



# AGENDA

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# ORDINARY MEETING OF COUNCIL

---

28 NOVEMBER 2023



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Agendas and Minutes are available on the Shire website [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)  
Alternative formats are also available upon request.

## SHIRE OF WAGIN

### NOTICE OF MEETING

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Dear President and Councillors,

The next Ordinary Meeting of Council will be held

**ON: Tuesday 28 November 2023**

**WHERE: Council Chambers, Shire Office**

**AT: 7:00pm**

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Mark Hook  
**ACTING 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.

**Mark Hook**  
ACTING CHIEF EXECUTIVE OFFICER



## **Community Strategic Vision**

Wagin is a community where individuals, families and businesses can invest and prosper, preserving the safe, affordable and inclusive country lifestyle and ensuring that Wagin is a place people like to live in and visit.

## **Council's Mission and Philosophy**

The Shire of Wagin is a focussed Local Government providing progressive and innovative leadership that builds a sustainable future while supporting a vibrant, healthy and caring community.

## **Council's Guiding Values**

- Governance and Leadership
- Honesty and Integrity
- Innovation and Creativity
- Community Focused
- Environmentally Aware

*Shire of Wagin Strategic Community Plan 2020 - 2030*



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## SHIRE OF WAGIN

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Wagin on Tuesday 28 November 2023 commencing at 7pm

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### **CONTENTS**

<b>1.</b>	<b>OFFICIAL OPENING .....</b>	<b>7</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....</b>	<b>7</b>
2.1.	ATTENDANCE.....	7
2.2.	APOLOGIES .....	7
2.3.	APPROVED LEAVE OF ABSENCE .....	7
2.4.	VISITORS .....	7
<b>3.</b>	<b>RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE .....</b>	<b>7</b>
<b>4.</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>7</b>
<b>5.</b>	<b>APPLICATION FOR LEAVE OF ABSENCE .....</b>	<b>7</b>
<b>6.</b>	<b>PUBLIC FORUM .....</b>	<b>8</b>
<b>7.</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>8</b>
<b>8.</b>	<b>DISCLOSURE OF FINANCIAL AND OTHER INTERESTS.....</b>	<b>8</b>
8.1	DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a .....	8
8.2	DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.60b.....	8
8.3	DISCLOSURE OF IMPARTIALITY INTEREST – Local Government (Administration) Regulation 19AA (Code of Conduct Section 22).....	8
<b>9.</b>	<b>CONFIRMATION OF PREVIOUS MEETING MINUTES .....</b>	<b>8</b>
9.1	MINUTES FROM THE SPECIAL MEETING OF COUNCIL 24 OCTOBER 2023 ..	8
9.2	MINUTES FROM THE ORDINARY MEETING OF COUNCIL 24 OCTOBER 2023	9
9.3	MINUTES FROM THE CEO RECRUITMENT AND SELECTION COMMITTEE 13 NOVEMBER 2023.....	9
9.4	MINUTES FROM THE CEO RECRUITMENT AND SELECTION COMMITTEE 21 NOVEMBER 2023.....	9
<b>10</b>	<b>FINANCIAL REPORTS .....</b>	<b>10</b>
10.1	FINANCIAL REPORTS – OCTOBER 2023 .....	10
10.2	SCHEDULE OF ACCOUNTS PAYMENTS – OCTOBER 2023 .....	49
<b>11</b>	<b>REPORTS TO COUNCIL.....</b>	<b>55</b>
<b>11.1</b>	<b>ACTING CHIEF EXECUTIVE OFFICER.....</b>	<b>55</b>



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11.1.1	ACTING CHIEF EXECUTIVE OFFICERS REPORT – NOVEMBER 2023 .....	55
11.1.2	COUNCIL MEETING DATES IN 2024.....	62
11.1.3	TERMS OF REFERENCE – HEALTH ADVISORY COMMITTEE .....	66
11.1.4	TERMS OF REFERENCE – TOWNSCAPE AND TOURISM ADVISORY COMMITTEE .....	71
11.1.5	WAGIN SHOW GROUNDS WOOLORAMA ADMINISTRATION BUILDING .....	76
11.1.6	ALTERNATIVE KING’S BIRTHDAY PUBLIC HOLIDAY DATE 2024.....	80
11.1.7	COUNCIL POLICY C11 – COUNCIL FORUMS .....	82
11.1.8	CONTRACT CEO .....	99
11.1.9	SALE OF LOT 220 (No. 7) VERNALL STREET WAGIN .....	101
<b>11.2</b>	<b>EXECUTIVE MANAGER COMMUNITY AND CORPORATE SERVICES.....</b>	<b>108</b>
11.2.1	EXECUTIVE MANAGER COMMUNITY AND CORPORATE SERVICES REPORT –NOVEMBER 2023.....	108
11.2.2	ASSIGNMENT AND VARIATION OF LEASE - WAGIN DENTAL CENTRE .....	116
<b>11.3</b>	<b>MANAGER OF WORKS .....</b>	<b>128</b>
11.3.1	WORKS AND SERVICES REPORT – NOVEMBER 2023 .....	128
<b>11.4</b>	<b>MANAGER OF FINANCE.....</b>	<b>131</b>
<b>11.5</b>	<b>TOWN PLANNER REPORT .....</b>	<b>131</b>
<b>11</b>	<b>ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS .....</b>	<b>131</b>
<b>12</b>	<b>URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING .....</b>	<b>131</b>
<b>13</b>	<b>CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2) .</b>	<b>131</b>
<b>14</b>	<b>CLOSURE .....</b>	<b>131</b>



## 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 Bryan Kilpatrick	Deputy Shire President
Cr Geoff West	Elected Member
Cr Wade Longmuir	Elected Member
Cr Greg Ball	Elected Member
Cr Ann O'Brien	Elected Member
Cr Sherryl Chilcott	Elected Member
Mark Hook	Acting Chief Executive Officer
John Fathers	Executive Manager Corporate and Community Services
Allen Hicks	Manager of Works

### 2.2. APOLOGIES

### 2.3. APPROVED LEAVE OF ABSENCE

### 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 5.60b

**8.3 DISCLOSURE OF IMPARTIALITY INTEREST** – Local Government (Administration) Regulation 19AA (Code of Conduct Section 22)

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

**9.1 MINUTES FROM THE SPECIAL MEETING OF COUNCIL 24 OCTOBER 2023**

### **COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

- 1. That the Minutes of the Special Meeting of Council held on Tuesday 24 October 2023 circulated to all Councillors, be confirmed as a true and accurate record.**

**Carried 0/0**



**9.2 MINUTES FROM THE ORDINARY MEETING OF COUNCIL 24  
OCTOBER 2023**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

2. That the Minutes of the Ordinary Meeting of Council held on Tuesday 24 October 2023 circulated to all Councillors, be confirmed as a true and accurate record.

**Carried 0/0**

**9.3 MINUTES FROM THE CEO RECRUITMENT AND SELECTION  
COMMITTEE 13 NOVEMBER 2023**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

1. That the Minutes of the CEO Recruitment and Selection Committee held on Monday 13 November 2023 and circulated to all Councillors, be received.

**Carried 0/0**

**9.4 MINUTES FROM THE CEO RECRUITMENT AND SELECTION  
COMMITTEE 21 NOVEMBER 2023**

**COUNCIL DECISION**

**Moved Cr**

**Seconded Cr**

1. That the Minutes of the CEO Recruitment and Selection Committee held on Monday 21 November 2023 and circulated to all Councillors, be received.

**Carried 0/0**



## 10 FINANCIAL REPORTS

### 10.1 FINANCIAL REPORTS – OCTOBER 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	16 November 2023
PREVIOUS REPORT(S):	18 October 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
STRATEGIC DOCUMENT REFERENCE	Approved Budget 2023/24
ATTACHMENTS:	1. Monthly Financial Report

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council:**

- 1. Adopts the Financial Report for the period ending 31 October 2023 as presented.**

**Carried 0/0**

#### BRIEF SUMMARY

The October 2023 Monthly Financial Report is attached for Council to review and adopt.

#### BACKGROUND/COMMENT

In accordance with the *Local Government (Financial Management) Regulations 1996*. Regulation 34, a local government is to prepare a monthly statement of Financial Activity for approval by Council.

The monthly financial report has been updated to present the financial information in a format compliant with the new Model Financial Reporting templates developed by the Department of Local Government and to ensure compliance with recent changes to Accounting Standards and Financial Regulations.

Under the new regulations we are only required to present the Statement of Financial Activity by Nature but we have chosen to continue to include it by Program as well.



The Shire of Wagin started 2023/24 in a strong financial position with early payment of the Financial Assistance Grants on the 30<sup>th</sup> June forming a major part of the carried forward balance from 2022/23.

The closing surplus as at the 31 October 2023 is \$3,841,700.

Total rates outstanding at the end of October are \$640,376. Payments to the end of October were \$2,593,282 with many people paying by the due date which was the 19<sup>th</sup> September. Approximately 17% have elected to pay by instalment, taking up either the 2 or 4 instalments option. Those who have not made payment or an arrangement have been forwarded to our collection agent for recovery action to be taken.

The Shire has a total of \$5,468,664 invested in interest bearing accounts which are currently earning interest of 4.05% on Treasury OCFD (\$2,371,420) and 4.12% on Treasury Reserve Term Deposit (\$2,055,012) and 1.25% Telnet Saver (\$1,042,232).

The carry forward amount has been adjusted in line with the 2022-2023 Annual Financial Report, which is currently with the auditors following their on-site visit at the beginning of October. Once the report has been fully audited and approved by the OAG it will be presented to council as part of the annual financial report for 2022/2023.

## **CONSULTATION/COMMUNICATION**

Nil

## **STATUTORY/LEGAL IMPLICATIONS**

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2023/24 Annual Budget or resulting from a Council Motion for a budget amendment.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority



## SHIRE OF WAGIN

### MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)  
FOR THE PERIOD ENDED 31 OCTOBER 2023

*LOCAL GOVERNMENT ACT 1995*

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

### TABLE OF CONTENTS

Statement of Financial Activity by Nature	2
Statement of Financial Activity by Program	3
Statement of Financial Position	4
Note 1 Basis of Preparation	5
Note 2 Statement of Financial Activity Information	6
Note 3 Explanation of Material Variances	7

**SHIRE OF WAGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**NATURE**

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Var.
	Note	(a)		(b)	(c)	(c) - (b)	
		\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General Rates		2,618,623	2,618,623	2,619,619	2,603,117	(16,502)	
Rates (excluding general rate)		0	0	0	15,420	15,420	
Grants, subsidies and contributions		768,281	848,786	390,732	448,574	57,841	▲
Fees and charges		822,908	822,908	496,453	497,470	1,017	
Interest Revenue		128,682	128,682	36,768	50,552	13,784	
Other revenue		364,315	364,315	210,017	222,745	12,728	
Profit on asset disposals		90,919	90,919	0	0	0	
		<b>4,793,728</b>	<b>4,874,233</b>	<b>3,753,589</b>	<b>3,837,877</b>	84,288	
<b>Expenditure from operating activities</b>							
Employee costs		(2,874,533)	(2,874,533)	(1,003,732)	(1,024,363)	(20,631)	▼
Materials and contracts		(1,772,310)	(1,772,310)	(630,870)	(549,050)	81,820	▲
Utility charges		(359,668)	(359,668)	(119,800)	(72,760)	47,040	▲
Depreciation		(3,351,231)	(3,351,231)	(1,117,032)	(1,129,483)	(12,451)	
Finance Costs		(20,785)	(20,785)	(5,421)	(5,708)	(287)	
Insurance		(202,713)	(202,713)	(119,966)	(209,021)	(6,308)	
Other expenditure		(292,798)	(292,798)	(91,470)	(203,083)	(111,613)	▼
Loss on asset disposals		(5,396)	(5,396)	0	0	0	
		<b>(8,879,434)</b>	<b>(8,879,434)</b>	<b>(3,088,291)</b>	<b>(3,193,468)</b>	(105,177)	
Non-cash amounts excluded from operating activities	(b)	3,265,708	3,265,708	1,117,032	1,133,448	16,416	
<b>Amount attributable to operating activities</b>		<b>(819,998)</b>	<b>(739,493)</b>	<b>1,782,330</b>	<b>1,777,857</b>	(4,473)	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions		974,682	974,682	220,978	12,998	(207,980)	▼
Proceeds from disposal of assets		275,453	275,453	0	0	0	
Proceeds from financial assets at amortised cost - self supporting loans		22,560	22,560	0	0	0	
		<b>1,272,695</b>	<b>1,272,695</b>	<b>220,978</b>	<b>12,998</b>	(207,980)	
<b>Outflows from investing activities</b>							
Payments for financial assets at amortised cost - self supporting loans		(60,000)	(60,000)	0	0	0	
Payments for property, plant and equipment		(1,051,819)	(1,054,219)	(577,114)	(317,563)	259,551	
Payments for construction of infrastructure		(1,987,470)	(1,996,120)	(383,931)	(361,631)	22,300	▲
		<b>(3,099,289)</b>	<b>(3,110,339)</b>	<b>(961,045)</b>	<b>(679,195)</b>	281,850	
Non-cash amounts excluded from investing activities	(c)	0	0	0	0	0	
<b>Amount attributable to investing activities</b>		<b>(1,826,594)</b>	<b>(1,837,644)</b>	<b>(740,067)</b>	<b>(666,197)</b>	73,870	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new loans		60,000	60,000	0	0	0	
Transfer from reserves		143,957	143,957	0	0	0	
		<b>203,957</b>	<b>203,957</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings		(67,881)	(67,881)	(16,001)	(15,719)	282	
Transfer to reserves		(312,405)	(312,405)	(24,992)	(25,424)	(432)	
		<b>(380,286)</b>	<b>(380,286)</b>	<b>(40,993)</b>	<b>(41,143)</b>	(150)	
<b>Amount attributable to financing activities</b>		<b>(176,329)</b>	<b>(176,329)</b>	<b>(40,993)</b>	<b>(41,143)</b>	(150)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		<b>2,827,597</b>	<b>2,771,183</b>	<b>2,771,183</b>	<b>2,771,183</b>	0	
Amount attributable to operating activities		(819,998)	(739,493)	1,782,330	1,777,857	(4,473)	
Amount attributable to investing activities		(1,826,594)	(1,837,644)	(740,067)	(666,197)	73,870	
Amount attributable to financing activities		(176,329)	(176,329)	(40,993)	(41,143)	(150)	
<b>Surplus or deficit after imposition of general rates</b>	(a)	<b>4,676</b>	<b>17,717</b>	<b>3,772,453</b>	<b>3,841,700</b>	69,247	▲

**KEY INFORMATION**

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

Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF WAGIN  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**PROGRAM**

Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. ▲▼
	\$	\$	\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
Governance	37,977	37,977	1,664	9	(1,655)	▼
General Purpose Funding - Rates	6 2,618,623	2,618,623	2,619,619	2,603,117	(16,502)	▼
General Purpose Funding - Other	317,889	398,394	208,954	233,518	24,563	▲
Law, Order and Public Safety	112,016	112,016	51,443	25,688	(25,755)	▼
Health	8,834	8,834	2,440	1,513	(927)	▼
Education and Welfare	650,108	650,108	222,800	309,289	86,489	▲
Housing	0	0	0	0	0	
Community Amenities	402,876	402,876	358,268	363,535	5,267	▲
Recreation and Culture	84,513	84,513	19,589	20,447	858	▲
Transport	265,779	265,779	170,472	169,097	(1,375)	▼
Economic Services	185,653	185,653	61,872	59,042	(2,830)	▼
Other Property and Services	109,460	109,460	36,468	52,623	16,155	▲
	<b>4,793,728</b>	<b>4,874,233</b>	<b>3,753,589</b>	<b>3,837,877</b>		
<b>Expenditure from operating activities</b>						
Governance	(550,132)	(550,132)	(257,563)	(208,057)	49,506	▲
General Purpose Funding	(366,067)	(366,067)	(122,680)	(108,081)	14,599	▲
Law, Order and Public Safety	(434,114)	(434,114)	(144,548)	(181,569)	(37,021)	▼
Health	(193,204)	(193,204)	(60,527)	(66,470)	(5,943)	▼
Education and Welfare	(730,432)	(730,432)	(263,417)	(284,207)	(20,790)	▼
Community Amenities	(739,335)	(739,335)	(244,866)	(248,495)	(3,629)	▼
Recreation and Culture	(2,165,203)	(2,165,203)	(708,649)	(752,037)	(43,388)	▼
Transport	(2,714,983)	(2,714,983)	(904,715)	(976,896)	(72,181)	▼
Economic Services	(488,248)	(488,248)	(160,299)	(134,602)	25,697	▲
Other Property and Services	(497,716)	(497,716)	(221,027)	(233,054)	(12,027)	▼
	<b>(8,879,434)</b>	<b>(8,879,434)</b>	<b>(3,088,291)</b>	<b>(3,193,468)</b>		
Non-cash amounts excluded from operating activities	(b) 3,265,708	3,265,708	1,117,032	1,133,448	16,416	
<b>Amount attributable to operating activities</b>	<b>(819,998)</b>	<b>(739,493)</b>	<b>1,782,330</b>	<b>1,777,857</b>	(4,473)	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	974,682	974,682	220,978	12,998	(207,980)	▼
Proceeds from disposal of assets	275,453	275,453	0	0	0	
Proceeds from financial assets at amortised cost - self supporting loans	22,560	22,560	0	0	0	
	<b>1,272,695</b>	<b>1,272,695</b>	<b>220,978</b>	<b>12,998</b>	(207,980)	
<b>Outflows from investing activities</b>						
Payments for financial assets at amortised cost - self	(60,000)	(60,000)	0	0	0	
Payments for property, plant and equipment	S (1,051,819)	(1,054,219)	(577,114)	(317,563)	259,551	▲
Payments for construction of infrastructure	(1,987,470)	(1,996,120)	(383,931)	(361,631)	22,300	▲
	<b>(3,099,289)</b>	<b>(3,110,339)</b>	<b>(961,045)</b>	<b>(679,195)</b>	281,850	
Non-cash amounts excluded from investing activities	2(b) 0	0	0	0	0	
<b>Amount attributable to investing activities</b>	<b>(1,826,594)</b>	<b>(1,837,644)</b>	<b>(740,067)</b>	<b>(666,197)</b>	73,870	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Proceeds from new loans	60,000	60,000	0	0	0	
Transfer from Reserves	143,957	143,957	0	0	0	
	<b>203,957</b>	<b>203,957</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(67,881)	(67,881)	(16,001)	(15,719)	282	▲
Transfer to Reserves	(312,405)	(312,405)	(24,992)	(25,424)	(432)	▼
	<b>(380,286)</b>	<b>(380,286)</b>	<b>(40,993)</b>	<b>(41,143)</b>	(150)	
<b>Amount attributable to financing activities</b>	<b>(176,329)</b>	<b>(176,329)</b>	<b>(40,993)</b>	<b>(41,143)</b>	(150)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	<b>2,827,597</b>	<b>2,771,183</b>	<b>2,771,183</b>	<b>2,771,183</b>		
Amount attributable to operating activities	(819,998)	(739,493)	1,782,330	1,777,857		
Amount attributable to investing activities	(1,826,594)	(1,837,644)	(740,067)	(666,197)		
Amount attributable to financing activities	(176,329)	(176,329)	(40,993)	(41,143)		
<b>Surplus or deficit after imposition of general rates</b>	<b>1 4,676</b>	<b>17,717</b>	<b>3,772,453</b>	<b>3,841,700</b>		

**KEY INFORMATION**

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

Refer to Note 3 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023/24 year is \$20,000

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

**SHIRE OF WAGIN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

		Supplementary	
	Informati	30 June 2023	31 October 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,043,307	7,426,157
Trade and other receivables	7	203,918	741,856
Other financial assets	8	21,164	21,164
Inventories	8	63,263	63,263
Contract assets	8	25,534	25,534
Other assets	8	10,175	0
<b>TOTAL CURRENT ASSETS</b>		<b>6,367,362</b>	<b>8,277,975</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		69,937	69,937
Other financial assets		137,280	137,280
Property, plant and equipment		20,446,427	20,279,470
Infrastructure		128,965,345	128,682,014
<b>TOTAL NON-CURRENT ASSETS</b>		<b>149,618,990</b>	<b>149,168,702</b>
<b>TOTAL ASSETS</b>		<b>155,986,351</b>	<b>157,446,676</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	9	178,723	824,285
Other liabilities	12	278,098	451,173
Borrowings	11	66,486	50,767
Employee related provisions	12	524,736	524,736
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,048,042</b>	<b>1,850,960</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	336,047	336,047
Employee related provisions		33,047	33,047
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>369,094</b>	<b>369,094</b>
<b>TOTAL LIABILITIES</b>		<b>1,417,136</b>	<b>2,220,054</b>
<b>NET ASSETS</b>		<b>154,569,215</b>	<b>155,226,622</b>
<b>EQUITY</b>			
Retained surplus		33,608,012	34,239,995
Reserve accounts	4	3,071,820	3,097,244
Revaluation surplus		117,889,383	117,889,383
<b>TOTAL EQUITY</b>		<b>154,569,215</b>	<b>155,226,622</b>

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

**SHIRE OF WAGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

All monies held in the Trust Fund are excluded from the financial statements.

**Judgements and 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 believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 October 2023

**SHIRE OF WAGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Net current assets used in the Statement of Financial Activity**

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
<b>Current assets</b>			
Cash and cash equivalents	3,272,420	6,043,307	7,426,157
Financial assets at amortised cost	22,560	0	0
Rates receivables	0	37,369	572,646
Receivables	143,235	166,548	169,210
Other current assets	63,263	120,137	109,961
	<b>3,501,478</b>	<b>6,367,362</b>	<b>8,277,975</b>
<b>Less: Current liabilities</b>			
Payables	(203,523)	(178,723)	(824,285)
Borrowings	0	(66,486)	(50,767)
Contract liabilities	(58,605)	(278,098)	(451,173)
Provisions	(494,156)	(524,736)	(524,736)
	<b>(756,284)</b>	<b>(1,048,042)</b>	<b>(1,850,960)</b>
Net Current Assets	2,745,194	5,319,319	6,427,014
<b>Less: Total adjustments to net current assets</b>	(c) (2,745,194)	(2,548,137)	(2,585,314)
<b>Closing funding surplus / (deficit)</b>	<b>0</b>	<b>2,771,183</b>	<b>3,841,700</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(90,919)	0	0
Less: Movement in liabilities associated with restricted cash	0	0	3,965
Add: Loss on asset disposals	5,396	0	0
Add: Depreciation on assets	3,351,231	1,117,032	1,129,483
<b>Total non-cash items excluded from operating activities</b>	<b>3,265,708</b>	<b>1,117,032</b>	<b>1,133,448</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation*

32 to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	(3,234,677)	(3,071,820)	(3,097,244)
Less: - Financial assets at amortised cost - self supporting loans	(21,164)	(21,164)	(21,164)
Less: Rates Receivable	(42,115)		
Add: Borrowings	58,605	66,486	50,767
Add: Provisions employee related provisions	494,157	478,362	482,327
<b>Total adjustments to net current assets</b>	<b>(2,745,194)</b>	<b>(2,548,137)</b>	<b>(2,585,314)</b>

**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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF WAGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**3 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 Actual materially.

The material variance adopted by Council for the 2023-24 year is \$20,000

Nature or type	Var. \$	Explanation of positive variances		Explanation of negative variances	
		Timing	Permanent	Timing	Permanent
	\$				
<b>Revenue from operating activities</b>		↑↑			
Grants, subsidies and contributions	57,841	▲ CHSP Grant 50% paid up front	FAGS grants \$19k received - not budgeted as 100% paid 30-06-2023		
<b>Expenditure from operating activities</b>					
Employee costs	(20,631)	▼ Employee terminations			
Materials and contracts	81,820	▲ Timing of projects			
Utility charges	47,040	▲ Timing of invoices			
Other expenditure	(111,613)	▼ Timing - advance to bowls club			
<b>Investing activities</b>					
Proceeds from capital grants, subsidies and contributions	(207,980)	▼ Held as liability until expended			
Payments for construction of infrastructure	22,300	▲ Timing of purchases			
<b>Surplus or deficit after imposition of general rates</b>	69,247	▲	C/Fwd funds & projects		

**SHIRE OF WAGIN**  
**SUPPLEMENTARY INFORMATION**  
**TABLE OF CONTENTS**

1	Key Information	9
2	Key Information - Graphical	10
3	Cashand Financial Assets	11
4	Reserve Accounts	12
5	Capital Acquisition	13
6	Disposal of Assets	15
7	Receivables	16
8	Other Current Assets	17
9	Payables	18
10	Rate Revenue	19
11	Borrowings	20
12	Other Current Liabilities	21
13	Grants and Contributions	22
14	Capital Grants and Contributions	23
15	Bonds and Deposits	24
16	Budget Amendments	25
17	Chart of Accounts	26

SHIRE OF WAGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2023

1 KEY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.83 M	\$2.77 M	\$2.77 M	\$0.00 M
Closing	\$0.00 M	\$3.77 M	\$3.84 M	\$0.07 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$4.30 M	58.0%
Restricted Cash	\$3.12 M	42.0%

Refer to Note 0 - Cash and Financial Assets

Payables		% Outstanding
	\$	
Trade Payables	\$0.74 M	
0 to 30 Days		81.9%
Over 30 Days		18.1%
Over 90 Days		0%

Refer to Note 0 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.64 M	80.2%
Trade Receivable	\$0.17 M	% Outstanding
Over 30 Days		53.1%
Over 90 Days		19.8%

Refer to Note 0 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.82 M)	\$1.78 M	\$1.78 M	(\$0.00 M)

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.62 M	
YTD Budget	\$2.62 M	(0.0%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.45 M	
YTD Budget	\$0.39 M	14.8%

Refer to Note 0 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.50 M	
YTD Budget	\$0.50 M	0.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.83 M)	(\$0.74 M)	(\$0.67 M)	\$0.07 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.28 M	(100.0%)

Refer to Note 0 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.68 M	
Adopted Budget	\$3.04 M	(77.7%)

Refer to Note 0 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.01 M	
Adopted Budget	\$0.97 M	(98.7%)

Refer to Note 0 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.18 M)	(\$0.04 M)	(\$0.04 M)	(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings	
	\$
Principal repayments	\$0.02 M
Interest expense	\$0.01 M
Principal due	\$0.39 M

Refer to Note 0 - Borrowings

Reserves	
	\$
Reserves balance	\$3.10 M
Interest earned	\$0.03 M

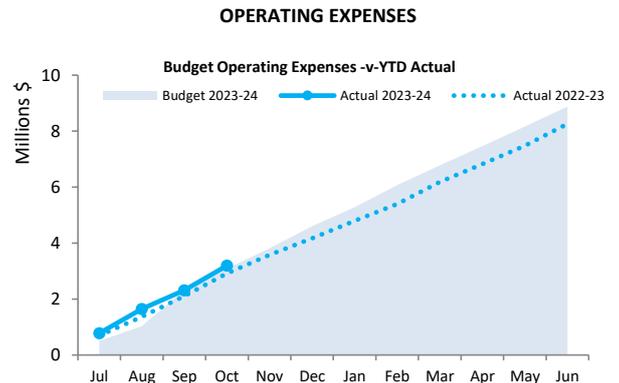
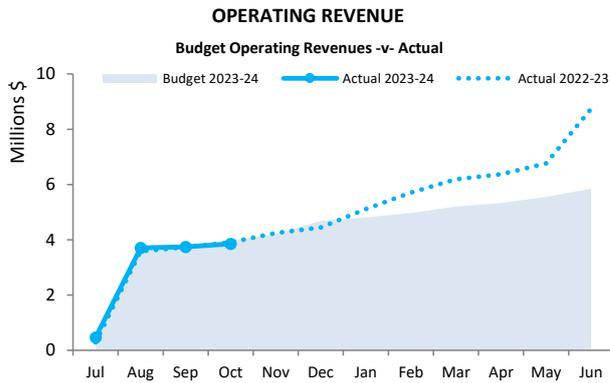
Refer to Note 0 - Cash Reserves

