



# SHIRE OF WAGIN

## ORDINARY MEETING OF COUNCIL

### Minutes

28 April 2020

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## DISCLAIMER

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## Gifts & Travel Register

Just a reminder about your obligations as Councillors regarding the Gifts & Travel Register. The City of Perth Bill 2015 has amended the Local Government Act 1995 (the Act) to provide that a relevant person who accepts a gift which is worth greater than \$200 must disclose acceptance of the gift within ten days of receipt to the Chief Executive Officer, rather than in an annual return. All contributions to travel over \$200 must also be disclosed. Note: - These amounts are accumulative so any gift with an accumulative value over a 12 month period must also be declared.

**1. DECLARATION OF OPENING**

The Shire President Cr Blight declared the meeting open at 7.04 pm via remote video link.

**2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

<b>Present:</b>	Cr P J Blight	Shire President
	Cr G R Ball	Deputy Shire President
	Cr B L Kilpatrick	Member
	Cr S M Chilcott	Member
	Cr G K B West	Member
	Cr W J Longmuir	Member
	Cr B S Hegarty	Member
	Cr J P Reed	Member
	Cr D I Atkins	Member
	Cr L A Lucas	Member
<b>Staff:</b>	Mr W T Atkinson	Acting Chief Executive Officer
	Mr B A Roderick	Deputy Chief Executive Officer
	Mr A Hicks	Manager of Works
<b>Apologies:</b>	Cr D G Reed	Member
<b>Gallery:</b>	Nil	

**3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATION FOR LEAVE OF ABSENCE**

Nil



**6. PUBLIC FORUM (PETITION/DEPUTATIONS/PRESENTATIONS)**

Nil

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

Cr Lucas declared an Impartiality interest in item 13.4 – Road Closure & Land Acquisition Request - Unnamed, unconstructed road reserve abutting the northern boundary of Lot 2 (No. 170) Bolts Road, Wagin

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES****LOCAL EMERGENCY MANAGEMENT (LEMC) COMMITTEE MEETING 2 & 14 APRIL 2020****4253 COUNCIL DECISION**

Moved: Cr. S M Chilcott

Seconded: Cr. B L Kilpatrick

That the Minutes of the Local Emergency Management (LEMC) Committee Meeting 2<sup>nd</sup> and 14<sup>th</sup> April 2020 be received.

Carried 10/0

**AUDIT COMMITTEE MEETING 21 APRIL 2020****4254 COUNCIL DECISION**

Moved: Cr. B S Hegarty

Seconded: Cr. G R Ball

That the Minutes of the Audit Committee of 21<sup>st</sup> April 2020 be received.

Carried 10/0

**4255 COUNCIL DECISION**

Moved: Cr. G R Ball

Seconded: Cr. B L Kilpatrick

That the Minutes of the Ordinary Council Meeting of 24<sup>th</sup> March 2020 be confirmed as true and accurate.

Carried 10/0

**9 STATUS REPORT – MARCH 2020**

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
			<b>FINANCE &amp; ADMINISTRATION</b>			
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
21 Feb 2017	3215	CEO/ MF	Road Damage – WANDRRA Claim	That Council resolve if an acceptable exemption is not forthcoming then Council engage CORE Business Australia from Busselton to undertake the project supervision for the restoration of damaged roads throughout the Shire of Wagin		Claim 44 \$8,000 outstanding
17 July 2018	3776	CEO	Library / Gallery Relocation	That Council consider inclusion of funding for a consultant to redesign the Town Hall as a Library / Gallery.		Consultant considered in the 18/19 Budget
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	That the Wetlands Park Playground Master Plan be endorsed	Advertising period in process.
26 Nov 2019	4145					

24 March 2020	4218			That Ecoscape be engaged to carry out the Wetlands Park Playground design 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.		
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		Townscape considering in conjunction with Library scape development
25 Feb 2020	4188	CEO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget		Staff engaging contractors
25 Feb 2020	4209	Shire President	Appointment of Acting Chief Executive Officer	That William (Bill) Atkinson be appointed as ACEO from the 25 April 2020 for a period of upto 12 months		
24 March 2020	4219	DCEO/DG	Giant Ram Appearance issues and maintenance	That maintenance work and painting of 'Bart' the Giant Ram be considered in the 2020 /2021 Council Budget		Staff obtaining quotes for the 20 / 21 budget

24 March 2020	4220	DCEO/EA	Finance Policy # 15 – Purchasing Tender Guide Amendment	That the amended Finance Policy # 15 – Purchasing Tender Guide be adopted.		Policy updated and published on the Shire of Wagin website. – Completed
24 March 2020	4221	DCEO/EA	Draft – Policy Elected Member Training and Continuing Professional Development	That the Draft Elected Member Training and Continuing Professional Development be adopted and to utilise the WALGA online delivery of Council training via online delivery where practical		Policy adopted and published on the Shire of Wagin website. - Completed
24 March 2020	4222	CEO	Local Government House Trust – Deed of Variation	That Council consent to a variation to the Trust Deed for the Local Government House as detailed and communicate consent to the Local Government House Trust's Board of management		
24 March 2020	4224	CEO/MOW	Footpath – Ventnor Street, Wagin	That the \$36,000 footpath budget be reallocated from Ventnor Street to Tudor Street, Wagin		
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.		
24 March 2020	4231	CEO/MOW	Norring / Norring Dellyanine Road Intersection	That the 2019/2020 funding for the Warup South intersection upgrade be reallocated to the intersection of the Norring and Lime Lake West Road		
24 March 2020	4244	DCEO	Local Government Compliance Audit Return 2019	That Council adopt the Local Government Compliance Audit Return for the Shire of Wagin for the period 1 January to 31 December 2019		Return signed and sent to department. Completed

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		
24 March 2020	4251	Shire President	Appointment of Acting Chief Executive Officer	That Mr Bill Atkinson be appointed as Acting Chief Executive Officer from the 25 April 2020 for a period of up to 12 months.		

			<b>HEALTH, BUILDING &amp; PLANNING</b>			
24 May 2011	1619	CEO	Proposed Residential Subdivision – Lot 896 Arnott Street	Staff not to progress development until further consideration of future needs be determined.		No action at this stage.
26 Mar 2013	2129	CEO	Future Accommodation Requirements – Library/Gallery/Tourist information HACC	CEO to seek concept plans for alternative future venues.	Collate Library survey - Completed	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 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 in progress, and report to be presented to Council
26 March 2019	3973					Phase 1 report completed, presentation to Council 27/06/2019. Phase 2 in progress  Presentation undertaken 31/10/2019 awaiting final masterplan  Final Report to be adopted by Council

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.		Community Meeting scheduled 26 March 2020
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		
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		Could be 2 years before tower is erected 2020

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		



			WORKS & SERVICES			
27 February 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		Engineer contacted.
25 June 2019	4032	MOW	Townsite Intersections Ballagin / Trench Streets and Ballagin / Sirdar Streets	That Council sandbag these intersections to gauge the effectiveness of the new intersection designs		Contract to begin works end of April
24 Sept 2019	4101			Proceed with the kerbing alterations on Trent / Trench intersection as per Rod Munns (engineers) specifications		
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.		
17 Dec 2019	4175	CEO/MOW	Ballaying South Bridge # 4859 tender #3 2019/2020	That the tender to dismantle and replace 7-barrel box culverts be awarded to Halanson Earthmoving for the amount of \$186.780 GST inclusive		Complete
24 March 2020	4225	MOW	Usil Lane Kerbing	Proceed with the installation of the nib and kerbing on Usil Lane as per Rod Munns (Mainroads) plan		Work booked for end of April
24 March 2020	4226	MOW	Community Centre Parking	The area behind the Community be prepared for parking with a gravel base, entry and exit signage and the fence removed		Work to commence in April

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.		As time permits
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.

## 10. REPORTS FROM COMMITTEES

### 10.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING 2 APRIL 2020

**OPENING:** Meeting opened at 7.10 pm.

<b>ATTENDANCE:</b>	Cr Phil Blight	Shire President
	Sgt John Bridger	West Australian Police (WAPOL)
	Ty Cook	Volunteer Fire & Rescue Service Captain (VFRS)
	Travis Hamersley	Volunteer Fire & Rescue Service VFRS
	Xavier White	Deputy Chief Bush Fire Control Officer (BFB)
	John McFadyen	Western Power (WP)
	Felicity Htun	Wagin Hospital (WDH)
	Cr Bron Hegarty	Elected Member
	John Paul Collins	Dept Primary Industries & Regional Development (DPIRD)
	Robyn Willey	St John
	Amanda Howell	St John
	Cr Lyn Lucas	State Emergency Service (SES)
	Bill Atkinson	Observer
	Anne Mitchell	Waratah Lodge
	Mitchell Davies	Dept of Biosecurity, Conservation & Attractions (DBCA)
	Neville Blackburn	Dept of Communities (DoC)
	Niall Gibson	Salvation Army

<b>Staff:</b>	Mr Peter Webster	Chief Executive Officer
	Ms Donna George	Community Liaison Officer
	Trevor Brandy	Shire Environmental Health Officer (EHO)

<b>Apologies:</b>	Ross Goldsmith	Chief Bushfire Control Officer (CBFCO)
	Simon Vogel	Dept Fire & Emergency Services (DFES)
	Cr Dave Atkins	Elected Member

#### DECLARATION OF INTEREST

Nil

#### CONFIRMATION OF PREVIOUS MEETING MINUTES

LEMC Meeting Minutes held 31<sup>st</sup> October 2019 - NA

#### MATTERS ARISING FROM PREVIOUS MINUTES

- Contact details – update - New Wagin Police OIC – Sgt John Bridger  
email: [JB.BRIDGER@police.gov.au](mailto:JB.BRIDGER@police.gov.au)  
New Phone number for Wagin Police Station – 9852 0000

### 10.1.1 GENERAL BUSINESS – COVID - 19

#### AGENCY PREPARATION REVIEWS

WAPOL	Roadblocks in place targeting all non-essential travel Working on a re-building structure
VFRS	Turnout reduction & keeping distance has changed the set up and being managed on a case by case issue
BFB	As for the VFRS, limiting people in a truck which is quite doable in our role when attending a fire.
WP	With restrictions in place – regional travel is limited – we have a plan for emergency issues if they arise
WDH	Testing is open for the wider community – results back in 48/72 hours Staff are travelling from various locations, but no problems with travel so far. Authority to travel documents in place for families of patients & potential fly out cases
St John	Business as usual with lower crew numbers Currently callouts numbers are normal, but the potential of more mental health call outs is likely
Shire	Office plan in place – opportunities for staff to work remotely, limits in the foyer, one staff member per office, outside crew hours are staggered, and all staff are following protocols
SES	Following DFES guidelines, have minimal PPE but all OK.
Waratah	All good, currently advertising for staff
DBCA	Business Continuity Plan in place, all contractors have authority to travel if emergency arises
DoC	Providing welfare support to people in home isolation if they may need assistance.

#### ISSUES OF CONCERN

WP	Recommended the hospital check their backup generator as if this is a problem – better to know sooner than in a crisis
DoC	Backpackers & travellers a concern in other locations They are looking for a solution for travellers who can't return home
WAPOL	Encouraging people to stop travelling & backpackers will be an issue

SES	Katanning LEMC raised concern with shearing teams utilising one bus as transport to work sites.
EHOBS	Caravans & RV's – other towns are refusing them, but they need to be somewhere. Our park is still open & we have transient people here for the duration.
CEO	If we get lots of vans – that could raise an issue – currently no problem if they arrive and stay put
WAPOL	Caravan parks are fine to stay open for travellers who have stopped
Salvos	Available to assist people with issues over the phone and with emergency relief & chaplaincy

### **INFORMATION REQUIREMENTS**

Nil

### **COMMUNICATIONS/PUBLIC INFORMATION PLANS**

Shire	We are currently providing information from State and Health Depts via our social media and website
BFB	Potential of short and important messages going out over TIM's (Telstra Instant Messaging service)

### **BUSINESS CONTINUITY PLANS SHOULD THEY LOSE UP TO 30% OF THEIR WORKFORCE OR VOLUNTEER BASE**

Beaurepaires	Potential of loss of staff with enforced closure & at the high use time for delivery processes and farmers
BFB & VFRS	Have a plan
Shire	Have a plan
WAPOL	Have a plan
WDH	Have a plan
Homecare	Have a plan
Waratah	Have a plan – currently in lockdown
St John	Have a plan – currently looking for extra drivers
School	Have a plan – currently 5 students of essential workers on site

### **IDENTIFICATION OF CRITICAL SERVICES**

Food Supply	Wagin Foodworks and IGA, both have good stock levels atm
Fuel Supply	Currently well catered for.

### **COMMUNITY ACTIONS TO PROMOTE RESILIENCE**

- Connect with neighbours
- Promoting community involvement in the recovery process
- Promoting this format to assist community groups to meet

- Shire Customer Service Officer tasked to run this

## DETAIL ANY REGIONAL IMPACTS

Clusters: Clusters of cases have occurred regionally & if a cluster occurred in Wagin it would impact the hospital as there are limited places to send unwell people.

Domestic Violence:

Already an issue raised locally & service agencies are under pressure and the services are limited – previous assistance methods are not suitable with Skype coming into play more.

## OUTLINE HOW EACH AGENCY WILL RESPOND TO A POSITIVE CASE

Food Supply – Foodworks & IGA

If a positive case occurred onsite – the plan is unclear, a Suggestion to contact the Katanning Co-op plan and assess Suggestion regarding a sign in book at the entry point to assist in tracing people

Wagin Medical Centre & Dr

The Dr is currently working via phone and telehealth & only seeing people if urgent.

A replacement Dr would not be an option in current climate & if he was removed Wagin St John would step down to pick up & transfers only – Wagin Hospital would need more ETS & transfer out all incidents including minor stitches etc.

SES put forward Katanning LEMC's option of using the Community bus for minor transfers.

### 10.1.2 OTHER BUSINESS

Chair Current numbers are looking good, measures in place seem to be working. If there's is a change with any group here, please get in touch and we will reconvene

WAPOL EMC stated the need for a LEMC meeting weekly

BFB Stated we would be on the back foot if reconvene only after a positive case reported.

VFRS Stated we should be doing all we can now – rather than after a positive, a lot of essential services have no plan – we need to prepare now & not react when it has happened.

Suggested we reconvene in a couple of days after thinking over tonight's information

Discussion around other essential services in Wagin who should be involved in this process:

- Homecare
- Silver Chain
- Food Supply Stores
- Doctor

Keeping in mind

- Banks
- Galts
- Pharmacy
- Fuel
- School
- Butcher

### **10.1.3 CLOSURE**

With no further business the chairperson declared the meeting closed at 9.09 pm with the next meeting to be Tuesday 14<sup>th</sup> April 2020 – via video link.

## 10.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING 14 APRIL 2020

**OPENING:** Meeting opened at 7.00 pm via video link

**ATTENDANCE:**

Cr Phil Blight	Shire President
Sgt John Bridger	West Australian Police (WAPOL)
Amanda Howell	St John
Robyn Willey	St John
Bill Atkinson	Observer
Anne Mitchell	Waratah Lodge
Cr Wade Longmuir	Elected Member
Londa Finlayson	Wagin Medical Centre
Cr Bronwyn Hegarty	Elected Member
Cr Bryan Kilpatrick	Elected Member
Ty Cook	Wagin VFRS Captain
Xavier White	Wagin BFB Deputy Chief
Lyn Lucas	Wagin SES
Felicity Htun	Wagin District Hospital
Tracy Pickering	Wagin District High School

**Staff:**

Mr Peter Webster	Chief Executive Officer
Ms Donna George	Community Liaison Officer
Trevor Brandy	Shire Environmental Health Officer (EHO)

**Apologies:**

Simon Vogel	Dept Fire & Emergency Services
Mitchel Davies	Dept Biodiversity Conservation & Attractions
Neville Blackburn	Dept of Communities
Cathy Morey	Main Roads
Sven Anderson	Dept Fire & Emergency Services
Jo Spadaccini	Dept of Communities
Niall Gibson	Salvation Army
John McFadyen	Western Power

### DECLARATION OF INTEREST

Nil

### CONFIRMATION OF PREVIOUS MEETING MINUTES

#### COMMITTEES RECOMMENDATION

Moved: Cr. B Hegarty

Seconded: Mr Peter Webster

That the minutes of the Local Emergency Management Committee meeting held on the 2<sup>nd</sup> April 2020 be confirmed as true and correct.

Carried



**10.2.1 MATTERS ARISING FROM PREVIOUS MINUTES****BUSINESS CONTINUITY PLANS**

Shire Environmental Health Officer

The shire EHO has attended all food premises locally and reports:

- all are currently doing well with perishable items
- non-perishable are less available at this point.
- The response from the Public Health dept stating that a positive case onsite would not result in closure of the business, has eased stress.
- Store patron distances are working well
- post customer sanitisation is at a high level in all local shops.

**UPDATE FROM THE DEPARTMENT OF COMMUNITIES:**

- *The Commissioner of Police has activated the State Emergency Welfare Plan and the Department of Communities, Director General, Michelle Andrews has taken on the role of State Welfare Coordinator. How our Department's State and Regional response will now look will evolve over the coming weeks and months and I will keep you advised.*
- *The Departments' initial response remains the same providing welfare supports to those people in home isolation who are not self-sufficient and have no other forms of support. The majority of this support is occurring in the Metro area coordinated through the COVID-19 call centre (13 COVID).*
- *With the activation of the State Welfare Plan it is anticipated the Department's response will increase over the coming weeks and months and certainly heading into recovery. I can't confirm what that will look like at this time but will keep all GS LEMC's informed.*

**UPDATE FROM WARATAH**

Waratah is going well and prepared Key points:

- *Limited visitors from local Shires allowed, in line with Government guidelines*
- *Should any positive cases be reported from Wagin or adjoining Shires (on the WA Health Dept website) lock down will again happen until no further evidence of additional cases*
- *Full COVID19 plan in place and able to be implemented should it be required*
- *Additional staff onboarded including an RN- sufficient staffing now*
- *Accessed some critical PPE from the stockpile (a few surgical masks)*
- *Aware that additional funds to be deposited in mid-May via the ATO*

**UPDATE FROM HOMECARE**

At Wagin Homecare we have taken the following steps to ensure our clients are receiving appropriate care and information regarding the COVID pandemic.

*On initial notification on the virus becoming a pandemic we issued a letter informing our clients of the status of COVID as well as our obligations to them and how we will go forward in providing the same services to them and additional support we could offer as well. The letter also had the most current status, contact information and medical advice on COVID. When we visited each client, we signed them up to our COVID register which contains up to date next of kin, medical and neighbour information so if there was any disruption to service or emergency, we have all their current relevant information.*

*The main concern for our clients at the early stage wasn't COVID it was a fear of not being able to get groceries due to panic buying or what would they do for food and medicine if businesses were to close.*

*Due to the demographic of our clients who do not use or have technology which accesses social media, online news or Department of Health alerts and notifications about COVID. Staff are continually informed of the daily status and updates and encouraged to pass this information to our clients.*

*All of my staff have completed the Department of Health online COVID training modules, which gives them the ability to perform their duties with confidence and safety and take the relevant precautions.*

*A concern huge I have is the limited PPE I can provide my staff with. I have registered with numerous departments and local businesses, we are expecting next week masks from the stockpile, but all other resources we are yet to source. I have 2 bottles of hand sanitiser that the staff refill a small one for themselves from, 2 boxes of gloves left and 1 dust mask. Should we have a client that contracts COVID, I am very concerned of the process and safety of both client and workers.*

The lack of sufficient quantities of PPE for both the above services may be assisted via the Wagin Medical Centre – as they have a good supply.  
Londa with contact them both to arrange this.

### **VULNERABLE COHORT**

Currently the Shire & local Police have a list of people who have been contacted regarding their current status and supplies. For any additions to the list – please contact Donna George at the Shire office.

### **UPDATE FROM WAGIN DISTRICT HIGH SCHOOL**

*The Department of Education has been providing the school with regular updates which have quite often resulted in changing aspects of the way we run our core business. As it stands the intentions for all public schools in WA for the start of next term are as follows:*

- ✓ *All public schools will remain open.*
- ✓ *Parents are encouraged to keep their children at home. Those who need to send their children to school to maintain employment, children of essential workers and those who require school to support particular vulnerabilities may choose to do so.*
- ✓ *To ensure that students needs are met, staff will be present on school site.*
- ✓ *All students will be taught both those attending school and those at home.*
- ✓ *Students wellbeing remains a priority.*

*In order to cater for multi-modal education platforms (face-to-face, work packages and online), Wagin DHS staff will need to operate slightly differently at school. To support parents and students' staff will regularly keep in touch with every child either via Connect, email, or phone. To support parents and the community, regular support advice and updates can be found on links on the Wagin DHS website <https://www.wagindhs.wa.edu.au>*

*When school resumes on Tuesday 28 April, all students will receive a work package and access to the online platform Connect. The first week of school will focus on troubleshooting and helping families navigate either or both learning platforms.*

### **ISSUES OF CONCERN**

Emergency Services - Rostering implications

**ST JOHN**

- Increased supply of PPE on hand
- 12 Volunteers – with the ability to take on drivers without the previous required training – only during the COVID-19 timeframe.

**POLICE**

- Currently working well locally with most people doing the right thing.
- Seeking a venue for off-site decontamination if crew is exposed.

**HOSPITAL**

- Currently all good, although busy
- Sufficient PPE and staffing levels

**SES**

- All good

**Shire**

- No change

**VFRS**

- No change

**FOODWORKS**

- The manager is working hard to keep up supplies
- The board is working hard towards better options for safety for all

**WAGIN BFB**

- No change

**MEDICAL CENTRE**

- Business as usual

**WAGIN SCHOOL**

- See report above
- Currently expecting 20 – 25 kids at start of next term
- Will start the term with a full supply of staff on board

**WARATAH**

- See report above
- This week is much improved on last week
- Currently allowing 1 visitor per resident per day

**10.2.2 OTHER BUSINESS**

Question regarding planes making use of airport – Police are seeking a suitable contact to check on any planes which arrive locally.

**10.2.3 CLOSURE**

With no further business the chairperson declared the meeting closed at 7.45pm with the next meeting to be Tuesday 21<sup>st</sup> April 2020 – via video link.

### 10.3 AUDIT COMMITTEE MEETING 21 APRIL 2020

**OPENING** Meeting opened at 7.03 pm.

**ATTENDANCE**

Cr P J Blight	Chairperson
Cr B L Kilpatrick	Member
Cr J P Reed	Member
Cr B S Hegarty	Member
Cr G R Ball	Member joined the meeting 7.18pm

**Staff:**

Mr P R Webster	Chief Executive Officer
Mr B A Roderick	Deputy Chief Executive Officer
Mrs T A Hall	Manager of Finance

**Visitors:** Mr Bill Atkinson Observer

**Apologies:** Nil

#### PUBLIC FORUM (PETITIONS/DEPUTATIONS/PRESENTATIONS)

Nil

#### DECLARATION OF INTEREST

Nil

#### CONFIRMATION OF PREVIOUS MEETING MINUTES/BUSINESS ARISING

#### COMMITTEE RECOMMENDATION

Moved: Cr. B L Kilpatrick

Seconded: Cr. J P Reed

That the minutes of the Audit Committee Meeting held on 6<sup>th</sup> February 2020 be accepted as a true and correct record.

Carried 4/0

#### CORRESPONDENCE AND REPORTS

- REPORT ON THE 2018/2019 AUDIT QUALIFICATION
- REPORT ADDRESSING THE SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION 2018/2019 - OPERATING SURPLUS RATIO

#### GENERAL BUSINESS

#### CLOSURE

### 10.3.1 CORRESPONDENCE AND REPORTS

#### 10.3.1.1 REPORT ON THE 2018/2019 AUDIT QUALIFICATION

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	17 <sup>th</sup> April 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	
ATTACHMENTS:	2018/2019 Audit Report Report Addressing the Audit Qualification

#### BRIEF SUMMARY:

A report has been prepared for the Audit Committee addressing the audit qualification for the 2018/2019 Audit Report, the Committee is required to recommend the report to be endorsed by Council.

#### BACKGROUND/COMMENT:

In accordance with section 7.12A(4) of the Local Government Act, when a Council is given a qualified audit, they must carry out the following:

- *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters*
- *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the on the local government's official website.*

The 2017/2018 Annual Financial Report was audited by Council's external auditors Butler Settineri, as per the attached Audit Report Council received an audit qualification on the following basis:

*In accordance with the Local Government (Financial Management) Regulation 1996 (as amended) Section 17A paragraphs 3 and 4, the Shire has performed a valuation of infrastructure assets to recognise the assets at fair value at 30 June 2018. However as described in note 9, the Shire has not obtained a valuation for certain drainage infrastructure assets. As a result, we are not able to determine the impact on the fair value of infrastructure assets at 30 June 2018.*

This was addressed by staff in the 2018/2019 financial year as per the following:

*Management engaged valuation company AssetVal to carry out the Infrastructure Drainage Valuation in the 2018/2019 financial year. This was carried out in May 2019 at a value date of 30<sup>th</sup> June 2019.*

*The Infrastructure Drainage Valuation Report values have been adopted in the Shire's Infrastructure balances for the 2018/2019 financial year.*

We have again received an audit qualification from Council's new auditors, The Office of Auditor General (OAG) based on the following:

*The Shire's previous auditor issued a qualified audit opinion in relation to infrastructure assets for the year ended 30 June 2018 because drainage assets had not been valued for several years. The drainage assets were valued during 2018-19 at \$3,416,594. However, in accordance with Australian Auditing Standards, we have issued a qualified opinion to alert users of the annual financial report that the balance of infrastructure assets at 30 June 2019 may not be comparable to the balance reported at 30 June 2018, because of the uncertainty over the 2018 balance.*

The report addressing the Audit Qualification is attached for your perusal.

Once adopted by Council at the April Ordinary meeting of Council a copy of the report will be forwarded to the Minister and published on the Shire's website.

**CONSULTATION/COMMUNICATION:**

Nil

**STATUTORY/LEGAL IMPLICATIONS:**

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICERS RECOMMENDATION & COMMITTEE DECISION**

Moved: Cr. J P Reed

Seconded: Cr. B S Hegarty

That the report addressing the Audit Qualification on the 2018/2019 Audit Report be received and recommend it be endorsement by Council.

Authorises the report to be forwarded to the Minister for Local Government and be published on the Shire's website.

Carried 4/0



## SHIRE OF WAGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

REPORT ADDRESSING AUDIT QUALIFICATION

### The Qualified Opinion in the Shire of Wagin's 2018/2019 Independent Audit Report from the Office of Auditor General.

#### Basis for Qualified Opinion

##### Shire of Wagin

The Shire's previous auditor issued a qualified audit opinion in relation to infrastructure assets for the year ended 30 June 2018 because drainage assets had not been valued for several years. The drainage assets were valued during 2018-19 at \$3,416,594. However, in accordance with Australian Auditing Standards, we have issued a qualified opinion to alert users of the annual financial report that the balance of infrastructure assets at 30 June 2019 may not be comparable to the balance reported at 30 June 2018, because of the uncertainty over the 2018 balance.

#### Background / Comment

In accordance with section 7.12A(4) of the Local Government Act, when a Council is given a qualified audit, they must carry out the following:

- *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters*
- *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the on the local government's official website.*

The 2017/2018 Annual Financial Report was audited by Council's external auditors Butler Settineri, as per the attached Audit Report Council received an audit qualification on the following basis:

*In accordance with the Local Government (Financial Management) Regulation 1996 (as amended) Section 17A paragraphs 3 and 4, the Shire has performed a valuation of infrastructure assets to recognise the assets at fair value at 30 June 2018. However as described in note 9, the Shire has not obtained a valuation for certain drainage infrastructure assets. As a result we are not able to determine the impact on the fair value of infrastructure assets at 30 June 2018.*

This was addressed by staff in the 2018/2019 financial year as per the following:

*Management engaged valuation company AssetVal to carry out the Infrastructure Drainage Valuation in the 2018/2019 financial year. This was carried out in May 2019 at a value date of 30<sup>th</sup> June 2019.*





## SHIRE OF WAGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

REPORT ADDRESSING AUDIT QUALIFICATION

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*The Infrastructure Drainage Valuation Report values have been adopted in the Shire's Infrastructure balances for the 2018/2019 financial year.*

We have again received an audit qualification from Council's new auditors, The Office of Auditor General (OAG) based on the following:

*The Shire's previous auditor issued a qualified audit opinion in relation to infrastructure assets for the year ended 30 June 2018 because drainage assets had not been valued for several years. The drainage assets were valued during 2018-19 at \$3,416,594. However, in accordance with Australian Auditing Standards, we have issued a qualified opinion to alert users of the annual financial report that the balance of infrastructure assets at 30 June 2019 may not be comparable to the balance reported at 30 June 2018, because of the uncertainty over the 2018 balance.*

### Management's Comments and Actions

***There is no action required by Management or Council in relation to this matter as the Audit Qualification relates to the previous financial year's figures on a comparative basis.***

**Peter Webster**  
Chief Executive Officer

8<sup>th</sup> April 2020



### 10.3.1.2 REPORT ADDRESSING THE SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION 2018/2019 - OPERATING SURPLUS RATIO

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	17 <sup>th</sup> April 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	
ATTACHMENTS:	2018/2019 Audit Report Report Addressing the Significant Adverse Trend

#### BRIEF SUMMARY:

A report has been prepared for the Audit Committee addressing the significant adverse trend in the financial position of the Shire in the 2018/2019 Audit Report/Opinion with regards to the Operating Surplus ratio. The Committee is required to recommend the report to be endorsed by Council.

#### BACKGROUND/COMMENT:

In November 2017, proclamation of the *Local Government Amendment (Auditing) Act 2017* introduced a number of reforms to auditing laws. The legislation requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

The Auditor General's Independent Auditor's Report for 2018-19 identified a significant adverse trend in the financial position of the Shire. Specifically, that the Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries ("the Department") standard for the past three years.

