



# MINUTES

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# ORDINARY MEETING OF COUNCIL

---

28 FEBRUARY 2023



## **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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**Ian McCabe**  
CHIEF EXECUTIVE OFFICER



## **Community Strategic Vision**

Wagin is a community where individuals, families and businesses can invest and prosper, preserving the safe, affordable and inclusive country lifestyle and ensuring that Wagin is a place people like to live in and visit.

## **Council's Mission and Philosophy**

The Shire of Wagin is a focussed Local Government providing progressive and innovative leadership that builds a sustainable future while supporting a vibrant, healthy and caring community.

## **Council's Guiding Values**

- Governance and Leadership
- Honesty and Integrity
- Innovation and Creativity
- Community Focused
- Environmentally Aware

*Shire of Wagin Strategic Community Plan 2020 - 2030*

1. Economic Development	2. Buildings and Infrastructure	3. Community Services and Social Environment	4. Town and Natural Environment	5. Council Leadership
1.1 Increase in the number and diversity of businesses in the town and district.	2.1 Improve road conditions on all Shire and State roads.	3.1 Keep the family-friendly country lifestyle, community spirit, safe community with low crime rate.	4.1 Upgrade main street appearance for the amenity of residents and encourage travellers and tourists to stop.	5.1 Support and provide incentives for more businesses and retail opportunities.
1.2 Support more job/ training opportunities, and entities especially for young people.	2.2 Monitor heavy vehicle movements through the townsite.	3.2 Retain the school and hospital and grow health, Doctor services, allied health and aged care services.	4.2 Improve town approach and entry statements.	5.2 Foster Communication with the community.
1.3 Increase tourism and promotion of town and heritage.	2.3 Improvement in condition and appearance of the main streets of the Town and improved signage.	3.3 Housing, Job and training especially for young people.	4.3 Maintain and improve natural environment and recreation areas	5.3 Plan services and activities based on sustainability, affordability and resources.
1.4 Facilitate Broadband and other associated electronic media infrastructure	2.4 Continue to upgrade Footpaths in town.	3.4 Progress the Wagin Community Recreational Hub	4.4 Improved waste management in town and Shire.	5.4 Encourage and acknowledge volunteering.
1.5 Explore affordable accommodation for workers.	2.5 Refine Infrastructure to support arts, culture, entertainment and library services.	3.5. Youth focus on services and recreation development including coordination of effort across the Shire/region.	4.5 Continue to increase the number of suitable trees within the townsite to enhance the tree canopy in particular the CBD	5.5 Be responsive to community aspirations and requirements within the capacity of council.
1.6 Aid retention and encourage more government services in Wagin.	2.6 Encourage greater care and restoration or preservation of heritage buildings.	3.6 Foster and support Woolorama and other events, cultural and other entertainment opportunities.		5.6 Council to have a sound strategy to the sustainability to the Shire
1.7 Support and Promote Wagin as a business opportunity.	2.7 Develop a safe fenced playground for children in a park environment	3.7 Support community activities with resources and facilities as required.		5.7 Investigate rebranding of the Shire.
1.8 Determine further waste management options.	2.8 Investigate planning and development of sporting facilities	3.8 Investigate to establish Wi-Fi Hotspots		5.8 Continue lobbying and advocacy for road infrastructure and freight networks and other strategic infrastructure for the benefit of the Shire
1.9 Maintain and improve the freight network in the Shire	2.9 Investigate future housing and expansion for tourist and other attractions.	3.9 Promote and Enhance the Wagin caravan and camping experience.	Shire of Wagin Strategic Community Plan - Key Results Areas	
	2.10 Optimise water harvesting and storage			



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## SHIRE OF WAGIN

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Wagin on  
Tuesday 28 February 2023 commencing at 7pm

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## 1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight, opened the meeting at 7.02 pm.

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

### 2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr Bronwyn Hegarty	Elected Member
Cr Sherryl Chilcott	Elected Member
Cr Wade Longmuir	Elected Member
Cr Bryan Kilpatrick	Elected Member
Cr Geoff West	Elected Member
Cr Ann O'Brien	Elected Member
Ian McCabe	Chief Executive Officer
Donna George	Acting Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Kirsty Simkins	Executive Assistant

### 2.2 APOLOGIES

### 2.3 APPROVED LEAVE OF ABSENCE

### 2.4 VISITORS

Kym Walker	Water Corporation
Alex Gower	Water Corporation via teams
Darren Rowtcliff	Resident
Fiona Kirk	Resident
Zoe Enright	Staff

## 3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

## 7. PETITIONS/DEPUTATIONS/PRESENTATIONS

7.03 pm Kym Walker and Alex Gower (via teams) – Water Corporation/Puntapin Rock Dam - Summary of work undertaken to date power point presentation.



#### 4. PUBLIC QUESTION TIME

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

7.56 pm Mr Darren Rowtcliff addressed Council spoke about his aircraft's and the Wagin Airfield – no question was tabled.

#### 5. APPLICATION FOR LEAVE OF ABSENCE

##### 4920 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr G K B West

That Cr S M Chilcott be granted a Leave of Absence from the 18 April 2023 Ordinary Meeting of Council.

Carried 8/0

#### 6. PUBLIC FORUM

#### 7. PETITIONS/DEPUTATIONS/PRESENTATIONS

7.03 pm Kym Walker and Alex Gower (via teams) – Water Corporation/Puntapin Rock Dam - Summary of work undertaken to date power point presentation.

#### 8. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

**8.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act**  
Section 5.6

**8.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation**  
Section 34c

#### 9. CONFIRMATION OF PREVIOUS MEETING MINUTES





**9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 20  
DECEMBER 2022**

**4921 COUNCIL DECISION**

**Moved Cr B S Hegarty**

**Seconded Cr M A O'Brien**

1. That the Minutes of the Ordinary Meeting of Council held on Tuesday 20 December 2022 circulated to all Councillors, be confirmed as a true and accurate record.

**Carried 8/0**

**9.2 MINUTES FROM THE ANNUAL GENERAL MEETING OF ELECTORS HELD  
7 FEBRUARY 2023**

**4922 COUNCIL DECISION**

**Moved Cr G R Ball**

**Seconded Cr G K B West**

1. That the Minutes of the Annual General Meeting of Electors held on Tuesday 7 February 2023 be received and that it be noted that no decisions arising from the meeting require any further actions.

**Carried 8/0**



# MINUTES

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# ANNUAL ELECTORS MEETING

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7 FEBRUARY 2023



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**Ian McCabe**

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.



## **Community Strategic Vision**

Wagin is a community where individuals, families and businesses can invest and prosper, preserving the safe, affordable and inclusive country lifestyle and ensuring that Wagin is a place people like to live in and visit.

## **Council's Mission and Philosophy**

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## **Council's Guiding Values**

- Governance and Leadership
- Honesty and Integrity
- Innovation and Creativity
- Community Focused
- Environmentally Aware

*Shire of Wagin Strategic Community Plan 2020 - 2030*



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## SHIRE OF WAGIN

Minutes for the Annual Meeting of Electors to be held in the Council Chambers,  
Wagin on Tuesday 7 February 2023 commencing at 6:30pm

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## 1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.30pm.

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

### 2.1 ATTENDANCE & VISITORS

Cr Phillip Blight

Cr Geoff West

Cr Sherryl Chilcott

Cr Bryan Kilpatrick

Cr Bronwyn Hegarty

Ian McCabe

Donna George

Chief Executive Officer

Acting Deputy Chief Executive Officer

### 2.2 APOLOGIES

Cr Greg Ball

Cr Wade Longmuir

Mrs Patterson

Resident

## 3. CONFIRMATION OF PREVIOUS MEETING MINUTES

### 3.1 MINUTES FROM THE ANNUAL ELECTORS MEETING HELD 21 DECEMBER 2021

#### ELECTORS DECISION

Moved Cr B S Hegarty

Seconded Cr S M Chilcott

That the Minutes of the Annual Electors Meeting held on 21 December 2021 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 6/0

## 4. RECEIVAL OF ANNUAL REPORT FOR YEAR ENDING 30 JUNE 2022 CONTAINING THE FOLLOWING

### 4.1 PRESIDENT'S REPORT



## 4.2 CHIEF EXECUTIVE OFFICER'S REPORT

## 4.3 AUDIT REPORT

## 4.4 ANNUAL REPORT 2021/2022

### ELECTORS DECISION

Moved Cr G K B West

Seconded Cr S M Chilcott

That the 2021/2022 Annual Report of the Shire of Wagin for the year ending 30 June 2022, be received.

Carried 6/0

### NOTE:

\*\*Due to the size of the document, a copy of the 2021/2022 Annual Report can be found at [www.wagin.wa.gov.au/documents/annual-reports](http://www.wagin.wa.gov.au/documents/annual-reports)

The Annual Report may also be viewed at the Administration office or the library prior to this meeting. Reference copies of the Annual Report and Financial Report will be available prior to commencement of this meeting.

## 5. GENERAL BUSINESS

### 5.1 QUESTIONS FROM THE ELECTORS AT THE MEETING

Questions tabled in writing by Mrs Denise Patterson:

1. **Is all land in the district subject to the Local Planning Scheme?** Yes. All ratepayers are subject to the same provisions of the scheme and planning regulations and everyone is required to apply for approval before making any development. This is the law of Western Australia.
2. **Total cost since the complaint was incurred?** There has been more than one complaint in relation to the particular matter Mrs Patterson refers to. All persons subject to a complaint or possible legal action are entitled to their privacy so no direct comment can be made. Legal costs associated with the matter referred to by Mrs Patterson were \$14,296 as of May 2022; there has been no change to that amount since that time. In 2022, this equated to 0.59% of rates revenue. Staff time has not been calculated but each contact by a member of the public requires recording, responding or administrative response.

Legal costs are a necessary and ongoing part of running a business involved in statutory services – building and development approvals, land transfers and titles, rates enquiries on sale of properties, contracts, leases, agreements with governments and others; they are budgeted each year as part of the budget process. As at May 2022 the annual budget was \$25,000.

- 3. Has there been additional costs to ratepayers with the new (agreement) with St Luke’s medical practice (to manage the medical centre and provide a general practitioner)?** The only new costs to the community are approximately \$75,000 to replace computer, telephony and medical equipment. This is largely a one-off and was included in the 2022/23 budget and publicised by the shire at various times. The provision of a house and car is also budgeted and has been disclosed to ratepayers. The cost of computers, equipment and phones is largely a one off to replace out of date equipment and will be markedly less in future years. The total of these costs is many hundreds of thousands of dollars less than incurred by many other regional communities.

It is important to note that all local governments have a legislated role in public health management.

- 4. Sub-letting of rooms at the medical centre?** The management of the rooms (used by the doctor and medical professionals) will be conducted by the medical centre and fees will be retained by the medical centre which employs a number of local residents and provides services unavailable to many other similar communities. Hire fees are expected to be \$1,400 in 2022/23 with some savings made in shire staff time. The community was recently consulted on this arrangement with no comments received.

**Mrs Patterson commented on bulk-billing:** The charges made by doctors is between patients and them with all persons who qualify for reduced costs being bulk billed. It is expected full private billing will only affect 15% of patients – in most Perth practices this is between 40 and 60%.

A written response from the President will be provided to Mrs Patterson.





**6. CLOSURE**

With no further business to be discussed the Presiding Member closed the meeting at 6.46pm

I certify that this copy of the Minutes is a true and Correct records of the meeting held on 7 February 2023

Signed .....

Presiding Elected Member

Date: .....



**9.3 MINUTES FROM THE SPECIAL MEETING OF COUNCIL HELD 20 FEBRUARY 2023**

**4923 COUNCIL DECISION**

**Moved Cr G K B West**

**Seconded Cr B L Kilpatrick**

- 1. That the Minutes of the Special Meeting of Council held on Monday 20 February 2023 circulated to all Councillors, be confirmed as a true and accurate record.**

**Carried 8/0**



# MINUTES

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# SPECIAL MEETING OF COUNCIL

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20 FEBRUARY 2023



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**Ian McCabe**  
CHIEF EXECUTIVE OFFICER



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1.2 Support more job/ training opportunities, and entities especially for young people.	2.2 Monitor heavy vehicle movements through the townsite.	3.2 Retain the school and hospital and grow health, Doctor services, allied health and aged care services.	4.2 Improve town approach and entry statements.	5.2 Foster Communication with the community.
1.3 Increase tourism and promotion of town and heritage.	2.3 Improvement in condition and appearance of the main streets of the Town and improved signage.	3.3 Housing, Job and training especially for young people.	4.3 Maintain and improve natural environment and recreation areas	5.3 Plan services and activities based on sustainability, affordability and resources.
1.4 Facilitate Broadband and other associated electronic media infrastructure	2.4 Continue to upgrade Footpaths in town.	3.4 Progress the Wagin Community Recreational Hub	4.4 Improved waste management in town and Shire.	5.4 Encourage and acknowledge volunteering.
1.5 Explore affordable accommodation for workers.	2.5 Refine Infrastructure to support arts, culture, entertainment and library services.	3.5. Youth focus on services and recreation development including coordination of effort across the Shire/region.	4.5 Continue to increase the number of suitable trees within the townsite to enhance the tree canopy in particular the CBD	5.5 Be responsive to community aspirations and requirements within the capacity of council.
1.6 Aid retention and encourage more government services in Wagin.	2.6 Encourage greater care and restoration or preservation of heritage buildings.	3.6 Foster and support Woolorama and other events, cultural and other entertainment opportunities.		5.6 Council to have a sound strategy to the sustainability to the Shire
1.7 Support and Promote Wagin as a business opportunity.	2.7 Develop a safe fenced playground for children in a park environment	3.7 Support community activities with resources and facilities as required.		5.7 Investigate rebranding of the Shire.
1.8 Determine further waste management options.	2.8 Investigate planning and development of sporting facilities	3.8 Investigate to establish Wi-Fi Hotspots		5.8 Continue lobbying and advocacy for road infrastructure and freight networks and other strategic infrastructure for the benefit of the Shire
1.9 Maintain and improve the freight network in the Shire	2.9 Investigate future housing and expansion for tourist and other attractions.	3.9 Promote and Enhance the Wagin caravan and camping experience.	Shire of Wagin Strategic Community Plan - Key Results Areas	
	2.10 Optimise water harvesting and storage			



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## SHIRE OF WAGIN

Minutes for the Special Meeting of Council to be held in the Council Chambers,  
Wagin on Monday 20 February 2023 commencing at 7pm

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## 1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at 7.02pm.

## 2. DECLARATION OF PURPOSE OF MEETING

The purpose of this meeting is for Council to review Councillor representation.

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

### 3.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr Sherryl Chilcott	
Cr Bronwyn Hegarty	
Cr Bryan Kilpatrick	
Cr Wade Longmuir	
Cr Geoff West	
Cr Ann O'Brien	
Ian McCabe	Chief Executive Officer
Donna George	Acting Deputy Chief Executive Officer

### 3.2 APOLOGIES

### 3.3 APPROVED LEAVE OF ABSENCE

### 3.4 VISITORS

## 4. PUBLIC QUESTION TIME

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

## 5. PETITIONS/DEPUTATIONS/PRESENTATIONS

## 6. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

### 6.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a





**6.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act**  
Section 5.6

**6.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation**  
Section 34c

**7. REPORTS TO COUNCIL**

**4917 COUNCIL DECISION**

Moved Cr G K B West

Seconded Cr B S Hegarty

1. That Council suspend standing orders at 7.03 pm.

Carried 8/0

**4918 COUNCIL DECISION**

Moved Cr G K B West

Seconded Cr S M Chilcott

1. That Council resume standing orders at 7.40 pm.

Carried 8/0

**7.1 CHIEF EXECUTIVE OFFICER**

**7.1.1 REVIEW OF COUNCILLOR REPRESENTATION**

PROPONENT:	Local Government Advisory Board
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	14 February 2023
PREVIOUS REPORT(S):	21 September 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CO.3
STRATEGIC DOCUMENT REFERENCE	Not Applicable
ATTACHMENTS:	<ol style="list-style-type: none"> <li>1. Ministerial Memorandum 20 September 2022;</li> <li>2. Public Notice;</li> <li>3. Discussion Paper;</li> <li>4. Submission Form.</li> <li>5. Report to the Local Government Advisory Board (to be tabled on closure of public submissions)</li> </ol>

## OFFICER RECOMMENDATION/4919 COUNCIL RESOLUTION

Moved: Cr G R Ball

Seconded: Cr S M Chilcott

That Council:

1. Receive the Report to the Local Government Advisory Board;
2. Having considered the Government's position and community consultation in relation to the number of council offices, determines that the number of elected members to represent the electors of the Shire of Wagin should be not less than seven (7) and that this should take effect from the ordinary Council elections scheduled for October 2023.

Carried by Absolute Majority 8/0

### BRIEF SUMMARY

This item addresses the number of council offices as required by the state government Local Government Reforms: election transition arrangements (Changes to Council Size). A report including Council's Decision is to be submitted to the Local Government Advisory Board 21 February 2023.

### BACKGROUND/COMMENT

In July 2022, the Minister announced a number of reforms in relation to local government engagement and elections. This included optional preferential voting (where voters indicate as many or as few preferences as they choose); directly elected Mayors and Presidents for band 1 and 2 local governments (Wagin is a band 4); Councillor (office) numbers based on population; and, the removal of wards for bands 3 and 4. Wagin does not have wards.

It is intended to introduce these changes by the 2023 election.

In September 2022, the Minister for Housing; Lands; Homelessness; Local Government wrote to the CEO indicating the likelihood that Wagin would have to reduce the number of councillors as part of the reform process.

The memorandum proposed a Voluntary Pathway where by Council elected to consult the community on the subject of the number of councillor positions; make an absolute majority decision informed by the consultation; and thereafter provide a report to the Local Government Advisory Board. A Voluntary Pathway would see only those offices due for re-election vacated (including any variation determined by this decision and legislation). For example, a council decision to reduce to seven offices in 2023 would require candidates for three offices in October 2023 (five offices notionally due for

election, a reduction of two, therefore three required). The Minister has indicated Council may opt for five, six or seven council offices. This item recommends seven. Alternatively, an Amendment Act to the Local Government Act 1995 would provide for the declaration of all council offices vacant and the legislating of the number of offices and mechanism for their election cycle.

At its September 2022 meeting Council decided to follow the Voluntary Pathway and advised the Local Government Advisory Board of the decision.

A consultation paper considering the number of offices and inviting members of the public to comment was distributed and advertised by public notice. In addition to public discourse, the paper and notices have been available in excess of public notice requirements for 42 days. At the preparation of this item there had been no submissions

The Minister indicated that the consultation process and council's review is to consider the number of councillor offices and not otherwise diverge from the reform process.

### **CONSULTATION/COMMUNICATION**

Full Council; community and staff; Local Government Advisory Board.

### **STATUTORY/LEGAL IMPLICATIONS**

The Local Government Act 1995 is to be amended to enact the proposed Local Government Reforms. The legislation has not been sighted but has been reviewed by a working group comprising the Department of Local Government; LG Professionals WA (including serving CEO(s)); and the West Australian Local Government Association (WALGA). There are no serving elected members on this working group and the draft legislation has not been provided to the wider sector.

Gazettal of proposed changes to representation is scheduled for 30 June 2023 ahead of the October 2023 elections.

The Amendment Act will limit offices and wards in line with the government's reform agenda and the Minister has indicated a failure to respond or act will result in all offices being spilled.

### **POLICY IMPLICATIONS**

There is no relevant policy.

### **FINANCIAL IMPLICATIONS**

There is no direct financial implications to this item. In time, minor savings due to reduced offices may eventuate but equally changes to workflow may see increased staff costs with no financial benefit realised.

### **STRATEGIC IMPLICATIONS**

There are implications for local democracy and representation of the proposed reforms. In principle, the number of offices should allow for a reflection of community



diversity and consider the ability of the community to attract a field of nominees and fill offices. This may be a number greater than the government's proposal. However, the Minister is intent on creating uniformity across the sector and implementing standardisation of process and governance practice. This includes the approach to financial management and resource sharing. While avoiding amalgamations this will have the effect of highlighting exceptions and may identify councils that may be less sustainable, either financially or in terms of governance or compliance.

## **VOTING REQUIREMENTS**

Absolute Majority



**Hon John Carey MLA**  
**Minister for Housing; Lands; Homelessness; Local Government**

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Our Ref: 78-08502 (Category 5)

20 September 2022

Dear Local Government Chief Executive Officers

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS**  
**LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS**  
**(CHANGES TO COUNCIL SIZE)**

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

Work on a Bill to amend the *Local Government Act 1995* (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or
- Abolish wards (for band 3 and 4 local governments with wards); or
- Implement more than one of the above.

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

Level 7, Dumas House, 2 Havelock Street, West Perth, WA, 6005  
Telephone: +61 8 6552 5300 Facsimile: +61 8 6552 5301 Email: minister.carey@dpc.wa.gov.au

I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

**The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.**

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

### **Voluntary Pathway**

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and
- Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met. While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms.

Further information is attached to this letter to assist with this process.

### **Reform Election Pathway**

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway. If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.



It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.

### **Next Steps**

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022. Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

The DLGSC is available to assist with these election transition arrangements. If you require any assistance, please contact Ms Julie Craig, Strategy and Research Officer, on 6552 7300 or at [advisoryboard@dlgsc.wa.gov.au](mailto:advisoryboard@dlgsc.wa.gov.au).

I have also written a formal letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



**HON JOHN CAREY MLA**  
**MINISTER FOR LOCAL GOVERNMENT**

Att: Timeline and steps – local government ward and representation reviews

## Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the **30 June 2023** timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for 'regular' reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than **14 February 2023**.

**Table 1 – proposed timeframes for local government actions**

<b>Due date (latest possible)</b>	<b>Requirements/actions</b>
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
December 2022	Completion of six-week consultation period
December 2022 - January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.



**Table 2 - Ward and representation review process – for local governments**

	<b>Existing requirements/actions</b>	<b>Timeframe</b>
1	The council resolves to undertake a ward and representation review	Variable
2	A comprehensive discussion paper is developed	Variable
3	Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)	6 weeks
4	The discussion paper is made available to the community for consideration, and public submissions are invited on the matter	
5	Public submission period closes	
6	The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)	Variable
7	The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes	Variable
8	Council resolves to adopt the report to the Advisory Board	Variable
9	The preferred option is submitted to the Advisory Board via the formal report, for the Board's consideration and recommendation	Variable
10	The Advisory Board considers the council's review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected	Variable



## PUBLIC NOTICE

### Review of councillor positions

The state government has mandated a review of the number of councillor positions across the state. As part of proposed local government reform, the government has indicated smaller communities must reduce the number of council positions to either five, six or seven councillors. Wagin currently has nine councillors and last reviewed this number in 2020.

A Discussion paper has been prepared and can be viewed on the shire website, at the shire administration or at the public library. A submission form is also available for completion.

Electors and residents are invited to read the paper and make a written submission by 4.30pm Thursday 16 February 2023.

Council will consider all submissions and make a decision on the number of council positions. This will then be advised to the Local Government Advisory Board.

IAN MCCABE

Chief Executive Officer

5 January 2023



DISCUSSION PAPER  
REVIEW OF COUNCILLOR REPRESENTATION

*PBB*

## **BACKGROUND:**

The Shire of Wagin conducted a review of councillor representation in mid-2020 and Council decided in October 2020 to reduce the number of Councillors from eleven to nine, effective at the 2021 elections. Prior to this, council reduced the number of offices (elected members) from 13 members to 11 members in 2003. 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 in response to a late September 2022 memorandum from the Minister for Housing; Lands; Homelessness; Local Government about local government reform. This memorandum detailed a number of proposed changes to the Local Government Act but specified the approach to changes in council size.

Specifically, the Minister has indicated reform will mean that districts of populations of less than 5,000 will have five, six or seven councillors. Wagin has a population of approximately 1,800 with nine councillors, which will mean a reduction in councillor offices to five, six or seven.

This paper and other actions reference 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.**

A number of factors may be considered when deciding upon a change in Councillor representation. There are no wards (or segmentation of the shire) within the district, so all councillors represent the entire district and all electors. Matters such as community of interests, physical and topographical features and economic factors are therefore not applicable in this discussion. Relevant factors are those impacting on representation, including:

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

## **CURRENT SITUATION:**

The Shire of Wagin comprises nine Councillors. The President is elected by the Councillors. Elector numbers for the 2021 local government elections were 1,285 (one councillor per 143 electors).

## **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 2023) where possible or where mandated.

## **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.*

However, the state government reform program has determined that populations of up to 5,000 will have 5, 6, or 7 councillors (including the President). A decision by

Council to maintain a greater number than 5, 6 or 7 elected members is subject to the Local Government Act being amended as the Minister has indicated but may see all offices vacated at the next election and the number of councillors mandated. This could be as few as five. In considering the number of councillors, it is open to a decision being made locally to have five, six or seven councillors.

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

- There is a marginal benefit in decision-making. The decision-making process may be more effective and efficient if the number of Councillors is reduced – but only in the reduction of diversity of views and less time in debate. It may be more timely to ascertain the views of fewer people and decision making may be easier. A smaller number of people may be more cohesive and cooperative.
- There is little effect on community consultation provided the community, individuals and groups are able to contact an elected member. This may be an administrative matter.
- The cost of maintaining elected members and governance activities is likely to be reduced. A lesser number of elected members, however, may result in an increased need for individual commitment from those elected in the participation in Council's affairs.
- Fewer elected members may mean increased levels of profile within the community.
- Fewer positions on Council may lead to greater interest in elections with an increased possibility of contested elections.
- 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 – this is dependent on the extent of use of committees and how administration resources are utilised; consequently, assuming all elected members are equal, there is some possibility of reduced effectiveness. This may be reliant on nominees for office and possible that a demanding role may discourage some from nominating for Council.
- A reduction in the number of elected members may limit the diversity of interests around the Council table, reducing community participation.

**COMPARISONS WITH SOME OTHER LOCAL GOVERNMENTS.**

The following are some examples of Councillor representation with population and elector ratios in medium sized agriculturally based Shires. The ratio is how many councillors per 100 persons or electors. The average of these councils is 0.9 councillor per 100 population or 1.4 councillors per 100 electors. For Wagin this is much less than these numbers, reflecting a much greater population (more than 1800 against an average of 770). This also means Wagin councillors each represent more electors and more persons than neighbouring councils. For comparison, it should be noted that a large regional council such as Plantagenet has nine councillors and serves a population of 5,388 (0.2 councillor per 100 persons). Kojonup has a similar population to Wagin and one less councillor resulting in a similar ratio of representation to Plantagenet (0.2 per 100 persons). This indicates Wagin has regional significance and is atypical to its neighbours.

It is highly likely that councils with seven members will remain at that size. Councils with eight or nine members and a district population of less than 5,000 will be reducing the number of offices (members) to five, six or seven. A decision to not change may result in a mandated membership number less than seven.

	Population	Electors	Councillors	Councillors ratio	
				/100 Pop.	/100 Electors
West Arthur	798	582	7	0.9	1.2
Dumbleyung	671	467	7	1.0	1.5
Williams	684	284	9	1.3	3.2
Lake Grace	1,268	908	8	0.6	0.9
Woodanilling	423	290	6	1.4	2.1
Wagin (current)	1,761	1,285	9	0.5	0.7

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

The 2022/23 Shire of Wagin budget allows \$63,171 in meeting fees and expenses for nine elected members (an average of \$7,019 per elected member). The President and Deputy President have allowances of \$15,375 included in that amount. This approximates to \$3,587 per 100 population and \$4,916 per 100 electors.

A reduction to seven elected members including a President, would reduce the total cost to \$54,027 (an average of \$7,718 per elected member). The greater average costs reflect the same level of allowances for the President and Deputy President and no change to committee membership or structure (some costs are fixed and do not

change), the total being distributed to less councillors. However, reduced total costs do result in lower costs per capita. A reduction to seven councillors would approximate to \$3,068 per 100 population and \$4,204 per 100 electors.

**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 four census periods is shown in the following table.

Shire of Wagin – Census Statistics 2006 - 2021

	2006	2011	2016	2021
Total Population Wagin	1846	1847	1852	1761
Median Age Wagin	42	45	49	49
Median Age Australia	37	37	38	38
65 years and over	16.9%	19.7%	24.7%	27.6%
15 to 64	61.4%	59.6%	57.4%	57.0%
0 to 14	21.7%	20.7%	17.9%	15.7%

The table shows that the population of the Shire has been stable but ageing with an increased median age and a greater 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 2021 census showed that the average weekly household income in Wagin of \$1,183 was well below the State average of \$2,214, or Australia’s overall average of \$2,240. This could indicate



a greater proportion (and therefore reliance) on fixed incomes such as pensions. 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 decision-making is 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 from the Minister is that reform will result in reduced Councillor numbers. Should Council decide to not reduce councillor numbers, it is open to the government to legislate and mandate the number of councillors according to the population of the district. The Minister has indicated that a population of up to 5,000 will see five, six or seven councillors. This could mean as few as five councillors would be mandated.

It is expected that the reduction in Councillor numbers will take effect from the next election due in October 2023.

#### **ELECTION CYCLES**

Ordinarily five offices would be vacant at the October 2023 election – that is, Council would seek to fill five councillor offices. A change to seven councillors, for example, would mean that just three vacancies would exist and candidates would be sought for these vacancies at the election of October 2023.

The remaining four council positions would then become vacant in October 2025 and be subject to election as per the normal election cycle.

**SUBMISSIONS:**

Your opinion matters. You are invited as a member of the community to participate in this process and make known your view on how many councillors ought to represent the community at Council. You may also make mention of any relevant factor that would assist Council in deciding how many councillors is suitable for this district.

Written submissions will be received up to 4.30pm Thursday 16 February 2023. Submissions may be made by way of the attached form or may be submitted in any written form. Submissions should be lodged with:

The Chief Executive Officer  
Shire of Wagin

PO Box 200  
WAGIN WA 6315

[shire@wagin.wa.gov.au](mailto:shire@wagin.wa.gov.au)

Hand delivered to the administration office 2 Arthur Rd Wagin.

Attachment: submission form.



**SUBMISSION FORM**

**REVIEW OF COUNCILLOR REPRESENTATION**

I/We favour the following option with respect to the number of Councillors that should represent electors within the Shire of Wagin:

(Tick Box)

7 Councillors

6 Councillors

5 Councillors

9 Councillors

Other ( Please specify)

Reasons/Comments in support of favoured option (Optional)

Name: .....

Ratepayer / resident Address:.....

## REVIEW OF COUNCILLOR REPRESENTATION

Formal review report from the Shire of Wagin February 2023

### Summary:

The Shire of Wagin held a Special Meeting 20 February 2023 on the conclusion of public consultation and resolved by Absolute Majority:

#### OFFICER RECOMMENDATION/4919 COUNCIL RESOLUTION

Moved: Cr G R Ball

Seconded: Cr S M Chilcott

#### That Council:

1. Receive the Report to the Local Government Advisory Board;
2. Having considered the Government's position and community consultation in relation to the number of council offices, determines that the number of elected members to represent the electors of the Shire of Wagin should be not less than seven (7) and that this should take effect from the ordinary Council elections scheduled for October 2023.

Carried by Absolute Majority 8/0

### Report:

#### 1. Councillor Numbers

The Shire of Wagin conducted a review of elected member offices March to June 2020. At that time council resolved to reduce elected member offices from eleven (11) to nine (9).

Currently, the Shire of Wagin has nine elected member offices with one vacant due to a resignation January 2023. A submission to the Electoral Commissioner to remain at eight members until the October 2023 election will be submitted.

#### 2. Minister's Memorandum

The Minister for Housing; Lands; Homelessness; Local Government wrote to local government Chief Executive Officers September 2022 advising requirements in relation to Local Government Reform (specifically, changes to council size).



This memorandum referenced a Voluntary Pathway (to reduced council size) whereby councils resolve to advise the Department of its intention and to conduct public consultation. A review of representation would be conducted, and report submitted (this report). The probable outcome would be a reduction in council size based on population in line with reform recommendations (being 5,6 or 7 councillors based on a population less than 5,000 as is the case for Wagin).

Alternatively, the Reform Election Pathway would see the spill of all offices and the full council newly elected.

The Shire of Wagin Council resolved at the September 2022 ordinary meeting to follow the Voluntary Pathway:

#### **COUNCIL DECISION/4873 COUNCIL RESOLUTION**

**Moved Cr G R Ball**

**Seconded Cr D C Lloyd**

- 1. That Council advise the DLGSC of its intention to undertake a process and to include a plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023.**
- 2. That Council initiate a ward and representation review to determine the specific changes to the structure of Council for the 2023 to be completed by 14<sup>th</sup> February 2023.**

**Carried 8/0**

### **3. Public Notice and Consultation**

Public discourse, notices and news items circulated following the decision to initiate the review.

A Discussion Paper and Public Notice was made available for the required six-week consultation period with recurrent advertising via local newsletter, official website, library, social media and noticeboards as well as publicity at organised events. A submission form was attached to the Discussion Paper and was available additionally as a loose item.

There were no submissions.

See Attachments 1, 2, 3 to this report.

### **4. Considerations for elected member offices**

A significant matter is that Council had conducted a review in 2020. This had considered population, diversity, local democracy and availability of candidates with a resolution to reduce council size to nine (9).

The present number demonstrates no dysfunction and a good working relationship with staff. There is diversity on council with three female members and a spread in professional backgrounds. It would be desirable to have some younger representation but otherwise, the council reflects the community in most respects.

Given that some of the members were elected in 2021, a disruption to membership may contribute to reduced diversity and reduced growth in experience.

A significant principle for local democracy is the ability to attract candidates and successfully elect the number of offices. In reforming council size to a reduced number of offices, this may conversely place a cap on this activity. If a community can field candidates and elect (say) nine councillors, that is democratic – particularly if that enables a more complete reflection of the community, a greater diversity of participants.

This may mean that a council of five, six or seven may be less diverse in membership but also less diverse in levels of experience; politics; sociological and economical philosophy and capability to assess and deliver on behalf of the community.

This may result in some risk; it is possible a smaller, less diverse council will have a concentrated power centre with increased influence of that majority.

There is a possibility that workload will increase for elected members, particularly if committees are utilised, with a need to increase delegation to staff or rely on legislated positions.

There is a potential for a lower level of review and reduced organisational accountability. A reduced number of offices may mean a reduced level of skilled and experienced councillors to work with the administration – and where risk presents, an increased reliance on systemised response.

The mitigation of these risks to diversity of views, representation and organisational viability requires the maintenance of the maximum in capacity and capability; for these reasons, it is recommended that the maintenance of maintain the maximum permissible number of offices be pursued.

## **5. Recommendation and Council Resolution**

Given the Minister has flagged legislation that sets elected member offices according to population, it is recommended to Council that it determine that seven offices be the appropriate number for the elections of October 2023.

The Council Resolution is as follows:

**OFFICER RECOMMENDATION/4919 COUNCIL RESOLUTION**

**Moved: Cr G R Ball**

**Seconded: Cr S M Chilcott**

**That Council:**

- 3. Receive the Report to the Local Government Advisory Board;**
- 4. Having considered the Government's position and community consultation in relation to the number of council offices, determines that the number of elected members to represent the electors of the Shire of Wagin should be not less than seven (7) and that this should take effect from the ordinary Council elections scheduled for October 2023.**

**Carried by Absolute Majority 8/0**

Ian McCabe  
Chief Executive Officer  
21 February 2023





**8. CLOSURE**

With no further business to be discussed the Presiding Member closed the meeting at 7.48 pm

I certify that this copy of the Minutes is a true and Correct record of the meeting held on 20 February 2023

Signed .....

Presiding Elected Member

Date: .....





## 10 FINANCIAL REPORTS

### 10.1 FINANCIAL REPORTS – DECEMBER 2022

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	18 January 2023
PREVIOUS REPORT(S):	9 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
STRATEGIC DOCUMENT REFERENCE	Approved Budget 2022 / 23
ATTACHMENTS:	1. Monthly Financial Report

#### OFFICER RECOMMENDATION/4924 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

1. That Council adopts the Financial Report for the period ending 31 December 2022 as presented.

Carried 8/0

#### BRIEF SUMMARY

The December 2022 Monthly Financial Report is attached for Council to review and adopt.

#### BACKGROUND/COMMENT

In accordance with the *Local Government (Financial Management) Regulations 1996*. Regulation 34, a local government is to prepare a monthly statement of Financial Activity for approval by Council.

The financial position of the Shire remains strong with cashflows from grants and rates tracking on schedule.

The Adjusted Net Current Assets figure as at the 31 December 2022 is \$3,330,403 compared to \$2,686,462 in December 2021.

Payment of 2022/2023 rates have been strong with \$2,470,464 being collected by the end of December which equates to 89.23%. Following the issue of final notices ratepayers who did not respond or enter into a payment arrangement have been referred to debt collection for recovery action. Those who set-up a payment plan are being monitored to ensure compliance with the agreed terms. For those paying by



instalments the next instalment falls due on the 13 February. Total rates outstanding are \$348,093.

Shire has a total of \$3,227,450 invested in interest bearing accounts which are currently earning interest of 2.8% on Treasury OCDF (\$917,830) and 3.12% on Treasury Reserve Term Deposit (\$2,000,000) and 0.95% Telnet Saver (\$309,620).

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council Motion for a budget amendment.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 December 2022**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Wagin for the 2022/23 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 2022/23 financial year.

	<b>% Completed</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Capital Expenditure</b>			
Buildings	13%	230,930	30,838
Plant & Equipment	3%	465,486	14,526
Furniture & Equipment	72%	100,571	72,593
Infrastructure - Roads	21%	1,791,701	379,867
Footpaths	0%	88,825	0
Infrastructure - Other	27%	281,070	75,527
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	59%	1,195,693	704,085
Non-operating Grants, Subsidies and Contributions	77%	1,298,117	999,169
Rates Levied	100%	2,520,969	2,514,505

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>This Time Last Year 31 Dec 2021</b>	<b>Year to Date Actual 31 Dec 2022</b>
Adjusted Net Current Assets	124%	\$ 2,686,462	\$ 3,330,403
Cash and Equivalent - Unrestricted	127%	\$ 2,892,631	\$ 3,670,222
Cash and Equivalent - Restricted	135%	\$ 1,710,050	\$ 2,309,620
Receivables - Rates	109%	\$ 320,319	\$ 348,093
Receivables - Other	125%	\$ 72,508	\$ 90,508
Payables	82%	\$ 187,114	\$ 153,133

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

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 15 December 2021  
Prepared by: Manager of Finance  
Reviewed by: Chief Executive Officer

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

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

#### **BASIS OF ACCOUNTING**

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

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

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 11.

### **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.

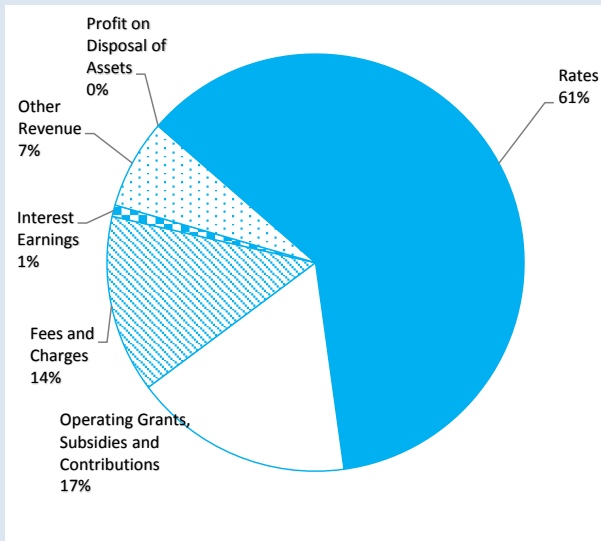
#### **CRITICAL ACCOUNTING ESTIMATES**

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.

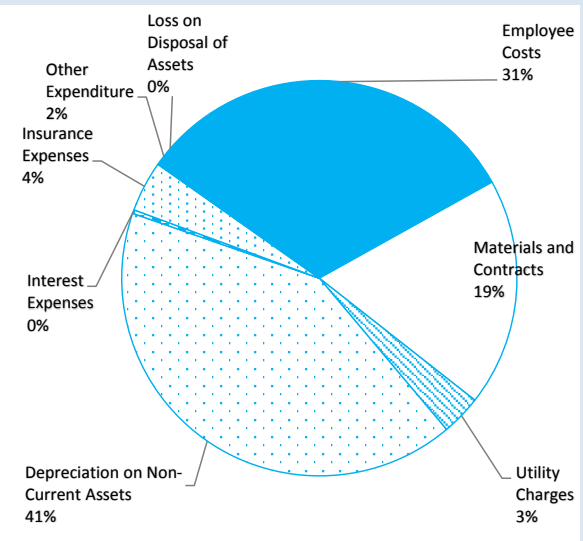
#### **ROUNDING OFF FIGURES**

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

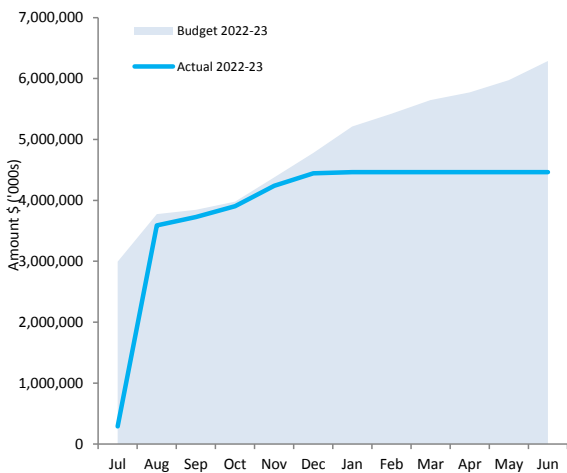
OPERATING REVENUE



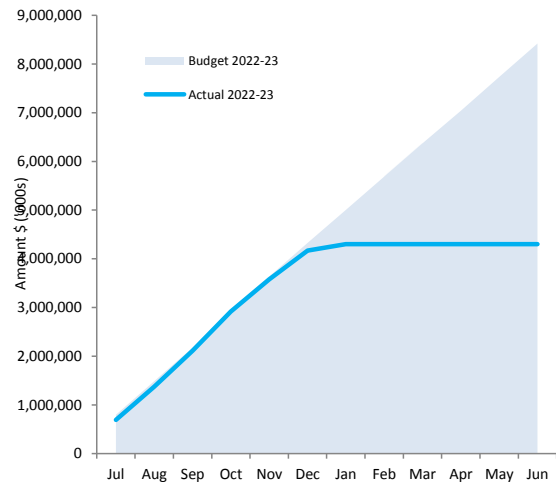
OPERATING EXPENSES



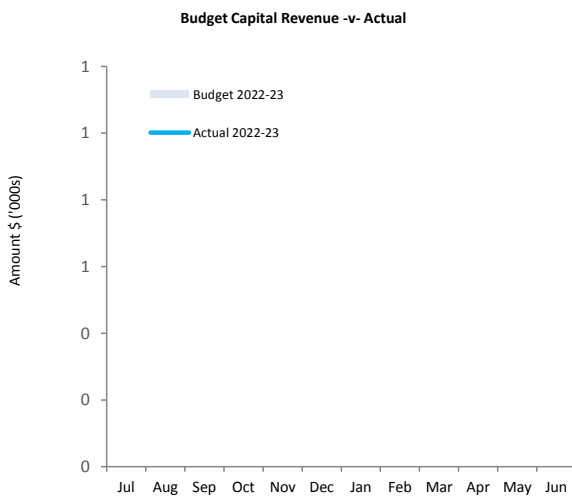
Budget Operating Revenues -v- Actual



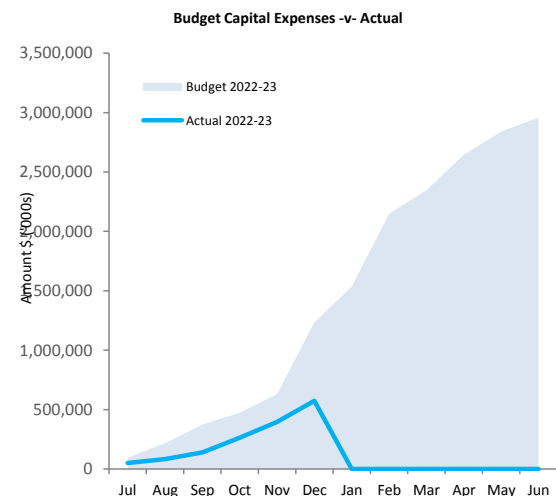
Budget Operating Expenses -v- YTD Actual



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 DECEMBER 2022

## STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH EDUCATION AND WELFARE</b>	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.
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	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 DECEMBER 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	1(b)	\$ 1,968,880	\$ 1,968,880	\$ 1,959,274	\$ (9,606)	
<b>Revenue from operating activities</b>						
Governance		36,636	36,636	7,659	(28,977)	▼
General Purpose Funding - Rates	5	2,525,969	2,523,471	2,514,870	(8,601)	
General Purpose Funding - Other		615,893	374,150	415,782	41,632	▲
Law, Order and Public Safety		134,695	74,217	59,434	(14,783)	
Health		12,680	3,942	2,998	(944)	
Education and Welfare		635,130	321,853	315,563	(6,290)	
Community Amenities		356,586	324,830	386,192	61,362	▲
Recreation and Culture		101,922	48,645	67,712	19,067	
Transport		258,591	220,539	167,608	(52,931)	▼
Economic Services		192,250	96,126	83,213	(12,913)	
Other Property and Services		120,060	59,604	72,448	12,844	
		<b>4,990,412</b>	<b>4,084,013</b>	<b>4,093,478</b>		
<b>Expenditure from operating activities</b>						
Governance		(595,709)	(340,516)	(261,681)	78,835	▲
General Purpose Funding		(396,357)	(201,426)	(192,601)	8,825	
Law, Order and Public Safety		(299,746)	(166,327)	(156,161)	10,166	
Health		(192,185)	(82,622)	(78,864)	3,758	
Education and Welfare		(706,080)	(360,174)	(368,986)	(8,812)	
Community Amenities		(628,373)	(312,736)	(333,355)	(20,619)	▼
Recreation and Culture		(1,898,417)	(973,630)	(860,658)	112,972	▲
Transport		(2,831,071)	(1,416,549)	(1,493,119)	(76,570)	▼
Economic Services		(388,429)	(199,830)	(160,801)	39,029	▲
Other Property and Services		(484,005)	(275,068)	(262,494)	12,574	
		<b>(8,420,373)</b>	<b>(4,328,878)</b>	<b>(4,168,720)</b>		
<b>Operating activities excluded from budget</b>						
Non-cash amounts excluded from operating activities		(80,881)	(80,881)	0	80,881	
<b>Amount attributable to operating activities</b>		<b>(83,067)</b>	<b>1,388,160</b>	<b>1,652,822</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,298,117	697,607	353,068	(344,539)	▼
Proceeds from Disposal of Assets	6	227,972	0	0	0	
Capital Acquisitions	7	(2,958,583)	(1,233,856)	(573,350)	660,506	▲
<b>Amount attributable to investing activities</b>		<b>(1,432,494)</b>	<b>(536,249)</b>	<b>(220,283)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		30,573	20,228	20,228	(0)	
Transfer from Reserves	9	8,000	0	0	0	
Repayment of Debentures	8	(74,569)	(36,900)	(60,758)	(23,858)	▼
Transfer to Reserves	9	(440,211)	(20,000)	(20,880)	(880)	
<b>Amount attributable to financing activities</b>		<b>(476,207)</b>	<b>(36,672)</b>	<b>(61,411)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(22,885)</b>	<b>2,784,119</b>	<b>3,330,403</b>		

**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 2022/23 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 DECEMBER 2022**

**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 DECEMBER 2022**

**BY NATURE OR TYPE**

	Ref Note	Adopted Annual Budget \$	Amended YTD Budget \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,968,880	1,968,880	1,959,274	(9,606)	
<b>Revenue from operating activities</b>						
Rates	5	2,520,969	2,521,071	2,514,505	(6,566)	
Operating Grants, Subsidies and Contributions	10	1,195,693	669,271	695,388	26,117	▲
Fees and Charges		783,363	544,180	563,570	19,390	
Interest Earnings		45,250	22,634	36,342	13,708	
Other Revenue		384,779	256,243	283,674	27,431	▲
Profit on Disposal of Assets	6	80,881	80,881	0	(80,881)	
		5,010,935	4,094,280	4,093,479		
<b>Expenditure from operating activities</b>						
Employee Costs		(2,863,497)	(1,448,061)	(1,272,608)	175,453	▲
Materials and Contracts		(1,383,432)	(698,937)	(778,149)	(79,212)	▼
Utility Charges		(370,229)	(185,118)	(137,039)	48,079	▲
Depreciation on Non-Current Assets		(3,427,775)	(1,713,906)	(1,728,063)	(14,157)	
Interest Expenses		(24,225)	(12,585)	(12,553)	32	
Insurance Expenses		(173,703)	(173,703)	(173,131)	572	
Other Expenditure		(177,512)	(96,568)	(67,176)	29,392	▲
Loss on Disposal of Assets	6	0	0	0		
		(8,420,373)	(4,328,878)	(4,168,720)		
<b>Operating activities excluded from budget</b>						
Add back Depreciation		3,427,775	1,713,906	1,728,063	14,157	
Adjust (Profit)/Loss on Asset Disposal	6				0	
Non-cash amounts excluded from operating activities		(80,881)	(80,881)	0	80,881	
<b>Amount attributable to operating activities</b>		<b>(62,544)</b>	<b>1,398,427</b>	<b>1,652,822</b>		
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	10	1,298,117	697,607	353,068	(344,539)	▼
Proceeds from Disposal of Assets	6	227,972	0	0	0	
Capital acquisitions	7	(2,958,583)	(1,233,856)	(573,350)	660,506	▲
<b>Amount attributable to investing activities</b>		<b>(1,432,494)</b>	<b>(536,249)</b>	<b>(220,283)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		30,573	20,228	20,228	(0)	
Transfer from Reserves	9	8,000	0	0	0	
Repayment of Debentures	8	(74,569)	(36,900)	(60,758)	(23,858)	▼
Transfer to Reserves	9	(440,211)	(20,000)	(20,880)	(880)	
<b>Amount attributable to financing activities</b>		<b>(476,207)</b>	<b>(36,672)</b>	<b>(61,411)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(2,362)</b>	<b>2,794,386</b>	<b>3,330,403</b>		