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

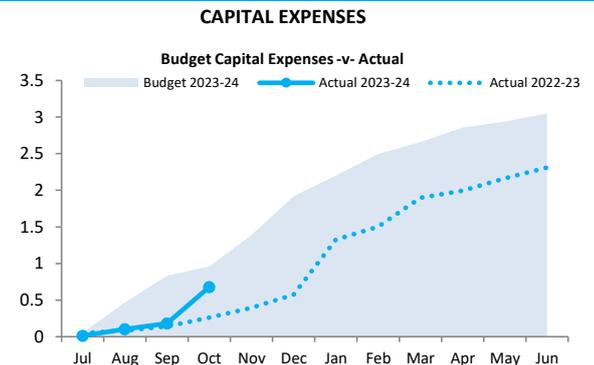
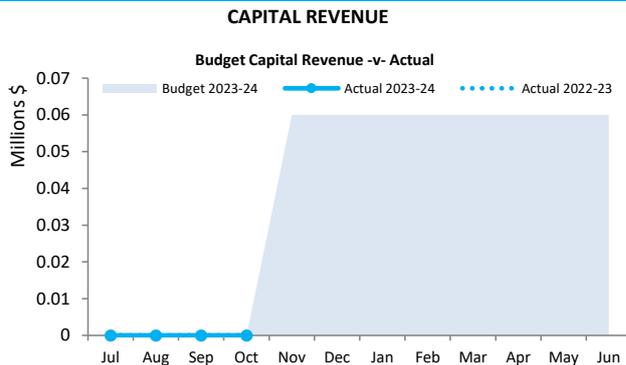
SHIRE OF WAGIN  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 31 OCTOBER 2023

2 KEY INFORMATION - GRAPHICAL

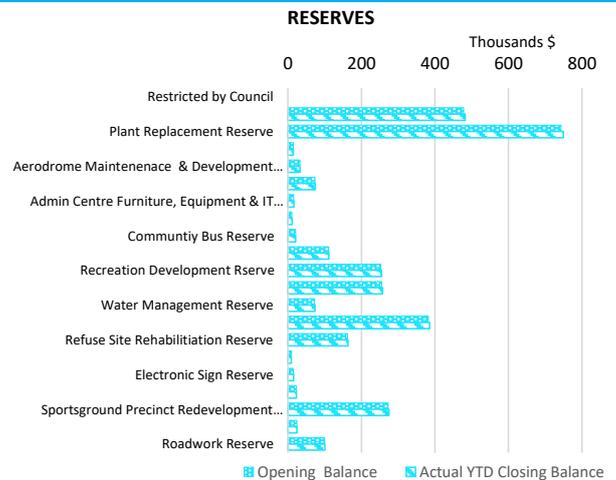
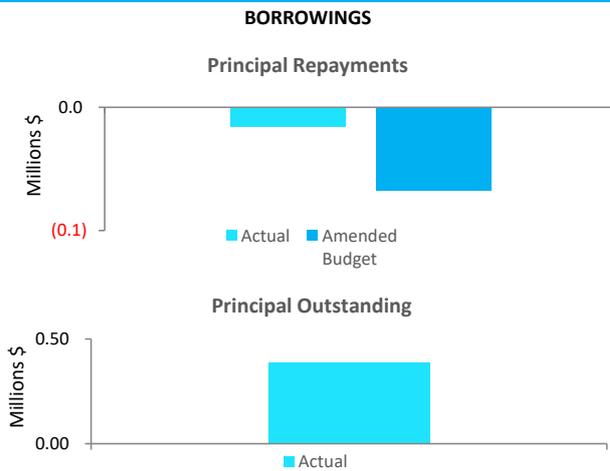
OPERATING ACTIVITIES



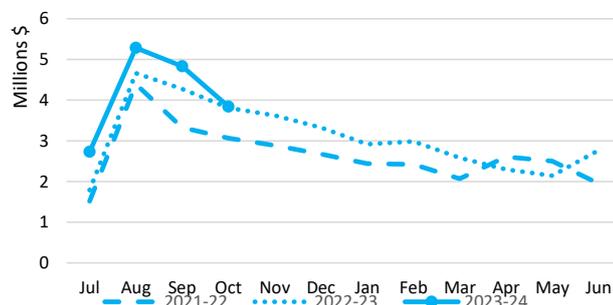
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



**SHIRE OF WAGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
<b>Cash on hand</b>								
Petty Cash	Cash and cash equivalents	1,250	0	1,250		N/A	NIL	On hand
Municipal Cash at Bank	Cash and cash equivalents	1,931,420	0	1,931,420		Bankwest	NIL	On hand
<b>At Call Deposits</b>								
Treasury Overnight Cash Deposit Facility	Cash and cash equivalents	2,371,420	0	2,371,420		WATC	4.05%	N/A
Restricted Funds Account	Cash and cash equivalents	0	24,823	24,823		Bankwest	0.00%	N/A
Reserve Cash at Bank	Cash and cash equivalents	0	1,042,232	1,042,232		Bankwest	1.25%	N/A
<b>Term Deposits</b>								
Reserve Investment Account 1	Cash and cash equivalents	0	2,055,012	2,055,012		WATC	4.12%	12/12/23
<b>Total</b>		<b>4,304,090</b>	<b>3,122,067</b>	<b>7,426,157</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		4,304,090	3,122,067	7,426,157	0			
Financial assets at amortised cost		0	0	0	0			
		<b>4,304,090</b>	<b>3,122,067</b>	<b>7,426,157</b>	<b>0</b>			

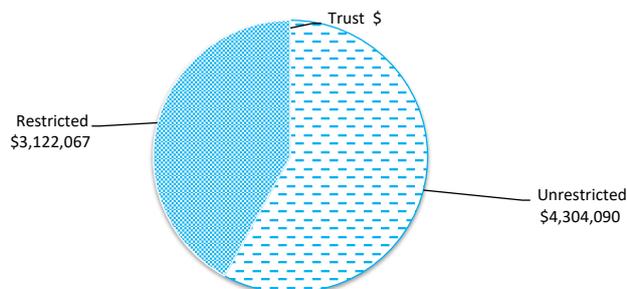
**KEY INFORMATION**

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



**SHIRE OF WAGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**4 RESERVE ACCOUNTS**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	478,362	12,146	3,965	0	0	0	0	490,508	482,327
Plant Replacement Reserve	742,860	22,269	6,130	0	0	(143,957)	0	621,172	748,990
Recreation Centre Reserve	15,113	453	126	0	0	0	0	15,566	15,239
Aerodrome Maintenance & Developm	32,715	984	271	9,767	0	0	0	43,466	32,986
Municipal Buildings Reserve	73,666	2,207	613	0	0	0	0	75,873	74,279
Admin Centre Furniture, Equipment & I	15,940	478	133	0	0	0	0	16,418	16,073
Land Development Reserve	11,038	331	92	0	0	0	0	11,369	11,130
Communtiy Bus Reserve	21,121	583	175	1,500	0	0	0	23,204	21,296
Homecare Resereve	110,711	3,317	921	3,660	0	0	0	117,688	111,632
Recreation Development Rserve	252,506	7,566	2,098	20,000	0	0	0	280,072	254,603
Refuse Waste Management Reserve	255,411	7,307	2,118	5,514	0	0	0	268,232	257,529
Water Management Reserve	72,961	2,186	607	0	0	0	0	75,147	73,568
Staff Housing Reserve	382,358	11,459	3,168	75,000	0	0	0	468,817	385,526
Refuse Site Rehabilitation Reserve	162,179	4,860	1,346	20,000	0	0	0	187,039	163,525
Community Events Reserve	9,239	277	77	0	0	0	0	9,516	9,316
Electronic Sign Reserve	15,248	457	127	0	0	0	0	15,705	15,374
Community Gym Reserve	22,960	665	190	2,875	0	0	0	26,500	23,150
Sportsground Precinct Redevelopment I	272,707	8,174	2,250	85,000	0	0	0	365,881	274,957
Emergency/Bushfire Control Reserve	24,727	370	203	0	0	0	0	25,097	24,931
Roadwork Reserve	100,000	3,000	813	0	0	0	0	103,000	100,813
	<b>3,071,820</b>	<b>89,089</b>	<b>25,424</b>	<b>223,316</b>	<b>0</b>	<b>(143,957)</b>	<b>0</b>	<b>3,240,268</b>	<b>3,097,244</b>

## 5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted	Amended		YTD Actual	YTD Actual Variance
	Budget	Budget	YTD Budget		
	\$	\$	\$	\$	\$
Buildings	278,088	278,088	72,212	40,534	(31,678)
Furniture and equipment	36,500	38,900	18,500	16,121	(2,379)
Plant and equipment	737,231	737,231	486,402	260,909	(225,493)
Infrastructure - roads	1,474,292	1,474,292	272,681	280,131	7,450
Infrastructure - other	513,178	521,828	111,250	81,500	(29,750)
<b>Payments for Capital Acquisitions</b>	<b>3,039,289</b>	<b>3,050,339</b>	<b>961,045</b>	<b>679,195</b>	<b>(281,850)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	974,682	974,682	220,978	12,998	(207,980)
Borrowings	60,000	60,000	0	0	0
Other (disposals & C/Fwd)	275,453	275,453	0	0	0
Cash backed reserves					
Plant Replacement Reserve	143,957	143,957	0	0	0
Contribution - operations	1,585,197	1,596,247	740,067	666,197	(73,870)
<b>Capital funding total</b>	<b>3,039,289</b>	<b>3,050,339</b>	<b>961,045</b>	<b>679,195</b>	<b>(281,850)</b>

### SIGNIFICANT ACCOUNTING POLICIES

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

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

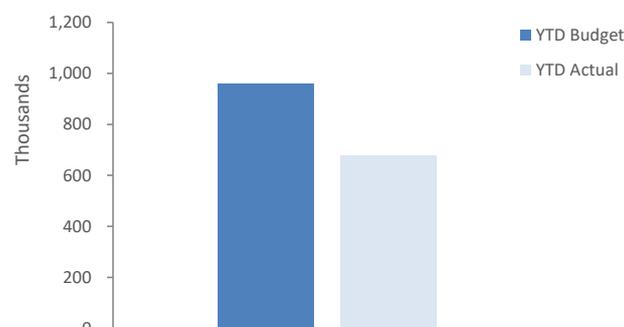
#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

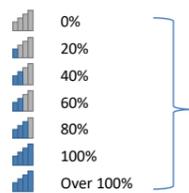
Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

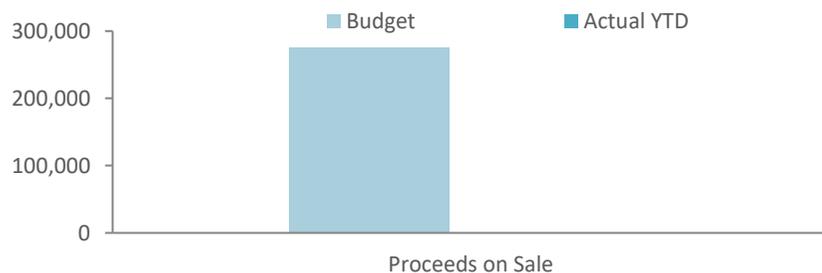
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted		Amended		Variance (Under)/Over
				Budget	Budget	YTD Budget	YTD Actual	
				\$	\$	\$	\$	\$
<b>Buildings</b>								
<b>Education &amp; Welfare</b>								
E167790	B2302	521	Relocation to Wagin Town Hall	0	(55,000)	0	0	0
<b>Total - Education &amp; Welfare</b>				<b>0</b>	<b>(55,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Recreation And Culture</b>								
E167784	B2201	521	Court House Upgrades	(157,338)	(102,338)	(68,214)	(37,416)	30,798
E167784	B2203	521	NAB Building	(6,000)	(6,000)	(3,998)	(3,118)	880
E167780	B2401	521	Upgrade toilet at sportsground - Disable Access	(35,000)	(35,000)	0	0	0
E167780	B2402	521	Change Rooms - Shower Updates - Home & Away	(15,000)	(15,000)	0	0	0
<b>Total - Recreation And Culture</b>				<b>(213,338)</b>	<b>(158,338)</b>	<b>(72,212)</b>	<b>(40,534)</b>	<b>31,678</b>
<b>Economic Services</b>								
E167787	B2301	521	New Roof - Caravan Park Ablution Block	(64,750)	(64,750)	0	0	0
<b>Total - Economic Services</b>				<b>(64,750)</b>	<b>(64,750)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total - Buildings</b>				<b>(278,088)</b>	<b>(278,088)</b>	<b>(72,212)</b>	<b>(40,534)</b>	<b>31,678</b>
<b>Plant &amp; Equipment</b>								
<b>Governance</b>								
E167746	PE2404	525	CEO - Camry Hybrid	(46,672)	(46,672)	0	0	0
E167746	PE2405	525	DCEO - Isuzu MUX	0	0	0	(54,561)	(54,561)
<b>Total - Governance</b>				<b>(46,672)</b>	<b>(46,672)</b>	<b>0</b>	<b>(54,561)</b>	<b>(54,561)</b>
<b>Law, Order &amp; Public Safety</b>								
E167111	P96	525	Water Tanker Trailer	(17,820)	(17,820)	(11,876)	(2,884)	8,992
<b>Total - Law, Order &amp; Public Safety</b>				<b>(17,820)</b>	<b>(17,820)</b>	<b>(11,876)</b>	<b>(2,884)</b>	<b>8,992</b>
<b>Transport</b>								
E167761	PE2301	525	Isuzu Truck - FRR 107-210 6T	(89,590)	(89,590)	0	0	0
E167761	PE2302	525	Isuzu Crew Cab - NPR 190-65	(77,430)	(77,430)	0	(78,060)	(78,060)
E167761	PE2305	525	Isuzu Side-Tipper FVZ 1400 W1015	(211,424)	(211,424)	(211,424)	0	211,424
E167761	PE2401	525	MOW - New Ute	(58,102)	(58,102)	(58,102)	(48,036)	10,066
E167761	PE2402	525	Multi Tyre Roller	(205,000)	(205,000)	(205,000)	(173,186)	31,814
E167761	PE2403	525	Toyota Hilux - Gardener	(31,193)	(31,193)	0	0	0
<b>Total - Transport</b>				<b>(672,739)</b>	<b>(672,739)</b>	<b>(474,526)</b>	<b>(299,282)</b>	<b>175,244</b>
<b>Total - Plant &amp; Equipment</b>				<b>(737,231)</b>	<b>(737,231)</b>	<b>(486,402)</b>	<b>(356,727)</b>	<b>129,675</b>
<b>Furniture &amp; Equipment</b>								
<b>Governance</b>								
E167742	FE2401	523	New Server - Administration	(18,000)	(18,000)	0	0	0
<b>Total - Governance</b>				<b>(18,000)</b>	<b>(18,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Health</b>								
E167750	FE2403	523	Air-Con - Dentist Rooms	0	0	0	(7,746)	(7,746)
<b>Total - Other Health</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(7,746)</b>	<b>(7,746)</b>
<b>Recreation &amp; Culture</b>								
E167284	FE2402	523	100 x New Chairs	(18,500)	(18,500)	(18,500)	(8,375)	10,125
E167756	FE2404	523	Sports Ground - PA System - Contribution	0	(2,400)	0	0	0
<b>Total - Recreation &amp; Culture</b>				<b>(18,500)</b>	<b>(20,900)</b>	<b>(18,500)</b>	<b>(8,375)</b>	<b>10,125</b>
<b>Total - Furniture &amp; Equipment</b>				<b>(36,500)</b>	<b>(38,900)</b>	<b>(18,500)</b>	<b>(16,121)</b>	<b>2,379</b>
<b>Infrastructure - Roads</b>								
<b>Transport</b>								
E167103	CP152	541	2022/23 RRG Dongolocking Road - Reconstruct Seal Widen	(282,804)	(282,804)	(141,400)	(81,156)	60,244
E167103	CP344	541	2023/24 - R2R - Bullocks Hill Road	(92,821)	(92,821)	0	0	0
E167103	CP345	541	2023/24 - R2R - Beaufort Road	(114,637)	(114,637)	0	(2,475)	(2,475)
E167103	CP346	541	2023/24 - Shire - Dwelyerdine Road	(55,000)	(55,000)	0	(28,545)	(28,545)
E167103	CP347	541	2023/24 - R2R - Hyde Road	(44,542)	(44,542)	0	(7,396)	(7,396)
E167103	CP348	541	2023/24 - RRG - Ballagin Road (Piesseville - Tarwonga)	(150,682)	(150,682)	(30,136)	0	30,136
E167103	CP349	541	2023/24 - Shire - Heights Road	(42,000)	(42,000)	(42,000)	(25,913)	16,087
E167103	CP350	541	2023/24 - Shire - Angwins Road	(48,975)	(48,975)	0	(32,581)	(32,581)
E167103	CP351	541	2023/24 - Shire - Etelowie Street	(30,453)	(30,453)	0	0	0
E167103	CP352	541	2023/24 - Shire - Theta Street	(11,325)	(11,325)	0	0	0
E167103	CP353	541	2023/24 - Shire - Vine Street	(18,222)	(18,222)	0	0	0
E167103	CP357	541	2023/24 - Shire - Main Drain/Padbury Lane	(20,000)	(20,000)	0	0	0
E167103	CP358	541	2023/24 - RRG - Dongolocking Road	(395,186)	(395,186)	0	(19,935)	(19,935)
E167103	CP359	541	2023/24 - Shire - Morgan Road	(30,000)	(30,000)	(30,000)	(24,211)	5,789
E167103	CP360	541	2023/24 - R2R - Behn-ord Road	(31,000)	(31,000)	0	(25,894)	(25,894)
E167103	CP361	541	2023/24 - R2R - Delyanine North Road	(29,145)	(29,145)	(29,145)	(29,142)	3
E167103	CP362	541	2023/24 - Shire - Culverts - Various - Extend	(20,000)	(20,000)	0	(2,884)	(2,884)
E167103	CP363	541	2023/24 - Shire - Tarbet Street - Kerbing Tudhoe to Thornton	(15,000)	(15,000)	0	0	0
E167103	CP364	541	2023/24 - Shire - Leonora Street - Kerbing Both Sides	(22,500)	(22,500)	0	0	0
E167103	CP365	541	2023/24 - Shire - Ware Street - Kerbing Both Sides	(20,000)	(20,000)	0	0	0
<b>Total - Transport</b>				<b>(1,474,292)</b>	<b>(1,474,292)</b>	<b>(272,681)</b>	<b>(280,131)</b>	<b>(7,450)</b>
<b>Total - Infrastructure - Roads</b>				<b>(1,474,292)</b>	<b>(1,474,292)</b>	<b>(272,681)</b>	<b>(280,131)</b>	<b>(7,450)</b>
<b>Infrastructure - Other</b>								
<b>Law, Order &amp; Public Safety</b>								
E167112	IO028	543	250,000L Emergency Water Tank - Wagin Airfield	(11,740)	(11,740)	(7,820)	0	7,820
<b>Total - Law, Order &amp; Public Safety</b>				<b>(11,740)</b>	<b>(11,740)</b>	<b>(7,820)</b>	<b>0</b>	<b>7,820</b>
<b>Recreation &amp; Culture</b>								
E167757	IO2402	543	Paint Pool Gutters and Lining	(88,150)	(88,150)	(88,150)	(78,000)	10,150
E167758	IO2403	543	Goal Posts	0	(8,650)	0	0	0
E167758	IO2204	543	Sportsground Precinct Redevelopment	(150,000)	(150,000)	0	(1,561)	(1,561)
E167758	IO2301	543	Wetlands Park BBQ Shelters	(5,288)	(5,288)	(5,288)	(103)	5,185
<b>Total - Recreation &amp; Culture</b>				<b>(243,438)</b>	<b>(252,088)</b>	<b>(93,438)</b>	<b>(79,664)</b>	<b>13,774</b>
<b>Transport</b>								
E167136	IO2401	543	Townscape	(30,000)	(30,000)	(9,992)	(1,836)	8,156
<b>Total - Transport</b>				<b>(30,000)</b>	<b>(30,000)</b>	<b>(9,992)</b>	<b>(1,836)</b>	<b>8,156</b>
<b>Total - Infrastructure - Other</b>				<b>(285,178)</b>	<b>(293,828)</b>	<b>(111,250)</b>	<b>(81,500)</b>	<b>29,750</b>
<b>Infrastructure - Footpaths</b>								
<b>Transport</b>								
E167124	CP254	543	2022/23 - Shire Tarbet Street - Footpath Trimdon to Tudhoe	(40,000)	(40,000)	0	0	0
E167124	CP255	543	2022/23 - Shire Upland Street - Footpath Tudor To Strickland	(40,000)	(40,000)	0	0	0
E167124	CP354	543	2023/24 - Shire - Ware Street (Arnott to Khedive)	(48,000)	(48,000)	0	0	0
E167124	CP355	543	Bridge	(65,000)	(65,000)	0	0	0
E167124	CP356	543	2023/24 - Shire - Lukin Street (Tudhoe to Trenton)	(35,000)	(35,000)	0	0	0
<b>Total - Infrastructure - Footpaths</b>				<b>(228,000)</b>	<b>(228,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total - Infrastructure - Footpaths</b>				<b>(228,000)</b>	<b>(228,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SHIRE OF WAGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 OCTOBER 2023**

**OPERATING ACTIVITIES**

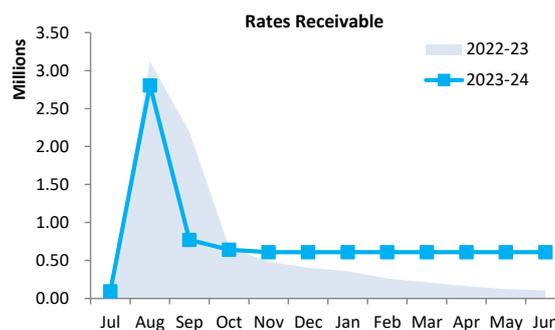
**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
P02Y19	DCEO Vehicle	0	32,727	32,727	0	0	0	0	0
	<b>Transport</b>								
P04Y21	Toyota Hilux (MOW)	34,790	40,909	6,119	0	0	0	0	0
P15	2007 Bomag Roller	20,396	15,000	0	(5,396)	0	0	0	0
P16Y17	Isuzu Truck	38,430	45,227	6,797	0	0	0	0	0
P21Y17	Isuzu Crew Cab	29,562	36,136	6,574	0	0	0	0	0
P42	Isuzu Side-tipper	56,405	90,909	34,504	0	0	0	0	0
P50	Toyota Hilux (Gardener)	10,347	14,545	4,198	0	0	0	0	0
		<b>189,930</b>	<b>275,453</b>	<b>90,919</b>	<b>(5,396)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



7 RECEIVABLES

Rates receivable	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	105,957	105,099
Levied this year	3,010,794	3,128,559
Less - collections to date	(3,011,652)	(2,593,282)
Gross rates collectable	105,099	640,376
<b>Net rates collectable</b>	<b>105,099</b>	<b>640,376</b>
% Collected	96.6%	80.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(941)	34,574	23,040	776	14,213	71,660
Percentage	(1.3%)	48.2%	32.2%	1.1%	19.8%	
<b>Balance per trial balance</b>						
Sundry receivable						71,660
Other Receivables						(4,090)
LSL Receivables (Current)						10,682
<b>Total receivables general outstanding</b>						<b>169,210</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

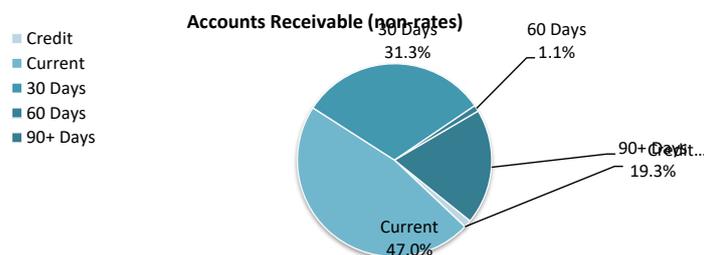
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

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



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	21,164	0	0	21,164
<b>Inventory</b>				
Fuel and materials (including gravel)	63,263	0	0	63,263
<b>Other Assets</b>				
Accrued income	10,175	0	(10,175)	0
LSL Receivables (Current)	0	0	0	0
<b>Contract assets</b>				
Contract assets	25,534	0	0	25,534
<b>Total other current assets</b>	<b>120,137</b>	<b>0</b>	<b>(10,175)</b>	<b>109,961</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

**Other financial assets at amortised cost**

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

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

**Inventory**

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.

**Contract assets**

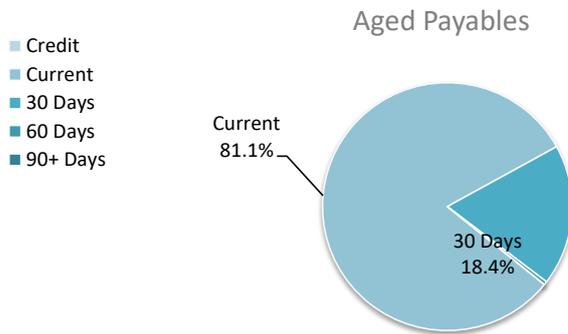
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	603,458	136,996	(3,320)	0	737,134
Percentage	0%	81.9%	18.6%	-0.5%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						737,134
Accrued interest on borrowings						1,989
Bonds and deposits held						25,026
<b>Total payables general outstanding</b>						<b>824,285</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and Services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual				
				Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Non-commercial	0.089977	678	8,752,637	787,536	3,000	1,000	791,536	787,536	(3,890)	204	783,849
Commercial	0.119453	65	1,592,995	190,288	0	0	190,288	190,288	0	0	190,288
<b>Unimproved value</b>									0		
UV	0.004803	296	327,083,073	1,570,980	2,000	0	1,572,980	1,570,980	4,315	0	1,575,294
<b>Sub-Total</b>		<b>1,039</b>	<b>337,428,705</b>	<b>2,548,804</b>	<b>5,000</b>	<b>1,000</b>	<b>2,554,804</b>	<b>2,548,803</b>	<b>424</b>	<b>204</b>	<b>2,549,432</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
Non-commercial	650	134	200,950	87,100	0	0	87,100	87,100	0	0	87,100
Commercial	650	14	37,764	9,100	0	0	9,100	9,100	0	0	9,100
<b>Unimproved value</b>											
UV	650	88	7,337,166	57,200	0	0	57,200	57,200	0	0	57,200
<b>Sub-total</b>		<b>236</b>	<b>7,575,880</b>	<b>153,400</b>	<b>0</b>	<b>0</b>	<b>153,400</b>	<b>153,400</b>	<b>0</b>	<b>0</b>	<b>153,400</b>
		<b>1,275</b>	<b>345,004,585</b>	<b>2,702,204</b>	<b>5,000</b>	<b>1,000</b>	<b>2,708,204</b>	<b>2,702,203</b>	<b>424</b>	<b>204</b>	<b>2,702,832</b>
Discount							(100,000)				(99,698)
<b>Amount from general rates</b>							<b>2,608,204</b>				<b>2,603,133</b>
Rates Written Off							(5,000)				(16)
Ex-gratia rates CBH							15,419	15,420	0	0	15,420
<b>Total general rates</b>							<b>2,618,623</b>				<b>2,618,537</b>
<b>Total</b>		<b>1,275</b>					<b>2,618,623</b>				<b>2,618,537</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2023 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Repayments - borrowings

Information on borrowings			New Loans				Principal Repayments			Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Actual	Adopted Budget	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Recreation and culture</b>													
Hide Recreation Centre Development	131	0	0	0	0	0	0	0	0	0	0	0	
Swimming Pool Redevelopment	139	172,539	0	0	0	(3,805)	(15,514)	(15,514)	168,734	157,025	(2,204)	(8,523)	
Wagin Ag Society	141	76,955	0	0	0	0	(21,164)	(21,164)	76,955	55,791	0	(2,180)	
Wagin Bowls Club	141	0	0	60,000	60,000	0	(1,395)	(1,395)	0	58,605	0	(1,422)	
<b>Other property and services</b>													
Staff Housing	137	111,043	0	0	0	(5,444)	(16,664)	(16,664)	105,599	94,379	(2,187)	(6,230)	
Doctor Housing	138	41,996	0	0	0	(6,470)	(13,144)	(13,144)	35,525	28,852	(1,317)	(2,430)	
		325,577	0	0	0	(15,719)	(45,322)	(45,322)	309,858	280,256	(5,708)	(17,183)	
<b>Self supporting loans</b>													
<b>Recreation and culture</b>													
Wagin Ag Society	141	76,955	0	0	0	0	(21,164)	(21,164)	76,955	55,791	0	(2,180)	
Wagin Bowls Club	142	0	0	60,000	60,000	0	(1,395)	(1,395)	0	58,605	0	(1,422)	
		76,955	0	60,000	60,000	0	(22,560)	(22,560)	76,955	114,396	0	(3,602)	
<b>Total</b>		402,532	0	60,000	60,000	(15,719)	(67,881)	(67,881)	386,814	394,652	(5,708)	(20,785)	
Current borrowings		66,486							50,767				
Non-current borrowings		336,047							336,047				
		402,533							386,814				

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total	Interest Rate	Amount (Used) Budget
	Actual	Budget				Interest & Charges		
	\$	\$				\$	%	\$
	0	60,000	Wagin Bowls Club		15	0	TBA	60,000

