



AGENDA

ORDINARY MEETING OF COUNCIL

22 SEPTEMBER 2020



SHIRE OF WAGIN

NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council will be held

ON: Tuesday 22 September 2020

WHERE: Council Chambers, Shire Office

AT: 7:00pm

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

Note: That, under section 5.65 of the Local Government Act 1995, care should be exercised by all councillors to ensure that a 'financial interest' is declared and that they refrain from voting on any matters which are considered that may come within the ambit of the Act.



DISCLAIMER

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

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

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

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

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER



SHIRE OF WAGIN

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Wagin on
Tuesday 22 September 2020 commencing at 7pm

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1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at _____pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phillip Blight
Cr Greg Ball
Cr Bryan Kilpatrick
Cr Sheryll Chilcott
Cr Wade Longmuir
Cr Lyn Lucas
Cr David Reed
Cr Jason Reed
Cr Geoff West
Bill Atkinson
Brian Roderick
Allen Hicks
Tegan Hall
Emily Edwards

Shire President
Deputy Shire President

Acting Chief Executive Officer
Deputy Chief Executive Officer
Manager of Works
Manager of Finance
Executive Assistant

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr David Atkins
Cr Bronwyn Hegarty

2.4 VISITORS

3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

Council conducts open Council Meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the purpose of their address as precisely as possible. A minimum of 15 minutes is allocated for public forum. The length of time an individual can speak will be determined at the President's discretion.

5. APPLICATION FOR LEAVE OF ABSENCE



6. PUBLIC FORUM

7. PETITIONS/DEPUTATIONS – PRESENTATIONS

8. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

8.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

8.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

8.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 25 AUGUST 2020

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Ordinary Meeting of Council held on Tuesday 25 August 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 0/0

9.2 MINUTES FROM THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD 08 SEPTEMBER 2020

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Finance and General Purpose Committee Meeting held on 08 September 2020 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 0/0



COMPLIANCE



MINUTES

FINANCE AND GENERAL PURPOSE COMMITTEE

08 SEPTEMBER 2020



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Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.



SHIRE OF WAGIN

Minutes for the Finance and General Purpose Committee Meeting held in the Council Chambers, Wagin on Tuesday 08 September 2020 commencing at 7:08pm

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1. OFFICIAL OPENING

Deputy CEO, Brian Roderick, opened the meeting at 7:08pm.

COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr B S Hegarty

That Cr B L Kilpatrick act as chairperson in the absence of Cr P J Blight.

Carried 4/0

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Bryan Kilpatrick
Cr Greg Ball
Cr Bronwyn Hegarty
Cr Jason Reed
Brian Roderick

Acting Chairperson
Deputy Shire President

Deputy Chief Executive Officer

2.2 APOLOGIES

Cr Phillip Blight

Shire President (Chairperson)

3. PUBLIC FORUM

Nil

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

Nil

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil



6. CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 MINUTES FROM THE FINANCE AND GENERAL PURPOSE COMMITTEE MEETING HELD 19 MAY 2020

COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr J P Reed

That the minutes of the Finance and General Purpose Committee meeting held on 19 May 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 4/0

7. CORRESPONDENCE AND REPORTS

7.1 DEPUTY CHIEF EXECUTIVE OFFICER

7.1.1. ADMINISTRATION POLICY 24 - SHIRE OF WAGIN ELECTRONIC ADVERTISING SIGN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	29 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	Administration Policy 24

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr J P Reed

Seconded Cr G R Ball

That the Committee recommend to Council that Administration Policy 24 – Wagin Shire Electronic Advertising Sign, be adopted.

Carried 4/0



BRIEF SUMMARY

For the Committee to review, amend and recommend to Council that Administration Policy 24 - Wagin Shire Electronic Advertising Sign be adopted.

BACKGROUND/COMMENT

The Electronic Sign project has been on-going for some years, the Committee and Council previously resolved the following regarding the purchase of the digital sign.

Council is holding \$65,000 in Council and community funds towards this project. Management firmly believe this project should only be considered in the whole Town / Square Development to achieve the best result for the community of Wagin, businesses and visitors/tourists to our town.

The Townscape Committee has been working on the planning and procurement of the sign and recommended to Council the following:

COMMITTEE'S RECOMMENDATION

Moved: Cr.

Seconded:

That the Committee recommend to Council:

1. Advertising on the information sign of businesses that are members of the Wagin Chamber of Commerce be permitted. Advertising would work on an annual fee basis and an advertising policy would need to be developed.
2. That tenders be called for the supply, framing, cabinet & header board, delivery, erection, software supply and commissioning of the Electronic Information Sign with the following specifications:
 - Double sided panel with 6.6mm pitch or better
 - Size: 2,560mm (l) x 1,920mm (W) x 150mm (D)
3. That the Shire meet all on-going recurrent costs associated with the operation of the information sign and to make provision to replace the sign as required in the future. These costs are to be offset by income generated through local business advertising.
4. That the Shire be responsible for the management arrangements of the Electronic Information Sign.

Carried

However, the following alternative motion was adopted by Council at their June meeting.

4302 FORESHADOWED MOTION AND COUNCIL DECISION

Moved: Cr.B L Kilpatrick

Seconded: Cr G R Ball

That the Finance & General Purposes Committee develop a policy detailing the operation, management and advertising of the Electronic Advertising Sign.

Carried 10/0



Management, with the assistance of Councillors Kilpatrick and Ball, have formulated the attached policy pertaining to the operation and management of the Electronic Advertising Sign. The Committee has the opportunity to review and amend the policy accordingly and then recommend its adoption at the September Council Meeting. Holding \$65,000 in Council and community funds towards this project. Management firmly believe this project should only be considered in the whole Town / Square Development

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

New Policy

FINANCIAL IMPLICATIONS

Provision made in the 2020/2021 Budget

STRATEGIC IMPLICATIONS

3.13 New Electronic Advertising Sign

VOTING REQUIREMENTS

Simple Majority

Policy Type:	Administration
Date Adopted:	New

Policy No:	23
Date Last Reviewed:	N/A

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Local Government Administration Regs

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

PROPOSED POLICY

Title:	24. WAGIN SHIRE ELECTRONIC ADVERTISING SIGN
Objective:	<p>This policy is to provide clear guidelines for the management of the Wagin Electronic Sign</p> <p>This document sets out:</p> <ul style="list-style-type: none"> • The purpose of the sign • Responsibility for the operation and upkeep of the sign • Define what is permissible to be displayed on the sign • The operational income and expenditure process
Policy Statement:	<p>1. Location of the sign</p> <p>The sign is located in the Town Square, Wagin</p> <p>2. Purpose of the sign</p> <p>The purpose of the sign is to:</p> <ul style="list-style-type: none"> • Maximise exposure of local and regional events • Provide communication between Wagin Shire and the community • Promotion of Wagin • Promote local organisations and events • Promote local businesses

3. Responsibility for the sign

The Shire of Wagin will be responsible for the management, operation and upkeep of the sign.

The Shire of Wagin will make provision for the replacement of the sign.

4. What may be displayed

Messages permissible to be displayed on the sign, comprise:

Item	Duration (days)	Cost (per item)
Shire events and meetings	Unlimited	Free
Shire Community advice	Unlimited	Free
Shire facility opening and closing	Unlimited	Free
Woolorama and Community events which are primarily <i>not for profit</i> or where the proceeds are returned directly to the Wagin community	Up to 28	Free
Local sporting events (irregular and unscheduled events only)	Up to 14	Free
Regional events outside of shire	Up to 7	\$500
Regional significant events held in the Shire of Wagin (Commercial)	Up to 14	\$250
**Local Business: 15 Minutes per business per day of advertising time: Permissible items <ol style="list-style-type: none"> 1. Advertising of business name, contact details and services provided 2. Opening times 3. Promotion of events 4. Promotion of major sale items on a cost recovery basis 		\$250 per annum
Church services	Up to 7	Free
Emergency warnings and advice	As required	Free
Local Roadworks and road closures	As required	Free

**It will be the responsibility of the business advertiser to organise all advertising material and any costs associated with providing this to the Shire in the correct format.

Messages that relate to the following will be disallowed:

- political parties
- religious groups
- messages that are deemed offensive

Final determination as to the suitability of a message and its duration is delegated to and at the discretion of the Wagin Shire CEO.

5. Operational Income and Expenditure

The Shire will be responsible for all expenditure associated with the operation of the Sign, other than business advertising costs.

All advertising income generated from the sign will go to offsetting all associated operating costs. Any surplus funds in-excess of meeting the annual operating costs will be transferred into the Electronic Sign Reserve. These funds will be held for the future replacement of the sign.

PROPOSED POLICY



7.1.2. FINANCE POLICY 15 – PURCHASING AND TENDER GUIDE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	3 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	<ol style="list-style-type: none">1. Proposed Finance Policy 15- Purchasing and Tender Guide2. New Purchasing and Tender Forms3. Existing Finance Policy 15 - Purchasing Tender Guide

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr B S Hegarty

That the Committee recommend that Council adopt the amended Finance Policy 15 – Purchasing and Tender Guide

Carried 4/0

BRIEF SUMMARY

For the Committee to recommend to Council that the amended Finance Policy 15 – Purchasing Tender Guide be adopted.

BACKGROUND/COMMENT

In a recent CEO Audit Regulation 17 Review and Financial Management Review the consultants undertaking the review detailed the following issues.

Finance Policy 15 – Purchasing and Tender Guide

The policy provides limited direction regarding contract variations and extensions awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the policy. For contracts awarded by tender, legislation provides minimum requirements.

Purchasing requirements for procurement of goods or services in accordance with the exemptions under Local Government (Functions and General) Regulations 1996 Regulation 11(2), regardless of the value of expenditure are not included within the policy. The CEO is required to ensure controls exist for all purchases including those made using these exemptions. It is noted the practice of testing the market through sourcing multiple quotations when using the exemptions is sometimes occurring, and the policy should be updated to reflect the expectation and requirement.

Procurement Assessment

We did not observe any documented formal requirements when undertaking assessments of responses to requests for quotations

Documented procedures are not in place to require declarations of interest and confidentiality to be signed prior to assessments being undertaken for high value purchases.

Tender Assessment

No procedures were available for the assessment of tenders against the selection criteria. No procedures or correspondence were available to ensure the independence of persons in assessing tenders.

As part of addressing the most urgent items documented in the review, Management carried out a comprehensive review of Finance Policy 15 – Purchasing and Tender Guide. This led to the following suggested changes:

- Strengthening the objectives of the policy
- Altering the purchase thresholds to enable greater flexibility for staff but also strengthening and tightening up the requirement to request and obtain quotations.
- Aligning the tender thresholds with the Local Government Act, however ensuring full Council will still authorise all purchases over \$100,000.
- Adding in guidelines around the WALGA Preferred Supplier Arrangement and other tender/purchasing exempt arrangements for quotations under \$40,000.
- Making the necessary changes to guidelines and processes with Contracts and Contract renewals, extensions and variations in line with direction from the Office of Auditor General (OAG)
- Introducing the following forms that staff will need to complete for purchases depending on their value:
 - **Written Quotation Form (\$3K to \$250K)**- internal document where staff will record all quotes, declarations of interest, recommend a supplier/contractor and have it signed off by the appropriate authorising officer.
 - **Request for Quotation Form (\$10K to \$250K)**- for all purchases of services and goods (To be given to all businesses quoting) Staff can also use this form for procurement between \$3,000 and \$10,000 if warranted.
 - **Quotation Evaluation Form (\$40K to \$250K)**- internal document where staff and elected members will evaluate each quotation against a set criteria, score each quotation, record declarations of interest, recommend a supplier/contractor and have it signed off by the appropriate authorising officer or by full council.
- For all **Tender's (\$250K and over)** – a **Tender Evaluation Report** document will be completed by each member of the panel. Each Tender will be evaluated against the Tender specifications and criteria, score each Tender, record declarations of interest, recommend a successful Tender and have it signed off by the appropriate authorising officer and adopted by full council.

All the above changes and measures will address the areas of concern raised in the CEO Audit Regulation 17 Review and Financial Management Review and the review of contracts by the OAG.

The changes also increase staff and elected member accountability with procurement of goods and services and best practice around recording and documentation to ensure all decisions made are justifiable and easily open to any scrutiny from suppliers, the public and external auditors.



Once the amended policy is adopted a Procurement Procedures document will be created and appropriate staff training will be carried out.

The amended Finance Policy 15 – Purchasing Tender Guide and associated forms are enclosed for review and for recommendation to Council for adoption. I have also included the current Finance policy 15 so it easy to identify the changes and enhancements.

CONSULTATION/COMMUNICATION

Shire Management Staff

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

New policy

FINANCIAL IMPLICATIONS

Local Government Act 1995

Local Government Regulations (Functions and General)

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

Policy Type:	Finance
Date Adopted:	22 June 2010 – Minute #1394

Policy No:	15
Date Last Reviewed:	18 Dec 2012 - Minute #2078 20 Nov 2018 – Minute #3910 17 Dec 2019 – Minute #4166 24 March 2020 – Minute #4220

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

PROPOSED POLICY

Title:	12. PURCHASING AND TENDER GUIDE
Objective:	<ul style="list-style-type: none"> To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007). To deliver a best practice approach and procedures to internal purchasing for the Shire of Wagin. To ensure consistency for all purchasing activities that integrates within all the Shire of Wagin operational areas. The Shire is committed to using efficient and effective purchasing procedures that are directed towards delivering the most advantageous purchases of goods and services by the Shire.
Policy Statement:	<p>Why do we need a Purchasing Policy? The Shire of Wagin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:</p> <ul style="list-style-type: none"> Provides the Shire of Wagin with a more effective way of purchasing goods and services. Ensures that purchasing transactions are carried out in a fair and equitable manner. Strengthens integrity and confidence in the purchasing system. Ensures that the Shire of Wagin receives value for money in its purchasing. Ensures that the Shire of Wagin considers the environmental impact of the procurement process across the life cycle of goods and services. Ensures the Shire of Wagin is compliant with all regulatory obligations. Promotes effective governance and definition of roles and responsibilities.

- Uphold respect from the public and industry for the Shire of Wagin's purchasing practices that withstands probity.

Ethics and Integrity

All officers and employees of the Shire of Wagin shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Wagin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wagin policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wagin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value For Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Wagin. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Shire of Wagin is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Wagin's sustainability objectives.

Practically, sustainable procurement means the Shire of Wagin shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

Purchasing Thresholds and Staff Limits

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy	Authorised Officers
Up to \$3,000	Direct purchase from suppliers – no formal process Quotations not required for items of minor recurrent nature, such as groceries, stationary, hardware, mechanical, reticulation consumable's etc Employee must be satisfied that the price is competitive.	CEO, Deputy CEO, Manager of Finance, Manager of Works, Mechanic (up to 1K) Building Maintenance Officer (up to 1K)
\$3,000 - \$9,999	Request at least two written quotations where possible. At least two written quotations are to be requested. A "Written Quotation Form" must be completed. Where two written quotes are not received or not available or where multiple quotes is not practical, e.g. due to limited suppliers, it must be noted on the Written Quotation form and signed off by the Authorising officer. In some cases Staff can also use the Request for Quotation form for procurement between \$3,000 and \$10,000 when warranted. If purchasing from a WALGA Preferred Supplier Arrangement or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained. Record keeping requirements must be maintained in accordance with record keeping policies.	CEO, Deputy CEO, Manager of Finance & Manager of Works

	\$10,000 - \$39,999	<p>Request at least three written quotations <i>where possible</i></p> <p>For the procurement of goods or services where the value exceeds \$10,000 but is less an \$40,000, at least three written quotations are to be requested. A "Written Quotation Form" must be completed. Where three written quotes are not received or not available or where multiple quotes is not practical, e.g. due to limited suppliers, it must be noted on the Written Quotation form and signed off by the Authorising officer.</p> <p>At this level of procurement, a Request for Quotation must be completed for each supplier or contractor to carry out their quotation.</p> <p>If purchasing from a WALGA Preferred Supplier Arrangement or other tender exempt arrangement, a minimum of one (1) written quotation is to be obtained.</p> <p>NOTES: The general principles relating to written quotations are;</p> <p>An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion. The request for written quotation should include as a minimum:</p> <ul style="list-style-type: none"> • Written Specification • Supply timeframe • Conditions of responding • Validity period of offer • Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond. • Offer to all prospective suppliers at the same time any new information that is likely to change the requirements. • Respondents should be advised in writing as soon as possible after the final determination is made and approved. 	CEO, Deputy CEO, Manager of Finance & Manager of Works
	\$40,000 - \$99,999	<p>For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999 at least three written quotations are to be requested. A "Written Quotation Form" must be completed. Where three written quotes are not received or not available or where multiple quotes is not practical, e.g. due to limited suppliers, it must be noted on the Written Quotation form and signed off by the Authorising officer.</p> <p>At this level of procurement, a Request for Quotation must be completed for each supplier or contractor to carry out their quotation.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and <p>The procurement decision is to be evidenced using the Quotation Evaluation Report retained in accordance with the Shire's Record Keeping Plan.</p> <p>For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements,</p>	CEO

	<p>organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.</p> <p>This evaluation will be carried out by a panel consisting of 2 members.</p>		
\$100,000 to \$249,999	<p>For the procurement of goods or services where the value exceeds \$100,000 but is less than \$249,999 at least three written quotations are to be requested. A "Written Quotation Form" must be completed. Where three written quotes are not received or not available or where multiple quotes is not practical, e.g. due to limited suppliers, it must be noted on the Written Quotation form and signed off by the Authorising officer.</p> <p>At this level of procurement, a Request for Quotation must be completed for each supplier or contractor to carry out their quotation.</p> <p>The purchasing decision is to be based upon assessment of the suppliers response to:</p> <ul style="list-style-type: none"> • a detailed written specification for the goods, services or works required; and • pre-determined selection criteria that assesses all best and sustainable value considerations. <p>The procurement decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.</p> <p>For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.</p> <p>This evaluation will be carried out by a panel consisting of 3 members. Final acceptance of a quotation at this level of procurement will be made by full Council.</p>	Full Council	
\$250,000 and above	<p>Conduct a Public Tender process in accordance with the Local Government Act and relevant Shire Policy and procedures.</p> <p>Or</p> <p>Tender Exempt arrangements under F&G Reg.11(2)</p>	Full Council	
<p>The authorising officer, before signing off on a purchase order, is to ensure written or email quotations are recorded and attached to the purchase order when applicable.</p> <p>The CEO or DCEO will conduct regular checks of purchase orders to ensure verbal and written quotations are recorded and attached to purchase orders when applicable.</p> <p>The CEO will conduct regular checks of invoices to ensure the correct authorised staff have signed purchase orders and authorised accounts for payment within their authorised spending limit.</p> <p>Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek</p>			

public tenders for Contracts of less than \$250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Exemptions to purchasing requirements – Purchase value \$3,000 to less than \$100,000

From time to time there will be circumstances where it is not appropriate or not reasonably practicable to adhere to the requirements to request quotations as set out in this Policy. An example is where the Shire is satisfied and can evidence that there is only one source of supply for goods, services or works, having used genuine endeavours to determine that there is not a reasonable alternative source of supply.

In such circumstances, the CEO may waive the requirements to obtain quotations as set out in this Policy. The responsible Shire officer must document the waiver process in the manner required by the CEO.

Purchasing Criteria

The Shire of Wagin shall, before quotations are requested, determine in writing the criteria for deciding which quotation should be accepted.

The evaluation panel is to include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; (eg. CEO & Manager of Works) and
- Between \$100,000 and \$249,999, the panel must contain a minimum of 3 members; (eg. CEO, Manager of Works and Works Committee Chairperson)

Regulatory Compliance

Tender Exemption

Exceptions to purchase requirements – Purchase value \$250,000 or greater

Where the purchase value exceeds \$249,999, the Regulations provide for a range of exceptions to the requirement to publicly invite tenders. These are set out in regulation 11(2) of the Regulations.

The exceptions include:

- a. The supply of goods or services authorised as an emergency under s 6.6(1)(c) of the Act;
- b. The supply of goods or services is associated with a state of emergency;
- c. The supply of goods or services obtained through the WALGA Preferred Supplier Program
- d. Where the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier;
- e. The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- f. Where the contract is a renewal or extension of the term of an original contract in certain circumstances related to a state of emergency.

g. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Wagin shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$250,000 thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Wagin shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- \$ 250,000 and above, the panel must contain a minimum of 3 members.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Wagin not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the CEO delegated nominee and at least one other Shire Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire of Wagin. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Wagin Officers present at the opening of tenders.

No Tenders Received

Where the Shire of Wagin has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$100,000 & \$249,999(listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Wagin by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Wagin may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Wagin and tenderer have entered into a Contract, a minor variation may be made by the Shire of Wagin.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Any amendments must be incorporated into the contract with the preferred tenderer for the supply of the varied requirement.

Any major variation will require a new and separate tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution.

Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Wagin's internal records management policy.

Contracts and Contract Renewals, Extensions and Variations

- The Shire will maintain a contract register, with details of the key information to be included in the register, including:
- Contracts in value of \$40,000 or greater are to be recorded in the register and the Shire Executive Assistant will be responsible for the regular review and update of the register.
- Circumstances may require the Shire to vary the specifications and or contractual terms of a Contract. The Shire may only vary a contract that has not yet been awarded, if the variation is considered to be a "minor variation". The Shire may only vary an existing contract, if the variation is considered by the local government to be necessary in order for the goods or services to be supplied and does not change the scope of the contract. The CEO is authorised to determine variations on contracts.
- The Shire Executive Assistant will be responsible to review the register for contracts nearing expiry, so that negotiations can commence well before the expiry of the contract. This ensures continuity in the supply of goods and services as well as provide best value for money
- The Shire CEO is responsible and will carry out assessment of current contractor performance. This will ensure poor performing contractors are identified and concerns are adequately addressed, prior to exercising the contract renewal or extension option.
- The Shire may vary a contract due to unforeseen circumstances with the contract.

All new Contracts and Contract renewals, extensions and variations must be authorised by the Chief Executive Officer.



WRITTEN QUOTATION FORM

For Quotes from \$3,000 - \$249,999 (see Council Policy 15)

PROCUREMENT DESCRIPTION

REQUEST FOR QUOTATION CLOSING DATE	
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Should quotes not be received by the RFQ Closing date, the Shire of Wagin reserves the right to proceed with the procurement of the goods or service after this time has lapsed.

The following suppliers were asked to quote as per Policy 15 Purchasing Tender Guide

DATE	NAME AND CONTACT NUMBER OR EMAIL	TOTAL	VERBAL/ WRITTEN	RECEIVED
				YES/NO
				YES/NO
				YES/NO

The recommended supplier is _____

Justification/Evaluation of Quotes received: _____

DECLARATION OF INTEREST BY PANEL MEMBER	TO RESPONDENT	NATURE OF INTEREST



OFFICE USE

Responsible Officer Signed: _____ Date: _____

Purchase Order Issued: YES/NO Purchase Order No. _____

Is the supplier/contractor a local business? YES/NO

Signed: _____	Date: _____
Authorised Officer	

AUTHORISING OFFICER – DELEGATED AUTHORITY	MECHANIC - \$1,000 BUILDING MAINTENANCE OFFICER - \$1,000 MANAGER OF FINANCE - \$40,000 MANAGER OF WORKS - \$40,000 DEPUTY CHIEF EXECUTIVE OFFICER - \$40,000 CHIEF EXECUTIVE OFFICER - UNLIMITED
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REQUEST FOR QUOTATION

For Quotes from \$10,000 - \$249,999 (see Council Policy 15)

DATE

PROCUREMENT DESCRIPTION

REQUEST FOR QUOTATION CLOSING DATE	
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WRITTEN SPECIFICATIONS

1. REQUIREMENT
2. SCOPE OF WORKS
3. CONTRACTORS RESPONSIBILITIES
4. SHIRE OF WAGIN RESPONSIBILITIES
5. SUPPLY TIMEFRAME
6. CONDITIONS OF RESPONDING
7. VALIDITY PERIOD OF OFFER

- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.
- Should quotes not be received by the RFQ Closing date, the Shire of Wagin reserves the right to proceed with the procurement of the goods or service after this time has lapsed.



QUOTATION EVALUATION REPORT

For Quotes from \$40,000 - \$99,999 – two panel members
 For Quotes from \$99,999 - \$249,999 – three panel members
 (see Council Policy 15)

DATE

PROCUREMENT DESCRIPTION
QUOTATION NAME
EVALUATION PANEL MEMBERS

The following evaluation is undertaken in accordance with Policy 15 Purchasing Tender Guide and should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation’s capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

SELECTION CRITERIA	WEIGHTING (IF APPLICABLE)	RESPONDENT 1 (INSERT NAME)	RESPONDENT 2 (INSERT NAME)	RESPONDENT 3 (INSERT NAME)
<i>e.g. Cost</i>		<i>(insert score out of 10)</i>		

10 = Outstanding offer, greatly exceeds criterion
 8 = Very good offer, exceeds criterion
 6 = Good offer, no deficiencies, meets criterion

4 = Fair offer, few deficiencies, almost meets criterion
 2 = Marginal offer, some deficiencies, partly meets criterion
 0 = Inadequate offer, many deficiencies, does not meet criterion

RECOMMENDATION OF SUPPLIER
JUSTIFICATION



DECLARATION OF INTEREST BY PANEL MEMBER	TO RESPONDENT	NATURE OF INTEREST

By signing below, we confirm that the highest ethical standards have been maintained, including the Confidentiality of the information in our possession, and confirm that we have no Conflicts of Interest in regard to this Procurement process or any of the suppliers

PANEL MEMBER NAME	SIGNATURE	DATE

OFFICE USE

Responsible Officer Signed: _____ Date: _____

Purchase Order Issued: YES/NO Purchase Order No. _____

Is the supplier/contractor a local business? YES/NO

Signed: _____ Date: _____
 Authorised Officer

AUTHORISING OFFICER – DELEGATED AUTHORITY	MECHANIC - \$1,000 BUILDING MAINTENANCE OFFICER - \$1,000 MANAGER OF FINANCE - \$40,000 MANAGER OF WORKS - \$40,000 DEPUTY CHIEF EXECUTIVE OFFICER - \$40,000 CHIEF EXECUTIVE OFFICER - UNLIMITED
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TENDER EVALUATION REPORT

For Quotes above \$249,999 (see Council Policy 15)

DATE

PROCUREMENT DESCRIPTION
QUOTATION NAME
PANEL MEMBER NAME & POSITION

The following evaluation is undertaken in accordance with Policy 15 Purchasing Tender Guide and should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

SELECTION CRITERIA	WEIGHTING	RESPONDENT 1 (INSERT NAME)	RESPONDENT 2 (INSERT NAME)	RESPONDENT 3 (INSERT NAME)
<i>e.g. Cost</i>	<i>50%</i>	<i>(insert score out of 10)</i>		

10 = Outstanding offer, greatly exceeds criterion
 8 = Very good offer, exceeds criterion
 6 = Good offer, no deficiencies, meets criterion

4 = Fair offer, few deficiencies, almost meets criterion
 2 = Marginal offer, some deficiencies, partly meets criterion
 0 = Inadequate offer, many deficiencies, does not meet criterion

RECOMMENDATION OF SUPPLIER
JUSTIFICATION



DECLARATION OF INTEREST BY PANEL MEMBER	TO RESPONDENT	NATURE OF INTEREST

By signing below, we confirm that the highest ethical standards have been maintained, including the Confidentiality of the information in our possession, and confirm that we have no Conflicts of Interest in regard to this Procurement process or any of the suppliers

PANEL MEMBER NAME	SIGNATURE	DATE

OFFICE USE

Responsible Officer Signed: _____ Date: _____

Purchase Order Issued: YES/NO Purchase Order No. _____

Is the supplier/contractor a local business? YES/NO

Signed: _____ Date: _____
Authorised Officer

AUTHORISING OFFICER – DELEGATED AUTHORITY	<p style="text-align: center;">MECHANIC - \$1,000 BUILDING MAINTENANCE OFFICER - \$1,000 MANAGER OF FINANCE - \$40,000 MANAGER OF WORKS - \$40,000 DEPUTY CHIEF EXECUTIVE OFFICER - \$40,000 CHIEF EXECUTIVE OFFICER - UNLIMITED</p>
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Policy Type:	Finance
Date Adopted:	22 June 2010 – Minute #1394

Policy No:	15
Date Last Reviewed:	18 Dec 2012 - Minute #2078 20 Nov 2018 – Minute #3910 17 Dec 2019 – Minute #4166 24 March 2020 – Minute #4220

Legal (Parent):
1. Local Government Act 1995

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	15. PURCHASING TENDER GUIDE
Objective:	<ul style="list-style-type: none"> To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007). To deliver a best practice approach and procedures to internal purchasing for the Shire of Wagin. To ensure consistency for all purchasing activities that integrates within all the Shire of Wagin operational areas.
Policy Statement:	<p>Why do we need a Purchasing Policy? The Shire of Wagin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:</p> <ul style="list-style-type: none"> Provides the Shire of Wagin with a more effective way of purchasing goods and services. Ensures that purchasing transactions are carried out in a fair and equitable manner. Strengthens integrity and confidence in the purchasing system. Ensures that the Shire of Wagin receives value for money in its purchasing. Ensures that the Shire of Wagin considers the environmental impact of the procurement process across the life cycle of goods and services. Ensures the Shire of Wagin is compliant with all regulatory obligations. Promotes effective governance and definition of roles and responsibilities. Uphold respect from the public and industry for the Shire of Wagin’s purchasing practices that withstands probity.

Ethics and Integrity

All officers and employees of the Shire of Wagin shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Wagin.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wagin policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Wagin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value For Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Wagin. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Sustainable Procurement

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Shire of Wagin is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Wagin's sustainability objectives.

Practically, sustainable procurement means the Shire of Wagin shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

Purchasing Thresholds and Staff Limits

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$2,000	Quotations not required for items of minor recurrent nature, such as groceries, stationary, hardware, mechanical, reticulation consumable's etc Employee must be satisfied that the price is competitive
\$2,001 to less than \$9,999	Seek at least two verbal quotations Written quotations recommended but not required
\$10,000 - \$39,999	Obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).
\$40,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). Panel may be required
\$100,000 and above	Conduct a public tender process.

Amount of Purchase	Authorised Staff
Up to \$39,999	CEO Deputy CEO Manager of Finance Manager of Works
Unlimited	CEO

The authorising officer, before signing off on a purchase order, is to ensure verbal and written quotations are recorded and attached to the purchase order when applicable.
The CEO or DCEO will conduct regular checks of purchase orders to ensure verbal and written quotations are recorded and attached to purchase orders when applicable.

The CEO will conduct regular checks of invoices to ensure the correct authorised staff have signed purchase orders and authorised accounts for payment within their authorised spending limit.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

Up to \$2,000

Quotations not required for items of minor recurrent nature, such as groceries, stationary, hardware, mechanical, reticulation consumable's etc

Employee must be satisfied that the price is competitive and it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk. Record keeping requirements must be maintained in accordance with record keeping

\$2,001 to less than \$9,999

Seek at least two verbal quotations. Written quotations recommended but not required.

This category is for the procurement of goods or services where the value of such procurement ranges between \$2,001 and \$9,999.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Shire of Wagin employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies.

\$10,000 to \$39,999

For the procurement of goods or services where the value exceeds \$10,000 but is less an \$39,999, it is required to obtain at least two written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Where this is not practical to get two written quotes, e.g. due to limited suppliers, it must be noted through records relating to the process.

NOTES: The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
- Written Specification
- Selection Criteria to be applied
- Price Schedule
- Supply timeframe
- Conditions of responding
- Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

\$40,000 to \$99,999

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999 it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Shire of Wagin Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

Regulatory Compliance

Tender Exemption

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

Sole Source of Supply (Monopoly Suppliers)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

Anti-Avoidance

The Shire of Wagin shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000 thereby avoiding the need to publicly tender.

Tender Criteria

The Shire of Wagin shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; and
- \$ \$100,000 and above, the panel must contain a minimum of 3 members.

Advertising Tenders

Tenders are to be advertised in a state-wide publication e.g. "The West Australian" newspaper, Shire of Wagin Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 **full** days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;
- detailed information shall include;
- such information as the Shire of Wagin decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Wagin has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Shire of Wagin not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Shire of Wagin. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Shire of Wagin Officers present at the opening of tenders.

