



# SHIRE OF WAGIN

## ORDINARY MEETING OF COUNCIL

### Agenda

17 December 2019

President and Councillors

An Ordinary meeting of Council is called for Tuesday 17<sup>th</sup> December 2019 commencing at 7.00 pm in the Shire of Wagin Council Chamber, 2 Arthur Road Wagin.



Peter Webster  
CHIEF EXECUTIVE OFFICER  
13<sup>th</sup> December 2019

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1. OPENING
2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)
3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
4. PUBLIC QUESTION TIME
5. APPLICATION FOR LEAVE OF ABSENCE
6. PUBLIC FORUM (PETITION/DEPUTATIONS/PRESENTATIONS)
7. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

### 8. CONFIRMATION OF PREVIOUS MEETING MINUTES

#### FINANCE COMMITTEE MEETING 12 DECEMBER 2019

##### COUNCIL DECISION

Moved: Cr.

Seconded: Cr.

That the Minutes of the Finance Committee Meeting of 12<sup>th</sup> December 2019 be received.

Carried

##### COUNCIL DECISION

Moved: Cr.

Seconded: Cr.

That the Minutes of the Ordinary Council Meeting of 26<sup>th</sup> November 2019 be confirmed as true and accurate.

Carried

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**DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wagin. The Shire of Wagin warns that anyone who has any application lodged with the Shire of Wagin must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wagin in respect of the application.

**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.

**9 STATUS REPORT – NOVEMBER 2019**

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		Completed recoups submitted.  2 more claims paid, 1 still outstanding
23 May 2017	3279	CEO	Acquisition of vacant commercial lots	That Council authorise the CEO to negotiate a purchase price with the property owners of lots 31, 64 and 150 Tudhoe Street, Wagin.		Copy of proposed lease sent – no response as at 7/10/2019.
17 April 2018	3716			That Council negotiate the purchase of lot 31 Tudhoe Street, Wagin		Owner advised he doesn't wish to sell at this time.
22 Oct 2019	4135			That Council investigate the possible compulsory acquisition of lot 31 Tudhoe Street, Wagin		Investigate into compulsory acquisition

26 Nov 2019	4155			That Council endorse the actions of the CEO in acquiring lot 31 Tudhoe Street, Wagin		Has now been transferred to Council
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	4107	MOW	Quote for roadside mulching	That Council accept the quote from A G Brookes Excavation for 34 kilometres of roadside mulching for the amount of \$74,800 ex gst.		In progress  Almost complete
24 Sept 2019	4109	MOW	Mulcher	That Council's stump grinder allocation be put to purchasing a 3 point linkage chipper / mulcher 2019/2020		Received
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		In progress-planning
26 Nov 2019	4145			That Ecoscape be engaged to carry out the Wetlands Park Playground design		Consultant engaged, o commence shortly
24 Sept 2019	4119	CEO	Extra Ordinary Election 2020	That Council conduct an Extraordinary Election to fill 1 vacancy on the 17 of January 2020		To be held 17 January 2020  Advertising has begun
24 Sept 2019	4120	DCEO	Christmas Closure and Office hours over the Christmas New Year 2019/2020	That Council approve the Shire office closure dates for 2019 / 2020 Christmas New Year period Closed from December 25 reopening January 2		Staff Advised.  In progress

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		In progress
26 Nov 2019	4158 & 4159	DCEO	Townscape Enhancement Committee – Delegate nomination	That the Townscape Enhancement Committee be expanded to include 2 delegates from the Wagin Chamber of Commerce, and that 2 delegates be appointed		Delegates notified
26 Nov 2019	4160	CEO	Community Assisted Transport Scheme (CATS) – Shire of Wagin Delegate	That Council nominate Cr S M Chilcott and the CEO as Proxy to be the CATS representatives for the Shire of Wagin		
26 Nov 2019	4161	CEO	Fixed Standpipe Water Supply Service – Agreements	That Council endorse the 5: Piesseville Townsite Rowells Road Rec Ground Wagin Ballaying Road Lime Lake Standpipe agreements		
26 Nov 2019	4162	CEO	WALGA – Third Party Appeal rights feedback	That Council inform WALGA that it does not support the amendment to the preferred model for the Third Party Appeal Rights in Planning		

26 Nov 2019	4163	CEO	Infrastructure Australia – Audit 2019	That Council submit the following motion to the Central Country Zone – That WALGA vigorously pursue the 100% return of fuel excise raised in Western Australia		
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			<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
26 Apr 2016  22 Nov 2016	2980  3154	CEO	Cemetery – Entrance Shelter	Asset Management Committee Meeting 3 March 2016 That the drawing design by Darren Smith be approved for the shelter at the Wagin Cemetery.  That Council accept the design by Slavin Architects		Brick work to start October 2019  Progressing  Almost Complete
20 Nov 2018  26 March 2019	3928  3973	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		Phase 1 in progress, and report to be presented to Council  Phase 1 report completed, presentation to Council 27/06/2019. Phase 2 in progress

				Sportsground and Recreation Precinct Plan Stage 2 – Feasibility Study		Presentation undertaken 31/10/2019 awaiting final masterplan
25 June 2019	4043	PEHO	Lot 8, 16 Traverse Street, Wagin	That Council give the owner of Lot 8 16 Traverse Street written notice of the proposed demolition order, advise owner has 30 days from the receipt of the notice to make submissions, if no submissions are received and after a further 60 days no formal offer to purchase the property has been received, Council authorises staff to issue a demolition order to the owner to take down and remove the brick, fibre cement walled and metal roofed house on lot 8, 16 Traverse Street, Wagin.		Letter sent  No reply or response  Demolition commencing
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		Progressing

				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		
22 Oct 2019	4140	CEO	Hangars – Wagin Airport	That Council endorse the extension of the 'large' hangar by 5m x 18m on the eastern side and erection of the new 15m x 18m hangar also on the eastern side of the 'large' hangar, plans and specification must be submitted and approved prior to any building.		That this item be referred to the Airport Development Committee – meeting to be set.
26 Nov 2019	4148	CEO		That the extension be endorsed with the proponent advised that any extension becomes the property of the Wagin Shire Council		

			<b>WORKS &amp; SERVICES</b>			
27 Oct 2015	2845	CEO	Heating of Toddler Pool	The CEO to investigate the costs involved with the heating of the toddler pool.		Budget Item 19/20  Grant of \$10,000 received from the Federal Government and \$7,500 from DSR.
20 Dec 2016	3196	CEO	Request for naming unnamed road – Stott Road	That Council resolve to name the Road between Dongolocking and Gundaring North Roads – Stott Road.		Referred to the Geographic Names Committee
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		Ballagin and Trench Street intersection has been sandbagged.
24 Sept 2019	4101			Proceed with the kerbing alterations on Trent / Trench intersection as per Rod Munns (engineers) specifications		To be kerbed shortly.  Works Committee to consider Ballagin / Sirdar round about
2 Sept 2019	4095	CEO/MOW	Drainage through salt affected areas – Dongolocking and Robinson Roads	That Council approve the proposal by Mr A Rowell subject to conditions and that the Shire contribute 50 % up to a limit of \$6,000 towards the cost of the culvert pipes.		Proposal with the Department of Agriculture  Proponent Mr Rowell would like the pipe size reduced from 600mm to 375mm as

						per Department of Ag's advice.
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.		



## 10.1.1 CORESPONENCE AND REPORTS

### 10.1.1.1 FINANCE POLICY 15: PURCHASING TENDER GUIDE AMENDMENT

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Purchasing Tender Guide Policy

#### BRIEF SUMMARY:

To approve amendments to Council's Finance Policy 15. - Purchasing Tender Guide.

#### BACKGROUND/COMMENT:

Through this year's interim audit process, it has been pointed out that the Shire was not adhering to its Purchasing Policy. This is on the basis that the policy is un-workable as it states that every purchase under \$5,000 requires a verbal quotation. This means a purchase of a packet of screws from Galts requires a verbal quote.

The purchasing thresholds have changes in accordance with what Management believe will be best practice for this organisation, however they can be discussed by the Committee and changed accordingly.

The other significant change is for the Council to fall in line with the current Tender regulations that increased the tender requirements from \$100,000 to \$150,000. This threshold change happened some years ago, however Council chose to continue with \$100,000. Management are requesting to increase to \$150,000 in line with the regulations.

I have attached the new proposed amended policy and the old policy is being emailed to you in a separate document so you can compare the changes.

#### CONSULTATION/COMMUNICATION:

Chief Executive Officer  
Manager of Works  
Deputy President

#### STATUTORY/LLEGAL IMPLICATIONS:

Local Government Act 1995  
Local Government (Financial Management) Regulations

#### POLICY IMPLICATIONS:

As per resolution



<p><b>Policy Statement:</b></p>	<p><b>Why do we need a Purchasing Policy?</b>  The Shire of Wagin is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:</p> <ul style="list-style-type: none"> <li>• Provides the Shire of Wagin with a more effective way of purchasing goods and services.</li> <li>• Ensures that purchasing transactions are carried out in a fair and equitable manner.</li> <li>• Strengthens integrity and confidence in the purchasing system.</li> <li>• Ensures that the Shire of Wagin receives value for money in its purchasing.</li> <li>• Ensures that the Shire of Wagin considers the environmental impact of the procurement process across the life cycle of goods and services.</li> <li>• Ensures the Shire of Wagin is compliant with all regulatory obligations.</li> <li>• Promotes effective governance and definition of roles and responsibilities.</li> <li>• Uphold respect from the public and industry for the Shire of Wagin’s purchasing practices that withstands probity.</li> </ul> <p><b>Ethics and Integrity</b>  All officers and employees of the Shire of Wagin shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Wagin.</p> <p>The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:</p> <ul style="list-style-type: none"> <li>• full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;</li> <li>• all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wagin policies and code of conduct;</li> <li>• purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;</li> <li>• all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;</li> <li>• any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and</li> <li>• any information provided to the Shire of Wagin by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.</li> </ul> <p><b>Value For Money</b>  Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Wagin. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.</p> <p>An assessment of the best value for money outcome for any purchasing should consider:</p> <ul style="list-style-type: none"> <li>• all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.</li> </ul>
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- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

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

### **Sustainable Procurement**

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

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

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

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

### **Purchasing Thresholds and Staff Limits**

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

The authorising officer, before signing off on a purchase order, is to ensure verbal and written

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

quotations are recorded and attached to the purchase order when applicable.

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

The CEO or DCEO will conduct regular checks of purchase orders to ensure verbal and written quotations are recorded and attached to purchase orders when applicable.

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

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

**Up to \$2,000**

Quotations not required for items of minor recurrent nature, such as groceries, stationary, hardware, mechanical, reticulation consumable's etc  
Employee must be satisfied that the price is competitive and it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

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

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

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

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

The general principles for obtaining verbal quotations are:

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

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

**\$10,000 to \$39,999**

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

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

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

**NOTES:** The general principles relating to written quotations are;

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

- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

### **\$40,000 to \$99,999**

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

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

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

### **Regulatory Compliance**

#### **Tender Exemption**

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

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

#### **Sole Source of Supply (Monopoly Suppliers)**

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

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

#### **Anti-Avoidance**

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

#### **Tender Criteria**

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

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

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

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

### **Advertising Tenders**

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

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

The notice must include;

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

### **Issuing Tender Documentation**

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

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

### **Tender Deadline**

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

### **Opening of Tenders**

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

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

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

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

#### **No Tenders Received**

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

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

#### **Tender Evaluation**

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

#### **Addendum to Tender**

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

#### **Minor Variation**

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

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

#### **Notification of Outcome**

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

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

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

#### **Records Management**

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

- Tender documentation;
- Internal documentation;
- Evaluation documentation;

	<ul style="list-style-type: none"><li>• Enquiry and response documentation;</li><li>• Notification and award documentation.</li></ul> <p>For a direct purchasing process this includes:</p> <ul style="list-style-type: none"><li>• Quotation documentation;</li><li>• Internal documentation;</li><li>• Order forms and requisitions.</li></ul> <p>Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire of Wagin’s internal records management policy.</p>
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### 10.1.1.2 FINANCE POLICY 16: SIGNIFICANT ACCOUNTING POLICIES

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	10 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Significant Accounting Policy

#### BRIEF SUMMARY:

To approve amendments to Council's Finance Policy 16. – Significant Accounting Policies.

#### BACKGROUND:

Through this year's annual financials and audit process there has been significant changes to the Local Government accounting standards and regulations that directly impact on the Shire's financials and accounting practices.

These changes have meant that Council's existing accounting policies do not reflect the new accounting standards and accounting practices we now operate with.

The new accounting standards that are contained in the Annual Financial Statement as at the 30<sup>th</sup> June has been used to formulate up the new Shire Significant Accounting Policies.

I have highlighted in yellow the relevant sections that have changed in the new policy document. Based on the above, the author is recommending that Finance Policy 16. – Significant Accounting Policies be amended as per attached policy statement.

#### CONSULTATION/COMMUNICATION:

Chief Executive Officer  
Shire Accountant

#### STATUTORY/LEGAL IMPLICATIONS:

Local Government Act 1995  
Local Government (Financial Management) Regulations

#### POLICY IMPLICATIONS:

As per resolution

#### FINANCIAL IMPLICATIONS:

Nil

#### STRATEGIC IMPLICATIONS:

Nil

#### VOTING REQUIREMENTS:

Absolute Majority

**OFFICERS AND COMMITTEE’S RECOMMENDATION**

Moved: Cr. G R Ball

Seconded: Cr. B S Hegarty

That the amended Finance Policy 16 – Significant Accounting Policies be adopted by Council.

Carried 4/0

**Note: Proposed New Policy**

<b>Policy Type:</b>	Finance
<b>Date Adopted:</b>	

<b>Policy No:</b>	<b>16</b>
<b>Date Last Reviewed:</b>	18 Dec 2012 – Minute #2078 20 Nov 2018 - Minute #3910

<b>Legal (Parent):</b>
<ol style="list-style-type: none"> <li>1. Local Government Act 1995 (As Amended) – Section 6.10.</li> <li>2. Local Government Financial Management Regulations</li> <li>3. Australian Accounting Standards</li> </ol>

<b>Legal (Subsidiary):</b>

<b>Delegation of Authority Applicable</b>
No

<b>Delegation No.</b>

**PROPOSED POLICY**

<b>Title:</b>	<b>2. SIGNIFICANT ACCOUNTING</b>
<b>Objective:</b>	<p><b>BASIS OF PREPARATION</b></p> <p>The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the Local Government Act 1995 and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.</p>

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.

#### **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.

#### **The Local Government Reporting Entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statements of those monies appears at Note 22 to these financial statements.

#### **AUSTRALIAN ACCOUNTING STANDARDS – INCONSISTENCY**

##### **Land Under Roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available under Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

#### **SIGNIFICANT ACCOUNTING POLICIES**

##### **Grants, Donations and Other Contributions**

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 18. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

### **Cash and Cash Equivalents**

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.

### **Interest**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

### **Trade and Other Receivables**

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e impairment). The carrying amount of the net trade receivables is equivalent to fair value as is due for settlement within 30 days.

### **Previous accounting policy: Impairment of trade receivables**

In the prior year, the impairment of trade receivables was assessed based on the incurred loss model. Individual receivables which were known to be uncollectable were written off by reducing the carrying amount directly. The other receivables were assessed collectively to determine whether there was objective evidence that an impairment had been incurred but not yet identified. For these receivables the estimated impairment losses were recognised in a separate provision for impairment.

### **Classification and subsequent measurement**

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.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short-term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial

### **General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimates selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

### **Financial Assets**

#### **Other financial assets at amortised cost**

The Shire classifies financial assets at amortised cost if both the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

#### **Financial assets at fair value through profit and loss**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

#### **Previous accounting policy: available for sale financial assets**

Available-for-sale financial assets were non-derivative financial assets that were either not suitable to be classified as other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

#### **Previous accounting policy: Loans and receivables**

Non-derivative financial assets with fixed or determinable payments that were not quoted in an active market and are solely payments of principal and interest were classified as loans and receivables and are subsequently measured at amortised cost, using the effective interest rate method.

### **Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Acquisition of Assets of \$5,000 or more will be capitalised as a fixed asset, all assets purchased under \$5,000 will be treated as an operating expense.

#### **Between Mandatory Revaluation Dates**

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, 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 Shire includes the cost of all materials

used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

The Shire has determined that the cost and fair value of culverts, pipes and headwalls are not considered to be material and therefore these assets are not recognised by the Shire.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

### **Revaluation**

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

### **Land Under Control**

In accordance with Local Government (Financial Management) Regulation 16(a)(ii), the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreation facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

### **Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- b) Eliminated against the carrying amount of the asset and the net amount restated to the revalued amount of the asset.

### **Depreciation Rates**

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Plant and equipment	5 to 15 years
<i>Sealed roads and streets</i>	
Formation	not depreciated
Pavement	50 years
Seal	
- Bituminous seals	20 years
- Asphalt surfaces	25 years
Gravel roads	
Formation	not depreciated
Pavement	50 years
Formed roads (unsealed)	
Formation	not depreciated
Pavement	50 years
Footpaths – slab	20 years
Sewerage piping	100 years
Infrastructure Other	2 to 10 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

#### **Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these good and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

#### **Financial Liabilities**

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

#### **Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

## **Employee Benefit**

### **Short-term Employee Benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as part of current trade and other payables in the statement of financial position.

### **Other Long-term Employee Benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

### **Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### **Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

#### **Rates**

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

#### **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### **Current and Non-current Classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intention to release for sale.

#### **Rounding off Figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

#### **Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

#### **Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

#### **Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contributions plans.

### **Fair Value of Assets and Liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (ie unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (ie the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

### **Fair Value Hierarchy**

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

#### **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

#### **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

#### **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

### **Valuation Techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

#### **Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacements costs of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset and liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**Impairment of Assets**

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (eg AASB 116) whereby any impairment loss of revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

### 10.1.1.3 CEO – KEY PERFORMANCE INDICATORS

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	10 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Current CEO – KPI's

#### BRIEF SUMMARY:

To review and update the current Key Performance Indicators (KPI's) for the CEO.

#### BACKGROUND/COMMENT:

During the recent CEO recruitment process Council recommended that the CEO KPI list be updated in the CEO package.

The current KPI's were last updated at a CEO Review Committee meeting in late 2017. The KPI's are attached for consideration.

#### CONSULTATION/COMMUNICATION:

Chief Executive Officer

#### STATUTORY/LEGAL IMPLICATIONS:

Local Government Act 1995

#### POLICY IMPLICATIONS:

Nil

#### FINANCIAL IMPLICATIONS:

Nil

#### STRATEGIC IMPLICATIONS:

The Community Strategic Plan will be considered when updating CEO KPI's

#### VOTING REQUIREMENTS:

Simple Majority

#### COMMITTEE'S RECOMMENDATION

Moved: Cr. G R Ball

Seconded: Cr. B L Kilpatrick

The CEO's Key Performance Indicators (KPI's) as reviewed and set by the Committee be presented to Council at the February Meeting of Council.

Carried 4/0

## **OBJECTIVES FOR THE FUTURE**

### **Key Result Areas - Set in 2017**

#### **Chief Executive Officer**

1. Review Strategic Plan.
2. Review and update all existing policies.
3. Promote and address any issues arising for the Shire of Wagin as a regional and/or sub-regional destination as regards a number of the following desirable key activities and functions, including but not limited to;
  - Regional and Local Refuse
  - Lifestyle & living (Tree-scape)
  - Sustainable Local Government
  - Economic Development Committee
  - Tourism and Events
  - Farm & Farm based industry
  - Facilitate a regional projects
4. Continue to facilitate the delivery of available residential and industrial land.
5. Ensure that all Statutory compliance matters are dealt with in a timely manner and that councils' decisions, directives and policies are implemented promptly and with due diligence.
6. Deal with all human relation matters are dealt with in a timely manner and that Council decisions, directives and polices are implemented promptly and with sue diligence.
7. Keep a stable and cohesive team of staff with minimum turnover
8. Deal with all human relation matters in accordance with contemporary and with best practice principals with an aim of fostering harmonious relationships and up-keeping high Staff, Council and Community moral.
9. Look for income generating activities to maintain or improve the Shire of Wagin's financial ratios
10. Facilitate Communication with the Community
11. Progress recommendations of the Airport Master plan
12. Cemetery upgrade
13. To progress with the Sportsground precinct development
14. Review of the Shire Website to improve functionality
15. Investigate a "live" events calendar on the website

**10.1.2 URGENT BUSINESS**

Nil

**10.1.3 CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 8.30 pm.

**10.1.1.1 FINANCE POLICY 15: PURCHASING TENDER GUIDE AMENDMENT**

**COMMITTEE'S RECOMMENDATION**

Moved: Cr. Seconded: Cr.

That the amended Finance Policy 15 – Purchasing Tender Guide be adopted by Council.

Carried

**10.1.1.2 FINANCE POLICY 16: SIGNIFICANT ACCOUNTING POLICIES**

**COMMITTEE'S RECOMMENDATION**

Moved: Cr. Seconded: Cr.

That the amended Finance Policy 16 – Significant Accounting Policies be adopted by Council.

Carried

**10.1.1.3 CEO – KEY PERFORMANCE INDICATORS**

**COMMITTEES RECOMMENDATION**

Moved: Cr. Seconded: Cr.

The CEO's Key Performance Indicators (KPI's) as reviewed and set by the Committee be presented to Council at the February Meeting of Council.

Carried

## 11. FINANCIAL REPORTS – NOVEMBER 2019

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:	12 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	20 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Monthly Financial Reports and Payments List

### BRIEF SUMMARY:

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

### BACKGROUND:

The financial statements for November 2019 and 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

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council adopts the Financial Reports for the period ending 30 November 2019 as presented.

Carried

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That EFT Payments EFT8899 – EFT8950, EFT8958 – EFT9012 Cheque Payments 5251 – 5264 and Direct Debit Payments from the Municipal Account totalling \$584,561.28 and EFT Payments EFT8951 – EFT8957 and Cheque Payments 2521 – 2525 from the Trust Account totalling \$1,248.25 for the month of November 2019 be endorsed and accepted for payment.

Carried

**SHIRE OF WAGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 November 2019**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**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.

	<b>% Completed</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Capital Expenditure</b>			
Land	101%	40,000	40,499
Buildings	17%	25,000	4,264
Plant & Equipment	96%	344,000	331,245
Furniture & Equipment	21%	126,700	26,154
Infrastructure - Roads	19%	1,746,917	334,654
Footpaths	33%	131,000	42,938
Infrastructure - Other	19%	330,000	62,444
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	57%	1,198,380	680,994
Non-operating Grants, Subsidies and Contributions	30%	1,143,257	339,023
Rates Levied	100%	2,356,259	2,349,009

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>This Time Last Year 30 Nov 2018</b>	<b>Year to Date Actual 30 Nov 2019</b>
Adjusted Net Current Assets	106%	\$ 2,400,696	\$ 2,550,389
Cash and Equivalent - Unrestricted	114%	\$ 1,922,029	\$ 2,185,555
Cash and Equivalent - Restricted	117%	\$ 1,177,376	\$ 1,380,038
Receivables - Rates	113%	\$ 373,415	\$ 421,483
Receivables - Other	79%	\$ 337,885	\$ 267,848
Payables	159%	\$ 210,174	\$ 334,403

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 12 December 2019  
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), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

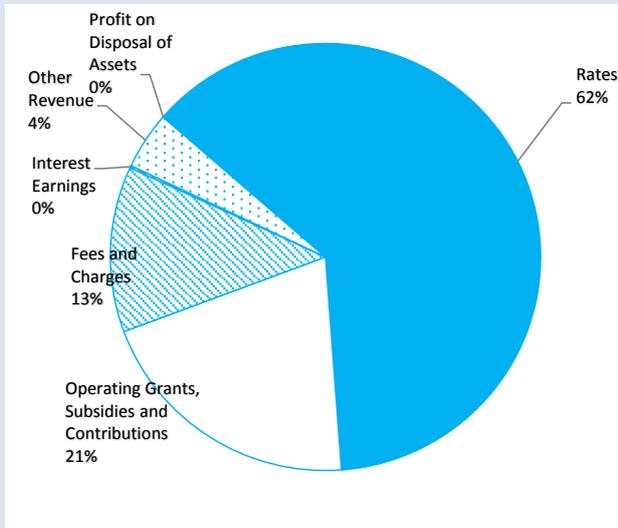
**CRITICAL ACCOUNTING ESTIMATES**

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

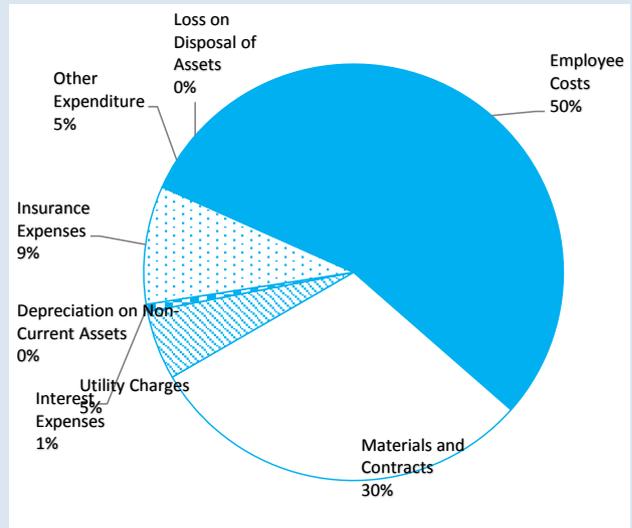
**ROUNDING OFF FIGURES**

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

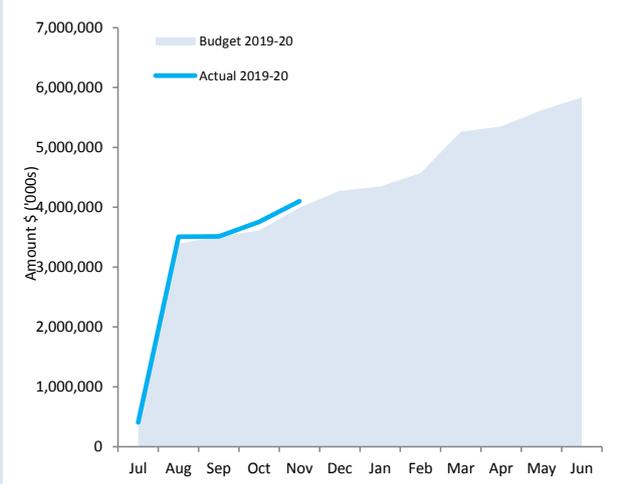
**OPERATING REVENUE**



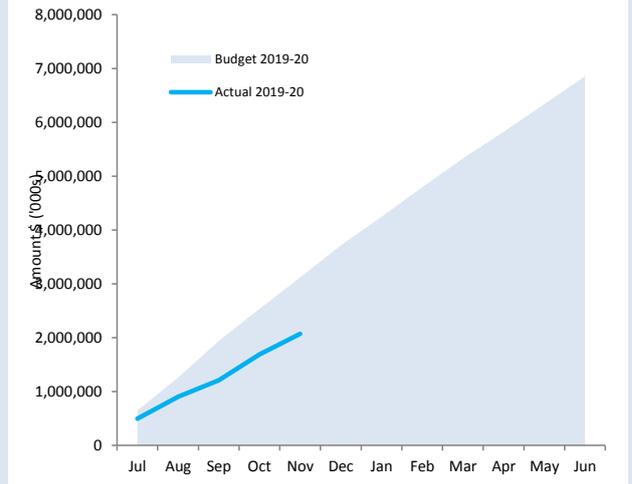
**OPERATING EXPENSES**



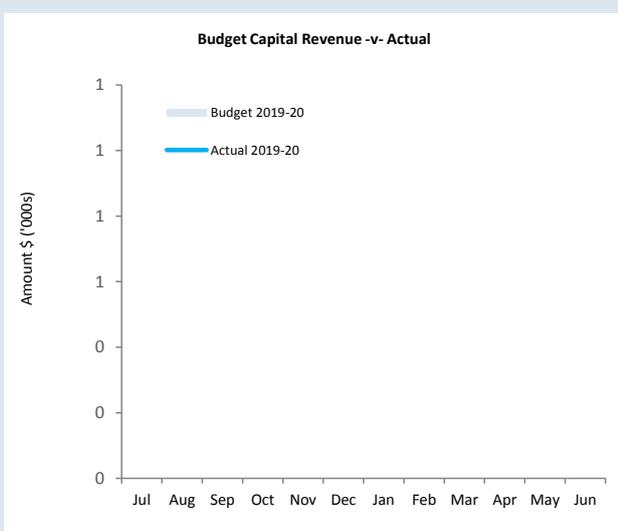
**Budget Operating Revenues -v- Actual**



