



## AGENDA

---

# ORDINARY MEETING OF COUNCIL

---

26 OCTOBER 2021



---

**SHIRE OF WAGIN**  
**NOTICE OF MEETING**

---

**Dear President and Councillors,**

**The next Ordinary Meeting of Council will be held**

**ON: Tuesday 26 October 2021**

**WHERE: Council Chambers, Shire Office**

**AT: 7:00pm**

---

Bill Atkinson  
**CHIEF EXECUTIVE OFFICER**

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



## **DISCLAIMER**

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

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

**Bill Atkinson**  
CHIEF EXECUTIVE OFFICER



---

## SHIRE OF WAGIN

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Wagin on Tuesday 26 October 2021 commencing at 7pm

---

### CONTENTS

<b>1.</b>	<b>OFFICIAL OPENING</b> .....	<b>6</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b> .....	<b>6</b>
2.1	ATTENDANCE .....	6
2.2	APOLOGIES.....	6
2.3	APPROVED LEAVE OF ABSENCE.....	6
2.4	VISITORS.....	6
<b>3.</b>	<b>RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE</b> .....	<b>6</b>
<b>4.</b>	<b>PUBLIC QUESTION TIME</b> .....	<b>6</b>
<b>5.</b>	<b>APPLICATION FOR LEAVE OF ABSENCE</b> .....	<b>6</b>
<b>6.</b>	<b>PUBLIC FORUM</b> .....	<b>6</b>
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/</b> .....	<b>7</b>
<b>8.</b>	<b>DISCLOSURE OF FINANCIAL AND OTHER INTERESTS</b> .....	<b>7</b>
<b>9.</b>	<b>CONFIRMATION OF PREVIOUS MEETING MINUTES</b> .....	<b>7</b>
9.1	MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 28 SEPTEMBER 2021 .....	7
9.2	MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 19 OCTOBER 2021 .....	7
9.3	MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 05 OCTOBER 2021 .....	8
9.4	MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 06 OCTOBER 2021 .....	17
9.5	MINUTES FROM THE FINANCE AND GENERAL-PURPOSE COMMITTEE MEETING HELD 14 OCTOBER 2021 .....	30
<b>10.</b>	<b>STATUS REPORT – SEPTEMBER 2021</b> .....	<b>41</b>
<b>11.</b>	<b>FINANCIAL REPORTS</b> .....	<b>50</b>
11.1.	FINANCIAL REPORTS – AUGUST 2021 .....	50
11.2.	FINANCIAL REPORTS – SEPTEMBER 2021 .....	84
<b>12.</b>	<b>REPORTS TO COUNCIL</b> .....	<b>118</b>



---

<b>12.1</b>	<b>CHIEF EXECUTIVE OFFICER</b> .....	118
12.1.1	CHIEF EXECUTIVE OFFICER REPORT – AUGUST/SEPTEMBER 2021 .....	118
12.1.2.	CONNTROL OF GAZANIA – WAGIN TOWNSITE.....	122
12.1.3.	LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) UPDATE AND REVIEW OF PHASE 3 PRIORITIES .....	129
12.1.4.	NATIONAL AUSTRALIA BANK – OFFER TO GIFT PREMISES.....	132
<b>12.2</b>	<b>DEPUTY CHIEF EXECUTIVE OFFICER</b> .....	141
12.2.1	DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – SEPTEMBER 2021 .....	141
12.2.2.	RANGER AUTHORISATION .....	152
<b>12.3</b>	<b>MANAGER OF WORKS</b> .....	154
12.3.1	WORKS AND SERVICES REPORT – SEPTEMBER 2021.....	154
12.3.2.	TENDER FOR SUPPLY OF BITUMEN.....	157
12.3.3.	QUOTATIONS – CEMENT STABILISATION.....	158
<b>12.4</b>	<b>MANAGER OF FINANCE</b> .....	160
<b>12.5</b>	<b>ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR</b> .....	160
12.5.1	ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – OCTOBER 2021 .....	160
<b>12.6</b>	<b>TOWN PLANNER REPORT</b> .....	163
12.6.1.	DEVELOPMENT APPLICATION – PROPOSED ADDITIONS TO EXISTING SERVICE STATION.....	163
12.6.2.	DEVELOPMENT APPLICATION – EXISTING UNAUTHORISED WAREHOUSE / STORAGE DEVELOPMENT .....	220
<b>13.</b>	<b>ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS</b> .....	241
<b>14.</b>	<b>URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING</b> .....	241
<b>15.</b>	<b>CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)</b>	241
<b>16.</b>	<b>CLOSURE</b> .....	241



## 1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at \_\_\_\_\_pm.

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

### 2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr Wade Longmuir	
Cr Sherryl Chilcott	
Cr Bronwyn Hegarty	
Cr Geoff West	
Cr Ann O'Brien	
Bill Atkinson	Chief Executive Officer
Brian Roderick	Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Emily Edwards	Executive Assistant

### 2.2 APOLOGIES

### 2.3 APPROVED LEAVE OF ABSENCE

Cr Bryan Kilpatrick

### 2.4 VISITORS

## 3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

## 4. PUBLIC QUESTION TIME

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

## 5. APPLICATION FOR LEAVE OF ABSENCE

## 6. PUBLIC FORUM



**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/**

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

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

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

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

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 28  
SEPTEMBER 2021**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

**That the Minutes of the Ordinary Meeting of Council held on Tuesday 28 September 2021 and circulated to all Councillors, be confirmed as a true and accurate record.**

**Carried 0/0**

**9.2 MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 19 OCTOBER 2021**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

**That the Minutes of the Special Meeting of Council held on Tuesday 19 October 2021 and circulated to all Councillors, be confirmed as a true and accurate record.**

**Carried 0/0**



**9.3 MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 05 OCTOBER 2021**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

**That the Minutes of the Local Emergency Management Committee Meeting held on 05 October 2021, as attached, be received.**

**Carried 0/0**



# MINUTES

---

# LOCAL EMERGENCY MANAGEMENT COMMITTEE

---

5 OCTOBER 2021  
Ordinary Meeting of Council

## DISCLAIMER

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

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

**Bill Atkinson**  
CHIEF EXECUTIVE OFFICER

## GIFTS DISCLOSURE INFORMATION

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

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

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

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



---

## SHIRE OF WAGIN

Minutes for the Local Emergency Management Committee Meeting held in the Council Chambers, Wagin on Wednesday 5 October 2021 commencing at 7.07pm

---

### CONTENTS

<b>1.</b>	<b>OFFICIAL OPENING .....</b>	<b>4</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....</b>	<b>4</b>
2.1	ATTENDANCE .....	4
2.2	APOLOGIES .....	4
<b>3.</b>	<b>PUBLIC FORUM.....</b>	<b>4</b>
<b>4.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>4</b>
<b>5.</b>	<b>DISCLOSURE OF FINANCIAL AND OTHER INTERESTS .....</b>	<b>4</b>
<b>6.</b>	<b>CONFIRMATION OF PREVIOUS MEETING MINUTES .....</b>	<b>5</b>
<b>6.1</b>	<b>MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 10 NOVEMBER 2020.....</b>	<b>5</b>
<b>7.</b>	<b>STATUS REPORT – OCTOBER 2021 .....</b>	<b>6</b>
<b>8.</b>	<b>CORRESPONDENCE AND REPORTS .....</b>	<b>7</b>
8.1.1	MT LATHAM FIRE MITIGATION OPTIONS – INFORMATION ONLY .....	7
8.1.2	STREET CARNIVAL – DEC 17 – COVID PLAN TBA – INFORMATION ONLY .....	7
8.1.3	POWER SUPPLY TO EVACUATION CENTRE – INFORMATION ONLY .....	7
<b>9.</b>	<b>GENERAL BUSINESS.....</b>	<b>7</b>
<b>10.</b>	<b>CLOSURE.....</b>	<b>8</b>



## 1. OFFICIAL OPENING

Opened the meeting 7.07pm.

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

### 2.1 ATTENDANCE

P Blight	Shire President
T Cook	VFRS
M Davies – teams link	DCBA
T Pickering	Wagin District High School
J Brummelman	St John Ambulance
A Howell	St John Ambulance
S Bickers	Wagin Police
L Elms	SES
L Lucas	SES
B Roderick	Wagin Shire
D George	Wagin Shire

### 2.2 APOLOGIES

C Forrest	VFRS
S Vogel	DFES
R Goldsmith	CBFCO
C Goldsmith	BFB
J Innes	Wagin Medical Centre
J McFadyen	Western Power
A Smith	SEMC

## 3. PUBLIC FORUM

Nil

## 4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

## 5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

Nil

### 5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

### 5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil



## **6. CONFIRMATION OF PREVIOUS MEETING MINUTES**

### **6.1 MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 10 NOVEMBER 2020**

#### **COMMITTEE DECISION**

**Moved by Cr L Lucas**

**Seconded by T Cook**

**That the minutes of the Local Emergency Management Committee Meeting held on 10 Nov 2020 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.**

**Carried 9/0**



## 7. STATUS REPORT – OCTOBER 2021

Date	Description	Responsible Person	Action	Status	Comments
05/10/2021	St John Ambulance	R Willey	<ul style="list-style-type: none"> <li>Down on volunteers – unable to call for more till Feb 2021</li> <li>Business as usual</li> </ul>	Business as Usual	
05/10/2021	WAPOL	J Bridger	<ul style="list-style-type: none"> <li>Full contingent of staff</li> <li>Overview of border restrictions</li> <li>Evacuation Models required</li> <li>Request to notify local police regarding any people isolating in town.</li> </ul>		
05/10/2021	Waratah Lodge	A Mitchell	<ul style="list-style-type: none"> <li>Residents being cared for in their rooms</li> <li>Emergency plan &amp; drills ongoing</li> </ul>	Business as usual	
05/10/2021	Shire of Wagin	EHO & CEO	Public Events of larger than 500 require a COVID safety plan approved by the Health Directorate – anything under 500 can be approved by Local Government.	Business as usual	Current funding applications for: <ul style="list-style-type: none"> <li>Mitigation</li> <li>Tanks</li> <li>Emergency Generator</li> </ul>
05/10/2021	VFRS	T Cook	NA	Business as usual	
05/10/2021	SES	Cr L Lucas	Doing Water bombing training ATM	Business as usual	
05/10/2021	Roadwise	R Thornton	Handouts provided – stats to note: <ul style="list-style-type: none"> <li>Country roads have 91.4% of length</li> <li>With only 19% of use</li> <li>But 48% of killed or seriously injured</li> </ul>		Offered to attend any meetings/clubs/groups etc to present information around the topic



## 8. CORRESPONDENCE AND REPORTS

### 8.1.1 MT LATHAM FIRE MITIGATION OPTIONS – INFORMATION ONLY

Mount Latham continues to receive funding for mitigation works – with current plans for the creation of a larger fire break around the infrastructure giving higher levels of protection for the communication towers, along with installing an alternate exit point from the infrastructure heading north to the next line of accessible breaks.

### 8.1.2 STREET CARNIVAL – DEC 17 – COVID PLAN TBA – INFORMATION ONLY

Wagin Christmas Street Carnival date is set for December 17<sup>th</sup> in Tavistock Street, from 5.30pm to 8.30pm. Shire staff will close off the street from 4.30pm, allowing people currently in the street for various reasons the ability to leave via the Foodworks carpark, this ensures all contractors have sufficient time to set up items and equipment safely as needed.

The event includes live music, food, street entertainers, markets and side show type rides, along with an area for people to sit and enjoy the atmosphere.

### 8.1.3 POWER SUPPLY TO EVACUATION CENTRE – INFORMATION ONLY

The Shire has recently purchased a generator for emergency use if the power supply is affected. The generator can be connected to the shire office as incident control point or transferred to the sports ground to run an evacuation centre if required – in this circumstance the incident control point would also transfer to the Recreation centre.

Currently the shire office has the ability for the generator to plug straight in and run the office, however the sports ground power connection would need to be done by an electrician until we are in a position to install a connection at the mains board, at a cost of approx. \$4,147.00.

## 9. GENERAL BUSINESS

### 9.1.1 OIC UPDATE

- Introduction and overview of current status of station and staff
- Request for updated information related to LEMC
- Overview & handout of the LANSA
- Station refurbishment nearing completion, to be followed by official opening event

### 9.1.2 Power Supply to Evacuation Centre

- Committee requested a test run at shire office to ensure functionality
- Suggestion to ensure power connection at Rec centre grounds is completed
- Discussion around potential need for additional generator to run incident control at LG office and Evac centre at Rec grounds. Could be sourced/borrowed locally if the need arose.

### 9.1.3 St John Contact change

- Jos Brummelman is the new chair of St John, Wagin
  - [jos@brummelman.net](mailto:jos@brummelman.net)
  - 0400 093 776
- One of the ambulances is due for replacement & changes in Lotterywest funding means the money will need to be sourced locally, with funding runs ramping up soon.
- All crew must have full vaccinations



- Narrogin now have a full crew so Wagin doing less for them, but still the busiest area with 31 callouts this month
- 9.1.4 Wagin District High School
  - Planning underway for evacuation drill, working with police, VFRS, SES & St John
  - Staff encouraged to double vax
- 9.1.5 SES
  - Busy period with a number of call outs over a wide area
  - Recent approval of minibus to provide transport for full crew to call outs
  - New rescue vehicle has been allocated to Ngn SES along with an incident control vehicle which will provide cover over the region.
- 9.1.6 VFRS
  - COVID vaccinations are mandator for all crew
  - Struggling to find sufficient numbers for day shifts with work changes
  - Building extension to station sheds to provide for more requirements
- 9.1.7 DBCA
  - Currently preseason training underway
  - Joint exercise planned with Narrogin
  - Water bombing training coming up soon, Ngn & Katanning
- 9.1.8 Shire of Wagin
  - Handouts provided – exercise options for future meeting
  - NBN installation arranged for Rec Centre for use during emergency

## 10. CLOSURE

Next Meeting to be planned and scheduled before Woolorama with an exercise relating to Woolorama – to be arranged by WAPOL, St John, School, Hospital, SES & VFRS.

There being no further business the Chairperson thanked those in attendance and closed the meeting at 8:10pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 05 October 2021

*Signed:*

.....  
*Presiding Elected Member*

Date:

.....



**9.4 MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING  
HELD 06 OCTOBER 2021**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

**That the Minutes of the Sportsground Advisory Committee Meeting held on 06 October 2021, as attached, be received and the recommendations be adopted as decisions of Council.**

**Carried 0/0**



# MINUTES

---

# SPORTSGROUND ADVISORY COMMITTEE

---

6 OCTOBER 2021  
Ordinary Meeting of Council



## DISCLAIMER

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

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

**Bill Atkinson**  
CHIEF EXECUTIVE OFFICER

## GIFTS DISCLOSURE INFORMATION

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

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

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

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



---

## SHIRE OF WAGIN

Minutes for the Sportsground Advisory Committee meeting held at the Wagin Recreation Centre, Wagin on Wednesday 6<sup>th</sup> October 2020 commencing at 5:43pm

---

### CONTENTS

<b>1.</b>	<b>OFFICIAL OPENING</b> .....	<b>4</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b> .....	<b>4</b>
2.1	ATTENDANCE .....	4
2.2	APOLOGIES.....	4
<b>3.</b>	<b>PUBLIC FORUM</b> .....	<b>4</b>
<b>4.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b> .....	<b>4</b>
<b>5.</b>	<b>DISCLOSURE OF FINANCIAL AND OTHER INTERESTS</b> .....	<b>4</b>
<b>6</b>	<b>CONFIRMATION OF PREVIOUS MEETING MINUTES</b> .....	<b>5</b>
6.1	MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 18 AUGUST 2020 .....	5
<b>7.</b>	<b>STATUS REPORT - OCTOBER 2021</b> .....	<b>6</b>
<b>8.</b>	<b>CORRESPONDENCE AND REPORTS</b> .....	<b>9</b>
8.1.1	SPORTSGROUND PRECINCT REDEVELOPMENT / MASTERPLAN – UPDATE (INFORMATION ONLY) .....	9
8.1.2	WAGIN CRICKET CLUB – INDOOR CRICKET NET PROPOSAL- EXHIBITION SHED (INFORMATION ONLY).....	10
<b>9.</b>	<b>GENERAL BUSINESS</b> .....	<b>10</b>
9.1	WAGIN NETBALL CLUB – TROPHY CABINET REQUEST .....	10
9.2	WAGIN TROTTERING CLUB – INSTALLATION OF A SPRINT LANE REQUEST .....	10
9.3	WAGIN AGRICULTURAL SOCIETY – UPGRADES TO THE RODEO AREA .....	11
<b>10.</b>	<b>CLOSURE</b> .....	<b>11</b>



## 1. OFFICIAL OPENING

Opened the meeting 5:43pm.

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

### 2.1 ATTENDANCE

Cr Sherryl Chilcott  
Dwight Kellow  
Dale Lloyd  
Jasmine Watson  
Kevin Spurr  
Paul Powell  
Howie Ward  
Brian Roderick  
Kim Hough

Chairperson  
Wagin Cricket Club  
Wagin Hockey Club  
Wagin Netball club  
Wagin Trotting Club  
Wagin Agricultural Society  
Wagin Agricultural Society  
Deputy Chief Executive Officer  
Sport and Recreation Officer

### 2.2 APOLOGIES

Cr Geoff West  
Cr Wade Longmuir  
Jodie Sercombe  
Ashley Boundy  
Stuart Johansson  
Brenden Hall

Councillor  
Councillor  
Wagin Playgroup  
Wagin Netball Club  
Wagin Football Club  
Wagin Cricket Club

## 3. PUBLIC FORUM

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

## 4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

## 5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

### 5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6



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

**6 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**6.1 MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 18 AUGUST 2020**

**COMMITTEE DECISION**

**Moved Mr Dwight Kellow**

**Seconded Mr Kevin Spurr**

**That the minutes of the Sportsground Advisory Committee meeting held on 18<sup>th</sup> August 2020 and circulated to all Councillors, be confirmed as a true and accurate record.**

**Carried 7/0**



## 7. STATUS REPORT - OCTOBER 2021

Date	Description	Responsible Person	Action	Status	Comments
25 July 2018	Sportsground Track Lights	Brian Roderick	Council, in the 2018/2019 Budget, put away \$25,000 in their Recreation Development Reserve Fund towards future upgrades of the lighting system.	<b>Completed</b>	<p><b>Council has also allocated \$25,000 in the 2019/2020 and 2020/2021 Budgets towards upgrading the Sportsground Track Lights.</b></p> <p><b>Council have again budgeted to transfer a further \$25,000 into Recreation Reserve for the future upgrade of lights.</b></p> <p><b>The Shire will be engaging a contractor to carry out a Sportsground lighting audit at a cost of \$3,500. At the end of this financial year there will be \$96,500 aside for upgrading the Sportsground lighting.</b></p>



22 May 2019	Wagin Trotting Club Upgrades	Brian Roderick	The commentary / judges box is still very old and does not meet OHS standards. The Trotting Club has estimated it will cost \$70,000 to replace the commentary / judges box with a new pre-fabricated facility. They are confident of securing most of the funding from Racing Wagering WA, however will also need funds from the Shire. They have submitted a budget request from the Shire for \$10,000.	Ongoing	<p><b>The Trotting Club to provide an update on this development.</b></p> <p><b>Council have again carried over the Shire's \$10,000 contribution to the 2020/2021 Budget</b></p> <p><b>The Trotting Club to give an update on this project. Council's \$10,000 contribution has not been carried forward to 2021/2022.</b></p>
22 May 2019	Permanent Ticket Box	Brian Roderick	The Sportsground Committee is requested to look at the merits of building a permanent small brick ticket box at the main entrance of the Showgrounds. Staff are looking for direction from this Committee regarding the placement of a box.	Ongoing	<p><b>There is an item in this agenda to consider to progress this project.</b></p> <p><b>Project Completed</b></p>
22 May 2019	Sportsground Precinct Redevelopment	Brian Roderick	Final site master plan option, facility concept plans, cost implications and other associated documentation/information	Ongoing	<p><b>Please refer to the update in this meeting agenda.</b></p> <p><b>Steering Committee formed, currently going</b></p>



			will be completed by September this year.		<b>through the planning process – refer 9.1.1 for update</b>
22 May 2019	Indoor Courts Playing Surface	Brian Roderick	Mandy Harrington, from the Wagin Netball Club, advised the Committee of a problem with a small area of the western end court where it had bubbled and become dangerous to play on.	<b>Ongoing</b>	<p><b>Staff have consulted manufacturers/repairers of the surface and at this stage there does not seem to be a reasonable solution. Further information will be provided at the meeting.</b></p> <p><b>Aura Sports, manufacturers of the court surface, inspected the court issue in June and have agreed to come back in November this year to repair. The cost to Council is \$20,000, they have advised this will rectify the issue</b></p>



## 8. CORRESPONDENCE AND REPORTS

### 8.1.1 SPORTSGROUND PRECINCT REDEVELOPMENT / MASTERPLAN – UPDATE (INFORMATION ONLY)

The Sportsground Precinct Master Plan was endorsed by Council at the August 2020 meeting of Council. The final plan has now been made available to the community in different mediums, it has also been emailed out to all interested persons and community clubs / groups.

In April this year, Council ratified the membership of the newly formed Sportsground Precinct Re-development Steering Committee, the Committee is made up of the following members:

Cr Phillip Blight	Shire of Wagin - Councillor
Cr Wade Longmuir	Shire of Wagin - Councillor
Bronwyn Hegarty	Wagin Bowling Club
Fiona Dawson	Wagin Pony Club
Howie Ward	Wagin Ag Society
Paul Powell	Wagin Ag Society
Brenden Hall	Wagin Cricket Club
Dwight Kellow	Wagin Hockey Club
Kevin Spurr	Wagin Trotting Club
Campbell Clifton	Community Member
Stephen van Schalkwyk	Community Member

Council also adopted a Terms of Reference for the new steering committee.

The Steering Committee have met three times over the past five months, the following items have been agreed or actioned:

- The Sportsground and Recreation Masterplan – Feasibility Study has been reviewed.
- The seventeen development items were trimmed back to fourteen and ranked in order of preference, however the Committee felt all the development items should be carried out as part of a one stage development.
- A suitably qualified surveyor and underground surveyor were engaged to carry out underground and above ground survey maps, particularly identifying underground services in relation to the sports hub footprint.
- A detailed underground services map was produced and analysed by the committee. There is significant utility infrastructure throughout the area, including a Water Corp sewer line. However, it was the Committee view that the Sports Hub as drawn was still achievable.
- The Committee has recommended to council that to Council that a architect be engaged to confirm and draw the elements of the Sports Hub (club house, greens, courts, fencing, lighting) in relation to the services and property boundaries.
- The Wagin Agricultural Society is to determine the size and specifications of their new proposed sheep shed and report back to the steering committee.



- Funding options are being investigated to maximise development revenue. The Committee feel that the Wagin Ag Society development is integral to attract significant government funding.

### **8.1.2 WAGIN CRICKET CLUB – INDOOR CRICKET NET PROPOSAL- EXHIBITION SHED (INFORMATION ONLY)**

Council has given approval to the Wagin Cricket Club to use the Exhibition Shed at the Wagin Sportsground to establish a movable indoor practice net facility during the cricket season.

The approval is based on the removal of the net and pitch, to the satisfaction of the Wagin Agricultural Society, two weeks prior to the Woolorama show each year.

The establishment of an indoor net facility will allow the Cricket Club to set up and make greater use of their bowling machine, providing valuable batting practice to both junior and Senior players. Council was pleased to see an empty shire facility being utilised during the year.

## **9. GENERAL BUSINESS**

### **9.1 WAGIN NETBALL CLUB – TROPHY CABINET REQUEST**

The Netball Club has written to Council seeking permission to install a small trophy cabinet between the manager's office and tiered seating in the Wagin Recreation Centre auditorium. They have advised that the club would pay all costs associated with the purchase and installation of the cabinet and have given their assurance that the cabinet will not be made out of glass but rather a plastic material.

Council's Recreation Officer, Kim Hough, advised the Committee that the new cabinet would not cause any issues with the usage or operation of the centre and would work with the netball club to ensure it is installed in the optimum position.

#### **COMMITTEE DECISION**

**Moved Mr Dwight Kellow**

**Seconded Mr Dale Lloyd**

**That the Committee recommend to Council that approval be given to the Wagin Netball Club to install a trophy cabinet in the Wagin Recreation Centre auditorium to the satisfaction of the shire's Recreation Officer.**

**Carried 7/0**

### **9.2 WAGIN TROTTERING CLUB – INSTALLATION OF A SPRINT LANE REQUEST**

Kevin Spurr, President of the Wagin Trotting Club, is looking at the possibility of installing a sprint lane on the inside lane to the current Trotting track, this would entail creating a new passing lane on the home straight on the inside of the existing track.



He advised the sprint lane give horses a better chance of winning, it would benefit owners, trainers and punters and would be good for racing in general. A number of WA country clubs have already installed a sprint lane to their tracks.

A feasibility study would need to be completed to look at the impact on the current infrastructure on the oval of the home straight, how it will impact other users of the sportsground and the associated costs.

### 9.3 WAGIN AGRICULTURAL SOCIETY – UPGRADES TO THE RODEO AREA

It was advised that the Wagin Agricultural Society is looking at upgrading the Woolorama Rodeo area over the next couple of years. This would entail making the rodeo ring larger, improving the surrounds and upgrades to the bar and band/music area.

The Committee agreed that upgrades to the rodeo area will not impact on other users of the sportsground and any development requests or approvals can be dealt with by Council without going through this committee.

## 10. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6:07pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 6 October 2021

*Signed:*

.....  
*Chairperson*

Date:

.....

## Brian Roderick

---

**From:** Brad & Ashleigh Boundy <ashbrad@westnet.com.au>  
**Sent:** Tuesday, 5 October 2021 2:13 PM  
**To:** Brian Roderick  
**Subject:** Re: Sportsground Advisory Committee Meeting

Hi BA,

Unfortunately I'm an apology for tomorrow's meeting, due to school holidays and being away this week.

I would like to request on behalf of Wagin NC if possible could we please have permission to put a small trophy cabinet somewhere located in the vicinity of the managers office at the netball courts.

We are happy to pay to have this assembled and will ensure it is plastic rather than glass.

Look forward to your reply.

Thanks

Ashleigh

Sent from my iPhone

On 1 Oct 2021, at 12:17 pm, Brian Roderick <dceo@wagin.wa.gov.au> wrote:

Good afternoon Councillors and Committee members,

I attach above Agenda for meeting for the Sportsground Advisory Committee (not the recently formed Sportsground Precinct Steering Committee) to be held on the Wednesday 6<sup>th</sup> October 2021 at 5.30pm at the Wagin Recreation Centre.

Please advise if you are able to attend or if you or your Club is an apology.

Regards

**Brian Roderick**

Deputy Chief Executive Officer

Shire of Wagin

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

Mob 0427 081 265

Ph (08) 9861 1177

Fax (08) 9861 1204

<image001.jpg>

Visit our Website [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)

Wagin is home of the Giant Ram and Wagin Woolorama.

*"Disclaimer by the Shire of Wagin:*

*This email is private and confidential. If you are not the intended recipient, please advise us by return email*



---

**9.5 MINUTES FROM THE FINANCE AND GENERAL-PURPOSE COMMITTEE MEETING HELD 14 OCTOBER 2021**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

**That the Minutes of the Finance and General-Purpose Committee Meeting held on 14 October 2021, as attached, be received and the recommendations be adopted as decisions of Council.**

**Carried 0/0**



COMPLIANCE



## MINUTES

---

# FINANCE AND GENERAL- PURPOSE COMMITTEE

---

14 OCTOBER 2021



## DISCLAIMER

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

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

**Bill Atkinson**  
CHIEF EXECUTIVE OFFICER

## GIFTS DISCLOSURE INFORMATION

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

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

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

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



---

## SHIRE OF WAGIN

Minutes for the Finance and General-Purpose Committee Meeting held in the Council Chambers, Wagin on Thursday 14 October 2021 commencing at 2:08pm

---

### CONTENTS

<b>1.</b>	<b>OFFICIAL OPENING</b> .....	<b>4</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b> .....	<b>4</b>
2.1	ATTENDANCE .....	4
2.2	APOLOGIES .....	4
<b>3.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS</b> .....	<b>4</b>
<b>4.</b>	<b>DISCLOSURE OF FINANCIAL AND OTHER INTERESTS</b> .....	<b>4</b>
<b>5.</b>	<b>CONFIRMATION OF PREVIOUS MEETING MINUTES</b> .....	<b>4</b>
5.1	MINUTES FROM THE FINANCE AND GENERAL-PURPOSE COMMITTEE MEETING HELD 15 FEBRUARY 2021 .....	4
<b>6.</b>	<b>CORRESPONDENCE AND REPORTS</b> .....	<b>5</b>
6.1	CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE ACTION TIMELINE .....	5
6.2	POLICY MANUAL REVIEW .....	7
<b>7.</b>	<b>GENERAL BUSINESS</b> .....	<b>10</b>
<b>8.</b>	<b>CLOSURE</b> .....	<b>10</b>



## 1. OFFICIAL OPENING

The Chairperson, Cr Phil Blight opened the meeting at 2:08pm.

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

### 2.1 ATTENDANCE

Cr Phillip Blight	Shire President (Chairperson)
Cr Greg Ball	Deputy Shire President
Cr Bronwyn Hegarty	
Cr Bryan Kilpatrick	
Bill Atkinson	Chief Executive Officer
Brian Roderick	Deputy Chief Executive Officer
Emily Edwards	Executive Assistant

### 2.2 APOLOGIES

Cr Jason Reed

## 3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

## 4. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

Nil

### 4.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

### 4.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil

## 5. CONFIRMATION OF PREVIOUS MEETING MINUTES

### 5.1 MINUTES FROM THE FINANCE AND GENERAL-PURPOSE COMMITTEE MEETING HELD 15 FEBRUARY 2021



## COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr B S Hegarty

That the minutes of the Finance and General-Purpose Committee meeting held on 15 February 2021 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 4/0

## 6. CORRESPONDENCE AND REPORTS

### 6.1 CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE ACTION TIMELINE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	11 October 2021
PREVIOUS REPORT(S):	11 February 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.AD.2
ATTACHMENTS:	<ul style="list-style-type: none"><li>Compliance Action Timeline – Workflow Responses to Review (under separate cover)</li></ul>

## OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr B L Kilpatrick

Seconded Cr G R Ball

That the progress of the Regulation 17 and Financial Management Review Compliance Action Timeline be accepted.

Carried 4/0

## BRIEF SUMMARY

For the Committee to review, and accept the progress made in addressing the matters of the Regulation 17 and Financial Management Review Compliance Action Timeline.

## BACKGROUND/COMMENT

Accounting and audit firm Moore Stephens were engaged to undertake both the Regulation 17 - Risk Management, Legislative Compliance and Internal Controls Review and the Financial Management Review. The reviews have been undertaken simultaneously and the results are contained in a single report which was presented to the Audit Committee in June 2020.



There was a significant number of matters identified and raised requiring attention and improvement. Some of these matters are of non-compliance and some of the matters relate to procedure and process.

In June 2020 Staff put together a comprehensive compliance improvement report. The document has been reviewed by senior staff, with each compliance improvement task assigned to an officer with an appropriate and achievable due date.

The report was endorsed by the Endorsed by the Audit Committee and by Council, progress was last reported to this Committee and Council back in September last year and again in February this year.

There has been a substantial amount of work carried out to address each issue raised, with most of the items addressed and rectified.

All items completed are highlighted in green, after the current policy review and other recent work there is now only five items left in blue and are all in progress to be finished by the end of the calendar year.

The Compliance Action Timeline document is enclosed under separate cover.

#### **CONSULTATION/COMMUNICATION**

Nil

#### **STATUTORY/LEGAL IMPLICATIONS**

- Local Government Act 1995
- Local Government Audit, Admin and Financial Management Regulations

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority



## 6.2 POLICY MANUAL REVIEW

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	11 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Policy Manual (under separate cover)</li></ul>

### COMMITTEE DECISION

**Moved Cr G R Ball**

**Seconded Cr P J Blight**

**That the Committee recommend to Council that:**

**1. Council adopts, as attached (under separate cover), the amendments and review of:**

- All 'Administration' Policies
- All 'Bushfire' Policies
- All 'Council' Policies
- All 'Finance' Policies
- All 'Health, Building & Planning' Policies
- All 'Works' Policies

**2. Council deletes the following:**

**Administration Policy:**

- A.15 Integrated Workforce Planning and Management Policy

**Bushfire Policies:**

- B.4 Harvest Bans – Authorised Officers
- B.5 Fire Control Officer Training

**Council Policies:**

- C.5 Meetings Resulting from Council Meetings
- C.6 Tenders

**Health, Building and Planning Policies:**

- HBP.1 Swimming Pool Inspections
- HBP.7 Smoking at Swimming Pool and Council Buildings
- HBP.8 Smoking in Enclosed Council Buildings and Vehicles

**Works Policies:**

- W.4 Road Trains/Pocket Road Trains and B Double Trucks on Local Roads
- W.6 Farm Crossovers
- W.11 Gate Permit
- W.15 Rural Road Signs
- W.17 Wagin Refuse Site Key Policy

**Carried 4/0**

## OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the Committee recommend to Council that:

3. Council adopts, as attached (under separate cover), the amendments and review of:

- All 'Administration' Policies
- All 'Bushfire' Policies
- All 'Council' Policies
- All 'Finance' Policies
- All 'Health, Building & Planning' Policies
- All 'Works' Policies

4. Council rescinds the following:

Administration Policy:

- A.15 Integrated Workforce Planning and Management Policy

Bushfire Policies:

- B.4 Harvest Bans – Authorised Officers
- B.5 Fire Control Officer Training

Council Policies:

- C.5 Meetings Resulting from Council Meetings
- C.6 Tenders

Health, Building and Planning Policies:

- HBP.7 Smoking at Swimming Pool and Council Buildings
- HBP.8 Smoking in Enclosed Council Buildings and Vehicles

Works Policies:

- W.4 Road Trains/Pocket Road Trains and B Double Trucks on  
Local Roads
- W.6 Farm Crossovers
- W.11 Gate Permit
- W.15 Rural Road Signs
- W.17 Wagin Refuse Site Key Policy

Carried

*Reason for Difference – the committee recommendations the deletion of additional policies which are reflected in the new committee decision.*

### BRIEF SUMMARY

As per s5.18 and s5.46 of the *Local Government Act 1995*, it is a requirement that policy delegations are to be reviewed at least once in each financial year. As this process has not been followed for several years, a full policy review was conducting including formatting of the document.

### BACKGROUND/COMMENT

In the recent CEO Audit Regulation 17 Review and Financial Management Review, it was identified that a number of policies required review. This initiated a full policy manual review as the time lapsed from past reviews was not compliant with the *Local Government Act* requirements.



---

With consultation of departmental staff, the whole policy manual was reviewed by the Executive Assistant and Deputy Chief Executive Officer. Amendments included policy statement changes, updates to legislation, combining relevant policies and rescinding obsolete policies.

**CONSULTATION/COMMUNICATION**

Nil

**STATUTORY/LEGAL IMPLICATIONS**

- *Local Government Act 1995*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority



- *Executive Assistant left the meeting at 5:10pm*

## **7. GENERAL BUSINESS**

Nil

## **8. CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 5:18pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 14 October 2021

*Signed:*

.....  
*Presiding Elected Member*

Date:

.....



## 10. STATUS REPORT – SEPTEMBER 2021

FINANCE AND ADMINISTRATION						
Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
28 April 2015	2702	CEO	Puntapin Rock Dam		Water Corp engaged to address urgent remedial works and to facilitate transfer of the asset to the Shire.  Assessment of Dam currently underway	Contacted June 2019, awaiting finalisation of the SW Native Title Settlement
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		Awaiting Information from the Shire of Williams.
25 Feb 2020	4188	CEO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget	First statement sign has been completed and reinstalled. It will take a number of months to upgrade all four statements	<b>New Comment:</b> Work is in progress on the second entry statement
26 May 2020	4277	CEO	Wagin Trotting Club – Illumination of Bart the Ram	Develop a proposal to illuminate Bart the Giant Ram. Research funding opportunities	Costs ascertained as being approximately \$7,000	Budgeted in the 2021/22 Financial Year



27 October 2020	4415	CEO	History of Wagin	That Council support in principle the concept of the “History of Wagin” initiative and to lend support to developing the proposal with the proponent and the Wagin Historical Society.	Construction of building to accommodate project prioritised in LRCIP. Funding approved  Wagin Historical Village to manage project.  Project underway	
25 May 2021	4562	CEO/ EHOB		That the quote No. 5014 submitted by Central Great Southern Sheds (Ranbuild) for the supply and erection of a 15090mm x 32000mm shed, complete with 100 mm reinforced concrete floor at a total cost (including GST) of \$125,632.30 be accepted, subject to the shed being completed not later than the 15 November 2021.	Concrete slab poured.  <b>New Comment: Shed nearly completed.</b>	

27 April 2021	4524	CEO	Lot 32 Trent Street (former Road Board Office)	<p>1. That Council make application for the freeholding of Lot 32 Trent Street (Former Road Board Office) to the Shire of Wagin.</p> <p>2. If Council decides to proceed with the freeholding of the building after advice of the probable acquisition costs, that it initiate a rezoning of Lot 32 Trent Street from Public Purposes to Commercial.</p>	<b>New Comment:</b> Followed up with Department of Lands October 2021.	Application made – April 2021
25 May 2021	4550	CEO	South West Settlement Agreement	<p>1. That Council offer no comment on the Template Noongar Heritage Agreement for Local Government and the Cultural Heritage Bill (Draft) 2020.</p> <p>2. That Council invite the South West Land and Sea Council to conduct an information session in Wagin to provide an overview of the implications and the implementation of the South West Settlement Agreements.</p>	No Response	
22 June 2021	4579	CEO	Proposed Installation of Telecommunications Tower – Shire Administration Building	That Council delegate authority to the Chief Executive Officer, Shire President and Deputy Shire President to execute the contract with Field Solutions Group, Facility Licence.	Proponent to forward a draft contract	

27 July 2021	4597	CEO/EA	Relocation of Wagin Public Library	That Council proceed with the relocation of the Wagin Public Library from the former Road Board Building to the Wagin Courthouse building and repurpose the additional office of the Courthouse building for Wagin Homecare Administration and art curation/volunteer-based art projects.	<b>New Comment:</b> Awaiting LRCIP Phase 3 for Library relocation. Homecare relocation in progress. Request for Quote on works underway. IT Company engaged to install point to point server from administration office.
28 September 2021	4643	CEO	National Bank Building – Wagin	<b>New Action:</b> That the Shire advise the National Australia Bank that it would be interested in accepting unconditional freehold ownership of the building, whilst at the same time, agreeing that the building will not be used for any purpose that may compromise the reputation of NAB, during the Shires period of ownership.	<b>New Comment:</b> Refer to item in October agenda.
28 September 2021	4635	CEO	Extraordinary Election	<b>New Action:</b> That an Extraordinary Election to fill one (1) vacancy be conducted on Friday 17 December 2021 and that the approval of the Electoral Commissioner to use the existing electoral roll for the election be sought.	<b>New Comment:</b> Approval gained to use existing roll. Nominations open 3/11/21 and close at 4pm 10/11/21



28 September 2021	4644	CEO	Debtor 618	<b>New Action:</b> That Council agree to the repayment arrangements with respect to the outstanding amount due to the Shire by Debtor Number 618 as specified in the report presented by the CEO on this matter and that the interest rate on outstanding monies be tied to the current bank rate for secured personal loans.	<b>New Comment:</b> Agreement implemented	
-------------------	------	-----	------------	---	--	--

**HEALTH, BUILDING AND PLANNING**

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
20 Nov 2018	3928	DCEO	Wagin Sportsground and Recreation precinct development plan	That Council appoint CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation precinct planning project on the following basis: undertake stage 1 – needs assessment in 2018/2019 for \$24,200 plus on costs and subject to Council approval undertake stage 2 – feasibility study in accordance with quoted figure in 2019/20220	Sportsground & Recreation Precinct Masterplan report was presented to Final Community Meeting. Some changes were requested. Masterplan will be changed and presented to the August Council Meeting for endorsement.	Staff have engaged a surveying contractor to carry out underground site survey.
26 March 2019	3973			That Council give approval for CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation Precinct Plan Stage 2 – Feasibility Study	Final Report to be adopted by Council at August Meeting	Survey carried out, results to be disseminated at the next meeting of the Steering Committee.
25 Feb 2020	4200			That Council Receive and Endorse the Sportsground & Recreation Precinct Masterplan feasibility study report, endorse masterplan option 5 and issue the report for further community comment.	Final Masterplan adopted by Council and has been distributed to the Community. Staff will now engage a contractor to carry out site survey and report back to Council.	Once minutes of the meeting 30 August 2021 are adopted, staff will engage an architect to confirm and draw the elements of the sports hub in relation to the sports hub and property boundary.

**New Comment:**  
Part time project manager to be engaged to move the development forward in accordance with Masterplan and Committee/Council direction

<p>2 Sept 2019</p>	<p>4096</p>	<p>Town Planner</p>	<p>Land Tenure options for new telecommunications infrastructure (mobile phone base station)</p>	<p>That Council request the Land Division – DPLH to arrange transfer of Shire of Wagin’s interest in lot 331 to the State for re-vesting back into Crown Estate, with the majority of the balance of the portion of lot 331 as Crown reserve with a management order issued in favour of the Shire of Wagin for showground and recreational purposes, and to lease portion directly to Telstra to enable Telstra Corp to construct a new mobile phone base station on portion of lot 331 Ballagin Street in accordance with conditions of development approval 21 August 2018</p>	<p>Project delayed due to Telstra prioritising replacement of infrastructure damaged in Eastern States bushfires.</p> <p>Indication from Telstra (June 2020) that this is being progressed with expected completion in early 2021</p> <p>Advice given (August 2021) that installation expected to be completed by March 2022.</p>	<p>Could be 2 years before tower is erected 2020.</p> <p>Some land tenure issues that need to be followed up.</p>
------------------------	-------------	-------------------------	--	---	---	---

## HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
27 April 2021	4538	CEO	Telecommunication Tower - Shire of Wagin Administration Building	<p>1. That Council advise the proponent that it has no objection to the installation of telecommunications network equipment at the Wagin Shire Administration Building, subject to the proponent:</p> <p>a) Bearing all costs and obtaining any other approvals associated with the installation and maintenance of the equipment.</p> <p>b) Indemnifying the Shire of Wagin against any costs, claims or damages associated with the installation and maintenance of the equipment.</p> <p>c) Making good and remedying any adverse impacts caused by its equipment to any part of the building, existing equipment thereon and/or any electrical or other interference to existing telecommunications or other infrastructure situated on or around the Shire Administration Building.</p> <p>d) Accepting that should the equipment result in any adverse issues associated with the communications, infrastructure and operations of the Shire of Wagin, that the equipment be decommissioned and removed within 30 days of notice being given.</p> <p>2. That the CEO investigate the implications and viability of taking up the proponents offer of providing an internet service to the Shire at a 30% discount.</p> <p>3. If negotiations can be satisfactorily concluded then the agreement to prevail whilst the telecommunications infrastructure remains in situ on the Shire Administration building.</p> <p>4. That the placement of the proponents infrastructure be governed by way of a formal contract between the proponent and Shire of Wagin.</p>	<p>Issues with proposed contractual arrangement, refer to Agenda item in May Agenda</p> <p>Contract being negotiated.</p>	



### WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
15 December 2020	4474	CEO/DCEO /MOW	Local Roads and Community Infrastructure Program Round 2	<p>That the following projects be prioritised for indicative funding through Round 2 of the Local Roads and Community Infrastructure Program totalling \$279,000;</p> <ol style="list-style-type: none"> <li>1. Shed – Wagin Historical Village</li> <li>2. Bullocks Hills Road widening</li> <li>3. Tudhoe, Tudor and Tavistock Street – Pressure Cleaning and Sealing</li> <li>4. Wagin War Memorial</li> <li>5. Stubbs Street kerbing</li> <li>6. Johnston Street kerbing</li> <li>7. Tudhoe Street Kerbing</li> <li>8. Bojanning Park</li> </ol>	<p>Funding application submitted to funding body for projects approval.</p> <p>Funding approved for all projects.</p> <p>Start works between October and December 2021</p> <p><b>New Comment:</b> In progress. Completion date has been put back until 30 June 2022.</p>	
28 September 2021	4638	DCEO	Wagin Cricket Club	<p><b>New Action:</b> That Council grant approval to the Wagin Cricket Club to utilise the Exhibition Shed at the Wagin Sportsground and set up a movable indoor single cricket net facility from the 1<sup>st</sup> August to two weeks prior to the annual Woolorama show each year.</p>	<p><b>New comment:</b> The cricket club has been advised of approval.</p>	



## 11. FINANCIAL REPORTS

### 11.1. FINANCIAL REPORTS – AUGUST 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	18 October 2021
PREVIOUS REPORT(S):	17 September 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Monthly Financial Report</li><li>• Payments List (under separate cover)</li></ul>

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopts the Financial Reports for the period ending 31 August 2021 as presented.

Carried 0/0

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That EFT Payments EFT11097 – EFT11191 Cheque Payments 5505 – 5517 and Direct Debit Payments from the Municipal Account totalling \$508,630.17 and EFT Payment EFT11192 Cheque Payments 2603 – 2605 from the Restricted Funds Account totalling \$391.65 for the month of August 2021 be endorsed and accepted for payment.

Carried 0/0

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

The financial statements for August 2021 with corresponding list of account payments are attached for Council to adopt.

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



**\*\*Gentle Reminder – The 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\*\***

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

The Adjusted Net Current Assets figure as at the 31<sup>st</sup> of August 2021 is \$4,375,169 compared to \$3,530,802 in 2020. This figure includes the contract assets and liabilities (listed as income and expenses in advance) as per Australian Accounting Standard AASB 15. The grant income is recognised as revenue when expenditure occurs due to specific performance obligations.

Rates received as at the end of August amounted to \$247,619 or 9% which compares with 13% at the same time last year. State road funds have been recouped as soon as practicable with the Direct Grant and Road Project Grants first 40% applied for and received.

The Shire has a total of \$2,617,524 invested in interest bearing accounts which are currently earning interest of 0.05% on Treasury OCDF (\$908,752) and 0.30% on Reserve Term Deposit (\$1,708,772). In our current economic climate interest rates are dismal almost to the point of non-existent. The term deposit interest rates with Treasury are less than the on-call account therefore funds will remain where they are for the time being.

The sundry debtor situation continues to be closely monitored with action having been initiated to follow through to recover long outstanding amounts and through entering payment arrangements where applicable, for those debtors having trouble.

#### **CONSULTATION/COMMUNICATION**

Nil

#### **STATUTORY/LEGAL IMPLICATIONS**

- Local Government (Financial Management) Regulations 1996

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 August 2021**

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

**TABLE OF CONTENTS**

Monthly Summary Information	
Statement of Financial Activity by Program	
Statement of Financial Activity by Nature or Type	
Note 1	Net Current Assets
Note 2	Explanation of Material Variances
Note 3	Cash and Investments
Note 4	Receivables
Note 5	Rate Revenue
Note 6	Disposal of Assets
Note 7	Capital Acquisitions
Note 8	Borrowings
Note 9	Reserves
Note 10	Grants and Contributions
Note 11	Trust Fund

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Wagin for the 2021/22 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 2021/22 financial year.

