



# MINUTES

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# ORDINARY MEETING OF COUNCIL

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28 JULY 2020

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

**Bill Atkinson**  
ACTING CHIEF EXECUTIVE OFFICER

## GIFTS DISCLOSURE INFORMATION

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

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

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

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



## SHIRE OF WAGIN

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Wagin on  
Tuesday 28 July 2020 commencing at 7pm

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## 1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at 7:04pm

## 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 David Atkins	
Cr Sheryll Chilcott	
Cr Bronwyn Hegarty	
Cr Bryan Kilpatrick	
Cr Wade Longmuir	
Cr Lyn Lucas	
Cr Geoff West	
Bill Atkinson	Acting Chief Executive Officer
Brian Roderick	Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Tegan Hall	Manager of Finance
Emily Edwards	Executive Assistant

### 2.2 APOLOGIES

Cr Jason Reed

### 2.3 APPROVED LEAVE OF ABSENCE

Nil

### 2.4 VISITORS

Nil

## 3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

## 4. PUBLIC QUESTION TIME

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

## 5. APPLICATION FOR LEAVE OF ABSENCE

Nil



**4320 COUNCIL DECISION**

**Moved Cr G R Ball**

**Seconded Cr G K B West**

**That Cr B L Kilpatrick be granted a Leave of Absence from the 25 August 2020 Ordinary Meeting of Council**

**Carried 9/0**

**6. PUBLIC FORUM**

Nil

**7. PETITIONS/DEPUTATIONS – PRESENTATIONS**

Nil

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

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

Mr Bill Atkinson declared a Financial Interest in item 12.1.2 – Recruitment of Chief Executive Officer

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

Nil

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

Nil

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 23 JUNE 2020**

**4321 COUNCIL DECISION**

**Moved Cr B L Kilpatrick**

**Seconded Cr W J Longmuir**

**That the Minutes of the Ordinary Meeting of Council held on Tuesday 23 June 2020 and circulated to all Councillors, be confirmed as a true and accurate record.**

**Carried 9/0**



## 9.2 MINUTES FROM THE SPECIAL MEETING OF COUNCIL HELD 21 JULY 2020

### COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Special Meeting of Council held on Tuesday 21 July 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 0/0

### 4322 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr G R Ball

**That the Minutes of the Special Meeting of Council held on Tuesday 21 July 2020 and circulated to all Councillors, with amendments, be confirmed as a true and accurate record.**

**Carried 9/0**

Reason for Difference – No time recorded when decision was made to suspend and resume Standing Orders and word amendment to Council Decision 4319

## 10. ANNOUNCEMENTS BY THE PERSONS PRESIDING WITHOUT DISCUSSION

Nil



## 11. STATUS REPORT - JUNE 2020

### FINANCE AND ADMINISTRATION

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

### FINANCE AND ADMINISTRATION

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

**FINANCE AND ADMINISTRATION**

<b>Date</b>	<b>Resolution #</b>	<b>Officer</b>	<b>Description</b>	<b>Action</b>	<b>Status</b>	<b>Questions &amp; Comments</b>
24 March 2020	4245	CEO	Review of Council Numbers	That Council advise the Wagin community that it is considering a reduction of Elected Numbers from 11 to 9 effective from the Ordinary Local Government Elections October 2021. The proposal to be advertised in the Wagin Wool Press and Narrogin Observer with public submissions closing 6 weeks after first advertised	Agenda Report completed.	Additional steps now required in process, has necessitated it to be recommenced.
26 May 2020	4277	ACEO	Wagin Trotting Club – Illumination of Bart the Ram	Develop a proposal to illuminate Bart the Giant Ram. Research funding opportunities	Costs being obtained	
26 May 2020	4278	ACEO	Implementation of Proposed Annual Flowering Program and Enhancement of	Undertake program within the parameters of the current Townscape Program	Commenced and progressing	

**HEALTH, BUILDING AND PLANNING**

<b>Date</b>	<b>Resolution #</b>	<b>Officer</b>	<b>Description</b>	<b>Action</b>	<b>Status</b>	<b>Questions &amp; Comments</b>
26 Mar 2013	2129	CEO	Future Accommodation Requirements – Library/Gallery/Tourist information HACC	CEO to seek concept plans for alternative future venues.	<b>New Comment: Advice from Council sought</b>	Refer #3776 Fin & Admin
20 Nov 2018	3928	DCEO	Wagin Sportsground and Recreation precinct development plan	That Council appoint CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation precinct planning project on the following basis: undertake stage 1 – needs assessment in 2018/2019 for \$24,200 plus on costs and subject to Council approval undertake stage 2 – feasibility study in accordance with quoted figure in 2019/20220	<b>New Comment - Sportsground &amp; Recreation Precinct Masterplan report was presented to Final Community Meeting. Some changes were requested. Masterplan will be changed and presented to the August Council Meeting for endorsement.</b>	Phase 1 in progress, and report to be presented to Council
26 March 2019	3973		That Council give approval for CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation Precinct Plan Stage 2 – Feasibility Study	Phase 1 report completed, presentation to Council 27/06/2019. Phase 2 in progress		
25 Feb 2020	4200		That Council Receive and Endorse the Sportsground & Recreation Precinct Masterplan feasibility study report, endorse masterplan option 5 and issue the report for further community comment.	Presentation undertaken 31/10/2019 awaiting final masterplan Final Report to be adopted by Council		

**HEALTH, BUILDING AND PLANNING**

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

### HEALTH, BUILDING AND PLANNING

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

### WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
27 Feb 2018	3456	MOW	Audit of Piesseville – Tarwonga Road from Thompson Road through to Dohle’s S Bend	That Council audit the potential hazard on these S – bends to determine whether the Camber on the bends is correct	<b>New Comment: Status Same</b>	Engineer contacted .
24 Sept 2019	4109	MOW	Town Entrances	That Council investigate tidying the entrances to town by contacting Main Roads to carry out the tidy up of road verges.	Awaiting Traffic Management Plan to accompany application for approval	<b>New Comment: Still waiting for Traffic Management plan from MRWA</b>
24 March 2020	4228	MOW	Truck Parking Area – Collie Lake King Road	That Council design and cost a truck parking bay at lot 436 Collie Lake King Road.		<b>New Comment: Proposed to have this reviewed by Works &amp; Services Committee</b>
24 March 2020	4229	MOW	BP Crossover – Ranford Street	That the Manager of Works assess the Ranford Street crossover at BP and bring a proposal to Council.		BP to carry out repairs to crossover.
23 June 2020	4298		Traffic Islands- Ventnor Street	<b>New Comment</b> That budget provision of \$5,000 be made for traffic islands to be installed in Ventnor Street, between Tudhoe Street and Vernal Street. The profile of the proposed islands to be carried out by way of sandbagging during harvest to Main Roads specifications, to ascertain their probable impact, prior to them being installed.		

## 12. REPORTS TO COUNCIL

### 12.1 ACTING CHIEF EXECUTIVE OFFICER

#### 12.1.1. ACTING CHIEF EXECUTIVE OFFICER REPORT – JUNE/JULY 2020

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	21 July 2020
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Discussion Paper – Cinema Group

#### OFFICER RECOMMENDATION 4323 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr S M Chilcott

That Council receive the Acting Chief Executive Officer report for June/July 2020

Carried 9/0

#### BRIEF SUMMARY

Nil

#### BACKGROUND/COMMENT

##### 1. WAGIN WAR MEMORIAL

The CEO and Community Liaison Officer met recently with Mr Greg Brockway and Mr and Mrs Bob Boyd of the Wagin RSL to discuss a proposed upgrade of the Wagin War Memorial. Several ideas were put forward as to how the memorial area might be improved, including replacing the concrete area with paving with an inbuilt feature, some lighting of the memorial, some attractive purpose built seating, a metal soldier silhouette and perhaps some small representative armoury such as a cannon if this can be sourced.

The Community Liaison Officer is researching grant funding opportunities and further discussion with the Wagin RSL will take place with respect as to finalising the proposed development of the memorial.

##### 2. BETTY TERRY COMMUNITY THEATRE

On the 3<sup>rd</sup> July 2020, the President and CEO met with members of the *Betty Terry Community Theatre Inc (BTCT Inc)* To discuss the Shire of Wagin (Shire) accepting ownership of the *Betty Terry Community Theatre* and arrangements around the Shire leasing the building to the *BTCT Inc*.



A copy of the notes from this meeting attach to this report which provide an overview of the responsibilities and obligations of the parties, should the Shire take ownership of the theatre premises.

### **3. FAREWELL FUNCTION – PETER WEBSTER**

Friday the 16<sup>th</sup> of October 2020 has been earmarked for Council to host a farewell function for Peter and Robyn Webster. This was initially delayed due to Covid19 restrictions and more latterly due to Peter and Robyn migrating to warmer climes for a holiday.

### **4. MARKING OF WAIT-JEN TRAIL**

On Friday the 10<sup>th</sup> July 2020, members of the Wain SES marked out the *Wait – Jen Trail* by way of GPS and pink plastic ribbon. This was followed up on Saturday the 11<sup>th</sup> July by five volunteers who retraced the trail, removing obstacles and affixing new red arrowhead markers on trees at intervals of approximately 250 metres.

The trail is easily traversable by walkers and can legitimately remain included on the Shires tourist brochures.

### **5. LORAINE MUIR – THANKS FOR A JOB WELL DONE!**

A farewell function was held for Loraine Muir on the 17<sup>th</sup> July 2020, to recognise her 37.5 years' service to the Shire, cleaning the Shire Administration building and other facilities.

At the time of her retirement, Loraine was the longest serving employee currently on staff. She has seen ten Shire Clerks/CEO's and many members of Council come and go. One of the constant challenges during Loraine's several decades at the Shire has been the cream coloured carpet in the Council Chambers and bar area, (not the easiest colour to keep clean) which, to her credit, remains as pristine as the day it was laid down.

Best wishes are extended to Loraine and husband Terry on a well-deserved; and long and happy retirement.

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple





**DISCUSSION POINTS – CINEMA GROUP**  
**3<sup>rd</sup> July 2020 – 11.00am**

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

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

The following matters were discussed:

**1. Current arrangements between owners of building and cinema group**

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

**2. Sustainability of group**

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

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

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

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

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

**4. Insurance – public liability/contents**

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

**5. Insurance – building**

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

**6. Recurrent costs – power/water/electrical and plumbing repairs**

The BTCT Inc Committee would meet recurrent costs associated with power, water, electrical and plumbing repairs.

**7. Expectations of the Shire with respect to building**

The Shire will maintain the building in a safe condition.

**8. Shires objective of cost neutrality (beyond maintaining the building)**

It is understood that the objective of the BTCT Inc Committee is to ensure the continuance of the cinema as a novel and much appreciated community drawcard.

The objective of the Shire is to facilitate this by accepting ownership of the building for the greater community benefit. Both parties acknowledge that the provision of this venue, as a cinema, is to be as cost neutral as possible for the ratepayers of the Wagin community.

**9. Term of lease and costs of drawing up lease**

The Shire President suggested that the Shire would arrange the lease agreement between BTCT Inc and the Shire and would meet the costs associated with this. Provision is to be made in the lease agreement for the Shire to have access to the financial records of BTCT Inc.

**10. Other**

The Committee was requested to provide a copy of its constitution to the Shire.

Council will await the formalisation of an offer, to gift the property upon which the cinema is situated, to the Shire, by the executors of Mr Frank Terry's estate.

Once Council has agreed to accept ownership of the property, further communication with BTCT Inc and the finalisation of a lease agreement will be initiated.



Declaration of a Financial Interest in Item 12.1.2. - Bill Atkinson Acting Chief Executive Officer

Prior to any consideration in regard to Item 12.1.2 – Recruitment of the Chief Executive Officer, Acting Chief Executive Officer, Bill Atkinson declared a financial interest and left the room.

Acting Chief Executive Officer left the room at 7:19pm

Cr G K B West left the room at 7:36pm

**12.1.2. RECRUITMENT OF CHIEF EXECUTIVE OFFICER**

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	N/A
DATE OF REPORT:	17 <sup>th</sup> July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Acting CEO - Financial Interest on the basis that he may be an applicant for the position.
FILE REFERENCE:	PE.RE.138
ATTACHMENTS:	Local Government Operational Guideline – Appointing a CEO

**OFFICER RECOMMENDATION**

Moved

Seconded

That Council adopts the following process for the Chief Executive Officer recruitment and selection:

1. Requests the Acting Chief Executive Officer to invite proposals from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report and present the responses received to the next Ordinary Council Meeting for Councils consideration.
2. 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.
3. Authorises the Acting Chief Executive Officer Recruitment and Selection Committee to liaise with the recruitment consultant (once appointed) 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;
  - The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working

with the appointed recruitment consultant to attract and select appropriate candidates;

- The Chief Executive Officer Recruitment and Selection Committee, with the assistance of the recruitment consultant, 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;
  - The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.
4. Appoints all Councillors to the CEO Recruitment and Selection Committee and nominates three Councillors to shortlist applicants for interview.

Carried 0/0

#### **4324 COUNCIL DECISION**

**Moved Cr S M Chilcott**

**Seconded Cr W J Longmuir**

**That Council adopts the following process for the Chief Executive Officer recruitment and selection:**

- 1. Requests the Acting Chief Executive Officer to invite proposals from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report and present the responses received to the next Ordinary Council Meeting for Councils consideration.**
- 2. 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.**
- 3. Authorises the Acting Chief Executive Officer Recruitment and Selection Committee to liaise with the recruitment consultant (once appointed) 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;**
  - **The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed recruitment consultant to attract and select appropriate candidates;**
  - **The Chief Executive Officer Recruitment and Selection Committee, with the assistance of the recruitment consultant, 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;**
  - **The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.**



**4. Appoints all Councillors to the CEO Recruitment and Selection Committee and nominates Cr Blight, Cr Ball, Cr Kilpatrick and Cr Chilcott to shortlist applicants for interview.**

**Carried by Absolute Majority 9/0**

Reason for Difference – Council wished to nominate specific Councillors to the interview panel for the Chief Executive Officer position.

**BRIEF SUMMARY**

This report recommends that Council commence the process to recruit a Chief Executive Officer (CEO).

**BACKGROUND/COMMENT**

**BACKGROUND**

This agenda report is provided to advise and guide the Council in adopting an appropriate process for the recruitment of a new CEO.

The former CEO retired in April and the position has been filled on a temporary basis with an Acting Chief Executive Officer. Given the sometimes-lengthy process associated with recruiting a CEO, it is recommended that this process should commence as soon as practicable.

Section 5.36(2)(a) and (b) of the Local Government Act 1995 states that a Local Government is not to employ a person to fill the position of CEO unless Council believes that person is suitably qualified for the position and is satisfied (required by absolute majority) with the provisions of the proposed employment contract.

Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity. In addition to the above, the Local Government (Administration) Regulations 18A, 18B, 18C, 18F and 19A also apply. Primary among these regulations is Regulation 18C which requires that: “A Local Government is to approve a process for the selection and appointment of a CEO for the Local Government before the position of the CEO is advertised”.

**COMMENTS**

**Engagement of Recruitment Consultant**

Due to the specialised nature of recruiting a Local Government CEO, it is commonplace for a Council to engage the services of a suitably qualified independent recruitment consultant, licensed under the Employment Agents Act 1976 (WA).

If Council wishes to engage a recruitment consultant, a *Request for Quotation* would be prepared to facilitate this engagement activity in accordance with Council’s *Purchasing Tender Guide* Policy. The following Scope of Works have been developed to ensure respondents have a clear understanding of the Council’s expectations.

Scope of works to include:

- Meet with the Recruitment and Selection Committee to review CEO position description and develop selection criteria.
- Draft job advertisement and coordinate advertising for the position.
- Develop a comprehensive Information Package comprising documentation relevant to the vacant position satisfactory to Council’s CEO Recruitment Committee, to be made available to all applicants on request.
- Conduct executive search



- Perform preliminary assessments and background checks
- Assist Council to develop interview questions and prepare for interviews
- Guide Council in interview process and selection process
- Conduct referee checks
- Prepare a contract of employment for the successful candidate.

Experience and qualifications expected of the Recruitment Consultant would include:

- Demonstrated knowledge of CEO employment provisions as defined in the Local Government Act 1995 (WA)
- Demonstrated knowledge of the Salaries and Allowances Act 1975
- Demonstrated sound understanding of contractual provisions and salary trends
- Possession of a WA Employment Agent's licence under the Employment Agents Act 1976 (WA)

### **Council Workshop**

As part of the recruitment consultants brief, it may be beneficial for the consultant to conduct a preliminary workshop so that Councillors may discuss the type of person they are seeking as the next CEO. A workshop would typically focus on; determining required skillset , experience, qualifications and personal attributes; projects and initiatives Council would expect the CEO to achieve within the contract period (3 to 5 years); and determining the initial key performance indicators that Council intends to use to inform the CEO of expectations of his or her performance.

### **CEO Recruitment and Selection Committee**

Regulation 18C of the Local Government (Administration) Regulations normally triggers the establishment of a Recruitment and Selection Committee to oversee the process, with Council establishing Terms of Reference to guide the Committee's advisory role. It is proposed the Committee, established under Section 5.8 of the Local Government Act 1995, will comprise all elected members and, as indicated in the proposed Terms of Reference, include participation of a suitably qualified, independent recruitment consultant to attend the preliminary workshop before guiding the recruitment process, ensure compliance with relevant legislation, provide liaison between the candidates and the Committee, and apply contemporary recruitment practices to the overall process.

The Committee's proposed *Terms of Reference* are:

- The CEO Recruitment and Selection Committee is to be an advisory Committee for the duration of the CEO recruitment process;
- The CEO Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with an appointed independent recruitment consultant to attract and select appropriate candidates;
- The CEO Recruitment and Selection Committee, with the assistance of a recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting referee checks, writing reports and contract preparation; and
- The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

### **Advertising of the Position**

Given Council will be seeking the appointment of a new permanent CEO, state-wide advertising will be required. Regulation 18A (2) of the *Local Government (Administration)*



*Regulations* prescribes the minimum requirements to be included in an advertisement for the position of CEO. These requirements are:

- The details of the remuneration and benefits offered
- Details of the place where applications for the position are to be submitted
- The date and time for the closing of applications for the position
- The duration of the proposed contract; and
- Contact details for a person who can provide further information about the position.

In addition to the above, the Department of Local Government, Sport and Cultural Industries recommends that Councils include any other information in the advertisement believed to be relevant, and the content and context of advertisements should be carefully considered. A comprehensive application kit comprising documentation relevant to the vacant position should be developed and provided to potential applicants on request. This will be a task of the appointed recruitment consultant.

The Council should also provide sufficient time within the advertisement for potential applicants to prepare and forward applications. It is recommended that the position be open for a minimum of two weeks with a definite date and time after which applications will not be considered.

## **OPTIONS**

Council could choose not to engage a recruitment consultant and have the process run in-house. Whilst this would save resources, potential conflict of interest situations may be raised if there are any internal applicants for the role.

Council has options regarding the establishment and membership of the CEO Recruitment and Selection Committee. There is no legal requirement to establish such a committee, although it is recommended to assist the process. Council could choose not to establish a committee and consider each issue at a Special Council meeting. Council could also choose to appoint all Councillors or a smaller number of Councillors to the CEO Recruitment and Selection Committee.

## **CONSULTATION/COMMUNICATION**

Nil

## **STATUTORY/LEGAL IMPLICATIONS**

Section 5.36 of the Local Government Act 1995 states the following:

### **5.36. Local government employees**

- 1) A local government is to employ —
  - a) a person to be the CEO of the local government; and
  - b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- 2) A person is not to be employed in the position of CEO unless the council — (a) believes that the person is suitably qualified for the position; and (b) is satisfied\* with the provisions of the proposed employment contract.

*\* Absolute majority required.*

Part 4 of the Local Government (Administration) Regulations states the following:

### **18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))**



- 1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —
  - a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
  - b) a person who will be acting in the position for a term not exceeding one year.
  
- 2) An advertisement referred to in sub regulation (1) is to contain —
  - a) details of the remuneration and benefits offered;
  - b) details of the place where applications for the position are to be submitted;
  - c) date and time for the closing of applications for the position;
  - d) duration of the proposed contract;
  - e) contact details for a person who can provide further information about the position;
    - and
  - f) any other information that the local government considers is relevant.

**18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))**

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- a) the value of one year’s remuneration under the contract; or
- b) the value of the remuneration that the person would have been entitled to have the contract not been terminated.

**18C. Selection and appointment process for CEOs**

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

As it is recommended that a Committee of Council be established the following is a copy of Section 5.8, 5.9 and 5.10 of the Local Government Act 1995 prescribe the details associated with establishing Committees of Council:

**5.8. Establishment of committees**

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees. \* *Absolute majority required.*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The cost of recruiting a new CEO is expected to be in the order of \$10,000

**STRATEGIC IMPLICATIONS**

Whilst there is no reference to the appointment of a new CEO in the Strategic Community Plan or Corporate Business Plan, this decision of Council will be one of the most strategic decisions it makes and therefore should be given sound consideration.

**VOTING REQUIREMENTS**  
Absolute Majority

A handwritten signature in black ink, appearing to be 'PBB', followed by a horizontal line.



# Appointing a CEO

Local Government Operational Guidelines

Published 29 April 2019

Selecting and appointing a Chief Executive Officer (CEO) is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the council and the local government.

It is essential that correct processes are followed so that every opportunity is given to the candidates to put the appropriate information forward so the council can choose the person most suited to the position. It is important that elected members understand that when they appoint a CEO they are entering into a contractual relationship with the CEO. A commitment to trust and good faith by both parties will lead to an effective relationship between the council and the CEO. This guideline has been developed to assist councils to conduct an effective process when selecting their new CEO.

## Legislation

There are three sections of the Local Government Act 1995 (the Act) that have direct application to the appointment of a CEO. Section 5.36(2)(a) and (b) of the Act provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract. Section 5.39 contains provisions for the contracts of CEOs. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the Local Government (Administration) Regulations 1996, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

The principles of merit and equity refer to the process of filling vacancies whereby a thorough assessment is made of the candidates' skills, knowledge and abilities against the work related requirements of the vacancy. The process must be open, competitive and free from bias, unlawful discrimination, nepotism or patronage.

"Suitably qualified" is not defined in the legislation but the intention is not limited to academic qualifications. Through the position description and selection criteria the council needs to ensure that processes are in place to appoint the person that best meets the qualities required in terms of academic qualifications, experience, skills and knowledge.

## Outsourcing the recruitment process

### Tags

- [Local Government Operational Guidelines \(/department/publications/-in-tags/tags/local-government-operational-guidelines\)](#)

Depending on the size of the local government and the availability and skills of staff, outsourcing the recruitment process may be the best option.

Generally recruitment consultants provide a professional service and possess a wide range of knowledge and skills in staff recruitment. It is recommended that rigorous checks be conducted on any recruitment consultants before they are appointed to ensure they have the necessary skills and experience (local government recruitment experience would be beneficial) to effectively assist the council in its selection of a CEO.

An early decision needs to be made by council on whether it will handle the recruitment in-house or appoint a consultant to coordinate the appointment process. If a recruitment consultant is chosen, council should provide the consultant with a copy of these guidelines as part of the appointment process.

A recruitment consultant may be involved in the following aspects of the selection process:

- development or review of the position description;
- development of selection criteria;
- drafting of the advertisement;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews; and
- finalising the contract.

If a decision is made to outsource the recruitment process it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process.

## Reviewing necessary documentation

There are two very important documents that need to be reviewed and approved by council prior to advertising the position. These are the position description form and the Contract of Employment.

Given the importance of the position of CEO, a police clearance should also be sought.

### Position description form

The position description form, particularly the selection criteria and performance criteria (where it is included in the position description form) should be reviewed prior to advertising. The council, a committee of council or the consultant (if one is used) should undertake this task.

Council needs to determine what they want their CEO to do and whether the selection criteria will facilitate the appointment of a person with the appropriate set of skills.

For example, it may be very important that a CEO work with diverse elements of the community such as developers, mine operators, Indigenous communities or other specific interest groups. Therefore, a selection criterion might be "Proven ability to work and negotiate with diverse groups in the community". If such criteria is not

included an assessment of the applicants' abilities in this area may be overlooked. This is why councils must ensure when commencing the task of appointing a new CEO that the skills and qualities required are well understood and documented.

Selection criteria are generally classified as 'essential' or 'desirable'. Applicants who are able to satisfy all the essential criteria should be considered for interview.

If an application does not fully address the essential selection criteria the applicant should not be considered for interview.

However, on occasions an application may be received where the applicant has the skills and experience which indicate a capacity to satisfy the essential selection criteria even though it is not clearly elaborated in their address of the selection criteria in their application. In these circumstances the application may warrant further consideration.

Desirable criteria are not an essential requirement of the position. They are normally identified to attract applicants who may have a wider range of skills and experience which an employer would consider desirable.

Council may decide that it would be more appropriate to attract applicants with a wider range of knowledge, experience and management skills than just local government. If this is the case the selection criteria should accommodate this.

## Performance criteria

Performance criteria are quantitative and/ or qualitative measures of performance. There are two broad categories of performance criteria; those that have general application and apply at all times and specific criteria that apply for a limited period of time. An example of the first type would be, "Advice to council is relevant, accurate and timely." An example of the second type of performance criteria would be, "Calling of tenders for the new recreation centre is undertaken on time and in compliance with the law." It is obvious that the first is always going to be required, whereas the second is specific to the project of the new recreation centre.

Council may set ongoing permanent performance criteria that will be included in the contract. The successful applicant needs to be informed that performance criteria relevant to a specific project/s will also be subject to annual negotiation. These will be assessed at least once during each year.

In setting performance criteria, council will need to determine what it is they want their CEO to do over and above legislative requirements. Councils need to be realistic in terms of their expectations and provide appropriate resources to facilitate achievement of performance criteria.

The performance criteria must be consistent with the position description and the selection criteria.

It is not essential that performance criteria relating to a specific project/s are identified prior to the appointment but, if not, they must be identified very soon after so that the new CEO is aware of what is required of him or her in the coming year or years.

## Contract of employment

The council should review and amend, where necessary, the existing terms and conditions of the CEO contract before proceeding to advertise the position.



It is also recommended that council obtains advice on the contract where alterations or amendments are proposed and there is any (even slight) doubt as to the meaning of those alterations or amendments.

It should be noted that section 5.39(3) of the Act provides that an employment contract is of no effect unless it contains:

- an expiry date; and
- performance criteria for the purpose of reviewing the person's performance.

Regulation 18B of the Local Government (Administration) Regulations 1996 also requires that the contract contains a provision that places a limit on the maximum amount of remuneration that can be paid to a person should the contract be terminated prior to its expiry date.

Amendments to Regulation 19A of the Local Government (Administration) Regulations 1996 now sets that limit to a maximum of one year salary termination payment or the value of the remuneration for the balance of the period of contract that is left to run, whichever is the lessor of the two amounts.

To further assist local governments, model contracts have been developed by both the Western Australian Local Government Association (WALGA) and Local Government Managers Australia WA Division (LGMA).

## CEO remuneration

Amendments to section 5.39(7) of the Act now provide for a CEO's remuneration to be determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975.

## Advertising the vacancy

Ideally, the position should be advertised as widely as possible to attract the best possible field of candidates. The minimum requirement for advertising under Local Government (Administration) Regulation 18A(1) is for the position to be advertised in a newspaper circulating generally throughout the State.

Regulation 18A(2) prescribes the minimum requirements to be included in an advertisement for the position of CEO. Those requirements are:

- the details of the remuneration and benefits offered;
- details of the place where applications for the position are to be submitted;
- the date and time for the closing of applications for the position;
- the duration of the proposed contract; and
- contact details for a person who can provide further information about the position.

In addition to the above, a local government is to include any other information in the advertisement which it believes is relevant.

The content and context of advertisements should be carefully considered. An attractive and well-constructed advertisement is more likely to attract the interest of potential candidates.

A comprehensive application kit comprising documentation relevant to the vacant position should be developed and provided to potential applicants on request.

Reference to and instructions on how to access the kit should be included in the



28 July 2020

advertisement.

Allow sufficient time within the advertisement for potential applicants to prepare and forward applications.

It is recommended that the position be open for a minimum of two weeks with a definite date and time after which applications will not be considered.

### Confidentiality

From the beginning to the conclusion of the process, absolute confidentiality must be maintained by every person involved in the selection process. This cannot be emphasised enough as any information which finds its way into the public domain before a recommendation is made to council may well compromise the selection process.

Council should consider the use of a confidentiality agreement which requires all persons involved in the selection process to agree to appropriate levels of confidentiality.

### Selection and appointment process

The selection and appointment process to be applied to a CEO position must be approved by council prior to advertising as prescribed under Local Government (Administration) Regulation 18C.

A check list is provided at Attachment 1 in this guideline to assist local governments with following an appropriate sequence in the selection and appointment process.

Extensive consideration should be given to the overall process, especially the shortlisting, as to whether preliminary interviews will be conducted and whether final interviews will be with full council.

Council must be very clear about the methods, techniques and questions used during the selection process.

It is essential that the council manages the process professionally and that members involved in the process have a thorough understanding of their roles and responsibilities.

Council may decide to establish a committee or panel to coordinate the preliminaries of the selection process. This committee or panel should liaise with the employment consultant if one is appointed.

If council establishes a formal committee (in accordance with the Act), then it can delegate its powers and duties to that committee.

It should be noted that, unlike council committees established under the Act, any selection panel that is appointed cannot be delegated any powers or duties by council, nor can the Mayor or President be delegated any power to make decisions on behalf of council, i.e. approve the conditions of the contract.

The respective roles of a consultant, council committee/panel, full council and individual elected members must be clear.



Applicants should be shortlisted according to their capacity to address the relevant selection criteria. Where there is a large pool of applicants, the most competitive should be shortlisted for interview. It is the responsibility of the selection panel/committee to determine how many applicants it will interview. Their assessment must involve detailed consideration of the applications and may involve a preliminary interview. The selection panel/committee should be provided with the full list of applicants, not just those recommended for short listing and interviews.

Elected members may act as referees for applicants. This most often occurs when a person already employed by the local government applies for the CEO position. When this occurs it is recommended that the member provide a written referee report prior to interview (assuming the applicant is granted an interview).

Elected members should declare any previous association with a potential applicant at the time of shortlisting if they are part of the selection panel/ committee established for the purpose. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If a member's relationship with an applicant is significant and may result in claims of nepotism, patronage or bias the member should exclude themselves from the selection process.

Where rating scales and other scoring tools are used to assess the relative performance of applicants, it is important that all elected members and other members involved in the interview understand how these are applied so they produce meaningful results. The selection panel/committee may also consider using psychological or other testing as part of the selection process.

## Conducting the interview

The interview process can be challenging for both panel members and applicants.

It is a practice in local government that the full council be involved with the final interview and selection. This is perfectly understandable, as all members of council have to work closely with this person and trust them.

Often, all elected members feel they need to be involved in the assessment and final selection.

If this does not occur it is desirable that at the very least, all members of council have the opportunity to meet the recommended applicant prior to the appointment being considered by council.

Applicants should be provided with at least five working days notice of the impending interview wherever possible to allow them to adequately prepare. Obviously, if you are a council in regional Western Australia and are expecting an applicant to travel, then sufficient time needs to be allowed. Interviewing over a weekend may be an option.

It is important to provide an environment that puts the interviewee at ease and allows them to perform at the highest possible level. In this regard, consideration should be given to environmental factors such as location and lighting. A well organised process will ensure that everything runs smoothly.

The importance of the chairperson in managing the interview process cannot be overstated. The chairperson is responsible for ensuring that the interview is managed efficiently and effectively.



Ideally, all elected members who are to be in attendance at the final interview should be involved in planning the interview process.

Each applicant must be subject to the same assessment method, i.e. the interview questions or any tests to be undertaken. It is quite acceptable for the panel to ask additional questions to clarify a point or tease out further information during the interview.

It is not necessary for all elected members to have the opportunity to ask a question. Often, it is best to allocate the questions to a small group of elected members (a maximum of 3 is ideal) which ensures consistency of approach.

At the conclusion of the interview it is appropriate to provide the applicant with an opportunity to clarify any issues with the selection panel/committee.

## Making a decision

The council should not make a decision to appoint an applicant until all available information has been considered. This includes, but is not limited to, assessment of interview performance, quality of application, referee reports, copies of reports written by the applicant and the results of any psychological or other tests (if used).

The council must be satisfied regarding the claims by the applicant about their relative experience and qualifications.

Local Government (Administration) Regulation 18E makes it an offence for a person to provide false information relating to their academic qualifications.

A police clearance should be sought and considered, given the importance of the position of CEO.

Referee reports are an important part of the process and should be in writing and address the relevant selection criteria for the position.

The council may source a referee who is not one nominated by an applicant, providing they advise the applicant of their intention to do so.

In the event that a referee who was not nominated by the applicant provides a report that contains negative comments, the applicant should be given the opportunity to respond to any such comments.

## Finalising the appointment

Eventually, after considering all the information available to it, the selection panel/committee then has to make a decision on which applicant is the most suitable for appointment.

A selection report should be prepared for consideration by council which documents the assessment of each applicant interviewed. The report should identify the most suitable applicant/s and include a recommendation for council to approve an offer of appointment.

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO.



It is strongly recommended that the successful applicant not commence duties with the local government until the contract is signed.

The unsuccessful applicants (including those not interviewed) should be notified of the decision and offered the opportunity to seek feedback on their application or interview performance if they were granted an interview.

Should an unsuccessful applicant request feedback, it is recommended that the chairperson of the interview panel/selection committee provide this. If a recruitment consultant is used they can undertake this task.

Local Government (Administration) Regulation 18F does not allow a local government to increase the value of a CEO's remuneration and benefits in excess of those advertised when finalising the appointment.

For further reading it is suggested reference should be made to:

- sections 5.36, 5.39 and 5.40 of the Local Government Act 1995;
- Local Government (Administration) Regulations 1996 18A, 18B, 18C, 18E, 18F and 19A;
- Salaries and Allowances Tribunal website:  
[www.sat.wa.gov.au/LocalGovernmentCEOs](http://www.sat.wa.gov.au/LocalGovernmentCEOs)

## Attachment 1

### CEO recruitment and appointment check list

- Council to (preferably in conjunction with a professional HR adviser);
- Develop a profile of the preferred applicant (i.e. desired and essential skills, abilities, knowledge and qualifications).
- Approve an agreed salary package (set a suitable salary package that complies with the determination under section 7A of the Salaries and Allowances Act 1975).

Review necessary documentation (contract of employment and position description).

NB: The key provisions to be included in the contract are: an expiry date, performance criteria and reference to the limit placed on the remuneration to be paid should the contract be terminated prior to the expiry date.

Approve a process to be used for the selection and appointment of the CEO (i.e. stages of the process, who is to be involved and to what extent, whether a consultant is appointed and their role in the process).

NB: It is good practice for council to formally adopt a process to ensure transparency, clarity and a shared understanding. Once adopted, the process should be followed unless found to be flawed, in which case a decision should be made to amend the process as soon as possible.

Advertise the position inviting applications from suitably qualified applicants (advertisement to contain information set out in 18A(2) of the Local Government (Administration) Regulations 1996).

Applicants to be short listed (may be undertaken by consultants, selection panel/committee or council).

NB: It is noted that in most cases this is done by the consultants or the selection panel/committee in conjunction with the consultants.



Conduct interviews of the short listed applicants (may be undertaken by consultants, selection panel/ committee or council).

NB: This may be done prior to the final decision to appoint if availability of preferred applicant is limited due to travel arrangements etc. If not interviewed by the entire council it is recommended that all elected members meet with the preferred applicant prior to final appointment.

Select preferred applicant/s (make recommendation for council to offer the position to the 1st preferred applicant subject to contractual negotiations, within the designated salary package, including the preliminary performance criteria to be contained in the contract).

NB: If 1st preferred applicant is not accepted or declines the offer, a decision may be made on any 2nd or 3rd preferred applicant in line until an offer and acceptance is reached or until no preferred applicants are appointed (applicant's identity may remain confidential until such time a final appointment is made).

Approve the formal and final appointment (must be decision by council that it: (i) believes the person is suitably qualified for the position of CEO; and (ii) is satisfied with the provisions of the proposed CEO employment contract).

NB: Absolute majority decision required for (ii).

NB: All legislative references are from the Local Government Act 1995 and associated regulations.

Published 29 April 2019



Acting Chief Executive Officer and Cr G K B West returned to the room at 7:36pm

### 12.1.3. PROVISION OF WATER BOMBER INFRASTRUCTURE – WAGIN AIRFIELD

PROPONENT:	Mr. Terry Freeman
OWNER:	Shire Reserve R20595
LOCATION/ADDRESS:	Wagin Airfield, Giles Street, WAGIN
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	08 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	Regional Airports Development Scheme Funding Application

#### OFFICER RECOMMENDATION 4325 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr L A Lucas

1. That the proposal to provide water bomber infrastructure at the Wagin Airfield be progressed and that a grant application for contributory funding through the *Regional Airports Development Scheme* be submitted.
2. That the proposal is subject to the proponent meeting 50% of the cost of the water tank and installation, and that the grant application through the *Regional Airports Development Scheme* is successful.
3. That budget provision be made to transfer an amount equivalent to the net cost of the Shire's contribution to this project, to the Aerodrome Maintenance & Development Reserve.

Carried 9/0

#### BRIEF SUMMARY

Nil

#### BACKGROUND/COMMENT

Over the last three months there have been discussions between Mr Terry Freeman of Bunbury and the CEO with respect to Mr Freeman's proposal to establish a hangar at the Wagin Airfield. Mr Freeman's initial proposal was to establish a hangar to accommodate his aircraft for essentially crop spraying purposes. Since the initial discussions with Mr Freeman, the proposal is now more aligned to the installation of water bombing infrastructure and services. At a local level, there is some enthusiasm at the prospect at having water bomber capability out of Wagin, especially in light of the serious fire that threatened the Katanning township last summer.



Advice has recently been received of the availability of a funding round from the Regional Airports Development Scheme (RADS) which could be applied to the provision of water bomber infrastructure at the Wagin Airfield.

On advice from Mr. Freeman, on submission to the Department of Biodiversity, Conversation and Attractions, the Department can provide the Shire with the hose and pump capabilities for the refuelling of water bombers. The Department responded and advised that *“The Department (DBCA) does not support the establishment of a water bombing base at Wagin because water bombing is adequately serviced through bases already established at Narrogin, Katanning and Hillman (Darkan) airstrips. The response time from Wagin from these three bases is within operation requirements for effective delivery of aerial based delivery.”*

The components of the required infrastructure comprise of:

- Groundwork – including preparation of the area which is currently partially gravelled, installation of culvert and headwalls where a taxiway would be placed, preparation of the hardstand and hangar pad. *Note – acknowledgement is made of the offer by Mr Greg Ball to donate the large quantity of gravel required.*
- Relocation of the current fence – this project would be undertaken by the Wagin Aero club for a fee, this was installed by them years previously and would be happy to move it.
- Installation of Water Tank – on success of the funding application, this would be undertaken by the successful contractor.
- Installation of small Storage Shed to store appropriate pumping equipment.
- Install of pump and pipeline from Puntapin Dam to the airfield – to access water for refuelling of the water tank.

### **CONSULTATION/COMMUNICATION**

Consultation was undertaken with the following persons or stakeholders;

- Mr. Terry Freeman – instigator of the initiative
- Cr. Greg Ball – Wagin Aero Club
- Greg Durell – Department of Biodiversity, Conversation and Attractions
- Department of Water & Environmental Regulation
- Allen Hicks – Manager of Works

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The proposed project will be expended in line with the Regional Airports Development Scheme Funding as well as the monies proposed to be spent from the Aerodrome Maintenance & Development Reserve.

Mr Terry Freemans proposal stated that he would reimburse the Shire of Wagin for half the cost of the water tank, solely. It is understood that this would be for the purpose of his personal use for spray contracting in addition to water bombing activities.

### **STRATEGIC IMPLICATIONS**

Nil



**VOTING REQUIREMENTS**  
Absolute Majority

A handwritten signature in black ink, appearing to be 'PBB', followed by a horizontal line.



## Regional Airports Development Scheme 2021-23 Application Form

Applications for the 2021-23 Regional Airports Development Scheme funding round must be received by  
**5:00pm WST on Friday 7 August 2020**

### **Before completing the Application Form**

Read the RADS Grant Guidelines available at [www.transport.wa.gov.au/rads](http://www.transport.wa.gov.au/rads)

Confirm you are able to meet the eligibility criteria below.

### **Completing the Application Form**

Provide all information requested in the Application Form.

### **Submitting the Application Form**

Before submitting the RADS Application Form, review the Checklist and ensure all supporting documentation is included in the application.

Submit your completed application form (Excel format only) along with supporting documentation, by e-mail to [rads@transport.wa.gov.au](mailto:rads@transport.wa.gov.au).

### **Eligibility Criteria**

Applicant is the airport owner or leaseholder;

Applicant has an Australian Business Number;

Airport is located in Western Australia;

Airport is accessible to the public;

Finance is available for ongoing maintenance of the airport;

The project is unable to proceed without grant funding;

The project will provide public benefit;

All RPT airports applying for RADS funding will require a commitment to develop a Strategic Airports Asset and Financial Management Framework (Framework). Please contact DoT on 08 6551 6196 for further information.

Please note DoT will fund the development of your Framework;

Where the airport is located on land owned or managed by the Aboriginal Affairs Planning Authority (AAPA) or Aboriginal Lands Trust (ALT) The applicant is responsible for ensuring that they have complied with the ALT land use and development policy (for information, contact the Department of Planning, Lands and Heritage (DPLH) on 08 6551 8002);

It is the responsibility of the applicant to comply with any requirements under the Native Title Act 1993 (Cth), the Aboriginal Affairs Planning Authority Act 1972 (WA), the Aboriginal Heritage Act 1972 (WA) and the Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth);

For the purposes of verifying the existence and extent of the approvals referred to above, the Department of Transport may share the information in this application with other government departments and agencies, statutory bodies and others.



### Airport Owner

Name (include salutation)	
Position title	
Organisation	Shire of Wagin
Street Address	2 Arthur Road
Town/Suburb/State/Postcode	WAGIN WA 6315
Postal Address	PO Box 200, WAGIN WA 6315
Phone/Mobile/Fax	(08) 9861 1177
E-mail	ea@wagin.wa.gov.au
ABN	84 132 233 744
Organisation's legal status	Local Government
Primary purpose of organisation	Local Government

### Applicant

The applicant is the airport owner	If yes, go to Project Contact	
Name (include salutation)		
Position title		
Organisation		
Street Address		
Town/Suburb/State/Postcode		
Postal Address		
Phone/Mobile/Fax		
E-mail		
ABN		
Organisation's legal status		
Primary purpose of organisation		

*NB: Please provide written permission from the airport owner if the applicant is the leasehold owner.*

### Project Contact

The project contact is the applicant	If yes, go to Airport Details	
Name (include salutation)	Mrs. Emily Edwards	
Position title	Executive Assistant	
Organisation	Shire of Wagin	
Street Address	2 Arthur Road	
Town/Suburb/State/Postcode	WAGIN WA 6315	
Postal Address	PO Box 200, WAGIN WA 6315	
Phone/Mobile/Fax	08 9861 1177	
E-mail	ea@wagin.wa.gov.au	



### Airport Details

Name	Wagin Airstrip
Region	Wheatbelt
Address	Giles Street, WAGIN WA 6315
Latitude Coordinates	33.18.49.50 S
Longitude Coordinates	117.21.31.30 E
PAX in last financial year	
Runway length (m)	1200m
Runway surface	Sealed
Airport category	Certified
Aircraft landing fees (ex GST)	Nil
Total Airport Revenue in last financial year	Nil
Total Airport Net Income in last financial year	\$18,253.75
Nearest RPT airport	Albany
Distance to nearest RPT airport by road (km)	211.7KM
Is the community serviced by other forms of RPT?	Yes
What are the other RPT services? (e.g. TRANSWA Coach service)	TransWA Coach Service
What is the main road connecting the community to the nearest RPT airport?	Great Southern/Albany Highway
Condition of main road	Sealed
Number of days the road is unavailable annually	0
Resident population	1,358



### Project Summary

Project description ( <i>include all works to be undertaken</i> )	Installation of a Water Bombing Refuelling Station at Wagin Airstrip.
Project category	Grounds development

### Needs Analysis

Why are the works required? ( <i>e.g. meet operational requirements, CASA standards</i> )	The need for the Water Bombing Refuelling Station has been identified by locals and supported by the Shire of Wagin Councillors.
Explain why the project could not be undertaken without RADS funding. Grant requests greater than 50% require strong justification.	A budget provision in the Shire of Wagin 2020/21 Annual Budget for the entire project is not allocated and the requirement has been identified for the need for the water bombing refuelling station. Council decision on the 25-50% contribution has been made as resolution of the July 2020
How will the project improve regional air services and/or safety for the benefit of the community?	This project will improve the effectiveness of any firefighting efforts in the region. With the ability to land and refuel with water at the Wagin Airstrip
How does the project integrate with wider community plans?	The project will support all Local Emergency Management plans in place for current fire fighting capability.
Describe details of any environmental issues that may arise from this project	

### COVID-19 Stimulus Initiative eligibility

How will the project support WA regional employment?	Regional employment will greatly benefit from the entire project. From inclusion of farmers, community groups and the bigger
During construction/development how will regional businesses be involved?	Construction of the tank, the outsourcing of
Will the project be completed prior to 31 December 2021?	Yes, construction would commence on security of grant funding.