No Tenders Received

Where the Shire of Wagin has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$100,000 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Shire of Wagin by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Wagin may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Wagin and tenderer have entered into a Contract, a minor variation may be made by the Shire of Wagin.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution.

Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Wagin's internal records management policy.

Contracts and Contract Renewals, Extensions and Variations

A requirement to maintain a contract register, with details of the key information to be included in the register

- the dollar value above which contracts are to be recorded in the register and the custodian responsible for the regular review and update of the register
- guidance on the definition of contract variations (including clarification that when variations, considered cumulatively, significantly change the scope of the original contract, then a separate procurement process may be required)
- a requirement for the custodian of the contract register to regularly review the register for contracts nearing expiry, so that negotiations can commence well before the expiry of the contract. This will ensure continuity in the supply of goods and services as well as provide best value for money
- a requirement for an assessment of current contractor performance to be performed, to ensure poor performing contractors are identified and concerns are adequately addressed, prior to exercising the contract renewal or extension option.

All new Contracts and Contract renewals, extensions and variations must be authorised by the Chief Executive Officer.



8. GENERAL BUSINESS

8.1 CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE ACTION TIMELINE

An update of the Compliance Action Timeline was presented to the Committee. The progress of the report was noted and the Committee was pleased with the current progress of addressing the matters identified in the reviews.

9. CLOSURE

There being no further business the Acting Chairperson thanked those in attendance and closed the meeting at 7.58pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 08 September 2020

Signed:

.....

Chairperson

Date:

.....



**9.3 MINUTES FROM THE CEO REVIEW COMMITTEE MEETING HELD 14
SEPTEMBER 2020**

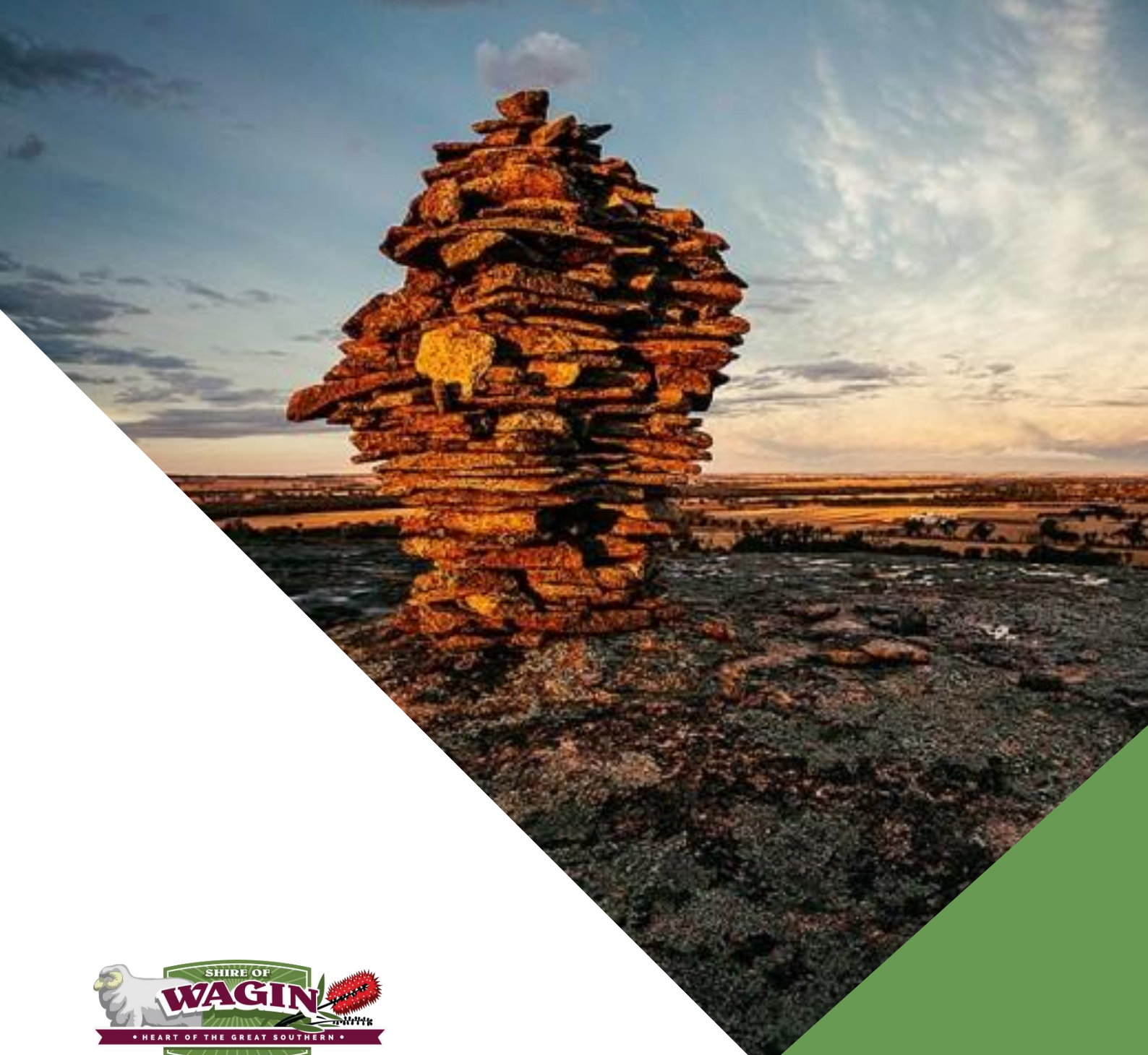
COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the CEO Review Committee Meeting held on 14 September 2020 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 0/0



MINUTES

CEO REVIEW COMMITTEE

14 SEPTEMBER 2020



DISCLAIMER

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

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

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

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

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.



1. OPENING

The Chairperson, Councillor Blight opened the meeting at 11:00am

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 ATTENDANCE

Cr Phillip Blight	Shire President/Chairperson
Cr Greg Ball	Deputy Shire President
Cr Bryan Kilpatrick	
Cr Sherryl Chilcott	
Cr Bronwyn Hegarty	
Emily Edwards	Executive Assistant

2.2 VISITORS

John Phillips	John Phillips Consulting
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2.3 APOLOGIES

Cr Wade Longmuir

3. CORRESPONDENCE AND REPORTS

3.1 JOHN PHILLIPS – RECRUITMENT PROCESS (INCEPTION MEETING)

John Phillips presented to the Committee on the below discussion points and requested that the committee review documentation that was made available at the meeting to work towards the timeline presented.

John will work with the Executive Assistant to finalise documentation from the input requested of the CEO Review Committee.

4. GENERAL BUSINESS/DISCUSSION POINTS

The following general business was discussed in-depth with the Committee and the process that will be followed to employ a Chief Executive Officer.

4.1 CEO POSITION DESCRIPTION/REQUIREMENTS OF THE POSITION

4.2 ADVERTISING PROCESS

4.3 RECRUITMENT DOCUMENTS

4.4 RECRUITMENT TIMELINES



4.5 CONFIDENTIALITY AGREEMENTS

Each Councillor and Employee involved in the recruitment process will be required to sign a confidentiality agreement and return to John/Executive Assistant for retention.

- *Cr S M Chilcott left the meeting at 12:30pm and did not return*

5. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 1:28pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 14 September 2020

Signed:

.....

Chairperson

Date:

.....



**9.4 MINUTES FROM THE TOURISM AND PROMOTION COMMITTEE MEETING
HELD 15 SEPTEMBER 2020**

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Tourism and Promotion Committee Meeting held on 15 September 2020 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 0/0



MINUTES

TOURISM AND PROMOTION COMMITTEE

15 SEPTEMBER 2020
Ordinary Meeting of Council

DISCLAIMER

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

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

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

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

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.

SHIRE OF WAGIN

Minutes for the Tourism and Promotion Committee meeting held in the Council Chambers,
Wagin on Tuesday 15 September 2020 commencing at 7:08pm

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1. OFFICIAL OPENING

The Chairperson, Cr S M Chilcott opened the meeting 7:08pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Sherryl Chilcott	Chairperson
Cr Geoff West	Councillor
Darren Spencer	
Norm Chilcott	
Fiona Dawson	
Tim Quartermaine	
Brian Roderick	Deputy Chief Executive Officer
Donna George	Community Liaison Officer

2.2 APOLOGIES

Robyn Willey	Lions Club
Cassandra Brennan	

3. PUBLIC FORUM

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

4.1 FRANK CARROLL – TOURISM VIDEO

Frank Carroll, of Contrast Creative, joined the meeting via video link and addressed questions and queries from the Committee regarding the recent Wagin tourism video he created for the Shire. Please refer to General Business for outcomes.

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

Nil

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

**6.1 MINUTES FROM THE TOURISM AND PROMOTION COMMITTEE MEETING
HELD 20 MAY 2020**

COMMITTEE DECISION

Moved Cr G K B West

Seconded Fiona Dawson

That the minutes of the Tourism and Promotion Committee meeting held on 20 May 2020 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.

Carried 6/0

7. STATUS REPORT - SEPTEMBER 2020

Date	Description	Responsible Person	Action	Status	Comments
20 May 2020	Reinstatement of Wait-Jen Trail as a Functional Tourist Attraction	Bill Atkinson / Committee	<p>That an assessment be made of the condition of the Wait-Jen Trail with a view to restoring it to a safe and functional condition;</p> <p>That a report on the condition of the trail be prepared and presented to the Tourism and Promotion Committee.</p>	<p>On Friday the 10th July 2020, members of the Wain SES marked out the <i>Wait – Jen Trail</i> by way of GPS and pink plastic ribbon. This was followed up on Saturday the 11th July by five volunteers who retraced the trail, removing obstacles and affixing new red arrowhead markers on trees at intervals of approximately 250 metres.</p> <p>The trail is easily traversable by walkers and can legitimately remain included on the Shires tourist brochures.</p>	Completed
20 May 2020	Illumination of Wagin Giant Ram	Brian Roderick/Committee	<p>That the proposal to illuminate “Bart “the Wagin Giant Ram be developed;</p> <p>That research be undertaken to ascertain whether any external grant funding opportunities are available to fund this initiative</p>	<p>Staff have enquired with a specialised lighting supply business in regards to lighting options.</p> <p>We are awaiting response, staff will follow up and report in due course.</p>	

			and to assist financially with the painting of the ram.		
20 May 2020	Tourism Ideas Forum	Brian Roderick/Committee	<p>RV BBQ once a month – Cr West advised that he can facilitate this once the RV were back travelling and staying in the Wagin RV area.</p> <p>20 Mile Sheep in line with the Tin Horse Highway – It was agreed that this will be the next tourism project. The Committee will come up with a concept for the project.</p>	<p>Update required from Cr West.</p> <p>Please refer to item contained in this agenda.</p>	
20 May 2020	Town Entry Statements	Brian Roderick/Committee	Restoration of the existing 4 Town Entry Statements	This project has commenced, Mr. Ford will be restoring each one individually over the course of the year at his Katanning workshop. He is currently restoring the Tudhoe St western entrance sign.	
20 May 2020	Tourism Brochure	Brian Roderick/Committee	<p>New brochures will need to be designed and developed, would need to be in place before the next Caravan and Camping Show.</p> <p>Distribute old existing brochures.</p>	<p>Staff have distributed brochures to neighbouring shires and to the central Tourist Bureau in Perth.</p> <p>It is felt that it is pointless to send brochures to other states whilst our state borders is closed. This will be done once the borders are opened.</p>	

20 May 2020	Tourism Video	Brian Roderick/Committee	The Committee wanted an update on the tourism video, whilst there are some good points to the video, the Committee would like to see the content improved with other footage shot to include and feature more people and businesses in town.	The Committee requested staff to get in touch with Frank Carrol, tourism video developer, to see if the video can be improved with other relevant footage and invite him to attend the next meeting of the Tourism Committee (vis video link) to discuss.	It has been organised for Mr Carrol to be present at the next meeting via a video link.
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8. CORRESPONDENCE AND REPORTS

8.1.1. ASTROTOURISM TOWNS PROGRAM 2020/2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	11 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.IN.1
ATTACHMENTS:	<ol style="list-style-type: none">1. Email – Carol Redford2. Astrotoursim WA Astrotourism Agreement

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Committee recommend to Council that the Shire does/does not participate in the Astrotourism Towns Program for 2020/2021 and sign the Service Level Agreement with Astrotourism WA Pty Ltd.

Carried 0/0

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Fiona Dawson

Seconded Cr G K B West

That Committee recommend to Council that the Shire does not participate in the Astrotourism Towns Program for 2020/2021.

Carried 6/0

BRIEF SUMMARY

For the Committee to decide whether they wish to continue in the Astrotourism Towns program and commit to the program through a new service level agreement.

BACKGROUND/COMMENT

In the 2019/2020 financial year the Shire was involved in the Astrotourism program as Astrotourism Town at a cost of \$2,000, this was organised through the Shire of Lake Grace as a group Council consortium and was partially subsidised by grant funding.

An Astrotoursim Community event was held in Wagin late last year with some 25 people attending, mostly locals.

We have received an email from Carol Redford from Astrotourism WA requesting we re-commit to the program, however as an individual Shire with an agreement between the Shire of Wagin and Astrotourism WA.

The cost of membership is \$3,000 plus GST, also if we were to use their services regarding community events, exhibitions, workshops etc there would be additional costs. These costs are contained in the agreement.

The Committee now need to recommend to Council whether they wish to continue with this program, and decide whether the costs involved as part of the program is justifiable and commensurate with the amount of community involvement and benefit.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

From: Carol Redford | Astrotourism WA <carol@astrotourismwa.com.au>

Sent: Monday, 31 August 2020 7:29 PM

To: Bill Atkinson <ceo@wagin.wa.gov.au>; Donna George <admin@wagin.wa.gov.au>

Subject: Astrotourism WA Towns Draft SLA

Hello Bill and Donna,

There's an exciting year ahead with more support from Tourism WA to develop the plan to take us from "towns" to "Astrotourism destinations". I have an update from Tourism WA which I will send tomorrow.

I've attached a draft SLA for this year's Astrotourism Towns project membership. I've included all the customised add-ons so you can delete which ones are not applicable.

Please let me know the level of involvement you'd like for the Astrotourism Towns project membership this year. If you have any alterations to the SLA, please make the changes. When everything is correct, please sign it and I will counter sign and send a copy back for your records.

Kind regards, Carol

Founder | CEO
0427 554 035

www.astrotourismwa.com.au



From: Carol Redford | Astrotourism WA <carol@astrotourismwa.com.au>

Sent: Friday, 11 September 2020 12:15 PM

To: Donna George <admin@wagin.wa.gov.au>

Subject: Re: Couple of questions for council

Hi Donna,

All is going really well and I'm glad that I can help to explain the difference to last year.

Yes, last year the Shire contribution was \$2,000 and the BBRF grant contributed an additional \$6,000 to get Wagin established as an Astrotourism Town. A total of \$8,000 for Wagin. That covered the event, getting Wagin on the map, community engagement and all the background work like the Tourism WA/AGO advocacy and broader promotion of the Astrotourism Towns.

Each of the other five towns in the group that we established each year contributed \$2,000 each and each also received \$6,000 from the BBRF grant.

There's no Government funding this year, unfortunately. It's a shame but I put together a package that hopefully gives flexibility for Council.

Without the bonus of external funding, the basic membership to continue is \$3,000. This includes:

- Wagin on the Astrotourism Towns map;
- Website promotion of Wagin as an Astrotourism Towns destination (there are three website pages plus listings on the digital map);
- Promotion of the Astrotourism Towns network through Tourism WA, Australia's Golden Outback and the local domestic Astrotourism market (including astrophotographers and astro-enthusiasts);
- Advocacy with Government to continue to develop Astrotourism as a sector of the Tourism Industry (via Tourism WA, RDA Wheatbelt and Development Commissions);
- Astrotourism DL flyer to display/distribute from the Shire Office, CRC and any local places frequented by visitors;
- Capacity building for local community organisations and visitor service providers (regular communications include astronomy information, what to see in the night sky, Astrotourism etc). We are just adding schools to this communication list at the moment. This has great STEM benefits.
- Support for any interested local residents/businesses wanting to develop an Astrotourism experience for visitors;
- Night sky quality measurements (these are listed on the Wagin Astrophotography and Observing Site website pages);
- Support for lighting management and template Lighting Management Policy for the Shire Council to consider; and

- Advocacy for the reduction of artificial light pollution with organisations such as Western Power, WALGA's LED Streetlight Transition Working Group

It would be super to have another community event like we did. I know Peter at the time suggested he'd love to see a couple of events in Wagin. This is an extra cost. There are a range of optional add-ons that Council might like to consider. Some may be more appropriate than others. They are all listed in the [2020/21 Pricing Package](#).

I hope this helps answer the questions. Please let me know if I can provide anything else. Do you think that will help Council understand the main funding difference from the previous year?

Kind regards, Carol

Founder | CEO

0427 554 035

www.astrotourismwa.com.au



Hi Carol,

Hope all is going well for you.

I have been asked a couple of questions regarding the charges for this years opposed to what we paid last year.

Last year we were in a group – and paid quite a bit less than this year's cost, could you advise why there was a change please. This would probably be something that Peter Webster would be able to answer – but as he is not here, you are my next best option.

Thanks

Donna George

Community Liaison Officer

PO Box 200

Shire of Wagin

Phone (08) 98611177

Fax (08) 98611204



SERVICE LEVEL AGREEMENT

This agreement is made between:

Astrotourism WA Pty Ltd

and

Shire of Wagin

**Astrotourism Towns 2020/21
For the town of Wagin**

July 2020

Parties

Name: Shire of Wagin
Contact: Donna George
Phone: 9861 1177
Email: admin@wagin.wa.gov.au
Address: PO Box 200, Wagin WA 6315

Name: Astrotourism WA Pty Ltd
Contact: Carol Redford
Phone: 0427 554 035
Email: carol@astrotourismwa.com.au
Address: 372 Fynes Road, Gingin WA 6503

1 Purpose

The intention of the Service Level Agreement (SLA) is to detail the service arrangements between the parties covered by the SLA.

This SLA applies specifically to the Astrotourism Towns 2020/21 project that aims to:

- Build a stargazing trail through regional Western Australian communities;
- Grow jobs, build community capacity and develop Astrotourism products and services in regional WA;
- Facilitate the protection of WA's dark night sky; and
- Maintain a digital map of Astrotourism Towns that will welcome visitors for stargazing and astronomical activities.

2 Parties Covered by the Agreement

The parties covered by this agreement are Shire of Wagin and Astrotourism WA Pty Ltd (Astrotourism WA).

3 Scope of Services Covered by the Agreement

Astrotourism WA is responsible for:

- a) Management and implementation of the project for the town of Wagin;
- b) Engagement with stakeholders and local community members where required;
- c) Engagement with service providers where required;
- d) Identification and communication with providers of external expertise where required;
- e) Administration of the project; and
- f) Provision of items and services outlined in the SLA Action Table.

The Shire of Wagin is responsible for:

- a) Engagement with Astrotourism WA;
- b) Assistance with provision of appropriate stakeholders, feedback and information where required; and
- c) Assistance with the provision of items and services outlined in the SLA Action Table.

4 Mutual Understandings

- 4.1 The project encompasses a number of towns, shires, regions and sub-regions across regional Western Australia that aims to attract visitors for stargazing and astronomy related activities;
- 4.2 Project funds will be used exclusively on the project in accordance with the SLA's Budget and Action Tables.
- 4.3 The Shire of Wagin and Astrotourism WA acknowledge that they will hold appropriate insurance for the project including public liability and workers compensation as appropriate.

5 Operational Date

- 5.1 This SLA commences once signed by all parties; and
- 5.2 The agreement ceases upon completion of the agreed scope of works or on written agreement by both parties.

6 Budget and Actions Covered by the Agreement

Budget Table

Item of Expenditure	Budget (excl GST)	Source of Funds
Membership Astrotourism Towns 2020/21	\$3,000	Shire of Wagin
Customised Add-Ons		
Community Event*	\$2,000	
Community Event – Digital event poster*	\$150	
Community Event – Social media advertising*	\$200	
Community Event – Telescope prize*	\$272	
Community Event – STEM incursion*	\$350	
Astrophotography Exhibition Hire*	\$600	
Astrophotography Exhibition Workshop/Field Trip*	\$1,650	
Business/Product Development*	\$3,000	
Astrofest Sponsorship*	\$1,000	
Total budget		

* Please delete customised add-on budget lines in the above Budget Table and the below Action Table as required.

Action Table

Deliverables – Stargazing and Astronomy Sites	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Observing Site where visitors are welcome for stargazing activities and to use telescopes and binoculars.	Promotion of site on Astrotourism WA website and digital map.	Provision of site location and permissions to use.	Included with membership	Ongoing
Astrophotography Hot Spot where visitors are welcome for stargazing activities and to use cameras.	Promotion of site on Astrotourism WA website and digital map.	Provision of site location and permissions to use.	Included with membership	Ongoing
Deliverables – Community Engagement and Capacity Building	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Community Event – local community/town stargazing event to engage community members with the Astrotourism Towns project and build community capacity for product packaging and digital sales. It's encouraged to keep the event free for local community with ticket sales to out-of-town visitors.	Two Astronomy Guides, astronomy presentation, stargazing, telescope viewing, Q&A (2.5 hour event). Encourage and build local community capacity for product packaging and digital sales. Assist with planning, promotion, product packaging and online ticket sales.	Planning, promotion, product packaging, online ticket sales and use of local Observing Site or similar for stargazing. Use of local hall/meeting room for presentations.	\$2,000	2020/21
Community Event – Digital event poster.	Design and deliver digital event poster.	Approve design prior to use.	\$150	2020/21
Community Event – Social media advertising (via Astrotourism WA) for event.	Design and deliver social media advertisement.	Approve design prior to advertisement.	\$200	2020/21
Community Event – Telescope prize for a local competition.	Provide and deliver Sky-Watcher 130mm table top Dobsonian Telescope.		\$272	2020/21

<p>Community Event – Primary School Science, Technology, Engineering and Maths (STEM) incursion. This activity can enable the local school to capitalise on visiting Astronomy Guides who are providing the community event. It must be held on a school day afternoon prior to event held on the same day. Suitable for Primary School students grades 4-6. This activity could be funded through local school budgets if appropriate. The incursion leads to an after-class light audit of the town which is often the first step to become an internationally accredited dark sky place.</p>	<p>STEM incursion (2 hours) on light pollution, telescopes and astronomy. Provide after-class activity for students to conduct a light audit for the Astro tourism Town. All instructions supplied. Encourage students/teacher to present light audit to Shire Council at one of its meetings.</p>	<p>Assist with advice on best local contacts.</p>	<p>\$350</p>	<p>2020/21</p>
<p>Astrophotography Exhibition Hire – A high quality photographic exhibition featuring astro-images from the annual Astrofest Astrophotography Exhibition.</p>	<p>Provide exhibition images for 3 weeks duration. Delivery and return via courier. Promotion of exhibition via Astro tourism WA website, social media and email lists.</p>	<p>Receive exhibition via courier. Exhibition set up, coordination and promotion to local community. Pack down exhibition and pack ready for courier return.</p>	<p>\$600</p>	<p>2020/21</p>
<p>Astrophotography Exhibition Workshop/Field Trip. An Astrophotography for Beginners activity that coincides with the opening of the Astrofest Astrophotography Exhibition.</p>	<p>Exhibition opening/welcome presentation by Curator of the Astrofest Astrophotography Exhibition. Astrophotography for Beginners Workshop/Field Trip (3.5 hour hands-on and practical workshop at a chosen location).</p>	<p>Planning, promotion, product packaging, online ticket sales and use of local Astrophotography Hot Spot or similar for workshop/field trip. Use of local hall/meeting room for presentations if required.</p>	<p>\$1,650</p>	<p>2020/21</p>

Mentor local tourism industry on how best to assist visitors for stargazing and astronomical activities. Upskilling will empower Visitor Centre and/or Community Resource Centre staff, volunteers and other interested community members. They will be provided with introductory knowledge on the importance of dark night sky protection, what can be seen, where to access information and how to share this knowledge with others.	Liaise and foster enthusiasm. Communicate regularly.	Assist with advice on best local contacts.	Included with membership	Ongoing
Astronomy tourism focused television series (Star Tracks).	Support Beam Me Up Media to develop and seek external funding. Explore value added opportunities to create video snapshots and imagery for use in destination marketing tools.		Included with membership	2020/21
Deliverables – Enterprise and Product Development	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Business/Product Development – Build capacity and upskill identified local community member/s intending to or interested to develop an astronomy related tourism business or add an astronomy related service to an existing business. E.g. training on how to use a telescope and operate a casual stargazing activity to provide to visitors.	1 x training/workshop (3.5 hours) with follow up advice and support. Accompany identified community member/s to a meeting with appropriate external services for business and mentoring assistance.	Assist with identification of interested parties and advice on best local contacts.	\$3,000	2020/21
Support interested regional enterprise to develop stargazing, astronomy and/or Aboriginal Astronomy products and services.	Foster enthusiasm and connect interested parties to external services for business and mentoring assistance.	Assist with identification of interested parties and advice on best local contacts.	Included with membership	Ongoing

Tourism WA Astrotourism Market Research Workshop	Upon completion of the Tourism WA Astrotourism Market Research Study, convene a meeting of the Astrotourism Towns network to discuss findings, opportunities and future projects/plans for each community.	Participate in workshop.	Included with membership	2020/21
Aboriginal Astronomy Trail concept.	Investigate external funding opportunities for development and/or implementation.	Provide any feedback into the concept and advice on best local contacts.	Included with membership	2020/21
Deliverables – Promotion	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Astrofest Sponsorship – Astrofest is an annual free and family-friendly community event held at Curtin University since 2007. It's the largest astronomy festival in Australia attracting 4,000 to 5,000 visitors each year. Astrofest is to be held 5.30pm to 9.30pm, Saturday 20 th February 2021.	Promotion of Astrotourism Town at Astrofest via the large television screen situated in the stadium at the event. 2 x PowerPoint slides rotate during the event. International Centre for Radio Astronomy Research speaker visit.	Coordination and promotion of visiting ICRAR speaker to local community. Use of local hall/meeting room and digital projector for presentation.	\$1,000	2020/21
Digital Astrotourism Towns map with information on the towns, links to visitor services, what can be seen, where to look, stories of the night sky and how the local community is protecting the night sky from light pollution and why that is important.	Design, purchase, implementation and management.	Local distribution and promotion.	Included with membership	Ongoing
DL flyer for use in Visitor Centres in Astrotourism Towns.	Design, purchase and implementation.	Local distribution.	Included with membership	Ongoing
Build Tourism WA's awareness of Astrotourism and its potential to grow the regional Tourism Industry economy.	Liaise, collaborate and foster relationship.	Support with consistent messaging.	Included with membership	2020/21

Memberships with Australia's Coral Coast (ACC), Australia's Golden Outback (AGO), Western Australian Indigenous Tourism Operators Council, Forum Advocating Cultural and Eco-Tourism Inc, Geoparks WA Inc, Astronomy WA, International Dark-Sky Association, Australasian Dark Sky Alliance and various amateur astronomical and astrophotography societies and groups.	Maintain memberships, relationships, engagement and collaboration.		Included with membership	2020/21
Promotion of Astrotourism WA via ACC and AGO.	Design, purchase and implementation.	Support with consistent messaging.	Included with membership	January 2021
Electronic direct marketing to WA's local Astronomy and Astrophotography clubs and groups including any news and special events in towns of interest to the groups.	Design, purchase and implementation.		Included with membership	Ongoing
Electronic direct marketing to International Astronomy and Astrophotography clubs and groups.	Design, purchase and implementation.		Included with membership	Ongoing
Astrotourism WA digital map, website domain and hosting.	Design, purchase, implementation and management.		Included with membership	Ongoing
Deliverables – Night Sky Protection	Provided by Astrotourism WA	Provided by Local Government and/or other local organisations	Budget (ex GST)	Timeline
Lighting Management Policy for best practice light pollution reduction to enable the long-term opportunity to apply for International Dark-Sky Accreditation.	Review policy and update local planning decision makers with any changes. Assist with adoption.	Assist with feedback. Adopt into policy documentation, strategic planning and/or Town Planning.	Included with membership	2020/21
Implementation of best practice light pollution reduction.	Liaise with WA Local Government Association and power service providers to raise awareness and encourage implementation.	Assist with advice on best local contacts.	Included with membership	Ongoing

7 Management of the Agreement

The SLA will be reviewed on an as needs basis to ensure that it continues to properly guide the project.

8 Changes to the Agreement

Any changes to the service levels specified in the SLA will be subject to agreement by both parties. The exception to this will be changes resulting from issues beyond the control of either party. In these circumstances, both parties will still record the changes.

In the event that a change is requested, Astrotourism WA will coordinate meetings between the relevant management staff from both parties. Once agreement has been reached, Astrotourism WA will ensure that an addendum to the SLA is produced and tabled at a meeting between the parties.

9 Confidentiality

The Shire of Wagin and Astrotourism WA agree not to divulge any information that holds commercial sensitivity.

10 Dispute Resolution

Any conflicts arising through work undertaken under this SLA shall be resolved by negotiation between the Shire of Wagin and Astrotourism WA.

11 Principal Contacts

11.1 Shire of Wagin

Donna George

PO Box 200

Wagin WA 6315

Phone: 9861 1177

Email: admin@wagin.wa.gov.au

11.2 Astrotourism WA

Carol Redford

372 Fynes Road

Gingin WA 6503

Phone: 0427 554 035

Email: carol@astrotourismwa.com.au

12 Signatures and Date

Bill Atkinson
Acting Chief Executive Officer
Shire of Wagin

Signature

Date

Carol Redford
Founder
Astrotourism WA

Signature

Date

8.1.2. 20 MILE SHEEP HIGHWAY TOURISM AND PROMOTION PROJECT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	11 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.IN.1
ATTACHMENTS:	Nil

BRIEF SUMMARY

For the Committee to develop a concept and give direction to staff regarding the proposed 20 Mile Sheep Highway Tourism and Promotion Project

BACKGROUND/COMMENT

At the last Committee meeting, through a tourism ideas forum, it was resolved that the Committee's next project would be a 20 Mile Sheep Highway in line with the Tin Horse Highway.

The Committee now needs to come up with a concept and some direction to staff to commence the planning of this initiative.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

- **The Committee decided to put this project on hold to be considered at a later date.**

8.1.3. TOURISM AND PROMOTION BUDGET 2020/2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	11 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.IN.1
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Email – Carol Redford 2. Astrotourism WA Astrotourism Agreement

BRIEF SUMMARY

For the Committee to develop a Tourism Budget in line with the Council Budget allocation for 2020/2021

BACKGROUND/COMMENT

Council has allocated \$22,000 to Tourism and Promotion for the 2020/2021 financial year. This is an increase of \$7,000, which is the underspend from last year's allocation of \$15,000.

Setting an internal Tourism Budget will give the Committee and staff a clear direction for expenditure on tourism subscriptions, projects, promotions and other items.

I have started a Budget document below, I am requesting input and direction from the Committee to finalise the document.

As Council has already set a Tourism Budget allocation, this will not need to go back to Council for endorsement.