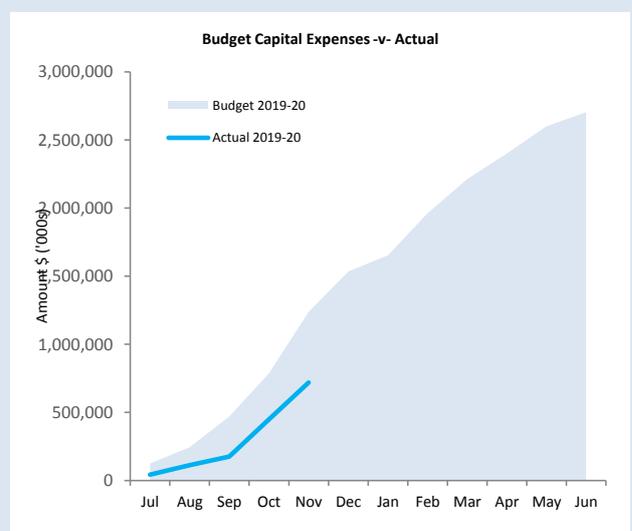
**Budget Operating Expenses -v-YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**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 30 NOVEMBER 2019**

**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	<b>1,305,507</b>	26,343	
<b>Revenue from operating activities</b>						
Governance		9,000	4,250	<b>14,090</b>	9,840	
General Purpose Funding - Rates	5	2,356,259	2,353,025	<b>2,349,009</b>	(4,016)	
General Purpose Funding - Other		905,632	483,823	<b>488,333</b>	4,510	
Law, Order and Public Safety		139,604	67,397	<b>76,912</b>	9,515	
Health		56,054	22,565	<b>27,564</b>	4,999	
Education and Welfare		363,444	107,088	<b>188,004</b>	80,916	▲
Community Amenities		364,300	328,595	<b>329,060</b>	465	
Recreation and Culture		95,045	44,445	<b>43,740</b>	(705)	
Transport		179,533	145,193	<b>140,962</b>	(4,231)	
Economic Services		114,700	43,910	<b>63,647</b>	19,737	
Other Property and Services		109,077	42,800	<b>41,529</b>	(1,271)	
		<b>4,692,648</b>	<b>3,643,091</b>	<b>3,762,848</b>		
<b>Expenditure from operating activities</b>						
Governance		(424,096)	(258,593)	<b>(234,394)</b>	24,199	▲
General Purpose Funding		(387,650)	(178,553)	<b>(173,874)</b>	4,679	
Law, Order and Public Safety		(272,457)	(148,005)	<b>(110,516)</b>	37,489	▲
Health		(250,661)	(98,461)	<b>(73,350)</b>	25,111	▲
Education and Welfare		(474,205)	(206,071)	<b>(200,079)</b>	5,992	
Community Amenities		(583,384)	(245,120)	<b>(212,826)</b>	32,294	▲
Recreation and Culture		(1,307,420)	(532,948)	<b>(325,888)</b>	207,060	▲
Transport		(2,493,023)	(1,095,260)	<b>(394,768)</b>	700,492	▲
Economic Services		(269,054)	(128,530)	<b>(154,422)</b>	(25,892)	▼
Other Property and Services		(391,074)	(225,199)	<b>(191,003)</b>	34,196	▲
		<b>(6,853,024)</b>	<b>(3,116,740)</b>	<b>(2,071,120)</b>		
<b>Operating activities excluded from budget</b>						
Add Back Depreciation		2,464,660	1,026,945	<b>0</b>	(1,026,945)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(200)	(200)	<b>0</b>	200	
Adjust Provisions and Accruals		0	0	<b>20,766</b>	20,766	▲
<b>Amount attributable to operating activities</b>		<b>304,084</b>	<b>1,553,096</b>	<b>1,712,494</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,143,257	349,069	<b>339,023</b>	(10,046)	
Proceeds from Disposal of Assets	6	77,000	0	<b>52,233</b>	52,233	▲
Capital Acquisitions	7	(2,743,617)	(1,003,000)	<b>(842,198)</b>	160,802	▲
<b>Amount attributable to investing activities</b>		<b>(1,523,360)</b>	<b>(653,931)</b>	<b>(450,942)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		18,758	0	<b>0</b>	0	
Transfer from Reserves	9	230,000	0	<b>0</b>	0	
Repayment of Debentures	8	(64,099)	(16,671)	<b>(16,671)</b>	0	
Transfer to Reserves	9	(244,547)	0	<b>0</b>	0	
<b>Amount attributable to financing activities</b>		<b>(59,888)</b>	<b>(16,671)</b>	<b>(16,671)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(0)</b>	<b>2,161,658</b>	<b>2,550,389</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 30 NOVEMBER 2019**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

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

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**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>1,305,507</b>	26,343	▲
<b>Revenue from operating activities</b>						
Rates	5	2,356,259	2,353,025	<b>2,349,009</b>	(4,016)	
Operating Grants, Subsidies and Contributions	10	1,333,086	627,445	<b>771,476</b>	144,032	▲
Fees and Charges		726,990	485,690	<b>472,375</b>	(13,315)	
Interest Earnings		58,247	8,000	<b>6,322</b>	(1,678)	
Other Revenue		212,066	162,931	<b>163,666</b>	735	
Profit on Disposal of Assets	6	6,000	6,000	<b>0</b>	(6,000)	
		4,692,648	3,643,091	<b>3,762,848</b>		
<b>Expenditure from operating activities</b>						
Employee Costs		(2,419,203)	(1,024,690)	<b>(1,037,518)</b>	(12,828)	
Materials and Contracts		(1,240,790)	(663,093)	<b>(623,783)</b>	39,310	▲
Utility Charges		(326,824)	(136,359)	<b>(111,219)</b>	25,140	▲
Depreciation on Non-Current Assets		(2,464,660)	(1,026,945)	<b>0</b>	1,026,945	▲
Interest Expenses		(34,694)	(12,675)	<b>(11,850)</b>	825	
Insurance Expenses		(194,263)	(164,748)	<b>(190,012)</b>	(25,264)	▼
Other Expenditure		(166,790)	(82,430)	<b>(96,738)</b>	(14,308)	
Loss on Disposal of Assets	6	(5,800)	(5,800)	<b>0</b>		
		(6,853,024)	(3,116,740)	<b>(2,071,120)</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation		2,464,660	1,026,945	<b>0</b>	(1,026,945)	▼
Adjust (Profit)/Loss on Asset Disposal	6	(200)	(200)	<b>0</b>	200	
Adjust Provisions and Accruals		0	0	<b>20,766</b>	20,766	▲
<b>Amount attributable to operating activities</b>		<b>304,084</b>	<b>1,553,096</b>	<b>1,712,494</b>		
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	10	1,143,257	349,069	<b>339,023</b>	(10,046)	
Proceeds from Disposal of Assets	6	77,000	0	<b>52,233</b>	52,233	▲
Capital acquisitions	7	(2,743,617)	(1,003,000)	<b>(842,198)</b>	160,802	▲
<b>Amount attributable to investing activities</b>		<b>(1,523,360)</b>	<b>(653,931)</b>	<b>(450,942)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		18,758	0	<b>0</b>	0	
Transfer from Reserves	9	230,000	0	<b>0</b>	0	
Repayment of Debentures	8	(64,099)	(16,671)	<b>(16,671)</b>	0	
Transfer to Reserves	9	(244,547)	0	<b>0</b>	0	
<b>Amount attributable to financing activities</b>		<b>(59,888)</b>	<b>(16,671)</b>	<b>(16,671)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(0)</b>	<b>2,161,658</b>	<b>2,550,389</b>		

**KEY INFORMATION**

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

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

### **SIGNIFICANT ACCOUNTING POLICIES**

#### **CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is

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

#### **EMPLOYEE BENEFITS**

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

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

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

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

#### **PROVISIONS**

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

#### **INVENTORIES**

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

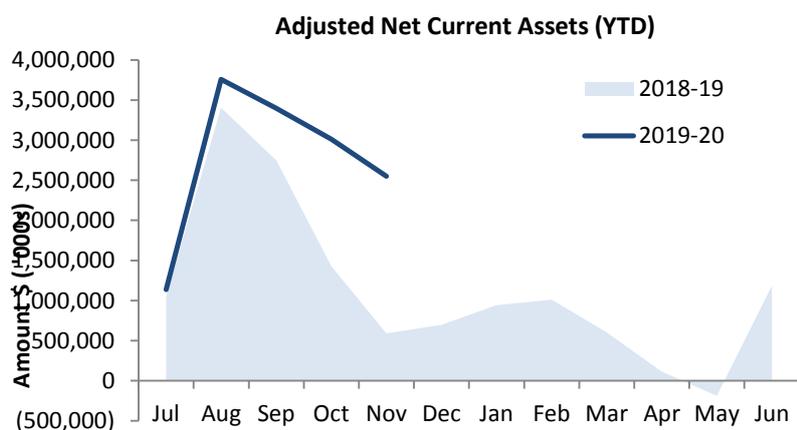
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 30 Nov 2018	Year to Date Actual 30 Nov 2019
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	382,597	1,922,029	2,185,555
Cash Restricted	3	1,380,038	1,177,376	1,380,038
Receivables - Rates	4	56,891	373,415	421,483
Receivables - Other	4	1,035,863	337,885	267,848
Loans receivable		18,758	18,201	18,758
Interest / ATO Receivable		26,967	0	0
Inventories		46,978	40,543	46,978
		2,948,093	3,869,450	4,320,660
<b>Less: Current Liabilities</b>				
Payables		(206,717)	(210,174)	(334,403)
Regional Refuse Group Accrued Funds		(37,071)	(63,001)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(371,243)	(365,305)	(354,572)
		(615,032)	(638,481)	(726,047)
<b>Unadjusted Net Current Assets</b>		<b>2,333,061</b>	<b>3,230,968</b>	<b>3,594,613</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,380,038)	(1,177,376)	(1,380,038)
Less: Loans receivable		(18,758)	(18,201)	(18,758)
Add: Provisions - Loans, Annual & Long Service Leave		371,243	365,305	354,572
<b>Adjusted Net Current Assets</b>		<b>1,305,507</b>	<b>2,400,696</b>	<b>2,550,389</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**  
**Surplus(Deficit)**  
**\$2.55 M**

**Last Year YTD**  
**Surplus(Deficit)**  
**\$2.4 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**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	80,916	▲	Timing	HACC grant received earlier than budgeted
<b>Expenditure from operating activities</b>				
Governance	24,199	▲	Timing	Depreciation has not been allocated as yet
Law, Order and Public Safety	37,489	▲	Timing	Depreciation has not been allocated as yet
Health	25,111	▲	Timing	IPN Invoice has not been received to date
Community Amenities	32,294	▲	Timing	Depreciation has not been allocated as yet
Recreation and Culture	207,060	▲	Timing	Depreciation has not been allocated as yet
Transport	700,492	▲	Timing	Depreciation has not been allocated as yet
Economic Services	(25,892)	▼	Permanent	Landcare Payroll not budgeted for but offset by income
Other Property and Services	34,196	▲	Timing	Consultants expenditure under YTD budget
<b>Investing Activities</b>				
Proceeds from Disposal of Assets	52,233	▲	Timing	Trade in of Plant Items completed earlier than expected
Capital Acquisitions	160,802	▲	Timing	Capital Road Works and Plant Purchases not in accordance with month budgeted to expend

**KEY INFORMATION**

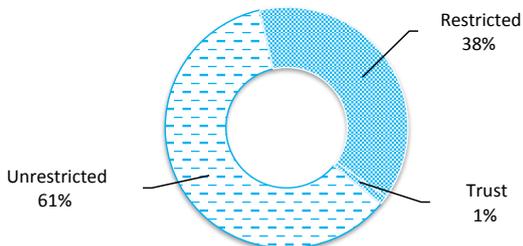
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,350			1,350	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	259,725			259,725	NAB	Nil	At Call
Overnight Cash Deposit Facility	1,124,438			1,124,438	Treasury	1.20%	At Call
Municipal Investment Account 1	800,000			800,000	NAB	1.65%	01-Jan-20
Municipal Cash Maximiser	42			42	NAB	0.40%	At Call
Trust Fund			39,681	39,681	NAB	Nil	At Call
<b>Term Deposits</b>							
Municipal Investment - Term Deposit		1,380,038		1,380,038	NAB	2.40%	28-Jun-20
<b>Total</b>	<b>2,185,555</b>	<b>1,380,038</b>	<b>39,681</b>	<b>3,605,274</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**

**\$3.61 M**

**Unrestricted**

**\$2.19 M**

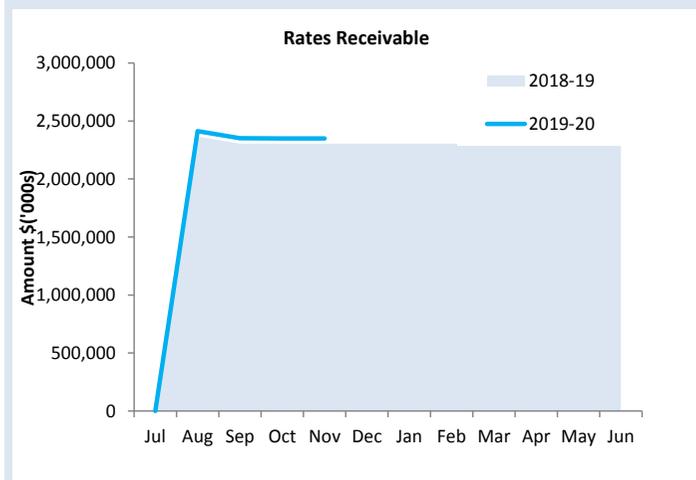
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2019	30 November 2019
	\$	\$
Opening Arrears Previous Years	67,044	56,891
Levied this year	2,469,127	2,591,068
Less Collections to date	(2,473,810)	(2,226,476)
Equals Current Outstanding	<b>62,361</b>	<b>421,483</b>
Doubtful Rate Debtors	(5,470)	(5,470)
<b>Net Rates Collectable</b>	<b>56,891</b>	<b>416,013</b>
% Collected	100.19%	81.77%
	(0)	

**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.



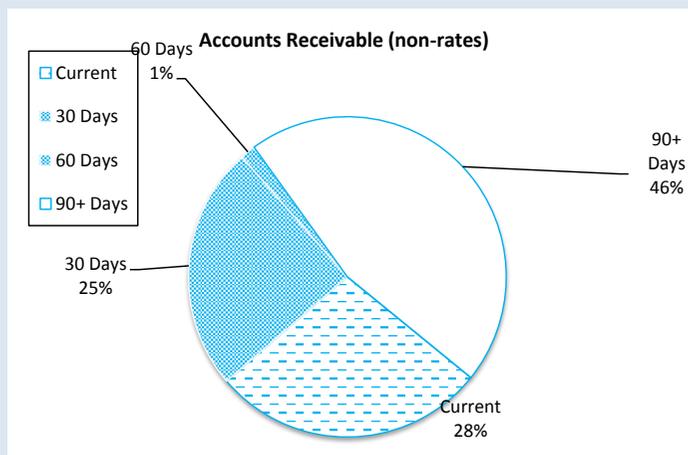
<b>Collected</b>	<b>Rates Due</b>
<b>82%</b>	<b>\$416,013</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	75,354	66,805	4,190	123,739	270,088
Percentage	28%	25%	2%	46%	
<b>Balance per Trial Balance</b>					
Sundry debtors					270,088
GST receivable					0
Loans receivable - clubs/institutions					18,758
Doubtful Debtors					(2,240)
<b>Total Receivables General Outstanding</b>					<b>286,606</b>

Amounts shown above include GST (where applicable)

**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>\$286,606</b>
<b>Over 30 Days</b>
<b>72%</b>
<b>Over 90 Days</b>
<b>46%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

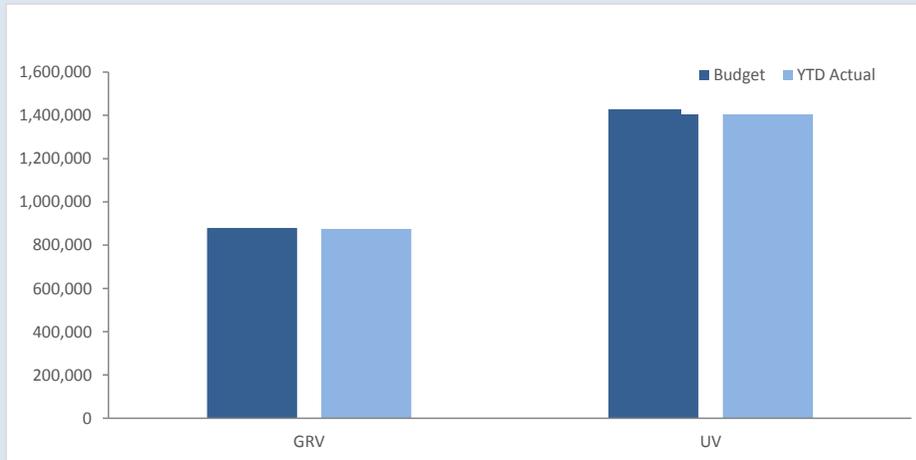
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	0.110160	744	7,953,721	876,206	2,000	1,000	879,206	876,206	-1,160	154	875,200
UV	0.007240	321	197,041,500	1,426,383	2,000	0	1,428,383	1,426,384	-499	0	1,425,884
	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>-1,659</b>	<b>154</b>	<b>2,423,464</b>
Discount							(86,105)				(86,849)
<b>Amount from General Rates</b>							<b>2,343,864</b>				<b>2,336,615</b>
Ex-Gratia Rates							12,394				12,393
<b>Total General Rates</b>							<b>2,356,258</b>				<b>2,349,009</b>

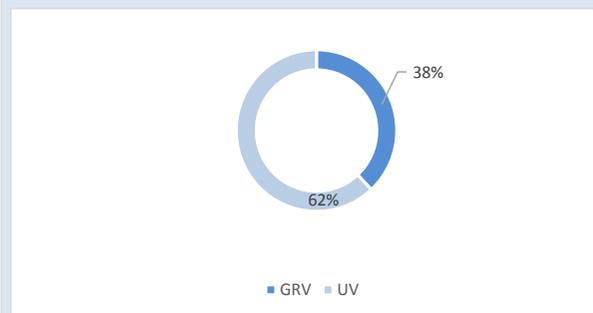
**SIGNIFICANT ACCOUNTING POLICIES**

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**

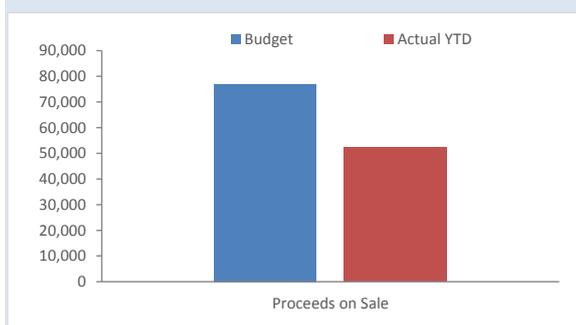


General Rates		
Budget	YTD Actual	%
<b>\$2.34 M</b>	<b>\$2.34 M</b>	<b>100%</b>



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		32,233	32,233		
P80Y18	HACC Co-ordinator Vehicle	24,800	20,000	0	(4,800)	20,000	20,000		
P14	Isuzu 13t Truck	27,000	29,000	3,000	(1,000)				
		<b>76,800</b>	<b>77,000</b>	<b>6,000</b>	<b>(5,800)</b>	<b>52,233</b>	<b>52,233</b>	<b>0</b>	<b>0</b>

KEY INFORMATION



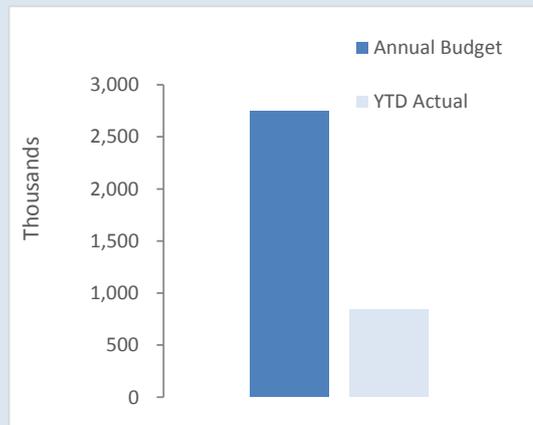
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$77,000</b>	<b>\$52,233</b>	<b>68%</b>

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	4,264	20,736
Plant & Equipment	344,000	106,000	331,245	(225,245)
Furniture & Equipment	126,700	19,000	26,154	(7,154)
Infrastructure - Roads	1,746,917	660,000	334,654	325,346
Footpaths	131,000	60,000	42,938	17,062
Infrastructure - Other	330,000	93,000	62,444	30,556
<b>Capital Expenditure Totals</b>	<b>2,743,617</b>	<b>1,003,000</b>	<b>842,198</b>	<b>160,802</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,143,257	349,069	207,495	141,574
Other (Disposals & C/Fwd)	77,000	0	52,233	-52,233
Cash Backed Reserves			0	0
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	653,931	582,471	71,460
<b>Capital Funding Total</b>	<b>2,743,617</b>	<b>1,003,000</b>	<b>842,198</b>	<b>160,802</b>

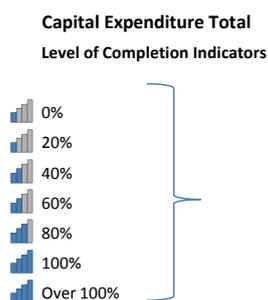
**SIGNIFICANT ACCOUNTING POLICIES**

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>\$0.84 M</b>	<b>31%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.14 M</b>	<b>\$0.21 M</b>	<b>18%</b>



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

% of  
Completion # *Level of completion indicator, please see table at the end of this note for further det*

		Account Number	Annual Budget	YTD Budget	YTD Actual	YTD Variance	
<b>Capital Expenditure</b>							
<b>Land</b>							
1.01		Town Centre Development	E167784	(40,000)	(40,000)	(40,499)	(499)
				(40,000)	(40,000)	(40,499)	(499)
<b>Buildings</b>							
0.00		Caravan Park Camp Kitchen	E167130	(15,000)	(15,000)	0	15,000
0.43		Solar Panels - Various Buildings	E167430	(10,000)	(10,000)	(4,264)	5,736
				(25,000)	(25,000)	(4,264)	20,736
<b>Plant &amp; Equipment</b>							
0.87		CEO Vehicle (PO1)	E167700	(48,000)	(48,000)	(41,624)	6,376
1.07		HACC Co-ordinator Vehicle	E167745	(30,000)	(30,000)	(32,029)	(2,029)
0.89		2013 Toro Ride on Mower (P43)	E167769	(28,000)	(28,000)	(24,979)	3,021
1.05		2010 Toyota Gardener Utility (P25)	PE1904	(24,000)	0	(25,180)	(25,180)
0.97		Isuzu Truck 13t (P40)	PE1905	(185,000)	0	(180,258)	(180,258)
0.54		Stump Grinder for Bobcat	PE1906	(9,000)	0	(4,849)	(4,849)
1.12		All Terrain Utility / Gator	PE1907	(20,000)	0	(22,325)	(22,325)
				(344,000)	(106,000)	(331,245)	(198,070)
<b>Furniture &amp; Equipment</b>							
0.00		Electronic Advertising Sign	E167278	(56,500)	(5,000)	0	5,000
0.71		Rec Centre - Furniture Upgrades	E167284	(8,000)	(8,000)	(5,644)	2,356
0.00		Wetlands Park - Playground Equipment	FE1902	(38,200)	0	0	0
1.14		Water Standpipe Controller	FE1903	(18,000)	0	(20,511)	(20,511)
		Pallet Racking - Depot	E167458	(6,000)	(6,000)		6,000
				(126,700)	(19,000)	(26,154)	(7,154)
<b>Infrastructure - Roads</b>							
0.19		Capital Works Program	E167103	(1,746,917)	(660,000)	(334,654)	325,346
				(1,746,917)	(660,000)	(334,654)	325,346
<b>Footpaths</b>							
0.33		Footpath Program	E167124	(131,000)	(60,000)	(42,938)	17,062
				(131,000)	(60,000)	(42,938)	17,062
<b>Infrastructure - Other</b>							
0.74		Cemetery Upgrade	E167191	(50,000)	(33,000)	(37,033)	(4,033)
0.00		Learn to Swim Pool Heating	E167757	(40,000)	0	0	0
0.00		Town Centre Redevelopment - Library Parking Area	E167785	(130,000)	0	0	0
0.00		Airport Development	IO1901	(40,000)	0	0	0
0.00		Wetlands Park Pond Works	E167758	(10,000)	(10,000)	0	10,000
0.42		Townscape	E167136	(60,000)	(50,000)	(25,411)	24,589
				(330,000)	(93,000)	(62,444)	30,556
				(2,743,617)	(1,003,000)	(842,198)	187,976

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**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	0	9,305	59,244	49,939	0	3,639
Loan 139 - Swimming Pool Redevelopment	227,284	0	0	6,251	12,662	221,033	214,622	5,767	11,374
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	168,538	0	0	5,365	13,106	163,173	155,432	4,174	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	16,671	45,341	525,554	496,884	12,674	30,107
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	155,507	0	0	0	18,758	155,507	136,749	0	4,586
	155,507	0	0	0	18,758	155,507	136,749	0	4,586
<b>Total</b>	697,732	0	0	16,671	64,099	681,061	633,633	12,674	34,693

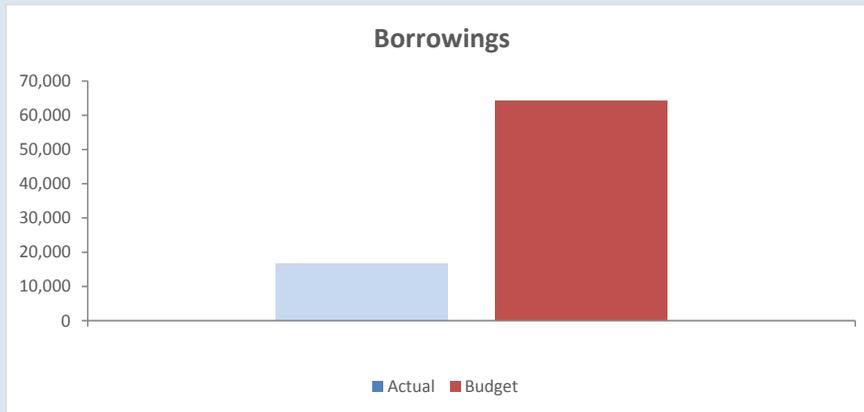
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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.

