



AGENDA

ORDINARY MEETING OF COUNCIL

28 MAY 2024



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SHIRE OF WAGIN

NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council will be held

ON: Tuesday, 28 May 2024

WHERE: Council Chambers, Shire Office

AT: 7:00pm

Dr Kenneth Parker
CHIEF EXECUTIVE OFFICER

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.

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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.

Dr Kenneth Parker
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



SHIRE OF WAGIN

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers, Wagin on Tuesday 28 May 2024 commencing at 7pm

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1 OFFICIAL OPENING

1.1 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2 PUBLIC QUESTION TIME

Shire of Wagin Standing Orders Local Law 2001, Clause 3.3 Public Question Time

(1) A member of the public who raises a question during question time is to state his or her name and address.

(2) A question may be taken on notice by the Council or committee for later response.

(3) When a question is taken on notice under sub-clause (2) a response is to be given to the member of the public in writing by the CEO, and a copy is to be included in the agenda of the next meeting of the Council or committee as the case requires.

2.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

2.2 PUBLIC QUESTIONS

3 APPLICATION FOR LEAVE OF ABSENCE

Section 2.25 of the Local Government Act 1995 provides Council with the authority to grant of leave of absence for no more than six consecutive Ordinary Council Meetings.

On 21 May 2024, Cr O'Brien requested a leave of absence owing to travel commitments for the following Ordinary Council Meetings:

28 May 2024
25 June 2024
23 July 2024
27 August 2024

A resolution to approve the leave of absence would be constructed as follows:

That Council APPROVES the leave of absence requested by Cr O'Brien for the following Ordinary Council Meetings:

28 May 2024
25 June 2024
23 July 2024
27 August 2024



The Act requires that in the event that Council does not approve a leave of absence that the reasons for the refusal are recorded in the minutes. In this scenario Officers would recommend that the reason forms part of the resolution.

A leave of absence exempts a member from disqualification due to absence from meetings. The quorum requirements of Council are not impacted nor the thresholds of a simple or absolute majority.

4 PETITIONS AND DEPUTATIONS

5 DISCLOSURE OF INTERESTS

6 CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL 23 APRIL 2024

OFFICER RECOMMENDATION

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on Tuesday 23 April 2024 be confirmed.

7 ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS



8 REPORTS TO COUNCIL

8.1 CHIEF EXECUTIVE OFFICER

8.1.1 FINANCIAL REPORTS – APRIL 2024

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	Attachment 1 - Monthly Financial Report

OFFICER RECOMMENDATION

That Council RECEIVE the Financial Report for the period ending 30 April 2024 as contained in Attachment 1.

BRIEF SUMMARY

The April 2024 Monthly Financial Report is attached for Council to receive.

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 30 June 2023, forming a major part of the carried forward balance from 2022/23.

The closing surplus as at the 30 April 2024 is \$1,257,491.

Total rates outstanding at the end of March are \$199,275. Payments to the end of March were \$3,036,397 with many people paying by the due date which was 19 September 2023. Approximately 17% elected to pay by instalment, taking up either the 2 or 4 instalments option. Those who have not made payment or an arrangement are being monitored or have been forwarded to our collection agent for recovery action to be taken.

The Shire has a total of \$4,078,332 invested in interest bearing accounts which are currently earning interest of 4.30% on WA Treasury OCDF (\$773,997) and 4.36% on WA Treasury Reserve Term Deposits (\$3,244,881) and 1.35% on Bankwest Telenet Saver (\$59,454). \$1,000,000 was recently transferred from the Bankwest Telenet Saver to a term deposit account with WA Treasury to take advantage of the higher interest rate. The balance has remained invested with Bankwest in accordance with the Council's Investment Policy which states that the Shire will invest funds with authorised financial institutions that provide a service to the local community.

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 30 APRIL 2024**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WAGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
General Rates		2,618,623	2,618,623	2,622,613	2,604,357	(18,256)	(0.70%)	
Rates (excluding general rate)		0	0	0	15,420	15,420	0.00%	
Grants, subsidies and contributions		768,281	873,468	778,901	879,383	100,482	12.90%	▲
Fees and charges		822,908	837,908	765,822	691,925	(73,897)	(9.65%)	▼
Interest Revenue		128,682	128,682	98,391	158,951	60,560	61.55%	▲
Other revenue		364,315	364,315	320,327	404,997	84,670	26.43%	▲
Profit on asset disposals		90,919	149,797	149,797	152,177	2,380	1.59%	
		4,793,728	4,972,793	4,735,851	4,907,210	171,359	3.62%	
Expenditure from operating activities								
Employee costs		(2,873,551)	(2,924,196)	(2,471,142)	(2,450,086)	21,056	0.85%	▲
Materials and contracts		(1,723,292)	(1,770,447)	(1,492,295)	(1,440,266)	52,029	3.49%	▲
Utility charges		(359,668)	(359,668)	(299,500)	(291,995)	7,505	2.51%	
Depreciation		(3,351,231)	(3,351,231)	(2,792,514)	(2,813,337)	(20,823)	(0.75%)	▼
Finance Costs		(20,785)	(20,785)	(15,100)	(15,328)	(228)	(1.51%)	
Insurance		(202,713)	(202,713)	(181,796)	(209,021)	(6,308)	(14.98%)	
Other expenditure		(342,798)	(322,798)	(287,274)	(224,886)	62,388	21.72%	▲
Loss on asset disposals		(5,396)	(5,396)	(4,000)	(5,118)	(1,118)	(27.95%)	
		(8,879,434)	(8,957,234)	(7,543,621)	(7,450,037)	93,584	(1.24%)	
Non-cash amounts excluded from operating activities	(b)	3,265,708	3,206,830	2,646,717	2,739,176	92,459	3.49%	▲
Amount attributable to operating activities		(819,998)	(777,611)	(161,053)	196,349	357,402	(221.92%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		974,682	974,682	706,937	534,392	(172,545)	(24.41%)	▼
Proceeds from disposal of assets		275,453	366,980	124,254	345,864	221,610	178.35%	▲
Proceeds from financial assets at amortised cost - self supporting loans		22,560	22,560	10,582	10,502	(80)	(0.75%)	
		1,272,695	1,364,222	841,773	890,758	48,985	5.82%	
Outflows from investing activities								
Payments for financial assets at amortised cost - self supporting loans		(60,000)	(60,000)	(60,000)	(60,000)	0	0.00%	
Payments for property, plant and equipment		(1,051,819)	(1,057,027)	(1,054,991)	(955,675)	99,316	9.41%	
Payments for construction of infrastructure		(1,987,470)	(2,003,120)	(1,852,179)	(1,363,585)	488,594	26.38%	▲
		(3,099,289)	(3,120,147)	(2,967,170)	(2,379,260)	587,910	(19.81%)	
Non-cash amounts excluded from investing activities	(c)	0	0	0	0	0	0.00%	
Amount attributable to investing activities		(1,826,594)	(1,755,925)	(2,125,397)	(1,488,502)	636,895	(29.97%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new loans		60,000	60,000	60,000	60,000	0	0.00%	
Transfer from reserves		143,957	152,066	70,090	137,209	67,119	95.76%	▲
		203,957	212,066	130,090	197,209	67,119	51.59%	
Outflows from financing activities								
Repayment of borrowings		(67,881)	(67,881)	(49,238)	(49,024)	214	0.43%	
Transfer to reserves		(312,405)	(382,608)	(135,066)	(369,724)	(234,658)	(173.74%)	▼
		(380,286)	(450,489)	(184,304)	(418,748)	(234,444)	(127.21%)	
Amount attributable to financing activities		(176,329)	(238,423)	(54,214)	(221,539)	(167,325)	308.64%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		2,827,597	2,771,183	2,771,183	2,771,183	0	0.00%	
Amount attributable to operating activities		(819,998)	(777,611)	(161,053)	196,349	357,402	(221.92%)	
Amount attributable to investing activities		(1,826,594)	(1,755,925)	(2,125,397)	(1,488,502)	636,895	(29.97%)	
Amount attributable to financing activities		(176,329)	(238,423)	(54,214)	(221,539)	(167,325)	308.64%	
Surplus or deficit after imposition of general rates	(a)	4,676	(776)	430,518	1,257,491	826,973	(192.09%)	

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 30 APRIL 2024**

BY PROGRAM

	Note	Adopted Annual Budget (c) \$	Amended Annual Budget (d) \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. ▲▼
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance		37,977	40,250	39,160	39,595	435	▲
General Purpose Funding - Rates	6	2,618,623	2,618,623	2,622,613	2,604,357	(18,256)	▼
General Purpose Funding - Other		317,889	398,394	340,035	402,898	62,863	▲
Law, Order and Public Safety		112,016	89,543	87,448	105,185	17,737	▲
Health		8,834	8,834	6,100	2,684	(3,416)	▼
Education and Welfare		650,108	693,108	615,462	639,274	23,812	▲
Housing		0	0	0	0	0	
Community Amenities		402,876	402,876	388,706	390,974	2,268	▲
Recreation and Culture		84,513	103,668	79,764	87,548	7,784	▲
Transport		265,779	322,384	310,713	323,673	12,960	▲
Economic Services		185,653	185,653	154,680	172,942	18,262	▲
Other Property and Services		109,460	109,460	91,170	138,080	46,910	▲
		4,793,728	4,972,793	4,735,851	4,907,210		
Expenditure from operating activities							
Governance		(550,132)	(517,132)	(454,922)	(331,290)	123,632	▲
General Purpose Funding		(366,067)	(366,067)	(300,004)	(310,560)	(10,556)	▼
Law, Order and Public Safety		(434,114)	(434,114)	(363,149)	(370,691)	(7,542)	▼
Health		(193,204)	(193,204)	(156,813)	(153,703)	3,110	▲
Education and Welfare		(730,432)	(793,432)	(675,162)	(702,919)	(27,757)	▼
Community Amenities		(739,335)	(739,335)	(616,650)	(577,515)	39,135	▲
Recreation and Culture		(2,165,203)	(2,207,358)	(1,858,855)	(1,867,442)	(8,587)	▼
Transport		(2,714,983)	(2,710,983)	(2,267,627)	(2,250,642)	16,985	▲
Economic Services		(488,248)	(488,248)	(408,569)	(384,635)	23,934	▲
Other Property and Services		(497,716)	(507,361)	(441,870)	(500,641)	(58,771)	▼
		(8,879,434)	(8,957,234)	(7,543,621)	(7,450,037)		
Non-cash amounts excluded from operating activities	(b)	3,265,708	3,206,830	2,646,717	2,739,176	92,459	▲
Amount attributable to operating activities		(819,998)	(777,611)	(161,053)	196,349	357,402	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		974,682	974,682	706,937	534,392	(172,545)	▼
Proceeds from disposal of assets		275,453	366,980	124,254	345,864	221,610	▲
Proceeds from financial assets at amortised cost - self supporting loans		22,560	22,560	10,582	10,502	(80)	▼
		1,272,695	1,364,222	841,773	890,758	48,985	
Outflows from investing activities							
Payments for financial assets at amortised cost - self		(60,000)	(60,000)	(60,000)	(60,000)	0	
Payments for property, plant and equipment	5	(1,051,819)	(1,057,027)	(1,054,991)	(955,675)	99,316	▲
Payments for construction of infrastructure		(1,987,470)	(2,003,120)	(1,852,179)	(1,363,585)	488,594	▲
		(3,099,289)	(3,120,147)	(2,967,170)	(2,379,260)	587,910	
Non-cash amounts excluded from investing activities	2(b)	0	0	0	0	0	
Amount attributable to investing activities		(1,826,594)	(1,755,925)	(2,125,397)	(1,488,502)	636,895	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new loans		60,000	60,000	60,000	60,000	0	
Transfer from Reserves		143,957	152,066	70,090	137,209	67,119	▲
		203,957	212,066	130,090	197,209	67,119	
Outflows from financing activities							
Repayment of borrowings		(67,881)	(67,881)	(49,238)	(49,024)	214	▲
Transfer to Reserves		(312,405)	(382,608)	(135,066)	(369,724)	(234,658)	▼
		(380,286)	(450,489)	(184,304)	(418,748)	(234,444)	
Amount attributable to financing activities		(176,329)	(238,423)	(54,214)	(221,539)	(167,325)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,827,597	2,771,183	2,771,183	2,771,183		
Amount attributable to operating activities		(819,998)	(777,611)	(161,053)	196,349		
Amount attributable to investing activities		(1,826,594)	(1,755,925)	(2,125,397)	(1,488,502)		
Amount attributable to financing activities		(176,329)	(238,423)	(54,214)	(221,539)		
Surplus or deficit after imposition of general rates	1	4,676	(776)	430,518	1,257,491		

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 30 APRIL 2024

		Supplementary	
		Information	
		30 June 2024	30 April 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	6,043,307	4,655,507
Trade and other receivables	7	203,918	287,126
Other financial assets	8	21,164	11,953
Inventories	8	63,263	63,263
Contract assets	8	25,534	25,534
Other assets	8	10,175	0
TOTAL CURRENT ASSETS		6,367,362	5,043,383
NON-CURRENT ASSETS			
Trade and other receivables		69,937	69,937
Other financial assets		137,280	195,989
Investment in associate		0	0
Property, plant and equipment		20,446,427	19,985,514
Infrastructure		128,965,345	128,733,377
TOTAL NON-CURRENT ASSETS		149,618,990	148,984,817
TOTAL ASSETS		155,986,351	154,028,200
CURRENT LIABILITIES			
Trade and other payables	9	178,723	332,854
Other liabilities	12	278,098	163,274
Borrowings	11	66,486	18,753
Employee related provisions	12	524,736	524,736
TOTAL CURRENT LIABILITIES		1,048,042	1,039,617
NON-CURRENT LIABILITIES			
Borrowings	11	336,047	394,755
Employee related provisions		33,047	33,047
TOTAL NON-CURRENT LIABILITIES		369,094	427,802
TOTAL LIABILITIES		1,417,136	1,467,419
NET ASSETS		154,569,215	152,560,781
EQUITY			
Retained surplus		33,608,012	31,367,063
Reserve accounts	4	3,071,820	3,304,335
Revaluation surplus		117,889,383	117,889,383
TOTAL EQUITY		154,569,215	152,560,781

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

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 January 2024

SHIRE OF WAGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

Current assets

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
Cash and cash equivalents	3,272,420	6,043,307	4,655,507
Financial assets at amortised cost	22,560	0	0
Rates receivables	0	37,369	131,545
Receivables	143,235	166,548	155,581
Other current assets	63,263	120,137	100,750
	3,501,478	6,367,362	5,043,383

Less: Current liabilities

Payables	(203,523)	(178,723)	(332,854)
Borrowings	0	(66,486)	(18,753)
Contract liabilities	(58,605)	(278,098)	(163,274)
Provisions	(494,156)	(524,736)	(524,736)
	(756,284)	(1,048,042)	(1,039,617)

Net Current Assets	2,745,194	5,319,319	4,003,766
--------------------	-----------	-----------	-----------

Less: Total adjustments to net current assets

(c)	(2,745,194)	(2,548,137)	(2,746,275)
-----	-------------	-------------	-------------

Closing funding surplus / (deficit)

0	2,771,183	1,257,491
----------	------------------	------------------

(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)
Non-cash items excluded from operating activities	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(90,919)	(149,797)	(152,177)
Less: Movement in liabilities associated with restricted cash	0	0	72,898
Add: Loss on asset disposals	5,396	4,000	5,118
Add: Depreciation on assets	3,351,231	2,792,514	2,813,337
Total non-cash items excluded from operating activities	3,265,708	2,646,717	2,739,176

(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.

Adjustments to net current assets

Less: Reserves - restricted cash	(3,234,677)	(3,071,820)	(3,304,335)
Less: - Financial assets at amortised cost - self supporting loans	(21,164)	(21,164)	(11,953)
Less: Rates Receivable	(42,115)		
Add: Borrowings	58,605	66,486	18,753
Add: Provisions employee related provisions	494,157	478,362	551,260
Total adjustments to net current assets	(2,745,194)	(2,548,137)	(2,746,275)

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 30 APRIL 2024

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 variances	
		Timing	Permanent
Grants, subsidies and contributions	100,482	▲ HCP grant received prior to expectation (\$26k)	SLWA - Library Technology Grant (\$4k), Lotterywest - Christmas Street Carnival (\$11k), NDIS Contributions (\$38k), Underspend budget amendment BFB Grant (\$18k)
Fees and charges	(73,897)	▼ CHSP Fee for Service (\$34K), Caravan Park Fees (\$7K)	Swimming Pool Admissions (\$9K), Admin Rental Fees - Homecare (\$6K), Cemetery Fees (\$4K), Staff Housing Rental (\$5K)
Interest Revenue	60,560	▲	Term deposit interest above budget expectation
Other revenue	84,670	▲ Above YTD budget on various reimbursement items (\$12K)	Key items include an unbudgeted Works Comp income (\$26K) and insurance reimbursements (\$22K), Cancellation of old Gym bonds (\$3K)
Depreciation	(20,823)	▼ Above YTD budget on various incl Buildings (\$8k), Plant & Equipment (\$4k), Furniture & Equipment (\$6K), Roads (\$1k) - mainly due to 2022/2023 revaluation	
Other expenditure	62,388	▲ Below YTD budget on various items incl , Members Expenses (\$34K), Staff Training (\$3K), 4WD Resource Sharing Group (\$5K), Chemical Drum Disposal (\$5K) and Historic Village Subsidy (\$8K), Community Donations (\$2K)	
Non-cash amounts excluded from operating activities	92,459	▲	Unbudgeted movement in leave reserve (\$70k), Depreciation also over budget (\$21k)
Proceeds from capital grants, subsidies and contributions	(172,545)	▼ Grant income totalling \$38k held as liability until expended	
Proceeds from disposal of assets	221,610	▲ Timing of disposal of plant prior to budget expectation. Sale proceeds also above budget.	
Payments for construction of infrastructure	488,594	▲ Timing of projects as detailed in 'Capital Acq Details' sheet	Sportsground Precint Redevelopment on hold (\$98K)

SHIRE OF WAGIN

SUPPLEMENTARY INFORMATION

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SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

1 KEY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2,827,597	\$2,771,183	\$2,771,183	\$0
Closing	\$4,676	\$430,518	\$1,257,491	\$826,973
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$4,655,507	% of total
Unrestricted Cash	\$1,333,136	28.6%
Restricted Cash	\$3,322,371	71.4%
Refer to Note 3 - Cash and Financial Assets		

Payables		
	\$0	% Outstanding
Trade Payables	\$261,168	
0 to 30 Days		96.9%
Over 30 Days		3.1%
Over 90 Days		0.2%
Refer to Note 9 - Payables		

Receivables		
	\$155,581	% Collected
Rates Receivable	\$199,275	93.8%
Trade Receivable	\$155,581	% Outstanding
Over 30 Days		64.8%
Over 90 Days		50.8%
Refer to Note 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$819,998)	-\$161,053	\$196,349	\$357,402
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$2,619,777	% Variance
YTD Budget	\$2,622,613	(0.1%)
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$879,383	% Variance
YTD Budget	\$778,901	12.9%
Refer to Note 13 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$691,925	% Variance
YTD Budget	\$765,822	(9.6%)
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)
(\$1,826,594)	(\$2,125,397)	(\$1,488,502)	\$636,895
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$345,864	%
Adopted Budget	\$366,980	(5.8%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$2,319,260	% Spent
Adopted Budget	\$3,039,289	(23.7%)
Refer to Note 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$534,392	% Received
Adopted Budget	\$974,682	(45.2%)
Refer to Note 5 - Capital Acquisitions		

Key Financing Activities

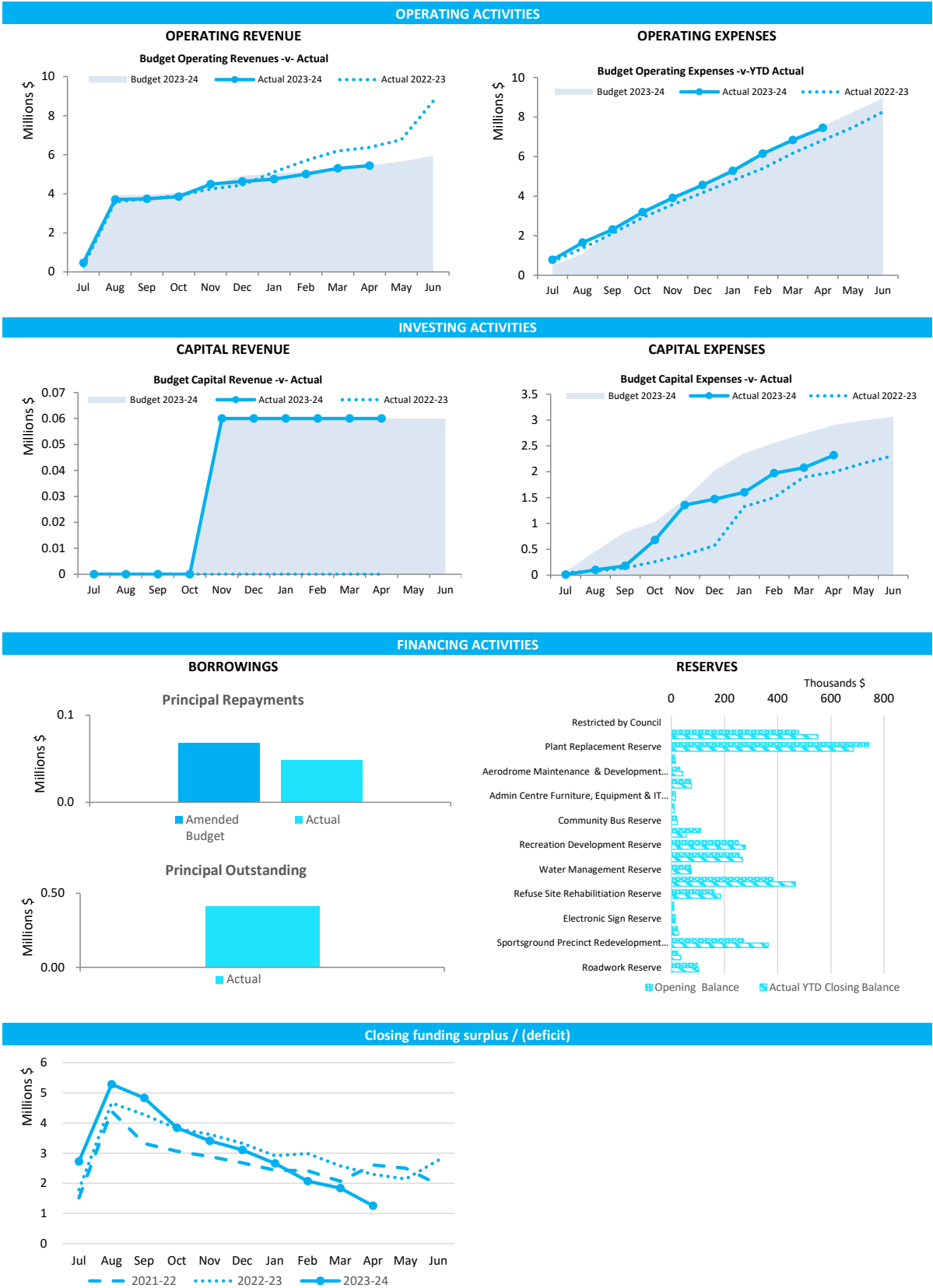
Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$176,329)	(\$54,214)	(\$221,539)	(\$167,325)
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$49,024
Interest expense	\$15,328
Principal due	\$413,509
Refer to Note 11 - Borrowings	

Reserves	
Reserves balance	\$3,304,335
Interest earned	\$76,205
Refer to Note 4 - Cash Reserves	

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

2 KEY INFORMATION - GRAPHICAL



Closing funding surplus / (deficit)

Month	2021-22	2022-23	2023-24
Jul	~2.5	~2.5	~2.5
Aug	~5.0	~5.0	~5.0
Sep	~4.5	~4.5	~4.5
Oct	~3.5	~3.5	~3.5
Nov	~3.0	~3.0	~3.0
Dec	~2.5	~2.5	~2.5
Jan	~2.0	~2.0	~2.0
Feb	~1.5	~1.5	~1.5
Mar	~1.0	~1.0	~1.0
Apr	~0.5	~0.5	~0.5
May	~0.0	~0.0	~0.0
Jun	~0.5	~0.5	~0.5

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash	Cash and cash equivalents	1,250	0	1,250		N/A	NIL	On hand
Municipal Cash at Bank	Cash and cash equivalents	557,888	0	557,888		Bankwest	NIL	On hand
At Call Deposits								
Treasury Overnight Cash Deposit Facility	Cash and cash equivalents	773,997	0	773,997		WATC	4.30%	N/A
Restricted Funds Account	Cash and cash equivalents	0	18,036	18,036		Bankwest	0.00%	N/A
Reserve Cash at Bank	Cash and cash equivalents	0	59,454	59,454		Bankwest	1.35%	N/A
Term Deposits								
Reserve Investment Account 1	Cash and cash equivalents	0	1,098,684	1,098,684		WATC	4.36%	12/06/24
Reserve Investment Account 2 - WA Treasury	Cash and cash equivalents	0	2,146,197	2,146,197		WATC	4.36%	12/06/24
Total		1,333,136	3,322,371	4,655,507	0			
Comprising								
Cash and cash equivalents		1,333,136	3,322,371	4,655,507	0			
		1,333,136	3,322,371	4,655,507	0			

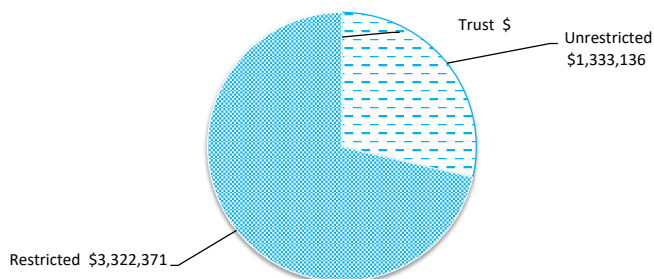
KEY INFORMATION

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 30 APRIL 2024

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave reserve	478,362	12,146	12,808	60,090	60,090	0	0	550,598	551,260
Plant Replacement Reserve	742,860	22,269	18,371	0	0	(59,501)	(77,119)	705,628	684,112
Recreation Centre Reserve	15,113	453	375	0	0	0	0	15,566	15,488
Aerodrome Maintenance & Developme	32,715	984	810	9,767	9,767	0	0	43,466	43,292
Municipal Buildings Reserve	73,666	2,207	1,827	0	0	0	0	75,873	75,493
Admin Centre Furniture, Equipment & I	15,940	478	395	0	0	0	0	16,418	16,336
Land Development Reserve	11,038	331	274	0	0	0	0	11,369	11,312
Community Bus Reserve	21,121	583	524	1,500	1,500	0	0	23,204	23,144
Homecare Reserve	110,711	3,317	1,787	3,660	3,660	(70,090)	(60,090)	47,598	56,067
Recreation Development Reserve	252,506	7,566	6,259	20,000	20,000	0	0	280,072	278,765
Refuse Waste Management Reserve	255,411	7,307	6,327	5,514	5,514	0	0	268,232	267,252
Water Management Reserve	72,961	2,186	1,810	0	0	0	0	75,147	74,770
Staff Housing Reserve	382,358	11,459	9,469	75,000	75,000	0	0	468,817	466,826
Refuse Site Rehabilitation Reserve	162,179	4,860	4,019	20,000	20,000	0	0	187,039	186,197
Community Events Reserve	9,239	277	229	0	0	0	0	9,516	9,468
Electronic Sign Reserve	15,248	457	378	0	0	0	0	15,705	15,626
Community Gym Reserve	22,960	665	569	2,875	2,875	0	0	26,500	26,403
Sportsground Precinct Redevelopment I	272,707	8,174	6,744	85,000	85,000	0	0	365,881	364,451
Emergency/Bushfire Control Reserve	24,727	370	772	10,113	10,113	(22,475)	0	12,735	35,613
Roadwork Reserve	100,000	3,000	2,460	0	0	0	0	103,000	102,460
	3,071,820	89,089	76,205	293,519	293,519	(152,066)	(137,209)	3,302,362	3,304,335

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land - vested in and under the control of Council	0	12,120	10,100	6,480	(3,620)
Buildings	278,088	298,705	298,693	224,130	(74,563)
Furniture and equipment	36,500	38,900	38,900	17,966	(20,934)
Plant and equipment	737,231	707,302	707,298	707,099	(199)
Infrastructure - roads	1,474,292	1,474,292	1,378,413	1,094,130	(284,283)
Infrastructure - other	513,178	528,828	473,766	269,455	(204,311)
Payments for Capital Acquisitions	3,039,289	3,060,147	2,907,170	2,319,260	(587,910)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	974,682	974,682	706,937	534,392	(172,545)
Borrowings	60,000	60,000	60,000	60,000	0
Other (disposals & C/Fwd)	275,453	366,980	124,254	345,864	221,610
Cash backed reserves					
Homecare Reserve	0	70,090	60,090	60,090	0
Plant Replacement Reserve	59,501	59,501	0	0	0
Contribution - operations	1,669,653	1,506,419	1,878,770	1,241,795	(636,975)
Capital funding total	3,039,289	3,060,147	2,907,170	2,319,260	(587,910)

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

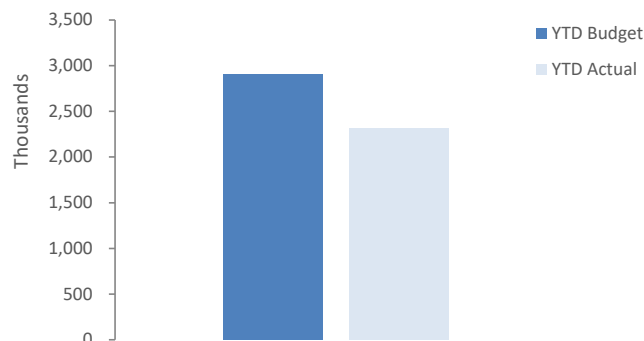
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

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

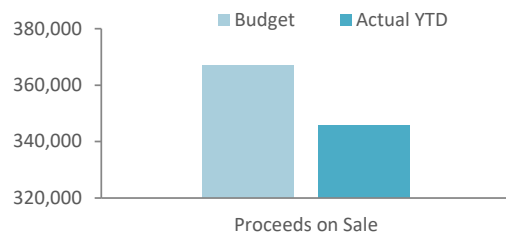
Capital expenditure total									
Level of completion indicators									
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	0%	Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.							
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	20%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	40%								
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<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	100%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Over 100%								
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 Budget	Amended		YTD Actual	Variance (Under)/Over
					Budget	Budget	YTD Budget		
					\$	\$	\$	\$	\$
Land									
Economic Services									
E167465		515		Creation of Lot 429 Tudhoe Street	0	(12,120)	(10,100)	(6,480)	3,620
Total - Economic Services					0	(12,120)	(10,100)	(6,480)	3,620
Total - Land					0	(12,120)	(10,100)	(6,480)	3,620
Buildings									
Governance									
E167744	B2406	521		Marks Court Solar HWS (CEO Residence)	0	(6,154)	(6,154)	(6,154)	0
Total - Governance					0	(6,154)	(6,154)	(6,154)	0
Health									
E167702	B2403	521		Air-Con - Dentist Rooms	0	(7,746)	(7,746)	(7,746)	0
E167702	B2405	521		Air-Con Medical Centre	0	(6,717)	(6,717)	(6,717)	0
Total - Health					0	(14,463)	(14,463)	(14,463)	0
Education & Welfare									
E167790	B2302	521		Relocation to Wagin Town Hall	0	(45,000)	(45,000)	(42,591)	2,409
Total - Education & Welfare					0	(45,000)	(45,000)	(42,591)	2,409
Recreation And Culture									
E167784	B2201	521		Court House Upgrades	(157,338)	(102,338)	(102,328)	(90,526)	11,802
E167784	B2203	521		NAB Building	(6,000)	(16,000)	(15,998)	(5,143)	10,855
E167780	B2401	521		Upgrade toilet at sportsground - Disable Access	(35,000)	(35,000)	(35,000)	0	35,000
E167780	B2402	521		Change Rooms - Shower Updates - Home & Away	(15,000)	(15,000)	(15,000)	0	15,000
Total - Recreation And Culture					(213,338)	(168,338)	(168,326)	(95,669)	72,657
Economic Services									
E167787	B2301	521		New Roof - Caravan Park Ablution Block	(64,750)	(64,750)	(64,750)	(65,254)	(504)
Total - Economic Services					(64,750)	(64,750)	(64,750)	(65,254)	(504)
					0	0	0	0	0
Total - Buildings					(278,088)	(298,705)	(298,693)	(224,130)	74,563
Plant & Equipment									
Governance									
E167746	PE2404	525		CEO - Camry Hybrid	(46,672)	0	0	0	0
E167746	PE2405	525		DCEO - Isuzu MUX	0	(54,561)	(54,561)	(54,561)	0
Total - Governance					(46,672)	(54,561)	(54,561)	(54,561)	0
Law, Order & Public Safety									
E167111	P96	525		Water Tanker Trailer	(17,820)	(17,820)	(17,816)	(17,617)	199
Total - Law, Order & Public Safety					(17,820)	(17,820)	(17,816)	(17,617)	199
Transport									
E167761	PE2301	525		Isuzu Truck - FRR 107-210 6T	(89,590)	(89,590)	(89,590)	(89,590)	0
E167761	PE2302	525		Isuzu Crew Cab - NPR 190-65	(77,430)	(78,060)	(78,060)	(78,060)	0
E167761	PE2305	525		Isuzu Side-Tipper FVZ 1400 W1015	(211,424)	(212,424)	(212,424)	(212,424)	0
E167761	PE2401	525		MOW - New Ute	(58,102)	(48,036)	(48,036)	(48,036)	0
E167761	PE2402	525		Multi Tyre Roller	(205,000)	(173,186)	(173,186)	(173,186)	0
E167761	PE2403	525		Isuzu D-Max - Gardener	(31,193)	(33,625)	(33,625)	(33,625)	(0)
Total - Transport					(672,739)	(634,921)	(634,921)	(634,921)	(0)
Total - Plant & Equipment					(737,231)	(707,302)	(707,298)	(707,099)	199
Furniture & Equipment									
Governance									
E167742	FE2401	523		New Server - Administration	(18,000)	(18,000)	(18,000)	0	18,000
Total - Governance					(18,000)	(18,000)	(18,000)	0	18,000
Other Health									
Recreation & Culture									
E167284	FE2402	523		100 x New Chairs	(18,500)	(18,500)	(18,500)	(17,966)	534
E167756	FE2404	523		Sports Ground - PA System - Contribution	0	(2,400)	(2,400)	0	2,400
Total - Recreation & Culture					(18,500)	(20,900)	(20,900)	(17,966)	2,934
Total - Furniture & Equipment					(36,500)	(38,900)	(38,900)	(17,966)	20,934
Infrastructure - Roads									
Transport									
E167103	CP152	541		2022/23 RRG Dongolocking Road - Reconstruct Seal Widen	(282,804)	(282,804)	(282,800)	(285,063)	(2,263)
E167103	CP344	541		2023/24 - R2R - Bullocks Hill Road	(92,821)	(92,821)	(61,862)	(91,663)	(29,801)
E167103	CP345	541		2023/24 - R2R - Beaufort Road	(114,637)	(114,637)	(76,408)	(103,392)	(26,984)
E167103	CP346	541		2023/24 - Shire - Dwelyerdine Road	(55,000)	(55,000)	(55,000)	(36,301)	18,699
E167103	CP347	541		2023/24 - R2R - Hyde Road	(44,542)	(44,542)	(44,536)	(44,818)	(282)
E167103	CP348	541		2023/24 - RRG - Ballagin Road (Piesseville - Tarwonga)	(150,682)	(150,682)	(150,680)	(10,268)	140,412
E167103	CP349	541		2023/24 - Shire - Heights Road	(42,000)	(42,000)	(42,000)	(32,392)	9,608
E167103	CP350	541		2023/24 - Shire - Angwins Road	(48,975)	(48,975)	(48,974)	(41,741)	7,233
E167103	CP351	541		2023/24 - Shire - Etelowie Street	(30,453)	(30,453)	(30,453)	(13,395)	17,058
E167103	CP352	541		2023/24 - Shire - Theta Street	(11,325)	(11,325)	(11,325)	(5,842)	5,483
E167103	CP353	541		2023/24 - Shire - Vine Street	(18,222)	(18,222)	(18,222)	(13,427)	4,795
E167103	CP357	541		2023/24 - Shire - Main Drain/Padbury Lane	(20,000)	(20,000)	(13,324)	0	13,324
E167103	CP358	541		2023/24 - RRG - Dongolocking Road	(395,186)	(395,186)	(395,184)	(308,248)	86,936
E167103	CP359	541		2023/24 - Shire - Morgan Road	(30,000)	(30,000)	(30,000)	(26,936)	3,064
E167103	CP360	541		2023/24 - R2R - Behn-ord Road	(31,000)	(31,000)	(31,000)	(31,109)	(109)
E167103	CP361	541		2023/24 - R2R - Delyanine North Road	(29,145)	(29,145)	(29,145)	(29,176)	(31)
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)	(15,000)	(4,713)	10,287
E167103	CP364	541		2023/24 - Shire - Leonora Street - Kerbing Both Sides	(22,500)	(22,500)	(22,500)	(12,571)	9,929
E167103	CP365	541		2023/24 - Shire - Ware Street - Kerbing Both Sides	(20,000)	(20,000)	(20,000)	(192)	19,808
Total - Transport					(1,474,292)	(1,474,292)	(1,378,413)	(1,094,130)	284,283
Total - Infrastructure - Roads					(1,474,292)	(1,474,292)	(1,378,413)	(1,094,130)	284,283