Tourism and Promotions Budget 2020/2021 - \$22,000		
Budget Item	Operating	Comment
<i>Subscription to Australia's Golden Outback</i>	270	
<i>Advertising With Australia's Golden Outback</i>	2,400	
<i>Other tourism Advertising</i>	1,000	
<i>Wait - Jen Trail Improvements</i>	1,000	
<i>Maintenance work on the Entry Statements</i>	2,500	50% to Come from the Townscape Budget
<i>WA Caravan and Camping Show</i>	2,000	
<i>Illumination of Bart the Ram</i>		
<i>Astrotourism Agreement</i>		
<i>New Tourism Brochures</i>		
<i>20 Mile Sheep Project</i>		
<i>Other Tourism Initiatives and Promotions</i>		
Total Budget 20/21	9,170	

Tourism and Promotions Budget 2020/2021 - \$22,000 – Updated		
Budget Item	Operating	Comment
Subscription to Australia's Golden Outback	270	
Advertising With Australia's Golden Outback	2,400	
Other tourism Advertising	730	
Wait - Jen Trail Improvements	600	
Maintenance work on the Entry Statements	2,500	50% to Come from the Townscape Budget
WA Caravan and Camping Show	2,000	
Illumination of Bart the Ram	3,000	
Tourism Video	6,000	
New Tourism Brochures	1,000	More funds to be expended 2021/22
Promotional Banners & Flags	1,500	
Other Tourism Initiatives and Promotions	2,000	
Total Budget 20/21	22,000	

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

9. LATE ITEM

9.1 WISE WINES – WAGIN GIN PROPOSAL PROGRAM 2020/2021

PROPONENT:	Wise Wines
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Community Liaison Officer
SENIOR OFFICER:	Deputy Chief Executive Officer
DATE OF REPORT:	14 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.IN.1
ATTACHMENTS:	<ul style="list-style-type: none">Email - Wise Wines

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr G K B West

Seconded Fiona Dawson

That the Committee recommend to Council that it supports the Wise Winery Wagin Gin proposal through staff time, participation and promotion of the proposed Wagin Gin.

Carried 6/0

BRIEF SUMMARY

For the Committee to recommend to Council that it supports the Wise Winery Wagin Gin proposal through staff time, participation and promotion of the proposed Wagin Gin.

BACKGROUND/COMMENT

Wise Wines aims to produce limited gin labels with a connection to WA towns with 'gin' in the town name – i.e. Wagin, Narrogin etc.

The proposal is to create a 10-15-minute TV miniseries, visiting each of these towns and producing limited release gin blends using extracts unique to that town/region.

Wise Wines are considering a 5-7-minute blurb on the history and uniqueness of the town, which is prevalent given the current opportunity to showcase all things WA – working in collaborations with Tourism WA. The Wise Wines distiller would then create a batch of the Wagin gin – live on air - on their portable still for all to try out. Wise Wines have requested that a local person be selected to give the short history talk about Wagin and the great reasons to come and visit us and the great things to see and do while here.

There will be 7 WA gins made in this project: Wagin, Dangin, Narrogin, Corrigin, Badgingarra, Elgin and Gingin.

Time frame: The operations Manager is keen to have the entire line of WA gins on the Market by the end of 2020. Suggestions toward the Wagin specific item in the gin have been:

- Duck Fat Washed gin (the manager has assured the author that this is a delicious option)
- Wagin Banksia

The duck fat option would enlarge the fame of the Wagin Duck, the Wagin banksia option may result in a philanthropic response from the owner to on support the protection of the species.

Staff see this as a great and unique opportunity to promote Wagin. Possible opportunities include incorporating the Wagin gin into the Long Table Dinner event, Woolorama, Council functions and general promotion of our town and Shire. The author and Councillor Hegarty, whilst traveling through the region, recently had an opportunity to attend the winery and meet the Head Distiller to discuss the project and sample some examples of their work and believe that the end result will be of a high quality.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

1.3 Increase tourism and promotion of town and heritage.

VOTING REQUIREMENTS

Simple

From: [nadine.dwyer](#)
To: [Donna George](#)
Subject: Wise wine gin
Date: Wednesday, 2 September 2020 9:17:11 AM

Hi Donna,

Great to speak to you yesterday.

I am sending this email on behalf of Wise Wines.

Our winery is located in the Margaret River region, and as well as producing wines, we also produce gin.

<https://wisewine.com.au/distillery/>



[DISTILLERY - Wise Wine Wise Margaret River Distillery](#)

DISTILLERY Introducing Margaret River's newest Distillery. We are just a little bit excited about our newest venture. Wise Wine is entering the fascinating world of spirits distilling with Margaret River's newest distillery.

wisewine.com.au

We aim to shortly produce limited gin labels with a connection to WA towns with 'gin' in the town's name, ie. Wagin. Our proposal is to create a 10-15min tv mini-series, visiting each of these towns and producing limited release gin blends using extracts unique to that town/region.

We are thinking a 5-7min blurb on the history and uniqueness of the town/region (prevalent, given the current opportunity to showcase all things WA - working in collaboration with Tourism WA), then production outdoors of the relevant gin being created using our portable still.

We are wondering if this is something the Shire of Wagin would support? It would be ideal if we could have a person of the town give a quick history/background/what is unique about Wagin, then we can film gin production.

We would also need to lock in a date suitable with yourselves to come over and film.

I will make contact again shortly once I have heard back from Greg Garnish (our Operations Manager) regarding a suitable time to meet next weekend (if still suitable to yourselves).

Many thanks and kind regards
Nadine



10. GENERAL BUSINESS

10.1 TOURISM VIDEO - FRANK CARROLL

The Committee, after discussion with video creator Frank Carroll, agreed to the following.

The original tourism video was a good starting point, however they would like to see changes and more footage added to the video, including a series of shorter videos concentrating on different aspects and themes of the town and Shire.

Some of the concepts discussed included:

- Heritage buildings in the CBD
- Significant and unique businesses in town – Unigrain, Cresswells etc
- Wagin identities promoting the town and Shire
- Wait-Jen Trail and other walk trails
- Historic old homes
- Woolorama that features more activities and people
- Background sounds and promotional discussions
- One main video and a couple of shorter ones with specific Wagin themes.

Mr Carroll advised that he would send out some questions and video content discussion points to the Committee to consider.

It was agreed that it was important for the Committee to give clear direction to Mr Carroll regarding the content. The Committee agreed to email ideas and their own videos to Mr Carroll to assist him in this project.

Staff would liaise with Mr Carrol regarding his fees to create the new videos.

11. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 8:27pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 15 September 2020

Signed:

.....

Chairperson

Date:

.....



10. ANNOUNCEMENTS BY THE PERSONS PRESIDING WITHOUT DISCUSSION



11. STATUS REPORT – AUGUST 2020

FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
28 April 2015	2702	CEO	Puntapin Rock Dam		That Council advise Water Corp that it is prepared to accept the responsibility and vesting of the Puntapin Dam and associated reserves and infrastructure.	Contacted June 2019, awaiting finalisation of the SW Native Title Settlement
24 Sept 2019	4111	DCEO/DG	Wetlands Playground Development	That the Wetlands Park Development Business Case / Project Brief be endorsed, and a quotation be sought to engage a Landscape Architect to develop a design plan	Advertisement period completed with minor feedback considered by the Townscape Committee and changes to plan effected where necessary.	In Progress
26 Nov 2019	4145	That Ecoscape be engaged to carry out the Wetlands Park Playground design		Plan now finalised.		
24 March 2020	4218	That the Wetlands Park Playground Concept Master Plan be endorsed, advertise the proposed Master Plan for public comment for a period of 21 days and staff to commence the process to secure grant funds for stages 1,2 & 3 of the project.		Work to commence once Budget has been adopted 2020/2021		



FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
24 Sept 2019	4123	CEO	Endorsement of Waste Local Law – 4WDL VROC Collaboration	That Council endorse commencing the process of introducing a Waste Local Law and that a collaborative approach between the 4WDL VROC Local Governments Taken with The Shire of Williams facilitating the process		Progressing
26 Nov 2019	4146	DCEO	Electronic Information Sign	That S-Tech LED Tech be appointed as the preferred supplier of the new Electronic Information sign – and invite them to conduct a presentation / demo at the next Townscape Enhancement Committee	Sign Management & Operation Policy to be developed & presented to next Finance & General Purpose Committee Meeting Meeting Scheduled 08/09/2020	New Comment: Policy to be adopted at September Council Meeting. Looking for further direction from Council to progress.
25 Feb 2020	4188	CEO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget	Entry Statements have been cleaned. Awaiting contractor to complete refurbishment	To be staged over the next few months
24 March 2020	4219	DCEO/DG	Giant Ram Appearance issues and maintenance	That maintenance work and painting of 'Bart' the Giant Ram be considered in the 2020 /2021 Council Budget	Staff obtaining quotes for the 20/21 budget. Quotes received and will be factored into the 20/21 budget.	New Comment: Contractor selected. Painting to take place in October
24 March 2020	4230	MOW	Gopher Friendly Footpaths	That the Manager of Works assess the current gopher crossings and present costings for the 2020/2021 budget.	Survey underway & Ramp sites marked	New Comment: As time permits.



FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
26 May 2020	4277	ACEO	Wagin Trotting Club – Illumination of Bart the Ram	Develop a proposal to illuminate Bart the Giant Ram. Research funding opportunities	Costs being obtained	
26 May 2020	4278	ACEO	Implementation of Proposed Annual Flowering Program and Enhancement of	Undertake program within the parameters of the current Townscape Program	Commenced and progressing	
28 July 2020	4344	ACEO/ DCEO/ CPO	Town Square Redevelopment Stages 1 & 2	<ol style="list-style-type: none"> 1. That the Wagin Town Square Development be comprised of Stage 1 being a portion of the area commencing north of the Library through to Tudhoe Street and from the western side of the toilet block through to Tudhoe Street and that Stage 2 be comprised of the remainder of the lot. 2. That Stage 1 of the development proceeded with. 3. That engineering advice be sought on the feasibility of accommodating the entry and egress of 19-metre-long vehicles through the area deemed to be Stage 2. 4. That the area to accommodate the proposed electronic display sign be relocated eastwards into the garden area provided for in Stage 1 (south west corner) with the objective of maintaining the same distance from Tudhoe Street as per the current approval from Main Roads WA. 5. That provision be made in Stage 1 to accommodate a future electric charging station. 	<p>Engineer engaged, awaiting report.</p> <p>New Comment: Refer to Agenda item in September Council Meeting agenda</p>	



25 August 2020	4363	ACEO	Contract – Waste Management	New Action: That Council 2. That contract documentation be prepared to govern the provisions Tender No 5 2017/18 – Provision of Refuse, Recycling, Green Waste Collection Services & Refuse Site Maintenance.	New Comment: In Progress	
25 August 2020	4364	ACEO	Lease of Lot 666 Brockman Road	New Action: That tenders be called for the lease of Lot 666 Brockman Road Wagin for a ten (10) year period and that costs associated with the process be met by the proponent should the proponent be the successful tenderer.	New Comment: Tenders called.	
25 August 2020	4366	ACEO	Review of Councillor Representation	New Action: That item 13.1.4 Review of Councillor Representation be laid on the table until Ordinary Meeting of Council on 27 October 2020.	New Comment: For inclusion in October Council Meeting Agenda.	
25 August 2020	4367	ACEO	Lease of portion of Lot 76 Ballagin Road	New Action: That tenders be called for the lease of portion of Lot 76 Ballagin Street, Wagin (known as the “Old Drive-In Theatre Kiosk and Ablution”) for a period of ten years.	New Comment: Tenders Called	
25 August 2020	4377	ACEO/EA	Recruitment of Chief Executive Officer	New Action: That John Phillips Consulting be engaged to assist Council with the selection process for a Chief Executive Officer.	New Comment: Meeting held with CEO Review Committee on Monday 14 September 2020	



25 August 2020	4378	ACEO	Defaulting Debtor	<p>New Action: 1. That the proposal submitted by Debtor Number 618 to pay all outstanding monies owing to the Shire within a 12 month period be accepted, subject to Debtor Number 618 consenting to a security interest being lodged against an item of unencumbered personal property (with a value equal to or greater than the amount outstanding).</p> <p>And</p> <p>2. That the normal monthly rental payments on the property he is leasing from the Shire resume immediately.</p> <p>3. If Debtor Number 618 is unable to agree to the abovementioned conditions or agrees but falls more than three months in arrears on current lease payments, that action be taken to terminate the lease of the premises he is leasing off the Shire, forthwith.</p>	<p>New Comment: Security Interest lodged.</p>	
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HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
26 Mar 2013	2129	CEO	Future Accommodation Requirements – Library/Gallery/Tourist information HACC	CEO to seek concept plans for alternative future venues.	Advice from Council sought Court House Building?	Refer #3776 Fin & Admin
20 Nov 2018	3928	DCEO	Wagin Sportsground and Recreation precinct development plan	That Council appoint CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation precinct planning project on the following basis: undertake stage 1 – needs assessment in 2018/2019 for \$24,200 plus on costs and subject to Council approval undertake stage 2 – feasibility study in accordance with quoted figure in 2019/20220	Sportsground & Recreation Precinct Masterplan report was presented to Final Community Meeting. Some changes were requested. Masterplan will be changed and presented to the August Council Meeting for endorsement.	Phase 1 in progress, and report to be presented to Council
26 March 2019	3973			That Council give approval for CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation Precinct Plan Stage 2 – Feasibility Study	Final Report to be adopted by Council at August Meeting	Phase 1 report completed, presentation to Council 27/06/2019. Phase 2 in progress
25 Feb 2020	4200			That Council Receive and Endorse the Sportsground & Recreation Precinct Masterplan feasibility study report, endorse masterplan option 5 and issue the report for further community comment.	New Comment: Final Masterplan adopted by Council and has been distributed to the Community. Staff will now engage a contractor to carry out site survey and report back to Council.	



HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
2 Sept 2019	4094	ACEO/CD	Wagin Vintage Caravan Museum (proposed)	That Council give in principle support to the establishment of the Wagin Vintage Caravan Museum and that Council support the use of the Exhibition shed in November 2019 to accommodate the display of vintage caravans at the same time as this years Albany Caravan Show	Exhibition Shed available other than when required by Woolarama. New Comment: Further direction to be determined.	
2 Sept 2019	4096	Town Planner	Land Tenure options for new telecommunications infrastructure (mobile phone base station)	That Council request the Land Division – DPLH to arrange transfer of Shire of Wagin’s interest in lot 331 to the State for re-vesting back into Crown Estate, with the majority of the balance of the portion of lot 331 as Crown reserve with a management order issued in favour of the Shire of Wagin for showground and recreational purposes, and to lease portion directly to Telstra to enable Telstra Corp to construct a new mobile phone base station on portion of lot 331 Ballagin Street in accordance with conditions of development approval 21 August 2018	Project delayed due to Telstra prioritising replacement of infrastructure damaged in Eastern States bushfires. Indication from Telstra (June 2020) that this is being progressed with expected completion in early 2021	Could be 2 years before tower is erected 2020. Some land tenure issues that need to be followed up.



HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
25 Feb 2020	4207	Exurban Rural & Regional Planning	Development Application– Existing Unauthorised Transport depot (retrospective) proposed second hand transportable staff accommodation building (ancillary accommodation) & new ablution building	That Council approve this development application subject to conditions	New Comment: Approved, applicant advised.	
24 March 2020	4246	CEO	Development Application – 20 Tavistock Street, Wagin / Container Deposit Scheme	That Council approve this development application subject to conditions		
28 April 2020	4267	Exurban Rural & Regional Planning	Road Closure & Land Acquisition Request / Lot 2 (170) Bolts Road, Wagin	1. That Council initiate the process required under the land administration Act and land regulations to permanently close the road to allow the road reserve to be acquired for amalgamation. 2. Advertise the road closure proposal for a minimum of 35 days, provide written notification of the proposal to adjoining and potentially affected land owners then assess all submission, prepare final report and recommendation to Council on whether to proceed with the proposal by written submission to the Department of Lands for consideration and final determination by the Minister for Lands.	Minister requested to grant approval	Advertising Completed



WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
27 Feb 2018	3456	MOW	Audit of Piesseville – Tarwonga Road from Thompson Road through to Dohle’s S Bend	That Council audit the potential hazard on these S – bends to determine whether the Camber on the bends is correct	Status Same	Engineer contacted .
24 Sept 2019	4109	MOW	Town Entrances	That Council investigate tidying the entrances to town by contacting Main Roads to carry out the tidy up of road verges.	New Comment: Application submitted to Main Roads WA	
24 March 2020	4228	MOW	Truck Parking Area – Collie Lake King Road	That Council design and cost a truck parking bay at lot 436 Collie Lake King Road.	New Comment: Action on hold.	Proposed to have this reviewed by Works & Services Committee
24 March 2020	4229	MOW	BP Crossover – Ranford Street	That the Manager of Works assess the Ranford Street crossover at BP and bring a proposal to Council.	Status Same	BP to carry out repairs to crossover.



WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
23 June 2020	4298		Traffic Islands- Ventnor Street	That budget provision of \$5,000 be made for traffic islands to be installed in Ventnor Street, between Tudhoe Street and Vernal Street. The profile of the proposed islands to be carried out by way of sandbagging during harvest to Main Roads specifications, to ascertain their probable impact, prior to them being installed.		
28 July 2020	4325	ACEO/EA	Water Bomber Infrastructure at Airfield	That the proposal to provide water bomber infrastructure at the Wagin Airfield be progressed and that a grant application for contributory funding through the Regional Airports Development Scheme be submitted.	Application submitted for RADs Funding Round 2021/23 by EA on 04/08/2020	
25 August 2020	4350	ACEO/MO W	Prosser Road Gate	New Action: That Council advertise the placement of a gate on Prossers Road at the entrance to Williams Location 13908, seeking any objections and adjoining landholders have opportunity to comment.	New Comment: Proposal advertised and adjoining landholders advised.	



25 August 2020	4352	MOW	Works and Services Committee Action Items	<p>New Action: 1. That Council;</p> <p>a) Trim the Trees on Tarbet Street nearest the fence and the dead tree be removed.</p> <p>b) Reduce the Tudhoe Street Nib in conjunction with the Town Square redevelopment.</p> <p>c) Remove and replace trees on Traverse Street outside the Mitchell Hall Hotel with appropriate species.</p> <p>d) Remove two (2) trees to the west on Ventnor Street between Tudhoe and Warwick Street, under the powerlines.</p> <p>e) Remove two (2) trees on verge of 28 Ballagin Street and replace with appropriate species.</p> <p>f) Remove tree on verge of 26 Umbra Street and replace with appropriate species.</p> <p>g) Remove tree and cut kerb at 4 Unit Street with any repairs to driveway be at the owners expense.</p> <p>2. That the parking area at the cemetery be defined by a horse sighter fence to extend north – south from the perimeter of where graves are located to the adjacent paddock, immediately west of the newly constructed shelter (and excluding the roadway) and west from the abovementioned fence, along the perimeter of where the graves are located up to the roadway on the west side (third entrance) of the cemetery, and;</p> <p>3. That compacted gravel be placed in the hollows around the limestone blocks on the western side of the shelter.</p>	<p>New Comment:</p> <p>1.</p> <p>a) Waiting for Contractor</p> <p>b) Nib removed as part of Town Square consideration</p> <p>c) Waiting for Contractor</p> <p>d) Waiting for Contractor</p> <p>e) Waiting for Contractor</p> <p>f) Waiting for Contractor</p> <p>g) Shire Staff</p> <p>2. As time permits</p> <p>3. Completed</p>	
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25 August 2020	4355	DCEO	Ticket Box	New Action: That Council approve a 2.5 metre x 2 metre brick ticket box be built with a covering 5 metre x 4 metre gable roof patio at the south western corner of the Sportsground entrance. The new ticket box and shelter will be fixed, however there will be provision to move part of the structure if required.	New Comment: Obtaining quotations in line with scope of works.	
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12. FINANCIAL REPORTS

12.1. FINANCIAL REPORTS – JULY 2020

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	26 August 2020
PREVIOUS REPORT(S):	4 August 2020
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Monthly Financial Report & Payments List

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopts the Financial Reports for the period ending 31 July 2020 as presented.

Carried 0/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That EFT Payments EFT9700 – EFT9801, EFT9805 – EFT9840 Cheque Payments 5355 – 5370 and Direct Debit Payments from the Municipal Account totalling \$613,147.57 and EFT Payments EFT9699, EFT9802 – EFT9804, EFT9841 Cheque Payments 2552 – 2558 from the Trust Account totalling \$1,043.30 for the month of July 2020 be endorsed and accepted for payment.

Carried 0/0

BRIEF SUMMARY

The financial statements and list of account payments are attached for Council to adopt.

BACKGROUND/COMMENT

The financial statements for July 2020 with corresponding list of account payments are attached for Council to adopt.

The Local Government (Financial Management) Regulations 1996 requires the Council is to be presented with a Statement of Financial Activity each month.



****Gentle Reminder – The Acting Chief Executive Officer has requested that Councillors with queries relating to the payments made please direct them to staff for a response prior to the Council meeting****

CONSULTATION/COMMUNICATION

Nil

STATUTORY/Legal IMPLICATIONS

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

SHIRE OF WAGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2020

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

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Note 9	Reserves
Note 10	Grants and Contributions
Note 11	Trust Fund

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JULY 2020**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Wagin for the 2020/21 year is \$20,000. A full listing and explanation of all items considered of material variance is disclosed in Note 2. The following selected items highlight significant income and expenditure for the 2020/21 financial year.

	% Completed	Annual Budget	YTD Actual
Capital Expenditure			
Buildings	0%	20,000	0
Plant & Equipment	0%	523,000	0
Furniture & Equipment	0%	173,837	405
Infrastructure - Roads	2%	1,122,464	24,553
Footpaths	0%	121,962	0
Infrastructure - Other	0%	670,250	227
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	15%	1,296,447	190,701
Non-operating Grants, Subsidies and Contributions	0%	919,823	0
Rates Levied	0%	2,380,726	0

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year 31 Jul 2019	Year to Date Actual 31 Jul 2020
Adjusted Net Current Assets	76%	\$ 1,136,779	\$ 862,300
Cash and Equivalent - Unrestricted	294%	\$ 319,988	\$ 941,102
Cash and Equivalent - Restricted	120%	\$ 1,380,038	\$ 1,656,310
Receivables - Rates	105%	\$ 47,215	\$ 49,529
Receivables - Other	23%	\$ 1,076,802	\$ 244,288
Payables	36%	\$ 317,133	\$ 113,806

** Note: Compares current ytd actuals to prior year actuals at the same time*

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 10 September 2020
Prepared by: Manager of Finance
Reviewed by: Deputy Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the Local Government Act 1995 and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

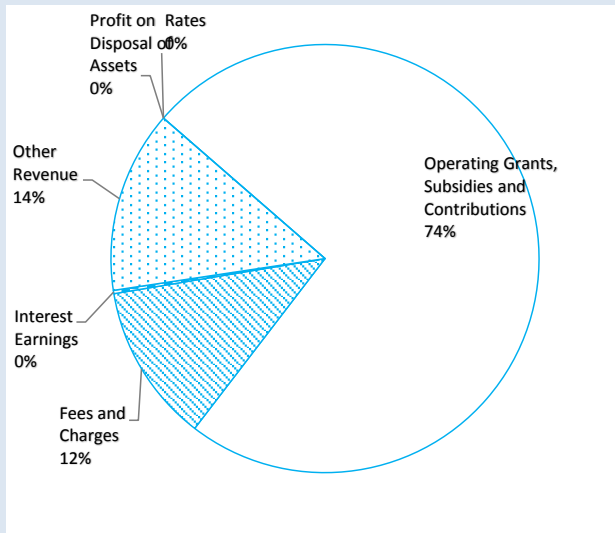
CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

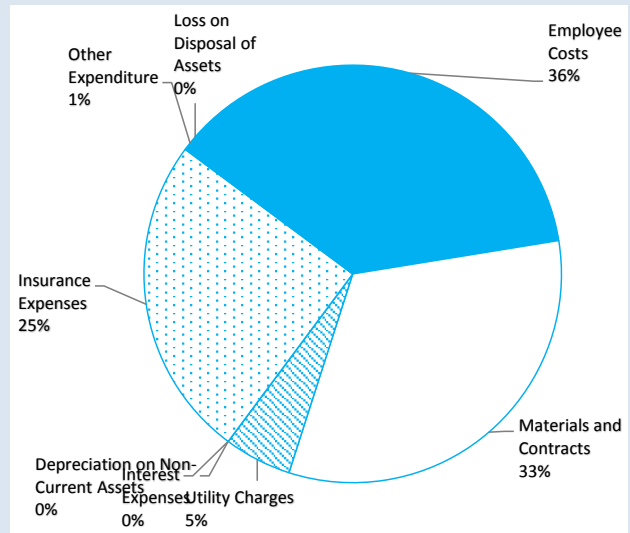
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

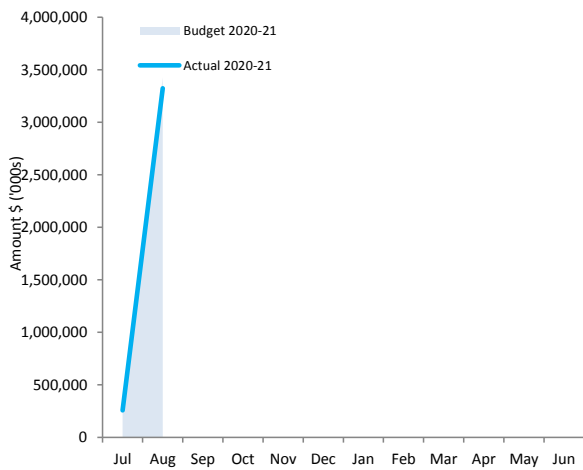
OPERATING REVENUE



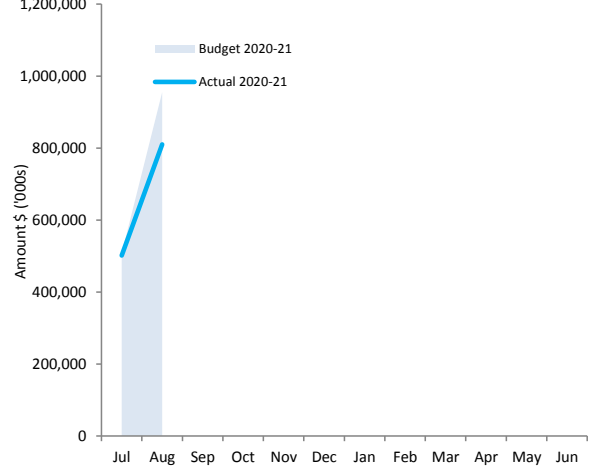
OPERATING EXPENSES



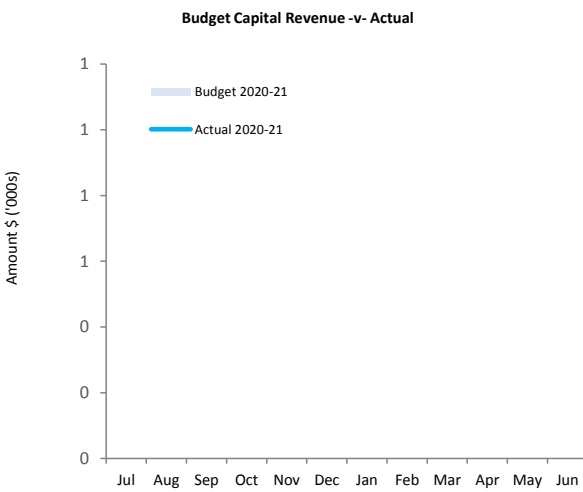
Budget Operating Revenues -v- Actual



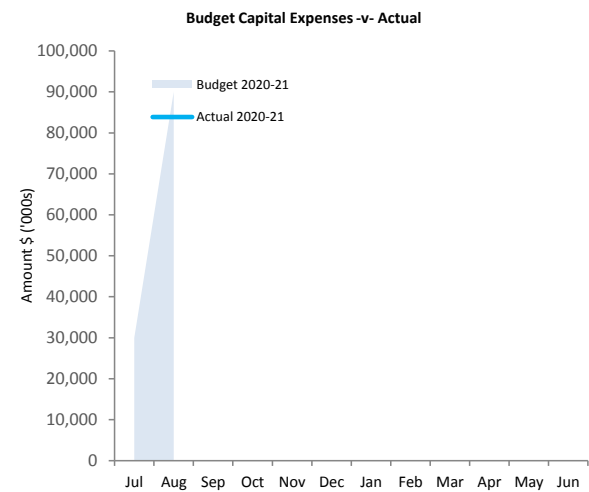
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2020**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH EDUCATION AND WELFARE	To provide an operational framework To provide services to disadvantaged persons, the elderly, children and youth.	Inspection of food outlets and their control, provision of Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
HOUSING	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
TRANSPORT ECONOMIC SERVICES	To provide safe, effective and To help promote the City and its economic wellbeing.	Construction and maintenance of roads, streets, footpaths, Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building Control.
OTHER PROPERTY AND SERVICES	To monitor and control City overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	
Opening Funding Surplus(Deficit)	1(b)	1,126,116	1,126,116	1,132,164	6,048	
Revenue from operating activities						
Governance		6,000	417	200	(217)	
General Purpose Funding - Rates	5	2,380,727	417	0	(417)	
General Purpose Funding - Other		899,685	7,191	4,346	(2,845)	
Law, Order and Public Safety		180,991	64,050	47,118	(16,932)	
Health		60,132	4,820	4,724	(96)	
Education and Welfare		404,715	32,831	42,150	9,319	
Community Amenities		364,325	4,500	10,294	5,794	
Recreation and Culture		95,113	2,249	3,043	794	
Transport		227,480	125,090	129,796	4,706	
Economic Services		226,700	18,891	10,175	(8,716)	
Other Property and Services		110,900	9,201	5,761	(3,440)	
		4,956,768	269,657	257,607		
Expenditure from operating activities						
Governance		(448,060)	(98,209)	(86,890)	11,319	
General Purpose Funding		(386,202)	(24,636)	(19,719)	4,917	
Law, Order and Public Safety		(298,841)	(42,699)	(51,248)	(8,549)	
Health		(244,376)	(16,197)	(13,690)	2,507	
Education and Welfare		(455,086)	(43,397)	(39,192)	4,205	
Community Amenities		(564,900)	(43,909)	(43,513)	396	
Recreation and Culture		(1,330,731)	(70,719)	(56,007)	14,712	
Transport		(2,677,076)	(93,964)	(106,987)	(13,023)	
Economic Services		(388,758)	(26,792)	(22,855)	3,937	
Other Property and Services		(354,213)	(47,040)	(61,394)	(14,355)	
		(7,148,243)	(507,560)	(501,495)		
Operating activities excluded from budget						
Add Back Depreciation		2,566,921	0	0	0	
Adjust (Profit)/Loss on Asset Disposal	6	(17,992)	0	0	0	
Adjust Provisions and Accruals		0	0	335	335	
Amount attributable to operating activities		357,454	(237,903)	(243,553)		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	919,823	0	0	0	
Proceeds from Disposal of Assets	6	195,000	0	0	0	
Capital Acquisitions	7	(2,631,513)	(30,000)	(25,186)	4,814	
Amount attributable to investing activities		(1,516,690)	(30,000)	(25,186)		
Financing Activities						
Self-Supporting Loan Principal		19,333	0	0	0	
Transfer from Reserves	9	267,278	0	0	0	
Repayment of Debentures	8	(67,403)	(1,128)	(1,128)	0	
Transfer to Reserves	9	(186,088)	0	0	0	
Amount attributable to financing activities		33,120	(1,128)	(1,128)		
Closing Funding Surplus(Deficit)	1(b)	0	857,086	862,300		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2019/20 financial year is \$20,000.