**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.

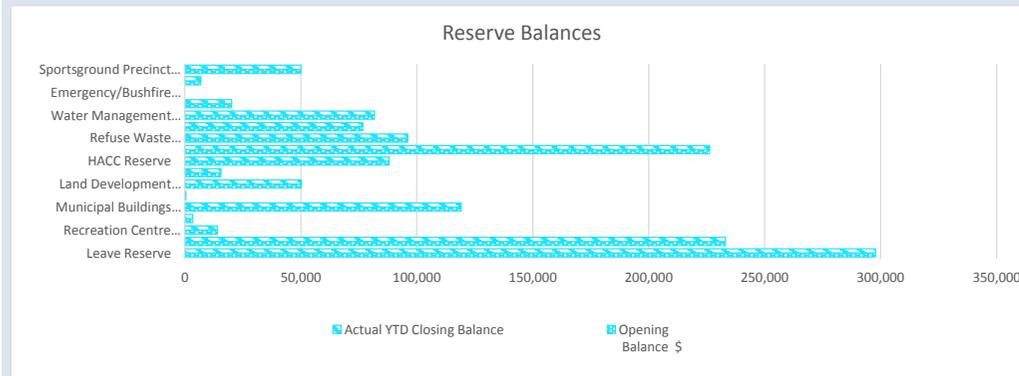


<b>Principal Repayments</b>	<b>\$16,671</b>
<b>Interest Earned</b>	<b>\$6,322</b>
<b>Interest Expense</b>	<b>\$12,674</b>
<b>Reserves Bal</b>	<b>\$1.38 M</b>
<b>Loans Due</b>	<b>\$.68 M</b>

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	297,855	7,446		0		(30,000)		275,301	297,855
Plant Replacement Reserve	233,074	5,827		40,000		0		278,901	233,074
Recreation Centre Equipment Reserve	14,078	352		1,800		(4,500)		11,730	14,078
Aerodrome Maintenance & Development Reserve	3,387	85		5,200		0		8,672	3,387
Municipal Buildings Reserve	119,105	2,978		0		(70,000)		52,083	119,105
Admin Centre Furniture, Equipment & IT Reserve	506	13		5,000		0		5,519	506
Land Development Reserve	50,296	1,257		0		(40,000)		11,553	50,296
Community Bus Reserve	15,592	390		2,000		0		17,982	15,592
HACC Reserve	88,031	2,201		0		(10,000)		80,232	88,031
Recreation Development Reserve	226,283	5,657		60,000		(50,000)		241,940	226,283
Refuse Waste Management Reserve	96,144	2,404		39,800		0		138,348	96,144
Refuse Site Rehabilitation Reserve	76,750	1,919		0		0		78,669	76,750
Water Management Reserve	81,772	2,044		0		(5,000)		78,816	81,772
Electronic Sign Reserve	20,249	251		0		(20,500)		0	20,249
Emergency/Bushfire Control Reserve	0	0		21,000		0		21,000	0
Community Gym Reserve	6,914	173		5,500		0		12,587	6,914
Sportsground Precinct Redevelopment Reserve	50,000	1,250		30,000		0		81,250	50,000
	<b>1,380,040</b>	<b>34,247</b>	<b>0</b>	<b>210,300</b>	<b>0</b>	<b>(230,000)</b>	<b>0</b>	<b>1,394,587</b>	<b>1,380,038</b>

KEY INFORMATION



Grants and Contributions

	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Grants Commission - General	455,916	227,958	221,993	(5,966)
Grants Commission - Roads	219,016	109,508	114,526	5,018
<b>Law, Order and Public Safety</b>				
DFES Grant - Operating Bush Fire Brigade	56,550	14,138	16,512	2,374
DFES Grant - MAF Funding	21,000	21,000	32,600	11,600
DFES Grant - Operating SES	27,860	6,965	7,115	150
<b>Education and Welfare</b>				
HACC Recurrent Grant	289,545	72,386	159,460	87,074
<b>Recreation and Culture</b>				
Thank A Volunteer Grant	950	9,705	10,001	296
Lotterywest - Wagin Street Carnival	8,755	0	0	0
<b>Transport</b>				
Direct Road Grants	118,788	118,788	118,788	0
<b>Operating grants, subsidies and contributions Total</b>	<b>1,198,380</b>	<b>590,433</b>	<b>680,994</b>	<b>90,561</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	49,545	14,545
CSRFF Grant - Swim Pool Stage 2	20,000	0	0	0
<b>Transport</b>				
Road Project Grants	307,605	246,084	123,042	(123,042)
Main Roads Bridge Grant	422,322	0	50,000	50,000
Roads To Recovery Grant	312,145	50,000	116,436	66,436
Regional Airports Development Scheme (RADs)	9,985	9,985	0	(9,985)
WANDRRA Storm Damage	0	0	0	0
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,143,257</b>	<b>349,069</b>	<b>339,023</b>	<b>(10,046)</b>
<b>Grand Total</b>	<b>2,341,637</b>	<b>939,502</b>	<b>1,020,017</b>	<b>80,515</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Nov 2019
	\$	\$	\$	\$
Deposits - Town Hall	1,100	100	(400)	800
Deposits - Community Bus	1,200	1,350	(1,650)	900
Deposits - Rec Ctr & EFP	2,362	1,693	(600)	3,455
Deposits - Animal Trap	0	50	(25)	25
BCITF	0	866	(866)	0
Deposit - Community Gym Key	3,000	660	(840)	2,820
Building Services Levy	0	1,375	(1,252)	123
Nomination Deposits	160	400	(400)	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
In Lieu of Public Open Space	8,200	0	0	8,200
Staff Christmas Fund	4,060	3,360	0	7,420
Trust Accounts Receivable	-191	0	(463)	(654)
Cemetery Shelter Contributions	8,000	0	0	8,000
	<b>46,751</b>	<b>9,854</b>	<b>(16,924)</b>	<b>39,681</b>

**SHIRE OF WAGIN**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2019**

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	<b>876,206</b>
I031010	GRV Minimums	Inc	85,840	85,840	<b>85,840</b>
I031015	UV	Inc	1,426,384	1,426,384	<b>1,426,384</b>
I031020	UV Minimums	Inc	36,540	36,540	<b>36,540</b>
I031025	GRV Interim Rates	Inc	2,000	666	<b>(1,160)</b>
I031030	UV Interim Rates	Inc	2,000	1,100	<b>(499)</b>
I031035	Back Rates	Inc	1,000	0	<b>154</b>
I031040	Ex-Gratia Rates (CBH)	Inc	12,394	12,394	<b>12,393</b>
I031045	Discount Allowed	Inc	(86,105)	(86,105)	<b>(86,849)</b>
I031050	Instalment Admin Charge	Inc	8,000	4,000	<b>6,991</b>
I031055	Account Enquiry Fee	Inc	2,000	835	<b>990</b>
I031060	(Rate Write Offs)	Inc	(5,000)	0	<b>(158)</b>
I031065	Penalty Interest	Inc	12,000	3,000	<b>5,170</b>
I031070	Emergency Services Levy	Inc	113,467	113,467	<b>113,299</b>
I031075	ESL Penalty Interest	Inc	600	250	<b>265</b>
I031090	Rate Legal Charges	Inc	10,000	4,165	<b>9,000</b>
			<b>2,497,326</b>	<b>2,478,742</b>	<b>2,484,566</b>
E031005	Valuation Expenses	Exp	(10,000)	(900)	<b>(1,051)</b>
E031010	Legal Costs/Expenses	Exp	(1,000)	(250)	<b>(959)</b>
E031015	Title Searches	Exp	(600)	(250)	<b>(391)</b>
E031020	Rate Recovery Expenses	Exp	(10,000)	(4,600)	<b>(6,505)</b>
E031025	Printing Stationery Postage	Exp	(2,000)	(1,800)	<b>(1,376)</b>
E031030	Emergency Services Levy	Exp	(113,467)	(68,000)	<b>(67,998)</b>
E031040	Rate Refunds	Exp	(1,000)	0	<b>0</b>
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,923)	(2,923)	<b>(2,810)</b>
E031100	Administration Allocated	Exp	(90,583)	(37,745)	<b>(37,745)</b>
			<b>(231,573)</b>	<b>(116,468)</b>	<b>(118,835)</b>
<b>Other General Purpose Funding</b>					
I032005	Grants Commission General	Inc	455,916	227,958	<b>221,993</b>
I032010	Grants Commission Roads	Inc	219,016	109,508	<b>114,526</b>
I032020	Administration Rental	Inc	36,000	15,000	<b>15,000</b>
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,000	415	<b>105</b>
I032030	Reimbursements	Inc	100	25	<b>0</b>
I032035	SS Loans Interest & GFee Reimb.	Inc	5,786	0	<b>0</b>
I032040	Bank Interest	Inc	12,000	5,000	<b>1,152</b>
I032045	Reserves Interest	Inc	34,247	0	<b>0</b>
I032055	Commissions & Recoups	Inc	500	200	<b>0</b>
			<b>764,565</b>	<b>358,106</b>	<b>352,776</b>
E032005	Bank Fees and Charges	Exp	(11,000)	(4,585)	<b>(4,740)</b>
E032015	Interest on Loans	Exp	(34,694)	(12,675)	<b>(12,674)</b>
E032030	Audit Fees & Other Services	Exp	(22,000)	(8,000)	<b>(800)</b>
E032035	Administration Allocated	Exp	(88,383)	(36,825)	<b>(36,825)</b>
			<b>(156,077)</b>	<b>(62,085)</b>	<b>(55,039)</b>
<b>Total General Purpose Income</b>			<b>3,261,891</b>	<b>2,836,848</b>	<b>2,837,341</b>
<b>Total General Purpose Expenditure</b>			<b>(387,650)</b>	<b>(178,553)</b>	<b>(173,874)</b>
<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	0	0
			1,000	0	0
E041005	Sitting Fees	Exp	(18,000)	(4,500)	(4,188)
E041010	Training	Exp	(8,000)	(4,500)	0
E041015	Members Travelling	Exp	(1,000)	(250)	(205)
E041025	Election Expenses	Exp	(3,000)	(3,000)	(1,150)
E041030	Other Expenses	Exp	(5,000)	(2,250)	(646)
E041035	Conference Expenses	Exp	(12,000)	(10,500)	(8,113)
E041040	Presidents Allowance	Exp	(12,000)	(3,000)	(3,000)
E041045	Deputy Presidents Allowance	Exp	(3,000)	(750)	(750)
E041055	Refreshments and Receptions	Exp	(14,000)	(4,750)	(3,857)
E041060	Presentations	Exp	(2,500)	(1,540)	(1,113)
E041065	Insurance	Exp	(9,630)	(9,630)	(9,630)
E041070	Public Relations	Exp	(3,000)	(2,100)	(254)
E041075	Subscriptions	Exp	(25,200)	(25,200)	(28,029)
E041100	Administration Allocated	Exp	(108,766)	(45,320)	(45,320)
			(225,096)	(117,290)	(106,255)
<b>Other Governance</b>					
I042030	Profit on Sale of Asset	Inc	3,000	3,000	0
I042045	Admin Reimbursements	Inc	5,000	1,250	759
I042050	Paid Parental Leave Reimbursement	Inc	0	0	13,331
			8,000	4,250	14,090
E042005	Administration Salaries	Exp	(660,255)	(275,105)	(280,619)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(68,951)	(28,730)	(31,144)
E042011	Loyalty Allowance	Exp	(8,580)	(3,575)	(2,860)
E042012	Housing Allowance Admin	Exp	(10,340)	(7,740)	(7,532)
E042015	Insurance	Exp	(23,073)	(23,073)	(23,073)
E042020	Staff Training	Exp	(14,000)	(5,835)	(1,595)
E042025	Removal Expenses	Exp	(8,000)	0	0
E042030	Printing & Stationery	Exp	(26,000)	(10,835)	(14,759)
E042035	Phone, Fax & Modem	Exp	(10,000)	(4,165)	(1,247)
E042040	Office Maintenance	Exp	(54,500)	(22,710)	(24,602)
E042045	Advertising	Exp	(8,000)	(3,335)	(2,253)
E042050	Office Equipment Maintenance	Exp	(3,000)	(1,250)	(763)
E042055	Postage & Freight	Exp	(4,000)	(1,665)	(1,717)
E042060	Vehicle Running Expenses	Exp	(7,500)	(4,195)	(6,893)
E042065	Legal Expenses	Exp	(3,000)	0	(2,116)
E042070	Garden Expenses	Exp	(10,000)	(4,165)	(5,417)
E042075	Conference & Training	Exp	(11,000)	(4,600)	(6,436)
E042080	Computer Support	Exp	(87,500)	(77,500)	(78,630)
E042085	Other Expenses	Exp	(1,500)	(500)	(553)
E042090	Administration Allocated	Exp	(198,000)	(82,500)	(82,500)
E042095	Fringe Benefits Tax	Exp	(10,000)	(2,500)	(4,980)
E042100	Staff Uniforms	Exp	(4,000)	(2,750)	(1,072)
E042120	Depreciation - Other Governance	Exp	(66,830)	(27,845)	0
E042125	Less Administration Allocated	Exp	1,109,529	462,310	462,314
E042155	Lease of Photocopier	Exp	(2,500)	(1,040)	(1,010)
E042160	CEO Recruitment	Exp	(8,000)	(8,000)	(8,684)
			(199,000)	(141,303)	(128,141)
<b>Total Governance Income</b>			9,000	4,250	14,090
<b>Total Governance Expenditure</b>			(424,096)	(258,593)	(234,394)

## Law, Order & Public Safety

### Fire Prevention

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I051010	BFB Operating Grant	Inc	56,550	14,138	16,512
I051015	Sale of Fire Maps	Inc	300	125	91
I051025	Reimbursements	Inc	3,000	750	200
I051030	Bush Fire Infringements	Inc	1,500	1,200	0
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000
I051070	Other Bushfire Grants Income	Inc	21,000	21,000	32,600
I051075	SES Operating Grant	Inc	27,860	6,965	7,115
			114,210	48,178	60,518
E051005	BFB Operation Expenditure	Exp	(56,550)	(47,760)	(28,191)
E051010	Communication Mtce	Exp	(3,000)	(1,340)	(1,725)
E051015	Advertising & Other Expenses	Exp	(2,000)	(1,350)	(2,281)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(1,150)	(474)
E051025	Town Block Burn Off	Exp	(5,000)	(5,000)	(8,317)
E051040	Other Bushfire Grants Expenditure	Exp	0	0	(200)
E051060	SES Operation Expenditure	Exp	(27,860)	(12,960)	(13,227)
E051100	Administration Allocated	Exp	(56,011)	(23,340)	(23,340)
E051190	Depreciation - Fire Prevention	Exp	(24,590)	(10,245)	0
			(177,011)	(103,145)	(77,755)
	<b>Animal Control</b>				
I052005	Dog Fines and Fees	Inc	6,000	2,500	2,019
I052006	Cat Fines and Fees	Inc	300	125	258
I052010	Hire of Animal Traps	Inc	50	25	55
I052015	Dog Registration	Inc	7,500	5,750	3,764
I052016	Cat Registration	Inc	600	250	132
I052020	Reimbursements	Inc	500	125	0
			14,950	8,775	6,228
E052005	Ranger Salary	Exp	(12,000)	(5,000)	(5,120)
E052007	Ranger Telephone	Exp	(1,000)	(415)	(327)
E052010	Pound Maintenance	Exp	(2,450)	(1,620)	(728)
E052015	Dog Control Insurance	Exp	(240)	(240)	(239)
E052020	Legal Fees	Exp	(500)	(250)	0
E052025	Training & Conference	Exp	(2,000)	(2,000)	0
E052030	Ranger Services Other	Exp	(28,000)	(11,240)	(9,740)
E052035	Administration Allocated	Exp	(24,606)	(10,255)	(10,255)
E052190	Depreciation - Animal Control	Exp	(1,650)	(690)	0
			(72,446)	(31,710)	(26,409)
	<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
			10,444	10,444	10,167
E053005	Abandoned Vehicles	Exp	(500)	(500)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(350)	(323)
E053045	CCTV & Security	Exp	(12,000)	(7,450)	(2,169)
E053055	Mosquito Control	Exp	(10,000)	(4,850)	(3,859)
			(23,000)	(13,150)	(6,351)
	<b>Total Law, Order &amp; Public Safety Income</b>		139,604	67,397	76,912
	<b>Total Law, Order &amp; Public Safety Expenditure</b>		(272,457)	(148,005)	(110,516)
	<b>Health</b>				
	<b>Maternal &amp; Infant Health</b>				
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(11,150)	(4,640)	(3,329)
			(11,150)	(4,640)	(3,329)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Preventative Services - Admin &amp; Inspections</b>					
I074005	Food Licences & Fees	Inc	800	335	172
I074015	Contrib. Regional Health Scheme	Inc	46,000	19,165	24,014
			46,800	19,500	24,186
E074005	EHO Salary	Exp	(97,000)	(40,415)	(38,525)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(9,650)	(4,020)	(4,087)
E074015	Other Control Expenses	Exp	(8,000)	(4,080)	(4,581)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(2,410)	(2,700)
E074030	Conferences & Training	Exp	(3,000)	(1,600)	(3,238)
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(25,001)	(10,415)	(10,415)
E074190	Depreciation - Prevent Services	Exp	(5,930)	(2,470)	0
			(153,581)	(65,410)	(63,546)
<b>Other Health</b>					
I076010	Rent - Medical Centre-Dentist	Inc	3,856	1,605	1,603
I076015	Reimbursements - IPN Medical	Inc	1,198	0	0
I076020	Meeting Room Fees	Inc	3,500	1,460	1,775
I076040	Reimbursements - Dr Norris	Inc	700	0	0
			9,254	3,065	3,378
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(14,585)	(6,075)	(4,934)
E076025	Depreciation - Other Health	Exp	(20,720)	(8,635)	0
E076030	Doctors Vehicle Mtce	Exp	(2,800)	(1,400)	(1,077)
E076040	IPN Medical Services	Exp	(47,365)	(11,841)	0
			(85,470)	(27,951)	(6,011)
<b>Health - Preventative Services</b>					
E077010	Analytical Expenses	Exp	(460)	(460)	(463)
			(460)	(460)	(463)
<b>Total Health Income</b>			56,054	22,565	27,564
<b>Total Health Expenditure</b>			(250,661)	(98,461)	(73,350)
<b>Education &amp; Welfare</b>					
<b>Pre Schools</b>					
I083035	Day Care Lease	Exp	7,559	3,150	3,453
I083036	Day Care Reimbursements	Exp	3,500	1,167	391
			11,059	4,317	3,844
E080010	Kindergarten Maintenance (Daycare)	Exp	(14,900)	(6,210)	(3,163)
E080190	Depreciation - Pre-Schools	Exp	(5,420)	(2,260)	0
			(20,320)	(8,470)	(3,163)
<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	72,386	159,460
I082015	Meals on Wheels	Inc	20,000	8,335	1,491
I082020	HACC Fee for Service	Inc	35,000	14,585	19,037
I082030	Reimbursements	Inc	500	125	0
			345,045	95,431	179,988
E082010	Co-ordinator Salary	Exp	(65,000)	(27,085)	(24,722)
E082013	HACC Leave/Wages Liability	Exp	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E082015	Home Mtce Salary	Exp	(19,000)	(7,915)	(10,855)
E082020	Respite Salaries	Exp	(600)	(300)	(205)
E082025	Home Help Salaries	Exp	(130,000)	(54,165)	(76,060)
E082030	Superannuation	Exp	(18,000)	(7,500)	(9,937)
E082035	Other Expenses	Exp	(3,000)	(1,080)	(1,577)
E082040	Travelling - Mileage	Exp	(17,000)	(7,085)	(12,228)
E082045	Staff Training	Exp	(1,500)	(800)	(474)
E082050	Staff Training Salaries	Exp	(2,500)	(625)	(519)
E082055	Subscriptions	Exp	(4,500)	(3,800)	(2,527)
E082060	Telephone & Postage	Exp	(3,000)	(1,235)	(814)
E082065	Advertising & Stationery	Exp	(500)	(195)	(590)
E082070	Insurance	Exp	(6,874)	(6,874)	(4,684)
E082075	Office Accommodation	Exp	(36,000)	(15,000)	(15,000)
E082080	Plant & Equipment Mtce	Exp	(7,000)	(4,085)	(5,190)
E082085	Consumable Supplies	Exp	(4,298)	(1,900)	(4,752)
E082090	Expenditure from Donations	Exp	(4,273)	(1,873)	(990)
E082100	Administration Allocated	Exp	(29,466)	(12,280)	(12,280)
E082110	Meals on Wheels Expenditure	Exp	(22,000)	(9,165)	(1,493)
E082120	Loss on Sale of Asset	Exp	(4,800)	(4,800)	0
E082130	HACC Growth Funding Expenditure	Exp	0	0	0
E082190	Depreciation - HACC	Exp	(25,440)	(10,600)	0
			(404,751)	(178,362)	(184,897)
	<b>Other Welfare</b>				
I083010	Wagin Frail Aged Reimb	Inc	7,340	7,340	1,850
I083040	Other Welfare Income	Inc	0	0	2,323
			7,340	7,340	4,173
E083010	Wagin Frail Aged Exp	Exp	(7,340)	(7,340)	(9,350)
E083020	Comm. Aged Care Expenses	Exp	(39,394)	(9,499)	0
E083050	Other Welfare Exp	Exp	0	0	(270)
			(46,734)	(16,839)	(9,620)
	<b>Total Education &amp; Welfare Income</b>		363,444	107,088	188,004
	<b>Total Education &amp; Welfare Expenditure</b>		(474,205)	(206,071)	(200,079)
	<b>Community Amenities</b>				
	<b>Sanitation - Household Refuse</b>				
I101005	Domestic Collection	Inc	241,800	241,800	242,059
I102020	Refuse Site Fees	Inc	18,000	7,500	8,567
			259,800	249,300	250,626
E101005	Domestic Refuse Collection	Exp	(70,000)	(29,165)	(27,491)
E101010	Recycling Pick-Up	Exp	(66,000)	(27,500)	(26,195)
E101015	Refuse Site Mtce	Exp	(134,000)	(55,835)	(52,470)
E101025	Refuse Site Attendant	Exp	0	0	0
			(270,000)	(112,500)	(106,156)
	<b>Sanitation - Other</b>				
I102002	Commercial Collection Charges	Inc	65,000	65,000	63,511
I102005	Reimbursement Drummuster	Inc	4,000	0	0
I102010	Charges Bulk Rubbish	Inc	15,500	6,460	6,370
			84,500	71,460	69,881
E102005	Commercial Collection	Exp	(14,000)	(5,835)	(5,487)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(6,460)	(6,577)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	(4,000)	(832)
E102190	Depreciation - Sanitation	Exp	(12,310)	(5,130)	0
			(46,810)	(21,425)	(12,896)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Sewerage</b>					
I104005	Septic Tank Fees	Inc	500	210	0
			500	210	0
E104005	Sewerage Treatment Plant	Exp	(500)	(320)	(55)
			(500)	(320)	(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	1,460	295
			3,500	1,460	295
E106005	Town Planning Expenses	Exp	(35,000)	(14,585)	(14,102)
E106100	Administration Allocated	Exp	(31,934)	(13,305)	(13,305)
			(66,934)	(27,890)	(27,407)
<b>Other Community Amenities</b>					
I107005	Cemetery Fees	Inc	12,000	4,500	5,832
I107010	Community Bus Income	Inc	4,000	1,665	2,426
I107025	Other Community Amenities Contributions	Inc	8,000	8,000	0
			24,000	14,165	8,258
E107005	Cemetery Mtce	Exp	(27,300)	(11,380)	(12,200)
E107010	Public Convenience Mtce	Exp	(65,700)	(27,380)	(25,186)
E107015	Community Bus Operating	Exp	(2,000)	(835)	(2,001)
E107100	Administration Allocated	Exp	(64,620)	(26,925)	(26,925)
E107190	Depreciation - Other Comm Amenities	Exp	(39,520)	(16,465)	0
			(199,140)	(82,985)	(66,312)
<b>Total Community Amenities Income</b>			372,300	336,595	329,060
<b>Total Community Amenities Expenditure</b>			(583,384)	(245,120)	(212,826)
<b>Recreation &amp; Culture</b>					
<b>Public Halls &amp; Civic Centres</b>					
I111005	Town Hall Hire	Inc	1,200	500	355
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease -L Piesse	Inc	4,265	1,775	1,773
			5,565	2,375	2,128
E111005	Town Hall Mtce	Exp	(20,700)	(8,630)	(9,770)
E111010	Other Halls Mtce	Exp	(6,200)	(2,585)	(1,140)
E111190	Depreciation - Public Halls	Exp	(55,610)	(23,170)	0
			(82,510)	(34,385)	(10,910)
<b>Swimming Pool</b>					
I112010	Swimming Pool Admission	Inc	35,000	16,000	15,378
I112015	Swimming Pool Miscellaneous Income	Inc	105	105	0
I112020	Reimbursements	Inc	600	150	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	20,000	0	0
			55,705	16,255	15,378
E112005	Pool Staff Salary	Exp	(65,000)	(16,000)	(21,513)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(6,000)	(1,350)	(1,324)
E112015	Swimming Pool Maintenance	Exp	(104,500)	(41,795)	(38,502)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(2,750)	(1,768)
E112190	Depreciation - Swimming Pools	Exp	(185,400)	(77,250)	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			(364,900)	(139,145)	(63,107)
	<b>Other Recreation &amp; Sport</b>				
I113005	Sportsground Rental	Inc	7,820	2,500	2,455
I113015	Power Reimbursements	Inc	6,000	1,500	479
I113020	Recreation Centre Hire	Inc	10,000	3,000	2,147
I113025	Reimbursements Other	Inc	500	400	3,171
I113030	Rec Centre Equipment Contributions	Inc	1,800	0	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	835	1,652
I113065	Community Gym Membership	Inc	11,200	5,800	5,752
			67,570	14,085	15,706
E113005	Sportsground Mtce	Exp	(103,250)	(43,020)	(38,171)
E113010	Sportsground Building Mtce	Exp	(23,100)	(9,630)	(13,304)
E113015	Wetlands Park Mtce	Exp	(59,700)	(24,880)	(32,399)
E113020	Parks & Gardens Mtce	Exp	(56,300)	(23,465)	(25,457)
E113025	Puntapin Rock Mtce	Exp	(2,600)	(1,085)	(357)
E113030	Recreation Centre Mtce	Exp	(49,700)	(20,705)	(26,141)
E113035	Rec Staff Salaries	Exp	(22,000)	(10,800)	(7,229)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(2,200)	(915)	(2,121)
E113045	Other Expenses	Exp	(1,500)	(700)	(877)
E113050	Norring Lake Mtce	Exp	(3,100)	(1,383)	(994)
E113065	Eric Farrow Pavilion Mtce	Exp	(22,800)	(9,500)	(13,658)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(1,000)	0
E113095	Community Gym Expenditure	Exp	(5,700)	(3,685)	(3,270)
E113100	Administration Allocated	Exp	(99,515)	(41,465)	(41,465)
E113190	Depreciation - Other Rec & Sport	Exp	(233,950)	(97,480)	0
			(687,415)	(289,713)	(205,443)
	<b>Library</b>				
I115005	Lost Books	Inc	50	25	0
I115010	Reimbursements	Inc	100	50	0
			150	75	0
E115005	Library Staff Salaries	Exp	(48,000)	(20,000)	(21,728)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(7,730)	(3,225)	(4,198)
E115020	Library Other Expenses	Exp	(11,410)	(6,110)	(1,655)
E115190	Depreciation - Libraries	Exp	(1,550)	(645)	0
			(68,690)	(29,980)	(27,581)
	<b>Other Culture</b>				
I116035	Long Table Experience Income	Inc	0	0	0
I119015	Contribution to Woolorama	Inc	1,000	0	0
I119020	Reimbursements	Inc	35,100	35,000	49,545
I119030	Community Events Income	Inc	3,450	1,950	527
I119031	Other Culture Grant Funds	Inc	9,705	9,705	10,001
			49,255	46,655	60,073
E116005	Subsidy Woolorama Committee	Exp	(500)	0	(500)
E116010	Woolorama Costs & Maintenance	Exp	(60,450)	(25,185)	(3,574)
E116015	Community Centre Mtce	Exp	(10,100)	(4,210)	(3,171)
E116020	Historical Village	Exp	(2,900)	(1,210)	(1,536)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(26,155)	(7,395)	(9,936)
E116046	Community Development Equipment Maintenance	Exp	(500)	(350)	(131)
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116190	Depreciation - Other Culture	Exp	(3,300)	(1,375)	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			(103,905)	(39,725)	(18,848)
	<b>Total Recreation &amp; Culture Income</b>		178,245	79,445	93,285
	<b>Total Recreation &amp; Culture Expenditure</b>		(1,307,420)	(532,948)	(325,888)
	<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	50,000	116,436
I121020	Reimbursements	Inc	1,000	500	0
I121025	Contribution - St Lighting	Inc	3,435	0	0
I121070	Main Roads Bridge Grant	Inc	422,322	0	50,000
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,165,295	415,372	408,266
	<b>Streets Roads Bridges &amp; Depot Maintenance</b>				
I122055	Diesel Fuel Rebate Income	Inc	45,000	18,750	18,583
			45,000	18,750	18,583
E122005	Road Maintenance	Exp	(125,000)	(52,085)	(55,434)
E122006	Maintenance Grading	Exp	(175,000)	(72,920)	(111,883)
E122007	Rural Tree Pruning	Exp	(100,000)	(88,505)	(64,248)
E122008	Rural Spraying	Exp	(15,000)	(10,700)	(10,740)
E122009	Town Site Spraying	Exp	(30,000)	(15,165)	(9,858)
E122010	Depot Mtce	Exp	(23,000)	(9,585)	(9,284)
E122011	Town Reserve & Verg Mtce	Exp	(2,000)	(1,300)	(995)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(7,750)	(10,484)
E122015	Rural Numbering	Exp	(100)	(50)	0
E122020	Footpath Mtce	Exp	(5,000)	(2,050)	0
E122025	Street Cleaning	Exp	(42,000)	(17,500)	(12,938)
E122030	Street Trees	Exp	(55,000)	(24,390)	(52,524)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(1,665)	(2,051)
E122045	Townscape	Exp	(20,000)	(9,155)	(4,271)
E122050	Crossovers	Exp	(500)	(500)	0
E122055	RoMan Data Collection	Exp	(6,000)	(3,000)	(6,087)
E122060	Street Lighting	Exp	(68,000)	(28,335)	(21,363)
E122090	Graffiti Removal	Exp	(1,000)	(475)	0
E122100	Administration Allocated	Exp	(49,203)	(20,500)	(20,500)
E122190	Depreciation - Roads	Exp	(1,703,750)	(709,895)	0
E147120	Storm Damage - Not Claimable	Exp	0	0	0
			(2,447,053)	(1,075,525)	(392,660)
	<b>Road Plant Purchases</b>				
I122100	Profit on Sale of Asset	Inc	3,000	3,000	0
			3,000	3,000	0
E123010	Loss on Sale of Asset	Exp	(1,000)	(1,000)	0
			(1,000)	(1,000)	0
	<b>Aerodrome</b>				
I126015	Aerodrome Reimbursements	Inc	9,985	9,985	0
I126020	Aerodrome Hangar Lease	Inc	8,310	4,155	3,591
			18,295	14,140	3,591
E126005	Aerodrome Maintenance	Exp	(9,400)	(3,915)	(2,110)
E126190	Depreciation - Aerodromes	Exp	(35,570)	(14,820)	0
			(44,970)	(18,735)	(2,110)
	<b>Total Transport Income</b>		1,231,590	451,262	430,440
	<b>Total Transport Expenditure</b>		(2,493,023)	(1,095,260)	(394,768)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Economic Services</b>					
<b>Rural Services</b>					
I131020	Landcare Reimbursements	Inc	700	290	29,267
			700	290	29,267
E131020	Landcare	Exp	(25,700)	(25,290)	(55,826)
E131030	Rural Towns Program	Exp	(20,000)	(8,540)	(6,032)
E131100	Administration Allocated	Exp	(15,827)	(6,595)	(6,595)
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(2,195)	(2,170)
E131190	Depreciation - Rural Services	Exp	(1,030)	(430)	0
			(67,557)	(43,050)	(70,623)
<b>Tourism &amp; Area Promotion</b>					
I132005	Caravan Park Fees	Inc	80,000	30,000	28,255
I132010	Reimbursements	Inc	1,000	400	19
I132015	RV Area Fees	Inc	8,000	2,800	3,343
I132035	Tourism Income	Inc	0	0	0
			89,000	33,200	31,617
E132015	Caravan Park Manager Salary	Exp	(25,000)	(10,415)	(12,010)
E132020	Caravan Park Mtce	Exp	(52,000)	(21,680)	(18,954)
E132010	Wagin Tourism Committee	Exp	0	0	(118)
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	(8,460)
E132035	RV Area Maintenance	Exp	(5,000)	(2,010)	(2,788)
E132040	Tourism Promotion & Subscripts	Exp	(15,000)	(2,900)	(5,998)
E132050	Administration Allocated	Exp	(60,177)	(25,075)	(25,075)
E132190	Depreciation - Tourism	Exp	(10,860)	(4,525)	0
			(176,497)	(75,065)	(73,403)
<b>Building Control</b>					
I133005	Building Licenses	Inc	5,000	2,085	2,603
			5,000	2,085	2,603
<b>Other Economic Services</b>					
I134005	Water Sales	Inc	20,000	8,335	160
			20,000	8,335	160
E134005	Water Supply - Standpipes	Exp	(25,000)	(10,415)	(10,394)
E134190	Depreciation - Other Economic Services	Exp	0	0	0
			(25,000)	(10,415)	(10,394)
<b>Total Economic Services Income</b>			114,700	43,910	63,647
<b>Total Economic Services Expenditure</b>			(269,054)	(128,530)	(154,422)
<b>Other Property &amp; Services</b>					
<b>Private Works</b>					
I141005	Private Works Income	Inc	20,000	8,335	6,329
			20,000	8,335	6,329
E141005	Private Works	Exp	(10,000)	(4,165)	(2,725)
E141100	Administration Allocated	Exp	(5,636)	(2,350)	(2,350)
			(15,636)	(6,515)	(5,075)
<b>Public Works Overheads</b>					
I143020	Reimbursements	Inc	617	0	2,715
			617	0	2,715