5 CAPITAL ACQUISITIONS - DETAILED

	Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
					\$	\$	\$	\$	\$
	Infrastructure - Other								
	Law,Order & Public Safety								
	E167112	IO028	543	250,000L Emergency Water Tank - Wagin Airfield	(11,740)	(11,740)	(11,732)	0	11,732
	E167112	IO029	543	Pump & Emergency Water Connection - Dams via wier	0	0	0	0	0
	Total - Law,Order & Public Safety				(11,740)	(11,740)	(11,732)	0	11,732
	Recreation & Culture								
	E167757	IO2402	543	Paint Pool Gutters and Lining	(88,150)	(88,150)	(88,150)	(84,685)	3,465
	E167758	IO2403	543	Goal Posts	0	(8,650)	(8,650)	(8,830)	(180)
	E167758	IO2204	543	Sportsground Precinct Redevelopment	(150,000)	(150,000)	(99,990)	(1,561)	98,429
	E167757	IO2404	543	Swimming Pool Shade Sail	0	(7,000)	(7,000)	0	7,000
	E167758	IO2301	543	Wetlands Park BBQ Shelters	(5,288)	(5,288)	(5,288)	(103)	5,185
	Total - Recreation & Culture				(243,438)	(259,088)	(209,078)	(95,178)	113,900
	Transport								
	E167136	IO2401	543	Townscape	(30,000)	(30,000)	(24,980)	(1,836)	23,144
	Total - Transport				(30,000)	(30,000)	(24,980)	(1,836)	23,144
	Total - Infrastructure - Other				(285,178)	(300,828)	(245,790)	(97,015)	148,775
	Infrastructure - Footpaths								
	Transport								
	E167124	CP254	543	2022/23 - Shire Tarbet Street - Footpath Trimdon to Tudhoe	(40,000)	(40,000)	(40,000)	(39,821)	179
	E167124	CP255	543	2022/23 - Shire Upland Street - Footpath Tudor To Strickland	(40,000)	(40,000)	(39,992)	(37,881)	2,111
	E167124	CP354	543	2023/24 - Shire - Ware Street (Arnott to Khedive)	(48,000)	(48,000)	(47,996)	(28,374)	19,622
	E167124	CP355	543	2023/24 - Shire - Arthur Road - Wetlands Horseshoe to Bridge	(65,000)	(65,000)	(64,988)	(40,129)	24,859
	E167124	CP356	543	2023/24 - Shire - Lukin Street (Tudhoe to Trenton)	(35,000)	(35,000)	(35,000)	(26,235)	8,765
	Total - Infrastructure - Footpaths				(228,000)	(228,000)	(227,976)	(172,440)	55,536
	Total - Infrastructure - Footpaths				(228,000)	(228,000)	(227,976)	(172,440)	55,536
	Grand Total				(3,039,289)	(3,060,147)	(2,907,170)	(2,319,260)	587,910

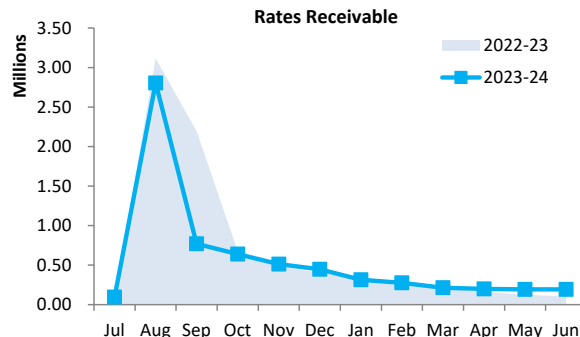
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land								
LA20B	Lot 220 Vernal Street	19,000	15,000		(4,000)	19,000	15,000	0	(4,000)
	Lot 429 Tudhoe Street		22,000			0	0	0	0
	Plant and equipment								
	Governance								
P02Y19	DCEO Vehicle	0	35,000	35,000	0	0	35,000	35,000	0
	Transport								
				0	0			0	0
				0	0			0	0
P04Y21	Toyota Hilux (MOW)	34,001	41,818	7,817	0	34,001	41,818	7,817	0
P15	2007 Bomag Roller	20,396	19,000	0	(1,396)	20,118	19,000	0	(1,118)
P16Y17	Isuzu Truck	35,723	68,403	32,680	0	35,171	70,409	35,238	0
P21Y17	Isuzu Crew Cab	27,480	42,078	14,598	0	27,055	43,409	16,354	0
P42	Isuzu Side-tipper	54,510	103,681	49,171	0	54,124	106,591	52,467	0
P50	Toyota Hilux (Gardener)	9,469	20,000	10,531	0	9,335	14,636	5,301	0
		200,579	366,980	149,797	(5,396)	198,805	345,864	152,177	(5,118)



7 RECEIVABLES

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	105,957	105,099
Levied this year	3,010,794	3,130,573
Less - collections to date	(3,011,652)	(3,036,397)
Gross rates collectable	105,099	199,275
Net rates collectable	105,099	199,275
% Collected	96.6%	93.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(461)	41,569	13,708	2,728	59,395	116,939
Percentage	(0.4%)	35.5%	11.7%	2.3%	50.8%	
Balance per trial balance						
Sundry receivable						116,939
Other Receivables						(4,090)
LSL Receivables (Current)						10,682
Total receivables general outstanding						155,581

Amounts shown above include GST (where applicable)

KEY INFORMATION

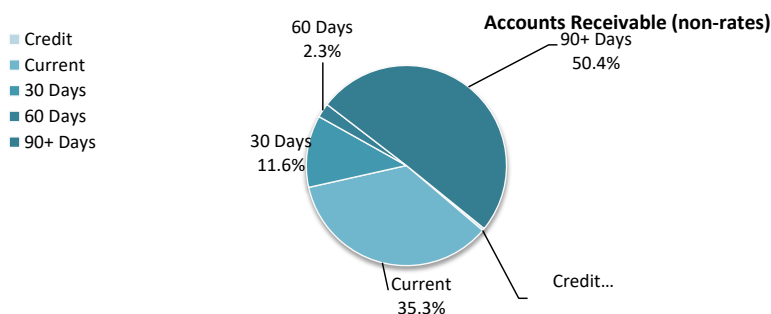
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	21,164	0	(9,211)	11,953
Inventory				
Fuel and materials (including gravel)	63,263	0	0	63,263
Accrued income	10,175	0	(10,175)	0
Contract assets				
Contract assets	25,534	0	0	25,534
Total other current assets	120,137	0	(19,386)	100,750
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.

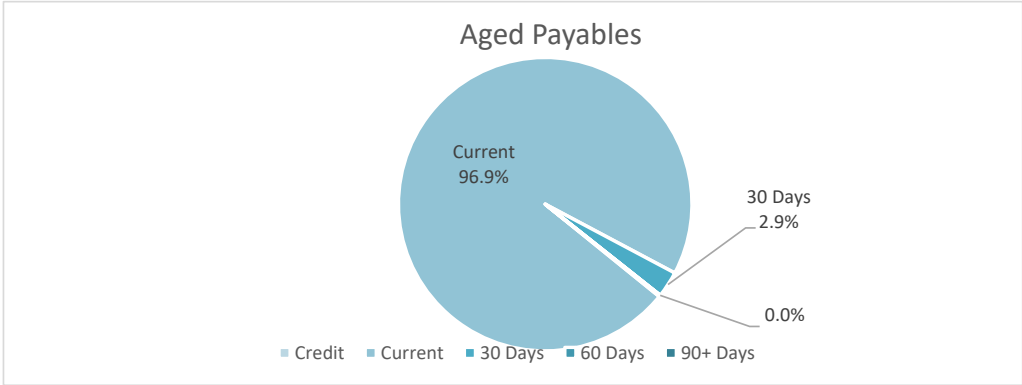
Contract assets

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	253,169	7,564	12	424	261,168
Percentage	0%	96.9%	2.9%	0%	0.2%	
Balance per trial balance						
Sundry creditors						261,168
Accrued interest on borrowings						1,989
Bonds and deposits held						18,344
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

General rate revenue	Budget						YTD Actual				
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Non-commercial	0.089977	678	8,752,637	787,536	3,000	1,000	791,536	787,536	407	204	788,146
Commercial	0.119453	65	1,592,995	190,288	0	0	190,288	190,288	210	0	190,497
Unimproved value									0		
UV	0.004803	296	327,083,073	1,570,980	2,000	0	1,572,980	1,570,980	1,060	0	1,572,040
Sub-Total		1,039	337,428,705	2,548,804	5,000	1,000	2,554,804	2,548,803	1,676	204	2,550,684
Minimum payment	Minimum \$										
Gross rental value											
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
Unimproved value											
UV	650	88	7,337,166	57,200	0	0	57,200	57,200	0	0	57,200
Sub-total		236	7,575,880	153,400	0	0	153,400	153,400	0	0	153,400
		1,275	345,004,585	2,702,204	5,000	1,000	2,708,204	2,702,203	1,676	204	2,704,084
Discount							(100,000)				(99,698)
Amount from general rates							2,608,204				2,604,385
Rates Written Off							(5,000)				(29)
Ex-gratia rates CBH							15,419	15,420	0	0	15,420
Total general rates							2,618,623				2,619,777
Total		1.275					2,618,623				2,619,777

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 Repaymen	
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Actual	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture												
Swimming Pool Redevelopment	139	172,539	0	0	0	(11,561)	(15,514)	(15,514)	160,978	157,025	(6,466)	(8,523)
Other property and services						0						
Staff Housing	137	111,043	0	0	0	(13,817)	(16,664)	(16,664)	97,226	94,379	(5,262)	(6,230)
Doctor Housing	138	41,996	0	0	0	(13,144)	(13,144)	(13,144)	28,852	28,852	(2,430)	(2,430)
		325,577	0	0	0	(38,522)	(45,322)	(45,322)	287,056	280,256	(14,158)	(17,183)
Self supporting loans												
Recreation and culture												
Wagin Ag Society	141	76,955	0	0	0	(10,502)	(21,164)	(21,164)	66,453	55,791	(1,170)	(2,180)
Wagin Bowls Club	142	0	60,000	60,000	60,000	0	(1,395)	(1,395)	60,000	58,605	0	(1,422)
		76,955	60,000	60,000	60,000	(10,502)	(22,560)	(22,560)	126,453	114,396	(1,170)	(3,602)
Total		402,532	60,000	60,000	60,000	(49,024)	(67,881)	(67,881)	413,509	394,652	(15,328)	(20,785)
Current borrowings		66,486							18,753			
Non-current borrowings		336,047							394,755			
		402,533							413,509			

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 Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Budget
	\$	\$				\$	%	\$
	60,000	60,000	Wagin Bowls Club	Debenture	15	30,108	5.71	60,000
	60,000	60,000				30,108		60,000

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

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 30 April 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		17,885	0	119,164	(111,185)	25,864
- Capital grant/contribution liabilities		260,213	0	411,590	(534,392)	137,411
Total other liabilities		278,098	0	530,754	(645,577)	163,274
Employee Related Provisions						
Annual leave		194,417	0	0	0	194,417
Long service leave		272,389	0	0	0	272,389
Total Employee Related Provisions		466,805	0	0	0	466,805
Other Provisions						
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
Total Other Provisions		57,931	0	0	0	57,931
Total other current assets		802,833	0	530,754	(645,577)	688,010
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 30 APRIL 2024
13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

OPERATING ACTIVITIES

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue			
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Adopted Budget Revenue	Amended YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies									
General purpose funding									
Grants Commission - General (WALGGC)	0	0	0	0	0	0	37,256	49,675	37,256
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	23,123	30,830	23,123
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	1,387	63,732	(65,119)	0	0	64,242	46,725	46,725	65,119
DFES Grant - ESL Admin Contribution		0	0	0	0	0	0	0	4,000
DFES Grant -Operating SES	1,367	28,103	(20,824)	8,647	8,647	29,074	24,118	24,118	20,824
Education and welfare									
Homecare - CHSP Operating Grant	0	0	0	0	0	408,771	377,000	408,771	377,218
Homecare - HCP Operating Grant	0	0	0	0	0	108,000	113,330	136,000	136,638
Homecare - Donations	0	0	0	0	0	0	0	0	500
Homecare - NDIS Contributions	0	0	0	0	0	0	0	0	37,980
Recreation and culture									
SLWA - Library Technology Grant	0	4,155	(4,155)	0	0	0	4,155	4,155	4,155
Lotterywest - Christmas Street Carnival	0	23,174	(11,087)	12,087	12,087	0	0	0	11,087
Youth Engagement Grant	10,000	0	(10,000)	0	0	0	0	0	0
Heritage Review Grant	5,130	0	0	5,130	5,130	0	0	0	0
DDC DDWA - Betty Terry Disability Step	0			0		0			500
Direct Grant (MRWA)	0	0	0	0	0	151,694	151,694	151,694	151,694
	17,885	119,164	(111,185)	25,864	25,864	761,781	777,401	866,968	870,094
Operating contributions									
Recreation and culture									
Rec Centre Equipment Contributions	0	0	0	0	0	1,500	1,500	1,500	1,800
Contribution to Street Lighting	0	0	0	0	0	5,000	0	5,000	7,488
	0	0	0	0	0	6,500	1,500	6,500	9,288
TOTALS	17,885	119,164	(111,185)	25,864	25,864	768,281	778,901	873,468	879,383

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Liability	Current	Adopted	Amended	Amended	YTD
	1 July 2023	in Liability	Reduction (As revenue)	30 Apr 2024	Liability 30 Apr 2024	Budget Revenue	YTD Budget	Annual Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies									
Law, order, public safety									
Community Water Supply Project	0	0	0	0	0	7,856	7,856	7,856	0
Transport									
R2R -2023/24 Bullocks Hill Road	0	45,481	(45,481)	0	0	92,821	61,260	92,821	45,481
R2R - 2023/24 Beaufort Road	0	114,637	(103,392)	11,245	11,245	114,637	75,660	114,637	103,392
R2R - 2023/24 Hyde Road	0	44,542	(44,542)	0	0	44,542	29,396	44,542	44,542
R2R -2023/24 Behn-ord Road	0	31,000	(31,000)	0	0	31,000	20,460	31,000	31,000
R2R - 2023/24 Delyanine North Road	0	29,145	(29,145)	0	0	29,145	19,234	29,145	29,145
RRG - 2023/24 Ballagin Road	0	40,182	(10,268)	29,914	29,914	100,455	80,364	100,455	10,268
RRG - 2023/24 Dongolocking Road	0	105,383	(105,383)	0	0	263,457	210,764	263,457	105,383
RRG - 2022/23 Dongolocking Road	139,640	0	(139,640)	0	0	188,536	150,828	188,536	139,640
Bridge Funding from 2018-2019	74,251	(74,251)	0	0	74,251	0	0	0	0
LRCIP -Phase 2	0	0	0	0	0	25,536	12,767	25,536	0
LRCIP -Phase 3	24,322	1,220	(25,542)	0	0	76,697	38,348	76,697	25,542
Economic services									
Sale of Land - Raymond Edward	22,000	0	0	22,000	22,000	0	0	0	0
	260,213	337,339	(534,392)	63,160	137,411	974,682	706,937	974,682	534,392
TOTALS	260,213	337,339	(534,392)	63,160	137,411	974,682	706,937	974,682	534,392

SHIRE OF WAGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

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 30 Apr 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Deposits - Town Hall	1,400	1,700	(2,500)	600
Deposits - Community Bus	750	1,500	(1,500)	750
Deposits - Rec Centre & EFP	4,200	6,785	(9,900)	1,085
Deposits - Animal Trap	75	250	(250)	75
BCITF	0	1,962	(1,882)	80
Building Services Levy	390	1,557	(1,495)	452
Nomination Deposits	0	400	(400)	0
Other Deposits	7,419	900	(1,900)	6,419
Unclaimed Monies	2,147	0	(2,147)	0
Deposit - Refuse Site Key	20	0	0	20
Deposit - Community Gym Key	6,750	3,120	(1,300)	8,570
Sub-Total	23,152	18,174	(23,275)	18,051
Trust Funds				
Nil				
Sub-Total	0	0	0	0
	23,152	18,174	(23,275)	18,051

16 BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption - correction to budget balance				4,676		4,676
	Year end adjustments and correction to employee leave provis		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 / E167784	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
E116010	Woolorama Costs & Maintenance	5150	Operating Expenses			(31,000)	(13,284)
IO2404 / E167757	Swimming Pool Shade Sail	5150	Capital Expenses			(7,000)	(20,284)
B2403	Purchase Buildings - Other Health	5150	Capital Expenses			(7,746)	(28,030)
B2405	Purchase Buildings - Other Health	5150	Capital Expenses			(6,717)	(34,747)
CEI026 / I119031	Australia Day Grant (NADC)	5150	Operating Revenue		15,000		(19,747)
CE028 / E116055	Australia Day Grant (NADC) - Expenditu	5150	Operating Expenses			(15,000)	(34,747)
CEI027 / I115010	State Library Grant (SLWA)	5150	Operating Revenue		4,155		(30,592)
CEO37 / E115030	State Library Grant (SLWA) - Expenditure	5150	Operating Expenses			(4,155)	(34,747)
PE2404 / E167746	CEO Camry Hybrid	5150	Capital Revenue		46,672		11,925
PE2405 / E167746	DCEO - Isuzu MUX	5150	Capital Expenses			(54,561)	(42,636)
B2406 / E167744	Marks Court HWS (CEO Residence)	5150	Capital Expenses			(6,154)	(48,790)
E167465	Creation of Lot 429 Tudhoe Street	5150	Capital Expenses			(12,120)	(60,910)
E147075	Employee Assistance	5150	Operating Expenses			(3,645)	(64,555)
E082083	Homecare Computer Equipment and Su	5150	Operating Expenses			(20,000)	(84,555)
B2302 / E167790	Relocation To Wagin Town Hall	5150	Capital Expenses		10,000		(74,555)
IO19001	Transfer from Homecare Reserve	5150	Capital Revenue		10,000		(64,555)
I147200	Proceeds on Disposal of Lot 7 Vernal Str	5150	Capital Revenue		15,000		(49,555)
E147105	Cost to Sell Council Property (Vernal Str	5150	Operating Expenses			(2,000)	(51,555)
E041025	Election Expenses	5150	Operating Expenses		20,000		(31,555)
E042160	DCEO/CEO Recruitment	5150	Operating Expenses		13,000		(18,555)
E113005	Sportsground Mtce	5150	Operating Expenses		8,000		(10,555)
I122175	Proceeds on Disposal of Assets	5150	Capital Revenue		54,527		43,972
E167761	Purchase Plant & Equipment - Road Plan	5150	Capital Expenses		37,818		81,790
IO19001	Transfer from Reserves	5150	Capital Revenue			(24,366)	57,424
I142010	Sale of Land	5150	Capital Revenue		22,000		79,424
E019001	Transfer to Reserves	5150	Capital Expenses			(70,203)	9,221
IO19001	Transfer from Reserves	5150	Capital Revenue		22,475		31,696
BFBIO1 / IO51010	BFB Operating Grant	5150	Operating Revenue			(17,517)	14,179
SESI01 / IO51075	SES Operating Grant	5150	Operating Revenue			(4,958)	9,221
E082015	Homecare Maintenance & Gardening Sa	5150	Operating Expenses			(20,000)	(10,779)
E082025	Care Workers Salaries	5150	Operating Expenses			(27,000)	(37,779)
E082095	HCP Expenses	5150	Operating Expenses			(5,000)	(42,779)
E082075	Homecare Office Accommodation	5150	Operating Expenses		9,000		(33,779)
IO82020	CHSP Fee for Service	5150	Operating Revenue		15,000		(18,779)
IO82045	HCP Government Funds	5150	Operating Revenue		28,000		9,221
B2203	NAB Building	5145	Capital Expenses			(10,000)	(779)
E147140	Loss on Sale of Ssset - Unclassified	5150	Operating Expenses	(4,000)			(779)
IO42030	Profit on Sale of Asset - Governance	5150	Operating Revenue	2,273			(779)
I122100	Profit on Sale of Asset - Road Plant	5150	Operating Revenue	56,605			(779)
					470,828	(471,606)	(778)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
General Purpose Funding						
Rate Revenue						
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	2,500	(2,624)
I031030	UV Interim Rates	Inc	2,000	2,000	1,660	4,300
I031035	Back Rates	Inc	1,000	1,000	830	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	4,897
I031055	Account Enquiry Fee	Inc	4,000	4,000	3,330	3,448
I031060	(Rate & Sdry Debtor Write Offs)	Inc	(5,000)	(5,000)	0	(29)
I031065	Penalty Interest	Inc	6,000	6,000	5,000	9,831
I031070	Emergency Services Levy	Inc	126,700	126,700	126,700	131,163
I031075	ESL Penalty Interest	Inc	500	500	410	607
I031080	Instalment Interest	Inc	4,000	4,000	4,000	4,368
I031090	Rate Legal Charges	Inc	20,000	20,000	16,660	4,527
			2,784,823	2,784,823	2,783,713	2,778,617
E031005	Valuation Expenses	Exp	(9,000)	(9,000)	(7,500)	(579)
E031010	Legal Costs/Expenses	Exp	(500)	(500)	(410)	(658)
E031015	Title Searches	Exp	(600)	(600)	(500)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(10,000)	(8,330)	(2,160)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(2,000)	(1,784)
E031030	Emergency Services Levy	Exp	(126,700)	(126,700)	(95,025)	(117,564)
E031040	Rate Refunds	Exp	(1,000)	(1,000)	(1,000)	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,689)	(2,689)	(2,689)	(2,611)
E031100	Administration Allocated	Exp	(91,347)	(91,347)	(76,120)	(76,120)
			(243,836)	(243,836)	(193,574)	(201,476)
Other General Purpose Funding						
I032005	Grants Commission General	Inc	0	49,675	37,256	37,256
I032010	Grants Commission Roads	Inc	0	30,830	23,123	23,123
I032020	Administration Rental	Inc	36,000	36,000	30,000	21,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,000	1,000	830	994
I032030	Reimbursements	Inc	100	100	80	0
I032035	SS Loans Interest & GFee Reimb.	Inc	0	0	0	0
I032040	Bank Interest	Inc	25,000	25,000	20,830	72,155
I032045	Reserves Interest	Inc	89,089	89,089	66,816	70,820
I032055	Commissions & Recoups	Inc	500	500	0	0
I032080	Other General Purpose Income	Inc	0	0	0	3,288
I032190	WALGA House Units	Inc	0	0	0	0
			151,689	232,194	178,935	228,636
E032005	Bank Fees and Charges	Exp	(10,000)	(10,000)	(8,330)	(9,434)

E032015	Interest on Loans	Exp	0	0	0	0
E032030	Audit Fees & Other Services	Exp	(27,500)	(27,500)	(27,500)	(29,040)
E032035	Administration Allocated	Exp	(84,731)	(84,731)	(70,600)	(70,610)
			(122,231)	(122,231)	(106,430)	(109,084)
Total General Purpose Income			2,936,512	3,017,017	2,962,648	3,007,253
Total General Purpose Expenditure			(366,067)	(366,067)	(300,004)	(310,560)
COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Governance						
Members of Council						
I041020	Other Income Relating to Members	Inc	250	250	0	0
			250	250	0	0
E041005	Sitting Fees	Exp	(26,999)	(26,999)	(20,247)	(14,675)
E041010	Training	Exp	(7,000)	(7,000)	(5,250)	(22)
E041015	Members Travelling	Exp	(750)	(750)	(561)	(171)
E041020	Communication Allowance	Exp	(5,545)	(5,545)	(4,158)	(3,640)
E041025	Election Expenses	Exp	(20,000)	0	0	0
E041030	Other Expenses	Exp	(19,400)	(19,400)	(16,160)	(7,224)
E041035	Conference Expenses	Exp	(10,000)	(10,000)	(10,000)	(4,117)
E041040	Presidents Allowance	Exp	(15,656)	(15,656)	(11,742)	(7,828)
E041045	Deputy Presidents Allowance	Exp	(3,918)	(3,918)	(2,937)	(1,959)
E041055	Refreshments and Receptions	Exp	(12,000)	(12,000)	(10,000)	(7,841)
E041060	Presentations	Exp	(2,500)	(2,500)	(2,080)	(592)
E041065	Insurance	Exp	(14,007)	(14,007)	(14,006)	(14,007)
E041070	Public Relations	Exp	(2,000)	(2,000)	(1,660)	(30)
E041075	Subscriptions	Exp	(36,000)	(36,000)	(36,000)	(37,366)
E041100	Administration Allocated	Exp	(129,268)	(129,268)	(107,720)	(107,720)
			(305,043)	(285,043)	(242,521)	(207,192)
Other Governance						
I042030	Profit on Sale of Asset	Inc	32,727	35,000	35,000	35,000
I042045	Admin Reimbursements	Inc	5,000	5,000	4,160	4,595
			37,727	40,000	39,160	39,595
E042005	Administration Salaries	Exp	(887,906)	(887,906)	(751,300)	(684,036)
E042008	Admin Leave/Wages Liability	Exp	0	0	0	(7,768)
E042010	Administration Superannuation	Exp	(112,735)	(112,735)	(95,382)	(84,748)
E042011	Loyalty Allowance	Exp	(10,072)	(10,072)	(8,516)	(5,150)
E042012	Housing Allowance Admin	Exp	(13,582)	(13,582)	(11,486)	(11,558)
E042015	Insurance	Exp	(28,537)	(28,537)	(28,536)	(31,194)
E042020	Staff Training	Exp	(10,000)	(10,000)	(8,330)	(13,940)
E042025	Removal Expenses	Exp	(10,000)	(10,000)	(10,000)	(9,499)
E042030	Printing & Stationery	Exp	(25,000)	(25,000)	(20,830)	(17,941)
E042035	Phone, Fax & Modem	Exp	(7,000)	(7,000)	(5,830)	(3,423)
E042040	Office Maintenance	Exp	(65,290)	(65,290)	(54,360)	(51,343)
E042045	Advertising	Exp	(15,000)	(15,000)	(12,500)	(4,054)
E042050	Office Equipment Maintenance	Exp	(3,000)	(3,000)	(2,490)	(2,552)
E042055	Postage & Freight	Exp	(4,000)	(4,000)	(3,330)	(3,788)
E042060	Vehicle Running Expenses	Exp	(16,000)	(16,000)	(13,320)	(17,079)
E042065	Legal Expenses	Exp	(10,000)	(10,000)	(8,330)	(1,200)
E042070	Garden Expenses	Exp	(12,000)	(12,000)	(9,980)	(11,718)
E042075	Conference & Training	Exp	(10,000)	(10,000)	(8,330)	(2,083)
E042080	Computer Support	Exp	(168,000)	(168,000)	(140,000)	(140,328)
E042085	Other Expenses	Exp	(3,000)	(3,000)	(2,500)	(3,859)

E042090	Administration Allocated	Exp	(245,486)	(245,486)	(204,570)	(204,570)
E042095	Fringe Benefits Tax	Exp	(15,000)	(15,000)	(11,250)	(18,820)
E042100	Staff Uniforms	Exp	(5,000)	(5,000)	(5,000)	(1,598)
E042120	Depreciation - Other Governance	Exp	(125,149)	(125,149)	(104,281)	(98,009)
E042125	Less Administration Allocated	Exp	1,581,669	1,581,669	1,318,050	1,318,060
E042160	DCEO/CEO Recruitment	Exp	(25,000)	(12,000)	(10,000)	(11,902)
E042165	Paid Parental Leave	Exp	0	0	0	0
			(245,089)	(232,089)	(212,401)	(124,100)
Total Governance Income			37,977	40,250	39,160	39,595
Total Governance Expenditure			(550,132)	(517,132)	(454,922)	(331,292)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Law, Order & Public Safety						
Fire Prevention						
I051010	BFB Operating Grant	Inc	64,242	46,725	46,725	65,119
I051015	Sale of Fire Maps	Inc	50	50	40	23
I051020	Town Block Burn Fees	Inc	0	0	0	545
I051025	Reimbursements	Inc	1,000	1,000	0	416
I051030	Bush Fire Infringements	Inc	2,000	2,000	2,000	455
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000	4,000
I051050	SES Other Income	Inc	0	0	0	4,958
I051075	SES Operating Grant	Inc	29,074	24,118	24,118	20,824
			100,366	77,893	76,883	96,340
E051005	BFB Operation Expenditure	Exp	(64,242)	(64,242)	(53,510)	(68,041)
E051010	Communication Mtce	Exp	(4,000)	(4,000)	(3,330)	(3,570)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,500)	(2,051)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(14,000)	(14,000)	(11,630)	(5,263)
E051025	Town Block Burn Off	Exp	(6,000)	(6,000)	(6,000)	(9,589)
E051040	Other Bushfire Expenditure	Exp	(18,500)	(18,500)	(15,410)	(1,801)
E051045	Mt Latham & Conding Repeats	Exp	(500)	(500)	(410)	(743)
E051060	SES Operation Expenditure	Exp	(29,074)	(29,074)	(24,220)	(20,824)
E051100	Administration Allocated	Exp	(85,915)	(85,915)	(71,590)	(71,600)
E051190	Depreciation - Fire Prevention	Exp	(75,871)	(75,871)	(63,206)	(63,191)
			(300,602)	(300,602)	(251,806)	(246,673)
Animal Control						
I052005	Dog Fines and Fees	Inc	5,000	5,000	4,160	5,410
I052006	Cat Fines and Fees	Inc	300	300	250	142
I052010	Hire of Animal Traps	Inc	100	100	80	109
I052015	Dog Registration	Inc	5,000	5,000	5,000	2,748
I052016	Cat Registration	Inc	700	700	700	436
I052020	Reimbursements	Inc	500	500	375	0
			11,600	11,600	10,565	8,845
E052005	Ranger Salary	Exp	(11,000)	(11,000)	(9,296)	(11,811)
E052007	Ranger Telephone	Exp	(1,000)	(1,000)	(830)	(327)
E052010	Pound Maintenance	Exp	(2,969)	(2,969)	(2,460)	(5,805)
E052015	Dog Control Insurance	Exp	(166)	(166)	(164)	(166)
E052020	Legal Fees	Exp	0	0	0	0
E052025	Training & Conference	Exp	(500)	(500)	(410)	(45)
E052030	Ranger Services Other	Exp	(25,000)	(25,000)	(20,820)	(23,613)
E052035	Administration Allocated	Exp	(78,950)	(78,950)	(65,790)	(65,790)
E052190	Depreciation - Animal Control	Exp	(2,998)	(2,998)	(2,492)	(2,497)
			(122,583)	(122,583)	(102,262)	(110,054)
Other Law, Order & Public Safety						
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	Other law, Order & Public Safety Grants	Inc	7,856	7,856	7,856	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0	0
			7,906	7,906	7,856	0
E053005	Abandoned Vehicles	Exp	0	0	0	(288)
E053010	Emergency Services	Exp	0	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(500)	(410)	0

E053045	CCTV & Security	Exp	(1,500)	(1,500)	(1,250)	(7,587)
E053055	Mosquito Control	Exp	(5,000)	(5,000)	(4,150)	(2,357)
E053056	Community Water Supply Programme	Exp	0	0	0	(350)
E053090	Depreciation - Other Law, Order & Public Safety	Exp	(3,929)	(3,929)	(3,271)	(3,381)
			(10,929)	(10,929)	(9,081)	(13,963)
Total Law, Order & Public Safety Income			119,872	97,399	95,304	105,185
Total Law, Order & Public Safety Expenditure			(434,114)	(434,114)	(363,149)	(370,690)
COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Health						
Maternal & Infant Health						
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(8,420)	(8,420)	(6,980)	(5,449)
			(8,420)	(8,420)	(6,980)	(5,449)
Preventative Services - Admin & Inspections						
I074005	Food Licences & Fees	Inc	500	500	410	102
I074015	Contrib. Regional Health Scheme	Inc	0	0	0	0
I074020	Reimbursements	Inc	0	0	0	0
			500	500	410	102
E074005	EHO Salary	Exp	(10,000)	(10,000)	(8,330)	(4,800)
E074008	EHO Leave/Wages Liability	Exp	0	0	0	0
E074010	EHO Superannuation	Exp	(550)	(550)	(450)	(528)
E074015	Other Control Expenses	Exp	(7,000)	(7,000)	(5,820)	(756)
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)	(40,370)	(40,370)
E074190	Depreciation - Prevent Services	Exp	0	0	0	0
			(65,999)	(65,999)	(54,970)	(46,454)
Other Health						
I076010	Rent - Medical Centre-Dentist	Inc	4,334	4,334	3,610	1,647
I076015	Reimbursements - Medical Practice	Inc	2,500	2,500	2,080	626
I076020	Meeting Room Fees	Inc	0	0	0	0
I076025	Sale of Doctor's Vehicle	Inc	0	0	0	0
I076040	Reimbursements - Dr Norris	Inc	1,500	1,500	0	309
			8,334	8,334	5,690	2,582
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(16,384)	(16,384)	(13,630)	(15,326)
E076025	Depreciation - Other Health	Exp	(46,902)	(46,902)	(39,073)	(45,674)
E076030	Doctors Vehicle Mtce	Exp	(5,000)	(5,000)	(4,160)	(2,837)
E076035	Loss on Sale of Asset	Exp	0	0	0	0
E076040	St Lukes Medical Services	Exp	(50,000)	(50,000)	(37,500)	(37,500)
E076055	Doctor Retention & Relocation	Exp	0	0	0	0
E076060	Assets under \$5k	Exp	0	0	0	0
			(118,285)	(118,285)	(94,363)	(101,337)
Health - Preventative Services						
E077010	Analytical Expenses	Exp	(500)	(500)	(500)	(463)
			(500)	(500)	(500)	(463)
Total Health Income			8,834	8,834	6,100	2,684
Total Health Expenditure			(193,204)	(193,204)	(156,813)	(153,703)

