



AGENDA

ORDINARY MEETING OF COUNCIL

27 OCTOBER 2020



SHIRE OF WAGIN

NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council will be held

ON: Tuesday 27 OCTOBER 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.

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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

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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 27 October 2020 commencing at 7pm

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9. CONFIRMATION OF PREVIOUS MEETING MINUTES

**9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 22
SEPTEMBER 2020**

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Ordinary Meeting of Council held on Tuesday 22 September 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 0/0

**9.2 MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD
13 OCTOBER 2020**

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Works and Services Committee Meeting held on 13 October 2020 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 0/0



MINUTES

WORKS AND SERVICES COMMITTEE

13 OCTOBER 2020

Ordinary Meeting of Council



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Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER



SHIRE OF WAGIN

Minutes for the Works and Services Committee meeting held in the Council Chambers on
Tuesday 13 October 2020 commencing at 3:03pm

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1. OFFICIAL OPENING

The Chairperson, Cr G R Ball opened the meeting 3:03pm.

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

2.1 ATTENDANCE

Cr Greg Ball	Chairperson
Cr Bryan Kilpatrick	Councillor
Cr Wade Longmuir	Councillor
Bill Atkinson	Acting Chief Executive Officer
Allen Hicks	Manager of Works
Emily Edwards	Executive Assistant

2.2 APOLOGIES

Cr Geoff West	Councillor
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3. PUBLIC FORUM

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c



6. CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD 11 AUGUST 2020

COMMITTEE DECISION

Moved Cr B L Kilpatrick

Seconded Cr W J Longmuir

That the minutes of the Works and Services Committee meeting held on 11 August 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 3/0

7. CORRESPONDENCE AND REPORTS

7.1.1. TENDERS – SUPPLY AND DELIVER OF A GRADER & OUTRIGHT PURCHASE (SALE OF SURPLUS VEHICLES, PLANT AND EQUIPMENT)

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	23 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	<ul style="list-style-type: none">• Tender - 01/20-21 Summary• Tender - 02/20-21 Summary• Machinery Specifications

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That the Committee recommends that Council;

1. Accept the tender from WesTrac for a Caterpillar 140 Motor Grader for the tendered price of \$395,065.00 (inc GST); and
2. Accept Komatsu for the outright purchase of the Komatsu GD555-5 Grader for \$131,000.00 (inc GST).

Carried 3/0



BRIEF SUMMARY

Tenders have been received to replace the Shire of Wagin 2014 Komatsu GD555-5 Grader.

BACKGROUND/COMMENT

An advertisement was placed in the Western Australian newspaper on the 22nd of August 2020, calling for the supply of one new grader and the outright purchase of the 2014 Komatsu GD555-5 Grader.

CONSULTATION/COMMUNICATION

NIL

STATUTORY/LEGAL IMPLICATIONS

The Tender provisions within the Local Government Act 1995 and Local Government Regulations apply.

POLICY IMPLICATIONS

Councils Purchasing Policy applies.

FINANCIAL IMPLICATIONS

The 2020/2021 Budget -Allocation \$250,000

STRATEGIC IMPLICATIONS

NIL

VOTING REQUIREMENTS

Simple Majority



TENDER 01/20-21

Supply & Delivery of Grader (budget changeover \$250,000)									
Machine	Kw	Weight	Grade Control & Slope	Add Blue	Warranty	Price ex GST	Less Purchase of Old Machine	Net Cost	Delivery
CAT 140	159	18,400kg	Yes	No	36M	\$ 359,150	\$ 119,091	\$ 240,059	November
Komatsu GD655-7	165	19,260kg	No	Yes	60M / 6000HR & 3YR /2000Hr	\$ 385,000	\$ 119,091	\$ 265,909	November
Komatsu GD555-5	146	18,120kg	No	No	60M / 6000HR	\$ 333,000	\$ 119,091	\$ 213,909	November
John Deere 620GP	160	17,509kg	No	No	60M / 5000HR	\$ 377,400	\$ 119,091	\$ 258,309	October
John Deere 620G	160	17,509kg	No	No	60M / 5000HR	\$ 351,000	\$ 119,091	\$ 231,909	October

TENDER 02/20-21

Sale of Grader - 2014 Komatsu GD555-5 (W284)	
Tenderer	Tendered Price (Inc GST)
Komatsu	\$ 131,000.00
Manheim	\$ 115,000.00
Mayday Services	\$ 110,000.00
Industrial Roadpavers	\$ 68,750.00



MACHINERY SPECIFICATIONS

GRADER TENDER 2020/21					
DESCRIPTION	KOMATSU GD555-5	KOMATSU GD655-7	JOHN DEERE 620 G	JOHN DEERE 620 GP	CAT 140
ENGINE DISPLACEMENT	6.8 Litre	6.69 Litre	6.8 Litre	6.8 Litre	7.2 Litre
MAX TORQUE	880 Nm	941 Nm	915 Nm	915 Nm	1052 Nm
TORQUE RISE	29%	30%	46%	46%	39%
GEAR 3	161 HP	183 HP	170 HP	170 HP	193 HP
GEAR 4	179 HP	203 HP	180 HP	180 HP	198 HP
GROSS HORSE POWER	196 HP	221 HP	200 HP	200 HP	213 HP
MAX GVW BLADE PULL		10980 Kg	14,091 Kg	14,091 Kg	13,685 Kg
FUEL CAPACITY	416 Litre	390 Litre	303 Litre	303 Litre	416 Litre
MACHINE WEIGHT TOTAL	18,120 Kg	19,260 Kg	17,509 Kg	17,509 Kg	18,400 Kg
LENGTH TOTAL	10.365	10.875	10	10	10.136
ADD BLUE	NO	YES	NO	NO	NO
MOLDBOARD LENGTH	12 FT	14 FT	12 FT	14 FT	14 FT
GRADE CONTROL /SLOPE	NO	NO	NO	NO	YES
COMPLIMENTARY SERVICE	YES	YES	NO	NO	NO
WARRANTY	60M /6000 HRs	60M /6000 HRs	60M/5000 HRs	60M /5000 HRs	36M/ unlimited hrs
TYRE SIZE	14.00R24	17.5R25	14.00R24	17.5R25	17.5R25
COMPLIMENTARY SERVICE	3 YR 2000 HRs includes parts, labour and travel				



8. INSPECTIONS

The meeting adjourned at 3:25pm and the following inspections were carried out:

- Puntapin Dam – inspection of eroded inlet/spillway
- Bullock Hills Road- Intersection with Puntaping Road - Proposed Widening
- Bullock Hills Road - Bockaring Hill – Proposed Widening
- Trimdon Street/Ballagin Road – Proposed footpath extension
- Arthur Road – Proposed replacement of kerbing on south side
- Caravan Park - Proposed kerbing of service islands adjacent to caravan sites
- Stubbs Street – Proposed kerbing
- Bojanning Park – Proposed upgrade
- Johnston Street – Proposed replacement of kerbing

The meeting resumed at 4:57pm

9. GENERAL BUSINESS

9.1 PUNTAPIN DAM REMEDIAL WORKS

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That remedial works be initiated at Puntapin Dam.

Carried 0/0

COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr W J Longmuir

That the Committee recommends that Council urgently pursue the implementation of remedial works at Puntapin Dam to ensure that this asset is retained as a vital water source into the future.

Carried 3/0





Works and Services Committee

11

13 October 2020



9.2 KERBING WORKS – WAGIN TOWNSITE

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council consider allocating funds from its current footpath program to replace kerbing along sections of Arthur Road and Stubbs Street.

Carried 0/0

COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr W J Longmuir

That the Committee recommends that Council that the kerbing program funded through the current LRCIP allocation be applied as follows:

- Arthur Road – Replacement of 284 metres of kerbing on the south side of the street;
- Stubbs Street – Replacement of kerbing on both sides of the street between Rifle Street and Morris Street.

Carried 3/0

10. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 4:57pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 13 October 2020

Signed:

.....

Chairperson

Date:

.....



9.3 MINUTES FROM THE TOWNSCAPE ENHANCEMENT COMMITTEE MEETING HELD 15 OCTOBER 2020

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Townscape Enhancement Committee Meeting held on 15 October 2020 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 0/0



MINUTES

TOWNSCAPE ENHANCEMENT COMMITTEE

15 OCTOBER 2020
Ordinary Meeting of Council



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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 Townscape Enhancement Committee Meeting held in the Council Chambers, Wagin on Tuesday 15 October 2020 commencing at 6:05pm

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1. OFFICIAL OPENING

Chairperson, Cr Chilcott, opened the meeting 6:05pm.

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

2.1 ATTENDANCE

Cr Sherryl Chilcott
Cr Geoff West
Cr Dave Atkins
Brian Roderick
Gen Harvey
Mark Banks
Lance Mudgway

Chairperson
Councillor
Councillor
Deputy Chief Executive Officer

2.2 APOLOGIES

Denise Patterson
Robyn Hoysted

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 TOWNSCAPE ENHANCEMENT COMMITTEE MEETING HELD 18 JUNE 2020

COMMITTEE DECISION

Moved Cr G K B West

Seconded Gen Harvey

That the minutes of the Townscape Enhancement Committee meeting held on 18 June 2020 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.

Carried 6/0



7. STATUS REPORT – OCTOBER 2020

Date	Description	Responsible Person	Action	Status	Comments
2019	Wetlands Park Development	Brian Roderick	<p>Council has Budgeted \$217,250 to carry out stages 1 and 3 of this development.</p> <p>This is made up of \$180,000 from Federal Grant funding program – Local Roads and Community Infrastructure, \$15,000 from WAG's and the remainder from Council.</p>	In Progress	In Progress – The Shire has engaged John Case to project manage this project. John is working as Shire Staff. He has completed a lot of the planning works. Demolition works commence this Friday 16th October.
2018	Library / Town Square Development	Brian Roderick	<p>The final plan was endorsed by Council at the September Council meeting.</p> <p>There was a significant amount of work and consultation to derive a final plan that ticked all the boxes.</p>	<p>Ongoing – In Progress</p> <p>Final Masterplan was endorsed by Council at the August Council Meeting.</p>	In Progress – The Shire has engaged John Case to project manage this project. John is working as Shire Staff. He has completed a lot of the planning works. Also, some the design elements have been purchased and formal work will commence at the end of October.
2018	Electronic Advertising Sign	Brian Roderick	At the last Committee meeting the following recommendation was put forward to Council:	Ongoing – In Progress	The Recommendation was not adopted by Council, instead they resolved to request the



			<p>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.</p> <p>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)</p> <p>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.</p> <p>4. That the Shire be responsible for the management arrangements of the Electronic Information Sign.</p>		<p>Finance and General Purposes Committee develop a policy pertaining to the operating and management of the Electronic Sign.</p> <p>A policy was formulated in August and adopted by Council at the September meeting.</p> <p>Council, at the September Meeting, resolved to call for Quotations/Expressions of Interest for supply and erection of a double sided Electronic sign.</p> <p>Approvals have been granted by Main Roads WA to erect the sign in the Town Square development.</p> <p>Request for Quotations have been advertised, closing 20th October.</p>
March 2020	Giant Ram Painting and Maintenance	Brian Roderick	\$25,000 has been included in the 2020/2021 Shire Budget, funded through Federal Grant funding	Planning Stage	Quotations received for painting contractors and a



			<p>program – Local Roads and Community Infrastructure.</p>		<p>painter has been engaged to undertake these works.</p> <p>We are still working with a scaffolding company to secure appropriate and affordable scaffolding.</p> <p>We are hoping the works can be carried in Late October or early November.</p> <p>Council has allocated \$25,000 to carry out this maintenance job from recent additional grant funding from the Federal Govt (LRCIP Grant)</p>
May 2020	Implementation of Proposed Annual Flowering Program and Enhancement of Specific Areas	Bill Atkinson	<p>. That the Committee recommend Council approve the progressive implementation of the creation of the proposed annual planting program and the creation of garden beds as specified in this report;</p> <p>2. That the Committee recommend Council support consideration towards implementing the following projects (subject to finalising conceptual plans as required):</p>	In Progress- On-going	Significant works have been undertaken with this Townscape initiative.



			<ul style="list-style-type: none"> • Upgrade of the lawn/garden area around the Wagin War Memorial; • Installation of seating, gazebo/shelter and garden bed adjacent to the RSL building in Tudhoe Street; • Installation of a seat around the circular garden bed opposite the Town Hall buildings on the Tudor Street reserve. 		
June 2020	Public Seating of Wagin	Bill Atkinson / Brian Roderick	<ol style="list-style-type: none"> 1. That an audit of public seating in Wagin be carried out; 2. That a determination be made of what seating should be made redundant and what new seating should be provided; 3. That budget provision be made in the Shires 2020/21 financial year budget to bring public seating up to a suitable standard. 	In Progress - Ongoing	<p>Staff have carried out Seating Audit</p> <p>Funding of \$30,000 through the Local Roads and Community Infrastructure Program (LRCIP) in the 20/21 Budget</p> <p>Some new Furniture ordered</p>
June 2020	Pine Barriers Refurbishment	Bill Atkinson	That a program of refurbishing/replacing pine barriers in public areas and the repainting of kerbs in traffic islands be undertaken.	In Progress - Ongoing	Staff are in the process of painting the existing Pine Barriers.
October 2020	Ficus Plant Pots	Brian Roderick	Move pots and replace struggling plants	In Progress	This has been undertaken by the works crew, we are now looking at planting appropriate plants in the Tudor Street pots



8. CORRESPONDENCE AND REPORTS

8.1.1. ELECTRONIC ADVERTISING SIGN – UPDATE ONLY

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:	12 th October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	1. Electronic Advertising Sign Policy 2. Request for Quotation

UPDATE

At the last Committee meeting in June the following recommendation was put forward to Council:

- 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.*
- 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)*
- 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.*
- That the Shire be responsible for the management arrangements of the Electronic Information Sign.*

The Recommendation was not adopted by Council, instead they resolved to request the Finance and General Purposes Committee develop a policy pertaining to the operating and management of the Electronic Sign.

A policy was formulated in August and adopted by Council at the September meeting, the new policy is enclosed for your info.

Council, at the September Meeting, resolved to call for Quotations/Expressions of Interest for supply and erection of a double-sided Electronic sign. Request for Quotations have been advertised and closes on the 20th October. To date, we have received eight requests for the specifications, the quotation specifications document is enclosed for your information.



Once the quotation period closes staff will assess the quotations and make a recommendation to full Council at the October Council meeting.

With the electronic sign now being erected in the new Town Square development it is anticipated that the sign will be installed towards the finish of this project, so February 2021 before the next Woolorama.

Policy Type:	Administration
Date Adopted:	New

Policy No:	24
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.

ADOPTED 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:	<ol style="list-style-type: none"> 1. Location of the sign The sign is located in the Town Square, Wagin 2. Purpose of the sign The purpose of the sign is to: <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	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
<p>**Local Business:</p> <p><i>15 Minutes per business per day of advertising time: Permissible items</i></p> <ol style="list-style-type: none"> <i>1. Advertising of business name, contact details and services provided</i> <i>2. Opening times</i> <i>3. Promotion of events</i> <i>4. Promotion of major sale items on a cost recovery basis</i> 		\$250 per annum
Church services	Up to 7	Free

	Emergency warnings and advice	As required	Free
	Local Roadworks and road closures	As required	Free
<p>**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.</p> <p>Messages that relate to the following will be disallowed:</p> <ul style="list-style-type: none"> • political parties • religious groups • messages that are deemed offensive <p>Final determination as to the suitability of a message and its duration is delegated to and at the discretion of the Wagin Shire CEO.</p> <p>5. Operational Income and Expenditure</p> <p>The Shire will be responsible for all expenditure associated with the operation of the Sign, other than business advertising costs.</p> <p>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.</p>			



SHIRE OF WAGIN

QUOTATION SPECIFICATIONS

LED ELECTRONIC DISPLAY SIGN

(SUPPLY, DELIVERY, FRAMING CABINET & HEADER BOARD, ERECTION, SOFTWARE SUPPLY, COMMISSIONING AND TECHNICAL SUPPORT FOR A DOUBLE-SIDED ELECTRONIC DISPLAY SIGN)



The Shire of Wagin invites quotations for the supply, delivery, installation, commissioning and technical support for an LED electronic display sign.

Purpose of Sign:

The sign will be used to promote events, advise of emergencies, advertise local businesses and general information for the community and visitors.

Location:

The sign is to be installed at the proposed Shire Town Square situated in Tudhoe Street, Wagin.

Specification of Sign:

1. Double sided panel with 6.6mm pitch or better
2. Size: **up to** 2,560mm (long) x 1,920 mm (wide) x 150mm (deep)
3. The sign is to be framed and mounted on two posts approximately 3 metres from the ground. The frame is to include a headboard displaying *Shire of Wagin* lettering and logo.

Quotation Requirements:

Interested suppliers are required to submit details of:

1. Cost of the screen, framing system in cabinet, installation, Cage bolt assemblies, Shire of Wagin double sided header and signal controller all erected/installed.
2. On site commissioning including software and training.
3. Recurrent costs for maintenance (troubleshooting), technical support, software licences or agreements and software upgrades.
4. Warranty details.
5. Any other costs associated with providing and installing sign and maintain the operation of the sign into the future.

Other Information to be Provided:

1. Details of experience in providing and commissioning LED display signs (details of some similar installations to be provided).
2. Timeframe delivery, erection and commissioning of sign.
3. Training provided to purchaser.
4. Maintenance support and software upgrade arrangements.

Power to the Site:

The Shire will be responsible for providing power to the site.

Quotation Evaluation:

Quotations will be evaluated on the following basis:



1. Price – 70%
2. Compliance with tender specification - 5%
3. Experience in providing and commissioning LED advertising signs – 5%
4. Delivery and commissioning timeframe – 5%
5. Commitment, capacity and cost to provide training, maintenance support and upgrades – 15%

Submission of Quotations

Quotations clearly marked “**LED Electronic Display Sign**” close with the undersigned at **noon on Tuesday 20th October 2020**.

Quotations will be accepted in the hard copy form by post to Shire of Wagin PO Box 200, Wagin; or by email to dceo@wagin.wa.gov.au .

Failure to address all the conditions above may render the quotation invalid.

Lowest or any quotation will not necessarily be accepted.

W.T. ATKINSON
Acting Chief Executive Officer
Shire of Wagin
PO Box 200
WAGIN WA 6315



8.1.2 TOWN SQUARE DEVELOPMENT - UPDATE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Tudhoe / Trent Streets
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:	
ATTACHMENTS:	Town Square Plan

UPDATE

The final Town Square Plan was adopted by Council at the September Council meeting, the plan has gone through significant At the last Committee meeting in June the following recommendation was put forward to Council:

THE FOLLOWING CHANGES AND NOTES TO THE TOWN SQUARE

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 is limited to vehicles 14 meters long.
- The Taylor lane entry and exists remain with the entry/exit being 10 metres wide
- The parking and thoroughfare area all one way, entry from Tudhoe Street and exit on Trent Street or Taylor Lane.
- 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 Town Square heading east by shortening the nib on the corner of Tudhoe and Trent Streets.

Staff have been busy with organising a number of the design elements of the project, including organising the following:

- Brick Paving and contractor
- Town Map
- Shelters
- Street Furniture, benched, tables etc
- Bike Racks
- Trees and Shrubs

John Case has been employed to project manage this development and he has put together the following works schedule:

Mark out trenches for Power & lawn drainage	4	27/10/2020	27/10/2020	JC/AH
Excavate Electrical trench for LED Sign & lawn drain	16	27/10/2020	28/10/2020	Shire , B/hoe
Lay Cables incl data and pits and fill trench	16	27/10/2020	28/10/2020	Elect contract
Block access to all area south of library incl Taylor lane closed.	4	2/11/2020	2/11/2020	Shire
Excavate with Grader, site south of library to 200mm depth	24	2/11/2020	13/11/2020	Shire Works
Cart road base and compact	40	16/11/2020	20/11/2020	Shire Works
Mark out site	8	23/11/2020	23/11/2020	JC,AH
Seal stage 1 hotmix	8	24/11/2020	24/11/2020	Seal Contractor1
Chipseal stage 2	16	25/11/2020	26/11/2020	Seal Contractor2
Kerb stage 1 & 2 incl drains	24	30/11/2020	2/12/2020	Kerb Contractor
Prepare for plantings 36 director boxes	16	3/12/2020	4/12/2020	Backhoe
Install Shade shelters 3 (due 14/11)	24	24/11/2020	27/11/2020	Shire Town
Paving	80	1/12/2020	15/12/2020	Paving Contractor
Road marking & signage and reflectors	16	3/12/2020	4/12/2020	Sign Paint Contractor
LED Sign				

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 access.

Ensure adequate pits are dug for new trees.

Caravan and long vehicle parking (up to 14m length).

New electronic sign.

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

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

Shaded family friendly bays (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.

TRENT ST

Fixed picnic table under existing shade.

Benches to catch the winter sun.

Garden beds and water station.

Mini 'town square' to complement the library, provide a shady meeting spot for families and a space for small events and community gatherings. Two picnic shelters, lawn and comfortable benches under deciduous trees are illustrated left.

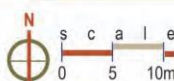
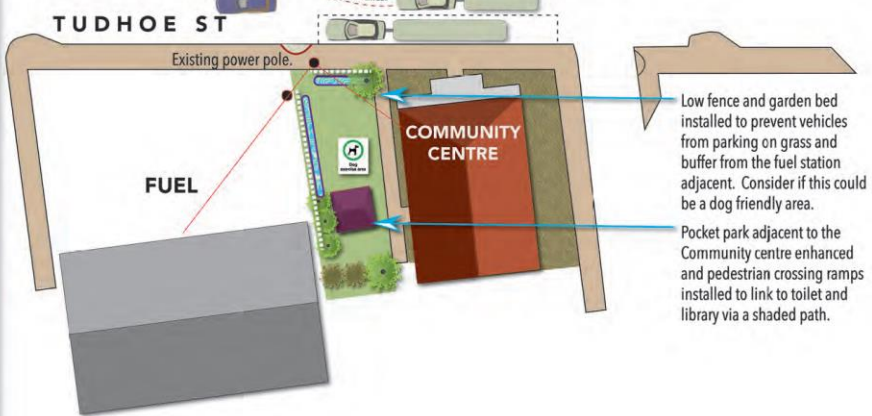
Two hour parking limit zone (signed).

Repair and improve pram ramps.

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

Wagin Library Square Enhancement Adopted Concept

October 2020



Prepared for the Shire of Wagin by Sally Malone Design

8.1.3 WETLANDS PARK PLAYGROUND DEVELOPMENT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Wetlands Park
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	12 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	

UPDATE

Again, staff have been busy with organising a number of the elements of the project, with demolition works to commence this Friday 16th October. The Wagin Action Group have kindly offered their time to dis-assemble the old play equipment and remove the soft fall and limestone blocks.

Whilst the plan of the park has gone out to the community for their comment and the plan has also been endorsed by Council there has had to be some minor changes due to existing trees and other options being more practical and cost effective to fit in with existing budget. This includes:

- Removal of the new BBQ, as it will be very costly to get power to the BBQ and there is already a BBQ some 30 metres away and it would seem a waste and duplication of facilities.
- Removal of the water pump as again very costly and feedback we are receiving is the control of the water becomes an issue with children.
- Change the concrete slide to a more practical hard plastic slide that will fit into the theme of the park. This will be a far cheaper option and there is an apparent issue with concrete slides ripping kids clothes.
- The play tower and the swing set will be assembled in different positions within the new development area due to current positioning of trees.

John Case is also project managing this development and he has again put together a works schedule.

Task	Shire personnel	Others	Days	timeframes	labour hr totals
Set up compound fence for materials and site demarcation	2		2	09/10/20	32
Remove Blockwork approx. 60m and relocate	1		1	16/10/20	8
Remove Soft fall			1	16/10/20	
Remove Playground equipment			1	16/10/20	
Remove seating	2		0.5	d9	8

Move Large rock /table	2		0.5	d9-d10	8
Mark out site for levels Dry creek bed route	2		0.5	d10-d11	8
Cart/fill to achieve levels, creek bed is prime level	3		3	d12-d14	72
Install gravel mulch and creek bedding rocks	1		3	d15-d17	24
Mark out site for levels 4 Concrete slabs	2		0.5	d18	8
Mark out site for levels 3 Soft fall areas	2		0.5	d18	8
Using Limestone blocks, build softfall compounds incl drains	3		3	d19-d21	72
Install all Playground equipment items	2		3	b22-d24	48
Install mulch 50m3	1		2	d25-d26	16
Box and pour concrete slabs 6m3				d27	
Mark out site for levels Gravel fines path	2		0.5	d27	8
Install Plastic edging for fines	3		3	d28-d30	72
install fines	3		2	d31-d32	48
install reticulation	3		3	d33-d35	72
install turf	6		2	d36-d37	96
Mark out fence perimeter	2		0.5	d38	8
Install posts 3m spacing	3		3	d39-d41	72
Assemble fence and gates	3		5	d42-d47	120
Install seating/tables	3		2	d48-d49	48
Install Shade shelter			2	d50-d51	
Total					856

It is planned to have the development completed by Australia Day in time of the normal Australia Day celebrations.

8.1.4 TOWNSCAPE WORKS IMPROVEMENTS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Wagin Town Site
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	12 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	

COMMITTEE COMMENT

The Committee would like it recorded that the Committee appreciates and commends the Shire Works staff on the job they are doing with Townscape and how amazing the town looks.

UPDATE

At the previous two Townscape Committee meetings it was agreed for staff to carry out the implementation of the proposed annual flowering program, enhancement of specific areas and painting and upgrades to the pine barriers and main street kerbing.

The improvement works have been carried out by the Shire's works crew under the direction of the CEO and Manager of Works.

I have attached below photos of the improvements, it is very pleasing that staff have been receiving a significant amount of compliments on how the town is looking so good.





EXPLORING THE TOWN

8.1.5 TOWNSCAPE BEAUTIFICATION AND TREE CANOPY PLAN/SCOPE OF WORKS

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:	12 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	

BRIEF SUMMARY

For the Committee to decide on the next items and projects to undertake in line with the Townscape Beautification and Tree Canopy Plan / Scope of Works document.

BACKGROUND/COMMENT

In July 2018 the Committee and Council endorsed the following Townscape Beautification and Tree Canopy Plan / Scope of Works document. The plan was mainly put together under the guidance of horticulturist, Mike Brown.

The highlighted yellow items are townscape works that have already been completed over the past two years.

Townscape Beautification and Tree Canopy Plan/Scope of Works Document – July '18

Highlighted in Yellow is works that have been completed

Tudhoe Street – Shire Office to Ventnor Street

- That suitable advanced trees be planted in strategic places in the main CBD area of Tudhoe Street
- Remove non-suitable trees and replace with suitable trees as advised by local consultant horticulturist
- Pots: Remove existing trees and re-plant in suitable areas, re-plant new suitable shrubs advised by local consultant horticulturist
 - Look at enhancing shrubs in other pots
 - Paint old cement pots
 - Cluster pots for greater effect
- Create alfresco area near the cafes
- Window boxes on some buildings
- Look at beautifying and enhancing other key areas in the Street to enhance vibrancy

Tavistock Street

- That suitable advanced trees be planted in strategic places in both the bitumen and footpath along the southern and northern sides – **Unable to Carry out due to underground utility infrastructure**
- **Remove non-suitable trees and replace with suitable trees advised by local consultant horticulturist**
- Feature lighting and Flag poles
- Look at beautifying and enhancing other key areas in the Street

Ranford Street

- **Remove non-suitable trees on eastern end of the Street opposite the School and replace with suitable trees advised by local consultant horticulturist**
- **Plant suitable trees on the western side of the Street advised by local consultant horticulturist**

Tudor Street

- **Pots: Remove existing trees and re-plant in suitable areas, re-plant new suitable shrubs advised by local consultant horticulturist**
- Look at enhancing shrubs in other pots**
- Cluster pots for greater effect
- Look at beautifying and enhancing other key areas

Shire Office Garden and Surrounding Area

- **Remove non-suitable plants and replace with suitable plants advised by local consultant horticulturist**
- **Look at beautifying and enhancing other areas in the garden**
- **Remove non-suitable trees and replace with suitable trees to create a woodlands theme in that area advised by local consultant horticulturist**

Ballagin Street

Major Street connects residential with Showgrounds and Town Centre. Needs – Impact must be the focus, colour, shape and size of Tree selection very important. The length of Ballagin Street leans itself to “continuation planting”, a style that can be used again elsewhere highlighting the town’s ‘style’.

- **Remove non-suitable trees and replace with suitable trees advised by local consultant horticulturist**

Wetlands Park

- **Look at options regarding the Goulburn Roses – Grafting to suitable root stock and replanting in pots or another area**
- **Remove white ant infested and dead trees**
- **Plant suitable trees and shrubs in key areas advised by local consultant horticulturist**
- **Look at beautifying and enhancing other areas in the park**

Council has allocated funds to carry out more Townscape works in the 2020/2021 financial year. The endorsed budget is as follows:

The Above Budget to be Expended as per the Following			
Item	Capital	Operating	
Miscellaneous Town Street Trees and annuals and shrubs planting general operating Townscape maintenance and works		16,000	
Miscellaneous Townscape Committee Projects	10,000		
Planting of Wetlands Park Mounds	8,000		
Public Seating	12,000		
Pine Barrier Refurbishment and Kerb Painting		4,000	
Purchase of trees and plants in various Town streets and key areas, and other Townscape work as per Townscape Beautification Plan and Enhancement Program.	30,000		
Totals	60,000	20,000	

Staff are looking for some direction as to what Townscape projects/items the Committee would like to see undertaken next, whether that be works from the above plan or other projects. Please note that there will be some savings with public seating and Wetlands Park mounds, however, there will be some over-runs with the operating Budget and we may be looking for some additional funds for the painting of the Giant Ram.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COMMITTEE COMMENT

The Committee will consider concepts from the plan and other Townscape concepts and bring back to the next Townscape Committee Meeting.

The Committee would like to see staff explore the idea of creating an alfresco area in front of Cresswells Shop.



9. GENERAL BUSINESS

9.1 RV AREA

Cr West requested the shire look at placing two moveable round concrete fire places with hot plates in the RV area for campers to utilise. They can be easily removed for Woolorama and the restricted and prohibited burning periods.

The Committee felt this was a good addition to the RV area, staff advised this will be done in May next year.

9.2 PARKING AREA – BETWEEN GROOTS SHED AND GRAIN FEEDS

Cr Atkins requested some further tidy up of this area, it is good to see the removal of the water tank and pipe, but further tidying up work is warranted. Cr West advised that he would be putting up a new fence south of the shed.

9.3 WAGIN CARAVAN PARK

Cr Atkins would like to see the Shire improve the aesthetics at the Wagin Caravan Park, including removing the pile of sand, planting of trees as a screen along the western end boundary (Scadden Street) and upgrade of the entry signage.

10. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 7:15pm

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

Signed:

.....

Chairperson

Date:

.....



10. ANNOUNCEMENTS BY THE PERSONS PRESIDING WITHOUT DISCUSSION



11. STATUS REPORT – SEPTEMBER 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.	New Comment: Old playground has been disassembled and area cleared. Development will be in full swing in November/December
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		New Comment: Awaiting Information from the Shire of Williams.
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	Policy to be adopted at September Council Meeting. Looking for further direction from Council to progress.
22 September 2020	4394	DCEO		New Action: That Quotations are invited for the supply, delivery, framing cabinet & header board, erection, software supply, commissioning and technical support for a double- sided LED Electronic Display Sign.	New Comment: As per Council Resolution, Request for Quotations have been advertised. Please refer to agenda item.	
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 New Comment: In progress



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: Painting Contractor selected, working through options with scaffolding or cherry picket. Works should commence in November
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: Ramps will be installed as time permits.
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	New Comment: Electrician to submit Quote - October
26 May 2020	4278	ACEO	Implementation of Proposed Annual Flowering Program and Enhancement of Specified Areas	Undertake program within the parameters of the current Townscape Program	Commenced and progressing	New Comment: Program initiated; seasonal rotational planting programmed.
25 August 2020	4363	ACEO	Contract – Waste Management	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.	In Progress	



FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
25 August 2020	4366	ACEO	Review of Councillor Representation	That item 13.1.4 Review of Councillor Representation be laid on the table until Ordinary Meeting of Council on 27 October 2020.	For inclusion in October Council Meeting Agenda.	
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. 	New Comment: Construction programmed for November 2020.	



22 September 2020	4396	DCEO/ CPO		New Action: That Council adopt the final concept plan for the Town Square Redevelopment and authorise works to proceed accordingly.	New Comment: Progressing	
25 August 2020	4364	ACEO	Lease of Lot 666 Brockman Road	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.	Tenders called. New Comment: Tenders closed 14 October, please refer to agenda item including in October Agenda.	
25 August 2020	4367	ACEO	Lease of portion of Lot 76 Ballagin Road	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.	Tenders Called New Comment: Tenders closed 14 October, please refer to agenda item including in October Agenda.	
25 August 2020	4377	ACEO/EA	Recruitment of Chief Executive Officer	That John Phillips Consulting be engaged to assist Council with the selection process for a Chief Executive Officer.	Meeting held with CEO Review Committee on Monday 14 September 2020	New Comment: Ongoing, Applications close 18 October 2020
22 September 2020	4401	ACEO/EA		New Action: That Council endorse: 1. The amended CEO recruitment process timeline 2. The CEO recruitment advertising/media schedule	New Comment: Advertising schedule adopted and underway	

22 September 2020	4389	ACEO	Betty Terry Community Theatre	<p>New Action: 1. That Council accept the gift of the Betty Terry Community Theatre building as offered with the following conditions:</p> <ul style="list-style-type: none"> • 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. <p>2. That the Shire organise a separate water service to the cinema.</p> <p>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.</p> <p>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, on the condition that the money is repaid over a 3 year period.</p> <p>5. That settlement of the property proceeds forthwith.</p>	<p>New Comment: Awaiting response from Executor.</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.	New Comment: Enquiry initiated for use of the Courthouse.	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.	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. 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
24 March 2020	4246	CEO	Development Application – 20 Tavistock Street, Wagin / Container Deposit Scheme	That Council approve this development application subject to conditions	New Comment: Container deposit scheme commenced week beginning 05/10/20	
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 New Comment: Approval from Regional Officer required and initiated.	Advertising Completed



22 September 2020	4399	EHOB	Development Application – Proposed Oversized Shed	New Action: 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	New Comment: Awaiting Engineer confirmation prior to issuing Building Permit	
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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: Approval by way of delegated authority within the townsite boundary.	
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.	Action on hold. New Comment : in communication with donor of Land.	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.	New Comment: Islands to be sandbagged at end of October	
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	4352	MOW	Works and Services Committee Action Items	<p>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>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	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.	Obtaining quotations in line with scope of works.	
22 September 2020	4391	ACEO	Proposed Gate – Kersley Road	New Action: 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.	New Comment: Proposal Advertised	



12. FINANCIAL REPORTS

12.1. FINANCIAL REPORTS – AUGUST 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:	20 October 2020
PREVIOUS REPORT(S):	26 August 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	<ul style="list-style-type: none">• Monthly Financial Report• Payments List (under separate cover)

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

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

Carried 0/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That EFT Payments EFT9842 – EFT9929 Cheque Payments 5371 – 5386 and Direct Debit Payments from the Municipal Account totalling \$327,091.11 and EFT Payments EFT9930 – EFT9933 Cheque Payment 2559 from the Trust Account totalling \$1,030.00 for the month of August 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 August 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

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

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

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Note 5	Rate Revenue
Note 6	Disposal of Assets
Note 7	Capital Acquisitions
Note 8	Borrowings
Note 9	Reserves
Note 10	Grants and Contributions
Note 11	Trust Fund

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	6%	1,122,464	66,132
Footpaths	0%	121,962	0
Infrastructure - Other	1%	670,250	3,671
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	31%	1,296,447	395,440
Non-operating Grants, Subsidies and Contributions	20%	919,823	180,481
Rates Levied	102%	2,380,726	2,424,314

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year 31 Aug 2019	Year to Date Actual 31 Aug 2020
Adjusted Net Current Assets	101%	\$ 3,758,633	\$ 3,790,853
Cash and Equivalent - Unrestricted	287%	\$ 579,007	\$ 1,661,383
Cash and Equivalent - Restricted	120%	\$ 1,380,038	\$ 1,657,399
Receivables - Rates	92%	\$ 2,597,313	\$ 2,377,555
Receivables - Other	9%	\$ 678,532	\$ 60,983
Payables	86%	\$ 106,126	\$ 91,069

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21 October 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 in-consistent 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.

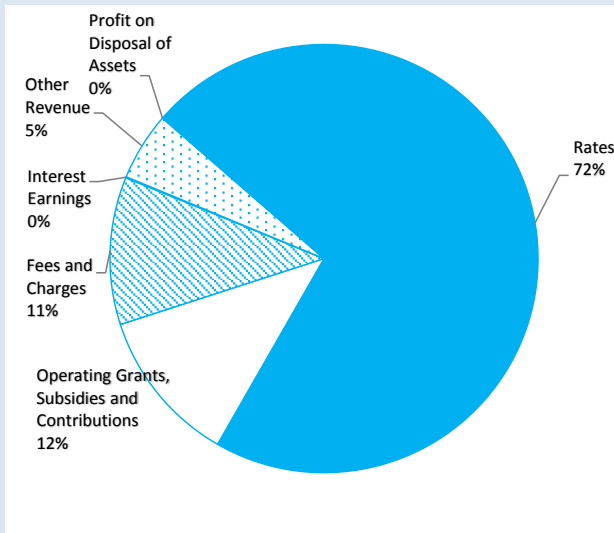
CRITICAL ACCOUNTING ESTIMATES

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.

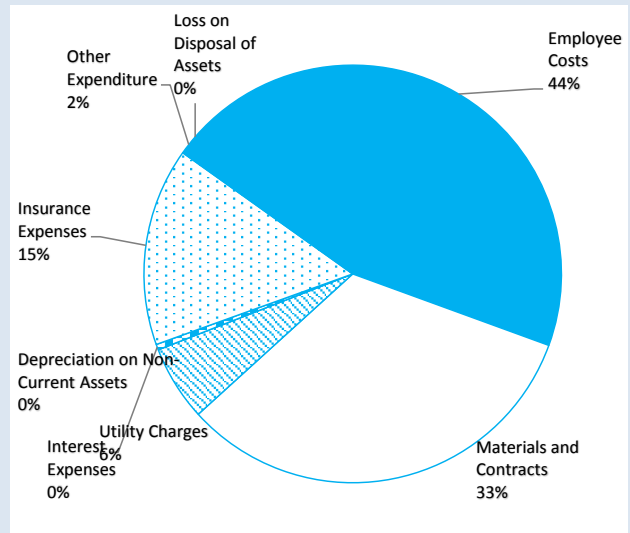
ROUNDING OFF FIGURES

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

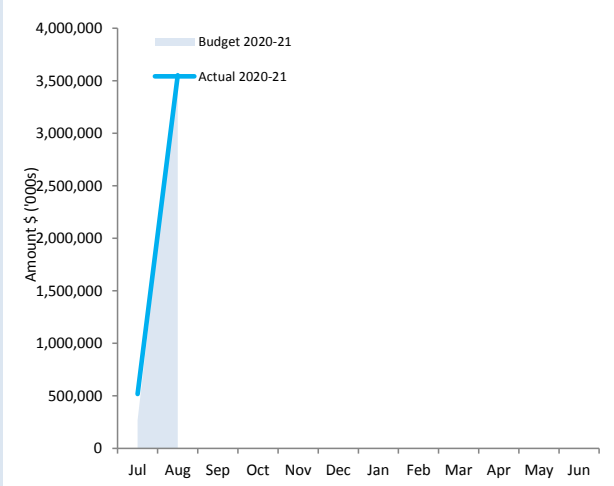
OPERATING REVENUE



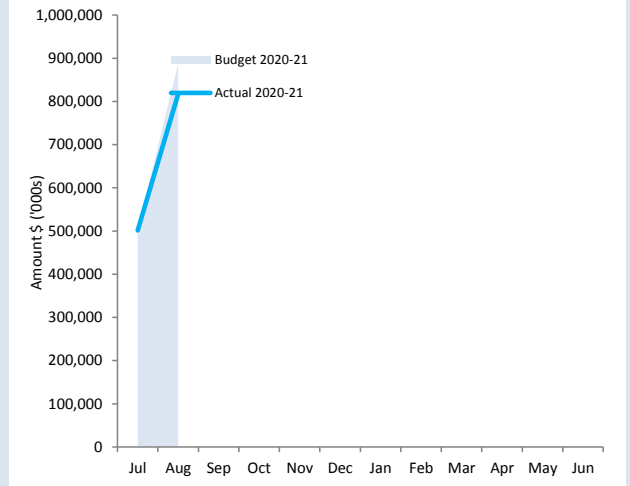
OPERATING EXPENSES



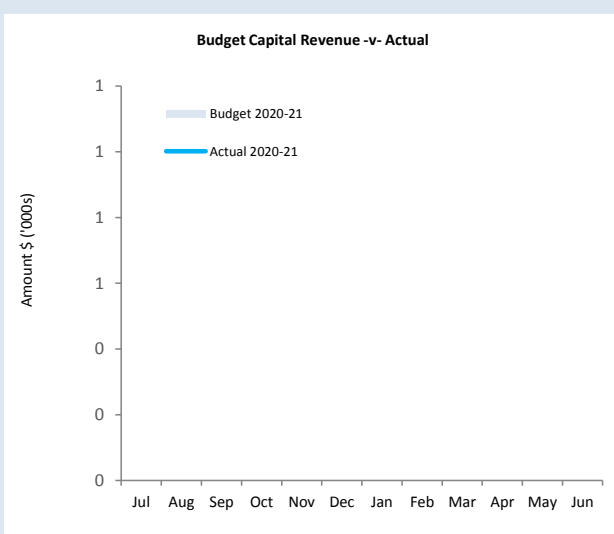
Budget Operating Revenues -v- Actual



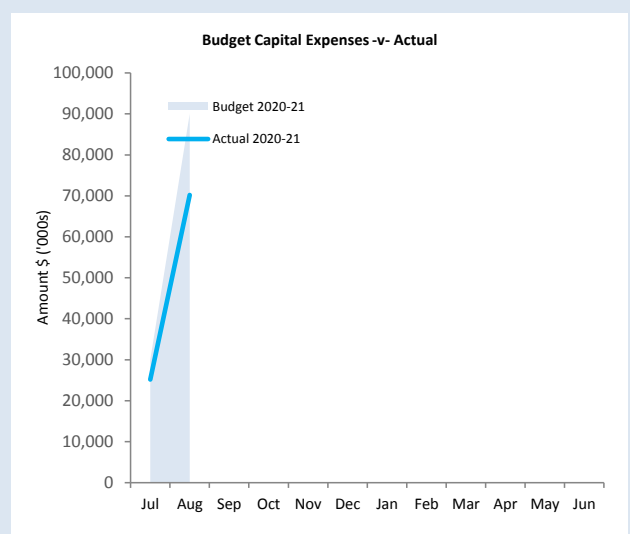
Budget Operating Expenses -v-YTD Actual



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 AUGUST 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 AUGUST 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	1,834	200	(1,634)	
General Purpose Funding - Rates	5	2,380,727	2,442,665	2,424,314	(18,351)	
General Purpose Funding - Other		899,685	304,582	298,792	(5,790)	
Law, Order and Public Safety		180,991	65,000	49,795	(15,205)	
Health		60,132	9,640	8,084	(1,556)	
Education and Welfare		404,715	70,034	85,153	15,120	
Community Amenities		364,325	315,325	323,705	8,380	
Recreation and Culture		95,113	9,298	11,566	2,268	
Transport		227,480	143,840	135,582	(8,258)	
Economic Services		226,700	37,782	20,274	(17,508)	
Other Property and Services		110,900	18,902	14,326	(4,576)	
		4,956,768	3,418,902	3,371,791		
Expenditure from operating activities						
Governance		(448,060)	(102,852)	(85,667)	17,185	
General Purpose Funding		(386,202)	(72,829)	(82,416)	(9,587)	
Law, Order and Public Safety		(298,841)	(61,255)	(64,215)	(2,960)	
Health		(244,376)	(30,139)	(27,507)	2,632	
Education and Welfare		(455,086)	(80,797)	(75,337)	5,460	
Community Amenities		(564,900)	(86,845)	(70,986)	15,859	
Recreation and Culture		(1,330,731)	(133,475)	(114,187)	19,288	
Transport		(2,677,076)	(182,367)	(179,765)	2,602	
Economic Services		(388,758)	(65,804)	(46,446)	19,358	
Other Property and Services		(354,213)	(70,949)	(70,566)	383	
		(7,148,243)	(887,309)	(817,092)		
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	2,531,592	2,555,034		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	919,823	174,481	180,481	6,000	
Proceeds from Disposal of Assets	6	195,000	0	0	0	
Capital Acquisitions	7	(2,631,513)	(90,000)	(70,209)	19,791	
Amount attributable to investing activities		(1,516,690)	84,481	110,272		
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)	(5,529)	(4,401)	
Transfer to Reserves	9	(186,088)	0	(1,089)	(1,089)	
Amount attributable to financing activities		33,120	(1,128)	(6,618)		
Closing Funding Surplus(Deficit)	1(b)	0	3,741,061	3,790,853		

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 AUGUST 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 AUGUST 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	2,442,665	2,424,314	(18,351)	
Operating Grants, Subsidies and Contributions	10	1,296,447	413,157	395,440	(17,717)	
Fees and Charges		778,680	383,685	375,823	(7,862)	
Interest Earnings		52,063	5,918	2,645	(3,273)	
Other Revenue		430,860	173,477	173,568	91	
Profit on Disposal of Assets	6	17,992	0	0	0	
		4,956,768	3,418,902	3,371,789		
Expenditure from operating activities						
Employee Costs		(2,533,808)	(393,735)	(360,928)	32,807	▲
Materials and Contracts		(1,281,814)	(270,407)	(267,195)	3,211	
Utility Charges		(372,039)	(62,102)	(47,543)	14,559	
Depreciation on Non-Current Assets		(2,566,921)	0	0	0	
Interest Expenses		(31,391)	(5,232)	(3,516)	1,716	
Insurance Expenses		(187,283)	(121,110)	(125,395)	(4,285)	
Other Expenditure		(174,987)	(34,724)	(12,513)	22,211	▲
Loss on Disposal of Assets	6	0	0	0		
		(7,148,243)	(887,309)	(817,090)		
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	2,531,592	2,555,034		
Investing activities						
Non-operating grants, subsidies and contributions	10	919,823	174,481	180,481	6,000	
Proceeds from Disposal of Assets	6	195,000	0	0	0	
Capital acquisitions	7	(2,631,513)	(90,000)	(70,209)	19,791	
Amount attributable to investing activities		(1,516,690)	84,481	110,273		
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)	(5,529)	(4,401)	
Transfer to Reserves	9	(186,088)	0	(1,089)	(1,089)	
Amount attributable to financing activities		33,120	(1,128)	(6,618)		
Closing Funding Surplus (Deficit)	1(b)	0	3,741,061	3,790,853		

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.