**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.

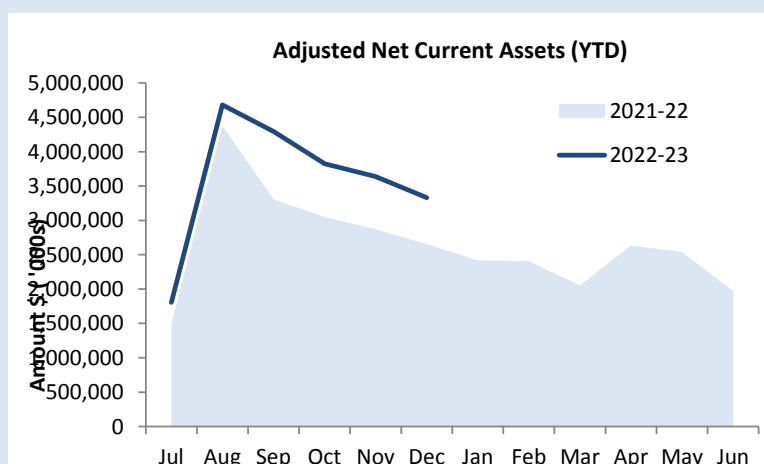
	Ref Note	Last Years Closing 30 June 2022	This Time Last Year 31 Dec 2021	Year to Date Actual 31 Dec 2022
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	2,383,622	2,892,631	3,670,222
Cash Restricted	3	2,288,740	1,710,050	2,309,620
Receivables - Rates	4	49,890	320,319	348,093
Receivables - Other	4	145,380	72,508	90,508
Loans receivable		30,573	10,038	10,345
Interest / ATO Receivable		0	0	0
Accrued Income / Expenses In Advance		43,168	69,987	24,659
Inventories		52,102	34,903	52,102
		4,993,475	5,110,435	6,505,550
<b>Less: Current Liabilities</b>				
Payables		(162,417)	(187,114)	(153,133)
Accrued Expenses / Income In Advance		(515,398)	(479,699)	(702,048)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	0
Provisions - Loans, Annual & Long Service Leave		(477,920)	(397,088)	(417,162)
		(1,192,808)	(1,100,973)	(1,272,343)
<b>Unadjusted Net Current Assets</b>		<b>3,800,667</b>	<b>4,009,462</b>	<b>5,233,207</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Profit on asset disposals		0		
Add: Loss on asset disposals		0		
Less: Cash reserves	3	(2,288,740)	(1,710,050)	(2,309,620)
Less: Loans receivable		(30,573)	(10,038)	(10,345)
Add: Provisions - Loans, Annual & Long Service Leave		477,920	397,088	417,162
<b>Adjusted Net Current Assets</b>		<b>1,959,274</b>	<b>2,686,462</b>	<b>3,330,403</b>

**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)  
\$3.33 M**

**Last Year YTD  
Surplus(Deficit)  
\$2.69 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>Revenue from operating activities</b>				
<b>Expenditure from operating activities</b>				
Governance	78,835	▲	Timing	YTD Expenses lower than anticipated
Community Amenities	(20,619)	▼	Permanent	Winding up of Regional refuse Group - Offset by income
Recreation and Culture	112,972	▲	Timing	Pool costs and Woolorama budget timing
Transport	(76,570)	▼	Timing	Road maintenane jobs higher - capital jobs lower
Economic Services	39,029	▲	Timing	Timing of expenditure -Landcare Contribution
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(344,539)	▼	Timing	Recognition of grant monies as expended
Capital Acquisitions	660,506	▲	Timing	Timing of capital projects /plant purchases
Repayment of Debentures	(23,858)	▼	Timing	Early Repayment of Loan # 131

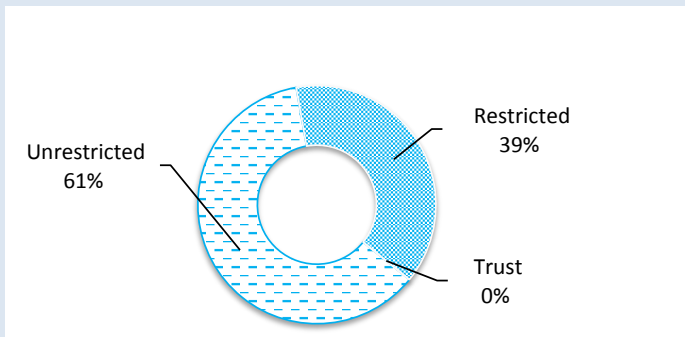
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,250			1,250	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	2,729,769			2,729,769	NAB/BWA	Nil	At Call
Overnight Cash Deposit Facility	917,830			917,830	Treasury	2.80%	At Call
Restricted Funds Account	21,373			21,373	BWA	Nil	At Call
Trust Fund			0		BWA	Nil	At Call
Reserve Fund - Telnet Saver		309,620		309,620	BWA	0.95%	At Call
<b>Term Deposits</b>							
Reserve Investment - Term Deposit		2,000,000		2,000,000	Treasury	3.12%	07-Mar-23
<b>Total</b>	<b>3,670,222</b>	<b>2,309,620</b>	<b>0</b>	<b>5,979,842</b>			

**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.

<b>Total Cash</b>	<b>Unrestricted</b>
<b>\$5.98 M</b>	<b>\$3.67 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2022	31 December 2022
	\$	\$
Opening Arrears Previous Years	67,957	49,890
Levied this year	2,665,551	2,768,667
Less Collections to date	(2,683,618)	(2,470,464)
Equals Current Outstanding	<b>49,890</b>	<b>348,093</b>
<b>Net Rates Collectable</b>	<b>49,890</b>	<b>348,093</b>
% Collected	100.68%	89.23%

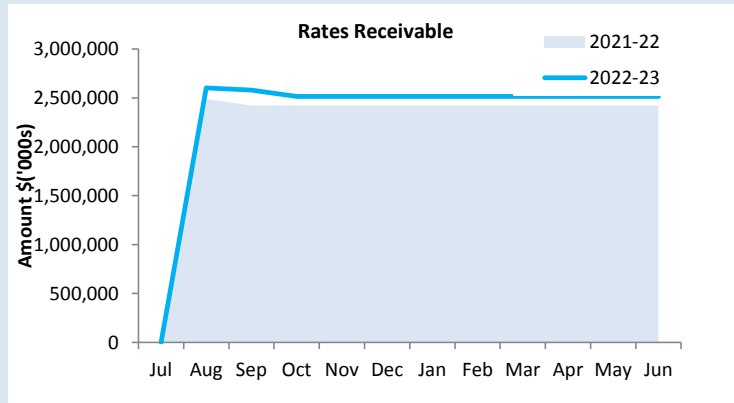
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	61,601	5,372	939	24,608	92,520
Percentage	67%	6%	1%	27%	
<b>Balance per Trial Balance</b>					
Sundry debtors					92,520
Loans receivable - clubs/institutions					10,345
Doubtful Debtors					(2,012)
<b>Total Receivables General Outstanding</b>					<b>100,853</b>
<b>Amounts shown above include GST (where applicable)</b>					

**KEY INFORMATION**

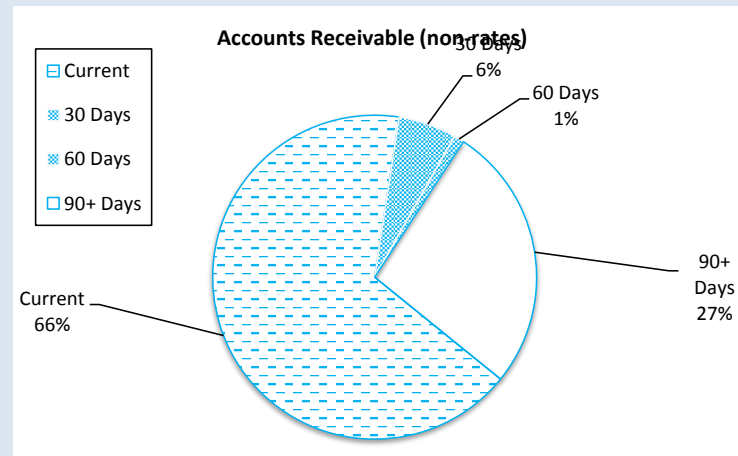
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**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
<b>89.23%</b>	<b>\$348,093</b>



<b>Debtors Due</b>
<b>\$100,853</b>
<b>Over 30 Days</b>
<b>33%</b>
<b>Over 90 Days</b>
<b>27%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

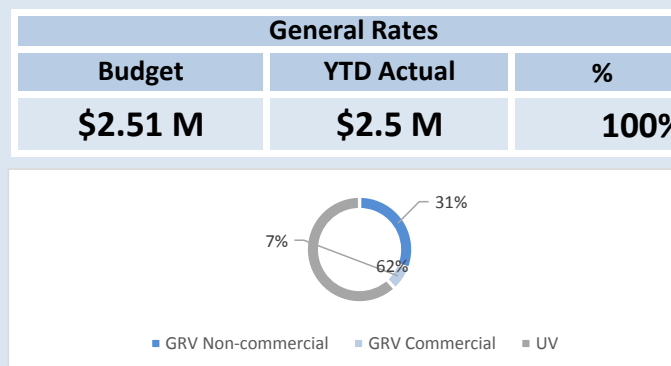
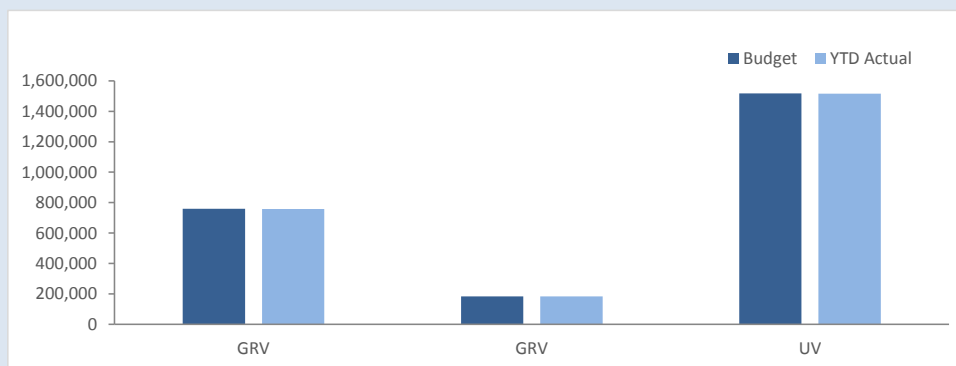
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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		\$			\$	\$	\$	\$	\$	\$	\$	
<b>Differential General Rate</b>												
GRV	Non-commercial	0.086830	675	8,705,834	755,928	3,000	1,000	759,928	755,928	1,844	41	757,813
GRV	Commercial	0.115080	65	1,592,996	183,322			183,322	183,322	0	0	183,322
UV		0.005683	297	266,695,055	1,515,628	2,000		1,517,628	1,515,628	0	0	1,515,628
Minimum \$												
GRV	Non Commercial	625	137	211,386	85,625	0	0	85,625	85,625	0	0	85,625
GRV	Commercial	625	13	37,025	8,125	0	0	8,125	8,125	0	0	8,125
UV		625	84	5,800,546	52,500	0	0	52,500	52,500	0	0	52,500
<b>Sub-Totals</b>			<b>1,271</b>	<b>283,042,842</b>	<b>2,601,128</b>	<b>5,000</b>	<b>1,000</b>	<b>2,607,128</b>	<b>2,601,127</b>	<b>1,844</b>	<b>41</b>	<b>2,603,013</b>
Rates Written Off												(366)
Discount								(97,500)				(102,997)
<b>Amount from General Rates</b>								<b>2,509,628</b>				<b>2,499,650</b>
Ex-Gratia Rates								16,341				14,855
<b>Total General Rates</b>								<b>2,525,969</b>				<b>2,514,506</b>

**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**



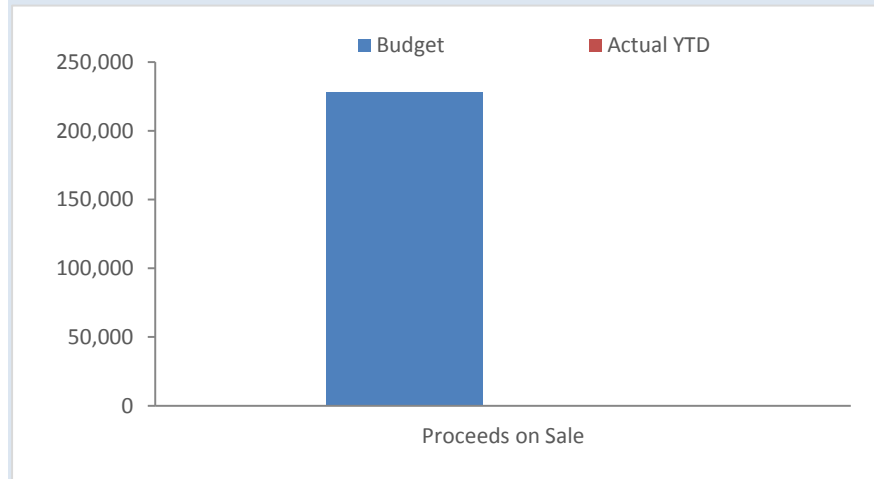


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
PO2Y19	DCEO Vehicle	6,182	36,818	30,636					
P16Y17	Isuzu Truck	42,722	45,227	2,505					
P21Y17	Isuzu Crew Cab	32,863	36,136	3,273					
P22Y17	John Deere Mower	0	700	700					
P38Y16	Mahindra Pick-up - Ranger	5,916	13,636	7,720					
P42	Isuzu Side-tipper	59,408	95,455	36,047					
		<b>147,091</b>	<b>227,972</b>	<b>80,881</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



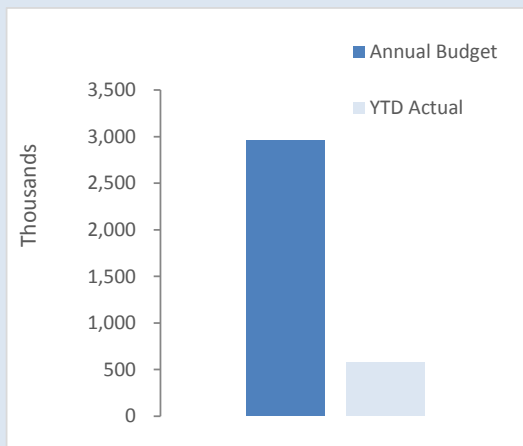
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$227,972</b>	<b>\$0</b>	<b>0%</b>

Capital Acquisitions	Adopted Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Buildings	(230,930)	(117,885)	(30,838)	87,047
Plant & Equipment	(465,486)	(465,486)	(14,526)	450,961
Furniture & Equipment	(100,571)	(25,571)	(72,593)	(47,022)
Infrastructure - Roads	(1,791,701)	(448,844)	(379,867)	68,977
Footpaths	(88,825)	0	0	0
Infrastructure - Other	(281,070)	(176,070)	(75,527)	100,543
<b>Capital Expenditure Totals</b>	<b>(2,958,583)</b>	<b>(1,233,856)</b>	<b>(573,350)</b>	<b>660,506</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,298,117	697,607	353,068	(344,539)
Other (Disposals & C/Fwd)	227,972		0	0
Cash Backed Reserves				
Recreation Development Reserve			0	0
Sportsground Precinct Redevelopment Reserve			0	0
Contribution - operations	1,432,494	536,249	220,283	(315,966)
<b>Capital Funding Total</b>	<b>2,958,583</b>	<b>1,233,856</b>	<b>573,350</b>	<b>(660,506)</b>

**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**



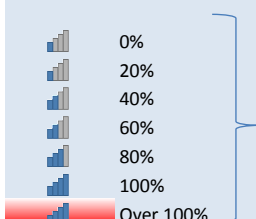
<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$2.96 M</b>	<b>\$0.57 M</b>	<b>19%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.3 M</b>	<b>\$0.35 M</b>	<b>27%</b>

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

	Account Number	Adopted Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance	
<b>Capital Expenditure</b>						
<b>Buildings</b>						
	Court House Development	B2201	(171,093)	(85,548)	(6,603)	78,945
	Historical Village - 'History of Wagin' Shed	B2202	(9,887)	(9,887)	(9,924)	(37)
	NAB Building	B2203	(15,000)	(7,500)	(2,234)	5,266
	Historical Village - Shed Fit-out	B2204	(11,000)	(11,000)	(10,525)	475
	Depot Upgrades - Shed Wall & Electric Gate	E167458	(3,950)	(3,950)	(1,552)	2,398
	New Roof - Caravan park Ablutions	B2301	(20,000)	0	0	0
			(230,930)	(117,885)	(30,838)	87,047
<b>Plant &amp; Equipment</b>						
	DCEO Vehicle (P02Y19)	E167741	(54,049)	(54,049)	0	54,049
	Fire Engine - Volvo 2020	E167776	0	0	0	0
	Water Tanker Trailer	P96	0	0	0	0
	Isuzu Truck (P16Y17)	PE2301	(87,658)	(87,658)	0	87,658
	Isuzu Crew Cab (P21Y17)	PE2302	(74,404)	(74,404)	0	74,404
	New Ride-on vMower (P27Y17)	PE2303	(9,000)	(9,000)	(5,696)	3,305
	Mahindra Pick-Up Ranger (P38Y16)	PE2304	(25,720)	(25,720)	0	25,720
	Isuzu Side-Tipper (P42)	PE2305	(204,655)	(204,655)	0	204,655
	Plant Attachment - Broom	PE2306	(10,000)	(10,000)	(8,830)	1,170
			(465,486)	(465,486)	(14,526)	450,961
<b>Furniture &amp; Equipment</b>						
	CCTV Upgrade	E167110	(8,571)	(8,571)	0	8,571
	IT & Medical Equipment - Medical Centre	FE303	(75,000)	0	(59,377)	(59,377)
	60 x New Chairs	FE2301	(9,000)	(9,000)	(9,000)	0
	New Treadmill Communitiy Gym	FE2302	(8,000)	(8,000)	(4,216)	3,784
			(100,571)	(25,571)	(72,593)	(47,022)
<b>Infrastructure - Roads</b>						
	Capital Works Program - Roads	E167103	(1,492,946)	(448,844)	(340,693)	108,151
	Capital Works Program - Airstrip	E167782	(298,755)	0	(39,173)	(39,173)
			(1,791,701)	(448,844)	(379,867)	68,977
<b>Footpaths</b>						
	Footpath Program	E167124	(88,825)	0	0	0
			(88,825)	0	0	0
<b>Infrastructure - Other</b>						
	Emergency Water Water - CWSP	IO028	0	0	(22,703)	(22,703)
	Pump & Emergency Water Connection - Dam via Wier	IO029	0	0	0	0
	Giant Ram Lighting	IO2202	(7,050)	(7,050)	(1,346)	5,704
	Sportsground Precinct Redevelopment	IO2204	(150,000)	(75,000)	0	75,000
	War Memorial Upgrades	IO2205	(6,850)	(6,850)	(7,486)	(636)
	Wetlands Park Redevelopment	IO2206	(54,695)	(54,695)	(31,214)	23,481
	Wetlands Park BBQ Shelters	IO2301	(15,000)	(15,000)	(7,768)	7,232
	Main Streets Paving, Cleaning & Sealing	IO2207	(2,475)	(2,475)	(1,591)	884
	Townscape	IO2208	(30,000)	(15,000)	(3,418)	11,582
	Mural - toilet Building	IO2302	(15,000)	0	0	0
			(281,070)	(176,070)	(75,527)	100,543
<b>Capital Expenditure Total</b>			(2,958,583)	(1,233,856)	(573,350)	660,506

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 DECEMBER 2022**

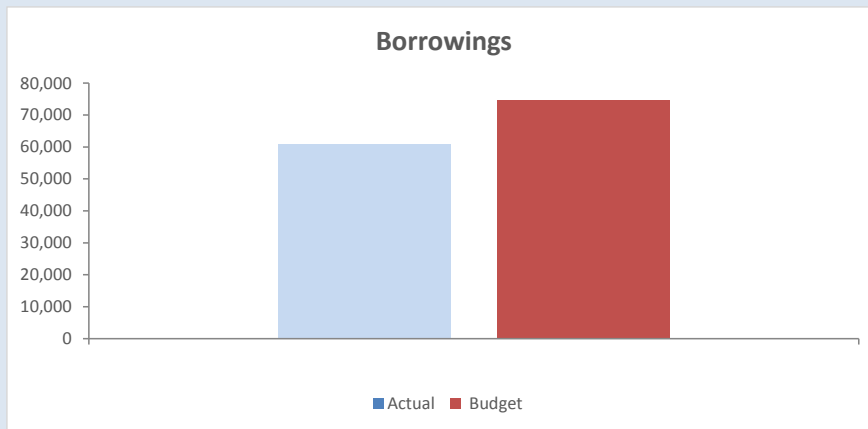
**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
Loan 131 - Recreation Centre Development	29,477	0	0	29,477	11,238	-0	18,239	910	1,707
Loan 139 - Swimming Pool Redevelopment	187,284	0	0	7,279	14,746	180,005	172,538	4,739	9,291
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	126,737	0	0	7,729	15,693	119,008	111,044	3,718	7,201
Loan 138 - Doctor Housing	54,353	0	0	6,083	12,357	48,270	41,996	1,704	3,217
	397,851	0	0	50,568	54,034	347,283	343,817	11,072	21,416
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	97,491	0	0	10,190	20,535	87,301	76,956	1,482	2,809
	97,491	0	0	10,190	20,535	87,301	76,956	1,482	2,809
<b>Total</b>	495,342	0	0	60,758	74,569	434,584	420,773	12,554	24,225

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.

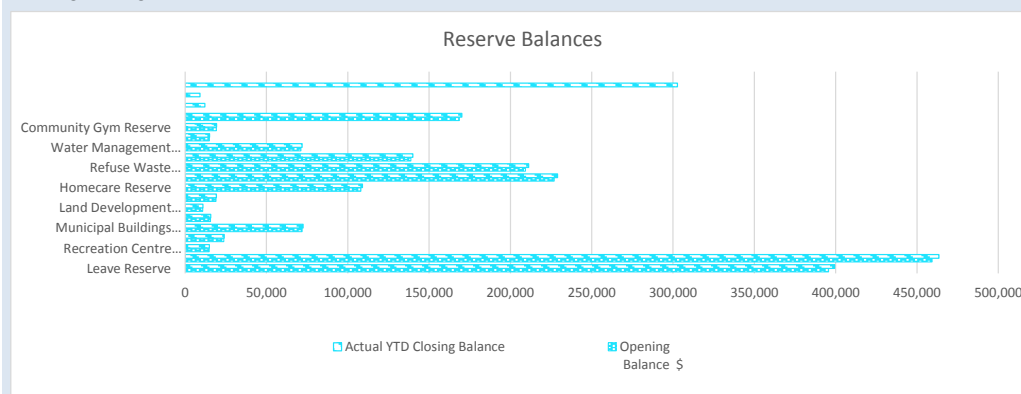


<b>Principal Repayments</b>	<b>\$60,758</b>
<b>Interest Earned</b>	<b>\$36,342</b>
<b>Interest Expense</b>	<b>\$12,554</b>
<b>Reserves Bal</b>	<b>\$2.31 M</b>
<b>Loans Due</b>	<b>\$.43 M</b>

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	395,708	3,957	3,610					399,665	399,318
Plant Replacement Reserve	459,304	4,593	4,190	61,836				525,733	463,494
Recreation Centre Equipment Reserve	14,751	148	135					14,899	14,886
Aerodrome Maintenance & Development Reserve	23,740	237	217	8,500				32,477	23,957
Municipal Buildings Reserve	71,902	719	656					72,621	72,558
Admin Centre Furniture, Equipment & IT Reserve	15,559	156	142					15,715	15,701
Land Development Reserve	10,774	108	98					10,882	10,872
Community Bus Reserve	19,006	190	173					19,196	19,180
Homecare Reserve	108,061	1,081	986					109,142	109,046
Recreation Development Reserve	226,940	2,269	2,070	20,000				249,209	229,010
Refuse Waste Management Reserve	209,291	2,093	1,909	29,436				240,820	211,200
Refuse Site Rehabilitation Reserve	138,775	1,388	1,266	20,000				160,163	140,041
Water Management Reserve	71,214	712	650					71,926	71,864
Electronic Sign Reserve	14,883	149	136					15,032	15,018
Community Gym Reserve	19,174	192	175	2,550		(8,000)		13,916	19,349
Sportsground Precinct Redevelopment Reserve	168,573	1,686	1,538	100,000				270,259	170,111
Emergency/Bushfire Control Reserve	12,069	121	110					12,190	12,179
Community Events Reserve	9,017	90	82					9,107	9,100
Staff Housing Reserve	300,000	3,000	2,737	75,000				378,000	302,737
Roadwork Reserve	0	0	0	100,000				100,000	0
	<b>2,288,740</b>	<b>22,889</b>	<b>20,880</b>	<b>417,322</b>	<b>0</b>	<b>(8,000)</b>	<b>0</b>	<b>2,720,951</b>	<b>2,309,620</b>

KEY INFORMATION



Grants and Contributions

		Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance
<b>Operating grants, subsidies and contributions</b>						
<b>General Purpose Funding</b>						
Grants Commission - General	I032005	254,698	254,698	127,350	170,787	43,437
Grants Commission - Roads	I032010	152,645	152,645	76,322	59,809	(16,513)
<b>Law, Order and Public Safety</b>						
DFES Grant - Operating Bush Fire Brigade	I051010	77,405	77,405	38,702	38,658	(44)
DFES - ESL Admin Contribution	I051035	4,000	4,000	1,998	4,000	2,002
DFES Grant - Operating SES	I051075	32,590	32,590	16,295	16,482	187
<b>Education and Welfare</b>						
Homecare Recurrent Grant	I082010	378,309	378,309	189,156	188,826	(330)
HCP Government Funds	I082045	138,200	138,200	69,102	57,110	(11,992)
<b>Recreation and Culture</b>						
Community Events Income	I119030	2,000	2,000	2,000	26,000	24,000
All Good Refund Centre - Street Carnival	I119030	10,000	10,000	10,000	1,000	(9,000)
<b>Transport</b>						
Direct Road Grants	I121005	138,346	138,346	138,346	141,414	3,068
<b>Operating Contributions</b>						
Rec Centre Equipment Contributions	I113030	1,500	1,500	0	0	0
Contribution to Woororoma	I119015	1,000	1,000	0	0	0
Contribution - St Lighting	I121025	5,000	5,000	0	0	0
<b>Operating grants, subsidies and contributions Total</b>		<b>1,195,693</b>	<b>1,195,693</b>	<b>669,271</b>	<b>704,085</b>	<b>34,814</b>
<b>Non-operating grants, subsidies and contributions</b>						
<b>Recreation and Culture</b>						
Wetlands Park Playground Upgrade Contribution	I113040	54,695	54,695	54,695	45,692	(9,003)
<b>Law, Order and Public Safety</b>						
Community Water Supply Project	I053060	0	0	0	23,578	23,578
<b>Transport</b>						
Road Project Grants	I121010	395,186	395,186	316,148	158,074	(158,074)
Roads To Recovery Grant	I121015	312,145	312,145	208,096	146,901	(61,195)
RADS - Airport Upgrade	I126015	298,755	298,755	0	190,117	190,117
Main Roads Bridge 18/19 Funding	I121076	0	0	0	74,251	74,251
LRCIP Funding	I121076	237,336	237,336	118,668	360,555	241,887
<b>Non-operating grants, subsidies and contributions Total</b>		<b>1,298,117</b>	<b>1,298,117</b>	<b>697,607</b>	<b>999,169</b>	<b>301,562</b>
<b>Grand Total</b>		<b>2,493,810</b>	<b>2,493,810</b>	<b>1,366,878</b>	<b>1,703,254</b>	<b>336,376</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2022**

**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	RESTRICTED FUNDS ACCOUNT			Closing Balance 31 Dec 2022
	Opening Balance 01 Jul 2022	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	900	1,100	(900)	1,100
Deposits - Community Bus	900	930	(750)	1,080
Deposits - Rec Ctr & EFP	2,662	5,100	(5,100)	2,662
Deposits - Animal Trap	25	100	0	125
BCITF	0	0	0	0
Deposit - Community Gym Key	5,580	1,230	(300)	6,510
Building Services Levy	329	376	(314)	391
Nomination Deposits	0	0	0	0
Other Deposits	6,819	450	0	7,269
Unclaimed Monies	2,147	0	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	40	0	0	40
Cemetery Shelter Contributions	0	0	0	0
	<b>19,422</b>	<b>9,286</b>	<b>(7,364)</b>	<b>21,344</b>





**SHIRE OF WAGIN**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**FOR THE PERIOD ENDED 31 DECEMBER 2022**

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>					
<b>Rate Revenue</b>					
I031005	GRV	Inc	939,250	939,250	939,249
I031010	GRV Minimums	Inc	93,750	93,750	93,750
I031015	UV	Inc	1,515,628	1,515,628	1,515,628
I031020	UV Minimums	Inc	52,500	52,500	52,500
I031025	GRV Interim Rates	Inc	3,000	1,500	1,844
I031030	UV Interim Rates	Inc	2,000	1,002	0
I031035	Back Rates	Inc	1,000	1,000	41
I031040	Ex-Gratia Rates (CBH)	Inc	16,341	16,341	14,855
I031045	Discount Allowed	Inc	(97,500)	(97,500)	(102,997)
I031050	Instalment Admin Charge	Inc	6,000	6,000	4,092
I031055	Account Enquiry Fee	Inc	2,500	1,248	1,935
I031060	(Rate Write Offs)	Inc	(5,000)	(2,400)	(366)
I031065	Penalty Interest	Inc	8,000	4,002	2,911
I031070	Emergency Services Levy	Inc	126,700	126,700	126,668
I031075	ESL Penalty Interest	Inc	500	252	165
I031080	Instalment Interest	Inc	4,000	1,998	4,256
I031090	Rate Legal Charges	Inc	20,000	10,002	1,350
			<b>2,688,669</b>	<b>2,671,273</b>	<b>2,655,881</b>
E031005	Valuation Expenses	Exp	(9,000)	(4,500)	(324)
E031010	Legal Costs/Expenses	Exp	(500)	(252)	0
E031015	Title Searches	Exp	(600)	(300)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(4,998)	(3,030)
E031025	Printing Stationery Postage	Exp	(2,000)	(1,100)	(1,526)
E031030	Emergency Services Levy	Exp	(126,700)	(63,350)	(76,108)
E031040	Rate Refunds	Exp	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,300)	(2,300)	(2,540)
E031100	Administration Allocated	Exp	(104,549)	(52,272)	(52,272)
			<b>(256,649)</b>	<b>(129,072)</b>	<b>(135,800)</b>
<b>Other General Purpose Funding</b>					
I032005	Grants Commission General	Inc	254,698	127,350	170,787
I032010	Grants Commission Roads	Inc	152,645	76,322	59,809
I032020	Administration Rental	Inc	36,000	18,000	18,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	750	146
I032030	Reimbursements	Inc	100	48	0
I032035	SS Loans Interest & GFee Reimb.	Inc	0	0	0
I032040	Bank Interest	Inc	750	378	8,525
I032045	Reserves Interest	Inc	7,000	3,500	17,504
I032055	Commissions & Recoups	Inc	500	0	0
			<b>453,193</b>	<b>226,348</b>	<b>274,771</b>
E032005	Bank Fees and Charges	Exp	(12,000)	(6,000)	(5,447)
E032015	Interest on Loans	Exp	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E032030	Audit Fees & Other Services	Exp	(25,000)	(15,000)	0
E032035	Administration Allocated	Exp	(102,708)	(51,354)	(51,354)
			(139,708)	(72,354)	(56,801)
	<b>Total General Purpose Income</b>		3,141,862	2,897,621	2,930,652
	<b>Total General Purpose Expenditure</b>		(396,357)	(201,426)	(192,601)
<b>Governance</b>					
<b>Members of Council</b>					
I041020	Other Income Relating to Members	Inc	1,000	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(24,365)	(12,182)	(10,681)
E041010	Training	Exp	(8,000)	(4,000)	0
E041015	Members Travelling	Exp	(700)	(350)	(308)
E041025	Election Expenses	Exp	(3,000)	(3,000)	0
E041030	Other Expenses	Exp	(8,000)	(8,000)	(4,934)
E041035	Conference Expenses	Exp	(10,000)	(5,000)	(7,265)
E041040	Presidents Allowance	Exp	(12,300)	(6,150)	(6,150)
E041045	Deputy Presidents Allowance	Exp	(3,075)	(1,538)	(1,538)
E041055	Refreshments and Receptions	Exp	(12,000)	(6,000)	(3,668)
E041060	Presentations	Exp	(2,500)	(1,248)	(775)
E041065	Insurance	Exp	(13,325)	(13,325)	(13,325)
E041070	Public Relations	Exp	(2,000)	(1,002)	(30)
E041075	Subscriptions	Exp	(35,000)	(35,000)	(29,618)
E041100	Administration Allocated	Exp	(118,133)	(59,064)	(59,064)
			(252,398)	(155,859)	(137,356)
<b>Other Governance</b>					
I042030	Profit on Sale of Asset	Inc	30,636	30,636	0
I042045	Admin Reimbursements	Inc	5,000	5,000	7,659
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			35,636	35,636	7,659
E042005	Administration Salaries	Exp	(714,073)	(357,036)	(337,357)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(86,447)	(43,224)	(42,817)
E042011	Loyalty Allowance	Exp	(8,046)	(4,026)	(3,525)
E042012	Housing Allowance Admin	Exp	(13,578)	(6,792)	(9,548)
E042015	Insurance	Exp	(25,969)	(25,969)	(26,543)
E042020	Staff Training	Exp	(10,000)	(4,998)	(1,153)
E042025	Removal Expenses	Exp	(10,000)	0	(4,410)
E042030	Printing & Stationery	Exp	(30,000)	(15,000)	(10,919)
E042035	Phone, Fax & Modem	Exp	(7,000)	(3,498)	(1,833)
E042040	Office Maintenance	Exp	(62,000)	(33,579)	(25,787)
E042045	Advertising	Exp	(18,000)	(9,000)	(3,228)
E042050	Office Equipment Maintenance	Exp	(3,000)	(1,500)	(729)
E042055	Postage & Freight	Exp	(4,000)	(1,998)	(1,009)
E042060	Vehicle Running Expenses	Exp	(16,000)	(8,453)	(5,445)
E042065	Legal Expenses	Exp	(25,000)	(12,498)	0
E042070	Garden Expenses	Exp	(12,000)	(6,000)	(4,903)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E042075	Conference & Training	Exp	(10,000)	(4,998)	(1,166)
E042080	Computer Support	Exp	(130,000)	(64,998)	(64,528)
E042085	Other Expenses	Exp	(3,000)	(1,500)	(873)
E042090	Administration Allocated	Exp	(270,719)	(135,360)	(135,360)
E042095	Fringe Benefits Tax	Exp	(15,000)	(7,500)	(12,248)
E042100	Staff Uniforms	Exp	(4,000)	(4,000)	(746)
E042115	Cash Round Off Control	Exp	0	0	(1)
E042120	Depreciation - Other Governance	Exp	(126,097)	(63,048)	(63,169)
E042125	Less Administration Allocated	Exp	1,278,618	639,318	639,300
E042155	Lease of Photocopier	Exp	0	0	0
E042160	CEO Recruitment	Exp	(18,000)	(9,000)	(6,328)
E042165	Paid Parental Leave	Exp	0	0	0
			(343,311)	(184,657)	(124,325)
	<b>Total Governance Income</b>		36,636	36,636	7,659
	<b>Total Governance Expenditure</b>		(595,709)	(340,516)	(261,681)
<b>Law, Order &amp; Public Safety</b>					
<b>Fire Prevention</b>					
I051010	BFB Operating Grant	Inc	77,405	38,702	42,930
I051015	Sale of Fire Maps	Inc	50	24	45
I051025	Reimbursements	Inc	1,000	498	60
I051030	Bush Fire Infringements	Inc	2,000	2,000	1,364
I051040	Donations	Inc	0	0	0
I051035	ESL Admin Fee	Inc	4,000	1,998	4,000
I051050	SES Call-out Income	Inc	0	0	0
I051070	Other Bushfire Grants Income	Inc	0	0	0
I051075	SES Operating Grant	Inc	32,590	16,295	2,921
			117,045	59,517	51,320
E051005	BFB Operation Expenditure	Exp	(77,405)	(52,773)	(42,930)
E051010	Communication Mtce	Exp	(4,000)	(2,046)	(1,991)
E051015	Advertising & Other Expenses	Exp	(2,500)	(1,248)	(2,234)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(4,000)	(2,084)	(8,174)
E051025	Town Block Burn Off	Exp	(5,000)	(3,572)	(6,112)
E051040	Other Bushfire Expenditure	Exp	0	0	(1,907)
E051045	Mt Latham & Condonning Repeats	Exp	0	0	(98)
E051060	SES Operation Expenditure	Exp	(32,590)	(17,297)	(2,921)
E051100	Administration Allocated	Exp	(64,701)	(32,352)	(32,352)
E051190	Depreciation - Fire Prevention	Exp	(25,484)	(12,744)	(12,847)
			(215,680)	(124,116)	(111,566)
<b>Animal Control</b>					
I052005	Dog Fines and Fees	Inc	5,000	2,502	4,977
I052006	Cat Fines and Fees	Inc	300	150	0
I052010	Hire of Animal Traps	Inc	100	48	18
I052015	Dog Registration	Inc	6,000	6,000	2,740
I052016	Cat Registration	Inc	700	700	378
I052020	Reimbursements	Inc	500	250	0
			12,600	9,650	8,113

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E052005	Ranger Salary	Exp	(18,700)	(9,348)	(5,936)
E052007	Ranger Telephone	Exp	(1,000)	(498)	(495)
E052010	Pound Maintenance	Exp	(2,960)	(1,493)	(918)
E052015	Dog Control Insurance	Exp	(314)	(314)	(1,181)
E052020	Legal Fees	Exp	(500)	(252)	0
E052025	Training & Conference	Exp	(500)	(252)	0
E052030	Ranger Services Other	Exp	(25,000)	(12,504)	(15,912)
E052035	Administration Allocated	Exp	(29,784)	(14,892)	(14,892)
E052190	Depreciation - Animal Control	Exp	(1,308)	(654)	(660)
			(80,066)	(40,207)	(39,994)
<b>Other Law, Order &amp; Public Safety</b>					
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	5,000	5,000	0
I053055	Reimbursements	Inc	0	0	0
I053060	Community Water Supply Program Grant	Inc	0	0	22,703
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			5,050	5,050	22,703
E053005	Abandoned Vehicles	Exp	(500)	(252)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(252)	(341)
E053045	CCTV & Security	Exp	0	0	(450)
E053055	Mosquito Control	Exp	(3,000)	(1,500)	(3,810)
			(4,000)	(2,004)	(4,601)
<b>Total Law, Order &amp; Public Safety Income</b>			134,695	74,217	82,136
<b>Total Law, Order &amp; Public Safety Expenditure</b>			(299,746)	(166,327)	(156,161)
<b>Health</b>					
<b>Maternal &amp; Infant Health</b>					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(9,150)	(4,578)	(4,718)
			(9,150)	(4,578)	(4,718)
<b>Preventative Services - Admin &amp; Inspections</b>					
I074005	Food Licences & Fees	Inc	800	0	42
I074015	Contrib. Regional Health Scheme	Inc	0	0	0
I074020	Reimbursements	Inc	0	0	0
			800	0	42
E074005	EHO Salary	Exp	(10,000)	(4,998)	(1,500)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	0	0	(158)
E074015	Other Control Expenses	Exp	(7,000)	(3,498)	(791)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	0	0	0
E074030	Conferences & Training	Exp	(500)	(252)	0
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(26,112)	(13,056)	(13,056)
E074190	Depreciation - Prevent Services	Exp	0	0	0
			(43,612)	(21,804)	(15,505)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Other Health</b>					
I076010	Rent - Medical Centre-Dentist	Inc	4,380	2,190	2,029
I076015	Reimbursements - IPN Medical	Inc	2,500	0	0
I076020	Meeting Room Fees	Inc	3,500	1,752	927
I076025	Sale of Doctors Vehicle	Inc	0	0	0
I076040	Reimbursements - Dr Norris	Inc	1,500	0	0
			11,880	3,942	2,956
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(12,021)	(7,025)	(4,493)
E076025	Depreciation - Other Health	Exp	(46,902)	(23,454)	(23,644)
E076030	Doctors Vehicle Mtce	Exp	(5,000)	(2,761)	(1,363)
E076035	Loss on Sale of Asset	Exp	0	0	0
E076040	IPN Medical Services	Exp	(45,000)	(22,500)	(28,679)
E076055	Doctor Retention & Relocation	Exp	(20,000)	0	0
E076060	Assets under \$5k	Exp	(10,000)	0	0
			(138,923)	(55,740)	(58,179)
<b>Health - Preventative Services</b>					
E077010	Analytical Expenses	Exp	(500)	(500)	(463)
			(500)	(500)	(463)
<b>Total Health Income</b>			12,680	3,942	2,998
<b>Total Health Expenditure</b>			(192,185)	(82,622)	(78,865)
<b>Education &amp; Welfare</b>					
<b>Pre Schools</b>					
I083035	Day Care Lease	Exp	8,568	4,284	4,654
I083036	Day Care Reimbursements	Exp	5,500	2,748	1,254
			14,068	7,032	5,908
E080010	Kindegarten Maintenance (Daycare)	Exp	(12,123)	(6,559)	(4,241)
E080190	Depreciation - Pre-Schools	Exp	(25,918)	(12,960)	(13,065)
			(38,041)	(19,519)	(17,306)
<b>Other Education</b>					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	0	0	0
			0	0	0
<b>Homecare Program</b>					
I082010	CHSP & HACC Grant	Inc	378,309	189,156	188,826
I082015	Meals on Wheels	Inc	5,000	2,502	1,059
I082020	CHSP Fee for Service	Inc	75,000	37,500	46,624
I082025	Donations	Inc	0	0	591
I082030	Reimbursements	Inc	0	0	0
I082040	HCP Client Daily Fee	Inc	15,984	7,992	6,278
I082045	HCP Government Funds	Inc	138,200	69,102	57,110
			612,493	306,252	300,488
E082010	Management & Admin Salaries	Exp	(130,000)	(64,998)	(62,597)
E082013	Homecare Wages/Contract Liability	Exp	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E082015	Maintenance & Gardening Salaries	Exp	(38,040)	(19,020)	(17,101)
E082020	Nursing Salaries	Exp	(30,000)	(15,000)	(19,029)
E082025	Care Workers Salaries	Exp	(235,000)	(117,498)	(132,572)
E082030	Superannuation	Exp	(45,822)	(22,914)	(23,896)
E082035	Other Expenses	Exp	(13,000)	(6,498)	(2,831)
E082040	Travelling - Mileage	Exp	(19,000)	(9,498)	(12,026)
E082045	Staff Training	Exp	(2,160)	(1,080)	(450)
E082050	Staff Training Salaries	Exp	(3,356)	(1,680)	0
E082055	Subscriptions	Exp	(9,752)	(4,878)	(2,616)
E082060	Telephone & Postage	Exp	(2,565)	(1,284)	(669)
E082065	Advertising & Stationery	Exp	(1,000)	(504)	(902)
E082070	Insurance	Exp	(7,700)	(3,852)	(7,698)
E082075	Office Accommodation	Exp	(36,000)	(18,000)	(18,000)
E082080	Plant & Equipment Mtce	Exp	(26,359)	(13,975)	(10,119)
E082085	Consumable Supplies	Exp	(4,500)	(2,250)	(6,262)
E082090	Functon & Catering Supplies	Exp	(1,500)	(750)	(308)
E082095	HCP Expenses	Exp	(6,000)	(3,000)	(3,711)
E082100	Administration Allocated	Exp	(21,368)	(10,686)	(10,686)
E082110	Meals on Wheels Expenditure	Exp	(3,605)	(1,800)	(1,134)
E082120	Loss on Sale of Asset	Exp	0	0	0
E082130	Homecare Retention Bonus Expenditure	Exp	0	0	0
E082190	Depreciation - Homecare	Exp	(19,644)	(9,822)	(9,903)
			(656,371)	(328,987)	(342,510)
	<b>Other Welfare</b>				
I083010	Wagin Frail Aged Reimb	Inc	8,569	8,569	9,167
I083040	Seniors Xmas Lunch Income	Inc	0	0	0
			8,569	8,569	9,167
E083010	Wagin Frail Aged Exp	Exp	(9,168)	(9,168)	(9,167)
E083020	Seniors Xmas Lunch	Exp	(2,500)	(2,500)	0
E083050	Other Welfare Exp	Exp	0	0	0
			(11,668)	(11,668)	(9,167)
	<b>Total Education &amp; Welfare Income</b>		635,130	321,853	315,563
	<b>Total Education &amp; Welfare Expenditure</b>		(706,080)	(360,174)	(368,983)
	<b>Community Amenities</b>				
	<b>Sanitation - Household Refuse</b>				
I101005	Domestic Collection	Inc	235,500	235,500	253,796
I102020	Refuse Site Fees	Inc	15,000	7,500	8,430
			250,500	243,000	262,226
E101005	Domestic Refuse Collection	Exp	(48,000)	(24,000)	(23,116)
E101006	Green Waste Collection	Exp	(23,000)	(11,502)	(11,494)
E101010	Recycling Pick-Up	Exp	(70,500)	(35,250)	(36,944)
E101015	Refuse Site Mtce	Exp	(128,500)	(64,327)	(58,161)
E101025	Refuse Site Attendant	Exp	0	0	0
			(270,000)	(135,079)	(129,715)
	<b>Sanitation - Other</b>				

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I102002	Commercial Collection Charges	Inc	66,586	63,834	65,657
I102005	Reimbursement Drummuster	Inc	4,000	0	0
I102010	Charges Bulk Rubbish	Inc	15,000	7,500	7,713
			85,586	71,334	73,370
E102005	Commercial Collection	Exp	(13,650)	(6,828)	(6,852)
E102010	Bulk Rubbish Collection	Exp	(16,000)	(7,998)	(7,823)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	(3,925)
E102190	Depreciation - Sanitation	Exp	(18,148)	(9,078)	(9,148)
			(52,798)	(23,904)	(27,748)
	<b>Sewerage</b>				
I104005	Septic Tank Fees	Inc	500	500	0
			500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(270)	(37)
			(500)	(270)	(37)
	<b>Regional Refuse Group</b>				
I102006	Regional Refuse Group	Inc	0	0	37,071
			0	0	37,071
	<b>Regional Refuse Group</b>				
E102007	Regional Refuse Group Expenses	Exp	0	0	(30,893)
			0	0	(30,893)
	<b>Town Planning</b>				
I106005	Planning Fees	Inc	4,000	1,998	3,193
			4,000	1,998	3,193
E106005	Town Planning Expenses	Exp	(15,000)	(7,500)	(4,705)
E106100	Administration Allocated	Exp	(66,566)	(33,282)	(33,282)
			(81,566)	(40,782)	(37,987)
	<b>Other Community Amenities</b>				
I107005	Cemetery Fees	Inc	12,000	6,000	7,069
I107010	Community Bus Income	Inc	4,000	1,998	3,262
I107025	Other Community Amenities Contributions	Inc	0	0	0
			16,000	7,998	10,331
E107005	Cemetery Mtce	Exp	(40,000)	(20,090)	(19,006)
E107010	Public Convenience Mtce	Exp	(56,428)	(28,626)	(22,719)
E107015	Community Bus Operating	Exp	(3,674)	(2,275)	(3,333)
E107100	Administration Allocated	Exp	(72,439)	(36,222)	(36,222)
E107190	Depreciation - Other Comm Amenities	Exp	(50,968)	(25,488)	(25,694)
			(223,509)	(112,701)	(106,974)
	<b>Total Community Amenities Income</b>		356,586	324,830	386,191
	<b>Total Community Amenities Expenditure</b>		(628,373)	(312,736)	(333,354)
	<b>Recreation &amp; Culture</b>				