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E143005	Engineering Salaries	Exp	(92,500)	(38,540)	(38,484)
E143007	Engineering Administration Salaries	Exp	(45,000)	(18,750)	(24,613)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(16,390)	(12,890)	(12,928)
E143015	CEO's Salary Allocation	Exp	(55,309)	(23,045)	(28,577)
E143020	Engineering Superannuation	Exp	(93,551)	(38,980)	(39,487)
E143025	Engineering - Other Expenses	Exp	(5,000)	(3,100)	(1,566)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(62,000)	(43,720)
E143045	Insurance on Works	Exp	(32,298)	(32,298)	(32,298)
E143050	Protective Clothing	Exp	(8,000)	(5,600)	(2,789)
E143055	Fringe Benefits	Exp	(1,000)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(415)	(256)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(3,295)	(2,664)
E143075	Telephone Expenses	Exp	(1,500)	(625)	(600)
E143080	Staff Licenses	Exp	(500)	(200)	(132)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(1,900)	(767)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	0
E143095	Staff Training	Exp	(16,000)	(7,335)	(13,077)
E143105	Administration Allocated	Exp	(943)	(395)	(395)
E143200	LESS PWOH ALLOCATED	Exp	561,491	233,960	217,663
			0	(16,908)	(24,690)
<b>Plant Operation Costs</b>					
I144005	Sale of Scrap	Inc	1,500	800	182
I144010	Reimbursements	Inc	8,000	1,000	0
			9,500	1,800	182
E144010	Fuel & Oils	Exp	(140,000)	(58,335)	(68,461)
E144020	Tyres & Tubes	Exp	(20,000)	(8,335)	(5,651)
E144030	Parts & Repairs	Exp	(50,000)	(20,835)	(24,323)
E144040	Plant Repair - Wages	Exp	(40,000)	(16,665)	(16,264)
E144050	Insurance and Licences	Exp	(30,000)	(29,500)	(28,309)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(6,000)	(6,530)
E144075	Minor Plant & Equipment <\$3000	Exp	(8,000)	(4,500)	(556)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	124,590	118,955
			0	(20,580)	(31,139)
<b>Salaries &amp; Wages</b>					
E146010	Gross Salaries, Allowances & Super	Exp	(2,250,000)	(937,500)	(1,005,865)
E146200	Less Sal , Allow, Super Allocated	Exp	2,250,000	937,505	1,006,179
			0	5	314
<b>Unclassified</b>					
I147005	Commission - Vehicle Licensing	Inc	46,000	19,165	18,555
I147035	Banking errors	Inc	0	0	2,773
I147050	Council Staff Housing Rental	Inc	20,280	8,450	5,380
I147065	Insurance Reimbursement	Inc	5,000	2,500	0
I147070	Council Housing Reimbursements	Inc	3,000	600	3,615
I147120	Charge on Private use of Shire Vehicle	Inc	4,680	1,950	1,980
I147121	Reimbursement - Community Requests	Inc	0	0	0
			78,960	32,665	32,303
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(2,350)	(900)
E147035	Banking Errors	Exp	0	0	(396)
E147050	Council Housing Maintenance	Exp	(72,350)	(27,711)	(29,685)
E147055	Consultants	Exp	(58,000)	(54,000)	(25,520)
E147070	4WD Resource Sharing Group	Exp	(2,500)	(1,150)	0
E147090	Building Maintenance	Exp	(8,000)	(3,250)	(1,325)
E147100	Administration Allocated	Exp	(160,858)	(67,025)	(67,024)
E147115	Occupational Health & Safety (OHS)	Exp	(4,000)	(1,700)	(90)

<b>COA</b>	<b>Description</b>	<b>Type</b>	<b>Annual Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>
E147130	Depreciation - Unclassified	Exp	(31,230)	(13,015)	<b>0</b>
E147150	Community Requests Budget	Exp	(29,000)	(7,500)	<b>(3,475)</b>
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	<b>(2,000)</b>
			(375,438)	(181,201)	<b>(130,415)</b>
	<b>Total Other Property &amp; Services Income</b>		109,077	42,800	<b>41,529</b>
	<b>Total Other Property &amp; Services Expenditure</b>		(391,074)	(225,199)	<b>(191,003)</b>
	<b>Total Income</b>		<b>5,835,905</b>	<b>3,992,160</b>	<b>4,101,872</b>
	<b>Total Expenditure</b>		<b>(6,853,024)</b>	<b>(3,116,740)</b>	<b>(2,071,120)</b>
	<b>Net Deficit (Surplus)</b>		<b>(1,017,119)</b>	<b>875,420</b>	<b>2,030,752</b>

**SHIRE OF WAGIN  
STATEMENT OF PAYMENTS  
FOR THE PERIOD ENDED 30 NOVEMBER 2019**

Cheque	Date	Name	Description	Amount
<b>Municipal Account List of Payments</b>				
<b>EFT Payments</b>				
EFT8899	06/11/2019	Australian Taxation Office	September 2019 BAS	(32,858.00)
EFT8900	08/11/2019	AMPAC Debt Recovery	Commissions and Costs for the month of October 2019	(2,067.25)
EFT8901	08/11/2019	Afgri Equipment Australia Pty Ltd	Blades - John Deere Mower (P22)	(162.42)
EFT8902	08/11/2019	Alexander Galt And Co Pty Ltd	Hardware Supplies	(286.97)
EFT8903	08/11/2019	Arrow Bronze	Plaque for Kristy South	(1,011.89)
EFT8904	08/11/2019	Australia Post	Postage - October 2019	(784.39)
EFT8905	08/11/2019	Australian Communications Authority	License Renewal Telstra Radio Terminal, Mt Latham	(1,072.00)
EFT8906	08/11/2019	Australias Golden Outback	2020/2021 Advertising Wagin In Australias Golden Outback - Holiday Planner	(2,620.25)
EFT8907	08/11/2019	Beaurepaires	Battery - Toyota Hilux Ute (P50), Puncture Repair - Komatsu Grader (P10)	(323.15)
EFT8908	08/11/2019	Best Office Systems	Photocopier Charges MP.C4504 20/09/2019 - 20/10/2019	(1,802.12)
EFT8909	08/11/2019	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 28/09/2019 - 28/10/2019	(60.14)
EFT8910	08/11/2019	Boya Equipment Pty Ltd	Kubota F3690-AU Commercial Diesel Out Front Mower, Kubota K7594-21100 RTV Utility Vehicle	(52,034.91)
EFT8911	08/11/2019	C & D Cutri	Mass Concrete Repair - Bridge 3069, Norring Road	(3,410.00)
EFT8912	08/11/2019	Command A Com	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service	(274.23)
EFT8913	08/11/2019	Cr Phillip Blight	Presidents Allowance, Members Sitting Fees & Communication Allowance July - September 2019	(4,625.00)
EFT8914	08/11/2019	Doms Delicatessen Of Wagin	2x Bags of Ice for Sportsground Precinct Meeting	(9.00)
EFT8915	08/11/2019	Edwards Motors PTY LTD	New 2019 Isuzu Ls-T MUX 4 X 4 Silver In Colour. Plus Towbar, Nudge Bar, Mudflaps, Sidesteps, including changeover of 2017 Isuzu MUX	(10,300.00)
EFT8916	08/11/2019	Exurban	Town Planning Consulting Services - October 2019	(1,086.95)
EFT8917	08/11/2019	GA Franz	Progress Payment - Supply Materials And Labour To Build Brick Walls To 1. 8 M At The Wagin Cemetry Undercover Area, Lay Brick Paving Inside Limestone Wall At The Wagin Cemetry Undercover Area And Coat Water Based Sealer X 2 To Brick Paving	(19,100.00)
EFT8918	08/11/2019	Great Southern Fuel Supply	Unleaded Fuel - Darkan HACC Vehicle	(93.89)
EFT8919	08/11/2019	Great Southern Waste Disposal	Management of Facility & Refuse Collection - October 2019	(24,870.35)
EFT8920	08/11/2019	Gregory Robert Ball	Deputy Presidents Allowance, Members Sitting Fees and Communication Allowance July - September 2019	(1,830.20)
EFT8921	08/11/2019	Hall Electrical & Data Services	Move GPO & Isolation Switch - Recreation Centre	(252.33)
EFT8922	08/11/2019	JR & A Hersey Pty Ltd	500x Red Delineators, 500x White Delineators, Workshop Safety Supplies	(1,583.76)
EFT8923	08/11/2019	James Desmond Praetz	Reimbursement for Fuel for Isuzu Crew Cab (P21)	(96.00)
EFT8924	08/11/2019	Jason Signmakers	Chevron Signs, Street Sign, Speed Signs, Children Crossing Signs & Brackets	(796.62)
EFT8925	08/11/2019	Katanning Hardware	10x Screw Bolts - Standpipe Controller	(19.90)
EFT8926	08/11/2019	Kim Nottle	Reimbursement of First Aid Kit for Gardener & Snake Bite Bandage	(37.17)
EFT8927	08/11/2019	Kimberley Hough	Reimbursement for Working With Children Check	(87.00)
EFT8928	08/11/2019	Komatsu Australia Pty Ltd	External Mirror Assembly, Oil Filter, Fuel Filter, Air Filter & 2x A/C Filters - Komatsu Grader (P10)	(500.25)
EFT8929	08/11/2019	Landgate - Midland	Other DLI Invoices - October 2019	(78.60)
EFT8930	08/11/2019	Liberty Oil Australia Pty Ltd	5000L Diesel, 2000L Unleaded	(9,601.90)
EFT8931	08/11/2019	Lynette Ann Lucas	Members Sitting Fees & Communication Allowance July - September 2019	(500.00)
EFT8932	08/11/2019	MA Eckersley	Supply 3000m gravel	(3,600.00)
EFT8933	08/11/2019	MCG Fire Services	Service of Fire Hydrants - Sportsground	(441.10)
EFT8934	08/11/2019	MJB Industries	56x 1200mm x 1200mm x 1200mm Box Culverts - Ballaying Bridge including Delivery	(33,121.00)
EFT8935	08/11/2019	Midalia Steel Pty Ltd	Steel for Mosquito Sprayer - Ranger Vehicle (P38)	(425.30)
EFT8936	08/11/2019	Narrogin Technology Solutions	Genuine Brother Toner TN3440 - Trainee Printer	(249.00)
EFT8937	08/11/2019	Palace Hotel	Block of Export - Works Depot, Carton of Cider & 2x Bottles of Wine - Meetings/Catering	(101.96)
EFT8938	08/11/2019	Quick Corporate	November Stationery Order, Quartet Whiteboard 2400 x 1200 - SES, Stationery - Wagin Homecare	(1,294.86)
EFT8939	08/11/2019	Sherryl Maree Chilcott	Members Sitting Fees & Communication Allowance July - September 2019	(1,062.50)
EFT8940	08/11/2019	TEN47 Plumbing	Unblock Sewer - Town Hall, Install Plumbing to New Standpipe Controller at Rec Ground - including Digging Trench for Plumbing and Electrics	(3,080.00)
EFT8941	08/11/2019	The West Australian	Advertising for Sale by Tender Various Surplus Items - Narrogin Observer 24 October 2019, Bushfire Directory - Narrogin Observer 17 October 2019, 2x Classified Advertisements EOI for Wagin Tourism and Promotion Committee and The Piesseville Hall Committee - Narrogin Observer 26 September 2019, Advertisement for Towns Person / Plant Operator - Narrogin Observer 12 September 2019	(776.20)
EFT8942	08/11/2019	Toll Express	Delivery Charges	(306.13)
EFT8943	08/11/2019	Toner Plus	2x Colour & Black Printer Ink Packs - Works Manager Printer	(284.00)
EFT8944	08/11/2019	WA Contract Ranger Services Pty Ltd	Ranger Services 5/10/2019, 16/10/2019, 21/10/2019 & 24/10/2019	(1,496.00)
EFT8945	08/11/2019	WA Country Health Service - Wheatbelt	Main Meals and Sweets Supplied September 2019	(511.50)
EFT8946	08/11/2019	Wagin Ag Solutions	45kg Gas Bottle - 5 Marks Court, 18kg Gas Bottle - Forklift (P51), 1L Insecticide - Sportsground Oval	(261.69)

EFT8947	08/11/2019	Wagin District Farmers Co-operative	Refreshments for Council Meeting, LEMC Meeting and Admin Office Kitchen	(873.74)
EFT8948	08/11/2019	Wagin General Practice	F Class Endorsement Medical - Peter Lloyd	(85.00)
EFT8949	08/11/2019	Wagin Playgroup	Reimbursement for Kindy Gym Equipment	(590.00)
EFT8950	08/11/2019	Wallis Computer Solutions	Annual Billing 2019-2020 Agreement: BKP DATTO + PLATINUM, Annual Billing 2019-2020 Agreement: MSA-MlaaS-Sophos, Agreement Fusion - Admin Office - November 2019, NBN - Admin Office, Library & Rec Centre - November 2019, Set up 2x Councillor Emails	(14,137.64)
EFT8951		See Trust Account List of Payments		
EFT8952		See Trust Account List of Payments		
EFT8953		See Trust Account List of Payments		
EFT8954		See Trust Account List of Payments		
EFT8955		See Trust Account List of Payments		
EFT8956		See Trust Account List of Payments		
EFT8957		See Trust Account List of Payments		
EFT8958	14/11/2019	Australian Services Union	Payroll deductions	(25.90)
EFT8959	14/11/2019	Shire Of Wagin - Staff Christmas Fund	Payroll deductions	(360.00)
EFT8960	14/11/2019	Shire Of Wagin Payroll Creditors	Payroll deductions	(180.00)
EFT8961	14/11/2019	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT8962	14/11/2019	A G Brookes Excavations	Roadside Mulching - 3.4km on Nelson Road, 2.8km on Warup South Road, 2.5km on Chester Road, 3.1km on Taylors Road, 2.5km on Lime Lake West Road. 2.7km on Andrews Road	(41,140.00)
EFT8963	14/11/2019	Allen Hicks	Reimbursement for Lunch - Trip to Perth to Inspect New Truck Body	(33.20)
EFT8964	14/11/2019	James Desmond Praetz	Reimbursement for 2x Flu Kits - Recreation Centre Kitchen	(307.00)
EFT8965	21/11/2019	Acorn Trees & Stumps	2 Days Pruning & Mulching various trees in Wagin Townsite	(7,197.00)
EFT8966	21/11/2019	Al Antz Electrical	Replace Electric Motor and Soft Start - Tanks at the Sportsground Oval, Replace Fluro Lights - Eric Farrow Pavilion, Install and Connect Underground Power to the New Standpipe Controller	(5,311.48)
EFT8967	21/11/2019	Albany City Motors	Door Modifications - 2013 Isuzu Truck (P42), 2016 Isuzu Crew Cab (P21), 2018 Isuzu Truck (P40)	(1,371.55)
EFT8968	21/11/2019	Alexander Galt And Co Pty Ltd	Hardware Supplies	(767.90)
EFT8969	21/11/2019	Australian Community Media	Advertising in Farm Weekly 24th October 2019 - Sale by Tender Various Surplus Items, Advertising for Wagin Woolorama Prospectus 24th October 2019	(847.70)
EFT8970	21/11/2019	Beaurepaires	Tyre Repair - Komatsu Grader (P10), Tyre Repair - Isuzu Truck (P40)	(174.34)
EFT8971	21/11/2019	Best Office Systems	Photocopier Charges MP.C4504 20/10/2019 - 20/11/2019	(1,316.48)
EFT8972	21/11/2019	Claw Environmental	Removal of Chemical Drums	(915.73)
EFT8973	21/11/2019	Doms Delicatessen Of Wagin	2x Trays of Sandwiches - Sportsground Precinct Redevelopment Community Session, Fruit & Sandwiches - Nyoongar Sports Event	(250.00)
EFT8974	21/11/2019	Down To Earth Training & Assessing	Update Allen Hicks Blue Card to White Card	(33.00)
EFT8975	21/11/2019	Elite Pool Covers	4x Repair Tape - Swimming Pool	(50.00)
EFT8976	21/11/2019	Esplanade Hotel Fremantle - By Rydges	3x Nights Accomodation 11th September to 14th September 2019. Parking and Food Inclusive - Trevor Brandy	(809.00)
EFT8977	21/11/2019	Fire & Safety WA	1x PPE Jacket & Pants	(304.70)
EFT8978	21/11/2019	Forpark Australia	Playground Equipment Tools - Sportsground	(80.30)
EFT8979	21/11/2019	G & M Detergents & Hygiene Services Albany	Hygiene Service Agreement 4252	(2,155.00)
EFT8980	21/11/2019	Godfreys Albany	Combo Vacuum Floor Tool - Administration Office	(39.95)
EFT8981	21/11/2019	Halanson Earthmoving	Push 3,000m Gravel - Lime Lake East, Push 2,000m Gravel - Dongolocking Road, Push 3,000m Gravel - Jalaran Road, Push 1,000m Gravel - Jalaran Road	(12,870.00)
EFT8982	21/11/2019	IGA X-press	Public Convenience Supplies, Newspapers, Milk, Tissues, 3xHi Vis Shirts	(596.10)
EFT8983	21/11/2019	Komatsu Australia Pty Ltd	Air Compressor, Receiver Dryer and V Belt - Komatsu Grader (P10)	(1,545.52)
EFT8984	21/11/2019	Larina Piesse Barrister & Solicitor	Professional Fees 14/11/2019	(1,478.45)
EFT8985	21/11/2019	Larina Piesse Barristers & Solicitors - Trust Account	Settlement Fees & Registration Fee on Transfer of Land - 17 Tudhoe Street, Wagin	(1,254.70)
EFT8986	21/11/2019	Metal Artwork Creations	2x Recognition Plaques For Existing Councillors 2019	(36.58)
EFT8987	21/11/2019	Narrogin Pumps Solar And Spraying	Impella, Mech Seal & O-ring - Sportsground Oval	(870.42)
EFT8988	21/11/2019	Narrogin Toyota	Oil Filter, Fuel Filter, Air Filter - Toyota Hilux (P50)	(164.42)
EFT8989	21/11/2019	Roads 2000	Corrector Seals - Beaufort Road, Norring Road & Bullock Hills Road	(42,075.00)
EFT8990	21/11/2019	Rolsteel Enterprises Pty Ltd	Change Body Floor to Hardox & Fit Airlines for Water Tank - New Isuzu Truck (P14)	(1,430.00)
EFT8991	21/11/2019	TEN47 Plumbing	Unblock Sewer System (further investigate blockage) & Repair Leaking Toilets and Urinal - Town Hall	(539.00)
EFT8992	21/11/2019	Toll Express	Delivery Charges	(266.37)
EFT8993	21/11/2019	Trevor Brandy	EHO Utility & Communication Allowance - November 2019	(250.00)
EFT8994	21/11/2019	WA Contract Ranger Services Pty Ltd	Ranger Services 29/10/2019, 4/11/2019 & 7/11/2019	(1,028.50)
EFT8995	21/11/2019	Wagin & Herald Street Veterinary Clinics	Microchip Beverley Wrights Dog	(55.00)
EFT8996	21/11/2019	Wagin Community Resource Centre	2x Full Page Advertisements The Wool Press 21 October 2019 Edition. Request For Tender # 3 Removal Of Bridge & Culvert Construction - Ballaying Bridge. Extra Ordinary Election 17 January 2020 Call For Nominations	(90.00)
EFT8997	21/11/2019	Wagin Earthmoving	Mulch 3km on Dongolocking Road & 3km on Jalaran Road	(17,820.00)
EFT8998	21/11/2019	Wagin Gas Electrics	Check Power Box & Motor- Sportsground, Repairs to 2 Lights (Trotting Track & Oval) - Sportsground	(1,426.00)
EFT8999	21/11/2019	Wagin Meats	100 Sausages - Swimming Pool, Sausages - Centre Based Day Care	(116.70)
EFT9000	21/11/2019	Wagin Mechanical Repairs	36,000Km Service - EHO Vehicle (P08)	(246.30)
EFT9001	21/11/2019	Wagin Motel	2x Single Rooms - Monty Cotton Live Music Event	(220.00)
EFT9002	21/11/2019	Wagin Mower Repairs	10hp Vanguard Briggs Motor - Mosquito Spraying, Repair Heater - SES	(1,217.77)