### Airport Planning (*for RPT Airports only*)

Does the airport have a Master Plan? ( <i>mandatory for RPT airports only if seeking funding for infrastructure projects to enable increased operational capacity</i> )	
Has this project been identified in the Master Plan?	
Have you contacted DoT to discuss the development of a Strategic Airports Asset and Financial Management Framework as part of your application?	



**External Funding**

Is the project seeking funding from other sources?	Local Government	If Other, please describe:	
--	------------------	----------------------------	--

**Funding Sought**

Project Description	Applicant		RADS	Commonwealth	Other	Total (ex GST)
	Cash	In-kind				
Water Bomber Refuelling Station	\$ 13,791		\$ 41,373			\$ 55,164

**The applicant acknowledges if the COVID-19 Stimulus Initiative criteria for a 75 per cent RADS contribution cannot be met and demonstrated at the completion of the project, the RADS grant contribution will be reduced to 50 per cent funding for the project and the applicant must match a 50 per cent funding contribution.**

**Financial Breakdown**

Activity description	Cost (ex GST)				
	Applicant	RADS	Commonwealth	Other	Total
Pioneer Water Tank CT110 (installed)		\$ 8,451			\$ 8,451
Relocation of Fence around airfield		\$ 5,000			\$ 5,000
Hard Stand and Hangar Pad 1650m2		\$ 15,692			\$ 15,692
Taxi Way 1680m2	\$ 2,770	\$ 12,230			\$ 15,000
Tank Sand Pad	\$ 1,000				\$ 1,000
300mm Culvert and head walls	\$ 1,980				\$ 1,980
50mm blue line (6x 150mtr rolls)	\$ 2,433				\$ 2,433
Blue Line fittings	\$ 383				\$ 383
Camlock fittings	\$ 100				\$ 100
Layflat Hose 65mm	\$ 125				\$ 125
Petrol Pump 65mm	\$ 3,000				\$ 3,000
Storage Unit	\$ 2,000				\$ 2,000
<b>TOTAL</b>	<b>\$ 13,791</b>	<b>\$ 41,373</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,164</b>

NB: Please provide copies of written quotes, estimates of time and hourly rates etc.

**Project Related Maintenance**

Maintenance activities	Upkeep of tank and pipework associated with dam and pumping equipment. Maintenance of hoses and tank equipment. Ongoing water level checks and back filling from Putanin Dam
Estimated annual cost	
How will the cost be met in the future?	All other ongoing maintenance cost to be met by the Local Government.

**Project Schedule**

Proposed start date	01-Sep-20
Proposed completion date	30-Jun-21

Milestones (List major milestones. E.g. Tenders called, contractors appointed, on-site works commenced etc.)	Commencement date	Completion date
Groundwork prep/Culvert & Headwa	01-Sep-20	30-Jun-21
Relocation of current fence	01-Sep-20	30-Jun-21
Hardstand and Hangar Pad install	01-Sep-20	30-Jun-21
Installation of Water Tank	01-Sep-20	30-Jun-21
Install of Storage Unit for pumping	01-Sep-20	30-Jun-21
Install of pump/pipeline from Dam	01-Sep-20	30-Jun-21



### Checklist

Does the project meet the COVID-19 Stimulus Initiative eligibility criteria?	Yes
If the COVID-19 Stimulus Initiative criteria cannot be met and demonstrated at the completion of the project, the applicant has the capacity to match a 50 per cent funding contribution of the total project cost	Yes
Certificate of Title ( <i>mandatory</i> )	Yes
Master Plan ( <i>mandatory for RPT airports only if seeking funding for infrastructure projects to enable increased operational capacity</i> )	No
Have you contacted DoT to discuss the development of a Strategic Airports Asset and Financial Management Framework as part of your application? ( <i>RPT airports only</i> )	No
Airport Income and Expenditure Statement for the last financial year ( <i>mandatory for RPT airports</i> )	No
Written permission of the airport owner (or, where relevant, permission from the management body for the land under the Land Administration Act 1997 or other legislation) for the proposed project to proceed, if the applicant is not the owner ( <i>mandatory</i> )	Yes
Written confirmation of compliance with the ALT land use and development policy, where the airport is situated on land owned or managed by the AAPA or the ALT ( <i>mandatory</i> )	Yes
Quotes for proposed works	Yes
Letters of support ( <i>maximum 3</i> )	Yes

#### 12.1.4. REVIEW OF LOCAL LAWS

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Customer Service Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	20 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.LE.3
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION 4326 COUNCIL DECISION

Moved Cr B L Kilpatrick

Seconded Cr G K B West

That the Council give public notice under section 3.16 of the *Local Government Act 1995* to the following;

1. The Council intends to give local public notice of it's intention to review the following local laws
  - a. General and Halls 27/07/1923
  - b. Swimming Pool – Scale of Fees – Memorial Swimming Pool 25/10/1967
  - c. Swimming Pool – Memorial Swimming Centre 24/02/1970
  - d. Vehicles Speed of – Metrication 22/02/1974
  - e. Swimming pool – Memorial Swimming Centre 21/02/1975
  - f. Cemetery – Fees 21/01/1977
  - g. Vehicles – Speed of 28/09/1979
  - h. Swimming Pool – Memorial Swimming Centre 24/10/1980
  - i. Cemetery – 01/03/1985
  - j. Swimming Pool – Wagin Memorial Swimming Centre 30/03/1990
  - k. Standing Orders 09/10/2001
  - l. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 04/12/2001
  - m. Cemeteries Local Law 04/12/2001
  - n. Control of Refuse on Building Sites 04/12/2001
  - o. Dogs Local Law 04/12/2001
  - p. Fencing Local Law 04/12/2001
  - q. Local Government Property Local Law 04/12/2001
  - r. Health Local Laws 09/04/2002
  - s. Local Law Relating to Pest Plants 10/05/2002
  - t. Unsightly Land and Refuse, Rubbish or Disused Material on Land Local Law 02/05/2008
  - u. Shire of Wagin Extractive Industries Local Law 12/07/2016
2. A copy of all our Local Laws be made available on the Shire of Wagin website and to view at the Shire of Wagin Council Office and Wagin Library
3. Submissions regarding the Local Law review will be accepted until close of business on the 11<sup>th</sup> of September 2020

Carried 9/0



## **BRIEF SUMMARY**

The Council is required to review our Local Laws within 8 years from either when the local law commenced or the previous review.

## **BACKGROUND/COMMENT**

As per the *Local Government Act 1995* - 3.16 every 8 years from the date of gazettal or previous review we need to carry out a review of the local laws to determine whether or not the council considers that they should be repealed or amended.

## **CONSULTATION/COMMUNICATION**

## **STATUTORY/LEGAL IMPLICATIONS**

*Local Government Act 1995*

3.16. Periodic review of local laws

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

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Absolute majority required



## 12.2 DEPUTY CHIEF EXECUTIVE OFFICER

### 12.2.1 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JUNE 2020

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	22 July 2020
PREVIOUS REPORT(S):	16 June 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION 4327 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr B S Hegarty

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

Carried 9/0

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

##### SPORTSGROUND DEVELOPMENT

The final Sportsground Feasibility Study Report/Masterplan community meeting to discuss the report was held on Wednesday 8<sup>th</sup> July. It was a productive and positive meeting with some definitive outcomes. On a whole the Masterplan was well received; however, the Hockey Club would like to see the reconfiguration of the tennis courts and bowling green to cater for a meaningful hockey training area. This was agreed to at the meeting. Also, the Wagin Agricultural Society advised that there is an expectation that the main upgrades pertaining to Woolorama will be factored in the first stage of the development.

Staff will need to go back to the consultants to see if the new reconfigured tennis and bowls playing surfaces will fit into the space, also there will need new plans drawn up with more accurate costings of the development. Also, it will be pivotal that a site survey is undertaken of the area.

A final agenda item will be taken to Council at the August Council meeting requesting the Sportsground Precinct Master Plan be endorsed.



## **CORPORATE SERVICES**

### Covid-19 Update

With the State Government restrictions being eased and the introduction of Phase 4 of the COVID-19 WA roadmap on the 27<sup>th</sup> June, the following is applicable to Council facilities

- Wagin Library and Gallery** – Now open normal hours with a maximum of 5 patrons at any one time
- Eric Farrow Pavilion** - Available for hire and use with a maximum of 50 persons for the small function room.
- Wagin Town Hall** - Available for hire with the 2 sq metre rule for patrons.
- Wagin Recreation Centre- Wagin Skate Park and Playgrounds** - Normal sporting usage with the 2 sq metre rule for patrons.
- Wagin Community Gym** - Open to the public as normal  
**Is now open** – with a maximum of 5 members and an increased cleaning regime.

### Finance and Compliance

A draft Budget workshop was held on Tuesday 30<sup>th</sup> June, followed by a special meeting of Council to review the final draft Budget on the 21<sup>st</sup> June. It is anticipated the final 20/21 Budget will be adopted at the July Ordinary Council meeting.

An Audit Committee meeting is scheduled to be held at 6.00pm before the Council meeting. The Committee will meet to review the compliance timeline document put together by staff to address the matters identified as non-compliant or in-adequate from the recent Financial Management review and Regulation 17 CEO review document.

### Integrated Planning and Reporting

A Council workshop to review the Strategic Community Plan and Corporate Business Plan was held on the 16<sup>th</sup> July. There were seven elected members in attendance, and it was a very productive planning session. The updated plan is enclosed for adoption in this agenda.

### Staffing

Lorraine Muir, after 37 years of service, has retired as the admin office cleaner with her last day on the 10<sup>th</sup> July. A small afternoon function and was held to thank her for her service and she was presented with a farewell gift.

Sharon Mackenzie has commenced work as the new office cleaner and is proving to be a good replacement.

Janet Evans has resigned as the Caravan Park Caretaker, Janet has been the caretaker for the past two years. Current facilities cleaner and back up caretaker, Karen Praetz, will step into the role on permanent part time basis.

Cath Painter has also resigned in the recently created position of Compliance Projects Officer. Management is still yet to work out where we will go with this position and how it will be filled.

John Case has been engaged on a fixed term casual basis to project manage the Wetlands Park Playground development and the Library / Town Square project. John has a great deal of knowledge and experience in managing projects and has previously worked with the Wagin Shire in a similar capacity.

## **AGED CARE**

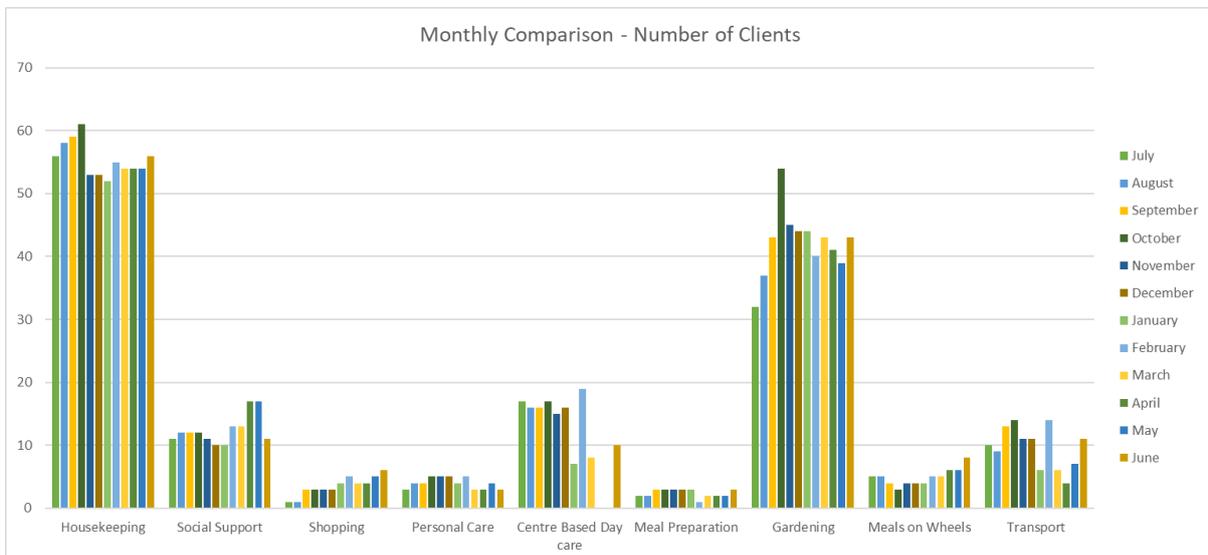
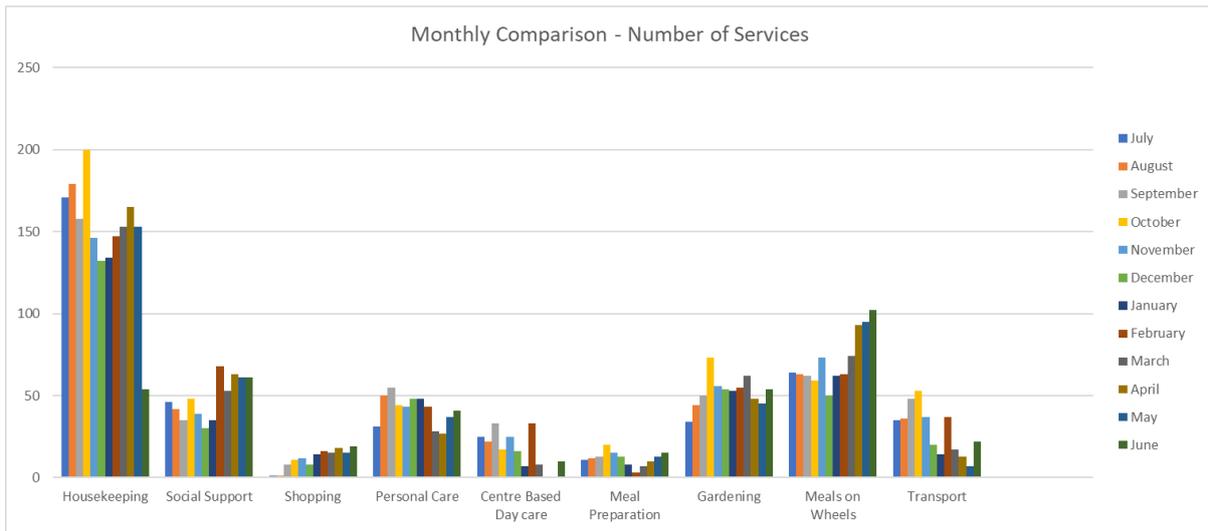


## HOMECARE REPORT JUNE 2020

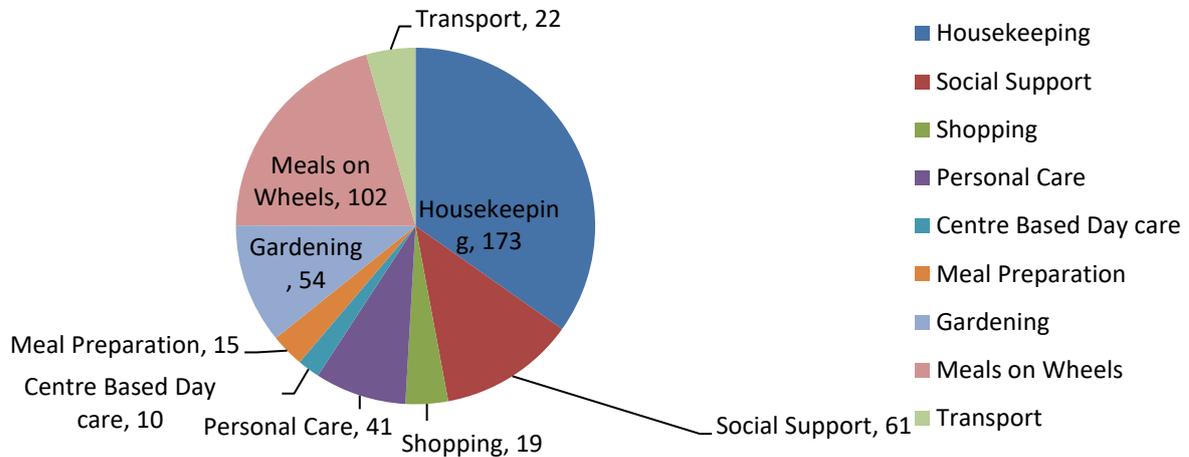
### CLIENTS:

83 clients received one or more services for June

Service	Number of Clients
Housekeeping	56
Social Support	11
Shopping	6
Personal Care	3
Centre Based Day care	10
Meal Preparation	3
Gardening	43
Meals on Wheels	8
Transport	11



## Wagin Homecare Report June 2020



## Wagin Homecare Complete Service Provision June 2020

Types of services provided	Monthly Contracted	Hours Provided	Variance	Contracted	Year to date
Domestic Assistance	243	215	-28	2913	2437
Social Support	54	33	-21	651	560
Personal Care	16	15	-1	190	256
Centre Based Day Care	120	40	-80	1442	613
Respite Care	1.5	0	-1.5	18	0
Home Maintenance	112	58	-54	1344	672
Transport	63	25	-38	762	369
Meals on Wheels	334	102		4011	860
Other food services	25	15	-10	299	150

### TOWNSCAPE

Management, with the assistance of Cr Kilpatrick and Cr Ball, have been working on the Electronic Advertising Sign Policy that provides clear guidelines for the management and operation of the sign. The draft policy will be presented to the next meeting of the Finance and General Purposes Committee meeting scheduled for August.

The Regular Caravan and Tudhoe Street Crossing plan for the Town / Library Square has been advertised to the community for comment. There has been a good response from the community. Please refer to the agenda item contained in this Council agenda.

### TOURISM

June/July 2020 Shire Facebook Report

16/07/2020

The Shire Facebook page has posted 24 times since the last report in May with the biggest audience award being flyer about Ann McLeish from Narrogin (age 75yrs) who is going to walk

from Wagin to Newdegate to raise funds for the Royal Flying Doctor service – 1664 people checked out this post.

- Proposed Gopher Ramp Review – 16<sup>th</sup> June – 1017 people
- Women’s Health Clinic flyer – 16<sup>th</sup> June – 373 people
- Cleaner Position Vacant flyer – 17<sup>th</sup> June – 568 people
- Dog in the Pound – 17<sup>th</sup> June – 1010 people
- Gardener Position Vacant – 18<sup>th</sup> June – 1023 people
- Raising money for RFDS – 23<sup>rd</sup> June – 1664 people
- Wagin Trots Notice – 23<sup>rd</sup> June – 489 people
- Parenting Workshop – 24<sup>th</sup> June – 653 people
- Homecare Date Change – 25<sup>th</sup> June – 835 people
- Townsquare Plan – 25<sup>th</sup> June – 1221 people
- Works around town image – 25<sup>th</sup> June – 703 people
- Gym Re-opens – 26<sup>th</sup> June – 869 people
- Actual Gopher tour – 26<sup>th</sup> June – 728 people
- Astrotourism flyer – 26<sup>th</sup> June – 341 people
- Wagin’s COVID Roadmap – 26<sup>th</sup> June – 563 people
- Astrotourism flyer – 30<sup>th</sup> June – 449 people
- Kids Sports day flyer – 1<sup>st</sup> July – 824 people
- Osteoporosis Van notice – 4<sup>th</sup> July – 872 people
- WestJets notice – 4<sup>th</sup> July – 502 people
- Wait jen working bee – 7<sup>th</sup> July – 561 people
- Hotham Trust funding – 7<sup>th</sup> July – 380 people
- Dog in the pound – 7<sup>th</sup> July – 736 people
- Parenting workshop – 14<sup>th</sup> July – 341 people
- Sporting information workshop – 14<sup>th</sup> July – 194 people

Our total page “likes” is at 1229 – up by 13 from last month.

To compare our likes to other shire pages:

- Wickepin 776
- Williams 461
- Kondinin 424
- Lake Grace 594
- Kojonup 1029

Wagin Woolorama Page took a small step forward and is up by 4 to 2794 likes.

## RECREATION AND CULTURE

### Library Report June 2020

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

### Library Update:



- No Updates

#### **Library Events:**

- Library Book Club was held at Cresswells on Saturday 11<sup>th</sup> July 2pm to 4pm.

#### **Library Regular Activities:**

- WLG Book Club was held at Cresswells on Saturday 11<sup>th</sup> 2pm to 4pm. Our next Book Club will be held on August 8<sup>th</sup> 2pm to 4pm.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing after recommencing in late June.
- Wagin Hospital Homebound visiting program available as required.
  - **Friends of Wagin Library & Gallery meeting was held Thursday 9<sup>th</sup> July at 4.30pm. Our next Friends Meeting will be held on Thursday 27<sup>th</sup> August 2020.**

#### **Library Statistics:**

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

#### **Patron Comments and Suggestions:**

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

#### **Up and coming news and events:**

- No events until permitted

#### **Recreation Centre Report**

##### ***June/July 2020***

The month of June saw the winter sports revving up. Senior and junior netball seasons with training in full swing for the last 4 or 5 weeks. Home games for seniors set to begin on Wednesday 22<sup>nd</sup> July with a game against a Dumbleyung team. Hockey well into their season and utilizing the Rec Centre nearly every Thursday night. Megan's cardio tennis sessions continue to attract patrons twice weekly at the moment. Brooke's fitness classes back after



the school break now every Monday and Thursday. Tara's yoga classes also back from a 2 week break every Wednesday morning and Friday night. A lot of ladies attending the stay on your feet sessions every Monday morning. School sports set to begin Friday 25<sup>th</sup> of July for the term - a 9 week block. Ladies tennis, depending on the weather also continues.

Covid restrictions at the centre have now relaxed, but safe hygiene practices are still in place. Patrons are always made aware. Two kid's sports days were held over the holiday period with reasonable numbers attending. Hand sanitiser always available when entering the auditorium. Surfaces are constantly cleaned, also trying to implement a " no food " rule inside the Rec centre.

### **Summary**

- Senior and Junior Netball training and fixtured games
- Cardio Tennis with Megan every Monday and Wednesday
- Tara's Yoga Wednesdays and Fridays
- Men Hockey training every Thursday
- Brooke's Fitness classes every Monday and Thursday
- Stay on your feet Monday mornings
- Ladies tennis on wet Thursdays
- School sports every Friday afternoon for a 9 week block
- Still practicing safe hygiene measures at the centre

Jun-20		Yoga	Tennis Megan	Hockey	Netball Juniors	Netball Seniors	Tennis Ladies	Stay on your Feet	Fitness Brooke
1/06/2020	Monday								
2/06/2020	Tuesday								
3/06/2020	Wednesday	7							
4/06/2020	Thursday			13					
5/06/2020	Friday	4							
6/06/2020									
7/06/2020									
8/06/2020	Monday								
9/06/2020	Tuesday								
10/06/2020	Wednesday	5	8		40	11			
11/06/2020	Thursday			16			5		
12/06/2020	Friday								
13/06/2020									
14/06/2020									
15/06/2020	Monday							12	
16/06/2020	Tuesday								
17/06/2020	Wednesday	6	7		40	11			
18/06/2020	Thursday						5		
19/06/2020	Friday	2							
20/06/2020									
21/06/2020									
22/06/2020	Monday		3					12	10

23/06/2020	Tuesday									
24/06/2020	Wednesday		17		50	12				
25/06/2020	Thursday									
26/06/2020	Friday	3								
27/06/2020										
28/06/2020										
29/06/2020	Monday		3					11	10	
30/06/2020	Tuesday									
<b>TOTALS</b>			<b>27</b>	<b>38</b>	<b>29</b>	<b>130</b>	<b>34</b>	<b>10</b>	<b>35</b>	<b>20</b>

## Community Events

### Wagin Christmas Street Carnival

Wagin Christmas Street Carnival has become the highlight of the end of year celebrations – but may look very different in 2020 due to COVID-19.

Previous years have seen Lotterywest being a major player in the funding of the event, but this stage in the pandemic is seeing Lotterywest targeting COVID affected areas of the community and they are not currently accepting funding applications which do not fit that criteria.

Due to this change, staff have sought options for alternate funding potential and have submitted an application to Roadwise. The variance in funding source will see some changes to the event – assuming the application is successful – with this year's event having a 'message' to get across to all who attend. That message collaborates well with the RAC Elephant in the Wheatbelt mural on the wall of Bankwest – Don't touch your phone while driving.

Other funding source may be required to buffer the cost and staff will continue to source options. Current local funding is via – Shire of Wagin, Wagin Action group and Wagin Chamber of Commerce

There are no other Shire community events organised for the remainder of the calendar year.

## OTHER

### CONSULTATION/COMMUNICATION

Nil

### STATUTORY/LEGAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

Nil

### VOTING REQUIREMENTS

Simple Majority

## 12.2.2. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP)

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	01 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GS.PR.9
ATTACHMENTS:	Guidelines/Eligible Projects (LRCIP)

### OFFICER RECOMMENDATION 4328 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That Council authorise the following projects under the 2020/2021 \$348,962 Local Roads and Community Infrastructure Program:

1	Stages 1 and 3 of the Wetlands Park Development	\$180,000
2	Renewal of Footpaths	\$58,962
3	Ticket Box – Wagin Sportsground Entrance	\$10,000
4	Community Centre Park Development	\$50,000
5	Giant Ram Painting	\$25,000
6	CCTV Upgrade	\$25,000

Carried 9/0

### BRIEF SUMMARY

This report recommends priorities to be funded through the recently announced *Federal Government Local Roads and Community Infrastructure Program (LRCIP)*

### BACKGROUND/COMMENT

The Federal Government has allocated \$500M to local governments throughout Australia for projects to support jobs, businesses and the resilience of local economies. The Shire of Wagin's share of this allocation is \$348,962.

Projects funded through this allocation are required to be in addition to the pre Covid-19 work program for 2021. That is the projects have to be new projects or projects brought forward that would not have been funded in 20/21 in the normal course of events.

The other baseline criterion is that projects have to be completed by the 30<sup>th</sup> June 2021.



Senior staff have met to determine what projects could be undertaken to meet the aspirations of the program, which are needed by the community and seen as having some priority and which can be delivered within the given timeframe.

Staff believe that the below nominated projects not only best meet the guidelines but also the needs of the local community. Also, the projects, once completed, will be very visual to the community and visitors and will be seen by ratepayers as funds well spent.

The following projects are put forward for the consideration of Council:

**1. Stages 1 and 3 of the Wetlands Park Development:**

(Budget \$180,000, Wagin Action Group \$25,000, Council \$12,250 Total \$217,250)

The staged development of the Wetlands Park has emerged as a strong community priority. This is evidenced by the enthusiastic response to the call for submissions on what the development should comprise. In addition, the Wagin Action Group has pledged support for the project and has committed \$25,000 in funds to assist in bringing it to fruition. There are components of the project that can and will be done with community in-kind labour and resources.

There has been a considerable amount of planning carried out and the project is “shovel ready”. Given the budget constraints within which the Shire operates there were not sufficient resources for the Shire to have included this project in the 20/21 financial year budget, however this is now a possibility given the availability of funding through the LRCIP.

It is proposed to complete Stages 1 & 3 of the development and to program the completion of Stage 2 to a time when funding allows. A copy of the conceptual development of Wetlands Park attaches to this report.

**2. Renewal of Footpaths:**

(Budget \$58,962)

The Shire makes an annual budget allocation to upgrade footpaths in town and has continued this for the 20/21 financial year. This is a large program however as many footpaths have deteriorated (broken slabs) and have been damaged/distorted by street trees. It is proposed to accelerate the renewal program by allocating \$58.962 from the LRCIP allocation. Whilst several footpaths would be renewed through this program, the footpath in Johnston Street has been identified as a priority.

**3. Ticket Box – Wagin Sportsground Entrance:**

(Budget \$10,000)

It is intended to build a brick ticket box at the entrance to the Wagin Sportsground. This was a recommendation from the Sportsground Advisory Committee back in May 2019, it was put to the 2019/2020 Council budget process, however due to budget constraints and priorities it did not make the final adopted budget.

The ticket box structure will be on the southern side of the main Sportsground entrance to include ticket selling facilities to both the pedestrian side gate and the vehicle entrance. The structure to be made of brick and colorbond and will also provide shelter over the pedestrian entrance. The structure will complement the existing brick main Sportsground entrance.



#### **4. Community Centre Park Development:**

(Budget \$50,000)

The Townscape Enhancement Committee has prioritised the development of the small park next to the Community Centre/RSL. This will comprise the building of a gazebo, park benches, street furniture, reticulation and fencing. The development will tie in with the proposed Town Square Development on the opposite side of Tudhoe Street and will provide a space for people to use in close proximity to food and coffee shops.

#### **5. Giant Ram Painting:**

(Budget \$25,000)

In accordance with a recommendation from the Townscape Committee and endorsed by Council, a \$25,000 allocation is required to paint and undertake some maintenance work on the iconic Wagin Giant Ram. The structure is a key tourist and recreational asset of the Shire and a key identity of Wagin. This work will complement the Wetlands Park Development.

#### **6. CCTV Upgrade:**

(Budget \$25,000)

The current Shire CCTV system is old and has significant issues in providing reliable security and vision to protect Shire facilities, local businesses and the community of Wagin. Coupled with a further funding through Council's Insurance scheme it is proposed to expend \$50,000 on upgrades to CCTV in Wagin.

The above projects were discussed by Council at the Budget Workshop held on the 30<sup>th</sup> June. Council was in agreement that these projects and associated expenditure amounts best fit the guidelines and the needs of the community.

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Projects will be expended in line with the *Local Roads and Community Infrastructure Program*

### **STRATEGIC IMPLICATIONS**

- 3.7 Provide and support more community resources and facilities as required.
- 2.3 Improvement in condition and appearance of the main streets of the town with improved signage.
- 4.1 Improve main street appearance to encourage travellers and tourists to stop
- 4.3 Maintain & improve natural environment and recreation areas.
- 3.5. Youth focus on services and recreation development including coordination of effort across the Shire/Region.

### **VOTING REQUIREMENTS**

Absolute Majority



# COVID-19 Local Roads and Community Infrastructure Program Guidelines

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<b>Opening date:</b>	1 July 2020
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Enquiries:</b>	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program IIP@infrastructure.gov.au
<b>Date guidelines released:</b>	24 June 2020
<b>Type of grant opportunity:</b>	Demand-driven (Eligibility-based)

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# 1. Local Roads and Community Infrastructure Program Process

## **The Local Roads and Community Infrastructure Program is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications (The Department) Outcome 3. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*



## **The grant opportunity opens**

We will provide Eligible Funding Recipients with the Grant Guidelines and publish them on [GrantConnect](#).



## **Grant decisions are made**

The Eligible Funding Recipients for this Program have been pre-identified. The Deputy Prime Minister allocates the grants based on a formula.



## **We notify Eligible Funding Recipients of the outcome**

The Deputy Prime Minister sends a letter of offer and Grant Agreement to Eligible Funding Recipients



## **Eligible Funding Recipients sign the Grant Agreement**

Eligible Funding Recipients must sign the Grant Agreement and return it to the Department.



## **The Department enters into a grant agreement**

The Department will execute a Grant Agreement with Eligible Funding Recipients.



## **Nomination of projects to be undertaken**

Eligible Funding Recipients will submit a Work Schedule nominating projects to be funded through the LRCI Program



## **The Department assesses nominated projects to ensure eligibility requirements are met**

The Department will notify Eligible Funding Recipients if nominated projects are eligible/not eligible for funding. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



## **Delivery of grant**

Eligible Funding Recipients undertake Eligible Projects set out in Approved Work Schedule. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



## **Evaluation of the Local Roads and Community Infrastructure Program**

The Department will evaluate the Local Roads and Community Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

## 1.1 Introduction

These guidelines contain information for the Local Roads and Community Infrastructure (LRCI) Program.

The LRCI Program was announced on 22 May 2020. The program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies. This funding will stimulate growth and create jobs in local communities following the impacts of COVID-19.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how Eligible Funding Recipients will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (the Department).

## 2. About the grant program

The LRCI Program will run from 1 July 2020 to 31 December 2021, with projects required to be physically completed by 30 June 2021. The Program was announced as part of the Australian Government's wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The LRCI Program is a Demand Driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3 of the Department's Portfolio Budget Statement:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies, including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate growth; and providing grants and financial assistance.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

### 3. Grant amount and grant period

The Australian Government has announced a total of \$500 million for the LRCI Program. Funding is available from July 2020.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates, and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

### 4. Eligibility criteria

Only Eligible Funding Recipients will receive a letter of offer for the LRCI Program.

#### 4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are yet to be transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. By providing funding to the level of Government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia. Further, by allowing councils to select projects to be undertaken (within a specified framework), local governments will be able to deliver projects in line with priorities at the local level.

## 4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see: Section 4.1).

General applications by other organisations will not be accepted.

## 5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are those that meet the requirements set out in section 5.1, 5.2 and 5.3 and deliver benefits to the community.

### 5.1 Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);



- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

## 5.2 Projects must be additional to existing work plans

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for 2020-21.

Projects that have been brought forward from post 2020-21 work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

## 5.3 Eligible construction time period

Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2021, subject to the following exceptions:

- Where an Eligible Funding Recipient contributes at least fifty per cent towards the total cost of a project. Construction activity on a project may be undertaken until 30 June 2022 as long as the Australian Government's contribution covers the cost of construction activity to 30 June 2021, and all other Eligible Project requirements are met.
- Where agreed by the Department due to exceptional circumstances.

If construction activity cannot be completed during between 1 July 2020 and 30 June 2021, an Eligible Funding Recipient may not receive their full Nominal Funding Allocation.

## 5.4 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These are Ineligible Projects and Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department;
- commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- community/public art;



- road building plant or other capital equipment especially moveable equipment (e.g. graders);
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded eligible project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

## 6. The grant selection process

### 6.1 Who will approve grants?

The Deputy Prime Minister or Secretary of the Department will decide the award of grants to Eligible Funding Recipients.

A grant to an Eligible Funding Recipient will be made on the basis that the organisation meets the Eligibility Criteria.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula set out at Section 3.

The decision maker's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

## 7. Letter of offer process

Eligible Funding Recipients will receive a letter of offer to participate in the LRCI Program. This will occur in June 2020 by mail/electronic form. This letter will:

- a) specify the Nominal Funding Allocation; and
- b) include a Grant Agreement that sets out the terms and conditions of the LRCI Program.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found at the Department's

website and on [GrantConnect](#). Any alterations and addenda<sup>1</sup> will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

## 8. Notification of outcomes

An Eligible Funding Recipient will receive a letter of offer and Grant Agreement.

## 9. Successful grantees

### 9.1 The grant agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth. The Grant Agreement used for the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

An Eligible Funding Recipient should not make financial commitments until a grant agreement has been executed with the Commonwealth. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and the Work Schedule is approved.

A Grant Agreement must be executed with the Commonwealth before any payments can be made.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the Program Manager by the date stipulated in the letter of offer.

By signing and returning the Grant Agreement, Eligible Funding Recipients agree to abide by the terms and conditions contained therein. The Department will then execute the Grant Agreement on behalf of the Commonwealth and return a copy to the Eligible Funding Recipient.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Commonwealth may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. Where an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

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<sup>1</sup> Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications and Questions and Answers (Q&A) documents

## 9.2 How we pay the Grant

**Table 1 Grant Payment Overview**

Payment milestone	Grant payment date	Amount
First Instalment:  Work Schedule approval payment	Within four weeks of the Work Schedule being approved.	The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.
Second Instalment:  Top up - mid program progress payment	Within four weeks of the Secretary of the Department or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) the second Quarterly Report submitted between 1–31 January 2021.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"><li>• actual expenditure up until 31 December 2020; and</li><li>• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule,</li></ul> <b>less:</b> <ul style="list-style-type: none"><li>• the first instalment; and</li><li>• 10 per cent of the Nominal Funding Allocation.</li></ul>
Second Instalment:  Early Access	If all grant money has been expended in advance of 1 January 2021. Within four weeks of the Secretary of the Department's or their Delegate's decision on the following: 1) an updated Work Schedule; and 2) an Ad hoc report.	The Second Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"><li>• actual expenditure up until 31 December 2020; and</li><li>• projected expenditure to 31 March 2021 on Eligible Projects in an Approved Work Schedule</li></ul> <b>less:</b> <ul style="list-style-type: none"><li>• the first instalment; and</li><li>• 10 per cent of the Nominal Funding Allocation.</li></ul>
Third Instalment:  Final payment	Within four weeks of the Secretary of the Department or their Delegate's decision being made to release the final instalment upon receipt of the Annual Report.	The Third Instalment will equal the smaller of: <ul style="list-style-type: none"><li>• the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation; or</li><li>• total eligible expenditure under the program</li></ul> <b>less</b> instalments paid to date.

## Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their Work Schedule.

Eligible Funding Recipients are required to submit a Work Schedule in the manner and form stipulated by the Department.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee proposes to undertake using the Grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date, construction duration and estimated construction completion date;
- detail any Conflicts of Interest and management actions to manage these conflicts;
- the amount of Grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- provide clear project descriptions;
- detail any conflicts of interest and management actions;
- specify the amount of grant funding required (projected expenditure);
- meet mapping requirements notified by the Department; and
- expected number of full-time equivalent jobs supported by the project over the construction period.

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated in Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

Eligible Funding Recipients will be provided with a Work Schedule template and further information on how to fill out a Work Schedule. The process for submitting a Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

Eligible Funding Recipients can submit their Work Schedule when they return their signed Grant Agreement or any time afterwards. However, failure to promptly return a Work Schedule will result in release of grant funds being delayed.

## Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or detailed projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department will contact the Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Secretary of the Department or their Delegate to approve/not approve the Work Schedule and the release of the First Instalment (of three instalments) of grant funds on the basis of their assessment of the information provided by an Eligible Funding Recipient.

The Secretary of the Department or their Delegate will decide whether to approve the Work Schedule and the release of the First Instalment. Approval may be subject to conditions detailed in the Grant Agreement.

Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

Eligible Funding Recipients must keep their Work Schedule up to date in accordance with the Program Guidelines as in force from time to time; and any other requirements notified by the Commonwealth.

At a minimum, an Eligible Funding Recipient must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access (refer to Section 11 for information on reporting requirements). This is because the amount of grant money to be released is calculated with reference to projected expenditure on Eligible Projects.

### First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Secretary of the Department or their delegate.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.

### Second Instalment

The Secretary of the Department or their Delegate will decide whether to approve release of the Second Instalment on the basis of:

- The Department's assessment of, and the information contained in, an updated Work Schedule;
- the information provided in relevant Quarterly Report/s;
- If seeking Early Access to the second instalment, the information contained in an Ad hoc report detailing an Eligible Funding Recipient's actual expenditure to date and projected expenditure to 31 March 2021 in the manner and form required by the Department;
- whether or not an Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

If the Secretary of the Department or their Delegate approves the updated Work Schedule and release of the Second Instalment, payment will be made within four weeks of the Secretary of the Department or their Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release the Second Instalment.

The Second Instalment is scheduled to be paid between 1 January and 31 January, the payment value for the Second Instalment will equal:

- actual expenditure up until 31 December 2020; plus
- projected expenditure to 31 March 2021, less the amount paid as the first instalment

**less:**

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

### Early Access

If the Eligible Funding Recipient has expended all of its First Instalment in advance of 1 January 2021, an Eligible Funding Recipient can seek to access the Second Instalment early. The process followed in relation to the Second Instalment will be followed for Early Access with necessary changes to timeframes. The payment value will be equal:

- actual expenditure up until the Ad hoc Report date; plus projected expenditure to 31 March 2021

**less:**

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

### Third Instalment

The Secretary or their Delegate will decide whether to approve release of the Third and Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Third Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation and the total actual expenditure and projected expenditure under the program less instalments paid to date. Projected expenditure should be limited to expenses expected to be incurred post 30 June 2021, which are not construction costs. These contracts are things such as noise monitoring contracts and final

landscaping contracts, and exclude construction costs unless otherwise agreed by the Department.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

The Third Instalment will be paid within four weeks of the Secretary of the Department or their Delegate's decision to release the grant payment.

### 9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST.

Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

## 10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect. The Department may also publish information details of grants, including individual projects funded on its website or other government websites. This information may include:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes.

## 11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

### 11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 –Quarterly Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of the Second and Third Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supporting by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Nominal Funding Allocation and/or returned any grant funding additional to the Approved Work Schedule, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient the Grantee will not be required to provide and further Quarterly reports, but will be required to provide the Annual Report. This waiver of reporting requirements is an application of the proportionality principle.

**Table 2 –Quarterly Reports**

<b>Lodgement period for Quarterly Reports</b>	<b>Quarter: Actual expenditure period</b>	<b>Quarterly Report</b>
1–31 October 2020	1 July - 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October - 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January - 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
Annual Report by 14 August 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July

		2020/Commencement of program to 30 June 2021
1–31 October 2021	1 July 2021 - 30 September 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 – 31 December 2021 (if required)	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

The Department must be informed of any Reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

### 11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of 1 January 2021, they can submit an Ad hoc report to access their second instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 July 2020 until the date specified in the Ad Hoc Report;
- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 31 March 2021;
- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

### 11.3 Annual Report

Eligible Funding Recipients must provide the Department with an Annual Report no later than 14 August 2021, unless otherwise agreed by the Department. The Annual Report will need to be in the manner and form specified by the Department. The Annual Report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
  - a) a written Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:

- i. the amount of grant payments which remained unspent from the financial year;
  - ii. the amount of grant payments received by the Eligible Funding Recipient in the financial year;
  - iii. the amount of grant payments available for expenditure by the Eligible Funding Recipient on Eligible Projects in an Approved Work Schedule in that year;
  - iv. the amount spent by the Eligible Funding Recipient during that year out of the grant payments available for expenditure by the Eligible Funding Recipient during that year;
  - v. the amount (if any) retained at the end of that year by the Eligible Funding Recipient out of grant payments available for expenditure by the Eligible Funding Recipient during that year and which remained unspent at the end of that year.
- Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.
- b) a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:
    - i. the Chief Executive Officer's financial statement is based on proper accounts and records;
    - ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records;
    - iii. the expenditure referred to in subparagraph (d)(iv) has been on Eligible Projects under the LRCI Program;
    - iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.
  - c) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

#### 11.4 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects on an Approved Work Schedule within the grant period between 1 July 2020 – 31 December 2021, they will be required to repay that amount to the Department within four weeks of 31 December 2021.

#### 11.5 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using program payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

## 11.6 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

## 11.7 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

### **Environment and Planning laws**

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and Local government planning approvals.

## 12. How we monitor your grant activity

### 12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for the LRCI program is the bank account the Eligible Funding Recipient uses for the Roads to Recovery Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2021.



## 12.2 Department Contact Details

Email the mailbox at: [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au)

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

## 12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of funded projects to assist with this evaluation.

## 12.4 Acknowledgement

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

## 12.5 Media releases

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under the LRCI Program, they must:

- At least two business days prior to the proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release and obtain the Department's agreement to the media release; and
- Provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

On receipt of the second and third instalment, an Eligible Funding Recipient must provide via email a summary of projects commencing, in progress, and completing in a Federal Electorate, and the funds claimed against those projects, to the relevant local Federal Member of Parliament. Eligible Funding Recipients must copy the Department into this email and must send the email within seven calendar days of the payment being made to them.

## 12.6 Signage

For Eligible Projects on an Approved Work Schedule over \$10,000, Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences.

Signage guidelines will be available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

## 12.7 Project Events

If a Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a funded project, they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held, and provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

## 13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the guidelines, the revised guidelines will be published on GrantConnect and the Department's website.

### 13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au).

Frequently Asked Questions may be published at [https://investment.infrastructure.gov.au/infrastructure\\_investment/local-roads-community-infrastructure-program/index.aspx](https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx)

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager  
COVID Recovery Infrastructure Investment Stimulus  
GPO Box 2013  
CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

### 13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

### 13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the *Public Service Act 1999*. Commonwealth officials including the decision maker, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

## 13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

## 13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and explain why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Commonwealth employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [\*Freedom of Information Act 1982\*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator  
Department of Infrastructure, Regional Development and Cities  
GPO Box 594  
CANBERRA ACT 2601

Tel: (02) 6274 6495  
Fax: (02) 6275 1347  
email: [foi@infrastructure.gov.au](mailto:foi@infrastructure.gov.au)

## 14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program.

The Department has consulted with the Australian Local Government Association in developing these Guidelines.

## 15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
Commonwealth	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act).
Commonwealth Grants Rules and Guidelines	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>2</sup> or other <u>Consolidated Revenue Fund (CRF)</u> money<sup>3</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives</li> </ol>
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> <li>• Information or an opinion about an identified individual, or an individual who is reasonably identifiable;</li> <li>• whether the information or opinion is true or not; and</li> <li>• whether the information or opinion is recorded in a material form or not</li> </ul>
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Funding Recipient can use grant money to pay for and approved by the Secretary of the Department or their Delegate
Work Schedule	a list of projects that a Funding Recipient proposes to be funded under the LRCI Program

<sup>2</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>3</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

The Presiding Member advised the change to the Order of Business to delay item 12.2.3 *Town Square Redevelopment* to the end of the agenda and be discussed after Item 12.6.1 *Proposed Road Closure*.

### 12.2.3 TOWN SQUARE REDEVELOPMENT

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	20 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.DE.3
ATTACHMENTS:	1. Town Square Redevelopment Plan B 2. Community Feedback Summary

#### OFFICER RECOMMENDATION

Moved Cr Seconded Cr

That the Town Square Redevelopment Plan B – Regular Caravan and Tudhoe Crossing be endorsed for development.