	<b>% Completed</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Capital Expenditure</b>			
Buildings	8%	359,620	28,415
Plant & Equipment	0%	170,000	0
Furniture & Equipment	0%	59,552	0
Infrastructure - Roads	3%	1,251,195	31,447
Footpaths	0%	48,000	0
Infrastructure - Other	6%	479,012	27,018
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	30%	1,422,200	431,310
Non-operating Grants, Subsidies and Contributions	37%	1,364,052	505,184
Rates Levied	102%	2,430,396	2,489,116

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>This Time Last Year 31 Aug 2020</b>	<b>Year to Date Actual 31 Aug 2021</b>
Adjusted Net Current Assets	124%	\$ 3,530,802	\$ 4,375,169
Cash and Equivalent - Unrestricted	104%	\$ 1,661,383	\$ 1,725,856
Cash and Equivalent - Restricted	103%	\$ 1,657,399	\$ 1,708,772
Receivables - Rates	107%	\$ 2,377,555	\$ 2,551,985
Receivables - Other	332%	\$ 60,983	\$ 202,171
Payables	113%	\$ 90,694	\$ 102,674

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

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 18 October 2021  
Prepared by: Manager of Finance  
Reviewed by: Deputy Chief Executive Officer

### **BASIS OF PREPARATION**

#### **REPORT PURPOSE**

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

#### **BASIS OF ACCOUNTING**

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

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

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

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

### **SIGNIFICANT ACCOUNTING POLICES**

#### **GOODS AND SERVICES TAX**

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

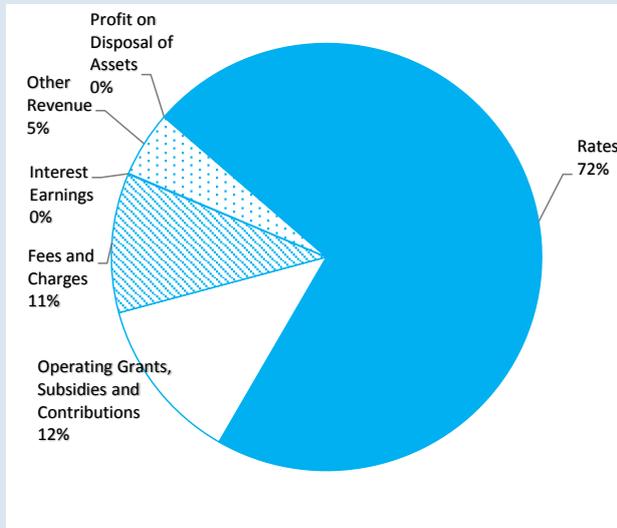
#### **CRITICAL ACCOUNTING ESTIMATES**

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

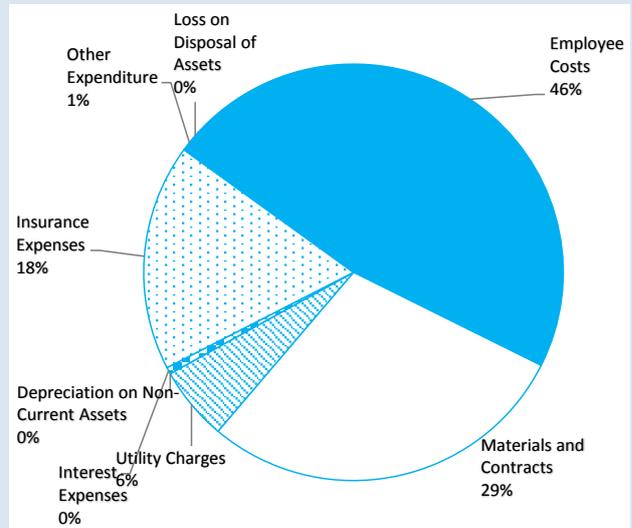
#### **ROUNDING OFF FIGURES**

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

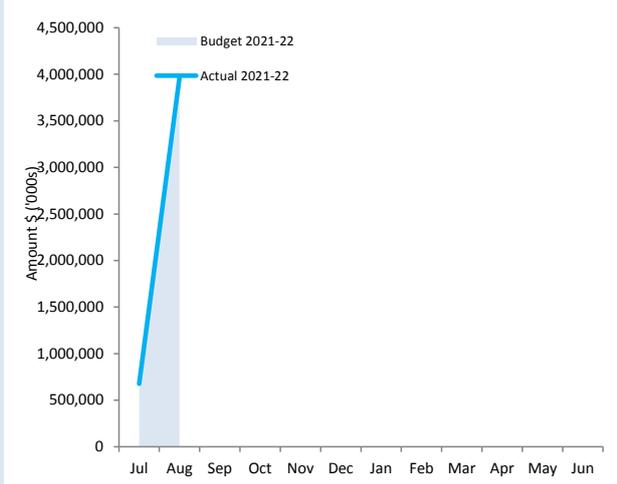
**OPERATING REVENUE**



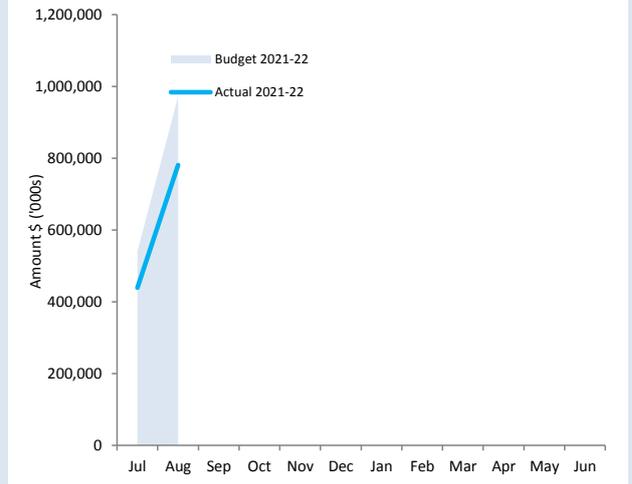
**OPERATING EXPENSES**



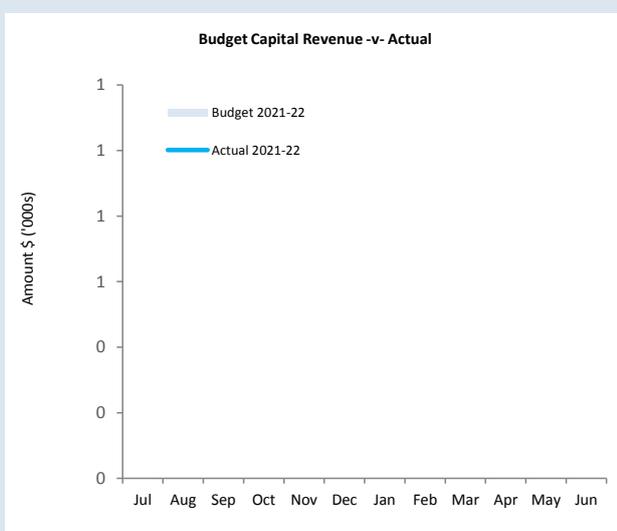
**Budget Operating Revenues -v- Actual**



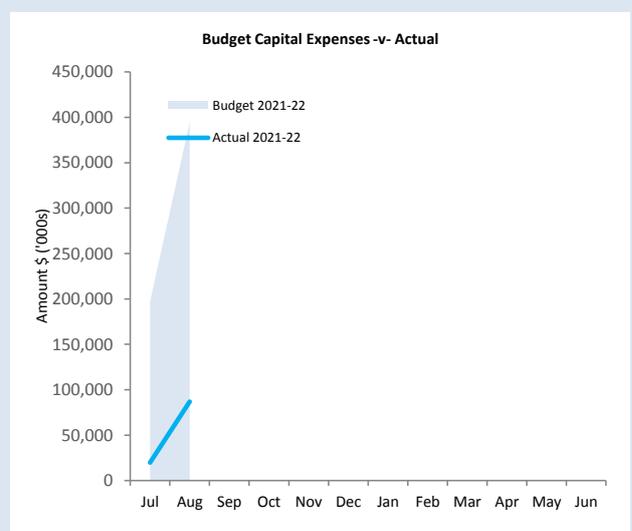
**Budget Operating Expenses -v-YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**STATUTORY REPORTING PROGRAMS**

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

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**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)	\$ 1,283,591	\$ 1,283,591	\$ 1,283,591	\$ 0	
<b>Revenue from operating activities</b>						
Governance		6,000	1,834	3,153	1,319	
General Purpose Funding - Rates	5	2,430,397	2,471,230	2,489,116	17,886	
General Purpose Funding - Other		875,261	299,033	315,194	16,161	
Law, Order and Public Safety		118,944	2,250	21,028	18,778	
Health		62,680	9,648	9,734	86	
Education and Welfare		662,087	142,076	118,675	(23,401)	▼
Community Amenities		369,450	317,532	314,063	(3,469)	
Recreation and Culture		91,455	6,944	6,267	(677)	
Transport		197,817	138,337	140,889	2,552	
Economic Services		214,700	35,782	21,318	(14,464)	
Other Property and Services		132,460	22,494	20,548	(1,946)	
		<b>5,161,251</b>	<b>3,447,160</b>	<b>3,459,985</b>		
<b>Expenditure from operating activities</b>						
Governance		(457,923)	(134,643)	(150,483)	(15,840)	
General Purpose Funding		(413,253)	(73,396)	(61,752)	11,644	
Law, Order and Public Safety		(259,528)	(66,362)	(52,456)	13,906	
Health		(267,093)	(34,768)	(23,405)	11,363	
Education and Welfare		(715,720)	(124,204)	(81,927)	42,277	▲
Community Amenities		(547,210)	(84,923)	(43,898)	41,025	▲
Recreation and Culture		(1,415,522)	(173,054)	(86,021)	87,033	▲
Transport		(2,857,935)	(151,405)	(169,392)	(17,987)	
Economic Services		(389,739)	(66,883)	(31,506)	35,377	▲
Other Property and Services		(376,580)	(61,857)	(79,934)	(18,078)	
		<b>(7,700,503)</b>	<b>(971,493)</b>	<b>(780,774)</b>		
<b>Operating activities excluded from budget</b>						
Non-cash amounts excluded from operating activities		2,726,185	0	44	44	
<b>Amount attributable to operating activities</b>		<b>186,933</b>	<b>2,475,667</b>	<b>2,679,255</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,364,052	296,818	505,184	208,366	▲
Proceeds from Disposal of Assets	6	41,000	0	0	0	
Capital Acquisitions	7	(2,367,379)	(336,896)	(86,881)	250,015	▲
<b>Amount attributable to investing activities</b>		<b>(962,327)</b>	<b>(40,078)</b>	<b>418,303</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		19,925	0	0	0	
Transfer from Reserves	9	185,500	0	0	0	
Repayment of Debentures	8	(70,889)	0	(5,839)	(5,839)	
Transfer to Reserves	9	(642,736)	0	(140)	(140)	
<b>Amount attributable to financing activities</b>		<b>(508,200)</b>	<b>0</b>	<b>(5,979)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>3,719,180</b>	<b>4,375,169</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 2021/22 financial year is \$20,000.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

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

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**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)	\$ 1,283,591	\$ 1,283,591	\$ 1,283,591	\$ 0	
<b>Revenue from operating activities</b>						
Rates	5	2,430,396	2,471,230	2,489,116	17,886	
Operating Grants, Subsidies and Contributions	10	1,422,200	412,770	431,310	18,540	
Fees and Charges		839,443	390,708	365,251	(25,457)	▼
Interest Earnings		34,086	2,834	1,897	(937)	
Other Revenue		425,546	169,618	172,411	2,794	
Profit on Disposal of Assets	6	9,580	0	0	0	
		5,161,251	3,447,160	3,459,985		
<b>Expenditure from operating activities</b>						
Employee Costs		(2,875,828)	(470,945)	(359,079)	111,866	▲
Materials and Contracts		(1,326,731)	(263,602)	(224,823)	38,778	▲
Utility Charges		(377,293)	(62,864)	(44,809)	18,055	
Depreciation on Non-Current Assets		(2,727,261)	0	0	0	
Interest Expenses		(27,905)	(4,650)	(4,029)	621	
Insurance Expenses		(201,777)	(137,071)	(137,365)	(294)	
Other Expenditure		(155,204)	(32,362)	(10,669)	21,693	▲
Loss on Disposal of Assets	6	(8,504)	0	0		
		(7,700,503)	(971,493)	(780,774)		
<b>Operating activities excluded from budget</b>						
Non-cash amounts excluded from operating activities		2,726,185	0	44	44	
<b>Amount attributable to operating activities</b>		<b>186,933</b>	<b>2,475,667</b>	<b>2,679,255</b>		
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	10	1,364,052	296,818	505,184	208,366	▲
Proceeds from Disposal of Assets	6	41,000	0	0	0	
Capital acquisitions	7	(2,367,379)	(336,896)	(86,881)	250,015	▲
<b>Amount attributable to investing activities</b>		<b>(962,327)</b>	<b>(40,078)</b>	<b>418,304</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		19,925	0	0	0	
Transfer from Reserves	9	185,500	0	0	0	
Repayment of Debentures	8	(70,889)	0	(5,839)	(5,839)	
Transfer to Reserves	9	(642,736)	0	(140)	(140)	
<b>Amount attributable to financing activities</b>		<b>(508,200)</b>	<b>0</b>	<b>(5,979)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>0</b>	<b>3,719,180</b>	<b>4,375,169</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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**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 2021/22 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>Revenue from operating activities</b>				
Education and Welfare	(23,401)	▼	Timing	Homecare income lower than YTD budget which is offset by lower expenditure.
<b>Expenditure from operating activities</b>				
Education and Welfare	42,277	▲	Timing	Homecare expenditure lower than YTD budget which is offset by lower income.
Community Amenities	41,025	▲	Timing	Great Southern Waste invoice received after August posting period was closed off. Entered in September.
Recreation and Culture	87,033	▲	Timing	Swimming Pool & sportsground expenses under YTD budget.
Economic Services	35,377	▲	Timing	Caravan Park & Standpipe expenditure under YTD budget.
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	208,366	▲	Timing	LRCIP Funding and Main Roads Bridge to be expended.
Capital Acquisitions	250,015	▲	Timing	Capital Program under YTD budget.

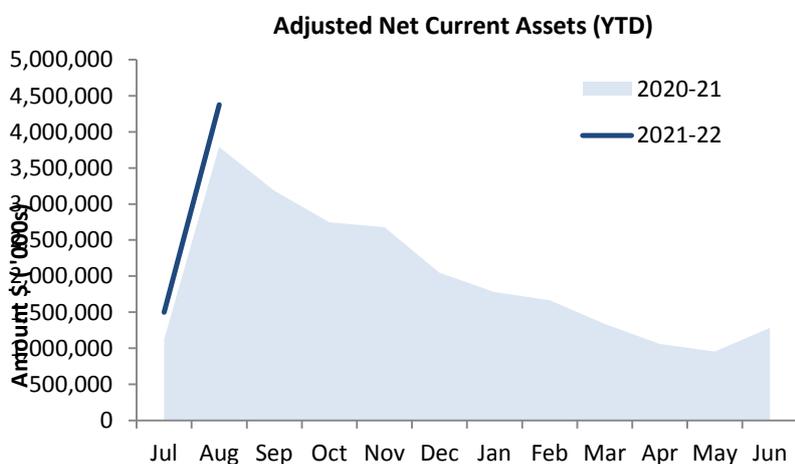
	Ref Note	Last Years Closing 30 June 2021	This Time Last Year 31 Aug 2020	Year to Date Actual 31 Aug 2021
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	1,441,404	1,661,383	1,725,856
Cash Restricted	3	1,708,631	1,657,399	1,708,772
Receivables - Rates	4	67,957	2,377,555	2,551,985
Receivables - Other	4	173,764	60,983	202,171
Loans receivable		19,925	19,333	19,925
Interest / ATO Receivable		0	0	0
Accrued Income / Expenses In Advance		34,896	18,939	0
Inventories		34,903	38,574	34,903
		3,481,479	5,834,167	6,243,611
<b>Less: Current Liabilities</b>				
Payables		(188,047)	(90,694)	(102,674)
Accrued Expenses / Income In Advance		(244,213)	(498,867)	0
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(432,084)	(372,356)	(426,288)
		(901,416)	(998,988)	(566,034)
<b>Unadjusted Net Current Assets</b>		<b>2,580,063</b>	<b>4,835,178</b>	<b>5,677,577</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,708,631)	(1,657,399)	(1,708,772)
Less: Loans receivable		(19,925)	(19,333)	(19,925)
Add: Provisions - Loans, Annual & Long Service Leave		432,084	372,356	426,288
<b>Adjusted Net Current Assets</b>		<b>1,283,591</b>	<b>3,530,802</b>	<b>4,375,169</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)**  
**\$4.38 M**

**Last Year YTD**  
**Surplus(Deficit)**  
**\$3.53 M**

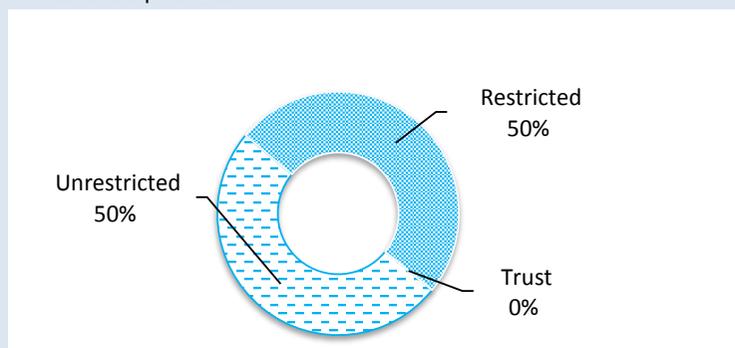
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,350			1,350	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	796,033			796,033	NAB	Nil	At Call
Overnight Cash Deposit Facility	908,752			908,752	Treasury	0.05%	At Call
Restricted Funds Account	19,720			19,720	NAB	Nil	At Call
Trust Fund			0		NAB	Nil	At Call
<b>Term Deposits</b>							
Municipal Investment - Term Deposit		1,708,772		1,708,772	NAB	0.10%	30-Jul-21
<b>Total</b>	<b>1,725,856</b>	<b>1,708,772</b>	<b>0</b>	<b>3,434,627</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

<b>Total Cash</b>	<b>Unrestricted</b>
<b>\$3.43 M</b>	<b>\$1.73 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2021	31 August 2021
	\$	\$
Opening Arrears Previous Years	63,810	67,957
Levied this year	2,612,152	2,731,648
Less Collections to date	(2,608,005)	(247,619)
Equals Current Outstanding	<b>67,957</b>	<b>2,551,986</b>
<b>Net Rates Collectable</b>	<b>67,957</b>	<b>2,551,986</b>
% Collected	99.84%	9.06%

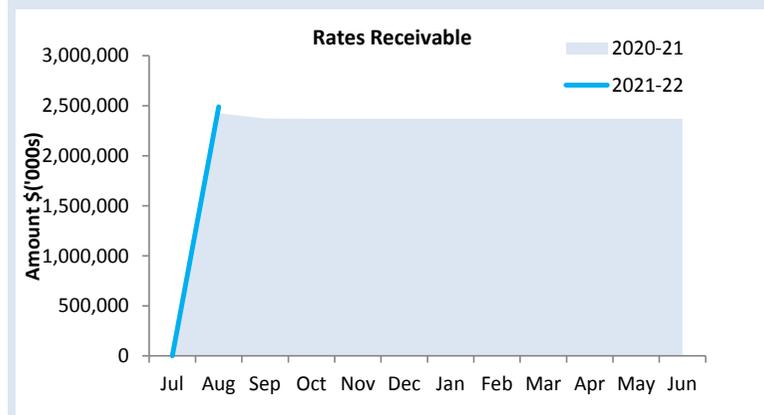
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	154,942	2,488	7,062	41,534	206,027
Percentage	75%	1%	3%	20%	
<b>Balance per Trial Balance</b>					
Sundry debtors					206,027
Loans receivable - clubs/institutions					19,925
Doubtful Debtors					(3,856)
<b>Total Receivables General Outstanding</b>					<b>222,096</b>
<b>Amounts shown above include GST (where applicable)</b>					

**KEY INFORMATION**

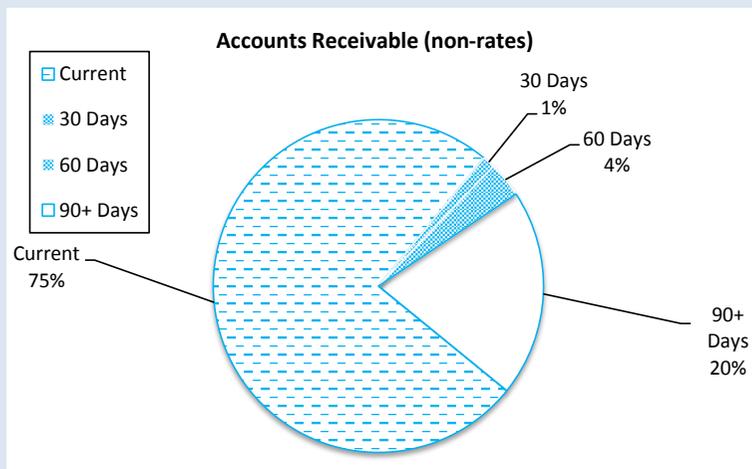
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>9%</b>	<b>\$2,551,986</b>



<b>Debtors Due</b>
<b>\$222,096</b>
<b>Over 30 Days</b>
<b>25%</b>
<b>Over 90 Days</b>
<b>20%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

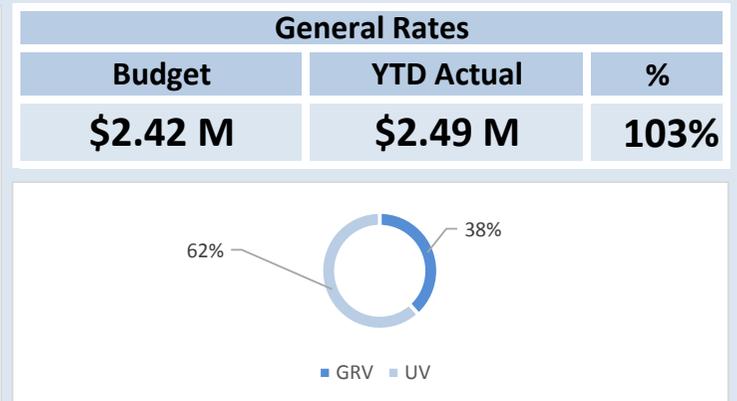
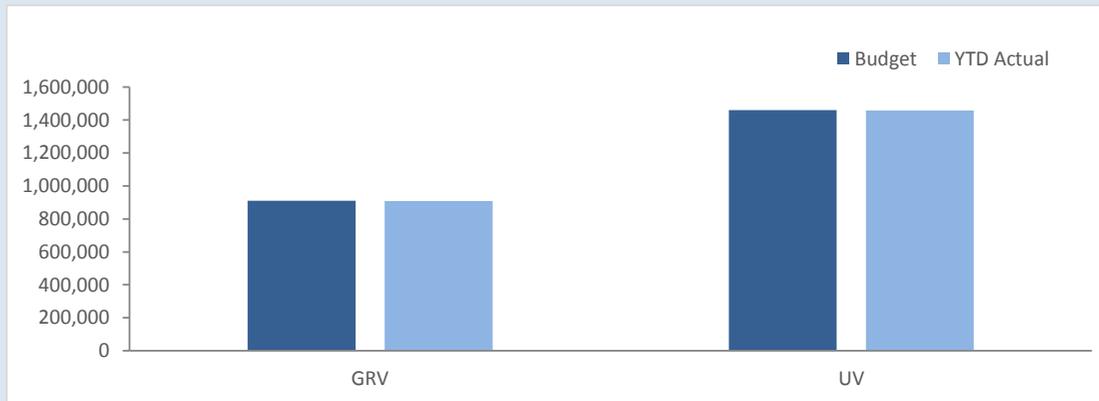
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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	0.113772	746	7,973,769	907,193	2,000	1,000	910,193	907,192	1,642	-68	908,766
UV	0.006325	293	230,560,500	1,458,295	2,000	0	1,460,295	1,458,296	0	0	1,458,296
	Minimum \$										
GRV	600	145	278,599	87,000	0	0	87,000	87,000	0	0	87,000
UV	600	85	5,180,775	51,000	0	0	51,000	51,000	0	0	51,000
<b>Sub-Totals</b>		<b>1,269</b>	<b>243,993,643</b>	<b>2,503,488</b>	<b>4,000</b>	<b>1,000</b>	<b>2,508,488</b>	<b>2,503,487</b>	<b>1,642</b>	<b>-68</b>	<b>2,505,062</b>
Discount							(90,859)				(15,946)
<b>Amount from General Rates</b>							<b>2,417,629</b>				<b>2,489,116</b>
Ex-Gratia Rates							12,767				0
<b>Total General Rates</b>							<b>2,430,396</b>				<b>2,489,116</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

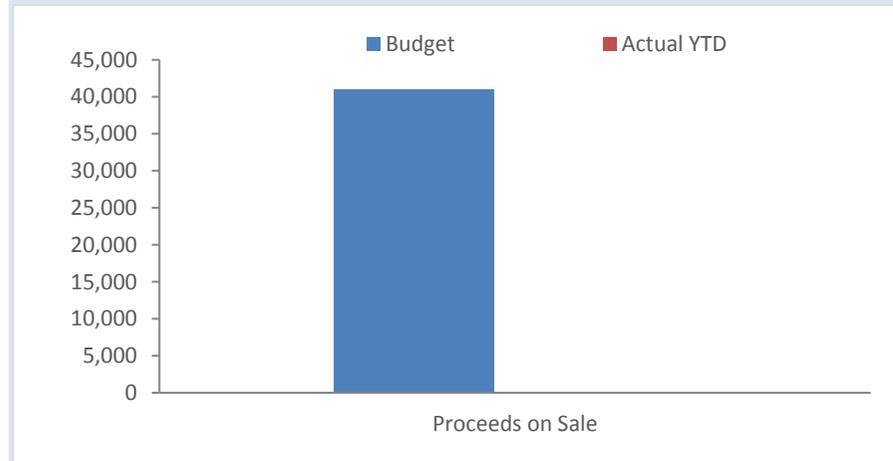


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P05	Doctor Vehicle	26,504	18,000		(8,504)				
P27	Building Maintenance Utility	5,917	15,000	9,083					
P48	Tennant Street Sweeper	7,503	8,000	497					
		<b>39,924</b>	<b>41,000</b>	<b>9,580</b>	<b>(8,504)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$41,000</b>	<b>\$0</b>	<b>0%</b>

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Buildings	(359,620)	(11,166)	(28,415)	(17,249)
Plant & Equipment	(170,000)	0	0	0
Furniture & Equipment	(59,552)	(99,198)	0	99,198
Infrastructure - Roads	(1,251,195)	(208,532)	(31,447)	177,085
Footpaths	(48,000)	(8,000)	0	8,000
Infrastructure - Other	(479,012)	(10,000)	(27,018)	(17,018)
<b>Capital Expenditure Totals</b>	<b>(2,367,379)</b>	<b>(336,896)</b>	<b>(86,881)</b>	<b>250,015</b>

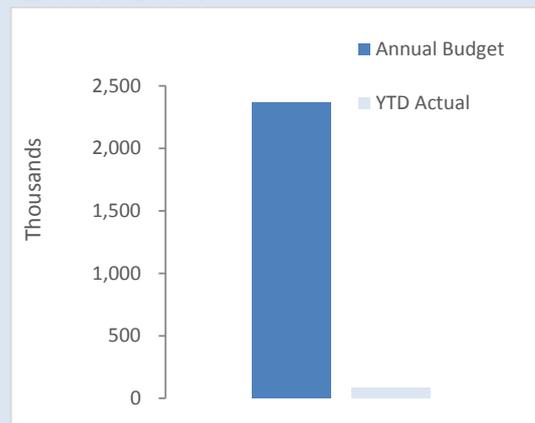
**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	1,364,052	296,818	505,184	208,366
Other (Disposals & C/Fwd)	41,000	0	0	0
Cash Backed Reserves				
Recreation Development Reserve	85,500	0	0	0
Sportsground Precinct Redevelopment Reserve	60,000	0	0	0
Contribution - operations	816,827	40,078	(418,303)	(458,381)
<b>Capital Funding Total</b>	<b>2,367,379</b>	<b>336,896</b>	<b>86,881</b>	<b>(250,015)</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**



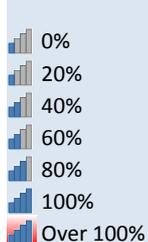
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.37 M</b>	<b>\$0.09 M</b>	<b>4%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.36 M</b>	<b>\$0.51 M</b>	<b>37%</b>

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

	Account Number	Annual Budget	YTD Budget	YTD Actual	YTD Variance
<b>Capital Expenditure</b>					
<b>Buildings</b>					
	Court House Development	B2201	(200,000)	0	0
	Historical Village - 'History of Wagin' Shed	B2202	(92,620)	0	(16,325)
	Rec Centre Court Surface Upgrades	E167780	(20,000)	(3,334)	(12,090)
	Depot Upgrades - Shed Wall & Electric Gate	E167458	(15,000)	(2,500)	0
	Solar Panels - Shire Buildings	E167130	(10,000)	(1,666)	0
	Staff Housing Upgrades (2 Ballagin St)	E167475	(22,000)	(3,666)	0
			(359,620)	(11,166)	(28,415)
<b>Plant &amp; Equipment</b>					
	Doctor Vehicle (P05)	E167751	(40,000)	0	0
	Building Maintenance Utility (P27)	PE2201	(32,000)	0	0
	Tennant Street Sweeper (P48)	PE2202	(48,000)	0	0
	Mini Excavator & Trailer	PE2203	(50,000)	0	0
			(170,000)	0	0
<b>Furniture &amp; Equipment</b>					
	CCTV Upgrade	E167110	(17,552)	(2,926)	0
	Emergency Services Generator	E167776	(25,000)	(66,272)	0
	Pool Blankets (50m Pool)	E167756	(17,000)	(30,000)	0
			(59,552)	(99,198)	0
<b>Infrastructure - Roads</b>					
	Capital Works Program	E167103	(1,251,195)	(208,532)	(31,447)
			(1,251,195)	(208,532)	(31,447)
<b>Footpaths</b>					
	Footpath Program	E167124	(48,000)	(8,000)	0
			(48,000)	(8,000)	0
<b>Infrastructure - Other</b>					
	Bojanning Park Upgrades	IO2201	(27,233)	0	(10,342)
	Giant Ram Lighting	IO2202	(5,000)	0	0
	Pool Filtration Works	IO2203	(45,000)	0	0
	Sportsground Precinct Redevelopment	IO2204	(60,000)	0	(4,850)
	War Memorial Upgrades	IO2205	(20,000)	0	(11,250)
	Wetlands Park Upgrade	IO2206	(202,779)	0	(576)
	Main Streets Paving, Cleaning & Sealing	IO2207	(20,000)	0	0
	Townscape	IO2208	(39,000)	0	0
	Water Storage Upgrades	E167132	(60,000)	(10,000)	0
			(479,012)	(10,000)	(27,018)
<b>Capital Expenditure Total</b>			(2,367,379)	(336,896)	(86,881)
					250,015

KEY INFORMATION

Level of Completion Indicators



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

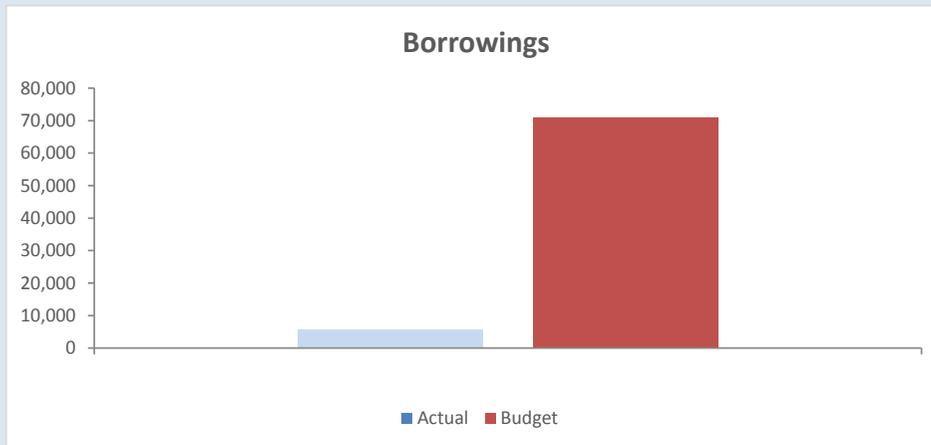
**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2021	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	40,030	0	0	0	10,553	40,030	29,477	0	2,392
Loan 139 - Swimming Pool Redevelopment	201,300	0	0	3,437	14,016	197,862	187,284	2,572	10,021
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	141,515	0	0	2,402	14,778	139,113	126,736	1,414	8,116
Loan 138 - Doctor Housing	65,970	0	0	0	11,617	65,970	54,353	0	3,957
	448,814	0	0	5,839	50,964	442,975	397,850	3,985	24,486
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	117,416	0	0	0	19,925	117,416	97,491	0	3,419
	117,416	0	0	0	19,925	117,416	97,491	0	3,419
<b>Total</b>	566,230	0	0	5,839	70,889	560,391	495,341	3,985	27,905

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

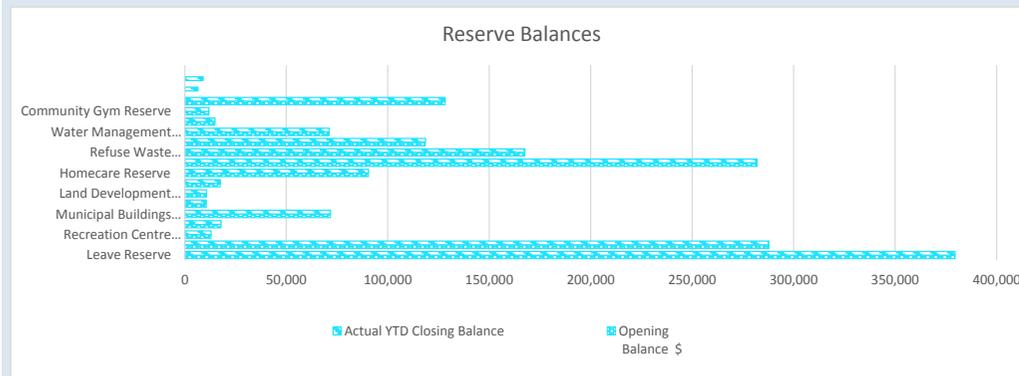


<b>Principal Repayments</b>	<b>\$5,839</b>
<b>Interest Earned</b>	<b>\$1,897</b>
<b>Interest Expense</b>	<b>\$3,985</b>
<b>Reserves Bal</b>	<b>\$1.71 M</b>
<b>Loans Due</b>	<b>\$.56 M</b>

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	379,536	3,795	31			(40,000)		343,331	379,567
Plant Replacement Reserve	287,746	2,877	24	171,000		0		461,623	287,770
Recreation Centre Equipment Reserve	12,926	129	1	1,800		0		14,855	12,927
Aerodrome Maintenance & Development Reserve	17,855	179	1	7,900		0		25,934	17,857
Municipal Buildings Reserve	71,763	718	6			0		72,481	71,769
Admin Centre Furniture, Equipment & IT Reserve	10,538	105	1	5,000		0		15,643	10,539
Land Development Reserve	10,753	108	1			0		10,861	10,754
Community Bus Reserve	17,430	174	1			0		17,604	17,431
Homecare Reserve	90,464	905	7			0		91,369	90,472
Recreation Development Reserve	281,894	2,819	23	30,000		(85,500)		229,213	281,917
Refuse Waste Management Reserve	167,510	1,675	14	25,950		0		195,135	167,524
Refuse Site Rehabilitation Reserve	118,546	1,185	10	20,000		0		139,731	118,555
Water Management Reserve	71,077	711	6			0		71,788	71,082
Electronic Sign Reserve	14,854	149	1			0		15,003	14,855
Community Gym Reserve	11,888	119	1	4,000		0		16,007	11,889
Sportsground Precinct Redevelopment Reserve	128,324	1,283	11	60,000		(60,000)		129,607	128,335
Emergency/Bushfire Control Reserve	6,527	65	1			0		6,592	6,527
Community Events Reserve	9,000	90	1			0		9,090	9,001
Staff Housing Reserve	0	0		300,000		0		300,000	0
	<b>1,708,631</b>	<b>17,086</b>	<b>140</b>	<b>625,650</b>	<b>0</b>	<b>(185,500)</b>	<b>0</b>	<b>2,165,867</b>	<b>1,708,772</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	1032005	441,970	110,493	123,103	12,611
Grants Commission - Roads	1032010	224,849	56,212	64,159	7,946
<b>Law, Order and Public Safety</b>					
DFES Grant - Operating Bush Fire Brigade	1051010	58,893	0	10,529	10,529
DFES Grant - MAF Funding	1051070	0	0	0	0
DFES Grant - Operating SES	1051075	31,201	0	7,800	7,800
<b>Education and Welfare</b>					
Homecare Recurrent Grant	1082010	346,450	86,613	86,863	251
HCP Government Funds	1082045	182,500	30,416	9,820	(20,596)
<b>Recreation and Culture</b>					
Volunteering WA	1119030	1,000	0	0	0
<b>Transport</b>					
Direct Road Grants	1121005	129,037	129,037	129,037	0
<b>Operating Contributions</b>					
Rec Centre Equipment Contributions	1113030	1,800	0	0	0
Contribution to Woolorama	1119015	1,000	0	0	0
Contribution - St Lighting	1121025	3,500	0	0	0
<b>Operating grants, subsidies and contributions Total</b>		<b>1,422,200</b>	<b>412,770</b>	<b>431,310</b>	<b>18,540</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Recreation and Culture</b>					
Wetlands Park Playground Upgrade Contribution	1113040	198,776	173,776	191,154	17,378
<b>Transport</b>					
Road Project Grants	1121010	307,605	123,042	123,042	0
Roads To Recovery Grant	1121015	312,145	0	0	0
Main Roads Bridge 18/19 Funding	1121076	0	0	74,251	74,251
LRCIP Funding	1121076	545,526	0	116,737	116,737
<b>Non-operating grants, subsidies and contributions Total</b>		<b>1,364,052</b>	<b>296,818</b>	<b>505,184</b>	<b>208,366</b>
<b>Grand Total</b>		<b>2,786,252</b>	<b>709,588</b>	<b>936,494</b>	<b>226,906</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021**

**NOTE 11  
OTHER FUNDS**

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

Description	RESTRICTED FUNDS ACCOUNT			Closing Balance 31 Aug 2021
	Opening Balance 01 Jul 2021	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	1,100	400	(300)	1,200
Deposits - Community Bus	900	150	(150)	900
Deposits - Rec Ctr & EFP	2,362	1,800	(600)	3,562
Deposits - Animal Trap	0	50	(50)	0
BCITF	0	490	(490)	0
Deposit - Community Gym Key	4,530	300	(120)	4,710
Building Services Levy	260	596	(534)	322
Nomination Deposits	0	0	0	0
Pre-Paid Rates	0	0	0	0
Other Deposits	6,819	0	0	6,819
Unclaimed Monies	2,147	0	0	2,147
Transport Licensing	0	0	0	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	0	0	0	0
Trust Accounts Receivable	39	1	0	40
Cemetery Shelter Contributions	0	0	0	0
	<b>18,177</b>	<b>3,787</b>	<b>(2,244)</b>	<b>19,720</b>

**SHIRE OF WAGIN**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**FOR THE PERIOD ENDED 31 AUGUST 2021**

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>					
<b>Rate Revenue</b>					
I031005	GRV	Inc	907,192	907,192	<b>907,192</b>
I031010	GRV Minimums	Inc	87,000	87,000	<b>87,000</b>
I031015	UV	Inc	1,458,296	1,458,296	<b>1,458,296</b>
I031020	UV Minimums	Inc	51,000	51,000	<b>51,000</b>
I031025	GRV Interim Rates	Inc	2,000	334	<b>1,642</b>
I031030	UV Interim Rates	Inc	2,000	334	<b>0</b>
I031035	Back Rates	Inc	1,000	166	<b>(68)</b>
I031040	Ex-Gratia Rates (CBH)	Inc	12,767	12,767	<b>0</b>
I031045	Discount Allowed	Inc	(90,859)	(45,859)	<b>(15,946)</b>
I031050	Instalment Admin Charge	Inc	6,000	3,000	<b>215</b>
I031055	Account Enquiry Fee	Inc	2,500	416	<b>440</b>
I031060	(Rate Write Offs)	Inc	(5,000)	0	<b>0</b>
I031065	Penalty Interest	Inc	8,000	1,334	<b>1,164</b>
I031070	Emergency Services Levy	Inc	118,062	118,062	<b>118,238</b>
I031075	ESL Penalty Interest	Inc	500	84	<b>77</b>
I031080	Instalment Interest	Inc	4,000	666	<b>516</b>
I031090	Rate Legal Charges	Inc	10,000	1,666	<b>3,893</b>
			<b>2,574,458</b>	<b>2,596,458</b>	<b>2,613,659</b>
E031005	Valuation Expenses	Exp	(35,000)	(500)	<b>(157)</b>
E031010	Legal Costs/Expenses	Exp	(1,000)	(166)	<b>0</b>
E031015	Title Searches	Exp	(600)	(100)	<b>(27)</b>
E031020	Rate Recovery Expenses	Exp	(10,000)	(1,666)	<b>(1,928)</b>
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	<b>(1,648)</b>
E031030	Emergency Services Levy	Exp	(118,062)	(29,516)	<b>(35,250)</b>
E031040	Rate Refunds	Exp	(1,000)	0	<b>0</b>
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,300)	(2,300)	<b>(2,352)</b>
E031100	Administration Allocated	Exp	(94,432)	(15,738)	<b>(7,869)</b>
			<b>(264,394)</b>	<b>(51,986)</b>	<b>(49,231)</b>
<b>Other General Purpose Funding</b>					
I032005	Grants Commission General	Inc	441,970	110,493	<b>123,103</b>
I032010	Grants Commission Roads	Inc	224,849	56,212	<b>64,159</b>
I032020	Administration Rental	Inc	36,000	6,000	<b>3,000</b>
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	250	<b>173</b>
I032030	Reimbursements	Inc	100	16	<b>0</b>
I032035	SS Loans Interest & GFee Reimb.	Inc	4,195	0	<b>0</b>
I032040	Bank Interest	Inc	5,000	834	<b>76</b>
I032045	Reserves Interest	Inc	17,086	0	<b>140</b>
I032055	Commissions & Recoups	Inc	500	0	<b>0</b>
			<b>731,200</b>	<b>173,805</b>	<b>190,651</b>
E032005	Bank Fees and Charges	Exp	(12,000)	(2,000)	<b>(1,110)</b>
E032015	Interest on Loans	Exp	(27,905)	(4,650)	<b>(4,029)</b>
E032030	Audit Fees & Other Services	Exp	(20,400)	0	<b>0</b>
E032035	Administration Allocated	Exp	(88,554)	(14,760)	<b>(7,380)</b>
			<b>(148,859)</b>	<b>(21,410)</b>	<b>(12,519)</b>
<b>Total General Purpose Income</b>			<b>3,305,658</b>	<b>2,770,263</b>	<b>2,804,309</b>
<b>Total General Purpose Expenditure</b>			<b>(413,253)</b>	<b>(73,396)</b>	<b>(61,749)</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	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(20,000)	0	0
E041010	Training	Exp	(8,000)	0	0
E041015	Members Travelling	Exp	(1,000)	0	0
E041025	Election Expenses	Exp	(3,000)	0	(55)
E041030	Other Expenses	Exp	(8,000)	(1,334)	0
E041035	Conference Expenses	Exp	(10,000)	(10,000)	0
E041040	Presidents Allowance	Exp	(12,000)	0	0
E041045	Deputy Presidents Allowance	Exp	(3,000)	0	0
E041055	Refreshments and Receptions	Exp	(14,000)	(2,334)	(2,456)
E041060	Presentations	Exp	(2,500)	(416)	(21)
E041065	Insurance	Exp	(11,807)	(11,807)	(11,724)
E041070	Public Relations	Exp	(2,000)	(334)	(562)
E041075	Subscriptions	Exp	(35,000)	(35,000)	(24,773)
E041100	Administration Allocated	Exp	(105,484)	(17,580)	(8,790)
			(235,791)	(78,805)	(48,381)
<b>Other Governance</b>					
I042030	Profit on Sale of Asset	Inc	0	0	0
I042045	Admin Reimbursements	Inc	5,000	834	3,153
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			5,000	834	3,153
E042005	Administration Salaries	Exp	(711,447)	(118,574)	(86,240)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(78,594)	(13,100)	(11,020)
E042011	Loyalty Allowance	Exp	(8,200)	(1,366)	(1,013)
E042012	Housing Allowance Admin	Exp	(7,700)	0	(121)
E042015	Insurance	Exp	(22,528)	(11,264)	(14,106)
E042020	Staff Training	Exp	(14,000)	(2,334)	0
E042025	Removal Expenses	Exp	(8,000)	0	0
E042030	Printing & Stationery	Exp	(30,000)	(5,000)	(3,547)
E042035	Phone, Fax & Modem	Exp	(6,000)	(1,000)	(639)
E042040	Office Maintenance	Exp	(61,164)	(14,202)	(8,751)
E042045	Advertising	Exp	(10,000)	(1,666)	(3,788)
E042050	Office Equipment Maintenance	Exp	(3,000)	(500)	(217)
E042055	Postage & Freight	Exp	(4,000)	(666)	(429)
E042060	Vehicle Running Expenses	Exp	(8,000)	(1,334)	(2,700)
E042065	Legal Expenses	Exp	(3,000)	(500)	0
E042070	Garden Expenses	Exp	(10,000)	(1,668)	(2,268)
E042075	Conference & Training	Exp	(11,000)	(1,834)	(900)
E042080	Computer Support	Exp	(90,000)	(37,000)	(44,516)
E042085	Other Expenses	Exp	(1,500)	(250)	(64)
E042090	Administration Allocated	Exp	(222,132)	(37,022)	(18,511)
E042095	Fringe Benefits Tax	Exp	(15,000)	0	0
E042100	Staff Uniforms	Exp	(4,000)	0	(80)
E042115	Cash Round Off Control	Exp	0	0	0
E042120	Depreciation - Other Governance	Exp	(53,504)	0	0
E042125	Less Administration Allocated	Exp	1,161,637	193,608	96,804
E042155	Lease of Photocopier	Exp	(1,000)	(166)	0
E042160	CEO Recruitment	Exp	0	0	0
E042165	Paid Parental Leave	Exp	0	0	0
			(222,132)	(55,838)	(102,106)
<b>Total Governance Income</b>			6,000	1,834	3,153
<b>Total Governance Expenditure</b>			(457,923)	(134,643)	(150,486)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Law, Order &amp; Public Safety</b>					
<b>Fire Prevention</b>					
I051010	BFB Operating Grant	Inc	58,893	0	10,529
I051015	Sale of Fire Maps	Inc	300	50	0
I051025	Reimbursements	Inc	3,000	500	0
I051030	Bush Fire Infringements	Inc	2,000	0	0
I051035	ESL Admin Fee	Inc	4,000	0	0
I051050	SES Call-out Income	Inc	0	0	0
I051070	Other Bushfire Grants Income	Inc	0	0	0
I051075	SES Operating Grant	Inc	31,201	0	7,800
			99,394	550	18,329
E051005	BFB Operation Expenditure	Exp	(64,486)	(33,598)	(28,002)
E051010	Communication Mtce	Exp	(4,000)	(832)	(401)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,021)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(4,000)	(668)	(200)
E051025	Town Block Burn Off	Exp	(5,000)	0	(279)
E051040	Other Bushfire Grants Expenditure	Exp	0	0	(103)
E051060	SES Operation Expenditure	Exp	(31,201)	(6,937)	(7,849)
E051100	Administration Allocated	Exp	(58,788)	(9,798)	(4,899)
E051190	Depreciation - Fire Prevention	Exp	(16,157)	0	0
			(186,132)	(54,333)	(43,754)
<b>Animal Control</b>					
I052005	Dog Fines and Fees	Inc	7,000	1,166	22
I052006	Cat Fines and Fees	Inc	300	50	0
I052010	Hire of Animal Traps	Inc	100	100	18
I052015	Dog Registration	Inc	6,000	334	193
I052016	Cat Registration	Inc	600	0	0
I052020	Reimbursements	Inc	500	0	0
			14,500	1,650	233
E052005	Ranger Salary	Exp	(15,000)	(2,500)	(1,809)
E052007	Ranger Telephone	Exp	(1,000)	(166)	(164)
E052010	Pound Maintenance	Exp	(2,047)	(361)	(14)
E052015	Dog Control Insurance	Exp	(232)	(232)	(116)
E052020	Legal Fees	Exp	(1,000)	(166)	0
E052025	Training & Conference	Exp	(1,500)	0	0
E052030	Ranger Services Other	Exp	(25,000)	(4,168)	(4,420)
E052035	Administration Allocated	Exp	(25,613)	(4,268)	(2,134)
E052190	Depreciation - Animal Control	Exp	(1,004)	0	0
			(72,396)	(11,861)	(8,657)
<b>Other Law, Order &amp; Public Safety</b>					
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	5,000	0	2,466
I053055	Reimbursements	Inc	0	0	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			5,050	50	2,466
E053005	Abandoned Vehicles	Exp	(500)	(84)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(84)	(45)
E053045	CCTV & Security	Exp	0	0	0
E053055	Mosquito Control	Exp	0	0	0
			(1,000)	(168)	(45)
<b>Total Law, Order &amp; Public Safety Income</b>			118,944	2,250	21,028
<b>Total Law, Order &amp; Public Safety Expenditure</b>			(259,528)	(66,362)	(52,455)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Health</b>					
<b>Maternal &amp; Infant Health</b>					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(9,200)	(1,534)	(1,133)
			(9,200)	(1,534)	(1,133)
<b>Preventative Services - Admin &amp; Inspections</b>					
I074005	Food Licences & Fees	Inc	800	0	0
I074015	Contrib. Regional Health Scheme	Inc	50,000	8,334	8,529
I074020	Reimbursements	Inc	0	0	0
			50,800	8,334	8,529
E074005	EHO Salary	Exp	(105,000)	(17,500)	(12,645)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(11,000)	(1,834)	(1,590)
E074015	Other Control Expenses	Exp	(8,000)	(2,998)	(1,289)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(1,182)	(954)
E074030	Conferences & Training	Exp	(3,000)	(500)	(150)
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(24,643)	(4,108)	(2,054)
E074190	Depreciation - Prevent Services	Exp	(7,892)	0	0
			(164,535)	(28,122)	(18,682)
<b>Other Health</b>					
I076010	Rent - Medical Centre-Dentist	Inc	4,380	730	660
I076015	Reimbursements - IPN Medical	Inc	2,500	0	0
I076020	Meeting Room Fees	Inc	3,500	584	545
I076040	Reimbursements - Dr Norris	Inc	1,500	0	0
			11,880	1,314	1,205
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(12,379)	(3,638)	(2,385)
E076025	Depreciation - Other Health	Exp	(21,810)	0	0
E076030	Doctors Vehicle Mtce	Exp	(12,004)	(974)	(742)
E076040	IPN Medical Services	Exp	(46,665)	0	0
			(92,858)	(4,612)	(3,127)
<b>Health - Preventative Services</b>					
E077010	Analytical Expenses	Exp	(500)	(500)	(463)
			(500)	(500)	(463)
<b>Total Health Income</b>			62,680	9,648	9,734
<b>Total Health Expenditure</b>			(267,093)	(34,768)	(23,405)
<b>Education &amp; Welfare</b>					
<b>Pre Schools</b>					
I083035	Day Care Lease	Exp	8,568	1,428	1,619
I083036	Day Care Reimbursements	Exp	5,500	917	386
			14,068	2,345	2,005
E080010	Kindergarten Maintenance (Daycare)	Exp	(13,475)	(2,995)	(1,737)
E080190	Depreciation - Pre-Schools	Exp	(4,105)	0	0
			(17,580)	(2,995)	(1,737)
<b>Other Education</b>					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	0
			(2,600)	(2,600)	0
<b>HACC Program</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	CHSP & HACC Grant	Inc	346,450	86,613	<b>86,863</b>
I082015	Meals on Wheels	Inc	5,000	834	<b>750</b>
I082020	CHSP Fee for Service	Inc	85,000	14,166	<b>13,708</b>
I082030	Reimbursements	Inc	500	84	<b>0</b>
I082040	HCP Client Daily Fee	Inc	20,000	3,334	<b>1,246</b>
I082045	HCP Government Funds	Inc	182,500	30,416	<b>9,820</b>
			<b>639,450</b>	<b>135,447</b>	<b>112,387</b>
E082010	Management & Admin Salaries	Exp	(116,000)	(19,334)	<b>(18,775)</b>
E082013	Homecare Wages/Contract Liability	Exp	0	0	<b>0</b>
E082015	Maintenance & Gardening Salaries	Exp	(34,750)	(5,792)	<b>(3,583)</b>
E082020	Nursing Salaries	Exp	(3,000)	(500)	<b>(1,524)</b>
E082025	Care Workers Salaries	Exp	(299,500)	(49,916)	<b>(23,402)</b>
E082030	Superannuation	Exp	(45,000)	(7,500)	<b>(4,735)</b>
E082035	Other Expenses	Exp	(3,000)	(500)	<b>(242)</b>
E082040	Travelling - Mileage	Exp	(40,000)	(6,666)	<b>(4,590)</b>
E082045	Staff Training	Exp	(3,000)	(500)	<b>540</b>
E082050	Staff Training Salaries	Exp	(2,000)	(334)	<b>(302)</b>
E082055	Subscriptions	Exp	(7,500)	(1,250)	<b>(3,566)</b>
E082060	Telephone & Postage	Exp	(1,200)	(200)	<b>(272)</b>
E082065	Advertising & Stationery	Exp	(1,000)	(168)	<b>0</b>
E082070	Insurance	Exp	(5,000)	(2,500)	<b>(2,341)</b>
E082075	Office Accommodation	Exp	(36,000)	(6,000)	<b>(3,000)</b>
E082080	Plant & Equipment Mtce	Exp	(10,000)	(2,964)	<b>(5,945)</b>
E082085	Consumable Supplies	Exp	(6,000)	(1,000)	<b>(60)</b>
E082090	Expenditure from Donations	Exp	0	0	<b>(600)</b>
E082095	HCP Expenses	Exp	(20,000)	(3,334)	<b>(274)</b>
E082100	Administration Allocated	Exp	(28,696)	(4,782)	<b>(2,391)</b>
E082110	Meals on Wheels Expenditure	Exp	(5,000)	(834)	<b>(753)</b>
E082120	Loss on Sale of Asset	Exp	0	0	<b>0</b>
E082130	Homecare COVID Funding Expenditure	Exp	0	0	<b>0</b>
E082190	Depreciation - HACC	Exp	(18,825)	0	<b>0</b>
			<b>(685,471)</b>	<b>(114,074)</b>	<b>(75,815)</b>
	<b>Other Welfare</b>				
I083010	Wagin Frail Aged Reimb	Inc	8,569	4,285	<b>4,284</b>
I083040	Other Welfare Income	Inc	0	0	<b>0</b>
			<b>8,569</b>	<b>4,285</b>	<b>4,284</b>
E083010	Wagin Frail Aged Exp	Exp	(8,569)	(4,285)	<b>(4,374)</b>
E083020	Comm. Aged Care Expenses	Exp	(1,500)	(250)	<b>0</b>
E083050	Other Welfare Exp	Exp	0	0	<b>0</b>
			<b>(10,069)</b>	<b>(4,535)</b>	<b>(4,374)</b>
	<b>Total Education &amp; Welfare Income</b>		<b>662,087</b>	<b>142,076</b>	<b>118,675</b>
	<b>Total Education &amp; Welfare Expenditure</b>		<b>(715,720)</b>	<b>(124,204)</b>	<b>(81,924)</b>
	<b>Community Amenities</b>				
	<b>Sanitation - Household Refuse</b>				
I101005	Domestic Collection	Inc	243,100	243,100	<b>242,532</b>
I102020	Refuse Site Fees	Inc	21,000	3,500	<b>2,445</b>
			<b>264,100</b>	<b>246,600</b>	<b>244,977</b>
E101005	Domestic Refuse Collection	Exp	(68,000)	(11,334)	<b>(5,023)</b>
E101010	Recycling Pick-Up	Exp	(78,000)	(13,000)	<b>(5,156)</b>
E101015	Refuse Site Mtce	Exp	(122,500)	(20,537)	<b>(11,199)</b>
E101025	Refuse Site Attendant	Exp	0	0	<b>0</b>
			<b>(268,500)</b>	<b>(44,871)</b>	<b>(21,378)</b>
	<b>Sanitation - Other</b>				

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I102002	Commercial Collection Charges	Inc	64,350	64,350	<b>64,350</b>
I102005	Reimbursement Drummuster	Inc	4,000	0	<b>0</b>
I102010	Charges Bulk Rubbish	Inc	16,500	2,750	<b>1,142</b>
			<b>84,850</b>	<b>67,100</b>	<b>65,492</b>
E102005	Commercial Collection	Exp	(13,000)	(2,166)	<b>(988)</b>
E102010	Bulk Rubbish Collection	Exp	(16,500)	(2,750)	<b>(1,177)</b>
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	<b>0</b>
E102190	Depreciation - Sanitation	Exp	(16,305)	0	<b>0</b>
			<b>(50,805)</b>	<b>(4,916)</b>	<b>(2,165)</b>
	<b>Sewerage</b>				
I104005	Septic Tank Fees	Inc	500	500	<b>0</b>
			<b>500</b>	<b>500</b>	<b>0</b>
E104005	Sewerage Treatment Plant	Exp	(500)	(108)	<b>(17)</b>
			<b>(500)</b>	<b>(108)</b>	<b>(17)</b>
	<b>Regional Refuse Group</b>				
E102007	Regional Refuse Group Expenses	Exp	0	0	<b>0</b>
			<b>0</b>	<b>0</b>	<b>0</b>
	<b>Town Planning</b>				
I106005	Planning Fees	Inc	4,000	666	<b>735</b>
			<b>4,000</b>	<b>666</b>	<b>735</b>
E106005	Town Planning Expenses	Exp	(15,000)	(2,500)	<b>(1,781)</b>
E106100	Administration Allocated	Exp	(30,122)	(5,020)	<b>(2,510)</b>
			<b>(45,122)</b>	<b>(7,520)</b>	<b>(4,291)</b>
	<b>Other Community Amenities</b>				
I107005	Cemetery Fees	Inc	12,000	2,000	<b>1,864</b>
I107010	Community Bus Income	Inc	4,000	666	<b>995</b>
I107025	Other Community Amenities Contributions	Inc	0	0	<b>0</b>
			<b>16,000</b>	<b>2,666</b>	<b>2,859</b>
E107005	Cemetery Mtce	Exp	(26,009)	(4,467)	<b>(1,608)</b>
E107010	Public Convenience Mtce	Exp	(57,224)	(10,184)	<b>(7,968)</b>
E107015	Community Bus Operating	Exp	(4,000)	(1,733)	<b>(907)</b>
E107100	Administration Allocated	Exp	(66,741)	(11,124)	<b>(5,562)</b>
E107190	Depreciation - Other Comm Amenities	Exp	(28,309)	0	<b>0</b>
			<b>(182,283)</b>	<b>(27,508)</b>	<b>(16,045)</b>
	<b>Total Community Amenities Income</b>		<b>369,450</b>	<b>317,532</b>	<b>314,064</b>
	<b>Total Community Amenities Expenditure</b>		<b>(547,210)</b>	<b>(84,923)</b>	<b>(43,897)</b>
	<b>Recreation &amp; Culture</b>				
	<b>Public Halls &amp; Civic Centres</b>				
I111005	Town Hall Hire	Inc	2,000	334	<b>74</b>
I111010	Reimbursements	Inc	100	100	<b>0</b>
I111015	Town Hall Lease -L Piesse	Inc	4,848	808	<b>735</b>
			<b>6,948</b>	<b>1,242</b>	<b>809</b>
E111005	Town Hall Mtce	Exp	(25,745)	(7,974)	<b>(4,167)</b>
E111010	Other Halls Mtce	Exp	(6,126)	(1,344)	<b>(193)</b>
E111190	Depreciation - Public Halls	Exp	(56,338)	0	<b>0</b>
			<b>(88,209)</b>	<b>(9,318)</b>	<b>(4,360)</b>
	<b>Swimming Pool</b>				
I112010	Swimming Pool Admission	Inc	30,000	0	<b>0</b>

