



AGENDA

ORDINARY MEETING OF COUNCIL

2 AUGUST 2022

SHIRE OF WAGIN
NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council will be held

ON: Tuesday 2 August 2022

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 2 August 2022 commencing at 7pm

CONTENTS

1.	OFFICIAL OPENING	6
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	6
2.1	ATTENDANCE	6
2.2	APOLOGIES.....	6
2.3	APPROVED LEAVE OF ABSENCE.....	6
2.4	VISITORS.....	6
3.	RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE	6
4.	PUBLIC QUESTION TIME	6
5.	APPLICATION FOR LEAVE OF ABSENCE	6
6.	PUBLIC FORUM	6
7.	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
8.	DISCLOSURE OF FINANCIAL AND OTHER INTERESTS	7
8.1	DISCLOSURE OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT SECTION 5.60A	7
8.2	DISCLOSURE OF PROXIMITY INTEREST – LOCAL GOVERNMENT ACT SECTION 5.6.....	7
8.3	DISCLOSURE OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATION SECTION 34C	7
9.	CONFIRMATION OF PREVIOUS MEETING MINUTES	7
9.1	MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 28 JUNE 2022	7
9.2	MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 7 JULY 2022.....	7
10.	STATUS REPORT – JUNE 2022	8
11.	FINANCIAL REPORTS	18
11.1	FINANCIAL REPORTS – JUNE 2022.....	18
12.	REPORTS TO COUNCIL	20
12.1	CHIEF EXECUTIVE OFFICER	520
12.1.1	CHIEF EXECUTIVE OFFICERS REPORT – JUNE 2022	520

12.1.2	STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION	54
12.1.3	RECRUITMENT OF CHIEF EXECUTIVE OFFICER – SHIRE OF WAGIN	67
12.1.4	ACQUISITION AND REZONING – LOT 32 TRENT STREET, WAGIN (FORMER ROAD BOARD OFFICE).....	99
12.2	ACTING DEPUTY CHIEF EXECUTIVE OFFICER.....	106
12.2.1	ACTING DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JUNE 2022..	106
12.2.2	STAGE 1 SPORTSGROUND REDEVELOPMENT PROJECT	112
12.2.3	POLICY AMENDMENT POLICY F.21 COVID-19 FINANCIAL HARDSHIP	122
12.3	MANAGER OF WORKS.....	146
12.3.1	WORKS AND SERVICES REPORT – JUNE 2022	146
12.4	MANAGER OF FINANCE.....	149
12.5	BUILDING OFFICER.....	149
12.5.1	BUILDING OFFICERS REPORT – JUNE 2022	149
12.6	TOWN PLANNER REPORT	151
13.	ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS	151
14.	URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING	151
15.	CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)	151
15.1	REQUEST FOR TENDER 07 OF 2021/22 PROVISION OF MEDICAL SERVICES TO WAGIN	151
16.	CLOSURE	151

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 Bryan Kilpatrick	
Cr Sherryl Chilcott	
Cr Dale Lloyd	
Cr Ann O'Brien	
Bill Atkinson	Chief Executive Officer
Ian McCabe	Acting Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Jenny Goodbourn	Manager of Finance
Kirsty Simkins	Executive Assistant

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Geoff West
Cr Bronwyn Hegarty

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 JUNE 2022

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Ordinary Meeting of Council held on Tuesday 28 June 2022 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 7 JULY 2022

COUNCIL DECISION

Moved Cr

Seconded Cr

That the Minutes of the Special Meeting of Council held on Thursday 7 July 2022 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 0/0

10. STATUS REPORT – JUNE 2022

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 Completed Water corporation to provide further information and options regarding transfer	Contacted June 2019, awaiting finalisation of the SW Native Title Settlement
25 Feb 2020	4188	CLO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget		New comment: first and second signs up. Third is in progress; supplier to be contacted by DCEO 20 July 2022.
26 May 2020	4277	CLO	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 (project 4, LRCIP phase 3) New comment: awaiting second quote from Electrician – to be followed up 20 July 2022

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.	Shed completed Quotes being sought for power connection and lighting Wagin Historical Village to manage project. Project underway	New Comment: LRCIP Phase 3 \$11,000 project on 25/02/2022
27 April 2021	4524	CEO	Lot 32 Trent Street (former Road Board Office)	1. That Council make application for the freeholding of Lot 32 Trent Street (Former Road Board Office) to the Shire of Wagin. 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.	Followed up with Department of Lands October 2021. New comment: Followed up June 2022	Application made – April 2021
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.	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.	New Comment: LRCIP Phase 3 projects awaiting approval. Homecare relocation works in progress, carpet replaced, server installed Builder to install wall. * Homecare relocation delay due to staff resignations

23 November 2021	4681 & 4682	CEO /DCEO	4WDL Tourism & Key Worker Housing Projects	<p>That Council participate in the following 4WDL initiative:</p> <ol style="list-style-type: none"> 1. Development of a <i>Tourism Action Plan</i> focusing primarily on a review of tourist accommodation (subject to a majority of the other five 4WDL members agreeing to participate) with a contribution of \$3000. 2. Commissioning of a study and report into <i>Key Worker Housing</i> in conjunction with other 4WDL members and the Wheatbelt Development Commission 	<p>1 Consultant advertising to commence shortly. 4 participating LG's out of 6</p> <p>New Comment: Draft Report received for Tourism Action Plan</p>	<p>New comment: update to be provided by CEO after next in-person meeting 10 May 2022.</p> <p>Consultants engaged</p>
21 December 2021	4701	ADCEO	Integrated Planning and Reporting – Strategic Community Plan (SCP) and Corporate Business Plan (CBP) major review	New Action: That Council endorse the major review process of the Strategic Community Plan an Corporate Business Plan	New Comment: Survey mail drop advertising to commence 14/02/2022	New Comment: DCEO is preparing a report for OMC Aug. 2022
22 March 2022	4742	DCEO	Sportsground Precinct Redevelopment	That the Shire approach all clubs currently part of the Sportsground redevelopment proposal to confirm commitment to the project and to indicate the level of financial contributions that they may be able	Committee meetings 27 April, 1 June and 21 June; MOU formed and all clubs committed; budget submission prepared.	Refer Committee Minutes and DCEO report; item for Council approval OMC July 2022.
22 March 2022	4746	DCEO	Minutes from the Bushfire Advisory Committee 17 March 2022	That Council endorse the 2022/2023 ESL Operating and Capital grant application (amended) for the Wagin Bushfire Brigades		New Comment: Submission made 24 March 2022

22 March 2022	4747	DCEO	Minutes from the Bushfire Advisory Committee 17 March 2022	That Council continues to work with other councils and lobby the State Government to instruct Western Power to rollout insulator replacement program with the 'Slanted Shed Insulator' from EMC Pacific Aust P/L part LPIS 33-24 AND install	New Comment: to be followed up with Bushfire Committee Chair. DCEO wrote to Western Power May 2022; follow-up 22 June 2022.	Awaiting response from Western Power.
22 March 2022	4748	DCEO/CLO	Minutes from the Bushfire Advisory Committee 17 March 2022	That Council instigate the creation of a second WhatsApp group to include the support and auxiliary personnel.		New comment: working active group 18 members 4 of whom are administration. Created – item COMPLETE.
28 June 2022	4803	CEO	Proposed Winding up of the Regional Waste Group (Wagin Group of Councils)	That subject to the concurrence of the Local Authorities who are the remaining signatories to the <i>Regional Waste Site Agreement</i> (Wagin Group of Councils) the Agreement be wound up and the funds being held for this project, be distributed back to member Councils accordingly.	Letters sent – awaiting response	

28 June 2022	4804	CEO/EA	WA local Government Association 2022 AGM & Local Government Convention	<p>That the following Councillors be nominated as delegates to the 2022 WALGA AGM.</p> <p>Cr G R Ball & Cr P J Blight</p> <p>That the following delegates be nominated as proxy delegates to the 2022 WALGA AGM.</p> <p>Cr S M Chilcott & Cr A O'Brien</p>	Councillors nominated	
--------------	------	--------	--	--	-----------------------	--

28 June 2022	4805	CEO	Future Management Arrangements for Volunteer Bush Fire Brigades	<p>1. That Council advise WALGA that it does not support its position as detailed in the paper entitled “Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position”</p> <p>2. That Council endorse the (draft) attached response from the Shire of Wagin to WALGA’s proposed advocacy position.</p> <p>3. That Council recommend to WALGA, that should a working group be formed to assess options for the management of volunteer Bush Fire Brigades in Western Australia that the DFES Commissioner (or his delegate), the President of Bushfire Volunteers State President and rurally based representatives be included as members of the working group.</p> <p>4. That this matter be listed as a priority for discussion and determination at the 2022 WA Local Government Convention.</p>	Submission sent	
--------------	------	-----	---	--	-----------------	--

28 June 2022	4809	DCEO/EA	Authorised Officer – Private Pool Inspections	<p>1. That Council Authorise Mr Callum Ballantyne, Building Officer, for the purposes of the Building Act 2011 to conduct private swimming pool inspections;</p> <p>2. That the CEO and Building Surveyor are confirmed as authorised persons under delegation 26; and,</p> <p>3. That the Delegations Register be amended to reflect this decision.</p>		
28 June 2022	4812	ADCEO	Western Power – Pole Top Insulators	That Council write to the Minister of Energy advising of Council Resolution 4775 (26 April 2022, technical matters related to power pole Insulators), seeking material information and advice.		Council to be briefed on status at July 2022 meeting.
28 June 2022	4813	CEO	Inconsistency between Work Health and Safety Act 2020 and Bush Fires Act 1954	That given the significant inconsistencies between the provisions of the Work Health and Safety Act 2020 and the Bush Fires Act 1954 with respect of volunteers attending fires, that the Minister for Emergency Services be requested to urgently clarify the legal position on this matter well in advance of the 2022 fire season.	Letter sent	

HEALTH, BUILDING AND PLANNING

Nil						
------------	--	--	--	--	--	--

WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
21 December 2021	4698		Local Roads and Community Infrastructure Program Round 3	<p>New Action: That the following projects be submitted as part of the Shire's LRCIP Phase 3 allocation of \$687,924</p> <ul style="list-style-type: none"> • Wagin Court House Upgrades - \$130,000 • Moore Street – Bitumen Seal - \$80,000 • Cemetery Improvements – Construct and Seal West Entrance and Gravel • Sheet Carpark - \$70,000 • Roadworks – Culverts - \$60,000 • Lighting of Giant Ram & Pathway - \$2500 • History Shed Fit Out – Historical Village - \$11,000 • Kerbing (Morris/Sawle/Stubbs Streets) - \$43700 <p>And that the remainder of the LRCIP Phase 3 allocation (\$290724) be prioritised by Council at its OCM in February 2022.</p>	<p>Finished 30 April 2022</p> <p>Commenced 6 May 2022</p>	
23 November 2021	4685	DCEO/CLO	Wetlands Park – Ninja Park Playground Development	That Council endorse the Adventure + Ninja Park design plan and engage Adventure + to supply and install the Ninja Park Playground equipment at the Wetlands Park for the amount of \$108,317 inclusive of GST.	Installation to commence 26 April 2022.	New Comment: Funding acquittal extended to 23 September 2022 due to COVID and supply issues.
22 February 2022	4715	MOW/DCEO	Local Roads & Community Infrastructure Programme (LRCIP)	<p>That the following projects be submitted for funding consideration for the remainder of the LRCIP phase 3 allocation:</p>	<p>New Comment: Project work schedule update</p> <ul style="list-style-type: none"> • Culverts from \$60 - \$100 k 	<p>Toilet block murals removed from approved program; replace with</p>

				<ul style="list-style-type: none"> • <u>Bullock Hills Road</u> – Clear vegetation from the table drain and upslope to accommodate future widening of the bitumen seal from 3.8 metres to 7.0 metres. (Section from Chester Road – 3.8 km east) Estimated Cost \$66,000 • Widen seal 1.45 kilometres (SLK 3.52-4.97) Estimated Cost \$107,174 • <u>Lighting of “Bart: Giant Ram</u> \$4550. • <u>Reconstruction of intersection of Airfeild Road and Vernon Street</u> \$60,000 • <u>Upgrading of culverts and floodways</u> \$40,000 • <u>Toilet Block Murals</u> \$13,000 Total \$290,724 	<ul style="list-style-type: none"> • Lighting Bart \$2500 - \$7550 • Bullock Hill \$173,174 • Reconstruction Airfield/Vernon \$60,000 <p>Toilet Block Murals \$13,000 refer to DCEO items</p>	<p>footpath works. Amended program approved by Infrastructure Australia 18 July 2022.</p>
26 April 2022	4769			<p>That Council approve the project allocation from Toilet Block murals to:</p> <ol style="list-style-type: none"> 1) Kerbing – Trench Street, Wagin form Ballagin to Ware Street - \$13,000 and 2) Kerbing – Ware Street, Wagin from Ventnor Street to Arnott Street (single side) - \$10,000 	<p>Council resolved to approve the project allocation from Toilet Block – murals to:</p> <ol style="list-style-type: none"> 1) Kerbing – Trench Street, Wagin from Ballagin to Ware Street - \$13,000 and 2) Kerbing – Ware Street, Wagin from Ventnor to Arnott Street (single side) \$10,000 previously unallocated phase three funding 	

11. FINANCIAL REPORTS

11.1 FINANCIAL REPORTS – JUNE 2022

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 July 2022
PREVIOUS REPORT(S):	17 June 2022
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	<ul style="list-style-type: none">• Monthly Financial Report• Payments List (under separate cover)

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council adopts the Financial Reports for the period ending 30 June 2022 as presented.

Carried 0/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That EFT Payments EFT12138– EFT12173, Cheque Payments 45 – 59 and Direct Debit Payments DD4834.1 - DD4868.29 from the Municipal Account totalling \$776,771.66 and EFT Payments EFT12175 – EFT12277 from the Restricted Funds Account totalling \$1,411.65 for the month of June 2022 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 preliminary financial statements for June 2022 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 June 2022 is \$1,983,171 compared to \$1,283,591 in June 2021.

The figure also includes \$1,222,029 which was the early payment of 2022/2023 FAGs received in April and now recognised as 2021/2022 income

Rates received as at the end of June amounted to \$2,678,436 or 100.48% compared to 99.84% at the same time last year.

All grants have been recouped that can be including Regional Road Group and Roads 2 Recovery. The next payment of LRCIP funding - being the second payment of phase 2 and the first instalment of phase 3, was received in June (\$579,361). The final payment of phase 1 should be paid shortly (\$34,896) as the grant acquittal has been approved by the Department of Infrastructure. All unspent grant funds form part of the contract assets and liabilities (listed as accrued expenses / income in advance) as per Australian Accounting Standard AASB 15. The grant income is only recognised as revenue when expenditure occurs.

Shire has a total of \$3,198,046 invested in interest bearing accounts which are currently earning interest of 0.05% on Treasury OCDF (\$909,306) and 1.10% on Treasury Reserve Term Deposit (\$2,000,000) and 0.05% Telnet Saver (\$288,740).

Please be advised that these are preliminary June financials. The actual amounts contained in the report are subject to final 2021/2022 year end adjustment and audit. We still have to finalise asset additions for the year and balance the land and building revaluations. This needs to be completed before we can run the June depreciation and finalise everything ready for the auditors. The audit is scheduled to take place in October and the final accounts will be confirmed by the auditor and presented to council as part of the annual financial report for 2021/2022.

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 June 2022

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
Note 12	Budget Amendments
Chart of Accounts - Detail	

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.

	% Completed	Annual Budget	YTD Actual
Capital Expenditure			
Buildings	49%	359,620	176,385
Plant & Equipment	73%	195,000	142,306
Furniture & Equipment	71%	34,552	24,603
Infrastructure - Roads	94%	1,251,195	1,174,035
Footpaths	2%	48,000	1,178
Infrastructure - Other	57%	479,012	273,903
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	195%	1,422,200	2,777,953
Non-operating Grants, Subsidies and Contributions	119%	1,364,052	1,629,204
Rates Levied	100%	2,430,396	2,422,470

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year 30 Jun 2021	Year to Date Actual 30 Jun 2022
Adjusted Net Current Assets	197%	\$ 1,008,259	\$ 1,983,171
Cash and Equivalent - Unrestricted	165%	\$ 1,441,404	\$ 2,383,489
Cash and Equivalent - Restricted		\$ -	\$ 2,288,740
Receivables - Rates	81%	\$ 67,957	\$ 55,072
Receivables - Other	81%	\$ 173,764	\$ 141,611
Payables	89%	\$ 203,064	\$ 180,241

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

PREPARATION TIMING AND REVIEW

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

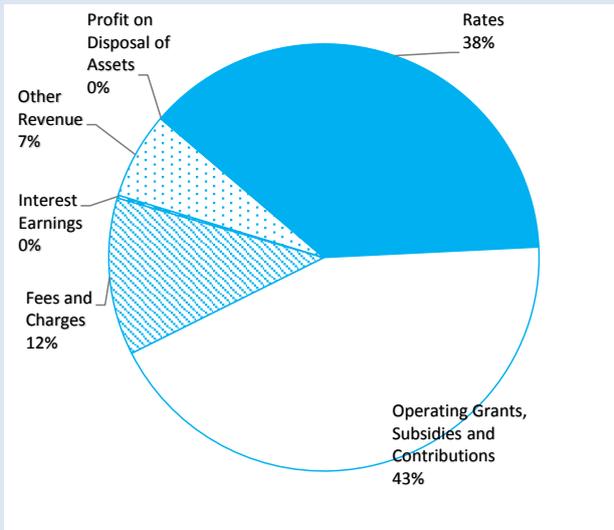
CRITICAL ACCOUNTING ESTIMATES

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

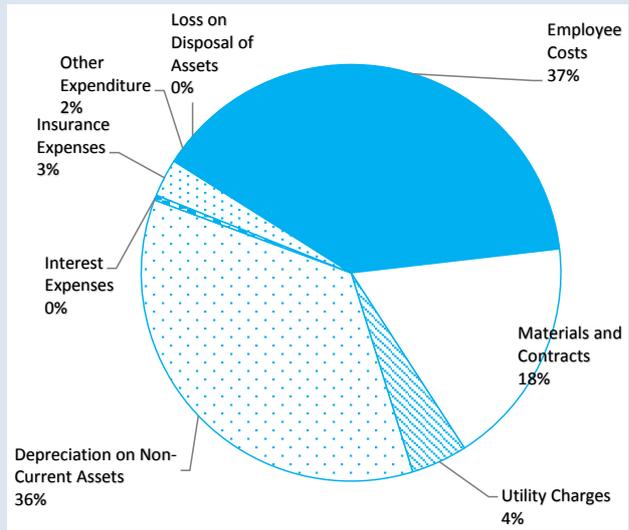
ROUNDING OFF FIGURES

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

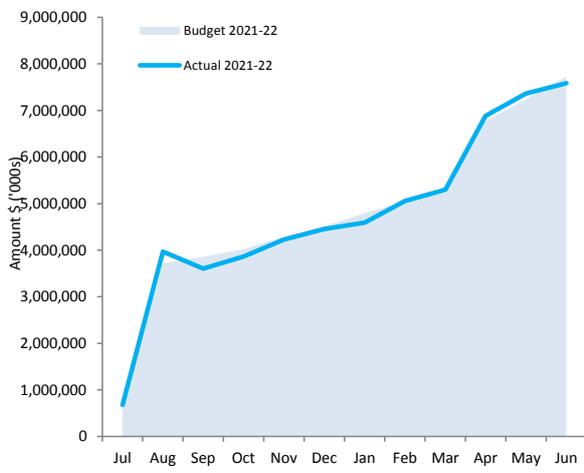
OPERATING REVENUE



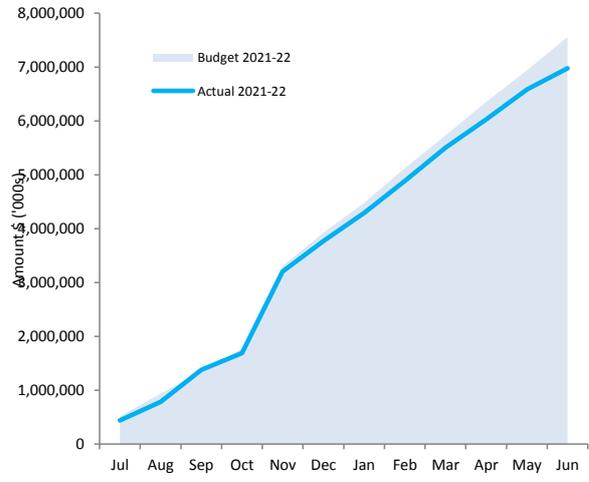
OPERATING EXPENSES



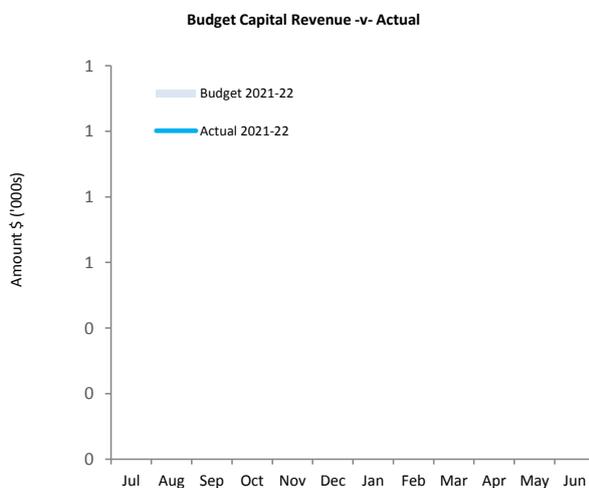
Budget Operating Revenues -v- Actual



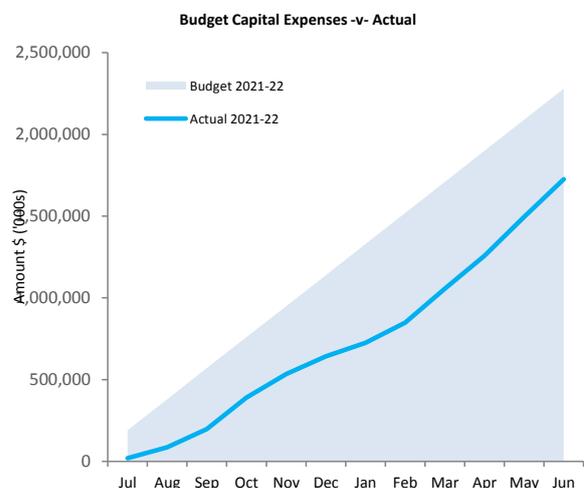
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2022**

