive salary and allowances
- Monday – Friday weekday roster only

To Apply:

If you satisfy all the criteria above and are the sort of person that truly enjoys the challenge of making a real positive difference to business, we would like to hear from you.

Please email your resume to recruitment@piacentini.com.au with 'Capel Operators' in the subject line, or click the APPLY button now!

[Apply for this job](#)

☆ Save job

✉ Send job

15 Mar 2021

Bunbury & South West

Full Time

Mining, Resources & Energy
Mining - Operations

About Piacentini & Son

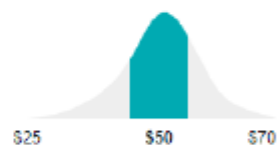
★★★★☆ 3.1

28 employee reviews

[More jobs from this company](#)

Career insights for Allround Operators

Most common hourly rate in WA



Full time, hourly rate based on SEEK job ads

[Explore career](#)


Summary of domestic recruitment efforts by Piacentini & Son:

| List all modes of advertising or recruitment efforts by your organisation in the last twelve months for the occupation ¹ | Provide details of where the advertisement or recruitment effort took place ² | Period/dates of advertising or recruitment | Fee/s paid for advertising or recruitment | Provide details of who the fees were paid to | Geographical target audience | Number of applications received | Number of applicants that were hired | Reasons that candidates were not successful |
|---|--|--|---|--|------------------------------|---------------------------------|--------------------------------------|---|
| Online (Dozer Operator) | Seek.com.au | 17/03/2021-(18 days left) | \$250.85 | Seek | Mandurah & Peel, WA | 14 | 0 | Experience/Skills/Location |
| Online (All-Round Operator) | Seek.com.au | 15/03/2021-(16 days left) | \$250.85 | Seek | Capel, WA | 57 | 0 | Experience/Skills/Location |
| Online (Operators – Multiple Opportunities) | Seek.com.au | 28/01/2021-10/02/2021 | \$250.85 | Seek | Mandurah & Peel, WA | 77 | 3 | Experience/Skills/Location |
| Online (Operators – Multiple Opportunities) | Seek.com.au | 14/01/2021-10/02/2021 | \$250.85 | Seek | Collie, WA | 57 | 3 | Experience/Skills/Location |

¹ For example, online, social media, newspaper, internal recruitment processes, trade publications.

² For example, name of publication, website, job or careers expo etc.

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature:  _____

Name and position of authorised person: Ellen McGill
HR Advisor

Date: 29/03/2021

Labour Market testing Evidence by Leeuwin Civil:



Plant Operators Wanted

Leeuwin Civil Pty Ltd

Bunbury & South West

Construction • Plant & Machinery Operators

Full Time

Posted 10d ago

[More jobs from this company](#)

Job description

Leeuwin Civil is a Busseton earthmoving and civil engineering contractor with extensive upcoming contracts in the South West and Wheatbelt Regions. We are seeking to build on our existing workforce with the right applicants. If you are experienced in the following areas and meet our requirements, we look forward to hearing from you. We are seeking:

- Plant Operators including Grader, Loader, Scraper, Excavator, dozer

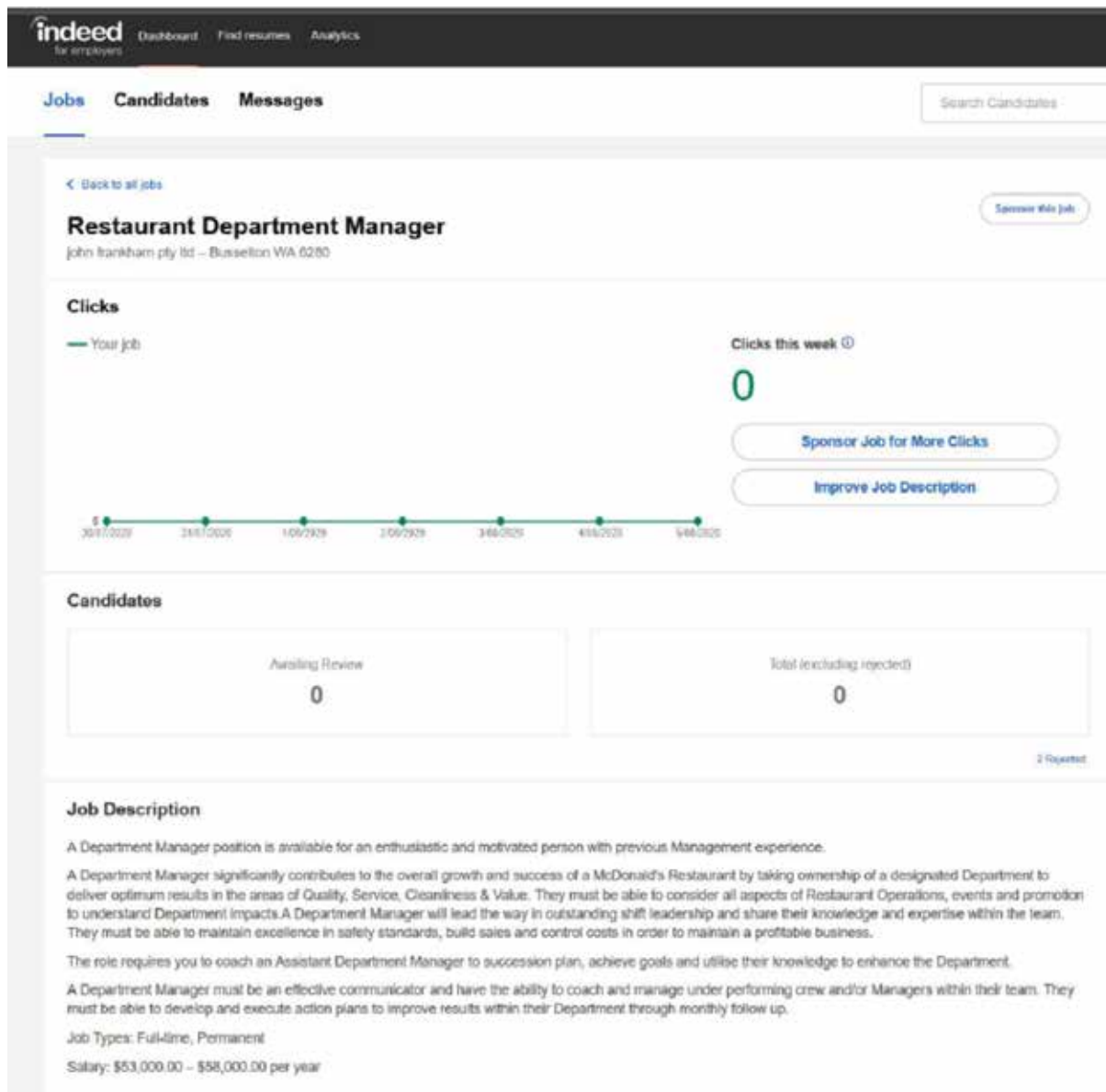
Requirements:

- Minimum of 2 years experience on plant
- Current Drivers Licence
- Strong work ethic
- Good Communication Skills
- Able to pass medical and Drug and Alcohol test

Leeuwin Civil is an equal opportunity employer and we encourage men and women of all ages and Australian Aboriginal and Torres Strait Islander people to Apply.

Please email your resume to lissa@leeuwincivil.com.au

Labour Market testing Evidence by MC Donald's Busselton:



[← Back to all jobs](#)

[Sponsor this job](#)

Restaurant Manager

john frankhampty ltd - Busselton WA

Clicks

Gathering data...

Check back tomorrow to see how your job is performing.



Clicks this week ⓘ

[Sponsor Job for More Clicks](#)

[Improve Job Description](#)

Candidates

Awaiting Review

0

Total (excluding rejected)

0

[View Summary](#)

Job Description

A Restaurant Manager position is available for an enthusiastic and motivated person with previous Restaurant Management experience.