Local governments must prepare a report addressing the significant matters identified in their audit report, which is to be considered by the local government's audit committee before being adopted by council. The report must then be forwarded to the Minister of Local Government and published on the Shire's website.

The report addressing the Audit Qualification is attached for your perusal.

Once adopted by Council at the April Ordinary meeting of Council a copy of the report will be forwarded to the Minister and published on the Shire's website.

#### CONSULTATION/COMMUNICATION:

Nil

#### STATUTORY/LEGAL IMPLICATIONS:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICERS RECOMMENDATION & COMMITTEE DECISION**

Moved: Cr. G R Ball

Seconded: Cr. B S Hegarty

That the report to the Minister addressing the significant adverse trend in the financial position of the Shire in the 2018/2019 Audit Report with regards to the Operating Surplus Ratio be received and recommend it be endorsement by Council.

Authorises the report to be forwarded to the Minister for Local Government and be published on the Shire's website.

Carried 5/0



## SHIRE OF WAGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION  
2018/2019 – OPERATING SURPLUS RATIO

### Report on Other Legal and Regulatory Requirements - Shire of Wagin's 2018/2019 Independent Audit Report from the Office of Auditor General (OAG).

#### Material Matter

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (1) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:

The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries basic standard for the past 3 years. The financial ratios are reported in Note 29 of the annual financial report.

#### Background / Comment

In November 2017, proclamation of the *Local Government Amendment (Auditing) Act 2017* introduced a number of reforms to auditing laws. The legislation requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

The Auditor General's Independent Auditor's Report for 2018-19 identified a significant adverse trend in the financial position of the Shire, **see above**. Specifically, that the Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries ("the Department") standard for the past three years.

Local governments must prepare a report addressing the significant matters identified in their audit report, which is to be considered by the local government's audit committee before being adopted by council. The report must then be forwarded to the Minister of Local Government and published on the Shire's website.

### Operating Surplus Ratio

Operating Surplus Ratio =

(Operating Revenue MINUS Operating Expense)

Own Source Operating Revenue

The purpose of this ratio is a measure of a local governments' ability to cover its operational costs and have revenues available for capital funding or other purposes. The Department has determined that a ratio below 0.01 (1%) is below the standard required.



## SHIRE OF WAGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

### REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION 2018/2019 – OPERATING SURPLUS RATIO

#### FINANCIAL RATIOS

	Standard	2019 Actual	2018 Actual	2017 Actual
Current ratio	1.00	3.76	2.73	2.21
Asset consumption ratio	0.50	0.98	0.99	0.96
Asset renewal funding ratio	0.75	3.63	1.16	0.40
Asset sustainability ratio	0.90	1.32	4.94	1.63
Debt service cover ratio	2.00	13.38	11.30	14.71
<b>Operating surplus ratio</b>	<b>0.01</b>	<b>(0.32)</b>	<b>0.03</b>	<b>0.26</b>
Own source revenue coverage ratio	0.40	0.53	0.62	0.46

Staff have reviewed the Shire's 2018/2019 Financial Ratio's above and have discovered in fact the Operating Surplus Ratio is only below the Department's standard for one year being 2018/2019 and it was above the standard for the previous two years.

Through the OAG's, contract auditor, Marius van der Merwe of Butler Settineri, has received the following confirmation from the OAG:

- **The audit report for 2019 indeed is incorrect, in that it states that "...the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years."**

However, the OAG has also stated that the Operating Surplus Ratio is under the benchmark for the last financial year (2019) and is in a declining trend for the last three years.

As such, in discussing this with the OAG, the matter would still have been reported as a significant adverse trend in the financial position of the Shire.

Therefore, should the audit report for the Shire have been changed, the only change would have been the reference to the three years under the benchmark – it would still be a matter raised in the audit report and it will still be referenced as a significant adverse trend.

In Management's opinion, it's questionable whether the OAG would even have written this up as a Significant Adverse Trend on the Audit Report if they hadn't incorrectly stated the ratio was below the Department's basic standard for the past three years.

#### Operating Surplus Ratio Analysis

Own source operating revenue is made up of rates, fees and charges, interest income, profit on disposals of assets, reimbursements and recoveries, and other revenue. Small regional local governments are limited in their ability to increase own source revenue and are more reliant on grant funding for renewal of assets.

Depreciation expense is a significant factor in this ratio as it is included in operating expenses. The requirement to revalue road assets on a regular basis, and attribute an appropriate level of depreciation, has been a challenge for local governments. Council's road infrastructure assets

**SHIRE OF WAGIN****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019****REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION  
2018/2019 – OPERATING SURPLUS RATIO**

has increased some \$47,000,000 through the revaluation process, this has significantly increased Council's operating expenses, albeit on a non-cash basis. Unfortunately, this non-cash expense is still factored in this ratio calculation and is the major reason for the declining trend.

Management will look at the current systems in place to more accurately account for road asset depreciation expense in an effort to arrest this declining trend for this ratio.

Management has been informed to have the OAG correct the Audit report it is a difficult and long-winded process, however future Audit Report's will take into account the above error.

There is still an obligation to report this to the Minister, which this report will do, however the Shire of Wagin acknowledges that the Operating Surplus Ratio has **not** been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years, however it notes the Ratio is on the decline.

**Management's Comments and Actions**

***Through this Report, Council acknowledges and formally advises the Minister of Local Government the Shire's 2018/2019 Independent Audit is incorrect, in that it states that "...the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years"***

**In regard to the material matter specified on the report, that the adverse trend stated is incorrect as it is based on the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years**

***Council request the Office of Auditor General correct the error with the adverse trend for Council's Operating Surplus on the 2018/2019 Independent Audit Report.***

***Council and Management does acknowledge the Shire's Operating Surplus Ratio is on the decline and steps will be taken to address this where possible***

**Peter Webster  
Chief Executive Officer**

**21<sup>st</sup> April 2020**





## Auditor General

### INDEPENDENT AUDITOR'S REPORT

#### To the Councillors of the Shire of Wagin

#### Report on the Audit of the Financial Report

##### **Opinion**

I have audited the annual financial report of the Shire of Wagin which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion, except for the effects of the matters described in the *Basis for Qualified Opinion* section of my report, the annual financial report of the Shire of Wagin:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

##### **Basis for Qualified Opinion**

The balances for infrastructure assets at 30 June 2018 are not comparable to the balances at 30 June 2019. Infrastructure assets totalling \$99,668,745 had been revalued at 30 June 2018 in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, except for drainage assets which were valued at 30 June 2019 for \$3,416,594. Consequently, the previous auditor issued a qualified opinion on the 2018 balance.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### **Emphasis of Matter – Basis of Accounting**

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

***Responsibilities of the Chief Executive Officer and Council for the Financial Report***

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

***Auditor's Responsibilities for the Audit of the Financial Report***

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the annual financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the annual financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the annual financial report, including the disclosures, and whether the annual financial report represents the underlying transactions and events in a manner that achieves fair presentation.



I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:


- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
  - a. The Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years. The financial ratios are reported in Note 29 of the annual financial report.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
  - a. A review of the appropriateness and effectiveness of the Shire's financial management systems and procedures was not completed by the CEO at least once every three financial years, as required by section 5(2)(c) of the Local Government (Financial Management) Regulations 1996.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

### Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed a qualified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 29 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

### Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Wagin for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

  
SANDRA LABUSCHAGNE  
ACTING AUDITOR GENERAL  
FOR WESTERN AUSTRALIA  
Perth, Western Australia  
// February 2020



**10.3.2 URGENT BUSINESS**

Nil

**10.3.3 CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 8.04 pm

**10.3.1.1 REPORT ON THE 2018/2019 AUDIT QUALIFICATION****4256 COMMITTEE RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. S M Chilcott

Seconded: Cr. G R Ball

- 1 That the report addressing the Audit Qualification on the 2018/2019 Audit Report be received and endorsed by Council.
- 2 Authorises the report to be forwarded to the Minister for Local Government and be published on the Shire's website.

Carried 10/0

**10.3.1.2 REPORT ADDRESSING THE SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION 2018/2019 - OPERATING SURPLUS RATIO****COMMITTEE RECOMMENDATION**

- 1 That the report to the Minister addressing the significant adverse trend in the financial position of the Shire in the 2018/2019 Audit Report with regards to the Operating Surplus Ratio be received and endorsed by Council.
- 2 Authorises the report to be forwarded to the Minister for Local Government and be published on the Shire's website.

**Revised Recommendation and Report**

Due to a meeting with Council's Auditors on the 24<sup>th</sup> April, the following revised recommendation and report to the Minister (over-page) has been tabled for Council's consideration and resolution.

**4257 OFFICER RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. S M Chilcott

Seconded: Cr. G R Ball

- 1 That the revised report to the Minister addressing the significant adverse trend in the financial position of the Shire in the 2018/2019 Audit Report with regards to the Operating Surplus Ratio be received and endorsed by Council.
- 2 Authorises the report to be forwarded to the Minister for Local Government and be published on the Shire's website.

Carried 10/0



## SHIRE OF WAGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION  
2018/2019 – OPERATING SURPLUS RATIO

### Report on Other Legal and Regulatory Requirements - Shire of Wagin's 2018/2019 Independent Audit Report from the Office of Auditor General (OAG).

#### Material Matter

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (1) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:

The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries basic standard for the past 3 years. The financial ratios are reported in Note 29 of the annual financial report.

#### Background / Comment

In November 2017, proclamation of the *Local Government Amendment (Auditing) Act 2017* introduced a number of reforms to auditing laws. The legislation requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

The Auditor General's Independent Auditor's Report for 2018-19 identified a significant adverse trend in the financial position of the Shire, **see above**. Specifically, that the Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries ("the Department") standard for the past three years.

Local governments must prepare a report addressing the significant matters identified in their audit report, which is to be considered by the local government's audit committee before being adopted by council. The report must then be forwarded to the Minister of Local Government and published on the Shire's website.

### Operating Surplus Ratio

Operating Surplus Ratio =

(Operating Revenue MINUS Operating Expense)

Own Source Operating Revenue

The purpose of this ratio is a measure of a local governments' ability to cover its operational costs and have revenues available for capital funding or other purposes. The Department has determined that a ratio below 0.01 (1%) is below the standard required.



## SHIRE OF WAGIN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

### REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION 2018/2019 – OPERATING SURPLUS RATIO

#### FINANCIAL RATIOS

	Standard	2019 Actual	2018 Actual	2017 Actual
Current ratio	1.00	3.76	2.73	2.21
Asset consumption ratio	0.50	0.98	0.99	0.96
Asset renewal funding ratio	0.75	3.63	1.16	0.40
Asset sustainability ratio	0.90	1.32	4.94	1.63
Debt service cover ratio	2.00	13.38	11.30	14.71
<b>Operating surplus ratio</b>	<b>0.01</b>	<b>(0.32)</b>	<b>0.03</b>	<b>0.26</b>
Own source revenue coverage ratio	0.40	0.53	0.62	0.46

Staff have reviewed the Shire's 2018/2019 Financial Ratio's above and have discovered in fact the Operating Surplus Ratio is only below the Department's standard for one year being 2018/2019 and it was above the standard for the previous two years.

Through the OAG's, contract auditor, Marius van der Merwe of Butler Settineri, has received the following confirmation from the OAG:

- **The audit report for 2019 indeed is incorrect, in that it states that "...the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years."**

However, the OAG has also stated that the Operating Surplus Ratio is under the benchmark for the last financial year (2019) and is in a declining trend for the last three years.

As such, in discussing this with the OAG, the matter would still have been reported as a significant adverse trend in the financial position of the Shire.

Therefore, should the audit report for the Shire have been changed, the only change would have been the reference to the three years under the benchmark – it would still be a matter raised in the audit report and it will still be referenced as a significant adverse trend.

It is the opinion of management that the determination of the OAG in deeming the Operating Surplus Ratio standard in having a *Significant Adverse Trend* is overstated. Whilst it is acknowledged that the ratio has been trending down for the past three years, it has only actually fallen below standard in the 2018/19 financial year. This could more accurately be reported as an *Adverse Trend*, rather than a Significantly Adverse Trend.

Management and Council place high priority on ensuring the financial sustainability of the Shire, as evidenced by the efforts applied to long term financial planning, carefully balancing community priorities and diligently applying the financial resources of the Shire of Wagin, within strict budgetary frameworks.

There is concern that the reporting of the Operating Surplus Ratio as sustaining a *Significant Adverse Trend* (when arguably it is not) will convey to third parties, a negative perception that

**SHIRE OF WAGIN****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019****REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION  
2018/2019 – OPERATING SURPLUS RATIO**

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the financial position of the Shire is in serious decline. This of course is not the case. The Shire has met the financial ratio benchmarks in all the other six ratios and has only fallen below the benchmark for one year in the Operating Surplus Ratio.

The relevance, methodology and application of the Operating Surplus Ratio, whilst outside the parameters of this report, need to be assessed and examined at some stage to ensure that the ratio provides a meaningful assessment of the financial health and sustainability of a local government entity.

The fact that a “one size fits all” benchmark is applied to local government generally is problematic when there are wide disparities between large metropolitan councils with substantial rating capacity and with little or no dependence on Federal Financial Assistance Grants to small rural and remote councils with comparatively very limited rating capacities and with heavy reliance on Financial Assistance Grants. It is suspected that an examination of the Operating Surplus Ratio of councils across the Statewide spectrum would bear out the fact that the smaller rural and remote Councils are facing challenges in meeting the standard with respect to this ratio. The other factor that seemingly can influence the Operating Surplus Ratio equation is that of depreciation, to the extent that even though a local government may be living well within its means by balancing operational expenditure with operational income, depreciation (which is a non cash item) can skew the ratio into negative territory.

Further work needs to be done to ensure that ratios are relevant, meaningful; and convey to stakeholders the accurate position (in practical terms) of the financial health and sustainability of their respective Councils.

**Operating Surplus Ratio Analysis**

Own source operating revenue is made up of rates, fees and charges, interest income, profit on disposals of assets, reimbursements and recoveries, and other revenue. Small regional local governments are limited in their ability to increase own source revenue and are more reliant on grant funding for renewal of assets.

Depreciation expense is a significant factor in this ratio as it is included in operating expenses. The requirement to revalue road assets on a regular basis, and attribute an appropriate level of depreciation, has been a challenge for local governments. Council's road infrastructure assets has increased some \$47,000,000 through the revaluation process, this has significantly increased Council's operating expenses, albeit on a non-cash basis. Unfortunately, this non-cash expense is still factored in this ratio calculation and is the major reason for the declining trend.

Management will look at the current systems in place to more accurately account for road asset depreciation expense in an effort to arrest this declining trend for this ratio.

Management has been informed to have the OAG correct the Audit report it is a difficult and long-winded process, however future Audit Report's will take into account the above error.

**SHIRE OF WAGIN****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019****REPORT ADDRESSING A SIGNIFICANT ADVERSE TREND IN THE FINANCIAL POSITION  
2018/2019 – OPERATING SURPLUS RATIO**

There is still an obligation to report this to the Minister, which this report will do, however the Shire of Wagin acknowledges that the Operating Surplus Ratio has not been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years, however it notes the Ratio is on the decline.

**Management's Comments and Actions**

*Through this Report, Council acknowledges and formally advises the Minister of Local Government the Shire's 2018/2019 Independent Audit is incorrect, in that it states that "...the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years"*

*With regard to the material matter specified in the report, that the adverse trend stated is incorrect as it is based on the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years ( is has in fact been under the standard benchmark for only the 2018/19 financial year).*

*Council and Management acknowledges the Shire's Operating Surplus Ratio has fallen below the designated standard in the 2018/19 financial year and advises that steps will be taken as far as practicable, to remedy this adverse trend.*

**Peter Webster**  
**Chief Executive Officer**

**21<sup>st</sup> April 2020**

**11. FINANCIAL REPORTS – MARCH 2020**

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 <sup>st</sup> April 2020
PREVIOUS REPORT(S):	16 <sup>th</sup> March 2020
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Monthly Financial Report and Payments List

**BRIEF SUMMARY:**

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

**BACKGROUND:**

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

**COMMENT:**

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

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

**CONSULTATION/COMMUNICATION:**

Nil

**STATUTORY/LEGAL IMPLICATIONS:**

Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**4258 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. G K B West

Seconded: Cr. B S Hegarty

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

Carried 10/0

**4259 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. S M Chilcott

Seconded: Cr. B L Kilpatrick

That EFT Payments EFT9338 – EFT9384, EFT9387 – EFT9418 Cheque Payments 5303 – 5316 and Direct Debit Payments from the Municipal Account totalling \$377,996.44 and EFT Payments EFT9385 – EFT9386, EFT9419 – EFT9421 and Cheque Payments 2535 – 2537 from the Trust Account totalling \$434.95 for the month of March 2020 be endorsed and accepted for payment.

Carried 10/0

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

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

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

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Wagin for the 2019/20 year is \$20,000. A full listing and explanation of all items considered of material variance is disclosed in Note 2. The following selected items highlight significant income and expenditure for the 2019/20 financial year.

	% Completed	Annual Budget	YTD Actual
<b>Capital Expenditure</b>			
Land	101%	40,000	40,499
Buildings	44%	25,000	10,935
Plant & Equipment	95%	344,000	325,575
Furniture & Equipment	26%	126,700	33,375
Infrastructure - Roads	47%	1,746,917	814,011
Footpaths	33%	131,000	43,662
Infrastructure - Other	34%	330,000	112,414
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	77%	1,207,065	927,948
Non-operating Grants, Subsidies and Contributions	45%	1,143,257	515,669
Rates Levied	100%	2,356,259	2,349,228

% Compares current ytd actuals to annual budget

		This Time Last Year 01 Apr 2019	Year to Date Actual 31 Mar 2020
<b>Financial Position</b>	<b>* Note</b>		
Adjusted Net Current Assets	159%	\$ 844,387	\$ 1,341,356
Cash and Equivalent - Unrestricted	163%	\$ 957,837	\$ 1,564,556
Cash and Equivalent - Restricted	143%	\$ 994,256	\$ 1,419,685
Receivables - Rates	102%	\$ 143,096	\$ 145,318
Receivables - Other	53%	\$ 185,647	\$ 99,097
Payables	90%	\$ 419,735	\$ 376,917

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

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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 22 April 2020  
Prepared by: Manager of Finance  
Reviewed by: Deputy Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICIES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

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

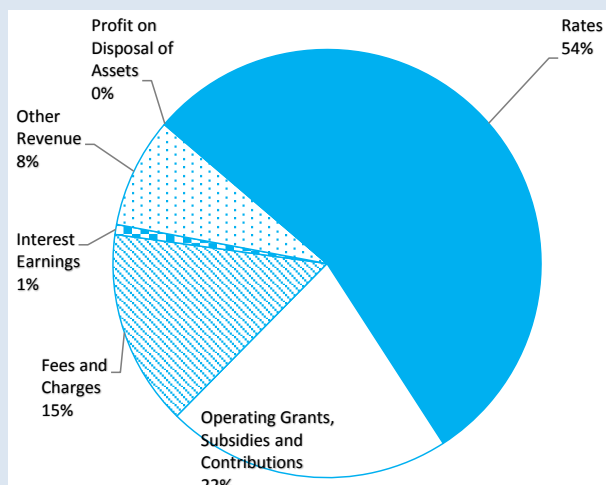
**ROUNDING OFF FIGURES**

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

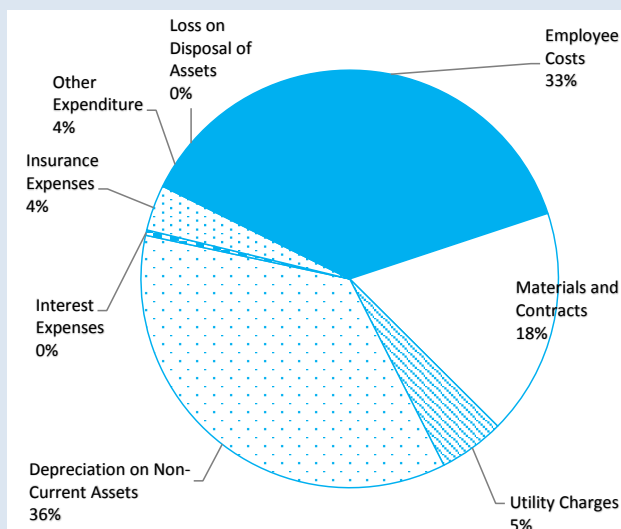
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MARCH 2020**

**SUMMARY GRAPHS**

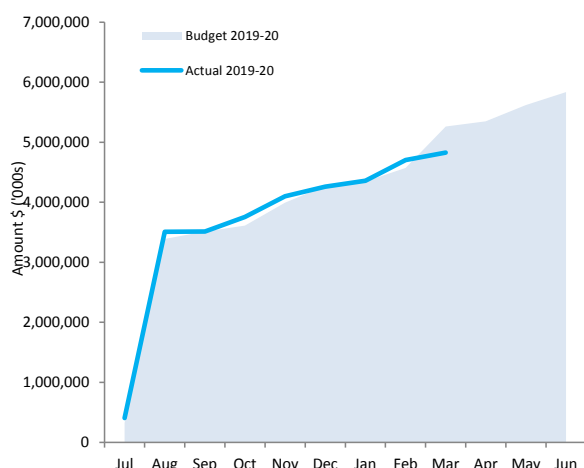
**OPERATING REVENUE**



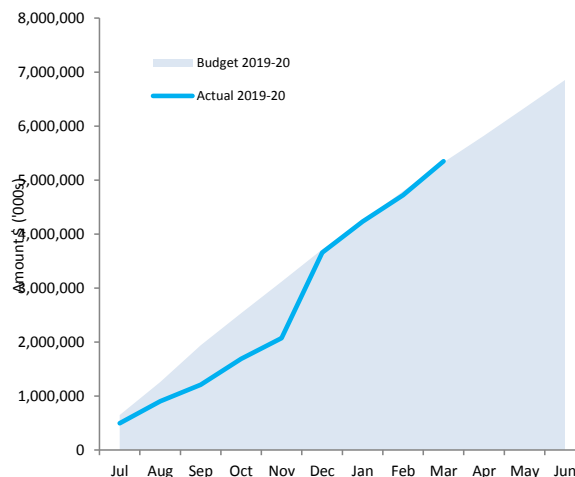
**OPERATING EXPENSES**



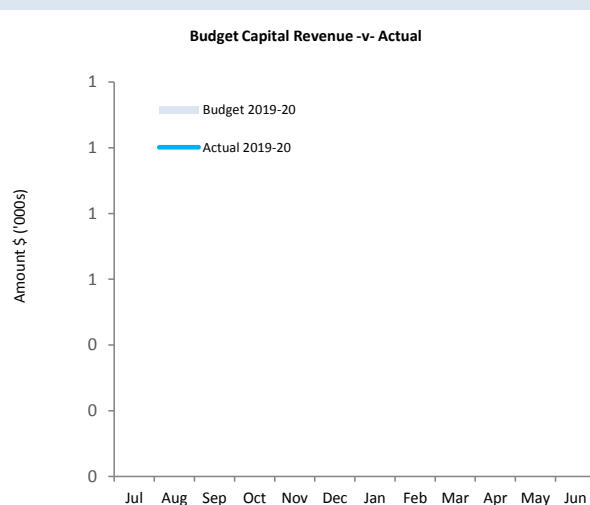
**Budget Operating Revenues -v- Actual**



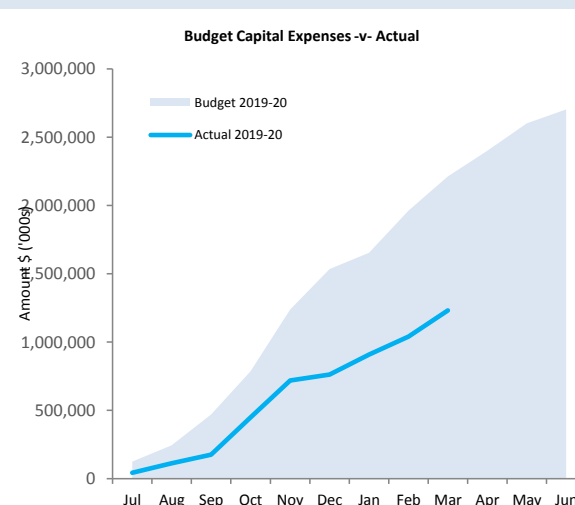
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 MARCH 2020****STATUTORY REPORTING PROGRAMS**

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

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

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
<b>Opening Funding Surplus(Deficit)</b>	1(b)	\$ 1,279,164	\$ 1,279,164	\$ 1,302,110	\$ 22,946	
<b>Revenue from operating activities</b>						
Governance		9,000	7,250	18,046	10,796	
General Purpose Funding - Rates	5	2,356,259	2,355,091	2,349,227	(5,864)	
General Purpose Funding - Other		905,632	700,973	707,266	6,293	
Law, Order and Public Safety		139,604	93,975	93,692	(283)	
Health		56,054	40,617	45,791	5,174	
Education and Welfare		363,444	274,132	302,108	27,976	▲
Community Amenities		364,300	351,431	345,528	(5,903)	
Recreation and Culture		95,045	86,278	65,696	(20,582)	▼
Transport		179,533	164,848	165,202	354	
Economic Services		114,700	91,778	153,436	61,658	▲
Other Property and Services		109,077	83,037	66,414	(16,623)	
		<b>4,692,648</b>	<b>4,249,410</b>	<b>4,312,406</b>		
<b>Expenditure from operating activities</b>						
Governance		(424,096)	(360,282)	(316,817)	43,465	▲
General Purpose Funding		(387,650)	(297,998)	(279,414)	18,584	
Law, Order and Public Safety		(272,457)	(224,081)	(190,551)	33,530	▲
Health		(250,661)	(188,935)	(153,957)	34,978	▲
Education and Welfare		(474,205)	(363,131)	(421,909)	(58,778)	▼
Community Amenities		(583,384)	(438,860)	(405,393)	33,467	▲
Recreation and Culture		(1,307,420)	(985,048)	(1,004,189)	(19,141)	
Transport		(2,493,023)	(1,910,951)	(1,991,600)	(80,649)	▼
Economic Services		(269,054)	(210,136)	(277,076)	(66,940)	▼
Other Property and Services		(391,074)	(345,747)	(307,342)	38,405	▲
		<b>(6,853,024)</b>	<b>(5,325,169)</b>	<b>(5,348,248)</b>		
<b>Operating activities excluded from budget</b>						
Add Back Depreciation		2,464,660	1,848,501	1,914,902	66,401	▲
Adjust (Profit)/Loss on Asset Disposal	6	(200)	(200)	7,624	7,824	
Adjust Provisions and Accruals		0	0	(31,412)	(31,412)	▼
<b>Amount attributable to operating activities</b>		<b>304,084</b>	<b>772,542</b>	<b>855,272</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,143,257	1,011,391	515,669	(495,723)	▼
Proceeds from Disposal of Assets	6	77,000	77,000	91,787	14,787	
Capital Acquisitions	7	(2,743,617)	(2,252,500)	(1,380,472)	872,028	▲
<b>Amount attributable to investing activities</b>		<b>(1,523,360)</b>	<b>(1,164,109)</b>	<b>(773,016)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		18,758	9,308	9,308	0	
Transfer from Reserves	9	230,000	0	0	0	
Repayment of Debentures	8	(64,099)	(38,133)	(38,133)	0	
Transfer to Reserves	9	(244,547)	(17,124)	(14,184)	2,940	
<b>Amount attributable to financing activities</b>		<b>(59,888)</b>	<b>(45,949)</b>	<b>(43,009)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(0)</b>	<b>841,648</b>	<b>1,341,356</b>		

**KEY INFORMATION**

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

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

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

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 MARCH 2020****REVENUE****RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**NATURE OR TYPE DESCRIPTIONS****EXPENSES****EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

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

**BY NATURE OR TYPE**

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,279,164	1,279,164	<b>1,302,110</b>	22,946	▲
<b>Revenue from operating activities</b>						
Rates	5	2,356,259	2,355,091	<b>2,349,228</b>	(5,863)	
Operating Grants, Subsidies and Contributions	10	1,207,065	920,306	<b>927,948</b>	7,642	
Fees and Charges		726,990	646,143	<b>637,934</b>	(8,209)	
Interest Earnings		58,247	35,124	<b>32,556</b>	(2,568)	
Other Revenue		338,087	286,746	<b>358,995</b>	72,249	▲
Profit on Disposal of Assets	6	6,000	6,000	<b>5,744</b>	(256)	
		<b>4,692,648</b>	<b>4,249,410</b>	<b>4,312,404</b>		
<b>Expenditure from operating activities</b>						
Employee Costs		(2,419,203)	(1,860,398)	<b>(1,792,835)</b>	67,563	▲
Materials and Contracts		(1,240,790)	(1,025,521)	<b>(938,516)</b>	87,005	▲
Utility Charges		(326,824)	(244,757)	<b>(272,449)</b>	(27,692)	▼
Depreciation on Non-Current Assets		(2,464,660)	(1,848,501)	<b>(1,914,902)</b>	(66,401)	▼
Interest Expenses		(34,694)	(22,996)	<b>(22,171)</b>	825	
Insurance Expenses		(194,263)	(181,628)	<b>(190,012)</b>	(8,384)	
Other Expenditure		(166,790)	(135,568)	<b>(203,996)</b>	(68,428)	▼
Loss on Disposal of Assets	6	(5,800)	(5,800)	<b>(13,368)</b>		
		<b>(6,853,024)</b>	<b>(5,325,169)</b>	<b>(5,348,249)</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation		2,464,660	1,848,501	<b>1,914,902</b>	66,401	▲
Adjust (Profit)/Loss on Asset Disposal	6	(200)	(200)	<b>7,624</b>	7,824	
Adjust Provisions and Accruals		0	0	<b>(31,412)</b>	(31,412)	▼
<b>Amount attributable to operating activities</b>		<b>304,084</b>	<b>772,542</b>	<b>855,269</b>		
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	10	1,143,257	1,011,391	<b>515,669</b>	(495,723)	▼
Proceeds from Disposal of Assets	6	77,000	77,000	<b>91,787</b>	14,787	
Capital acquisitions	7	(2,743,617)	(2,252,500)	<b>(1,380,472)</b>	872,028	▲
<b>Amount attributable to investing activities</b>		<b>(1,523,360)</b>	<b>(1,164,109)</b>	<b>(773,015)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		18,758	9,308	<b>9,308</b>	0	
Transfer from Reserves	9	230,000	0	<b>0</b>	0	
Repayment of Debentures	8	(64,099)	(38,133)	<b>(38,133)</b>	0	
Transfer to Reserves	9	(244,547)	(17,124)	<b>(14,184)</b>	2,940	
<b>Amount attributable to financing activities</b>		<b>(59,888)</b>	<b>(45,949)</b>	<b>(43,009)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(0)</b>	<b>841,648</b>	<b>1,341,356</b>		