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

KEY INFORMATION

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		17,885	0	56,869	(17,580)	57,173
- Capital grant/contribution liabilities		260,213	0	146,785	(12,998)	394,000
<b>Total other liabilities</b>		278,098	0	203,654	(30,578)	451,173
<b>Employee Related Provisions</b>						
Annual leave		194,417	0	0	0	194,417
Long service leave		272,389	0	0	0	272,389
<b>Total Employee Related Provisions</b>		466,805	0	0	0	466,805
<b>Other Provisions</b>						
Provision for LSL On-costs (Current)		31,683	0	0	0	31,683
Provision for Annual Leave On-costs (Current)		26,248	0	0	0	26,248
<b>Total Other Provisions</b>		57,931	0	0	0	57,931
<b>Total other current assets</b>		<b>802,833</b>	<b>0</b>	<b>203,654</b>	<b>(30,578)</b>	<b>975,909</b>
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note and

KEY INFORMATION

**Provisions**

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

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

**Employee Related Provisions**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF WAGIN  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 31 OCTOBER 2023  
 13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

OPERATING ACTIVITIES

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue					
	Liability	Increase	Liability	Liability	Current	Adopted	Amended	Amended	Budget	YTD	YTD
	1 July 2023	in	Reduction	31 Oct 2023	Liability	Budget	YTD	Annual	Variations	Expected	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>											
<b>General purpose funding</b>											
Grants Commission - General (WALGGC)	0	0	0	0	0	0	12,419	49,675	49,675	99,350	12,419
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	7,708	30,830	30,830	61,660	7,708
<b>Law, order, public safety</b>											
DFES Grant - Operating Bush Fire Brigade	1,387	31,172	(16,279)	16,280	16,280	64,242	32,120	64,242	0		16,279
DFES Grant - ESL Admin Contribution			0	0	0	0	0	0	0		4,000
DFES Grant - Operating SES	1,367	13,368	(1,301)	13,435	13,435	29,074	14,536	29,074	0		1,301
<b>Education and welfare</b>											
Homecare - CHSP Operating Grant	0	0	0	0	0	408,771	136,256	408,771	0		207,666
Homecare - HCP Operating Grant	0	0	0	0	0	108,000	36,000	108,000	0		46,508
Homecare - Donations	0	0	0	0	0	0	0	0	0		500
<b>Recreation and culture</b>											
Australia Day Grant	0	0	0	0	0	0	0	0	0		0
State Library Grant	0	4,155	0	4,155	4,155	0	0	0	0		0
Dept of Communities - Thank a Volunteer Day	0	0	0	0	0	0	0	0	0		0
Lotterywest - Christmas Street Carnival	0	8,174	0	8,174	8,174	0	0	0	0		0
Youth Engagement Grant	10,000	0	0	10,000	10,000	0	0	0	0		0
Heritage Review Grant	5,130	0	0	5,130	5,130	0	0	0	0		0
DDC DDWA - Betty Terry Disability Step	0			0		0				0	500
<b>Transport</b>											
Direct Grant (MRWA)	0	0	0	0	0	151,694	151,694	151,694	0		151,694
	<b>17,885</b>	<b>56,869</b>	<b>(17,580)</b>	<b>57,173</b>	<b>57,173</b>	<b>761,781</b>	<b>390,732</b>	<b>842,286</b>	<b>80,505</b>	<b>161,010</b>	<b>448,574</b>
<b>Operating contributions</b>											
<b>Recreation and culture</b>											
Rec Centre Equipment Contributions	0	0	0	0	0	1,500	0	1,500	0		0
<b>Transport</b>											
Contribution to Street Lighting	0	0	0	0	0	5,000	0	5,000	0		0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>17,885</b>	<b>56,869</b>	<b>(17,580)</b>	<b>57,173</b>	<b>57,173</b>	<b>768,281</b>	<b>390,732</b>	<b>848,786</b>	<b>80,505</b>	<b>161,010</b>	<b>448,574</b>

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2023	Current Liability 31 Oct 2023	Adopted Budget Revenue	Amended YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
<b>Law, order, public safety</b>											
Community Water Supply Project	0	0	0	0	0	7,856	0	7,856	0	7,856	0
<b>Transport</b>											
R2R -2023/24 Bullocks Hill Road	0	0	0	0	0	92,821	0	92,821	0	92,821	0
R2R - 2023/24 Beaufort Road	0	0	0	0	0	114,637	0	114,637	0	114,637	0
R2R - 2023/24 Hyde Road	0	0	0	0	0	44,542	0	44,542	0	44,542	0
R2R -2023/24 Behn-ord Road	0	0	0	0	0	31,000	0	31,000	0	31,000	0
R2R - 2023/24 Delyanine North Road	0	0	0	0	0	29,145	0	29,145	0	29,145	0
RRG - 2023/24 Ballagin Road	0	40,182	0	40,182	40,182	100,455	40,182	100,455	0	100,455	0
RRG - 2023/24 Dongolocking Road	0	105,383	0	105,383	105,383	263,457	105,382	263,457	0	263,457	0
RRG - 2022/23 Dongolocking Road	139,640	0	(2,094)	137,546	137,546	188,536	75,414	188,536	0	188,536	2,094
Bridge Funding from 2018-2019	74,251	0	0	74,251	74,251	0	0	0	0	0	0
LRCIP -Phase 2	0	0	0	0	0	25,536	0	25,536	0	25,536	0
LRCIP -Phase 3	24,322	1,220	(10,904)	14,638	14,638	76,697	0	76,697	0	76,697	10,904
<b>Economic services</b>											
Sale of Land - Raymond Edward	22,000	0	0	22,000	22,000	0	0	0	0	0	0
	<b>260,213</b>	<b>146,785</b>	<b>(12,998)</b>	<b>394,000</b>	<b>394,000</b>	<b>974,682</b>	<b>220,978</b>	<b>974,682</b>	<b>0</b>	<b>974,682</b>	<b>12,998</b>

**SHIRE OF WAGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**15 BONDS AND DEPOSITS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Oct 2023
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Deposits - Town Hall	1,400	400	(600)	1,200
Deposits - Community Bus	750	600	(450)	900
Deposits - Rec Centre & EFP	4,200	3,300	(2,700)	4,800
Deposits - Animal Trap	75	100	(100)	75
BCITF	0	260	(180)	80
Building Services Levy	390	329	(267)	452
Nomination Deposits	0	400	(400)	0
Other Deposits	7,419	150	(150)	7,419
Unclaimed Monies	2,147	0	0	2,147
Deposit - Refuse Site Key	20	0	0	20
Deposit - Community Gym Key	6,750	1,520	(540)	7,730
<b>Sub-Total</b>	<b>23,152</b>	<b>7,059</b>	<b>(5,387)</b>	<b>24,823</b>
<b>Trust Funds</b>				
Nil				
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>23,152</b>	<b>7,059</b>	<b>(5,387)</b>	<b>24,823</b>

SHIRE OF WAGIN  
 SUPPLEMENTARY INFORMATION  
 FOR THE PERIOD ENDED 31 OCTOBER 2023

16 BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	<b>Budget adoption - correction to budget balance</b>			4,676		4,676
	Year end adjustments and correction to employee leave provision calc		Opening Surplus(Deficit)		(56,414)	(51,739)
	Variations					(51,739)
I032005	FAG - General Grant		Operating Revenue	49,675		(2,064)
I032010	FAG - Road Grant		Operating Expenses	30,830		28,766
IO2403	Goal Posts	5046	Capital Expenses		(8,650)	20,116
B2201	Court House	5074	Capital Expenses	55,000		75,116
B2302	Homecare relocation to Town Hall	5074	Capital Expenses		(55,000)	20,116
FE2404	Wagin Trotting Club - PA System	5078	Capital Expenses		(2,400)	17,716
Various	Various		Operating Expenses			
				<b>140,181</b>	<b>(122,464)</b>	<b>17,717</b>

**SHIRE OF WAGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

**17 CHART OF ACCOUNTS**

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>						
<b>Rate Revenue</b>						
I031005	GRV	Inc	977,824	977,824	977,824	977,823
I031010	GRV Minimums	Inc	96,200	96,200	96,200	96,200
I031015	UV	Inc	1,570,980	1,570,980	1,570,980	1,570,980
I031020	UV Minimums	Inc	57,200	57,200	57,200	57,200
I031025	GRV Interim Rates	Inc	3,000	3,000	1,000	(3,890)
I031030	UV Interim Rates	Inc	2,000	2,000	664	4,315
I031035	Back Rates	Inc	1,000	1,000	332	204
I031040	Ex-Gratia Rates (CBH)	Inc	15,419	15,419	15,419	15,420
I031045	Discount Allowed	Inc	(100,000)	(100,000)	(100,000)	(99,698)
I031050	Instalment Admin Charge	Inc	5,000	5,000	5,000	2,678
I031055	Account Enquiry Fee	Inc	4,000	4,000	1,332	893
I031060	(Rate & Sdry Debtor Write Offs)	Inc	(5,000)	(5,000)	0	(16)
I031065	Penalty Interest	Inc	6,000	6,000	2,000	2,684
I031070	Emergency Services Levy	Inc	126,700	126,700	126,700	131,163
I031075	ESL Penalty Interest	Inc	500	500	164	135
I031080	Instalment Interest	Inc	4,000	4,000	4,000	4,313
I031090	Rate Legal Charges	Inc	20,000	20,000	6,664	473
			2,784,823	2,784,823	2,765,479	2,760,877
E031005	Valuation Expenses	Exp	(9,000)	(9,000)	(3,000)	(438)
E031010	Legal Costs/Expenses	Exp	(500)	(500)	(164)	(455)
E031015	Title Searches	Exp	(600)	(600)	(200)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(10,000)	(3,332)	0
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(2,000)	(1,548)
E031030	Emergency Services Levy	Exp	(126,700)	(126,700)	(31,675)	(38,984)
E031040	Rate Refunds	Exp	(1,000)	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,689)	(2,689)	(2,689)	(2,611)
E031100	Administration Allocated	Exp	(91,347)	(91,347)	(30,448)	(30,448)
			(243,836)	(243,836)	(73,508)	(74,484)
<b>Other General Purpose Funding</b>						
I032005	Grants Commission General	Inc	0	49,675	12,419	12,419
I032010	Grants Commission Roads	Inc	0	30,830	7,708	7,708
I032020	Administration Rental	Inc	36,000	36,000	12,000	12,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,000	1,000	332	214
I032030	Reimbursements	Inc	100	100	32	0
I032035	SS Loans Interest & GFee Reimb.	Inc	0	0	0	0
I032040	Bank Interest	Inc	25,000	25,000	8,332	23,381
I032045	Reserves Interest	Inc	89,089	89,089	22,272	20,039
I032055	Commissions & Recoups	Inc	500	500	0	0
I032190	WALGA House Units	Inc	0	0	0	0
			151,689	232,194	63,094	75,761
E032005	Bank Fees and Charges	Exp	(10,000)	(10,000)	(3,332)	(5,354)
E032015	Interest on Loans	Exp	0	0	0	0
E032030	Audit Fees & Other Services	Exp	(27,500)	(27,500)	(17,600)	0
E032035	Administration Allocated	Exp	(84,731)	(84,731)	(28,240)	(28,244)
			(122,231)	(122,231)	(49,172)	(33,598)
<b>Total General Purpose Income</b>			2,936,512	3,017,017	2,828,573	2,836,638
<b>Total General Purpose Expenditure</b>			(366,067)	(366,067)	(122,680)	(108,082)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Governance</b>						
<b>Members of Council</b>						
I041020	Other Income Relating to Members	Inc	250	250	0	0
			250	250	0	0
E041005	Sitting Fees	Exp	(26,999)	(26,999)	(6,749)	(7,708)
E041010	Training	Exp	(7,000)	(7,000)	(1,750)	(22)
E041015	Members Travelling	Exp	(750)	(750)	(187)	0
E041020	Communication Allowance	Exp	(5,545)	(5,545)	(1,386)	(2,080)
E041025	Election Expenses	Exp	(20,000)	(20,000)	(20,000)	0
E041030	Other Expenses	Exp	(19,400)	(19,400)	(6,464)	0
E041035	Conference Expenses	Exp	(10,000)	(10,000)	(10,000)	(4,117)
E041040	Presidents Allowance	Exp	(15,656)	(15,656)	(3,914)	(3,914)
E041045	Deputy Presidents Allowance	Exp	(3,918)	(3,918)	(979)	(980)
E041055	Refreshments and Receptions	Exp	(12,000)	(12,000)	(4,000)	(1,762)
E041060	Presentations	Exp	(2,500)	(2,500)	(832)	(345)
E041065	Insurance	Exp	(14,007)	(14,007)	(14,006)	(14,007)
E041070	Public Relations	Exp	(2,000)	(2,000)	(664)	(30)
E041075	Subscriptions	Exp	(36,000)	(36,000)	(36,000)	(30,656)
E041100	Administration Allocated	Exp	(129,268)	(129,268)	(43,088)	(43,088)
			(305,043)	(305,043)	(150,019)	(108,709)
<b>Other Governance</b>						
I042030	Profit on Sale of Asset	Inc	32,727	32,727	0	0
I042045	Admin Reimbursements	Inc	5,000	5,000	1,664	9
			37,727	37,727	1,664	9
E042005	Administration Salaries	Exp	(887,906)	(887,906)	(307,350)	(282,787)
E042008	Admin Leave/Wages Liability	Exp	0	0	0	(7,768)
E042010	Administration Superannuation	Exp	(112,735)	(112,735)	(39,020)	(36,418)
E042011	Loyalty Allowance	Exp	(10,072)	(10,072)	(3,484)	(2,355)
E042012	Housing Allowance Admin	Exp	(13,582)	(13,582)	(4,699)	(11,558)
E042015	Insurance	Exp	(28,537)	(28,537)	(28,536)	(27,549)
E042020	Staff Training	Exp	(10,000)	(10,000)	(3,332)	(1,157)
E042025	Removal Expenses	Exp	(10,000)	(10,000)	0	0
E042030	Printing & Stationery	Exp	(25,000)	(25,000)	(8,332)	(7,189)
E042035	Phone, Fax & Modem	Exp	(7,000)	(7,000)	(2,332)	(1,251)
E042040	Office Maintenance	Exp	(65,290)	(65,290)	(21,744)	(22,203)
E042045	Advertising	Exp	(15,000)	(15,000)	(5,000)	(1,748)
E042050	Office Equipment Maintenance	Exp	(3,000)	(3,000)	(996)	(602)
E042055	Postage & Freight	Exp	(4,000)	(4,000)	(1,332)	(1,049)
E042060	Vehicle Running Expenses	Exp	(16,000)	(16,000)	(5,328)	(5,082)
E042065	Legal Expenses	Exp	(10,000)	(10,000)	(3,332)	0
E042070	Garden Expenses	Exp	(12,000)	(12,000)	(3,992)	(4,722)
E042075	Conference & Training	Exp	(10,000)	(10,000)	(3,332)	(2,083)
E042080	Computer Support	Exp	(168,000)	(168,000)	(56,000)	(75,903)
E042085	Other Expenses	Exp	(3,000)	(3,000)	(1,000)	(1,360)
E042090	Administration Allocated	Exp	(245,486)	(245,486)	(81,828)	(81,828)
E042095	Fringe Benefits Tax	Exp	(15,000)	(15,000)	(3,750)	(6,348)
E042100	Staff Uniforms	Exp	(5,000)	(5,000)	0	(1,168)
E042120	Depreciation - Other Governance	Exp	(125,149)	(125,149)	(41,713)	(39,694)
E042125	Less Administration Allocated	Exp	1,581,669	1,581,669	527,220	527,224
E042160	DCEO/CEO Recruitment	Exp	(25,000)	(25,000)	(8,332)	(4,752)
E042165	Paid Parental Leave	Exp	0	0	0	0
			(245,089)	(245,089)	(107,544)	(99,351)
<b>Total Governance Income</b>			37,977	37,977	1,664	9
<b>Total Governance Expenditure</b>			(550,132)	(550,132)	(257,563)	(208,060)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Law, Order &amp; Public Safety</b>						
<b>Fire Prevention</b>						
I051010	BFB Operating Grant	Inc	64,242	64,242	32,120	16,279
I051015	Sale of Fire Maps	Inc	50	50	16	0
I051025	Reimbursements	Inc	1,000	1,000	0	0
I051030	Bush Fire Infringements	Inc	2,000	2,000	0	0
I051035	ESL Admin Fee	Inc	4,000	4,000	0	4,000
I051050	SES Call-out Income	Inc	0	0	0	0
I051075	SES Operating Grant	Inc	29,074	29,074	14,536	1,301
			100,366	100,366	46,672	21,580
E051005	BFB Operation Expenditure	Exp	(64,242)	(64,242)	(21,404)	(49,991)
E051010	Communication Mtce	Exp	(4,000)	(4,000)	(1,332)	(2,019)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,500)	(2,051)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(14,000)	(14,000)	(4,652)	(3,748)
E051025	Town Block Burn Off	Exp	(6,000)	(6,000)	0	(4,491)
E051040	Other Bushfire Expenditure	Exp	(18,500)	(18,500)	(6,164)	0
E051045	Mt Latham & Condinging Repeats	Exp	(500)	(500)	(164)	(245)
E051060	SES Operation Expenditure	Exp	(29,074)	(29,074)	(9,688)	(14,190)
E051100	Administration Allocated	Exp	(85,915)	(85,915)	(28,636)	(28,640)
E051190	Depreciation - Fire Prevention	Exp	(75,871)	(75,871)	(25,286)	(25,567)
			(300,602)	(300,602)	(99,826)	(130,942)
<b>Animal Control</b>						
I052005	Dog Fines and Fees	Inc	5,000	5,000	1,664	1,988
I052006	Cat Fines and Fees	Inc	300	300	100	142
I052010	Hire of Animal Traps	Inc	100	100	32	36
I052015	Dog Registration	Inc	5,000	5,000	2,500	1,751
I052016	Cat Registration	Inc	700	700	350	191
I052020	Reimbursements	Inc	500	500	125	0
			11,600	11,600	4,771	4,108
E052005	Ranger Salary	Exp	(11,000)	(11,000)	(3,803)	(5,260)
E052007	Ranger Telephone	Exp	(1,000)	(1,000)	(332)	(131)
E052010	Pound Maintenance	Exp	(2,969)	(2,969)	(984)	(2,483)
E052015	Dog Control Insurance	Exp	(166)	(166)	(164)	(166)
E052020	Legal Fees	Exp	0	0	0	0
E052025	Training & Conference	Exp	(500)	(500)	(164)	0
E052030	Ranger Services Other	Exp	(25,000)	(25,000)	(8,328)	(9,480)
E052035	Administration Allocated	Exp	(78,950)	(78,950)	(26,316)	(26,316)
E052190	Depreciation - Animal Control	Exp	(2,998)	(2,998)	(998)	(1,010)
			(122,583)	(122,583)	(41,089)	(44,846)
<b>Other Law, Order &amp; Public Safety</b>						
I053005	Abandoned Vehicles/Fines	Inc	50	50	0	0
I053040	Safer Wagin Income	Inc	0	0	0	0
I053055	Reimbursements	Inc	0	0	0	0
I053060	Community Water Supply Program Grant	Inc	7,856	7,856	0	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0	0
			7,906	7,906	0	0
E053005	Abandoned Vehicles	Exp	0	0	0	(288)
E053010	Emergency Services	Exp	0	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(500)	(164)	0
E053045	CCTV & Security	Exp	(1,500)	(1,500)	(500)	(2,684)
E053055	Mosquito Control	Exp	(5,000)	(5,000)	(1,660)	(1,089)
E053056	Community Water Supplu Programme	Exp	0	0	0	(350)
E053090	Depreciation - Other Law, Order & Public Safety	Exp	(3,929)	(3,929)	(1,309)	(1,368)
			(10,929)	(10,929)	(3,633)	(5,779)
<b>Total Law, Order &amp; Public Safety Income</b>			119,872	119,872	51,443	25,688