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0
I112020	Reimbursements	Inc	600	0	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0
			30,600	0	0
E112005	Pool Staff Salary	Exp	(72,000)	(12,000)	(1,104)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(8,000)	(1,334)	0
E112015	Swimming Pool Maintenance	Exp	(111,412)	(26,025)	(9,053)
E112020	Swimming Pool Other Expenses	Exp	(3,500)	(2,250)	(1,249)
E112190	Depreciation - Swimming Pools	Exp	(187,255)	0	0
			(382,167)	(41,609)	(11,406)
	<b>Other Recreation &amp; Sport</b>				
I113005	Sportsground Rental	Inc	7,907	0	0
I113015	Power Reimbursements	Inc	6,500	1,084	725
I113020	Recreation Centre Hire	Inc	8,000	1,334	365
I113025	Reimbursements Other	Inc	0	0	0
I113030	Rec Centre Equipment Contributions	Inc	1,800	0	0
I113035	Sporting Club Leases	Inc	50	50	0
I113040	Other Recreation & Sport Contributions	Inc	198,776	173,776	191,154
I113055	Eric Farrow Pavillion Hire	Inc	5,000	834	941
I113065	Community Gym Membership	Inc	12,000	2,000	2,975
			240,033	179,078	196,160
E113005	Sportsground Mtce	Exp	(93,521)	(15,998)	(8,338)
E113010	Sportsground Building Mtce	Exp	(23,818)	(10,987)	(5,251)
E113015	Wetlands Park Mtce	Exp	(69,518)	(12,352)	(7,396)
E113020	Parks & Gardens Mtce	Exp	(49,200)	(8,278)	(6,518)
E113025	Puntapin Rock Mtce	Exp	(2,501)	(469)	(475)
E113030	Recreation Centre Mtce	Exp	(57,024)	(13,178)	(10,681)
E113035	Rec Staff Salaries	Exp	(18,000)	(3,000)	(4,794)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(1,800)	(300)	(604)
E113045	Other Expenses	Exp	(1,200)	(200)	(223)
E113050	Norring Lake Mtce	Exp	(3,400)	(568)	(73)
E113065	Eric Farrow Pavilion Mtce	Exp	(21,505)	(4,485)	(3,398)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(334)	0
E113095	Community Gym Expenditure	Exp	(8,000)	(1,333)	(623)
E113100	Administration Allocated	Exp	(105,094)	(17,516)	(8,758)
E113190	Depreciation - Other Rec & Sport	Exp	(271,345)	0	0
			(727,926)	(88,998)	(57,132)
	<b>Library</b>				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(48,000)	(8,000)	(6,631)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(10,547)	(2,164)	(928)
E115020	Library Other Expenses	Exp	(7,200)	(1,968)	(740)
E115190	Depreciation - Libraries	Exp	(1,400)	0	0
			(67,147)	(12,132)	(8,299)
	<b>Other Culture</b>				
I116035	Long Table Experience Income	Inc	0	0	0
I116065	Electronic Sign Advertising Income	Inc	1,500	250	455
I119015	Contribution to Woolorama	Inc	1,000	0	0
I119020	Reimbursements	Inc	9,000	0	0
I119030	Community Events Income	Inc	1,000	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I119031	Other Culture Grant Funds	Inc	0	0	0
			12,500	250	455
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	0
E116010	Woolorama Costs & Maintenance	Exp	(60,075)	(10,742)	(1,634)
E116015	Community Centre Mtce	Exp	(11,537)	(2,521)	(790)
E116020	Historical Village	Exp	(2,070)	(801)	(749)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(24,163)	(4,026)	(318)
E116046	Community Development Equipment Maintenance	Exp	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116060	Betty Terry Theatre Expenditure	Exp	(3,140)	(774)	(423)
E116065	Electronic Sign Expenditure	Exp	(3,600)	(600)	(849)
E116070	Court House Expenditure	Exp	(5,000)	(1,033)	(60)
E116190	Depreciation - Other Culture	Exp	(39,988)	0	0
			(150,073)	(20,997)	(4,823)
	<b>Total Recreation &amp; Culture Income</b>		290,231	180,720	197,424
	<b>Total Recreation &amp; Culture Expenditure</b>		(1,415,522)	(173,054)	(86,021)
<b>Transport</b>					
<b>Streets Roads Bridges &amp; Depot Construction</b>					
I121005	Direct Road Grants	Inc	129,037	129,037	129,037
I121010	Road Project Grants	Inc	307,605	123,042	123,042
I121015	Roads to Recovery Grant	Inc	312,145	0	0
I121020	Reimbursements	Inc	1,000	0	91
I121025	Contribution - St Lighting	Inc	3,500	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	74,251
I121076	LRCIP Funding	Inc	545,526	0	116,737
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,298,813	252,079	443,158
<b>Streets Roads Bridges &amp; Depot Maintenance</b>					
I122055	Diesel Fuel Rebate Income	Inc	45,000	7,500	10,022
			45,000	7,500	10,022
E122005	Road Maintenance	Exp	(110,000)	(18,332)	(25,913)
E122006	Maintenance Grading	Exp	(220,000)	(36,668)	(28,683)
E122007	Rural Tree Pruning	Exp	(80,000)	(13,336)	(2,590)
E122008	Rural Spraying	Exp	(12,000)	(2,000)	0
E122009	Town Site Spraying	Exp	(20,000)	(3,336)	(2,996)
E122010	Depot Mtce	Exp	(25,248)	(5,037)	(2,640)
E122011	Town Reserve & Verg Mtce	Exp	(5,000)	(834)	(961)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(3,752)	(1,631)
E122015	Rural Numbering	Exp	(100)	(14)	0
E122020	Footpath Mtce	Exp	(5,000)	(836)	(1,594)
E122025	Street Cleaning	Exp	(45,000)	(7,500)	(5,576)
E122030	Street Trees	Exp	(65,000)	(10,834)	(4,654)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(666)	(2,202)
E122045	Townscape	Exp	(60,000)	(10,000)	(9,267)
E122050	Crossovers	Exp	(500)	(84)	(143)
E122055	RoMan Data Collection	Exp	(11,500)	(1,916)	0
E122060	Street Lighting	Exp	(70,000)	(11,666)	(11,104)
E122090	Graffiti Removal	Exp	(100)	(16)	0
E122100	Administration Allocated	Exp	(49,019)	(8,170)	(4,085)
E122105	Loss on Sale of Asset	Exp	0	0	0
E122190	Depreciation - Roads	Exp	(1,922,254)	0	0
E147120	Storm Damage - Not Claimable	Exp	(83,000)	(13,834)	(64,180)
			(2,810,221)	(148,831)	(168,219)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Road Plant Purchases</b>					
I122100	Profit on Sale of Asset	Inc	9,580	0	0
			9,580	0	0
E123010	Loss on Sale of Asset	Exp	0	0	0
			0	0	0
<b>Aerodrome</b>					
I126015	Aerodrome Reimbursements	Inc	0	0	0
I126020	Aerodrome Hangar Lease	Inc	9,700	1,800	1,739
			9,700	1,800	1,739
E126005	Aerodrome Maintenance	Exp	(11,448)	(2,574)	(1,175)
E126190	Depreciation - Aerodromes	Exp	(36,266)	0	0
			(47,714)	(2,574)	(1,175)
<b>Total Transport Income</b>			1,363,093	261,379	454,919
<b>Total Transport Expenditure</b>			(2,857,935)	(151,405)	(169,394)
<b>Economic Services</b>					
<b>Rural Services</b>					
I131020	Landcare Reimbursements	Inc	75,700	12,616	11,224
			75,700	12,616	11,224
E131020	Landcare	Exp	(100,700)	(12,616)	(11,224)
E131030	Rural Towns Program	Exp	(18,000)	(3,081)	(2,152)
E131100	Administration Allocated	Exp	(14,609)	(2,434)	(1,217)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(1,920)	(826)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(143,309)	(20,051)	(15,419)
<b>Tourism &amp; Area Promotion</b>					
I132005	Caravan Park Fees	Inc	70,000	11,666	8,047
I132010	Reimbursements	Inc	1,000	166	7
I132015	RV Area Fees	Inc	15,000	2,500	669
I132035	Tourism Income	Inc	0	0	0
			86,000	14,332	8,723
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(32,000)	(5,750)	(4,509)
E132020	Caravan Park Mtce	Exp	(58,041)	(10,206)	(3,537)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	0
E132035	RV Area Maintenance	Exp	(6,000)	(1,000)	(61)
E132040	Tourism Promotion & Subscripts	Exp	(15,000)	(2,500)	(300)
E132050	Administration Allocated	Exp	(58,489)	(9,748)	(4,874)
E132190	Depreciation - Tourism	Exp	(11,388)	0	0
			(189,378)	(37,664)	(13,281)
<b>Building Control</b>					
I133005	Building Licenses	Inc	8,000	1,334	1,276
I133010	Swimming Pool Inspection Fees	Inc	0	0	(109)
			8,000	1,334	1,167
<b>Other Economic Services</b>					
I134005	Water Sales	Inc	45,000	7,500	203
			45,000	7,500	203
E134005	Water Supply - Standpipes	Exp	(55,000)	(9,168)	(2,806)
E134190	Depreciation - Other Economic Services	Exp	(2,052)	0	0
			(57,052)	(9,168)	(2,806)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
	<b>Total Economic Services Income</b>		214,700	35,782	<b>21,318</b>
	<b>Total Economic Services Expenditure</b>		(389,739)	(66,883)	<b>(31,507)</b>
	<b>Other Property &amp; Services</b>				
	<b>Private Works</b>				
I141005	Private Works Income	Inc	20,000	3,334	<b>582</b>
			20,000	3,334	<b>582</b>
E141005	Private Works	Exp	(15,000)	(2,498)	<b>(314)</b>
E141100	Administration Allocated	Exp	(2,767)	(462)	<b>(231)</b>
			(17,767)	(2,960)	<b>(545)</b>
	<b>Public Works Overheads</b>				
I143020	Reimbursements	Inc	500	500	<b>0</b>
			500	500	<b>0</b>
E143005	Engineering Salaries	Exp	(103,000)	(17,166)	<b>(14,031)</b>
E143007	Engineering Administration Salaries	Exp	(52,749)	(8,792)	<b>(8,403)</b>
E143008	Works Leave/Wages Liability	Exp	0	0	<b>0</b>
E143009	Housing Allowance Works	Exp	(18,000)	(1,000)	<b>(923)</b>
E143015	CEO's Salary Allocation	Exp	(57,940)	(9,656)	<b>(8,914)</b>
E143020	Engineering Superannuation	Exp	(98,043)	(16,340)	<b>(15,514)</b>
E143025	Engineering - Other Expenses	Exp	(5,000)	(834)	<b>(600)</b>
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(30,000)	<b>(27,411)</b>
E143045	Insurance on Works	Exp	(33,201)	(16,601)	<b>(16,726)</b>
E143050	Protective Clothing	Exp	(8,000)	(1,334)	<b>0</b>
E143055	Fringe Benefits	Exp	(1,000)	0	<b>0</b>
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(166)	<b>(32)</b>
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(1,168)	<b>(1,540)</b>
E143075	Telephone Expenses	Exp	(1,500)	(250)	<b>(256)</b>
E143080	Staff Licences	Exp	(500)	(84)	<b>(44)</b>
E143085	Safety Equipment & Meetings	Exp	(4,000)	(666)	<b>0</b>
E143090	Conferences & Courses	Exp	(1,500)	(250)	<b>0</b>
E143095	Staff Training	Exp	(16,000)	(2,668)	<b>(460)</b>
E143105	Administration Allocated	Exp	(1,040)	(174)	<b>(87)</b>
E143200	LESS PWOH ALLOCATED	Exp	589,473	98,248	<b>72,338</b>
			0	(8,901)	<b>(22,602)</b>
	<b>Plant Operation Costs</b>				
I144005	Sale of Scrap	Inc	1,500	250	<b>1,500</b>
I144010	Reimbursements	Inc	4,000	666	<b>770</b>
			5,500	916	<b>2,270</b>
E144010	Fuel & Oils	Exp	(120,000)	(20,000)	<b>(24,805)</b>
E144020	Tyres & Tubes	Exp	(20,000)	(3,334)	<b>(954)</b>
E144030	Parts & Repairs	Exp	(70,000)	(11,666)	<b>(4,303)</b>
E144040	Plant Repair - Wages	Exp	(20,000)	(3,334)	<b>(2,066)</b>
E144050	Insurance and Licences	Exp	(30,000)	(1,308)	<b>(28,867)</b>
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(1,666)	<b>(77)</b>
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(1,334)	<b>(1,489)</b>
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(166)	<b>0</b>
E144200	LESS POC ALLOCATED-PROJECTS	Exp	279,000	46,502	<b>33,978</b>
			0	3,694	<b>(28,584)</b>
	<b>Salaries &amp; Wages</b>				
E146010	Gross Salaries, Allowances & Super	Exp	(2,442,985)	(407,164)	<b>(363,624)</b>
E146200	Less Sal , Allow, Super Allocated	Exp	2,442,985	407,166	<b>363,624</b>
			0	2	<b>0</b>

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
	<b>Unclassified</b>				
I147005	Commission - Vehicle Licensing	Inc	46,000	7,666	<b>8,405</b>
I147006	Commission - TransWA	Inc	500	84	<b>17</b>
I147035	Banking errors	Inc	0	0	<b>174</b>
I147050	Council Staff Housing Rental	Inc	47,840	7,974	<b>7,899</b>
I147065	Insurance Reimbursement	Inc	5,000	834	<b>0</b>
I147070	Council Housing Reimbursements	Inc	4,000	666	<b>722</b>
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	520	<b>480</b>
I147121	Reimbursement - Community Requests	Inc	0	0	<b>0</b>
			106,460	17,744	<b>17,697</b>
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(500)	<b>0</b>
E147035	Banking Errors	Exp	0	0	<b>0</b>
E147050	Council Housing Maintenance	Exp	(83,519)	(18,236)	<b>(9,712)</b>
E147055	Consultants	Exp	(32,000)	0	<b>0</b>
E147070	4WD Resource Sharing Group	Exp	(1,000)	(166)	<b>0</b>
E147090	Building Maintenance	Exp	(8,000)	(2,000)	<b>(1,292)</b>
E147100	Administration Allocated	Exp	(185,414)	(30,904)	<b>(15,452)</b>
E147115	Occupational Health & Safety (OHS)	Exp	(4,000)	(666)	<b>0</b>
E147130	Depreciation - Unclassified	Exp	(31,064)	0	<b>0</b>
E147150	Community Requests Budget	Exp	(7,316)	(1,220)	<b>(1,747)</b>
E147151	Community Donations/Sponsorship	Exp	(3,500)	0	<b>0</b>
			(358,813)	(53,692)	<b>(28,203)</b>
	<b>Total Other Property &amp; Services Income</b>		132,460	22,494	<b>20,549</b>
	<b>Total Other Property &amp; Services Expenditure</b>		(376,580)	(61,857)	<b>(79,933)</b>
	<b>Total Income</b>		<b>6,525,303</b>	<b>3,743,978</b>	<b>3,965,173</b>
	<b>Total Expenditure</b>		<b>(7,700,503)</b>	<b>(971,493)</b>	<b>(780,771)</b>
	<b>Net Deficit (Surplus)</b>		<b>(1,175,200)</b>	<b>2,772,485</b>	<b>3,184,402</b>



## 11.2. FINANCIAL REPORTS – SEPTEMBER 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 October 2021
PREVIOUS REPORT(S):	18 October 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Monthly Financial Report</li><li>• Payments List (under separate cover)</li></ul>

### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopts the Financial Reports for the period ending 30 September 2021 as presented.

Carried 0/0

### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That EFT Payments EFT11193 – EFT11245, EFT11253 – EFT11280, EFT11285 – EFT11286, EFT11288 – EFT11290 Cheque Payments 5518 – 5531 and Direct Debit Payments from the Municipal Account totalling \$418,857.43 and EFT Payments EFT11246 – EFT11252, EFT11281 – EFT11284, EFT11287 Cheque Payments 2606 – 2608 from the Restricted Funds Account totalling \$1,841.65 for the month of September 2021 be endorsed and accepted for payment.

Carried 0/0

### BRIEF SUMMARY

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

### BACKGROUND/COMMENT

The financial statements for September 2021 with corresponding list of account payments are attached for Council to adopt.

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



**\*\*Gentle Reminder – The 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\*\***

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

The Adjusted Net Current Assets figure as at the 30<sup>th</sup> of September 2021 is \$3,305,737 compared to \$2,922,782 in 2020. This figure includes the contract assets and liabilities (listed as income and expenses in advance) as per Australian Accounting Standard AASB 15. The grant income is recognised as revenue when expenditure occurs due to specific performance obligations.

Rates received as at the end of September amounted to \$2,118,603 or 80% which compares with 77% at the same time last year. State road funds have been recouped as soon as practicable with the Direct Grant and Road Project Grants first 40% applied for and received.

The Shire has a total of \$2,617,563 invested in interest bearing accounts which are currently earning interest of 0.05% on Treasury OCDF (\$908,791) and 0.30% on Reserve Term Deposit (\$1,708,772). In our current economic climate interest rates are dismal almost to the point of non-existent. The term deposit interest rates with Treasury are less than the on-call account therefore funds will remain where they are for the time being.

The sundry debtor situation continues to be closely monitored with action having been initiated to follow through to recover long outstanding amounts and through entering payment arrangements where applicable, for those debtors having trouble.

#### **CONSULTATION/COMMUNICATION**

Nil

#### **STATUTORY/LEGAL IMPLICATIONS**

- Local Government (Financial Management) Regulations 1996

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 September 2021**

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

**TABLE OF CONTENTS**

Monthly Summary Information	
Statement of Financial Activity by Program	
Statement of Financial Activity by Nature or Type	
Note 1	Net Current Assets
Note 2	Explanation of Material Variances
Note 3	Cash and Investments
Note 4	Receivables
Note 5	Rate Revenue
Note 6	Disposal of Assets
Note 7	Capital Acquisitions
Note 8	Borrowings
Note 9	Reserves
Note 10	Grants and Contributions
Note 11	Trust Fund

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Wagin for the 2021/22 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 2021/22 financial year.

	<b>% Completed</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Capital Expenditure</b>			
Buildings	18%	359,620	63,517
Plant & Equipment	0%	170,000	0
Furniture & Equipment	38%	59,552	22,584
Infrastructure - Roads	5%	1,251,195	59,253
Footpaths	0%	48,000	0
Infrastructure - Other	11%	479,012	51,805
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	31%	1,422,200	437,088
Non-operating Grants, Subsidies and Contributions	38%	1,364,052	523,315
Rates Levied	100%	2,430,396	2,422,430

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>This Time Last Year 30 Sep 2020</b>	<b>Year to Date Actual 30 Sep 2021</b>
Adjusted Net Current Assets	113%	\$ 2,922,782	\$ 3,305,737
Cash and Equivalent - Unrestricted	105%	\$ 2,934,854	\$ 3,092,455
Cash and Equivalent - Restricted	103%	\$ 1,657,399	\$ 1,708,772
Receivables - Rates	91%	\$ 676,231	\$ 614,315
Receivables - Other	362%	\$ 67,549	\$ 244,773
Payables	172%	\$ 144,253	\$ 248,472

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 20 October 2021  
Prepared by: Manager of Finance  
Reviewed by: Deputy Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

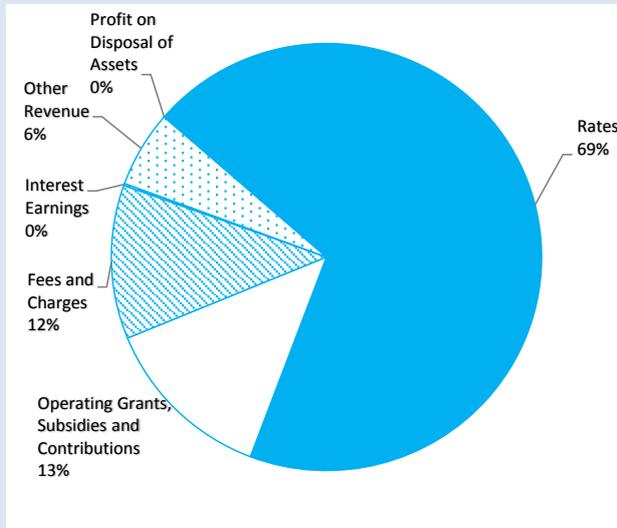
**CRITICAL ACCOUNTING ESTIMATES**

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.

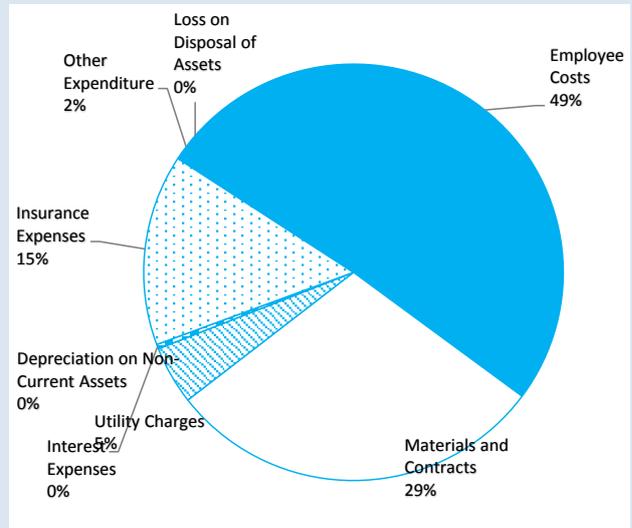
**ROUNDING OFF FIGURES**

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

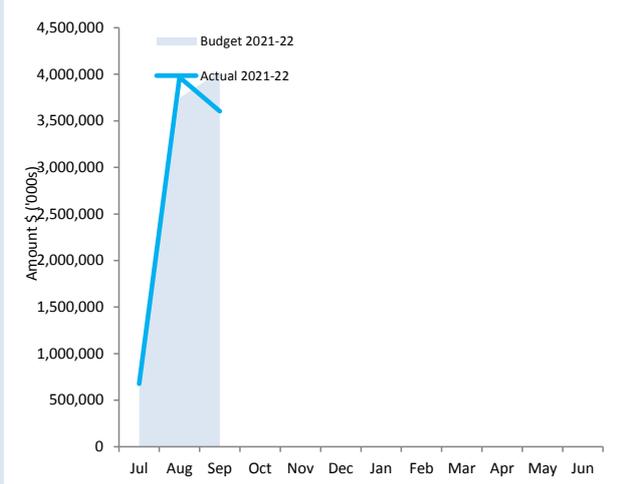
**OPERATING REVENUE**



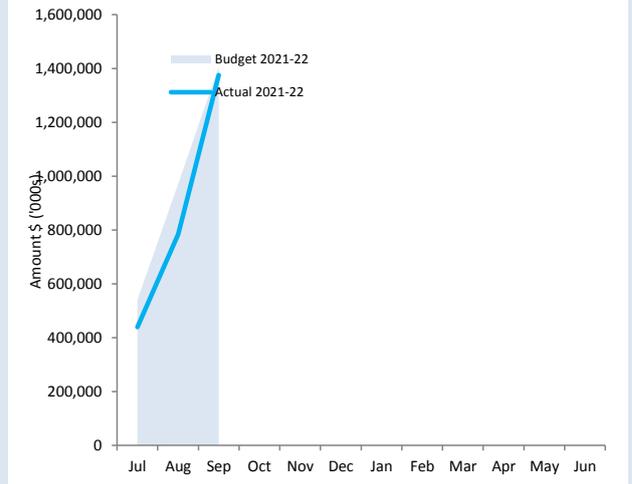
**OPERATING EXPENSES**



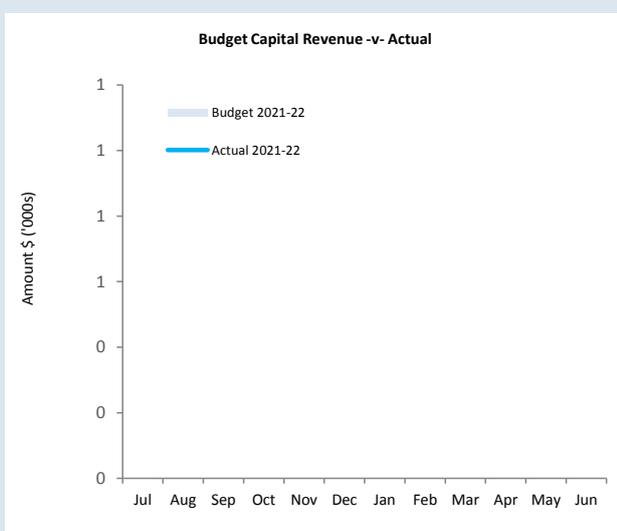
**Budget Operating Revenues -v- Actual**



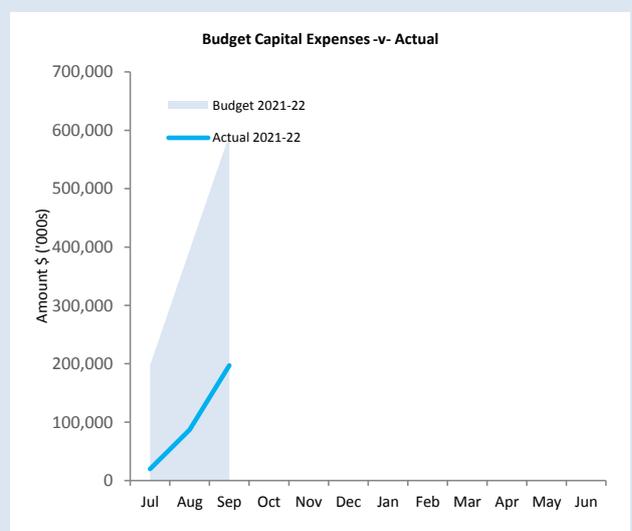
**Budget Operating Expenses -v- YTD Actual**



**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 SEPTEMBER 2021**

**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 SEPTEMBER 2021**

**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)	\$ 1,283,591	\$ 1,283,591	\$ 1,283,591	\$ 0	
<b>Revenue from operating activities</b>						
Governance		6,000	2,251	3,153	902	
General Purpose Funding - Rates	5	2,430,397	2,426,647	2,422,431	(4,216)	
General Purpose Funding - Other		875,261	311,938	327,214	15,276	
Law, Order and Public Safety		118,944	25,948	40,648	14,700	
Health		62,680	14,672	15,076	404	
Education and Welfare		662,087	167,207	130,713	(36,494)	▼
Community Amenities		369,450	322,323	319,346	(2,977)	
Recreation and Culture		91,455	14,220	14,268	48	
Transport		197,817	146,037	145,535	(502)	
Economic Services		214,700	53,673	39,054	(14,619)	
Other Property and Services		132,460	33,491	34,763	1,272	
		<b>5,161,251</b>	<b>3,518,406</b>	<b>3,492,201</b>		
<b>Expenditure from operating activities</b>						
Governance		(457,923)	(203,058)	(174,609)	28,449	▲
General Purpose Funding		(413,253)	(93,186)	(94,682)	(1,497)	
Law, Order and Public Safety		(259,528)	(83,144)	(74,485)	8,659	
Health		(267,093)	(60,547)	(44,272)	16,275	
Education and Welfare		(715,720)	(179,797)	(150,296)	29,501	▲
Community Amenities		(547,210)	(126,023)	(117,069)	8,954	
Recreation and Culture		(1,415,522)	(230,276)	(175,162)	55,114	▲
Transport		(2,857,935)	(225,343)	(326,952)	(101,609)	▼
Economic Services		(389,739)	(91,932)	(62,612)	29,320	▲
Other Property and Services		(376,580)	(114,220)	(155,231)	(41,012)	▼
		<b>(7,700,503)</b>	<b>(1,407,524)</b>	<b>(1,375,370)</b>		
<b>Operating activities excluded from budget</b>						
Non-cash amounts excluded from operating activities		2,726,185	0	44	44	
<b>Amount attributable to operating activities</b>		<b>186,933</b>	<b>2,110,882</b>	<b>2,116,875</b>		
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions	10	1,364,052	511,236	109,623	(401,613)	▼
Proceeds from Disposal of Assets	6	41,000	0	0	0	
Capital Acquisitions	7	(2,367,379)	(591,843)	(197,158)	394,685	▲
<b>Amount attributable to investing activities</b>		<b>(962,327)</b>	<b>(80,607)</b>	<b>(87,535)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		19,925	0	0	0	
Transfer from Reserves	9	185,500	0	0	0	
Repayment of Debentures	8	(70,889)	0	(7,049)	(7,049)	
Transfer to Reserves	9	(642,736)	0	(140)	(140)	
<b>Amount attributable to financing activities</b>		<b>(508,200)</b>	<b>0</b>	<b>(7,189)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>3,313,866</b>	<b>3,305,737</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 2021/22 financial year is \$20,000.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

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

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

**PROFIT ON ASSET DISPOSAL**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

Loss on the disposal of fixed assets.

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**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)	\$ 1,283,591	\$ 1,283,591	\$ 1,283,591	\$ 0	
<b>Revenue from operating activities</b>						
Rates	5	2,430,396	2,426,647	2,422,430	(4,217)	
Operating Grants, Subsidies and Contributions	10	1,422,200	450,501	455,615	5,113	
Fees and Charges		839,443	440,666	406,540	(34,125)	▼
Interest Earnings		34,086	8,523	5,379	(3,144)	
Other Revenue		425,546	192,070	202,234	10,165	
Profit on Disposal of Assets	6	9,580	0	0	0	
		5,161,251	3,518,406	3,492,198		
<b>Expenditure from operating activities</b>						
Employee Costs		(2,875,828)	(729,849)	(670,592)	59,257	▲
Materials and Contracts		(1,326,731)	(388,940)	(403,588)	(14,649)	
Utility Charges		(377,293)	(75,069)	(62,301)	12,768	
Depreciation on Non-Current Assets		(2,727,261)	0	0	0	
Interest Expenses		(27,905)	(6,975)	(4,727)	2,248	
Insurance Expenses		(201,777)	(159,229)	(204,189)	(44,960)	▼
Other Expenditure		(155,204)	(47,463)	(29,974)	17,489	
Loss on Disposal of Assets	6	(8,504)	0	0	0	
		(7,700,503)	(1,407,524)	(1,375,370)		
<b>Operating activities excluded from budget</b>						
Non-cash amounts excluded from operating activities		2,726,185	0	44	44	
<b>Amount attributable to operating activities</b>		<b>186,933</b>	<b>2,110,882</b>	<b>2,116,872</b>		
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	10	1,364,052	511,236	109,623	(401,613)	▼
Proceeds from Disposal of Assets	6	41,000	0	0	0	
Capital acquisitions	7	(2,367,379)	(591,843)	(197,158)	394,685	▲
<b>Amount attributable to investing activities</b>		<b>(962,327)</b>	<b>(80,607)</b>	<b>(87,534)</b>		
<b>Financing Activities</b>						
Self-Supporting Loan Principal		19,925	0	0	0	
Transfer from Reserves	9	185,500	0	0	0	
Repayment of Debentures	8	(70,889)	0	(7,049)	(7,049)	
Transfer to Reserves	9	(642,736)	0	(140)	(140)	
<b>Amount attributable to financing activities</b>		<b>(508,200)</b>	<b>0</b>	<b>(7,189)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>0</b>	<b>3,313,866</b>	<b>3,305,737</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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**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 2021/22 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>Revenue from operating activities</b>				
Education and Welfare	(36,494)	▼	Timing	Homecare income lower than YTD budget which is offset by lower expenditure.
<b>Expenditure from operating activities</b>				
Governance	28,449	▲	Timing	Councillor quarterly returns entered in October.
Education and Welfare	29,501	▲	Timing	Homecare expenditure lower than YTD budget which is offset by lower income.
Recreation and Culture	55,114	▲	Timing	Swimming Pool & sportsground expenses under YTD budget.
Transport	(101,609)	▼	Timing	Storm Damage repairs carried out - expenditure will even out as the year progresses.
Economic Services	29,320	▲	Timing	Caravan Park & Standpipe expenditure under YTD budget.
Other Property and Services	(41,012)	▼	Timing	PWOH & POC allocation not in line with budget. Non cash item
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	(401,613)	▼	Timing	Contract assets/liabilites movement which is offset by capital expenditure.
Capital Acquisitions	394,685	▲	Timing	Contract assets/liabilites movement which is offset by capital funding.

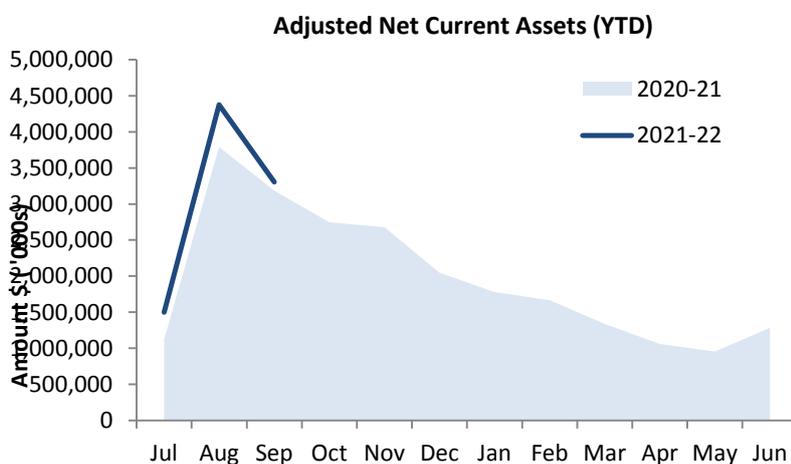
	Ref Note	Last Years Closing 30 June 2021	This Time Last Year 30 Sep 2020	Year to Date Actual 30 Sep 2021
		\$	\$	\$
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	1,441,404	2,934,854	3,092,455
Cash Restricted	3	1,708,631	1,657,399	1,708,772
Receivables - Rates	4	67,957	676,231	614,315
Receivables - Other	4	173,764	67,549	244,773
Loans receivable		19,925	19,333	19,925
Interest / ATO Receivable		0	0	0
Accrued Income / Expenses In Advance		34,896	53,491	78,319
Inventories		34,903	38,574	34,903
		3,481,479	5,447,431	5,793,461
<b>Less: Current Liabilities</b>				
Payables		(188,047)	(144,253)	(248,472)
Accrued Expenses / Income In Advance		(244,213)	(666,593)	(473,484)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(432,084)	(371,217)	(425,078)
		(901,416)	(1,219,134)	(1,184,105)
<b>Unadjusted Net Current Assets</b>		<b>2,580,063</b>	<b>4,228,297</b>	<b>4,609,356</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(1,708,631)	(1,657,399)	(1,708,772)
Less: Loans receivable		(19,925)	(19,333)	(19,925)
Add: Provisions - Loans, Annual & Long Service Leave		432,084	371,217	425,078
<b>Adjusted Net Current Assets</b>		<b>1,283,591</b>	<b>2,922,782</b>	<b>3,305,737</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**  
**Surplus(Deficit)**  
**\$3.31 M**

**Last Year YTD**  
**Surplus(Deficit)**  
**\$2.92 M**

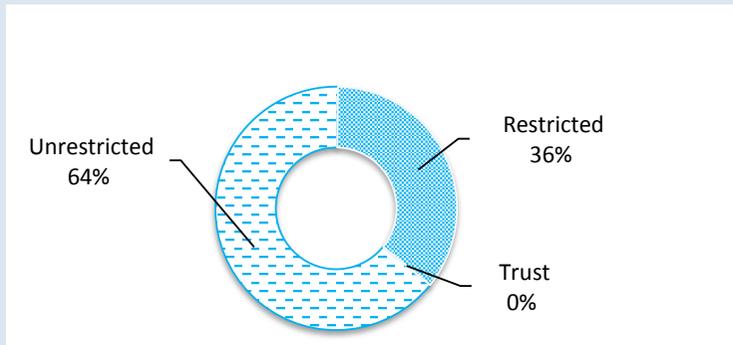
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,350			1,350	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	2,162,006			2,162,006	NAB	Nil	At Call
Overnight Cash Deposit Facility	908,791			908,791	Treasury	0.05%	At Call
Restricted Funds Account	20,308			20,308	NAB	Nil	At Call
Trust Fund			0		NAB	Nil	At Call
<b>Term Deposits</b>							
Municipal Investment - Term Deposit		1,708,772		1,708,772	NAB	0.30%	29-Oct-21
<b>Total</b>	<b>3,092,455</b>	<b>1,708,772</b>	<b>0</b>	<b>4,801,227</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

<b>Total Cash</b>	<b>Unrestricted</b>
<b>\$4.8 M</b>	<b>\$3.09 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2021	30 September 2021
	\$	\$
Opening Arrears Previous Years	63,810	67,957
Levied this year	2,612,152	2,664,962
Less Collections to date	(2,608,005)	(2,118,603)
Equals Current Outstanding	<b>67,957</b>	<b>614,316</b>
<b>Net Rates Collectable</b>	<b>67,957</b>	<b>614,316</b>
% Collected	99.84%	79.50%

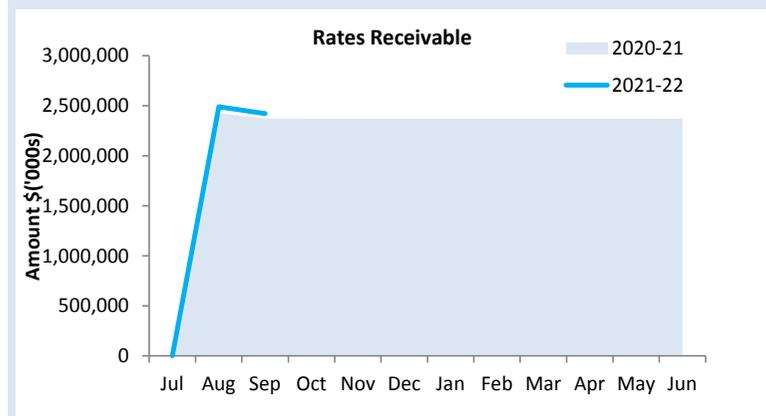
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	200,012	5,171	866	42,580	248,629
Percentage	80%	2%	0%	17%	
<b>Balance per Trial Balance</b>					
Sundry debtors					248,629
Loans receivable - clubs/institutions					19,925
Doubtful Debtors					(3,856)
<b>Total Receivables General Outstanding</b>					<b>264,698</b>
<b>Amounts shown above include GST (where applicable)</b>					

**KEY INFORMATION**

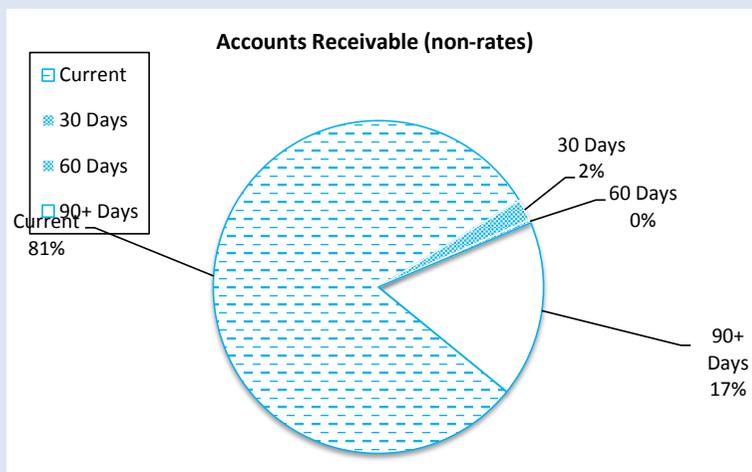
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>79%</b>	<b>\$614,316</b>



<b>Debtors Due</b>
<b>\$264,698</b>
<b>Over 30 Days</b>
<b>20%</b>
<b>Over 90 Days</b>
<b>17%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

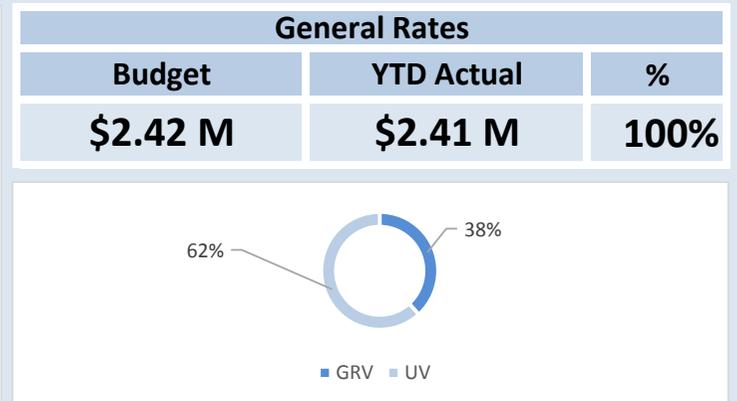
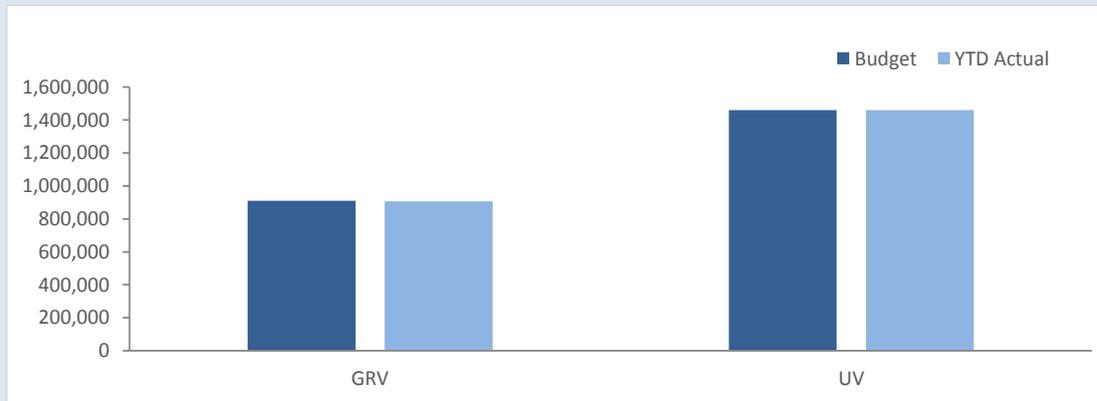
**General Rate Revenue**

RATE TYPE	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>Differential General Rate</b>											
GRV	0.113772	746	7,973,769	907,193	2,000	1,000	910,193	907,192	-72	-68	907,051
UV	0.006325	293	230,560,500	1,458,295	2,000	0	1,460,295	1,458,296	1,714	0	1,460,010
	Minimum \$										
GRV	600	145	278,599	87,000	0	0	87,000	87,000	0	0	87,000
UV	600	85	5,180,775	51,000	0	0	51,000	51,000	0	0	51,000
<b>Sub-Totals</b>		<b>1,269</b>	<b>243,993,643</b>	<b>2,503,488</b>	<b>4,000</b>	<b>1,000</b>	<b>2,508,488</b>	<b>2,503,487</b>	<b>1,642</b>	<b>-68</b>	<b>2,505,061</b>
Discount							(90,859)				(96,929)
<b>Amount from General Rates</b>							<b>2,417,629</b>				<b>2,408,132</b>
Ex-Gratia Rates							12,767				14,298
<b>Total General Rates</b>							<b>2,430,396</b>				<b>2,422,429</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

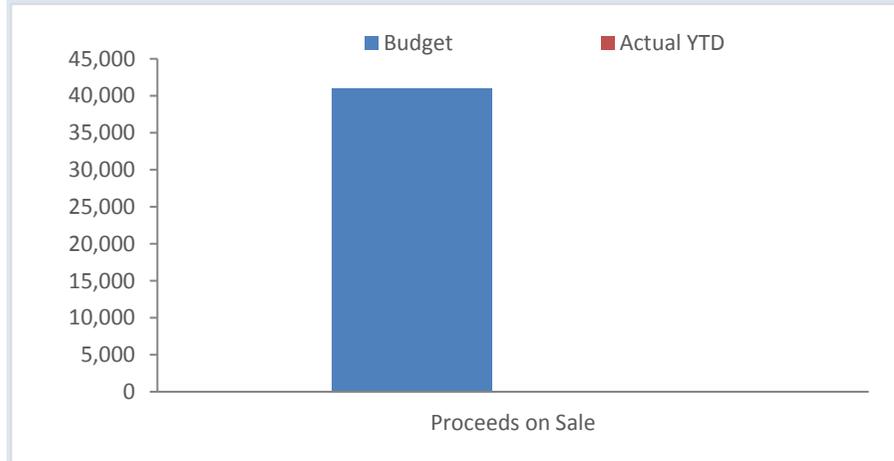


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P05	Doctor Vehicle	26,504	18,000		(8,504)				
P27	Building Maintenance Utility	5,917	15,000	9,083					
P48	Tennant Street Sweeper	7,503	8,000	497					
		<b>39,924</b>	<b>41,000</b>	<b>9,580</b>	<b>(8,504)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$41,000</b>	<b>\$0</b>	<b>0%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Buildings	(359,620)	(89,904)	(63,517)	26,387
Plant & Equipment	(170,000)	(42,498)	0	42,498
Furniture & Equipment	(59,552)	(14,889)	(22,584)	(7,695)
Infrastructure - Roads	(1,251,195)	(312,798)	(59,253)	253,545
Footpaths	(48,000)	(12,000)	0	12,000
Infrastructure - Other	(479,012)	(119,754)	(51,805)	67,949
<b>Capital Expenditure Totals</b>	<b>(2,367,379)</b>	<b>(591,843)</b>	<b>(197,158)</b>	<b>394,685</b>

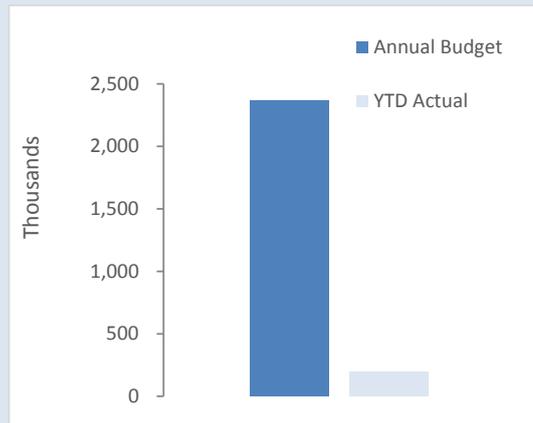
**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	1,364,052	511,236	523,315	12,079
Other (Disposals & C/Fwd)	41,000	0	0	0
Cash Backed Reserves				
Recreation Development Reserve	85,500	0	0	0
Sportsground Precinct Redevelopment Reserve	60,000	0	0	0
Contribution - operations	816,827	80,607	(326,157)	(406,764)
<b>Capital Funding Total</b>	<b>2,367,379</b>	<b>591,843</b>	<b>197,158</b>	<b>(394,685)</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**



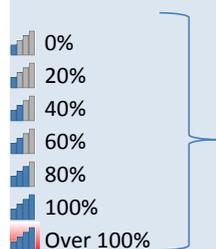
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.37 M</b>	<b>\$.2 M</b>	<b>8%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.36 M</b>	<b>\$.52 M</b>	<b>38%</b>

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

	Account Number	Annual Budget	YTD Budget	YTD Actual	YTD Variance	
<b>Capital Expenditure</b>						
<b>Buildings</b>						
	Court House Development	B2201	(200,000)	(23,155)	0	23,155
	Historical Village - 'History of Wagin' Shed	B2202	(92,620)	(50,000)	(51,427)	(1,427)
	Rec Centre Court Surface Upgrades	E167780	(20,000)	(5,001)	(12,090)	(7,089)
	Depot Upgrades - Shed Wall & Electric Gate	E167458	(15,000)	(3,750)	0	3,750
	Solar Panels - Shire Buildings	E167130	(10,000)	(2,499)	0	2,499
	Staff Housing Upgrades (2 Ballagin St)	E167475	(22,000)	(5,499)	0	5,499
			(359,620)	(89,904)	(63,517)	26,387
<b>Plant &amp; Equipment</b>						
	Doctor Vehicle (P05)	E167751	(40,000)	(9,999)	0	9,999
	Building Maintenance Utility (P27)	PE2201	(32,000)	0	0	0
	Tennant Street Sweeper (P48)	PE2202	(48,000)	(32,499)	0	32,499
	Mini Excavator & Trailer	PE2203	(50,000)	0	0	0
			(170,000)	(42,498)	0	42,498
<b>Furniture &amp; Equipment</b>						
	CCTV Upgrade	E167110	(17,552)	(4,389)	(4,584)	(195)
	Emergency Services Generator	E167776	(25,000)	(6,249)	(18,000)	(11,751)
	Pool Blankets (50m Pool)	E167756	(17,000)	(4,251)	0	4,251
			(59,552)	(14,889)	(22,584)	(7,695)
<b>Infrastructure - Roads</b>						
	Capital Works Program	E167103	(1,251,195)	(312,798)	(59,253)	253,545
			(1,251,195)	(312,798)	(59,253)	253,545
<b>Footpaths</b>						
	Footpath Program	E167124	(48,000)	(12,000)	0	12,000
			(48,000)	(12,000)	0	12,000
<b>Infrastructure - Other</b>						
	Bojanning Park Upgrades	IO2201	(27,233)	(25,003)	(15,583)	9,420
	Giant Ram Lighting	IO2202	(5,000)	0	0	0
	Pool Filtration Works	IO2203	(45,000)	(20,000)	(15,000)	5,000
	Sportsground Precinct Redevelopment	IO2204	(60,000)	(15,000)	(4,850)	10,150
	War Memorial Upgrades	IO2205	(20,000)	(20,000)	(11,250)	8,750
	Wetlands Park Upgrade	IO2206	(202,779)	(10,000)	(576)	9,424
	Main Streets Paving, Cleaning & Sealing	IO2207	(20,000)	(14,751)	(4,545)	10,206
	Townscape	IO2208	(39,000)	0	0	0
	Water Storage Upgrades	E167132	(60,000)	(15,000)	0	15,000
			(479,012)	(119,754)	(51,805)	67,949
<b>Capital Expenditure Total</b>			(2,367,379)	(591,843)	(197,158)	394,685

KEY INFORMATION

Level of Completion Indicators



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

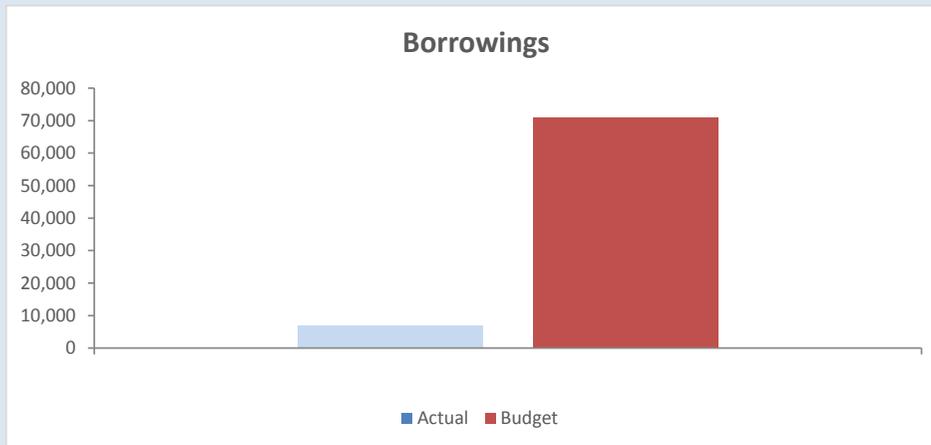
**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2021	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	40,030	0	0	0	10,553	40,030	29,477	0	2,392
Loan 139 - Swimming Pool Redevelopment	201,300	0	0	3,437	14,016	197,862	187,284	2,572	10,021
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	141,515	0	0	3,612	14,778	137,903	126,736	2,112	8,116
Loan 138 - Doctor Housing	65,970	0	0	0	11,617	65,970	54,353	0	3,957
	448,814	0	0	7,049	50,964	441,765	397,850	4,683	24,486
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	117,416	0	0	0	19,925	117,416	97,491	0	3,419
	117,416	0	0	0	19,925	117,416	97,491	0	3,419
<b>Total</b>	566,230	0	0	7,049	70,889	559,181	495,341	4,683	27,905

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

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



<b>Principal Repayments</b>	<b>\$7,049</b>
<b>Interest Earned</b>	<b>\$5,379</b>
<b>Interest Expense</b>	<b>\$4,683</b>
<b>Reserves Bal</b>	<b>\$1.71 M</b>
<b>Loans Due</b>	<b>\$.56 M</b>