A Restaurant Manager is responsible for the overall profitability, sales, people development, and operations of the Restaurant.

A Restaurant Manager is responsible for the overall growth and success of a McDonald's Restaurant by coordinating all Departments and Systems to deliver optimum results in the areas of Quality, Service, Cleanliness & Value.

They must be able to manage all aspects of Restaurant Operations, events and promotion to understand the impact on the Business and the Brand.

A Restaurant Manager will lead by example, enforce and comply with all restaurant safety standards which includes investigating all incidents and taking corrective actions to ensure a safe working environment for all employees and customers.

The role requires you to coach Restaurant Department Managers to succession plan, achieve goals and utilise their knowledge to enhance each Department.

A Restaurant Manager must be an effective communicator and have the ability to coach and manage under performing crew and/or Managers within their team. They must be able to develop and execute action plans to improve results within their Restaurant through ongoing follow up.

Expected Start Date: 14/08/2020

Job Types: Full-time, Permanent

Salary: From \$65,000.00 per year

Summary of domestic recruitment efforts by McDonald's Busselton:

| Busselton/Vass e | Applicants | O/S applicant | Not suitable availability | Minimal/no management experience | No/insufficient resume | Little or no work experience | Uncertain history | No retail experience | Re applied/ duplicate applications | Still in school |
|---------------------|------------|------------------|------------------------------|--|---------------------------|------------------------------------|-------------------|-------------------------|--|--------------------|
| June 12th | 20 | | | 3 | 3 | 3 | 3 | 2 | 4 | 2 |
| July 3rd | 15 | | | 2 | 2 | 2 | 1 | | 5 | 3 |
| July 23rd | 12 | | | | 3 | | 4 | | | 5 |
| Aug 18th | 18 | | | | 4 | 4 | | | 2 | 8 |
| Falcon June 9th | 47 | 1 | | 3 | 24 | 4 | | 2 | 12 | 1 |
| July 3rd | 27 | | | 2 | 4 | 4 | 5 | | 4 | 8 |
| July 23rd | 36 | 1 | | 1 | 8 | 6 | 7 | | 6 | 7 |
| Aug-18 | 22 | | | 2 | 4 | 2 | 2 | | 3 | 9 |
| Total | 197 | 2 | 13 | 52 | 25 | 22 | 4 | 36 | 42 | 1 |
| | | | | | | | | | | |

Labour Market testing Evidence by Workforce for Timber Mill Workers:

Wendy Murtagh

Timber Mill Workers

Immediate Start
Timber Mill Experience
Busselton Location

Workforce is currently seeking reliable and physically fit employees with experience or willing to learn the timber mill industry. Positions are ongoing and for the Busselton area.

We are requiring Labourers for the sorting table and also TA's to assist fitters with general maintenance of the milling machines. Always looking for Benchman too.

We are looking for long term candidates, casual to start and who want to work and live in Busselton.

To be considered for this position you will need:

Previous Labouring or work experience
Drivers licence and own vehicle
Reliable
Physically fit and able to undertake regular manual handling tasks
High regard for workplace health and safety rules and policies
Live local to the Busselton area or ability to relocate
Available for immediate start
If you meet the above criteria click on the APPLY NOW button and attach an up to date resume.

Wendy Murtagh | Business Development Manager

Workforce International Pty Ltd
85 Belgravia Street Belmont WA 6104
T: 08 9424 2400 F: 08 9424 2433 M: 0427 618 569
E: Wendy.Murtagh@workforce.com.au W: www.workforce.com.au

Summary of domestic recruitment efforts by Workforce for Timber Mill Workers:

| Occupation | List all modes of advertising or recruitment efforts by your organisation in the last twelve months for the occupation ¹ | Provide details of where the advertisement or recruitment effort took place ² | Period/dates of advertising or recruitment | Fee/s paid for advertising or recruitment | Provide details of who the fees were paid to | Geographical target audience | Number of applications received | Number of applicants that were hired | Reasons that candidates were not successful |
|--|---|--|--|---|--|------------------------------|---------------------------------|--------------------------------------|---|
| Labourer, Trainee Machinist, Fitter, Mechanical Fitter | Workforce Recruitment | Seek and our Internal List | Last 12 months | No fees for Seek | | Busselton & the South West | 141 | 10 | Candidate turned the job down, weren't happy with the wage, job was too hard for them, couldn't |

¹ For example, online, social media, newspaper, internal recruitment processes, trade publications.