Carried 0/0

#### AMENDED MOTION 4344 COUNCIL DECISION

Moved Cr S M Chilcott Seconded Cr D I Atkins

1. That the Wagin Town Square Development be comprised of *Stage 1* being a portion of the area commencing north of the Library through to Tudhoe Street and from the western side of the toilet block through to Tudhoe Street and that *Stage 2* be comprised of the remainder of the lot.
2. That *Stage 1* of the development proceeded with.
3. That engineering advice be sought on the feasibility of accommodating the entry and egress of 19-metre-long vehicles through the area deemed to be *Stage 2*.
4. That the area to accommodate the proposed electronic display sign be relocated eastwards into the garden area provided for in *Stage 1* (south west



corner) with the objective of maintaining the same distance from Tudhoe Street as per the current approval from Main Roads WA.

5. That provision be made in *Stage 1* to accommodate a future electric charging station.

**Carried 9/0**

Reason for Difference – Changes made to the Proposed Plan that initiated progression of *Stage 1* and further consultation on *Stage 2*.

### **BRIEF SUMMARY**

Council to endorse the proposed Town Square Redevelopment Plan B - Regular Caravan and Tudhoe Crossing after the 21-day period of public comment.

### **BACKGROUND/COMMENT**

The Library / Town Square project has been in the planning stage for a number of years and can now be developed after Council acquired the final lot as part of the area earmarked for development.

A revised plan from consultant Sally Malone was presented to the Townscape Committee and then considered at the June Council meeting with the following resolution:

#### **4303 COUNCIL DECISION**

Moved: Cr. G R Ball

Seconded: Cr B L Kilpatrick

Advertise the proposed Town Square Plan B - Regular Caravan and Tudhoe Crossing for public comment for a period of 21 days.

Carried 10/0

The public comment period concluded on the 20 July 2020. A summary of the community feed-back is attached for your information. On a whole, the feedback is very positive with some good suggestions. Management, after considering the feed-back, is recommending the Town Square Redevelopment Plan B- Regular Caravan and Tudhoe Crossing be endorsed for development.

A budget allocation has been made in the 2020/2021 Council Budget, should Council endorse this plan and adopt the 2020/2021 Budget as presented then the Town Square Redevelopment project can commence immediately.

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Provision made in the 2020/2021 Annual Budget



### **STRATEGIC IMPLICATIONS**

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

### **VOTING REQUIREMENTS**

Simple Majority







**Proposed Town Square Redevelopment  
Community Feedback**

**Hard Copy Responses**

Name/Commenter	Parking	Facilities	Access	Landscaping	Library	Community Centre Pocket Park	Other
CJ Brockwell	Needs to be a lot more room for large vehicles as normal vehicles find it easier to manoeuvre to other areas if needed	Nil	Nil	Need less of there are a lot of areas already under maintained. No need to create more work for an already stretched works team/budget.	Nil	Nil	Nil
Robert Davidson	The development for parking of visiting tourists in the main street is a great idea. As a caravan traveller myself, sometimes it is difficult to find parking suitable near a shopping outlet. Needs to be well signed at town entry of the facility to park& toilet access	Nil	I like the idea, but I am apprehensive about the proposed area which may prove difficult for caravanners, cars pulling camper trailer and small trucks due to tightness of corners etc to enter this parking site. As a suggestion is it possible to mark the area out to scale and test run the proposed development. Much easier to make adjustments if changes need to be made	I like planter boxes around the town CBD especially Tavistock Street and the Pam Park upgrade. Should all look good by springtime. Well done and Shire staff are doing an excellent job to maintain these improvements	Nil	Nil	I would also like to see all businesses have their staff park their vehicles either behind their premises or in designate car parks i.e. leaving the main street available for customers to park. I'm certain some business suffer due to cars and big vehicles park continuously in front of their store blocking view of their business, not so much for locals but travellers passing through Wagin. Sometimes notice the Shire Administration car park is often full and limits parking for customers and travellers to visit the Ram Park.
Cath Painter	I feel the set up of a good number of parking bays will take the pressure off the main street parking which congests around IGA, Deli & Galts. No caravans or trailers should use main road (Tudhoe)	This would be a great spot to pull off the road and stop for a break from travelling. Proximity of this area to our main shopping street is a positive. Towns/Councils that invest in these visually appealing and well throughout spaces receive economic benefits as people stop, and potentially shop. It also leaves a very positive impression on travellers.	Nil	Beautifying this area makes a very visible statement to our community and also visitors. It will certainly look more appealing than current.	Our Library is quaint and enhancing this area means the art gallery might need enhancement as visitors might want to view.	Minor concerns over small size and encouraging dogs around our main intersection area. Adequate pet waste disposal is paramount	Nil
Dana	Nil	Nil	Nil	Nil	Nil	Nil	Do It!
Kevin Toovey	Nil	Nil	Nil	Nil	Nil	Nil	Looks Great!! Disabled parking could be closer to Bankwest Corner
R Pense	Looks great, better than at the moment.	Maybe more toilets	Easy and less confusing than at the moment	A great improvement	Needs a bigger building lots of books not enough space.	Nil	Looks so much better.
Tony Gillespie	Nil	Nil	Nil	Nil	Nil	Nil	Proposed plan looks to be a major improvement to town centre.
Merryl Harris	Happy	Happy	Happy	Kids will snap the trees	Nil	Nil	I agree with what was explained to me
Diesel	Nil	Nil	Nil	Nil	Nil	Nil	Thumbs Up
Roay Hansen	Nil	Nil	Nil	Nil	Nil	Nil	Yes, it is a good idea, just what old Wagin needs.
Friends of the Wagin Library & Gallery	Nil	Nil	Nil	Plants - tactile plants, lambsear, lavender, jasmine, low growing native shrubs	Gazebo or bench seat with a name plaque with Mrs Jarick name on it	Nil	Bird feeder, mural, fencing to stop children getting out
Jarrold Chamberlin	Heaps of room for all the cars and enough for trucks	Better toilets but the shade & seating - really good	Easy In & Easy out once we all get used to it.	To many trees - too much watering, maybe stages of planting?	Fine	Good spot for social awkward people	Nil
Cam Clifton	Nil	Top quality toilets will attract a lot of travellers to stop in our main street, Dramatically over do the toilets	Nil	Nil	Nil	Nil	Nil
M Patterson	Pleased to note caravan & long vehicle parking with good access	Good advantage has been made of existing facilities with enhancement	Nil	Love the idea of deciduous to provide both shade and sun	Nil	Nil	improve the townscape and provide visitors with a positive "feel" for Wagin. Great Plan ++
Lyn Pike	Could the width of car park lots be of sufficient size to allow a 4WD to park & open doors without imposing neighbouring vehicles.,	Currently very basic! Sign "Keep it Clean"??? In toilets Car Charging ✓✓ Outdoor areas ✓✓	Terrific. Good trucks & RV's have plenty of designated spaces	Looks fabulous	Should the Library stay here? Building would be great in such environment as Tourist Information Centre & Coffee would just be the icing on the cake and guarantee it would be well used.	Great to make it much more user friendly	Thanks for so thoroughly anticipating ways to improve our community.
Ayleen Smith	Larger entrance into the square from Tudhoe Street with more parking behind the Library	I would like to see a seat or plaque displaying our old resident "Mrs Rita Jarricks" name on as a reminder of her hard, long time as a Library Manager and appreciating her outstanding effort.	Nil	Outdoor Paving with patterns. In the gardens my plant suggestions banksia native frangipana, native hibiscus, kangaroo paws, thronless strong scented roses, everlastings and tasmanian variety or lavender, stasis, ornamental aloes, ferns. Childrens mural on side of Library of books or anything relating to the Library. Undercover area, pagola or roofing at back of Library to sit under on bad weather days. Bird Baths in various places to encourage birds and bees to the area for people to view.	Nil	Nil	Nil
Kyra Quinn	Looks good	Electric car charging station - Cool. Add a "Wagin Info" Sign i.e. Town Map - points of interest, other public toilets.	Nil	Love it	Like the idea of picnic tables	Good idea for dog access - dog poo bags??	Grassed area near the toilets where dogs are not allowed should have a sign pointing to the dog area across the road

Glen Butcher	Not sure what size the parking spaces near the CWA are as the size is not shown, otherwise parking appears to be adequate. Sometime Road Trains and Semi's pull in the area at the moment. Is there a plan for Road Train parking?	In regards to the toilets and baby change area. Taps in hand basins need to be changed from spring loaded twist on/off to push down as they allow hands to be washed properly. Some method of drying hands needs to be installed Eg. blow dryers.	Overall a reasonable design. NIB near the pocket park will get broken with Trucks/Road Trains pulling in for fuel.	Are the trees shown shade trees or shrubs? No Eucalyptus (Gumtrees)	Leave the Library as is with a spruce up, painting front, shade for reading area may need a shade sail as well as trees.	This is a reasonable idea. How is it going to be kept clean of dog poop?	Could the Plan be marked out with paint lines so that interested locals can see how and where everything fits. Advise a date to view.
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**Social Media Responses**

Dennis Bishop							Great to see the greening of the Wagin CBD and surrounds is finally happening, great news, great for the environment, tourism & mental health
Sharon Diver							Can some or at least one of the parking bays closest to Bankwest please also be reserved for the older people in the community. Looks a wonderful idea.
Abbie Murray							I'm all about the town square, I think it's a killer idea! But can we please focus on one project at a time and organise our new sporting precinct, and then move onto the town square?
Xavier White							I use this car park often in either a truck or ute and trailer combination 19m long. It would be good to cater for longer and bigger vehicles. <b>Sub Comment:</b> Sam West – Xavier White agree. Many trucks stop here and us the shops
Dwight Kellow							Imagine if we spent this money on something useful like a kids playground with a big picnic/parking area that people from other towns would actually want to come here for .... Even Williams managed an amazing playground but wow look come to Wagin! We have a town square!!!!
Londa Finlayson							What about the trucks that use Beaufort coming in and out??? It is already an awkward squeeze for them to get in there as is I applaud the concept & what is trying to be achieved but we need to remember proximity, usage of space & surrounding uses of space – just my feedback
Glen Ward							Yep that's a great idea , 1 decent car park in the main street and lets fill it up with trees and park 10 cars in it <b>Sub comment:</b> Anthony Scardetta – Glen Ward all good wardy the bloke up the top left is parked in the bush plenty of room haha Ty Cook – Glen Ward it has 6 truck/caravan bays I have never seen more then 2 parked there at anyone time Sam West – Glen Ward might be able to get a few planter boxes in there
Gary Flint							Would be good if the library area could be enlarged
Judi Bradshaw							Just asking for a friend ... is any beautification being done in streets where ratepayers live?? <b>Sub comment:</b> Merle Wilson – That's a Good ??? Judi Bradshaw – and we'll never get an answer
Judi Bradshaw			Via Facebook private message				Just read your proposal on upgrading around the library etc .... Just wondering when ratepayers will get some work done in some streets around town. I am a rate payer that lives in Stubbs street, been here about 4.5 years & seen nothing happen in this street for our rates money, lots of footpaths & beautification in other streets but nothing here, could you give us a time frame when things will happen in this street. <b>Shire response:</b> Hi Judi, any requests like this need to be in writing to the shire: shire@wagin.wa.gov.au Thanks

**12.2.4. STRATEGIC COMMUNITY PLAN, (SCP) / CORPORATE BUSINESS PLAN  
(CBP)**

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	20 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PL.2
ATTACHMENTS:	Strategic Community Plan and Corporate Business Plan

**OFFICER RECOMMENDATION  
4329 COUNCIL DECISION**

**Moved Cr S M Chilcott**

**Seconded Cr G R Ball**

**That Council adopt the Strategic Community Plan 2020 - 2030 and Corporate Business Plan 2020 - 2024.**

**Carried 9/0**

**BRIEF SUMMARY**

For Council to adopt the Community Strategic Plan 2020 – 2030 and Corporate Business Plan 2020 – 2024 from the recent Council review.

**BACKGROUND/COMMENT**

As part of the regulations from the State Government regarding the process of Integrated Planning and Reporting for Local Governments, Council in April 2013 adopted its first Strategic Community Plan and Corporate Business Plan. The plans then went through a minor desk top review in 2016 and a full major review in 2018.

A Council workshop was held on the 26<sup>th</sup> July to undertake a desk top review of the plans. The review covered the following:

- Council's Community Strategic Vision, Mission and Philosophy
- Key result areas – 2020 to 2030
- Key activities and strategies - 2020 to 2024
- Capital works and project funding – 2020 to 2024
- Capital projects and expenditure – 2020 to 2024

The new Strategic Community Plan covers the years 2020 to 2030 and the Corporate Business Plan covers a four year period 2020 to 2024.

It is Management's intention to also to update Council's Long-Term Financial Plan, Asset Management Plan and Workforce Plan as part of the review.



### **STATUTORY/LEGAL IMPLICATIONS**

- Local Government Act 1995
- Integrated Planning and Reporting Regulations

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Financial Planning 2020 - 2040

### **STRATEGIC IMPLICATIONS**

Strategic Community Plan Update

### **VOTING REQUIREMENTS**

Simple Majority



# Strategic Community Plan 2020 – 2030



# Corporate Business Plan 2020 – 2024



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## Introduction

This plan provides the overarching guidance and mandate for the Shire of Wagin’s activities, services and functions that carried out to meet the needs and aspirations of ratepayers and the wider community.

To ensure that this focus remains at the forefront of everything we do, Council is committed to open consultation, community engagement and regional cooperation to ensure the Wagin district remains a fine example of a strong rural community with progressive ideas and strategies for sustainability and growth.

This Strategic Community and Corporate Business Plan addresses the aspirations of the community and the strategies and activities the Council will undertake to deliver them wherever and whenever possible. Our focus in this plan is on the next 10 years, with an eye on the longer term, and the Corporate Plan outlines our fully funded strategies for the next four years

Community Engagement processes carried out in late 2017 and 2018, where just over 7% of the Shire of Wagin population were engaged in community surveys, workshops, and focus groups, resulted in review of the five key areas of importance, concern, or aspiration. These have been clustered as below to allow for strategy and activity to be developed and reported on.



*These key areas of will guide  
Our decision making and service  
Development as we plan for the future.*

*The Purpose of the Community  
Strategic and Corporate Business Plan.*



## In this plan

The Shire has outlined key strategies that will address these areas over the next four years, while also developing further long-term objectives and aspirations in full consultation with the community in the foreseeable future. We thank those members of the community that have responded to the opportunity to be involved in the planning process to date and will always welcome feedback and discussion from our community.

A key and on-going objective is to continue to build organisational capacity within the Shire's systems, skills and knowledge base, to be able to deliver on the objectives of this plan. This will include the development of long-term financial, asset management and workforce plans to ensure that the Shire makes the best use of rates and grant funding while ensuring the sustainability and quality of core services and infrastructure.

The original plan was adopted by Council in 2013, after being compiled through a process of:

- ↳ Consulting with the community in a structured manner to reach a wide range of residents and special interest groups.
- ↳ Facilitated workshops with Council and staff to analyse the information provided in community feedback, to confirm goals/objectives and identify projects that will allow us to best meet the aspirations and needs of the community.
- ↳ A detailed analysis of our core business services/ functions to ensure relevance and appropriateness of service levels compiling a draft plan which was made available for public comment.
- ↳ Reviewing subsequent submissions and making appropriate adjustments as needed.
- ↳ Formal adoption of the plan by Council with the commitment to use this plan as the guiding principle for decision making through the term of its life.

The plan went through an in-house review by Council in April 2016 and a major review in 2018 where an extensive community consultation process was undertaken. The results of this consultation process is contained in the=is document and was a continuing driver in this desk-top review carried out in July 2020. The plans have again been updated to reflect the communities' current aspiration and wishes.

This Strategic Community Plan includes the Corporate Business Plan that outlines strategies and service delivery to meet key objectives and the core functions of the Shire, the outcomes anticipated and the performance measures that will enable us to determine progress. In addressing the community aspirations and needs, we will ensure prudent financial and asset management to ensure that the Shire remains sustainable and that the costs to the community and ratepayers are kept to as affordable as is practicably possible.



Shire President – Phillip Blight

A handwritten signature in black ink, appearing to read 'P. Blight', with a long horizontal flourish extending to the right.

## Community Strategic Vision

To have 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

To be a focused 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



## Our Region

Wagin (meaning the Emu's Watering Place) is located 228 kms south-east of Perth in the heart of Western Australia's Great Southern Region. The population of the Shire is approximately 1900 and the Shire comprises an area of 1950 square kilometres. The economy of the district is based on agriculture with wheat, barley, oats, canola and lupines being the main crops and sheep and cattle production being prominent. Although the local industries and services are based around the agricultural sector Wagin is also home to Grainfeeds a pet food manufacturer, Unigrain a grain merchant, Gilman Hay and a steel fabrication firm, machinery and vehicle dealerships.

## Our Town

Wagin has a modern hospital with an excellent emergency department. The hospital has received accreditation from the Australian Council for Hospital Standards and the community places a high priority on this facility. The town is well serviced when it comes to Medical Infrastructure. In 1997 Council opened a new Medical Centre where the local doctors, dentist and Child Health Service operate from. A Frail Aged Hostel known as Waratah Lodge is equipped with 18 well-appointed rooms adjacent to the hospital and the Wagin Cottage Homes has 48 accommodation units for the well- aged. Wagin is serviced by the Royal Flying Doctor Service which assists in the air transport of patients requiring emergency care in a larger hospital. Wagin has a sealed airstrip and is serviced by a Patient Transfer Building and Pilot Activated lighting . The Wagin District High School caters for schooling from kindergarten to year 10 and a daily bus runs to the Narrogin Senior High School.



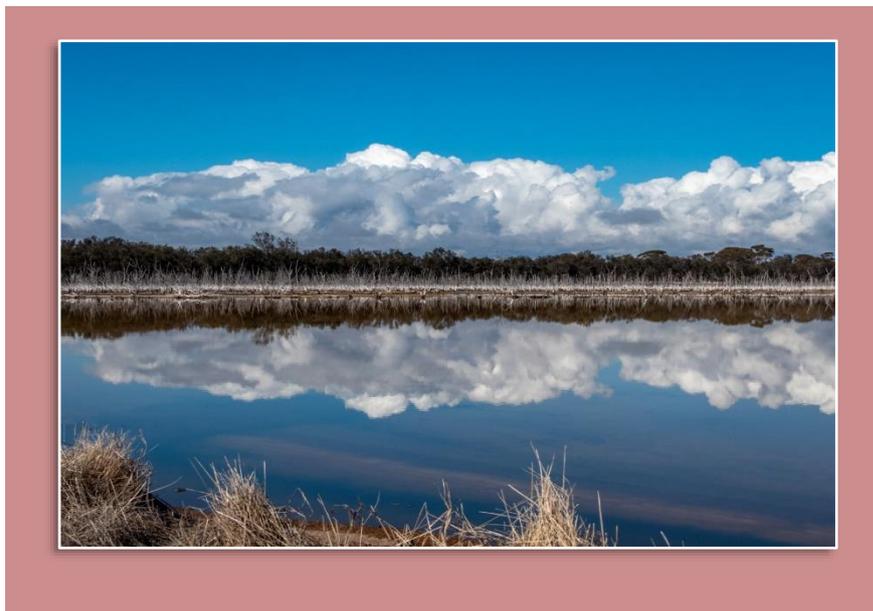
Sport and Recreation plays an important part in the Wagin community and the town is well serviced by recreational facilities with sports such as tennis, cricket, football, netball, hockey, lawn bowls, golf, darts, shooting, trotting, equestrian, go-karts, motorcycle club and swimming being most prominent. All major services are available and the following service clubs exist, the Wagin Action Group, Lions, Masonic Lodge and Rotary. The Anglican, Catholic, Baptist, Uniting and Vineyard Christian Fellowship Churches are represented in the town. Wagin is the home of the Giant Ram which is a man-made tourist attraction being a replica of a merino ram which has become an icon of Wagin. The Wagin Historical Village is an excellent reproduction of an old Australian Village and acts as a living historical museum.

Wagin is also home to the largest annual sheep show in the southern hemisphere being the Wagin Woolorama that generally attracts over 20,000 people over the two days of the event. The event is totally organised and run by the Wagin community. The local Newsletter "the Wagin Woolpress" and a local radio station provide an excellent source of communication for our residents. Wagin is fortunate to have the services of local builders, electricians, plumbers, and the presence of the National Australia Bank and Bankwest and a strong police presence in the town. Wagin community resource centre also provides support services. Wagin offers its residents a safe, well-appointed town with a real sense of community and it has been heartening to welcome new residents to our community in recent years who are choosing to move to our town.



## Shire Profile

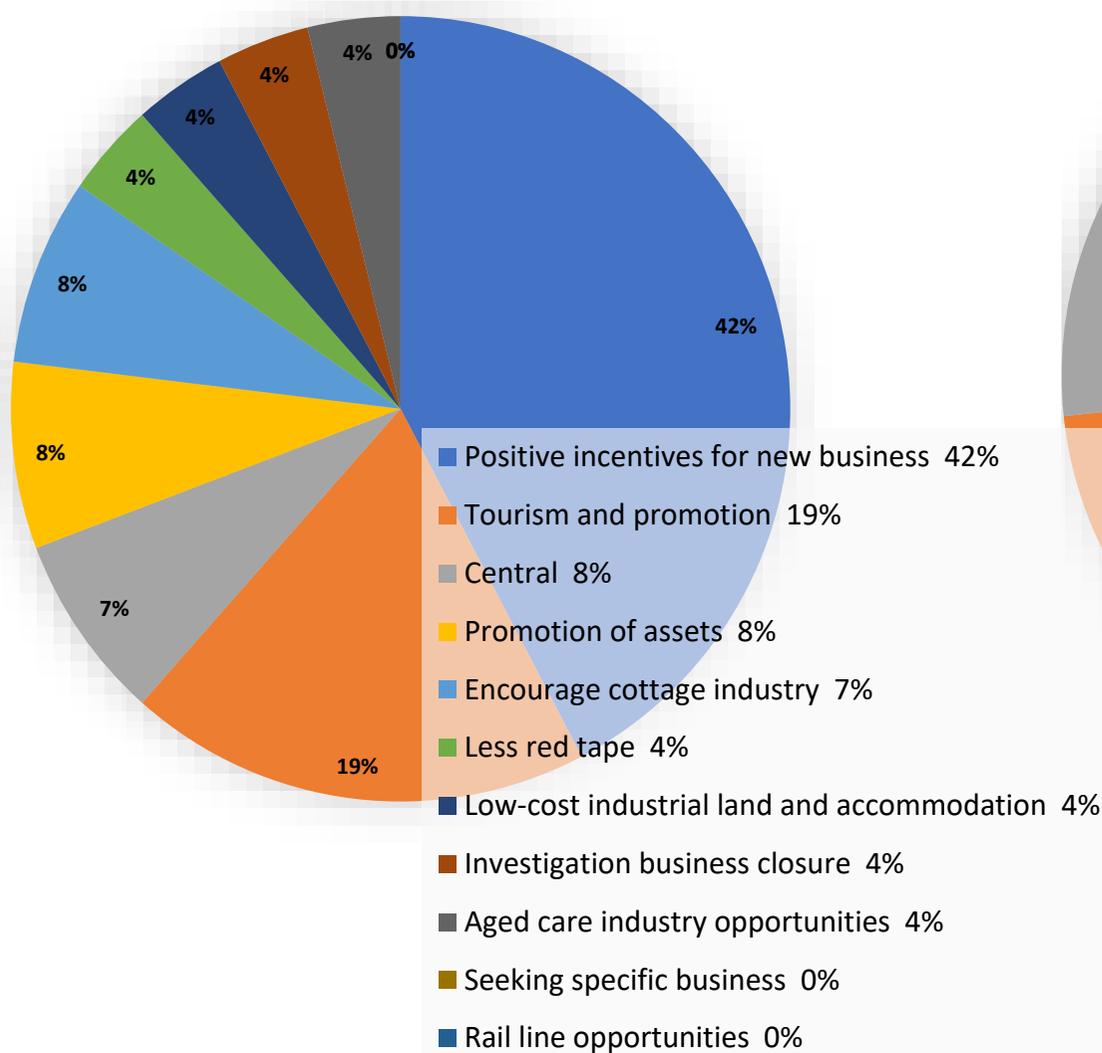
Location:	Great Southern Region, 228 km south east of Perth	
Population (ABS):	2016 - 1872	
Number of Dwellings:	949	
Rates Income:	\$2,356,259	
Total Revenue:	\$6,027,457 (Op and Capital Revenue)	
Area:	1956km <sup>2</sup>	
Length of Sealed Roads:	192km	
Length of Unsealed Roads:	606km	
Council Employees:	45 (32FTE)	
Councillors:	11	
Localities:	The Shire of Wagin encompasses the townships and localities of Ballaying, Cancanning, Collanilling, Gundaring, Jaloran, Lime Lake, Minding, Piesseville, Wagin and Wedgecarrup.	
Surrounding Shires:	Narrogin, Woodanilling, Dumbleyung and West Arthur	
Education Facilities:	Kindergarten	Ranford St, Wagin
	Primary school	Ranford St, Wagin
	Secondary School	Ranford St, Wagin



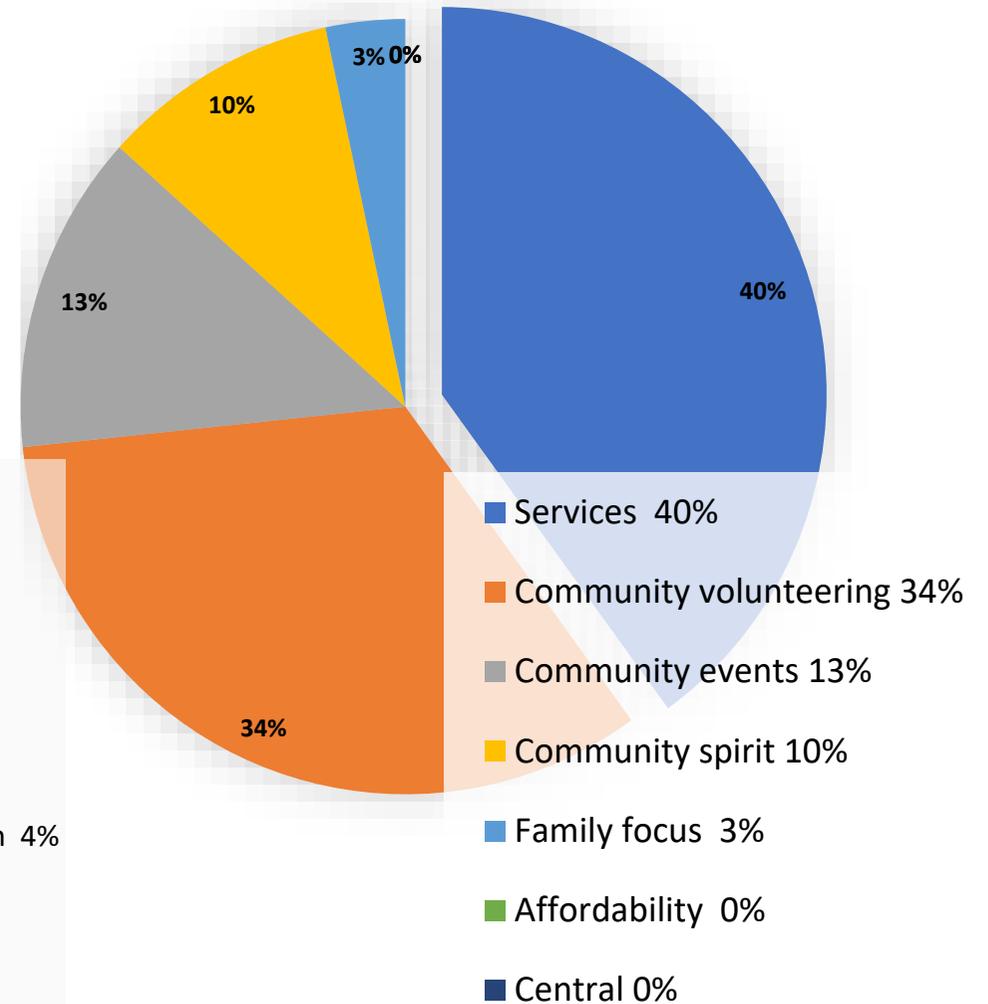
*PBB*

## Community Strategic Forum Results.

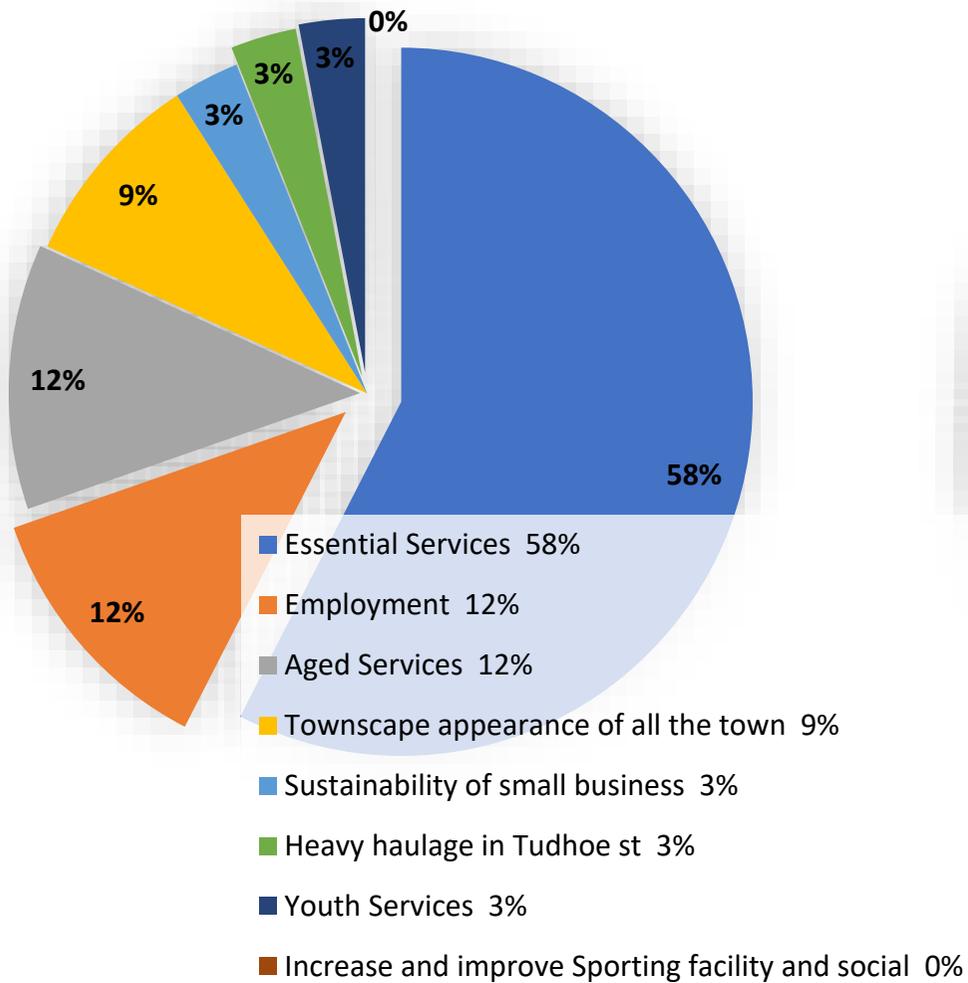
How can Wagin Diversify grow and sustain its economy into the next decade and beyond?



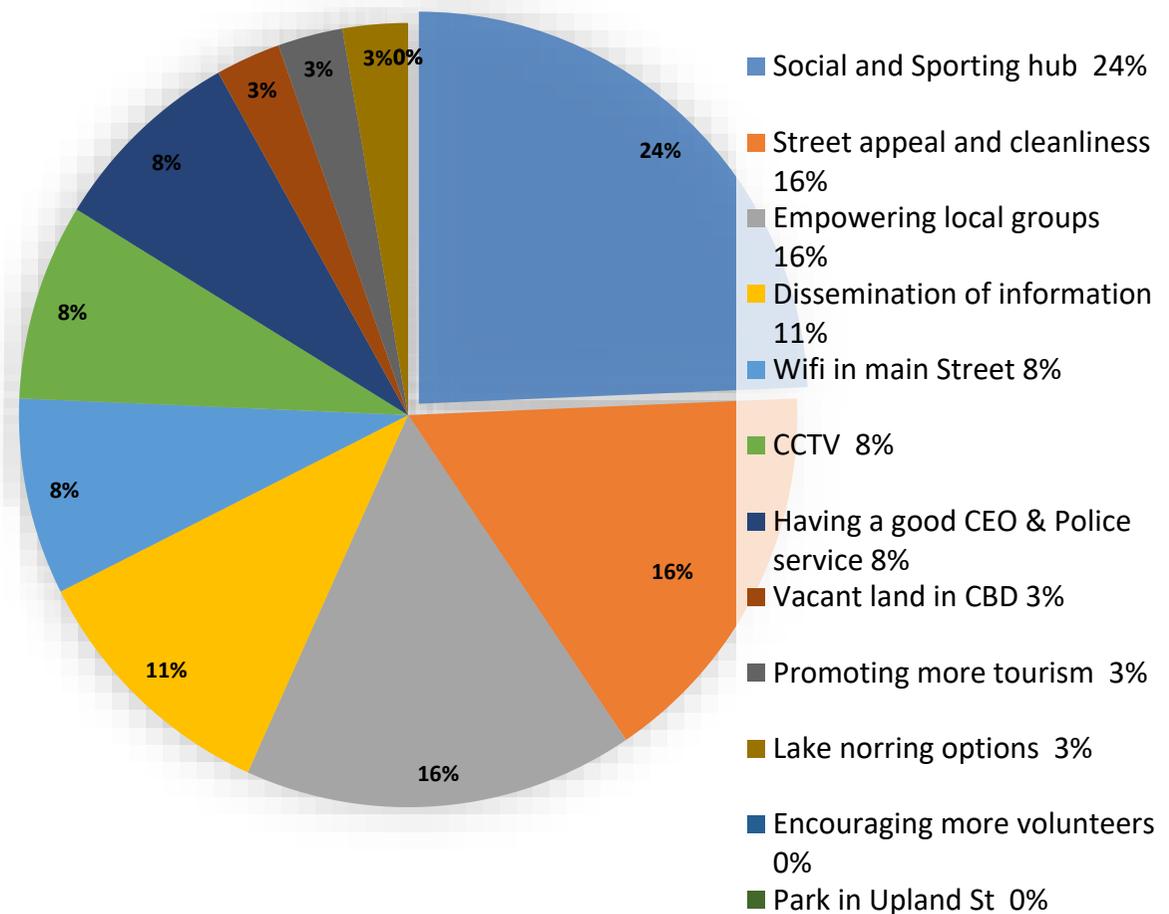
What are the most important issues facing the future of Wagin shire and its community.



### What do you most value about living in the Shire of Wagin.



### What changes would you most like to see that would make Wagin a better place



**Thank you to those who took the time to share their ideas, thoughts, needs and desires that will help us to shape and grow our community over the next 10 years**

## Key Results Areas

These areas were originally derived from engagement with the Wagin Community and other key stakeholders to guide the strategies and activities that will guide delivery of the vision for the future. They are built on the results of the Community engagement strategies carried out in 2018 and are consistent responses with a greater emphasis on heritage, town presentation and economic development. The Key results areas below were reviewed by Council in 2020 and amended accordingly. Over the ten years of this plan we will endeavour to address these issues in the most affordable and sustainable manner where we have the ability and mandate, and to lobby or support initiatives where we do not have jurisdiction. The short term activities for 2020-2024 are outlined in the priority activities listed on page 13 with medium, long term and non-resourced strategies will be addressed in subsequent corporate plans or sooner if resources or opportunities arise.

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 & 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.		
	2.10 Optimise water harvesting and storage			

## Planning and Prioritising Activities.

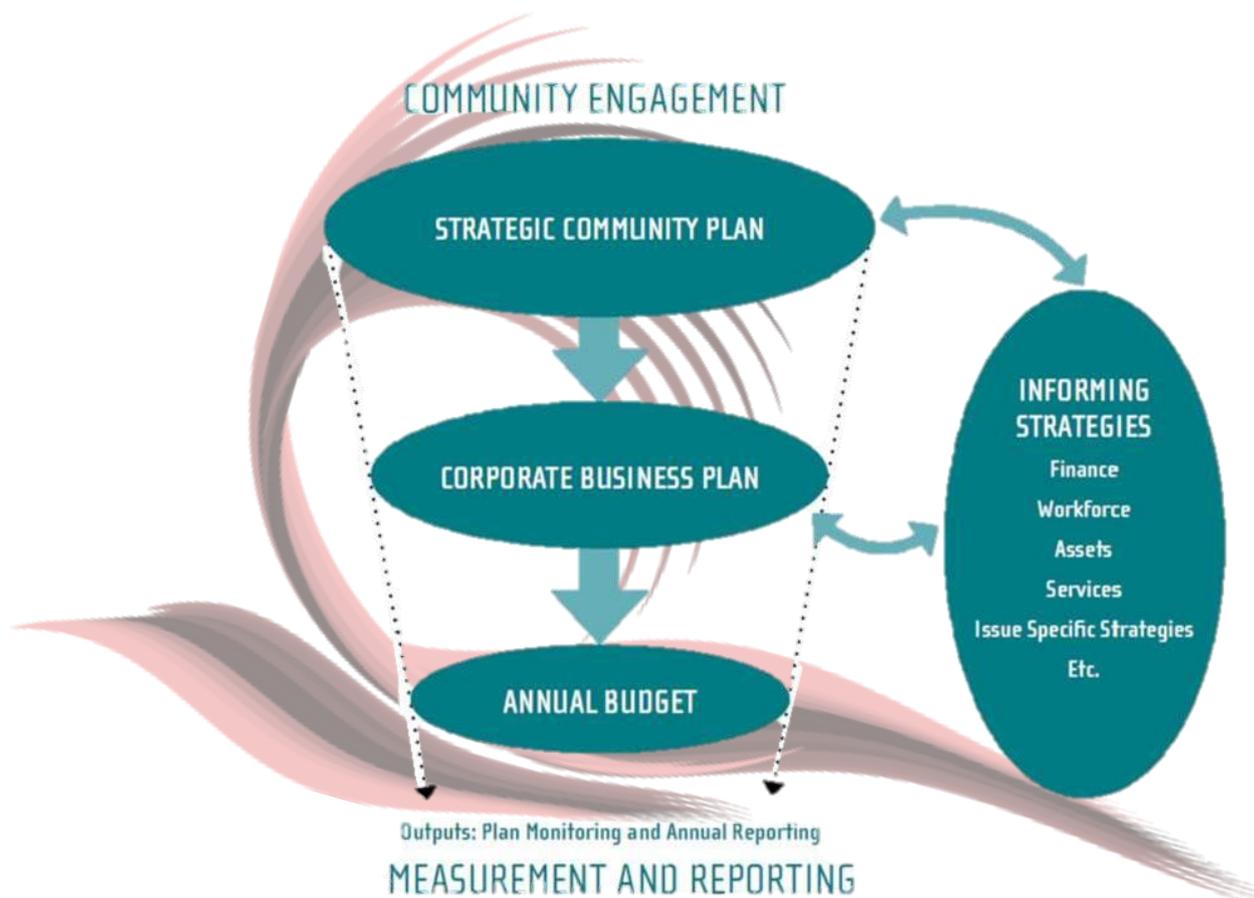
On review of the Community feedback, the Council and the management team have developed strategies and proposed projects that will address as many issues as possible and prioritised them according to available funding, manpower, and time over the next ten years. They have ensured that the first four years of the plan are fully resourced and funded, and those not able to be funded in those years or that will take more long-term planning remain on the planning horizon.

Some things can be achieved by the Shire alone, some in regional collaboration and others by supporting businesses, community groups and individuals. In addition, there are some things that are desired by the community are outside the mandate of Council, in which case the Elected Members and staff will lobby the appropriate agency or entity at every opportunity on your behalf.

## Managing Resources and Risks

In planning the activities and strategies to enable the Shire to deliver services and functions to meet their needs and aspirations, reviews of assets, long-term finances and our workforce have been carried out and plans developed to ensure affordability and capacity to deliver on the goals and objectives of the Shires core services and the Community's desires and needs. These activities will continue in line with the evolution and review of the Strategic Community Plan to meet Integrated Planning and Reporting legislative requirements, (As per diagram) and to demonstrate good governance and management.

The Shire has an adopted risk management policy and strategy, and all decisions of Council relating to the strategies of this plan will be based on an acceptable level of risk so as not to expose ratepayers to unforeseen events that will reduce the potential to deliver on the objectives of the plan or the management of ratepayer's funds or assets. WA Local Government Department Integrated Planning Framework.



*PBA*

## Corporate Plan 2020 -2024

While delivering the objectives of the Strategic Community Plan, the Shire still needs to provide the day to day services, maintenance programs and ‘back office’ functions that underpin daily living in Wagin as well as ensuring good governance, quality services, legislative compliance. Ongoing planning and review processes. This plan demonstrates what will be delivered in the next four years, how it will be resourced and reviewed, and how we will measure the outcomes. The plan includes strategies and projects that have already commenced but are not yet completed.

### Governance and Management



The Organisational structure will deliver the appropriate range of services underpinned by integrated financial, workforce and asset management systems and processes to allow the Shire to deliver on its promise to the community. In addition to service delivery, and the development /maintenance of facilities and infrastructure the Shire needs to also resource the planning, management and reporting requirements. Currently, there

are 36 staff employed to deliver the core services and functions outlined below as well as intermittent other projects and functions as required.