EFT9003	21/11/2019	Wagin Truck Centre	Oil Additive, 2x 20kg Tubs Grease & Box of Grease Cartridges - Works Depot, Reverse Alarm - Isuzu Truck (P40), 8L Oil - Toyota Hilux (P50)	(662.10)
EFT9004	27/11/2019	Core Business Australia	J00554 AGRN743 Wagin WANDRRA Claim 28, July - November 2019 WANDRRA Assessment, Preparation of Tenders and Supervision of repairs to various roads with the Shire of Wagin resulting from Storm Event 10 & 11 February 2017	(9,275.75)
EFT9005	27/11/2019	Hamersley Refrigeration	Replace Faulty Air Conditioner - Waratah	(2,211.00)
EFT9006	27/11/2019	Old Talgai Pty Ltd	Lower Shaft, Front Bearing & Rear Bearing - John Deere Tractor (P20)	(288.00)
EFT9007	27/11/2019	Solargain	Package 1 - 6.60kwp, Growatt 5000tl - X Dual Mppt 5kw Inverter And 20 X Jinko 330w Jkm 330m-60h Panels For 68 Khedive Street Wagin	(4,690.00)
EFT9008	27/11/2019	Trevor Brandy	Reimbursement for 1 Nights Accomodation & Parking at Aloft for Building Surveyors Conference 23/10/2019	(267.96)
EFT9009	28/11/2019	Australian Services Union	Payroll deductions	(25.90)
EFT9010	28/11/2019	Shire Of Wagin - Staff Christmas Fund	Payroll deductions	(360.00)
EFT9011	28/11/2019	Shire Of Wagin Payroll Creditors	Payroll deductions	(180.00)
EFT9012	28/11/2019	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
<b>EFT Payments Total</b>				<b>(404,246.03)</b>
<b>Cheque Payments</b>				
5251	08/11/2019	Jason Paul Reed	Members Sitting Fees & Communication Allowance July - September	(750.00)
5252	08/11/2019	Shire Of Wagin	Shire Petty Cash, Community Bus Hire 14/10/2019	(136.90)
5253	08/11/2019	Synergy	Electricity Usage	(7,177.13)
5254	08/11/2019	Telstra	Admin Office Phones, Faxes and Staff Mobiles - October 2019	(1,424.29)
5255	08/11/2019	Wagin District High School	Donation for School Presentation 2019	(30.00)
5256	08/11/2019	Wagin Pharmacy	First Aid Supplies & Sunscreen - Swimming Pool	(158.94)
5257	08/11/2019	Water Corporation	Various Shire Water Bills October - November 2019	(668.94)
5258	12/11/2019	RJ & JM Nalder	Rates refund for assessment A1369 562 BEHN ORD RD BALLAYING WA	(31.82)
5259	21/11/2019	Kleenheat Gas	Daycare Centre - 2x 45KG Cylinders - Facility Fee / Cylinder Service	(68.38)
5260	21/11/2019	Synergy	Electricity Usage	(2,510.20)
5261	21/11/2019	Telstra	Phone Bill Ambulance Assoc Hut charges to 3 December 2019	(47.85)
5262	21/11/2019	Wagin Historical Village	2019/2020 Subsidy for Wagin Historical Village	(8,460.00)
5263	21/11/2019	Water Corporation	Various Shire Water Bills October - November 2019	(13,979.76)
5264	27/11/2019	Shire Of Wagin	Shire Petty Cash	(94.90)
				<b>(35,539.11)</b>
<b>Direct Debit Payments</b>				
DD3687.1	01/11/2019	IntegraPay Pty Ltd	Synergy On Line Transaction Fees	(81.65)
DD3641.23	01/11/2019	National Australia Bank	Merchant Statement October 2019	(281.73)
DD3641.24	01/11/2019	Department Of Transport	Daily Licensing Takings 30/10/2019	(7,370.05)
DD3641.25	04/11/2019	Department Of Transport	Daily Licensing Takings 31/10/2019	(3,109.05)
DD3687.12	05/11/2019	Department Of Transport	Daily Licensing Takings 01/11/2019	(4,792.75)
DD3687.22	06/11/2019	Department Of Transport	Daily Licensing Takings 04/11/2019	(3,127.80)
DD3687.25	07/11/2019	Department Of Transport	Daily Licensing Takings 05/11/2019	(3,773.40)
DD3687.26	08/11/2019	Department Of Transport	Daily Licensing Takings 06/11/2019	(2,205.65)
DD3687.27	11/11/2019	Department Of Transport	Daily Licensing Takings 07/11/2019	(3,588.80)
DD3687.28	11/11/2019	Western Australian Treasury Corporation	Loan Repayment 139 November 2019	(6,009.05)
DD3687.29	12/11/2019	Department Of Transport	Daily Licensing Takings 08/11/19	(3,829.60)
DD3687.30	13/11/2019	Department Of Transport	Daily Licensing Takings 11/11/2019	(2,503.05)
DD3658.1	14/11/2019	Walgs	Payroll deductions	(4,907.83)
DD3658.2	14/11/2019	CBUS Superannuation	Superannuation contributions	(141.53)
DD3658.3	14/11/2019	Prime Super	Superannuation contributions	(409.22)
DD3658.4	14/11/2019	Bt Super	Payroll deductions	(670.60)
DD3658.5	14/11/2019	Macquarie Super	Superannuation contributions	(214.44)
DD3658.6	14/11/2019	Oneanswer Personal Super	Superannuation contributions	(196.08)
DD3658.7	14/11/2019	Rest Administration	Superannuation contributions	(759.22)
DD3658.8	14/11/2019	Hesta Super Fund	Superannuation contributions	(359.49)
DD3658.9	14/11/2019	Australian Super Administration	Superannuation contributions	(927.93)
DD3687.2	14/11/2019	Department Of Transport	Daily Licensing Takings 12/11/2019	(3,340.40)
DD3658.10	14/11/2019	BT Panorama	Superannuation contributions	(443.97)
DD3658.11	14/11/2019	Hostplus	Superannuation contributions	(197.62)
DD3658.12	14/11/2019	Mlc Superannuation	Superannuation contributions	(328.67)
DD3658.13	14/11/2019	North Personal Superannuation	Superannuation contributions	(227.34)
DD3658.14	14/11/2019	Sunsuper	Superannuation contributions	(61.02)
DD3687.3	15/11/2019	Department Of Transport	Daily Licensing Takings 13/11/2019	(2,927.35)
DD3687.4	15/11/2019	IntegraPay Pty Ltd	Synergy On Line Transaction Fees	(5.59)
DD3687.5	18/11/2019	Department Of Transport	Daily Licensing Takings 14/11/2019	(1,468.30)
DD3687.6	19/11/2019	Department Of Transport	Daily Licensing Takings 15/11/2019	(3,405.35)
DD3687.7	20/11/2019	Department Of Transport	Daily Licensing Takings 18/11/2019	(4,060.50)
DD3687.8	21/11/2019	Department Of Transport	Daily Licensing Takings 19/11/2019	(1,202.25)
DD3687.9	22/11/2019	Department Of Transport	Daily Licensing Takings 20/11/2019	(5,160.85)
DD3687.10	22/11/2019	IntegraPay Pty Ltd	Synergy On Line Transaction Fees	(36.10)
DD3687.11	25/11/2019	Classic Finance Pty Ltd	Photocopier Lease Payment November 2019	(222.20)
DD3687.13	25/11/2019	Western Australian Treasury Corporation	Loan Repayment 137 November 2019	(1,907.86)
DD3687.14	25/11/2019	Department Of Transport	Daily Licensing Takings 21/11/2019	(3,017.75)
DD3687.15	26/11/2019	Department Of Transport	Daily Licensing Takings 22/11/2019	(1,978.65)
DD3687.16	27/11/2019	Department Of Transport	Daily Licensing Takings 25/11/2019	(2,030.65)
DD3671.1	28/11/2019	Walgs	Payroll deductions	(4,847.75)
DD3671.2	28/11/2019	CBUS Superannuation	Superannuation contributions	(187.47)
DD3671.3	28/11/2019	Prime Super	Superannuation contributions	(405.20)
DD3671.4	28/11/2019	Bt Super	Payroll deductions	(670.60)
DD3671.5	28/11/2019	Macquarie Super	Superannuation contributions	(216.81)
DD3671.6	28/11/2019	Oneanswer Personal Super	Superannuation contributions	(207.48)
DD3671.7	28/11/2019	Rest Administration	Superannuation contributions	(821.63)
DD3671.8	28/11/2019	Hesta Super Fund	Superannuation contributions	(310.36)
DD3671.9	28/11/2019	Australian Super Administration	Superannuation contributions	(941.16)
DD3689.1	28/11/2019	GW & AC Cousins	Purchase of 17 (Lot 31) Tudhoe Street Wagin WA 6315	(40,499.30)
DD3689.2	28/11/2019	Mosaic Settlements	Purchase of 17 (Lot 31) Tudhoe Street Wagin WA 6315	(428.82)

DD3691.1	28/11/2019	National Australia Bank	Bank Cheque Fee for Mosaic Settlements	(24.00)
DD3671.10	28/11/2019	BT Panorama	Superannuation contributions	(417.30)
DD3671.11	28/11/2019	Hostplus	Superannuation contributions	(197.62)
DD3671.12	28/11/2019	Mlc Superannuation	Superannuation contributions	(327.41)
DD3671.13	28/11/2019	North Personal Superannuation	Superannuation contributions	(227.34)
DD3671.14	28/11/2019	Sunsuper	Superannuation contributions	(51.93)
DD3687.17	28/11/2019	National Australia Bank	NAB Connect Fee	(72.48)
DD3687.18	28/11/2019	Department Of Transport	Daily Licensing Takings 26/11/2019	(8,647.90)
DD3687.19	29/11/2019	National Australia Bank	Merchant Statement November 2019	(235.23)
DD3687.20	29/11/2019	IntegraPay Pty Ltd	Synergy On Line Transaction Fees	(50.76)
DD3687.21	29/11/2019	Department Of Transport	Daily Licensing Takings 27/11/2019	(3,706.25)
<b>Direct Debit Payments</b>				<b>(144,776.14)</b>
<b>Municipal Account List of Payments Total</b>				<b>(584,561.28)</b>
<b>Trust Account List of Payments</b>				
<b>EFT Payments</b>				
EFT8951	08/11/2019	Cr Phillip Blight	REFUND COUNCILLOR NOMINATION DEPOSIT	(80.00)
EFT8952	08/11/2019	Mandy Harrington	REFUND COMMUNITY BUS BOND	(150.00)
EFT8953	08/11/2019	Rod Beasley	REFUND COMMUNITY GYM KEY BOND	(30.00)
EFT8954	08/11/2019	Sherryl Maree Chilcott	REFUND COUNCILLOR NOMINATION DEPOSIT	(80.00)
EFT8955	08/11/2019	Thalia Davidson	REFUND COMMUNITY GYM KEY BOND	(30.00)
EFT8956	08/11/2019	Wagin Masonic Lodge	REFUND TOWN HALL VENUE HIRE BOND	(300.00)
EFT8957	08/11/2019	Zane Watt	REFUND COMMUNITY GYM KEY BOND	(30.00)
<b>EFT Payments Total</b>				<b>(700.00)</b>
<b>Cheque Payments</b>				
2521	6/11/2019	Building Commission Department of Mines, Industry Regulation and Safety	BSL October 2019	(283.25)
2522	6/11/2019	Shire Of Wagin	BSL October 2019	(25.00)
2523	8/11/2019	Bronwyn Hegarty	REFUND COUNCILLOR NOMINATION DEPOSIT	(80.00)
2524	8/11/2019	Geoffrey Kenneth Benjamin West	REFUND COUNCILLOR NOMINATION DEPOSIT	(80.00)
2525	8/11/2019	Wade Joseph Longmuir	REFUND COUNCILLOR NOMINATION DEPOSIT	(80.00)
<b>Cheque Payments Total</b>				<b>(548.25)</b>
<b>Trust Account List of Payments Total</b>				<b>(1,248.25)</b>
<b>Credit Card List of Payments</b>				
<b>Chief Executive Officer - Peter Webster</b>				
Credit Card	15/10/2019	The Australian Institute of Building Surveyors	EHO Conference	(920.00)
Credit Card	15/10/2019	Aloft Hotel	EHO Conference Accommodation	(461.22)
Credit Card	17/10/2019	Hydramet	Analysers and Controllers for Pool	(949.75)
Credit Card	23/10/2019	Shire of Wagin	Plate Change on CEO Vehicle	(31.30)
Credit Card	25/10/2019	Shire of Wagin	Plate Change & Registration on New HACC Vehicle	(450.95)
Credit Card	30/10/2019	Shire of Wagin	Registration on New CEO Vehicle	(416.60)
Credit Card	4/11/2019	The Daily Grind Katanning	Lunch for Tourism Committee Recruitment	(43.00)
Credit Card	4/11/2019	Westnet	Internet Charges	(225.52)
Credit Card	12/11/2019	BP Bentley	CEO Fuel	(25.41)
Credit Card	13/11/2019	Western Power	Application to Disconnect Power at 16 Traverse St	(497.92)
Credit Card	14/11/2019	NAB	Card Fee	(9.00)
<b>Chief Executive Officer - Peter Webster Total</b>				<b>(4,030.67)</b>
<b>Deputy Chief Executive Officer - Brian Roderick</b>				
Credit Card	21/10/2019	Dept of Racing Gaming & Liquor	Application for Liquor Licence for Community Event	(54.00)
Credit Card	31/10/2019	Online Workwear	Polo Shirts for Staff & Councillors	(378.20)
Credit Card	7/11/2019	Paypal	Book for Library	(15.95)
Credit Card	14/11/2019	NAB	Card Fee	(9.00)
<b>Deputy Chief Executive Officer - Brian Roderick Total</b>				<b>(457.15)</b>
<b>Manager of Works - Allen Hicks</b>				
Credit Card	17/10/2019	McDonalds Armadale	MOW Meal	(27.60)
Credit Card	17/10/2019	Bunnings	Pool Parts	(84.45)
Credit Card	18/10/2019	Eclipse Education	Training Works Crew - White Card	(65.00)
Credit Card	23/10/2019	Outdoria	Repairs to SAM Trailer	(18.00)
Credit Card	23/10/2019	Eclipse Education	Training Works Crew - White Card	(65.00)
Credit Card	23/10/2019	Shire of Wagin	Registration for New Works Ute	(408.90)
Credit Card	31/10/2019	Online Workwear	Protective Clothing for Works Crew	(1,958.49)
Credit Card	8/11/2019	Shire of Wagin	Plate Change on P14	(64.60)
Credit Card	14/11/2019	NAB	Card Fee	(9.00)
<b>Manager of Works - Allen Hicks Total</b>				<b>(2,701.04)</b>
<b>Manager of Finance - Tegan Hall</b>				
Credit Card	18/09/2019	Aussie Broadband	Internet Charges - Depot, Library, Rec Centre & Admin	(290.00)
Credit Card	14/10/2019	NAB	Card Fee	(9.00)
<b>Manager of Finance - Tegan Hall Total</b>				<b>(299.00)</b>
<b>Credit Card List of Payments Total</b>				<b>(7,487.86)</b>

## 12. REPORTS OF OFFICERS

### 12.1 WORKS AND SERVICES REPORT – NOVEMBER 2019

PROPONENT:	Manager of Works
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	11 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	19 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Plant Report

#### CONSTRUCTION CREW:

Dongolocking Road verge clearing has commenced, ready for seal work.  
Sirdar Street has been water bound and sealed.

#### UPCOMING WORKS:

Replace kerbs in Cowcher Street and install kerbing on the intersection of Trent and Trench Streets.

Remove concrete footpath slabs from Cowcher and Tudor Streets.

Reseal works on Beaufort, Bullock Hills and Norrington Roads.

#### ROAD MAINTENANCE:

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

Patching of sealed roads has commenced.

#### TOWN MAINTENANCE:

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

The front garden of 32 Ballagin Street has been renewed with limestone retaining blocks, new plants and manure.

Renewal of the garden at Huggle Bears Daycare Centre on Johnston Street.

#### PLANT / MACHINERY:

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

#### COUNCILLOR'S INFORMATION

Rural Towns Production Bore Reports:

Nalder Street water level 27.5 metres

Victor Street water level 15.5 metres

Warwick Street water level 18.6 metres

**CONSULTATION / COMMUNICATION:**

Nil

**STATUTORY / LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council receive the Works report for the month of November 2019.

Carried

PLANT REPORT				Nov-19		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	P WEBSTER	29/10/2019	3,500	15,000	W.1	
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	25,734	30,000	W.001	
ISUZU D MAX P-04	A HICKS	30/06/2017	70,171	70,000	W.1008	Service Due
MAZDA CX5 - P-05	P VAN MARSEVEEN	15/03/2018		40,000	W.1479	
HOLDEN COMMODORE P-08	T BRANDY	6/11/2018	40,058	48,000	W.10000	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,009	3,350	W.10292	
KOMATSU GRADER P-10	S DESOUZA	20/10/2014	5,624	6,000	W.284	
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	1,806	2,000	W.10707	
KOMATSU GRADER P-12	J LYDEKER	15/01/2019	938	1,000	W.041	
ISUZU TRUCK P-14	VARIOUS	3/12/2019	870	5,000	W.1002	New
BOMAG ROLLER P-15	B DAVIES	3/01/2008	8,685	8,800	W.7862	
ISUZU TRUCK P-16	VARIOUS	19/10/2010	65,320	70,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	10	1,650		New
VIB ROLLER P-19	VARIOUS	3/01/2008	1,524	1,540	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,628	3,750	W.9618	
ISUZU P-21	J LYDEKER	17/03/2017	46,099	57,000	W.676	
JOHN DEERE P-22	E WALLAS	10/08/2016	310	350	W.487	
TOYOTA UTE P-24	VARIOUS	16/09/2010	109,304	110,000	W.1010	
TOYOTA UTE P-25	E WALLAS	16/09/2010	97,388	100,000	W.1001	
TRITON UTE P-26	M TITO	14/11/2014	56,619	60,000	W.1022	
TRITON UTE P-27	J PRAETZ	6/11/2014	69,224	75,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	49,457	50,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,153	3,250	W.10553	
ISUZU TRUCK P-40	S HISKINS	29/03/2019	14,775	20,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	153,779	160,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	904	1,000		
CAT BACKHOE P-47	VARIOUS	21/09/2015	4,858	5,000	W.10552	
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	1,976	2,000	W.10554	
MULTIPAC ROLLER P-49	B DAVIES	9/01/2017	1,706	2,000	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	21,482	30,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,297	30/11/2020	W.10729	
TOYOTA UTE P-85	S DESOUZA	20/08/2010	111,076	120,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	2,906	10,000	W.10796	
KUBOTA RTV	VARIOUS	31/10/2019	0			New

## 12.2 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – NOVEMBER 2019

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:	10 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	15 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	N/A
ATTACHMENTS:	Nil

### BRIEF SUMMARY:

Development Report – November

### BACKGROUND/COMMENT:

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

Development Applications:

### BUILDING PERMITS

Permit No.	Owner	Builder	Location	Description	Value	Fees
99823	Wagin Mechanical Repairs	Owner	2 Vernon Street	Shed Ext	\$6,000	\$105.00
99752	T Gibson	DM Spencer	76 Unicorn Street	S/F Shed	\$19,990	\$105.00
99824D	Dept of Education	A&A Corasanti	10 Randford Street	School Building	\$24,000	\$214.65.
99825D	P Sutherland	Wagin Earthmoving	16 Traverse Street	Complete Demolition	\$10,000	Nil

### BUILDING FINALS (BA7)

One final certificate was received from Great Southern Pools for a Below Ground Swimming Pool at lot 800 Jaloran Road Wagin.

### CERTIFICATES OF OCCUPANCY

Nil

## HEALTH

### FOOD INSPECTIONS

Two inspections were carried out during November:  
Doms Deli – a number of cleaning issues were noted.  
Mangoes Café – a number of cleaning issues were noted.

### Food Recalls/Complaints

Canned Apricots Riviana – Increased pressure in cans – local distributors notified.

Received loaf of sliced bread from complainant, mould found in one slice with a pink/orange paint like substance mixed in with the remaining slices. Sample send away for analysis.

### Wagin Aquatic Facility

Decembers water samples were received compliant.

### Expiry of works Order lot 8 (16) Traverse Street, Wagin

The electrical Power Meter, Water and Sewerage have now been disconnected from 16 Traverse Street and the Demolition Permit being issued to Wagin Earthmoving to complete the removal of the Building and associated debris.

### Expiry of Works Order on Lot 1, 13 Traverse Street Wagin

Action to remove unsightly debris is proceeding slowly with a second skip bin being filled. Council officers will continue to monitor progress.

### POLICY IMPLICATIONS:

Nil

### FINANCIAL IMPLICATIONS:

Associated Building and Health Fees

### STRATEGIC IMPLICATIONS:

Nil

### VOTING REQUIREMENTS:

Simple

### OFFICERS RECOMMENDATION

Moved: Cr.

Seconded: Cr.

That Council receive the Environmental Health Officer / Building Surveyors Report for the month of November 2019.

Carried

## 12.3 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – NOVEMBER 2019

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:	12 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	20 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	N/A
ATTACHMENTS:	CSRFF Grant Advice – Wagin Swimming Pool Australia Day Ambassador Program

### BRIEF SUMMARY:

The following report details the activities that fall under the control of the DCEO in the month of November / December 2019.

### SPORTSGROUND DEVELOPMENT:

The community response period concluded on the 29<sup>th</sup> November with twenty-five individual responses plus responses from the Hockey Club, Bowls Club and Tennis Club.

All the responses plus Council's response have been sent to the consultants so they can factor in the Sportsground Precinct Masterplan. They have indicated that they will progress the Eastern end option sporting hub as favoured by Copuncil.

The final masterplan document should be finalised early next year.

### CORPORATE SERVICES:

#### Finance and Audit

The Annual Financials for 2018/2019 has unfortunately still not been finalised with the auditors. A meeting of the Audit committee with Council auditors from the Office of Auditor General and Butler Settineri was scheduled to take place last week on the 12<sup>th</sup> December, however this had to be cancelled.

Due to the new accounting standards and the fact we are now dealing with two audit bodies it has been a difficult, frustrating and time-consuming process.

The Audit Committee meeting will need to be re-scheduled to early next year which means the Annual financials, Audit Report and Annual Report cannot be adopted until next year. This will also mean the holding of the Annual Electors meeting will be also be delayed.

#### Finance and General Purposes Committee

A Finance and General Purposes Committee meeting was held on the 12<sup>th</sup> December, please refer to the minutes contained in this agenda.

#### Council Elections

The Extraordinary Election nomination period commenced on the 4<sup>th</sup> November and concluded on the 11<sup>th</sup> December. During the nomination period we received three

nominations– Ann O'Brien, Robert Ward and David Atkins. An election will now be held with the election date set for Friday 17<sup>th</sup> January.

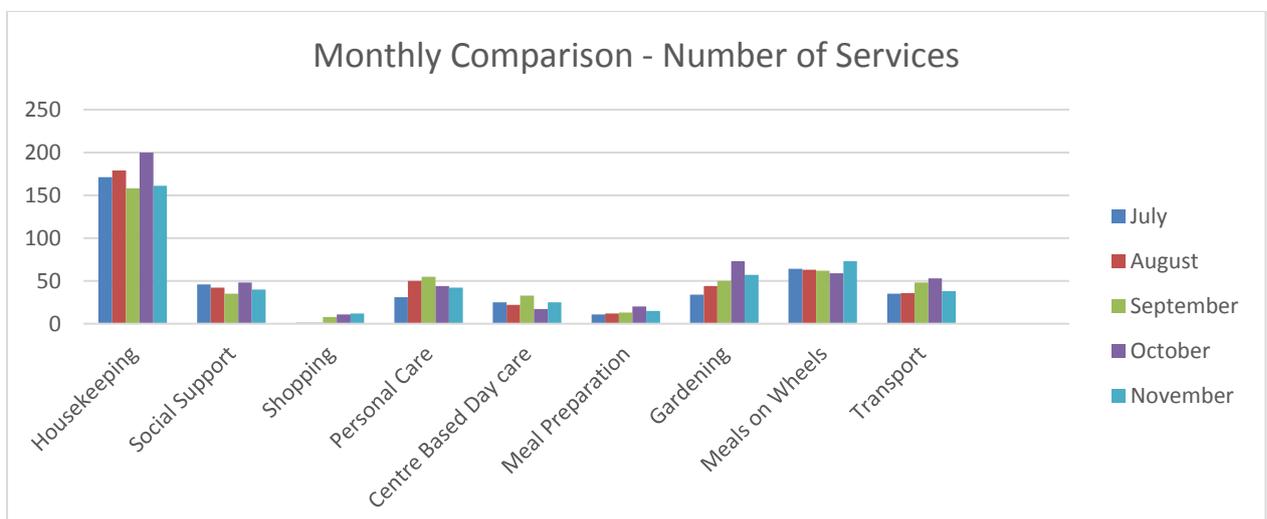
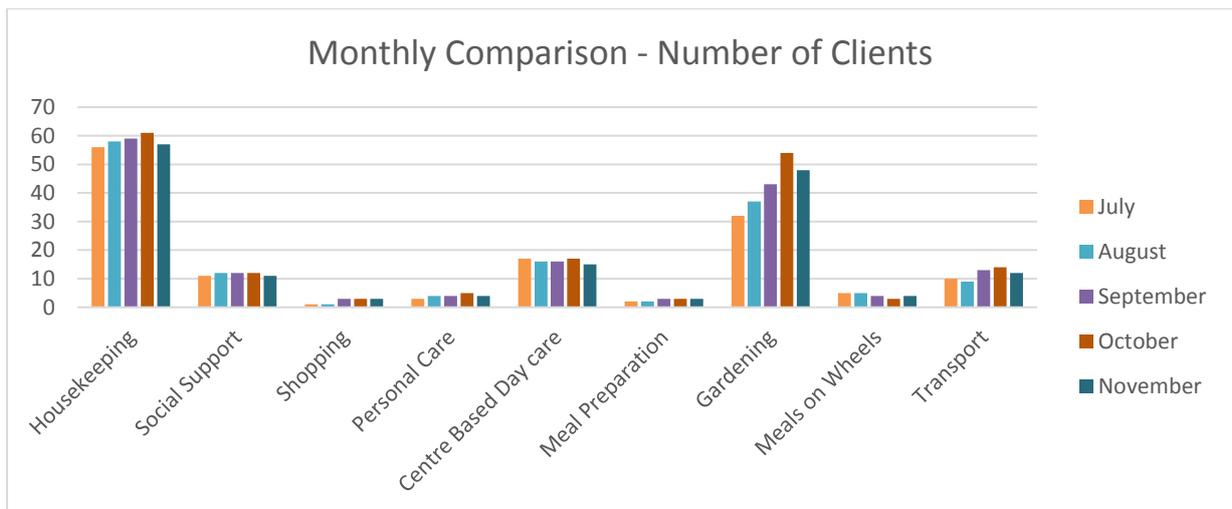
**AGED CARE:**

**HEMOCARE REPORT NOVEMBER 2019**

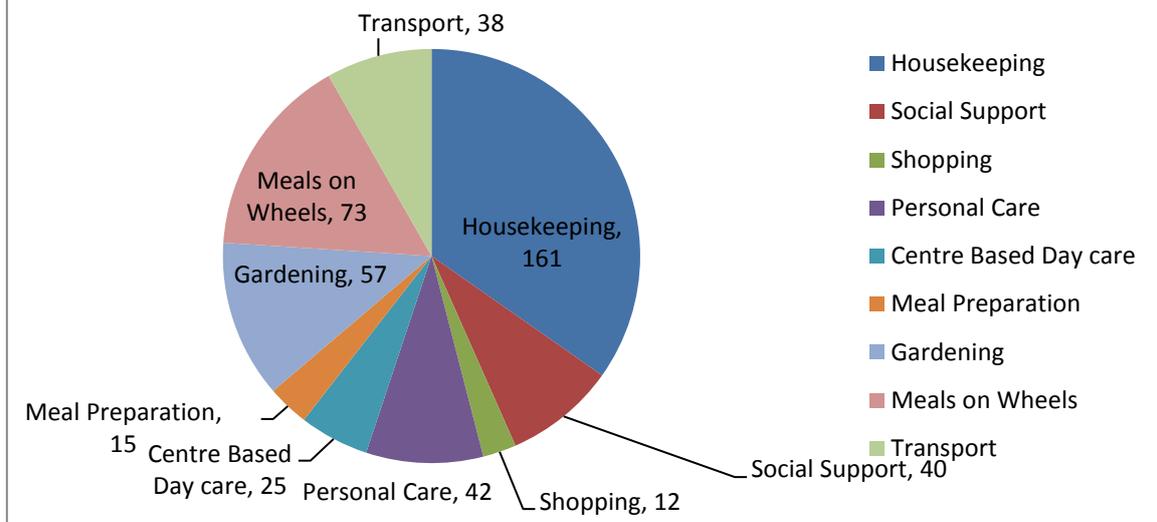
**CLIENTS:**

85 clients received one or more services for November:

Service	Number of Clients
Housekeeping	57
Social Support	11
Shopping	3
Personal Care	4
Centre Based Day care	15
Meal Preparation	3
Gardening	48
Meals on Wheels	4
Transport	12



## Wagin Homecare Report November 2019



### TOWNSCAPE:

The members of the Townscape Committee and Chamber of Commerce attended an information session regarding the Electronic Advertising Sign/Digital Screen. The session was delivered by the preferred supplier S-Tech.