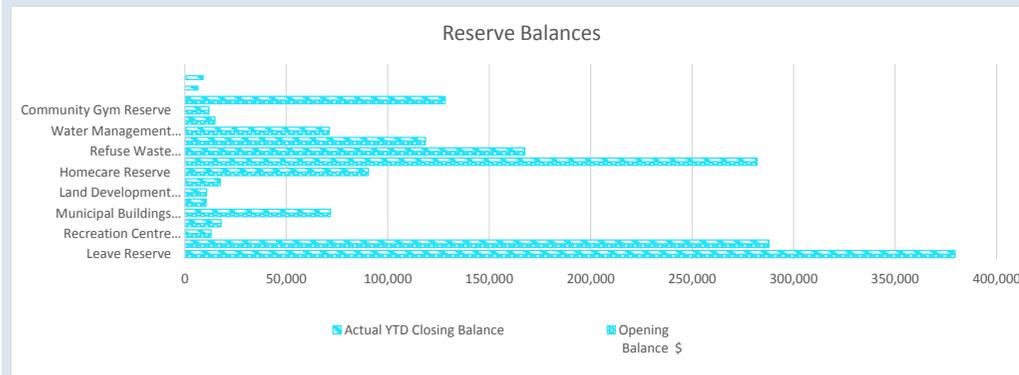
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

FINANCING ACTIVITIES  
NOTE 9  
RESERVES

Cash Backed Reserve

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	379,536	3,795	31			(40,000)		343,331	379,567
Plant Replacement Reserve	287,746	2,877	24	171,000		0		461,623	287,770
Recreation Centre Equipment Reserve	12,926	129	1	1,800		0		14,855	12,927
Aerodrome Maintenance & Development Reserve	17,855	179	1	7,900		0		25,934	17,857
Municipal Buildings Reserve	71,763	718	6			0		72,481	71,769
Admin Centre Furniture, Equipment & IT Reserve	10,538	105	1	5,000		0		15,643	10,539
Land Development Reserve	10,753	108	1			0		10,861	10,754
Community Bus Reserve	17,430	174	1			0		17,604	17,431
Homecare Reserve	90,464	905	7			0		91,369	90,472
Recreation Development Reserve	281,894	2,819	23	30,000		(85,500)		229,213	281,917
Refuse Waste Management Reserve	167,510	1,675	14	25,950		0		195,135	167,524
Refuse Site Rehabilitation Reserve	118,546	1,185	10	20,000		0		139,731	118,555
Water Management Reserve	71,077	711	6			0		71,788	71,082
Electronic Sign Reserve	14,854	149	1			0		15,003	14,855
Community Gym Reserve	11,888	119	1	4,000		0		16,007	11,889
Sportsground Precinct Redevelopment Reserve	128,324	1,283	11	60,000		(60,000)		129,607	128,335
Emergency/Bushfire Control Reserve	6,527	65	1			0		6,592	6,527
Community Events Reserve	9,000	90	1			0		9,090	9,001
Staff Housing Reserve	0	0		300,000		0		300,000	0
	<b>1,708,631</b>	<b>17,086</b>	<b>140</b>	<b>625,650</b>	<b>0</b>	<b>(185,500)</b>	<b>0</b>	<b>2,165,867</b>	<b>1,708,772</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	1032005	441,970	110,493	123,103	12,611
Grants Commission - Roads	1032010	224,849	56,212	64,159	7,946
<b>Law, Order and Public Safety</b>					
DFES Grant - Operating Bush Fire Brigade	1051010	58,893	14,723	10,529	(4,195)
DFES Grant - MAF Funding	1051070	0	0	0	0
DFES Grant - Operating SES	1051075	31,201	7,800	7,800	0
<b>Education and Welfare</b>					
Homecare Recurrent Grant	1082010	346,450	86,613	86,863	251
HCP Government Funds	1082045	182,500	45,624	15,597	(30,027)
<b>Recreation and Culture</b>					
Volunteering WA	1119030	1,000	0	0	0
<b>Transport</b>					
Direct Road Grants	1121005	129,037	129,037	129,037	0
<b>Operating Contributions</b>					
Rec Centre Equipment Contributions	1113030	1,800	0	0	0
Contribution to Woolorama	1119015	1,000	0	0	0
Contribution - St Lighting	1121025	3,500	0	0	0
<b>Operating grants, subsidies and contributions Total</b>		<b>1,422,200</b>	<b>450,501</b>	<b>437,088</b>	<b>(13,414)</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Recreation and Culture</b>					
Wetlands Park Playground Upgrade Contribution	1113040	198,776	173,776	191,154	17,378
<b>Transport</b>					
Road Project Grants	1121010	307,605	123,042	141,174	18,132
Roads To Recovery Grant	1121015	312,145	78,036	0	(78,036)
Main Roads Bridge 18/19 Funding	1121076	0	0	74,251	74,251
LRCIP Funding	1121076	545,526	136,382	116,737	(19,645)
<b>Non-operating grants, subsidies and contributions Total</b>		<b>1,364,052</b>	<b>511,236</b>	<b>523,315</b>	<b>12,079</b>
<b>Grand Total</b>		<b>2,786,252</b>	<b>961,737</b>	<b>960,403</b>	<b>(1,334)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

**NOTE 11  
OTHER FUNDS**

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

Description	RESTRICTED FUNDS ACCOUNT			Closing Balance 30 Sep 2021
	Opening Balance 01 Jul 2021	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	1,100	400	(400)	1,100
Deposits - Community Bus	900	450	(450)	900
Deposits - Rec Ctr & EFP	2,362	3,000	(1,800)	3,562
Deposits - Animal Trap	0	50	(50)	0
BCITF	0	490	(490)	0
Deposit - Community Gym Key	4,530	840	(300)	5,070
Building Services Levy	260	596	(596)	260
Nomination Deposits	0	240	0	240
Pre-Paid Rates	0	0	0	0
Other Deposits	6,819	150	0	6,969
Unclaimed Monies	2,147	0	0	2,147
Transport Licensing	0	0	0	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	0	0	0	0
Trust Accounts Receivable	39	1	0	40
Cemetery Shelter Contributions	0	0	0	0
	<b>18,177</b>	<b>6,217</b>	<b>(4,086)</b>	<b>20,308</b>

**SHIRE OF WAGIN**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2021**

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>					
<b>Rate Revenue</b>					
I031005	GRV	Inc	907,192	907,192	<b>907,192</b>
I031010	GRV Minimums	Inc	87,000	87,000	<b>87,000</b>
I031015	UV	Inc	1,458,296	1,458,296	<b>1,458,296</b>
I031020	UV Minimums	Inc	51,000	51,000	<b>51,000</b>
I031025	GRV Interim Rates	Inc	2,000	501	<b>(72)</b>
I031030	UV Interim Rates	Inc	2,000	501	<b>1,714</b>
I031035	Back Rates	Inc	1,000	249	<b>(68)</b>
I031040	Ex-Gratia Rates (CBH)	Inc	12,767	12,767	<b>14,298</b>
I031045	Discount Allowed	Inc	(90,859)	(90,859)	<b>(96,929)</b>
I031050	Instalment Admin Charge	Inc	6,000	6,000	<b>1,958</b>
I031055	Account Enquiry Fee	Inc	2,500	624	<b>825</b>
I031060	(Rate Write Offs)	Inc	(5,000)	0	<b>(10)</b>
I031065	Penalty Interest	Inc	8,000	2,001	<b>1,633</b>
I031070	Emergency Services Levy	Inc	118,062	118,062	<b>118,238</b>
I031075	ESL Penalty Interest	Inc	500	126	<b>103</b>
I031080	Instalment Interest	Inc	4,000	999	<b>3,491</b>
I031090	Rate Legal Charges	Inc	10,000	2,499	<b>4,208</b>
			<b>2,574,458</b>	<b>2,556,958</b>	<b>2,552,877</b>
E031005	Valuation Expenses	Exp	(35,000)	(750)	<b>(157)</b>
E031010	Legal Costs/Expenses	Exp	(1,000)	(249)	<b>0</b>
E031015	Title Searches	Exp	(600)	(150)	<b>(109)</b>
E031020	Rate Recovery Expenses	Exp	(10,000)	(2,499)	<b>(2,243)</b>
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	<b>(1,648)</b>
E031030	Emergency Services Levy	Exp	(118,062)	(29,516)	<b>(35,250)</b>
E031040	Rate Refunds	Exp	(1,000)	0	<b>0</b>
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,300)	(2,300)	<b>(2,352)</b>
E031100	Administration Allocated	Exp	(94,432)	(23,607)	<b>(23,607)</b>
			<b>(264,394)</b>	<b>(61,071)</b>	<b>(65,366)</b>
<b>Other General Purpose Funding</b>					
I032005	Grants Commission General	Inc	441,970	110,493	<b>123,103</b>
I032010	Grants Commission Roads	Inc	224,849	56,212	<b>64,159</b>
I032020	Administration Rental	Inc	36,000	9,000	<b>9,000</b>
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	375	<b>251</b>
I032030	Reimbursements	Inc	100	24	<b>0</b>
I032035	SS Loans Interest & GFee Reimb.	Inc	4,195	0	<b>0</b>
I032040	Bank Interest	Inc	5,000	1,251	<b>115</b>
I032045	Reserves Interest	Inc	17,086	4,272	<b>140</b>
I032055	Commissions & Recoups	Inc	500	0	<b>0</b>
			<b>731,200</b>	<b>181,627</b>	<b>196,768</b>
E032005	Bank Fees and Charges	Exp	(12,000)	(3,000)	<b>(2,448)</b>
E032015	Interest on Loans	Exp	(27,905)	(6,975)	<b>(4,727)</b>
E032030	Audit Fees & Other Services	Exp	(20,400)	0	<b>0</b>
E032035	Administration Allocated	Exp	(88,554)	(22,140)	<b>(22,140)</b>
			<b>(148,859)</b>	<b>(32,115)</b>	<b>(29,315)</b>
<b>Total General Purpose Income</b>			<b>3,305,658</b>	<b>2,738,585</b>	<b>2,749,644</b>
<b>Total General Purpose Expenditure</b>			<b>(413,253)</b>	<b>(93,186)</b>	<b>(94,680)</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	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(20,000)	(5,000)	0
E041010	Training	Exp	(8,000)	(2,000)	(64)
E041015	Members Travelling	Exp	(1,000)	(250)	0
E041025	Election Expenses	Exp	(3,000)	0	(55)
E041030	Other Expenses	Exp	(8,000)	(2,001)	0
E041035	Conference Expenses	Exp	(10,000)	(10,000)	(5,366)
E041040	Presidents Allowance	Exp	(12,000)	(3,000)	0
E041045	Deputy Presidents Allowance	Exp	(3,000)	(750)	0
E041055	Refreshments and Receptions	Exp	(14,000)	(3,501)	(2,716)
E041060	Presentations	Exp	(2,500)	(624)	(21)
E041065	Insurance	Exp	(11,807)	(11,807)	(11,807)
E041070	Public Relations	Exp	(2,000)	(501)	(562)
E041075	Subscriptions	Exp	(35,000)	(35,000)	(24,773)
E041100	Administration Allocated	Exp	(105,484)	(26,370)	(26,370)
			(235,791)	(100,804)	(71,734)
<b>Other Governance</b>					
I042030	Profit on Sale of Asset	Inc	0	0	0
I042045	Admin Reimbursements	Inc	5,000	1,251	3,153
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			5,000	1,251	3,153
E042005	Administration Salaries	Exp	(711,447)	(177,861)	(156,250)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(78,594)	(19,650)	(19,174)
E042011	Loyalty Allowance	Exp	(8,200)	(2,049)	(1,761)
E042012	Housing Allowance Admin	Exp	(7,700)	(7,700)	(8,001)
E042015	Insurance	Exp	(22,528)	(11,264)	(25,369)
E042020	Staff Training	Exp	(14,000)	(3,501)	(1,103)
E042025	Removal Expenses	Exp	(8,000)	0	0
E042030	Printing & Stationery	Exp	(30,000)	(7,500)	(5,566)
E042035	Phone, Fax & Modem	Exp	(6,000)	(1,500)	(951)
E042040	Office Maintenance	Exp	(61,164)	(17,482)	(13,877)
E042045	Advertising	Exp	(10,000)	(2,499)	(3,785)
E042050	Office Equipment Maintenance	Exp	(3,000)	(750)	(217)
E042055	Postage & Freight	Exp	(4,000)	(999)	(573)
E042060	Vehicle Running Expenses	Exp	(8,000)	(2,001)	(3,355)
E042065	Legal Expenses	Exp	(3,000)	(750)	(213)
E042070	Garden Expenses	Exp	(10,000)	(2,502)	(3,014)
E042075	Conference & Training	Exp	(11,000)	(2,751)	(1,991)
E042080	Computer Support	Exp	(90,000)	(72,000)	(87,534)
E042085	Other Expenses	Exp	(1,500)	(375)	(64)
E042090	Administration Allocated	Exp	(222,132)	(55,533)	(55,533)
E042095	Fringe Benefits Tax	Exp	(15,000)	(3,750)	(4,875)
E042100	Staff Uniforms	Exp	(4,000)	0	(80)
E042115	Cash Round Off Control	Exp	0	0	0
E042120	Depreciation - Other Governance	Exp	(53,504)	0	0
E042125	Less Administration Allocated	Exp	1,161,637	290,412	290,412
E042155	Lease of Photocopier	Exp	(1,000)	(249)	0
E042160	CEO Recruitment	Exp	0	0	0
E042165	Paid Parental Leave	Exp	0	0	0
			(222,132)	(102,254)	(102,874)
<b>Total Governance Income</b>			6,000	2,251	3,153
<b>Total Governance Expenditure</b>			(457,923)	(203,058)	(174,607)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Law, Order &amp; Public Safety</b>					
<b>Fire Prevention</b>					
I051010	BFB Operating Grant	Inc	58,893	14,723	28,511
I051015	Sale of Fire Maps	Inc	300	75	0
I051025	Reimbursements	Inc	3,000	750	0
I051030	Bush Fire Infringements	Inc	2,000	0	0
I051035	ESL Admin Fee	Inc	4,000	0	0
I051050	SES Call-out Income	Inc	0	0	0
I051070	Other Bushfire Grants Income	Inc	0	0	0
I051075	SES Operating Grant	Inc	31,201	7,800	8,344
			99,394	23,348	36,855
E051005	BFB Operation Expenditure	Exp	(64,486)	(36,519)	(28,511)
E051010	Communication Mtce	Exp	(4,000)	(1,148)	(1,591)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,021)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(4,000)	(1,002)	(200)
E051025	Town Block Burn Off	Exp	(5,000)	0	(2,940)
E051040	Other Bushfire Grants Expenditure	Exp	0	0	(103)
E051060	SES Operation Expenditure	Exp	(31,201)	(9,364)	(8,344)
E051100	Administration Allocated	Exp	(58,788)	(14,697)	(14,697)
E051190	Depreciation - Fire Prevention	Exp	(16,157)	0	0
			(186,132)	(65,230)	(58,407)
<b>Animal Control</b>					
I052005	Dog Fines and Fees	Inc	7,000	1,749	582
I052006	Cat Fines and Fees	Inc	300	75	0
I052010	Hire of Animal Traps	Inc	100	100	18
I052015	Dog Registration	Inc	6,000	501	635
I052016	Cat Registration	Inc	600	0	91
I052020	Reimbursements	Inc	500	125	0
			14,500	2,550	1,326
E052005	Ranger Salary	Exp	(15,000)	(3,750)	(3,511)
E052007	Ranger Telephone	Exp	(1,000)	(249)	(245)
E052010	Pound Maintenance	Exp	(2,047)	(528)	(198)
E052015	Dog Control Insurance	Exp	(232)	(232)	(232)
E052020	Legal Fees	Exp	(1,000)	(249)	0
E052025	Training & Conference	Exp	(1,500)	0	0
E052030	Ranger Services Other	Exp	(25,000)	(6,252)	(5,443)
E052035	Administration Allocated	Exp	(25,613)	(6,402)	(6,402)
E052190	Depreciation - Animal Control	Exp	(1,004)	0	0
			(72,396)	(17,662)	(16,031)
<b>Other Law, Order &amp; Public Safety</b>					
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	5,000	0	2,466
I053055	Reimbursements	Inc	0	0	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			5,050	50	2,466
E053005	Abandoned Vehicles	Exp	(500)	(126)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(126)	(45)
E053045	CCTV & Security	Exp	0	0	0
E053055	Mosquito Control	Exp	0	0	0
			(1,000)	(252)	(45)
<b>Total Law, Order &amp; Public Safety Income</b>			118,944	25,948	40,647
<b>Total Law, Order &amp; Public Safety Expenditure</b>			(259,528)	(83,144)	(74,482)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Health</b>					
<b>Maternal &amp; Infant Health</b>					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(9,200)	(2,003)	(1,819)
			(9,200)	(2,003)	(1,819)
<b>Preventative Services - Admin &amp; Inspections</b>					
I074005	Food Licences & Fees	Inc	800	200	90
I074015	Contrib. Regional Health Scheme	Inc	50,000	12,501	13,149
I074020	Reimbursements	Inc	0	0	0
			50,800	12,701	13,239
E074005	EHO Salary	Exp	(105,000)	(26,250)	(23,799)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(11,000)	(2,751)	(2,782)
E074015	Other Control Expenses	Exp	(8,000)	(3,497)	(2,497)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(1,563)	(2,078)
E074030	Conferences & Training	Exp	(3,000)	(750)	(150)
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(24,643)	(6,162)	(6,162)
E074190	Depreciation - Prevent Services	Exp	(7,892)	0	0
			(164,535)	(40,973)	(37,468)
<b>Other Health</b>					
I076010	Rent - Medical Centre-Dentist	Inc	4,380	1,095	992
I076015	Reimbursements - IPN Medical	Inc	2,500	0	0
I076020	Meeting Room Fees	Inc	3,500	876	845
I076040	Reimbursements - Dr Norris	Inc	1,500	0	0
			11,880	1,971	1,837
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(12,379)	(4,179)	(3,781)
E076025	Depreciation - Other Health	Exp	(21,810)	0	0
E076030	Doctors Vehicle Mtce	Exp	(12,004)	(1,226)	(742)
E076040	IPN Medical Services	Exp	(46,665)	(11,666)	0
			(92,858)	(17,071)	(4,523)
<b>Health - Preventative Services</b>					
E077010	Analytical Expenses	Exp	(500)	(500)	(463)
			(500)	(500)	(463)
<b>Total Health Income</b>			62,680	14,672	15,076
<b>Total Health Expenditure</b>			(267,093)	(60,547)	(44,273)
<b>Education &amp; Welfare</b>					
<b>Pre Schools</b>					
I083035	Day Care Lease	Exp	8,568	2,142	2,268
I083036	Day Care Reimbursements	Exp	5,500	917	476
			14,068	3,059	2,744
E080010	Kindergarten Maintenance (Daycare)	Exp	(13,475)	(3,454)	(3,004)
E080190	Depreciation - Pre-Schools	Exp	(4,105)	0	0
			(17,580)	(3,454)	(3,004)
<b>Other Education</b>					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	0
			(2,600)	(2,600)	0
<b>HACC Program</b>					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	CHSP & HACC Grant	Inc	346,450	86,613	<b>86,863</b>
I082015	Meals on Wheels	Inc	5,000	1,251	<b>1,088</b>
I082020	CHSP Fee for Service	Inc	85,000	21,249	<b>18,433</b>
I082030	Reimbursements	Inc	500	126	<b>0</b>
I082040	HCP Client Daily Fee	Inc	20,000	5,001	<b>1,704</b>
I082045	HCP Government Funds	Inc	182,500	45,624	<b>15,597</b>
			<b>639,450</b>	<b>159,864</b>	<b>123,685</b>
E082010	Management & Admin Salaries	Exp	(116,000)	(29,001)	<b>(32,580)</b>
E082013	Homecare Wages/Contract Liability	Exp	0	0	<b>0</b>
E082015	Maintenance & Gardening Salaries	Exp	(34,750)	(8,688)	<b>(6,999)</b>
E082020	Nursing Salaries	Exp	(3,000)	(750)	<b>(3,421)</b>
E082025	Care Workers Salaries	Exp	(299,500)	(74,874)	<b>(44,420)</b>
E082030	Superannuation	Exp	(45,000)	(11,250)	<b>(8,345)</b>
E082035	Other Expenses	Exp	(3,000)	(750)	<b>(391)</b>
E082040	Travelling - Mileage	Exp	(40,000)	(9,999)	<b>(7,908)</b>
E082045	Staff Training	Exp	(3,000)	(750)	<b>540</b>
E082050	Staff Training Salaries	Exp	(2,000)	(501)	<b>(338)</b>
E082055	Subscriptions	Exp	(7,500)	(1,875)	<b>(3,986)</b>
E082060	Telephone & Postage	Exp	(1,200)	(300)	<b>(434)</b>
E082065	Advertising & Stationery	Exp	(1,000)	(252)	<b>0</b>
E082070	Insurance	Exp	(5,000)	(2,500)	<b>(4,683)</b>
E082075	Office Accommodation	Exp	(36,000)	(9,000)	<b>(9,000)</b>
E082080	Plant & Equipment Mtce	Exp	(10,000)	(3,668)	<b>(7,008)</b>
E082085	Consumable Supplies	Exp	(6,000)	(1,500)	<b>(244)</b>
E082090	Expenditure from Donations	Exp	0	0	<b>(708)</b>
E082095	HCP Expenses	Exp	(20,000)	(5,001)	<b>(274)</b>
E082100	Administration Allocated	Exp	(28,696)	(7,173)	<b>(7,173)</b>
E082110	Meals on Wheels Expenditure	Exp	(5,000)	(1,251)	<b>(1,263)</b>
E082120	Loss on Sale of Asset	Exp	0	0	<b>0</b>
E082130	Homecare COVID Funding Expenditure	Exp	0	0	<b>0</b>
E082190	Depreciation - HACC	Exp	(18,825)	0	<b>0</b>
			<b>(685,471)</b>	<b>(169,083)</b>	<b>(138,635)</b>
	<b>Other Welfare</b>				
I083010	Wagin Frail Aged Reimb	Inc	8,569	4,285	<b>4,284</b>
I083040	Other Welfare Income	Inc	0	0	<b>0</b>
			<b>8,569</b>	<b>4,285</b>	<b>4,284</b>
E083010	Wagin Frail Aged Exp	Exp	(8,569)	(4,285)	<b>(8,659)</b>
E083020	Comm. Aged Care Expenses	Exp	(1,500)	(375)	<b>0</b>
E083050	Other Welfare Exp	Exp	0	0	<b>0</b>
			<b>(10,069)</b>	<b>(4,660)</b>	<b>(8,659)</b>
	<b>Total Education &amp; Welfare Income</b>		<b>662,087</b>	<b>167,207</b>	<b>130,712</b>
	<b>Total Education &amp; Welfare Expenditure</b>		<b>(715,720)</b>	<b>(179,797)</b>	<b>(150,296)</b>
	<b>Community Amenities</b>				
	<b>Sanitation - Household Refuse</b>				
I101005	Domestic Collection	Inc	243,100	243,100	<b>242,532</b>
I102020	Refuse Site Fees	Inc	21,000	5,250	<b>2,828</b>
			<b>264,100</b>	<b>248,350</b>	<b>245,360</b>
E101005	Domestic Refuse Collection	Exp	(68,000)	(17,001)	<b>(16,741)</b>
E101010	Recycling Pick-Up	Exp	(78,000)	(19,500)	<b>(15,468)</b>
E101015	Refuse Site Mtce	Exp	(122,500)	(30,703)	<b>(28,649)</b>
E101025	Refuse Site Attendant	Exp	0	0	<b>0</b>
			<b>(268,500)</b>	<b>(67,204)</b>	<b>(60,858)</b>
	<b>Sanitation - Other</b>				

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I102002	Commercial Collection Charges	Inc	64,350	64,350	<b>64,350</b>
I102005	Reimbursement Drummuster	Inc	4,000	0	<b>0</b>
I102010	Charges Bulk Rubbish	Inc	16,500	4,125	<b>3,704</b>
			<b>84,850</b>	<b>68,475</b>	<b>68,054</b>
E102005	Commercial Collection	Exp	(13,000)	(3,249)	<b>(3,213)</b>
E102010	Bulk Rubbish Collection	Exp	(16,500)	(4,125)	<b>(3,739)</b>
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	<b>0</b>
E102190	Depreciation - Sanitation	Exp	(16,305)	0	<b>0</b>
			<b>(50,805)</b>	<b>(7,374)</b>	<b>(6,952)</b>
	<b>Sewerage</b>				
I104005	Septic Tank Fees	Inc	500	500	<b>0</b>
			<b>500</b>	<b>500</b>	<b>0</b>
E104005	Sewerage Treatment Plant	Exp	(500)	(108)	<b>(35)</b>
			<b>(500)</b>	<b>(108)</b>	<b>(35)</b>
	<b>Regional Refuse Group</b>				
E102007	Regional Refuse Group Expenses	Exp	0	0	<b>0</b>
			<b>0</b>	<b>0</b>	<b>0</b>
	<b>Town Planning</b>				
I106005	Planning Fees	Inc	4,000	999	<b>735</b>
			<b>4,000</b>	<b>999</b>	<b>735</b>
E106005	Town Planning Expenses	Exp	(15,000)	(3,750)	<b>(2,525)</b>
E106100	Administration Allocated	Exp	(30,122)	(7,530)	<b>(7,530)</b>
			<b>(45,122)</b>	<b>(11,280)</b>	<b>(10,055)</b>
	<b>Other Community Amenities</b>				
I107005	Cemetery Fees	Inc	12,000	3,000	<b>3,800</b>
I107010	Community Bus Income	Inc	4,000	999	<b>1,397</b>
I107025	Other Community Amenities Contributions	Inc	0	0	<b>0</b>
			<b>16,000</b>	<b>3,999</b>	<b>5,197</b>
E107005	Cemetery Mtce	Exp	(26,009)	(6,621)	<b>(7,948)</b>
E107010	Public Convenience Mtce	Exp	(57,224)	(14,789)	<b>(12,927)</b>
E107015	Community Bus Operating	Exp	(4,000)	(1,961)	<b>(1,609)</b>
E107100	Administration Allocated	Exp	(66,741)	(16,686)	<b>(16,686)</b>
E107190	Depreciation - Other Comm Amenities	Exp	(28,309)	0	<b>0</b>
			<b>(182,283)</b>	<b>(40,057)</b>	<b>(39,170)</b>
	<b>Total Community Amenities Income</b>		<b>369,450</b>	<b>322,323</b>	<b>319,347</b>
	<b>Total Community Amenities Expenditure</b>		<b>(547,210)</b>	<b>(126,023)</b>	<b>(117,071)</b>
	<b>Recreation &amp; Culture</b>				
	<b>Public Halls &amp; Civic Centres</b>				
I111005	Town Hall Hire	Inc	2,000	501	<b>109</b>
I111010	Reimbursements	Inc	100	100	<b>0</b>
I111015	Town Hall Lease -L Piesse	Inc	4,848	1,212	<b>1,102</b>
			<b>6,948</b>	<b>1,813</b>	<b>1,211</b>
E111005	Town Hall Mtce	Exp	(25,745)	(9,376)	<b>(7,805)</b>
E111010	Other Halls Mtce	Exp	(6,126)	(1,823)	<b>(562)</b>
E111190	Depreciation - Public Halls	Exp	(56,338)	0	<b>0</b>
			<b>(88,209)</b>	<b>(11,199)</b>	<b>(8,367)</b>
	<b>Swimming Pool</b>				
I112010	Swimming Pool Admission	Inc	30,000	0	<b>0</b>

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0
I112020	Reimbursements	Inc	600	0	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0
			30,600	0	0
E112005	Pool Staff Salary	Exp	(72,000)	(18,000)	(4,722)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(8,000)	(2,001)	0
E112015	Swimming Pool Maintenance	Exp	(111,412)	(31,397)	(20,336)
E112020	Swimming Pool Other Expenses	Exp	(3,500)	(2,375)	(2,445)
E112190	Depreciation - Swimming Pools	Exp	(187,255)	0	0
			(382,167)	(53,773)	(27,503)
	<b>Other Recreation &amp; Sport</b>				
I113005	Sportsground Rental	Inc	7,907	3,954	2,483
I113015	Power Reimbursements	Inc	6,500	1,626	725
I113020	Recreation Centre Hire	Inc	8,000	2,001	674
I113025	Reimbursements Other	Inc	0	0	0
I113030	Rec Centre Equipment Contributions	Inc	1,800	0	0
I113035	Sporting Club Leases	Inc	50	50	50
I113040	Other Recreation & Sport Contributions	Inc	198,776	173,776	576
I113055	Eric Farrow Pavillion Hire	Inc	5,000	1,251	3,350
I113065	Community Gym Membership	Inc	12,000	3,000	5,094
			240,033	185,658	12,952
E113005	Sportsground Mtce	Exp	(93,521)	(21,668)	(14,168)
E113010	Sportsground Building Mtce	Exp	(23,818)	(11,730)	(13,208)
E113015	Wetlands Park Mtce	Exp	(69,518)	(17,194)	(11,822)
E113020	Parks & Gardens Mtce	Exp	(49,200)	(11,612)	(10,676)
E113025	Puntapin Rock Mtce	Exp	(2,501)	(673)	(708)
E113030	Recreation Centre Mtce	Exp	(57,024)	(16,178)	(19,527)
E113035	Rec Staff Salaries	Exp	(18,000)	(4,500)	(6,820)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(1,800)	(450)	(1,068)
E113045	Other Expenses	Exp	(1,200)	(300)	(555)
E113050	Norring Lake Mtce	Exp	(3,400)	(852)	(837)
E113065	Eric Farrow Pavilion Mtce	Exp	(21,505)	(5,751)	(6,530)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(501)	(413)
E113095	Community Gym Expenditure	Exp	(8,000)	(1,958)	(1,575)
E113100	Administration Allocated	Exp	(105,094)	(26,274)	(26,274)
E113190	Depreciation - Other Rec & Sport	Exp	(271,345)	0	0
			(727,926)	(119,641)	(114,181)
	<b>Library</b>				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(48,000)	(12,000)	(13,976)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(10,547)	(2,819)	(1,417)
E115020	Library Other Expenses	Exp	(7,200)	(2,491)	(1,558)
E115190	Depreciation - Libraries	Exp	(1,400)	0	0
			(67,147)	(17,310)	(16,951)
	<b>Other Culture</b>				
I116035	Long Table Experience Income	Inc	0	0	0
I116065	Electronic Sign Advertising Income	Inc	1,500	375	682
I119015	Contribution to Woolorama	Inc	1,000	0	0
I119020	Reimbursements	Inc	9,000	0	0
I119030	Community Events Income	Inc	1,000	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I119031	Other Culture Grant Funds	Inc	0	0	0
			12,500	375	682
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	0
E116010	Woolorama Costs & Maintenance	Exp	(60,075)	(14,967)	(2,669)
E116015	Community Centre Mtce	Exp	(11,537)	(3,319)	(1,550)
E116020	Historical Village	Exp	(2,070)	(859)	(1,764)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(24,163)	(6,039)	(318)
E116046	Community Development Equipment Maintenance	Exp	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116060	Betty Terry Theatre Expenditure	Exp	(3,140)	(886)	(888)
E116065	Electronic Sign Expenditure	Exp	(3,600)	(600)	(901)
E116070	Court House Expenditure	Exp	(5,000)	(1,183)	(72)
E116190	Depreciation - Other Culture	Exp	(39,988)	0	0
			(150,073)	(28,353)	(8,162)
	<b>Total Recreation &amp; Culture Income</b>		290,231	187,996	14,845
	<b>Total Recreation &amp; Culture Expenditure</b>		(1,415,522)	(230,276)	(175,165)
<b>Transport</b>					
<b>Streets Roads Bridges &amp; Depot Construction</b>					
I121005	Direct Road Grants	Inc	129,037	129,037	129,037
I121010	Road Project Grants	Inc	307,605	123,042	120
I121015	Roads to Recovery Grant	Inc	312,145	78,036	24,895
I121020	Reimbursements	Inc	1,000	0	91
I121025	Contribution - St Lighting	Inc	3,500	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	0
I121076	LRCIP Funding	Inc	545,526	136,382	84,031
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,298,813	466,497	238,174
<b>Streets Roads Bridges &amp; Depot Maintenance</b>					
I122055	Diesel Fuel Rebate Income	Inc	45,000	11,250	14,561
			45,000	11,250	14,561
E122005	Road Maintenance	Exp	(110,000)	(27,498)	(32,104)
E122006	Maintenance Grading	Exp	(220,000)	(55,002)	(60,369)
E122007	Rural Tree Pruning	Exp	(80,000)	(20,004)	(47,624)
E122008	Rural Spraying	Exp	(12,000)	(3,000)	(554)
E122009	Town Site Spraying	Exp	(20,000)	(5,004)	(4,693)
E122010	Depot Mtce	Exp	(25,248)	(6,515)	(7,774)
E122011	Town Reserve & Verg Mtce	Exp	(5,000)	(1,251)	(1,755)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(5,628)	(3,802)
E122015	Rural Numbering	Exp	(100)	(21)	0
E122020	Footpath Mtce	Exp	(5,000)	(1,254)	(1,594)
E122025	Street Cleaning	Exp	(45,000)	(11,250)	(8,040)
E122030	Street Trees	Exp	(65,000)	(16,251)	(8,570)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(999)	(2,677)
E122045	Townscape	Exp	(60,000)	(15,000)	(11,131)
E122050	Crossovers	Exp	(500)	(126)	(143)
E122055	RoMan Data Collection	Exp	(11,500)	(2,874)	(6,930)
E122060	Street Lighting	Exp	(70,000)	(17,499)	(16,712)
E122090	Graffiti Removal	Exp	(100)	(24)	0
E122100	Administration Allocated	Exp	(49,019)	(12,255)	(12,255)
E122105	Loss on Sale of Asset	Exp	0	0	0
E122190	Depreciation - Roads	Exp	(1,922,254)	0	0
E147120	Storm Damage - Not Claimable	Exp	(83,000)	(20,751)	(98,338)
			(2,810,221)	(222,206)	(325,065)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
<b>Road Plant Purchases</b>					
I122100	Profit on Sale of Asset	Inc	9,580	0	0
			9,580	0	0
E123010	Loss on Sale of Asset	Exp	0	0	0
			0	0	0
<b>Aerodrome</b>					
I126015	Aerodrome Reimbursements	Inc	0	0	0
I126020	Aerodrome Hangar Lease	Inc	9,700	5,750	1,846
			9,700	5,750	1,846
E126005	Aerodrome Maintenance	Exp	(11,448)	(3,137)	(1,887)
E126190	Depreciation - Aerodromes	Exp	(36,266)	0	0
			(47,714)	(3,137)	(1,887)
<b>Total Transport Income</b>			1,363,093	483,497	254,581
<b>Total Transport Expenditure</b>			(2,857,935)	(225,343)	(326,952)
<b>Economic Services</b>					
<b>Rural Services</b>					
I131020	Landcare Reimbursements	Inc	75,700	18,924	21,540
			75,700	18,924	21,540
E131020	Landcare	Exp	(100,700)	(18,924)	(22,121)
E131030	Rural Towns Program	Exp	(18,000)	(3,263)	(2,249)
E131100	Administration Allocated	Exp	(14,609)	(3,651)	(3,651)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(2,730)	(977)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(143,309)	(28,568)	(28,998)
<b>Tourism &amp; Area Promotion</b>					
I132005	Caravan Park Fees	Inc	70,000	17,499	14,279
I132010	Reimbursements	Inc	1,000	249	26
I132015	RV Area Fees	Inc	15,000	3,750	1,778
I132035	Tourism Income	Inc	0	0	0
			86,000	21,498	16,083
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(32,000)	(8,375)	(9,309)
E132020	Caravan Park Mtce	Exp	(58,041)	(12,905)	(4,919)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	0
E132035	RV Area Maintenance	Exp	(6,000)	(1,500)	(1,181)
E132040	Tourism Promotion & Subscripts	Exp	(15,000)	(3,750)	(300)
E132050	Administration Allocated	Exp	(58,489)	(14,622)	(14,622)
E132190	Depreciation - Tourism	Exp	(11,388)	0	0
			(189,378)	(49,612)	(30,331)
<b>Building Control</b>					
I133005	Building Licenses	Inc	8,000	2,001	1,281
I133010	Swimming Pool Inspection Fees	Inc	0	0	(164)
			8,000	2,001	1,117
<b>Other Economic Services</b>					
I134005	Water Sales	Inc	45,000	11,250	313
			45,000	11,250	313
E134005	Water Supply - Standpipes	Exp	(55,000)	(13,752)	(3,284)
E134190	Depreciation - Other Economic Services	Exp	(2,052)	0	0
			(57,052)	(13,752)	(3,284)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
	<b>Total Economic Services Income</b>		214,700	53,673	<b>39,054</b>
	<b>Total Economic Services Expenditure</b>		(389,739)	(91,932)	<b>(62,614)</b>
	<b>Other Property &amp; Services</b>				
	<b>Private Works</b>				
I141005	Private Works Income	Inc	20,000	5,001	<b>2,768</b>
			20,000	5,001	<b>2,768</b>
E141005	Private Works	Exp	(15,000)	(3,747)	<b>(1,918)</b>
E141100	Administration Allocated	Exp	(2,767)	(693)	<b>(693)</b>
			(17,767)	(4,440)	<b>(2,611)</b>
	<b>Public Works Overheads</b>				
I143020	Reimbursements	Inc	500	500	<b>0</b>
			500	500	<b>0</b>
E143005	Engineering Salaries	Exp	(103,000)	(25,749)	<b>(25,858)</b>
E143007	Engineering Administration Salaries	Exp	(52,749)	(13,188)	<b>(15,312)</b>
E143008	Works Leave/Wages Liability	Exp	0	0	<b>0</b>
E143009	Housing Allowance Works	Exp	(18,000)	(13,500)	<b>(11,695)</b>
E143015	CEO's Salary Allocation	Exp	(57,940)	(14,484)	<b>(15,599)</b>
E143020	Engineering Superannuation	Exp	(98,043)	(24,510)	<b>(26,204)</b>
E143025	Engineering - Other Expenses	Exp	(5,000)	(1,251)	<b>(617)</b>
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(45,000)	<b>(49,820)</b>
E143045	Insurance on Works	Exp	(33,201)	(16,601)	<b>(33,201)</b>
E143050	Protective Clothing	Exp	(8,000)	(2,001)	<b>0</b>
E143055	Fringe Benefits	Exp	(1,000)	0	<b>0</b>
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(249)	<b>(71)</b>
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(1,752)	<b>(2,800)</b>
E143075	Telephone Expenses	Exp	(1,500)	(375)	<b>(368)</b>
E143080	Staff Licences	Exp	(500)	(126)	<b>(44)</b>
E143085	Safety Equipment & Meetings	Exp	(4,000)	(999)	<b>(361)</b>
E143090	Conferences & Courses	Exp	(1,500)	(375)	<b>0</b>
E143095	Staff Training	Exp	(16,000)	(4,002)	<b>(460)</b>
E143105	Administration Allocated	Exp	(1,040)	(261)	<b>(261)</b>
E143200	LESS PWOH ALLOCATED	Exp	589,473	147,372	<b>126,328</b>
			0	(17,051)	<b>(56,342)</b>
	<b>Plant Operation Costs</b>				
I144005	Sale of Scrap	Inc	1,500	375	<b>1,500</b>
I144010	Reimbursements	Inc	4,000	999	<b>770</b>
			5,500	1,374	<b>2,270</b>
E144010	Fuel & Oils	Exp	(120,000)	(30,000)	<b>(40,442)</b>
E144020	Tyres & Tubes	Exp	(20,000)	(5,001)	<b>(954)</b>
E144030	Parts & Repairs	Exp	(70,000)	(17,499)	<b>(8,917)</b>
E144040	Plant Repair - Wages	Exp	(20,000)	(5,001)	<b>(4,100)</b>
E144050	Insurance and Licences	Exp	(30,000)	(24,115)	<b>(28,867)</b>
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(2,499)	<b>(77)</b>
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(2,001)	<b>(2,010)</b>
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(249)	<b>0</b>
E144200	LESS POC ALLOCATED-PROJECTS	Exp	279,000	69,753	<b>65,871</b>
			0	(16,612)	<b>(19,497)</b>
	<b>Salaries &amp; Wages</b>				
E146010	Gross Salaries, Allowances & Super	Exp	(2,442,985)	(610,746)	<b>(652,428)</b>
E146200	Less Sal , Allow, Super Allocated	Exp	2,442,985	610,749	<b>652,428</b>
			0	3	<b>0</b>

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
	<b>Unclassified</b>				
I147005	Commission - Vehicle Licensing	Inc	46,000	11,499	12,442
I147006	Commission - TransWA	Inc	500	126	25
I147035	Banking errors	Inc	0	0	3,431
I147050	Council Staff Housing Rental	Inc	47,840	11,961	12,266
I147065	Insurance Reimbursement	Inc	5,000	1,251	0
I147070	Council Housing Reimbursements	Inc	4,000	999	722
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	780	840
I147121	Reimbursement - Community Requests	Inc	0	0	0
			106,460	26,616	29,726
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(750)	(1,772)
E147035	Banking Errors	Exp	0	0	0
E147050	Council Housing Maintenance	Exp	(83,519)	(23,336)	(21,372)
E147055	Consultants	Exp	(32,000)	0	0
E147070	4WD Resource Sharing Group	Exp	(1,000)	(249)	(800)
E147090	Building Maintenance	Exp	(8,000)	(2,600)	(1,927)
E147100	Administration Allocated	Exp	(185,414)	(46,356)	(46,356)
E147115	Occupational Health & Safety (OHS)	Exp	(4,000)	(999)	(495)
E147130	Depreciation - Unclassified	Exp	(31,064)	0	0
E147150	Community Requests Budget	Exp	(7,316)	(1,830)	(2,058)
E147151	Community Donations/Sponsorship	Exp	(3,500)	0	(2,000)
			(358,813)	(76,120)	(76,780)
	<b>Total Other Property &amp; Services Income</b>		132,460	33,491	34,764
	<b>Total Other Property &amp; Services Expenditure</b>		(376,580)	(114,220)	(155,229)
	<b>Total Income</b>		<b>6,525,303</b>	<b>4,029,642</b>	<b>3,601,823</b>
	<b>Total Expenditure</b>		<b>(7,700,503)</b>	<b>(1,407,524)</b>	<b>(1,375,369)</b>
	<b>Net Deficit (Surplus)</b>		<b>(1,175,200)</b>	<b>2,622,118</b>	<b>2,226,454</b>



## 12. REPORTS TO COUNCIL

### 12.1 CHIEF EXECUTIVE OFFICER

#### 12.1.1 CHIEF EXECUTIVE OFFICER REPORT – AUGUST/SEPTEMBER 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 September 2021
PREVIOUS REPORT(S):	24 August 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council receive the Chief Executive Officer report for August/September 2021.**

**Carried 0/0**

#### BRIEF SUMMARY

##### 1. EXTRAORDINARY ELECTION

Because the proposed extraordinary election to fill the current vacancy on Council is occurring so soon after the date of this year's ordinary Local Government elections, the Electoral Commissioner has given approval for the same electoral roll prepared for the ordinary election to be used for the extraordinary election. This will save time and expense associated with advertising for elector enrolments on the electoral roll.

Nominations for the extraordinary vacancy open on Wednesday the 3rd of November 2021 and close at 4.00pm on Wednesday the 10th November 2021. If more than one nomination is received, the election will be held on Friday the 17th December 2021.

##### 2. MOSQUITOS

The Shire is receiving a number of enquiries as to when the mosquito control fogging program will commence. The attached notice has been placed on the Shires website which explains that fogging will commence as soon as a period of fine weather has occurred.



## **MOSQUITOS!**

*The current wet conditions have created ideal breeding conditions for mosquitos.*

*Mosquito eggs can lay dormant in the ground for up to 7 years. When wet conditions prevail, they form into larvae within 4 days. After another 4 days, mosquitos reach adulthood and then go on to have a remaining lifespan of 10 days.*

*Control measures using insecticide are as follows:*

- *Spraying is only carried out in drier conditions with little wind.*
- *Spraying starts out on 10 consecutive evenings (weather conditions permitting), followed by a 3-day break and then a resumption of another 1 day – and so the control cycle continues.*
- *If a spraying cycle is interrupted through rainfall, it is deferred until it is dry again and the 10-day spraying cycle recommences followed by a 3-day break and then a resumption of another 1 day – and so the control cycle continues.*

1.

*It should be borne in mind that mosquitos can travel for up to 7 kilometres, so spraying is sometimes only partly effective and is unlikely to be a complete control measure.*

*Property owners should ensure that any receptacles containing shallow water such as old tyres, or pot plant saucers should be emptied to deny a breeding ground for mosquitos.*

*Mosquito spraying can be a large expense for the Shire, depending on the season, however, is seen by many to be a priority. Spraying will commence as soon as the right weather conditions prevail.*

### **3. NEW BUSINESSES**

It is pleasing to note that some new businesses have either commenced or will be commencing operations in Wagin. These include a dog grooming business, a baby shop (next to the Pharmacy) and the Thai Shop in Tudor Street.

### **4. ENVIRONMENTAL HEALTH AND BUILDING SURVEYOR ARRANGEMENTS**

On Friday the 22nd October, we farewelled Trevor Brandy who has taken a position with the Shire of Northampton. Trevor takes with him our best wishes and appreciation for his service of just over 2.5 years.



Interim arrangements have been made with the Shire of Narrogin to provide EHO services on an as-required basis. With respect to the provision of building surveying services, in discussion with Trevor and ascertaining his preparedness to continue to mentor Callum Ballantyne towards qualifying as a Building Surveyor, contact was made with Garry Keefe, CEO of Northampton as follows:

*Hello Garry,*

*Our EHO/Building Surveyor, Trevor Brandy is shortly to leave our employ to take up a position with the Shire of Northampton. Trevor's departure leaves a gap with respect to building approvals and certifications until such time as we can find a replacement, which may be some time away.*

*While Trevor has been in Wagin, he has mentored one of our younger staff members (Callum) who is working towards a Building Surveyor qualification. Callum has developed to the stage that he can competently process building permit applications with some oversight from Trevor.*

*In discussion with Trevor, he has advised that he would be willing to assist both Callum and the Shire of Wagin in checking Callum's work and in signing off Certificates of Design Compliance. This would of course need to be subject to your approval. If you would consider this favourably, Trevor would do this in his own time for which we would recompense him directly. The Shire of Wagin would also continue its professional indemnity insurance covering Trevor for the work he would do on behalf of the Shire of Wagin.*

*Would you please advise whether you would be amenable to this arrangement.*

*Kind Regards*

*BILL ATKINSON*

*Chief Executive Officer*

*Shire of Wagin*

A very positive response was received from Garry as follows:

*Hi Bill,*

*Yes I support your request with Trevor assisting your staff in respect to building approvals, compliance etc. as you propose with direct payment to Trevor for his services providing those services are undertaken outside his normal working hours with this Council. I do understand that at times there may be minor requests during Trevor's normal working hours which is understandable and we will not seek reimbursement for these work times.*

*In this day and age with the shortage of Building Surveyors we need to help out our fellow local governments.*

*Garry L Keefe Chief Executive Officer*



---

This arrangement, which has been made possible through the cooperation and generosity of both Trevor Brandy and Garry Keefe, has the potential to accelerate Callum's career path and to provide another qualified Building Surveyor for the Local Government sector.

**BACKGROUND/COMMENT**

Nil

**CONSULTATION/COMMUNICATION**

Nil

**STATUTORY/LEGAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority



## 12.1.2. CONTROL OF GAZANIA – WAGIN TOWNSITE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	13 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.MT.4
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Gazania Fact Sheet</li><li>• Photographs</li></ul>

### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

That given the fact that *Gazania* plants are rife throughout the townsite of Wagin and:

- the fact that an estimated 90% of infestation is on land which is not under the control of the Shire,
- the fact that the plant is difficult and expensive to eradicate,
- the fact that control measures on Shire controlled land, (even if successful) will be to little or no avail unless all landholders take action to eliminate the plant;

That no action be taken to try and eradicate *Gazania*.

**Carried 0/0**

### BRIEF SUMMARY

A request was previously made to the administration to explore the possibility of eradicating *Gazania* in the Wagin townsite.

### BACKGROUND/COMMENT

Contact was made with local Spraying Contractor Mr Dean Morgan to determine the practicalities (or otherwise) of the Shire embarking on a program to eradicate *Gazania* within the Wagin Townsite. The following email discussion took place:

(29/9/21)

*Hello Dean,*

*Just after some advice.*

*Because of the ideal growing conditions, there has been a very heavy growth of Gazania plants this season. I have been asked by Council to prepare a report on how this plant might be controlled. Attached to this email is a Factsheet that I have found which suggests that*



plants may be controlled whilst actively growing , by applying a combination of Glysophate and Hammer. Your thoughts on this would be appreciated as well as some cost parameters (per ha?) of spraying . Also, would this have a detrimental affect on trees on the areas that would need to be sprayed? There is a challenge insofar as the Shire can only spray on land under its control and there is heavy growth of this plant on private property, rail reserves etc. I guess the question is: Is control of Gazania achievable, or has the horse bolted?

Kind Regards

**BILL ATKINSON**

Chief Executive Officer

Shire of Wagin

.....  
(29/9/21)

Hi Bill,

Thanks for the email.

I've been concerned about this plant (gazanias) for a while now and have done extensive research on it and how fast it spreads.

It's not only a problem in WA (Wagin) they are having huge problems now in some parts of SA etc.

I can understand that there would be a lot of comments made by the public about how nice this plant looks, the flowers etc, but given time this will be throughout our reserves and out of control; in my eyes it already is.

I've been trying to control Gazinia around my property's at home and also around my work shop on the other end of town for a few years.

I've used different chemicals and I'm surprised how hard it is to kill.

If you took a drive of the GSH toward my shed you'll see I've sprayed the edges of the road using that as my trial site.

I've also sprayed the entrance to the tip ( the chemical I used out there was enough to kill the mature weeds yet did very little on the Gazanias).

Forrest St (home) I've controlled it on the shire reserve along my boundary it's taken a few years but confident I'm on top of it.

The next trial site I have is as you go down to my shed and drive around the track on my boundary (track/road) you'll see I've managed to control it quite well (I'm determined not to let it onto my property).

I've sprayed this area twice, at a rate of 4 litres to the ha -each spray two weeks apart.



Chemical used,

-Glyphosate 540 max, adding pulse wetter to help penetrate the waxy leaves.

-Metsulfron 15g ha.

-And a huge water rate.

*I was looking at the area today and was very impressed with the way it has worked, I will monitor this site over the next couple of years and hopefully this will be trial site going forward.*

*In answer to your question re trees etc.*

*The Glyphosate, pulse, Metsulfuron will have little affect on the trees. We have used this chemical on Bridal Creeper in the past and not had too many problems.*

*In answer to your last question-*

*The horse has definitely bolted as much as I hate to say it.*

*It's out of control and hard to kill, if you could wind the clock back three years I'd be saying we will clean this week up quite easily but now I think it's going to be a challenge, we can certainly take some action on the shire owned land and make a start.*

*I've been in contact with Landcare and waiting for their thoughts and input.*

*If the Shire is on board and now recognise that we may have a problem, there might be an opportunity to raise the anti and see what funding might be available to help with the spraying program going forward.*

*In the interim for this year I'm happy to supply the chemical and my time vehicle ect to put a few trials around town (at no charge to the shire) and look at a program going forward.*

*Look forward to your reply.*

Regards

Dean Morgan

Morgan Rural Service

.....  
**CONSULTATION/COMMUNICATION**

- Dean Morgan – Morgan Rural Services

**STATUTORY/LEGAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil



---

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

# New factsheet helps tackle the scourge of gazanias

10 FEB 2017

Celebrity gardeners aren't joking when they describe gazanias as hardy plants suited to a range of tough environments. Unfortunately, that's not such good news when you're trying to get rid of them.

Gazanias have become such a problem to some grapegrowers in the Riverland that the Riverland Wine Viticulture Technical Group (RWVTG) organised a comprehensive two-year trial to work out how best to eradicate them.



'They are virtually indestructible and don't need any water so they are either a great plant or an awful weed', said Riverland Wine's Chris Bennett.

'A couple of years of reasonable spring rains has allowed them to germinate and proliferate. After a year like we've just had, I hate to think what they'll be like next year.'

A few growers found gazanias encroaching on their vineyards and tried to control them with the normal chemicals registered for vineyard use, but it was as if they were selected to encourage gazanias. 'They were killing off everything else and the gazanias were saying thank you very much,' Mr Bennett said.

The same happened with regular roadside spraying by councils. No matter how sick and sorry the gazanias looked initially, they invariably bounced back stronger than ever.

Spraying large areas also requires an awful lot of spray, and thus constant refilling, and there is the added problem that the leaves of the plants are quite hairy, so the droplets often stay suspended above the leaf surface.

When individual experimentation by growers failed to find an effective solution, the RWVTG decided to take a scientific approach, with funding from Wine Australia and support from the South Australian Government through Primary Industries and Regions SA (PIRSA).

'First, we sat down and worked out all the possible combinations of available chemicals and the things that would improve efficacy, such as using wetters or slowing down the evaporation of droplets to give the chemicals more time to penetrate', Mr Bennett said.

'We also looked at a combination of treatments – coming in hard with an initial dose then following up while the plant was still recovering.

'An initial round of trials gave direction to see if the first thoughts stood up to test. After that round we realised some were just a waste of time so we concentrated on those that showed more promise. That gave us the best results and a series of recommendations.'

The recommendations can be found in a factsheet available from the Wine Australia website and Mr Bennett says it is relevant to growers in any regions where gazanias are a problem.

'The interesting thing is that the recommended solution wasn't the best the first time around so it was fortunate that we could run the trial over a couple of years', he said. 'You've got to get the right conditions.'