² For example, name of publication, website, job or careers expo etc.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | work in dusty or didn't like working outdoors ect.. |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature: W. P. Murtagh

Name and position of authorised person: Wendy Murtagh Business Development Manager 5th May 2021

Date:

TIMBER MILL LABOURERS



Flexi Staff Pty Ltd


Bunbury & South West

Trades & Services • Labourers

Contract/Temp

Posted 30d ago

[More jobs from this company](#)

 [Apply for this job](#)

[Save job](#)

Job description

- IMMEDIATE START
- BUSSELTON
- Monday to Friday

Our Client:

Our client is currently seeking experienced Timber Mill Labourers for an immediate start. We are looking for labourers at the sorting table and the packing shed. Previous experience in a timber mill and especially bench saw experience is highly advantageous.

Key Duties:

Duties will include, but are not limited to the following:

- Mechanically minded
- Reliable and hard working
- Hard working and a can-do attitude
- Physically fit and able to undertake regular manual handling tasks
- High regard for workplace health and safety rules and policies

About You:

Essential Criteria

- Current WA Drivers Licence and own reliable transport
- Physically fit and able to undertake regular manual handling tasks
- Previous Benchman experience highly regarded
- Local to Busselton or willing to relocate

Desirable Criteria

- Forklift ticket desirable

If you fit the above criteria and are interested in the role, please click **APPLY NOW** to send us an up-to-date resume, or for further information please contact Ebonie at Flexi Staff on [9791 5032](tel:97915032).

Summary of domestic recruitment efforts by Workforce for Timber Mill Workers:

Summary of domestic recruitment efforts by [Flexistaff]:

| Occupation | List all modes of advertising or recruitment efforts by your organisation in the last twelve months for the occupation ¹ | Provide details of where the advertisement or recruitment effort took place ² | Period/dates of advertising or recruitment | Fees paid for advertising or recruitment | Provide details of who the fees were paid to | Geographical target audience | Number of applications received | Number of applicants that were hired | Reasons that candidates were not successful |
|-------------------|---|--|--|--|--|------------------------------|---------------------------------|--------------------------------------|---|
| Labourer/Benchman | Online, Website | Seek, 'Comp Website | 04/08/2020 | \$135.00 | SEEK | BUSSELTON | 8 | | Not Local or suitable |
| Labourer/Benchman | Online, Website | Seek, 'Comp Website | 19/08/2020 | \$135.00 | SEEK | BUSSELTON | 22 | | Not Local or suitable |
| Labourer/Benchman | Online, Website | Seek, 'Comp Website | 04/09/2020 | \$135.00 | SEEK | BUSSELTON | 3 | | Not Local or suitable |
| Labourer/Benchman | Online, Website | Seek, 'Comp Website | 16/09/2020 | \$135.00 | SEEK | BUSSELTON | 6 | | Not Local or suitable |
| Labourer/Benchman | Online, Website | Seek, 'Comp Website | 07/10/2020 | \$135.00 | SEEK | BUSSELTON | 12 | | Not Local or suitable |
| Labourer/Benchman | Online, Website | Seek, 'Comp Website | 15/10/2020 | \$135.00 | SEEK | BUSSELTON | 3 | | Not Local or suitable |