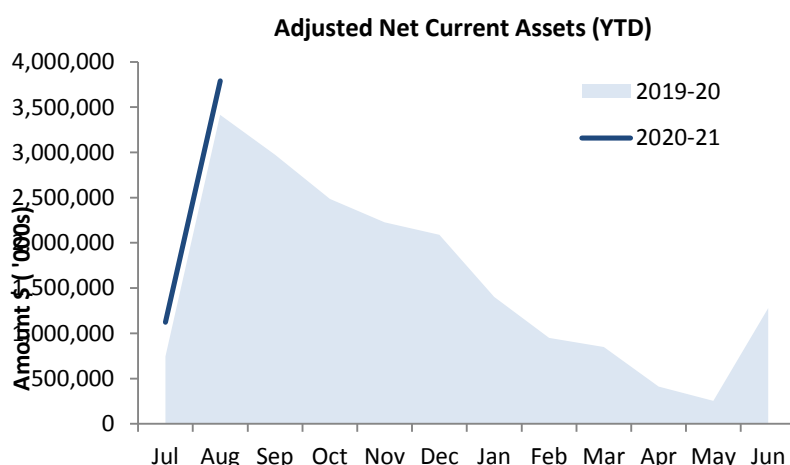
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 31 Aug 2019	Year to Date Actual 31 Aug 2020
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,246,490	579,007	1,661,383
Cash Restricted	3	1,680,778	1,380,038	1,657,399
Receivables - Rates	4	63,810	2,597,313	2,377,555
Receivables - Other	4	136,401	678,532	60,983
Loans receivable		19,333	18,758	19,333
Interest / ATO Receivable		0	0	111
Accrued Income / Expenses In Advance		29,241	0	9,686
Inventories		38,574	46,978	38,574
		3,214,627	5,300,627	5,825,025
Less: Current Liabilities				
Payables		(237,972)	(106,126)	(91,069)
Accrued Expenses / Income In Advance		(107,308)	0	(229,299)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(377,885)	(366,159)	(372,356)
		(760,237)	(509,356)	(729,795)
Unadjusted Net Current Assets		2,454,390	4,791,271	5,095,230
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,680,778)	(1,380,038)	(1,657,399)
Less: Loans receivable		(19,333)	(18,758)	(19,333)
Add: Provisions - Loans, Annual & Long Service Leave		377,885	366,159	372,356
Adjusted Net Current Assets		1,132,164	3,758,633	3,790,853

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)

\$3.79 M

Last Year YTD

Surplus(Deficit)

\$3.76 M

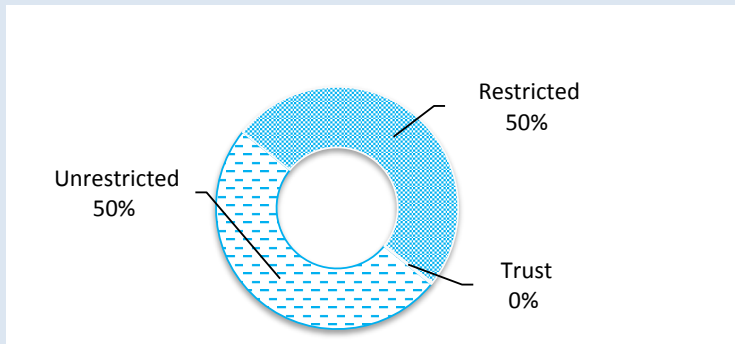
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**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	457,289			457,289	NAB	Nil	At Call
Overnight Cash Deposit Facility	1,177,281			1,177,281	Treasury	0.20%	At Call
Restricted Funds Account	25,463			25,463	NAB	Nil	At Call
Trust Fund			8,200	8,200	NAB	Nil	At Call
Term Deposits							
Municipal Investment - Term Deposit		1,657,399		1,657,399	NAB	0.64%	27-Dec-20
Total	1,661,383	1,657,399	8,200	3,326,982			

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
\$3.33 M	\$1.66 M

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

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	31 August 2020
	\$	\$
Opening Arrears Previous Years	56,891	63,810
Levied this year	2,592,059	2,666,304
Less Collections to date	(2,585,140)	(352,558)
Equals Current Outstanding	63,810	2,377,556
Net Rates Collectable	63,810	2,377,556
% Collected	99.73%	0.00%

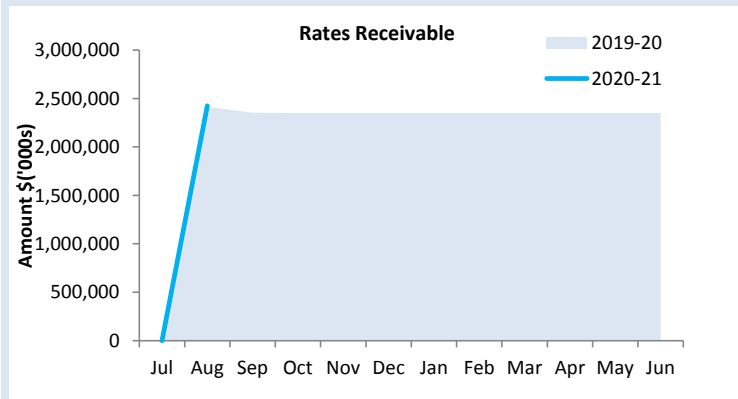
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	28,476	13,499	1,639	19,869	63,483
Percentage	45%	21%	3%	31%	
Balance per Trial Balance					
Sundry debtors					63,483
GST receivable					111
Loans receivable - clubs/institutions					19,333
Doubtful Debtors					(2,500)
Total Receivables General Outstanding					80,428
Amounts shown above include GST (where applicable)					

KEY INFORMATION

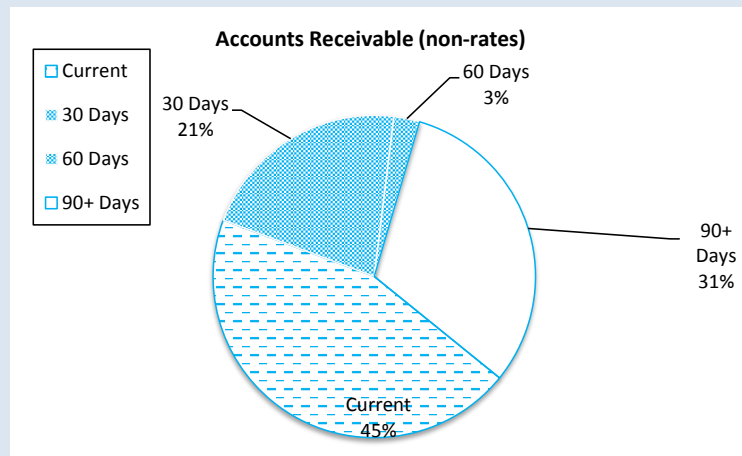
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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%	\$2,377,556



Debtors Due
\$80,428
Over 30 Days
55%
Over 90 Days
31%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

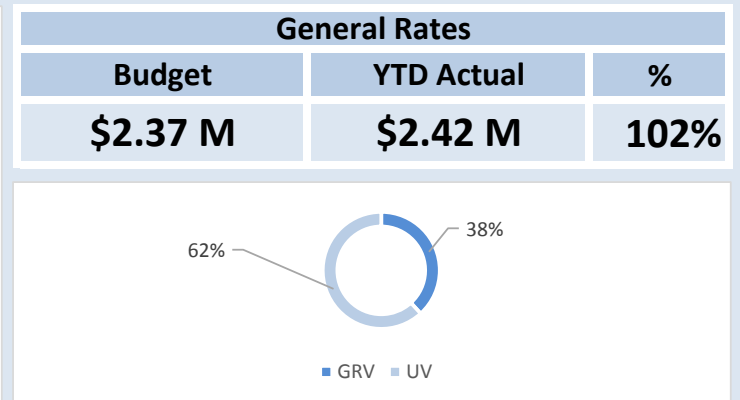
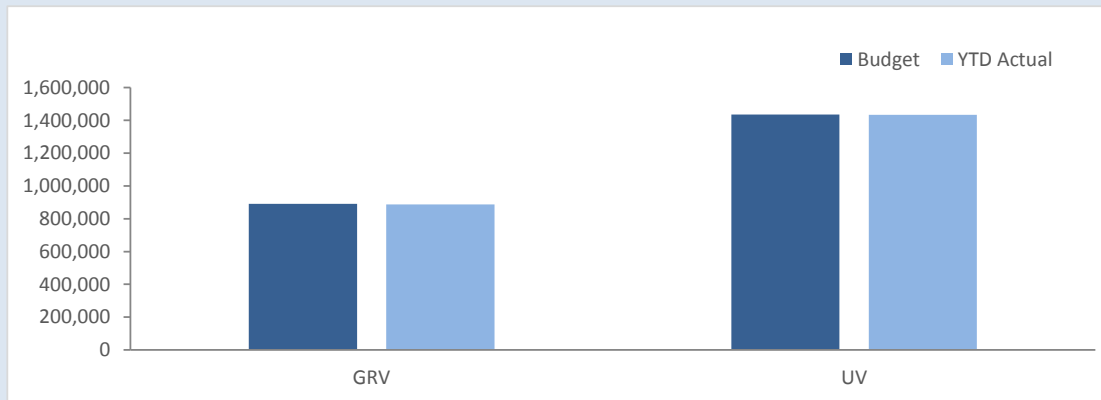
General Rate Revenue

RATE TYPE	Rate in	Number of Properties	Rateable Value	Budget			YTD Actual				
				Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates	Total Revenue	
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.111450	746	7,969,475	888,174	2,000	1,000	891,174	888,174	-816	-784	886,574
UV	0.006820	304	210,173,000	1,432,960	2,000	0	1,434,960	1,432,960	0	0	1,432,960
	Minimum \$										
GRV	580	144	280,029	83,520	0	0	83,520	83,520	0	0	83,520
UV	580	77	3,270,037	44,660	0	0	44,660	44,660	0	0	44,660
Sub-Totals		1,271	221,692,541	2,449,314	4,000	1,000	2,454,314	2,449,314	-816	-784	2,447,714
Discount							(86,105)				(23,400)
Amount from General Rates							2,368,209				2,424,314
Ex-Gratia Rates							12,517				0
Total General Rates							2,380,726				2,424,314

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

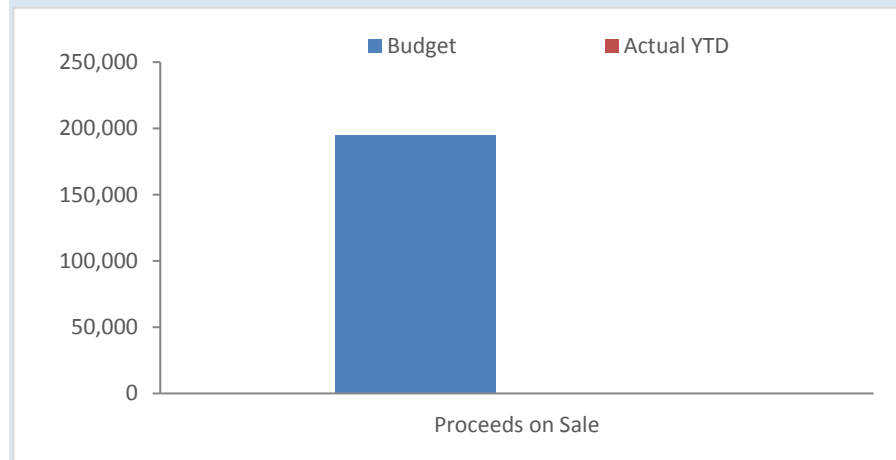


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020**

**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%

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

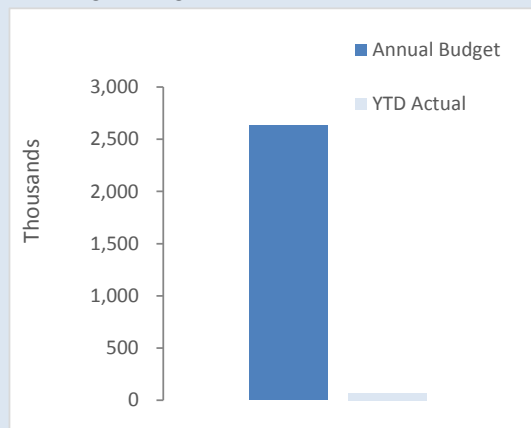
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

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)	(90,000)	(66,132)	23,868
Footpaths	(121,962)	0	0	0
Infrastructure - Other	(670,250)	0	(3,671)	(3,671)
Capital Expenditure Totals	(2,631,513)	(90,000)	(70,209)	19,791
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	919,823	174,481	180,481	6,000
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	(84,481)	(110,272)	(25,791)
Capital Funding Total	2,631,513	90,000	70,209	(19,791)

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



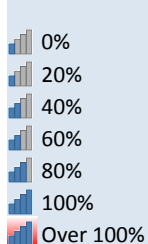
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.63 M	\$.07 M	3%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.92 M	\$.18 M	20%

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)	(90,000)	(66,132)
			(1,122,464)	(90,000)	(66,132)
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	(1,110)
▒	Wetlands Park Upgrade	IO2106	(217,250)	0	(1,135)
▒	Airport Development	E167782	(50,000)	0	(227)
▒	Street Lighting	IO2107	(15,000)	0	(1,200)
▒	Townscape	IO2108	(60,000)	0	0
			(670,250)	0	(3,671)
Capital Expenditure Total			(2,631,513)	(90,000)	(70,209)
					19,791

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 AUGUST 2020**

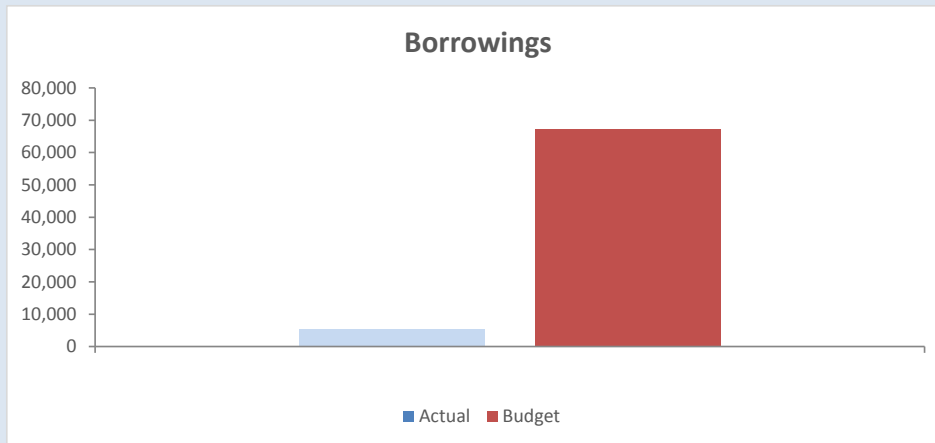
**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

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	3,267	13,322	211,355	214,622	2,742	10,715
Other Property and Services									
Loan 137 - Staff Housing	155,432	0	0	2,262	13,917	153,170	155,432	1,554	8,977
Loan 138 - Doctor Housing	76,891	0	0		10,922	76,891	76,891	0	4,653
	496,884	0	0	5,529	48,070	491,355	496,884	4,296	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	5,529	67,403	628,104	633,633	4,296	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	\$5,529
Interest Earned	\$2,645
Interest Expense	\$4,296
Reserves Bal	\$1.66 M
Loans Due	\$.63 M

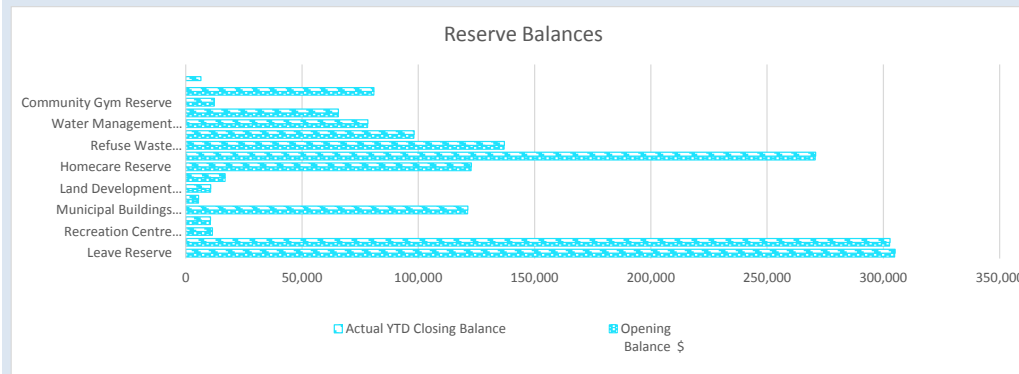
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2020

FINANCING ACTIVITIES
NOTE 9
RESERVES

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	200	0	0	0	0	307,944	305,096
Plant Replacement Reserve	302,669	3,027	199	0	0	(28,000)	0	277,696	302,868
Recreation Centre Equipment Reserve	11,479	115	8	1,800	0	(2,000)	0	11,394	11,487
Aerodrome Maintenance & Development Reserve	10,630	106	7	7,900	0	0	0	18,636	10,637
Municipal Buildings Reserve	121,264	1,213	80	0	0	(50,000)	0	72,477	121,344
Admin Centre Furniture, Equipment & IT Reserve	5,516	55	4	5,000	0	0	0	10,571	5,519
Land Development Reserve	10,709	107	7	0	0	0	0	10,816	10,716
Community Bus Reserve	16,974	170	11	0	0	0	0	17,144	16,986
Homecare Reserve	122,789	1,228	81	0	0	(9,206)	0	114,811	122,870
Recreation Development Reserve	270,680	2,707	178	60,000	0	(35,000)	0	298,387	270,858
Refuse Waste Management Reserve	136,947	1,369	90	19,825	0	0	0	158,141	137,037
Refuse Site Rehabilitation Reserve	98,142	981	65	20,000	0	0	0	119,123	98,206
Water Management Reserve	78,255	783	51	0	0	(5,000)	0	74,038	78,306
Electronic Sign Reserve	65,616	656	43	0	0	(66,272)	0	0	65,659
Community Gym Reserve	12,337	123	8	0	0	(1,800)	0	10,660	12,345
Sportsground Precinct Redevelopment Reserve	80,906	809	53	50,000	0	(70,000)	0	61,715	80,960
Emergency/Bushfire Control Reserve	6,500	65	4	0	0	0	0	6,565	6,504
Community Events Reserve	0	0	0	5,000	0	0	0	5,000	0
	1,656,310	16,563	1,089	169,525	0	(267,278)	0	1,575,120	1,657,399

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	113,979	110,493	(3,487)
Grants Commission - Roads	I032010	219,016	54,754	56,212	1,458
Law, Order and Public Safety					
DFES Grant - Operating Bush Fire Brigade	I051010	56,550	0	22,720	22,720
DFES Grant - MAF Funding	I051070	55,250	55,250	0	(55,250)
DFES Grant - Operating SES	I051075	29,140	0	16,161	16,161
Education and Welfare					
HACC Recurrent Grant	I082010	317,000	52,834	65,214	12,380
Recreation and Culture					
Volunteering WA	I119030	1,000	0	0	0
WA Police Force - Christmas Street Carnival	I119031	0	0	3,300	3,300
Transport					
Direct Road Grants	I121005	121,340	121,340	121,340	0
Regional Airports Development Scheme (RADs)	I126015	30,000	15,000	0	(15,000)
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	413,157	395,440	(17,717)
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	6,000	6,000
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	174,481	174,481	0
Non-operating grants, subsidies and contributions Total		919,823	174,481	180,481	6,000
Grand Total		2,216,270	587,638	575,921	(11,717)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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			
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Aug 2020
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	0	8,200
	8,200	0	0	8,200

Description	CASH MAXIMISER ACCOUNT			
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Aug 2020
	\$	\$	\$	\$
Deposits - Town Hall	800	400	(100)	1,100
Deposits - Community Bus	750	300	(150)	900
Deposits - Rec Ctr & EFP	3,155	1,200	(1,500)	2,855
Deposits - Animal Trap	100	0	(50)	50
BCITF	0	150	(150)	0
Deposit - Community Gym Key	2,760	630	(150)	3,240
Building Services Levy	185	288	(288)	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	3,382	(2,388)	25,462

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

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
General Purpose Funding					
Rate Revenue					
I031005	GRV	Inc	888,174	888,174	888,174
I031010	GRV Minimums	Inc	83,520	83,520	83,520
I031015	UV	Inc	1,432,960	1,432,960	1,432,960
I031020	UV Minimums	Inc	44,660	44,660	44,660
I031025	GRV Interim Rates	Inc	2,000	334	(816)
I031030	UV Interim Rates	Inc	2,000	334	0
I031035	Back Rates	Inc	1,000	166	(784)
I031040	Ex-Gratia Rates (CBH)	Inc	12,517	12,517	0
I031045	Discount Allowed	Inc	(86,105)	(20,000)	(23,400)
I031050	Instalment Admin Charge	Inc	8,000	8,000	336
I031055	Account Enquiry Fee	Inc	2,500	416	880
I031060	(Rate Write Offs)	Inc	(5,000)	0	(1)
I031065	Penalty Interest	Inc	12,000	2,000	792
I031070	Emergency Services Levy	Inc	113,467	113,467	113,047
I031075	ESL Penalty Interest	Inc	700	116	41
I031080	Instalment Interest	Inc	3,500	584	370
I031090	Rate Legal Charges	Inc	10,000	1,666	8,984
			2,525,893	2,568,914	2,548,763
E031005	Valuation Expenses	Exp	(10,000)	(500)	(283)
E031010	Legal Costs/Expenses	Exp	(1,000)	(166)	0
E031015	Title Searches	Exp	(600)	(100)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(1,666)	(7,950)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(2,228)
E031030	Emergency Services Levy	Exp	(113,467)	(28,367)	(33,687)
E031040	Rate Refunds	Exp	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,810)	(2,810)	(2,846)
E031100	Administration Allocated	Exp	(91,322)	(15,220)	(15,220)
			(232,199)	(50,829)	(62,214)
Other General Purpose Funding					
I032005	Grants Commission General	Inc	455,916	113,979	110,493
I032010	Grants Commission Roads	Inc	219,016	54,754	56,212
I032020	Administration Rental	Inc	36,000	6,000	6,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	250	155
I032030	Reimbursements	Inc	100	16	0
I032035	SS Loans Interest & GFee Reimb.	Inc	4,924	0	0
I032040	Bank Interest	Inc	20,000	3,334	394
I032045	Reserves Interest	Inc	16,563	0	1,089
I032055	Commissions & Recoups	Inc	500	0	0
			754,519	178,333	174,343
E032005	Bank Fees and Charges	Exp	(12,000)	(2,000)	(1,138)
E032015	Interest on Loans	Exp	(31,391)	(5,232)	(4,296)
E032030	Audit Fees & Other Services	Exp	(22,000)	0	0
E032035	Administration Allocated	Exp	(88,612)	(14,768)	(14,768)
			(154,003)	(22,000)	(20,202)
Total General Purpose Income			3,280,412	2,747,247	2,723,104
Total General Purpose Expenditure			(386,202)	(72,829)	(82,416)
Governance					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Members of Council					
I041020	Other Income Relating to Members	Inc	1,000	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(18,000)	0	0
E041010	Training	Exp	(8,000)	(1,334)	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)	(1,746)	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)	(1,666)	(1,117)
E041060	Presentations	Exp	(2,500)	(416)	(674)
E041065	Insurance	Exp	(9,298)	(9,298)	(10,397)
E041070	Public Relations	Exp	(3,000)	(500)	(91)
E041075	Subscriptions	Exp	(32,000)	(32,000)	(24,000)
E041100	Administration Allocated	Exp	(106,833)	(17,806)	(17,806)
			(221,106)	(64,766)	(54,085)
Other Governance					
I042030	Profit on Sale of Asset	Inc	0	0	0
I042045	Admin Reimbursements	Inc	5,000	834	200
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			5,000	834	200
E042005	Administration Salaries	Exp	(679,782)	(93,298)	(87,969)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(75,307)	(12,552)	(10,455)
E042011	Loyalty Allowance	Exp	(5,400)	(900)	(796)
E042012	Housing Allowance Admin	Exp	(9,590)	(6,756)	(516)
E042015	Insurance	Exp	(21,996)	(10,998)	(10,998)
E042020	Staff Training	Exp	(14,000)	(2,334)	(76)
E042025	Removal Expenses	Exp	(8,000)	0	0
E042030	Printing & Stationery	Exp	(30,000)	(5,000)	(8,264)
E042035	Phone, Fax & Modem	Exp	(10,000)	(1,666)	(431)
E042040	Office Maintenance	Exp	(56,015)	(10,784)	(20,526)
E042045	Advertising	Exp	(8,000)	(1,334)	(2,876)
E042050	Office Equipment Maintenance	Exp	(3,000)	(500)	(1,847)
E042055	Postage & Freight	Exp	(4,000)	(666)	(387)
E042060	Vehicle Running Expenses	Exp	(8,000)	(1,334)	(2,248)
E042065	Legal Expenses	Exp	(3,000)	(500)	0
E042070	Garden Expenses	Exp	(10,000)	(1,668)	(2,528)
E042075	Conference & Training	Exp	(11,000)	(1,834)	0
E042080	Computer Support	Exp	(90,000)	(35,000)	(30,918)
E042085	Other Expenses	Exp	(1,500)	(250)	(550)
E042090	Administration Allocated	Exp	(226,954)	(37,826)	(37,826)
E042095	Fringe Benefits Tax	Exp	(15,000)	0	0
E042100	Staff Uniforms	Exp	(4,000)	(666)	(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	188,196	188,196
E042155	Lease of Photocopier	Exp	(2,500)	(416)	(404)
E042160	CEO Recruitment	Exp	(8,000)	0	0
E042165	Paid Parental Leave	Exp	0	0	0
			(226,954)	(38,086)	(31,582)
Total Governance Income			6,000	1,834	200
Total Governance Expenditure			(448,060)	(102,852)	(85,667)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Law, Order & Public Safety					
Fire Prevention					
I051010	BFB Operating Grant	Inc	56,550	0	22,720
I051015	Sale of Fire Maps	Inc	300	50	23
I051025	Reimbursements	Inc	3,000	500	0
I051030	Bush Fire Infringements	Inc	1,500	0	0
I051035	ESL Admin Fee	Inc	4,000	0	0
I051050	SES Call-out Income	Inc	0	0	167
I051070	Other Bushfire Grants Income	Inc	55,250	55,250	0
I051075	SES Operating Grant	Inc	29,140	0	16,161
			149,740	55,800	39,071
E051005	BFB Operation Expenditure	Exp	(56,550)	(28,589)	(22,720)
E051010	Communication Mtce	Exp	(3,000)	(1,500)	(1,360)
E051015	Advertising & Other Expenses	Exp	(2,000)	(2,000)	(2,065)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(332)	(23)
E051025	Town Block Burn Off	Exp	(5,000)	(832)	(748)
E051040	Other Bushfire Grants Expenditure	Exp	(55,250)	0	0
E051060	SES Operation Expenditure	Exp	(29,140)	(5,856)	(16,161)
E051100	Administration Allocated	Exp	(55,413)	(9,236)	(9,236)
E051190	Depreciation - Fire Prevention	Exp	(15,936)	0	0
			(224,289)	(48,345)	(52,313)
Animal Control					
I052005	Dog Fines and Fees	Inc	6,000	1,000	1,710
I052006	Cat Fines and Fees	Inc	300	50	0
I052010	Hire of Animal Traps	Inc	100	100	0
I052015	Dog Registration	Inc	7,500	0	791
I052016	Cat Registration	Inc	600	0	123
I052020	Reimbursements	Inc	500	0	0
			15,000	1,150	2,624
E052005	Ranger Salary	Exp	(13,000)	(2,168)	(1,915)
E052007	Ranger Telephone	Exp	(1,000)	(166)	(82)
E052010	Pound Maintenance	Exp	(1,045)	(211)	(529)
E052015	Dog Control Insurance	Exp	(231)	(231)	(115)
E052020	Legal Fees	Exp	(500)	(500)	(1,438)
E052025	Training & Conference	Exp	(1,500)	(250)	0
E052030	Ranger Services Other	Exp	(25,000)	(4,168)	(3,655)
E052035	Administration Allocated	Exp	(24,285)	(4,048)	(4,048)
E052190	Depreciation - Animal Control	Exp	(991)	0	0
			(67,552)	(11,742)	(11,782)
Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	50	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	8,050	8,101
E053005	Abandoned Vehicles	Exp	(500)	(84)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(84)	(119)
E053045	CCTV & Security	Exp	0	0	0
E053055	Mosquito Control	Exp	(6,000)	(1,000)	0
			(7,000)	(1,168)	(119)
Total Law, Order & Public Safety Income			180,991	65,000	49,795
Total Law, Order & Public Safety Expenditure			(298,841)	(61,255)	(64,215)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Health					
Maternal & Infant Health					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(7,432)	(1,329)	(856)
			(7,432)	(1,329)	(856)
Preventative Services - Admin & Inspections					
I074005	Food Licences & Fees	Inc	800	0	30
I074015	Contrib. Regional Health Scheme	Inc	50,000	8,334	6,991
I074020	Reimbursements	Inc	0	0	0
			50,800	8,334	7,021
E074005	EHO Salary	Exp	(99,000)	(16,500)	(12,738)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(9,660)	(1,610)	(1,486)
E074015	Other Control Expenses	Exp	(8,000)	(1,998)	(2,859)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(972)	(1,034)
E074030	Conferences & Training	Exp	(3,000)	(500)	0
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(23,727)	(3,954)	(3,954)
E074190	Depreciation - Prevent Services	Exp	(7,784)	0	0
			(156,171)	(25,534)	(22,071)
Other Health					
I076010	Rent - Medical Centre-Dentist	Inc	4,332	722	656
I076015	Reimbursements - IPN Medical	Inc	1,000	0	0
I076020	Meeting Room Fees	Inc	3,500	584	407
I076040	Reimbursements - Dr Norris	Inc	500	0	0
			9,332	1,306	1,063
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(10,097)	(2,287)	(3,531)
E076025	Depreciation - Other Health	Exp	(21,511)	0	0
E076030	Doctors Vehicle Mtce	Exp	(2,000)	(489)	(794)
E076040	IPN Medical Services	Exp	(46,665)	0	0
			(80,273)	(2,776)	(4,325)
Health - Preventative Services					
E077010	Analytical Expenses	Exp	(500)	(500)	(253)
			(500)	(500)	(253)
Total Health Income			60,132	9,640	8,084
Total Health Expenditure			(244,376)	(30,139)	(27,507)
Education & Welfare					
Pre Schools					
I083035	Day Care Lease	Exp	8,472	1,412	1,605
I083036	Day Care Reimbursements	Exp	3,000	500	162
			11,472	1,912	1,767
E080010	Kindergarten Maintenance (Daycare)	Exp	(9,774)	(1,980)	(1,773)
E080190	Depreciation - Pre-Schools	Exp	(4,049)	0	0
			(13,823)	(1,980)	(1,773)
Other Education					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	0
			(2,600)	(2,600)	0
HACC Program					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	HACC Recurrent Grant	Inc	317,000	52,834	65,214
I082015	Meals on Wheels	Inc	10,000	1,666	676
I082020	HACC Fee for Service	Inc	58,000	9,666	11,225
I082030	Reimbursements	Inc	500	84	2,400
			385,500	64,250	79,515
E082010	Co-ordinator Salary	Exp	(62,000)	(10,334)	(9,000)
E082013	HACC Wages/Contract Liability	Exp	0	0	0
E082015	Home Mtce Salary	Exp	(28,000)	(4,666)	(3,509)
E082020	Respite Salaries	Exp	(500)	(84)	0
E082025	Home Help Salaries	Exp	(163,000)	(27,166)	(25,986)
E082030	Superannuation	Exp	(22,000)	(3,666)	(3,820)
E082035	Other Expenses	Exp	(3,000)	(500)	(28)
E082040	Travelling - Mileage	Exp	(26,000)	(4,334)	(3,868)
E082045	Staff Training	Exp	(1,000)	(166)	0
E082050	Staff Training Salaries	Exp	(2,000)	(334)	0
E082055	Subscriptions	Exp	(4,000)	(1,916)	(2,411)
E082060	Telephone & Postage	Exp	(2,500)	(416)	(199)
E082065	Advertising & Stationery	Exp	(500)	(84)	0
E082070	Insurance	Exp	(5,000)	(2,500)	(2,320)
E082075	Office Accommodation	Exp	(36,000)	(6,000)	(6,000)
E082080	Plant & Equipment Mtce	Exp	(9,000)	(2,204)	(3,640)
E082085	Consumable Supplies	Exp	(6,000)	(1,000)	(231)
E082090	Expenditure from Donations	Exp	(3,000)	(500)	(259)
E082100	Administration Allocated	Exp	(26,852)	(4,476)	(4,476)
E082110	Meals on Wheels Expenditure	Exp	(12,000)	(2,000)	(1,303)
E082120	Loss on Sale of Asset	Exp	0	0	0
E082130	Homecare COVID Funding Expenditure	Exp	0	0	(2,640)
E082190	Depreciation - HACC	Exp	(18,568)	0	0
			(430,920)	(72,346)	(69,690)
	Other Welfare				
I083010	Wagin Frail Aged Reimb	Inc	7,743	3,872	3,871
I083040	Other Welfare Income	Inc	0	0	0
			7,743	3,872	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	70,034	85,153
	Total Education & Welfare Expenditure		(455,086)	(80,797)	(75,337)
	Community Amenities				
	Sanitation - Household Refuse				
I101005	Domestic Collection	Inc	242,450	242,450	241,990
I102020	Refuse Site Fees	Inc	20,000	3,334	3,778
			262,450	245,784	245,768
E101005	Domestic Refuse Collection	Exp	(66,000)	(11,000)	(5,137)
E101010	Recycling Pick-Up	Exp	(72,000)	(12,000)	(14,560)
E101015	Refuse Site Mtce	Exp	(134,000)	(22,377)	(9,726)
E101025	Refuse Site Attendant	Exp	0	0	0
			(272,000)	(45,377)	(29,423)
	Sanitation - Other				
I102002	Commercial Collection Charges	Inc	63,375	63,375	63,988
I102005	Reimbursement Drummuster	Inc	4,000	0	0
I102010	Charges Bulk Rubbish	Inc	15,500	2,584	2,873