			(434,114)	(434,114)	(144,548)	(181,567)
COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Total Law, Order &amp; Public Safety Expenditure</b>						
<b>Health</b>						
<b>Maternal &amp; Infant Health</b>						
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(8,420)	(8,420)	(2,792)	(2,498)
			(8,420)	(8,420)	(2,792)	(2,498)
<b>Preventative Services - Admin &amp; Inspections</b>						
I074005	Food Licences & Fees	Inc	500	500	164	68
I074015	Contrib. Regional Health Scheme	Inc	0	0	0	0
I074020	Reimbursements	Inc	0	0	0	0
			500	500	164	68
E074005	EHO Salary	Exp	(10,000)	(10,000)	(3,332)	(3,240)
E074008	EHO Leave/Wages Liability	Exp	0	0	0	0
E074010	EHO Superannuation	Exp	(550)	(550)	(180)	(356)
E074015	Other Control Expenses	Exp	(7,000)	(7,000)	(2,328)	(320)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	0	0	0	0
E074030	Conferences & Training	Exp	0	0	0	0
E074035	Loss on Sale of Asset	Exp	0	0	0	0
E074100	Administration Allocated	Exp	(48,449)	(48,449)	(16,148)	(16,148)
E074190	Depreciation - Prevent Services	Exp	0	0	0	0
			(65,999)	(65,999)	(21,988)	(20,064)
<b>Other Health</b>						
I076010	Rent - Medical Centre-Dentist	Inc	4,334	4,334	1,444	1,445
I076015	Reimbursements - Medical Practice	Inc	2,500	2,500	832	0
I076020	Meeting Room Fees	Inc	0	0	0	0
I076025	Sale of Doctors Vehicle	Inc	0	0	0	0
I076040	Reimbursements - Dr Norris	Inc	1,500	1,500	0	0
			8,334	8,334	2,276	1,445
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(16,384)	(16,384)	(5,452)	(6,678)
E076025	Depreciation - Other Health	Exp	(46,902)	(46,902)	(15,631)	(18,378)
E076030	Doctors Vehicle Mtce	Exp	(5,000)	(5,000)	(1,664)	(1,723)
E076035	Loss on Sale of Asset	Exp	0	0	0	0
E076040	St Lukes Medical Services	Exp	(50,000)	(50,000)	(12,500)	(16,667)
E076055	Doctor Retention & Relocation	Exp	0	0	0	0
E076060	Assets under \$5k	Exp	0	0	0	0
			(118,285)	(118,285)	(35,247)	(43,446)
<b>Health - Preventative Services</b>						
E077010	Analytical Expenses	Exp	(500)	(500)	(500)	(463)
			(500)	(500)	(500)	(463)
<b>Total Health Income</b>			8,834	8,834	2,440	1,513
<b>Total Health Expenditure</b>			(193,204)	(193,204)	(60,527)	(66,471)
<b>Education &amp; Welfare</b>						
<b>Pre Schools</b>						
I083035	Day Care Lease	Exp	9,205	9,205	3,068	2,832
I083036	Day Care Reimbursements	Exp	5,500	5,500	1,832	2,239
			14,705	14,705	4,900	5,071
E080010	Kindegarten Maintenance (Daycare)	Exp	(15,081)	(15,081)	(5,012)	(5,611)
E080190	Depreciation - Pre-Schools	Exp	(25,918)	(25,918)	(8,638)	(8,734)
			(40,999)	(40,999)	(13,650)	(14,345)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Other Education</b>						
E081020	School Oval Mtce	Exp	0	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	(2,600)	(2,600)
			(2,600)	(2,600)	(2,600)	(2,600)
<b>Homecare Program</b>						
I082010	CHSP & HACC Grant	Inc	408,771	408,771	136,256	207,666
I082015	Meals on Wheels	Inc	2,500	2,500	832	730
I082020	CHSP Fee for Service	Inc	87,000	87,000	29,000	39,532
I082025	Donations	Inc	0	0	0	500
I082030	Government Pay Reimbursement	Inc	0	0	0	0
I082031	Homecare - Other Income	Inc	0	0	0	0
I082040	HCP Client Daily Fee	Inc	19,980	19,980	6,660	4,707
I082045	HCP Government Funds	Inc	108,000	108,000	36,000	46,508
			626,251	626,251	208,748	299,643
E082010	Management & Admin Salaries	Exp	(139,624)	(139,624)	(48,330)	(45,897)
E082013	Homecare Leave/Wages Liability GEN	Exp	0	0	0	0
E082015	Maintenance & Gardening Salaries	Exp	(34,752)	(34,752)	(12,028)	(28,173)
E082020	Nursing Salaries	Exp	(35,963)	(35,963)	(12,447)	(13,446)
E082025	Care Workers Salaries	Exp	(255,596)	(255,596)	(88,474)	(90,763)
E082030	Superannuation	Exp	(51,733)	(51,733)	(17,906)	(17,736)
E082035	Other Expenses	Exp	(5,000)	(5,000)	(1,660)	(459)
E082040	Travelling - Mileage	Exp	(25,000)	(25,000)	(8,332)	(11,069)
E082045	Staff Training	Exp	(1,800)	(1,800)	(600)	0
E082050	Staff Training Salaries	Exp	(3,500)	(3,500)	(1,164)	0
E082055	Subscriptions	Exp	(5,900)	(5,900)	(1,964)	(4,801)
E082060	Telephone & Postage	Exp	(1,400)	(1,400)	(464)	(693)
E082065	Advertising & Stationery	Exp	(1,200)	(1,200)	(400)	(354)
E082070	Insurance	Exp	(8,281)	(8,281)	(8,280)	(8,241)
E082075	Office Accommodation	Exp	(36,000)	(36,000)	(12,000)	(12,000)
E082080	Plant & Equipment Mtce	Exp	(20,000)	(20,000)	(6,660)	(8,202)
E082085	Consumable Supplies	Exp	(4,500)	(4,500)	(1,500)	(69)
E082090	Function & Catering Supplies	Exp	(1,500)	(1,500)	(500)	(575)
E082095	HCP Expenses	Exp	(6,000)	(6,000)	(2,000)	(2,328)
E082100	Administration Allocated	Exp	(17,788)	(17,788)	(5,928)	(5,928)
E082110	Meals on Wheels Expenditure	Exp	(2,500)	(2,500)	(832)	(756)
E082190	Depreciation - Homecare	Exp	(19,644)	(19,644)	(6,546)	(6,620)
			(677,681)	(677,681)	(238,015)	(258,110)
<b>Other Welfare</b>						
I083010	Wagin Frail Aged Reimb	Inc	9,152	9,152	9,152	4,576
I083040	Seniors Xmas Lunch Income	Inc	0	0	0	0
			9,152	9,152	9,152	4,576
E083010	Wagin Frail Aged Exp	Exp	(9,152)	(9,152)	(9,152)	(9,152)
E083020	Seniors Xmas Lunch	Exp	0	0	0	0
E083050	Other Welfare Exp	Exp	0	0	0	0
			(9,152)	(9,152)	(9,152)	(9,152)
<b>Total Education &amp; Welfare Income</b>			650,108	650,108	222,800	309,290
<b>Total Education &amp; Welfare Expenditure</b>			(730,432)	(730,432)	(263,417)	(284,207)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Community Amenities</b>						
<b>Sanitation - Household Refuse</b>						
I101005	Domestic Collection	Inc	269,216	269,216	269,216	268,305
I102020	Refuse Site Fees	Inc	18,000	18,000	6,000	8,152
			287,216	287,216	275,216	276,457
E101005	Domestic Refuse Collection	Exp	(55,401)	(55,401)	(18,464)	(18,080)
E101006	Green Waste Collection	Exp	(27,227)	(27,227)	(9,072)	(9,468)
E101010	Recycling Residential	Exp	(65,294)	(65,294)	(21,764)	(19,998)
E101015	Refuse Site Mtce	Exp	(152,614)	(152,614)	(50,860)	(57,438)
E101025	Refuse Site Attendant	Exp	0	0	0	0
			(300,536)	(300,536)	(100,160)	(104,984)
<b>Sanitation - Other</b>						
I102002	Commercial Collection Charges	Inc	68,760	68,760	68,760	68,040
I102005	Reimbursement Drummuster	Inc	4,000	4,000	0	944
I102010	Charges Bulk Rubbish	Inc	17,400	17,400	5,800	4,320
			90,160	90,160	74,560	73,304
E102005	Commercial Collection	Exp	(16,089)	(16,089)	(5,360)	(5,355)
E102010	Bulk Cardboard Collection	Exp	(18,500)	(18,500)	(6,164)	(5,720)
E102020	Recycling Commercial	Exp	(15,187)	(15,187)	(5,060)	(4,145)
E101020	Chemical Drum Disposal Costs	Exp	(4,500)	(4,500)	0	0
E102190	Depreciation - Sanitation	Exp	(15,695)	(15,695)	(5,228)	(5,289)
			(69,971)	(69,971)	(21,812)	(20,509)
<b>Sewerage</b>						
I104005	Septic Tank Fees	Inc	500	500	164	0
			500	500	164	0
E104005	Sewerage Treatment Plant	Exp	(500)	(500)	(164)	(37)
			(500)	(500)	(164)	(37)
<b>Town Planning</b>						
I106005	Planning Fees	Inc	5,000	5,000	1,664	3,201
			5,000	5,000	1,664	3,201
E106005	Town Planning Expenses	Exp	(15,000)	(15,000)	(5,000)	0
E106100	Administration Allocated	Exp	(109,547)	(109,547)	(36,512)	(36,516)
			(124,547)	(124,547)	(41,512)	(36,516)
<b>Other Community Amenities</b>						
I107005	Cemetery Fees	Inc	15,000	15,000	5,000	9,447
I107010	Community Bus Income	Inc	5,000	5,000	1,664	1,126
I107025	Other Community Amenities Contributions	Inc	0	0	0	0
			20,000	20,000	6,664	10,573
E107005	Cemetery Mtce	Exp	(40,000)	(40,000)	(13,320)	(22,143)
E107010	Public Convenience Mtce	Exp	(56,196)	(56,196)	(18,720)	(19,356)
E107015	Community Bus Operating	Exp	(4,000)	(4,000)	(1,324)	(1,534)
E107100	Administration Allocated	Exp	(92,733)	(92,733)	(30,908)	(30,912)
E107190	Depreciation - Other Comm Amenities	Exp	(50,851)	(50,851)	(16,946)	(12,503)
			(243,781)	(243,781)	(81,218)	(86,448)
<b>Total Community Amenities Income</b>			402,876	402,876	358,268	363,535
<b>Total Community Amenities Expenditure</b>			(739,335)	(739,335)	(244,866)	(248,494)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Recreation &amp; Culture</b>						
<b>Public Halls &amp; Civic Centres</b>						
I111005	Town Hall Hire	Inc	4,000	4,000	1,332	405
I111010	Reimbursements	Inc	100	100	32	0
I111015	Town Hall Lease - L Piesse	Inc	0	0	0	0
			4,100	4,100	1,364	405
E111005	Town Hall Mtce	Exp	(30,413)	(30,413)	(10,128)	(9,510)
E111010	Other Halls Mtce	Exp	(11,602)	(11,602)	(3,860)	(4,561)
E111190	Depreciation - Public Halls	Exp	(202,711)	(202,711)	(67,569)	(68,311)
			(244,727)	(244,727)	(81,557)	(82,382)
<b>Swimming Pool</b>						
I112010	Swimming Pool Admission	Inc	30,000	30,000	0	864
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0	0
I112020	Reimbursements	Inc	500	500	0	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0	0
			30,500	30,500	0	864
E112005	Pool Staff Salary	Exp	(122,579)	(122,579)	(42,430)	(36,274)
E112008	Pool Leave/Wages Liability	exp	0	0	0	0
E112010	Superannuation	Exp	(12,383)	(12,383)	(4,284)	0
E112015	Swimming Pool Maintenance	Exp	(119,242)	(119,242)	(39,736)	(31,548)
E112020	Swimming Pool Other Expenses	Exp	(7,088)	(7,088)	(2,360)	(3,090)
E113076	Interest on Loan 139 - Swimming Pool	Exp	(8,523)	(8,523)	(2,130)	(2,204)
E112190	Depreciation - Swimming Pools	Exp	(221,266)	(221,266)	(73,752)	(74,564)
			(491,081)	(491,081)	(164,692)	(147,680)
<b>Other Recreation &amp; Sport</b>						
I113005	Sportsground Rental	Inc	8,795	8,795	4,397	2,509
I113010	Sportsground Reimbursements	Inc	0	0	0	5,860
I113015	Power Reimbursements	Inc	5,000	5,000	1,664	957
I113020	Recreation Centre Hire	Inc	5,000	5,000	1,664	632
I113025	Reimbursements Other	Inc	1,000	1,000	1,000	0
I113030	Rec Centre Equipment Contributions	Inc	1,500	1,500	0	0
I113035	Sporting Club Leases	Inc	2,000	2,000	2,000	777
I113040	Other Recreation & Sport Contributions	Inc	0	0	0	0
I113055	Eric Farrow Pavillion Hire	Inc	5,000	5,000	1,664	2,632
I113065	Community Gym Membership	Inc	14,375	14,375	4,788	5,084
I113079	SS Loan 142 - Interest & Gtee Fee Revenue	Inc	1,422	1,422	0	0
			44,092	44,092	17,177	18,451
E113005	Sportsground Mtce	Exp	(123,057)	(123,057)	(41,004)	(32,487)
E113010	Sportsground Building Mtce	Exp	(24,662)	(24,662)	(8,200)	(15,451)
E113015	Wetlands Park Mtce	Exp	(77,953)	(77,953)	(25,976)	(23,918)
E113020	Parks & Gardens Mtce	Exp	(67,359)	(67,359)	(22,440)	(19,825)
E113025	Puntapin Rock Mtce	Exp	(2,706)	(2,706)	(896)	(144)
E113030	Recreation Centre Mtce	Exp	(63,759)	(63,759)	(21,236)	(20,589)
E113035	Rec Staff Salaries	Exp	(18,000)	(18,000)	(6,228)	(1,336)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0	0
E113040	Superannuation	Exp	(1,980)	(1,980)	(684)	(942)
E113045	Other Expenses	Exp	(3,200)	(3,200)	(1,064)	(283)
E113050	Norring Lake Mtce	Exp	(3,400)	(3,400)	(1,124)	(3,953)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,220)	(23,220)	(7,732)	(10,822)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(2,000)	(664)	(778)
E113075	Interest on Loan 131 - Rec Centre	Exp	0	0	0	0
E113078	Interest on Loan 142 - SSL Bowls Club	Exp	(1,422)	(1,422)	0	0
E113095	Community Gym Expenditure	Exp	(11,500)	(11,500)	(3,820)	(1,649)
E113115	Bowls Club Financial Assistance	Exp	(60,000)	(60,000)	0	(85,626)
E113100	Administration Allocated	Exp	(203,037)	(203,037)	(67,676)	(67,680)
E113190	Depreciation - Other Rec & Sport	Exp	(388,286)	(388,286)	(129,426)	(130,847)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Library</b>						
I115005	Lost Books	Inc	50	50	16	0
I115010	Reimbursements & Grants	Inc	100	100	32	0
			150	150	48	0
E115005	Library Staff Salaries	Exp	(50,969)	(50,969)	(17,637)	(19,566)
E115008	Library Leave/Wages Liability	Exp	0	0	0	0
E115015	Library Building Mtce	Exp	(11,347)	(11,347)	(3,768)	(2,347)
E115020	Library Other Expenses	Exp	(7,917)	(7,917)	(2,628)	(1,461)
E115030	Library IT	Exp	(12,800)	(12,800)	(8,530)	0
E115190	Depreciation - Libraries	Exp	(16,210)	(16,210)	(5,401)	(5,462)
			(99,242)	(99,242)	(37,964)	(28,836)
<b>Other Culture</b>						
I116035	Long Table Experience Income	Inc	0	0	0	0
I116065	Electronic Sign Advertising Income	Inc	3,000	3,000	1,000	227
I119015	Contribution to Woolorama	Inc	0	0	0	0
I119020	Reimbursements	Inc	0	0	0	500
I119030	Community Events Income	Inc	0	0	0	0
I119031	Other Culture Grant Funds	Inc	0	0	0	0
I113078	SS Loan 141 - Interest & Gtee Fee Reimbursement	Inc	2,671	2,671	0	0
			5,671	5,671	1,000	727
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	0	0
E116010	Woolorama Costs & Maintenance	Exp	(68,634)	(68,634)	(22,864)	(3,470)
E113077	Interest on Loan 141 - SSL Wagin Ag	Exp	(2,180)	(2,180)	0	0
E116015	Community Centre Mtce	Exp	(16,449)	(16,449)	(5,472)	(2,953)
E116020	Historical Village	Exp	(2,930)	(2,930)	(968)	(2,422)
E116025	Heritage Review	Exp	(12,130)	(12,130)	(8,084)	0
E116035	Long Table Experience Expenditure	Exp	0	0	0	0
E116045	Community Development Events	Exp	(14,000)	(14,000)	0	(1,998)
E116046	Community Development Equipment Maintenance	Exp	0	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	(11,000)	(11,000)	(6,666)	(10,000)
E116060	Betty Terry Theatre Expenditure	Exp	(6,485)	(6,485)	(2,148)	(1,775)
E116065	Electronic Sign Expenditure	Exp	(4,500)	(4,500)	(1,496)	(1,772)
E116070	Court House Expenditure	Exp	(6,059)	(6,059)	(2,000)	(3,318)
E116075	NAB Building Expenditure	Exp	(10,554)	(10,554)	(3,504)	(13,115)
E116190	Depreciation - Other Culture	Exp	(99,193)	(99,193)	(33,064)	(35,987)
			(254,613)	(254,613)	(86,266)	(76,810)
<b>Total Recreation &amp; Culture Income</b>			84,513	84,513	19,589	20,447
<b>Total Recreation &amp; Culture Expenditure</b>			(2,165,203)	(2,165,203)	(708,649)	(752,038)
<b>Transport</b>						
<b>Streets Roads Bridges &amp; Depot Construction</b>						
I121005	Direct Road Grants	Inc	151,694	151,694	151,694	151,694
I121010	Road Project Grants	Inc	552,448	552,448	220,978	2,094
I121015	Roads to Recovery Grant	Inc	312,145	312,145	0	0
I121020	Reimbursements	Inc	0	0	0	0
I121025	Contribution - St Lighting	Inc	5,000	5,000	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	0	0
I121076	LRCIP Funding	Inc	102,233	102,233	0	10,904
I147125	Storm Damage Reimbursements	Inc	0	0	0	0
			1,123,520	1,123,520	372,672	164,692

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Streets Roads Bridges &amp; Depot Maintenance</b>						
I122055	Diesel Fuel Rebate Income	Inc	40,000	40,000	13,332	12,358
			40,000	40,000	13,332	12,358
E122005	Road Maintenance	Exp	(130,000)	(130,000)	(43,324)	(34,769)
E122006	Maintenance Grading	Exp	(180,000)	(180,000)	(59,992)	(95,533)
E122007	Rural Tree Pruning	Exp	(65,000)	(65,000)	(21,656)	(33,519)
E122008	Rural Spraying	Exp	(10,000)	(10,000)	(3,332)	(5,329)
E122009	Town Site Spraying	Exp	(20,000)	(20,000)	(6,656)	(9,559)
E122010	Depot Mtce	Exp	(21,444)	(21,444)	(7,128)	(7,293)
E122011	Town Reserve & Verg Mtce	Exp	(10,000)	(10,000)	(3,328)	(1,059)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(22,500)	(7,492)	(6,158)
E122015	Rural Numbering	Exp	0	0	0	0
E122020	Footpath Mtce	Exp	(5,000)	(5,000)	(1,656)	(675)
E122025	Street Cleaning	Exp	(45,000)	(45,000)	(14,992)	(11,819)
E122030	Street Trees	Exp	(50,000)	(50,000)	(16,660)	(15,943)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(4,000)	(1,328)	(2,199)
E122045	Townscape	Exp	(70,000)	(70,000)	(23,316)	(55,146)
E122050	Crossovers	Exp	(500)	(500)	(160)	(160)
E122055	RoMan Data Collection	Exp	(10,000)	(10,000)	(5,000)	(8,711)
E122060	Street Lighting	Exp	(70,000)	(70,000)	(23,332)	(12,186)
E122090	Graffiti Removal	Exp	0	0	0	0
E122100	Administration Allocated	Exp	(83,169)	(83,169)	(27,720)	(27,724)
E122105	Loss on Sale of Asset	Exp	0	0	0	0
E122190	Depreciation - Roads	Exp	(1,853,148)	(1,853,148)	(617,709)	(626,585)
E147120	Storm Damage - Not Claimable	Exp	0	0	0	0
			(2,649,761)	(2,649,761)	(884,781)	(954,367)
<b>Road Plant Purchases</b>						
I122100	Profit on Sale of Asset	Inc	58,192	58,192	0	0
			58,192	58,192	0	0
E123010	Loss on Sale of Asset	Exp	(5,396)	(5,396)	0	0
			(5,396)	(5,396)	0	0
<b>Aerodrome</b>						
I126015	Aerodrome Reimbursements/Grants	Inc	0	0	0	0
I126020	Aerodrome Hangar Lease	Inc	10,893	10,893	5,446	5,044
			10,893	10,893	5,446	5,044
E126005	Aerodrome Maintenance	Exp	(12,714)	(12,714)	(4,232)	(6,651)
E126190	Depreciation - Aerodromes	Exp	(47,112)	(47,112)	(15,702)	(15,876)
			(59,826)	(59,826)	(19,934)	(22,527)
<b>Total Transport Income</b>			1,232,605	1,232,605	391,450	182,094
<b>Total Transport Expenditure</b>			(2,714,983)	(2,714,983)	(904,715)	(976,894)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Economic Services</b>						
<b>Rural Services</b>						
I131020	Landcare Reimbursements	Inc	79,653	79,653	26,548	28,343
			79,653	79,653	26,548	28,343
E131020	Landcare	Exp	(115,000)	(115,000)	(38,324)	(27,142)
E131030	Rural Towns Program	Exp	(18,000)	(18,000)	(5,992)	(3,821)
E131100	Administration Allocated	Exp	(29,060)	(29,060)	(9,684)	(9,688)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(10,000)	(3,320)	(2,329)
E131190	Depreciation - Rural Services	Exp	0	0	0	0
			(172,060)	(172,060)	(57,320)	(42,980)
<b>Tourism &amp; Area Promotion</b>						
I132005	Caravan Park Fees	Inc	70,000	70,000	23,332	21,914
I132010	Reimbursements	Inc	1,000	1,000	332	0
I132015	RV Area Fees	Inc	10,000	10,000	3,332	3,558
I132035	Tourism Income	Inc	0	0	0	0
			81,000	81,000	26,996	25,472
E132010	Wagin Tourism Committee	Exp	0	0	0	0
E132015	Caravan Park Manager Salary	Exp	(35,238)	(35,238)	(12,194)	(13,507)
E132020	Caravan Park Mtce	Exp	(55,039)	(55,039)	(18,336)	(11,783)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0	0
E132025	Subsidy Historic Village	Exp	(8,500)	(8,500)	0	0
E132035	RV Area Maintenance	Exp	(10,000)	(10,000)	(3,328)	(3,207)
E132040	Tourism Promotion & Subscripts	Exp	(14,500)	(14,500)	(4,828)	(1,148)
E132050	Administration Allocated	Exp	(148,525)	(148,525)	(49,508)	(49,508)
E132190	Depreciation - Tourism	Exp	(17,334)	(17,334)	(5,777)	(5,841)
			(289,136)	(289,136)	(93,971)	(84,994)
<b>Building Control</b>						
I133005	Building Licenses	Inc	5,000	5,000	1,664	1,189
I133010	Swimming Pool Inspection Fees	Inc	0	0	0	0
I142010	Sale of Land	Inc	0	0	0	0
			5,000	5,000	1,664	1,189
<b>Other Economic Services</b>						
I134005	Water Sales	Inc	20,000	20,000	6,664	4,039
			20,000	20,000	6,664	4,039
E134005	Water Supply - Standpipes	Exp	(25,000)	(25,000)	(8,324)	(5,935)
E134020	Land Sale Costs	Exp	0	0	0	0
E134190	Depreciation - Other Economic Services	Exp	(2,052)	(2,052)	(684)	(692)
			(27,052)	(27,052)	(9,008)	(6,627)
<b>Total Economic Services Income</b>			185,653	185,653	61,872	59,043
<b>Total Economic Services Expenditure</b>			(488,248)	(488,248)	(160,299)	(134,601)
<b>Other Property &amp; Services</b>						
<b>Private Works</b>						
I141005	Private Works Income	Inc	20,000	20,000	6,664	12,385
			20,000	20,000	6,664	12,385
E141005	Private Works	Exp	(15,000)	(15,000)	(4,996)	(3,521)
E141100	Administration Allocated	Exp	(3,428)	(3,428)	(1,140)	(1,144)
			(18,428)	(18,428)	(6,136)	(4,665)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Public Works Overheads</b>						
I143020	Reimbursements	Inc	11,000	11,000	3,664	1,169
I143040	Workers Compensaion	Inc	0	0	0	0
			11,000	11,000	3,664	1,169
E143005	Engineering Salaries	Exp	(118,891)	(118,891)	(41,153)	(35,185)
E143007	Engineering Administration Salaries	Exp	(64,406)	(64,406)	(22,293)	(20,458)
E143008	Works Leave/Wages Liability	Exp	0	0	0	0
E143009	Housing Allowance Works	Exp	(17,031)	(17,031)	(5,895)	(14,057)
E143015	CEO's Salary Allocation	Exp	(58,688)	(58,688)	(20,313)	(44,099)
E143020	Engineering Superannuation	Exp	(123,644)	(123,644)	(42,799)	(37,924)
E143025	Engineering - Other Expenses	Exp	(5,000)	(5,000)	(1,660)	(315)
E143030	Sick Holiday & Allowances Pay	Exp	(165,000)	(165,000)	(55,000)	(40,873)
E143040	Workers Compensation	Exp	0	0	0	(16,077)
E143045	Insurance on Works	Exp	(37,752)	(37,752)	(37,752)	(38,051)
E143050	Protective Clothing	Exp	(8,000)	(8,000)	(2,664)	(2,268)
E143055	Fringe Benefits	Exp	(500)	(500)	0	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(1,000)	(332)	(637)
E143065	MOW - Vehicle Expenses	Exp	(8,000)	(8,000)	(2,660)	(2,885)
E143075	Telephone Expenses	Exp	(1,500)	(1,500)	(500)	(1,326)
E143080	Staff Licenses	Exp	(500)	(500)	(164)	(43)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(4,000)	(1,328)	(1,756)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	(500)	0
E143095	Staff Training	Exp	(15,000)	(15,000)	(4,992)	0
E143105	Administration Allocated	Exp	0	0	0	0
E143200	LESS PWOH ALLOCATED	Exp	630,412	630,412	210,136	204,467
			0	0	(29,869)	(51,487)
<b>Plant Operation Costs</b>						
I144005	Sale of Scrap	Inc	500	500	164	0
I144010	Reimbursements	Inc	500	500	164	0
			1,000	1,000	328	0
E144010	Fuel & Oils	Exp	(180,000)	(180,000)	(59,996)	(56,923)
E144020	Tyres & Tubes	Exp	(20,000)	(20,000)	(6,664)	(5,433)
E144030	Parts & Repairs	Exp	(85,000)	(85,000)	(28,328)	(14,534)
E144040	Plant Repair - Wages	Exp	(30,000)	(30,000)	(9,996)	(8,245)
E144050	Insurance and Licences	Exp	(37,500)	(37,500)	(37,498)	(33,396)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(10,000)	(3,332)	(60)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	(332)	0
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(8,000)	(2,664)	(2,465)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	371,500	371,500	123,832	93,627
			0	0	(24,978)	(27,429)
<b>Salaries &amp; Wages</b>						
E146010	Gross Salaries, Allowances & Super	Exp	(2,849,974)	(2,849,974)	(986,527)	(1,017,952)
E146200	Less Sal , Allow, Super Allocated	Exp	2,849,974	2,849,974	986,527	1,017,952
			0	0	0	0

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
	<b>Unclassified</b>					
I147005	Commission - Vehicle Licensing	Inc	50,000	50,000	16,664	18,061
I147006	Commission - TransWA	Inc	500	500	164	34
I147007	Reimbursement - OHS	Inc	0	0	0	0
I147035	Banking errors	Inc	0	0	0	350
I147050	Council Staff Housing Rental	Inc	18,200	18,200	6,064	5,300
I147065	Insurance Reimbursement	Inc	0	0	0	10,400
I147070	Council Housing Reimbursements	Inc	0	0	0	1,961
I147085	NAB Buiding Rent	Inc	8,400	8,400	2,800	2,962
I147120	Charge on Private use of Shire Vehicle	Inc	360	360	120	0
I147121	Reimbursement - Community Requests	Inc	0	0	0	0
			77,460	77,460	25,812	39,068
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(3,000)	(1,000)	0
E147035	Banking Errors	Exp	0	0	0	0
E147050	Council Housing Maintenance	Exp	(95,000)	(95,000)	(31,564)	(28,779)
E147051	Interest on Loan 137 - Staff Housing	Exp	(6,230)	(6,230)	(2,076)	(2,187)
E147052	Interest on Loan 138 - Doctor Housing	Exp	(2,430)	(2,430)	(1,215)	(1,317)
E147055	Consultants	Exp	(55,000)	(55,000)	(18,332)	(3,196)
E147070	4WD Resource Sharing Group	Exp	(7,500)	(7,500)	(2,500)	(6,634)
E147090	Building Maintenance	Exp	(5,000)	(5,000)	(1,656)	(1,333)
E147100	Administration Allocated	Exp	(130,236)	(130,236)	(43,412)	(43,412)
E147115	Occupational Health & Safety (OHS)	Exp	(10,000)	(10,000)	(3,332)	(85)
E147130	Depreciation - Unclassified	Exp	(136,963)	(136,963)	(45,653)	(46,155)
E147150	Community Requests Budget	Exp	(24,430)	(24,430)	(8,140)	(16,376)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(1,164)	0
			(479,289)	(479,289)	(160,044)	(149,474)
	<b>Total Other Property &amp; Services Income</b>		109,460	109,460	36,468	52,622
	<b>Total Other Property &amp; Services Expenditure</b>		(497,716)	(497,716)	(221,027)	(233,055)
	<b>Total Income</b>		<b>5,768,410</b>	<b>5,848,915</b>	<b>3,974,567</b>	<b>3,850,879</b>
	<b>Total Expenditure</b>		<b>(8,879,434)</b>	<b>(8,879,434)</b>	<b>(3,088,291)</b>	<b>(3,193,469)</b>
	<b>Net Deficit (Surplus)</b>		<b>(3,111,024)</b>	<b>(3,030,519)</b>	<b>886,276</b>	<b>657,410</b>



## 10.2 SCHEDULE OF ACCOUNTS PAYMENTS – OCTOBER 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	
PREVIOUS REPORT(S):	17 October 2023
DISCLOSURE OF INTEREST:	Nil
STRATEGIC DOCUMENT REFERENCE	Local government (Financial Management) Regulations 1996
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	1. Payments List

### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council:**

- 1 Endorses the list of accounts paid by the Chief Executive Officer under delegated authority, during October:**
  - EFT Payments EFT13948 – EFT14053, Cheque Payments 203 – 210 and Direct Debit Payments DD5362.1 – DD5403.32 from the Municipal Account totalling \$408,047.67.**
  - EFT Payments EFT13988 – EFT14055 from the Restricted Funds Account totalling \$1,901.65.**
  - Credit card Payments totalling \$2,224.02.**

**Carried 0/0**

### BRIEF SUMMARY

This item presents the schedule of payments made during October for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

### BACKGROUND/COMMENT

The Local Government has delegated authority to the CEO to make payments from the municipal fund or the restricted fund as required. A list of all the payments is to be prepared each month showing all accounts paid since the last list was prepared.



All accounts paid have been fully checked and are supported by purchase orders and certified as to the receipt of goods and/or services and compliant with the Shire of Wagin purchasing policy.

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

#### **Local government (Financial Management) Regulations 1996**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- 2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; (ii) the amount of the payment; and
    - (ii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2023/24 Annual Budget or resulting from a Council Motion for a budget amendment.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**STATEMENT OF PAYMENTS**  
For the Period Ended 31 October 2023

**Municipal Funds Account - List of Payments**

**Cheque Payment**

Chq #	Date	Name	Description	Amount
203	05/10/2023	Kleenheat Gas	1 Nenke Street (32 Ballagin Street) - 2x 45kg cylinders - Facility Fee/Cylinder Service Charge	(230.94)
204	05/10/2023	Synergy	Electricity Usage	(1,951.15)
205	05/10/2023	Telstra	Admin Office Phones, Faxes and Staff Mobiles - September 2023, TIM Platform to 24 September 2023, DCEO, CEO & SES Ipad - September 2023	(1,010.87)
206	05/10/2023	Water Corporation	Various Water Bills July - September 2023	(616.36)
207	19/10/2023	Synergy	Electricity Usage	(4,255.07)
208	19/10/2023	Telstra	Phone Bill Ambulance Assoc Hut charges to 3 November 2023	(47.85)
209	25/10/2023	Koobadong Holdings Pty Ltd	Rates refund for assessment A2362 Lot 12956 Koobadong Road PIESEVILLE WA 6315	(494.31)
210	25/10/2023	Yvonne Lorraine Simpson	Rates refund for assessment A253 93 Una Street WAGIN WA 6315	(29.83)
<b>Cheque Payments Total</b>				<b>(8,636.38)</b>

**EFT Payments**

EFT13948	05/10/2023	3e Advantage Pty Limited	Photocopier Charges 1/09/2023 - 30/09/2023	(1,011.67)
EFT13949	05/10/2023	A G Brookes Excavations	Remove Trees - Hyde Road	(1,782.00)
EFT13950	05/10/2023	Albany Records Management	Destruction of 60x Records Boxes - Admin	(660.00)
EFT13951	05/10/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(354.05)
EFT13952	05/10/2023	Arrow Bronze	Detachable Plate - Cemetery	(268.20)
EFT13953	05/10/2023	Asphalt in a Bag	1,000kg Premium Dense Mix Asphalt & 1,000kg Open Grade Mix Asphalt - Behn-Ord Road	(3,190.00)
EFT13954	05/10/2023	Atc Work Smart	E-Rua's Wages - Split 76 Hours (Date paid 16/09/2023)	(1,437.08)
EFT13955	05/10/2023	Australia Post	Admin & Homecare Postage - September 2023	(447.12)
EFT13956	05/10/2023	Bob Waddell & Associates Pty Ltd	Assistance with Financial Reporting	(453.75)
EFT13957	05/10/2023	Chubb Security Australia	Monitor Dialler - Medical Centre & Administration Office 1/10/2023 to 31/12/2023	(363.14)
EFT13958	05/10/2023	Command A Com	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service - September 2023	(12.12)
EFT13959	05/10/2023	Corsign Wa Pty Ltd	Custom Burgundy Round Post Frame, Street Sign - Khedive Street, Brackets & Clamps	(1,108.36)
EFT13960	05/10/2023	Fleay's Store	Darkan Supplies - Homecare	(40.30)
EFT13961	05/10/2023	Fuel Distributors Of Wa Pty Ltd	Unleaded Fuel - Homecare Managers Vehicle (P80)	(227.28)
EFT13962	05/10/2023	Goodchild Services	EWP to clean inside walls - Court House	(1,034.00)
EFT13963	05/10/2023	Great Southern Fuel Supply	Unleaded Fuel - Darkan Homecare Vehicle (P86)	(287.00)
EFT13964	05/10/2023	Hall Electrical & Data Services	50% Deposit - Supply and install Fujitsu ducted air conditioner, remove/replace all existing ducting and vents - Dental Surgery	(4,260.30)
EFT13965	05/10/2023	Iga X-press	Toilet Rolls - Public Conveniences, Newspapers, Kitchen Refreshments, Admin Office Supplies	(619.12)
EFT13966	05/10/2023	Katanning Furnishings	Installation of carpets - Court House, 8 Blockout Roller Blinds - NAB Building	(4,534.00)
EFT13967	05/10/2023	Kee Hire	20t Multi Tyre Roller hire 7/09/2023 to 30/09/2023 - Behn-Ord Road & Delyanine North Road	(6,428.62)
EFT13968	05/10/2023	Landgate - Midland	Rural UV's Chargeable 24/06/2023 to 15/09/2023, Gross Rental Valuations Chargeable 15/04/2023 to 15/09/2023	(303.15)
EFT13969	05/10/2023	Liberty Oil Australia Pty Ltd	5,000L Diesel	(10,462.50)
EFT13970	05/10/2023	Mark John Hook	Reimbursement for Police Clearance & Taxi Fares for CBH Meeting	(107.77)
EFT13971	05/10/2023	Marleys Diesel & Ag	100,000km Service - Isuzu Tip Truck (P14)	(1,189.83)
EFT13972	05/10/2023	O M G Connect	Manager of Finance Position Advertisement - The West Australian 16th & 20th September 2023	(1,320.00)
EFT13973	05/10/2023	Officeworks	Stationery Order for Admin & Homecare - October 2023	(945.38)
EFT13974	05/10/2023	Palace Hotel	Refresh Council Bar Fridge	(171.97)
EFT13975	05/10/2023	Property Supervision Services	Gardening - Homecare	(2,231.20)
EFT13976	05/10/2023	Shire Of Dumbleyung	4WDL Key Worker Accommodation Local Housing Plans and Preliminary Business Case - Wheatbelt Development Commission	(7,150.00)
EFT13977	05/10/2023	T K O Products	28x Seat including delivery - Cemetery	(1,265.00)
EFT13978	05/10/2023	Team Global Express Pty Ltd	Delivery Charges	(344.23)
EFT13979	05/10/2023	Ten47 Plumbing	Replace pipework insulation and secure pipework - Rec Centre	(748.00)
EFT13980	05/10/2023	Wa Contract Ranger Services Pty Ltd	Ranger Services 14/09/2023 & 19/09/2023	(1,045.00)
EFT13981	05/10/2023	Wagin Agri Services	1 Tonne of Multigrow - Sportsground Oval, 80L Round Up, 20L Wetter & 1kg Gleen - Town Site Spraying	(1,757.40)