Education & Welfare

Pre Schools

I083035	Day Care Lease	Exp	9,205	9,205	7,670	7,433
I083036	Day Care Reimbursements	Exp	5,500	5,500	4,580	5,578
			14,705	14,705	12,250	13,011
E080010	Kindegarten Maintenance (Daycare)	Exp	(15,081)	(15,081)	(12,530)	(10,919)
E080190	Depreciation - Pre-Schools	Exp	(25,918)	(25,918)	(21,592)	(21,586)
			(40,999)	(40,999)	(34,122)	(32,505)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Other Education						
E081020	School Oval Mtce	Exp	0	0	0	(1,060)
E081030	Contribution - Wagin Youthcare Chaplaincy Program	Exp	(2,600)	(2,600)	(2,600)	(2,600)
			(2,600)	(2,600)	(2,600)	(3,660)
Homecare Program						
I082010	CHSP Grant	Inc	408,771	408,771	377,000	377,218
I082015	Meals on Wheels	Inc	2,500	2,500	2,080	943
I082020	CHSP Fee for Service	Inc	87,000	102,000	85,000	46,278
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	16,650	17,554
I082045	HCP Government Funds	Inc	108,000	136,000	113,330	136,638
I082050	NDIS Contribution	Inc	0	0	0	37,980
			626,251	669,251	594,060	617,111
E082010	Homecare Salaries	Exp	(139,624)	(139,624)	(118,140)	(112,765)
E082013	Homecare Leave/Wages Liability GEN	Exp	0	0	0	0
E082015	Maintenance & Gardening	Exp	(34,752)	(54,752)	(45,630)	(55,833)
E082020	Nursing Salaries	Exp	(35,963)	(35,963)	(30,426)	(33,652)
E082025	Care Workers Salaries	Exp	(255,596)	(282,596)	(235,500)	(249,327)
E082030	Superannuation	Exp	(51,733)	(51,733)	(43,770)	(43,274)
E082035	Other Expenses	Exp	(5,000)	(5,000)	(4,150)	(7,613)
E082040	Travelling - Mileage	Exp	(25,000)	(25,000)	(20,830)	(22,228)
E082045	Staff Training	Exp	(1,800)	(1,800)	(1,500)	(881)
E082050	Staff Training Salaries	Exp	(3,500)	(3,500)	(2,910)	(2,672)
E082055	Subscriptions	Exp	(5,900)	(5,900)	(4,910)	(9,417)
E082060	Telephone & Postage	Exp	(1,400)	(1,400)	(1,160)	(4,866)
E082065	Advertising & Stationery	Exp	(1,200)	(1,200)	(1,000)	(1,312)
E082070	Insurance	Exp	(8,281)	(8,281)	(8,280)	(8,241)
E082075	Office Accommodation	Exp	(36,000)	(27,000)	(27,000)	(21,000)
E082080	Plant & Equipment Mtce	Exp	(20,000)	(20,000)	(16,650)	(11,752)
E082083	Computer Equipment and Support	Exp	0	(20,000)	(20,000)	(20,736)
E082085	Consumable Supplies	Exp	(4,500)	(4,500)	(3,750)	(2,653)
E082090	Function & Catering Supplies	Exp	(1,500)	(1,500)	(1,250)	(705)
E082095	HCP Expenses	Exp	(6,000)	(11,000)	(9,170)	(16,450)
E082100	Administration Allocated	Exp	(17,788)	(17,788)	(14,820)	(14,820)
E082110	Meals on Wheels Expenditure	Exp	(2,500)	(2,500)	(2,080)	(1,044)
E082190	Depreciation - Homecare	Exp	(19,644)	(19,644)	(16,362)	(16,361)
			(677,681)	(740,681)	(629,288)	(657,602)
Other Welfare						
I083010	Wagin Frail Aged Reimb	Inc	9,152	9,152	9,152	9,152
I083040	Seniors Xmas Lunch Income	Inc	0	0	0	0
			9,152	9,152	9,152	9,152
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)
Total Education & Welfare Income			650,108	693,108	615,462	639,274
Total Education & Welfare Expenditure			(730,432)	(793,432)	(675,162)	(702,919)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Community Amenities						
Sanitation - Household Refuse						
I101005	Domestic Collection	Inc	269,216	269,216	269,216	269,066
I102020	Refuse Site Fees	Inc	18,000	18,000	15,000	17,052
			287,216	287,216	284,216	286,118
E101005	Domestic Refuse Collection	Exp	(55,401)	(55,401)	(46,160)	(41,476)
E101006	Green Waste Collection	Exp	(27,227)	(27,227)	(22,680)	(21,055)
E101010	Recycling Residential	Exp	(65,294)	(65,294)	(54,410)	(47,527)
E101015	Refuse Site Mtce	Exp	(152,614)	(152,614)	(127,150)	(129,082)
E101025	Refuse Site Attendant	Exp	0	0	0	0
			(300,536)	(300,536)	(250,400)	(239,140)
Sanitation - Other						
I102002	Commercial Collection Charges	Inc	68,760	68,760	68,760	68,040
I102005	Reimbursement Drummuster	Inc	4,000	4,000	0	1,039
I102010	Charges Bulk Rubbish	Inc	17,400	17,400	14,500	14,320
			90,160	90,160	83,260	83,399
E102005	Commercial Collection	Exp	(16,089)	(16,089)	(13,400)	(12,285)
E102010	Bulk Cardboard Collection	Exp	(18,500)	(18,500)	(15,410)	(13,360)
E102020	Recycling Commercial	Exp	(15,187)	(15,187)	(12,650)	(9,844)
E101020	Chemical Drum Disposal Costs	Exp	(4,500)	(4,500)	(4,500)	0
E102190	Depreciation - Sanitation	Exp	(15,695)	(15,695)	(13,064)	(13,072)
			(69,971)	(69,971)	(59,024)	(48,561)
Sewerage						
I104005	Septic Tank Fees	Inc	500	500	410	0
			500	500	410	0
E104005	Sewerage Treatment Plant	Exp	(500)	(500)	(410)	(37)
			(500)	(500)	(410)	(37)
Town Planning						
I106005	Planning Fees	Inc	5,000	5,000	4,160	4,723
			5,000	5,000	4,160	4,723
E106005	Town Planning Expenses	Exp	(15,000)	(15,000)	(12,500)	0
E106100	Administration Allocated	Exp	(109,547)	(109,547)	(91,280)	(91,290)
			(124,547)	(124,547)	(103,780)	(91,290)
Other Community Amenities						
I107005	Cemetery Fees	Inc	15,000	15,000	12,500	14,678
I107010	Community Bus Income	Inc	5,000	5,000	4,160	2,055
I107025	Other Community Amenities Contributions	Inc	0	0	0	0
			20,000	20,000	16,660	16,733
E107005	Cemetery Mtce	Exp	(40,000)	(40,000)	(33,300)	(38,757)
E107010	Public Convenience Mtce	Exp	(56,196)	(56,196)	(46,800)	(47,268)
E107015	Community Bus Operating	Exp	(4,000)	(4,000)	(3,310)	(4,282)
E107100	Administration Allocated	Exp	(92,733)	(92,733)	(77,270)	(77,280)
E107190	Depreciation - Other Comm Amenities	Exp	(50,851)	(50,851)	(42,356)	(30,901)
			(243,781)	(243,781)	(203,036)	(198,488)

Total Community Amenities Income
Total Community Amenities Expenditure

402,876	402,876	388,706	390,973
(739,335)	(739,335)	(616,650)	(577,516)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Recreation & Culture						
Public Halls & Civic Centres						
I111005	Town Hall Hire	Inc	4,000	4,000	3,330	1,351
I111010	Reimbursements	Inc	100	100	80	0
I111015	Town Hall Lease -L Piesse	Inc	0	0	0	0
			4,100	4,100	3,410	1,351
E111005	Town Hall Mtce	Exp	(30,413)	(30,413)	(25,320)	(41,127)
E111010	Other Halls Mtce	Exp	(11,602)	(11,602)	(9,650)	(4,561)
E111190	Depreciation - Public Halls	Exp	(202,711)	(202,711)	(168,921)	(168,834)
			(244,727)	(244,727)	(203,891)	(214,522)
Swimming Pool						
I112010	Swimming Pool Admission	Inc	30,000	30,000	30,000	20,544
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0	0
I112020	Reimbursements	Inc	500	500	500	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0	0
			30,500	30,500	30,500	20,544
E112005	Pool Staff Salary	Exp	(122,579)	(122,579)	(103,718)	(102,984)
E112008	Pool Leave/Wages Liability	exp	0	0	0	0
E112010	Superannuation	Exp	(12,383)	(12,383)	(10,472)	(4,510)
E112015	Swimming Pool Maintenance	Exp	(119,242)	(119,242)	(99,340)	(107,139)
E112020	Swimming Pool Other Expenses	Exp	(7,088)	(7,088)	(5,900)	(3,716)
E113076	Interest on Loan 139 - Swimming Pool	Exp	(8,523)	(8,523)	(6,390)	(6,466)
E112190	Depreciation - Swimming Pools	Exp	(221,266)	(221,266)	(184,374)	(185,679)
			(491,081)	(491,081)	(410,194)	(410,494)
Other Recreation & Sport						
I113005	Sportsground Rental	Inc	8,795	8,795	8,794	7,995
I113010	Sportsground Reimbursements	Inc	0	0	0	11,140
I113015	Power Reimbursements	Inc	5,000	5,000	4,160	4,498
I113020	Recreation Centre Hire	Inc	5,000	5,000	4,160	2,047
I113025	Reimbursements Other	Inc	1,000	1,000	1,000	218
I113030	Rec Centre Equipment Contributions	Inc	1,500	1,500	1,500	1,800
I113035	Sporting Club Leases	Inc	2,000	2,000	2,000	1,868
I113040	Other Recreation & Sport Contributions	Inc	0	0	0	0
I113055	Eric Farrow Pavillion Hire	Inc	5,000	5,000	4,160	6,168
I113065	Community Gym Membership	Inc	14,375	14,375	11,970	11,169
I113079	SS Loan 142 - Interest & Gtee Fee Revenue	Inc	1,422	1,422	0	0
			44,092	44,092	37,744	46,903
E113005	Sportsground Mtce	Exp	(123,057)	(115,057)	(95,840)	(101,639)
E113010	Sportsground Building Mtce	Exp	(24,662)	(24,662)	(20,500)	(34,746)
E113015	Wetlands Park Mtce	Exp	(77,953)	(77,953)	(64,940)	(58,428)
E113020	Parks & Gardens Mtce	Exp	(67,359)	(67,359)	(56,100)	(59,796)
E113025	Puntapin Rock Mtce	Exp	(2,706)	(2,706)	(2,240)	(254)
E113030	Recreation Centre Mtce	Exp	(63,759)	(63,759)	(53,090)	(50,969)
E113035	Rec Staff Salaries	Exp	(18,000)	(18,000)	(15,224)	(2,690)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0	0
E113040	Superannuation	Exp	(1,980)	(1,980)	(1,672)	(3,099)
E113045	Other Expenses	Exp	(3,200)	(3,200)	(2,660)	(283)
E113050	Norring Lake Mtce	Exp	(3,400)	(3,400)	(2,810)	(5,982)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,220)	(23,220)	(19,330)	(24,998)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(2,000)	(1,660)	(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)	(9,550)	(6,153)
E113115	Bowls Club Financial Assistance	Exp	(60,000)	(60,000)	(60,000)	(60,000)
E113100	Administration Allocated	Exp	(203,037)	(203,037)	(169,190)	(169,200)
E113190	Depreciation - Other Rec & Sport	Exp	(388,286)	(388,286)	(323,562)	(323,502)
			(1,075,541)	(1,067,541)	(898,368)	(902,517)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Library						
I115005	Lost Books	Inc	50	50	40	0
I115010	Reimbursements & Grants	Inc	100	4,255	4,235	4,155
			150	4,305	4,275	4,155
E115005	Library Staff Salaries	Exp	(50,969)	(50,969)	(43,112)	(49,386)
E115008	Library Leave/Wages Liability	Exp	0	0	0	0
E115015	Library Building Mtce	Exp	(11,347)	(11,347)	(9,420)	(10,511)
E115020	Library Other Expenses	Exp	(7,917)	(7,917)	(6,570)	(2,298)
E115030	Library IT	Exp	(12,800)	(16,955)	(16,951)	(5,895)
E115190	Depreciation - Libraries	Exp	(16,210)	(16,210)	(13,501)	(13,501)
			(99,242)	(103,397)	(89,554)	(81,591)
Other Culture						
I116035	Long Table Experience Income	Inc	0	0	0	0
I116065	Electronic Sign Advertising Income	Inc	3,000	3,000	2,500	1,136
I119015	Contribution to Woolorama	Inc	0	0	0	0
I119020	Reimbursements	Inc	0	0	0	1,200
I119030	Community Events Income	Inc	0	0	0	11,087
I119031	Other Culture Grant Funds	Inc	0	15,000	0	0
I113078	SS Loan 141 - Interest & Gtee Fee Reimbursement	Inc	2,671	2,671	1,335	1,170
			5,671	20,671	3,835	14,593
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)	(500)
E116010	Woolorama Costs & Maintenance	Exp	(68,634)	(99,634)	(83,000)	(96,455)
E113077	Interest on Loan 141 - SSL Wagin Ag	Exp	(2,180)	(2,180)	(1,090)	(1,170)
E116015	Community Centre Mtce	Exp	(16,449)	(16,449)	(13,680)	(8,321)
E116020	Historical Village	Exp	(2,930)	(2,930)	(2,420)	(2,585)
E116025	Heritage Review	Exp	(12,130)	(12,130)	(12,128)	0
E116035	Long Table Experience Expenditure	Exp	0	0	0	0
E116045	Community Development Events	Exp	(14,000)	(14,000)	(12,500)	(16,812)
E116046	Community Development Equipment Maintenance	Exp	0	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	(11,000)	(26,000)	(26,000)	(15,315)
E116060	Betty Terry Theatre Expenditure	Exp	(6,485)	(6,485)	(5,370)	(3,295)
E116065	Electronic Sign Expenditure	Exp	(4,500)	(4,500)	(3,740)	(3,795)
E116070	Court House Expenditure	Exp	(6,059)	(6,059)	(5,000)	(4,866)
E116075	NAB Building Expenditure	Exp	(10,554)	(10,554)	(8,760)	(15,843)
E116190	Depreciation - Other Culture	Exp	(99,193)	(99,193)	(82,660)	(89,361)
			(254,613)	(300,613)	(256,848)	(258,318)
Total Recreation & Culture Income			84,513	103,668	79,764	87,546
Total Recreation & Culture Expenditure			(2,165,203)	(2,207,358)	(1,858,855)	(1,867,442)
Transport						
Streets Roads Bridges & Depot Construction						
I121005	Direct Road Grants	Inc	151,694	151,694	151,694	151,694
I121010	Road Project Grants	Inc	552,448	552,448	441,956	255,291
I121015	Roads to Recovery Grant	Inc	312,145	312,145	206,010	253,560
I121020	Reimbursements	Inc	0	0	0	0
I121025	Contribution - Street Lighting	Inc	5,000	5,000	0	7,488
I121070	Main Roads Bridge Grant	Inc	0	0	0	0
I121076	LRCIP Funding	Inc	102,233	102,233	51,115	25,542
I147125	Storm Damage Reimbursements	Inc	0	0	0	0
			1,123,520	1,123,520	850,775	693,575

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Streets Roads Bridges & Depot Maintenance						
I122055	Diesel Fuel Rebate Income	Inc	40,000	40,000	33,330	37,830
			40,000	40,000	33,330	37,830
E122005	Road Maintenance	Exp	(130,000)	(130,000)	(108,310)	(85,683)
E122006	Maintenance Grading	Exp	(180,000)	(180,000)	(149,980)	(146,982)
E122007	Rural Tree Pruning	Exp	(65,000)	(65,000)	(54,140)	(58,077)
E122008	Rural Spraying	Exp	(10,000)	(10,000)	(8,330)	(5,329)
E122009	Town Site Spraying	Exp	(20,000)	(20,000)	(16,640)	(14,740)
E122010	Depot Mtce	Exp	(21,444)	(21,444)	(17,820)	(17,544)
E122011	Town Reserve & Verge Mtce	Exp	(10,000)	(10,000)	(8,320)	(4,339)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(22,500)	(18,730)	(12,462)
E122015	Rural Numbering	Exp	0	0	0	0
E122020	Footpath Mtce	Exp	(5,000)	(5,000)	(4,140)	(843)
E122025	Street Cleaning	Exp	(45,000)	(45,000)	(37,480)	(38,038)
E122030	Street Trees	Exp	(50,000)	(50,000)	(41,650)	(51,246)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(4,000)	(3,320)	(3,816)
E122045	Townscape	Exp	(70,000)	(70,000)	(66,640)	(58,593)
E122050	Crossovers	Exp	(500)	(500)	(400)	(160)
E122055	RAMM Roads Database	Exp	(10,000)	(10,000)	(10,000)	(8,711)
E122060	Street Lighting	Exp	(70,000)	(70,000)	(58,330)	(52,763)
E122090	Graffiti Removal	Exp	0	0	0	0
E122100	Administration Allocated	Exp	(83,169)	(83,169)	(69,300)	(69,310)
E122105	Loss on Sale of Asset	Exp	0	0	0	0
E122190	Depreciation - Roads	Exp	(1,853,148)	(1,853,148)	(1,544,265)	(1,566,500)
E147120	Storm Damage - Not Claimable	Exp	0	0	0	(2,365)
			(2,649,761)	(2,649,761)	(2,217,795)	(2,197,501)
Road Plant Purchases						
I122100	Profit on Sale of Asset	Inc	58,192	114,797	114,797	117,177
			58,192	114,797	114,797	117,177
E123010	Loss on Sale of Asset	Exp	(5,396)	(1,396)	0	(1,118)
			(5,396)	(1,396)	0	(1,118)
Aerodrome						
I126015	Aerodrome Reimbursements/Grants	Inc	0	0	0	0
I126020	Aerodrome Hangar Lease	Inc	10,893	10,893	10,892	9,484
			10,893	10,893	10,892	9,484
E126005	Aerodrome Maintenance	Exp	(12,714)	(12,714)	(10,580)	(12,785)
E126190	Depreciation - Aerodromes	Exp	(47,112)	(47,112)	(39,252)	(39,239)
			(59,826)	(59,826)	(49,832)	(52,024)
Total Transport Income			1,232,605	1,289,210	1,009,794	858,066
Total Transport Expenditure			(2,714,983)	(2,710,983)	(2,267,627)	(2,250,643)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Economic Services						
Rural Services						
I131020	Landcare Reimbursements	Inc	79,653	79,653	66,370	68,771
			79,653	79,653	66,370	68,771
E131020	Landcare	Exp	(115,000)	(115,000)	(95,810)	(91,972)
E131030	Rural Towns Program	Exp	(18,000)	(18,000)	(14,980)	(5,822)
E131100	Administration Allocated	Exp	(29,060)	(29,060)	(24,210)	(24,220)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(10,000)	(8,300)	(11,223)
E131190	Depreciation - Rural Services	Exp	0	0	0	0
			(172,060)	(172,060)	(143,300)	(133,237)
Tourism & Area Promotion						
I132005	Caravan Park Fees	Inc	70,000	70,000	58,330	51,845
I132010	Reimbursements	Inc	1,000	1,000	830	909
I132015	RV Area Fees	Inc	10,000	10,000	8,330	5,254
I132035	Tourism Income	Inc	0	0	0	0
			81,000	81,000	67,490	58,008
E132010	Wagin Tourism Committee	Exp	0	0	0	0
E132015	Caravan Park Manager Salary	Exp	(35,238)	(35,238)	(29,808)	(31,597)
E132020	Caravan Park Mtce	Exp	(55,039)	(55,039)	(45,840)	(27,717)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0	0
E132025	Subsidy Historic Village	Exp	(8,500)	(8,500)	(8,500)	0
E132035	RV Area Maintenance	Exp	(10,000)	(10,000)	(8,320)	(11,127)
E132040	Tourism Promotion & Subscripts	Exp	(14,500)	(14,500)	(12,070)	(5,257)
E132050	Administration Allocated	Exp	(148,525)	(148,525)	(123,770)	(123,770)
E132190	Depreciation - Tourism	Exp	(17,334)	(17,334)	(14,441)	(16,124)
			(289,136)	(289,136)	(242,749)	(215,592)
Building Control						
I133005	Building Licenses	Inc	5,000	5,000	4,160	3,310
I133010	Swimming Pool Inspection Fees	Inc	0	0	0	0
I142010	Sale of Land	Inc	0	0	0	0
			5,000	5,000	4,160	3,310
Other Economic Services						
I134005	Water Sales	Inc	20,000	20,000	16,660	42,852
			20,000	20,000	16,660	42,852
E134005	Water Supply - Standpipes	Exp	(25,000)	(25,000)	(20,810)	(33,977)
E134020	Land Sale Costs	Exp	0	0	0	(120)
E134190	Depreciation - Other Economic Services	Exp	(2,052)	(2,052)	(1,710)	(1,709)
			(27,052)	(27,052)	(22,520)	(35,806)
Total Economic Services Income			185,653	185,653	154,680	172,941
Total Economic Services Expenditure			(488,248)	(488,248)	(408,569)	(384,635)
Other Property & Services						
Private Works						
I141005	Private Works Income	Inc	20,000	20,000	16,660	16,239
			20,000	20,000	16,660	16,239

E141005	Private Works	Exp	(15,000)	(15,000)	(12,490)	(14,652)
E141100	Administration Allocated	Exp	(3,428)	(3,428)	(2,850)	(2,860)
			(18,428)	(18,428)	(15,340)	(17,512)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Public Works Overheads						
I143020	Reimbursements	Inc	11,000	11,000	9,160	1,169
I143040	Workers Compensation	Inc	0	0	0	43,242
			11,000	11,000	9,160	44,411
E143005	Engineering Salaries	Exp	(118,891)	(118,891)	(100,596)	(89,717)
E143007	Engineering Administration Salaries	Exp	(64,406)	(64,406)	(54,494)	(61,341)
E143008	Works Leave/Wages Liability	Exp	0	0	0	0
E143009	Housing Allowance Works	Exp	(17,031)	(17,031)	(14,410)	(17,057)
E143015	CEO's Salary Allocation	Exp	(58,688)	(58,688)	(49,654)	(76,514)
E143020	Engineering Superannuation	Exp	(123,644)	(123,644)	(104,620)	(94,287)
E143025	Engineering - Other Expenses	Exp	(5,000)	(5,000)	(4,150)	(4,845)
E143030	Sick Holiday & Allowances Pay	Exp	(165,000)	(165,000)	(137,500)	(156,198)
E143040	Workers Compensation	Exp	0	0	0	(47,154)
E143045	Insurance on Works	Exp	(37,752)	(37,752)	(37,752)	(38,051)
E143050	Protective Clothing	Exp	(8,000)	(8,000)	(6,660)	(3,748)
E143055	Fringe Benefits	Exp	(500)	(500)	(500)	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(1,000)	(830)	(1,942)
E143065	MOW - Vehicle Expenses	Exp	(8,000)	(8,000)	(6,650)	(5,615)
E143075	Telephone Expenses	Exp	(1,500)	(1,500)	(1,250)	(1,523)
E143080	Staff Licenses	Exp	(500)	(500)	(410)	(144)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(4,000)	(3,320)	(5,036)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	(1,250)	0
E143095	Staff Training	Exp	(15,000)	(15,000)	(12,480)	(1,386)
E143105	Administration Allocated	Exp	0	0	0	0
E143200	LESS PWOH ALLOCATED	Exp	630,412	630,412	525,340	520,588
			0	0	(11,186)	(83,970)
Plant Operation Costs						
I144005	Sale of Scrap	Inc	500	500	410	0
I144010	Reimbursements	Inc	500	500	410	2,985
			1,000	1,000	820	2,985
E144010	Fuel & Oils	Exp	(180,000)	(180,000)	(149,990)	(135,397)
E144020	Tyres & Tubes	Exp	(20,000)	(20,000)	(16,660)	(15,000)
E144030	Parts & Repairs	Exp	(85,000)	(85,000)	(70,820)	(41,017)
E144040	Plant Repair - Wages	Exp	(30,000)	(30,000)	(24,990)	(25,425)
E144050	Insurance and Licences	Exp	(37,500)	(37,500)	(37,498)	(35,290)
E144060	Minor Tools and Consumables	Exp	(10,000)	(10,000)	(8,330)	(2,355)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	(830)	0
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(8,000)	(6,660)	(3,708)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	371,500	371,500	309,580	228,386
			0	0	(6,198)	(29,806)
Salaries & Wages						
E146010	Gross Salaries, Allowances & Super	Exp	(2,849,974)	(2,849,974)	(2,411,510)	(2,451,767)
E146200	Less Sal , Allow, Super Allocated	Exp	2,849,974	2,849,974	2,411,510	2,451,767
			0	0	0	0

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
	Unclassified					
I147005	Commission - Vehicle Licensing	Inc	50,000	50,000	41,660	43,471
I147006	Commission - TransWA	Inc	500	500	410	105
I147007	Reimbursement - OHS	Inc	0	0	0	0
I147035	Banking errors	Inc	0	0	0	0
I147050	Council Staff Housing Rental	Inc	18,200	18,200	15,160	9,200
I147065	Insurance Reimbursement	Inc	0	0	0	10,400
I147070	Council Housing Reimbursements	Inc	0	0	0	3,864
I147085	NAB Buiding Rent	Inc	8,400	8,400	7,000	7,406
I147120	Charge on Private use of Shire Vehicle	Inc	360	360	300	0
I147121	Reimbursement - Community Requests	Inc	0	0	0	0
			77,460	77,460	64,530	74,446
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(3,000)	(2,500)	(500)
E147035	Banking Errors	Exp	0	0	0	144
E147050	Council Housing Maintenance	Exp	(95,000)	(95,000)	(78,910)	(60,334)
E147051	Interest on Loan 137 - Staff Housing	Exp	(6,230)	(6,230)	(5,190)	(5,262)
E147052	Interest on Loan 138 - Doctor Housing	Exp	(2,430)	(2,430)	(2,430)	(2,430)
E147055	Consultants	Exp	(55,000)	(55,000)	(45,830)	(30,352)
E147070	4WD Resource Sharing Group	Exp	(7,500)	(7,500)	(6,250)	(7,036)
E147075	Employee Assistance	Exp	0	(3,645)	(3,645)	0
E147090	Building Maintenance	Exp	(5,000)	(5,000)	(4,140)	(2,035)
E147100	Administration Allocated	Exp	(130,236)	(130,236)	(108,530)	(108,530)
E147105	Cost to Sell Council Property	Exp	0	(2,000)	(2,000)	(7,924)
E147115	Occupational Health & Safety (OHS)	Exp	(10,000)	(10,000)	(8,330)	(2,153)
E147130	Depreciation - Unclassified	Exp	(136,963)	(136,963)	(114,131)	(114,217)
E147140	Loss on Sale of Asset	Exp	0	(4,000)	(4,000)	(4,000)
E147150	Community Requests Budget	Exp	(24,430)	(24,430)	(20,350)	(24,170)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(2,910)	(553)
			(479,289)	(488,934)	(409,146)	(369,352)
	Total Other Property & Services Income		109,460	109,460	91,170	138,081
	Total Other Property & Services Expenditure		(497,716)	(507,361)	(441,870)	(500,640)
	Total Income		5,768,410	5,947,475	5,442,788	5,441,598
	Total Expenditure		(8,879,434)	(8,957,234)	(7,543,621)	(7,450,040)
	Net Deficit (Surplus)		(3,111,024)	(3,009,759)	(2,100,833)	(2,008,442)

8.1.2 SCHEDULE OF ACCOUNTS PAYMENTS – APRIL 2024

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	Attachment 1 - Payments List April 2024

OFFICER RECOMMENDATION

That Council RECEIVE the list of accounts paid under delegated authority, during April 2024 per Attachment 1: -

- EFT Payments EFT14687 – EFT14722, EFT14727 – EFT14770 and Direct Debit Payments DD5595.1– DD5626.26 from the Municipal Account totalling \$309,356.74.
- EFT Payments EFT14723 – EFT14726 and EFT14771 - 14775 and EFT14822 – EFT14823 from the Restricted Funds Account totalling \$2,480.15.
- Credit card Payments totalling \$2,650.51.

BRIEF SUMMARY

This item presents the schedule of payments made during April 2024 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

Regulation 13

- (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
 - (iii) 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 30 April 2024

Municipal Funds Account - List of Payments

Chq/EFT	Date	Name	Description	Amount
EFT Payments				
EFT14687	04/04/2024	3e Advantage Pty Limited	Photocopier Charges - March 2024	(1,051.91)
EFT14688	04/04/2024	Addprint Rubber Stamps	Creditor Officer Stamp - Admin Office	(107.50)
EFT14689	04/04/2024	Alexander Galt And Co Pty Ltd	Uni Pro Masking Tape	(58.50)
EFT14690	04/04/2024	Apps Plumbing & Gas Wagin	Investigate Hot Water Issue - Infant Health Centre	(110.00)
EFT14691	04/04/2024	Australia Post	Postage - March 2024	(1,111.36)
EFT14692	04/04/2024	BP Australia Pty Ltd	Monthly Card Fee - Wedgecarup, Piesseville & Town Bushfire Trucks	(8.85)
EFT14693	04/04/2024	Best Practice Software	Comms Pack 2 - Bp Premier	(385.00)
EFT14694	04/04/2024	BGL Solutions	Verti Mow - Sportsground Oval	(11,000.00)
EFT14695	04/04/2024	Bitumen Distributors Pty Ltd	Emulsion - Depot	(550.00)
EFT14696	04/04/2024	Catherine May McAuliffe	Rate Refund	(61.63)
EFT14697	04/04/2024	Command A Com	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service - March 2024	(153.05)
EFT14698	04/04/2024	Dfabengineering	Tow Hitches - 2018 & 2023 Isuzu Tip Trucks (P40 & P42)	(495.00)
EFT14699	04/04/2024	Fuel Distributors Of Wa Pty Ltd	Deisel - W003	(135.72)
EFT14700	04/04/2024	Great Southern Fuel Supply	Unleaded Fuel - Darkan Homecare Vehicle (P86)	(266.75)
EFT14701	04/04/2024	Gymcare	Service of Gym Equipment	(693.88)
EFT14702	04/04/2024	Hall Electrical & Data Services	Install data points and gpo's - Eric Farrow Pavillion	(3,275.43)
EFT14703	04/04/2024	Heather Bartram	Relief Pool Manager - February 2024	(4,642.00)
EFT14704	04/04/2024	Ictouch Pty Ltd	NBN Services - April 2024 - Medical Centre	(540.00)
EFT14705	04/04/2024	Isabell Smith	Happy Days Luncheon Supplies Recoup & Postage Reimbursement	(36.98)
EFT14706	04/04/2024	Komatsu Australia Pty Ltd	Service - Komatsu Grader (P12)	(7,345.89)
EFT14707	04/04/2024	Koobadong Holdings Pty Ltd	Rates Refund	(494.31)
EFT14708	04/04/2024	Landgate - Midland	Mining Tenements Chargeable	(43.50)
EFT14709	04/04/2024	Lgiswa	Spotscreen Skin Screens in excess of Health and Wellbeing Account - Admin, Works & Homecare	(1,100.00)
EFT14710	04/04/2024	Liberty Oil Australia Pty Ltd	Diesel - Stock	(12,987.20)
EFT14711	04/04/2024	Mcg Fire Services	Site Service Fee - Fire Extinguishers - March 2024	(3,645.79)
EFT14712	04/04/2024	Narrogin Gasworx	HCP Client - Toilet Seat Raiser	(125.00)
EFT14713	04/04/2024	Property Supervision Services	Gardening - Homecare	(3,361.00)
EFT14714	04/04/2024	Raymond George Sawyer	Rates refund	(123.25)
EFT14715	04/04/2024	South Regional Tafe	Course Fees for Auschem - Staff	(72.00)
EFT14716	04/04/2024	Synergy	Electricity Bill Dept of Fire & Emergency Services 23 January - 20 March 2024	(149.62)
EFT14717	04/04/2024	Team Global Express Pty Ltd	Freight Costs	(80.36)
EFT14718	04/04/2024	Telstra	Telstra Accounts - Various	(1,171.29)
EFT14719	04/04/2024	Wa Contract Ranger Services Pty Ltd	Ranger Services - March 2024	(2,560.25)
EFT14720	04/04/2024	Wagin Mechanical Repairs	Repair/Replace Indicator Light & Service - Toyota Klugger (P05)	(2,065.70)
EFT14721	04/04/2024	Wagin Truck Centre	20L Drum of oil	(202.95)
EFT14722	04/04/2024	Water Corporation	Water Account - NAB	(581.04)
EFT14727	11/04/2024	Australian Services Union	Payroll Deductions	(26.50)
EFT14728	11/04/2024	Wagin Woodanilling Landcare Zone	Payroll Deductions	(42.00)
EFT14729	18/04/2024	Alexander Galt And Co Pty Ltd	Two 200mm trolley wheels	(57.35)
EFT14730	18/04/2024	Apps Plumbing & Gas Wagin	Repairs - Town Square Block Toilets	(117.70)
EFT14731	18/04/2024	Australia Day Council Of Wa	COTY 2024 Extra Kit	(24.45)
EFT14732	18/04/2024	Australian Communications Authority	Land Mobile/CBRS Repeater on Condinging Hill Piesseville	(46.00)
EFT14733	18/04/2024	Benchmark Building Inspections	Hockey/Football Club Pavilion - Visual inspection and Report	(2,200.00)
EFT14734	18/04/2024	Chubb Security Australia	Monitor Dialler - Medical Centre & Admin Office 1/04/2024 - 31/06/2024	(397.62)
EFT14735	18/04/2024	Command A Com	Maintenance Renewal Charges - Telephone System and Handsets - Administration Office - 05/05/2024 to 05/08/2024	(253.00)
EFT14736	18/04/2024	Elders Rural Services Australia Limited	Work Boots - Depot Staff	(264.00)
EFT14737	18/04/2024	Ga Franz	Repairs to Pavers - Swimming Pool	(220.00)
EFT14738	18/04/2024	Goodyear Autocare Wagin	Tyres - Road Broom (P29)	(146.00)
EFT14739	19/04/2024	Great Southern Waste Disposal	Management of Facility - Labour & Machine - March 2024	(28,663.36)
EFT14740	19/04/2024	Wagin Iga X-press	Bush Fire Refreshments	(351.27)
EFT14741	19/04/2024	Kasey Pearce	Reimbursement- Resource Books - TAFE Course	(111.00)
EFT14742	19/04/2024	Katanning Furnishings	Installation of Commercial Vinyl - Recreation Centre Storage Room	(1,435.00)
EFT14743	19/04/2024	Mjb Industries	300mm Cement Culverts & 300mm Head Walls	(2,537.66)
EFT14744	19/04/2024	Moore Australia Pty Ltd	Registration - 2024 Financial Reporting Workshop Livestream Attendance - Staff	(3,520.00)
EFT14745	19/04/2024	Property Supervision Services	Gardening - Homecare	(2,304.00)
EFT14746	22/04/2024	Narrogin Gasworx	Homecare Expenses	(248.15)
EFT14747	22/04/2024	Narrogin Hardware and Building	Star Picket Covers & Finishing Collar	(90.60)
EFT14748	22/04/2024	Narrogin Pumps Solar And Spraying	Camlock, Ball Valve & Seal Tape - Water Tank (P40)	(277.64)
EFT14749	22/04/2024	Nature Playgrounds	Rubber Mallets - Wetlands Park	(93.76)
EFT14750	22/04/2024	Officeworks	Stationary - April 2024	(1,625.59)
EFT14751	22/04/2024	Prompt Safety Solutions	12 month Annual WHS Process Renewal - Ongoing WHS support	(3,410.00)
EFT14752	22/04/2024	Rylan Pty Ltd	Mountable kerbing - Tarbet, Leonorar & Vasper Streets	(11,484.00)
EFT14753	22/04/2024	Sigma Chemicals	20L Winteriser - Swimming Pool	(886.56)
EFT14754	22/04/2024	South Regional Tafe	Cert IV Accounting & Bookkeeping Unit - Staff	(102.50)
EFT14755	22/04/2024	St John Ambulance - Wagin Sub	Heart Start Defibrillator- Library & Caravan Park	(4,560.34)
EFT14756	22/04/2024	St Luke's Family Practice Management	Management Fee for Wagin Practice - March 2024	(4,583.33)