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			82,875	65,959	66,861
E102005	Commercial Collection	Exp	(13,000)	(2,166)	(1,266)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(2,584)	(1,696)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	0
E102190	Depreciation - Sanitation	Exp	(15,729)	0	0
			(49,229)	(4,750)	(2,962)
Sewerage					
I104005	Septic Tank Fees	Inc	500	500	0
			500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(131)	(16)
			(500)	(131)	(16)
Regional Refuse Group					
E102007	Regional Refuse Group Expenses	Exp	0	0	0
			0	0	0
Town Planning					
I106005	Planning Fees	Inc	2,500	416	2,209
			2,500	416	2,209
E106005	Town Planning Expenses	Exp	(30,000)	(5,000)	(4,400)
E106100	Administration Allocated	Exp	(30,151)	(5,026)	(5,026)
			(60,151)	(10,026)	(9,426)
Other Community Amenities					
I107005	Cemetery Fees	Inc	12,000	2,000	8,517
I107010	Community Bus Income	Inc	4,000	666	350
I107025	Other Community Amenities Contributions	Inc	8,000	0	0
			24,000	2,666	8,867
E107005	Cemetery Mtce	Exp	(26,844)	(4,522)	(10,026)
E107010	Public Convenience Mtce	Exp	(61,609)	(10,503)	(7,649)
E107015	Community Bus Operating	Exp	(4,000)	(1,095)	(1,042)
E107100	Administration Allocated	Exp	(62,646)	(10,442)	(10,442)
E107190	Depreciation - Other Comm Amenities	Exp	(27,921)	0	0
			(183,020)	(26,561)	(29,159)
Total Community Amenities Income			372,325	315,325	323,705
Total Community Amenities Expenditure			(564,900)	(86,845)	(70,986)
Recreation & Culture					
Public Halls & Civic Centres					
I111005	Town Hall Hire	Inc	1,200	200	410
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease -L Piesse	Inc	4,788	798	725
			6,088	1,098	1,135
E111005	Town Hall Mtce	Exp	(22,508)	(5,117)	(6,025)
E111010	Other Halls Mtce	Exp	(7,119)	(1,344)	(1,570)
E111190	Depreciation - Public Halls	Exp	(55,567)	0	0
			(85,194)	(6,461)	(7,595)
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	(845)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(6,800)	0	(303)
E112015	Swimming Pool Maintenance	Exp	(116,855)	(18,631)	(13,289)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(1,000)	(706)
E112190	Depreciation - Swimming Pools	Exp	(183,948)	0	0
			(382,603)	(19,631)	(15,143)
	Other Recreation & Sport				
I113005	Sportsground Rental	Inc	7,820	0	0
I113015	Power Reimbursements	Inc	6,000	1,000	844
I113020	Recreation Centre Hire	Inc	10,000	1,666	649
I113025	Reimbursements Other	Inc	5,500	500	1,185
I113030	Rec Centre Equipment Contributions	Inc	1,800	0	0
I113035	Sporting Club Leases	Inc	50	50	0
I113040	Other Recreation & Sport Contributions	Inc	33,200	0	0
I113055	Eric Farrow Pavillion Hire	Inc	5,000	834	761
I113065	Community Gym Membership	Inc	7,500	4,000	3,690
			76,870	8,050	7,129
E113005	Sportsground Mtce	Exp	(106,716)	(17,935)	(13,672)
E113010	Sportsground Building Mtce	Exp	(19,837)	(5,844)	(5,423)
E113015	Wetlands Park Mtce	Exp	(56,449)	(9,658)	(9,747)
E113020	Parks & Gardens Mtce	Exp	(55,287)	(9,216)	(6,439)
E113025	Puntapin Rock Mtce	Exp	(2,303)	(402)	(543)
E113030	Recreation Centre Mtce	Exp	(59,362)	(13,214)	(14,343)
E113035	Rec Staff Salaries	Exp	(18,000)	(3,000)	(4,132)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(1,800)	(300)	(504)
E113045	Other Expenses	Exp	(1,200)	(200)	(414)
E113050	Norring Lake Mtce	Exp	(2,080)	(348)	(320)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,680)	(4,762)	(3,254)
E113070	Rec Centre Sports Equipment	Exp	(3,000)	(500)	(938)
E113095	Community Gym Expenditure	Exp	(9,300)	(1,549)	(1,855)
E113100	Administration Allocated	Exp	(100,969)	(16,828)	(16,828)
E113190	Depreciation - Other Rec & Sport	Exp	(234,569)	0	0
			(694,552)	(83,754)	(78,412)
	Library				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(49,500)	(8,250)	(6,360)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(7,368)	(1,377)	(2,580)
E115020	Library Other Expenses	Exp	(10,792)	(2,096)	(955)
E115190	Depreciation - Libraries	Exp	(1,381)	0	0
			(69,041)	(11,723)	(9,895)
	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	3,300
			9,500	0	3,300
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E116010	Woolorama Costs & Maintenance	Exp	(63,291)	(5,397)	(1,567)
E116015	Community Centre Mtce	Exp	(11,664)	(2,156)	(783)
E116020	Historical Village	Exp	(1,838)	(719)	(619)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(18,300)	(3,052)	(172)
E116046	Community Development Equipment Maintenance	Exp	(500)	(84)	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116190	Depreciation - Other Culture	Exp	(3,248)	0	0
			(99,341)	(11,907)	(3,141)
Total Recreation & Culture Income			128,313	9,298	11,566
Total Recreation & Culture Expenditure			(1,330,731)	(133,475)	(114,187)
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	6,000
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
I121070	Main Roads Bridge Grant	Inc	0	0	0
I121076	LRCIP Funding	Inc	348,962	174,481	174,481
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,004,398	295,821	301,821
Streets Roads Bridges & Depot Maintenance					
I122055	Diesel Fuel Rebate Income	Inc	45,000	7,500	10,229
			45,000	7,500	10,229
E122005	Road Maintenance	Exp	(120,000)	(19,998)	(17,121)
E122006	Maintenance Grading	Exp	(220,000)	(80,000)	(69,692)
E122007	Rural Tree Pruning	Exp	(95,000)	(15,836)	0
E122008	Rural Spraying	Exp	(12,000)	(2,000)	(9,383)
E122009	Town Site Spraying	Exp	(20,000)	(3,336)	(3,777)
E122010	Depot Mtce	Exp	(27,813)	(4,938)	(4,822)
E122011	Town Reserve & Verg Mtce	Exp	(3,000)	(498)	(304)
E122012	Bridge & Drainage Mtce	Exp	(27,500)	(4,586)	(1,212)
E122015	Rural Numbering	Exp	(100)	(100)	0
E122020	Footpath Mtce	Exp	(5,000)	(836)	(1,493)
E122025	Street Cleaning	Exp	(35,000)	(5,836)	(4,744)
E122030	Street Trees	Exp	(85,000)	(14,168)	(20,932)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(666)	(538)
E122045	Townscape	Exp	(20,000)	(3,357)	(15,379)
E122050	Crossovers	Exp	(500)	(84)	(1,192)
E122055	RoMan Data Collection	Exp	(6,500)	(6,500)	(6,300)
E122060	Street Lighting	Exp	(60,000)	(10,000)	(10,756)
E122090	Graffiti Removal	Exp	(100)	(100)	0
E122100	Administration Allocated	Exp	(47,387)	(7,898)	(7,898)
E122190	Depreciation - Roads	Exp	(1,843,670)	0	0
E147120	Storm Damage - Not Claimable	Exp	0	0	(605)
			(2,632,570)	(180,737)	(176,148)
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	15,000	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I126020	Aerodrome Hangar Lease	Inc	8,713	0	4,014
			38,713	15,000	4,014
E126005	Aerodrome Maintenance	Exp	(8,346)	(1,631)	(3,616)
E126190	Depreciation - Aerodromes	Exp	(36,160)	0	0
			(44,506)	(1,631)	(3,616)
	Total Transport Income		1,106,103	318,321	316,063
	Total Transport Expenditure		(2,677,076)	(182,367)	(179,765)
Economic Services					
Rural Services					
I131020	Landcare Reimbursements	Inc	75,700	12,616	11,114
			75,700	12,616	11,114
E131020	Landcare	Exp	(100,700)	(12,616)	(11,113)
E131030	Rural Towns Program	Exp	(18,000)	(3,030)	(2,751)
E131100	Administration Allocated	Exp	(14,823)	(2,470)	(2,470)
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(934)	(3,799)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(138,523)	(19,050)	(20,133)
Tourism & Area Promotion					
I132005	Caravan Park Fees	Inc	85,000	14,166	7,860
I132010	Reimbursements	Inc	1,000	166	35
I132015	RV Area Fees	Inc	10,000	1,666	353
I132035	Tourism Income	Inc	0	0	0
			96,000	15,998	8,248
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(30,000)	(5,166)	(3,992)
E132020	Caravan Park Mtce	Exp	(57,553)	(9,786)	(8,024)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	0
E132035	RV Area Maintenance	Exp	(5,000)	(832)	(440)
E132040	Tourism Promotion & Subscripts	Exp	(22,000)	(3,668)	(516)
E132050	Administration Allocated	Exp	(58,042)	(9,674)	(9,674)
E132190	Depreciation - Tourism	Exp	(12,156)	0	0
			(193,211)	(37,586)	(22,646)
Building Control					
I133005	Building Licenses	Inc	5,000	834	580
			5,000	834	580
Other Economic Services					
I134005	Water Sales	Inc	50,000	8,334	332
			50,000	8,334	332
E134005	Water Supply - Standpipes	Exp	(55,000)	(9,168)	(3,666)
E134190	Depreciation - Other Economic Services	Exp	(2,024)	0	0
			(57,024)	(9,168)	(3,666)
	Total Economic Services Income		226,700	37,782	20,274
	Total Economic Services Expenditure		(388,758)	(65,804)	(46,446)
Other Property & Services					
Private Works					
I141005	Private Works Income	Inc	20,000	3,334	1,464

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			20,000	3,334	1,464
E141005	Private Works	Exp	(10,000)	(1,666)	(1,099)
E141100	Administration Allocated	Exp	(2,726)	(454)	(454)
			(12,726)	(2,120)	(1,553)
	Public Works Overheads				
I143020	Reimbursements	Inc	500	500	0
			500	500	0
E143005	Engineering Salaries	Exp	(98,510)	(16,418)	(13,055)
E143007	Engineering Administration Salaries	Exp	(46,000)	(7,666)	(8,380)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(16,500)	(11,500)	(923)
E143015	CEO's Salary Allocation	Exp	(57,005)	(9,500)	(8,770)
E143020	Engineering Superannuation	Exp	(98,599)	(16,434)	(14,169)
E143025	Engineering - Other Expenses	Exp	(5,000)	(834)	(983)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(10,000)	(11,124)
E143045	Insurance on Works	Exp	(32,141)	(16,071)	(16,170)
E143050	Protective Clothing	Exp	(8,000)	(1,334)	(841)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(166)	(27)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(1,168)	(1,337)
E143075	Telephone Expenses	Exp	(1,500)	(250)	(118)
E143080	Staff Licenses	Exp	(500)	(84)	(88)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(666)	(69)
E143090	Conferences & Courses	Exp	(1,500)	(250)	0
E143095	Staff Training	Exp	(16,000)	(2,668)	(933)
E143105	Administration Allocated	Exp	(1,016)	(170)	(170)
E143200	LESS PWOH ALLOCATED	Exp	575,271	95,880	78,755
			0	702	1,597
	Plant Operation Costs				
I144005	Sale of Scrap	Inc	1,500	250	0
I144010	Reimbursements	Inc	8,000	1,334	490
			9,500	1,584	490
E144010	Fuel & Oils	Exp	(140,000)	(23,332)	(27,508)
E144020	Tyres & Tubes	Exp	(20,000)	(3,334)	0
E144030	Parts & Repairs	Exp	(50,000)	(8,334)	(3,956)
E144040	Plant Repair - Wages	Exp	(40,000)	(6,666)	(4,060)
E144050	Insurance and Licences	Exp	(30,000)	(22,153)	(28,775)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(1,666)	(181)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(1,334)	(135)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(166)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	49,836	46,465
			0	(17,149)	(18,151)
	Salaries & Wages				
E146010	Gross Salaries, Allowances & Super	Exp	(2,350,000)	(391,666)	(359,676)
E146200	Less Sal , Allow, Super Allocated	Exp	2,350,000	391,668	349,858
			0	2	(9,818)
	Unclassified				
I147005	Commission - Vehicle Licensing	Inc	46,000	7,666	8,006
I147006	Commission - TransWA	Inc	500	84	19
I147035	Banking errors	Inc	0	0	0
I147050	Council Staff Housing Rental	Inc	20,280	3,380	3,280
I147065	Insurance Reimbursement	Inc	5,000	834	0
I147070	Council Housing Reimbursements	Inc	6,000	1,000	587
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	520	480

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I147121	Reimbursement - Community Requests	Inc	0	0	0
			80,900	13,484	12,372
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(1,000)	0
E147035	Banking Errors	Exp	0	0	(351)
E147050	Council Housing Maintenance	Exp	(70,446)	(13,301)	(10,607)
E147055	Consultants	Exp	(25,000)	0	0
E147070	4WD Resource Sharing Group	Exp	(1,000)	(166)	0
E147090	Building Maintenance	Exp	(8,000)	(1,600)	(787)
E147100	Administration Allocated	Exp	(167,403)	(27,900)	(27,900)
E147115	Occupational Health & Safety (OHS)	Exp	(1,500)	(250)	0
E147130	Depreciation - Unclassified	Exp	(30,638)	0	0
E147150	Community Requests Budget	Exp	(28,000)	(4,666)	(3,000)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	0
			(341,487)	(52,383)	(42,645)
Total Other Property & Services Income			110,900	18,902	14,326
Total Other Property & Services Expenditure			(354,213)	(70,949)	(70,566)
Total Income			5,876,591	3,593,383	3,552,270
Total Expenditure			(7,148,243)	(887,309)	(817,092)
Net Deficit (Surplus)			(1,271,652)	2,706,073	2,735,178



12.2 FINANCIAL REPORTS – SEPTEMBER 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:	21 October 2020
PREVIOUS REPORT(S):	26 August 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	<ul style="list-style-type: none">• Monthly Financial Report• Payments List (under separate cover)

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopts the Financial Reports for the period ending 30 September 2020 as presented.

Carried 0/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That EFT Payments EFT9934 – EFT9982, EFT9990 – EFT10025, EFT10028 – EFT10029 Cheque Payments 5387 – 5396 and Direct Debit Payments from the Municipal Account totalling \$308,023.63 and EFT Payments EFT9983 – EFT9989, EFT10026 – EFT10027 Cheque Payments 2560 – 2564 from the Trust Account totalling \$1,247.70 for the month of September 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 September 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 30 September 2020

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

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Note 5	Rate Revenue
Note 6	Disposal of Assets
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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 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	2%	173,837	4,223
Infrastructure - Roads	12%	1,122,464	138,697
Footpaths	0%	121,962	0
Infrastructure - Other	3%	670,250	17,646
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	30%	1,296,447	392,410
Non-operating Grants, Subsidies and Contributions	1%	919,823	6,099
Rates Levied	100%	2,380,726	2,371,321

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year 30 Sep 2019	Year to Date Actual 30 Sep 2020
Adjusted Net Current Assets	94%	\$ 3,395,707	\$ 3,182,502
Cash and Equivalent - Unrestricted	123%	\$ 2,382,299	\$ 2,934,855
Cash and Equivalent - Restricted	120%	\$ 1,380,038	\$ 1,657,399
Receivables - Rates	92%	\$ 731,745	\$ 676,230
Receivables - Other	18%	\$ 378,525	\$ 67,549
Payables	136%	\$ 106,768	\$ 144,848

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21 October 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 in-consistent 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.

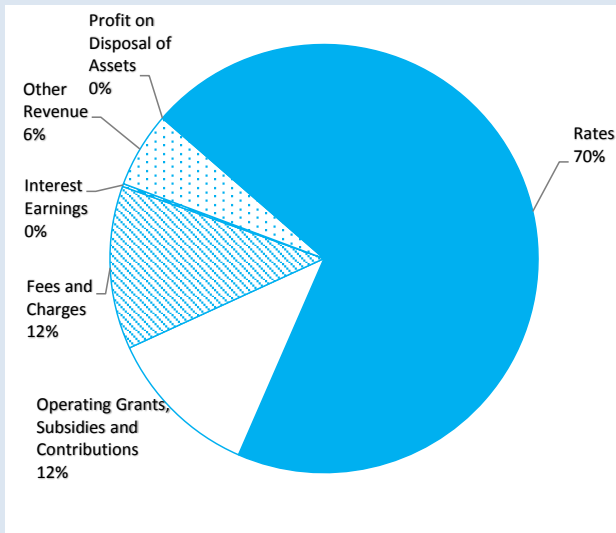
CRITICAL ACCOUNTING ESTIMATES

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.

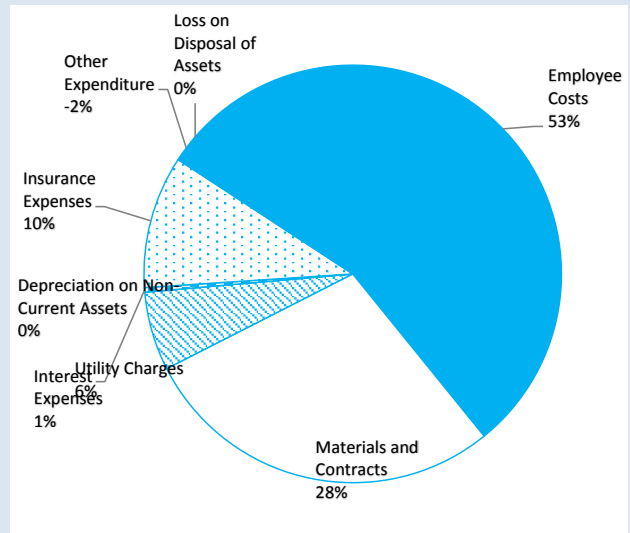
ROUNDING OFF FIGURES

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

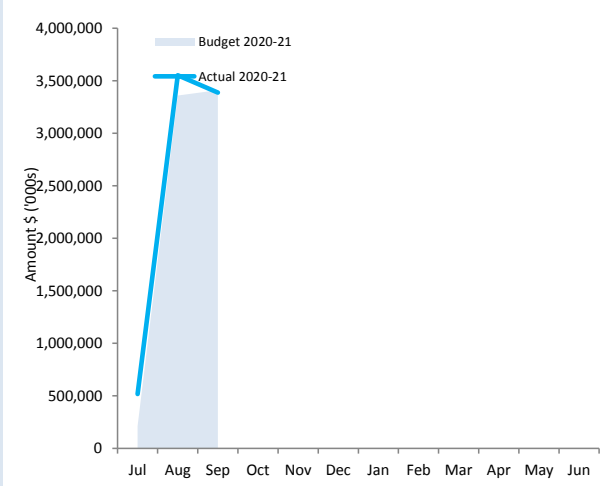
OPERATING REVENUE



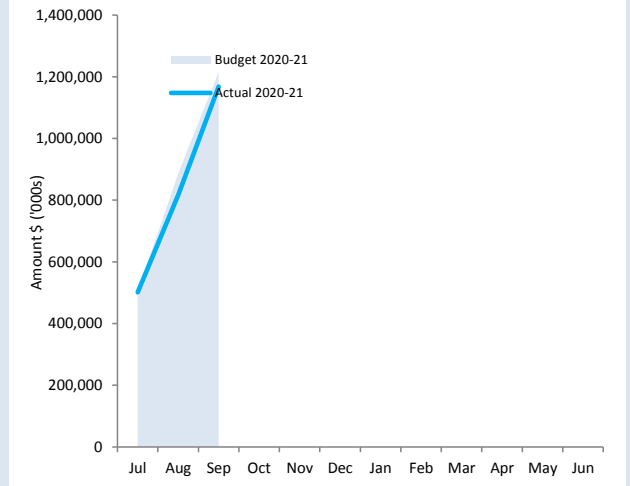
OPERATING EXPENSES



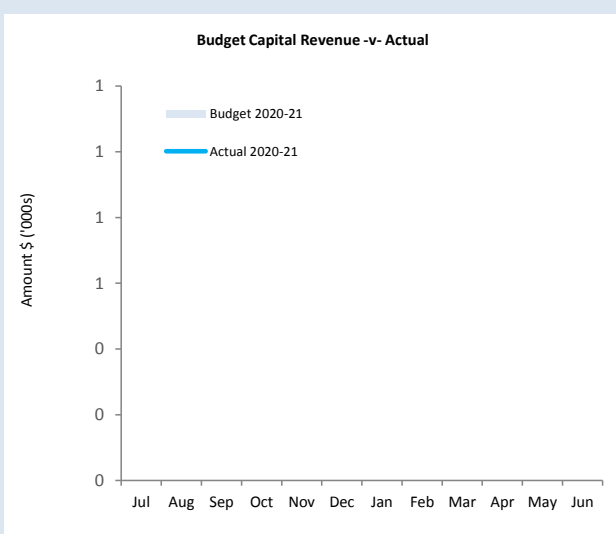
Budget Operating Revenues -v- Actual



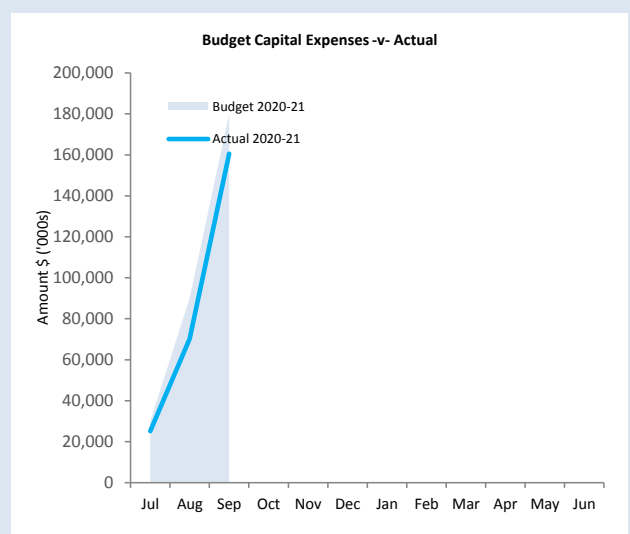
Budget Operating Expenses -v-YTD Actual



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 30 SEPTEMBER 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 30 SEPTEMBER 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	2,251	200	(2,051)	
General Purpose Funding - Rates	5	2,380,727	2,376,977	2,371,321	(5,656)	
General Purpose Funding - Other		899,685	315,914	310,352	(5,562)	
Law, Order and Public Safety		180,991	24,813	41,048	16,236	
Health		60,132	14,460	12,755	(1,705)	
Education and Welfare		404,715	102,865	104,193	1,329	
Community Amenities		364,325	319,825	326,704	6,879	
Recreation and Culture		95,113	14,047	16,748	2,701	
Transport		227,480	152,353	144,250	(8,103)	
Economic Services		226,700	50,673	34,886	(15,787)	
Other Property and Services		110,900	28,103	17,723	(10,380)	
		4,956,768	3,402,280	3,380,180		
Expenditure from operating activities						
Governance		(448,060)	(130,965)	(122,941)	8,024	
General Purpose Funding		(386,202)	(92,655)	(102,889)	(10,234)	
Law, Order and Public Safety		(298,841)	(77,478)	(69,125)	8,353	
Health		(244,376)	(55,056)	(49,740)	5,316	
Education and Welfare		(455,086)	(104,764)	(85,454)	19,310	
Community Amenities		(564,900)	(129,568)	(132,689)	(3,122)	
Recreation and Culture		(1,330,731)	(179,778)	(180,856)	(1,078)	
Transport		(2,677,076)	(268,787)	(275,094)	(6,307)	
Economic Services		(388,758)	(91,856)	(73,317)	18,539	
Other Property and Services		(354,213)	(84,872)	(75,849)	9,023	
		(7,148,243)	(1,215,776)	(1,167,954)		
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	2,186,504	2,212,561		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	919,823	8,000	6,099	(1,901)	
Proceeds from Disposal of Assets	6	195,000	0	0	0	
Capital Acquisitions	7	(2,631,513)	(180,000)	(160,566)	19,434	
Amount attributable to investing activities		(1,516,690)	(172,000)	(154,467)		
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)	(6,669)	(5,541)	
Transfer to Reserves	9	(186,088)	0	(1,089)	(1,089)	
Amount attributable to financing activities		33,120	(1,128)	(7,758)		
Closing Funding Surplus(Deficit)	1(b)	0	3,139,492	3,182,502		

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 30 SEPTEMBER 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 30 SEPTEMBER 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	2,376,977	2,371,321	(5,656)	
Operating Grants, Subsidies and Contributions	10	1,296,447	398,462	392,410	(6,052)	
Fees and Charges		778,680	417,503	416,430	(1,073)	
Interest Earnings		52,063	13,018	7,362	(5,656)	
Other Revenue		430,860	196,321	192,656	(3,665)	
Profit on Disposal of Assets	6	17,992	0	0	0	
		4,956,768	3,402,280	3,380,179		
Expenditure from operating activities						
Employee Costs		(2,533,808)	(585,965)	(644,175)	(58,210)	▼
Materials and Contracts		(1,281,814)	(374,155)	(346,027)	28,128	▲
Utility Charges		(372,039)	(75,198)	(74,450)	748	
Depreciation on Non-Current Assets		(2,566,921)	0	0	0	
Interest Expenses		(31,391)	(7,848)	(4,284)	3,564	
Insurance Expenses		(187,283)	(121,110)	(125,395)	(4,285)	
Other Expenditure		(174,987)	(51,501)	26,377	77,878	▲
Loss on Disposal of Assets	6	0	0	0		
		(7,148,243)	(1,215,776)	(1,167,954)		
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	2,186,504	2,212,561		
Investing activities						
Non-operating grants, subsidies and contributions	10	919,823	8,000	6,099	(1,901)	
Proceeds from Disposal of Assets	6	195,000	0	0	0	
Capital acquisitions	7	(2,631,513)	(180,000)	(160,566)	19,434	
Amount attributable to investing activities		(1,516,690)	(172,000)	(154,466)		
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)	(6,669)	(5,541)	
Transfer to Reserves	9	(186,088)	0	(1,089)	(1,089)	
Amount attributable to financing activities		33,120	(1,128)	(7,758)		
Closing Funding Surplus (Deficit)	1(b)	0	3,139,492	3,182,502		

KEY INFORMATION

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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.

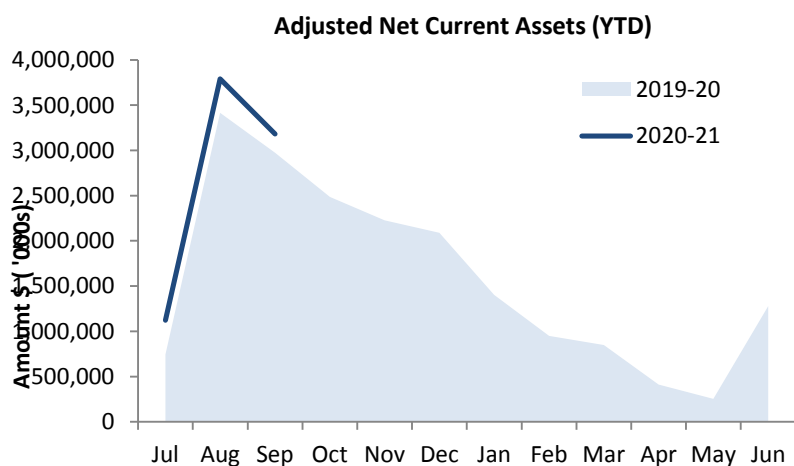
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 30 Sep 2019	Year to Date Actual 30 Sep 2020
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,246,490	2,382,299	2,934,855
Cash Restricted	3	1,680,778	1,380,038	1,657,399
Receivables - Rates	4	63,810	731,745	676,230
Receivables - Other	4	136,401	378,525	67,549
Loans receivable		19,333	18,758	19,333
Interest / ATO Receivable		0	0	0
Accrued Income / Expenses In Advance		29,241	0	44,238
Inventories		38,574	46,978	38,574
		3,214,627	4,938,343	5,438,178
Less: Current Liabilities				
Payables		(237,972)	(106,768)	(144,848)
Accrued Expenses / Income In Advance		(107,308)	0	(397,025)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(377,885)	(365,086)	(371,217)
		(760,237)	(508,926)	(950,161)
Unadjusted Net Current Assets		2,454,390	4,429,417	4,488,017
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,680,778)	(1,380,038)	(1,657,399)
Less: Loans receivable		(19,333)	(18,758)	(19,333)
Add: Provisions - Loans, Annual & Long Service Leave		377,885	365,086	371,217
Adjusted Net Current Assets		1,132,164	3,395,707	3,182,502

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)
\$3.18 M

Last Year YTD
Surplus(Deficit)
\$3.4 M

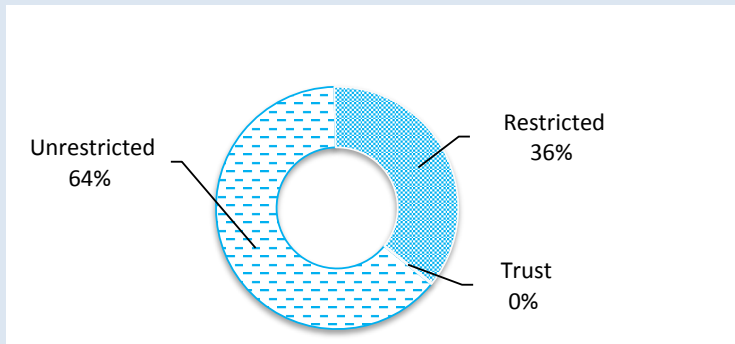
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**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	530,384			530,384	NAB	Nil	At Call
Overnight Cash Deposit Facility	2,377,439			2,377,439	Treasury	0.20%	At Call
Restricted Funds Account	25,683			25,683	NAB	Nil	At Call
Trust Fund			8,200	8,200	NAB	Nil	At Call
Term Deposits							
Municipal Investment - Term Deposit		1,657,399		1,657,399	NAB	0.64%	27-Dec-20
Total	2,934,855	1,657,399	8,200	4,600,455			

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
\$4.6 M	\$2.93 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	30 September 2020
	\$	\$
Opening Arrears Previous Years	56,891	63,810
Levied this year	2,592,059	2,613,311
Less Collections to date	(2,585,140)	(2,000,890)
Equals Current Outstanding	63,810	676,231
Net Rates Collectable	63,810	676,231
% Collected	99.73%	0.00%

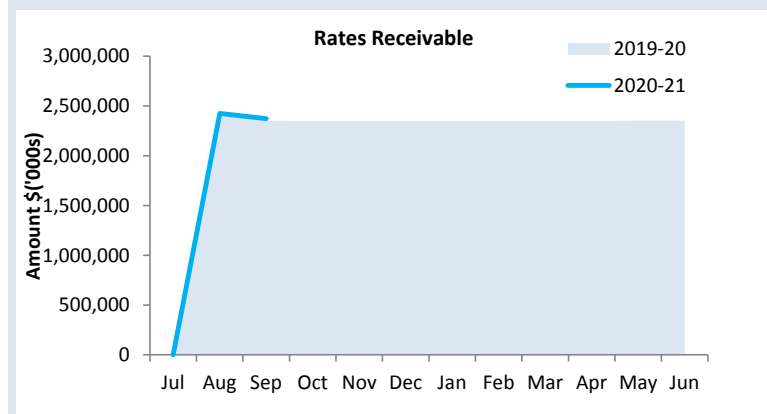
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	42,315	25	8,261	19,448	70,049
Percentage	60%	0%	12%	28%	
Balance per Trial Balance					
Sundry debtors					70,049
Loans receivable - clubs/institutions					19,333
Doubtful Debtors					(2,500)
Total Receivables General Outstanding					86,882
Amounts shown above include GST (where applicable)					

KEY INFORMATION

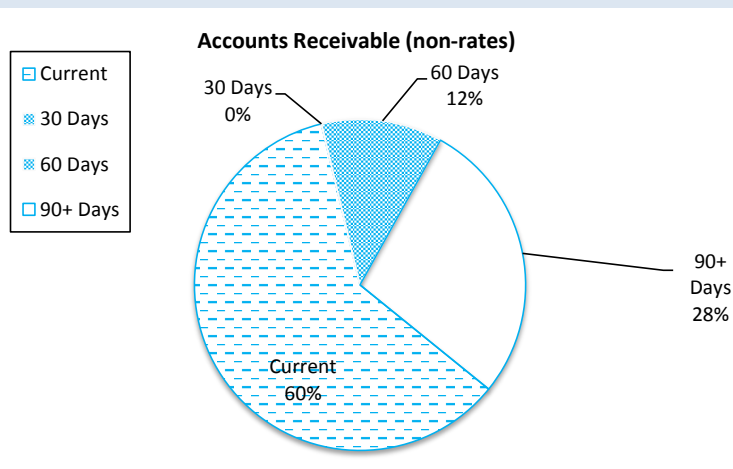
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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%	\$676,231



Debtors Due
\$86,882
Over 30 Days
40%
Over 90 Days
28%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

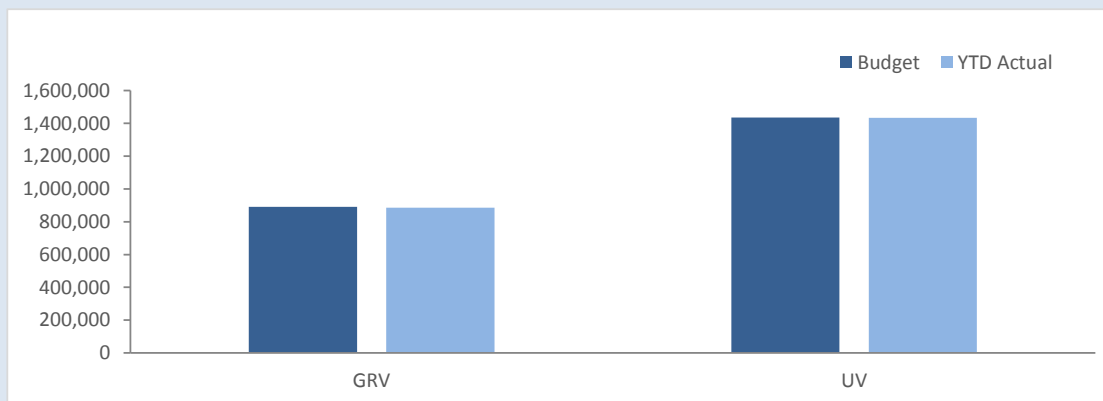
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

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	888,174	-1,189	-784	886,201
UV	0.006820	304	210,173,000	1,432,960	2,000	0	1,434,960	1,432,960	48	0	1,433,007
	Minimum \$										
GRV	580	144	280,029	83,520	0	0	83,520	83,520	0	0	83,520
UV	580	77	3,270,037	44,660	0	0	44,660	44,660	0	0	44,660
Sub-Totals		1,271	221,692,541	2,449,314	4,000	1,000	2,454,314	2,449,314	-1,141	-784	2,447,388
Discount							(86,105)				(88,585)
Amount from General Rates							2,368,209				2,358,803
Ex-Gratia Rates							12,517				12,517
Total General Rates							2,380,726				2,371,321

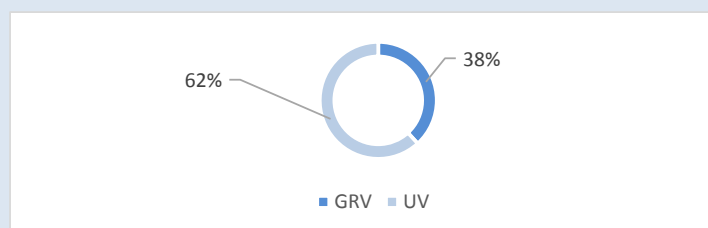
SIGNIFICANT ACCOUNTING POLICIES

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	\$2.36 M	100%

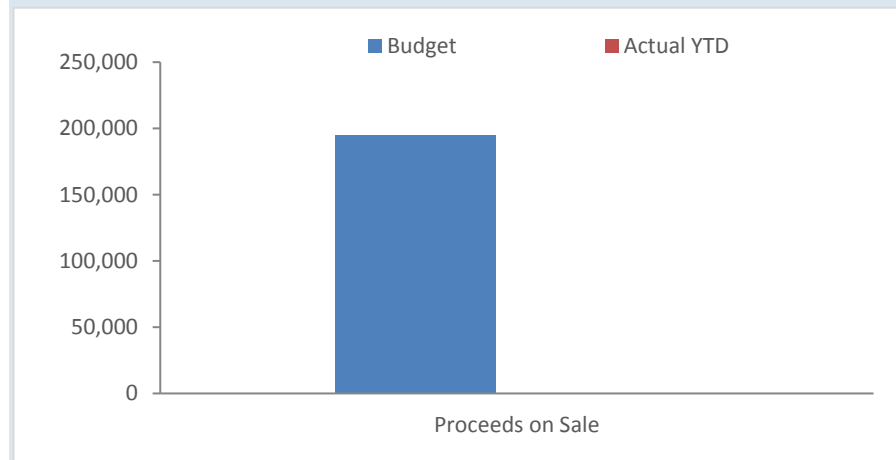


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**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



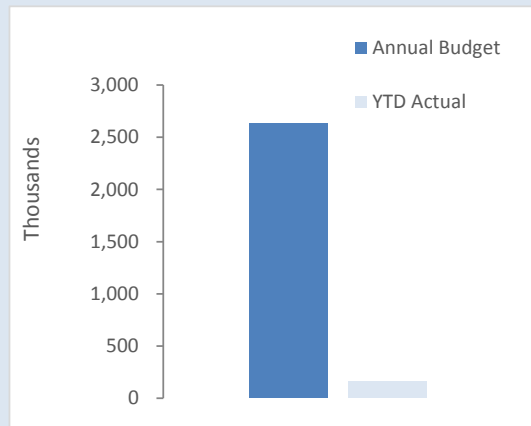
Proceeds on Sale		
Budget	YTD Actual	%
\$195,000	\$0	0%

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	(4,223)	(4,223)
Infrastructure - Roads	(1,122,464)	(180,000)	(138,697)	41,303
Footpaths	(121,962)	0	0	0
Infrastructure - Other	(670,250)	0	(17,646)	(17,646)
Capital Expenditure Totals	(2,631,513)	(180,000)	(160,566)	19,434
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	919,823	8,000	6,099	(1,901)
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	172,000	154,467	(17,533)
Capital Funding Total	2,631,513	180,000	160,566	(19,434)

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



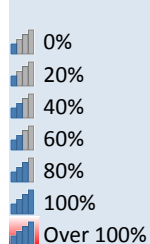
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.63 M	\$0.16 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.92 M	\$0.01 M	1%

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	(3,818)
			(173,837)	0	(4,223)
Infrastructure - Roads					
	Capital Works Program	E167103	(1,122,464)	(180,000)	(138,697)
			(1,122,464)	(180,000)	(138,697)
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	(7,068)
	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	(2,915)
	Ticket Box - Sportsground Entrance	IO2104	(10,000)	0	0
	Town Centre Development	IO2105	(180,000)	0	(3,521)
	Wetlands Park Upgrade	IO2106	(217,250)	0	(1,596)
	Airport Development	E167782	(50,000)	0	(227)
	Street Lighting	IO2107	(15,000)	0	(1,200)
	Townscape	IO2108	(60,000)	0	(1,119)
			(670,250)	0	(17,646)
Capital Expenditure Total			(2,631,513)	(180,000)	(160,566)
					19,434

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 30 SEPTEMBER 2020**

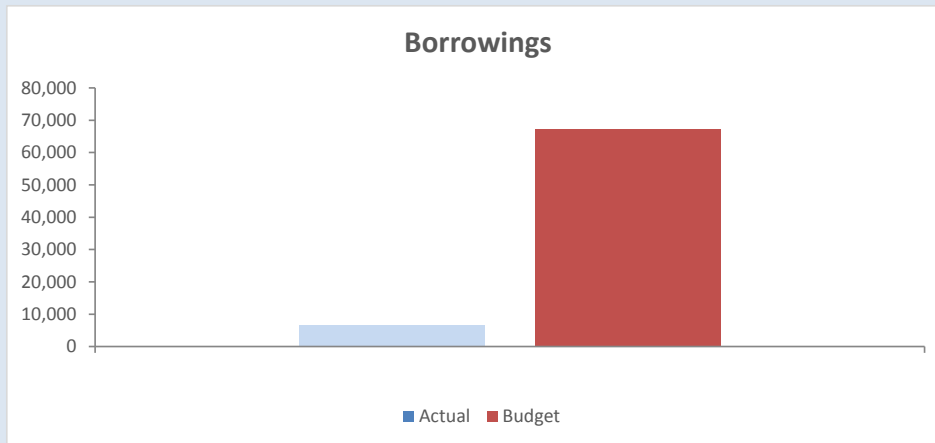
**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

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	3,267	13,322	211,355	214,622	2,742	10,715
Other Property and Services									
Loan 137 - Staff Housing	155,432	0	0	3,401	13,917	152,031	155,432	2,322	8,977
Loan 138 - Doctor Housing	76,891	0	0		10,922	76,891	76,891	0	4,653
	496,884	0	0	6,669	48,070	490,215	496,884	5,064	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	6,669	67,403	626,964	633,633	5,064	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	\$6,669
Interest Earned	\$7,362
Interest Expense	\$5,064
Reserves Bal	\$1.66 M
Loans Due	\$.63 M

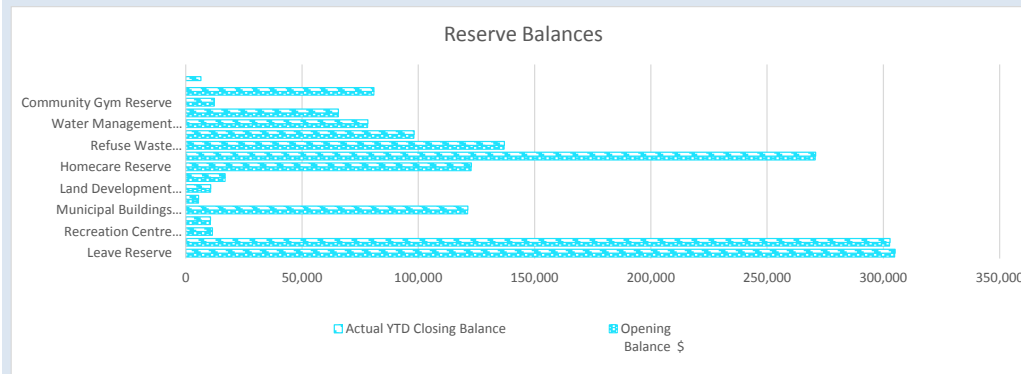
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

FINANCING ACTIVITIES
NOTE 9
RESERVES

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	200	0	0	0	0	307,944	305,096
Plant Replacement Reserve	302,669	3,027	199	0	0	(28,000)	0	277,696	302,868
Recreation Centre Equipment Reserve	11,479	115	8	1,800	0	(2,000)	0	11,394	11,487
Aerodrome Maintenance & Development Reserve	10,630	106	7	7,900	0	0	0	18,636	10,637
Municipal Buildings Reserve	121,264	1,213	80	0	0	(50,000)	0	72,477	121,344
Admin Centre Furniture, Equipment & IT Reserve	5,516	55	4	5,000	0	0	0	10,571	5,519
Land Development Reserve	10,709	107	7	0	0	0	0	10,816	10,716
Community Bus Reserve	16,974	170	11	0	0	0	0	17,144	16,986
Homecare Reserve	122,789	1,228	81	0	0	(9,206)	0	114,811	122,870
Recreation Development Reserve	270,680	2,707	178	60,000	0	(35,000)	0	298,387	270,858
Refuse Waste Management Reserve	136,947	1,369	90	19,825	0	0	0	158,141	137,037
Refuse Site Rehabilitation Reserve	98,142	981	65	20,000	0	0	0	119,123	98,206
Water Management Reserve	78,255	783	51	0	0	(5,000)	0	74,038	78,306
Electronic Sign Reserve	65,616	656	43	0	0	(66,272)	0	0	65,659
Community Gym Reserve	12,337	123	8	0	0	(1,800)	0	10,660	12,345
Sportsground Precinct Redevelopment Reserve	80,906	809	53	50,000	0	(70,000)	0	61,715	80,960
Emergency/Bushfire Control Reserve	6,500	65	4	0	0	0	0	6,565	6,504
Community Events Reserve	0	0	0	5,000	0	0	0	5,000	0
	1,656,310	16,563	1,089	169,525	0	(267,278)	0	1,575,120	1,657,399

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	113,979	110,493	(3,487)
Grants Commission - Roads	I032010	219,016	54,754	56,212	1,458
Law, Order and Public Safety					
DFES Grant - Operating Bush Fire Brigade	I051010	56,550	14,138	13,034	(1,104)
DFES Grant - MAF Funding	I051070	55,250	0	0	0
DFES Grant - Operating SES	I051075	29,140	0	16,298	16,298
Education and Welfare					
HACC Recurrent Grant	I082010	317,000	79,251	71,733	(7,518)
Recreation and Culture					
Volunteering WA	I119030	1,000	0	0	0
WA Police Force - Christmas Street Carnival	I119031	0	0	3,300	3,300
Transport					
Direct Road Grants	I121005	121,340	121,340	121,340	0
Regional Airports Development Scheme (RADs)	I126015	30,000	15,000	0	(15,000)
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	398,462	392,410	(6,052)
Non-operating grants, subsidies and contributions					
Community Amenities					
Contributions to Cemetery Upgrade	I107025	8,000	8,000	0	(8,000)
Recreation and Culture					
Wetlands Park Playground Upgrade Contribution	I113040	33,200	0	0	0
Transport					
Road Project Grants	I121010	307,605	0	6,099	6,099
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	8,000	6,099	(1,901)
Grand Total		2,216,270	406,462	398,509	(7,953)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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			
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 30 Sep 2020
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	0	8,200
	8,200	0	0	8,200

Description	CASH MAXIMISER ACCOUNT			
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 30 Sep 2020
	\$	\$	\$	\$
Deposits - Town Hall	800	800	(100)	1,500
Deposits - Community Bus	750	450	(450)	750
Deposits - Rec Ctr & EFP	3,155	1,500	(1,800)	2,855
Deposits - Animal Trap	100	0	(50)	50
BCITF	0	150	(150)	0
Deposit - Community Gym Key	2,760	810	(360)	3,210
Building Services Levy	185	411	(411)	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	4,535	(3,321)	25,682