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Public Halls &amp; Civic Centres</b>					
I111005	Town Hall Hire	Inc	2,000	1,002	<b>4,372</b>
I111010	Reimbursements	Inc	100	100	<b>0</b>
I111015	Town Hall Lease -L Piesse	Inc	0	0	<b>0</b>
			<b>2,100</b>	<b>1,102</b>	<b>4,372</b>
E111005	Town Hall Mtce	Exp	(28,555)	(16,639)	<b>(11,946)</b>
E111010	Other Halls Mtce	Exp	(6,153)	(3,287)	<b>(599)</b>
E111190	Depreciation - Public Halls	Exp	(202,711)	(101,358)	<b>(102,189)</b>
			<b>(237,419)</b>	<b>(121,284)</b>	<b>(114,734)</b>
<b>Swimming Pool</b>					
I112010	Swimming Pool Admission	Inc	30,000	12,000	<b>14,497</b>
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	<b>0</b>
I112020	Reimbursements	Inc	600	600	<b>100</b>
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	<b>0</b>
			<b>30,600</b>	<b>12,600</b>	<b>14,597</b>
E112005	Pool Staff Salary	Exp	(109,500)	(54,750)	<b>(25,896)</b>
E112008	Pool Leave/Wages Liability	exp	0	0	<b>0</b>
E112010	Superannuation	Exp	0	0	<b>0</b>
E112015	Swimming Pool Maintenance	Exp	(118,388)	(63,981)	<b>(55,998)</b>
E112020	Swimming Pool Other Expenses	Exp	(5,850)	(2,928)	<b>(1,330)</b>
E113076	Interest on Loan 139 - Swimming Pool	Exp	(9,291)	(4,739)	<b>(4,739)</b>
E112190	Depreciation - Swimming Pools	Exp	(197,388)	(98,700)	<b>(99,505)</b>
			<b>(440,417)</b>	<b>(225,098)</b>	<b>(187,468)</b>
<b>Other Recreation &amp; Sport</b>					
I113005	Sportsground Rental	Inc	8,795	4,398	<b>2,509</b>
I113015	Power Reimbursements	Inc	5,000	2,502	<b>1,036</b>
I113020	Recreation Centre Hire	Inc	5,000	2,502	<b>2,225</b>
I113025	Reimbursements Other	Inc	0	0	<b>218</b>
I113030	Rec Centre Equipment Contributions	Inc	1,500	0	<b>0</b>
I113035	Sporting Club Leases	Inc	0	0	<b>1,141</b>
I113040	Other Recreation & Sport Contributions	Inc	54,695	54,695	<b>31,214</b>
I113055	Eric Farrow Pavillion Hire	Inc	5,000	2,502	<b>2,952</b>
I113065	Community Gym Membership	Inc	13,800	6,900	<b>7,158</b>
			<b>93,790</b>	<b>73,499</b>	<b>48,453</b>
E113005	Sportsground Mtce	Exp	(115,555)	(58,047)	<b>(49,444)</b>
E113010	Sportsground Building Mtce	Exp	(24,931)	(16,987)	<b>(15,355)</b>
E113015	Wetlands Park Mtce	Exp	(70,011)	(35,678)	<b>(28,839)</b>
E113020	Parks & Gardens Mtce	Exp	(49,099)	(24,630)	<b>(34,128)</b>
E113025	Puntapin Rock Mtce	Exp	(2,506)	(1,254)	<b>(1,043)</b>
E113030	Recreation Centre Mtce	Exp	(65,780)	(38,795)	<b>(28,374)</b>
E113035	Rec Staff Salaries	Exp	(19,853)	(9,930)	<b>(2,152)</b>
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	<b>0</b>
E113040	Superannuation	Exp	(2,085)	(1,044)	<b>(1,161)</b>
E113045	Other Expenses	Exp	(1,200)	(600)	<b>(333)</b>
E113050	Norring Lake Mtce	Exp	(3,400)	(1,739)	<b>(1,406)</b>
E113065	Eric Farrow Pavilion Mtce	Exp	(23,145)	(13,022)	<b>(13,691)</b>
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(1,002)	<b>(1,123)</b>



COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E113075	Interest on Loan 131 - Rec Centre	Exp	(1,707)	(942)	(910)
E113095	Community Gym Expenditure	Exp	(11,250)	(5,628)	(3,782)
E113100	Administration Allocated	Exp	(116,535)	(58,266)	(58,266)
E113190	Depreciation - Other Rec & Sport	Exp	(392,093)	(196,050)	(197,999)
			(901,150)	(463,614)	(438,006)
	<b>Library</b>				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(52,700)	(26,352)	(25,132)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(10,481)	(5,501)	(2,564)
E115020	Library Other Expenses	Exp	(7,800)	(4,418)	(1,977)
E115190	Depreciation - Libraries	Exp	(16,210)	(8,106)	(8,171)
			(87,191)	(44,377)	(37,844)
	<b>Other Culture</b>				
I116035	Long Table Experience Income	Inc	0	0	0
I116065	Electronic Sign Advertising Income	Inc	3,000	1,500	682
I119015	Contribution to Woolorama	Inc	1,000	0	0
I119020	Reimbursements	Inc	9,000	0	0
I119030	Community Events Income	Inc	2,000	2,000	26,000
I119031	Other Culture Grant Funds	Inc	10,000	10,000	1,000
I113078	SS Loan 141 - Interest & Gtee Fee Reimbursement	Inc	4,977	2,489	3,821
			29,977	15,989	31,503
E116005	Subsidy Woolorama Committee	Exp	(500)	0	0
E116010	Woolorama Costs & Maintenance	Exp	(65,136)	(33,030)	(4,097)
E113077	Interest on Loan 141 - SSL Wagin Ag	Exp	(2,809)	(1,482)	(1,482)
E116015	Community Centre Mtce	Exp	(15,837)	(8,303)	(4,434)
E116020	Historical Village	Exp	(2,166)	(1,814)	(2,234)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(31,463)	(15,726)	(12,000)
E116046	Community Development Equipment Maintenance	Exp	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116060	Betty Terry Theatre Expenditure	Exp	(3,215)	(1,988)	(1,483)
E116065	Electronic Sign Expenditure	Exp	(2,500)	(1,302)	(2,548)
E116070	Court House Expenditure	Exp	(4,836)	(3,730)	(3,257)
E116075	NAB Building Expenditure	Exp	(4,586)	(2,286)	(1,069)
E116190	Depreciation - Other Culture	Exp	(99,193)	(49,596)	(50,004)
			(232,241)	(119,257)	(82,608)
	<b>Total Recreation &amp; Culture Income</b>		156,617	103,340	98,925
	<b>Total Recreation &amp; Culture Expenditure</b>		(1,898,417)	(973,630)	(860,660)
	<b>Transport</b>				
	<b>Streets Roads Bridges &amp; Depot Construction</b>				
I121005	Direct Road Grants	Inc	138,346	138,346	141,414
I121010	Road Project Grants	Inc	395,186	316,148	3,213
I121015	Roads to Recovery Grant	Inc	312,145	208,096	132,890

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I121020	Reimbursements	Inc	1,000	0	0
I121025	Contribution - St Lighting	Inc	5,000	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	0
I121076	LRCIP Funding	Inc	237,336	118,668	163,047
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,089,013	781,258	440,564
<b>Streets Roads Bridges &amp; Depot Maintenance</b>					
I122055	Diesel Fuel Rebate Income	Inc	55,000	27,498	19,544
			55,000	27,498	19,544
E122005	Road Maintenance	Exp	(110,000)	(54,996)	(52,118)
E122006	Maintenance Grading	Exp	(200,000)	(100,002)	(136,243)
E122007	Rural Tree Pruning	Exp	(80,000)	(40,008)	(71,403)
E122008	Rural Spraying	Exp	(10,000)	(4,998)	(9,671)
E122009	Town Site Spraying	Exp	(20,000)	(10,008)	(11,768)
E122010	Depot Mtce	Exp	(19,418)	(10,242)	(8,788)
E122011	Town Reserve & Verg Mtce	Exp	(10,000)	(4,998)	(2,182)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(11,256)	(5,906)
E122015	Rural Numbering	Exp	0	0	0
E122020	Footpath Mtce	Exp	(5,000)	(2,508)	(1,765)
E122025	Street Cleaning	Exp	(45,000)	(22,500)	(21,020)
E122030	Street Trees	Exp	(65,000)	(32,502)	(19,629)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(1,998)	(985)
E122045	Townscape	Exp	(45,000)	(22,535)	(41,379)
E122050	Crossovers	Exp	(500)	(252)	(140)
E122055	RoMan Data Collection	Exp	(11,500)	(5,750)	(7,318)
E122060	Street Lighting	Exp	(70,000)	(34,998)	(34,695)
E122090	Graffiti Removal	Exp	0	0	(36)
E122100	Administration Allocated	Exp	(53,499)	(26,748)	(26,748)
E122105	Loss on Sale of Asset	Exp	0	0	0
E122190	Depreciation - Roads	Exp	(2,002,289)	(1,001,142)	(1,009,520)
E147120	Storm Damage - Not Claimable	Exp	0	0	(1,455)
			(2,773,706)	(1,387,441)	(1,462,769)
<b>Road Plant Purchases</b>					
I122100	Profit on Sale of Asset	Inc	50,245	50,245	0
			50,245	50,245	0
E123010	Loss on Sale of Asset	Exp	0	0	0
			0	0	0
<b>Aerodrome</b>					
I126015	Aerodrome Reimbursements/Grants	Inc	298,755	0	0
I126020	Aerodrome Hangar Lease	Inc	9,000	4,450	6,650
			307,755	4,450	6,650
E126005	Aerodrome Maintenance	Exp	(12,404)	(6,632)	(7,686)
E126190	Depreciation - Aerodromes	Exp	(44,961)	(22,476)	(22,665)
			(57,365)	(29,108)	(30,351)
<b>Total Transport Income</b>			1,502,013	863,451	466,758
<b>Total Transport Expenditure</b>			(2,831,071)	(1,416,549)	(1,493,120)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Economic Services</b>					
<b>Rural Services</b>					
I131020	Landcare Reimbursements	Inc	78,250	39,126	41,188
			78,250	39,126	41,188
E131020	Landcare	Exp	(112,000)	(56,552)	(36,693)
E131030	Rural Towns Program	Exp	(18,000)	(9,098)	(9,086)
E131100	Administration Allocated	Exp	(16,055)	(8,028)	(8,028)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(5,099)	(8,152)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(156,055)	(78,777)	(61,959)
<b>Tourism &amp; Area Promotion</b>					
I132005	Caravan Park Fees	Inc	70,000	34,998	35,234
I132010	Reimbursements	Inc	1,000	498	44
I132015	RV Area Fees	Inc	15,000	7,500	3,746
I132035	Tourism Income	Inc	0	0	0
			86,000	42,996	39,024
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(33,000)	(16,767)	(16,739)
E132020	Caravan Park Mtce	Exp	(50,886)	(25,784)	(21,532)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,500)	(8,500)	0
E132035	RV Area Maintenance	Exp	(8,598)	(4,302)	(4,606)
E132040	Tourism Promotion & Subscripts	Exp	(19,500)	(9,750)	(3,219)
E132050	Administration Allocated	Exp	(70,392)	(35,196)	(35,196)
E132190	Depreciation - Tourism	Exp	(19,446)	(9,720)	(9,803)
			(210,322)	(110,019)	(91,095)
<b>Building Control</b>					
I133005	Building Licenses	Inc	8,000	4,002	745
I133010	Swimming Pool Inspection Fees	Inc	0	0	0
I142010	Sale of Land	Inc	0	0	0
			8,000	4,002	745
<b>Other Economic Services</b>					
I134005	Water Sales	Inc	20,000	10,002	2,255
			20,000	10,002	2,255
E134005	Water Supply - Standpipes	Exp	(20,000)	(10,008)	(6,713)
E134190	Depreciation - Other Economic Services	Exp	(2,052)	(1,026)	(1,034)
			(22,052)	(11,034)	(7,747)
<b>Total Economic Services Income</b>			192,250	96,126	83,212
<b>Total Economic Services Expenditure</b>			(388,429)	(199,830)	(160,801)
<b>Other Property &amp; Services</b>					
<b>Private Works</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I141005	Private Works Income	Inc	20,000	10,002	14,706
			20,000	10,002	14,706
E141005	Private Works	Exp	(15,000)	(7,494)	(4,348)
E141100	Administration Allocated	Exp	(3,053)	(1,524)	(1,524)
			(18,053)	(9,018)	(5,872)
<b>Public Works Overheads</b>					
I143020	Reimbursements	Inc	500	0	6,407
I143040	Workers Compensaion	Inc	0	0	0
			500	0	6,407
E143005	Engineering Salaries	Exp	(117,801)	(58,902)	(51,849)
E143007	Engineering Administration Salaries	Exp	(62,007)	(31,002)	(31,609)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(17,031)	(8,514)	(12,980)
E143015	CEO's Salary Allocation	Exp	(60,886)	(30,444)	(40,707)
E143020	Engineering Superannuation	Exp	(120,687)	(60,342)	(55,303)
E143025	Engineering - Other Expenses	Exp	(5,000)	(2,502)	(816)
E143030	Sick Holiday & Allowances Pay	Exp	(165,000)	(82,500)	(62,938)
E143040	Workers Compensation	Exp	0	0	0
E143045	Insurance on Works	Exp	(38,318)	(38,318)	(38,318)
E143050	Protective Clothing	Exp	(8,000)	(4,002)	(2,260)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(498)	(279)
E143065	MOW - Vehicle Expenses	Exp	(8,000)	(4,275)	(4,525)
E143075	Telephone Expenses	Exp	(1,500)	(750)	(679)
E143080	Staff Licenses	Exp	(500)	(252)	(89)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(1,998)	(510)
E143090	Conferences & Courses	Exp	(1,500)	(750)	0
E143095	Staff Training	Exp	(15,000)	(7,506)	(4,296)
E143105	Administration Allocated	Exp	(1,156)	(576)	(576)
E143200	LESS PWOH ALLOCATED	Exp	628,377	314,196	296,063
			(9)	(18,935)	(11,671)
<b>Plant Operation Costs</b>					
I144005	Sale of Scrap	Inc	1,500	750	0
I144010	Reimbursements	Inc	4,000	1,998	0
			5,500	2,748	0
E144010	Fuel & Oils	Exp	(180,000)	(90,000)	(99,301)
E144020	Tyres & Tubes	Exp	(20,000)	(10,002)	(9,019)
E144030	Parts & Repairs	Exp	(85,000)	(42,504)	(26,825)
E144040	Plant Repair - Wages	Exp	(25,000)	(12,498)	(17,295)
E144050	Insurance and Licences	Exp	(35,000)	(28,381)	(28,742)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(4,998)	(496)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(498)	0
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(4,002)	(608)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	364,000	182,004	149,737
			0	(10,879)	(32,549)
<b>Salaries &amp; Wages</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E146010	Gross Salaries, Allowances & Super	Exp	(2,339,945)	(1,169,970)	<b>(1,311,513)</b>
E146200	Less Sal , Allow, Super Allocated	Exp	2,339,945	1,169,976	<b>1,311,513</b>
			0	6	<b>0</b>
	<b>Unclassified</b>				
I147005	Commission - Vehicle Licensing	Inc	50,000	25,002	<b>22,439</b>
I147006	Commission - TransWA	Inc	500	252	<b>393</b>
I147007	Reimbursement - OHS	Inc	500	252	<b>0</b>
I147035	Banking errors	Inc	0	0	<b>1,228</b>
I147050	Council Staff Housing Rental	Inc	34,300	17,148	<b>23,031</b>
I147065	Insurance Reimbursement	Inc	0	0	<b>0</b>
I147070	Council Housing Reimbursements	Inc	0	0	<b>43</b>
I147085	NAB Buiding Rent	Inc	8,400	4,200	<b>4,200</b>
I147120	Charge on Private use of Shire Vehicle	Inc	360	0	<b>0</b>
I147121	Reimbursement - Community Requests	Inc	0	0	<b>0</b>
			94,060	46,854	<b>51,334</b>
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(1,500)	<b>0</b>
E147035	Banking Errors	Exp	0	0	<b>0</b>
E147050	Council Housing Maintenance	Exp	(92,214)	(49,164)	<b>(46,109)</b>
E147051	Interest on Loan 137 - Staff Housing	Exp	(7,201)	(3,718)	<b>(3,718)</b>
E147052	Interest on Loan 138 - Doctor Housing	Exp	(3,217)	(1,704)	<b>(1,704)</b>
E147055	Consultants	Exp	(40,000)	(19,998)	<b>(1,688)</b>
E147070	4WD Resource Sharing Group	Exp	(1,000)	(498)	<b>(500)</b>
E147090	Building Maintenance	Exp	(8,000)	(4,002)	<b>(2,485)</b>
E147100	Administration Allocated	Exp	(140,848)	(70,422)	<b>(70,422)</b>
E147115	Occupational Health & Safety (OHS)	Exp	(10,000)	(4,998)	<b>(1,205)</b>
E147130	Depreciation - Unclassified	Exp	(136,963)	(68,484)	<b>(69,044)</b>
E147150	Community Requests Budget	Exp	(20,000)	(10,002)	<b>(15,508)</b>
E147151	Community Donations/Sponsorship	Exp	(3,500)	(1,752)	<b>(18)</b>
			(465,943)	(236,242)	<b>(212,401)</b>
	<b>Total Other Property &amp; Services Income</b>		120,060	59,604	<b>72,447</b>
	<b>Total Other Property &amp; Services Expenditure</b>		(484,005)	(275,068)	<b>(262,493)</b>
	<b>Total Income</b>		<b>6,288,529</b>	<b>4,781,620</b>	<b>4,446,541</b>
	<b>Total Expenditure</b>		<b>(8,420,373)</b>	<b>(4,328,878)</b>	<b>(4,168,719)</b>
	<b>Net Deficit (Surplus)</b>		<b>(2,131,844)</b>	<b>452,742</b>	<b>277,822</b>



## 10.2 SCHEDULE OF ACCOUNTS PAYMENTS – DECEMBER 2022

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	9 December 2022
PREVIOUS REPORT(S):	10 November 2022
DISCLOSURE OF INTEREST:	N/A
STRATEGIC DOCUMENT REFERENCE	Local government (Financial Management) Regulations 1996
FILE REFERENCE:	N/A
ATTACHMENTS:	1. Payments List

### OFFICER RECOMMENDATION/4925 COUNCIL RESOLUTION

**Moved Cr G R Ball**

**Seconded Cr M A O'Brien**

- 1 That Council endorses the list of accounts paid by the Chief Executive Officer under delegated authority, during December:**
  - a) EFT Payments EFT12799– EFT12913, Cheque Payments 112 – 120 and Direct Debit Payments DD5020.1 – DD5042.26 from the Municipal Account totalling \$470,617.21.**
  - b) EFT Payment EFT12884 from the Restricted Funds Account totalling \$150.00.**
  - c) Credit card Payments totalling \$1,008.85.**

**Carried 8/0**

### BRIEF SUMMARY

This item presents the schedule of payments made during December for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

### BACKGROUND/COMMENT

The Local Government has delegated authority to the CEO to make payments from the municipal fund or the restricted fund as required. A list of all the payments is to be prepared each month showing all accounts paid since the last list was prepared.

All accounts paid have been fully checked and are supported by purchase orders and certified as to the receipt of goods and/or services and compliant with the Shire of Wagin purchasing policy.



## **CONSULTATION/COMMUNICATION**

Nil

## **STATUTORY/LEGAL IMPLICATIONS**

### **Local government (Financial Management) Regulations 1996**

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

- (i) the payee's name; (ii) the amount of the payment; and
- (iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council Motion for a budget amendment.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple

SHIRE OF WAGIN  
STATEMENT OF PAYMENTS  
For the Period Ended 31 December 2022

Chq/EFT	Date	Name	Description	Amount
<b>Municipal Account - List of Payments</b>				
<b>Cheque Payments</b>				
112	01/12/2022	Kleenheat Gas	Daycare Centre - 2x 45KG Cylinders - Facility Fee / Cylinder Service Charge to November 2023	(72.62)
113	01/12/2022	Synergy	Electricity Usage	(1,059.79)
114	01/12/2022	Telstra	DCEO, CEO & SES iPad Internet Charges - November 2022	(45.00)
115	01/12/2022	Water Corporation	Various Shire Water Bills September - November 2022	(13,426.89)
116	15/12/2022	Shire of Wagin	Community Bus Hire 6/12/2022 - Homecare	(285.00)
117	15/12/2022	Synergy	Electricity Usage	(17,209.03)
118	15/12/2022	Telstra	Admin Office Phones, Faxes and Staff Mobiles - November 2022	(1,164.86)
119	22/12/2022	Synergy	Electricity Usage	(7,395.43)
120	23/12/2022	Sandra Jean Price	Rates refund for assessment A111 7A Trimdon Street WAGIN WA 6315	(565.75)
<b>Cheque Payments Total</b>				<b>(41,224.37)</b>
<b>EFT Payments</b>				
EFT12799	01/12/2022	3E Advantage Pty Limited	Photocopier Charges 1/11/2022 - 30/11/2022	(971.02)
EFT12800	01/12/2022	A & M Medical Services Pty Ltd	Annual Service of Medical Equipment - Swimming Pool	(111.60)
EFT12801	01/12/2022	AMPAC Debt Recovery	Commissions and Costs for the month of November 2022	(2,046.00)
EFT12802	01/12/2022	ATC Work Smart	Trainee Wages - 76 Hours (Paid 12/11/2022)	(1,212.20)
EFT12803	01/12/2022	Alexander Galt And Co Pty Ltd	Hardware Supplies	(740.30)
EFT12804	01/12/2022	B.A.S.E WA	20x ProxKey Fobs - Community Gym	(335.95)
EFT12805	01/12/2022	Belvedere Nursery	Baby Pig Face & Red Jewel - Town Street Nibs	(329.05)
EFT12806	01/12/2022	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 29.10.2022 - 27.11.2022	(58.10)
EFT12807	01/12/2022	Chefmaster Australia	2x Cartons of Bin Liners - Street Bins	(268.47)
EFT12808	01/12/2022	Complete Office Supplies Pty Ltd	Stationery Order - November 2022	(130.65)
EFT12809	01/12/2022	Corsign WA Pty Ltd	1x Street Sign 'Brockman Road' including brackets	(108.46)
EFT12810	01/12/2022	Department Of Fire & Emergency Services	2022/2023 ESL Quarter 2	(38,194.49)
EFT12811	01/12/2022	Fuel Distributors Of WA Pty Ltd	Diesel - Bushfire Truck	(411.23)
EFT12812	01/12/2022	Gymcare	New Treadmill - Community Gym	(4,500.00)
EFT12813	01/12/2022	Hall Electrical & Data Services	Installation of Power Connection for Lighting and Power - War Memorial Site	(2,324.11)
EFT12814	01/12/2022	Hersey's Safety Pty Ltd	24x Cans White Spray & Mark - Jaloran & Dongolocking Roads	(215.60)
EFT12815	01/12/2022	IGA X-press	3x Cartons of Interleave Paper Towel - Works Depot	(250.80)
EFT12816	01/12/2022	Komatsu Australia Pty Ltd	2x Oil Filters - Komatsu Grader (P12)	(74.80)
EFT12817	01/12/2022	Liberty Oil Australia Pty Ltd	8000L Diesel	(16,218.40)
EFT12818	01/12/2022	Marleys Diesel & Ag	Repair/Replace and make good bearings on Pool Tipping Bucket (both ends) - Swimming Pool, Replace Hydraulic Hose - Bobcat (P39), 20L Hydraulic Oil	(1,671.81)
EFT12819	01/12/2022	Office of the Auditor General	Fee for the Certification of the Local Roads and Community Infrastructure Program for the year ended 30 June 2022	(1,650.00)
EFT12820	01/12/2022	Officeworks	Stationery Order - November 2022	(606.12)
EFT12821	01/12/2022	Premium Publishers	2023 Australia's Golden Outback Road Trip Holiday Planner	(2,024.00)
EFT12822	01/12/2022	Rylan Pty Ltd	Semi Mountable Kerbing - Ware Street & Trench Street	(19,126.80)
EFT12823	01/12/2022	Sheridans Badges and Engraving	1x Name Badge - Marcie	(42.85)
EFT12824	01/12/2022	Shire of West Arthur	Annual 4WDL Dinner (2 October 2022) - 9 Attendants	(550.54)
EFT12825	01/12/2022	State Library Of WA	Freight Recoup - July to December 2022	(173.54)
EFT12826	01/12/2022	Sunny Brushware Suppliers	Main Broom & Side Broom - Tennant Sweeper (P48)	(1,584.88)
EFT12827	01/12/2022	The Perth Mint Australia	10x 2023 Australian Citizenship \$1 Coins	(66.00)
EFT12828	01/12/2022	Toll Express	Delivery Charges	(94.96)
EFT12829	01/12/2022	Visual Effects	Framing of 3x Loyal Service Awards	(544.00)
EFT12830	01/12/2022	WA Contract Ranger Services Pty Ltd	Ranger Services 15/11/2022, 21/11/2022, 22/11/2022 & 25/11/2022	(1,567.50)
EFT12831	01/12/2022	WA Reticulation Supplies	Pump - Sportsground Oval	(5,060.85)
EFT12832	01/12/2022	Wagin District High School	Donation - School Presentation 2022	(30.00)



EFT12833	01/12/2022	Wagin Gas Electrics	Servicing, Repair and Replacement of all Smoke Alarms - Swimming Pool and Gym, Disconnect Old Pump & Rewire New Pump - Sportsground Oval, Repair and Hang Christmas Lights - Main Street, Bypass Level Switch - Warwick & Nalder St Pumps, Repair Start Up Pump - Swimming Pool	(3,058.00)
EFT12834	01/12/2022	Wagin General Practice	Pre-Employment Medical - Marcie Smith	(160.00)
EFT12835	01/12/2022	Wagin Mowers	Rover Blades, Bolts & Trimmer Line - Community Requests (Willamara Aboriginal Corporation)	(51.70)
EFT12836	01/12/2022	Wagin Pre-Mix Concrete	Remove and Replace Path - rear of Wetlands Ninja Park	(14,960.00)
EFT12837	01/12/2022	Wagin Truck Centre	Globes, Air Lines & Fittings - Isuzu Trucks (P40 & P42), 2x Antenna Whips & 8x Spark Plugs - Parts & Repairs	(213.30)
EFT12838	01/12/2022	Wallis Computer Solutions	Additional License for Marcie Smith	(448.90)
EFT12839	01/12/2022	Ym Supplies Partnership	Medical Equipment - Medical Centre	(643.50)
EFT12840	02/12/2022	CrowdPleaser Pty Ltd	Deposit for Cara Deanne Music - Street Carnival	(297.00)
EFT12841	08/12/2022	Australian Services Union	Payroll Deductions	(25.90)
EFT12842	08/12/2022	Wagin Woodanilling Landcare Zone	Payroll Deductions	(42.00)
EFT12843	15/12/2022	APPS Plumbing & Gas Wagin	Clear Blocked Drains to Dump Point - Caravan Park, Replace Two Faulty Taps with Flick Mixers - Ladies Ablutions at Caravan Park, Clear Blocked Drains with Jetter - Town Hall, Modified Pipework, Repaired Leak & Re-secured Tap Set - Omdurman Street Residence	(1,799.60)
EFT12844	15/12/2022	ATC Work Smart	Trainee Wages - 76 Hours (Paid 26/11/2022)	(1,212.20)
EFT12845	15/12/2022	Afgri Equipment Australia Pty Ltd	Spindle & 2x Sheaves - John Deere Mower (P22)	(230.03)
EFT12846	15/12/2022	Alexander Galt And Co Pty Ltd	Hardware Supplies	(1,531.55)
EFT12847	15/12/2022	Australia Post	Postage - November 2022	(560.05)
EFT12848	15/12/2022	Australian Taxation Office	BAS - November 2022	(19,442.00)
EFT12849	15/12/2022	Baileys Fertilisers	20x 25L Bags of Grosorb - Parks & Gardens	(1,089.00)
EFT12850	15/12/2022	Bob Waddell & Associates Pty Ltd	Assistance with Automating Monthly Financial Reporting	(206.25)
EFT12851	15/12/2022	Cara Deanne Music	Final Payment to Cara Deanne Music - Street Carnival	(693.00)
EFT12852	15/12/2022	Command A Com	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service - November 2022	(214.49)
EFT12853	15/12/2022	D J Turner Pty Ltd	Report for Repair Plan to Deal with Damp and Cracking - Town Hall, Report for Repair Plan to Deal with Damp - Court House	(792.00)
EFT12854	15/12/2022	Digga West	1800 Bucket Broom & Side Broom Attachment - Bobcat (P39)	(9,713.00)
EFT12855	15/12/2022	Exurban	Town Planning Consulting Services - November 2022	(417.61)
EFT12856	15/12/2022	Fuel Distributors Of WA Pty Ltd	Diesel - SES Vehicle & Homecare Bus (P83), Unleaded - Homecare Managers Vehicle (P80)	(827.61)
EFT12857	15/12/2022	Great Southern Fuel Supply	Unleaded Fuel - Darkan Homecare Vehicle (P86)	(355.94)
EFT12858	15/12/2022	Great Southern Waste Disposal	Management of Facility & Refuse Collection - November 2022	(28,888.62)
EFT12859	15/12/2022	Hall Electrical & Data Services	Repair of Broken Ballast - Swimming Pool	(258.50)
EFT12860	15/12/2022	IGA X-press	Toilet Rolls & Paper Towels - Admin Office, Caravan Park	(386.83)
EFT12861	15/12/2022	Ian James McCabe	Reimbursement for October & November Internet Charges - 2 Ballagin Street	(160.00)
EFT12862	15/12/2022	Katanning Glazing And Security	Reset & Re-Rubber Large Glass Panel - Recreation Centre	(185.00)
EFT12863	15/12/2022	Katanning Pest Control	Pest Spray - Arnott Street Residence	(385.00)
EFT12864	15/12/2022	Kayla Elizabeth Lloyd	Reimbursement for Uniform 2022/2023	(80.00)
EFT12865	15/12/2022	Lite n' Easy Perth Branch	HCP Expenses for HomeCare Client	(252.66)
EFT12866	15/12/2022	Michael Tito	Reimbursement for Demolition Hammer Drill - Works	(479.00)
EFT12867	15/12/2022	Palace Hotel	Restock Council Bar Fridge	(168.95)
EFT12868	15/12/2022	Professional PC Support Pty Ltd	Kyocera Toners - Medical Centre	(265.06)
EFT12869	15/12/2022	Public Transport Authority	Trans WA Ticket Sales minus Agent Commission	(162.90)
EFT12870	15/12/2022	T-Quip	Service Parts including Blades - Toro Mower (P43)	(380.60)
EFT12871	15/12/2022	Toll Express	Delivery Charges	(108.38)
EFT12872	15/12/2022	Two Sisters Cafe and Takeaway	Buffet Style Council Christmas Dinner - 2 December 2022	(1,770.00)
EFT12873	15/12/2022	WA Contract Ranger Services Pty Ltd	Ranger Services 29/11/2022, 6/12/2022 & 8/12/2022	(1,201.75)
EFT12874	15/12/2022	WA Country Health Service - Wheatbelt	Meals on Wheels Supplied November 2022	(237.60)
EFT12875	15/12/2022	Wagin Agri Services	5x 750ml Acelepryn, 1000kg Grosorb - Sportsground	(5,655.00)

EFT12876	15/12/2022	Wagin District Farmers Co-operative	Admin Office Kitchen Refreshments, Cleaning Supplies, Swimming Pool Event Supplies, Queens Jubilee Event, CEO Recruitment Refreshments, Works Depot Kitchen Refreshments, Centre Based Day Care Supplies	(645.66)
EFT12877	15/12/2022	Wagin Gas Electrics	Investigate & Repair Trip out Switch to Main Chlorinator	(142.40)
EFT12878	15/12/2022	Wagin Meats	200 Sausages - Swimming Pool Opening, Meat - Homecare Day Centre	(313.45)
EFT12879	15/12/2022	Wagin Window & Carpet Cleaning	Clean Carpets - Arnott Street Residence	(291.50)
EFT12880	15/12/2022	Wallis Computer Solutions	Agreement Fusion - Admin Office - December 2022, NBN - Admin Office, Library & Rec Centre - December 2022	(455.18)
EFT12881	15/12/2022	West Arthur Community Resource Centre	Room Hire & Printing Costs - November 2022 - Homecare	(74.00)
EFT12882	15/12/2022	Western Stabilisers	Cement Stabilise - Beaufort Road & Cemetery West Entry	(23,768.89)
EFT12883	15/12/2022	Ym Supplies Partnership	Medical Equipment - Medical Centre	(4,064.50)
EFT12885	22/12/2022	ATC Work Smart	Trainee Wages - 76 Hours (Paid 10/12/2022)	(1,212.20)
EFT12886	22/12/2022	Coates Hire Collie	Hire of Lights - Street Carnival	(211.72)
EFT12887	22/12/2022	Doms Delicatessen of Wagin	Trays of Sandwiches - Bushfire at Walker and Edwards Road	(650.00)
EFT12888	22/12/2022	Fiona Dawson	Transport of Commercial Treadmill from Perth to Wagin	(495.00)
EFT12889	22/12/2022	Fuel Distributors Of WA Pty Ltd	Diesel - Homecare Bus (P83), Unleaded - Homecare Managers Vehicle (P80), Diesel & AdBlu - Bushfire Truck	(348.20)
EFT12890	22/12/2022	Gerald Austin Piesse	Supply 3,000m3 Gravel - Airfield Upgrade	(6,600.00)
EFT12891	22/12/2022	Hall Electrical & Data Services	Supply and Install Lighting for Shed and Powerpoints - Wagin Historical Village (LRCIP)	(10,127.49)
EFT12892	22/12/2022	IPN Medical Centre Pty Ltd	All Residual Furniture, Fixtures and Equipment on hand at Wagin Medical Centre 31 January 2023	(10,000.00)
EFT12893	22/12/2022	Katanning Glazing And Security	Reglaze Lower Door Panel with A" Grade Safety Glass" - Recreation Centre	(448.78)
EFT12894	22/12/2022	Kulture Kreations Pty Ltd	Candy Floss & Slushies - Christmas Street Carnival	(500.00)
EFT12895	22/12/2022	Liberty Oil Australia Pty Ltd	5000L Diesel, 1000L Unleaded	(10,682.30)
EFT12896	22/12/2022	Lite n' Easy Perth Branch	HCP Expenses for HomeCare Client	(84.22)
EFT12897	22/12/2022	MJB Industries	7x 900mm x 600mm x 1200mm Box Culverts - Bullock Hills Road	(3,078.85)
EFT12898	22/12/2022	Main Roads Western Australia	Oversize Class 1 Permit - Isuzu Tip Truck (P14)	(50.00)
EFT12899	22/12/2022	Marleys Diesel & Ag	20kg LSA Grease - Works Depot	(247.75)
EFT12900	22/12/2022	Ray Ford Signs	4x RV Parking & 2x CCTV Cameras Signs - Townscape	(277.20)
EFT12901	22/12/2022	Rylan Pty Ltd	Semi Mountable Kerbing - Ventnor Street & Tabet Street	(12,498.20)
EFT12902	22/12/2022	Scavenger Supplies	Boots, Jackets, Trousers, Masks & Filters - Bushfire Brigade Supplies	(9,961.28)
EFT12903	22/12/2022	Shirley Marsh	Reimbursement for 4x Keys Cut - Homecare	(11.40)
EFT12904	22/12/2022	Viking Tradie	Pressure Clean and Seal Pavers - Town Square	(1,750.00)
EFT12905	22/12/2022	Wagin Gas Electrics	Disconnection of Dangerous Powerpoint - Library	(136.95)
EFT12906	22/12/2022	Wagin Mechanical Repairs	Service - Toyota Hilux (P04)	(444.55)
EFT12907	22/12/2022	Wagin Motel	Accommodation for Musician - Street Carnival	(120.00)
EFT12908	22/12/2022	Wagin Panel & Paint	Repair Chip in Windscreen, Replace Indicator and Clips - Community Bus (P07)	(206.25)
EFT12909	22/12/2022	West Oz Wildlife	Entertainment - Christmas Street Carnival	(1,479.50)
EFT12910	22/12/2022	Australian Services Union	Payroll Deductions	(25.90)
EFT12911	22/12/2022	Wagin Woodanilling Landcare Zone	Payroll Deductions	(42.00)
EFT12912	23/12/2022	Robyn Duminski	Rates Refund for Assessment A1098 75 Tudhoe Street WAGIN WA 6315	(246.78)
EFT12913	23/12/2022	Desmond James Woods	Reimbursement for Police Clearance	(58.70)
<b>EFT Payments Total</b>				<b>(305,056.36)</b>
<b>Direct Debit Payments</b>				
DD5020.1	08/12/2022	Aware Super	Payroll deductions	(4,681.00)
DD5020.2	08/12/2022	HUB24 Super Fund	Superannuation contributions	(227.65)
DD5020.3	08/12/2022	ASGARD Super	Superannuation contributions	(90.83)
DD5020.4	08/12/2022	Netwealth Superannuation	Superannuation contributions	(297.73)
DD5020.5	08/12/2022	Rest Administration	Superannuation contributions	(1,538.70)
DD5020.6	08/12/2022	Bt Super	Superannuation contributions	(420.80)
DD5020.7	08/12/2022	Hesta Super Fund	Superannuation contributions	(1,091.75)
DD5020.8	08/12/2022	Australian Super Administration	Superannuation contributions	(2,102.49)
DD5020.9	08/12/2022	North Personal Superannuation	Superannuation contributions	(269.94)
DD5025.1	28/12/2022	Bankwest	Corporate Mastercard 05/11/22 - 6/12/22	(1,008.85)

DD5033.1	22/12/2022	Aware Super	Payroll deductions	(4,683.47)
DD5033.2	22/12/2022	HUB24 Super Fund	Superannuation contributions	(227.65)
DD5033.3	22/12/2022	ASGARD Super	Superannuation contributions	(123.80)
DD5033.4	22/12/2022	Netwealth Superannuation	Superannuation contributions	(297.73)
DD5033.5	22/12/2022	Rest Administration	Superannuation contributions	(1,554.64)
DD5033.6	22/12/2022	Bt Super	Superannuation contributions	(420.80)
DD5033.7	22/12/2022	Hesta Super Fund	Superannuation contributions	(975.63)
DD5033.8	22/12/2022	Australian Super Administration	Superannuation contributions	(2,049.47)
DD5033.9	22/12/2022	North Personal Superannuation	Superannuation contributions	(269.94)
DD5036.1	22/12/2022	National Australia Bank	Repayment of Loan # 131	(30,387.53)
DD5042.1	05/12/2022	Department Of Transport	Daily Licensing Takings 01/12/2022	(1,522.20)
DD5042.2	14/12/2022	Department Of Transport	Daily Licensing Takings 12/12/2022	(5,959.00)
DD5042.3	15/12/2022	Sandwai Pty Ltd	December Monthly Fee for Sandwai	(484.00)
DD5042.4	15/12/2022	Department Of Transport	Daily Licensing Takings 13/12/2022	(2,998.75)
DD5042.5	16/12/2022	Department Of Transport	Daily Licensing Takings 14/12/2022	(2,242.90)
DD5042.6	16/12/2022	Aussie Broadband Pty Ltd	Broadband December 2022	(316.00)
DD5042.7	16/12/2022	Payrix	Synergy On Line Transaction Fee	(15.97)
DD5042.8	19/12/2022	Department Of Transport	Daily Licensing Takings 15/12/2022	(1,444.80)
DD5042.9	20/12/2022	Department Of Transport	Daily Licensing Takings 16/12/2022	(2,133.25)
DD5017.24	01/12/2022	Department Of Transport	Daily Licensing Takings 29/11/2022	(4,938.00)
DD5017.25	02/12/2022	Department Of Transport	Daily Licensing Takings 30/11/2022	(1,097.50)
DD5017.26	05/12/2022	Bankwest	Merchant Fee Swimming Pool November 2022	(409.27)
DD5020.10	08/12/2022	Prime Super	Superannuation contributions	(256.71)
DD5020.11	08/12/2022	smartMonday Prime	Superannuation contributions	(124.01)
DD5020.12	08/12/2022	National Mutual Retirement Fund	Superannuation contributions	(163.43)
DD5033.10	22/12/2022	Prime Super	Superannuation contributions	(256.71)
DD5033.11	22/12/2022	smartMonday Prime	Superannuation contributions	(105.04)
DD5033.12	22/12/2022	National Mutual Retirement Fund	Superannuation contributions	(163.43)
DD5042.10	21/12/2022	Department Of Transport	Daily Licensing Takings 19/12/2022	(5,053.30)
DD5042.11	22/12/2022	Department Of Transport	Daily Licensing Takings 20/12/2022	(7,667.75)
DD5042.12	06/12/2022	Department Of Transport	Daily Licensing Takings 02/12/2022	(2,401.00)
DD5042.13	23/12/2022	Department Of Transport	Daily Licensing Takings 21/12/2022	(4,113.70)
DD5042.14	28/12/2022	Department Of Transport	Daily Licensing Takings 22/12/2022	(2,194.65)
DD5042.15	28/12/2022	Western Australian Treasury Corporation	Loan Repayment - Loan 137 December 2022	(1,907.86)
DD5042.16	29/12/2022	Department Of Transport	Daily Licensing Takings 23/12/2022	(2,790.70)
DD5042.17	30/12/2022	National Australia Bank	Monthly Package Fee	(10.00)
DD5042.19	23/12/2022	Payrix	Synergy On Line Transaction Fee	(25.02)
DD5042.20	07/12/2022	Department Of Transport	Daily Licensing Takings 05/12/2022	(2,772.90)
DD5042.21	08/12/2022	Department Of Transport	Daily Licensing Takings 06/12/2022	(1,522.70)
DD5042.22	09/12/2022	Payrix	Synergy On Line Transaction Fee	(7.60)
DD5042.23	09/12/2022	Department Of Transport	Daily Licensing Takings 07/12/2022	(1,222.75)
DD5042.24	12/12/2022	Department Of Transport	Daily Licensing Takings 08/12/2022	(4,489.55)
DD5042.25	02/12/2022	Payrix	Synergy On Line Transaction Fee	(12.78)
DD5042.26	13/12/2022	Department Of Transport	Daily Licensing Takings 09/12/2022	(10,792.85)
<b>Direct Debit Payments Total</b>				<b>(124,336.48)</b>
<b>Municipal Account - Payments Total</b>				<b>(470,617.21)</b>

#### Restricted Funds Account - List of Payments

##### EFT Payment

EFT12884	15/12/2022	Wagin Women In Farming Enterprise	COMMUNITY BUS BOND REFUND	(150.00)
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<b>Restricted Funds Account Total Payments</b>				<b>(150.00)</b>
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### SHIRE OF WAGIN STATEMENT OF PAYMENTS For the Period Ended 6th December 2022

#### Credit Card List of Payments

##### Acting Chief Executive Officer - Ian McCabe

Credit Card	11/11/2022	RSL Wagin	Donation for Remembrance Day Poppies	(20.00)
Credit Card	16/11/2022	The Workwear Group	Uniform - K Simkins	(55.80)
Credit Card	23/11/2022	Trybooking - LGIS	Bushfire Volunteer & Worksafe Forum	(33.50)
Credit Card	27/11/2022	Water Wizard	Carwash - Woosa - Reimbursed by I McCabe	(18.20)
<b>Acting Chief Executive Officer - Ian McCabe</b>				<b>(127.50)</b>

##### Acting Deputy Chief Executive Officer - Donna George

Credit Card	17/11/2022	National Pen	Pens - Tourist/Promotional items	(386.58)
Credit Card	19/11/2022	Audto One Trading P/Ltd	New wiper blades fitted on W1	(14.90)

<b>Acting Deputy Chief Executive Officer - Total</b>				<b>(401.48)</b>
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#### Deputy Chief Executive Officer - Emily Edwards

<b>Deputy Chief Executive Officer - Emily Edwards - Total</b>		<b>0.00</b>
<b>Manager of Works - Allen Hicks</b>		
Credit Card 2/11/2022 Cummins	Fuel Injector Line for Multi Tyre Roller	<b>(289.47)</b>
Credit Card 29/11/2022 Beyond Tools	BBQ cleaning blocks	<b>(80.00)</b>
<b>Manager of Works - Allen Hicks Total</b>		<b>(369.47)</b>
<b>Manager of Finance - Jenny Goodbourn</b>		
<b>Manager of Finance - Jenny Goodbourn Total</b>		<b>0.00</b>
<b>Fees and Charges</b>		
M/Card Facility 17/11/2022 Foreign Transaction Fee	International Fee on National Pen Co, Purchase	<b>(11.40)</b>
M/Card Facility 6/12/2022 Facility Fee	Annual card fee for facility	<b>(99.00)</b>
<b>Fees and Charges Total</b>		<b>(110.40)</b>
<b>Credit Card List of Payments Total</b>		<b>(1,008.85)</b>



### 10.3 FINANCIAL REPORTS – JANUARY 2023

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	16 February 2023
PREVIOUS REPORT(S):	18 January 2023
DISCLOSURE OF INTEREST:	Not Applicable
FILE REFERENCE:	Not Applicable
STRATEGIC DOCUMENT REFERENCE	Approved Budget 2022 / 23
ATTACHMENTS:	1. Monthly Financial Report

#### OFFICER RECOMMENDATION/4926 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr B S Hegarty

That Council:

1. That Council adopts the Financial Report for the period ending 31 January 2023 as presented.

Carried 8/0

#### BRIEF SUMMARY

The January 2023 Monthly Financial Report is attached for Council to review and adopt.

#### BACKGROUND/COMMENT

In accordance with the *Local Government (Financial Management) Regulations 1996*. Regulation 34, a local government is to prepare a monthly statement of Financial Activity for approval by Council.

The financial position of the Shire remains strong with cashflows from grants and rates tracking on schedule.

The Adjusted Net Current Assets figure as at the 31 January 2023 is \$2,919,225 compared to \$1,959,274 in January 2022.

Payment of 2022/2023 rates have been strong with \$2,514,282 being collected by the end of January which equates to 90.86%. Following the issue of final notices ratepayers who did not respond or enter into a payment arrangement have been referred to debt collection for recovery action. Those who set-up a payment plan are being monitored to ensure compliance with the agreed terms. For those paying by



instalments the third instalment fell due on the 13 February. Total rates outstanding are \$302,838.

Shire has a total of \$3,230,069 invested in interest bearing accounts which are currently earning interest of 2.8% on Treasury OCDF (\$920,170) and 3.12% on Treasury Reserve Term Deposit (\$2,000,000) and 0.95% Telnet Saver (\$309,899).

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council Moton for a budget amendment.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 January 2023**

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

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Note 10	Grants and Contributions
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Chart of Accounts - Detail	



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Wagin for the 2022/23 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 2022/23 financial year.

	<b>% Completed</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Capital Expenditure</b>			
Buildings	13%	230,930	30,986
Plant & Equipment	114%	465,486	531,099
Furniture & Equipment	85%	100,571	85,528
Infrastructure - Roads	34%	1,791,701	601,748
Footpaths	0%	88,825	0
Infrastructure - Other	27%	281,070	76,501
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	62%	1,191,693	733,919
Non-operating Grants, Subsidies and Contributions	115%	1,298,117	1,489,842
Rates Levied	100%	2,520,969	2,513,511

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>This Time Last Year 31 Jan 2022</b>	<b>Year to Date Actual 31 Jan 2023</b>
Adjusted Net Current Assets	120%	\$ 2,438,208	\$ 2,919,225
Cash and Equivalent - Unrestricted	126%	\$ 2,651,222	\$ 3,344,652
Cash and Equivalent - Restricted	135%	\$ 1,711,283	\$ 2,309,899
Receivables - Rates	140%	\$ 216,103	\$ 302,838
Receivables - Other	138%	\$ 56,276	\$ 77,853
Payables	265%	\$ 133,661	\$ 353,657

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



### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 15 December 2021  
Prepared by: Manager of Finance  
Reviewed by: 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 excluded from the statement, but a separate statement of those monies appears at Note 11.

### **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.

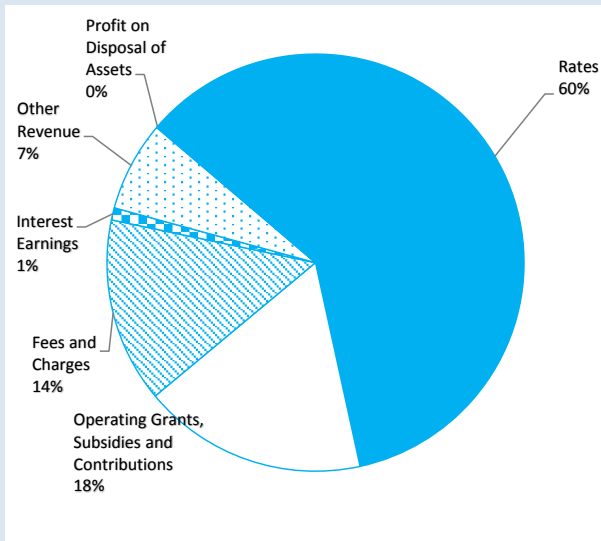
#### **CRITICAL ACCOUNTING ESTIMATES**

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.