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2020**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	
Opening Funding Surplus (Deficit)	1(b)	1,126,116	1,126,116	1,132,164	6,048	
Revenue from operating activities						
Rates	5	2,380,726	417	0	(417)	
Operating Grants, Subsidies and Contributions	10	1,296,447	203,007	190,701	(12,306)	
Fees and Charges		778,680	32,555	30,806	(1,749)	
Interest Earnings		52,063	2,959	643	(2,316)	
Other Revenue		430,860	30,719	35,457	4,738	
Profit on Disposal of Assets	6	17,992	0	0	0	
		4,956,768	269,657	257,607		
Expenditure from operating activities						
Employee Costs		(2,533,808)	(199,565)	(180,810)	18,756	
Materials and Contracts		(1,281,814)	(159,585)	(162,982)	(3,397)	
Utility Charges		(372,039)	(13,220)	(26,244)	(13,024)	
Depreciation on Non-Current Assets		(2,566,921)	0	0	0	
Interest Expenses		(31,391)	(2,616)	0	2,616	
Insurance Expenses		(187,283)	(121,110)	(125,395)	(4,285)	
Other Expenditure		(174,987)	(11,464)	(6,064)	5,400	
Loss on Disposal of Assets	6	0	0	0		
		(7,148,243)	(507,560)	(501,494)		
Operating activities excluded from budget						
Add back Depreciation		2,566,921	0	0	0	
Adjust (Profit)/Loss on Asset Disposal	6	(17,992)	0	0	0	
Adjust Provisions and Accruals		0	0	335	335	
Amount attributable to operating activities		357,454	(237,903)	(243,552)		
Investing activities						
Non-operating grants, subsidies and contributions	10	919,823	0	0	0	
Proceeds from Disposal of Assets	6	195,000	0	0	0	
Capital acquisitions	7	(2,631,513)	(30,000)	(25,186)	4,814	
Amount attributable to investing activities		(1,516,690)	(30,000)	(25,185)		
Financing Activities						
Self-Supporting Loan Principal		19,333	0	0	0	
Transfer from Reserves	9	267,278	0	0	0	
Repayment of Debentures	8	(67,403)	(1,128)	(1,128)	0	
Transfer to Reserves	9	(186,088)	0	0	0	
Amount attributable to financing activities		33,120	(1,128)	(1,128)		
Closing Funding Surplus (Deficit)	1(b)	0	857,086	862,300		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave
(Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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

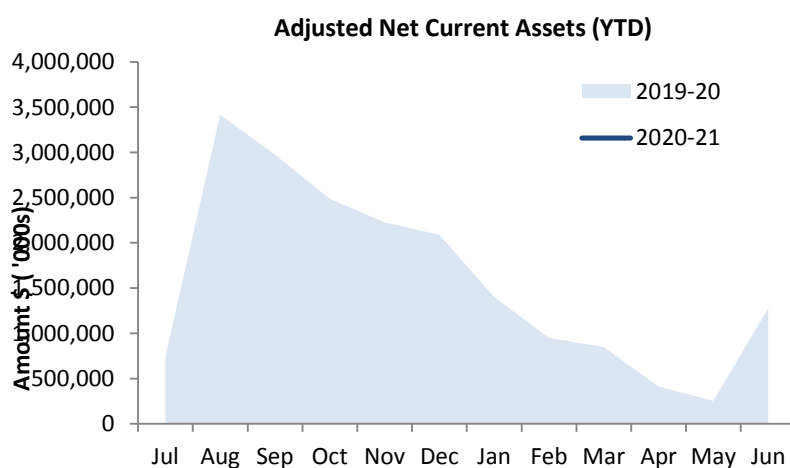
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 31 Jul 2019	Year to Date Actual 31 Jul 2020
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,246,490	319,988	941,102
Cash Restricted	3	1,680,778	1,380,038	1,656,310
Receivables - Rates	4	63,810	47,215	49,529
Receivables - Other	4	136,401	1,076,802	244,288
Loans receivable		19,333	18,758	19,333
Accrued Income / Expenses In Advance		29,241	0	9,253
Interest / ATO Receivable		0	0	0
Inventories		38,574	46,978	38,574
		3,214,627	2,889,779	2,958,389
Less: Current Liabilities				
Payables		(237,972)	(317,133)	(113,806)
Accrued Expenses / Income In Advance		(107,308)	0	(269,568)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(377,885)	(370,333)	(376,757)
		(760,237)	(724,537)	(797,203)
Unadjusted Net Current Assets		2,454,390	2,165,242	2,161,186
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,680,778)	(1,380,038)	(1,656,310)
Less: Loans receivable		(19,333)	(18,758)	(19,333)
Add: Provisions - Loans, Annual & Long Service Leave		377,885	370,334	376,757
Adjusted Net Current Assets		1,132,164	1,136,779	862,300

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$.86 M

Last Year YTD

Surplus(Deficit)

\$1.14 M

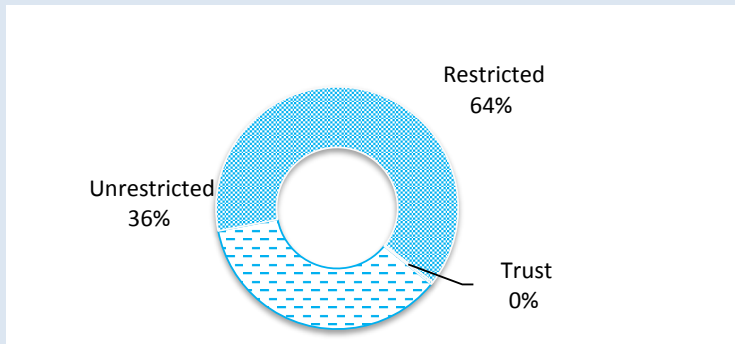
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	1,350			1,350	N/A	Nil	On Hand
At Call Deposits							
Municipal Fund	87,491			87,491	NAB	Nil	At Call
Overnight Cash Deposit Facility	827,118			827,118	Treasury	0.20%	At Call
Restricted Funds Account	25,143			25,143	NAB	Nil	At Call
Trust Fund			8,200	8,200	NAB	Nil	At Call
Term Deposits							
Municipal Investment - Term Deposit		1,656,310		1,656,310	NAB	0.40%	27-Aug-20
Total	941,102	1,656,310	8,200	2,605,612			

SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

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

Total Cash	Unrestricted
\$2.61 M	\$.94 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	31 July 2020
	\$	\$
Opening Arrears Previous Years	56,891	63,809
Levied this year	2,592,059	0
Less Collections to date	(2,585,141)	(14,281)
Equals Current Outstanding	63,809	49,528
Net Rates Collectable	63,809	49,528
% Collected	99.73%	0.00%

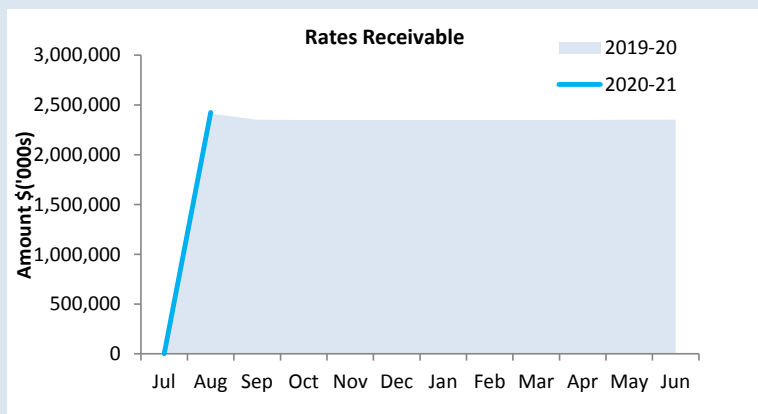
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	206,305	19,864	113	20,506	246,788
Percentage	84%	8%	0%	8%	
Balance per Trial Balance					
Sundry debtors					246,788
Loans receivable - clubs/institutions					19,333
Doubtful Debtors					(2,500)
Total Receivables General Outstanding					263,621
Amounts shown above include GST (where applicable)					

KEY INFORMATION

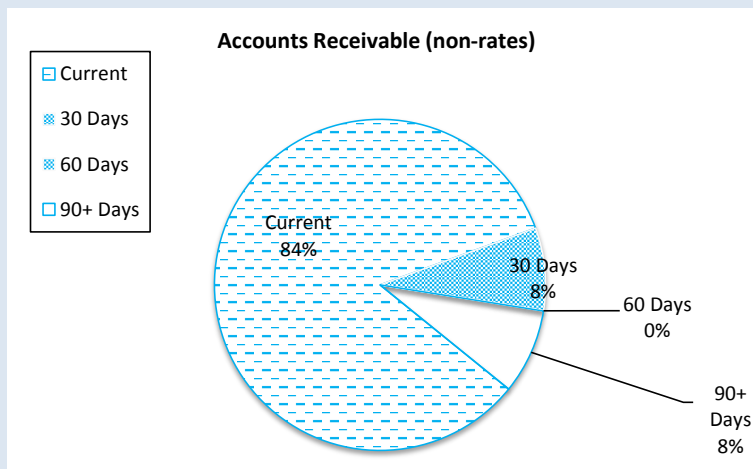
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
0%	\$49,528



Debtors Due
\$263,621
Over 30 Days
16%
Over 90 Days
8%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

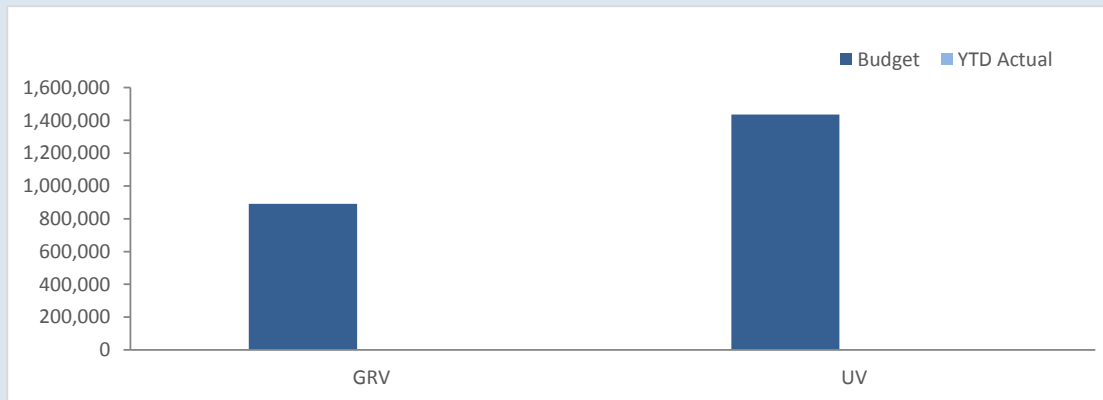
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.111450	746	7,969,475	888,174	2,000	1,000	891,174	0	0	0	0
UV	0.006820	304	210,173,000	1,432,960	2,000	0	1,434,960	0	0	0	0
	Minimum \$										
GRV	580	144	280,029	83,520	0	0	83,520	0	0	0	0
UV	580	77	3,270,037	44,660	0	0	44,660	0	0	0	0
Sub-Totals		1,271	221,692,541	2,449,314	4,000	1,000	2,454,314	0	0	0	0
Discount							(86,105)				0
Amount from General Rates							2,368,209				0
Ex-Gratia Rates							12,517				0
Total General Rates							2,380,726				0

SIGNIFICANT ACCOUNTING POLICIES

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
\$2.37 M	\$. M	0%

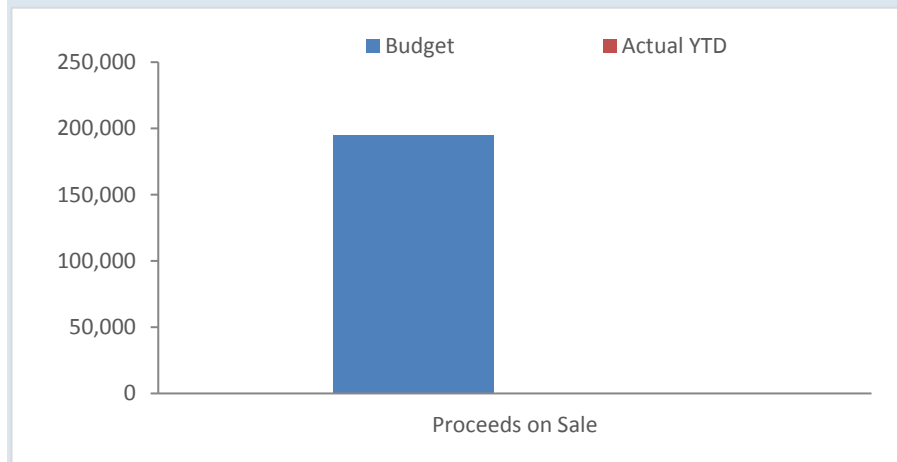
Category	Percentage
GRV	0%
UV	0%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P04	MOW Vehicle	20,055	30,000	9,945					
P10	Komatsu Grader	136,110	140,000	3,890					
P24	Toyota Hilux Workmate Ttop	6,806	7,500	694					
P25	Toyota Hilux Workmate Ttop Tipper	7,231	10,000	2,769					
P85	Toyota Hilux Workmate Ttop	6,806	7,500	694					
		177,008	195,000	17,992	0	0	0	0	0

KEY INFORMATION



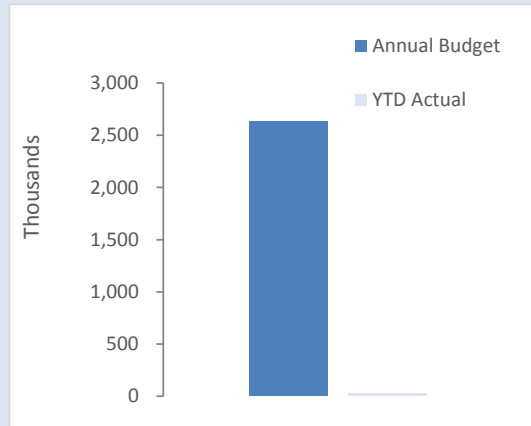
Proceeds on Sale		
Budget	YTD Actual	%
\$195,000	\$0	0%

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Buildings	(20,000)	0	0	0
Plant & Equipment	(523,000)	0	0	0
Furniture & Equipment	(173,837)	0	(405)	(405)
Infrastructure - Roads	(1,122,464)	(30,000)	(24,553)	5,447
Footpaths	(121,962)	0	0	0
Infrastructure - Other	(670,250)	0	(227)	(227)
Capital Expenditure Totals	(2,631,513)	(30,000)	(25,186)	4,814
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	919,823	0	0	0
Other (Disposals & C/Fwd)	195,000	0	0	0
Cash Backed Reserves				
Plant Replacement Reserve	28,000	0	0	0
Municipal Buildings Reserve	50,000	0	0	0
Recreation Development Reserve	30,000	0	0	0
Electronic Sign Reserve	66,272	0	0	0
Sportsground Precinct Redevelopment Reserve	70,000	0	0	0
Contribution - operations	1,272,418	30,000	25,186	(4,814)
Capital Funding Total	2,631,513	30,000	25,186	(4,814)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



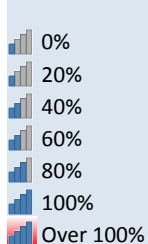
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.63 M	\$0.03 M	1%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.92 M	\$0 M	0%

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

	Account Number	Annual Budget	YTD Budget	YTD Actual	YTD Variance
Capital Expenditure					
Buildings					
▮	Solar Panels - Admin Office	E167744	(20,000)	0	0
			(20,000)	0	0
Plant & Equipment					
▮	MOW Vehicle (P04)	PE2101	(48,000)	0	0
▮	Komatsu Grader (P10)	PE2102	(390,000)	0	0
▮	Toyota Hilux Workmate Ttop (P24)	PE2103	(27,500)	0	0
▮	Toyota Hilux Workmate Ttop (P25)	PE2104	(30,000)	0	0
▮	Toyota Hilux Workmate Ttop (P85)	PE2105	(27,500)	0	0
			(523,000)	0	0
Furniture & Equipment					
▮	IT Upgrade Project	E167742	(20,000)	0	0
▮	CCTV Upgrade	E167110	(52,565)	0	(405)
▮	Electronic Advertising Sign	FE2101	(66,272)	0	0
▮	Community Centre - Park Furniture	FE2102	(30,000)	0	0
▮	Depot Hoist	E167763	(5,000)	0	0
			(173,837)	0	(405)
Infrastructure - Roads					
▮	Capital Works Program	E167103	(1,122,464)	(30,000)	(24,553)
			(1,122,464)	(30,000)	(24,553)
Footpaths					
▮	Footpath Program	E167124	(121,962)	0	0
			(121,962)	0	0
Infrastructure - Other					
▮	Cemetery Upgrade	E167191	(8,000)	0	0
▮	Community Centre/RSL Park Development	E167125	(20,000)	0	0
▮	Cricket Pitch - Replacement of Existing	IO2101	(15,000)	0	0
▮	Giant Ram Painting	IO2102	(25,000)	0	0
▮	Sportsground Precinct Redevelopment	IO2103	(70,000)	0	0
▮	Ticket Box - Sportsground Entrance	IO2104	(10,000)	0	0
▮	Town Centre Development	IO2105	(180,000)	0	0
▮	Wetlands Park Upgrade	IO2106	(217,250)	0	0
▮	Airport Development	E167782	(50,000)	0	(227)
▮	Street Lighting	IO2107	(15,000)	0	0
▮	Townscape	IO2108	(60,000)	0	0
			(670,250)	0	(227)
Capital Expenditure Total			(2,631,513)	(30,000)	(25,186)
					4,814

KEY INFORMATION

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

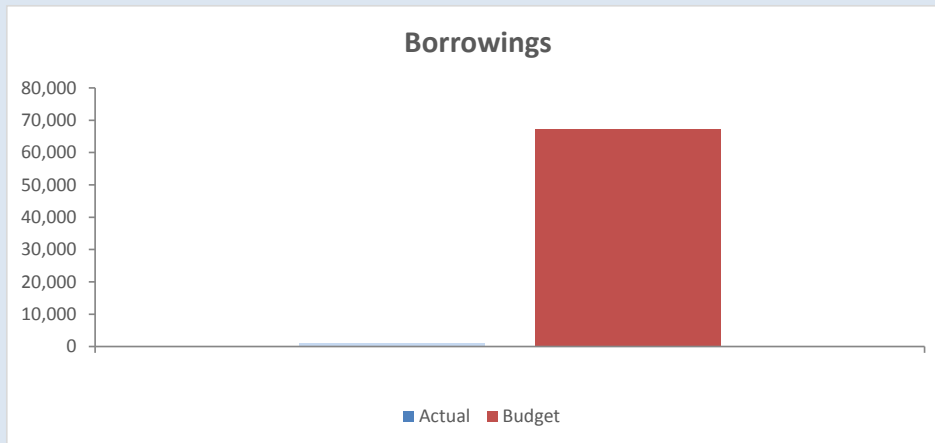
**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 131 - Recreation Centre Development	49,939	0	0	0	9,909	49,939	49,939	0	3,035
Loan 139 - Swimming Pool Redevelopment	214,622	0	0	0	13,322	214,622	214,622	0	10,715
Other Property and Services									
Loan 137 - Staff Housing	155,432	0	0	1,128	13,917	154,304	155,432	780	8,977
Loan 138 - Doctor Housing	76,891	0	0		10,922	76,891	76,891	0	4,653
	496,884	0	0	1,128	48,070	495,756	496,884	780	27,380
Self supporting loans									
Recreation and Culture									
Loan 141 - Wagin Ag Society (SSL)	136,749	0	0	0	19,333	136,749	136,749	0	4,011
	136,749	0	0	0	19,333	136,749	136,749	0	4,011
Total	633,633	0	0	1,128	67,403	632,505	633,633	780	31,391

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

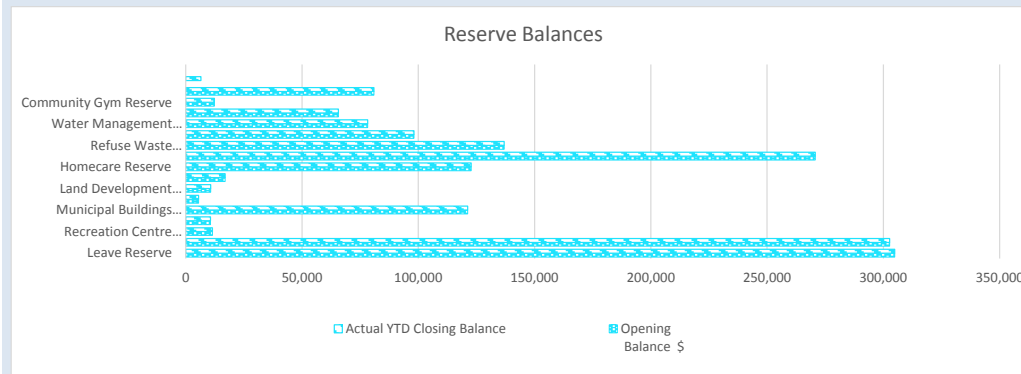


Principal Repayments	\$1,128
Interest Earned	\$643
Interest Expense	\$780
Reserves Bal	\$1.66 M
Loans Due	\$.63 M

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	304,895	3,049	0	0	0	0	0	307,944	304,895
Plant Replacement Reserve	302,669	3,027	0	0	0	(28,000)	0	277,696	302,669
Recreation Centre Equipment Reserve	11,479	115	0	1,800	0	(2,000)	0	11,394	11,479
Aerodrome Maintenance & Development Reserve	10,630	106	0	7,900	0	0	0	18,636	10,630
Municipal Buildings Reserve	121,264	1,213	0	0	0	(50,000)	0	72,477	121,264
Admin Centre Furniture, Equipment & IT Reserve	5,516	55	0	5,000	0	0	0	10,571	5,516
Land Development Reserve	10,709	107	0	0	0	0	0	10,816	10,709
Community Bus Reserve	16,974	170	0	0	0	0	0	17,144	16,974
Homecare Reserve	122,789	1,228	0	0	0	(9,206)	0	114,811	122,789
Recreation Development Reserve	270,680	2,707	0	60,000	0	(35,000)	0	298,387	270,680
Refuse Waste Management Reserve	136,947	1,369	0	19,825	0	0	0	158,141	136,947
Refuse Site Rehabilitation Reserve	98,142	981	0	20,000	0	0	0	119,123	98,142
Water Management Reserve	78,255	783	0	0	0	(5,000)	0	74,038	78,255
Electronic Sign Reserve	65,616	656	0	0	0	(66,272)	0	0	65,616
Community Gym Reserve	12,337	123	0	0	0	(1,800)	0	10,660	12,337
Sportsground Precinct Redevelopment Reserve	80,906	809	0	50,000	0	(70,000)	0	61,715	80,906
Emergency/Bushfire Control Reserve	6,500	65	0	0	0	0	0	6,565	6,500
Community Events Reserve	0	0	0	5,000	0	0	0	5,000	0
	1,656,310	16,563	0	169,525	0	(267,278)	0	1,575,120	1,656,310

KEY INFORMATION



Grants and Contributions

		Annual Budget	YTD Budget	YTD Actual	YTD Variance
Operating grants, subsidies and contributions					
General Purpose Funding					
Grants Commission - General	I032005	455,916	0	0	0
Grants Commission - Roads	I032010	219,016	0	0	0
Law, Order and Public Safety					
DFES Grant - Operating Bush Fire Brigade	I051010	56,550	0	22,287	22,287
DFES Grant - MAF Funding	I051070	55,250	55,250	0	(55,250)
DFES Grant - Operating SES	I051075	29,140	0	15,766	15,766
Education and Welfare					
HACC Recurrent Grant	I082010	317,000	26,417	31,308	4,891
Recreation and Culture					
Volunteering WA	I119030	1,000	0	0	0
Transport					
Direct Road Grants	I121005	121,340	121,340	121,340	0
Regional Airports Development Scheme (RADs)	I126015	30,000	0	0	0
Operating Contributions					
Contribution to New Cricket Pitch	I113025	5,000	0	0	0
Rec Centre Equipment Contributions	I113030	1,800	0	0	0
Contribution to Woolorama	I119015	1,000	0	0	0
Contribution - St Lighting	I121025	3,435	0	0	0
Operating grants, subsidies and contributions Total		1,296,447	203,007	190,701	(12,306)
Non-operating grants, subsidies and contributions					
Community Amenities					
Contributions to Cemetery Upgrade	I107025	8,000	0	0	0
Recreation and Culture					
Wetlands Park Playground Upgrade Contribution	I113040	33,200	0	0	0
Transport					
Road Project Grants	I121010	307,605	0	0	0
Roads To Recovery Grant	I121015	222,056	0	0	0
Main Roads Bridge 18/19 Funding	I121076	0	0	0	0
LRCIP Funding	I121076	348,962	0	0	0
Non-operating grants, subsidies and contributions Total		919,823	0	0	0
Grand Total		2,216,270	203,007	190,701	(12,306)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020**

**NOTE 11
OTHER FUNDS**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	TRUST ACCOUNT			Closing Balance 31 Jul 2020
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	0	8,200
	8,200	0	0	8,200

Description	CASH MAXIMISER ACCOUNT			Closing Balance 31 Jul 2020
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	800	400	0	1,200
Deposits - Community Bus	750	150	(150)	750
Deposits - Rec Ctr & EFP	3,155	300	(600)	2,855
Deposits - Animal Trap	100	0	(50)	50
BCITF	0	0	0	0
Deposit - Community Gym Key	2,760	330	(120)	2,970
Building Services Levy	185	123	(123)	185
Nomination Deposits	160	0	0	160
Pre-Paid Rates	0	0	0	0
Other Deposits	6,679	0	0	6,679
Unclaimed Monies	1,733	414	0	2,147
Transport Licensing	0	0	0	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	0	0	0	0
Trust Accounts Receivable	126	0	0	126
Cemetery Shelter Contributions	8,000	0	0	8,000
	24,468	1,718	(1,043)	25,142

SHIRE OF WAGIN
STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 31 JULY 2020

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
General Purpose Funding					
Rate Revenue					
I031005	GRV	Inc	888,174	0	0
I031010	GRV Minimums	Inc	83,520	0	0
I031015	UV	Inc	1,432,960	0	0
I031020	UV Minimums	Inc	44,660	0	0
I031025	GRV Interim Rates	Inc	2,000	167	0
I031030	UV Interim Rates	Inc	2,000	167	0
I031035	Back Rates	Inc	1,000	83	0
I031040	Ex-Gratia Rates (CBH)	Inc	12,517	0	0
I031045	Discount Allowed	Inc	(86,105)	0	0
I031050	Instalment Admin Charge	Inc	8,000	0	0
I031055	Account Enquiry Fee	Inc	2,500	208	660
I031060	(Rate Write Offs)	Inc	(5,000)	0	(1)
I031065	Penalty Interest	Inc	12,000	1,000	412
I031070	Emergency Services Levy	Inc	113,467	0	0
I031075	ESL Penalty Interest	Inc	700	58	21
I031080	Instalment Interest	Inc	3,500	292	0
I031090	Rate Legal Charges	Inc	10,000	833	0
			2,525,893	2,808	1,092
E031005	Valuation Expenses	Exp	(10,000)	(250)	(283)
E031010	Legal Costs/Expenses	Exp	(1,000)	(83)	0
E031015	Title Searches	Exp	(600)	(50)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(833)	(1,912)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(1,410)
E031030	Emergency Services Levy	Exp	(113,467)	0	0
E031040	Rate Refunds	Exp	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,810)	(2,810)	0
E031100	Administration Allocated	Exp	(91,322)	(7,610)	(7,610)
			(232,199)	(13,636)	(11,215)
Other General Purpose Funding					
I032005	Grants Commission General	Inc	455,916	0	0
I032010	Grants Commission Roads	Inc	219,016	0	0
I032020	Administration Rental	Inc	36,000	3,000	3,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	125	23
I032030	Reimbursements	Inc	100	8	0
I032035	SS Loans Interest & GFee Reimb.	Inc	4,924	0	0
I032040	Bank Interest	Inc	20,000	1,667	231
I032045	Reserves Interest	Inc	16,563	0	0
I032055	Commissions & Recoups	Inc	500	0	0
			754,519	4,800	3,254
E032005	Bank Fees and Charges	Exp	(12,000)	(1,000)	(341)
E032015	Interest on Loans	Exp	(31,391)	(2,616)	(780)
E032030	Audit Fees & Other Services	Exp	(22,000)	0	0
E032035	Administration Allocated	Exp	(88,612)	(7,384)	(7,384)
			(154,003)	(11,000)	(8,505)
Total General Purpose Income			3,280,412	7,608	4,346
Total General Purpose Expenditure			(386,202)	(24,636)	(19,719)
Governance					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Members of Council					
I041020	Other Income Relating to Members	Inc	1,000	0	0
			1,000	0	0
E041005	Sitting Fees	Exp	(18,000)	0	0
E041010	Training	Exp	(8,000)	(667)	0
E041015	Members Travelling	Exp	(1,000)	0	0
E041025	Election Expenses	Exp	0	0	0
E041030	Other Expenses	Exp	(5,000)	0	0
E041035	Conference Expenses	Exp	(10,475)	0	0
E041040	Presidents Allowance	Exp	(12,000)	0	0
E041045	Deputy Presidents Allowance	Exp	(3,000)	0	0
E041055	Refreshments and Receptions	Exp	(10,000)	(833)	(882)
E041060	Presentations	Exp	(2,500)	(208)	(674)
E041065	Insurance	Exp	(9,298)	(9,298)	(10,397)
E041070	Public Relations	Exp	(3,000)	(250)	(91)
E041075	Subscriptions	Exp	(32,000)	(32,000)	(24,000)
E041100	Administration Allocated	Exp	(106,833)	(8,903)	(8,903)
			(221,106)	(52,159)	(44,947)
Other Governance					
I042030	Profit on Sale of Asset	Inc	0	0	0
I042045	Admin Reimbursements	Inc	5,000	417	200
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			5,000	417	200
E042005	Administration Salaries	Exp	(679,782)	(56,649)	(43,094)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(75,307)	(6,276)	(5,338)
E042011	Loyalty Allowance	Exp	(5,400)	(450)	(400)
E042012	Housing Allowance Admin	Exp	(9,590)	(283)	(258)
E042015	Insurance	Exp	(21,996)	(10,998)	(10,998)
E042020	Staff Training	Exp	(14,000)	(1,167)	0
E042025	Removal Expenses	Exp	(8,000)	0	0
E042030	Printing & Stationery	Exp	(30,000)	(2,500)	(4,611)
E042035	Phone, Fax & Modem	Exp	(10,000)	(833)	(431)
E042040	Office Maintenance	Exp	(56,015)	(4,995)	(16,741)
E042045	Advertising	Exp	(8,000)	(667)	(1,451)
E042050	Office Equipment Maintenance	Exp	(3,000)	(250)	(217)
E042055	Postage & Freight	Exp	(4,000)	(333)	(217)
E042060	Vehicle Running Expenses	Exp	(8,000)	(667)	(1,269)
E042065	Legal Expenses	Exp	(3,000)	(250)	0
E042070	Garden Expenses	Exp	(10,000)	(834)	(1,728)
E042075	Conference & Training	Exp	(11,000)	(917)	0
E042080	Computer Support	Exp	(90,000)	(32,500)	(29,719)
E042085	Other Expenses	Exp	(1,500)	(125)	(291)
E042090	Administration Allocated	Exp	(226,954)	(18,913)	(18,913)
E042095	Fringe Benefits Tax	Exp	(15,000)	0	0
E042100	Staff Uniforms	Exp	(4,000)	(333)	(167)
E042115	Cash Round Off Control	Exp	0	0	4
E042120	Depreciation - Other Governance	Exp	(51,071)	0	0
E042125	Less Administration Allocated	Exp	1,129,161	94,098	94,098
E042155	Lease of Photocopier	Exp	(2,500)	(208)	(202)
E042160	CEO Recruitment	Exp	(8,000)	0	0
E042165	Paid Parental Leave	Exp	0	0	0
			(226,954)	(46,050)	(41,943)
Total Governance Income			6,000	417	200
Total Governance Expenditure			(448,060)	(98,209)	(86,890)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Law, Order & Public Safety					
Fire Prevention					
I051010	BFB Operating Grant	Inc	56,550	0	22,287
I051015	Sale of Fire Maps	Inc	300	25	0
I051025	Reimbursements	Inc	3,000	250	0
I051030	Bush Fire Infringements	Inc	1,500	0	0
I051035	ESL Admin Fee	Inc	4,000	0	0
I051070	Other Bushfire Grants Income	Inc	55,250	55,250	0
I051075	SES Operating Grant	Inc	29,140	0	15,766
			149,740	55,525	38,053
E051005	BFB Operation Expenditure	Exp	(56,550)	(25,628)	(22,287)
E051010	Communication Mtce	Exp	(3,000)	(1,350)	(1,093)
E051015	Advertising & Other Expenses	Exp	(2,000)	0	(15)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(166)	0
E051025	Town Block Burn Off	Exp	(5,000)	(416)	(748)
E051040	Other Bushfire Grants Expenditure	Exp	(55,250)	0	0
E051060	SES Operation Expenditure	Exp	(29,140)	(3,678)	(15,766)
E051100	Administration Allocated	Exp	(55,413)	(4,618)	(4,618)
E051190	Depreciation - Fire Prevention	Exp	(15,936)	0	0
			(224,289)	(35,856)	(44,527)
Animal Control					
I052005	Dog Fines and Fees	Inc	6,000	500	710
I052006	Cat Fines and Fees	Inc	300	25	0
I052010	Hire of Animal Traps	Inc	100	0	0
I052015	Dog Registration	Inc	7,500	0	209
I052016	Cat Registration	Inc	600	0	45
I052020	Reimbursements	Inc	500	0	0
			15,000	525	964
E052005	Ranger Salary	Exp	(13,000)	(1,084)	(846)
E052007	Ranger Telephone	Exp	(1,000)	(83)	(82)
E052010	Pound Maintenance	Exp	(1,045)	(128)	(373)
E052015	Dog Control Insurance	Exp	(231)	(231)	(115)
E052020	Legal Fees	Exp	(500)	(500)	(1,298)
E052025	Training & Conference	Exp	(1,500)	(125)	0
E052030	Ranger Services Other	Exp	(25,000)	(2,084)	(1,955)
E052035	Administration Allocated	Exp	(24,285)	(2,024)	(2,024)
E052190	Depreciation - Animal Control	Exp	(991)	0	0
			(67,552)	(6,259)	(6,693)
Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	0	0
I053040	Safer Wagin Income	Inc	16,201	8,000	8,101
I053055	Reimbursements	Inc	0	0	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			16,251	8,000	8,101
E053005	Abandoned Vehicles	Exp	(500)	(42)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(42)	(28)
E053045	CCTV & Security	Exp	0	0	0
E053055	Mosquito Control	Exp	(6,000)	(500)	0
			(7,000)	(584)	(28)
Total Law, Order & Public Safety Income			180,991	64,050	47,118
Total Law, Order & Public Safety Expenditure			(298,841)	(42,699)	(51,248)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Health					
Maternal & Infant Health					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(7,432)	(539)	(254)
			(7,432)	(539)	(254)
Preventative Services - Admin & Inspections					
I074005	Food Licences & Fees	Inc	800	0	30
I074015	Contrib. Regional Health Scheme	Inc	50,000	4,167	4,040
I074020	Reimbursements	Inc	0	0	0
			50,800	4,167	4,070
E074005	EHO Salary	Exp	(99,000)	(8,250)	(5,662)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(9,660)	(805)	(743)
E074015	Other Control Expenses	Exp	(8,000)	(1,499)	(1,575)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(591)	(501)
E074030	Conferences & Training	Exp	(3,000)	(250)	0
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(23,727)	(1,977)	(1,977)
E074190	Depreciation - Prevent Services	Exp	(7,784)	0	0
			(156,171)	(13,372)	(10,458)
Other Health					
I076010	Rent - Medical Centre-Dentist	Inc	4,332	361	328
I076015	Reimbursements - IPN Medical	Inc	1,000	0	0
I076020	Meeting Room Fees	Inc	3,500	292	325
I076040	Reimbursements - Dr Norris	Inc	500	0	0
			9,332	653	653
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(10,097)	(1,424)	(2,331)
E076025	Depreciation - Other Health	Exp	(21,511)	0	0
E076030	Doctors Vehicle Mtce	Exp	(2,000)	(362)	(417)
E076040	IPN Medical Services	Exp	(46,665)	0	0
			(80,273)	(1,786)	(2,748)
Health - Preventative Services					
E077010	Analytical Expenses	Exp	(500)	(500)	(232)
			(500)	(500)	(232)
Total Health Income			60,132	4,820	4,724
Total Health Expenditure			(244,376)	(16,197)	(13,690)
Education & Welfare					
Pre Schools					
I083035	Day Care Lease	Exp	8,472	706	963
I083036	Day Care Reimbursements	Exp	3,000	0	162
			11,472	706	1,125
E080010	Kindergarten Maintenance (Daycare)	Exp	(9,774)	(825)	(1,773)
E080190	Depreciation - Pre-Schools	Exp	(4,049)	0	0
			(13,823)	(825)	(1,773)
Other Education					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	0	0
			(2,600)	0	0
HACC Program					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	HACC Recurrent Grant	Inc	317,000	26,417	31,308
I082015	Meals on Wheels	Inc	10,000	833	123
I082020	HACC Fee for Service	Inc	58,000	4,833	5,723
I082030	Reimbursements	Inc	500	42	0
			385,500	32,125	37,154
E082010	Co-ordinator Salary	Exp	(62,000)	(5,167)	(4,024)
E082013	HACC Wages/Contract Liability	Exp	0	0	0
E082015	Home Mtce Salary	Exp	(28,000)	(2,333)	(1,441)
E082020	Respite Salaries	Exp	(500)	(42)	0
E082025	Home Help Salaries	Exp	(163,000)	(13,583)	(11,650)
E082030	Superannuation	Exp	(22,000)	(1,833)	(1,875)
E082035	Other Expenses	Exp	(3,000)	(250)	(28)
E082040	Travelling - Mileage	Exp	(26,000)	(2,167)	(1,952)
E082045	Staff Training	Exp	(1,000)	(83)	0
E082050	Staff Training Salaries	Exp	(2,000)	(167)	0
E082055	Subscriptions	Exp	(4,000)	(1,708)	(2,411)
E082060	Telephone & Postage	Exp	(2,500)	(208)	(199)
E082065	Advertising & Stationery	Exp	(500)	(42)	0
E082070	Insurance	Exp	(5,000)	(2,500)	(2,320)
E082075	Office Accommodation	Exp	(36,000)	(3,000)	(3,000)
E082080	Plant & Equipment Mtce	Exp	(9,000)	(1,630)	(2,171)
E082085	Consumable Supplies	Exp	(6,000)	(500)	(140)
E082090	Expenditure from Donations	Exp	(3,000)	(250)	(97)
E082100	Administration Allocated	Exp	(26,852)	(2,238)	(2,238)
E082110	Meals on Wheels Expenditure	Exp	(12,000)	(1,000)	0
E082120	Loss on Sale of Asset	Exp	0	0	0
E082130	Homecare COVID Funding Expenditure	Exp	0	0	0
E082190	Depreciation - HACC	Exp	(18,568)	0	0
			(430,920)	(38,701)	(33,546)
	Other Welfare				
I083010	Wagin Frail Aged Reimb	Inc	7,743	0	3,871
I083040	Other Welfare Income	Inc	0	0	0
			7,743	0	3,871
E083010	Wagin Frail Aged Exp	Exp	(7,743)	(3,872)	(3,871)
E083020	Comm. Aged Care Expenses	Exp	0	0	0
E083050	Other Welfare Exp	Exp	0	0	0
			(7,743)	(3,872)	(3,871)
	Total Education & Welfare Income		404,715	32,831	42,150
	Total Education & Welfare Expenditure		(455,086)	(43,397)	(39,192)
	Community Amenities				
	Sanitation - Household Refuse				
I101005	Domestic Collection	Inc	242,450	0	0
I102020	Refuse Site Fees	Inc	20,000	1,667	2,411
			262,450	1,667	2,411
E101005	Domestic Refuse Collection	Exp	(66,000)	(5,500)	(5,137)
E101010	Recycling Pick-Up	Exp	(72,000)	(6,000)	(5,175)
E101015	Refuse Site Mtce	Exp	(134,000)	(11,199)	(9,426)
E101025	Refuse Site Attendant	Exp	0	0	0
			(272,000)	(22,699)	(19,738)
	Sanitation - Other				
I102002	Commercial Collection Charges	Inc	63,375	0	0
I102005	Reimbursement Drummuster	Inc	4,000	0	0
I102010	Charges Bulk Rubbish	Inc	15,500	1,292	1,835