SHIRE OF WAGIN
STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
General Purpose Funding					
Rate Revenue					
I031005	GRV	Inc	888,174	888,174	888,174
I031010	GRV Minimums	Inc	83,520	83,520	83,520
I031015	UV	Inc	1,432,960	1,432,960	1,432,960
I031020	UV Minimums	Inc	44,660	44,660	44,660
I031025	GRV Interim Rates	Inc	2,000	501	(1,189)
I031030	UV Interim Rates	Inc	2,000	501	48
I031035	Back Rates	Inc	1,000	249	(784)
I031040	Ex-Gratia Rates (CBH)	Inc	12,517	12,517	12,517
I031045	Discount Allowed	Inc	(86,105)	(86,105)	(88,585)
I031050	Instalment Admin Charge	Inc	8,000	8,000	2,096
I031055	Account Enquiry Fee	Inc	2,500	624	1,045
I031060	(Rate Write Offs)	Inc	(5,000)	0	(6)
I031065	Penalty Interest	Inc	12,000	3,000	1,963
I031070	Emergency Services Levy	Inc	113,467	113,467	113,047
I031075	ESL Penalty Interest	Inc	700	174	94
I031080	Instalment Interest	Inc	3,500	876	3,759
I031090	Rate Legal Charges	Inc	10,000	2,499	10,844
			2,525,893	2,505,617	2,504,163
E031005	Valuation Expenses	Exp	(10,000)	(750)	(352)
E031010	Legal Costs/Expenses	Exp	(1,000)	(249)	0
E031015	Title Searches	Exp	(600)	(150)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(2,499)	(9,810)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(2,359)
E031030	Emergency Services Levy	Exp	(113,467)	(28,367)	(33,687)
E031040	Rate Refunds	Exp	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,810)	(2,810)	(2,846)
E031100	Administration Allocated	Exp	(91,322)	(22,830)	(22,830)
			(232,199)	(59,655)	(71,884)
Other General Purpose Funding					
I032005	Grants Commission General	Inc	455,916	113,979	110,493
I032010	Grants Commission Roads	Inc	219,016	54,754	56,212
I032020	Administration Rental	Inc	36,000	9,000	9,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	375	165
I032030	Reimbursements	Inc	100	24	0
I032035	SS Loans Interest & GFee Reimb.	Inc	4,924	0	0
I032040	Bank Interest	Inc	20,000	5,001	551
I032045	Reserves Interest	Inc	16,563	4,141	1,089
I032055	Commissions & Recoups	Inc	500	0	0
			754,519	187,274	177,510
E032005	Bank Fees and Charges	Exp	(12,000)	(3,000)	(3,789)
E032015	Interest on Loans	Exp	(31,391)	(7,848)	(5,064)
E032030	Audit Fees & Other Services	Exp	(22,000)	0	0
E032035	Administration Allocated	Exp	(88,612)	(22,152)	(22,152)
			(154,003)	(33,000)	(31,005)
Total General Purpose Income			3,280,412	2,692,891	2,681,672
Total General Purpose Expenditure			(386,202)	(92,655)	(102,889)
Governance					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Members of Council					
I041020	Other Income Relating to Members	Inc	1,000	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(18,000)	(4,500)	0
E041010	Training	Exp	(8,000)	(2,001)	0
E041015	Members Travelling	Exp	(1,000)	(250)	0
E041025	Election Expenses	Exp	0	0	0
E041030	Other Expenses	Exp	(5,000)	(1,250)	(85)
E041035	Conference Expenses	Exp	(10,475)	(2,619)	0
E041040	Presidents Allowance	Exp	(12,000)	(3,000)	0
E041045	Deputy Presidents Allowance	Exp	(3,000)	(750)	0
E041055	Refreshments and Receptions	Exp	(10,000)	(2,499)	(1,219)
E041060	Presentations	Exp	(2,500)	(624)	(674)
E041065	Insurance	Exp	(9,298)	(9,298)	(10,397)
E041070	Public Relations	Exp	(3,000)	(750)	(91)
E041075	Subscriptions	Exp	(32,000)	(32,000)	(24,270)
E041100	Administration Allocated	Exp	(106,833)	(26,709)	(26,709)
			(221,106)	(86,250)	(63,445)
Other Governance					
I042030	Profit on Sale of Asset	Inc	0	0	0
I042045	Admin Reimbursements	Inc	5,000	1,251	200
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			5,000	1,251	200
E042005	Administration Salaries	Exp	(679,782)	(149,947)	(155,667)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(75,307)	(18,828)	(19,291)
E042011	Loyalty Allowance	Exp	(5,400)	(1,350)	(1,389)
E042012	Housing Allowance Admin	Exp	(9,590)	(7,039)	(8,153)
E042015	Insurance	Exp	(21,996)	(10,998)	(10,998)
E042020	Staff Training	Exp	(14,000)	(3,501)	(1,146)
E042025	Removal Expenses	Exp	(8,000)	0	0
E042030	Printing & Stationery	Exp	(30,000)	(7,500)	(10,689)
E042035	Phone, Fax & Modem	Exp	(10,000)	(2,499)	(881)
E042040	Office Maintenance	Exp	(56,015)	(13,606)	(23,005)
E042045	Advertising	Exp	(8,000)	(2,001)	(3,437)
E042050	Office Equipment Maintenance	Exp	(3,000)	(750)	(1,847)
E042055	Postage & Freight	Exp	(4,000)	(999)	(563)
E042060	Vehicle Running Expenses	Exp	(8,000)	(2,001)	(2,518)
E042065	Legal Expenses	Exp	(3,000)	(750)	(929)
E042070	Garden Expenses	Exp	(10,000)	(2,502)	(4,387)
E042075	Conference & Training	Exp	(11,000)	(2,751)	0
E042080	Computer Support	Exp	(90,000)	(37,500)	(31,501)
E042085	Other Expenses	Exp	(1,500)	(375)	(604)
E042090	Administration Allocated	Exp	(226,954)	(56,739)	(56,739)
E042095	Fringe Benefits Tax	Exp	(15,000)	(3,750)	(4,708)
E042100	Staff Uniforms	Exp	(4,000)	(999)	(553)
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	282,294	282,294
E042155	Lease of Photocopier	Exp	(2,500)	(624)	(404)
E042160	CEO Recruitment	Exp	(8,000)	0	(2,386)
E042165	Paid Parental Leave	Exp	0	0	0
			(226,954)	(44,715)	(59,497)
Total Governance Income			6,000	2,251	200
Total Governance Expenditure			(448,060)	(130,965)	(122,941)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Law, Order & Public Safety					
Fire Prevention					
I051010	BFB Operating Grant	Inc	56,550	14,138	13,034
I051015	Sale of Fire Maps	Inc	300	75	45
I051025	Reimbursements	Inc	3,000	750	0
I051030	Bush Fire Infringements	Inc	1,500	0	0
I051035	ESL Admin Fee	Inc	4,000	0	0
I051050	SES Call-out Income	Inc	0	0	167
I051070	Other Bushfire Grants Income	Inc	55,250	0	0
I051075	SES Operating Grant	Inc	29,140	0	16,298
			149,740	14,963	29,544
E051005	BFB Operation Expenditure	Exp	(56,550)	(31,217)	(13,034)
E051010	Communication Mtce	Exp	(3,000)	(1,650)	(2,507)
E051015	Advertising & Other Expenses	Exp	(2,000)	(2,000)	(2,065)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(498)	(347)
E051025	Town Block Burn Off	Exp	(5,000)	(1,248)	(2,295)
E051040	Other Bushfire Grants Expenditure	Exp	(55,250)	0	0
E051060	SES Operation Expenditure	Exp	(29,140)	(8,034)	(16,298)
E051100	Administration Allocated	Exp	(55,413)	(13,854)	(13,854)
E051190	Depreciation - Fire Prevention	Exp	(15,936)	0	0
			(224,289)	(58,501)	(50,400)
Animal Control					
I052005	Dog Fines and Fees	Inc	6,000	1,500	2,130
I052006	Cat Fines and Fees	Inc	300	75	0
I052010	Hire of Animal Traps	Inc	100	100	0
I052015	Dog Registration	Inc	7,500	0	1,150
I052016	Cat Registration	Inc	600	0	123
I052020	Reimbursements	Inc	500	125	0
			15,000	1,800	3,403
E052005	Ranger Salary	Exp	(13,000)	(3,252)	(3,693)
E052007	Ranger Telephone	Exp	(1,000)	(249)	(164)
E052010	Pound Maintenance	Exp	(1,045)	(294)	(983)
E052015	Dog Control Insurance	Exp	(231)	(231)	(115)
E052020	Legal Fees	Exp	(500)	(500)	(1,438)
E052025	Training & Conference	Exp	(1,500)	(375)	0
E052030	Ranger Services Other	Exp	(25,000)	(6,252)	(6,142)
E052035	Administration Allocated	Exp	(24,285)	(6,072)	(6,072)
E052190	Depreciation - Animal Control	Exp	(991)	0	0
			(67,552)	(17,225)	(18,607)
Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	50	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	8,050	8,101
E053005	Abandoned Vehicles	Exp	(500)	(126)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(126)	(119)
E053045	CCTV & Security	Exp	0	0	0
E053055	Mosquito Control	Exp	(6,000)	(1,500)	0
			(7,000)	(1,752)	(119)
Total Law, Order & Public Safety Income			180,991	24,813	41,048
Total Law, Order & Public Safety Expenditure			(298,841)	(77,478)	(69,125)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Health					
Maternal & Infant Health					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(7,432)	(1,761)	(1,560)
			(7,432)	(1,761)	(1,560)
Preventative Services - Admin & Inspections					
I074005	Food Licences & Fees	Inc	800	0	30
I074015	Contrib. Regional Health Scheme	Inc	50,000	12,501	10,958
I074020	Reimbursements	Inc	0	0	0
			50,800	12,501	10,988
E074005	EHO Salary	Exp	(99,000)	(24,750)	(23,663)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(9,660)	(2,415)	(2,601)
E074015	Other Control Expenses	Exp	(8,000)	(2,497)	(3,201)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(1,353)	(2,242)
E074030	Conferences & Training	Exp	(3,000)	(750)	0
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(23,727)	(5,931)	(5,931)
E074190	Depreciation - Prevent Services	Exp	(7,784)	0	0
			(156,171)	(37,696)	(37,638)
Other Health					
I076010	Rent - Medical Centre-Dentist	Inc	4,332	1,083	985
I076015	Reimbursements - IPN Medical	Inc	1,000	0	0
I076020	Meeting Room Fees	Inc	3,500	876	782
I076040	Reimbursements - Dr Norris	Inc	500	0	0
			9,332	1,959	1,767
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(10,097)	(2,817)	(9,247)
E076025	Depreciation - Other Health	Exp	(21,511)	0	0
E076030	Doctors Vehicle Mtce	Exp	(2,000)	(616)	(1,043)
E076040	IPN Medical Services	Exp	(46,665)	(11,666)	0
			(80,273)	(15,099)	(10,290)
Health - Preventative Services					
E077010	Analytical Expenses	Exp	(500)	(500)	(253)
			(500)	(500)	(253)
Total Health Income			60,132	14,460	12,755
Total Health Expenditure			(244,376)	(55,056)	(49,740)
Education & Welfare					
Pre Schools					
I083035	Day Care Lease	Exp	8,472	2,118	2,246
I083036	Day Care Reimbursements	Exp	3,000	500	943
			11,472	2,618	3,189
E080010	Kindergarten Maintenance (Daycare)	Exp	(9,774)	(2,302)	(3,060)
E080190	Depreciation - Pre-Schools	Exp	(4,049)	0	0
			(13,823)	(2,302)	(3,060)
Other Education					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	0
			(2,600)	(2,600)	0
HACC Program					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	HACC Recurrent Grant	Inc	317,000	79,251	71,733
I082015	Meals on Wheels	Inc	10,000	2,499	1,295
I082020	HACC Fee for Service	Inc	58,000	14,499	19,105
I082030	Reimbursements	Inc	500	126	4,800
			385,500	96,375	96,933
E082010	Co-ordinator Salary	Exp	(62,000)	(15,501)	(16,404)
E082013	HACC Wages/Contract Liability	Exp	0	0	34,414
E082015	Home Mtce Salary	Exp	(28,000)	(6,999)	(6,485)
E082020	Respite Salaries	Exp	(500)	(126)	0
E082025	Home Help Salaries	Exp	(163,000)	(30,749)	(45,405)
E082030	Superannuation	Exp	(22,000)	(5,499)	(6,495)
E082035	Other Expenses	Exp	(3,000)	(750)	(283)
E082040	Travelling - Mileage	Exp	(26,000)	(6,501)	(7,003)
E082045	Staff Training	Exp	(1,000)	(249)	(125)
E082050	Staff Training Salaries	Exp	(2,000)	(501)	0
E082055	Subscriptions	Exp	(4,000)	(2,124)	(2,411)
E082060	Telephone & Postage	Exp	(2,500)	(624)	(380)
E082065	Advertising & Stationery	Exp	(500)	(126)	0
E082070	Insurance	Exp	(5,000)	(2,500)	(2,320)
E082075	Office Accommodation	Exp	(36,000)	(9,000)	(9,000)
E082080	Plant & Equipment Mtce	Exp	(9,000)	(2,778)	(3,955)
E082085	Consumable Supplies	Exp	(6,000)	(1,500)	(231)
E082090	Expenditure from Donations	Exp	(3,000)	(750)	(555)
E082100	Administration Allocated	Exp	(26,852)	(6,714)	(6,714)
E082110	Meals on Wheels Expenditure	Exp	(12,000)	(3,000)	(2,455)
E082120	Loss on Sale of Asset	Exp	0	0	0
E082130	Homecare COVID Funding Expenditure	Exp	0	0	(2,640)
E082190	Depreciation - HACC	Exp	(18,568)	0	0
			(430,920)	(95,991)	(78,447)
	Other Welfare				
I083010	Wagin Frail Aged Reimb	Inc	7,743	3,872	3,871
I083040	Other Welfare Income	Inc	0	0	200
			7,743	3,872	4,071
E083010	Wagin Frail Aged Exp	Exp	(7,743)	(3,872)	(3,871)
E083020	Comm. Aged Care Expenses	Exp	0	0	(76)
E083050	Other Welfare Exp	Exp	0	0	0
			(7,743)	(3,872)	(3,947)
	Total Education & Welfare Income		404,715	102,865	104,193
	Total Education & Welfare Expenditure		(455,086)	(104,764)	(85,454)
	Community Amenities				
	Sanitation - Household Refuse				
I101005	Domestic Collection	Inc	242,450	242,450	241,990
I102020	Refuse Site Fees	Inc	20,000	5,001	4,730
			262,450	247,451	246,720
E101005	Domestic Refuse Collection	Exp	(66,000)	(16,500)	(16,830)
E101010	Recycling Pick-Up	Exp	(72,000)	(18,000)	(24,849)
E101015	Refuse Site Mtce	Exp	(134,000)	(33,509)	(26,666)
E101025	Refuse Site Attendant	Exp	0	0	0
			(272,000)	(68,009)	(68,345)
	Sanitation - Other				
I102002	Commercial Collection Charges	Inc	63,375	63,375	63,988
I102005	Reimbursement Drummuster	Inc	4,000	0	0
I102010	Charges Bulk Rubbish	Inc	15,500	3,876	4,362

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			82,875	67,251	68,350
E102005	Commercial Collection	Exp	(13,000)	(3,249)	(3,490)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(3,876)	(4,570)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	0
E102190	Depreciation - Sanitation	Exp	(15,729)	0	0
			(49,229)	(7,125)	(8,060)
Sewerage					
I104005	Septic Tank Fees	Inc	500	500	0
			500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(167)	(16)
			(500)	(167)	(16)
Regional Refuse Group					
E102007	Regional Refuse Group Expenses	Exp	0	0	0
			0	0	0
Town Planning					
I106005	Planning Fees	Inc	2,500	624	2,209
			2,500	624	2,209
E106005	Town Planning Expenses	Exp	(30,000)	(7,500)	(4,848)
E106100	Administration Allocated	Exp	(30,151)	(7,539)	(7,539)
			(60,151)	(15,039)	(12,387)
Other Community Amenities					
I107005	Cemetery Fees	Inc	12,000	3,000	8,954
I107010	Community Bus Income	Inc	4,000	999	472
I107025	Other Community Amenities Contributions	Inc	8,000	8,000	0
			24,000	11,999	9,426
E107005	Cemetery Mtce	Exp	(26,844)	(6,747)	(12,381)
E107010	Public Convenience Mtce	Exp	(61,609)	(15,496)	(13,573)
E107015	Community Bus Operating	Exp	(4,000)	(1,323)	(2,266)
E107100	Administration Allocated	Exp	(62,646)	(15,663)	(15,663)
E107190	Depreciation - Other Comm Amenities	Exp	(27,921)	0	0
			(183,020)	(39,228)	(43,883)
Total Community Amenities Income			372,325	327,825	326,704
Total Community Amenities Expenditure			(564,900)	(129,568)	(132,689)
Recreation & Culture					
Public Halls & Civic Centres					
I111005	Town Hall Hire	Inc	1,200	300	877
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease -L Piesse	Inc	4,788	1,197	1,088
			6,088	1,597	1,965
E111005	Town Hall Mtce	Exp	(22,508)	(6,198)	(7,128)
E111010	Other Halls Mtce	Exp	(7,119)	(1,854)	(1,570)
E111190	Depreciation - Public Halls	Exp	(55,567)	0	0
			(85,194)	(8,052)	(8,698)
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	(2,639)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(6,800)	0	(671)
E112015	Swimming Pool Maintenance	Exp	(116,855)	(22,758)	(24,016)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(1,000)	(1,105)
E112190	Depreciation - Swimming Pools	Exp	(183,948)	0	0
			(382,603)	(23,758)	(28,431)
	Other Recreation & Sport				
I113005	Sportsground Rental	Inc	7,820	2,500	2,455
I113015	Power Reimbursements	Inc	6,000	1,500	844
I113020	Recreation Centre Hire	Inc	10,000	2,499	1,562
I113025	Reimbursements Other	Inc	5,500	500	1,185
I113030	Rec Centre Equipment Contributions	Inc	1,800	0	0
I113035	Sporting Club Leases	Inc	50	50	50
I113040	Other Recreation & Sport Contributions	Inc	33,200	0	0
I113055	Eric Farrow Pavillion Hire	Inc	5,000	1,251	718
I113065	Community Gym Membership	Inc	7,500	4,000	4,667
			76,870	12,300	11,481
E113005	Sportsground Mtce	Exp	(106,716)	(24,291)	(17,236)
E113010	Sportsground Building Mtce	Exp	(19,837)	(6,364)	(7,165)
E113015	Wetlands Park Mtce	Exp	(56,449)	(13,383)	(20,077)
E113020	Parks & Gardens Mtce	Exp	(55,287)	(13,324)	(12,854)
E113025	Puntapin Rock Mtce	Exp	(2,303)	(589)	(705)
E113030	Recreation Centre Mtce	Exp	(59,362)	(16,539)	(17,251)
E113035	Rec Staff Salaries	Exp	(18,000)	(4,500)	(8,352)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(1,800)	(450)	(1,015)
E113045	Other Expenses	Exp	(1,200)	(300)	(414)
E113050	Norring Lake Mtce	Exp	(2,080)	(522)	(510)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,680)	(6,199)	(5,756)
E113070	Rec Centre Sports Equipment	Exp	(3,000)	(750)	(938)
E113095	Community Gym Expenditure	Exp	(9,300)	(2,282)	(2,380)
E113100	Administration Allocated	Exp	(100,969)	(25,242)	(25,242)
E113190	Depreciation - Other Rec & Sport	Exp	(234,569)	0	0
			(694,552)	(114,733)	(119,895)
	Library				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(49,500)	(12,375)	(13,000)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(7,368)	(1,789)	(4,051)
E115020	Library Other Expenses	Exp	(10,792)	(2,919)	(1,057)
E115190	Depreciation - Libraries	Exp	(1,381)	0	0
			(69,041)	(17,083)	(18,108)
	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	3,300
			9,500	0	3,300
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E116010	Woolorama Costs & Maintenance	Exp	(63,291)	(7,189)	(2,096)
E116015	Community Centre Mtce	Exp	(11,664)	(2,992)	(2,130)
E116020	Historical Village	Exp	(1,838)	(769)	(670)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(18,300)	(4,578)	(828)
E116046	Community Development Equipment Maintenance	Exp	(500)	(126)	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116190	Depreciation - Other Culture	Exp	(3,248)	0	0
			(99,341)	(16,153)	(5,724)
Total Recreation & Culture Income			128,313	14,047	16,748
Total Recreation & Culture Expenditure			(1,330,731)	(179,778)	(180,856)
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	6,099
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
I121070	Main Roads Bridge Grant	Inc	0	0	0
I121076	LRCIP Funding	Inc	348,962	0	0
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,004,398	121,340	127,439
Streets Roads Bridges & Depot Maintenance					
I122055	Diesel Fuel Rebate Income	Inc	45,000	11,250	14,536
			45,000	11,250	14,536
E122005	Road Maintenance	Exp	(120,000)	(29,997)	(27,023)
E122006	Maintenance Grading	Exp	(220,000)	(120,000)	(92,197)
E122007	Rural Tree Pruning	Exp	(95,000)	(23,754)	(29,933)
E122008	Rural Spraying	Exp	(12,000)	(3,000)	(9,674)
E122009	Town Site Spraying	Exp	(20,000)	(5,004)	(6,902)
E122010	Depot Mtce	Exp	(27,813)	(6,390)	(6,137)
E122011	Town Reserve & Verg Mtce	Exp	(3,000)	(747)	(304)
E122012	Bridge & Drainage Mtce	Exp	(27,500)	(6,879)	(1,212)
E122015	Rural Numbering	Exp	(100)	(100)	0
E122020	Footpath Mtce	Exp	(5,000)	(1,254)	(1,976)
E122025	Street Cleaning	Exp	(35,000)	(8,754)	(8,612)
E122030	Street Trees	Exp	(85,000)	(21,252)	(24,232)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(999)	(776)
E122045	Townscape	Exp	(20,000)	(5,019)	(20,747)
E122050	Crossovers	Exp	(500)	(126)	(1,192)
E122055	RoMan Data Collection	Exp	(6,500)	(6,500)	(6,300)
E122060	Street Lighting	Exp	(60,000)	(15,000)	(21,692)
E122090	Graffiti Removal	Exp	(100)	(100)	0
E122100	Administration Allocated	Exp	(47,387)	(11,847)	(11,847)
E122190	Depreciation - Roads	Exp	(1,843,670)	0	0
E147120	Storm Damage - Not Claimable	Exp	0	0	(605)
			(2,632,570)	(266,722)	(271,361)
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	15,000	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I126020	Aerodrome Hangar Lease	Inc	8,713	4,763	8,375
			38,713	19,763	8,375
E126005	Aerodrome Maintenance	Exp	(8,346)	(2,066)	(3,732)
E126190	Depreciation - Aerodromes	Exp	(36,160)	0	0
			(44,506)	(2,066)	(3,732)
	Total Transport Income		1,106,103	152,353	150,349
	Total Transport Expenditure		(2,677,076)	(268,787)	(275,094)
Economic Services					
Rural Services					
I131020	Landcare Reimbursements	Inc	75,700	18,924	16,411
			75,700	18,924	16,411
E131020	Landcare	Exp	(100,700)	(18,924)	(19,032)
E131030	Rural Towns Program	Exp	(18,000)	(4,520)	(3,839)
E131100	Administration Allocated	Exp	(14,823)	(3,705)	(3,705)
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(1,326)	(4,774)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(138,523)	(28,475)	(31,350)
Tourism & Area Promotion					
I132005	Caravan Park Fees	Inc	85,000	15,249	14,681
I132010	Reimbursements	Inc	1,000	249	57
I132015	RV Area Fees	Inc	10,000	2,499	789
I132035	Tourism Income	Inc	0	0	0
			96,000	17,997	15,527
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(30,000)	(7,624)	(6,301)
E132020	Caravan Park Mtce	Exp	(57,553)	(12,284)	(14,989)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	0
E132035	RV Area Maintenance	Exp	(5,000)	(1,248)	(857)
E132040	Tourism Promotion & Subscripts	Exp	(22,000)	(5,502)	(655)
E132050	Administration Allocated	Exp	(58,042)	(14,511)	(14,511)
E132190	Depreciation - Tourism	Exp	(12,156)	0	0
			(193,211)	(49,629)	(37,313)
Building Control					
I133005	Building Licenses	Inc	5,000	1,251	963
			5,000	1,251	963
Other Economic Services					
I134005	Water Sales	Inc	50,000	12,501	2,139
			50,000	12,501	2,139
E134005	Water Supply - Standpipes	Exp	(55,000)	(13,752)	(4,808)
E134190	Depreciation - Other Economic Services	Exp	(2,024)	0	0
			(57,024)	(13,752)	(4,808)
	Total Economic Services Income		226,700	50,673	35,041
	Total Economic Services Expenditure		(388,758)	(91,856)	(73,472)
Other Property & Services					
Private Works					
I141005	Private Works Income	Inc	20,000	5,001	2,425

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			20,000	5,001	2,425
E141005	Private Works	Exp	(10,000)	(2,499)	(1,609)
E141100	Administration Allocated	Exp	(2,726)	(681)	(681)
			(12,726)	(3,180)	(2,290)
	Public Works Overheads				
I143020	Reimbursements	Inc	500	500	0
			500	500	0
E143005	Engineering Salaries	Exp	(98,510)	(24,627)	(23,723)
E143007	Engineering Administration Salaries	Exp	(46,000)	(11,499)	(15,005)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(16,500)	(12,000)	(13,135)
E143015	CEO's Salary Allocation	Exp	(57,005)	(14,250)	(15,347)
E143020	Engineering Superannuation	Exp	(98,599)	(24,651)	(25,627)
E143025	Engineering - Other Expenses	Exp	(5,000)	(1,251)	(1,183)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(15,000)	(24,113)
E143045	Insurance on Works	Exp	(32,141)	(16,071)	(16,170)
E143050	Protective Clothing	Exp	(8,000)	(2,001)	(2,160)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(249)	(41)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(1,752)	(1,681)
E143075	Telephone Expenses	Exp	(1,500)	(375)	(236)
E143080	Staff Licenses	Exp	(500)	(126)	(88)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(999)	(97)
E143090	Conferences & Courses	Exp	(1,500)	(375)	0
E143095	Staff Training	Exp	(16,000)	(4,002)	(933)
E143105	Administration Allocated	Exp	(1,016)	(255)	(255)
E143200	LESS PWOH ALLOCATED	Exp	575,271	143,820	141,746
			0	14,338	1,951
	Plant Operation Costs				
I144005	Sale of Scrap	Inc	1,500	375	36
I144010	Reimbursements	Inc	8,000	2,001	490
			9,500	2,376	526
E144010	Fuel & Oils	Exp	(140,000)	(34,998)	(34,499)
E144020	Tyres & Tubes	Exp	(20,000)	(5,001)	(1,039)
E144030	Parts & Repairs	Exp	(50,000)	(12,501)	(8,665)
E144040	Plant Repair - Wages	Exp	(40,000)	(9,999)	(8,651)
E144050	Insurance and Licences	Exp	(30,000)	(30,000)	(28,775)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(2,499)	(4,247)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(2,001)	(1,744)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(249)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	74,754	82,156
			0	(22,494)	(5,465)
	Salaries & Wages				
E146010	Gross Salaries, Allowances & Super	Exp	(2,350,000)	(587,499)	(639,188)
E146200	Less Sal , Allow, Super Allocated	Exp	2,350,000	587,502	629,371
			0	3	(9,817)
	Unclassified				
I147005	Commission - Vehicle Licensing	Inc	46,000	11,499	8,006
I147006	Commission - TransWA	Inc	500	126	19
I147035	Banking errors	Inc	0	0	300
I147050	Council Staff Housing Rental	Inc	20,280	5,070	5,140
I147065	Insurance Reimbursement	Inc	5,000	1,251	0
I147070	Council Housing Reimbursements	Inc	6,000	1,500	587
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	780	720

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I147121	Reimbursement - Community Requests	Inc	0	0	0
			80,900	20,226	14,772
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(1,500)	(300)
E147035	Banking Errors	Exp	0	0	(401)
E147050	Council Housing Maintenance	Exp	(70,446)	(16,865)	(13,731)
E147055	Consultants	Exp	(25,000)	0	0
E147070	4WD Resource Sharing Group	Exp	(1,000)	(249)	0
E147090	Building Maintenance	Exp	(8,000)	(2,200)	(949)
E147100	Administration Allocated	Exp	(167,403)	(41,850)	(41,850)
E147115	Occupational Health & Safety (OHS)	Exp	(1,500)	(375)	0
E147130	Depreciation - Unclassified	Exp	(30,638)	0	0
E147150	Community Requests Budget	Exp	(28,000)	(6,999)	(3,000)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	0
			(341,487)	(73,538)	(60,231)
Total Other Property & Services Income			110,900	28,103	17,723
Total Other Property & Services Expenditure			(354,213)	(84,872)	(75,848)
Total Income			5,876,591	3,410,280	3,386,433
Total Expenditure			(7,148,243)	(1,215,776)	(1,168,108)
Net Deficit (Surplus)			(1,271,652)	2,194,504	2,218,325



13. REPORTS TO COUNCIL

13.1 ACTING CHIEF EXECUTIVE OFFICER

13.1.1 ACTING CHIEF EXECUTIVE OFFICER REPORT –SEPTEMBER/OCTOBER 2020

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	14 October 2020
PREVIOUS REPORT(S):	14 September 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	<ul style="list-style-type: none">• <i>Operational Procedure 113 – Maintenance Responsibility within Townsites</i>• <i>LRCIP – Round 2 Discussion Paper</i>• <i>Love and Collective Invitation</i>

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

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

Carried 0/0

BRIEF SUMMARY

BACKGROUND/COMMENT

1. MEETING TO DISCUSS WAGIN TOWN SQUARE DEVELOPMENT

On Tuesday the 6th October 2020, Mr John Case, Mr Brian Roderick and I shared morning tea with eight of Wagin's wise men, under the *tree of knowledge* at Dawson's coffee shop to discuss the final plan for the Wagin Town Square Development. This presented a good opportunity to work through the plan and to take on board some suggestions from the group. It was a positive discussion and point of interaction for all participants.

2. WATER STORAGE SITUATION – WAGIN SHIRE

The impact of lower than average rainfall for Wagin for the second consecutive year is that both main storage dams used by the Shire are well below capacity. This coupled with the fact that the swimming pool lawn and gardens have now been connected to the dam water supply (these were previously watered using scheme water) and the deterioration of the Puntapin Dam and associated catchment means that unless some summer rain is received there could be a heavier reliance on scheme water during the summer.

3. MAINTENANCE OF MAIN ROAD VERGES ON THE ENTRANCES TO TOWN

There has been a concerted effort over many months by the Shire to obtain approval from Main Roads WA to allow the Shire to maintain verges on the Main roads leading into town (given that this seems to be a low priority for Main Roads to carry out this work). This approval process has been very cumbersome and has taken up a lot of time accompanied with frustration. The process however is on the eve of being completed.

Main Roads has recently advised the Shire of its *Operational Procedure 113 – Maintenance Responsibility within Townsites* – something that few knew existed and of which a copy appends to this report. Amongst other things this refers to a previous delegation by the Commissioner of Main Roads, to Local Government for the management of road verges within townsite boundaries. This effectively means that the Shire can carry out this work on road entries for some distance on all entrances into Wagin other than on the Arthur Road. The document also clearly identifies the respective areas of maintenance responsibilities between Main Roads WA and the Shire.

It is intended to draw on the provisions of this delegated authority into the future, rather than submit the Shire to the rigors of obtaining approval on an annual basis, as was thought to be the only option until *Operational Procedure 113* came to light.

4. CONTAINER DEPOSIT SCHEME (CDS) – WAGIN

The Wagin container deposit scheme commenced on the 1st October 2020 from the rear of the premises of *Radio Great Southern* in Tavistock Street. There has been a positive uptake of the scheme in Wagin and the drop off and storage arrangements are well structured and work efficiently. The CDS is particularly valued by Shire residents living out of town who are not within the weekly refuse pickup catchment area.

5. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) – ROUND 2

Councillors have been circulated with a discussion paper, the purpose of which is to generate ideas on what projects should be funded through Round 2 of the LRCIP. At the time of writing, the specific allocation of funding from this source has not been confirmed, however is expected to be twice the allocation of the funding in Round 1. This would be \$697,924. Ideally (subject to confirmation of funding allocation), to would be beneficial for Council to determine priorities at its November meeting.

6. WAGIN LIONS CLUB – IMPROVEMENTS TO LIONS PARK

The following letter was recently sent to the Wagin Lions Club:

“The Shire is currently working through a program to improve the presentation of the town. It has recently been repainting the kerbing on traffic islands and changing the pine log rail barriers around the Ram Park from brown to white.

To continue this theme, I was wondering if the Lions Club would be interested in painting the rail barriers around the Lions Park, white as well. If the Club was in favour of carrying out this work, the Shire would be pleased to provide the paint required.”

The Lions Club as responded advising that it would be willing to carry out this work during January.



7. COUNCILLORS TRAINING

Some Councillors are still to complete their training modules by the end of October. It is apparent that on occasions, difficulties have been encountered within logging in and navigating the modules through to completion. Councillors having difficulties are invited to make arrangements with the Executive Assistant to complete the training at the Shire Office where IT support can be provided as necessary.

8. WAGIN COURTHOUSE BUILDING FUTURE USE POTENTIAL

The Wagin Courthouse building has been vacant since the National Australia Bank surrendered its lease at the end of 2019. The Department of Planning, lands and Heritage has enquired whether the Shire may have a use for the building. The Shires monthly meeting Status Report has listed for some time “*Future accommodation requirements – Library/Gallery/Tourist Information/HAAC*” and there has been some suggestion that the Court House building may be utilised should it become available.

Arrangements have been made for Shire representatives to inspect the building on Wednesday the 28th October at 3.30pm. Councillors are welcome to participate in this initial inspection. Should there be some enthusiasm for the Shire to take possession of the building, then some due diligence will be carried out, and a report prepared for Council for consideration.

9. A NEW BUSINESS IN TOWN AND INVITE TO OPENING

Mrs. Londa Finlayson is opening a new business in Tavistock Street to be known as “**LOVE & COLLECTIVE**” The business will comprise of several facets including sustainable fashion – new and used clothing for women, girls and children, supporting local (cottage) industries by retailing home made goods, hosting events – women’s employment/book club.

The business will be open on Thursdays, Fridays and Saturdays initially.

The grand opening of *Love & Collective* will take place from 6.00pm on Friday the 30th October 2020 and Councillors have been invited (refer to attached notice of invitation) Councillors wishing to attend are invited to either respond directly to Londa on 0437 287 173 or advise Emily Edwards by 28th October 2020 who will convey numbers attending.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



mainroads
WESTERN AUSTRALIA

Operational Procedure 113 Maintenance Responsibility within Town Sites

Contents

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Document Control

Owner	Director Network Management
Custodian	Manager Network Management
Document Number	Published: D19#990949 Draft: D19#235379
Issue Date	20/11/2019
Review Frequency	Three Yearly

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	20/11/2019	Initial Issue	All

1 PURPOSE

This document is to provide guidance to both Main Roads Western Australia (Main Roads) and Local Government (LG), as to the allocation of responsibility of each authority in regards to maintenance of state and local roads, including intersection, road and road reserves within town sites or built up areas.

2 DEFINITIONS

Term	Definition
Delegated Areas	Areas identified within the Interim Policies for Control of Advertisements and Management of Main Road Reserves (May 1973) where the Commissioner of Main Roads delegated the “control of most advertisements and the management of main road verges” to Local Government.
Town site	Any area of land: <ol style="list-style-type: none"> constituted, defined or reserved as the site of a town or village under any Act; adjoining an area referred to in paragraph “a” immediately above which is built up with structures devoted to business, industry or dwelling houses at intervals of less than 100 metres; or which does not adjoin an area referred to in paragraph “a” or “b” immediately above which is built up with structures devoted to business, industry or dwelling houses at intervals of less than 100 metres for a distance of 500 metres or more.
TSGI	Tactile Surface Ground Indicators

3 BACKGROUND AND APPROACH

In May 1973 the Department of Main Roads secretary wrote to all local governments advising of an interim policy for Control of Advertisements and Management of Main Roads Reserves¹. This document gave direction from the Commissioner that local governments would be responsible for the maintenance of the main road reserve within in specific locations known as Delegated Areas.

Local government’s maintenance responsibility excludes:

- The road pavement between kerbs;
- Associated drainage; and
- Median strips.

The 1973 interim policy is based on s16(2) of the *Main Roads Act 1930* which states:

“...the existing powers of any local authority over any main road shall not be taken away but shall be subject to the control and direction of the Commissioner of Main Roads and the control, and management of main road verges to local authorities.”

¹ D19#436762 Interim Policies for Control of Advertisements and Management of Main Road Reserves (May 1973)

The way in which Main Roads manages the maintenance responsibility of state roads within town sites and built up areas follows the principles set out in the interim policies and has not materially changed since 1973.

In practice, MRWA will determine the area based on town site boundary, built up area and/or LG verge assets, for example footpaths, gardens and signage. The extent of Delegated Areas are contained in individual schedules as detailed in section 5.

Main Roads will retain all responsibility and control of the entire road reserve for State roads subject to control of access.

4 MAINTENANCE RESPONSIBILITIES WITHIN TOWN SITES

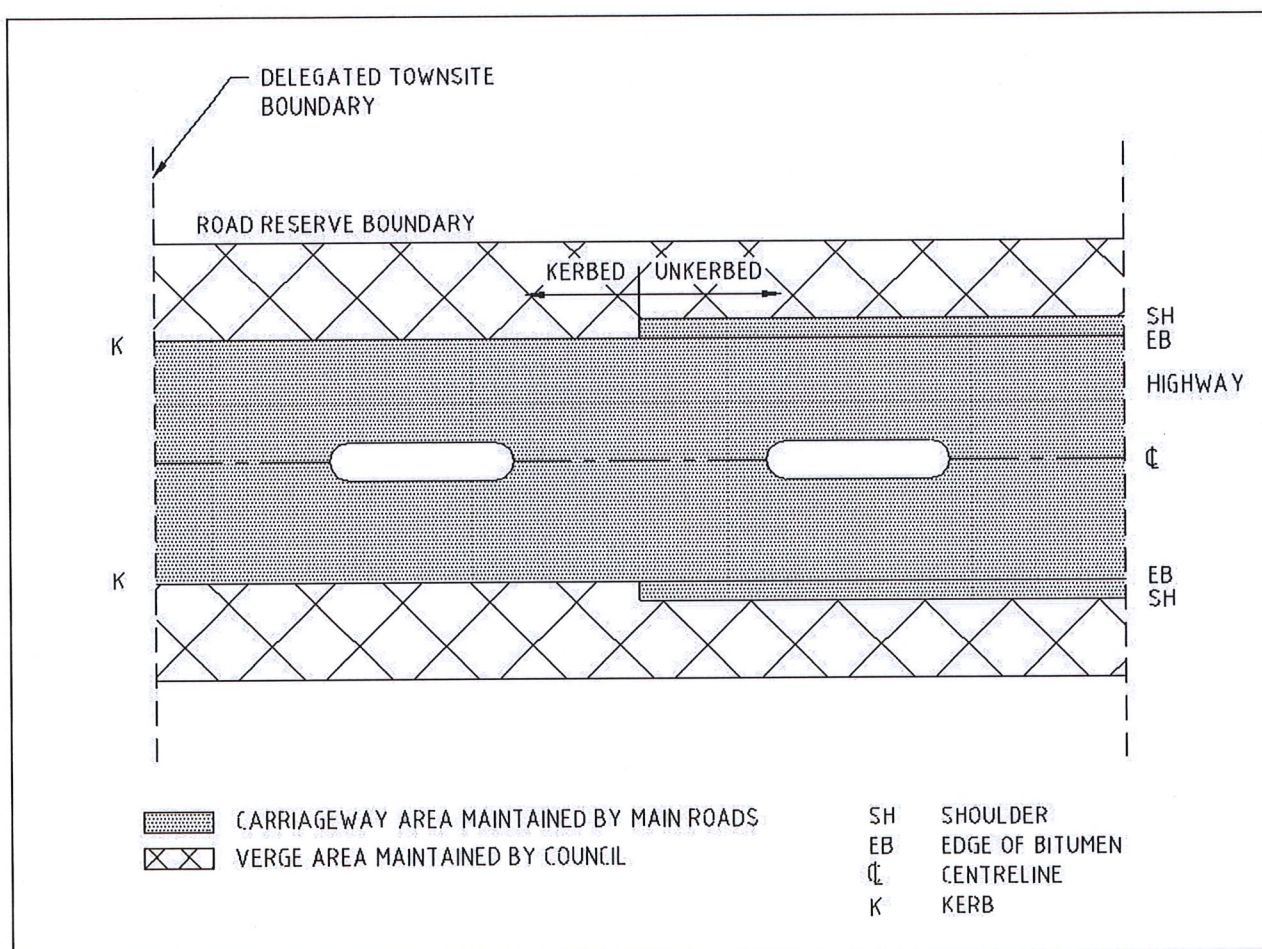


Figure 1 - Townsite

In delegated areas within town sites, Main Roads will be responsible for a width of 9.8 m (see note 2), including 1.2m shoulders, or kerb to kerb, whichever is the lesser, where kerbing is present.

For typical rural cross-sections consisting of carriageway open table drain exists, Main Roads is responsible to the top of the back slope of table drain. If no table drain exists, e.g. in raised formation, Main Roads is responsible for maintenance to bottom of batter slope.