Chq/EFT	Date	Name	Description	Amount
EFT14757	22/04/2024	Synergy	Synergy Account - Streetlights	(6,186.17)
EFT14758	22/04/2024	Talis Consultants	Valuation of Drainage Assets - (Valuation) Project Number TAMP24016	(3,138.25)
EFT14759	22/04/2024	Task Exchange Pty Ltd	Annual BigTinCan LG Hub software - 2024/2025	(7,381.00)
EFT14760	22/04/2024	Team Global Express Pty Ltd	Freight Costs	(41.94)
EFT14761	22/04/2024	Telstra	Telstra Accounts - Various	(1,141.96)
EFT14762	22/04/2024	Wa Library Supplies	Book Glue - Library	(30.70)
EFT14763	22/04/2024	Wagin Agri Services	75 bags of 20kg Cement - Dongolocking Road & 20 Bags of 20kg Wetter - Other Parks and Gardens	(1,602.50)
EFT14764	22/04/2024	Wagin Chamber Of Commerce	2024/2025 Wagin Chamber of Commerce Calendar Advertisement and Membership	(150.00)
EFT14765	22/04/2024	Wagin District Farmers Co-operative	Kitchen Refreshments, Easter Supplies & Woolorama BBQ - Admin, Works, Library, Swimming Pool & Homecare	(472.28)
EFT14766	22/04/2024	Wagin Gas Electrics	Inspection & Repairs - Recreation Centre Grounds	(647.35)
EFT14767	22/04/2024	Australian Taxation Office	BAS - March 2024	(34,223.00)
EFT14768	22/04/2024	Wagin Meats	Meat - Woolorama Breakfast - Depot	(143.00)
EFT14769	22/04/2024	Wagin Mowers	Pully and Belt - John Deere Mower (P22)	(118.80)
EFT14770	22/04/2024	Wallis Computer Solutions	Agreement Fusion - Admin Office - April 2024	(466.18)
EFT14776	24/04/2024	Australian Services Union	Payroll Deductions	(26.50)
EFT14777	24/04/2024	Wagin Woodanilling Landcare Zone	Payroll Deductions	(42.00)
EFT Payments Total				(186,683.72)
Direct Debit Payments				
DD5595.1	11/04/2024	Aware Super	Superannuation contributions	(6,692.26)
DD5595.2	11/04/2024	Bt Panorama	Superannuation contributions	(179.40)
DD5595.3	11/04/2024	Netwealth Superannuation	Superannuation contributions	(328.44)
DD5595.4	11/04/2024	R E I Super	Superannuation contributions	(206.10)
DD5595.5	11/04/2024	The Trustee for Trojan Self Managed	Superannuation contributions	(807.70)
DD5595.6	11/04/2024	Hesta Super Fund	Superannuation contributions	(695.46)
DD5595.7	11/04/2024	Rest Administration	Superannuation contributions	(1,292.97)
DD5595.8	11/04/2024	Australian Super Administration	Superannuation contributions	(1,661.07)
DD5595.9	11/04/2024	Hostplus	Superannuation contributions	(234.35)
DD5604.1	24/04/2024	Bankwest	Mastercard to 4 April 2024	(1,725.22)
DD5616.1	25/04/2024	Aware Super	Superannuation contributions	(7,607.81)
DD5616.2	25/04/2024	Bt Panorama	Superannuation contributions	(185.86)
DD5616.3	25/04/2024	Netwealth Superannuation	Superannuation contributions	(328.44)
DD5616.4	25/04/2024	R E I Super	Superannuation contributions	(206.10)
DD5616.5	25/04/2024	The Trustee for Trojan Self Managed	Superannuation contributions	(507.70)
DD5616.6	25/04/2024	Hesta Super Fund	Superannuation contributions	(739.80)
DD5616.7	25/04/2024	Rest Administration	Superannuation contributions	(1,333.41)
DD5616.8	25/04/2024	Australian Super Administration	Superannuation contributions	(1,726.89)
DD5616.9	25/04/2024	Hostplus	Superannuation contributions	(218.03)
DD5626.1	04/04/2024	Department Of Transport	Daily Licensing Takings 02/04/2024	(3,595.65)
DD5626.2	11/04/2024	Department Of Transport	Daily Licensing Takings 09/04/2024	(820.50)
DD5626.3	12/04/2024	Department Of Transport	Daily Licensing Takings 10/04/2024	(3,715.65)
DD5626.4	15/04/2024	Department Of Transport	Daily Licensing Takings 11/04/2024	(2,675.10)
DD5626.5	15/04/2024	Sandwai Pty Ltd	April Monthly Fee for Sandwai	(457.60)
DD5626.6	16/04/2024	Department Of Transport	Daily Licensing Takings 12/04/2024	(2,493.40)
DD5626.7	17/04/2024	Department Of Transport	Daily Licensing Takings 15/04/2024	(8,751.75)
DD5626.8	18/04/2024	Department Of Transport	Daily Licensing Takings 18/04/2024	(3,234.95)
DD5626.9	18/04/2024	Aussie Broadband Pty Ltd	Braodband April 2024	(330.00)
DD5636.1	10/04/2024	Department Of Transport	Daily Licensing Takings 08/04/2024	(2,008.35)
DD5591.17	02/04/2024	Department Of Transport	Daily Licensing Takings 27/03/2024	(2,528.55)
DD5591.18	03/04/2024	Department Of Transport	Daily Licensing Takings 28/03/2024	(4,336.35)
DD5591.19	03/04/2024	Bankwest	Merchant Fees - March 2024	(455.29)
DD5595.10	11/04/2024	North Personal Superannuation	Superannuation contributions	(296.93)
DD5595.11	11/04/2024	Prime Super	Superannuation contributions	(290.26)
DD5595.12	11/04/2024	Smartmonday Prime	Superannuation contributions	(105.50)
DD5595.13	11/04/2024	Hub24 Super Fund	Superannuation contributions	(259.64)
DD5616.10	25/04/2024	North Personal Superannuation	Superannuation contributions	(296.93)
DD5616.11	25/04/2024	Prime Super	Superannuation contributions	(295.61)
DD5616.12	25/04/2024	Smartmonday Prime	Superannuation contributions	(146.08)
DD5616.13	25/04/2024	Hub24 Super Fund	Superannuation contributions	(259.64)
DD5626.10	18/04/2024	Western Australian Treasury	Loan Repayment # 138	(7,787.04)
DD5626.11	19/04/2024	Department Of Transport	Daily Licensing Takings 17/04/2024	(3,332.65)
DD5626.12	05/04/2024	Department Of Transport	Daily Licensing Takings 03/04/2024	(6,028.95)
DD5626.13	22/04/2024	Department Of Transport	Daily Licensing Takings 22/04/2024	(10,338.20)
DD5626.14	23/04/2024	Department Of Transport	Daily Licensing Takings 19/04/2024	(2,620.70)
DD5626.15	23/04/2024	Messages On Hold Australia Pty Ltd	Provision of Programming and Equipment - 23/04/2024 to 22/07/2024	(263.61)
DD5626.16	24/04/2024	Department Of Transport	Licensing Daily Takings - 22/04/2024	(2,844.00)
DD5626.17	24/04/2024	Western Australian Treasury	Loan Repayment # 137	(1,907.86)
DD5626.18	26/04/2024	Payrix	Synergy On Line Transaction Fee	(8.92)
DD5626.19	26/04/2024	Department Of Transport	Licensing Daily Takings 23/04/2024	(8,125.20)
DD5626.20	29/04/2024	Department Of Transport	Licensing Daily Takings 24/04/2024	(3,693.45)
DD5626.21	30/04/2024	Department Of Transport	Licensing Daily Takings 26/04/2024	(3,663.05)
DD5626.23	05/04/2024	Sheriff's Office Perth	Fines Enforcement Lodgement Fees	(250.50)
DD5626.24	05/04/2024	Payrix	Synergy On Line Transaction Fee	(13.45)
DD5626.25	08/04/2024	Department Of Transport	Daily Licensing Takings 04/04/2024	(4,577.90)
DD5626.26	09/04/2024	Department Of Transport	Daily Licensing Takings 05/04/2024	(3,186.80)

Chq/EFT	Date	Name	Description	Amount
Direct Debit Payments Total				(122,673.02)
Municipal Account - Payments Total				(309,356.74)
Restricted Funds Account - List of Payments				
EFT Payments				
EFT14723	04/04/2024	Adrienne Conway	Bond Refund - Venue Hire	(450.00)
EFT14724	04/04/2024	Dakota Johnston	Bond Refund - Animal Trap	(50.00)
EFT14725	04/04/2024	Michael Phillip Taylor	Bond Refund - Venue Hire	(300.00)
EFT14726	04/04/2024	Unigrain - Wagin	Bond Refund - Venue Hire	(300.00)
EFT14771	22/04/2024	Brenden James Hall	Bond Refund - Gym Fob	(30.00)
EFT14772	22/04/2024	Danielle Vaughan	Bond Refund - Venue Hire	(300.00)
EFT14773	22/04/2024	Grace Blight	Bond Refund - Animal Trap	(50.00)
EFT14774	22/04/2024	Ronald Bickers	Bond Refund - Venue Hire	(300.00)
EFT14775	22/04/2024	WAHS / WA Country Health	Bond Refund - Venue Hire	(300.00)
EFT14822	30/04/2024	Construction Training Fund (BCITF)	BCITF- April 2024	(343.50)
EFT14823	30/04/2024	Department Of Mines, Industry Regulation And Safety	BSL - April 2024	(56.65)
EFT Payments Total				(2,480.15)
Restricted Funds Account - Payments Total				(2,480.15)

SHIRE OF WAGIN
STATEMENT OF MASTERCARD PAYMENTS
For the Period Ended 7 May 2024

Credit Card List of Payments				
Chief Executive Officer - Ken Parker				
Credit Card				0.00
Chief Executive Officer - Ken Parker Total				0.00
Deputy Chief Executive Officer - Jonathan Fathers				
Credit Card	4/04/2024	Selby Acoustics	Replacement Speakers - Swimming Pool	(332.08)
Credit Card	26/04/2024	United Mt Barker	Fuel - DCEO Vehicle	(130.44)
Credit Card	1/05/2024	Australia Post	CEO ID Check - Land Transfer - Lot 429 Tudhoe Street	(159.00)
Credit Card	6/05/2024	BigW Online	Books - Library	(250.00)
Deputy Chief Executive Officer - Jonathan Fathers Total				(871.52)
Manager of Works - Allen Hicks				
Credit Card				0.00
Manager of Works - Allen Hicks Total				0.00
Manager of Finance - Donna Fawcett				
Credit Card	3/04/2024	Heritage Hotel - Armadale	Staff Accommodation 03/04/2024 - 05/04/2024	(330.00)
Credit Card	16/04/2024	Rebel Sports	Exercise Bike - Homecare	(1,248.99)
Credit Card	16/04/2024	Learn Now Online	Resource Books - Staff Training	(200.00)
Manager of Finance -Donna Fawcett Total				(1,778.99)
Fees and Charges				
				0.00
Fees and Charges Total Total				0.00
Credit Card List of Payments Total				(2,650.51)



8.1.3 CHIEF EXECUTIVE OFFICER'S ACTIVITY REPORT

AUTHOR OF REPORT:	Chief Executive Officer
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	NIL

OFFICER RECOMMENDATION

That Council NOTE the Chief Executive Officer's Report.

BRIEF SUMMARY

The following report details activities within the CEO portfolio.

BACKGROUND/COMMENT

The May Ordinary Council Meeting marks 120 calendar days since the commencement of the CEO. The first 100 days are considered to be a milestone in organisational leadership.

The April/May period is a busy time for local government and for agricultural community that the Shire services. Budget development for 2024-25 is well underway with workshops occurring internally and planned with Council. The 2024-25 budget is the first prepared by this management team and Officers are investing time to ensure that the budget represents sound financial management and effective planning in the short and longer terms.

As demonstrated in this notice paper with the first 100 days in the rearview mirror, work is underway on the organisational reforms to consolidate the Shire administration strengths and areas where intellectual and financial investment is required.

The CEO has attended the following meetings / events for the period since the last report

Date	Meeting Attended
16 April	Council Forum
17 April	Local Government Grants Commission hearing
18 April	Wagin Airfield RC Club
19 April	Country Women's Association
22 April	Renewable energies meeting – Great Southern CEOs
22 April	UK Health Care Cooperative
23 April	Cricket / Hockey club
23 April	Shire Auditors
23 April	Council Meeting
24 April	School ANZAC Day Service
25 April	ANZAC Day services
26 April	Ratepayer
29 April	Department of Health and Aged Care (Commonwealth)

Date	Meeting Attended
3 May	Moore (Auditors)
6 May	Western Power
6 May	Public Health Act webinar
7 May	Wagin Agricultural Society
9 May	Grainfeeds
9 May	Ratepayer
13 May	Renewable energies meeting – Great Southern CEOs
16 May	Narrogin TAFE
16 May	Narrogin High School
16 May	Narrogin Agricultural College
17 May	Puntapin Rock

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

Under Section 5.46 of the *Local Government Act 1995* the CEO must 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:

Delegation	Exercised by	Date	Matter
5	BS	23-Apr-24	Building permit Issued
20	CEO	24-Apr-24	Creditor Payment- payroll
16	CEO	26-Apr-24	Firewood collection permit
10	CEO	29-Apr-24	Extend Rstricted Burning Period
17	CEO	1-May-24	Term Deposit - WA Treasury
20	CEO	2-May-24	Creditor Payment
16	CEO	7-May-24	Firewood collection permit x2
20	CEO	9-May-24	Creditor Payment- payroll
31	CEO	15-May-24	Food Truck Permit - Fee waived
16	CEO	16-May-24	Firewood collection permit
5	BS	16-May-24	Building permit Issued
20	CEO	16-May-24	Creditor Payment

CONSULTATION/COMMUNICATION

As detailed above

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.



VOTING REQUIREMENTS

Simple Majority.

8.1.4 REQUEST TO MAKE APPLICATION FOR EXTENDED TRADING HOURS – FOODWORKS (WAGIN DISTRICT FARMERS CO-OPERATIVE LIMITED)

PROPONENT:	Wagin District Farmers Co-operative Limited
LOCATION/ADDRESS:	16 Tavistock Street
AUTHOR OF REPORT:	Chief Executive Officer
PREVIOUS REPORT(S):	5123 – February 2024
DISCLOSURE OF INTEREST:	The Chief Executive Officer is a member of the Wagin District Farmers Co-operative. Under section 5.63 of the <i>Local Government Act 1995</i> an interest does not need to be declared when it is an interest common to a significant number of electors or ratepayers. As the Wagin District Farmers Co-operative has over 1,000 members in a district with a population of approximately 1,800 people, Officers contend that it meets the criteria as an exempt interest.
FILE REFERENCE:	GR.SL.8
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 – Letters from State MPs

OFFICER RECOMMENDATION

That Council

1. **SUPPORTS** the Wagin District Farmers Co-operative Limited's proposal to extend the trading hours of the Foodworks on Tavistock St to Sundays between 11am – 5pm
2. **NOTES** the community consultation undertaken, including correspondence received from members of the community and State MPs in attachment 1
3. **REQUESTS** that the Chief Executive Officer makes an application on the Cooperative's behalf under section 15 of the *Retail Trading Hours Act 1987*
4. **NOTES** that a decision regarding the matter will be ultimately be made by the Minister for Commerce

BRIEF SUMMARY

In February 2024, following an application by the Wagin District Farmers Co-operative Limited, Council resolved to consult regarding making an application on behalf of the Cooperative to extend permitted trading hours of the Cooperative's Foodworks to Sundays between 11am – 5pm.

BACKGROUND/COMMENT

The Wagin District Famers Co-operative Limited which operate the Foodworks on Tavistock St has requested that the Shire make application on their behalf under section 15 of the *Retail Trading Hours Act 1987* to operate on Sundays between 11am – 5pm.

Under legislation a local government has the power to apply to the Minister to vary permitted trading hours. The application process established by the Department of Energy, Mines, Industry Regulation and Safety requires community engagement and support from the local member of Parliament.

The *Retail Trading Hours Act 1987* restricts the trading hours of certain types of businesses in regional Western Australia. As the Foodworks is not classified as a small retail shop, because of its co-operative business model, it is not permitted to operate on Sundays. Foodworks currently opens from 8:30am – 5:30pm on weekdays and 8:30am – 12:00pm on Saturday. IGA in comparison, opens from 7:00am – 7:00pm everyday.

At the February 2024 Ordinary Council Meeting, Council requested community consultation be conducted seeking feedback, including writing to the local member of Parliament as required by the Department's policy.

CONSULTATION/COMMUNICATION

The opportunity to comment was presented in the Wagin Woolpress' February 2024 edition and the Shire's Facebook page on 28 February 2024.

The post attracted 23 'likes' and four comments.

Shire of Wagin's post



The majority of comments shown below were in support:

Most relevant ▼



Jeunesse Crane

IGA is open 7-7 7 days a week wont that take their best trading day away from them having to share with another supermarket? I love the co-op and I am a shareholder but I don't want to go shopping on a Sunday. 🙄

7 w Like Reply Hide



Ell Jaye

Great idea 💡

7 w Like Reply Hide



Jeannie Gray

Great idea

7 w Like Reply Hide



Pauline Alexander

What a great idea... I would support it 100%

7 w Like Reply Hide



The Shire also received an email from Mr David Biggs and Jessica Hamersley in support

-----Original Message-----

From: David Biggs [REDACTED]

Sent: Wednesday, 13 March 2024 12:25 PM

To: Shire of Wagin <shire@wagin.wa.gov.au>

Subject: Foodworks

G'day I would be happy for them to extend their hours thanks

Sent from my iPhone

WARNING: THE SHIRE OF WAGIN ACCEPTS NO LIABILITY FOR ANY DIRECT OR INDIRECT DAMAGE OR LOSS RESULTING FROM THE USE OF ANY INFORMATION ON THIS EMAIL.

From: Jessica Hamersley [REDACTED]

Sent: Tuesday, 19 March 2024 10:14 AM

To: Shire of Wagin <shire@wagin.wa.gov.au>

Subject: Co-op application to vary trading hours

Shire of Wagin CEO and Councillors

I would welcome the opportunity to shop at the Wagin District Farmers' Co-operative store on Sundays, particularly when involved with sporting activities on Saturdays which precludes shopping locally on that day.

Any measures which could help people shop locally, instead of at other towns when visiting for sport or business, must help prevent the further demise of Wagin.

Opening on Sundays also gives employment opportunities for the youth of our community.

As a shareholder, I welcome any idea which could assist the viability of the Co-op.

Sincerely

Jessica Hamersley

The Department's policy requires that consultation is undertaken with State MPs including Members of the Legislative Council. The Shire received four letters in response which is provided in Attachment 1. Overall, the tenor of the letters was that State MPs support the proposal if the community supports the proposal.

Anecdotally, Officers understand that the Foodworks has been operating on Sundays for several weeks. The Shire is not responsible for compliance in this regard and has received no complaints from businesses or the community during this time.

If following the community engagement undertaken, the Council supported the proposal, Officers would make a submission on behalf of the cooperative to the Department of Mines, Industry Regulation and Safety. The application would then be considered by the Minister.

The application would only be for the Cooperative which currently is the only retail entity operating in the Shire with restricted operating hours.

Overall, Officers are satisfied that the majority of feedback received has welcomed the proposal and the Shire has not received complaints from competitors.

STATUTORY/LEGAL IMPLICATIONS

Ownership of a company would normally trigger a financial interest. However, under section 5.63 of the *Local Government Act 1995* an interest does not need to be declared when it is an interest common to a significant number of electors or ratepayers.

The Wagin District Farmers Co-operative has over 1,000 members in a district with a population of approximately 1,800 people.

A straw poll of administration staff in the Shire's office indicated that all asked were members. While member interests are a matter for individual members, Officers contend that this matter meets the criteria as an exempt interest based on it being an interest common to a significant number of electors or ratepayers.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority

22 April 2024

Mr. Kenneth Parker
Chief Executive Officer
Shire of Wagin
WAGIN WA 6315

Via email: shire@wagin.wa.gov.au

RE: APPLICATION FOR EXTENDED TRADING HOURS: WAGIN FOODWORKS

Dear Ken

Thank you for the letter dated 29th February 2024 regarding the consultation period for extension of trading hours for Foodworks Wagin.

At this time, I do not think it appropriate for me to provide an opinion to support or oppose this proposal.

I trust the shire councillors elected by the residents and the ratepayers themselves to best provide feedback on this proposal by Foodworks, those who use the business and understand the local implications and benefits of extended trading hours.

Thank you for including me in this consultation and I look forward to a positive outcome for your community.

Kind regards



Peter Rundle



Narrogin Office
PO Box 378
Narrogin WA 6312
Ph 08 9881 1225
Fax 08 9881 3082

Esperance Office
107 Dempster St,
Esperance WA 6450
Ph 08 9071 6555
Fax 08 9071 6788

All correspondence to
PO Box 378
Narrogin WA 6312

Peter.Rundle@mp.wa.gov.au
www.peterrundle.com.au
 @PeterRundleMLA
 facebook.com/PeterRundleRoe

From: [Shire of Wagin](#)
To: [Kenneth Parker](#)
Subject: FW: Application for Extended Trading Hours - Wagin Foodworks
Date: Tuesday, 26 March 2024 4:31:30 PM

Shire of Wagin

Shire of Wagin
2 Arthur Road, Wagin, WA, 6315

Ph: 08 9861 1177

E: shire@wagin.wa.gov.au



www.wagin.wa.gov.au

Wagin is home of the Giant Ram and Wagin Woolorama

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From: Shelley.Payne <[REDACTED]>
Sent: Tuesday, 26 March 2024 4:10 PM
To: Shire of Wagin <shire@wagin.wa.gov.au>
Subject: Application for Extended Trading Hours - Wagin Foodworks

Dear Shire President Cr Phillip Bright

We refer to your letter of the 29th February 2024, regarding the application for extended trading hours by the Foodworks store in Wagin. The Hon Shelley Payne MLC has advised that she would support the application if the community consultation process supported the change to the trading hours.

Please do not hesitate to contact this office should you require any further information.

For and on behalf of the Hon Shelley Payne MLC

Kind Regards

Mandy Robb

Research Officer

Office of the Hon Shelley Payne MLC

Member for the Agricultural Region

92 Dempster Street Esperance WA 6450

Email: [REDACTED]

Telephone: 08 9072 1786

Contact Hours 08:30 to 17:00 Mon to Fri

The Agricultural Region comprises the 4 Legislative Assembly districts of Roe, Central Wheatbelt, Moore and Geraldton.

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Please consider the environment before printing out this email.

From: [Shire of Wagin](#)
To: [Kenneth Parker](#)
Subject: FW: Wagin Foodworks Application for Extended Trading Hours
Date: Wednesday, 27 March 2024 11:50:34 AM

Shire of Wagin

Shire of Wagin
2 Arthur Road, Wagin, WA, 6315

Ph: 08 9861 1177
E: shire@wagin.wa.gov.au



www.wagin.wa.gov.au

Wagin is home of the Giant Ram and Wagin Woolorama

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From: Margie.Robinson [REDACTED]
Sent: Wednesday, 27 March 2024 10:41 AM
To: Shire of Wagin <shire@wagin.wa.gov.au>
Cc: Sandra.Carr <Sandra.Carr@mp.wa.gov.au>
Subject: Wagin Foodworks Application for Extended Trading Hours

Dear Cr Bright

Thank you for your letter of 29 February regarding the Wagin Foodworks application for extended trading hours.

Shelley Payne MLC covers the electorate of Roe, including Wagin as part of the Cook Government Agricultural Region Team. I understand Shelley's office has been in contact with the Shire to assist with this request.

Kind regards

Margie Robinson (she/her)
Research Officer (Wed-Fri)
Hon Sandra Carr MLC
Member for Agricultural Region
[REDACTED]

(08) 9964 1001

Shop1, Cnr. Durlacher & Sanford St, Geraldton WA 6530





Hon Steve Martin MLC

Parliament of Western Australia
Deputy Leader of the WA Liberal Party
Member of the Legislative Council (Agricultural Region)
Shadow Minister for Housing; Forestry; Planning; Lands



4 April 2024

Cr Phillip Blight
Shire President
Shire of Wagin
PO Box 200
WAGIN WA 6315

Via; shire@wagin.wa.gov.au

Dear Cr Blight

Thank you for contacting me regarding the application for extended trading hours for Wagin Foodworks. It is great to see that the Council is taking a proactive approach to ensure that the needs and desires of the broader Great Southern Community are met.

As a member of Parliament for the Agricultural Region, I support initiatives that promote economic growth and enhance the convenience and accessibility of essential services. I support the proposal to allow Wagin Foodworks to extend their trading hours on Sunday from 11am to 5pm. It will create more opportunities for employment and to generate revenue and contribute to the growth of the area.

I appreciate the opportunity to provide my input on this important matter, and I look forward to hearing more about the Council's decision.

Once again, I wish the Council all the best in their efforts to meet the needs of the broader Great Southern Community.

Kind regards,

Hon Steve Martin MLC
Member for the Agricultural Region

8.1.5 DEDICATION OF PART OF RESERVE 6046 FOR LIME LAKE WEST ROAD

AUTHOR OF REPORT:	Chief Executive Officer
PREVIOUS REPORT(S):	5018 – December 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RD.AC.1
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 – Excisions from Reserve 6046

OFFICER RECOMMENDATION

That Council

1. In accordance with section 56 of the *Land Administration Act 1997*, REQUESTS that the Minister for Lands dedicates the portion of Reserve 6046 depicted in attachment 1 as a road.
2. CERTIFIES that that the Shire has complied with section 56(2) of the LAA being that:

If a local government resolves to make a request under subsection (1), it must —

- (a) in accordance with the regulations prepare and deliver the request to the Minister; and
 - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
3. In accordance with section 56(4) of the LAA, RESOLVES that the Shire of Wagin agrees that it will indemnify, and keep indemnified, the State of Western Australia, the Department of Planning, Lands and Heritage and the Minister for Lands and hold them harmless from and against all liabilities, obligations, costs, expenses or disbursements of any kind including, without limitation, compensation payable to any party under the *Native Title Act 1993* (Cth) which may be imposed on, or incurred by, the Indemnified Parties relating to or arising directly from the dedication of a portion of Reserve 6046 as a road

BRIEF SUMMARY

At the December 2023 Ordinary Council Meeting, Council resolved that the A/CEO was to commence a process for the dedication of Lime Lake West Road.

The purpose of this resolution was to progress in resolving an anomaly with the tenure of Lime Lake West Road wherein the actual constructed road runs through a Crown Reserve 6046 rather than the Road Reserve.

This paper proposes an approach to resolve this issue.

BACKGROUND/COMMENT

At the December 2023 Ordinary Council Meeting, Council resolved that the A/CEO would commence the process to have the portion of Lime Lake West Road running through Reserve 6046 dedicated.

The purpose of this resolution was to progress resolving an anomaly with the tenure of Lime Lake West Road wherein the actual constructed road runs through a Crown Reserve (6046) rather than the Road Reserve.



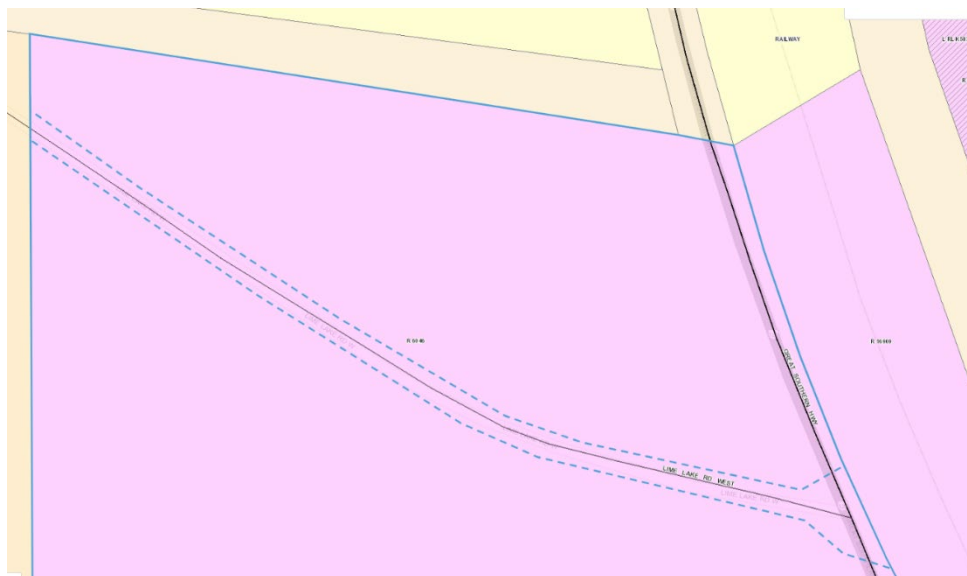
Since the December meeting, Officers have been in discussions with the Department of Planning, Lands and Heritage and Main Roads about the matter. Main Roads has surveyed the Road and Officers agree with the proposed road dimensions which are unchanged.

Part of Lime Lake West Road also runs through private property.

This forms part of a broader proposal, initiated by DPLH, to excise the eastern boundary of Reserve 6046 to address the encroachment of Great Southern Highway.

In respect to the portion that runs through private land Officers do not propose action at this time as this would require a land transaction with the property owner at potential expense to both parties. The issue has existed for considerable time, and while, not ideal, does not appear to be a concern for the private landholder.

In respect to the Crown Land portion, the Department has advised that Council may resolve to make a formal request to the Minister. The Officer's recommendation is consistent with the Department's recommended approach to deal with Crown Land issue and will bring that part to a conclusion.



CONSULTATION/COMMUNICATION

Discussions have been held with the Department of Planning, Lands and Heritage and the Main Roads. Officers have not discussed the matter with the private land holder at this time.

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications associated with the Officer Recommendation. If Council opted to proceed with dealing with the matter relating to the private land holder this could have financial implications of more than \$20,000.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



Legend

☐ Cadastre (View 1)



0 0.18 0.35

Kilometres

1: 9,028

at A4

Notes:

* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended to be used for measurement purposes.

Map was produced using DPLH's InQuery.

Aerial Map showing proposed excisions from Reserve 6046

DPLH BUSINESS USE ONLY

Internal Spatial Viewer

Projection: WGS 1984 Web Mercator Auxiliary Sphere
Graticules (if visible): GDA 1994 Latitude/Longitude

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Date produced: 01-Feb-2024
28 May 2024



Legend

□ Cadastre (View 1)

Land Tenure Small Scale ALL

- Easements
- Other Interests
- Crown Lease
- Crown Reserve
- State Forest; Timber Reserve
- Marine Park
- Water Isolation
- Public Road
- Unallocated Crown Land; Closed Road
- Miscellaneous (Type 3)
- Crown Allotment (Type 2)
- Building, Survey Strata Lots
- Lot on Survey (Type 1)

Land Tenure Small Scale 256K

- Easements
- Other Interests
- Crown Lease
- Crown Reserve
- State Forest; Timber Reserve
- Marine Park
- Water Isolation
- Public Road
- Unallocated Crown Land; Closed Road
- Miscellaneous (Type 3)
- Crown Allotment (Type 2)
- Building, Survey Strata Lots
- Lot on Survey (Type 1)

Land Tenure Small Scale 64K

- Easements
- Other Interests
- Crown Lease
- Crown Reserve



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Kilometres

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at A4

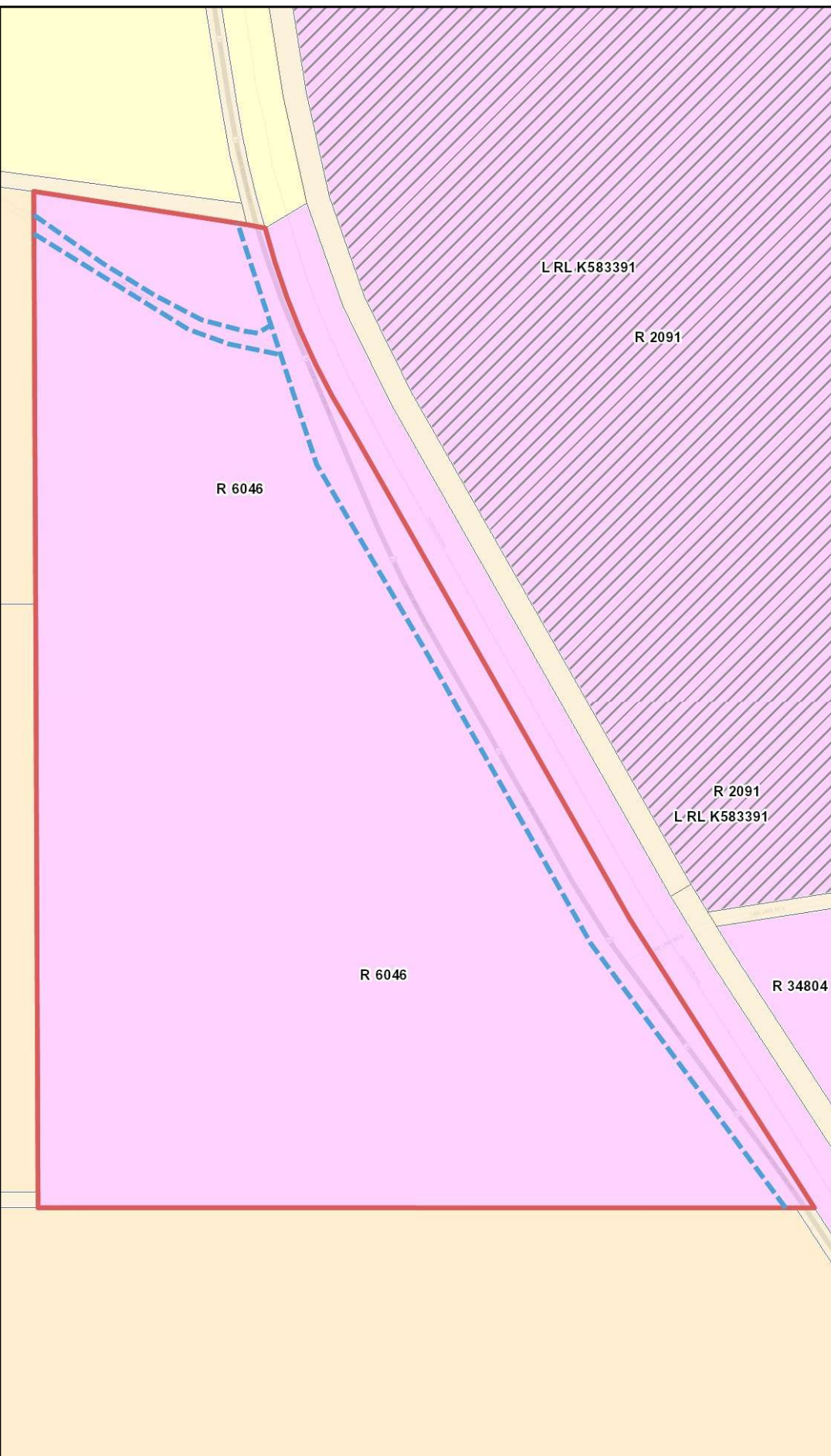
Notes:

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* This map is not intended to be used for measurement purposes.

Map was produced using DPLH's InQuery.

Date produced: 28 May 2024 01-Feb-2024



Tenure Map showing proposed excisions from Reserve 6046

DPLH BUSINESS USE ONLY

Internal Spatial Viewer
Projection: WGS 1984 Web Mercator Auxiliary Sphere
Graticules (if visible): GDA 1994 Latitude/Longitude

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Legend

- Local Government Area
- Cadastre (View 1)
- Land Tenure Small Scale ALL
 - Easements
 - Other Interests
 - Crown Lease
 - Crown Reserve
 - State Forest; Timber Reserve
 - Marine Park
 - Water Isolation
 - Public Road
 - Unallocated Crown Land; Closed Road
 - Miscellaneous (Type 3)
 - Crown Allotment (Type 2)
 - Building, Survey Strata Lots
 - Lot on Survey (Type 1)
- Land Tenure Small Scale 256K
 - Easements
 - Other Interests
 - Crown Lease
 - Crown Reserve
 - State Forest; Timber Reserve
 - Marine Park
 - Water Isolation

Notes:

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* This map is not intended for measurement purposes.

Map was produced using DPLH's InQuery.

Date produced: 01-Feb-2024
28 May 2024



Tenure Map showing proposed excision from Reserve 6046 (for future dedication of Lime Lake Road West)

DPLH BUSINESS USE ONLY

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Internal Spatial Viewer

Ordinary Council Meeting

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0 0.05 0.11 Kilometres
1: 2,518 at A4
Projection: WGS 1984 Web Mercator Auxiliary Sphere
Graticules (if visible): GDA 1994 Latitude/Longitude

8.1.6 HOUSE OF REPRESENTATIVES STANDING COMMITTEE ON REGIONAL DEVELOPMENT, INFRASTRUCTURE AND TRANSPORT INQUIRY INTO LOCAL GOVERNMENT SUSTAINABILITY

AUTHOR OF REPORT:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GR.LO.2
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 – WALGA's endorsed submission

OFFICER RECOMMENDATION

That Council APPROVES the draft submission to the House of Representatives Standing Committee on Regional Development, Infrastructure And Transport Inquiry Into Local Government Sustainability as contained in this report.

BRIEF SUMMARY

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has commenced an inquiry into local government sustainability.

Officers have prepared a draft submission for Council's consideration that deals with five recommendations:

- State and Commonwealth funding for asset renewal, maintenance and decommissioning
- Making it easier for developers to connect utilities to land
- Better utilisation of rail infrastructure for freight movements
- Reform to Financial Assistance Grants to redistribute minimum grants.
- Commonwealth Government reverse its decision to ban the live export of sheep

BACKGROUND/COMMENT

The House of Representatives Standing Committee on Regional Development, Infrastructure and Transport has commenced a new inquiry into local government sustainability.

The terms of reference relate to

- the financial sustainability and funding of local government
- the changing infrastructure and service delivery obligations of local government
- any structural impediments to security for local government workers and infrastructure and service delivery

- trends in the attraction and retention of a skilled workforce in the local government sector, including impacts of labour hire practices
- the role of the Australian Government in addressing issues raised in relation to the above
- Other relevant issues.

In communication regarding the Inquiry, the Federal Government has emphasised that the inquiry relates especially to cost overrun from infrastructure projects and the difficulty for local governments in retaining skilled workers.

Following advocacy from the local government sector, the Standing Committee on Regional Development, Infrastructure and Transport has agreed to extend the inquiry deadline for submissions Friday, 31 May 2024.