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			82,875	1,292	1,835
E102005	Commercial Collection	Exp	(13,000)	(1,083)	(1,266)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(1,292)	(1,869)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	0
E102190	Depreciation - Sanitation	Exp	(15,729)	0	0
			(49,229)	(2,375)	(3,135)
	Sewerage				
I104005	Septic Tank Fees	Inc	500	0	0
			500	0	0
E104005	Sewerage Treatment Plant	Exp	(500)	(95)	(16)
			(500)	(95)	(16)
	Regional Refuse Group				
E102007	Regional Refuse Group Expenses	Exp	0	0	0
			0	0	0
	Town Planning				
I106005	Planning Fees	Inc	2,500	208	2,062
			2,500	208	2,062
E106005	Town Planning Expenses	Exp	(30,000)	(2,500)	(2,157)
E106100	Administration Allocated	Exp	(30,151)	(2,513)	(2,513)
			(60,151)	(5,013)	(4,670)
	Other Community Amenities				
I107005	Cemetery Fees	Inc	12,000	1,000	3,987
I107010	Community Bus Income	Inc	4,000	333	0
I107025	Other Community Amenities Contributions	Inc	8,000	0	0
			24,000	1,333	3,987
E107005	Cemetery Mtce	Exp	(26,844)	(2,297)	(5,910)
E107010	Public Convenience Mtce	Exp	(61,609)	(5,343)	(3,781)
E107015	Community Bus Operating	Exp	(4,000)	(867)	(1,042)
E107100	Administration Allocated	Exp	(62,646)	(5,221)	(5,221)
E107190	Depreciation - Other Comm Amenities	Exp	(27,921)	0	0
			(183,020)	(13,727)	(15,954)
	Total Community Amenities Income		372,325	4,500	10,294
	Total Community Amenities Expenditure		(564,900)	(43,909)	(43,513)
	Recreation & Culture				
	Public Halls & Civic Centres				
I111005	Town Hall Hire	Inc	1,200	100	306
I111010	Reimbursements	Inc	100	0	0
I111015	Town Hall Lease -L Piesse	Inc	4,788	399	363
			6,088	499	669
E111005	Town Hall Mtce	Exp	(22,508)	(3,119)	(4,913)
E111010	Other Halls Mtce	Exp	(7,119)	(734)	(447)
E111190	Depreciation - Public Halls	Exp	(55,567)	0	0
			(85,194)	(3,853)	(5,360)
	Swimming Pool				
I112010	Swimming Pool Admission	Inc	35,000	0	0
I112015	Swimming Pool Miscellaneous Income	Inc	105	0	0
I112020	Reimbursements	Inc	600	0	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			35,705	0	0
E112005	Pool Staff Salary	Exp	(71,000)	0	(348)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(6,800)	0	(117)
E112015	Swimming Pool Maintenance	Exp	(116,855)	(9,942)	(6,219)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(1,000)	(629)
E112190	Depreciation - Swimming Pools	Exp	(183,948)	0	0
			(382,603)	(10,942)	(7,313)
	Other Recreation & Sport				
I113005	Sportsground Rental	Inc	7,820	0	0
I113015	Power Reimbursements	Inc	6,000	500	0
I113020	Recreation Centre Hire	Inc	10,000	833	218
I113025	Reimbursements Other	Inc	5,500	0	273
I113030	Rec Centre Equipment Contributions	Inc	1,800	0	0
I113035	Sporting Club Leases	Inc	50	0	0
I113040	Other Recreation & Sport Contributions	Inc	33,200	0	0
I113055	Eric Farrow Pavillion Hire	Inc	5,000	417	0
I113065	Community Gym Membership	Inc	7,500	0	1,883
			76,870	1,750	2,374
E113005	Sportsground Mtce	Exp	(106,716)	(6,579)	(4,289)
E113010	Sportsground Building Mtce	Exp	(19,837)	(4,324)	(4,863)
E113015	Wetlands Park Mtce	Exp	(56,449)	(4,100)	(1,893)
E113020	Parks & Gardens Mtce	Exp	(55,287)	(4,108)	(3,056)
E113025	Puntapin Rock Mtce	Exp	(2,303)	(215)	(372)
E113030	Recreation Centre Mtce	Exp	(59,362)	(8,306)	(8,930)
E113035	Rec Staff Salaries	Exp	(18,000)	(1,500)	(2,033)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(1,800)	(150)	(258)
E113045	Other Expenses	Exp	(1,200)	(100)	(278)
E113050	Norring Lake Mtce	Exp	(2,080)	(174)	(189)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,680)	(2,659)	(2,155)
E113070	Rec Centre Sports Equipment	Exp	(3,000)	(250)	0
E113095	Community Gym Expenditure	Exp	(9,300)	(733)	(264)
E113100	Administration Allocated	Exp	(100,969)	(8,414)	(8,414)
E113190	Depreciation - Other Rec & Sport	Exp	(234,569)	0	0
			(694,552)	(41,610)	(36,994)
	Library				
I115005	Lost Books	Inc	50	0	0
I115010	Reimbursements	Inc	100	0	0
			150	0	0
E115005	Library Staff Salaries	Exp	(49,500)	(4,125)	(2,859)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(7,368)	(632)	(691)
E115020	Library Other Expenses	Exp	(10,792)	(1,273)	(553)
E115190	Depreciation - Libraries	Exp	(1,381)	0	0
			(69,041)	(6,030)	(4,103)
	Other Culture				
I116035	Long Table Experience Income	Inc	0	0	0
I119015	Contribution to Woolorama	Inc	1,000	0	0
I119020	Reimbursements	Inc	7,500	0	0
I119030	Community Events Income	Inc	1,000	0	0
I119031	Other Culture Grant Funds	Inc	0	0	0
			9,500	0	0
E116005	Subsidy Woolorama Committee	Exp	(500)	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E116010	Woolorama Costs & Maintenance	Exp	(63,291)	(4,896)	(1,116)
E116015	Community Centre Mtce	Exp	(11,664)	(1,153)	(503)
E116020	Historical Village	Exp	(1,838)	(669)	(619)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(18,300)	(1,526)	0
E116046	Community Development Equipment Maintenance	Exp	(500)	(42)	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116190	Depreciation - Other Culture	Exp	(3,248)	0	0
			(99,341)	(8,285)	(2,238)
Total Recreation & Culture Income			128,313	2,249	3,043
Total Recreation & Culture Expenditure			(1,330,731)	(70,719)	(56,007)
Transport					
Streets Roads Bridges & Depot Construction					
I121005	Direct Road Grants	Inc	121,340	121,340	121,340
I121010	Road Project Grants	Inc	307,605	0	0
I121015	Roads to Recovery Grant	Inc	222,056	0	0
I121020	Reimbursements	Inc	1,000	0	0
I121025	Contribution - St Lighting	Inc	3,435	0	0
I121076	LRCIP Funding	Inc	348,962	0	0
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,004,398	121,340	121,340
Streets Roads Bridges & Depot Maintenance					
I122055	Diesel Fuel Rebate Income	Inc	45,000	3,750	4,442
			45,000	3,750	4,442
E122005	Road Maintenance	Exp	(120,000)	(9,999)	(11,573)
E122006	Maintenance Grading	Exp	(220,000)	(40,000)	(29,477)
E122007	Rural Tree Pruning	Exp	(95,000)	(7,918)	0
E122008	Rural Spraying	Exp	(12,000)	(1,000)	(5,609)
E122009	Town Site Spraying	Exp	(20,000)	(1,668)	(1,257)
E122010	Depot Mtce	Exp	(27,813)	(1,903)	(2,905)
E122011	Town Reserve & Verg Mtce	Exp	(3,000)	(249)	(154)
E122012	Bridge & Drainage Mtce	Exp	(27,500)	(2,293)	(909)
E122015	Rural Numbering	Exp	(100)	(100)	0
E122020	Footpath Mtce	Exp	(5,000)	(418)	(1,493)
E122025	Street Cleaning	Exp	(35,000)	(2,918)	(2,584)
E122030	Street Trees	Exp	(85,000)	(7,084)	(20,605)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(333)	(338)
E122045	Townscape	Exp	(20,000)	(1,695)	(11,810)
E122050	Crossovers	Exp	(500)	(42)	0
E122055	RoMan Data Collection	Exp	(6,500)	(6,500)	(6,300)
E122060	Street Lighting	Exp	(60,000)	(5,000)	(5,369)
E122090	Graffiti Removal	Exp	(100)	(100)	0
E122100	Administration Allocated	Exp	(47,387)	(3,949)	(3,949)
E122190	Depreciation - Roads	Exp	(1,843,670)	0	0
E147120	Storm Damage - Not Claimable	Exp	0	0	(179)
			(2,632,570)	(93,169)	(104,511)
Road Plant Purchases					
I122100	Profit on Sale of Asset	Inc	17,992	0	0
			17,992	0	0
E123010	Loss on Sale of Asset	Exp	0	0	0
			0	0	0
Aerodrome					
I126015	Aerodrome Reimbursements	Inc	30,000	0	0
I126020	Aerodrome Hangar Lease	Inc	8,713	0	4,014

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			38,713	0	4,014
E126005	Aerodrome Maintenance	Exp	(8,346)	(796)	(2,476)
E126190	Depreciation - Aerodromes	Exp	(36,160)	0	0
			(44,506)	(796)	(2,476)
	Total Transport Income		1,106,103	125,090	129,796
	Total Transport Expenditure		(2,677,076)	(93,964)	(106,987)
Economic Services					
Rural Services					
I131020	Landcare Reimbursements	Inc	75,700	6,308	5,817
			75,700	6,308	5,817
E131020	Landcare	Exp	(100,700)	(6,308)	(5,872)
E131030	Rural Towns Program	Exp	(18,000)	(1,540)	(1,123)
E131100	Administration Allocated	Exp	(14,823)	(1,235)	(1,235)
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(542)	(2,463)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(138,523)	(9,625)	(10,693)
Tourism & Area Promotion					
I132005	Caravan Park Fees	Inc	85,000	7,083	3,862
I132010	Reimbursements	Inc	1,000	83	13
I132015	RV Area Fees	Inc	10,000	833	153
I132035	Tourism Income	Inc	0	0	0
			96,000	7,999	4,028
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(30,000)	(2,708)	(1,896)
E132020	Caravan Park Mtce	Exp	(57,553)	(2,788)	(3,467)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,460)	0	0
E132035	RV Area Maintenance	Exp	(5,000)	(416)	(47)
E132040	Tourism Promotion & Subscripts	Exp	(22,000)	(1,834)	0
E132050	Administration Allocated	Exp	(58,042)	(4,837)	(4,837)
E132190	Depreciation - Tourism	Exp	(12,156)	0	0
			(193,211)	(12,583)	(10,247)
Building Control					
I133005	Building Licenses	Inc	5,000	417	225
			5,000	417	225
Other Economic Services					
I134005	Water Sales	Inc	50,000	4,167	106
			50,000	4,167	106
E134005	Water Supply - Standpipes	Exp	(55,000)	(4,584)	(1,914)
E134190	Depreciation - Other Economic Services	Exp	(2,024)	0	0
			(57,024)	(4,584)	(1,914)
	Total Economic Services Income		226,700	18,891	10,175
	Total Economic Services Expenditure		(388,758)	(26,792)	(22,855)
Other Property & Services					
Private Works					
I141005	Private Works Income	Inc	20,000	1,667	85
			20,000	1,667	85

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E141005	Private Works	Exp	(10,000)	(833)	0
E141100	Administration Allocated	Exp	(2,726)	(227)	(227)
			(12,726)	(1,060)	(227)
	Public Works Overheads				
I143020	Reimbursements	Inc	500	0	0
			500	0	0
E143005	Engineering Salaries	Exp	(98,510)	(8,209)	(5,942)
E143007	Engineering Administration Salaries	Exp	(46,000)	(3,833)	(3,923)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(16,500)	(500)	(462)
E143015	CEO's Salary Allocation	Exp	(57,005)	(4,750)	(4,385)
E143020	Engineering Superannuation	Exp	(98,599)	(8,217)	(7,080)
E143025	Engineering - Other Expenses	Exp	(5,000)	(417)	(450)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(5,000)	(3,599)
E143045	Insurance on Works	Exp	(32,141)	(16,071)	(16,170)
E143050	Protective Clothing	Exp	(8,000)	(667)	(841)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(83)	(15)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(584)	(712)
E143075	Telephone Expenses	Exp	(1,500)	(125)	(118)
E143080	Staff Licenses	Exp	(500)	(42)	(88)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(333)	(69)
E143090	Conferences & Courses	Exp	(1,500)	(125)	0
E143095	Staff Training	Exp	(16,000)	(1,334)	(933)
E143105	Administration Allocated	Exp	(1,016)	(85)	(85)
E143200	LESS PWOH ALLOCATED	Exp	575,271	47,940	35,770
			0	(2,435)	(9,103)
	Plant Operation Costs				
I144005	Sale of Scrap	Inc	1,500	125	0
I144010	Reimbursements	Inc	8,000	667	0
			9,500	792	0
E144010	Fuel & Oils	Exp	(140,000)	(11,666)	(14,502)
E144020	Tyres & Tubes	Exp	(20,000)	(1,667)	0
E144030	Parts & Repairs	Exp	(50,000)	(4,167)	(2,084)
E144040	Plant Repair - Wages	Exp	(40,000)	(3,333)	(1,061)
E144050	Insurance and Licences	Exp	(30,000)	(22,153)	(22,130)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(833)	(14)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(667)	(21)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(83)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	24,918	20,756
			0	(19,651)	(19,057)
	Salaries & Wages				
E146010	Gross Salaries, Allowances & Super	Exp	(2,350,000)	(195,833)	(184,345)
E146200	Less Sal , Allow, Super Allocated	Exp	2,350,000	195,834	174,528
			0	1	(9,817)
	Unclassified				
I147005	Commission - Vehicle Licensing	Inc	46,000	3,833	3,697
I147006	Commission - TransWA	Inc	500	42	19
I147035	Banking errors	Inc	0	0	0
I147050	Council Staff Housing Rental	Inc	20,280	1,690	1,720
I147065	Insurance Reimbursement	Inc	5,000	417	0
I147070	Council Housing Reimbursements	Inc	6,000	500	0
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	260	240
I147121	Reimbursement - Community Requests	Inc	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			80,900	6,742	5,676
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(500)	0
E147035	Banking Errors	Exp	0	0	0
E147050	Council Housing Maintenance	Exp	(70,446)	(5,904)	(8,610)
E147055	Consultants	Exp	(25,000)	0	0
E147070	4WD Resource Sharing Group	Exp	(1,000)	(83)	0
E147090	Building Maintenance	Exp	(8,000)	(1,000)	(629)
E147100	Administration Allocated	Exp	(167,403)	(13,950)	(13,950)
E147115	Occupational Health & Safety (OHS)	Exp	(1,500)	(125)	0
E147130	Depreciation - Unclassified	Exp	(30,638)	0	0
E147150	Community Requests Budget	Exp	(28,000)	(2,333)	0
E147151	Community Donations/Sponsorship	Exp	(3,500)	0	0
			(341,487)	(23,895)	(23,189)
	Total Other Property & Services Income		110,900	9,201	5,761
	Total Other Property & Services Expenditure		(354,213)	(47,040)	(61,394)
	Total Income		5,876,591	269,657	257,607
	Total Expenditure		(7,148,243)	(507,560)	(501,495)
	Net Deficit (Surplus)		(1,271,652)	(237,903)	(243,888)

**SHIRE OF WAGIN
STATEMENT OF PAYMENTS
FOR THE PERIOD ENDED 31 JULY 2020**

Cheque	Date	Name	Description	Amount
Municipal Account List of Payments				
EFT Payments				
EFT9699		See Trust Account List of Payments		
EFT9700	03/07/2020	AMPAC Debt Recovery	Commissions and Costs for the Month of June 2020	(857.25)
EFT9701	03/07/2020	Afgri Equipment Australia Pty Ltd	Oil Filter, 2x Boots, Flange Nut & Stud - John Deere Tractor (P20), Visor - Small Plant (P30)	(246.29)
EFT9702	03/07/2020	Aged & Community Services Australia	ACSA Membership Subscription 1/07/2020 - 30/06/2021	(522.50)
EFT9703	03/07/2020	Alexander Galt And Co Pty Ltd	Hardware Supplies	(1,815.70)
EFT9704	03/07/2020	Australia Day Council Of WA	Gold Membership Australia Day Council WA 2020/2021	(594.00)
EFT9705	03/07/2020	Beaurepaires	4x New Tyres - Bobcat (P39), 4x New Tyres - 6T Isuzu Truck (P16), 4x New Tyres - Toyota Hilux Ute (P50), 1x New Tyre - John Deere Tractor (P20), 2x New Tyres - Mower Trailer (P81)	(4,695.86)
EFT9706	03/07/2020	Benara Nurseries	12x Trays of Petunias - Townscape	(320.76)
EFT9707	03/07/2020	Best Office Systems	Photocopier Charges MP.C4504 20/05/2020 - 20/06/2020	(1,517.80)
EFT9708	03/07/2020	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 29.05.2020 - 27.06.2020	(65.12)
EFT9709	03/07/2020	Chubb Security Australia	Monitor Dialler - Medical Centre & Administration Office 01/07/2020 to 30/09/2020	(325.62)
EFT9710	03/07/2020	Corsign WA Pty Ltd	2x Keep Left Signs, 2x Galv Posts & 1x Unicorn Street Sign (Burgundy with Ram Symbol) including Brackets	(517.55)
EFT9711	03/07/2020	D Spencer & L Lucas	Use Cherry Picker to Re-Secure Banner to Pole - Arthur Road	(391.60)
EFT9712	03/07/2020	Dongolocking Plumbing And Gas	Repairs to Water Pipe - Admin Office	(319.00)
EFT9713	03/07/2020	Fire & Safety WA	Boots, Pants, Coats, Filters, Respirators, eFlare Kits, Rake, 20L Foam - Bushfire Brigade Supplies	(5,758.16)
EFT9714	03/07/2020	GA Franz	Repair Footpath in Front of Chemist	(490.00)
EFT9715	03/07/2020	Gas-it Pipe Contracting	Annual Generic Road Traffic Management Plans and Diagrams 2020/2021	(1,320.00)
EFT9716	03/07/2020	Great Southern Fuel Supply	Unleaded Fuel - Darkan HACC Vehicle (P86)	(35.64)
EFT9717	03/07/2020	Hancocks Home Hardware	2x Hammer Relief Valves - 32 Ballagin Street Residence	(46.50)
EFT9718	03/07/2020	IPN Medical Centre Pty Ltd	Retainer Fees for Management of Medical Services at Wagin General Practice 25/06/2020 - 26/09/2020	(12,832.88)
EFT9719	03/07/2020	IT Vision	SynergySoft & Universe Annual License Fees 1/07/2020 - 30/06/2021 for 8 users, End of Year Essentials - Tegan Hall	(31,631.60)
EFT9720	03/07/2020	Katanning Hardware	2x Basin Mixers - Dental Surgery	(139.98)
EFT9721	03/07/2020	Landgate - Midland	Consolidated Mining Tenement Roll, Rural UV's Chargeable 7/12/2019 - 28/02/2020, Gross Rental Valuations Chargeable 28/12/2019 - 21/02/2020	(461.51)
EFT9722	03/07/2020	Liberty Oil Australia Pty Ltd	5000L Diesel	(5,306.00)
EFT9723	03/07/2020	Marleys Diesel & Ag	5L Hand Cleaner & Pump for Hand Cleaner - Works Depot	(53.70)
EFT9724	03/07/2020	Midalia Steel Pty Ltd	1x Can Heritage Red Spray Paint - Caravan Park	(14.77)
EFT9725	03/07/2020	NNT Uniforms	Uniform Order - Tegan Hall	(57.44)
EFT9726	03/07/2020	Narrogin Nursery Cafe & Gallery	8x Volcanic Planter Bowls for Rec Entry, Ram Park Horseshoe & Office Entry, 8x Cement Troughs for Corner of Tudhoe & Tudor Streets including delivery	(7,120.00)
EFT9727	03/07/2020	Narrogin Packaging And Motorcycles	2x Cartons of Jumbo Rolls, 2x Cartons of Interleave Paper Towels - Public Conveniences	(283.40)
EFT9728	03/07/2020	Palace Hotel	1 x Carton Coopers Mid Ale, 1 x Carton of 5 Seeds - Meetings/Catering	(47.99)
EFT9729	03/07/2020	Peerless Jal Pty Ltd	8x 5L Activ SRA - Rec Centre & Caravan Park, 5L Graffiti Remover	(256.62)
EFT9730	03/07/2020	Ramm Software Pty Ltd	RAMM Annual Support & Maintenance Fee - 1/07/2020 - 30/06/2021	(6,929.96)
EFT9731	03/07/2020	Rustic Metal Works	Wagin Ram Sign - Loraine's Leaving Gift	(118.00)
EFT9732	03/07/2020	Sarah Kenning	Flu Needle Reimbursement	(19.95)
EFT9733	03/07/2020	Steve Taylor	Prepare for and Conduct Annual OSH Refresher Induction, including Alcohol Breath Test for Works and Admin Staff	(1,210.00)
EFT9734	03/07/2020	Toll Express	Delivery Charges	(274.84)
EFT9735	03/07/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 15/06/2020 & 23/06/2020	(1,028.50)
EFT9736	03/07/2020	WT & MR Becker	Supply 774m Gravel - Norring / Lime Lake Intersection	(1,021.68)
EFT9737	03/07/2020	Wagin Ag Solutions	18kg Gas - Forklift (P51)	(84.59)
EFT9738	03/07/2020	Wagin Earthmoving	Mulch Firebreak, Parkland Mulch & Clear Track - Treatment Numbers T4802, T4803 & T4796	(6,666.00)
EFT9739	03/07/2020	Wagin Mechanical Repairs	Oil Filter & 5L Oil - Mitsubishi Triton (P27)	(64.20)
EFT9740	03/07/2020	Wagin Panel & Paint	Repair Windscreen - Isuzu Crew Cab (P21)	(71.50)
EFT9741	03/07/2020	Wagin Plumbing	Re-seal Tap - Library, Repair Leak to Fire Main - Sportsground, Plumbing Works for Camp Kitchen - Caravan Park	(5,701.41)
EFT9742	03/07/2020	Wagin Window & Carpet Cleaning	Clean Carpets in Small Area - Eric Farrow Pavilion	(605.00)
EFT9743	03/07/2020	Whitecroft Nominees Pty Ltd	Installation of Drainage - Dongolocking & Robinson Roads	(4,349.00)
EFT9744	09/07/2020	Australian Services Union	Payroll deductions	(25.90)
EFT9745	09/07/2020	Shire Of Wagin Payroll Creditors	Payroll deductions	(120.00)
EFT9746	17/07/2020	A G Brookes Excavations	Remove Trees around Culvert on Nallian Road, Remove 2x Trees in Stewart Road, Remove Trees on Intersection of Norring & Lime Lake West Road	(2,200.00)
EFT9747	17/07/2020	AMPAC Debt Recovery	Debt Collection for Sundry Debtor, Commissions and Costs for the Month of July 2020	(1,681.30)
EFT9748	17/07/2020	Al Antz Electrical	Repairs to 3 External Lights - Rec Centre Auditorium	(737.48)
EFT9749	17/07/2020	Alchemy Technology	Annual SMS Maintenance and Support Renewal 2020/2021	(2,129.60)
EFT9750	17/07/2020	Alexander Galt And Co Pty Ltd	Hardware Supplies	(767.80)
EFT9751	17/07/2020	Australia Post	Postage - June 2020	(112.86)
EFT9752	17/07/2020	Australian Communications Authority	License Renewal for Land Mobile/Ambulatory System	(986.00)
EFT9753	17/07/2020	Australian Taxation Office	June 2020 BAS	(26,241.00)
EFT9754	17/07/2020	Bitutek Pty Ltd	2x 205Ltr Drums of Emulsion	(484.00)