STATUTORY REPORTING PROGRAMS

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
Opening Funding Surplus(Deficit)	1(b)	\$ 1,283,591	1,283,591	\$ 1,283,591	1,283,591	\$ 0	
Revenue from operating activities							
Governance		6,000	6,000	6,000	13,165	7,165	
General Purpose Funding - Rates	5	2,430,397	2,425,637	2,425,636	2,422,471	(3,165)	
General Purpose Funding - Other		875,261	2,173,285	2,173,286	2,173,941	655	
Law, Order and Public Safety		118,944	164,233	164,233	178,621	14,388	
Health		62,680	29,180	29,180	26,150	(3,030)	
Education and Welfare		662,087	606,447	606,447	592,051	(14,396)	
Community Amenities		369,450	369,450	369,450	352,752	(16,698)	
Recreation and Culture		91,455	109,955	109,955	134,025	24,070	▲
Transport		197,817	203,033	203,033	206,236	3,203	
Economic Services		214,700	184,700	184,700	167,087	(17,613)	
Other Property and Services		132,460	134,710	134,710	137,058	2,348	
		5,161,251	6,406,630	6,406,630	6,403,557		
Expenditure from operating activities							
Governance		(457,923)	(430,153)	(430,153)	(359,997)	70,156	▲
General Purpose Funding		(413,253)	(430,853)	(430,853)	(425,215)	5,638	
Law, Order and Public Safety		(259,528)	(332,413)	(332,413)	(316,430)	15,983	
Health		(267,093)	(197,132)	(197,132)	(167,119)	30,013	▲
Education and Welfare		(715,720)	(623,453)	(623,453)	(628,150)	(4,697)	
Community Amenities		(547,210)	(547,210)	(547,210)	(516,497)	30,713	▲
Recreation and Culture		(1,415,522)	(1,396,447)	(1,396,447)	(1,333,042)	63,405	▲
Transport		(2,857,935)	(2,862,935)	(2,862,935)	(2,569,055)	293,880	▲
Economic Services		(389,739)	(359,739)	(359,739)	(317,373)	42,366	▲
Other Property and Services		(376,580)	(377,580)	(377,580)	(343,804)	33,776	▲
		(7,700,503)	(7,557,915)	(7,557,915)	(6,976,682)		
Operating activities excluded from budget							
Non-cash amounts excluded from operating activities		2,726,185	2,721,608	2,721,608	2,472,165	(249,443)	▼
Amount attributable to operating activities		186,933	1,570,323	1,570,323	1,899,041		
Investing Activities							
Non-operating Grants, Subsidies and Contributions	10	1,364,052	1,324,378	1,324,378	1,181,295	(143,083)	▼
Proceeds from Disposal of Assets	6	41,000	50,477	50,477	42,727	(7,750)	
Capital Acquisitions	7	(2,367,379)	(2,279,570)	(2,273,070)	(1,792,409)	480,661	▲
Amount attributable to investing activities		(962,327)	(904,715)	(898,215)	(568,387)		
Financing Activities							
Self-Supporting Loan Principal		19,925	19,925	19,925	19,925	0	
Transfer from Reserves	9	185,500	185,500	185,500	185,500	0	
Repayment of Debentures	8	(70,889)	(70,889)	(70,890)	(70,890)	0	
Transfer to Reserves	9	(642,736)	(671,004)	(671,004)	(765,609)	(94,605)	▼
Amount attributable to financing activities		(508,200)	(536,468)	(536,469)	(631,074)		
Closing Funding Surplus(Deficit)	1(b)	0	1,412,731	1,419,230	1,983,171		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to 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 JUNE 2022**

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

BY NATURE OR TYPE

	Ref Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	\$	
Opening Funding Surplus (Deficit)	1(b)	1,283,591	1,283,591	1,283,591	1,283,591	0	
Revenue from operating activities							
Rates	5	2,430,396	2,425,636	2,425,636	2,422,470	(3,166)	
Operating Grants, Subsidies and Contributions	10	1,422,200	2,746,315	2,746,315	2,777,766	31,451	▲
Fees and Charges		839,443	805,443	805,443	762,420	(43,023)	▼
Interest Earnings		34,086	17,854	17,854	13,962	(3,892)	
Other Revenue		425,546	426,336	404,336	419,893	15,557	
Profit on Disposal of Assets	6	9,580	7,046	7,046	7,046	(0)	
		5,161,251	6,428,630	6,406,630	6,403,555		
Expenditure from operating activities							
Employee Costs		(2,875,828)	(2,625,481)	(2,625,481)	(2,565,649)	59,832	▲
Materials and Contracts		(1,326,731)	(1,462,197)	(1,462,197)	(1,238,647)	223,550	▲
Utility Charges		(377,293)	(344,793)	(344,793)	(302,409)	42,384	▲
Depreciation on Non-Current Assets		(2,727,261)	(2,727,261)	(2,727,261)	(2,472,165)	255,096	▲
Interest Expenses		(27,905)	(27,905)	(27,905)	(27,604)	301	
Insurance Expenses		(201,777)	(204,181)	(204,181)	(204,189)	(8)	
Other Expenditure		(155,204)	(164,704)	(164,704)	(164,625)	79	
Loss on Disposal of Assets	6	(8,504)	(1,393)	(1,393)	(1,393)		
		(7,700,503)	(7,557,915)	(7,557,915)	(6,976,681)		
Operating activities excluded from budget							
Non-cash amounts excluded from operating activities		2,726,185	2,721,608	2,721,608	2,472,165	(249,443)	▼
Amount attributable to operating activities		186,933	1,592,323	1,570,323	1,899,039		
Investing activities							
Non-operating grants, subsidies and contributions	10	1,364,052	1,324,378	1,324,378	1,181,295	(143,083)	▼
Proceeds from Disposal of Assets	6	41,000	50,477	50,477	42,727	(7,750)	
Capital acquisitions	7	(2,367,379)	(2,279,570)	(2,273,070)	(1,792,409)	480,661	▲
Amount attributable to investing activities		(962,327)	(904,715)	(898,215)	(568,387)		
Financing Activities							
Self-Supporting Loan Principal		19,925	19,925	19,925	19,925	0	
Transfer from Reserves	9	185,500	185,500	185,500	185,500	0	
Repayment of Debentures	8	(70,889)	(70,889)	(70,890)	(70,890)	0	
Transfer to Reserves	9	(642,736)	(671,004)	(671,004)	(765,609)	(94,605)	▼
Amount attributable to financing activities		(508,200)	(536,468)	(536,469)	(631,074)		
Closing Funding Surplus (Deficit)	1(b)	0	1,434,731	1,419,230	1,983,171		

KEY INFORMATION

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

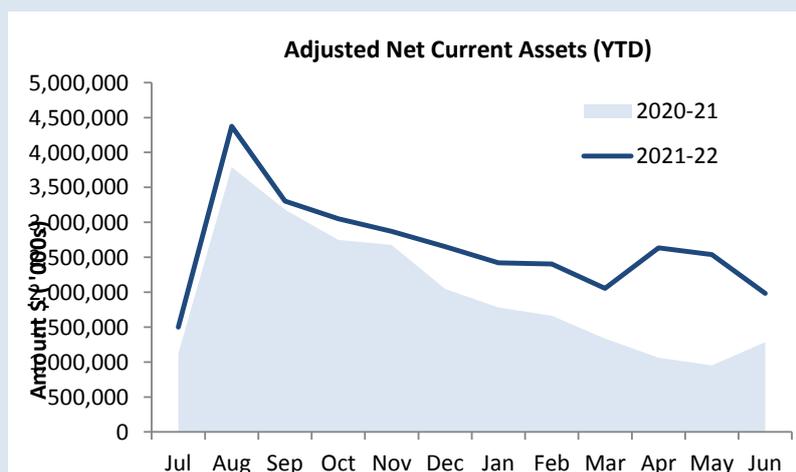
	Ref Note	Last Years Closing 30 June 2021	This Time Last Year 30 Jun 2021	Year to Date Actual 30 Jun 2022
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,441,404	1,441,404	2,383,489
Cash Restricted	3	1,708,631	0	2,288,740
Receivables - Rates	4	67,957	67,957	55,072
Receivables - Other	4	173,764	173,764	141,611
Loans receivable		19,925	19,925	30,573
Interest / ATO Receivable		0	0	32,654
Accrued Income / Expenses In Advance		34,896	44,149	39,792
Inventories		34,903	34,903	52,102
		3,481,479	1,782,101	5,024,032
Less: Current Liabilities				
Payables		(188,047)	(203,064)	(180,241)
Accrued Expenses / Income In Advance		(244,213)	(513,781)	(509,888)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(432,084)	(433,662)	(477,920)
		(901,416)	(1,187,579)	(1,205,121)
Unadjusted Net Current Assets		2,580,063	594,522	3,818,911
Adjustments and exclusions permitted by FM Reg 32				
Less: Profit on asset disposals				(1,393)
Add: Loss on asset disposals				7,046
Less: Cash reserves	3	(1,708,631)	0	(2,288,740)
Less: Loans receivable		(19,925)	(19,925)	(30,573)
Add: Provisions - Loans, Annual & Long Service Leave		432,084	433,662	477,920
Adjusted Net Current Assets		1,283,591	1,008,259	1,983,171

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$1.98 M

Last Year YTD
Surplus(Deficit)
\$1.01 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021/22 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
Revenue from operating activities				
Expenditure from operating activities				
Governance	70,156	▲	Permanent	Councillor Training/Conferences, Subscriptions and Admin Expenses Lesser than budgeted
Health	30,013	▲	Permanent	EHO reduced costs due to finalisation of contract. Timinf of IPN payments
Community Amenities	30,713	▲	Permanent	Refuse and waste site expenses came in under budget
Recreation and Culture	63,405	▲	Timing	Woolorama costs not expended as show cancelled. June depreciation still to process
Transport	293,880	▲	Timing	June depreciation stil to process
Economic Services	42,366	▲	Timing	Caravan Park maintenance under budget.
Other Property and Services	33,776	▲	Timing	PWOH & POC allocation not in line with budget. Non cash item
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(143,083)	▼	Timing	Contract assets/liabilites movement which is offset by capital expenditure.
Capital Acquisitions	480,661	▲	Timing	Timing of capital works projects - some projects carried fwd
Transfer to Reserves	(94,605)	▼	Timing	Transfer Higher than budgeted.

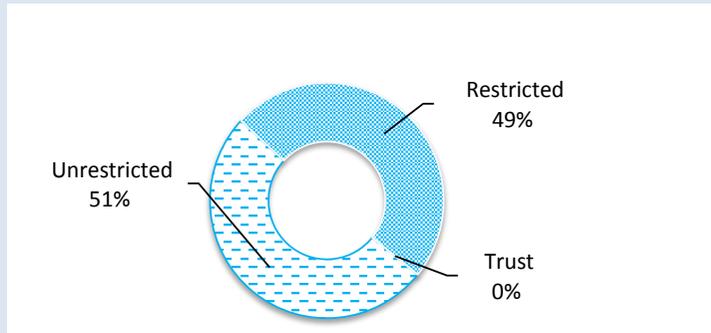
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	1,250			1,250	N/A	Nil	On Hand
At Call Deposits							
Municipal Fund	1,453,512			1,453,512	NAB/BWA	Nil	At Call
Overnight Cash Deposit Facility	909,306			909,306	Treasury	0.05%	At Call
Restricted Funds Account	19,421			19,421	BWA	Nil	At Call
Trust Fund			0		BWA	Nil	At Call
Reserve Fund - Telnet Saver		288,740		288,740	BWA	0.05%	At Call
Term Deposits							
Reserve Investment - Term Deposit		2,000,000		2,000,000	Treasury	1.10%	06-Sep-22
Total	2,383,489	2,288,740	0	4,672,229			

SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

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

Total Cash	Unrestricted
\$4.67 M	\$2.38 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2021	30 June 2022
	\$	\$
Opening Arrears Previous Years	63,810	67,957
Levied this year	2,612,152	2,665,551
Less Collections to date	(2,608,005)	(2,678,436)
Equals Current Outstanding	67,957	55,072
Net Rates Collectable	67,957	55,072
% Collected	99.84%	100.48%

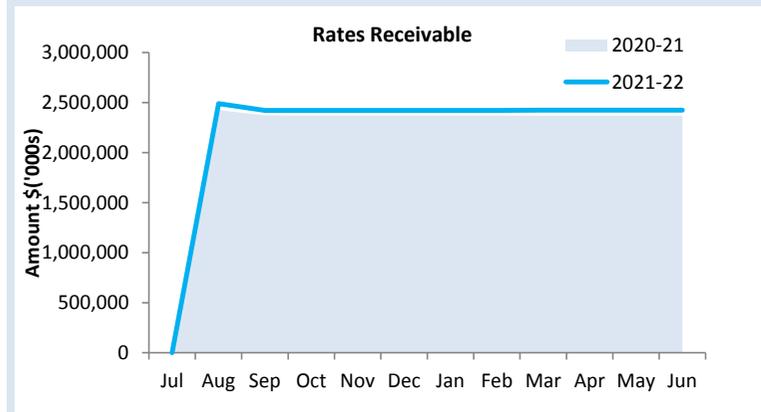
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	106,788	8,423	588	29,669	145,467
Percentage	73%	6%	0%	20%	
Balance per Trial Balance					
Sundry debtors					145,467
Loans receivable - clubs/institutions					30,573
Doubtful Debtors					(3,856)
Total Receivables General Outstanding					204,838
Amounts shown above include GST (where applicable)					

KEY INFORMATION

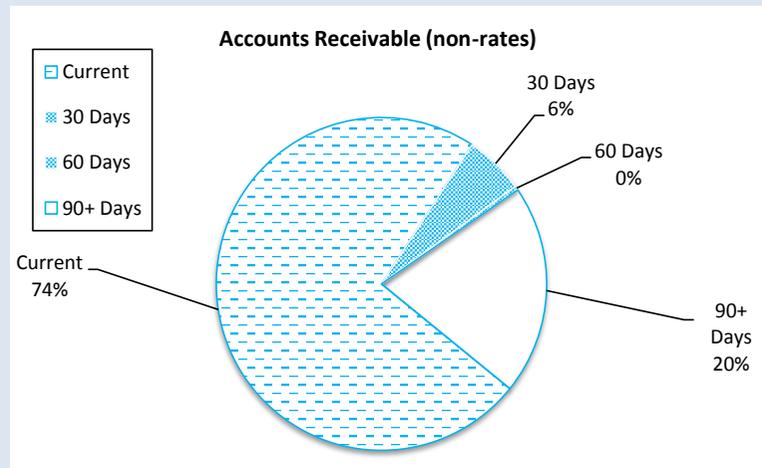
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
100.48%	\$55,072



Debtors Due
\$204,838
Over 30 Days
27%
Over 90 Days
20%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

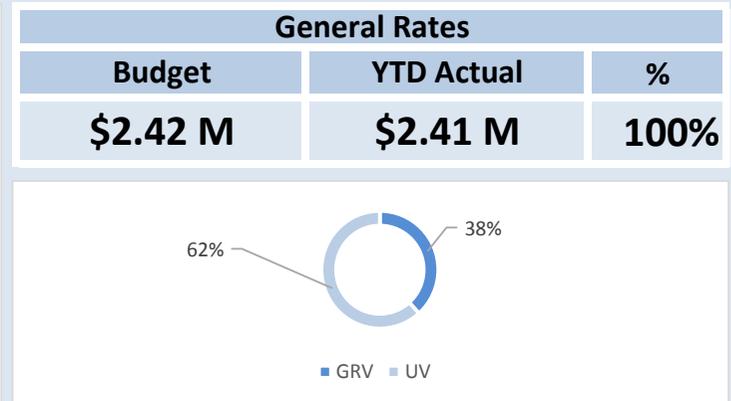
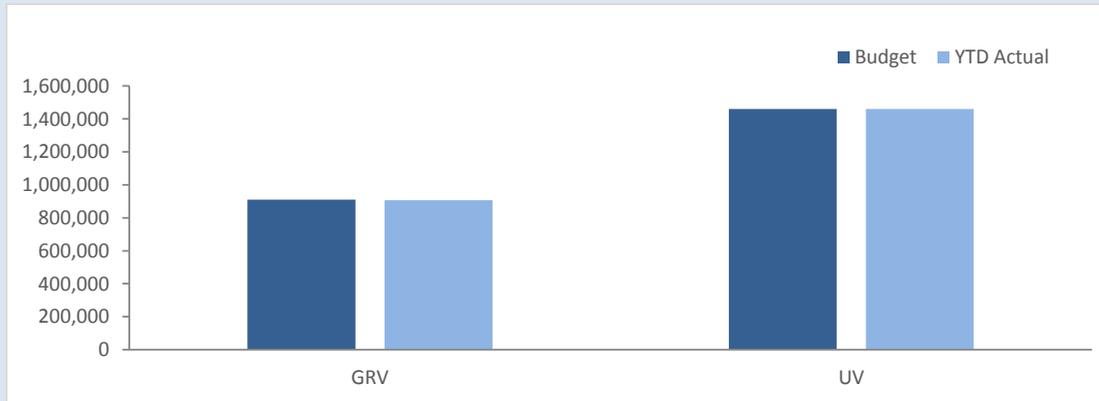
General Rate Revenue

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
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.113772	746	7,973,769	907,193	2,000	1,000	910,193	907,192	-69	-99	907,024
UV	0.006325	293	230,560,500	1,458,295	2,000	0	1,460,295	1,458,296	1,969	0	1,460,264
	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
Sub-Totals		1,269	243,993,643	2,503,488	4,000	1,000	2,508,488	2,503,487	1,900	-99	2,505,288
Discount							(90,859)				(97,116)
Amount from General Rates							2,417,629				2,408,172
Ex-Gratia Rates							12,767				14,298
Total General Rates							2,430,396				2,422,470

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

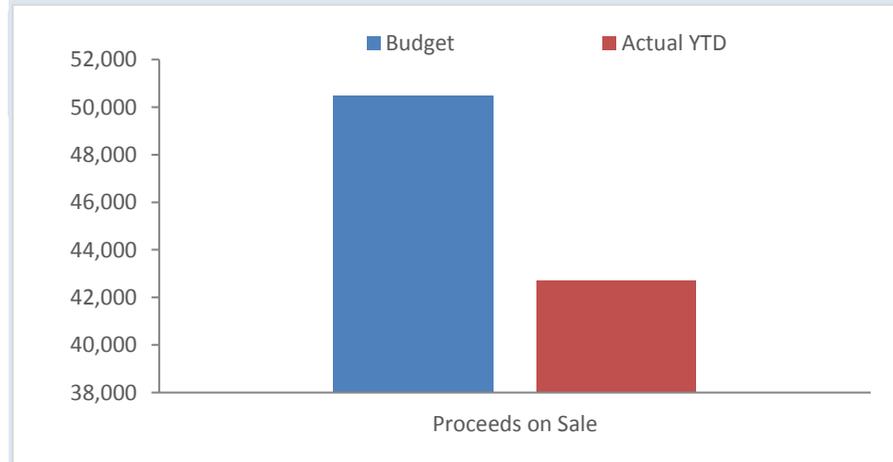


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Amended Budget				YTD Actual					
		Net Book		Proceeds	Profit	(Loss)	Net Book		Proceeds	Profit	(Loss)
		Value					Value				
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
P05	Doctor Vehicle	25,938	24,545		(1,393)	25,938	24,545		(1,393)		
P08	EHO Vehicle	11,136	18,182	7,046		11,136	18,182	7,046			
P27	Building Maintenance Utility		7,750	7,750			0				
P48	Tennant Street Sweeper										
		37,074	50,477	14,796	(1,393)	37,074	42,727	7,046	(1,393)		

KEY INFORMATION



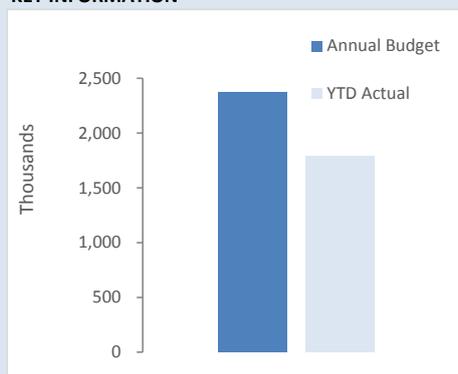
Proceeds on Sale		
Budget	YTD Actual	%
\$50,477	\$42,727	85%

Capital Acquisitions	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual Total	YTD Budget Variance
	\$		\$	\$	\$
Buildings	(359,620)	(400,770)	(400,770)	(176,385)	224,385
Plant & Equipment	(195,000)	(152,018)	(152,018)	(142,306)	9,712
Furniture & Equipment	(34,552)	(34,512)	(34,512)	(24,603)	9,909
Infrastructure - Roads	(1,251,195)	(1,299,514)	(1,299,514)	(1,174,035)	125,479
Footpaths	(48,000)	(10,000)	(10,000)	(1,178)	8,822
Infrastructure - Other	(479,012)	(382,756)	(376,256)	(273,903)	102,353
Capital Expenditure Totals	(2,367,379)	(2,279,570)	(2,273,070)	(1,792,409)	480,661
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	1,364,052	1,324,378	1,324,378	1,629,204	304,826
Other (Disposals & C/Fwd)	41,000	50,477	42,727	42,727	0
Cash Backed Reserves					
Recreation Development Reserve	85,500	85,500	85,500	85,500	0
Sportsground Precinct Redevelopment Reserve	60,000	20,000	20,000	20,000	0
Contribution - operations	816,827	799,215	800,465	14,977	(785,488)
Capital Funding Total	2,367,379	2,279,570	2,273,070	1,792,409	(480,661)

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



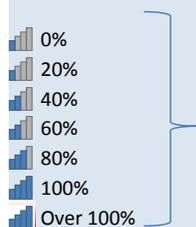
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.37 M	\$1.79 M	76%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.36 M	\$1.63 M	119%

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

	Account Number	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance
Capital Expenditure						
Buildings						
	Court House Development	B2201	(200,000)	(200,000)	(200,000)	(28,907) 171,093
	Historical Village - 'History of Wagin' Shed	B2202	(92,620)	(92,620)	(92,620)	(82,733) 9,887
	NAB Building	B2203	0	(30,000)	(30,000)	(14,665) 15,335
	Historical Village - Shed Fit-out	B2204	0	(11,000)	(11,000)	0 11,000
	Rec Centre Court Surface Upgrades	E167780	(20,000)	(20,150)	(20,150)	(20,150) 0
	Depot Upgrades - Shed Wall & Electric Gate	E167458	(15,000)	(15,000)	(15,000)	(11,066) 3,934
	Solar Panels - Shire Buildings	E167130	(10,000)	(10,000)	(10,000)	0 10,000
	Staff Housing Upgrades (2 Ballagin St)	E167475	(22,000)	(22,000)	(22,000)	(18,864) 3,136
			(359,620)	(400,770)	(400,770)	(176,385) 224,385
Plant & Equipment						
	Doctor Vehicle (P05)	E167751	(40,000)	(45,668)	(45,668)	(45,668) (0)
	Building Maintenance Utility (P27)	PE2201	(32,000)	(24,750)	(24,750)	(24,536) 214
	Emergency Services Generator	E167776	(25,000)	(25,000)	(25,000)	(18,000) 7,000
	Tennant Street Sweeper (P48)	PE2202	(48,000)	(6,600)	(6,600)	(6,511) 89
	Mini Excavator & Trailer	PE2203	(50,000)	(50,000)	(50,000)	(47,590) 2,410
			(195,000)	(152,018)	(152,018)	(142,306) 9,712
Furniture & Equipment						
	CCTV Upgrade	E167110	(17,552)	(17,552)	(17,552)	(7,643) 9,909
	Pool Blankets (50m Pool)	E167754	(17,000)	(16,960)	(16,960)	(16,960) 0
			(34,552)	(34,512)	(34,512)	(24,603) 9,909
Infrastructure - Roads						
	Capital Works Program	E167103	(1,251,195)	(1,299,514)	(1,299,514)	(1,174,035) 125,479
			(1,251,195)	(1,299,514)	(1,299,514)	(1,174,035) 125,479
Footpaths						
	Footpath Program	E167124	(48,000)	(10,000)	(10,000)	(1,178) 8,822
			(48,000)	(10,000)	(10,000)	(1,178) 8,822
Infrastructure - Other						
	Bojanning Park Upgrades	IO2201	(27,233)	(27,233)	(27,233)	(28,260) (1,027)
	Giant Ram Lighting	IO2202	(5,000)	(7,050)	(7,050)	0 7,050
	Pool Filtration Works	IO2203	(45,000)	(49,144)	(49,144)	(49,144) 0
	Sportsground Precinct Redevelopment	IO2204	(60,000)	(20,000)	(20,000)	(16,847) 3,153
	War Memorial Upgrades	IO2205	(20,000)	(20,000)	(20,000)	(13,152) 6,848
	Wetlands Park Upgrade	IO2206	(202,779)	(202,779)	(202,779)	(148,084) 54,695
	Main Streets Paving, Cleaning & Sealing	IO2207	(20,000)	(17,550)	(17,550)	(17,528) 22
	Townscape	IO2208	(39,000)	(39,000)	(32,500)	(889) 31,611
	Water Storage Upgrades	E167132	(60,000)	0	0	0 0
			(479,012)	(382,756)	(376,256)	(273,903) 102,353
Capital Expenditure Total			(2,367,379)	(2,279,570)	(2,273,070)	(1,792,409) 480,661