Based on the trial results, it was concluded (as explained in the factsheet) that the best treatment is a combination of Glyphosate and Hammer<sup>®</sup>. Interestingly, this is most effective when the plants are healthy, and preferably actively growing.

'Under dryland conditions, this means that there is a window of opportunity in winter and spring that must be taken advantage of', the factsheet says. 'In a dry year, this window can be very narrow. Plants under stress or with fully matured leaves will not absorb the Glyphosate as well and subsequently the treatment is likely to be less effective.'





### 12.1.3. LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) UPDATE AND REVIEW OF PHASE 3 PRIORITIES

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.BU.1
ATTACHMENTS:	<ul style="list-style-type: none"><li>LCRIP Priorities</li></ul>

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That the draft program for works to be undertaken through the LRCIP Phase 3 allocation be adjusted to accommodate culvert upgrades and drainage improvements in favour of water storage upgrades for sports oval reticulation supply.**

**Carried 0/0**

#### BRIEF SUMMARY

LRCIP projects for Phases 1 & 2 have either been completed or are scheduled for completion within the current financial year.

Notwithstanding the fact that guidelines have yet to be provided for LRCIP Phase 3, Council has previously determined some priorities which are listed on the attachment. This report is suggesting some adjustment to priorities to accommodate a focus on effecting drainage improvements (enlarging of culverts etc) to enable the Shires road network to better cope with high rainfall/flooding events.

#### BACKGROUND/COMMENT

LRCIP Phase 3 (details attached) refers. \$60,000 was flagged for *Water Storage Upgrades for Sports Oval Reticulation Supply*. This is an aspirational priority which will require an assessment of options. These may include the extension of existing dams, constructing an additional dam, or upgrading / improving potential of other storage options. Against this backdrop are the ongoing discussions/negotiations with the Water Corporation with respect to the repair and transfer to the Shire of Puntapin Dam which, depending on outcomes, will influence what future action should be taken in the water storage space. In short – much work to be done on considering, planning and costing options.

The recent flooding events within the Shire has accentuated the challenges associated with the drainage of the Shires road network and the concurrence that a program of upgrading and increasing the capacity of culverts should be developed. It is envisaged that larger culverts



would be installed alongside existing culverts and for wooden culverts to be progressively replaced with concrete culverts, to better sustain heavy vehicles.

This report recommends that the \$60,000 tentatively allocated for *Water Storage Upgrades for Sports Oval Reticulation Supply* be provisionally reallocated to *Culvert Upgrades and Drainage Improvements*.

#### **CONSULTATION/COMMUNICATION**

- Manager of Works

#### **STATUTORY/LEGAL IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority

**Local Roads & Community Infrastructure Program (LRCIP) 2020/2021 to 2022/2023**

**Local Roads & Community Infrastructure Program Phase 1 - \$348,962**

**Projects to be completed by 30th June 2021**

Project	LRCIP Budget	LRCIP Funds Expended	Shire Funds	Completed	Comments
Wetlands Park Development	\$180,000	\$180,000	\$274	Yes	
Additional Footpath and Kerbing Program	\$58,962	\$58,962	\$0	Yes	
Ticket Box – Wagin Sportsground Entrance	\$10,000	\$10,000	\$3,720	Yes	
Community Centre Park Development & Street Furniture	\$50,000	\$50,000	\$0	Yes	
Giant Ram Painting	\$25,000	\$25,000	\$2,060	Yes	
CCTV Upgrade	\$25,000	\$25,000	\$10,013	Yes	Shire Funds of \$27,565. Unspent funds to be carried over to 20/21 to complete project
	<b>\$348,962</b>	<b>\$348,962</b>	<b>\$16,067</b>	<b>\$365,029</b>	

**Local Roads & Community Infrastructure Program Phase 2 - \$279,590**

**Projects to be completed by 30th June 2022**

Project	LRCIP Budget	LRCIP Funds Expended	Shire Funds	Start Date	Comments
Historical Village Precinct - History Shed	\$136,700	\$44,080	\$0	Jun-21	\$92,620 carried over to 21/22 to complete project
Bullock Hills Road - Widening	\$47,000	\$0	\$0	Oct-21	
Main CBD Paving Clean and Seal	\$20,000	\$0	\$0	Oct-21	
Wagin War Memorial Upgrades	\$20,000	\$0	\$0	Aug-21	
Stubbs Street - Kerbing	\$3,890	\$0	\$0	Sep-21	
Johnston Street - Kerbing	\$17,000	\$0	\$0	Sep-21	
Tudhoe Street - Kerbing	\$10,000	\$0	\$0	Sep-21	
Bojanning Park Upgrades	\$25,000	\$0	\$0	Aug-21	
	<b>\$279,590</b>	<b>\$44,080</b>	<b>\$0</b>		

**Local Roads & Community Infrastructure Program Phase 3 - \$687,924**

**Projects to commence from 1st January 2022 and to be completed by 30th June 2023**

Project	LRCIP Budget	LRCIP Funds Expended	2021/2022 Year	2022/2023 Year	Comments
Wagin Court House Upgrades	\$130,000	\$0	\$130,000	\$0	
Moore Street Construct and Seal	\$80,000	\$0	\$80,000	\$0	
Extension of Footpath & Kerbing Program	\$82,000	\$0	\$82,000	\$0	
Cemetery Improvements - Construct and seal west entrance & gravel sheet carpark	\$69,753	\$0	\$69,753	\$0	
Water Storage Upgrades for Sports Oval Reticulation Supply	\$60,000	\$0	\$60,000		
Lighting of Giant Ram & pathway	\$5,000		\$5,000		
	<b>\$426,753</b>	<b>\$0</b>	<b>\$426,753</b>	<b>\$0</b>	<b>\$261,171</b>



#### 12.1.4. NATIONAL AUSTRALIA BANK – OFFER TO GIFT PREMISES

PROPONENT:	National Australia Bank (NAB)
OWNER:	N/A
LOCATION/ADDRESS:	Tudor Street Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	18 October 2021
PREVIOUS REPORT(S):	28 September 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.LO.1
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Letter – NAB – Offer to gift Premises</li><li>• Copies of email correspondence</li></ul>

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council confirm:

- That the gift of the Wagin *National Australia Bank* premises is appropriate.
- Its approval to accept the gift, subject to the conditions attached to the *Deed of Gift* being to the satisfaction of the Chief Executive Officer.

Carried 0/0

#### BRIEF SUMMARY

This report recommends the acceptance of the gift of the National Bank building by NAB to the Shire providing the conditions attached to the gifting being acceptable.

#### BACKGROUND/COMMENT

Council at its September meeting resolved:

***That the Shire advise the National Australia Bank that it would be interested in accepting unconditional freehold ownership of the building, whilst at the same time, agreeing that the building will not be used for any purpose that may compromise the reputation of NAB, during the Shires period of ownership.***

This was communicated to NAB's Senior Manager, Network Property who, in reply, advised that NAB would be pleased to offer the building for Council's use on behalf of the local community. This is subject to confirmation of Council's acceptance and the execution of a *Deed of Gift*.

On the question of conditions attached to the gifting of the property and which will be contained in the *Deed of Gift*, advice was given that these are likely to be along the following lines:

## Council Obligations

The Council agrees that:

- (a) it will not sell, agree to sell, assign, lease, license, part with possession of, transfer or otherwise dispose of the Land or any part thereof or any estate or interest in the Land to a bank or financial institution without obtaining the prior written consent of NAB, which consent may be withheld by NAB in its absolute discretion, for a period of 5 years from the Completion Date **provided that** NAB may not unreasonably withhold consent in relation a lease, licence or parting with possession to a bank or financial institution for a period not exceeding 5 years and **provided further that, for the avoidance of doubt**, no such consent shall be required to otherwise sell, assign, lease, licence, part with possession of, transfer or otherwise dispose of the Land or any part thereof or any estate or interest in the Land.

### 7.1 Option

- (a) If at any time after the Completion Date the Council breaches any of the Council's Obligations and the breach is not remedied within thirty (30) days after written notice to the Council specifying the breach then NAB has the option upon giving to the Council thirty (30) days' notice in writing to re-acquire the Land for an estate in unencumbered fee simple in possession from the Council.
- (b) it will not mortgage, charge or encumber the Land or any part thereof or any estate or interest in the Land for a period of 5 years from the Completion Date unless:
- (i) the person to whom any such right or interest is to be granted (**Mortgagee**) has first executed a deed of covenant in such form as NAB requires to be prepared by NAB's solicitors at the cost and expense in all respects of the Council or the Mortgagee (as the case may be) which deed contains (among other things) covenants by the Mortgagee in favour of NAB that (so long as the Mortgagee has any interest in the Land):

#### Council's Obligations:

- (c) it will not, and will not allow any third party, to do anything on the Land which is unlawful, immoral, noxious, offensive, hazardous or likely to cause nuisance, interference, injury or unreasonable disturbance to any neighbours or to the community at large for a period of 5 years from the Completion Date; and
- (d) it will, at its cost, publicly recognise NAB's contribution to the Council.

It is believed that these conditions are reasonable and would not impede the Shire's capacity to utilise the building, as intended for a mix of residential and commercial or public purpose uses.



---

## **CONSULTATION/COMMUNICATION**

- Mr Lloyd Burke - *Senior Manager, Network Property* – NAB

## **STATUTORY/LEGAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As advised in a report to Council on this proposal last month (attached), expenditure of approximately \$ 81,800 will be required to bring the building up to a state where it may be fully occupied.

No budget provision has been made for meeting the costs associated with taking ownership of this building. These costs could however be met by utilising funds from the Shires *Municipal Buildings Reserve* (Current balance of \$71763) along with a contribution from the Shires Municipal Fund. From an accounting perspective, whilst there would be an element of unbudgeted expenditure (in the order of \$82,000), the transfer of an asset to the Shire which is likely to have a capital value in excess of \$200,00, would have a net positive impact on the Shire's Balance Sheet.

## **STRATEGIC IMPLICATIONS**

The commissioning of the building would add to business/community activity in town which is consistent with the aspirations of the Shire's Community Strategic Plan.

## **VOTING REQUIREMENTS**

Simple Majority



11<sup>th</sup> October 2021

National Australia Bank

700 Bourke St, Docklands, VIC 3008

Bill Atkinson  
Chief Executive Officer  
Shire of Wagin  
2 Arthur Rd,  
Wagin, WA, 6315  
By Email: [ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au)

**Re: Former NAB Branch at 87 Tudor Street, Wagin**

Dear Mr. Atkinson,

Thank you for your time recently.

As you are aware the NAB branch in Wagin ceased operations recently.

Our building in Wagin is one of a few owned by NAB (via its subsidiary, NAB Properties Australia Pty Ltd) and we would like to offer the premises as a gift to the Shire of Wagin to manage on behalf of the community. We hope that this gift continues our long association with the community.

We would be grateful if Council could consider this offer and confirm whether the gift is appropriate. Once you have confirmed Council's approval to accept the gift, NAB will prepare a Deed of Gift for execution and we'll work to transfer the premises to you as soon as practical.

As we prepare to remove NAB's fitout, particularly items such as safes and NAB technology, we would be happy to discuss leaving some items that might assist Council for its next use.

Let me know if you would like to arrange a further inspection or require any additional information.

Yours sincerely

Lloyd Burke.  
Senior Manger Network Property  
[Lloyd.R.Burke@NAB.com.au](mailto:Lloyd.R.Burke@NAB.com.au)

## Bill Atkinson

---

**From:** Lloyd Burke <Lloyd.R.Burke@nab.com.au>  
**Sent:** Wednesday, 13 October 2021 4:09 PM  
**To:** Bill Atkinson  
**Subject:** RE: NAB Wagin - Example of Deed Obligations

Hi Bill

In relation to NAB's conditions – they are really positive obligations to limit the possibility of Council, a Mortgagee who comes into possession, or a future owner should Council sell the or lease the premises within 5 years, – not honouring the intent of the gift. NAB will lodge a Caveat to support the Deed and the Deed contains an Option to re-acquire, should the Deed be breached within the 5 years.

The Deed will also cover items such as acceptance of the Property as is.

I've provided a couple of excerpts from the Deed we used in a recent gifting in NSW. I've also requested that our lawyers provide a draft for Shire of Wagin as soon as possible. Naturally, NAB is happy to discuss reasonable amendments to the Deed.

Lloyd

### Council Obligations

The Council agrees that:

- (a) it will not sell, agree to sell, assign, lease, license, part with possession of, transfer or otherwise dispose of the Land or any part thereof or any estate or interest in the Land to a bank or financial institution without obtaining the prior written consent of NAB, which consent may be withheld by NAB in its absolute discretion, for a period of 5 years from the Completion Date **provided that** NAB may not unreasonably withhold consent in relation a lease, licence or parting with possession to a bank or financial institution for a period not exceeding 5 years and **provided further that, for the avoidance of doubt**, no such consent shall be required to otherwise sell, assign, lease, licence, part with possession of, transfer or otherwise dispose of the Land or any part thereof or any estate or interest in the Land.

---

### 7.1 Option

- (a) If at any time after the Completion Date the Council breaches any of the Council's Obligations and the breach is not remedied within thirty (30) days after written notice to the Council specifying the breach then NAB has the option upon giving to the Council thirty (30) days' notice in writing to re-acquire the Land for an estate in unencumbered fee simple in possession from the Council.

(b) it will not mortgage, charge or encumber the Land or any part thereof or any estate or interest in the Land for a period of 5 years from the Completion Date unless:

(i) the person to whom any such right or interest is to be granted (**Mortgagee**) has first executed a deed of covenant in such form as NAB requires to be prepared by NAB's solicitors at the cost and expense in all respects of the Council or the Mortgagee (as the case may be) which deed contains (among other things) covenants by the Mortgagee in favour of NAB that (so long as the Mortgagee has any interest in the Land):

Council's Obligations:

- (c) it will not, and will not allow any third party, to do anything on the Land which is unlawful, immoral, noxious, offensive, hazardous or likely to cause nuisance, interference, injury or unreasonable disturbance to any neighbours or to the community at large for a period of 5 years from the Completion Date; and
- (d) it will, at its cost, publicly recognise NAB's contribution to the Council.

**From:** Bill Atkinson <ceo@wagin.wa.gov.au>  
**Sent:** Tuesday, 12 October 2021 2:02 PM  
**To:** Lloyd Burke <Lloyd.R.Burke@nab.com.au>  
**Subject:** RE: NAB Wagin

**CAUTION:** This email originated from outside of the organisation. Do not act on instructions, click links or open attachments unless you recognise the sender and know the content is authentic and safe.

Hello Lloyd

Thank you for submitting the offer of NAB to gift its Wagin premises to the Shire of Wagin. It is understood that the *Deed of Gift* will include some conditions and if these could be communicated (even by way of "Confidential Draft"), I should be able to present a report and recommendation to Council that it accepts the gratuitous offer provided. With regard to the removal of the NAB fit-out, I would be happy to meet on site with your representative to discuss. The safe as I recall it comprises a small room with a heavy iron door and ideally it would be good if this could be retained both for posterity and also to avoid the costs associated with its removal.

Kind Regards

**BILL ATKINSON**  
Chief Executive Officer  
Shire of Wagin  
Ph 98611177  
Fax 98611204  
Mob 0429611493



**“Disclaimer by the Shire of Wagin:**

*This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Wagin unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire of Wagin accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.”*



---

**From:** Lloyd Burke <[Lloyd.R.Burke@nab.com.au](mailto:Lloyd.R.Burke@nab.com.au)>  
**Sent:** Tuesday, 12 October 2021 11:42 AM  
**To:** Bill Atkinson <[ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au)>  
**Cc:** Jeff D Pontifex <[Jeff.Pontifex@nab.com.au](mailto:Jeff.Pontifex@nab.com.au)>  
**Subject:** RE: NAB Wagin

Thanks Bill

NAB are pleased to offer the Shire of Wagin, NAB’s former premises at Tudor St, for Council’s use on behalf of the local community.

Attached is a formal offer letter, which is subject to confirmation of Council’s acceptance and in due course, execution of a Deed of Gift.

Let me know if you have any questions, otherwise I look forward to your acceptance and to working with you to make this happen.

We’re keen to make some form of co-ordinated announcement when we’re both ready to do so.

Jeff – for info only at this stage.

**Lloyd Burke**

Senior Manager, Network Property

**Group Property | Enterprise Operations | National Australia Bank Limited**

Level 4, 700 Bourke St, Docklands VIC 3008

Mob: 0455 084 725

[Lloyd.R.Burke@nab.com.au](mailto:Lloyd.R.Burke@nab.com.au)

*NAB is a flexible employer and I have sent this message at a convenient time for me. It's not my expectation that you read, respond or action this message outside of your preferred working hours.*

**#Stay Safe; #Stay Healthy; #Stay Positive**

**Excellence for our customers | Grow Together | Be respectful | Own it**  
**Please consider the environment before printing this email**

---

**From:** Bill Atkinson <[ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au)>  
**Sent:** Tuesday, 12 October 2021 1:30 PM  
**To:** Lloyd Burke <[Lloyd.R.Burke@nab.com.au](mailto:Lloyd.R.Burke@nab.com.au)>  
**Subject:** NAB Wagin

**CAUTION:** This email originated from outside of the organisation. Do not act on instructions, click links or open attachments unless you recognise the sender and know the content is authentic and safe.

Hello Lloyd,

Just an update from this end on the Shires position with the possible acquisition of the NAB building in Wagin. Council at its last meeting resolved:

***That the Shire advise the National Australia Bank that it would be interested in accepting unconditional freehold ownership of the building, whilst at the same time, agreeing that the building will not be used for any purpose that may compromise the reputation of NAB, during the Shires period of ownership.***

I look forward to your further advice in due course.

Kind Regards

**BILL ATKINSON**  
Chief Executive Officer  
Shire of Wagin  
Ph 98611177  
Fax 98611204  
Mob 0429611493



***"Disclaimer by the Shire of Wagin:***

*This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Wagin unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire of Wagin accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email."*



---

Report all spam, suspicious messages and calls to: [phish@nab.com.au](mailto:phish@nab.com.au)  
Report suspicious NAB-branded text messages to 0476 220 003 (047 NAB 0003)  
For more information visit: [go/securityawareness](http://go/securityawareness)

---

The information contained in this email communication may be confidential. If you have received this email in error, please notify the sender by return email, delete this email and destroy any copy.

Any advice contained in this email has been prepared without taking into account your objectives, financial situation or needs. Before acting on any advice in this email, National Australia Bank Limited (**NAB**) recommends that you consider whether it is appropriate for your circumstances. If this email contains reference to any financial products, NAB recommends you consider the Product Disclosure Statement (PDS) or other disclosure document available from NAB, before making any decisions regarding any products.

If this email contains any promotional content that you do not wish to receive, please reply to the original sender and write "Don't email promotional material" in the subject.



## REPORT ON ACQUISITION OF WAGIN NATIONAL AUSTRALIA BANK BUILDING

1. **Principal Assumption:** - That NAB will gift the building to the Shire of Wagin.

2. **Acquisition and Upgrade Costs estimated):**

Settlement costs: \$1500

Kitchen and Bathroom upgrades – residence \$50,000

Airconditioning installation – residence \$11,000

Smoke alarm installation – residence \$800

Soft furnishings – residence and office \$10000

Fencing and Outbuilding Repairs \$5000

Minor repairs (leaks etc) \$1000

Removal of partitioning/counters – office \$500

Contingencies \$2000

**Total \$81,800**

3. **Projected Annual Income and Expenditure**

Rental Income: (Assuming annual occupancy rate of 80%)

Office \$200 per week x 52 x 80% = \$8320

Residence \$280 per week x 52 x 80% = \$11648

**Total Income \$ \$19,968**

Expenses

Insurance \$1200

Maintenance and repairs \$2000

Rates (forgone income) \$2100

Rubbish Removal \$975

ESL \$100

Quantification of replacement appliances/ soft furnishings/ painting etc \$2000

**Total (quantified) expenditure \$8375**

**Net Income over Expenditure \$11593**



## 12.2 DEPUTY CHIEF EXECUTIVE OFFICER

### 12.2.1 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – SEPTEMBER 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 October 2021
PREVIOUS REPORT(S):	22 September 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council receive the Deputy Chief Executive Officer's report for September 2021**

**Carried 0/0**

#### BRIEF SUMMARY

The following report details the activities that fall under the control of the DCEO for the months of September and October 2021.

#### BACKGROUND/COMMENT

##### SPORTSGROUND DEVELOPMENT

The author has been liaising with Brian Adcroft from ADC Projects regarding the best way forward regarding for the development. Mr Adcroft was part of the consulting firm that put together the masterplan. He has looked at the underground services map and has advised a possible staged approach to deal with each part of the development brief.

After speaking to the Shire President and the CEO, it was decided that the project required a dedicated part-time project manager to progress the development in a methodical and timely fashion.

We have again approached John Case to see if he could project manage the development on a two day a week basis, there is money set aside to cover his costs. John is currently familiarising himself with the Sportsground Precinct Masterplan, plans and other associated information, this will allow him to come up with best way to take the project forward.

In the next five weeks I will be able to assist him and bring him up to speed so the project can move forward under the direction of the Steering Committee and Council.



## CORPORATE SERVICES

### Finance and General Purposes Meeting

A meeting was held to address the progress of the Shire's Reg 17 and Financial Management Review compliance action sheet and to conduct a review of all the Shire's policies. Please refer to the enclosed committee meeting minutes.

### Local Roads and Community Infrastructure Program (LRCIP)

The Federal government has recently announced that completion dates for both Phase 1 and 2 programs have been extended until the 30<sup>th</sup> June 2022. The Shire has completed all phase 1 projects and the acquittal is currently being audited by our auditors. Some phase 2 projects have commenced, and the extension will assist with finishing some of the projects.

### Local Government Elections

As there is still one vacancy to fill an extra-ordinary election will be held on the 17<sup>th</sup> December. Advertising for nominations will commence on the 22<sup>nd</sup> October, nominations open on the 3<sup>rd</sup> November for a week, closing on the 10<sup>th</sup> November.

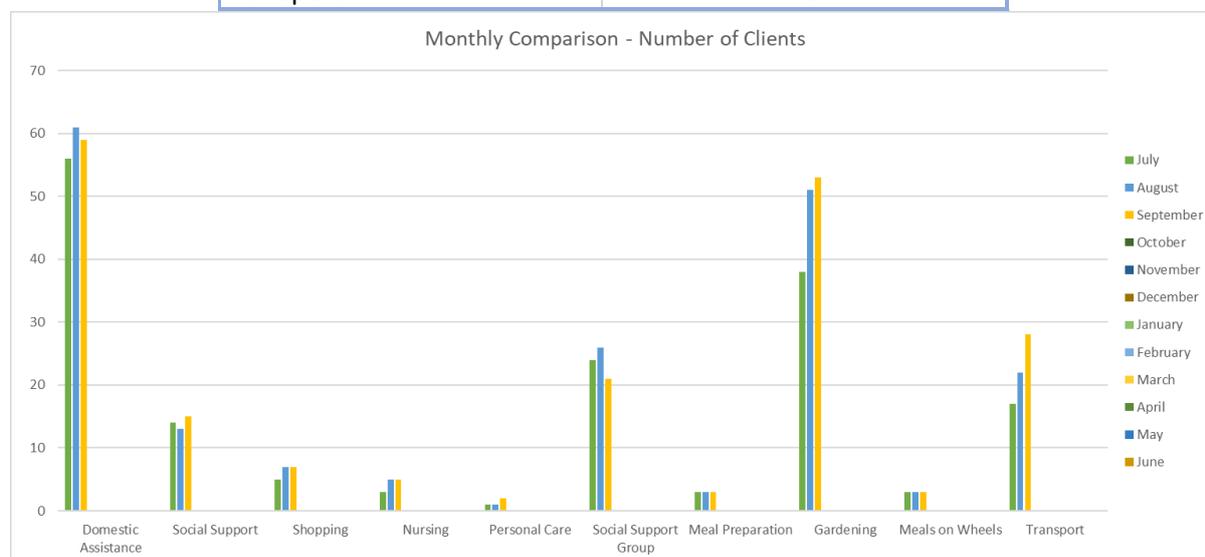
## AGED CARE

### HEMOCARE REPORT SEPTEMBER 2021

#### CLIENTS:

91 clients received one or more services for SEPTEMBER .

Service	Number of clients
Domestic Assistance	59
Social Support	15
Shopping	7
Nursing	5
Personal Care	2
Social Support Group	21
Meal Preparation	3
Gardening	53
Meals on Wheels	3
Transport	28

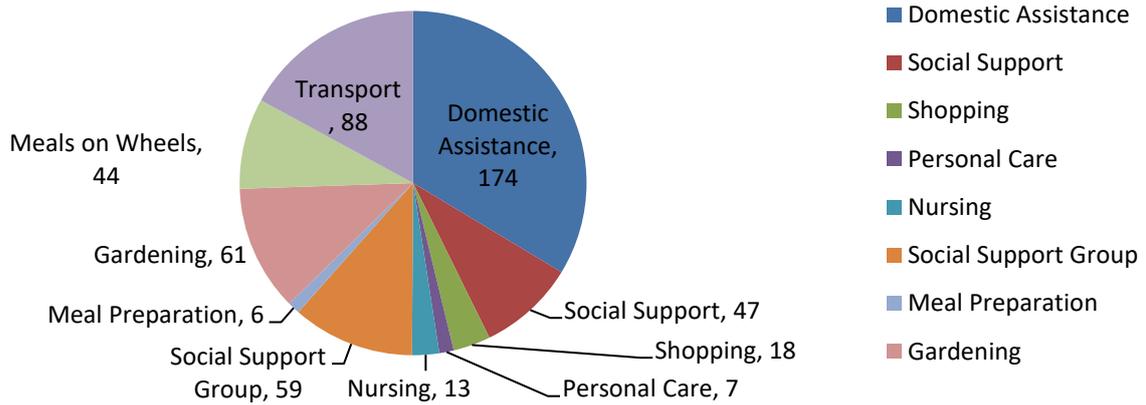




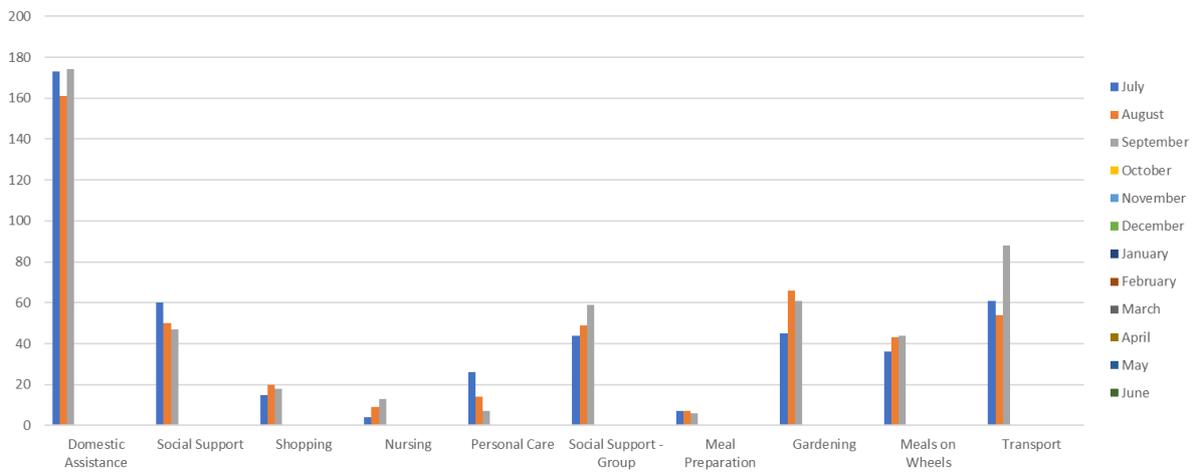
## SERVICES

Service	Number of Services
Domestic Assistance	174
Social Support	47
Shopping	18
Nursing	13
Personal Care	7
Social Support - Group	59
Meal Preparation	6
Gardening	61
Meals on Wheels	44
Transport	88

### Wagin Homecare # Services September 2021



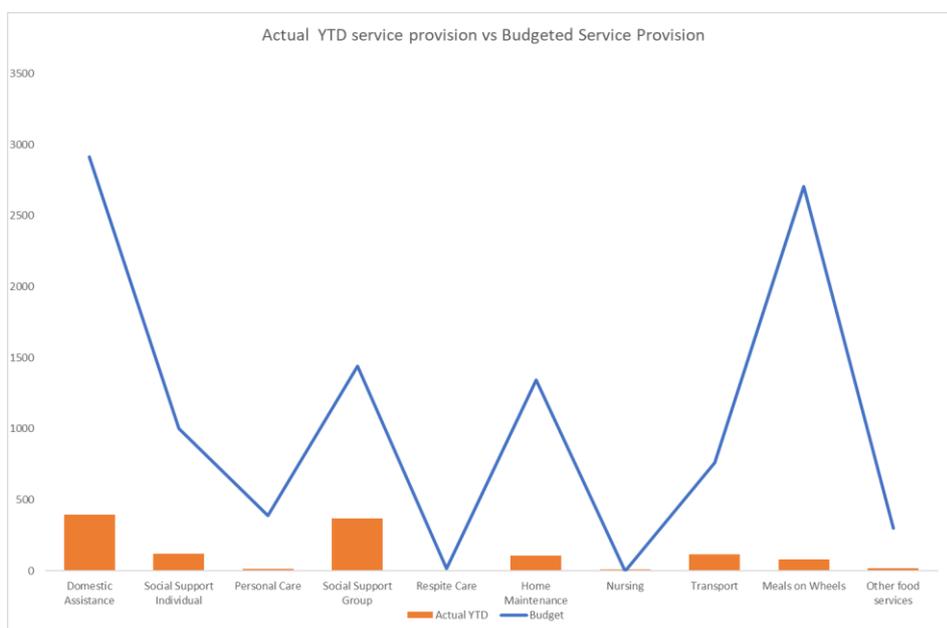
Monthly Comparison - Number of Services





## Wagin Homecare Complete Service Provision September 2021

Types of services provided	Monthly Contracted	Hours Provided	Variance	Contracted	Year to date
Domestic Assistance	243	213	-30	2913	609.69
Social Support Individual	83	55	-29	1001	175.73
Personal Care	33	4	-29	390	16.83
Social Support Group	120	355	235	1442	722.88
Respite Care	2	0	-2	18	6
Home Maintenance	112	67	-46	1344	175.5
Nursing	0	14	14	0	26
Transport	64	88	25	762	203
Meals on Wheels	334	44	-290	4011	124
Other food services	25	7	-18	299	24.7



## TOWNSCAPE

### Wetlands Park Playground Development

Stage 1 of the project is now fully complete and upgrades to interior of the toilet block has been completed.

Stage 3 – Ninja Park, we are still working with different contractors to find the most suitable design, unfortunately it will take a number of months to procure equipment due to supply issues surrounding Covid. A contractor and design will be finalised next month.

### Main Streets Paving Cleaning and Sealing

This has been completed with very good results and comments from the community. The work included a hot water pressure clean and application of a two-coat seal. The contractor has done a first-class job. There may be some other parts of town that the Shire would like to do next year utilising Townscape funds.

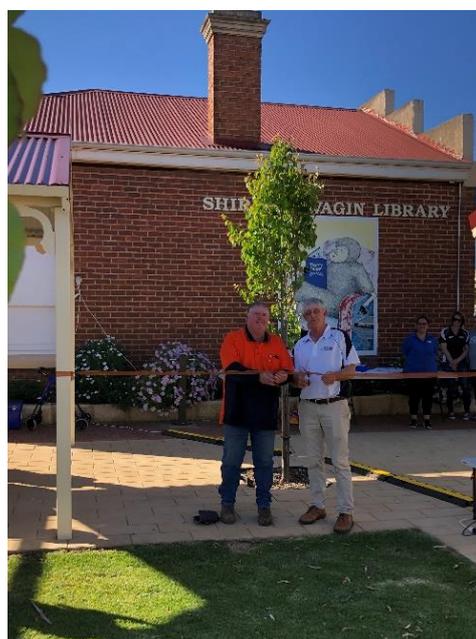
### Town Square Project - Opening

With the project totally completed, on Friday 15th October the Shire of Wagin celebrated the opening of the Wagin Town Square. There were some fifty members of the community in attendance to witness the opening and they also enjoyed a lovely afternoon tea.

Our official cutters-of-the-ribbon was Allen Hicks and Cr Phil Blight. A big thank you to Allen and his works crew for all their hard work to make the Town Square a reality.

Mrs Rita Jarrick, who was in attendance, was acknowledged for 33 years' service as the town librarian. A great achievement recognised with a plaque to be placed on the front of the current library building.

Further to the festivities, Mr Maurie Becker was congratulated on his recent WA Volunteer of the Year, Spirit of Volunteering Award. Maurie spoke to the crowd and detailed who had inspired him over the years, including people like Mrs Jarrick. Congratulations Maurie.



### **TOURISM**

Sept / Oct 2021 Shire Facebook Report

20/10/2021

The Shire Facebook page has posted 18 times since the last report in September with the biggest audience award's going to the review of the Grand Opening of the Townsquare with 1,935 people checking it out.

- CRC workshop – 21<sup>st</sup> Sept – 434 people & 1 share
- Homecare Footy colours Event – 21<sup>st</sup> Sept – 838 people & 1 share
- EHO job ad – 25<sup>th</sup> Sept – 995 people & 5 shares
- Noongar Sports flyer – 30<sup>th</sup> Sept – 308 people & 1 shares
- Burning Permits Required – 30<sup>th</sup> Sept – 565 people & 5 shares
- Townsquare Opening flyer – 1 October – 1,470 people & 7 shares
- Movie flyer – 3<sup>rd</sup> October – 512 people & 1 shares
- Special Council Meeting flyer – 5<sup>th</sup> October – 484 people & 1 shares
- Library Flyer, Story time – 6<sup>th</sup> October– 550 people & 1 share



- WestJets in Wagin – 7<sup>th</sup> October – 1,070 people & 4 share
- Junior Cricket Flyer – 7<sup>th</sup> October – 579 people & 3 shares
- Bird Count Week change of shire FB banner – 11<sup>th</sup> October
- Brid Count Week details – 11<sup>th</sup> October – 379 people & 1 share
- Homecare joined by Waratah residents – 12<sup>th</sup> October – 869 people & 2 shares
- Townsquare Grand Opening today – 15<sup>th</sup> October – 353 people & 1 share
- Images from Grand Opening event – 18<sup>th</sup> October – 1,935 people & 3 shares
- Open Garden Event – 18<sup>th</sup> October – 1,333 people & 7 shares
- Homecare Christmas Luncheon Flyer – 19<sup>th</sup> October – 583 people & 3 shares

With changes to Facebooks layout – we can now advise on new information:

Audience: No Change from last report

Men – 30.9% across all age ranges

Women – 69.1% across all age ranges

Which puts more women checking in this month than last month.

Page Reach down by 83.6% from last report

Our pages statistics state we currently have 1,626 followers, with 10 new followers. The majority of our audience is located in Perth 27%, Wagin 21%, Narrogin 3.4%, Mandurah 2.8%, Katanning 2.1%, Albany 2%, Dumbleyung 1% (thanks to Emily and Tegan)

Wagin Woolorama currently has 3,779 followers.

## **RECREATION AND CULTURE**

### **Library Report September 2021 October 2021**

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:**

- Story Time held every Wednesday 10am to 11am then again on Fridays 1.3pm to 2.30pm

#### **Library Events:**

- Library Book Club was held at Wagin Library & Gallery on Saturday September 11th from 2pm to 4pm. Our next Book Club was held on Saturday October 9<sup>th</sup> at Cresswells from 2pm to 4pm.
- Story Time is held every Wednesday 10am to 11am then again on Fridays 1.30pm to 2.30pm.

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

- WLG Book Club was held on September 11th from 2pm to 4pm. Our next Book Club was held on Saturday October 9th from 2pm to 4pm at Cresswells.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- Friends of Wagin Library & Gallery meeting was held Thursday September 30<sup>th</sup> at 4.30pm. Our next Friends Meeting will be held on Thursday October 28th at 4.30pm.



## **Library Statistics:**

- 3 new borrowers at the library during this reporting period;
- 197 patron visits for September/October reporting period;
- 11 successful inter-library loan requests for items from Wagin Library & Gallery patrons;
  
- 29 inter-library loan requests from other public libraries throughout WA for our items; 0 not supplied.
- 1 requests for information searches undertaken for Wagin library patrons by library staff;
- 0 public access computer user/s; 0 Wi Fi users. Patrons and visitors are now being notified that public access computer able to be used when needed.
- 30 community members enjoyed free tea or coffee in the library;
- 1 community member and library patrons spent time reading and relaxing in the library.
- 21 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:**

- Story Time 1.30pm to 2.30pm Friday 24<sup>th</sup> September.

## **Wagin Memorial Swimming Pool September 2021 Report**

Work at the Wagin Pool has now been completed by Wetdecks. The revamped 50m pool gravity fed filter is now up and running producing very clean water. Installation of a hartfleloop has eliminated the possibility of overflow over the filter wall and a near on constant water level can be maintained. Also installed was a site glass on the eastern wall of the 50m filter enabling a clear view of the water level in the filter.

The pump maintenance and overhaul has been completed and is working very well. Trouble with the 50m chlorinator has also been alleviated with some tender love and care.... Hopefully.

New 50m pool blankets are due to arrive in Wagin on the 22<sup>nd</sup> October and installed on the 26<sup>th</sup> October. Reeming of the bushes in both blanket rollers will be done at the same time by Autotech.

Cleaning of both the 50m and LTS pools is now complete and water samples have been sent off to the Health Department by the Shire's EHO for testing and approval.

All should be in readiness for opening day 31<sup>st</sup> October.

Photos of the pool filtration work is contained at the end of the Recreation Centre report.

## **September 2021 Wagin Recreation Centre**



The Recreation Centre in the month of September saw the end of all winter sport activities. Junior and ladies netball completed their successful season snaring an A1 premiership for the first time in many years, plus with a lot of other grades reaching finals. Hockey also completed their season after benefitting from being able to do hard top training at the Rec. Fitness with Brooke Batt had a few weeks off for school holidays and still were getting reasonable numbers. As did yoga with Tara Cook and her faithful yogis. Stay on your feet continued their Monday morning meetings always attracting excellent numbers. Megan Henry's tennis coaching and cardio tennis sessions utilising the rec courts on a lot of the days of the week.

Junior basketball is yet to get off the ground but is hoped to start soon. Some private basketball sessions were held. Noongah sports day was held during the school holidays with an impressive 25 children attending, which compared to surrounding towns was very good. Wagin being the organisers highlight town.

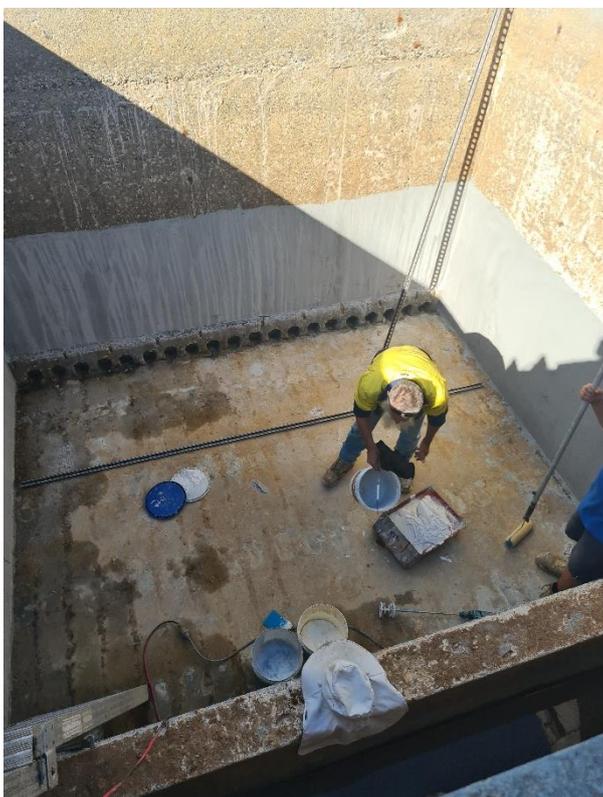
Work on the court 1 and 2 surfaces will be undertaken at the end of November or early December. hopefully, making for a safer environment for all patrons. Six new lights are to be installed from east to west centre of the courts to eliminate a dark zone.

### **What's On**

- Junior basketball to commence pending meeting
- Megan Henry tennis coaching 3 to 4 days a week
- Tara Cook yoga twice weekly
- Brooke Batt fitness classes twice weekly
- Junior cricket training with Wade Longmuir
- Junior tennis coaching with Wagin tennis club
- stay on your feet every Monday morning
- Wagin trot meetings
- Ladies tennis pending weather

Sep-21		Junior Netball	Ladies Netball	Fitness	Yoga	Tennis	General
1/09/2021	Wednesday		15		3		
2/09/2021	Thursday		10				
3/09/2021	Friday						
4/09/2021	Saturday						10
5/09/2021	Sunday						
6/09/2021	Monday						
7/09/2021	Tuesday			11			
8/09/2021	Wednesday		10		4		
9/09/2021	Thursday			6	5	6	
10/09/2021	Friday						
11/09/2021	Saturday						
12/09/2021	Sunday						
13/09/2021	Monday						
14/09/2021	Tuesday			10			
15/09/2021	Wednesday	6	5		2		
16/09/2021	Thursday						
17/09/2021	Friday						

18/09/2021	Saturday						
19/09/2021	Sunday						
20/09/2021	Monday						
21/09/2021	Tuesday			8			
22/09/2021	Wednesday						
23/09/2021	Thursday			5			
24/09/2021	Friday						
25/09/2021	Saturday						
26/09/2021	Sunday						
27/09/2021	Monday						
28/09/2021	Tuesday						
29/09/2021	Wednesday						
30/09/2021	Thursday						
	<b>Totals</b>	<b>6</b>	<b>40</b>	<b>40</b>	<b>14</b>	<b>6</b>	<b>10</b>
<b>116</b>							



## PROJECTS

### CCTV

New cameras at the Wetlands Park and Tavistock Street still require to be installed.

### Solar Panel Systems

Caravan Park (2021/2022) – in the current Budget there is a further \$10,000 allocated to installing a solar panel system on another Shire facility. Staff have earmarked the Caravan Park as the most



logical next facility. Last financial year Council expended \$9,560 in electricity costs. This will be progressed in the coming months

### Bojanning Park

The playground perimeter copper leg surrounds have been painted white, ready for some indigenous art-work. The in-ground trampoline and BBQ have been ordered and will be ready to install in late October. We are still working on quotations for the gazebo, concrete pad and table and chairs.

### Bojanning Park

The playground perimeter copper leg surrounds have been painted white, ready for some indigenous art-work. The in-ground trampoline and BBQ have been ordered and will be ready to install in early to mid-November. The gazebo/shelter and concrete pad will be constructed by Ryan Scardetta in the next month.

### Wagin War Memorial

The concrete floor polishing has been completed and has come very well. Installation of lighting and seating will happen shortly. It is the intention of staff to have this upgrade completed before Remembrance day.

### 2 Ballagin Street Upgrades

Painting of the residence has been completed, with the contractor doing a very good job. Quotes have been accepted for replacement carpets, vinyl plank flooring and blinds. This will be installed in December once the out-going DCEO has moved out of the residence.

## **EVENTS**

### Christmas Street Carnival

The annual Christmas Street Carnival is scheduled for Friday the 17<sup>th</sup> December, staff will again be working with WAG's to ensure this is another successful community event for all to enjoy.

### Australia Day

We have just been advised another \$20,000 funding for an Australia Day event is being made available to Councils. It is the staff's intention to again make application for the funding to hold a similar type function as last year's very successful event.

## **OTHER**

### Grants

#### **Annual Street Christmas Carnival**

Staff were successful with Lotterwest grant funding for the annual Christmas Street Carnival to the tune of \$8,000 and we have just heard that a further \$2,500 is being contributed by Roadwise.



Grant Body	Grant Amount	Grant Reason
Lotterywest <b>SUCCESSFUL</b>	\$173,776	Stage 2 of the Wetlands Playground Development
Roadwise <b>SUCCESSFUL</b>	\$2,500	Contribution to the Annual Christmas Street Carnival
Lotterywest <b>SUCCESSFUL</b>	\$8,000	Contribution to the Annual Christmas Street Carnival
<b>Bushfire Brigades Water Tank – Badjarning, Ballaying, Cancanning and Lime Lake</b> <b>SUCCESSFUL</b>	\$61,236	Fire-fighting water storage tanks for local Brigades throughout the Shire.
<b>Total</b>	<b>\$245,512</b>	

#### CONSULTATION/COMMUNICATION

Nil

#### STATUTORY/LEGAL IMPLICATIONS

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple Majority



## 12.2.2. RANGER AUTHORISATION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 October 2021
PREVIOUS REPORT(S):	October 2019
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.RE.68
ATTACHMENTS:	Nil

### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council endorse the appointment of Mr Jason Cacic an Authorised Officer for the Shire of Wagin pursuant to the following Acts:**

- Dog Act 1976
- Cat Act 2011
- Bush Fire Act 1954
- Litter Act 1979
- Caravan and Camping Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Animal Welfare Act 2002

**Carried 0/0**

### BRIEF SUMMARY

Council to endorse the appointment of Mr Jason Andrew Cacic of WA Contract Ranger Services to be authorised to act under the following legislation on behalf of the Shire of Wagin

### BACKGROUND/COMMENT

Local Government is bound to enforce certain legislation and as a result is required that officers be authorised to undertake various roles and responsibilities in relation to the legislation.

Morne Pfister is currently employed by WA Contract Ranger Services to provide Ranger services for the Shire, he will now be sharing ranger duties in Wagin with Mr Cacic.

Providing authorisation to Mr Cacic will enable him to carry out his role under the relevant legislation on behalf of the Shire of Wagin. Council will need to appoint him to enforce the following legislation:

- Dog Act 1976
- Cat Act 2011



- Bush Fire Act 1954
- Litter Act 1979
- Caravan and Camping Act 1995
- Control of Vehicles (Off Road Areas) Act 1978
- Local Government Act 1995
- Local Government (Miscellaneous Provisions) Act 1960
- Animal Welfare Act 2002

#### **CONSULTATION/COMMUNICATION**

- WA Contract Ranger Services

#### **STATUTORY/LEGAL IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority



## 12.3 MANAGER OF WORKS

### 12.3.1 WORKS AND SERVICES REPORT – SEPTEMBER 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 October 2021
PREVIOUS REPORT(S):	22 September 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council receive the Manager of Works report for the month of September 2021**

**Carried 0/0**

#### BRIEF SUMMARY

NIL

#### BACKGROUND/COMMENT

##### CONSTRUCTION CREW

- The recent storm caused damage to 63 rural roads, each road has damage in various sections
- There are 3 sections remaining to reinstate - Lime Lake West, Andrews and Riseborough Roads. The damage is unknown until the water subsides.
- Gravel sheeting complete on a 2.8km section of Walker Road, west of Edwards including installation of a 300mm culvert.

##### UPCOMING WORKS

- Seal widen 1.2km section of Bullock Hills Road
- Construct and seal Puntapin/Bullock Hills Road intersection

##### ROAD MAINTENANCE

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

Maintenance grading various roads as weather permits.

##### TOWN MAINTENANCE

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



---

## **PLANT / MACHINERY**

General servicing of small plant will be carried out by Shire staff, and large plant item servicing and mechanical repairs to be carried out by Marleys Diesel & Ag as required.

## **COUNCILLOR'S INFORMATION**

Nil

## **CONSULTATION/COMMUNICATION**

NIL

## **STATUTORY/LEGAL IMPLICATIONS**

NIL

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

NIL

## **STRATEGIC IMPLICATIONS**

NIL

## **VOTING REQUIREMENTS**

Simple Majority



PLANT REPORT				June 2021		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMS
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019		39,000	W.1	
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	64,100	60,000	W.001	Service Completed
ISUZU D MAX P-04	A HICKS	17/11/2020	25,001	30,000	W.1008	
MAZDA CX5 - P-05	P VAN MARSEVEEN	15/03/2018		40,000	W.1479	
HOLDEN COMMODORE P-08	T BRANDY	6/11/2018	98,234	94,000	W.10000	Service Due
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,192	1/02/2022	W.10292	
CAT GRADER P-10	R DERRICK	14/01/2021	1,025	1,000	W.284	Service Due
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	3,624	3,400	W.10707	Service Due
KOMATSU GRADER P-12	S DESOUZA	15/01/2019	2,975	3,000	W.041	
ISUZU TRUCK P-14	S HISKINS	3/12/2019	49,338	54,000	W.1002	
BOMAG ROLLER P-15	VARIOUS	3/01/2008	9,451	9,650	W.7862	
ISUZU TRUCK P-16	VARIOUS	19/10/2010	95,080	100,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	237	300		
VIB ROLLER P-19	VARIOUS	3/01/2008	1,836	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,985	4,000	W.9618	
ISUZU P-21	R DERRICK	17/03/2017	69,767	73,000	W.676	
JOHN DEERE P-22	A HOPKINS	10/08/2016	428	521	W.487	
TOYOTA UTE P-24	M TITO	17/11/2020	9,434	15,000	W.1010	
TOYOTA UTE P-25	A HOPKINS	25/11/2020	9,184	15,000	W.1001	
TRITON UTE P-26	S DESOUZA	14/11/2014	77,983	80,000	W.1022	
TRITON UTE P-27	J PRAETZ	6/11/2014	87,594	90,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	58,586	60,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,669	3,900	W.10553	
ISUZU TRUCK P-40	VARIOUS	29/03/2019	69,149	75,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	172,073	180,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1,084	1,112		
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,771	5,750	W.10552	Service Due
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,072	2,120	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	3,668	4,057	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	43,210	52,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,423	30/11/2021	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	377	400		
TOYOTA UTE P-85	VARIOUS	29/10/2020	6,793	15,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	35,468	40,000	W.10796	



### 12.3.2. TENDER FOR SUPPLY OF BITUMEN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.TE.2
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council accepts the tender from Bitutek to supply and lay bitumen at a cost of \$192,329.04 inc GST for the 2021/2022 financial year.**

**Carried 0/0**

#### BRIEF SUMMARY

Submissions have been received for the Tender to supply and lay bitumen – full service including aggregate.

#### BACKGROUND/COMMENT

An advertisement was placed on the WALGA eQuotes Tender site on the 10<sup>th</sup> of September 2021, calling for the supply and lay of 25,159m<sup>2</sup> of hot bitumen & 6,322m<sup>2</sup> of emulsion. Tender requests were sent out to Bitutek, Boral Asphalt, Colas and Fulton Hogan – Boral asphalt, Colas and Fulton Hogan did not submit a tender.

#### CONSULTATION/COMMUNICATION

NIL

#### STATUTORY/LEGAL IMPLICATIONS

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

#### POLICY IMPLICATIONS

Council purchasing policy applies.

#### FINANCIAL IMPLICATIONS

2021/2022 Budget

#### STRATEGIC IMPLICATIONS

NIL

#### VOTING REQUIREMENTS

Simple Majority



### 12.3.3. QUOTATIONS – CEMENT STABILISATION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.TE.3
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Quotation Spreadsheet</li></ul>

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council accepts the quote from Stabilised Pavements Australia to stabilise bitumen shoulders at a cost of \$78,298.22 inc GST for the 2021/2022 financial year.

Carried 0/0

#### BRIEF SUMMARY

Quotes have been received for the cement stabilisation works in the 2021/2022 budget.

#### BACKGROUND/COMMENT

Western Stabilisers and Stabilised Pavements Australia were contacted on the 10<sup>th</sup> September 2021, requesting they submit a quote to stabilise 23,860m<sup>2</sup> of bitumen shoulders.

#### CONSULTATION/COMMUNICATION

NIL

#### STATUTORY/LEGAL IMPLICATIONS

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

#### POLICY IMPLICATIONS

Council purchasing policy applies.