**KEY INFORMATION**

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

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

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

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

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

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

**PROVISIONS**

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

**INVENTORIES**

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



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

**OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS**

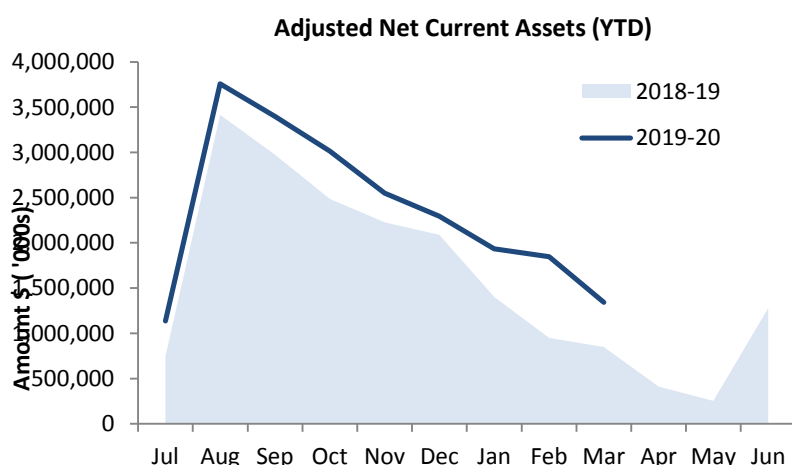
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 31 Mar 2019	Year to Date Actual 31 Mar 2020
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	382,597	957,837	1,564,556
Cash Restricted	3	1,380,038	994,256	1,419,685
Receivables - Rates	4	56,891	143,096	145,318
Receivables - Other	4	1,035,863	185,647	99,097
Loans receivable		18,758	9,169	9,450
Accrued Income / Expenses In Advance		0	0	45,484
Interest / ATO Receivable		26,967	0	0
Inventories		46,978	40,543	46,978
		2,948,093	2,330,549	3,330,568
<b>Less: Current Liabilities</b>				
Payables		(206,717)	(419,735)	(376,917)
Accrued Expenses / Income In Advance		0	0	(146,088)
Regional Refuse Group Accrued Funds		(37,071)	(63,001)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(371,243)	(353,843)	(333,109)
		(615,032)	(836,580)	(893,186)
<b>Unadjusted Net Current Assets</b>		<b>2,333,061</b>	<b>1,493,969</b>	<b>2,437,382</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,380,038)	(994,256)	(1,419,685)
Less: Loans receivable		(18,758)	(9,169)	(9,450)
Add: Provisions - Loans, Annual & Long Service Leave		367,846	353,843	333,109
<b>Adjusted Net Current Assets</b>		<b>1,302,110</b>	<b>844,387</b>	<b>1,341,356</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$1.34 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$ .84 M**

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>Revenue from operating activities</b>				
Education and Welfare	27,976	▲	Timing	HACC grant received earlier than budgeted.
Economic Services	61,658	▲	Permanent	Landcare Payroll not budgeted for but offset by expenditure.
<b>Expenditure from operating activities</b>				
Governance	43,465	▲	Timing	Depreciation and Admin Salaries under YTD Budget.
Law, Order and Public Safety	33,530	▲	Timing	BFB & SES Grants, & Mosquito Control under YTD Budget.
Health	34,978	▲	Timing	IPN Invoice has not been received to date.
Education and Welfare	(58,778)	▼	Timing	HACC Expenditure not in accordance with YTD Budget.
Community Amenities	33,467	▲	Timing	Household Refuse, Chemical Drum Disposal & Public Convenience Maintenance under YTD Budget.
Transport	(80,649)	▼	Timing	Maintenance Grading, Street Trees & Depreciation over YTD Budget.
Economic Services	(66,940)	▼	Permanent	Landcare Payroll not budgeted for but offset by income.
Other Property and Services	38,405	▲	Timing	Consultants expenditure under YTD budget.
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(495,723)	▼	Timing	RRG R2R & Main Roads Bridge Capital Grants not in accordance with budgeted month to receive.
Capital Acquisitions	872,028	▲	Timing	Caravan Park Camp Kitchen, Electronic Advertising Sign, Wetlands Park Playground Equipment, Capital Works Program, Footpath Program, Airport Development, Wetlands Park Pond Works & Townscape not in accordance with month budgeted to expend.

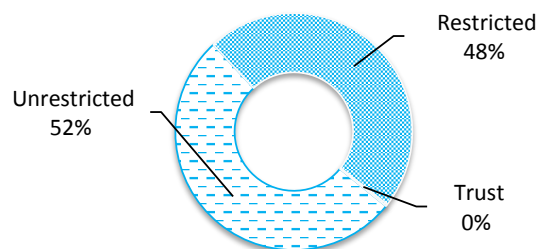
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,350			1,350	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	230,406			230,406	NAB	Nil	At Call
Overnight Cash Deposit Facility	526,475			526,475	Treasury	0.70%	At Call
Municipal Investment Account 1	806,325			806,325	NAB	1.55%	29-Mar-20
Municipal Cash Maximiser		25,463		25,463	NAB	0.25%	At Call
Trust Fund			8,200	8,200	NAB	Nil	At Call
<b>Term Deposits</b>							
Municipal Investment - Term Deposit		1,394,222		1,394,222	NAB	1.55%	28-Jun-20
<b>Total</b>	<b>1,564,556</b>	<b>1,419,685</b>	<b>8,200</b>	<b>2,992,441</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

Total Cash	Unrestricted
<b>\$2.99 M</b>	<b>\$1.56 M</b>

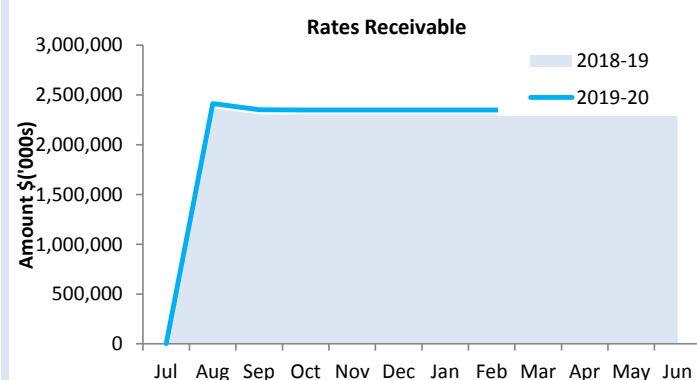
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	31 March 2020
	\$	\$
Opening Arrears Previous Years	67,044	56,891
Levied this year	2,469,127	2,591,395
Less Collections to date	(2,473,810)	(2,502,968)
Equals Current Outstanding	<b>62,361</b>	<b>145,317</b>
Doubtful Rate Debtors	(5,470)	0
<b>Net Rates Collectable</b>	<b>56,891</b>	<b>145,317</b>
% Collected	100.19%	96.59%

**KEY INFORMATION**

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

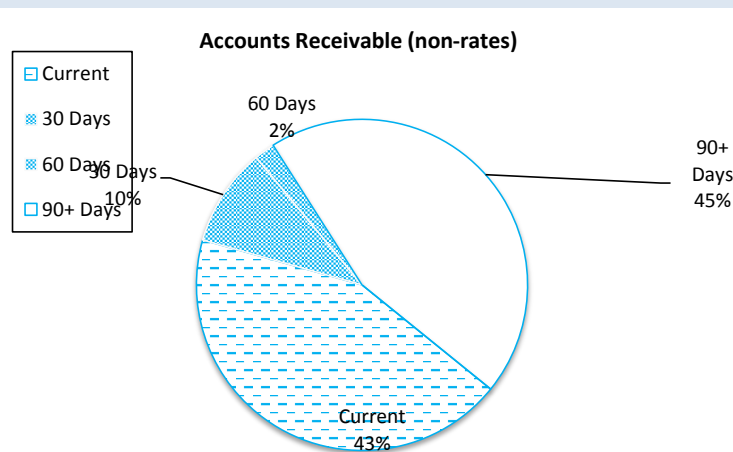


Collected	Rates Due
<b>97%</b>	<b>\$145,317</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	44,123	9,721	2,038	45,455	101,337
Percentage	44%	10%	2%	45%	
<b>Balance per Trial Balance</b>					
Sundry debtors					101,337
Loans receivable - clubs/institutions					9,450
Doubtful Debtors					(2,240)
<b>Total Receivables General Outstanding</b>					<b>108,547</b>
<b>Amounts shown above include GST (where applicable)</b>					

**SIGNIFICANT ACCOUNTING POLICIES**

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



<b>Debtors Due</b>
<b>\$108,547</b>
<b>Over 30 Days</b>
<b>56%</b>
<b>Over 90 Days</b>
<b>45%</b>

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

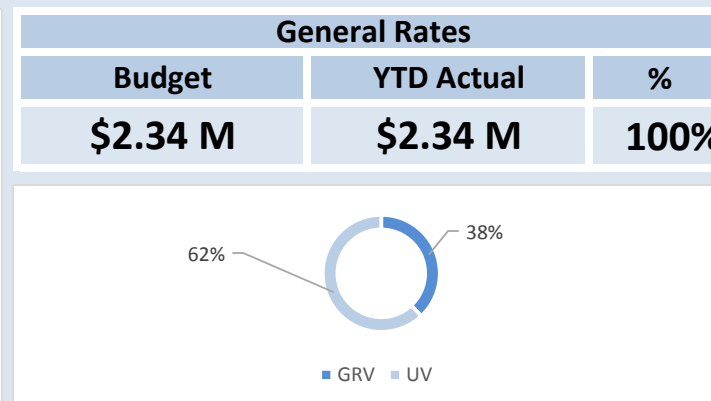
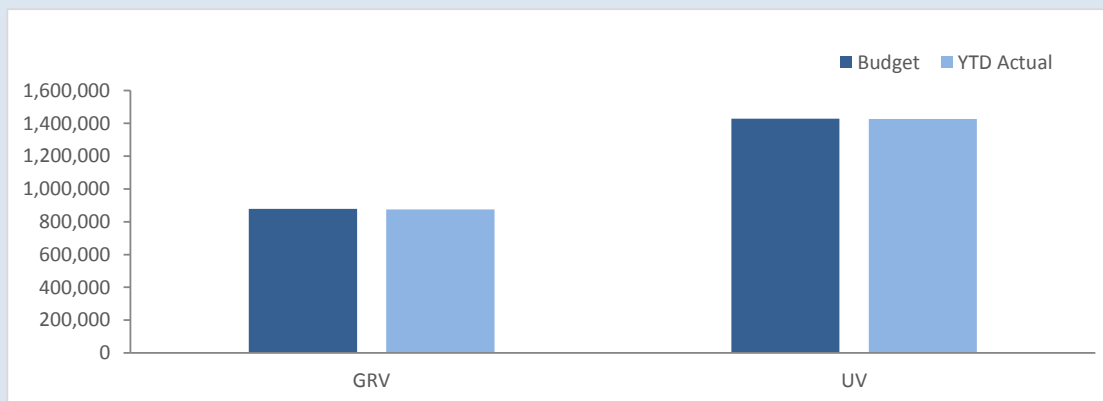
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

General Rate Revenue	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	0.110160	744	7,953,721	876,206	2,000	1,000	879,206	876,206	-1,053	142	875,295
UV	0.007240	321	197,041,500	1,426,383	2,000	0	1,428,383	1,426,384	-376	0	1,426,007
	Minimum \$										
GRV	580	148	280,029	85,840	0	0	85,840	85,840	0	0	85,840
UV	580	63	3,270,037	36,540	0	0	36,540	36,540	0	0	36,540
<b>Sub-Totals</b>		<b>1,276</b>	<b>208,545,287</b>	<b>2,424,969</b>	<b>4,000</b>	<b>1,000</b>	<b>2,429,969</b>	<b>2,424,969</b>	<b>-1,429</b>	<b>142</b>	<b>2,423,682</b>
Discount							(86,105)				(86,849)
<b>Amount from General Rates</b>							<b>2,343,864</b>				<b>2,336,833</b>
Ex-Gratia Rates							12,394				12,393
<b>Total General Rates</b>							<b>2,356,258</b>				<b>2,349,227</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

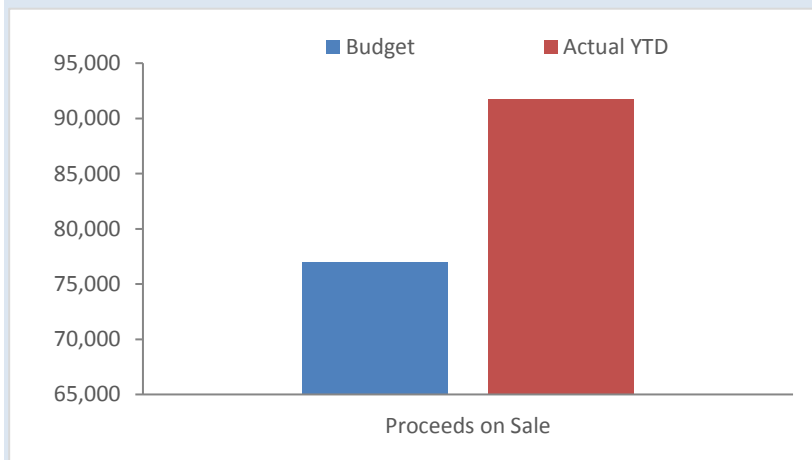


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P01Y17	CEO Vehicle	25,000	28,000	3,000		30,589	32,233	1,644	
P80Y18	HACC Co-ordinator Vehicle	24,800	20,000		(4,800)	21,343	20,000		(1,343)
P14	Isuzu 13t Truck	27,000	29,000	2,000		47,479	35,455		(12,025)
	Toro Ride on Mower						2,273	2,273	
	ATV Cattleman Motorbike						1,373	1,373	
	Post Hole Digger						455	455	
		<b>76,800</b>	<b>77,000</b>	<b>5,000</b>	<b>(4,800)</b>	<b>99,412</b>	<b>91,787</b>	<b>5,744</b>	<b>(13,368)</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$77,000</b>	<b>\$91,787</b>	<b>119%</b>

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

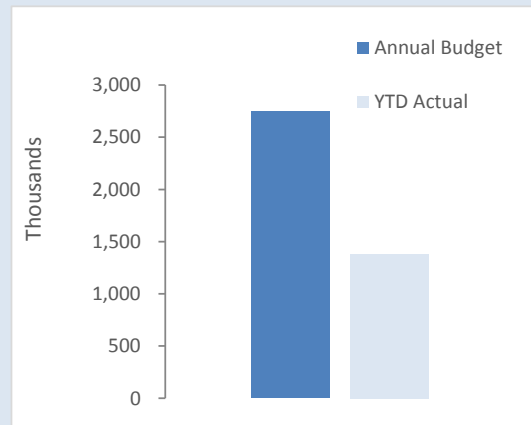
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land	(40,000)	(40,000)	(40,499)	(499)
Buildings	(25,000)	(25,000)	(10,935)	14,065
Plant & Equipment	(344,000)	(344,000)	(325,575)	18,425
Furniture & Equipment	(126,700)	(98,500)	(33,375)	65,125
Infrastructure - Roads	(1,746,917)	(1,490,000)	(814,011)	675,989
Footpaths	(131,000)	(60,000)	(43,662)	16,338
Infrastructure - Other	(330,000)	(195,000)	(112,414)	82,586
<b>Capital Expenditure Totals</b>	<b>(2,743,617)</b>	<b>(2,252,500)</b>	<b>(1,380,472)</b>	<b>872,028</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,143,257	1,011,391	515,669	(495,723)
Other (Disposals & C/Fwd)	77,000	77,000	91,787	14,787
Cash Backed Reserves				
Recreation Development Reserve	15,000	0	0	0
Electronic Sign Reserve	10,250	0	0	0
Recreation Centre Equipment Reserve	4,000	0	0	0
Plant Replacement Reserve	90,000	0	0	0
Aerodrome Maintenance & Development Reserve	10,000	0	0	0
Refuse Waste Management Reserve	30,000	0	0	0
Land Development Reserve	40,000	0	0	0
Contribution - operations	1,324,110	1,164,109	773,016	(391,093)
<b>Capital Funding Total</b>	<b>2,743,617</b>	<b>2,252,500</b>	<b>1,380,472</b>	<b>(872,028)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



























Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.74 M</b>	<b>\$1.38 M</b>	<b>50%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.14 M</b>	<b>\$0.52 M</b>	<b>45%</b>

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

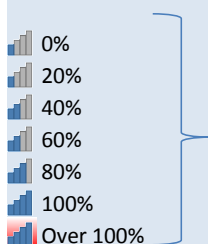
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)**

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

	Account Number	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Capital Expenditure</b>					
<b>Land</b>					
 Town Centre Development	E167784	(40,000)	(40,000)	(40,499)	(499)
		(40,000)	(40,000)	(40,499)	(499)
<b>Buildings</b>					
 Caravan Park Camp Kitchen	E167130	(15,000)	(15,000)	(10,935)	4,065
 Solar Panels - Various Buildings	E167430	(10,000)	(10,000)	0	10,000
		(25,000)	(25,000)	(10,935)	14,065
<b>Plant &amp; Equipment</b>					
 CEO Vehicle (PO1)	E167700	(48,000)	(48,000)	(41,596)	6,404
 HACC Co-ordinator Vehicle	E167745	(30,000)	(30,000)	(31,613)	(1,613)
 2013 Toro Ride on Mower (P43)	E167769	(28,000)	(28,000)	(24,979)	3,021
 2010 Toyota Gardener Utility (P25)	PE1904	(24,000)	(24,000)	(24,803)	(803)
 Isuzu Truck 13t (P40)	PE1905	(185,000)	(185,000)	(180,258)	4,742
 Stump Grinder for Bobcat	PE1906	(9,000)	(9,000)	0	9,000
 All Terrain Utility / Gator	PE1907	(20,000)	(20,000)	(22,325)	(2,325)
		(344,000)	(344,000)	(325,575)	18,425
<b>Furniture &amp; Equipment</b>					
 Electronic Advertising Sign	E167278	(56,500)	(56,500)	0	56,500
 Rec Centre - Furniture Upgrades	E167284	(8,000)	(8,000)	(5,644)	2,356
 Wetlands Park - Playground Equipment	FE1902	(38,200)	(10,000)	(4,765)	5,235
 Water Standpipe Controller	FE1903	(18,000)	(18,000)	(20,521)	(2,521)
 Pallet Racking - Depot	E167458	(6,000)	(6,000)	(2,446)	3,554
		(126,700)	(98,500)	(33,375)	65,125
<b>Infrastructure - Roads</b>					
 Capital Works Program	E167103	(1,746,917)	(1,490,000)	(798,199)	691,801
 WANDRRA Capital Works	E147125	0	0	(15,813)	(15,813)
		(1,746,917)	(1,490,000)	(814,011)	675,989
<b>Footpaths</b>					
 Footpath Program	E167124	(131,000)	(60,000)	(43,662)	16,338
		(131,000)	(60,000)	(43,662)	16,338
<b>Infrastructure - Other</b>					
 Cemetery Upgrade	E167191	(50,000)	(50,000)	(44,932)	5,068
 Learn to Swim Pool Heating	E167757	(40,000)	(40,000)	(39,409)	591
 Town Centre Redevelopment - Library Parking Area	E167785	(130,000)	0	0	0
 Airport Development	IO1901	(40,000)	(40,000)	(2,444)	37,556
 Wetlands Park Pond Works	E167758	(10,000)	(10,000)	(75)	9,925
 Townscape	E167136	(60,000)	(55,000)	(25,554)	29,446
		(330,000)	(195,000)	(112,414)	82,586
<b>Capital Expenditure Total</b>		(2,743,617)	(2,252,500)	(1,380,472)	872,028

**KEY INFORMATION**

**Level of Completion Indicators**



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



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

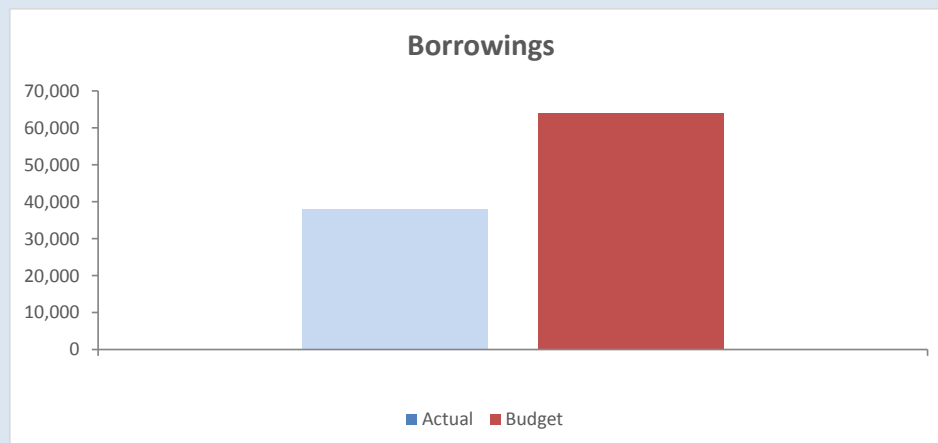
**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
Loan 131 - Recreation Centre Development	59,244	0	0	4,579	9,305	54,665	49,939	1,893	3,639
Loan 139 - Swimming Pool Redevelopment	227,284	0	0	9,436	12,662	217,848	214,622	8,591	11,374
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	168,538	0	0	9,755	13,106	158,783	155,432	7,415	9,788
Loan 138 - Doctor Housing	87,159	0	0	5,055	10,268	82,104	76,891	2,732	5,306
	542,225	0	0	28,825	45,341	513,400	496,884	20,632	30,107
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	155,507	0	0	9,308	18,758	146,199	136,749	2,364	4,586
	155,507	0	0	9,308	18,758	146,199	136,749	2,364	4,586
<b>Total</b>	697,732	0	0	38,133	64,099	659,599	633,633	22,996	34,693

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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



<b>Principal Repayments</b>	<b>\$38,133</b>
<b>Interest Earned</b>	<b>\$32,556</b>
<b>Reserves Bal</b>	<b>\$1.39 M</b>
<b>Interest Expense</b>	<b>\$22,996</b>
<b>Loans Due</b>	<b>\$.66 M</b>

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

## FINANCING ACTIVITIES

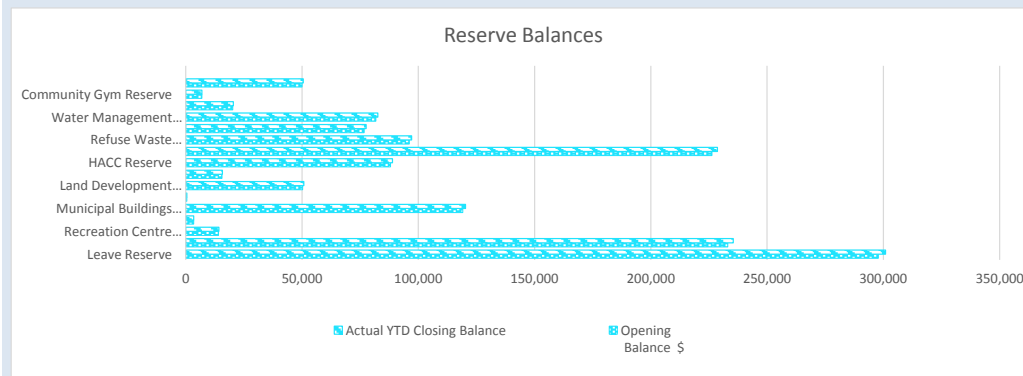
## NOTE 9

## RESERVES

## Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	297,855	7,446	3,061	0	0	(30,000)	0	275,301	300,917
Plant Replacement Reserve	233,074	5,827	2,396	40,000	0	0	0	278,901	235,469
Recreation Centre Equipment Reserve	14,078	352	145	1,800	0	(4,500)	0	11,730	14,222
Aerodrome Maintenance & Development Reserve	3,387	85	35	5,200	0	0	0	8,672	3,421
Municipal Buildings Reserve	119,105	2,978	1,224	0	0	(70,000)	0	52,083	120,329
Admin Centre Furniture, Equipment & IT Reserve	506	13	5	5,000	0	0	0	5,519	512
Land Development Reserve	50,296	1,257	517	0	0	(40,000)	0	11,553	50,813
Community Bus Reserve	15,592	390	160	2,000	0	0	0	17,982	15,753
HACC Reserve	88,031	2,201	905	0	0	(10,000)	0	80,232	88,936
Recreation Development Reserve	226,283	5,657	2,326	60,000	0	(50,000)	0	241,940	228,608
Refuse Waste Management Reserve	96,144	2,404	988	39,800	0	0	0	138,348	97,132
Refuse Site Rehabilitation Reserve	76,750	1,919	789	0	0	0	0	78,669	77,539
Water Management Reserve	81,772	2,044	840	0	0	(5,000)	0	78,816	82,613
Electronic Sign Reserve	20,249	251	208	0	0	(20,500)	0	0	20,457
Community Gym Reserve	6,914	173	71	5,500	0	0	0	12,587	6,985
Sportsground Precinct Redevelopment Reserve	50,000	1,250	514	30,000	0	0	0	81,250	50,514
Emergency/Bushfire Control Reserve	0	0	0	21,000	0	0	0	21,000	0
	<b>1,380,040</b>	<b>34,247</b>	<b>14,184</b>	<b>210,300</b>	<b>0</b>	<b>(230,000)</b>	<b>0</b>	<b>1,394,587</b>	<b>1,394,222</b>

## KEY INFORMATION



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

**NOTE 10  
GRANTS AND CONTRIBUTIONS**

**Grants and Contributions**

	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Grants Commission - General	455,916	341,937	332,989	(8,948)
Grants Commission - Roads	219,016	164,262	171,788	7,526
<b>Law, Order and Public Safety</b>				
DFES Grant - Operating Bush Fire Brigade	56,550	28,276	41,012	12,736
DFES Grant - MAF Funding	21,000	21,000	0	(21,000)
DFES Grant - Operating SES	27,860	13,930	14,691	761
<b>Education and Welfare</b>				
HACC Recurrent Grant	289,545	217,158	238,679	21,521
<b>Recreation and Culture</b>				
Volunteering WA	950	950	941	(9)
Thank A Volunteer Grant	950	950	1,000	50
Lotterywest - Wagin Street Carnival	8,755	8,755	8,060	(695)
<b>Transport</b>				
Direct Road Grants	118,788	118,788	118,788	0
<b>Operating Contributions</b>				
Rec Centre Equipment Contributions	1,800	1,800	0	
Contribution to Woolorama	1,000	1,000	0	
Community Events Income	1,500	1,500	0	
Contribution - St Lighting	3,435	0	0	0
<b>Operating grants, subsidies and contributions Total</b>	<b>1,207,065</b>	<b>920,306</b>	<b>927,948</b>	<b>11,942</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Community Amenities</b>				
Contributions to Cemetery Upgrade	8,000	8,000	0	(8,000)
<b>Recreation and Culture</b>				
Wetlands Park Playground Upgrade Contribution	28,200	0	0	0
Electronic Sign Contributions	35,000	35,000	50,000	15,000
CSRFF Grant - Swim Pool Stage 2	20,000	0	18,100	18,100
<b>Transport</b>				
Road Project Grants	307,605	246,084	123,042	(123,042)
Main Roads Bridge Grant	422,322	422,322	43,166	(379,156)
Roads To Recovery Grant	312,145	290,000	265,748	(24,252)
Regional Airports Development Scheme (RADs)	9,985	9,985	0	(9,985)
WANDRRA Storm Damage	0	0	15,613	15,613
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,143,257</b>	<b>1,011,391</b>	<b>515,669</b>	<b>(495,723)</b>
<b>Grand Total</b>	<b>2,350,322</b>	<b>1,931,697</b>	<b>1,443,617</b>	<b>(483,780)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2020**
**NOTE 11  
OTHER FUNDS**

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

Description	TRUST ACCOUNT			
	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Mar 2020
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	0	8,200
	<b>8,200</b>	<b>0</b>	<b>0</b>	<b>8,200</b>

Description	CASH MAXIMISER ACCOUNT			
	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Mar 2020
	\$	\$	\$	\$
Deposits - Town Hall	1,100	200	(500)	800
Deposits - Community Bus	1,200	1,950	(2,250)	900
Deposits - Rec Ctr & EFP	2,362	3,193	(2,100)	3,455
Deposits - Animal Trap	0	100	(100)	0
BCITF	0	866	(866)	0
Deposit - Community Gym Key	3,000	1,230	(1,260)	2,970
Building Services Levy	0	1,740	(1,555)	185
Nomination Deposits	160	640	(640)	160
Pre-Paid Rates	0	0	0	0
Other Deposits	6,679	0	0	6,679
Unclaimed Monies	1,733	0	0	1,733
Transport Licensing	10,427	0	(10,427)	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	4,060	3,360	(7,420)	0
Trust Accounts Receivable	-62	623	0	561
Cemetery Shelter Contributions	8,000	0	0	8,000
	<b>38,679</b>	<b>13,902</b>	<b>(27,118)</b>	<b>25,463</b>