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 JUNE 2022**

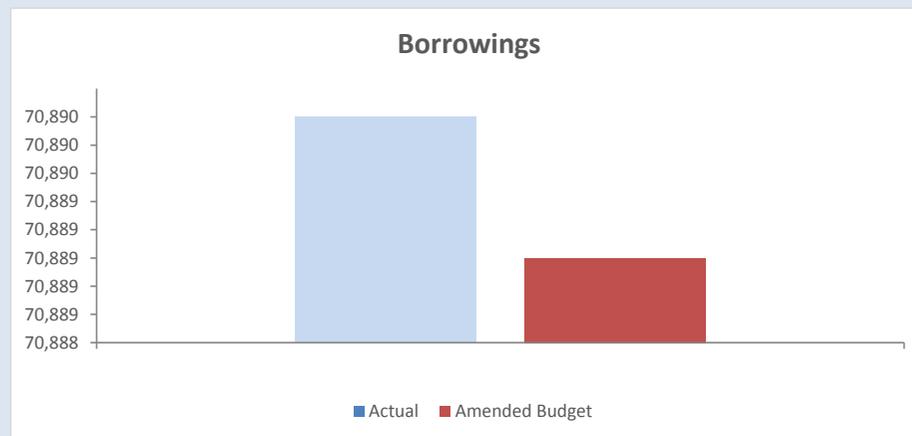
**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 131 - Recreation Centre Development	40,030	0	0	10,553	10,553	29,477	29,477	2,392	2,392
Loan 139 - Swimming Pool Redevelopment	201,300	0	0	14,016	14,016	187,284	187,284	10,021	10,021
Other Property and Services									
Loan 137 - Staff Housing	141,515	0	0	14,778	14,778	126,736	126,736	8,116	8,116
Loan 138 - Doctor Housing	65,970	0	0	11,617	11,617	54,353	54,353	3,957	3,957
	448,814	0	0	50,964	50,964	397,850	397,850	24,485	24,486
Self supporting loans									
Recreation and Culture									
Loan 141 - Wagin Ag Society (SSL)	117,416	0	0	19,925	19,925	97,491	97,491	3,419	3,419
	117,416	0	0	19,925	19,925	97,491	97,491	3,419	3,419
Total	566,230	0	0	70,890	70,889	495,341	495,341	27,903	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.



Principal Repayments

\$70,890

Interest Earned

\$13,962

Interest Expense

\$27,903

Reserves Bal

\$2.29 M

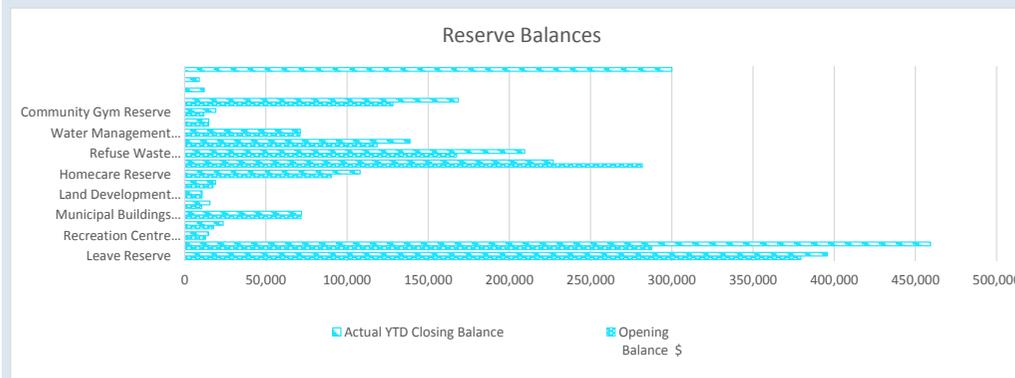
Loans Due

\$0.5 M

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	379,536	1,200	735		55,437	(40,000)	(40,000)	340,736	395,708
Plant Replacement Reserve	287,746	900	557	171,000	171,000	0	0	459,646	459,304
Recreation Centre Equipment Reserve	12,926	40	25	1,800	1,800	0	0	14,766	14,751
Aerodrome Maintenance & Development Reserve	17,855	60	35	7,900	5,850	0	0	25,815	23,740
Municipal Buildings Reserve	71,763	225	139			0	0	71,988	71,902
Admin Centre Furniture, Equipment & IT Reserve	10,538	35	20	5,000	5,000	0	0	15,573	15,559
Land Development Reserve	10,753	35	21			0	0	10,788	10,774
Community Bus Reserve	17,430	55	34		1,543	0	0	17,485	19,006
Homecare Reserve	90,464	280	175		17,421	0	0	90,744	108,061
Recreation Development Reserve	281,894	874	546	30,000	30,000	(85,500)	(85,500)	227,268	226,940
Refuse Waste Management Reserve	167,510	520	324	25,950	41,456	0	0	193,980	209,291
Refuse Site Rehabilitation Reserve	118,546	370	230	20,000	20,000	0	0	138,916	138,775
Water Management Reserve	71,077	220	138			0	0	71,297	71,214
Electronic Sign Reserve	14,854	50	29			0	0	14,904	14,883
Community Gym Reserve	11,888	40	23	4,000	7,263	0	0	15,928	19,174
Sportsground Precinct Redevelopment Reserve	128,324	400	249	100,000	100,000	(60,000)	(60,000)	168,724	168,573
Emergency/Bushfire Control Reserve	6,527	20	13		5,530	0	0	6,547	12,069
Community Events Reserve	9,000	30	17			0	0	9,030	9,017
Staff Housing Reserve	0	0	0	300,000	300,000	0	0	300,000	300,000
	1,708,631	5,354	3,310	665,650	762,300	(185,500)	(185,500)	2,194,135	2,288,740

KEY INFORMATION



Grants and Contributions

		Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance
Operating grants, subsidies and contributions						
General Purpose Funding						
Grants Commission - General	I032005	441,970	1,256,505	1,256,505	1,256,505	0
Grants Commission - Roads	I032010	224,849	714,570	714,570	714,570	0
Law, Order and Public Safety						
DFES Grant - Operating Bush Fire Brigade	I051010	58,893	58,893	58,893	58,893	0
Western Power Grant - Ballaying Water Tank	I051070	0	63,871	63,871	63,293	(578)
DFES Grant - Operating SES	I051075	31,201	16,619	16,619	31,201	14,582
Education and Welfare						
Homecare Recurrent Grant	I082010	346,450	376,020	376,020	376,020	(0)
HCP Government Funds	I082045	182,500	105,000	105,000	106,736	1,736
Recreation and Culture						
Volunteering WA	I119030	1,000	1,000	1,000	9,091	8,091
WA Police - Christmas Street Carnival	I119030	0	18,500	18,500	22,500	4,000
Transport						
Direct Road Grants	I121005	129,037	129,037	129,037	129,037	0
Operating Contributions						
Rec Centre Equipment Contributions	I113030	1,800	1,800	1,800	3,182	1,382
Contribution to Woororoma	I119015	1,000	1,000	1,000	0	(1,000)
Contribution - St Lighting	I121025	3,500	3,500	3,500	6,925	3,425
Operating grants, subsidies and contributions Total		1,422,200	2,746,315	2,746,315	2,777,953	31,638
Non-operating grants, subsidies and contributions						
Recreation and Culture						
Wetlands Park Playground Upgrade Contribution	I113040	198,776	198,776	198,776	193,776	(5,000)
Transport						
Road Project Grants	I121010	307,605	352,934	352,934	352,934	0
Roads To Recovery Grant	I121015	312,145	312,145	312,145	312,145	0
Main Roads Bridge 18/19 Funding	I121076	0	0	0	74,251	74,251
LRCIP Funding	I121076	545,526	460,523	460,523	696,098	235,575
Non-operating grants, subsidies and contributions Total		1,364,052	1,324,378	1,324,378	1,629,204	304,826
Grand Total		2,786,252	4,070,693	4,070,693	4,407,157	336,464

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 11
OTHER FUNDS**

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

Description	RESTRICTED FUNDS ACCOUNT			Closing Balance 30 Jun 2022
	Opening Balance 01 Jul 2021	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	1,100	1,300	(1,500)	900
Deposits - Community Bus	900	1,800	(1,800)	900
Deposits - Rec Ctr & EFP	2,362	6,000	(5,700)	2,662
Deposits - Animal Trap	0	150	(125)	25
BCITF	0	1,717	(1,717)	0
Deposit - Community Gym Key	4,530	2,610	(1,560)	5,580
Building Services Levy	260	2,402	(2,334)	329
Nomination Deposits	0	320	(320)	0
Other Deposits	6,819	250	(250)	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
	18,178	16,551	(15,306)	19,422

SHIRE OF WAGIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

NOTE 12

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Date	GL Account Code	Description	Council Resolution	Classification	No Change -	Increase in	Decrease in	Amended	Comments
					(Non Cash Items) Adjust.				
					\$	\$	\$	\$	
				Opening Surplus(Deficit)	0	0	0	0	
5/08/2021		Budget Adoption							
24/08/2021	E1471500	Contribution to Gymkhanarama - Hire of Pavillion	4621				-920.00	(920)	
23/11/2021	E1470550	Contribution to 4WDL Tourism Action Plan	4681				-3,000.00	(3,920)	
23/11/2021	E1470550	Contribution to 4WDL Key Worker Housing	4682				-2,000.00	(5,920)	
23/11/2021	E1470550	Reduction in Consultants Budget	4681/82			5,000.00		(920)	
21/12/2021	I142010	Sale of portion of Lot 429	4696			22,000.00		21,080	
21/12/2021	E147015	Art Sponsorship - Wagin Woolorama	4700				-550.00	20,530	
21/12/2021	E116005	Art Sponsorship - Wagin Woolorama	4700				-550.00	19,980	
22/02/2022	E167761	Change to Plant Purchases - not buying Sweet Sweeper	4713			48,000.00		67,980	
22/02/2022	I122175	Change to Plant Purchases - not buying Sweet Sweeper - no trade-in	4713				-8,000.00	59,980	
22/02/2022	E167761	Change to Plant Purchases - buying outdoor vacuum	4713				-6,600.00	53,380	
22/02/2022	B2203	Works to NAB Building	4722				-30,000.00	23,380	
22/02/2022	I1221750	Sale of EHO Vehicle by tender	4733			18,182.00		41,562	
31/03/2022	Various	Adjustments per Budget Review - Adopted by Council OCM 26/04/2022	4762			140,700		182,262	
31/03/2022	Various	Minor correction to budget review figures on processing budget amendments into Synergy	4762			9,640		191,902	
24/05/2022	I03005	Recognition of FAG General Income as 20/21 Income	4784			764,093		955,995	
24/05/2022	I032010	Recognition of FAG Road Income as 21/22 Income	4784			457,936		1,413,931	
Amended Budget Cash Position as per Council Resolution					0	1,465,551	(51,620)	1,413,931	

SHIRE OF WAGIN
STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 30 JUNE 2022

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
General Purpose Funding						
Rate Revenue						
I031005	GRV	Inc	907,192	907,192	907,192	907,192
I031010	GRV Minimums	Inc	87,000	87,000	87,000	87,000
I031015	UV	Inc	1,458,296	1,458,296	1,458,296	1,458,296
I031020	UV Minimums	Inc	51,000	51,000	51,000	51,000
I031025	GRV Interim Rates	Inc	2,000	2,000	2,000	(69)
I031030	UV Interim Rates	Inc	2,000	2,000	2,000	1,969
I031035	Back Rates	Inc	1,000	1,000	1,000	(99)
I031040	Ex-Gratia Rates (CBH)	Inc	12,767	14,298	14,298	14,298
I031045	Discount Allowed	Inc	(90,859)	(97,150)	(97,150)	(97,116)
I031050	Instalment Admin Charge	Inc	6,000	6,000	6,000	5,137
I031055	Account Enquiry Fee	Inc	2,500	2,500	2,500	3,355
I031060	(Rate Write Offs)	Inc	(5,000)	(5,000)	(5,000)	(39)
I031065	Penalty Interest	Inc	8,000	8,000	8,000	6,244
I031070	Emergency Services Levy	Inc	118,062	118,062	118,062	118,150
I031075	ESL Penalty Interest	Inc	500	500	500	400
I031080	Instalment Interest	Inc	4,000	4,000	4,000	3,779
I031090	Rate Legal Charges	Inc	10,000	20,000	20,000	23,103
			2,574,458	2,579,698	2,579,698	2,582,600
E031005	Valuation Expenses	Exp	(35,000)	(35,000)	(35,000)	(33,286)
E031010	Legal Costs/Expenses	Exp	(1,000)	(1,000)	(1,000)	0
E031015	Title Searches	Exp	(600)	(600)	(600)	(326)
E031020	Rate Recovery Expenses	Exp	(10,000)	(25,000)	(25,000)	(24,168)
E031025	Printing Stationery Postage	Exp	(2,000)	(3,000)	(3,000)	(2,653)
E031030	Emergency Services Levy	Exp	(118,062)	(118,062)	(118,062)	(117,894)
E031040	Rate Refunds	Exp	(1,000)	(1,000)	(1,000)	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,300)	(2,300)	(2,300)	(2,352)
E031100	Administration Allocated	Exp	(94,432)	(94,432)	(94,432)	(94,428)
			(264,394)	(280,394)	(280,394)	(275,107)
Other General Purpose Funding						
I032005	Grants Commission General	Inc	441,970	1,256,505	1,256,505	1,256,505
I032010	Grants Commission Roads	Inc	224,849	714,570	714,570	714,570
I032020	Administration Rental	Inc	36,000	36,000	36,000	36,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	1,500	1,500	604
I032030	Reimbursements	Inc	100	100	100	0
I032035	SS Loans Interest & GFee Reimb.	Inc	4,195	4,195	4,195	2,193
I032040	Bank Interest	Inc	5,000	500	500	630
I032045	Reserves Interest	Inc	17,086	5,354	5,354	3,310
I032055	Commissions & Recoups	Inc	500	500	500	0
			731,200	2,019,224	2,019,224	2,013,812
E032005	Bank Fees and Charges	Exp	(12,000)	(12,000)	(12,000)	(10,542)
E032015	Interest on Loans	Exp	(27,905)	(27,905)	(27,905)	(27,604)
E032030	Audit Fees & Other Services	Exp	(20,400)	(22,000)	(22,000)	(23,400)
E032035	Administration Allocated	Exp	(88,554)	(88,554)	(88,554)	(88,560)
			(148,859)	(150,459)	(150,459)	(150,106)
Total General Purpose Income			3,305,658	4,598,922	4,598,922	4,596,412
Total General Purpose Expenditure			(413,253)	(430,853)	(430,853)	(425,213)
Governance						
Members of Council						
I041020	Other Income Relating to Members	Inc	1,000	1,000	1,000	1,440
			1,000	1,000	1,000	1,440
E041005	Sitting Fees	Exp	(20,000)	(20,000)	(20,000)	(18,250)
E041010	Training	Exp	(8,000)	(8,000)	(8,000)	(3,398)
E041015	Members Travelling	Exp	(1,000)	(1,000)	(1,000)	(684)
E041025	Election Expenses	Exp	(3,000)	(3,000)	(3,000)	(409)
E041030	Other Expenses	Exp	(8,000)	(8,000)	(8,000)	(10,243)

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
E041035	Conference Expenses	Exp	(10,000)	(10,000)	(10,000)	(5,366)
E041040	Presidents Allowance	Exp	(12,000)	(12,000)	(12,000)	(12,000)
E041045	Deputy Presidents Allowance	Exp	(3,000)	(3,000)	(3,000)	(3,000)
E041055	Refreshments and Receptions	Exp	(14,000)	(14,000)	(14,000)	(11,602)
E041060	Presentations	Exp	(2,500)	(2,500)	(2,500)	(2,898)
E041065	Insurance	Exp	(11,807)	(11,807)	(11,807)	(11,807)
E041070	Public Relations	Exp	(2,000)	(2,000)	(2,000)	(592)
E041075	Subscriptions	Exp	(35,000)	(35,000)	(35,000)	(30,989)
E041100	Administration Allocated	Exp	(105,484)	(105,484)	(105,484)	(105,480)
			(235,791)	(235,791)	(235,791)	(216,718)
Other Governance						
I042030	Profit on Sale of Asset	Inc	0	0	0	0
I042045	Admin Reimbursements	Inc	5,000	5,000	5,000	11,725
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0	0
			5,000	5,000	5,000	11,725
E042005	Administration Salaries	Exp	(711,447)	(650,000)	(650,000)	(670,564)
E042008	Admin Leave/Wages Liability	Exp	0	0	0	23,065
E042010	Administration Superannuation	Exp	(78,594)	(78,594)	(78,594)	(75,675)
E042011	Loyalty Allowance	Exp	(8,200)	(8,200)	(8,200)	(6,578)
E042012	Housing Allowance Admin	Exp	(7,700)	(10,200)	(10,200)	(12,191)
E042015	Insurance	Exp	(22,528)	(25,369)	(25,369)	(25,369)
E042020	Staff Training	Exp	(14,000)	(14,000)	(14,000)	(4,541)
E042025	Removal Expenses	Exp	(8,000)	(4,000)	(4,000)	(1,365)
E042030	Printing & Stationery	Exp	(30,000)	(30,000)	(30,000)	(20,284)
E042035	Phone, Fax & Modem	Exp	(6,000)	(6,000)	(6,000)	(6,663)
E042040	Office Maintenance	Exp	(61,164)	(55,000)	(55,000)	(47,154)
E042045	Advertising	Exp	(10,000)	(15,000)	(15,000)	(15,065)
E042050	Office Equipment Maintenance	Exp	(3,000)	(3,000)	(3,000)	(3,145)
E042055	Postage & Freight	Exp	(4,000)	(4,000)	(4,000)	(2,536)
E042060	Vehicle Running Expenses	Exp	(8,000)	(8,000)	(8,000)	(10,481)
E042065	Legal Expenses	Exp	(3,000)	(25,000)	(25,000)	(14,296)
E042070	Garden Expenses	Exp	(10,000)	(10,000)	(10,000)	(13,230)
E042075	Conference & Training	Exp	(11,000)	(5,000)	(5,000)	(5,141)
E042080	Computer Support	Exp	(90,000)	(105,000)	(105,000)	(100,482)
E042085	Other Expenses	Exp	(1,500)	(5,000)	(5,000)	(3,686)
E042090	Administration Allocated	Exp	(222,132)	(222,132)	(222,132)	(222,132)
E042095	Fringe Benefits Tax	Exp	(15,000)	(15,000)	(15,000)	(16,566)
E042100	Staff Uniforms	Exp	(4,000)	(4,000)	(4,000)	(1,738)
E042115	Cash Round Off Control	Exp	0	0	0	0
E042120	Depreciation - Other Governance	Exp	(53,504)	(53,504)	(53,504)	(49,107)
E042125	Less Administration Allocated	Exp	1,161,637	1,161,637	1,161,637	1,161,648
E042155	Lease of Photocopier	Exp	(1,000)	0	0	0
E042160	CEO Recruitment	Exp	0	0	0	0
E042165	Paid Parental Leave	Exp	0	0	0	0
			(222,132)	(194,362)	(194,362)	(143,276)
Total Governance Income			6,000	6,000	6,000	13,165
Total Governance Expenditure			(457,923)	(430,153)	(430,153)	(359,994)
Law, Order & Public Safety						
Fire Prevention						
I051010	BFB Operating Grant	Inc	58,893	58,893	58,893	58,893
I051015	Sale of Fire Maps	Inc	300	300	300	23
I051025	Reimbursements	Inc	3,000	3,000	3,000	300
I051030	Bush Fire Infringements	Inc	2,000	2,000	2,000	1,841
I051040	Donations	Inc	0	0	0	5,530
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000	4,000
I051050	SES Call-out Income	Inc	0	0	0	0
I051070	Other Bushfire Grants Income	Inc	0	63,871	63,871	63,293
I051075	SES Operating Grant	Inc	31,201	16,619	16,619	31,014
			99,394	148,683	148,683	164,894
E051005	BFB Operation Expenditure	Exp	(64,486)	(66,000)	(66,000)	(64,242)
E051010	Communication Mtce	Exp	(4,000)	(4,000)	(4,000)	(3,341)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,500)	(2,021)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(4,000)	(4,000)	(4,000)	(2,612)
E051025	Town Block Burn Off	Exp	(5,000)	(9,500)	(9,500)	(9,858)