### Functional areas of responsibility per management division are as follows:

Office of the CEO	Works and Technical Services	Corporate and Community Services
Economic Development	Transport	Library and Information services
Strategic Planning	Plant & Equipment	Recreation, Sport and Swimming pool
Governance and Compliance	Parks & Gardens	Culture & Heritage
Regional Cooperation	Airport	Finance & Administration
Staff Management	Bridges & Drainage	Halls, Civic Centres and Housing
Lobbying & Advocacy	Streets Vegetation	Tourism, Caravan park and RV
Town Planning	Footpaths & Kerbing	Homecare & Aged Services
Health & Building	Public Works Design & Admin	Townscape
Human Resources	Cemeteries	Community and Medical services
Regional Development	Sports grounds	Indigenous Affairs
Landcare & Environment	Water and Waste Management	Community Events
	Building Maintenance	Ranger Services

## Key Activities and Strategies for the Short Term 2020-2024

### Timelines and Responsibilities

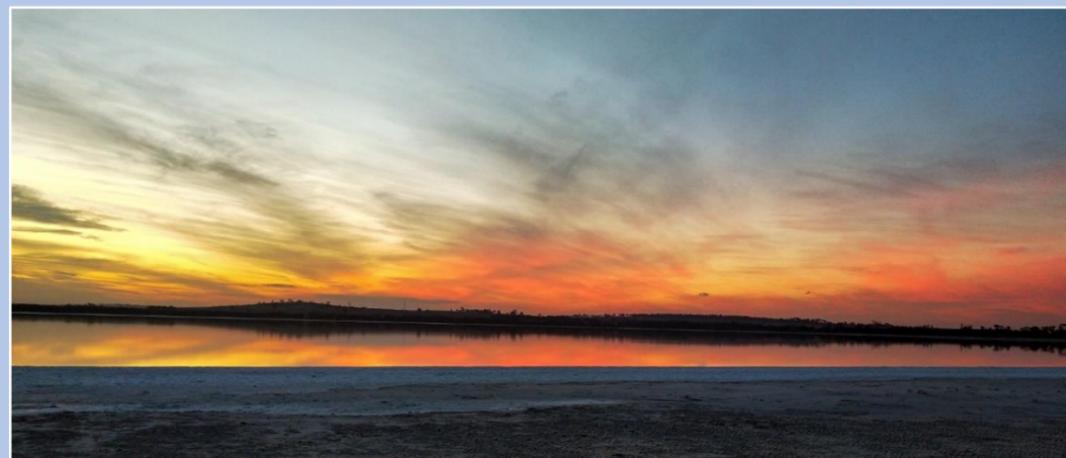
Legend: Council - Elected Members; CEO– Chief Executive Officer; Finance - Manager of Finance; Community- DCEO and Works- Manager of Works

1.0 Economic Development	Key Role	Accountability	Timelines					Anticipated objectives	Performance Measures
			19/20	2020/21	2021/22	2022/23	2023/24		
1.1 Progression of economic strategies and initiatives	Shire	CEO	X	X	X	X	X	Improvement in the Shire of Wagin economy	Number of new ventures, employment opportunities and businesses
1.2 Further planning and development of facilities at the Aerodrome	Shire	CEO	X	X	X	X	X	Roads and facilities in place at the Aerodrome	Additional development
1.3 Continue with waste planning.	Shire	CEO	X	X	X			Appropriate and affordable waste management systems	Ongoing waste capacity with an annual waste information statement to Council
1.4 Continued development of relationships and partnerships for effective regional development	Shire	CEO/Council	X	X	X	X	X	Regional cooperation and resource sharing to meet community and service delivery needs	Number of joint projects and resource sharing activities
1.5 Support the attraction and retention of small business and housing of key workers in the region.	Shire	CEO / Council	X	X	X			Diverse business community with housing for key workers	Progress on development initiatives
1.6 Maintain and improve freight network in the Shire	Shire	CEO / Council		X	X	X	X	Provide suitable freight network to meet the requirements of the Shire	Enhanced capacity of freight network

2.0 Buildings and Infrastructure	Key Role	Accountability	Timelines					Anticipated objectives	Performance Measures
			19/20	2020/21	2021/22	2022/23	2023/24		
2.1 Collaboration with CBH and neighbouring Shires for restricted access vehicles (RAV) upgrades	CEO / Works	CEO / Works	X	X	X	X	X	Improved management of heavy haulage traffic on the Shire's road network Develop a Network Plan for our Shire and surrounding shires	Level of interaction and resulting strategy development. Regular review of plan
2..2 Development of CBD	Shire	CEO / Community / Works	X	X	X	X	X	A more vibrant and ambient Central business district	A management plan and resourced strategies and timelines in place - Townsquare and Townscape
2.3 Review and upgrade of the Caravan Park, RV Area and surrounds	Shire	CEO / Community / Works			X	X		A caravan park that attracts tourists and other people to stay in the town	The progress of development and visitor's experience
2.4 Refurbishment of the Shire's Administration Centre Building	Shire	Council				X		An appropriate administration centre building able to accommodate staff and business needs.	Progress of refurbishment
2.5 Security and potential expansion and storage of the Shire's Water Harvesting and Storage Program	Shire	Works		X	X	X	X	Reduction in costs of water using natural resources	Ongoing harvesting of water for non - potable use in the town
2.6 Review and upgrade Bushfire facilities and equipment as required	Shire	Community	X	X	X	X	X	Well- equipped bushfire brigades	Suitability, reliability and availability of equipment
2.7 Upgrade of staff housing as a recruitment and retention strategy	Shire	Works	X		X			Appropriate accommodation for key shire staff	Progress of upgrade strategies
2.8 Transport, Drainage, Footpath, Kerbing and Lighting maintenance and upgrades	Shire	Works	X	X	X	X	X	Maintain Transport corridors to a contemporary standard	Community feedback Progress on Road, footpaths and kerbing upgrades and maintenance
2.9 Plan for the future accommodation of tourist attractions	Shire	CEO / Community		X	X	X	X	Consolidate tourist attractions in Wagin	Increase tourist numbers to Wagin
2.10 Investigate Truck parking and showering facility in Wagin	Shire	Works			X			Suitable business plan	Suitable truck facility in Wagin

3.0 Community Services and Social Environment	Key Role	Accountability	Timelines					Anticipated objectives	Performance Measures
			19/20	2020/21	2021/22	2022/23	2023/24		
3.1 Ongoing monitoring of Homecare services	Shire	CEO/ Community		X	X	X	X	Appropriate and sustainable services	Status of care and support services in the Shire
3.2 Support aged services for Wagin and the wider area in collaboration with neighbouring Shires	Shire	CEO / Community	X	X	X	X	X	Regional aged care services established for the benefit of Wagin residents	Monitoring the demand of aged-care services
3.3 Review of services, location and facilities of the library	Shire	CEO / Community	X	X		X		Appropriate library services and facilities to meet community need	Progress against objectives
3.4 Identify and initiate opportunities for communication and joint ventures with government services	Shire	CEO / Community	X	X	X	X	X	Ongoing- as opportunity arises	Progress toward realising Increased government services
3.5 Monitor and progress of the swimming pool filtration	Shire	CEO /Community / Finance	X			X		Increases facilities at the Pool	Development progress
3.6 Support development initiatives for housing options for residents from all age groups	Shire	CEO/ Council		X	X	X	X	Ongoing – no specific actions other than a response to opportunities	Progress toward realising Increased housing opportunities
3.7 Monitor medical, health, aged care services	Shire and service providers	Community	X	X	X	X	X	A range of sustainable medical and health services to meet community needs	Status of current services against the identified need
3.8 Promote and encourage the growth of arts, entertainment and community events, including youth activities with community involvement and Woolorama	Shire	Community	X	X	X	X	X	Increased arts, culture and entertainment opportunities in Wagin	The number of successful well attended events. Continued success of Woolorama.
3.9 Finalise Sport and Recreation Facility Master Plan including the Community Recreational Hub	Shire	Community	X	X	X	X	X	A sustainable, equitable and affordable plan for sport and recreation facilities and their usage	Progress of Masterplan with consolidation of community facilities.
3.10 Continued support for tourism and related infrastructure development	Shire	CEO/Council	X	X	X	X	X	The increase of Shire attractions profile and improved visitor facilities and amenities in Wagin	Increase in number of visitors and upgrade of tourist facilities
3.11 Feasibly of establishing a Wi-Fi hotspot	Shire	CEO		X				Free internet service for the community, visitors and tourists	Provision of reliable WIFI service. Community and visitor feedback
3.12 Feasibly of a public electric charging station	Shire	CEO / Community		X				An electric car charging service for the community and visitors	Increase in electric cars in the community and increase of tourist numbers
3.13 New Electronic Advertising Sign	Shire	CEO / Community		X				New Electronic Advertising Sign in place	Awareness of the community and an increase in numbers at events and increase in visitors/tourists stopping

4.0 Town and Natural Environment	Key Role	Accountability	Timelines					Anticipated objectives	Performance Measures
			19/20	2020/21	2021/22	2022/23	2023/24		
4.1 Continued monitoring and response to environmental issues facing the Shire	The Shire and Regional Alliances	CEO	X	X	X	X	X	Appropriate and affordable response to environmental issues arising	Outcomes of current strategies and initiatives
4.2 Support Wagin Woodanilling Landcare Zone	The Shire and Regional Alliances	CEO	X	X	X	X	X	The appropriate response to Landcare issues facing the Shire and its residents and businesses	Outcomes of research and strategies initiated Grant funding successfully sourced
4.3 Improve Waste management in town and Shire	Shire	CEO/Works	X	X	X	X	X	A clean and tidy town & district with excellent waste management practices & services for residents.	Community feedback and inspection reports
4.4 Continue with town site de-watering program	Shire	CEO/Works	X	X	X	X	X	Appropriate management of saltwater management in the Shire as a core business	Progress and inclusion in the asset management plan
4.5 Continue improvements to town CBD amenity	Shire	DCEO/Works	X	X	X	X	X	Increase the green tree canopy in the town and improved amenity	Community feedback and completion of Townscape Implementation Plan
4.6 Improve town approaches and entry statements	Shire	Community/Works		X	X	X	X	Image enhancement and town beautification	Community and tourist feedback and comments



*P&B*

5.0 Council Leadership	Key Role	Accountability	Timelines					Anticipated objectives	Performance Measures
			2019/20	2020/21	2021/22	2022/23	2023/24		
5.1 Review of Integrated Planning and Reporting Process and Plans	Shire	CEO/DCEO/Finance/Works/Council	X	X	X	X	X	Improved management of the Integrated Planning and Reporting process including meeting mandatory compliance.	Compliance with the Local Government Act. All associated plans completed and in place.
5.2 Implement and maintain risk management systems and processes across the organisation	Shire	CEO	X	X	X	X	X	Increased ability to reduce the effect of uncertainty on objectives	Significant Risk management strategy outcomes
5.3 Review Shire's policies relating to Support for business growth and related infrastructure through consultation, grants and incentives	Shire	CEO / Council	X	X	X	X	X	More effective Shire policies to assist Business growth in Wagin	Maintain and grow business levels in the Shire.
5.4 Promote Wagin as a business-friendly town and support the Chamber of Commerce	Shire	CEO / Council	X	X	X	X	X	Increased interest in establishing businesses in Wagin	Level of interest or business establishment
5.5 Improvement of communication with the community – digital media presence	Shire	CEO / DCEO		X	X	X	X	Growth in the Shire's digital presence Greater access to information	Community satisfaction Awareness of the community
5.6 Continue lobbying and advocacy for road infrastructure and freight networks and other strategic infrastructure for the benefit of the Shire	Shire	CEO		X	X	X	X	Report on the status of infrastructure projects.	Improved and robust road infrastructure and freight networks
5.7 Attraction and retention of key staff	Shire	Council		X	X	X	X	Stable and capable workforce	Reliable of Staff Delivery of high standards of services and facilities to the community



*P&B*

## Implications on the Workforce

Potential for skills and capacity increases in Community Services area, in youth and community development areas, Office of CEO in integrated planning / economic development and projects, with additional asset management skills and capacity needed in the Works area. These will be further explored, costed and addressed in the Integrated Workforce Plan 2020 - 2024.

## Implications on Assets

Office space will be required for any additional staff, either requiring configuration of current administration Centre, or additional space,

Entertainment/arts/library facilities may need upgrades dependent strategies developed as outcomes of reviews and community consultation further community and key stakeholder consultation in this area.

## Implications for the Long-Term Financial Plan (LTFP)

As part of the integrated planning process, costs associated with core business and services of the Shire, asset management and issues arising from the Strategic community plan are incorporated in a ten-year financial plan and reviewed each year. This ensures that sound financial management is in place for the duration of the strategic community plan and beyond. A capital works program to meet facility and infrastructure needs is also compiled and the financial implications for the next four years are outlined below with funding sources listed.

## Capital Works and Project Funding by Program / Project 2020 – 2024

The LTFP, Workforce and Corporate plans will be annually reviewed, updated and progress reported against objectives in the Annual Report.

<b>Funding</b>	<b>2019/2020 Actual</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>
<b>Council Funds</b>	\$437,738	\$547,803	\$564,237	\$581,164	\$598,599
<b>Road Project Grant</b>	\$307,605	\$307,605	\$307,605	\$307,605	\$307,605
<b>Roads to Recovery</b>	\$312,145	\$223,975	\$223,975	\$223,975	\$223,975
<b>Bridge Funding</b>	\$382,232	\$0	\$0	\$350,000	\$0
<b>Black Spot &amp; other Funding</b>	\$0	\$0	\$130,000	\$0	\$0
<b>Total Expenditure</b>	<b>\$1,439,720</b>	<b>\$1,079,383</b>	<b>\$1,225,817</b>	<b>\$1,462,744</b>	<b>\$1,130,179</b>



## Capital Projects 2020 – 2024

Program Details	Actual 2019/20	2020/21	2021/22	2022/23	2023/24	Council	Council Reserves	Council Loans	Govt. Grant	Other Grants or Funding
<b>Governance</b>										
Staff Housing			\$300,000			\$300,000				
Solar Panels – Administration Office		\$20,000				\$20,000				
IT Capital Upgrades		\$20,000		\$30,000		\$50,000				
<b>Law Order &amp; Public Safety</b>										
B/F Appliance Shed				\$60,000					\$60,000	
CCTV Upgrade		\$52,565				\$11,864			\$25,000	\$15,701
<b>Health</b>										
Upgrades to Medical Centre - Airconditioner			\$15,000			\$15,000				
<b>Community Amenities</b>										
Cemetery Upgrade	\$45,020	\$8,000								\$8,000
Refuse Site Rehabilitation	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		\$80,000			
<b>Recreation &amp; Culture</b>										
Swimming Pool Filtration and Heating Projects	\$39,409				\$250,000		\$166,667			\$83,333
Sportsground Precinct Redevelopment – Woolorama, Cricket, Hockey and Tennis		\$70,000		\$4,000,000	\$4,000,000	\$250,000	\$320,000	\$1,500,000	\$5,000,000	\$1,000,000
Wetlands Park Ponds	\$9,997									
Recreation Centre Furniture Upgrades	\$5,643									
Wetlands Park Playground Development	\$5,950	\$217,250		\$150,000		\$24,050			\$180,000	\$163,200
New Cricket Pitch		\$15,000				\$10,000			\$5,000	
Recreation centre Entrance Ticket Box		\$10,000							\$10,000	
Giant Ram Painting		\$25,000							\$25,000	
Town Centre Redevelopment	\$40,000	\$180,000				\$80,000	\$100,000			
Community Centre Park Development		\$50,000							\$50,000	
<b>Transport</b>										
Townscape	\$54,000	\$60,000	\$30,000	\$30,000	\$30,000	\$150,000				
Airport Development	\$19,140	\$50,000				\$20,000			\$30,000	
Depot Upgrades	\$2,446	\$5,000				\$5,000				
Street Lighting		\$15,000		\$10,000		\$25,000				
Additional Footpath and Kerbing		\$58,962							\$58,962	
<b>Economic Services</b>										
Caravan Park Upgrades					\$30,000	\$30,000				
Caravan Park Kitchen	\$18,144									
Water Standpipe Controller	\$20,520									
<b>Other property and Services</b>										
Electronic Advertising Sign		\$66,272					\$21,272			\$45,000
	\$280,269	\$943,049	\$365,000	\$4,300,000	\$4,330,000	\$990,914	\$687,939	\$1,500,000	\$5,443,962	\$1,315,234
			\$9,938,049					\$9,938,049		
								LRICIP Funding		\$348,962

## Implementation and Review of the Strategic Community and Corporate Plan

Some strategies to achieve the community aspirations and shire goals predate this plan and are planned or in progress. These have been reviewed, adjusted or carried forward as appropriate into this Strategic Community and Corporate Plan. Key results areas assigned for accountability and timelines have been established to ensure the strategies are resourced managed and appropriately monitored to provide the best outcome for the Community.

The plan was compiled in the context of the amended regulations relating to a “plan for the future” - S5.56(1) of the Local Government Act (1995) which states that local governments develop a Strategic Community Plan that links community aspirations with the Council’s long-term strategy; and that the local government has a corporate business plan linking to long-term financial planning that integrates asset management, workforce planning and specific council plans (Informing Strategies) with the strategic plan.

As outlined, strategies will be resourced by ratepayer funds, grants and regional resource sharing agreements. Some elements will be dependent on grant funding, or the availability of specific expertise or knowledge, so the outcome of these strategies may be diminished or not possible in the anticipated timelines if these resources are not forthcoming. Sometimes significant internal or external factors create uncertainty on the goals, objectives, or may pose risks to the Shire or the Community. Should this happen, aspects of this plan may be modified, replaced or abandoned as appropriate. This follows the principals and practices of the Shire’s Strategic Risk Management Plan which meets the Australian Standard for Risk AS/NZS/ISO 31000:2009 - Risk Management is underpinned by the Shires defined risk tolerance and appetite. The Community will be advised of resultant changes to the plan in a timely manner.

Council is committed to ensuring the best and most affordable outcomes possible for the Community and the region, in economic development, tourism, and the presentation of the town and its facilities to underpin the traditional safe, affordable and inclusive country lifestyle valued by our community.

## Monitoring and Review

This Strategic Community and Corporate Plan will be monitored and reviewed as part of the annual planning and budget cycle, with reviews and potential adjustments to the Strategic Community Plan on a bi-annual basis. A major review has been completed in 2018 and now in 2020 desk top review has been undertaken. This process has also serve to orientate newly Elected Members of Council to the long-term strategic community direction of and strategies proposed to achieve them. The next scheduled major review will be in early 2022.





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ABN 84 132 233 744  
Telephone: 9861 1177  
Facsimile: 9861 1204

Email: [Shire@wagin.wa.gov.au](mailto:Shire@wagin.wa.gov.au)  
Website: [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)

Manager of Finance left the room at 8:00pm

Manager of Finance returned to the room at 8:03pm

### 12.2.5. LOCAL EMERGENCY MANAGEMENT ARRANGEMENT REVIEW

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Community Liaison Officer
SENIOR OFFICER:	Deputy Chief Executive Officer
DATE OF REPORT:	10 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ES.PL.1
ATTACHMENTS:	Local Emergency Management Arrangement (LEMA)

#### OFFICER RECOMMENDATION 4330 COUNCIL DECISION

Moved Cr L A Lucas

Seconded Cr B L Kilpatrick

**That Council adopt the review of the Local Emergency Management Arrangements, as amended.**

**Carried 9/0**

#### BRIEF SUMMARY

A review of the current Local Emergency Management Arrangements (LEMA) fell due early December 2019. An internal review process has been undertaken by staff.

#### BACKGROUND/COMMENT

The Local Emergency Management Arrangements are a vital document which will be utilised for any emergency which may occur within the Shire of Wagin. The document outlines the roles and responsibilities of all agencies involved.

#### CONSULTATION/COMMUNICATION

- Local Emergency Management Committee
- Adam Smith – Department of Fire & Emergency Services
- State Emergency Management Guidelines
- Shire of Wagin Staff

#### STATUTORY/LEGAL IMPLICATIONS

Section 36(b) of the Emergency Act

#### POLICY IMPLICATIONS

Implementation of the updated Local Emergency Management Arrangements

#### FINANCIAL IMPLICATIONS

Nil



**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

A handwritten signature in black ink, appearing to be 'PBB', with a horizontal line underneath it.

# Local Emergency Management Arrangements

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## Shire of Wagin

- Public Copy
- Restricted Copy

**SHIRE OF WAGIN  
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Wagin Local Emergency Management Committee (LEMC) and the Council of the Shire of Wagin. The Arrangements have been tabled with the District Emergency Management Committee and State Emergency Management Committee.

.....

Chairperson  
Shire of Wagin LEMC

.....

Date

.....

Endorsed by Council

.....

Date



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Organisation	No Copies
Shire President	1
CEO Shire of Wagin	1
Shire of Wagin EHO	1
Shire of Wagin Website	1
OIC Wagin Police	1
Shire Councilors	1
Wagin Hospital	1
Wagin Chief Bush Fire Control Officer	1
Wagin Deputy Chief Bushfire Control Officer	2
Wagin Volunteer Fire & Rescue Service	1
Wagin St Johns Ambulance	1
Department of Fire and Emergency Services – Albany & Narrogin	1
Department of Communities – Albany	1
State Emergency Service – local branch	1
Wagin District High School – Principal	1
Wagin Medical Centre	1

## Amendment Record

No.	Date	Amendment Details	By
1	2008	Initial Issue	J. Case
2	4/2/09	Revised format	J. Case
3	Jan 2014	Complete update & re-write to conform with ISO 31000.	CESM C. Pearce
4	May 2014	Endorsed by Council	
5	June 2020	Complete update	D. George
6			
7			
8			
9			
10			
11			
12			

Suggestions and comments can help improve these arrangements. Feedback can include:

- What you like or don't like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies; and
- Errors, omissions or suggested improvements

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson  
 Wagin Local Emergency Management Committee  
 C/- Shire of Wagin  
 PO Box 200  
 Wagin, 6315 WA  
[ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au)

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are certified in the above table, when updated.

## Glossary Of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

**ACCIDENT** a sudden event in which harm is caused to people, property or the built or natural environment. *See also* **INCIDENT** and **EMERGENCY**.

**AIIMS** *see* **AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM**

**AIIMS STRUCTURE** the combination of facilities, equipment, personnel, procedures, and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

**ALERT** that period when it is believed that resources may be required which enables an increased level of preparedness. *See also* **WARNING**.

**ASSEMBLY AREA** a designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

**ASSETS** anything valued by people which includes houses, crops, forests and in many cases the environment.

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** a nationally adopted structure to formalise a coordinated approach to emergency incident management.

**AUTHORISED OFFICER** (a) the State Emergency Coordinator and (b) a person authorised under Section 61 of the *Emergency Management Act 2005*

**AUTHORISED PERSON** a person authorised by legislation to utilise a range of powers conferred by that legislation.

**AVAILABLE RESOURCES** assets at an incident and available for allocation at short notice. *See also* **RESOURCES**.

**BRIEFING** the process of advising personnel of the details of the incident or event with which they will deal. *See also* **DEBRIEFING**.

**BUSHFIRE** a fire involving grass, scrub, or forest.

**BUSHFIRE MANAGEMENT** all those activities directed to prevention, detection, damage mitigation and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communication systems, equipment research and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.

**COMBAT** to take steps to eliminate or reduce the effects of an incident upon the community.

**COMBAT AGENCY** prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

**COMMAND** the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **CONTROL** and **COORDINATION**.

**COMMUNICATIONS PLAN** details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)

**COMMUNITY** a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

**CONTROL** the overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

**CONTROLLING AGENCY** an agency nominated to control the response activities to a specified type of emergency.

**COORDINATION** the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

**DEBRIEF (OPERATIONAL DEBRIEF)** a meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

**DEBRIEFING** the process of sharing the good and bad points of the response to an incident as a means to improving any future planning and responses.

**DISASTER** *see* **EMERGENCY**

**DISASTER AREA** a geographical part of the State or Territory in which a state of emergency or disaster exists.

**DISASTER MANAGEMENT** the body of policy and administrative decisions and operational activities which pertain to the various stages of a disaster at all levels. *See also* **EMERGENCY MANAGEMENT**

**DISTRICT** an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**EMERGENCY** the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

**EMERGENCY AREA** the area to which an emergency situation declaration or a state of emergency declaration applies.

**EMERGENCY CENTRE** a facility where the coordination of the response and support to the incident is provided.

**EMERGENCY MANAGEMENT** the management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY RISK MANAGEMENT** a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

**EMERGENCY SITUATION** a declaration made under section 50 of the *Emergency Management Act 2005*, by a Hazard Management Agency or the State Emergency Coordinator, which provides access to additional emergency management powers.

**EVACUATION** the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

**EVACUATION CENTRE** a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided. *See also ASSEMBLY AREA.*

**EVENT** an incident or situation, which occurs in a particular place during a particular interval of time.

**EXERCISE** simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.

**HAZARD** an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

**HAZARD MANAGEMENT AGENCY (HMA)** a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

**IMPACT AREA** any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.

**INCIDENT** the occurrence or imminent occurrence of a hazard. *See also ACCIDENT and EMERGENCY.*

**INCIDENT CONTROLLER** the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however, the function remains the same].

**INCIDENT MANAGEMENT** the process of controlling the incident and coordinating resources.

**INCIDENT MANAGEMENT TEAM** a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

**INCIDENT SUPPORT GROUP (ISG)** a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

**MULTI-AGENCY RESPONSE** an incident of high fire incidence over short periods of time in any administrative unit, usually overtaxing the normal initial attack capability of the unit.

**MUNICIPALITY** – Means the district of the Shire of Wagin.

**NATURAL DISASTER** any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado.

**OPERATIONAL AREA (OA)** the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

**PLAN** a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements. *See also* **EMERGENCY PLAN**.

**PREPAREDNESS** preparation for response to an emergency.

**PREVENTION** the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

**PROBABILITY** the likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain.

#### **PUBLIC AUTHORITY**

- an agency as defined in the *Public Sector Management Act 1994*.
- a body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established.
- a local government or regional local government.
- the Police Force of Western Australia.
- a member or officer of a body referred to in one of the above; or
- a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

**RECOVERY MANAGEMENT** (principles of) Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication; and
- acknowledging and building capacity.

**RELIEF** the provision of immediate shelter, life support and human needs to persons affected by, or responding to, an emergency. It includes the establishment, management, and provision of services to emergency relief centres.

**RESOURCES** all personnel and equipment available, or potentially available, for incident tasks.

**RESPONSE** the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

**RISK** a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives.  
It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood.  
For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

**RISK ASSESSMENT** the overall process of risk identification, risk analysis and risk evaluation.

**RISK MANAGEMENT** coordinated activities of an organisation or a government to direct and control risk.

**RISK TREATMENT** process of selection and implementation of measures to modify risk. The term “risk treatment” is sometimes used for the controls themselves.

**SUPPORT ORGANISATION** a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

**TREATMENT OPTIONS** a range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

**VULNERABILITY** the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

**WELFARE** the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

**WELFARE CENTRE** location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

## General Acronyms Used In These Arrangements

<b>BFB</b>	Bush Fire Brigade
<b>CEO</b>	Chief Executive Officer
<b>Communities</b>	Department of Communities
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions - Wheatbelt
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>VFRS</b>	Volunteer Fire and Rescue Services

## **PART 1 – INTRODUCTION**

### **Authority**

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Wagin Local Emergency Management Committee and approved by the Shire of Wagin.

### **Community Consultation**

In 2018 the Shire of Wagin conducted a number of workshops where members of the community were asked to highlight 6 risks which may affect the Shire of Wagin. These risks were assessed and a plan for mitigation and/or action were laid out for the Shire to work through in order of need and ability.

### **Document Availability**

LEMA will be available to the general public on request in print form as well as electronic form.

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office  
2 Arthur Rd Wagin
- Shire's Website in PDF format: [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)
- Stakeholder and LEMC agencies and organisations as per Distribution List.

### **Area Covered (Context)**

The Shire of Wagin, situated in the south west interior of Western Australia, 220 Km south east from Perth, is a rural local authority servicing a population of approximately 1900 people and covering an area of 1950 square kilometres. There are two town sites within the Shire of Wagin, namely Wagin and Piesseville.

### **Aim**

The aim of the Shire of Wagin Local Emergency Management Arrangements is to detail emergency management arrangements for the district and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

## **Purpose**

The purpose of these emergency management arrangements is to set out:

- a) the Shire of Wagin's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

## **Scope**

These arrangements are to ensure there are suitable plans in place to manage identified emergencies should they arise.

It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMAs) who have the allocated responsibility to respond to and manage an emergency. Those procedures will be detailed in the respective HMA's specific plans.

Furthermore, these Arrangements apply to:

- The geographic location of the Shire of Wagin
- Areas where the Shire of Wagin provides support to HMAs in the event of an incident.
- The Shire of Wagin's capacity to provide resources in support of an emergency, whilst still maintaining business continuity; and
- The Shire of Wagin's responsibility in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state, or federal level.

## **Utility Profile**

### **Water**

Only parts of the Shire, including both townsites are connected to the Public Water Supply drawn from Harris River near Collie. The remainder of the Shire relies on annual rainfall to supply private tanks and dams.

### **Power**

Electricity is supplied to the entire area via the State supply grid maintained and operated by Western Power at Katanning.

### Sewerage

80% of the Wagin townsite is serviced by the local sewerage plant. The sewerage plant is located on the southern edge of Wagin townsite, Brockman Rd and Cowcher St. Piesseville is serviced by septic systems to each dwelling. Dwellings on farms are serviced by septic systems.

### Communications

Telephone is the main communication network throughout the plan area and this network is maintained by Telstra. Secondary networks of radio communications exist and are operated by emergency services, local government authorities and private companies. Citizen band radio communication is widespread throughout the rural sector operated by rural land holders.

## **Related Documents & Arrangements**

### **Local Emergency Management Policies**

Local government emergency management adopted policies by council:

<b>Bushfire Policy 3</b>	Use of Council Equipment and machinery for Bushfire Control
<b>Bushfire Policy 4</b>	Harvest Bans
<b>Bushfire Policy 5</b>	Fire Control Officer Training
<b>Admin Policy 4</b>	Wagin Fire Tender
<b>Admin Policy 11</b>	Release of Staff to Assist Emergency Services
<b>Admin Policy 19</b>	Emergency Management

Local government policies for emergency management refer to any policies which are unique to that local government area – for example, by laws or operational policies.

### **Existing Plans & Arrangements**

#### **Local Plans**

**Table 1.1**

<b>Document</b>	<b>Owner</b>	<b>Location</b>	<b>Date</b>
Local Emergency Management Plan	Shire of Wagin	Shire of Wagin	2018
Wagin Risk Management Assessment	Shire of Wagin	Shire of Wagin	2019
Risk Assessment Results Summary	Shire of Wagin	Shire of Wagin	2019
Wagin Sub Centre Ambulance Emergency Management Sub Plan	St Johns Ambulance	Wagin Ambulance Sub Centre	
Wagin Hospital	WACHS	Wagin District Hospital	

Guidelines for Volunteer Bushfire Brigades	Shire of Wagin	Wagin Shire / Fire Control Officers	
Wagin District High School Emergency Management Plan	Wagin District High School	Wagin District High School	
Local Emergency Management Welfare Support Plan	Department of Communities		
WAPOL Plans	WAPOL	Wagin Police	

### Agreements, Understandings & Commitments

The Shire of Wagin from time to time may enter into Memorandums of Understanding or Mutual Aid Agreements with respective agencies and stakeholders. Currently, the Shire of Wagin has entered the following MOU.

**Table 1.2**

Parties to the Agreement	Summary of the Agreement	Special Considerations
Local farmers & local Police	Complied by Wagin Police	
Central Country Zone	MOU Emergency Management Assistance	

### Special Considerations

- **Wagin Woolorama Event** – Friday and Saturday in early March.
- **Wagin Burnouts** – Last weekend of October.
- **Wagin Street Carnival** – Last Friday of School in December – Tavistock Street
- **2 Wheels to Wagin** – March each year
- **Gymkhanarama** – September each year
- **Major Influxes of tourists or large public events** – various occasions
- **Seasonal conditions** – e.g. bushfire, flood etc.

Description	Time of Year	Impact/No of People
<b>High Risk Periods</b>		
Post-Harvest Season	December-February	Reduced number of volunteers available within the community.
Bushfire Season	November – May	Each year this period is high risk.

Harvest	November – December	With farmers busiest time of year, the fuel load is higher due to large crops and the volunteer numbers are low due to less instant availability.
<b>High Risk Locations</b>		
Rural Properties	All Year	Fire risk with increased fuel loads around these properties especially in farming land.
Creek and River System	Potentially yearly	Flood risk due to the capacity of those systems.
<b>Large Public Event</b>		
Wagin Woolorama	Early March	WA's largest Agricultural show, bringing in around 25,000 extra people into the town over the weekend and all community volunteers are rostered into a role at the event therefore leaving very few left to assist in an emergency.
Wagin Burnouts	End of October	Wagin Burnouts is located approximately 16km East of the Wagin Town site, off the Bullock Hills Road. Between 300 and 500 people attend and stay overnight. Lots of campfires as the weather is cool – and alcohol is a factor.
Wagin Christmas Street Carnival	Mid December	Held annually in Tavistock street in Wagin's CBD -with around 500 people attending the evening. Lots of sideshow type activities with a large percentage of farmers remaining on the tractors.
2 Wheels to Wagin	1 <sup>st</sup> Weekend in March	Held the weekend before Woolorama, with around 700 bikes making the trek from Perth to Wagin raising funds for suicide prevention. The ride ends with a band, bar and food and the riders all camp at the RV area.

*P&A*

Gymkhanarama	Weekend in September	Bringing 300 people into town along with their horses. The event is held at the showgrounds over the weekend with people camping onsite.
Tourist Periods and Locations		
Tourist Season	All Year	Caravan Park RV Area Norrington Lake Puntapin Rock

## Resources

See attached Appendix.

## Roles & Responsibilities

Local Role	Description of responsibilities
Local Government	The responsibilities of Shire of Wagin are defined in Section 36 of <a href="#">the EM Act.</a>
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 37 of <a href="#">the EM Act.</a>
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the Shire of Wagin. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a Shire of Wagin facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the Shire of Wagin and provide local knowledge input and details in the LEMA.
Local government – Incident Management	<ul style="list-style-type: none"> <li>▪ Ensure planning and preparation for emergencies is undertaken</li> <li>▪ Implement procedures that assist the community and emergency services deal with incidents</li> <li>▪ Ensure all personnel with emergency planning and preparation,</li> </ul>

	<p>response and recovery responsibilities are properly trained in their role</p> <ul style="list-style-type: none"> <li>▪ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>▪ Liaise with the incident controller (provide liaison officer)</li> <li>▪ Participate in the ISG and provide local support</li> <li>▪ Where an identified evacuation centre is a building owned and operated by the Shire of Wagin, provide a liaison officer to support the Department of Communities.</li> </ul>
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## LEMC roles and responsibilities

### Local Emergency Management Committee (LEMC)

The Shire of Wagin established the Wagin LEMC under *Section 38 of the Emergency Management Act 2005* to advise it on its responsibilities and requirements in relation to emergency management within its district.

The key functions and role of the committee are as prescribed under *Section 39 of the Emergency Management Act 2005*, to strategically plan on emergency management issues for the district and to provide support to Hazard Management Agencies (HMAs) in an incident where an Incident Support Group (ISG) may be required.

### LEMC Member Roles and Responsibilities

The structure of the LEMC and committee member roles and responsibilities are listed below.

The key positions of the LEMC committee are:

1. Chairperson
2. Deputy Chairperson
3. Executive Officer
4. Local Emergency Coordinator
5. Agency representation
6. Ex-Officio members

### LEMC Meeting Schedule

The Wagin LEMC will meet at least quarterly on a date to be advised in advance. The meeting dates will be forwarded to the Great Southern DEMC in June of each year to be included in a regional meeting register.

Meetings are held at venues nominated by the LEMC when calling for Agenda Items and advising of the time and date of the next meeting.

## LEMC Terms of Reference and Procedures

Section 38(4) of the Emergency Management Act provides:

*Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

State Emergency Management Procedures: Procedure 7: Local Emergency Management Committee provides details on the requirements for a LEMC, membership, roles and responsibilities, meeting frequency and meeting business items.

## LEMC Business Plan

The Wagin LEMC may develop and implement an annual Business plan in June of each year to inform its activities for the next twelve months.

Support is provided by the DFES to ensure the Business Plan is consistent with the SEMC Strategic Plan.

## LEMC Annual Reporting

The Wagin LEMC will compile an Annual Report of Activities as directed by the State Emergency Management Committee (SEMC) under the EM Act 2005.

The DFES will provide the document in June of each year and coordinate support for the completion of the documents and collection of it.

## Shire of Wagin Preparedness Reporting

The Shire of Wagin will complete an annual Preparedness Report in June of each year as requested by the SEMC. The reporting document and support will be coordinated by DFES.

## Wagin Local Emergency Management Structure, Roles and Responsibility

Committee Position	Position Held by
Chair	Shire President
Deputy Chair	?OIC: Wagin Police Station? Alternate councillor in contacts list?
Executive Officer	Shire of Wagin Staff Member
Local Emergency Coordinator	OIC – Wagin Police Station

Member Agencies	Refer to contacts list
Ex-Officio Members	Refer to contacts list

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the Wagin district is undertaken.
LEMC Executive	Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including: <ul style="list-style-type: none"> <li>– Meeting agenda;</li> <li>– Minutes and action lists;</li> <li>– Correspondence;</li> <li>– Committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> <li>– Annual Report;</li> <li>– Annual Business Plan;</li> <li>– Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>

### Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency Roles	Description of Responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident.</li> </ul>

	During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	A Combat Agency as prescribed under subsection(1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

## MANAGING RISK

### Emergency Risk Management

In order to manage the risk resulting from the impact of hazards and in accordance with the Emergency Management Act 2005, State Emergency Management Policies and State Emergency Management Plans within the Shire of Wagin, the following has been undertaken:

#### Context

The Shire of Wagin district is subject to a number of natural and man - made hazards that pose a risk to the community and infrastructure contained within the district.

The identified hazards that create these risks are allocated to specific agencies to manage. The risks posed from these hazards are required to be identified so treatment options can be identified to mitigate against their impact.

### Risk Assessment

The Shire of Wagin facilitates an on-going emergency risk management program which assesses the possible risks the identified hazards pose.

The identified hazards, risk treatments and methodology are found at Appendix 2: Risk Register. A comprehensive community risk management assessment has been produced in accordance with State Emergency Management Policy 2.9: Management of Emergency Risks and the WA Emergency Risk Management Guide. A copy of the assessment is available on application from the Shire of Wagin.

### Description of emergencies likely to occur

The following six emergencies have been identified by the Shire of Wagin LEMC as highest probability to occur in the local area.

Table: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Bushfire Rural	Local Government	Shire of Wagin	BFB	SES VFRS	State Hazard Plan	2019
Fire Urban	DFES	DFES	VFRS	BFB & SES	Fire	2019
Flood	DFES	DFES	SES	BFB, VFRS	Flood	2019
Earthquake	DFES	DFES	SES		Earthquake	2019
Storm	DFES	DFES	SES		Storm	2019
Exotic Plant/ Animal Disease	DPIRD	DPIRD			State Hazard Plan	2019
Chemical Spill	DFES	DFES	VFRS		HAZMAT	2019

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

### Emergency management strategies and priorities

Once the Shire of Wagin LEMC understand the risks in our local area, document the priorities we have for addressing these risks and the strategies or treatments that we intend to apply.

**Table: Local EM strategies and priorities**

Priority	Strategy
1. Review Risk Report	Table at LEMC Meeting
2. Identify Risk for Treatment	Use SEMC Risks Treatment Manual

## **COORDINATION OF EMERGENCY OPERATIONS**

It is recognised that the HMA's and Combat agencies may require Shire of Wagin resources and assistance in emergency management. The Shire of Wagin is committed to aiding/support if the required resources are available through the Incident Support Group when and if formed.

### **Incident Support Group (ISG)**

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### **Triggers for an ISG**

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM P Plan Section 5.1. These are;

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

### **Membership of an ISG**

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

## Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

## Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

Suitable locations can be found in [Appendix "12" – Incident Support Group Locations](#).

## MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

### Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

### Local Systems

Shire of Wagin has the following systems in place;

- SMS Global/WhatsApp – Shire of Wagin Administration Office 9861 1177
- Community notice boards/Social Media – Shire of Wagin Administration Office 9861 1177
- Public Information Phone Lines – Harvest Ban Hotline 0438 013 123
- Websites – Shire of Wagin Administration Office
- Shire of Wagin Facebook Site.
- Media Contact Details - are included in the attached Contact and Resources List.

### Financial Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Wagin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief

Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Wagin occurs to ensure the desired level of support is achieved.

Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the CEO or the president in an emergency and then reported to the next ordinary meeting of the Council

## **EVACUATION AND WELFARE**

### **Evacuation**

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed [the Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

### **Special Needs Groups**

A Table of Special Needs Group can be found at [Appendix 2 – Special Needs Groups](#).

### **Routes & Maps**

Maps of the Shire and each townsite can be found at [Appendix 5 – Map of the District](#)

## **WELFARE**

The Department of Communities has the role of managing welfare. The Department of Communities may have developed a local Welfare Emergency Management Plan for your local government area.

Department of Communities has a local welfare plan for the Shire of Wagin

### **LOCAL WELFARE COORDINATOR**

The Local Welfare Coordinator is appointed by the Department of Communities District Director to

- A. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
  - B. Prepare, promulgate, test and maintain the Local Welfare Plans;
  - C. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
  - D. Establish and maintain the Local Welfare Emergency Coordination Centre;
  - E. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
  - F. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
  - G. Represent the department on the Incident Management Group when required
- The local Welfare Coordinator is listed in the contact list.

### **Local Welfare Liaison Officer**

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

*The Local Welfare Liaison Officer is listed in the contact list.*

### **Register. Find. Reunite**

When a large-scale emergency occurs, and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

There is no Red Cross Unit in the Shire of Wagin, the closest location would be Shire of Katanning. The local welfare plan contains the contact details.

### **Animals (including assistance animals)**

The Shire of Wagin has a contract Ranger with WA Contract Ranger Services, however the Shire has no ability to manage domestic animals in the case of an emergency.

### **Welfare centres**

The Welfare centres can be found in the Local Welfare Plan by the Department of Communities.

## RECOVERY

The Shire of Wagin has developed a local recovery plan that complements the Local Emergency Management Arrangements.

Please refer to the Local Recovery Plan for more detail about the recovery process within the district.

Copies of the plan are available from the Shire of Wagin via their website at [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au) or on application to the Shire.

### Aim of Recovery

The aim of recovery is to allow the community to return to normal social and economic activities, and to physically re-establish as soon as possible. At the same time actions should be taken to prevent the future occurrence of emergencies by noting opportunities that arise to make improvements within the community.

### Recovery Concepts

Recovery management is supported by the following concepts.

- **Community Involvement:** Recovery processes are most effective when affected communities actively participate in their own recovery.
- **Local Level Management:** Recovery services should be managed to the extent possible at the local level.
- **Affected Community:** The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- **Differing Effects:** The ability of individuals, families, and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- **Empowerment:** Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity, and autonomy.
- **Resourcefulness:** Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- **Responsiveness, Flexibility, Adaptability and Accountability:** Recovery services need to be responsive, flexible, and adaptable to meet the rapidly changing environment, as well as being accountable.
- **Integrated Services:** Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- **Coordination:** Recovery services are most effective when coordinated by a single agency.
- **Planned Withdrawal:** Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.
- **Minimum intervention –** External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the community. Where

possible additional resources provided should be under local management through the network of existing service providers.

## Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of the Local Recovery Plan is to ensure recovery is managed and planned for in a structured manner.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic, and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self - determination.

## Local Recovery Coordinator

The Shire of Wagin on advice from the LEMC and endorsement of Council will appoint a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

The Local Recovery Coordinator is identified in the contacts list.

## **EXERCISING, REVIEWING AND REPORTING**

### The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is an HMA responsibility however it could be incorporated into the LEMC exercise.

### **Exercising the emergency management arrangements will allow the LEMC to:**

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs

- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

### Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10)

### Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or locating and activating resources on the Emergency Resources Register.

### Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT). Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

## **REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. (Refer to Appendix 7,8,9,10&11)

Consider also reviewing arrangements after exercises.

## **Review of Local Emergency Management Committee Positions**

The Shire of Wagin, in consultation with the parent organization of members shall determine the term and composition of LEMC positions. Election of Councillors to the committee will occur Bi-Annually in October proceeding and Local

Government Election.

The Shire of Wagin on advice from the LEMC will establish a Local Recovery Committee made of members who have role to play in recovery.

The committee will be chaired by the Local Recovery Coordinator. The committee role and responsibility are to advise and assist the Shire of Wagin in the recovery obligations.

### **Review of resources register**

The Shire of Wagin shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

## **ANNUAL REPORTING**

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.  
The SEMC issue the annual report template.

## Appendices

### Annex 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Tele Communication Tower	4km West of Wagin on Arthur Rd on Mt Latham.	A number of Communication Towers			Loss of EMERGENCY communication – WAERN Bushfire Radio. Telecommunications – Mobile phone, St John Ambulance, Radio West and TV.
UHF Booster Receiver	Paddock on Glen Wards property off Piesse Rd North of Wagin	Solar panels with aerial.		Shire 98611177, Glen Ward 98611180. Or 0427 293031	Potential loss of radio communication for all services.
Water Pipe		Large cement water pipe.	Water Corporation	131375	Loss of water to the community as well as emergency services.
Rail line	Runs South to North & East to West through town.	Rail line	Arc Rail		Transports goods by rail, loss will leave town without ability to move goods.
Sewage Farm	Kersley Rd near the Wagin airport.	Treatment plant with ponds.	Water Cooperation	131375	Potential effluent contamination to community leading to public health issues.
Electrical Supplies			Western Power	13 1315	Potential to impact community members, businesses and Emergency Services. Loss of heating, cooling and food safety.
Hospital	Warwick St Wagin	General Hospital	Health Dept	98613444	Loss of health Services to the town of Wagin, potentially leaving community

					without access to vital health care.
Super Market IGA	Tudhoe St	Shopping Centre		98611488	Loss of food supplies leaving community short of essentials.
Wagin Co-op	Tavistock St Wagin	Shopping Centre		98611444	Loss of food supplies leaving community short of essentials.
District High School	10 Ranford St Wagin	School	Education Dept	98613200	Loss of educational services to the town, potential of stranding children at school with no ability to be reunited with family.
Fuel Depot	Arthur Rd	Bulk fuel storage			Potential of leaving the community with no access to fuel supplies which may be vital in dealing with emergency or facilitation of evacuation.
Power Sub station	1km West on Arthur Rd behind Cemetery Tillellan Rd	Power Sub Station	Western Power	131351	Loss of power to community and infrastructure and emergency Services.

## Annex 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Wagin District High School	Primary School/ High school	10 Ranford St Wagin	98 613200		290 students and 45 staff	Have Evacuation Plan
Waratah Lodge	Age Care Facility	6 Arnott St Wagin	98 611755 – 24/7	0429 316 096	18 aged plus 2+ staff	Have Evacuation Plan
Age Care Units x 3 Groups.	Age Care Facility	<b>Warrick St</b> – 9 Units. <b>Khediye St</b> – 16 Units. <b>Trench St</b> – 8 Units.	Carol and Don Davies 98 611 354	0400 602 651		
Wagin Hospital	Medical Facility	Warwick St Wagin	98 613 444	0428 933 876	Varies plus 6 age care beds	Have Evacuation Plan
Child Care Centre	Huggle Bears	1 Johnston St Wagin	98 611 609	0447 090 031	10 - 28 children between hours of 7am – 6pm	
Playgroup at Wagin	Child Care group	Wagin Show Grounds - EFP twice a week. Wed 9.30 – 11.30 & Fri 9.30 – 11.30		0424 379 516	15 – 20 children with adults	

Special Needs groups in homes	Community members with special needs	Homecare have a list which will be made available when required and will only be of those within the community that are Clients.	Kim Nottle Shire of Wagin 0427 852 922		5 – 10 persons	Have a plan
As Above		Silverchain have a similar list of their clients	0449 261 093			

### Annex 3: Refuge Sites

<b>Hazard</b>	<b>Description of Effected Area</b>	<b>Refuge Location</b>	<b>Other Information</b>
Bushfire	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined on day by the incident controller.
Flood	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined by the incident controller on the day.
Storm	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined on the day by the incident controller.

## Annex 4 Risk Register

### RISK REGISTER

Risk Statements	Source	Impact Category	Consequence	Likelihood	Risk	Confidence level	Tolerability
There is a risk that a bushfire will cause damage to farmland and buildings	Bushfire	Infrastructure	Moderate	Almost Certain	High		
There is a risk that a bushfire will cause serious injury or loss of life	Bushfire	People	Minor	Likely	Medium		
There is a risk that a Bushfire will cause substantial property and infrastructure damage.	Bushfire	Infrastructure	Minor	Likely	Medium		
There is a risk that a Bushfire will require the evacuation of a small rural town or farm.	Bushfire	People	Minor	Likely	Medium		
There is a risk that an urban fire will cause substantial property damage.	Fire	Infrastructure	Minor	Possible	Medium		
There is a risk that a flood will cause substantial economic loss to a local community.	Flood	Economy	Minor	Possible	Low		
There is a risk that a flood will result in economic hardship to small local business.	Flood	Economy	Minor	Possible	Low		
There is a risk that a flood will cause substantial damage to infrastructure services that may result in a shut down for periods of 24 hours or more and isolate by road the town of Lake Grace and other outlying rural communities.	Flood	Infrastructure	Moderate	Possible	Medium		
There is a risk that a storm will cause substantial damage to transport corridors and to infrastructure services that may result in shut down for periods 24hrs or more.	Storm	Infrastructure	Minor	Likely	Medium		

**Annex 5: Resources**

Broader Resources and Contact list is available in LEMA file.