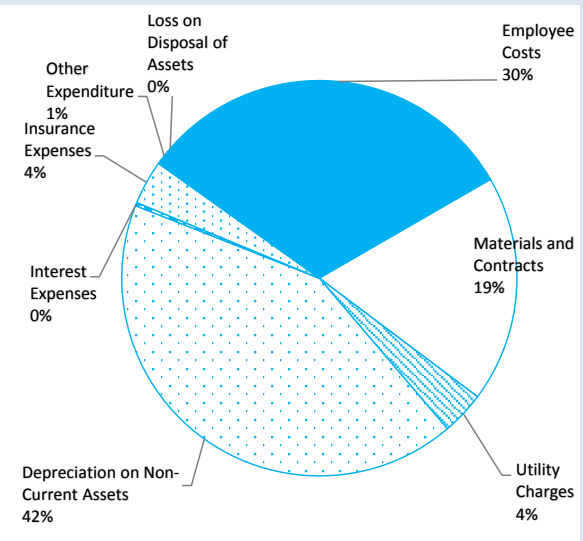
#### **ROUNDING OFF FIGURES**

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

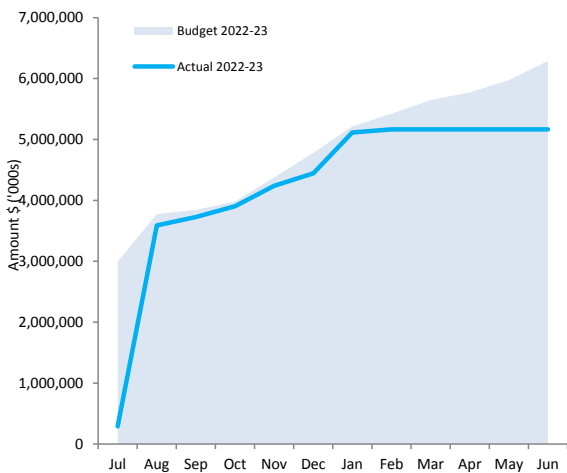
**OPERATING REVENUE**



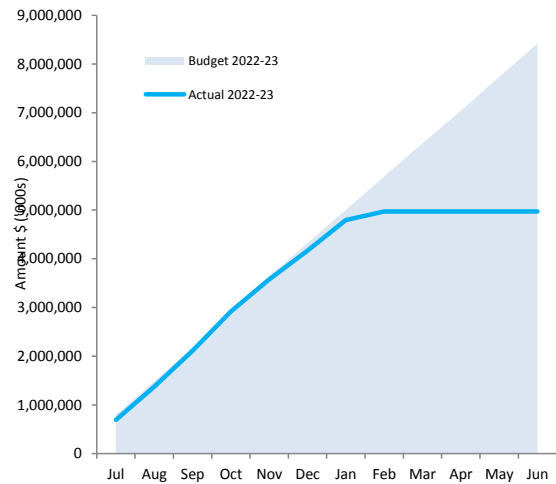
**OPERATING EXPENSES**



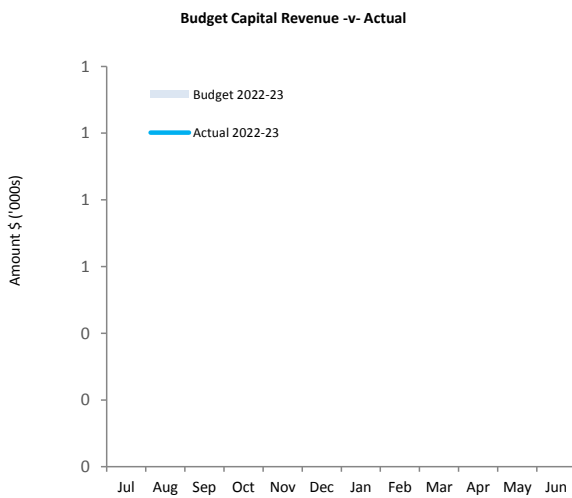
**Budget Operating Revenues -v- Actual**



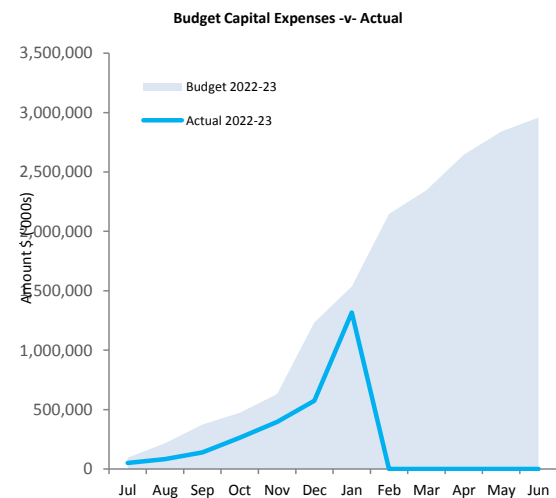
**Budget Operating Expenses -v- YTD Actual**



**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 JANUARY 2023**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH EDUCATION AND WELFARE</b>	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.
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	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 JANUARY 2023**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	1(b)	\$ 1,968,880	\$ 1,968,880	\$ 1,959,274	\$ (9,606)	
<b>Revenue from operating activities</b>						
Governance		36,636	36,636	7,659	(28,977)	▼
General Purpose Funding - Rates	5	2,525,969	2,523,888	2,513,877	(10,011)	
General Purpose Funding - Other		615,893	379,863	421,824	41,961	▲
Law, Order and Public Safety		134,695	102,586	84,621	(17,964)	
Health		12,680	4,599	5,217	618	
Education and Welfare		635,130	373,609	330,014	(43,595)	▼
Community Amenities		356,586	329,455	387,571	58,116	▲
Recreation and Culture		101,922	58,963	72,558	13,595	
Transport		258,591	227,347	176,752	(50,595)	▼
Economic Services		192,250	112,147	98,645	(13,502)	
Other Property and Services		120,060	69,598	77,900	8,302	
		<b>4,990,412</b>	<b>4,218,690</b>	<b>4,176,637</b>		
<b>Expenditure from operating activities</b>						
Governance		(595,709)	(385,258)	(269,210)	116,048	▲
General Purpose Funding		(396,357)	(221,372)	(238,112)	(16,740)	
Law, Order and Public Safety		(299,746)	(188,561)	(199,994)	(11,433)	
Health		(192,185)	(97,134)	(87,375)	9,759	
Education and Welfare		(706,080)	(417,832)	(414,653)	3,179	
Community Amenities		(628,373)	(364,494)	(359,446)	5,048	
Recreation and Culture		(1,898,417)	(1,127,088)	(1,018,943)	108,145	▲
Transport		(2,831,071)	(1,657,104)	(1,695,235)	(38,131)	▼
Economic Services		(388,429)	(231,265)	(185,012)	46,253	▲
Other Property and Services		(484,005)	(309,487)	(327,568)	(18,081)	
		<b>(8,420,373)</b>	<b>(4,999,595)</b>	<b>(4,795,548)</b>		
<b>Operating activities excluded from budget</b>						
Non-cash amounts excluded from operating activities		(80,881)	(80,881)	(6,872)	74,009	
<b>Amount attributable to operating activities</b>		<b>(83,067)</b>	<b>1,137,771</b>	<b>1,397,837</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,298,117	996,362	938,257	(58,105)	▼
Proceeds from Disposal of Assets	6	227,972	0	12,718	12,718	
Capital Acquisitions	7	(2,958,583)	(1,486,948)	(1,325,863)	161,085	▲
<b>Amount attributable to investing activities</b>		<b>(1,432,494)</b>	<b>(490,586)</b>	<b>(374,888)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		30,573	20,228	20,228	(0)	
Transfer from Reserves	9	8,000	0	0	0	
Repayment of Debentures	8	(74,569)	(36,900)	(62,069)	(25,169)	▼
Transfer to Reserves	9	(440,211)	(20,000)	(21,158)	(1,158)	
<b>Amount attributable to financing activities</b>		<b>(476,207)</b>	<b>(36,672)</b>	<b>(62,999)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(22,885)</b>	<b>2,579,393</b>	<b>2,919,223</b>		

**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 2022/23 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 JANUARY 2023**

**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 JANUARY 2023**

**BY NATURE OR TYPE**

	Ref Note	Adopted Annual Budget \$	Amended YTD Budget \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,968,880	1,968,880	1,959,274	(9,606)	
<b>Revenue from operating activities</b>						
Rates	5	2,520,969	2,521,088	2,513,511	(7,577)	
Operating Grants, Subsidies and Contributions	10	1,195,693	740,146	726,145	(14,000)	
Fees and Charges		783,363	589,147	598,784	9,637	
Interest Earnings		45,250	25,823	39,425	13,602	
Other Revenue		384,779	273,999	291,902	17,903	
Profit on Disposal of Assets	6	80,881	80,881	6,872	(74,009)	
		5,010,935	4,231,083	4,176,639		
<b>Expenditure from operating activities</b>						
Employee Costs		(2,863,497)	(1,690,896)	(1,452,273)	238,623	▲
Materials and Contracts		(1,383,432)	(801,679)	(890,028)	(88,349)	▼
Utility Charges		(370,229)	(215,971)	(170,380)	45,591	▲
Depreciation on Non-Current Assets		(3,427,775)	(1,999,557)	(2,023,619)	(24,062)	▼
Interest Expenses		(24,225)	(13,182)	(13,150)	32	
Insurance Expenses		(173,703)	(173,703)	(173,131)	572	
Other Expenditure		(177,512)	(104,607)	(72,966)	31,641	▲
Loss on Disposal of Assets	6	0	0	0		
		(8,420,373)	(4,999,595)	(4,795,547)		
<b>Operating activities excluded from budget</b>						
Add back Depreciation		3,427,775	1,999,557	2,023,619	24,062	▲
Adjust (Profit)/Loss on Asset Disposal	6				0	
Non-cash amounts excluded from operating activities		(80,881)	(80,881)	(6,872)	74,009	
<b>Amount attributable to operating activities</b>		<b>(62,544)</b>	<b>1,150,164</b>	<b>1,397,839</b>		
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	10	1,298,117	996,362	938,257	(58,105)	▼
Proceeds from Disposal of Assets	6	227,972	0	12,718	12,718	
Capital acquisitions	7	(2,958,583)	(1,486,948)	(1,325,863)	161,085	▲
<b>Amount attributable to investing activities</b>		<b>(1,432,494)</b>	<b>(490,586)</b>	<b>(374,888)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		30,573	20,228	20,228	(0)	
Transfer from Reserves	9	8,000	0	0	0	
Repayment of Debentures	8	(74,569)	(36,900)	(62,069)	(25,169)	▼
Transfer to Reserves	9	(440,211)	(20,000)	(21,158)	(1,158)	
<b>Amount attributable to financing activities</b>		<b>(476,207)</b>	<b>(36,672)</b>	<b>(62,999)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(2,362)</b>	<b>2,591,786</b>	<b>2,919,225</b>		

**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.

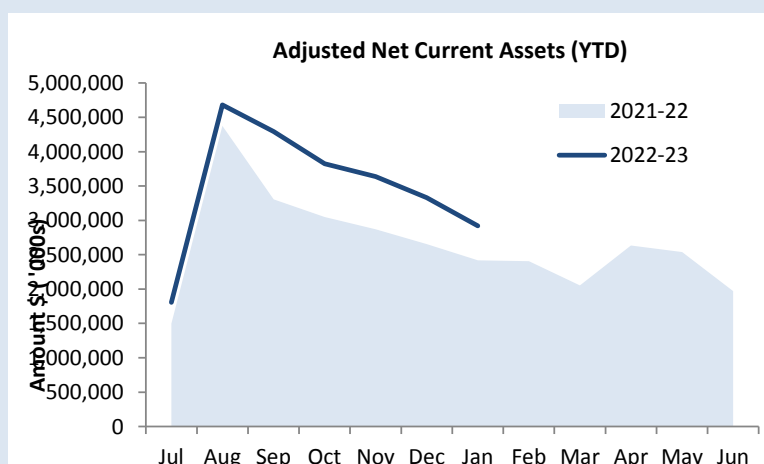
	Ref Note	Last Years Closing 30 June 2022	This Time Last Year 31 Jan 2022	Year to Date Actual 31 Jan 2023
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	2,383,622	2,651,222	3,344,652
Cash Restricted	3	2,288,740	1,711,283	2,309,899
Receivables - Rates	4	49,890	216,103	302,838
Receivables - Other	4	145,380	56,276	77,853
Loans receivable		30,573	10,038	10,345
Interest / ATO Receivable		0	0	81,387
Accrued Income / Expenses In Advance		43,168	60,173	55,892
Inventories		52,102	34,903	52,102
		4,993,475	4,739,997	6,234,968
<b>Less: Current Liabilities</b>				
Payables		(162,417)	(133,661)	(353,657)
Accrued Expenses / Income In Advance		(515,398)	(409,735)	(641,842)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	0
Provisions - Loans, Annual & Long Service Leave		(477,920)	(395,853)	(415,851)
		(1,192,808)	(976,321)	(1,411,350)
<b>Unadjusted Net Current Assets</b>		<b>3,800,667</b>	<b>3,763,676</b>	<b>4,823,618</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Profit on asset disposals		0		
Add: Loss on asset disposals		0		
Less: Cash reserves	3	(2,288,740)	(1,711,283)	(2,309,899)
Less: Loans receivable		(30,573)	(10,038)	(10,345)
Add: Provisions - Loans, Annual & Long Service Leave		477,920	395,853	415,851
<b>Adjusted Net Current Assets</b>		<b>1,959,274</b>	<b>2,438,208</b>	<b>2,919,225</b>

**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)  
\$2.92 M**

**Last Year YTD  
Surplus(Deficit)  
\$2.44 M**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>Revenue from operating activities</b>				
<b>Expenditure from operating activities</b>				
Governance	116,048	▲	Timing	YTD Expenses lower than anticipated
Recreation and Culture	108,145	▲	Timing	Pool costs and Woolorama budget timing
Transport	(38,131)	▼	Timing	Road maintenane jobs higher - capital jobs lower
Economic Services	46,253	▲	Timing	Timing of expenditure -Landcare Contribution
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(58,105)	▼	Timing	Recognition of grant monies as expended
Capital Acquisitions	161,085	▲	Timing	Timing of capital projects /plant purchases
Repayment of Debentures	(25,169)	▼	Timing	Early Repayment of Loan # 131

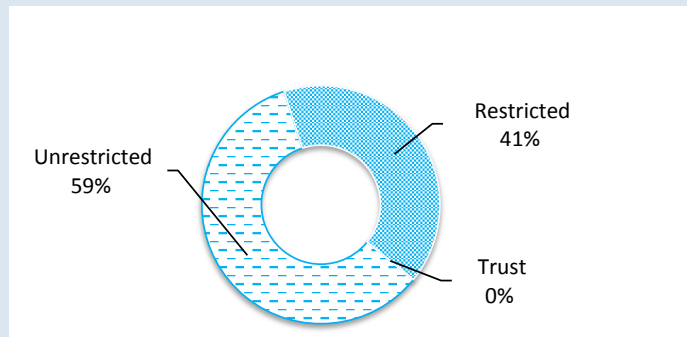
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,250			1,250	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	2,401,662			2,401,662	NAB/BWA	Nil	At Call
Overnight Cash Deposit Facility	920,170			920,170	Treasury	2.80%	At Call
Restricted Funds Account	21,571			21,571	BWA	Nil	At Call
Trust Fund			0		BWA	Nil	At Call
Reserve Fund - Telnet Saver		309,899		309,899	BWA	0.95%	At Call
<b>Term Deposits</b>							
Reserve Investment - Term Deposit		2,000,000		2,000,000	Treasury	3.12%	07-Mar-23
<b>Total</b>	<b>3,344,652</b>	<b>2,309,899</b>	<b>0</b>	<b>5,654,551</b>			

**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.

<b>Total Cash</b>	<b>Unrestricted</b>
<b>\$5.65 M</b>	<b>\$3.34 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2022	31 January 2023
	\$	\$
Opening Arrears Previous Years	67,957	49,890
Levied this year	2,665,551	2,767,230
Less Collections to date	(2,683,618)	(2,514,282)
Equals Current Outstanding	<b>49,890</b>	<b>302,838</b>
<b>Net Rates Collectable</b>	<b>49,890</b>	<b>302,838</b>
% Collected	100.68%	90.86%

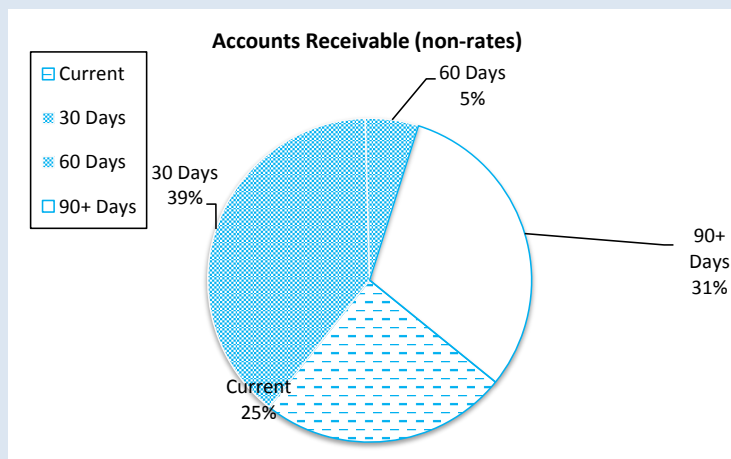
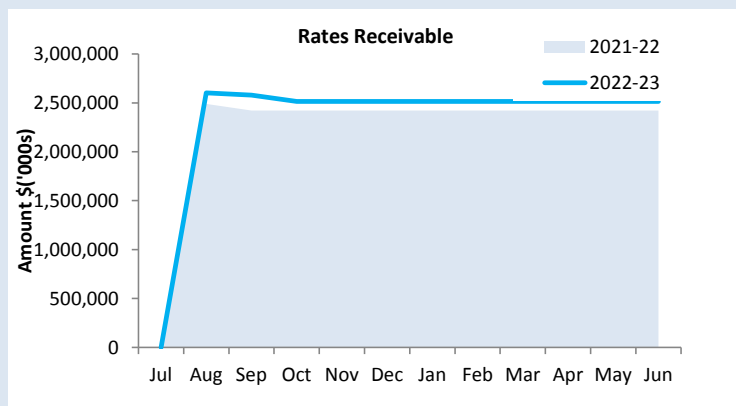
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	19,826	31,071	4,245	24,723	79,865
Percentage	25%	39%	5%	31%	
<b>Balance per Trial Balance</b>					
Sundry debtors					79,865
Loans receivable - clubs/institutions					10,345
Doubtful Debtors					(2,012)
<b>Total Receivables General Outstanding</b>					<b>169,585</b>
<b>Amounts shown above include GST (where applicable)</b>					

**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
<b>90.86%</b>	<b>\$302,838</b>

<b>Debtors Due</b>
<b>\$169,585</b>
<b>Over 30 Days</b>
<b>75%</b>
<b>Over 90 Days</b>
<b>31%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

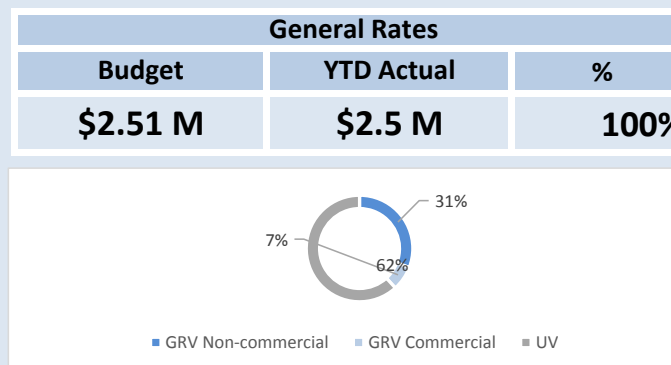
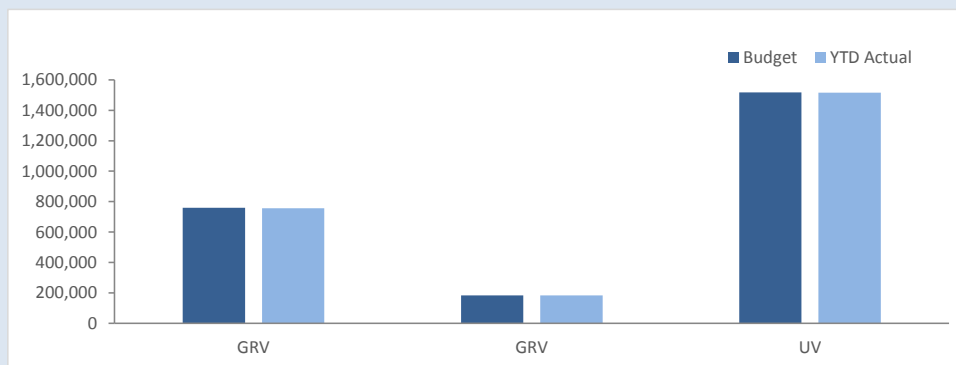
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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		\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>												
GRV	Non-commercial	0.086830	675	8,705,834	755,928	3,000	1,000	759,928	755,928	598	121	756,647
GRV	Commercial	0.115080	65	1,592,996	183,322			183,322	183,322	0	0	183,322
UV		0.005683	297	266,695,055	1,515,628	2,000		1,517,628	1,515,628	239	0	1,515,866
Minimum \$												
GRV	Non Commercial	625	137	211,386	85,625	0	0	85,625	85,625	0	0	85,625
GRV	Commercial	625	13	37,025	8,125	0	0	8,125	8,125	0	0	8,125
UV		625	84	5,800,546	52,500	0	0	52,500	52,500	0	0	52,500
<b>Sub-Totals</b>			<b>1,271</b>	<b>283,042,842</b>	<b>2,601,128</b>	<b>5,000</b>	<b>1,000</b>	<b>2,607,128</b>	<b>2,601,127</b>	<b>837</b>	<b>121</b>	<b>2,602,085</b>
Rates Written Off												(367)
Discount								(97,500)				(103,063)
<b>Amount from General Rates</b>								<b>2,509,628</b>				<b>2,498,656</b>
Ex-Gratia Rates								16,341				14,855
<b>Total General Rates</b>								<b>2,525,969</b>				<b>2,513,511</b>

**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**

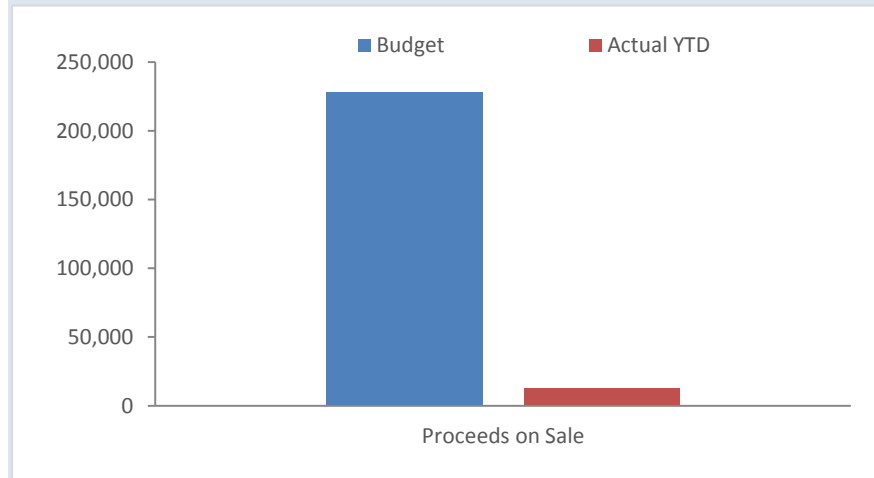


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
PO2Y19	DCEO Vehicle	6,182	36,818	30,636					
P16Y17	Isuzu Truck	42,722	45,227	2,505					
P21Y17	Isuzu Crew Cab	32,863	36,136	3,273					
P22Y17	John Deere Mower	0	700	700					
P38Y16	Mahindra Pick-up - Ranger	5,916	13,636	7,720		5,846	12,718	6,872	
P42	Isuzu Side-tipper	59,408	95,455	36,047					
		<b>147,091</b>	<b>227,972</b>	<b>80,881</b>	<b>0</b>	<b>5,846</b>	<b>12,718</b>	<b>6,872</b>	<b>0</b>

**KEY INFORMATION**



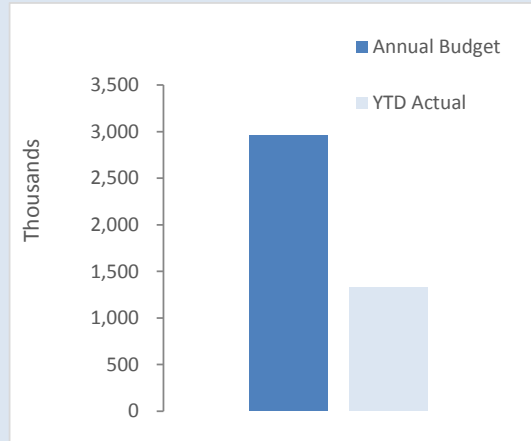
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$227,972</b>	<b>\$12,718</b>	<b>6%</b>

Capital Acquisitions	Adopted Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Buildings	(230,930)	(136,725)	(30,986)	105,739
Plant & Equipment	(465,486)	(465,486)	(531,099)	(65,613)
Furniture & Equipment	(100,571)	(38,066)	(85,528)	(47,462)
Infrastructure - Roads	(1,791,701)	(655,601)	(601,748)	53,853
Footpaths	(88,825)	0	0	0
Infrastructure - Other	(281,070)	(191,070)	(76,501)	114,569
<b>Capital Expenditure Totals</b>	<b>(2,958,583)</b>	<b>(1,486,948)</b>	<b>(1,325,863)</b>	<b>161,085</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,298,117	996,362	938,257	(58,105)
Other (Disposals & C/Fwd)	227,972		12,718	12,718
Cash Backed Reserves				
Recreation Development Reserve			0	0
Sportsground Precinct Redevelopment Reserve			0	0
Contribution - operations	1,432,494	490,586	374,888	(115,698)
<b>Capital Funding Total</b>	<b>2,958,583</b>	<b>1,486,948</b>	<b>1,325,863</b>	<b>(161,085)</b>

**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**



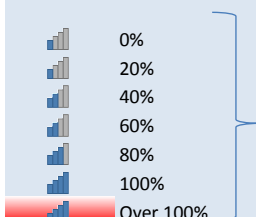
<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$2.96 M</b>	<b>\$1.33 M</b>	<b>45%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$1.3 M</b>	<b>\$0.94 M</b>	<b>72%</b>

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

	Account Number	Adopted Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance	
<b>Capital Expenditure</b>						
<b>Buildings</b>						
	Court House Development	B2201	(171,093)	(99,806)	(6,752)	93,054
	Historical Village - 'History of Wagin' Shed	B2202	(9,887)	(9,887)	(9,924)	(37)
	NAB Building	B2203	(15,000)	(8,750)	(2,234)	6,516
	Historical Village - Shed Fit-out	B2204	(11,000)	(11,000)	(10,525)	475
	Depot Upgrades - Shed Wall & Electric Gate	E167458	(3,950)	(3,950)	(1,552)	2,398
	New Roof - Caravan park Ablutions	B2301	(20,000)	(3,332)	0	3,332
			(230,930)	(136,725)	(30,986)	105,739
<b>Plant &amp; Equipment</b>						
	DCEO Vehicle (P02Y19)	E167741	(54,049)	(54,049)	0	54,049
	Fire Engine - Volvo 2020	PE2307	0	0	(490,674)	(490,674)
	Water Tanker Trailer	P96	0	0	0	0
	Isuzu Truck (P16Y17)	PE2301	(87,658)	(87,658)	0	87,658
	Isuzu Crew Cab (P21Y17)	PE2302	(74,404)	(74,404)	0	74,404
	New Ride-on vMower (P27Y17)	PE2303	(9,000)	(9,000)	(5,696)	3,305
	Mahindra Pick-Up Ranger (P38Y16)	PE2304	(25,720)	(25,720)	(25,900)	(180)
	Isuzu Side-Tipper (P42)	PE2305	(204,655)	(204,655)	0	204,655
	Plant Attachment - Broom	PE2306	(10,000)	(10,000)	(8,830)	1,170
			(465,486)	(465,486)	(531,099)	(65,613)
<b>Furniture &amp; Equipment</b>						
	CCTV Upgrade	E167110	(8,571)	(8,571)	0	8,571
	IT & Medical Equipment - Medical Centre	FE303	(75,000)	(12,495)	(72,312)	(59,817)
	60 x New Chairs	FE2301	(9,000)	(9,000)	(9,000)	0
	New Treadmill Communitiy Gym	FE2302	(8,000)	(8,000)	(4,216)	3,784
			(100,571)	(38,066)	(85,528)	(47,462)
<b>Infrastructure - Roads</b>						
	Capital Works Program - Roads	E167103	(1,492,946)	(655,601)	(459,976)	195,625
	Capital Works Program - Airstrip	E167782	(298,755)	0	(141,772)	(141,772)
			(1,791,701)	(655,601)	(601,748)	53,853
<b>Footpaths</b>						
	Footpath Program	E167124	(88,825)	0	0	0
			(88,825)	0	0	0
<b>Infrastructure - Other</b>						
	Emergency Water Water - CWSP	IO028	0	0	(22,703)	(22,703)
	Pump & Emergency Water Connection - Dam via Wier	IO029	0	0	(974)	(974)
	Giant Ram Lighting	IO2202	(7,050)	(7,050)	(1,346)	5,704
	Sportsground Precinct Redevelopment	IO2204	(150,000)	(87,500)	0	87,500
	War Memorial Upgrades	IO2205	(6,850)	(6,850)	(7,486)	(636)
	Wetlands Park Redevelopment	IO2206	(54,695)	(54,695)	(31,214)	23,481
	Wetlands Park BBQ Shelters	IO2301	(15,000)	(15,000)	(7,768)	7,232
	Main Streets Paving, Cleaning & Sealing	IO2207	(2,475)	(2,475)	(1,591)	884
	Townscape	IO2208	(30,000)	(17,500)	(3,418)	14,082
	Mural - toilet Building	IO2302	(15,000)	0	0	0
			(281,070)	(191,070)	(76,501)	114,569
<b>Capital Expenditure Total</b>			(2,958,583)	(1,486,948)	(1,325,863)	161,085

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 JANUARY 2023**

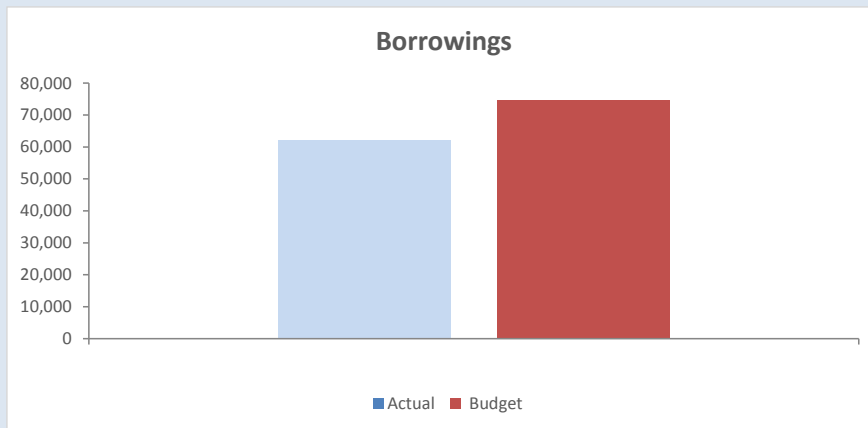
**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
Loan 131 - Recreation Centre Development	29,477	0	0	29,477	11,238	-0	18,239	910	1,707
Loan 139 - Swimming Pool Redevelopment	187,284	0	0	7,279	14,746	180,005	172,538	4,739	9,291
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	126,737	0	0	9,040	15,693	117,697	111,044	4,315	7,201
Loan 138 - Doctor Housing	54,353	0	0	6,083	12,357	48,270	41,996	1,704	3,217
	397,851	0	0	51,879	54,034	345,972	343,817	11,669	21,416
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	97,491	0	0	10,190	20,535	87,301	76,956	1,482	2,809
	97,491	0	0	10,190	20,535	87,301	76,956	1,482	2,809
<b>Total</b>	495,342	0	0	62,069	74,569	433,273	420,773	13,151	24,225

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.



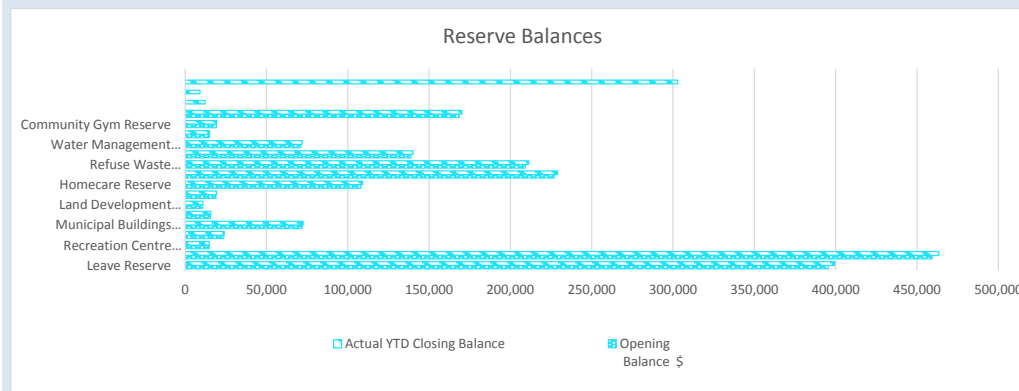
<b>Principal Repayments</b>	<b>\$62,069</b>
<b>Interest Earned</b>	<b>\$39,425</b>
<b>Interest Expense</b>	<b>\$13,151</b>
<b>Reserves Bal</b>	<b>\$2.31 M</b>
<b>Loans Due</b>	<b>\$.43 M</b>



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	395,708	3,957	3,658					399,665	399,366
Plant Replacement Reserve	459,304	4,593	4,246	61,836				525,733	463,550
Recreation Centre Equipment Reserve	14,751	148	136					14,899	14,888
Aerodrome Maintenance & Development Reserve	23,740	237	219	8,500				32,477	23,960
Municipal Buildings Reserve	71,902	719	665					72,621	72,567
Admin Centre Furniture, Equipment & IT Reserve	15,559	156	144					15,715	15,703
Land Development Reserve	10,774	108	100					10,882	10,873
Community Bus Reserve	19,006	190	176					19,196	19,182
Homecare Reserve	108,061	1,081	999					109,142	109,060
Recreation Development Reserve	226,940	2,269	2,098	20,000				249,209	229,038
Refuse Waste Management Reserve	209,291	2,093	1,935	29,436				240,820	211,226
Refuse Site Rehabilitation Reserve	138,775	1,388	1,283	20,000				160,163	140,058
Water Management Reserve	71,214	712	658					71,926	71,873
Electronic Sign Reserve	14,883	149	138					15,032	15,020
Community Gym Reserve	19,174	192	177	2,550		(8,000)		13,916	19,351
Sportsground Precinct Redevelopment Reserve	168,573	1,686	1,558	100,000				270,259	170,131
Emergency/Bushfire Control Reserve	12,069	121	112					12,190	12,181
Community Events Reserve	9,017	90	83					9,107	9,101
Staff Housing Reserve	300,000	3,000	2,773	75,000				378,000	302,773
Roadwork Reserve	0	0	0	100,000				100,000	0
	<b>2,288,740</b>	<b>22,889</b>	<b>21,158</b>	<b>417,322</b>	<b>0</b>	<b>(8,000)</b>	<b>0</b>	<b>2,720,951</b>	<b>2,309,899</b>

KEY INFORMATION



Grants and Contributions

		Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance
<b>Operating grants, subsidies and contributions</b>						
<b>General Purpose Funding</b>						
Grants Commission - General	I032005	254,698	254,698	127,350	170,787	43,437
Grants Commission - Roads	I032010	152,645	152,645	76,322	59,809	(16,513)
<b>Law, Order and Public Safety</b>						
DFES Grant - Operating Bush Fire Brigade	I051010	77,405	77,405	58,053	58,286	233
DFES Grant - Operating SES	I051075	32,590	32,590	24,443	24,629	187
<b>Education and Welfare</b>						
Homecare Recurrent Grant	I082010	378,309	378,309	220,682	189,634	(31,048)
HCP Government Funds	I082045	138,200	138,200	80,619	62,359	(18,260)
<b>Recreation and Culture</b>						
Community Events Income	I119030	2,000	2,000	2,000	26,000	24,000
All Good Refund Centre - Street Carnival	I119030	10,000	10,000	10,000	1,000	(9,000)
<b>Transport</b>						
Direct Road Grants	I121005	138,346	138,346	138,346	141,414	3,068
<b>Operating Contributions</b>						
Rec Centre Equipment Contributions	I113030	1,500	1,500	0	0	0
Contribution to Woolorama	I119015	1,000	1,000	0	0	0
Contribution - St Lighting	I121025	5,000	5,000	0	0	0
<b>Operating grants, subsidies and contributions Total</b>		<b>1,191,693</b>	<b>1,191,693</b>	<b>737,815</b>	<b>733,919</b>	<b>(3,896)</b>
<b>Non-operating grants, subsidies and contributions</b>						
<b>Recreation and Culture</b>						
Wetlands Park Playground Upgrade Contribution	I113040	54,695	54,695	54,695	45,692	(9,003)
<b>Law, Order and Public Safety</b>						
DFES Grant - Capital Projects - New Fire Engine	I051011	0	0	0	490,674	490,674
Community Water Supply Project	I053060	0	0	0	23,578	23,578
<b>Transport</b>						
Road Project Grants	I121010	395,186	395,186	316,148	158,074	(158,074)
Roads To Recovery Grant	I121015	312,145	312,145	208,096	146,901	(61,195)
RADS - Airport Upgrade	I126015	298,755	298,755	298,755	190,117	(108,638)
Main Roads Bridge 18/19 Funding	I121070	0	0	0	74,251	74,251
LRCIP Funding	I121076	237,336	237,336	118,668	360,555	241,887
<b>Non-operating grants, subsidies and contributions Total</b>		<b>1,298,117</b>	<b>1,298,117</b>	<b>996,362</b>	<b>1,489,842</b>	<b>493,480</b>
<b>Grand Total</b>		<b>2,489,810</b>	<b>2,489,810</b>	<b>1,734,177</b>	<b>2,223,761</b>	<b>489,585</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2023**

**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	RESTRICTED FUNDS ACCOUNT			Closing Balance 31 Jan 2023
	Opening Balance 01 Jul 2022	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	900	1,100	(900)	1,100
Deposits - Community Bus	900	1,050	(1,050)	900
Deposits - Rec Ctr & EFP	2,662	5,738	(6,000)	2,400
Deposits - Animal Trap	25	200	(50)	175
BCITF	0	561	(561)	0
Deposit - Community Gym Key	5,580	1,530	(450)	6,660
Building Services Levy	329	884	(314)	898
Nomination Deposits	0	0	0	0
Other Deposits	6,819	450	0	7,269
Unclaimed Monies	2,147	0	(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	40	0	(40)	0
Cemetery Shelter Contributions	0	0	0	0
	<b>19,422</b>	<b>11,513</b>	<b>(9,365)</b>	<b>21,569</b>



**SHIRE OF WAGIN**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**FOR THE PERIOD ENDED 31 JANUARY 2023**

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>					
<b>Rate Revenue</b>					
I031005	GRV	Inc	939,250	939,250	939,249
I031010	GRV Minimums	Inc	93,750	93,750	93,750
I031015	UV	Inc	1,515,628	1,515,628	1,515,628
I031020	UV Minimums	Inc	52,500	52,500	52,500
I031025	GRV Interim Rates	Inc	3,000	1,750	598
I031030	UV Interim Rates	Inc	2,000	1,169	239
I031035	Back Rates	Inc	1,000	1,000	121
I031040	Ex-Gratia Rates (CBH)	Inc	16,341	16,341	14,855
I031045	Discount Allowed	Inc	(97,500)	(97,500)	(103,063)
I031050	Instalment Admin Charge	Inc	6,000	6,000	4,077
I031055	Account Enquiry Fee	Inc	2,500	1,456	2,165
I031060	(Rate Write Offs)	Inc	(5,000)	(2,800)	(367)
I031065	Penalty Interest	Inc	8,000	4,669	3,366
I031070	Emergency Services Levy	Inc	126,700	126,700	126,394
I031075	ESL Penalty Interest	Inc	500	294	181
I031080	Instalment Interest	Inc	4,000	2,331	4,250
I031090	Rate Legal Charges	Inc	20,000	11,669	1,350
			<b>2,688,669</b>	<b>2,674,207</b>	<b>2,655,293</b>
E031005	Valuation Expenses	Exp	(9,000)	(5,250)	(396)
E031010	Legal Costs/Expenses	Exp	(500)	(294)	0
E031015	Title Searches	Exp	(600)	(350)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(5,831)	(3,030)
E031025	Printing Stationery Postage	Exp	(2,000)	(1,100)	(1,686)
E031030	Emergency Services Levy	Exp	(126,700)	(63,350)	(76,108)
E031040	Rate Refunds	Exp	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,300)	(2,300)	(2,540)
E031100	Administration Allocated	Exp	(104,549)	(60,984)	(60,984)
			<b>(256,649)</b>	<b>(139,459)</b>	<b>(144,744)</b>
<b>Other General Purpose Funding</b>					
I032005	Grants Commission General	Inc	254,698	127,350	170,787
I032010	Grants Commission Roads	Inc	152,645	76,322	59,809
I032020	Administration Rental	Inc	36,000	21,000	21,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	875	165
I032030	Reimbursements	Inc	100	56	0
I032035	SS Loans Interest & GFee Reimb.	Inc	0	0	0
I032040	Bank Interest	Inc	750	441	10,865
I032045	Reserves Interest	Inc	7,000	3,500	17,782
I032055	Commissions & Recoups	Inc	500	0	0
			<b>453,193</b>	<b>229,544</b>	<b>280,408</b>
E032005	Bank Fees and Charges	Exp	(12,000)	(7,000)	(7,455)
E032015	Interest on Loans	Exp	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E032030	Audit Fees & Other Services	Exp	(25,000)	(15,000)	(26,000)
E032035	Administration Allocated	Exp	(102,708)	(59,913)	(59,913)
			(139,708)	(81,913)	(93,368)
	<b>Total General Purpose Income</b>		3,141,862	2,903,751	2,935,701
	<b>Total General Purpose Expenditure</b>		(396,357)	(221,372)	(238,112)
<b>Governance</b>					
<b>Members of Council</b>					
I041020	Other Income Relating to Members	Inc	1,000	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(24,365)	(12,182)	(11,036)
E041010	Training	Exp	(8,000)	(4,000)	0
E041015	Members Travelling	Exp	(700)	(350)	(308)
E041025	Election Expenses	Exp	(3,000)	(3,000)	0
E041030	Other Expenses	Exp	(8,000)	(8,000)	(5,194)
E041035	Conference Expenses	Exp	(10,000)	(5,000)	(7,265)
E041040	Presidents Allowance	Exp	(12,300)	(6,150)	(6,150)
E041045	Deputy Presidents Allowance	Exp	(3,075)	(1,538)	(1,538)
E041055	Refreshments and Receptions	Exp	(12,000)	(7,000)	(3,930)
E041060	Presentations	Exp	(2,500)	(1,456)	(1,123)
E041065	Insurance	Exp	(13,325)	(13,325)	(13,325)
E041070	Public Relations	Exp	(2,000)	(1,169)	(30)
E041075	Subscriptions	Exp	(35,000)	(35,000)	(29,618)
E041100	Administration Allocated	Exp	(118,133)	(68,908)	(68,908)
			(252,398)	(167,078)	(148,425)
<b>Other Governance</b>					
I042030	Profit on Sale of Asset	Inc	30,636	30,636	0
I042045	Admin Reimbursements	Inc	5,000	5,000	7,659
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			35,636	35,636	7,659
E042005	Administration Salaries	Exp	(714,073)	(416,542)	(386,330)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(86,447)	(50,428)	(49,391)
E042011	Loyalty Allowance	Exp	(8,046)	(4,697)	(4,088)
E042012	Housing Allowance Admin	Exp	(13,578)	(7,924)	(9,913)
E042015	Insurance	Exp	(25,969)	(25,969)	(26,543)
E042020	Staff Training	Exp	(10,000)	(5,831)	(1,871)
E042025	Removal Expenses	Exp	(10,000)	(10,000)	(4,410)
E042030	Printing & Stationery	Exp	(30,000)	(17,500)	(12,037)
E042035	Phone, Fax & Modem	Exp	(7,000)	(4,081)	(2,101)
E042040	Office Maintenance	Exp	(62,000)	(38,318)	(32,192)
E042045	Advertising	Exp	(18,000)	(10,500)	(3,428)
E042050	Office Equipment Maintenance	Exp	(3,000)	(1,750)	(957)
E042055	Postage & Freight	Exp	(4,000)	(2,331)	(1,071)
E042060	Vehicle Running Expenses	Exp	(16,000)	(9,711)	(6,724)
E042065	Legal Expenses	Exp	(25,000)	(14,581)	(1,008)
E042070	Garden Expenses	Exp	(12,000)	(7,000)	(5,343)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E042075	Conference & Training	Exp	(10,000)	(5,831)	(2,216)
E042080	Computer Support	Exp	(130,000)	(75,831)	(65,041)
E042085	Other Expenses	Exp	(3,000)	(1,750)	(931)
E042090	Administration Allocated	Exp	(270,719)	(157,920)	(157,920)
E042095	Fringe Benefits Tax	Exp	(15,000)	(7,500)	(12,248)
E042100	Staff Uniforms	Exp	(4,000)	(4,000)	(746)
E042115	Cash Round Off Control	Exp	0	0	(1)
E042120	Depreciation - Other Governance	Exp	(126,097)	(73,556)	(73,799)
E042125	Less Administration Allocated	Exp	1,278,618	745,871	745,850
E042155	Lease of Photocopier	Exp	0	0	0
E042160	CEO Recruitment	Exp	(18,000)	(10,500)	(6,328)
E042165	Paid Parental Leave	Exp	0	0	0
			(343,311)	(218,180)	(120,787)
	<b>Total Governance Income</b>		36,636	36,636	7,659
	<b>Total Governance Expenditure</b>		(595,709)	(385,258)	(269,212)
<b>Law, Order &amp; Public Safety</b>					
<b>Fire Prevention</b>					
I051010	BFB Operating Grant	Inc	77,405	58,053	46,340
I051011	DFES - Capital Projects Grant	Inc	0	0	490,674
I051015	Sale of Fire Maps	Inc	50	28	45
I051025	Reimbursements	Inc	1,000	581	60
I051030	Bush Fire Infringements	Inc	2,000	2,000	1,364
I051040	Donations	Inc	0	0	0
I051035	ESL Admin Fee	Inc	4,000	2,331	4,000
I051050	SES Call-out Income	Inc	0	0	0
I051070	Other Bushfire Grants Income	Inc	0	0	0
I051075	SES Operating Grant	Inc	32,590	24,443	24,211
			117,045	87,436	566,694
E051005	BFB Operation Expenditure	Exp	(77,405)	(56,876)	(46,340)
E051010	Communication Mtce	Exp	(4,000)	(2,371)	(2,688)
E051015	Advertising & Other Expenses	Exp	(2,500)	(1,456)	(2,234)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(4,000)	(2,403)	(8,297)
E051025	Town Block Burn Off	Exp	(5,000)	(3,809)	(6,112)
E051040	Other Bushfire Expenditure	Exp	0	0	(2,588)
E051045	Mt Latham & Condonning Repeats	Exp	0	0	(207)
E051060	SES Operation Expenditure	Exp	(32,590)	(19,845)	(24,211)
E051100	Administration Allocated	Exp	(64,701)	(37,744)	(37,744)
E051190	Depreciation - Fire Prevention	Exp	(25,484)	(14,868)	(19,178)
			(215,680)	(139,372)	(149,599)
<b>Animal Control</b>					
I052005	Dog Fines and Fees	Inc	5,000	2,919	4,977
I052006	Cat Fines and Fees	Inc	300	175	0
I052010	Hire of Animal Traps	Inc	100	56	55
I052015	Dog Registration	Inc	6,000	6,000	3,191
I052016	Cat Registration	Inc	700	700	378
I052020	Reimbursements	Inc	500	250	0
			12,600	10,100	8,601

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E052005	Ranger Salary	Exp	(18,700)	(10,906)	(6,876)
E052007	Ranger Telephone	Exp	(1,000)	(581)	(577)
E052010	Pound Maintenance	Exp	(2,960)	(1,737)	(967)
E052015	Dog Control Insurance	Exp	(314)	(314)	(1,181)
E052020	Legal Fees	Exp	(500)	(294)	0
E052025	Training & Conference	Exp	(500)	(294)	0
E052030	Ranger Services Other	Exp	(25,000)	(14,588)	(17,057)
E052035	Administration Allocated	Exp	(29,784)	(17,374)	(17,374)
E052190	Depreciation - Animal Control	Exp	(1,308)	(763)	(914)
			(80,066)	(46,851)	(44,946)
	<b>Other Law, Order &amp; Public Safety</b>				
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	5,000	5,000	0
I053055	Reimbursements	Inc	0	0	0
I053060	Community Water Supply Program Grant	Inc	0	0	23,677
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			5,050	5,050	23,677
E053005	Abandoned Vehicles	Exp	(500)	(294)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(294)	(341)
E053045	CCTV & Security	Exp	0	0	(450)
E053055	Mosquito Control	Exp	(3,000)	(1,750)	(4,657)
			(4,000)	(2,338)	(5,448)
	<b>Total Law, Order &amp; Public Safety Income</b>		134,695	102,586	598,972
	<b>Total Law, Order &amp; Public Safety Expenditure</b>		(299,746)	(188,561)	(199,993)
	<b>Health</b>				
	<b>Maternal &amp; Infant Health</b>				
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(9,150)	(5,341)	(6,188)
			(9,150)	(5,341)	(6,188)
	<b>Preventative Services - Admin &amp; Inspections</b>				
I074005	Food Licences & Fees	Inc	800	0	42
I074015	Contrib. Regional Health Scheme	Inc	0	0	0
I074020	Reimbursements	Inc	0	0	0
			800	0	42
E074005	EHO Salary	Exp	(10,000)	(5,831)	(1,500)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	0	0	(158)
E074015	Other Control Expenses	Exp	(7,000)	(4,081)	(872)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	0	0	0
E074030	Conferences & Training	Exp	(500)	(294)	0
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(26,112)	(15,232)	(15,232)
E074190	Depreciation - Prevent Services	Exp	0	0	0
			(43,612)	(25,438)	(17,762)



COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Other Health</b>					
I076010	Rent - Medical Centre-Dentist	Inc	4,380	2,555	2,371
I076015	Reimbursements - IPN Medical	Inc	2,500	0	1,257
I076020	Meeting Room Fees	Inc	3,500	2,044	927
I076025	Saleof Doctors Vehicle	Inc	0	0	0
I076040	Reimbursements - Dr Norris	Inc	1,500	0	621
			11,880	4,599	5,176
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(12,021)	(7,859)	(5,293)
E076025	Depreciation - Other Health	Exp	(46,902)	(27,363)	(27,627)
E076030	Doctors Vehicle Mtce	Exp	(5,000)	(3,135)	(1,363)
E076035	Loss on Sale of Asset	Exp	0	0	0
E076040	IPN Medical Services	Exp	(45,000)	(22,500)	(28,679)
E076055	Doctor Retention & Relocation	Exp	(20,000)	(3,332)	0
E076060	Assets under \$5k	Exp	(10,000)	(1,666)	0
			(138,923)	(65,855)	(62,962)
<b>Health - Preventative Services</b>					
E077010	Analytical Expenses	Exp	(500)	(500)	(463)
			(500)	(500)	(463)
<b>Total Health Income</b>			12,680	4,599	5,218
<b>Total Health Expenditure</b>			(192,185)	(97,134)	(87,375)
<b>Education &amp; Welfare</b>					
<b>Pre Schools</b>					
I083035	Day Care Lease	Exp	8,568	4,998	5,323
I083036	Day Care Reimbursements	Exp	5,500	2,748	2,176
			14,068	7,746	7,499
E080010	Kindegarten Maintenance (Daycare)	Exp	(12,123)	(7,490)	(5,727)
E080190	Depreciation - Pre-Schools	Exp	(25,918)	(15,120)	(15,267)
			(38,041)	(22,610)	(20,994)
<b>Other Education</b>					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	0	0	0
			0	0	0
<b>Homecare Program</b>					
I082010	CHSP & HACC Grant	Inc	378,309	220,682	189,634
I082015	Meals on Wheels	Inc	5,000	2,919	1,215
I082020	CHSP Fee for Service	Inc	75,000	43,750	52,606
I082025	Donations	Inc	0	0	591
I082030	Reimbursements	Inc	0	0	0
I082040	HCP Client Daily Fee	Inc	15,984	9,324	6,943
I082045	HCP Government Funds	Inc	138,200	80,619	62,359
			612,493	357,294	313,348
E082010	Management & Admin Salaries	Exp	(130,000)	(75,831)	(72,869)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E082013	Homecare Wages/Contract Liability	Exp	0	0	0
E082015	Maintenance & Gardening Salaries	Exp	(38,040)	(22,190)	(19,490)
E082020	Nursing Salaries	Exp	(30,000)	(17,500)	(21,942)
E082025	Care Workers Salaries	Exp	(235,000)	(137,081)	(146,477)
E082030	Superannuation	Exp	(45,822)	(26,733)	(26,963)
E082035	Other Expenses	Exp	(13,000)	(7,581)	(2,931)
E082040	Travelling - Mileage	Exp	(19,000)	(11,081)	(12,934)
E082045	Staff Training	Exp	(2,160)	(1,260)	(450)
E082050	Staff Training Salaries	Exp	(3,356)	(1,960)	0
E082055	Subscriptions	Exp	(9,752)	(5,691)	(3,056)
E082060	Telephone & Postage	Exp	(2,565)	(1,498)	(916)
E082065	Advertising & Stationery	Exp	(1,000)	(588)	(919)
E082070	Insurance	Exp	(7,700)	(4,494)	(7,698)
E082075	Office Accommodation	Exp	(36,000)	(21,000)	(21,000)
E082080	Plant & Equipment Mtce	Exp	(26,359)	(16,040)	(11,312)
E082085	Consumable Supplies	Exp	(4,500)	(2,625)	(6,262)
E082090	Function & Catering Supplies	Exp	(1,500)	(875)	(308)
E082095	HCP Expenses	Exp	(6,000)	(3,500)	(3,793)
E082100	Administration Allocated	Exp	(21,368)	(12,467)	(12,467)
E082110	Meals on Wheels Expenditure	Exp	(3,605)	(2,100)	(1,134)
E082120	Loss on Sale of Asset	Exp	0	0	0
E082130	Homecare Retention Bonus Expenditure	Exp	0	0	0
E082190	Depreciation - Homecare	Exp	(19,644)	(11,459)	(11,571)
			(656,371)	(383,554)	(384,492)
	<b>Other Welfare</b>				
I083010	Wagin Frail Aged Reimb	Inc	8,569	8,569	9,167
I083040	Seniors Xmas Lunch Income	Inc	0	0	0
			8,569	8,569	9,167
E083010	Wagin Frail Aged Exp	Exp	(9,168)	(9,168)	(9,167)
E083020	Seniors Xmas Lunch	Exp	(2,500)	(2,500)	0
E083050	Other Welfare Exp	Exp	0	0	0
			(11,668)	(11,668)	(9,167)
	<b>Total Education &amp; Welfare Income</b>		635,130	373,609	330,014
	<b>Total Education &amp; Welfare Expenditure</b>		(706,080)	(417,832)	(414,653)
	<b>Community Amenities</b>				
	<b>Sanitation - Household Refuse</b>				
I101005	Domestic Collection	Inc	235,500	235,500	253,352
I102020	Refuse Site Fees	Inc	15,000	8,750	10,263
			250,500	244,250	263,615
E101005	Domestic Refuse Collection	Exp	(48,000)	(28,000)	(23,116)
E101006	Green Waste Collection	Exp	(23,000)	(13,419)	(11,494)
E101010	Recycling Pick-Up	Exp	(70,500)	(41,125)	(36,944)
E101015	Refuse Site Mtce	Exp	(128,500)	(75,022)	(58,188)
E101025	Refuse Site Attendant	Exp	0	0	0
			(270,000)	(157,566)	(129,742)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Sanitation - Other</b>					
I102002	Commercial Collection Charges	Inc	66,586	64,293	<b>65,319</b>
I102005	Reimbursement Drummuster	Inc	4,000	0	<b>0</b>
I102010	Charges Bulk Rubbish	Inc	15,000	8,750	<b>7,713</b>
			<b>85,586</b>	<b>73,043</b>	<b>73,032</b>
E102005	Commercial Collection	Exp	(13,650)	(7,966)	<b>(6,852)</b>
E102010	Bulk Rubbish Collection	Exp	(16,000)	(9,331)	<b>(7,823)</b>
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	<b>(3,925)</b>
E102190	Depreciation - Sanitation	Exp	(18,148)	(10,591)	<b>(10,690)</b>
			<b>(52,798)</b>	<b>(27,888)</b>	<b>(29,290)</b>
<b>Sewerage</b>					
I104005	Septic Tank Fees	Inc	500	500	<b>0</b>
			<b>500</b>	<b>500</b>	<b>0</b>
E104005	Sewerage Treatment Plant	Exp	(500)	(288)	<b>(37)</b>
			<b>(500)</b>	<b>(288)</b>	<b>(37)</b>
<b>Regional Refuse Group</b>					
I102006	Regional Refuse Group	Inc	0	0	<b>37,071</b>
			<b>0</b>	<b>0</b>	<b>37,071</b>
<b>Regional Refuse Group</b>					
E102007	Regional Refuse Group Expenses	Exp	0	0	<b>(30,893)</b>
			<b>0</b>	<b>0</b>	<b>(30,893)</b>
<b>Town Planning</b>					
I106005	Planning Fees	Inc	4,000	2,331	<b>3,340</b>
			<b>4,000</b>	<b>2,331</b>	<b>3,340</b>
E106005	Town Planning Expenses	Exp	(15,000)	(8,750)	<b>(6,205)</b>
E106100	Administration Allocated	Exp	(66,566)	(38,829)	<b>(38,829)</b>
			<b>(81,566)</b>	<b>(47,579)</b>	<b>(45,034)</b>
<b>Other Community Amenities</b>					
I107005	Cemetery Fees	Inc	12,000	7,000	<b>7,251</b>
I107010	Community Bus Income	Inc	4,000	2,331	<b>3,262</b>
I107025	Other Community Amenities Contributions	Inc	0	0	<b>0</b>
			<b>16,000</b>	<b>9,331</b>	<b>10,513</b>
E107005	Cemetery Mtce	Exp	(40,000)	(23,410)	<b>(21,893)</b>
E107010	Public Convenience Mtce	Exp	(56,428)	(33,259)	<b>(26,943)</b>
E107015	Community Bus Operating	Exp	(3,674)	(2,509)	<b>(3,333)</b>
E107100	Administration Allocated	Exp	(72,439)	(42,259)	<b>(42,259)</b>
E107190	Depreciation - Other Comm Amenities	Exp	(50,968)	(29,736)	<b>(30,023)</b>
			<b>(223,509)</b>	<b>(131,173)</b>	<b>(124,451)</b>
<b>Total Community Amenities Income</b>			<b>356,586</b>	<b>329,455</b>	<b>387,571</b>
<b>Total Community Amenities Expenditure</b>			<b>(628,373)</b>	<b>(364,494)</b>	<b>(359,447)</b>
<b>Recreation &amp; Culture</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Public Halls &amp; Civic Centres</b>					
I111005	Town Hall Hire	Inc	2,000	1,169	4,372
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease -L Piesse	Inc	0	0	0
			2,100	1,269	4,372
E111005	Town Hall Mtce	Exp	(28,555)	(18,624)	(12,645)
E111010	Other Halls Mtce	Exp	(6,153)	(3,766)	(599)
E111190	Depreciation - Public Halls	Exp	(202,711)	(118,251)	(119,405)
			(237,419)	(140,641)	(132,649)
<b>Swimming Pool</b>					
I112010	Swimming Pool Admission	Inc	30,000	19,500	18,013
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0
I112020	Reimbursements	Inc	600	600	100
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0
			30,600	20,100	18,113
E112005	Pool Staff Salary	Exp	(109,500)	(63,875)	(35,528)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	0	0	0
E112015	Swimming Pool Maintenance	Exp	(118,388)	(73,049)	(69,155)
E112020	Swimming Pool Other Expenses	Exp	(5,850)	(3,416)	(1,330)
E113076	Interest on Loan 139 - Swimming Pool	Exp	(9,291)	(4,739)	(4,739)
E112190	Depreciation - Swimming Pools	Exp	(197,388)	(115,150)	(116,269)
			(440,417)	(260,229)	(227,021)
<b>Other Recreation &amp; Sport</b>					
I113005	Sportsground Rental	Inc	8,795	4,398	2,509
I113015	Power Reimbursements	Inc	5,000	2,919	1,036
I113020	Recreation Centre Hire	Inc	5,000	2,919	2,416
I113025	Reimbursements Other	Inc	0	0	218
I113030	Rec Centre Equipment Contributions	Inc	1,500	0	0
I113035	Sporting Club Leases	Inc	0	0	1,323
I113040	Other Recreation & Sport Contributions	Inc	54,695	54,695	31,214
I113055	Eric Farrow Pavillion Hire	Inc	5,000	2,919	3,043
I113065	Community Gym Membership	Inc	13,800	8,050	8,024
			93,790	75,900	49,783
E113005	Sportsground Mtce	Exp	(115,555)	(67,634)	(55,010)
E113010	Sportsground Building Mtce	Exp	(24,931)	(18,313)	(16,061)
E113015	Wetlands Park Mtce	Exp	(70,011)	(41,400)	(32,682)
E113020	Parks & Gardens Mtce	Exp	(49,099)	(28,709)	(39,270)
E113025	Puntapin Rock Mtce	Exp	(2,506)	(1,463)	(1,163)
E113030	Recreation Centre Mtce	Exp	(65,780)	(43,295)	(31,727)
E113035	Rec Staff Salaries	Exp	(19,853)	(11,585)	(2,222)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(2,085)	(1,218)	(1,328)
E113045	Other Expenses	Exp	(1,200)	(700)	(562)
E113050	Norring Lake Mtce	Exp	(3,400)	(2,018)	(1,820)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,145)	(14,710)	(15,468)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(1,169)	(1,123)
E113075	Interest on Loan 131 - Rec Centre	Exp	(1,707)	(942)	(910)
E113095	Community Gym Expenditure	Exp	(11,250)	(6,566)	(4,226)
E113100	Administration Allocated	Exp	(116,535)	(67,977)	(67,977)
E113190	Depreciation - Other Rec & Sport	Exp	(392,093)	(228,725)	(231,424)
			(901,150)	(536,424)	(502,973)
<b>Library</b>					
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(52,700)	(30,744)	(28,430)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(10,481)	(6,331)	(2,693)
E115020	Library Other Expenses	Exp	(7,800)	(4,982)	(2,089)
E115190	Depreciation - Libraries	Exp	(16,210)	(9,457)	(9,548)
			(87,191)	(51,514)	(42,760)
<b>Other Culture</b>					
I116035	Long Table Experience Income	Inc	0	0	0
I116065	Electronic Sign Advertising Income	Inc	3,000	1,750	682
I119015	Contribution to Woolorama	Inc	1,000	0	0
I119020	Reimbursements	Inc	9,000	0	0
I119030	Community Events Income	Inc	2,000	2,000	26,000
I119031	Other Culture Grant Funds	Inc	10,000	10,000	1,000
I113078	SS Loan 141 - Interest & Gtee Fee Reimbursement	Inc	4,977	2,489	3,821
			29,977	16,239	31,503
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	0
E116010	Woolorama Costs & Maintenance	Exp	(65,136)	(38,379)	(5,837)
E113077	Interest on Loan 141 - SSL Wagin Ag	Exp	(2,809)	(1,482)	(1,482)
E116015	Community Centre Mtce	Exp	(15,837)	(9,559)	(5,039)
E116020	Historical Village	Exp	(2,166)	(1,872)	(2,234)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(31,463)	(18,347)	(17,324)
E116046	Community Development Equipment Maintenance	Exp	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	(14,125)
E116060	Betty Terry Theatre Expenditure	Exp	(3,215)	(2,194)	(1,790)
E116065	Electronic Sign Expenditure	Exp	(2,500)	(1,502)	(2,603)
E116070	Court House Expenditure	Exp	(4,836)	(3,916)	(3,305)
E116075	NAB Building Expenditure	Exp	(4,586)	(2,667)	(1,372)
E116190	Depreciation - Other Culture	Exp	(99,193)	(57,862)	(58,429)
			(232,241)	(138,280)	(113,540)
<b>Total Recreation &amp; Culture Income</b>			156,617	113,658	103,771
<b>Total Recreation &amp; Culture Expenditure</b>			(1,898,417)	(1,127,088)	(1,018,943)
<b>Transport</b>					
<b>Streets Roads Bridges &amp; Depot Construction</b>					
I121005	Direct Road Grants	Inc	138,346	138,346	141,414
I121010	Road Project Grants	Inc	395,186	316,148	5,160

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I121015	Roads to Recovery Grant	Inc	312,145	208,096	177,160
I121020	Reimbursements	Inc	1,000	0	0
I121025	Contribution - St Lighting	Inc	5,000	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	0
I121076	LRCIP Funding	Inc	237,336	118,668	210,371
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,089,013	781,258	534,105
<b>Streets Roads Bridges &amp; Depot Maintenance</b>					
I122055	Diesel Fuel Rebate Income	Inc	55,000	32,081	19,544
			55,000	32,081	19,544
E122005	Road Maintenance	Exp	(110,000)	(64,162)	(58,259)
E122006	Maintenance Grading	Exp	(200,000)	(116,669)	(138,646)
E122007	Rural Tree Pruning	Exp	(80,000)	(46,676)	(71,403)
E122008	Rural Spraying	Exp	(10,000)	(5,831)	(9,671)
E122009	Town Site Spraying	Exp	(20,000)	(11,676)	(11,965)
E122010	Depot Mtce	Exp	(19,418)	(11,771)	(9,690)
E122011	Town Reserve & Verg Mtce	Exp	(10,000)	(5,831)	(2,182)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(13,132)	(5,906)
E122015	Rural Numbering	Exp	0	0	0
E122020	Footpath Mtce	Exp	(5,000)	(2,926)	(1,765)
E122025	Street Cleaning	Exp	(45,000)	(26,250)	(23,215)
E122030	Street Trees	Exp	(65,000)	(37,919)	(24,342)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(2,331)	(1,101)
E122045	Townscape	Exp	(45,000)	(26,283)	(41,722)
E122050	Crossovers	Exp	(500)	(294)	(843)
E122055	RoMan Data Collection	Exp	(11,500)	(11,500)	(7,318)
E122060	Street Lighting	Exp	(70,000)	(40,831)	(40,519)
E122090	Graffiti Removal	Exp	0	0	(36)
E122100	Administration Allocated	Exp	(53,499)	(31,206)	(31,206)
E122105	Loss on Sale of Asset	Exp	0	0	0
E122190	Depreciation - Roads	Exp	(2,002,289)	(1,167,999)	(1,179,653)
E147120	Storm Damage - Not Claimable	Exp	0	0	(1,455)
			(2,773,706)	(1,623,287)	(1,660,897)
<b>Road Plant Purchases</b>					
I122100	Profit on Sale of Asset	Inc	50,245	50,245	6,872
			50,245	50,245	6,872
E123010	Loss on Sale of Asset	Exp	0	0	0
			0	0	0
<b>Aerodrome</b>					
I126015	Aerodrome Reimbursements/Grants	Inc	298,755	298,755	0
I126020	Aerodrome Hangar Lease	Inc	9,000	6,675	8,922
			307,755	305,430	8,922
E126005	Aerodrome Maintenance	Exp	(12,404)	(7,595)	(7,856)
E126190	Depreciation - Aerodromes	Exp	(44,961)	(26,222)	(26,484)
			(57,365)	(33,817)	(34,340)
<b>Total Transport Income</b>			1,502,013	1,169,014	569,443

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Total Transport Expenditure</b>			(2,831,071)	(1,657,104)	<b>(1,695,237)</b>
<b>Economic Services</b>					
<b>Rural Services</b>					
I131020	Landcare Reimbursements	Inc	78,250	45,647	<b>44,434</b>
			78,250	45,647	<b>44,434</b>
E131020	Landcare	Exp	(112,000)	(65,792)	<b>(42,978)</b>
E131030	Rural Towns Program	Exp	(18,000)	(10,580)	<b>(9,086)</b>
E131100	Administration Allocated	Exp	(16,055)	(9,366)	<b>(9,366)</b>
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(5,918)	<b>(8,699)</b>
E131190	Depreciation - Rural Services	Exp	0	0	<b>0</b>
			(156,055)	(91,656)	<b>(70,129)</b>
<b>Tourism &amp; Area Promotion</b>					
I132005	Caravan Park Fees	Inc	70,000	40,831	<b>43,191</b>
I132010	Reimbursements	Inc	1,000	581	<b>44</b>
I132015	RV Area Fees	Inc	15,000	8,750	<b>3,996</b>
I132035	Tourism Income	Inc	0	0	<b>0</b>
			86,000	50,162	<b>47,231</b>
E132010	Wagin Tourism Committee	Exp	0	0	<b>0</b>
E132015	Caravan Park Manager Salary	Exp	(33,000)	(19,473)	<b>(19,503)</b>
E132020	Caravan Park Mtce	Exp	(50,886)	(29,967)	<b>(24,844)</b>
E132023	Caravan Leave/Wages Liability	Exp	0	0	<b>0</b>
E132025	Subsidy Historic Village	Exp	(8,500)	(8,500)	<b>0</b>
E132035	RV Area Maintenance	Exp	(8,598)	(5,019)	<b>(5,487)</b>
E132040	Tourism Promotion & Subscripts	Exp	(19,500)	(11,375)	<b>(3,219)</b>
E132050	Administration Allocated	Exp	(70,392)	(41,062)	<b>(41,062)</b>
E132190	Depreciation - Tourism	Exp	(19,446)	(11,340)	<b>(11,455)</b>
			(210,322)	(126,736)	<b>(105,570)</b>
<b>Building Control</b>					
I133005	Building Licenses	Inc	8,000	4,669	<b>1,863</b>
I133010	Swimming Pool Inspection Fees	Inc	0	0	<b>0</b>
I142010	Sale of Land	Inc	0	0	<b>0</b>
			8,000	4,669	<b>1,863</b>
<b>Other Economic Services</b>					
I134005	Water Sales	Inc	20,000	11,669	<b>5,118</b>
			20,000	11,669	<b>5,118</b>
E134005	Water Supply - Standpipes	Exp	(20,000)	(11,676)	<b>(8,106)</b>
E134190	Depreciation - Other Economic Services	Exp	(2,052)	(1,197)	<b>(1,209)</b>
			(22,052)	(12,873)	<b>(9,315)</b>
<b>Total Economic Services Income</b>			192,250	112,147	<b>98,646</b>
<b>Total Economic Services Expenditure</b>			(388,429)	(231,265)	<b>(185,014)</b>
<b>Other Property &amp; Services</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Private Works</b>					
I141005	Private Works Income	Inc	20,000	11,669	15,602
			20,000	11,669	15,602
E141005	Private Works	Exp	(15,000)	(8,743)	(4,442)
E141100	Administration Allocated	Exp	(3,053)	(1,778)	(1,778)
			(18,053)	(10,521)	(6,220)
<b>Public Works Overheads</b>					
I143020	Reimbursements	Inc	500	0	6,407
I143040	Workers Compensaion	Inc	0	0	0
			500	0	6,407
E143005	Engineering Salaries	Exp	(117,801)	(68,719)	(60,399)
E143007	Engineering Administration Salaries	Exp	(62,007)	(36,169)	(36,615)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(17,031)	(9,933)	(13,442)
E143015	CEO's Salary Allocation	Exp	(60,886)	(35,518)	(45,173)
E143020	Engineering Superannuation	Exp	(120,687)	(70,399)	(63,782)
E143025	Engineering - Other Expenses	Exp	(5,000)	(2,919)	(947)
E143030	Sick Holiday & Allowances Pay	Exp	(165,000)	(96,250)	(91,648)
E143040	Workers Compensation	Exp	0	0	0
E143045	Insurance on Works	Exp	(38,318)	(38,318)	(38,318)
E143050	Protective Clothing	Exp	(8,000)	(4,669)	(2,557)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(581)	(322)
E143065	MOW - Vehicle Expenses	Exp	(8,000)	(4,897)	(4,894)
E143075	Telephone Expenses	Exp	(1,500)	(875)	(783)
E143080	Staff Licenses	Exp	(500)	(294)	(89)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(2,331)	(510)
E143090	Conferences & Courses	Exp	(1,500)	(875)	0
E143095	Staff Training	Exp	(15,000)	(8,757)	(4,296)
E143105	Administration Allocated	Exp	(1,156)	(672)	(672)
E143200	LESS PWOH ALLOCATED	Exp	628,377	366,562	327,611
			(9)	(15,614)	(36,836)
<b>Plant Operation Costs</b>					
I144005	Sale of Scrap	Inc	1,500	875	0
I144010	Reimbursements	Inc	4,000	2,331	0
			5,500	3,206	0
E144010	Fuel & Oils	Exp	(180,000)	(105,000)	(113,224)
E144020	Tyres & Tubes	Exp	(20,000)	(11,669)	(9,196)
E144030	Parts & Repairs	Exp	(85,000)	(49,588)	(28,020)
E144040	Plant Repair - Wages	Exp	(25,000)	(14,581)	(18,310)
E144050	Insurance and Licences	Exp	(35,000)	(29,485)	(28,792)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(5,831)	(737)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(581)	0
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(4,669)	(1,528)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	364,000	212,338	163,367
			0	(9,066)	(36,440)



COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Salaries &amp; Wages</b>					
E146010	Gross Salaries, Allowances & Super	Exp	(2,339,945)	(1,364,965)	<b>(1,499,502)</b>
E146200	Less Sal , Allow, Super Allocated	Exp	2,339,945	1,364,972	<b>1,499,502</b>
			0	7	<b>0</b>
<b>Unclassified</b>					
I147005	Commission - Vehicle Licensing	Inc	50,000	29,169	<b>26,005</b>
I147006	Commission - TransWA	Inc	500	294	<b>93</b>
I147007	Reimbursement - OHS	Inc	500	294	<b>0</b>
I147035	Banking errors	Inc	0	0	<b>419</b>
I147050	Council Staff Housing Rental	Inc	34,300	20,006	<b>24,431</b>
I147065	Insurance Reimbursement	Inc	0	0	<b>0</b>
I147070	Council Housing Reimbursements	Inc	0	0	<b>43</b>
I147085	NAB Buiding Rent	Inc	8,400	4,900	<b>4,900</b>
I147120	Charge on Private use of Shire Vehicle	Inc	360	60	<b>0</b>
I147121	Reimbursement - Community Requests	Inc	0	0	<b>0</b>
			94,060	54,723	<b>55,891</b>
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(1,750)	<b>0</b>
E147035	Banking Errors	Exp	0	0	<b>0</b>
E147050	Council Housing Maintenance	Exp	(92,214)	(56,342)	<b>(57,401)</b>
E147051	Interest on Loan 137 - Staff Housing	Exp	(7,201)	(4,315)	<b>(4,315)</b>
E147052	Interest on Loan 138 - Doctor Housing	Exp	(3,217)	(1,704)	<b>(1,704)</b>
E147055	Consultants	Exp	(40,000)	(23,331)	<b>(1,913)</b>
E147070	4WD Resource Sharing Group	Exp	(1,000)	(581)	<b>(500)</b>
E147090	Building Maintenance	Exp	(8,000)	(4,669)	<b>(2,670)</b>
E147100	Administration Allocated	Exp	(140,848)	(82,159)	<b>(82,159)</b>
E147115	Occupational Health & Safety (OHS)	Exp	(10,000)	(5,831)	<b>(1,205)</b>
E147130	Depreciation - Unclassified	Exp	(136,963)	(79,898)	<b>(80,677)</b>
E147150	Community Requests Budget	Exp	(20,000)	(11,669)	<b>(15,508)</b>
E147151	Community Donations/Sponsorship	Exp	(3,500)	(2,044)	<b>(18)</b>
			(465,943)	(274,293)	<b>(248,070)</b>
<b>Total Other Property &amp; Services Income</b>			120,060	69,598	<b>77,900</b>
<b>Total Other Property &amp; Services Expenditure</b>			(484,005)	(309,487)	<b>(327,566)</b>
<b>Total Income</b>			<b>6,288,529</b>	<b>5,215,052</b>	<b>5,114,895</b>
<b>Total Expenditure</b>			<b>(8,420,373)</b>	<b>(4,999,595)</b>	<b>(4,795,552)</b>
<b>Net Deficit (Surplus)</b>			<b>(2,131,844)</b>	<b>215,457</b>	<b>319,343</b>



## 10.4 SCHEDULE OF ACCOUNTS PAYMENTS – JANUARY 2023

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	16 February 2023
PREVIOUS REPORT(S):	18 January 2023
DISCLOSURE OF INTEREST:	N/A
STRATEGIC DOCUMENT REFERENCE	Local government (Financial Management) Regulations 1996
FILE REFERENCE:	N/A
ATTACHMENTS:	1. Payments List

### OFFICER RECOMMENDATION/4927 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr M A O'Brien

- 1 That Council endorses the list of accounts paid by the Chief Executive Officer under delegated authority, during January:
  - a) EFT Payments EFT12914 – EFT13019, Cheque Payments 121 – 129 and Direct Debit Payments DD5042.18 – DD5088.9 from the Municipal Account totalling \$380,937.29.
  - b) EFT Payment EFT12967 – EFT13022 and Cheque Payment 15 from the Restricted Funds Account totalling \$1,961.00.
  - c) Credit card Payments totalling \$1,316.22.

Carried 8/0

### BRIEF SUMMARY

This item presents the schedule of payments made during January for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

### BACKGROUND/COMMENT

The Local Government has delegated authority to the CEO to make payments from the municipal fund or the restricted fund as required. A list of all the payments is to be prepared each month showing all accounts paid since the last list was prepared.



All accounts paid have been fully checked and are supported by purchase orders and certified as to the receipt of goods and/or services and compliant with the Shire of Wagin purchasing policy.

## **CONSULTATION/COMMUNICATION**

Nil

## **STATUTORY/LEGAL IMPLICATIONS**

### **Local government (Financial Management) Regulations 1996**

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.

2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

(i) the payee's name; (ii) the amount of the payment; and

(iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and

(b) recorded in the minutes of that meeting.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council Motion for a budget amendment.

## **STRATEGIC IMPLICATIONS**

Nil



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## VOTING REQUIREMENTS

Simple

SHIRE OF WAGIN  
STATEMENT OF PAYMENTS  
For the Period Ended 31 January 2023

Chq/EFT	Date	Name	Description	Amount
<b>Municipal Account - List of Payments</b>				
<b>Cheque Payments</b>				
121	05/01/2023	Telstra	Admin Office Phones, Faxes and Staff Mobiles - December 2022	(1,117.01)
122	13/01/2023	Geoffrey Kenneth Benjamin West	Members Sitting Fees & Communication Allowance 2/4	(760.50)
123	13/01/2023	Synergy	Electricity Usage	(9,233.97)
124	13/01/2023	Telstra	Phone Bill Ambulance Assoc Hut charges to 3 February 2023, TIM Platform to 24 December 2022, DCEO, CEO & SES iPad Internet Charges - December 2022	(308.56)
125	13/01/2023	Water Corporation	Various Shire Water Bills November 2022 - January 2023	(2,097.14)
126	27/01/2023	Shire of Wagin	Belvedere Nursery - Citizenship Plant	(86.45)
127	27/01/2023	Synergy	Electricity Usage	(7,543.67)
128	27/01/2023	Telstra	DCEO, CEO & SES iPad Internet Charges - January 2023	(45.00)
129	27/01/2023	Water Corporation	Various Shire Water Bills November 2022 - January 2023	(21,275.41)
<b>Cheque Payments Total</b>				<b>(42,467.71)</b>
<b>Direct Debit Payments</b>				
DD5042.18	03/01/2023	Bankwest	Merchant Fee December 2022	(324.88)
DD5044.1	05/01/2023	Aware Super	Payroll deductions	(4,734.43)
DD5044.10	05/01/2023	Prime Super	Superannuation contributions	(275.84)
DD5044.11	05/01/2023	smartMonday Prime	Superannuation contributions	(74.40)
DD5044.12	05/01/2023	National Mutual Retirement Fund	Superannuation contributions	(163.43)
DD5044.2	05/01/2023	HUB24 Super Fund	Superannuation contributions	(176.73)
DD5044.3	05/01/2023	ASGARD Super	Superannuation contributions	(124.53)
DD5044.4	05/01/2023	Netwealth Superannuation	Superannuation contributions	(297.73)
DD5044.5	05/01/2023	Rest Administration	Superannuation contributions	(1,557.80)
DD5044.6	05/01/2023	Bt Super	Superannuation contributions	(428.30)
DD5044.7	05/01/2023	Hesta Super Fund	Superannuation contributions	(929.13)
DD5044.8	05/01/2023	Australian Super Administration	Superannuation contributions	(2,255.56)
DD5044.9	05/01/2023	North Personal Superannuation	Superannuation contributions	(288.83)
DD5056.1	25/01/2023	Bankwest	CPA Membership for CEO per 6.3(2) of contract	(1,316.22)
DD5058.1	19/01/2023	Aware Super	Payroll deductions	(4,712.16)
DD5058.10	19/01/2023	Prime Super	Superannuation contributions	(259.28)
DD5058.11	19/01/2023	smartMonday Prime	Superannuation contributions	(105.04)
DD5058.12	19/01/2023	National Mutual Retirement Fund	Superannuation contributions	(163.43)
DD5058.2	19/01/2023	HUB24 Super Fund	Superannuation contributions	(227.65)
DD5058.3	19/01/2023	ASGARD Super	Superannuation contributions	(67.39)
DD5058.4	19/01/2023	Netwealth Superannuation	Superannuation contributions	(297.73)
DD5058.5	19/01/2023	Rest Administration	Superannuation contributions	(1,519.89)
DD5058.6	19/01/2023	Bt Super	Superannuation contributions	(436.73)
DD5058.7	19/01/2023	Hesta Super Fund	Superannuation contributions	(990.38)
DD5058.8	19/01/2023	Australian Super Administration	Superannuation contributions	(2,821.83)
DD5058.9	19/01/2023	North Personal Superannuation	Superannuation contributions	(303.00)
DD5088.1	05/01/2023	Department Of Transport	Daily Licensing Takings 03/01/2023	(13,144.40)
DD5088.10	23/01/2023	Department Of Transport	Daily Licensing Takings 19/01/2023	(2,530.45)
DD5088.11	24/01/2023	Department Of Transport	Daily Licensing Takings 20/01/2023	(1,629.05)
DD5088.12	06/01/2023	Department Of Transport	Daily Licensing Takings 04/01/2023	(1,819.15)
DD5088.13	25/01/2023	Department Of Transport	Daily Licencing Takings 23/01/2023	(4,631.40)
DD5088.14	27/01/2023	Department Of Transport	Daily Licensing Takings 24/01/2023	(2,576.90)
DD5088.15	27/01/2023	Payrix	Synergy On Line Transaction Fee	(15.47)
DD5088.16	30/01/2023	Department Of Transport	Daily Licensing Takings 25/01/2023	(3,204.55)
DD5088.17	31/01/2023	Department Of Transport	Daily Licensing Takings 27/01/2023	(6,746.25)
DD5088.18	31/01/2023	National Australia Bank	Monthly Package Fee	(10.00)
DD5088.2	16/01/2023	Sandwai Pty Ltd	January Monthly Fee for Sandwai	(484.00)
DD5088.22	09/01/2023	Department Of Transport	Daily Licensing Takings 05/01/2023	(2,883.65)
DD5088.23	10/01/2023	Department Of Transport	Daily Licensing Takings 06/01/2023	(2,779.35)
DD5088.24	11/01/2023	Department Of Transport	Daily Licensing Takings 09/01/2023	(1,822.60)
DD5088.25	12/01/2023	Department Of Transport	Daily Licensing Takings 10/01/2023	(626.70)
DD5088.26	13/01/2023	Department Of Transport	Daily Licensing Takings 11/01/2023	(4,326.35)
DD5088.27	13/01/2023	Payrix	Synergy On Line Transaction Fee	(10.29)
DD5088.28	16/01/2023	Department Of Transport	Daily Licensing Takings 12/01/2023	(3,523.65)
DD5088.3	17/01/2023	Department Of Transport	Daily Licensing Takings 13/01/2023	(2,939.50)
DD5088.4	18/01/2023	Aussie Broadband Pty Ltd	Broadband January 2023	(316.00)
DD5088.5	18/01/2023	Department Of Transport	Daily Licensing Takings 16/01/2023	(6,064.40)
DD5088.6	19/01/2023	Department Of Transport	Daily Licencing Takings 17/01/2023	(2,377.90)
DD5088.7	24/01/2023	Messages On Hold Australia Pty Ltd	Services 23/01/2023 - 23/04/2023	(251.07)
DD5088.8	24/01/2023	Western Australian Treasury Corporation	Loan 137 - Principal	(1,907.86)
DD5088.9	20/01/2023	Department Of Transport	Daily Licensing Takings 18/01/2023	(1,994.20)
<b>Direct Debit Payments Total</b>				<b>(93,467.46)</b>
<b>EFT Payments</b>				
EFT12914	05/01/2023	Australian Services Union	Payroll Deductions	(25.90)

EFT12915	05/01/2023	Wagin Woodanilling Landcare Zone	Payroll Deductions	(42.00)
EFT12916	05/01/2023	Professional PC Support Pty Ltd	Computer Equipment - Medical Centre	(41,464.50)
EFT12917	13/01/2023	3E Advantage Pty Limited	Photocopier Charges 1/12/2022 - 31/12/2022	(1,048.12)
EFT12918	13/01/2023	APPS Plumbing & Gas Wagin	Replace Solar Hot Water System - Gordon Street Residence	(5,419.90)
EFT12919	13/01/2023	ATC Work Smart	E-Rua Wages (One Fortnight)	(1,012.83)
EFT12920	13/01/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(910.95)
EFT12921	13/01/2023	Australia Post	Postage - December 2022	(256.33)
EFT12922	13/01/2023	Beaurepaires	Repair Rear Tyre & Change over Tyres - Isuzu Truck (P14)	(175.78)
EFT12923	13/01/2023	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 28.11.2022 - 28.12.2022	(60.05)
EFT12924	13/01/2023	Boya Equipment Pty Ltd	Oil Filter, 2x Fuel Filters & 6x Blades - Kubota Mower (P18)	(449.92)
EFT12925	13/01/2023	Bronwyn Hegarty	Members Sitting Fees & Communication Allowance 2/4	(823.00)
EFT12926	13/01/2023	Bryan Leslie Kilpatrick	Members Sitting Fees & Communication Allowance 2/4	(760.50)
EFT12927	13/01/2023	Chubb Security Australia	Monitor Dialler - Medical Centre & Administration Office 1/01/2023 - 31/03/2023	(363.14)
EFT12928	13/01/2023	Command A Com	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service - December 2022	(196.07)
EFT12929	13/01/2023	Corsign WA Pty Ltd	1x Street Sign 'Stott Road'	(46.75)
EFT12930	13/01/2023	Cr Phillip Blight	Members Sitting Fees, Communication Allowance & Presidents Allowance 2/4	(4,115.00)
EFT12931	13/01/2023	Dale Lloyd	Members Sitting Fees & Communication Allowance 2/4	(698.00)
EFT12932	13/01/2023	Environmental Health Australia (NSW) Incorporated	I'M ALERT Food Safety Program 1st July 2020 to 30th June 2021	(330.00)
EFT12933	13/01/2023	Fuel Distributors Of WA Pty Ltd	Diesel - Bushfire Truck, Unleaded - Homecare Managers Vehicle	(309.86)
EFT12934	13/01/2023	Great Southern Fuel Supply	Unleaded Fuel - Darkan Homecare Vehicle	(258.09)
EFT12935	13/01/2023	Great Southern Waste Disposal	Management of Facility & Refuse Collection - December 2022	(24,798.66)
EFT12936	13/01/2023	Gregory Robert Ball	Members Sitting Fees, Communication Allowance, Deputy Presidents Allowance & Travel Allowance 2/4	(1,762.75)
EFT12937	13/01/2023	Hall Electrical & Data Services	Supply & Install Aircon, Drop Light for Ceiling Repairs, Replace Light & Repair Cable under Back Patio - Omdurman Street Residence	(2,274.73)
EFT12938	13/01/2023	Ian James McCabe	Reimbursement for December Internet Charges - 2 Ballagin Street	(80.00)
EFT12939	13/01/2023	Lite n' Easy Perth Branch	Lite n Easy Deliveries - Homecare Clients	(196.44)
EFT12940	13/01/2023	Muriel Ann O'Brien	Members Sitting Fees & Communication Allowance 2/4	(677.00)
EFT12941	13/01/2023	Narrogin Betta Electrical Home Living	Hot Water Urn - Recreation Centre	(139.00)
EFT12942	13/01/2023	Narrogin Packaging And Motorcycles	Interleave Papertowel - Recreation Centre, Toilet Paper - Swimming Pool	(378.75)
EFT12943	13/01/2023	Narrogin Toyota	Oil Cap - Chainsaw (P30)	(18.16)
EFT12944	13/01/2023	Office of the Auditor General	Fee for Attest Audit for the year ended 30 June 2022	(28,600.00)
EFT12945	13/01/2023	Officeworks	Stationary Order - December 2022 & January 2023	(361.36)
EFT12946	13/01/2023	Palace Hotel	Block Great Northern - Works Refreshments	(55.99)
EFT12947	13/01/2023	Public Transport Authority	Trans WA Ticket Sales minus Agent Commission	(32.15)
EFT12948	13/01/2023	Robyn King	Reimbursement for Police Clearance	(58.70)
EFT12949	13/01/2023	Sarah Kenning	Reimbursement for Police Clearance	(58.70)
EFT12950	13/01/2023	Sherryl Maree Chilcott	Members Sitting Fees & Communication Allowance 2/4	(885.50)
EFT12951	13/01/2023	Sigma Chemicals	Hydrochloric Acid ,DPD and PH Testing Tabs - Swimming Pool	(547.47)
EFT12952	13/01/2023	T-Quip	Spacer Pulley, Screws, Nut & Bolts - Toro Mower (P43)	(49.05)
EFT12953	13/01/2023	Toll Express	Delivery Charges	(405.18)
EFT12954	13/01/2023	WA Contract Ranger Services Pty Ltd	Ranger Services 15/12/2022 & 23/12/2022	(836.00)
EFT12955	13/01/2023	WA Country Health Service - Wheatbelt	Main Meals and Sweets Supplied December 2022	(148.50)
EFT12956	13/01/2023	Wade Joseph Longmuir	Members Sitting Fees & Communication Allowance 1/4	(750.00)
EFT12957	13/01/2023	Wagin Aero Club	Agreed payment under MOU	(3,419.00)
EFT12958	13/01/2023	Wagin Agri Services	20L Fertiliser - Sportsground Oval, Cement - Culvert Widening, PVC Pipe - Airfield Upgrade	(3,557.17)
EFT12959	13/01/2023	Wagin District Farmers Co-operative	Admin Office Kitchen Refreshments, Works Depot Kitchen Refreshments, Centre Based Day Care Supplies, Bushfire Refreshments	(447.46)
EFT12960	13/01/2023	Wagin Gas Electrics	Rectify Power Issue - Caravan Park	(110.00)
EFT12961	13/01/2023	Wagin Mechanical Repairs	Supply and Fit 2x Bosch Batteries - Bushfire Truck, Rectify Starting Problem - DCEO Vehicle (P02)	(1,360.00)
EFT12962	13/01/2023	Wagin Mowers	Speed Feed Brush Cutter Head - Small Plant (P30)	(41.50)
EFT12963	13/01/2023	Wagin Window & Carpet Cleaning	Clean Carpet & Windows - Shire Administration Office, Clean Windows - Infant Health Centre	(4,620.00)
EFT12964	13/01/2023	Wallis Computer Solutions	Agreement Fusion - Admin Office - January 2023, NBN - Admin Office, Library & Rec Centre - January 2023	(455.18)
EFT12965	13/01/2023	West Arthur Community Resource Centre	Homecare Printing Costs - December 2022	(23.60)
EFT12966	13/01/2023	Western Australian Local Government Association	Subscription service commencing 1 January 2023 WALGA Employee Relations (ER) Service	(2,354.00)
EFT12973	19/01/2023	Australian Services Union	Payroll Deductions	(25.90)
EFT12974	19/01/2023	Wagin Woodanilling Landcare Zone	Payroll Deductions	(42.00)
EFT12975	20/01/2023	Australian Taxation Office	BAS - December 2022	(19,809.00)
EFT12976	24/01/2023	Wagin Motors	Supply 1x New 2022 Mahindra Pik-Up Manual Ute	(14,500.00)
EFT12978	27/01/2023	ATC Work Smart	E-Rua Wages (Three Fortnights)	(2,248.72)
EFT12979	27/01/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(1,060.85)

EFT12980	27/01/2023	Beaurepaires	Repair Rear Tyre - Isuzu Truck (P42)	(68.00)
EFT12981	27/01/2023	Command A Com	Maintenance Renewal Charges 5/02/2023 - 5/04/2023	(214.50)
EFT12982	27/01/2023	FacePainting by Mary	Face Painting - Wagin Christmas Street Carnival	(500.00)
EFT12983	27/01/2023	Fuel Distributors Of WA Pty Ltd	Diesel - Bushfire Truck & Homecare Bus, Unleaded - Homecare Managers Vehicle	(493.72)
EFT12984	27/01/2023	Gregory Arnold	Reimbursement for Safety Boots	(79.00)
EFT12985	27/01/2023	Halanson Earthmoving	Push 3,000m3 Gravel - Airfield Upgrade	(5,280.00)
EFT12986	27/01/2023	Hamersley Refrigeration	Supply & Install Aircon - 32 Ballagin Street Residence	(2,848.01)
EFT12987	27/01/2023	Landgate - Midland	Rural UV's Chargeable 3/09/2022 - 25/11/2022	(71.80)
EFT12988	27/01/2023	Liberty Oil Australia Pty Ltd	7,000L Diesel, 2,000L Unleaded	(16,492.80)
EFT12989	27/01/2023	Lite n' Easy Perth Branch	Lite n Easy Deliveries - Homecare Clients	(82.12)
EFT12990	27/01/2023	Marleys Diesel & Ag	Service 6x BFB Standpipe Trailers, Pair of Fuel Lines - Multipac Roller (P49)	(1,479.22)
EFT12991	27/01/2023	Metal Artwork Creations	Brushed Gold Metal Name Plate - Ian McCabe (Chief Executive Officer)	(18.70)
EFT12992	27/01/2023	Moore	Budget Workshop 21 March 2023 - Kayla Lloyd	(1,155.00)
EFT12993	27/01/2023	Officeworks	Bulk Biscuits - Admin Office Refreshments	(64.73)
EFT12994	27/01/2023	Road Seal (WA) Pty Ltd	7 Tonne Hydrated Lime - Airfield Upgrade	(3,190.00)
EFT12995	27/01/2023	Scavenger Supplies	Filters & Boots - Bushfire Supplies	(2,072.76)
EFT12996	27/01/2023	T-Quip	3x Screws - Toro Mower (P43)	(5.30)
EFT12997	27/01/2023	TEN47 Plumbing	Capping off water, Remove Broken Sink, Supply & Install New Sink - Trent Street Public Toilets	(544.50)
EFT12998	27/01/2023	Toll Express	Delivery Charges	(24.73)
EFT12999	27/01/2023	Two Sisters Cafe and Takeaway	Lunch Wraps & Fruit Platter - Australia Day Event	(695.00)
EFT13000	27/01/2023	UTF Australia Pty Ltd	Trailer Sides - Plant Trailer	(1,012.00)
EFT13001	27/01/2023	Visual Effects	Framing Of Two Citizen Of The Year Awards - 2023	(288.00)
EFT13002	27/01/2023	WA Contract Ranger Services Pty Ltd	Rangers Services 3/01/2023, 12/01/2023 & 13/01/2023	(1,097.25)
EFT13003	27/01/2023	Wade Joseph Longmuir	Members Sitting Fees & Communication Allowance 2/4	(614.50)
EFT13004	27/01/2023	Wagin Gas Electrics	Repairs to Pump - Swimming Pool, Remove Christmas Lights - Main Street, Inspect Gas Plumbing Connection - 2 Ballagin Street Residence	(704.00)
EFT13005	27/01/2023	Wagin Jewellers & Giftware	Engraving of Two Citizen of the Year 2023 Medallions	(24.00)
EFT13006	27/01/2023	Wagin Meats	BBQ Meat - Works Crew Refreshments	(53.00)
EFT13007	27/01/2023	Wagin Mowers	Repair Whipper Snipper - Small Plant (P30)	(40.00)
EFT13008	27/01/2023	Wagin Panel & Paint	Repairs to Fire Truck - Cam Clifton Bushfire Claim	(749.80)
EFT13009	27/01/2023	Wagin State Emergency Service	Quarterly Payments: 1st Quarter - \$7,328.13, 2nd Quarter - \$7,382.74, 3rd Quarter - \$8632.25	(23,343.12)
EFT13010	27/01/2023	Wagin Truck Centre	Small Hose - Recreation Centre	(9.05)
EFT13011	27/01/2023	West Arthur Community Resource Centre	Homecare Room Hire & Printing Costs - January 2023	(109.90)
EFT13018	27/01/2023	ADV Technical Consulting	Windows Server 2022 Licences - Medical Centre	(5,236.00)
EFT13019	31/01/2023	Belmont Park Stud	Rates refund for assessment A2336 1017 DONGLOCKING ROAD WAGIN WA 6315	(386.45)
<b>EFT Payments Total</b>				<b>(245,002.12)</b>
<b>Municipal Account - Payments Total</b>				<b>(380,937.29)</b>

#### Restricted Funds Account - List of Payments

##### Cheque Payment

15	31/01/2023	Shire of Wagin	App # 99923 Ryan Scardetta	(16.50)
<b>Cheque Payments Total</b>				<b>(16.50)</b>

##### EFT Payments

EFT12967	13/01/2023	Cr Phillip Blight	ANIMAL TRAP BOND REFUND	(50.00)
EFT12968	13/01/2023	Mandy Harrington	VENUE HIRE BOND REFUND	(300.00)
EFT12969	13/01/2023	Morne Van Der Riet	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT12970	13/01/2023	Peter Bourke	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT12971	13/01/2023	Rural Aid Ltd	COMMUNITY BUS BOND REFUND	(150.00)
EFT12972	13/01/2023	Wagin Frail Aged	COMMUNITY BUS BOND REFUND	(150.00)
EFT13013	27/01/2023	Kerry Enright	VENUE HIRE BOND REFUND	(300.00)
EFT13014	27/01/2023	Olivia Moyses	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT13015	27/01/2023	Taleah Conway	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT13016	27/01/2023	Thomas Munns	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT13017	27/01/2023	Zac Colin Ward	VENUE HIRE BOND REFUND	(300.00)
EFT13022	31/01/2023	Construction Training Fund (CTF)	App # 99925 Trevor Parsons	(544.50)
<b>EFT Payments Total</b>				<b>(1,944.50)</b>
<b>Restricted Funds Account - Payments Total</b>				<b>(1,961.00)</b>

### SHIRE OF WAGIN STATEMENT OF PAYMENTS For the Period Ended 5th January 2023

#### Credit Card List of Payments

##### Chief Executive Officer - Ian McCabe

Credit Card	8/12/2022	Dept. of Transport	Change of Licence Plate to W796	(30.50)
Credit Card	8/12/2022	Dept of Transport	Transfer of Ownership to Shire W796	(19.40)
Credit Card	3/01/2023	CPA Australia	2023 Membership - I McCabe	(790.00)
<b>Chief Executive Officer - Ian McCabe</b>				<b>(839.90)</b>

##### Acting Deputy Chief Executive Officer - Donna George

Credit Card	7/12/2022	Auspire	Australia Day Catering Supplies	(99.95)
Credit Card	8/12/2022	SP Australia Day	Australia Day Bunting	(150.00)
Credit Card	8/12/2022	Dreamtime Kullilla Art	Pens for Australia Day Prizes	(50.49)
Credit Card	10/12/2022	Harvey Norman	IPAD charger and plug	(44.95)

Credit Card	10/12/2022 Big W	Various Lollies - Santa on Xmas Street Carnival	(119.50)
<b>Acting Deputy Chief Executive Officer - Total</b>			<b>(464.89)</b>
<b>Deputy Chief Executive Officer - Emily Edwards</b>			
Credit Card	5/01/2023 Bankwest	Annual Card Fee	(39.00)
<b>Deputy Chief Executive Officer - Emily Edwards - Total</b>			<b>(39.00)</b>
<b>Manager of Works - Allen Hicks</b>			
Credit Card	8/12/2022 OnlineWorkwear	Jacket/Jumper/Shirts - Employee PPE	(239.90)
Credit Card	15/12/2022 Cummins	Credit Note Fuel Injector Line - Wrong Part	267.47
<b>Manager of Works - Allen Hicks Total</b>			<b>27.57</b>
<b>Manager of Finance - Jenny Goodbourn</b>			
<b>Manager of Finance - Jenny Goodbourn Total</b>			<b>0.00</b>
<b>Fees and Charges</b>			
<b>Fees and Charges Total</b>			<b>0.00</b>
<b>Credit Card List of Payments Total</b>			<b>(1,316.22)</b>





## 11 REPORTS TO COUNCIL

### 11.1 CHIEF EXECUTIVE OFFICER

#### 11.1.1 CHIEF EXECUTIVE OFFICERS REPORT – FEBRUARY 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	22 February 2023
PREVIOUS REPORT(S):	9 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	All Key Result Areas
ATTACHMENTS:	1. Status Report

#### OFFICER RECOMMENDATION/4928 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

1. That Council receive the Chief Executive Officer's report as presented.

Carried 8/0

#### BRIEF SUMMARY

The following item details activities within the CEO portfolio.