EFT13982	05/10/2023	Wagin Community Resource Centre	Public Notices in Wagin Wool Press 5 October 2023- Disposition Of Property & Wagin Airstrip Hangar	(25.00)
EFT13983	05/10/2023	Wagin Gas Electrics	Call out to alarm - Infant Health Centre, Repair Timer - Caravan Park	(330.00)
EFT13984	05/10/2023	Wagin Mechanical Repairs	Supply, fit and balance 2x Tyres & Service - Doctors Vehicle (P05), Annual service - Piesseville Fire Truck, Service - MOW Vehicle (P04), Service - CEO Vehicle (P01),	(5,517.50)
EFT13985	05/10/2023	Wagin Mowers	Service - Mosquito Sprayer	(169.04)
EFT13986	05/10/2023	Wallis Computer Solutions	NBN - Admin Office, Library & Rec Centre - October 2023, Agreement Fusion - Admin Office - October 2023	(466.18)
EFT13987	05/10/2023	Wetdeck Pools	Progress Claim 2 - Painting of the Wagin Olympic Swimming Pool and Wetdeck refurbishment including the 50m pool main body and all the gutters	(33,000.00)
EFT13993	12/10/2023	Aged & Community Care Providers Ass Ltd	ACCPA Annual Subscription - Homecare	(2,145.00)
EFT13994	12/10/2023	Australian Services Union	Payroll deductions	(26.50)
EFT13995	12/10/2023	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT14000	19/10/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(919.55)
EFT14001	19/10/2023	Apps Plumbing & Gas Wagin	Resolve Leak - Wetlands Park Public Toilets, Repair Water Leak & Shower Blockage - Caravan Park, Disconnect & remove gas heaters, replace plumbing at rear of building, reinstate roof vent system & upgrade under sink pipework - Court House, Repair high pressure water main - Sportsground	(19,870.40)
EFT14002	19/10/2023	Atc Work Smart	E-Rua's Wages - Split 63.5 Hours (Date paid 30/09/2023)	(1,437.10)
EFT14003	19/10/2023	Australian Taxation Office	September BAS	(26,382.00)
EFT14004	19/10/2023	Bronwyn Hegarty	Members Sitting Fees & Communication Allowance 1/4	(1,195.00)
EFT14005	19/10/2023	Cecil Cain	Reconditioning of Diesel Generator - Piesseville Hall	(1,002.30)
EFT14006	19/10/2023	Command A Com	Maintenance Renewal Charges 5/11/2023 - 5/02/2024	(214.50)
EFT14007	19/10/2023	Complete Office Supplies Pty Ltd	Stationery Order for Admin - October 2023	(115.94)
EFT14008	19/10/2023	Corsign Wa Pty Ltd	Street sign - Gordon Street	(49.50)
EFT14009	19/10/2023	D Spencer & La Lucas	Replace roller door mechanism - Wedgecarrup Fire Shed	(2,420.00)
EFT14010	19/10/2023	Department Of Communities	Unspent Grant Funds - Youth Engagement 2023	(11,000.00)
EFT14011	19/10/2023	Department Of Fire & Emergency Services	ESL 2023/2024	(6,781.32)
EFT14012	19/10/2023	Edwards Isuzu Ute	1x New 2023 Isuzu MU-X 4x4 LST 3.0l Auto minus trade in of 2018 Isuzu MU-X	(21,468.11)
EFT14013	19/10/2023	Fuel Distributors Of Wa Pty Ltd	Unleaded Fuel - Homecare Managers Vehicle (P80)	(145.00)
EFT14014	19/10/2023	Goodyear Autocare Wagin	1x New Grader Tyre - Komatsu Grader (P12)	(2,315.00)
EFT14015	19/10/2023	Hall Electrical & Data Services	Supply and install Heat/Light/Fan - Arnott Street Residence, Repairs to lighting - 2 Ballagin Street Residence	(704.11)
EFT14016	19/10/2023	Hersey's Safety Pty Ltd	100x Jarrah Guide Posts & 400x Delineators - Road Maintenance	(1,991.00)
EFT14017	19/10/2023	Ictouch Pty Ltd	NBN Services October 2023 - Medical Centre	(540.00)
EFT14018	19/10/2023	Iga X-press	Bulk Toilet Rolls, Interleave Papertowels & Jumbo Rolls - Public Conveniences	(1,452.37)
EFT14019	19/10/2023	Instant Racking And Steel Shelving	Tool box - Toyota Hilux Workmate Ute (P24)	(2,099.00)
EFT14020	19/10/2023	Marleys Diesel & Ag	40x Tubes of Grease - Works Depot	(500.00)
EFT14021	19/10/2023	Mcg Fire Services	Service Fire Equipment	(2,648.08)
EFT14022	19/10/2023	Michael Wubbels	Reimbursement for Work Pants 2023/2024	(84.00)
EFT14023	19/10/2023	Midalia Steel Pty Ltd	2x 10mm Reo Bar - Dongolocking Road, Flat Bar - Works Depot	(51.74)
EFT14024	19/10/2023	Mjb Industries	6x 450mm Concrete Pipes - Dongolocking Road	(2,172.59)
EFT14025	19/10/2023	Momar Australia Pty Ltd	25L Disinfectant & 5L Spray and wipe including delivery - Public Conveniences	(1,335.13)
EFT14026	19/10/2023	Narrogin Betta Electrical Home Living	Hisense 179L Refrigerator - Court House	(499.00)
EFT14027	19/10/2023	Property Supervision Services	Gardening - Homecare	(3,247.50)
EFT14028	19/10/2023	Public Transport Authority	Trans WA ticket sales minus agent commission	(120.42)
EFT14029	19/10/2023	Ray Ford Signs	3x 2023 Gold Numerals - Council Chambers Honour Board	(19.80)
EFT14030	19/10/2023	Rowe's Carpentry Services	Alterations at Airport Ambulance Transfer Building - St John Ambulance Community Budget Request	(5,726.60)
EFT14031	19/10/2023	Security And Key Distributors	2x Entrance Sets & 1x Padlock - Rec Centre, Swimming Pool & Caravan Park	(555.61)
EFT14032	19/10/2023	St Luke's Family Practice Management Trust	Management fee for Wagin Practice - September 2023	(4,583.33)
EFT14033	19/10/2023	Sunny Brushware Suppliers	Main Broom & Side Broom - Tennant Sweeper (P48)	(503.00)
EFT14034	19/10/2023	T-quip	V Belt - Kubota Mower (P18)	(205.40)
EFT14035	19/10/2023	Team Global Express Pty Ltd	Delivery Charges	(268.61)
EFT14036	19/10/2023	Ten47 Plumbing	Resolve water pressure issue - 2 Ballagin Street Residence	(132.00)
EFT14037	19/10/2023	Thinkproject Australia Pty Ltd	Annual Subscription for the RAMM Academy E-Learning	(969.00)
EFT14038	19/10/2023	Wa Contract Ranger Services Pty Ltd	Ranger Services 26/09/2023 & 3/10/2023	(992.75)
EFT14039	19/10/2023	Wa Country Health Service - Wheatbelt	Main Meals and Sweets Supplied September 2023	(188.10)
EFT14040	19/10/2023	Wagin & Herald Street Veterinary Clinics	Microchipping Charge	(111.10)

EFT14041	19/10/2023	Wagin Community Resource Centre	Public Notices in Wagin Wool Press 5 October 2023- Disposition Of Property & Wagin Airstrip Hangar	(15.00)
EFT14042	19/10/2023	Wagin District Farmers Co-operative	Admin Office Kitchen Refreshments, Cleaning Supplies, Library Supplies, Works Depot Kitchen Refreshments, Homecare Catering Supplies	(639.93)
EFT14043	19/10/2023	Wagin Gas Electrics	Address power outage issue - Swimming Pool, Repair Timer - Wetlands Park, Inspect & repair power boxes - RV Area	(495.00)
EFT14044	19/10/2023	Wagin Mechanical Repairs	Service - Ranger Mahindra Ute (P38)	(382.80)
EFT14045	19/10/2023	Wagin Mowers	6x Mower Blades - Kubota Mower (P18), 1kg Bin Bombs - Street Cleaning	(312.11)
EFT14046	19/10/2023	Wagin Panel & Paint	Excess for Windscreen Repair - Homecare Managers Vehicle (P80)	(300.00)
EFT14047	19/10/2023	Wetdeck Pools	Final payment - Painting of the Wagin Olympic Swimming Pool and Wetdeck refurbishment including the 50m pool main body and all the gutters	(33,000.00)
EFT14048	20/10/2023	Marilyn Kraukouer	Refund of EFP Venue Hire Fees	(291.00)
EFT14050	25/10/2023	J & H Thomson - BBW Unit Trust	Rates refund for assessment A2302 86 Tudhoe Street WAGIN WA 6315	(155.29)
EFT14051	25/10/2023	Jack Frederick Stallard	Rates refund for assessment A743 13 Ballagin Street WAGIN WA 6315	(74.86)
EFT14052	26/10/2023	Australian Services Union	Payroll deductions	(26.50)
EFT14053	26/10/2023	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
<b>EFT Payments Total</b>				<b>(262,031.21)</b>
<b>Direct Debit Payments</b>				
DD5362.1	12/10/2023	Aware Super	Payroll deductions	(6,549.64)
DD5362.2	12/10/2023	Hub24 Super Fund	Superannuation contributions	(257.44)
DD5362.3	12/10/2023	Asgard Super	Superannuation contributions	(160.00)
DD5362.4	12/10/2023	Netwealth Superannuation	Superannuation contributions	(328.44)
DD5362.5	12/10/2023	Active Super	Superannuation contributions	(204.18)
DD5362.6	12/10/2023	R E I Super	Superannuation contributions	(196.72)
DD5362.7	12/10/2023	The Trustee for Trojan Self Managed Super Fund	Superannuation contributions	(507.70)
DD5362.8	12/10/2023	Hesta Super Fund	Payroll deductions	(717.70)
DD5362.9	12/10/2023	Rest Administration	Superannuation contributions	(1,212.83)
DD5365.1	25/10/2023	Bankwest	Mastercard to 5 Oct 2023	(3,855.02)
DD5381.1	26/10/2023	Aware Super	Payroll deductions	(5,876.61)
DD5381.2	26/10/2023	Hub24 Super Fund	Superannuation contributions	(257.44)
DD5381.3	26/10/2023	Asgard Super	Superannuation contributions	(197.18)
DD5381.4	26/10/2023	Netwealth Superannuation	Superannuation contributions	(328.44)
DD5381.5	26/10/2023	Active Super	Superannuation contributions	(188.47)
DD5381.6	26/10/2023	R E I Super	Superannuation contributions	(196.72)
DD5381.7	26/10/2023	The Trustee for Trojan Self Managed Super Fund	Superannuation contributions	(507.70)
DD5381.8	26/10/2023	Hesta Super Fund	Payroll deductions	(718.40)
DD5381.9	26/10/2023	Rest Administration	Superannuation contributions	(1,204.11)
DD5387.1	01/10/2023	Sandwai Pty Ltd	September Monthly Fee for Sandwai	(484.00)
DD5403.1	04/10/2023	Department Of Transport	Daily Licensing Takings 02/10/2023	(1,657.90)
DD5403.2	13/10/2023	Department Of Transport	Daily Licensing Takings 11/10/2023	(907.40)
DD5403.3	13/10/2023	Payrix	Synergy On Line Transaction Fee	(35.86)
DD5403.4	16/10/2023	Sandwai Pty Ltd	October Monthly Fee for Sandwai	(484.00)
DD5403.5	16/10/2023	Department Of Transport	Daily Licensing Takings 12/10/2023	(18,446.20)
DD5403.6	17/10/2023	Department Of Transport	Daily Licensing Takings 13/10/2023	(3,243.80)
DD5403.7	18/10/2023	Department Of Transport	Daily Licensing Takings 16/10/2023	(5,664.90)
DD5403.8	18/10/2023	Western Australian Treasury Corporation	Loan Repayment 138 October 2023	(7,787.04)
DD5403.9	18/10/2023	Aussie Broadband Pty Ltd	Broadband October 2023	(316.00)
DD5357.19	02/10/2023	Department Of Transport	Daily Licensing Takings 28/09/2023	(10,175.55)
DD5357.20	03/10/2023	Department Of Transport	Daily Licensing Takings 29/09/2023	(7,907.00)
DD5357.21	03/10/2023	Bankwest	Merchant Fee September 2023	(2,407.65)
DD5362.10	12/10/2023	Australian Super Administration	Superannuation contributions	(1,687.13)
DD5362.11	12/10/2023	Hostplus	Superannuation contributions	(234.35)
DD5362.12	12/10/2023	North Personal Superannuation	Superannuation contributions	(296.93)
DD5362.13	12/10/2023	Prime Super	Superannuation contributions	(284.91)
DD5362.14	12/10/2023	Smartmonday Prime	Superannuation contributions	(133.52)
DD5362.15	12/10/2023	National Mutual Retirement Fund	Superannuation contributions	(179.91)
DD5381.10	26/10/2023	Australian Super Administration	Superannuation contributions	(1,550.26)
DD5381.11	26/10/2023	Hostplus	Superannuation contributions	(239.20)
DD5381.12	26/10/2023	North Personal Superannuation	Superannuation contributions	(296.93)
DD5381.13	26/10/2023	Prime Super	Superannuation contributions	(290.26)
DD5381.14	26/10/2023	Smartmonday Prime	Superannuation contributions	(138.34)
DD5381.15	26/10/2023	National Mutual Retirement Fund	Superannuation contributions	(179.91)
DD5403.10	19/10/2023	Department Of Transport	Daily Licensing Takings 17/10/2023	(2,565.55)
DD5403.11	20/10/2023	Department Of Transport	Daily Licensing Takings 18/10/2023	(4,600.20)
DD5403.12	05/10/2023	Department Of Transport	Daily Licensing Takings 03/10/2023	(1,548.20)
DD5403.13	20/10/2023	Payrix	Synergy On Line Transaction Fee	(12.08)
DD5403.14	23/10/2023	Department Of Transport	Daily Licensing Takings 19/10/2023	(2,660.40)
DD5403.15	24/10/2023	Department Of Transport	Daily Licensing Takings 20/10/2023	(2,788.30)
DD5403.16	24/10/2023	Western Australian Treasury Corporation	Loan Repayment 137 October 2023	(1,907.86)

DD5403.17	23/10/2023	Messages On Hold Australia Pty Ltd	Provision of Programming & Equipment 23/10/2023 - 22/01/2024	(251.07)
DD5403.18	25/10/2023	Department Of Transport	Daily Licensing Takings 23/10/2023	(7,086.70)
DD5403.19	26/10/2023	Department Of Transport	Daily Licensing Takings 24/10/2023	(3,640.80)
DD5403.20	27/10/2023	Department Of Transport	Daily Licensing Takings 25/10/2023	(4,118.90)
DD5403.21	30/10/2023	Department Of Transport	Daily Licensing Takings 26/10/2023	(3,437.90)
DD5403.22	31/10/2023	Department Of Transport	Daily Licensing Takings 27/10/2023	(5,055.80)
DD5403.23	06/10/2023	Department Of Transport	Daily Licensing Takings 04/10/2023	(1,903.30)
DD5403.27	06/10/2023	Payrix	Synergy On Line Transaction Fee	(102.98)
DD5403.28	09/10/2023	Bankwest	Audit Certificate Fee	(60.00)
DD5403.29	09/10/2023	Department Of Transport	Daily Licensing Takings 05/10/2023	(1,057.45)
DD5403.30	10/10/2023	Department Of Transport	Daily Licensing Takings 06/10/2023	(532.20)
DD5403.31	11/10/2023	Department Of Transport	Daily Licensing Takings 09/10/2023	(3,153.35)
DD5403.32	12/10/2023	Department Of Transport	Daily Licensing Takings 10/10/2023	(2,403.35)
<b>Direct Debit Payments Total</b>				<b>(137,380.08)</b>
<b>Municipal Account - Payments Total</b>				<b>(408,047.67)</b>

#### Restricted Funds Account - List of Payments

##### EFT Payments

EFT13988	05/10/2023	Isabel Eichner	COMMUNITY GYM FOB BOND REFUND	(50.00)
EFT13989	05/10/2023	Jodie Katherine Sercombe	COMMUNITY GYM FOB BOND REFUND	(30.00)
EFT13990	05/10/2023	Simona Mayer	COMMUNITY GYM FOB BOND REFUND	(50.00)
EFT13991	05/10/2023	Wagin Riding & Pony Club Inc	VENUE HIRE BOND REFUND	(300.00)
EFT13992	05/10/2023	Wayne Turnor	VENUE HIRE BOND REFUND	(300.00)
EFT13996	19/10/2023	Josiah Ngamo	COMMUNITY GYM FOB BOND REFUND	(30.00)
EFT13997	19/10/2023	Lisa Fleay	VENUE HIRE BOND REFUND	(300.00)
EFT13998	19/10/2023	Luke Parker	COMMUNITY GYM FOB BOND REFUND	(30.00)
EFT13999	19/10/2023	Tennis West	VENUE HIRE BOND REFUND	(450.00)
EFT14049	20/10/2023	Marilyn Kraukouer	VENUE HIRE BOND REFUND	(300.00)
EFT14054	31/10/2023	Department Of Mines, Industry Regulation And Safety	App # 99943 Donna Michelle English	(56.65)
EFT14055	31/10/2023	Shire Of Wagin	App # 99943 Donna Michelle English	(5.00)
<b>EFT Payments Total</b>				<b>(1,901.65)</b>
<b>Restricted Funds Account - Payments Total</b>				<b>(1,901.65)</b>

**SHIRE OF WAGIN  
STATEMENT OF MASTERCARD PAYMENTS  
For the Period Ended 6 November 2023**

#### Credit Card List of Payments

##### Acting Chief Executive Officer - Mark Hook

Credit Card	7/10/2023	Caltex Binningup	Fuel - Isuzu MUX (P01)	(132.31)
Credit Card	13/10/2023	Seek	CEO Recruitment Advertisement	(401.50)
<b>Acting Chief Executive Officer - Mark Hook Total</b>				<b>(533.81)</b>

##### Executive Manager of Community and Corporate Services - Jonathan Fathers

Credit Card	3/11/2023	Kmart	Storage Containers - Admin Office	(96.00)
<b>Executive Manager of Community and Corporate Services - Jonathan Fathers Total</b>				<b>(96.00)</b>

##### Acting Deputy Chief Executive Officer - Donna George

Credit Card	9/10/2023	Steele's Guns and Outdoors	Gun Cleaning Kit - Ranger	(35.00)
Credit Card	11/10/2023	Appliance Testing Pty	Electrical Test Tags	(92.40)
Credit Card	13/10/2023	Bunnings	Velcro - Court House	(244.11)
Credit Card	14/10/2023	Bunnings	Velcro & Pine - Court House	(59.60)
Credit Card	14/10/2023	Ingot Hotel	IT Vision Conference Accommodation - Jonathan Fathers	(413.30)
<b>Acting Deputy Chief Executive Officer - Donna George Total</b>				<b>(844.41)</b>

##### Manager of Works - Allen Hicks

Credit Card	11/10/2023	Shire of Wagin	Plate Change - Isuzu MUX (P02)	(31.10)
Credit Card	11/10/2023	Shire of Wagin	Plate Change - Isuzu MUX (P02)	(18.90)
Credit Card	26/10/2023	Shire of Wagin	Plate Change - Toyota Hilux (P04)	(31.10)
Credit Card	27/10/2023	Shire of Wagin	12 Months Registration - Isuzu Ttop Truck (P21)	(446.80)
Credit Card	30/10/2023	Shire of Wagin	Plate Change - Isuzu Dmax (P04)	(18.90)
<b>Manager of Works - Allen Hicks Total</b>				<b>(546.80)</b>

##### Manager of Finance - Jenny Goodbourn

Credit Card	2/11/2023	Landgate	Discharge of PSSO - Registration Fee	(203.00)
<b>Manager of Finance - Jenny Goodbourn Total</b>				<b>(203.00)</b>

#### Fees and Charges

<b>Fees and Charges Total Total</b>				<b>0.00</b>
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#### Credit Card List of Payments Total

<b>Credit Card List of Payments Total</b>				<b>(2,224.02)</b>
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## 11 REPORTS TO COUNCIL

### 11.1 ACTING CHIEF EXECUTIVE OFFICER

#### 11.1.1 ACTING CHIEF EXECUTIVE OFFICERS REPORT – NOVEMBER 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Mark Hook, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	1 November 2023
PREVIOUS REPORT(S):	October 2023
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	All key indicators
ATTACHMENTS:	NIL

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. Accept the Acting Chief Executive Officer's Report for November 2023 as presented.

Carried 0/0

#### BRIEF SUMMARY

The following item details activities within the CEO portfolio.

#### BACKGROUND/COMMENT

The Chief Executive Officer (CEO) is appointed by Council to manage the day-to-day affairs of the local government and to perform the functions of the office as defined by section 5.41 of the Local Government Act 1995.

## **Wagin Woolorama**

The Acting CEO has received a letter of complaint from the Wagin Youth Group regarding the abluion block placed on their leased area by the Wagin Woolorama Committee without permission from the Shire of Wagin or the Wagin Youth Group. The Acting CEO attended an onsite meeting with the Wagin Youth Group and the Wagin Woolorama Committee representatives to discuss the issue of the abluion block that has been placed on the leased area. At the meeting it was agreed to move the abluion block to a more suitable site. Council's staff will move the abluion block to the agreed site.



## **Wagin Historical Village**

The Acting CEO has been approached by the Wagin Historical Society regarding the new shed installed at the Historical Village. The Historical Society are of the opinion that there was meant to be a bull nosed veranda on the new shed to make it blend in with the Historical Village.

The Acting CEO is still researching this issue and any information would be appreciated. Quotes are currently being requested for a bull nose veranda on the shed ready for next year's budget deliberations.





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## **Manager of Finance**

The Manager of Finance position was advertised through the West Australian and closed on the 13 October 2023. Council unfortunately did not receive any suitable applications, so the position has been readvertised to the 1<sup>st</sup> December 2023. As of the 8<sup>th</sup> November council has received one application.

## **Staff**

Kirsty Simkins Shire of Wagin Executive Assistant has resigned from the EA position to take a job in Narrogin. Kirsty's last day was the 14<sup>th</sup> November 2023. The position has been advertised in the local papers and on Council's website with a closing date of the 24<sup>th</sup> November 2023. As of the 8<sup>th</sup> November, Council has received one application and has sent out two packages.

## **Homecare**

Work has commenced on the move of Homecare to the Wagin Town Hall. Purchase orders have been given for the wall crack repairs, new lighting and painting. Works listed in the budget for repairs to the green room and toilet ceilings will be done in conjunction with the Homecare improvements. There have been several issues found at the Wagin Town Hall that is requiring immediate attention. The roof over the kitchen and green room areas needs to be tek screwed down as the tin has become loose and is rusted through in sections so it will need replacing in next year's budget.

The box gutters are leaking due to cracks in them and they are totally blocked with leaves. One of the lintels above a doorway has collapsed so will need replacing with a stronger piece of steel. All of this will be rectified while we are undertaking the works for the Homecare move. We are still awaiting quotes for the computer wiring etc and the new air conditioner system. The Homecare staff are doing a great job project managing the move and the necessary renovations. It is anticipated the move will be around January / February 2024.

## **Medical Centre**

The Ducted Air Conditioning System that operates in the Doctor Surgery side in multiple rooms does not seem to be cooling and has been shutting itself down whilst turned on and is hot. The air conditioning unit has been inspected and is beyond repair, so quotes are being sourced to replace the whole unit. The cost is anticipated to be around \$9,000.



**The CEO has attended the following meetings for October 2023.**

<b>October 2023</b>	<b>Meeting Attended</b>
31 <sup>st</sup>	Citizenship Ceremony
<b>November 2023</b>	
1 <sup>st</sup>	Linda Elms DFES Narrogin and Lyn Lucas SES Wagin Discussion on acquisition of land and New SES Building on StJohn ambulance site.
1 <sup>st</sup>	Wagin Youth Group and Wagin Woolorama committee regarding Ablution Block
6 <sup>th</sup>	Narrogin and Wagin Homecare - Meeting to discuss the operations for Homecare services in Wagin and roles and responsibilities as a provider
14 <sup>th</sup>	Wagin Woodanilling Landcare Zone AGM
14 <sup>th</sup>	Kirsty send off
17 <sup>th</sup>	WALGA CCZ Meeting Lake Grace

**Register of, and records relevant to, delegations to CEO and employees.**

Under Section 5.46 of the Local Government Act 1995 the CEO must undertake the following.

**5.46. Register of, and records relevant to, delegations to CEO and employees.**

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Below is the register of the Delegations undertaken for the Month of October by the CEO and other staff.

<b>No.</b>	<b>Delegation Name</b>	<b>Delegation To</b>	<b>Delegation Exercised</b>	<b>When Exercised</b>
Delegation No:1	Abandoned Vehicles	CEO		
Delegation No:3	Agreement to Payment of Rates and Service Charges	CEO		
Delegation No:5	Approval/Refusal Building Applications	BS		



Delegation No:6	Authorised Officers	CEO		
Delegation No:7	Authorised Officer Caravan Park & Camping Ground	CEO		
Delegation No:8	Authorised Officers Dog Act	CEO		
Delegation No:9	Authorisation of Officers to exercise certain provisions about Land	CEO		
Delegation No:10	Bushfire Polices 2 Suspend Prohibited & Restricted Burning Period, 3 Use of Council Equipment 6 Issuing Infringements	CEO in conjunction with CBFCO		
Delegation No:11	Clearing of Rural Road Intersections & Fence lines on Road Reserves	CEO MW		
Delegation No:12	Closure of Thoroughfares	CEO MW		
Delegation No:13	Declared Noxious Weed Control	CEO MW		
Delegation No:14	Donation Requests	CEO		
Delegation No:15	Dumping of Grain	CEO		
Delegation No:16	Firewood Collection on Road Reserves	CEO DCEO MW MF		
Delegation No:17	Investments	CEO MF DCEO		
Delegation No:18	Legal Representation – Costs Indemnification	CEO		
Delegation No:20	Payment of Accounts	CEO MF DCEO MW Shire President		
Delegation No:21	Planning Applications	CEO Shire Planner(contract)		
Delegation No:22	Power and Duties – Food Act 2008	CEO EHO		



Delegation No:23	Registration Officers Dog Act	CEO DCEO MF CSO EA FO – Payroll FO – Rates AO WA contract Ranger Services		
Delegation No:24	Road Train Permits	CEO Shire president MW		
Delegation No:25	Septic Tank Approvals	CEO EHO		
Delegation No:26	Swimming Pool Inspections	CEO BS		
Delegation No:27	Townscape Painting Subsidies	CEO		
Delegation No:28	Use of Common Seal	CEO Shire President	Lease Agreement – Shire of Wagin, Greg Ball and Paul Drayton Hangar # 4 Wagin Aerial Strip  Assignment of Lease & Variation 5 Arnott Street, Wagin  Loan Agreement – Shire of Wagin & The Wagin Bowling Club	25 October 2023  1 November 2023  10 November 2023
Delegation No:29	Permission to keep more than Two Dogs	CEO DCEO		
Delegation No:30	Tendering for Goods and Services	CEO		

### **CONSULTATION/COMMUNICATION**

Members of staff; community; council.

### **STATUTORY/LEGAL IMPLICATIONS**

No direct legislative reference but the position of CEO is a legislated role as described by s. 5.41 of the Local Government Act 1995.

### **POLICY IMPLICATIONS**

No direct policy reference.

### **FINANCIAL IMPLICATIONS**



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No financial impact to this item.

**STRATEGIC IMPLICATIONS**

The CEO references all Key Result Areas of Council.

**VOTING REQUIREMENTS**

Simple Majority.