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
E051040	Other Bushfire Grants Expenditure	Exp	0	(63,871)	(63,871)	(55,844)
E051060	SES Operation Expenditure	Exp	(31,201)	(31,201)	(31,201)	(31,014)
E051100	Administration Allocated	Exp	(58,788)	(58,788)	(58,788)	(58,788)
E051190	Depreciation - Fire Prevention	Exp	(16,157)	(16,157)	(16,157)	(14,829)
			(186,132)	(256,017)	(256,017)	(242,549)
	Animal Control					
I052005	Dog Fines and Fees	Inc	7,000	3,000	3,000	3,375
I052006	Cat Fines and Fees	Inc	300	300	300	0
I052010	Hire of Animal Traps	Inc	100	100	100	73
I052015	Dog Registration	Inc	6,000	6,000	6,000	4,684
I052016	Cat Registration	Inc	600	600	600	709
I052020	Reimbursements	Inc	500	500	500	0
			14,500	10,500	10,500	8,841
E052005	Ranger Salary	Exp	(15,000)	(15,000)	(15,000)	(14,310)
E052007	Ranger Telephone	Exp	(1,000)	(1,000)	(1,000)	(985)
E052010	Pound Maintenance	Exp	(2,047)	(2,047)	(2,047)	(2,736)
E052015	Dog Control Insurance	Exp	(232)	(232)	(232)	(232)
E052020	Legal Fees	Exp	(1,000)	(1,000)	(1,000)	0
E052025	Training & Conference	Exp	(1,500)	(1,500)	(1,500)	0
E052030	Ranger Services Other	Exp	(25,000)	(25,000)	(25,000)	(24,668)
E052035	Administration Allocated	Exp	(25,613)	(25,613)	(25,613)	(25,608)
E052190	Depreciation - Animal Control	Exp	(1,004)	(1,004)	(1,004)	(921)
			(72,396)	(72,396)	(72,396)	(69,460)
	Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	50	50	0
I053040	Safer Wagin Income	Inc	5,000	5,000	5,000	4,886
I053055	Reimbursements	Inc	0	0	0	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0	0
			5,050	5,050	5,050	4,886
E053005	Abandoned Vehicles	Exp	(500)	(500)	(500)	(152)
E053010	Emergency Services	Exp	0	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(500)	(500)	(175)
E053045	CCTV & Security	Exp	0	0	0	(1,339)
E053055	Mosquito Control	Exp	0	(3,000)	(3,000)	(2,754)
			(1,000)	(4,000)	(4,000)	(4,420)
	Total Law, Order & Public Safety Income		118,944	164,233	164,233	178,621
	Total Law, Order & Public Safety Expenditure		(259,528)	(332,413)	(332,413)	(316,429)
	Health					
	Maternal & Infant Health					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(9,200)	(9,200)	(9,200)	(8,680)
			(9,200)	(9,200)	(9,200)	(8,680)
	Preventative Services - Admin & Inspections					
I074005	Food Licences & Fees	Inc	800	800	800	280
I074015	Contrib. Regional Health Scheme	Inc	50,000	16,500	16,500	16,198
I074020	Reimbursements	Inc	0	0	0	0
			50,800	17,300	17,300	16,478
E074005	EHO Salary	Exp	(105,000)	(50,000)	(50,000)	(52,595)
E074008	EHO Leave/Wages Liability	Exp	0	0	0	17,843
E074010	EHO Superannuation	Exp	(11,000)	(4,000)	(4,000)	(4,009)
E074015	Other Control Expenses	Exp	(8,000)	(8,000)	(8,000)	(4,938)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(2,650)	(2,650)	(2,645)
E074030	Conferences & Training	Exp	(3,000)	(3,000)	(3,000)	(150)
E074035	Loss on Sale of Asset	Exp	0	0	0	0
E074100	Administration Allocated	Exp	(24,643)	(24,643)	(24,643)	(24,648)
E074190	Depreciation - Prevent Services	Exp	(7,892)	(7,892)	(7,892)	(4,649)
			(164,535)	(100,185)	(100,185)	(75,791)
	Other Health					
I076010	Rent - Medical Centre-Dentist	Inc	4,380	4,380	4,380	3,978
I076015	Reimbursements - IPN Medical	Inc	2,500	2,500	2,500	2,041
I076020	Meeting Room Fees	Inc	3,500	3,500	3,500	2,645

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
I076025	Sale of Doctors Vehicle	Inc	0	0	0	0
I076040	Reimbursements - Dr Norris	Inc	1,500	1,500	1,500	1,008
			11,880	11,880	11,880	9,672
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(12,379)	(12,379)	(12,379)	(8,977)
E076025	Depreciation - Other Health	Exp	(21,810)	(21,810)	(21,810)	(20,368)
E076030	Doctors Vehicle Mtce	Exp	(12,004)	(5,000)	(5,000)	(2,030)
E076035	Loss on Sale of Asset	Exp	0	(1,393)	(1,393)	(1,393)
E076040	IPN Medical Services	Exp	(46,665)	(46,665)	(46,665)	(49,417)
			(92,858)	(87,247)	(87,247)	(82,185)
Health - Preventative Services						
E077010	Analytical Expenses	Exp	(500)	(500)	(500)	(463)
			(500)	(500)	(500)	(463)
Total Health Income			62,680	29,180	29,180	26,150
Total Health Expenditure			(267,093)	(197,132)	(197,132)	(167,119)
Education & Welfare						
Pre Schools						
I083035	Day Care Lease	Exp	8,568	8,568	8,568	8,435
I083036	Day Care Reimbursements	Exp	5,500	5,500	5,500	3,265
			14,068	14,068	14,068	11,700
E080010	Kindegarten Maintenance (Daycare)	Exp	(13,475)	(13,475)	(13,475)	(17,681)
E080190	Depreciation - Pre-Schools	Exp	(4,105)	(4,105)	(4,105)	(3,768)
			(17,580)	(17,580)	(17,580)	(21,449)
Other Education						
E081020	School Oval Mtce	Exp	0	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	(2,600)	0
			(2,600)	(2,600)	(2,600)	0
Homecare Program						
I082010	CHSP & HACC Grant	Inc	346,450	376,020	376,020	376,020
I082015	Meals on Wheels	Inc	5,000	5,000	5,000	2,959
I082020	CHSP Fee for Service	Inc	85,000	85,000	85,000	73,853
I082030	Reimbursements	Inc	500	500	500	0
I082040	HCP Client Daily Fee	Inc	20,000	10,000	10,000	9,925
I082045	HCP Government Funds	Inc	182,500	105,000	105,000	106,736
			639,450	581,520	581,520	569,493
E082010	Management & Admin Salaries	Exp	(116,000)	(130,000)	(130,000)	(132,659)
E082013	Homecare Wages/Contract Liability	Exp	0	0	0	(1,734)
E082015	Maintenance & Gardening Salaries	Exp	(34,750)	(30,000)	(30,000)	(28,427)
E082020	Nursing Salaries	Exp	(3,000)	(23,000)	(23,000)	(20,856)
E082025	Care Workers Salaries	Exp	(299,500)	(180,000)	(180,000)	(195,871)
E082030	Superannuation	Exp	(45,000)	(35,000)	(35,000)	(34,186)
E082035	Other Expenses	Exp	(3,000)	(3,000)	(3,000)	(12,676)
E082040	Travelling - Mileage	Exp	(40,000)	(30,000)	(30,000)	(24,106)
E082045	Staff Training	Exp	(3,000)	(3,000)	(3,000)	(1,964)
E082050	Staff Training Salaries	Exp	(2,000)	(2,000)	(2,000)	(3,197)
E082055	Subscriptions	Exp	(7,500)	(7,500)	(7,500)	(8,866)
E082060	Telephone & Postage	Exp	(1,200)	(1,200)	(1,200)	(2,333)
E082065	Advertising & Stationery	Exp	(1,000)	(1,000)	(1,000)	(498)
E082070	Insurance	Exp	(5,000)	(4,683)	(4,683)	(4,683)
E082075	Office Accommodation	Exp	(36,000)	(36,000)	(36,000)	(36,000)
E082080	Plant & Equipment Mtce	Exp	(10,000)	(30,000)	(30,000)	(23,963)
E082085	Consumable Supplies	Exp	(6,000)	(6,000)	(6,000)	(3,386)
E082090	Function & Catering Supplies	Exp	0	(3,300)	(3,300)	(3,275)
E082095	HCP Expenses	Exp	(20,000)	(15,000)	(15,000)	(5,255)
E082100	Administration Allocated	Exp	(28,696)	(28,696)	(28,696)	(28,692)
E082110	Meals on Wheels Expenditure	Exp	(5,000)	(5,000)	(5,000)	(3,277)
E082120	Loss on Sale of Asset	Exp	0	0	0	0
E082130	Homecare Retention Bonus Expenditure	Exp	0	0	0	(4,860)
E082190	Depreciation - Homecare	Exp	(18,825)	(18,825)	(18,825)	(17,278)
			(685,471)	(593,204)	(593,204)	(598,042)
Other Welfare						

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
I083010	Wagin Frail Aged Reimb	Inc	8,569	8,569	8,569	8,569
I083040	Seniors Xmas Lunch Income	Inc	0	2,290	2,290	2,290
			8,569	10,859	10,859	10,859
E083010	Wagin Frail Aged Exp	Exp	(8,569)	(8,569)	(8,569)	(8,659)
E083020	Seniors Xmas Lunch	Exp	(1,500)	(1,500)	(1,500)	0
E083050	Other Welfare Exp	Exp	0	0	0	0
			(10,069)	(10,069)	(10,069)	(8,659)
	Total Education & Welfare Income		662,087	606,447	606,447	592,052
	Total Education & Welfare Expenditure		(715,720)	(623,453)	(623,453)	(628,150)
	Community Amenities					
	Sanitation - Household Refuse					
I101005	Domestic Collection	Inc	243,100	243,100	243,100	243,080
I102020	Refuse Site Fees	Inc	21,000	21,000	21,000	13,719
			264,100	264,100	264,100	256,799
E101005	Domestic Refuse Collection	Exp	(68,000)	(68,000)	(68,000)	(65,399)
E101010	Recycling Pick-Up	Exp	(78,000)	(78,000)	(78,000)	(66,675)
E101015	Refuse Site Mtce	Exp	(122,500)	(122,500)	(122,500)	(114,221)
E101025	Refuse Site Attendant	Exp	0	0	0	0
			(268,500)	(268,500)	(268,500)	(246,295)
	Sanitation - Other					
I102002	Commercial Collection Charges	Inc	64,350	64,350	64,350	64,025
I102005	Reimbursement Drummuster	Inc	4,000	4,000	4,000	0
I102010	Charges Bulk Rubbish	Inc	16,500	16,500	16,500	14,886
			84,850	84,850	84,850	78,911
E102005	Commercial Collection	Exp	(13,000)	(13,000)	(13,000)	(12,865)
E102010	Bulk Rubbish Collection	Exp	(16,500)	(16,500)	(16,500)	(15,094)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	(5,000)	(5,000)	0
E102190	Depreciation - Sanitation	Exp	(16,305)	(16,305)	(16,305)	(14,965)
			(50,805)	(50,805)	(50,805)	(42,924)
	Sewerage					
I104005	Septic Tank Fees	Inc	500	500	500	0
			500	500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(500)	(500)	(35)
			(500)	(500)	(500)	(35)
	Regional Refuse Group					
E102007	Regional Refuse Group Expenses	Exp	0	0	0	0
			0	0	0	0
	Town Planning					
I106005	Planning Fees	Inc	4,000	4,000	4,000	1,470
			4,000	4,000	4,000	1,470
E106005	Town Planning Expenses	Exp	(15,000)	(15,000)	(15,000)	(13,082)
E106100	Administration Allocated	Exp	(30,122)	(30,122)	(30,122)	(30,120)
			(45,122)	(45,122)	(45,122)	(43,202)
	Other Community Amenities					
I107005	Cemetery Fees	Inc	12,000	12,000	12,000	11,617
I107010	Community Bus Income	Inc	4,000	4,000	4,000	3,956
I107025	Other Community Amenities Contributions	Inc	0	0	0	0
			16,000	16,000	16,000	15,573
E107005	Cemetery Mtce	Exp	(26,009)	(26,009)	(26,009)	(40,643)
E107010	Public Convenience Mtce	Exp	(57,224)	(57,224)	(57,224)	(48,260)
E107015	Community Bus Operating	Exp	(4,000)	(4,000)	(4,000)	(2,413)
E107100	Administration Allocated	Exp	(66,741)	(66,741)	(66,741)	(66,744)
E107190	Depreciation - Other Comm Amenities	Exp	(28,309)	(28,309)	(28,309)	(25,982)
			(182,283)	(182,283)	(182,283)	(184,042)
	Total Community Amenities Income		369,450	369,450	369,450	352,753

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
Total Community Amenities Expenditure			(547,210)	(547,210)	(547,210)	(516,498)
Recreation & Culture						
Public Halls & Civic Centres						
I111005	Town Hall Hire	Inc	2,000	2,000	2,000	1,600
I111010	Reimbursements	Inc	100	100	100	0
I111015	Town Hall Lease - L Piesse	Inc	4,848	4,848	4,848	3,673
			6,948	6,948	6,948	5,273
E111005	Town Hall Mtce	Exp	(25,745)	(25,745)	(25,745)	(16,506)
E111010	Other Halls Mtce	Exp	(6,126)	(6,126)	(6,126)	(3,931)
E111190	Depreciation - Public Halls	Exp	(56,338)	(56,338)	(56,338)	(51,708)
			(88,209)	(88,209)	(88,209)	(72,145)
Swimming Pool						
I112010	Swimming Pool Admission	Inc	30,000	30,000	30,000	29,845
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0	0
I112020	Reimbursements	Inc	600	600	600	0
I112025	CSRRF Grant - Swim Pool Stage 2	Inc	0	0	0	0
			30,600	30,600	30,600	29,845
E112005	Pool Staff Salary	Exp	(72,000)	(72,000)	(72,000)	(103,770)
E112008	Pool Leave/Wages Liability	exp	0	0	0	10,976
E112010	Superannuation	Exp	(8,000)	(8,000)	(8,000)	(5,836)
E112015	Swimming Pool Maintenance	Exp	(111,412)	(111,412)	(111,412)	(106,824)
E112020	Swimming Pool Other Expenses	Exp	(3,500)	(3,500)	(3,500)	(4,122)
E112190	Depreciation - Swimming Pools	Exp	(187,255)	(187,255)	(187,255)	(172,422)
			(382,167)	(382,167)	(382,167)	(381,998)
Other Recreation & Sport						
I113005	Sportsground Rental	Inc	7,907	7,907	7,907	8,089
I113015	Power Reimbursements	Inc	6,500	6,500	6,500	3,288
I113020	Recreation Centre Hire	Inc	8,000	8,000	8,000	4,447
I113025	Reimbursements Other	Inc	0	0	0	7,589
I113030	Rec Centre Equipment Contributions	Inc	1,800	1,800	1,800	3,182
I113035	Sporting Club Leases	Inc	50	50	50	3,505
I113040	Other Recreation & Sport Contributions	Inc	198,776	198,776	198,776	148,084
I113055	Eric Farrow Pavillion Hire	Inc	5,000	5,000	5,000	5,466
I113065	Community Gym Membership	Inc	12,000	12,000	12,000	14,366
			240,033	240,033	240,033	198,016
E113005	Sportsground Mtce	Exp	(93,521)	(93,521)	(93,521)	(108,062)
E113010	Sportsground Building Mtce	Exp	(23,818)	(23,818)	(23,818)	(19,190)
E113015	Wetlands Park Mtce	Exp	(69,518)	(69,518)	(69,518)	(60,781)
E113020	Parks & Gardens Mtce	Exp	(49,200)	(49,200)	(49,200)	(61,696)
E113025	Puntapin Rock Mtce	Exp	(2,501)	(2,501)	(2,501)	(2,230)
E113030	Recreation Centre Mtce	Exp	(57,024)	(57,024)	(57,024)	(64,503)
E113035	Rec Staff Salaries	Exp	(18,000)	(18,000)	(18,000)	(9,303)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0	(18)
E113040	Superannuation	Exp	(1,800)	(1,800)	(1,800)	(2,099)
E113045	Other Expenses	Exp	(1,200)	(1,200)	(1,200)	(555)
E113050	Norring Lake Mtce	Exp	(3,400)	(3,400)	(3,400)	(4,964)
E113065	Eric Farrow Pavilion Mtce	Exp	(21,505)	(21,505)	(21,505)	(21,335)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(2,000)	(2,000)	(1,858)
E113095	Community Gym Expenditure	Exp	(8,000)	(8,000)	(8,000)	(8,407)
E113100	Administration Allocated	Exp	(105,094)	(105,094)	(105,094)	(105,096)
E113190	Depreciation - Other Rec & Sport	Exp	(271,345)	(271,345)	(271,345)	(247,063)
			(727,926)	(727,926)	(727,926)	(717,160)
Library						
I115005	Lost Books	Inc	50	50	50	0
I115010	Reimbursements	Inc	100	100	100	0
			150	150	150	0
E115005	Library Staff Salaries	Exp	(48,000)	(48,000)	(48,000)	(51,452)
E115008	Library Leave/Wages Liability	Exp	0	0	0	(798)
E115015	Library Building Mtce	Exp	(10,547)	(10,547)	(10,547)	(4,946)
E115020	Library Other Expenses	Exp	(7,200)	(7,200)	(7,200)	(7,139)
E115190	Depreciation - Libraries	Exp	(1,400)	(1,400)	(1,400)	(1,285)

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
			(67,147)	(67,147)	(67,147)	(65,620)
	Other Culture					
I116035	Long Table Experience Income	Inc	0	0	0	0
I116065	Electronic Sign Advertising Income	Inc	1,500	1,500	1,500	2,727
I119015	Contribution to Woolorama	Inc	1,000	1,000	1,000	0
I119020	Reimbursements	Inc	9,000	9,000	9,000	14,659
I119030	Community Events Income	Inc	1,000	1,000	1,000	9,091
I119031	Other Culture Grant Funds	Inc	0	18,500	18,500	22,500
			12,500	31,000	31,000	48,977
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)	(500)
E116010	Woolorama Costs & Maintenance	Exp	(60,075)	(20,000)	(20,000)	(22,085)
E116015	Community Centre Mtce	Exp	(11,537)	(11,537)	(11,537)	(6,174)
E116020	Historical Village	Exp	(2,070)	(2,070)	(2,070)	(1,947)
E116035	Long Table Experience Expenditure	Exp	0	0	0	0
E116045	Community Development Events	Exp	(24,163)	(24,163)	(24,163)	(18,464)
E116046	Community Development Equipment Maintenance	Exp	0	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	0	(19,000)	(19,000)	(23,978)
E116060	Betty Terry Theatre Expenditure	Exp	(3,140)	(3,140)	(3,140)	(3,355)
E116065	Electronic Sign Expenditure	Exp	(3,600)	(3,600)	(3,600)	(4,708)
E116070	Court House Expenditure	Exp	(5,000)	(5,000)	(5,000)	(1,890)
E116075	NAB Building Expenditure	Exp	0	(2,000)	(2,000)	(1,866)
E116190	Depreciation - Other Culture	Exp	(39,988)	(39,988)	(39,988)	(11,156)
			(150,073)	(130,998)	(130,998)	(96,123)
	Total Recreation & Culture Income		290,231	308,731	308,731	282,111
	Total Recreation & Culture Expenditure		(1,415,522)	(1,396,447)	(1,396,447)	(1,333,046)
	Transport					
	Streets Roads Bridges & Depot Construction					
I121005	Direct Road Grants	Inc	129,037	129,037	129,037	129,037
I121010	Road Project Grants	Inc	307,605	352,934	352,934	352,934
I121015	Roads to Recovery Grant	Inc	312,145	312,145	312,145	309,838
I121020	Reimbursements	Inc	1,000	8,750	8,750	7,841
I121025	Contribution - St Lighting	Inc	3,500	3,500	3,500	6,925
I121070	Main Roads Bridge Grant	Inc	0	0	0	0
I121076	LRCIP Funding	Inc	545,526	460,523	460,523	370,439
I147125	Storm Damage Reimbursements	Inc	0	0	0	0
			1,298,813	1,266,889	1,266,889	1,177,014
	Streets Roads Bridges & Depot Maintenance					
I122055	Diesel Fuel Rebate Income	Inc	45,000	45,000	45,000	47,059
			45,000	45,000	45,000	47,059
E122005	Road Maintenance	Exp	(110,000)	(110,000)	(110,000)	(67,838)
E122006	Maintenance Grading	Exp	(220,000)	(220,000)	(220,000)	(195,743)
E122007	Rural Tree Pruning	Exp	(80,000)	(80,000)	(80,000)	(49,474)
E122008	Rural Spraying	Exp	(12,000)	(12,000)	(12,000)	(4,561)
E122009	Town Site Spraying	Exp	(20,000)	(20,000)	(20,000)	(15,011)
E122010	Depot Mtce	Exp	(25,248)	(25,248)	(25,248)	(19,094)
E122011	Town Reserve & Verg Mtce	Exp	(5,000)	(10,000)	(10,000)	(9,586)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(22,500)	(22,500)	(16,559)
E122015	Rural Numbering	Exp	(100)	(100)	(100)	78
E122020	Footpath Mtce	Exp	(5,000)	(5,000)	(5,000)	(2,256)
E122025	Street Cleaning	Exp	(45,000)	(45,000)	(45,000)	(45,800)
E122030	Street Trees	Exp	(65,000)	(65,000)	(65,000)	(75,046)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(4,000)	(4,000)	(3,771)
E122045	Townscape	Exp	(60,000)	(60,000)	(60,000)	(33,070)
E122050	Crossovers	Exp	(500)	(500)	(500)	(340)
E122055	RoMan Data Collection	Exp	(11,500)	(11,500)	(11,500)	(6,930)
E122060	Street Lighting	Exp	(70,000)	(70,000)	(70,000)	(67,381)
E122090	Graffiti Removal	Exp	(100)	(100)	(100)	0
E122100	Administration Allocated	Exp	(49,019)	(49,019)	(49,019)	(49,020)
E122105	Loss on Sale of Asset	Exp	0	0	0	0
E122190	Depreciation - Roads	Exp	(1,922,254)	(1,922,254)	(1,922,254)	(1,762,534)
E147120	Storm Damage - Not Claimable	Exp	(83,000)	(83,000)	(83,000)	(103,497)
			(2,810,221)	(2,815,221)	(2,815,221)	(2,527,433)

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
Road Plant Purchases						
I122100	Profit on Sale of Asset	Inc	9,580	7,046	7,046	7,046
			9,580	7,046	7,046	7,046
E123010	Loss on Sale of Asset	Exp	0	0	0	0
			0	0	0	0
Aerodrome						
I126015	Aerodrome Reimbursements	Inc	0	0	0	0
I126020	Aerodrome Hangar Lease	Inc	9,700	9,700	9,700	8,328
			9,700	9,700	9,700	8,328
E126005	Aerodrome Maintenance	Exp	(11,448)	(11,448)	(11,448)	(8,336)
E126190	Depreciation - Aerodromes	Exp	(36,266)	(36,266)	(36,266)	(33,286)
			(47,714)	(47,714)	(47,714)	(41,622)
Total Transport Income			1,363,093	1,328,635	1,328,635	1,239,447
Total Transport Expenditure			(2,857,935)	(2,862,935)	(2,862,935)	(2,569,055)
Economic Services						
Rural Services						
I131020	Landcare Reimbursements	Inc	75,700	75,700	75,700	75,268
			75,700	75,700	75,700	75,268
E131020	Landcare	Exp	(100,700)	(100,700)	(100,700)	(106,594)
E131030	Rural Towns Program	Exp	(18,000)	(18,000)	(18,000)	(9,937)
E131100	Administration Allocated	Exp	(14,609)	(14,609)	(14,609)	(14,604)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(10,000)	(10,000)	(13,116)
E131190	Depreciation - Rural Services	Exp	0	0	0	0
			(143,309)	(143,309)	(143,309)	(144,251)
Tourism & Area Promotion						
I132005	Caravan Park Fees	Inc	70,000	70,000	70,000	66,352
I132010	Reimbursements	Inc	1,000	1,000	1,000	560
I132015	RV Area Fees	Inc	15,000	15,000	15,000	10,912
I132035	Tourism Income	Inc	0	0	0	0
			86,000	86,000	86,000	77,824
E132010	Wagin Tourism Committee	Exp	0	0	0	0
E132015	Caravan Park Manager Salary	Exp	(32,000)	(32,000)	(32,000)	(34,339)
E132020	Caravan Park Mtce	Exp	(58,041)	(58,041)	(58,041)	(23,503)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0	(3,187)
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	(8,460)	(8,460)
E132035	RV Area Maintenance	Exp	(6,000)	(6,000)	(6,000)	(9,082)
E132040	Tourism Promotion & Subscripts	Exp	(15,000)	(15,000)	(15,000)	(9,176)
E132050	Administration Allocated	Exp	(58,489)	(58,489)	(58,489)	(58,488)
E132190	Depreciation - Tourism	Exp	(11,388)	(11,388)	(11,388)	(10,452)
			(189,378)	(189,378)	(189,378)	(156,687)
Building Control						
I133005	Building Licenses	Inc	8,000	8,000	8,000	5,120
I133010	Swimming Pool Inspection Fees	Inc	0	0	0	(164)
I142010	Sale of Land	Inc	0	0	0	0
			8,000	8,000	8,000	4,956
Other Economic Services						
I134005	Water Sales	Inc	45,000	15,000	15,000	9,039
			45,000	15,000	15,000	9,039
E134005	Water Supply - Standpipes	Exp	(55,000)	(25,000)	(25,000)	(14,550)
E134190	Depreciation - Other Economic Services	Exp	(2,052)	(2,052)	(2,052)	(1,883)
			(57,052)	(27,052)	(27,052)	(16,433)
Total Economic Services Income			214,700	184,700	184,700	167,087
Total Economic Services Expenditure			(389,739)	(359,739)	(359,739)	(317,371)
Other Property & Services						
Private Works						
I141005	Private Works Income	Inc	20,000	20,000	20,000	13,253