#### BACKGROUND/COMMENT

The Chief Executive Officer (CEO) is appointed by Council to manage the day-to-day affairs of the local government and to perform the functions of the office as defined by the Local Government Act 1995. In particular, the CEO is a contract role with agreed Key Performance Indicators (KPI's).

The CEO was appointed by Council 20 December 2022 and commenced 3 January 2023, following a period as acting CEO that commenced 1 October 2022. The CEO is currently referring to the Key Results Areas (KRA's) from the Strategic Community Plan in the absence of contracted KPI's and these are reproduced at the front of this Council Agenda for reference by the Community and Council. While legislation largely defines the functions and activities of the CEO, Council and the CEO will negotiate specific terms of the employment agreement to enable desirable organisational and community outcomes. That process will be undertaken in the coming months.

The CEO assumes responsibility for all operational KRA's.



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## Functions of the Chief Executive Officer (s.5.41 Local Government Act 1995)

### 5.41. Functions of CEO

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; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day-to-day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (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.

### Key Meetings and Activities since 20 December 2022:

- Compulsory shutdown and leave (inclusive of public holidays) Monday 26 December 2022 – Monday 2 January 2023;
- Commenced appointment as Chief Executive Officer 3 January 2023;
- Initiated regular monthly information exchange with Wagin Police 10 January 2023, meeting Sgt Simon Bickers;
- 10 January: meeting with ratepayer;
- 19 January: local government economic grouping 4WDL meeting (Wagin, Williams, Woodanilling, West Arthur, Dumbleyung and Lake Grace) to receive a presentation on research findings into worker housing;
- 27 January: installation of telephony and information technologies at the Wagin Medical Centre;
- 2 February Commonwealth Department of Health, regarding HomeCare programme;



- 3 February: meeting with ratepayer;
- 7 February: information exchange with Wagin police;
- 7 February: meeting with ratepayer;
- 7 February: Annual Electors' Meeting;
- 9 February: meeting with supplier;
- 9 February: Commonwealth Department of Health, regarding HomeCare programme;
- 10 February: at Corrigin, with the President, Cr P. Blight, zone meeting for West Australian Local Government Association (WALGA);
- 13 February: with my colleague Donna George, introductory meeting with DFES district superintendent to discuss regional emergency services;
- 15 February: meeting with ratepayer;
- 15 February: attended the shire's Thank A Volunteer function
- 20 February: Special Meeting of Council;
- Various other matters including recruitment; co-ordination of training; reintegration of staff returning from long term leave; project management medical centre handover; review of shire website; community liaison; council matters.

### **Budget:**

The shire is now commencing preparation of March Review of the current year budget and laying the groundwork for the 2023/24 budget. Council will have some priorities and the community will have the opportunity to make submissions including application for community grants. There will also be operational priorities to ensure the work of the shire is reliable, of good quality and consistently improving.

### **Council:**

A Special Meeting of Council was held 20 February in response to a September 2022 memorandum from the Minister for Minister for Housing; Lands; Homelessness; Local Government (refer to the council Minutes September 2022). This memorandum foreshadowed the reduction in council member numbers based on population. This will most likely result in Council members reducing from nine to seven at the October 2023 election (please refer to the minutes of special meeting included in this agenda or at the shire website).

'I'd like to acknowledge the service of Cr Dale Lloyd who recently resigned due to family circumstance. Cr Lloyd did add to the small business demographic of council as well as bring the perspective of a young family person to considerations. Thank you, councillor'.

### **Community:**

The shire will be seeking the views of the community through a series of postcards on various subjects. It is recognised that large scale surveys are not popular as they



seem to be lengthy or they address subjects not relevant to survey participants. In an effort to learn the views of the community in a convenient and hopefully interesting way a range of postcards relevant to specific subjects or groups (such as business, families, sports, shire services) will be available at events, the shire administration and library. Many small opinions will matter!

### **Medical Centre:**

A number of congratulations and thanks are owed on the successful transition and opening of St Luke's Family Practice Wagin. This concludes the initial stage of a journey commenced approximately one year ago when the former management indicated an end to their agreement with the Shire of Wagin.

A successful tender process was followed with a significant project to install telephony, information technologies (including server and software) and a range of medical equipment.

The premise on which the shire maintains a medical centre on behalf of the community is to ensure equitable access to basic medical care. There is a great deal of confidence this will continue with two doctors currently present, an increasing level of allied health services and a commitment to develop and deliver on a community health plan in partnership with the local government.

Congratulations to the team at St Luke's Family Practice Wagin and sincere thanks to supporting suppliers.

### **CONSULTATION/COMMUNICATION**

Elected Members; administration and works staff of the Shire of Wagin; community members of the district.

### **STATUTORY/LEGAL IMPLICATIONS**

Section 5.41 Local Government Act 1995 and related legislation, regulations and commercial law.

### **POLICY IMPLICATIONS**

All council policy is relevant.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications to this item.

### **STRATEGIC IMPLICATIONS**

The role of CEO is a strategic, advisory and operational role and as such is an important part of delivering Council's Strategic Plans.

### **VOTING REQUIREMENTS**

Simple majority.

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
1	28/4/2015	2702	<p><b>Puntapin Rock Dam</b></p> <p>1.3 Promote tourism and heritage; 2.6 Care and restoration of heritage; 2.10 Optimise water harvesting; 4.3 Maintain and improve natural environment and recreational areas; 5.3 Plan for sustainable resources; 5.8 Advocate for strategic infrastructure.</p>	<p>Water Corp engaged to address urgent remedial works and to facilitate transfer of the asset to the Shire. Assessment of Dam Completed Water Corporation to provide further information and options regarding transfer June 2019: awaiting finalisation of SW Native Title Settlement</p>		<p>15 November 2022: key contacts established; seeking status report from Water Corp. <b>3 January 2023: WaterCorp will provide a presentation or material in February 2023.</b></p>
2	25/2/2020	4188	<p><b>Town Entry Statements</b></p> <p>1.3 Promote tourism and heritage</p>	<p>That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget</p>	<b>Nearing completion Jan. 2023</b>	<p>First and second signs up; third is awaiting installation. Works on the fourth (south) TBC..</p>
3	27/10/2020	4415	<p><b>History of Wagin - Wagin Historical Society</b></p> <p>1.3 Promote tourism and heritage;</p>	<p>Shed complete; power connection underway;</p>	Close to completion	<p>LRCIP \$11,000; Management by Wagin Historical Village</p>
4	27-Jul-21	4597	<p><b>Relocation of Wagin Public Library</b></p>	<p>That Council proceed with the relocation of the Wagin Public Library from the former Road Board Building to the Wagin Courthouse building and repurpose the additional office of the Courthouse building for Wagin Homecare Administration and art curation/volunteer-based art projects.</p>		<p>Homecare relocation planning in progress. Requests for Quotes on works underway. IT point to point server connection from administration office installed.</p>
5	23-Nov-21	4681 and 4682	<p><b>4WDL Tourism and Key Worker Housing Projects</b></p> <p>1.1 Diversity of businesses; 1.3 Increase tourism and promotion; 1.5 Explore affordable accommodation; 2.9 Investigate future housing and expansion;</p>	<p>That Council participate in the following 4WDL initiative: 1. Short Stay Accommodation Plan Completed; 2. Commissioning of a study and report into Key Worker Housing in conjunction with other 4WDL members and the Wheatbelt Development Commission with a contribution of \$2000.</p>	<p>1 Consultant advertising to commence shortly. 4 participating LG's out of 6; Draft Report received for Tourism Action Plan</p>	<p>Key Worker housing in progress; refer to A. CEO report with reference to 4WDL group <b>Consultant provided a presentation 19 January summarising data provided late Oct. / early Nov. 2022; a report is expected in February.</b></p>
6	22-Mar-22	4742	<p><b>Sportsground Precinct Redevelopment</b></p> <p>2.8 Investigate planning and development of sporting facilities;</p>	<p>That the Shire approach all clubs currently part of the Sportsground redevelopment proposal to confirm commitment to the project and to indicate the level of financial contributions that they may be able to make to stage one.</p>	<p>Committee meetings 27 April, 1 June and 21 June; MOU formed and all clubs committed; budget submission prepared.</p>	<p>Refer Committee Minutes and DCEO report; items for Council.</p>
7	2-Aug-22	4828		<p>1. List the Sportsground Redevelopment as a Council project within strategic planning with appropriate planning and reporting to be developed for future decision making; 2. Approve delegated authority to the CEO within delegation 30 and purchasing and other policy to initiate request for tender(s) for Stage 1 of the project: a) demolition of the primary site; and b) assessment of future need; 3. Allocate the amount of \$150,000 within the draft 2022/23 financial budget for this purpose. 4. Where external funding becomes available and appropriate, seek Council Approval to modify financial planning for this project.</p>		<p>Stage 1 approved by Council August 2022. Related documents now being prepared; Committee meeting 14 September 2022 support for project definition and bowls club to remain at current site (endorsed by Council 27 September 2022). <b>3 January 2023: acting CEO met with Bowls Club committee 13 December 2022 to understand priorities; agreement made that CEO would be given financial reporting and quotes in order to provide advice on how to best progress the financial / grants needs of the club. Still awaiting documents from the club 27 January 2023.</b></p>
8	22-Mar-22	4747	<p><b>Minutes from the Bushfire Advisory Committee 17 March 2022; Western Power – Pole Top Insulators</b></p> <p>3.7 Support community as required; 5.4 Encourage volunteering; 5.5 Be responsive within council's capacity;</p>	<p>That Council continues to work with other councils and lobby the State Government to instruct Western Power to rollout insulator replacement program with the 'Slanted Shed Insulator' from EMC Pacific Aust P/L part LPIS 33-24 AND install dispersion plates at the same time</p>		<p>A number of communications with Western Power and regulators has produced material for a briefing paper. This was shared with Council and then with WALGA and members of 4WDL (economic grouping). WALGA referred author to other material; 4WDL members made no comment.</p>

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
9					DCEO wrote to Western Power May 2022; follow-up 22 June 2022.	Forward work is to review pole top fire reporting local and at Western Power and DFES to identify risk or process issues.
10						Cr Blight and A.CEO met 2 October 2022 with DG DMIRS (regulator) to brief and seek contact. Update: CEO held an online meeting 7 December 2022 with Director of Safety at regulating Department of Mines, Industrial Relations and Safety with promise of further engagement with DMIRS and Western Power.
11						Acting CEO met via Teams with DMIRS (regulator) 7 December 2022; agreement to seek meeting with Western Power and to present to the WALGA zone early 2023.
12	28-Jun-22	4812		That Council write to the Minister of Energy advising of Council Resolution 4775 (26 April 2022, technical matters related to power pole Insulators), seeking material information and advice.		Council briefed 2 August 2022; ministerial letter not sent pending outcomes of Western Power / regulator discussions/
13	28-Jun-22	4805	<b>Future Management Arrangements for Volunteer Bush Fire Brigades</b> 3.7 Support community as required; 5.4 Encourage volunteering; 5.5 Be responsive within council's capacity	1. That Council advise WALGA that it does not support its position as detailed in the paper entitled "Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position"	<b>CLOSED</b>	Emailed council seeking clarity 3 January 2023.
14				2. That Council endorse the (draft) attached response from the Shire of Wagin to WALGA's proposed advocacy position.		Submission sent (historical)
15				3. That Council recommend to WALGA, that should a working group be formed to assess options for the management of volunteer Bush Fire Brigades in Western Australia that the DFES Commissioner (or his delegate), the President of Bushfire Volunteers State President and rurally based representatives be included as members of the working group.		
16				4. That this matter be listed as a priority for discussion and determination at the 2022 WA Local Government Convention.		
17	23-Nov-21	4685	<b>Wetlands Park – Ninja Park Playground Development</b>	That Council endorse the Adventure + Ninja Park design plan and engage Adventure + to supply and install the Ninja Park Playground equipment at the Wetlands Park for the amount of \$108,317 inclusive of GST.	Minor works remain	All funds acquitted other than some Wagin Action Group contributions which will be spent on minor plantings when weather is cooler.
18	2-Aug-22	4825	<b>Recruitment of Chief Executive Officer – Shire of Wagin</b> All Key Result Areas:	That Council adopts the following process for the Chief Executive Officer recruitment and selection: 1. Establishes the Chief Executive Officer (CEO) Recruitment and Selection Committee and in accordance with Section 5.8 and Section 5.9(2)(a) of the Local Government Act 1995 adopts the Terms of Reference proposed in this report. 2. Authorises the Chief Executive Officer Recruitment and Selection Committee to manage the process of recruiting a Chief Executive Officer in accordance with the Terms of Reference as proposed and as follows: • The Chief Executive Officer Recruitment and Selection Committee is to be an Advisory Committee to Council for the duration of the CEO recruitment process in accordance with the Terms of Reference as proposed in this report:		Position advertised 1 October 2022; interview process concluded 11 November 2022.

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
19				<p>The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, to attract and select appropriate candidates, whilst adhering to the provisions of the Shire of Wagin Policy on Standards for CEO Recruitment, Performance and Termination; The Chief Executive Officer Recruitment and Selection Committee is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting, conducting referee checks, writing reports and contract preparation.</p> <p>The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a decision to be made at a Meeting of Council regarding the final selection, appointment and contracting of the CEO.</p>		
20				3. Appoints all Councillors to the CEO Recruitment and Selection Committee and appoints Mr Ronald Walker as the independent person on the Committee.		
21	20/12/2022	4915	<b>Offer and contract</b>	<p>That Council:</p> <p>1. Approves the making of an offer of employment to Mr. Ian J McCabe.</p> <p>2. Approves the proposed attached contract of employment to be entered into between the Shire of Wagin and Mr Ian J McCabe with a Total Reward Package of \$205,950 per annum for a term of five (5) years, commencing on 3 January 2023. □</p> <p>3. Authorises the President to affix the Shire's Common Seal to the attached contract of employment between the Shire of Wagin and Mr Ian J McCabe. □</p>	<b>Pending certification Feb. 2023</b>	<p><b>Preferred candidate identified; contract negotiated; selection and contract approved by absolute majority 20 December 2022 (resolution 4902).</b></p> <p><b>Process requires certification to comply with regulations; an item will be presented to Council February 2023.</b></p>
22	2/08/2022	4833	<b>Request for Tender 07 of 2021/22 Provision of Medical Services to Wagin</b>	<p>1. That the attached confidential tender assessment be considered for tenders received for the Provision of Medical Services to Wagin (Tender 07 2021-22); and, 2. That Council accept the recommended tender of Dr N Du Preez and a contract be negotiated by the CEO for the delivery of general practitioner medical services</p>	All parties notified, contract prepared for signing; Contract signed	<b>Related procurement completed; installation of equipment completed; handover date 31 January 2023; commencement of agreement 1 February 2023; commencement of trade 6 February 2023.</b>
23	27/09/2022	4869	<b>Disaster Recovery Planning for Information Technology</b>	<p>1. That Council supports the preparation of business continuity planning for information and communications technology;</p> <p>2. That the attached Statement of Intent is adopted as a guide to this planning; and,</p> <p>3. That such documentation when prepared should integrate with other disaster and corporate planning of the shire.</p>	In progress.	<p>Meeting held with managed services provider 12 October seeking advice and agreement on approach; to be progressed.</p> <p>CEO participated in cyber security project with managed services provider and insurer (refer CEO report November 2022).</p>
24	27/09/2022	4873	<b>Review of Councillor Representation</b> All Key Result Areas:	<p>1. That Council advise the DLGSC of its intention to undertake a process and to include a plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023.</p> <p>2. That Council initiate a ward and representation review to determine the specific changes to the structure of Council for the 2023 to be completed by 14th February 2023.</p>		<p>Letter sent to the Minister for Housing, Land, Homelessness, Local Government 28/09/2022;</p> <p><b>11 January 2023: community consultation underway; Local Government Advisory Board require report by 21 February 2023; Special Meeting of Council required to provide absolute majority decision - likely date Monday 20 February 2023.</b></p>

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
	22/11/2022	4891	<b>Lease of 5 Arnott Street</b> 1.6 Aid retention of government services 3.2 Retain...aged care services 3.7 Support community activities 5.5 Be responsive to community...within Council's capacity	1.That Council approve the making of a conditional lease with Waratah Lodge for the property at 5 Arnott Street Wagin, with no financial rent to be paid for a period of 12 months.	<b>COMPLETE</b>	Lease formed with Waratah Lodge; conditions pertain to payment of non-water utilities by tenant, occupancy by registered nurse and family, review of lease within 12 months.
25	20/12/2022	4902	<b>Repayment of loan 131</b> 5.3, 5.6 Sustainability	1. That Council Approve the early repayment of loan number 131 and closure of associated loan account with National Australia Bank.	<b>COMPLETE</b>	Repayment made and account closed 22 December 2022.
26	20/12/2022	4905	<b>Exemption from Harvest Movement Ban for Western Power</b> 3.1 Safe community; 3.7 Support community activities.	That Council: 1.Support an exemption to regulation 38A of the Bush Fire Regulations 1954, for the purpose of Western Power essential services, where the bush fire control officer exercises discretion in each event and determines that exemption is warranted; 2.That each exemption so given is recorded in writing and advised to the local government; 3.That the Chief bush fire control officer or delegate may provide an exemption to recognised emergency services, where the bush fire control officer exercises discretion in each event and determines that exemption is warranted; 4.That each exemption so given is recorded in writing and advised to the local government.	<b>COMPLETE</b>	Council decision conveyed to Western Power, CBFCO, deputy and internal stakeholders 22 December 2022.
27	20/12/2022	4906	<b>Proposed changes to fees and charges</b> 3.1 Family friendly lifestyle; 3.2 retain and grow health services; 3.7 support community activities; 5.6 sustainability of the shire	1.That Council approve changes to the Fees and Charges Schedule for 2022/23 as detailed in this item, subject to: a.Public Notice for a minimum of 28 days seeking feedback on the proposed changes in services and charges. b.That review of any feedback so given is completed by the CEO and, under delegated authority, determine whether such feedback is material and relevant to each particular proposal; c.If submissions are not material, relevant and in objection, that each particular proposal be published and actioned as an approved charge or change as the case may be from 1 February 2023; and, 2.That if public submissions are materially opposed to any of the proposals as published, that those objections and the items they relate to be included in a report for Council with an officer recommendation at the ordinary meeting of February 2023; and that those relevant charges remain as previously published in the 2022/23 budget.	<b>COMPLETE</b>	Public Notice issued 22 December 2022, closing 20 January 2023. No submissions were received. In respect of each proposal, standpipe charge will increase 1 Febraury to the WaterCorp charge; the meeting room will be managed by the medical centre; and there will be no change in swimming pool services or hours to ensure the safety of patrons and well-being of staff - a post-season review will be conducted with these proposals in mind for 2023/24.
28	20/12/2022	4910	<b>WALGA Best practice governance review;</b> all key indicators	That Council: 1.Support retention of the current WALGA Governance model with a structure of zones and State Council for major decisions and organisational governance; and, 2.Request the CEO write to WALGA providing that decision and feedback as to Council's reasoning.	<b>COMPLETE</b>	Council's decision conveyed to WALGA 22 December 2022.
29	20/12/2022	4911	<b>2021/22 Annual Report and annual electors' meeting;</b> All key indicators	That Council: 1.Accept the Annual Report for the financial year ended 30 June 2022 as attached to this item; 2.Endorse 6.30pm Tuesday 7 February 2023 as the meeting time for the annual general meeting of electors.		1. Public Notice given of availability of annual report and meeting time of annual electors meeting 22 December 2022; 2. Public Notice follow up via social media (agenda to be issued at a later date) 3 January 2023.





## 11.1.2 REVIEW OF BUSH FIRE BRIGADES LOCAL LAW

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	30 January 2023
PREVIOUS REPORT(S):	28 July 2020; 27 April 2021; 22 June 2021
DISCLOSURE OF INTEREST:	Not Applicable
FILE REFERENCE:	CM.LE.3
STRATEGIC DOCUMENT REFERENCE	
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Notice by the Presiding Person</li><li>2. Flow Chart of Local Law-Making Process</li><li>3. Bush Fire Brigades Local Law (as published on the shire website).</li><li>4. Bush Fire Brigades Local Law 2002.</li><li>5. Proposed Bush Fire Brigade Local Law 2023 (adopted from WALGA model)</li><li>6. Local Government Operational Guidelines number 16 'Local Laws'; May 2022</li></ol>

### OFFICER RECOMMENDATION/4929 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr G K B West

That Council:

1. Receive the Attached Notice by the Presiding Person;
2. Authorise the immediate review of the Bush Fire Local Law in accordance with s. 3.12 Local Government Act 1995 with reference to the adapted West Australian Local Government Association (WALGA) model law as attached;
3. Issue public notice as required by s.1.7 Local Government Act 1995 for a minimum 42 days;
4. Prepare a report for Council's consideration of a new Bush Fire Brigade Local Law when consultation is complete.

Carried 8/0



## **BRIEF SUMMARY**

Section 3.5 of the Local Government Act 1995 ('the Act') provides the local government with the power to make local laws. These must be reviewed at least each eight years from commencement to determine change, repeal or amendment (s. 3.16).

This item seeks to address an invalid local law which requires the making of a local law in accordance with section 3.12 of the Act.

## **BACKGROUND/COMMENT**

A review of local laws is to be completed within eight years of the commencement of a local law (section 3.16 Local Government Act 1995).

A review of 21 local laws was conducted between July 2020 and June 2021 and addressed by several reports and council decisions (refer resolutions 4326 July 2020; 4525 April 2021; and 4572 June 2021).

This review included the Shire of Wagin Bushfire Local Law, which was subject to public notice, local review and emailed comments from the Department of Local Government, Sports and Cultural Industries (9 June 2021).

A recent technical enquiry from the Department of Fire and Emergency Services (in concert with the State Solicitor's Office) and investigation of the local law review process by the CEO indicated that this local law was possibly invalid. This is because not all requirements of the process had been completed. These include publication in the Government Gazette and submission to the Joint Standing Committee on Delegated Legislation but may also extend to failing to provide the proposed law to all affected Ministers (not just the Minister for Local Government).

The CEO subsequently verified there has been no publication of this local law in the Government Gazette; further, no submission has been made to the Joint Standing Committee on Delegated Legislation since 2016. It is possible other local laws may be affected and will be subject to further investigation and advice to Council. A flow chart of the process is at Attachment 2 to this item.

This item addresses the Bush Fire Brigades Local Law, which is a requirement of the Bush Fires Act 1954; for example, at s. 41 (1) (other clauses will also apply):



#### **41. Bush fire brigades**

- (1) For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.

The immediate ramifications are that an invalid local law providing for bushfire brigades may affect registration of the brigade; the election and duties of officers may be invalid; relevant powers may be invalid.

Any appointments by the local government are not so affected provided there is a council decision in accordance with section 38(1). In regard to the brigades, the invalidity of the local law creates uncertainty for brigades and membership. Advice is that Council decisions appointing fire control officers, while not invalid, could be improved and an item is included in this agenda affirming those appointments.

This makes a review of the Bush Fire Brigades Local Law imperative to remove doubt around the registration of brigades and membership.

To initiate the process, section 3.12 of the Local Government Act 1995 requires the Presiding Person to give notice to the council meeting of the purpose and effect of the proposed local law. A statement to this effect has been agreed to with the President and is attached and referred to in the Officer Recommendation (see Attachment 1).

Local Public Notice of this review will then be given for a period of six weeks, inviting submissions, as well as notice to all affected Ministers. Any submissions will then be considered by Council and adoption is subject to an absolute majority decision. It is my expectation that recommendations will be provided to Council at the May 2023 ordinary meeting. It should be noted that substantial change from the draft local law presented for consultation will mean the re-commencement of consultation.

The local law is then published in the Government Gazette; copies are provided to affected Ministers; and the memorandum (detailing the process and the content of the local law) is submitted to the Joint Standing Committee on Delegated Legislation. This is because the power to create a local law is delegated by parliament and the Committee (through the Legislative Council) has the power to disallow. This is rare but possible. Refer to the process within Attachment 2.

The current Local Law as published on the shire website is at Attachment 3. This does have errors including reference to conditions specific to the local government it



was modelled on (Shire of Capel). The previous version as adopted by reference in 2002 is at Attachment 4. The proposed Model Law is at Attachment 5. Departmental operational guidelines in respect of making local law are at Attachment 6.

### **CONSULTATION/COMMUNICATION**

Leah Brown, Principal Legislation Officer, Legal and Legislative Services, Department of Fire and Emergency Services; James McGovern, Manager Governance and Procurement, West Australian Local Government Association (WALGA); Department of Premier and Cabinet; the Clerk of the Joint Standing Committee on Delegated Legislation; online resources of the Department of Local Government, Sports and Cultural Industries; administrative staff of the Shire of Wagin.

### **STATUTORY/LEGAL IMPLICATIONS**

An invalid local law means only state (and where relevant Commonwealth) legislation can be relied on in these matters.

### **POLICY IMPLICATIONS**

A number of Council policies are relevant including those listed at 'Bushfire' (pp. 87 – 96, Shire of Wagin Policy Manual).

### **FINANCIAL IMPLICATIONS**

Previous staff and council time, advertising and related public notices have to be replicated.

### **STRATEGIC IMPLICATIONS**

Good governance is important to all strategic outcomes. Rectifying local law deficiency removes uncertainty and associated risk.

### **VOTING REQUIREMENTS**

Absolute Majority

- *Manager of Works left the room at 8.51 pm and returned at 8.52 pm*

Ian McCabe  
Chief Executive Officer  
Shire of Wagin

21 February 2023

Dear Ian,

Please include the following notice in the Council Agenda for the next ordinary meeting.



Cr Phillip Blight  
President

### **NOTICE TO THE ORDINARY MEETING 28 February 2023**

Fellow Councillors,

I am advised that the Bush Fire Brigades Local Law requires review and propose that the Shire of Wagin initiate this review in accordance with the Local Government Act 1995.

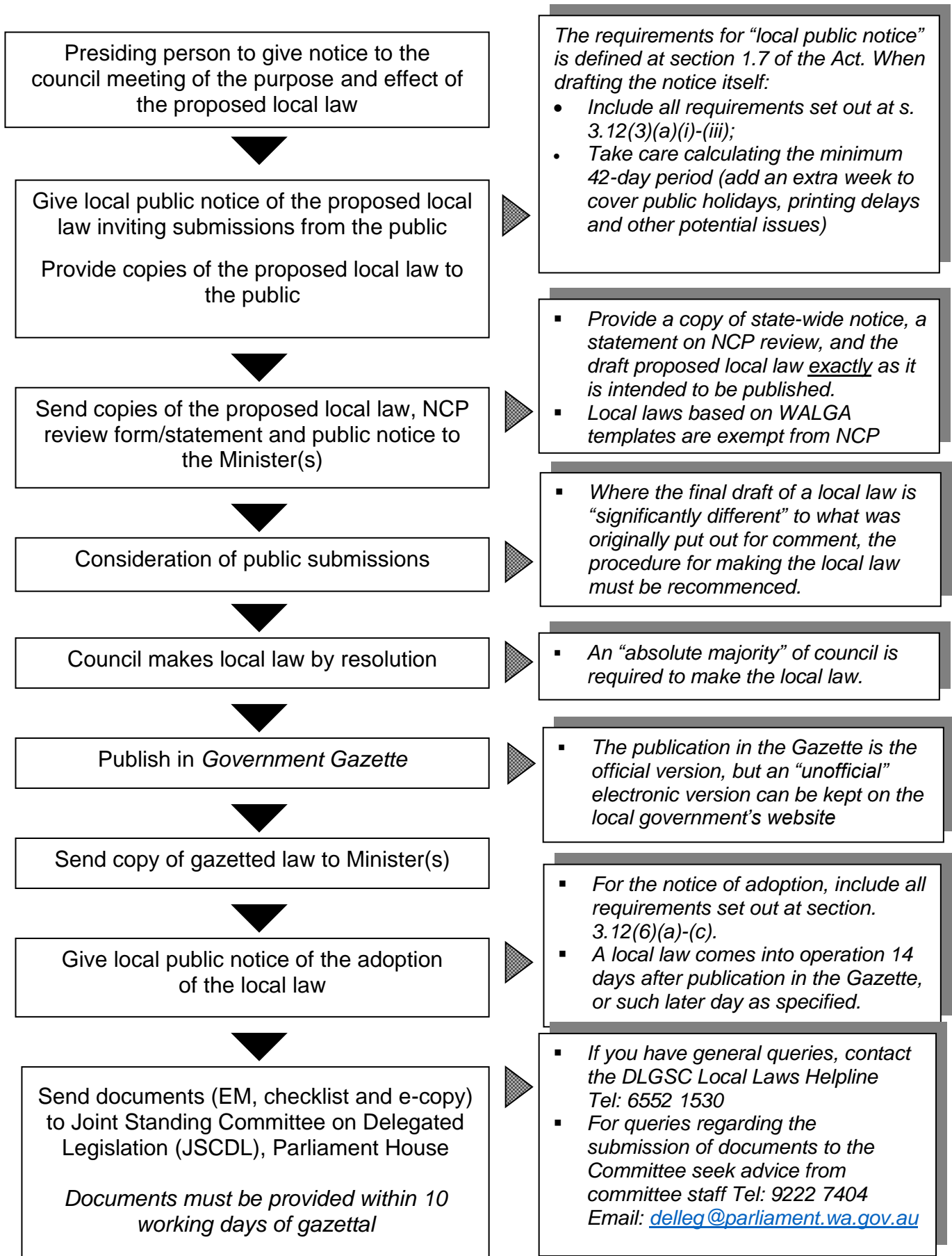
This local law will apply throughout the district and provide for the establishment and dissolution of bush fire brigades; command at a fire; the application of rules to a bush fire brigade; and the organisation and maintenance of bush fire brigades.

An item will be included in this agenda for Council's consideration.

Cr Phillip Blight  
President

# FLOW CHART OF LOCAL LAW-MAKING PROCESS

## Local Government Act 1995 – Section 3.12 & National Competition Policy (NCP) Review requirements



# **Bush Fires Act 1954**

SHIRE OF WAGIN

## **BUSH FIRE BRIGADES LOCAL LAW**

ARRANGEMENT

### **PART 1 – PRELIMINARY**

- 1.1 Citation
- 1.2 Interpretations
- 1.3 Application

### **PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES**

#### *Division 1 - Establishment of a Bush Fire Brigade*

- 2.1 Establishment of a Bush Fire Brigade
- 2.2 Name and Officers of Bush Fire Brigade

#### *Division 2 – Command At A Fire*

- 2.3 Ranks within the Bush Fire Brigade

#### *Division 3 – Application of Rules to a Bush Fire Brigade*

- 2.4 Rules
- 2.5 Variation of Rules

#### *Division 4 – Transitional*

- 2.6 Existing Bush Fire Brigades

#### *Division 5 – Dissolution of Bush Fire Brigade*

- 2.7 Dissolution of Bush Fire Brigade
- 2.8 New Arrangement after Dissolution

### **PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

#### *Division 1 – Local Government Responsibility*

- 3.1 Local Government Responsible for Structure
- 3.2 Officers to be Supplied with Act

#### *Division 2 – Command At a Fire*

- 3.3 Managerial Role of Chief Bush Fire Control Officer
- 3.4 Chief Bush Fire Control Officer May Attend Meetings
- 3.5 Duties of Chief Bush Fire Control Officer

#### *Division 3 – Annual General Meetings of Bush Fire Brigades*

- 3.6 Holding of Annual General Meeting
- 3.7 Nomination of Bush Fire Control Officer to the local government
- 3.8 Minutes to be tabled before the Bush Fire Advisory Committee

#### *Division 4 – Bush Fire Advisory Committee*



- 3.9 Functions of Advisory Committee
- 3.10 Advisory Committee to Nominate Bush Fire Control Officers
- 3.11 Local Government to have Regard to Nominees
- 3.12 Advisory Committee to consider Bush Fire Brigade Motions

#### **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

- 4.1 Types of Membership of Bush Fire Brigade
- 4.2 Fire Fighting Members
- 4.3 Associate Members
- 4.4 Cadet Members
- 4.5 Honorary Life Member
- 4.6 Notification of Membership

#### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

- 5.1 Rules to Govern

#### **PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES**

- 6.1 Policies of Local Government
- 6.2 Equipment in Brigade Area
- 6.3 Funding from Local Government Budget
- 6.4 Consideration in the Local Government Budget

#### ***First Schedule***





**BUSH FIRES ACT 1954**

*SHIRE OF WAGIN*

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954*, *The Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Wagin resolved on (date), to make the following local law.

**PART 1- PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Wagin Bush Fire Brigades Local Law*.

**1.2 Interpretations**

(1) In this local law unless the context otherwise requires -

**Act** means the *Bush Fires Act 1954*;

**Authority** means the Fire and Emergency Services Authority of Western Australia established by section 4 of the *Fire and Emergency Services Authority of Western Australia Act 1998*;

**brigade area** is defined in clause 2.2(1)(b);

**brigade member** means a fire fighting member, associate member or a cadet member of a bush fire brigade;

**brigade officer** means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

**bush fire brigade** is defined in section 7 of the Act;

**Bush Fire Operating Procedures** means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

**CEO** means the chief executive officer of the Shire of Wagin;

**Council** means the Council of the Local Government;

**District** means the district of the Shire of Wagin

**fire fighting member** is defined in clause 4.2;

**local government** means the Shire of Wagin;

**Regulations** means Regulations made under the Act; and

**Rules** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

(2) In this local law, unless the context otherwise requires, a reference to -

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant;

(d) any additional Lieutenants;

(e) a President;

(f) a Secretary;

(g) a Treasurer;

(h) a Secretary/Treasurer combined, or

(i) any other position/ s deemed necessary for the effective management of brigade activities,

means a person holding that position in a bush fire brigade.

### 1.3 Application

This local law applies throughout the district.

## PART 2 - ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to-
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **brigade area**); and
  - (c) appoint-
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) a President;
    - (vi) a Secretary;
    - (vii) a Treasurer;
    - (viii) a Secretary/Treasurer combined; and
    - (ix) any other position/s deemed necessary for the effective management of brigade activities.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

### *Division 2 – Command at a fire*

#### 2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

- (3) Where a bush fire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

*Division 3 – Application of Rules to a bush fire brigade*

**2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.  
(2) A bush fire brigade and each brigade member is to comply with the Rules.

**2.5 Variation of Rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.  
(2) The Rules, as varied, have effect on and from the date of a decision under subclause (1)  
(3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

*Division 4 – Transitional*

**2.6 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –  
(2) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –  
(a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;  
(b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and  
(c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.  
(3) In this clause -  
**"commencement day"** means the day on which this local law comes into operation.

*Division 5 – Dissolution of a bush fire brigade*

**2.7 Dissolution of a bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

**2.8 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

*Division 1 – Local government responsibility*

**3.1 Local government responsible for structure**

The Council is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

### **3.2 Officers to be supplied with Act**

The local government is to supply each bush fire control officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

#### *Division 2 – Chief Bush Fire Control Officer*

### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include -

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

#### *Division 3 – Annual general meetings of bush fire brigades*

### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

### **3.7 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

### **3.8 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the local government within one month after the meeting.
- (2) The Chief Executive Officer, or their nominated officer, is to place relevant items from the bush fire brigade annual general meeting minutes on the agenda of the next meeting of the -
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

#### *Division 4 – Bush Fire Advisory Committee*

### **3.9 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **3.10 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.11 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

### **3.12 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following -

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are -

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Authority's rank structure.

### **4.5 Honorary life member**

The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

#### **4.6 Notification of membership**

No later than 31 March in each year, the bush fire brigade is to report to the local government the name, contact details and type of membership of each brigade member.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it -

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

Not later than 31 March in each year, a bush fire brigade member is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

#### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

**FIRST SCHEDULE (CLAUSE 2.4)**

**RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES**

**PART 1 – PRELIMINARY**

**1.1 Interpretation**

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
- "absolute majority"** means a majority of more than 50% of the number of:
- (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee;
- "Committee"** means the Committee of the bush fire brigade;
- "Incident Controller"** means the Chief Bush Fire Control Officer, or the Deputy Chief Bush Fire Control Officer, or a Bush Fire Control Officer, or an officer or other member of a brigade for the time being in charge of a bush fire as defined by Section 35A of the Act;
- "local law"** means the Shire of Wagin Bush Fire Brigades Local Law; and
- "normal brigade activities"** is defined by section 35A of the Act.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

**PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE**

**2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out-

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

**2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee representatives.

**2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to -

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,



and the Committee is to act within the parameters of any such policy in determining applications for membership.

#### **2.4 Applications for membership**

An application for brigade membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form approved by the local government from time to time.

#### **2.5 Decision on application for membership**

- (1) The Committee may-
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

#### **2.6 DFES to be notified of registrations**

- (1) If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the local government within seven days of a person being admitted to membership in the form required by the Authority from time to time.
- (2) The local government is to notify the Authority within seven days of the receipt of a person being admitted to membership in the form required by the Authority from time to time.

#### **2.7 Termination of membership**

Membership of the bush fire brigade terminates if the member -

- (a) dies;
- (b) gives written notice of resignation to the Secretary;
- (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
- (d) is dismissed by the Committee; or
- (e) ceases to be a member or is taken to have resigned.

#### **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

#### **2.9 Existing liabilities to continue**

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.



### **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

### **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a) has the right of objection to the local government which may dispose of the objection by-
  - (i) dismissing the objection;
  - (ii) varying the decision objected to; or
  - (iii) revoking the decision objected to, with or without -
    - (I) substituting for it another decision; or
    - (II) referring the matter, with or without directions, for another decision by the Committee.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Duties Of President**

- (1) Subject to subclause (2) below, the President is to preside at all meetings.
- (2) In the absence of the President, the meeting may elect another person to preside at the meeting.

### **3.3 Secretary**

The Secretary is to -

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a file which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive membership fees (if applicable), donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- (e) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
- (f) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

### **3.4 Treasurer**

The Treasurer is to -

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;

- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.5 Storage of equipment**

- (1) The Brigade Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain.
- (2) If there is to be more than one station in the brigade area, the Brigade Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Brigade Officer.

### **3.6 Local Government Officer to report**

The Brigade Officer is to provide, no later than 31 March of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area or at a station of the bush fire brigade.

### **3.7 Incident Controller to report**

- (1) The incident Controller is to complete and forward an incident report form in the form required by the Authority to the local government
  - (a) This is to be forwarded within 7 days after attendance by the bush fire brigade at an incident.
  - (b) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(a) within 7 days after the last day of attendance.
- (2) The local government is to forward a copy of the incident report form to the Authority within 7 days of its receipt from the incident controller.

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions -
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and

- (h) deal with membership applications, grievances, disputes and disciplinary matters.

#### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the President, Fire Control Officer/s, Captain, Secretary, Treasurer, Brigade Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are -
  - (a) to be elected at the annual general meeting of the bush fire brigade;
  - (b) to hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

### **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

#### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members. and to the Chief Bush Fire Control Officer, for the purpose of-
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

#### **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to -

- (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the President (or person presiding) may exercise a casting vote.

#### **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

### **PART 6 - MEETINGS OF COMMITTEE**

#### **6.1 Meetings Of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The President or Secretary may convene a meeting of the Committee at any time.

#### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

#### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the President (or person presiding) may exercise a casting vote.



## PART 7 - GENERAL ADMINISTRATION MATTERS

### 7.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### 7.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### 7.3 Banking

The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 members of the Bush Fire Brigade appointed to do so.

### 7.4 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

### 7.5 Disagreements

- (1) Any disagreement between brigade members may be referred to either the President or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the President or the Committee to be of importance to the interests of the bush fire brigade, then the President or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

## PART 8 - NOTICES AND PROXIES

### 8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post, or by electronic mail, to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be-
  - (a) in writing;

- (b) unless otherwise specified, given to or by the Secretary;
- (c) given by-
  - (i) personal delivery;
  - (ii) post; or
  - (iii) electronic mail
- (d) taken to have been received, as the case may be -
  - (i) at the time of personal delivery;
  - (ii) 2 business days after posting; or
  - (iii) on the printing of the sender's email.

## **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting,
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_

Being a brigade member appoint \_\_\_\_\_ to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on \_\_\_\_\_ and at any adjournment of it. The proxy shall vote as follows:

MOTION            FOR AGAINST ABSTAIN

- 1.        .....
- 2.        .....

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated \_\_\_\_\_ 20\_\_\_\_

\*\*\*\*\*

Made at a meeting of the Council of the Shire of Wagin held on the \_\_\_\_\_.

The Common Seal of the Shire of Wagin        )  
 was affixed by authority of a resolution        )  
 of the Council in the presence of-                )

\_\_\_\_\_  
P J BLIGHT, President

\_\_\_\_\_  
W. T ATKINSON, Chief Executive Officer



**NATIONAL COMPETITION POLICY:**

There are no restrictions to competition in the proposed Bush Fire Brigade Local Law.





# BUSH FIRES ACT 1954

## SHIRE OF WAGIN

### BUSH FIRE BRIGADE LOCAL LAW 2002

Under the powers conferred by the bush Fire Act 1954 and under all other powers enabling it, the Council of the Shire of Wagin resolved on \_\_\_\_\_ to make the following Local Law.

The Shire of Capel Bush Fire Brigades Local Law as published in the Government Gazette of 23<sup>rd</sup> May 2001, is adopted as a Local Law of the Shire of Wagin, with the modifications which follow;

1. Preliminary
  - 1.1 Wherever the "Shire of Capel" is mentioned in the Local Law substitute "Shire of Wagin"
2. Clause 1.2(2) subsection (h) delete "or" and in subsection (i) insert after the comma "or" then add a new subsection (j) "any other position/s deemed necessary for the effective management of brigade activities,"
3. Clause 1.3 Delete
4. Clause 1.4 renumber 1.3
5. Clause 2.2(1) subsection (viii) delete "or" and in subsection (ix) delete the fullstop and insert a comma then add a new subsection (x) "any other position/s deemed necessary for the effective management of brigade activities."

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2002

The Common Seal  
Of the Shire of Wagin  
Was Affixed by authority  
Of a resolution of the  
Council in the presence of

P I PIESSE  
PRESIDENT

M A PARKER  
CHIEF EXECUTIVE OFFICER



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# BUSH FIRE ACT 1954

## SHIRE OF WAGIN

### BUSH FIRE BRIGADES LOCAL LAW 2002

Under the powers conferred by the *Bush Fire Act 1954* and under all other powers enabling it, the Council of the Shire of Wagin resolved on \_\_\_\_\_, to make the following local law.

#### PART 1 – PRELIMINARY

##### 1.1 Citation

This local law may be cited as the Shire of Wagin Bush Fire Brigades Local Law 2002.

##### 1.2 Interpretations

(1) In this local law unless the context otherwise requires –

“**Act**” means the Bush Fires Act 1954;

“**Authority**” means the Fire and Emergency Services Authority of Western Australia established by section 4 of the Fire and Emergency Services Authority of Western Australia Act 1998;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the Shire of Wagin;

“**Council**” means the Council of the Local Government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of Wagin;

“**Regulations**” means Regulation made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) an Equipment Officer;
  - (f) a President;
  - (g) a Secretary;
  - (h) a Treasurer;
  - (i) a Secretary/Treasurer combined, or
  - (j) any other position/s deemed necessary for the effective management of brigade activities,

means a person holding that position in a bush fire brigade.

### 1.3 Application

This local law applies throughout the district.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to-
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “brigade area”); and
  - (c) appoint –
    - (i) Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) any additional Lieutenants;
    - (v) an Equipment Officer;
    - (vi) a President;
    - (vii) a Secretary;
    - (viii) a Treasurer;
    - (ix) a Secretary/Treasurer combined, or
    - (x) any other position/s deemed necessary for the effective management of brigade activities
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.



- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

### *Division 2 – Command at a fire*

#### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the First Lieutenant, and in the absence of the first, the second Lieutenant and so in, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bush fire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

### *Division 3 – Application of Rules to a bush fire brigade*

#### **2.4 Rules**

- (1) The Rules govern the operation of bush fire brigade
- (2) A bush fire brigade and each brigade member is to comply with the Rules.

#### **2.5 Variation of Rules**

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
- (2) The Rules, as varied, have effect on and from the date of a decision under subclause(1).
- (3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause(1).

### *Division 4 – Transitional*

#### **2.6 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.



(2) In this clause –

“commencement day” means the day on which this local law comes into operation.

### *Division 5 – Dissolution of bush fire brigade*

#### **2.7 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is in the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objective for which it was established.

#### **2.8 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

## **PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### *Division 1 – Local government responsibility*

#### **3.1 Local government responsible for structure**

The Council is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Officers to be supplied with Act**

The local government is to supply each bush fire control officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigades officers' functions, and any amendments which are made thereto from time to time.

### *Division 2 – Chief Bush Fire Control Officer*

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

#### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;



- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### *Division 3 – Annual general meetings of bush fire brigades*

#### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

#### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one or more brigade member/s are to be nominated to the Bush Fire Advisory Committee to serve as bush fire control officer/s for the brigade area until the next general meeting.

#### **3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

#### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the local government within one month after the meeting.
- (2) The Chief Executive Officer is to place relevant items from the bush fire brigade annual general meeting minutes on the agenda of the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

### *Division 4 – Bush Fire Advisory Committee*

#### **3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as it determined by the local government.

#### **3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.



### **3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1 Types of Membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

#### **4.1 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

#### **4.2 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

#### **4.3 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as Defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Authority's rank structure.

#### **4.4 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

#### **4.5 Notification of membership**

No later than 31 March in each year, the bush fire brigade is to report to the local government the name, contact details and type of membership of each brigade member.

## **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

## **PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES**

### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

### **6.2 Equipment in brigade area**

Not later than 31 March in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the Bush Fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade)

### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

## FIRST SCHEDULE

### RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

#### PART 1 - PRELIMINARY

##### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
“**absolute majority**” means a majority of more than 50% of the number of:  
(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or  
(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.  
“**Committee**” means the Committee of the bush fire brigade;  
“**Incident Controller**” means the Chief Bush Fire Control Officer, or the Deputy Chief Bush Fire Control Officer, or a Bush Fire Control Officer, or an officer or other member of a brigade for the time being in charge of a bush fire as defined by Section 35A of the Act.  
“**local law**” means the Shire of Wagin Bush Fire Brigades Local Law; and  
“**normal brigade activities**” is defined by section 35A of the Act.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

#### PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

##### 2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

##### 2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

### **2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;
- (d) procedures to be employed by the Committee prior to approval of an application for membership,  
and the Committee is to act within the parameters of any such policy in determining applications for membership.

### **2.4 Applications for membership**

An application for brigade membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form approved by the local government from time to time.

### **2.5 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions;  
or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

### **2.6 FESA to be notified of registrations**

- (1) If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the local government within seven days of a person being admitted to membership in the form required by the Authority from time to time.
- (2) The local government is to notify the Authority within seven days of the receipt of a person being admitted to membership in the form required by the Authority from time to time.

### **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.



## **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## **2.9 Existing liabilities to continue**

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
  - (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b);
- or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a).

has the right of objection to the local government which may dispose of the objection by -

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without -
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Duties Of Captain**

- (1) Subject to subclause (2) below, the President is to preside at all meetings.
- (2) In the absence of the President, the meeting may elect another person to preside at the meeting.

### 3.3 Secretary

The Secretary is to –

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- (e) maintain a register of all current members which includes each brigade member's contact details and type of membership;
- (f) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

### 3.4 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorised by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

### 3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### 3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### 3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 March of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).



### 3.8 Incident Controller to report

- (1)
  - (a) The Incident Controller is to complete and forward an incident report form in the form required by the Authority to the local government within 7 days after attendance by the bush fire brigade at an incident.
  - (b) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(a) within 7 days after the last day of attendance.
- (2) The local government is to forward a copy of the incident report form to the Authority within 7 days of its receipt from the incident controller.

*PBB*

## PART 4 – COMMITTEE

### 4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### 4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the President, Fire Control Officer/s, Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.



## PART 5 – MEETINGS OF BUSH FIRE BRIGADE

### 5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Bush Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### 5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

### 5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### 5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.



## 5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the President (or person presiding) may exercise a casting vote.

## 5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

## PART 6 – MEETINGS OF COMMITTEE

### 6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The President or Secretary may convene a meeting of the Committee at any time.

### 6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### 6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the President (or person presiding) may exercise a casting vote.

## PART 7 – GENERAL ADMINISTRATION MATTERS

### 7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

### 7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.



### 7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### 7.4 Banking

The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 members of the Bush Fire Brigade appointed to do so.

### 7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

### 7.5 Disagreements

- (1) Any disagreement between brigade members may be referred to either the President or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the President or the Committee to be of importance to the interests of the bush fire brigade, then the President or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

## PART 8 – NOTICES AND PROXIES

### 8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;



- (ii) post; or
  - (iii) facsimile transmission;
- (d) taken to have been received, as the case may be –
- (i) at the time of personal delivery;
  - (ii) 2 business days after posting; or
  - (iii) on the printing of the sender's transmission report.

## 8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -



**"PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,

Being a brigade member appoint \_\_\_\_\_ to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on [insert date] and at any adjournment of it. The proxy shall vote as follows:

MOTION            FOR    AGAINST    ABSTAIN

.....  
.....