**Shire of Wagin**

Resources Schedule

Plant and equipment resources

Location:		
Contact/s		Mob:
Alan Hicks	Shire of Wagin	0427 611 252

Item description	Number of items
Graders	2
Trucks x 6 wheel with 10,000lts H2O	2
Loader	1
Backhoe	1
Mobile Stand pipes	7
Ute mounted fire unit	2
Fire appliances - Piesseville, Town BFB, Wedgecarrup	3
Bobcat	1

Resources Log compiled by the Wagin Police is attached

## Annex 6: Welfare Centre Information

	Details
Establishment/Facility:	<b>Wagin Recreation Centre/Sports Pavilion</b>
Physical Address	Ballagin St Wagin
General Description of the Complex	Brick and tile building incorporating a number of large areas, meeting room, ablution area as well as assorted sheds located in the area.
Site Limitations	<b>Currently no generator power connection point on site</b>
Telephone No	Shire Office 98 611177
Email Address	<a href="mailto:shire@wagin.wa.gov.au">shire@wagin.wa.gov.au</a>

## Contacts

Name	Position	Work Contact	A/Hrs Contact
Brian Roderick	Shire	98 611177	0427 081 265
Donna George	Shire	98 611177	0409 117 444

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### **Access Details**

	<b>Details</b>
Keys	Located at the Shire Office and with contact people
Alarm	No
Security	No
Universal Access	Available and used by numerous sporting clubs in the town

**Accommodation Numbers** – as per Health Regulations. The information below is sourced from the Red Cross Evacuation Centre Field guide.

	<b>Details</b>
Sitting / Standing	Showers and Washing – 1 handwash basin for every 30 people or 4-5 metres of washing bench for every 100 people. 1 shower head for every 30 people in a hot climate. 1 shower head for every 50 people in a temperate climate.

	Toilets – 1 per every 50 people working towards 1 per 20 people.
Sleeping	From the total floor area deduct 30% for aisle space (1.5m at the base of each bed) and divide the rest by 5 sqm. This is the recommended space per person.
Duration	<b>Urgent Shelter</b> – For the preservation of life, 1.5 squares of personal space per person. <b>Immediate Shelter</b> – For a matter of hours, 3.5 sqm of personal space <b>Temporary Shelter</b> - for a number of days 5 sqm of personal space.

### **Ablution Amenities**

Item	Yes/ No	Notes - EFP	Rec Centre	Other
<b><u>Male Ablutions:</u></b>				
Toilets	Yes	2	4	9
Urinal	Yes	1	2	3
Shower	Yes	0	8	2
Hand Basins	Yes	1	4	6
<b><u>Female Ablutions:</u></b>				
Toilets	Yes	2	5	16
Shower	Yes	No	3	2
Hand Basin	Yes	2	2	6
Baby Change Table	Yes	1	No	
<b><u>Disabled Ablution:</u></b>				
Toilet	Yes	1	1 plus a Shower	3
Hand Basin	Yes	1		

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## General Amenities

Item	Yes/No	Notes – Eric Farrow	Rec Centre
<b><u>Kitchen Facilities:</u></b>			
Stoves (types)	Yes	1 x Gas	2 x Stoves – Gas
Refrigeration	Yes	1 x Cool Room	2 x Cool Rooms
<b><u>Dining Facilities:</u></b>			
Tables	Yes	Approx. 20 square tables	Approx. 10 trestles, 20 square Tables.
Chairs	Yes	100	100
Cutlery and Crockery	Yes	50-person approx.	300 persons approx.
<b><u>General Facilities:</u></b>			
Rooms	Yes	Yes	2 x offices
RCD Protected	Yes	Yes	Yes
Power Points	Yes	Yes	Yes
Generator Port	No		
Fire Equipment	Yes	Yes	Yes
Air Conditioning (type)	Yes	Evac & ducted	Evac & ducted
Heating	Yes	Yes	Yes
Ceiling Fans	No	No	No
Lighting (internal)	Yes	Yes	Yes
Lighting (external)	Yes	Yes	Yes
Telephone Lines	No	No	Yes
Internet Access	No	No	Yes - limited
Water Cooler	No	No	Yes
Hot Water System (type)	Yes	Solar Gas	Solar Gas
Bins	Yes	Yes	Yes
Septic Sewerage	Yes	Deep	Deep
<b><u>Amenities Areas:</u></b>			
Outside Children's Play Area	Yes	Yes	No
Recreation Rooms	Yes	Yes	Yes
BBQs	Yes	Yes	No
Conference Rooms	Yes	Yes	Yes
Meeting Rooms	Yes	No	Yes
Swimming Pool	No	No	No

Oval	Yes	Yes	Yes
Netball/Basketball Court	Yes	Yes	Yes
Tennis Court	No	No	No
Skate Park	Yes	Yes	Yes
<b>External Facilities:</b>			
Power Outlets	Yes	Yes	Yes
Water	Yes	Yes	Yes
Parking	Yes	Yes	Yes
Area for Tents	Yes	Yes	Yes
Toilets	Yes	Yes	Yes
Caravan/Articulated Vehicles	Yes	Yes	Yes
<b>Other:</b>			
Mobile Phone Coverage	Yes	Yes	Yes
Storage	Yes	Yes	Yes
Pet friendly – sheep yards	Yes	Yes	Yes
Main Electrical Board Location	Yes	Within sheep yards	Within sheep yards
Water Stop Cock Location		Near Ballagin	Near Ballagin
Surrounded by Bush	No	No	No
Built on a Flood Plain	No	No	No
Positioned on Coast	No	No	No
Site Access	Yes	very good	very good
Timeframe before pump out of septic	Deep	Deep	Deep

#### Annex 6: Welfare Centre Information

	Details
Establishment/Facility:	<b>Wagin Town Hall</b>
Physical Address	Tavistock St Wagin

General Description of the Complex	Brick/Stone and Colourbond building.
Site Limitations	Internal damp & wood floors.
Telephone No	No phone on premises. - Shire Office 98 611177
Email Address	shire@wagin.wa.gov.au

### **Contacts**

Name	Position	Work Contact	A/Hrs Contact
Brian Roderick	Shire	98 611177	0427 081 265
Donna George	Shire	98 611177	0409 117 444

### **INSERT PHOTO OF COMPLEX**

### **Access Details**

	Details
Keys	Located at the Shire Office and with contact people
Alarm	No
Security	No
Universal Access	No

**Accommodation Numbers** – as per Health Regulations. The information below is sourced from the Red Cross Evacuation Centre Field guide.

	Details
Sitting / Standing	Showers and Washing – 1 handwash basin for every 30 people or 4-5 metres of washing bench for every 100 people. 1 shower head for every 30 people in a hot climate. 1 shower head for every 50 people in a temperate climate. Toilets – 1 per every 50 people working towards 1 per 20 people.

Sleeping	From the total floor area deduct 30% for aisle space (1.5m at the base of each bed) and divide the rest by 5 sqm. This is the recommended space per person.
Duration	<b>Urgent Shelter</b> – For the preservation of life, 1.5 squares of personal space per person. <b>Immediate Shelter</b> – For a matter of hours, 3.5 sqm of personal space <b>Temporary Shelter</b> - for a numbers of days 5 sqm of personal space.

### **Ablution Amenities**

Item	Yes/No	Notes
<b><u>Male Ablution:</u></b>		
Toilets	Yes	2
Urinal	Yes	1
Shower	No	
Hand Basins	Yes	1
<b><u>Female Ablution:</u></b>		
Toilets	Yes	3
Shower	No	
Hand Basin	Yes	3
Baby Change Table	No	
<b><u>Disabled Ablution:</u></b>		
Toilet	No	
Hand Basin	No	

### **Additional amenities at rear of Hall**

Female x 2 Toilets, 1 Basin (1 of which is disabled)

Male x 1 Urinal, 1 x Toilet, 1x Basin.

## General Amenities

Item	Yes/No	Notes
<b><u>Kitchen Facilities:</u></b>		

Stoves (types)	Yes	3 x Electric Ovens, 3 x electric stove tops. 1 x Server and 1 Urns.
Refrigeration	Yes	x 1

### **Dining Facilities:**

Tables	Yes	Approx. 8 trestles
Chairs	Yes	Approx. 100 chairs
Cutlery and Crockery	Yes	100 persons

### **General Facilities:**

Rooms	Yes	Rotary Room, Stage Area, 2 x Change rooms behind stage area – main hall and lesser hall.
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	Radiators on Walls
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	In leased office on premises.
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	
Septic Sewerage	Yes	Deep Sewerage

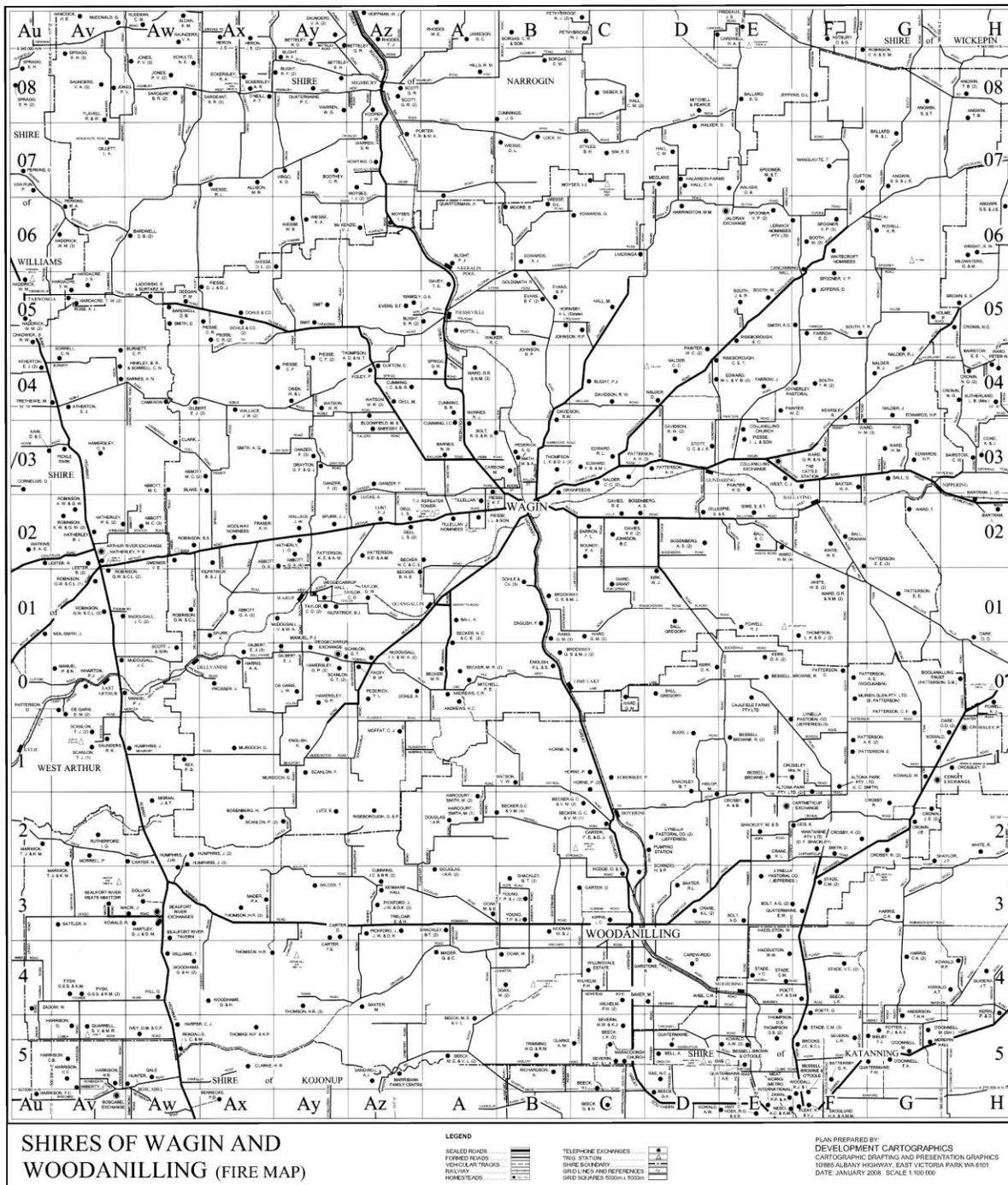
### **Amenities Areas:**

Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	No	

BBQs	No	
Conference Rooms	No	
Meeting Rooms	Yes	As previously stated.
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	No	
Tennis Court	No	
<b>External Facilities:</b>		
Power Outlets	No	
Water	No	
Parking	Yes	
Area for Tents	No	
Toilets	Yes	
Caravan/Articulated Vehicles	No	
<b>Other:</b>		
Mobile Phone Coverage	Yes	
Storage	Yes	
Pet friendly	No	
Main Electrical Board Location	Yes	Location in Main entrance, Stage area, and Kitchen
Water Stop Cock Location		On road verge on east of building
Surrounded by Bush	No	
Built on a Flood Plain	Yes	
Positioned on Coast	No	
Site Access	Yes	Situated on a corner with access from all points
Timeframe before pump out of septic	No	Deep Sewerage

Annex 7: Map of the Town site.

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*P&B*

## Annex 8: LEMC Contacts

Name	Organisation	Address	Phone	Mobile	Email	Home Phone numbers
Bill Atkinson	CEO Shire of Wagin	Arthur Rd Wagin	98 611177	0429 611 493	<a href="mailto:ceo@wagin.wa.gov.au">ceo@wagin.wa.gov.au</a>	98 611384
Phil Blight	Shire President Wagin	Arthur Rd Wagin	98 611562	0429 948 868	<a href="mailto:sp@wagin.wa.gov.au">sp@wagin.wa.gov.au</a>	
Greg Ball	Deputy Shire President			0428 611 360	<a href="mailto:crgball@wagin.wa.gov.au">crgball@wagin.wa.gov.au</a>	
Brian Roderick	DCEO Shire of Wagin	Arthur Rd Wagin	98 611177	0427 081 265	<a href="mailto:dceo@wagin.wa.gov.au">dceo@wagin.wa.gov.au</a>	
Allen Hicks	MOW – Shire of Wagin	Arthur Road	98 611 177	0427 611 252	<a href="mailto:mow@wagin.wa.gov.au">mow@wagin.wa.gov.au</a>	
Trevor Brandy	EHOBS Wagin	Arthur Road	98 611 177	0488 005 016	<a href="mailto:ehobs@wagin.wa.gov.au">ehobs@wagin.wa.gov.au</a>	
Donna George	Community Liaison Officer	Arthur Rd Wagin	98 611177	0409 117 444	<a href="mailto:admin@wagin.wa.gov.au">admin@wagin.wa.gov.au</a>	98 611551
Simon Vogel	DFES District Officer Narrogin	Upper Great Southern Region	9881 3894	0427 026 967	<a href="mailto:Simon.vogel@dfes.wa.gov.au">Simon.vogel@dfes.wa.gov.au</a>	
Adam smith	DEMA	5 Hercules Cst Albany	9845 5007	0429 104007	<a href="mailto:Adam.smith@dfes.wa.gov.au">Adam.smith@dfes.wa.gov.au</a>	
Ross Goldsmith	Chief Bushfire Control Officer	PO Box 171 Wagin	98 611529	0427 611529	<a href="mailto:walwalling@bigpond.com">walwalling@bigpond.com</a>	98 611529
Xavier White	Deputy CBFCO 1	East of Wagin		0438 611 126	<a href="mailto:xavier.white@bigpond.com">xavier.white@bigpond.com</a>	
Anthony Rowell	Deputy CBFCO 2			0437 480 312	<a href="mailto:krrowell@wn.com.au">krrowell@wn.com.au</a>	
Amanda Howell	St Johns Ambulance	PO Box 100 Wagin		0400 522 569	<a href="mailto:amanda.howell@stjohnwa.com.au">amanda.howell@stjohnwa.com.au</a>	
Robyn Willey	St Johns	PO box 100		0417 924 823	<a href="mailto:robyn.willey@bigpond.com">robyn.willey@bigpond.com</a>	

	Ambulance	Wagin				
Felicity Htun	Wagin Hospital	PO Box 222 Wagin	9861 3444	0428 933 876	<a href="mailto:felicity.htun@health.wa.gov.au">felicity.htun@health.wa.gov.au</a>	
Waratah Lodge	Anne Mitchell	Wagin	9861 1755	0429 316 096	<a href="mailto:manager@waratahlodge.org.au">manager@waratahlodge.org.au</a> <a href="mailto:annebmitchell@bigpond.com">annebmitchell@bigpond.com</a>	
Tracy Pickering	Wagin District High School	10 Radford Rd Wagin	9861 3200		<a href="mailto:Tracy.Pickering@education.wa.edu.au">Tracy.Pickering@education.wa.edu.au</a>	
John Bridger	Wagin Police	Upland St Wagin	9852 0000	0436 850 381	<a href="mailto:jb.bridger@police.wa.gov.au">jb.bridger@police.wa.gov.au</a>	
Lyn Lucas	Manager Wagin SES	Moore St Wagin		0419 503 811	<a href="mailto:waginses@gmail.com">waginses@gmail.com</a>	
Jen Bannerman	Deputy Manager SES	Wagin		0438 989 299	<a href="mailto:kickerchick77@yahoo.ca">kickerchick77@yahoo.ca</a>	
Ty Cook	Captain VFRS Wagin	7 Traverse St Wagin		0428 820 161	<a href="mailto:tycook88@gmail.com">tycook88@gmail.com</a> <a href="mailto:waginvfrs@bigpond.com">waginvfrs@bigpond.com</a>	
Travis Hamersley	Volunteer Fire and Rescue	7 Traverse St Wagin		0429 616 660	<a href="mailto:t_hammer@westnet.com.au">t_hammer@westnet.com.au</a>	
Wagin Medical Centre	Practice Manager	Tavistock Street	9861 1633	0437 287 173	<a href="mailto:wagin@ipn.com.au">wagin@ipn.com.au</a>	
John McFadyen	Emergency Management Manager Western Power	363 Wellington Street, Perth		0425 271 626	<a href="mailto:john.mcfadyen@westernpower.com.au">john.mcfadyen@westernpower.com.au</a>	
Jo Spadaccini	District Emergency Service Officer	Wheatbelt		0429 102 614	<a href="mailto:joanne.spadaccini@communities.wa.gov.au">joanne.spadaccini@communities.wa.gov.au</a>	
Neville Blackburn	Dept of Communities	Great Southern	9841 0744	0438 934 827 1800 199 008	<a href="mailto:neville.blackburn@communities.wa.gov.au">neville.blackburn@communities.wa.gov.au</a>	
Mitchell Davis	Dept Biodiversity, conservation, and Attractions	Katanning	9219 9293	0427 193 566	<a href="mailto:mitchell.davies@dbca.wa.gov.au">mitchell.davies@dbca.wa.gov.au</a>	

Tony Peplow	Water Corporation	Narrogin	9881 0610	0488 900 452	<a href="mailto:Tony.peplow@watercorporation.com.au">Tony.peplow@watercorporation.com.au</a>	
Rodney Thornton	Roadwise	Town of Narrogin		0409 689 313	<a href="mailto:roadwisewbs@westnet.com.au">roadwisewbs@westnet.com.au</a>	
Cathy Morey	Main Roads	Narrogin	9881 0590	0428 912 799	<a href="mailto:Cathy.morey@mainroads.wa.gov.au">Cathy.morey@mainroads.wa.gov.au</a>	
Ashley Barrass	Telstra	Sydney		0437 108 070	<a href="mailto:Ashley.barrass@team.telstra.com">Ashley.barrass@team.telstra.com</a>	
John Paul Collins	Dept of Primary Industries & Regional Development	Katanning	9821 3249	0427 170 035	<a href="mailto:john.collins@dpird.wa.gov.au">john.collins@dpird.wa.gov.au</a>	
Wagin Action Group	President Wade Longmuir	Moore Street, Wagin		0447 611 355	<a href="mailto:Wade.Longmuir@elders.com.au">Wade.Longmuir@elders.com.au</a>	98 611 355
Lions Club of Wagin	President Robyn Willey	PO Box 251 Wagin	98 612 017	0417 924 823	<a href="mailto:robyn.willey@bigpond.com">robyn.willey@bigpond.com</a>	
Rotary Club of Wagin	Paul Powell	PO Box 242 Wagin	98 611 673	0488 184 854	<a href="mailto:phpowell@westnet.com.au">phpowell@westnet.com.au</a>	
Wagin Homecare	Kim Nottle	Wagin	9861 1874	0427 852 922	<a href="mailto:waginhomework@wagin.wa.gov.au">waginhomework@wagin.wa.gov.au</a>	
Silver Chain	Robin Hoysted	Johnson St Wagin		0449 261 093	<a href="mailto:Robin.Hoysted@silverchain.org.au">Robin.Hoysted@silverchain.org.au</a>	
Woolorama	Howie Ward Amy Kippin	Wagin Sports ground		0427 611 339 0447 676 475	<a href="mailto:howie.ward@activ8.net.au">howie.ward@activ8.net.au</a> <a href="mailto:secretary@woolorama.com.au">secretary@woolorama.com.au</a>	98 611 611
Salvation Army	Niall Gibson	Narrogin	9881 4004	0419 132 305	<a href="mailto:Niall.Gibson@salvationarmy.org.au">Niall.Gibson@salvationarmy.org.au</a>	

**Location One - Shire of Wagin**  
**Address 2 Arthur Rd Wagin**

Contact	Name	Phone	Phone
1 <sup>st</sup> Contact	CEO Bill Atkinson	98 611177	0429 611 493
2 <sup>nd</sup> Contact	DCEO Brian Roderick	98 611177	0427 081 265

**Location Two Wagin Show Grounds**  
**Address Ballagin Rd Wagin**

Contact	Name	Phone	Phone
1 <sup>st</sup> Contact	Brian Roderick	98 611177	0427 081 265
2 <sup>nd</sup> Contact	Donna George	98 611177	0409 117 444

## 12.3 MANAGER OF WORKS

### 12.3.1 WORKS AND SERVICES REPORT – JUNE 2020

PROPONENT:	Manager of Works
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	17 July 2020
PREVIOUS REPORT(S):	16 June 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Plant Report June 2020

#### OFFICER RECOMMENDATION 4331 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

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

Carried 9/0

#### BRIEF SUMMARY

NIL

#### BACKGROUND/COMMENT CONSTRUCTION CREW

- Gravel sheet 3km section of Robinson Road
- Trim street trees under power lines as per Western Power vegetation inspection
- General Maintenance

#### UPCOMING WORKS

Clear widen and form Sprigg Road  
Gravel sheet 2.9km section of Piesseville-Jaloran Road

#### ROAD MAINTENANCE

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

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

#### TOWN MAINTENANCE

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

Limestone blocks installed in various locations around the town site as planter boxes.



## PLANT / MACHINERY

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

## EMERGENCY WATER SUPPLY FOR FIRE FIGHTING PURPOSES

Councillors will recall that there was some discussion at the pre-budget meeting on the 30<sup>th</sup> June 2020 with respect to providing some infrastructure (i.e. overhead tanks) to facilitate the rapid filling of water trucks/tanker units in fire emergencies. As an alternative it is suggested that the Shires 1.5kw backup Grundfos pump (3 inch) with a camlock fitting to suit various vehicles could be utilised and water accessed directly from the weir opposite the Shire's work depot. The weir has a 7 million litre capacity and draws on storm water, Puntapin Dam and CBH. This pumping unit has the capacity to fill a 9000-litre tank in under 10 minutes. This could also be utilised to fill the Shires water tanker when carrying out water binding works prior to bitumen seal applications and to suppress dust during the Woolorama, instead of utilising (and paying for) scheme water.

## COUNCILLOR'S INFORMATION

Date	Meter Reading (m3)	Pumping Rate (L/S)	Pressure Main Gauge (KPA)	Water Level (M)
<b>Nalder Street Bore</b>				
09-Mar-20	580656.00	2.16	375.00	26.50
07-Apr-20	585879.00	2.16	375.00	26.40
14-May-20	592058.00	2.33	350.00	28.30
15-Jun-20	595918.00	2.16	400.00	26.80
07-Jul-20	599308.00	2.83	375.00	24.50
<b>3390</b>				<b>-2.3</b>
<b>Victor Street Bore</b>				
09-Mar-20	683657.00	1.67	350.00	16.00
07-Apr-20	687486.00	1.66	350.00	16.00
14-May-20	691941.00	1.67	330.00	15.70
15-Jun-20	694615.00	1.66	350.00	14.60
07-Jul-20	695602.00	2.00	350.00	13.80
<b>987</b>				<b>-0.8</b>
<b>Warwick Street Bore</b>				
09-Mar-20	560200.00	2.60	325.00	9.40
07-Apr-20	562879.00	2.50	325.00	8.00
14-May-20	564109.00	2.83	350.00	8.00
15-Jun-20	564872.00	2.66	325.00	15.20
07-Jul-20	566875.00	2.16	325.00	9.10
<b>2003</b>				<b>-6.1</b>

## CONSULTATION/COMMUNICATION

NIL

## STATUTORY/LEGAL IMPLICATIONS

NIL

## POLICY IMPLICATIONS

NIL



## FINANCIAL IMPLICATIONS

NIL

## STRATEGIC IMPLICATIONS

NIL

## VOTING REQUIREMENTS

Simple Majority

PLANT REPORT				Jun-20		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019		15,000	W.1	
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	36,298	40,000	W.001	
ISUZU D MAX P-04	A HICKS	30/06/2017	88,256	91,000	W.1008	
MAZDA CX5 - P-05	P VAN MARSEVEEN	15/03/2018		40,000	W.1479	
HOLDEN COMMODORE P-08	T BRANDY	6/11/2018	56,257	58,000	W.10000	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,078	3,350	W.10292	
KOMATSU GRADER P-10	S DESOUZA	20/10/2014	6,356	6,500	W.284	
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	2,227	2,500	W.10707	
KOMATSU GRADER P-12	J LYDEKER	15/01/2019	1,659	2,000	W.041	
ISUZU TRUCK P-14	S HISKINS	3/12/2019	16,446	20,000	W.1002	
BOMAG ROLLER P-15	B DAVIES	3/01/2008	8,934	8,800	W.7862	Service Due
ISUZU TRUCK P-16	VARIOUS	19/10/2010	75,804	85,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	86	200		
VIB ROLLER P-19	VARIOUS	3/01/2008	1,616	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,765	4,000	W.9618	
ISUZU P-21	J LYDEKER	17/03/2017	55,416	57,000	W.676	
JOHN DEERE P-22	GARDENER	10/08/2016	347	350	W.487	
TOYOTA UTE P-24	VARIOUS	16/09/2010	114,523	120,000	W.1010	
TOYOTA UTE P-25	GARDENER	16/09/2010	102,970	110,000	W.1001	
TRITON UTE P-26	M TITO	14/11/2014	61,963	75,000	W.1022	
TRITON UTE P-27	J PRAETZ	6/11/2014	76,206	90,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	52,781	60,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,316	3,500	W.10553	
ISUZU TRUCK P-40	VARIOUS	29/03/2019	31,039	40,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	160,726	180,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	949	1,000		
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,133	5,500	W.10552	
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,013	2,050	W.10554	
MULTIPAC ROLLER P-49	B DAVIES	9/01/2017	2,106	2,000	W.860	Service Due
TOYOTA UTE P-50	T SIMMS	15/12/2017	28,383	40,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,325	30/11/2020	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	129.8	250		
TOYOTA UTE P-85	S DESOUZA	20/08/2010	118,087	120,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	14,736	20,000	W.10796	

## 12.4 MANAGER OF FINANCE

### 12.4.1 ADOPTION OF 2020/2021 BUDGET AND SETTING OF RATES LEVELS

PROPONENT: Shire of Wagin  
OWNER: Shire of Wagin  
LOCATION/ADDRESS: Shire of Wagin  
AUTHOR OF REPORT: Manager of Finance  
SENIOR OFFICER: Acting Chief Executive Officer  
DATE OF REPORT: 22 July 2020  
PREVIOUS REPORT(S): N/A  
DISCLOSURE OF INTEREST: N/A  
FILE REFERENCE: FM.BU.1  
ATTACHMENTS:

#### RATE IN DOLLAR AND MINIMUM RATES

##### OFFICER RECOMMENDATION 4332 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr B S Hegarty

That Council impose the following Rates and Charges;

Rate Type	Minimum Rate \$	Rate in \$
GRV	580.00	0.111447
UV	580.00	0.006818

Carried 9/0

#### RATE DISCOUNT

##### OFFICER RECOMMENDATION 4333 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council offer a discount of 5% applicable to current year rates only to ratepayers upon full payment of all current rates including any arrears by no later than 4.30pm Friday 18 September 2020.

Carried 9/0



## DUE DATE AND PAYMENT FOR INSTALMENTS

### OFFICER RECOMMENDATION 4334 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council offer both two instalment options and four instalment options and that Council set the instalment payment dates as

First Instalment:	18 September 2020 - both options
Second Instalment:	18 November 2020 – four instalments only
Second & Third Instalments:	18 January 2021 – both options
Fourth Instalment:	19 March 2021 – four instalments only

Carried 9/0

## INTEREST CHARGES

### OFFICER RECOMMENDATION 4335 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

*That Council Adopts by absolute majority, in accordance with section 6.13 of the Local Government Act 1995 and clause 8 of the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, a rate of interest of 8% applicable to any amount of money owing to the local government (other than rates or service charges), with interest calculated from the due date, which is 44 days from the date of issue shown on the account for payment, subject to:*

- a. *This interest rate cannot be applied to a person who is considered by the Shire of Wagin to be suffering financial hardship as a consequence of COVID-19 pandemic.*

Carried 9/0



## **INSTALMENT CHARGES**

### **OFFICER RECOMMENDATION 4336 COUNCIL DECISION**

**Moved Cr G R Ball**

**Seconded Cr S M Chilcott**

**That Council Imposes, in accordance with section 6.45(3) of the Local Government Act 1995 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, gazetted on 8 May 2020, an additional charge of \$5.50 and interest rate of 5.5% applicable to rate and service charge instalment arrangements, subject to:**

- a. This additional charge and interest rate cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council Policy No. 22 Financial Hardship Policy.**

**Carried 9/0**

## **RUBBISH SERVICE CHARGES**

### **OFFICER RECOMMENDATION 4337 COUNCIL DECISION**

**Moved Cr G R Ball**

**Seconded Cr S M Chilcott**

**That Council set rubbish service charges for both domestic and commercial services at \$325.00 per service for the 2020/2021 year.**

**Carried 9/0**



## RATES CONCESSIONS

### OFFICER RECOMMENDATION 4338 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council make provision in the 2020/2021 Budget concession on the following rate and refuse waivers and concessions:

St John Ambulance	Rubbish	100%	\$325
Wagin Care & Share	Rubbish	100%	\$325
Wagin CWA	Rates	100%	\$968
Wagin CWA	Rubbish	100%	\$325
Waratah Lodge	Rubbish	100%	\$325
Betty Terry Theatre	Rates	50%	\$379
Betty Terry Theatre	Rubbish	50%	\$163
			\$2,810

Carried 9/0

## FEES & CHARGES 2020/2021

### OFFICER RECOMMENDATION 4339 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council adopts the Schedule of Fees and Charges for the 2020/2021 financial year

Carried 9/0

## BUDGET ADOPTION

### OFFICER RECOMMENDATION 4340 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr G K B West

That Council adopt the 2020/2021 Budget as presented.

Carried 9/0



## **BRIEF SUMMARY**

The 2020/2021 budget is presented to Council for Adoption and setting of rating levels.

## **BACKGROUND/COMMENT**

The 2020/2021 budget has been prepared following on from the Budget workshop and Draft Budget meeting held on 21 July 2020 where a draft was considered.

Further to the Budget workshop and Draft Budget meeting all changes have been incorporated into this document along with all committed projects not complete as at 30 June 2020. The 2020/2021 Budget has been prepared to include a 1% increase in the rate revenue.

A balanced budget with an anticipated surplus of \$0 at year end has been prepared and has been converted to the required statutory format for final adoption. The following recommendations are required for Council to formally adopt the 2020/2021 Budget.

## **CONSULTATION/COMMUNICATION**

Elected Members

## **STATUTORY/LEGAL IMPLICATIONS**

- Local Government Act 1995, s6.2 – Council must adopt a Budget in the form and manner prescribed by 31 August
- Local Government Financial Management Regulations 1996

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The adoption of budget will enable Council to operate financially in 2020/21

## **STRATEGIC IMPLICATIONS**

Councils Strategic Community Plan was the key document when formulating the budget

## **VOTING REQUIREMENTS**

Absolute Majority



# 20 — 21

## ANNUAL BUDGET SHIRE OF WAGIN



*PBB*

# 01

# Executive Summary

## Rates Income

Considering the current Covid-19 pandemic, the budget has been formulated using an overall increase of 1% in GRV (within town site) rate revenue and 1% in UV rate revenue with the minimum rates remaining at \$580. Rate increases assist in provision of service delivery that meets reasonable community needs. It also ensures that critical infrastructure asset renewal is somewhat funded over the time frame of the Long Term Financial Plan.

## Grants

The annual Financial Assistance Grant has been paid in advance as per previous years though the figure used for 2020/21 is only indicative. The amount we have budgeted to receive in both Grants Commission General and Roads is \$674,932 which is the same amount budgeted for in 2019/20.

Regional Road Group funds have remained the same for new road projects at \$307,605. Roads to Recovery funding for the 2020/21 year has decreased from \$312,145 to \$222,056. The untied Direct Road Grants amount has increased by \$2,552 to \$121,340.

Council has carried forward \$109,362 of unexpended grant funds received in the 2019/20 year. The balance of the grants carried forward is outlined in the table below:

DFES ESL Grant - BFB Funding	\$15,088
DFES ESL Grant - SES Funding	\$20,023
Bridge Grant - Main Roads to Complete	\$74,251
<b>Total Restricted</b>	<b>\$109,362</b>

A year on year comparison of major grant income is outlined below:

<b>Grant</b>	<b>2019/20</b>	<b>2020/21</b>
General Purpose Grant	\$909,189	\$455,916
General Purpose Road Grant	\$513,105	\$219,016
Roads to Recovery	\$312,145	\$222,056
Road Project Grant	\$307,605	\$307,605
Road Direct Grant	\$118,788	\$121,340

*(50% of allocation paid in the 2019/20 year)*

## Reserve Accounts

Council commence the new financial year with \$1,656,310 in its reserve accounts. The budget includes transfers to and from reserves inclusive of interest with an overall decrease in reserve funds of \$81,190.

### Transfer to Reserves:

• Recreation Centre Equipment	\$1,800
• Aerodrome Maintenance and Development	\$7,900
• Admin Centre Furniture, Equipment & IT for Server Upgrade	\$5,000
• Recreation Centre Development for Pool Filtration, Rec Centre Flooring and Sportsground Lighting	\$60,000
• Refuse Waste Management as per Waste Management Budget	\$19,825
• Refuse Site Rehabilitation as per Waste Management Budget	\$20,000
• Sportsground Precinct Redevelopment	\$50,000
• Community Events	\$5,000

### Transfer from Reserves:

• Plant Replacement	\$28,000
• Recreation Centre Equipment for Rec Centre Oven	\$2,000
• Municipal Buildings for Town Centre Development	\$50,000
• HACCC for 2019/20 Deficit	\$9,206
• Recreation Development for Pool Blankets and Town Centre Development	\$35,000
• Water Management	\$5,000
• Electronic Information Sign	\$66,272
• Community Gym	\$1,800
• Sportsground Precinct Redevelopment	\$70,000

The above transfers and interest earned will budget to give Council a closing balance of \$1,575,120 at the end of the 2020/21 financial year.

## Debt Servicing

The outstanding loan principal at 1 July 2020 is \$633,632 inclusive of Self-Supporting Loans. The principal repayments for 2020/21 amount to \$67,403 and interest payable \$31,391. The self-supporting component of the above loan balance as at 1 July 2020 is \$136,749 with principal repayments of \$19,333 and interest of \$4,011. This will bring the self-supporting loan balance to \$117,416. The total Shire loan balance will fall to \$566,230 at the 30th June 2021

## Works Program

There is \$1,244,426 in Council's Capital Works Program. This is broken down into capital road works of \$1,052,464, Footpaths of \$121,962 and Kerbing of \$70,000. Council's contribution to these works totals \$660,803 while the balance of \$583,623 is derived from grant funding.



# Capital Expenditure

The following major capital expenditure items have been factored in the budget:

• Admin Office – Solar Panels	\$20,000
• CCTV Upgrades	\$52,565
• Depot – Hoist	\$5,000
• Electronic Advertising Sign	\$66,272
• IT Upgrade Project	\$20,000
• Plant/Vehicle Replacement Program	\$523,000
• Capital Works Program	\$1,122,464
• Airport Development	\$50,000
• Cemetery Upgrade	\$8,000
• Community Centre Park Development	\$50,000
• Cricket Pitch – Replacement of Existing	\$15,000
• Footpath Program	\$121,962
• Giant Ram Painting	\$25,000
• Sportsground Precinct Redevelopment	\$70,000
• Street Lighting	\$15,000
• Ticket Box – Sportsground Entrance	\$10,000
• Town Centre Development	\$180,000
• Townscape	\$60,000
• Wetlands Park Upgrade	\$217,250

Capital Income includes provision for the sale or trade of the following assets:

• Sale of Vehicles and Plant	\$195,000
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*PBB*

**SHIRE OF WAGIN**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**LOCAL GOVERNMENT ACT 1995**

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**SHIRE'S VISION**

To have 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.



**SHIRE OF WAGIN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	2,380,726	2,349,891	2,356,259
Operating grants, subsidies and contributions	9(a)	1,296,447	1,968,362	1,333,086
Fees and charges	8	778,680	719,973	726,990
Interest earnings	11(a)	52,063	50,150	58,247
Other revenue	11(b)	430,860	441,250	212,066
		4,938,776	5,529,626	4,686,648
<b>Expenses</b>				
Employee costs		(2,533,808)	(2,472,676)	(2,419,203)
Materials and contracts		(1,281,814)	(1,222,879)	(1,240,790)
Utility charges		(372,039)	(357,007)	(326,824)
Depreciation on non-current assets	5	(2,566,921)	(2,557,489)	(2,464,660)
Interest expenses	11(d)	(31,391)	(34,438)	(34,694)
Insurance expenses		(187,283)	(190,012)	(194,263)
Other expenditure		(174,987)	(152,257)	(166,790)
		(7,148,243)	(6,986,758)	(6,847,224)
<b>Subtotal</b>		(2,209,467)	(1,457,132)	(2,160,576)
Non-operating grants, subsidies and contributions	9(b)	919,823	1,016,104	1,143,257
Profit on asset disposals	4(b)	17,992	5,744	6,000
Loss on asset disposals	4(b)	0	(13,368)	(5,800)
		937,815	1,008,480	1,143,457
<b>Net result</b>		(1,271,652)	(448,652)	(1,017,119)
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		0	0	0
<b>Total comprehensive income</b>		(1,271,652)	(448,652)	(1,017,119)

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

# SHIRE OF WAGIN FOR THE YEAR ENDED 30 JUNE 2021

## BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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 Shire of Wagin controls resources to carry on its functions have been included in the financial statements forming part of this budget.

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 financial statements. A separate statement of those monies appears at Note 12 to the budget.

## 2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

## CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

- AASB 1059 Service Concession Arrangements: Grantors
- AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified.

## KEY TERMS AND DEFINITIONS - NATURE OR TYPE

### REVENUES RATES

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

### 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.

Excludes 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.

**PROFIT**  
Profit on disposal of long term investments. Includes gains on the disposal of long term investments. Excludes gains on the disposal of long term investments. Excludes gains on the disposal of long term investments.

## REVENUES (CONTINUED)

### 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.

### FEES AND CHARGES

Revenue (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.

### 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, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

## EXPENSES

### EMPLOYEE COSTS

All costs associated 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 includes loss on disposal of long term investments.

### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation 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.

**SHIRE OF WAGIN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
<b>Revenue</b>	1,8,9(a),11(a),11(b)	\$	\$	\$
Governance		6,000	31,977	6,000
General purpose funding		3,280,412	3,995,459	3,261,891
Law, order, public safety		180,991	134,305	139,604
Health		60,132	66,305	56,054
Education and welfare		404,715	406,080	363,444
Community amenities		364,325	356,311	364,300
Recreation and culture		95,113	76,591	95,045
Transport		209,488	174,279	176,533
Economic services		226,700	199,451	114,700
Other property and services		110,900	88,869	109,077
		4,938,776	5,529,627	4,686,648
<b>Expenses excluding finance costs</b>	4(a),5,11(c),(e),(f)			
Governance		(448,060)	(378,935)	(424,096)
General purpose funding		(386,202)	(394,263)	(387,650)
Law, order, public safety		(298,841)	(291,639)	(272,457)
Health		(244,376)	(274,490)	(250,661)
Education and welfare		(455,086)	(463,702)	(469,405)
Community amenities		(564,900)	(548,767)	(583,384)
Recreation and culture		(1,312,970)	(1,232,982)	(1,287,821)
Transport		(2,677,076)	(2,650,352)	(2,492,023)
Economic services		(388,758)	(381,126)	(269,054)
Other property and services		(340,583)	(336,064)	(375,980)
		(7,116,852)	(6,952,320)	(6,812,531)
<b>Finance costs</b>	,6(a),11(d)			
Recreation and culture		(17,761)	(19,436)	(19,599)
Other property and services		(13,630)	(15,002)	(15,094)
		(31,391)	(34,438)	(34,693)
<b>Subtotal</b>		(2,209,467)	(1,457,131)	(2,160,576)
Non-operating grants, subsidies and contributions	9(b)	919,823	1,016,104	1,143,257
Profit on disposal of assets	4(b)	17,992	5,744	6,000
(Loss) on disposal of assets	4(b)	0	(13,368)	(5,800)
		937,815	1,008,480	1,143,457
<b>Net result</b>		<b>(1,271,652)</b>	<b>(448,651)</b>	<b>(1,017,119)</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>(1,271,652)</b>	<b>(448,652)</b>	<b>(1,017,119)</b>

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

## KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

### OBJECTIVE

### ACTIVITIES

#### GOVERNANCE

To provide a decision making process for the efficient allocation of resources.

Includes costs associated with elected members, the running costs of the Administration building and associated clerical staff, records management and computer operation costs.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services and facilities for the community.

Includes rate revenue and associated costs, general purpose government grants, costs associated with the repayment of Council loans, including reimbursement from government bodies and community organisations, as well as interest earned on Council investments.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Includes costs associated with fire prevention and control, control of dogs, cats and other animals, abandoned vehicles, enforcement of associated local laws and other aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

Includes costs associated with providing doctor, maternal and infant health services, analytical expenses ie water sampling, and the running of the Regional Health Scheme together with the Shire of Williams.

#### EDUCATION AND WELFARE

To provide services and facilities to the elderly, disadvantaged, children and youth of the community.

Includes costs associated with providing a building for daycare, administering and running of the Wagin Home and Community Care Program, including Community Aged Care Packages and some assistance to Wagin Frail Aged Lodge.

#### COMMUNITY AMENITIES

To provide required essential services for the community.

Includes provision for the collection and disposal of residential, commercial and industrial refuse, provide an effective waste recycling service, ongoing maintenance of the Wagin Cemetery and running costs associated with providing public conveniences.

#### RECREATION AND CULTURE

To establish and effectively manage infrastructure, resources and provide opportunities which will help the social well-being of the community.

Includes costs associated with public halls, the Wagin Memorial Swimming Centre, Wagin Recreation Centre, sportsground maintenance and sportsground buildings/ facility maintenance, the provision of recreational services and programs, library services together with a contribution towards the costs associated with the running of the Wagin Woolorama.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

Includes construction and maintenance of Council's Infrastructure assets including roads, bridges footpaths, parking facilities, townscape, street trees and street lighting. Also, improvements to Council's plant and the provision of aircraft landing facilities and their associated costs.

#### ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing

Includes area promotion, tourism, economic and community development, control of declared flora and fauna, the Rural Town's programme, Landcare, LCDC projects, ongoing maintenance of the Wagin Caravan Park, building control and the provision of standpipes.

#### OTHER PROPERTY AND SERVICES

To monitor and control Council's overhead operating accounts and other miscellaneous items.

Includes private works, town planning schemes and the provision for new residential developments, materials in store, costs associated with employment of the outside works crew, costs associated with the running of all Council plant and other unclassified revenue and expenses.