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
			20,000	20,000	20,000	13,253
E141005	Private Works	Exp	(15,000)	(15,000)	(15,000)	(7,204)
E141100	Administration Allocated	Exp	(2,767)	(2,767)	(2,767)	(2,772)
			(17,767)	(17,767)	(17,767)	(9,976)
Public Works Overheads						
I143020	Reimbursements	Inc	500	500	500	4,122
			500	500	500	4,122
E143005	Engineering Salaries	Exp	(103,000)	(103,000)	(103,000)	(90,769)
E143007	Engineering Administration Salaries	Exp	(52,749)	(52,749)	(52,749)	(61,798)
E143008	Works Leave/Wages Liability	Exp	0	0	0	(50,022)
E143009	Housing Allowance Works	Exp	(18,000)	(18,000)	(18,000)	(16,080)
E143015	CEO's Salary Allocation	Exp	(57,940)	(57,940)	(57,940)	(58,670)
E143020	Engineering Superannuation	Exp	(98,043)	(98,043)	(98,043)	(99,640)
E143025	Engineering - Other Expenses	Exp	(5,000)	(5,000)	(5,000)	(2,574)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(180,000)	(180,000)	(158,115)
E143045	Insurance on Works	Exp	(33,201)	(33,201)	(33,201)	(33,201)
E143050	Protective Clothing	Exp	(8,000)	(8,000)	(8,000)	(1,604)
E143055	Fringe Benefits	Exp	(1,000)	(1,000)	(1,000)	(273)
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(1,000)	(1,000)	(394)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(7,000)	(7,000)	(7,186)
E143075	Telephone Expenses	Exp	(1,500)	(1,500)	(1,500)	(1,369)
E143080	Staff Licenses	Exp	(500)	(500)	(500)	(132)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(4,000)	(4,000)	(1,775)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	(1,500)	0
E143095	Staff Training	Exp	(16,000)	(16,000)	(16,000)	(1,251)
E143105	Administration Allocated	Exp	(1,040)	(1,040)	(1,040)	(1,044)
E143200	LESS PWOH ALLOCATED	Exp	589,473	589,473	589,473	559,784
			0	0	0	(26,112)
Plant Operation Costs						
I144005	Sale of Scrap	Inc	1,500	1,500	1,500	1,500
I144010	Reimbursements	Inc	4,000	10,500	10,500	10,634
			5,500	12,000	12,000	12,134
E144010	Fuel & Oils	Exp	(120,000)	(165,000)	(165,000)	(164,364)
E144020	Tyres & Tubes	Exp	(20,000)	(20,000)	(20,000)	(14,758)
E144030	Parts & Repairs	Exp	(70,000)	(70,000)	(70,000)	(71,831)
E144040	Plant Repair - Wages	Exp	(20,000)	(20,000)	(20,000)	(20,204)
E144050	Insurance and Licences	Exp	(30,000)	(30,000)	(30,000)	(29,107)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(10,000)	(10,000)	(1,777)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	(1,000)	(300)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(8,000)	(8,000)	(8,064)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	279,000	324,000	324,000	293,879
			0	0	0	(16,527)
Salaries & Wages						
E146010	Gross Salaries, Allowances & Super	Exp	(2,442,985)	(2,395,000)	(2,395,000)	(2,512,063)
E146200	Less Sal , Allow, Super Allocated	Exp	2,442,985	2,395,000	2,395,000	2,512,063
			0	0	0	0
Unclassified						
I147005	Commission - Vehicle Licensing	Inc	46,000	46,000	46,000	49,100
I147006	Commission - TransWA	Inc	500	500	500	112
I147007	Reimbursement - OHS	Inc	0	750	750	730
I147035	Banking errors	Inc	0	0	0	131
I147050	Council Staff Housing Rental	Inc	47,840	47,840	47,840	52,316
I147065	Insurance Reimbursement	Inc	5,000	0	0	0
I147070	Council Housing Reimbursements	Inc	4,000	4,000	4,000	2,664
I147085	NAB Buiding Rent	Inc	0	0	0	700
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	3,120	3,120	1,797
I147121	Reimbursement - Community Requests	Inc	0	0	0	0
			106,460	102,210	102,210	107,550
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(3,000)	(3,000)	(2,545)
E147035	Banking Errors	Exp	0	0	0	0
E147050	Council Housing Maintenance	Exp	(83,519)	(83,519)	(83,519)	(48,514)
E147055	Consultants	Exp	(32,000)	(27,000)	(27,000)	(13,807)

COA	Description	Type	Annual Budget	Amended Budget	Amended YTD Budget	YTD Actual
E147070	4WD Resource Sharing Group	Exp	(1,000)	(6,000)	(6,000)	(800)
E147090	Building Maintenance	Exp	(8,000)	(8,000)	(8,000)	8,105
E147100	Administration Allocated	Exp	(185,414)	(185,414)	(185,414)	(185,424)
E147115	Occupational Health & Safety (OHS)	Exp	(4,000)	(4,000)	(4,000)	(9,467)
E147130	Depreciation - Unclassified	Exp	(31,064)	(31,064)	(31,064)	(28,511)
E147150	Community Requests Budget	Exp	(7,316)	(8,316)	(8,316)	(8,228)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(3,500)	(2,000)
			(358,813)	(359,813)	(359,813)	(291,191)
	Total Other Property & Services Income		132,460	134,710	134,710	137,059
	Total Other Property & Services Expenditure		(376,580)	(377,580)	(377,580)	(343,806)
	Total Income		6,525,303	7,731,008	7,731,008	7,584,857
	Total Expenditure		(7,700,503)	(7,557,915)	(7,557,915)	(6,976,681)
	Net Deficit (Surplus)		(1,175,200)	173,093	173,093	608,176

12. REPORTS TO COUNCIL

12.1 CHIEF EXECUTIVE OFFICER

12.1.1 CHIEF EXECUTIVE OFFICERS REPORT – JUNE 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19 July 2022
PREVIOUS REPORT(S):	21 June 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Chief Executive Officers report for June 2022.

Carried 0/0

BRIEF SUMMARY

1. LATEST CENSUS DATA

The results from the 2021 Census with respect to population levels in the area are given hereunder:

YEAR	Census Comparisions		
	WAGIN	KATANNING	NARROGIN
2016	1,852	4,151	5,162
2021	1,761	4,057	4,779
Change	-91	-94	-383
% Change	-4.91%	-2.26%	-7.41%
Median Age	49	39	43
Australia's Median Age is 38			

2. HEAVY HAULAGE TRAFFIC COUNT PROGRAM FOR WAGIN

Further to Council's discussion with the Regional Manager of Main Roads, Mr Mohammed Siddiqui and Operations Manager (Narrogin), Mr Brad Pearce in June, Main Roads WA has undertaken to join with the Shire in periodically placing road counters at strategic entrances to Wagin; and locations within town to develop an accurate data base of RAV movements. It has

been acknowledged that the 2009 report into the review of heavy haulage routes in Wagin is outdated and the intention is to determine current activity and predict future trends which will provide vital information to provide a basis to explore options to better manage truck movements through Wagin.

Road counters have already been placed for a given period and the exercise will be repeated during December (harvest time) and on a rotational basis thereafter in order to establish an accurate database over the next two years or so. This initiative from the Main Roads Regional Office is welcomed as has been the prompt implementation action already commenced

BACKGROUND/COMMENT

Nil

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Standards for CEO Recruitment, Performance and Termination.

POLICY A. 27
SHIRE OF WAGIN

Contents

Division 1 — Preliminary provisions	3
1. Citation	3
2. Terms used	3
Division 2 — Standards for recruitment of CEOs.....	3
3. Overview of Division	3
4. Application of Division	4
5. Determination of selection criteria and approval of job description form	4
6. Advertising requirements	4
7. Job description form to be made available by local government	4
8. Establishment of selection panel for employment of CEO	5
9. Recommendation by selection panel	5
10. Application of cl. 5 where new process carried out.....	6
11. Offer of employment in position of CEO	6
12. Variations to proposed terms of contract of employment.....	6
13. Recruitment to be undertaken on expiry of certain CEO contracts	6
14. Confidentiality of information	7
Division 3 — Standards for review of performance of CEOs	7
15. Overview of Division	7
16. Performance review process to be agreed between local government and CEO	7
17. Carrying out a performance review	8
18. Endorsement of performance review by local government	8
19. CEO to be notified of results of performance review	8
Division 4 — Standards for termination of employment of CEOs.....	8
20. Overview of Division	8
21. General principles applying to any termination.....	8
22. Additional principles applying to termination for performance related reasons	9

23.	Decision to terminate	9
24.	Notice of termination of employment.....	9

Shire of Wagin Standards for CEO Recruitment, Performance and Termination

Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Wagin Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Wagin;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
- commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

- (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
 - (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

12.1.2 STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	6 July 2022
PREVIOUS REPORT(S):	11 October 2021; Council Resolution 4655, 26 October 2021.
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	Draft policy A.27 Shire of Wagin Standards for CEO Recruitment, performance and termination

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That Council adopt the Shire of Wagin standards for CEO recruitment, performance and termination as policy;
2. That the standards be recognised as administration policy A.27 and inserted into the Policy Manual;
3. That until such time the policy manual or policy A.1 Employees is updated, wherever Council policies may be inconsistent with this policy, the model standard for CEO recruitment, performance and termination, will apply.

Carried 0/0

BRIEF SUMMARY

The Local Government Legislation Amendment Act 2019 included a requirement for model standards covering the recruitment and selection, performance review and termination of the employment of local government Chief Executive Officers (CEO's).

Council's policy A.1 Employees does not meet this standard. A new policy incorporating the model standard will be created by this item and included in the policy manual.

Adoption of this policy is in accordance with section 5.39B of the Local Government Act 1995.

BACKGROUND/COMMENT

The Local Government Legislation Amendment Act 2019 included a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEO's). References to the CEO in Council policy A.1 Employees do not meet the standards – that policy will require amendment and a new stand-alone policy reflecting the standards should be adopted.

On 3 February 2021, the Local Government (Administration) Amendment Regulations 2021 (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs). The aim of the CEO Standards is to provide local government with a consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

It was a requirement that local governments prepare and adopt the CEO Standards and until such time as a local government prepares and adopts its own CEO Standards, the model CEO Standards in regulations apply. It is important to note that local governments may introduce additional standards where appropriate, however, any additional standards must be consistent with the model standards in the Local Government (Administration) Amendment Regulations 2021.

Note: the Model CEO Standards for recruitment and selection do not apply to the employment or appointment of an acting or temporary CEO for less than one year and a separate policy addressing temporary or acting CEO should be developed.

Stakeholder consultation with the local government sector and the community as part of the Local Government Act Review identified the need for reform in the area of CEO recruitment and performance review.

The standards and guidelines related to them were developed by the Department of Local Government, Sport and Cultural Industries (the Department), in consultation with representatives of the public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LG Pro).

Key features of this policy (as required by the legislation) include:

- Formalised process for CEO recruitment, performance and termination in alignment with legislation and consistent with other local governments;
- Addresses renewal for long term incumbents (10 years or more) as vacant positions, requiring advertising and competitive applications;
- Formalises requirements for the job description, which must be approved by absolute majority;
- Requires a person independent of Council, local government employment or any HR consultant engaged by the local government, to be appointed to the selection panel;
- Addresses the recommendation of selection panels;
- Addresses contracts and confidentiality;
- Provides standards for performance assessment and termination.

Records associated with any process detailed in the standards should be kept in accordance with State Records Act 2000.

CONSULTATION/COMMUNICATION

Chief Executive Officer. The Department of Local Government, Sport and Cultural Industries has an 'Operational Guideline' page at:

<https://www.dlgsc.wa.gov.au/department/publications/publication/appointing-a-ceo>

STATUTORY/LEGAL IMPLICATIONS

Adoption of this standard meets the requirements of Local Government Legislation Amendment Act 2019 and Local Government (Administration) Amendment Regulations 2021 (CEO Standards).

Adoption of this policy ensures compliance with section 5.39B of the *Local Government Act 1995*.

All activities create records captured by the requirements of the State Records Act 2000.

POLICY IMPLICATIONS

Creates new policy A.27 CEO Recruitment, Performance and Termination; subsequent policy amendments to A.1 Employees and related will be required.

FINANCIAL IMPLICATIONS

The model standard formalises requirements for an independent person to be appointed to a section panel. This will require some financial consideration for meeting fees, travel and expenses.

STRATEGIC IMPLICATIONS

The role of Chief Executive Officer is a significant employment, strategic and tactical decision for Council and the local government. Section 5.40 of the Local Government Act 1995 lists a number of principles to be applied in the selection process, including merit, equity and transparency. This policy forms an important component in local government governance and supporting implementation of council decisions and strategic planning.

VOTING REQUIREMENTS

Absolute Majority

12.1.3 RECRUITMENT OF CHIEF EXECUTIVE OFFICER – SHIRE OF WAGIN

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	11 July 2022
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	PE.RE.65
ATTACHMENTS:	<ul style="list-style-type: none">• WALGA Comments – CEO Recruitment Process.• Local Government Operational Guideline – Appointing a CEO.

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

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

1. Establishes the Chief Executive Officer (CEO) Recruitment and Selection Committee and in accordance with Section 5.8 and Section 5.9(2)(a) of the Local Government Act 1995 adopts the Terms of Reference proposed in this report.
2. Authorises the Chief Executive Officer Recruitment and Selection Committee to manage the process of recruiting a Chief Executive Officer in accordance with the Terms of Reference as proposed and as follows:
 - The Chief Executive Officer Recruitment and Selection Committee is to be an Advisory Committee to Council for the duration of the CEO recruitment process in accordance with the Terms of Reference as proposed in this report;
 - The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, to attract and select appropriate candidates, whilst adhering to the provisions of the *Shire of Wagin Policy on Standards for CEO Recruitment, Performance and Termination.*;
 - The Chief Executive Officer Recruitment and Selection Committee is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting, conducting referee checks, writing reports and contract preparation.
 - The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

3. Appoints all Councillors to the CEO Recruitment and Selection Committee and appoints **xxxxxxx** as the independent person on the Committee.

4. That Council:

(a) engages the services of a Recruitment Consultant to assist in the recruitment of a new Chief Executive Officer.

or

(b) elects not to engage the services of a Recruitment Consultant to assist in the recruitment of a new Chief Executive Officer

Carried 0/0

BRIEF SUMMARY

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

BACKGROUND/COMMENT

BACKGROUND

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

The current CEO finishes duties on the 30th September 2022 and Council has appointed Mr Ian McCabe as Acting CEO from the 1st October 2022 for a period of six months, or until a permanent CEO is appointed should that occur during that timeline. Given the sometimes-lengthy process associated with recruiting a CEO, it is recommended that this process should commence as soon as practicable.

Section 5.36(2)(a) and (b) of the Local Government Act 1995 states that a Local Government is not to employ a person to fill the position of CEO unless Council believes that person is suitably qualified for the position and is satisfied (required by absolute majority) with the provisions of the proposed employment contract. Section 5.39 addresses contracts.

Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity. In addition to the above, the Local Government (Administration) Regulations 18A, 18B, 18E, 18F and 18FA also apply (the Regulations). These regulations specify the model standards for recruitment as discussed at item 12.1.2 *STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION*.

(Note: Local Government (Administration) Regulation 18FB is activated following the candidate's recruitment requiring Council to certify compliance with the model standards by absolute majority).

COMMENTS

Engagement of Recruitment Consultant

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

If Council wishes to engage a recruitment consultant, a *Request for Quotation* would be prepared to facilitate this engagement activity in accordance with Council's *Purchasing Tender*

Guide Policy. The following Scope of Works have been developed to ensure respondents have a clear understanding of the Council's expectations.

Scope of works would typically include:

- Meeting with the Recruitment and Selection Committee to prepare and agree on a Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position (to be approved by Council by absolute majority); .
- Drafting job advertisement and coordinate advertising for the position.
- Developing a comprehensive Information Package comprising documentation relevant to the vacant position which is to be made available to all applicants on request.
- Conducting an executive search.
- Performing preliminary assessments and background checks
- Assisting Council to develop interview questions and prepare for interviews
- Guiding Council in interview process and selection process
- Conducting referee checks
- Verifying qualifications
- Preparing a contract of employment (complete with agreed performance criteria) for the successful candidate.
- Providing feedback to unsuccessful applicants.

Experience and qualifications expected of the Recruitment Consultant would include:

- Demonstrated knowledge of CEO employment provisions as defined in the Local Government Act 1995 (WA)
- Demonstrated knowledge of the Salaries and Allowances Act 1975
- Demonstrated sound understanding of contractual provisions and salary trends
- Possession of a WA Employment Agent's licence under the Employment Agents Act 1976 (WA)
- Evidence of having successfully recruited competent CEO's to SAT Band 4 local governments.

CEO Recruitment and Selection Committee

The standards require a selection panel be established. The selection panel must have Council members (the number determined by the local government) and at least one independent person.

A Recruitment and Selection Committee is required to be formed to oversee the process, with Council establishing Terms of Reference to guide the Committee's advisory role. The Committee, established under Section 5.8 of the Local Government Act 1995, will comprise of elected members and the required independent person in accordance with the provisions of the Local Government (Administration) Regulations 1996.

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

- The CEO Recruitment and Selection Committee is to be an Advisory Committee for the duration of the CEO recruitment process;
- The CEO Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with an independent recruitment consultant (if engaged) to attract and select appropriate candidates;

- The CEO Recruitment and Selection Committee is to coordinate the advertising, search for candidates, short list candidates, develop interview process, conduct interviews, conduct referee checks, prepare reports and contract of employment;
- The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

Advertising of the Position

Given Council will be seeking the appointment of a new permanent CEO, state-wide advertising will be required. Regulation 18A (2) of the *Local Government (Administration) Regulations* prescribes the minimum requirements to be included in an advertisement for the position of CEO. These requirements are:

- The details of the remuneration and benefits offered
- Details of the place where applications for the position are to be submitted
- The date and time for the closing of applications for the position
- The duration of the proposed contract;
- A website address where the job description form can be accessed;
- Contact details for a person who can provide further information about the position; and,
- Any other information that the local government considers relevant.

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

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

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

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

5.36. Local government employees

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

** Absolute majority required.*

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

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

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —
- (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - (b) a person who will be acting in the position for a term not exceeding one year.
- (2) The Statewide public notice must contain —
- (a) the details of the remuneration and benefits offered; and
 - (b) details of the place where applications for the position are to be submitted; and
 - (c) the date and time for the closing of applications for the position; and
 - (d) the duration of the proposed contract; and
 - (da) a website address where the job description form for the position can be accessed; and
 - (e) contact details for a person who can provide further information about the position; and
 - (f) any other information that the local government considers is relevant.

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

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

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

Local Government Act 1995, at section 5.8:

5.8. Establishment of committees

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

Schedule 2 — Model standards for CEO recruitment, performance and termination

[r. 18FA]

[Heading inserted: SL 2021/14 r. 7.]

Division 1 — Preliminary provisions

[Heading inserted: SL 2021/14 r. 7.]

1. Citation

These are the [insert name of local government] *Standards for CEO Recruitment, Performance and Termination*.

[Clause 1 inserted: SL 2021/14 r. 7.]

2. Terms used

- (1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the [insert name of local government];

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

[Clause 2 inserted: SL 2021/14 r. 7.]

Division 2 — Standards for recruitment of CEOs

[Heading inserted: SL 2021/14 r. 7.]

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

[Clause 3 inserted: SL 2021/14 r. 7.]

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

[Clause 4 inserted: SL 2021/14 r. 7.]

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

[Clause 5 inserted: SL 2021/14 r. 7.]

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

[Clause 6 inserted: SL 2021/14 r. 7.]

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

[Clause 7 inserted: SL 2021/14 r. 7.]

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

[Clause 8 inserted: SL 2021/14 r. 7.]

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

[Clause 9 inserted: SL 2021/14 r. 7.]

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

[Clause 10 inserted: SL 2021/14 r. 7.]

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

[Clause 11 inserted: SL 2021/14 r. 7.]

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

[Clause 12 inserted: SL 2021/14 r. 7.]

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
 - and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

[Clause 13 inserted: SL 2021/14 r. 7.]

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

POLICY IMPLICATIONS

Draft policy A.27 Standards for CEO Recruitment, Performance and Termination at item **12.1.2**

FINANCIAL IMPLICATIONS

The cost of recruiting a new CEO is expected to be in the order of between \$10,000 and \$25,000 dependent on a number of variables such as the cost of a recruitment consultant if engaged, travel expenses of candidates and relocation expenses of successful applicant.

STRATEGIC IMPLICATIONS

Whilst there is no reference to the appointment of a new CEO in the Strategic Community Plan or Corporate Business Plan, the selection of a new CEO and alignment of the skill set of the officer with the strategic direction of Council will be one of the most important decisions made by Council.

VOTING REQUIREMENTS

Absolute Majority

WALGA COMMENTS ON CEO RECRUITMENT PROCESS (EXTRACT)

When undertaking recruitment, Local Governments need to consider, plan and schedule specific processes to give effect to the CEO standards, and meet Council's obligations as the employing authority, with the agreed processes being subject to endorsement by Council resolution.