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated \_\_\_\_\_ 20 \_\_\_\_\_

\*\*\*\*\*

Dated \_\_\_\_\_

The Common Seal of the Shire of Wagin    )  
Was affixed by authority of a resolution    )  
Of the Council in the presence of -        )

P I PIESSE  
PRESIDENT

M A PARKER  
CHIEF EXECUTIVE OFFICER



# **BUSH FIRE BRIGADES LOCAL LAW**

**BUSH FIRES ACT 1954**

**LOCAL GOVERNMENT ACT 1995**

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**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

*Shire Of Wagin*

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Wagin resolved on *[insert date]* to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of Wagin Bush Fire Brigades Local Law.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means a fire fighting member, associate member or a cadet member of a bush fire brigade;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the chief executive officer of the *[insert name of local government]*;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” is defined in clause 4.2;

“**local government**” means the Shire of Wagin;



**“Regulations”** means Regulations made under the Act; and

**“Rules”** means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;
  - (e) an Equipment Officer;
  - (f) a Secretary.
  - (g) a Treasurer; or
  - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

### 1.3 Repeal

The Local Laws relating to \_\_\_\_\_ are repealed.

### 1.4 Application

This local law applies throughout the district.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **“brigade area”**); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary;
    - (v) an Equipment Officer;
    - (vi) a Secretary; and
    - (vii) a Treasurer; or



- (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
  - (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
  - (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
  - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

### ***Division 2 – Command at a fire***

#### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

### ***Division 3 – Application of Rules to a bush fire brigade***

#### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

### ***Division 4 – Transitional***

#### **2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.

- (2) In this clause –  
    **“commencement day”** means the day on which this local law comes into operation.

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### ***Division 5 – Dissolution of bush fire brigade***

#### **2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

#### **2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

## **PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

### ***Division 1 – Local government responsibility***

#### **3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

#### **3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

### ***Division 2 – Chief Bush Fire Control Officer***

#### **3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

#### **3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

### **3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

### ***Division 3 – Annual general meetings of bush fire brigades***

#### **3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting during the month of March each year.

#### **3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

#### **3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

#### **3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

### ***Division 4 – Bush Fire Advisory Committee***

#### **3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

### **3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

### **3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;

- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

#### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

#### **4.6 Notification of membership**

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Equipment in brigade area**

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

#### **6.3 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.



#### **6.4 Consideration in the local government budget**

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

## FIRST SCHEDULE

# RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

## PART 1 - PRELIMINARY

### 1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
“**absolute majority**” means a majority of more than 50% of the number of:
  - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;  
“**local law**” means the *[insert name of local government]* Bush Fire Brigades Local Law; and  
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

## PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

### 2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

### 2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

### 2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;



- (c) a requirement to serve a probationary period;
  - (d) procedures to be employed by the Committee prior to approval of an application for membership,
- and the Committee is to act within the parameters of any such policy in determining applications for membership.

#### **2.4 Applications for membership**

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

#### **2.5 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

#### **2.6 DFES to be notified of registrations**

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

#### **2.7 Termination of membership**

- (1) Membership of the bush fire brigade terminates if the member –
  - (a) dies;
  - (b) gives written notice of resignation to the Secretary;
  - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
  - (d) is dismissed by the Committee; or
  - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

#### **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.

- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

## **2.9 Existing liabilities to continue**

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

## **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

## **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b);  
or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

# **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

## **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

## **3.2 Duties Of Captain**

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

## **3.3 Secretary**

- (1) The Secretary is to –

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
  - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
  - (c) prepare and send out all necessary notices of meetings;
  - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
  - (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
  - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
  - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

### **3.4 Treasurer**

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

### **3.5 Equipment Officer**

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

### **3.6 Storage of equipment**

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

### **3.7 Equipment Officer to report**

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

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## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
  - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
  - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (h) deal with membership applications, grievances, disputes and disciplinary matters.

### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

## **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

### **5.1 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;



- (d) establishing new procedures in respect of any of the normal brigade activities;  
and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.2 Special meetings**

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

## **5.3 Annual general meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
- (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities;
  - (c) adopt the annual financial statements;
  - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6;  
and
  - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

## **5.4 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

## **5.5 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.





## **5.6 Auditor**

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

## **PART 6 – MEETINGS OF COMMITTEE**

### **6.1 Meetings Of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 7 – GENERAL ADMINISTRATION MATTERS**

### **7.1 Fees**

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

### **7.2 Funds**

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

### **7.3 Financial year**

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

### **7.4 Banking**

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).



## **7.5 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

## **7.6 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

# **PART 8 – NOTICES AND PROXIES**

## **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) unless otherwise specified, given to or by the Secretary;
  - (c) given by –
    - (i) personal delivery;
    - (ii) post; or
    - (iii) facsimile transmission;
  - (d) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) 2 business days after posting; or
    - (iii) on the printing of the sender's transmission report.



## 8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -



**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint  
\_\_\_\_\_ to be my proxy and vote on  
my behalf at the meeting of the bush fire brigade to  
be held on [insert date] and at any adjournment of it.  
The proxy shall vote as follows:

MOTION           FOR / AGAINST ABSTAIN

1. ....
2. ....

If there is no instruction to the proxy as to the way to  
vote, the proxy shall exercise her or his discretion as  
to how to vote or whether to vote at all. In respect of  
any vote taken at the meeting on a matter which  
does not appear on the agenda, the proxy shall  
exercise her or his discretion as to the way he or she  
casts the vote or whether it is cast at all.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed  
and returned to the Secretary of the bush fire brigade  
(or the presiding member) prior to the  
commencement of the meeting for which the proxy is  
valid.

Dated this       day of                   20 . . . . .



**APPENDIX I**

**APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER**

I make application to be a fire fighting member of the Bush Fire Brigade.

Applicant's Name .....

My private address is .....

My business address is .....

Usual Occupation .....

I can be contacted on:

Telephone No: .....(Home).....(Work) .....Mobile

Fax No: ..... (Home)..... (Work).....

CB Radio ..... Channel..... Call Sign.....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No ..... Classes

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *[insert name of local government]* relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1. ....
- 2. ....
- 3. ....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain



**APPENDIX II  
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER**

I make application to be an associate member of the..... Bush Fire Brigade.

(a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type ..... available for such purpose.

MDL No: ..... Classes: .....

(b) I am prepared to offer my services in the following capacity:-

.....  
.....  
(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name .....

My private address is .....

My business address is .....

I can be contacted on:

Telephone No: .....(Home) .....(Work).....Mobile

Fax No: .....(Home) .....(Work).....

CB Radio: .....Channel .....Call Sign.....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the *[insert name of local government]* relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

.....  
Applicant's signature

<p><b>BUSH FIRE BRIGADE USE ONLY:</b></p> <p style="font-size: 1.2em; margin: 10px 0;">APPROVED / DECLINED</p> <p>Signed: .....</p>
---



**APPENDIX III  
APPLICATION FOR MEMBERSHIP - CADET MEMBER**

I make application to be a cadet member of the .....Bush Fire Brigade.

Applicant's Name .....

My private address is.....

.....

I can be contacted on:

Telephone No: ..... (Home).....(Work)

Fax No: .....(Home)

CB Radio: .....Channel .....Call Sign .....

I declare that I am ..... years of age and in good health.

Date of Birth: .....

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *[insert name of local government]* relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date .....

Applicant's signature

**PARENT / GUARDIAN CONSENT:**

I ..... being the parent/guardian of the above applicant, consent to him/her being a cadet member of the ..... Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed .....

**BUSH FIRE BRIGADE USE ONLY:**

APPROVED / DECLINED

Signed: .....

Brigade Captain





A handwritten signature in black ink, appearing to be 'PBB', with a horizontal line underneath it.

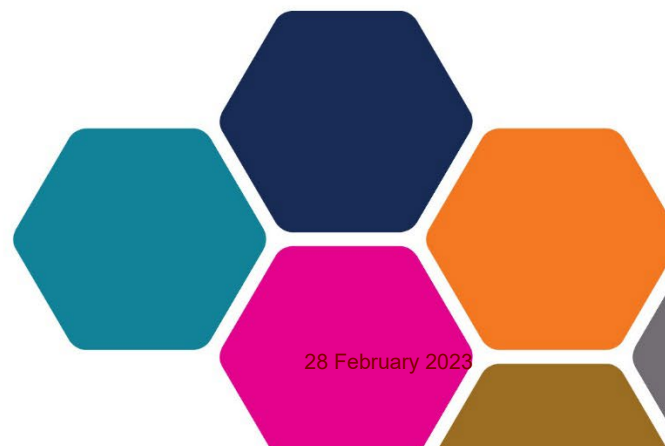


Department of  
**Local Government, Sport  
and Cultural Industries**

# Local government operational guidelines

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Local laws  
May 2022



# Local Government Operational Guidelines

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## 1. Introduction

The Department of Local Government, Sport and Cultural Industries (DLGSC) assists and monitors the process of making local laws in Western Australia. The DLGSC works closely with the Western Australian Local Government Association (WALGA), and the Parliamentary Joint Standing Committee on Delegated Legislation in coordinating advice to local governments on the making of good local laws. This operational guideline covers many issues on local laws including:

- assessing the need for a local law
- the process for making a local law, from policy decisions and council meetings to final publication
- the process for reviewing local laws
- the impact of National Competition Policy
- the role of the Department, Joint Standing Committee on Delegated Legislation and other bodies which scrutinise local laws
- the content of local laws
- common problems with local laws.

The Parliament's Joint Standing Committee on Delegated Legislation has prepared numerous reports commenting on the standard of local government local laws, including Report No 16 which is available on Parliament's website at [www.parliament.wa.gov.au](http://www.parliament.wa.gov.au).

## 2. Overview

Section 3.5 of the Local Government Act 1995 (the Act) provides the power for local governments to make local laws to help perform their functions. Section 3.7 of the Act states that a local law is inoperative to the extent that it is inconsistent with the Act or any other written law.

## 3. Procedure For Making Local Laws

In making a local law, a local government must follow the steps which are set out below and in section 3.12 of the Act (see Appendix 1 which provides a flow chart of the steps for making a local law):

- At a council meeting, the person presiding is to give notice to the council meeting of the purpose and effect of the proposed local law
- Local public notice is to be given stating that:
  1. The local government proposes to make the local law (a summary of the purpose and effect of the local law is included in the notice)
  2. A copy of the proposed local law can be inspected or obtained from the local government
  3. Submissions about the proposed local law may be made to the local government, before a date given in the notice, being not less than six weeks after the publication of the notice (Note: in calculating the six week period, add extra days for both publishing day and closing day, and when closing day falls on a public holiday, Saturday or Sunday).

- As soon as the notice is given, a copy of the proposed local law, together with the public notice and the National Competition Policy (NCP) form, must be given to both the Minister for Local Government and to any other Minister administering the Act under which the local law is made
- A copy of the proposed local law is to be provided to any person requesting it
- After the last day for submissions, the local government must consider any submissions and may, by an absolute majority, proceed with the local law as proposed or make alterations that are not significantly different from what was first proposed
- The adopted local law is published in the Government Gazette
- After the local law is published, provide a signed and sealed copy of the adopted local law to the Minister(s)
- Another local public notice is given:
  4. Stating the title of the local law
  5. Summarising its purpose and effect
  6. Specifying the date on which it comes into operation
  7. Advising that copies of the local law may be inspected or obtained from the office of the local government
- Documents (Explanatory Memorandum, checklist etc) are sent to the Parliament's Joint Standing Committee on Delegated Legislation.

#### 4. Resources

Local law information is accessible from the DLGSC's website at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

The Local Law Register is a database of all local law titles made by each local government. It has a search facility to allow local governments to look for gazettal information.

For information on the Joint Standing Committee on Delegated Legislation, visit the Parliamentary website at <https://www.parliament.wa.gov.au/WebCMS/WebCMS.nsf/index>

The website also contains a list of committee reports and the undertakings requested from local governments regarding local laws.

For additional assistance on local law-making processes, please contact the DLGSC via email at [legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au)

While information and suggestions can be provided, local governments will at times need to obtain independent legal advice on specific issues.

WALGA operates a local laws service to its member local governments. It has published a series of Model Local Laws, which were developed in conjunction with the DLGSC.

#### 5. Adoption Procedures

##### 5.1 Public Consultation

Section 3.12(3)(a)(iii) of the Act requires local governments to advertise their proposed local laws and provide the public with a statutory period of 'not less than six weeks after the notice is given' in which to lodge submissions. For the purposes of a written law, the *Interpretation Act 1984* provides that the computation of time does not include the first and last day of the event.

When calculating the closing date on which submissions can be made, there must be a minimum of 42 clear days to meet the requirement of 'not less than six weeks'. Remember to exclude both the first day of advertising the public notice and the last day on which submissions can be lodged, a requirement of section 61(1)(f) of the *Interpretation Act 1984*.

Also, the last day on which submissions can be lodged cannot fall on a Saturday, Sunday or public holiday, but rather the next possible working day. It is far better to provide a longer public consultation period than to risk invalidating the local law.

The following is an example of calculating the minimum public consultation period. If your notice is to be advertised in the paper on Thursday, 14 October 2021, exclude this day from the six-week period; then add 42 days to the date on which the notice is to be published. The 42nd day falls on Thursday, 25 November 2021. The next day shall be the latest day by which submissions must be lodged, that is, Friday, 26 November 2021.

Similarly, ensure that all the required information is included in the public notice.

The requirements are set out at section 3.12(3)(a)(i)–(iii) of the Act for the first public notice (proposed local law) and at section 3.12(6)(a)–(c) of the Act for the final public notice (adoption of local law).

The DLGSC monitors local law advertisements to check for compliance with the requirements of the Act. Should statutory requirements not be met, local governments will be advised to re-advertise to ensure that the local law is made within power (see Appendix 2 for examples of notices).

## 5.2 Submitting Copy of Proposed Local Law to Minister (DLGSC)

Section 3.12(3)(b) of the Act requires local governments to give the Minister for Local Government (and another Minister, where applicable) a copy of the proposed local law. The proposed local law should be exactly as it is intended to be published (gazettal format) in the Government Gazette so that assistance can be given to eliminate problems before the adoption process is substantially advanced and the local government unnecessarily expends its resources.

If your local government intends to adopt local laws by reference (that is, adopt local laws already published by another local government), you need to supply a copy of the abridged version (in gazettal format) as well as the full text version of the local law. Checking the full text will assist to ensure that your local government will not be adopting clauses that are not pertinent to your district.

If your local government is substantially adopting a WALGA model, it would be appreciated if you would indicate by underlining or highlighting in colour, or by similar means, the variations being undertaken. If you are preparing an amendment local law, please also supply the consolidated version of the local law, that is, the full text of the law with the amendments incorporated.

Where another Minister administers other written laws (e.g. *Bush Fires Act 1954* and *Biosecurity and Agriculture Management Act 2007*), a copy of the proposed local law must be provided to that Minister in addition to the copy for the Minister for Local Government (see sections 3.12(3)(b) and 3.12(5) of the Act). Where the Act requires an additional Minister to be provided with a copy of the draft, a failure to do so may invalidate the local law.

### 5.3 Submitting National Competition Policy Review Forms

An NCP review involves looking at a local law to see if any clauses (including amendments to principal local laws) restrict competition and, if so, that the restrictions can be justified in terms of overall public benefit outweighing the disadvantages. It should also be established that the objectives of the proposed local law can only be achieved by the restrictions to competition.

Completed NCP forms should be submitted at the same time as the proposed local laws are submitted to the Minister. Your local government needs to make a statement that competition policy restrictions, where applicable, have been assessed during the preparation of the proposed local laws. Please note that the NCP report should be available for inspection and comment by the public, along with the proposed local law.

The list of local laws that are exempt from NCP review are available from the Department's website via reference to local government, local laws, overview, key circulars, Circular No. 916 or Circular No. 824 for a blank NCP review form.

A failure to conduct a NCP review will not automatically result in a proposed local law being invalid. However, if a local law contains anti-competition issues this may result in the local law being disallowed by Parliament. Conducting an NCP review is helpful to identify any unintended impacts the local law may contain.

### 5.4 Drafting Standards and Terms

#### i. Drafting Style

There are two principal styles used by local governments when drafting local laws. One is the style used in the WALGA local laws manual and the other is the style used by government for Acts and Regulations. Either style is acceptable.

#### ii. Drafting Errors

Some local governments prepare proposed local laws with problems such as:

- grammatical and typographical errors
- inconsistent formatting
- inconsequential numbering of clauses and sub-clauses
- self-referencing clauses
- attempting to confer the council with the power to make additional subsidiary legislation (e.g. policies with the force of law)
- under the wrong governing Act (e.g. a Dog Local Law made under the *Cat Act 2011* instead of the *Dog Act 1976*)
- providing incorrect publication dates of earlier gazetted principal and amendment local laws, and by-laws, when listing them for repeal
- the inclusion of unreasonable or vague wording
- not specifying what is being deleted, or repealed
- providing inaccurate titles of obsolete local laws and by-laws for repeal
- errors of law (e.g. incorrect impounding provisions; incorrect appeal rights)
- erroneous dates in the preamble of the draft proposed local law – the date of resolution of intention to commence the process for making a proposed local law is not required in the preamble.

Care needs to be taken to ensure that these problems do not occur. Remember that it is a cost to your local government when amendment local laws are made to correct errors in the gazetted laws that could have been avoided at the drafting stage.

iii. 'Enabling Act' or 'Head of Power'

The Enabling Act or Head of Power refers to the Act such as the *Local Government Act 1995* under which the legislation is made. The name of the Act must appear first in the local law, followed by the name of the local government and then the title of the local law.

iv. Preamble

The drafting of the preamble depends on the stage at which the local law is at in the local law making process. For example, when the first copy of the proposed local law is sent to the Department (section 3.12(3)(b)), the date in the preamble is left blank as follows:

Under the powers conferred by the *Local Government Act 1995* and under all other powers, the Council of the Shire of Treetops resolved on <date> 2021 to make the *Shire of Treetops Repeal Local Law 2021*.

A couple of months later, when the council decides to proceed and make the local law (section 3.12(4)), the date of that particular meeting (e.g. 28 May 2021) will be inserted into the preamble as follows and will be in the final copy of the local law that is sent to the Department of Premier and Cabinet for printing and to the Department (Minister) (section 3.12(5)):

Under the powers conferred by the *Local Government Act 1995* and under all other powers, the Council of the Shire of Treetops resolved on 28 May 2021 to make the *Shire of Treetops Repeal Local Law 2021*.

## 5.5 Correcting

If a local law with an error has been published, it cannot be corrected by simply publishing a correction notice in the Gazette. A correction notice can only be used where the Department of Premier and Cabinet made a printing error or the error is something different to what the local government submitted for publishing. Any other changes to the published law, however small, must be made by way of a new proposed amendment local law, requiring fresh and full compliance with all of the steps of the process in section 3.12 of the Act.

## 5.6 Gazettal by Reference

If your local government is adopting the text of another local government's local law, be careful to check the accuracy and details of the law you will be adopting. Several local governments using this method have had to make amendment local laws to rectify the transmission of errors from the preceding gazettals. It is important to ensure that you are not adopting outdated text of another local government's local law.

Another problem is adopting another local government's local laws by reference where that local government has already adopted the local law by reference.

This creates a 'doubling' effect that is confusing to the reader and often unintended errors occur.

Local governments should confirm that the gazettal date of the local law being adopted by reference is the date the law was actually published in the Gazette and not the date it was passed by that council; otherwise, your local law will attempt to adopt a law that does not legally exist.

If you want to adopt both the text of another local government's local law and a later amendment (possibly a correction) to this law, you need to specify both dates in the preamble.

Local governments are advised against the practice of adopting gazettals by reference to a local law 'as amended in the future'. Under section 3.8 of the Act, this practice may apply for the adoption of model local laws (section 3.9 of the Act) but not for adopting another local government's local laws. Also, by including their future amendments, you would incorporate another local government's decisions about their local law into your local law without your council having any input, consultation or (often) knowledge of these decisions whenever they occur in the future.

### 5.7 Amending (section 3.12 of the Act), Repealing (section 3.12 of the Act), or Reviewing (section 3.16 of the Act)

Local governments should be aware that when amending or repealing a local law, it needs to be done in accordance with section 3.12 of the Act, which is the same procedure for 'making' a local law. This is because amendment or repeal local laws are new local laws themselves and must follow the full statutory process to be made within power.

Section 3.16 of the Act requires that all of the local laws of local governments must be reviewed within an eight-year period after their commencement to determine if they should remain unchanged or be repealed or amended.

The eight-year period is taken to be from either when the local law commenced or when the last review of the local law (using section 3.16 of the Act) was completed.

Section 3.16 of the Act provides for reviewing the currency and suitability of gazetted local laws – this section cannot be used for amending or repealing legislation. When the outcome of the review finds that it is necessary to change an outdated aspect of the law or that the subsidiary legislation has become defunct or obsolete, the local government must then commence the process outlined in section 3.12 of the Act to implement any changes.

### 5.8 Time Limits

While the Act does not expressly prescribe a timeframe in which the procedural requirements for making local laws are to be completed, the procedures should be undertaken with 'all convenient speed' in line with the *Interpretation Act 1984*. It is the DLGSC's understanding that local law procedures that take more than a year could be subject to questions of legal validity. Accordingly, if the local law process has had delays of more than a year, then the procedure for making a local law should be restarted.

### 5.9 Adoption and Gazettal of Local Law

Section 3.12(4) and (5) requires a local government:

- to consider any submissions received about the proposed local law
- by absolute majority to make the local law that is not significantly different from what was proposed
- to publish the local law in the Government Gazette



- to give a copy (second copy) to the Minister for Local Government and any other Minister administering the Act under which the local law was made.

## 6. Role of the DLGSC

The DLGSC examines the proposed local laws on behalf of the Minister. This is done when, pursuant to section 3.12(3)(b) of the Act, local governments provide a copy of the proposed local law and a copy of the notice to the Minister. The DLGSC gives specific consideration to the following:

- whether the proposal is adopted under the correct Act of Parliament
- whether the proposal is in conflict with the Act and any other law
- National Competition Policy issues
- whether an application for the extension of a local government boundary, to enable a local law to apply outside its district, has received approval by the Governor
- matters raised previously by the Joint Standing Committee on Delegated Legislation
- State Government policy issues.

The DLGSC works closely with WALGA and the Joint Standing Committee on Delegated Legislation of the Parliament to ensure that the proposed content of the local laws will be generally acceptable to all concerned.

## 7. Role of the Joint Standing Committee on Delegated Legislation

The Joint Standing Committee on Delegated Legislation is a joint committee of the Parliament of Western Australia comprising eight members with equal representation from the Legislative Council and the Legislative Assembly.

The Committee has been delegated, by Parliament, the task of scrutinizing subsidiary legislation in accordance with its terms of reference. These terms of reference were set in May 2021. The terms of reference and copies of all reports tabled by the Committee (and former Committees) can be downloaded from the Parliament of Western Australia's website.

The Committee can be contacted by email on [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au) or by telephoning the Legislative Council Committee Office on (08) 9222 7428.

Local laws are subsidiary legislation that are capable of disallowance by either House of Parliament under section 42 of the *Interpretation Act 1984*. Disallowance is the device by which the Parliament maintains control of the power it has delegated to local governments, State Departments and other agencies of the Government to make subsidiary legislation. In the case of local governments, this power is granted by the Act and other particular Acts including the *Cat Act 2011* and the *Dog Act 1976*.

Scrutiny by the Committee and disallowance are accountability mechanisms to guard against the making of local laws that are either unlawful by going beyond the power that is delegated or contravening one of the Committee's terms of reference.

The other accountability mechanisms impacting on local laws are:

- the local community, who under the Act are required to be consulted on proposed local laws

- the Minister for Local Government, who is charged with administering the Department of Local Government, Sport and Cultural Industries which monitors local law making
- the Government, which can request the Governor to make regulations or local laws under the Act that repeal or amend local laws or prevent certain local laws being made
- the courts, which can pronounce on the validity of local laws.

Because it is Parliament that delegates the power to make local laws, the Parliament can, by disallowance, ensure that the power is not abused or exercised inappropriately. The Committee, through being empowered by Parliament to scrutinise local laws on its behalf, can recommend to Parliament that a local law be disallowed if it contravenes one of its terms of reference.

The Committee recommends disallowance as a last resort. Such action will usually only occur in circumstances where the local government does not satisfy the concerns of the Committee. In the majority of cases to date, where the Committee has expressed concerns about a local law, the relevant local government has provided the Committee with a satisfactory written undertaking to address the concerns by amending or repealing parts of the local law.

### 7.1 Explanatory Memoranda Directions

The Committee's Explanatory Memoranda Directions (see Ministerial Circular No.04-2010) set out the information to be sent directly to the Committee (not the DLGSC) as soon as a local government has gazetted a local law. After completing the procedural steps from sections 3.12(1) to 3.12(6) of the *Local Government Act 1995*, section 3.12(7) requires local governments to provide explanatory material for each local law gazetted. Preparing an Explanatory Memorandum forms part of the process of making a local law (section 3.12(7) of the Act).

Ministerial Circular 04-2010 provides examples and a checklist of the material to send, which must occur within 10 working days of the Gazette publication date.

### 7.2 Committee's Address

Hard copies of the completed Explanatory Memorandum and other required materials must be sent to:

Committee Clerk  
 Joint Standing Committee on Delegated Legislation  
 Legislative Council Committee Office  
 GPO Box A11  
 PERTH WA 6837

and electronic copies are to be sent to [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au) however, if a submission is emailed, an electronic signature is required.

For queries about submitting the explanatory material, the Legislative Council Committee can be contacted on (08) 9222 7231.

### 7.3 Explanatory Memorandum must be signed

The Committee requires the Explanatory Memorandum to be signed by both the Chief Executive Officer (CEO) and the President/Mayor. The reason is that the President/Mayor is the representative of the legislative arm of the local government that enacted the local law, and the CEO is the head of the executive arm of local government, responsible for administering the local law.

### 7.4 Late Responses

It is essential to respond to the Committee's requests within the advised timeframes. The Committee works under strict time limits governed by the *Interpretation Act 1984* and the Standing Orders of the Legislative Council. In cases where the time limit set by the Committee for a response cannot be met, local government officers should immediately contact Committee staff to determine whether an extension of time can be granted. In circumstances where an extension of time is not possible, the Committee recommends that the council convene a special meeting under Part 5, Division 2 of the Act to resolve the matter and inform the Committee of the council's decision by the requested date.

Submitting material late or failing to address the Committee's concerns may result in the Committee recommending disallowance of the local law.

## 8. Other Common Local Laws Problems

### 8.1 Adoption of Policies

The Joint Standing Committee will not approve local laws which attempt to adopt policies and make them enforceable. Adopting policies and making them enforceable is often done in planning schemes, however, that is done under the *Planning and Development Act 2005*, not the Act.

The Joint Standing Committee position is that the powers of the Act do not permit local laws to empower a local government to adopt internal policies as laws other than by inclusion of the matter in a local law (eg policies for advertising signs or codes of conduct). Attempting to adopt policies in local laws and make them enforceable is considered an attempt to avoid the process in section 3.12 of the Act and the scrutiny of Parliament.

The section 3.12 procedure is mandatory and must be followed in chronological order. Failure to do this will render the local law invalid and will likely result in the Joint Standing Committee recommending the law for disallowance.

### 8.2 Extending Boundaries

Extending a local government boundary is usually only a procedure for coastal local governments that need to apply bathing or boating laws beyond the boundary of the coast.

Those local governments should note that it is necessary to obtain approval from the Governor under section 3.6 of the Act to any extension of their boundary, prior to submitting the final version of the local law to the council under section 3.12(4). If this approval is not obtained, any clause in the local law which purports to apply outside the local government's district boundary will be invalid.

### 8.3 Ouster Clauses

In the past, a number of local governments have attempted to create local laws that limit or abolish a person's common law right to claim damages from or initiate other legal proceedings against a local government.

On all occasions, the Joint Standing Committee has not approved such local laws and its position remains that such local laws are not permissible.

### 8.4 Shifting Onus of Proof

As with the ouster clauses described in section 8.3 of this guideline, some local governments have attempted to create local laws that reverse the onus of proof for prosecution purposes.

Similarly, on all occasions the Joint Standing Committee has not approved such local laws and its position remains that such local laws are not permissible.

The exception to the above is parking local laws under which, under the Act, an owner of a vehicle is deemed to be liable for parking infringements unless they can prove otherwise.

### 8.5 Powers of Entry

A local government's power of entry to rectify nuisances is contained in Schedules 3.1 and 3.2 of the Act.

Some local governments have sought to extend their power of entry to rectify nuisances beyond Schedules 3.1 and 3.2 by attempting to create local laws to that effect. The Act does not provide for this extension of powers and any attempt to do so will be unenforceable.

### 8.6 Signs

Some local governments are attempting to deal with signage on private land through their signs local laws, whereas the correct place for dealing with this issue is under their town planning scheme. Signs local laws should only deal with the issue of signage on local government property.

In relation to election signage, the Joint Standing Committee requires that signs local laws do not absolutely restrict the placement of signs as attempting to do so contravenes the Australian Commonwealth Constitution. However, local laws placing conditions on the erection of election signs and restricting their location are permissible.

### 8.7 Codes of Conduct

Many local governments have recently considered making local laws to provide a code of conduct for their council members. The Joint Standing Committee recently reported that such local laws could be made only under particular provisions of an Act of Parliament and would be invalid unless made under such laws.

### 8.8 Impounding Goods

Under the *Local Government (Functions and General) Regulations 1996*, local governments are restricted to impounding goods involved in a contravention of a local law or a regulation where it occurs in a public place and the goods either are an obstruction, present a hazard or are placed in a location contrary to the law.

The regulations also apply to the impounding of animals, whether they are on a private or public place.

Local governments should ensure that their local laws do not conflict with the impounding provisions of the regulations because to the extent that they do conflict, they will be held unenforceable.

### 8.9 Indemnities

Similar to attempting to make local laws that limit or abolish a person's common law right to claim damages against a local government, some local governments have proposed to make local laws which would indemnify the local government against claims for damages.

Local laws are not capable of providing such an indemnity as damages are awarded by the Courts subject to the *Civil Liability Act 2002*.

### 8.10 Determinations

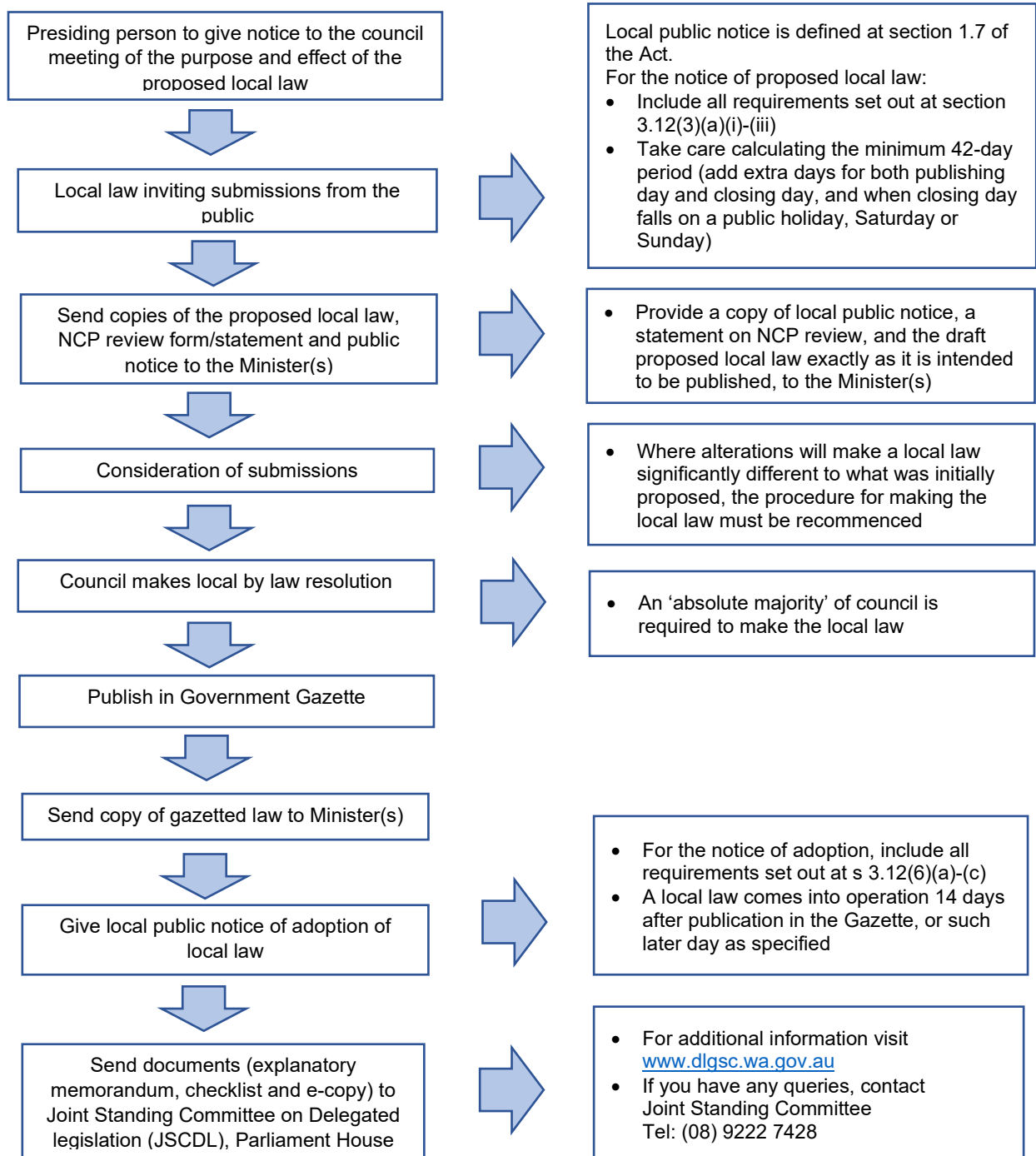
This is a device used in the WALGA model local government property local law to specify the times and places that certain contraventions in local laws apply. These council decisions are not contained in the actual local law.

The Parliament's Delegated Legislation Committee does not support such devices in principle. However, it has advised that it will accept this practice only for this type of local law for practical reasons. Local governments will need to ensure that they do not use this practice to any greater extent than this.

## Appendix 1

### Local Government Act 1995 – Section 3.12 and NCP review requirements

#### Flow chart of law-making process



*PBB*

## Appendix 2

### Example of public notice

(Under section 3.12 of the *Local Government Act 1995*)

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#### First Notice

Refer to section 3.12(3) – local public notice

#### Local Government Act 1995

#### Shire of Treetops

#### Proposed Local Government Property Local Law

The Shire of Treetops proposes to make a local law relating to local government property.

The **purpose** of this local law is to regulate the care, control and management of property of the local government.

The **effect** of this local law is to control the use of local government property; it provides that some activities are permitted only under a permit or under determination, and that some activities are restricted or prohibited. Offences are created for inappropriate behaviour in or on local government property.

A **copy** of the proposed local law may be inspected at or obtained for the Shire's offices at 2 Treetops Avenue, Community Vale, between 8:00am and 4:30pm, Monday to Friday, and at any public library within the Shire of Treetops during normal opening hours.

**Submissions** about the proposed local law may be made to the Chief Executive Officer, Shire of Treetops, PO Box 101, Community Vale WA 6484 by **Friday 2 September 2021**.

Joe Smith

Chief Executive Officer

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#### Final Notice

Refer to section 3.12(6) – local public notice

#### Local Government Act 1995

#### Shire of Treetops

#### Adoption of Local Government Property Local Law

The Shire of Treetops has resolved to adopt the *Shire of Treetops Local Government Property Local Law 2021*.

The **purpose** of this local law is to regulate the care, control and management of property of the local government.

The **effect** of this local law is to control the use of local government property; it provides that some activities are permitted only under a permit or under determination, and that some activities are restricted or prohibited. Offences are created for inappropriate behaviour in or on local government property.

A [copy](#) of the proposed local law may be inspected at or obtained for the Shire's offices at 2 Treetops Avenue, Community Vale, between 8:00am and 4:30pm Monday to Friday, and at any public library within the Shire of Treetops during normal opening hours.

This local law was gazetted on 14 October 2021 and will come into operation on [28 October 2021](#).

Joe Smith

Chief Executive Officer



## About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on DLGSC officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the DLGSC's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Support and Engagement Branch at:

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

140 William Street

Perth WA 6000

PO Box 8349

Perth Business Centre 6849

Telephone (08) 6552 7300

Freecall (Country only) 1800 634 541

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Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

Translating and Interpreting Service (TIS) – Tel: 13 14 50

### **Local Government Advisory Hotline (for local governments only)**

Email: [lghotline@dlgsc.wa.gov.au](mailto:lghotline@dlgsc.wa.gov.au)

1300 762 511

8:30am to 5:00pm, Monday to Friday

For local law process enquiries:

Email: [legislation@dlgsc.wa.gov.au](mailto:legislation@dlgsc.wa.gov.au)





### 11.1.3 DISPLAY OF LITERATURE BY JEHOVAH WITNESSES

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	31 January 2023
PREVIOUS REPORT(S):	20 June 2022
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	CP.DE.3
STRATEGIC DOCUMENT REFERENCE:	Key Result Area 3.7 Support community activities
ATTACHMENTS:	Nil

### OFFICER RECOMMENDATION/4930 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr B S Hegarty

That Council:

1. Approve the display of Bible materials at various times by the Jehovah Witnesses in the Wagin Town Square and Ram Park;
2. Require that this decision be reviewed by Council in one year's time;
3. Request the CEO to advise the proponent in writing of this decision.

Carried 8/0

### BRIEF SUMMARY

Council decided at the June 2022 ordinary meeting to approve the display of Bible material in the Wagin Town Square and that this be reviewed after six months.

This item provides advice that the review be considered under delegated authority by reference to the local law and relevant council policy.

### BACKGROUND/COMMENT

A June 2022 report to Council was prepared by the then CEO on the matter of the Jehovah Witnesses, a religious entity, displaying Bible literature in the Wagin Town Square. The recommendation was amended to include a period of review after six months, resolution 4807 as follows:

*Moved Cr G R Ball Seconded Cr W J Longmuir*



*That approval be granted to the Jehovah's Witnesses to display Bible based literature in the Wagin Town Square at various times. To be reviewed after 6 months.*

*Carried 7/1*

A period of six months from advice to the proponent was 29 December 2022 and this meeting is the next ordinary meeting of Council.

Emailed advice from the proponent is there have been no issues; in regard to the local government, there have no complaints or comments recorded at the local government.

I note the body of the June report included reference to approval given for a similar display within the Ram Park. As this was not addressed in the June resolution, I have included reference to that location in this report to ensure clarity and later review.

While no adverse outcomes are expected, blanket approvals for any activity on council land or adjacent to a council facility may be ill-advised. Some form of review mechanism is required because the material may change, activities alter or responses to the activities may have a different result. In this regard such activities may be better managed through a permit with conditions for a finite period (as is the case with events or commercial activities). Unfortunately, the relevant local law does not adequately anticipate non-commercial activities. With a review of the local law this anomaly could be addressed.

Accordingly, the officer recommendation allows for a continuation in the activity while allowing for review in one year. This will allow for any consideration of a local law review.

### **CONSULTATION/COMMUNICATION**

Mr D. Baxter.

### **STATUTORY/LEGAL IMPLICATIONS**

There are questions of local law, council policy and delegated authority to be resolved.

### **POLICY IMPLICATIONS**

Council policy will be reviewed as required; no policy reference at this time.

### **FINANCIAL IMPLICATIONS**

There is no financial implication to this item.

### **STRATEGIC IMPLICATIONS**

Approval by Council supports diversity and connectedness in the community.

### **VOTING REQUIREMENTS**

Simple majority.



### 11.1.4 EMERGENCY MANAGEMENT MOU

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	22 February 2023
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ES.LE.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Draft MOU for emergency management

### OFFICER RECOMMENDATION/4931 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council:

1. Receive the draft Memorandum of Understanding (MOU) for regional emergency management co-operation as attached to this item;
2. Approve delegate(s) to the WALGA Central Country Zone to endorse motions addressing this MOU as amended;
3. Approve the President and / or CEO (as may be required) to sign an MOU when agreed to by the WALGA Central Country Zone.

Carried 8/0

### BRIEF SUMMARY

This item seeks council support for continued regional co-operation in emergency services.

### BACKGROUND/COMMENT

An existing Emergency Management MOU for the West Australian Local Government Association (WALGA) Central Country Zone is due for renewal. This document makes clear what is already understood by regional local governments: that there is a shared understanding and shared responsibility to actively participate in readiness and response in regard to emergency management.



Delegates of the Shire of Wagin to the Central Country Zone contribute to all debates and presentations in this space and have made suggestions about the term and operation of the MOU.

A draft MOU has now been circulated for local government comment and support. This item seeks Council support for the draft MOU and direction to zone delegates at future meetings which will address this matter.

This draft is for a term of five years but this may be extended to a longer period with review at five years.

Resource demands are contingent on the capacity and capability of the individual council.

All other requests and expectations are on the basis of mutual understanding, support and benefit with the goal of making any response more efficient.

#### **CONSULTATION/COMMUNICATION**

The agendas and minutes of WALGA zone meetings are provided to Council; CEO's of the zone; zone secretariat.

#### **STATUTORY/LEGAL IMPLICATIONS**

All local governments operate within the environment of the Local Government Act 1995 and emergency services legislation; this MOU references these without creating obligation.

#### **POLICY IMPLICATIONS**

There is a relationship to Council's Bush Fire policies (section B.); A.11 Release of staff to assist emergency services.

#### **FINANCIAL IMPLICATIONS**

No direct financial implication to this item.

#### **STRATEGIC IMPLICATIONS**

Support for emergency services and connectedness to our regional local government partners are central to the mission of this local government.

#### **VOTING REQUIREMENTS**

Simple majority.

# Local Government MoU

This Memorandum of Understanding is made on the (insert date)

## Parties to the Agreement

**Shire of Beverley**  
**Shire of Brookton**  
**Shire of Corrigin**  
**Shire of Cuballing**  
**Shire of Dumbleyung**  
**Shire of Kulin**  
**Shire of Lake Grace**  
**Shire of Narrogin**  
**Shire of Pingelly**  
**Shire of Quairading**  
**Shire of Wagin**  
**Shire of Wandering**  
**Shire of West Arthur**  
**Shire of Wickelpin**  
**Shire of Williams**

Hereinafter called the 'partnering LGs' parties' or 'partners'.

## Aim

This Memorandum of Understanding (MoU) sets out a basic framework for cooperation between the Local Governments (LGs) named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MoU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

## Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

## Partnering Objectives

Partners to this MoU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested.
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

## Allocation of Resources

1. This MoU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the Chief Executive Officer (CEO) of the LG seeking to offer aid.
2. This MoU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.
3. Acknowledges and accepts that each participating Local Government commits to make available at a minimum and if required the following resources (if they have available and or not otherwise committed or needed) at no cost for up to thirty (30) days during and immediately following an event. There after CEO discretion on allocation of these resources and cost recovery may apply:
  - Community Emergency Services Manager (CESM)
  - Local Recovery Coordinator (LRC)
  - Administration Officer
  - Plant Operator
  - Evacuation Centre Building
  - Animal Welfare Equipment
  - Community Bus (excludes fuel)
  - Emergency Generator (excludes fuel)

## Cost Recovery

The Disaster Recovery Funding Arrangements, Western Australia (DRFAWA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies. The affected partnering LG area will claim these costs accordingly under the DRFAWA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs may not be claimable via DRFAWA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

## Responsibilities

The partners to this MoU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MoU recognises that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MoU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

### **Partnering Expectations**

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this may be subject to further negotiation and agreement in writing between the partners concerned.
2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel, and storage.

### **Duration and Amendment**

The MoU will come into effect at the date which all parties have signed the agreement.

This MoU can be reviewed at any time but cannot be amended except with the written consent of all partners.

### **Term**

Unless mutually extended, terminated or parties withdraw, this MoU will expire on 30 June 2028.

### **Withdrawal**

Any partner may withdraw from this MoU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

### **Notices**

Communications in relation to this MoU should be addressed to:  
The Executive Officer, Central Country Zone of WALGA.



DRAFT





### 11.1.5 OUTRIGHT PURCHASE OF LARGE TIPPING TRUCK

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	7 February 2023
PREVIOUS REPORT(S):	5 September 2022; 12 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PL.AC.1
STRATEGIC DOCUMENT REFERENCE:	2022/23 Approved Budget
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Tender # 7 of 2022/23</li><li>2. CONFIDENTIAL Tender submissions.</li><li>3. CONFIDENTIAL Table listing tender submissions.</li></ol>

### OFFICER RECOMMENDATION/4932 COUNCIL RESOLUTION

Moved Cr W J Longmuir

Seconded Cr B L Kilpatrick

That Council:

1. Accept the tender from Albany City Motors for the outright purchase of a FVZ 240-300 6x4 Tipping Truck as specified in tender document # 7 of 2022/23 for the amount of \$211,442 (and NIL cents).

Carried 8/0

### BRIEF SUMMARY

Council decided at the September 2022 ordinary meeting to purchase three trucks by outright purchase. Tender #6 of 2022/23 sought tenders for this purpose but proved ineffective due to the grouped tender document. The system employed by the West Australian Local Government Association (WALGA) for online tender management has limitations in dealing with grouped tenders, requiring each major component to be dealt with as a single tender. This item deals with tender #7 of 2022/23 for the outright purchase of a large tipping truck.

### BACKGROUND/COMMENT

The 2022/23 approved budget included the purchase of three trucks with sale by tender with trade-in (thereby budgeting a purchase price less trade-in, resulting in a changeover value). Supply chain issues associated with international trade could



mean undue delay and to provide more flexibility in purchase, the then CEO requested modification to the budget decision. At the September 2022 meeting, an item to approve the outright purchase of the trucks with subsequent sale of current vehicles was approved. This recommendation was made with confidence that the second-hand market is strong and no adverse financial result is expected.

A grouped tender request for quote was prepared (#6 of 2022/23) but this included all three trucks as one tender request – but this would require acceptance of one tender for all trucks. The pricing of each truck and discussion at council about particular features resulted in individual decisions particular to each truck. Specifying different suppliers within a single tender was not possible due to the design of WALGA's online tool. This made the decision of December 2022 ineffective and required a re-start of the tender process.

Tenders 7, 8 and 9 of 2022/23 were let in January 2023 and this item deals with tender #7.

Tender document #7 is attached at Attachment 1.

Four tenders were received, and these are attached as Attachment 2 (note the attachment is Confidential).

A comparison table has been prepared and this is Attachment 3 with the recommended vehicle highlighted (note the attachment is Confidential).

All tenders meet the specification and the recommendation is made on the basis of value for money, including warranty and after sales service.

## **CONSULTATION/COMMUNICATION**

Manage of Works.

## **STATUTORY/LEGAL IMPLICATIONS**

s.3.75 Local Government Act 1995 regulation 11 Government (Functions and General) Regulations 1996

## **POLICY IMPLICATIONS**

The following policies are relevant.

A.18 Asset Management

F. 15 Purchasing and Tender Guide

F.18 Council Vehicle Replacement and Procurement

## **FINANCIAL IMPLICATIONS**



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This expenditure has been budgeted and will require disposal in the market of the existing vehicle following delivery. Consequently, the changeover values within the budget will be verified when the transaction are completed.

**STRATEGIC IMPLICATIONS**

These assets are required for works in the community

**VOTING REQUIREMENTS**

Absolute Majority



### 11.1.6 OUTRIGHT PURCHASE OF SMALL TIPPING TRUCK

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	7 February 2023
PREVIOUS REPORT(S):	5 September 2022; 12 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PL.AC.1
STRATEGIC DOCUMENT REFERENCE:	2022/23 Approved Budget
ATTACHMENTS:	1. Tender # 8 of 2022/23 2. CONFIDENTIAL Tender submissions. 3. CONFIDENTIAL Table listing tender submissions

### OFFICER RECOMMENDATION/4933 COUNCIL RESOLUTION

Moved Cr G K B West

Seconded Cr B L Kilpatrick

That Council:

1. Accept the tender from South West Isuzu for the outright purchase of a FRR 110-240 six tonne tipping truck as specified in tender document # 8 of 2022/23 for the amount of \$89,590 (and NIL cents).

Carried 8/0

### BRIEF SUMMARY

Council decided at the September 2022 ordinary meeting to purchase three trucks by outright purchase. Tender #6 of 2022/23 sought tenders for this purpose but proved ineffective due to the grouped tender document. The system employed by the West Australian Local Government Association (WALGA) for online tender management has limitations in dealing with grouped tenders, requiring each major component to be dealt with as a single tender. This item deals with tender #8 of 2022/23 for the outright purchase of a small tipping truck.

### BACKGROUND/COMMENT

The 2022/23 approved budget included the purchase of three trucks with sale by tender with trade-in (thereby budgeting a purchase price less trade-in, resulting in a changeover value). Supply chain issues associated with international trade could



mean undue delay and to provide more flexibility in purchase, the then CEO requested modification to the budget decision. At the September 2022 meeting, an item to approve the outright purchase of the trucks with subsequent sale of current vehicles was approved. This recommendation was made with confidence that the second-hand market is strong and no adverse financial result is expected.

A grouped tender request for quote was prepared (#6 of 2022/23) but this included all three trucks as one tender request – but this would require acceptance of one tender for all trucks. The pricing of each truck and discussion at council about particular features resulted in individual decisions particular to each truck. Specifying different suppliers within a single tender was not possible due to the design of WALGA's online tool. This made the decision of December 2022 ineffective and required a re-start of the tender process.

Tenders 7, 8 and 9 of 2022/23 were let in January 2023 and this item deals with tender #8.

Tender document #8 is attached at Attachment 1.

Three tenders were received and these are attached as Attachment 2 (note the attachment is Confidential).

A comparison table has been prepared and this is Attachment 3 with the recommended vehicle highlighted (note the attachment is Confidential).

All tenders meet the specification and the recommendation is made on the basis of value for money, including warranty and after sales service.

## **CONSULTATION/COMMUNICATION**

Manager of Works.

## **STATUTORY/LEGAL IMPLICATIONS**

s.3.75 Local Government Act 1995 regulation 11 Government (Functions and General) Regulations 1996

## **POLICY IMPLICATIONS**

The following policies are relevant.