EFT9755	17/07/2020 Brad Rowe Carpentry	Supply and Construct Storage Shed after Storm Damage - Wagin Cemetery	(4,400.00)
EFT9756	17/07/2020 Bryan Leslie Kilpatrick	Members Sitting Fees & Communication Allowance	(1,250.00)
EFT9757	17/07/2020 Central Country Zone Walga	Annual Subscription 2020/2021	(3,058.00)
EFT9758	17/07/2020 Command A Com	Maintenance Renewal Charges 5/08/2020 - 5/11/2020, Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service	(475.20)
EFT9759	17/07/2020 Corsign WA Pty Ltd	20x TD1 Brackets - Signage	(55.00)
EFT9760	17/07/2020 Cr Phillip Blight	Members Sitting Fees, Communication Allowance & Presidents Allowance	(4,625.00)
EFT9761	17/07/2020 Endura Paint Pty Ltd (Phoenix Paints)	2x 10L White Road Marking Paint, 2x 2kg Glass Beads - Traffic Nibs	(476.81)
EFT9762	17/07/2020 Environmental Health Australia (Western Australia) Inc	Environmental Health Australia - Full Membership 2020/2021 - Trevor Brandy	(350.00)
EFT9763	17/07/2020 Exurban	Town Planning Consulting Services - June 2020	(1,176.05)
EFT9764	17/07/2020 Freshway Cleaning Chemical Supplies	4x Vac Bags - Admin Office	(62.00)
EFT9765	17/07/2020 Great Southern Waste Disposal	Management of Facility & Refuse Collection - June 2020	(23,682.68)
EFT9766	17/07/2020 Gregory Robert Ball	Member Sitting Fees, Communication Allowance, Deputy Presidents Allowance & Travel Expenses	(1,602.60)
EFT9767	17/07/2020 Halanson Earthmoving	Repair Brown Dam	(1,463.00)
EFT9768	17/07/2020 Hall Electrical & Data Services	Rectify Problem with Exit Lights & Replace Broken Batten in Cool Room - Eric Farrow Pavilion, Saniclean Air Conditioners - 5 Arnott, 32 Ballagin & 5 Omdurman Street Residence, Service Ducted Air Conditioner - 14 Gordon Street Residence	(775.27)
EFT9769	17/07/2020 IGA X-press	Newspapers & Milk, Cartons of 2ply Jumbo Rolls - Public Conveniences	(217.25)
EFT9770	17/07/2020 John David Long	Repair Generator - Refuse Site	(350.00)
EFT9771	17/07/2020 Kayla Elizabeth Lloyd	Reimbursement for Uniform Order 2019/2020	(115.00)
EFT9772	17/07/2020 Komatsu Australia Pty Ltd	9x Ripper Teeth - Komatsu Grader (P10)	(377.59)
EFT9773	17/07/2020 Landgate - Midland	Mining Tenements Chargeable 03/06/2020 - 09/06/2020	(39.80)
EFT9774	17/07/2020 Liberty Oil Australia Pty Ltd	8000L Diesel	(8,628.80)
EFT9775	17/07/2020 Lunard Pty Ltd	30x Limestone Blocks (500 x 350 x 240 Bevelled), 20x Limestone Blocks (1m x 350 x 350), 30x Limestone Blocks (500 x 240 x 170)	(806.85)
EFT9776	17/07/2020 Lynette Ann Lucas	Members Sitting Fees & Communication Allowance	(1,125.00)
EFT9777	17/07/2020 Moore Stephens	Combined Financial Management Review and Audit Regulation 17 Review	(22,654.63)
EFT9778	17/07/2020 Narrogin Packaging And Motorcycles	2x Stainless Steel Jumbo Roll Holders - Puntapin Rock, 1x Stainless Steel Jumbo Roll Holder - Aerodrome	(285.00)
EFT9779	17/07/2020 Narrogin Technology Solutions	2x Brother HL-L5200DW Printers - EA & Records Officer	(698.00)
EFT9780	17/07/2020 Palace Hotel	1x Block of Greater Northern, 1x Block of Emu Export - Works Depot	(110.98)
EFT9781	17/07/2020 Quick Corporate	Stationery - July 2020	(719.85)
EFT9782	17/07/2020 R J Scardetta	Inspect Roof & Provide Report on Findings - Admin Office	(165.00)
EFT9783	17/07/2020 Ray Ford Signs	2400 x 1200mm Honour Board including Headings and Lines, Trail Signs - Wait Jen Trail Re-Development	(1,502.05)
EFT9784	17/07/2020 Sherryl Maree Chilcott	Members Sitting Fees & Communication Allowance	(687.50)
EFT9785	17/07/2020 Shire Of Wagin Trust Fund	Unclaimed Monies - Hedland Metals Pty Ltd & Oil Mallee Association, EFT Deposit 30/06/2020 not Banked until 1/07/2020	(564.48)
EFT9786	17/07/2020 Snap Printing	2000x Rate Notices	(530.90)
EFT9787	17/07/2020 The West Australian	1x Gardener/Town Person Advertisement for Narrogin Observer and Great Southern Herald Thursday 18 June 2020 Edition	(301.50)
EFT9788	17/07/2020 Toll Express	Delivery Charges	(103.95)
EFT9789	17/07/2020 WA Contract Ranger Services Pty Ltd	Ranger Services 29/06/2020 & 7/07/2020	(935.00)
EFT9790	17/07/2020 WA Reticulation Supplies	4x 90mm Saddles & Plugs - Reticulation	(87.88)
EFT9791	17/07/2020 Wagin Community Resource Centre	2020/2021 CRC Business Membership Renewal	(45.00)
EFT9792	17/07/2020 Wagin District Farmers Co-operative	Catering & Cleaning Supplies - July 2020	(305.84)
EFT9793	17/07/2020 Wagin Gas Electrics	Repairs to Lighting Tower - Sportsground Oval	(99.00)
EFT9794	17/07/2020 Wagin Meats	Pack of Kiwi Burgers - Works Depot Refreshments	(35.00)
EFT9795	17/07/2020 Wagin Mechanical Repairs	Service - Toyota RAV4 (P80)	(257.55)
EFT9796	17/07/2020 Wagin Motel	Painter Accommodation - Medical Centre / Dental Surgery Painting	(2,990.00)
EFT9797	17/07/2020 Wagin Mower Repairs	2x Spark Plugs, 2x Auger Cutter Blades, 1x Air Filter - Small Plant (P30)	(117.43)
EFT9798	17/07/2020 Wagin Pre-Mix Concrete	Construct Footpath - Cowcher Street, Tudor Street, Usil Lane, Trench Street Intersection, Wetlands Park	(45,375.00)
EFT9799	17/07/2020 Wagin Truck Centre	Fuel Filter, Oil Filter & Breather Filter - Isuzu Truck (P42), Oil Filter - Toro Mower (P43)	(139.50)
EFT9800	17/07/2020 Wallis Computer Solutions	Agreement Fusion - Admin Office - July 2020, NBN - Admin Office, Library & Rec Centre - July 2020, Microsoft365 ES for Callum	(546.48)
EFT9801	17/07/2020 Western Australia College Of Agriculture Narrogin	Ballantvne - Julv 2020 2020 Student Awards Sponsorship	(100.00)
EFT9802	See Trust Account List of Payments		
EFT9803	See Trust Account List of Payments		
EFT9804	See Trust Account List of Payments		
EFT9805	23/07/2020 Australian Services Union	Payroll deductions	(25.90)
EFT9806	23/07/2020 Shire Of Wagin Payroll Creditors	Payroll deductions	(120.00)
EFT9807	30/07/2020 AMPAC Debt Recovery	Commissions and Costs for the month of July 2020	(859.23)
EFT9808	30/07/2020 Acorn Trees & Stumps	Trim Trees Under Powerlines in Wagin Townsite & Remove Trees as Directed	(20,553.50)
EFT9809	30/07/2020 Alexander Galt And Co Pty Ltd	Hardware Supplies	(653.40)
EFT9810	30/07/2020 BKS Electrical Pty Ltd	Create Milestone Login & Account, Authorise New Cameras to Server - CCTV	(445.50)
EFT9811	30/07/2020 Beaurepaires	Battery - Toyota Hilux (P25), Battery - John Deere Mower (P22)	(207.64)
EFT9812	30/07/2020 Benara Nurseries	20x Trays Petunia & 10x Kangaroo Paws - Townscape	(586.30)

EFT9813	30/07/2020	Best Office Systems	Photocopier Charges MP.C4504 20/06/2020 - 20/07/2020, Replace Fuse on Ricoh MPC4504	(2,258.27)
EFT9814	30/07/2020	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 28.06.2020 - 28.07.2020	(67.29)
EFT9815	30/07/2020	Boya Equipment Pty Ltd	Boomless Nozzle, Cap & Pump - Rural Spraying	(494.40)
EFT9816	30/07/2020	Endura Paint Pty Ltd (Phoenix Paints)	4x 10L White Marking Paint - Aerodrome	(791.78)
EFT9817	30/07/2020	Express Print	1000x Tip Passes	(770.00)
EFT9818	30/07/2020	Fire & Safety WA	22x Gloves, 25x Goggles & 22x Filters - Bushfire Brigades	(2,258.30)
EFT9819	30/07/2020	Halanson Earthmoving	Push 3,000m Gravel - Robinson Road	(4,290.00)
EFT9820	30/07/2020	IT Vision User Group Inc	IT Vision User Group Subscription 2020/2021	(748.00)
EFT9821	30/07/2020	JR & A Hersey Pty Ltd	100x Guide Posts, 200x Delineators, Gloves, Safety Glasses, Sunscreen & Insect Repellent	(1,922.09)
EFT9822	30/07/2020	LGIS Insurance Broking	Transit (Marine Cargo) Insurance 2020/2021	(220.00)
EFT9823	30/07/2020	LGISWA	Bushfire Insurance 2020/2021, Councillors & Officers Liability Insurance 2020/2021, Workers Compensation Insurance 2020/2021 - First Instalment, Motor Vehicle Insurance 2020/2020 - First Instalment, Personal Accident Insurance 2020/2021, Travel Insurance 2020/2021, Cyber Liability Insurance 2020/2021, Public Liability Insurance 2020/2021 - First Instalment, Property Insurance 2020/2021 - First Instalment, Contributions Credit Note 2020/2021 - First Instalment	(129,091.32)
EFT9824	30/07/2020	Liberty Oil Australia Pty Ltd	5000L Diesel, 2000L Unleaded	(7,460.40)
EFT9825	30/07/2020	Local Health Authorities Analytical Committee	Analytical Services 2020/2021	(254.65)
EFT9826	30/07/2020	Midalia Steel Pty Ltd	8x Cleats - Works Depot, 2x Rio Bar - Road Maintenance	(49.70)
EFT9827	30/07/2020	Narrogin Packaging And Motorcycles	Urinal Pads - Public Conveniences	(45.00)
EFT9828	30/07/2020	Officeworks	Stationery - July 2020	(182.93)
EFT9829	30/07/2020	Palace Hotel	1x Carton 5 Seed Stubbies, 1x Block Export Cans, 1x Carlton Dry Stubbies, 1x Great Northern Stubbies, 1x Great Northern Cans, 1x Carton Coopers Mild Ale, 1x Carton Canadian Club & Dry Cans, 1x Bundaberg Rum 750ml Bottle, 1x 750ml Vodka, 1x 750ml Johnny Walker and Various White Wine - Meetings/Catering	(707.84)
EFT9830	30/07/2020	Public Transport Authority	TransWA Ticket Sales minus Agent Commission	(12.75)
EFT9831	30/07/2020	Ray Ford Signs	Supply and Fit Gold Lettering to the Councillor Honour Board	(17.60)
EFT9832	30/07/2020	Shenton Pumps	Repairs to Wave 300 Pool Cleaner - Swimming Pool	(495.00)
EFT9833	30/07/2020	Toll Express	Delivery Charges	(303.33)
EFT9834	30/07/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 9/07/2020, 13/07/2020, 16/07/2020 & 20/07/2020	(1,215.50)
EFT9835	30/07/2020	WA Tool and Trade Supply Co	2x Cans of Carby Cleaner, 3x Break Cleaner, 2x Loctite - Works Depot	(104.85)
EFT9836	30/07/2020	Wagin Community Resource Centre	2019/2020 Advertising in the Wagin Wool Press	(540.00)
EFT9837	30/07/2020	Wagin Gas Electrics	Test for Electrical Fault, Supply & Replace RCDs - Dental Surgery	(581.00)
EFT9838	30/07/2020	Wagin General Practice	Pre-Employment Medical - Sharon Mackenzie	(160.00)
EFT9839	30/07/2020	Wagin Mechanical Repairs	Diagnose & Repair Engine Mis-Fire - Mitsubishi Triton Ute (P27)	(245.00)
EFT9840	30/07/2020	Western Australian Local Government Association	WALGA Association Membership, Procurement Services, Councils Connect & Governance Service	(19,904.91)
EFT9841		See Trust Account List of Payments		
EFT Payments Total				(474,788.61)
Cheque Payments				
5355	03/07/2020	Origin	LPG Gas Facility Fee - Khedive Street Residence	(76.00)
5356	03/07/2020	Shire Of Wagin	Shire Petty Cash	(13.50)
5357	03/07/2020	Synergy	Electricity Usage	(5,910.59)
5358	03/07/2020	The Australian Institute Of Building Surveyors	2020/2021 Membership Renewal	(600.00)
5359	17/07/2020	Bronwyn Hegarty	Members Sitting Fees & Communication Allowance	(562.50)
5360	17/07/2020	David Ian Atkins	Members Sitting Fees & Communication Allowance	(562.50)
5361	17/07/2020	Elders Rural Services Australia Limited	2x Packs of Steel Pickets - Road Maintenance	(154.00)
5362	17/07/2020	Geoffrey Kenneth Benjamin West	Members Sitting Fees & Communication Allowance	(1,250.00)
5363	17/07/2020	Jason Paul Reed	Members Sitting Fees & Communication Allowance	(625.00)
5364	17/07/2020	Synergy	Electricity Usage	(7,819.98)
5365	17/07/2020	Telstra	Admin Office Phones, Faxes and Staff Mobiles - June 2020	(2,184.56)
5366	17/07/2020	Wade Joseph Longmuir	Members Sitting Fees & Communication Allowance	(562.50)
5367	17/07/2020	Water Corporation	Various Shire Water Bills May - July 2020	(1,521.37)
5368	30/07/2020	Synergy	Electricity Usage	(1,905.12)
5369	30/07/2020	Telstra	Phone Bill Ambulance Assoc Hut charges to 3 August 2020	(47.85)
5370	30/07/2020	Water Corporation	Various Shire Water Bills May - July 2020	(14,036.41)
				(37,831.88)
Direct Debit Payments				
DD3943.20	01/07/2020	Department Of Transport	Daily Licensing Takings 29/06/2020	(3,841.75)
DD3943.22	01/07/2020	National Australia Bank	Merchant Statement June 2020	(210.46)
DD3943.21	02/07/2020	Department Of Transport	Daily Licensing Takings 30/06/2020	(4,560.15)
DD4005.1	03/07/2020	Department Of Transport	Daily Licensing Takings 01/07/2020	(2,547.25)
DD4005.12	07/07/2020	Department Of Transport	Daily Licensing Takings 03/07/2020	(7,938.95)
DD4005.22	08/07/2020	Department Of Transport	Daily Licensing Takings 06/07/2020	(2,403.50)
DD3948.1	09/07/2020	Walgs	Payroll deductions	(5,081.84)
DD3948.10	09/07/2020	Australian Super Administration	Superannuation contributions	(528.03)
DD3948.11	09/07/2020	BT Panorama	Superannuation contributions	(135.50)
DD3948.12	09/07/2020	Hostplus	Superannuation contributions	(379.11)
DD3948.13	09/07/2020	Mlc Superannuation	Superannuation contributions	(314.09)
DD3948.14	09/07/2020	North Personal Superannuation	Superannuation contributions	(227.34)
DD3948.15	09/07/2020	MTAA Super	Superannuation contributions	(57.50)
DD3948.2	09/07/2020	Sunsuper	Superannuation contributions	(51.11)
DD3948.3	09/07/2020	CBUS Superannuation	Superannuation contributions	(188.71)
DD3948.4	09/07/2020	Prime Super	Superannuation contributions	(407.10)

DD3948.5	09/07/2020	Bt Super	Payroll deductions	(697.68)
DD3948.6	09/07/2020	Macquarie Super	Superannuation contributions	(211.29)
DD3948.7	09/07/2020	Oneanswer Personal Super	Superannuation contributions	(107.83)
DD3948.8	09/07/2020	Rest Administration	Superannuation contributions	(776.29)
DD3948.9	09/07/2020	Hesta Super Fund	Superannuation contributions	(237.66)
DD4005.24	09/07/2020	Department Of Transport	Daily Licensing Takings 07/07/2020	(2,680.15)
DD4005.25	10/07/2020	Department Of Transport	Daily Licensing Takings 08/07/2020	(2,091.25)
DD4005.26	13/07/2020	Department Of Transport	Daily Licensing Takings 09/07/2020	(2,589.35)
DD4005.27	14/07/2020	Department Of Transport	Daily Licensing Takings 10/07/2020	(1,906.10)
DD4005.28	15/07/2020	Department Of Transport	Daily Licensing Takings 13/07/2020	(6,729.15)
DD4005.29	16/07/2020	Department Of Transport	Daily Licensing Takings 14/07/2020	(2,720.75)
DD4005.2	17/07/2020	Aussie Broadband Pty Ltd	Broadband July 2020	(290.00)
DD4005.3	17/07/2020	Department Of Transport	Daily Licensing Takings 15/07/2020	(3,454.25)
DD4005.4	20/07/2020	Department Of Transport	Daily Licensing Takings 16/07/2020	(631.55)
DD4005.5	21/07/2020	Department Of Transport	Daily Licensing Takings 17/07/2020	(2,631.70)
DD4005.6	22/07/2020	Department Of Transport	Daily Licensing Takings 20/07/2020	(2,378.00)
DD4005.8	22/07/2020	National Australia Bank	Audit Certificate Fee	(70.00)
DD3965.1	23/07/2020	Walgs	Payroll deductions	(5,112.42)
DD3965.10	23/07/2020	Australian Super Administration	Superannuation contributions	(585.67)
DD3965.11	23/07/2020	BT Panorama	Superannuation contributions	(122.13)
DD3965.12	23/07/2020	Hostplus	Superannuation contributions	(390.64)
DD3965.13	23/07/2020	Mlc Superannuation	Superannuation contributions	(301.42)
DD3965.14	23/07/2020	North Personal Superannuation	Superannuation contributions	(227.34)
DD3965.15	23/07/2020	MTAA Super	Superannuation contributions	(57.50)
DD3965.2	23/07/2020	Sunsuper	Superannuation contributions	(52.29)
DD3965.3	23/07/2020	CBUS Superannuation	Superannuation contributions	(167.60)
DD3965.4	23/07/2020	Prime Super	Superannuation contributions	(407.10)
DD3965.5	23/07/2020	Bt Super	Payroll deductions	(697.68)
DD3965.6	23/07/2020	Macquarie Super	Superannuation contributions	(215.79)
DD3965.7	23/07/2020	Oneanswer Personal Super	Superannuation contributions	(116.71)
DD3965.8	23/07/2020	Rest Administration	Superannuation contributions	(829.43)
DD3965.9	23/07/2020	Hesta Super Fund	Superannuation contributions	(287.19)
DD4005.7	23/07/2020	Messages On Hold Australia Pty Ltd	Provision of Programming and Equipment 23/04/2020 - 22/07/2020	(239.09)
DD4005.9	23/07/2020	Department Of Transport	Daily Licensing Takings 21/07/2020	(1,126.20)
DD4005.10	24/07/2020	Western Australian Treasury Corporation	Loan Repayment 137 July 2020	(1,907.86)
DD4005.11	24/07/2020	Department Of Transport	Daily Licensing Takings 22/07/2020	(6,124.45)
DD4005.13	27/07/2020	Department Of Transport	Daily Licensing Takings 23/07/2020	(7,016.40)
DD4005.14	27/07/2020	Classic Finance Pty Ltd	Photocopier Lease Payment July 2020	(222.20)
DD4005.15	28/07/2020	Department Of Transport	Daily Licensing Takings 24/07/2020	(3,183.55)
DD4005.18	29/07/2020	Department Of Transport	Daily Licensing Takings 27/07/2020	(2,651.00)
DD4005.16	30/07/2020	Department Of Transport	Daily Licensing Takings 28/07/2020	(7,560.55)
DD4005.17	30/07/2020	National Australia Bank	NAB Connect Fee	(50.98)
DD4005.19	31/07/2020	National Australia Bank	Merchant Statement July 2020	(206.15)
DD4005.20	31/07/2020	Department Of Transport	Daily Licensing Takings 29/07/2020	(1,592.35)
Direct Debit Payments				(100,527.08)
Municipal Account List of Payments Total				(613,147.57)
Trust Account List of Payments				
EFT Payments				
EFT9699	2/07/2020	Tauri Kiho	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9802	17/07/2020	Alison (Bubsie) McWha	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9803	17/07/2020	Janet Evans	COMMUNITY BUS BOND REFUND	(150.00)
EFT9804	17/07/2020	John Robert Thompson	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9841	30/07/2020	Prachaya Artpasa	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT Payments Total				(270.00)
Cheque Payments				
2552	2/07/2020	CBH Group	VENUE HIRE BOND REFUND	(300.00)
2553	17/07/2020	Shire Of Wagin	VENUE HIRE BOND REFUND	(300.00)
2554	17/07/2020	Stephen Van Schalkwyk	ANIMAL TRAP BOND REFUND	(50.00)
2557	31/07/2020	Building And Energy	App # 99845 Ganesh Penfold	(113.30)
2558	31/07/2020	Shire Of Wagin	App # 99845 Ganesh Penfold	(10.00)
Cheque Payments Total				(773.30)
Trust Account List of Payments Total				(1,043.30)
Credit Card List of Payments				
Acting Chief Executive Officer - Bill Atkinson				
Credit Card	10/07/2020	Landgate	Management Copy of Res20595 Aerial Landing Ground	(26.70)
Credit Card	13/07/2020	Bridge Roadhouse	CEO Fuel	(61.79)
Credit Card	22/07/2020	Bridge Roadhouse	CEO Fuel	(63.02)
Credit Card	27/07/2020	Bridge Roadhouse	CEO Fuel	(66.22)
Credit Card	28/07/2020	NAB	Card Fee	(9.00)
Acting Chief Executive Officer - Bill Atkinson Total				(226.73)
Deputy Chief Executive Officer - Brian Roderick				
Credit Card	8/07/2020	Vennage	12 Month Subscription	(696.59)
Credit Card	22/07/2020	Online Workwear	Corporate Polo Shirts	(370.40)
Credit Card	27/07/2020	Ellerslie Spa	C Painter Farewell Gift	(80.00)
Credit Card	28/07/2020	NAB	Card Fee	(9.00)
Deputy Chief Executive Officer - Brian Roderick Total				(1,155.99)
Manager of Works - Allen Hicks				
Credit Card	25/06/2020	Revolution Industrial	Fuel Meter for Diesel Bowser	(309.00)
Credit Card	29/06/2020	Main Roads	Class 1 RAV Oversize Permit 3 for Works Trucks	(150.00)
Credit Card	1/07/2020	Shire of Wagin	Staff Licence - J Praetz	(44.05)
Credit Card	3/07/2020	Shire of Wagin	Staff Licence - A Hicks	(44.05)
Credit Card	17/07/2020	Stove Connection	Stove Knobs for Town Hall Oven	(59.00)
Credit Card	22/07/2020	Online Workwear	Protective Clothing	(151.00)

Credit Card	22/07/2020	Workwear Hub	Boots	(129.95)
Credit Card	28/07/2020	NAB	Card Fee	(9.00)
Manager of Works - Allen Hicks Total				(896.05)
Manager of Finance - Tegan Hall				
Credit Card	13/07/2020	Apple Online	iPad for Works Department	(689.00)
Credit Card	28/07/2020	NAB	Card Fee	(9.00)
Manager of Finance - Tegan Hall Total				(698.00)
Credit Card List of Payments Total				(2,976.77)



13. REPORTS TO COUNCIL

13.1 ACTING CHIEF EXECUTIVE OFFICER

13.1.1 ACTING CHIEF EXECUTIVE OFFICER REPORT – AUGUST/SEPTEMBER 2020

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	14 September 2020
PREVIOUS REPORT(S):	14 August 2020
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Acting Chief Executive Officer report for August/September 2020

Carried 0/0

BRIEF SUMMARY

BACKGROUND/COMMENT

1. PUNTAPIN DAM DISCUSSION

Mr Mick Irving, Stakeholder Manager for the Great Southern Region of the Water Corporation visited Wagin on the 9th September 2020. The CEO and the Manager of Works and Services took the opportunity to discuss the future of the Puntapin Dam and its continuing role in providing a supplementary water supply to the Shire of Wagin, to water its parks and gardens. Currently, each year the Shire draws water from this source at a reduced rate per kilolitre.

There have been some previous discussions about the possibility of Puntapin Dam being transferred to the Shire of Wagin, however this seems to be tied in with the South West Native Title Settlement Agreement which has still to be concluded.

At present, there is concern about the bank on the inlet to the dam having been severely eroded. The CEO and Manager of Works and Services have previously discussed on site, with Water Corporation personnel, what remedial action should be taken. It is believed that the eroded bank could be mended by filling it with ballast, overlaying it with geo textile and concreting over the top. There is confidence that the Shire could complete this work for about



\$40,000. Other issues that need to be addressed to maximise the potential runoff to the dam include the reinstatement of some broken concrete channelling on the Puntapin Rock itself and the mending of the inlet channel to the dam (which has a hole in it) resulting in the runoff water being diverted into an adjoining paddock and dam.

The Water Corporation complies with the engineering standards set out by the Australian National Committee on Large Dams (ANCOL) which takes a conservative approach to ensuring that a “best practice” approach is taken to repairing and maintaining dams to an optimum standard (bearing in mind that the focus of the Water Corporation is on providing potable water rather than non-potable water). The Water Corporation has not undertaken detailed planning or costings, however based on previous experience, conceptual cost estimates could be expected to be a few hundred thousand dollars for full remediation. This type of expenditure on what is essentially a redundant asset needs to be carefully considered by the Water Corporation and alternative solutions given due consideration with the Shire of Wagin and the Department of Water.

The dilemma is that if the dam cannot be repaired within a reasonable time, then erosion of the bank will be exacerbated, possibly to the point of no return. This would be a travesty in this environment of decreasing rainfall and the efforts of the Water Corporation itself, initiating actions and encouraging behavioural changes to make communities “Waterwise”.

The Water Corporation and the Shire need to work together to determine suitable interim and long-term solutions with respect to this matter. The Water Corporation has been asked to consider assisting in funding interim works to ensure the Shire has access to water this summer and to mitigate further damage to Puntapin Dam.

The Water Corporation has committed to respond to the Shires concerns in the coming weeks.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



13.1.2. BETTY TERRY COMMUNITY THEATRE – TRANSFER TO SHIRE OF WAGIN

PROPONENT:	Mrs K Kellow – Executor for the Estate of Francis Lintorn-Terry
OWNER:	Estate of F Lintorn-Terry
LOCATION/ADDRESS:	Lot 200, 6 Trent Street Wagin WA 6315
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	01 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A123
ATTACHMENTS:	<ul style="list-style-type: none">• Letter from Proponent• Discussion Points – Cinema Group 3rd July 2020• Correspondence (email) to Proponent 28th July 2020

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That Council accept the gift of the Betty Terry Community Theatre building as offered with the following conditions:
 - The \$8000 being the balance owed for the projector is paid to the estate of the late Francis Lintorn-Terry;
 - The Shire rates on the property for the 2020/21 financial year be waived;
 - That all conditions outlined and agreed to in the discussion points recorded at the meeting held on the 3rd July 2020 being adhered to;
 - That the ownership of the building be transferred to the Shire of Wagin.
2. That the Shire organise a separate water service to the cinema.
3. That the Shire place a plaque on the Cinema building to acknowledge the contribution of Mr and Mrs Frank Lintorn-Terry in bringing movies to Wagin and in establishing the *Betty Terry Community Theatre*.
4. That the Shire payout the \$5000 provided by Ms Pia Lambert to *Betty Terry Community Theatre Inc* loan for the projector equipment and to raise a debtors invoice to the group for \$13,000 (being the payout of the \$5000 loan referred to and the residual \$8000 amount owing to the estate of the late Francis Lintorn-Terry for the projector.
5. That settlement of the property proceeds forthwith.

Carried 0/0

BRIEF SUMMARY

The recommendations draw together the outcomes of discussions between Ms Kathleen Kellow the Executor of the Estate, of Francis Lintorn-Terry , members of the Betty Terry Community Theatre Inc and the Shire, with respect to the Shire taking ownership of the *Betty Terry Community Theatre*.

BACKGROUND/COMMENT

The supporting attachments to which all parties agree, provide for the Shire accepting the gifting of the Betty Terry Community Theatre, subject to agreed conditions.

The premise for the Shire to take ownership of the building is to help ensure that the Cinema which is a regional entertainment icon will continue operating. As far as possible there is to be a clear separation between the ownership and maintenance of the building (the Shire) and the operation of the cinema and responsibility for all furniture, equipment, appliances etc (The *Betty Terry Community Theatre Inc*).

The projector at the cinema was purchased by way of loans by Mr Francis Lintorn-Terry (current amount outstanding \$8000) and Ms Pia Lambert (\$5000). The Shire has been requested to payout the loans and to raise a debtor's invoice in favour of the *Betty Terry Community Theatre Inc* which proposes to repay the Shire in instalments once the cinema is operational again. The combined amount of \$13000 has not been budgeted for and will require a resolution of Council authorising this expenditure.

CONSULTATION/COMMUNICATION

- Ms Kathleen Kellow
- Members of the *Betty Terry Community Theatre Inc*

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 - s 6.8(1) (b) – *Expenditure from municipal fund not included in annual budget.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

\$13000 unbudgeted expenditure for the projector equipment (which will be repaid over time) Settlement costs, insurance, water connection and building maintenance costs should be accommodated within existing budget parameters.

STRATEGIC IMPLICATIONS

The cinema draws patrons from a wide geographical area and adds to the social and economic buoyancy of Wagin.

VOTING REQUIREMENTS

Absolute Majority.

SHIRE OF WAGIN

19 AUG 2020

11th August, 2020

Shire of Wagin
Tudhoe Street
Wagin WA 6315

Officer		Comment
Action Required	✓	CEO
Information Only		
Actioned		
Scanned		

Dear Shire of Wagin,

After discussion with the family of the late Mr Francis Lintorn-Terry, we would like to gift the property being the Betty Terry Community Theatre to the Shire of Wagin with the below conditions.

1. The \$8,000-00 being the balance owed for the projector is paid to the Estate of the late Francis Lintorn-Terry.
2. That the rates for the 20/21 period be waived.
3. That all conditions outlined and agreed to in the discussion points meeting held on the 3rd July 2020 are adhere to.
4. That ownership of the building is transferred to the Shire of Wagin.

Thankyou for your interest in taking over the Betty Terry Community Theatre, which is a long standing institution in Wagin and we are so pleased the Shire is taking this over and will be keeping the Theatre going. It is a wonderful tribute to both my parents.

Yours sincerely

Kathleen Kellow
Executor for the Estate of Francis Lintorn-Terry.

Bill Atkinson

From: Bill Atkinson
Sent: Tuesday, 28 July 2020 11:33 AM
To: kellow@westnet.com.au
Cc: Cr Phillip Blight
Subject: Cinema Discussion

Hello Kathy,

Thanks for meeting with me this morning to discuss the proposal for the Shire to take ownership of the *Betty Terry Community Theatre*. In confirmation of our discussion, the process from here is as follows:

1. You will send a letter to the Shire advising of the intention to gift the Cinema to the Shire of Wagin.
2. Conditions of the transfer of the property comprise:
 - The Shire to organise a separate water service to the Cinema (currently the house and the cinema are serviced off one meter);
 - The Shire to waive rates on the Cinema property;
 - Council to consider erecting a plaque in recognition of the part that your parents played in bringing movies to Wagin and in establishing the *Betty Terry Community Theatre*.
3. On receipt of your letter, the Shire will organise an *Offer & Acceptance* form to be signed by both parties.
4. Each party will engage conveyancers to complete the settlement process.
5. You will deal directly with the *Betty Terry Community Inc* Committee regarding the transfer of any furniture, equipment, appliances etc that you do not wish to retain.

I look forward to working with you to complete the transfer of ownership processes involved and to helping ensure that the Cinema continues to be one of the operating icons of the Wagin community.

Kind Regards

BILL ATKINSON

Acting Chief Executive Officer
Shire of Wagin
Ph 98611177
Fax 98611204
Mob 0429611493



“Disclaimer by the Shire of Wagin:

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Wagin unless this is clearly indicated.

You should scan this email and any attachments for viruses. The Shire of Wagin accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.”