#### FINANCIAL IMPLICATIONS

2021/2022 Budget

#### STRATEGIC IMPLICATIONS

NIL

#### VOTING REQUIREMENTS

Simple Majority

2021/2022 - Cement Stabilisation						
ROAD	Quantity	Unit	Rate per m <sup>2</sup> / ex GST	Amount exc GST	Rate per m <sup>2</sup> / inc GST	AMOUNT inc GST
<b>Stabilised Pavements Australia</b>						
Dongolocking Rd - Shoulders	11,400	Sqm	\$ 2.85	\$ 32,490.00	\$ 3.14	\$ 35,739.00
Bullock Hills Rd - Shoulders	4,360	Sqm	\$ 3.22	\$ 14,039.20	\$ 3.54	\$ 15,443.12
Moore Street - Full Width	7,200	Sqm	\$ 2.56	\$ 18,432.00	\$ 2.82	\$ 20,275.20
Bullock Hills Rd - Intersection	900	Sqm	\$ 6.91	\$ 6,219.00	\$ 7.60	\$ 6,840.90
Mob & Demob - \$2,500 (per site visit)						
				<b>\$ 71,180.20</b>		<b>\$ 78,298.22</b>
<b>Western Stabilisers</b>						
Dongolocking Rd - Shoulders	11,400	Sqm	\$ 3.88	\$ 44,232.00	\$ 4.27	\$ 48,655.20
Bullock Hills Rd - Shoulders	4,360	Sqm	\$ 3.97	\$ 17,309.20	\$ 4.37	\$ 19,040.12
Moore Street - Full Width	7,200	Sqm	\$ 3.97	\$ 28,584.00	\$ 4.37	\$ 31,442.40
Bullock Hills Rd - Intersection	900	Sqm	\$ 6.54	\$ 5,886.00	\$ 7.19	\$ 6,474.60
Mob & Demob - \$2,200 (per site visit)						
				<b>\$ 96,011.20</b>		<b>\$ 105,612.32</b>



**12.4 MANAGER OF FINANCE**

**12.5 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR**

**12.5.1 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – OCTOBER 2021**

**PROPONENT:** N/A  
**OWNER:** N/A  
**LOCATION/ADDRESS:** N/A  
**AUTHOR OF REPORT:** Environmental Health Officer / Building Surveyor  
**SENIOR OFFICER:** Chief Executive Officer  
**DATE OF REPORT:** 09 October 2021  
**PREVIOUS REPORT(S):** 09 September 2021  
**DISCLOSURE OF INTEREST:** Nil  
**FILE REFERENCE:** PH.MO.1  
**ATTACHMENTS:** Nil

**OFFICER RECOMMENDATION**

**Moved Cr**

**Seconded Cr**

**That Council receive the Environmental Health Officer / Building Surveyors Report for the month of October 2021.**

**Carried 0/0**

**BRIEF SUMMARY**

Development Report

**BACKGROUND/COMMENT**

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

**DEVELOPMENT APPLICATIONS**

**BUILDING PERMITS**

Permit No.	Owner	Builder	Location	Description	Value	Fees
99898	Bernard Woodhouse	Owner	Lot 1012 (12) Stubbs Street	Steel Framed Verandah	\$6,000	\$171.65
99899	Wendy Steels	Rowes Carpentry Services	3 Nenke Street Wagin	T/F Shed	\$19,999	\$171.65
99836	Kayla Winiata Coleman	TBA	Lot 394 Costello Street	S/F Shed	\$12,870	\$171.65



---

**BUILDING FINALS (BA7) – FINAL CERTIFICATES RECEIVED - NIL  
CERTIFICATES OF OCCUPANCY**

Nil

**EFFLUENT DISPOSAL SYSTEM – CERTIFICATE TO USE**

Nil

**BUILDING ISSUES**

Nil

**HEALTH/PLANNING/BUILDING ADVISE**

**FOUR YEARLY PRIVATE SWIMMING POOL INSPECTIONS**

Nil

**FOOD RECALLS/COMPLAINTS**

Nil

**COMPLAINTS/ADVICE**

1. Multi-coloured Shed – Lot 500 (73) Unicorn Street, Wagin – owner advised he intends painting the shed once completed.
2. Lot 1903 Venice Street, Wagin – Planning /Building requirements for commercial building premise on the above-mentioned lot from IFM group. The company is involved in civil works, shutdowns and building services.
3. Ross Squire Homes – building requirements for 49 Urban Street.
4. Request for correspondence 24 Travistock Street, Wagin – an inspection under the emergency provisions of the Health Act was carried some time ago, as a request from the police sergeant of the day, concerns were raised of the ability of the owner to provide for themselves and weather alternative arrangements should be considered. Supporting evidence was required to finalise future care considerations.
5. Request for planning information for a carbon offset forestry operation on Gundaring Road.
6. Lot 748 (corner of) Omdurman Street and Jaloran Road – request for information on subdivision potential and if a Mosque would be considered on the site by Council. The applicant was advised the Lot is zoned rural under the Scheme and is a “AA” requiring Council consideration.
7. Request from Horizon Rail on requirements for a temporary office and toilet facilities during the upcoming grain harvest. Under the building regulations, exemptions can be considered for temporary buildings for a period of six months.
8. Lot 517 Lloyd Street, Wagin – conversion of shed to a domestic dwelling. The new owner requested an inspection of the existing building and it has been built to a class1 (dwelling) standard. The owner was also advised that Council consideration would be required once appropriate plans have been submitted.
9. Complaint regarding a sheep in the residential area constantly “bleating”. The owner was contacted who indicated he would contact the controlling Real Estate company to remedy



the situation. Councils Local Laws, keeping of large animal section 5.3.1 requires Council approval for the keeping of certain animals in the residential area.

10. Septic Tank application Lot 394(24) Costello Street, Wagin. The new premises at the above-mentioned Lot does have access to the Ministers sewer but due to flow levels connection could not be carried out. In this case, an Environmental Health Officer can consider onsite waste disposal in exceptional circumstance, which was done in this situation.
11. Request for afterhours contact details for key personal at the Shire from the Public Health Emergency Operations Centre (PHEOC). PHEOC have requested the list in preparation for the eventual opening up of the boards and the anticipated rise in COVID 19 cases.
12. Pre-season Pool Sampling – Public swimming pools are required to be sampled prior to opening, samples have been taken with results pending from the Water Examination Laboratories in Perth.

#### **CONSULTATION/COMMUNICATION**

Nil

#### **STATUTORY/LEGAL IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Associated Building and Health Fees

#### **STRATEGIC IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple Majority



## 12.6 TOWN PLANNER REPORT

### 12.6.1. DEVELOPMENT APPLICATION – PROPOSED ADDITIONS TO EXISTING SERVICE STATION

PROPONENT:	Able Planning & Project Management on behalf of Burrows Pension Pty Ltd (Landowner)
OWNER:	Burrows Pension Pty Ltd (Landowner)
LOCATION/ADDRESS:	Lot 10 (No.73) Arthur Road, Wagin
AUTHOR OF REPORT:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1612
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Attachments 1 &amp; 2</li></ul>

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the development application submitted by Able Planning & Project Management on behalf of Burrows Pension Pty Ltd (Landowner) to install a new AdBlue storage tank and various associated improvements on Lot 10 (No.73) Arthur Road, Wagin to support the continued use of the land for the purposes of a service station be **APPROVED** subject to compliance with the following conditions and advice notes:

#### Conditions

- (1)The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
- (2)Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
- (3)The proposed development shall be substantially completed within a period of two (2) years from the date of this approval. If the proposed development is not substantially completed within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
- (4)The proposed new storage tank shall comply in all respects with the relevant Australian Standard/s to provide for the safe storage of the AdBlue branded product or similar.
- (5)The AdBlue branded product or similar shall be stored and handled in accordance

with the relevant Safety Data Sheet at all times.

- (6) The proposed new storage tank system shall be maintained in a good state of repair at all times to the satisfaction of the Shire's Chief Executive Officer to reduce the risk of leaks to the natural environment (i.e. ground and surface water resources).
- (7) A concrete base with suitable bunding capable of containing any future possible leaks or spills shall be constructed where the new storage tank is proposed to be sited on the property.
- (8) All leaks or spills from the proposed new storage tank system shall be cleaned up as soon as they are identified with any waste and contaminated soil to be disposed of off-site at a suitably approved disposal facility to the specifications and satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Environmental Health Officer.

#### **Advice Notes**

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant / landowner are advised it is an offence under the *Environmental Protection (Unauthorised Discharges) Regulations 2004* to cause or allow certain materials to enter the environment in connection with a commercial or business activity. All requirements under this regulation must be implemented by operators, available at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au) Please also see the Department of Water and Environmental Regulation's fact sheet entitled 'Environmental Protection (Unauthorised Discharges) Regulations 2004', available at [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the local government's determination.

Carried 0/0

#### **BRIEF SUMMARY**

This report recommends that a development application submitted by Able Planning & Project Management on behalf of Burrows Pension Pty Ltd (Landowner) for some minor additions to an existing approved service station on Lot 10 (No.73) Arthur Road, Wagin be approved subject to conditions.



## **BACKGROUND/COMMENT**

### **BACKGROUND**

Able Planning & Project Management have submitted a development application on behalf of Burrows Pension Pty Ltd (Landowner) Telstra Corporation Limited seeking Council's approval to install a new 10,000 litre above-ground AdBlue storage tank and various associated improvements on Lot 10 (No.73) Arthur Road, Wagin to support the continued use of the land for the purposes of a service station.

AdBlue is the brand name for a type of exhaust fluid that comprises a mixture of urea and deionised water that is stored in a separate tank in diesel powered motor vehicles. When a vehicle's engine is running tiny amounts of AdBlue are injected into the exhaust gas turning the nitrogen oxide produced during the combustion process into nitrogen and water to help reduce harmful emissions. It should be noted that whilst AdBlue is classified as a non-hazardous, non-dangerous good, it does have potential to contaminate sensitive water resources in the event of a spill.

A full copy of the development application received, including supporting plans, is provided in Attachment 1.

Lot 10 is located in the western extremities of the Wagin townsite on the corner of Arthur and Reeves Roads. The subject land is irregular in shape, comprises a total area of approximately 1.01 hectares and has direct frontage and access to Arthur Road along its southern boundary and Reeves Road along its western boundary, both of which are sealed and drained primary distributor roads under the care, control and management of Main Roads WA.

Lot 10 has been extensively cleared and developed and is currently used for the purposes of a service station which was approved by Council in the mid-1990's. The land is essentially flat throughout its entire area with a gentle fall north to south towards Arthur Road.

The property contains a number of improvements associated with its current approved use including a single storey commercial building and awning, fuel bowers, a bulk fuel storage depot, a separate gas storage tank, vehicle accessways and crossovers to the abutting roads, parking bays and landscaping comprising a mix of native and non-endemic vegetation species.

It is significant to note Lot 10 is not designated as being flood prone or subject to inundation during extreme storm events despite being in fairly close proximity (i.e. around 105 metres) to an existing creek line (i.e. Wagin Creek) to the north on the adjoining Lot 54 and contains no improvements identified as being of cultural heritage significance. The land has however been designated by the Fire and Emergency Services Commissioner of WA as being bushfire prone. Notwithstanding this fact, as the proposed development will not result in the intensification of land usage, increase the number of employees on the land, the occupation of employees on site for any considerable amount of time, or an increase to the overall bushfire threat, a bushfire attack level (BAL) assessment and bushfire management plan are not required in support of the application.

Existing adjoining and other nearby land uses are predominantly rural in nature (i.e. broadacre cropping & grazing) with the Wagin Cemetery located to the south-west on the opposite side of Arthur Road. The nearest sensitive land use (i.e. residential dwelling) is located approximately 150 metres to the south-east on Rifle Street.



Location & Lot Configuration Plan (Source: Landgate)

## **COMMENT**

Lot 10 is classified 'Commercial' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

Council's stated objectives for the development and use of any land classified 'Commercial' zone are as follows:

- a) *The Commercial zone is to be used for retail shopping, sales, hotels, offices, professional suites, restaurants and other business oriented uses; and*
- b) *Other uses listed in Table 2 (i.e. the Zoning Table in LPS2) may be permitted at the discretion of the local government if they are considered to be an integral part of the commercial environment and where the local government is satisfied they will benefit the community and not result in being a nuisance.*

The use class 'service station' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on any land classified 'Commercial' zone which means it is not permitted unless Council has exercised its discretion and granted development approval.

The application has been assessed with due regard for all relevant elements of the Shire's local planning framework including LPS2, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, State Planning Policies 2 and 2.9 as well as referral advice received from the Department of Mines, Industry Regulation and Safety and the Department of Water and Environmental Regulation, both of which raised no objections. This assessment has confirmed the proposal is compliant or capable of compliance with the following requirements:

- Land capability and suitability;

- Lot boundary setbacks;
- Land use compatibility;
- Amenity of the locality including potential environmental, visual and social impacts;
- On-site vehicle access and parking; and
- Flood, stormwater drainage, contamination and bushfire risk management.

Having regard for the advice received from the Department of Mines, Industry Regulation and Safety and Department of Water and Environmental Regulation (see Attachment 2), it is recommended Council impose conditions on any development approval that may be granted to ensure the proposed new AdBlue storage tank is of a suitable standard for the intended purpose and any spills and leaks are appropriately contained, including contingency measures, based upon the guidance provided in the following Water Quality Protection Notes as appropriate:

- WQPN 10 - *Contaminant Spills — Emergency Response Plan* (May 2020); and
- WQPN 56 - *Tanks for fuel and chemical storage near sensitive water resources* (December 2018)

Council should note that despite the recommendations and guidance provided by the abovementioned agencies, an Emergency Response Plan to deal with any future possible leaks or spills from the new storage tank is considered unnecessary in this particular instance for the following reasons:

- i) The relatively small amount of AdBlue product proposed to be stored on the property (i.e. 10,000 litres only);
- ii) The low risk of contaminating the Wagin Creek to the north on Lot 54 given the significant separation distance between the new storage tank and the creek line (i.e. approximately 173 metres) and the fact all stormwater from the subject land is directed south towards Arthur Road due to the land's natural slope;
- iii) The emergency response arrangements that are already in place under other legislation and regulation given the current approved use of the property for service station purposes and the large amounts of fuel being delivered to, stored upon and distributed from the property; and
- iv) The ability to impose some clear, practical conditions on any development approval granted to ensure the storage tank to be used is of a suitable standard and any leaks and/or spills are appropriately contained and managed / remediated thereafter.

In light of the above findings, it is concluded the proposal to install a new AdBlue storage tank and various associated improvements on Lot 10 (No.73) Arthur Road, Wagin to support the continued use of the land for the purposes of a service station is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of conditions to ensure the development proceeds in a proper and orderly manner. As such, it is recommended Council exercise its discretion and grant conditional development approval.

### **CONSULTATION/COMMUNICATION**

Not required or deemed necessary. The application was however referred to the Department of Mines, Industry Regulation and Safety and the Department of Water and Environmental Regulation, both of which raised no objections but raised concerns about the potential environmental impacts that may arise in the event of a major spill or leak and the need for suitable ongoing management.

## **STATUTORY/LEGAL IMPLICATIONS**

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Wagin Local Planning Scheme No.2

## **POLICY IMPLICATIONS**

- State Planning Policy 2 - *Environment and Natural Resources Policy*
- State Planning Policy 2.9 – *Water Resources*

## **FINANCIAL IMPLICATIONS**

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will be met by the landowner.

It is significant to note that should the applicant/landowner be aggrieved by Council's final decision in this matter they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process

## **STRATEGIC IMPLICATIONS**

*Shire of Wagin Strategic Community Plan 2018-2028* – The proposal for Lot 10 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development:
  - *Progression of economic strategies and initiatives;*
  - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire; and*
  - *Support the development of diverse commercial properties to support the attraction and retention of small business and housing of key workers in the region.*
- Town and Natural Environment:
  - *Continued monitoring and response to environmental issues facing the Shire.*
- Council Leadership:
  - *Support for business growth and related infrastructure through consultation, grants and incentives.*
  - *Promote Wagin as a business friendly town.*

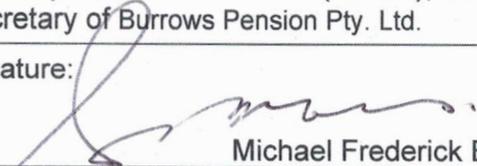
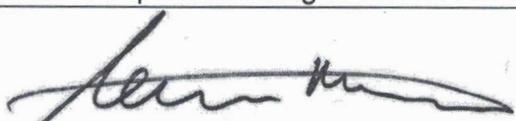
## **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN  
LOCAL PLANNING SCHEME NO.2**



**APPLICATION FOR DEVELOPMENT APPROVAL**

Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: Burrows Pension Pty. Ltd.		
ABN (if applicable):		
Address: C/- Fuel Distributors of WA, PO Box 5219, Rockingham Beach WA 6969		
Postcode: 6210		
Phone: (work): 08 9419 6599 (home): (mobile): 0436 937 431	Fax:	E-mail: chris.vince@fdwa.com.au
Contact person: Chris Vince (FDWA), on behalf of Michael Frederick Burrows, sole director / secretary of Burrows Pension Pty. Ltd.		
Signature:  Michael Frederick Burrows		Date: 17/08/2021
<i>NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>		
Applicant Details		
Name: Able Planning & Project Management		
Address: 29 New River Ramble, West Busselton WA		
Postcode: 6280		
Phone: (work): (home): (mobile): 0438 521 419	Fax:	E-mail: Aaron@ableplanning.com.au
Contact person for correspondence: Aaron Bell		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.      Yes      No		
Signature: 	Date: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 10	House/Street No: 73	Location No:
Diagram or Plan No: Diagram 91193	Certificate of Title Volume No: 2099	Folio No: 825
Title encumbrances (e.g. easements, restrictive covenants): Memorial (L918224) and caveats (N752702 and K104546)		
Street name: Arthur Road	Suburb: Wagin	
Nearest street intersection: Reeves Road		
Proposed Development:		
Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
<i>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</i>		
Is an exemption from development claimed for part of the development? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works <input checked="" type="checkbox"/> Use		
Description of proposed works and/or land use: Proposed AdBlue tank, fence / gate enclosure and dispenser		
Description of exemption claimed (if relevant): Service station use class already approved and / or lawful)		
Nature of any existing buildings and/or land use: Existing service station		
Approximate cost of proposed development: \$25,000.00		
Estimated time of completion: November 2021		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		



Project: LOT 10 #73 ARTHUR ROAD, WAGIN

Drawing Title: SITEPLAN - PROPOSED 'ADBLUE' INSTALLATION

Principal: FUEL DISTRIBUTORS OF WA PTY LTD.

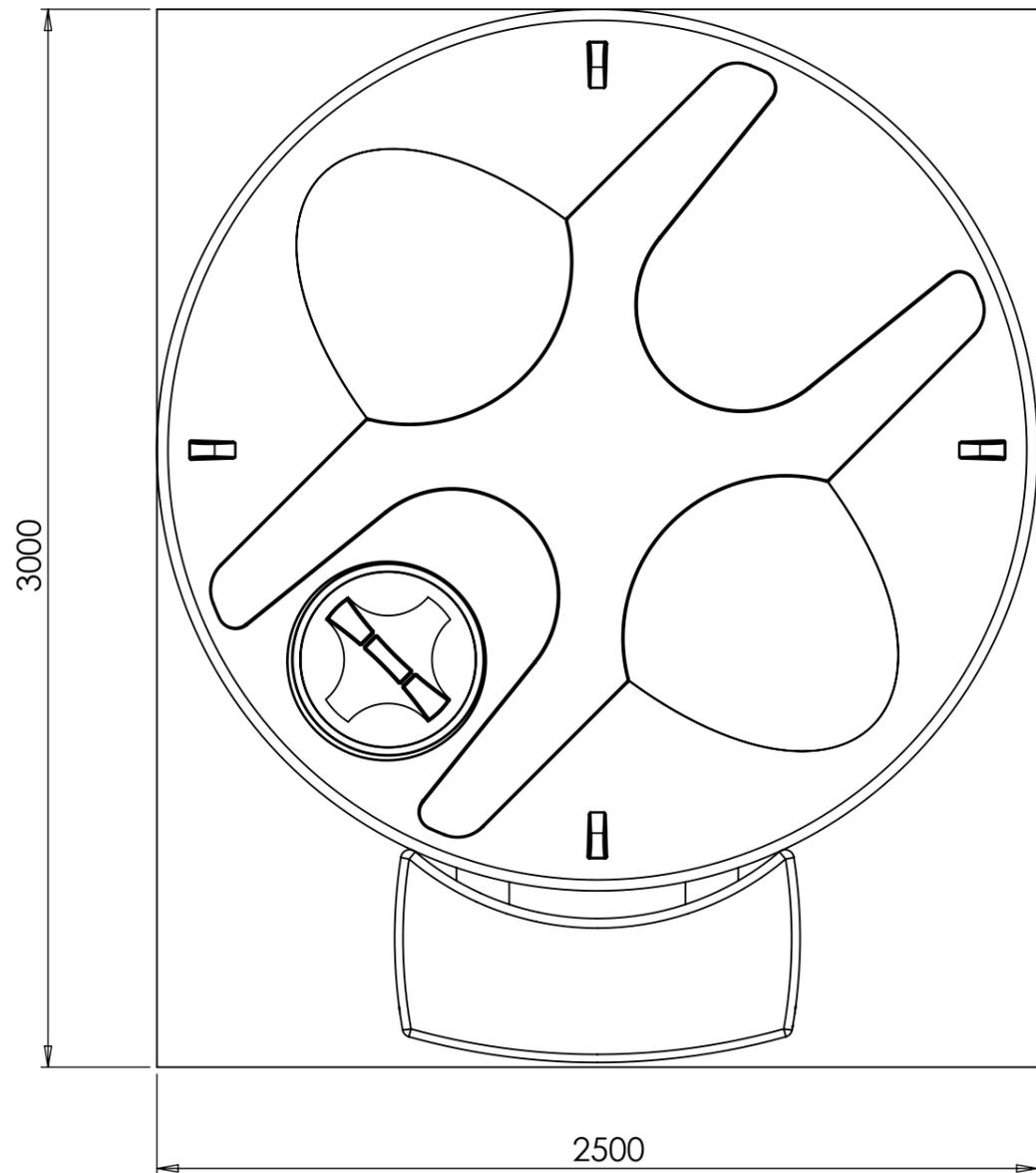
This drawing remains the property of Able Planning and Project Management and shall not be used without permission. This drawing shall be preliminary only and/or not for construction until signed approval.



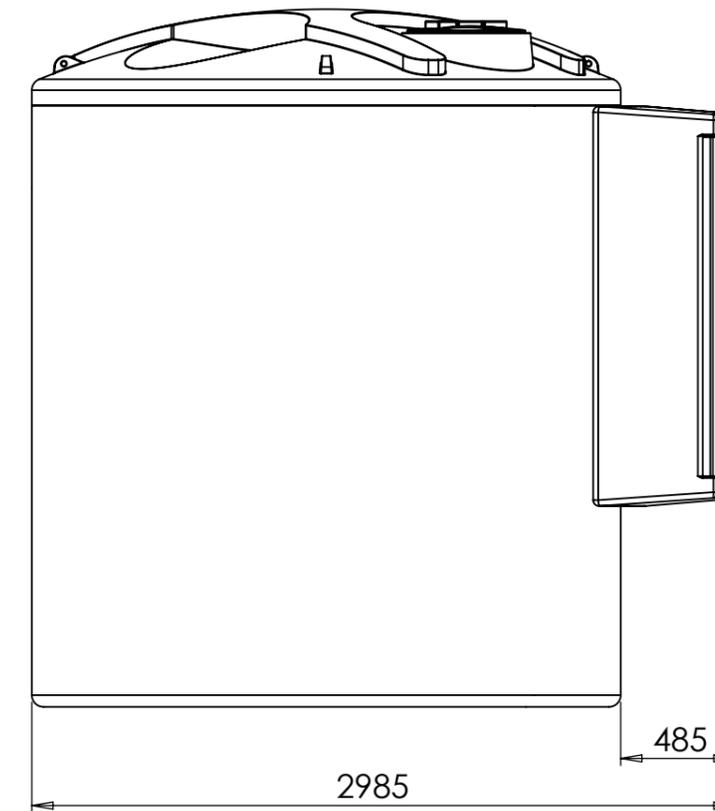
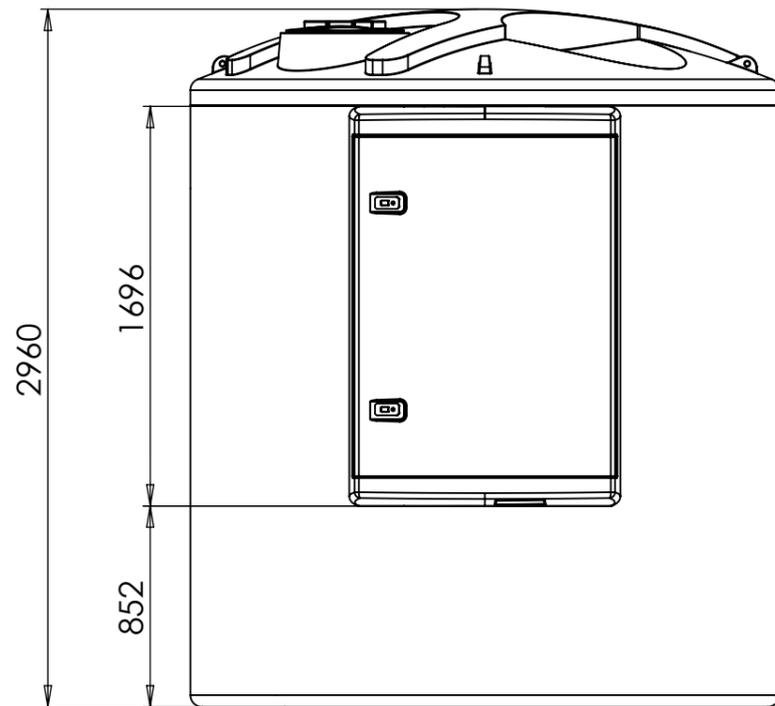
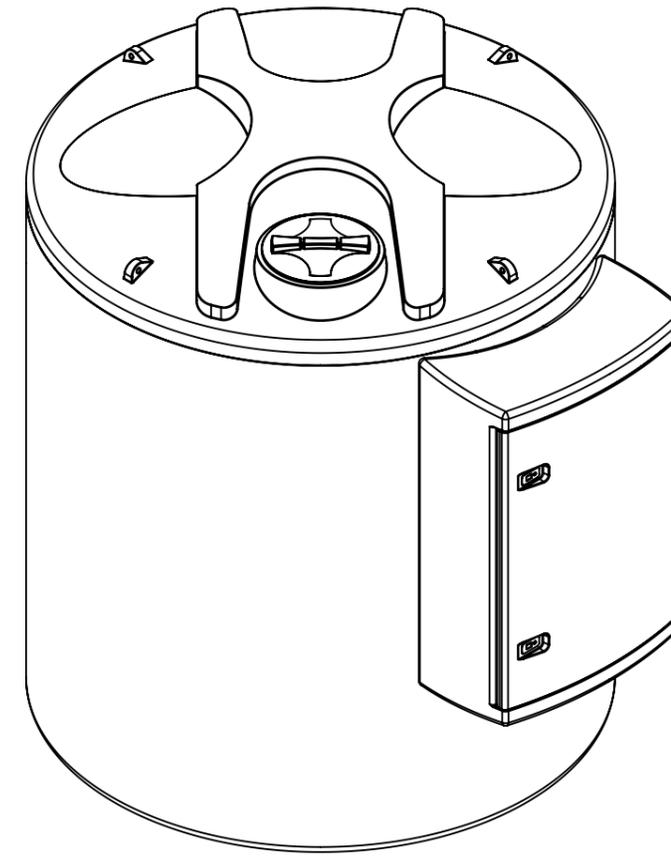
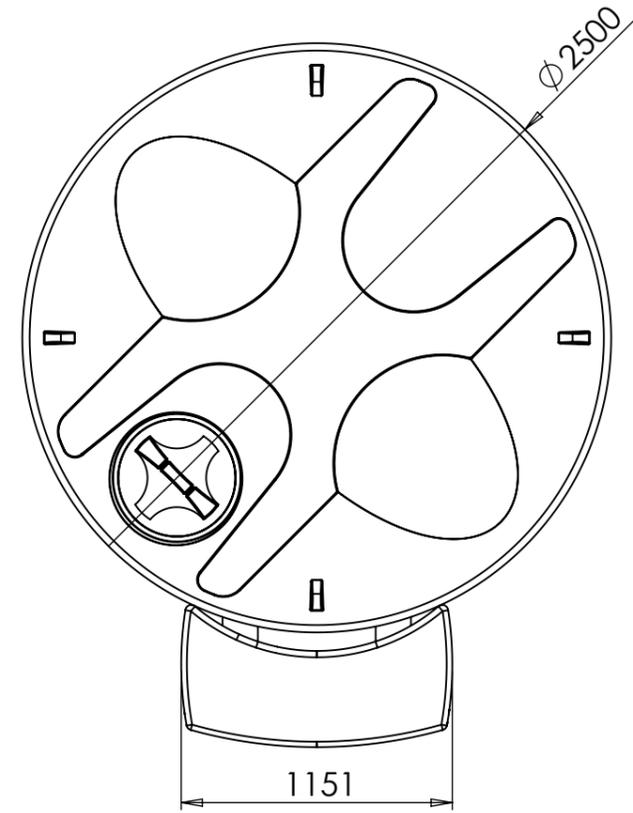
29 New River Ramble, West Busselton WA 6280  
 Mobile: 0438 521 419  
 Email: Aaron@ableplanning.com.au  
 Web: www.ableplanning.com.au

Date: 21/08/21	Scale: 1:750
Designed: AB	Checked: AB
Drafted: TL	
Local Authority: Shire Of Wagin	Sheet 1 Of 1
Plan/Diagram Number: D91193	
CT Number: (2099/825)	
Revision: V1	ORIGINAL:A4

26 October 2021



Pallet Footprint





# Safety Data Sheet

## AdBlue® / AUS32

Safety Data Sheet according to WHS and the ADG requirements

### 1. IDENTIFICATION

#### Product Identifier

<b>Product Name</b>	AdBlue®
<b>Synonyms</b>	AUS 32 Aqueous Urea Solution, DEF (diesel exhaust fluid)
<b>Other Means of Identification</b>	Not available

#### **Recommended Use & Restrictions of Use**

Used for NOx reduction in exhaust gases from vehicles with diesel engines. Urea & water additive to be used for injection into diesel SCR exhaust systems. Use as directed by engine manufacturer.

#### Supplier's Details

<b>Company</b>	AUSblue Pty Ltd
<b>Address</b>	PO Box 5386 Brassall QLD 4306 Australia
<b>Telephone</b>	1300 AUSBLUE
<b>Email</b>	<a href="mailto:info@ausblue.com.au">info@ausblue.com.au</a>
<b>Website</b>	<a href="http://www.ausblue.com.au">www.ausblue.com.au</a>

#### Emergency Telephone Number

<b>Association</b>	Australian Poisons Information Centre
<b>Telephone Number</b>	13 11 26
<b>Emergency Services</b>	000

### 2. HAZARDS IDENTIFICATION

**Non-Hazardous Chemical. Non-Dangerous Goods.**

**According to the WHS Regulations and the ADG Code**

#### Classification of the Substance/Mixture

Not Applicable

#### Label Elements

<b>GHS Label Elements</b>	Not Applicable
<b>Hazard Statement/s</b>	Not Applicable

#### **Precautionary Statement**

Keep out of reach of children. Avoid contact with skin and eyes and avoid breathing dust/vapour or spray mist. Wear overalls, impervious gloves and chemical goggles. Use only in well ventilated areas. Store away from other chemicals. Keep containers closed when not in use.

Harmful if swallowed. Give plenty of water to drink and seek medical advice. If in eye, flush gently with running water for 15 minutes. If inhaled, remove from exposure area. If irritation persists, seek medical attention. If skin or hair contact occurs, remove contaminated clothing and flush affected areas with running water. If irritation persists, seek medical attention.

Refer to Waste Management Authority. Dispose of material through a licensed waste contractor.

---

### 3. COMPOSITION/INFORMATION ON INGREDIENTS

---

**Substances** Mixture of demineralised water & urea.

<b>Mixtures</b>			
<b>CAS No.</b>	<b>% (weight)</b>	<b>Name</b>	
57-13-6	30-40	Urea	
7732-18-5	>60	Demineralized water	

---

### 4. FIRST AID MEASURES

---

**General Information** Not expected to be a health hazard when used under normal conditions

**Eye Contact**

- Flush eye with copious quantities of water.
- If persistent irritation occurs, obtain medical attention.

**Skin Contact**

- Remove contaminated clothing.
- Flush exposed area with water and follow by washing with soap if available.

**Inhalation**

- No treatment necessary under normal conditions of use.
- If symptoms persist, obtain medical advice.

**Ingestion**

- No treatment necessary unless large quantities are swallowed.
- If symptoms persist, obtain medical advice.

**Indication of immediate medical attention/special treatment needed**

- Treat symptomatically

---

### 5. FIRE FIGHTING MEASURES

---

**Extinguishing Media** The product contains a substantial proportion of water, therefore there are no restriction on the type of extinguisher that may be used. Choice of extinguisher media should take into account surrounding areas.

Though the material is non-combustive, evaporation of water from the mixture, cause by the heat of nearby fire, may produce floating layers of combustible substances. In such an event consider;

- Foam
- Dry chemical powder
- Carbon dioxide

**Special hazards arising from the chemical**

- When heated, releases ammonia.
- When heated to decomposition, releases toxic fumes of nitrogen oxides, ammonia, cyanuric acid.

**Advice for Fire Fighters**

- Clear fire area of non-emergency personal.
- Alert fire brigade: define location, nature of hazard.
- Wear personal safety equipment: breathing apparatus, gloves.
- Use firefighting procedures suitable for the surrounding environment.
- **Do not** approach containers suspected to be hot.
- Cool fire exposed containers with water spray from a protected locations.
- **If safe to do so**, remove containers from path of fire.

---

## 6. ACCIDENTAL RELEASES MEASURES

---

### Personal precautions, protective equipment and emergency procedures

See 8. Exposure Controls/Personal Protection

### Environmental precautions

See 12. Ecological information

### Methods & materials for containment & cleaning up

#### Containment

- Use appropriate containment to avoid environmental contamination.
- Use absorbent material such as sand, earth, vermiculite.

#### Major spill

- Alert fire brigade: define location, nature of hazard.

#### Clean up

- Use absorbent material such as sand, earth, vermiculite.
- Prevent entry to sewers, water courses, basements or confined areas.

---

## 7. HANDLING & STORAGE

---

### Precautions for safe handling

- Use in well ventilated area.
- Properly dispose of contaminated rags or cleaning materials.
- Use personal safety equipment, including safety footwear when drums are being handled.
- Store away from incompatible materials.

### Conditions for safe storage, including any incompatibilities Suitable containers

- Check all containers are clearly labelled and free from leaks
- Polyethylene (PE)
- Polypropylene (PP)

### Incompatible storage

Avoid..

- Storage/mixing with oxidizing agents.
- Carbon steels, zinc coated carbon steels, mild iron.
- Non-ferrous metals & alloys: copper, copper alloys, zinc, lead.
- Solders containing lead, silver zinc, copper.
- Aluminium, aluminium alloys.
- Magnesium, magnesium alloys.
- Plastics or metals coated with nickel.

---

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION

---

### Control Parameters

The following materials had no OEL's,

- AdBlue®, AUS 32, DEF.

### Ingredient Data

See separate SDS for UREA

## 8. EXPOSURE CONTROLS/PERSONAL PROTECTION (continued)

<b>Exposure Controls</b>	<ul style="list-style-type: none"> <li>remove a hazard or place a barrier between the worker &amp; the hazard. The basic types of engineering controls are,</li> </ul>
<b>Appropriate engineering controls</b>	<ul style="list-style-type: none"> <li>process controls: change the way a job activity or process is done to reduce the risk.</li> <li>enclosure and/or isolation of emission source: keep a selected hazard physically away from the worker and ventilation that appropriately removes or adds air to the work environment.</li> </ul>
<b>Personal protection</b>	  
<b>Eye and face protection</b>	<ul style="list-style-type: none"> <li>Safety glasses with side shield</li> </ul>
<b>Skin protection</b>	See Hands/feet protection below
<b>Hands/feet protection</b>	<ul style="list-style-type: none"> <li>Protective gloves e.g. PVC safety gloves</li> <li>Safety footwear or safety gum boots e.g. rubber boots</li> </ul>
<b>Body protection</b>	<ul style="list-style-type: none"> <li>Overalls</li> <li>PVC apron</li> </ul>
<b>Other protection</b>	Barrier cream, skin cleansing cream, eye wash unit.
<b>Thermal protection</b>	Not available.
<b>Respiratory protection</b>	Particulate. (AS/NZS 1716 & 1715, EN 143:000 & 149:001, ASNI Z88 or national equivalent)

## 9. PHYSICAL and CHEMICAL PROPERTIES

### Information on basic physical and chemical properties

<b>Appearance</b>	Clear colourless slightly alkaline liquid with odour of ammonia. Mixes with water.	<b>Density</b>	1.09 g/cm <sup>3</sup>
<b>Physical State</b>	liquid	<b>Relative density (water=1)</b>	1.09@20C
<b>Odour</b>	Slight ammonia	<b>Solubility in water</b>	> 100 g/l
<b>Odour threshold</b>	Not determined	<b>Partition Coefficient</b>	Not determined
<b>pH as supplied</b>	Not determined	<b>Auto ignition temp.</b>	Not determined
<b>Melting point / freezing point (°C)</b>	-11.5	<b>Decomposition temp.</b>	100
<b>Initial boiling point &amp; boiling range (°C)</b>	100	<b>Viscosity (cSt)</b>	Not determined
<b>Flash point</b>	Not applicable	<b>Molecular weight (g/mol)</b>	Not determined
<b>Evaporation rate</b>	Not determined	<b>Taste</b>	Not determined
		<b>Explosive properties</b>	Not Available
		<b>Vapor Density (Air=1)</b>	Non-determined

---

**9. PHYSICAL and CHEMICAL PROPERTIES (continued)**


---

<b>Flammability</b>	Non-Flammable	<b>Oxidising properties</b>	Not Available
<b>Upper Explosive Limit</b>	Not Available	<b>Surface Tension</b>	Not Available
<b>Lower Explosive Limit</b>	Not Available	<b>Volatile Component (% vol)</b>	Not Available
<b>Vapour Pressure (kPa)</b>	6.4 @ 40C	<b>Gas Group</b>	Not Available
<b>Solubility in Water</b>	Miscible	<b>pH as a Solution (1%)</b>	9.8-10 (10%)
<b>Vapour Density (Air = 1)</b>	Not Available	<b>VOC (g/L)</b>	Not Available

---

**10. STABILITY AND REACTIVITY**


---

<b>Reactivity</b>	See 7. Handling and Storage
<b>Chemical stability</b>	<ul style="list-style-type: none"> <li>• Product is considered stable.</li> <li>• Hazardous polymerization will not occur.</li> </ul>
<b>Possibility of hazardous reactions</b>	See 7. Handling and Storage
<b>Conditions to avoid</b>	See 7. Handling and Storage
<b>Incompatible materials</b>	See 7. Handling and Storage
<b>Hazardous decomposition materials</b>	See 7. Handling and Storage

---

**11. TOXICOLOGICAL INFORMATION**


---

**Information of toxicological effects**

<b>Inhalation</b>	There is some evidence to suggest that the material can cause respiratory irritation in some persons. The body's response to such irritation can cause further lung damage.	
<b>Ingestion</b>	Urea may cause irritation to the digestive tract, nausea, vomiting, diarrhea, salt depletion, headache, confusion.	
<b>Skin contact</b>	The material may cause skin irritation after prolonged or repeated exposure and may produce on contact skin redness, swelling, the production of vesicles, scaling and thickening of the skin.	
<b>Eye contact</b>	The material may be irritating to the eye, with prolonged contact causing inflammation. Repeated or prolonged exposure to irritants may produce conjunctivitis.	
<b>Chronic</b>	Substance accumulation in the human body may occur and may cause some concern following repeated or long-term occupational exposure.	
<b>AdBlue® / AUS 32 Aqueous Urea Solution</b>	<b><u>TOXICITY</u></b> No adverse health effect are expected if the product is handled in accordance with this Safety Data Sheet.	<b><u>IRRITATION</u></b> <b>Eye:</b> Mild irritation <b>Skin contact:</b> Mild irritation <b>Inhalation:</b> May cause respiratory irritation <b>Ingestion:</b> May cause nausea, vomiting, diarrhea and abdominal pain.

## Toxicity

Ingredient	Toxicity	Irritation
AdBlue®	Not available	Not available
Urea	Oral (rat) LD50: 8471 mg/kg [2]	Skin (human): 22mg/3 d (I)- mild
Water	Oral (rat) LD50: >90000 mg/kg [2]	Not available

<sup>1</sup> Value obtained from Europe ECHA Registered Substances – Acute toxicity 2. \* Value obtained from manufacturer's SDS. Unless otherwise specified data extracted from RTECS – Register of Toxic Effect of Chemical Substances.

## 12 ECOLOGICAL INFORMATION

### Toxicity

Ingredient	Endpoint	Test Duration (hr)	Species	Value	Source
urea	LC50	96	Fish	5mg/L	4
urea	EC50	48	Crustacea	3910mg/L	4
urea	EC50	96	Algae or other aquatic plants	42184.758mg/L	3
urea	BCF	24	Algae or other aquatic plants	0.05mg/L	4
urea	EC50	384	Crustacea	894.861mg/L	3
urea	NOEC	96	Crustacea	1000mg/L	4

#### Legend:

Extracted from 1. IUCLID Toxicity Data 2. Europe ECHA Registered Substances - Ecotoxicological Information - Aquatic Toxicity 3. EPIWIN Suite V3.12 - Aquatic Toxicity Data (Estimated) 4. US EPA, Ecotox database - Aquatic Toxicity Data 5. ECETOC Aquatic Hazard Assessment Data 6. NITE (Japan) - Bioconcentration Data 7. METI (Japan) - Bioconcentration Data 8. Vendor Data

## 13. DISPOSAL CONSIDERATIONS

### Waste treatment methods

Legislation addressing waste disposal requirement may differ by country, state or territory. Each user must refer to laws operating in their area.

This product may be recycled if unused, or if it has not be contaminated so as the make it unsuitable for its intended use.

### Product & packaging disposal

- Do not allow wash water from cleaning or process equipment to enter storm-water drains.
- It may be necessary to collect all wash water for treatment before disposal.
- Disposal to sewer may be subject to local laws & regulations and these should be considered first.
- Recycle wherever possible.
- Consult manufacturer for recycling options or consult local or regional waste management authority for disposal if no suitable treatment or disposal facility can be identified.
- Dispose of by: burial in a specifically licensed landfill (chemical and/or pharmaceutical waste), or incineration in licensed apparatus (after admixture with suitable combustible material).
- decontaminate empty containers.

## 14. TRANSPORT INFORMATION

### Labels Required

Marine Pollutant	NO
HAZCHEM	Not Applicable

Land transport (ADG):	NOT REGULATED FOR TRANSPORT OF DANGEROUS GOODS
Air transport (ICAO-IATA / DGR):	NOT REGULATED FOR TRANSPORT OF DANGEROUS GOODS
Sea transport (IMDG-Code / GGVSee):	NOT REGULATED FOR TRANSPORT OF DANGEROUS GOODS



---

**15. REGULATORY INFORMATION**

---

**Safety, health and environmental regulations / legislation specific for the substance or mixture**

**Non-Hazardous Chemical. Non-Dangerous Goods.**

**According to the WHS Regulations and the ADG Code**

**UREA(57-13-6) IS FOUND ON THE FOLLOWING REGULATORY LISTS**  
Australia Inventory of Chemical Substances (AICS)

**WATER(7732-18-5) IS FOUND ON THE FOLLOWING REGULATORY LISTS**  
Australia Inventory of Chemical Substances (AICS)

---

**16. OTHER INFORMATION**

---

This safety data sheet has been prepared by AUSblue Pty Ltd.

This SDS summarises to our best knowledge at the date of issue, the chemical health and safety hazards of the material and general guidance on how to safely handle the material in the workplace. Since AUSblue Pty Ltd cannot anticipate or control the conditions under which the product may be used, each user must, prior to usage, assess and control the risks arising from its use of the material.

If clarification or further information is needed, the user should contact their AUSblue representative or AUSblue Pty Ltd at the contact details on page 1.

AUSblue Pty Ltd's responsibility for the material as sold is subject to the terms and conditions of sale, a copy of which is available upon request.



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
**Resources Safety**

Your ref:  
Our ref: X0001/201901  
Enquiries: Eric Gruber - Ph 9358 8037  
Email: eric.gruber@dmirs.wa.gov.au

BILL ATKINSON  
CEO  
Shire of Wagin  
Wagin, WA 6315

Dear Bill,

**DEVELOPMENT APPLICATION – New AdBlue Tank, Fence / Gate Enclosure and Dispenser - Lot 10 (No.73) Arthur Road, Wagin**

A request for comment was received from the Shire of Wagin in relation to the above planning application and the proposal for the above development.

AdBlue having a composition of approximately 33% Urea and the remaining being water it is not considered a Dangerous Good for transport or storage. It may present a concern in relation to the environment and I would recommend contacting the Department of Water and Environmental Regulation for comment. I would also suggest requesting the applicant provide the Manufacturers Safety Data Sheet to inform you of the specific risks and handling requirements as part of your consideration process.

If you have any queries regarding this letter, please contact me on 9358 8037.

Yours faithfully,

*Eric Gruber*

---

Eric Gruber  
Acting Manager Dangerous Goods  
Dangerous Goods and Critical Risks Directorate  
09 September 2021



Our ref: DMO3294  
Enquiries: Bianca Hoffmann, Ph 6364 7199  
Email: bianca.hoffmann@dwer.wa.gov.au

Mr Bill Atkinson  
Chief Executive Officer  
Shire of Wagin  
Planning authority  
PO Box 1695  
Wangara DC  
WA 6947

By email [ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au) and [joe@urp.com.au](mailto:joe@urp.com.au)

Dear Mr Bill Atkinson

***DEVELOPMENT APPLICATION NEW ADBLUE TANK,  
FENCE/ENCLOSURE AND DISPENSER – LOT 10 ON DIAGRAM 91193, 73  
ARTHUR ROAD WAGIN 6315***

I refer to your email dated 2 September 2021 to the Department of Water and Environmental Regulation (the department) regarding an application to the Shire of Wagin for the proposed development of the above-mentioned lot.

As per the requirements under section 58(6)(b) of the *Contaminated Sites Act 2003* (CS Act), advice is required as to the suitability of the land for the proposed development. Lot 10 is currently zoned 'Commercial' under the Shire of Wagin's local planning scheme No. 2. The department understands that the proposed development comprises the installation of a 10,000 litre aboveground Diesel (AdBlue) tank.

Land at Lot 10 on Diagram 91193, as shown on certificate of title 2099/825, was classified under the CS Act as *possibly contaminated - investigation required* on 13 March 2012 and a memorial (reference number L918224ML) was placed on the certificate of title.

The classification was based on soil and groundwater investigations prepared on behalf of the owner and submitted by May 2007. The soil investigations undertaken in February 2004 found hydrocarbons were present in soil exceeding Ecological Investigation Levels relevant at that time. Groundwater investigations undertaken in November 2003 identified hydrocarbons in the vicinity of the diesel bowser on the southern side of the site and along the northern boundary where the tank farm is located. The extent of the hydrocarbon impacted groundwater has not been delineated.

As the proposed development is unlikely to disturb soil or groundwater, the department has no objection to the proposed development of Lot 10 on Diagram 91193 for installation of the aboveground storage tank, and recommends that the approval should not include a contamination condition.

The site is not located within an area that is mapped as having a risk of encountering acid sulfate soils. The department therefore advises that no specific comment is required in relation to acid sulfate soil management during development.

If you have any queries in relation to the above, please contact Environmental Officer, Bianca Hoffmann, on 6364 7199.

Yours sincerely



**Andrew Miller**  
**SENIOR MANAGER**  
**CONTAMINATED SITES**  
**Delegated Officer under section 91**  
**of the *Contaminated Sites Act 2003***

28 September 2021

**Joe Douglas**

---

**From:** Daniel Wong <daniel.wong@dwer.wa.gov.au>  
**Sent:** Tuesday, 28 September 2021 3:11 PM  
**To:** ceo@wagin.wa.gov.au  
**Cc:** Joe Douglas  
**Subject:** Proposed New AdBlue Tank, Fence / Gate Enclosure and Dispenser at Lot 10 (No.73) Arthur Road, Wagin (DWER ref: PA 044534 , RF7664~14 )  
**Attachments:** Screenshot 1\_proposed tank.JPG; DA response Lot 10 Arthur Road Wagin DMO3294 sm approved.PDF; Screenshot 2\_Floodplain.JPG; Screenshot 3\_Waterway.JPG; WQPN 10 Contaminant spills 2020.pdf; WQPN 56\_Tanks for fuel and chemical storage near sensitive water resources \_Dec 2018.pdf

28<sup>th</sup> September 2021

Our Reference: PA 044534 , RF7664~14

To: Shire of Wagin

From: Department of Water and Environmental Regulation

Attention: Mr Bill Atkinson

**RE: Proposed New AdBlue Tank, Fence / Gate Enclosure and Dispenser at Lot 10 (No.73) Arthur Road, Wagin**

Dear Bill,

Thank you for providing the above proposal for the Department of Water and Environmental Regulation (Department) to consider.

The Department has identified that the proposal has the potential for impact on water resource management (Wagin Creek). Key issues and recommendations are provided below and these matters should be addressed:

- **Issue 1:** Contaminated Sites and Acid Sulphate Soils
- **Advice 1:** The Shire should note:
  - A contamination condition is not required as the proposed development is unlikely to disturb soil or groundwater
  - No specific comment is required in relation to acid sulfate soil management during development
  - Groundwater investigations undertaken in November 2003 identified hydrocarbons in the vicinity of the diesel bowser on the southern side of the site and along the northern boundary where the tank farm is located - however noting that the extent of the hydrocarbon impacted groundwater has not been delineated
- **Issue 2:** Waterway protection
- **Advice 2:** The proponent is to take appropriate steps to ensure that spills and leaks are appropriately contained (including contingency measures), drawing upon the following WQPN's as appropriate:
  - WQPN 10 - Contaminant spills — emergency response plan (May 2020)

- WQPN 56 - Tanks for fuel and chemical storage near sensitive water resources (Dec 2018)

More detail pertaining to the above issues are provided in Table 1 below.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

Yours sincerely,

*Daniel Wong*

Environmental Officer  
 Department of Water and Environmental Regulation  
 Planning Advice South West Region

Email: [daniel.wong@dwer.wa.gov.au](mailto:daniel.wong@dwer.wa.gov.au)  
 Phone: 08 9726 4113  
 Fax: 08 9726 4100  
 Postal: PO Box 261, Bunbury, WA 6231  
 Location: 35-39 McCombe Road, Bunbury, WA 6230

**Table 1 - Department of Water and Environmental Regulation detailed comments on the New AdBlue Tank**

Item No.	Ref	Reviewer comment/advice
1	N/A	<p><b>Issue 1:</b> Contaminated Sites and Acid Sulphate Soils</p> <p><b>Advice 1:</b> The Shire should note:</p> <ul style="list-style-type: none"> <li>• A contamination condition is not required as the proposed development is unlikely to disturb soil or groundwater</li> <li>• No specific comment is required in relation to acid sulfate soil management during development</li> <li>• Groundwater investigations undertaken in November 2003 identified hydrocarbons in the vicinity of the diesel bowser on the southern side of the site and along the northern boundary where the tank farm is located - however noting that the extent of the hydrocarbon impacted groundwater has not been delineated</li> </ul> <p><b>Discussion 1:</b> Please refer to the attached PDF file for more information</p>
2	N/A	<p><b>Issue 2:</b> Waterway protection</p> <p><b>Advice 2:</b> The proponent is to take appropriate steps to ensure that spills and leaks are appropriately contained (including contingency measures), drawing upon the following WQPN's as appropriate:</p> <ul style="list-style-type: none"> <li>• WQPN 10 - Contaminant spills — emergency response plan (May 2020)</li> <li>• WQPN 56 - Tanks for fuel and chemical storage near sensitive water resources (Dec 2018)</li> </ul> <p><b>Discussion 2:</b> The Department notes that the proposal is located outside of a floodplain (Screenshot 2), to which the Department has no comment as there are no flood implications.</p>

However, due to the groundwater contamination identified in Issue 1, there may be the possibility of additional hydrocarbon input (via spills or leaks) from the proposed tank entering the Wagin Creek waterway (Screenshot 3). Released hydrocarbons may seep through the soil profile or be carried by sheet flow into Wagin Creek during large storm events.

As such, to manage the risk to Wagin Creek, the proponent is advised to refer to the following Water Quality Protection Notes (WQPN's) as practical and appropriate to the site situation:

- WQPN 10 - Contaminant spills — emergency response plan (May 2020)
- WQPN 56 - Tanks for fuel and chemical storage near sensitive water resources (Dec 2018)

# ATTACHMENT 2

## Details

OBJECTID  
61704

LEVEL\_EST  
Significant Stream

LEVEL\_NAME  
Significant Stream

LEVEL\_  
4

TYPE\_NAME

HYD\_TYPE

TYPE\_CODE  
11

HYD\_NAME  
Wagin Creek

SYS\_NAME

NAMED  
3

SAL\_CODE  
0

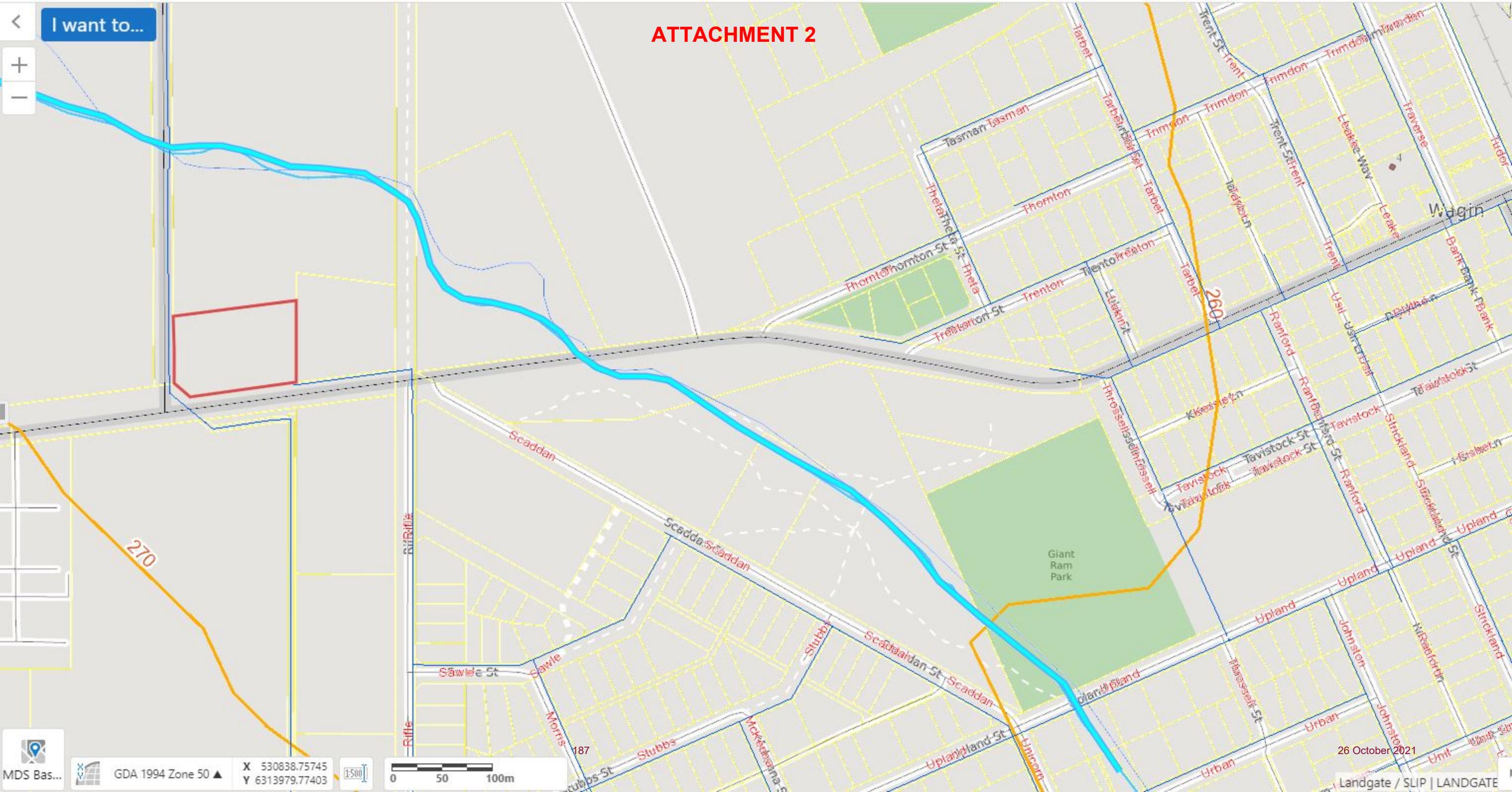
BASIN  
609

IMAGE

COMMENT\_

REMARKS

ENTITY\_  
Line Strin





I want to...