Main Roads will maintain the following within town sites, unless specifically agreed with the relevant LG;

- a) any part of the carriageway located 'kerb to kerb' that could be made available for through traffic (including acceleration and deceleration lanes);

² The 1973 interim policy for Control of Advertisements and Management of Main Roads Reserves specifies 22ft which equates to 6.71 m

- b) shoulders (sealed or unsealed) where there is no formal designated parking;
- c) on-road bicycle lanes;
- d) kerb or table drains adjacent to any part of the carriageway available for through traffic;
- e) drainage pits and underground drainage collecting runoff from through carriageways and associated junction pits in medians and through carriageways;
- f) all road markings on the through carriageways (but excluding parking bays);
- g) traffic safety barriers where the traffic safety barriers are for the safety and protection of through traffic;
- h) signs and delineation provided for the control and guidance of traffic travelling along, or entering, the through carriageways of the ordinary highway (whether located in either the central median or roadside);
- i) central medians and any of Main Roads' assets or vegetation thereon, including pedestrian fencing, Tactile Surface Ground Indicators (TGSI) and pathways linking to a pedestrian crossing or children's crossing on the highway;
- j) pedestrian grab rails and bollards associated with pathways across a central median, including on footpaths;
- k) all electronic traffic signs including variable speed signs, and other on-road electrical assets for traffic management on the ordinary highway;
- l) pedestrian and guard controlled crossings;
- m) any road related area designated for the ordinary highway by Main Roads, as the coordinating road authority; and
- n) any road-related infrastructure (e.g. table drains) for the full width of the road reserve;

within the limits of responsibility shown in Figure 1.

Main Roads will also retain the management responsibility for the following:

- a) road closures
- b) driveway access
- c) placement of public utility services along or across the reserve
- d) placement of structures (drilling rigs, shafts & posts for signs)
- e) consent to leases or licenses e.g. mining tenements
- f) provision of at grade pedestrian facilities
- g) provision of grade separated pedestrian crossings, subject to agreement with the LG
- h) approval for the erection and display of advertising signs:
 - i) within the road reserve; or
 - ii) exceeding 2.5m² in area in the vicinity of the highway or main road

within the limits of responsibility shown in Figure 1.

Main Roads will not maintain assets on central medians which are owned by bodies other than Main Roads (e.g. community facilities or landscaping installed thereon by a Local Government).

Main Roads may consider requests from Local Governments for a transfer to Main Roads of road management functions with respect to the roadside within an urban area where:

- substantial lengths of roadside (such as continuous lengths of roadside greater than 1 kilometre) have adjacent residential areas that back onto the road (with no direct access); and

- it is considered that the roadside principally performs a highway (rather than a community) function.

Local Government is responsible for the maintenance of:

- pathways outside of the 'kerb to kerb' limits of the through carriageways;
- indented parking bays and any other part of the carriageway located 'kerb to kerb' that could not be made available for through traffic (being located either on the side of the road, or in the central median), and adjacent kerb;
- road markings for all parking bays;
- drainage pits and underground drainage outside of through carriageways and underground drainage that is part of a Local Government drainage scheme;
- off road bicycle paths within the road reserve;
- information bays;
- nature strips on verges including vegetation;
- local signage including street names signs, local direction signs, parking signs for the control of stopping or parking (whether located between intersections or on the approach/departure sides of intersections);
- litter bins and furniture provided for pedestrians;
- pedestrian fencing outside of central medians;
- TSGI in footpaths and kerb ramps and at bus stops (except at central medians); and
- assets on central medians that are owned by the Local Government (e.g. community facilities or landscaping).

5 REFERENCES AND RELATED DOCUMENTS

Document Number	Description
D19#436762	1973 – Interim Policy for Control of Advertisements and Management of Main Roads Reserves
	Kimberley Region Townsite Locations
	Pilbara Region Townsite Locations
	Midwest-Gascoyne Region Townsite Locations
	Wheatbelt Region Townsite Locations
	Metropolitan Region Townsite Locations
	Goldfields- Esperance Region Townsite Locations
	South West Region Townsite Locations
	Great Southern Region Townsite Locations



DISCUSSION PAPER

ROUND 2 - LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP)

BACKGROUND:

Earlier this year, the Federal Government allocated \$500M nationwide to this program as part of its measures to stimulate the economy to help offset the impacts of Covid 19.

Wagin Shire's share of this funding was \$348,962 which has been allocated to projects in the 2020/21 financial year.

The Federal Government has announced a further round of LRCIP of \$1 Billion for projects which are required to be completed by the 31st December 2021.

ASSUMPTIONS:

Whilst no formal documentation has been received outlining the criteria and basis on which the funding will be allocated, it is assumed that these will be the same as the first round. Given that the Round 2 allocation is double that of the original allocation, it is assumed that Wagin's allocation will be twice that of its Round 1 allocation which would be \$697,924.

DETERMINING PRIORITIES:

The time is right for Council to develop some priorities around this funding. It is proposed that ideas aligning with the criteria be collated in time for the November Ordinary meeting of Council at which time an order of priority may be established. This will allow staff to formalise submissions and to begin planning to enable the projects to be commenced early in the 2021 calendar year. To facilitate some discussion, staff have listed some projects (attached hereto) for consideration.

In order to generate ideas and priorities, some details on funding criteria and excerpts from the Shires *Strategic Community Plan and Corporate Plan 2020 - 2030* are also attached.

IDEA'S BANK: (Not in order of any priority)

1. Stage 2 of the Wetlands Park Development (This would complete the development as Stages 1 & 3 will be completed in the current financial year). \$160,000
2. Bullock Hills Road (Bocarring Hill) 1.28 km of widening from 3.8 metres to 7.0 metres.
3. Bullock Hills Road – widening of bitumen approaches with Puntaping Road.
4. Trimdon Street/Ballagin Road – extend footpath on west side of Ballagin Road to link Trimdon Street to footpath past swimming pool,
5. Stubbs Street – Complete kerbing.
6. Johnston Street – Replace kerbing
7. Tudhoe, Tudor and Tavistock Streets – Pressure clean and seal paving.
8. Wagin War Memorial – Paint and polish hardstand area around memorial and install lighting.
9. Sheds – Historical Village precinct – To accommodate vintage Caravan Club and *Lost Businesses of Wagin* historical paraphernalia.
10. Service islands (adjacent to caravan sites) - replace gravel surfaces with concrete.
11. Swimming Pool Filtration – Upgrade sand filtration system with pressure filtration system.



GRAND

Opening

**I'M SO EXCITED TO INVITE YOU TO...
L&C'S GRAND OPENING!!!**

**FRIDAY 30TH OCTOBER 6PM-9PM
25 TAVISTOCK ST WAGIN
DRESS CODE: COCKTAIL ATTIRE**

**DUE TO COVID RESTRICTIONS - INVITE ONLY &
NO CHILDREN - SOME DRINKS & NIBBLES WILL BE
PROVIDED**

PLEASE RSVP YES OR NO - LONDA 0437 287 173

Dear Shire of Wagin & Councillors;

I would like to firstly thank the EHO Trevor Brandy for allowing me to open & give me clarification surrounding what is required to opening a business.

I did ask if it was a requirement of weather I needed to write a formal letter to the Council & Shire to open my shop, he advised it was more of a notification.

But I would like to take this time to extend the opportunity for the Shire & Council to my Opening Night as per invite attached.

I look forward to building my business in the Wagin Community, but to also help build the networking, chamber, CRC and our businesses as a collective.

My idealology behind my business is to showcase local industries, small businesses and help market them to the online, social media and broader networks.

Thankyou so much, I look forward to seeing you.

Kind Regards,

Londa Finlayson

Love & Collective

[0437 287 173](tel:0437287173)



13.1.2. “LOST BUSINESSES OF WAGIN” INITIATIVE

PROPONENT:	Mr. Trevor Walker
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	17 September 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.IN.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council support in principle the concept of the “Lost Businesses of Wagin” initiative and to lend support to developing the proposal with the proponent and the Wagin Historical Society.

Carried 0/0

BRIEF SUMMARY

Mr Trevor Walker operated a successful Ford Dealership in Wagin for a number of years before closing the business and retiring. He has retained records and a lot of memorabilia from the business and believes that a similar situation exists with respect to other businesses that once operated in Wagin. There is concern that this history is likely to be lost unless some effort is made to collect, accommodate and display documentation, photographs, memorabilia and items of historical interest into the future. He would like to initiate a proposal for a *Lost Businesses of Wagin* display/repository to preserve this history and to add to the already significant historical assets of Wagin for posterity and for the interest of future generations.

BACKGROUND/COMMENT

In a discussion between Mr Walker, Ms Deb Stephens (the Shire’s Records Administrative Officer) and the Acting CEO, some initial parameters were explored. These included the possibility of a shed being built at, or in the vicinity of, the Historical Village to accommodate the collection of memorabilia/documents/photographs/ advertising material etc from former businesses. Any display/archive could be supported with rate records from the Shire and a townsite plan depicting where the businesses were located.

The concept of the *Lost Businesses* could also be expanded to the *Lost Farms of Wagin* (history of farms and families from European settlement to the present day) and the *Lost Sporting Clubs of Wagin*.

Whilst this idea is at an early conceptual stage, there is some suggestion that should this proposal proceed, it should be strongly affiliated with the Wagin Historical Society with the operation of the *Lost Businesses of Wagin* initiative being operated by a subcommittee of the Historical Society.



CONSULTATION/COMMUNICATION

- Mr. Trevor Walker
- Ms. Deb Stephens

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To be determined.

STRATEGIC IMPLICATIONS

The establishment of a facility to showcase the lost businesses of Wagin would add to, enhance and preserve the history of Wagin and would strengthen the Wagin Historical Village as a visitor drawcard.

VOTING REQUIREMENTS

Simple Majority



13.1.3. **CONNECTING TO COUNTRY GRANT PROGRAM**

PROPONENT:	Sergeant John Bridger
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	16 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GS.PR.3
ATTACHMENTS:	<ul style="list-style-type: none">• <i>Connecting to Country Grant Program Information</i>

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

- That Council support the submission of a project to be funded through the *Connecting to Country Grant Program* for activities to improve understanding of Country, ancestry and kinship connections with a view to developing leadership within the community.
- That Council accept the Offer of Sergeant John Bridger to coordinate the project if funding is allocated.

Carried 0/0

BRIEF SUMMARY

This report outlines an opportunity for local government authorities to access funding to strengthen cultural knowledge, support leadership development and to contribute to community well-being and respect.

BACKGROUND/COMMENT

Sergeant Bridger is committed to improving relations between all sectors of the community.

This grant funding would allow the opportunity to engage well respected Indigenous leaders who would present a program over several weeks, to participants in Wagin. This program would include the elements of culture, skills, leadership, interfacing with the other sectors within the community and with government agencies. It would also promote traditional ways of maintaining cultural knowledge and help identify emerging elders within the community. It is believed that by developing leadership capacity within the indigenous community, the social capital of Wagin will be strengthened for the benefit of everybody.

Sergeant Bridger has advised that he is prepared to coordinate the project and that will not be any requirement for the Shire to allocate resources other than grant application and acquittal processes.

CONSULTATION/COMMUNICATION

- Sergeant John Bridger



STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

The provisions of Finance Policy 5 – *Purchasing and Tender Guide*, when engaging parties to present programs, would need to be adhered to.

FINANCIAL IMPLICATIONS

There are not anticipated to be any financial implications outside of current budget parameters

STRATEGIC IMPLICATIONS

This initiative aligns with several aspirations within the Shires *Strategic Community Plan*, particularly in the areas of Council Leadership and Community Services and Social Environment.

VOTING REQUIREMENTS

Simple Majority

Bill Atkinson

From: Jenifer Collins <jenifer.collins@dlgsc.wa.gov.au>
Sent: Monday, 12 October 2020 8:48 AM
To: Jenifer Collins
Subject: CONNECTING TO COUNTRY GRANT PROGRAM
Attachments: Media statements - Grant program to support connection to Country.html

Follow Up Flag: Follow up
Flag Status: Flagged

CONNECTING TO COUNTRY GRANT PROGRAM

Supports projects that enable Western Australian Aboriginal people and organisations to undertake on Country trips that foster the intergenerational transfer of knowledge, preservation of culture and strengthening of communities.

Funding distributed through Connecting to Country is intended to achieve the following objectives:

- facilitate sharing of cultural knowledge and skills between generations, such as preservation of language, stories and dance
- recognise Aboriginal cultural leadership within the Aboriginal community and support leadership development in young people
- contribute to stronger community mental health and wellbeing and
- promote traditional ways of maintaining cultural knowledge.

Eligibility

Applications are open to Aboriginal communities across Western Australia; or Western Australian groups that work with Aboriginal people in community, who can demonstrate strong Aboriginal governance and leadership in their application.

These may include:

- Western Australian Aboriginal organisations, including art, language, media, cultural, youth, ranger and other community groups (men's/women's groups)
- education and health service providers
- WA local government authorities.
- Where a non-Aboriginal organisation is the applicant or project lead, evidence of significant Aboriginal involvement in the project, including concept planning, development of the work, decision-making and management is required.

Guidelines

Refer to the guidelines for more information before applying.

<https://www.dlgsc.wa.gov.au/funding/arts-funding/connecting-to-country/connecting-to-country-guidelines>

Amount Available

Applicants can apply for funding up to \$25,000 to support the proposed project or activity. This includes, for example, costs associated with travel, equipment hire, specialist services, documentation and catering.

Key Dates Calendar

Round	Open	Draft review	Close	Project start
October 2020	09:00 AM 13 Oct 2020	04:00 PM 27 Oct 2020	04:00 PM 10 Nov 2020	1 Mar 2021

How to apply

Please apply using the [Online Grants web portal](#) and select Connecting to Country from the program options. Online applications are preferred; however, if you cannot access Online Grants, you can contact us to request a hardcopy form and discuss postal submission.

Contact us

For assistance using Online Grants or to report any related technical issues, contact the Online Grants Support Team: onlinegrantsupportca@dlgsc.wa.gov.au

Grants Officers

For enquiries relating to this funding program, including advice or assistance with your application, contact a Grants Officer:

Telephone 61 8 6552 7400

Toll Free (Country WA callers only) 1800 634 541

Email grantsprogramsca@dlgsc.wa.gov.au

Regards

Jenifer Collins

Manager Wheatbelt

Department of Local Government, Sport and Cultural Industries

298 Fitzgerald Street NORTHAM 6401

PO BOX 55 NORTHAM 6401

Tel: (08) 9690 2400

Mob: 0419 905 953

Jenifer.collins@dlgsc.wa.gov.au

www.dlgsc.wa.gov.au



Grant program to support connection to Country – Media Statements

Friday, 9 October 2020

- Connecting to Country grant program open now
- Grants up to \$25,000 available to Aboriginal people and organisations
- Funding to support for Country activities

A grant program opening soon will support Western Australian Aboriginal people and organisations to undertake trips to renew links between community, Country and culture.

Connecting to Country provides grants up to \$25,000 for a wide range of activities that foster the transfer of knowledge between generations, preservation of culture and strengthening of communities.

This may include activities that improve understanding of Country, ancestry and kinship; to activities that promote positive mental health, wellbeing and resilience through community-led cultural healing projects.

The funding may support costs such as travel, equipment hire, specialist services, documentation or other costs associated with the project.

Applications open on October 13, 2020 and close on November 10, 2020.

Connecting to Country is administered by the Department of Local Government, Sport and Cultural Industries.

Comments attributed to Culture and the Arts Minister David Templeman:

"Western Australia is home to diverse and varied Aboriginal communities, cultures and stories.

"Connecting to Country will support the sharing of cultural knowledge and skills between generations, such as through the preservation of language, stories and dance.

"It will support leadership development for young Aboriginal people, contribute to stronger community mental health and wellbeing, and promote traditional ways of maintaining cultural knowledge."

Comments attributed to Aboriginal Affairs Minister Ben Wyatt:

"Connecting to Country will deliver benefits for Aboriginal communities - particularly young Aboriginal people - across the State.

"The funded activities will strengthen the connections Aboriginal people have to their culture, language and Country - connections that are known to be a crucial component of Aboriginal social and emotional wellbeing.

"Importantly, the program also supports Aboriginal people to have autonomy in leading initiatives that will strengthen their individual communities and culture."

Culture and the Arts Minister's office - 6552 5400

Aboriginal Affairs Minister's office - 6552 5900

Objectives

Funding distributed through Connecting to Country is intended to achieve the following objectives:

- facilitate sharing of cultural knowledge and skills between generations, such as preservation of language, stories and dance
- recognise Aboriginal cultural leadership within the Aboriginal community and support leadership development in young people
- contribute to stronger community mental health and wellbeing
- promote traditional ways of maintaining cultural knowledge.

Who can apply?

Applications are open to Aboriginal communities across Western Australia; or Western Australian groups that work with Aboriginal people in community, who can demonstrate strong Aboriginal governance and leadership in their application.

These may include:

- Western Australian Aboriginal organisations, including art, language, media, cultural, youth, ranger and other community groups (men's/women's groups)
- education and health service providers
- WA local government authorities.

Where a non-Aboriginal organisation is the applicant or project lead, evidence of significant Aboriginal involvement in the project, including concept planning, development of the work, decision-making and management is required.

What can I apply for?

Connecting to Country supports a wide range of activities that enable Aboriginal people across Western Australia to renew links between their communities, Country and culture.

These may include, but are not limited to:

- activities to improve understanding of Country, ancestry and kinship connections
- travel to culturally significant places to connect with traditional and contemporary knowledge
- a bush trip to facilitate the transfer of Aboriginal cultural knowledge and skills from older to younger generations
- youth diversionary projects focused on reconnecting to Country, culture and identity
- activities that promote positive mental health, wellbeing and resilience through community led cultural healing projects
- opportunities to engage with language and stories about places and experiences
- projects that focus on women's or men's business

- activities to document, preserve and archive stories or cultural knowledge for access by future generations such as digitisation or transcription of oral histories.

How much can I apply for?

Applicants can apply for funding up to \$25,000 to support the proposed project or activity. This includes, for example, costs associated with travel, equipment hire, specialist services, documentation and catering.

The amount of funding sought should reflect:

- the length and scale of the activity
- the number of people involved
- the range of activities occurring
- the anticipated impact of the program for participants.

What can't I apply for?

- Purchase of capital equipment including instruments, equipment, software, computers, tablets (iPads) and/or uniforms
- Capital works such as construction or purchasing of studios, work spaces or gallery spaces
- Activities already funded by Department of Local Government, Sport and Cultural Industries' culture and the arts grant programs
- Activities relating to radio broadcasting
- Costs of manufacturing and/or producing prototypes
- Fundraising, competitions, prizes and trophies
- The work of State or Federal government departments
- Activities related to an individual's membership in a national organisation
- Ongoing staffing costs.



13.1.4. REVIEW OF LOCAL LAWS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Customer Service Office
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	21 October 2020
PREVIOUS REPORT(S):	20 July 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.LE.3
ATTACHMENTS:	<ul style="list-style-type: none">• Shire of Wagin Local Laws• Proposed Local Law amendment – Health Local Law• Proposed Local Law Amendment – Dog Local Law• Proposed Local Law – Bushfire Brigades Local Law• Proposed local Law – Repeals Local Law

Note: Due to the voluminous content of the attachments, these have been sent electronically to Councillors and senior staff. Should anyone require a hard copy of these attachments, they will be available on request.

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council, in accordance with the provisions of section 3.16 of the *Local Government Act 1995*:

1. Propose that no changes be made to the following Local Laws:
 - a. Standing Orders 09/10/2001
 - b. Shire of Wagin Extractive Industries Local Law 12/07/2016
 - c. Local Law Relating to Pest Plants 10/05/2002
 - d. Unsightly Land and Refuse, Rubbish or Disused Material on Land Local Law 02/05/2008
 - e. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 04/12/2001
 - f. Cemeteries Local Law 04/12/2001
 - g. Control of Refuse on Building Sites 04/12/2001
 - h. Fencing Local Law 04/12/2001
 - i. Local Government Property Local Law 04/12/2001
 - j. Dogs Local Laws 04/12/2001
2. Propose that the following Local Laws be amended as per the relevant attachments
 - a. Health Local Laws 09/04/2002
3. Propose that the following Local Law be adopted:
 - a. Shire of Wagin Bushfire Brigades Local Law
4. Propose that the following Local Law be repealed:
 - a. General and Halls 27/07/1923



5. Provide a copy of all Local Laws, proposed amendments, proposed repeals and proposed new Local Laws listed above, on the Shire of Wagin website and made available for viewing at the Shire of Wagin Administration Office and Wagin Library
6. Advertise that submissions regarding these Local Law changes will be accepted until close of business on the 15th of January 2021

Carried 0/0

BRIEF SUMMARY

Further to Council's decision to undertake a review of the Shire's Local Laws, the requisite public notice was advertised seeking public submissions with respect to the review. No submissions were received. This report recommends that several Local Laws remain as is, others to be amended, a new Local Law be adopted, and one Local Law be repealed.

BACKGROUND/COMMENT

Now that the required time for the public to review the Shire's Local Laws has passed, it is time to move onto the proposed changes stage.

In the process of making the review document for the Local Laws a few changes have been found to be required. If these changes to the Local Laws are accepted as the proposed changes, they will be advertised for a minimum of 6 weeks, during which time public comments will be accepted. Copies will also be sent to the Minister for Local Government and any other Ministers whose purview are the Acts in question relating to the Shire's proposed Local Laws.

Once the allotted time has passed all proposed changes will be taken into consideration and a new draft Local Law will be created for Council consideration and approval.

CONSULTATION/COMMUNICATION

- Acting Chief Executive Officer

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

3.16. Periodic review of local laws

1. Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
2. The local government is to give local public notice stating that —
 - a. the local government proposes to review the local law; and
 - b. a copy of the local law may be inspected or obtained at any place specified in the notice; and
 - c. submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
3. After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.



-
4. When its council has considered the report, the local government may determine whether or not it considers that the local law should be repealed or amended.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority



13.1.5. REVIEW OF COUNCILLOR REPRESENTATION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	19 August 2020
PREVIOUS REPORT(S):	Ordinary Council Meetings of 24 March 2020 & 23 June 2020 <i>Note – Council at its meeting on the 25th August resolved that this matter be laid on the table until Ordinary Meeting of Council on 27 October 2020.</i>
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CO 3
ATTACHMENTS:	<ul style="list-style-type: none"> • Spreadsheet Summarising Submissions Received. • Copy of Discussion Paper.

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council, after having duly considered all submissions received on the Review of Councillor Representation, has determined that the number of elected members to represent the electors of the Shire of Wagin should be

Carried 0/0

BRIEF SUMMARY

The spread of responses to the call for submissions as to how many Councillors should represent the Shire of Wagin ranged from 7 to 11. Council is required to submit a report to the Local Government Advisory Board for its consideration. If a change is proposed, the Board submits a recommendation to the Minister (for Local Government). Any changes approved by the Minister will be in place for the next ordinary election.

BACKGROUND/COMMENT

The required six-week public submission period was advertised and closed on Tuesday the 18th August 2020.

Notwithstanding a concerted effort to encourage submissions through local media avenues, only nine submissions were received. Respondents recorded their preference for the number of Councillors as follows:

- 7 Councillors – 5
- 9 Councillors – 1
- 11 Councillors (existing situation) – 3
- Other – Nil

In considering what the optimum number of Councillors should be to represent the Shire of Wagin, the following excerpt from the discussion paper may be worthy of consideration

A fair degree of flexibility exists as to how a local government structures its business to deal with matters at Council meetings. Some Councils extensively utilise committees which make recommendations to Council, whilst others operate with very few committees and conduct most of their business through their ordinary Council meetings. There are also wide differences in how much of the decision-making processes are delegated to the Chief Executive Officer.

Councils with several committees and relatively few delegations to the CEO for example, would logically need to have more elected members than Councils which operate with few committees and which delegate a broad range of functions and decisions to the Chief Executive Officer. The key issues revolve around the capacity to make timely and effective decisions, compliance with legislation, the capacity to attract candidates for Council positions and the ability to attract high performing CEO's and professional staff.

Page 24 in the recently published final report of the Local Government Review Panel (a copy of which has been emailed to Councillors), refers to elected member representation. For Councils with populations of up to 5000, the panel recommends that there be 5 Councillors including the President. The trend in other State seems to be for smaller numbers of elected members and this may be replicated in Western Australia in due course.

Council is required to firstly consider all submissions received on the *Review of Councillor Representation*. Due to the insufficient number of submissions received to discern any collective or trending viewpoint, it would be pre-emptive to offer a recommendation on the number of elected

CONSULTATION/COMMUNICATION

- Public at large;
- Local Government Advisory Board

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 -*Schedule 2.2 – provisions about names, wards and representation.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To be determined - Dependant on the number of elected members. (Refer to discussion paper)

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority.



**Review of Councillor Representation
Community Feedback**

Name	7	9	11 (existing)	13	Other	Comments
CJ Bracknell			✓			
Heather McDougall		✓				
Joey O'Brien	✓					7 is a good number
Mario Carbons	✓					
R Nalder	✓					
Jessica Hamersley			✓			<ul style="list-style-type: none"> •A smaller number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating Council. This already appears to be an issue as there appears to be members unable/unwilling to shoulder the current workload •There is the potential for dominance in the Council by an interest group. It would be easier to do this the fewer members were needed. Equity is very important in a community and any measure taken to increase the opportunity for every sector to be effectively represented must assist in creating a healthy community •A reduction in the number of elected members may limit the diversity of interests around the Council table. While this is intrinsically linked to the points above, retaining the current number of members and aggressively promoting this fact at election times may result in a more diverse elected body.
Sharon Diver			✓			Ratio % about 1:100 ratepayers?
D Bishop	✓					
N & J Pleitner	✓					
Marilyn Brockway		✓				With my experience in Local Government my thoughts at the time were we only needed 9 Councillors. I am still of the same opinion as the size of our Shire with regards and population could be dealt with by 9 Councillors



DISCUSSION PAPER

REVIEW OF COUNCILLOR REPRESENTATION

BACKGROUND:

The Shire of Wagin last adjusted the number of Councillors in 2003 when a Council of 13 members was reduced to 11 members. The Shire has not operated a ward system for many years and there no intention to change this situation.

This Review Discussion Paper has been prepared having regard to the provisions of Schedule 2.2 of the *Local Government Act* which specify:

7. *Reviews*

- (1) *Before carrying out a review a local government has to give local public notice advising —***
 - (a) *that the review is to be carried out; and***
 - (b) *that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.***
- (2) *In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.***

In accordance with the factors that might be considered when deciding upon a change in Councillor representation, because there are no wards, all Councillors represent all electors. Matters such as community of interests, physical and topographical features and economic factors are therefore not applicable in this discussion, Factors that are relevant include:

- Demographic trends
- Economic factors
- Ratio of councillors to electors

CURRENT SITUATION:

The Shire of Wagin comprises of 11 Councillors. The President is elected by the Councillors. Elector numbers for the 2019 local government elections were 1277

THE PROCESS:

The review process is required to be carried out in accordance with the provisions of the *Local Government Act 1995* and involves a number of steps as follows:

CONSULTATION

- Council resolves to undertake the review
- Public submission period opens – a minimum of six weeks is allowed for the lodgement of submissions

EVALUATION

- Public submission period closes
- Council considers all submissions and relevant factors and makes its decision
- Council submits a report to the Local Government Advisory Board for its consideration

DECISION

- Local Government Advisory Board makes a recommendation to the Minister for Local Government
- The Minister makes a decision and makes recommendation to the Governor
- Any changes approved by the Minister will be in place for the next election (October 2021) where possible.

ADVANTAGES AND DISADVANTAGES OF A REDUCTION IN THE NUMBER OF ELECTED MEMBERS:

The Department of Local Government and Communities has the following viewpoint on Council membership:

The ideal number of elected members for a local government is for the local government to determine. There is a diverse range of Councillor/elector ratios across Western Australia reflecting the sparsely populated remote areas and the highly populated urban areas. The structure of the Council's operations will provide some input into the number of elected members needed to service the local government.

The **advantages** of a reduction in the number of elected members may include the following:

- The decision-making process may be more effective and efficient if the number of Councillors is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.

- The cost of maintaining elected members is likely to be reduced however a lesser number of elected members may result in increased commitment from those elected reflecting in greater interest and participation in Council's affairs.
- Fewer elected members are more readily identifiable within the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected receiving a greater level of support from the community.
- There is a State-wide trend for reductions in the number of elected members and some local governments have found that having fewer elected members has worked well.

The **disadvantages** of a reduction in the number of elected members may include the following:

- A smaller number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council.
- There is the potential for dominance in the Council by an interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members to contact.

COMPARISONS WITH SOME OTHER LOCAL GOVERNMENTS.

Some examples of Councillor representation/ elector ratios in medium sized agriculturally based Shires are given hereunder: *Note: Source for Shires other than Wagin – WA Local Government Directory 2019)*

Local Authority	Councillors	Electors	Representative Ratio
Wagin	11	1277	1/116
Kojonup	8	1345	1/168
Moora	9	1610	1/178
Lake Grace	9	918	1/102
Dalwallinu	9	857	1/95
Wongan - Ballidu	7	1010	1/144

Note – The average representation ratio for the Shires listed = 132.39

SOME OPTIONS, COSTS AND IMPLICATIONS TO CONSIDER WITH RESPECT TO REPRESENTATION RATIOS ASSOCIATED WITH MAINTAINING NUMBERS OF ELECTED MEMBERS IN WAGIN:

Councillors	Representation Ratio	Annual Estimated Cost
7	1/182	\$125,806
9	1/142	\$151,669
11 (Current Situation)	1/116	\$168,143
13	1/98	\$184,617

OTHER FACTORS TO BE CONSIDERED:

Whilst the Councillor Representation Ratio has been addressed in the preceding sections, the following factors could also be considered:

Demographic Trends:

Census data over the last 3 census periods is shown in the following table.

Shire of Wagin – Census Statistics 2006 - 2016

	2006	2011	2016
Total Population	1846	1847	1852
Median Age	42	45	49
Median Age Australia	37	37	38
65 years and over	16.9%	19.7%	24.7%
15 to 64	61.4%	59.6%	57.4%
0 to 14	21.7%	20.7%	17.9%

This shows that the population of the Shire is very stable, however the median age is increasing as is the percentage of people aged 65 years and over. This could translate into a higher demand for the Shire to meet the needs of people in the higher aged groups. The Shire is however keen to grow the population and is currently focussed on improving sporting and recreational facilities and encouraging business activity to enhance employment opportunities and strengthen the local economy.

Economic Factors:

The economy of the Shire is largely agriculturally based with wool, livestock and coarse grains being the economic mainstays. Wagin is however well supported with ancillary industries with some downstream processing of agricultural products, manufacturing, fabrication, vehicle, plant and machinery servicing and a strong general retail sector. In addition, the district is well served by builders, associated trades and accounting and legal, medical and allied health professions.

These businesses and services have been relatively stable over a long period and are not expected to change much in the foreseeable future.

Notwithstanding this relatively buoyant economic situation, the 2011 census showed that the average weekly household income of \$970 was well below the State average of \$1595, or Australia's overall average of \$1438. This accentuates the importance of all residents within the Shire of Wagin having adequate and diverse Councillor representation, to ensure that a reasonable level of equity to the provision of services that the Shire provides to the community.

Effectiveness and Efficiency of Council Meetings:

A fair degree of flexibility exists as to how a local government structures its business to deal with matters at Council meetings. Some Councils extensively utilise committees which make recommendations to Council, whilst others operate with very few committees and conduct most of their business through their ordinary Council meetings. There are also wide differences in how much of the decision-making processes are delegated to the Chief Executive Officer.

Councils with several committees and relatively few delegations to the CEO for example, would logically need to have more elected members than Councils which operate with few committees and which delegate a broad range of functions and decisions to the Chief Executive Officer. The key issues revolve around the capacity to make timely and effective decisions, compliance with legislation, the capacity to attract candidates for Council positions and the ability to attract high performing CEO's and professional staff.

IMPLEMENTATION:

Advice has been given that in reducing Councillor numbers, it is not open to the Governor to order a full spill of positions. There is also no option to act on a Council recommendation to spill. The only way there can be a spill of positions is if more than half the Councillors resign.

Generally, a request, and consequently the order to reduce Councillor numbers is one that takes effect from the next election.

ELECTION CYCLES

This table sets out the election process that would apply if the offices of Council were to be altered to implement Orders arising from a review into Councillor Representation.

Council Membership Structure	Election Process		
	October 2021	October 2023	October 2025
Seven Membership Council	4 Offices abolished 2 Offices available to be filled in 2021 election	5 Offices up for re-election 4 Candidates with most votes get four-year term 1 Candidate gets two-year term	Normal cycle returns with these Offices of Council up for election.
Nine Membership Council	2 Offices abolished 4 Offices available to be filled in 2023 election	4 Candidates with most votes get four-year term	Normal cycle returns with five offices of Council up for election
Eleven Membership Council	No change to current situation	No change to current situation	No change to current situation
Thirteen Membership Council	8 Offices available to be filled in 2023 election 7 Candidates with most votes get four-year term 1 Candidate gets two-year term	6 Offices up for re-election for four-year term	Normal cycle returns with seven offices of Council up for re-election

SUBMISSIONS:

Submissions will be received up to close of business on Tuesday the 18th August 2020. Submissions may be made by way of the attached form or may be submitted in any form in writing. Submissions should be lodged with:

The Chief Executive Officer
Shire of Wagin
PO Box 200
WAGIN WA 6315

Submissions may also be emailed to: shire@wagin.wa.gov.au



13.1.6. WAGIN AERIAL LANDING GROUND LEASES

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Reserves 20595
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	05 October 2020
PREVIOUS REPORT(S):	22 September 2020 (Ordinary Council Meeting)
DISCLOSURE OF INTEREST:	Cr Greg Ball – Financial Interest
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	<ul style="list-style-type: none">• Plan of Aerial Landing Ground & Surrounds.• Location of Hangar Leases (Updated with coordinates).• Draft Lease Agreement Template• Process for Securing Hangar Leases (Flowchart)

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That existing Hanger Lessees be advised of anomalies with respect to their current hanger leases and the requirement to enter into revised lease agreements;
2. That Council agree *in principle* for hanger leases to be for a period of 21 years with an option to extend for a further 21 years (subject to Ministerial approval);
3. That Council agree *in principle* for hanger lease agreements to provide that the ownership of hanger buildings remain with the Lessees (subject to conditions);
4. That Council agree *in principle* to Lessees to disposing of hanger buildings to new Lessees (subject to conditions);
5. That the Draft lease agreement template be approved *in principle*.
6. That Ministerial approval be obtained for the Shire of Wagin to lease hanger sites to current Lessees (and future Lessees as required) and for the lease of premises for the operation of the existing airplane machinery mechanical repair and maintenance business;
7. That the provisions of section 3.58 of the Local Government Act 1995 (Disposal of Property) be carried out for the hanger sites in question and for the premises used for the airplane machinery mechanical repair and maintenance business.

Carried 0/0

BRIEF SUMMARY

Further to Councils resolutions from its meeting of the 22nd September 2020 regarding leases at the Wagin Aerial Landing Ground, the CEO met with the Manager and staff – Land Management Central, Department of Planning, Lands and Heritage (“The Department”) with the objective of seeking retrospective Ministerial approval for the leases at the airfield. Advice was given that it is not possible to obtain retrospective Ministerial approval. This report recommends the way forward to correct existing anomalies, establish a process for dealing with future lease applications, revise lease agreements to increase the term of leases, address the ownership question of hanger infrastructure and the ability to dispose of same through sale or removal.

BACKGROUND/COMMENT

The Shires Management Order over Reserve 20595 provides that the Reserve is:

- 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.*

Advice has been given that it is not possible to obtain retrospective approval from the Minister. What needs to happen is for the Shire to advise the Department that the Ministers consent is required for each of the current and future lease arrangements at the airfield. The Department requires the draft lease agreement pertaining to each lease to accompany the application for consent.

This means that new lease agreements need to be drawn up for each of the Lessees at the airfield. Advice was also given that the 21 year limit could be extended for an additional 21 years if the Lessees wished to take up that option.(Council at its meeting of the 22nd September 2020 agreed in principle to initial lease periods being extended beyond current lease limitations of 20 years).

At present the ownership of hanger infrastructure constructed by Lessees is not provided for by way of any agreement and in the absence of such, the hangers are likely to be deemed to be the property of the Shire of Wagin. Council, at its last meeting resolved to seek legal advice as to whether the ownership of hanger provided by the Lessees could remain with them at the expiration of leases. There does not appear to be any impediment to addressing the intent for Lessees to retain ownership of their hangers in their respective lease agreements. Their options here could include removing their hangers, or, selling them to a subsequent Lessee.

A *draft* lease agreement has been constructed in which it attempts to address the issues of an extended term of the original lease and the ownership of hanger buildings. It is proposed that this draft agreement be appraised by a legal professional and amended as necessary to reflect the abovementioned intentions.

It will of course be necessary to engage with current Lessees to effect the new lease agreements. This should not be difficult as they stand to gain from improved longevity of tenure and certainty around ownership of the hangers that they have constructed. Given that these will be new lease arrangements, it will also be necessary for Council to adhere to the disposition of property requirements in accordance with section 3.58 of the Local Government Act 1995 and the most expedient and cost effective way of doing this is to call tenders and to



alert Lessees that they will need to submit tenders for their respective leases. The reasons and rationale for this process will be clearly explained to Lessees.

CONSULTATION/COMMUNICATION

- Department of Planning, Lands and Heritage

STATUTORY/LEGAL IMPLICATIONS

- Lease agreements governing the conditions of leases.
- 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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

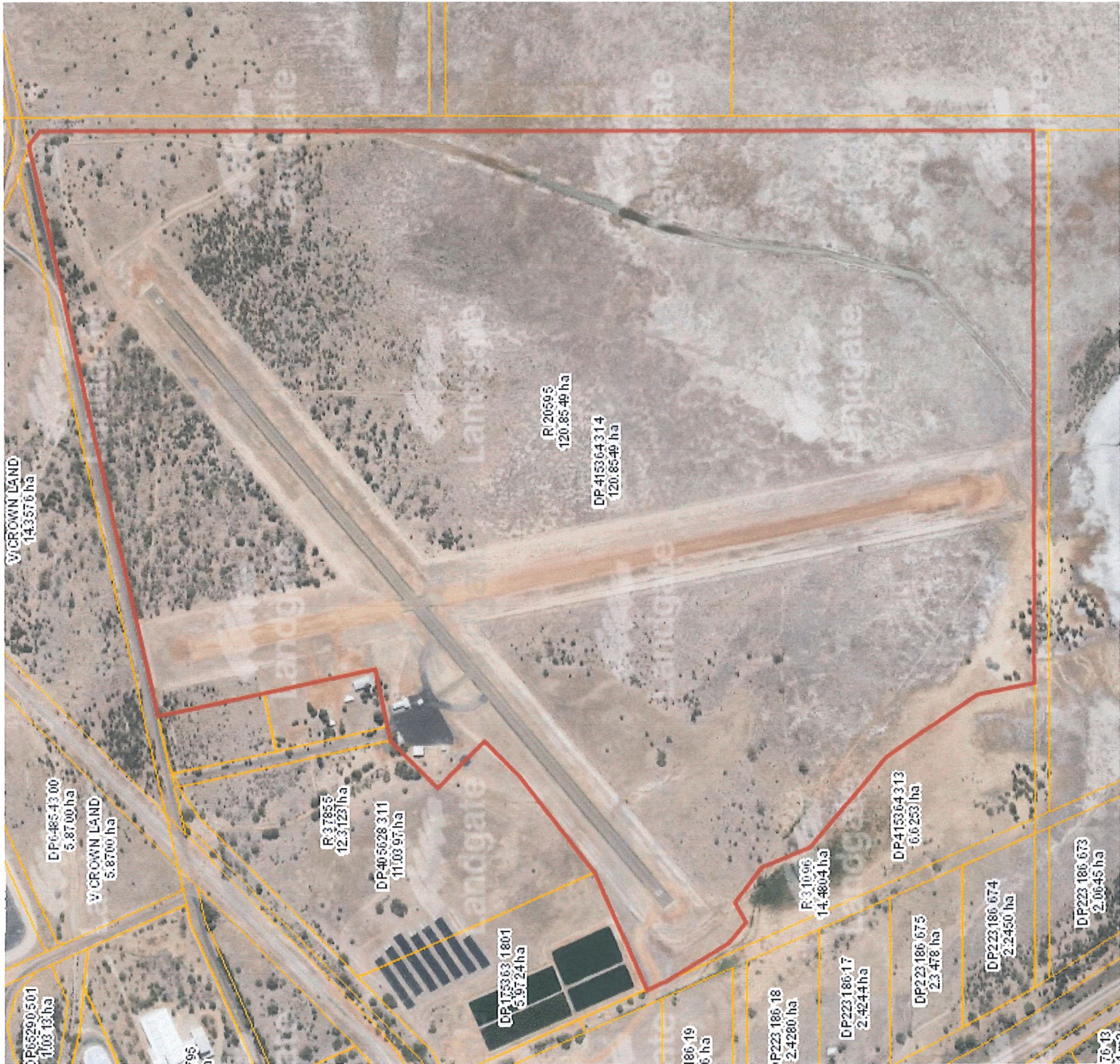
To be determined – some budget provision exists for legal expenses.