| | | | | | | | | | |
|-----------------------|-----------------|-----------------------|------------|----------|------|-----------|----|--|--------------------------|
| | | | | | | | | | |
| Labourer/ Benchman | Online, Website | Seek,'Comp Website | 18/11/2020 | \$135.00 | SEEK | BUSSELTON | 11 | | Not Local or suitable |
| Labourer/ Benchman | Online, Website | Seek,'Comp Website | 21/12/2020 | \$135.00 | SEEK | BUSSELTON | 7 | | Not Local or suitable |
| Labourer | Online, Website | Seek,'Comp Website | 09/01/2021 | \$135.00 | SEEK | BUSSELTON | 2 | | Not Local or suitable |
| Labourer/ Benchman | Online, Website | Seek,'Comp Website | 19/01/2021 | \$135.00 | SEEK | BUSSELTON | 5 | | Not Local or suitable |
| Labourer | Online, Website | Seek,'Comp Website | 02/02/2021 | \$135.00 | SEEK | BUSSELTON | 7 | | Not Local or suitable |
| labourer | Online, Website | Seek,'Comp Website | 06/03/2021 | \$135.00 | SEEK | BUSSELTON | 2 | | Not Local or suitable |
| Labourer/ Benchman | Online, Website | Seek,'Comp Website | 06/04/2021 | \$135.00 | SEEK | BUSSELTON | 8 | | Not Local or suitable |
| Labourer/ Benchman | Online, Website | Seek,'Comp Website | 13/04/2021 | \$135.00 | SEEK | BUSSELTON | 2 | | Not Local or suitable |
| Wood Machinist | Online, Website | Seek,'Comp Website | 19/08/2020 | \$135.00 | SEEK | BUSSELTON | 3 | | Not Local or suitable |
| Wood Machinist | Online, Website | Seek,'Comp Website | 21/12/2020 | \$135.00 | SEEK | BUSSELTON | 0 | | Not Local or suitable |
| Wood Machinist | Online, Website | Seek,'Comp Website | 23/01/2021 | \$135.00 | SEEK | BUSSELTON | 2 | | Not Local or suitable |
| Wood Machinist | Online, Website | Seek,'Comp Website | 24/01/2021 | \$135.00 | SEEK | BUSSELTON | 3 | | Not Local or suitable |
| | | | | | | | | | |

I declare that the information I have provided in this document is, to the best of my knowledge, true and accurate and I am aware of the penalties for providing misleading or false information to the Commonwealth.

Signature: _____

Labour Market testing Evidence for age care workers:

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Care Worker

South West Community Care
Bunbury & South West
Community Services & Development • Aged & Disability Support
Part Time

Posted 19d ago

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Care Worker

South West Community Care is a leading Aged Care Provider with offices in Harvey, Australind and Eaton. Our commitment to our consumers and our employees has been recognised recently through winning the following awards:

- WA Provider of the Year (ACSA Aged Care Awards) 2019
- Employer Excellence in Aged Care Award (Regional Achievement & Community Awards) 2019

You'll love coming to work!

As a member of the South West Community Care Team you will experience a culture of excellence, collaborative teamwork, knowledge sharing and mutual respect. We recognise and support individuals and invest in their continued personal and professional development.

The Role:

The purpose of this position is to provide care and support to assist consumers to retain or regain independence, encourage them to do as much as possible for themselves, promote and monitor the consumers overall wellbeing. You must also read, understand and follow the directions in the consumers care plan.

We are looking for Care Workers who are passionate and have a genuine interest in Aged Care. This role involves visiting consumers in their own homes and providing services that include:

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- Personal care
- Domestic assistance
- Meal preparation
- Respite care
- Assist with medication
- Social support

What we are looking for:

- Reliability
- Strong communication skills
- Positive attitude
- Compassionate

What we can offer:

- Permanent Part Time roles
- Casual roles
- Above Award hourly rate
- Paid kilometers and travel time between consumers
- Supportive and friendly work environment
- You are valued, supported and feel a part of a team
- Feel secure in your job
- Encouraged to identify new opportunities for growth

Selection Criteria

Essential Requirements:

- Current 'C' Class drivers licence
- Current HLTAID003 Provide first aid Statement of Attainment
- Current National Police Clearance, no older than three months
- Willing to undertake a pre-employment medical examination
- Current influenza vaccination
- Reliable roadworthy vehicle, with current insurance and registration
- Own a Smart Phone with a sufficient plan to support it and sufficient data.