For example - when recruiting:

- What information will need to be gathered and analysed by the Council to determine the skills, qualifications, experience and qualities that the Council will expect a CEO candidate to demonstrate? How will the Council facilitate discussion and develop consensus on these attributes i.e., Council workshops?
- Who will draft the proposed contract of employment? Will this be managed by an external legal consultant so that it complies with employment law, the Salaries and Allowances Tribunal Local Government CEO Determination and appropriate industrial practice?
- Will the Council appoint an independent recruitment consultant? What will be the scope of activity that the consultant will be required to undertake on the Local Government's behalf? What reports and recommendations will the consultant be required to make? When and how will the consultant be required to provide the Council with reports and recommendations?
- How will the procurement and selection of consultant services (HR consultant, legal consultant and / or recruitment consultant) be facilitated to comply with the adopted Purchasing Policy?
- The Council will need to establish a Selection Panel. Will this be a formal committee of Council under s.5.8?
- What criteria will the Council use to identify and select the independent person to be a member of the Selection Panel? Will this be an open or closed process?
- What probity requirements will members of the selection panel need to comply with i.e., confidentiality agreement, disclosure of impartiality interests, consequence of panel member recusal?
- What will the Council include in a Terms of Reference to establish the extent of activity and discretion that the Selection Panel will be required to perform, perhaps including clear statements of the Panel's limitations?

The workshop should also consider the manner in which this information will be developed in accordance with the requirements of the Model Standards for CEO Recruitment, Performance Review and Termination (Schedule 2, Local Government (Administration) Regulations):

- CEO selection criteria (cl. 5 of the Model Standards)
- Advertising requirements (cl. 6 of the Model Standards)
- CEO job/position description (cl. 7 of the Model Standards)
- Selection Panel membership and terms of reference, including process for selecting independent member (cl. 8 and cl. 9 of the Model Code)



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

Contents

Preface	1
Part 1 – Recruitment and Selection	2
Principles.....	2
Recruitment and Selection Standard	2
Recruitment and Selection Standard continued	3
Guidelines	3
Recruitment and selection process	3
Advertising.....	4
Selection panel and independent person	4
Independent human resources consultant.....	5
Council’s responsibilities	6
Creating Diversity.....	6
Due Diligence.....	7
Selection	8
Employment contract	9
Appointment.....	9
Confidentiality	10
CEO induction.....	10
Principles.....	11
Performance Review Standard	11
Guidelines	11
Employment contract and performance agreement.....	11
Performance Criteria.....	12
Performance review panel.....	13
Independent consultant.....	13
Assessing performance.....	13
Addressing performance issues	14
Confidentiality	15
Part 3 – Termination	16
Principles.....	16
Termination Standard	16
Guidelines	16
Reason for termination.....	16
Opportunity to improve and mediation.....	18
Termination report.....	18

Confidentiality 18
Disclaimer 18

Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

12.1.4 ACQUISITION AND REZONING – LOT 32 TRENT STREET, WAGIN (FORMER ROAD BOARD OFFICE)

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19 July 2022
PREVIOUS REPORT(S):	Agenda Report – Council Meeting 27 April 2022
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	A37
ATTACHMENTS:	Extract from Ordinary Council Minutes – 27 April 2021

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That Wagin Lot 32 be purchased at valuation of \$50,000 plus costs and that action be initiated to rezone the Lot from *Public Purposes* to *Commercial*.

or

2. That Wagin Lot 32 be rezoned to *Commercial*, tenders called for the lease of the building for commercial purposes, *Power to Lease* the reserve be sought from the Minister for Lands and if granted, negotiations be undertaken with the Department of Planning Lands & Heritage with respect to the sharing of revenue derived from the lease of the property.

Or

3. That no action be taken to rezone Wagin Lot 32 and that the property be utilised for *Public Purposes*.

Carried 0/0

BRIEF SUMMARY

This report offers alternative recommendations.

BACKGROUND/COMMENT

With the impending relocation of the Library to the old Courthouse building, there was some enthusiasm to repurpose the former Road Board Building to accommodate a coffee shop or some other appropriate commercial use. The building has a central position within the Town Square which is fulfilling its purpose as a place for people to park and utilise the outdoor seating areas, lawn and toilets.

This report refers to the previous intention of Council to ascertain the acquisition cost of Wagin Lot 32 Trent Street (upon which the former Road Board building is situated), in advance of

rezoning the Lot from *Public Purposes* to *Commercial*. Attached copy of Minute on this matter refers which provides background information on this item.

After a long delay in obtaining a valuation on this Lot, the Department of Planning, Lands & Heritage (DPLH) has advised that it has been valued at \$50,000 (ex GST). This is more than was envisaged and is not negotiable. The Manager, Land Management Central (DPLH) has advised that the Shire may present a case for seeking to retain the Lot as a Reserve with *Power to Lease* approved by the Minister for Lands and that there could be some negotiation around the sharing of lease revenue between DPLH and the Shire. As indicated in a previous report to Council, before a commercial use could be approved for the site, it would need to be rezoned. This would incur an additional cost of approximately \$10,000.

A decision needs to be made whether this Lot should be rezoned and made available for commercial uses or whether, given the expense and complexities involved, it should remain as a reserve and used for *Public Purposes* in accordance with its current land use zoning.

CONSULTATION/COMMUNICATION

Manager Land Management Central - DPLH

STATUTORY/LEGAL IMPLICATIONS

Land Administration Act 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To be determined subject to decision.

STRATEGIC IMPLICATIONS

The repurposing of this property for *Commercial* use is consistent with Key Result Area 1 – Economic Development: *Increase in the number and diversity of businesses in the town and district.*

VOTING REQUIREMENTS

Simple Majority

EXTRACT FROM ORDINARY COUNCIL MINUTES 27th APRIL 2021

12.1.3. ACQUISITION AND REZONING – LOT 32 TRENT STREET WAGIN (FORMER ROAD BOARD OFFICE)

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Lot 32 Trent Street, WAGIN
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	30 March 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A37
ATTACHMENTS:	<ul style="list-style-type: none">• Photograph

OFFICER RECOMMENDATION/4524 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

- 1. That Council make application for the freeholding of Lot 32 Trent Street (Former Road Board Office) to the Shire of Wagin.**
- 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*.**

Carried 7/0

BRIEF SUMMARY

It is proposed to relocate the Shire Library from its current location at Lot 32 Trent Street (Former Road Board Office) to the Wagin Court House building in Tudor Street. There has already been some demonstrated interest from parties interested in operating a business from Lot 32 Trent Street when it becomes vacant.

This property is currently situated on Reserve 9247, over which the Shire holds a Management Order, and it is zoned for *Public Purposes* which is contrary to the property being used for commercial purposes.

This report recommends that an approach be made to the Department of Lands, Planning and Heritage to have the property freeholded to the Shire. Once this has been achieved, the property could be rezoned from *Public Purposes* to *Commercial* which would provide flexibility in approving the premises being used for business purposes.

BACKGROUND/COMMENT

The following email dialogue has been had on this proposal:

(CEO to Planning Consultants EXURBAN - 29/3/21)

The Shire is looking at relocating its Library from the former Road Board Office premises (Lot 32 Trent Street Wagin) to the old Court House building in Tudor Street.

The former Road Board Office building (Lot 32) is on Reserve 9247 over which the Shire hold a Management Order. It is zoned for "Public Purposes".

There is some interest in utilising the building for commercial purposes (e.g., coffee shop).

Council would call tenders for the lease of the building in due course, subject to the necessary approvals/zoning etc.

It would seem that before this can happen, the following matters would have to be addressed:

1. The purpose of the Reserve would need to be changed which would need to be processed through the Dept of Lands, Planning and Heritage and the Shire would need Ministerial approval to lease the property. (Ideally it would be good if the property could be converted to freehold title in favour of the Shire however, I imagine that this would be a convoluted process).
2. The zoning situation would need to be addressed. The Zoning table in TPS No 2 is silent on the uses which would construe "Public Purposes", however I assume that this would not include use for commercial purposes such as a coffee shop?
3. The Shire would need to comply with the provisions of section 3.58 of the Local Government Act (Disposal of land which includes leases).

Would you please advise of what action would need to be taken to change the zoning to bring it into conformity to allow it to be used for commercial purposes or whether flexibility exists within the current zoning to accommodate commercial usage of the site. (I realise that this may be a long shot).

(EXURBAN to CEO – 29/3/21)

I've done some research and advised as follows:

1. Council's stated objectives for the development and/or use of any land classified 'Public Purposes' reserve in Local Planning Scheme No.2 (LPS2) are as follows:
 - i) To provide for public facilities, civic and cultural uses and other purposes as required to service urban development; and
 - ii) To protect land from activities considered inappropriate to the successful continued use of public purposes, civic and cultural facilities.
2. A coffee shop falls under the use class 'shop' which is defined in LPS2 as premises, other than a bulky goods showroom, a liquor store—large or a liquor store—small, used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.
3. It would be very difficult for Council to approve a development application to accommodate a 'shop' use on Reserve 9247 (No.1) Trent Street given any decision it makes needs to have due regard for, and be based upon, the objectives of its current 'Public Purposes' reserve classification in LPS2. It's hard to argue and justify that any such use would be consistent with the abovementioned 'Public Purposes' reserve objectives and grant development approval on that basis.
4. I therefore believe an amendment to LPS2 to reclassify the land from 'Public Purposes' reserve to 'Commercial' zone is the only way of accommodating the proposed 'shop' use or any other commercial-type development in the future, particularly if any such uses are being undertaken by the private sector as you indicated in your advice below. Rezoning will take approximately 12 months to finalise and will cost in the order of \$8,000 to \$10,000 excluding GST.

5. A 'shop' is listed as a permitted use on any land classified 'Commercial' zone and would not require Council's development approval following completion of the rezoning process provided no external works are required or proposed. As such, rezoning the land will create more flexibility in terms of land usage in the future.
6. I note Lot 33 (No.3) Trent Street located immediately north is owned in fee simple (i.e., freehold) by the Shire and has been developed by the Shire in unison with Reserve 9247 (No.1) Trent Street immediately south (i.e., shared car parking and vehicle access). Given the Shire's significant investment in Reserve 9247, there's a very good case for the Shire acquiring the fee simple interest in Reserve 9247. **I don't think Native Title will be an issue given the land has been developed in accordance with its reserve purpose** so the process to freehold the property shouldn't be too onerous or time consuming if that's Council's preference. I would however recommend the Shire make some enquiries with the Lands Division of the Department for Planning, Lands and Heritage to get an indication of the feasibility of doing so, likely cost and timeframe.
7. Purchasing the land from the Crown would also mean there'll be no need to worry about changing the land's designated purpose under the Land Administration Act or amend the management order, including powers to lease.

I hope the above advice is clear and proves helpful. If you have any further queries, please don't hesitate to get back to me.

(CEO to Department of Planning, Lands & Heritage – 29/3/21)

The Shire holds a Management Order over Reserve 9247 which was the original Road Board Office, and which has been used for several years as the Shire Library. Council is contemplating changing the zoning of this site from Public Purposes to Commercial, with the objective of having the premises used for purposes which will complement the recent development of the Town Square which is already fulfilling its function in encouraging tourists/visitors. A use such as a coffee shop or tourist orientated business is envisaged. Council would be interested in acquiring this reserve (which would necessitate conversion to freehold), and I would be grateful if you would advise whether this is possible and if so, what the process would entail.

(Department of Planning, Lands & Heritage to CEO – 30/3/21)

The Shire can make application for the freeholding of the land and will need to complete a Crown Land Enquiry Form (note the link below).

[iWMS - T001C - Crown land application - LGA or Management Body - Approved \(dplh.wa.gov.au\)](http://dplh.wa.gov.au)

The Shire would be responsible for the various costs associated with this including the purchase price (valuation will be required from Landgate Valuation Services), document preparation and Landgate registration fees and possibly any survey costs if required. The department would undertake the necessary internal and external referrals to obtain the required consents for the proposed purchase.

(Department of Planning, Lands & Heritage to CEO – 31/3/21)

Our Ref: Case 2100750

Good afternoon

Thank you for your enquiry.

Please be advised your request has been recorded and an initial investigation has now been completed. Your request has now been assigned to the **Goldfields Esperance Wheatbelt Case Management Team** who will review further in detail and provide a response in due course.

Please note that further information and evidence may be required and this acknowledgement does not guarantee your proposal will be supported.

With the request for access to land, consideration is given to the status of Native Title and other interests that may exist. In order for the State to grant land tenure, it needs to comply with provisions of the Native Title Act 1993 (Cth) (NTA) and other legislative requirements.

If the department supports your request, and the applicant chooses to proceed, the applicant is responsible for the payment of all costs and disbursements associated with the grant. These costs may include, but not be limited to:

- costs of negotiating and compensating native title parties and other existing land holders
- applying for and approval of other statutory requirements
- purchase price, lease rental, easement or licence fees
- survey and plan preparation costs
- advertising and gazettal costs
- registration and document preparation fees
- GST on any of the above.

CONSULTATION/COMMUNICATION

- Mr J. Douglas – Director/Principal Town Planner – EXURBAN
- Manager and Assistant Manager – Land management Central – Dept of Planning, Lands & Heritage

STATUTORY/LEGAL IMPLICATIONS

- Land Administration Act 1997

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The purchase price of Lot 32 (Reserve 9247) would be determined by *Landgate Valuation Services*. Rezoning costs would be in the order of \$10,000. Budget provision would need to be made if Council wishes to pursue the freeholding and/or rezoning of this property.

STRATEGIC IMPLICATIONS

The repurposing of this property for *Commercial* use is consistent with Key Result Area 1 – Economic Development: *Increase in the number and diversity of businesses in the town and district.*

VOTING REQUIREMENTS

Simple Majority



12.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICER

12.2.1 ACTING DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JUNE 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19 July 2022
PREVIOUS REPORT(S):	21 June 2022
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 June 2022.

Carried 0/0

BRIEF SUMMARY

The following report details activities within the DCEO portfolio.

BACKGROUND/COMMENT

ACTING DEPUTY CEO (A.DCEO)

Key Meetings and Activities since 21 June have included:

- 21 June with CEO, meeting regarding prospective supplier, GP tender;
- 22 June with Community Liaison Officer, liaison meeting, Woolorama;
- 23 June with CEO, prospective supplier, GP tender; budget meeting; invited speaker at Rotary on the challenges ahead for the local government sector;
- 28 June budget meeting; Ordinary Meeting of Council;
- 7 July Special Meeting of Council;
- 12 July with CEO, via Zoom, 4WDL group of Councils;
- 14 July with Manager Homecare, recruitment interview panel, Homecare;
- Oversight of capital building projects; tender management; lease management; grant submissions; compliance; financial management; Home Care services; operational and staff matters; community liaison.

SPORTSGROUND PRECINCT REDEVELOPMENT STEERING COMMITTEE

The purpose of the Committee as defined in the Terms of Reference is to provide Council with recommendations on the implementation of the Wagin Sportsground Precinct Redevelopment Masterplan.

- Meeting 21 June 2022: Minutes presented with last month's agenda; the next meeting is likely to be in August;
- the draft Memorandum of Understanding (MOU) has been fully executed with the signing by the shire President and CEO 7 July 2022;
- An item prepared by the A.DCEO is attached to this agenda formalising the Committee's budget submission (for Council's authorisation by 31 August).

CORPORATE SERVICES

The purpose of corporate service officers is to deliver administration services to the community through local government activities.

- Manager of Finance: Please refer to Finance reports at item 11;
- Personnel: recruitment of one part-time carer commencing late July;
- Community Liaison Officer: tour of Lexus Melbourne Cup
- Building Officer:
- Customer Service and Records:
- Information Technology:

Swimming Pool Manager – request for tender:

A decision was made to release a Request for Tender for pool management and operations. Request for tender 08 of 2021/22 opened 24 June 2022 and closed 20 July 2022. Expressions of interest and direct release of the tender documents resulted in xx tender packages being sent to prospective suppliers. No tender submissions were received by close of the tender period.

Direct contact with potential suppliers and individuals seeking quotation and or interest in employment is now being pursued.

Social Media (Facebook):

Since the June report, there's been 12 postings to the shire Facebook page with the biggest audience being garnered by the proposed differential rate change with 816 people checking in for details.

An updated cover photo for the page was uploaded 1 July.

Response to Facebook postings, as follows:

Social Media June / July 2022		
Differential Rates	7 July	816
NBN SkyMuster information	4 July	700
Lexus Melbourne Cup Tour	7 July	634
DFES fire risk notice	5 July	513
Special Meeting of Council	1 July	474
Tax return information link	29 June	460
Science Alive event	19 June	423
Movie flyer	12 July	390
Good Sport flyer	23 June	378
Movie Flyer	30 June	276
National Diabetes Week	11 July	258

Community Events:

The major upcoming event is the Lexus Melbourne Cup Tour (16 August). Planned itinerary for cup viewing / events is:

- School (to be confirmed)
- Wesley Hall at the CommuniTEA Hub (to be confirmed)
- Waratah Lodge
- Historical Village
- District Club
- Palace Hotel (Council and shire representatives available for community liaison)

Funding:

Application made for \$5,000 to Roadwise to support Street Carnival.

LIBRARY

A report to councillors and community about events, activities and statistics for the Wagin Library and Gallery.

Library Events and Activities:

- Story Time each Wednesday 10am to 11am then again on Fridays 1.30pm to 2.30pm;
- Wagin Library and Gallery Book Club held 9 July;
- A weekly exchange of books and media occurs at Waratah Lodge;
- The Wagin Hospital Homebound visiting program is available as required.
- Friends of Wagin Library and Gallery meeting will be held Thursday 28 July at 4.30pm.

Library Statistics June / July 2022	
Patron visits	165
Inter-library loans request (out)	20
Inter-library loans request (in)	1
Public access of computer	8
Free tea or coffee	21
Inward enquiries	27

HEMOCARE

The purpose of Homecare is to maximise independence, wellbeing and community connections so aged persons can remain living independently in the community.

Report for June 2022:

- 91 unique clients received one or more services in June (an increase of four on May); Domestic Assistance (33%); Gardening (28%); and Transport (13%) are the services in greatest demand.

Service	Number of Clients
Domestic Assistance	61
Gardening	52
Transport	24
Social Support - Group	19
Nursing	9
Social Support	7
Shopping	7
Meal Preparation	3
Personal Care	3
Meals on Wheels	1

(Some clients utilise more than one service)

Service	Number of Services
Domestic Assistance	187
Gardening	64
Transport	50
Social Support	55
Social Support - Group	32
Nursing	21
Shopping	19
Meals on Wheels	17
Personal Care	15
Meal Preparation	6

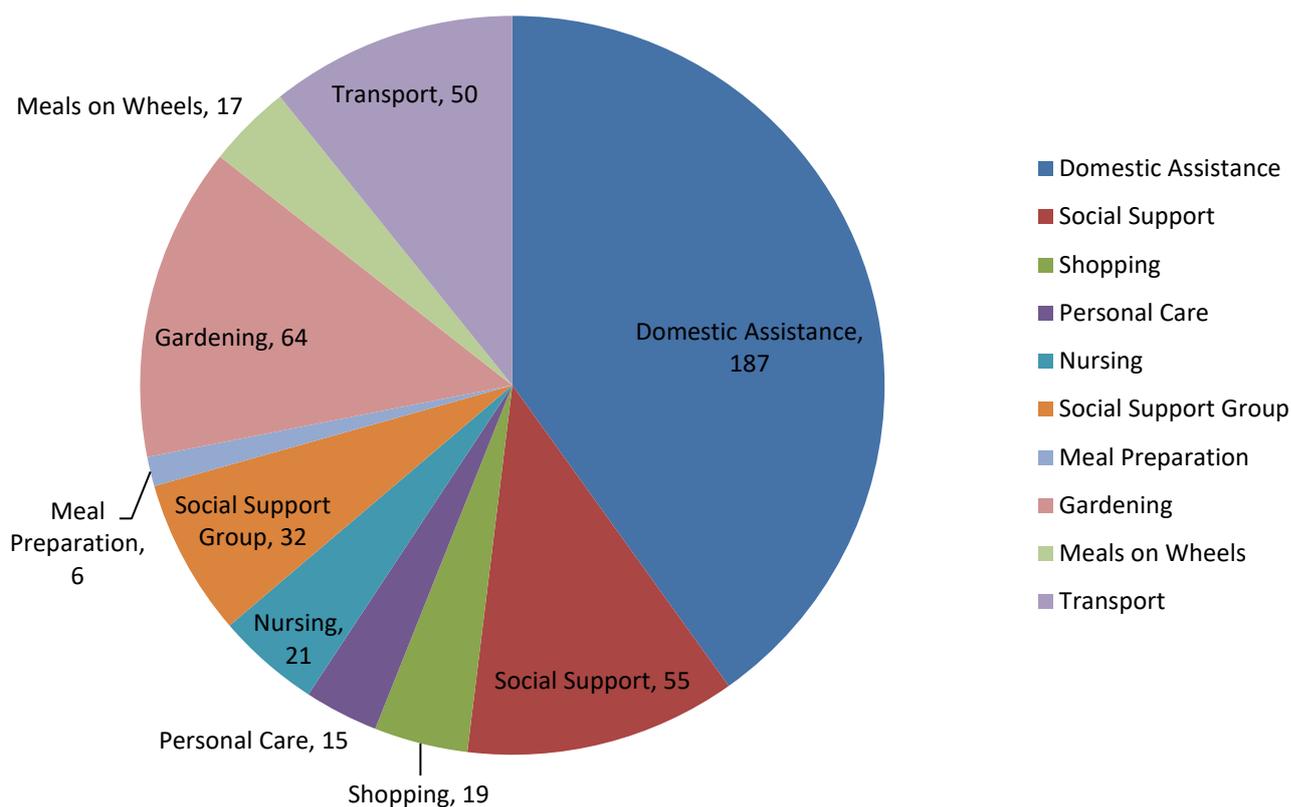
- There were 466 service deliveries in June (slight decrease compared to May due to clients contracting COVID-19, staff availability and client holidays); domestic assistance (40%) and Gardening (14%) are the services in greatest demand.

(Some deliveries involve more than one service)

- Month and Year to Date (YTD) Service Delivery

Types of services provided	Format	Provided	Contracted	Variance	Contracted	YTD Provided
Domestic Assistance	(Hours)	300	243	57	2,913	2,594
Social Support Group	(Hours)	138	120	18	1,442	2,128
Social Support Individual	(Hours)	59	83	-24	1,001	726
Home Maintenance	(Hours)	64	112	-48	1,344	687
Transport	(#Trips)	72	64	9	762	683
Meals on Wheels	(#Meals)	17	334	-317	4,011	308
Nursing	(Hours)	20	0	20	0	146
Personal Care	(Hours)	23	33	-10	390	120
Other food services	(Hours)	5	25	-20	299	88
Respite Care	(Hours)	2	2	1	18	8

Wagin Homecare # Services June 2022



CONSULTATION/COMMUNICATION

Chief Executive Officer and staff of the Shire of Wagin; members of the Sportsground Precinct Redevelopment Steering Committee; members of the Sportsground Advisory Committee; Mr Anthony Rowell, Wagin Tennis Club; staff at Wagin Huggle Bear Daycare;

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 and relevant regulations.

POLICY IMPLICATIONS

No direct policy implications.

FINANCIAL IMPLICATIONS

There are no direct financial implications to this report.

STRATEGIC IMPLICATIONS

Reference to and implementation of Shire of Wagin Strategic Community Plan and Shire of Wagin Corporate Business Plan.

VOTING REQUIREMENTS

Simple majority.