There was a number of queries and questions that were discussed and answered, however there are still some unknowns. The Townscape will meet early next year to continue with the process.

The works crew, under the direction of Mike Tito have completed front garden upgrades at 32 Ballagin Street, as budgeted and requested by the Committee. They have done a great job.

Staff and members of the Committee will be meeting with a landscape architect from Ecoscape early in the new year regarding the Wetlands Park Playground Development.



## **TOURISM AND PROMOTION:**

November /December Shire Facebook Report

11/12/2019

The Facebook page has posted 11 times since the last report in November with the biggest audience award being the “Carols by Candlelight” with 898 people viewing the post.

- Movie Flyer – 19<sup>th</sup> November – 296 people
- CRC flyer – 23<sup>rd</sup> November – 449 people
- Accessibility flyer – 24<sup>th</sup> November – 464 people
- Monty Cotton video – 26<sup>th</sup> November – 506 people
- Carols by Candlelight – 27<sup>th</sup> November – 898 people
- CRC flyer – 28<sup>th</sup> November – 469 people
- Movie Flyer – 1<sup>st</sup> December – 660 people
- Water Cartage flyer – 4<sup>th</sup> December – 542 people
- Road Open Notice – 5<sup>th</sup> December - 589 people
- Found item notice – 8<sup>th</sup> December – 310 people
- Seniors Luncheon Thanks – 10<sup>th</sup> December – 263 people

Our total page “likes” is at 1134 – up from last month.

To compare our likes to other shire pages:

- Wickepin – 748
- Williams – 416
- Kondinin – 338
- Lake Grace – 550
- Kojonup – 924

Wagin Woolorama Page climbs to 2279 likes.

## **RECREATION AND CULTURE:**

### **Library Report November / December 2019**

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

#### **Library Update:**

- Christmas Activities are held from December 3<sup>rd</sup> to 24<sup>th</sup> December.
- We are holding book sales during the week as well. Three to four times a week.

#### **Library Events:**

- Book sale will be held in the Wagin Library & Gallery on Saturday 14<sup>th</sup> December.
- Scavenger Hunt for the children will be ongoing.
- Library Detective for the children will be on going.
- I Spy for the children will be ongoing.
- Fun Spelling bee will be ongoing.
- Lucky Dip will be ongoing.
- Christmas Activities

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

- WLG Book Club was held on Saturday November 9<sup>th</sup>. The next Book Club afternoon will be held on Saturday December 14<sup>th</sup>.

- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- Friends of the Wagin Library & Gallery meeting will be held on December 5th. Our next meeting will be held on February 27<sup>th</sup> 2020.

### **Library Statistics:**

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

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

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

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

- Book Sales held weekly.
- Scavenger Hunt will be ongoing.
- I Spy will be ongoing.
- Library Detective will be ongoing.
- Fun Spelling Bee will be ongoing.
- Lucky Dip will be ongoing.
- Christmas Activities
- Elf on the shelf visiting until December 23rd

### **Swimming Pool**

The Wagin Memorial Swimming Pool opened its 2019/20 season on the 29<sup>th</sup> of October, a touch later than advertised due to water sample results not coming back in time. An opening day sausage sizzle was well received. Moderate numbers in October due mainly to moderate weather. November saw the patron numbers swell and the weather warming up. Early morning lappers, particularly the 5.30 to 7 o'clockers, populated the lanes which was and is pleasing to see. Hot weekends saw the patrons flood to the pool, in particular one hot weekend with an average of 160 patrons coming through each day.

Water aerobics proving to be very popular with Danlize 4 days a week. Swim Club numbers from all accounts around the same as last season. Dolphin numbers very healthy on Tuesdays. Total numbers for November was 1684 patron which would be more if taking in consideration that a family pass accounts for 5 people.

The pool surrounds looking sensational thanks to Mike Tito and the crew. Many complementary comments from patrons.

No real issues.... Just the usual maintenance issues.

Nov-19	Adult Paid	Child Paid	Family Paid	Spectators	Under 5s	Child Pass	Family Pass	Adult Pass	Total
1	1							5	6
2		3				7		1	11
3	2	14		4	2	3		1	26
4									
5	7	31		5	4	1	3	10	61
6	8	16	2	3		16	5	16	66
7	7	22		3	1	4	7	19	63
8	11	20	2	1	3	5	5	13	60
9	22	56	9	2	11	7	7	1	115
10	8	42	5	13	3	5	7	4	87
11									
12	6	27		10	3	8	20	17	91
13	16	26	3	4	2	2	8	18	79
14	14	31	2	3	4	10	5	19	88
15	12	17	1	2	3	5	5	17	62
16	35	55	4	2	8	3	10	1	118
17	56	62	7	5	15	6	9	4	164
18	5	10			1	10	9	6	41
19	6	21	1	12	6	6	8	22	82
20	4	5		2		4	4	17	36
21	6	17	1	8	6	8	5	18	69
22	12	22	2	5	5	2	3	13	64
23	11	26	1	1	3	7	3	6	58
24	5	24	3	1		4	2	4	43
25									
26	19	27	3	16	11	3	11	21	111
27	13	17		6	3	14	9	21	83
28									
29									
30									
31									
<b>TOTAL</b>	<b>286</b>	<b>591</b>	<b>46</b>	<b>108</b>	<b>94</b>	<b>140</b>	<b>145</b>	<b>274</b>	<b>1684</b>

## Community Events

### Wagin Street Carnival

The Shire is again working with the Wagin Action Group in presenting this year' Xmas Street Carnival on the Friday 20<sup>th</sup> December. The event major sponsor is again Lotterwest (\$8,060 grant) and there is also financial assistance form Wagin Chamber of Commerce.

Festivities starts at 5.30 pm to 8.30 pm, lots to see and do including a wide variety of rides, new and interesting stalls, fabulous food, live music, laser tag, Santa, face painting and much more.





COPY

Minister for Seniors and Ageing; Volunteering;  
Sport and Recreation

Our Ref: 68-07192

SHIRE OF WAGIN

05 DEC 2019

RECEIVED

Ms Donna George  
Community Liaison Officer  
Shire of Wagin  
PO Box 200  
WAGIN WA 6315

Dear Ms George

**Community Sporting and Recreation Facilities Fund (CSRFF)**  
**Grant Reference: GR-04-00000188**

Thank you for your application for funding support through CSRFF to assist with the heating of the learn to swim pool and blankets at Wagin Memorial Swimming Pool.

It is my pleasure to advise that your application for funding from the CSRFF has been successful and I have approved a grant of up to \$7,500 to assist with this project to be claimed in the 2019/20 financial year.

The Shire of Wagin is to be commended for its commitment to the provision of quality community leisure facilities.

The Department of Local Government, Sport and Cultural Industries will forward to you details regarding conditions and procedures for acceptance of this grant in the near future.

The State Government is pleased to contribute to the development of much needed facilities in your community. I wish you well for the completion of this project.

Yours sincerely

HON MICK MURRAY MLA  
MINISTER FOR SPORT AND RECREATION

- 2 DEC 2019

Area	Required	Information Only	Actioned	Scanned	Comment
					IUF CEO
					CEO

## Australia Day Ambassador 2020



### **Holly-ann Martin**

**Finalist, WA Local Hero 2020**

#### **Child Protection Advocate**

For more than 27 years, Managing Director of Safe4Kids Holly-ann Martin has helped keep Western Australian children safe from childhood sexual abuse. As a volunteer at a school for children with special needs in 1985, Holly-ann and her colleagues realised the children were vulnerable to sexual abuse, so they taught them about body safety.

Later, in 1995, Holly-ann received formal training while working as a teaching assistant in the US-developed Protective Behaviours program. This further ignited her desire to dedicate her life to protecting children. So in 2007, she resigned from the WA Education Department to pursue her passion. She and her husband founded the new business by re-mortgaging their home, using part of these funds to produce educational resources for parents and teachers.

Safe4kids now works to protect children all over the world developing quality, up-to-date child-abuse prevention education resources. Inducted into the WA Women's Hall of Fame in 2016, Holly-ann's whole-of-community approach to child abuse prevention is inspiring.

## 12.4 CHIEF EXECUTIVE OFFICERS REPORT – NOVEMBER 2019

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:	11 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	18 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	Nil
ATTACHMENTS:	2) Focus Audit - Contracts 4) Department of Water and Environmental Regulation – Application to clear

### 1) CBH SITE – ROAD CLOSURES

The Wheatbelt Development Commission (WDC) have been in contact with the Department of Lands making enquiries regarding the proposal to close three roads around the CBH site in Wagin.

Progress at last: -

*We have been pushing this matter fairly gently due to some sensitive issues associated with the South West Settlement Indigenous Land Use Agreement.*

*Fortunately, we have just kicked a goal that has positioned key people from multiple agencies in the right place, and our great relationship with the Department of Planning, Lands and Heritage has enabled us to leverage the outcome.*

*In short, my staff and the Department have been working on a number of alternatives, that will get you to the outcome you are seeking, but most probably via a different route.*

*WDC staff, accompanied by Department staff have proposed visiting you prior to Christmas to inspect the site and discuss the options being developed.*

*You should hear from Grant Arthur shortly to arrange a suitable date.*

***Regards - Gavin Robins – CEO WDC***

### 2) FOCUS AUDIT – CONTRACTS

The Office of the Auditor General (OAG) undertook a focus audit of 8 Councils regarding the “Management of Contract renewals or extensions and variations” earlier this year.

The findings are attached showing that The Shire of Wagin needs to improve its handling of contracts etc.

I have attached a copy of the email from the OAG which explains more about the audit: -

*As you are aware, we completed a focus audit on “Local Government management of contract renewals or extensions and variations” earlier this*

*year. Shire of Wagin was one of eight local governments sampled for the audit.*

*Please find attached our draft management letter, outlining our findings from the focus audit. For the purpose of this audit, we have had regard to the Local Government Act and Regulations as well as general better practice principles relating to the management of contract extensions and variations. The ratings of the findings are based on the significance of the implications and how soon the findings need to be addressed. These ratings have been applied consistently across all 8 local government entities included in our audit.*

*We would appreciate if you can provide us with your management comments on or before 19th December 2019.*

*If you have any queries, please do not hesitate to contact Kevin Ng on 6557 7658 or myself on 6557 7574.*

***Renuka Venkatraman – Director – Financial Audit***

A copy of their findings is also attached. They are seeking comments on the three points raised and these will be answered and forwards to the OAG prior to the 19<sup>th</sup> December 2019.

### **3) LOCUM DOCTOR**

The CEO has been advised that Dr Peter Van Maarseveen will be on leave from the 8<sup>th</sup> January 2020 until 30<sup>th</sup> January 2020.

IPN have been trying to obtain the services of a locum however this has proven to be difficult.

The surgery has rung to advise that the situation which could mean that residence may have to go to Narrogin or Katanning during this time.

IPN are still working very hard to fill the locum position during the time the Doctor is away. More details at the December Council meeting

### **4) TRANSWA**

Representatives from TransWA (bus Service) met with staff recently to discuss the possibility of the Shire of Wagin selling tickets for the bus service. The Shire would get \$3.00 per ticket and it is all online and would start operating in early 2020. The only other agency in town is IGA and TransWa have spoken with them about the Shire doing the ticket selling

Staff have looked at the demonstration site they have provided and are happy to provide this service.

### **5) DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION – APPLICATION TO CLEAR**

The Department has sent an invitation to comment of the proposal to clear approx. 0.16ha in Reservice11860 in Dongolocking Road. The land is a crown reserve and the purpose of the clearing is for drainage.

Attached is a copy of the application. I see no need to comment on this minor activity.

**6) CEMETERY PROJECT - SHELTER**

The brick work at the shelter has been finished with concrete ramps being installed shortly. The roadway and some changes to kerbing will be undertaken in early 2020. This will then be usable for funerals.

**7) MITIGATION ACTIVITY FUND (MAF)**

Work is underway on having the mechanical clearing undertaken in Lloyd, Etelowie and Upland Streets. This work will be undertaken in conjunction with DFES clearing. The fire breaks and burning south of Mt Latham will be undertaken in May/June 2020

**8) WA PLANNING COMMISSION (WAPC) – Bevin Kellow & Jo-Anne Notley**

The WA planning Commission have extended the allocated time for the amalgamation of various lots in Ventnor Street. They are to have the proposal to the WAPC by the 3<sup>rd</sup> April 2020.

**9) CEO REPORT – DECEMBER 2018.**

It has been interesting looking back over the CEO report for December 2018.

The items raised: -

- Pilot Training at Airport – Slowly progressing
- Better Bins Program – Withdrew application
- Refuse site shed – erected
- Cemetery Shelter – almost complete
- Swimming Pool – Solar panels installed and running well
- RADS Grant – Sealing of taxi way – obtained grant
- Municipal Inventory – No progress
- Wagin Court House – Future – Nothing to report
- Standpipe Charges – came into effect 1.7.19
- WANDRRA – estimated damage \$3.36mil – true cost \$4.3mil
- Satellite Earth Station – erected and working

**10) LGIS – INSURANCE SERVICE**

A representative from LGIS recently visited the office to distribute the Shire surplus that was achieved by the insurance service. Wagin received \$14,211 which will be put towards a “Safer Wagin”.

Each Councillor would also have received a brochure regarding the LGIS service and it does make for some interesting reading.

**11) CENTRAL COUNTRY ZONE OF WALGA**

Meeting dates for 2020

Outlined below is the adopted 2020 meeting schedule for the Central Country Zone:

Meeting Date	Type of Meeting	Consideration of WALGA State Council
Friday 21 February 2020	In-person meeting	Yes
Friday 1 May 2020	Teleconference	Yes and only WALGA business
Friday 22 May 2020	In-person meeting	No
Friday 19 June 2020	Teleconference	Yes and only WALGA business

Friday 28 August 2020	In-person meeting	Yes
Friday 27 November 2020	In-person meeting	Yes

## 12) CHRISTMAS GREETINGS TO ALL

Wishing all Councillors and their families a Merry Christmas and Happy New Year and looking forward to 2020.

## 13) STAFF

Allen Hicks 26<sup>th</sup> November 2019 – 7<sup>th</sup> January 2020

Peter Webster 30<sup>th</sup> January 2020 – 23<sup>rd</sup> February 2020

## 14) MEETINGS

15 December 2019	<b>Christmas Carols</b>	<b>Ram Park – 6 pm</b>
17 December 2019	<b>Wagin School Graduation</b>	<b>School – 9 am</b>
17 December 2019	<b>Council Meeting</b>	<b>Council Chambers – 7 pm</b>
19 December 2019	<b>Works Depot Standown BBQ / Drinks</b>	<b>Depot – 4 pm</b>
20 December 2019	<b>Christmas Street carnival</b>	<b>Tavistock Sreet Wagin</b>
20 December 2019	<b>Outside Staff Christmas Break</b>	<b>Start</b>
25 December 2019	<b>Shire Administration Office closed – Christmas / New Year</b>	
2 January 2020	<b>Shire Administration Office reopens</b>	

### CONSULTATION/COMMUNICATION

Nil

### STATUTORY/LEGAL IMPLICATIONS:

Nil

### POLICY IMPLICATIONS:

Nil

### FINANCIAL IMPLICATIONS:

Nil

### STRATEGIC IMPLICATIONS:

Nil

### VOTING REQUIREMENTS:

Simple

### OFFICERS RECOMMENDATION

Moved: Cr.

Seconded: Cr.

That Council receive the Chief Executive Officer's report for November 2019.

Carried

## SHIRE OF WAGIN

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT  
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Procurement policy and procedures	✓		
2. Contract register	✓		
3. Contract documentation	✓		

## KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

**SHIRE OF WAGIN****PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT****FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT  
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS****1. PROCUREMENT POLICY AND PROCEDURES****Finding**

We reviewed the Shire's *Purchasing and Tender Policy* and noted that it did not include:

- a requirement to maintain a contract register, or specify the value above which contracts are to be recorded in the contracts register and the custodian of the register
- clear guidance on what constitutes a contract variation, or when a separate procurement process is required
- outline the key processes for contract renewals or extensions, including a requirement for a formal assessment of current contractor performance before an existing contract is extended or renewed
- a requirement for timely review of the contract register to identify contracts that are due to expire, with the view of commencing appropriate action well before the expiry of the contract

We further noted that while the *Purchasing and Tender Policy* included delegated authorisation limits for purchases, there were no specific delegations for the approval of contract renewals or extensions and variations.

**Rating:** Significant

**Implication**

In the absence of comprehensive procurement guidelines, there is an increased risk that:

- appropriate procurement procedures may not be followed for contract variations
- contract renewals or extensions may not be effectively managed, potentially resulting in failure to achieve value for money, and
- contract renewals or extensions may not be approved in accordance with approved delegations of authority. This increases the likelihood of extensions or variations that are not justified.

**Recommendation**

The *Purchasing and Tender Policy* should be updated to include:

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

In addition, the *Purchasing and Tender Policy* should be updated to include specific delegated authorisation limits for the approval of contract renewals or extensions and variations. This will minimise the risk of extensions and variations being approved that are not justified.

**SHIRE OF WAGIN**

**PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT**

**FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT  
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS**

**Management comment**

**Responsible person:  
Completion date:**

DRAFT

**SHIRE OF WAGIN**

**PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT**

**FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT  
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS**

**2. CONTRACT REGISTER**

**Finding**

We reviewed the Shire's contract and tender registers and noted that 6 tenders had not been updated in the contract register.

We also found that the following key contract details were not included in the register:

- Scheduling of contractor performance reviews
- Detailed information on contract variations, such as the number and dollar value of individual variations
- Details of contract renewal or extension options available and the dates of options exercised

**Rating:** Significant

**Implication**

Lack of complete and accurate information in the contract register could potentially limit the Shire's ability to effectively monitor and manage its contractual obligations.

**Recommendation**

Management should review and update the contract register to ensure that key information relating to all current contracts are included in the contract register.

**Management comment**

**Responsible person:**

**Completion date:**

**SHIRE OF WAGIN****PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT****FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT  
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS****3. CONTRACT DOCUMENTATION****Finding**

We noted that for the 6 tenders recorded in the tender register, there was no formal documentation of the key contract terms.

This is not in accordance with the requirements of the Shire's *Record Management Policy*, Regulation 5(1)(c) of the Local Government (Financial Management) Regulations 1996 and the *State Records Act 2000*.

**Rating:** Significant**Implication**

Without clear documentation of key contract information such as contract value, duration, extension options etc., there is a risk that contractual obligations may be more difficult to enforce in the event of disputes etc.

Further, without good record-keeping practices, the Shire risks breaching its *Record Management Policy*, Local Government Regulations and the *State Records Act 2000*, while reducing accountability and transparency in decision making.

**Recommendation**

Management should ensure that all key contract terms are adequately documented, clearly establishing mutual contractual obligations and expectations.

Important records such as contracts should be retained in accordance with the Shire's *Record Management Policy*, to ensure compliance with the *State Records Act 2000* and promote accountability and transparency in decision making.

**Management comment****Responsible person:****Completion date:**

COPY



Government of Western Australia  
Department of Water and Environmental Regulation

Our ref: CPS 8702/1  
Enquiries: Andre Schmitz  
Phone: 6364 7068  
Email: [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au)

Mr Peter Webster  
Chief Executive Officer  
Shire of Wagin  
PO Box 200  
WAGIN WA 6315

via email: [ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au)

Officer	Action Required	Information Only	Completed	Not Completed	Comment
					CEO

Dear Mr Webster,

**APPLICATION TO CLEAR NATIVE VEGETATION UNDER THE ENVIRONMENTAL PROTECTION ACT 1986 – INVITATION TO COMMENT**

The Department of Water and Environmental Regulation (DWER) has received an application under section 51E of the *Environmental Protection Act 1986* (the EP Act) from the Water Resources Ministerial Body that proposes to clear 0.16 hectares of native vegetation within Lot 11860 on Deposited Plan 145020, Cancanning, for the purpose of construction of a ground water drain to dewater the reserve to allow recovery of trees and establishment of other vegetation.

In accordance with section 51E(4)(b) of the EP Act, the Chief Executive Officer (CEO) of DWER considers that you may have a direct interest in the subject matter of the application, and invites your comment. In addition to any comments regarding environmental matters, please advise if this application is consistent with your local Town Planning Scheme and whether any planning approvals have been granted and/or are required. If planning approvals are required, please advise whether an application has been received.

The CEO will, after having taken into account any comments received and subject to sections 51O and 51P of the EP Act, either grant a clearing permit (including any specified conditions) or refuse to grant a clearing permit, in accordance with section 51E(5) of the EP Act.

Please find enclosed an excerpt of the application form, supporting information provided by the applicant, a regional map showing the location of the property where the clearing is proposed to take place, and a map of the application area. This information provided by the applicant is available online at [ftp.dwer.wa.gov.au/permit/](http://ftp.dwer.wa.gov.au/permit/) under reference 8702.

Please forward your submission via email to [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au) within 28 days from the date of this letter.

Please quote application reference number CPS 8702/1 on all future correspondence with DWER on these matters.

Prime House, 8 Davidson Terrace Joondalup Western Australia 6027  
Locked Bag 10 Joondalup DC WA 6919  
Telephone: 08 6364 7000 Facsimile: 08 6364 7001  
[www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

If you have any queries regarding the above information, please contact the Environmental Officer listed above.

Yours sincerely



Mathew Gannaway  
MANAGER  
NATIVE VEGETATION REGULATION

*Officer delegated under section 20  
of the Environmental Protection Act 1986*

29 November 2019

Att: Digitised map of the application area  
Context map  
Application form excerpt  
Supporting information



Department of Water and Environmental Regulation (DWER)  
Department of Mines, Industry Regulation and Safety (DMIRS)

## Application for a clearing permit (purpose permit)

*Environmental Protection Act 1986, section 51E*

### FORM C2

Clearing of native vegetation is prohibited in Western Australia except where a clearing permit has been granted or an exemption applies. A person who causes or allows unauthorised clearing commits an offence.