Desirable Requirements:

- Certificate III in Individual Support or equivalent
- Six months minimum industry experience
- Relevant experience in aged care industry or similar industry
- HLTHPS006 Assist Consumers with Medication.

AGED CARERS WANTED IN THE SOUTH WEST



Flexi Staff Pty Ltd

Bunbury & South West

Healthcare & Medical • Nursing - Aged Care

\$28-\$30 • Contract/Temp

Posted 27d ago

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- Immediate Start
- Bunbury and Busselton Locations
- \$28-\$30 Per Hour + Penalties
- Casual Positions

Our Client:

Due to the continuous growth and success of our clients, we are seeking experienced and reliable Aged Care Workers for an Immediate start in the South West Region. We have morning, afternoon and night shifts available Monday through to Sunday.

Key Duties:

Duties will include, but are not limited to the following:

- Assisting residents with showering, toileting, grooming, personal hygiene and dressing
- Transferring residents using various hoists
- Feeding and understanding residents with dysphagia
- Assisting nurses where possible
- Ensuring residents needs are met in a timely manner

Essential Criteria:

- Must provide proof of working rights
- Certificate III in Aged Care or equivalent
- Minimum 6 months working experience
- Must have influenza vaccine
- Current police clearance - valid within 12 months

Desirable Criteria:

- Medical competency certificate
- Working with Children Card
- Have experience working in a Home care service

If you fit the above criteria and are interested in the role, please click **APPLY NOW** to send us an up-to-date resume, or for further information please contact our Healthcare Team at Flexi Staff on [08 9479 4781](tel:0894794781).

Flexi Staff Pty Ltd is a leading Australian owned and managed company specialising in all aspects of recruitment and labour hire.

Aged Carers -Bunbury & Busselton



My Flex Health International

Bunbury & South West

Healthcare & Medical • Nursing - Aged Care

Casual/Vacation

Posted 21d ago

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Apply for this job

Save job

Due to continued growth at My Flex Health International in Bunbury. We are now seeking Nursing Assistants for immediate start.

Be part of a dynamic team delivering care to our clients across hospitals and aged care facilities in the Busselton & Bunbury area. Join our Flex Family and be a part of an organisation that puts health at the forefront.

The ideal candidate will have a relevant Certificate III qualification and be able to demonstrate the required skills and responsibilities outlined in the position description.

My Flex Health International employees are ambassadors for our brand and enjoy a great work-life balance and professional development from our Registered Training Organisation. Our South West employees also receive FREE Manual Handling and FREE uniforms


If you're looking for an immediate start and an exciting opportunity to work as an Assistant in Nursing/ PCA then we would love to hear from you!

Address: Unit 3/17 Symmons Street, Bunbury

Thank-you in advance for taking the time to apply.

Labour Market testing Evidence for Construction industry:

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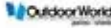
Outdoor World Patios and Sheds

Bunbury & South West
Construction > Other


Outdoor World Patios & Sheds is seeking a hard working, enthusiastic employee to become part of our workshop team.

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Project Manager - Arboriculture Company
Featured

Investors in People (WA) Pty Ltd

Bunbury & South West

Construction > Project Management

- Join an award-winning Vegetation Management company who cares about employees
- Enjoy work life balance near beautiful South West beaches, forests and wineries
- Well established, rapidly expanding company with latest equipment and technology

This newly devised role will be integral to the management team that drives future success of this exciting company that values work life balance.

Try something new and help others too

Appendix 10: FIFWA Media Release – South West Timber Mill Desperate for Labour



Media release | 4/11/20

South West timber mill desperate for labour

DEMAND for WA native timber continues to be strong for Busselton's Whiteland Milling, so strong that the family-business is seeking new employees to join the team.

Established in 1981, Whiteland Milling began as a Sheoak sawmill producing furniture-grade timber and roofing shingles on a four-person manual bench.