The Western Australian Local Government Association (WALGA) State Council has resolved to support WALGA's submission to the Inquiry. WALGA's endorsed submission is contained in Attachment 1. WALGA's submission deals with 10 matters that Officers generally support.

Considering the unique context of the Shire and its challenges and opportunities, Officers propose the following submission be endorsed as the Shire's response:

Introduction

The Shire of Wagin welcomes the Standing Committee on Regional Development, Infrastructure, and Transport's Inquiry into local government sustainability.

The Shire of Wagin is a wheatbelt local government located two and a half hours southeast of Perth. The Shire's population is approximately 1,800 across almost 2,000 square kilometres. The Shire has 169 kilometres of sealed roads and 628 kilometres of unsealed roads.

The Shire's built assets include a showground which hosts the annual Woolorama, attracting 25,000 visitors, sporting facilities, a library, a pool, and a range of historic buildings which are used and leased by community groups.

The Shire submits that the capacity to repair, maintain, and improve local government built infrastructure is key to the 'sustainability' of a local government.

The capacity to repair, maintain, and improve local government built infrastructure is facing significant challenges as a result of State and Federal Government policy and general economic conditions.

The Shire submits that reforms to State and Federal Government policies and approaches can ensure that its partners in local government are able to continue to support Australia's regional and rural communities.

The Challenge of Maintaining Built Infrastructure

Federal and State Government grant programs have historically funded new infrastructure projects rather than providing necessary funding for asset maintenance and repair. The funding emphasis on new infrastructure has left many regional and rural communities with sporting and social infrastructure that the community cannot afford to decline socially but cannot afford financially to upkeep.

Maintenance and replacement of built infrastructure such as buildings, light towers, sporting fields, shade sails, and pool equipment accumulate quickly, and a few years after the initial construction, local governments experience the challenge of maintaining the quality of the initial build.

The provision of funding for new infrastructure is always welcome by regional and rural communities but reinforces an asset management gap for local governments into the future.

Older infrastructure is more costly and complex to repair and maintain. It is more likely to involve hazardous materials like asbestos. Renewing old infrastructure can be more difficult than obtaining funding for new infrastructure.

This means that local governments have no choice but to build new facilities where unintended neglect means that existing facilities are beyond repair. This cycle diminishes the attractiveness of communities as old and disused infrastructure is rarely decommissioned.

Recommendation 1

- a) Commonwealth and State Government funding programs for renewal, decommissioning, and demolishing of infrastructure that has reached the end of its natural life.
- b) Incorporate the decommissioning of old infrastructure when funding the construction of new infrastructure.

Housing

Housing is the key challenge for Australia and the main impediment to economic growth in regional and rural Western Australia. The reasons for the housing crisis in Australia are manifold and generational in their making.

One primary difficulty being experienced in Wagin is the cost of utility connections, which makes the provision of otherwise inexpensive land far more costly.

Local governments, like the Shire, have made land available for development, but the cost of servicing that land in the form of power, sewage, and water connections is prohibitive to the market and local government alike.

Recommendation 2

Commonwealth and State Governments should fund utility infrastructure projects to make water and electricity connections more accessible and affordable for people seeking to develop vacant land.

Utilisation of Rail Infrastructure

Western Australia's rail infrastructure network is underutilised. The underutilization of rail results in more truck movements, more demand for fuel, more preventable road fatalities, and more road maintenance.

The long-distance transport of grain by trucks in areas where there is operating, well-maintained rail infrastructure is counterproductive to the ambitions of government at all levels.

A transition of more freight to the rail network would have clear benefits for communities both in regional and rural Western Australia and for broader social and environmental objectives of the community to obtain carbon-neutral futures.

Better utilisation of the rail network would have a dramatic impact on the capacity of local governments to service roads and achieve infrastructure sustainability.

Recommendation 3

That the State's rail freight network is better utilised to reduce the need for truck movements.

Reform to Financial Assistance Grants

The Australian Government will have provided over \$67 billion under the Financial Assistance Grant program to local government since 1974–75 (including 2023–24). The grant is provided under the *Local Government (Financial Assistance) Act 1995* (the Act).

The first of the National Principles enshrined in the Act is horizontal equalization. Horizontal equalization means that the grant's ambition is that every person has access to a standard of service not lower than the average standard of other local governments.

This ambition is counteracted, however, by the third National Principle, which is the application of a minimum grant. The minimum general-purpose grant allocation means that the grant will be not less than the amount to which the local governing body would be entitled if 30 per cent of the total amount of general-purpose grants to which the State or Territory is entitled under section 9 of the Act in respect of the year were allocated among local governing bodies in the State or Territory on a per capita basis.

The minimum grant approach works against horizontal equalization by making a financial contribution to the wealthiest local governments that do not need it. The approach effectively raises the bar higher each year for rural and remote local governments.

In 2023-24, 32 local governments in WA received the minimum grant entitlement. This accounted for over \$50m or 23% of the state's general-purpose funding.

Reallocating the minimum grant general-purpose funding would contribute significantly to horizontal equalization and aid rural and remote local governments in maintaining and renewing their built infrastructure. For the Shire of Wagin alone in 2023-24, such a reallocation would have resulted in an additional \$278,000 in operating revenue.

The impact on reducing or eliminating the minimum grant for the wealthiest local governments would be between 1% - 3% of their annual operating revenue. This change, the Shire submits, could be absorbed by the local governments most capable of making adjustments.

Recommendation 4

That the *Local Government (Financial Assistance) Act 1995* is reformed to reduce the minimum grant payment to have the effect of increasing the funding apportioned to local governments that most require funding to achieve horizontal equalization.

Live sheep export ban

The sustainability of regional local governments is connected to the sustainability of our rural communities.

The Commonwealth Government's announcement of a ban on the live export of sheep represents the single greatest threat to the sustainability of regional local governments in Western Australia's Wheatbelt and Great Southern Regions because it represents a fundamental threat to the sustainability of every household in those communities whose livelihoods are directly and indirectly entwined with the sheep industry.

The Commonwealth Government's decision in this matter is all the more nonsensical as it has rejected calls to ban live exports of cattle on the basis that such a ban would have an impact on other regional communities.

Recommendation 5

That the Commonwealth Government reverse its decision to ban the live export of sheep.

CONSULTATION/COMMUNICATION

The concept of reforming the application of minimum grants has been discussed with neighbouring local governments.



STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Simple Majority

Inquiry into Local Government Sustainability

WALGA Submission

May 2024

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About WALGA

The Western Australian Local Government Association (WALGA) is an independent, member-based, not for profit organisation representing and supporting the WA Local Government sector.

Our membership includes all 139 Local Governments in the State. WALGA uses its influence, support and expertise to deliver better outcomes for WA Local Governments and their communities.

We do this through effective advocacy to all levels of Government on behalf of our Members, and by the provision of expert advice, services and support to Local Governments.

WALGA's vision is for agile and inclusive Local Governments, enhancing community wellbeing and enabling economic prosperity.

About Local Government in WA

Local Government undertakes functions most appropriately implemented at the local level in the best interests of local communities.

The Local Government sector in WA is diverse. There are 139 Local Governments across metropolitan and regional WA, varying in geographical size and population base. As a result, there is a significant diversity in the range of functions and services that are provided by Local Government, depending on the size and location of the Local Government.

WA Local Government Snapshot

- 139 Local Governments: 30 metropolitan; 109 non-metropolitan
- Populations range from <100 to >230,000
- Geographic areas range from 1.1 sq kms to 372,000 sq kms
- Number of employees range from 10 to 1000+
- Total revenue: \$5.2 billion
- Total Assets: \$49.4 billion

2021-22 data. Source: WALGA Local Government Directory; ABS Government Finance Statistics

1. Introduction

WALGA welcomes the opportunity to provide a submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Local Government Sustainability on behalf of the Western Australian Local Government sector.

The sector values the relationship between the Commonwealth and Local Governments and welcomes its role as a trusted delivery partner of projects that benefit the community.

This Submission will address the funding challenges encountered by Local Governments in WA, pressures on local government expenditure and labour challenges and skills shortages experienced by the sector.

2. Funding Challenges

Local Government revenue comes from three main sources:

- taxes in the form of rates
- charges for sale of goods and services, and
- grants from Federal and State Governments.

At a whole of sector level, the majority of Local Government revenue comes from rates. However, structural differences between Local Governments mean that some (particularly smaller, regional Local Governments) have a lower capacity to raise rates revenue and are more reliant on grants from other levels of government. Rate revenue ranges from 2% in a remote Local Government to 87% of revenue in an inner urban Local Government. These constraints mean that Local Governments are reliant on funding from other levels of Government to deliver on their responsibilities.

While constraints on revenue place pressure on Local Governments' finances, in recent times this has been exacerbated by rapid increases in costs primarily because of skyrocketing construction costs in response to global supply chain pressures and the COVID-19-induced stimulus. As these factors start to unwind, growth in Local Government costs will begin a path back towards the long-term average levels. However, the real costs faced by Local Governments will stabilise at a new high and are not expected to return to their pre-pandemic levels.

New pressures are emerging in the near term, in the form of rapidly rising wages and employee costs. This will be an important issue for Local Governments in the coming year, given that employee costs represent around a third of the sector's cost base.

Rate Exemptions

Exemptions from rates represent significant revenue leakage for Local Government. This shortfall in revenue must then be made up by other ratepayers or by reducing services. This applies to rate exemptions at both Federal and State level.

Rate exemptions for charitable purposes are of particular concern. This exemption has extended in scope well beyond its original intent to provide rate exemptions for the commercial undertakings of not-for-profit organisations. The definition of charity should be tightened to ensure that the implementation of the exemptions meet the intent. For instance, Independent Living Units, which often cost far more than the median house, are often exempt from rates. The net result of this is that millions of dollars in revenue is lost to Local Government which then must be recouped from other ratepayers, many of whom would not be in a position to afford an Independent Living Unit themselves.

Additional rate exemptions that are of concern for the sector relate to the following:

- Department of Housing: Leasing to Charitable Organisations
- Government Trading Entities
- State Agreement Act projects
- State Owned Unallocated Crown Land

WALGA considers that an independent review of all rate exemptions be conducted to ensure that equity and fairness among ratepayers in the community.

Fees and Charges

Fees and charges represent a significant source of discretionary revenue for Local Governments. Examples include dog registration fees, fees for building approvals and swimming pool entrance fees.

Currently, fees and charges are determined by legislation or regulation, with an upper limit set by legislation, or by the Local Government. Fees mandated by legislation often do not keep pace with the cost of delivery, resulting in ratepayers subsidising particular activities without any ability to have input into the setting of the fee.

While cost recovery should be a consideration for the setting of fees and charges, there are some services that Local Governments may choose to subsidise to encourage activities with overall community benefit.

Setting appropriate fees and charges is a core Local Government function and should be a deliberative decision of the Council.

WALGA's advocacy position is that an independent review be undertaken to remove fees and charges from legislation and regulation and that Local Government be empowered to set fees and charges for Local Government services. Alternatively, fees and charges set by State Government regulations, specifically planning fees, should achieve cost recovery and be reviewed regularly with Local Government input.

Financial Assistance Grants

Financial Assistance Grants make a significant contribution to Local Governments' financial sustainability. Financial Assistance Grants are particularly important to rural and remote Local Governments, which often have a low rate base and capacity to raise other revenue.

Untied funding, such as Financial Assistance Grants, allows Local Governments to allocate expenditure according to the conditions and the preferences of their community. Furthermore, untied funding arrangements have lower administrative costs for both Local Government and the Commonwealth Government.

WALGA's advocacy position is that Financial Assistance Grants should remain as an untied transfer to Local Governments and the current minimum grant structure should be retained.

Financial Assistance Grants as a proportion of Commonwealth taxation have been steadily decreasing over time. An increase to the funding pool and a more appropriate indexation methodology would help stop this trend.

The National Principle relating to Aboriginal peoples and Torres Strait Islanders should be reviewed since improved service provision to such communities would be more appropriately addressed through tied funding grants, in addition to the untied Financial Assistance Grants funding.

WALGA's advocacy position is that the following aspects of the Financial Assistance Grants Program should be reviewed:

- the quantum of the funding pool;
- the indexation methodology; and
- the 'National Principle' relating to 'Aboriginal peoples and Torres Strait Islanders'.

An example of a funding model for Local Governments that was efficient and effective is the Local Roads and Community Infrastructure Program (LRCIP). The LRCIP design is largely consistent with the principles:

- funding allocation based on policy objectives including ability to offer equitable levels of service across all communities;
- autonomy of Local Governments to identify local priorities;
- non-competitive program; and
- low administrative costs.

Western Australian Local Governments delivered around 2000 local priority projects applying funding made available under the first three Phases of the Local Roads and Community Infrastructure Program. The diversity of these investments highlights the different needs of each community. Projects include:

- energy efficiency upgrades to community buildings;
- access and inclusion improvements;
- lighting and change facilities upgrades to enable greater use of sporting facilities;
- renewing sports playing surfaces;
- repurposing underutilised facilities to meet current demands;
- building youth precincts and skate parks;
- constructing paths to enable and encourage active travel including walking, cycling and scooting; and
- a diverse range of other projects.

These projects were and continue to be delivered.

WALGA's position is that more funding programs with principles like the Local Roads and Community Infrastructure Program should be developed.

3. Local Government Expenditure

Local Governments provide a range of valuable services and infrastructure that affect the daily lives of all people and businesses, including roads, waste collection, libraries and cultural facilities, building services and development approvals. It is also responsible for important regulations to protect the community, including public health, noise control and animal management.

Over time, the services provided by Local Governments have expanded to fill gaps in service delivery from other levels of Government or the private sector and to align with changes in social structures and community expectations.

Some examples of where WA Local Governments are stepping in to fill service gaps include primary health care, telecommunications and emergency management.

Primary Health Care

Primary health care services allow communities to access health services outside a hospital or specialist which is critical to improving community health outcomes and reduces pressure on emergency services. The provision of primary health care is not the responsibility of Local Government, however Local Governments are increasingly stepping in as a funder of last resort.

The WALGA 2023 Primary Healthcare Services Survey revealed that 66 per cent of WA Local Government respondents reported providing financial or in-kind support towards the provision of healthcare services in 2021-22 at a cost of \$7.13 million. The findings of the Survey highlight the magnitude of the additional cost to Local Government to ensure ongoing health services for their communities. The need to intervene in failing markets is not evenly distributed across the sector. Regional Local Governments with populations under 5,000 are significantly more likely to finance healthcare services, despite lower revenue thresholds.

Local Governments are reporting that they are meeting the costs of GP wages, housing, vehicles and medical centre operations to retain essential healthcare services. The increasing financial support from Local Government illustrates that the current healthcare service is not commercially viable in smaller and regional locations, in part due to the current operation of the Medicare rebate system. WA Local Governments are also increasingly entering into commercial agreements to secure services which is outside their legislative responsibility and expertise.

Telecommunications

All Australians should be able to access modern telecommunications services regardless of where they live or do business. However, it is not commercially attractive for telecommunications companies to provide equity in access to mobile and broadband services in all areas. WALGA has advocated at State and National levels for improvements to the coverage, resilience, and capacity of mobile telecommunications to ensure adequate coverage specifically in regional areas.

The Australian Government seeks to improve the level of telecommunications services available in remote, rural and peri-urban areas through a range of competitive grant programs including the Mobile Black Spot Program and Peri-urban Mobile Program. However, these programs seek, and reward funding contributions from other parties, specifically including Local Governments. This approach has existed for at least 25 years. The Australian Government program, Networking the Nation, that ran for 7 years to 2004, sought co-investment from Local Governments to bring mobile telephone services to rural areas.

To achieve more equitable access, Local Governments are drawn to contribute financially to telecommunications services, which are a Federal Government responsibility, and delivered through commercial operations in other parts of Australia.

To enable their operations, rural Local Governments in parts of Western Australia have also needed to invest in wireless broadband capacity, because NBN services with sufficient capacity were not available. For example, the Shire of Bruce Rock, with others, contributed financially to facilitate expansion of a wireless network, connected to the NBN optic fibre in Merredin to bring commercial grade broadband services to the region, supporting both Shire operations, businesses and the community. The Shire of Dandaragan has invested in small scale mobile service provision to ensure coverage is available in popular tourist locations which are not otherwise serviced. This investment is not commercial, but critical to enable connectivity.

Emergency Management

The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia (WA). Local Governments in WA have significant roles delegated to them in emergency management, including supporting their communities to prevent, prepare for, respond to and recover from emergencies.

Local Governments face many challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State. The frequency and extremity of heatwaves, bushfires and extreme weather events are increasing, and some WA communities will be exposed to emergencies they have not historically experienced. Supporting Local Government capacity to manage the implications of climate risk is key to WA's future resilience.

Recommendation 11.1 of the Royal Commission into National Natural Disaster Arrangements was that *State and territory governments should take responsibility for the capability and capacity of local governments to which they have delegated their responsibilities in preparing for, responding to, and recovering from natural disasters, to ensure local governments are able to effectively discharge the responsibilities devolved to them.*

A sustainable funding approach to Local Government Emergency Management is required, that:

- Empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;
- Supports the resilience of local communities through capacity-building activities and programs;
- Is responsive to the variations in Local Government resourcing and context;
- Develop the skills, capacity and capability of the emergency management workforce;
- Is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

Infrastructure Provision

All levels of Government have an important role in the provision of infrastructure. For Local Government, this is largely centred on the provision of roads and community infrastructure.

Local Governments are responsible for the maintenance and improvement of 127,000km of roads amounting to 87 per cent of the public road network and provide important community infrastructure such as sport and recreation facilities, libraries, community centres, airports, boat harbours, camping grounds and parking facilities.

Local Governments have significant responsibilities for the provision of local infrastructure but are constrained in their ability to fund future obligations for infrastructure renewal and replacement due to revenue constraints as identified earlier in the submission.

Road crashes in Western Australia cost the economy an estimated \$2.4 billion per year¹. Over half of all road crashes in Western Australia that result in death or serious injuries occur on roads that are the responsibility of Local Governments. While the safety of roads and roadsides is critical to establishing a safe system, the current financial capacity of Local Governments collectively is inadequate to even maintain the network in its existing condition. Significant investment is required to achieve a safe network, consistent with the National Road Safety Strategy. A recent analysis completed by the National Transport Research Organisation identifies relatively low-cost, proven treatments including sealing shoulders and installing audible centre and edge lines that are projected to reduce fatalities from run-off road crashes by 50% and serious injuries by 35%. To achieve this would require a capital investment program in addition to significant increases in the untied road component of Financial Assistance Grants.

Skilled labour shortages and supply chain restrictions since 2021 have significantly increased costs and extended delivery times for typical renewal and improvement projects undertaken by Local Governments. For example, road and bridge construction costs are estimated to have increased 20.8% in the three years to December 2023, while non-residential building construction costs increased 33.7% over the same period².

Local Governments are the most asset-intensive sphere of Government and collect a very small proportion of total taxation revenue. Nationally, the Australian Local Government Association (ALGA) reports that 20% to 25% of Local Government assets are in fair condition and 10% are poor to very poor in condition, function or capacity³. At June 2022, buildings and structures held by WA Local Governments had a balance sheet value of \$38.4 billion. For most Local Governments, the asset-class roads dominate their register. In 2021-22 there was a \$282 million shortfall between actual expenditure on road renewal and maintenance and that estimated to be required to maintain the network in the same condition as the beginning of the year. Funding to improve the network, accommodate

¹ Source Road Safety Commission (2018 – 2022)

² [Australian Bureau of Statistics 2 February 2024 Producer Price Indexes](#) Accessed 19 April 2024

³ Australian Local Government Association [2021 National State of the Assets Report](#) Accessed 19 April 2021

larger trucks and increased traffic, and improvements in the level of safety provided is in addition to overcoming this gap.

Future Demands for Services and Infrastructure

Looking forward there are a range of forces that are shaping the broader economic and social environment. These will have implications for Local Governments and the community's expectations for the delivery of services and infrastructure. Examples include:

- *Transition to a low-carbon future* – The shift towards a low-carbon economy is underway as we work towards the Australian Government's target of net zero emissions by 2050. Uptake of renewable energy, investment in new technologies and the adoption of sustainable practices and infrastructure will all shape the way that Local Governments and their communities operate. Strategies and Targets at a State level, focusing on waste management, also raise community expectations and increase costs, for example Food Organic Garden Organic (FOGO) collections.
- *Climate change* – The impacts of climate change are already being felt and pose significant risks to our communities. With hotter days and more frequent extreme weather events, there will need to be a greater focus on enhancing community resilience, safeguarding infrastructure and preparing and responding to natural disasters.
- *Demographic shifts* - With population growth exceeding recent forecasts and a growing number of older Western Australians, we need to ensure services and infrastructure are meeting the community's needs. These demographic shifts will see a greater demand for services such as health and aged care, housing and accessible community infrastructure.

Local Governments will require adequate resources into the future to deliver on these changing Government requirement and community needs and expectations.

4. Workforce challenges

Workforce challenges are a significant issue for the sector, particularly given Western Australia's extremely tight labour market conditions.

Workforce profile of the WA Local Government sector:

- In 2021, the size of the sector's workforce was 22,600 FTE employees, a 5.6% increase from the 21,400 FTEs in June 2020.⁴
- Local Governments were spatially distributed across Rural (71%), Urban and Urban Fringe (23%) and Urban Regional (6%) areas.
- Employment size: Employment size among local governments ranged from 10 to over 1000.

⁴ ABS (2021), *Employment and Earnings, Public Sector Australia*, <https://www.abs.gov.au/statistics/labour/employment-and-unemployment/employment-and-earnings-public-sector-australia/2018-19>

-
- Gender equity: The workforce was 54.3% male and 45.7% female. There were a higher proportion of males working full-time and a higher proportion of females in part-time and casual roles.
 - Length of service: 39.2% of the combined workforce of the 42 respondents were employed by their local government for more than 10 years, 19.6% for 6-10 years and 18.6% for less than a year. 5.6% of the workforce among respondent WA local governments had 20 years or more of service.
 - Age profile: The highest proportion of the Local Government workforce was aged 30-44, followed by the 45-54 and 55-64-year age groups. Rural Local Governments had the highest proportion of workers aged 15-19 years.
 - Among responding WA Local Governments, the highest proportion of Aboriginal and Torres Strait Islander participants were in the 15–19-year age group and were in Operational and Trade positions (16.3% identify as Aboriginal and Torres Strait Islander).
 - Median annual employee turnover in June 2023 was 25.1%, compared to 27.6% in June 2022. Over the past six surveys, the median turnover rate has steadily increased, with a COVID-19-related spike in the year ending June 2022.
 - Regional Local Governments were most affected by difficulties attracting and retaining workers. Staffing challenges are characterised by a high rate of turnover of Chief Executive Officers, (especially in non-metropolitan Local Governments); difficulty attracting and retaining staff, and lack of capability and capacity to deliver all functions and services in small, remote and rural areas.

The Australian Local Government Association, with funding from the Commonwealth Government, commissioned SGS Economics and Planning to undertake the 2022 Local Government Workforce Skills and Capability Survey to gather contemporary insights into the national workforce profile of Australia's Local Government sector and to determine current and future workforce needs and priorities.

The Survey results provide a rich insight into the Australian Local Government workforce, its skilling needs, and priorities at a time when Australian communities are undergoing rapid change.

The survey also confirms longstanding constraints that are impeding workforce development. At a time when the social and economic environment is rapidly changing, now is a critical juncture for the sector to renew – and potentially reset – how it addresses key skills shortages and builds capacity for greater resilience in the longer term.

The key findings of this Survey show that:

- Local Government is a major national employer with over 190,800 workers in almost 400 occupations. It plays an important role as an anchor organisation and in increasing productivity through utilising endogenous talent and innovation.
- Local Governments continue to experience skills shortages in multiple occupations, exacerbated by the impacts of the COVID-19 pandemic, the impacts of climate change and the accelerated take-up of technology and digitisation of services.

-
- Local Governments are grappling with significant challenges in relation to recruitment and retention of skilled staff and accessing training opportunities to enhance workforce skills and capability. Employee attrition and an ageing workforce are ongoing.
 - Local Governments are having difficulties in securing the right quantum and mix of skills to support local service provision which is affecting not only Local Government's productivity, but also the productivity of host localities and regions.
 - Barriers to effective workforce planning and management include a shortage of resources within Local Government, a lack of skilled workers and the loss of corporate knowledge as employees retire or resign.

The key findings specific to the WA Local Government sector identified in the 2022 Local Government Workforce Skills and Capability Survey include:

- 90% of respondent Local Governments reported that they were experiencing skills shortages in 2021-22, compared to the 47% of local governments in 2018.
- 59% of respondent Local Governments said that project delivery has been impacted or delayed by vacancies, skills shortages, skills gaps or training needs.
- Building surveyors, risk managers, engineers and town planners were the top professional occupations experiencing skill shortages in 2020-21, affecting 21-24% of councils. Among trade occupations, customer service workers, labourers and truck drivers experienced the greatest shortages (affecting 29-33% of local governments).
- The top occupational skill shortage areas differed by remoteness. For example, more rural Local Governments were impacted by shortages of human resource professionals compared to Urban and Urban Fringe local governments.
- As a result of these skills shortages, Local Governments said that they resorted to recruiting less skilled applicants for governance and risk managers, community development and engagement officers, customer service workers and truck drivers.
- Occupational skill shortages that respondent Local Governments reported as becoming critical include customer service workers, accounts and payroll clerks, truck drivers, environmental health officers and engineers.
- Common drivers of skill shortages reported by the 42 Local Governments include a market shortage of suitably skilled candidates, an inability to compete with the private sector and other Local Governments on remuneration, and regional location. Regional location was also related to perceptions of liveability and the availability of community infrastructure for relocating households.
- Key drivers of skills gaps include limited availability of candidates with relevant experience, better remuneration in other sectors, an ageing workforce and challenges to incentivising regional relocation.
- The most common approach among the 42 Local Governments to addressing skills gaps and shortages was to provide informal, on-job training (23 councils, 55%), followed by coaching and mentoring (20 councils, 48%) and offering targeted training courses (18 councils, 43%).
- 24 Local Governments (57%) also said they shared services or resources with other councils. These arrangements are often related to environment health officers, building trades, planners, ranger services and IT services. Some Local Governments also shared community development, animal care and work, health and safety resources.

- 30 Local Governments (71%) said that advertising and the use of social media platforms had led to successful recruitment, followed by 24 Local Governments (57%) who relied on reskilling and upskilling employees in response to skill shortages. 16 Local Governments (38%) said they relied on external recruitment agencies to fill vacancies.
- Over the last 3 years, 27 Local Governments (64%) engaged with state or federal education, training, or other initiatives to support workforce retention and attraction.

Like other sectors of the WA economy, skills shortages are a key issue facing Local Governments. Overcoming these shortages will be essential to ensure that Local Governments can efficiently service their communities.

Support for training of town planners, building surveyors and Environmental Health Officers

Local Governments are experiencing key skills shortages which are impacting their capacity to efficiently undertake important planning and regulatory functions to protect the wellbeing of the WA community.

In particular, Town Planners, Building Surveyors and Environmental Health Officers (EHO) were identified in the 2022 Local Government Workforce Skills and Capability Survey to be critical Local Government Occupations and among the hardest in WA to fill. The Western Australian Department of Training and Workforce Development's State Priority Occupation List identifies both Town Planners and Building Surveyors as State Priority 1, noting that there is a high level of demand, ongoing difficulty in filling positions and challenges in attracting people to the profession. EHO's are also identified on the State Priority Occupation List as a State Priority 2.

Funding for a dedicated Local Government training program for Town Planning, Building Surveyor and EHOs is necessary to support education, training and professional development for these key areas of skills shortage in WA.

Migration

Given that many regional areas do not have a sufficient local workforce to meet demand, an important opportunity to meet local labour needs is to attract skilled migrants to reside in the area.

WALGA considers that migration policies should allow for locally-led strategies that are flexible, fit for place, and capable of meeting local labour needs.

There has been a range of efforts made over the years to address and review the migration system and its support for regional areas.

One approach that has allowed for locally-led strategies are Designated Area Migration Agreements (DAMA). These have been an important way to bring migrants to regional areas that need them the most. There are currently four active DAMAs in place in WA, including:

-
- *East Kimberley* – Shire of Wyndham East Kimberley
 - *Goldfields* – City of Kalgoorlie, Shires of Coolgardie, Dundas, Esperance, Leonora, Menzies, Laverton and Ravensthorpe
 - *Pilbara* – City of Karratha and Town of Port Hedland
 - *South West* – Shire of Dardanup; City of Bunbury; City of Busselton; Shire of Augusta Margaret River; Shire of Boyup Brook; Shire of Bridgetown-Greenbushes; Shire of Capel; Shire of Collie; Shire of Dardanup; Shire of Donnybrook-Balingup; Shire of Harvey; Shire of Manjimup; Shire of Nannup.

DAMAs are also being negotiated for the Great Southern and Mid-West regions.

New regional visa classes were also introduced in November 2019 in an effort to better meet the migration needs of regional areas and address challenges with the old system, and included:

- Skilled Employer Sponsored Regional (Provisional) visa (subclass 494), which is an employer-sponsored visa requiring migrants to live and work in a regional area for three years before being eligible for permanent residence; and
- Skilled Work Regional (Provisional) visa (subclass 491), which is a state and territory-sponsored visa that requires migrants to live and work in a regional area for three years before being eligible for permanent residence.

However, feedback was provided to the Joint Standing Committee on Migration *Inquiry into Migration in Regional Australia* which highlighted that there were some challenges to the effectiveness of the arrangements due to the definition of “regional”, and pathways to permanent residency.⁵

In recognition of the ongoing challenges of the migration system, in 2023 the Australian Government released a Migration Strategy, that is intended to overhaul the migration system and ensure it is fit for purpose. The Government has committed to an Action Plan, a key element of which is to ensure priority is given to visas for regional areas and to review the system to make sure that migration supports the development of regional Australia.⁶

The Government has committed to publish a discussion paper early in 2024 on regional migration settings. This will be a critical opportunity to address the ongoing challenges to ensure the migration system meets the needs of regional areas.

Zone Tax Offset

Remote area assistance programs can be part of a solution to encourage people to live and work in regional areas.

⁵ [2. Inquiry outcomes – Parliament of Australia \(aph.gov.au\)](https://aph.gov.au/2023/07/27/2-inquiry-outcomes)

⁶ [Migration Strategy \(homeaffairs.gov.au\)](https://homeaffairs.gov.au/migration/strategy)

In 2020, the Productivity Commission undertook a study into Remote Area Tax Concessions and Payments. The final report found there are a number of issues with the current remote area assistance programs (Zone Tax Offset) that meant that it is not delivering on its objectives, including that:

- payment rates have not been updated since 1993-94 and as a result, the value of the offset to claimants has fallen significantly in real terms; and
- the zones are outdated.

While the Commission recommended the abolition of the Zone Tax Offset, WALGA considers that it still has merit.

WALGA considers that the arrangements should be reviewed to ensure:

- they provide reasonable acknowledgement of the cost of living in remote Australia;
- the zones are based on a contemporary measure of remoteness; and
- the zones are based on up-to-date census figures.

Consideration should also be given to the interaction between the tax system and the migration system, to enable workers who live regionally to benefit from the same tax benefits.

5. Conclusion

WALGA welcomes the opportunity to provide a submission into this Inquiry on behalf of the Western Australian Local Government sector. WALGA is keen to work with the Commonwealth Government to provide proactive, positive solutions to challenges faced by the Sector around financial sustainability, changing infrastructure and service delivery obligations and the attraction and retention of a skilled workforce in the local government sector.

Local Governments are the tier of government closest to the community and provide critical infrastructure and services that are essential to the wellbeing, productivity and liveability of local communities. Local Government welcomes its role as a trusted delivery partner of the Commonwealth Government.

As highlighted in this Submission, local governments face challenges in raising revenue to provide the level of infrastructure and services expected by local communities. This is particularly challenging as community needs and expectations shift and the scope of local government service provision broadens.

WALGA has encouraged all Local Members to engage with this Inquiry and looks forward to the opportunity to continue to consult with the Committee to address the issues raised in this Inquiry in the interest of our local communities.

For enquiries on this Submission please contact Daniel Thomson, WALGA Manager Economics, on dthomson@walga.asn.au.

8.1.7 RAC CONNECTING COMMUNITIES FUNDING – CONSIDERATION OF REVISED PROJECT AGREEMENT

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	5167 – April 2024
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GS.PR.31
ATTACHMENTS:	Attachment 1 – Correspondence from the RAC

OFFICER RECOMMENDATION

That Council

1. **NOTING** that RAC does not support the Council's resolved proposal, **DECLINES** the RAC Connecting Communities grant
2. **REQUESTS** that \$35,000 be earmarked in the draft 2024-25 budget for the purchase of four speed radar signs to be installed on the main entry / exit roads into town. The exact placement of the signs would be determined by the Chief Executive Officer in consultation with Main Roads and WA Police.
3. **ADOPTS** the following amendment to the 2023/2024 annual budget to reflect that not RAC income will be received (or expended):

	Current budget	New budget	Budget impact
Proceeds from Capital Grants	\$1,004,682	\$974,682	(\$30,000)
Payment for Equipment	(\$1,077,027)	(\$1,057,027)	\$20,000
Payments for Infrastructure	(\$2,013,120)	(\$2,003,120)	\$10,000

BRIEF SUMMARY

At the April 2024 Ordinary Council Meeting agreed to accept a RAC Connecting Communities grant for an amount of \$30,000 for three speed signs and colourful block seating at venues nominated by Council as part of the resolution.

In attempting to implement Council's decision, the RAC has now advised Officers that it does not support the Council's proposal for the funding. Council is being asked by Officers to consider whether it wishes to accept the RAC's final project agreement.

BACKGROUND/COMMENT

At the April 2024 Ordinary Council Meeting agreed to accept a RAC Connecting Communities grant for an amount of \$30,000 for three speed signs and colourful block seating at venues nominated by Council as part of the resolution.

In attempting to implement Council's decision, the RAC has now advised Officers that it does *not* support the Council's proposal for the funding.

Instead, the RAC has advised that it will only support a maximum of two speed signs that must be located on Arthur Road. To receive this funding the Shire would also be required to:

- procure colourful furniture /seating to be installed at an underutilised place along Arthur Road (i.e. public area on Tudor St, diagonal to Federal Hotel), to encourage traffic calming and speed reduction, and provide a place for residents and visitors to stay, play and socialise;
- paint artwork on roads on Tudor Street based on community feedback; and
- conduct further community engagement and awareness campaign.

The RAC's position is that the funding is to enhance local towns and suburbs through safer roads, liveable and walkable vibrant spaces and better connect residents, encouraging them to stay, play and socialise.

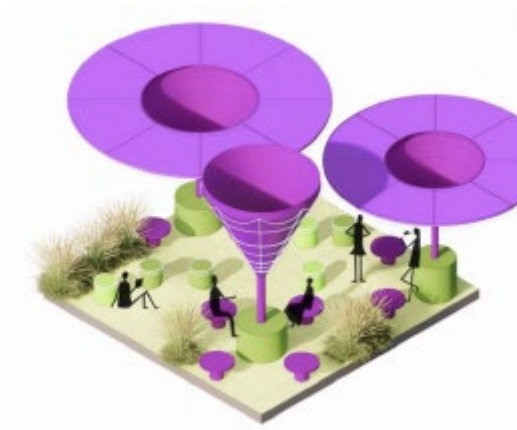
In other words, the RAC intends that grant to achieve speed reduction and with an emphasis very much on traffic calming through built design to alter the look of the community. The speed signs in the RAC's view are ancillary with the colourful furniture, road artwork and investment in community-driven design being the key components.

Since preparation of the original proposal in August 2023, there has been a turnover in Officers and new perspectives on the concept. The speed signs were initially a minor part of the Shire's proposal but are now considered by Officers to be the critical component.

The misalignment in the vision for the funding between the Shire and RAC means that the Shire cannot proceed with the project as resolved by Council.

RAC have advised Officers that a resolution to accept or decline the funding is required by the end of the month. Officers have negotiated with RAC in good faith but RAC's position is that it will not support more than two speed signs and that the funding of the speed signs is contingent on installation on physical traffic calming measures.

On review, Officers are not convinced that such interventions would be in keeping with the historic look and feel of the town centre. While Officers were supportive of outdoor block seating, the built form that RAC is now proposing as examples that it would support (and that the Shire would be required to procure and install) are far more radical. Examples of what is being proposed as the types of interventions that RAC would support are shown below:



Officers are very supportive of initiatives to activate the town centre but recommend that this be conducted in a fulsome manner guided by the values and heritage of the community rather than mimicking construction elements of metropolitan areas. Officers also do not support the installation of artwork on roads that can be mistaken for pedestrian crossings.