**SHIRE OF WAGIN**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates	2,380,726	2,339,690	2,356,259
Operating grants, subsidies and contributions	1,246,087	2,976,611	2,133,086
Fees and charges	778,680	719,973	788,220
Interest earnings	52,063	50,150	58,247
Goods and services tax	0	26,967	0
Other revenue	430,860	441,250	212,066
	<b>4,888,416</b>	<b>6,554,641</b>	<b>5,547,878</b>
<b>Payments</b>			
Employee costs	(2,533,808)	(2,455,594)	(2,419,203)
Materials and contracts	(1,278,240)	(1,217,271)	(1,095,453)
Utility charges	(372,039)	(357,007)	(316,824)
Interest expenses	(31,391)	(34,694)	(34,694)
Insurance expenses	(187,283)	(190,012)	(194,263)
Other expenditure	(174,987)	(152,257)	(166,790)
	<b>(4,577,748)</b>	<b>(4,406,835)</b>	<b>(4,227,227)</b>
<b>Net cash provided by (used in) operating activities</b>	<b>310,668</b>	<b>2,147,806</b>	<b>1,320,651</b>
	3		
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for purchase of property, plant & equipment	4(a) (716,837)	(418,779)	(535,700)
Payments for construction of infrastructure	4(a) (1,914,676)	(1,651,367)	(2,207,917)
Non-operating grants, subsidies and contributions	919,823	992,911	1,143,257
Proceeds from sale of plant and equipment	4(b) 195,000	91,787	77,000
Proceeds on financial assets at amortised cost - self supporting loans	6(a) 19,925	19,333	18,758
<b>Net cash provided by (used in) investing activities</b>	<b>(1,496,765)</b>	<b>(966,115)</b>	<b>(1,504,602)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	6(a) (67,403)	(64,099)	(64,099)
<b>Net cash provided by (used in) financing activities</b>	<b>(67,403)</b>	<b>(64,099)</b>	<b>(64,099)</b>
<b>Net increase (decrease) in cash held</b>	<b>(1,253,500)</b>	<b>1,117,592</b>	<b>(248,050)</b>
Cash at beginning of year	2,927,063	1,809,472	1,762,635
<b>Cash and cash equivalents at the end of the year</b>	<b>3 1,673,563</b>	<b>2,927,064</b>	<b>1,514,585</b>

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

**SHIRE OF WAGIN**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
<b>OPERATING ACTIVITIES</b>			
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1,126,116	1,292,638	1,279,164
<b>Revenue from operating activities (excluding rates)</b>	1,126,116	1,292,638	1,279,164
Governance	6,000	33,621	9,000
General purpose funding	899,686	1,645,569	905,632
Law, order, public safety	180,991	134,305	139,604
Health	60,132	66,305	56,054
Education and welfare	404,715	406,080	363,444
Community amenities	364,325	356,311	364,300
Recreation and culture	95,113	76,591	95,045
Transport	227,480	178,379	179,533
Economic services	226,700	199,451	114,700
Other property and services	110,900	88,869	109,077
	2,576,042	3,185,481	2,336,389
<b>Expenditure from operating activities</b>			
Governance	(448,060)	(378,935)	(424,096)
General purpose funding	(386,202)	(394,263)	(387,650)
Law, order, public safety	(298,841)	(291,639)	(272,457)
Health	(244,376)	(274,490)	(250,611)
Education and welfare	(455,086)	(465,045)	(474,205)
Community amenities	(564,900)	(548,767)	(583,384)
Recreation and culture	(1,330,731)	(1,252,418)	(1,307,420)
Transport	(2,677,076)	(2,662,377)	(2,493,023)
Economic services	(388,758)	(381,126)	(269,054)
Other property and services	(354,213)	(351,066)	(391,074)
	(7,148,243)	(7,000,126)	(6,853,024)
Non-cash amounts excluded from operating activities	2 (a)(i) 2,548,929	2,582,100	2,464,460
<b>Amount attributable to operating activities</b>	(897,156)	60,093	(773,011)
<b>INVESTING ACTIVITIES</b>			
Non-operating grants, subsidies and contributions	9(b) 919,823	1,016,104	1,143,257
Purchase property, plant and equipment	4(a) (716,837)	(418,779)	(535,700)
Purchase and construction of infrastructure	4(a) (1,914,676)	(1,651,367)	(2,207,917)
Proceeds from disposal of assets	4(b) 195,000	91,788	77,000
Proceeds from self supporting loans	6(a) 19,333	18,758	18,758
<b>Amount attributable to investing activities</b>	(1,497,357)	(943,496)	(1,504,602)
<b>FINANCING ACTIVITIES</b>			
Repayment of borrowings	6(a) (67,403)	(64,099)	(64,099)
Transfers to cash backed reserves (restricted assets)	7(a) (186,088)	(346,130)	(244,547)
Transfers from cash backed reserves (restricted assets)	7(a) 267,278	69,858	230,000
<b>Amount attributable to financing activities</b>	13,787	(340,371)	(78,646)
<b>Budgeted deficiency before general rates</b>	(2,380,726)	(1,223,774)	(2,356,259)
<b>Estimated amount to be raised from general rates</b>	1 2,380,726	2,349,890	2,356,259
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2 (a)(iii) 0	1,126,116	0

**SHIRE OF WAGIN**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

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SHIRE OF WAGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

## 1. RATES AND SERVICE CHARGES

### (a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
Gross rental valuations	0.11145	746	7,969,475	888,174	2,000	1,000	891,174	875,906	879,206
<b>Unimproved valuations</b>									
Unimproved valuations	0.00682	304	210,173,000	1,432,960	2,000		1,434,960	1,426,060	1,428,383
<b>Sub-Totals</b>		1,050	218,142,475	2,321,134	4,000	1,000	2,326,134	2,301,966	2,307,589
	<b>Minimum</b>								
<b>Minimum payment</b>									
	\$								
<b>Gross rental valuations</b>									
Gross rental valuations	580	144	280,029	83,520			83,520	85,840	85,840
<b>Unimproved valuations</b>									
Unimproved valuations	580	77	3,270,037	44,660			44,660	36,540	36,540
<b>Sub-Totals</b>		221	3,550,066	128,180	0	0	128,180	122,380	122,380
		1,271	221,692,541	2,449,314	4,000	1,000	2,454,314	2,424,346	2,429,969
Discounts (Refer note 1(e))							(86,105)	(86,849)	(86,105)
<b>Total amount raised from general rates</b>							2,368,209	2,337,497	2,343,864
Ex-gratia rates							12,517	12,394	12,394
<b>Total rates</b>							2,380,726	2,349,891	2,356,258

All land (other than exempt land) in the Shire of Wagin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Wagin.

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
<b>Option one</b>				
Full Payment	18/09/2020			8.0%
<b>Option two</b>				
2 Instalments	18/09/2020	5.50	5.5%	8.0%
	18/01/2021	5.50	5.5%	8.0%
<b>Option three</b>				
4 Instalments	18/09/2020	5.50	5.5%	8.0%
	18/11/2020	5.50	5.5%	8.0%
	18/01/2021	5.50	5.5%	8.0%
	19/03/2021	5.50	5.5%	8.0%

	2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
	\$	\$	\$
Instalment plan admin charge revenue	8,000	4,827	8,000
Instalment plan interest earned	3,500	3,445	0
Unpaid rates and service charge interest earned	12,000	11,710	12,000
	23,500	19,982	20,000

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (c) Specified Area Rate

The Shire did not raise specified area rates for the year ended 30 June 2021.

### (d) Service Charges

The Shire did not raise service charges for the year ended 30 June 2021.

## 1. RATES AND SERVICE CHARGES (CONTINUED)

### (e) Rates discounts

Rate or fee to which discount is granted	Discount %	Discount (\$)	2020/21 Budget	2019/20 Actual	2019/20 Budget	Circumstances in which discount is granted
Early Payment Discount	5.0%		\$ 86,105	\$ 86,849	\$ 86,105	Rates paid in full by 18 September 2020
			86,105	86,849	86,105	

### (f) Waivers or concessions

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2020/21 Budget	2019/20 Actual	2019/20 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
Betty Terry Theatre	Concession	50.0%	379	\$ 379	\$ 379	\$ 440		Rates Payables
Betty Terry Theatre	Concession	50.0%	163	163	163	163	1st Bin Service Waived	Rubbish Charges for 1 Bin
St John Ambulance	Waiver	100.0%	325	325	325	325	1st Bin Service Waived	Rubbish Charges for 1 Bin
Wagin Care & Share	Waiver	100.0%	325	325	325	325	1st Bin Service Waived	Rubbish Charges for 1 Bin
Wagin CWA	Waiver	100.0%	968	968	968	1,020		Rates Payables
Wagin CWA	Waiver	100.0%	325	325	325	325	1st Bin Service Waived	Rubbish Charges for 1 Bin
Waratah Lodge	Waiver	100.0%	325	325	325	325	1st Bin Service Waived	Rubbish Charges for 1 Bin
				2,810	2,810	2,923		

## 2 (a). NET CURRENT ASSETS

### Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Note	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
	\$	\$	\$
<b>(i) Operating activities excluded from budgeted deficiency</b>			
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	4(b) (17,992)	(5,744)	(6,000)
Less: Movement in employee liabilities associated with restricted cash	0	16,986	
Add: Loss on disposal of assets	4(b) 0	13,368	5,800
Add: Depreciation on assets	5 2,566,921	2,557,489	2,464,660
<b>Non cash amounts excluded from operating activities</b>	<b>2,548,929</b>	<b>2,582,099</b>	<b>2,464,460</b>
<b>(ii) Current assets and liabilities excluded from budgeted deficiency</b>			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.			
<b>Adjustments to net current assets</b>			
Less: Cash - restricted reserves	3 (1,575,120)	(1,656,310)	(1,394,585)
Less: Financial assets - restricted	3 (17,724)	(24,468)	0
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings	70,889	67,403	67,406
- Employee benefit provisions	307,944	310,483	307,296
<b>Total adjustments to net current assets</b>	<b>(1,214,011)</b>	<b>(1,302,892)</b>	<b>(1,019,883)</b>

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

	2020/21 Budget 30 June 2021	2019/20 Actual 30 June 2020	2019/20 Budget 30 June 2020
Note	\$	\$	\$
<b>(iii) Composition of estimated net current assets</b>			
<b>Current assets</b>			
Cash and cash equivalents- unrestricted	98,445	1,270,753	120,000
Cash and cash equivalents - restricted			
Cash backed reserves	1,575,120	1,656,310	1,394,585
Receivables	183,735	200,211	229,000
Contract assets	0	23,193	
Inventories	35,000	38,574	39,600
	1,892,300	3,189,041	1,783,185
<b>Less: current liabilities</b>			
Trade and other payables	(296,917)	(272,785)	(388,600)
Contract liabilities	0	(109,362)	
Long term borrowings	(70,889)	(67,403)	(67,406)
Provisions	(310,483)	(310,483)	(307,296)
	(678,289)	(760,033)	(763,302)
<b>Net current assets</b>	1,214,011	2,429,008	1,019,883
<b>Less: Total adjustments to net current assets</b>	(1,214,011)	(1,302,892)	(1,019,883)
<b>Closing funding surplus / (deficit)</b>	0	1,126,116	0

**2 (b). NET CURRENT ASSETS (CONTINUED)**

**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 Shire's operational cycle. In the case of liabilities where the Shire 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 sale where it is held as non-current based on the Shire's intentions to release for sale.

**TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Wagin becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**CONTRACT ASSETS**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

**PROVISIONS**

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**INVENTORIES**

**General**

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.

**Superannuation**

The Shire of Wagin contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Wagin contributes are defined contribution plans.

**LEASE LIABILITIES**

Lease payments not paid at the reporting date are recognised as a liability, increasing the incremental borrowing rate in the lease is not

**TRADE AND OTHER RECEIVABLES**

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.

**EMPLOYEE BENEFITS**

**Short-term employee benefits**

Provision is made for the Shire of Wagin's obligations for short-term employee benefits. Short term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Wagin's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire of Wagin's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**LAND HELD FOR RESALE**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**CONTRACT LIABILITIES**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF WAGIN**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**3. RECONCILIATION OF CASH**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Cash at bank and on hand	98,443	1,270,753	120,000
Term deposits	1,575,120	1,656,310	1,394,585
	1,673,563	2,927,063	1,514,585
- Unrestricted cash and cash equivalents	98,443	1,270,753	120,000
- Restricted cash and cash equivalents	1,575,120	1,656,310	1,394,585
	1,673,563	2,927,063	1,514,585

The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents:

Leave Reserve	307,944	304,895	275,301
Plant Replacement Reserve	277,696	302,669	278,901
Recreation Centre Equipment Reserve	11,394	11,479	11,730
Aerodrome Maintenance & Development Reserve	18,636	10,630	8,672
Municipal Buildings Reserve	72,478	121,264	52,083
Admin Centre Furniture, Equipment & IT Reserve	10,571	5,516	5,519
Land Development Reserve	10,816	10,709	11,553
Community Bus Reserve	17,144	16,974	17,982
HACC Reserve	114,811	122,789	80,232
Recreation Centre Development Reserve	298,388	270,680	241,940
Refuse Waste Management Reserve	158,141	136,947	138,348
Refuse Site Rehabilitation Reserve	119,123	98,142	78,669
Water Management Reserve	74,038	78,255	78,816
Electronic Sign Reserve	0	65,616	0
Community Gym Reserve	10,660	12,337	12,587
Sportsground Precinct Redevelopment Reserve	61,715	80,906	81,250
Emergency/Bushfire Control Reserve	6,565	6,500	21,000
Community Events Reserve	5,000	0	0
	1,575,120	1,656,310	1,394,585

**Reconciliation of net cash provided by operating activities to net result**

<b>Net result</b>		(1,271,652)	(448,652)	(1,017,119)
Depreciation	5	2,566,921	2,557,489	2,464,660
(Profit)/loss on sale of asset	4(b)	(17,992)	7,624	(200)
(Increase)/decrease in receivables		35,809	915,653	861,230
(Increase)/decrease in contract assets		23,193	(23,193)	0
(Increase)/decrease in inventories		3,574	8,404	7,378
Increase/(decrease) in payables		0	(3,052)	147,959
Increase/(decrease) in contract liabilities		(109,362)	109,362	
Increase/(decrease) in employee provisions		0	17,082	
Non-operating grants, subsidies and contributions		(919,823)	(992,911)	(1,143,257)
<b>Net cash from operating activities</b>		310,668	2,147,806	1,320,651

**SIGNIFICANT ACCOUNTING POLICES**

**CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 current term borrowings in current Assets.

**FINANCIAL ASSETS AT AMORTISED COST**

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

SHIRE OF WAGIN  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2021

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Reporting program

Asset class	Governance	Law, order, public safety	Community amenities	Recreation and culture	Transport	2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
	\$	\$	\$	\$	\$	\$	\$	\$
<i>Property, Plant and Equipment</i>								
Land - freehold land						0	40,499	40,000
Buildings	20,000					20,000	18,145	25,000
Furniture and equipment	20,000	52,565		96,272	5,000	173,837	34,560	126,700
Plant and equipment					523,000	523,000	325,575	344,000
	40,000	52,565	0	96,272	528,000	716,837	418,779	535,700
<i>Infrastructure</i>								
Infrastructure - roads					1,122,464	1,122,464	1,411,055	1,746,917
Infrastructure - Other			8,000	537,250	246,962	792,212	240,312	461,000
	0	0	8,000	537,250	1,369,426	1,914,676	1,651,367	2,207,917
<b>Total acquisitions</b>	40,000	52,565	8,000	633,522	1,897,426	2,631,513	2,070,146	2,743,617

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

SHIRE OF WAGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss	2019/20 Actual Net Book Value	2019/20 Actual Sale Proceeds	2019/20 Actual Profit	2019/20 Actual Loss	2019/20 Budget Net Book Value	2019/20 Budget Sale Proceeds	2019/20 Budget Profit	2019/20 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Governance		0	0	0	30,589	32,233	1,644	0	25,000	28,000	3,000	0
Education and welfare		0	0	0	21,343	20,000	0	(1,343)	24,800	20,000	0	(4,800)
Transport	177,008	195,000	17,992	0	47,479	39,554	4,100	(12,025)	27,000	29,000	3,000	(1,000)
	177,008	195,000	17,992	0	99,411	91,787	5,744	(13,368)	76,800	77,000	6,000	(5,800)
<b>By Class</b>												
<i>Property, Plant and Equipment</i>												
Plant and equipment	177,008	195,000	17,992	0	99,411	91,787	5,744	(13,368)	76,800	77,000	6,000	(5,800)
	177,008	195,000	17,992	0	99,411	91,787	5,744	(13,368)	76,800	77,000	6,000	(5,800)

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document

**SIGNIFICANT ACCOUNTING POLICIES**

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

## 5. ASSET DEPRECIATION

### By Program

Governance
Law, order, public safety
Health
Education and welfare
Community amenities
Recreation and culture
Transport
Economic services
Other property and services

### By Class

Buildings
Furniture and equipment
Plant and equipment
Infrastructure - roads
Infrastructure - Other

2020/21 Budget	2019/20 Actual	2019/20 Budget
\$	\$	\$
51,071	52,687	66,830
16,926	17,161	26,240
29,295	29,702	26,650
22,616	23,065	30,860
43,650	42,381	51,830
478,713	480,114	479,810
1,879,831	1,869,665	1,739,320
14,181	11,650	11,890
30,638	31,064	31,230
<b>2,566,921</b>	<b>2,557,489</b>	<b>2,464,660</b>
371,362	374,826	371,190
28,784	26,896	55,650
246,203	242,693	165,520
1,475,947	1,471,905	1,511,500
444,625	441,169	360,800
<b>2,566,921</b>	<b>2,557,489</b>	<b>2,464,660</b>

## SIGNIFICANT ACCOUNTING POLICIES

### DEPRECIATION

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
Infrastructure - roads	
Infrastructure - Other	20 years

### AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

SHIRE OF WAGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget	2020/21	2020/21	Budget	2020/21	Actual	2019/20	2019/20	Actual	2019/20	Budget	2019/20	2019/20	Budget	2019/20	
				Principal	Budget	Budget	Principal	Budget		Actual	Actual	Actual	Actual		Principal	Budget	Budget	Budget	Principal
				1 July 2020	New Loans	Repayments	outstanding 30 June 2021	Repayments	1 July 2019	New Loans	Repayments	30 June 2020	Repayments	1 July 2019	New Loans	Repayments	30 June 2020	Repayments	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>																			
				49,939		(9,909)	40,030	(3,035)	59,244		(9,305)	49,939	(3,639)	59,244		(9,305)	49,939	(3,639)	
				214,622		(13,322)	201,300	(10,715)	227,284		(12,662)	214,622	(11,374)	227,284		(12,662)	214,622	(11,374)	
<b>Other property and services</b>																			
				155,432		(13,917)	141,515	(8,977)	168,538		(13,106)	155,432	(9,788)	168,538		(13,106)	155,432	(9,788)	
				76,891		(10,922)	65,969	(4,653)	87,159		(10,268)	76,891	(5,306)	87,159		(10,268)	76,891	(5,306)	
				496,884	0	(48,070)	448,814	(27,380)	542,225	0	(45,341)	496,884	(30,107)	542,225	0	(45,341)	496,884	(30,107)	
<b>Self Supporting Loans</b>																			
<b>Recreation and culture</b>																			
	0	0	0	136,749	0	(19,333)	117,416	(4,011)	155,507	0	(18,758)	136,749	(4,586)	155,507	0	(18,758)	136,749	(4,586)	
				136,749	0	(19,333)	117,416	(4,011)	155,507	0	(18,758)	136,749	(4,586)	155,507	0	(18,758)	136,749	(4,586)	
				633,633	0	(67,403)	566,230	(31,391)	697,732	0	(64,099)	633,633	(34,693)	697,732	0	(64,099)	633,633	(34,693)	

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan(s) repayment will be fully reimbursed.

**SHIRE OF WAGIN**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**6. INFORMATION ON BORROWINGS**

**(b) New borrowings - 2020/21**

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021

**(c) Unspent borrowings**

The Shire had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021.

**(d) Credit Facilities**

	<b>2020/21 Budget</b>	<b>2019/20 Actual</b>	<b>2019/20 Budget</b>
	\$	\$	\$
<b>Undrawn borrowing facilities credit standby arrangements</b>			
Credit card limit	19,000	19,000	19,000
Credit card balance at balance date	0	0	0
<b>Total amount of credit unused</b>	<b>19,000</b>	<b>19,000</b>	<b>19,000</b>
<b>Loan facilities</b>			
Loan facilities in use at balance date	566,230	633,633	633,633

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

SHIRE OF WAGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

7. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance	2019/20 Actual Opening Balance	2019/20 Actual Transfer to	2019/20 Actual Transfer (from)	2019/20 Actual Closing Balance	2019/20 Budget Opening Balance	2019/20 Budget Transfer to	2019/20 Budget Transfer (from)	2019/20 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Leave Reserve	304,895	3,049		307,944	297,855	7,040		304,895	297,855	7,446	(30,000)	275,301
(b) Plant Replacement Reserve	302,669	3,027	(28,000)	277,696	233,073	69,596		302,669	233,074	45,827		278,901
(c) Recreation Centre Equipment Reserve	11,479	1,915	(2,000)	11,394	14,078	2,055	(4,654)	11,479	14,078	2,152	(4,500)	11,730
(d) Aerodrome Maintenance & Development Reserve	10,630	8,006		18,636	3,387	7,243		10,630	3,387	5,285		8,672
(e) Municipal Buildings Reserve	121,264	1,213	(50,000)	72,478	119,105	2,159		121,264	119,105	2,978	(70,000)	52,083
(f) Admin Centre Furniture, Equipment & IT Reserve	5,516	5,055		10,571	507	5,009		5,516	506	5,013		5,519
(g) Land Development Reserve	10,709	107		10,816	50,296	912	(40,499)	10,709	50,296	1,257	(40,000)	11,553
(h) Community Bus Reserve	16,974	170		17,144	15,592	1,382		16,974	15,592	2,390		17,982
(i) HACC Reserve	122,789	1,228	(9,206)	114,811	88,031	34,758		122,789	88,031	2,201	(10,000)	80,232
(j) Recreation Centre Development Reserve	270,680	62,707	(35,000)	298,388	226,282	64,102	(19,705)	270,680	226,283	65,657	(50,000)	241,940
(k) Refuse Waste Management Reserve	136,947	21,194		158,141	96,144	40,803		136,947	96,144	42,204		138,348
(l) Refuse Site Rehabilitation Reserve	98,142	20,981		119,123	76,751	21,391		98,142	76,750	1,919		78,669
(m) Water Management Reserve	78,255	783	(5,000)	74,038	81,773	1,482	(5,000)	78,255	81,772	2,044	(5,000)	78,816
(n) Electronic Sign Reserve	65,616	656	(66,272)	0	20,249	45,367		65,616	20,249	251	(20,500)	0
(o) Community Gym Reserve	12,337	123	(1,800)	10,660	6,914	5,423		12,337	6,914	5,673		12,587
(p) Sportsground Precinct Redevelopment Reserve	80,906	50,809	(70,000)	61,715	50,000	30,906		80,906	50,000	31,250		81,250
(q) Emergency/Bushfire Control Reserve	6,500	65		6,565	0	6,500		6,500	0	21,000		21,000
(r) Community Events Reserve	0	5,000		5,000	0			0				0
	1,656,310	186,088	(267,278)	1,575,120	1,380,036	346,130	(69,858)	1,656,310	1,380,036	244,547	(230,000)	1,394,583

7. CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Leave Reserve	Ongoing	Provide provisions to meet Council's Long Service Leave and Accrued Annual Leave liabilities to minimise the effect on Council's budget annually.
(b) Plant Replacement Reserve	Ongoing	Provide funds for the ongoing replacement and upgrading of plant necessary in the performance of Council's core functions.
(c) Recreation Centre Equipment Reserve	Ongoing	Provide funds for the purchase of equipment, fixtures and fittings at the Wagin Community Recreation Centre.
(d) Aerodrome Maintenance & Development Reserve	Ongoing	Provide for major maintenance (eg resealing of runway area) and development works (eg runway reconstruction) at the Wagin Airstrip.
(e) Municipal Buildings Reserve	Ongoing	Provide funds for the upgrading, renovating or restoration of existing Council owned buildings as well as construction of new Council owned buildings.
(f) Admin Centre Furniture, Equipment & IT Reserve	Ongoing	Provide for the purchase of furniture, fittings, equipment and IT requirements in relation to the Council Administration Building.
(g) Land Development Reserve	Ongoing	Provide funds for the purchase and development of land within the Wagin Shire as the need arises and Council see fit.
(h) Community Bus Reserve	Ongoing	Provide funds to for the maintenance, upgrade and change-over of the Wagin Community Bus.
(i) HACC Reserve	Ongoing	Provide funds to meet HACC staff leave provisions, replacement of plant and equipment and on-going operations of the HACC program.
(j) Recreation Centre Development Reserve	Ongoing	Provide funds for the expansion, upgrading and development of Council's Recreation and Sporting facilities.
(k) Refuse Waste Management Reserve	Ongoing	Provide funds for a new Waste site, on-going operation with the Shire's waste management and recycling program and working towards zero waste.
(l) Refuse Site Rehabilitation Reserve	Ongoing	Provide funds to rehabilitate the existing refuse site once the site has been decommissioned.
(m) Water Management Reserve	Ongoing	To ensure Council spends the surplus Rural Town Funds on measures and projects in line with Council's Water Management Plan.
(n) Electronic Sign Reserve	Ongoing	Provide funds for the purchase and installation of an electronic sign in the Wagin townsite in the near future.
(o) Community Gym Reserve	Ongoing	Provide funds to allow for the maintenance, upgrade and change-over of the Wagin Community Gym and equipment as required.
(p) Sportsground Precinct Redevelopment Reserve	Ongoing	Provide funds for the future Sportsground Precinct Redevelopment.
(q) Emergency/Bushfire Control Reserve	Ongoing	Provide funds during unexpected times of extreme emergency recovery and provide adequate assistance to bushfire requirements.
(r) Community Events Reserve	Ongoing	Provide funds for future Community Events.

SHIRE OF WAGIN  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2021

8. FEES & CHARGES REVENUE

	2020/21 Budget	2019/20 Actual	2019/20 Budget
General purpose funding	\$ 58,000	\$ 61,767	\$ 57,000
Law, order, public safety	20,350	15,104	20,300
Health	8,632	7,410	8,156
Education and welfare	76,472	73,602	62,559
Community amenities	344,825	339,633	344,800
Recreation and culture	71,408	56,660	72,585
Transport	8,713	8,684	8,310
Economic services	150,000	125,341	113,000
Other property and services	40,280	31,772	40,280
	778,680	719,973	726,990

9. GRANT REVENUE

	Unspent grants, subsidies and contributions liability				Grants, subsidies and contributions revenue			
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Total Liability 30 June 2021	Current Liability 30 June 2021	2020/21 Budget	2019/20 Actual	2019/20 Budget
<b>By Program:</b>	\$	\$	\$	\$	\$	\$	\$	\$
<b>(a) Operating grants, subsidies and contributions</b>								
Governance				0				6,000
General purpose funding				0		674,932	1,422,294	681,318
Law, order, public safety	35,111		(35,111)	0		140,940	94,152	108,910
Health				0				47,898
Education and welfare				0		317,000	317,109	300,885
Community amenities				0				19,500
Recreation and culture				0		8,800	12,801	22,355
Transport				0		154,775	122,006	123,223
Economic services				0				1,700
Other property and services				0				21,297
	35,111	0	(35,111)	0	0	1,296,447	1,968,362	1,333,086
<b>(b) Non-operating grants, subsidies and contributions</b>								
Community amenities				0		8,000	0	8,000
Recreation and culture				0		33,200	63,100	83,200
Transport	74,251		(74,251)	0		878,623	953,004	1,052,057
	74,251	0	(74,251)	0	0	919,823	1,016,104	1,143,257
<b>Total</b>	109,362	0	(109,362)	0	0	2,216,270	2,984,466	2,476,343

**SHIRE OF WAGIN**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**10. REVENUE RECOGNITION**

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements		Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

## 11. OTHER INFORMATION

### The net result includes as revenues

#### (a) Interest earnings

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Investments			
- Reserve funds	16,563	25,019	34,247
- Other funds	20,000	9,977	12,000
Other interest revenue (refer note 1b)	15,500	15,155	12,000
	52,063	50,151	58,247

\* The Shire has resolved to charge interest under section 6.13 for the late payment of any amount of money at 5%.

#### (b) Other revenue

Reimbursements and recoveries	430,860	441,250	212,066
	430,860	441,250	212,066

### The net result includes as expenses

#### (c) Auditors remuneration

Audit services	22,000	23,691	22,000
	22,000	23,691	22,000

#### (d) Interest expenses (finance costs)

Borrowings (refer Note 6(a))	31,391	34,438	34,693
	31,391	34,438	34,693

#### (e) Elected members remuneration

Meeting fees	18,000	24,188	18,000
Mayor/President's allowance	12,000	12,000	12,000
Deputy Mayor/President's allowance	3,000	3,000	3,000
Travelling expenses	1,000	650	1,000
Telecommunications allowance	5,000	5,338	5,000
	39,000	45,176	39,000

#### (f) Low Value lease expenses

Office equipment	2,500	2,424	2,500
	2,500	2,424	2,500

## 12. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

Detail	Balance 30 June 2020	Estimated amounts received	Estimated amounts paid	Estimated balance 30 June 2021
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	(8,200)	0
	8,200	0	(8,200)	0

### 13. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

#### GOODS AND SERVICES TAX (GST)

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 budget 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.

#### COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

#### BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in the budget relate to the original budget estimate for the relevant item of disclosure.



**OPERATING INCOME & EXPENDITURE DETAIL  
FOR THE YEAR ENDED 30 JUNE 2021**

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>				
<b>Rate Revenue</b>				
I031005	GRV	888,174	876,206	876,206
I031010	GRV Minimums	83,520	85,840	85,840
I031015	UV	1,432,960	1,426,384	1,426,384
I031020	UV Minimums	44,660	36,540	36,540
I031025	GRV Interim Rates	2,000	(442)	2,000
I031030	UV Interim Rates	2,000	(324)	2,000
I031035	Back Rates	1,000	142	1,000
I031040	Ex-Gratia Rates (CBH)	12,517	12,393	12,394
I031045	Discount Allowed	(86,105)	(86,849)	(86,105)
I031050	Instalment Admin Charge	8,000	4,827	8,000
I031055	Account Enquiry Fee	2,500	2,310	2,000
I031060	(Rate Write Offs)	(5,000)	(8,503)	(5,000)
I031065	Penalty Interest	12,000	11,710	12,000
I031070	Emergency Services Levy	113,467	113,215	113,467
I031075	ESL Penalty Interest	700	629	600
I031080	Instalment Interest	3,500	3,445	0
I031090	Rate Legal Charges	10,000	17,548	10,000
		<b>2,525,893</b>	<b>2,495,071</b>	<b>2,497,326</b>
E031005	Valuation Expenses	(10,000)	(9,231)	(10,000)
E031010	Legal Costs/Expenses	(1,000)	(959)	(1,000)
E031015	Title Searches	(600)	(418)	(600)
E031020	Rate Recovery Expenses	(10,000)	(17,347)	(10,000)
E031025	Printing Stationery Postage	(2,000)	(1,710)	(2,000)
E031030	Emergency Services Levy	(113,467)	(113,385)	(113,467)
E031040	Rate Refunds	(1,000)	0	(1,000)
E031041	Rates & Rubbish Waivers/Concessions	(2,810)	(2,810)	(2,923)
E031100	Administration Allocated	(91,322)	(90,583)	(90,583)
		<b>(232,199)</b>	<b>(236,443)</b>	<b>(231,573)</b>
<b>Other General Purpose Funding</b>				
I032005	Grants Commission General	455,916	909,189	455,916
I032010	Grants Commission Roads	219,016	513,105	219,016
I032020	Administration Rental	36,000	36,000	36,000
I032025	Photocopies, Publications, PA & Projector Hire	1,500	1,083	1,000
I032030	Reimbursements	100	0	100
I032035	SS Loans Interest & GFee Reimb.	4,924	5,634	5,786
I032040	Bank Interest	20,000	9,977	12,000
I032045	Reserves Interest	16,563	25,019	34,247
I032055	Commissions & Recoups	500	381	500
I032105	Well Aged Housing Grant Funding	0	0	0
		<b>754,519</b>	<b>1,500,388</b>	<b>764,565</b>
E032005	Bank Fees and Charges	(12,000)	(11,308)	(11,000)
E032015	Interest on Loans	(31,391)	(34,438)	(34,694)
E032030	Audit Fees & Other Services	(22,000)	(23,691)	(22,000)
E032035	Administration Allocated	(88,612)	(88,383)	(88,383)
E032075	Integrated Planning	0	0	0
		<b>(154,003)</b>	<b>(157,820)</b>	<b>(156,077)</b>
<b>TOTAL GENERAL PURPOSE INCOME</b>		<b>3,280,412</b>	<b>3,995,459</b>	<b>3,261,891</b>
<b>TOTAL GENERAL PURPOSE EXPENDITURE</b>		<b>(386,202)</b>	<b>(394,263)</b>	<b>(387,650)</b>

**GOVERNANCE**

s of Council

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
I041020	Other Income Relating to Members	1,000	0	1,000
		1,000	0	1,000
E041005	Sitting Fees	(18,000)	(24,188)	(18,000)
E041010	Training	(8,000)	(4,318)	(8,000)
E041015	Members Travelling	(1,000)	(650)	(1,000)
E041025	Election Expenses	0	(1,624)	(3,000)
E041030	Other Expenses	(5,000)	(5,338)	(5,000)
E041035	Conference Expenses	(10,475)	(8,113)	(12,000)
E041040	Presidents Allowance	(12,000)	(12,000)	(12,000)
E041045	Deputy Presidents Allowance	(3,000)	(3,000)	(3,000)
E041055	Refreshments and Receptions	(10,000)	(8,809)	(14,000)
E041060	Presentations	(2,500)	(4,527)	(2,500)
E041065	Insurance	(9,298)	(9,630)	(9,630)
E041070	Public Relations	(3,000)	(254)	(3,000)
E041075	Subscriptions	(32,000)	(31,269)	(25,200)
E041100	Administration Allocated	(106,833)	(108,766)	(108,766)
		(221,106)	(222,486)	(225,096)
	<b>Other Governance</b>			
I042030	Profit on Sale of Asset	0	1,644	3,000
I042045	Admin Reimbursements	5,000	18,647	5,000
I042050	Paid Parental Leave Reimbursement	0	13,331	0
		5,000	33,622	8,000
E042005	Administration Salaries	(679,782)	(665,844)	(660,255)
E042008	Admin Leave/Wages Liability	0	23,178	0
E042010	Administration Superannuation	(75,307)	(70,410)	(68,951)
E042011	Loyalty Allowance	(5,400)	(6,550)	(8,580)
E042012	Housing Allowance Admin	(9,590)	(9,363)	(10,340)
E042015	Insurance	(21,996)	(23,073)	(23,073)
E042020	Staff Training	(14,000)	(7,531)	(14,000)
E042025	Removal Expenses	(8,000)	0	(8,000)
E042030	Printing & Stationery	(30,000)	(28,540)	(26,000)
E042035	Phone, Fax & Modem	(10,000)	(7,861)	(10,000)
E042040	Office Maintenance	(56,015)	(58,883)	(54,500)
E042045	Advertising	(8,000)	(7,125)	(8,000)
E042050	Office Equipment Maintenance	(3,000)	(1,499)	(3,000)
E042055	Postage & Freight	(4,000)	(3,116)	(4,000)
E042060	Vehicle Running Expenses	(8,000)	(10,012)	(7,500)
E042065	Legal Expenses	(3,000)	(2,286)	(3,000)
E042070	Garden Expenses	(10,000)	(13,187)	(10,000)
E042075	Conference & Training	(11,000)	(9,310)	(11,000)
E042080	Computer Support	(90,000)	(84,496)	(87,500)
E042085	Other Expenses	(1,500)	(1,161)	(1,500)
E042090	Administration Allocated	(226,954)	(198,000)	(198,000)
E042095	Fringe Benefits Tax	(15,000)	(14,359)	(10,000)
E042100	Staff Uniforms	(4,000)	(2,884)	(4,000)
E042115	Cash Round Off Control	0	131	0
E042120	Depreciation - Other Governance	(51,071)	(52,687)	(66,830)
E042125	Less Administration Allocated	1,129,161	1,109,529	1,109,529
E042130	Loss on Sale of Asset	0	0	0
E042150	NBN Changeover	0	0	0
E042155	Lease of Photocopier	(2,500)	(2,424)	(2,500)
E042160	CEO Recruitment	(8,000)	(8,684)	(8,000)
E042170	LG Conference - Other Shire Expenditure (Recouped)	0	0	0
		(226,954)	(156,447)	(199,000)
	<b>TOTAL GOVERNANCE INCOME</b>	<b>6,000</b>	<b>33,622</b>	<b>9,000</b>
	<b>TOTAL GOVERNANCE EXPENDITURE</b>	<b>(448,060)</b>	<b>(378,933)</b>	<b>(424,096)</b>

**ORDER & PUBLIC SAFETY**

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
	<b>Fire Prevention</b>			
I051010	BFB Operating Grant	56,550	54,046	56,550
I051015	Sale of Fire Maps	300	136	300
I051025	Reimbursements	3,000	200	3,000
I051030	Bush Fire Infringements	1,500	1,403	1,500
I051035	ESL Admin Fee	4,000	4,000	4,000
I051070	Other Bushfire Grants Income	55,250	46,587	21,000
I051075	SES Operating Grant	29,140	15,892	27,860
		149,740	122,264	114,210
E051005	BFB Operation Expenditure	(56,550)	(54,496)	(56,550)
E051010	Communication Mtce	(3,000)	(2,373)	(3,000)
E051015	Advertising & Other Expenses	(2,000)	(2,506)	(2,000)
E051020	Fire Fighting/Emergency Services Expenses	(2,000)	(5,643)	(2,000)
E051025	Town Block Burn Off	(5,000)	(13,996)	(5,000)
E051040	Other Bushfire Grants Expenditure	(55,250)	(40,287)	0
E051060	SES Operation Expenditure	(29,140)	(15,122)	(27,860)
E051100	Administration Allocated	(55,413)	(56,011)	(56,011)
E051190	Depreciation - Fire Prevention	(15,936)	(16,157)	(24,590)
		(224,289)	(206,591)	(177,011)
	<b>Animal Control</b>			
I052005	Dog Fines and Fees	6,000	3,489	6,000
I052006	Cat Fines and Fees	300	258	300
I052010	Hire of Animal Traps	100	109	50
I052015	Dog Registration	7,500	5,486	7,500
I052016	Cat Registration	600	223	600
I052020	Reimbursements	500	0	500
		15,000	9,565	14,950
E052005	Ranger Salary	(13,000)	(12,932)	(12,000)
E052007	Ranger Telephone	(1,000)	(982)	(1,000)
E052010	Pound Maintenance	(1,045)	(2,310)	(2,450)
E052015	Dog Control Insurance	(231)	(239)	(240)
E052020	Legal Fees	(500)	0	(500)
E052025	Training & Conference	(1,500)	0	(2,000)
E052030	Ranger Services Other	(25,000)	(24,888)	(28,000)
E052035	Administration Allocated	(24,285)	(24,606)	(24,606)
E052190	Depreciation - Animal Control	(991)	(1,004)	(1,650)
		(67,552)	(66,961)	(72,446)
	<b>Other Law, Order &amp; Public Safety</b>			
I053005	Abandoned Vehicles/Fines	50	0	50
I053040	Safer Wagin Income	16,201	24,378	10,394
I053055	Reimbursements	0	471	0
		16,251	24,849	10,444
E053005	Abandoned Vehicles	(500)	0	(500)
E053040	Safer Wagin Expenditure	(500)	(2,605)	(500)
E053045	CCTV & Security	0	(9,926)	(12,000)
E053055	Mosquito Control	(6,000)	(5,556)	(10,000)
		(7,000)	(18,087)	(23,000)
	<b>TOTAL LAW, ORDER &amp; PUBLIC SAFETY INCOME</b>	<b>180,991</b>	<b>156,678</b>	<b>139,604</b>
	<b>TOTAL LAW, ORDER &amp; PUBLIC SAFETY EXPENDITURE</b>	<b>(298,841)</b>	<b>(291,639)</b>	<b>(272,457)</b>
	<b>HEALTH</b>			
	<b>Maternal &amp; Infant Health</b>			
E071005	Medical Centre Mtce - Infant Health Centre	(7,432)	(10,108)	(11,150)
		(7,432)	(10,108)	(11,150)

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
	<b>Preventative Services - Admin &amp; Inspections</b>			
I074005	Food Licences & Fees	800	234	800
I074015	Contrib. Regional Health Scheme	50,000	48,133	46,000
I074020	Reimbursements	0	9,486	0
		50,800	57,853	46,800
E074005	EHO Salary	(99,000)	(97,892)	(97,000)
E074008	EHO Leave/Wages Liability	0	(9,921)	0
E074010	EHO Superannuation	(9,660)	(9,680)	(9,650)
E074015	Other Control Expenses	(8,000)	(17,238)	(8,000)
E074020	EHO/Building Surveyor Vehicle Expenses	(5,000)	(4,224)	(5,000)
E074030	Conferences & Training	(3,000)	(3,593)	(3,000)
E074035	Loss on Sale of Asset	0	0	0
E074100	Administration Allocated	(23,727)	(25,001)	(25,001)
E074190	Depreciation - Prevent Services	(7,784)	(7,892)	(5,930)
		(156,171)	(175,441)	(153,581)
	<b>Other Health</b>			
I076010	Rent - Medical Centre-Dentist	4,332	3,852	3,856
I076015	Reimbursements - IPN Medical	1,000	854	1,198
I076020	Meeting Room Fees	3,500	3,324	3,500
I076040	Reimbursements - Dr Norris	500	422	700
		9,332	8,452	9,254
E076020	Medical Centre Mtce - Dr & Dentist Surgery	(10,097)	(18,306)	(14,585)
E076025	Depreciation - Other Health	(21,511)	(21,810)	(20,720)
E076030	Doctors Vehicle Mtce	(2,000)	(1,676)	(2,800)
E076035	Loss on Sale of Asset	0	0	0
E076040	IPN Medical Services	(46,665)	(46,665)	(47,365)
		(80,273)	(88,457)	(85,470)
	<b>Health - Preventative Services</b>			
E077010	Analytical Expenses	(500)	(485)	(460)
		(500)	(485)	(460)
	<b>TOTAL HEALTH INCOME</b>	<b>60,132</b>	<b>66,305</b>	<b>56,054</b>
	<b>TOTAL HEALTH EXPENDITURE</b>	<b>(244,376)</b>	<b>(274,491)</b>	<b>(250,661)</b>
	<b>EDUCATION &amp; WELFARE</b>			
	<b>Pre Schools</b>			
I083035	Day Care Lease	8,472	8,184	7,559
I083036	Day Care Reimbursements	3,000	1,829	3,500
		11,472	10,013	11,059
E080010	Kindegarten Maintenance (Daycare)	(9,774)	(11,076)	(14,900)
E080190	Depreciation - Pre-Schools	(4,049)	(4,105)	(5,420)
		(13,823)	(15,181)	(20,320)
	<b>Other Education</b>			
E081030	Contribution - Wagin Youth Care	(2,600)	(2,400)	(2,400)
		(2,600)	(2,400)	(2,400)
	<b>HACC Program</b>			
I082010	HACC Recurrent Grant	317,000	317,109	289,545
I082015	Meals on Wheels	10,000	9,555	20,000
I082020	HACC Fee for Service	58,000	55,863	35,000
I082030	Reimbursements	500	18	500
I082035	Profit On Sale of Asset	0	0	0
		385,500	382,545	345,045

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
E082010	Co-ordinator Salary	(62,000)	(60,042)	(65,000)
E082013	HACC Wages/Contract Liability	0	(2,909)	0
E082015	Home Mtce Salary	(28,000)	(26,298)	(19,000)
E082020	Respite Salaries	(500)	(205)	(600)
E082025	Home Help Salaries	(163,000)	(168,808)	(130,000)
E082030	Superannuation	(22,000)	(22,544)	(18,000)
E082035	Other Expenses	(3,000)	(2,692)	(3,000)
E082040	Travelling - Mileage	(26,000)	(27,385)	(17,000)
E082045	Staff Training	(1,000)	(634)	(1,500)
E082050	Staff Training Salaries	(2,000)	(648)	(2,500)
E082055	Subscriptions	(4,000)	(3,127)	(4,500)
E082060	Telephone & Postage	(2,500)	(2,374)	(3,000)
E082065	Advertising & Stationery	(500)	(673)	(500)
E082070	Insurance	(5,000)	(4,684)	(6,874)
E082075	Office Accommodation	(36,000)	(36,000)	(36,000)
E082080	Plant & Equipment Mtce	(9,000)	(9,613)	(7,000)
E082085	Consumable Supplies	(6,000)	(6,069)	(4,298)
E082090	Expenditure from Donations	(3,000)	(2,170)	(4,273)
E082100	Administration Allocated	(26,852)	(29,466)	(29,466)
E082110	Meals on Wheels Expenditure	(12,000)	(7,044)	(22,000)
E082120	Loss on Sale of Asset	0	(1,343)	(4,800)
E082130	Homecare COVID Funding Expenditure	0	(501)	0
E082190	Depreciation - HACC	(18,568)	(18,960)	(25,440)
		(430,920)	(434,189)	(404,751)
	<b>Other Welfare</b>			
I083010	Wagin Frail Aged Reimb	7,743	11,017	7,340
I083040	Other Welfare Income	0	2,505	0
		7,743	13,522	7,340
E083010	Wagin Frail Aged Exp	(7,743)	(11,360)	(7,340)
E083020	Comm. Aged Care Expenses	0	0	(39,394)
E083050	Other Welfare Exp	0	(1,915)	0
		(7,743)	(13,275)	(46,734)
	<b>TOTAL EDUCATION &amp; WELFARE INCOME</b>	<b>404,715</b>	<b>406,080</b>	<b>363,444</b>
	<b>TOATL EDUCATION &amp; WELFARE EXPENDITURE</b>	<b>(455,086)</b>	<b>(465,045)</b>	<b>(474,205)</b>
	<b>COMMUNITY AMENITIES</b>			
	<b>Sanitation - Household Refuse</b>			
I101005	Domestic Collection	242,450	242,168	241,800
I102020	Refuse Site Fees	20,000	18,626	18,000
		262,450	260,794	259,800
E101005	Domestic Refuse Collection	(66,000)	(66,667)	(70,000)
E101010	Recycling Pick-Up	(72,000)	(62,950)	(66,000)
E101015	Refuse Site Mtce	(134,000)	(122,809)	(134,000)
E101025	Refuse Site Attendant	0	0	0
E101031	Refuse Attendant Leave/Wages Liability	0	0	0
		(272,000)	(252,426)	(270,000)
	<b>Sanitation - Other</b>			
I102002	Commercial Collection Charges	63,375	63,511	65,000
I102005	Reimbursement Drummuster	4,000	1,134	4,000
I102010	Charges Bulk Rubbish	15,500	15,544	15,500
I102015	Sale of Refuse Scrap	0	0	0
		82,875	80,189	84,500
E102005	Commercial Collection	(13,000)	(12,901)	(14,000)
E102010	Bulk Rubbish Collection	(15,500)	(15,890)	(15,500)
E102020	Commercial Drum Disposal Costs	(5,000)	(832)	(5,000)