These days, the sawmill operates multiple automatic benches, a twin breakdown saw, 13 drying kilns and a value-adding processing facility which produces timber flooring, decking, furniture components, mouldings and other pre-dressed products.

They process local Jarrah, Marri, Karri, Blackbutt and Sheoak, sourced sustainably through contracts with the Forest Products Commission (FPC).

To keep up with the demand, the Whiteland family recently built another sawmill specifically for processing Karri, installed two new drying kilns and invested in new machinery – with the total investment close to one million dollars.

Owner and sawmill Manager Neil Whiteland said the business employs 35 people, but sourcing reliable local labour continued to be a challenge for them.

"We have a large client base and supply to a diverse range of markets, including China, South Korea, Vietnam, Victoria, New South Wales and Perth," Mr Whiteland said.

"We even still do the Sheoak shingles, used for Heritage buildings. We also do local orders – so if someone calls up and wants a small order for timber decking or something specific, we are happy to help.

"The demand for WA timber is there, one of our biggest challenges is finding labour. We have jobs, we just need willing workers."

Neil has run the sawmill for 40 years while his son, Marc, a qualified cabinet maker, manages the nearby processing facility and has done for 17 years.

The business prides itself on its commitment to quality and minimising waste, with all residue sawdust, firewood and bark sold for commercial or domestic use.

Photos

Neil Whiteland: Whiteland Milling owner and sawmill Manager Neil Whiteland.

Marc Whiteland: Whiteland Milling Processing Plant Manager Marc Whiteland.

Whiteland_Marri: Marri boards processed by Whiteland Milling.

Whiteland_Boards: Tongue and groove Jarrah floorboards processed by Whiteland Milling.

Media enquiries

Beth Johnston
0409 304 941
beth@fifwa.asn.au

About FIFWA

Forest Industries Federation WA (FIFWA) has been representing the interests of the Western Australian timber industry since 1895. The industry is a key driver of economic activity and jobs in Western Australia, contributing \$1.4 billion to the WA economy and creating about 6000 jobs in WA, with more than 90% of those in regional areas. The industry employs careful and comprehensive management policies to ensure WA's forests are sustainably managed. Less than 1% of the total forest area is harvested annually, with the area harvested then replanted. In 2001 WA became the first state to abolish harvesting old-growth forests.

Appendix 11: Business Support Letter

Business Support letter by Whiteland Milling



P.O. Box 980
Busselton W.A. 6280
Office: 1/36 Cook Street (LIA)
Mill: Queen Elizabeth Avenue
Ph (08) 9751 1093
Fax (08) 9751 4418
Email: admin@whitelandmilling.com.au
ABN 97 009 463 852

TO WHOM IT MAY CONCERN

Whiteland Milling is in Busselton, Western Australia.
We run both a timber sawmill and a processing centre employing up to 35 people. Our timber is sourced under Contract through the Forest Products Commission of Western Australia.

Over the past few years, many of our long-term employees have or are retiring, leaving us with a shortage of skilled workers.

As there are very few skilled Timber workers seeking employment, we generally start by employing labourers through Labour Hire companies. We use both Flexi Staff & Workforce International who regularly advertise on our behalf. Once the applicant successfully completes a trial period, we will then transfer them to direct employees and continue to train them into the various skilled positions suited to them. Unfortunately, those that have been applying, do not have the drive or inclination to expand their position.

It is hard to believe with such high unemployment levels, that we cannot fill these positions.

As our business relies on a processing line, if you have a skills shortage, it is very difficult to keep the process running smoothly.

We have been in business since 1981 and the current lack of skilled workers is the worst we have seen. The impact on our business is huge and we are not sure how long we can sustain this.