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

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>					
<b>Rate Revenue</b>					
I031005	GRV	Inc	876,206	876,206	876,206
I031010	GRV Minimums	Inc	85,840	85,840	85,840
I031015	UV	Inc	1,426,384	1,426,384	1,426,384
I031020	UV Minimums	Inc	36,540	36,540	36,540
I031025	GRV Interim Rates	Inc	2,000	1,332	(1,053)
I031030	UV Interim Rates	Inc	2,000	2,000	(376)
I031035	Back Rates	Inc	1,000	500	142
I031040	Ex-Gratia Rates (CBH)	Inc	12,394	12,394	12,393
I031045	Discount Allowed	Inc	(86,105)	(86,105)	(86,849)
I031050	Instalment Admin Charge	Inc	8,000	8,000	8,182
I031055	Account Enquiry Fee	Inc	2,000	1,503	1,760
I031060	(Rate Write Offs)	Inc	(5,000)	(2,500)	(162)
I031065	Penalty Interest	Inc	12,000	9,000	8,857
I031070	Emergency Services Levy	Inc	113,467	113,467	113,215
I031075	ESL Penalty Interest	Inc	600	450	448
I031090	Rate Legal Charges	Inc	10,000	7,497	16,117
			2,497,326	2,492,508	2,497,644
E031005	Valuation Expenses	Exp	(10,000)	(2,000)	(1,380)
E031010	Legal Costs/Expenses	Exp	(1,000)	(750)	(959)
E031015	Title Searches	Exp	(600)	(450)	(418)
E031020	Rate Recovery Expenses	Exp	(10,000)	(8,100)	(14,793)
E031025	Printing Stationery Postage	Exp	(2,000)	(1,800)	(1,710)
E031030	Emergency Services Levy	Exp	(113,467)	(102,000)	(67,998)
E031040	Rate Refunds	Exp	(1,000)	(500)	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,923)	(2,923)	(2,810)
E031100	Administration Allocated	Exp	(90,583)	(67,941)	(67,941)
			(231,573)	(186,464)	(158,009)
<b>Other General Purpose Funding</b>					
I032005	Grants Commission General	Inc	455,916	341,937	332,989
I032010	Grants Commission Roads	Inc	219,016	164,262	171,788
I032020	Administration Rental	Inc	36,000	27,000	27,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,000	747	466
I032030	Reimbursements	Inc	100	100	0
I032035	SS Loans Interest & GFee Reimb.	Inc	5,786	2,986	2,907
I032040	Bank Interest	Inc	12,000	9,000	9,515
I032045	Reserves Interest	Inc	34,247	17,124	14,184
I032055	Commissions & Recoups	Inc	500	400	0
			764,565	563,556	558,849
E032005	Bank Fees and Charges	Exp	(11,000)	(8,253)	(8,434)
E032015	Interest on Loans	Exp	(34,694)	(22,996)	(22,995)
E032030	Audit Fees & Other Services	Exp	(22,000)	(14,000)	(23,691)
E032035	Administration Allocated	Exp	(88,383)	(66,285)	(66,285)
			(156,077)	(111,534)	(121,405)
<b>Total General Purpose Income</b>			3,261,891	3,056,064	3,056,493
<b>Total General Purpose Expenditure</b>			(387,650)	(297,998)	(279,414)
<b>Governance</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Members of Council</b>					
I041020	Other Income Relating to Members	Inc	1,000	500	0
			1,000	500	0
E041005	Sitting Fees	Exp	(18,000)	(13,500)	(16,063)
E041010	Training	Exp	(8,000)	(8,000)	(318)
E041015	Members Travelling	Exp	(1,000)	(750)	(445)
E041025	Election Expenses	Exp	(3,000)	(3,000)	(1,624)
E041030	Other Expenses	Exp	(5,000)	(3,250)	(3,338)
E041035	Conference Expenses	Exp	(12,000)	(10,500)	(8,113)
E041040	Presidents Allowance	Exp	(12,000)	(9,000)	(9,000)
E041045	Deputy Presidents Allowance	Exp	(3,000)	(2,250)	(1,500)
E041055	Refreshments and Receptions	Exp	(14,000)	(11,750)	(7,856)
E041060	Presentations	Exp	(2,500)	(2,360)	(2,498)
E041065	Insurance	Exp	(9,630)	(9,630)	(9,630)
E041070	Public Relations	Exp	(3,000)	(2,700)	(254)
E041075	Subscriptions	Exp	(25,200)	(25,200)	(28,029)
E041100	Administration Allocated	Exp	(108,766)	(81,576)	(81,576)
			(225,096)	(183,466)	(170,244)
<b>Other Governance</b>					
I042030	Profit on Sale of Asset	Inc	3,000	3,000	1,644
I042045	Admin Reimbursements	Inc	5,000	3,750	3,071
I042050	Paid Parental Leave Reimbursement	Inc	0	0	13,331
			8,000	6,750	18,046
E042005	Administration Salaries	Exp	(660,255)	(495,189)	(474,855)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(68,951)	(51,714)	(52,738)
E042011	Loyalty Allowance	Exp	(8,580)	(6,435)	(4,940)
E042012	Housing Allowance Admin	Exp	(10,340)	(9,140)	(8,460)
E042015	Insurance	Exp	(23,073)	(23,073)	(23,073)
E042020	Staff Training	Exp	(14,000)	(10,503)	(4,061)
E042025	Removal Expenses	Exp	(8,000)	(8,000)	0
E042030	Printing & Stationery	Exp	(26,000)	(19,503)	(22,430)
E042035	Phone, Fax & Modem	Exp	(10,000)	(7,497)	(5,982)
E042040	Office Maintenance	Exp	(54,500)	(40,878)	(45,376)
E042045	Advertising	Exp	(8,000)	(6,003)	(5,842)
E042050	Office Equipment Maintenance	Exp	(3,000)	(2,250)	(970)
E042055	Postage & Freight	Exp	(4,000)	(2,997)	(2,668)
E042060	Vehicle Running Expenses	Exp	(7,500)	(6,511)	(9,202)
E042065	Legal Expenses	Exp	(3,000)	(1,500)	(2,286)
E042070	Garden Expenses	Exp	(10,000)	(7,497)	(10,302)
E042075	Conference & Training	Exp	(11,000)	(9,100)	(7,318)
E042080	Computer Support	Exp	(87,500)	(80,500)	(81,547)
E042085	Other Expenses	Exp	(1,500)	(1,200)	(900)
E042090	Administration Allocated	Exp	(198,000)	(148,500)	(148,500)
E042095	Fringe Benefits Tax	Exp	(10,000)	(7,500)	(14,940)
E042100	Staff Uniforms	Exp	(4,000)	(3,500)	(2,074)
E042120	Depreciation - Other Governance	Exp	(66,830)	(50,121)	(39,778)
E042125	Less Administration Allocated	Exp	1,109,529	832,167	832,167
E042155	Lease of Photocopier	Exp	(2,500)	(1,872)	(1,818)
E042160	CEO Recruitment	Exp	(8,000)	(8,000)	(8,684)
			(199,000)	(176,816)	(146,577)
<b>Total Governance Income</b>			9,000	7,250	18,046
<b>Total Governance Expenditure</b>			(424,096)	(360,282)	(316,817)
<b>Law, Order &amp; Public Safety</b>					
<b>Fire Prevention</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I051010	BFB Operating Grant	Inc	56,550	28,276	41,012
I051015	Sale of Fire Maps	Inc	300	225	91
I051025	Reimbursements	Inc	3,000	2,250	200
I051030	Bush Fire Infringements	Inc	1,500	1,500	1,403
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000
I051070	Other Bushfire Grants Income	Inc	21,000	21,000	0
I051075	SES Operating Grant	Inc	27,860	13,930	14,691
			114,210	71,181	61,397
E051005	BFB Operation Expenditure	Exp	(56,550)	(53,300)	(36,534)
E051010	Communication Mtce	Exp	(3,000)	(2,372)	(2,013)
E051015	Advertising & Other Expenses	Exp	(2,000)	(2,000)	(2,281)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(2,000)	(4,567)
E051025	Town Block Burn Off	Exp	(5,000)	(5,000)	(9,890)
E051040	Other Bushfire Grants Expenditure	Exp	0	0	(200)
E051060	SES Operation Expenditure	Exp	(27,860)	(21,048)	(14,691)
E051100	Administration Allocated	Exp	(56,011)	(42,012)	(42,012)
E051190	Depreciation - Fire Prevention	Exp	(24,590)	(18,441)	(12,129)
			(177,011)	(146,173)	(124,317)
	<b>Animal Control</b>				
I052005	Dog Fines and Fees	Inc	6,000	4,500	2,459
I052006	Cat Fines and Fees	Inc	300	225	258
I052010	Hire of Animal Traps	Inc	50	50	73
I052015	Dog Registration	Inc	7,500	6,750	4,524
I052016	Cat Registration	Inc	600	450	132
I052020	Reimbursements	Inc	500	375	0
			14,950	12,350	7,446
E052005	Ranger Salary	Exp	(12,000)	(9,000)	(9,241)
E052007	Ranger Telephone	Exp	(1,000)	(747)	(736)
E052010	Pound Maintenance	Exp	(2,450)	(2,148)	(1,737)
E052015	Dog Control Insurance	Exp	(240)	(240)	(239)
E052020	Legal Fees	Exp	(500)	(500)	0
E052025	Training & Conference	Exp	(2,000)	(2,000)	0
E052030	Ranger Services Other	Exp	(28,000)	(21,172)	(17,407)
E052035	Administration Allocated	Exp	(24,606)	(18,459)	(18,459)
E052190	Depreciation - Animal Control	Exp	(1,650)	(1,242)	(754)
			(72,446)	(55,508)	(48,573)
	<b>Other Law, Order &amp; Public Safety</b>				
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	10,394	10,394	10,167
I053055	Reimbursements	Inc	0	0	471
I053075	Covert Cameras for CCTV System	Inc	0	0	14,211
			10,444	10,444	24,849
E053005	Abandoned Vehicles	Exp	(500)	(500)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(500)	(2,567)
E053045	CCTV & Security	Exp	(12,000)	(11,400)	(9,901)
E053055	Mosquito Control	Exp	(10,000)	(10,000)	(5,192)
			(23,000)	(22,400)	(17,660)
	<b>Total Law, Order &amp; Public Safety Income</b>		139,604	93,975	93,692
	<b>Total Law, Order &amp; Public Safety Expenditure</b>		(272,457)	(224,081)	(190,551)
	<b>Health</b>				
	<b>Maternal &amp; Infant Health</b>				
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(11,150)	(8,352)	(5,025)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			(11,150)	(8,352)	(5,025)
	<b>Preventative Services - Admin &amp; Inspections</b>				
I074005	Food Licences & Fees	Inc	800	603	234
I074015	Contrib. Regional Health Scheme	Inc	46,000	34,497	39,688
			46,800	35,100	39,922
E074005	EHO Salary	Exp	(97,000)	(72,747)	(66,833)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(9,650)	(7,236)	(7,059)
E074015	Other Control Expenses	Exp	(8,000)	(6,244)	(15,697)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(3,602)	(3,853)
E074030	Conferences & Training	Exp	(3,000)	(3,000)	(3,493)
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(25,001)	(18,747)	(18,747)
E074190	Depreciation - Prevent Services	Exp	(5,930)	(4,446)	(5,925)
			(153,581)	(116,022)	(121,607)
	<b>Other Health</b>				
I076010	Rent - Medical Centre-Dentist	Inc	3,856	2,889	2,888
I076015	Reimbursements - IPN Medical	Inc	1,198	0	0
I076020	Meeting Room Fees	Inc	3,500	2,628	2,981
I076040	Reimbursements - Dr Norris	Inc	700	0	0
			9,254	5,517	5,869
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(14,585)	(10,935)	(8,815)
E076025	Depreciation - Other Health	Exp	(20,720)	(15,543)	(16,372)
E076030	Doctors Vehicle Mtce	Exp	(2,800)	(2,100)	(1,676)
E076040	IPN Medical Services	Exp	(47,365)	(35,523)	0
			(85,470)	(64,101)	(26,863)
	<b>Health - Preventative Services</b>				
E077010	Analytical Expenses	Exp	(460)	(460)	(463)
			(460)	(460)	(463)
	<b>Total Health Income</b>		56,054	40,617	45,791
	<b>Total Health Expenditure</b>		(250,661)	(188,935)	(153,957)
	<b>Education &amp; Welfare</b>				
	<b>Pre Schools</b>				
I083035	Day Care Lease	Exp	7,559	5,670	6,288
I083036	Day Care Reimbursements	Exp	3,500	2,333	1,470
			11,059	8,003	7,758
E080010	Kindegarten Maintenance (Daycare)	Exp	(14,900)	(11,178)	(7,858)
E080190	Depreciation - Pre-Schools	Exp	(5,420)	(4,068)	(3,082)
			(20,320)	(15,246)	(10,940)
	<b>Other Education</b>				
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,400)	(2,400)	(2,400)
			(2,400)	(2,400)	(2,400)
	<b>HACC Program</b>				
I082010	HACC Recurrent Grant	Inc	289,545	217,158	238,679
I082015	Meals on Wheels	Inc	20,000	15,003	3,081
I082020	HACC Fee for Service	Inc	35,000	26,253	39,051
I082030	Reimbursements	Inc	500	375	18
			345,045	258,789	280,829



COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E082010	Co-ordinator Salary	Exp	(65,000)	(48,753)	(43,452)
E082013	HACC Wages/Contract Liability	Exp	0	0	(77,838)
E082015	Home Mtce Salary	Exp	(19,000)	(14,247)	(19,199)
E082020	Respite Salaries	Exp	(600)	(600)	(205)
E082025	Home Help Salaries	Exp	(130,000)	(97,497)	(121,990)
E082030	Superannuation	Exp	(18,000)	(13,500)	(16,018)
E082035	Other Expenses	Exp	(3,000)	(2,380)	(1,780)
E082040	Travelling - Mileage	Exp	(17,000)	(12,753)	(19,989)
E082045	Staff Training	Exp	(1,500)	(1,500)	(474)
E082050	Staff Training Salaries	Exp	(2,500)	(1,875)	(548)
E082055	Subscriptions	Exp	(4,500)	(4,500)	(3,127)
E082060	Telephone & Postage	Exp	(3,000)	(2,253)	(1,721)
E082065	Advertising & Stationery	Exp	(500)	(361)	(673)
E082070	Insurance	Exp	(6,874)	(6,874)	(4,684)
E082075	Office Accommodation	Exp	(36,000)	(27,000)	(27,000)
E082080	Plant & Equipment Mtce	Exp	(7,000)	(5,753)	(6,569)
E082085	Consumable Supplies	Exp	(4,298)	(3,248)	(5,775)
E082090	Expenditure from Donations	Exp	(4,273)	(3,173)	(1,731)
E082100	Administration Allocated	Exp	(29,466)	(22,104)	(22,104)
E082110	Meals on Wheels Expenditure	Exp	(22,000)	(16,497)	(4,306)
E082120	Loss on Sale of Asset	Exp	(4,800)	(4,800)	(1,343)
E082130	Homecare COVID Funding Expenditure	Exp	0	0	(501)
E082190	Depreciation - HACC	Exp	(25,440)	(19,080)	(14,267)
			(404,751)	(308,748)	(395,294)
	<b>Other Welfare</b>				
I083010	Wagin Frail Aged Reimb	Inc	7,340	7,340	11,017
I083040	Other Welfare Income	Inc	0	0	2,505
			7,340	7,340	13,522
E083010	Wagin Frail Aged Exp	Exp	(7,340)	(7,340)	(11,360)
E083020	Comm. Aged Care Expenses	Exp	(39,394)	(29,397)	0
E083050	Other Welfare Exp	Exp	0	0	(1,915)
			(46,734)	(36,737)	(13,275)
	<b>Total Education &amp; Welfare Income</b>		363,444	274,132	302,108
	<b>Total Education &amp; Welfare Expenditure</b>		(474,205)	(363,131)	(421,909)
	<b>Community Amenities</b>				
	<b>Sanitation - Household Refuse</b>				
I101005	Domestic Collection	Inc	241,800	241,800	242,168
I102020	Refuse Site Fees	Inc	18,000	13,500	15,359
			259,800	255,300	257,527
E101005	Domestic Refuse Collection	Exp	(70,000)	(52,497)	(48,326)
E101010	Recycling Pick-Up	Exp	(66,000)	(49,500)	(47,584)
E101015	Refuse Site Mtce	Exp	(134,000)	(100,503)	(91,191)
E101025	Refuse Site Attendant	Exp	0	0	0
			(270,000)	(202,500)	(187,101)
	<b>Sanitation - Other</b>				
I102002	Commercial Collection Charges	Inc	65,000	65,000	63,511
I102005	Reimbursement Drummuster	Inc	4,000	4,000	0
I102010	Charges Bulk Rubbish	Inc	15,500	11,628	11,182
			84,500	80,628	74,693
E102005	Commercial Collection	Exp	(14,000)	(10,503)	(9,688)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(11,628)	(11,459)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	(5,000)	(832)
E102190	Depreciation - Sanitation	Exp	(12,310)	(9,234)	(10,282)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			(46,810)	(36,365)	(32,261)
	<b>Sewerage</b>				
I104005	Septic Tank Fees	Inc	500	378	0
			500	378	0
E104005	Sewerage Treatment Plant	Exp	(500)	(420)	(55)
			(500)	(420)	(55)
	<b>Regional Refuse Group</b>				
E102007	Regional Refuse Group Expenses	Exp	0	0	0
			0	0	0
	<b>Town Planning</b>				
I106005	Planning Fees	Inc	3,500	2,628	1,916
			3,500	2,628	1,916
E106005	Town Planning Expenses	Exp	(35,000)	(26,253)	(22,141)
E106100	Administration Allocated	Exp	(31,934)	(23,949)	(23,949)
			(66,934)	(50,202)	(46,090)
	<b>Other Community Amenities</b>				
I107005	Cemetery Fees	Inc	12,000	9,500	8,111
I107010	Community Bus Income	Inc	4,000	2,997	3,282
I107025	Other Community Amenities Contributions	Inc	8,000	8,000	0
			24,000	20,497	11,393
E107005	Cemetery Mtce	Exp	(27,300)	(20,484)	(22,783)
E107010	Public Convenience Mtce	Exp	(65,700)	(49,284)	(45,205)
E107015	Community Bus Operating	Exp	(2,000)	(1,503)	(2,182)
E107100	Administration Allocated	Exp	(64,620)	(48,465)	(48,465)
E107190	Depreciation - Other Comm Amenities	Exp	(39,520)	(29,637)	(21,251)
			(199,140)	(149,373)	(139,886)
	<b>Total Community Amenities Income</b>		372,300	359,431	345,528
	<b>Total Community Amenities Expenditure</b>		(583,384)	(438,860)	(405,393)
	<b>Recreation &amp; Culture</b>				
	<b>Public Halls &amp; Civic Centres</b>				
I111005	Town Hall Hire	Inc	1,200	900	828
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease - L Piesse	Inc	4,265	3,195	3,195
			5,565	4,195	4,023
E111005	Town Hall Mtce	Exp	(20,700)	(15,534)	(13,759)
E111010	Other Halls Mtce	Exp	(6,200)	(4,653)	(1,380)
E111190	Depreciation - Public Halls	Exp	(55,610)	(41,706)	(42,292)
			(82,510)	(61,893)	(57,431)
	<b>Swimming Pool</b>				
I112010	Swimming Pool Admission	Inc	35,000	35,000	29,307
I112015	Swimming Pool Miscellaneous Income	Inc	105	105	0
I112020	Reimbursements	Inc	600	600	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	20,000	0	18,100
			55,705	35,705	47,407
E112005	Pool Staff Salary	Exp	(65,000)	(48,500)	(61,229)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(6,000)	(4,450)	(7,237)
E112015	Swimming Pool Maintenance	Exp	(104,500)	(77,631)	(75,173)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(3,750)	(2,051)
E112190	Depreciation - Swimming Pools	Exp	(185,400)	(139,050)	(138,526)
			(364,900)	(273,381)	(284,216)
	<b>Other Recreation &amp; Sport</b>				
I113005	Sportsground Rental	Inc	7,820	7,820	2,455
I113015	Power Reimbursements	Inc	6,000	4,100	551
I113020	Recreation Centre Hire	Inc	10,000	5,900	3,050
I113025	Reimbursements Other	Inc	500	500	3,171
I113030	Rec Centre Equipment Contributions	Inc	1,800	1,800	0
I113035	Sporting Club Leases	Inc	50	50	50
I113040	Other Recreation & Sport Contributions	Inc	28,200	0	0
I113055	Eric Farrow Pavillion Hire	Inc	2,000	1,503	2,448
I113065	Community Gym Membership	Inc	11,200	10,300	10,114
.			67,570	31,973	21,839
E113005	Sportsground Mtce	Exp	(103,250)	(77,436)	(84,640)
E113010	Sportsground Building Mtce	Exp	(23,100)	(17,334)	(16,184)
E113015	Wetlands Park Mtce	Exp	(59,700)	(44,784)	(52,487)
E113020	Parks & Gardens Mtce	Exp	(56,300)	(42,237)	(37,851)
E113025	Puntapin Rock Mtce	Exp	(2,600)	(1,953)	(736)
E113030	Recreation Centre Mtce	Exp	(49,700)	(37,269)	(39,898)
E113035	Rec Staff Salaries	Exp	(22,000)	(15,000)	(9,160)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(2,200)	(1,647)	(762)
E113045	Other Expenses	Exp	(1,500)	(1,250)	(877)
E113050	Norring Lake Mtce	Exp	(3,100)	(2,414)	(1,790)
E113065	Eric Farrow Pavilion Mtce	Exp	(22,800)	(17,100)	(19,647)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(1,000)	0
E113095	Community Gym Expenditure	Exp	(5,700)	(4,353)	(4,689)
E113100	Administration Allocated	Exp	(99,515)	(74,637)	(74,637)
E113190	Depreciation - Other Rec & Sport	Exp	(233,950)	(175,464)	(175,009)
			(687,415)	(513,878)	(518,367)
	<b>Library</b>				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(48,000)	(36,000)	(35,002)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(7,730)	(5,805)	(6,433)
E115020	Library Other Expenses	Exp	(11,410)	(9,400)	(3,804)
E115190	Depreciation - Libraries	Exp	(1,550)	(1,161)	(1,051)
			(68,690)	(52,366)	(46,290)
	<b>Other Culture</b>				
I116035	Long Table Experience Income	Inc	0	0	0
I119015	Contribution to Woolorama	Inc	1,000	1,000	0
I119020	Reimbursements	Inc	35,100	35,100	50,000
I119030	Community Events Income	Inc	3,450	3,450	1,468
I119031	Other Culture Grant Funds	Inc	9,705	9,705	9,060
			49,255	49,255	60,528
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)
E116010	Woolorama Costs & Maintenance	Exp	(60,450)	(45,333)	(63,073)
E116015	Community Centre Mtce	Exp	(10,100)	(7,578)	(5,198)
E116020	Historical Village	Exp	(2,900)	(2,178)	(1,976)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(26,155)	(24,966)	(24,486)
E116046	Community Development Equipment Maintenance	Exp	(500)	(500)	(181)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116190	Depreciation - Other Culture	Exp	(3,300)	(2,475)	(2,472)
			(103,905)	(83,530)	(97,886)
	<b>Total Recreation &amp; Culture Income</b>		178,245	121,278	133,796
	<b>Total Recreation &amp; Culture Expenditure</b>		(1,307,420)	(985,048)	(1,004,189)
<b>Transport</b>					
<b>Streets Roads Bridges &amp; Depot Construction</b>					
I121005	Direct Road Grants	Inc	118,788	118,788	118,788
I121010	Road Project Grants	Inc	307,605	246,084	123,042
I121015	Roads to Recovery Grant	Inc	312,145	290,000	265,748
I121020	Reimbursements	Inc	1,000	1,000	23
I121025	Contribution - St Lighting	Inc	3,435	0	0
I121070	Main Roads Bridge Grant	Inc	422,322	422,322	43,166
I147125	Storm Damage Reimbursements	Inc	0	0	15,613
			1,165,295	1,078,194	566,380
<b>Streets Roads Bridges &amp; Depot Maintenance</b>					
I122055	Diesel Fuel Rebate Income	Inc	45,000	33,750	33,607
			45,000	33,750	33,607
E122005	Road Maintenance	Exp	(125,000)	(93,753)	(73,161)
E122006	Maintenance Grading	Exp	(175,000)	(131,256)	(151,494)
E122007	Rural Tree Pruning	Exp	(100,000)	(95,509)	(94,069)
E122008	Rural Spraying	Exp	(15,000)	(14,600)	(11,402)
E122009	Town Site Spraying	Exp	(30,000)	(24,497)	(12,963)
E122010	Depot Mtce	Exp	(23,000)	(17,253)	(17,413)
E122011	Town Reserve & Verg Mtce	Exp	(2,000)	(1,850)	(1,733)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(18,500)	(12,200)
E122015	Rural Numbering	Exp	(100)	(100)	0
E122020	Footpath Mtce	Exp	(5,000)	(3,550)	0
E122025	Street Cleaning	Exp	(42,000)	(31,500)	(25,639)
E122030	Street Trees	Exp	(55,000)	(51,840)	(73,330)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(2,997)	(2,351)
E122045	Townscape	Exp	(20,000)	(15,909)	(5,803)
E122050	Crossovers	Exp	(500)	(500)	0
E122055	RoMan Data Collection	Exp	(6,000)	(6,000)	(6,087)
E122060	Street Lighting	Exp	(68,000)	(51,003)	(48,002)
E122090	Graffiti Removal	Exp	(1,000)	(900)	0
E122100	Administration Allocated	Exp	(49,203)	(36,900)	(36,900)
E122190	Depreciation - Roads	Exp	(1,703,750)	(1,277,811)	(1,373,084)
E147120	Storm Damage - Not Claimable	Exp	0	0	0
			(2,447,053)	(1,876,228)	(1,945,631)
<b>Road Plant Purchases</b>					
I122100	Profit on Sale of Asset	Inc	3,000	3,000	4,100
			3,000	3,000	4,100
E123010	Loss on Sale of Asset	Exp	(1,000)	(1,000)	(12,025)
			(1,000)	(1,000)	(12,025)
<b>Aerodrome</b>					
I126015	Aerodrome Reimbursements	Inc	9,985	9,985	0
I126020	Aerodrome Hangar Lease	Inc	8,310	8,310	8,684
			18,295	18,295	8,684
E126005	Aerodrome Maintenance	Exp	(9,400)	(7,047)	(7,007)
E126190	Depreciation - Aerodromes	Exp	(35,570)	(26,676)	(26,937)
			(44,970)	(33,723)	(33,944)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
	<b>Total Transport Income</b>		1,231,590	1,133,239	<b>612,770</b>
	<b>Total Transport Expenditure</b>		(2,493,023)	(1,910,951)	<b>(1,991,600)</b>
	<b>Economic Services</b>				
	<b>Rural Services</b>				
I131020	Landcare Reimbursements	Inc	700	522	<b>54,510</b>
			700	522	<b>54,510</b>
E131020	Landcare	Exp	(25,700)	(25,522)	<b>(79,793)</b>
E131030	Rural Towns Program	Exp	(20,000)	(15,086)	<b>(11,704)</b>
E131100	Administration Allocated	Exp	(15,827)	(11,871)	<b>(11,871)</b>
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(3,797)	<b>(5,685)</b>
E131190	Depreciation - Rural Services	Exp	(1,030)	(774)	<b>0</b>
			(67,557)	(57,050)	<b>(109,053)</b>
	<b>Tourism &amp; Area Promotion</b>				
I132005	Caravan Park Fees	Inc	80,000	65,000	<b>50,223</b>
I132010	Reimbursements	Inc	1,000	700	<b>235</b>
I132015	RV Area Fees	Inc	8,000	6,800	<b>5,121</b>
I132035	Tourism Income	Inc	0	0	<b>0</b>
			89,000	72,500	<b>55,579</b>
E132015	Caravan Park Manager Salary	Exp	(25,000)	(18,747)	<b>(20,278)</b>
E132020	Caravan Park Mtce	Exp	(52,000)	(39,024)	<b>(35,873)</b>
E132010	Wagin Tourism Committee	Exp	0	0	<b>(235)</b>
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	<b>(8,460)</b>
E132035	RV Area Maintenance	Exp	(5,000)	(4,128)	<b>(5,670)</b>
E132040	Tourism Promotion & Subscripts	Exp	(15,000)	(10,700)	<b>(7,998)</b>
E132050	Administration Allocated	Exp	(60,177)	(45,135)	<b>(45,135)</b>
E132190	Depreciation - Tourism	Exp	(10,860)	(8,145)	<b>(7,868)</b>
			(176,497)	(134,339)	<b>(131,517)</b>
	<b>Building Control</b>				
I133005	Building Licenses	Inc	5,000	3,753	<b>3,072</b>
			5,000	3,753	<b>3,072</b>
	<b>Other Economic Services</b>				
I134005	Water Sales	Inc	20,000	15,003	<b>40,275</b>
			20,000	15,003	<b>40,275</b>
E134005	Water Supply - Standpipes	Exp	(25,000)	(18,747)	<b>(35,999)</b>
E134190	Depreciation - Other Economic Services	Exp	0	0	<b>(506)</b>
			(25,000)	(18,747)	<b>(36,505)</b>
	<b>Total Economic Services Income</b>		114,700	91,778	<b>153,436</b>
	<b>Total Economic Services Expenditure</b>		(269,054)	(210,136)	<b>(277,076)</b>
	<b>Other Property &amp; Services</b>				
	<b>Private Works</b>				
I141005	Private Works Income	Inc	20,000	15,003	<b>9,348</b>
			20,000	15,003	<b>9,348</b>
E141005	Private Works	Exp	(10,000)	(7,497)	<b>(4,285)</b>
E141100	Administration Allocated	Exp	(5,636)	(4,230)	<b>(4,230)</b>
			(15,636)	(11,727)	<b>(8,515)</b>
	<b>Public Works Overheads</b>				
I143020	Reimbursements	Inc	617	617	<b>2,715</b>