12.2.2 STAGE 1 SPORTSGROUND REDEVELOPMENT PROJECT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Lot 331 on Deposited Plan 223177; lot 1766 on plan 223177 (Shire of Wagin titles 1590/969 and 1311/65, respectively) – 'Primary site.'
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	7 July 2022
PREVIOUS REPORT(S):	Monthly DCEO reporting 2021/22; Committee reports as tabled May 2021 – June 2022; various Council Resolutions as detailed in this report.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.DE.1
ATTACHMENTS:	<ol style="list-style-type: none">1. Budget Submission 27 April 2022;2. Option 5 Masterplan (primary site location);3. Primary site detail.

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. List the Sportsground Redevelopment as a Council project within strategic planning with appropriate planning and reporting to be developed for future decision making;
2. Approve delegated authority to the CEO within delegation 30 and purchasing and other policy to initiate request for tender(s) for Stage 1 of the project: a) demolition of the primary site; and b) assessment of future need;
3. Allocate the amount of \$150,000 within the draft 2022/23 financial budget for this purpose.
4. Where external funding becomes available and appropriate, seek Council Approval to modify financial planning for this project.

Carried 0/0

BRIEF SUMMARY

This item seeks Council approval to initiate stage 1 of the Sportsground Redevelopment proposal – demolition of primary site and assessment of future need – and make allocation of appropriate budget funds in the draft 2022/23 budget.

The indicative amount is subject to the tender / quotation process and this item does not seek approval for expenditure.

BACKGROUND/COMMENT

Proposals for the redevelopment of sporting facilities have an extended history. Plans have not been realised due to changed funding opportunities and priorities. Economic realities such as the recent pandemic have made substantive progress difficult.

Some milestones have included:

1.0 The **Sport and Community Facility Masterplan** published in December 2011 examined demographics, existing facilities, regional trends and consulted clubs and community. The benefits of co-location were extolled, including:

- Opportunity for an elevated profile and unifying community presence by creating a vibrant community hub;
- Connecting groups and building relationships;
- The creation of accessible, quality facilities not available to single sporting clubs;
- Flexibility in capital investment and purchasing with cost savings through shared facilities;
- Possibilities in security improvement through shared risk.

The report recognised challenges included the management of people who may be required to share resources; the management and control of costs, particularly where clubs may have foregone some autonomy; and changes in demographics, within clubs and sports and for the district more generally.

However, this report stressed collaboration to deliver benefits.

A key recommendation in the 2011 report (at page 15) was to demolish the exhibition centre, grandstand, Scout's Hall and toilets.

2.0 **Strategic Resource Plan 2018 – 2033**, incorporating elements of the long-term financial plan and asset management plans, this plan included a provision of \$4 million in 2021/22 for a proposed Sportsground Precinct Redevelopment.

3.0 **Strategic Community Plan 2020 – 2030 and Corporate Business Plan**: approved by Council (decision 4329, 28 July 2020), included at key result area 3.4 and objective 3.9 'the progress of Masterplan with consolidation of community facilities (2019-2024)'.

4.0 **Needs Assessment and Feasibility Study, Precinct Masterplan**: published in June 2019 and August 2020, respectively, the Feasibility Study included a number of options to deliver a Masterplan. Option 5 within the options presented was selected as the preferred

redevelopment plan by Council in February 2020 (Council Decision 4200) and the plan was later received and endorsed by Council 25 August 2020 (Council Decision 4370).

Section 12.0 of the Masterplan is the implementation plan for option 5, with section 12.1 detailing the development of the sports hub. At item 12.1 (9), the recommendation is to demolish the Scout Hall, Public Toilets and Education Pavilion in 2021.

5.0 Sportsground Precinct Redevelopment Steering Committee: formed in May 2021, there have been eight meetings of the Committee (three in 2021, five in 2022). Recent decisions have included:

- Written support of the proposal by all committee member clubs;
- Agreement and signing of a Memorandum of Understanding (meeting the requirements of recommendation 12.1 (5) of the Masterplan implementation plan);
- Agreement on actions for stage 1 of the proposal (this item) as a budget submission to Council (meeting the requirements of item 12.1 (9) of the implementation plan), as attached to this item.

The committee is actively engaged in this proposal.

Terms of Reference for the Committee were agreed in May 2021 with the purpose of providing advice to Council on the implementation of option 5 of the Masterplan.

Listing this proposal as a Council project (1):

This recommendation serves several functions. The Masterplan is a vision for sporting, recreational and economic renewal with many elements and a significant potential financial cost. The complexity of the Masterplan makes resourcing and implementation a major exercise with many resource demands. This brings heightened risk and reduces the likelihood of success. To reduce the level of risk, increase the likelihood of successful deliverables, while making financial cost more manageable, it is proposed to reduce the number of elements and stage the proposal.

Secondly, the proposal has involved significant examination over an extended period – quite likely meaning that evidence collected at the proposal's start is less relevant and some objectives must be changed. Critical parts of evidence such as club participation and demographics of the district will have altered.

Thirdly, the connection between this proposal and Council's strategic plans is unclear. There are references to the proposal at the headline level but the Masterplan as a whole is not a clear objective for the community or clubs.

A clear commitment to making facilities fit for purpose, sustainable and adaptable, is necessary as part of asset management and strategic plans for Council and the community/. For this reason and the preceding points, it will be necessary to conduct sense making of the Masterplan prior to including necessary elements into long term financial plans of Council and other documents.

In the interim, it is recommended that works commence by clearing the primary site while conducting any assessments to enable useful project planning.

Approval of request for tender and purchasing related investigations (2):

While this item has estimates of expenditure for the demolition and site assessment, there is insufficient documentation within the material available to provide quotations. Inviting site inspections and issuing (a) request for tender will allow the market to be tested without meaningful expenditure. It will also allow for advice to be taken on salvage and other things which may reduce the outlay involved in delivery.

Concurrently, project management will involve assessing what is possible at the site and developing documentation for a planned approach to stages of the project. This is necessary because until June 2022 there was conjecture about levels of club participation in the hub concept and there remain questions about total costs, configuration of facilities and how any facility will operate. These questions may require some answers before any next steps.

Allocation within the draft budget (3):

The Master plan documents recommended demolition of 'exhibition centre, grandstand, Scout's Hall and toilets' (2011) without any costings completed; later, within the Implementation Plan of the 2020 Masterplan at item 12.1 (9), the recommendation is made again, to demolish the Scout Hall, Public Toilets and Education Pavilion, this time in 2021. This latter report did provide cost estimates for the demolition of the Scout Hall and toilets but did not estimate the cost of removing the Education Pavilion. This anomaly was queried by the acting DCEO with the then consulting parties in June 2022 who were unable to provide a response.

Demolition estimates as at August 2020 (page 36 of the Masterplan report):

Scout Hall (130m²) \$15,660 (\$121 per m²)

Public Toilet Block 41a (60m²) \$ 8,700 (\$145 per m²)

Education Pavilion (900m²) Not Estimated although recommended in the Implementation Plan

Note: a significant risk item associated with the Scout Hall is the presence of asbestos which requires licensed removal.

Calculating an average of the estimates provided for the Scout Hall and toilet block will enable an estimate for the Education Pavilion:

$\$15,660 + \$8,700$ (divided by) $130\text{m}^2 + 60\text{m}^2 = \$24,360$ (divided by) $190 =$
\$128 per m²

Applying this estimate to the Education Pavilion equates to $900\text{m}^2 \times \$128 = \$115,200$. However, there is potential for salvage of materials and application of scale because several buildings are being demolished – equipment and labour would be engaged for a shorter period with some economy of scale. Web-based research indicates savings of approximately 20% could be achieved – subject to market conditions.

A total estimate at 2020 prices would be \$139,560 less 20% in possible savings is \$111,648. This calculation would then need to be indexed to allow for CPI. The following reference has been utilised: ABS Perth CPI index series 6401.0 Consumer Price Index published 27 April 2022 (see: <https://www.abs.gov.au/statistics/economy/price-indexes-and-inflation/consumer-price-index-australia/latest-release#data-download>) The index change from August 2020 to March 2022 is 9.2.

Indexed August 2020 pricing to June 2022 (x1.092) would approximate \$121,920.

Contingencies should be provided for, including cost of project management, advertising of tender; preparation of tender; and cost over-run. Contingency: \$28,080.

Total estimate for draft budget 2022/23: \$150,000

It should be noted that an October 2019 estimate to demolish all of these buildings was \$80,000. There is no detail to that estimate.

Possible external funding and formulation of project planning (4):

There are limited external funding streams available which are competitive and highly conditional. A high degree of confidence needs to be arrived at in strategic and project planning to allow for a cohesive application (or applications) to be made to prospective funders. This avenue will be pursued and may provide some funding at points unknown, hence the support requested for a flexible approach to planning and funding.

Conclusion:

Independent of the sportsground masterplans, there is a need to address the suitability of the Scout's Hall for any purpose. This site does have significant levels of asbestos and has long been slated as not fit for purpose and to be removed. Identified for demolition in 2011 and thereafter, this site should be cleared, and any replacement then assessed.

Demolition of the three buildings would allow for a clear site for possible construction (to be considered as a further late stage).

The actual removal of buildings and associated cost is subject to site inspections, request for tender and quotes. As allowed for by policy and regulation these are subject to further CEO / Council decisions.

The approval of this item will allow for the gathering of evidence and preparation of planning to allow for conclusive assessment of need, feasibility and costs and Council support is requested to enable progress on these matters. This will assist in commencing prospective works prior to Christmas and reduce possible interference with Woolorama 2023.

CONSULTATION/COMMUNICATION

Full council; Sportsground Precinct Redevelopment Steering Committee; Sportsground Advisory Committee; members of participating clubs; Mr Mark Casserly CCS Strategic (consultant to master plan documentation); Brian Adcroft ADC Projects Pty Ltd (consultant to master plan documentation); Manager of Finance; Chief Executive Officer; Community Liaison Officer.

STATUTORY/LEGAL IMPLICATIONS

Section 3.57 Local Government Act 1995 (tenders); section 5.56 (1) (plan for the future); Part 5, Division 2 Local Government Act 1995 (committees); Part 6 Financial Management, Local Government Act 1995; Part 4 Division 2 Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

C.1 Standing Committees; F.6 Issuing of Council Purchase Orders; F.9 Reserve Account; F.15 Purchasing and Tender Guide; F.19 Risk Management; HBP.2 Sportsground.

FINANCIAL IMPLICATIONS

Elements of the Sportsground Redevelopment have been provided for by Council Decision with \$168,572 expected to be held in a specified reserve for this purpose at year end 30 June 2022 (refer Note 9 Reserves, Shire of Wagin financial reports May 2022).

This item lists the proposed project for budget consideration and does not authorise expenditure.

Due to the proposed funding from reserves, there is no expected impact on financial performance of the local government.

STRATEGIC IMPLICATIONS

Strategic Community Plan Key Result Area 3.4: Progress the Wagin Community Recreational Hub.

Facility creation, maintenance and support for sports and recreation is an important function of the local government. This proposal has enabled engagement with many sporting organisations and does have a relationship to community connections, building relationships and contributing to good health outcomes.

VOTING REQUIREMENTS

Absolute Majority.

Budget submission

Mr. W Atkinson
Chief Executive Officer
Shire of Wagin
shire@wagin.wa.gov.au

27 April 2022

Dear Mr. Atkinson,

BUDGET SUBMISSION – Sportsground redevelopment

This budget submission is made by the Sportsground Redevelopment Steering Committee as agreed at the Committee meeting 27 April 2022.

The Terms of Reference state the Steering Committee 'is to provide strategic direction and recommendations to Council in the implementation of the Wagin Sportsground Precinct Re-development Masterplan in accordance with the Option 5 and the document's recommendations and implementation plan'.

The Committee provides this budget submission in support of Council's staged approach as well as provide direction and momentum for this proposal. The purpose of this letter is to focus on stage one in the context of the 2022/23 financial year and budget.

The intention thereafter is to work with Council and the shire administration to agree on project scale, timelines, financial underpinnings and documentation so the proposal to redevelop the sportsground has definition and commitment.

The Committee has decided to support the following as stage one and seeks appropriate inclusion of funds and resources in the 2022/23 Shire of Wagin Budget:

A.

1. Demolition of the 'Scout' building.
2. Demolition of the adjacent toilet block.
3. Demolition of the Education Pavilion
4. Preparation of the site including any services
5. Preparation of any necessary documentation (such as tenders, technical and / or construction drawings
6. Appointment of any necessary project management

7. Construction of appropriate club room facilities.

And,

B. Commit Council and this Committee to investigation and planning for appropriate playing fields as subsequent stage(s) of this proposal.

The Steering Committee will contribute to stage one in accordance with the Terms of Reference while:

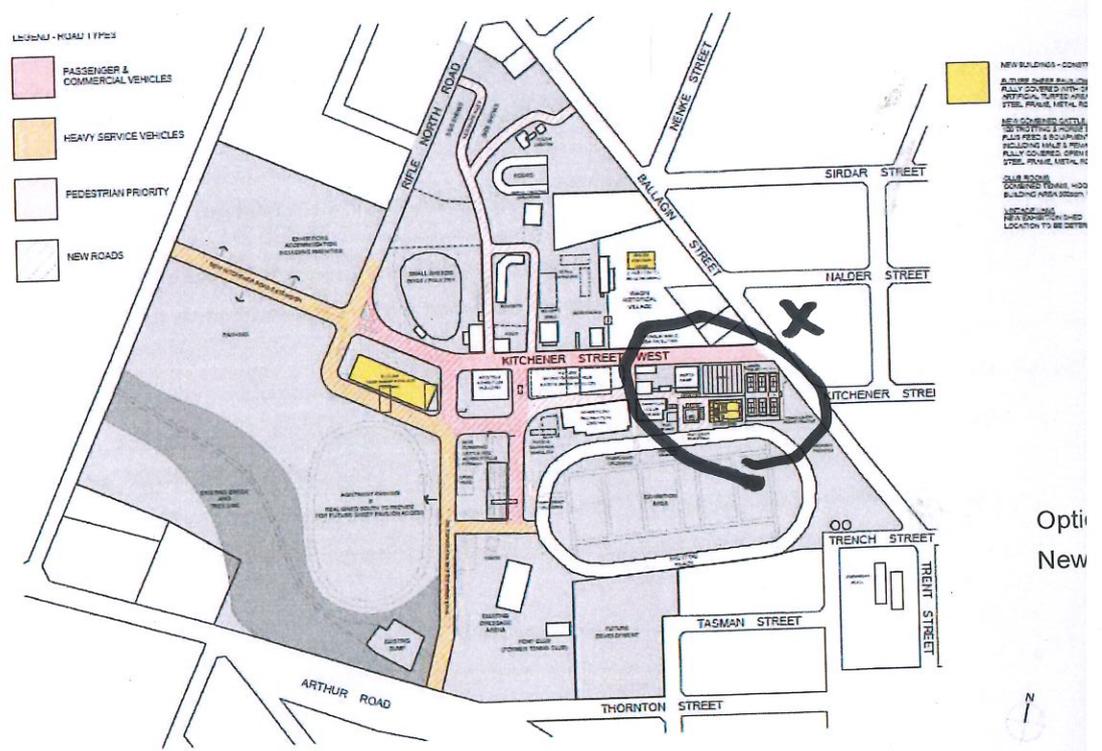
- Confirming club participation and financial or other resource contribution to the proposal; this will be managed primarily by a Memorandum of Understanding to be formed by 30 June 2022.
- Making recommendations around playing surfaces and usage (including stage, type and location).
- Making recommendations about location of principle assets.
- Making recommendations about key project features and timelines
- Any other task within the Terms of Reference that will contribute positively to outcomes.

The Steering Committee welcomes this opportunity to contribute a submission to the Shire of Wagin budget process. Please direct any enquiries to the Chair of the Committee for discussion at a future meeting.

Signed By Decision of the Committee 27 April 2022

The Shire of Wagin Sportsground Precinct Redevelopment Steering Committee

OPTION 5 MASTERPLAN

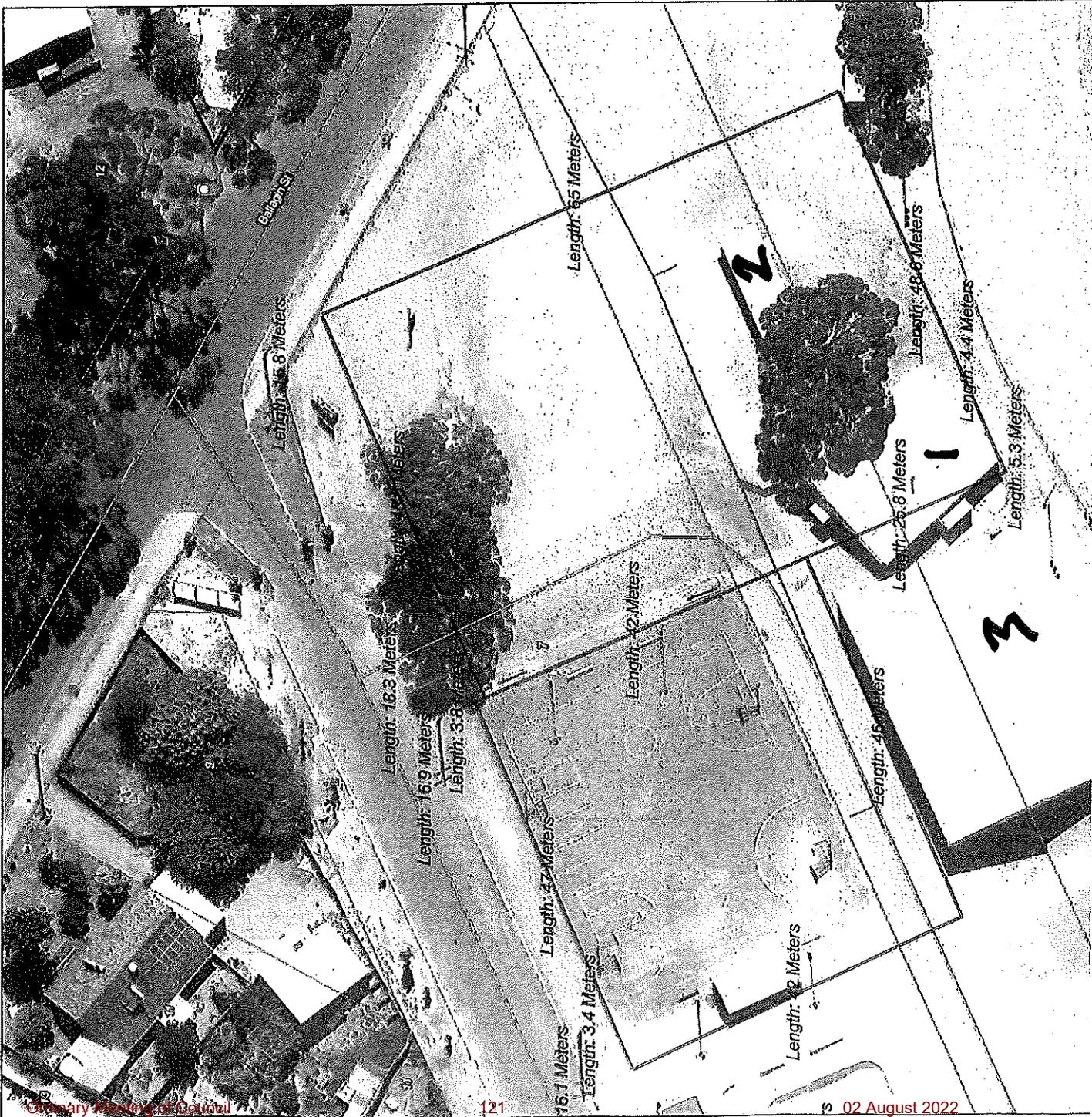


MASTER PLAN SITE PLAN 1:2000 at A1
WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT

Wagin Sportsground and Recreation Precinct Masterplan

P. 32
Masterplan x 'Primary Site' Location.

sportsground clearances



- 1 Scout
 - 2 Toilet
 - 3 Education
- Primary site - detail.

12.2.3 POLICY AMENDMENT POLICY F.21 COVID-19 FINANCIAL HARDSHIP

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	6 July 2022
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	FM.FE.1
ATTACHMENTS:	<ol style="list-style-type: none">1. Local Government (COVID-19 Response) Order 2020 (as amended);2. Government Gazette (extract);3. Policy F.21 COVID-19 Financial Hardship

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That Council policy F.21 COVID-19 Financial Hardship be amended by removing reference to '2020/21' and replaced with 'financial years 2019/20, 2020/21, 2021/22 and 2022/23, inclusive.

Carried 0/0

BRIEF SUMMARY

The Local Government Amendment (COVID-19 Response) Act 2020 enables the Minister for Local Government to make an order that modifies or suspends provisions of the Local Government Act 1995 (the Act) and Regulations in response to the COVID-19 pandemic.

An order has been issued by the Minister for the continuance of provisions related to service charges. This item amends related Council policy F.21 by removing specific reference to 2020/21 and insert the dates included in the order to enable compliance with that order.

BACKGROUND/COMMENT

The Local Government Amendment (COVID-19 Response) Act 2020 amended the Local Government Act 1995 (the Act) by inserting Part 10 into the Act. This provided the Minister with the ability to modify or suspend provisions of the Local Government Act 1995 and Regulations in response to the COVID-19 pandemic (s.10.3(1)). This extends to possible suspension of local laws where deemed necessary (s.10.4).

An Order issued in 2020 modified (among other sections) sections 6.2; 6.13; 6.33; 6.34; 6.35 6.45; 6.51 and 9.51 of the Act which deal with the annual budget; interest on monies owed to the local government; differential general rates; limiting income from general rates; minimum payments; notices related to certain rates; payment options related to service charges; the

accrual of interest on overdue rates and service charges; and how documents may be given to local government. Many of these provisions required a policy response to financial hardship. The Order was reissued in 2021.

Council policy F.21 COVID-19 Financial Hardship complied with these requirements and the current revision specifies the term of the policy as the 2020/21 financial year.

The Department issued an Order 30 June 2020 extending provisions to the 2022/23 financial year by amending the previous order. The financial years 2019/20; 2020/21; 2021/22; and 2022/23 are specified. This will necessitate amendment to policy F.21. The officer recommendation is to comply with the order by amending the reference to the 2020/21 financial year to financial years 2019/20; 2020/21; 2021/22; and 2022/23 inclusive.

CONSULTATION/COMMUNICATION

Chief Executive Officer; Manager of Finance.

STATUTORY/LEGAL IMPLICATIONS

Part 10, Local Government Act 1995; Local Government (COVID-19 Response) Order 2020 (as amended); Government Gazette 86 of 2022 (pp. 3688 – 3690).

POLICY IMPLICATIONS

Policy F.21 COVID-19 Financial Hardship to be amended.

FINANCIAL IMPLICATIONS

There is no expectation of a financial impact due to this policy amendment.

STRATEGIC IMPLICATIONS

This policy amendment ensures the local government is compliant in regard to the Local Government (COVID-19 Response) Order 2020 (as amended).

VOTING REQUIREMENTS

Absolute majority.