CPS No.
Date stamp

Part 1: Assessment bilateral agreement	
<p>The native vegetation clearing processes under Part V of the <i>Environmental Protection Act 1986 (WA) (EP Act)</i> have been accredited by the Commonwealth of Australia under the <i>Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act)</i> and can be assessed under an assessment bilateral agreement.</p> <p>To be assessed in this manner, the proposed clearing action must be referred to the Commonwealth under the EPBC Act and deemed a 'controlled action' prior to submitting this application form.</p> <p>For further information see <i>Form Annex C7</i> and <i>A guide to native vegetation clearing processes under the assessment bilateral agreement</i> available at <a href="http://www.der.wa.gov.au/our-work/clearing-permits">www.der.wa.gov.au/our-work/clearing-permits</a>.</p>	<p>Do you want your proposed clearing action assessed in accordance with, or under, an EPBC Act Accredited Process such as the assessment bilateral agreement?</p>
	<p><input type="checkbox"/> Yes EPBC Number:</p>
	<p><input type="checkbox"/> No Proceed to Part 2</p>
	<p>List the controlling provisions identified in the notification of the controlled action decision.</p>
	<p><input type="checkbox"/> <i>Form Annex C7</i> is complete and the required supporting information is attached.</p>

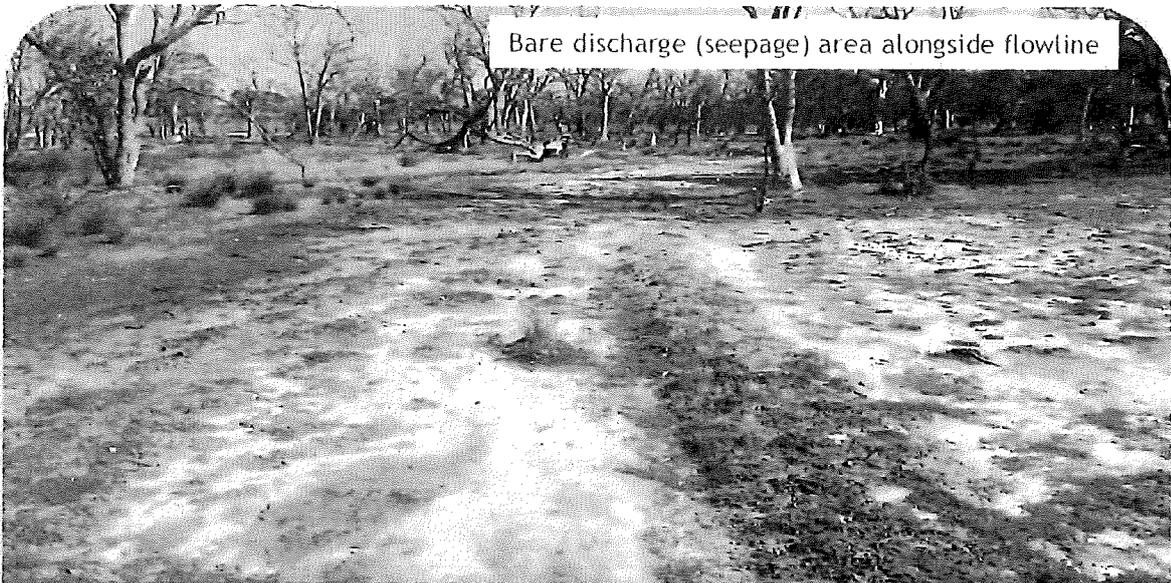
Part 2: Land details	
<p>The location of the land where clearing is proposed must be accurately described.</p>	<p>Land description: volume and folio number, lot or location number(s), Crown lease or reserve number, pastoral lease number or mining tenement number of all properties.</p> <p>Reserve 10407 comprised in Crown land title LR3084-336</p>
<p>FILE REFERENCE</p>	<p>Street address                      Lot 11860 Dongolocking Road Cancanning WA</p>
	<p>Local government area              Shire of Wagin</p>



Part 3: Applicant details (continued)		
<b>Authority to access land</b>		
<p>To apply for a permit you must be the landowner, or have the authority of the landowner to access the land and undertake the clearing.</p> <p>Evidence of authority can include, for example, a copy of the certificate of title or a letter of authority from the landowner.</p> <p>Note: the letter of authority must explicitly state the applicant has authority to clear on the land.</p>	<p>State the nature of the applicant's authority to access the land to be cleared. <i>[Attach evidence of authority]</i></p> <p>A copy of the Crown land title is attached.</p>	
<b>Landowner's ownership of land</b>		
<p>A landowner can be:</p> <ul style="list-style-type: none"> <li>• a person who holds the certificate of title;</li> <li>• a person who is the lessee of Crown land; or</li> <li>• a public authority that is responsible for care of the land.</li> </ul>	<p>The landowner's form of ownership is:</p> <p><input type="checkbox"/> Certificate of title <i>[Attach a copy of the certificate and all associated encumbrances with the application – available from Landgate].</i></p>	
	<p><input type="checkbox"/> Pastoral lease <i>[Attach a copy of the lease and all associated encumbrances].</i></p>	
	<p><input type="checkbox"/> Mining lease.</p>	
	<p><input checked="" type="checkbox"/> Public authority that has care, control or management of the land.</p>	
	<p><input type="checkbox"/> Other form of lease, land tenure or specific arrangement.</p> <p>Please state:</p>	
<b>Contact details for enquiries</b>		
<p>If different from the applicant's contact details, enter the contact details of a person with whom DWER or DMIRS should liaise with concerning this clearing application.</p>	<p>Where contact details differ to those of the applicant, complete the below section:</p>	
	<p>Contact person (and position, if applicable)</p>	
	<p>Company name (if applicable)</p>	
	<p>Postal / business address</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Phone (fixed line)</td> <td style="width: 50%;">Phone (mobile)</td> </tr> </table>	Phone (fixed line)
Phone (fixed line)	Phone (mobile)	
<p>Email address</p>		

Part 4: Proposed clearing	
<p>An aerial photograph and/or map with a north arrow must be attached, clearly marking the area proposed to be cleared</p> <p>or</p> <p>if you have the facilities, a digital map on a suitable portable digital storage device of the area to clear as an ESRI shapefile with the following properties:</p> <p>Geometry type: Polygon shape                      Coordinate system: GDA 1994 (Geographic latitude/longitude)                      Datum: GDA 1994 (Geocentric Datum of Australia 1994).</p> <p>An ESRI shapefile must be provided if the application requires an assessment under an EPBC Act accredited process.</p>	<p>Total area of clearing proposed (hectares)      160m long by 10m wide (.16ha)</p> <p>and/or</p> <p>number of individual trees to be removed      Most of the vegetation along the proposed alignment is dead, or are weeds.</p>
	<p>Proposed method of clearing: Mechanical</p>
	<p>Purpose of clearing: Construction of a ground water drain to dewater the reserve to allow recovery of trees and establishment of other vegetation.</p>
	<p>Period within which clearing is proposed to be undertaken, e.g. May 2018 – June 2018</p> <p>from      To be advised      to</p>
	<p>Final land use: The purpose of the reserve is "Water Supply".</p>
<p>You must provide evidence that avoidance and mitigation options have been pursued to eliminate, reduce or otherwise mitigate the need for, and scale of, the proposed clearing of native vegetation.</p>	<p>Have alternatives that would avoid or minimise the need for clearing been considered and applied?      <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, provide details: See attached "R10407 AA Dam 360 Drainage Assessment"</p>
<p>Refer to DWER's <i>Clearing of native vegetation offsets procedure guideline</i> available on the DWER website, and the Environmental Protection Authority's (EPA) <i>WA Environmental Offsets Policy and Guidelines</i> on the EPA website for further information.</p>	<p>Do you want to submit a clearing permit offset proposal with your application?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>If yes, provide details, and complete and attach Appendix A of the <i>Clearing of native vegetation offsets procedure guideline</i>.</p>

Part 5: Other DWER approvals	
<b>Instructions:</b> <ul style="list-style-type: none"> <li>If your application is to be submitted to DMIRS, complete Section A and then skip to Part 6 of this form.</li> <li>If your application is to be submitted to DWER, complete Section A and B.</li> </ul>	
Section A: Environmental Impact Assessment	
Environmental Impact Assessment (Part IV of the EP Act)	
<b>Has this clearing application or any related matter been referred to the Environmental Protection Authority?</b>	<input type="checkbox"/> Yes – provide details [      ] <input checked="" type="checkbox"/> No
<b>Do you intend to refer the proposal to the Environmental Protection Authority?</b> Section 37B(1) of the EP Act defines a 'significant proposal' as "a proposal likely, if implemented, to have a significant effect on the environment". If a decision-making authority (e.g. DWER or DMIRS) considers that the proposal in this application is likely to constitute a 'significant proposal', they are required under section 38(5) of the EP Act to refer the proposal to the EPA for assessment under Part IV, if such a referral has not already been made. If a relevant Ministerial Statement already exists, please provide the MS number in the space provided.	<input type="checkbox"/> Yes – intend to refer (proposal is a 'significant proposal')
	<input type="checkbox"/> Yes – intend to refer (proposal will require a section 45C amendment to the current Ministerial Statement) MS [      ]
	<input type="checkbox"/> No – a current valid Ministerial Statement applies: MS [      ]
	<input checked="" type="checkbox"/> No – not a 'significant proposal'
Section B: Other approvals	
Pre-application scoping	
<b>Have you had any pre-application / pre-referral / scoping meetings with DWER regarding any planned applications?</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Works Approval / Licence / Registration (Part V Division 3 of the EP Act)	
<b>Have you applied or do you intend to apply for a works approval, licence, registration, or an amendment to any of the above, under Part V Division 3 of the EP Act?</b> It is an offence to perform any action that would cause a premises to become a prescribed premises of a type listed in Schedule 1 of the <i>Environmental Protection Regulations 1987</i> , unless that action is done in accordance with a works approval, licence, or registration. For further guidance, please refer to the <i>Guidance Statement: Decision Making</i> .	<input type="checkbox"/> Yes – application reference (if known): [      ]
	<input type="checkbox"/> No – a valid works approval applies: [      ]
	<input type="checkbox"/> No – a valid licence applies: [      ]
	<input type="checkbox"/> No – a valid registration applies: [      ]
	<input checked="" type="checkbox"/> No – not required
Water Licences and Permits ( <i>Rights in Water and Irrigation Act 1914</i> )	
<b>Have you applied or do you intend to apply for:</b> <ol style="list-style-type: none"> <li>a licence or amendment to a licence to take water (surface water or groundwater); or</li> <li>a licence or amendment to a licence to construct wells (including bores and soaks); or</li> <li>a permit or amendment to a permit to interfere with the bed and banks of a watercourse?</li> </ol>	<input type="checkbox"/> Yes – application reference (if known): [      ] <input type="checkbox"/> No – a current valid licence applies: [      ] <input checked="" type="checkbox"/> N/A

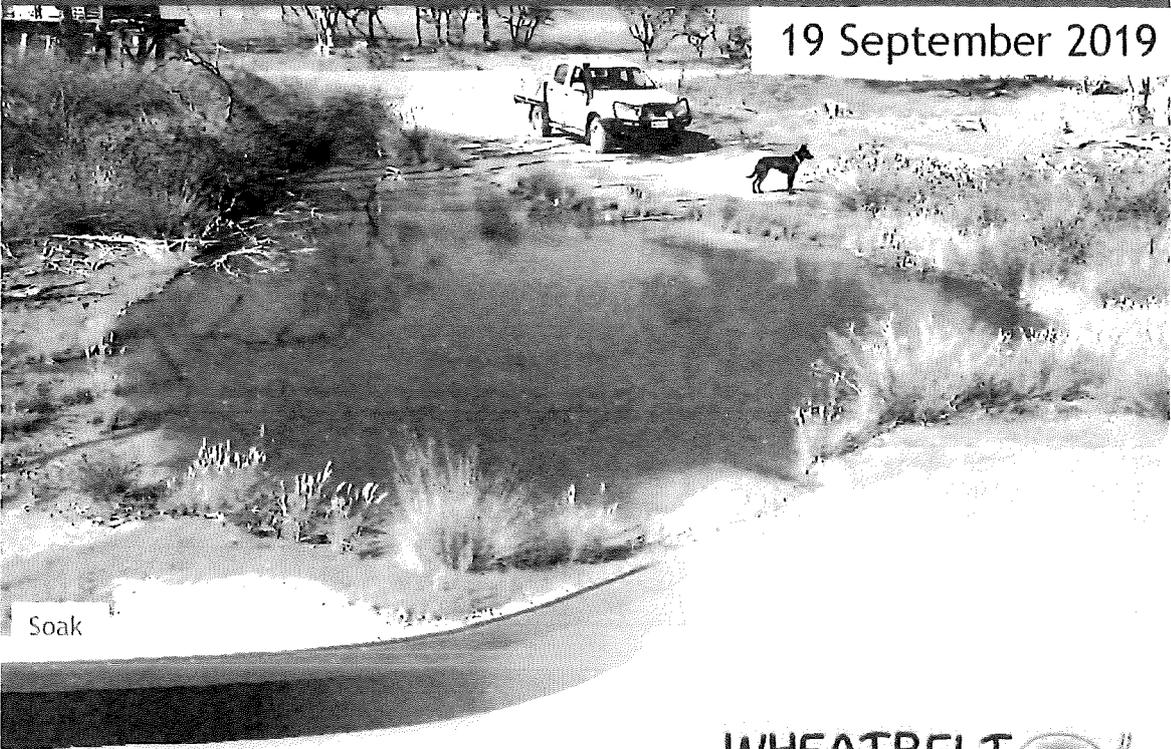


Bare discharge (seepage) area alongside flowline

Department of Water & Environmental Regulation

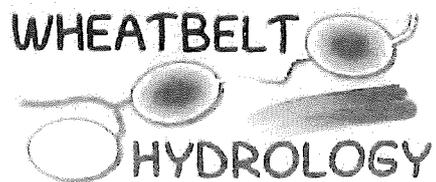
**R10407 AA DAM 360**

Drainage Assessment



19 September 2019

Soak



**DISCLAIMER**

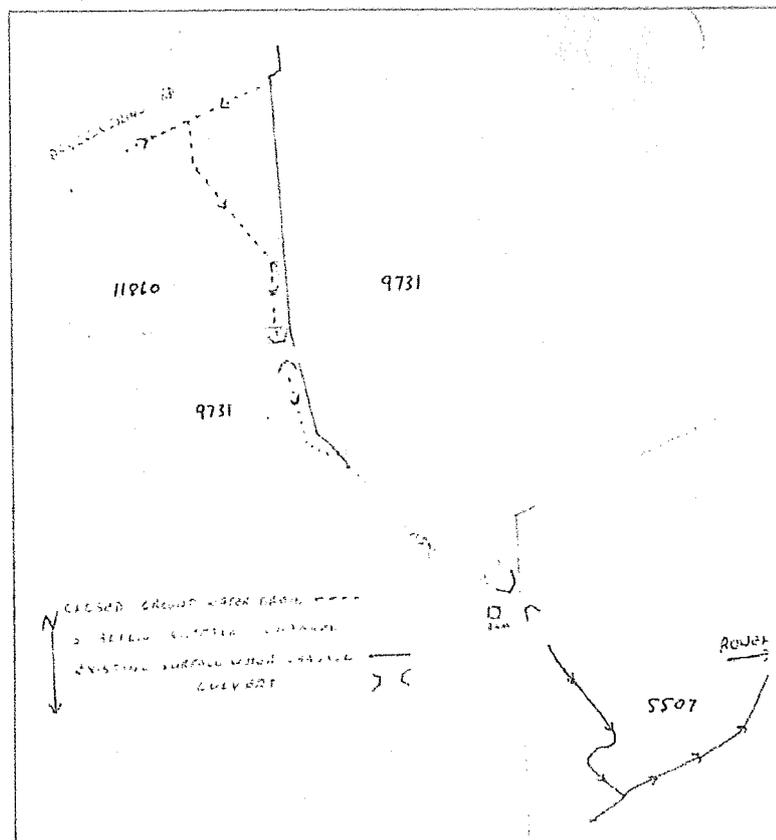
Analysis in this report has been undertaken using published methodologies, where possible reputable published data, previous professional observation and experience, anecdotal histories which may be uncertain, and data collected to an accuracy, resolution and scope suitable to the site and purpose of the report. These methods and information sources are only as accurate and representative of the site as conditions at the time of collection, within the limitations of the duration of measurement available allowed. Wheatbelt Hydrology cannot be held liable for losses occurring as a result of implementation of recommendations in this report where changes or variations in site conditions or hydrological behaviour have occurred before, during or after the date of publication of this report or due to errors or omissions contained within. This report has been prepared specifically for the use of the client only and Wheatbelt Hydrology will not be responsible for use of this report by any third party.

**1 BACKGROUND**

Crown Reserve 10407 (lot 11860 on plan 145020), which is vested with the Department of Water and Environmental Regulation for the purposes of water supply is becoming degraded. The reserve originally had a well for supply to horses along Dongolocking Rd. The reserve was assessed in 2012 and the well and bore could not be found. The remaining infrastructure is a shallow soak and tank on a stand.

Neighbouring farmers propose to do some drainage work in the area, and wish to protect the remaining trees and restore vegetation cover in the reserve. The original proposal is shown in Figure 1.

Figure 1. Reserve 10407 original drainage proposal.



## 2 OBSERVATIONS

The reserve is located approximately 32 km north east of Wagin on the north side of the Dongolocking Rd. The reserve lies on a slope of a minor tributary of the upper Buchanan River in the Arthur River catchment. The immediate catchment of the reserve (including the reserve) is approximately 31 ha.

A site assessment was undertaken on 17<sup>th</sup> September, with John Firth (Land Conservation Officer, DPIRD) and the proponent farmers, Scott Angwin and Anthony Rowell. Since 2012, the health of the vegetation in the lower part of the reserve has declined significantly (Figure 3). Aerial imagery indicates that the reserve has only become degraded since around 2006 (Figure 2). Spiny rush has infested the soak and wet areas downslope. Bare areas have become more extensive above the flow line. Active seepage was observed along the slope in and just above the flowline, with a shallow hole dug being saline (in the order of 77 mS/cm). This appears to be hillside seepage from a perched water table derived from recharge on the slope to the east on a very firm clay base and is confined to within the reserve. Waterlogging in this area is exacerbated by runoff from Dongolocking Rd being directed into the reserve, however topsoil has not yet been eroded to any extent.

Figure 2. Reserve 10407 with 2 m DEM contours (imagery February 2006).



Figure 3. Aerial Imagery from Google Earth of R10407 at 3 times since inspection in 2012.

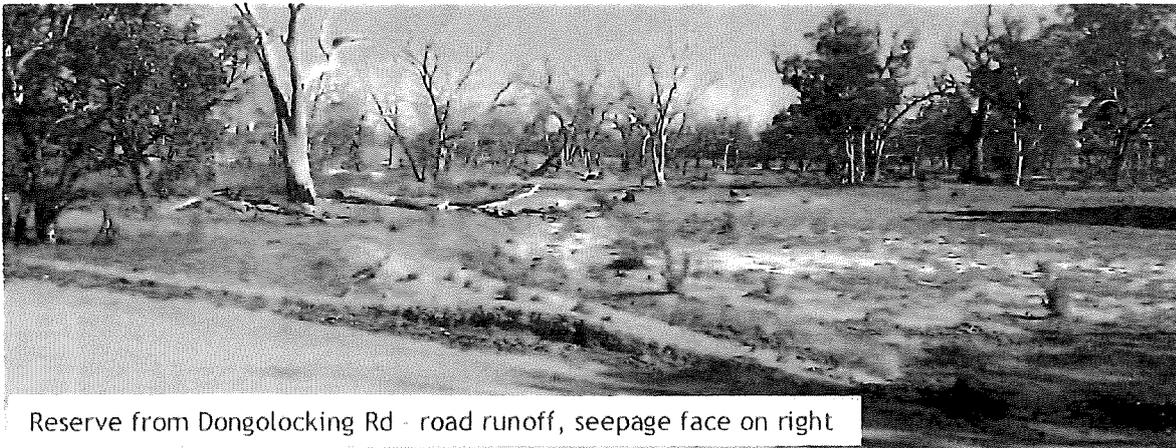


19 September 2019

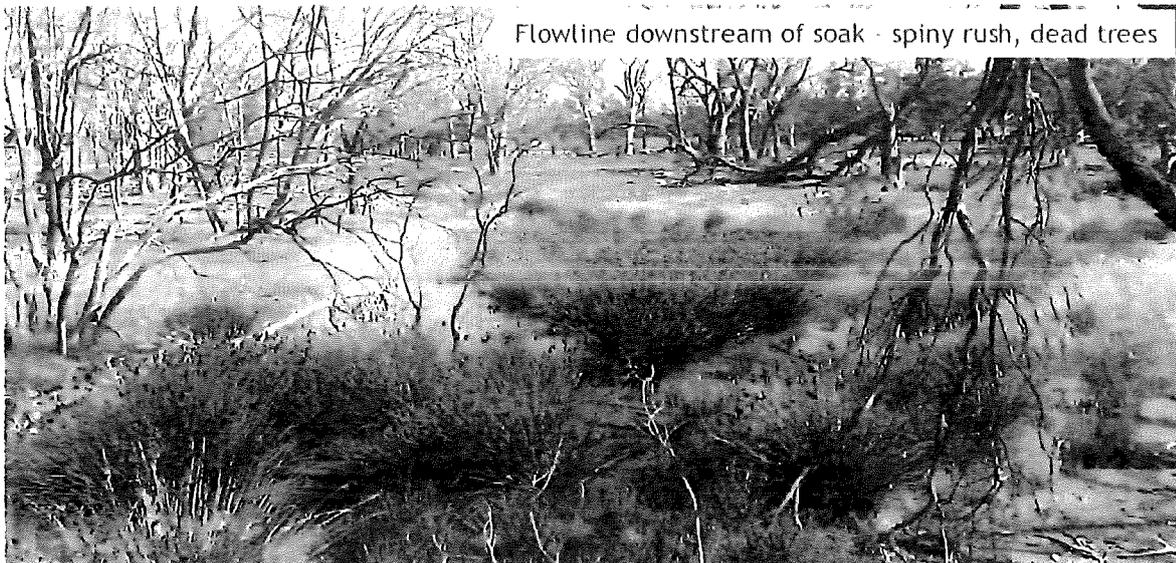
Salinity of the soak was in the order of 7 mS/cm (in Sept. 2012 it was 19 mS/cm, but not actively seeping). It is likely that the old well intersected a sand seam running from the south, visible in aerial imagery.

## 2.1 Photos

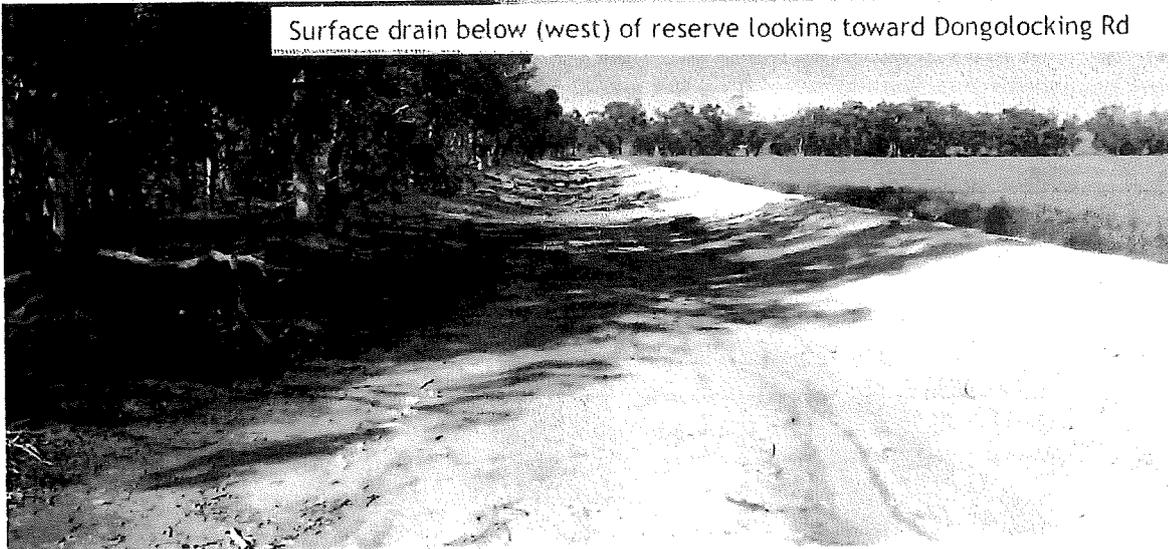
The following images (and cover images) were taken during the site assessment.



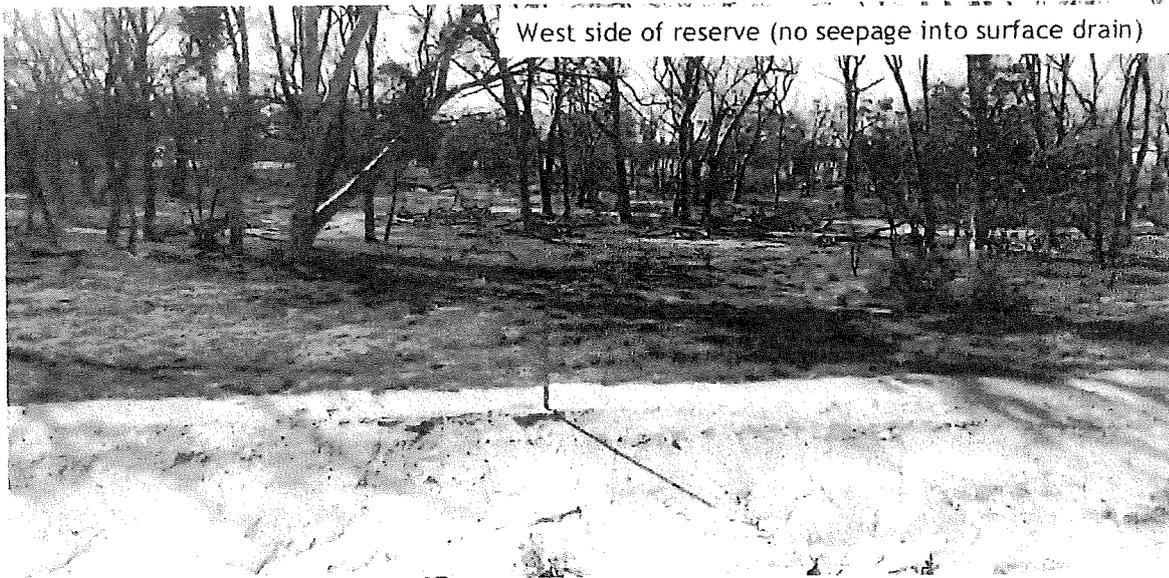
Auger hole in discharge area  $\approx$  2 hours after drilling



Surface drain below (west) of reserve looking toward Dongolocking Rd



West side of reserve (no seepage into surface drain)



### 3 REQUIREMENTS

The key requirement is to encourage vegetative cover of the bare soils. In order to allow natural vegetation to re-establish, the site needs to be dewatered. Once the soil profile is no longer saturated, leaf fall from the remaining trees and accumulation of other vegetative debris will mulch the area and there appears to be sufficient stock of existing understorey vegetation and herbs to gradually recolonise the degraded areas.

Surface water needs to be excluded from the discharge area in order to reduce the risk of erosion on wet, bare soils. Road runoff needs to be diverted away from the reserve – the roadside drainage should be continued down the road to the existing surface water drain on the western boundary of the reserve.

Varied extent of dewatering can be achieved, depending on the depth of drainage used. To dewater the topsoil only, a shallow drain around 0.5 m deep (to the depth of clay on which the perched water table sits) would be required. However, this is not likely to provide sufficient dewatered profile to allow any live trees to recover or new trees to re-establish and survive. In addition, the recovery

may be limited in area (it may not sufficiently dewater the actual flowline area) and will not provide sufficient enhanced discharge to match inflow from the sand seam which supplies the soak and may be providing upward groundwater pressure on the reserve.

A groundwater drain through the reserve should dewater the reserve sufficiently to allow recovery of trees and establishment of other vegetation. However, the discharge needs to be managed and the drain itself will create an unsightly scar as it will be up to 10 m wide (including spoil banks). Any groundwater drain needs to exclude surface water to prevent erosion of the drain;

Sub surface drainage is likely to be saline, at least during initial dewatering. Thus, the discharge will need to be managed to avoid downstream impacts. The surface water flows (and current saline wash-off) enters the surface drain running along the west boundary of the reserve which discharges into a treed creekline about 1.4 km from the Buchanan River. None of these areas are saline and the Buchanan River does not become significantly waterlogged or saline until 1.8 km further downstream. Ideally, saline discharge should be stored in a detention basin until larger flow events, when it can be diluted and flushed downstream.

An alternative option raised by Mr Angwin was to re-establish the well and pump from it. However, this was dismissed as it is likely that this would not intercept the more extensive shallow discharge, as well as incurring on-going costs of pumping, though would be a neater, more contained option.

### 3.1 Proposed Works

A groundwater drain is to be constructed from the old well, following the flowline to the west boundary of the reserve, then along the existing surface water drain, grading out to approximately ground level north of the reserve (Figure 4). The section following the west boundary should be constructed *outside* the reserve. A detention basin should be constructed to ensure the discharge of saline water into a non-degraded environment only occurs when there is reasonable surface flow occurring in the discharge waterway. The location of the detention basin and discharge end of the groundwater drain will be determined by the slopes to obtain a depth where it crosses the reserve boundary of around 1.5 m deep (which will achieve a depth of 2 m through the critical section below the soak).

The drain should have an effective life of around 5 to 10 years, by which time the sides will have slumped to some extent and the bed sedimented. However, by this time, ground cover vegetation should have re-established, live trees will have regenerated, and new tree seedlings established themselves.

### 3.2 Design Criteria

The groundwater drain must exclude all surface water to prevent erosion, and must be constructed to ensure minimal maintenance requirement. Details of the groundwater drain cross section are shown in Figure 5. If a second soft layer is intersected below the clay/sand interface, a second bench should be constructed, of the same width as the top bench. Spoil banks should be placed on both sides of the drain along its whole length, and around the top end. The top of the spoil bank should be shaped to slope down away from the drain to shed water outside of the drain. If possible, topsoil should be spread over the spoil banks to encourage vegetative growth on them and thus reduce erosion.