**ATTACHMENT 2**

Flood fringe

Floodway

Flood fringe

188

26 October 2021

Ordinary Meeting of Council

MDS Bas...



GDA 1994 Zone 50 ▲

X 530616.25555  
Y 6314285.86604



0 30 60m

Landgate / SLIP / LA



## Water quality protection note 10

May 2020

# Contaminant spills – emergency response plan

Preparation and use of a comprehensive emergency response plan (ERP) can help lessen environmental risks and impacts, minimise the cost and frequency of site down-time, aid clean-up, reduce occupational health and safety impacts and enhance community attitudes. Implementing an ERP helps prevent accidental spills, leaks and emergencies that could contaminate groundwater, soil, waterways or wetlands.

This note recommends that a comprehensive and effective ERP should be prepared, maintained and implemented by those responsible for storage, transport, handling or use of chemicals, wastes or other substances that could contaminate water resources or the environment.

Standard information to be read in conjunction with this note can be found in Water quality protection note (WQPN) 3: [Using water quality protection notes](#).

## Scope

This note offers:

- guidance on the preparation and use of a comprehensive emergency response plan
- views on contaminant management and spill response
- contact details for emergency response processes for contaminant spills.

This note applies to the management of any chemical spill or contaminated water discharge that may pose a risk to human health or the environment, disrupt any community amenity (environmental or economic values), or impact any sensitive water resources (as defined in WQPN 4: [Sensitive water resources](#)).

Contaminants of particular concern are acids and alkalis, detergents, metal salts, nutrients, petroleum derivatives, solvents, pathogens, pesticides and carcinogens, including:

- all materials listed in Schedule 1 of the Environmental Protection (Unauthorised Discharges) Regulations 2004
- all substances listed in the current schedules of the [Medicines and Poisons Act 2014](#)
- all substances listed as Dangerous Goods pursuant to the Australian Dangerous Goods Code
- contaminants described in the water quality guidelines published as part of the National water quality management strategy

- any substance that, if released at a concentration above environmental background levels, could present a risk of harm to human health, impact drinking water, disrupt ecological processes, affect any environmental value or impact on the aesthetic appeal of waters.

## Water quality contamination risks

Spills and contamination can result from various incidents such as equipment malfunctions, operating accidents, employee negligence, fires, inadequate prevention processes, moving harmful materials, natural events (such as storms, floods or earthquakes), civil disturbances, vandalism or unauthorised access.

Spills and leaks can also occur during normal operations, such as discharges to hardstand areas with connectivity to the environment as well as unsealed ground and stormwater drains (off-site disposal and on-site disposal i.e. soak wells).

All spills and leaks can result in contamination of water resources or the environment. The risk that a contaminant can pose varies based on the following factors:

- the volume of the spill
- the nature of the contaminant and its toxicity to living things
- the timeliness and effectiveness of spill management measures
- location of the spill and contaminant travel path
- extent of contaminant dilution and dispersion prior to its impact on water or environmental values
- physical characteristics of the contaminant (density, solubility in water, viscosity, potential for adsorption to soil particles and influence of rainfall or irrigation)
- persistence of the contaminant in the environment, (half-life, potential for evaporation, soil-filtering capability and biodegradability in contact with soil microbes)
- potential for reaction with substances present in the environment, and the subsequent by-products.

For general information about protecting water quality, see WQPN 8: [Further reading](#).

## Recommendations

### Location

The following recommendations describe information for the protection of sensitive water resources (see [WQPN 4: Sensitive water resources](#)). The development of an ERP is particularly important near sensitive water resources.

#### *Within public drinking water source areas (PDWSAs)*

The Department of Water and Environmental Regulation (the department) protects and manages PDWSAs in Western Australia (WA) to make sure the public has access to safe, good quality drinking water now and into the future. The department constitutes PDWSAs under the [Metropolitan Water Supply, Sewerage and Drainage Act 1909](#) or the [Country Areas Water Supply Act 1947](#) and prepares a drinking water source protection report for

each PDWSA. Each PDWSA is assigned with three different priority areas, priority 1 (P1), priority 2 (P2) and priority 3 (P3) for managing land uses and activities. Protection strategies differ for each priority area.

For more information on PDWSAs, see Strategic policy: [Protecting public drinking water sources in WA](#) and WQPN 25: [Land use compatibility tables for public drinking water source areas](#).

1. An ERP should be developed for all land uses or activities within a PDWSA that involve any of the hazardous substances listed in the 'scope' section.

### *Waterways*

2. Within proclaimed waterways management areas, any land use that may affect water quality or its amenity requires written approval from this department.
3. Adequate buffers between waterways and their foreshore areas need to be maintained. Refer to Operational policy 4.3: [Identifying and establishing waterways foreshore areas](#).
4. For activities near waterways with recognised conservation or social values, advice should also be sought from the department's local regional office (see [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au), select Contact us).

### *Near the Swan-Canning estuary*

The Swan-Canning River Protection Strategy supports the objectives of the [Swan and Canning Rivers Management Act 2006](#). The Act aims to protect and enhance the ecological health, community benefit and amenity of the Swan-Canning estuary through a coordinated program of monitoring river health, reducing contaminant inputs and enhancing waterway protection.

5. The cumulative effects of human activity and waste disposal puts pressure on the quality of waterways. An effective response following contaminant spills reduces these pressures.

For more detailed information, see [www.dbca.wa.gov.au/swan-canning-riverpark](http://www.dbca.wa.gov.au/swan-canning-riverpark) or contact the Department of Biodiversity, Conservation and Attractions (DBCA).

### *Near to or upstream from wetlands*

To find out the locations of wetlands, and any separation distances or special measures that may be required view the wetlands mapping layers on the Landgate platform, *Locate* available, [www0.landgate.wa.gov.au/maps-and-imagery/interactive-maps/locate](http://www0.landgate.wa.gov.au/maps-and-imagery/interactive-maps/locate). Further information can be obtained by contacting DBCA, please see contact details in appendix A or at [www.dbca.wa.gov.au](http://www.dbca.wa.gov.au).

## Key considerations for your ERP

6. A comprehensive ERP should be prepared, maintained and then used by those responsible for handling, managing or using any substances that pose a contamination risk.

7. The ERP should follow the prevention, preparedness, response and recovery (PPRR) model which is a comprehensive approach to risk management under emergency management arrangements.
8. ERPs should ensure that the user is able to quickly and effectively respond in the event of a contaminant spill or other serious emergency. The effectiveness of an ERP depends on the documentation of spill scenarios, the response process, availability of adequate resources and training of those responsible for its implementation.
9. For the ERP to be as useful as possible, it should be easy to read and logically formatted, and provide detailed advice and a checklist.
10. Please refer to WQPN 14: [Statutory approvals](#) for a list of approvals that you may need before starting your development or activity, and the responsible agency. These responsibilities should be included in the ERP.
11. Operators should demonstrate that under a range of conditions, on-site materials and processes do not pose a significant risk to the local environment. Please refer WQPN 18: [Information the Department of Water and Environmental Regulation requires to assess a proposed development or activity](#).
12. The ERP should establish any necessary links between site emergency response protocols and the state's emergency management authorities including the Department of Fire and Emergency Services (DFES), Western Australian Police, State Emergency Management Committee (SEMC), advisory committees such as the state flood warning consultative committee, the State Hazard Plan - HAZMAT coordinating committee and the Maritime Environmental Emergency Response (MEER) unit. DFES can provide information on the appropriate contact details, available [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

### *Dangerous good sites*

13. At dangerous goods sites, the ERP should meet all requirements of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007. The following Department of Mines, Industry Regulation and Safety's (DMIRS) Dangerous Goods Safety information sheets (available [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)) apply:
  - *Emergency planning for licensed dangerous goods sites*
  - *Overview of storage and handling regulations*
  - *Emergency plans for small businesses – guidance* (for dangerous good sites with less than five occupants).
14. Australian Standard AS 3745 *Planning for emergencies in facilities* provides guidance on how to prepare a suitable ERP to mitigate dangerous goods accidents.
15. All dangerous goods sites (except petrol stations and mine sites) that store or handle more than ten times the manifest quantity of dangerous goods (see Schedule 1 of the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007) require the development and ongoing review of a DFES Fire and emergency services emergency response guide (FES-ERG).

A FES-ERG is designed to provide essential information to DFES for use in an emergency. It is also used as an inspection tool by local DFES fire stations for risk

management purposes. For information on developing a FES-ERG see, [When is a DFES emergency response guide \(FES-ERG\) required?](#), available [www.dmp.wa.gov.au](http://www.dmp.wa.gov.au).

The operator of a site requiring a FES-ERG must ensure that a completed and current guide is maintained on the DFES FES Emergency Guides and Plans website. A printed copy of the FES-ERG should also be held on-site. For more information on FES-ERGs email [feserg@dmirs.wa.gov.au](mailto:feserg@dmirs.wa.gov.au).

## Content of ERPs

16. Develop a comprehensive ERP to ensure preparedness for any contaminant spill. The ERP should include the following sections:

### ***Purpose of the plan***

State the objectives, application and extent of the plan.

### ***Contaminant inventory***

Detail the current types and quantities of chemicals and potential contaminants stored or handled on-site. A Safety Data Sheet for each chemical should be available.

### ***Site layout diagram***

This diagram should show:

- the locations of chemical and potential contaminant storage and points of use
- emergency and spill kit equipment (including for fire control)
- site drainage and places where drains can be blocked in an emergency
- any on-site water sources
- workforce access ways, multiple escape paths and muster points.

### ***Description of potential emergencies***

- Provide an assessment of risk scenarios that could lead to spills and the probable impacts. Assess the circumstances where incidents could occur and the likely health and environmental impacts, both on and off site.
- Define any actions that may aggravate or limit harmful impacts. For example, some contaminants may give off toxic fumes, impeding clean-up efforts.
- Define contaminant flow paths to human and environmental receptors.
- Provide an action plan for each scenario. These action plans should include both on and off-site mitigation measures, such as working with government agencies to block off street drains.
- Further information can be found below in the section *Emergency response classification system*.

### ***Risk assessments***

These should be prepared by defining:

- likely incident causes
- the probable frequency of spill occurrence (e.g. number spills per year)

- the probable scale of an incident (e.g. a 200-litre drum spill)
- impact thresholds i.e. the concentration of chemicals that may cause harm, see *National water quality management strategy papers 4 and 6* (in references)
- factors such as success of protective barriers, remediation, dilution, soil filtration and stormwater impact that should be considered and conservatively applied.

***Employee safety***

Employee safety should be a key concern. Adequately trained, designated and equipped staff should be available to respond immediately to contaminant spills. All other people should evacuate the area to a safe muster zone in response to an alarm, or as directed by the agency that has taken charge of the emergency response (such as DFES).

***Allocate responsibility***

An emergency response manager should be designated with the responsibility to implement the ERP. The roles of key support staff could be defined using a flow chart. Ensure that staff are available and effectively trained to carry out their assigned functions. There should be a 24-hour roster so that there are trained staff available for emergency response at any time.

***Communications***

A continuously effective communications system is essential. Individual action cards or programmed personal digital assistants should be accessible for staff with roles and responsibilities under the ERP.

***Backup resources***

Trained staff and equipment should be continuously available to deal with emergencies. Such equipment may include:

- personal protective clothing
- respirators
- chemical monitoring equipment
- absorbent litter
- fire-fighting equipment
- safety shower and eye wash
- drainage isolation valves or a means to block drains
- floating fuel barriers
- earth-moving machinery
- waste containment skips.

Where necessary, have stand-by contracts for emergency response services available, including 24-hour contact details.

***Regularly test emergency procedures***

The ERP should include an outline and timelines for periodic testing to ensure staff are well prepared and that response procedures work in an adequate and timely manner.

Make changes to the ERP if tests demonstrate that procedures can be improved. Testing should include all aspects of the ERP such as:

- walkthroughs and orientation workshops
- tabletop tests such as desktop incident simulation
- functional tests such as communication system tests and team training
- full-scale tests such as mock spill responses and practice evacuations.

***Notify the authorities***

Define the procedures for contacting emergency services and regulatory agencies in the event of significant emergencies. List who will contact the emergency services and under what conditions, and list relevant all-hours phone numbers. Please see appendix A: *Emergency contact details*. Examples of those to be contacted include:

- Department of Fire and Emergency Services (DFES)
- Department of Water and Environmental Regulation's pollution response team (1300 784 782)
- Department of Mines, Industry Regulation and Safety (DMIRS)
- local government
- drinking water service provider (such as the Water Corporation).

***Notify the neighbours***

Maintain a contact list of neighbours and the circumstances under which they need to be notified e.g. an evacuation. A cooperative approach can assist in an emergency response situation.

***Site evacuation***

In situations where an employee or visitor's health or wellbeing may be at risk, a procedure should be prepared describing who, when, where and how people will be evacuated and accounted for and how the evacuation protocol applies. Periodic evacuation drills are recommended.

***Incident investigation***

Staff should report actual incidents and near misses to the designated emergency response manager. An incident review should urgently follow to assess and correct any procedural defects discovered during the emergency (see section *Emergency response review*). A record of incidents should be maintained on a business data system.

***Media interest***

Effective media communication (press, radio, television and internet) can be a key element both in implementing the ERP for major incidents and dealing with community interest during and after the incident. Adequate attention should be given to this issue prior to an incident occurring.

## Prevention, preparedness, response and recovery (PPRR) model

The ERP should follow the prevention, preparedness, response and recovery (PPRR) model.

## Prevention

Operators should aim to eliminate (or reduce the probability of) the unplanned release of contaminants and minimise the degree of damage that could occur to the environment. If a risk of contaminant spill exists, the following prevention measures should be arranged:

17. Use alternatives to toxic and hazardous chemicals where possible. This could include non-chemical options or chemicals that have a lower toxicity, limited mobility in the environment or low persistence in their toxic form. All West Australians are encouraged to do their part in making better environmental choices.
18. Store chemicals on sealed, hardstand flooring using purpose-built racks or pallets within secure, covered and weatherproof buildings.
19. If storing and using dangerous goods, you must comply with the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007, available at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au). For example, all chemical containers must be labelled with the contents and supplier's safe-use instructions.
20. It is an offence under the Environmental Protection (Unauthorised Discharges) Regulations 2004 to cause or allow certain materials to enter the environment in connection with a commercial or business activity. All requirements under this regulation must be implemented by operators, available at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au). Please also see the department's fact sheet, *Environmental Protection (Unauthorised Discharges) Regulations 2004*, available at [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
21. Ensure the site and operation meets any local planning requirements and by-laws by contacting your relevant local government. For example, these laws may pertain to storage requirements for environmentally harmful materials.
22. Develop a drainage plan as part of the ERP. The drainage plan should include a drain identification (ID) for all drainage and drainage isolation points. The following should be labelled in a visible, clear manner on-site:
  - drain ID on each drain
  - all drains on-site where water can discharge to the environment including soak wells and stormwater drains.

This will increase awareness of contamination risks. You may have to employ a contractor to help determine this information or it may be available in your existing stormwater drainage plans.
23. Place spill-risk facilities away from sensitive areas such as stormwater drains. Include a buffer sufficient to allow for effective intervention prior to a spill causing water contamination.
24. Prepare to use drain blockers and drainage isolation devices (such as butterfly valves, sluice gates and sand bags) for on-site drainage and bunded areas to halt the passage of spilt fluids and prevent the discharge of contaminants off-site. The ability to contain water on-site to enable recovery is crucial to reducing environmental impact and the cost of remediation.
25. Ensure the use and maintenance of secondary spill-control facilities such as bunded containment compounds.

26. Use preliminary water treatment where possible. For example, if storing hydrocarbons, please ensure you have an oil-water separator installed in the bund prior to discharge points, to ensure that there are no contaminants in the water.
27. Avoid risk-related activities at times when weather conditions may magnify any harm caused by a spill. For example, avoid unloading trucks outdoors during rainfall.

### **Preparedness**

An effective ERP means continuous preparedness for accidents and emergencies. A quick response to an accidental contaminant discharge can greatly minimise the impact and exposure of the discharge to the environment, with the following preparations in place:

28. Use secondary containment facilities, such as bunding.
29. Have site incident response manuals, including the provision and maintenance of relevant chemical supplier's Safety Data Sheets, in locations accessible to incident management personnel.
30. Install a loudspeaker warning system or warning siren.
31. Install and maintain clear and visible signs for warnings, muster points and emergency contacts.
32. Ensure that there is continuous access to suitable equipment (such as spill kits) and drain blockers to mitigate the effects of chemical spills and adequately protect workers and emergency response personnel.
33. Ensure spill kits, drain blockers and other emergency clean-up equipment is located close to where discharges might occur, and that staff know how to use it.
34. Spill kits should include equipment appropriate for the type and use of chemicals on site. This may include non-spark (grain) shovel, broom, disposable gloves, safety goggles, chemical resistant coveralls, disposable masks, waste bags or containers, suitable biodegradable degreaser, absorbent material, over-packing containers or drums and neutralisation agents.
35. Regularly audit pollution-control equipment and components. Replace, update and maintain them as required so that they are operating efficiently.
36. Regularly review and audit areas, equipment and processes that may result in spills.
37. Check chemical containers against their expiry date and keep over-packing containers for product transfer or in case of damaged containers.
38. Ensure site drainage plans are available for protecting site drainage systems, including understanding where they discharge.
39. Ensure the ERP includes procedures for recovery and disposal of contaminated fluids if there is a significant spill or fire.
40. Keep emergency contact information up to date, including after-hours, and clean-up contractors' details.
41. Regularly train relevant employees and contractors in incident response protocols, including holding drills to ensure safe procedures and use of good environmental

practice. Use signs and checklists to reinforce training and good practice. All staff inductions should include learning about the ERP.

## **Response**

The scale and type of response to a contaminant spill depends on the nature and volume of substances discharged, likely contaminant pathway, and the potential risk for impacts to people, the environment (including water resources) and property.

42. The response to a spill will vary depending on the emergency response classification system detailed below. However, when detailing your varying responses in your ERP, it is important to consider including the steps of control, containment, contact and clean.

### *Emergency response classification system*

43. Emergency response can be managed using a three-tier impact classification system (described below) based on a risk assessment of the potential severity of impact on people or the environment. The following impact classification (high, moderate and low) is aimed at indicating the severity of the incident, so that appropriate resources are deployed in response to the emergency.

#### **High impact incident**

To be considered a 'high' impact incident, one or more of the following must apply:

- a significant and immediate threat to human health or property (such as fire, the production of toxic fumes, hazardous liquids, solids, dusts emissions or persistent toxic matter that cannot be contained)
- incident is within a PDWSA
- significant or immediate harm could occur to endangered native plants or animals
- observable harm has occurred (such as fish deaths)
- incident is within a water catchment with a recorded conservation value
- incident has the potential to persistently contaminate soil or water resources.

#### **Moderate impact incident**

To be considered a 'medium' impact incident, one or more of the following must apply:

- moderate threat to human health, amenity or property
- incident is outside PDWSAs, but close to private water supply sources
- chronic or long-term harm could occur to native plants or animals
- long-term (not immediate) observable impact may occur to the environment.

#### **Low impact incident**

- low or no significant threat to human health, amenity or property
- contaminant is fully contained and cannot enter soil, drains or waterways, or is in a position which does not pose a threat to the environment
- incident is outside any recognised sensitive environment (areas with defined water resource values)
- poses no immediate or long-term threat to environmental receptors.

## Recovery

44. Ensuring site safety is the most important concern. After this, the priority is to contain and recover as much of the spilt contaminant as possible, prior to escape into the environment.
45. Any solids remaining from the clean-up should be disposed of appropriately in sealed containers for disposal off-site. Ensure that any spill residue drains to a sealed collection sump, not into the environment.
46. All contaminated soil in environments where local water values are threatened should be removed to a containment area for analysis and effective treatment or disposed of at a secure, authorised landfill.
47. All site remediation or rehabilitation for contaminant spills should be effectively undertaken and a site audit should determine that no residual site contamination remains.
48. This department's pollution response team or another emergency response agency such as DFES may attend the site during the clean-up to assess environmental risk and investigate potential impacts.
49. Once the contaminant spill and environmental hazards are appropriately removed, a follow-up audit of the site clean-up may be required. Personnel from this department's pollution response team or an appropriate regional office may undertake this follow-up visit.

## Review

50. If a significant contamination incident has occurred, the owner/operator of the facility or equipment that caused the incident should install appropriate safeguards and improve protective measures to reduce the risk of the incident occurring again.
51. The ERP should be periodically reviewed when chemicals or processes change (or at least every five years) or following any significant incident or near miss to ensure it remains up-to-date and effective.
52. Aim to avoid or minimise the impact of future incidents. Typical questions that should be asked during the review are:
  - a What can be learned from what has happened?
  - b How can the scenario that led to the incident be prevented?
  - c Are there any necessary changes to be made to improve the ERP?
  - d How do we assess what is and is not working?
  - e What are the implications not only for on-site operations, but also on the whole business or industry?
  - f Is the training for response personnel adequate and up to date?
  - g What validation exercises do we need to undertake?
  - h Are further ERP and response program revisions needed?

## Reporting and support when combating spill incidents

53. Any material dumping, contaminant spill or contaminated water that escapes containment that could harm the environment must be reported (please use the contacts provided in Appendix A). Please report these incidents to the Pollution Watch Hotline, phone 1300 784 782 or via email: [pollutionwatch@dwer.wa.gov.au](mailto:pollutionwatch@dwer.wa.gov.au).
54. If the incident is within a PDWSA, which can pose a risk to drinking water quality and public health, immediately report it to the local water service provider. This is often the Water Corporation (phone 13 13 75 and they will determine if they are the appropriate contact).
55. Discharges of waste likely to cause pollution or environmental harm must be reported to the Pollution Watch Hotline on 1300 784 782 as soon as practical (as per requirements under section 72 of the *Environmental Protection Act 1986*). Written notifications (following verbal notification) can be lodged by completing a [Waste Discharge Notification Form](#) and emailing it, along with photographs and a map showing the discharge point to [pollutionwatch@dwer.wa.gov.au](mailto:pollutionwatch@dwer.wa.gov.au). Refer to the department's fact sheet: [Notification of waste discharges](#) for further information on reporting requirements and responsibilities for notifications under the *Environmental Protection Act 1986*.
56. Liable persons must report waste (such as from contaminant spill clean-ups) and recycling data annually to this department (as required by the Waste Avoidance and Resource Recovery Regulations 2008, amended in 2019). More information is available at [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).

### *Contaminated sites*

'Contaminated' is defined in the *Contaminated Sites Act 2003* as being 'in relation to land, water or a site, means having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value.'

57. Under section 11 of the *Contaminated Sites Act 2003*, site owners, occupiers or a person who knows or suspects that they have caused or contributed to contamination must report the site to this department. If you suspect a site to be contaminated it must be reported as soon as reasonably practical. However, if you know a site is contaminated it must be reported within 21 days of you first becoming aware of the contamination. Failure to do so is considered an offence under the Act.
58. This department administers and enforces the *Contaminated Sites Act 2003*, which includes classifying sites (in consultation with the Department of Health) and making information on contaminated sites available to the public. Investigating and cleaning up contaminated sites is, in most cases, the responsibility of the polluter or current site owner.
59. This department can allocate one of seven classifications to sites: contaminated – remediation not required; contaminated – restricted use; remediated for restricted use; possibly contaminated – investigation required; decontaminated; not contaminated – unrestricted use; report not substantiated. Classification decisions made by the department are subject to appeal. Appeals are investigated and determined by the

Contaminated Sites Committee. Further information on appeals can be found at [www.csc.wa.gov.au](http://www.csc.wa.gov.au).

60. If you are dealing with a possible contaminated site, please refer to the contaminated sites guidelines (available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)), to understand:
- the requirements of the *Contaminated Sites Act 2003* and Contaminated Sites Regulations 2006
  - the National Environment Protection (Assessment of Site Contamination) Measure 1999 as amended in May 2013
  - process improvements developed during the statutory five-year review of the *Contaminated Sites Act 2003*.

### *Controlled wastes from site clean-up sites*

61. The department regulates the transport of controlled waste on roads by administering the Environmental Protection (Controlled Waste) Regulations 2004 under the *Environmental Protection Act 1986*. A licence from this department is required to transport any controlled wastes resulting from the clean-up from contaminant spills.
62. A person transporting bulk-controlled waste (i.e. liquid waste within a tank) on a road must hold a controlled waste driver's licence and a licence relevant to the type of controlled waste. Any vehicle or tank transporting bulk- controlled waste must also be licenced. Different provisions apply to transporting packaged controlled wastes.
63. The regulations also provide for the tracking of controlled wastes from the point of generation to unloading at an approved waste facility, through the use of controlled waste tracking forms, which must accompany the load and be copied to this department.
64. To transport contaminated clean-up materials that are 'dangerous goods' the *Australian code for the transport of dangerous goods by road and rail (ADG Code)*, should be followed. There are also various regulations that sit under the *Dangerous Goods Safety Act 2004*. Further information is available from DMIRS ([www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au)).

## Penalties

Discharges of environmentally harmful materials into the environment can result in formal letters of warning, on the spot infringement notices or prosecution.

65. This department is responsible for investigating and prosecuting illegal dumping under the *Environmental Protection Act 1986*. Illegal dumping is the unauthorised discharging or abandonment of waste and is an offence under Section 49A of the Environmental Protection Act. On conviction, the offence carries a maximum fine of \$125,000 for corporations and \$62,500 for individuals.
66. It is an offence under Environmental Protection (Unauthorised Discharges) Regulations 2004 to cause or allow animal waste, food waste and other scheduled items to be discharged to the environment. The regulations are intended to ensure that operators engaged in commercial activity take responsibility for preventing the escape of contaminants into the environment, otherwise penalties apply.
67. The Environmental Protection (Unauthorised Discharges) Regulations cover discharges into the environment from business or commercial activities which individually are not

serious enough to cause pollution and breach the provisions of the *Environmental Protection Act 1986* but cumulatively can cause harm. These regulations are enforced by this department and local governments. More information on these regulations can be found in the following fact sheet: *Environmental Protection (Unauthorised Discharges) Regulations 2004*, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).

68. It is an offence under section 72 of the *Environmental Protection Act 1986*, to fail to report discharges of waste likely to cause pollution or environmental harm to this department.
69. It is an offence under section 11 of the *Contaminated Sites Act 2003* for site owners, occupiers or a person who knows or suspects that they have caused or contributed to contamination, to fail to report it to this department within 21 days of first being aware of the contamination.

## Appendix A – Emergency contact details

*Table 1: Emergency contact details (after hours)*

Contact	Issue	Contact details
Ambulance, fire or police	Life or property emergencies, hazardous material spills in a building or on a road	000 (24 hours)
Police	Non-life-threatening incidents	13 14 44 (24 hours)
Department of Fire and Emergency Services	State emergency services assistance	13 25 00 (24 hours) (08) 9395 9395 (satellite phones/ interstate calls)
	Emergency information	13 3337 / 13 DFES
Department of Water and Environmental Regulation – Pollution response	Notification of spills and pollution	1300 784 782 (24 hours)
Department of Biodiversity, Conservation and Attractions – Riverpark Unit	Reporting Swan or Canning river pollution	(08) 9278 0981 (24 hours)
Poisons information centre	Chemical safety data	13 11 26 (24 hours)
Water Corporation	Spills or accidents within public drinking water source areas	13 13 75 (24 hours)
ChemCentre WA	Emergency response, chemical identification, chemical sampling, testing and analysis of water samples residue analysis, air-quality analysis, occupational health investigations, advice on personal protective equipment, neutralisation protocols, decontamination, buffers and clean-up remediation	(08) 9422 9940 (24 hours) (08) 9422 9800 (business hours) <a href="http://www.ccwa.wa.gov.au">www.ccwa.wa.gov.au</a> <a href="mailto:enquiries@chemcentre.wa.gov.au">enquiries@chemcentre.wa.gov.au</a>

*Table 2: Agency specific issues - contact details (business hours)*

Contact	Issue	Contact details
Department of Mines, Industry Regulation and Safety	Safety, reporting, storage, transport and use and of dangerous goods, emergency response guides (FES-ERG).	(08) 6251 2300 <a href="mailto:dgsb@dmirs.wa.gov.au">dgsb@dmirs.wa.gov.au</a>
Department of Fire and Emergency Services	Fire and rescue service, incident controller, chemical spill emergencies.	(08) 9395 9300 (reception) 13 25 00 (emergencies) 13 33 37 (emergency information) <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
Department of Water and Environmental Regulation	Reception	(08) 6364 7000 <a href="mailto:primehouse.reception@dwer.wa.gov.au">primehouse.reception@dwer.wa.gov.au</a> <a href="http://www.dwer.wa.gov.au">www.dwer.wa.gov.au</a>
	Pollution Watch hotline/ pollution response.  Discharges of pollutants into the environment.	1300 784 782 (24 hours) <a href="mailto:pollutionwatch@dwer.wa.gov.au">pollutionwatch@dwer.wa.gov.au</a>
	Controlled waste	(08) 6364 6946 <a href="mailto:controlled.waste@dwer.wa.gov.au">controlled.waste@dwer.wa.gov.au</a>
	Contaminated sites	1300 762 982
	Water source protection planning for PDWSA contaminant spills and information on this document.	<a href="mailto:drinkingwater@dwer.wa.gov.au">drinkingwater@dwer.wa.gov.au</a>
	Water monitoring data.	<a href="mailto:spatial.data@water.wa.gov.au">spatial.data@water.wa.gov.au</a>
Water Corporation	Spills or other risks to drinking water, scheme water quality, emergencies affecting drinking water, reporting pollution in PDWSAs.	<a href="mailto:source.protection@watercorporation.com.au">source.protection@watercorporation.com.au</a>  13 13 75 (24 hours) <a href="http://www.watercorporation.com.au">www.watercorporation.com.au</a>
Local government authorities – Environmental health sections	Environmental health, storage of harmful materials, waste management and disposal.	Contact your relevant local government

<p>Department of Biodiversity, Conservation and Attractions (DBCA) – Riverpark Unit</p>	<p>Reporting Swan or Canning river pollution.</p>	<p>(08) 9278 0981 (24 hours)  <a href="mailto:riverpark.incidents@dbca.wa.gov.au">riverpark.incidents@dbca.wa.gov.au</a></p>
<p>ChemCentre WA</p>	<p>Emergency response, chemical identification, chemical sampling, testing, and analysis of water samples, residue analysis, air quality analysis, occupational health investigations, advice on personal protective equipment, neutralisation protocols, decontamination, buffers and clean-up remediation.</p>	<p>(08) 9422 9940 (24 hours)            (08) 9422 9800 (business hours)  <a href="http://www.ccwa.wa.gov.au">www.ccwa.wa.gov.au</a>  <a href="mailto:enquiries@chemcentre.wa.gov.au">enquiries@chemcentre.wa.gov.au</a></p>

## Appendix B – Contamination response checklist

No.	Issue	YES / NO
	Site emergency response plan (ERP) follows PPRR model, is available, up to date and has been regularly reviewed	
	List of emergency contacts is available and up to date	
	Spill prevention measures are in place and in good condition	
	Chemicals are located and stored appropriately	
	Site staff are trained, and incident response roles are assigned, including a designated emergency response manager for the site	
	Record of previous incidents has been maintained and is up to date	
	Drainage management plan and site layout plan is available and up to date	
	Operator understands local water resources (including PDWSAs), their values and location and has appropriate protection measures in place	
	Safety Data Sheets and a chemical inventory are available on site	
	Chemical containers labelled with contents and suppliers' safe-use instructions	
	Contamination control and spill equipment is available on site	
	Spill and contamination risk assessment is available for the site	
	Site communications (warnings, links, defined response protocols) are adequate	
	Protective clothing/ spill mitigation/clean-up equipment is available	
	Emergency response protocols are available and have been tested	
	Site evacuation procedure is available and has been tested	
	Relevant stakeholder notification arrangements are in place	
	Incident classification system is available (high, medium, low)	
	Contaminated waste and spill materials are appropriately contained, controlled, cleaned, treated or disposed of consistent with regulations	
	Arrangements for government agency support services are in place	
	All appropriate contacts adequately notified of the incident in a timely manner, including the Department of Water and Environmental Regulation	
	Site operator took appropriate corrective action to deal with contamination incident on discovery	
	Site operator cooperated with government response agencies	
	Site operator undertook appropriate post-incident review	
	Contractor was employed to manage site assessment /effective remediation	
	Investigation of extent of water resource contamination including lab analyses compared to NWQMS guidance criteria, conducted	
	Barriers/ management improvements made to prevent repeat incidents	
	Penal action does not need to be initiated as result of contamination incident	

## Shortened forms

<b>ADWG</b>	Australian drinking water guidelines
<b>CCWA</b>	ChemCentre WA
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DFES</b>	Department of Fire and Emergency Services
<b>DMIRS</b>	Department of Mines, Industry Regulation and Safety
<b>FES-ERG</b>	Fire and emergency services emergency response guide
<b>ERP</b>	Emergency response plan
<b>HAZMAT</b>	Hazardous Materials
<b>LGA</b>	Local government authority
<b>MEER</b>	Maritime Environmental Emergency Response
<b>NWQMS</b>	National water quality management strategy
<b>PDWSA</b>	Public drinking water source area
<b>PPRR</b>	Prevention, preparedness, response and recovery
<b>SDS</b>	Safety Data Sheet
<b>SEMC</b>	State Emergency Management Committee
<b>State Hazard Plan–HAZMAT</b>	Western Australian plan for hazardous materials (previously named Westplan–HAZMAT and WAHMEMS)
<b>WQPN</b>	Water quality protection note

## References and further reading

Further reading is available in WQPN 8: *Further reading*.

Australian Government 1999, *National Environment Protection (Assessment of Site Contamination) Measure 1999*, Canberra, available [www.legislation.gov.au](http://www.legislation.gov.au).

Australian Government - National Transport Commission 2018, *Australian code for the transport of dangerous goods by road and rail*, Edition 7.6, Canberra, available [www.ntc.gov.au](http://www.ntc.gov.au).

Australian and New Zealand Environment and Conservation Council and the Agriculture and Resource Management Council of Australia and New Zealand 2000, *Paper 4, Australian and New Zealand guidelines for fresh and marine water quality*, National water quality management strategy papers, Canberra, available [www.waterquality.gov.au](http://www.waterquality.gov.au).

—2000, *Paper 7, Australian guidelines for water quality monitoring and reporting*, National water quality management strategy papers, Canberra, available [www.waterquality.gov.au](http://www.waterquality.gov.au).

- Australian Government - Department of Health, National industrial chemicals notification and assessment scheme (NICNAS), available [www.nicnas.gov.au](http://www.nicnas.gov.au).
- Australian Safety and Compensation Council publications, available [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).
- Department of Environmental Regulation 2014, Contaminated sites guidelines, *Assessment and management of contaminated sites*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- Department of Mines, Industry Regulation and Safety 2017, *Dangerous goods safety guidance note, Dangerous goods emergency plans for small businesses*, Government of Western Australia, Perth, available [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au).
- Department of Mines and Petroleum 2014, *Dangerous goods safety information sheet, Emergency planning for licensed dangerous goods sites*, Government of Western Australia, Perth, available [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au).
- Department of Water 2016, Water quality protection note 14: *Statutory approvals*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2016, Water quality protection note 3: *Using water quality protection notes*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2016, Water quality protection note 8: *Further reading*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2016, Water quality protection note 18: *Information the Department of Water and Environmental Regulation requires to assess a proposed development or activity*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2016, Water quality protection note 25: *Land use compatibility tables for public drinking water source areas*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2016, Water quality protection note 4: *Sensitive water resources*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- Department of Water and Environmental Regulation no date, *Environmental Protection (Unauthorised Discharges) Regulations 2004 Fact sheet*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2015, *Notification of waste discharges, Reporting requirements and responsibilities for notifications under the Environmental Protection Act 1986*, guideline, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2017, Contaminated sites guidelines, *Interim guideline on the assessment and management of perfluoroalkyl and polyfluoroalkyl substances (PFAS)*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2017, Contaminated sites guidelines, *Identification, reporting and classification of contaminated sites in Western Australia*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- Government of Western Australia 1909, *Metropolitan Water Supply, Sewerage, and Drainage Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 1947, *Country Areas Water Supply Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 1986, *Environmental Protection Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

- 2003, *Contaminated Sites Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2004, *Environmental Protection (unauthorised discharged) Regulations*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2004, *Dangerous Goods Safety Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2006, *Swan and Canning Rivers Management Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2007, *Dangerous Goods Safety (storage and handling of non-explosives) Regulations*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2008, *Waste Avoidance and Resource Recovery Regulations*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2014, *Medicines and Poisons Act*, State Law Publisher, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

National Health and Medical Research Council (NHMRC) & Natural Resource Management Ministerial Council (NRMMC) 2011, *National water quality management strategy: Australian drinking water guidelines 6*, Australian Government, Canberra, available [www.nhmrc.gov.au](http://www.nhmrc.gov.au).

Standards Australia publications available for purchase at [www.saiglobal.com](http://www.saiglobal.com)

- AS 2444 *Portable fire extinguishers and fire blankets - selection and location*
- AS 3745 *Planning for emergencies in facilities*
- AS/NZS 5667 *Water quality sampling guidelines*
- AS/NZS 4482.1 *Guide to investigation and sampling of sites with potentially contaminated soil*
- AS/NZS 4360 *Risk management*.

## Disclaimer

This document has been published by the Department of Water and Environmental Regulation. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Department of Water and Environmental Regulation and its employees are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.





## Water quality protection note no. 56

December 2018

# Tanks for fuel and chemical storage near sensitive water resources

## Scope

This water quality protection note (WQPN) provides best management practices for liquid chemical and fuel storage tanks in and near sensitive water resources (see WQPN no. 4: [Sensitive water resources](#) for a definition). It applies to tanks, drums and intermediate bulk containers – including pipework fittings and filling and dispensing apparatus – that are:

- 250 litres and above in capacity
- permanent and temporary
- above-ground and underground
- outside or within another structure (e.g. shipping container, shed, trailer).

It replaces:

- WQPN 56: Tanks for elevated chemical storage (2006)
- WQPN 58: Tanks for temporary elevated chemical storage (2009)
- WQPN 60: Tanks for mobile fuel storage in public drinking water source areas (2013)
- WQPN 61: Tanks for ground level chemical storage (2008)
- WQPN 62: Tanks for underground chemical storage (2013)
- WQPN 64: Tanks – closure of underground storage (2013).

This note does not apply to solids, gas, water or wastewater storage. Transport and handling of chemicals and fuels are addressed in WQPN no. 65: [Toxic and hazardous substances](#). Standard information to be read in conjunction with this note is in WQPN no. 3: [Using water quality protection notes](#).

## Relevant legislation

Fuel and chemical storage in Western Australia (WA) is regulated via the following legislation:

- *Occupational Safety and Health Act 1984*
- Environmental Protection (Controlled Waste) Regulations 2004 (managed by Department of Water and Environmental Regulation)

- *Dangerous Goods Safety Act 2004* and Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007 (managed by Department of Mines, Industry Regulation and Safety).

Fuel and chemical storage in public drinking water source areas (PDWSAs) is covered by the *Metropolitan Water Supply Sewerage and Drainage Act 1909* and associated 1981 by-laws, and the *Country Areas Water Supply Act 1947* and associated 1957 by-laws. For consistency, and because updated legislation is planned, some of the requirements of the metropolitan act and by-laws are extended to all PDWSAs in WA as best management practices to help protect drinking water quality and public health.

## Water quality contamination risks

Tanks can cause contamination if the fuels and chemicals they contain escape into the environment, posing risks to ecosystems in waterways and groundwater, and to public health if they enter stormwater or recreational waters.

Chemicals and fuels that enter a drinking water source can be harmful to the health of people and animals consuming the water. Some contaminants may pose a risk even at very low concentrations, and water treatment processes cannot be guaranteed to remove all contaminants. Some chemicals, at certain concentrations, can affect people's health, causing illness, hospitalisation and even death. For example, benzene (a petroleum hydrocarbon) is carcinogenic (NHMRC & NRMCC 2011). For these reasons, systems need to be developed, established and followed to ensure fuel and chemicals are correctly stored and used.

For general information about protecting water quality, see WQPN no. 8: [Further reading](#).

## Recommendations

Before installing fuel and chemical storage tanks, we recommend that you:

- consider alternative energy sources (such as solar or gas) that pose a lower risk to sensitive water resources before deciding to store fuel
- consider alternatives to using chemicals, such as using steam for weed control, to avoid the need to store chemicals.

If a tank is required, we recommend the following best management practices to protect sensitive water resources.

### Location

#### *Within public drinking water source areas*

- To avoid the risk of contamination, consider locations outside of PDWSAs for fuel and chemical storage and handling. For example, can vehicles and machinery be transported outside the PDWSA to be refuelled?
- If tanks must be placed within PDWSAs, see Table 1 for requirements.

To find out what PDWSAs are and how the department manages them, see Strategic policy: [Protecting public drinking water sources in Western Australia](#) and WQPN no. 25: [Land use compatibility tables for public drinking water source areas](#).

*Table 1: Requirements for fuel and chemical tanks in PDWSAs*

Type of tank	P1	P2	P3
Above-ground tanks (no portion of the tank is on or below the ground)	Incompatible <sup>1</sup>	Compatible with conditions: <ul style="list-style-type: none"> <li>• Outside wellhead protection zones (WHPZs)<sup>2</sup></li> <li>• Capacity of 5000 L or less<sup>3</sup></li> <li>• Outside reservoir protection zones (RPZs). If this is not possible then 100 m away from centreline of waterways and less than 250 L capacity</li> <li>• Best management practices as outlined in the rest of this note</li> </ul>	Compatible with conditions: <ul style="list-style-type: none"> <li>• Outside WHPZs and RPZs. If this is not possible, then 100 m away from bore or centreline of waterway and less than 250 L capacity</li> <li>• Best management practices as outlined in the rest of this note</li> </ul>
Underground tanks (the whole tank or a portion of it is on or below the ground)	Incompatible <sup>4</sup>	Incompatible <sup>4</sup>	Compatible with conditions: <ul style="list-style-type: none"> <li>• Outside RPZs<sup>5</sup></li> <li>• 100 m away from bores and the centreline of waterways<sup>5</sup></li> <li>• Outside WHPZs; if not possible, then less than 250 L capacity</li> <li>• 2 m separation to maximum seasonal groundwater table</li> <li>• Best management practices as outlined in the rest of this note</li> </ul>

<sup>1</sup> This land use is incompatible unless special circumstances apply (see ‘Special circumstances’ on page 8 of WQPN no. 25: [Land use compatibility tables for public drinking water source areas](#)). Subject to confirmation of these special circumstances, this land use may be considered to be compatible with conditions if it is directly associated with a primary land use that is compatible with conditions or acceptable with the applicable priority area. If these circumstances apply and management practices are acceptable, tanks must be located outside WHPZs<sup>2</sup> and RPZs and be 5000 L or less in capacity<sup>3</sup>.

<sup>2</sup> Under the Metropolitan Water Supply, Sewerage and Drainage By-laws 1981 (‘the by-laws’) (5.6.2), above ground tanks are prohibited in P1 and P2 WHPZs.

<sup>3</sup> Under the by-laws (5.6.5), above ground tanks over 5000 L require Minister for Water approval.

<sup>4</sup> Under the by-laws (5.6.2), underground tanks are prohibited in P1 and P2 areas of an underground water pollution control area (UWPCA).

<sup>5</sup> Under the by-laws (4.6.5.1 and 5.5.4), underground tanks are prohibited in RPZs and within 100 m of a bore or centreline of a waterway.

## Waterways

- Tanks should be located above the 1 per cent annual exceedance probability (AEP) flood level. To find out flood areas within Western Australia, visit [www.data.wa.gov.au](http://www.data.wa.gov.au).
- Areas subject to seasonal inundation or waterlogging should be avoided.
- Maintain an adequate buffer to help prevent contamination in the event of a fuel or chemical spill, between the tank and any waterways (including their foreshore areas). Refer to Appendix C: *Is a foreshore area sufficient to protect water quality in the waterway?* of [Operational policy 4.3: Identifying and establishing waterways foreshore areas](#).
- For any land- or water-based developments or activities near the Swan, Canning, Helena or Southern rivers, please contact the [Department of Biodiversity, Conservation and Attractions](#) for special requirements.

## Wetlands

- To find out the locations of wetlands, visit [www.data.wa.gov.au](http://www.data.wa.gov.au).
- For advice on wetland management requirements, contact your local government in the first instance, or the [Department of Biodiversity, Conservation and Attractions](#).

## Landscape

- Rocky slopes, steep slopes and land prone to erosion are not suitable for fuel and chemical storage tanks.

## Other land uses

- Separation distances between your proposed land use or activity and sensitive land uses – such as urban areas – may apply, as per the Environmental Protection Authority's Guidance statement no. 3: [Separation distances between industrial and sensitive land uses](#).

## Approvals

- Please refer to WQPN no. 14: [Statutory approvals](#) for a list of approvals that you may need to obtain before commencing your proposed development or activity, and which agency is responsible for them.
- WQPN no. 18: [Information the department requires to assess a proposed development or activity](#) provides a list of what you may need to submit to our department.

## Design

- Tanks should be designed in accordance with the appropriate [Australian Standards](#), such as:
  - AS 1692:2006 *Steel tanks for flammable and combustible liquids*
  - AS 1940:2017 *The storage and handling of flammable and combustible liquids*
  - AS 3735:2001 *Concrete structures retaining liquids*
  - AS/NZS 4766:2006 *Polyethylene storage tanks for water and chemicals*

- AS 4897:2008 *The design, installation and operation of underground petroleum storage systems*
- AS 4944:2008 *Petroleum products – Pipeline, road tanker compartment and underground tank identification.*
- In addition, if the tank is in a PDWSA:
  - Effective secondary barriers need to be installed to contain the system. For example, double-containment tanks (including pipework) with engineering controls such as sensors and shutdown devices will help to minimise the risk to drinking water quality. See [Department of Mines, Industry Regulation and Safety's Storage and handling of dangerous goods – code of practice \(2010\)](#) and [Australian Standard 1940:2017 The storage and handling of flammable and combustible liquids](#) for more information.
  - An adequate containment system or bunding must prevent the escape of contaminants into the environment, including capacity for contingencies such as malfunctions, firefighting water, storms and floods. Bunding is to be maintained in a good state of repair at all times. Consider installing enclosures or roofing to reduce the capacity required.
  - Manage fuel and chemical quantities so that only the required amounts are stored onsite.
  - A spill prevention kit should be readily accessible at all times.
  - Operators should be adequately trained and aware of the risks in PDWSAs.

### Operation and management

#### *Toxic and hazardous substances*

- Handling and use of chemicals and fuels should be in accordance with WQPN no. 65: [Toxic and hazardous substances](#), and the following [Australian Standards](#):
  - AS 1940: 2017 *Storage and handling of flammable and combustible liquids*
  - AS 3780:2008 *Storage and handling of corrosive substances*
  - AS/NZS 4081:2001 *The storage and handling of liquid and liquefied polyfunctional isocyanates*
  - AS 4326:2008 *Storage and handling of oxidizing agents*
  - AS/NZS 4452:1997 *Storage and handling of toxic substances*
  - AS 4681:2000 *The storage and handling of Class 9 (miscellaneous) dangerous goods and articles*
  - others as appropriate.
- If a tank's contents are dangerous goods, ensure that tank placarding is consistent with Dangerous Goods Safety (General) Regulations 2007. If the contents are not dangerous goods, it is advisable to identify the contents for occupational health and safety purposes. This may include using a label or sign.

### *Stormwater*

- Uncontaminated stormwater from roofs and clean hardstand areas should be directed away from potentially contaminated areas and bunding capture zones, and managed as recommended in our [Stormwater management manual for Western Australia](#) (generally infiltrated onsite).
- Stormwater that may be contaminated should be treated and reused in the operations if appropriate, or appropriately disposed of (outside PDWSAs).
- See WQPN no. 52: [Stormwater management at industrial sites](#) for more information.

### *Vehicles*

- Any vehicle or machinery servicing and repairs should be in accordance with WQPN no. 28: [Mechanical servicing and workshops](#).
- Wash down of vehicles and any mechanical equipment should be undertaken as outlined in WQPN no. 68: [Mechanical equipment wash down](#).
- All contaminated wash down water should be directed to an appropriate wastewater treatment system or disposed of appropriately (outside PDWSAs).

### *Monitoring and maintenance*

- The tank system should be maintained in a good state of repair at all times to reduce the risk of leaks to the environment. This can be achieved via a regular inspection, testing and maintenance program. Refer to Australian Standard [AS 4971:2008 Inspection and integrity monitoring of large steel vertical petroleum storage tanks](#).
- Administrative controls should be in place to ensure that the risk of contamination is managed, such as regular housekeeping and good operating procedures (Department of Mines and Petroleum 2010).
- There should be a system in place for immediately reporting and addressing leaks and spills. See *Incident response* heading for more information.
- Adequate security should be in place to deter unauthorised entry and possible vandalism, which could lead to damage of tanks and leaks to the environment.

### *Personnel*

- If operating within a PDWSA, staff should be aware of this and how important it is to protect that drinking water source, and understand the incident response procedures. See our brochure [Living and working in PDWSAs](#), and make this available to your staff.
- Staff should be trained so that they are able to follow required procedures in a safe manner. Training should include reference to the relevant *safety data sheets*.

### *Incident response*

- Fuel or chemical spills or leaks that escape containment should immediately be reported to the department's Pollution Watch Hotline (1300 784 782) and if in a PDWSA, the [Water Corporation](#) (13 13 75).

- Dangerous goods incidents should be reported to the Department of Mines, Industry Regulation and Safety, see [Reporting dangerous goods incidents – Guideline](#) (Department of Mines and Petroleum 2011).
- A contingency plan should be available to address emergency situations such as accidents, fires, spills, leaks and vandalism that could impact on the drinking water source. See [WQPN no. 10: Contaminant spills – emergency response](#) for more information.

## Decommissioning tanks

- Careful management is required when emptying and disposing of the contents of tanks (and pipework) to ensure none escapes to the environment. Tanks and pipework need to be fully emptied into suitable storage vessels and transported off-site for correct disposal. Please contact the department for suitable disposal locations and methods.
- Contact the [Department of Mines, Industry Regulation and Safety](#) for guidance for decommissioning tanks.
- For closure of underground fuel tanks, refer to Australian Standard [AS 4976:2008 The removal and disposal of underground petroleum storage tanks](#).

## Contaminated sites

- Leaks or spills from fuel or chemical storage tanks can cause a site to become contaminated. Please contact the department's contaminated sites branch for more information about reporting and managing contaminated sites.

## References

Further reading is available in WQPN no. 8: [Further reading](#). References cited in this note are as follows:

Department of Health 2017, *A compilation of Australian Standards on water holding tanks*, Government of Western Australia, Perth.

Department of Mines and Petroleum (now known as Department of Mines, Industry Regulation and Safety) 2010, *Storage and handling of dangerous goods – code of practice*, Government of Western Australia, Perth, available [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au).

—2011, *Reporting dangerous goods incidents – Guideline*, Government of Western Australia, Perth, available [www.dmirs.wa.gov.au](http://www.dmirs.wa.gov.au).

Department of Water (now known as Department of Water and Environmental Regulation) various dates, *Water quality protection notes (WQPNs)*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).