Western Australia

Local Government Act 1995

Local Government (COVID-19 Response) Order 2020

As at 25 Jun 2022

Version 00-d0-00
Published on www.legislation.wa.gov.au

Local Government (COVID-19 Response) Order 2020

Contents

1.	Citation	1
2.	Commencement	1
3.	Terms used	1
4.	Section 5.27 modified (electors' general meetings)	3
5.	Section 5.28 modified (electors' special meetings)	3
6.	Section 5.94 modified (public can inspect certain local government information)	4
7.	Section 6.2 modified (local government to prepare annual budget)	4
8.	Section 6.13 modified (interest on money owing to local governments)	5
9.	Section 6.33 modified (differential general rates)	5
10.	Section 6.34 modified (limit on revenue or income from general rates)	6
11.	Section 6.35 modified (minimum payment)	6
12.	Section 6.36 modified (local government to give notice of certain rates)	7
13.	Section 6.45 modified (options for payment of rates or service charges)	8
14.	Section 6.51 modified (accrual of interest on overdue rates or service charges)	9
15.	Section 9.51 modified (giving documents to local government)	10
	Notes	
	Compilation table	11

Defined terms

Local Government (COVID-19 Response) Order 2020

1. Citation

This order is the *Local Government (COVID-19 Response) Order 2020*.

2. Commencement

This order comes into operation on the day on which it is published in the *Gazette*.

3. Terms used

(1) In this order, unless the contrary intention appears —

2019/20 financial year means the financial year ending on 30 June 2020;

2020/21 annual budget, in relation to a local government, means the annual budget adopted by the local government under section 6.2 for the 2020/21 financial year;

2020/21 financial year means the financial year ending on 30 June 2021;

2021/22 annual budget, in relation to a local government, means the annual budget adopted by the local government under section 6.2 for the 2021/22 financial year;

2021/22 financial year means the financial year ending on 30 June 2022;

2022/23 annual budget, in relation to a local government, means the annual budget adopted by the local government under section 6.2 for the 2022/23 financial year;

cl. 3

2022/23 financial year means the financial year ending on 30 June 2023;

cessation day means the day on which the *Local Government (COVID-19 Response) Amendment Order 2020* clause 4 comes into operation;

commencement day means the day on which this order comes into operation;

COVID emergency period means the period beginning on commencement day and ending on cessation day;

excluded person means a person who —

- (a) is a residential ratepayer or small business ratepayer of a local government; and
- (b) is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic;

proposed differential general rate, in relation to a local government, means a differential general rate that is to be imposed by the local government in the 2020/21 financial year;

proposed minimum payment, in relation to a local government, means a minimum payment that is to be imposed by the local government in the 2020/21 financial year;

residential ratepayer, in relation to a local government, means a person who under section 6.44 is liable to pay a rate or service charge that is imposed by the local government on land on the basis that the land is used for residential purposes;

section means a section of the Act;

small business has the meaning given in the *Small Business Development Corporation Act 1983* section 3(1);

small business ratepayer, in relation to a local government, means a person who under section 6.44 is liable to pay a rate or service charge that is imposed by the local government on land used by the person for the purposes of carrying out a small business owned or operated by the person.

- (2) A term has the same meaning in this order as it has in section 6.1.

[Clause 3 amended: SL 2020/211 cl. 4; SL 2021/66 cl. 4; SL 2022/107 cl. 4.]

4. Section 5.27 modified (electors' general meetings)

- (1) Section 5.27 is modified as set out in this clause in relation to a general meeting of the electors of a district that —
- (a) under section 5.27 is required to be held in the 2019/20 financial year; and
 - (b) on commencement day has not been held.
- (2) The requirements in section 5.27(1) and (2) do not apply to the general meeting and are replaced with the requirements in subclauses (3) and (4).
- (3) The general meeting is not to be held during the COVID emergency period.
- (4) The general meeting is to be held on a day selected by the local government but not more than 56 days after cessation day.

5. Section 5.28 modified (electors' special meetings)

- (1) Section 5.28 is modified as set out in this clause in relation to a special meeting of the electors of a district that under section 5.28(4) is required or permitted to be held during the COVID emergency period.
- (2) The requirements in section 5.28(4) do not apply to the special meeting and are replaced with the requirements in subclauses (3) and (4).
- (3) The special meeting is not to be held during the COVID emergency period.
- (4) The special meeting is to be held on a day selected by the mayor or president but not more than 35 days after cessation day.

cl. 6

6. Section 5.94 modified (public can inspect certain local government information)

- (1) Section 5.94 is modified as set out in this clause.
- (2) If the office of a local government is closed as a consequence of the COVID-19 pandemic, the entitlement under section 5.94 of a person to attend the office to inspect a document and the requirements in that section are replaced with the entitlement and requirements in subclause (3).
- (3) A person may request that a local government provide the person with a copy of a document referred to in section 5.94 and, unless it would be contrary to section 5.95, the local government is to, free of charge, and whether or not the document is current at the time of the request —
 - (a) if the document is published on the local government's official website — inform the person of the website address where the document is published; or
 - (b) email a copy of the document to an email address provided by the person; or
 - (c) mail a copy of the document to a postal address provided by the person.

7. Section 6.2 modified (local government to prepare annual budget)

- (1) Section 6.2(2) is modified as set out in this clause in relation to the preparation of the 2020/21 annual budget of a local government.
- (2) The reference to the contents of the plan for the future of the district made in accordance with section 5.56 is replaced with a reference to the consequences of the COVID-19 pandemic.

8. Section 6.13 modified (interest on money owing to local governments)

- (1) Section 6.13 is modified as set out in this clause in relation to a resolution of a local government under section 6.13(1) that is to be included in —
 - (a) its 2020/21 annual budget; or
 - (b) its 2021/22 annual budget; or
 - (c) its 2022/23 annual budget.
- (2) The resolution —
 - (a) cannot require a person who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic to pay interest; and
 - (b) is to specify that the requirement to pay interest does not apply to a person who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic.
- (3) The rate of interest that may be set by the local government under section 6.13 —
 - (a) in its 2020/21 annual budget — is not to exceed 8%; and
 - (b) in its 2021/22 annual budget — is not to exceed 7%; and
 - (c) in its 2022/23 annual budget — is not to exceed 7%.
- (4) Subclause (3) applies despite the *Local Government (Financial Management) Regulations 1996* regulation 19A.
[Clause 8 amended: SL 2021/66 cl. 5; SL 2022/107 cl. 5.]

9. Section 6.33 modified (differential general rates)

- (1) In this clause —
relevant rate, of a local government, means a proposed differential general rate of the local government that under

cl. 10

section 6.33(3) cannot be imposed without the approval of the Minister.

- (2) Section 6.33(3) is modified as set out in this clause in relation to a relevant rate of a local government if —
 - (a) as a consequence of the COVID-19 pandemic, the local government resolves (whether before or after commencement day) that no proposed differential general rate of the local government will exceed the corresponding differential general rate that was imposed by the local government in the 2019/20 financial year; and
 - (b) the local government obtained the Minister's approval under section 6.33(3) to impose in the 2019/20 financial year a differential general rate corresponding to the relevant rate.
- (3) The local government is not required to obtain the approval of the Minister under section 6.33(3) to impose the relevant rate.

10. Section 6.34 modified (limit on revenue or income from general rates)

- (1) Section 6.34(b) is modified as set out in this clause in relation to the 2020/21 annual budget of a local government.
- (2) The reference to 90% is replaced with a reference to 80%.

11. Section 6.35 modified (minimum payment)

- (1) In this clause —

relevant minimum payment, of a local government, means a proposed minimum payment of the local government that under section 6.35(5) cannot be imposed without the approval of the Minister.

- (2) Section 6.35(5) is modified as set out in this clause in relation to a relevant minimum payment of a local government if —
- (a) as a consequence of the COVID-19 pandemic, the local government resolves (whether before or after commencement day) that —
 - (i) no proposed differential general rate of the local government will exceed the corresponding differential general rate that was imposed by the local government in the 2019/20 financial year; and
 - (ii) no proposed minimum payment of the local government will exceed the corresponding minimum payment that was imposed by the local government in the 2019/20 financial year;and
 - (b) the local government obtained the Minister’s approval under section 6.35(5) to impose in the 2019/20 financial year a minimum payment corresponding to the relevant minimum payment.
- (3) The local government is not required to obtain the approval of the Minister under section 6.35(5) to impose the relevant minimum payment.

12. Section 6.36 modified (local government to give notice of certain rates)

- (1) Section 6.36 is modified as set out in this clause in relation to a local government if, as a consequence of the COVID-19 pandemic, the local government resolves (whether before or after commencement day) that —
- (a) no proposed differential general rate of the local government will exceed the corresponding differential general rate that was imposed by the local government in the 2019/20 financial year; and

cl. 13

- (b) no proposed minimum payment of the local government of the kind referred to in section 6.36(1) will exceed the corresponding minimum payment that was imposed by the local government in the 2019/20 financial year.
- (2) The requirements in section 6.36(1) to (4) do not apply to the local government and are replaced with the requirements in subclauses (3) and (4).
- (3) The local government must publish on the local government's official website details of each proposed differential general rate and each proposed minimum payment of the local government.
- (4) The details referred to in subclause (3) must be published by the local government within 10 days after the later of the following —
 - (a) the day on which the local government makes the resolution referred to in subclause (1);
 - (b) commencement day.

13. Section 6.45 modified (options for payment of rates or service charges)

- (1) In this clause —

financial hardship policy, in relation to a local government, means a policy addressing the manner in which the local government will deal with financial hardship that may be suffered by ratepayers and other persons who are required to make payments to the local government.
- (2) Section 6.45 is modified as set out in this clause in relation to payment by instalments of a rate or service charge imposed by a local government in —
 - (a) the 2020/21 financial year; or
 - (b) the 2021/22 financial year; or
 - (c) the 2022/23 financial year.

- (3) The local government cannot impose an additional charge (including an amount by way of interest) under section 6.45(3) in respect of payment by instalments made by an excluded person.
- (4) If the local government has not adopted a financial hardship policy, the maximum rate of interest that may be imposed by the local government under section 6.45(3) is 3%.
- (5) Subclause (4) applies despite the *Local Government (Financial Management) Regulations 1996* regulation 68.

[Clause 13 amended: SL 2021/66 cl. 6; SL 2022/107 cl. 6.]

14. Section 6.51 modified (accrual of interest on overdue rates or service charges)

- (1) Section 6.51 is modified as set out in this clause in relation to a resolution made under section 6.51(1) by a local government at the time of imposing a rate or service charge for —
 - (a) the 2020/21 financial year; or
 - (b) the 2021/22 financial year; or
 - (c) the 2022/23 financial year.
- (2) The resolution —
 - (a) cannot impose interest in respect of a rate or service charge payable by an excluded person; and
 - (b) is to specify that the imposition of interest does not apply in respect of a rate or service charge payable by an excluded person.
- (3) The rate of interest that may be set by the local government under section 6.51 —
 - (a) for the 2020/21 financial year — is not to exceed 8%; and
 - (b) for the 2021/22 financial year — is not to exceed 7%; and

cl. 15

(c) for the 2022/23 financial year — is not to exceed 7%.

(4) Subclause (3) applies despite the *Local Government (Financial Management) Regulations 1996* regulation 70.

[Clause 14 amended: SL 2021/66 cl. 7; SL 2022/107 cl. 7.]

15. Section 9.51 modified (giving documents to local government)

(1) Section 9.51 is modified as set out in this clause.

(2) In addition to the methods in section 9.51(a) and (b), a document may be given to a local government by sending it by email to the local government at its email address.

=====

Notes

This is a compilation of the *Local Government (COVID-19 Response) Order 2020* and includes amendments made by other written laws. For provisions that have come into operation see the compilation table.

Compilation table

Citation	Published	Commencement
<i>Local Government (COVID-19 Response) Order 2020</i>	SL 2020/57 8 May 2020	8 May 2020 (see cl. 2)
<i>Local Government (COVID-19 Response) Amendment Order 2020</i>	SL 2020/211 3 Nov 2020	cl. 1 and 2: 3 Nov 2020 (see cl. 2(a)); Order other than cl. 1 and 2: 4 Nov 2020 (see cl. 2(b))
<i>Local Government (COVID-19 Response) Amendment Order 2021</i>	SL 2021/66 1 Jun 2021	cl. 1 and 2: 1 Jun 2021 (see cl. 2(a)); Order other than cl. 1 and 2: 2 Jun 2021 (see cl. 2(b))
<i>Local Government (COVID-19 Response) Amendment Order 2022</i>	SL 2022/107 24 Jun 2022	cl. 1 and 2: 24 Jun 2022 (see cl. 2(a)); Order other than cl. 1 and 2: 25 Jun 2022 (see cl. 2(b))

Defined terms

Defined terms

*[This is a list of terms defined and the provisions where they are defined.
The list is not part of the law.]*

Defined term	Provision(s)
2019/20 financial year.....	3(1)
2020/21 annual budget.....	3(1)
2020/21 financial year.....	3(1)
2021/22 annual budget.....	3(1)
2021/22 financial year.....	3(1)
2022/23 annual budget.....	3(1)
2022/23 financial year.....	3(1)
cessation day.....	3(1)
commencement day.....	3(1)
COVID emergency period.....	3(1)
excluded person.....	3(1)
financial hardship policy.....	13(1)
proposed differential general rate.....	3(1)
proposed minimum payment.....	3(1)
relevant minimum payment.....	11(1)
relevant rate.....	9(1)
residential ratepayer.....	3(1)
section.....	3(1)
small business.....	3(1)
small business ratepayer.....	3(1)

LOCAL GOVERNMENT

LG301

Local Government Act 1995

**Local Government (COVID-19 Response)
Amendment Order 2022****SL 2022/107**

Made by the Minister under section 10.3 of the Act.

1. Citation

This order is the *Local Government (COVID-19 Response) Amendment Order 2022*.

2. Commencement

This order comes into operation as follows —

- (a) clauses 1 and 2 — on the day on which this order is published in the *Gazette*;
- (b) the rest of the order — on the day after that day.

3. Order amended

This order amends the *Local Government (COVID-19 Response) Order 2020*.

4. Clause 3 amended

In clause 3(1) insert in alphabetical order:

2022/23 annual budget, in relation to a local government, means the annual budget adopted by the local government under section 6.2 for the 2022/23 financial year;

2022/23 financial year means the financial year ending on 30 June 2023;

5. Clause 8 amended

- (1) In clause 8(1):
 - (a) in paragraph (b) delete “budget.” and insert:

budget; or
 - (b) after paragraph (b) insert:

(c) its 2022/23 annual budget.
- (2) In clause 8(3):
 - (a) in paragraph (b) delete “exceed 7%.” and insert:

exceed 7%; and
 - (b) after paragraph (b) insert:

(c) in its 2022/23 annual budget — is not to exceed 7%.

6. Clause 13 amended

- In clause 13(2):
- (a) in paragraph (b) delete “year.” and insert:

year; or
 - (b) after paragraph (b) insert:

(c) the 2022/23 financial year.

7. Clause 14 amended

- (1) In clause 14(1):
 - (a) in paragraph (b) delete “year.” and insert:

year; or
 - (b) after paragraph (b) insert:

(c) the 2022/23 financial year.

- (2) In clause 14(3):
- (a) in paragraph (b) delete “exceed 7%.” and insert:

exceed 7%; and
 - (b) after paragraph (b) insert:
 - (c) for the 2022/23 financial year — is not to exceed 7%.

J. CAREY, Minister for Local Government.

F.21. COVID-19 FINANCIAL HARDSHIP

POLICY NUMBER	F.21
POLICY TYPE	FINANCE
DATE ADOPTED	23 JUNE 2020 (Council Resolution #4316)
REVIEW DATE	
DELEGATION APPLICABLE	YES

OBJECTIVE

To give effect to our commitment to support severely financially disadvantaged parts of the ratepayer base and community affected by the challenges arising from the COVID19 pandemic and other circumstances as they arise.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Payment difficulties, hardship and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person or entity is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Wagin recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Anticipated Financial Hardship due to COVID19

We recognise that some ratepayers may be experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy to make them aware eligible ratepayers can apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Wagin of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises the Shire and makes an alternative agreed plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July of each year, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of that financial year.

Rates and service charge debts that remain outstanding at the end of each financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

Delegation

Delegated authority to the CEO or his appointee by decision of Council:

Review

Management will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

Management will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt

GUIDELINES

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

HISTORY

- 23 June 2020 (Council Resolution #4316)

RESPONSIBLE OFFICER

- Chief Executive Officer

12.3 MANAGER OF WORKS

12.3.1 WORKS AND SERVICES REPORT – JUNE 2022

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 July 2022
PREVIOUS REPORT(S):	20 June 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Manager of Works Officer report for the month of June 2022.

Carried 0/0

BRIEF SUMMARY

Nil

BACKGROUND/COMMENT

CONSTRUCTION CREW:

- Gravel sheet 1.6km section on Andrews Road
- Install new electric gate at Shire Depot

UPCOMING WORKS:

- Removing debris from town drainage
- Clean out culverts on Bullock Hills Road and Beaufort Road
- Mulching various roads

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, cleaning footpaths as required and other general works. Started spraying weeds in townsite and drains.

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				Jun-22		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019	42,043	49,000	W.1	
ISUZU D-MAX WAGON P-02	I MCCABE	1/11/2018	86,613	90,000	W.001	
ISUZU D MAX P-04	A HICKS	17/11/2020	44,476	54,000	W.1008	
TOYOTA KLUGER - P-05	P VAN MARSEVEEN	13/10/2021		15,000	W.1479	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,245	1/03/2023	W.10292	
CAT GRADER P-10	J PRAETZ	14/01/2021	1,844	2,000	W.284	
KOMATSU LOADER P-11	G EVANS	21/03/2018	4,392	4,600	W.10707	
KOMATSU GRADER P-12	C WARREN	15/01/2019	4,083	4,100	W.041	
KOMATSU EXCAVATOR P-13	VARIOUS	10/12/2021	100	250		
ISUZU TRUCK P-14	S HISKINS	3/12/2019	70,579	78,000	W.1002	
BOMAG ROLLER P-15	VARIOUS	3/01/2008	9,956	9,900	W.7862	Service Due
ISUZU TRUCK P-16	VARIOUS	19/10/2010	105,019	111,000	W.1012	
MAHINDRA P-17	M WUBBELS	21/03/2022	2,488		W.10955	
KUBOTA MOWER P-18	M TITO	31/10/2019	351	400		
VIBE ROLLER P-19	VARIOUS	3/01/2008	1,995	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	4,099	1/02/2023	W.9618	
ISUZU P-21	C WARREN	17/03/2017	78,675	84,000	W.676	
JOHN DEERE P-22	S SICELY	10/08/2016	514	600	W.487	
TOYOTA UTE P-24	M TITO	17/11/2020	15,225	15,000	W.1010	Service Due
TOYOTA UTE P-25	S SICELY	25/11/2020	16,832	15,000	W.1001	Service Due
TRITON UTE P-26	J PRAETZ	14/11/2014	86,460	92,000	W.1022	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	63,802	70,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,892	3,900	W.10553	
ISUZU TRUCK P-40	VARIOUS	29/03/2019	89,125	93,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	179,525	180,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1,143	1,169		
CAT BACKHOE P-47	VARIOUS	21/09/2015	6,025	6,120	W.10552	
TENNANT SWEEPER P-48	D HOYSTED	16/10/2015	2,103	2,120	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	4,344	4,657	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	50,645	60,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,453	1/04/2023	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	500	459		Service Due
TOYOTA UTE P-85	G ARNOLD	29/10/2020	13,192	15,000	W.863	
TOYOTA UTE P-94	D HOYSTED	23/10/2019	46,812	50,000	W.10796	

12.4 MANAGER OF FINANCE

Nil

12.5 BUILDING OFFICER

12.5.1 BUILDING OFFICERS REPORT – JUNE 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Building Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19 July 2022
PREVIOUS REPORT(S):	21 June 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LP.NO.3
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council receive the Building Officers Report for the month of June 2022

Carried 0/0

BRIEF SUMMARY

Building and Development Report

BACKGROUND/COMMENT

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

BUILDING PERMITS –

Nil

BUILDING FINALS (BA7) FINAL CERTIFICATES RECIEVED

Nil

COMPLAINTS RECEIVED AND ADVICE GIVEN:

Two complaints received. Seeking advice from consultant Joe Douglas – still ongoing.

BUILDING AND DEVELOPMENT ENQUIRIES:

Three health related queries – all pending new Narrogin Health Inspector reply.

Three building related queries: one pending client response; one pending client documentation; one pending client payment to progress as building application.

Nine development related queries: one complete with advice given by consultant Joe Douglas; one deemed no development application required; one awaiting Department of

Planning Lands, and Heritage (DPLH) response; two awaiting client response; three awaiting further documentation; one awaiting payment to progress as development application.

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

Nil

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)

15.1 REQUEST FOR TENDER 07 OF 2021/22 PROVISION OF MEDICAL SERVICES TO WAGIN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Whole of district
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	27 July 2022
PREVIOUS REPORT(S):	24 May 2022
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	CS.SP.20; CM.TE.2
ATTACHMENTS:	1. Summary of Tenders Received assessment and recommendation (Confidential to be presented at the meeting)

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That the attached confidential tender assessment be considered for tenders received for the *Provision of Medical Services to Wagin* (Tender 07 2021-22);

And,

2. That Council accept the recommended tender and a contract be negotiated by the CEO for the delivery of general practitioner medical services.

Carried 0/0

BRIEF SUMMARY

Tenders have been received for the provision of medical services in Wagin when the existing provider *IPN Medical Centres* vacates the practice in early 2023. Work has also been carried out on the transfer /purchase of assets from managers IPN and what communication and information technology arrangements will need to be in place when the changeover of

providers takes place. This report makes recommendations to Council for the acceptance of a tender and related financial implications associated with the changeover of providers.

BACKGROUND/COMMENT

In accordance with Council's resolution of the 24 May 2022, tenders were called for the provision of medical services to Wagin. Tenders closed on the 20 July 2022. Extensive work has also been carried out on the transitional arrangements that need to be implemented with the changeover of providers.

Given the acute shortage of General Practitioners throughout regional Australia, the level of enquiry about the tender was encouraging and culminated in the submission of two tenders.

In the lead-up to this item, some further communication has been conducted with *Rural Health West* which has been supporting the recruitment process to date. Furthermore, clarification/further communication be initiated with tenderers as deemed necessary and a written assessment completed which is attached to this item. This will include the financial and other implications associated with the changeover in providers. This will form the basis of a recommendation to Council

A confidential preliminary summary of tenders received attaches to this report.

This opportunity is taken to record sincere appreciation to *IPN Medical Centres, Rural Health West* and the staff at the Wagin Medical Centre for the assistance and cooperation rendered to the Shire during the GP recruitment process.

CONSULTATION/COMMUNICATION

- Cr's Blight and Ball
- A/DCEO

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – s 3.57 – *Tenders for Providing Goods and Services*
Part 4, Division 2 – Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

Council Policy F.15 *Purchasing, and Tender Guide* applies.

FINANCIAL IMPLICATIONS

To be determined

STRATEGIC IMPLICATIONS

The Shire's Strategic Community Plan (Community Services and Social Environment) includes the following Key Performance Indicator:

Retain the school and hospital and grow health, Doctor Services, allied health, and aged care services.

VOTING REQUIREMENTS

Simple Majority

16. CLOSURE