Most of the vegetation along the proposed alignment is dead, or are weeds.

Figure 4. Proposed Works on and near reserve 10407.

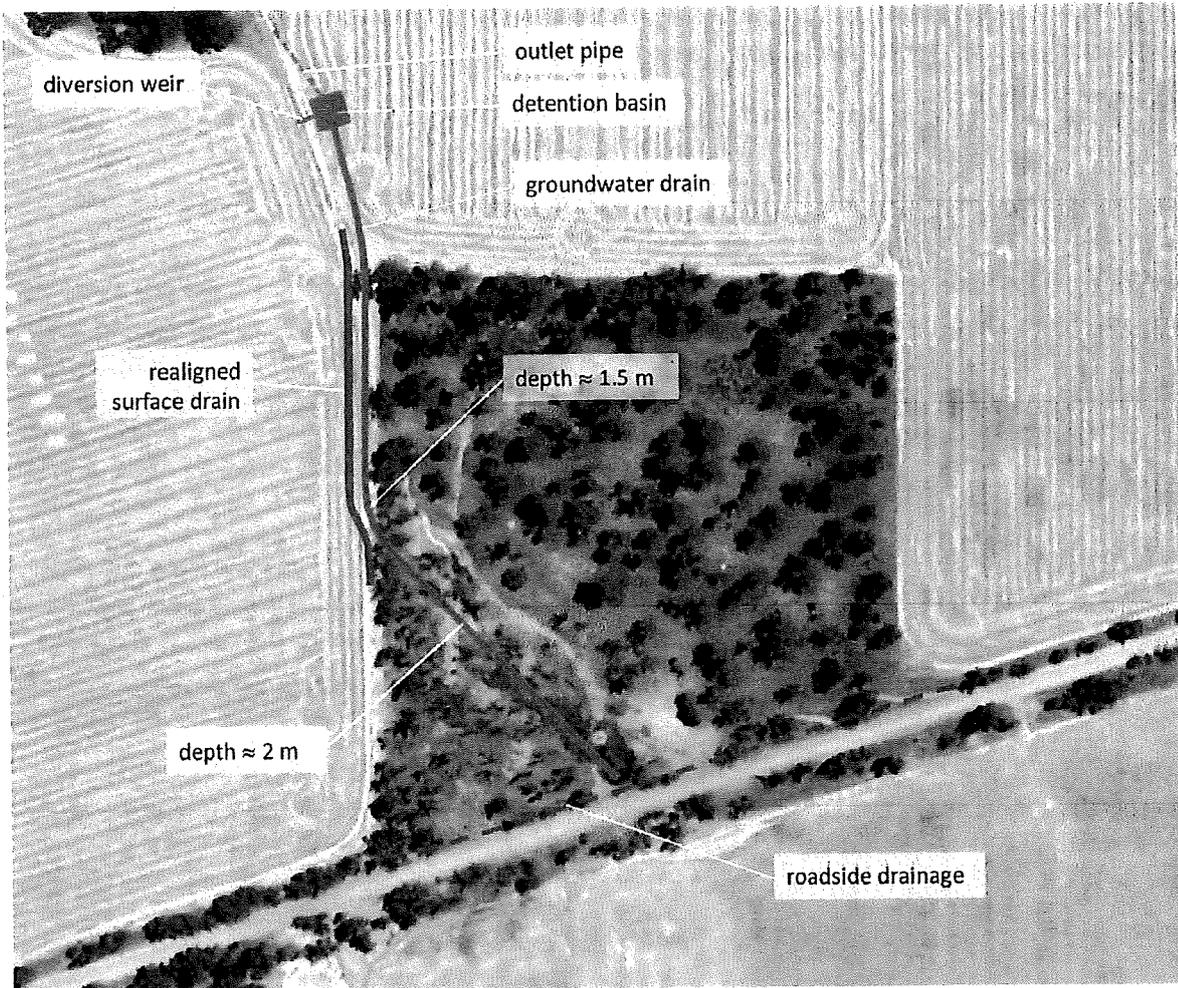
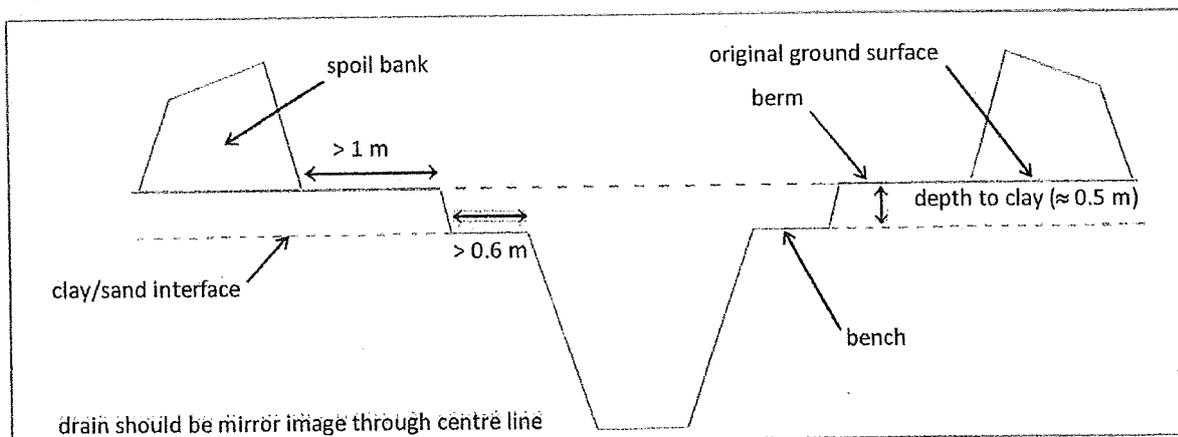


Figure 5. Details of the proposed groundwater drain cross section.



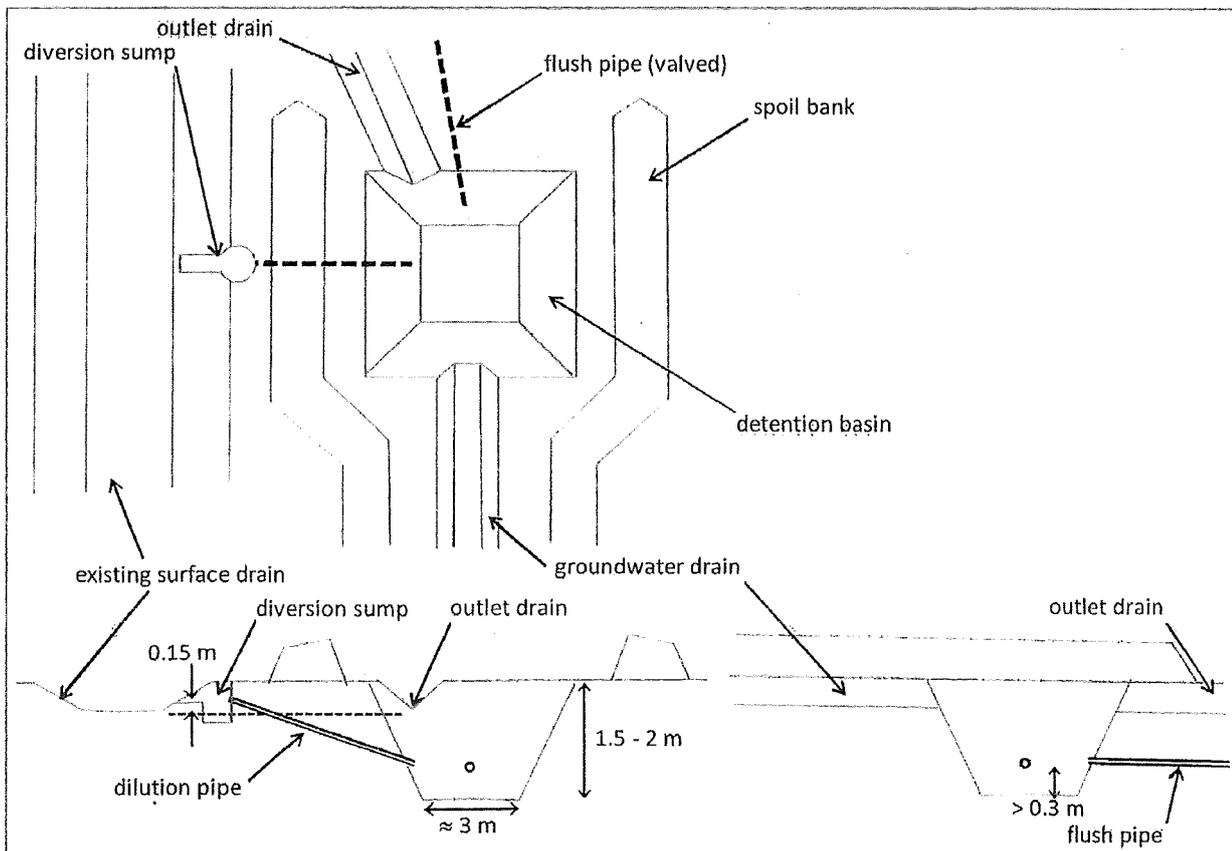
The detention basin is comprised of an earth sump (located on impermeable clay – same suitability as a dam) proximate to the existing surface drain. A small sump should be constructed to the side of the surface drain, with a pipe linking to the detention basin. The dilution pipe should be around 90 – 150 mm PVC (whatever is available), and the invert of the sump connection channel and dilution pipe should be 150 mm above the bed of the surface channel. This is designed to exclude

flows less than 1:1 year (depth of flow 150 mm). The outlet of the dilution pipe into the basin should be set near the base of the basin to prevent erosion when the basin is empty, but above any potential sediment (say 0.3 m). The detention basin only needs to be constructed with a base of around 3 m and depth of around 1.5 – 2 m – whatever is practical for the machinery used to construct it. Sides should be battered to maintain stability (1:2 – 1:3), though one slope needs to be shallow enough so that a loader can be used to clean out sediment. The outlet drain invert should be at the same elevation as the floor of the surface drain. Spoil banks should be continued around the sides of the detention basin to prevent inflow of surface water. Details of the basin are shown in Figure 6.

A flushing pipe (say 50 mm diameter) can be installed to allow the sump to be drained when larger surface flows are experienced. The pipe should be set to about 0.3 m above the floor of the basin (to avoid sediment) and graded out to natural surface downslope, with a readily accessible valve. Alternatively, a siphon or pump could be used, not requiring a built-in pipe.

After use for some period, the detention basin needs to be reviewed, and if not performing appropriately, adjustments made. If the detention basin overflows when there is no surface water flow, it needs to be enlarged (by deepening or lengthening). If the detention basin does not overflow sufficiently (ie. whenever there is reasonable flow in the surface drain), then the dilution pipe needs to be lowered slightly or increased in diameter (or an additional pipe installed). Sediment build up in the surface drain sump and in the basin will need to be cleaned out on a regular basis.

Figure 6. Details of the proposed saline water detention basin and discharge.



### 3.3 Permits

A permit to clear native vegetation will be required for the reserve section of the groundwater drain (approx. 160 m long x 10 m wide).

A Notice of Intent to Drain has been submitted to the Commissioner of Soil and Land Conservation by the farmer proponents and the Commissioner's representative John Firth has seen the proposal and discussed it with the proponents.

The proposed works within and immediately downstream of the reserve are not in a defined waterway, so a permit to interfere with bed or banks of a waterway is not required.

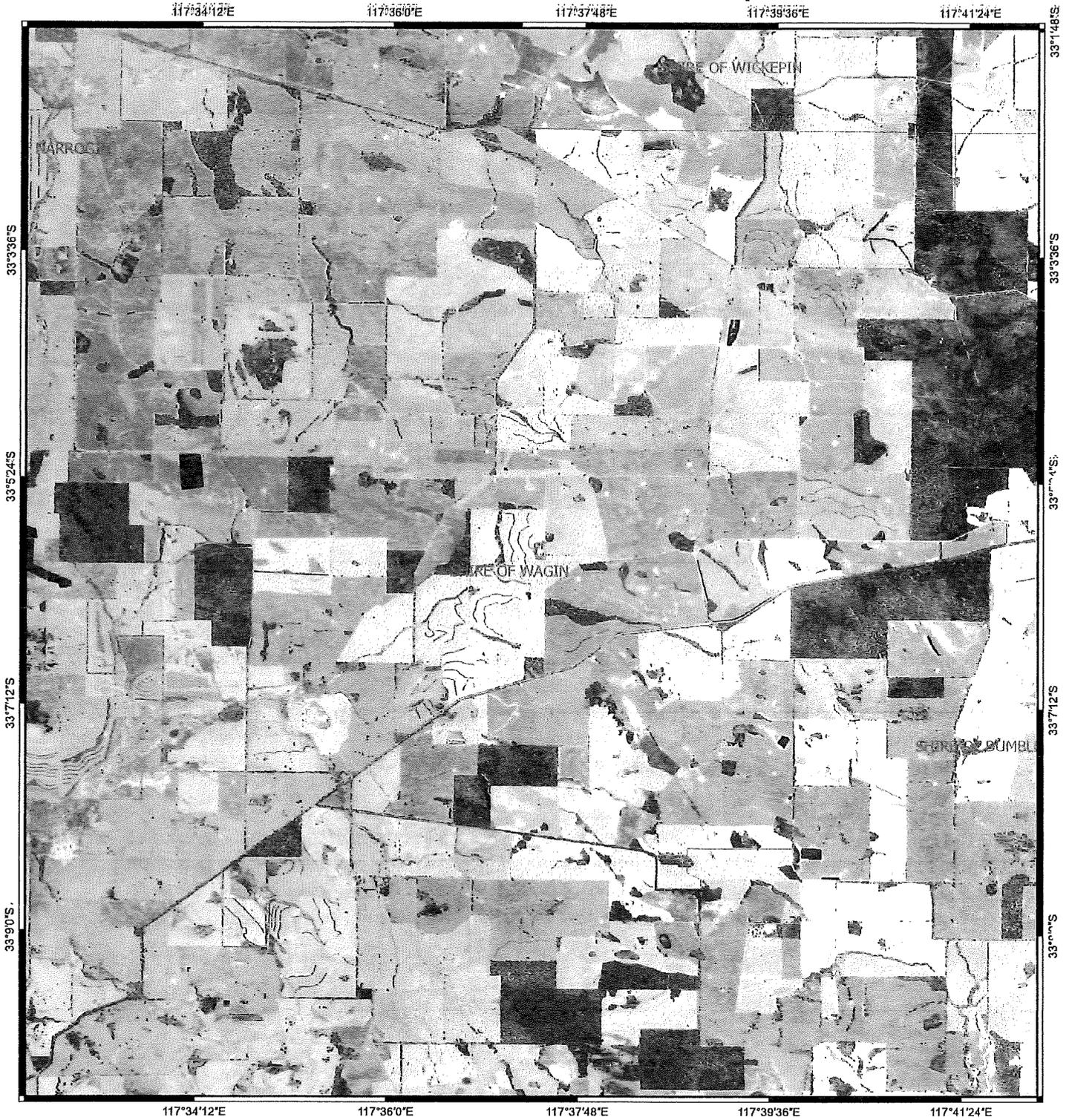
## 4 SUMMARY

Reserve 10407 is subject to hillside seepage from 2 sources – a perched water table from the slope to the east and a sand seam extending to the south, from which water used to be extracted via a well and is the reason for the reserve being vested for water supply. The former is quite saline and has caused significant decline in vegetation in the last 10 years or so. The latter most likely creates an upward groundwater pressure which reduces any chance of leaching or drainage.

It is desirable to re-establish natural vegetation to increase water use (and prevent further expansion of waterlogging/salinisation) and to also make the area look better. Dewatering is required to allow natural vegetation to recover and recolonise the bare areas. This will best be achieved using a groundwater drain up to 2 m deep. Road drainage currently diverted into the reserve must be continued along the road to the existing surface water drain below/west of the reserve.

The groundwater drain must be enclosed by spoil banks to minimise surface water ingress and should have side benches at the depth of the sand/clay interface to avoid slumping. A detention basin to temporarily store saline discharge water will be required downstream of the reserve to prevent saline flow through the downstream non-degraded environment.

# CPS 8702/1 - Context map



## Legend

-  CPS areas applied to clear
-  Local Government Authorities

## Image



0 1 2 km



MGA84  
Geocentric Datum of Australia 1994



GOVERNMENT OF  
WESTERN AUSTRALIA

# CPS 8702/1 - Map



## Legend

-  CPS areas applied to clear
-  Local Government Authorities
- Cadastral
-  Roads
- Image



0 50 100 m



MGA94  
Geocentric Datum of Australia 1994



GOVERNMENT OF  
WESTERN AUSTRALIA

### 13. AGENDA ITEMS

#### 13.1 BRIDGE TENDER – BALLAYING SOUTH BRIDGE NO # 4859

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Ballaying South Road
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 <sup>th</sup> December 2019
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.TE.2
ATTACHMENTS:	Nil

#### BRIEF SUMMARY:

Tenders were called for the construction of a culvert on Ballaying South Road.

#### BACKGROUND/COMMENT

Tenders for the construction of a culvert to replace Bridge No. 4859 closed on the 11<sup>th</sup> December 2019. Council have purchased the concrete culverts for this project.

Work will start early February with a 6-week construction period.

9 tenders were received ranging in price from \$84,738 to \$563,996.

Tenders received were as follows: -

• AK Evans Earthmoving – Wedgefield	\$563,996
• Jonor Construction – Bunbury	\$261,701
• TCD Civil Construction – Rockingham	\$256,985
• Vasse Civil & Drainage – Busselton	\$229,570
• Civil Kerbing & Concreting – Collie	\$207,220
• Halanson Earthmoving – Narrogin	\$186,780
• Fulton Hogan - Picton	\$178,034
• C Cutri – Narrogin	\$176,000
• Narrogin Earthmoving – Narrogin	\$ 84,738

All prices above include GST.

We also received a tender from Humes Concrete for the box culverts only.

The tenders received are conforming with the tender documents that were distributed.

The tender from Mr C Cutri does not include earth works, which the Shire was going to undertake. The estimated value of the Shire work is \$25,000.

The tender from Narrogin Earthmoving appears very low when comparing it to most of the other tenders, so I have discounted this tender.

The Manager of Works has viewed the tenders received and we both recommend Halanson Earthmoving to be awarded the tender for the construction of the culvert.

**CONSULTATION/COMMUNICATION**

Manager of Works

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Funding for Culvert is from MRWA = \$422,000

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That the tender received for the construction of a culvert on Ballaying South Road be awarded to Halanson Earthmoving for the amount of \$186,780 including GST.

Carried

## 13.2 HANGAR LAYOUT – WAGIN AIRPORT

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Wagin Airport
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	2 <sup>nd</sup> December 2019
PREVIOUS REPORT(S):	15 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	Layout - Plan

### BRIEF SUMMARY:

A layout of the proposed location for the hangars has been completed. It allows for 5 hangars to be erected alongside Lot 1874.

### BACKGROUND/COMMENT

Council asked for further investigation into the possibility of hangars being erected along the eastern side of Lot 1874. This has been done.

5 hangars can be erected along this boundary. These hangars can be up to 15m x 18m. Number 1 hangar could be up to 15m x 24m. This allows entry to the private block of 38m. The CEO has contacted the owner of Lot 1874, Nic Politis, with his following reply: -

*Hi Pete. Hope you are well. Mate I have visited Wagin on a number of occasions but keep missing you unfortunately. The hangars look great. Will there be enough access for entry off the airstrip? Does CASA have min requirements? I am still interested in developing on my site. I could look at building onto the back of the shires in the future. Be nice to see it commence.*

A copy of the new layout was also sent to the Airport Development Committee with Gary Smith replying: -

*When I was looking at it I got the response below from the Aerodrome Management Services (attached most of it below), Luke said he had carbon copied my email to their engineer, just for you information, I liked the proposed hangars drawing, if I owned the 4 acres there, I wouldn't like the hangar in front of "my" shed, the shed is pretty buggered so probably would need pulling down and turning 90 degrees, it's a pity that the shire doesn't own the land and the proposed hangars could go there.*

*Cheers  
Gary*

**Aerodrome Management Services – Luke Bruce-Smith**

*Thanks for the images.*

*As discussed, if new hangars are to be constructed, by advice would be to carry out an engineering assessment of the proposed position of the hangars versus the runways, obstacle limitation surfaces and other services. It is also important to consider future use of the*

*aerodrome, master planning etc, when constructing new buildings and infrastructure to help prevent future headache.*

*I have CC'd Fraser and Josh in our engineering team. They can respond to you with some general advice about the possible locations of your hangers and this may lead into formal advice as I discussed.*

The CEO has had one enquiry about site 1 from Vicki Morris. She is ready to commence building in early 2020 and would be used to store her plane as well as some of Paul Drayton's from Wagin Aero Service. The development of the hangar sites will be on a first come basis.

I believe that Council should proceed with the proposal to allow hangars to be erected along the eastern side of Lot 1874. Some minor earth works are required to level the ground and gravel cartage. There is a budget allocation of \$20,000 for work at the airport in 2019/20

**CONSULTATION/COMMUNICATION**

Airport Development Committee  
Cr G Ball

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Allocation of \$20,000 in 2019/20 Budget

**STRATEGIC IMPLICATIONS:**

Allow for the expansion of the Wagin Airport

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council approve of the development of 5 hangars along the eastern side of Lot 1874 as per the development plan that had been prepared by Exurban.

Carried



### 13.3 REQUEST FOR HANGAR AT THE WAGIN AIRPORT – BY VICKI MORRIS

PROPONENT:	Vicki Morris
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	3 <sup>rd</sup> December 2019
PREVIOUS REPORT(S):	15 <sup>th</sup> November 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	Nil

#### BRIEF SUMMARY:

Vicki Morris has requested hangar space at the Wagin airport. The hangar would be used for her aircraft and any overflow from Wagin Aero Service.

#### BACKGROUND/COMMENT

The following email has been received: -

*Re: Request for hangar site at Wagin Airfield ...*

*Further to our phone discussion today, I would like to formally request a site to erect a hangar at the airfield. Should my request be successful, I will immediately begin the planning required to build.*

*I have always had an agreement with Paul Drayton that my new hangar will become an overflow hangar for Wagin Aero Services. Given that an extension on the business hangar will not be going ahead now, my hangar will be even more crucial for this purpose.*

*For this reason and for the convenience of moving planes between hangars, I would like to request the first [southern] hangar site in the planned avenue.*

*I am very keen to base a plane and car at Wagin in order to operate my business in the surrounding districts and to transition out of Esperance and back into the Wagin area to live.*

*I am very impressed with this development and look forward to being part of it.*

Should Council agree to this request, subject to Council agreeing with the new layout plan, Vicki Morris wants to erect a hangar early in 2020.

Council has draft leases for the airport and this can be signed at any time. The cost is \$400 + CPI increase each year. One consideration is that the maximum height of the of the hangar is 4.5m high which will face the cross strip.

The CEO believes that any development will enhance the future growth of the airport.

#### CONSULTATION/COMMUNICATION

Airport Development Committee

Greg Ball  
Paul Drayton

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Vicki Morris be given approval to erect a hangar on site 1 at the Wagin Airport. The hangar is not to exceed 15m deep by 24m wide nor over 4.5m in height.

Carried

### 13.4 NOMINATIONS TO COUNCIL COMMITTEES – WAGIN TOURISM AND PROMOTION AND THE PIESSEVILLE HALL MANAGEMENT COMMITTEE

PROPONENT:	Chief Executive Officer
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	15 <sup>th</sup> November 2019
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.IN.1
ATTACHMENTS:	CV of Cassandra Brennan

#### BRIEF SUMMARY:

Nominations were called for members of the public to become members of the Tourist promotion Committee and the Piesseville Hall Management Committee.

We received the following: -

**Wagin Tourist Promotion & Committee:** - Mr N Chilcott, Mrs F Dawson, Mr T Quartermaine (Rotary), Mrs C Toovey & Ms Cassandra Brennan & Mr A Mydie.

**Piesseville Hall Management Committee:** - Mr B Edwards, Mr & Mrs R & C Goldsmith, Mrs K Walker & Mr R Clarke.

#### BACKGROUND/COMMENT

The appointment to these committees is in line with the Local Government Act 1995 sec 5.8 and Councils committee system and need to be renewed every two years.

#### Wagin Tourist Promotion & Committee

- Council has received 5 nominations for this committee
- Council also invites representatives from WAGS and Loins onto this committee.
- Council's nominees to this committee is Cr Chilcott & Cr West
- We received one nomination from Cassandra Brennan from Perth and her CV is attached.

#### Piesseville Hall Management Committee

- Council received 5 nominations for this committee
- Council's nominee to this committee is Cr Blight

The committees are operating well and should be reappointed

#### CONSULTATION/COMMUNICATION

Nil

#### STATUTORY/LEGAL IMPLICATIONS:

Nil

#### POLICY IMPLICATIONS:

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Absolute

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That the following people be appointed to the Wagin Tourist and Promotion Committee until October 2021.

Mr N Chilcott, Mrs F Dawson, Mr Quartermaine (Rotary), Mrs C Toovey, Ms C Brennan, Mr Alep Mydie, 1 representative from Wagin Lions and 1 representative from Wagin Action Group

Carried

**OFFICERS RECOMMENDATION**

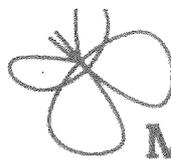
Moved: Cr.

Seconded: Cr.

That the following people be appointed to the Piesseville Hall Management Committee until October 2021.

Mr B Edwards, Mr R Goldsmith, Mrs C Goldsmith, Mrs K Walker & Mr R Clarke.

Carried



**MONARCH EVENTS**

bringing your event to life

## Cassandra Brennan and Monarch Events

Monarch Events is a boutique event management company based in Western Australia.

Managing Director, Cassandra Brennan, has over 30 years experience in the events industry having worked on large-scale concerts (such as Bon Jovi, U2, The Who and David Bowie), outdoor festivals (eg Polo in the City Perth and Sydney), smaller community events, corporate networking events, conferences, gala balls and strategic meetings – just to name a few!

Cassandra's experience and longevity in the industry means that she has well-established and strong partnerships with most of WA's event suppliers and contractors. Not afraid to pick up the phone, she can secure unique and creative results, quickly, through her network.

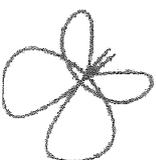
She has a wealth of knowledge around risk management, OHS, site management, and stage management – guaranteeing safe events for her clients and their patrons.

Monarch Events has managed multiple events for (amongst others) WA Mining Club, the Institute of Instrumentation, Control and Automation, Master Painters and Decorators Australia, Master Plumbers and Gasfitters Association WA. She has a client base that is diverse and challenging.

Cassandra Brennan is currently the Events Industry Association of Western Australia's immediate past president – a non-profit association representing the State's events industry and dedicated to fostering high professional standards in the delivery and management of events. She was involved since its inception in 1995 and has taken the EIA to a level where its members are being heard by government and other industry boards and is seen as a relevant player in the marketplace.

Cassandra has also been involved in other boards (currently advises the board of the WA Mining Club and has been for 15 years) including local sporting and community groups.

Her skillset includes database management, membership management, database analysis, event management, sponsorship and a range of other tasks relating to sourcing and managing members of not for profit associations.



**Managing Director | Cassandra  
Brennan 0402 845 459 |**

**cassandra@monarchevents.com.au**

#### 14. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS

- a) Elected Members
- b) Officer's

#### 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