Officers note that the installation of street mural of the type proposed by the RAC was not universally supported in Bunbury recently and was described in the local press as causing a 'stir'.



Likewise, Officers acknowledge that past streetscape projects on Tavistock Street generated considerable community interest at the time and a wary of embarking on a project that would significantly alter part of the main street without community engagement and support. While community engagement is a key component of RAC's proposal, the engagement is to inform the spaces that the Shire would be obligated by the agreement to procure. The community engagement aspects required by the RAC would also be unfunded and represent a significant opportunity cost at the determinant of other community engagement projects, including those to activate town spaces.

Historically, the Shire has applied for five grants from the RAC. The previous grant applications from the Shire have been unsuccessful. Anecdotally, RAC has advised that the Shire's initial application prepared in August 2023 was viewed positively because of how radical the proposal in the EOI was.

Officers have reflected on the process used to prepare and submit the original EOI and the subsequent discussions and dialogue with the RAC. These lessons will be incorporated into future grant applications to ensure that this situation does not occur again.

With the learnings of this process, Officers recommend that Council declines the RAC's offer and requests that \$35,000 be earmarked in the draft 2024-25 budget for the purchase of four speed radar signs to be installed on the main entry / exit roads into town. The exact placement of the signs would be determined by the Chief Executive Officer in consultation with Main Roads and WA Police.



CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council previously resolved to amend the budget to reflect the income in 2023-24. A budget adjustment would be required to undo this adjustment. If Council resolved not to accept the grant it would not have a negative financial impact per se as the Shire has not expended any funds on the project.

STRATEGIC IMPLICATIONS

Town and natural environment

VOTING REQUIREMENTS

Absolute Majority

Kenneth Parker

From: Donna George
Sent: Monday, 13 May 2024 11:24 AM
To: Kenneth Parker
Cc: John Fathers; Shire of Wagin
Subject: FW: Shire of Wagin - RAC Sponsorship Agreement

FYI

Donna George
Community Liaison Officer

Shire of Wagin
2 Arthur Road, Wagin, WA, 6315
Ph: 08 9861 1177 | **M:** 0409 117 444
E: donna.george@wagin.wa.gov.au
Working Hours: Working Hours: Monday-Friday, 8am to 5pm



www.wagin.wa.gov.au

Wagin is home of the Giant Ram and Wagin Woolorama

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From: Dahna Stead <dahna.stead@rac.com.au>
Sent: Friday, May 10, 2024 12:22 PM
To: Donna George <donna.george@wagin.wa.gov.au>
Subject: Shire of Wagin - RAC Sponsorship Agreement

Hi Donna,

I wanted to send a brief summary to you following our chat, and my phone conversation with Dr Parker late last week. Appreciate your patience while I've had a few chats here internally at RAC.

I also appreciate there has been several conversations between RAC and the Shire of Wagin, since the EOI was first submitted back in September 2023. Therefore, I have included a recommended Project Outline, that RAC would support, which aligns well to the RAC Connecting Communities Fund criteria and guidelines.

The focus of the funding round is to:

- Enhance local towns and suburbs through safer roads, liveable and walkable vibrant spaces and better connect residents, encouraging them to stay, play and socialise.

Project Outline:	To address speeding issues the community is experiencing along Arthur Road in Wagin, the following project will be delivered in addition to the following activities. In conjunction with a detailed community engagement plan and town activation to help better educate the community, residents and visitors for a long-term impact in Wagin.
Rationale:	Through RAC's experience in supporting over 70+ community and local government projects around WA, visual cues like traffic calming is an alternative to speed reduction signs, and can have a positive impact to safer driving. While Speed Assessment Signs do have an impact, they are usually temporary in their installation, and require an additional engagement with local community to support the behaviour change methodology.

Project Deliverables:	<p>Sponsorship Recipient is responsible for the following:</p> <ul style="list-style-type: none"> - Procurement of colourful furniture /seating to be installed at an underutilised place along Arthur Road (i.e. public area on Tudor St, diagonal to Federal Hotel), to encourage traffic calming and speed reduction, and provide a place for residents and visitors to stay, play and socialise. - Pavement painting to add vibrancy to the underutilised public place on Tudor Street, and provide an opportunity for community to provide input into this artwork. - Installation of two (2) speed assessment signs in close proximity to Arthur Road to help address the overarching issue. These will have a temporary lifespan, and may be relocated after six (6) months at the discretion of the local council, to continue to support the overarching issue. - Community consultation throughout the planning process, which may present opportunities to contribute ideas/concepts/road safety awareness. - An awareness campaign with residents and visitors, prior to the installation, to help improve this behaviour change. - Activate the revitalised space to the community in conjunction with the town's end of year event in December 2024.
Funding Budget:	\$30,000
Timeframe:	May 2024 – June 2025
RAC support	<p>The following teams are available to the Shire of Wagin to support you in delivering the above project:</p> <ul style="list-style-type: none"> - Community Engagement workshop onsite, (delivered in collaboration with RAC + Town Team Movement). - Bespoke in-person (delivered by RAC) community presentation which covers road safety awareness. - A team of volunteers (RAC staff members) for extra people power to help in the lead up to the event /on event day. - An opportunity to book RAC Rescue Helicopter, providing a virtual reality (VR) experience on a helicopter rescue trailer replica. - Bike Basic workshops (delivered by RAC), providing bike safety checks and bike related obstacle course with prizes for the community.

Please let me know if you have any questions, and of course amendments are welcome. Following this I can develop a formal Sponsorship Agreement and get this across to you before **15 May** to present at the next council meeting.

We really want to see the best outcomes for the Wagin community, and are absolutely here to support you in delivering this positive impact for your community.

Kind regards,



Dahna Stead

Sponsorship Advisor

I'm for fewer loved ones lost on our roads

Royal Automobile Club of WA (Inc.)

832 Wellington Street, West Perth, WA 6005

T 08 9436 3677

E dahna.stead@rac.com.au

***Working days: Tuesday, Thursday & Friday**

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8.1.8 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM ROUND 4, PART A – COMMUNITY PROJECT

AUTHOR OF REPORT:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	The Chief Executive Officer has declared an impartiality interest as the Chief Executive Officer's son played a partial season for the club's junior cricket team in 2024 (nature and extent)
FILE REFERENCE:	GS.PR.9
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 – Condition report Attachment 2 – Letters of support from Cricket and Hockey clubs

OFFICER RECOMMENDATION

That Council

- 1) **AGREES** that the following projects be nominated as the Shire's Round 4 Local Roads and Community Infrastructure Program Part A (community project component)
 - a. Wagin Cricket and Hockey Club clubrooms
 - b. Wetlands Park accessibility upgrades
- 2) **AGREES** to the option of demolishing the existing Wagin Cricket and Hockey Club clubrooms and construction of shed at the existing site
- 3) **RESOLVES** to **CALL** for tenders for the construction of a new Wagin Cricket and Hockey Club clubroom
- 4) **NOTES** that procurement for the other aspects of the Shire's proposed Round 4 Local Roads and Community Infrastructure Program Part A (community project component) will be conducted in accordance with the Shire's procurement policy

BRIEF SUMMARY

The Local Roads and Community Infrastructure Program (LRCIP) is a Commonwealth program that provides funding to local governments to projects that meet the Commonwealth's funding criteria.

This paper makes proposals for the community component of the funding stream.

BACKGROUND/COMMENT

The Local Roads and Community Infrastructure Program (LRCIP) is a Commonwealth program that provides funding to local governments to projects that meet the Commonwealth's funding criteria.

Round 4 of the LRCIP for the Shire comprises a grant of \$348,962 for community projects. The road funding component of \$201,288 is dealt with in a separate report.

The Phase 4 program guidelines state that eligible community infrastructure projects are projects that involve construction, maintenance and/or improvements to council-owned assets that are primarily for the direct use and benefit of the local community.

The guidelines lists examples of eligible projects are follows:

- Closed circuit TV
- Bicycle and walking paths
- Painting or improvements to community facilities
- Repairing and replacing fencing
- Improved accessibility of community facilities and areas
- Landscaping improvements, such as tree planting and beautification of roundabouts
- Picnic shelters or barbeque facilities at community parks
- Community/public art associated with an eligible project
- Playgrounds and skate parks
- Noise and vibration mitigation measures
- Off-road car parks
- Projects that support the transition to net zero for council owned assets

Examples of elements that are ineligible for funding include:

- training
- transport planning studies
- land
- retrospective project costs
- upgrades or improvements to tourist precincts that are not generally accessible to the wider community

Projects must be delivered by 30 June 2025.

Consideration of projects

Officers have given significant consideration of the project(s) to nominate to Council. In thinking about the projects, Officers have considered:

- Strategic Community Plan
- Previously funded projects
- The Wagin Community Development Action Plan
- Feedback from the Council Forum held in February 2024
- Perceived need.

Officers would recommend to Council that funding is provided to support/revitalise existing infrastructure and community groups as opposed to new infrastructure. This is not because of a lack of demand for new infrastructure but rather that Officers assessment is that the Shire's existing infrastructure requires attention in the first instance.

In addition, Officers recommend that Council consider funding one project through LRCI rather than a series of smaller projects. This is in part because of the size of the LRCI grant which allows for projects of scale and in part because of the associated impact in administering a range of small projects. These smaller projects, while worthwhile, can be funded overtime through other revenue opportunities.

A non-ranked, not exhaustive short list of projects that Officers have considered but do not recommend through funding through LRCI at this time includes:

- Pump track (new construction)
- Enhancements to the memorial pool
- Upgrades to the wetlands park
- Tree planting and streetscape beautification
- Bowling club lighting
- Tennis club facilities
- Carpet tiles for exhibition use at the Community Recreation Centre
- Wagin Youth Centre repairs
- Upgrade to Betty Terry Theatre
- Air conditioning at the Community Recreation Centre
- Skatepark upgrade
- Playground upgrades
- Council chambers upgrades focused on electronic functionality
- Upgrades to the Town Square; and
- Upgrades to the rodeo arena at the showgrounds

In addition, Officers note that elected members have discussed funding chalet or cabin accommodation at the caravan park. Officers believe that such a project is on the margins of eligibility and do not recommend its nomination.

Primary LRCI project

Overall, based on the principles of supporting existing community interests and clear and demonstrated need, Officers recommend that the first priority project is club rooms for the Wagin Cricket and Hockey Clubs.

The Wagin Cricket and Hockey Club building at the Showgrounds is a single storey, timber framed building with an iron roof and timber subfloor.

Currently, the club facilities for the Wagin Cricket and Hockey Club are not in a usable state. According to an independent building condition report, the ceiling of the club room has partially collapsed and wall linings are in average condition. The timber floor has also been identified as requiring repair with visible termite damage. The clubs are unable to use the facility currently.

Investment in the Wagin Cricket and Hockey Club would both support two existing sporting groups with membership or mixed gender, age and ethnicity and improve the Shire's built asset base.

Renovate or rebuild?

Officers have also examined options for how investment in the Wagin Cricket and Hockey Club could best be utilised. This question is whether to renovate or (demolish and) rebuild the facility.

In March 2024, Officers commissioned a condition report to identify the aspects that would be required to renovated and determine potential costs. The resulting condition report is contained in Attachment 1.

The condition report identifies that the renovate option would require partial demolition and repairs to the subfloor; external walls, roof, awnings, kitchen and shower as well as new doors and windows.

The estimate for the works prepared by the building inspector (who does not undertake the building work of the type required) is approximately \$411,000.

Officers instead recommend that the existing Wagin Cricket and Hockey Club is demolished and a new building is constructed using the LRCI funding. The new building would be a shed on the existing location positioned between the existing light towers to provide frontage to the cricket and hockey playing surface.

Demolishing the existing facility and replacing with a new shed is the preferred option of both the Cricket and Hockey club (Attachment 2).

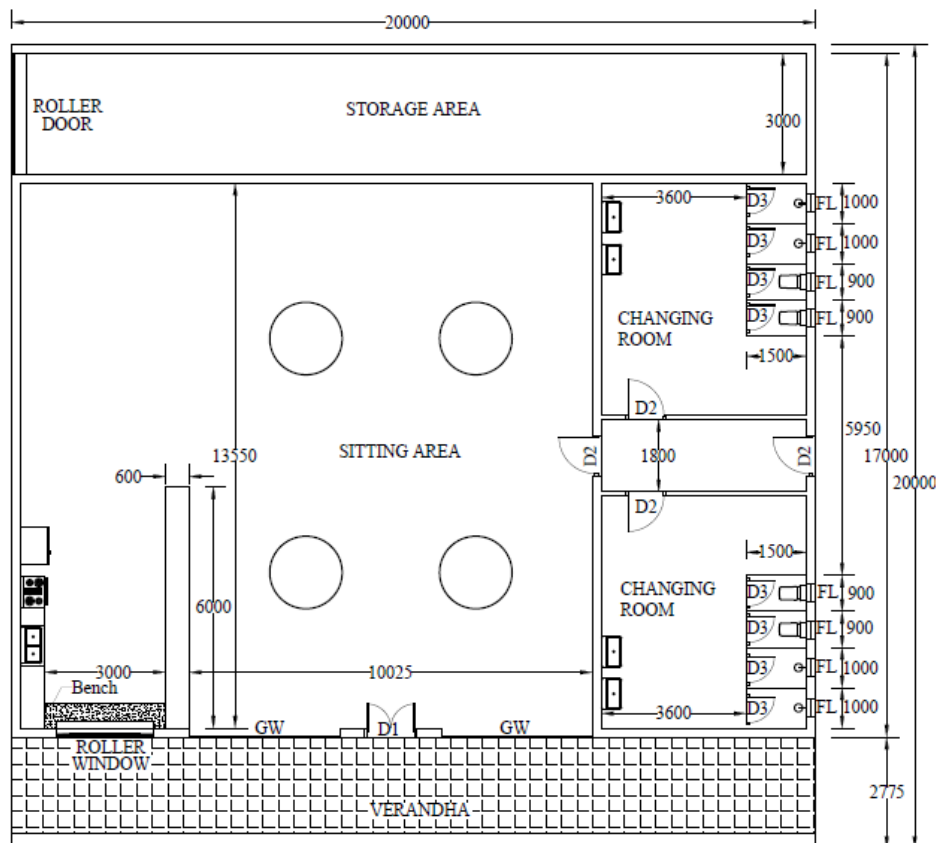
Among other reasons, both clubs have identified that this option will allow spectators to have direct viewing from the clubhouse which is limited in the current configuration due to the alignment of the existing building.

The cricket and hockey clubs have identified their needs as:

- showers
- toilets
- storage
- oven/cooking
- viewing area of playing field

Officers have identified demolishing and building a new facility may consume most of the LRCI funding and time and have advised the Cricket and Hockey Club that pending further investigation that features such as the internal components of the building such as showers, kitchen and entertaining areas may not be included in the initial project because of a combination of time and money. The Cricket and Hockey Club are supportive of this approach.

Representatives from the cricket and hockey club have prepared a schematic of the design that would incorporate their needs for changing rooms, storage and entertaining.



Officers have prepared some illustrations of what the design could look like using one supplier's template. Both the veranda and front facing windows would be



In respect to which option to select, the demolishing and building of replacement facility is considered to be the least risky option for the Shire. Demolishing and replacement is simpler is complexity and more likely to attract suppliers in the timeframe. It also presents fewer cost and project unknowns.

Chief in the Officer's recommendation is selecting an option that can be delivered within the LRCI timetable.

The proposed ballpark budget for expenditure on the project is \$289,000. This will include demolition of the existing facility, installation of the concrete pad, construction and installation of shed, basic internals and connections to water and electricity. Officers have been deliberately conservative in cost estimates given the heated construction market.

The working budget for the proposed project is as follows:

Budget	Estimate
Demolition	\$50,000
Concrete pad	\$50,000
Shed material and construction	\$94,000
Windows and servery	\$20,000
Basic internals	\$40,000
Tax and contingency	\$35,000
	\$289,000

The timetable of works proposed is as follows:

Month	Tasks
June 2024	Procurement and planning
July 2024	Procurement and planning
August 2024	Procurement and planning
September 2024	Demolition
October 2024	Demolition
November 2024	Demolition
December 2024	Installation of concrete pad
January 2024	Construction
February 2024	Construction
March 2024	Pause for Woolorama
April 2024	Internal fitout
May 2024	Internal fitout
June 2024	Opening

To ensure compliance with legislation and purchasing policy the project will involve several procurement processes, including a tender for the concrete pad and shed construction as well as separate procurement for demolition and internals and limited fitout.

Officers have also been conservative in respect to time. The proposed scope does not include all internal fitout as Officers are concerned that might not be sufficient time to complete by the required deadline of 30 June 2025.

The clubs are aware of these constraints and options are being explored that will enable the works to be completed in the following financial year through a combination of Shire and club resources.

While working within time and budget, Officers propose completing as much of the internal fitout desired by the clubs within the time and financial constraints.

As the issue relates more to time than money, Officers are proposing that Council approve a second project for the remaining LRCI budget that can be delivered in parallel.

This second project being upgrades to the wetlands parkland is scalable in that a little or a lot can be achieved depending on the available budget. This protects the Shire from cost overrun associated with the primary project and ensures that all Commonwealth funds are utilised for worthwhile capital improvements.

If costs associated with the cricket and hockey club are less than anticipated and time permits, Council will have the option to invest further in either completing more of the internals of the cricket and hockey rooms or the wetlands park upgrades.

Secondary LRCI project – Wetlands Park

Officers recommend that remaining funds be used for improvements to accessibility and useability of the Wetlands Park.

The Wetlands Park is the Shire's showcase public open space and the first point of entry for many visitors to the Shire.

One of the primary access points to the park is a U shaped driveway off the town's main thoroughfare.



Entering the parklands from this point is via stairs which can create difficulties for people that require assistance using stairs and people with young children.





Ramp access is available from the side but this entry initially commences off the footpath and has some inclines and descents as well as narrow sections to traverse.





Officers propose using LRCI funding to construct a ramp and footpath from the carpark directly to the BBQ area. This will also involve some landscaping as a path of a suitable incline is constructed from the U vehicle access to the gazebo and BBQ area.

Officers have consulted the design standards for ramps and identified that the most suitable approach would be to construct a ramp at one of the western staircases, following the path of the garden bed to the existing footpaths.



Additional works are proposed to increase accessibility by replacing the old furniture in the parklands with modern, durable park benches. Officers contend that this change will result in greater amenity for the facility.



Officers recommend that a nominal budget of \$60,000 be assigned for these works which will be taken from the LRCI budget. This is considered to be a scalable as improvements to the Wetlands Park can be made that utilise the LRCI funding and provide a option for expenditure if the primary project proves to be less expensive than first estimated but time does not permit expenditure on the primary project.

In respect to timing works are proposed to occur in the drier summer period but prior to the Christmas school holiday period. This will ensure that the greater accessibility to the wetlands park is completed in time for Australia Day 2025.

CONSULTATION/COMMUNICATION

Consultation has been undertaken with the cricket and hockey clubs. Other sportsground users being the Wagin Agricultural Society, football club and trots have also been advised because of the need to work around their activities to avoid disruption.

This approach is consistent with Council Policy H2 Sportsground which provides that in relation to construction or amendment to buildings and future developments that:

“All applications shall be referred to the Sportsground Advisory Committee prior to consideration by Council. The Committee may refer any application to other users of the Sportsground likely to be affected by the application.”

In the event that Council elects to proceed, further engagement will be conducted with all users to ensure that the development is conducted in a manner that mitigates impact for sportsground users.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The proposed approach will aid in ensuring that the Shire's Round 4 allocation is expended.

STRATEGIC IMPLICATIONS

Officers consider that the two nominated projects align to the Shire's Strategic Community Plan key areas including economic development, buildings and infrastructure, community services and social environment and town and natural environment.

VOTING REQUIREMENTS

Simple Majority

Condition report

For property located at:
Wagin Cricket Club, Ballagin St, Wagin WA



Building description: This is a single storey, timber framed, and asbestos building, with an iron roof and timber sub floor, it is located at the Wagin sports ground.

Client: Shire of Wagin (Att John Fathers)

Client Address: john.fathers@wagin.wa.gov.au

Inspector: Mark Colecliffe Builders Licence 261469c (NSW) 124566 (WA)
Inspect and Report on Timber Pests (Q16265)

Date of Inspection: 26th March, 2024

Weather conditions: Fine

Scope of report: The inspection shall comprise visual assessment of accessible areas of the property to identify and report on affected areas as defined in the "report scope" section of this report.

Mark Colecliffe:

SCOPE OF INSPECTION

Report on what repairs are required to make the venue both safe and fit for purpose. This report – with a quote (estimate) on the cost of said repairs would then be presented to council with options:

- Fix it for this \$\$
- Demolish for \$40k
- Rebuild (install a transportable) something that would do the job for \$\$

INSPECTION PROCESS

The inspection shall comprise visual appraisal and limited assessment of serviceability.

Note:

- This inspector is **not** a licenced plumber or electrician and as such any opinions expressed regarding electrical and plumbing in this report are simply that (an opinion).
- We recommend that independent electrical and plumbing inspections be carried out by suitably licensed persons.
- The summary/conclusion should be read in conjunction with the whole report.
- The building shall be compared with a building that was constructed in accordance with the generally accepted practice at the time of construction and which has been maintained such that there has been no significant loss of strength and serviceability.

I had restricted access to some parts of the sub floor area due to limited sub floor heights.

CONDITION DEFINITIONS

Satisfactory- generally good condition

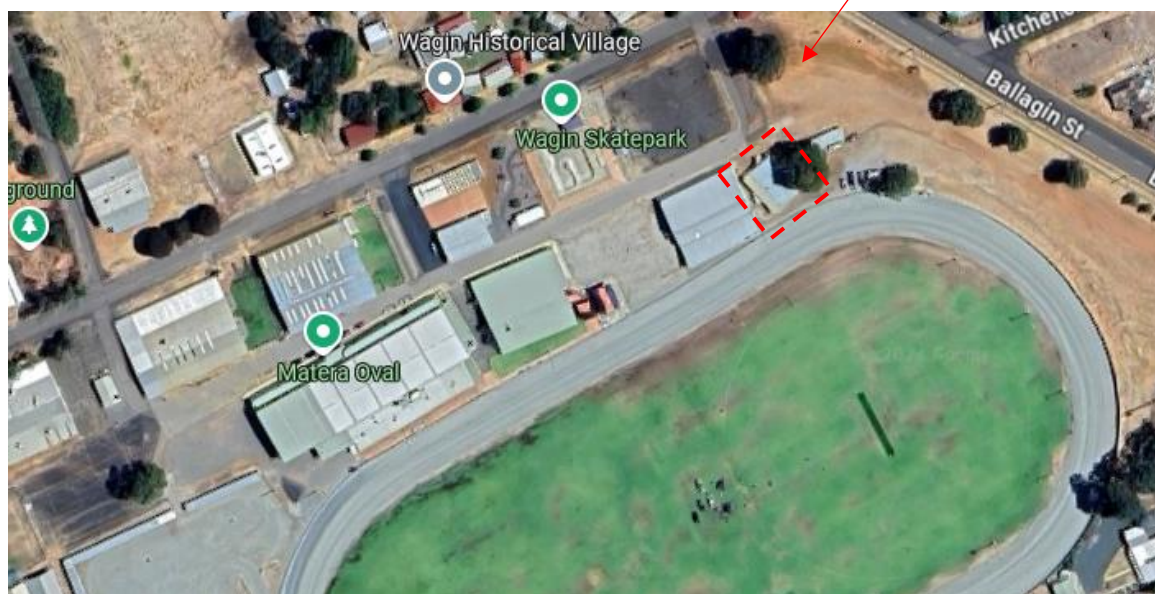
Fair- Starting to look like it needs maintenance

Average- Functioning but needs maintenance/repair within 6 months

Poor- Needs repair or replacement now

Background:

I understand that this building is currently being used by the Wagin Cricket Club. This building is located at the Wagin sports complex, its location is highlighted in the below photo. The building appears to have been originally constructed in the 1960s. and has had an addition to the east side in the past.



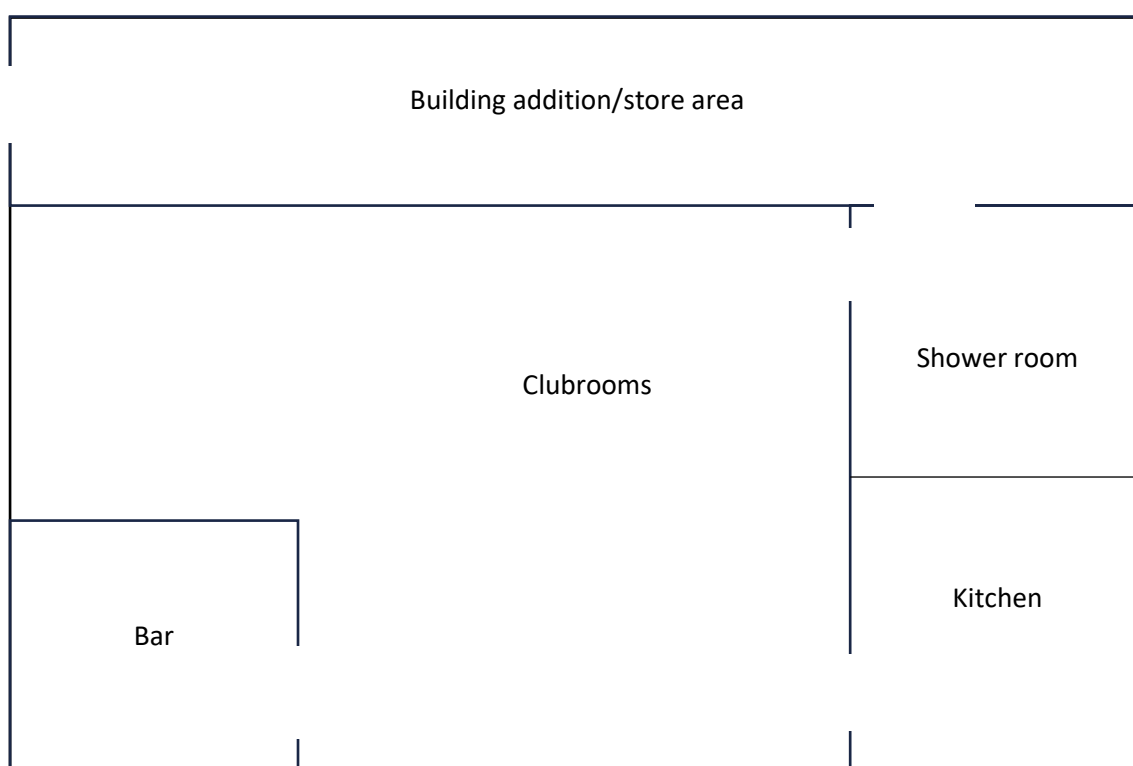
Wagin Sports Ground

I have been furnished with a copy of a report prepared by Rex Evans from ACM Inspections who inspected this building for Asbestos elements. After reading this report it appears to me that in summary, he identified that most of the external cladding contains asbestos, He further confirmed that some internal lining contains asbestos.

The ACM report states that the external asbestos elements are in “fair” condition (page 4 of the report), it further states that the identified internal asbestos elements are in “good” condition. All the identified asbestos appears to be “non-friable” and generally appears stable.

After my inspection I in principle agree with the findings of the ACM report.

The building is approximately 16m x 11m being around 170m². Below is a “not to scale” floor plan.



Not to scale floor plan

Some considerations when assessing this building suitability:

- Does keeping the asbestos elements best suit the long-term philosophy of the Shires health policies?
- Will keeping asbestos elements in this building leave the Shire open to possible future litigation?
- Does the current floor plan meet the needs of the end users?
- Does the current building suite the requirements for disability access?
- Is this the best location for this amenity?
- Does the building have any heritage value?

Findings:

The original building is timber framed (hardwood) with steel tube trusses to the roof frame with hardwood purlins, the windows were originally timber with some timber window elements still in use. The floor in this area is a traditional timber stump, bearer and joist. This construction method was typical of this period and the building and to date has given around 60 years of service.

There is an addition on the East side of the building which appears to have been constructed in the 1980s, this has a slab on ground with timber wall frames with steel and timber roof elements.



Typical exterior



Main entry



Typical roof covering



Food preparation area



Shower room



Store room



Main club room



Timber sub floor

BUILDING ELEMENTS:

Subfloor:

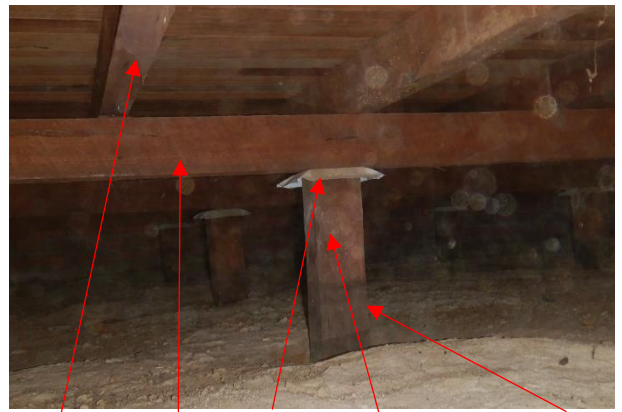
The original sub floor and timber flooring appears in fair condition. There is termite damage visible to several areas in the timber floor.

I was able to access around 50% of the subfloor area.

This subfloor is a traditional hardwood stump with hardwood bearers, joists and flooring. Ant caps are in place and a timber preservative (probably creosote) was visible to the stumps.



No ant cap here Ant cap here Brick vent



Joist Bearer Ant cap Stump Preservative

Summary:

1. The lack of ant caps to the bearer to brick pier connection make the building vulnerable to termite attack.
2. Subfloor venting is in place but is minimal, I would like to see more venting in place and the current venting does not meet the requirements under the current building code.
3. The foundation (ground) level in this area is generally lower than the surrounding ground and as a result, extreme weather events could cause water to pond under the building, again this does not comply with the current building code requirements.
4. Having said the above this is a very well-built sub floor with minimal settlement visible. It has performed satisfactorily for 60 years, and it should continue to do so for many years to come.

Termite damage to the floor:

I noted several areas where there is past termite damage to the timber floor. The damage to the flooring is very limited and isolated to several locations. The affected flooring can be replaced relatively simply. Below are the three areas I located at my inspection.



Termite damage to flooring



Termite damage to flooring



Termite damage to flooring

I was able to locate one of the termite entry points, This entry point has caused some structural damage to one stump with old workings visible to the bearer and joists but there does not appear to be any significant damage to these structural elements.



Old termite workings



Damage timber stump

Summary:

1. I found some termite damage to the timber flooring which appears limited to 3 small areas.
2. I identified some structural damage to one stump and old working visible to bearers and joists.
3. The damage I found does not appear to have had any significant structural impact to the sub floor frame.
4. If this building is to be retained, then a new chemical barrier or reticulation system should be installed to allow for future termite management.

Concrete floors:

Several areas including the Kitchen, bathroom and Eastern addition have concrete floors. The kitchen floor has a vinyl covering making inspection not possible, this vinyl needs replacing.

The bathroom floor has been painted, the paint is peeling, and this finish needs upgrading. The slab had no significant cracking and generally appears to have been installed to allow for surface drainage.

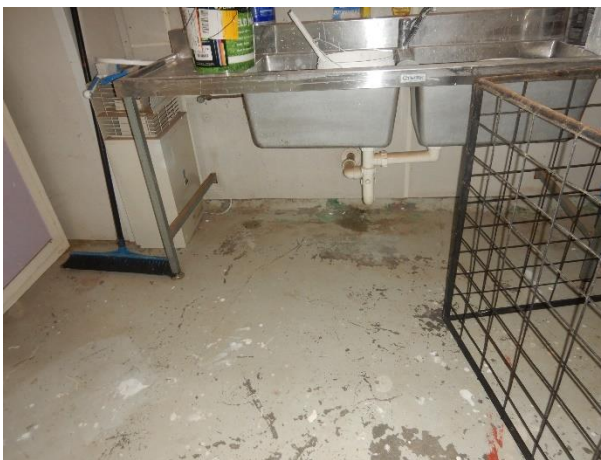
The Eastern addition floor is natural concrete, this floor had minor shrinkage cracking consistent with its age and location, there did not appear to be any significant settlement and the slab appears sound and fit for purpose.



External slab edge to eastern addition



Kitchen slab has vinyl covering



Bathroom slab has painted finish



Additional slab is natural

Summary:

1. The concrete floors appear fit for purpose but need minor works/new coverings.
2. The bathroom floor needs stripping back and either a new epoxy finish installed, or ceramic tiles installed.

External walls:

The external walls to this building are hardwood frames with asbestos cladding. Timber and aluminium windows have been installed.

The cladding appears in average to fair condition. Some repairs have been carried out previously but due to the cladding profile no longer being available these repairs are poorly executed and a compromise both visually and functionally.

The asbestos content in the cladding makes alterations to the exterior difficult and if this building is to be retained then I believe that at least partial replacement should be undertaken. Below are a series of photos highlighting the current damage and subsequent repairs.

Given the building is for cricket and hockey teams I suspect that ongoing damage will continue to the walls from flying ball impacts.



Typical repairs to existing cladding



Typical repairs to existing cladding



Typical repairs to existing cladding



Typical repairs to existing cladding

Penetrations: (Windows/doors)

The window and door penetrations through the cladding have been generally poorly installed and are reaching the end of their serviceable life, further the location and size of these penetrations does not optimise natural light or atmosphere. Further the existing exit doors would not comply with the current access/egress requirements for public buildings.

Ignoring the above the concern from a building perspective is that the doors and windows are not suitably flashed and allow water to enter the timber frame behind the cladding. This water entry will attract termites and cause fungal attack of the timber frames.

In my opinion all the door and window frames need upgrading/replacing.

Below are a series of photos showing typical flashing failures and water entry points.



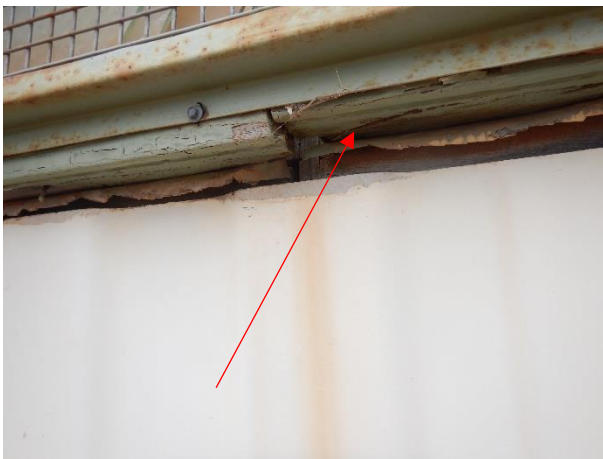
Water entry point



Door frame head failure



broken louvers and water entry point



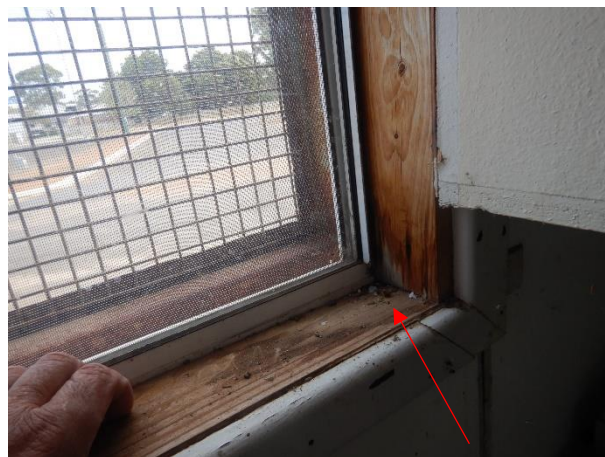
Water entry point



Timber frame is no longer viable



These timber windows are no longer serviceable



Water leaking to interior

Hardwood frames:

The wall frames could only be partially inspected but the frames appear to have only minor damage at this point but would require some modification to remain serviceable. Below are thermal images showing the walls, this camera is used to help identify termite activity and excess moisture, neither are shown in the images taken throughout the building.