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			617	617	2,715
E143005	Engineering Salaries	Exp	(92,500)	(69,372)	(68,312)
E143007	Engineering Administration Salaries	Exp	(45,000)	(33,750)	(44,010)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(16,390)	(14,890)	(14,775)
E143015	CEO's Salary Allocation	Exp	(55,309)	(41,481)	(45,930)
E143020	Engineering Superannuation	Exp	(93,551)	(70,164)	(69,362)
E143025	Engineering - Other Expenses	Exp	(5,000)	(4,300)	(2,022)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(152,000)	(101,226)
E143045	Insurance on Works	Exp	(32,298)	(32,298)	(32,298)
E143050	Protective Clothing	Exp	(8,000)	(7,200)	(3,680)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(747)	(509)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(5,131)	(4,741)
E143075	Telephone Expenses	Exp	(1,500)	(1,125)	(1,245)
E143080	Staff Licenses	Exp	(500)	(400)	(132)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(3,300)	(874)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	0
E143095	Staff Training	Exp	(16,000)	(12,003)	(13,109)
E143105	Administration Allocated	Exp	(943)	(711)	(711)
E143200	LESS PWOH ALLOCATED	Exp	561,491	421,128	383,821
			0	(29,244)	(19,115)
	<b>Plant Operation Costs</b>				
I144005	Sale of Scrap	Inc	1,500	800	182
I144010	Reimbursements	Inc	8,000	7,000	2,971
			9,500	7,800	3,153
E144010	Fuel & Oils	Exp	(140,000)	(105,003)	(106,033)
E144020	Tyres & Tubes	Exp	(20,000)	(15,003)	(6,689)
E144030	Parts & Repairs	Exp	(50,000)	(37,503)	(45,159)
E144040	Plant Repair - Wages	Exp	(40,000)	(29,997)	(24,846)
E144050	Insurance and Licences	Exp	(30,000)	(29,750)	(29,032)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(8,000)	(6,918)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(6,500)	(6,353)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	224,262	192,934
			0	(8,494)	(32,096)
	<b>Salaries &amp; Wages</b>				
E146010	Gross Salaries, Allowances & Super	Exp	(2,250,000)	(1,687,500)	(1,743,432)
E146200	Less Sal , Allow, Super Allocated	Exp	2,250,000	1,687,509	1,743,432
			0	9	0
	<b>Unclassified</b>				
I147005	Commission - Vehicle Licensing	Inc	46,000	34,497	30,777
I147035	Banking errors	Inc	0	0	466
I147050	Council Staff Housing Rental	Inc	20,280	15,210	13,904
I147065	Insurance Reimbursement	Inc	5,000	5,000	0
I147070	Council Housing Reimbursements	Inc	3,000	1,400	2,631
I147120	Charge on Private use of Shire Vehicle	Inc	4,680	3,510	3,420
I147121	Reimbursement - Community Requests	Inc	0	0	0
			78,960	59,617	51,198
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(5,000)	(1,657)
E147035	Banking Errors	Exp	0	0	(340)
E147050	Council Housing Maintenance	Exp	(72,350)	(55,269)	(56,464)
E147055	Consultants	Exp	(58,000)	(58,000)	(35,985)
E147070	4WD Resource Sharing Group	Exp	(2,500)	(1,850)	(232)
E147090	Building Maintenance	Exp	(8,000)	(6,050)	(2,022)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E147100	Administration Allocated	Exp	(160,858)	(120,645)	(120,645)
E147115	Occupational Health & Safety (OHS)	Exp	(4,000)	(3,650)	(90)
E147130	Depreciation - Unclassified	Exp	(31,230)	(23,427)	(23,319)
E147150	Community Requests Budget	Exp	(29,000)	(18,900)	(4,859)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(2,000)
			(375,438)	(296,291)	(247,613)
<b>Total Other Property &amp; Services Income</b>			109,077	83,037	66,414
<b>Total Other Property &amp; Services Expenditure</b>			(391,074)	(345,747)	(307,342)
<b>Total Income</b>			<b>5,835,905</b>	<b>5,260,801</b>	<b>4,828,074</b>
<b>Total Expenditure</b>			<b>(6,853,024)</b>	<b>(5,325,169)</b>	<b>(5,348,248)</b>
<b>Net Deficit (Surplus)</b>			<b>(1,017,119)</b>	<b>(64,368)</b>	<b>(520,174)</b>



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

Cheque	Date	Name	Description	Amount
<b>Municipal Account List of Payments</b>				
<b>EFT Payments</b>				
EFT9338	05/03/2020	Australian Services Union	Payroll deductions	(25.90)
EFT9339	05/03/2020	Shire Of Wagin Payroll Creditors	Payroll deductions	(180.00)
EFT9340	05/03/2020	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT9341	10/03/2020	Keystart Loans Ltd	Rates refund for assessment A601 - 2 Unicorn Street, Wagin	(40.43)
EFT9342	12/03/2020	AMPAC Debt Recovery	Commissions and Costs for the month of February 2020	(187.00)
EFT9343	12/03/2020	Afgri Equipment Australia Pty Ltd	Ignition Module - Small Plant (P30)	(48.30)
EFT9344	12/03/2020	Alexander Galt And Co Pty Ltd	Hardware Supplies	(287.20)
EFT9345	12/03/2020	Arrow Bronze	Plaque for Mr Robert Temby	(372.18)
EFT9346	12/03/2020	Australia Post	Post Office Box Renewal 2020, Postage - February 2020	(530.72)
EFT9347	12/03/2020	Australian Community Media	1/4 Page Wagin In Review - Farm Weekly 12/03/2020 Edition	(330.00)
EFT9348	12/03/2020	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 29/01/2020 - 26/02/2020	(62.94)
EFT9349	12/03/2020	Command A Com	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service	(259.05)
EFT9350	12/03/2020	Corsign WA Pty Ltd	Bridge Renewal Program Sign & Brackets - Ballaying Bridge	(226.60)
EFT9351	12/03/2020	Country Paint Supplies Narrogin	20x Rolls of Masking Tape - Woolorama	(220.00)
EFT9352	12/03/2020	D Spencer & L Lucas	Construct Caravan Park Camp Kitchen - Per Shire Plan incl Laying 100mm Concrete Slab	(4,400.00)
EFT9353	12/03/2020	Doms Delicatessen Of Wagin	4x Bags of Ice - Thank a Volunteer Event	(18.00)
EFT9354	12/03/2020	Donna George	Reimbursement for Staff Uniform	(85.00)
EFT9355	12/03/2020	EW & RJ Pugh	Pumping of Septic Tanks - Woolorama Toilets	(480.00)
EFT9356	12/03/2020	Ecoscape	Concept Masterplan - Wetlands Park Playground	(2,172.50)
EFT9357	12/03/2020	Express Print	Printing Of Business Cards For Cr Phillip Blight And Cr Dave Atkins. Both Sets Bv 250.	(176.00)
EFT9358	12/03/2020	Exurban	Town Planning Consulting Services - January & February 2020	(4,043.91)
EFT9359	12/03/2020	Great Southern Waste Disposal	Management of Facility & Refuse Collection - February 2020	(22,506.53)
EFT9360	12/03/2020	Hamersley Refrigeration	Replace Faulty Air Conditioner System - Waratah Lodge	(2,211.00)
EFT9361	12/03/2020	IGA X-press	Ziplock Bags - EHO, Newspapers & Milk	(58.19)
EFT9362	12/03/2020	JR & A Hersey Pty Ltd	7x Cartons of Marking Paint - Woolorama	(667.80)
EFT9363	12/03/2020	Komatsu Australia Pty Ltd	Service Kit including Oils & Coolant - Komatsu Grader (P10)	(1,544.09)
EFT9364	12/03/2020	Larina Piesse Barrister & Solicitor	Clause Inclusions To The Wagin Airport Lease. For Council To Endorse And Ratify At The 25/02/2020 Ordinary Meeting Of Council	(187.00)
EFT9365	12/03/2020	Larry Joseph Stanbridge	Reimbursement for Firearm Application Costs - Shire Ranger	(313.00)
EFT9366	12/03/2020	Liberty Oil Australia Pty Ltd	6000L Diesel, 2000L Unleaded	(9,921.60)
EFT9367	12/03/2020	MCG Fire Services	1x Extinguisher - 2019 Isuzu Tip Truck (P14)	(110.00)
EFT9368	12/03/2020	Narrogin Betta Electrical Home Living	1x Kettle - Library	(33.95)
EFT9369	12/03/2020	Narrogin Packaging And Motorcycles	Public Convenience Supplies, Woolorama Ablution Supplies, Jumbo Roll Dispensers & Paper Towel Holders - Sportsground Public Toilets, 2 Wheels to Wagin Supplies, Cleaning Cloths - HACC	(5,368.35)
EFT9370	12/03/2020	Narrogin Technology Solutions	Ink - CEO's Printer	(129.00)
EFT9371	12/03/2020	Office of the Auditor General	Fee for the Attest Audit of the Shire of Wagin for the year ended 30 June 2019 Additional fee for extra work required on multiple iterations to Financial Statements	(25,180.10)
EFT9372	12/03/2020	Quick Corporate	March 2020 Stationary Order, Mixed Lollies - 2020 Caravan And Camping Show. Homecare Stationary Supplies	(324.71)
EFT9373	12/03/2020	RO & CA Goldsmith	For Tasks involved in Role as Chief Bush Fire Control Officer: Fuel, Meetings, Travel, Admin & Fire Ground Duties	(4,400.00)
EFT9374	12/03/2020	Ray Ford Signs	2x 900 x 600mm Signs on SWP Colourbond - Cemetery Parking	(189.20)
EFT9375	12/03/2020	Shire Of Williams	Shared Extra Ordinary Election advertising expenses 2019	(520.90)
EFT9376	12/03/2020	The West Australian	2020 Ordinary Meeting Of Council Dates - Narrogin Observer 20/02/2020 Edition	(268.80)
EFT9377	12/03/2020	Van De Velde Farming Pty Ltd	Supply 3,000m Gravel - Jalaran Road	(3,960.00)
EFT9378	12/03/2020	Wagin Ag Solutions	18kg Forklift Gas - Forklift (P51)	(82.39)
EFT9379	12/03/2020	Wagin District Farmers Co-operative	Catering & Cleaning Supplies - February 2020, Thank A Volunteer Day Supplies, Wagin Homecare Supplies, Fire Fighting Expenses	(930.46)
EFT9380	12/03/2020	Wagin Meats	Meat - Centre Based Day Care, Meat - Thank A Volunteer Event	(194.00)
EFT9381	12/03/2020	Wagin Truck Centre	Brake Booster - 2013 Isuzu Truck (P42), Oil Filter, Breather Filter & 2x Fuel Filters - 2016 Isuzu Truck (P16), Hand Cleaner	(493.40)
EFT9382	12/03/2020	Wagin Volunteer Fire Brigade	Blocks to Burn - as per email list	(800.00)
EFT9383	12/03/2020	Wagin Window & Carpet Cleaning	Cleaning Windows - Recreation Centre	(577.50)
EFT9384	12/03/2020	Wallis Computer Solutions	Agreement Fusion - Admin Office - March 2020, NBN - Admin Office, Library & Rec Centre - March 2020	(455.18)
EFT9385		See Trust Account List of Payments		
EFT9386		See Trust Account List of Payments		
EFT9387	19/03/2020	Australian Services Union	Payroll deductions	(25.90)
EFT9388	19/03/2020	Shire Of Wagin Payroll Creditors	Payroll deductions	(180.00)
EFT9389	19/03/2020	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT9390	19/03/2020	Australian Taxation Office	February 2020 BAS	(31,275.00)
EFT9391	26/03/2020	AMPAC Debt Recovery	Commissions and Costs for the month of March 2020	(2,200.00)
EFT9392	26/03/2020	Alexander Galt And Co Pty Ltd	Hardware Supplies	(75.50)
EFT9393	26/03/2020	Beaurepaires	New Tyres - Isuzu Dmax (P04)	(838.44)
EFT9394	26/03/2020	Best Office Systems	Photocopier Charges MP.C4504 20/02/2020 - 20/03/2020	(1,859.95)
EFT9395	26/03/2020	Chubb Security Australia	Monitor Dialler - Medical Center & Administration Office 01/04/2020 to 30/06/2020	(325.62)
EFT9396		Cancelled		
EFT9397	26/03/2020	Great Southern Fuel Supply	Unleaded Fuel for Darkan HACC Vehicle	(152.63)
EFT9398	26/03/2020	Hall Electrical & Data Services	Repair Air Con - Doctors Surgery	(198.28)
EFT9399	26/03/2020	Liberty Oil Australia Pty Ltd	5000L Diesel	(5,302.00)



EFT9400	26/03/2020	Marleys Diesel & Ag	Sweep Town Streets & Showgrounds for Woolorama, Overhaul Hydraulic Ram - Old Loader (P09)	(6,448.93)
EFT9401	26/03/2020	Narrogin Packaging And Motorcycles	Woolorama Ablution Supplies, Liquid Soap, Hand Sanitizers	(943.05)
EFT9402	26/03/2020	Palace Hotel	2x Carton Coppers Mild Ale 3.50 & 2x Bottles Of Red - Meetings/Catering	(125.98)
EFT9403	26/03/2020	Peerless Jal Pty Ltd	Reveal & SRA - Administration Office, Eric Farrow, Swimming Pool, Recreation Centre Cleaning	(388.63)
EFT9404	26/03/2020	Quick Corporate	March 2020 Stationary Order	(115.90)
EFT9405	26/03/2020	State Wide Turf Services	Verti Mow, Sweep & Verti Draining Hollow Tyne 19mm Including Travel & Accommodation - Sportsground Oval	(13,112.00)
EFT9406	26/03/2020	T-Quip	6x Blades - Toro Mower (P43)	(228.50)
EFT9407	26/03/2020	Toll Express	Delivery Charges	(13.86)
EFT9408	26/03/2020	Trevor Brandy	EHO Communciations & Utility Allowance - March 2020	(250.00)
EFT9409	26/03/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 3/03/2020, 5/03/2020, 9/03/2020, 17/03/2020 & 19/03/2020	(1,589.50)
EFT9410	26/03/2020	WA Country Health Service - Wheatbelt	Main Meals and Sweets Supplied February 2020	(763.40)
EFT9411	26/03/2020	Wagin Chamber Of Commerce	2020/2021 Wagin Chamber Of Commerce Calendar Advertisement And Membership	(150.00)
EFT9412	26/03/2020	Wagin Earthmoving	Verge Maintenance - Dongolocking Road (3km), Verge Maintenance - Jaloran Road (3km)	(15,180.00)
EFT9413	26/03/2020	Wagin Gas Electrics	Installation of Replacement Oven - Recreation Centre Kitchen	(198.00)
EFT9414	26/03/2020	Wagin Mechanical Repairs	Service - Doctor's Vehicle (P05), Wheel Alignment - MOW Vehicle (P04), Service - EHO Vehicle (P08)	(652.60)
EFT9415	26/03/2020	Wagin Panel & Paint	2x Windscreen Chip Repairs - 2016 Isuzu Truck (P16)	(121.00)
EFT9416	26/03/2020	Wagin Truck Centre	Magnetic Base Antenna - Toyota Hilux (P50)	(90.50)
EFT9417	26/03/2020	Wagin Window & Carpet Cleaning	Steam Clean & Vacuum Carpet after Woolorama - Recreation Centre	(484.00)
EFT9418	26/03/2020	Wardly's Pest Management	Inspect/Treat Termites at Wagin Showgrounds Horse Stalls and Surrounding Buildings, Inspect/Treat Meat Ant Nests by Horse Wash Bay / Elders Shed exterior West Side, Treat Bee Hive North East side of Shearing Shed	(1,769.16)
EFT9419		See Trust Account List of Payments		
EFT9420		See Trust Account List of Payments		
EFT9421		See Trust Account List of Payments		
<b>EFT Payments Total</b>				<b>(180,715.21)</b>
<b>Cheque Payments</b>				
5303	12/03/2020	City of Bunbury	Long Service Leave Entitlements for Kerry Tacken	(3,929.31)
5304	12/03/2020	Elders Rural Services Australia Limited	20L Boom Clean - Kubota RTV (P52), 20L Kensban - Sportsground Oval, Safety Boots - Jim Praetz	(433.90)
5305	12/03/2020	Russell Johnson	Reimburse Half of 1/2 Season Swimming Pool Pass - Pensioner	(33.50)
5306	12/03/2020	Synergy	Electricity Usage	(6,643.65)
5307	12/03/2020	Telstra	Admin Office Phones, Faxes and Staff Mobiles - February 2020	(1,976.78)
5308	12/03/2020	The Australian Institute Of Building Surveyors	WA Chapter Conference 2019 - 24 & 25 October for Trevor Brandy	(280.00)
5309	12/03/2020	Water Corporation	\$280 invoice difference	(8,131.78)
5310	26/03/2020	Shire Of Wagin	Various Shire Water Bills January - March 2020	(134.35)
5311	26/03/2020	Synergy	Community Bus Hire 22/02/2020	(7,419.21)
5312	26/03/2020	Telstra	Electricity Usage	(47.85)
5313	26/03/2020	Wagin Pharmacy	Phone Bill Ambulance Assoc Hut charges to 3 April 2020	(19.99)
5314	26/03/2020	Wagin Youth Centre Inc.	1L Sunscreen - Swimming Pool	(1,000.00)
5315	26/03/2020	Water Corporation	Community Request - Wagin Youth Centre Birthday Event Contribution to Laser Tag	(39,361.41)
5316		Cancelled	Various Shire Water Bills January - March 2020	(69,411.73)
<b>Direct Debit Payments</b>				
DD3801.18	04/03/2020	Department Of Transport	Daily Licensing Takings 28/02/2020	(1,141.80)
DD3799.1	05/03/2020	Walgsp	Payroll deductions	(4,880.87)
DD3799.10	05/03/2020	Hostplus	Superannuation contributions	(438.10)
DD3799.11	05/03/2020	Mlc Superannuation	Superannuation contributions	(323.60)
DD3799.12	05/03/2020	North Personal Superannuation	Superannuation contributions	(235.30)
DD3799.13	05/03/2020	Sunsuper	Superannuation contributions	(51.34)
DD3799.2	05/03/2020	CBUS Superannuation	Superannuation contributions	(167.61)
DD3799.3	05/03/2020	Prime Super	Superannuation contributions	(405.20)
DD3799.4	05/03/2020	Bt Super	Payroll deductions	(772.50)
DD3799.5	05/03/2020	Macquarie Super	Superannuation contributions	(227.06)
DD3799.6	05/03/2020	Rest Administration	Superannuation contributions	(771.52)
DD3799.7	05/03/2020	Hesta Super Fund	Superannuation contributions	(256.27)
DD3799.8	05/03/2020	Australian Super Administration	Superannuation contributions	(743.86)
DD3799.9	05/03/2020	BT Panorama	Superannuation contributions	(465.92)
DD3838.1	05/03/2020	Department Of Transport	Daily Licensing Takings 03/03/2020	(14,488.55)
DD3838.11	06/03/2020	Department Of Transport	Daily Licensing Takings 04/03/2020	(3,049.45)
DD3838.21	09/03/2020	Department Of Transport	Daily Licensing Takings 05/03/2020	(7,697.45)
DD3838.22	10/03/2020	Department Of Transport	Daily Licensing Takings 06/03/2020	(3,426.40)
DD3838.23	11/03/2020	Department Of Transport	Daily Licensing Takings 09/03/2020	(3,646.60)
DD3838.24	12/03/2020	Department Of Transport	Daily Licensing Takings 10/03/2020	(1,471.35)
DD3838.25	13/03/2020	IntegraPay Pty Ltd	Synergy On Line Transaction Fees	(8.45)
DD3838.26	13/03/2020	Sheriff's Office Perth	3168 Jessica Banks lodgement fee for registering 1 unpaid infringement	(70.00)
DD3838.27	13/03/2020	Department Of Transport	Daily Licensing Takings 11/03/2020	(2,838.70)
DD3838.2	16/03/2020	Department Of Transport	Daily Licensing Takings 12/03/2020	(4,145.95)
DD3838.3	17/03/2020	Department Of Transport	Daily Licensing Takings 13/03/2020	(10,564.65)
DD3838.4	18/03/2020	Department Of Transport	Daily Licensing Takings 16/03/2020	(5,375.35)
DD3816.1	19/03/2020	Walgsp	Payroll deductions	(4,928.24)
DD3816.10	19/03/2020	BT Panorama	Superannuation contributions	(407.61)
DD3816.11	19/03/2020	Hostplus	Superannuation contributions	(441.81)
DD3816.12	19/03/2020	Mlc Superannuation	Superannuation contributions	(336.91)
DD3816.13	19/03/2020	North Personal Superannuation	Superannuation contributions	(235.30)

DD3816.14	19/03/2020	Sunsuper	Superannuation contributions	(54.29)
DD3816.2	19/03/2020	CBUS Superannuation	Superannuation contributions	(186.28)
DD3816.3	19/03/2020	Prime Super	Superannuation contributions	(405.20)
DD3816.4	19/03/2020	Bt Super	Payroll deductions	(693.58)
DD3816.5	19/03/2020	Macquarie Super	Superannuation contributions	(220.75)
DD3816.6	19/03/2020	Oneanswer Personal Super	Superannuation contributions	(124.27)
DD3816.7	19/03/2020	Rest Administration	Superannuation contributions	(802.45)
DD3816.8	19/03/2020	Hesta Super Fund	Superannuation contributions	(365.74)
DD3816.9	19/03/2020	Australian Super Administration	Superannuation contributions	(796.19)
DD3838.5	19/03/2020	Department Of Transport	Daily Licensing Takings 17/03/2020	(3,104.60)
DD3838.6	20/03/2020	Department Of Transport	Daily Licensing Takings 20/03/2020	(5,766.25)
DD3838.7	23/03/2020	Department Of Transport	Daily Licensing Takings 19/03/2020	(1,763.15)
DD3838.12	24/03/2020	Department Of Transport	Daily Licensing Takings 24/03/2020	(17,928.50)
DD3838.8	24/03/2020	Western Australian Treasury Corporation	Loan Repayment 137 March 2020	(1,907.86)
DD3838.10	25/03/2020	Department Of Transport	Daily Licensing Takings 23/03/2020	(1,385.45)
DD3838.9	25/03/2020	Classic Finance Pty Ltd	Photocopier Lease Payment March 2020	(222.20)
DD3838.13	27/03/2020	IntegraPay Pty Ltd	Synergy On Line Transaction Fees	(31.79)
DD3838.14	27/03/2020	Department Of Transport	Daily Licensing Takings 25/03/2020	(7,021.90)
DD3838.15	30/03/2020	Department Of Transport	Daily Licensing Takings 26/03/2020	(4,280.60)
DD3838.16	31/03/2020	National Australia Bank	NAB Connect Fee	(64.48)
DD3838.17	31/03/2020	Department Of Transport	Daily Licensing Takings 27/03/2020	(6,730.25)
<b>Direct Debit Payments</b>				<b>(127,869.50)</b>
<b>Municipal Account List of Payments Total</b>				<b>(377,996.44)</b>
<b>Trust Account List of Payments</b>				
<b>EFT Payments</b>				
EFT9385	12/03/2020	Glenn Paddick	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9386	12/03/2020	Juri Kuttiiu	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9419	26/03/2020	Jennifer Fay Abel	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9420	26/03/2020	Robert Cumper	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9421	26/03/2020	Simon Coy	COMMUNITY GYM KEY BOND REFUND	(30.00)
<b>EFT Payments Total</b>				<b>(150.00)</b>
<b>Cheque Payments</b>				
2535	3/03/2020	Building And Energy	App # 99826 Rosemarie Warren	(169.95)
2536	3/03/2020	Shire Of Wagin	App # 99826 Rosemarie Warren	(15.00)
2537	26/03/2020	Luke Normington	EQUIPMENT HIRE BOND REFUND	(100.00)
<b>Cheque Payments Total</b>				<b>(284.95)</b>
<b>Trust Account List of Payments Total</b>				<b>(434.95)</b>
<b>Credit Card List of Payments</b>				
<b>Chief Executive Officer - Peter Webster</b>				
Credit Card	3/03/2020	Westnet	Internet Charges	(224.87)
Credit Card	10/03/2020	Caltex Kelmscott	CEO Fuel	(46.33)
Credit Card	12/03/2020	The Hub Albany	Staff Uniform - P Webster	(209.90)
Credit Card	13/03/2020	NAB	Card Fee	(9.00)
<b>Chief Executive Officer - Peter Webster Total</b>				<b>(490.10)</b>
<b>Deputy Chief Executive Officer - Brian Roderick</b>				
Credit Card	18/02/2020	Fuel Distributors Wagin	Fuel for P24	(71.46)
Credit Card	18/02/2020	Online Workwear	Polo Shirts for Shire Staff, Homecare & Councillors	(279.20)
Credit Card	25/02/2020	Talkin Soil Health	Landcare Conference - to be reimbursed	(199.10)
Credit Card	26/02/2020	Wotif	Accommodation for Landcare Conference - to be reimbursed	(250.20)
Credit Card	28/02/2020	Shire of Wagin	BSL for Caravan Park Camp Kitchen Building Permit	(61.65)
Credit Card	11/03/2020	Mitchell's Café Wagin	Catering for 4WDL VROC 10 March 2020	(228.00)
Credit Card	13/03/2020	Booktopia	Books for Library	(267.65)
Credit Card	13/03/2020	NAB	Card Fee	(9.00)
<b>Deputy Chief Executive Officer - Brian Roderick Total</b>				<b>(1,366.26)</b>
<b>Manager of Works - Allen Hicks</b>				
Credit Card	21/02/2020	Dunn & Watson	Toolbox lock for P12 grader	(40.23)
Credit Card	6/03/2020	Palace Hotel Wagin	Refreshments for Woolorama	(58.69)
Credit Card	6/03/2020	Palace Hotel Wagin	Refreshments for Woolorama	(57.67)
Credit Card	9/03/2020	Wagin Farmers Co-op	Supplies for Wooloram Breakfast	(40.67)
Credit Card	9/03/2020	Palace Hotel Wagin	Refreshments for Woolorama	(57.67)
Credit Card	13/03/2020	NAB	Card Fee	(9.00)
<b>Manager of Works - Allen Hicks Total</b>				<b>(263.93)</b>
<b>Manager of Finance - Tegan Hall</b>				
Credit Card	18/02/2020	Aussie Broadband	NBN Charges - Works Depot, Rec Centre, Admin Office & Library	(290.00)
Credit Card	20/02/2020	Officeworks	Perforation Blade Replacement for Admin Office	(40.73)
Credit Card	12/03/2020	Williams Woolshed	Moore Stephens Budget Workshop Meals - T Hall	(4.90)
Credit Card	13/03/2020	Crown Perth Parking	Moore Stephens Budget Workshop Parking - T Hall	(8.10)
Credit Card	14/02/2020	NAB	Card Fee	(9.00)
<b>Manager of Finance - Tegan Hall Total</b>				<b>(352.73)</b>
<b>Credit Card List of Payments Total</b>				<b>(2,473.02)</b>

## 12. REPORTS OF OFFICERS

### 12.1 WORKS AND SERVICES REPORT – MARCH 2020

PROPONENT:	Manager of Works
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 <sup>th</sup> April 2020
PREVIOUS REPORT(S):	18 <sup>th</sup> March 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Plant Report

#### CONSTRUCTION CREW:

Reconstruct and seal widen shoulders on 2km section of Jaloran Road as per Works Program.

Reconstruct and seal widen shoulders on 3km section of Dongolocking Road as per Works Program.

#### UPCOMING WORKS:

Airfield sand seal Taxi Way end of April.

Install kerbing on Trent/Trench Street intersection and Usil Lane.

Replace kerbing in Cowcher and Tudor Streets.

#### ROAD MAINTENANCE:

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

#### TOWN MAINTENANCE:

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

#### PLANT / MACHINERY:

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

**COUNCILLOR'S INFORMATION**

Date	Meter Reading (m3)	Pumping Rate (L/S)	Pressure Main Gauge (KPA)	Water Level (M)
<b>Nalder Street Bore</b>				
14-Nov-19	568272.00	2.00	400.00	26.30
12-Dec-19	572445.00	2.33	375.00	27.50
09-Jan-20	573165.00	2.33	375.00	26.80
05-Feb-20	574965.00	2.16	400.00	25.50
09-Mar-20	580656.00	2.16	375.00	26.50
07-Apr-20	585879.00	2.16	375.00	26.40
<b>5223</b>				<b>-0.1</b>
<b>Victor Street Bore</b>				
14-Nov-19	665494.00	1.67	350.00	16.60
12-Dec-19	669373.00	1.68	360.00	15.50
09-Jan-20	673725.00	1.68	350.00	16.00
05-Feb-20	677524.00	1.66	350.00	15.50
09-Mar-20	683657.00	1.67	350.00	16.00
07-Apr-20	687486.00	1.66	350.00	16.00
<b>3829</b>				<b>0</b>
<b>Warwick Street Bore</b>				
14-Nov-19	552425.00	2.84	325.00	7.30
12-Dec-19	554519.00	2.58	325.00	18.60
09-Jan-20	55516.00	2.60	325.00	8.40
05-Feb-20	558812.00			8.40
09-Mar-20	560200.00	2.60	325.00	9.40
07-Apr-20	562879.00	2.50	325.00	18.00
<b>2679</b>				<b>8.6</b>

**CONSULTATION / COMMUNICATION:**

Nil

**STATUTORY / LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**4260 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. G K B West

Seconded: Cr. L A Lucas

That Council receive the Works report for the month of March 2020.