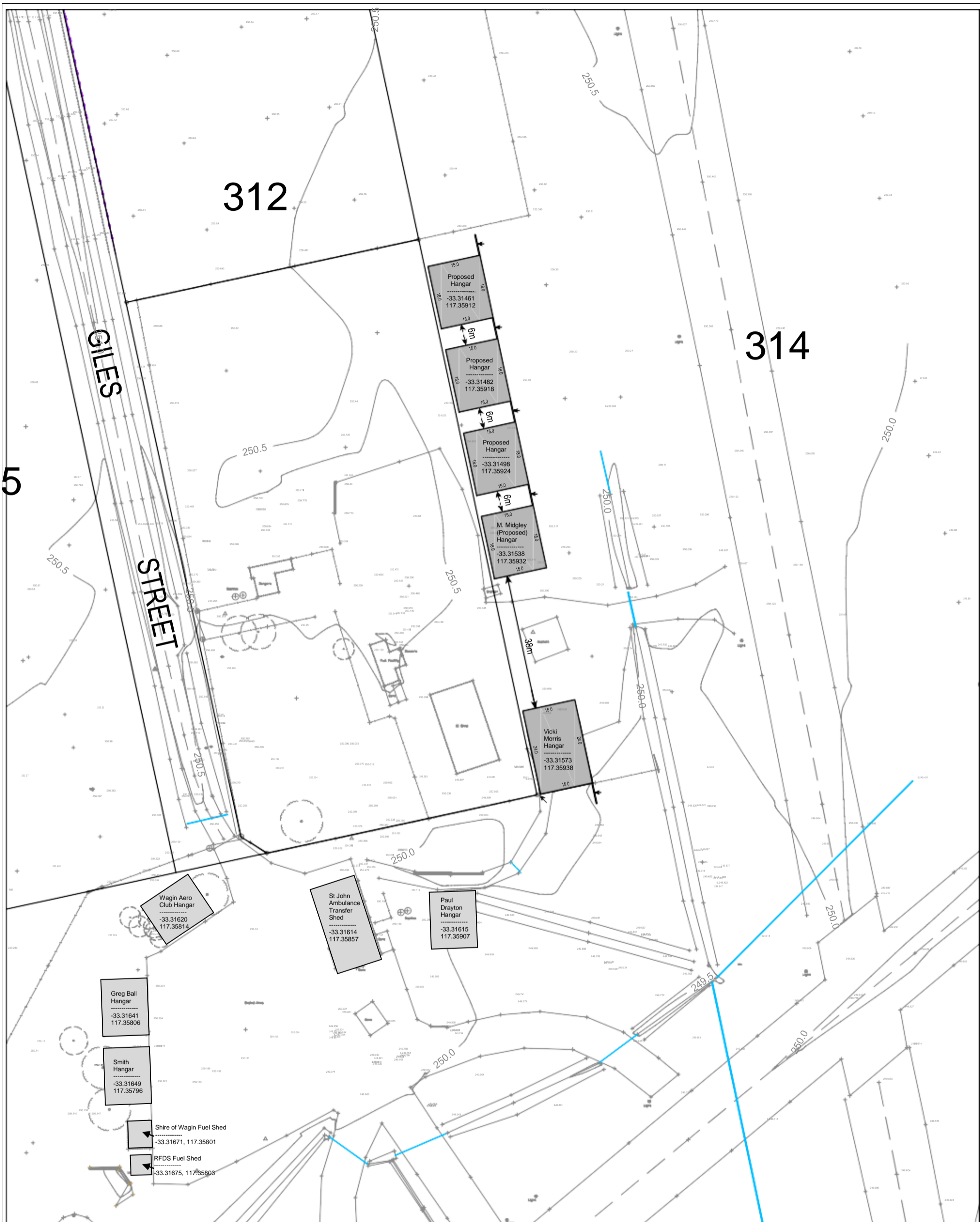
STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority





**INDICATIVE SITE
DEVELOPMENT PLAN
(PROPOSED NEW AIRCRAFT HANGARS)**

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

LEASE AGREEMENT



Shire of Wagin
2 Arthur Road, WAGIN WA 6315
(Lessor)

AND

(Insert Lessee Name & Address)
(Lessee)

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SCHEDULE	19

THIS DEED OF LEASE made on the _____ of _____ 20_____

BETWEEN:

THE SHIRE OF WAGIN of 2 Arthur Road, Wagin, Western Australia ("Lessor");

AND

(Insert Lessee Name and Address) Wagin Western Australia ("Lessee");

Shire of Wagin of 2 Arthur Road Wagin Western Australia (**the Lessor**) hereby lease the land to the Lessee named in Item 1 of the Schedule (**Lessee**) for the term specified in Item 4 of the schedule upon the following terms and conditions:

BACKGROUND:

- A. The land is a portion of a reserve in the vicinity of the Wagin airstrip and comprises an area of approximately 600 square metres.
- B. The Lessee wishes to lease the land for the purpose of erecting and using an aircraft hangar.

1. INTERPRETATION

1.1 Definitions

In this lease the following expressions shall have the following meanings unless the context requires otherwise:

- (a) **Building** means the building (or buildings) erected upon the land together with any extensions, alterations, modifications, additions or improvements subsequently made to the building and also includes any part of the building.
- (b) **CPI Rent Review** is a review of the then current annual rent of the land to an amount calculated by changing the rent payable by the Lessee during the year immediately preceding the review date (disregarding any rent free period or other incentive) by a percentage figure equal to the amount (expressed as a percentage) by which the Consumer Price Index (eight capitals - all groups) has changed during the one year period immediately preceding the relevant review date provided that if during the term the Consumer Price Index ceases to be published or substantially changes, the Lessor will select another similar index or indicator of changes in consumer costs in lieu of the Consumer Price Index for the purposes of this definition.
- (c) **Land** means the land described in Item 2 of the schedule
- (d) **Lessee** includes its executors, administrators, successors, permitted assigns and where not repugnant to the context its servants, agents and licensees.

- (e) **Lessor** includes its executors, administrators, successors and assigns.
- (f) **Rent** means the rent amount per year set out in Item 3 of the schedule as varied from time to time.
- (g) Statute means any legislation now or hereafter in force of the Parliament of the Commonwealth of Australia or the Parliament of any State or Territory of Australia and any rule, regulation, ordinance, by-law, statutory instrument, order or notice now or hereafter made under such legislation including any enactments made in substitution for such legislation.

1.2 General Interpretation

- (a) Reference to one gender includes the other genders; a reference to a person includes an incorporated body and vice versa; the singular includes the plural and vice versa.
- (b) Where a party comprises more than one person, this lease applies to all of them together and each of them separately.
- (c) Headings are for convenience of reference and shall not affect the interpretation of this lease.
- (d) This lease is written in plain English. The parties agree that its terms are to be interpreted to give commercial efficacy to the parties' arrangements. No rule resolving a doubt as to interpretation against the party preparing this Lease or any part of it shall apply. Any specific provisions will not limit the interpretation of general provisions.
- (e) Any express obligation on a party shall, unless otherwise stated, be performed at that party's expense.
- (f) If a provision of this lease is void or voidable by either party or unenforceable, invalid or illegal but would not be void, voidable, unenforceable, invalid or illegal if it were read down, it shall be read down accordingly. If notwithstanding the foregoing a provision of this Lease is still void, voidable, unenforceable, invalid or illegal:
 - (1) if the provision would not be void or voidable or unenforceable or invalid or illegal if a word or words as the case may be were severed, then that word or words are hereby severed; and
 - (2) in any other case, the whole provision is hereby severed and the remainder of this lease has full force and effect.
- (g) To the extent that any terms or conditions implied by statute are inconsistent with the terms or conditions of this lease any such implied terms and conditions are, unless not permitted by law, expressly excluded from this lease.

1.3 Contravention of Statute

Any provision of this lease which is void, voidable, unenforceable or invalid because of statute (including the Act):

- (a) Must in each case and to such extent be severable from the lease; and
- (b) The lease must be read as though such provision did not form part of the lease at that time.

2. RENTAL AND CHARGES

2.1 Payment of rent

The Lessee shall pay the rent due under this lease into such bank account as may be nominated by the Lessor from time to time or in the absence of such a nomination then to the Lessor or to such other person as may be nominated by the Lessor by cash or cheque at the time and in the manner set out in Item 3 of the schedule and the Lessee shall make no deductions from such rent.

2.2 Goods and Services Taxes

- (a) In addition to all other amounts payable by the Lessee pursuant to this lease the Lessee shall pay to the Lessor, at the same time as the relevant rent, outgoing, expense or other amount is due, all goods and services taxes, value added taxes, consumption taxes or other similar taxes, duties excises, surcharges, levies or imposts (collectively **GST**) charged or levied in respect of:
 - (1) rent paid or received pursuant to this lease.
 - (2) any outgoings or other expenses incurred or paid by the Lessor and which are to be reimbursed by the Lessee to the Lessor pursuant to this lease; and
 - (3) any other taxable supply by the Lessor (for which the Lessor is to receive consideration from the Lessee pursuant to this Lease) within the meaning of a new tax system (Goods and Services Tax) Act 1999 or any other act amending or in substitution therefore (**GST Act**).
- (b) The parties acknowledge that the rent specified in Item 3 of the schedule and reserved by this lease from time to time is exclusive of the amount of GST charged, levied or payable from time to time in respect of the rent.

- (c) Notwithstanding the above, if this lease requires the Lessee to pay, reimburse or contribute to an amount paid or payable by the Lessor in respect of an acquisition from a third party for which the Lessor is entitled to an input tax credit under the GST Act, the amount for payment, reimbursement or contribution will be the GST-exclusive value of the acquisition by the Lessor plus, if the Lessor's recovery from the Lessee will be a taxable supply within the meaning of the GST Act, the GST payable in respect of that supply.
- (d) The Lessor shall provide to the Lessee a tax invoice in accordance with the GST Act in respect of any GST payable by the Lessee pursuant to this clause.

3. USE OF LAND

3.1 Permissible Use

The Lessee shall not use or permit to be used the land for any purpose other than that set out in Item 5 of the schedule. Without limiting the generality of this clause and for the avoidance of doubt, the Lessee shall not use or permit to be used the land for the purpose of storage.

3.2 Restrictions on Caravans and Storage of Fuel

The Lessee shall not permit there to be present on the land at any given point in time more than:

- (a) 1 caravan; and
- (b) 205 litres of fuel,

Any fuel situated on the land must be secured in a container which is airtight and of material suitable for the safe storage of such fuel.

3.3 Clean

The Lessee shall keep the land clean and tidy.

3.4 Laws and Rules

At its own expense the Lessee will observe and comply with the requirements of all laws and governmental rules affecting the land and also with all lawful directions and orders or any public body or authority relating to the land. The Lessee shall not do or omit to do anything in respect of the land which could make the Lessor liable to pay a penalty or bear some expense incurred under any such laws, rules or orders.

3.5 Nuisance and Structural Injury

The Lessee shall not use or permit land to be used or permit anything to be done on the land which may constitute a public or private nuisance or waste.

4. ASSIGNMENT AND SUBLETTING

4.1 Assignment Requirements

The Lessee covenants with the Lessor that the Lessee:

- a) Will not assign sublet transfer or part with possession of the land or any part of the land or mortgage charge or encumber the Lessee's interest under this Lease without the written consent of the Lessor and the Minister for Lands.
- b) Will at the time of applying for consent have remedied all existing breaches of which the Lessee has been advised in writing of (if any) on the part of the Lessee under this lease.
- c) Will before, or at the time of, applying for consent submit to the Lessor a true copy of all transfers assignments agreements and other instruments to be entered into in respect of any proposed dealing with this lease or the land or the Lessee's interest therein and in the case of a proposed transfer assignment or subletting the Lessee will submit evidence satisfactory to the Lessor that the proposed transferee assignee or subtenant is respectable responsible solvent and suitable.
- d) Will, if so required by the Lessor, before any proposed assignment transfer or subletting is effected procure from the proposed assignee transferee or subtenant a direct covenant with the Lessor to observe the terms and conditions of this lease and the performance of the Lessee's obligations under this lease as the Lessor may require.

4.2 Release

In the event that the Lessor provides its consent to an assignment of this lease, the Lessee shall be released from its liabilities and obligations pursuant to this lease as and from the date of assignment.

4.3 Related Corporation

Notwithstanding clause 4.1, the Lessee may assign this lease or sublet part or all of the land to a body corporate related to it within the meaning of the Corporations Act 2001 without obtaining the consent of the Lessor.

5. ALTERATIONS, ADDITIONS, REPAIRS AND INSPECTIONS

5.1 Additions

- (a) Subject to this clause, the Lessee may erect the following buildings or structures on the land:
 - (i) a Building for use as an aircraft hanger; and
 - (ii) a tank for the purpose of catching water.
- (b) The Lessee shall not commence construction of the building unless:
 - (i) the Lessee provides to the Lessor plans and drawings of the proposed Building, such plans and drawings to be engineer certified; and
 - (ii) the Lessor gives its consent in writing for the construction of the proposed Building;
- (c) Any building erected on the land shall not be constructed with used or second-hand material.
- (d) Except for an attachment necessary to accommodate a generator, the Lessee shall not erect any external attachments to a building on the land

5.2 Repair and Maintenance

At all times during the term of this lease the Lessee shall:

- (a) repair, clean and maintain the land, buildings and other additions so that they are kept in the same condition that they were in at the commencement of this lease (or in the case of additions or installations made after the commencement of this lease then in the same condition as when the relevant addition or installation was completed) fair wear and tear excepted;
- (b) keep the land clean and free from rubbish and keep all garbage in proper receptacles and not overfill those receptacles;
- (c) promptly repair and replace all broken or damaged structures, caravans or vehicles situated on the land; and
- (d) shall keep that part in a clean and tidy condition and keep and maintain any subsisting garden areas.

5.3 Lessor's Power to View and Repair

The Lessor and persons authorised by it may at all reasonable times upon giving prior reasonable notice to the Lessee enter the land to inspect it. If the Lessee has not complied with any of the Lessee's obligations in relation to maintaining and repairing the land, buildings, additions or installations then the Lessor may serve on the Lessee a notice requiring the Lessee to undertake the requisite maintenance or repair work and if within a reasonable time of receiving such notice the Lessee does not undertake the requisite work then the Lessor or persons authorised by it may undertake such work and for that purpose the Lessor and persons authorised by it may enter the land and remain on the land until the requisite works have been completed. Any expenses or costs incurred in carrying out such work shall be immediately paid by the Lessee to the Lessor upon demand.

5.4 Lessor's Power to Enter and Undertake Works

Notwithstanding any other provision in this lease, the Lessor and persons authorised by it may upon giving reasonable notice to the Lessee:

- (a) install, maintain, use, repair, alter and replace any of the Lessor's fixtures, fittings, plant and equipment on the land;
- (b) carry out any other works as may be provided for in this lease;

Provided always that in so doing the Lessor shall make reasonable endeavours to minimise inconvenience caused to the Lessee.

6. OWNERSHIP & REMOVAL OF BUILDING

6.1 Ownership of Building

Subject to clause 6.2 & 6.3, any Building on the Land provided by the Lessee, remains the property of the Lessee and the Lessor shall have no proprietary or equitable right to ownership or possession of any such Building.

6.2 Removal of Building

At any time during the Term of this lease, the Lessee may remove and dispose by sale or otherwise of any Building, provided by the Lessee, provided that the Lessee must not remove the footings or concrete slab of the Building and shall use all reasonable care to ensure that such footings or concrete slabs are intact and undamaged. If the Lessee removes the Building in accordance with this section, the footings and concrete slab of the Building shall be the sole property of the Lessor.

6.3 Expiration of Lease

If, after 30 days from the date of expiration of this Lease, whether by way of effluxion of time or by the early termination of this Lease, the Lessee has not removed the Building in accordance with this clause, property in such Building shall pass to the Lessor and the Lessee shall have no further legal or equitable claim to such Building.

7. CAMPING RESTRICTIONS

7.1 Camping on Land

The Lessee may camp on the land provided that

- (a) The Lessee complies with all relevant provisions of the *Caravan Parks and Camping Grounds Regulations (WA) 1997*; and
- (b) The Lessee must not camp on the land for more than 28 consecutive nights, provided that the Lessee may camp on the land for more than 28 consecutive nights with the Lessor's consent.

8. INSURANCE

8.1 Lessee's insurance

At its own expense the Lessee shall maintain during the term of this lease the following insurance:

- (a) A policy of public risk insurance with respect to the land and the business or businesses carried on the land for a sum of not less than the amount specified in Item 7 of the Schedule.

8.2 Certificates of Insurance

All policies of insurance shall be taken out with a recognised and reputable public insurance office and the Lessee shall provide the Lessor with copies of certificates of insurance in relation to the policies upon request.

8.3 Lessee not to cause premium to increase

The Lessee shall not do or fail to do anything which may increase the rate of premium payable under any policy of insurance taken out in respect of the land.

9. INDEMNITIES

9.1 Risk of Lessee

The Lessee agrees to occupy and use the land and to enter the land at its own risk. The Lessee releases the Lessor (and its agents, contractors and employees) from every claim and demand which may result from an accident damage or injury occurring on the land. The Lessor shall not be released from liability where the accident, damage or injury is caused by the negligence or willful act of the Lessor.

9.2. Indemnity by Lessee

The Lessee indemnifies the Lessor and the Minister for Lands and will at all times keep the Lessor and the Minister for Lands indemnified against all costs, losses, damages or actions incurred by or brought against the Lessor and the Minister for Lands directly or indirectly arising from any action or non action whatsoever on the part of the Lessee or any of the Lessee's officers, employees, contractors, agents, invitees or licensees.

10. COVENANTS OF LESSOR

10.1 Quiet enjoyment

During the term of this lease if the Lessee is not in default of its obligations and subject to any express provision in this Lease the Lessor shall allow the Lessee to peacefully and quietly occupy and enjoy the land.

10.2 Consent and approval not be unreasonably withheld

The Lessor must not unreasonably withhold or delay its consent or approval where the Lessee is required to obtain the consent or approval of the Lessor pursuant to this lease.

10.3 Registration of Lease

If so requested by the Lessee, the Lessor will allow this lease to be registered at the relevant government office and for that purpose will produce the Certificate of Title for the land at no charge to the Lessee.

11. SURRENDER AND TENANT'S FIXTURES

11.1 Surrender of land

Upon expiry or the earlier cancellation of this lease the Lessee shall remove its chattels, plant and machinery from the land peacefully and quietly leave and surrender the land to the Lessor free of occupants, clean and free from rubbish and in good and tenable condition (with damage caused by fair wear and tear, or in the nature of inevitable accident or causes beyond the control of the Lessee or its agents, employees, contractors or licensees being excepted).

11.2 Removal of fittings

Upon expiration or cancellation of this lease or within seven (7) days after that date the Lessee may remove all fixtures and fittings belonging to the Lessee from the land and shall make good any damage or disfigurement caused by such removal and any fixtures or fittings not so removed shall, if the Lessor so elects, become the absolute property of the Lessor.

12. DEFAULT AND CANCELLATION

If any one or more of the following events occur namely:

12.1 Late payments

Any payments payable under this lease by the Lessee are greater than fourteen (14) days late (provided a written demand has been made for such payment and the relevant arrears have not been paid within seven (7) days of such demand);

12.2 Breaches

Without limiting clause 11.1, the Lessee is in breach of any of the Lessee's obligations under this lease and such breach continues for a period of fourteen (14) days following services of a written notice of such default; or

12.3 Insolvency

The Lessee, being a natural person is found guilty of any indictable offence or becomes bankrupt or commits an act of bankruptcy or an act which could give rise to the same, or, being a body corporate, an order is made or a resolution is passed for the winding up of the Lessee (except for the purpose of reconstruction or amalgamation with the Lessor's written consent, which shall not be unreasonably withheld), has an administrator appointed or a receiver or manager is appointed over or a mortgagee takes possession of any asset of the Lessee or if any proceedings are issued or event occurs intended to lead to any of those consequences or if any other action relating to insolvent debtors occurs in relation to the Lessee.

12.4 Completion of Aircraft Hangar

The Lessee fails to erect an aircraft hangar on the land within 2 years of the date commencement of this lease

12.5 Lapse of Building/Development Approval

Approval given to the Lessee by the Lessor for development or building of an aircraft Hangar on the land lapses or otherwise becomes of no force or effect, whether by the effluxion of time or for any other reason whatsoever.

The Lessor may in addition to its other powers either re-enter the Premises and eject the Lessee and all other persons and repossess the Premises or cancel this lease immediately by written notice to the Lessee, or both and thereupon this lease will terminate but without prejudice to any action or other remedy which the Lessor has or might otherwise have for arrears of rent or breach of covenant or for damages as a result of any such event subject to compliance with the requirements of any applicable statute.

13.RENT REVIEW

The rent shall be reviewed at the times and in the manner specified in Item 6 of the schedule.

14.RENEWAL

If the Lessee wishes to renew this Lease for the further term specified in Item 8 of the Schedule then the Lessee must request the Lessor in writing for such a renewal. The request must be received by the Lessor not less than two (2) months nor more than six (6) months before the expiry of this Lease. The Lessor shall grant the Lessee a renewal of this Lease if:

- (a) at the time of the request there is no outstanding breach of this Lease by the Lessee of which the Lessee has been given written notice from the Lessor;
- (b) the Lessor receives approval from the Minister for Lands to the renewal of this Lease requested by the Lessee; and
- (c) The Lessor has received an extension of its management order over the Land to the extent that the Lessor has the power to lease the Land,

The renewed Lease will not include a right of renewal other than for any further term specified in Item 8 of the Schedule and otherwise will be upon the same terms and conditions as this Lease.

15.AMENDMENTS

Any amendment to a term of this lease shall only be made in writing executed by the parties or duly authorised officers on behalf of the parties.

16.ENTIRE AGREEMENT

The parties agree that the terms set out in this lease contain their entire agreement notwithstanding any negotiations, documents or discussions which took place or were given prior to the execution of this lease. This lease replaces any other agreement between the parties.

17. GOVERNING LAW

This agreement shall be construed according to the laws of the Jurisdiction and the parties submit themselves to the jurisdiction of the Courts of the Jurisdiction and any competent appellant Courts.

18. NOTICES

Any written notice to be given by one party to the other shall be signed by the party giving the notice or by an officer or the duly authorised solicitor or agent of that party and shall be hand delivered or sent by prepaid post or sent by facsimile to the address of that party shown in this lease or to a facsimile number at that address (or any other address or facsimile number that a party may advise in writing) and shall be deemed sufficiently given:

- (a) in the case of hand delivery on the date of delivery; or
- (b) in the case of prepaid post two (2) business days after being sent by prepaid post; or
- (c) in the case of facsimile on receipt by the sender of a successful transmission answerback.

SCHEDULE

Item 1 The Lessee

Item 2 The Land

That portion of Lot 1825 Reserve 37855 highlighted on the map(s) attached to this lease and bearing the description:

Lot /Hangar Number

Item 3 The Rent and Manner of Payment

Subject to the rent review provisions contained herein and clause 2.3, the annual rent will be \$400 plus GST and is payable in advance on the date of commencement of this lease.

Item 4 Term

A term of 20 years commencing on the date of execution of this Lease Agreement

Item 5 Permissible Use

The use and enjoyment of an aircraft hangar

Item 6 Rent Review

Dates: Each annual anniversary of the date of execution of this lease Agreement

Method: CPI Rent Review

Item 7 Public Risk Insurance

Twenty Million Dollars (\$20,000,000)

Executed on (insert date)

LESSOR

THE COMMON SEAL OF)
THE SHIRE OF WAGIN was)
Hereunto affixed in the presence)
of:)

SIGNED - SHIRE PRESIDENT

DATE

SHIRE PRESIDENT NAME (please print)

SIGNED - CHIEF EXECUTIVE OFFICER

DATE

CHIEF EXECUTIVE OFFICER NAME (please print)

LESSEE

In accordance with the Corporations Act 2001:

DIRECTOR

DIRECTOR/SECRETARY

NAME (PLEASE PRINT)

NAME (PLEASE PRINT)

SIGNED by the said Lessee

)

In the presence of:

)

)

Witness – Name & Signature



Process for Securing Hangar Lease at Wagin Aerial Landing Ground

Application for Lease to the Shire of Wagin

Council considers application and, if approves in principle, takes the following actions

Submits proposal of lease to to Minister for Lands for Approval (Section 18 *Land Administration Act 1997*)

Carries out action in accordance with Section 3.58 *Local Government Act 1995* (Disposing of Property)

Ministerial Approval Obtained

Council completes Section 3.58 requirements and finalises Lease Agreement

Lease agreement formalised by Council.





13.1.7. CODE OF CONDUCT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	13 October 2020
PREVIOUS REPORT(S):	5 November 2017
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PR.1
ATTACHMENTS:	1. Draft Code of Conduct 2. Existing Code of Conduct

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopt the draft Code of Conduct, as presented.

Carried 0/0

BRIEF SUMMARY

The current Code of Conduct was adopted by Council in November 2017. Since then, legislation has evolved, and changes have been made impacting on the current Code of Conduct. A review has been undertaken and updates to Code of Conduct have been made.

BACKGROUND/COMMENT

In the Regulation 17 and Financial Management Review in June 2020 the following matters regarding the current code of Conduct were noted;

- 1. Section 2.3 Disclosure of Interest is not consistent with current legislative requirements and refers only to employees. Section 3.4 Gifts refers only to employees. Elected members have obligations in relation to disclosure of gifts in accordance with legislation. In its current form there is no clarity for elected members and employees as to their disclosure obligations.*
- 2. Contractors and volunteers are not bound by a Code of Conduct when performing functions on behalf of the Shire.*
- 3. Elected members, committees, contractors and volunteers are not required to sign the Code of Conduct acknowledging they have read and understand the requirements within.*

During the review undertaken by staff, the scope of the Code of Conduct was expanded to include the actions by Volunteers, as well as the update to disclosure of interest and the gift disclosures.

Acknowledgment of all parties understanding the Code as noted in point three above, has been included in the back of the updated Code of Conduct of new Councillors, Committee Members, Employees and Volunteers.



CONSULTATION/COMMUNICATION

- Acting Chief Executive Officer
- Deputy Chief Executive Officer

STATUTORY/LLEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

5.0 - Council Leadership

5.1 - Review of Integrated Planning and Reporting Process and Plans

VOTING REQUIREMENTS

Simple Majority



DRAFT



CODE OF CONDUCT

FOR COUNCILLORS, COMMITTEE MEMBERS,
EMPLOYEES AND VOLUNTEERS



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PREAMBLE

The Code of Conduct provides Councillors, Committee Members, Staff and Volunteers of the Shire of Wagin with consistent guidelines for an acceptable standard of professional conduct. The Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability in the Shire of Wagin.

This Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in :-

- a) *better decision-making by local governments;*
- b) *greater community participation in the decisions and affairs of local governments;*
- c) *greater accountability of local governments to their communities; and*
- d) *more efficient and effective local government.*

The Code provides a guide and a basis of expectations Councillors, Committee Members, Employees and Volunteers. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Shire of Wagin responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

Of particular note for Councillors is that some parts of this code are also Rules of Conduct which are enforceable at law (a suspected minor breach of a rule of conduct may be the subject of a complaint that will be heard and determined by a standards panel appointed under Schedule 5.1 clause 2 of the *Local Government Act 1995*. A suspected serious breach may be the subject of a complaint that is to be forwarded to the Departmental CEO).

RULES OF CONDUCT

Councillors acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

Officers acknowledge that they are subject to the provisions of the Code upon their acceptance of employment and whilst they remain employed by the Shire.

Volunteers acknowledge that they are subject to the provisions of the Code upon registering as a volunteer and whilst they remain a registered volunteer for the Shire.



1. ROLES

1.1 ROLE OF COUNCIL

The Council is the governing body of the Shire of Wagin and consists of elected Councillors. The offices of Council are the President, Deputy President and Councillors.

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

- (1) *The council —*
 - a) *governs the local government's affairs; and*
 - b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - a) *oversee the allocation of the local government's finances and resources; and*
 - b) *determine the local government's policies."*

The Shire of Wagin conducts its business and decision making using a 'committee' system. The Shire has two (2) types of committees:

- Ones that are made up solely of Councillors (often referred to as 'Standing Committees'); and
- Those made up of persons appointed by Council (such persons may be Councillors, staff, community members or a mix of the three).

These Committees make recommendations to Council and Council makes the final decision on the matter.

1.2 ROLE OF THE PRESIDENT

In addition to the role of a Councillor, the role of the President is set out in s.2.8(1) of the *Local Government Act 1995* as follows:

- "(1) The mayor or president –*
- a) *presides at meetings in accordance with this Act; and*
 - b) *provides leadership and guidance to the community in the district; and*
 - c) *carries out civic and ceremonial duties on behalf of the local government; and*
 - d) *speaks on behalf of the local government; and*
 - e) *performs such other functions as are given to the mayor or president by this Act or any other written law; and*
 - f) *liaises with the CEO on the local government's affairs and the performance of its functions."*

The Deputy President assumes the above role in absences of the President where the Deputy President would ordinarily act as the President.

1.3 ROLE OF A COUNCILLOR

The primary role of a Councillor is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Wagin will be the focus of the Councillor's public life.



The Role of Councillor as set out in S 2.10 of the Local Government Act 1995 follows:

“A Councillor —

- a) Represents the interests of electors, ratepayers and residents of the district;*
- b) provides leadership and guidance to the community in the district;*
- c) facilitates communication between the community and the council;*
- d) participates in the local government’s decision-making processes at council and committee meetings; and*
- e) performs such other functions as are given to a Councillor by this Act or any other written law.”*

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Councillor activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to Shire of Wagin’s finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents’ concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on the Shire of Wagin.

In carrying out its functions the Shire of Wagin is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.4 ROLE OF COMMITTEE MEMBERS

From time to time, Council will establish committees to assist with decision making.

Committees can comprise of

- Councillors only.
- Councillors and Staff.
- Councillors, Staff and Other Persons.
- Councillors and Other Persons.
- Staff and Other Persons.
- Other Persons only.

The role of committees is generally to deliberate upon matters within their authority as determined by Council and to give advice and/or make recommendations to Council.

With very few exceptions, Committees of Council do not have decision making authority. However, Council can, and does occasionally, delegate such authority as and when necessary.

1.5 ROLE OF THE CEO AND EMPLOYEES

The Chief Executive Officer (CEO) is appointed by Council and is the communication link between Councillors and Staff. All other Staff are responsible to the CEO.



The CEO is responsible to the Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council and the efficient administration of Council.

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995 : -

“The CEO’s functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- b) ensure that advice and information is available to the council so that informed decisions can be made;*
- c) cause council decisions to be implemented;*
- d) manage the day to day operations of the local government;*
- e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- f) speak on behalf of the local government if the mayor or president agrees;*
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

1.6 RELATIONSHIPS BETWEEN COUNCILLORS AND EMPLOYEES

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Councillors and Employees have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Councillors need to observe their statutory obligations which include, but are not limited to, the following –

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

1.7 PRINCIPLES AFFECTING THE EMPLOYMENT OF EMPLOYEES BY THE SHIRE

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire’s employees:

- a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- c) employees are to be treated fairly and consistently; and*



CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS, EMPLOYEES AND VOLUNTEERS

- d) *there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- e) *employees are to be provided with safe and healthy working conditions in*
- f) *accordance with the Occupational Safety and Health Act 1984; and*
- g) *such other principles, not inconsistent with this Division, as may be prescribed.*

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2. CONDUCT OF COUNCILLORS, COMMITTEE MEMBERS, EMPLOYEES AND VOLUNTEERS

2.1 PERSONAL BEHAVIOUR

(a) Councillors, Committee Members, Employees and Volunteers will:

- i. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code.
- ii. Perform their duties impartially and in the best interests of the Shire of Wagin uninfluenced by fear or favour.
- iii. Act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Wagin and the community;
- iv. make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- v. always act in accordance with their obligation of fidelity to the Shire of Wagin.

(b) Councillors will represent and promote the interests of the Shire of Wagin while recognising their special duty to their own constituents.

2.2 HONESTY AND INTEGRITY

Councillors, Committee Members, Employees and Volunteers will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- c) be frank and honest in their official dealing with each other.
- d) endeavour to resolve serious conflict through initial discussion facilitated by the President or CEO or, in the event that the President or CEO are too closely involved, an independent impartial person or peer group.

2.3 PERFORMANCE OF DUTIES

- a) While on duty, employees will give their whole time and attention to the Shire of Wagin's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.



CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS, EMPLOYEES AND VOLUNTEERS

- b) Councillors and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Councillors and Committee members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.
- c) Councillors when considering matters that may affect a person's rights and interest are obliged to bring an open mind to these matters, free from bias and open to persuasion at the time of determining the matter as a decision maker. Council decisions run the risk of being overturned if a court finds that a Councillor involved in the relevant decision had prejudged the matter, and was not open to persuasion at the time of determining the matter as a decision maker.

Councillors and Committee Members may make an interest disclosure of an impartiality nature at the meeting when they are unable to set aside their views.

- d) Staff have an obligation to be independent in judgement and actions and to take all reasonable steps to ensure that all relevant matters are considered when presenting information.

2.4 DISCRIMINATION

Councillors, Committee Members, Employees and Volunteers are required to treat each other and members of the community with respect and observe the requirements of Discrimination and Equal Opportunity legislation by:

- a) Ensuring the workplace is free from any form of discrimination.
- b) Applying the philosophy and principles of EEO at all levels of the organisation.
- c) Ensuring they do not engage in unlawful harassment or bullying in the workplace.

2.5 COMPLIANCE WITH LAWFUL ORDERS

- a) Councillors, Committee Members, Employees and Volunteers will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- b) Councillors, Committee Members, Employees and Volunteers will give effect to the lawful decisions and policies of the Shire of Wagin, whether or not they agree with or approve of them.

2.6 ADMINISTRATIVE AND MANAGEMENT PRACTICES

Councillors, Committee Members, Employees and Volunteers will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.



2.7 CORPORATE OBLIGATIONS

(a) Standard of Dress

Councillors, Committee Members, Employees and Volunteers are expected to comply with neat and responsible dress standards at all times. Accordingly –

- i. Councillors and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Shire of Wagin in an official capacity.
- ii. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

(b) Communication and Public Relations

- i. All aspects of communication by employees (including verbal, written or personal), involving the Shire of Wagin's activities should reflect the status and objectives of the Shire. Communications should be accurate, polite and professional.
- ii. As a representative of the community, Councillors need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity Shire by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
 - while they will have their own opinions on matters referred to Council, once Council has made a decision, irrespective of those opinions, they are expected to recognise their fiduciary duty and support that decision.
- iii. Committee Members accept and acknowledge it is their responsibility to observe any direction the Shire of Wagin may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.
- iv. Statements to the press on behalf of the Shire will only be made by the President or the CEO.

2.8 PERSONAL COMMUNICATIONS AND SOCIAL MEDIA

- i. Personal communications and statements, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- ii. Councillors, Committee Members, Employees and Volunteers must not, unless in the performance of their duties, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Wagin, its Councillors, employees or volunteers, which breach this Code of Conduct.
- iii. Councillor comments which become public and breach the *Local Government*



(Rules of Conduct) Regulations 2007 may constitute a breach of the *Local Government Act 1995* and may be referred for investigation.

- iv. Employee and volunteer comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1994*, in accordance with the *Corruption, Crime and Misconduct Act 2003*.

2.9 COMMUNICATIONS WITH DEVELOPERS AND DEVELOPER INTEREST GROUPS

Councillors and Committee Members should be mindful that meetings with developers could compromise their impartiality in the decision making process and should at all times have a Council officer present if such a meeting is considered necessary.

To further protect Councillors from any suggestion of inappropriate behaviour, especially when dealing with matters of a controversial nature, written advice should be recorded, ideally within 48 hours, with the President and CEO giving details of such meetings.

2.10 COMMUNICATION BETWEEN COUNCILLORS

Councillors will represent and promote the interests of their community as a whole, while recognising their particular duty to their own constituents.

To further support the above philosophy, it should be recognised that:

- Councillors share responsibility and legal liability for the entire Shire of Wagin and that Council allocates resources, on a strategic needs basis, guided by the professional and technical advice provided by officers.

2.11 APPOINTMENTS TO COMMITTEES

As part of their representative role Councillors are often asked to represent the Council on external organisations. It is important that Councillors :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation; and
- make every endeavour to personally notify their deputies when they are not able to attend

2.12 OBSERVERS AT COMMITTEE MEETINGS

Councillors and staff wishing to attend a meeting of a Committee of which he/she is not a member shall be seated in the area set aside for persons observing and shall not participate in any Committee discussion unless invited to do so by the presiding member of that Committee.



CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS, EMPLOYEES AND VOLUNTEERS

Councillors and staff attending a meeting of a Committee of which they are not a member shall observe the same legislative requirements regarding disclosure of interests (including the requirement to leave the room and not participate) as members of the committee.

2.13 TRAVELLING AND SUSTENANCE EXPENSES

Councillors, Committee Members, and Employees will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Wagin in accordance with Council's policy and the provisions of the *Local Government Act 1995*.

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3. CONFLICT AND DISCLOSURE OF INTEREST

3.1 CONFLICT OF INTEREST

- a) Councillors, Committee Members, Employees and Volunteers will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Wagin, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- c) Councillors, Committee Members, Employees and Volunteers will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- d) Councillors, Committee Members and Employees who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

3.2 FINANCIAL INTEREST

Councillors, Committee Members and Employees will adopt the principles of disclosure of financial interest as contained within sections 5.59 - 5.90 of the *Local Government Act 1995*.

3.3 DISCLOSURE OF INTEREST

Definition:

In this clause, and in accordance with Regulation 34C of the *Local Government (Administration) Regulations 1996* -
"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- a) A person who is a Councillor or an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest -
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the meeting immediately before the matter is discussed.



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- b) A person who is a Councillor or an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter-
 - i. in a written notice given to the CEO before the meeting; or
 - ii. at the time the advice is given.
- c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the Local Government Act 1995.
- d) A person who is a Councillor or an employee is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
 - i. the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - ii. the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- e) If a person who is a Councillor or an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
 - i. before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - ii. immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
 - i. to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - ii. a disclosure is made as described in item (d)(ii) at a meeting; or
 - iii. to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

The following sample disclosure is provided as a guide to Councillors, Committee Members and staff wishing to make an interest disclosure of an impartiality nature at the meeting.

With regard to(the matter under discussion), I disclose that I have an association with.....(applicant or person/organisation under discussion) As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will set aside this association, consider the matter on its merits and, if required, vote accordingly.



4. PERSONAL BENEFIT

4.1 USE OF CONFIDENTIAL INFORMATION

Councillors, Committee Members, Employees and Volunteers shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Councillors and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Councillors, Committee Members, Employees and Volunteers from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

4.2 INTELLECTUAL PROPERTY

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Wagin upon its creation unless otherwise agreed by separate contract.

4.3 IMPROPER OR UNDUE INFLUENCE

Councillors, Committee Members, Employees and Volunteers will not take advantage of their position to improperly influence other Councillors, Committee Members, Employees and Volunteers in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Councillors, Committee Members, Employees and Volunteers shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Councillors, Committee Members, Employees and Volunteers shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.



4.4 GIFTS

DEFINITIONS

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity -

- a) *that cannot be undertaken without an authorisation from the local government; or*
- b) *by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include -

- a) *a gift from a relative as defined in S 5.74(1); or*
- b) *a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- c) *a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means -

- a) *a gift worth between \$50 and \$300; or*
- b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- a) *a gift worth \$300 or more; or*
- b) *a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

4.4.1 COUNCILLORS TO DISCLOSE GIFTS (LGA S5.87A & LGA ADMIN REG. 20A)

All Councillors must disclose in writing to the CEO, within 10 days of receipt all gifts that are valued at \$300 or more. Or if the gift is 1 of 2 or more gifts, made by one person to the council member anytime during a 12 month period, the sum of the amounts of those two or more gifts.

Gift means - *“a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money’s worth passes from the person in whose favour the conferral is made to the person who make the conferral; or a contribution to travel.”*

4.4.2 CHIEF EXECUTIVE OFFICER TO DISCLOSE GIFTS (S5.87B)

The CEO must disclose in writing to the President, within 10 days of receipt all gifts that are valued at \$300 or more. Or if the gift is 1 or 2 or more gifts made by one person to the council member anytime during a 12 month period the sum of the amount of those 2 or more gifts.

4.4.3 NOTIFIABLE GIFTS (LGA ADMIN REG 34B)

All employees must declare all gifts from anyone undertaking or seeking to undertake an activity involving local government discretion; or it is reasonable to believe is intending to undertake an activity involving local government discretion and includes:



CODE OF CONDUCT FOR COUNCILLORS, COMMITTEE MEMBERS, EMPLOYEES AND VOLUNTEERS

- a) A gift worth **between \$50 and \$300**: or
- b) A gift that is one or two or more gifts given to the employee by the same person within a period of six (6) months that are in total worth between \$50 and \$300.
- c) Gifts worth \$300 or more are “prohibited gifts” and cannot be accepted.

Employees do not have to declare a notifiable gift if it is:

- a) Less than \$50;
- b) Received from a relative as defined by 5.74 (1) of the *Local Government Act 1995*,
- c) A gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997;
- d) A gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- e) A gift from WALGA, the Australian Local Government Association Limited or the Local Government Professionals Australia WA

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5. DEALING WITH COUNCIL PROPERTY

5.1 USE OF THE SHIRE OF WAGIN RESOURCES

Councillors, Committee Members, Employees and Volunteers will:

- (a) be scrupulously honest in their use of the Shire of Wagin's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire of Wagin's resources entrusted to them effectively and economically in the course of their duties;
- (c) not use the Shire of Wagin's resources (including the services of Shire employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer);
- (d) Not use the Shire of Wagin vehicles for private use unless authorised to do so; and
- (e) Foster an awareness of the community's ownership of the Shire of Wagin's natural and built environment.

5.2 ACCESS TO INFORMATION

- (a) Employees will ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Councillors will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

5.3 FREEDOM OF INFORMATION

Councillors, Committee Members, Employees and Volunteers acknowledge that:

- a) The *Freedom of Information Act 1992* (FOI Act) was introduced to facilitate public access to documents and an application can be made seeking access to any information held by the Shire of Wagin.
- b) An object of the FOI Act is to 'make the persons and bodies that are responsible for State and local government more accountable to the public'.
- c) They are obligated to assist the Shire's CEO and the freedom of information officers in locating documents relevant to an application made under the FOI Act.
- d) At no time should they divulge any personal information about any person to anyone without their permission.



6. BREACHES AND MISCONDUCT

Complaints regarding a breach of this Code or of misconduct will be dealt with quickly and fairly in accordance with the principles of procedural fairness and natural justice.

6.1 EMPLOYEES AND VOLUNTEERS

A complaint alleging that an employee or volunteer has breached this Code shall be made in writing. Complaints regarding:

- An employee are to be made to the employee's relevant Manager or in the case of a volunteer to the employee who is responsible for overseeing their activities.
- A Manager are to be made to the Chief Executive Officer.
- The Chief Executive Officer is to be made to the President.

The complaint will be investigated in a manner that is in accordance with the Shire of Wagin's procedures and the principles of natural justice.

6.2 COUNCILLORS

A complaint alleging that a Councillor has committed a breach of this Code shall be made in writing to the CEO.

Complaints will be managed in accordance with the *Local Government (Rules of Conduct) Regulations 2007*

6.3 MISCONDUCT

For the purposes of this Code, misconduct is defined in accordance with section 4 of the Corruption, Crime and Misconduct Act 2003.

The Chief Executive Officer has a statutory obligation to report to the Corruption and Crime Commission allegations of suspected serious misconduct.

Allegations of suspected minor misconduct are dealt with by the Public Sector Commission



ACKNOWLEDGEMENT OF CODE OF CONDUCT

I, _____ as a Councillor/Committee Member/
Employee/Volunteer (please circle one) of the Shire of Wagin, acknowledge that
I have read and understand the content of the Shire of Wagin's Code of Conduct
and my responsibilities within.

Name (please print)

Date

Signed

Witness Name (please print)

Date

Signed

Please return signed form to Chief Executive Officer for record keeping purposes.