Typical thermal image of bathroom area

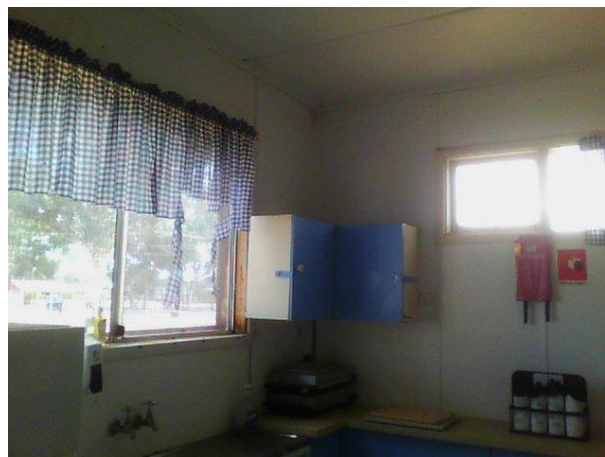


Typical thermal image of bathroom area

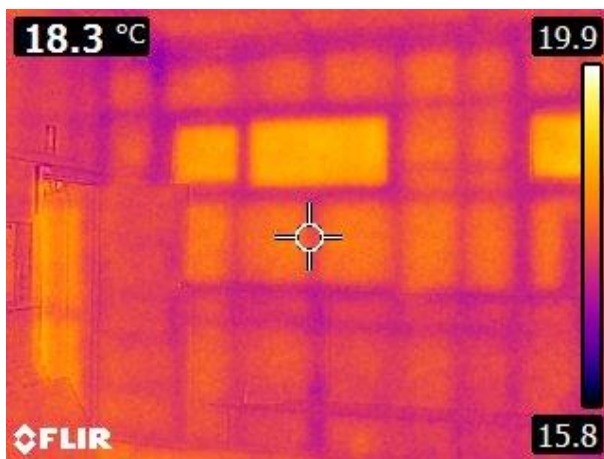
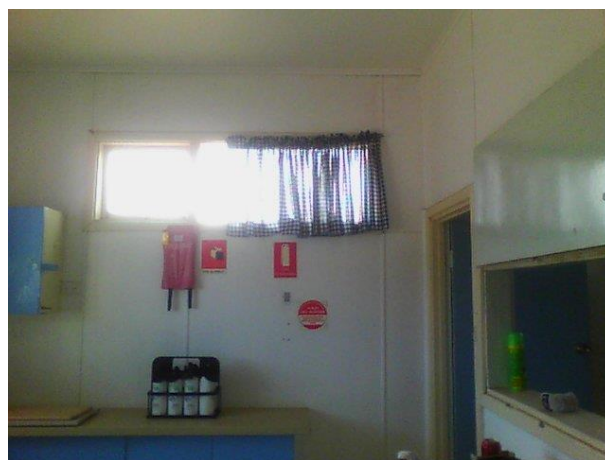




Typical thermal image of kitchen area



Typical thermal image of kitchen area

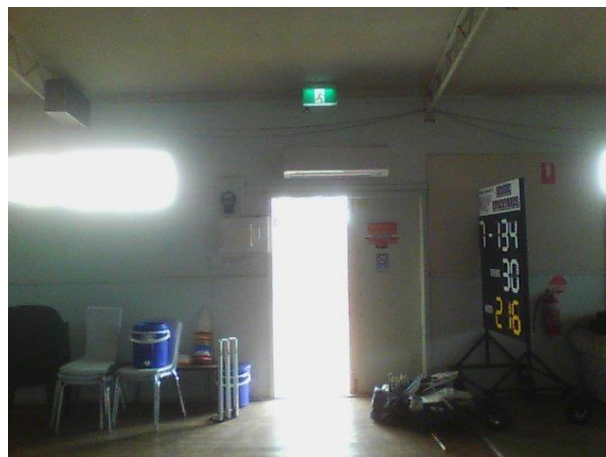


Typical thermal image of clubroom area

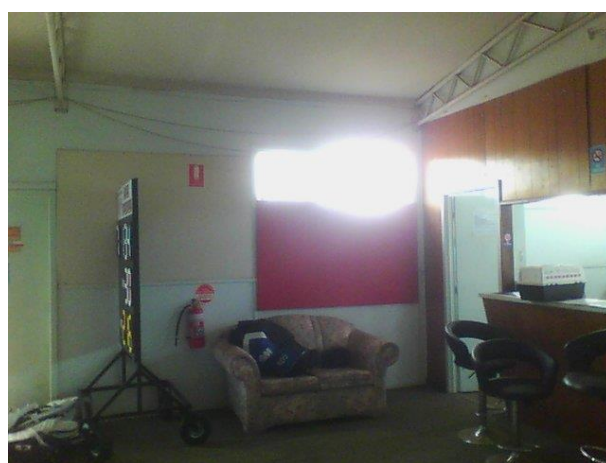




Typical thermal image of clubroom area



Typical thermal image of clubroom area



Typical thermal image of clubroom area





Typical thermal image of clubroom area

Summary:

1. The asbestos cladding to the exterior of the building should be replaced to the North, South and West walls.
2. The Cladding to the East wall remains viable and the lack of penetrations makes this wall watertight.
3. The window and door frames should be replaced and installed with suitable flashings.
4. More appropriate window sizes and locations can be installed at this point.
5. Modifications to the hardwood frames can be made to accommodate structural changes.
6. The hardwood frames appear to be viable.

Roof covering:

The roof covering on this building is rolled metal, the profile is a Klip-lok or equivalent. Klip-lok is a sheeting designed for low roof pitches and uses a clip system to fix it down rather than traditional fixings through the sheeting. The big advantage with this system is that due to the lack of screw penetrations the sheeting can last significantly longer.

Unfortunately, the weak point with any rolled metal product is the laps or joints in the sheet lengths. This has generally been overcome using single length sheets. This building has been extended and as a result there is a joint/interface in the roof covering.

The actual roof sheeting is in fair condition and still has significant serviceable life however there has been a flue/chimney penetration in the past which has leaked, and this has caused some damage to the roof frame. Further the flue has been flashed with a lead flashing which causes electrolysis between the lead and the galvanised roof finish.

The barge flashings around the roof are partially missing and the interface between the original roof and the Eastern addition has leaked and has corrosion visible.

The gutters require upgrading and the stormwater disposal does not take the water away from the building. Following are a series of photos highlighting these issues.



Stormwater discharging straight onto the ground



Gutter full



Interface between the original and addition



Lap failure



Flue failure/lead flashing



Corrosion to these sheet ends



Barge flashing missing



The interface flashing between original and addition is failing



In an ideal world this roof covering would be full length sheets with no joints. To achieve this would require the roof frame to be altered to remove the step down between the original building and the addition.

Roof frame:

The roof support system utilises steel trusses and hardwood purlins. The trusses in the original build are fully welded steel tube and are spaced around 3 meters apart. The trusses are connected to the timber wall frames and rely on the frames to hold them up. I note that some of these trusses are located over window penetrations in the walls.

The purlins are 125mm x 50mm hardwood single span with some sagging evident. I further noted some termite damage to the purlins adjacent to the failed flue flashing. No ceiling insulation or sarking has been installed.

The termite damage appears to be limited to the failed flue location and this is typical of termite activity, they are attracted to moisture, the failed flashing has allowed water entry, and this has in turn attracted the termites. The affected timber purlins would need to be replaced.

Modern structures would generally have a column under the truss going through to the footing with multiple span purlins helping to reduce sag. This building has none of these modern techniques.

The eastern extension utilises a RHS welded to the original truss with timber purlins installed. Following are a series of photos showing my findings.



Eastern extension RHS roof supports and timber purlins



Interface between original and extension



purlins above kitchen



Typical steel trusses





Truss connection to timber walls



Termite damage to the purlin



Termite damage around flue

Summary:

1. The roof covering requires remedial works and has around 10-15 years of serviceable life left.
2. Future coverings should have the roof frame changed to allow for continues sheeting.
3. Upgrade the gutters and stormwater disposal system.
4. The roof purlins have sagged but generally appear sound.
5. Some purlins require replacement.
6. The steel trusses appear sound.

Kitchen area:

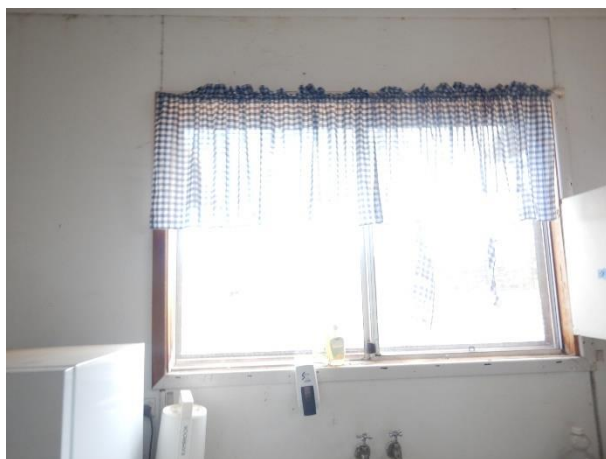


Kitchen area

This area has concrete floor, timber framed walls and a lowered timber framed ceiling. It appears lined with cement sheeting, this sheeting most likely contains asbestos. The floor has vinyl covering.

The cabinets and sink are circa 1960/70s, these cabinets are due for an upgrade. The external door and windows have reached the end of their serviceable life and require replacement.

The water flow to the sink appeared satisfactory.



Replace these windows



Vinal floor covering cement sheeting to walls and ceilings



50 year old cabinets, water flow to sink was satisfactory

Summary:

1. This rooms needs a full strip out and upgrade.

Bathroom:

Bathroom

This area has been semi refurbished with a new ceiling frame, ceiling and wall lining installed around 1997. This lining does not contain any asbestos products, The lining has not been painted.



This is the product information stamped on the back of the Hardiflex sheeting.

The ceiling frame has a hanger installed that is a little lighter than I would expect to see in this situation but 30 years down the track their appears to be minimal ceiling sagging.

I note that the Eastern addition is accessed through this room, to me this does not seem ideal, I would recommend this be reviewed and either an alternate entry be installed, or a passage/airlock be installed to allow the addition to be accessed without entering the shower area.

I note that no toilets are installed in this area.



Typical ceiling/wall cement sheeting



Access to Eastern addition



shower cubicles



Shower cubicle



Ceiling frame, (Hanger should be minimum 190x35)

Summary:

2. This room layout needs reviewing to potentially include a toilet.
3. The showers require upgrading.
4. New floor treatment is required.
5. Rethink access to Eastern addition.
6. Install a larger hanger to ceiling frame.

Eastern addition:

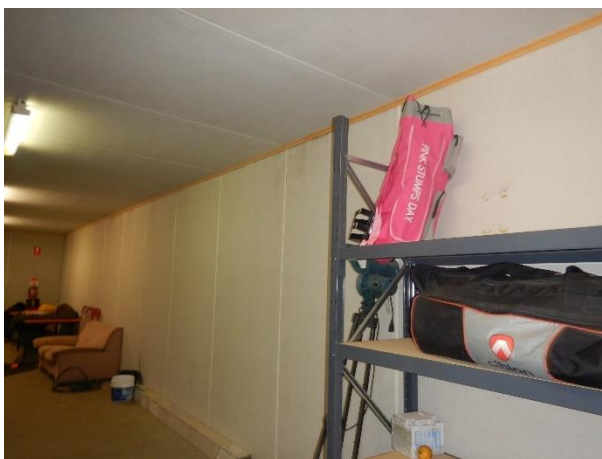


Eastern addition

This addition is of a similar construction and finish to the bathroom upgrade, on this basis I am assuming that the addition is a similar age (Circa 1997). I must stress this is NOT confirmed.

This area is a full-length room with no natural light/windows and an external door installed. The common wall is the external asbestos cladding from the original building. It is painted and appears stable. The other walls and ceiling are unpainted FC sheeting. The floor is unfinished concrete. This area appears generally weatherproof.

I would suggest that some windows/light/ventilation be installed at both ends of the room.



Unpainted FC sheeting to this wall



The original Asbestos wall cladding



Typical floor finish



This wall could be altered to incorporate natural light/ventilation



Ceiling frame appears fit for purpose.

Summary:

1. This area requires painting and floor coverings.
2. A new entry from the club rooms should be considered.
3. Potentially install windows in both ends of the room.

Clubroom:

Clubroom

The clubroom area is essentially a large open plan area with a boxed in corner set up as a bar. The lining in this area is a combination of Gyprock, FC sheeting and manufactured timber sheeting.

The ceilings in this area were replaced in 1992 (32 years ago) and are now at the end of their serviceable life. There are several contributing factors to this ceiling failure including water entry from the chimney flue and the lack of insulation to between the ceiling and the roof covering. The heat build-up that the insulation would reduce has caused the ceiling glue to fail which has caused the ceiling to sag.

The wall lining is in average condition. I have not been able to establish if the FC sheeting contains asbestos. Overall, a significant part of the wall lining would need to be replaced in an upgrade as the installation of new doors and windows would require the lining on those walls to be removed. In theory the lining to the Kitchen/shower wall and the Eastern wall could remain with some repair works carried out.



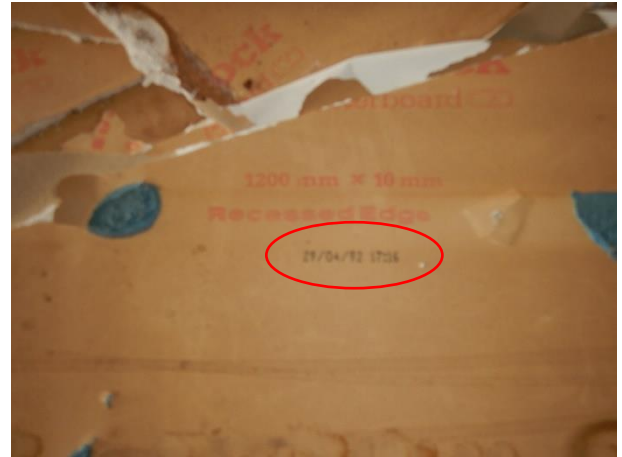
Failed ceiling at flue



Bar set up in corner



Failed ceiling due to glue failure (Typical)



Gyprock sheeting dated 1992

Summary:

1. Replace the ceilings.
2. Replace at least 2 wall lining.
3. Install ceiling and wall insulation.
4. Move the bar area.
5. Incorporate a new access door to the Eastern addition.
6. Repair the existing timber floor.

The power supply to this building has some earth leakage installed but I would suggest that the board and wiring would require upgrading to meet the current requirements.



Switchboard

Building upgrade scope:

This part of the report will define a potential scope of works to be carried out and is based on the following assumptions.

Assumptions:

- Only new works are required to meet the current building codes.
- As much as practical of the existing structure and infrastructure is to be reutilised.
- The expected design life is 25-35 years.
- The existing floor plan is to be retained.
- The building has no significant heritage value.
- No latent conditions have been allowed for.
- This is an estimate only and for budgeting purposes.
- I have made no specific provision for disability infrastructure.

SCOPE**Preliminaries:**

- Project documentation.
- Site fencing.
- Site office/site shed.
- Ablutions already on site.
- Appropriate signage.

Demolition:

- Isolate power and water from the building.
- Remove the air conditioning units and hot water units.
- Install temporary power and water supply adjacent to the building.
- Remove asbestos cladding to North, South and West walls.
- Remove the roof sheeting, gutters and flashings.
- Remove the two awnings over the entry doors.
- Remove all window and door frames.
- Remove existing kitchen cabinets and associated infrastructure.
- Remove internal wall lining to kitchen and 3 walls in clubhouse.
- Remove the ceiling to the clubroom and kitchen.
- Remove the bar area.
- Remove the timber roof purlins.

Subfloor:

- Upgrade the termite management system or install a chemical barrier to the timber subfloor area.
- Install extra vent bricks to the external brick buildup to allow for cross flow ventilation.
- Formalise the access hatches to the subfloor area.

External walls:

This assumes the Eastern wall will remain untouched.

- New windows to be obtained and installed. (with security screens or shutters)
 - larger windows than the windows currently installed would be incorporated in the design.
 - Window locations could change to allow for better viewing of the sports ground.
 - Windows will be incorporated in both ends of the Eastern addition.
- New entry doors to be obtained and installed.
 - Commercial Aluminium/glass doors and frames to replace the existing entry door to the clubhouse.
 - Fire door and frame may be required in the kitchen area.
 - The entry door to the Eastern addition will need to be upgraded/moved to allow for the installation of windows to this wall.
- Make structural changes to the existing wall frames to accommodate the new frames and their change in locations and ensure the exiting roof trusses are suitably supported.
- Install the new window/door frames including suitable weatherproofing flashings.
- Install sarking to the building envelope.
- Install batt insulation.
- Install cladding to exterior either Colourbond or Weathertex.
- Allow for painting of the external elements as appropriate.

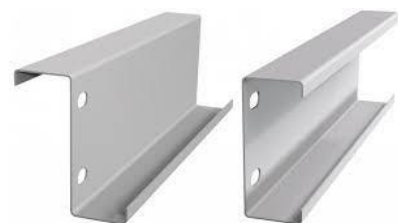
Roof covering:

- Modify roof frame to remove the step down between the original build and the Eastern addition.
 - This will mean that the roof will not be straight and will contain a large radius curve between the 2 different roof pitches. Custom orb sheeting can accommodate this radius without any special provision.



Soften the roof interface.

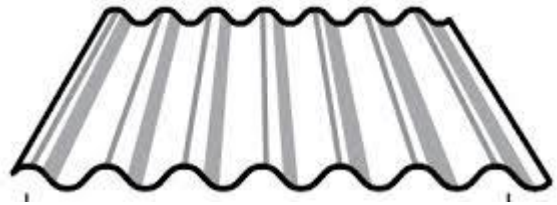
- Install new "C" or "Z" purlins to achieve multi spans.



- Supply/Install Anticon.



- Supply and install continues length custom orb sheeting. (Custom orb requires a minimum roof pitch of 5 degrees)



- Supply and install new gutters, fascia's, barge flashings and down pipes.

External awnings/aprons:

- Supply and install awnings above the three external doors.
- Supply and install suitable concrete aprons to the three entry doors.
- Security lighting.

Kitchen:

- Modify/upgrade frames, drains, water supply and electrical layout to accommodate new cabinets and infrastructure.
- Supply/install new walls/ceiling lining.
- Supply and install new floor coverings (Commercial vinyl).
- Supply and instal new cabinets.
- Supply and install new appliances.
 - Induction Hotplate.
 - Large oven.
 - Dishwasher.
 - Exhaust fan/rangehood.
 - Electric instantaneous hot water.
- Painting and appropriate.

Shower room:

- Modify the floor plan to remove the access door to the Eastern addition.
- Incorporate appropriate infrastructure to allow for unisex use of showers.
 - May need to incorporate an airlock?
- Upgrade the shower cubicles and vanity infrastructure.
- Upgrade electrical/plumbing.
 - 2x Hot water systems.
 - Exhaust fans.
 - Lighting, etc.
- Upgrade floor finish (epoxy paint)
- Paint throughout.

Eastern addition:

- Install new internal access door to the clubroom.
- Make good minor repairs to exiting room.
- Paint throughout.
- Install a new epoxy floor to the existing concrete.

Clubroom:

- New ceiling and wall lining as needed.
- Repairs to existing timber floors.
- Relocate/upgrade electrical and plumbing as needed.
 - 2x Air conditioners.
 - Possible ceiling fans.
 - New lighting.
- Provision for new bar infrastructure.
 - Bar location can be shifted if needed.
- Provision for minor modifications and repair/upgrades.
- Painting throughout.
- Sand and refinish timber floors.

Summary:

1. Estimate for the scope as outlined above is **\$411 357.84**.
2. Following are my estimates for the costing for the above scope.
3. I have attached the costing as a PDF also.

Costings

Client: Shire of Wagin												
Property Address: Wagin Cricket Club, Ballagin St, Wagin												
Prepared on: 7th April 2024												
By: Mark Colecliff												
Item	description/notes	Man hours	Rate	Consumables	Sub Total	Material & sub-contractor	Qant	length, area, etc	Unit	Rate	Sub Total	Total ex GST
Preliminaries:												
	Project documentation.				\$ -	Provisional sum	1	1	Item	\$10,000.00	\$10,000.00	\$ 10,000.00
	Site fencing.				\$ -	Provisional sum	1	1	Item	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Site office/site shed.				\$ -	Provisional sum	1	1	Item	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	Ablutions already on site.				\$ -	Nil					\$ -	\$ -
	Appropriate signage.				\$ -	Provisional sum	1	1	Item	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
					\$ -	Contingency 10%	1	0.1		\$19,500.00	\$ 1,950.00	\$ 1,950.00
Demolition:					\$ -						\$ -	\$ -
	Isolate power and water from the building.	8	\$ 150.00	\$ 300.00	\$ 1,500.00						\$ -	\$ 1,500.00
	Remove the air conditioning units and hot water units.	6	\$ 150.00	\$ 200.00	\$ 1,100.00						\$ -	\$ 1,100.00
	Install temporary power and water supply adjacent to the building.	6	\$ 150.00	\$ 400.00	\$ 1,300.00						\$ -	\$ 1,300.00
	Remove asbestos cladding to North, South and West walls.				\$ -	Provisional sum	1	1	Item	\$12,000.00	\$12,000.00	\$ 12,000.00
	Remove the roof sheeting, gutters and flashings.	16	\$ 90.00		\$ 1,440.00	Disposal	1	1	Item	\$ 400.00	\$ 400.00	\$ 1,840.00
	Remove the two awnings over the entry doors.	8	\$ 90.00		\$ 720.00	Disposal	1	1	Item	\$ 200.00	\$ 200.00	\$ 920.00
	Remove all window and door frames.	40	\$ 90.00	\$ 150.00	\$ 3,750.00	Disposal	1	1	Item	\$ 400.00	\$ 400.00	\$ 4,150.00
	Remove existing kitchen cabinets and associated infrastructure.	10	\$ 90.00	\$ 150.00	\$ 1,050.00	Disposal	1	1	Item	\$ 300.00	\$ 300.00	\$ 1,350.00
	Remove internal wall lining to kitchen and 3 walls in clubhouse.	10	\$ 90.00		\$ 900.00	Disposal	1	1	Item	\$ 300.00	\$ 300.00	\$ 1,200.00
	Remove the ceiling to the clubroom and kitchen.	14	\$ 90.00	\$ 300.00	\$ 1,560.00	Disposal	1	1	Item	\$ 200.00	\$ 200.00	\$ 1,760.00
	Remove the bar area.	14	\$ 90.00		\$ 1,260.00	Disposal	1	1	Item	\$ 300.00	\$ 300.00	\$ 1,560.00
	Remove the timber roof purlins.	16	\$ 90.00	\$ 300.00	\$ 1,740.00	Disposal	1	1	Item	\$ 200.00	\$ 200.00	\$ 1,940.00
	Contingency 10%				\$ -	Contingency 10%	1	0.1		\$30,620.00	\$ 3,062.00	\$ 3,062.00
Subfloor:					\$ -						\$ -	\$ -
	Upgrade the termite management system or install a chemical barrier to the timber subfloor area.				\$ -	Provisional sum	1	1	Item	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
	Install extra vent bricks to the external brick buildup to allow for cross flow ventilation.	20	\$ 90.00		\$ 1,800.00	Sundry materials	1	1	Item	\$ 300.00	\$ 300.00	\$ 2,100.00
	Formalise the access hatches to the subfloor area.	10	\$ 90.00	\$ 150.00	\$ 1,050.00						\$ -	\$ 1,050.00
External walls:												\$ 6,650.00
	This assumes the Eastern wall will remain untouched.				\$ -						\$ -	\$ -
	New windows to be obtained and installed. (with security screens or shutters) Allow for 10 windows				\$ -	Provisional sum	1	10	item	\$ 3,000.00	\$30,000.00	\$ 30,000.00
	New entry doors to be obtained and installed. Allow for 3 new doors.				\$ -	Provisional sum	1	3	Item	\$ 3,000.00	\$ 9,000.00	\$ 9,000.00
	Make structural changes to the existing wall frames to accommodate the new frames and their change in locations and ensure the exiting roof trusses are suitably supported.	60	\$ 110.00	\$ 300.00	\$ 6,900.00	Materials	1	1	Item	\$ 5,000.00	\$ 5,000.00	\$ 11,900.00
	Install the new window/door frames including suitable weatherproofing flashings.	40	\$ 110.00	\$ 300.00	\$ 4,700.00	Materials	1	1	Item	\$ 3,000.00	\$ 3,000.00	\$ 7,700.00
	Install sarking to the building envelope.	30	\$ 110.00	\$ 200.00	\$ 3,500.00	Materials	1	150	m2	\$ 10.00	\$ 1,500.00	\$ 5,000.00
	Install batt insulation.	30	\$ 110.00	\$ 200.00	\$ 3,500.00	Materials	1	150	m2	\$ 5.00	\$ 750.00	\$ 4,250.00
	Install cladding to exterior either Colourbond or Weathertex.	50	\$ 110.00	\$ 300.00	\$ 5,800.00	Materials	1	150	m2	\$ 45.00	\$ 6,750.00	\$ 12,550.00
	Allow for painting of the external elements				\$ -	Subcontract	1	150	m2	\$ 20.00	\$ 3,000.00	\$ 3,000.00
					\$ -	Provision for scaffolding	1	1	Item	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
					\$ -	Contingency 5%	1	0.05		\$87,400.00	\$ 4,370.00	\$ 4,370.00
												\$ 91,770.00

Roof covering:					\$ -						\$ -	\$ -	
Modify roof frame to remove the step down between the original build and the Eastern addition.	24	\$ 110.00	\$ 400.00	\$ 3,040.00	Materials	1	1	Item	\$ 2,500.00	\$ 2,500.00	\$ 5,540.00		
Install new "C" or "Z" purlins to achieve multi spans.	24	\$ 110.00	\$ 500.00	\$ 3,140.00	Materials	12	16	meters	\$ 18.00	\$ 3,456.00	\$ 6,596.00		
Supply/Install Anticon.	10	\$ 110.00	\$ 100.00	\$ 1,200.00	Anticon	16	11	m2	\$ 16.00	\$ 2,816.00	\$ 4,016.00		
Supply and install continues length custom orb sheeting.	24	\$ 110.00	\$ 200.00	\$ 2,840.00	Colourbond	16	11	m2	\$ 25.00	\$ 4,400.00	\$ 7,240.00		
Supply and install new gutters, fascia's, barge flashings and down pipes.	12	\$ 110.00	\$ 200.00	\$ 1,520.00	Materials	1	1	Item	\$ 1,000.00	\$ 1,000.00	\$ 2,520.00		
				\$ -	EWP/handrails	1	1	Item	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00		
				\$ -	Contingency 10%	1	0.1		\$ 27,912.00	\$ 2,791.20	\$ 2,791.20	\$ 30,703.20	
External awnings/aprons:				\$ -						\$ -	\$ -		
Supply and install awnings above the three external doors.				\$ -	Provisional sum	1	3	Item	\$ 3,500.00	\$ 10,500.00	\$ 10,500.00		
Supply and install suitable concrete aprons to the three entry doors.				\$ -	Allow 10m2/door	3	10	m2	\$ 140.00	\$ 4,200.00	\$ 4,200.00		
Security lighting.				\$ -	Provisional sum	1	1	Item	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 16,700.00	
Kitchen:				\$ -						\$ -	\$ -		
Modify/upgrade frames, drains, water supply and electrical layout to accommodate new cabinets and infrastructure.				\$ -	Provisional sum	1	1	Item	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00		
Supply/install new walls/ceiling lining.				\$ -	Allow 80m2 subcontract	1	80	m2	\$ 45.00	\$ 3,600.00	\$ 3,600.00		
Supply and install new floor coverings (Commercial vinal).				\$ -	20m2	1	20	m2	\$ 100.00	\$ 2,000.00	\$ 2,000.00		
Supply and instal new cabinets.				\$ -	Provisional sum	1	1	Item	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		
Supply and install new appliances.				\$ -	Provisional sum	1	1	Item	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		
Painting and appropriate.				\$ -	100m2	1	100	m2	\$ 15.00	\$ 1,500.00	\$ 1,500.00		
				\$ -	Contingency 10%	1	0.1		\$ 44,100.00	\$ 4,410.00	\$ 4,410.00	\$ 48,510.00	
Shower room:				\$ -						\$ -	\$ -		
Modify the floor plan to remove the access door to the Eastern addition.	10	\$ 110.00	\$ 100.00	\$ 1,200.00	Materials	1	1	Item	\$ 1,000.00	\$ 1,000.00	\$ 2,200.00		
Incorporate appropriate infrastructure to allow for unisex use of showers.	20	\$ 110.00		\$ 2,200.00	Materials	1	1	Item	\$ 2,500.00	\$ 2,500.00	\$ 4,700.00		
Upgrade the shower cubicles and vanity infrastructure.				\$ -	Provisional sum	1	1	Item	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		
Upgrade electrical/plumbing.				\$ -	Provisional sum	1	1	Item	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
Upgrade floor finish (epoxy paint				\$ -	20m2	1	20	m2	\$ 90.00	\$ 1,800.00	\$ 1,800.00		
Paint throughout.				\$ -	100m2	1	100	m2	\$ 15.00	\$ 1,500.00	\$ 1,500.00		
				\$ -	Contingency 10%	1	0.1		\$ 26,200.00	\$ 2,620.00	\$ 2,620.00	\$ 28,820.00	
Eastern addition:				\$ -						\$ -	\$ -		
Install new internal access door to the clubroom.	8	\$ 110.00	\$ 100.00	\$ 980.00		800				\$ -	\$ 980.00		
Make good minor repairs to exiting room.	10	\$ 110.00	\$ 500.00	\$ 1,600.00						\$ -	\$ 1,600.00		
Paint throughout.				\$ -		1	160	m2	\$ 15.00	\$ 2,400.00	\$ 2,400.00		
Install a new epoxy floor to the existing concrete.				\$ -		16	3.6	m2	\$ 90.00	\$ 5,184.00	\$ 5,184.00	\$ 10,164.00	
Clubroom:				\$ -						\$ -	\$ -		
New ceiling and wall lining as needed.				\$ -	Subcontract	1	150	m2	\$ 45.00	\$ 6,750.00	\$ 6,750.00		
Repairs to existing timber floors.	16	\$ 110.00	\$ 300.00	\$ 2,060.00						\$ -	\$ 2,060.00		
Relocate/upgrade electrical and plumbing				\$ -	Provisional sum	1	1	Item	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		
Provision for new bar infrastructure.				\$ -	Provisional sum	1	1	item	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		
Provision for minor modifications and repair/upgrades.				\$ -	Provisonal sum	1	1	Item	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
Painting throughout.				\$ -	Subcontract 230m2	1	230	m2	\$ 15.00	\$ 3,450.00	\$ 3,450.00		
Sand and refinish timber floors.				\$ -	Sand/oil	1	100	m2	\$ 90.00	\$ 9,000.00	\$ 9,000.00		
				\$ -	Contingency 15%	1	0.15		\$ 47,260.00	\$ 7,089.00	\$ 7,089.00	\$ 54,349.00	
												Sub total \$ 342,798.20	
												20% builders margin \$ 68,559.64	
												Estimate total \$ 411,357.84	

The Inspector:

Mark Colecliffe
(As at January 2018)
Abridged Qualifications

Qualifications:

- Builders Registration. (12366 WA)
- Contractor's Licence (Builder) 261469c NSW
- Associate Dip: Building
- Trade Qualification: Carpentry Joinery
- Trade Qualification: Cabinet making
- Trade Qualification: Wood turning
- Construction induction (white card)
- Plan and undertake a site inspection and assessment of asbestos products and materials
- Inspect and report on timber pests
- Control timber pests
- Apply pesticide to manage pests
- Enter and work in confined spaces
- Fork lift
- Safety awareness 51466
- Woodturning level 2
- Questamon (understanding tenders and contracts)

University of Southern Queensland, Civil Engineering:

- Engineering Statistics Civ 1501
- E&SS Problem solving principles ENG 1004
- Intro Engineering & Spatial Sci application ENG 1002
- Intro into Engineering design ENG 1100
- Intro into Engineering problem solving ENG 1101
- Engineering practice 1 ENG 1901
- Eng problem solving & analysis ENG 2102
- Engineering mathematics ENM 1600
- Engineering materials MEC 1201
- Spatial science for Engineers SVY 1500
- Advanced Engineering maths ENM 2600
- Hydraulics 1 ENV 2103

*****END*****

SCOPE

1 PURPOSE OF INSPECTION

The purpose of the inspection is to provide advice regarding the structure on the property.

1.1 The report should not be seen as an all-encompassing report dealing with a building from every aspect. Rather it should be seen as a reasonable attempt to identify any defects visible at the time of the inspection.

1.2 THIS IS A VISUAL INSPECTION ONLY limited to those areas and sections of the property fully accessible and visible to the inspector on the date of the inspection. The inspection DOES NOT include breaking apart, dismantling, removing or moving objects including but not limited to foliage, moulding, roof insulation / sisalation, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The inspector CANNOT see inside walls, between floors, inside skillion roofing, behind assorted goods in cupboards, other areas that are concealed or obstructed. The inspector CANNOT dig, gouge, force or perform any other invasive procedures. Visible timbers CANNOT be destructively probed or hit without written permission of the property owner.

2 SCOPE OF INSPECTION

The inspection shall comprise visual assessment of accessible areas of the property to identify defects to the building.

NOTE: The report should not contain any assessment or an opinion regarding the following:

- a) An assessment of any aspect or component of the property that cannot be seen or that requires testing and/or measurement to determine soundness.
- b) Any area or item that was not, or could not be, observed by the inspector.
- c) General maintenance other than that which is deemed to be directly related to the ongoing structural performance of the property.
- d) Serviceability damp defects such as condensation, rising damp, lateral damp, falling damp should only be assessed and reported on where structural damage has occurred, is occurring, or may occur (e.g. fungal rot) significant spalling of masonry or concrete structural elements, significant fretting or mortar, rusting of primary structural elements. Stormwater drainage and surface water defects commonly cause or exacerbate foundation instability and these issues should be assessed and reported where relevant.

3 DEFECTS

During an inspection the inspector may identify that a building element is defective but that the defect does not fall neatly into one of the categories of defect. In such a case the inspector will use a combination of defect properties or otherwise assess and describe the defect in his/her own words, based on his/her experience.

In many cases, the actual structural elements of a building will be obscured by finishes and other non-structural building elements, and the inspector may be unable to assess directly the state of the structural member. In such cases, the inspector has to infer the performance of the structure by observing the effect of the structure on the non-structural building elements. For example, the inspector normally will be unable to inspect the footings of a house as they are buried beneath the ground; however, cracking in non-structural masonry walls above the ground may indicate that a defect exists within the footing system.

4 LIMITATIONS OF STANDARD

A report prepared in accordance with Australian Standard 4349-2007 Inspection of Buildings is not a certificate of compliance of the property within the requirements of any Act, regulation, ordinance, local law or by-law, and is not a warranty against problems developing with the building in the future.

This Standard does not include the identification of unauthorized building.

5 AREAS TO BE INSPECTED

5.1 General

The inspector shall inspect accessible parts of the build and appurtenances, together with relevant feature of the property within 30m of the main building and within the boundaries of the site, or as otherwise agreed in the inspection agreement. In this context, relevant features include car accommodation, detached laundry, ablution facilities and garden sheds, retaining walls more than 700mm high, paths and driveways, steps, fencing.

Inspection of Strata and Company Title residential property shall be limited to the nominated residence and does not include common property.

5.2 The following area shall be inspected where applicable or accessible:

- a) The interior of the building
- b) The roof space
- c) The exterior of the building
- d) The sub-floor space
- e) The roof exterior
- f) The property within 30m of the building subject to inspection

5.3 Safe and reasonable access

The extent of accessible areas shall be determined by the inspector at the time of inspection, based on the conditions encountered at the time of inspection. The inspector shall also determine whether sufficient space is available to allow safe access.

The inspection shall include only accessible areas and areas that are within the inspector's line of sight and close enough to enable reasonable appraisal.

The inspector shall inspect an elevated area only where –

- a) it is at a height at which safe reasonable access is available, or where safe and reasonable access is otherwise available; or
- b) an unobstructed line of sight is present from safe use of a 3.6m ladder and the building elements present are close enough to allow appraisal.

NOTE: "Elevated area" includes the roof, roof space, crawl space, landing feature, and the like, generally elevated above the ground and intended for normal use by occupants.

5.4 A 3.6m ladder is considered generally reasonable for safe use by one operator during an inspection. Regardless of the ladder length, weight and size, safe use of ladder or safe access may mean that inspection of a roof, elevated platform or roof space is not possible in part, or at all, during an inspection and, in such circumstances, and inspector may recommend the use of special access equipment and that a further inspection be undertaken when a safe method of access is present

5.5 Areas for Inspection

The inspection shall cover all accessible areas as defined by the Australian Standard 4349.

The client shall arrange right of entry, facilitate physical entry to the property and supply necessary information to enable the inspector to undertake the inspection and prepare a report. The inspector is not responsible for arranging entry to property or parts of property.

Areas where reasonable entry is denied to the inspector, or where reasonable access is not available, are excluded from, and do not form part of, the inspection.

5.6 Inspection process

The inspection shall comprise visual appraisal and limited assessment of serviceability.