DISCUSSION POINTS – CINEMA GROUP
3rd July 2020 – 11.00am

Present: Geoff Cheriton, Diane Dohle, Denise Paterson. Pia Lambert, Phil Blight, Bill Atkinson

Purpose of Meeting: To discuss the Shire of Wagin (Shire) accepting ownership of the *Betty Terry Community Theatre* and arrangements around the Shire leasing the building to the *Betty Terry Community Theatre Inc (BTCT Inc)*

The following matters were discussed:

1. Current arrangements between owners of building and cinema group

The current owners are responsible for the maintenance and insurance of the building. BTCT Inc operates the cinema and meets the cost of water, power and public liability insurance. There is some community input with repairs.

2. Sustainability of group

The BTCT Inc is comprised of a committee of seven. There is confidence that the committee, with support from volunteers, is sustainable.

3. Ownership status of projection equipment/furniture/appliances and provision and responsibility for repairs and replacement

The projection equipment is owned by the BTCT Inc Committee and was funded by personal loans. The Shire President suggested that the Committee may wish to ask the Shire for a self-supporting loan to pay out the lenders and start things on a fresh footing.

The Acting CEO suggested that there should be a clear separation of responsibilities between the Shire and BTCT Inc with the Shire being responsible for the building and associated maintenance and the Committee having ownership of and responsibility for, all furniture, equipment appliances etc.

To this end, it was suggested that if it was the intention of Mr Frank Terry's executors to gift the theatre, due to it being an ongoing concern, that the furniture, equipment and appliances be gifted to the BTCT Inc Committee and the building be gifted to the Shire. A Committee spokesperson will discuss this with Mrs Kathleen Kellow.

4. Insurance – public liability/contents

The BTCT Inc Committee meets the cost of public liability insurance with respect to operating the cinema and would need to also insure the contents of the building.

5. Insurance – building

The Shire would meet the costs of public liability with respect to the building and property and general building insurance.



13.1.3. APPLICATION FOR HANGER SITE AT WAGIN AIRFIELD

PROPONENT:	Mr Michael Midgely
OWNER:	N/A
LOCATION/ADDRESS:	Wagin Airfield – Reserve 20595
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	01 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	<ul style="list-style-type: none">• Letter of Application.• Plan of Proposed Hanger Sites.

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That proposed hanger site “B” on Reserve 20595 be allocated to Mr Michael Midgely subject to the provisions of section 18 of the Land Administration Act 1997 (Ministerial Approval) and section 3.58 of the Local Government Act 1995 (Disposal of Property) being adhered to.
2. That tenders be called for the lease of proposed hanger site “B”
3. That the proposed hanger be completed within a 12-month period from the signing of the lease agreement between Mr Midgely and the Shire of Wagin.

Carried 0/0

BRIEF SUMMARY

The proponent wishes to lease a site and build a hanger to accommodate his aeroplane at the Wagin Airfield. (Reserve 20595)

BACKGROUND/COMMENT

The Management Order for Reserve 20595 was granted to the Shire on the 23rd December 2015 with the following conditions:

1. *To be utilised solely for the designated purpose of Aerial Landing Ground.*
2. *Power to lease (or sub-lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty-one (21) years from the date of the lease subject to the approval in writing of the Minister for lands being first obtained to each and every lease or assignment of lease, pursuant also to the provisions of section 18 of the Land Administration Act 1997.*

The required approval from the Hon Minister for Lands needs to be obtained. When disposing of land (including leases) the Shire is also required to adhere to the provisions of section 3.58 of the Local Government Act 1995 – *Disposing of property*. The most cost-effective way of complying with this section would be to call tenders for the lease of the land in question.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Land Administration Act 1997

18. Crown land transactions that need Minister's approval

- (1) A person must not without authorisation under subsection (7) assign, sell, transfer or otherwise deal with interests in Crown land or create or grant an interest in Crown land.
- (2) A person must not without authorisation under subsection (7) —
 - (a) grant a lease or licence under this Act, or a licence under the *Local Government Act 1995*, in respect of Crown land in a managed reserve; or
 - (b) being the holder of such a lease or licence, grant a sublease or sublicense in respect of the whole or any part of that Crown land.

Local Government Act 1995 – section 3.58 – Disposition of Property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and



-
- (c) the market value of the disposition —
- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Cost of advertising Tenders – Approximately \$500
- Cost of preparing lease agreement – Approximately \$500

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Bill Atkinson

From: ambrose@iinet.net.au
Sent: Monday, 24 August 2020 1:50 PM
To: Bill Atkinson
Subject: Hangar site application

Dear Peter,

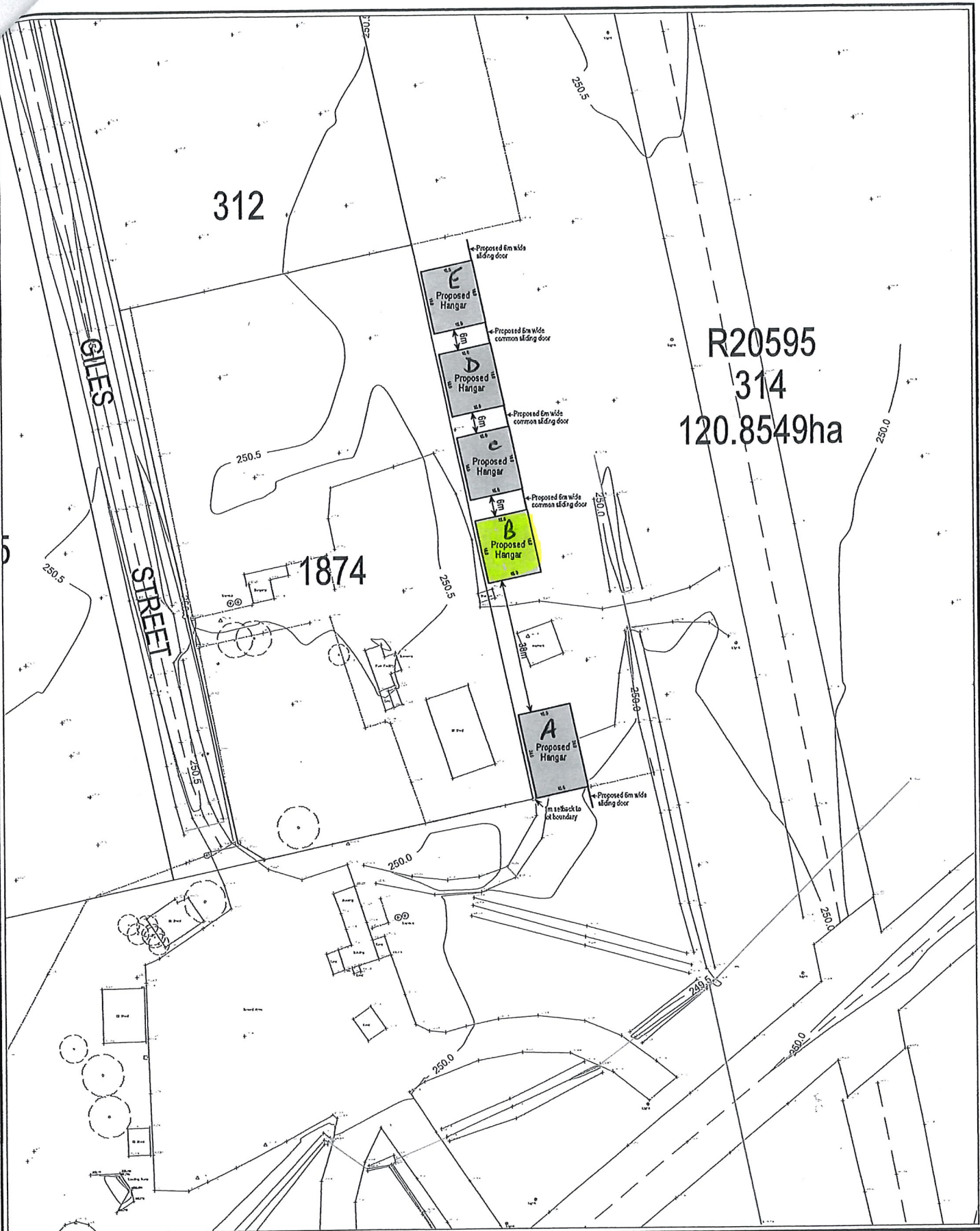
I wish to apply for a hangar site at Wagin airport. The site I would prefer is site B. I intend to construct a skillion roofed hangar with a frontage of 12 meters and depth of 8 meters. If my application is successful I would be grateful if you could let me have a copy of your building regulations for the construction of a shed to be used for the purpose of housing an aircraft at your airport. If you require any more information from me I will email it to you by return.

Regards Michael Midgley.

10, Steere Road,
Woodanilling,
WA 6316.
0447975773



FREE Animations for your email [Click Here!](#)



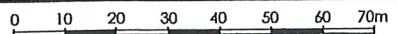
312

R20595
314
120.8549ha

1874

GILES STREET


 Tel: (08) 9303 2532
 Mob: 0429 303 100
 PO Box 1685
 WANGARA DC WA 6947
 www.exurban.com.au



SCALE 1:1000 @ A3

INDICATIVE SITE DEVELOPMENT PLAN
(PROPOSED NEW AIRCRAFT HANGARS)

CROWN RESERVE 20595, LOT 314
GILES STREET, WAGIN
Shire of Wagin
22 September 2020



13.1.4. REQUEST FOR GATE PERMIT – KERSLEY ROAD (MR D. MORGAN)

PROPONENT:	Mr. Dean Morgan (Landowner)
OWNER:	Mr. Dean Morgan
LOCATION/ADDRESS:	Deposited Plans 51587/1 & 63223/50
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	31 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1083
ATTACHMENTS:	Email Correspondence and Plan & Landgate Plan

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the proposal for the proponent to place a gate across Kersley Road between Deposited Plan 63223/50 and the Water Corporation property opposite, be advertised and submissions invited, to enable Council to consider the proposal.

Carried 0/0

BRIEF SUMMARY

The proponent has advised that there have been incidences of trespassing on his property on Kersley Road Deposited Plan 51587/1) and that he would like approval to place a gate across the road to prevent future unauthorised access.

BACKGROUND/COMMENT

The proponent initially requested that Kersley Road be closed to prevent unauthorised access to his property. During a discussion with the proponent at which the complexities and costs associated with formally closing a road were outlined, it was agreed that a less onerous way of dealing with the matter would be for the proponent to make application for a gate permit.

It has been determined at a local level that the proposal would not present a problem for the Water Corporation retaining access to its infrastructure/enclosure where it intersects Kersley Road at the southern end of the proponent's property, providing arrangements could be made for the Corporation to be provided with a key to the proposed padlocked gate.

CONSULTATION/COMMUNICATION

Communication has been had with the proponent, a local representative from the Water Corporation and the Manager of Works.

STATUTORY/LEGAL IMPLICATIONS

Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.

- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
- (3) Permission granted by the local government under this regulation —
 - (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (4); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.
- (5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.
- (7) A person to whom a request is made under subregulation (6) must comply with the request.
Penalty: a fine of \$5 000.
- (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Gate across thoroughfare not to be left open — Sch. 9.1 cl. 5(2)

A person who is responsible for a gate registered under regulation 9(8) must ensure that the gate is not left open.

Penalty: a fine of \$1 000.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Bill Atkinson

From: Dean Morgan <morgs@westnet.com.au>
Sent: Monday, 17 August 2020 4:29 PM
To: Bill Atkinson
Subject: Road closure

Hi Bill,

I'd like to apply to close Kersley rd Wagin.

The road in question goes to my shed and has no other uses.

Water Corp owns the adjoining land.

I've spoken to Graham George regarding my request, he has advised me that it will have no affect on them if the road is closed as they have access through their property.

I've had a couple of unwanted vehicles enter my property recently, with closing the road and putting a gate across im hoping this may deter future unwanted guests.

The road is only short and runs into a old Water Corp compound.

I've attached a google map with a line across the road that I'm proposing to shut.

The red line marks my proposed gate.

Look forward to your reply.

Regards

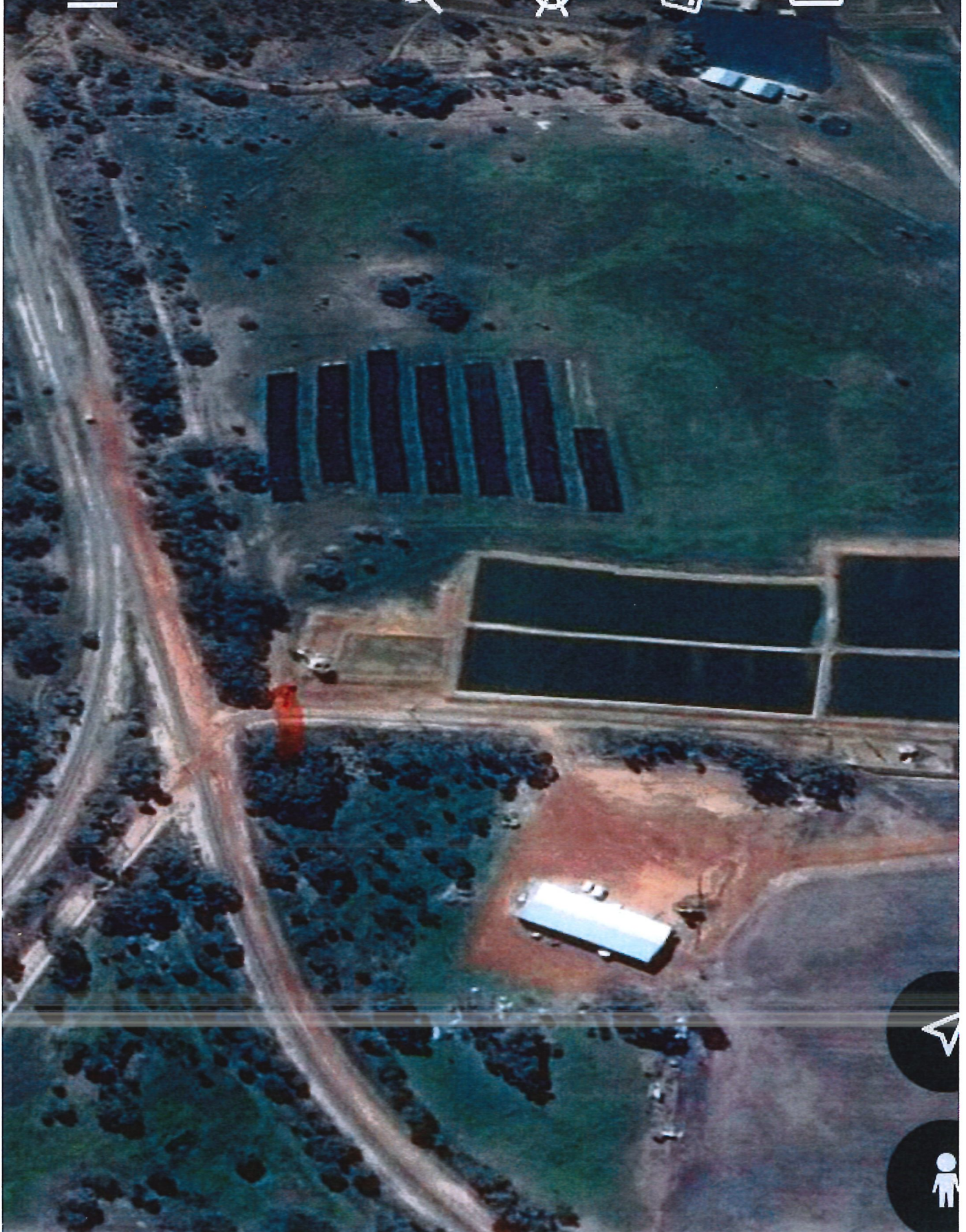
Dean Morgan

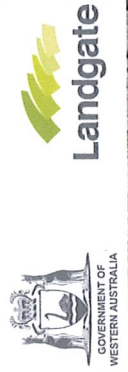
Morgan Rural Service

Mob. 0428611732

www.morganruralservice.com.au

Wagin Airport







13.1.5. GATE PERMIT APPLICATION – PROSSER ROAD (MR J LOTON)

PROPONENT:	Mr J Loton – Loton Investments Pty Ltd
OWNER:	N/A
LOCATION/ADDRESS:	Prossers Road
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	16 September 2020
PREVIOUS REPORT(S):	Works & Services Committee 11 August 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1408
ATTACHMENTS:	Notice calling for comments/submissions

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

- That Council approve the application by Mr J Loton of Loton Investments for the placement of a gate on Prossers Road at the entrance to Williams Location 13908, subject to a key being provided to the Shire;
- That this approval be reviewed should the placement of the gate result in unintended consequences which impact adversely on the Shires operations or the community at large.

Carried 0/0

BRIEF SUMMARY

Council at its meeting on the 25 August 2020 resolved:

That Council advertise the placement of a gate on Prossers Road at the entrance of Williams Location 13908, seeking any objections and inviting adjoining landholders to comment.

Local advertising was carried out accordingly and adjoining landholders advised of the proposal. The call for submissions/comments closed on the 15 September 2020. No submissions were received.

It is recommended that Council approve of this application subject to any conditions it wishes to impose.

BACKGROUND/COMMENT

Ordinary Meeting Minutes 25th August 2020 – pages 30 to 32

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or

- other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
 - (3) Permission granted by the local government under this regulation —
 - (a) must be in writing; and
 - (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (4); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
 - (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.
 - (5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
 - (6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.
 - (7) A person to whom a request is made under subregulation (6) must comply with the request.
Penalty: a fine of \$5 000.
 - (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Gate across thoroughfare not to be left open — Sch. 9.1 cl. 5(2)

A person who is responsible for a gate registered under regulation 9(8) must ensure that the gate is not left open.

Penalty: a fine of \$1 000.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



**APPLICATION TO PLACE GATE ACROSS PUBLIC THOROUGHFARE
PROSSERS ROAD - WAGIN**

An application has been received from Loton Investments Pty Ltd, for permission to place a gate across Prossers Road at the entrance to Williams Location 13908.

Comments or objections to this proposal will be received up to 4.00pm, Tuesday the 15th September 2020 and may be lodged in writing or by email ceo@wagin.wa.gov.au.

Enquiries may be directed to Bill Atkinson on 9861 1177

**W.T. ATKINSON
CHIEF EXECUTIVE OFFICER
PO BOX 200
WAGIN WA 6315**



13.2 DEPUTY CHIEF EXECUTIVE OFFICER

13.2.1 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – AUGUST 2020

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	15 September 2020
PREVIOUS REPORT(S):	19 August 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Deputy Chief Executive Officer's report for August 2020.

Carried 0/0

BRIEF SUMMARY

The following report details the activities that fall under the control of the DCEO for the months August and September 2020.

BACKGROUND/COMMENT

SPORTSGROUND DEVELOPMENT

The Sportsground Precinct Master Plan was endorsed by Council at the August meeting of Council. The final plan has now been made available to the community in different mediums, it has also been emailed out to all interested persons and community clubs / groups.

Staff, within the next few months, will look at engaging an engineering firm to carry out the site survey of the area. Staff will also look at engaging a country-based cost/quantity surveyor to provide accurate costings. There is \$70,000 in the 2020/2021 budget to carry out these tasks.

CORPORATE SERVICES

Covid-19 Update

There have been no changes with the current State Government restrictions. Phase 5, which would remove the 2 square metre rule, has been set down for the 24th October, however this again is a tentative date.

Finance and Compliance

There was a meeting of the Finance and General Purposes Committee to consider a new policy around the operation and management of the Electronic Advertising Sign and changes to Council's Purchasing and Tender Policy.

Also, staff updated the Committee on the progress of the action taken to meet the items identified as non-compliant or in-adequate from the recent Financial Management review and



Regulation 17 CEO review document. The minutes and resolutions from this Committee is contained in the September meeting Agenda.

Local Roads and Community Infrastructure Program (LRCIP)

All six of Council’s projects were approved under the (LRCIP) guidelines. 50% of the total grant funds of \$348,962 has been received. Staff will complete necessary progress reports as set out in the funding guidelines.

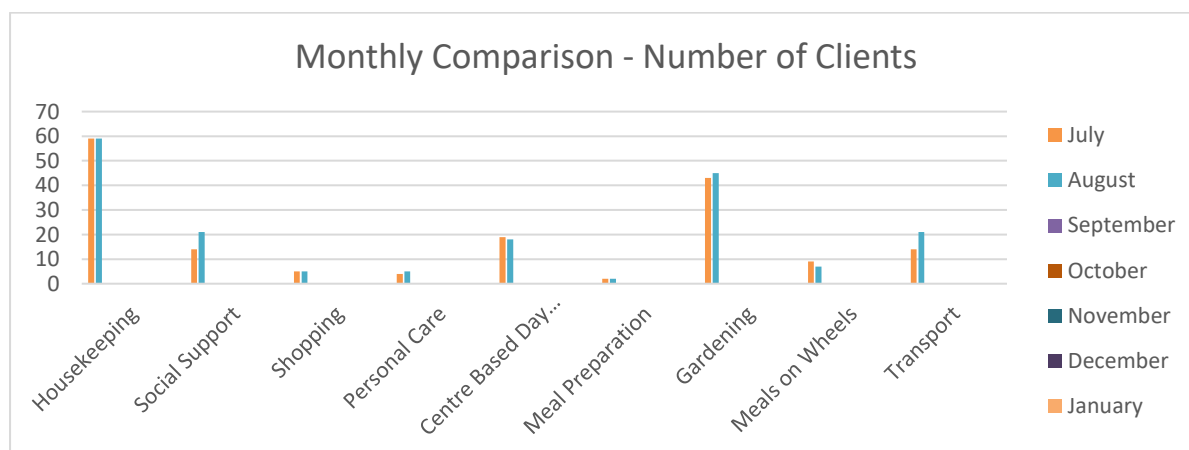
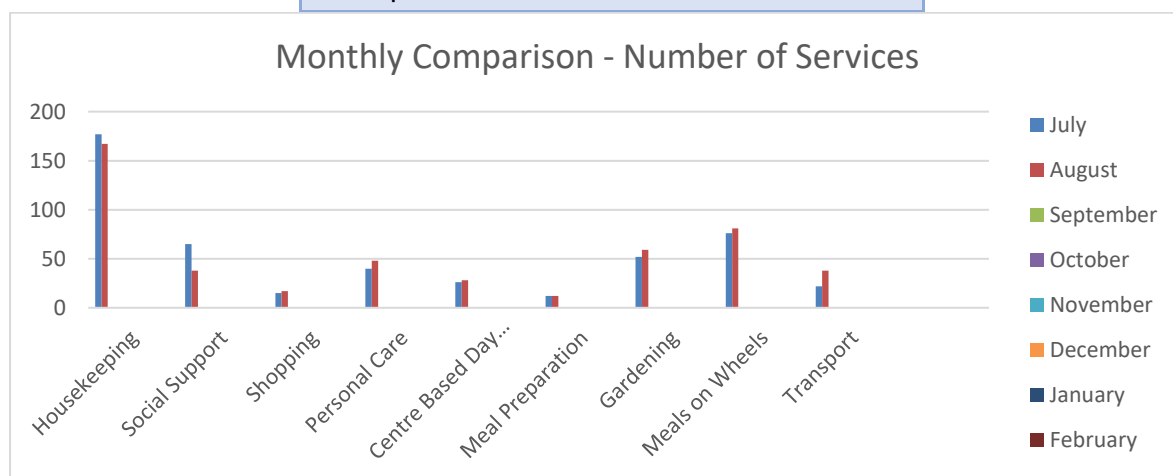
AGED CARE

HEMOCARE REPORT AUGUST 2020

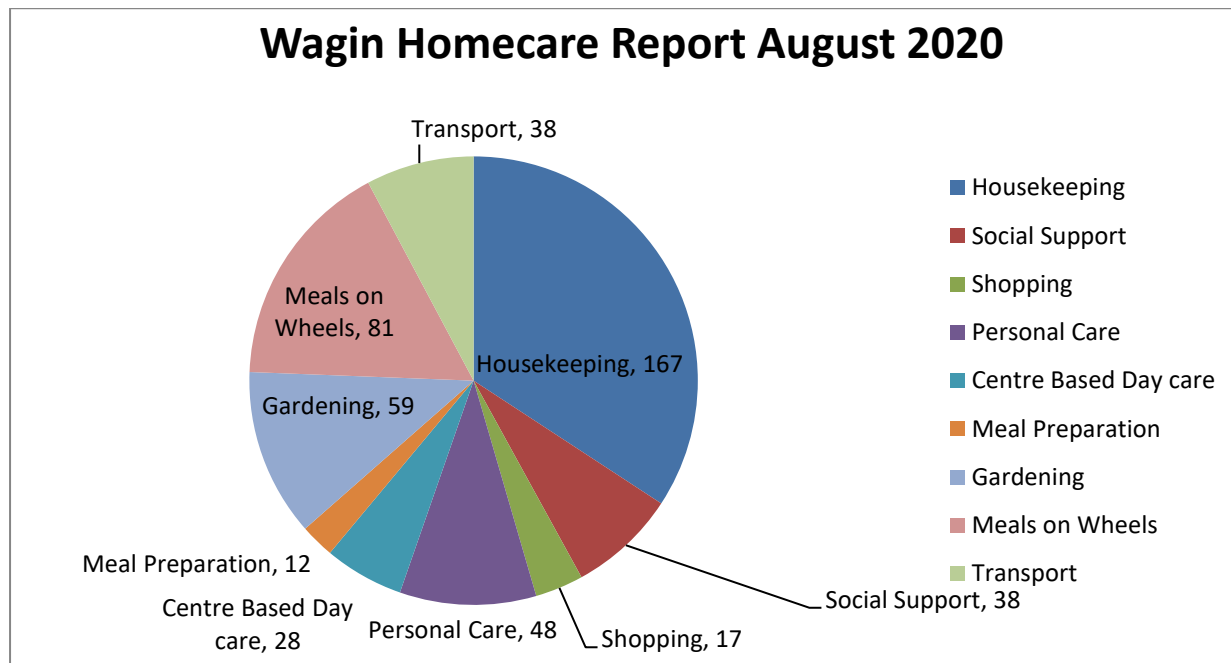
CLIENTS:

94 clients received one or more services for August

Service	Number of Clients
Housekeeping	59
Social Support	21
Shopping	5
Personal Care	5
Centre Based Day care	18
Meal Preparation	2
Gardening	45
Meals on Wheels	7
Transport	21



Wagin Homecare Report August 2020



Wagin Homecare Complete Service Provision August 2020

Types of services provided	Monthly Contracted	Hours Provided	Variance	Contracted	Year to date
Domestic Assistance	243	207	-36	2913	428
Social Support	54	62	8	651	117
Personal Care	16	17	1	190	31
Centre Based Day Care	120	100	-20	1442	192
Respite Care	1.5	0	-1.5	18	0
Home Maintenance	112	65	-47	1344	121
Transport	63	39	-24	762	62
Meals on Wheels	334	81	-253	4011	157
Other food services	25	12	-13	299	24

TOWNSCAPE

The Electronic Advertising Sign Policy was recommended for adoption by the Finance and General Purposes Committee and is enclosed in that Committee's minutes.

The development of the policy was the last direction we had from council regarding the next step forward in procuring a sign. The last quotation received from the preferred supplier was some \$14,000 more than funds budgeted for the project.

Council will need to direct staff on the next step in the process – Does Council now wish for staff to call for quotations or Expressions of Interest on a defined set of specifications in line with previous quotation received.

Main Roads has given the Shire approval for the location of the sign to be changed to southern end of stage 1 of the Townsquare project.



Planning of The Town / Library Square project continues, please refer to the Agenda item contained in this meeting agenda.

Works staff continue to carry out works on beautifying the town with mass annuals plantings in key areas of the CBD.

TOURISM

A meeting of the Tourism and Enhancement Committee was held on Tuesday 15th September, please refer to the minutes contained in this Council meeting Agenda.

August/Sept 2020 Shire Facebook Report

09/09/2020

The Shire Facebook page has posted 13 times since the last report in July with the biggest audience award being the Grader Job opportunity.

- Dog in the pound – edit – owner found – 10th August – 776 people
- Grader operator position – 14th August – 2,237 people
- Pound dog notice – 17th August – 584 people
- Piesseville standpipe offline – 18th August – 775 people
- Oldest Wagin house question – 19th August – 1875 people
- Notre Dame Study link – 27th August – 229 people
- Go Karts Notice – 31st August – 232 people
- Dog in the pound – 2nd Sept – 1036 people
- Dog in the pound – 4th Sept – 676 people
- Bird Count flyer – 4th August – 613 people
- Astrotourism notice – 4th Sept – 191 people
- Stress relief – 8th Sept – 233 people
- Narrogin Ag School Open day flyer – 8th August – 331 people

Our total page “likes” is at 1238 – up by 3 from last month.

To compare our likes to other shire pages:

- | | |
|--------------|------|
| • Wickepin | 794 |
| • Williams | 467 |
| • Kondinin | 429 |
| • Lake Grace | 606 |
| • Kojonup | 1054 |

Wagin Woolorama Page took a small step forward to 2798 likes.

RECREATION AND CULTURE

Library Report August / September 2020

This report provides information to councillors about events, activities and statistics in the Wagin Library & Gallery which have occurred during the reporting period, and is submitted in advance of the monthly council meeting.

Library Events:.

- Library Book Club was held at Cresswells on Saturday 12th September 2pm to 4pm.



Library Regular Activities:

- WLG Book Club was held at Cresswells on Saturday 8th August 2pm to 4pm. Our next Book Club will be held on September 12th 2pm to 4pm.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- **Friends of Wagin Library & Gallery meeting was held Thursday August 27th at 4.30pm. Our next Friends Meeting will be held on Thursday October 29th.**

Library Statistics:

- 0 new borrowers at the library during this reporting period;
- 158 patron visits for August September reporting period;
- 9 successful inter-library loan requests for items from Wagin Library & Gallery patrons;
- 10 inter-library loan requests from other public libraries throughout WA for our items; 1 not supplied.
- 5 requests for information searches undertaken for Wagin library patrons by library staff;
- 1 public access computer user/s; 2 Wi Fi users. Patrons and visitors are now being notified that public access computer able to be used when needed.
- 23 community members enjoyed complimentary tea or coffee in the library;
- 6 community members and library patrons spent time reading and relaxing in the library.
- 19 phone transactions relating to library matters - patron request for renewals; requests for information from other libraries, and from us to staff at other libraries; library event planning.

Patron Comments and Suggestions:

Guest book: More new comments entered, and available on library coffee table to view during Library hours.

Up and coming news and events:

No Events until permitted

Recreation Centre Report

August/September 2020

August at the Wagin Recreation Centre has seen much the same as the previous month with winter sport continuing. Most of these activities are due to cease in September. Netball training for juniors and the four-team competition for the seniors continue and will end mid-September, both drawing good numbers. The Seniors competition has seen quite a number of injuries this year, mainly ankles, but only once the centre resorting to making a 000 call. Megan's cardio tennis and coaching in full swing 2 days a week. Yoga with Tara twice a week with reasonable numbers. Stay on your feet numbers extremely pleasing every Monday morning. Fitness with Brooke too attracting really strong numbers twice a week.

The budgeted change-over of the Recreation Centre court lights has been completed with 22 new LED lights installed to replace the old out-dated court lights. These lights are brighter and are more energy efficient, saving Council in electricity costs in the long run. The new LED lights are an excellent addition to the Rec Centre.

Our hygiene practices are still being enforced and encouraged every day at the Wagin Rec and likely to be a common duty for the future.