Carried 10/0

PLANT REPORT				Mar-20		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	P WEBSTER	29/10/2019	13,200	15,000	W.1	
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	33,623	40,000	W.001	
ISUZU D MAX P-04	A HICKS	30/06/2017	82,795	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	49,370	58,000	W.10000	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,056	3,350	W.10292	
KOMATSU GRADER P-10	S DESOUZA	20/10/2014	6,022	6,500	W.284	
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	2,020	2,500	W.10707	
KOMATSU GRADER P-12	J LYDEKER	15/01/2019	1,324	1,500	W.041	
ISUZU TRUCK P-14	S HISKINS	3/12/2019	10,512	20,000	W.1002	
BOMAG ROLLER P-15	B DAVIES	3/01/2008	8,747	8,800	W.7862	
ISUZU TRUCK P-16	VARIOUS	19/10/2010	72,844	85,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	51	200		
VIB ROLLER P-19	VARIOUS	3/01/2008	1,601	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,723	3,750	W.9618	
ISUZU P-21	J LYDEKER	17/03/2017	51,694	57,000	W.676	
JOHN DEERE P-22	E WALLAS	10/08/2016	341	350	W.487	
TOYOTA UTE P-24	VARIOUS	16/09/2010	112,867	120,000	W.1010	
TOYOTA UTE P-25	E WALLAS	16/09/2010	100,844	110,000	W.1001	
TRITON UTE P-26	M TITO	14/11/2014	60,026	60,000	W.1022	Service Due
TRITON UTE P-27	J PRAETZ	6/11/2014	73,260	75,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	51,659	60,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,215	3,250	W.10553	
ISUZU TRUCK P-40	VARIOUS	29/03/2019	25,663	40,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	159,475	160,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	928	1,000		
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,008	5,000	W.10552	Service Due
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,002	2,050	W.10554	
MULTIPAC ROLLER P-49	B DAVIES	9/01/2017	1,858	2,000	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	25,100	40,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,309	30/11/2020	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	97	250		
TOYOTA UTE P-85	S DESOUZA	20/08/2010	114,982	120,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	9,724	10,000	W.10796	

## 12.2 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – MARCH 2020

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Environmental Health Officer / Building Surveyor
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	9 <sup>th</sup> April 2020
PREVIOUS REPORT(S):	12 <sup>th</sup> March 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	N/A
ATTACHMENTS:	Nil

### BRIEF SUMMARY:

Development Report – March

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

Development Applications:

### BUILDING PERMITS

Permit No.	Owner	Builder	Location	Description	Value	Fees
99829	R Scardetta	O/B	52 Omdurman St	S/F Carport	\$1,500	\$105.00
99831	D Dwayne	O/B	73 Johnston St	S/F Carport	\$15,000	\$105.00

### BUILDING FINALS (BA7)

One final certificate was received during April

Lot 28 Scadden Street Wagin – Camp Kitchen

### CERTIFICATES OF OCCUPANCY

Nil

### Solar Panels – Wagin Golf Club

A building request for information was received from Solar Gain on if a building permit was required to place solar panels on the golf club roof.

The Building Code of Australia only requires a building permit if the building is in a wind region C or D (cyclonic), the Wagin Shire is in a wind region A which does not require a structural detail of the build.

**HEALTH INSPECTIONS**

Visits and email communication have been kept on all food premises relating to emergency management changes and how they are coping with the changes. We have noted exceptional changes in compliance behaviour and their community response to the situation.

**Food Recalls/Complaints**

There were 2 recall notices issued by the Health Department of WA, recalls were issued due to Salmonella contamination in Salads.

**Food Monitoring Program – Agricultural Chemical Residue Testing of Fruit and Vegetables**

Suspended until further notice.

**Wagin Aquatic Facility**

March water samples were received compliant.

**Covid – 19 Updates**

In an attempt not to crowd Council with too much information on this subject, a couple of directives have surfaced that effects decisions at a local level;

- 1 All Food premises are now takeaway services only – no sit-down facilities are to be made available.
- 2 If a staff member in a food retail outlet shows positive to Covid 19, they are to be quarantined as required and other staff tested, there is no need to close down the premises. This question was raised due to the virus being able to survive for up to 10 hours outside a host and its ability to survive on polyurethane surfaces for up to 5 days. Follow up testing and tracing is then carried out by the Public Health Emergency Operations Center (PHEOC) to follow up on remaining staff.
- 3 In collaboration with the South West Communicable Disease Control unit of WACHS and Regional Shires, we have come to compromise with the Health Department on Covid 19 cases within the region. The Health Department have a policy that information on patients returning a positive reading is not made available, they have produced a map that indicates the movement of the virus and which Local Authorities have been affected.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Associated Building and Health Fees

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

Caravan Park Availability

A determination has been set down by the Health Department that the current Emergency Directions do not affect Caravan Parks, they may stay open to provide as service for the transient population providing social distancing rules are maintained and takeaway food apply if applicable.

**4261 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. G K B West

Seconded: Cr. S M Chilcott

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

Carried 10/0



### 12.3 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – MARCH 2020

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Deputy Chief Executive Officer
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 <sup>nd</sup> April 2020
PREVIOUS REPORT(S):	19 <sup>th</sup> March 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	N/A
ATTACHMENTS:	Townscape Status Report

#### BRIEF SUMMARY:

The following report details the activities that fall under the control of the DCEO for the month March and April 2020.

#### SPORTSGROUND DEVELOPMENT:

The final Sportsground Feasibility Study Report/Masterplan has been emailed out to all interested clubs and groups and also made available to the community.

A final community meeting to discuss the report and options moving forward was scheduled for 5.30pm Thursday 26<sup>th</sup> March at the Eric Farrow Pavilion. However, after discussion with the Shire President and CEO, we felt that due to the current circumstances regarding the Covid-19 pandemic we believe it would be more worthwhile postponing the meeting.

The reasons behind the postponement is that there is no urgency to hold the meeting, we are concerned that we will get a poor turn-out from the Community and then not get the feedback and discussion we really require over this major development. It will also give Clubs the opportunity to discuss Council's preferred option in a Club meeting format and then maybe a Club position on Council's option.

#### CORPORATE SERVICES:

##### Staff – As a result of the Covid 19 Pandemic

Working from Home - Council's Works Admin Officer and Manager of Finance are working from home.

Librarian – Currently working only one day a week at the library organising borrower mystery boxes and undertaking sorting out stock, tidying up / cleaning etc

Swimming Pool / Rec Manager – Has completed the pool shut down for the year, is now on annual leave. Once he has finished leave he will carry out a few hours a week with Winter Maintenance on the Swimming Pool and cleaning at the Recreation Centre.

##### Finance

An Audit Committee meeting was held on the 21<sup>st</sup> April, please refer to the minutes contained in this agenda. Also, an Audit entrance meeting was held via teleconference on the 23<sup>rd</sup> April with Councillors auditors the Office of Auditor General and Butler Setinerri.

The Manager of Finance has commenced the preparation for the 2020/2021 Budget process, she has prepared a Budget Time-table that she will distribute to all Councillors.

There are a number of Corporate Services tasks and plans that require undertaking in the next few months. These include a desk top review of Council's Strategic Community and Corporate Business Plan, updating the Long Tern Financial and Asset Management plans, a review of the Workforce Plan, Financial Management Review, Reg 17 Audit (Risk Management) and a review of Council's Delegation Register.

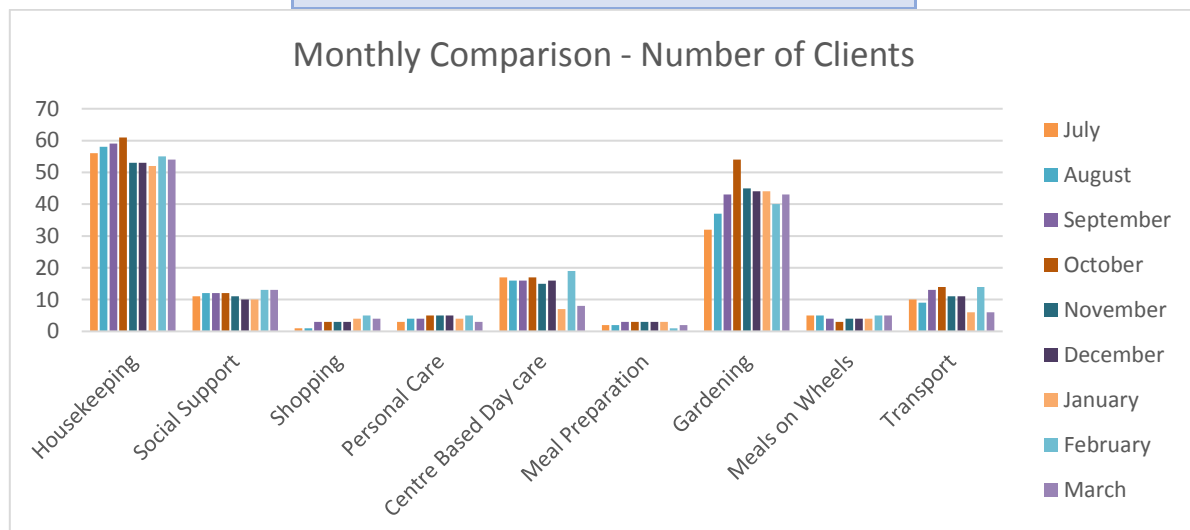
There is a significant amount of work in the above and the completion of these tasks will depend on meeting and work restrictions around the current Covid-19 pandemic.

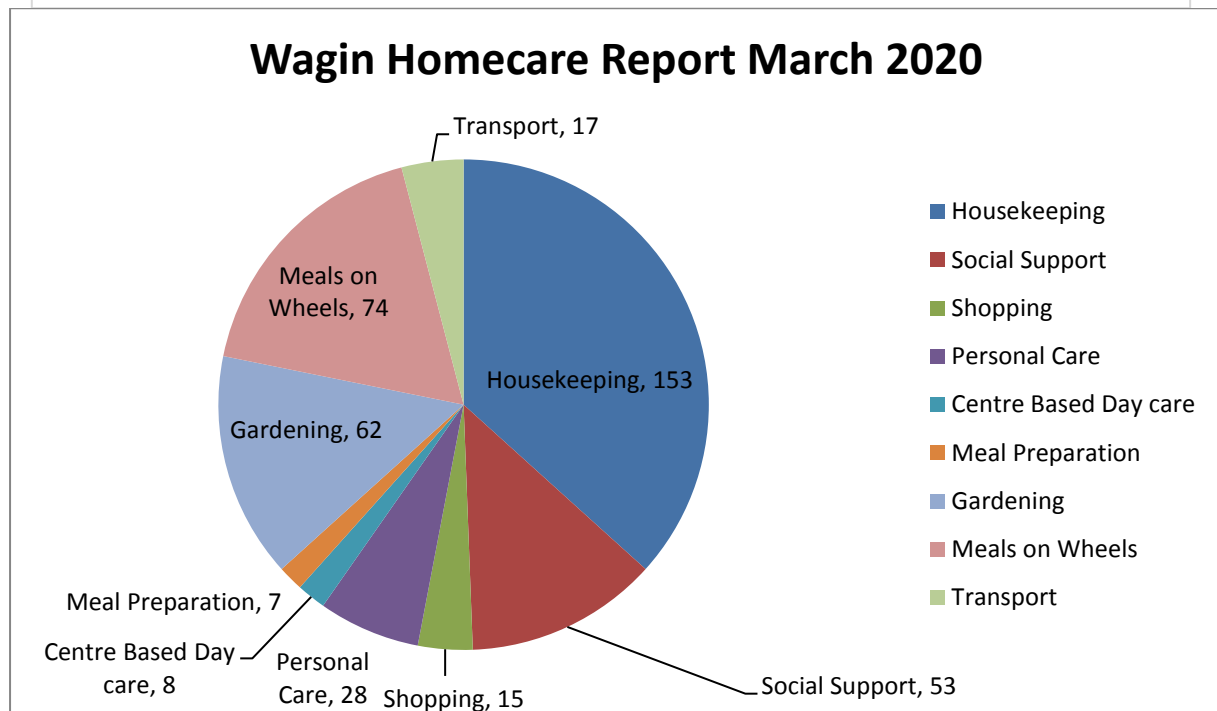
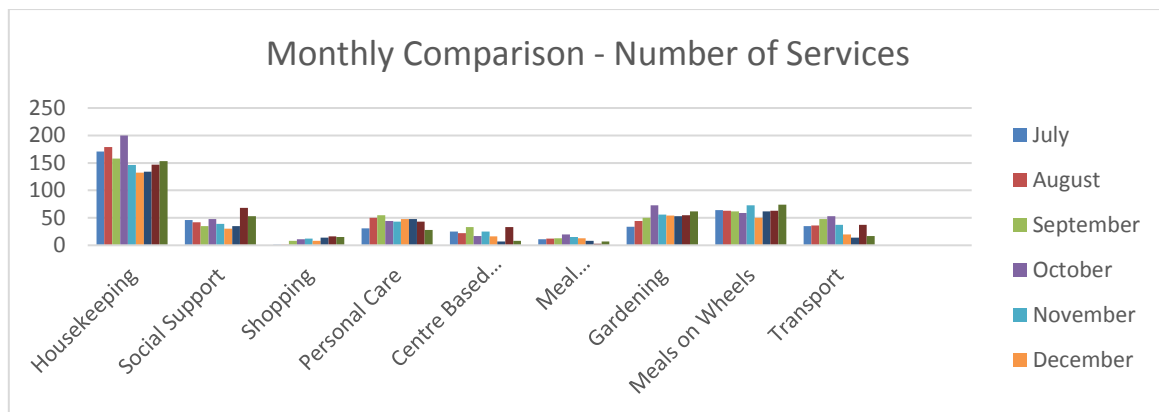
### AGED CARE:

#### HEMOCARE REPORT MARCH 2020

**CLIENTS:** 83 clients received one or more services for March:

Service	Number of Clients
Housekeeping	54
Social Support	13
Shopping	4
Personal Care	3
Centre Based Day care	8
Meal Preparation	2
Gardening	43
Meals on Wheels	5
Transport	6





### Wagin Homecare Complete Service Provision February 2020

Types of services provided	Monthly Contracted	Hours Provided	Variance	Contracted	Year to date
Domestic Assistance	243	188	-55	2913	1616
Social Support	54	56	2	651	353
Personal Care	16	20	4	190	198
Centre Based Day Care	120	106	-14	1442	557
Respite Care	1.5	0	-1.5	18	0
Home Maintenance	112	54	-58	1344	448
Transport	63	64	1	762	303
Meals on Wheels	334	63	-271	4011	496
Other food services	25	4	-21	299	105

**TOWNSCAPE:**

A meeting was scheduled for April, however under the current Coronavirus measures we have been unable to meet. I have put together a Townscape Status report that is enclosed with this report.

March/April 2020 Shire Facebook Report22/04/2020

The Shire Facebook page has posted a significant number of times (44) since the last report in March with the biggest audience award being the “Medical Centre Position Vacant”, with 1567 people viewing the post.

- Katanning Harmony Festival Cancelled – 13<sup>th</sup> March – 520 people
- Free kidsafe online workshop – 16<sup>th</sup> March – 214 people
- WestJets are coming to Wagin – 16<sup>th</sup> March – 643 people
- Lost Dog – 16<sup>th</sup> March – 517 people
- COVID-19 update – 17<sup>th</sup> March – 1211 people
- Medical Centre Position Vacant – 18<sup>th</sup> March – 1567 people
- Coronavirus Information Hotline – 19<sup>th</sup> March – 241 people
- Precinct Meeting Postponed – 20<sup>th</sup> March – 592 people
- Library Closure Notice – 23<sup>rd</sup> March – 474 people
- Historical Village Closure Notice – 23<sup>rd</sup> March – 1301 people
- Shire Council change of venue – 24<sup>th</sup> March – 362 people
- Shire hours’ notice with DoT link – 25<sup>th</sup> March – 264 people
- Borrow box for library books – 27<sup>th</sup> March – 585 people
- Astrotourism – 27<sup>th</sup> March – 239 people
- Travel Restriction notice – 30<sup>th</sup> March – 546 people
- Club information – 31<sup>st</sup> March – 217 people
- COVID-19 update – 1<sup>st</sup> April – 348 people
- Medical centre phone issue notice – 1<sup>st</sup> April – 1103 people
- Waratah Lockdown – 1<sup>st</sup> April – 1493 people
- Trouble Tree Story – 1<sup>st</sup> April – 838 people
- Medical Centre phones restored – 2<sup>nd</sup> April – 759 people
- Found Dog – 2<sup>nd</sup> April – 343 people
- Astrotourism – 2<sup>nd</sup> April – 280 people
- Beaurepaire Update – 3<sup>rd</sup> April – 1284 people
- Stay Home over Easter Notice – 9<sup>th</sup> April – 117 people
- Wetlands Park Consultation – 9<sup>th</sup> April – 331 people
- Link to Kiddo – for parents – 9<sup>th</sup> April – 168 people
- Link to Wheatbelt Kids – 10<sup>th</sup> April – 198 people
- Link to healthy lifestyle – 10<sup>th</sup> April – 196 people
- Link to Isolation resources – 11<sup>th</sup> April – 355 people
- Link to Cirque du Soleil – 11<sup>th</sup> April – 276 people
- Link to My Smart Garden – 12<sup>th</sup> April – 185 people
- Link to 140 fun things to do indoors – 12<sup>th</sup> April – 389 people
- Happy Easter – 13<sup>th</sup> April – 237 people
- Link to building Active bodies & Brains – 13<sup>th</sup> April – 202 people
- Shared from State Library – Wagin – 14<sup>th</sup> April – 361 people

- Link to National Geographic resources – 14<sup>th</sup> April – 183 people
- Link to Wagin School page – 15<sup>th</sup> April – 475 people
- Link to Active Seniors Workout – 15<sup>th</sup> April – 286 people
- Log into Australia's largest online workout – 16<sup>th</sup> April – 26 people
- Celebrating Volunteers flyer – 18<sup>th</sup> April – 299 people
- Sporting club policy guidance – 19<sup>th</sup> April – 415 people
- Regional Travel App – 21<sup>st</sup> April – 237 people
- Black Cockatoo info sought – 22<sup>nd</sup> April – 237 people

Our total page “likes” is at 1201 – up by 17 from last month.

To compare our likes to other shire pages:

- |              |      |
|--------------|------|
| • Wickepin   | 761  |
| • Williams   | 450  |
| • Kondinin   | 402  |
| • Lake Grace | 585  |
| • Kojonup    | 1003 |

Wagin Woolorama Page made a minor jump to 2795 likes.

## RECREATION AND CULTURE:

### Library Report March/April 2020

Due to the Covid-19 pandemic The Wagin Library was closed on the 24<sup>th</sup> March and will remain closed until the Government advise the Shire that it is safe and allowed to open to provide services.

The following initiatives have been introduced to assist the Library members and the community still access some Library services in this difficult period.

#### Mystery Boxes

The Wagin Library have started a State Library initiative whereby the members can register their interest in a Mystery Box, and they will receive a box of books/audio books and DVD's in their chosen genre.

This opportunity is being run out of numerous libraries across WA and provides a alternate option for parents with their kids at home, as well as anyone who is self-isolating or just in need of some reading matter during this unusual period.

The books will be sorted by the librarian and collected by the patrons once a week from the back door of the library. The patrons will be able to retain the books for an open-ended period, and returns will be dropped at the Shire office for de-contamination. Patrons can register their interest in a mystery box by calling the Shire office, and letting us know their preferred style of book, and they will be contacted regarding their pickup time.

The de-contamination process is simply storing the returned boxes in chambers for a week, which is how long the COVID-19 virus can live on paper.

**Borrow Box**

The State Library of Western Australia and Public Libraries of Australia participate in a digital book format called Borrowbox. Wagin Library patrons have been notified of the process of borrowing digital books via this format for free.

To access this, patrons need to download the app, enter their member number and choose their library (Wagin Public Library). They will then be able to borrow up to six books at a time – both eAudiobooks and eBooks for their reading/listening pleasure.

**Swimming Pool**

The Swimming Pool closed early this year due to pandemic restrictions on opening Council pools. Please refer to Swimming Pool Season report below, prepared by Manager, Kim Hough.

**Numbers**

	Adult Paid	Child Paid	Family Paid(x 5)	Spectator	Under 5	Passes	TOTAL
2019/20	1,080	2069	187	576	366	3,546	7,824
2018/19	967	1744	185	753	474	3,729	7,852

swimming lesson numbers 1185 children paid

429 children held passes

The 2019/20 pool season saw a busy 6 months. The season started a touch late with pool water sample results arriving a bit later than usual. Good weather for most of the season resulted in similar attendance figures compared from the 2018/19 season. Wagin Swimming Club held just the one swim meet which was well attended. The gate numbers were averaged out per swimmer plus two parents. In-term swimming numbers were down this season which may be an indication of how many children are away in other schools. Lessons were divided up into 4 weeks instead of the usual 2 this season due to the lack of swimming teachers. The second session were unfortunate enough to receive some cold weather.

Early morning lappers were the most reliable attendants at the pool averaging 25 per morning. Water aerobics proved popular, with Danleze, every Friday morning.

The pool, as you would have guessed, had an early closure due to the corona virus, in so doing lost 2 weeks of the season.

**Incidents**

First aid administered over the season was minimal. The usual scrapes and bee sting numbers. Only two minor injuries with the need for stitches. As in previous years the first aid room was ideal for the swimming teachers to stay out of the elements.

Only 6 children expelled from the pool. 5 of whom were for one day. The other was for the season following an incident involving 4 patrons and a Stanley trimmer. Police were informed and appropriate paper-work filed. No one was hurt.

**Activities**

- Wagin Regional Swimming meet
- WDHS Swimming Carnival
- Vac Swim
- Inter school swimming lesson (4 weeks)
- Dolphins swim club
- Wagin swimming club training 3 to 4 sessions a week
- Water aerobics
- School holiday activities with Terry Anthony
- Opening day Bbq
- Volunteers thankyou evening
- Many birthday parties
- Bbqs many days of the week
- Heating of the LTS pool very popular with the patrons

**Maintenance**

- Sinking paving at the shallow end of 50m pool. A weekly procedure.
- Capping to be replaced and cemented in on the grassed terraced area
- 50m main pump seal replaced
- Both chlorinators had work performed on them
- Shades all in good condition and were up
- 50m pool will be needing a paint at some stage as paint is lifting
- Gutters also need a paint in the LTS pool
- Blankets looking their age. Patches not holding and the edges fraying
- Sand in filters to be assessed
- Talks with Brian McDonald about a maintenance program before opening 2020/21 season to nip some problems in the bud before they become large problems
- LTS pool heating pump installed

Thankyou for all your support over my first season at the Wagin Memorial Pool. It has been most enjoyable and I am looking forward to 2020/21 season.

**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

**Other****Caravan Park Kitchen**

The Caravan Park Kitchen shed has been erected and there has been some fit-out with benches, however we have been waiting on the plumber and electrician to hook up water and power. This will happen in the first week of May, the camp kitchen should be operational in mid-May.

**Medical Centre Painting**

Painting of the Medical Centre will commence in the last week of April. This will include the Doctor's surgery, Dentist, Infant Health Centre and meeting room. A meeting will be held with the contract painter and all the users to ensure the works run smoothly with minimal disruption.

**CONSULTATION/COMMUNICATION:**

Shire Staff

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

N/A

**STRATEGIC IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority

**4262 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. S M Chilcott

Seconded: Cr. G K B West

That Council receive the Deputy Chief Executive Officers report for March 2020.

Carried 10/0



Townscape Status Report 2019/2020			
Task	Staff / Contractor	Status	Date Due
Painting Of Street Pots	Terry	In Progress, Tudhoe Street pots completed, now waiting for more paint to do Tavistock and Tudor Streets	30/04/2020
BP Service Station Crossover	Brian	Referred to Works - Committee (CEO)	31/05/2020
Plumb Trees on Ballagin Street - Addittional Trees and Soil sample required as trees struggling	Mike Brown	In Progress	8/05/2020
New Trees Across from Palace and down Tudhoe Street require pruning	Mike Brown	Work to be programmed in	29/05/2020
Wetlands Park New Plantings and Landscaping	Mike Tito / Mike Brown	Work to be undertaken in late April	29/05/2020
Giant Ram Painting and Maintenance	Brian / Donna	To go to the 20/21 Budget - Quotes being obtained	28/02/2020
Daycare Centre Garden upgrades	MikeTito	Lawn & Woodchips completed, new shrub plantings to commence at the end of April	29/05/2020
Wetlands Park Development	Brian / Donna	New endorsed Concept Plan has been put out for public comment until 1 May, will then will commence grant applications	Ongoing
Electronic Display Sign	Brian /CEO	Dependent on Library / Town Square Development. Advice received from Main Roads is not supportive of the type of sign the Committee wished to erect in the desired places.	Ongoing
Library / Town Square Development	Brian	Mike Brown presented templates of development area. Committee to draw their deisgn on template for next meeting.	Ongoing
Continuation of Townscape Development Upgrades 19/20	Mike Tito / Works Staff	There are some morks works to be undertaken in the 19/20 Financial Year	Ongoing
	<b>Budget</b>	<b>Actual Expended</b>	
Townscape Capital Development	\$60,000	\$25,554	

**12.4 CHIEF EXECUTIVE OFFICERS REPORT – MARCH 2020**

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 <sup>st</sup> April 2020
PREVIOUS REPORT(S):	16 <sup>th</sup> March 2020
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	Nil
ATTACHMENTS:	Nil

**1) COVID-19 VIRUS**

Numerous notes and bulletins have been circulated over the month.

WALGA has been having weekly updates along with WACHS.

Council staff generally have not been impacted by the situation at this time

**2) WANDRRA – Claims**

By the February Council meeting all WANDRRA Claims should have been paid and the event finalised. At the end of December 2019 there was approx. \$160,000 outstanding. Two invoices were raised in mid-January for \$103,000 with the balance being finalised by mid-February 2020.

This event has taken almost 2 years to complete the work and three years for all payments to be finalised.

**March 2020:** - There remains \$8,000 (Claim 44) to finalise this event. There were some small amounts that need to be allocated to road maintenance. This amounts to \$3,500. These were for claims that we could not substantiate. i.e. No culvert where culvert repairs were said to have happened etc. No pipe at the said SLK etc.

**April 2020:** - MRWA has rejected Claim 44 for \$8000 which is Morgan Road. They did advise in mid-March that they had rejected the claim and I sent back further information about what had happened. See below: -

**Sent 20.3.2020**

*I have been advised by Alli that Claim 44 has been rejected. See below.*

*MRWA rejection*

*I regret to inform you that the Shire's Claim 44 for AGRN 743 has been declined.*

*This claim had been resubmitted after being excluded from Claim 34, due to inadequate photo evidence linking the damage to the WANDRRA event, AGRN 743.*

*The supporting documentation in both claim 34 and claim 44 did not provide sufficient evidence that the damage to the head walls was caused by the event.*

*Additional photographs provided in claim 44 did not show the damaged head walls, only the works in progress of the culvert pipes being installed, remnants of the head walls and a screen shot from Google that head walls had been present in 2008.*

*MRWA were advised that the Shire undertook the culvert replacement work on Morgan Road (SLK 0.96) between March 2017 and July 2017.*

*The head walls being claimed were constructed around October 2018.*

*A determination could not be made that the head walls had been damaged by the event and not as a result of the removal and replacement of the culvert.*

#### **CEO Comment**

*I wish to object to the rejection. Morgan Road was damaged as a result of the storm event. My Manager of Works has provided information what happened at this culvert (see below)*

*A local farmer "helped" out a truck who was stuck in this area. I do remembers visiting the site after the flooding and seeing the two heaps of gravel either side of the washed out culvert.*

*We have spoken to the local farmer (Gavin Kirk – 9861 1149) who pushed the gravel in and he is happy to talk with you to about this matter. As a result of the flooding the gravel was washed out and the pipes were laying in place. It was when the gravel was pushed in by Gavin Kirk that the pipes moved and when repairs were undertaken, had to be reset etc. The original headwalls were stone pitched and were washed away.*

*This is a genuine claim and I believe that MRWA should pay the amount outstanding on Claim 44*

#### **MRWA responded on the 8.4.2020**

*Apologies for the delayed response.*

*I had discussed this claim with Craig prior to sending it to Perth for final review.*

*While we initially had reservations that the claim did not provide sufficient evidence as required, Craig recommended that, as a show of good faith, the claim should be forwarded for further assessment.*

*This was based on the likelihood that, as Morgan Road had sustained damage in the event, there was a of probability of the headwall being impacted as well.*

*However, there is a requirement to provide evidence of the damage sustained and that it was caused by the event.*

*Perth have been dealing with the scrutiny from the Auditors on a number of AGRN events and, as the evidence was not sufficient to prove nexus to the event; the possibility of the claim not being approved by the Commonwealth is almost certain and thus the State, and in turn MRWA, will not be reimbursed.*

*The March 2017 photographs provided show works in progress of pipes being installed and although the headwall can be seen in the pictures, no determination can be made whether they were damaged by the event or by demolition to install the pipes.*

*The additional supports (screen shots from Google) only show that there was a head wall in place in 2008.*

*In the explanation in the email provided, it reads as though the new pipes were in place at the time of the event, that the farmer dumped gravel over them to allow access across, after which, the gravel had to be pushed out, the pipes reset and covered with gravel. The assumption could be that the headwalls were demolished to allow for the culvert installation, as there are no photographs of the damaged headwall prior to the installation of the pipes.*

*In addition, the culverts installation was in progress in March of 2017, the purchase order and invoice for the installation of the headwalls were issued in December of 2018, more than 18 months later.*

*No explanation has been provided on that issue.*

**CEO Comment:** - I know this is a genuine claim and the truck operator was stuck on Morgan Road and needed to get out. The local farmers assisted by filling the creek crossing in turn moving pipes etc. I think this matter should be taken up with Craig Manton RM – MRWA in Northam.

### **3) MITIGATION ACTIVITY FUND – WAGIN**

The Wagin Bushfire Brigade recently undertook the hazard reduction burn on the northern side of Mt Latham. The burn went well.