### 11.1.2 COUNCIL MEETING DATES IN 2024

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Kirsty Simkins – Executive Assistant
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	30 October 2023
PREVIOUS REPORT(S):	10 November 2023
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	GV.CM.2
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Draft Public Notice 2. Public Holidays 2024

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. approve the following dates for ordinary meetings of Council, being the fourth Tuesday of each month other than January, when no meeting will be held, and December, when the meeting will be held the third Tuesday of that month to avoid a clash with public holidays:

Tuesday 27 February 2024

Tuesday 26 March 2024

Tuesday 23 April 2024

Tuesday 28 May 2024

Tuesday 25 June 2024

Tuesday 23 July 2024

Tuesday 27 August 2024

Tuesday 24 September 2024

Tuesday 22 October 2024

Tuesday 26 November 2024

Tuesday 17 December 2024

2. That this decision be published by local Public Notice in accordance with regulations.

Carried 0/0



## **BRIEF SUMMARY**

This item proposes meeting dates and times of ordinary meetings of Council for 2024.

## **BACKGROUND/COMMENT**

Section 5.3 (1) Of the Local Government Act 1995 specifies that local governments hold ordinary Council meetings not less than once each three months.

Regulation 12 (1) and (2) (a) of the Local Government (Administration) Regulations 1996 requires that the local government publish on tis official website the meeting details of the ordinary meetings of council.

This item does not address meetings of any standing Committee.

## **CONSULTATION/COMMUNICATION**

Chief Executive Officer; administration staff.

## **STATUTORY/LEGAL IMPLICATIONS**

Part 5 Division 2 of the Local Government Act 1995, in particular, Local Government Act 1995 s.5.25(1)(g); and, regulation 12 Local Government (Administration) Regulations 1996, which deals with the publication of meeting details.

## **POLICY IMPLICATIONS**

There is no policy relevant to this item.

## **FINANCIAL IMPLICATIONS**

Meeting fees of elected members are a budgeted item. Meetings held outside of business hours may attract additional staff costs, such as overtime, or may have other implications such time off in lieu.

## **STRATEGIC IMPLICATIONS**

The following Key Result Areas is relevant:

5.2 Foster communication with the community.

## **VOTING REQUIREMENTS**

Simple majority.



PUBLIC NOTICE

**2024 ORDINARY COUNCIL MEETING DATES**

In accordance with Local Government (Administration) Regulations 1996 notice is hereby given that Council will be holding its ordinary monthly Council Meetings on the fourth Tuesday of each month except in January where no meeting is planned; and December, when this meeting will be held on the third Tuesday due to public holidays.

Meetings are held in the Council Chambers, 2 Arthur Road Wagin and will commence at 7.00 pm. All meetings are open to the public.

Agendas and Minutes of all meetings are available by visiting our website [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au), may be sighted at Council's office 2 Arthur Rd Wagin or the Wagin public library. Copies of agendas and minutes are available on request. Print charges may apply.

All residents are asked to note that correspondence for tabling at an Ordinary Council Meeting must be received by no later than the close of business on the third Monday of each month, except for December, when correspondence must be received by the second Monday of that month. Meeting dates will be:

- Tuesday 27 February 2024**
- Tuesday 26 March 2024**
- Tuesday 23 April 2024**
- Tuesday 28 May 2024**
- Tuesday 25 June 2024**
- Tuesday 23 July 2024**
- Tuesday 27 August 2024**
- Tuesday 24 September 2024**
- Tuesday 22 October 2024**
- Tuesday 26 November 2024**
- Tuesday 17 December 2024**

Mark Hook  
ACTING CHIEF EXECUTIVE OFFICER

# 2024 public holidays

This is the list of 2024 public holidays for each state and territory in Australia. Public holidays can be different depending on the state or territory you're in.

## Western Australia

- Monday 1 January - New Year's Day
- Friday 26 January - Australia Day
- Monday 4 March – Labour Day
- Friday 29 March - Good Friday
- Sunday 31 March - Easter Sunday
- Monday 1 April - Easter Monday
- Thursday 25 April - Anzac Day
- Monday 3 June – Western Australia Day
- Monday 23 September - King's Birthday (some regional areas in WA hold the King's Birthday public holiday on a different date)
- Wednesday 25 December - Christmas Day
- Thursday 26 December - Boxing Day



### 11.1.3 TERMS OF REFERENCE – HEALTH ADVISORY COMMITTEE

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Mark Hook, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	10 November 2023
PREVIOUS REPORT(S):	Unknown
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CO.2
STRATEGIC DOCUMENT REFERENCE:	3. Community Services and Social Environment
ATTACHMENTS:	1. Health Advisory Committee Terms of Reference

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. Adopts the attached terms of reference for the Shire of Wagin Health Advisory Committee

Carried 0/0

#### BRIEF SUMMARY

Council is being requested to adopt the terms of reference for the Shire of Wagin Health Advisory Committee as attached.

#### BACKGROUND/COMMENT

At the special meeting of Council held on the 24<sup>th</sup> October 2023 Council passed the following resolution.

#### 5067 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr M A O'Brien

1. That the Acting Chief Executive Officer draw up terms of reference for:
  - a) Health Providers Committee
  - b) Townscape, Tourism and Promotion Committee.

Carried 7/0



The Acting CEO has drafted a Terms of Reference for a Health Advisory Committee as requested and is attached for Councils Adoption. The Acting CEO has endeavoured to cover the requested items in the terms of reference.

If Council adopts the terms of reference the Acting CEO will organise and call for the nominations to the Committee. An agenda Item will then be prepared to formulate the Committee In accordance with section 5.8, 5.9 and 5.10 of the Local Government Act 1995.

As this Committees of Council includes Community Members (“other Persons” as defined in the Act), the tenure of these members, expires either at the end of the tenure of appointment or on the date of the next ordinary election.

### **CONSULTATION/COMMUNICATION**

No consultation has taken place with the Community on the Terms of Reference.

### **STATUTORY/LEGAL IMPLICATIONS**

Section 5.8, 5.9 and 5.10 of the Local Government Act 1995

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Cost of Sitting Fees will be incorporated into the 2023/2024 Budget review. First meeting is expected to be in March 2024.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**HEALTH ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**OBJECTIVES**

To provide feedback to Council about a range of community health and wellbeing and social issues that may influence policy, service, and program development.

To assist Council to identify, articulate and respond appropriately to new and emerging issues and to develop and implement corporate policies and plans that which benefit the community.

To strengthen partnerships with relevant health and wellbeing stakeholders in the Shire of Wagin.

Promote collaboration and integration amongst key stakeholders to maximise the local effort to address health, wellbeing and safety within the community.

Enable timely and effective communication between the community and Health Services.

Provide advocacy to advance Health issues of importance to the community.

Provide advice on pertinent issues affecting the health, well-being, and cultural values of the community.

Provide input and guidance in the development and implementation of the Shire of Wagin strategic plans in relation to Health matters.

Engage in consultation with consumers of the health services, their families and carers and the broader community.

Provide local advice into the planning and operation of health service activities and supporting systems to the State Government and Shire of Wagin.

The Health Advisory Committee has no delegated authority.

**MEMBERSHIP**

The Committee shall be constituted by the Shire of Wagin in accordance with Section 5.8 of the Local Government Act 1995. All members of the Committee shall be appointed by Council in accordance with Section 5.10 of the Act.

The Committee shall comprise of:

- Two elected members from the Shire of Wagin and one Proxy
- WACHS Representative
- Wagin Hospital Representative
- Representative from Juniper

- Representative Wagin Cottage Homes
- Representative from St Luke's Family Practice
- Representative Wagin Dental Practice
- Manager of Wagin Home Care
- Community Liaison Officer
- Chief Executive Officer

Other Allied health providers may attend by invitation of the Committee.

### **Term of Appointment**

Appointment is for up to two years and members are eligible for re-appointment following the Council Ordinary Election.

### **Resignation or Termination of Membership**

Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.

A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

### **Election of Presiding Member and Deputy Presiding Member**

The Committee shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the committee.

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the Local Government Act 1995.

### **Meetings**

The Committee shall meet at least quarterly and can increase or decrease the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the committee.

All meetings will be conducted in accordance with the provisions of the Local Government Act 1995 and the Shire of Wagin Standing Orders Local Law and the Shire of Wagin Code of Conduct.

### **Quorum**

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

### **Voting**

At all meetings each member of the Committee, excluding Council officers, shall be entitled to one vote and, in the case of equality of voting, the Presiding Member shall have the casting vote.

### **Agenda and Minutes**

Agendas and Minutes will be administered by the Shire of Wagin.

### **Recommendations**

All recommendations made by the Committee will be reported to Council for consideration.



### 11.1.4 TERMS OF REFERENCE – TOWNSCAPE AND TOURISM ADVISORY COMMITTEE

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Mark Hook, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	10 November 2023
PREVIOUS REPORT(S):	Unknown
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CO.2
STRATEGIC DOCUMENT REFERENCE:	3. Community Services and Social Environment
ATTACHMENTS:	1. Health Advisory Committee Terms of Reference

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. Adopts the attached terms of reference for the Shire of Wagin Townscape and Tourism Advisory Committee

Carried 0/0

#### BRIEF SUMMARY

Council is being requested to adopt the terms of reference for the Shire of Wagin Townscape and Tourism Advisory Committee as attached.

#### BACKGROUND/COMMENT

At the special meeting of Council held on the 24<sup>th</sup> October 2023 Council passed the following resolution.

#### 5067 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr M A O'Brien

1. That the Acting Chief Executive Officer draw up terms of reference for:
  - a) Health Providers Committee
  - b) Townscape, Tourism and Promotion Committee.

Carried 7/0



The Acting CEO has drafted a Terms of Reference for a Townscape and Tourism Advisory Committee as requested and is attached for Councils Adoption. The Acting CEO has endeavoured to cover the requested items in the terms of reference.

If Council adopts the terms of reference the Acting CEO will organise and call for the nominations to the Committee. An agenda Item will then be prepared to formulate the Committee In accordance with section 5.8, 5.9 and 5.10 of the Local Government Act 1995.

As this Committees of Council includes Community Members (“other Persons” as defined in the Act), the tenure of these members, expires either at the end of the tenure of appointment or on the date of the next ordinary election.

### **CONSULTATION/COMMUNICATION**

No consultation has taken place with the Community on the Terms of Reference.

### **STATUTORY/LEGAL IMPLICATIONS**

Section 5.8, 5.9 and 5.10 of the Local Government Act 1995

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Cost of Sitting Fees will be incorporated into the 2023/2024 Budget review. First meeting is expected to be in March 2024.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**TOWNSCAPE AND TOURISM ADVISORY COMMITTEE**  
**TERMS OF REFERENCE**

**OBJECTIVES**

**Townscape**

To promote Townscape issues within the wider community with due consideration and respect for the physical environment of the Shire of Wagin and the needs and views of all members of the community.

To promote and maintain a CBD area which is recognised as an attractive and functional focus of the town.

To enhance the living and working lives of the people of Wagin through the provision of safe, comfortable, environmentally sustainable, and aesthetically pleasing public open spaces, particularly streets, throughout the Shire of Wagin.

To Guide the process of reviewing Townscape Improvement Plans for the Shire of Wagin.

To ensure that Townscape/Streetscape issues are given due consideration and value by Council in all its planning, design, implementation, and maintenance of the built and natural environment.

**Tourism**

To promote the Tourism Vision to establish the Shire of Wagin as a tourist destination with a sustainable and vibrant future.

To assist the Shire of Wagin to foster strong relationships with tourism stakeholders, including peak bodies and government agencies.

To provide advice on current initiatives, opportunities, or gaps in the promotion of tourism.

To provide advice that leverages community expectations in promoting the strengths and opportunities in Tourism.

To provide a forum for sharing information relating to tourism opportunities within the Shire of Wagin.

To promote and represent the Wagin District at any Tourism forum or event.

The Townscape and Tourism Advisory Committee has no delegated authority.

**MEMBERSHIP**

The Committee shall be constituted by the Shire of Wagin in accordance with Section 5.8 of the Local Government Act 1995. All members of the Committee shall be appointed by Council in accordance with Section 5.10 of the Act.

The Committee shall comprise of:

- Two elected members from the Shire of Wagin and one Proxy
- One Wagin Chamber of Commerce representative
- Up to 4 members of the community
- Community Liaison Officer

### **Term of Appointment**

Appointment is for up to two years and members are eligible for re- appointment following the Council Ordinary Election.

### **Resignation or Termination of Membership**

Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.

A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

### **Election of Presiding Member and Deputy Presiding Member**

The Committee shall elect a Presiding Member and Deputy Presiding member to oversee the chairing of the committee.

The election of the Presiding Member and Deputy Presiding Member will be conducting in accordance with the provisions of the Local Government Act 1995.

### **Meetings**

The Committee shall meet at least quarterly and can increase the frequency of meetings if required. Meetings should be held on a regular date and time to be determined by the committee.

All meetings will be conducted in accordance with the provisions of the Local Government Act 1995 and the Shire of Wagin Standing Orders Local Law and the Shire of Wagin Code of Conduct.

### **Quorum**

A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

### **Voting**

At all meetings each member of the Committee, excluding Council officers, shall be entitled to one vote and, in the case of equality of voting, the Presiding Member shall have the casting vote.

### **Agenda and Minutes**

Agendas and Minutes will be administered by the Shire of Wagin.

**Recommendations**

All recommendations made by the Committee will be reported to Council for consideration.



### 11.1.5 WAGIN SHOW GROUNDS WOOLORAMA ADMINISTRATION BUILDING

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Wagin Show Grounds
AUTHOR OF REPORT:	Mark Hook, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	1 November 2023
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.10
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Quote from APPS Plumbing and Gas and photos

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council accept the quote from APPS plumbing and Gas in the amount of \$13,530 GST inclusive for the supply and installation of stormwater pipe to direct and connect 3 stormwater pipes on southwestern side of recreation centre to bubble up pit in stable area, approximately 70m and to add extra bubble pit on southwestern corner of recreation centre.

Carried 0/0

#### BRIEF SUMMARY

The Woolorama Administration centre has issues with drainage from the buildings gutters and downpipes which causes the water to stay in the entrance areas causing issues for persons using this building during the Wagin Woolorama event.

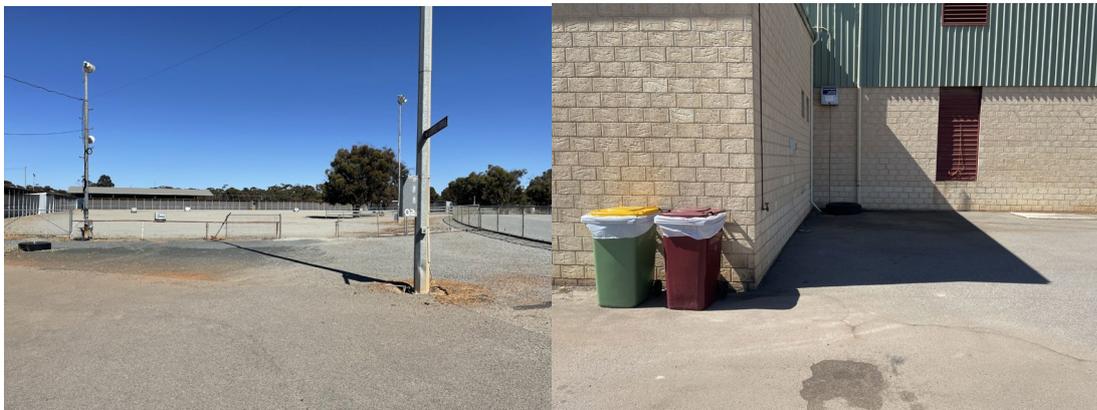
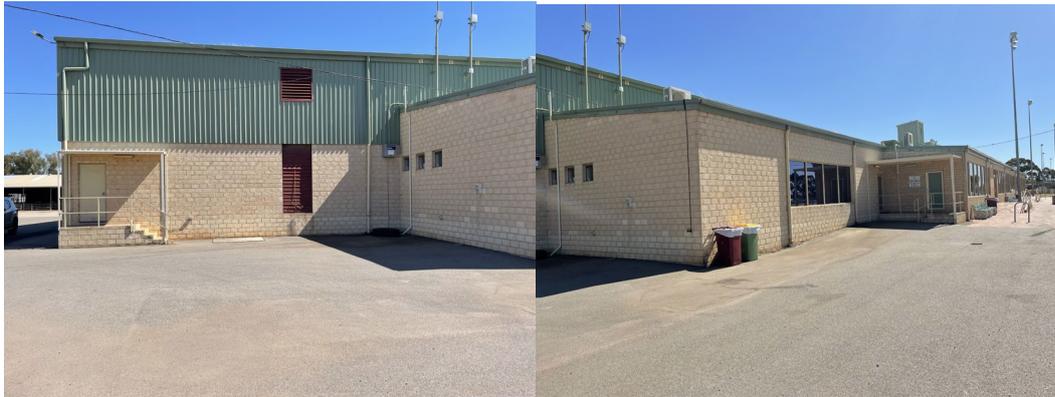
#### BACKGROUND/COMMENT

The Acting CEO and Shire President met with members of the Wagin Woolorama Committee where the issue of the water staying around the Administration Centre was raised as a major concern for persons using this building during the Wagin Woolorama.

One of the issues is the drain to take away the downpipe water is too small and runs under the building to the roadway. This allows water to build up in the footway areas by the steps and doorways. Too correct this with road works is very difficult due to the building and the trotting track areas.

The best solution is to plumb the water from the gutters and down pipes to an area away from the buildings. The Manager of Works Mr Allen Hicks has looked at the issue and agrees the best way would be to plumb the water away from the buildings.

The Manger of Works has received a quote from APPS plumbing and Gas in the sum of \$13,530 GST inclusive for the supply and installation of stormwater pipe to direct and connect 3 stormwater pipes on southwestern side of recreation centre to bubble up pit in stable area and to add an extra bubble pit on southwestern corner of recreation centre.



### **CONSULTATION/COMMUNICATION**

The Acting CEO has had an onsite meeting with the Wagin Shire president and Wagin Woolorama Committee.

Discussions and onsite meeting have also been held with the Shire of Narrogin EHO and Shire of Wagin Manager of Works Mr Allen Hicks.

### **STATUTORY/LEGAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**



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A quote has been received from APPS plumbing and Gas in the sum of \$13,530 GST inclusive to undertake the necessary works to resolve this issue.

This is a Maintenance issue for the Show Grounds building and comes under the budget allocation E1130005 Sports Ground Maintenance, E113010 Sports Ground Building Maintenance and E113030 Recreation Centre Maintenance Repairs.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority



# APPS

PLUMBING AND GAS

## THE TRUSTEE FOR THE AR & KJ PAINTER FAMILY TRUST

Phone: 0427 502 903  
appsplumbing@bigpond.com  
PL8466 GF015510  
ABN: 86 114 969 802

### Quote

Quote number

00001239

Issue date

01/11/2023

Expiry date

15/11/2023

### Bill to

Shire of Wagin  
2 Arthur Road  
Wagin WA 6315

Description	Tax	Amount (\$) <i>excluding tax</i>
Estimate to supply and install stormwater pipe to direct connect 3 stormwater pipes on south western side of rec center to bubble up pit in stable area, approximately 70m	GST	10,300.00
Estimate to add extra bubble pit on southwestern corner of rec center	GST	2,000.00

### Notes

Price includes excavation, installation, backfill and compaction.  
Price is for 150mm SN8 sewer pipe underground due to high traffic area  
Price is for 900w x 600d concrete bubble up pit with grated lid  
Price does not include cutting or repairing bitumen

Subtotal (*exc. tax*)

\$12,300.00

Tax

\$1,230.00

**Total amount**

*including tax*

**\$13,530.00**



### 11.1.6 ALTERNATIVE KING'S BIRTHDAY PUBLIC HOLIDAY DATE 2024

PROPONENT:	Department of Local Government, Sport and Cultural Industries
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	13 November 2023
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CR.ML.1
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the Shire of Wagin keep the Kings Birthday celebrations as Monday 23<sup>rd</sup> September 2024.

Carried 0/0

#### BRIEF SUMMARY

The Governor has declared that the Celebration Day for the Anniversary of the Birthday of the Reigning Sovereign (King's Birthday public holiday) will be observed in 2024 on Monday 23 September.

Local governments may request that the public holiday be celebrated on an alternative day of significance within their districts, instead of the date proclaimed as the public holiday for the rest of the State.

#### BACKGROUND/COMMENT

Council may wish to consider the Friday of the Woolorama as an alternative date for the Kings Birthday public holiday instead of the 23<sup>rd</sup> September 2024.

If Council is interested in having an alternative date declared for the King's Birthday public holiday in 2024 Council must provide a written request containing the following:

- the boundaries of the area that will be affected by the change (if it is other than the local government's boundaries);
- the reason/s for the alternative date; and
- the consultation process undertaken to arrive at the alternative date.



---

Written requests must be submitted no later than Friday 15 December 2023 to:

**CONSULTATION/COMMUNICATION**

No consultation has taken place on this matter.

**STATUTORY/LEGAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority



## 11.1.7 COUNCIL POLICY C11 – COUNCIL FORUMS

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	John Fathers, Executive Manager Community and Corporate Services
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	26 October 2023
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CM.2
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	<ol style="list-style-type: none"> <li>1. Local Government Operational Guideline No. 5 – Council Forums</li> <li>2. Draft Policy C.11 - Council Forums</li> </ol>

### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That the attached Policy C.11 - Council Forums be adopted.

**Carried 0/0**

### BRIEF SUMMARY

The purpose of this report is to recommend adoption of the new policy C.11 - Council Forums.

### BACKGROUND/COMMENT

The use of Council Forums is supported by WALGA and the Department of Local Government, Sport and Cultural Industries (DLGSC). The attached Local Government Guidelines support a decision making framework. The guidelines were developed in 2004.

A policy should be adopted to ensure that there is clarity on the operation of Council Forums and that they adhere to the guidelines. Also, the Standing Orders Local Law does not refer to the conduct of forums.

The forums are relatively informal and the public is generally not present. This is justified because ideas and innovation need to be encouraged. Some ideas may never amount to a Council decision, and it would be premature to have such preliminary ideas publicised without community engagement. No decisions can be made in these forums because they are closed to the public.



Council Forums provide the opportunity for more discussion and exploration of ideas than Council meetings. The experience at other local governments is that these forums improve the strategic focus and help build a sense of team amongst the Councillors and the staff. Trust is built when people work together on the community's priorities.

The same Council Forum format can be useful for occasional workshops about more complex issues like strategic planning, asset management planning, long term financial planning and other informing strategies. This does not preclude Council holding separate workshops if there is insufficient time to run them within a Council Forum. Council may also decide to hold a workshop in place of a Council Forum in a particular month.

Council Forums and workshops can offer a more flexible format in comparison to formal committees. All Council members are involved in the processes that may lead to Council decisions and it requires less staff resources preparing for meetings and keeping track of actions.

Reports that normally come to Council meetings for noting can be listed for discussion at a Council Forum because they don't require a decision. This can save time in Council meetings.

It is recommended that a fixed time be set so that the Council Forums finish on time. The agenda should be structured so that the most important matters are discussed first. Any less important items left on the agenda at the end of the meeting can be carried over the next meeting. Councillors and staff are both encouraged to contribute to the agenda by suggesting ideas and topics for discussion.

### **CONSULTATION/COMMUNICATION**

This policy has been drafted to guide the conduct of Council Forums. There has been no community engagement in the drafting of this policy because the recommendation is assessed as low potential impact.

### **STATUTORY/LEGAL IMPLICATIONS**

Not applicable.

### **POLICY IMPLICATIONS**

This report recommends the adoption of a new policy.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications to this report.

### **STRATEGIC IMPLICATIONS**

Nil.

### **VOTING REQUIREMENTS**

Simple Majority.



Government of **Western Australia**  
Department of **Local Government and Communities**

# Local Government Operational Guidelines

Number 05 – January 2004

## Council Forums

## 1. Introduction

Over recent years many local governments have introduced procedures that allow elected members and officers to meet and discuss matters relating to the operation and affairs of their local government outside of the formal council meeting framework. This has been done through an informal meeting process that has been given a range of titles including briefing or [information sessions](#), [workshops](#) and [corporate discussions](#). For the purposes of this guideline the term “forum” will be used to encompass such meetings.

The forum approach has allowed the ordinary meeting of council to focus on the decision-making needs of the local government. Many local governments that have adopted the forum process in preference to standing committees claim that it has led to better informed elected members and a more efficient and effective decision-making regime. This guideline is designed to assist those local governments that do conduct forums by listing appropriate procedural and behavioural controls. The adoption of such controls should reassure the community that the council decision-making mechanisms are accountable, open and transparent.

Local government forums range from one-off events discussing a particular issue through to regular, structured meetings, albeit not convened under the auspices of the *Local Government Act 1995* (the Act). This guideline is intended to address those forums that are held on a regular basis.

While acknowledging that regular forums are invaluable and legitimate, the Department advises that the conduct of such has generated complaints regarding the potential for a reduced level of transparency in the decision-making process and hence a reduction in accountability to and involvement by the community. Local governments need to make a clear distinction between forums and the formal debate and decision-making process.

It is recognised that local governments may conduct other sessions or workshops which would include items such as team building exercises, strategic planning workshops and community input forums. It is not intended that these guidelines would necessarily be applied to such sessions, but some of the suggested procedural controls may have relevance.

Issues relating to council forums that are addressed in these guidelines include:

- accountability;
- openness and transparency;
- probity and integrity;
- authority for the presiding person;
- participation by elected members and staff;
- proposals under Town Planning Schemes;
- formulating management documents; and
- forums immediately prior to an ordinary meeting of council.

## 2. Principles of the Act

Part 5 of the Act sets out the framework whereby elected members meet as the governing body for the purpose of decision-making on behalf of the local government.

It is an intention of the Act that councils conduct business and make decisions –

- openly and transparently;
- with a high level of accountability to their community;
- efficiently and effectively;
- with due probity and integrity;
- acknowledging relevant community input;
- with all available information and professional advice; and
- with the fullest possible participation of elected members.

The Act establishes ordinary, special and committee meetings. Each council must decide the meeting structure it will adopt within the legal framework for it to achieve the most efficient and effective decision-making process. It is a legal requirement that all decisions made on behalf of the local government are to be made at meetings called and convened under the provisions of the Act.

In addition to ordinary and special meetings, elected members can meet as a committee, membership of which may vary in number from three to all members of council. Committees can discuss matters and make recommendations to the council or, if given delegated authority by the council, can make decisions on its behalf. A council does not need to have committees and can have all matters presented to it directly for decision. A recent trend has been

for councils to abolish the system of standing committees or limit the number and/or range of committees and adopt a forum approach.

## 3. Council Forums

Local government forums range from a once-only event to discuss and explore a particular issue, a number of sessions to address matters such as a specific project or the compilation of a report for internal or external use, through to forums held at regular intervals with a consistent structure and objectives.

Regular forums run in local governments exhibit two broad categories which we have titled agenda and concept. They are differentiated by the stage of development of issues which are discussed by elected members and staff. The two types are described below along with the variations in procedural controls and processes suggested for each.

### Concept Forums

Concept forums involve elected members and staff meeting to propose, discuss and formulate philosophies, ideas, strategies and concepts for the development of the local government and the district. Such forums often involve projects that are in the early planning stage and are some time away from being presented to council for decision. In discussing such issues, staff are looking for guidance from the elected members as they research the matter and draft the report. Elected members and staff are also looking to present ideas and concepts for future consideration. If the response is favourable staff can proceed with their research and eventual report on the matter.

Examples of the type of issues concept forums may cover include –

- current matters of a local or regional significance;
- matters relating to the future development of the local government;
- significant revenue-raising requirements or expenditure needs;
- the development of internal strategic, planning, management and financial documents; and
- development of the selection criteria and performance objectives for the Chief Executive Officer (CEO).

Behind closed doors and in a relatively informal manner are the two notable characteristics of concept forums. Holding such meetings behind closed doors is justified in that many of the ideas and concepts are preliminary and while looking for that creative gem some may be extreme, expensive or impractical and never adopted.

Discussion on such proposals in a public forum would be counter-productive. Privacy and informality allows elected members to propose ideas, ask questions and discuss issues for the better understanding of those in attendance. Such forums assist individuals to become better informed and to clarify their views.

The privacy and informality of concept forums also has pitfalls including the risk of neglecting proper standards of probity and public accountability. Over time, participants can become too familiar, and therefore more lax, with the procedure and purpose of the meeting. Unless procedures are adopted and rigorously applied to these forums, there is a danger that collective or collaborative decisions may be made, implied and otherwise.

## Agenda Forums

For proper decision-making, elected members must have the opportunity to gain maximum knowledge and understanding of any issue presented to the council on which they must vote. It is reasonable for elected members to expect that they will be provided with all the relevant information they need to understand issues listed on the agenda for the next or following ordinary council meetings. The complexity of many items means that elected members may need to be given information additional to that in a staff report and/or they may need an opportunity to ask questions of relevant staff members. Many local governments have determined that this can be achieved by the elected members convening as a body to become better informed on issues listed for council decision. Such assemblies have been termed [agenda forums](#). It is considered they are much more efficient and effective than elected members meeting staff on an individual basis for such a purpose with the added benefit that all elected members hear the same questions and answers.