NEIL WHITELAND
4/5/2021

*Suppliers of: Western Australian Hardwood Timbers
Hexan Holdings Pty Ltd, Trading As : Whiteland Milling*

Attachment 3 – Designated Area Representative Position Description



POSITION DESCRIPTION FORM

File No:

POSITION IDENTIFICATION

| | | | |
|---------------|---|---------------------|--------------------------------------|
| Title: | Designated Area Migration Agreement Officer | Level: | Unclassified |
| Service Unit: | Corporate and Governance | Award: | Local Government Industry Award 2020 |
| Directorate: | Corporate and Governance | Date Effective: | 1 July 2021 |
| Reporting to: | HR Coordinator | Date Last Reviewed: | 16 September 2021 |

PURPOSE OF POSITION

- Provide advice and support to employers within the region through sponsoring skilled and semi-skilled overseas workers for positions they are unable to fill with local Australian workers.
- Identify new business opportunities, consult with potential applicants with the South West Region.
- Responsible for the Designation Area Migration Agreement selection requirements, application processes and ongoing legislated compliance for the sponsoring of skilled and semi-skilled overseas workers.
- Continuing the development and support of the Designated Area Migration Agreement (DAMA) administration and progress.
- Assist with high quality administrative and project support for the South West Designated Area Migration (DAMA) program and economy and growth projects.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Establish and maintain good working relationships with employers at all levels providing support across the South West Designation Area Migration Agreement process.
- Undertake case management, client communication and efficient compilation of endorsement and skill verification.
- Work closely with various stakeholders for the documentation purpose for Endorsement.
- Create a dedicated South West Designated Area Migration Agreement (DAMA) website content, business endorsement form, business guide, checklist, yearly workforce survey and yearly deed of variation reports.
- All administrative aspects for the South West DAMA program, including but not limited to:
 - assess, evaluate and process incoming business DAMA applications
 - maintaining records of application forms, assessment decisions, supporting documents provided, endorsement letters and correspondence with businesses and database
 - monitors endorsed occupation numbers against annual ceilings,
 - answer and redirect incoming calls and emails in a polite and pleasant manner, and
 - maintain website contents.
- Maintain information on the South West Designated Area Migration Agreement (DAMA website, ensuring it is current with Commonwealth visa requirements.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Receive and process monies payable in relation to South West Designated Area Migration Agreement (DAMA) services in accordance with relevant accounting standards and Shire's cash handling policies and procedures.
- Provide relevant information and assistance regarding South West Designated Area Migration Agreement (DAMA) policies, procedures, activities and services to all customers (i.e. businesses, employers and individuals) of the organisation in a professional, concise and helpful manner.
- Ensure that applications to the South West Designated Area Migration Agreement (including, but not limited to 489 and 186 visa's) are registered and processed in accordance with the Shire's policies and procedures.
- Support the delivery of information sessions regarding the latest information pertaining to Skilled Migration.
- Able to manage online enquiries and telephone calls.
- Responsible for liaison with Department of Home Affairs (DHA) for the expedited processing of Designation Area Migration Agreement applications.
- Identify new business opportunities, consult with potential applicants with the South West Region.
- Work proactively with Accounts to ensure progressive payments are invoiced and received, to avoid delay in workflow.
- Maintain up to date knowledge on DHA changes as they impact regional visa programs.
- Provide commentary for newsletter on any pending changes to ensure clients and staff are aware in advance of potential impacts to processing of visas.
- Prepare reports as required.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Not Applicable.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

EXTENT OF AUTHORITY

This position operates under direction of the Director Sustainable Development within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire of Dardanup's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's OSH policies and the Work Health and Safety Act 2020, as amended.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020, as amended.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

VALUES

- Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
- The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; Excellency and best practice; open, fair, accountable and efficient work practices; and staff development.

SELECTION CRITERIA

- Essential:
1. Relevant qualification in Australia Migration Law.
 2. Well-developed knowledge and skills in the interpretation of migration law.
 3. Ability to accurately analyse, prepare and present data using a range of Microsoft Office programs.
 4. Sound experience in development and processing of VISA with background servicing in a high-volume work environment.
 5. Strong written and verbal communication skills to be comfortable developing business opportunities.
 6. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.

- Desirable:
1. Registered Migration Agent.