- WQPN no. 3: *Using water quality protection notes*
- WQPN no. 4: *Sensitive water resources*
- WQPN no. 8: *Further reading*
- WQPN no. 10: *Contaminant spills – emergency response*
- WQPN no. 14: *Statutory approvals*
- WQPN no. 25: *Land use compatibility tables for public drinking water source areas*
- WQPN no. 28: *Mechanical servicing and workshops*

- WQPN no. 65: *Toxic and hazardous substances*
  - WQPN no. 68: *Mechanical equipment wash down*
- 2011, *Living and working in PDWSAs*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2012, Operational policy 4.3: *Identifying and establishing waterways foreshore areas*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2016, Strategic policy: *Protecting public drinking water sources in Western Australia*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- 2004–2016, *Stormwater management manual for Western Australia*, Government of Western Australia, Perth, available [www.dwer.wa.gov.au](http://www.dwer.wa.gov.au).
- Environmental Protection Authority 2005, Guidance statement no. 3: *Separation distances between industrial and sensitive land uses*, Government of Western Australia, Perth, available [www.epa.wa.gov.au](http://www.epa.wa.gov.au).
- Government of Western Australia 1909, *Metropolitan Water Supply Sewerage and Drainage Act*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 1947, *Country Areas Water Supply Act*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 1957, *Country Areas Water Supply By-laws*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 1981, *Metropolitan Water Supply Sewerage and Drainage By-laws*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2004, *Environmental Protection (Controlled Waste) Regulations*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2004, *Dangerous Goods Safety Act*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- 2007, *Dangerous Goods Safety (Storage and Handling of Non-Explosives) Regulations 2007*, Government of Western Australia, Perth, available [www.slp.wa.gov.au](http://www.slp.wa.gov.au).
- National Health and Medical Research Council (NHMRC) & Natural Resource Management Ministerial Council (NRMMC) 2011, *National water quality management strategy: Australian drinking water guidelines*, Australian Government, Canberra, available <https://www.nhmrc.gov.au/guidelines/publications/eh52>.
- Standards Australia 1997, *AS/NZS 4452:1997 Storage and handling of toxic substances*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2000, *AS 4681:2000 The storage and handling of Class 9 (miscellaneous) dangerous goods and articles*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2001, *AS 3735:2001 Concrete structures retaining liquids*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2001, *AS/NZS 4081:2001 The storage and handling of liquid and liquefied polyfunctional isocyanates* SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).

- 2006, *AS 1692:2006 Steel tanks for flammable and combustible liquids*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2006, *AS/NZS 4766:2006 Polyethylene storage tanks for water and chemicals*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2008, *AS 3780:2008 Storage and handling of corrosive substances* SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2008 *AS 4326:2008 Storage and handling of oxidizing agents* SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2008, *AS 4897:2008 The design, installation and operation of underground petroleum storage systems*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2008, *AS 4944:2008 Petroleum products – Pipeline, road tanker compartment and underground tank identification*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2008, *AS 4971:2008 Inspection and integrity monitoring of large steel vertical petroleum storage tanks*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au)
- 2008, *AS 4976:2008 The removal and disposal of underground petroleum storage tanks*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).
- 2017, *AS 1940:2017 The storage and handling of flammable and combustible liquids*, SAI Global, Sydney, available [www.standards.org.au](http://www.standards.org.au).

### Disclaimer

This document has been published by the Department of Water and Environmental Regulation. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Department of Water and Environmental Regulation and its employees are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.



## 12.6.2. DEVELOPMENT APPLICATION – EXISTING UNAUTHORISED WAREHOUSE / STORAGE DEVELOPMENT

PROPONENT:	Mr Nicholas Bell (Landowner)
OWNER:	Mr Nicholas Bell (Landowner)
LOCATION/ADDRESS:	Lot 8069 on Deposited Plan 233528 Wagin-Dumbleyung Road, Gundaring
AUTHOR OF REPORT:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19October 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1804
ATTACHMENTS:	<ul style="list-style-type: none"><li>• Attachments 1</li></ul>

### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. Determine that the development of Lot 8069 on Deposited Plan 233528 Wagin-Dumbleyung Road, Gundaring for 'warehouse / storage' purposes is consistent the objectives of the 'Rural' zone and may therefore be permitted in the zone subject to conditions; and
2. Approve the development application submitted by Mr Nicholas Bell to formalise the existing unauthorised 'warehouse / storage' development on Lot 8069 on Deposited Plan 233528 Wagin-Dumbleyung Road, Gundaring and undertake some additional minor associated works subject to compliance with the following conditions and advice notes:

#### Conditions

1. The proposed development shall be completed in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The two (2) sea containers the subject of this approval shall be secured to the ground to the specifications and satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Building Surveyor within sixty (60) days of the date of this approval unless otherwise approved and screened from public view at all times.
4. The proposed new 3 metre wide x 91 metre long landscaping strip along the land's front boundary shall be planted by no later than 30 June 2022 and maintained thereafter until mature. Should any plants die prior to maturity they

shall be removed and replaced as soon as practicable.

5. Suitable arrangements shall be made with the Shire of Wagin and Main Roads WA to upgrade the existing vehicular access (crossover) to the subject land in accordance with the standards prescribed by Main Roads WA for rural driveways (see Advice Note 3 below).
6. That portion of the property comprising the 'warehouse / storage' use and all associated improvements shall be maintained in a neat and tidy condition at all times to the specifications and satisfaction of the Shire's Chief Executive Officer.
7. All stormwater drainage generated by the development shall be contained and managed on-site to the specifications and satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Manager of Works.
8. Any solid waste generated by the approved use of the land shall be managed and disposed of at an appropriate, suitably approved landfill site.
9. Any floodlights / security lights to be installed are not to be positioned or operated in such manner as to cause the light source to be directly visible to the travelling public or adjoining properties or cause annoyance to the surrounding area.

#### Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. In relation to Condition 5, an application to upgrade the existing driveway crossover to/from Wagin-Dumbleyung Road and construct the second proposed crossover is required pursuant to regulation 14 of the *Local Government (Uniform Local Provisions) Regulations 1996* and must be approved prior to undertaking any works within the Wagin-Dumbleyung Road road reserve area. The application shall be made using the Main Roads WA application form entitled '*Application to Undertake Works within Road Reserve*' and submitted to the Shire of Wagin for referral to Main Roads WA for consideration and final determination by the Commissioner of Main Roads. Please contact the Shire's Chief Executive Officer or [wheatbelt@mainroads.wa.gov.au](mailto:wheatbelt@mainroads.wa.gov.au) for further advice and guidance in this matter.
4. The landowner is reminded of their obligation to ensure compliance with the standards and requirements of the *Caravan Park and Camping Grounds Act 1995* and *Caravan Park and Camping Ground Regulations 1997* as they apply specifically to camping on privately owned land. Further advice and guidance regarding these requirements can be obtained from the Shire's Environmental

**Health Officer.**

5. The landowner is reminded of their obligation to ensure compliance with the standards and requirements of the Shire of Wagin Annual Fire Break Notice as it applies to the subject land.
6. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
7. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted to the State Administrative Tribunal within 28 days of the local government's determination.

**Carried 0/0**

**BRIEF SUMMARY**

This report recommends that a development application submitted by Mr Nicholas Bell (Landowner) seeking Council's approval for an existing unauthorised warehouse / storage development on Lot 8069 on Deposited Plan 233528 Wagin-Dumbleyung Road, Gundaring, including some minor new works, be approved subject to conditions.

**BACKGROUND/COMMENT**

**BACKGROUND**

The proponent is seeking Council's development approval to formalise an existing unauthorised warehouse / storage development on Lot 8069 Wagin-Dumbleyung Road, Gundaring and secure approval for some minor associated works (i.e. a new 3 metre wide x 91 metre long landscaping strip along the land's front boundary).

The existing unauthorised development comprises two (2) x 40 foot long second-hand sea containers that have been placed in a previously cleared portion of Lot 8069 in close proximity to the land's frontage to Wagin-Dumbleyung Road. The sea containers, which are located on a compacted gravel hardstand inside a fenced and gated compound comprising a total area of approximately 405m<sup>2</sup>, are being used to store the proponent's personal belongings until a proposed new dwelling and observatory are constructed on the land. All access to and from the development is via an existing gravel crossover along Wagin-Dumbleyung Road which is proposed to be upgraded. A second crossover is also proposed to be constructed immediately adjacent to the existing one to improve access.

Council should note a 2.1 metre high brushwood-type screen fence has been attached to the front and side ring-lock fencing surrounding the abovementioned compound to help screen the sea containers from public view. A new three (3) metre wide x 91 metre long landscaping strip comprising drought tolerant native plant species is also proposed to be installed along the land's front boundary for visual screening purposes in the longer term once the vegetation matures.

It is understood the proponent will continue camping on the land on an infrequent basis using a caravan with in-built ablution facilities in accordance with the rights afforded by Regulation 11 of the *Caravan Parks and Camping Grounds Regulations 1997* (i.e. *A person may camp for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval from the relevant local government authority or the Minister for Local*



Government). Council should note development approval is not required to enable the landowner to continue camping on the land. The Shire's Environmental Health Officer has also confirmed the current camping activity on the land is acceptable subject to compliance with the *Caravan Parks and Camping Grounds Regulations 1997*.

A full copy of the development application received, including supporting plans and photographs, is provided in Attachment 1.

Lot 8069 is located approximately 8 kilometres east of the Wagin townsite in the locality of Gundaring. The land is irregular in shape, comprises a total area of approximately 46.89 hectares and has direct frontage and access to Wagin-Dumbleyung Road along its northern boundary which is a sealed and drained primary distributor road under the care, control and management of Main Roads WA.

Lot 8069 is essentially flat throughout its entire area, contains a significant amount of native vegetation and has not previously been developed and used for any specific purpose/s aside from some existing shallow drainage channels that were constructed through the property many years ago to direct stormwater away from an immediately adjoining railway corridor to the south. It is understood Main Roads WA has cleared and used that portion of the land where the existing sea containers have been located for the storage of road construction materials to support previous public works undertaken by that agency.

It is significant to note Lot 8069 is not designated as being flood prone or subject to inundation during extreme storm events. The land has however been designated by the Fire and Emergency Services Commissioner of WA as being bushfire prone. Notwithstanding this fact, as the proposed development will not result in any significant intensification of land usage, increase the number of residents or employees on the land, involve the occupation of employees on site for any considerable amount of time, or increase the overall bushfire threat, a bushfire attack level (BAL) assessment and bushfire management plan are not required in support of the application.

Immediately adjoining and other nearby uses are described as follows:

- North: the Wagin-Dumbleyung road reserve with broadacre agriculture (i.e. cropping & grazing) beyond including a privately owned and operated air strip for light aircraft;
- South: An unconstructed road reserve with an operational railway line and broadacre agriculture beyond;
- East: An unconstructed road reserve with an operational railway line, broadacre agriculture and two (2) Crown reserves for public purposes beyond; and
- West: An unconstructed road reserve with broadacre agriculture beyond.



Location & Lot Configuration Plan (Source: Landgate)

## **Comment**

Lot 1089 is classified 'Rural' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

The primary objective of the land's 'Rural' zoning classification is to accommodate agricultural, single residential and public recreation uses. Other uses listed in the Zoning Table of LPS2 may be permitted at the discretion of Council if they are considered to be an integral part of the rural environment and where Council is satisfied they will benefit the community and not result in being a nuisance.

The use class 'warehouse / storage' is not expressly listed in the Zoning Table of LPS2. As such, any development application for this use must be considered and determined in accordance with clause 18(4) of LPS2. Accordingly, Council must firstly determine whether the development and use of any land classified Rural zone for 'warehouse / storage' purposes is:

- a) **consistent** with the objectives of the 'Rural' zone and is therefore a use that may be permitted in this zone subject to conditions imposed by the local government; or
- b) **may be consistent** with the objectives of the 'Rural' zone and advertise the application for public comment for a minimum required period of twenty (28) days; or
- c) **not consistent** with the objectives of the 'Rural' zone and is therefore not permitted in this zone.

Having regard for:

- i) the limited impact 'warehouse / storage' type development will have on the current and future possible use of 'Rural' zoned land for agricultural, single residential and public recreation uses;
- ii) the permissibility of such use in other local planning schemes in the Wheatbelt Region of Western Australia where they are typically allowed;
- iii) the compatibility of 'warehouse / storage' type development with existing established and other permitted land uses within the 'Rural' zone;

- iv) the likely positive contribution any such development will have in terms of local economic development and growth; and
  - v) the lack of feedback from all immediately adjoining and other nearby landowners who were invited to comment on the development proposal for Lot 8069,
- it is contended the use class 'warehouse / storage' is **consistent** with the objectives of the 'Rural' zone and may therefore be permitted within the zone subject to any conditions Council considers appropriate.

The application has been assessed with due regard for all relevant elements of the Shire's local planning framework including LPS2, Health, Building and Planning Policy Nos.19 and 22, Works Policy No.5, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, State Planning Policy 2.5, referral advice received from Main Roads WA and discussions with the Shire's Building Surveyor / Environmental Health Officer. This assessment has confirmed the existing unauthorised development of Lot 8069 is compliant or capable of compliance with the following requirements:

- Land capability and suitability including topography, soil types and stability, drainage and flood risk;
- Land use compatibility, the preservation of productive agricultural land and continuation of broadacre farming;
- Environmental protection and conservation;
- Visual landscape character and amenity;
- Vehicle access and parking;
- Stormwater and bushfire risk management.

Notwithstanding the above conclusion, Council should note the existing and proposed development on the land does not comply with the following policy requirements:

- i) Minimum boundary setback standards of Health, Building & Planning Policy No.22 entitled *Rural Zone Building Setbacks*; and
- ii) The maximum number of driveway crossovers permitted under Works Policy No.5 entitled *Rural Driveway Policy*.

The following is a brief summation of these non-compliance issues and why they are considered acceptable:

1. Front Boundary Setback

Under the terms of Health, Building and Planning Policy No.22 the minimum required front boundary setback for any development on land classified 'Rural' zone is 20 metres. Under the terms of the application received the setback of the nearest sea container to the land's front boundary is 12 metres.

It is concluded, following detailed assessment of the application by the reporting officer, that the proposed front boundary setback variation outlined above may be supported and approved by Council for the following reasons:

- i) It avoids the need to remove any additional native vegetation from the land which is considered highly beneficial from an environmental perspective (i.e. the development has been sited on a previously cleared portion of the property);
- ii) The reduced setback is considered acceptable from a fire safety point of view with sufficient area still available to provide a suitable width firebreak in accordance with the Shire's annual firebreak notice;
- iii) Given the existing screening of the development and the proponent's intention to install a new three (3) metre wide x 91 metre long landscaping strip along the land's front boundary, it is considered highly unlikely the development will have any adverse impact on the amenity of the local streetscape or the immediate locality more generally in terms of its location, bulk, scale and external appearance; and

iv) Sufficient area is still available within the front setback area to accommodate and manage any stormwater drainage arising from the proposed development.

## 2. Driveway Crossovers

Under the terms of Works Policy No.5 a single crossover comprising 150mm thick compacted gravel with a minimum width of 5.5 metres and curved radius of 6 metres on both sides of the crossover where it intersects the public road is required for all rural driveways, including a suitable size drainage culvert where necessary for stormwater drainage management purposes. Under the terms of the application received two (2) separate compacted gravel crossovers with 375mm diameter piped culverts and associated headwalls are proposed to be constructed immediately adjacent to one another near the existing unauthorised development on Lot 8069 to provide direct access to/from Wagin-Dumbleyung Road.

Whilst the proposed new crossovers appear to be generally acceptable from a traffic safety perspective with no objections raised by Main Roads WA in its referral response, Council should note a separate application is required pursuant to regulation 14 of the *Local Government (Uniform Local Provisions) Regulations 1996*. Any application received by the Shire pursuant to regulation 14 is required to be referred to Main Roads WA for consideration and final determination by the Commissioner of Main Roads. It is therefore expected the suitability of the proposal to construct two (2) separate crossovers will be considered and determined by the Commissioner of Main Roads at that time (i.e. the proposed crossovers will not form part of any development approval that may ultimately be granted by Council to deal with the current development application). It is therefore recommended that an advice note be included on any development approval granted in this particular instance to alert the proponent of their obligations in this matter.

In light of the above findings it is concluded the existing unauthorised and proposed development of Lot 8069 is generally acceptable and unlikely to have any negative impacts on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such, it is recommended Council exercise its discretion and grant conditional development approval.

In relation to the unauthorised works and use, Council should note section 218 of the *Planning and Development Act 2005* states that any person who commences, continues or carries out any development in any part of an area the subject of a local planning scheme or otherwise than in accordance with the provisions of the planning scheme commits an offence. Section 223 of the same Act states that a person who commits an offence is liable to a fine of \$200,000 and, in the case of a continuing offence, a further fine of \$25,000 for each day during which the offence continues.

The fines for unauthorised development are clearly significant. In this particular case however it is recommended Council not proceed with prosecution action as the landowner appears to have made an honest mistake by not realising there was a need for Council's development prior to undertaking the unauthorised works and use, has been apologetic and made a concerted effort to comply with the requirements of LPS2 by preparing and lodging a development application including payment of the relevant fee which included financial penalties.

## **CONSULTATION/COMMUNICATION**

The application was advertised for public comment in excess of the minimum required period of fourteen (14) days which included publication of a notice, documentation and plans on the Shire's website and correspondence to all immediately adjoining and other nearby landowners

inviting their feedback and comment. At the conclusion of public advertising no submissions had been received from any adjoining / nearby landowners or the local community more broadly.

The application was also referred to Main Roads WA for review and comment. Main Roads WA confirmed it has no objections to the existing unauthorised development on Lot 8069 however recommended that the following condition and advice note be included on any development approval that may ultimately be granted by Council:

Condition

*Suitable arrangements being made with Main Roads WA for the upgrading of the existing vehicular access (crossover) to service the lot.*

Advice Note

*The applicant is required to submit an application to undertake works within the road reserve, and receive approval, prior to undertaking any works within the road reserve. Please contact [wheatbelt@mainroads.wa.gov.au](mailto:wheatbelt@mainroads.wa.gov.au) for advice and assistance.*

The advice provided by Main Roads WA is supported and generally reflected in the recommendation for conditional approval below.

### **STATUTORY/LEGAL IMPLICATIONS**

- Shire of Wagin Local Planning Scheme No.2
- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Caravan Park and Camping Grounds Act 1995
- Caravan Park and Camping Ground Regulations 1997
- Local Government (Uniform Local Provisions) Regulations 1996

### **POLICY IMPLICATIONS**

- State Planning Policy 2.5 – Rural Planning
- Shire of Wagin Health, Building & Planning Policy No.19 - *Use of Sea Containers and Transportable Structures*
- Shire of Wagin Health, Building & Planning Policy No.22 - *Rural Zone Building Setbacks*
- Shire of Wagin Works Policy No.5 - *Rural Driveway Policy*

### **FINANCIAL IMPLICATIONS**

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and offset by the development application fee paid by the applicant which included financial penalties for an application involving unauthorised development. All costs associated with the proposed development will be met by the landowner.

It is significant to note that should the applicant/landowner be aggrieved by Council's final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered highly unlikely in this particular instance, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

Lastly, Council should note if it decides to pursue prosecution action against Hay Australia Pty Ltd for unauthorised development, the cost to do so could be expected to be in the order of \$100,000 excluding GST. It is unknown if the courts would require the defendant to pay the



---

Shire's legal costs and is a matter that would need to be explored further with the Shire's solicitor.

### **STRATEGIC IMPLICATIONS**

The development of Lot 8069 for the intended purpose is broadly consistent with the aims and objectives of the Shire of Wagin Strategic Community Plan 2018 to 2028 as they apply specifically to economic development, community services, protection of the natural environment and Council leadership.

### **VOTING REQUIREMENTS**

Simple Majority

SHIRE OF WAGIN  
LOCAL PLANNING SCHEME NO.2



## APPLICATION FOR DEVELOPMENT APPROVAL

**Owner Details – Attach a separate sheet where there are more than two landowners**

Name/s:

Nicholas Adrian Bell

ABN (if applicable):

Address: LOT 8069 DUMBLEYUNG RD

WAGIN WA

Postcode: 6315

Phone: (work): (home): (mobile): 0456419768	Fax:	E-mail:  nicholasbell@outlook.com.au
--	------	--

Contact person: Nicholas Bell

Signature:  Date: 22/07/2021

Signature: Date:

**NOTE:** The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

**Applicant Details**

Name:

AS ABOVE

Address:

Postcode:

Phone: (work): (home): (mobile):	Fax:	E-mail:
---	------	---------

Contact person for correspondence:

The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.  Yes  No

Signature:  Date: 22/07/2021



4.  
 Lot 8069 Dumbleyung rd, Wagin 6315. (Cover Letter)  
 COPY



The location where I have situated is a property of 115 acres which I purchased 15 years prior.

The intention for the site is to setup my own personal observatory where I will also live.

There was no specific intent to be in Wagin when I fell into some money after selling my house in Perth it just happened to have the property for sale that was within the budget which also had the right conditions required for my interest at that time.

The decision to locate & fence the 2 containers where I have at the East end is where I get the internet signal, everywhere else on the land is a dead spot. The decision to do this now & not earlier is because I was not in the financial position to do it after I purchased it until last year when I finished paying off a personal loan & the Coronavirus decided to make things difficult also.

Like I told police at the checkpoint outside of Armadale when they stopped me as I had the luggage trailer in tow after they asked me what my reason was for heading out of the city I said "I am moving to my 115 acres of social distancing in Wagin".

The site dwelling is only occupied by myself. I am not going to be there all the time as I am a fly in fly out employee for Linkforce which has the contract for shutdown maintenance in the mining sector.

My roster is not set as these shutdowns often vary from 3 days to 7 days long with 2-5 days in between which is when I will be in town but there are times when I am asked to go straight from one to the next for the preparation stages.

The contents in the second sea container is all my household items which I am looking forward to putting back into its natural habitat once I get the portable home I have chosen from Cavalier.

I have taken into the first container the essentials I need to set up my office/living space and the telescope.

The toilet system I am using is a portable toilet trailer I purchased from Alltoilets which is self contained & on a licensed trailer at a total cost of \$695. It should have at least come with red carpet in it. The power system I am running is an offgrid setup consisting of a generator & solar panel battery. This is only at small scale until the home arrives.

Regards Nicholas Bell

Nicholas Bell



Lot 8069 Dumbleyung Road I purchased in 2006 & decided to make the move to it in 2020.

The location on the property I have chosen to develop had recently been developed by Main Roads without any communication with myself or the shire.

This development comprised of 2 crossovers & a large clearing which was unauthorised.

I have placed 2 x 40ft shipping containers a mobile toilet trailer & caravan on the clearing which is protected by a fence.

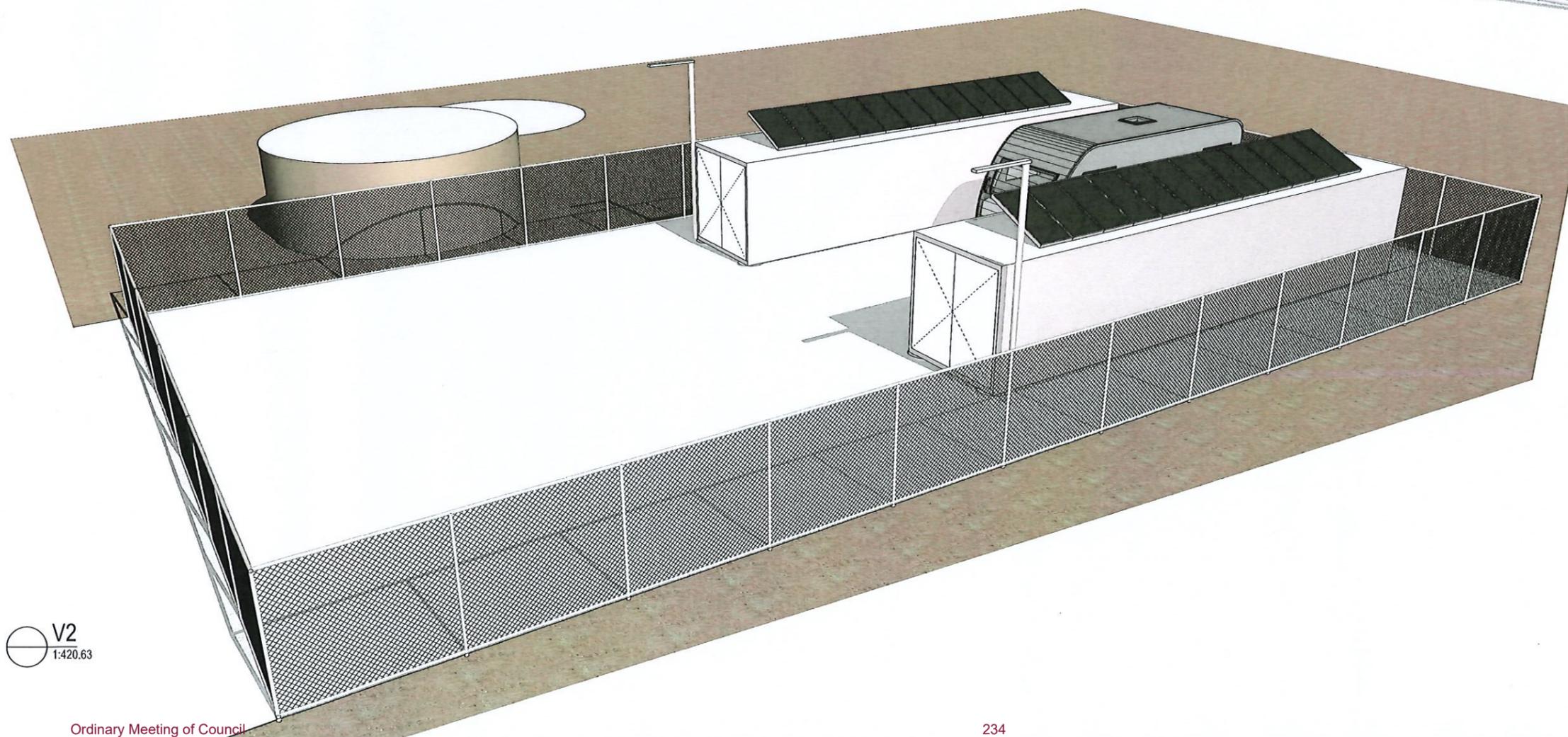
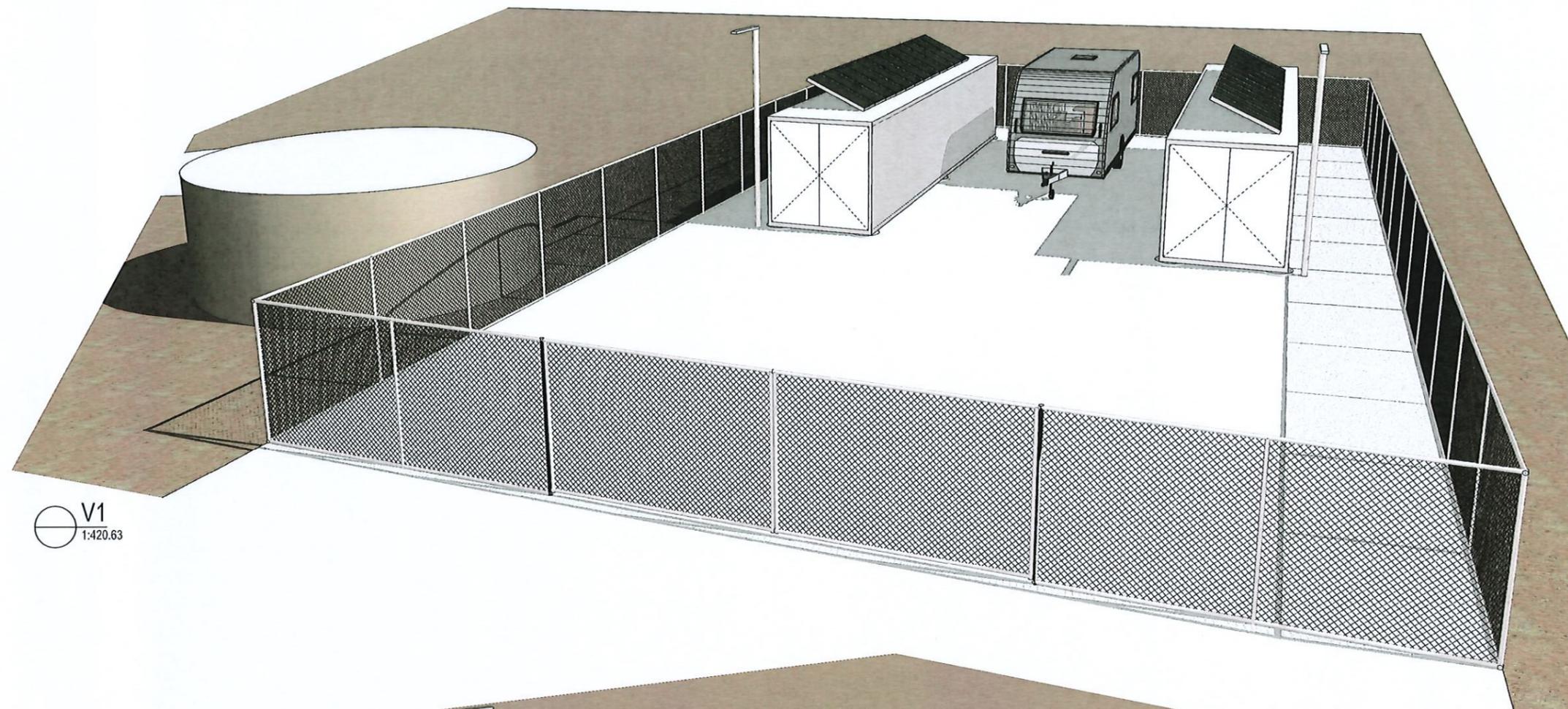
The containers are full of my personal belongings from the move.

The caravan has its own ensuite & is powered by solar with a standby generator I use if needed.

Above each container is a 40watt remote controlled solar LED street light with a motion sensor activated high definition camera that is also battery powered & has an input for a solar charging connection if required. These cameras are also 4G wifi & with the install of a Telstra sim card I will receive images of trespassers via email & text mms in real time as the motion sensor is activated which is also storing the footage with time & date of images on an SD card.

This property I plan to build my retirement homestead & private observatory, there was no hesitation when I made the purchase as the area is flat & there is no light pollution.

Main Roads may not be happy about wasting their resources constructing but they should have asked me first.



**SHEET INDEX**

A01	COVERSHEET
A02	FLOORPLAN
A03	ELEVATIONS
A04	PICS 1
A05	PICS 2
A06	SITEPLAN
A07	SITEPLAN 2

**htd** HI-TECH DRAFTING PTY LTD  
 A: SHOP 6 / 76 NEWCASTLE STREET PERTH WA 6000  
 P: 08 9228 9335  
 M: 0407 128 241  
 E: info@hi-techdrafting.com.au  
 W: www.hi-techdrafting.com.au

**Revisions:**

1:-	5:-
2:-	6:-
3:-	7:-
4:-	8:-

**UNAUTHORISED STRUCTURE**

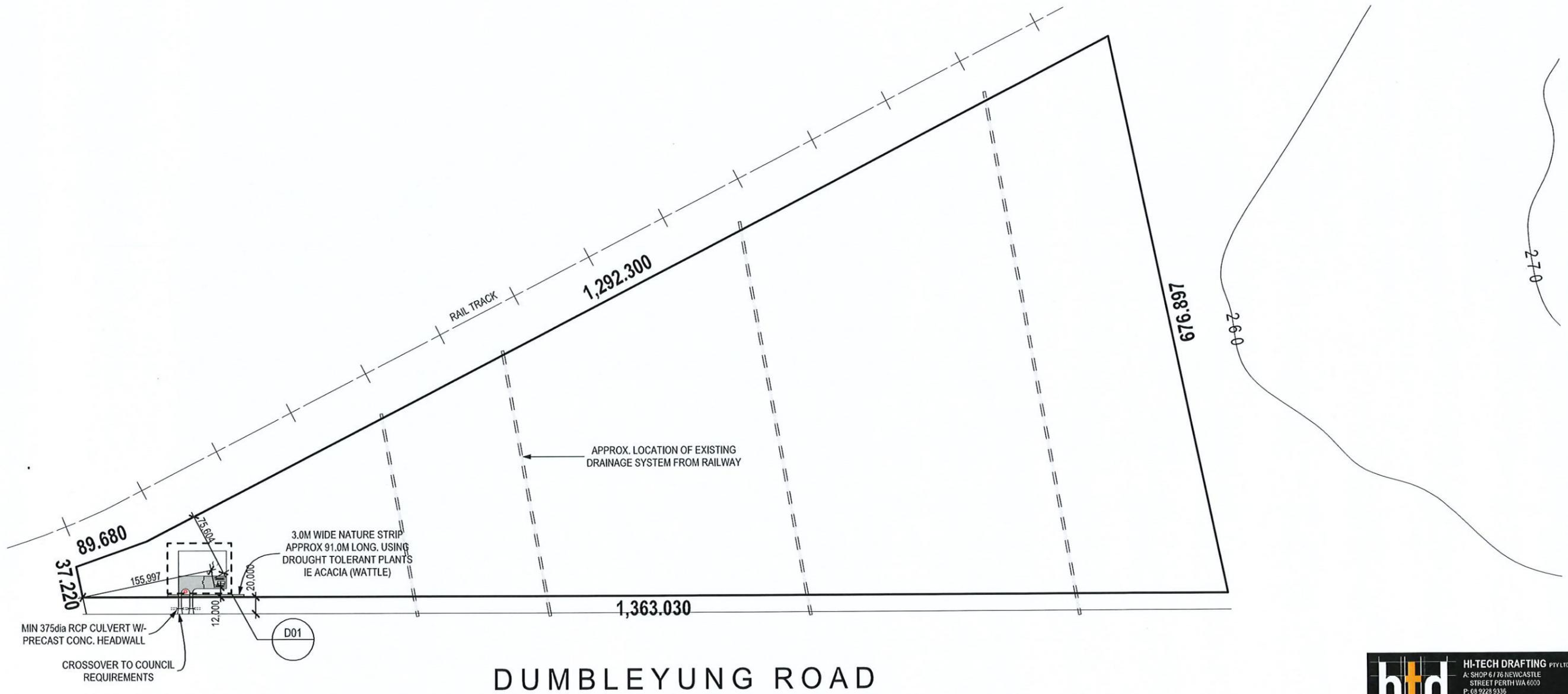
**COVERSHEET**

**BELL**

**LOT 8069 DUMBLEYUNG ROAD GUNDARING**

© 2021

Drawn: J.Reynolds	Scale as shown @ A3	Project No: <b>11382</b>
Status: BL	Sheet: <b>A01</b>	Printed: 2/08/2021
Date: 2/08/2021		



SITEPLAN  
1:5000

**htd** HI-TECH DRAFTING PTY LTD  
A: SHOP 6 / 76 NEWCASTLE STREET PERTH WA 6000  
P: 08 9228 9336  
M: 0407 128 241  
E: info@hitechdrafting.com.au  
W: www.hitechdrafting.com.au

Revisions:

1:-	5:-
2:-	6:-
3:-	7:-
4:-	8:-

UNAUTHORISED STRUCTURE

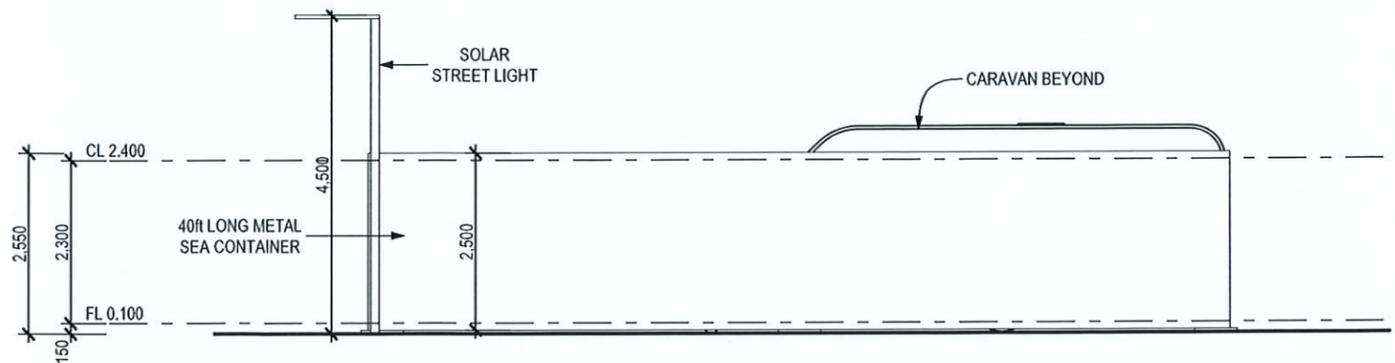
SITEPLAN

BELL

LOT 8069 DUMBLEYUNG ROAD GUNDARING

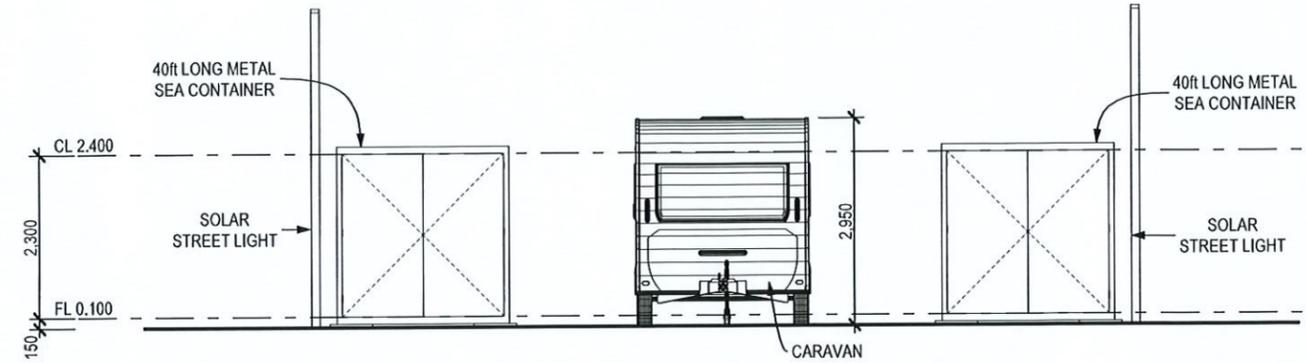
©2021

Drawn: J.Reynolds	Scale as shown @ A3	Project No: 11382
Status: BL	Sheet: A06	Printed: 2/08/2021
Date: 2/08/2021		

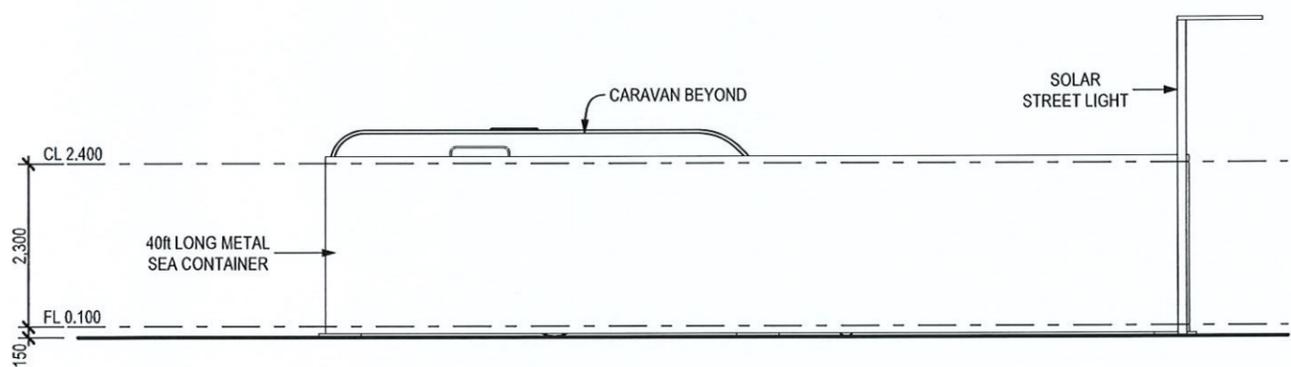


**E1 ELEVATION 1**  
1:100

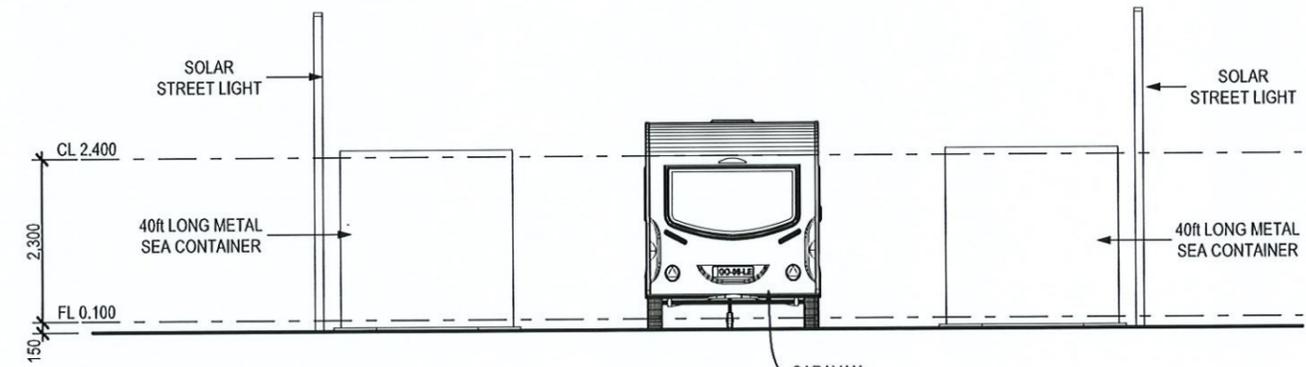
**WALL FINISHES NOTE:**  
 • SEA CONTAINER STRUCTURES TO BE PAINTED IN EARTHY TONE.  
 • COLOUR DULUX GARGOYLE DLX-1127-4



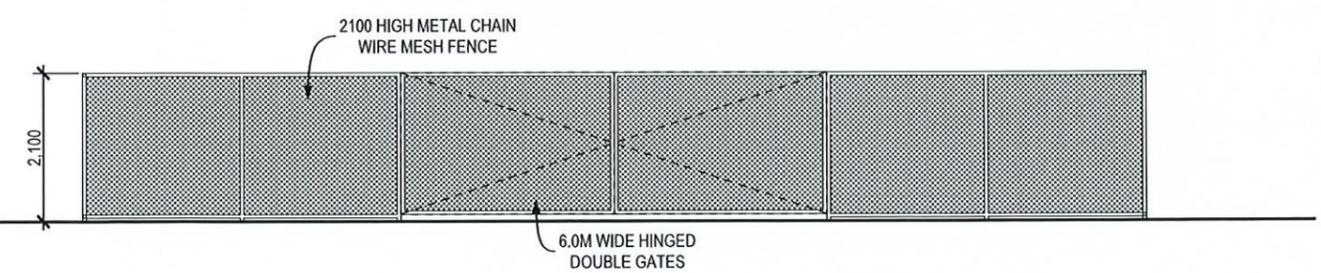
**E2 ELEVATION 2**  
1:100



**E3 ELEVATION 3**  
1:100



**E4 ELEVATION 4**  
1:100



**E5 ELEVATION 5**  
1:100

**htd** HI-TECH DRAFTING PTY LTD  
 A: SHOP 6 / 176 NEWCASTLE STREET PERTH WA 6000  
 P: 08 9228 9336  
 M: 0407 128 241  
 E: info@hitechdrafting.com.au  
 W: www.hitechdrafting.com.au

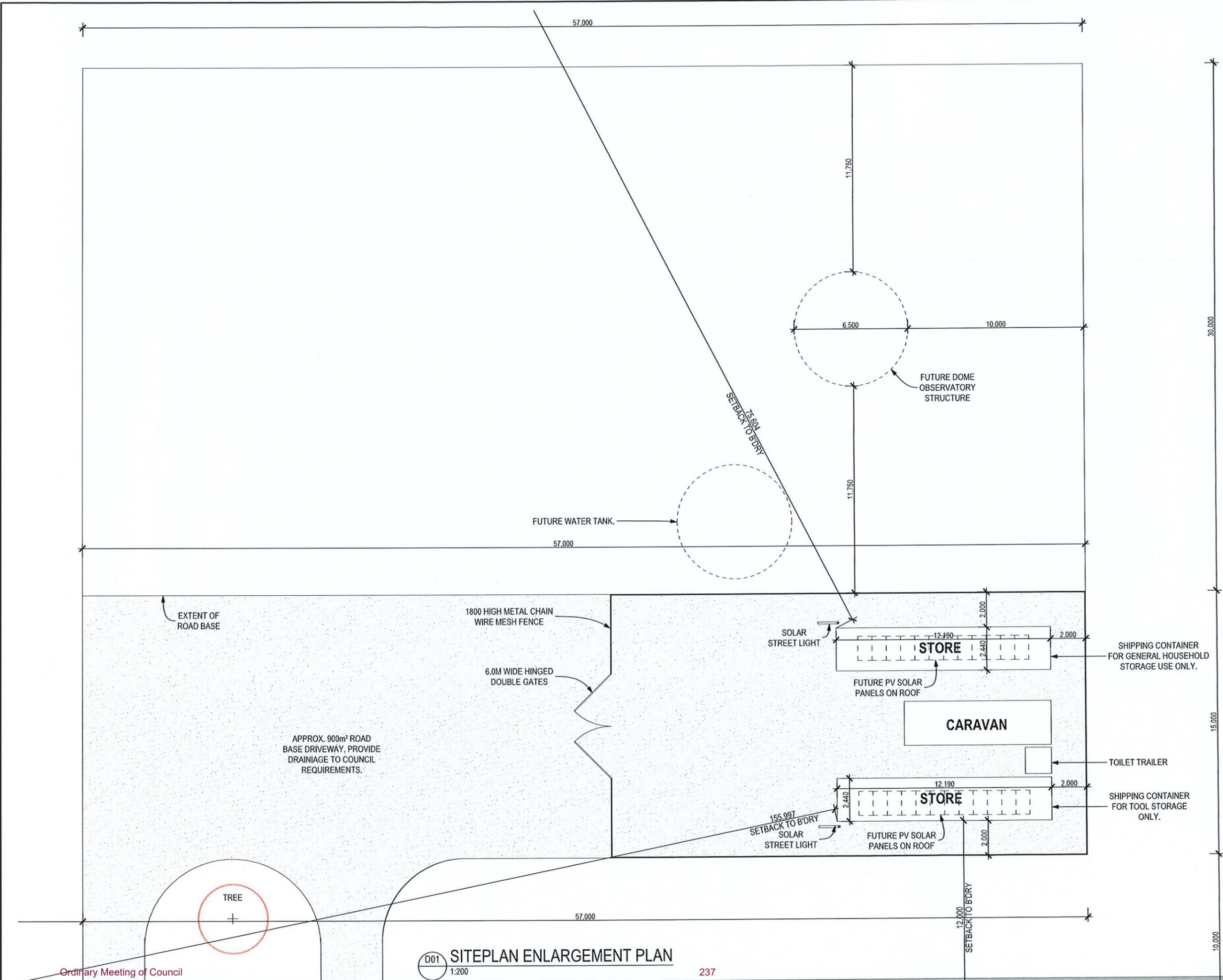
**Revisions:**

1-	5-
2-	6-
3-	7-
4-	8-

**UNAUTHORISED STRUCTURE**  
**ELEVATIONS**  
**BELL**

**LOT 8069 DUMBLEYUNG ROAD GUNDARING**

Drawn: <b>J.Reynolds</b>	Scale as shown @ A3	Project No: <b>11382</b>
Status: <b>BL</b>	Sheet: <b>A03</b>	Printed: <b>2/08/2021</b>
Date: <b>2/08/2021</b>		



30,000  
15,000  
10,000

**htd** HI-TECH DRAFTING PTY LTD  
 A: SHOP 6 / 76 NEWCASTLE STREET PERTH WA 6000  
 P: 08 9228 9335  
 M: 0407 128 241  
 E: info@hi-techdrafting.com.au  
 W: www.hi-techdrafting.com.au

Revisions:

1:-	5:-
2:-	6:-
3:-	7:-
4:-	8:-

**UNAUTHORISED STRUCTURE**

**SITEPLAN 2**

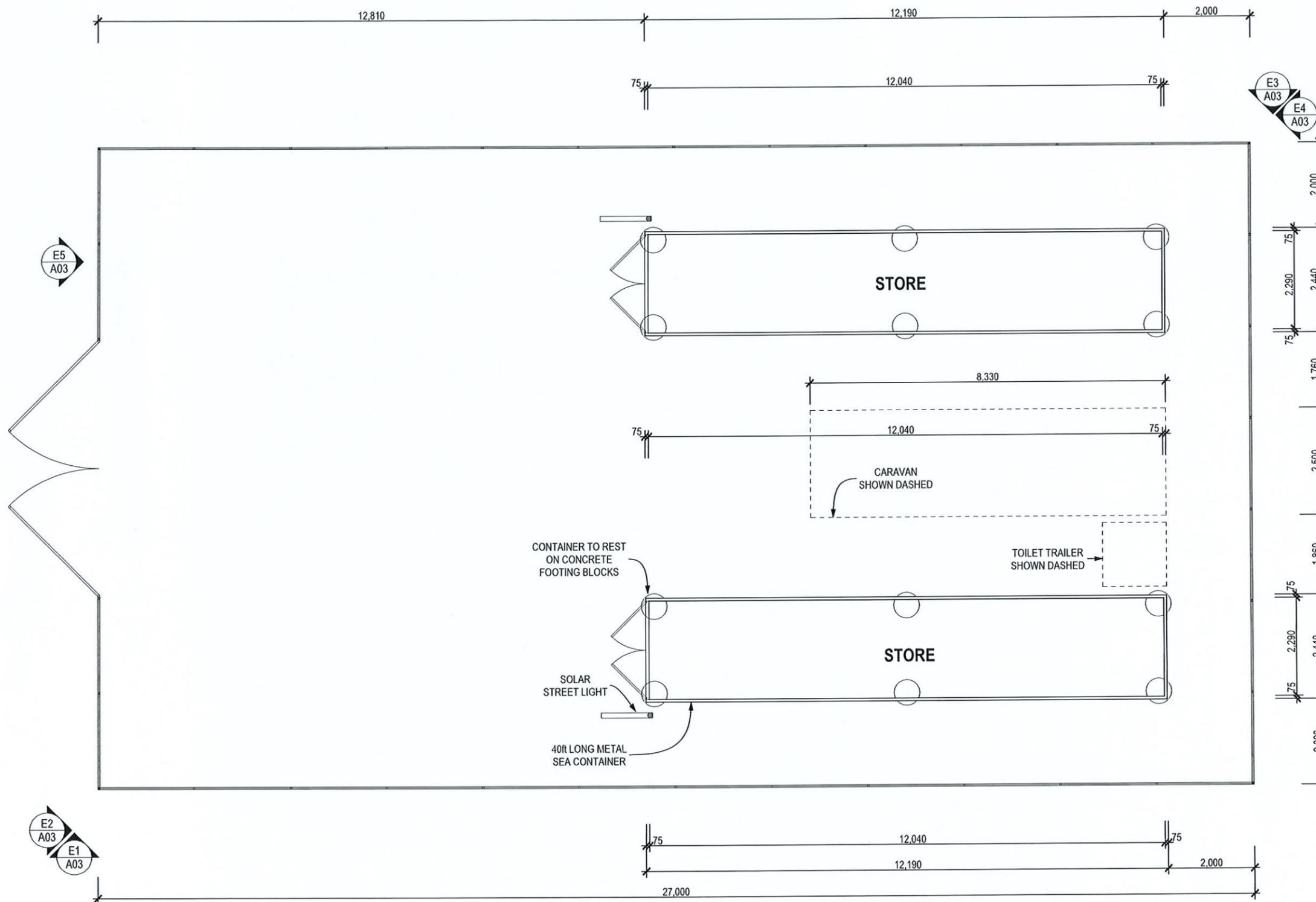
**BELL**

**LOT 8069 DUMBLEYUNG ROAD GUNDARING**

©2021

Drawn: J.Reynolds	Scale as shown @ A3	Project No: <b>11382</b>
Status: BL	Sheet: A07	Printed: 2/08/2021
Date: 2/08/2021	26 October	

**SITEPLAN ENLARGEMENT PLAN**  
 1:200



FLOORPLAN  
1:100

**htd** HI-TECH DRAFTING PTY LTD  
 A: SHOP 6/76 NEWCASTLE STREET PERTH WA 6000  
 P: 08 9228 9395  
 M: 0497 128 241  
 E: info@hitechdrafting.com.au  
 W: www.hitechdrafting.com.au

Revisions:

1:-	5:-
2:-	6:-
3:-	7:-
4:-	8:-

UNAUTHORISED  
STRUCTURE

FLOORPLAN

BELL

LOT 8069 DUMBLEYUNG  
ROAD GUNDARING

Drawn: J.Reynolds	Scale as shown @ A3	Project No: 11382
Status: BL	Sheet: A02	Printed: 2/08/2021
Date: 2/08/2021	Date: 26 October 2021	



Photo 1 - View of existing development looking west before brush screen fencing was installed.



Photo 2 – Partial view of existing development looking north towards Wagin-Dumbleyung Road before brush screen fencing was installed.



Photo 3 – View of existing development looking south from Wagin-Dumbleyung Road after brush screen fencing was installed.



Photo 4 – Closer view of existing development looking south-west after brush screen fencing was installed.



---

**13. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS**

**14. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

**15. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)**

**16. CLOSURE**