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COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
E102035	Refuse Site Rehabilitation	\$ 0	\$ 0	\$ 0
E102190	Depreciation - Sanitation	(15,729)	(14,072)	(12,310)
		(49,229)	(43,695)	(46,810)
	<b>Sewerage</b>			
I104005	Septic Tank Fees	500	0	500
		500	0	500
E104005	Sewerage Treatment Plant	(500)	(55)	(500)
		(500)	(55)	(500)
	<b>Regional Refuse Group</b>			
I102006	Regional Refuse Group	0	0	0
		0	0	0
	<b>Town Planning</b>			
I106005	Planning Fees	2,500	1,916	3,500
		2,500	1,916	3,500
E106005	Town Planning Expenses	(30,000)	(26,725)	(35,000)
E106010	Town Planning Scheme #2 Review	0	0	0
E106100	Administration Allocated	(30,151)	(31,934)	(31,934)
		(60,151)	(58,659)	(66,934)
	<b>Other Community Amenities</b>			
I107005	Cemetery Fees	12,000	9,861	12,000
I107010	Community Bus Income	4,000	3,552	4,000
I107025	Other Community Amenities Contributions	8,000	0	8,000
		24,000	13,413	24,000
E107005	Cemetery Mtce	(26,844)	(31,746)	(27,300)
E107010	Public Convenience Mtce	(61,609)	(67,076)	(65,700)
E107015	Community Bus Operating	(4,000)	(2,182)	(2,000)
E107100	Administration Allocated	(62,646)	(64,620)	(64,620)
E107190	Depreciation - Other Comm Amenities	(27,921)	(28,309)	(39,520)
		(183,020)	(193,933)	(199,140)
	<b>TOTAL COMMUNITY AMENITIES INCOME</b>	<b>372,325</b>	<b>356,312</b>	<b>372,300</b>
	<b>TOTAL COMMUNITY AMENITIES EXPENDITURE</b>	<b>(564,900)</b>	<b>(548,768)</b>	<b>(583,384)</b>
	<b>RECREATION &amp; CULTURE</b>			
	<b>Public Halls &amp; Civic Centres</b>			
I111005	Town Hall Hire	1,200	987	1,200
I111010	Reimbursements	100	0	100
I111015	Town Hall Lease -L Piesse	4,788	4,261	4,265
		6,088	5,248	5,565
E111005	Town Hall Mtce	(22,508)	(16,147)	(20,700)
E111010	Other Halls Mtce	(7,119)	(2,375)	(6,200)
E111190	Depreciation - Public Halls	(55,567)	(56,338)	(55,610)
		(85,194)	(74,860)	(82,510)
	<b>Swimming Pool</b>			
I112005	Community Pool Revitalisation Grant Income	0	0	0
I112010	Swimming Pool Admission	35,000	29,318	35,000
I112015	Swimming Pool Miscellaneous Income	105	0	105
I112020	Reimbursements	600	0	600
I112025	CSRFF Grant - Swim Pool Stage 2	0	18,100	20,000
I112040	Swimming Pool Community Room Hire	0	0	0
		35,705	47,418	55,705

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
E112005	Pool Staff Salary	(71,000)	(72,809)	(65,000)
E112008	Pool Leave/Wages Liability	0	(2,564)	0
E112010	Superannuation	(6,800)	(6,830)	(6,000)
E112015	Swimming Pool Maintenance	(116,855)	(84,780)	(104,500)
E112020	Swimming Pool Other Expenses	(4,000)	(2,051)	(4,000)
E112190	Depreciation - Swimming Pools	(183,948)	(185,024)	(185,400)
		(382,603)	(354,058)	(364,900)
	<b>Other Recreation &amp; Sport</b>			
I113005	Sportsground Rental	7,820	4,401	7,820
I113015	Power Reimbursements	6,000	3,219	6,000
I113020	Recreation Centre Hire	10,000	3,501	10,000
I113025	Reimbursements Other	5,500	3,911	500
I113030	Rec Centre Equipment Contributions	1,800	1,800	1,800
I113035	Sporting Club Leases	50	50	50
I113040	Other Recreation & Sport Contributions	33,200	0	28,200
I113055	Eric Farrow Pavillion Hire	5,000	3,282	2,000
I113065	Community Gym Membership	7,500	10,333	11,200
I113101	Kidsport Grant - Sport 4 All	0	0	0
		76,870	30,497	67,570
E113005	Sportsground Mtce	(106,716)	(99,276)	(103,250)
E113010	Sportsground Building Mtce	(19,837)	(17,583)	(23,100)
E113015	Wetlands Park Mtce	(56,449)	(72,360)	(59,700)
E113020	Parks & Gardens Mtce	(55,287)	(54,049)	(56,300)
E113025	Puntapin Rock Mtce	(2,303)	(955)	(2,600)
E113030	Recreation Centre Mtce	(59,362)	(44,212)	(49,700)
E113035	Rec Staff Salaries	(18,000)	(12,096)	(22,000)
E113038	Rec Staff Leave/Wages Liability	0	2,058	0
E113040	Superannuation	(1,800)	(2,078)	(2,200)
E113045	Other Expenses	(1,200)	(877)	(1,500)
E113050	Norring Lake Mtce	(2,080)	(1,790)	(3,100)
E113065	Eric Farrow Pavilion Mtce	(23,680)	(22,740)	(22,800)
E113070	Rec Centre Sports Equipment	(3,000)	0	(2,000)
E113095	Community Gym Expenditure	(9,300)	(4,816)	(5,700)
E113100	Administration Allocated	(100,969)	(99,515)	(99,515)
E113101	Kidsport Grant Expenditure	0	0	0
E113190	Depreciation - Other Rec & Sport	(234,569)	(234,059)	(233,950)
		(694,552)	(664,348)	(687,415)
	<b>Library</b>			
I115005	Lost Books	50	0	50
I115010	Reimbursements	100	0	100
		150	0	150
E115005	Library Staff Salaries	(49,500)	(43,511)	(48,000)
E115008	Library Leave/Wages Liability	0	2,697	0
E115015	Library Building Mtce	(7,368)	(8,240)	(7,730)
E115020	Library Other Expenses	(10,792)	(5,587)	(11,410)
E115190	Depreciation - Libraries	(1,381)	(1,400)	(1,550)
		(69,041)	(56,041)	(68,690)
	<b>Other Culture</b>			
I116035	Long Table Experience Income	0	0	0
I119015	Contribution to Woolorama	1,000	1,000	1,000
I119020	Reimbursements	7,500	45,000	35,100
I119030	Community Events Income	1,000	1,468	3,450
I119031	Other Culture Grant Funds	0	9,060	9,705
		9,500	56,528	49,255
E116005	Subsidy Woolorama Committee	(500)	(500)	(500)
E116010	Woolorama Costs & Maintenance	(63,291)	(66,504)	(60,450)

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COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
E116015	Community Centre Mtce	(11,664)	(5,720)	(10,100)
E116020	Historical Village	(1,838)	(1,976)	(2,900)
E116035	Long Table Experience Expenditure	0	0	0
E116040	Great Southern Concert Band	0	0	0
E116045	Community Development Events	(18,300)	(24,937)	(26,155)
E116046	Community Development Equipment Maintenance	(500)	(181)	(500)
E116055	Other Culture Grant Funds Exp	0	0	0
E116190	Depreciation - Other Culture	(3,248)	(3,293)	(3,300)
		(99,341)	(103,111)	(103,905)
	<b>TOTAL RECREATION &amp; CULTURE INCOME</b>	<b>128,313</b>	<b>139,691</b>	<b>178,245</b>
	<b>TOTAL RECREATION &amp; CULTURE EXPENDITURE</b>	<b>(1,330,731)</b>	<b>(1,252,418)</b>	<b>(1,307,420)</b>
	<b>TRANSPORT</b>			
	<b>Streets Roads Bridges &amp; Depot Construction</b>			
I121005	Direct Road Grants	121,340	118,788	118,788
I121010	Road Project Grants	307,605	307,605	307,605
I121015	Roads to Recovery Grant	222,056	312,145	312,145
I121020	Reimbursements	1,000	50	1,000
I121025	Contribution - St Lighting	3,435	3,218	3,435
I121070	Main Roads Bridge Grant	0	382,322	422,322
I121076	LRCIP Funding	348,962	0	0
I147125	Storm Damage Reimbursements	0	15,613	0
		1,004,398	1,139,741	1,165,295
	<b>Streets Roads Bridges &amp; Depot Maintenance</b>			
I122055	Diesel Fuel Rebate Income	45,000	43,540	45,000
		45,000	43,540	45,000
E122005	Road Maintenance	(120,000)	(118,429)	(125,000)
E122006	Maintenance Grading	(220,000)	(222,387)	(175,000)
E122007	Rural Tree Pruning	(95,000)	(94,569)	(100,000)
E122008	Rural Spraying	(12,000)	(11,402)	(15,000)
E122009	Town Site Spraying	(20,000)	(18,086)	(30,000)
E122010	Depot Mtce	(27,813)	(19,361)	(23,000)
E122011	Town Reserve & Verg Mtce	(3,000)	(2,905)	(2,000)
E122012	Bridge & Drainage Mtce	(27,500)	(20,265)	(22,500)
E122015	Rural Numbering	(100)	0	(100)
E122020	Footpath Mtce	(5,000)	(3,353)	(5,000)
E122025	Street Cleaning	(35,000)	(32,096)	(42,000)
E122030	Street Trees	(85,000)	(82,744)	(55,000)
E122035	Traffic & Street Signs Mtce	(4,000)	(3,196)	(4,000)
E122045	Townscape	(20,000)	(25,836)	(20,000)
E122050	Crossovers	(500)	0	(500)
E122055	RoMan Data Collection	(6,500)	(6,087)	(6,000)
E122060	Street Lighting	(60,000)	(58,772)	(68,000)
E122090	Graffiti Removal	(100)	(86)	(1,000)
E122100	Administration Allocated	(47,387)	(49,203)	(49,203)
E122190	Depreciation - Roads	(1,843,670)	(1,833,717)	(1,703,750)
E147120	Storm Damage - Not Claimable	0	(3,110)	0
		(2,632,570)	(2,605,604)	(2,447,053)
	<b>Road Plant Purchases</b>			
I122100	Profit on Sale of Asset	17,992	4,100	3,000
		17,992	4,100	3,000
E123010	Loss on Sale of Asset	0	(12,025)	(1,000)
		0	(12,025)	(1,000)
	<b>Aerodrome</b>			
E123015	Airport Reimbursements	30,000	9,570	9,985

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COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
I126020	Aerodrome Hangar Lease	\$ 8,713	\$ 8,684	\$ 8,310
		38,713	18,254	18,295
E126005	Aerodrome Maintenance	(8,346)	(8,803)	(9,400)
E126190	Depreciation - Aerodromes	(36,160)	(35,948)	(35,570)
		(44,506)	(44,751)	(44,970)
<b>TOTAL TRANSPORT INCOME</b>		<b>1,106,103</b>	<b>1,205,635</b>	<b>1,231,590</b>
<b>TOTAL TRANSPORT EXPENDITURE</b>		<b>(2,677,076)</b>	<b>(2,662,380)</b>	<b>(2,493,023)</b>
<b>ECONOMIC SERVICES</b>				
<b>Rural Services</b>				
I131020	Landcare Reimbursements	75,700	73,518	700
I131155	Other Rural Services Income	0	0	0
		75,700	73,518	700
E131020	Landcare	(100,700)	(108,574)	(25,700)
E131030	Rural Towns Program	(18,000)	(16,147)	(20,000)
E131100	Administration Allocated	(14,823)	(15,827)	(15,827)
E131140	Water Management Plan / Harvesting	(5,000)	(10,768)	(5,000)
E131190	Depreciation - Rural Services	0	0	(1,030)
		(138,523)	(151,316)	(67,557)
<b>Tourism &amp; Area Promotion</b>				
I132005	Caravan Park Fees	85,000	66,867	80,000
I132010	Reimbursements	1,000	592	1,000
I132015	RV Area Fees	10,000	5,486	8,000
		96,000	72,945	89,000
E132010	Wagin Tourism Committee	0	(235)	0
E132015	Caravan Park Manager Salary	(30,000)	(29,889)	(25,000)
E132020	Caravan Park Mtce	(57,553)	(50,012)	(52,000)
E132023	Caravan Leave/Wages Liability	0	(358)	0
E132025	Subsidy Historic Village	(8,460)	(8,460)	(8,460)
E132035	RV Area Maintenance	(5,000)	(6,475)	(5,000)
E132040	Tourism Promotion & Subscripts	(22,000)	(7,998)	(15,000)
E132050	Administration Allocated	(58,042)	(60,177)	(60,177)
E132190	Depreciation - Tourism	(12,156)	(10,632)	(10,860)
		(193,211)	(174,236)	(176,497)
<b>Building Control</b>				
I133005	Building Licenses	5,000	3,612	5,000
		5,000	3,612	5,000
<b>Other Economic Services</b>				
I134005	Water Sales	50,000	49,377	20,000
		50,000	49,377	20,000
E134005	Water Supply - Standpipes	(55,000)	(54,555)	(25,000)
E134190	Depreciation - Other Economic Services	(2,024)	(1,018)	0
		(57,024)	(55,573)	(25,000)
<b>TOTAL ECONOMIC SERVICES INCOME</b>		<b>226,700</b>	<b>199,452</b>	<b>114,700</b>
<b>TOTAL ECONOMIC SERVICES EXPENDITURE</b>		<b>(388,758)</b>	<b>(381,125)</b>	<b>(269,054)</b>
<b>OTHER PROPERTY &amp; SERVICES</b>				
<b>Private Works</b>				
I141005	Private Works Income	20,000	12,568	20,000
		20,000	12,568	20,000

COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
E141005	Private Works	(10,000)	(4,977)	(10,000)
E141100	Administration Allocated	(2,726)	(5,636)	(5,636)
		(12,726)	(10,613)	(15,636)
	<b>Public Works Overheads</b>			
I143020	Reimbursements	500	2,715	617
		500	2,715	617
E143005	Engineering Salaries	(98,510)	(94,579)	(92,500)
E143007	Engineering Administration Salaries	(46,000)	(60,330)	(45,000)
E143008	Works Leave/Wages Liability	0	4,235	0
E143009	Housing Allowance Works	(16,500)	(16,390)	(16,390)
E143015	CEO's Salary Allocation	(57,005)	(73,040)	(55,309)
E143020	Engineering Superannuation	(98,599)	(95,326)	(93,551)
E143025	Engineering - Other Expenses	(5,000)	(3,230)	(5,000)
E143030	Sick Holiday & Allowances Pay	(180,000)	(146,993)	(180,000)
E143045	Insurance on Works	(32,141)	(32,298)	(32,298)
E143050	Protective Clothing	(8,000)	(4,078)	(8,000)
E143055	Fringe Benefits	(1,000)	(185)	(1,000)
E143060	CEO's Vehicle Allocation	(1,000)	(556)	(1,000)
E143065	MOW - Vehicle Expenses	(7,000)	(5,419)	(7,000)
E143075	Telephone Expenses	(1,500)	(1,635)	(1,500)
E143080	Staff Licenses	(500)	(132)	(500)
E143085	Safety Equipment & Meetings	(4,000)	(2,574)	(4,000)
E143090	Conferences & Courses	(1,500)	0	(1,500)
E143095	Staff Training	(16,000)	(13,736)	(16,000)
E143105	Administration Allocated	(1,016)	(943)	(943)
E143200	LESS PWOH ALLOCATED	575,271	547,210	561,491
		0	1	0
	<b>Plant Operation Costs</b>			
I144005	Sale of Scrap	1,500	182	1,500
I144010	Reimbursements	8,000	3,013	8,000
		9,500	3,195	9,500
E144010	Fuel & Oils	(140,000)	(127,280)	(140,000)
E144020	Tyres & Tubes	(20,000)	(11,424)	(20,000)
E144030	Parts & Repairs	(50,000)	(51,226)	(50,000)
E144040	Plant Repair - Wages	(40,000)	(33,727)	(40,000)
E144050	Insurance and Licences	(30,000)	(29,182)	(30,000)
E144060	Expendable Tools-Consumables only	(10,000)	(9,299)	(10,000)
E144065	MV Insurance Claim Expenses	(1,000)	0	(1,000)
E144075	Minor Plant & Equipment <\$5000	(8,000)	(12,949)	(8,000)
E144200	LESS POC ALLOCATED-PROJECTS	299,000	275,088	299,000
		0	1	0
	<b>Salaries &amp; Wages</b>			
E146010	Gross Salaries, Allowances & Super	(2,350,000)	(2,382,157)	(2,250,000)
E146200	Less Sal , Allow, Super Allocated	2,350,000	2,391,975	2,250,000
		0	9,818	0
	<b>Unclassified</b>			
I147005	Commission - Vehicle Licensing	46,000	41,336	46,000
I147006	Commission - TransWA	500	16	0
I147050	Council Staff Housing Rental	20,280	19,204	20,280
I147065	Insurance Reimbursement	5,000	0	5,000
I147070	Council Housing Reimbursements	6,000	5,425	3,000
I147120	Charge on Private use of Shire Vehicle	3,120	4,410	4,680
I147121	Reimbursement - Community Requests	0	0	0
		80,900	70,391	78,960
E147015	Community Requests & Events - CEO Allocation	(6,000)	(6,830)	(6,000)

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COA	Description	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
E147050	Council Housing Maintenance	(70,446)	(66,916)	(72,350)
E147055	Consultants	(25,000)	(57,680)	(58,000)
E147070	4WD Resource Sharing Group	(1,000)	(232)	(2,500)
E147090	Building Maintenance	(8,000)	(17,240)	(8,000)
E147100	Administration Allocated	(167,403)	(160,858)	(160,858)
E147115	Occupational Health & Safety (OHS)	(1,500)	(1,090)	(4,000)
E147130	Depreciation - Unclassified	(30,638)	(31,064)	(31,230)
E147150	Community Requests Budget	(28,000)	(4,859)	(29,000)
E147151	Community Donations/Sponsorship	(3,500)	(3,500)	(3,500)
E167460	Well Aged Housing Project	0	0	0
		(341,487)	(350,269)	(375,438)
	<b>TOTAL OTHER PROPERTY &amp; SERVICES INCOME</b>	<b>110,900</b>	<b>88,869</b>	<b>109,077</b>
	<b>TOTAL OTHER PROPERTY &amp; SERVICES EXPENDITURE</b>	<b>(354,213)</b>	<b>(351,062)</b>	<b>(391,074)</b>
	<b>TOTAL INCOME</b>	<b>5,876,591</b>	<b>6,648,103</b>	<b>5,835,905</b>
	<b>TOTAL EXPENDITURE</b>	<b>(7,148,243)</b>	<b>(7,000,124)</b>	<b>(6,853,024)</b>
	<b>NET DEFICIT (SURPLUS)</b>	<b>(1,271,652)</b>	<b>(352,021)</b>	<b>(1,017,119)</b>

**CAPITAL EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2021**

		<b>2020/21 Budget</b>
		<b>\$</b>
<b>PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Land and Buildings</b>		
Governance	Admin Office Solar Panels	20,000
		<u>20,000</u>
<b>Furniture and Equipment</b>		
Governance	IT Upgrade Project	20,000
Law, Order & Public Safety	CCTV Upgrade	52,565
Recreation & Culture	Electronic Advertising Sign	66,272
	Community Centre - Park Furniture	30,000
Transport	Depot Hoist	5,000
		<u>173,837</u>
<b>Plant and Equipment</b>		
Transport	MOW Vehicle (P04)	48,000
	Komatsu Grader (P10)	390,000
	Toyota Hilux Workmate Ttop (P24)	27,500
	Toyota Hilux Workmate Ttop (P25)	30,000
	Toyota Hilux Workmate Ttop (P85)	27,500
		<u>523,000</u>
		<u>716,837</u>
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>		
<b>INFRASTRUCTURE</b>		
<b>Roads</b>		
Transport	Capital Works Program	1,122,464
		<u>1,122,464</u>
<b>Footpaths</b>		
Transport	Footpath Program	121,962
		<u>121,962</u>
<b>Other</b>		
Community Amenities	Cemetery Upgrade	8,000
Recreation & Culture	Community Centre/RSL Park Development	20,000
	Cricket Pitch - Replacement of Existing	15,000
	Giant Ram Painting	25,000
	Sportsground Precinct Redevelopment	70,000
	Ticket Box - Sportsground Entrance	10,000
	Town Centre Development	180,000
	Wetlands Park Upgrade	217,250
Transport	Airport Development	50,000
	Street Lighting	15,000
	Townscape	60,000
		<u>670,250</u>
		<u>1,914,676</u>
		<u><u>2,631,513</u></u>

**SHIRE OF WAGIN 10 YEAR PLANT REPLACEMENT PROGRAM 2020/2021 - 2029/2030**

Plant #	Description	Year Purchased	Replacement Period (Years)	2019/20 Budget	2019/20 Actual	2020/21 Budget	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
P01	Isuzu MU-X LST SUV Wagon (2019) - CEO	2019/2020	4	20,000	9,364				22,000				24,000		
P02	Isuzu MU-X LST SUV Wagon (2018) - DCEO	2018/2019	4					20,000				22,000			
P04	Isuzu D-Max Crew Ute (2017) - MOW	2016/2017	4			18,000			20,000				22,000		
P05	Mazda CX5 GT SUV Wagon (2018) - Doctor	2017/2018	4				22,000				24,000				26,000
P08	Holden ZB Commodore Calais (2018) - EHO/BS	2018/2019	4					16,000				18,000			
P09	WCM 30 Front End Loader (2006) - Refuse Site	2011/2012	Not Replacing												
P10	Komatsu Grader (2014)	2014/2015	7			250,000								250,000	
P11	Komatsu Loader (2018)	2017/2018	5 to 6						200,000						200,000
P12	Komatsu Grader (2018)	2018/2019	7							240,000					
P14	Isuzu Side Tipper Truck 13t (2019)	2019/2020	5 to 7	160,000	144,804							130,000			
P15	Bomag Multi Tyred Roller (2007) - Maint Grade	2007/2008	Not Specified												
P16	Isuzu Truck 6t (2016)	2016/2017	5 to 7					55,000					65,000		
P18	Kubota Ride on Mower (2019)	2019/2020	10		22,706										25,000
P19	Dynapac Steel Roller (2009)	2007/2008	10				135,000								
P20	John Deere Tractor (2005)	2005/2006	Not Specified				65,000								
P21	Isuzu Crew Cab (2016)	2016/2017	5 to 7					50,000					60,000		
P22	John Deere Mower (2015)	2015/2016	6 to 10					8,000							
P24	Toyota Hilux Workmate Ttop (2010) - Other	2010/2011	4 to 10			20,000								22,000	
P25	Toyota Hilux Workmate Ttop (2010) - Gardener (Elsie)	2010/2011	4 to 10	20,000		20,000					20,000				
P26	Mitsubishi Triton Ttop (2014) - Gardener (Mike)	2014/2015	4 to 10							18,000					
P27	Mitsubishi Triton Ttop (2014) - Building Maintenance	2014/2015	4 to 10				17,000						18,000		
P38	Mahindra Pick-up Ttop (2016) - Ranger	2015/2016	4 to 10					14,000			16,000				20,000
P39	Case Skid Steer (2013)	2013/2014	8 to 10				40,000								
P40	Isuzu Side Tipper Truck 13t (2018)	2018/2019	5 to 7							120,000					
P42	Isuzu Side Tipper Truck 13t (2013)	2013/2014	5 to 7					140,000						135,000	
P43	Toro Ride on Mower (2013)	2013/2014	10	28,000						20,000					20,000
P47	Caterpillar Backhoe Loader (2012)	2015/2016	10							90,000					
P48	Tennant Street Sweeper (2008)	2015/2016	6 to 10				40,000						50,000		
P49	Multipac Multi Tyred Roller (2016)	2016/2017	10									120,000			
P50	Toyota Hilux Workmate Ttop (2017) - Gardener (Tracy)	2017/2018	4 to 10						18,000					18,000	
P51	Forklift (2018)	2018/2019	Not Specified												
P52	Kubota RTV Gator (2019)	2019/2020	Not Specified	20,000	20,953										
P85	Toyota Hilux Workmate Ttop (2010) - Maint Grader	2010/2011	4 to 10			20,000					18,000				
P94	Toyota Hilux Workmate Ttop (2019) - Mechanic	2019/2020	4 to 10		24,803										26,000
	Stump Grinder/Mulcher - Operating Expenditure			9,000	9,000										
<b>TOTAL</b>				<b>257,000</b>	<b>231,630</b>	<b>328,000</b>	<b>319,000</b>	<b>303,000</b>	<b>260,000</b>	<b>248,000</b>	<b>318,000</b>	<b>340,000</b>	<b>189,000</b>	<b>425,000</b>	<b>317,000</b>
<b>RESERVE FUND</b>				<b>2019/20</b>	<b>Actual</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2026/27</b>	<b>2026/27</b>	<b>2026/27</b>
Opening Balance				233,074	233,074	302,669	277,696	264,250	266,535	311,866	370,103	359,505	326,695	444,229	328,114
Interest				5,827	4,225	3,027	5,554	5,285	5,331	6,237	7,402	7,190	6,534	8,885	6,562
Transfer In				40,000	65,370	0	0	0	40,000	52,000	0	0	111,000	0	0
Transfer Out				0	0	28,000	19,000	3,000	0	0	18,000	40,000	0	125,000	17,000
<b>Closing Balance</b>				<b>278,901</b>	<b>302,669</b>	<b>277,696</b>	<b>264,250</b>	<b>266,535</b>	<b>311,866</b>	<b>370,103</b>	<b>359,505</b>	<b>326,695</b>	<b>444,229</b>	<b>328,114</b>	<b>317,676</b>
<b>Municipal Contribution</b>				<b>297,000</b>	<b>297,000</b>	<b>300,000</b>									

ROAD PROGRAM  
FOR THE YEAR ENDED 30 JUNE 2021

Road	No	Budget Cost	Wages	POC	PWOH	Materials	Contracts	Total	Funding Source			
									RRG	R2R	LRCIP/Bridge	Shire
<b>Capital Renewal</b>												
2020/2021 - R2R/Shire Bullock Hills Road (Reconstruct, seal and widen)		\$ 80,056	\$ 4,946	\$ 9,224	\$ 4,946	\$ 2,340	\$ 58,600	\$ 80,056		\$ 60,056		\$ 20,000
2020/2021 - Shire Badgarning Road (Clear, widen and form)		\$ 20,000	\$ 4,946	\$ 9,224	\$ 4,946	\$ 884	\$ -	\$ 20,000				\$ 20,000
2020/2021 - Shire Beaufort Road (Extend culverts)		\$ 30,000	\$ 3,610	\$ 4,290	\$ 3,610	\$ 18,000	\$ 490	\$ 30,000				\$ 30,000
2020/2021 - Shire Beaufort Road (Mulch, clear and widen verg)		\$ 50,000	\$ 10,824	\$ 18,310	\$ 10,824	\$ -	\$ 10,042	\$ 50,000				\$ 50,000
2020/2021 - Shire Bullock Hills Road (Extend culverts)		\$ 30,000	\$ 3,610	\$ 4,290	\$ 3,610	\$ 18,000	\$ 490	\$ 30,000				\$ 30,000
2020/2021 - Shire Gopher Ramps (Culverts)		\$ 5,000	\$ 205	\$ 322	\$ 205	\$ 884	\$ 3,384	\$ 5,000				\$ 5,000
		\$ 215,056	\$ 28,141	\$ 45,660	\$ 28,141	\$ 40,108	\$ 73,006	\$ 215,056	\$ -	\$ 60,056	\$ -	\$ 155,000
<b>Reseals</b>												
2020/2021 - R2R Beaufort Street (Reseal)		\$ 70,000	\$ 1,772	\$ 1,804	\$ 1,772	\$ -	\$ 64,652	\$ 70,000		\$ 70,000		
2020/2021 - R2R Norrington Road (Reseal)		\$ 60,000	\$ 1,772	\$ 1,804	\$ 1,772	\$ -	\$ 54,652	\$ 60,000		\$ 60,000		
2020/2021 - R2R Rifle Street (Reseal) (Golf Club Road)		\$ 25,000	\$ 1,696	\$ 1,684	\$ 1,696	\$ -	\$ 19,924	\$ 25,000		\$ 25,000		
2020/2021 - R2R Unicorn Street (Reseal)		\$ 7,000	\$ 592	\$ 796	\$ 592	\$ -	\$ 5,020	\$ 7,000		\$ 7,000		
2020/2021 - Shire Swimming Pool Entrance (Corrector seals)		\$ 23,000	\$ 592	\$ 796	\$ 592	\$ -	\$ 21,020	\$ 23,000				\$ 23,000
		\$ 185,000	\$ 6,424	\$ 6,884	\$ 6,424	\$ -	\$ 165,268	\$ 185,000	\$ -	\$ 162,000	\$ -	\$ 23,000
<b>Capital Upgrade</b>												
2020/2021 - RRG/Shire Jaloran Road (Reconstruct, seal and widen)		\$ 230,705	\$ 13,491	\$ 21,783	\$ 13,491	\$ 54,888	\$ 127,052	\$ 230,705	\$ 153,803			\$ 76,902
2020/2021 - RRG/Shire Dongolocking Road (Reconstruct, seal and widen)		\$ 230,703	\$ 13,491	\$ 21,783	\$ 13,491	\$ 54,888	\$ 127,050	\$ 230,703	\$ 153,802			\$ 76,901
2020/2021 - Shire Buttfield Road (Gravel sheet)		\$ 28,000	\$ 5,766	\$ 9,990	\$ 5,766	\$ 1,978	\$ 4,500	\$ 28,000				\$ 28,000
2020/2021 - Shire Gundaring North Road (Gravel sheet)		\$ 48,000	\$ 10,098	\$ 17,624	\$ 10,098	\$ 4,000	\$ 6,180	\$ 48,000				\$ 48,000
2020/2021 - Shire Plesseville Jaloran Road (Gravel sheet)		\$ 48,000	\$ 10,098	\$ 17,624	\$ 10,098	\$ 4,000	\$ 6,180	\$ 48,000				\$ 48,000
2020/2021 - Shire Robinson Road (Gravel sheet)		\$ 42,000	\$ 8,598	\$ 15,694	\$ 8,598	\$ 4,710	\$ 4,400	\$ 42,000				\$ 42,000
2020/2021 - Shire Sprigg Road (Clear, widen and form)		\$ 25,000	\$ 6,251	\$ 11,426	\$ 6,251	\$ 1,072	\$ -	\$ 25,000				\$ 25,000
		\$ 652,408	\$ 67,793	\$ 115,924	\$ 67,793	\$ 125,536	\$ 275,362	\$ 652,408	\$ 307,605	\$ -	\$ -	\$ 344,803
<b>Footpaths</b>												
2020/2021 - Arnott Street (Ware to Leonora)		\$ 33,000	\$ 3,060	\$ 4,600	\$ 3,060	\$ 2,000	\$ 20,280	\$ 33,000				\$ 33,000
2020/2021 - Strickland Street (Upland to Unit)		\$ 35,000	\$ 3,434	\$ 4,710	\$ 3,434	\$ 2,000	\$ 21,422	\$ 35,000				\$ 35,000
2020/2021 - LRCIP Funding		\$ 53,962	\$ -	\$ -	\$ -	\$ -	\$ 53,962	\$ 53,962		\$ 53,962		
		\$ 121,962	\$ 6,494	\$ 9,310	\$ 6,494	\$ 4,000	\$ 95,664	\$ 121,962	\$ -	\$ -	\$ 53,962	\$ 68,000
<b>Kerbing</b>												
2020/2021 - Ballagin Street (West Side)		\$ 20,000	\$ 2,972	\$ 3,974	\$ 2,972	\$ 1,082	\$ 9,000	\$ 20,000				\$ 20,000
2020/2021 - Ballagin Street (East Side)		\$ 17,000	\$ 2,972	\$ 3,974	\$ 2,972	\$ 1,082	\$ 6,000	\$ 17,000				\$ 17,000
2020/2021 - Nadler Street (Both Sides)		\$ 16,000	\$ 2,972	\$ 3,974	\$ 2,972	\$ 1,082	\$ 5,000	\$ 16,000				\$ 16,000
2020/2021 - Strickland Street (West Side)		\$ 17,000	\$ 2,972	\$ 3,974	\$ 2,972	\$ 1,082	\$ 6,000	\$ 17,000				\$ 17,000
		\$ 70,000	\$ 11,888	\$ 15,896	\$ 11,888	\$ 4,328	\$ 26,000	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000
<b>Total</b>		\$ 1,244,426	\$ 120,740	\$ 193,674	\$ 120,740	\$ 173,972	\$ 635,300	\$ 1,244,426	\$ 307,605	\$ 222,056	\$ 53,962	\$ 660,803
<b>Total for 2019/2020</b>		\$ 1,877,917	\$ 110,931	\$ 189,442	\$ 110,931	\$ 567,041	\$ 899,572	\$ 1,877,917	\$ 307,605	\$ 312,145	\$ 558,390	\$ 699,777
E167103		\$ 1,052,464	\$ 102,358	\$ 168,468	\$ 102,358	\$ 165,644	\$ 513,636	\$ 1,052,464				
E167124		\$ 121,962	\$ 6,494	\$ 9,310	\$ 6,494	\$ 4,000	\$ 95,664	\$ 121,962				
E167103		\$ 70,000	\$ 11,888	\$ 15,896	\$ 11,888	\$ 4,328	\$ 26,000	\$ 70,000				
		\$ 1,244,426	\$ 120,740	\$ 193,674	\$ 120,740	\$ 173,972	\$ 635,300	\$ 1,244,426				



## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
<b>GENERAL PURPOSE FUNDING</b>					
<b>Rate Revenue</b>					
<b>Co-operative Bulk Handling Grain Storage Facilities -</b>					
Charge per tonne in lieu of rates (Agreement indexed to percentage increase in rates each year)	I031040.100	\$0.0526 x 18/19 rate increase	\$0.0526 x 19/20 rate increase	N	\$0.0526 x 20/21 rate increase
Rates Instalment Administration Charge (Charge to offset additional postage & handling)	I031050.156	\$ 5.50	\$ 5.50	N	\$ 5.50
Rate Inquiry Standard (settlement agents)	I031055.156	\$ 55.00	\$ 55.00	N	\$ 55.00
Rate Inquiry Complex (settlement agents)	I031055.156	\$ 110.00	\$ 110.00	N	\$ 110.00
Electoral Roll	I031055.156	\$ 20.00	\$ 20.00	Y	\$ 20.00
<b>Other General Purpose Funding</b>					
<b>Photocopies</b>					
A4 Copies - Black & White - per side	I032025.156	\$ 0.50	\$ 0.50	Y	\$ 0.50
A4 Copies - Colour - per side	I032025.156	\$ 0.70	\$ 0.70	Y	\$ 0.70
A3 Copies - Black & White - per side	I032025.156	\$ 0.90	\$ 0.90	Y	\$ 0.90
A3 Copies - Colour - per side	I032025.156	\$ 1.50	\$ 1.50	Y	\$ 1.50
<b>Facsimile Transmission</b>					
Sending - 1st page	I032025.156	\$ 3.50	\$ 3.50	Y	\$ 3.50
Sending - 2nd page and thereafter	I032025.156	\$ 1.50	\$ 1.50	Y	\$ 1.50
Receiving	I032025.156	\$ 1.00	\$ 1.00	Y	\$ 1.00
<b>Laminating</b>					
A4	I032025.156	\$ 1.60	\$ 1.60	Y	\$ 1.60
A3	I032025.156	\$ 2.60	\$ 2.60	Y	\$ 2.60
<b>Equipment</b>					
PA System - Community Groups & Sporting Clubs	I032025.156	\$ 60.00	\$ 60.00	Y	\$ 60.00
PA System	I032025.156	\$ 160.00	\$ 160.00	Y	\$ 160.00
Projector and Screen	I032025.156	\$ 60.00	\$ 60.00	Y	\$ 60.00
Bond on PA System / Projector and Screen	I100070	\$ 150.00	\$ 150.00	N	\$ 150.00
<b>Promotional Items</b>					
Tie Pin	I032025.156	\$ -	\$ -	Y	\$ 5.00
Lapel Pins	I032025.156	\$ -	\$ -	Y	\$ 7.00
Fridge Magnets	I032025.156	\$ -	\$ -	Y	\$ 0.50
Cloth Bags	I032025.156	\$ -	\$ -	Y	\$ 3.00
Ceramic Mugs	I032025.156	\$ -	\$ -	Y	\$ 15.00
Ballpoint Pens	I032025.156	\$ -	\$ -	Y	\$ 2.00
Postcards	I032025.156	\$ -	\$ -	Y	\$ 0.50
<b>LAW, ORDER AND PUBLIC SAFETY</b>					
<b>Fire Prevention</b>					
<b>Fire Maps</b>					
A1	I051015.156	\$ 25.00	\$ 25.00	Y	\$ 25.00
Town Blocks - Burning Off Fees (Fees to cover insurance charge per block)	I051025.121	Cost Recovery + \$50 Insurance Cost	Cost Recovery + \$50 Insurance Cost	N	Cost Recovery + \$50 Insurance Cost
<b>Animal Control</b>					
<b>Dog Impound Fees</b>					
Daily Pound Fee	I052005.152	\$ 20.00	\$ 20.00	Y	\$ 20.00
Impound and Release Fee	I052005.152	\$ 90.00	\$ 90.00	Y	\$ 90.00
Destruction of Dog	I052005.152	\$ 55.00	\$ 55.00	Y	\$ 55.00
Dog Fines in accordance with Dog Act / Shire Local Law					
<b>Cat Impound Fees</b>					
	I052006.152	\$ 20.00	\$ 20.00	Y	\$ 20.00



## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
Impound and Release Fee	I052006.152	\$ 90.00	\$ 90.00	Y	\$ 90.00
Destruction of Cat	I052006.152	\$ 55.00	\$ 55.00	Y	\$ 55.00
Cat Fines in accordance with Cat Act / Shire Local Law					
<b>Hire of Animal Traps</b>					
Hire per week	I052010.156	\$ 20.00	\$ 20.00	Y	\$ 20.00
Deposit	I052010.156	\$ 50.00	\$ 50.00	N	\$ 50.00
Deposit - pensioner	I052010.156	\$ 25.00	\$ 25.00	N	\$ 25.00
<b>Dog Registration</b>					
Sterilised Dog - 1 year	I052015.156	\$ 20.00	\$ 20.00	Y	\$ 20.00
Sterilised Dog - 3 years	I052015.156	\$ 42.50	\$ 42.50	Y	\$ 42.50
Sterilised Dog - Lifetime	I052015.156	\$ 100.00	\$ 100.00	Y	\$ 100.00
Unsterilised Dog - 1 year	I052015.156	\$ 50.00	\$ 50.00	Y	\$ 50.00
Unsterilised Dog - 3 years	I052015.156	\$ 120.00	\$ 120.00	Y	\$ 120.00
Unsterilised Dog - Lifetime	I052015.156	\$ 250.00	\$ 250.00	Y	\$ 250.00
Pensioner	I052015.156	50% off	50% off	Y	50% off
Working Dog	I052015.156	25% off	25% off	Y	25% off
Transfer of Dog Registration	I052015.156	\$ 15.00	\$ 15.00	Y	\$ 15.00
Application to keep more than 2 dogs	I052015.156	\$ 80.00	\$ 80.00	Y	\$ 80.00
50% off fees for registration of dogs after 31 May - 1 year only					
**refund may apply to unsterilised dog becoming sterilised					
<b>Cat Registration</b>					
1 Year	I052016.156	\$ 20.00	\$ 20.00	Y	\$ 20.00
Registered after 31 May to 31 October	I052016.156	\$ 10.00	\$ 10.00	Y	\$ 10.00
3 Years	I052016.156	\$ 42.50	\$ 42.50	Y	\$ 42.50
Life Registration	I052016.156	\$ 100.00	\$ 100.00	Y	\$ 100.00
Breeder Registration - per breeding cat	I052016.156	\$ 100.00	\$ 100.00	Y	\$ 100.00
Pensioner	I052016.156	50% off	50% off	Y	50% off
Transfer of Cat Registration	I052016.156	\$ 15.00	\$ 15.00	Y	\$ 15.00
<b>Dangerous/Restricted Breed Requirements</b>					
Dangerous Dog/Restricted Breed Collar	I052020.121	\$ 40.00	\$ 50.00	Y	\$ 50.00
Dangerous Dog/Restricted Breed Sign WA on sheetmetal	I052020.121	\$ 40.00	\$ 40.00	Y	\$ 40.00

As per legislation

## HEALTH

### Preventative Services - Administration & Inspection

#### Food Premises Fees

Application for registration / notification of food premises	I074005.156	\$ 110.00	\$ 110.00	N	\$ 110.00
Review of registration / notification of food premises	I074005.156	\$ 100.00	\$ 100.00	N	\$ 100.00
Transfer of Registration Fee	I074005.156	\$ 62.00	\$ 62.00	N	\$ 62.00
Plans Assessment Fee - Small - Residential	I074005.156	\$ 78.00	\$ 78.00	N	\$ 78.00
Plans Assessment Fee	I074005.156	\$ 155.00	\$ 155.00	N	\$ 155.00
Plans Assessment Fee - Supermarkets or Premises > 2	I074005.156	\$ 240.00	\$ 240.00	N	\$ 240.00
Inspection of Premises on request	I074005.156	\$ 173.00	\$ 173.00	N	\$ 173.00
Request for copy of Condemnation Certificate	I074005.156	\$ 80.00	\$ 80.00	N	\$ 80.00
Copy of Food Sampling Results Certificate	I074005.156	\$ 27.00	\$ 27.00	N	\$ 27.00
Temporary Food Business Assessment Fee (per occasion)	I074005.156	\$ 40.00	\$ 40.00	N	\$ 40.00
Temporary Food Business Assessment Fee (annual)	I074005.156	\$ 180.00	\$ 180.00	N	\$ 180.00

#### Lodging House Registration Fees

Application for Registration of Lodging House < 15 lodgers	I074005.156	\$ 354.00	\$ 354.00	N	\$ 354.00
Renewal of Registration of Lodging House < 15 lodgers	I074005.156	\$ 236.00	\$ 236.00	N	\$ 236.00
Application for Registration of Lodging House 15 or more lodgers	I074005.156	\$ 506.00	\$ 506.00	N	\$ 506.00
Renewal of Registration of Lodging House 15 or more lodgers	I074005.156	\$ 338.00	\$ 338.00	N	\$ 338.00

#### Temporary Accommodation Approval Fees

Application for Approval to camp (Regulation 11 Caravan Parks & Sites 1997)	I074005.156	\$ 235.00	\$ 235.00	N	\$ 235.00
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## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
<b>General Fees</b>					
Request for a Section 39 Liquor Certificate	I074005.156	\$ 190.00	\$ 190.00	N	\$ 190.00
Premises Plan Assessment Fee - miscellaneous	I074005.156	\$ 155.00	\$ 155.00	N	\$ 155.00
Request for Inspection of Premises - miscellaneous	I074005.156	\$ 173.00	\$ 173.00	N	\$ 173.00
Request for Premises Inspection Report	I074005.156	\$ 153.00	\$ 153.00	N	\$ 153.00
Reports to Settlement Agents	I074005.156	\$ 103.00	\$ 103.00	N	\$ 103.00
Copy of Certificate of Analysis	I074005.156	\$ 27.00	\$ 27.00	N	\$ 27.00
<b>Itinerant Food Vans / Traders</b>					
Application or Renewal of Itinerant Food Van / Traders Permit Fee					
Per Occasion	I074005.156	\$ 30.00	\$ 30.00	N	\$ 30.00
One Month	I074005.156	\$ 100.00	\$ 100.00	N	\$ 100.00
Twelve Months	I074005.156	\$ 600.00	\$ 600.00	N	\$ 600.00
For the first 12 months the fee is set at 50% of the stated amount as an encouragement to establish new businesses in the Shire					
<b>Water Sampling Fee</b>					
Chemical Swimming Pool Sample	I074005.156	\$ 14.00	\$ 14.00	N	\$ 14.00
Micro / Amoeba Swimming Pool Sample	I074005.156	\$ 34.00	\$ 34.00	N	\$ 34.00
Private Water Supply Sampling Fee	I074005.156	\$ 72.00	\$ 72.00	N	\$ 72.00
<b>Effluent Disposal Fee</b>					
Local Government application fee - paid to local government	I074005.156	\$ 118.00	\$ 118.00	N	\$ 118.00
When EDPH approval is required / Health Department of WA application fee:					
a) with a local government report	I074005.156	\$ 51.00	\$ 51.00	N	\$ 51.00
b) without a local government report	I074005.156	\$ 110.00	\$ 110.00	N	\$ 110.00
Local government report fee	I074005.156	\$ 118.00	\$ 118.00	N	\$ 118.00
Fee for the grant of a permit to use an apparatus	I074005.156	\$ 118.00	\$ 118.00	N	\$ 118.00
Request for re-inspection	I074005.156	\$ 123.00	\$ 123.00	N	\$ 123.00