A.18 Asset Management

F. 15 Purchasing and Tender Guide

F.18 Council Vehicle Replacement and Procurement

## **FINANCIAL IMPLICATIONS**



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This expenditure has been budgeted and will require disposal in the market of the existing vehicle following delivery. Consequently, the changeover values within the budget will be verified when the transactions are completed.

**STRATEGIC IMPLICATIONS**

These assets are required for works in the community

**VOTING REQUIREMENTS**

Absolute Majority



### 11.1.7 OUTRIGHT PURCHASE OF CREW CAB TRUCK

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	1 February 2023
PREVIOUS REPORT(S):	12 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PL.AC.1
STRATEGIC DOCUMENT REFERENCE:	2022/23 Approved Budget
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Tender # 9 of 2022/23</li><li>2. CONFIDENTIAL Tender submissions.</li><li>3. CONFIDENTIAL Table listing tender submissions.</li></ol>

### OFFICER RECOMMENDATION/4934 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G K B West

That Council:

1. Accept the tender from South West Isuzu for the outright purchase of a NPR 65/190 Crew Cab as specified in tender document # 9 of 2022/23 for the amount of \$78,060 (and NIL cents).

Carried 8/0

### BRIEF SUMMARY

Council decided at the September 2022 ordinary meeting to purchase three trucks by outright purchase. Tender #6 of 2022/23 sought tenders for this purpose but proved ineffective due to the grouped tender document. The system employed by the West Australian Local Government Association (WALGA) for online tender management has limitations in dealing with grouped tenders, requiring each major component to be dealt with as a single tender. This item deals with tender #9 of 2022/23 for the outright purchase of a crew cab truck.

### BACKGROUND/COMMENT

The 2022/23 approved budget included the purchase of three trucks with sale by tender with trade-in (thereby budgeting a purchase price less trade-in, resulting in a changeover value). Supply chain issues associated with international trade could mean undue delay and to provide more flexibility in purchase, the then CEO





requested modification to the budget decision. At the September 2022 meeting, an item to approve the outright purchase of the trucks with subsequent sale of current vehicles was approved. This recommendation was made with confidence that the second-hand market is strong and no adverse financial result is expected.

A grouped tender request for quote was prepared (#6 of 2022/23) but this included all three trucks as one tender request – but this would require acceptance of one tender for all trucks. The pricing of each truck and discussion at council about particular features resulted in individual decisions particular to each truck. Specifying different suppliers within a single tender was not possible due to the design of WALGA's online tool. This made the decision of December 2022 ineffective and required a re-start of the tender process.

Tenders 7, 8 and 9 of 2022/23 were let in January 2023 and this item deals with tender #9.

Tender document #9 is attached at Attachment 1.

Four tenders were received, and these are attached as Attachment 2 (note the attachment is Confidential).

A comparison table has been prepared and this is Attachment 3 with the recommended vehicle highlighted (note the attachment is Confidential).

All tenders meet the specification and the recommendation is made on the basis of value for money, including warranty and after sales service.

## **CONSULTATION/COMMUNICATION**

Manager of Works

## **STATUTORY/LEGAL IMPLICATIONS**

s.3.75 Local Government Act 1995 regulation 11 Government (Functions and General) Regulations 1996

## **POLICY IMPLICATIONS**

The following policies are relevant.

A.18 Asset Management

F. 15 Purchasing and Tender Guide

F.18 Council Vehicle Replacement and Procurement

## **FINANCIAL IMPLICATIONS**

This expenditure has been budgeted and will require disposal in the market of the existing vehicles following delivery. Consequently, the changeover values within the budget will be verified when transactions are completed.



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## **STRATEGIC IMPLICATIONS**

These assets are required for works in the community

## **VOTING REQUIREMENTS**

Absolute Majority



## 11.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICER

### 11.2.1 ACTING DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JANUARY 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	Donna George, Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	16 January 2023
PREVIOUS REPORT(S):	9 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	All Key Result Areas
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION/4935 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B S Hegarty

1. That Council receive the Deputy Chief Executive Officer's report as presented.

Carried 8/0

#### BRIEF SUMMARY

The following report details activities within the DCEO portfolio.

#### BACKGROUND/COMMENT

Fire mitigation processes are being maintained with an agreement between the shire and Narrogin Fire and Emergency Services (DFES) to ensure ongoing requirements for Unallocated Crown Land (UCL) are managed by DFES.

Key Meetings in November:

- Local Emergency Management Committee (LEMC) forum in Narrogin, which include a presentation from NBN advising of the process they have in place to respond in an emergency situation. They closely monitor emergency channels and the Bureau of Meteorology (BOM) to ensure they're responsive to any NBN infrastructure at risk. There's a supply of equipment which can be transported and activated for short-term use at minimal notice.
- Homecare meeting to discuss options to assist the Homecare Gardener with backup assistance.



- Audit exit Meeting

A junior officer is working on a trial basis in administration currently who is proving to be very capable.

## **CORPORATE SERVICES**

The purpose of corporate service officers is to deliver administration services to the community through local government activities.

### **Building Officer**

The shire received one new building permit query which is under review.

A BA7 - Notice of Completion - has been received for:

- New dwelling – 94 Johnston Street
- VFRS (Volunteer Fire and Rescue) Tunic Room – 7 Traverse Street

Four new development inquiries with advice issued: two previous development enquiries with further consultation.

A Health Notice has been issued to a property owner by the Environmental Health Officer (EHO) regarding health and wellbeing issues, listing requirements and a timeline.

### **Community Development Officer**

Since the previous report, there's been nine postings to the shire Facebook page with the biggest audience being associated with lost pets.

Note: Pool Facebook 10 postings

Social Media – Dec/ Jan	Date	Post reach
Lost pet	6/01/23	1,284
Australia Day - Notice	5/01/23	1,095
Hire Notice – fees change	5/01/23	727
Shire Notice – Annual report	2212/22	615

### **Community Events:**

- Australia Day 26 January 2022
  - (Prepared prior to the event). Preparations are well underway for Australia Day. Plan for activities has been drafted. Accommodation, Artist, musicians booked. Awaiting indigenous representation for 'welcome to country', and didgeridoo artist and children to assist in painting of six seasons.
  - Multicultural element highlighting the many cultural connections within the Wagin community to at least 30 other countries.



- Free pool access in afternoon (publicised via Pool Facebook)

The community development officer submitted a number of funding applications while finalising existing funding:

- Department of Water: funding approved for access points to emergency water within the district:
  - a fast fill pump at the weir opposite the depot which will allow access to emergency water quickly
  - a 25kl tank at the airfield providing emergency water to both fire services and water bombers
  - a tanker trailer (not the prime mover) 25kl approximately, for transportation to fire sites as and when needed by volunteer crews;
- Queens Jubilee – funding to plant trees in recognition of the Queens Jubilee celebrations, funded by the Dept of Industry, science, energy and resources
  - Planting of 10 trees in Chellew Park – purple flowering crepe myrtles
  - Extension of the footpaths to lead to the seating (to come)
  - Shelter over one of the seats (to come)
- Historical Village Shed – funded through LRCIP – the build is complete, the power is connected, the remaining kit out plan to be advised, however funding is expended.
- Historical Village Police Station – nearing final acquittal stage
- Thank a Volunteer funding - \$2,000 – approved, scheduled for 15 February 2023.
- Australia Day funding - \$30,000 through National Australia Day Council – approved
  - Previously the shire has been successful to the value of \$20,000, this year we raised the stakes and added value with a cultural walk to be created throughout the wetlands park.
- Heritage Grant Application – to support a review of the Heritage inventory, which was last completed in 1997, as an input to revised strategic planning policy for Heritage Management and develop guidelines to assist council in heritage management – submitted.

### **Swimming Pool**

No report at this time.

### **Library**

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

Library Update:



Staff have been making notes on the attendance specific to the times people are attending, for a future review of opening hours. Staff have also put-up Christmas decorations and are creating weekly points of interest for the patrons.

#### Library Events:

- Wagin Library and Gallery Book Club was on 12 November from 2pm to 4pm.
- The next Book Club will be held 10 December at Wagin Library and Gallery at the same time
- Story Time is held every Wednesday 10am to 11am and Fridays from 1.30pm to 2.30pm.
- Children's Book Club is held every Tuesday 3.30pm to 4.30pm.

#### Library Regular Activities and Statistics

- 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 on 27 November at 4.30pm.
- Our next Friends Meeting will be held on 23 November at 4.30pm.

Patron Visits	203
Free Tea or Coffee	9
Phone Enquiries	32
Inter-Library requests	2
Information searches by library staff	2

Patron Comments and Suggestions may be recorded in a guest book.

#### Up and coming news and events:

- Planned visit from Esperance Author Fleur MacDonald in 2023

### **Homecare**

The purpose of Homecare is to maximise independence, wellbeing and community connections so aged persons can remain living independently in the community.

#### Report for December 2022:

- 87 unique clients received four or more services in December; Domestic Assistance (26.9%); Gardening (21.8%); and Transport (13.2%) are the services in greatest demand.



Service	Number of Clients
Domestic Assistance	58
Gardening	47
Transport	29
Social Support Group	40
Social Support	15
Nursing	13
Shopping	6
Meal Preparation	4
Meals on Wheels	3
Personal Care	1

(Some clients utilise more than one service)

- There were 429 service deliveries in December; Domestic Assistance (31.2%), Social Support Group (16.3%) and Transport (11.7%) are the services in greatest demand.

Service	Number of Services
Domestic Assistance	134
Social Support	47
Transport	50
Gardening	49
Social Support - Group	70
Nursing	27
Meals on Wheels	20
Shopping	14
Personal Care	12
Meal Preparation	6

### **CONSULTATION/COMMUNICATION**

Chief Executive Officer and staff of the Shire of Wagin.

### **STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995 and relevant regulations.



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### **POLICY IMPLICATIONS**

No direct policy implications.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implication to this report.

### **STRATEGIC IMPLICATIONS**

Reference to and implementation of the Shire of Wagin Strategic Community Plan; Shire of Wagin Corporate Business Plan; Shire of Wagin Disability Access and Inclusion Plan.

### **VOTING REQUIREMENTS**

Simple majority





## 11.2.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – FEBRUARY 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	Donna George, Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	20 February 2023
PREVIOUS REPORT(S):	16 January 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	All Key Result Areas
ATTACHMENTS:	Nil

### OFFICER RECOMMENDATION/4936 COUNCIL RESOLUTION

**Moved Cr S M Chilcott**

**Seconded Cr M A O'Brien**

- 1. That Council receive the Acting Deputy Chief Executives Officer's report as presented.**

**Carried 8/0**

### BRIEF SUMMARY

The following report details activities within the DCEO portfolio.

### BACKGROUND/COMMENT

The role of Deputy Chief Executive Officer is an operational role delivering administration that is beneficial for the community while being financially viable.

Meetings this month have included:

Sven Andersen, the Superintendent at Department of Fire and Emergency Service in Narrogin, to discuss best practice within the firefighting realm.

Various agencies to support Homecare services in Wagin.

Emergency services update.

The brigades have attended a number of fires locally with quick responses and resolution in good time.

A deliberate fire at the Wagin Historical well site resulted in a rapid turnout by crew and overnight monitoring was required. This was investigated by local police with limited outcomes as the alleged offender was underage.



The Bushfire Brigade AGM is scheduled for April 11, 2023 at the shire office, from 7pm.

## CORPORATE SERVICES

### BUILDING OFFICER

Report provided monthly for Councils information consisting of Planning, Building and Health activities for the month of January 2023.

#### BUILDING PERMITS –

Permit No.	Owner	Builder	Location	Description	Value	Fees
99923	Drew and Rebecca McAuliffe	Ryan Scardetta	26 Forrest Street	House Extension	\$82,500	\$264
99924	Gregory King	Gregory King	20 Stubbs Street	Patio	\$2,000	\$110
99925	Jacki Pty Ltd	Trevor Parsons	11 Tudhoe Street	Renovations and rebranding	\$198,000	\$633
99926	Beverley Schrader	Beverley Schrader	Lot 807 Beaufort Road	Steel clad steel frame shed	\$1,000	\$110

#### BUILDING FINALS (BA7) FINAL CERTIFICATES RECIEVED

Nil

#### BUILDING AND DEVELOPMENT ENQUIRIES:

Five pending development enquiries:

- One recently submitted and is in the hands of our Town Planner.
- Two are awaiting response from Main Roads WA, and recommendations will be made once received.
- Two were simple enquiries that are now awaiting customer documentation to progress.

#### HEALTH RELATED ENQUIRIES

A Health Notice is pending for a Wagin residence. The property is vacant and is ongoing.

#### RANGER REPORT

Cat trap hire has increased although reported number of cats caught is unchanged.

WA Contract Rangers is seeking agreement to pick up and re-house domestic stray and surrendered cats from Wagin and surrounding shires, due to rehoming facilities being over utilised. This project is still ongoing.



Dog related issues have been decreasing. Over the Christmas break there were a few more than usual barking complaints due to people being home, and many visitor dogs around town. These have all been resolved with no further complaints.

There has been an ongoing issue regarding a dog in poor living conditions but it's not an area our ranger can act on. The *Animal Welfare Act 2002* is generally enforced by the RSPCA and this situation has been reported.

## **COMMUNITY DEVELOPMENT OFFICER**

### Social Media (Facebook):

Since the previous report, there's been 13 postings to the shire Facebook page with the biggest audience being associated with the closure to the RV park in March / April.

Note: Pool Facebook nine postings

Social Media – Jan/ Feb	Date	Post reach
Wagin RV Area closed	7 Feb 23	4,219
Thank a volunteer Day	31 Jan/ 8 feb 23	1,229
Australia Day - Thanks	19 Jan/ 27 Jan 2023	1,203
Medical Centre Closed	25 Jan 2023	1,021

### Electronic Sign

Information on this sign has been revised and refreshed. Recent examples include Clean Up Australia Day, Betty Terry Theatre, Trach Mac, Woolorama and Thank a Volunteer. Staff are happy to facilitate advertising of community events given sufficient time to create a post.

### Community Events:

Completed

Australia Day 26 January 2022

- Another wonderful Australia Day supported by the Community. Breakfast was again co-ordinated by the Lions and Rotary Clubs of Wagin. Shire President Councillor Phil Blight was the Master of Ceremonies and oversaw presentations including a speech from Julian Pace. Julian made an impact on everyone present. Three new citizens were also made welcome following their pledges to Australia. Entertainment was provided by Rastatrix and behind the scenes art was both on display and being created by younger members of our community. For more information see the Wagin Woolpress edition 161. Supported by The Australia Day Council.

Thank a Volunteer Day 15 February 2023



- The Thank a volunteer event went off well on Wednesday 15 February, with approximately 50 attending and a number of community members receiving a certificate of thanks from the Minister for Emergency Services; Innovation and the Digital Economy; Medical Research; Volunteering. This event is a great way to show the appreciation of the local government for the massive commitment made by local volunteers to many and various community events, organisation and activities within the shire. Supported by the Department of Communities.

#### Grant Funding:

Currently Lodged

Local Government Heritage Consultancy grant – application made for \$10,103 to:

- Review the 1997 Municipal Inventory of Heritage Places and
- Review/ revise the Strategic Planning Policy for Heritage Management
- Develop/ create other complimentary guidelines to assist Council in heritage management.

#### Approved

Australia Day 2023 Community Grant - \$30,000 – Australia Day Council.

Historical Village Museum and Police Display – nearing final acquittal with final painting and signage to building occurring. \$40,000 – Wheatbelt Development Commission.

Queens Jubilee Grant – awaiting installation of paving and tree protection and shade before acquittal. \$10,000 - Department of Industry, Science, Energy and Resources

Thank a Volunteer \$2,000 – Department of Communities.

#### Gym memberships

New applications remain consistent at between one to two per week. The recent addition of a replacement treadmill is proving to be a hit with members, with the ability to walk tracks from all over the world via the screen attached.

#### Pool

External Safety Assessment (audit) occurring 28 February. This will be completed by Royal Life Saving WA and is completed each five years to comply with the Department of Health WA Code of Practice and Guidelines for Safe Pool Operations.

#### Tourism

Regional Tourism meeting – Kojonup - 22 February



Over 15 shires, tourism operators and interested government and Not for Profit agencies will be represented at a regional tourism meeting to occur in Kojonup on the 22 February. The meeting will investigate opportunities for partnerships across the region, discuss concepts in line with existing strategic planning frameworks such as AGO (Australia's Golden Outback). This is also an opportunity to network with peers and facilitate new ideas while seeking to identify key priorities for the region.

#### Incomplete activities

- Flag path information for website with QR code and signage
- Frame for Australia Day art display within the Wetlands Park area

### **SWIMMING POOL**

School Holidays was lot quieter than the after-school period, considering the weather with low outside averages of 28-32 degrees. There is, however, an increase on last year's numbers. The most regular swimmers are early morning with an average 15-20 lap swimmers daily.

Admission	January 2023
Family – pass and paid	564
Adult – pass and paid	424
Child – pass and paid	325
Education Dept	80

#### Future events

- School interm swimming lessons for Wagin and Dumbleyung
- School swimming carnival Wagin
- Blue light disco pool party
- End of season Party in planning stages
- Inflatable event one weekend
- Swim club time trails windup

#### Behavioural issues – resulting in short term bans

Playing fighting – four different occasions

Abusing shower limited use on different occasions

Abusing patrons.

Inappropriate behaviour towards manager which resulted in a police report.

Running on the pavement – two individuals

#### Maintenance

Researching options on acid storage containers to install to help control the corrosion to the plantroom. New backwash procedure for learn to swim pool has changed.



## LIBRARY

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

### Library Events:

- Wagin Library & Gallery Book Club was on Saturday February 11 from 2pm to 4pm.
- Our next Book Club will be held on Saturday March 4 at Wagin Library and Gallery
- Story Time is held every Wednesday 10am to 11am then again on Fridays 1.30pm to 2.30pm.
- Children's Book Club is held every Tuesday 3.30pm to 4.30pm.

### Library Regular Activities:

- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- Friends of Wagin Library and Gallery meeting was held on Thursday November 27 at 4.30pm.
- Our next Friends Meeting will be held on Thursday February 23 at 4.30pm.

### Library Statistics:

Patron Visits	220
Free Tea or Coffee	21
Phone Enquiries	46
Inter-Library requests	3
Information searches by library staff	6

### Events:

- Library Lover's Day 14 February.

Indigenous Resources: All up we have about thirty-three indigenous related items in the library, a combination of non-fiction and fiction items. For example, in Aboriginal History:

- The Encyclopedia of Aboriginal Australia: Aboriginal and Torres Strait Islander History, Society and Culture Volume 1 and Volume 2
- Nyungar Tradition -Glimpses of Aborigines of South-Western Australia 1829-1914
- Voices of the Wheatbelt

Wagin Library & Gallery have Joined AV and Large Print so we can promote an Author of the Month; and "Special – Collections WA" to reference rare books and special collections.



Staff are working on identifying library software replacement, this is the system which records members, and the books they currently have on loan. Purchase of a new computer has been held over to confirm software specification requirements will be compatible before purchase.

## HEMOCARE

The purpose of Homecare is to maximise independence, wellbeing and community connections so aged persons can remain living independently in the community.

Report for January2023:

- 81 unique clients received four or more services in December; Domestic Assistance 33.1%); Gardening (29.6%); and Transport (10.7%) are the services in greatest demand.

Service	Number of Clients
Domestic Assistance	56
Gardening	50
Transport	18
Social Support	16
Nursing	15
Shopping	5
Meal Preparation	3
Meals on Wheels	3
Personal Care	2
Social Support Group	1

(Some clients utilise more than one service)

- There were 426 service deliveries in January; Domestic Assistance (35.7%), Social Support Individual (14.8%) and Transport (11.7%) are the services in greatest demand.



Service	Number of Services
Domestic Assistance	152
Social Support	63
Gardening	63
Transport	51
Nursing	33
Meals on Wheels	21
Shopping	19
Personal Care	17
Meal Preparation	6
Social Support - Group	1

(Some deliveries involve more than one service)

#### **CONSULTATION/COMMUNICATION**

Chief Executive Officer and staff of the Shire of Wagin.

#### **STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995 and relevant regulations.

#### **POLICY IMPLICATIONS**

No direct policy implications.

#### **FINANCIAL IMPLICATIONS**

There are no direct financial implications to this report.

#### **STRATEGIC IMPLICATIONS**

Reference to and implementation of the Shire of Wagin strategic Community Plan, Shire of Wagin Corporate Business Plan, Shire of Wagin Disability access and Inclusion Plan.

#### **VOTING REQUIREMENTS**

Simple Majority.





### 11.2.3 FIRE CONTROL OFFICERS, COMMITTEE AND OFFICER RECOMMENDATION

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Donna George, Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	30 January 2023; 21 February 2023
PREVIOUS REPORT(S):	Ordinary meeting council 22 March 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	Council leadership - Item 5.2
ATTACHMENTS:	1. Minutes of Bushfire Advisory Meeting 17 March 2022

### OFFICER RECOMMENDATION/4937 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That Council accept the recommendation of the Bushfire Advisory Committee, 17 March 2022, that the following people are Fire Control Officers, subject to meeting the training requirements, for the 2022/2023 period.

- Ross Goldsmith
- Ian McDougall
- Geoff Abbott
- Wade Brockway
- Bruce Johnson
- Carol Goldsmith
- Chris Piesse
- Anthony Rowell
- Steve Angwin
- Glen Thompson
- Xavier White
- Cam Clifton
- Ben Robinson
- Tristan Storer
- Lyn Lucas
- Paul Ward
- CEO – Shire of Wagin

Carried 8/0



## **BRIEF SUMMARY**

The March 2022 Bushfire Advisory Committee meeting nominated the above persons to be fire control officers, giving them authority to act for the Shire of Wagin under the provisions of the Bush Fires Act 1954 as Fire Control Officers (FCO's).

## **BACKGROUND/COMMENT**

Following the March 2022 Bushfire Advisory Committee meeting, minutes were presented at council to be received and the recommendations adopted as decisions of Council. The requirements for authorising officers means the names of the nominees be included in any recommendation. Advice received is that committee decisions are to be tabled with an officer recommendation and advice.

Additionally, the Bush Fire Brigade Local Law has been identified as invalid and advice has been received that confirmation of FCO's will assist in managing associated risk by Council naming the authorised person within a decision.

## **CONSULTATION/COMMUNICATION**

James McGovern, the Manager of Governance and Procurement at WALGA, provided advice regarding the process as it stands and recommended best practice option as presented here.

## **STATUTORY/LEGAL IMPLICATIONS**

s.38 Bushfires Act 1954

## **POLICY IMPLICATIONS**

B.9 Management of Bushfire Volunteers Policy

## **FINANCIAL IMPLICATIONS**

There are no financial implications to this report.

## **STRATEGIC IMPLICATIONS**

Support of volunteers and engagement on emergency services are key result areas of the Shire of Wagin (5.4 Encourage Volunteerism).

## **VOTING REQUIREMENTS**

Simple Majority.



# MINUTES

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# ANNUAL GENERAL MEETING OF THE BUSHFIRE ADVISORY COMMITTEE

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17 MARCH 2022  
Ordinary Council Meeting



## DISCLAIMER

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

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

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

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

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

**Bill Atkinson**  
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.



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## SHIRE OF WAGIN

Minutes for the Annual General Meeting of the Bushfire Advisory Committee held in the Council Chambers, Wagin on Thursday 17 March 2022 commencing at 7:02pm

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## 1. OFFICIAL OPENING

The Chairperson opened the meeting 7:02pm.

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

### 2.1 ATTENDANCE

Phil Blight	Chairperson
Ross Goldsmith	Chief Bushfire Control Officer
Carol Goldsmith	BFB Member
Cam Clifton	Brigade Captain - Badjarning
Lyn Lucas	BFB Member
Wade Brockway	Brigade Captain – Lime Lake
Steve Angwin	BFB Member
Ty Cook	VFRS Captain
Aaron Kain	Department of Fire and Emergency Services
Emily Edwards	Deputy Chief Executive Officer
Donna George	Community Liaison Officer

### 2.2 APOLOGIES

Anthony Rowell	Brigade Captain - Cancanning
Xavier Rowell	Brigade Captain - Ballaying
Bryn Becker	BFB Member
Phil Ward	BFB Member

## 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 ANNUAL GENERAL MEETING OF THE BUSHFIRE ADVISORY COMMITTEE MEETING HELD 17 MARCH 2021

#### COMMITTEE DECISION

Moved L Lucas

Seconded C Goldsmith

That the minutes of the Annual General Meeting of the Bushfire Advisory Committee held on 17 March 2021 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.

Carried 9/0

## 7. CORRESPONDENCE AND REPORTS

### 7.1. CHIEF BUSHFIRE CONTROL OFFICER REPORT

Well, here we are at the end of another fire season. 2021/22 season started fairly slowly with only 2 fires reported in the Wagin Shire over the harvest period. The first was a header fire which the farmer was able to extinguish themselves. Then on the 29<sup>th</sup> of Dec a header fire at Tim Scott's. We sent several units to assist with the fire at Highbury on Mark Hoystead's property, although this put up a lot of smoke it only burnt about 15 hectares of crop, very thick stubble. 2021 ended very quietly.

Things went along fairly smoothly until 25<sup>th</sup> Jan 2022, we had a light drizzle which played havoc as the day warmed up and the wind picked up. Then came reports of at least 9 pole top fires that we are aware of, there may have been others. There is a problem with these power poles as most of the ones which caused fires to have been replaced in the last 5 years. It seems to be a problem with the insulator they are using, I will explain more later. These fires resulted in most of the shire having no power for at least 36 hours.

The next fire which was the result of power lines touching was on Peter Cumming's property and quickly spread to Murray Gell's property next door. This was in thick stubble and took some time to bring under control, there was a great response from everyone, and this season we have water in dams which once again proved the value of the mobile standpipes. The day after this fire came the Narrogin, Wickepin fire, which was a massive challenge to all who attended, this fire burnt approx. 18000 hectares with many stock losses, this saw a small group volunteer the help dispose of burnt and injured animals the next day as well as people helping with the mopping up. A massive THANK YOU to all who helped out there in any capacity.

On the 24<sup>th</sup> of Feb we had drizzle again resulting in 3 pole top fires, here we go again, at least we didn't have strong winds to battle. Once again, a great turn out. Thank you to all our volunteers. The most recent fire was at the Gilmac hay plant, the hay press caught fire. VFRS were first on scene with a good turnout, problems with water pressure.



We were saddened to learn of the death in November last year of the death of Peg Justins, for those who don't know, George and Peg were the ones who set up the Wagin Bushfire Radio Network and she supported and filled in for George whenever he went to a fire. Peg could always be relied on, and we have used her example as our model. Peg was 99 when she passed away.

Thank you one and all for your help and support, we now have many more firefighters who have experienced the large fires.

### **Ross and Carol Goldsmith – CBFCO Report 17<sup>th</sup> March 2022**

Carol requested the Shire write a letter to the family of Peg and George Justins on the family's contribution to the local bushfire network. Peg Justins passed away recently.

Donna George to follow up on the details regarding when George started as a brigade member.

#### **COMMITTEE RECOMMENDATION**

**Moved C Clifton**

**Seconded S Angwin**

**That the Committee recommend that Council receive the Chief Bushfire Control Officer Annual Bushfire Report.**

**Carried 9/0**

#### **7.2. ELECTION OF OFFICER BEARERS**

##### **7.2.1 CHAIRPERSON**

P Blight, as declared by Council

##### **7.2.2 CHIEF BUSHFIRE CONTROL OFFICER**

L Lucas nominated R Goldsmith, there being no further nominations R Goldsmith was declared as Chief Bush Fire Control Officer.

##### **7.2.3 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER 1**

C Goldsmith nominated X White, there being no further nominations X White was declared as Deputy Chief Bushfire Control Officer 1

##### **7.2.4 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER 2**

T Cook nominated A Rowell, there being no further nominations A Rowell was declared as Deputy Chief Bushfire Control Officer 2

##### **7.2.5 FIRE CONTROL OFFICERS**

The following members were nominated as Fire Control Officers for 2022/23:

- R Goldsmith
- I McDougall
- G Abbott
- W Brockway
- B Johnson (Bruce)





- C Goldsmith
- C Piesse
- A Rowell
- S Angwin
- G Thompson
- X White
- C Clifton
- B Robinson
- T Storer
- B Becker
- L Lucas
- P Ward
- CEO – Shire of Wagin

#### 7.2.6 SHIRE OFFICE – TOWN FIRE PERMITS

- E Edwards
- D George
- D Stephens

#### COMMITTEE RECOMMENDATION

Moved L Lucas

Seconded W Brockway

That the Committee recommend to Council that the following Fire Control Officer appointments be made subject to meeting the training requirements:

#### FIRE CONTROL OFFICERS

- R Goldsmith
- I McDougall
- G Abbott
- W Brockway
- B Johnson (Bruce)
- C Goldsmith
- C Piesse
- A Rowell
- S Angwin
- G Thompson
- X White
- C Clifton
- B Robinson
- T Storer
- B Becker
- L Lucas
- P Ward
- CEO – Shire of Wagin

#### SHIRE OFFICER – TOWN FIRE PERMITS

- E Edwards
- D George
- D Stephens

Carried 9/0



## 7.2.7 BRIGADE CAPTAINS

### COMMITTEE RECOMMENDATION

**Moved L Lucas**

**Seconded W Brockway**

**That the Committee recommend to Council that the following Bushfire Brigade Captain appointments be made:**

#### **BADJARNING**

C Clifton was declared elected as Captain for Badjarning Brigade

#### **BALLAYING**

X White was declared elected as Captain for Ballaying Brigade

#### **CANCANNING**

A Rowell was declared elected as Captain for Cancanning Brigade

#### **LIME LAKE**

W Brockway was declared elected as Captain for Lime Lake Brigade

#### **PIESSEVILLE**

R Goldsmith was declared elected as Captain for Piesseville Brigade

#### **WEDGECARRUP**

I McDougall was declared elected as Captain for Wedgescarrup Brigade

#### **WAGIN TOWN**

T Cook was declared elected as Captain for Wagin Town Brigade

**Carried 9/0**

## 7.2.8 CHIEF FIRE WEATHER OFFICER

This position will be delegated to the Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer 1 or Deputy Chief Bush Fire Control Officer 2.

## 7.2.9 FIRE WEATHER COMMITTEE

### COMMITTEE RECOMMENDATION

**Moved R Goldsmith**

**Seconded T Cook**

**That the Committee recommend to Council that the following Fire Weather Committee appointments be made:**

#### **FIRE WEATHER COMMITTEE**

- R Goldsmith
- I McDougall
- C Piesse
- S Angwin



- W Brockway
- X White
- A Rowell

Carried 9/0

#### 7.2.10 DUAL FIRE CONTROL OFFICERS

##### COMMITTEE RECOMMENDATION

Moved R Goldsmith

Seconded C Clifton

That the Committee recommend to Council that the following Dual Fire Control Officer appointments be made:

##### DUMBLEYUNG

S Angwin  
X White

##### NARROGIN

R Goldsmith  
C Piesse

##### WOODANILLING

W Brockway  
I McDougall

##### WILLIAMS

C Piesse

##### WEST ARTHUR

G Abbott  
B Robinson

##### WICKEPIN

S Angwin

Carried 9/0

#### 7.2.11 CLOVER BURINING PERMIT OFFICER

Chief Bush Fire Control Officer – R Goldsmith

#### 8. GENERAL BUSINESS

Nil



## 9. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 7.24pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 17 March 2022

*Signed:*

.....

*Chairperson*

Date:

.....



#### 11.2.4 CERTIFICATION OF THE RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER (CEO)

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Donna George Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	27 January 2023
PREVIOUS REPORT(S):	14.1.1 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.RE.143
STRATEGIC DOCUMENT REFERENCE:	Local Government Act 1995 and Local Government Regulations 1996
ATTACHMENTS:	1. Policy A.27 Standard for CEO Recruitment, Performance and Termination.

#### OFFICER RECOMMENDATION/4938 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr G K B West

That Council:

1. Certifies that the process of recruitment of Ian McCabe as CEO; the appointment by Council 20 December 2022; and the forming of an employment contract between Ian McCabe and the Shire of Wagin for a period of five years, complies with Council Policy A.27 Standard for CEO recruitment, performance and termination; and meets the requirements of Section 5.39 and 5.39B (7) of the Local Government Act 1995; and regulation 18FB of the Local Government (Administration) Regulations 1996.
2. That a copy of this resolution be conveyed to the Departmental CEO within 14 days.

Carried 8/0

#### BRIEF SUMMARY

Section 5.39B (7) of the Local Government Act 1995; and regulation 18FB of the Local Government (Administration) Regulations 1996; require Council to certify by Absolute Majority that the adopted Model Standards for CEO Recruitment, Performance and Termination have been complied with in the recruitment of the CEO.



## **BACKGROUND/COMMENT**

On 3 February 2021, the Local Government (Administration) Amendment Regulations 2021 (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs). The aim of the CEO Standards is to provide local government with a consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

These amendment regulations added the provision to the Local Government Act 1995 ('the Act') and the Local Government (Administration) Regulations 1996 that recruiting councils certify that the CEO recruitment process had adhered to the model standards.

Specifically, the regulation 18FB at (3) states:

*'(3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution (absolute majority required), certify that the person was employed in accordance with the local governments' adopted standards in relation to the recruitment of CEOs.'*

Council appointed by absolute majority Ian McCabe as Chief Executive Officer at its ordinary meeting 20 December 2022 and formed an employment contract in accordance with section 5.39 of the Act. The appointment was effective 3 January 2023. As Council does not meet in January, the next practicable ordinary meeting is February.

Regulation 18FB (4) requires a copy of the resolution to be given to the Departmental CEO within 14 days of being passed.

The model standards are incorporated into Council policy A.27 and adopted by Council 2 August 2022 (item 12.1.2) and were referred to in documentation prepared for the recruitment of the Chief Executive Officer August 2022 to December 2022 with oversight by the recruitment committee, Council and supported by administrative officers.

This item certifies that Council policy; the Standard; regulations and the relevant provisions of the Act have been complied with in the recruitment of the Chief Executive Officer.

## **CONSULTATION/COMMUNICATION**

Full Council; Ms Emily Edwards, Deputy Chief Executive Officer.



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### **STATUTORY/LEGAL IMPLICATIONS**

Sections 5.39 and 5.39B (7) of the Local Government Act 1995; and regulation 18FB of the Local Government (Administration) Regulations 1996.

### **POLICY IMPLICATIONS**

Compliance with Council policy A.27, 'Standard for CEO recruitment, performance and termination policy.'

### **FINANCIAL IMPLICATIONS**

This item has no financial implications.

### **STRATEGIC IMPLICATIONS**

The CEO is an important appointment with implications for Council's strategic development and operational delivery. As such the process must meet the required standards set by Council, legislation and public expectations.

### **VOTING REQUIREMENTS**

Absolute Majority.



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## A.27 STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION POLICY

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POLICY NUMBER	A.27
POLICY TYPE	ADMINISTRATION
DATE ADOPTED	2 August 2022 (Council Resolution #4824)
REVIEW DATE	
DELEGATION APPLICABLE	NO

### OBJECTIVE

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

### Division 1 — Preliminary provisions

#### 1. Citation

These are the Shire of Wagin Standards for CEO Recruitment, Performance and Termination.

#### 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Wagin;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.



## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

### 8. Establishment of selection panel for employment of CEO

- (1) In this clause —

*independent person* means a person other than any of the following —

- (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
- (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

**9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
- (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

**10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### 11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

#### 12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

#### 13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### 14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### Division 3 — Standards for review of performance of CEOs

#### 15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### 16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

#### 17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

#### 18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

#### 19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

### Division 4 — Standards for termination of employment of CEOs

#### 20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

#### 21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

**22. Additional principles applying to termination for performance related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

**GUIDELINES**

- *Local Government Act 1995*

**HISTORY**

- Nil

**REVIEWED**

- Chief Executive Officer



## 11.3 MANAGER OF WORKS

### 11.3.1 WORKS AND SERVICES REPORT – JANUARY / FEBRUARY 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	Allen Hicks, Manager of Works
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	10 February 2022
PREVIOUS REPORT(S):	7 December 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	2022/23 Approved Budget
ATTACHMENTS:	1. Plant report 2. Status Report

### OFFICER RECOMMENDATION/4939 COUNCIL RESOLUTION

Moved Cr

Seconded Cr

1. That Council receive the Manager of Works Officers Report as presented.

Carried 0/0

### BRIEF SUMMARY

Nil

### BACKGROUND/COMMENT

#### CONSTRUCTION CREW:

- Construct, cement stabilise and seal shoulders on a 1.4km section of Bullock Hills Road west of Puntapin Road
- Construct and cement stabilise the north/south runway at the Airfield, with a 3 coat seal on a 300m section of the north end runway
- 10mm reseal on Vernon Street from Vine street to Airfield road.
- Gravel sheet a 3km section of Wagin Wickepin Road south of boundary

#### UPCOMING WORKS:

- Full construction, cement stabilise and seal 1.4km failed section on Jaloran Road
- Construct, cement stabilise and seal shoulders on 3.1km section of Dongolocking Road
- Construct concrete footpath on Tarbet Street from Tudhoe Street to Trimdon Street



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### **ROAD MAINTENANCE:**

The Works crew have attended public requests, general road maintenance issues including blow outs on unsealed roads and fallen trees as they arise.

Maintenance grading school bus routes and removing suckers on road verges.

### **TOWN MAINTENANCE:**

The town crew have been undertaking community requests, removing fallen trees, cleaning out culverts and drains, patching potholes and other works as required. Seedlings have been planted in various locations and pots around town.

### **PLANT / MACHINERY:**

General servicing of small and large plant has been carried out by Shire staff, major servicing and mechanical repairs to be carried out by Marley Diesel and Ag as required.

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

This expenditure has been budgeted.

### **STRATEGIC IMPLICATIONS**

These assets are required for works in the community

### **VOTING REQUIREMENTS**

Simple Majority



PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	D GEORGE	29/10/2019	49,095	50,000	W.1	
ISUZU D-MAX WAGON P-02	I MCCABE	1/11/2018	103,613	100,000	W.001	Service Due
ISUZU D MAX P-04	A HICKS	17/11/2020	61,504	66,000	W.1008	
TOYOTA KLUGER - P-05	P VAN MARSEVEEN	13/10/2021		15,000	W.1479	
WCM LOADER P-09	REFUSE SITE	30/06/2012		1/03/2023	W.10292	Unservicable
CAT GRADER P-10	J PRAETZ	14/01/2021	2,517	2,500	W.284	Service Due
KOMATSU LOADER P-11	G EVANS	21/03/2018	5,042	5,220	W.10707	
KOMATSU GRADER P-12	C WARREN	15/01/2019	4,831	5,081	W.041	
KOMATSU EXCAVATOR P-13	VARIOUS	10/12/2021	203	250		
ISUZU TRUCK P-14	S HISKINS	3/12/2019	87,577	84,000	W.1002	Service Due
BOMAG ROLLER P-15	VARIOUS	3/01/2008	10,569	10,650	W.7862	
ISUZU TRUCK P-16	VARIOUS	19/10/2010	112,900	115,562	W.1012	
MAHINDRA P-17	M WUBBELS	21/03/2022	5,975	10,000	W.10955	
KUBOTA MOWER P-18	M TITO	31/10/2019	421	521		
VIBE ROLLER P-19	VARIOUS	3/01/2008	2,114	2,100	W.841	Service Due
JOHN DEERE P-20	VARIOUS	9/02/2006	4,288	1/02/2023	W.9618	Service Due
ISUZU P-21	C WARREN	17/03/2017	86,442	95,000	W.676	
JOHN DEERE P-22	S SICELY	10/08/2016	555	600	W.487	
TOYOTA UTE P-24	M TITO	17/11/2020	19,597	26,000	W.1010	
TOYOTA UTE P-25	S SICELY	25/11/2020	23,273	28,000	W.1001	
TRITON UTE P-26	J PRAETZ	14/11/2014	93,912	92,000	W.1022	Service Due
MAHINDRA P-38	L STANBRIDGE	13/01/2023	700	5,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	4,007	3,900	W.10553	Service Due
ISUZU TRUCK P-40	J CHAMBERLAIN	29/03/2019	105,899	103,000	W.437	Service Due
ISUZU TRUCK P-42	VARIOUS	6/02/2014	186,626	193,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1,216	1,282		
CAT BACKHOE P-47	VARIOUS	21/09/2015	6,234	6,630	W.10552	
TENNANT SWEEPER P-48	D HOYSTED	16/10/2015	2,118	2,120	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	4,598	4,657	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	57,600	60,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,480	1/04/2023	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	619	680		
ROVER MOWER P-53	VARIOUS	5/09/2022	60	100		
TOYOTA UTE P-85	G ARNOLD	29/10/2020	17,823	25,000	W.863	
TOYOTA UTE P-94	D HOYSTED	23/10/2019	55,606	55,000	W.10796	Service Due



Seq. #	Date	Resolution #	KRA and Description	Actions	Status	Comments
1	1-Dec-21	4698	Local Roads and Community Infrastructure (round 3)	That the following projects be submitted as part of the Shire's LRCIP Phase 3 allocation of \$687,924:	-	-
2			2.1 Improve roads	Roadworks – Culverts - \$60,000	Due to commence Feb. 2023	Concrete upgrade to floodways; allocation later increased to \$100,000,
3			2.1 Improve roads	1. Bullock Hills Road – Clear vegetation from the table drain and upslope to accommodate future widening of the bitumen seal from 3.8 metres to 7.0 metres. (Section from Chester Road – 3.8 km east) Estimated Costs \$66,000; 2. Widen seal 1.45 kilometres (SLK 3.52-4.97) Estimated Cost \$107,174	1. Commenced; 2. Commenced	1. Vegetation cleared; budget allocation \$70,000; 2. Budget allocation \$103,174
4			2.1 Improve roads	Reconstruction of intersection of Airfield Road and Vernon Street \$60,000	Will commence April 2023	
5			2.1 Improve roads; unused funding allocation \$10,000	Kerbing – Ware Street Wagin from Ventnor Street to Arnott Street (single side) - \$10,000 – previously unallocated phase three funding		

Seq. #	Date	Resolution #	KRA and Description	Actions	Status	Comments
6	27-Sep-22	4865	5.3 Sustainable resources: Purchase and sale of Trucks	<p>That action be taken to purchase the following vehicles outright, without trade:</p> <ul style="list-style-type: none"> <li>· Tip Truck (Approx. 13 tonne);</li> </ul> <p>And to dispose of the following units once the new units have been delivered:</p> <ul style="list-style-type: none"> <li>· Dual Cab Truck</li> <li>· Tip Truck (Approx. 6 tonne)</li> <li>· 2013 Isuzu Tip Truck (P42)</li> <li>· 2016 Isuzu Tip Truck (P 16)</li> <li>· 2016 Isuzu Dual Cab (P 21)</li> </ul>		<p><b>Item 11.1.5 20 December 2022; decisions 4907, 4908, 4909: the structure of WALGA's online vendorpanel application does not allow the acceptance of purchases from all three tenderors; consequently, new individual request for quotes will be posted in Janaury 2023 and returned to council February 2023.</b></p>



#### 11.4 MANAGER OF FINANCE

*Nil*

#### 11.5 TOWN PLANNER REPORT

*Nil*

### 12 ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS

Cr Ball:

- Attended Regional Road Group with CEO; budget submission by WALGA seeks to increase local government share of licencing revenue from current level to 20% to 27% by increments; presentation by Australian Road Research Board (AARB) which has conducted a survey of strategic roads for WALGA, utilising lasers and cameras to produce photographic and data based conditions reports.

Cr O'Brien:

- Attended CRDC meeting; management committee considered varying publication of Wool Press to monthly but decided against this;
- Suggests the Shire make a submission to the Senate enquiry into regional banking.

Cr Chilcott:

- Commended staff on the Australia Day event.

President, Cr Blight:

- Noted the attendance of the Minister for Local Government at the WALGA zone meeting and discussions around the Local Government Amendment Bill 2023;
- Noted the attendance of representatives of Department of Mines. Industry Regulation and Safety (DMIRS) and commentary around pole top fires in particular.
- *Manager of Works left the room at 9.19 pm and returned at 9.22 pm*



### 13 URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

The Shire President, within his capacity as the Shire President, gave approval for the urgent item to be tabled at the meeting.

#### 13.1 VACANT OFFICE TO REMAIN UNFILLED

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	23 February 2023
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.EL.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Letter of resignation, Cr D Lloyd

#### OFFICER RECOMMENDATION/4940 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr S M Chilcott

That Council:

1. Request the approval of the Electoral Commissioner to leave a vacant office unfilled until the election of October 2023.
2. Request the CEO advise the Electoral Commissioner of this Decision and advise the circumstances supporting it.

Carried 8/0

#### BRIEF SUMMARY

Cr Dale Lloyd resigned as councillor 9 January 2023. The vacant office may remain unfilled with the approval of the Electoral Commissioner.

#### BACKGROUND/COMMENT

Cr Dale Lloyd resigned as a councillor of the Shire of Wagin in accordance with section 2.31 (3) of the Local Government Act 1995 ('the Act'). This specifies that a



written notice be signed and dated and delivered to the CEO (refer Attachment 1). Circumstances did not allow for any variance to the timing of this resignation. Section 2.32 (b) of the Act advises an extraordinary vacancy is created by that resignation. However, Division 6 at s. 4.16 addresses the postponement and consolidation of elections and provides for the deferral of an extraordinary election, dependent on the date of resignation.

Specifically, a resignation after the third Saturday in July of an election year would not require any action but to hold the poll on the scheduled election day (4.16 (3) (a)).

A resignation after the third Saturday in January of an election year but before the third Saturday in July, Council may with the approval of the Electoral Commissioner, leave the office unfilled until the scheduled election day in that year (s. 4.16 (4)).

However, as this resignation occurred prior to the third Saturday in January in an election year **and** the district has no wards; **and** at least 80% of offices are still filled (eight offices of nine equates to 89%); section 4.17 (A) instructs that s. 4.17 (3) applies. This clause requires an Absolute Majority Council Decision requesting the Electoral Commissioner to approve the vacant office remaining unfilled.

If approved, the CEO will write to the Electoral Commissioner advising Council's position and indicating the relevant circumstances including:

- a. Proximity to the election;
- b. Stability and commitment of Council;
- c. September 2022 Ministerial Memorandum in relation to the number of council offices and the implications for the October 2023 election.

## **CONSULTATION/COMMUNICATION**

Full Council; Cr D. Lloyd

## **STATUTORY/LEGAL IMPLICATIONS**

Sections 2.31 / 2.32 / 4.16 / 4.17 of the Local Government Act 1995

## **POLICY IMPLICATIONS**

C.9 Records Management

## **FINANCIAL IMPLICATIONS**

There will be reduced meeting fees in 2022/23.

## **STRATEGIC IMPLICATIONS**

Elected members are pivotal to the governance of the local government. This matter when considered with the reform agenda of Government renews focus on elected member recruitment, development and participation.

## **VOTING REQUIREMENTS**

Absolute Majority

Cr Dale Lloyd

  
WAGIN WA 6315

Chief Executive Officer  
Shire of Wagin  
WAGIN WA 6315

Dear Ian,

I hereby submit my resignation from the office of Councillor.

Due to exciting new career opportunities for my wife and I, we have made the decision to relocate our family to Perth.

I wish to thank you, fellow Councillors, and shire staff for the support and the opportunities provided to me over the past year.

Returning to the role of Shire Councillor for the Wagin community has once again been a gratifying experience.

I wish you and the Shire Council all the best into the future.

Sincerely,



Cr Dale Lloyd  
9 January 2023



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

### 4941 COUNCIL RESOLUTION

Moved Cr G K B West

Seconded Cr B L Kilpatrick

That Council move behind closed doors and the meeting be closed to the public at 9.45 pm in accordance with sections 5.23(2)(b) of the Local Government Act 1995 to allow Council to discuss items.

Carried 8/0

- Chief Executive Officer left the room at 9.45 and returned at 9.46 pm
- Manager of Works and Zoe Enright left the room at 9.45 and did not return

### 14.1.1 LEASE OF ROOMS TO DENTIST

PROPONENT:	Not Applicable
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Part of Lot 299 Tavistock Street Wagin
AUTHOR OF REPORT:	Ian McCabe Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	30 January 2023
PREVIOUS REPORT(S):	20 December 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.20
STRATEGIC DOCUMENT REFERENCE:	Key Result Areas 1.1 Business diversity; 3.2 Retention of health services.
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. CONFIDENTIAL Officer's Report;</li><li>2. CONFIDENTIAL Draft lease extension;</li><li>3. CONFIDENTIAL Extract from Lease (refer. cl. 15.11; par. 16).</li></ol>

- Acting Deputy Chief Executive Officer left the room at 10.10 pm and returned at 10.12 pm



#### **OFFICER RECOMMENDATION**

**Moved Cr B S Hegarty**

**Seconded Cr W J Longmuir**

**That Council:**

- 1. Approve an extension to the lease of rooms at the Wagin Medical Centre to A.R. Norris to operate the Wagin Dental Centre in accordance with the attached Confidential Report and Lease Extension for a period of four years to 30 April 2026;**
- 2. Authorise the President and CEO to sign the attached Lease Extension;**
- 3. Request the CEO to complete any other necessary documentation and advise affected parties in writing.**

**Failed to Achieve Absolute Majority**

**LOST 4/4**

#### **4942 COUNCIL RESOLUTION**

**Moved Cr G K B West**

**Seconded Cr B L Kilpatrick**

**That Council move out from behind closed doors and the meeting be opened to the public at 10.15 pm.**

**Carried 8/0**





**15 CLOSURE**

With no further business to be discussed the Presiding Member closed the meeting at 10.15 pm

I certify that this copy of the Minutes is a true and  
Correct records of the meeting held on  
28 February 2023

Signed .....  .....

Presiding Elected Member

Date: 28/3/2023 .....