Summary

- Senior netball 4 team competition continues
- Junior netball training on for another 2 weeks
- Cardio tennis twice weekly
- Yoga twice weekly until end of school term
- Men's hockey training concluded
- Junior hockey one more session
- Fitness every Tuesday and Thursday nights
- Stay on your feet every Monday morning
- Trots to recommence

Aug-20		Stay on your Feet	Taras Yoga	Brookes Fitness	Junior Netball Training	Senior Netball Fixture	Junior Hockey Training	Megans Cardio Tennis
1/08/2020	Saturday							
2/08/2020	Sunday							
3/08/2020	Monday	12						4
4/08/2020	Tuesday							
5/08/2020	Wednesday		5		42	34		3
6/08/2020	Thursday			8				
7/08/2020	Friday		5					
8/08/2020	Saturday							
9/08/2020	Sunday							
10/08/2020	Monday	14		6				3
11/08/2020	Tuesday							
12/08/2020	Wednesday		5		58	33		4
13/08/2020	Thursday			6				
14/08/2020	Friday		4					
15/08/2020	Saturday							
16/08/2020	Sunday							
17/08/2020	Monday	17						7
18/08/2020	Tuesday			12			10	
19/08/2020	Wednesday		5		61	36		5
20/08/2020	Thursday			6				
21/08/2020	Friday							
22/08/2020	Saturday							
23/08/2020	Sunday							
24/08/2020	Monday	16						3
25/08/2020	Tuesday			10				
26/08/2020	Wednesday		5		58	33		4
27/08/2020	Thursday			11				
28/08/2020	Friday							
29/08/2020	Saturday							
30/08/2020	Sunday							
31/08/2020	Monday	11						
	TOTALS	70	29	59	219	136	10	33
					556			



OTHER

DFES - ESL Funding

Through a Bushfire Brigades Advisory Committee recommendation, staff submitted a capital grant submission for a new 4.4 Broadacre Fire Appliance and an Appliance Bay Facility Shed to be located in Ballaying for the Ballaying Bushfire Brigade.

We have just received notification that an assessment has been done on our application and unfortunately, we were not successful. The reason given is that fleet requests not considered within available funding and the Capital Grants Committee identified higher priorities across the state within available funding.

Grants

The Shire's Community Liaison has been very busy with a number of grant applications submitted for various projects and initiatives.

Details of grants are contained below, Staff will keep Council up to date with the success of each grant.

Grant Body	Grant Amount	Grant Reason
Co-operative Bulk Handling	14,647.00	Generator and Adaptor Plug for Wagin Evacuation Centre (Wagin Recreation Centre)
Department of Sport and Recreation	3,387.57	Upgrade Cricket Pitch
Community Grants Hub	10,000.00	Saluting and Servicing Program- RSL War memorial Upgrade
DFES	46,941.95	BFB Water Tanks, one for each Brigaded other than Piesseville
DFES	4,489.39	BFB Flexi Water Tank for Piesseville Bush Fire Brigade
RAC	14,456.00	Wetlands Park Swing Set and Artwork and Landscaping at the War memorial Upgrade
Total	93,921.91	

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil



VOTING REQUIREMENTS

Simple Majority



13.2.2 CHRISTMAS FUNCTION AND OFFICE HOURS OVER CHRISTMAS / NEW YEAR

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	09 September 2020
PREVIOUS REPORT(S):	19 September 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.6
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

Hold the annual Shire Christmas function at the Wagin Recreation Centre on Friday 4th December 2020.

Approve the following Shire office opening and closure dates for the 2020 / 2021 Christmas – New Year period:

Thursday 24 th December	Open as normal
Friday 25 th December	Office Closed – Public Holiday
Monday 28 th December	Office Closed – Public Holiday
Tuesday 29 th December	Office Closed
Wednesday 30 th December	Office Closed
Thursday 31 st January	Office Closed
Friday 1 st January	Office Closed – Public Holiday
Monday 4 th January	Open as normal

Carried 0/0

BRIEF SUMMARY

To allow for the approval of staff leave, planning and preparation for the annual Christmas function and opening of the Shire Administration Office over the Christmas – New Year period

BACKGROUND/COMMENT

It is proposed to hold the annual Christmas Function on the Friday 4th December, as it has been held on the first Friday in December for a number of years.

Last year we held the Shire Christmas function at the Wagin Recreation Centre with a more in-formal sit-down BBQ meal and drinks function. It was very good night that was enjoyed by those that attended with good feedback. As we usually hold the same function every two years and then change the author is proposing that we again hold the Christmas function at the Recreation Centre in the same vein as last year. This is also a more cost-effective function as there is minimal outside catering and the Shire is not paying bar prices for drinks.



The outside staff will be standing down for the Christmas/New Year period on the Friday 18th December with some staff returning to work on Monday 4th January 2021 and some not returning until mid and latter parts of January. There will be a skeleton crew working throughout to ensure maintenance of facilities throughout the town.

This year it is proposed to open the administration office until Thursday 24th December and close the office outside of public holidays for three working days from Tuesday 29th December to the Thursday 31st December and reopening on Monday 4th January 2021. This will give all administration staff a reasonable break over the period during our quietest period.

Staff will need to utilise annual leave or accumulated rostered days off for the three days outside the normal public holidays allocated.

Emergency contacts for the entire period will be provided to Police and other emergency services. Management, through the Fire Control Officers, will ensure harvest ban information is faxed to media outlets and registered recipients via the SMS process.

The following opening and closure dates are proposed for the 2020 / 2021 Christmas – New Year period:

Thursday 24 th December	Open as normal
Friday 25 th December	Office Closed – Public Holiday
Monday 28 th December	Office Closed – Public Holiday
Tuesday 29 th December	Office Closed
Wednesday 30 th December	Office Closed
Thursday 31 st January	Office Closed
Friday 1 st January	Office Closed – Public Holiday
Monday 4 th January	Open as normal

The closure of the office on the above dates will be advertised at the Shire Office, the website, Facebook and through Council Corner in the Wagin Woolpress.

CONSULTATION/COMMUNICATION

Acting Chief Executive Officer

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A Christmas function has been budgeted for in the 2020/21 Budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



13.2.3 TOWN SQUARE REDEVELOPMENT – ADOPTION OF FINAL PLAN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Lot 30, 31 and 64 Tudhoe Street
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	09 September 2020
PREVIOUS REPORT(S):	12.2.3 – Town Square Redevelopment 20 July 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.DE.3
ATTACHMENTS:	Final Concept Plan

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopt the final concept plan for the Town Square Redevelopment and authorise works to proceed accordingly.

Carried 0/0

BRIEF SUMMARY

Further to a public consultation process, subsequent engineering design work and discussions with (Council) members of the Townscape Enhancement and Works and Services Committees, a final position has been arrived at with respect to the proposed development of the *Town Square Redevelopment Project*. It remains for Council to adopt the plan and for works to proceed.

BACKGROUND/COMMENT

A concerted public consultation process was carried out during June and July on a draft plan for the *Town Square Redevelopment Project*.

27 responses were received (18 written responses and 9 *Facebook* responses). Of the total responses, 18 provided unqualified support, 4 provided qualified support and 5 other responses provided comments that were largely unrelated to the proposal.

Council at its meeting of the 28th July 2020 considered the community feedback and resolved:

1. *That the Wagin Town Square Development be comprised of Stage 1 being a portion of the area commencing north of the Library through to Tudhoe Street and from the western side of the toilet block through to Tudhoe Street and that Stage 2 be comprised of the remainder of the lot.*
2. *That Stage 1 of the development proceeded with.*
3. *That engineering advice be sought on the feasibility of accommodating the entry and egress of 19-metre-long vehicles through the area deemed to be Stage 2.*

4. *That the area to accommodate the proposed electronic display sign be relocated eastwards into the garden area provided for in Stage 1 (south west corner) with the objective of maintaining the same distance from Tudhoe Street as per the current approval from Main Roads WA.*
5. *That provision be made in Stage 1 to accommodate a future electric charging station.*

Professional engineering advice was obtained which identified what type of vehicles could be accommodated within the development and the plan was amended accordingly. Senior staff further developed the concept plan taking into consideration a number of factors including entry/egress points to the Town Square and, making provision in Tudhoe Street for long vehicles that could not be accommodated within the development.

The changes in detail include the following:

- *The new disabled and baby change toilet and storage has been removed, this was done as it was not considered necessary. This has allowed the disabled access and parents with prams parking to utilise this space. Providing greater space for large vehicles travel through the area.*
- *Vehicle parking in stage 2 is limited to vehicles 14 meters long.*
- *The Taylor lane entry and exists have been removed to allow for adequate long vehicle parking (Up to 14 metres).*
- *Southwest nib on Tudhoe Street near Beaurepaires has been removed to assist with movement of long vehicles transiting the area.*
- *The parking and thoroughfare area through stage 2 is all one way, entry from Tudhoe Street and exit on Trent Street.*
- *The fifth parking bay (closest to the centre walk way island has been removed to allow better thoroughfare area, bigger and easier access for the other long vehicle parking bays.*
- *Provision of truck parking and vehicles greater than 14 metres has been made available on Tudhoe Street adjacent to the Community Centre heading west and on Tudhoe Street adjacent to the Stage 1 parking heading east by shortening the nib on the corner of Tudhoe and Trent Streets.*
- *Provision of a Wagin Townsite street map to be situated on the library wall for visitor information.*

The amended plan and ideas on landscaping, trafficable surfaces, shelters and furniture and lighting were presented to Council members of the Townscape and Works Committee at an information briefing session on Tuesday 8th September 2020. Some limitations within the initial plan were also addressed including the unviability of maintaining an electric vehicle charging station within the precinct.

Discussion was generated at the information briefing and consensus was reached on further amending the final concept plan as follows:

1. In order to accommodate a delivery truck with one trailer (maximum length 19 metres), an entry to be provided to the Town Square via Taylor Lane (8 metre width);
2. Parking bays on the western side of the development (previously referred to as Stage 2) be delineated with “cat’s eyes” reflectors, rather than painted lines;
3. The surface of the western side of the development comprise a bitumen (unswept) chip seal which will withstand the rigours of larger vehicles making turns on the surface.
4. Chip seal to remain unswept on the existing northern part of the carpark area to withstand the rigours of large vehicle turning and forklift manoeuvring during the unloading process.



The final plan reflects a number of compromises taking into account community feedback, and engineering constraints, whilst still retaining the principal objective of creating an identifiable “Town Square”. Whilst there may be some elements of the plan that may not please all parties, there has been a genuine attempt to plan for the creation of an attractive and functional *Town Square* for visitors and locals alike which will enhance the central business precinct of the town.

CONSULTATION/COMMUNICATION

- Community at large
- Elected and senior staff members
- Engineering consultant
- Main Roads WA

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The project is fully funded in the Shires 2020/21 financial year budget.

STRATEGIC IMPLICATIONS

- 3.7 Provide and support more community resources and facilities as required.
- 2.3 Improvement in condition and appearance of the main streets of the town with improved signage.
- 4.1 Improve main street appearance to encourage travellers and tourists to stop
- 4.3 Maintain & improve natural environment and recreation areas.

VOTING REQUIREMENTS

Simple Majority

Key Design Principles

1. Enhance the library zone for local residents' enjoyment - focus spending in the zones where people will spend time.
2. Welcome visitors with quality facilities and attractive spaces.
3. Separate large vehicles and caravans from the community parking area and soften large paved areas with landscaped edges.

Entry to allow Truck and Single Trailer Combination Access

Ensure adequate pits are dug for new trees.

Caravan and long vehicle parking.

Tudhoe St 'Entry Only', with a pedestrian pavement cross-over.

New electronic sign.

The history of the Cousin's bakery interpreted next to a shaded bench.

Shaded family friendly bay (for visitors with prams, babies and toddlers).



Additional Parking

Option to design and create a 'Story Circle' for young readers and their parents. Deciduous trees planted for summer shade and winter sun.



Legend

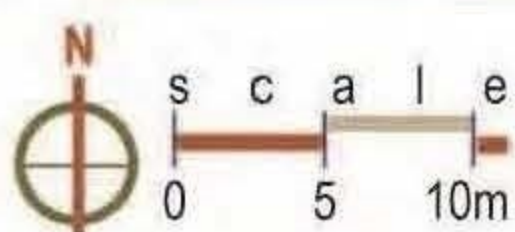
- Existing footpath
- New pedestrian paving
- Existing asphalt
- New asphalt
- New kerb (flush or barrier)
- New picnic shelter
- Mulched beds
- Existing tree
- New tree #
- Rubbish bin
- Planter pot
- Bench
- Bench & interpretation
- Existing drain
- Low fence
- Flower bed
- Traffic and parking sign

Tree sizes and locations are indicative, final set-outs can be decided once species have been selected.



This Option:

1. Shows a stronger pedestrian link across Tudhoe Street. This is useful for parents with small children and pushers, frail older adults and people with disabilities. The crossing nibs link to shaded and fully accessible path to the toilets and library.
2. Shows access and parking for vehicles up to 14m long. The entry is off Tudhoe St and the exit for long vehicles is onto Trent St.



This plan was prepared using hand measurements and aerial photographs - allow to check details prior to construction.

Wagin Library Square Concept

Regular Caravan and Tudhoe Crossing Option

June 2020



Prepared for the Shire of Wagin by Sally Malone Design 2020



13.3 MANAGER OF WORKS

13.1.1 WORKS AND SERVICES REPORT – AUGUST 2020

PROPONENT:	Manager of Works
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	15 September 2020
PREVIOUS REPORT(S):	12 August 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Manager of Works Officer report for the month of August 2020.

Carried 0/0

BRIEF SUMMARY

NIL

BACKGROUND/COMMENT

CONSTRUCTION CREW

- Gravel sheet 3km section of Piesseville-Tarwonga Road
- Gravel sheet 3km section of Gundaring North Road
- Town Site Spraying

UPCOMING WORKS

Clear widen and form Sprigg Road

Clear widen Bullocks Hills Road ready for seal works

Maintenance grade shoulders on Piesseville-Tarwonga road as weather permits.

ROAD MAINTENANCE

The Road Maintenance Crew have attended public requests, general road maintenance issues including blow-outs and fallen trees as they arise.

Maintenance Grading is being carried out in the north west side of the shire.

TOWN MAINTENANCE

The Town Crew have been undertaking community request works, removing fallen trees, cleaning out drains, patching pot holes and other general works.

PLANT / MACHINERY

General servicing has been carried out on the Shire plant and mechanical repairs as required. Most plant repairs and servicing up to date.



COUNCILLOR'S INFORMATION

Date	Meter Reading (m3)	Pumping Rate (L/S)	Pressure Main Gauge (KPA)	Water Level (M)
Nalder Street Bore				
14-May-20	592058.00	2.33	350.00	28.30
15-Jun-20	595918.00	2.16	400.00	26.80
07-Jul-20	599308.00	2.83	375.00	24.50
11-Aug-20	605565.00	2.30	375.00	27.90
15-Sep-20	611955.00	2.08	375.00	27.70
6390				-0.2
Victor Street Bore				
14-May-20	691941.00	1.67	330.00	15.70
15-Jun-20	694615.00	1.66	350.00	14.60
07-Jul-20	695602.00	2.00	350.00	13.80
11-Aug-20	700684.00	1.68	360.00	15.20
15-Sep-20	705540.00	1.66	360.00	15.90
4856				0.7
Warwick Street Bore				
14-May-20	564109.00	2.83	350.00	8.00
15-Jun-20	564872.00	2.66	325.00	15.20
07-Jul-20	566875.00	2.16	325.00	9.10
11-Aug-20	569887.00	2.60	325.00	14.80
15-Sep-20	572702.00	2.66	325.00	14.70
2815				-0.1

CONSULTATION/COMMUNICATION

NIL

STATUTORY/LEGAL IMPLICATIONS

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

NIL

VOTING REQUIREMENTS

Simple Majority



PLANT REPORT				Aug-20		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019	17,289	15,000	W.1	Service Due
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	38,800	40,000	W.001	
ISUZU D MAX P-04	A HICKS	30/06/2017	91,755	100,000	W.1008	
MAZDA CX5 - P-05	P VAN MARSEVEEN	15/03/2018		40,000	W.1479	
HOLDEN COMMODORE P-08	T BRANDY	6/11/2018	59,400	68,000	W.10000	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,085	3,350	W.10292	
KOMATSU GRADER P-10	S DESOUZA	20/10/2014	6,550	7,000	W.284	
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	2,403	2,900	W.10707	
KOMATSU GRADER P-12	J LYDEKER	15/01/2019	1,865	2,000	W.041	
ISUZU TRUCK P-14	S HISKINS	3/12/2019	20,995	20,000	W.1002	Service Due
BOMAG ROLLER P-15	B DAVIES	3/01/2008	9,077	9,220	W.7862	
ISUZU TRUCK P-16	VARIOUS	19/10/2010	79,266	85,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	106	200		
VIB ROLLER P-19	VARIOUS	3/01/2008	1,642	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,767	4,000	W.9618	
ISUZU P-21	J LYDEKER	17/03/2017	57,886	73,000	W.676	
JOHN DEERE P-22	A HOPKINS	10/08/2016	352	400	W.487	
TOYOTA UTE P-24	VARIOUS	16/09/2010	115,523	120,000	W.1010	
TOYOTA UTE P-25	A HOPKINS	16/09/2010	104,070	110,000	W.1001	
TRITON UTE P-26	M TITO	14/11/2014	62,981	75,000	W.1022	
TRITON UTE P-27	J PRAETZ	6/11/2014	77,939	90,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	53,323	60,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,343	3,500	W.10553	
ISUZU TRUCK P-40	VARIOUS	29/03/2019	35,502	40,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	163,713	180,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	960	1,000		
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,190	5,500	W.10552	
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,016	2,050	W.10554	
MULTIPAC ROLLER P-49	B DAVIES	9/01/2017	2,287	2,410	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	29,965	40,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,334	30/11/2020	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	212	200		Service Due
TOYOTA UTE P-85	S DESOUZA	20/08/2010	120,451	130,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	16,886	20,000	W.10796	



13.4 MANAGER OF FINANCE

13.5 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

13.5.1 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – SEPTEMBER 2020

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Environmental Health Officer / Building Surveyor
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	10 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PH.MO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Environmental Health Officer / Building Surveyors Report for the month of September.

Carried 0/0

BRIEF SUMMARY

Development Report

BACKGROUND/COMMENT

Report provided monthly for Councils information consisting of Planning, Building and Health activities for the month of September.

DEVELOPMENT APPLICATIONS

BUILDING PERMITS - 1 Demolition Permit was issued during the Month of August.

Permit No.	Owner	Builder	Location	Description	Value	Fees
38863	T+J Swayn	Wagin Earthmoving	94 Johnston Street Wagin	Demolition of S/F Dwelling	\$8,000	\$166.65

BUILDING FINALS (BA7)

1. Lot 657 Bolts Road - T/F Dwelling
2. Lot 75 Omdurman Street – Dwelling Ext



CERTIFICATES OF OCCUPANCY

Nil

EFFLUENT DISPOSAL SYSTEM – CERTIFICATE TO USE

- Lot 657 Bolts Road

BUILDING ISSUES

- **Address: 13 Traverse Street**

The removal of rubbish and associated debris is continuing well with the dilapidated shed next to be cleaned up. Discussions with the executor of the Will is that they intend to sell the property once the clean up is completed.

PLANNING/BUILDING ADVISE

- Dividing Fence issue – Johnston Street

Change of use for shop front on the corner of Travistock and Ranford Street – proposal to homeware, gift fashion, flower arrangements and various work shops. Application not required to go through Planning as it is an acceptable use under the Scheme.

HEALTH ISSUES

Woolorama Committee Meeting

Invitation to attend a committee meeting to discuss COVID issues leading up to next years event – with stage 4 restriction in mind and stage 5 possibly being announced on the 24th of October, the committee is concern about where it sits with Planning the Woolorama.

The Public Health Emergency Operations Centre (PHEOC) are currently doing up guidelines for events leading up to and beyond stage 5, these guidelines could change at any time and should to be taken into the Planning stage.

House Hazardous Waste Free Drop off

As part of a joint venture between the Shire of Wagin and WALGA, a free drop off service at the Shire carpark was carried out on the 15th of August. There were 13 customers in total ranging from East Darkan to mostly residences from rural and residential Wagin.

Items collected varied from under sink out of date chemicals, photo processing solution and batteries. All items were transferred back to Perth for final destruction.

FOOD RECALLS/COMPLAINTS

There were three (3) recall notices issued by the Western Australia Department of Health, recalls were issued due to:

1. **Inner Goodness Almond Milk**
Bacterial contamination – (pseudomonas aeruginosa)
2. **Miss Chows Vegetarian Dumpling**
Undeclared allergens (shellfish)
3. **David Jones Sultanas**
Undeclared allergens (peanuts)

FOOD SAMPLING

The next round of sampling for chemical residue in Locally Grown Produce has commenced with results pending.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS



Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Associated Building and Health Fees

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



13.5.2 DEVELOPMENT APPLICATION – PROPOSED OVERSIZED SHED

PROPONENT:	Mr Chris Norwell (Landowner)
OWNER:	Mr Chris Norwell
LOCATION/ADDRESS:	Lot 1 (No.7) Unit Street, Wagin
AUTHOR OF REPORT:	Environmental Health and Building Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	24 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Attachments 3

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the development application submitted by Mr Chris Norwell (Landowner) to construct and use a new 164m² shed on Lot 1 (No.7) Unit Street, Wagin for the storage of personal equipment be APPROVED subject to compliance with the following conditions and advice

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be substantially completed within two (2) years from the date of this approval. If the development is not substantially completed within this period this approval shall lapse and have no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All vehicle access to/from the proposed shed shall be via trafficable access from Unit Street.
5. All external wall cladding for the proposed shed shall be of a colour that matches / complements the existing building facing Unit Street to ensure the new shed and the development as a whole makes a positive contribution to the visual amenity of the local streetscape.
6. All stormwater from the proposed shed shall be managed and contained on-site to the satisfaction of the Shire's Chief Executive Officer. Details regarding how stormwater will be managed and disposed shall be provided upon submission of the required building permit application for consideration and determination by the Shire's Chief Executive Officer in consultation with the Shires Environmental Health Officer/ Building Surveyor.
7. That upon completion of the proposed shed, a Demolition Permit be applied for

the removal of the older type class 10 buildings (Sheds) on the site.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
4. The proposed shed is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
5. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
6. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

Carried 0/0

BRIEF SUMMARY

This report recommends that a development application submitted by Mr Chris Norwell (Landowner) to construct and use a new shed on Lot 1 (No.7) Unit Street, Wagin for the storage of vehicles, caravan and a boat.

BACKGROUND/COMMENT

BACKGROUND

The applicant is seeking Council's development approval to construct a new 9x18m (164m²) steel framed and clad shed at the rear of his property of Lot 1 (No.7) Unit Street, Wagin for the incidental storage of personal equipment. The shed has a wall height of 4.7m and a ridge height of 5.5m.

Councils adopted Policy on outbuildings allows for a maximum 140m² with a ridge height of 5.0m for that lot area (0.1611m²) .



A copy of the documents and plan submitted in support of the application is provided in Attachment 1.

Lot 1 is a rectangular shaped lot located centrally in the Wagin townsite of the town's designated residential precinct. The subject land comprises a total area of approximately 0.1611 hectares and has been developed and used for residential purposes.

COMMENT

Lot 1 is classified 'Residential' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

The key objectives of the land's current 'Residential' zoning classification are as follows:

- a) The General Residential zone is to be used primarily for the residential purposes.
- b) Other uses listed in Table 2 (i.e. the Zoning Table) may be permitted at the discretion of the local government if they are considered to be an integral part of the residential environment and where the local government is satisfied they will benefit the community and not result in being a nuisance.

Under the terms of the Zoning Table in LPS2 the development of any land in the Scheme Area classified 'residential' zone for purposes, including any associated incidental development, is listed as being permitted (i.e. a 'P' use). Notwithstanding the permissibility of the current use of the land, Council's development approval is still required for any proposed works and additional usage including, in this case, construction and use of a new incidental storage shed.

Under the terms of the plans submitted in support of the application the applicant is seeking Council's approval to use a Zincalume steel wall clad shed for the purpose of storage.

The proposed use of Zincalume steel wall cladding is considered acceptable given the proposed structure is incidental to the main building on the land which has been constructed in accordance with Council's policy requirements, its significant setback to the land's Unit Street frontage (i.e. behind the main building) and the fact Council has previously approved the use of such materials for other similar developments in the immediate area.

Stormwater Drainage

Stormwater is to be disposed of on site.

Vehicle Accessways

Vehicle access will be from Unit Street.

Existing Buildings – Class 10s on site

The applicant has indicated that he intends to remove the older type shed on the property once the new shed is built.

CONSULTATION/COMMUNICATION

Not required or deemed necessary. The application was however requested to obtain written approval from adjoining neighbours (3 Unit Street and 93 Una Street) in support of his application which have been documented above.

STATUTORY/LEGAL IMPLICATIONS

- Planning and Development Act 2005 (as amended)
- Shire of Wagin Town Planning Scheme No2.



POLICY IMPLICATIONS

- Shire of Wagin Health, Building & Planning Policy No.16 – Development of Outbuildings in the Town-site of Wagin adopted on the 25th of August 2015 Minute #2797.

FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town planning expenses are provided for in Council's budget. All costs associated with the proposed development will be met by the applicant/landowner.

Should the applicant/landowner be aggrieved by Council's final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process. The applicant would also face similar costs.

STRATEGIC IMPLICATIONS

The proposal for Lot 1 is generally consistent with the Shire of Wagin Strategic Community & Corporate Business Plan 2018 to 2028 as it applies specifically to the following activities and strategies:

1.0 Economic Development

- *Support the development of diverse commercial properties to support the attraction and retention of small business and housing of key workers in the region.*

4.0 Town and Natural Environment

- *Continued monitoring and response to environmental issues facing the Shire.*

5.0 Council Leadership

VOTING REQUIREMENTS

Simple Majority

ratepayer:
address: 11436304

Cowcher Pl

Unit St

Unit St





owcher

St

Unit

Lancgate

Una
agate

St

0 5 10m

-33 313067 117 346590 Degrees

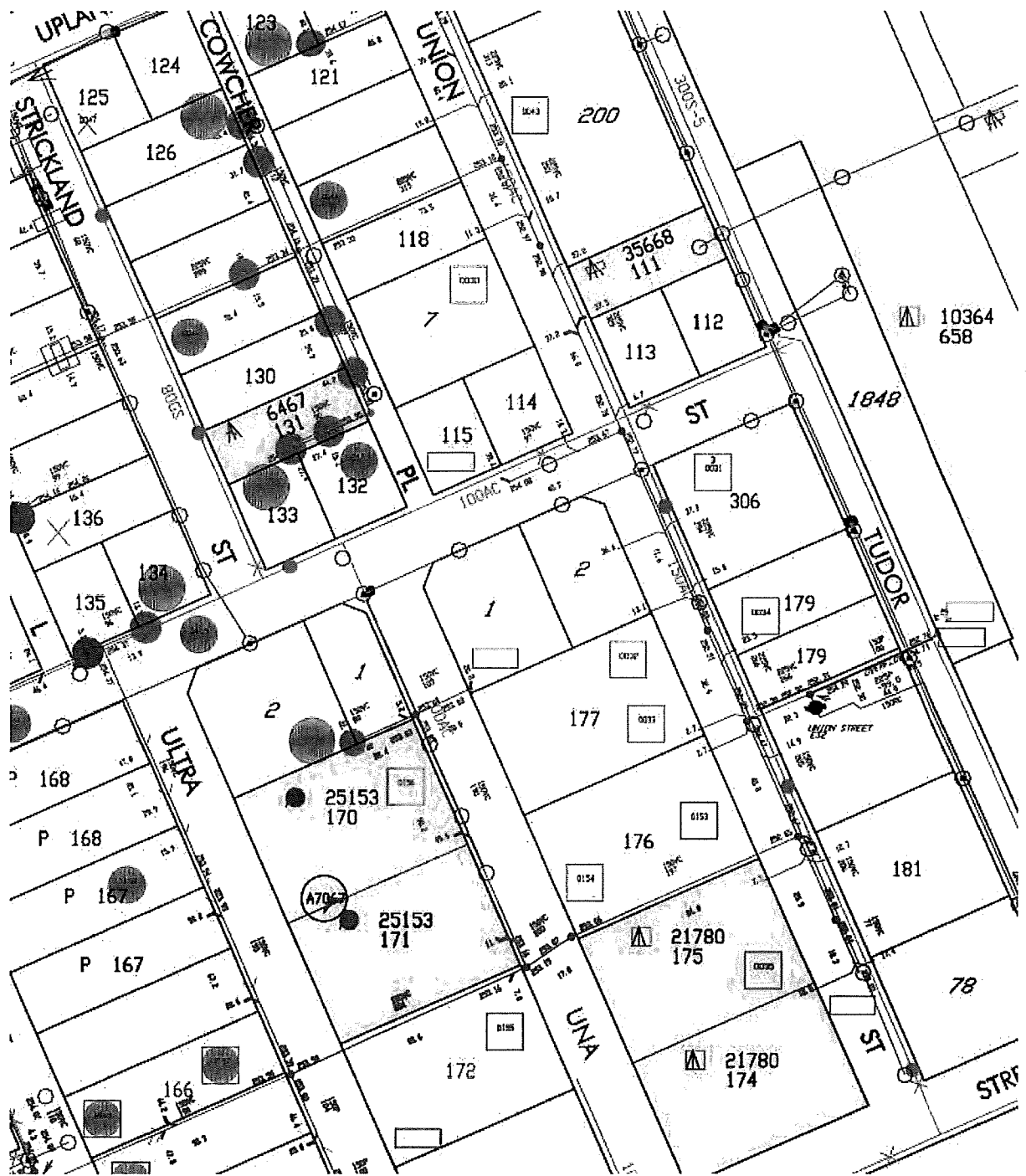
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22 September 2020

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Neighbour Approval Letter for Shed Construction

Date: 19-8-20

SHED CONSTRUCTION ADDRESS:

7 Unit Street Wagin WA 6315

I, Allan Simpson of 93 Una Street have been made aware and agree to Christopher Norwell and Emily Stephens' shed construction project at the above address. I have seen and been made aware of the site plans of the proposed shed and its dimensions 20m long x 10m wide x 5m high (wall height).

Signature: A Simpson
Name: Allan Simpson
Phone Number: 9861421

Neighbour Approval Letter for Shed Construction 4 AUG 2020


RECEIVED

Date: 21 Aug, 2020

SHED CONSTRUCTION ADDRESS:

7 Unit Street Wagin WA 6315

I, Wendy McDougall, owner of 3 Unit St Wagin have been made aware and agree to Christopher Norwell and Emily Stephens' shed construction project at the above address. I have seen and been made aware of the site plans of the proposed shed and its dimensions 20m long x 10m wide x 5m high (wall height).

Signature: Name: WENDY McDOUGALL on behalf of IV & WA McDougall.Phone Number: 98622049



13.6 TOWN PLANNER REPORT

14. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS

15. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

16. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)

16.1 WAGIN AIRFIELD – LEASE OF LAND AND HANGER TO ACCOMMODATE AIRPLANE MACHINERY MECHANICAL REPAIR AND MAINTENANCE BUSINESS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Reserve 20595
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	01 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	Plan of Airfield and Surrounds

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That retrospective approval be sought from the Hon Minister for Lands to seek approval to lease a hanger and land on Reserve 20595, to accommodate an airplane machinery mechanical repair and maintenance business.
2. When approval has been obtained from the Hon Minister for Lands, that the current lease agreement relating to hanger and land, be amended to correctly describe the land (Reserve 20595) upon which the hanger is situated.

Carried 0/0



16.2 WAGIN AIRFIELD – LEASE OF LAND TO ACCOMMODATE HANGERS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Reserve 20595
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	01 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	Plan of Airfield and Surrounds

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That retrospective approval be sought from the Hon Minister for Lands to seek approval to lease land on Reserve 20595 to accommodate aircraft hangers for current leaseholders.
2. When approval has been obtained from the Hon Minister for Lands, that the current lease agreements relating to land leased to third parties for hanger sites, be amended to correctly describe the land (Reserve 20595) upon which the hangers are located.

Carried 0/0



16.3 REQUESTED CHANGES TO WAGIN AIRFIELD LEASES

PROPONENT:	<i>*Withheld</i>
OWNER:	N/A
LOCATION/ADDRESS:	Wagin Airfield
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	10 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	<i>*Withheld</i>
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That legal advice be sought on whether lease agreements for hanger sites at the Wagin Airfield are able to provide for the ownership of hanger buildings to remain with Lessees at the expiration of the leases;
2. That Council agree in principle to lease agreements being amended to provide for the extension of the initial lease period of hanger sites beyond 20 years, subject to the approval of the Minister for Lands and the provisions of section 3.58 (Disposition of Property) being adhered to;
3. That a draft lease agreement be constructed to govern the ownership details of hanger buildings, the conditions with respect to the on- sale of hanger buildings and the conditions around the extension of hanger leases beyond the stipulated initial 20-year term.

Carried 0/0



17. CLOSURE