### Other Health

#### Lease of Buildings/Offices/Land

Per month increasing annually by CPI	I076010.153	\$ 349.00	\$ 354.00	Y	\$ 361.00
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#### Wagin Medical Centre - Meeting/Consultant Room

Professional Organisations / Bodies	I076020.153	\$ 80.00	\$ 90.00	Y	\$ 90.00
Non Profit Organisations / Bodies	I076020.153	\$ 30.00	\$ 35.00	Y	\$ 35.00

### EDUCATION AND WELFARE

#### Pre Schools

##### Lease of Buildings/Offices/Land

Per month increasing annually by CPI	I083035.153	\$ 684.00	\$ 693.00	Y	\$ 706.00
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#### HACC Program

Support Service	Unit of Service	Level 1 Fee for each client	Level 2
<b>Support Services Included in Fee Cap</b>			
Domestic Assistance / Personal Care / Respite Care / Social Support / Other Food Services (meal prep at home)	Per hour	\$ 10.00	Unit Cost per hour
Social Support Group	Per occasion	\$ 8.00	Unit Cost per hour
Centre Based Day Care (excludes transport and meal)	Per occasion	\$ 8.00	Unit Cost per hour
Nursing and Allied Health	Per occasion	\$ 8.00	Unit Cost per hour
Home Maintenance	Per hour	\$ 10.00	Unit Cost per hour

## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
<b>Support Services Excluded from Fees Cap</b>					
Meals delivered at home or meals received at a centre*	Per meal			\$9.00 - One Course	Full cost of meal
				\$13.00 Two Courses	
Home Modification**	Per job			\$ Variable	Unit Cost
Podiatry	Per occasion			\$ 30.00	Unit Cost
<b>Transport***</b>					
Centre Based Day Care or Group Bus / Vehicle Transport	Per one way trip			\$ 2.50	Unit Cost
Up to 10 kms	Per one way trip			\$ 5.00	Unit Cost
11 kms to 30 kms	Per one way trip			\$ 8.00	Unit Cost
31 kms to 60 kms	Per one way trip			\$ 10.00	Unit Cost
61 kms to 99 kms	Per one way trip			\$ 15.00	Unit Cost
<b>Social Support</b>					
Volunteer Home Visits				Free	Free
Telecross Telephone Support Services				Free	Free
<b>Counselling, Support Information and Advocacy</b>					
Advisory, advocacy				Free	Free
Counselling Support				Free	Free
Carer Support				Free	Free
<b>Other Support</b>					
Client Care Co-ordination				Free	Free
Provision of Information				Free	Free
Assessment and Review				Free	Free

### Note

\* These costs should be paid for by the client and there is no fee reduction

\*\* A negotiated fee linked to the cost of the job will apply

\*\*\* Transport fees, kilometre ranges and aligning transport fees to income levels were reviewed and supported by a representative group of transport service providers

### Status

	Level 1	Level 2
Single	\$0 - \$50,000	More than \$50,001
Couple Combined	\$0 - \$80,000	More than \$80,001
Level 1 - Fees Cap \$64 per week		
Level 2 - Fees Cap \$154 per week		

### Note

Income Level 1 calculated using maximum income for full Aged Pension, Part Aged Pension and equivalent income

Income Level 2 calculated using income limit for Commonwealth Seniors' Health Card

(based on March 2013 Australian Government Age Pension maximum income rate increases)

### Other Welfare

#### Wagin Frail Aged Lodge - Lot 310 Arnott Street

Leased by Wagin Frail Aged Management Committee From Council Land	\$	1.00	\$	1.00	Y	\$	1.00
Leased To Council by Health Department							

### COMMUNITY AMENITIES

#### Sanitation - Household Refuse

##### Refuse Disposal Fees

Domestic Rubbish Service Fee (residential) 1 bin per annum	I101005.156	\$	320.00	\$	325.00	N	\$	325.00
Additional Service	I101005.156	\$	320.00	\$	325.00	N	\$	325.00
Domestic Rubbish Service Fee (residential) 240L additional charge	I101005.156	\$	20.00	\$	20.00	N	\$	20.00

Note - charges based on recovery of costs associated with the disposal of refuse





## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
<b>Bin Replacement Fees</b>					
Replacement Whole Recycling / Green Bin	I101005.156	\$ 135.00	\$ 135.00	Y	\$ 135.00
Replacement Recycling / Green Bin Lid	I101005.156	\$ 25.00	\$ 25.00	Y	\$ 25.00
Replacement Bin Wheels	I101005.156	\$ 25.00	\$ 25.00	Y	\$ 25.00
<b>Refuse Site Fees</b>					
1 x 120L or 240L Mobile Garbage Bin (and units 240L thereafter)	I102020.156	\$ 6.00	\$ 6.00	Y	\$ 6.00
Car Boot Load	I102020.156	\$ 6.00	\$ 6.00	Y	\$ 6.00
Station Wagon Boot Load	I102020.156	\$ 12.00	\$ 12.00	Y	\$ 12.00
Van / Utility / Trailer (not exceeding 1.8m x 2.2m)	I102020.156	\$ 16.00	\$ 16.00	Y	\$ 16.00
Truck (per tonne)	I102020.156	\$ 20.00	\$ 20.00	Y	\$ 20.00
Bulk Bin (per m3)	I102020.156	\$ 15.00	\$ 15.00	Y	\$ 15.00
Car Body (if placed in recyclable area)	I102020.156	\$ -	\$ -		\$ -
Truck Body / Large Equipment (if placed in recyclable area)	I102020.156	\$ -	\$ -		\$ -
White Goods (if placed in recyclable area)	I102020.156	\$ -	\$ -		\$ -
Computers / Televisions / Paint tins / Plastic Car parts / Gas Bottles	I102020.156	\$ 2.00	\$ 2.00	Y	\$ 2.00
Asbestos (\$200/m3 or part thereof)	I102020.156	\$ 200.00	\$ 200.00	Y	\$ 200.00
Batteries (car, truck etc)	I102020.156	\$ -	\$ -		\$ -
Untaminated sorted scrap metal	I102020.156	\$ -	\$ -		\$ -
Untaminated timber	I102020.156	\$ -	\$ -		\$ -
Untaminated green waste	I102020.156	\$ -	\$ -		\$ -
Clean fill	I102020.156	\$ -	\$ -		\$ -
Septage - Resident per litre	I102020.156	\$ 0.04	\$ 0.04	Y	\$ 0.04
Septage - Non Resident per litre	I102020.156	\$ 0.07	\$ 0.07	Y	\$ 0.07
10L Waste Oil (to be disposed in the Oil Recycling Facility) (and units of 10L thereafter)	I102020.156	\$ 6.00	\$ 6.00	Y	\$ 6.00
Separated Recyclables	I102020.156	\$ -	\$ -		\$ -
Drummuster washed containers	I102020.156	\$ -	\$ -		\$ -
Non-Drummuster chemical containers	I102020.156	\$ 2.00	\$ 2.00	Y	\$ 2.00
Cardboard - separated per 1100L or part thereof	I102020.156	\$ 37.00	\$ 37.00	Y	\$ 37.00
Annual Refuse Site Pass	I102020.156	\$ 37.00	\$ 37.00	Y	\$ 37.00
Dumping of cardboard in refuse site - penalty	I102020.156	\$ 110.00	\$ 110.00	N	\$ 110.00

### Sanitation - Other

#### Refuse Disposal Fees

Commercial / Industrial Refuse (per annum service)	I102002.156	\$ 320.00	\$ 320.00	N	\$ 320.00
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### Town Planning & Regional Development

1. Determining a development application (other than for an extractive industry) where the development had not commenced or been carried out and the estimated cost of the development is -

a) not more than \$50,000	I106005.156				\$ 147.00
b) more than \$50,000 but not more than \$500,000					0.32% of the estimated cost of development
c) more than \$500,000 but not more than \$2.5 million					\$1,700 + 0.257% for every \$1 in excess of \$7,161 + 0.206% for every \$1 in excess of \$2.5
d) more than \$2.5 million but not more than \$5 million					\$12,633 + 0.123% for every \$1 in excess of \$5
e) more than \$5 million but not more than \$21.5 million					\$ 34,196
f) more than \$21.5 million					The fee in Item 1 plus, by way of penalty, twice that fee
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out					
3. Determining a development application for an extractive industry where the development has <u>not</u> commenced or been carried out					\$ 739.00
4. Determining a development application for an extractive industry where the development has commenced or been carried out					The fee in Item 3 plus, by way of penalty, twice that fee
5A. Determining an application to ammend or cancel development					\$ 295.00

*PEBA*

## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
5. Providing a subdivision clearance for -					
a) not more than 5 lots (per lot)					\$ 73.00
b) more than 5 lots but not more than 195 lots					\$73 per lot for the first 5 lots then \$35 per lot
c) more than 195 lots					\$ 7,393.00
6. Determining an initial application for approval of a home occupation or home business where the home occupation or home business has <u>not</u> commenced					\$ 222.00
7. Determining an initial application for approval of a home occupation or home business where the home occupation or home business has commenced					The fee in Item 6 plus, by way of penalty, twice that fee
8. Determining an application for the renewal of an approval of a home occupation or home business where the application is made before the approval expires					\$ 73.00
9. Determining an application for the renewal of an approval of a home occupation or home business where the application is made after the approval has expired					The fee in Item 8 plus, by way of penalty, twice that fee
10. Determining the application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has <u>not</u> commenced or been carried out					\$ 295.00
11. Determining the application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out					The fee in Item 10 plus, by way of penalty, twice that fee
12. Public advertising of development applications, scheme amendments, Structure Plans, Activity Centre Plans or Development Plans					Cost plus 10% administration fee plus 10% GST
13. Providing a zoning certificate					\$ 73.00
14. Replying to a property settlement questionnaire					\$ 73.00
15. Providing written planning advice					\$ 73.00
16. Scheme Amendments					
a) upon lodgement of the Scheme Amendment request with the local government					\$1,350 plus 10% GST
b) following initiation of Scheme Amendment by the local government and prior to referral to the EPA for environmental clearance					\$1,350 plus 10% GST
17. Structure Plans, Activity Centre Plans or Development Plans					
a) upon lodgement of the Structure Plan, Activity Centre Plan or Development Plan with the local government					\$1,350 plus 10% GST
b) following adoption of the Structure Plan, Activity Centre Plan or Development Plan by the local government and prior to public advertising					\$1,350 plus 10% GST

In accordance with state planning fees

### Other Community Amenities

#### Cemetery Fees

##### Interment

Burial Fee - Interment in grave 2.1m deep	I107005.156	\$ 850.00	\$ 950.00	Y	\$ 950.00
Placement of Ashes in an existing grave	I107005.156	\$ 120.00	\$ 140.00	Y	\$ 140.00
Additional depth of 0.3m	I107005.156	\$ 300.00	\$ 310.00	Y	\$ 310.00
Interment without due notice - additional charge	I107005.156	\$ 250.00	\$ 260.00	Y	\$ 260.00
Interment on weekends or public holidays - additional charge	I107005.156	\$ 400.00	\$ 420.00	Y	\$ 420.00
Interment not in usual hours - additional charge	I107005.156	\$ 200.00	\$ 210.00	Y	\$ 210.00

##### Land for Burial (additional burial fees)

A Grant of Right of Burial issued for each lot

2.4m x 1.2m x 2.1m

Pre-need (reserved in advance maximum period 10 years)	I107005.156	\$ 175.00	\$ 180.00	Y	\$ 180.00
Renewable (subject to any increased charges)	I107005.156	\$ 185.00	\$ 190.00	Y	\$ 190.00

## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
Interment	I107005.156	\$ 850.00	\$ 950.00	Y	\$ 950.00
Exhumation	I107005.156	\$ 1,500.00	\$ 1,600.00	Y	\$ 1,600.00
Re-burial after exhumation	I107005.156	\$ 500.00	\$ 600.00	Y	\$ 600.00
<b>Disposal of Ashes</b>					
Brick Niche Single (plus cost of plaque and fixing)	I107005.156	\$ 120.00	\$ 125.00	Y	\$ 125.00
Brick Niche Double (plus cost of plaque and fixing)	I107005.156	\$ 150.00	\$ 155.00	Y	\$ 155.00
Single Niche Wall Reservation	I107005.156	\$ 85.00	\$ 88.00	Y	\$ 88.00
Double Niche Wall Reservation	I107005.156	\$ 110.00	\$ 115.00	Y	\$ 115.00
<b>Miscellaneous Charges</b>					
Permission to erect headstone	I107005.156	\$ 65.00	\$ 65.00	Y	\$ 65.00
Permission to erect monument	I107005.156	\$ 65.00	\$ 65.00	Y	\$ 65.00
Erect a name plate	I107005.156	\$ 65.00	\$ 65.00	Y	\$ 65.00
Copy of right of burial	I107005.156	\$ 40.00	\$ 40.00	Y	\$ 40.00
Grave Number plate	I107005.156	\$ 40.00	\$ 40.00	Y	\$ 40.00
<b>Licenses</b>					
Funeral Directors Annual License	I107005.156	\$ 220.00	\$ 220.00	Y	\$ 220.00
Single Funeral Permit	I107005.156	\$ 100.00	\$ 100.00	Y	\$ 100.00
Monumental Masons Annual License	I107005.156	\$ 200.00	\$ 200.00	Y	\$ 200.00
Single Monumental Masons Permit	I107005.156	\$ 80.00	\$ 80.00	Y	\$ 80.00
<b>Community Bus Hire</b>					
Deposit	I100015	\$ 150.00	\$ 150.00	N	\$ 150.00
Rate per kilometre	I107010.156	\$ 0.70	\$ 0.70	Y	\$ 0.70
Hirer to refill fuel tank upon return					

## RECREATION AND CULTURE

### Public Halls & Civic Centres

#### Town Hall

Commercial Functions < 3 hours	I111005.153	\$ 150.00	\$ 155.00	Y	\$ 155.00
Non Commercial Functions < 3 hours	I111005.153	\$ 100.00	\$ 105.00	Y	\$ 105.00
Commercial Functions > 3 hours	I111005.153	\$ 250.00	\$ 260.00	Y	\$ 260.00
Non Commercial Functions > 3 hours	I111005.153	\$ 200.00	\$ 210.00	Y	\$ 210.00
Non Profit & Charitable Organisations	I111005.153	50% Commercial	50% Commercial	Y	50% Commercial
Education Department	I111005.153	\$ -	\$ -	Y	\$ -
Rehearsal	I111005.153	\$ 30.00	\$ 30.00	Y	\$ 30.00
Bond	I100010	\$ 300.00	\$ 300.00	N	\$ 300.00

#### Lesser Hall

Commercial Functions < 3 hours	I111005.153	\$ 90.00	\$ 95.00	Y	\$ 95.00
Non Commercial Functions < 3 hours	I111005.153	\$ 60.00	\$ 65.00	Y	\$ 65.00
Commercial Functions > 3 hours	I111005.153	\$ 150.00	\$ 160.00	Y	\$ 160.00
Non Commercial Functions > 3 hours	I111005.153	\$ 100.00	\$ 105.00	Y	\$ 105.00
Non Profit & Charitable Organisations	I111005.153	50% Commercial	50% Commercial	Y	50% Commercial
Bond	I100010	\$ 300.00	\$ 300.00	N	\$ 300.00

#### Town Hall Kitchen

Kitchen Use Only	I111005.153	\$ 60.00	\$ 60.00	Y	\$ 60.00
Non Profit & Charitable Organisations	I111005.153	50% Commercial	50% Commercial	Y	50% Commercial
Rotary Club Rooms (Charge per Meeting)	I111005.153	\$ 40.00	\$ 40.00	Y	\$ 40.00
Hire of Trestles (per Trestle)	I111005.153	\$ 10.00	\$ 10.00	Y	\$ 10.00
Hire of Chairs (per Chair)	I111005.153	\$ 0.60	\$ 0.60	Y	\$ 0.60
Bond on Trestles/Chairs (per Hire)	I100010	\$ 100.00	\$ 100.00	N	\$ 100.00

#### Lease of Buildings/Offices/Land

Per month increasing annually by CPI	I111015.153	\$ 386.00	\$ 391.00	Y	\$ 399.00
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### Swimming Pools

#### Single Entrance Fees

	I112010.157	\$ 4.00	\$ 4.00	Y	\$ 4.00
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## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
Children (5-7 years) / Pensioner / Concession	I112010.157	\$ 4.00	\$ 4.00	Y	\$ 4.00
Spectators - Adult	I112010.157	\$ 1.00	\$ 1.00	Y	\$ 1.00
Children Participating in activities run by Education Department	I112010.157	\$ 2.50	\$ 2.50	Y	\$ 2.50
Family	I112010.157	\$ 14.00	\$ 14.00	Y	\$ 14.00
<b>Seasonal Fees</b>					
Family	I112010.157	\$ 350.00	\$ 350.00	Y	\$ 350.00
Individual - Adults and Children	I112010.157	\$ 150.00	\$ 150.00	Y	\$ 150.00
Pensioners	I112010.157	\$ 95.00	\$ 95.00	Y	\$ 95.00
<b>Half Season Fees - Start of Season to 31/12/2018</b>					
Family	I112010.157	\$ 230.00	\$ 230.00	Y	\$ 230.00
Individual - Adults and Children	I112010.157	\$ 100.00	\$ 100.00	Y	\$ 100.00
Pensioners	I112010.157	\$ 67.00	\$ 67.00	Y	\$ 67.00
<b>Half Season Fees - 01/01/2019 to End of Season</b>					
Family	I112010.157	\$ 230.00	\$ 230.00	Y	\$ 230.00
Individual - Adults and Children	I112010.157	\$ 100.00	\$ 100.00	Y	\$ 100.00
Pensioners	I112010.157	\$ 67.00	\$ 67.00	Y	\$ 67.00
<b>Other Recreation &amp; Sport</b>					
<b>Ground &amp; Recreation Centre Usage Fees for Club</b>					
Wagin Cricket Club	I113005.153	\$ 1,137.00	\$ 1,152.00	Y	\$ 1,152.00
Wagin Football Club	I113005.153	\$ 2,548.00	\$ 2,581.00	Y	\$ 2,581.00
Wagin Hockey Club	I113005.153	\$ 1,137.00	\$ 1,152.00	Y	\$ 1,152.00
Wagin Swimming Club	I113005.153	\$ 1,529.00	\$ 1,549.00	Y	\$ 1,549.00
Wagin Trotting Club	I113005.153	\$ 2,140.00	\$ 2,168.00	Y	\$ 2,168.00
<b>Other</b>					
Luncheon Booth (Casual Hire Fees)	I113005.153	\$ 60.00	\$ 60.00	Y	\$ 60.00
Lease with Wesfarmers Pty Ltd	I113005.153	\$ 22.00	\$ 22.00	Y	\$ 22.00
Circus (per day including utilities and ablutions)	I113005.153	\$ 330.00	\$ 330.00	Y	\$ 330.00
<b>Wagin Recreation Centre (Casual Hire)</b>					
<b>Public Lounge / Members Lounge Area</b>					
Commercial Functions < 3 hours	I113020.153	\$ 150.00	\$ 155.00	Y	\$ 155.00
Non Commercial Functions < 3 hours	I113020.153	\$ 100.00	\$ 105.00	Y	\$ 105.00
Commercial Functions > 3 hours	I113020.153	\$ 250.00	\$ 260.00	Y	\$ 260.00
Non Commercial Functions > 3 hours	I113020.153	\$ 200.00	\$ 210.00	Y	\$ 210.00
Non Profit & Charitable Organisations	I113020.153	50% Commercial	50% Commercial	Y	50% Commercial
Bond	I100020	\$ 300.00	\$ 300.00	N	\$ 300.00
Kitchen Hire (Only)	I113020.153	\$ 70.00	\$ 70.00	Y	\$ 70.00
Non Profit & Charitable Organisations	I113020.153	50% Commercial	50% Commercial	Y	50% Commercial
<b>Recreation Centre Fees</b>					
<b>Entrance Fees</b>					
Adult Entry	I113020.153	\$ 3.00	\$ 3.00	Y	\$ 3.00
Junior Entry	I113020.153	\$ 2.00	\$ 2.00	Y	\$ 2.00
Concessions Entry	I113020.153	\$ 2.00	\$ 2.00	Y	\$ 2.00
<b>Training Fees</b>					
Adult	I113020.153	\$ 2.00	\$ 2.00	Y	\$ 2.00
Junior	I113020.153	\$ 1.00	\$ 1.00	Y	\$ 1.00
Concession	I113020.153	\$ 1.00	\$ 1.00	Y	\$ 1.00
Spectator	I113020.153	\$ -	\$ -	Y	\$ -
<b>Lease of Reserves to Sporting Clubs</b>					
Great Southern Go Kart Club (Location 15269)	I113035.156	\$ 11.00	\$ 11.00	Y	\$ 11.00
Wagin Golf Club (Reserve # 30444)	I113035.156	\$ 11.00	\$ 11.00	Y	\$ 11.00
Wagin Gun Club (Reserve # 30734)	I113035.156	\$ 11.00	\$ 11.00	Y	\$ 11.00
Wagin Riding Club	I113035.156	\$ 11.00	\$ 11.00	Y	\$ 11.00
Wagin Tennis Club (Reserve # 11339 & Lot 921)	I113035.156	\$ 11.00	\$ 11.00	Y	\$ 11.00

## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
<b>Eric Farrow Pavilion</b>					
<b>Whole Complex</b>					
Commercial	I113055.153	\$ 330.00	\$ 340.00	Y	\$ 340.00
Non Commercial	I113055.153	\$ 260.00	\$ 270.00	Y	\$ 270.00
Non Profit & Charitable Organisations	I113055.153	50% Commercial	50% Commercial	Y	50% Commercial
Bond	I100020	\$ 300.00	\$ 300.00	N	\$ 300.00
<b>Large Function Area (including Bar)</b>					
Commercial Functions < 3 hours	I113055.153	\$ 170.00	\$ 175.00	Y	\$ 175.00
Non Commercial Functions < 3 hours	I113055.153	\$ 130.00	\$ 135.00	Y	\$ 135.00
Commercial Functions > 3 hours	I113055.153	\$ 280.00	\$ 290.00	Y	\$ 290.00
Non Commercial Functions > 3 hours	I113055.153	\$ 240.00	\$ 250.00	Y	\$ 250.00
Non Profit & Charitable Organisations	I113055.153	50% Commercial	50% Commercial	Y	50% Commercial
Bond	I100020	\$ 300.00	\$ 300.00	N	\$ 300.00
<b>Small Function Area (including Bar)</b>					
Commercial Functions < 3 hours	I113055.153	\$ 140.00	\$ 145.00	Y	\$ 145.00
Non Commercial Functions < 3 hours	I113055.153	\$ 90.00	\$ 95.00	Y	\$ 95.00
Commercial Functions > 3 hours	I113055.153	\$ 210.00	\$ 220.00	Y	\$ 220.00
Non Commercial Functions > 3 hours	I113055.153	\$ 170.00	\$ 175.00	Y	\$ 175.00
Non Profit & Charitable Organisations	I113055.153	50% Commercial	50% Commercial	Y	50% Commercial
Bond	I100020	\$ 300.00	\$ 300.00	N	\$ 300.00
<b>Other</b>					
Setup and cleaning costs (per hour)	As per hire code	\$ 40.00	\$ 40.00	Y	\$ 40.00
<b>Community Gym</b>					
One Month Membership (only valid as a once off)	I113065.153	\$ 25.00	\$ 25.00	Y	\$ 25.00
Six Month Membership	I113065.153	\$ 100.00	\$ 100.00	Y	\$ 100.00
Annual Membership	I113065.153	\$ 160.00	\$ 160.00	Y	\$ 160.00
Pensioner/Senior/Student Six Month Membership	I113065.153	\$ 65.00	\$ 65.00	Y	\$ 65.00
Pensioner/Senior/Student Annual Month Membership	I113065.153	\$ 110.00	\$ 110.00	Y	\$ 110.00
Key Bond (Refundable)	I100035	\$ 30.00	\$ 30.00	N	\$ 30.00
Replacement Key	I113065.121	\$ 50.00	\$ 50.00	Y	\$ 50.00
<b>TRANSPORT</b>					
<b>Aerodromes</b>					
<b>Lease of Buildings/Offices/Land</b>					
Per annum increasing annually by CPI	I126020.153	\$ 408.00	\$ 413.00	Y	\$ 421.00
Per annum increasing annually by CPI	I126020.153	\$ 408.00	\$ 413.00	Y	\$ 421.00
Per annum	I126020.153	\$ 7,800.00	\$ 7,900.00	Y	\$ 7,900.00
<b>ECONOMIC SERVICES</b>					
<b>Tourism &amp; Area Promotion</b>					
<b>Caravans (2 Persons)</b>					
Permanent after 3 months continuous stay (per week)	I132005.153	\$ 100.00	\$ 100.00	Y	\$ 100.00
per Week	I132005.153	\$ 110.00	\$ 110.00	Y	\$ 110.00
per Night	I132005.153	\$ 22.00	\$ 22.00	Y	\$ 22.00
Additional Person per Night	I132005.153	\$ 3.00	\$ 3.00	Y	\$ 3.00
<b>Tent Sites (2 Persons)</b>					
per Week	I132005.153	\$ 84.00	\$ 84.00	Y	\$ 84.00
per Night	I132005.153	\$ 16.00	\$ 16.00	Y	\$ 16.00
Additional Person per Night	I132005.153	\$ 3.00	\$ 3.00	Y	\$ 3.00
<b>Caravan Park RV Area</b>					
per Week - no power or water	I132005.153	\$ 80.00	\$ 80.00	Y	\$ 80.00
per Night - no power or water	I132005.153	\$ 15.00	\$ 15.00	Y	\$ 15.00
Ablutions use only	I132005.153	\$ 3.00	\$ 3.00	Y	\$ 3.00

## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
<b>RV Area</b>					
Per Van per Night - no power or water	I132015.153	\$ 6.00	\$ -	Y	\$ -
Per Van per Night - power and water	I132015.153	\$ 12.00	\$ 10.00	Y	\$ 10.00
<b>Building Control</b>					
<b>Building Fees</b>					
<u>Shire</u>					
<i>Class 1 (House), Class 10 (Shed, Patio, Pool)</i>					
Certified Application - 0.19% Cost of Construction Fee - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Uncertified Application - 0.32% Cost of Construction Fee - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
<i>Class 2 - 9 (Commercial)</i>					
Certified Application - 0.09% Cost of Construction Fee - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Uncertified Application - 0.32% Cost of Construction Fee - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Occupancy Permit for Completed Building (Commercial) - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Demolition Permit - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Application to Extend a Building Permit/Demolition Permit - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Building Approval Applications for Unauthorised Work - 0.38% of Work Value - Minimum Fee	I133005.151	\$ 97.70	\$ 105.00	Y	\$ 105.00
Septic Tank Application	I133005.151	\$ 236.00	\$ 236.00	N	\$ 236.00
Local Government Report on a Septic System	I133005.151	\$ 56.00	\$ 56.00	N	\$ 56.00
<u>Building Services Levy (BSL)</u>					
Over \$45,000 Cost of Construction - 0.137% of Work Value					
Under \$45,000 Cost of Construction - Minimum Fee	I133005.151	\$ 61.65	\$ 61.65	N	\$ 61.65
Demolition Permit - 0.137% of Work Value - Minimum Fee	I133005.151	\$ 61.65	\$ 61.65	N	\$ 61.65
Occupancy Permit or Building Approval Certificate - Minimum Fee	I133005.151	\$ 61.65	\$ 61.65	N	\$ 61.65
Occupancy Permit or Building Approval Certificate for Unauthorised Work - Minimum Fee	I133005.151	\$ 61.65	\$ 61.65	N	\$ 61.65
<u>Construction Training Fund (CTF formally BCITF)</u>					
Over \$20,000 Cost of Construction - 0.2% Cost of Construction					
Under \$20,000 Cost of Construction - no fee					
All Building Fees in accordance with Building Regulations 2012					
<b>Swimming Pool Inspection Fees</b>					
Private Swimming Pool Inspection Fee	I133010.156	\$ 60.00	\$ 60.00	Y	\$ 60.00
<b>Other Economic Services</b>					
<b>Standpipe Fees</b>					
Charge per kilolitre: Commercial Use - Ballagin Street (Sportsground)	I134005.156	\$ 2.60	\$ 9.00	N	\$ 9.00
Charge per kilolitre: Commercial Use - All Other Shire Standpipes	I134005.156	\$ 2.60	\$ 2.60	N	\$ 2.60
Vernon Street Desalination Tanks - Charge per kilolitre	I134005.156	\$ 0.50	\$ 0.50	N	\$ 0.50
Administration fee per invoice	I134005.156	\$ 5.50	\$ 5.50	Y	\$ 5.50
Commercial use	I134005.156	At Cost	\$ -	N	\$ -
<b>OTHER PROPERTY AND SERVICES</b>					
<b>Private Works</b>					
<b>Plant Hire Fees</b>					
Grader	I141005.156	\$ 190.00	\$ 190.00	Y	\$ 190.00
Loader / Backhoe	I141005.156	\$ 160.00	\$ 160.00	Y	\$ 160.00
Front End Loader	I141005.156	\$ 190.00	\$ 190.00	Y	\$ 190.00
Vibrating Roller	I141005.156	\$ 132.00	\$ 132.00	Y	\$ 132.00
Multi Wheel Roller	I141005.156	\$ 135.00	\$ 135.00	Y	\$ 135.00
Truck (Large)	I141005.156	\$ 150.00	\$ 150.00	Y	\$ 150.00
Truck (Small)	I141005.156	\$ 120.00	\$ 120.00	Y	\$ 120.00
Tractor	I141005.156	\$ 135.00	\$ 135.00	Y	\$ 135.00
Tractor Mower	I141005.156	\$ 120.00	\$ 120.00	Y	\$ 120.00
Bobcat	I141005.156	\$ 130.00	\$ 130.00	Y	\$ 130.00
	I141005.156	\$ 120.00	\$ 120.00	Y	\$ 120.00

## Schedule of Fees and Charges 2020/21

Description	GL Code	2018/19	2019/20	GST	2020/21
Sundry Minor Plant	I141005.156	\$ 120.00	\$ 120.00	Y	\$ 120.00
Labour Only	I141005.156	\$ 55.00	\$ 55.00	Y	\$ 55.00
Works Manager Labour	I141005.156	\$ 85.00	\$ 85.00	Y	\$ 85.00
All Plant hired to be operated by Council Staff (excludes Community Bus)					
Minor Plant - not to be hired out unless approved by CEO					
<b>Materials</b>					
Sand/Gravel per m3	I141005.156	\$ 35.00	\$ 35.00	Y	\$ 35.00
Blue Metal Dust per m3	I141005.156	Cost + 15%	Cost + 15%	Y	Cost + 15%
Blue Metal per m3	I141005.156	Cost + 15%	Cost + 15%	Y	Cost + 15%

## 12.4.2. REPORTING MONTHLY VARIANCES

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	22 July 2020
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FM.BU.1
ATTACHMENTS:	Nil

### OFFICER RECOMMENDATION 4341 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr B L Kilpatrick

**That Council adopt a material variance of +/- \$20,000 by program from the base figure for the financial year 2020/2021 and report these variances by way of supporting note in the 'Monthly Statement of Financial Activity'.**

**Carried 9/0**

### BRIEF SUMMARY

Council, each financial year, is required to adopt a percentage and/or value in reporting material variances in monthly financial reporting.

### BACKGROUND/COMMENT

Financial Management Regulations 34 relating to the preparation of monthly financial reports to Council, states each financial year, a local government is to adopt a percentage or value, calculated in accordance with ASS 5, to be used in statements or financial activity for reporting material variances. Council, for a number of financial years has opted for reporting on material variances in value only, this value was set at \$20,000.

The reporting of variances is done on the differences between the actual figures and the monthly budget for each program. The monthly budget is estimated and is often not achieved due to unforeseen events or delays. It is therefore sensible to make this reporting simple by selecting an amount and set this amount to \$20,000.

### CONSULTATION/COMMUNICATION

N/A

### STATUTORY/LEGAL IMPLICATIONS

Financial Management Regulation 34

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil



**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple

A handwritten signature in black ink, appearing to be 'PBB', with a horizontal line underneath it.

Manager of Finance left the meeting at 8:20pm and did not return.

## 12.5 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

### 12.5.1. ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – JULY 2020

PROPONENT: Shire of Wagin  
OWNER: Shire of Wagin  
LOCATION/ADDRESS: Shire of Wagin  
AUTHOR OF REPORT: Environmental Health Officer / Building Surveyor  
SENIOR OFFICER: Acting Chief Executive Officer  
DATE OF REPORT: 11 July 2020  
PREVIOUS REPORT(S): Nil  
DISCLOSURE OF INTEREST: Nil  
FILE REFERENCE: PH.MO.1  
ATTACHMENTS: Nil

#### OFFICER RECOMMENDATION 4342 COUNCIL DECISION

Moved Cr B S Hegarty

Seconded Cr L A Lucas

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

Carried 9/0

#### BRIEF SUMMARY

Development Report

#### BACKGROUND/COMMENT

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

#### DEVELOPMENT APPLICATIONS

BUILDING PERMITS -1 Building Permits were issued during the Month of June.

Permit No.	Owner	Builder	Location	Description	Value	Fees
99834	Denise Dewart	Bay Pools and Spas	Lot 3 (2) Rifle Street Wagin	B/G Pool	\$27,850	\$166.65

#### BUILDING FINALS (BA7)

Nil

#### CERTIFICATES OF OCCUPANCY

Nil





## **HEALTH DEPARTMENT ANNUAL FOOD AUDIT**

Annual Health Department Food Audit – Requirement under the Food Act 2008 has been completed for 2020.

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority



## 12.6 TOWN PLANNER REPORT

### 12.6.1. PROPOSED ROAD CLOSURE

PROPONENT:	A & M Smith
OWNER:	State of Western Australia
LOCATION/ADDRESS:	Unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 (No.170) Bolts Road, Wagin
AUTHOR OF REPORT:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Mr Bill Atkinson - CEO
DATE OF REPORT:	21 July 2020
PREVIOUS REPORT(S):	22 April 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.RO.1
ATTACHMENTS:	Attachment 1 – Proposed Road Closure Plans

#### OFFICER RECOMMENDATION 4343 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr G K B West

That Council resolve to:

- i) Acknowledge the outcomes from public advertising of the proposal to permanently close an unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 (No.170) Bolts Road, Wagin and the fact no objections were received;
- ii) Request the Hon. Minister for Lands' approval to permanently close the unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 (No.170) Bolts Road, Wagin in accordance with the details shown on the plans provided in Attachment 1 of this report to allow the land comprising the road reserve to be acquired by the current owners of Lot 2 (i.e. Angela & Malcolm Smith) for amalgamation into Lot 2; and
- iii) Advise the Hon. Minister for Lands' that the Shire of Wagin agrees to indemnify and keep indemnified the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the Native Title Act 1993 (Cth) which may be imposed on, or incurred by the Indemnified Parties arising directly or indirectly from the permanent closure of the unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 as proposed.

Carried 9/0



## BRIEF SUMMARY

This report:

- i) provides details of the outcomes from public advertising of the proposal to permanently close an unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 (No.170) Bolts Road, Wagin; and
- ii) recommends that Council resolve to request the Hon. Minister for Lands' approval to the proposed road closure in accordance with the details shown on the plans provided in Attachment 1 of this report to allow the land comprising the road reserve to be acquired by the current owners of Lot 2 (i.e. Angela & Malcolm Smith) for amalgamation into Lot 2.

## BACKGROUND/COMMENT

At its Ordinary Meeting on 28 April 2020 Council resolved to initiate the process required under the *Land Administration Act 1997* and *Land Administration Regulations 1998* to permanently close the 6,346m<sup>2</sup> unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 (No.170) Bolts Road, Wagin to allow the land comprising the road reserve to be acquired from the State of Western Australia by the current owners of Lot 2 (i.e. Angela & Malcolm Smith) for amalgamation into Lot 2 (Resolution No. 4267).

As previously advised Mr and Mrs Smith are seeking approval to permanently close the road reserve abutting the northern boundary of their Lot 2 to allow the land comprising the road reserve to be amalgamated into their property to help formalise a number of significant unauthorised improvements they previously constructed within the road reserve area (i.e. sheds, fences, animal holding yards and access tracks).

The proposal was advertised for public comment in accordance with the specific requirements of the *Land Administration Act 1997* and associated regulations for the minimum required period of thirty five (35) days. The advertising process included a notice in a local newspaper and the Shire's website, correspondence to all relevant government agencies and nearby landowners and display of the relevant report and plans at the Shire's administration centre.

At the conclusion of public advertising a total of five (5) submissions had been received by the Shire, all of which were from government agencies (i.e. the Department of Water & Environmental Regulation, Water Corporation, Western Power, Main Roads WA and Public Transport Authority). It is significant to note none of these agencies raised any concerns with or objections to the proposed road closure and were generally supportive.

In considering whether or not to recommend that the Minister for Lands grant final approval to the proposed road closure Council should note the following key points:

- i) The Shire has no plans to construct a new road carriageway or any associated infrastructure within the road reserve area proposed to be closed;
- ii) Closing the road reserve will not compromise the ability to obtain access to other existing road reserves in the immediate locality or the railway reserve located immediately east of Lot 2;
- iii) The land comprising the road reserve area is classified 'Local Road' reserve which means no further development may proceed unless otherwise approved by Council in each and every instance subject to any reasonable conditions considered appropriate in the



circumstances. As such the road reserve area proposed to be closed and amalgamated with Lot 2 will still be subject to a range of planning controls under Local Planning Scheme No.2 but should be reclassified 'Rural' zone at some point in the future to reflect the prevailing zoning classification in the immediate locality and provide a little more flexibility for the landowners to develop and use the land for rural purposes without the need to seek and obtain development approval each and every time. It is suggested this can be achieved as part of any future review of and amendment to Local Planning Scheme No.2 (i.e. rezoning the land now is not considered essential and may cause an unnecessary delay to the road closure process); and

- iv) The current owners of Lot 2 have advised in writing of their agreement to meet all costs and claims associated with the road closure proposal. This agreement enables the Shire to provide the indemnification required for the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands to proceed with the road closure proposal which will be underwritten by the current owners of Lot 2. Suitable wording has therefore been provided in the recommendation above based on recent advice received from the Lands Division of the Department for Planning, Lands and Heritage to address this requirement.

Given the outcomes from public advertising and the fact no objections were received, it is recommended Council now resolve to request the Hon. Minister for Lands' approval to the proposed road closure in accordance with the details shown on the attached plans (i.e. Attachment 1 to this report) to allow the land comprising the road reserve to be acquired by the current owners of Lot 2 (i.e. Angela & Malcolm Smith) for amalgamation into Lot 2.

### **CONSULTATION/COMMUNICATION**

The road closure proposal was advertised for public comment by the Shire of Wagin for the minimum period of thirty-five (35) days in accordance with the specific requirements of the *Land Administration Act 1997* and *Land Administration Regulations 1998* and included written notification to all adjoining and other potentially affected landowners and relevant service authorities inviting their feedback and comment.

### **STATUTORY/LEGAL IMPLICATIONS**

- Land Administration Act 1997
- Land Administration Regulations 1998
- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Wagin Local Planning Scheme No.2

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil. All costs associated with the proposed road closure, land amalgamation and acquisition processes will be met by Mr. and Mrs. Smith who have provided written confirmation of their agreement to do so.

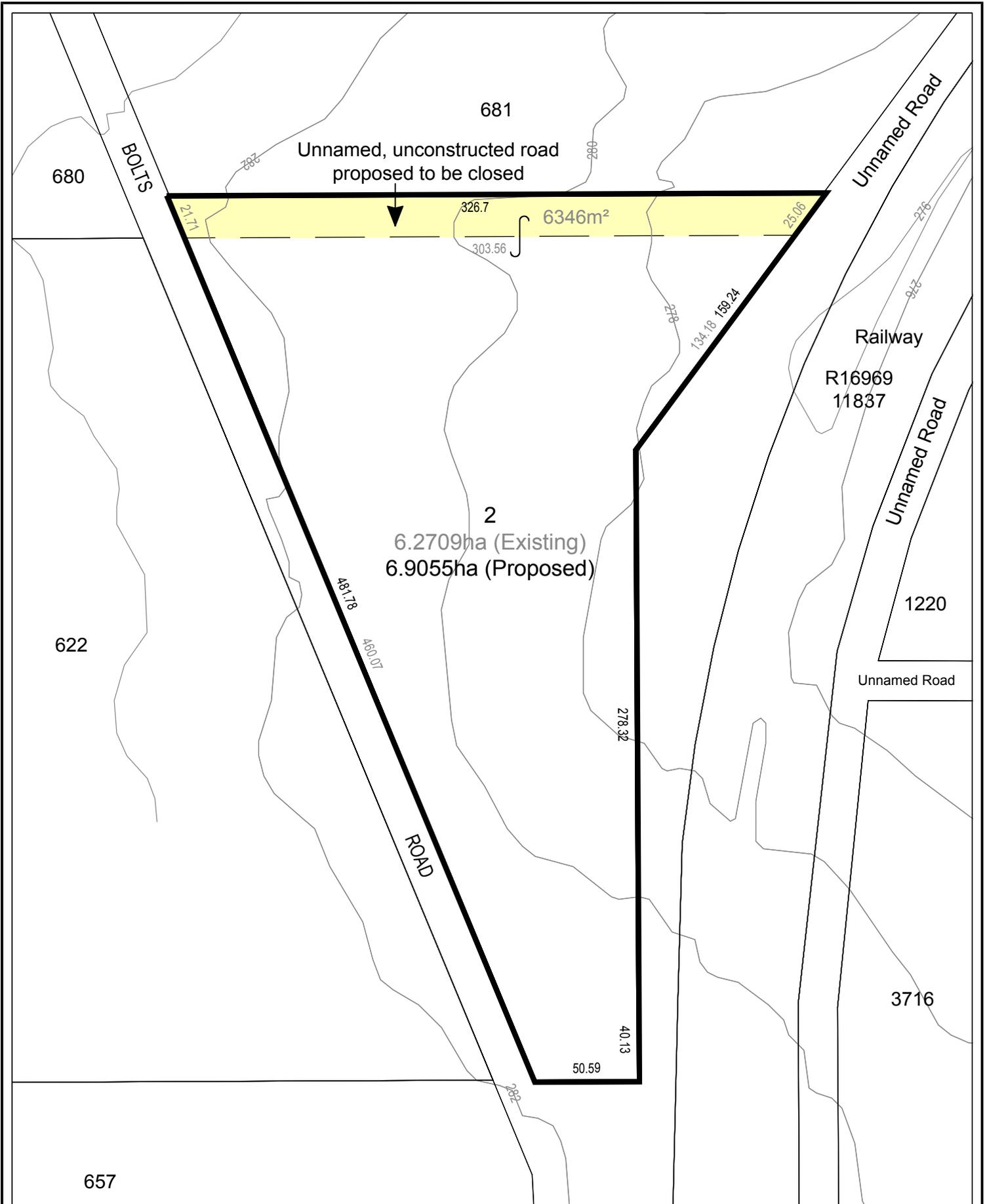
### **STRATEGIC IMPLICATIONS**

Nil



**VOTING REQUIREMENTS**  
Simple majority required

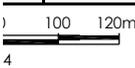
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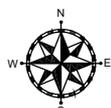


**LEGEND:**  
 SUBJECT LAND.....   
 PROPOSED ROAD CLOSURE AREA..... 

**PROPOSED ROAD CLOSURE & AMALGAMATION**  
 LOT 2 (No.170) BOLTS ROAD & UNNAMED, UNCONSTRUCTED ROAD RESERVE, WAGIN  
 Shire of Wagin  
 28 July 2020



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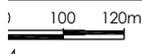
LEGEND:

SUBJECT LAND..... 

### PROPOSED ROAD CLOSURE & AMALGAMATION

LOT 2 (No.170) BOLTS ROAD & UNNAMED, UNCONSTRUCTED ROAD RESERVE, WAGIN  
Shire of Wagin

*PEBA*



**13. REPORTS FROM COMMITTEES**

Nil

**14. FINANCIAL REPORTS**

Nil

**15. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil

**15.1 LATE AGENDA ITEMS**

Nil

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

Nil

**17. CLOSURE**

With no further business to be discussed the Chairperson closed the meeting at 9:04pm

I certify that this copy of the Minutes is a true and  
Correct records of the meeting held on  
28 July 2020

Signed .....

Presiding Elected Member

Date: .....