Code of Conduct For Council Members, Committee Members and Employees

Shire of Wagin Code of Conduct for Council Members, Committee Members and
Employees

PREAMBLE

The Code of Conduct provides Council Members, Committee Members and employees in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and Regulations which incorporates four fundamental aims to result in :-

- (a) better decision-making by local governments;*
- (b) greater community participation in the decisions and affairs of local governments;*
- (c) greater accountability of local governments to their communities; and*
- (d) more efficient and effective local government.*

The Code provides a guide and a basis of expectations for Council Members, Committee Members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Model Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows :

“A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*

Shire of Wagin Code of Conduct for Council Members, Committee Members and
Employees

(e) performs such other functions as are given to a Councillor by this Act or any other written law.”

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government’s finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents’ concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Employees

The role of employees is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995 : -

“The CEO’s functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

- “(1) The council —*
- (a) governs the local government’s affairs; and*
 - (b) is responsible for the performance of the local government’s functions.*
- (2) Without limiting subsection (1), the council is to —*
- (a) oversee the allocation of the local government’s finances and resources; and*
 - (b) determine the local government’s policies.”*

1.4 Principles affecting the employment of employees by the Shire

The following principles, set out in section 5.40 of the Act, apply to the employment of the Shire’s employees:

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) employees are to be treated fairly and consistently; and*
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by the Shire on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) such other principles, not inconsistent with this Division, as may be prescribed.*

1.5 Relationships between Council Members and Employees

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following –

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and employees will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government district or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and employees who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and employees will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

"interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.

Shire of Wagin Code of Conduct for Council Members, Committee Members and Employees

(b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

- (i) in a written notice given to the CEO before the meeting; or
- (ii) at the time the advice is given.

(c) A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the Local Government Act 1995.

(d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -

- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
- (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

(e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -

- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.

(f) If -

- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
- (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
- (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and employees shall not use confidential information to gain improper advantage for themselves or another person or body in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Council.

Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the Council members and/or employees of the Shire (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

Nothing in this section prevents a Council member or officer from disclosing confidential information:

- to a legal practitioner for the purpose of obtaining legal advice; or
- if the disclosure is permitted by law.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

3.3 Improper or Undue Influence

Council Members and employees will not take advantage of their position to improperly influence other Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Council Members, Committee Members and employees shall not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, Council members, committee members and employees shall not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.4 Gifts - Employees

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity -

(a) that cannot be undertaken without an authorisation from the local government; or

(b) by way of a commercial dealing with the local government;

“gift” has the meaning given to that term in S 5.82(4) except that it does not include -

(a) a gift from a relative as defined in S 5.74(1); or

(b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or

(c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;

“notifiable gift”, in relation to a person who is an employee, means -

(a) a gift worth between \$50 and \$300; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within

a period of 6 months that are in total worth between \$50 and \$300;

“prohibited gift”, in relation to a person who is an employee, means -

(a) a gift worth \$300 or more; or

(b) a gift that is one of 2 or more gifts given to the employee by the same person within

a period of 6 months that are in total worth \$300 or more.

(a) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(b) A person who is an employee and who accepts a notifiable gift from a person who -

(i) is undertaking or seeking to undertake an activity involving a local government discretion; or

(ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(c) The notification of the acceptance of a notifiable gift must be in writing and include -

(i) the name of the person who gave the gift; and

(ii) the date on which the gift was accepted; and

(iii) a description, and the estimated value, of the gift; and

(iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and

Shire of Wagin Code of Conduct for Council Members, Committee Members and Employees

(v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition) –

- (1) a description; and
- (2) the estimated value; and
- (3) the date of acceptance,

of each other gift accepted within the 6 month period.

(d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).

(e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

(f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES

4.1 Personal Behaviour

(a) Council Members, Committee Members and employees will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
- (i) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (ii) always act in accordance with their obligation of fidelity to the Local Government.

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, employees will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council members and committee members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and employees will give effect to the lawful decisions and policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and employees are expected to comply with neat and responsible dress standards at all times. Accordingly –

- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
- (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual employees.

(b) Communication and Public Relations

(i) All aspects of communication by employees (including verbal, written or personal), involving the Local Governments activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity Shire by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

(iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and employees will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and employees will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy, awards and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Employees will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.



13.1.8. PROPOSAL TO REJUVENATE *BOJANNING* PARK

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	09 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.4
ATTACHMENTS:	<ul style="list-style-type: none">• Photographs

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council approve of initiatives to rejuvenate Bojanning Park within the framework of the 2020/21 financial year budget and utilising any grant funding that may be attracted towards this project.

Carried 0/0

BRIEF SUMMARY

This report recommends that work be carried out to rejuvenate *Bojanning Park* which will include:

- Removing redundant playground equipment and replacing it with playground equipment relocated from the Wetlands Park;
- Relocating some redundant seating to the park from elsewhere;
- Replacing damaged boundary fence panel;
- Overpainting graffitied fence panel;
- Repainting basketball back board;
- Repainting park signage.

If grant funding can be attracted towards this project, the following works could be included/considered:

- Pine railing around perimeter of park (in keeping with other parks in town);
- Shelter and seating;
- Artwork feature/signage
- Mulching of denuded areas

BACKGROUND/COMMENT

Bojanning Park has street frontages to Upland, Morris and Stubbs streets and is in a run-down condition. There is an opportunity to commence an upgrade of the park by utilising attractive and functional playground equipment and seating that will be replaced as part of the upgrade of *Wetlands Park* in the current financial year.

Given that the Shires Works Program is a little ahead of schedule, there is some spare capacity within the Works Crew to carry out some of this work without adversely impacting on the budget bottom line. There may also be some capacity for volunteer involvement



CONSULTATION/COMMUNICATION

- Manager of Works
- Deputy CEO

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority







13.1.9. THE PEDERICK GAS PRODUCER UNIT PROJECT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	07 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.9
ATTACHMENTS:	<ul style="list-style-type: none">• Photograph• Information on Pederick Gas Producers (Excerpt from the book: <i>The History of Pederick Engineering, Wagin WA</i> by Harley Pederick).

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. Approve of the proposal to paint and display (under cover) the Pederick Gas Producer Unit at the Wagin Historical Village;
2. Prepare an information board to provide an overview of the Pederick Gas Producer Units and the role they played throughout Australia during the second World War years.

Carried 0/0

BRIEF SUMMARY

During the second World War (1939-45), petrol and kerosene supplies were very difficult to access and Gas Producer Units (GPU's) were further developed to provide an alternative fuel for cars, trucks and tractors. The Pederick GPU developed such a solid reputation that over 4000 units were manufactured and distributed throughout Australia. Pederick's won a contract to supply GPU's for all government vehicles using this form of fuel.

This report recommends that the GPU at the Wagin Historical Village be cosmetically restored to its original colour (black) and that an information board be created to stand beside the unit to convey the story of the role that Pederick GPU's played during the war years.

BACKGROUND/COMMENT

Cr Blight had previously enquired as to the possibility of finding and displaying a Pederick Gas Producer Unit. Enquiries with Mr Harley Pederick revealed that there was a GPU on display at the Wagin Historical Village. (It had been donated by Mrs Betty Murdoch some years ago). This unit, along with another brand of GPU, was inspected at the Village by Shire personnel, in company with Mr Pederick and Village representatives Mr & Mrs Ken Turnor and Mr Max Bell.

This project will help complement other displays at the Village.



The Village representatives were receptive to the idea for the Pederick unit to be painted its original colour and thereafter displayed under cover along with an interpretive information board.

CONSULTATION/COMMUNICATION

- Mr Harley Pederick
- Mr & Mrs Ken Turnor & Mr Max Bell

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The approximate cost of \$1000.00 may be accommodated within the Shire's existing budget allocation for Tourism related activities.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



The Gas Producer Era

A major event in the story of Pederick Engineering was the advent of the Gas Producer Unit (GPU). A short explanation and background of the GPU: A gas Producer, or as they were first called, a gasifier, is a device where fuel such as wood, peat, charcoal, straw, etc., can be burnt in an atmosphere with a restricted supply of air that will produce a gas comprising mainly of carbon monoxide and hydrogen. This gas will power an internal combustion engine such as a car or stationary engine. The power available is a little restricted because the gas also contains some carbon dioxide and nitrogen which are inert gases which tend to dampen the other main gases.

Some people thought that Cliff Pederick invented the GPU but they were in use as far back as 1835. The early units were large, wood burning industrial units to power big slow revving engines driving things like saw mills, power generators and flour mills. The electricity supply in Wagin was powered by a wood fired gasifier right up to the time it was burnt down in late 1945. In the late 1920's work started on trying to scale the units down to suit cars, trucks and tractors but a fundamental problem was the gas also contained tar which built up on the smaller engines valves and pistons and eventually gummed them up completely. Cliff overcame this problem by using charcoal as all the tar has been burnt out when the wood was burnt to produce the charcoal.

In 1930 the price of wheat collapsed and the world wide great depression started. Fuel for farm tractors was kerosene which was supplied in wooden crates containing two, square four gallon (18 Ltr) tins. This was very expensive and fuel was one of the biggest expenses faced by farmers. They were in desperate need of some alternative and readily took to the GPUs. Farmers had plenty of timber on their farms and could burn their own charcoal for their tractors. Cliff went on to refine and develop the units and also fitted them to cars and farm trucks.

When the second world war started in 1939 almost all petrol and kerosene supplies were commandeered by the government for the use of the military and very little was available for civilian use. Suddenly there was a huge demand for GPUs and Pederick's were in the box seat to meet the demand. Cliff travelled through Australia seeking factories who could build GPUs under licence to him. By early in 1940 he had factories in Perth, Adelaide, Hobart, Melbourne, Sydney and Brisbane building and fitting the units.

He had quite a few patents on various features of his units, the most important ones were on the fire plate and the gas cleaners. The Pederick fire plate was a fairly simple design but it worked much better than anyone else's and lasted longer than the others. Because the gas is generated by burning charcoal there is a lot of dust and dirt in the gas that must be cleaned before it reaches the engine. Dust and dirt are very abrasive and will wreck an engine quite quickly unless the gas is perfectly clean. The secret was to send the gas through special filters that would completely clean the gas but wouldn't choke the flow of the gas and the Pederick filter system did this better than most others.

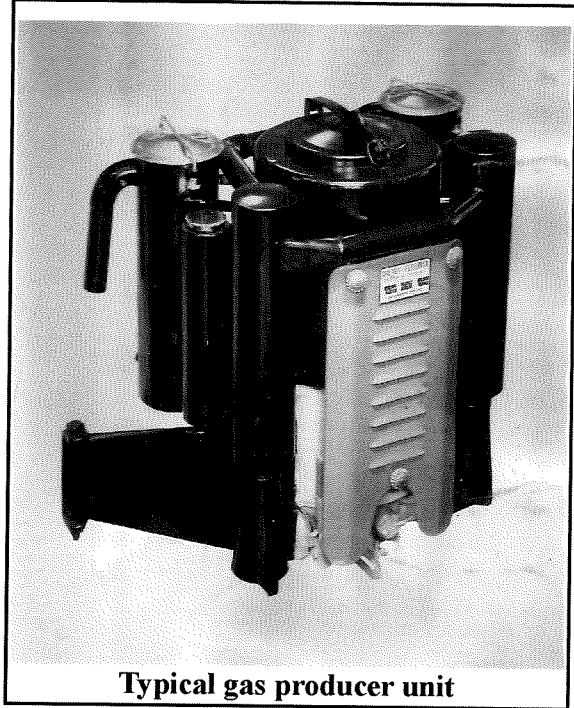
Driving a vehicle on gas wasn't as nice as on petrol but if there wasn't any petrol you had to put up with a few problems. The GPU had a big hopper that had to be filled with charcoal from a Hessian bag. This was dirty and dusty.

When you were on a long trip the hopper needed to be refilled and if you were wearing a clean white shirt it didn't stay clean and white for long.

You couldn't just jump in your car and drive off like you would on petrol. First you had to light the

unit. This was done using a lighter made from a 400 mm length of rod with a piece of asbestos rope wound round one end. This was dipped into a tin of petrol or kerosene and lit. Then the car was started on petrol and left idling to suck air through the GPU. The lighter was then put into the air inlet of the unit and the flame was sucked in to light the charcoal inside. Once the charcoal was alight, the car was driven off on petrol until eventually the gas from the charcoal became rich enough to drive the car. It was quite a juggling act to get that mixture right.

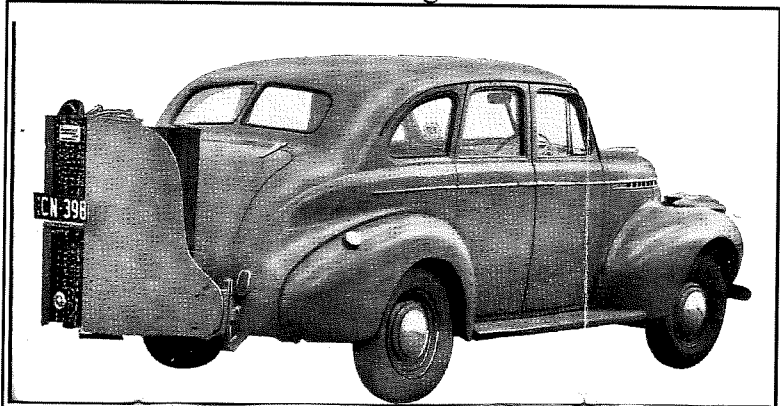
Because the gas had nitrogen and carbon dioxide in it the power available was about 60% of a petrol engine so if you had a car with an engine of 100 KW you would have around 60 KW of power. The good times don't finish yet. After your trip on gas you have to clean out the fire box. Any bits of unburnt charcoal or any sand or dirt in the charcoal falls to the bottom of the fire box and the intense heat of the fire melts this into clinker. Clinker is a hard, glassy lump that must be removed before you fill the hopper for the next trip. This entailed dropping a door under the hopper and letting out any unburnt charcoal left and then getting out the clinker. This sometimes set into a hard lump right across the mouth of the door and had to be bashed out with a long rod or poker. You can see why people were only too happy to go back to petrol when it became available again.



Typical gas producer unit

Most people managed to handle the difficulties while a few made it a fine art. For example, there was a sales representative for the Bushells Tea company who did a lot of long country driving. When it was near lunch time he would let the car coast down the next big hill which sucked in more air and made the fire box red hot. He'd then pull off the road and open the hopper. He had a billy can on a piece of chain and would lower the can full of water down inside the hopper to let it boil. Then he'd put his tea leaves in the billy, fill the hopper with charcoal and shut the lid. While he had his lunch and his cuppa, the very hot coals in the hopper got the new charcoal up to working temperature so that after his lunch he could take off with a full head of gas.

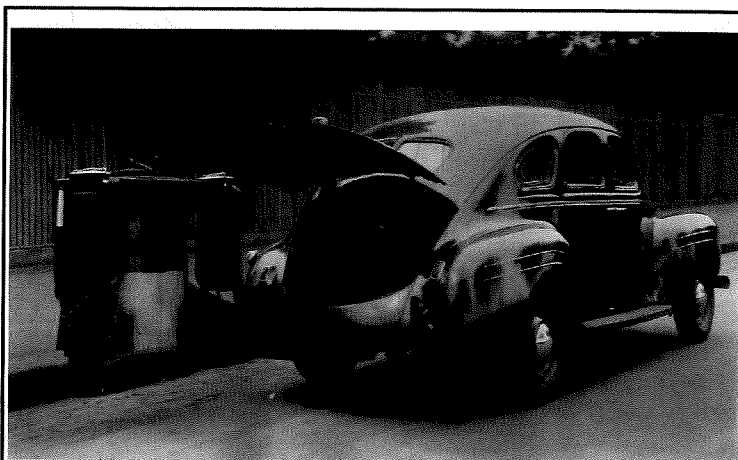
Interstate transport 70 years ago wasn't like it is today so to be more centrally located Cliff and family moved to live in Melbourne in 1940. He left Ross Farrow in charge of the business in Wagin with Archie Morris looking after the workshop. As time went on there were a big number of people building GPUs, almost all based in WA, ranging from fairly large companies to small, backyard mechanics making just one or two units. Early during the war the Government called in anyone interested in supplying the Government with GPUs and asked them to submit their product for a comparison test of efficiency, power, ease of use and durability.



Typical mounting of a GPU on the back of a car

The Pederick unit came out a clear winner and all government vehicles Australia wide were instructed to fit only Pederick units. This gave the sale of Pederick units a huge boost. They sold over 10,000 units during the war.

Because the country was suddenly flooded with the new technology of GPUs and very few people understood it, there were a lot of mistakes made. Cliff was asked by the State and Federal Governments to tour the country giving lectures and seminars as to what was the best way to operate and maintain a GPU and what was the best way to produce charcoal. There was a big difference in the quality of gas from charcoal made from different types of timber and methods of burning to achieve the best results from the units.



Car showing how the GPU is pivoted away to allow use of the car's boot



Cliff giving a lecture in the Sydney Town Hall in 1942

He travelled to all states and also lectured at Universities on GPU's and the production of charcoal.

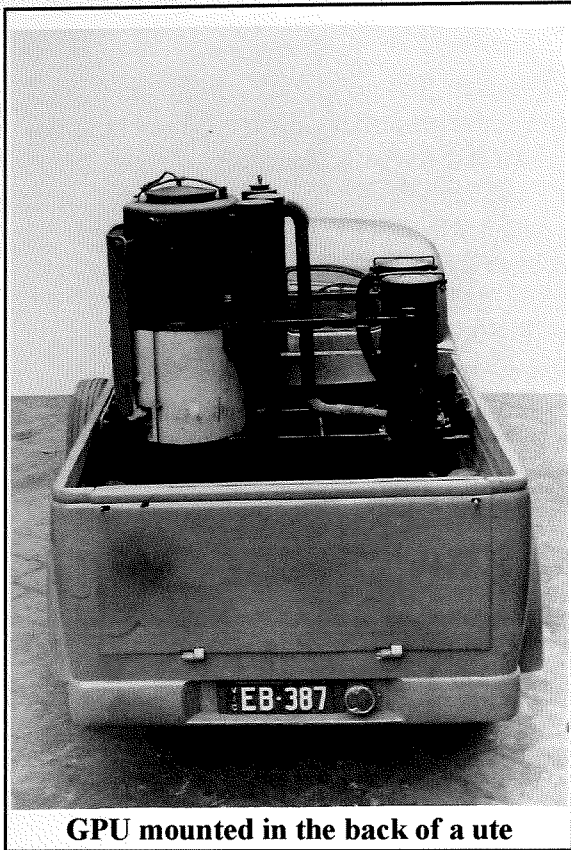
When petrol became plentiful again the demand dropped right off. Cliff continued on improving the units long after the demand had stopped. One simple thing that was developed was to have the charcoal packed in small, sealed paper bags so the driver just had to drop the charcoal and bag into the hopper and stay clean.

Just as a matter of interest: When the second world war finished, Sweden realised that because they had no natural resources of oil or gas they would be very vulnerable if another war should break out. They started an extensive program of research and experimenting to develop a more efficient Gas Producer Unit as they had abundant areas of forest to supply timber for charcoal.

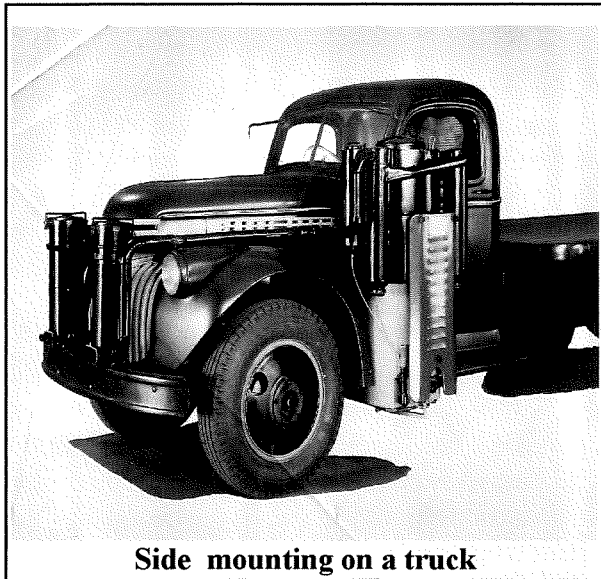
They succeeded in developing very efficient units ranging from small units to drive things like small power generators up through medium units for cars and trucks to big industrial units for power generation.

They made up a small stock of each unit and have the plans ready if ever they need them. Some developing countries such as the islands north of Australia and parts of Africa are using gas producers today to generate electricity.

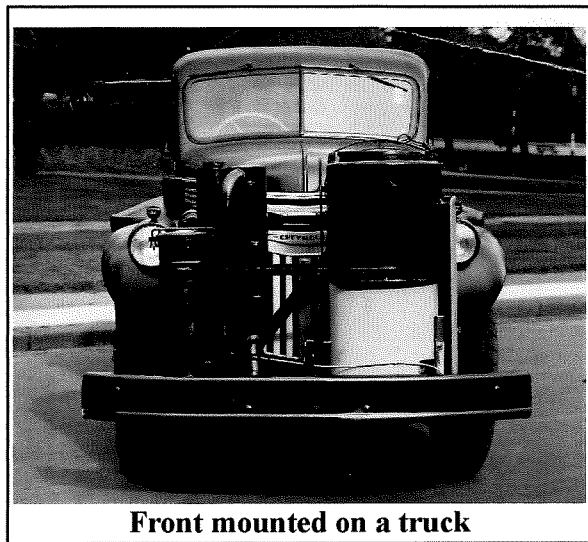
Gas producer had to be mounted on the outsides of vehicles because of the heat and danger from a gas leak. Most cars put them on the back but on vehicles like vans and trucks they were put on the sides, the front and even in the back of utes and trucks.



GPU mounted in the back of a ute



Side mounting on a truck

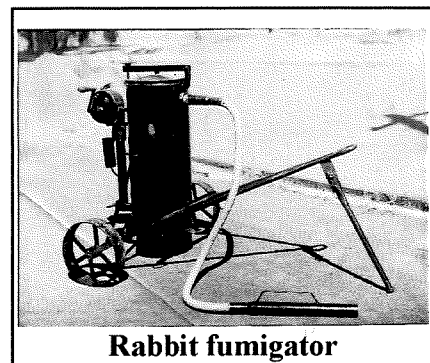


Front mounted on a truck



Rear mounted on a car. Typical for sedans

After the demand for GPUs subsided,



Rabbit fumigator

Cliff used his knowledge of charcoal burning to good use. There was a major plague of rabbits in WA so he started building rabbit fumigators. These had a hopper for charcoal, a hand operated blower and a long hose. The idea was that you lit the charcoal and then blew the toxic gas down the rabbit warrens to kill all the rabbits. Carbon monoxide is a deadly gas but death is quite painless. They just quietly go to sleep. Cliff also designed a charcoal fired continuous hot water system. These were very popular and they installed big units in hospitals and hotels and smaller units in domestic homes.

0000000000



13.1.10. PROPOSAL TO LEASE LOT 666 BROCKMAN ROAD WAGIN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Lot 666 Brockman Road, WAGIN
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	15 October 2020
PREVIOUS REPORT(S):	31 July 2020
DISCLOSURE OF INTEREST:	Cr S M Chilcott – Financial Interest
FILE REFERENCE:	LS.AG.1
ATTACHMENTS:	<ul style="list-style-type: none">Tender Received from <i>Cybervale Pty Ltd</i>

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council accepts the tender submitted by Cybervale Pty Ltd for the lease of Lot 666 Brockman Road Wagin for a ten (10) year period.

Carried 0/0

BRIEF SUMMARY

Tenders were called for the lease for a 10-year period, of Lot 666 Brockman Road, Wagin. Cybervale Pty Ltd has submitted a tender.

BACKGROUND/COMMENT

In 1997, Great Southern Broadcasters held a lease over the property which is owned freehold by the Shire. Cybervale Pty Ltd succeeded Great Southern Broadcasters and has continued to use the infrastructure.

Cybervale Pty Ltd has submitted a tender of \$200 per calendar month (\$2400 per annum) and has generously offered to continue to provide the Shire the opportunity to broadcast regular updates to the community without incurring the usual cost of \$800 per update.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.58 – Disposition of Property

- (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.



POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire will derive revenue of \$2400 per annum from this lease agreement and will benefit from the *in-kind* value of being able to broadcast updates on Shire new/activities at no cost.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



SHIRE OF WAGIN

13 OCT 2020

RECEIVED

W.T. Atkinson
Acting Chief Executive Officer
Shire of Wagin
PO Box 200
WAGIN WA 6315

TENDER 03 20-21 LEASE OF LOT 666 BROCKMAN ROAD WAGIN

13 October 2020

Good Morning / Afternoon Mr Atkinson,

It is our intention with this letter of applying for the Tender to lease Lot 666 Brockman Road, Wagin for a period of 10 years.

We understand the lot comprises of 2.478 ha of land zoned as "Rural".

The purpose of the lease is to carry on the business that has operated on this land for the past twenty three years, that being as the transmitter site of the radio broadcast services run as Radio Great Southern 1422am and Easy Listening 1611am.

The radio business, Cybervale Pty Ltd that operates these crucial community services is the only radio station business of its kind in the Southern Hemisphere and is unprecedented anywhere.

The transmitter site located at Lot 666 Brockman Road is a crucial part of the infrastructure required to run the business and provide this valuable community service.

We will abide by any true valuation of the lease of the property, but would like to make an initial offer of \$200 per calendar month payable monthly in advance as a minimum, should the valuation dictate that a lower fee would be payable we will still honour the \$200 per month, but if the valuation dictates a higher fee we will commensurate the true valuation for the lease of said property.

In addition to the above financial offer for the lease we guarantee that we will continue to provide the ongoing service to the Shire of the weekly or fortnightly (dependent on shire staff availability) updates to the community. Each of these broadcasts to the community of Wagin run for a duration of up to half an hour would normally attract a cost of \$800 per update. We will continue to provide this service to the Shire of Wagin, free of any charges, as part of our service to the community of Wagin.

Should we be successful in this bid for tender we would adhere to all safety regulations required by the Shire including fire management and any other requirement.

I appreciate your time and thank you for this opportunity and look forward to your further contact.

Yours truly,

Sherryl Chilcott
General Manager
Cybervale Pty Ltd
Trading as Radio Great Southern 1422am & Easy Listening 1611am

15/10/20
8:48 AM
Gwards 15.10.20
8:08am

Cybervale Pty Ltd



13.1.11. PROPOSED TENDER FOR LEASE OF PORTION OF LOT 76 BALLAGIN STREET WAGIN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Lot 76 Ballagin Street, WAGIN
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	15 October 2020
PREVIOUS REPORT(S):	06 August 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LS.AG.1
ATTACHMENTS:	<ul style="list-style-type: none">Tender Received from <i>Wagin Youth Centre</i>

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That the tender received from the Wagin Youth Group Inc 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 (10) years, be accepted.
2. That a lease agreement be drawn up governing the conditions of the lease including the provision for the Lessee to sublease portions of the site with the approval of Council.

Carried 0/0

BRIEF SUMMARY

The subject land is an area situated on Lot 76 Ballagin Street, Wagin known as the old drive-in theatre kiosk and ablution block.

Tenders were called for the lease of the site for a ten-year period.

BACKGROUND/COMMENT

The Wagin Youth Group Inc (the former Lessee) has submitted a tender for the site with the consideration being one peppercorn per annum.

The Wagin Youth Group Inc has previously sub let a portion of the site to a third party and derived some revenue from this source to help fund its activities. It wishes to continue to be able to do this. If Council is agreeable to this, the clause in the lease agreement allowing the Wagin Youth Group Inc to sublease a portion of the site would need to be contingent on Council approving of the sublease to the tenant/s in question.

CONSULTATION/COMMUNICATION

Nil



STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.58 – Disposition of Property

- (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.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Wagin Youth Centre

SHIRE OF WAGIN

29 SEP 2020

RECEIVED

Tender 04 20-21

The Wagin Youth Centre would like to submit a tender for the continued use of the former Drive in Theatre kiosk and ablutions – along with the onsite shed which was constructed by the youth centre.


The intention of the Wagin Youth Centre is to continue to use the area as a committee run youth centre, manned by volunteers, and open every Saturday for the local children to attend for no cost.

The Wagin Youth Centre has run from this facility for just over 10 years and – while we are currently closed due to COVID-19 advice from the local Sargent, we have every intention of re-opening as soon as social distancing measures are no longer a requirement. The main users of the Youth Centre are the children from low socio-economic families who have little other options on activities during the weekends.

The Wagin Youth Centre has previously had a peppercorn rate of hire for the venue and we ask that we can continue in this manner, as our only money making options are from the sale of refreshments to the children at the centre and out of the kiosk at the Rec Centre during Trots events.

We would be happy to answer any further questions regarding the venue.

Please contact the Youth Centre president – Jeremy Diver: 0447 523 211


Edwards 15/10/20 8:07 pm
15/10/20 8:07am.



13.1.12. PROPOSED TENDER FOR LEASE OF WAGIN LOT 260 AND PORTION OF WAGIN LOTS 259 & 1777

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	20 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	<ul style="list-style-type: none">• Letter – Wagin Bowling Club Inc• Plan of proposed lease area

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That tenders be called for the lease of Wagin Lots 260 and portion of Wagin Lots 259 & 1777 (Known as the Wagin Bowling Club Inc) for a period of ten years.

Carried 0/0

BRIEF SUMMARY

The subject land is an area situated on Wagin Lots 260, 258 and portion of Wagin Lots 259, 177 & 257. The land is currently held under lease by the Wagin Bowling Club Inc until the 11th December 2020. The Bowling Club wishes to enter a further lease with some amendments to the area specified within the current lease. (Deletion of Lots 257 & 258 and portion of Lot 1777). The area required for a new lease is depicted on the attached plan).

This proposed tender is to conform with the disposal of property provisions, which includes leases (Section 3.58) contained within the Local Government Act 1995.

BACKGROUND/COMMENT

- The purpose of the recommendation is to bring the leasing of the subject land by the Shire into compliance with the provisions of the Local Government Act 1995;
- A lease agreement was drawn up in 2010 (for a ten-year period) between the Wagin
- Section 3.58 of the Local Government Act 1995 provides that land (including leases) may only be disposed of by auction, tender or to a specific party (subject to obtaining valuations/advertising the proposal/inviting submissions etc). The most cost-effective option would be to invite tenders for the premises, notwithstanding the probability that Council would be receptive to a tender submitted by the Wagin Bowling Club Inc.

CONSULTATION/COMMUNICATION

- Deputy Chief Executive Officer

STATUTORY/LEGAL IMPLICATIONS

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.

In practical terms the options for disposing (leasing) this land are to:

- a) Call tenders. (section 3.58 (2) - Advantages would include the fact that a valuation (and costs associated with same) would not be required as it would if land was disposed of in accordance with section 3.58(3). Disadvantages would include the fact that more than one tender may be received which would require Council to choose which tender to accept.
- b) Dispose of property directly to proponent – Advantages would include the fact that it would eliminate competitiveness for the property providing more surety for the proponent. Disadvantages would include additional costs incurred in obtaining a valuation for the property.



POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

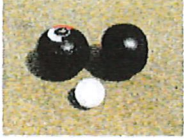
- Option A - Tender advertising (approx. \$560) and lease agreement (approx. \$ 600.00 – although could be done in – house at less cost).
- Option B - Valuation – (approx. \$1500) Advertising (approx. \$560) and lease agreement (approx. \$ 600.00 – although could be done in – house at less cost).

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



WAGIN BOWLING CLUB INC.

PO Box 194 Wagin WA 6315 | Phone 9861 1475 | ABN 63 986 149 453

The CEO
Shire of Wagin
PO Box 200
WAGIN WA 6315

Dear Bill

RE: LEASE OF THE WAGIN BOWLING CLUB

It has been brought to the attention of Wagin Bowling Club's Committee that the current ten (10) year lease with the Shire for the Bowling Club land is up for renewal.

At a Wagin Bowling Club Committee meeting held on the 7th October it was resolved to renew the current lease with the Shire of Wagin for a further ten (10) year period, with the following changes to the lots that make up the leased area.

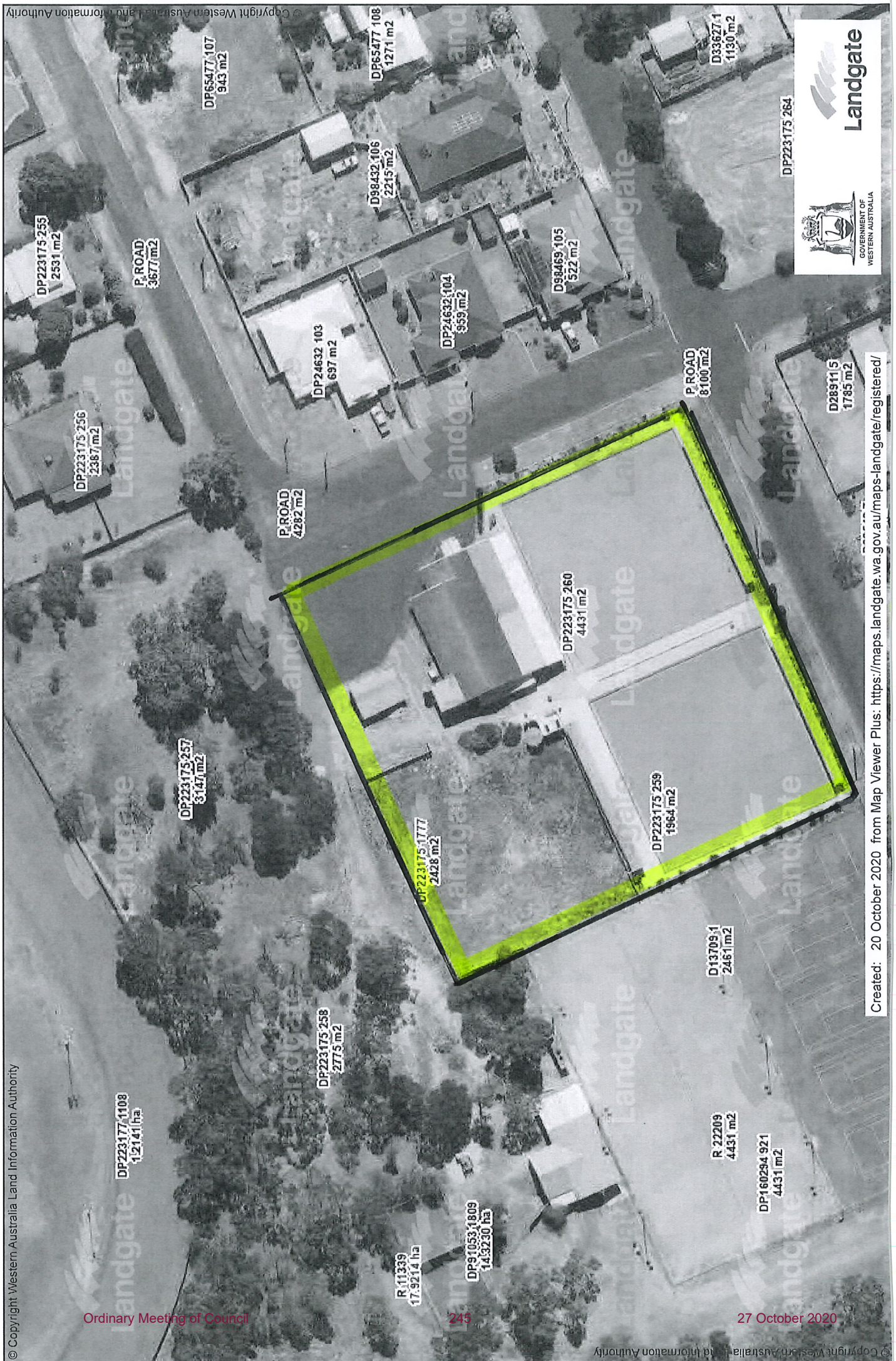
The leased area is currently part lot 259, lot 260, lot 1777, lot 257 and 258. The Bowling Club does not utilise lots 257 and 258 would like them to be removed from the new lease. Also, it should be part lot 1777 not the whole lot.

Should you have any queries regarding the above please do not hesitate to contact me on 0427 042 030

Yours faithfully

Bronwyn Hegarty
Secretary

16th October 2020



Created: 20 October 2020 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/>



13.1.13. SHIRE REPRESENTATIVE ON COMMUNITY RESOURCE CENTRE MANAGEMENT COMMITTEE

PROPONENT:	Mrs Jessica Hammersley – Secretary Wagin CRC Management Committee
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	19 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.6
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Cr be nominated as the Shire's representative on the Wagin Community Resource Centre Management Committee.

Carried 0/0

BRIEF SUMMARY

The Wagin CRC Management Committee held its Annual General Meeting on the 22nd September 2020, however, did not receive a nomination of a Shire representative at that time.

BACKGROUND/COMMENT

The CRC is keen to have a Shire representative on the committee especially as changes are afoot with respect to the tender processes with the Department of Primary Industry and Regional Development which may impact on the funding regime for Community Resource Centres.

CONSULTATION/COMMUNICATION

- Cr Phillip Blight

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Community Resource Centre fulfills an important role within the community and there is strong support for its continuance.

VOTING REQUIREMENTS

Simple Majority



13.1.14. WAGIN GOLF CLUB – PROPOSAL TO ERECT FENCE

PROPONENT:	Mr Greg Brockway - Wagin Golf Club Inc
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	22 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	<ul style="list-style-type: none">• Plan of Proposed Fence

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That approval be granted to the Wagin Golf Club Inc to erect a fence along the northern boundary of the Golf Course and for the Shire to provide assistance by way of clearing the fenceline.

Carried 0/0

BRIEF SUMMARY

The Wagin Golf Club Inc wishes to prevent access to the golf course by trail bike riders who access the course and cause damage. It is proposed to erect a fence along the northern boundary of the golf course along Richards Street, between Rifle Street and Sinclair Street.

BACKGROUND/COMMENT

Trail bike riders have been accessing the golf course along its unfenced northern boundary and causing damage to greens.

The Shire holds a Management Order over the golf course (Reserve 30444)

The Wagin Golf Club Inc is seeking the Shires approval to erect a fence along the northern boundary of the golf course and is asking Council to consider meeting the cost of clearing the fenceline, which would comprise a day's work with a loader and truck.

The clearing of native vegetation to accommodate the fence is a permitted exemption under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (within the given parameters of the exemption).

CONSULTATION/COMMUNICATION

- Mr Greg Brockway – Wagin Golf Club Inc
- Manager of Works

STATUTORY/Legal IMPLICATIONS

Environmental Protection Act 1986

Environmental Protection (Clearing of Native Vegetation) Regulations 2004

Regulation 5, Item 11 Clearing along a fence line – Crown land Clearing must be done by or with the prior authority of: The owner of the land on which the clearing is to take place. Clearing of Crown land along a fence line to provide access to construct or maintain a fence – (a) between alienated land and Crown land - if the clearing is no more than 1.5 metres from the fence line; or (b) between Crown land and Crown land - if the clearing is no more than 5 metres from the fence line on one side and no more than 1.5 metres from the fence line on the other side. This exemption allows the government agency which has the care, control or management of the land, or a lessee under a lease lawfully granted by the Crown (such as a pastoral lease), to clear to provide access for fence maintenance or construction: (a) between alienated land and Crown land, a strip of native vegetation up to 1.5 metres wide on the Crown land along the fence line (this Item does not deal with clearing for a fence line on alienated land – see Item 10); or (b) between Crown land and Crown land a strip of native vegetation up to 5 metres on one side and 1.5 metres on the other side. “Fence” means a structure that is permanently fixed to the ground for controlling movement of persons and/or animals. This exemption does not apply in an environmentally sensitive area.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost of clearing the fenceline could be accommodated within the Shires current budget allocation for rural tree pruning.

STRATEGIC IMPLICATIONS

Nil














VOTING REQUIREMENTS

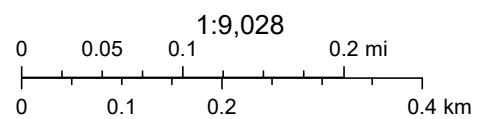
Simple Majority.

Locate WA



10/22/2020, 9:49:48 AM

- | | | |
|--|---|---|
|  LGA |  Track, Unsealed |  Proposed Fence Location |
| Others |  Other |  Main Roads |
|  Laneway, Sealed | Minor Roads |  Main, Sealed |
|  Laneway, Unsealed |  Minor, Sealed |  Main, Unsealed |
|  Mall, Sealed |  Minor, Unsealed | Freeways & Highways |
| Ordinary Meeting of Council | |  Freeway, Sealed |



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, LANDGATE/SLIP, SLIP/Landgate, Landgate / SLIP



13.2 DEPUTY CHIEF EXECUTIVE OFFICER

13.2.1 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – SEPTEMBER 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:	20 October 2020
PREVIOUS REPORT(S):	15 September 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 September 2020.

Carried 0/0

BRIEF SUMMARY

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

Next year, staff will look at assembling a Steering Committee to progress this development.

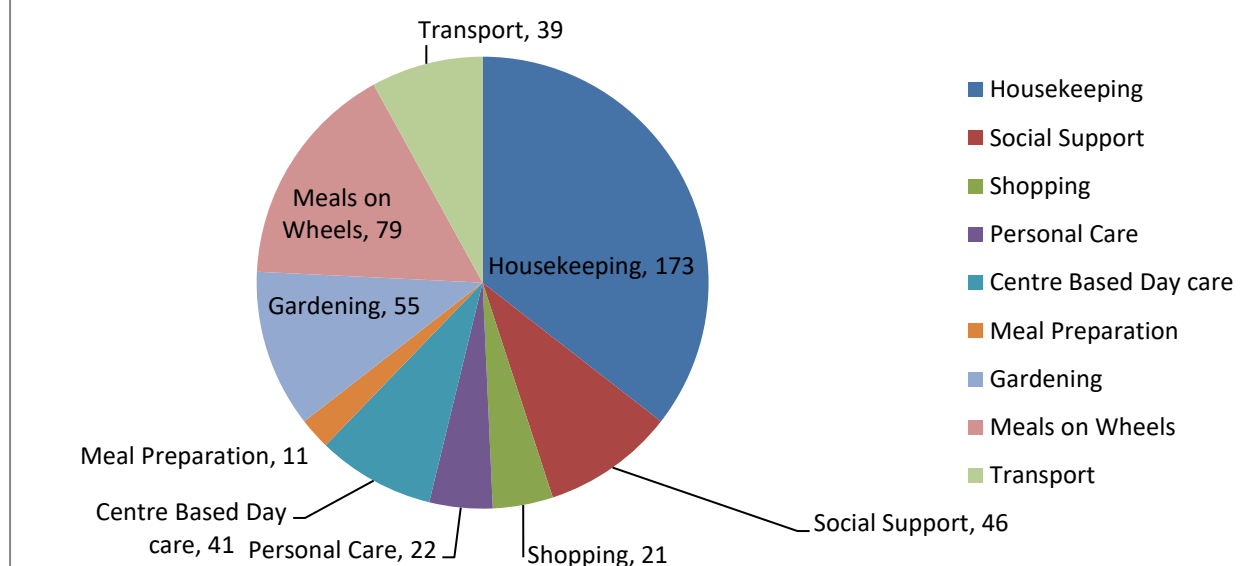
CORPORATE SERVICES

Covid-19 Update

There have been some minor changes with the current State Government restrictions that will come into effect on the 24th October. These changes relate to the easing of the 2 square metre rule for theatres, concert halls etc. However, these venues can only operate with a 60% maximum capacity. This will apply to the operation of the Betty Terry Community Theatre in Wagin.