Entire Fire Management started work on the southern side of Mt Latham on the 15<sup>th</sup> April 2020. They have installed fire breaks etc and will return to undertake the burning. The Wagin Bushfire Brigade will be assisting with any burns and will be given a donation from Entire Fire Management for the assistance.

### **4) HOUSEHOLD HAZARD WASTE COLLECTION DAY**

This event / program has been cancelled for the time being.

### **5) REVIEW OF THE WASTE LEVY**

The State Government are undertaking a review of the Waste Levy. The current levy is only for the metropolitan area and is calculated at \$70.00 per tonne for house waste \$130 per tonne for commercial waste.

The review documents speak about expanding the levy to cover rural areas of WA.

This Council disposes of approx. 900 tonne of waste (this includes Green waste) This would equate to approx. \$63,000 pa in possible levies.

I flag this as a matter to watch as it will impact on Council operations if it is imposed.

### **April 2020: -**

Comment period has been extended until mid-July 2020 and I urge Council to comment regarding the possible imposition of the Waste Levy in rural areas.

### **6) ACTING CEO – CHANGE OVER**

Mr Bill Atkinson has met with the former CEO on a number of occasions during the past month regarding the handover. This has also included attending two LEMC video conferences and a Finance Committee meeting

**7) NEW POLICE OIC – Sgt JOHN BRIDGER**

The new OIC of Police has arrived in Wagin and has met most people. He is currently living in Rifle Street and will be moving to the Marks Court house when the previous OIC has his belongings removed.

**8) AIRPORT SHELTER**

Terry Freeman from Bunbury has been in contact with the CEO regarding the possibility of erecting a shelter at the airport for his Ag Plane.

Cr Ball and the CEO will meet with Mr Freeman on the 27<sup>th</sup> April 2020 to discuss locations and this will be reported on at the Council meeting

**CONSULTATION/COMMUNICATION:**

Nil

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**4263 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. B S Hegarty

Seconded: Cr. W J Longmuir

That Council receive the Chief Executive Officers report for March 2020.

Carried 10/0

**13. AGENDA ITEMS****13.1 2018/2019 INDEPENDENT AUDITORS REPORT – REQUEST TO CORRECT OPERATING SURPLUS RATIO ERROR**

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	24 <sup>th</sup> April 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	
ATTACHMENTS:	Independent Auditor's Report 2018/2019

**BRIEF SUMMARY:**

Council to authorise a letter to be sent to the Office of Auditor General requesting a correction of the Operating Surplus Ratio error on the 2018/2019 Independent Auditor's Report.

**BACKGROUND:**

In accordance with the Local Government Act 1995, Council's external auditor - The Office of the Auditor General (OAG) have conducted an audit of the Shire of Wagin's finances for the 2018/2019 financial year. The OAG engaged Butler Settineri to carry out the audit on their behalf.

The 2018/019 Audit Report was adopted at the Audit Committee held on the 6<sup>th</sup> February and the report was received and noted by Council at the February Council meeting.

**OFFICERS RECOMMENDATION & COMMITTEE DECISION**

Moved: Cr. B L Kilpatrick

Seconded: Cr. B S Hegarty

That the Audit Committee receives and adopts the 2018/2019 Audit Report.

Carried 4/0

**4086 COMMITTEE RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. B L Kilpatrick

Seconded: Cr. G R Ball

That Council receives and notes the 2018/2019 Audit Report.

Carried 11/0

**COMMENT:**

The Audit report contained the following Material Matter:

**Material Matter**

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (1) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:

The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries basic standard for the past 3 years. The financial ratios are reported in Note 29 of the annual financial report.

As part of the Local Government Amendment (Auditing) Act 2017, Local governments must prepare a report addressing the significant matters identified in their audit report, which is to be considered by the local government's audit committee before being adopted by council. The report must then be forwarded to the Minister of Local Government and published on the Shire's website.

In the process of staff preparing a report to the Minister to address the above, they discovered the report was incorrect as the Operating Surplus Ratio is only below the Department's standard for one year being 2018/2019 and it was above the standard for the previous two years.

**FINANCIAL RATIOS**

	<b>Standard</b>	<b>2019 Actual</b>	<b>2018 Actual</b>	<b>2017 Actual</b>
Current ratio	1.00	3.76	2.73	2.21
Asset consumption ratio	0.50	0.98	0.99	0.96
Asset renewal funding ratio	0.75	3.63	1.16	0.40
Asset sustainability ratio	0.90	1.32	4.94	1.63
Debt service cover ratio	2.00	13.38	11.30	14.71
<b>Operating surplus ratio</b>	<b>0.01</b>	<b>(0.32)</b>	<b>0.03</b>	<b>0.26</b>
Own source revenue coverage ratio	0.40	0.53	0.62	0.46

The Audit Committee met on the 21<sup>st</sup> April and endorsed the report to the Minister addressing the Material Matter / Adverse Trend. However, after speaking to the Auditors on the 23<sup>rd</sup> April an alternative report has been drafted and presented at this Council meeting for consideration.

It is important that the Audit Report is corrected as the report is a historical record of the accuracy of Council's financial position, meeting its financial obligations in accordance with the Local Government Act and Council's overall financial performance against the adopted standards.

With the above in mind, it is paramount that the Audit report is accurate for anyone that reads it now and into the future, particularly if it is used as evidence to assess Council's financial performance or viability.

Management is now requesting Council to authorise a letter to be sent to the Office of Auditor General to formally correct the error, that states "the Operating Surplus is below the Department of Local Government, Sport and Cultural Industries basic standard for the past 3 years".

A copy of the 2018/2019 Audit Report is enclosed for your reference.

**CONSULTATION/COMMUNICATION:**

Audit Committee  
Shire President  
Acting CEO  
Marius van der Merve - Butler Setinerri  
Arum Madnak – Office of Auditor General

**STATUTORY/LEGAL IMPLICATIONS:**

Local Government Act 1995  
Local Government (Financial Management) Regulations 1996.

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**4264 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. G R Ball

Seconded: Cr. B L Kilpatrick

Council authorise a letter to be sent to the Office of Auditor General requesting a correction of the Operating Surplus Ratio error, in so far as it relates to three years of not meeting the prescribed standard, on the 2018/2019 Independent Auditor's Report.

Carried 10/0





## Auditor General

### INDEPENDENT AUDITOR'S REPORT

#### To the Councillors of the Shire of Wagin

#### Report on the Audit of the Financial Report

##### **Opinion**

I have audited the annual financial report of the Shire of Wagin which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion, except for the effects of the matters described in the *Basis for Qualified Opinion* section of my report, the annual financial report of the Shire of Wagin:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

##### **Basis for Qualified Opinion**

The balances for infrastructure assets at 30 June 2018 are not comparable to the balances at 30 June 2019. Infrastructure assets totalling \$99,668,745 had been revalued at 30 June 2018 in accordance with Regulation 17A of the Local Government (Financial Management) Regulations 1996, except for drainage assets which were valued at 30 June 2019 for \$3,416,594. Consequently, the previous auditor issued a qualified opinion on the 2018 balance.

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### **Emphasis of Matter – Basis of Accounting**

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

***Responsibilities of the Chief Executive Officer and Council for the Financial Report***

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

***Auditor's Responsibilities for the Audit of the Financial Report***

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the annual financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the annual financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the annual financial report, including the disclosures, and whether the annual financial report represents the underlying transactions and events in a manner that achieves fair presentation.



I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

### Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:


- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
  - a. The Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries basic standard for the past 3 years. The financial ratios are reported in Note 29 of the annual financial report.
- (ii) The following material matters indicating non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
  - a. A review of the appropriateness and effectiveness of the Shire's financial management systems and procedures was not completed by the CEO at least once every three financial years, as required by section 5(2)(c) of the Local Government (Financial Management) Regulations 1996.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

### Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed a qualified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 29 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

### Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Wagin for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

  
SANDRA LABUSCHAGNE  
ACTING AUDITOR GENERAL  
FOR WESTERN AUSTRALIA  
Perth, Western Australia  
// February 2020

### 13.2 NATIONAL REDRESS SCHEME (PARTICIPATION OF WA LOCAL GOVERNMENTS)

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 <sup>st</sup> April 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PH.CA.1
ATTACHMENTS:	Local Government Information Paper December 2019

#### BRIEF SUMMARY:

This item is for the Shire of Wagin to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Wagin to participate in the National Redress Scheme;
- Formally endorse the Shire of Wagin's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

#### BACKGROUND/COMMENT

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Wagin) will be required to consider leading practice approaches to child safeguarding separately in the future.

### National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.<sup>1</sup>

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

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<sup>1</sup> Section 111(1)(b).

## DETAILS

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Wagin's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Wagin formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Wagin will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Wagin to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Wagin formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for the Shire of Wagin include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Wagin having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Wagin.

#### Considerations for the Shire of Wagin

Detailed below is a list of considerations for the Shire of Wagin to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Wagin will receive a Redress application. A Service Agreement will only be executed if the Shire of Wagin receives a Redress application.

Shire of Wagin needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Wagin will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Wagin's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. Redress Decisions

The Shire of Wagin should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses.



The State Government and the Shire of Wagin do not have any influence on the decision made and there is no right of appeal.

### CONSULTATION/COMMUNICATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

#### STRATEGIC IMPLICATIONS:

#### STATUTORY/LEGAL IMPLICATIONS:

The Shire of Wagin in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

#### FINANCIAL IMPLICATIONS:

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

#### VOTING REQUIREMENTS:

Simple Majority

**4265 OFFICERS RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. G R Ball

Seconded: Cr. B L Kilpatrick

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Wagin will be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), when the Shire of Wagin makes this specific and formal decision to the be included;
- 3) Endorses the participation of the Shire of Wagin in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;
- 4) Grants authority to Shire of Wagin President and Chief Executive Officer to execute a service agreement with the State, if a Redress application is received;

Notes that a confidential report will be provided if a Redress application is received.

Carried 10/0



Department of  
**Local Government, Sport  
and Cultural Industries**

# National Redress Scheme for Institutional Child Sexual Abuse

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**Department of Local Government, Sport  
and Cultural Industries**

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Information Paper

3 February 2020

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# 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

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<sup>1</sup> Section 111(1)(b).



### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

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The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.



WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

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Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

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Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

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In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

## ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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## APPENDIX A

### ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

<sup>2</sup> \* For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

## THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

## APPENDIX B

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### NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).

## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

## TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.



## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

### 13.3 PLANNING CHANGES TO SUPPORT COVID –19 RESPONSE & RECOVERY

PROPONENT:	Western Australian Government & Minister for Planning
OWNER:	
LOCATION/ADDRESS:	State-wide including the Shire of Wagin Municipal District
AUTHOR OF REPORT:	Mr Joe Douglas – Consultant Town Planner (Exurban & Regional Planning)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 <sup>nd</sup> April 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LP.NO.4 & PH.PR.4
ATTACHMENTS	Attachment 1, 2 and 3

#### SUMMARY

The following report provide details of recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* initiated by the State Government and approved by the Minister for Planning to temporarily override requirements of local planning schemes, and existing conditions of planning approvals, in response to the current State of Emergency for the Coronavirus (COVID-19) pandemic. It recommends the Shire Administration be authorised to prepare and publish information on the Shire's website and newsletter to inform the local community of the potential implications and associated obligations.

#### BACKGROUND & COMMENT

On 3 April 2020 the *Planning and Development (Local Planning Schemes) Regulations 2015* were formally amended to empower the Minister for Planning to issue a notice to temporarily exempt the planning requirements prescribed in local planning schemes where such an exemption is considered necessary to respond to a State of Emergency, or to assist with the recovery.

On 8 April 2020 the Minister for Planning issued a Notice of Exemption to provide specific guidance to both landowners and local government on a range of temporary exemptions for certain approvals and requirements within local planning frameworks. These exemptions, which are a direct response to the current State of Emergency for the Coronavirus (COVID-19) pandemic, will remain in effect until 90 days after the end of the State of Emergency.

The exemptions remove any existing barriers within the planning system to ensure flexible and speedy responses to a changing crisis environment, support business and guarantee the provision of essential community services. They include:

- medical or health-related facilities required in response to the COVID-19 pandemic;
- truck and logistic companies needing to deliver goods but currently with restricted loading and unloading times;
- businesses seeking to adapt by changing their current approved use;
- restaurants and cafes required to sell takeaway in contravention of current planning conditions;
- people operating their businesses from residential zones;
- parking commercial vehicles on residential properties;



- a blanket two-year extension for all current development approvals;
- businesses needing to change advertising signs; and
- temporary workers accommodation.

A copy of the notice published in the Government Gazette providing details of the Planning and Development (Local Planning Schemes) Amendment Regulations 2020 is provided in Attachment 1.

A copy of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 is provided in Attachment 2.

A set of explanatory notes in relation to each exemption has been prepared and published by the Western Australian Planning Commission to guide implementation of the Notice of Exemption by local governments across the State (see Attachment 3).

Council should also note the following key points:

1. The exemptions listed in the Notice of Exemption are discretionary. There is no obligation for a local government or landowners to use an exemption if they do not wish to do so. However, if they wish to rely upon an exemption, all relevant conditions as stated in the Notice must be complied with.
2. The exemptions listed in the Notice of Exemption are temporary. The Notice does not provide a permanent exemption from a planning requirement under a local planning scheme. Once an exemption expires, the existing planning framework requirements, including existing conditions of approval, will apply. That means without a new or amended development approval:
  - any exempt condition of approval will be reinstated;
  - any uses that were exempt from planning approval requirements under the Notice will need to seek approval through the appropriate processes if no similar exemption applies under the existing planning framework;
  - any requirements that were exempt from applying, such as cash-in-lieu or the provision of car bays are not permanently waived; and
  - any temporary works associated with any exemption will need to be removed.

For this reason, many of the conditions set out in the Notice have a 90-day transitional period from the end of the State of Emergency, whenever that may be declared by the State government, to the end of the exemption. This period gives time for any landowner who wishes to continue the particular use or regularise any particular work to obtain a new or amended development approval. An application for development approval can be submitted and determined at any point while the exemption is in place if it is intended that the activity continues beyond the Notice period.

3. Given the very fast nature of change and uncertainty surrounding the Pandemic, it is impossible to forecast when the State of Emergency will finish, and when any necessary recovery phase might also conclude. As an in-built safeguard, the Minister is required to revoke the Notice if considered no longer necessary to respond to or recover from the emergency. Similarly, because of the dynamic changing nature of the Pandemic, the Minister also has the power to amend the Notice.

Given the significance of the of recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* and the subsequent Notice of Exemption issued by the Minister for Planning in response to the COVID-19 pandemic, it is considered prudent and beneficial to inform the local community of its potential implications to raise awareness and ensure landowners comply with the relevant conditions as stated in the Notice if they wish to

rely upon an exemption. This could be achieved through the preparation and publication of information on the Shire's website and newsletter.

### STATUTORY ENVIRONMENT

- *Planning and Development Act 2005*
  - Part 15, Division 1 – 'Subsidiary legislation made by Minister'
- *Planning and Development (Local Planning Schemes) Amendment Regulations 2020*
  - Amendments to the Deemed Provisions being Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- *Shire of Wagin Local Planning Scheme No.2*

### POLICY IMPLICATIONS

Nil

### COMMUNITY CONSULTATION

Recommended as described previously above.

### FINANCIAL IMPLICATIONS

Nil aside from the cost associated with preparing and publishing information on the Shire's website and newsletter to inform the local community of the potential implications of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 which is expected to be in the order of \$350.00 excluding GST.

### STRATEGIC IMPLICATIONS

Nil

### CULTURAL IMPLICATIONS

Nil

### VOTING REQUIREMENTS

Simple majority required.

## 4266 OFFICERS RECOMMENDATION & COUNCIL DECISION

Moved: Cr. S M Chilcott

Seconded: Cr. L A Lucas

That Council resolve to:

1. Note the recent amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015* initiated by the State Government and approved by the Minister for Planning to temporarily override requirements of local planning schemes, and existing conditions of planning approvals, in response to the current State of Emergency for the Coronavirus (COVID-19) pandemic;
2. Acknowledge the Notice of Exemption issued by the Minister for Planning on 8 April 2020 providing details of the various temporary exemptions now in force for certain approvals and requirements under the Shire of Wagin's local planning framework; and
3. Authorise the Shire Administration to prepare and publish information on the Shire's website and newsletter to inform the local community of the potential implications of the Notice of Exemption issued by the Minister for Planning on 8 April 2020 with the cost to be assigned to the Shire's town planning budget for the 2020 financial year.

Carried 10/0

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**PLANNING**

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PL301

Planning and Development Act 2005

**Planning and Development (Local Planning Schemes) Amendment Regulations 2020****SL 2020/30**

Made by the Minister under Part 15 Division 1 of the Act.

**1. Citation**

These regulations are the *Planning and Development (Local Planning Schemes) Amendment Regulations 2020*.

**2. Commencement**

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day after that day.

**3. Regulations amended**

These regulations amend the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**4. Regulation 10A inserted**

At the end of Part 2 insert:

**10A. Review of Schedule 2 Part 10B**

- (1) The Minister must review the operation and effectiveness of Schedule 2 Part 10B, and prepare a report based on the review, as soon as practicable after the 3<sup>rd</sup> anniversary of the day on which the *Planning and Development (Local Planning Schemes) Amendment Regulations 2020* regulation 5 comes into operation.
- (2) The Minister must cause the report to be laid before each House of Parliament as soon as practicable after it is prepared, but not later than 12 months after the 3<sup>rd</sup> anniversary.

**5. Schedule 2 Part 10B inserted**

After Schedule 2 clause 78G insert:

**Part 10B — Exemptions from planning requirements for state of emergency****78H. Minister may issue notice of exemption from planning requirements in state of emergency**

- (1) If a state of emergency declaration is in force under the *Emergency Management Act 2005* Part 5 in relation to the whole or any area or areas of the State, the Minister may, by notice in writing, issue 1 or more exemptions from planning requirements under this Scheme.
- (2) A notice under subclause (1) can be issued only if the Minister considers that it is necessary to do so for the purpose of facilitating response to, or recovery from, the emergency to which the state of emergency declaration relates.
- (3) A reference in subclause (1) to a planning requirement —
  - (a) includes, without limiting that subclause —
    - (i) a requirement to obtain development approval; and
    - (ii) a requirement under a condition of development approval; and
    - (iii) a requirement relating to the permissibility of uses of land; and
    - (iv) a requirement relating to works; and
    - (v) a provision having the effect that a non-conforming use of land is no longer permitted because of a discontinuance of that non-conforming use; and
    - (vi) a requirement in relation to consultation, advertisement, applications, time limits or forms;
  - but
  - (b) does not include an environmental condition that applies to this Scheme as a result of an assessment carried out under the *Environmental Protection Act 1986*.
- (4) A notice under subclause (1) may be issued whether or not the state of emergency declaration applies in relation to any part of the Scheme area, but only if it is necessary for the purpose referred to in subclause (2).
- (5) An exemption in a notice under subclause (1) may —
  - (a) apply generally or to land, or classes of land, specified in the notice; and
  - (b) be unconditional or subject to any conditions specified in the notice.

- (6) The Minister —
- (a) may, by notice in writing, amend a notice under subclause (1) for the purpose referred to in subclause (2); and
  - (b) may, by notice in writing, revoke a notice under subclause (1); and
  - (c) must under paragraph (b) revoke a notice under subclause (1) if the Minister considers that the notice is no longer necessary for the purpose referred to in subclause (2).

**78I. Process for issuing notice under cl. 78H**

- (1) A notice under clause 78H(1) or (6) must be signed by the Minister and published in the *Gazette*.
- (2) A notice under clause 78H(1) or (6) of this Scheme may be combined in a single instrument with 1 or more other notices of that kind issued under 1 or more other local planning schemes or all other local planning schemes.
- (3) Before issuing a notice under clause 78H(1) or (6), the Minister must, unless the Minister considers that it is impracticable to do so because of the urgency of the circumstances, make reasonable endeavours to consult in relation to the notice —
  - (a) the Commission; and
  - (b) WALGA.
- (4) The Minister must ensure that a copy of the notice is sent to the local government or WALGA.
- (5) A failure to comply with subclause (3) or (4) in relation to a notice does not invalidate the notice.

**78J. Coming into effect and cessation of notices and exemptions under cl. 78H**

- (1) A notice under clause 78H(1) or (6) must state the date and time at which it is signed.
- (2) A notice under clause 78H(1) must also state, for each exemption under the notice, that the exemption is to expire —
  - (a) when the state of emergency declaration ceases to be in force; or
  - (b) at a date and time stated in the notice, which must not be later than the end of the period of 5 years beginning on the day on which the notice is signed.
- (3) A notice under clause 78H(1) or (6) takes effect when it is signed.
- (4) An exemption under a notice under clause 78H(1) remains in effect, subject to any amendment or revocation of the notice under clause 78H(6), until the time of expiry stated under subclause (2) for that exemption.

3 April 2020

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- (5) When an exemption under a notice under clause 78H(1) is amended or ceases to be in effect, the provisions of this Scheme in relation to non-conforming uses of land do not apply in relation to any use or development of land that was permitted only because of the effect of the exemption prior to the amendment or cessation.

R. SAFFIOTI, Minister for Planning.

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*Planning and Development Act 2005*  
*Planning and Development (Local Planning Schemes) Regulations 2015*

**CLAUSE 78H NOTICE OF EXEMPTION  
FROM PLANNING REQUIREMENTS  
DURING STATE OF EMERGENCY**

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (LPS Regulations) contains deemed provisions which have effect and may be enforced as part of each local planning scheme to which they apply, whether they are prescribed before or after the scheme comes into force. If a Deemed Provision that has effect as part of a local planning scheme is inconsistent with another provision in the scheme, the Deemed Provision prevails and the other is, to the extent of the inconsistency, of no effect.

Part 10B of Schedule 2, made by the *Planning and Amendment (Local Planning Schemes) Amendment Regulations 2020*, enables the Minister for Planning to issue notices exempting the need for compliance with one or more requirements of a local planning scheme.

On 16 March 2020, a State of Emergency Declaration was made in relation to the State of Western Australia. The issue of a notice under clause 78H (1), Schedule 2 of the LPS Regulations (this Notice), is now required for the purpose of facilitating a response to, or recovery from, the emergency occasioned by the COVID-19 pandemic.

Accordingly, I, **Rita Saffioti MLA**, Minister for Planning, pursuant to the powers vested in me under Part 10B, Schedule 2 of the LPS Regulations, HEREBY:

- A. ISSUE an exemption from the planning requirements identified in column 1 of the attached Schedules, for the local planning schemes specified in column 2 of the attached Schedules (to which the Deemed Provisions apply), subject to the conditions specified in column 3 of the attached schedules.
- B. DECLARE that this Notice made will remain in effect until midnight, 1 May 2023. The exemptions detailed in this Notice will expire at midnight 1 May 2023, unless otherwise stated in this Notice.
- C. RECORD that this Notice is signed by me at 5.00 am upon this 8th day of April 2020

The Hon Rita Saffioti MLA  
MINISTER FOR PLANNING



SCHEDULES

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
<b>Schedule 1 – Exemption from requirement to obtain approval</b>		
1.1 Proponents are exempted from the requirement to obtain development approval for the use of, or undertaking of works on, land, where such use or works relate to medical or health related activities associated with a response to the COVID-19 Pandemic.	All local planning schemes.	<p>1. Provided that a Public Authority or local government advises or identifies the medical or health related activities as necessary in response to the COVID-19 Pandemic.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>
<p>1.2 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. shop;</li> <li>ii. restaurant/café;</li> <li>iii. convenience store (excluding those selling petroleum products);</li> <li>iv. consulting rooms;</li> <li>v. office.</li> </ul>	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the land to be used is located in a commercial, centre and/or mixed use zone;</li> <li>b) the use is not prohibited by the scheme;</li> <li>c) no new permanent structures are required (with the exception that car parking bays are permitted);</li> <li>d) for shop uses, once the proposed use is in place, the net lettable area for the land use does not exceed 400m<sup>2</sup>; and</li> <li>e) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal.</li> </ul> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>
1.3 Proponents are exempted from the requirement to obtain	All local planning schemes.	1. Provided that:



Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
<p>development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. industry;</li> <li>ii. industry-light;</li> <li>iii. trade supplies;</li> <li>iv. warehouse/storage;</li> <li>v. transport depot.</li> </ul>		<ul style="list-style-type: none"> <li>a) the land to be used is located in an industrial zone;</li> <li>b) the use is not prohibited by the scheme;</li> <li>c) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal; and</li> <li>d) either: <ul style="list-style-type: none"> <li>i. no new permanent structures are required; or</li> <li>ii. any structures required to facilitate the use are deemed temporarily approved for a period of no more than 2 years, from the date the use commences, after which the structures must be removed.</li> </ul> </li> </ul> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>
<p>1.4 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. home business;</li> <li>ii. home occupation.</li> </ul>	<p>All local planning schemes.</p>	<ul style="list-style-type: none"> <li>1. Provided that the land to be used is located in: <ul style="list-style-type: none"> <li>a) a residential zone; or</li> <li>b) where a dwelling, grouped dwelling or multiple dwelling is a permitted use.</li> </ul> </li> <li>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</li> <li>3. An exemption under this clause will expire 90 days after the date upon which the State</li> </ul>

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
		of Emergency Declaration ceases to have effect, or is revoked.
1.5 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: i. commercial vehicle parking.	All local planning schemes.	1. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.  2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.
1.6 Proponents are exempted from the requirement to obtain development approval to the use of, or undertaking of works on, land, where such use or works concern temporary workers' accommodation.	All local planning schemes.	1. Provided that the temporary workers' accommodation applies to a workforce necessary for the installation of, or construction of, and maintenance of, essential services such as (but not limited to) power stations, water, desalination plants or sewer treatment facilities.  2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.  3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.
<b>Schedule 2 – Exemptions from requirements under a condition of development approval</b>		
2.1 Proponents are exempted from any restriction upon loading or unloading times, related to the delivery of goods and/or petroleum products.	All local planning schemes.	1. Confined to premises with an existing approval, or the benefit of an exemption under this Notice, to sell goods and/or petroleum products.  2. Provided that the proponent notifies the local government within 7 days of commencing use of this exemption.  3. An exemption under this clause will expire 90 days after the date upon which the State

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
		of Emergency Declaration ceases to have effect or is revoked.
<b>Schedule 3 – Exemptions relating to non-conforming uses</b>		
3.1 Any approval for a non-conforming use, is exempt from a provision that annuls the approval because of a discontinuance of that non-conforming use.	All local planning schemes.	<p>1. The period during which the State of Emergency is declared shall be excluded from any calculation of the period for which a non-conforming use ceases to exist.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
<b>Schedule 4 – Exemption from requirements re: consultation, advertisement, applications, time limits or forms</b>		
4.1 In relation to making a local planning policy, local governments are exempted from the requirements under cl.4.	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the policy relates to exemptions from the requirement to obtain approval to a change of use;</li> <li>b) the local government advertises the proposed policy on its website for a minimum of 3 days; and</li> <li>c) publishes the adopted version of the policy on its website.</li> </ul> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
4.2 In relation to an approved development application, proponents are exempted from the requirement to substantially commence development.	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the original deadline for substantial commencement is exempted; and</li> <li>b) a new deadline for substantial commencement is substituted, being the original deadline plus a further period of 2 years.</li> </ul> <p>2. The exemption under this clause will only be available for development applications decided on, or before, the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>



Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
4.3 In relation to a structure plan under cl.18-cl.20 or activity centre plan under cl.34-cl.36, local governments are exempted from any requirements relating to the manner and timeframe of advertising, consideration or submission.	All local planning schemes.	<p>1. Provided that, in relation to structure plans, the local government:</p> <ul style="list-style-type: none"> <li>a) advertises the structure plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</li> <li>b) complies with the requirements of cl.20(1) within 90 days of the latest to occur of cl.20(1)(a) - (c).</li> </ul> <p>2. Provided that, in relation to activity centre plans, the local government:</p> <ul style="list-style-type: none"> <li>a) advertises the activity centre plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</li> <li>b) complies with the requirements of cl.36(1) within 90 days of the latest of cl.36(1)(a) - (c).</li> </ul> <p>3. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
4.4 Local governments exempted from the requirements under the Deemed Provisions to make any documents, whatsoever, available for public inspection at a local government's offices.	All local planning schemes.	<p>1. Provided that the documents are published for public inspection on the local government website.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
<b>Schedule 5 – Exemptions from other requirements</b>		
5.1 Where premises are approved for use, or in relation to any application for development approval,	All local planning schemes.	<p>1. Provided that this exemption only applies to:</p> <ul style="list-style-type: none"> <li>a) non-residential development; and</li> </ul>

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
proponents are exempted from a requirement to provide car parking facilities.		<p>b) where the proponent provides less than the number of parking bays required for the use in question, and the shortfall is 10 parking bays or less.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
5.2 In relation to an approved development application, proponents are exempted from the requirement to provide cash-in lieu payments, as an alternative to providing car parking facilities.	All local planning schemes.	<p>1. Provided that this exemption only applies to non-residential development.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
<b>Schedule 6 – Exemptions of a type that may fall within multiple categories</b>		
<p>6.1 Where premises are approved for use as an hotel, tavern, restaurant/café or other similar venue, proponents are exempted from:</p> <ul style="list-style-type: none"> <li>i. any condition of approval, or designation in the approved use, requiring the food prepared at the premises to be consumed on the premises;</li> <li>ii. any requirement to obtain approval for food to be prepared for consumption off premises;</li> <li>iii. any requirement to obtain approval to minor, temporary, works that are necessary to adapt existing premises to use the exemption contemplated under (i) or (ii) above;</li> </ul>	All local planning schemes.	<p>1. Provided that no new permanent structures are required (with the exception that car parking bays are permitted).</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. In relation to signage, provided the signage</p> <ul style="list-style-type: none"> <li>a) is not installed in a residential zone;</li> <li>b) relates only to the business conducted on the premises; and</li> <li>c) does not contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</li> </ul> <p>4. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>5. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>

Column 1 - Requirements	Column 2 - Schemes	Column 3 - Conditions
iv. any requirement to obtain approval to signage of uses now permitted by virtue of this exemption.		
6.2 Proponents are exempted from the requirement to obtain approval to changes to existing approved signage.	All local planning schemes.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) such signage is not installed in a residential zone;</li> <li>b) relates only to the business conducted on the premises; and</li> <li>c) the changes do not: <ul style="list-style-type: none"> <li>i. alter the size of the approved sign; or</li> <li>ii. contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</li> </ul> </li> </ul> <p>2. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>
6.3 Exemption from any requirement under a scheme that would ordinarily apply to development required to implement a direction or authorisation issued under the <i>Emergency Management Act 2005</i> or the <i>Public Health Act 2016</i>	All local planning schemes.	<p>1. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>

**Interpretation and Guidance notes**

1. In this Notice a generous, broad interpretation is to be given to terms.
2. "Deemed Provisions" means Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



3. The term “all local planning schemes” relates to those schemes to which the Deemed Provisions apply.
4. The term “proponent” should be interpreted broadly and includes any owner or occupier of land, and also includes any applicant or agent acting on their behalf.
5. Unless otherwise stated, a reference to a clause in this Notice is to a clause in the Deemed Provisions.
6. “Approved development application” is a term intended to cover applications for which approval is granted, whether that is granted before or after the commencement of this Notice.
7. “DAP” means Development Assessment Panel.
8. Heritage-Protected Place means a place that is —
  - a) entered in the State Register of Heritage Places under the *Heritage Act 2018* section 42; or
  - b) the subject of an order under the *Heritage Act 2018* Part 4; or
  - c) the subject of a heritage agreement that has been certified under the *Heritage Act 2018* section 90; or
  - d) included on a heritage list prepared in accordance with a Scheme; or
  - e) within an area designated under a Scheme as a heritage area.
9. “State of Emergency Declaration” means the State of Emergency declared by the Minister for Emergency Services, as effective from 12am, 16 March 2020. This was made under s56 of the *Emergency Management Act 2005*.
  - a) When the State of Emergency Declaration is no longer required, the declaration will expire on either:
    - i. a date specified in a notice issued under s58 of the *Emergency Management Act 2005*, by the Minister for Emergency Services; or
    - ii. a date specified in a revocation notice issued by the said Minister.
  - b) Information relating to this will be available on websites such as:  
<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations>
10. “Public Authority” has the same definition as “public authority” in section 4, *Planning and Development Act 2005*.
11. For the avoidance of doubt, this Notice provides **temporary** exemptions from planning requirements. Consistent with clause 78J (2) of the Deemed Provisions, this Notice cannot provide a permanent exemption from a planning requirement under a scheme.
  - a) For example, the exemption in clause 5.2 of this Notice, from paying a cash in lieu requirement, is not a permanent waiver of the requirement. This exemption, like all others, expires at the conclusion of the timeframe specified for the exemption. Upon

that expiry, payment must be made. Nothing in this clause prevents a proponent from exercising its rights of review in relation to cash in lieu conditions.