To protect the integrity of the decision-making process it is essential that [agenda forums](#) are run with strict procedures.

## 4. Principles Governing Procedural and Behavioural Controls for Forums

Local governments that conduct forums or are considering doing so have the right to implement a forum system that best suits their needs. The principles and associated procedures set out below, if adopted by local governments when conducting

forums, will ensure that all requirements of accountability, openness and transparency are satisfied.

The identified principles and associated procedures are accountability, openness and transparency, probity and integrity, authority for the chair and meeting notification. Each of these is explained below.

### **Accountability**

The Act requires that ordinary and special council meetings and committee meetings that have delegated authority must be open to the public. Most local governments also open committee meetings even where there is no delegated authority. This openness allows the community to view the decision-making process from the time an issue is first presented to elected members through to the final decision.

There must be no opportunity for a collective council decision or implied decision that binds the local government to be made during a forum.

Agenda forums should be for staff presenting information and elected members asking questions, not opportunities to debate the issues. A council should have clearly stated rules that prohibit debate or vigorous discussion between elected members that could be interpreted as debate. Rules such as questions through the chair and no free-flowing discussion between elected members should be applied.

If there is minimum debate in the ordinary meeting because the elected member attitudes have been established through the item being thoroughly canvassed in the [agenda forum](#) then the community

is denied the opportunity to witness any debate and understand how the council reached its decision. Other concerns relate to elected members agreeing on movers, seconders and/or amendments. Such an approach must not be allowed by the council whether the [agenda forum](#) is open or closed to the public but a closed forum will almost certainly generate a perception by the community of secret meetings where the decisions are made beyond public scrutiny.

Councils, when considering conducting closed forums, need to consider their reasons for justification against the likely damage to their public standing from the perception of secrecy. A policy that the forums will generally be open to the public will make a significant contribution to the community perception of council accountability. A clearly delineated distinction between agenda and concept forums is important for these reasons.

### **Openness and Transparency**

A significant strength of local government is the openness and accessibility of its processes to the community. In conducting forums each local government should make a conscious decision to promote the community perception that it embraces the concept of openness and transparency. Therefore, whenever appropriate, forums should be open to the public.

### **Probity and Integrity**

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest.

Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.

### **Authority for the Chair**

Many councils have established a forum process without specifying how the forums should be chaired and what authority the chair is given to control proceedings. In some local governments, the CEO chairs the forums in certain circumstances. This latter approach is not supported because it confuses the roles and relationships established in the Act.

It is recommended that the mayor or president or, if appropriate, another elected member, chairs all forums that involve elected members. Properly managed forums rely on strength and leadership from the chair. Therefore, a forum's chair should be supported by established rules similar to the standing orders that apply to formal meetings.

### **Meeting Notification**

The provisions of the Act are designed to ensure that members are given timely notice of, and information for, council and committee meetings. Formal provisions

do not apply to forums but the principles remain the same. Adequate notice needs to be given of the time, location and content of the forum.

The forum process is most successful in those local governments where forums are held on a regular basis such as on the alternative weeks to the ordinary council meeting (where they are held fortnightly) or a week before the ordinary council meeting. By setting the dates for forums well in advance, elected members, staff and the community can plan for their attendance.

Forums that are organised without adequate notice or a proper agenda are often poorly attended and inefficiently run. This will be detrimental to the purpose of the forum.

## **5. Particular Issues of Concern in the Forum Process**

There are a number of concerns relating to the content and conduct of forums. These are set out below. Councils need to be aware of these and take action to overcome the concerns if such apply to them.

### **Dealing With Proposals Under the Town Planning Scheme**

The discretion available to council when making decisions under the Act is not always available when making decisions under town planning legislation. When a council is dealing with town planning matters, it does so under the powers conferred by the State planning legislation. Council assumes the role of a planning authority (ie Western Australian Planning Commission) and an elected member the

role of a planning commissioner. Council is not only constrained by the conditions of its Town Planning Scheme but also by the relevant State Acts.

Decision-making in town planning matters requires the decision-maker to maintain a high degree of independence from the process leading up to the decision being made. The elected member needs to be in a position of being able to make his or her decision after taking into account the relevant and material facts and circumstances as presented to all fellow elected members. These same comments apply whether councils do or do not work with specialist planning committees. Elected members need to be wary of involvement in the lead-up process to a certain decision, especially as a sole agent or member of a small group and being subjected to information from the developer or parties associated with the developer. This may be interpreted as reducing the independence of the decision-maker.

Councils will often have briefings relating to development issues and these are important in terms of the elected members becoming fully informed on the matter on which they have to vote. The nature of the decision means that briefing sessions involving planning matters should be conducted with the strictest of rules. There should be no implication of debate between elected members; the session should primarily involve information being given by the relevant officer and other parties with questions from the floor directed through the chair. In cases where an elected member has relevant information on a development matter to be conveyed to the meeting, it must be done through the chair so that all decision-makers are privy to that information.

## **Formulating Management Documents**

Many local governments prepare their management documents, such as budgets, plans for the future and policy manuals, through a forum process. In many cases this involves a number of forums to which all elected members are invited and the public are excluded. Such forums are not set up under the auspices of the Act. There are no formal decisions made as in due course the documents are adopted at a formal meeting of council. Nevertheless, as the forums proceed and the document is developed, some issues are included, some are discarded and others may need further research by staff. If records of the matters discussed at the forums are not kept, development stages of the documents will be uncertain and hence any orderly progress inhibited. Additionally, the process may lack accountability and the probity of elected members and staff could be challenged. Change of membership of the group by either staff or elected members would again place doubt on the validity of the process.

A more suitable procedural process for the development of management documents would be the formal establishment of a committee under the Act with that assigned purpose. Although the committee meetings, if no power or duty has been delegated to the committee, are not required by legislation to be open to the public, the integrity of the process is protected by the legislative requirement for the agenda and minutes to be available for public inspection. Such committees, upon completion of their assigned task(s), could be wound up or reconvened the following year when the task was again required. Examples would be a committee reviewing standing orders and a "Budget

Committee". The former would be wound up upon submission of its report to council. The "Budget Committee" would be an ongoing but occasional committee which would meet each year from (say) March to early July.

Some committees could have a select and limited membership whereas others (such as the budget committee) could include all elected members.

### **Forums Immediately Prior to an Ordinary Meeting of Council**

Some local governments hold forums immediately prior to ordinary council meetings. Anecdotal evidence suggests that in discussing the agenda of the forthcoming meeting at such forums implied decisions may be made. This familiarity with the issues and known attitudes can lead to debate at the ordinary council meeting being stifled or non-existent much to the chagrin of the public who are not privy to the earlier discussions. Forums held immediately prior to ordinary council meetings cause more complaints of secret meetings and predetermined decisions than any other type of forums.

Pre-meeting forums may be beneficial where an elected member has additional or alternative information to that contained in a staff report which may be controversial or cause problems within the ordinary meeting at the time the item is discussed. Certainly, it is an advantage for the CEO, council and particularly the presiding member to be aware of potential problems in the forthcoming ordinary meeting. While a pre-meeting forum provides the opportunity to inform others of the potential problem it would be preferable to raise the matter with likely concerned

parties such as the presiding member, CEO and reporting officer much earlier than immediately before the meeting. Early advice will give those concerned the opportunity to undertake action to address the identified problems.

It is recognised that with many local governments, especially those that are in rural locations, the timing of the pre-meeting forum is understandable in that the elected members can only get together once a month because of travel time and they need an opportunity to discuss issues with the freedom of a forum.

After consideration of these issues, it is recommended that if a council determines that the only time available for a forum is prior to an ordinary council meeting and it is to be closed to the public, then it be established as a **concept forum** and reference to the forthcoming agenda should be prohibited unless a special circumstance is conveyed to the presiding member. An example of a special circumstance would be information additional to, or contradicting the staff report which is likely to lead to non-adoption or significant variation of the recommendation and it has not been possible to convey such information at an earlier time. Adoption of the **concept forum** approach means elected members needing additional information or explanations from staff on forthcoming agenda items will have to make alternative arrangements to meet their requirements.

The adoption of such rules on pre-meeting forums should be conveyed to the public. Advice of the conducting of such a forum and its general content at the ensuing ordinary meeting will reinforce the openness and accountability of council.

## 6. Forums that Incorporate Both Concept and Agenda Items

Many local governments will run only one forum and it will cover both agenda items to be addressed at the next council meeting and wide-ranging concept issues. It is suggested that the different requirements of the two types are recognised and they be categorised as such in the forum agenda. The most important aspect is that the presiding person apply appropriate procedures regarding debate and discussion between elected members when agenda items are being covered.

Such forums should also be open to the public.

## 7. Model Procedures for Forums

Before introducing, or continuing with forums, councils have a responsibility to weigh carefully the risks as well as the benefits associated with such a process and consider if there are better, alternative ways of achieving the desired outcomes.

Councils that hold forums should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Particular emphasis must be placed on ensuring that there is no decision-making during these forums and that this is rigidly enforced.

### Procedures Applying to Both Concept and Agenda Forums

The Department recommends that councils adopt a set of procedures for both types of forums which include the following –

- Dates and times for forums should be set well in advance where practical;
- The CEO will ensure timely written notice and the agenda for each forum is provided to all members;
- Forum papers should be distributed to members at least three days prior to the meeting;
- The mayor/president or other designated elected member is to be the presiding member at all forums;
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of interest in matters to be discussed;
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to ordinary council meetings. Persons disclosing a financial interest will not participate in that part of a forum relating to their interest and leave the meeting room;
- There is to be no opportunity for a person with an interest to request that they continue in the forum; and
- A record should be kept of all forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

### Procedures Specific to Concept Forums

The Department recommends that councils adopt specific procedures for [concept forums](#) which include the following –

- Concept forums may be open to the public when an issue is being discussed that council believes would benefit from public awareness and debate;

- Discussion between members is to be limited to those issues which are in the preliminary development stages. Items already listed on a council meeting agenda are not to be discussed; and
- As discussion items are not completely predictable there is to be some flexibility as to disclosures of interest. A person may disclose an interest at the time discussion commences on an issue not specifically included on the agenda.

### Procedures Specific to Agenda Forums

The Department recommends that councils adopt specific procedures for [agenda forums](#) which include the following –

- Agenda forums should be open to the public unless the forum is being briefed on a matter for which a formal council meeting may be closed;
- Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings (or period deemed appropriate);
- Briefings will only be given by staff or consultants for the purpose of ensuring that elected members and the public are more fully informed; and
- All questions and discussions will be directed through the chair. There will be no debate style discussion as this needs to take place in the ordinary meeting of council when the issue is set for decision.

## 8. General Discussions in Councils Without Forums

Travel and time constraints mean that many councils can convene for a limited time; for many, only one day per month. As a result, some local governments have continued with the traditional ordinary meeting format where the decision-making is combined with wide-ranging discussion on other matters. A major problem with this approach is that the wide-ranging discussions result in meetings continuing for long periods of time.

There are benefits to elected members, the public and the staff if the issues requiring decision are dealt with during one continuous stage early in the meeting.

Elected members can have more effective broad ranging discussion during the same time frame as the traditional council meeting with a revised structure. It is suggested a better format would be for the ordinary meeting to be closed as soon as the required decisions have been made. The general discussions would then be pursued in a [concept format](#) environment. The advantages of this approach are the opportunity for councillors to discuss issues of concern in an informal environment.

## 9. Summary

With most local governments, elected members need opportunities to discuss issues outside of the formal ordinary meeting process. The Department acknowledges this approach because those elected members that have the maximum opportunities for input will obtain the greatest satisfaction emanating from their time in local government.

The opportunity for input can be best gained through forums or committees of the full council.

Councils that wish to hold forums of either the concept or [agenda type](#) are encouraged to adopt rules and processes that are in line with these guidelines. This will assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government.

These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



### About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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## C.11 COUNCIL FORUMS

<b>POLICY NUMBER</b>	<b>C.11</b>
<b>POLICY TYPE</b>	<b>COUNCIL</b>
<b>DATE ADOPTED</b>	
<b>REVIEW DATE</b>	<b>November 2025</b>
<b>DELEGATION APPLICABLE</b>	<b>No</b>

### OBJECTIVE

Council Forums provide an opportunity for Councillors and staff to discuss strategies, policy and concepts without the constraints of Standing Orders and the requirement for public participation.

### GUIDELINES

1. Council Forums are a component of Council's Decision-Making Framework. Policy and procedures need to be adopted for these meetings to ensure that Council Forums maintain standards of behaviour, probity and public accountability. No decisions can be made in these forums.
  - 1.1 Council Forums can be useful for:
    - a) Discussing strategic ideas
    - b) Discussing policy ideas
    - c) Reviewing services
    - d) Workshops on informing strategies
    - e) Seeking feedback on a notice of motion
    - f) Alerting each other about emerging issues
    - g) Hear presentations from stakeholders
    - h) Providing updates on significant projects
    - i) Providing progress on Corporate Business Plan priorities
    - j) Discussing service delivery
    - k) Providing information on operational matters.
  2. Policy Requirements
    - 2.1. Calling Council Forums and Workshops:
      - a) The Shire President or CEO may call a Council Forum or Workshop.
    - 2.2. Presentations:
      - a) In consultation with the Shire President, the CEO may approve a request for a presentation to a Council Forum or Workshop on issues considered of special significance to the Shire.
    - 2.3. Agenda:
      - a) The CEO shall prepare an agenda for each Council Forum or Workshop.

- b) Council members may submit agenda items for a Council Forum by email up to one week prior.
- 2.4. Notice:
- a) The CEO shall give Council Members at least one week written notice of a Council Forum or Workshop unless the CEO, in consultation with the Shire President, agrees to provide a lesser period of notice in urgent or exceptional circumstances.
- 2.5. Presiding Person:
- a) The Shire President shall preside at Council Forums or Workshops. The Shire President may nominate another person to be the presiding person.
- 2.6. Disclosure of Interests:
- a) Those provisions in the Code of Conduct dealing with Conflict of Interests shall apply to Council Forums and Workshops.
- 2.7. Notes of Meetings:
- a) The CEO will cause notes to be kept of each Council Forum and Workshop.
  - b) These notes will include the date, attendance and title of the regarding the subjects addressed.
- 2.8. Decisions:
- a) As these meetings are outside the statutory framework of the Local Government Act 1995 and are not intended to replace ordinary council meetings, Council cannot make decisions at Council Forums or Workshops.
- 2.9. Voting Intentions:
- a) Council Members must not indicate their voting intentions at a Council Forum or Workshop.
- 2.10. Council Forums:
- a) Council Forums provide an opportunity for Council Members to discuss ideas, strategies and concepts for the development of the Shire or projects that are in the early planning stage and are some time away from being presented to Council for a decision. They provide an opportunity for relevant staff or outside consultants to present information to Council Members on the concept or project.
  - b) They allow Council Members to ask questions of relevant staff or consultants and enables Council Members to discuss aspects of the concept or project.
- 2.11. Council Forum - Procedure:
- a) Council Members may ask questions of relevant staff or consultants and must address their questions and all discussion through the presiding person.
  - b) The CEO may provide background briefing notes prior to the Council Forum to inform discussion.
  - c) Council Members must limit their discussion about issues arising in the Council Forum to brief statements on relevant matters. Council Members must not enter into debate.
  - d) Council Forums will be limited to two hours and any remaining agenda items will be carried over to the next agenda.
- 2.12. Council Forum - Public Attendance:
- a) Council Forums are generally closed to the public.
- 2.13. Workshops:



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- a) Workshops provide an opportunity for Council Members to have input into the development of a strategy, policy, concept or project scope. They allow Council Members to explore different options with relevant staff and to participate more fully in the development of a strategy, policy, concept or project scope.

2.14. Workshops - Procedure:

- a) Council Members may ask questions of relevant staff and may address their questions through the presiding person or directly to the person concerned.
- b) Council Members must not debate their voting intentions at a Workshop.

2.15. Workshops - Public Attendance:

- a) Workshops are generally closed to the public.

### **HISTORY**

Nil.

### **RESPONSIBLE OFFICER**

Chief Executive Officer



### 11.1.8 CONTRACT CEO

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Mark Hook, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	21 November 2023
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	PE.AR.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Draft contract of employment, (confidential).

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council:

1. Approve the CEO employment contract as detailed in confidential attachment and is satisfied with the proposed terms of that contract in accordance with Section 5.36(2)(b) of the Local Government Act 1995.
2. Authorise the President to negotiate the contract on behalf of the Shire of Wagin.

Carried 0/0

#### BRIEF SUMMARY

This item seeks Council's approval for an employment agreement for the approved candidate from the CEO selection Committee.

#### BACKGROUND/COMMENT

The CEO selection Committee met on the 21 November and has recommended a preferred candidate to Council. Council needs to authorise a Contract for the preferred Candidate. The Shire President along with the Consultant will undertake the negotiations on behalf of Council with the preferred candidate.

The agreement is presented for Council's consideration and approval.



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**CONSULTATION/COMMUNICATION**

The CEO Selection Committee

**STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995 (particularly sections 5.36, 5.39 and 5.41).

**POLICY IMPLICATIONS**

Most policies have relevance to the position of CEO; policies A.1 Employees, A.22 Temporary Employment or appointment of acting CEO, A.27 Standard for CEO Recruitment, Performance and Termination are directly relevant to this item.

**FINANCIAL IMPLICATIONS**

This item does not create additional financial obligations and expenditures are provided for in the draft financial budget for 2023/24.

**STRATEGIC IMPLICATIONS**

The appointment of the CEO is a key responsibility of Council.

**VOTING REQUIREMENTS**

Absolute Majority



### 11.1.9 SALE OF LOT 220 (No. 7) VERNALL STREET WAGIN

PROPONENT:	Ron Walker
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	7 Vernal Street Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	22 November 2023
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.AQ.1
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	1. Letter of Offer from Ron Walker 2. Market Valuation Joe Fanchi Real Estate Wagin

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That Council accept the offer of \$15,000 from Mr Ron Walker for the purchase of Lot 220 (7) Vernal Street subject to the advertising as required under Section 3.58 (3) Local Government Act 1995.
2. That Council gives local public notice of the proposed disposition for Lot 220 Vernal Street as outlined under Section 3.58 (3) Local Government Act 1995.
3. That the CEO arrange the settlement of the sale of Lot 220 to Mr Ron Walker if no submissions are received on the advertised Disposition of Sale under Section 3.58 (3) Local Government Act 1995.

Carried 0/0

#### BRIEF SUMMARY

Council has received an offer to purchase Lot 220 7 Vernal Street from Mr Ron Walker for \$15,000.

#### BACKGROUND/COMMENT

Council had listed on its website the following lots for sale. This listing was posted on Council's website in approximately 2011. The CEO has had the listings removed as the Market Values for these lots don't appear to be current.



## Council Vacant Lots

Ref #	Loc / Lot #	Land Area	Value	Street #	Street Address	Zoning and Comment
10	1721 & 1722	896m <sup>2</sup> & 837m <sup>2</sup>	\$5,000 for both lots	7	Sawle Street	Zoned Residential
Ref #	Loc / Lot #	Land Area	Fair Value	Street #	Street Address	Comment
12	74	1265m <sup>2</sup>	\$75,000	7	Marks Crt	Fully underground serviced residential lot in prime area
13	70	981m <sup>2</sup>	\$60,000	8	Marks Crt	Fully underground serviced residential lot in prime area

Ref #	Loc / Lot #	Land Area	Fair Value	Street #	Street Address	Comment
15	5	998m <sup>2</sup>	\$30,000	16	Upland St	Zoned Residential - Level corner site with some trees

Ref #	Loc / Lot #	Land Area	Fair Value	Street #	Street Address	Comment
16	194	1012m <sup>2</sup>	\$20,000	5	Vale St	Zoned Industrial - Level, cleared with power and water services
17	195	1012m <sup>2</sup>	\$20,000	7	Vale St	Zoned Industrial - Level, half lot with gum trees, power and water services
18	196	1012m <sup>2</sup>	\$20,000	9	Vale St	Zoned Industrial - Level, full lot with gum trees, power and water services

27	219	949m <sup>2</sup>	\$15,000	5	Vernal St	Zoned Industrial - Level lot with bitumen road frontage, has water and power
28	220	942m <sup>2</sup>	\$15,000	7	Vernal St	Zoned Industrial - Level lot with bitumen road frontage, has water and power

Ref #	Loc / Lot #	Land Area	Fair Value	Street #	Street Address	Comment
29	221	4061m <sup>2</sup>	\$45,000	11	Vernal St	Uncleared Industrial level lot

The CEO was aware that an offer may be forthcoming and requested a Market Valuation from Joe Fanchi Real Estate Wagin.

The Valuation from Joe Fanchi Real Estate Wagin is attached under separate cover the Market Valuation given is \$20 - 25,000 offered unencumbered on the open market.

As the lots have been on the market for some time, but only advertised on Council's website the acting CEO believes the offer to be a reasonable offer for Lot 220 Vernal Street.



The Acting CEO has been unable to find any survey pegs for the property so this may need to be re surveyed as part of the settlement process.

The Manager of Works Mr Allen Hicks has measured the block and placed pegs on the boundaries but cannot guarantee that these are correct.

Council will be required to advertise the sale of Lot 220 Vernal Street Wagin as outlined in Section 3.58 (3) Local Government Act 1995.

Council holds freehold title to Lot 220 Vernal Street as shown below but will be required to request a new separate title for Lot 220 Vernal Street as part of the settlement.



**CONSULTATION/COMMUNICATION**

No consultation has taken place except with the Real Estate Agent Joe Fanchi for a Market Value.

Discussions have been held with the proposed purchaser Mr Ron Walker.



## STATUTORY/LEGAL IMPLICATIONS

### Section 3.58 (3) Local Government Act 1995.

#### 3.58. Disposing of property

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.



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**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The sale of land has not been placed in the adopted 2023/2024 budget. This will mean an additional \$15,000 to Council's capital income for sale of land.

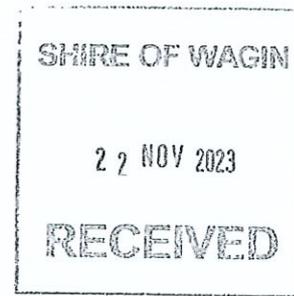
**STRATEGIC IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

Ron Walker,  
Box 265,  
WAGIN. W.A.



Mark Hook,  
C.E.O. Shire of Wagin,  
2 Arthur Road,  
WAGIN. W.A

Council Vacant Lots.

Ref#28 being Lot 220 @ 7 Vernal Street. Wagin.

Dear Mark,

I would like to purchase the above vacant lot in order to erect a storage shed to house a caravan and other personal effects. There is no intention to operate any form of business from this address, and will be used for my own personal activity. Apart from the Van and other small tools etc., there will be no hazardous items stored there.

The block will be fenced on the boundary with a material suitable with the area and the proposed shed will have a foot print of 10M. by 13M. A gate entry to the block will be from Vernal street, and I will require a culvert crossover to gain access.

I would like to make an offer of \$15,000 for the block.

Should I be successful in the purchase, I will submit plans for the fence, plus the shed, designed by Ranbuild, for shire development approval.

With kind regards,

Ron Walker.

A handwritten signature in black ink, appearing to read "Ron Walker".

Mob. 0447 611 522.



**Licensed Real Estate & Business Agents**

**ABN 52 261 422 579**

**Licensee; M. R. Spurr**

15/11/2023

**RE: Current Market Appraisal**

**Property: Lot 220 Plan 223175 V/F 1287/3 (industrial) (942 m<sup>2</sup>)**

**Address: Vernal st, Wagin 6315**

To Whom it May Concern

On instructions from the Wagin Shire I have conducted a market appraisal on the property above. The appraisal involved a physical inspection and research through historical and current property data in respect to comparable properties currently on the market or have sold in recent times.

Only one comparable property located at 1 Vale street was found to be on the market in recent times and is reasonably comparable although being around 600 m<sup>2</sup> larger than lot 220. This property is listed for \$30,000 and although there has been enquiries it has not sold. On this basis I would anticipate that a reasonable price would be \$20 - 25,000 offered unencumbered on the open market.

Yours Sincerely

*Matthew Spurr*

Licensee

Joe Fanchi Real Estate Wagin



PO Box 292  
Wagin, WA, 6315



33 Tudhoe St  
Wagin, WA, 6315



98 612 288



98 612 088



## 11.2 EXECUTIVE MANAGER COMMUNITY AND CORPORATE SERVICES

### 11.2.1 EXECUTIVE MANAGER COMMUNITY AND CORPORATE SERVICES REPORT – NOVEMBER 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	John Fathers, Executive Manager Community and Corporate Services
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	11 November 2023
PREVIOUS REPORT(S):	11 October 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	Strategic Community Plan
ATTACHMENTS:	Nil

#### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

1. That Council receive the Executive Manager Community and Corporate Services' report as presented.

Carried 0/0

#### BRIEF SUMMARY

The following report details activities within the Executive Manager Community and Corporate Services portfolio.

#### BACKGROUND/COMMENT

#### EXECUTIVE MANAGER COMMUNITY AND CORPORATE SERVICES

Meetings attended:

- Narrogin and Wagin Homecare (9 November) – Discussed role and responsibilities as a provider, challenges and practices put in place to achieve audit pass, such as Strategic planning, Financial oversight and clinical governance.
- Teams meeting with Bankwest representatives regarding the transition process to join CBA (14 November).



- Meeting with Leigh Hambley, Care Community Project at TAFE regarding training opportunities for Homecare staff.

During the last month, I have been working on the Annual Report. The annual financial report is all but finished with some final changes required by the OAG being done. I have also been involved with:

- Swimming Pool Reopening – Ensuring required maintenance was carried out, setting up the till, progressing with installation of NBN and a phone line (including an SOS phone).
- Information Technology – An order has been placed for councillor iPads. An in-place upgrade of the Dell T430 server from 2012R2 to 2016 was carried out. An extended warranty for 1 year on that server was purchased. This is the extent to which the server can be upgraded at this time. Additional funds will be required in the 2023/2024 budget for a full server upgrade.
- Courthouse – Onsite liaison with wall doctor for wall repairs and drainage. I oversaw several maintenance items in prelude to the Library relocation.
- Homecare – Discussions with staff regarding Homecare systems and training.
- Library – The PC has become unserviceable. We are waiting on advice on whether Amlib data can be retrieved for transfer to a new PC.
- Wagin Dental Clinic – Liaison with business broker and conveyancer regarding sale of Dental Clinic business, which requires an assignment (and extension) of lease.
- I've been doing some work on checking for anomalies in the insurance / asset register and getting a list of legal agreements up to date.

## **BUILDING OFFICER**

No activity to report.

## **COMMUNITY OFFICERS**

The Shire Facebook page has been slower this month with staff leave meaning the process of posting was lower on the radar.

<b>Social Media – November</b>	<b>Date</b>	<b>Post reach</b>
Street Carnival	October 26	1,499
Swimming Pool Opening	October 30	1,041
New things at the Pool	October 31	1,029
Library	Nov 10	945
Volunteer award recipients	Oct 25	817

The Community Officers have been focusing recently on funding and the Library & Gallery move to align with the LRCIP funding provided.

We have been successful in an application to Lotterywest to support the Christmas Street Carnival and have proceeded to confirm bookings for entertainment and activities for the children. Also successful with an application to RAC for support around driver safety for Wagin residents and travellers, with funding approved to purchase an outdoor ping pong table for the town square as well as three speed alert posts for the town entry points.



As Council is aware, Christmas lights are normally placed over the main street, above the deli section. The lights are past their use by date, with an electrician advising that they are no longer safe for use and should be replaced.

There is no budget for replacement and now very little time to go through a replacement process.

### **Emergency Services Update**

We have purchased a water tanker for the BFB members to transport to a fire should it be required. The tanker is basically a mobile dam with a pump system installed, and with clean water, which can then be transferred into the BFB fire fighting units and then onto the fire.

### **SWIMMING POOL**

The swimming pool has now completed its repainting of gutters. The Pool Manager was very busy with high-pressure cleaning around the swimming pool and getting ready to open for the season. We have had a lot of positive feedback from customers on the appearance of the grounds.

Last minute maintenance items included acid storage outside storage moved outside to stop further damage to the plant room shed, acid injection pump replaced, cleaned out the doser cell as it wouldn't calibrate and a hot water system part was replaced. Some new signs have also been ordered.

The season opening for the pool was Friday 3 November, with a sausage sizzle. The weather was fine and the event attracted 160 visitors.