Local Roads and Community Infrastructure Program (LRCIP)

Wagin Homecare Report September 2020



Wagin Homecare Complete Service Provision September 2020

Types of services provided	Monthly Contracted	Hours Provided	Variance	Contracted	Year to date
Domestic Assistance	243	219	-24	2913	647
Social Support	54	45	-9	651	162
Personal Care	16	9	-7	190	40
Centre Based Day Care	120	138	18	1442	330
Respite Care	1.5	0	-1.5	18	0
Home Maintenance	112	62	-50	1344	183
Transport	63	38	-25	762	100
Meals on Wheels	334	79	-255	4011	236
Other food services	25	11	-14	299	35

TOWNSCAPE

A Townscape Enhancement Committee meeting was held on Thursday 15th October, please refer to the Committee minutes contained in this agenda.

A full update of the Town Square project, Wetlands Park Playground development, Electronic Advertising Sign and various town plantings and improvements are contained in these minutes.

As per Council direction advertising for quotations for the Electronic Advertising Sign Policy took place earlier in the month with a closing date of the 20th October. Five quotations were received, please refer to agenda item for deliberation.



TOURISM

The Wise Wines Wagin Gin proposal is progressing, they will be coming to Wagin on Oct 30th to film the Wagin advert, Greg (chief distiller) and Kate (film producer) will be here for the whole day.

To date we have spoken with six people regarding participation in the ad, those people are:

- Harley Pederick to talk about Wagin history
- Lyn Smith to talk about volunteering
- Brenden Hall to talk about sport
- Londa Finlayson to talk about raising a family in Wagin
- Makisha Edgill to discuss Aboriginal culture
- Phil Blight – Council point of view– this one could be filmed at the farm to add variety

They all would each have about 30 seconds each – giving us up to 3 minutes, then Greg would distil some Wagin Gin. The suggestion then is that there is a group of people standing in front of the Wagin sign, with Bart behind us – saying ‘cheers’ at the end.

Sep/Oct 2020 Shire Facebook Report

19/10/2020

The Shire Facebook page has posted 24 times since the last report in July with the biggest audience award being the Main Roads information regarding future works locations.

- RuOK day flyer – 10th Sept – 226 people
- Main Roads Notice – 10th Sept – 4,211 people
- Breast screen Van – 11th Sept – 1,074 people
- Critical Incident Training Notice – 14th Sept – 689 people
- Pioneer Challenge Link – 16th Sept – 233 people
- Tourism Video – 16th Sept – 646 people
- Dog Trials Flyer – 17th Sept – 411 people
- Wildflower Drive link – 21st Sept – 415 people
- Homecare – Wagin’s Christmas Lunch – 23rd Sept – 875 people
- Pool Opening Notice – 23rd Sept – 1,275 people
- Indigenous Sports Flyer – 25th Sept – 322 people
- Kids Hobby Club flyer – 29th Sept – 420 people
- Choose Your Own Adventure in the wheatbelt – 4WD flyer – 29th Sept – 1,266 people
- January swimming lessons link – 29th Sept – 485 people
- Congratulations to Brian – Footy Award – 30th Sept – 553 people
- Parenting workshop flyer – 2nd Oct – 392 people
- Hay bale show day flyer – 2nd Oct – 658 people
- Albert Facey Open day – Wickepin – 4th Oct – 1,621 people
- Can’s for Cash guide – 5th Oct – 1,704 people
- Citizenship award link – 6th Oct – 910 people
- Kidsport information link – 14th Oct – 275 people
- Wetlands Park closed notice – 15th Oct – 731 people
- Bird count opening link – 16th Oct – 286 people
- Bird count starts today link – 19th Oct – 308 people

Our total page “likes” is at 1258 – up by 20 from last month.



To compare our likes to other shire pages:

- Wickepin 805
- Williams 476
- Kondinin 445
- Lake Grace 614
- Kojonup 1082

Wagin Woolorama Page took another step forward to 2814 likes.

RECREATION AND CULTURE

Library Report September / October 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 Update:

- No Updates

Library Events:

- Library Book Club was held at Cresswells on Saturday 10th October 2pm to 4pm.

Library Regular Activities:

- WLG Book Club was held at Cresswells on Saturday 10th October 2pm to 4pm. Our next Book Club will be held on November 14th 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:

- 3 new borrowers at the library during this reporting period;
- 215 patron visits for September October reporting period;
- 12 successful inter-library loan requests for items from Wagin Library & Gallery patrons;
- 19 inter-library loan requests from other public libraries throughout WA for our items; 0 not supplied.
- 6 requests for information searches undertaken for Wagin library patrons by library staff;
- 0 public access computer user/s; 0 Wi Fi users. Patrons and visitors are now being notified that public access computer able to be used when needed.
- 32 community members enjoyed free tea or coffee in the library;
- 6 community members and library patrons spent time reading and relaxing in the library.
- 31 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

Community Gym

A new electronic key fob system has been installed at the Wagin Community Gym to replace the existing key system.

Staff have written to all current gym members asking them to come into the Shire and swap their old key for a new key fob (Badge). The new key fob means you only need to tap the fob against the sensor on the wall and push the door open. Also, when leaving you do not need to lock the door behind you as it will automatically shut and lock behind you.

This new system not only provides the Shire with greater security for the facility, but it also increases our efficiencies with management of the gym membership base.



Wagin Swimming Pool Report

The Swimming Pool Manger is now preparing the pool for the new season commencing on the 31st October. This has included getting Wet Deck pool contractors down to service the main pool plant and equipment. Budgeted upgrades to the pool including the new basketball backboard, irrigation tank and installation of the shade cloth to the north and south perimeter fences have been completed. Staff have also ordered the new pool blanket for the Learn to Swim pool.



Recreation Centre Report

September / October 2020

September has seen the conclusion of winter sporting activities and the start of summer sports. Netball finished games and training at the Rec with seniors completing a 4 team round robin competition comprising of 3 Wagin sides and one Dumbleyung side. This competition had great support. Tennis with Meegan ramped up with more days at the centre and will continue though out the term. Yoga with Tara twice a week also generating pleasing numbers.



Junior hockey concluded in this month with a very successful year. Fitness with Brooke had a two week break but are now back into it twice a week. Some sessions will be held on the Eric Farrow lawned area during hotter evenings. Stay on your feet attracting really good numbers every Monday morning. Under 19 basketball training has commenced every Monday with the team competing in the Narrogin basketball competition. Junior cricket training for the young up and comers has also started every Thursday with around 25 or so children participating. Trots will also begin soon.

The new LED lights installed are a fantastic addition but are probably not covering quite as much area as was expected. Maybe needing a few more lights in the middle section of the courts as there is a notable dark shadow the length of the auditorium mid court.

Hygiene still an enforced procedure to all patrons using the rec.

Summary

- Netball season finished
- Cardio tennis and skills training in full swing
- Yoga with Tara twice a week in E.F
- Yoga with Lena once or twice a week in E.F
- Junior hockey finished
- Fitness twice a week with some sessions out-doors depending on weather
- Stay on your feet every Monday
- Under 19 basketball training Mondays
- Trots to commence
- Junior cricket every Thursday



Sep-20		Stay on your Feet	Tennis Megan	Fitness Brooke	Yoga Tara	Junior Netball Training	Senior Netball Games	Mens Hockey	General
1/09/2020	Tuesday			14					
2/09/2020	Wednesday		7		7	63	36		
3/09/2020	Thursday			10				10	
4/09/2020	Friday								
5/09/2020	Saturday								
6/09/2020	Sunday								
7/09/2020	Monday	11	5						
8/09/2020	Tuesday			10					
9/09/2020	Wednesday				6	39	36		
10/09/2020	Thursday								
11/09/2020	Friday								
12/09/2020	Saturday								
13/09/2020	Sunday								12
14/09/2020	Monday	13		11					
15/09/2020	Tuesday								
16/09/2020	Wednesday		10		3	27	34		
17/09/2020	Thursday			9					
18/09/2020	Friday								
19/09/2020	Saturday								
20/09/2020	Sunday								
21/09/2020	Monday	11							
22/09/2020	Tuesday								
23/09/2020	Wednesday		6		5	25	17		
24/09/2020	Thursday								
25/09/2020	Friday								
26/09/2020	Saturday								
27/09/2020	Sunday								
28/09/2020	Monday								
29/09/2020	Tuesday								
30/09/2020	Wednesday								
	Totals	35	28	54	21	154	123	10	12
437									



OTHER

Peter Webster Farewell Function

A farewell function for former CEO Peter Webster and his wife Robyn was held on Friday 16th October at the Wagin Recreation Centre lounge area. There were approx 60 people in attendance with former elected members and staff along with current councillors and staff. Also, there were a number of guests that Peter and Robyn invited.

It was a great night and a fantastic tribute to Peter and acknowledgement of the work and achievements during his seven years as Shire CEO, we wish Peter and Robyn all the best in their retirement.

A special thanks to the P & C ladies for providing the fantastic food on the night and to our EA Emily and Homecare Co-ordinator Kim for putting the event together.

Grants

Department of Sport and Recreation – CSRFF Grant – Upgrade Cricket Pitch

Council has budgeted \$15,000 to replace the existing cricket pitch with a \$10,000 Council allocation and \$5,000 from Dept of Sport and Rec. The \$15,000 was worked on replacing the existing concrete base as the Cricket Club advised that it was no longer fit for purpose.

During the grant application process an assessment on the concrete base was carried out by local contractor Sandy Scardetta, he advised that the concrete base was in good condition and did not require replacing. As a result, the concrete only needs to be extended to cater for the new longer and wider turf.

With this change the project reduced to \$10,000, a grant application was submitted for \$3,387 which is a third of the project. We will be advised of the success of the grant within the next week or so, however if we were not successful in obtaining the grant Council has enough funds to still carry out the upgrade. This includes in-kind labour from members of the Cricket Club.

The cricket pitch in its current state is unplayable and Staff are asking Council whether they would be in favour of still upgrading the pitch if the CSRFF grant was not forthcoming.

The first cricket match scheduled in Wagin is on the 28th November.

Grants

Covid Safe Australia Day \$20,000 Grant

The Shire of Wagin has been successful in their application of the above grant to hold a Australia Day event on the 26th January 2021.

The Commonwealth Government grant, through the National Australia Day Council, will allow the Shire to organise a much larger scale Australia Day celebration in a Covid safe environment.

It is the staff's intention to involve the service clubs in the organisation of the event and also would like to see a couple of Elected Members volunteer to be involved with the event



organisation. Donna George, Council's Community Liaison Officer, will be the main organiser of the event and with the myself we will be responsible to ensure the event is run and funds expended in accordance with the grant application and agreement.

The following event ideas are being put forward:

Community Breakfast, Australia Day Awards and Ambassador Address, activities and entertainment for the kids, Market Stalls', lunch provided free by local cafes and deli's, ice cream van, coffee van, live music entertainment and free entry to the swimming pool after the event concludes.

The following event budget has been put together as a guide and is open to change in accordance with the planning decisions of the organising group.

Australia Day 2021	
	Total Costs
Set up Wetlands Park for Australia Day Event	\$1,100
Pack up and lean up after event	\$650
Admin Staff and Covid 19 Marshalls during event	\$500
Pre -Event Administration Time	\$600
Australia Day Merchandise	\$300
Australia Day Breakfast Supplies	\$1,000
Coffee Van	\$800
Cooldrinks & Water	\$550
Childrens Entertainment	\$5,000
Lunch - Local Cafes to provide Free platters of Wraps, Sandwiches, Rolls , Salads and Fruit	\$3,000
Icecream Van	\$800
Swimming Pool Entry	\$300
Music Entertainment - Australian Act	\$4,000
Purchase and Hire of Marquees	\$1,000
Other	\$400
	\$20,000



Other grants applied for 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 NOT SUCCESSFUL	14,647.00	Generator and Adaptor Plug for Wagin Evacuation Centre (Wagin Recreation Centre)
Department of Sport and Recreation STILL UNDER CONSIDERATION	3,387.57	Upgrade Cricket Pitch
Community Grants Hub STILL UNDER CONSIDERATION	10,000.00	Saluting and Servicing Program- RSL War memorial Upgrade
DFES STILL UNDER CONSIDERATION	46,941.95	BFB Water Tanks, one for each Brigaded other than Piesseville
DFES STILL UNDER CONSIDERATION	4,489.39	BFB Flexi Water Tank for Piesseville Bush Fire Brigade
RAC NOT SUCCESSFUL	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 LED ELECTRONIC DISPLAY 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:	21 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	<ul style="list-style-type: none">• Quotation Specification Document• ICatcher Quotation

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the Quotation from ICatcher Digital Signs for \$48,657 plus GST be accepted for the supply, installation and commissioning of an LED Double-Sided Electronic Display Sign.

Carried 0/0

BRIEF SUMMARY

For Council to consider quotations for the supply, delivery, erection, commissioning and technical support for a double-sided electronic display sign.

BACKGROUND/COMMENT

Council, at the September Ordinary Meeting, resolved to call for Quotations for supply and erection of a double-sided Electronic display/advertising sign.

Staff compiled the relevant quotation specification document and an advert was placed in the Saturday West Australian newspaper on the 3rd October.

We received a request for the specification document from ten suppliers and we received five actual quotations by the closing date on the 20th October. I have attached a summary of the suppliers and details of their quotations in line with the specifications.

Staff have evaluated the quotations received in accordance with the below evaluation criteria:

1. Price – 70%
2. Compliance with quotation specification - 5%
3. Experience in providing and commissioning LED advertising signs – 5%
4. Delivery and commissioning timeframe – 5%
5. Commitment, capacity and cost to provide training, maintenance support and upgrades – 15%



Staff are now recommending the Quotation received from ICatcher Digital Signs for the amount of \$48,657 plus GST be accepted. The recommended quotation is enclosed for consideration with the quotation price well below the budget allocation of \$66,272. There will be further costs to provide suitable power and data cables to the site, this will be the Shire's responsibility.

Their quote and proposal meet all the Shire's specification requirements including size, pitch/pixel, warranty, installation, training and support. Staff feel the necessary due diligence has been carried out to confidently recommend acceptance of this quotation.

ICatcher has confirmed that the sign can be ready for installation and commissioning in mid-January 2021.

CONSULTATION/COMMUNICATION

- Acting Chief Executive Officer
- Projects Officer
- Cr G K B West

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The quotation price is below the 2020/2021 budgeted allocation of \$66,272

STRATEGIC IMPLICATIONS

- 1.3 Increase tourism and promotion of town and heritage.
- 3.7 Support community activities with resources and facilities as required

VOTING REQUIREMENTS

Simple Majority

Shire of Wagin Electronic Display Sign

Supplier	Size	Pixel / Pitch & Double Sided	Framing / Header Board	Warranty	Servicing	Technical Support	Training Provided	Experience & Similar Installations	Ongoing Costs and Licensing	COST EX GST
Jason Signs - Perth	1200mm x 1200mm	Budget Proposal submitted - No formal quotation / Proposal Recieved						Yes		\$ 26,174.00
I Catcher - Perth	2,560mm x 1920mm x 280mm	P6 Double Sided	Yes & Illuminated Light Box Header Board	2 Years	1 Service call per year for first 2 years	Yes - No Cost	Yes	Yes	Nil	\$ 48,657.00
A.D. Engineering - Perth	2,240mm x 1280mm	P10 Double Sided	Yes & Metal Header Board	2 Years	Yes - \$1500 per service	Yes - Subscription after first Year - \$480 pa	Yes	Yes	\$480 pa	\$ 49,590.00
Signs and Lines - Perth	1,920mm x 1,920mm x 150mm	P6.6 Double Sided	Yes & Metal Header Board	5 Years	Yes - \$120 per hour	Yes - No Cost	Yes \$455 Remotely	Yes	\$305.60 pa	\$ 76,971.36
Techfront - Gladesville NSW	2,560mm x 1920mm	P6.67 Double Sided	Yes	3 Years	Yes - \$5,000 per year	Yes - No Cost	Yes	Yes	\$1,080 pa	\$ 70,024.00

16/10/20
Attention W.T. Atkinson
CEO
Shire of Wagin
PO box 200
WAGIN WA 6315

We are pleased to submit the following quotation being for;
"LED Electronic Display Sign"

Location

Shire Town Square
Tudloe street,
Wagin WA

Sign Specification

Size: 1920mm High x 2560mm Width x 280mm Depth (double sided)

Pixel Pitch: P6

Waterproof front IP68, rear IP65

Architectural Sign Frame/Posts: 6000x2560 to S

100 x 100 x 4 SHS column Galvanised with flat sheet for infill under sign.

Painted finishes colour mat grey/black/white? Colour TBA by client

Cage bolted footings

Engineered/certified

Crane hire

Scaffold hire

a) Cut out header board with Wagin Shire Lettering & Logo double sided.

or

b) Illuminated Lightbox double sided

450mm H x 2560mm W x 280mm D

Engineered & certified

A

B



A) Price: \$46,457.00 +GST

B) Price: \$48,657.00 +GST

IMPORTANT: price excludes if not listed above; gst, council approval, engineer drawings, environmental approval, demolition, traffic management, crane/scaffold hire, electrical connection to mains power, power upgrade etc.

Lead time: 5 -7 weeks (please note that there may be delays out of our control due to covid)

Warranty

iCatcher Digital Signs (“we, us”) warrant the products sold by us to be free from defects in material and workmanship for the following periods.

5 YEARS: LED Modules

3 YEARS: service warranty for all other iCatcher LED signage.

10 YEARS: Full parts & service warranty for all iCatcher signage posts, frames and monument structures.

During the warranty period, we will repair or replace, at our option, any product or component covered by this warranty, which falls under normal use as a result of a defect in material or workmanship.

This includes all parts, labour and freight which may be required to return product to full functionality.

This warranty does not cover damages which occur as a result of extreme weather events (i.e. flood, fire, lightning, corrosion etc.) misuse or abuse. Any modification to the original product also voids the warranty.

Training and Support

Training is conducted on in your office/s on or before installation.
IT Support is **free** and **unlimited**.

Cloud-based Control Software allows you to edit your sign from anywhere at anytime.

Your team will be able to access your sign immediately after installation and will receive hard/digital copy of operating instructions.

Software running programs will be loaded onto your computer/s and backed up on pen drive.

Cloud software will auto upgrade.

iCatcher technicians will conduct 2 x 12 monthly service calls.

Durability

Only marine grade paints and coatings are used on our signs.
Post and pylon signs are constructed from marine grade aluminium and or galvanised steel with stainless steel hardware.

All structures are engineer certified to the relevant Australian Standards
Fabrication to AS4100
Welding to AS/ANZ1554.1

Installation Procedure

On acceptance of this quotation we will conduct a site inspection. A designated person from your organisation will need to meet our installer/s on site so to confirm the exact placement of the sign foundations.

One week prior to installation we will install cage footings as per engineer specifications.

Your LED sign will be configured and thoroughly tested before it leaves our workshop.

4G access is via your own secure cloud account.

Electrical Specification

To prevent in-rush and leakage issues electrical connections to Full Colour Signs require the following;

Install a IP 66 load centre at the sign.

Run a sub-main circuit from the switchboard 45% larger than the sign current draw to allow for start-up inrush.

NO RCD to be installed on this sub-main, and not required being a commercial installation.

Install and Individual 20A RCBO per section of sign as LED's cause leakage so can't have too many sign panels on 1 breaker.

This will eliminate the in-rush and leakage problems, 240v power will be supplied to site by client as per above electrical specifications.

Installation details

Remove existing sign: NO

Remove and dispose of footings: NO

Access for equipment: good

Footing

Trees:NO

Tree removal: NO

Underground utilities: Dose not include redirection of underground services and utilities

Custom footings: YES

Underground rock:NO

Power & Data

Data connection : 4G

Connection to Mains: NO

Making Good

Replace pavers or bitumen and make good: NO

Replace Concrete: NO

Landscaping: YES, backfill and level only

Clean up and dispose of packaging: YES

Our most recent installs

- St James Anglican Church, Alkimos



- IGA Spearwood



- Seventh day adventist Church, Clarkson
- Windsor Hotel, Como
- Bay Hotel Melbourne

We understand that these purchase decisions are not taken lightly, so I would like to assure the Shire of Wagin that all our products are of AAA quality, durable, reliable and are accompanied with our guaranteed level of service to match.

Thank you for allowing us to participate in your tender procedure. We look forward to hearing from you.

Please call me anytime to discuss.

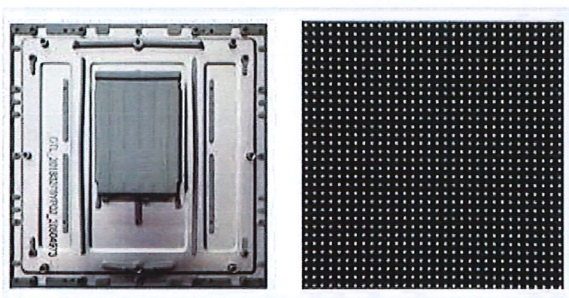
Regards,

A Papandroulakis

Aaron (aristos) Papandroulakis
CEO
Aristos Group

P6 OUTDOOR---Aluminum LED Module Display-HGES Series

Module Parameters---HGES-P6



Pixel Pitch	6 mm
Resolution	32 x 32
Pixel Quantity	1024
Dimension	192 mm x 192 mm X 13 MM
Pixel Configuration	SMD1818
Driving IC	Standard
Driving Mode	1/8Scan
Pixel density	27777dots/sqm
Module weight	About 430G
Waterproof(Module design)	Outdoor(Front IP68/Back IP65)

LED Display cabinet Parameters



Pixel Pitch	6 mm
Brightness	>7000NITS
Refresh rate	>2880HZ
Cabinet Material	Steel Cabinet
Cabinet weight	Depends on the size of the cabinet
Max Power Consumption	750W/sqm
Input Voltage	AC220/AC110V
Flatness	≤0.5MM
Power supply design	With its own protection cover
Receiving card design	With its own protection cover
Working Environment	-45°C-60°C,90% RH
Application	Outdoor(Front IP68/Back IP65)
Warranty	5 years for led module,3 years for other parts under normal use,you need to send us back the damaged parts for repair,otherwise,we will charge the cost

* FURTHER CONFIRMED INFORMATION - 21/10/2020 1:55pm
Aaron Papadimitrakis

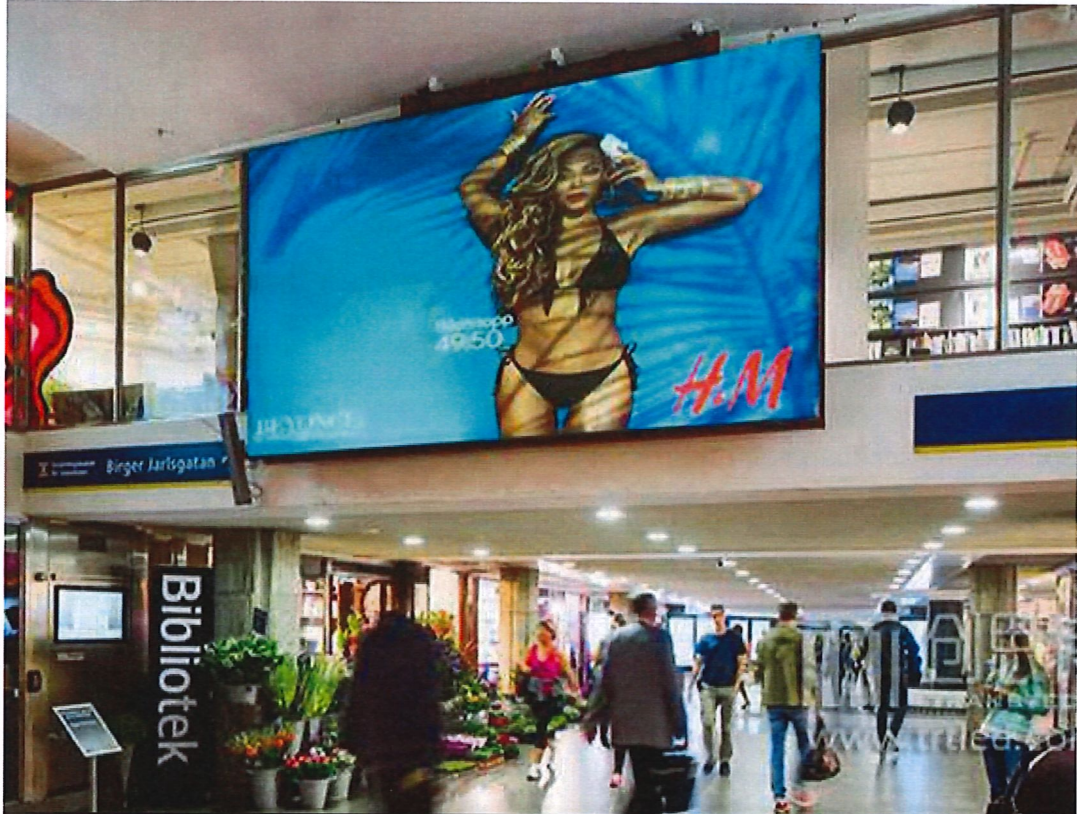
Is Capable of displaying motion video.

Has manual & automatic brightness & dimming control.

The sign can be ready for installation in Mid to late January.



- easy to use software wifi capability
- 12 months warranty
- double sided



Popular with retailers, stadiums and other public venues, full colour iCATCHER digital signs are what really make you stand out from the crowd, enhancing your brand personality and establishing your products and services ahead of competitors.

Full colour signs display sequences of high quality stills images, or video sequences to highlight products and services. As leaders in LED messaging, iCATCHER will design, install and program your full colour signs, creating a fully customisable iCATCHING package that you control from your mobile or laptop. These displays are available as either outdoor digital signage or indoor LED displays.

It's so much easier than you think. Captivate your audience, increase browse time and boost your business with iCATCHER full colour digital signage in Perth.

We also offer LED sign hire in Perth and fantastic finance options for programmable LED signs, so get in touch with the digital display experts, iCATCHER.

Important Details:

What is Pixel pitch commonly referred to as P10 or P5, P4, P6 etc.

Pixel pitch describes the density of the pixels (LED clusters) on an LED display and correlates with resolution. Sometimes referred to as pitch or dot pitch, the pixel pitch is the distance in millimeters from the center of a pixel to the center of the adjacent pixel.

The lower the pixel pitch, the closer a viewer can stand to your display and still have a great resolution. A NanoLumens 114 display with a 4mm pixel pitch (P4) uses 247,760 pixels, where as a 6mm (P6) LED display of the same size uses 96,000. The more LED clusters in your display, the higher your expense.

- auto programable
- durable
- video capability

EDUCATIONAL INSTITUTIONS, SPORTING CLUBS, CONTRACTORS AND EVENT ORGANISERS.

Whether it's for advertising, promotions, safety, security or public information, iCATCHER has the right digital sign to help you stand out from the crowd.

iCATCHER digital signs transform the way you interact with your customers and community. With the ability to generate messages in real-time from your laptop or mobile, it becomes possible to instantly tailor your iCATCHING communication to the exact needs of your audience and your business.

iCATCHER designs, builds and installs the widest possible range of state-of-the-art digital signs in Perth, with outdoor digital signage and indoor LED signs options of any size, double-sided or streamlined, full colour, mobile or static, AC, battery and solar powered units.

We are also pleased to offer custom designed LED sign boards and options for LED sign hire in Perth plus generous finance options for all of our signs. Have a look at our digital signage solutions gallery to see our great range in action.

iCATCHER brings innovative and responsive technology-based messaging solutions within the reach of everyone who wants to stay ahead of the competition. Why not get in touch to discuss

Full Colour & Video

STAND OUT FROM THE CROWD WITH
iCATCHER VIDEO & COLOUR DIGITAL

FULL COLOUR AND VIDEO DIGITAL SIGNS FOR
POWERFUL, VISUALLY ENGAGING EXPERIENCES

iCATCHER – A TOTAL COMMITMENT TO CUSTOMER SERVICE

iCATCHER IS A CUSTOMER-FOCUSSED ORGANISATION PROVIDING PREMIUM QUALITY LOW COST SIGNS WITH EFFECTIVE AFTER-SALES SERVICE AND MAINTENANCE.

As the leading local designer, manufacturer and installer of digital signage in Perth including LED scrolling displays, LED display boards and more, iCATCHER provides both customised and ready to use signs for all sectors, ensuring that clients get the most cost-effective solutions for their communication and promotional needs.

Customers enjoy working with a reliable and responsive partner, a trusted supplier who is always there with professional advice, training and support. As a full solution provider, iCATCHER works closely with end-users to establish their communication needs, bringing the organisation's vast experience and expertise to delivering powerful, visually engaging and iCATCHING experiences.

iCATCHER is part of the Aristos group of companies, which includes the well-known Aristos Waterfront Bunbury restaurant and Aristos Seafood Trading.

Products

iCATCHER DIGITAL SIGNS FOR DYNAMIC DIGITAL SIGNS PERTH

iCATCHER DIGITAL SIGNS ARE THE INDUSTRY LEADERS FOR ELECTRONIC SIGNS IN PERTH FOR RETAILERS, CAFES, REAL ESTATE,

communicate with current and potential customers, attract attention for their special offers and create a buzz around the hotel happenings using this dynamic



- **Perth-Based Signage Company Lights Up Melbourne Hotel**
- When the Newbay Hotel in Melbourne contracted Perth-based iCatcher Digital Signs to design and install new signage for its facade upgrade, it got much more than it bargained for.
- There have been many more function bookings as a result of the new full-colour message boards on the hotel's street frontage, the number of walk-in customers has increased and the hotel's turnover has improved. What's more, the project was completed at a surprisingly modest cost and right on schedule, bringing added benefits to the client.
- Clearly, the choice by the Newbay Hotel to go west for its signage solution is paying dividends.
- The client's brief was for a top-of-the-range, full colour digital signage solution which would be visible to both road and foot traffic in all directions from the hotel's main entrance.
- The iCatcher team met the brief with the design and installation of several full-colour digital message boards on multiple walls of the hotel and despite some tricky installation challenges on the day, completed the entire project in only five weeks.
- The new signage replaced old, rusty, static signs which weren't doing anything for the hotel's appearance and nor its profitability. Now the hotel boasts several giant full-colour LED signs whose many features include the ability to generate messages in real-time from a laptop or mobile, enabling tailored communications with the hotel's target audience.
- The signs are extremely user-friendly and as iCatcher's Aaron Papandroulakis says: "If you can turn on a computer, you can operate the message boards. Our innovative digital technology and advanced software enables powerful, engaging and compelling visual experiences – and the Newbay Hotel is now able to



13.3 MANAGER OF WORKS

13.3.1 WORKS AND SERVICES REPORT – SEPTEMBER 2020

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	14 October 2020
PREVIOUS REPORT(S):	15 September 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

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

Carried 0/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council install the following fencing at the Cemetery to be expended from Cemetery Upgrade (E167191);

1. Pine Rails – 16.7 metres, painted white equalling \$5,170
or
2. Pine and Steel Posts with 3 strands of white horse wire equalling \$2,694

Carried 0/0

BRIEF SUMMARY

NIL

BACKGROUND/COMMENT

CONSTRUCTION CREW

1. Clear widen a 1km section on Bullock Hills Road ready for seal widening
2. Clear widen Beaufort Road from Rifle Street to Norring Road
3. Clear widen Rural road 37.4km completed
4. Maintenance Grading unsealed roads completed
5. Maintenance Grading bitumen shoulders complete

UPCOMING WORKS

Town Square grave and compact ready for seal
Clear widen and form Sprigg Road



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.

TOWN MAINTENANCE

The Town Crew have been undertaking community request works, removing fallen trees, cleaning out drains, patching potholes and other general works.
Installing limestone blocks for garden beds.

PLANT / MACHINERY

General servicing has been carried out on the Shire plant and mechanical repairs as required. All 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
05-Oct-20	615604.00	2.33	350.00	29.70
3649				2.0
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
05-Oct-20	708327.00	1.66	350.00	15.80
4856				-0.1
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
05-Oct-20	573294.00	2.66	350.00	14.60
592				-0.1

CONSULTATION/COMMUNICATION

NIL

STATUTORY/LEGAL IMPLICATIONS

NIL



POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

NIL

VOTING REQUIREMENTS

Simple Majority



PLANT REPORT				Sept-20		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019	18,945	15,000	W.1	Service Due
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	40,763	40,000	W.001	Service Due
ISUZU D MAX P-04	A HICKS	30/06/2017	94,169	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	64,552	68,000	W.10000	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,092	3,350	W.10292	
KOMATSU GRADER P-10	S DESOUZA	20/10/2014	6,687	7,000	W.284	
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	2,531	2,900	W.10707	
KOMATSU GRADER P-12	R DERRICK	15/01/2019	1,951	2,000	W.041	
ISUZU TRUCK P-14	S HISKINS	3/12/2019	22,902	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	80,669	85,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	117	200		
VIB ROLLER P-19	VARIOUS	3/01/2008	1,642	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,796	4,000	W.9618	
ISUZU P-21	R DERRICK	17/03/2017	58,800	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	116,221	120,000	W.1010	
TOYOTA UTE P-25	A HOPKINS	16/09/2010	104,943	110,000	W.1001	
TRITON UTE P-26	M TITO	14/11/2014	64,128	75,000	W.1022	
TRITON UTE P-27	J PRAETZ	6/11/2014	79,172	90,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	53,734	60,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,367	3,500	W.10553	
ISUZU TRUCK P-40	VARIOUS	29/03/2019	37,666	40,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	164,345	180,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	996	1,000		
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,236	5,500	W.10552	
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,023	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	31,643	40,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,347	30/11/2020	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	226	400		
TOYOTA UTE P-85	S DESOUZA	20/08/2010	122,098	130,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	18,614	20,000	W.10796	



13.3.2 TENDER 05/20-21 SUPPLY AND LAY OF HOT BITUMEN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	19 October 2020
PREVIOUS REPORT(S):	29 September 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.TE.2
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council accepts the tender from Bitutek Pty Ltd to supply and lay hot bitumen at a cost of \$215,011.60 (ex GST) for the 2020/2021 financial year.

Carried 0/0

BRIEF SUMMARY

Submissions have been received for the Tender to supply and lay bitumen – full service including aggregate.

BACKGROUND/COMMENT

An advertisement was placed on the WALGA eQuotes Tender site on the 30 September 2020, calling for the supply and lay of 121,510 litres of hot bitumen, 11,400 litres of emulsion. Tender requests were sent out to Bitutek, Boral Resources, Colas Western Australia and Fulton Hogan Industries. Tenders were received from Bitutek, Boral Resources and Fulton Hogan Industries.

CONSULTATION/COMMUNICATION

NIL

STATUTORY/Legal IMPLICATIONS

The tender provisions within the *Local Government Act 1995* and Local Government Regulations apply

POLICY IMPLICATIONS

Finance Policy – 15 Purchasing and Tender Guide applies

FINANCIAL IMPLICATIONS

Allocations to impact on the 2020/2021 budget.

STRATEGIC IMPLICATIONS

NIL

VOTING REQUIREMENTS

Simple Majority

2020/2021 Bitumen

COMPANY	ROAD	Quantity	Unit	Rate per m ² / ex GST	Amount exc GST	Rate per m ² / inc GST	AMOUNT inc GST
BITUTEK							
Hot	Norrington Rd Reseal	12,560	Sqm	\$ 2.77	\$ 34,791.20	\$ 3.05	\$ 38,308.00
Hot	Rifle Street Reseal	4,800	Sqm	\$ 2.77	\$ 13,296.00	\$ 3.05	\$ 14,640.00
Hot	Beaufort Rd Reseal	16,560	Sqm	\$ 2.77	\$ 45,871.20	\$ 3.05	\$ 50,508.00
Hot	Unicorn Sreet Reseal	480	Sqm	\$ 2.77	\$ 1,329.60	\$ 3.05	\$ 1,464.00
Hot	Jaloran 2 coat seal	9,920	Sqm	\$ 4.67	\$ 46,326.40	\$ 5.14	\$ 50,988.80
Hot	Dongolocking 2 coat seal	11,400	Sqm	\$ 4.67	\$ 53,238.00	\$ 5.14	\$ 58,596.00
Emulsion	Bullocks Hill 2 coat seal	3,800	Sqm	\$ 4.52	\$ 17,176.00	\$ 4.97	\$ 18,886.00
Emulsion	Town Square 2 coat seal	660	Sqm	\$ 4.52	\$ 2,983.20	\$ 4.97	\$ 3,280.20
					\$ 215,011.60		\$ 236,671.00
FULTON HOGAN							
Hot	Norrington Rd Reseal	12,560	Sqm	\$ 3.89	\$ 48,858.40	\$ 4.27	\$ 53,631.20
Hot	Rifle Street Reseal	4,800	Sqm	\$ 3.89	\$ 18,672.00	\$ 4.27	\$ 20,496.00
Hot	Beaufort Rd Reseal	16,560	Sqm	\$ 3.89	\$ 64,418.40	\$ 4.27	\$ 70,711.20
Hot	Unicorn Sreet Reseal	480	Sqm	\$ 3.89	\$ 1,867.20	\$ 4.27	\$ 2,049.60
Hot	Jaloran 2 coat seal	9,920	Sqm	\$ 6.99	\$ 69,340.80	\$ 7.68	\$ 76,185.60
Hot	Dongolocking 2 coat seal	11,400	Sqm	\$ 6.99	\$ 79,686.00	\$ 7.68	\$ 87,552.00
Emulsion	Bullocks Hill 2 coat seal	3,800	Sqm	\$ 6.23	\$ 23,674.00	\$ 6.85	\$ 26,030.00
Emulsion	Town Square 2 coat seal	660	Sqm	\$ 6.23	\$ 4,111.80	\$ 6.85	\$ 4,521.00
					\$ 310,628.60		\$ 341,176.60
BORAL							
Hot	Norrington Rd Reseal	12,560	Sqm	\$ 2.95	\$ 37,052.00	\$ 3.24	\$ 40,694.40
Hot	Rifle Street Reseal	4,800	Sqm	\$ 2.95	\$ 14,160.00	\$ 3.24	\$ 15,552.00
Hot	Beaufort Rd Reseal	16,560	Sqm	\$ 2.95	\$ 48,852.00	\$ 3.24	\$ 53,654.40
Hot	Unicorn Sreet Reseal	480	Sqm	\$ 2.95	\$ 1,416.00	\$ 3.24	\$ 1,555.20
Hot	Jaloran 2 coat seal	9,920	Sqm	\$ 4.26	\$ 42,259.20	\$ 4.69	\$ 46,485.12
Hot	Dongolocking 2 coat seal	11,400	Sqm	\$ 4.26	\$ 48,564.00	\$ 4.69	\$ 53,466.00
Emulsion	Bullocks Hill 2 coat seal	3,800	Sqm	\$ 5.74	\$ 21,812.00	\$ 6.31	\$ 23,993.20
Emulsion	Town Square 2 coat seal	660	Sqm	\$ 5.74	\$ 3,788.40	\$ 6.31	\$ 3,788.40
					\$ 217,903.60		\$ 239,188.72



13.4 MANAGER OF FINANCE

13.5 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

13.5.1 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – OCTOBER 2020

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Environmental Health Officer / Building Surveyor
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	10 October 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 October.

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 October.

DEVELOPMENT APPLICATIONS

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

Permit No.	Owner	Builder	Location	Description	Value	Fees
38849	Alan Rayson	Lucas Spencer	17 Hunt Street Wagin	Steel Framed Carport	\$1,000	\$166.65
99850	Djerman Goran	Owner	Lot 497 Scott Road Wagin	Steel Framed Shed	\$15,000	\$166.65
99852	Anthony Miller	AVP Projects Pty Ltd	Lot 4832 (173) River Tarne Road Piesseville	Timber Framed Dwelling	\$337,207	\$1,079.06



99853	Nigel Goodchild	Owner	Lot 13 (33) Johnston Street Wagin	Above Ground Pool	\$10,000	\$166.65
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BUILDING FINALS (BA7)

1. 12 Trenton Street - S/F Shed

CERTIFICATES OF OCCUPANCY

Nil

EFFLUENT DISPOSAL SYSTEM – CERTIFICATE TO USE

- Lot 657 Bolts Road

BUILDING ISSUES

- **Mutual Agreement with the Shire of Narrogin**

Under the Building Act, employees of a Local Authority are not permitted to sign off on Certificates of Design compliance (CDC) on their own buildings which means the building is to be certified by an independent Building Certifier or a Building Surveyor from another Local Authority. The Shire of Narrogin have been paying super inflated prices for this certification and have requested a mutual agreement between ourselves to sign off on CDCs at no charge.

This mutual agreement complies with the Act and financially beneficial to both parties.

PLANNING/BUILDING ADVISE

- 5 Johnston Street - Tree issue
- Lot 41 Stewart Road – Change of Ownership and if private pool is compliant.
- Lloyd Street – Application for sea container type dwelling, passes onto Building Certifier prior to considering an application for Planning.
- 66 Khedive Street - Planning advise, duplex application

HEALTH ISSUES

AQUATIC FACILITIES PRESTART WATER SAMPLING

All prestart water sampling for public pools have been completed with results pending.

Department of Environment and Regulation Annual Waste Audit

The now mandatory annual waste audit for the Shire of Wagin has been completed, the audit is a requirement under section 18c of the Waste Avoidance and Resources Recovery Regulations with the final report being handed to the Minister to be tabled in Parliament.

COVID UPDATE FROM THE HEALTH DIRECTORATE

With Country shows now being planned, as part of the usual events applications that are processed by the Local Authority, events of more than 500 persons need to be signed off by the Health Directorate. The application involves a Covid plan and restrictions on the number of people permitted at or in the venue at any one time, this aligns with the stage 4 restriction that are currently in place.

FOOD RECALLS/COMPLAINTS

There were no recall notices issued by the Health Department of WA.



FOOD SAMPLING

The next round of food sampling will involve buffet style foods sampled from a Bain Marie for bacterial content.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Associated Building and Health Fees

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



13.6 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)

17. CLOSURE