12. An exemption provided for under this Notice only relates to planning requirements applicable pursuant to a local planning scheme (including under the Deemed Provisions), and does not exempt any other requirement that might apply under any other law. For example, a proponent seeking to rely upon an exemption set out in this Notice may still require approvals under health, building, environment, liquor licencing and other statutory requirements.
13. In interpreting both this Notice and different local planning schemes to which this Notice applies, including but not limited to land use terms and zoning classification descriptions, words can express the same idea in a different form of words and ideas are not to be taken as different just because different forms of words were used. For example, a reference to a "residential" zone and uses includes all such zones and uses substantively of this type or genus, whatever nomenclature is used by a local government in their particular local planning scheme.
14. In clause 1.3 provision is made for temporary approval of 2 years to any structures required to facilitate the uses listed in 1.3. There is no need to remove such structures if, before the 2 year period expires, development approval is granted to those structures.
15. To avoid any doubt, the exemption in clause 3.1 operates to "stop the clock" on the period of discontinuance for a non-conforming use, which is usually 6 months or other longer period approved by the local government, and will be paused for such time as the State of Emergency Declaration is in force.
16. An exemption relied upon by a local government or proponent under this Notice does not preclude a local government or proponent from relying upon any other exemption, if applicable, including but not limited to cl.61 of the Deemed Provisions.
17. An exemption under this Notice is a discretionary right afforded to the person designated in the Notice – it is not an obligation imposed on that person. A local government afforded an exemption under this Notice may exercise their discretion not to rely upon that exemption. A proponent afforded an exemption under this Notice may likewise exercise their discretion not to rely upon that exemption.





Requirements	Conditions	Explanation to assist Planners
<b>Schedule 1 – Exemption from requirement to obtain approval</b>		
1.1 Proponents are exempted from the requirement to obtain development approval for the use of, or undertaking of works on, land, where such use or works relate to medical or health related activities associated with a response to the COVID-19 Pandemic.	<p>1. Provided that a Public Authority or local government advises or identifies the medical or health related activities as necessary in response to the COVID-19 Pandemic.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>	Approval is not required for any works or development necessary for medical or health related purposes associated with a response to the COVID-19 Pandemic that is identified by a Public Health Authority.
<p>1.2 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. shop;</li> <li>ii. restaurant/café;</li> <li>iii. convenience store (excluding those selling petroleum products);</li> <li>iv. consulting rooms;</li> <li>v. office.</li> </ul>	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the land to be used is located in a commercial, centre and/or mixed use zone;</li> <li>b) the use is not prohibited by the scheme;</li> <li>c) no new permanent structures are required (with the exception that car parking bays are permitted);</li> <li>d) for shop uses, once the proposed use is in place, the net lettable area for the land use does not exceed 400m<sup>2</sup>; and</li> <li>e) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal.</li> </ul> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p>	<p>Removes the requirement for businesses to obtain approval for the use and associated temporary works.</p> <p>If an appropriate LPP has not already been adopted, local governments will also be encouraged to consider adding other locally suitable uses to this list through an appropriate LPP.</p> <p>This does not exempt the proponent from complying with provisions under other legislation (eg health, building, etc).</p>



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Requirements	Conditions	Explanation to assist Planners
	<p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p> <p>4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>	
<p>1.3 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these:</p> <ul style="list-style-type: none"> <li>i. industry;</li> <li>ii. industry-light;</li> <li>iii. trade supplies;</li> <li>iv. warehouse/storage;</li> <li>v. transport depot.</li> </ul>	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the land to be used is located in an industrial zone;</li> <li>b) the use is not prohibited by the scheme;</li> <li>c) the land is connected to all reticulated utility services, and does not depend on any onsite effluent disposal; and</li> <li>d) either: <ul style="list-style-type: none"> <li>i. no new permanent structures are required; or</li> <li>ii. any structures required to facilitate the use are deemed temporarily approved for a period of no more than 2 years, from the date the use commences, after which the structures must be removed.</li> </ul> </li> </ul> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. Despite any other condition, this exemption does not apply to a Heritage-Protected Place.</p>	<p>Removes the requirement for these businesses to obtain approval for the use and associated temporary works. Assists manufacturing and similar industries located in industrial zones where production may need to be increased or changed in response to the COVID-19 requirements.</p> <p>This does not exempt the proponent from complying with provisions under other legislation (eg health, building, etc).</p>



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	4. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.	
1.4 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: <ul style="list-style-type: none"> <li>i. home business;</li> <li>ii. home occupation.</li> </ul>	1. Provided that the land to be used is located in: <ul style="list-style-type: none"> <li>a) a residential zone; or</li> <li>b) where a dwelling, grouped dwelling or multiple dwelling is a permitted use.</li> </ul> 2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken. 3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.	Provides for people either working from home or temporarily relocating their small business to their home.
1.5 Proponents are exempted from the requirement to obtain development approval for the following uses, and temporary works associated with these: <ul style="list-style-type: none"> <li>i. commercial vehicle parking.</li> </ul>	1. Provided that the proponent notify the local government within 7 days of commencing the use, that the use is being undertaken. 2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.	Provides for delivery drivers and similar services who may be required to temporarily park their vehicle at home in response to the COVID-19 requirements.



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1.6 Proponents are exempted from the requirement to obtain development approval to the use of, or undertaking of works on, land, where such use or works concern temporary workers' accommodation.	<p>1. Provided that the temporary workers' accommodation applies to a workforce necessary for the installation of, or construction of, and maintenance of, essential services such as (but not limited to) power stations, water, desalination plants or sewer treatment facilities.</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>	<p>On-going supply of essential services during the COVID-19 Pandemic may require workers to be temporarily accommodated near those services.</p> <p>The main issue is regional areas where there is no region scheme and the local scheme may not allow any form of residential use.</p>
<b>Schedule 2 – Exemptions from requirements under a condition of development approval</b>		
2.1 Proponents are exempted from any restriction upon loading or unloading times, related to the delivery of goods and/or petroleum products.	<p>1. Confined to premises with an existing approval, or the benefit of an exemption under this Notice, to sell goods and/or petroleum products.</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing use of this exemption.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	<p>Assists in maintaining the continued supply of goods and fuel by temporarily removing the need to comply with any planning restrictions relating to loading/unloading and hours of delivery.</p> <p>This does not exempt the proponent from complying with provisions under other legislation (eg health, road traffic etc).</p>



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Requirements	Conditions	Explanation to assist Planners
<b>Schedule 3 – Exemptions relating to non-conforming uses</b>		
3.1 Any approval for a non-conforming use, is exempt from a provision that annuls the approval because of a discontinuance of that non-conforming use.	<p>1. The period during which the State of Emergency is declared shall be excluded from any calculation of the period for which a non-conforming use ceases to exist.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	Acts as a “stop the clock” for the duration of the State of Emergency which will preserve non-conforming use rights in the event that the use is unable to operate as a result of the COVID-19 Pandemic. The duration of the State of Emergency is excluded from the period calculated for discontinuance of the use.
<b>Schedule 4 – Exemption from requirements re: consultation, advertisement, applications, time limits or forms</b>		
4.1 In relation to making a local planning policy, local governments are exempted from the requirements under cl.4.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the policy relates to exemptions from the requirement to obtain approval to a change of use;</li> <li>b) the local government advertises the proposed policy on its website for a minimum of 3 days; and</li> <li>c) publishes the adopted version of the policy on its website.</li> </ul> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	Reduces the time required for the preparation or amendment of a “change of use” LPP to assist local governments respond through additional change of use exemptions. A model LPP has been prepared (and tested by the Inner-City Councils) and will be provided to LGs for use.
4.2 In relation to an approved development application, proponents are exempted from the requirement to substantially commence development.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) the original deadline for substantial commencement is exempted; and</li> </ul>	Extends the approval timeframes for all current approvals by adding a further 2 years to the timeframe remaining as at the date of the Notice.

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	<p>b) a new deadline for substantial commencement is substituted, being the original deadline plus a further period of 2 years.</p> <p>2. The exemption under this clause will only be available for development applications decided on, or before, the date upon which the State of Emergency Declaration ceases to have effect, or is revoked.</p>	<p>This is intended to reduce the likely requests to local government/DAP for extensions to the term of existing approvals due to the COVID-19 Pandemic.</p>
<p>4.3 In relation to a structure plan under cl.18-cl.20 or activity centre plan under cl.34-cl.36, local governments are exempted from any requirements relating to the manner and timeframe of advertising, consideration or submission.</p>	<p>1. Provided that, in relation to structure plans, the local government:</p> <ul style="list-style-type: none"> <li>a) advertises the structure plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</li> <li>b) complies with the requirements of cl.20(1) within 90 days of the latest to occur of cl.20(1)(a) - (c).</li> </ul> <p>2. Provided that, in relation to activity centre plans, the local government:</p> <ul style="list-style-type: none"> <li>a) advertises the activity centre plan and accompanying materials on its website for no more than 42 days and installs a sign somewhere prominent on the land to which the said plan applies notifying the public of where the documents are online;</li> </ul>	<p>This provides a maximum timeframe for public consultation where it is required to be undertaken. It balances the need to continue business while recognising that the community will need some additional time to consider and respond to proposals.</p>



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	<p>b) complies with the requirements of cl.36(1) within 90 days of the latest of cl.36(1)(a) - (c).</p> <p>3. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	
4.4 Local governments exempted from the requirements under the Deemed Provisions to make any documents, whatsoever, available for public inspection at a local government's offices.	<p>1. Provided that the documents are published for public inspection on the local government website.</p> <p>2. An exemption under this clause will expire on the day after that upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	Removes the requirement to have physical copies of documents available in an office for inspection but requires those documents to be available on the website
<b>Schedule 5 – Exemptions from other requirements</b>		
5.1 Where premises are approved for use, or in relation to any application for development approval, proponents are exempted from a requirement to provide car parking facilities.	<p>1. Provided that this exemption only applies to:</p> <p>a) non-residential development; and</p> <p>b) where the proponent provides less than the number of parking bays required for the use in question, and the shortfall is 10 parking bays or less.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	For non-residential development, where the shortfall of parking is 10 bays or less the parking requirement is waived. This will assist business by removing the burden of having to provide parking in those circumstances.





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5.2 In relation to an approved development application, proponents are exempted from the requirement to provide cash-in lieu payments, as an alternative to providing car parking facilities.	<p>1. Provided that this exemption only applies to non-residential development.</p> <p>2. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	This exempts any requirement of an existing development approval to make a cash-in-lieu contribution where that condition has yet to be complied with. This will assist business by removing the financial burden of the cash-in-lieu contribution.
<b>Schedule 6 – Exemptions of a type that may fall within multiple categories</b>		
<p>6.1 Where premises are approved for use as an hotel, tavern, restaurant/café or other similar venue, proponents are exempted from:</p> <ul style="list-style-type: none"> <li>i. any condition of approval, or designation in the approved use, requiring the food prepared at the premises to be consumed on the premises;</li> <li>ii. any requirement to obtain approval for food to be prepared for consumption off premises;</li> <li>iii. any requirement to obtain approval to minor, temporary, works that are necessary to adapt existing premises to use the exemption contemplated under (i) or (ii) above;</li> </ul>	<p>1. Provided that no new permanent structures are required (with the exception that car parking bays are permitted).</p> <p>2. Provided that the proponent notifies the local government within 7 days of commencing the use, that the use is being undertaken.</p> <p>3. In relation to signage, provided the signage</p> <ul style="list-style-type: none"> <li>a) is not installed in a residential zone;</li> <li>b) relates only to the business conducted on the premises; and</li> <li>c) does not contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</li> </ul> <p>4. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p>	<p>This enables food and beverage businesses to continue to operate by providing take away and/or home delivery as they are unable to comply with the requirement to primarily prepare and serve food on their premises due to the COVID-19 Pandemic. It also enables business to adjust signage accordingly if required.</p> <p>Local governments are also encouraged to consider other locally appropriate exemptions through an LPP.</p>

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Requirements	Conditions	Explanation to assist Planners
iv. any requirement to obtain approval to signage of uses now permitted by virtue of this exemption.	5. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.	
6.2 Proponents are exempted from the requirement to obtain approval to changes to existing approved signage.	<p>1. Provided that:</p> <ul style="list-style-type: none"> <li>a) such signage is not installed in a residential zone;</li> <li>b) relates only to the business conducted on the premises; and</li> <li>c) the changes do not: <ul style="list-style-type: none"> <li>i. alter the size of the approved sign; or</li> <li>ii. contain any illumination, animation, movement, reflective, retro-reflective or fluorescent materials in its design structure.</li> </ul> </li> </ul> <p>2. Despite any other condition, this exemption does not apply to a Heritage-Protected Place where works are required.</p> <p>3. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.</p>	A general provision to cover signage recognising that many businesses will have to adapt as a result of the COVID-19 Pandemic.
6.3 Exemption from any requirement under a scheme that would ordinarily apply to development required to implement a direction or authorisation	1. An exemption under this clause will expire 90 days after the date upon which the State of Emergency Declaration ceases to have effect or is revoked.	A general provision to clarify that planning approval is not required to comply with a direction issued under the nominated legislation.



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Requirements	Conditions	Explanation to assist Planners
issued under the <i>Emergency Management Act 2005</i> or the <i>Public Health Act 2016</i>		

**Interpretation and Guidance notes**

1. In this Notice a generous, broad interpretation is to be given to terms.
2. “Deemed Provisions” means Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. The term “all local planning schemes” relates to those schemes to which the Deemed Provisions apply.
4. The term “proponent” should be interpreted broadly and includes any owner or occupier of land, and also includes any applicant or agent acting on their behalf.
5. Unless otherwise stated, a reference to a clause in this Notice is to a clause in the Deemed Provisions.
6. “Approved development application” is a term intended to cover applications for which approval is granted, whether that is granted before or after the commencement of this Notice.
7. “DAP” means Development Assessment Panel.
8. Heritage-Protected Place means a place that is —
  - a) entered in the State Register of Heritage Places under the *Heritage Act 2018* section 42; or
  - b) the subject of an order under the *Heritage Act 2018* Part 4; or
  - c) the subject of a heritage agreement that has been certified under the *Heritage Act 2018* section 90; or

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- d) included on a heritage list prepared in accordance with a Scheme; or
  - e) within an area designated under a Scheme as a heritage area.
9. “State of Emergency Declaration” means the State of Emergency declared by the Minister for Emergency Services, as effective from 12am, 16 March 2020. This was made under s56 of the *Emergency Management Act 2005*.
- a) When the State of Emergency Declaration is no longer required, the declaration will expire on either:
    - i. a date specified in a notice issued under s58 of the *Emergency Management Act 2005*, by the Minister for Emergency Services: or
    - ii. a date specified in a revocation notice issued by the said Minister.
  - b) Information relating to this will be available on websites such as:  
<https://www.wa.gov.au/government/document-collections/covid-19-coronavirus-state-of-emergency-declarations>
10. “Public Authority” has the same definition as “public authority” in section 4, *Planning and Development Act 2005*.
11. For the avoidance of doubt, this Notice provides **temporary** exemptions from planning requirements. Consistent with clause 78J (2) of the Deemed Provisions, this Notice cannot provide a permanent exemption from a planning requirement under a scheme.
- a) For example, the exemption in clause 5.2 of this Notice, from paying a cash in lieu requirement, is not a permanent waiver of the requirement. This exemption, like all others, expires at the conclusion of the timeframe specified for the exemption. Upon that expiry, payment must be made. Nothing in this clause prevents a proponent from exercising its rights of review in relation to cash in lieu conditions.
12. An exemption provided for under this Notice only relates to planning requirements applicable pursuant to a local planning scheme (including under the Deemed Provisions), and does not exempt any other requirement that might apply under any other law. For example, a proponent seeking to rely upon an exemption set out in this Notice may still require approvals under health, building, environment, liquor licencing and other statutory requirements.
13. In interpreting both this Notice and different local planning schemes to which this Notice applies, including but not limited to land use terms and zoning classification descriptions, words can express the same idea in a different form of words and ideas are not to be taken as different just because



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different forms of words were used. For example, a reference to a “residential” zone and uses includes all such zones and uses substantively of this type or genus, whatever nomenclature is used by a local government in their particular local planning scheme.

14. In clause 1.3 provision is made for temporary approval of 2 years to any structures required to facilitate the uses listed in 1.3. There is no need to remove such structures if, before the 2 year period expires, development approval is granted to those structures.
15. To avoid any doubt, the exemption in clause 3.1 operates to “stop the clock” on the period of discontinuance for a non-conforming use, which is usually 6 months or other longer period approved by the local government, and will be paused for such time as the State of Emergency Declaration is in force.
16. An exemption relied upon by a local government or proponent under this Notice does not preclude a local government or proponent from relying upon any other exemption, if applicable, including but not limited to cl.61 of the Deemed Provisions.
17. An exemption under this Notice is a discretionary right afforded to the person designated in the Notice – it is not an obligation imposed on that person. A local government afforded an exemption under this Notice may exercise their discretion not to rely upon that exemption. A proponent afforded an exemption under this Notice may likewise exercise their discretion not to rely upon that exemption.

**Note:** Cr Lucas declared an interest in this item and left the meeting at 8.18 pm

#### 13.4 ROAD CLOSURE & LAND ACQUISITION REQUEST

PROPONENT:	A & M Smith
OWNER:	
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 & Regional Planning)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 <sup>nd</sup> April 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.RO.1
ATTACHMENTS	Attachment 1

#### SUMMARY

This report recommends that Council resolve to initiate the process required to permanently close an 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 by the current owners of Lot 2 (i.e. Angela & Malcolm Smith) for amalgamation into Lot 2.

#### BACKGROUND & COMMENT

Angela & Malcolm Smith have written to the Shire requesting Council's formal approval to initiate the process required to permanently close an unnamed, unconstructed road reserve immediately abutting the northern boundary of Lot 2 (No.170) Bolts Road, Wagin.

Lot 2 is located approximately 1.3 kilometres north of the Wagin townsite and comprises a total area of approximately 6.27 hectares. The land has been extensively developed and used for rural living and horse training purposes (i.e. an 'animal establishment' as defined in the Shire of Wagin Local Planning Scheme No.2).

Lot 2 has direct frontage and access to Bolts Road along its western boundary which is an unsealed local road under the care, control and management of the Shire of Wagin. Lot 2 also has direct frontage to unnamed, unconstructed road reserves along its northern, eastern and southern boundaries.





*Location & Lot Configuration Plan (Source: Landgate 2020)*

It is understood Mr and Mrs Smith purchased Lot 2 in 1996 and have established and operated a successful horse training business on the property since that time. Not long after acquiring Lot 2 they started grazing sheep on the unnamed, unconstructed road reserve located immediately adjacent to their land's northern boundary to help reduce and minimise the potential bushfire risk. As the years progressed, they continued developing and using the road reserve area abutting the land's northern boundary for their own purposes with the road reserve now containing a number of significant improvements (sheds, fences, animal holding yards and access tracks).

The land comprising the road reserve area abutting the northern boundary of Lot 2 comprises a total area of approximately 6,346m<sup>2</sup> and is owned by the State of Western Australia. The land is designated as a public roadway under the care, control and management of the Shire of Wagin.





*Unnamed, Unconstructed Road Reserve Area Proposed to be Closed (Source: Landgate 2020)*

The development and/or use of a public road reserve for private purposes is not permitted without approval from the Department of Planning, Lands and Heritage and the Shire of Wagin. Typically anyone seeking to develop and/or use a public road reserve for private purposes is required to acquire such land from the State of Western Australia, particularly in circumstances where the proposed built form improvements are significant in terms of their size and scale, are permanent in nature and being used for a commercial purpose.

Mr and Mrs Smith have recently written to the Shire requesting Council's approval to initiate the process required to permanently close the unnamed, unconstructed road reserve along the northern boundary of Lot 2 (see Attachment 1). If their request is ultimately approved by the Minister for Lands in due course, they will then be given the opportunity to acquire all or portion of the closed road reserve area from the State of Western Australia for amalgamation into Lot 2.

In order to progress the proposed road closure request the Shire of Wagin will need to complete the following key tasks as required by the *Land Administration Act 1997* and associated Regulations:

- i) Advertise the proposal for a minimum period of thirty five (35) days in a newspaper circulating in the district;
- ii) Provide written notification of the proposals to all adjoining and other potentially affected landowners and relevant service authorities; and
- iii) Assess and consider all submissions received following completion of the thirty five (35) day public advertising period and determine whether or not to formally request the Minister for Lands' approval.

Mr and Mrs Smith written request for Council to initiate the road closure process provides confirmation of their willingness to meet all costs incurred by the Shire and the Department of Planning, Lands and Heritage to progress it. In addition, Council should note they will be required to purchase the land from the State of Western Australia based on current market rates (i.e. a formal valuation will be arranged by Department of Planning, Lands and Heritage if the Minister for Lands ultimately approves the road closure request and sale of the land to the proponents as requested).

Having regard for:

- a) the fact the road reserve remains unconstructed and there are no plans by the Shire to physically construct it in the short, medium or long term future;
- b) the limited benefits construction of the road reserve will have in terms of future access arrangements in the immediate locality in the long term future;
- c) the ongoing maintenance obligations for the Shire given it is responsible for the care, control and management of the road reserve area if it is retained in perpetuity;
- d) the significant costs Mr and Mrs Smith would need to incur removing all the existing structures from the land and rehabilitating it to its natural state;
- e) the many benefits the proposed road closure will have for the continuation of Mr and Mrs Smith's current use of the land for horse training purposes which are well renowned in the equestrian industry; and
- f) the minimal impact the continued development and use of the road reserve area by Mr and Mrs Smith for horse training purposes will have on the amenity of the immediate

locality,

it is recommended Council support Mr and Mr Smith's request in this matter and resolve to initiate the road closure process as proposed.

Assuming the road closure process is approved and the road reserve is amalgamated into Lot 2 as proposed, Mr and Mrs Smith will then be required to seek and obtain the required building approvals from the Shire for the existing built form improvements within the closed road reserve area. It should be noted Council's development approval will not be required as the road reserve area is not zoned or reserved under Local Planning Scheme No.2 (i.e. it has no jurisdiction). Notwithstanding this fact, the land will be classified 'Rural' zone as part of any future omnibus amendment or formal review of Local Planning Scheme No.2 to reflect the current zoning classification of Lot 2 and ensure a suitable level of planning control is introduced (i.e. rezoning the road reserve area now is not considered essential given its limited size and current use and will only serve to delay the whole matter by at least 12 to 15 months).

#### STATUTORY ENVIRONMENT

- 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

#### COMMUNITY CONSULTATION

The road closure proposal will be advertised by the Shire of Wagin for a 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 will include written notification to all adjoining and other potentially affected landowners and relevant service authorities inviting their feedback and comment.

#### 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 their written agreement to do so.

#### STRATEGIC IMPLICATIONS

Nil

#### CULTURAL IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple majority required.

**4267 OFFICER RECOMMENDATION & COUNCIL DECISION**

Moved: Cr. G K B West

Seconded: Cr. D I Atkins

That Council resolve to:

1. 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; and
2. Authorise the Shire Administration to proceed with the following key tasks:
  1. Advertise the road closure proposal for a minimum period of thirtyfive (35) days in a newspaper circulating in the district as well as the Shire's website;
  2. Provide written notification of the road closure proposal to all adjoining and other potentially affected landowners and relevant service authorities; and
  3. Assess all submissions received following completion of the thirty five (35) day advertising period and prepare and submit a final report and recommendation to Council on whether or not to proceed with the road closure proposal by way of a formal written submission to the Department for Planning, Lands and Heritage for consideration and final determination by the Hon. Minister for Lands.

Carried 9/0

**Note:** Cr Lucas returned to the meeting at 8.30 pm.

31-3-2020

28 April 2020

SHIRE OF WAGIN

01 APR 2020

To Whom This May Concern

I Angela Smith and on behalf of Malcolm Smith are writing to The Wagin Shire requesting Councils formal approval to initiate the process required to provide for the closure of the  $6.346 \text{ m}^2$  unconstructed road reserve abutting the northern boundary of Lot 2 (No 170) Bolts Road Wagin.

We have been living on Lot 2 Bolts Road since 1996. After 12 months the unconstructed road that adjoins our property was beginning to become a fire hazard so we grazed a couple of sheep on it to keep the grass controlled. The unconstructed road is also covered with many trees. As the years rolled along and our business expanded some yards and another paddock extended onto the unconstructed road. We thought that the road would never be used but we apologise for not taking the correct procedures and formal approvals before adding the structures. Please accept this letter as our formal apology.

We are prepared to cover costs involved

2

28 April 2020

With The closure of The unconstructed road and whatever costs are involved in the process if passed of the buying of the unconstructed road.

Regards

Angela and Malcolm Smith



Officer		Comment
Action Required		CEO Joe Douglas
Information Only		
Actioned		
Scanned		

**14. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS****a) Elected Members**

Cr Blight advised that there has been a significant amount of activity from the Minister & Local Government Department regarding the current Covid -19 pandemic.

WALGA has put out a range of options and measures that they have requested Councils look at adopting regarding the pandemic. There is some pressure to adopt zero increase in rates and other financial measures for the up-coming budget.

There is not much impact on the Wagin Community and the Shire of Wagin.

Cr West advised the pandemic is having an adverse effect on some businesses in Wagin, particularly hospitality, including his motel, the Palace Hotel and some of the small cafes. All other businesses in Wagin are going well.

Cr Blight attended two Local Emergency Management Meetings (LEMC) regarding the Covid-19 pandemic. There was pressure to have weekly meetings but unnecessary in Wagin as not much is changing from week to week.

Also, I met with Auditors for entrance meeting for the 19/20 Audit, along with the CEO met with some members of the Waratah Board and attended a Special meeting of State Council by video link.

Cr Chilcott advised that there is a significant presence of Wagin in this week's editions of the Great Southern Herald and the Narrogin Observer.

**b) Officer's**

Nil

**15. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

Nil

**16. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT s5.23(2)**

*Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:*

*(2) If a meeting is being held by Council or by a committee referred to in subsection (1)(b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:*

- (a) a matter affecting an employee or employees;*
- (b) the personal affairs of any person;*



- (c) a contract entered in to, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;**
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;**
- (e) a matter that if disclosed, would reveal:**
  - (i) a trade secret;**
  - (ii) information that has a commercial value to a person; or**
  - (iii) information about the business, professional, commercial or financial affairs of a person;**

**Where the trade secret or information is held by, or is about, a person other than the local government.**

- (f) a matter that if disclosed, could be reasonably expected to:**
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;**
  - (ii) endanger the security of the local government's property; or**
  - (iii) prejudice the maintenance or enforcement of any lawful measure for protecting public safety;**
- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and**
- (h) such other matters as may be prescribed.**



**17. CLOSURE**

With no further business to discuss the chairperson closed the meeting at 8.46 pm.

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

Signed: .....

*Presiding Elected Member*

*Date:* .....