The attendance numbers are looking good so far with first 10 days getting over a 1,000 through. The weather hasn't been the best and it should be noted that we haven't had swim club start yet as they don't have a coach and the school hasn't been in yet as they don't have any staff that are trained with their bronze.



If the weather stays good until the end of month we should at least get the same as last year's numbers even with out the school and swim club. When it's over 30 degrees we have got over 100 every time.

We have had a lot of positive feedback about our price changes although there has been some negative feedback from a few people about the price increase on individual passes.

Considering the number, the kids have been pretty good with only 4 bans, all for running.

Activities to come are Vac Swim in December and a Pre-Christmas party (if extra staff can be sourced).

## **CARAVAN PARK**

October saw good numbers once again, with a total for the month of 263 staying at the park.

## **LIBRARY**

### **Wagin Library & Gallery (WL&G):**

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

#### *Library Update:*

- Plans are in place for moving the library to the Court House in the week commencing 13 November 2023.

#### *Library Events:*

- WL&G Book Club will be held on Saturday 14 October from 2pm to 4pm.
- Story Time is held every Wednesday 10am to 11am and Fridays 1.30pm to 2.30pm, although there is low attendance.
- Children's Book Club is offered every Tuesday 3.30pm to 4.30pm, however there have been no attendances to date for this.

#### *Library Regular Activities:*

- WL&G Book Club was on Saturday 11 November from 2pm to 4pm at Wagin Library & Gallery. Our next Book Club will be held on Saturday 9 December from 2pm to 4pm at Wagin Library & Gallery, which will be the last one for the year.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing. This will not occur for the two weeks near the library move.
- Wagin Hospital Homebound visiting program is available as required.



### *Library Statistics:*

	October	September
Patron Visits	234	216
Phone Transactions	32	22
Inter Library Loans	42	12
Community Connections	19	23
Information search request	3	3

### *Patron Comments and Suggestions:*

Guest book: No comments for this report.

### *Coming news and events:*

- Library move to the Court House take place in week commencing 13 November 2023.
- Children's Book Club Tuesdays 3.30pm – 4.30pm.

## **HEMOCARE**

### **Manager Report - October 2023**

*Welcome to John Fathers – Executive Manager of Corporate and Community Services*

On behalf of Wagin Homecare, we welcome our new Manager, John and hope his time here in Wagin is filled with exciting challenges and rewarding community engagements. Community is at the heart of Wagin Homecare and as such, this appointment impacts Wagin Homecare operations. Wagin and West Arthur residents value this is important community service.

We support each client to remain living independently in place, in their own home, for as long as is practical. We offer very specific assistance for health and wellness journeys which have many obstacles for our frail and elderly residents to navigate. Due mostly to our regional location and limited access to health specialists. Care planning and service management play a role that affects a client to remain at home with health issues. Our workers go above and beyond to ensure that clients receive the care they deserve. This is the personal touch that locals offer locals that makes a true impact on good health outcomes.

Already, John has invested time with myself and staff to better understand what we do and how we work. We look forward to a productive year in 2024, especially from an administrative and training perspective. Aged Care reforms will mean more work to be done to ensure we achieve compliance. A meeting has been planned with Narrogin Homecare in November for the CEO, EMCCS and myself to discuss how the Narrogin Shire support operations and administrative support to their Community Care services. A meeting with the Commonwealth also due for November, will assist informed decision making for the future of Wagin Homecare.

*Address to Council*



Last Council meeting – October 24, I as manager of Wagin Homecare addressed Council to help inform and provide an understanding of the challenges of running and administrating a complex business such as Aged Care service delivery.

The three most important points of that address, to ensure the safe and best practice are the overall aim for Wagin Homecare. Beginning with:

1. Training and upskilling of staff
2. Financial oversight for reporting continues noting the imminent departure of Manager of Finance
3. A more suitable and functional space for operations.

I have requested a meeting with Leigh Hambly from Care Communities to engage a Registered Training Organisation for mandatory training modules for our current staff on site (if possible and practical). I have requested a meeting with the Manager of Narrogin TAFE for certificate training. We are yet to establish how we might support our RN for her ongoing accreditation training requirements. This may be addressed via our meeting with Narrogin Homecare.

The EMCCS (Executive Manager of Corporate and Communities) will assist Wagin Homecare Administration Officer to prepare the mandatory financial reports. John (EMCCS) Kasey Pearce (Admin Officer) and myself, have planned training with our database provider (Sandwai). The idea is to ensure we understand how this software is set up and collates the required information. This should offer us all a good overview of the software's capacity for accurate reporting set up, thus reducing error. I note the current Manager of Finance (Jenny Goodbourn) has checked these reports and found multiple errors in the past. It has been with her expertise that we have ensured the data we have submitted is true and correct. Therefore, this training will be vital for us all going forward and be beneficial for the incoming Manager of Finance.

The Town Hall has been accepted as the venue for our relocation. Its current layout will lend perfectly to our administration requirements with staff room also suited for group training and workshops with easy access to the Lesser Hall where we have relocated our centre-based activity days.

I look forward to reporting on our progress in the November Report.

#### *Report for October 2023:*

89 unique clients received seven or more services in September; Domestic Assistance, Social Support and Gardening are the services in greatest demand. There were 458 service deliveries in October for CHSP and 181 services for HCP packages.



Commonwealth Home Support Package (CHSP)

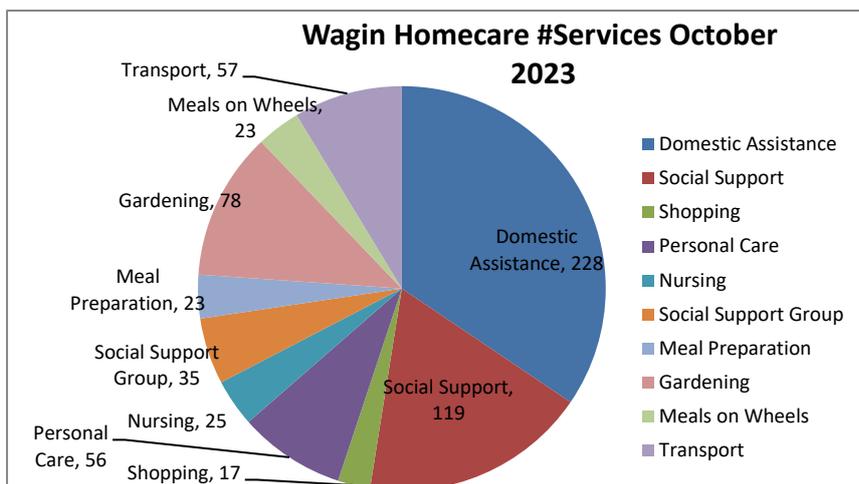
Types of services provided	Format	Provided	Contracted	Variance
Domestic Assistance	(Hours)	270	222	-48
Social Support Group	(Hours)	69	140	71
Social Support Individual	(Hours)	85	83	-2
Home Maintenance	(Hours)	75	106	31
Transport	(#Trips)	32	64	32
Meals - Community and Home Support	(#Meals)	23	225	202
Nursing	(Hours)	12	16	4
Personal Care	(Hours)	20	33	13
Other food services	(Hours)	21	27	6
Respite Care	(Hours)	0	1	1

Home Care Packages (HCP)

Types of services provided	Format	Provided
Domestic Assistance	(Hours)	21
Social Support Group	(Hours)	28
Social Support Individual	(Hours)	90
Home Maintenance	(Hours)	7
Transport	(#Trips)	25
Meals on Wheels	(#Meals)	0
Nursing	(Hours)	7
Personal Care	(Hours)	24
Other food services	(Hours)	5
Respite Care	(Hours)	0



NUMBER	DATA
1	Domestic Assistance
2	Gardening
3	Transport
4	Nursing
5	Social Support Group
6	Social Support Individual
7	Meals on Wheels
8	Shopping
9	Meal Preparation
10	Personal Care





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**CONSULTATION/COMMUNICATION**

Chief Executive Officer and staff of the Shire of Wagin.

**STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995 and relevant regulations.

**POLICY IMPLICATIONS**

No direct policy implications.

**FINANCIAL IMPLICATIONS**

2023/24 approved budget.

**STRATEGIC IMPLICATIONS**

Reference to and implementation of the Shire of Wagin strategic Community Plan, Shire of Wagin Corporate Business Plan, Shire of Wagin Disability access and Inclusion Plan.

**VOTING REQUIREMENTS**

Simple Majority.



## 11.2.2 ASSIGNMENT AND VARIATION OF LEASE - WAGIN DENTAL CENTRE

PROPONENT:	Wagin Dental Centre
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Wagin
AUTHOR OF REPORT:	John Fathers, Executive Manager Community and Corporate Services
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	13 November 2023
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LS.AG.1
STRATEGIC DOCUMENT REFERENCE:	Key Results Area - 3. Community Services and Social Environment  Key Activities and Strategies for the Short Term 2021-2025 - 3.2 Retain the school and hospital and grow health, Doctor services, allied health and aged care services.
ATTACHMENTS:	Draft Deed of Extension and Assignment of Lease

### OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

**That Council grant authority to the Shire President and the Chief Executive Officer to affix the common seal of the Council to an Assignment and Variation of Lease for the Wagin Dental Centre premises at 11 (Lot 299) Tavistock Street, Wagin from Anthony Robert Norris to JKMD Pty Ltd ATF JKMD Unit Trust (Dr Jeetash Kumar).**

**Carried 0/0**

### BRIEF SUMMARY

Council has been advised that the Wagin Dental Centre business, operated by Dr Anthony Robert Norris, has been sold to JKMD Pty Ltd ATF JKMD Unit Trust. Settlement is taking place on 17 October 2023. The business leases its premises from the Shire of Wagin and the Shire is required for formally assent to an assignment of the lease to the buyer.

### BACKGROUND/COMMENT

The lease for the Wagin Dental Centre relates to the following property:



Premises: That portion of the land (Lot 299 on Plan 223175 and being the whole of Certificate of Title Volume 1928 Folio 341) and buildings constructed thereon and known as 11 (Lot 299) Tavistock Street, Wagin, WA as hatched and delineated in black stripes on the floor plan attached to the lease agreement.

The purchaser is Dr Jeetash Kumar, director of JKMD Pty Ltd.

The lease is due to expire on 30 April 2024. Dr Kumar requested that the lease continue on a 'periodic month-to-month basis' after its expiry in April 2024 on the same rent and outgoings.

The main issue for the Shire is security and ensuring the continuity of the lessee. The administration considered that the holding over situation should be for a fixed period only. The Shire advised that by August 2024, we would insist on a fixed term extension of the lease.

Dr Kumar has agreed to a further two year lease plus a two year option after August 2024.

The Shire's solicitor has been requested to draw up an assignment and variation of lease, the costs of which will be reimbursed to the Shire. The draft deed is attached. All of the other conditions of the lease would continue to apply but the term of the lease would be for a short holding over period then and extension as detailed above.

## **CONSULTATION/COMMUNICATION**

Consultation has taken place with the business broker representing the parties as well as the conveyancer and the Shire's solicitor.

## **STATUTORY/LEGAL IMPLICATIONS**

### Local Government Act 1995

Section 3.58 of the Local Government Act 1995 'Disposing of Property' applies to the disposition of property, including leasing.

Under Functions and General Regulations a disposition of land is an exempt disposition, and is excluded from the application of section 3.58, if:

- '(f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the dental profession or medical profession to be used for carrying on the person's dental practice or medical practice;'*

This assignment of lease would be an exempt disposition.

### Shire of Wagin Standing Orders

#### Part 19 - Common Seal

##### 19.1 The Council's Common Seal

- (1) The CEO is to have charge of the common seal of the Local Government and is responsible for the safe custody and proper use of it.



- (2) The common seal of the Local Government may only be used on the authority of the Council given either generally or specifically and every document to which the seal is affixed must be signed by the President and the CEO or a senior employee authorised by him or her.
- (3) The common seal of the Local Government is to be affixed to any local law which is made by the Local Government.
- (4) The CEO is to record in a register each date on which the common seal of the Local Government was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.
- (5) Any person who uses the common seal of the Local Government or a replica thereof without authority commits an offence.

Penalty \$1,000

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

There are no financial implications as Council is only transferring the lease to the buyer under the same terms and conditions as leased to Dr Norris.

### **STRATEGIC IMPLICATIONS**

This will help to retain dental services in Wagin and is consistent with the following section of the Shire of Wagin Strategic Community Plan 2020-2030.

#### **Key Results Areas**

### **3. Community Services and Social Environment**

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

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
("The Lessor")

and

**ANTHONY ROBERT NORRIS**  
**TRADING AS WAGIN DENTAL CENTRE**  
("The Assignor")

and

**JKMD PTY LTD (ACN 671 886 258)**  
**ATF JKMD UNIT TRUST (ABN 49 689 186 056)**  
("The Assignee")

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**DEED OF EXTENSION AND ASSIGNMENT OF LEASE**

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Ref:23185

Larina Piesse Barrister & Solicitor

PO Box 7

WAGIN WA 6315

Telephone: (08) 9861 1226

Email: [larina@larinapiesse.com.au](mailto:larina@larinapiesse.com.au)

THIS DEED OF EXTENSION AND ASSIGNMENT OF LEASE is made the \_\_\_\_\_ day  
of \_\_\_\_\_ 202

BETWEEN:

**SHIRE OF WAGIN** of 2 Arthur Road Wagin in the State of Western Australia (“The Lessor”)

AND

**ANTHONY ROBERT NORRIS TRADING AS WAGIN DENTAL CENTRE** of 25 Clydesdale Street Mandurah in the State of Western Australia (“The Assignor”)

AND

**JKMD PTY LTD (ACN 671 886 258) ATF JKMD UNIT TRUST (ABN 49 689 186 056)** (“The Assignee”)

RECITALS:

- A. The Assignor leases the Leased Premises from the Lessor for a term which expires on 30 April 2024 under the terms of the Lease as extended by a Deed of Extension of Lease dated 1 May 2022.
- B. The Assignor and Assignee have agreed to the assignment of the Assignor’s interest in the Lease from and including the Date of Assignment for the unexpired portion thereof. The Lessor consents to this assignment.
- C. The Lessor and Assignee agree to extend the term of the Lease for the Extended Term upon the terms and conditions contained in this Deed.

NOW THIS DEED WITNESSES AND THE PARTIES COVENANT AND AGREE AS FOLLOWS:

## 1. DEFINITIONS & INTERPRETATION

- (a) Unless defined otherwise, words defined in the Original Lease have the same meaning when used in this Deed.
- (b) In this Deed, unless inconsistent with context or subject matter:
  - (i) “Assignee’s Covenants” means all or any of the terms, conditions and covenants contained or implied in this Deed on the part of the Assignee to be complied with observed and performed;
  - (ii) “Date of Assignment” is the date of assignment mentioned in Item 2 of the Schedule;
  - (iii) “Extended Term” means the renewal term mentioned in Item 4 of the Schedule;

- (iv) “Lease” means the lease specified in Item 1 of the Schedule, as amended, assigned or extended by the other documents specified in Item 1 and where the context requires includes this Deed;
  - (v) “Leased Premises” means the premises demised by the Original Lease specified in Item 3 of the Schedule;
  - (vi) “Lessee’s Covenants” means all or any of the terms, covenants and conditions contained or implied in the Lease to be complied with, observed and performed by any person other than the Lessor;
  - (vii) “Property” means the land specified in Item 1 of the schedule to the Lease;
  - (viii) “Rent” means the rent reserved by the Lease and any variations of that rent;
  - (ix) “Schedule” means the schedule to this Deed;
  - (x) “Term” means the term of the Lease, any shorter term (in the event of the early determination of the Term), any extension or renewal of that term, any further terms or any extension or renewal of those terms
- (c) The Paragraph headings shall not affect the interpretation of this Deed.
  - (d) Words importing the masculine gender shall include the feminine gender and vice versa and shall also have application to corporations.
  - (e) Words importing the singular number shall include the plural number and vice versa.
  - (f) Reference to any statute in this deed includes a reference to the statute as amended, modified or replaced and includes orders, ordinances, regulations, rules and bylaws made under or pursuant to that statute.
  - (g) Reference to a person includes a reference to that person’s personal representatives, successors and assigns.
  - (h) Reference to a person includes a natural person, partnership, trust, association and company.
  - (i) Reference to a company includes any incorporated body of any description.
  - (j) Reference to the provisions of a document or part of a document includes a reference to all the terms, covenants, conditions, stipulations and reservations contained or implied in that document or in that part of a document.

## 2. ASSIGNMENT

In consideration of the Assignee’s Covenants, the Assignor as beneficial owner (with the consent of the Lessor as is evidenced by the Lessor’s execution of this deed) HEREBY ASSIGNS the Assignor’s interest in the Lease unto the Assignee from and including the Date of Assignment for the unexpired residue of the Term.

## 3. ASSIGNEE’S COVENANTS

- (a) The Assignee COVENANTS with the Assignor:
  - (i) To pay the Rent and to comply with, observe and perform the Lessee’s Covenants from and including the Date of Assignment;

(ii) to indemnify and keep indemnified the Assignor against all proceedings, costs, claims and expenses whatsoever resulting from any failure to pay the Rent and comply with, observe and perform the Lessee's Covenants from and including the Date of Assignment;

(b) The Assignee COVENANTS with the Lessor to pay the Rent, outgoings and to comply with, observe and perform the Lessee's Covenants from and including the Date of Assignment.

#### **4. ASSIGNOR'S COVENANTS WITH ASSIGNEE**

The Assignor COVENANTS with the Assignee that:

(a) The Lease is a valid and subsisting instrument and is not void or voidable and the Assignor has complied with, observed and performed all the Lessee's Covenants to the Date of Assignment;

(b) The Assignor will sign all documents and do whatever else is reasonably required in order to effectually vest in the Assignee the Lease and the Leased Property for the unexpired residue of the Term;

(c) The Assignor has not encumbered the Lease or suffered it to be jeopardised or endangered;

(d) The Assignor has not done or omitted to do anything whereby any option of renewal contained in the Lease has become or may become void or voidable and all such options of renewal are freely assignable by the Assignor and are validly assigned by this deed.

#### **5. ASSIGNOR'S COVENANTS WITH LESSOR**

The Assignor COVENANTS with the Lessor to withdraw forthwith any caveat affecting the Property lodged by or on behalf of the Assignor and, if the Assignor fails to withdraw the caveat by the Date of Assignment, the Assignor IRREVOCABLY APPOINTS the Lessor to be the true and lawful attorney for the Assignor in his name and on his behalf and as the act and deed of the Assignor, to sign and lodge at Landgate a withdrawal of any such caveat and the Assignor RATIFIES AND CONFIRMS and agrees to ratify and confirm all that the attorney shall do and cause to be done under or by virtue of this clause and shall indemnify the Lessor in respect of any loss arising from any act done under or by virtue of this clause and shall pay the Lessor's costs and expenses of and incidental to the withdrawing of any such caveat lodged by the Assignor affecting the Property.

#### **6. MUTUAL COVENANTS**

The Assignor and the Assignee COVENANT with each other that:

(a) vacant possession of the Leased Premises shall be given to and taken by the Assignee from and including the Date of Assignment;

(b) the Rent and all other payments of any kind to be made by the Assignor under the terms of the Lease shall be apportioned and paid by the Assignee from and including the Date of Assignment.

#### **7. NO WAIVER OF THE LESSOR'S POWERS**

Nothing in this deed shall:

- (a) release the Assignor from the obligations to pay the Rent and comply with, observe and perform the Lessee's Covenants up to and including the Date of Assignment;
- (b) prejudice or restrict the Lessor's Powers or affect any claim or demand which the Lessor may now or but for the execution of this deed, would have had against the Assignor for or in respect of any breach of the Lessee's Covenants prior to the Date of Assignment;
- (c) be evidence that the Lessee's Covenants have been complied with, observed and performed or be deemed as a waiver of any existing breach of the Lessee's Covenants.

#### **8. EXTENSION OF LEASE**

The Lessor extends the Lease for the Extended Term on the terms of this Deed and the Assignee accepts the extension.

#### **9. RENT**

- (a) The Rent payable by the Assignee at the commencement of the Extended Term is the current rent as provided in Item 6 of the Schedule.
- (b) The Rent is subject to review, as provided in the Lease on the rent review dates specified in item 6 of the schedule of the Lease.

#### **10. TERMS OF EXTENSION**

All the provisions of the Lease apply during the Extended Term except:

- (a) to the extent that the terms of the Lease are varied by this deed;
- (b) the number of options for renewal specified in item 9 of the schedule to the Lease will be deleted or will be reduced by one, whichever is appropriate.

#### **11. ASSIGNEE'S OBLIGATIONS AND ACKNOWLEDGEMENT**

- (a) The Assignee shall during the Extended Term:
  - (i) pay the Rent (as varied from time to time in accordance with the Lease) and all other money payable by the Lessee under the Lease in the manner specified in the Lease;
  - (ii) comply with all the Assignee's other obligations as lessee under the Lease;

(b) The Assignee acknowledges that in respect of the Extended Term the Lessor has all the rights and powers and may exercise all the remedies contained in the Lease.

## **12. LESSOR'S OBLIGATIONS**

During the Extended Term, the Lessor shall comply with all the Lessor's obligations under the Lease.

## **13. LESSOR'S COSTS**

The costs of and incidental to the taking of instructions, preparation, negotiation, completion and stamping of this deed and the usual counterparts thereof, including all duties, and the Lessor's costs of all inquiries and attendances regarding the suitability of the Assignee shall be borne by the Assignee.

## THE SCHEDULE

- Item 1            Lease**  
(a) Deed of Lease dated 2016 between the Lessor as Lessor and the Assignor as Lessee;  
(b) Deed of Extension of Lease dated 1 May 2022 between the Lessor and the Assignor as Lessee.
- Item 2            Date of Assignment**  
17 October 2023
- Item 3            Leased Premises**  
That portion of land and buildings constructed on the Land and known as 11 (lot 299) Tavistock Street Wagin in the State of Western Australia as hatched and delineated in black stripes on the floor plan attached to the Original Lease (for information purposes only)
- Item 4            Extended Term**  
A term of 2 years commencing on 1 May 2024 and expiring on 30 April 2026
- Item 5            Further Term**  
2 years
- Item 6            Rent**  
\$4,767.60 per annum inclusive of GST payable by calendar monthly instalments of \$397.30 (inclusive of GST) on the first (1) day of each month.

**LESSOR**

THE COMMON SEAL OF )

THE SHIRE OF WAGIN was )

Hereunto affixed in the presence of )

\_\_\_\_\_ )

**SIGNED - SHIRE PRESIDENT**

\_\_\_\_\_ )  
**SHIRE PRESIDENT NAME** (please print)

\_\_\_\_\_ )  
**SIGNED - CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_ )  
**CHIEF EXECUTIVE OFFICER NAME** (please print)

**ASSIGNOR**

SIGNED by the said ANTHONY ROBERT NORRIS )

)

\_\_\_\_\_ )

In the presence of:- )

)

\_\_\_\_\_ )

WITNESS – name & signature

**ASSIGNEE**

In accordance with the Corporations Act 2001:

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**SOLE DIRECTOR & SECRETARY**

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**NAME (PLEASE PRINT)**



## 11.3 MANAGER OF WORKS

### 11.3.1 WORKS AND SERVICES REPORT – NOVEMBER 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	Allen Hicks, Manager of Works
SENIOR OFFICER:	Mark Hook, Acting Chief Executive Officer
DATE OF REPORT:	14 November 2023
PREVIOUS REPORT(S):	31 October 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	2023/24 Approved Budget
ATTACHMENTS:	1. Plant report

#### OFFICER RECOMMENDATION

**Moved Cr**

**Seconded Cr**

**That Council:**

1. **Receive the report of the Manager of Works as presented.**

**Carried 0/0**

#### BRIEF SUMMARY

This item is a regular report from the Manager of Works.

#### BACKGROUND/COMMENT

##### CONSTRUCTION CREW:

- New culverts installed on Dongolocking Road.
- Stabilising works carried out to Dongolocking Road 3.2km
- Bituminising of shoulders Dongolocking Road 3.2km
- Gravel sheet Hyde road 2.5km

##### TOWNS CREW

- Put up shade sails at the pool ready for the season opening.
- Spraying for ants
- Tidying up of parks and gardens and attending to maintenance work
- Street sweeping



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### UPCOMING WORKS:

- Construction new footpath on Upland street
- Construction new footpath on Lukin street
- Construction of new footpath Tarbet Street
- Street sweeping to CBD and Shopping areas
- Tidying up and maintenance works

### ROAD MAINTENANCE:

The Works crew have attended public requests, general road maintenance issues including blow outs on unsealed roads and fallen trees as they arise.

Maintenance grading on the North side of Shire and removing suckers on road verges as weather permits.

### TOWN MAINTENANCE:

The town crew have been undertaking community requests, removing fallen trees, cleaning out culverts and drains, patching potholes as time permits. Gardening crew has been planting seedlings in various location and pots around town.

### PLANT / MACHINERY:

General servicing of small and large plant has been carried out by Shire staff, major servicing, and mechanical repairs to be carried out by Marley Diesel and Ag as required.

We took delivery of the new Isuzu Crew Cab Truck, new Isuzu 6 tonne tipping truck, new Isuzu 12 tone tipping truck and new Isuzu D-Max – Manager of Works Vehicle. All the above vehicles (2023/2024 budget) still waiting on a Multi tyre roller and gardeners ute.

### CONSULTATION/COMMUNICATION

Nil

### STATUTORY/LEGAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

This expenditure has been budgeted.

### STRATEGIC IMPLICATIONS

These assets are required for works in the community

### VOTING REQUIREMENTS

Simple Majority



PLANT REPORT				Nov-23		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	M HOOK	29/10/2019	69,140	70,000	W.1	service due
ISUZU D-MAX WAGON P-02	J FATHERS	11/10/2023	3,350	5,000	W.001	
ISUZU D MAX P-04	A HICKS	27/10/2023	1,354	3,000	W.1008	
TOYOTA KLUGER - P-05	P VAN MARSEVEEN	13/10/2021	61,800	70,000	W.1479	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,271	1/03/2024	W.10292	
CAT GRADER P-10	J PRAETZ	14/01/2021	3,394	3,400	W.284	service due
KOMATSU LOADER P-11	G EVANS	21/03/2018	5,666	6,000	W.10707	
KOMATSU GRADER P-12	S DE SOUZA	15/01/2019	5,597	6,189	W.041	
KOMATSU EXCAVATOR P-13	VARIOUS	10/12/2021	358	527		
ISUZU TRUCK P-14	S HISKINS	3/12/2019	107,997	120,580	W.1002	
BOMAG ROLLER P-15	VARIOUS	3/01/2008	11,029	10,900	W.7862	getting traded
ISUZU TRUCK P-16	VARIOUS	19/10/2010	121,719	126,229	W.1012	
MAHINDRA P-17	M WUBBELS	21/03/2022	10,094	10,000	W.10955	service due
KUBOTA MOWER P-18	M TITO	31/10/2019	512	500		service due
VIBE ROLLER P-19	VARIOUS	3/01/2008	2,291	2,446	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	4,414	4488	W.9618	
ISUZU P-21	S DE SOUZA	17/03/2017	99,346	105,000		going to auction
ISUZU P-21 (NEW)		27/10/2023	766	3,000	W.676	
JOHN DEERE P-22	S SICELY	10/08/2016	609	700	W.487	
TOYOTA UTE P-24	M TITO	17/11/2020	28,279	26,000	W.1010	
TOYOTA UTE P-25	S SICELY	25/11/2020	32,489	37,000	W.1001	
TRITON UTE P-26	J PRAETZ	14/11/2014	103,934	110,000	W.1022	
MAHINDRA P-38	L STANBRIDGE	13/01/2023	6,330	15,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	4,069	4,300	W.10553	
ISUZU TRUCK P-40	J CHAMBERLAIN	29/03/2019	125,631	127,758	W.437	
ISUZU TRUCK P-42	VARIOUS	6/02/2014	191,185	207,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1,302	1,282		service due
CAT BACKHOE P-47	VARIOUS	21/09/2015	6,460	6,630	W.10552	
TENNANT SWEEPER P-48	D HOYSTED	16/10/2015	2,142	4,400	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	5,012	4,900	W.860	service due
TOYOTA UTE P-50	T SIMMS	15/12/2017	65,092	70,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,521	7/06/2024	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	739	880		
ROVER MOWER P-53	VARIOUS	5/09/2022	176	200		
TOYOTA UTE P-85	G ARNOLD	29/10/2020	24,868	25,000	W.863	
TOYOTA UTE P-94	D HOYSTED	23/10/2019	68,044	75,000	W.10796	



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**11.4 MANAGER OF FINANCE**

*Nil*

**11.5 TOWN PLANNER REPORT**

*Nil*

**11 ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS**

**12 URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

**13 CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23  
(2)**

**14 CLOSURE**