5.7 Where large structural retaining walls are in service to a property a special purpose building report will be required by a structural engineer. No comments are provided in this report as to whether an engineer is required or not.

6 EXCLUSION OF ITEMS FROM INSPECTION

The inspector need not inspect or report on the following:

- a) Footings below ground.
- b) Concealed damp-proof course.
- c) Electrical installations, operation of smoke alarms, light switches and fittings, TV, sound and communications and security systems.
- d) RCDs are not tested as operational.
- e) Concealed plumbing.
- f) Adequacy of roof drainage as installed.
- g) Gas fittings and fixtures.
- h) Air-conditioning.
- i) Automatic garage door mechanisms.
- j) Swimming pools and associated filtration and similar equipment.

NOTE: If a swimming pool is present it should be the subject of a Special Purpose Property Report. A detailed inspection on the status or serviceability of any swimming pool or associated pool equipment has not been carried out and is not within the scope of this report. Additionally, to adequately inspect a swimming pool, the water must be completely drained and all internal surfaces must be fully accessible.

- k) The operation of fireplaces and solid fuel heaters, including chimneys and flues.
- l) Alarm systems
- m) Electrical appliances including dishwashers, incinerators, ovens, ducted vacuum systems.
- n) Health hazards (e.g. allergies, lead content, presence of asbestos, soil toxicity)
- o) Concealed tie-downs and bracing.
- p) Timber pest activity.
- q) Soil conditions.
- r) Concealed framing-timber or any areas concealed by wall linings/sidings.

Estimating the cost of remedying defects is not included in a standard Property report, although it may form part of a special-purpose Property report.

We have tried to categorise our gradings of material condition as:

New - Self-explanatory.

Satisfactory - generally good condition.

Fair - starting to look like it needs maintenance.

Average - Working but needs maintenance within 6 months.

Poor - Needs replacement.

Wherever we describe a building material in this report, the client acknowledges that the material described represents a substantial component of the building material observed.

GLOSSARY

The following is a reference list of common building terms used in the construction industry and a simple explanation of each.

COMMON BUILDING TERMS

AG LINE- A perforated pipe (usually covered with a geo-textile fabric) laid behind retaining walls and other areas to catch seeping stormwater.

ARCHITRAVE - moulding surrounding a door or window opening to cover the join between the frame and the wall finish.

BAGGING - A method of finishing brickwork involving the application of a thin mortar slurry using a hessian bag or sponge. Can be painted over or left to fade in an oxide finish. Usually completed by the bricklayer. Bagging varies in texture & colour greatly and is not uniform like render.

BALUSTRADE- A series of vertical members supporting a handrail of a stair, landing, platform or bridge.

BEARER- A sub-floor structural timber member which supports the floor joists.

BRICK VENEER - A method of construction in which a single leaf of non-load bearing wall of brickwork is tied to a timber or metal framed load bearing structure to form the external enclosure.

CEMENT- A finely ground inorganic powder that, mixed with water, binds an aggregate / sand mixture into a hard concrete or mortar within a few days.

CHEMICAL DELIGNIFICATION -Chemical delignification damage is most commonly found in timber sections used as roof tile battens of buildings that are located in close proximity to the sea, large chemical factories or major arterial roads that have heavy traffic.

Lignin is the natural glue that holds the fibres of wood together and is therefore a major component of any wood. When the lignin is broken down or damaged the fibres then detaches from each other creating a visible hairy surface to a section of the timber, as the delignification progresses the structure of the timber section is weakened.

The timber section can be painted or oiled to stop further deterioration, where the chemical delignification damage is advanced then replacement of the damaged timbers is needed.

CONCRETE - A conglomerated artificial stone made by mixing in specified proportions cement, water and aggregates and pouring the mixture into prepared forms to set and harden.

CORNICE - A moulding placed at the junction between a wall and ceiling.

DADO - The lower portion of a wall above the skirting when finished in contrast to the remainder of the wall e.g. with wood panelling.

DAMP-PROOF COURSE (DPC) - A continuous layer of an impervious material placed in a masonry wall or between a floor and wall to prevent the upward or downward migration of moisture.

EAVES - The lower part of a roof that overhangs the walls.

FASCIA - A metal profile, which is fixed to the lower ends of rafters and usually supports the guttering.

FINIAL - A decorative fitting used at the junction of ridges and hips and at the top of conical, pyramid or domed roofs.

FOOTING- That part of a construction designed to transfer loads to the supporting foundation, usually constructed of reinforced concrete to support base brickwork.

FOUNDATION - The natural or built-up formation of soil, sub-soil or rock upon which a building or structure is supported.

FURRING CHANNEL - Battens fixed to the underside of trusses, rafters or ceiling joists to produce an even level ceiling.

GABLE - The vertical triangular end of a building with a pitched roof, between the rafters from eaves level to the apex (ridge). It may be formed in brickwork or timber framed and clad with weatherboards.

GAUGE - An indicating device usually in brickwork setting out the number of bricks to a certain measurement. E.g. Seven brick courses per 600mm in height. This gauge is adjusted to suit the brick and the site conditions.

GIRDER TRUSS - A truss that runs in the opposite direction to other trusses and has brackets (shoes) to carry and support the other trusses. The girder truss is often a double truss, made of hardwood in part or has bigger elements than other trusses.

GOING - In a stair the horizontal distance from the face of one riser to that of the next.

HANGING BEAM - A beam above the ceiling used to support ceiling joists.

HEAD - The upper horizontal member at the top of an opening or frame.

HEADER - A brick laid with its greatest dimension across a wall usually used to tie two skins together or under a door sill or window.

HEARTH - The floor of a fireplace and immediately adjacent area.

HERRINGBONE BOND - A brick bond giving a diagonal pattern in the form of a series of vees or inverted vees.

HIP - The meeting line of two inclined surfaces.

HIP ROOF - A roof which is pyramidal in shape with sloping surfaces and level edges all round.

HOOP IRON STRAP - A strip of thin steel (usually about 25mm wide) which is usually built into brickwork or nailed to frames as a tie-down for wind.

IN-FILL CONCRETE SLAB - A concrete slab poured between base brick walls laid on concrete footings. An in-fill slab is supported by formwork or compacted filling.

JOIST - A timber or steel beam supported by a bearer which the flooring is fixed directly to.

KING POST - A vertical member which connects the ridge and beam of a roof.

LAMINATE - A product made by bonding together two or more layers.

MELAMINE LAMINATE - A laminate manufactured from layers of paper, textile, plastic, wood or wood veneer compressed at high temperature and sealed in melamine plastic. Often used as shelving in robes or kitchens.

LINTEL - A horizontal supporting member spanning over a window or door opening. A "gal lintel" is a steel lintel used to support brickwork over an opening.

MORTAR - A mixing of bush sand (white or yellow), cement (grey or off-white) and water for brickwork. Usually at the rate of 6 part sand to one part cement (by volume) and if required one part lime. Can have a flush, raked or round finish.

NEWEL POST - A post at the top or bottom of a stair flight to support the handrail and/or winders in the stair treads.

NOGGING - A horizontal timber member fixed between joists or trusses to provide stiffening or to support ceiling lining.

NOMINAL SIZE - The size of a timber that is used as a convenient description but not an exact size. Also usually before the timber is dressed.

PARAPET - A low wall to protect the edge of a roof, balcony or terrace. Many shops have a parapet at the front of the building for signage.

PARTICLE BOARD - A flat floor sheeting of good dimensional stability made from wood flakes and synthetic resin / binder under heat and pressure. Can be produced with decorative elements for joinery work.

PELMET - A built-in head to a window to conceal the curtain rod or to a sliding door to conceal the tracks. Usually made of wood.

PERP - A vertical joint in masonry construction.

PITCHROOF - The ratio of the height to span, usually measured in degrees.

PICTURE RAIL - A wooden or plaster moulding fixed to a wall at or above door height for hanging pictures or for decorative purposes.

PLYWOOD - Sheeting made from thin layers of veneer at right angles to each other and bonded together under heat and pressure. Can be used as flooring, wall sheeting, bracing and formwork.

POINTING - The completion of jointing between ridge or hip tiles with a matching colour after bedding of tiles or trowelling of mortar into joints after bricks have been laid to touch up.

ACROWPROP - A strut which is light enough to be man-handled, often adjustable in length and used in scaffolding or to support beams temporarily.

QUAD MOULDING - A moulding with a cross-section of a quadrant of a circle used to cover joints often in eaves or at junctions of walls and/or ceilings.

RAFTER - A sloping member in a roof providing the principal structural support for the roofing material.

RAFTER (COMMON) - A rafter spanning the full distance from the eaves to the ridge.

RAFTER (CRIPPLE) - A rafter connecting a hip and a valley.

RAFTER (GABLE) - A common rafter at the end of a pitched roof.

RAFTER (HIP) - A rafter forming the hip at the external line of intersection of two roof surfaces. Jack rafters meet against it.

RAFTER (JACK) - A rafter between a ridge and a valley or a hip rafter and the eave.

RAKED JOINT- A brick joint raked out by the bricklayer for a key for plaster or as a decorative finish.

RENDER - The covering of a brick wall with one or more coats of cement mortar consisting of sand, cement and plasterers clay.

RIDGE - The highest part (apex) of a roof, which is usually a horizontal line.

RISER - The vertical face of a step in a stair flight.

SCISSOR TRUSS - A truss or strut with a sloping bottom chord to produce a raked ceiling at a cheaper cost than rafters.

SCOTIA - A concave moulding.

SEASONING - The elimination of excess moisture from timber by air or kiln drying.

SHORING - The temporary or permanent support of an existing building, often due to demolition or of footing excavation to prevent collapse.

SKEW NAILING - The driving of nails at an oblique angle often in different directions to improve the strength of a joint of fixing. **SKIRTING** - A wooden board fixed to the bottom of a wall at the junction of the floor to prevent damage to the wall or to conceal small gaps.

SLIP JOINT - A joint designed to allow movement between two members usually in the form of two layers of sheet metal with grease installed on top of a brick wall prior to installation of a concrete slab.

SOFFIT - The underside of a slab or eave.

SOLDIER COURSE- A course of brickwork laid on its end.

SPROCKET - A framing timber used in eaves construction.

STRETCHER BOND- The most common masonry bond in Australia in which all bricks are laid with half overlaps and not using half bricks or cross bonds.

STUCCO- Traditionally an external render to provide a decorative finish but now generally referred to as a fibro wall sheet with a decorative finish.

TERRAZZO- A material consisting of irregular marble or stone fragments set in a matrix of cement and mechanically abraded and polished after casting to produce a smooth hard surface.

THRESHOLD - The step or sill at an external door of usually timber tile or brickwork.

TOUGHENED GLASS- Glass made by rapidly cooling the glass to make it shatter into small pieces when broken for safety, It usually cannot be cut and needs to be made to order to size. It is unlike laminated glass which is made from layers of glass with silicon between to crack only when broken for safety and can easily be cut on site.

TRIMMER - A timber member fixed between joists or trusses to provide stiffening or to support ceiling lining.

UNDERPINNING - The construction of new footings or concrete piers under an existing footing to prevent its collapse or failure.

VALLEY- The meeting line of two inclined roof surfaces at a re-entrant angle.

WEEP HOLES- Vertical joints or perpend in brickwork left open above the flashing line to allow water from behind the wall to escape.

WINDERS- Wedge shaped treads in a staircase landing.

Z-PURLIN - A metal purlin with a cross section in the shape of the letter Z.

Costings													
Client: Shire of Wagin Property Address: Wagin Cricket Club, Ballagin St, Wagin													
Prepared on: 7th April 2024 By: Mark Colecliffe													
Item	description/notes	Man hours	Rate	Consumables	Sub Total	Material & sub-contractor	Qant	length, area, etc	Unit	Rate	Sub Total	Total ex GST	
Preliminaries:	Project documentation.				\$ -	Provisional sum	1	1	Item	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
	Site fencing.				\$ -	Provisional sum	1	1	Item	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
	Site office/site shed.				\$ -	Provisional sum	1	1	Item	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
	Ablutions already on site.				\$ -	Nil					\$ -	\$ -	
	Appropriate signage.				\$ -	Provisional sum	1	1	Item	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
					\$ -	Contingency 10%	1	0.1			\$ 19,500.00	\$ 1,950.00	\$ 1,950.00
Demolition:					\$ -						\$ -	\$ -	
	Isolate power and water from the building.	8	\$ 150.00	\$ 300.00	\$ 1,500.00						\$ -	\$ 1,500.00	
	Remove the air conditioning units and hot water units.	6	\$ 150.00	\$ 200.00	\$ 1,100.00						\$ -	\$ 1,100.00	
	Install temporary power and water supply adjacent to the building.	6	\$ 150.00	\$ 400.00	\$ 1,300.00						\$ -	\$ 1,300.00	
	Remove asbestos cladding to North, South and West walls.				\$ -	Provisional sum	1	1	Item	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	
	Remove the roof sheeting, gutters and flashings.	16	\$ 90.00		\$ 1,440.00	Disposal	1	1	Item	\$ 400.00	\$ 400.00	\$ 1,840.00	
	Remove the two awnings over the entry doors.	8	\$ 90.00		\$ 720.00	Disposal	1	1	Item	\$ 200.00	\$ 200.00	\$ 920.00	
	Remove all window and door frames.	40	\$ 90.00	\$ 150.00	\$ 3,750.00	Disposal	1	1	Item	\$ 400.00	\$ 400.00	\$ 4,150.00	
	Remove existing kitchen cabinets and associated infrastructure.	10	\$ 90.00	\$ 150.00	\$ 1,050.00	Disposal	1	1	Item	\$ 300.00	\$ 300.00	\$ 1,350.00	
	Remove internal wall lining to kitchen and 3 walls in clubhouse.	10	\$ 90.00		\$ 900.00	Disposal	1	1	Item	\$ 300.00	\$ 300.00	\$ 1,200.00	
	Remove the ceiling to the clubroom and kitchen.	14	\$ 90.00	\$ 300.00	\$ 1,560.00	Disposal	1	1	Item	\$ 200.00	\$ 200.00	\$ 1,760.00	
	Remove the bar area.	14	\$ 90.00		\$ 1,260.00	Disposal	1	1	Item	\$ 300.00	\$ 300.00	\$ 1,560.00	
	Remove the timber roof purlins.	16	\$ 90.00	\$ 300.00	\$ 1,740.00	Disposal	1	1	Item	\$ 200.00	\$ 200.00	\$ 1,940.00	
	Contingency 10%				\$ -	Contingency 10%	1	0.1			\$ 30,620.00	\$ 3,062.00	\$ 3,062.00
Subfloor:					\$ -						\$ -	\$ -	
	Upgrade the termite management system or install a chemical barrier to the timber subfloor area.				\$ -	Provisional sum	1	1	Item	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
	Install extra vent bricks to the external brick buildup to allow for cross flow ventilation.	20	\$ 90.00		\$ 1,800.00	Sundry materials	1	1	Item	\$ 300.00	\$ 300.00	\$ 2,100.00	

	Formalise the access hatches to the subfloor area.	10	\$	90.00	\$	150.00	\$	1,050.00				\$	-	\$	1,050.00	\$	6,650.00			
External walls:	This assumes the Eastern wall will remain untouched.						\$	-				\$	-	\$	-					
	New windows to be obtained and installed. (with security screens or shutters) Allow fo 10 windows						\$	-	Provisional sum	1	10	item	\$	3,000.00	\$	30,000.00	\$	30,000.00		
	New entry doors to be obtained and installed. Allow for 3 new doors.						\$	-	Provisional sum	1	3	Item	\$	3,000.00	\$	9,000.00	\$	9,000.00		
	Make structural changes to the existing wall frames to accommodate the new frames and their change in locations and ensure the exiting roof trusses are suitably supported.	60	\$	110.00	\$	300.00	\$	6,900.00	Materials	1	1	Item	\$	5,000.00	\$	5,000.00	\$	11,900.00		
	Install the new window/door frames including suitable weatherproofing flashings.	40	\$	110.00	\$	300.00	\$	4,700.00	Materials	1	1	Item	\$	3,000.00	\$	3,000.00	\$	7,700.00		
	Install sarking to the building envelope.	30	\$	110.00	\$	200.00	\$	3,500.00	Materials	1	150	m2	\$	10.00	\$	1,500.00	\$	5,000.00		
	Install batt insulation.	30	\$	110.00	\$	200.00	\$	3,500.00	Materials	1	150	m2	\$	5.00	\$	750.00	\$	4,250.00		
	Install cladding to exterior either Colourbond or Weathertex.	50	\$	110.00	\$	300.00	\$	5,800.00	Materials	1	150	m2	\$	45.00	\$	6,750.00	\$	12,550.00		
	Allow for painting of the external elements as						\$	-	Subcontract	1	150	m2	\$	20.00	\$	3,000.00	\$	3,000.00		
							\$	-	Provision for scaffolding	1	1	Item	\$	4,000.00	\$	4,000.00	\$	4,000.00		
						\$	-	Contingency 5%	1	0.05		\$	87,400.00	\$	4,370.00	\$	4,370.00	\$	91,770.00	
Roof covering:							\$	-				\$	-	\$	-					
	Modify roof frame to remove the step down between the original build and the Eastern addition.	24	\$	110.00	\$	400.00	\$	3,040.00	Materials	1	1	Item	\$	2,500.00	\$	2,500.00	\$	5,540.00		
	Install new “C” or “Z” purlins to achieve multi spans.	24	\$	110.00	\$	500.00	\$	3,140.00	Materials	12	16	meters	\$	18.00	\$	3,456.00	\$	6,596.00		
	Supply/Install Anticon.	10	\$	110.00	\$	100.00	\$	1,200.00	Anticon	16	11	m2	\$	16.00	\$	2,816.00	\$	4,016.00		
	Supply and install continues length custom orb sheeting.	24	\$	110.00	\$	200.00	\$	2,840.00	Colourbond	16	11	m2	\$	25.00	\$	4,400.00	\$	7,240.00		
	Supply and install new gutters, fascia’s, barge flashings and down pipes.	12	\$	110.00	\$	200.00	\$	1,520.00	Materials	1	1	Item	\$	1,000.00	\$	1,000.00	\$	2,520.00		
							\$	-	EWP/handrails	1	1	Item	\$	2,000.00	\$	2,000.00	\$	2,000.00		
							\$	-	Contingency 10%	1	0.1		\$	27,912.00	\$	2,791.20	\$	2,791.20	\$	30,703.20
External awnings/aprons:							\$	-				\$	-	\$	-					
	Supply and install awnings above the three external doors.						\$	-	Provisional sum	1	3	Item	\$	3,500.00	\$	10,500.00	\$	10,500.00		
	Supply and install suitable concrete aprons to the three entry doors.						\$	-	Allow 10m2/door	3	10	m2	\$	140.00	\$	4,200.00	\$	4,200.00		
	Security lighting.						\$	-	Provisional sum	1	1	Item	\$	2,000.00	\$	2,000.00	\$	2,000.00	\$	16,700.00

Kitchen:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			</
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From: [Dwight Kellow](#)
To: [Kenneth Parker](#)
Subject: Hockey, Cricket clubrooms.
Date: Tuesday, 23 April 2024 2:52:42 PM

To Ken

Im writing on behalf of the cricket club to confirm our support in the building of a new facility at the showgrounds for the Cricket and Hockey Clubs.

The old building is over 60 years old and has never been fit for purpose for us. We took over looking after the club rooms in the early 2000 as we didn't have a club room or home before that point and there has been very little money spent on the building since then.

The building has many problems that will only continue to get worse over time, it has no toilets, no running water, no roof and no showers, it also has no viewing areas to watch the games on the oval.

The building also looks terrible and is quite embarrassing that the first thing people see at the sports ground is that building, this is not something anyone is proud of.

In our opinion spending any money on the building will be a waste of money as the building has exceeded its usefulness many decades ago.

We are full support of the shire building a new shed as club rooms, we understand also that nothing is cheap or cost effective and as a club we will be more than happy to fundraise to continually maintain and develop the new clubrooms.

We are after something that is functional, safe and available to be secured at all times and something that both clubs could be proud of!

if you have any further questions, please don't hesitate to get in touch with myself at any time

Kind Regards
Dwight Kellow
Wagin Cricket Club



President: Dwight Kellow

Vice President: Jenna Fleay

Treasurer: Jessie Allington

Secretary: Alix Agars

Email: waghnhockey@gmail.com

Attention:

Wagin Shire

Tuesday 23rd April 2024

Dear Wagin Shire Council,

I am writing on behalf of the Wagin Hockey Club executive to confirm our support in the building of a new facility at the showgrounds for the Hockey and the Cricket clubs. We are thrilled to hear that the shire is considering spending available grant money on clubrooms for two thriving clubs in town.

It is our preference that the old club rooms be demolished and a structure more suited and fit for purpose be built in its place. The current building is old, has no functional toilets or showers, is situated far too low in the landscape, is not on the right angle and has no opportunity to view the intended sports from anywhere in the building. Due to these reasons, it is hard to claim the building as a “clubroom”.

As a community it would also be nice to have inviting facilities that we are proud to show off to visiting teams, being able to welcome them into bright, fit for purpose clubrooms after our home games.

If you have any further questions please do not hesitate to get in touch at any time.

Regards

Alix Agars

Secretary

Wagin Hockey Club

8.1.9 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM ROUND 4, PART B – ROADS

AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GS.PR.9
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

That Council **AGREES** that the following projects be nominated as the Shire's Round 4 Local Roads and Community Infrastructure Program Part B (Roads Project)

• Bullockhills Rd	Road Widening	\$137,334
• Beaufort Rd	Culvert Replacement	\$35,652
• Beaufort Rd	Culvert Extensions	\$28,214

BRIEF SUMMARY

The Local Roads and Community Infrastructure Program (LRCIP) is a Commonwealth program that provides funding to local governments to projects that meet the Commonwealth's funding criteria.

This paper makes proposals for the road's component of the funding stream. The community component is dealt with in a separate paper.

BACKGROUND/COMMENT

The Local Roads and Community Infrastructure Program (LRCIP) is a Commonwealth program that provides funding to local governments to projects that meet the Commonwealth's funding criteria.

Round 4 of the LRCIP for the Shire comprises a grant of \$201,288 for roads projects.

Officers propose works to three projects:

Road	Works	Cost
Bullockhills Rd	Widen	\$137,334
Beaufort Rd	Culvert Replacement	\$35,652
Beaufort Rd	Culvert Extensions	\$28,214
	Total	\$201,200

Bullockhills Road seal widening

The Bullockhills Road is a main grain freight route from Woodanilling, Dumbleyung to Wagin. The sealed section of road is currently 3.8 meters wide, which needs widening to 7 meters to safely accommodate heavy vehicles.

Beaufort Road culvert replacement

Funding to replace old box timber culvert sleepers with cement link slabs to accommodate heavy haulage vehicles using this road.

Beaufort Road culvert extension

Funding to extend and replace existing damaged culverts on bitumen road shoulders ready for seal widening.

The three proposed projects have been assessed as high priority and aligns with the Shire's capital infrastructure program and road maintenance prioritisation.

CONSULTATION/COMMUNICATION

The proposal was discussed with elected members at the February 2024 Council Forum.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The proposed approach will aid in ensuring that the Shire's Round 4 allocation is expended.

STRATEGIC IMPLICATIONS

2.0 Buildings and Infrastructure

VOTING REQUIREMENTS

Simple Majority

8.1.10 RECORDING OF COUNCIL MEETINGS

AUTHOR OF REPORT:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CM.2
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

That Council

- 1) **NOTES** that from 1 January 2025 the proceedings of Council meetings will be required to be recorded and published on the Shire's website
- 2) **APPROVES** the procurement of a boundary microphone option which entails that audio of proceedings being recorded through a single central microphone
- 3) **NOTES** that Officers have received quotes for this option of \$1,613.45
- 4) **ADOPTS** Council Policy C13 – Recording of Council Meetings
- 5) **RESOLVES** that recording will commence with the commencement of the legislation in January 2025.

BRIEF SUMMARY

This paper proposes that Council supports the installation of audio recording technology in Chambers that will meet the minimum legislation requirements in January 2025 to record Council meetings.

BACKGROUND/COMMENT

Changes to the *Local Government (Administration) Regulations 1996* will require the proceedings of Council meetings to be audio recorded and the audio of those parts of the meeting that are open to the public to be published on the Shire's website.

The parts of the meeting that are closed to the public must also be recorded but are not to be published.

The changes commence on 1 January 2025.

Officers have examined options for recording and obtained quotes on various options from a reputable supplier that has installed products in chambers across Australia as well as court rooms and similar. These options range from approximately \$1,600 to \$32,000.

Overall, Officers contend that a minimum approach best fits the Shire's needs at this time. A unidirectional condenser boundary microphone connected to a solid state audio recorder through USB provides an optional on the lowest end of the price

spectrum that will meet the legislative requirements and ensure that the audio is of an acceptable quality.

Such as approach would cost approximately \$1,600 installed. This option would mean that audio would be recorded through a single microphone located in the centre of the room rather than individual microphones for each speaker.

While even more cost effective options are possible using parts assembled by Officers, Officers recommend that a professionally designed and installed solution is used.

To guide recording processes to comply with the legislation a supporting policy has been prepared. The policy effectively serves as the written permission required under clause 8.5 of the Shire's meeting procedures local law.

In accordance with Regulation 14J of the Administration Regulations when the regulations take effect the Notice paper for relevant meetings will advise members of the public the following:

"This meeting is being audio recorded in accordance with Council Policy. If you are asking a public question or making a statement or deputation to the meeting this will be audio recorded. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed."

To achieve the requirement to publish proceedings, Officers anticipate that the audio will be uploaded as an audio file or available to listening through a website like youtube. This would occur with the publication of the minutes.

It is proposed that the practice of recording meetings will commence when required by legislation. Officers recommend that Council approve the option presented in this paper to enable procurement and installation well in advance of when the regulations take effect in January 2025.

Officers note that Chambers are increasingly employing technology to better facilitate remote participation. The current Chambers arrangement provides limited options but Officers consider these to be serviceable. The costs of upgrades seen in other locations are cost prohibitive in 2023-24 but could be examined in future budgets. Officers intend to incorporate investigation of these upgrades in the draft Corporate Business Plan.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

The Officer's recommendation is in accordance with legislation.



POLICY IMPLICATIONS

The Officer recommendation proposes a new policy to provide a framework for recording.

FINANCIAL IMPLICATIONS

The 2023-24 information technology budget has sufficient funds.

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Simple Majority

8.1.11 REVIEW OF DELEGATIONS

AUTHOR OF REPORT:	Chief Executive Officer
PREVIOUS REPORT(S):	5028 – August 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LE.PO.1
ATTACHMENTS:	Attachment 1 - Register of Delegation – track changes Attachment 2 – Proposed Register of Delegations and Authorisations for consideration and adoption

OFFICER RECOMMENDATION

That Council

- 1) Pursuant to section 5.46 of the *Local Government Act 1995* **REVIEWS and ADOPTS** the Register of Delegations and Authorisations as contained within Attachment 2
- 2) **DELETE** policy F2 – Instalment payment of rates
- 3) **DELETE** policy W16 – Road Closure
- 4) **DELETE** policy H21 – Authority to Deal with Applications for Planning Approval
- 5) **DELETE** policy H4 – Approval/Refusal of Building Application

BRIEF SUMMARY

Delegation is a technical legislative instrument that enables an entity to exercise the legislative powers of another entity. Legislation provides a range of discretionary powers to the 'local government' meaning the 'Council' which are commonly delegated to the Chief Executive Officer to enable the local government conduct its day to day business.

This paper proposes amendments to the Shire's delegations register to ensure currency and accuracy of the register.

BACKGROUND/COMMENT

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions under legislation.

The appointment of authorised persons is a similar but distinct concept. Legislation occasionally enables a decision-making body or source of authority to appoint persons to perform specific tasks on their behalf. In this case, the authorising entity

does not have the power themselves to perform the task and can only authorise others to do so.

Legislative provisions related to enforcement often employ the appointment of authorised persons. Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the Act but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

Both delegations and authorisations must be in writing.

In line with the principles of good governance, delegations and authorisations should be regularly reviewed. Section 5.46 of the *Local Government Act 1995* requires that delegations made under the Act must be reviewed every financial year.

The last review of delegations occurred in August 2023. Accordingly, the Shire has met its legislative obligation to review delegations in the 2023-24 financial year.

However, as part of the Shire's journey of continuous improvement, Officers are of the view that the delegations register would benefit from an overhaul to ensure currency and compliance with good governance and legislative compliance.

The review of delegations has considered the thirty current delegations and made comparison with Shire of Serpentine Jarrahdale's register which similarly was overhauled in 2020 and the Shire of Narrogin to cross reference with a neighbouring local government.

The primary observation from Officers is that many of the current delegations seeking to provide authority for the administration to undertake activities where there is no formal legislative power to be delegated or could reasonably fit within the CEO's functions under 5.41 to manage the day to day operations of the local government. Council's role in such circumstances is to set policies which provides the parameters to cause Council decisions to be implemented in line with policy. An example of this is the delegation related to accepting dumped grain.

In other cases, some powers under legislation have not been delegated to the CEO where Officers are of the view that they could reasonably done so conditionally. A primary example being the power to waive or grant a concession on a fee. Without delegation, any application to waive or grant a concession on a fee, for example, the occasional use of a facility can only be approved by Council. Officers would suggest that a conditional power to the CEO in such circumstances would be appropriate.

The systematic review of each delegation is shown in the table below:

Delegation #	Delegation Name	Summary of proposed amendment
1	Abandoned vehicles	Add powers under 3.42 and 3.44 to ensure that the all the required powers are delegated being those relating to impoundment of vehicles, impoundment of non-perishable goods contained in the vehicle and giving notice per legislative requirements.
2	Previously deleted	-
3	Agreement to Payment of Rates and Service Chargers	Amend to add condition that agreement must be in writing. Delete policy F2 as the policy duplicates the Delegation
4	Previously deleted	-
5	Approval/Refusal Building Applications	<p>Delegation needs to be expanded to cover the full range of powers in the <i>Building Act 2011</i>.</p> <p>It is also recommended to delete policy H4 Approval/Refusal of Building Application because this policy both duplicates and contradicts the delegation. The appropriate legislative instrument is a delegation with conditions.</p>
6	Authorised Officers	<p>AMEND to be an authorisation to the CEO. Power is not a delegation.</p> <p>Section 3.24 states the local government can appoint officers to exercise the powers under section 3.25 to give notice to an land owner to do the matters in schedule 3.1 which relate to maintaining public safety and convenience.</p>
7	Authorised Officer Caravan Park & Camping Ground	DELETE - The powers under the Caravan Parks and Camping Grounds Act are not a delegation but instead an authorisation administered by the CEO in accordance with s9.10 of the Act. An additional CEO Authorisation is proposed.
8	Authorised Officers Dog Act	Remove WA Contract Ranger Services as delegations under the LG Act can only be to employees not contracted services. WA Contract Ranger Services act through the instruction of Officers
9	Authorisation of Officers to exercise certain provisions about land	DELETE – this delegation is covered in delegation 6
10	Bushfire policies	<p>Amend to incorporate the broader powers in the <i>Bush Fire Act 1954</i>. In respect to the three named powers in current delegation</p> <p>Amend A) Prohibited and restricted variations s17 and s18 as this must be Shire President and Chief Bush Fire Control Officer jointly</p>

Delegation #	Delegation Name	Summary of proposed amendment
		<p>Delete B) Council delegates its powers and authority of council equipment as this is an operational matter and cannot be delegated</p> <p>Retain c) Infringement notices</p> <p>Add a delegated power for s33 related to Firebreaks</p>
11	Clearing of rural road intersections & fence lines on road reserves	DELETE – no delegation required. This is not a legislative for Council to delegate and occurs through the functions of the CEO to manage the day to day operations of the local government
12	Closure of thoroughfares	Add reference to sections 3.50A and s3.51
13	Declared Noxious Weed Control	<p>Rename to be reserves under control of local government as this power goes beyond weed control– add Deputy Chief Executive Officer and covers</p> <p>(a) fence in or otherwise enclose, clear, level, drain, plant, and form walks and carriage drives through and over the land, or any part thereof; and</p> <p>(b) construct dams and reservoirs for the retention and formation of sheets of water thereon; and (c)</p> <p>otherwise improve or ornament the land, and do all such things as are calculated to adapt the land to the purposes of public recreation, health, and enjoyment; and</p> <p>(d) establish and maintain zoological gardens therein; and</p> <p>(e) grant licences for the depasturing of animals on the land, and take for the same such fees as the Board may, by any by-law, from time to time appoint; and</p> <p>(f) grant licences for the removal of any sand, gravel, or other earth or mineral, and for cutting and removing wood under such restrictions, and at such reasonable price, or such weekly, monthly, or yearly sum as the Board may think fit</p>
14	Donation requests	DELETE – not a legislative power than can be delegated. Provision of donation would be a payment from the municipal trust which is covered by Delegation 20. Acceptable donations should be covered in a policy framework
15	Dumping of grain	DELETE – not a legislative power than can be delegated. This is better dealt with by a Council policy framework

Delegation #	Delegation Name	Summary of proposed amendment
16	Firewood collection on road reserve	DELETE – not a legislative power than can be delegated. This is better dealt with by a Council policy framework
17	Investments	Amend to remove Manager of Finance
18	Legal representation – costs indemnification	DELETE – not a legislative power than can be delegated. This is better dealt with by a Council policy framework
19	Previously deleted	-
20	Payment of accounts	Amend to remove reference to Shire President as delegation to an elected member is not permitted as an elected member is not an employee
21	Planning applications	<p>Amend to add condition that delegation may only be used when planning application does not receive objections. Remove the Shire Planner as delegate as power can technically only be delegated to an employee of the local government.</p> <p>It is also proposed to delete Council Policy H21 Authority to deal with applications for planning approval as this policy both duplicates and contradicts the delegation. The appropriate legislative instrument is a delegation with conditions.</p>
22	Power and Duties – Food Act 2008	Broaden powers to ensure coverage of sections beyond appointment of authorised officers
23	Registration Officers Dog Act	Amend to reflect that most powers in the <i>Dog Act 1976</i> are conducted through an authorised registration officer
24	Road Train Permits	DELETE – there is no legislative power to delegate
25	Septic tanks approval	DELETE and replace with a power to delete section 24 of the <i>Public Health Act 2016</i> to appoint authorised officers
26	Swimming pool inspections	DELETE. Power to be covered in modified delegation 5
27	Townscape Painting Subsidies	DELETE – not a legislative power than can be delegated. This is better dealt with by a Council policy framework
28	Use of Common Seal	DELETE – not a legislative power than can be delegated. This is better dealt with by a Council policy framework
29	Permission to keep more than two dogs	DELETE – this will be covered in amended delegation 23
30	Tendering for Goods and Services	Unchanged
31	<i>Local Government (Uniform Local Law Provisions) Regulations 1996</i>	New Delegation – this delegation gives effect to powers to manage local government land and direct landowners to take action where

Delegation #	Delegation Name	Summary of proposed amendment
		activities impact local government land, including thoroughfares such as fallen trees.
32	Defer, Waive or Write off Debts and Fees	<p>New Delegation – delegates power under 6.12 to waive fees. Currently, any request to waive fees or write off debts is required to be considered by Council. It is proposed that a delegation be held in reserve for exceptional circumstances. The conditions would be similar to those at the Shire of Narrogin which stipulate</p> <p>The CEO is delegated power to approve reduction in fees and charges – a) the request is from a local community, charitable or not-for-profit organisation; b) the event is for the specific benefit of the local community; c) each request of the organisation does not exceed \$500 ex GST.</p>
33	Recovery of Rates or Service Charges	New delegation – commence proceedings to recover unpaid rates or service charges. This can give effect to Policy F14 Rate Recovery
34	Cat Act 2011	New delegation – powers under the <i>Cat Act 2011</i> related to registration and infringements
35	Graffiti Vandalism Act 2016	New delegation – authority to give notices to ensure graffiti is obliterated and to obliterate graffiti without consent

New Authorisations

Authorisation #	Authorisation type	Rationale
1	<i>Local Government Act 1995</i> – Appoint Authorised Persons	Add a CEO authorisation under section 9.10 to appoint authorised persons under the Local Government Act 1995, Caravan Parks and Camping Grounds Act, Building Regulations Cat and Dog legislation and Miscellaneous Provisions Act
2	<i>Dog Act 1976</i> – Authorised Registration Officers	Appoint registration officers to register dogs
3	<i>Local Government Act 1995</i> – s3.24 – Authorised persons directions relating to land	<p>Appoint authorised persons to exercise powers of a local government such as prevent water from dripping or running from a building on the land onto any other land.</p> <p>Place in a prominent position on the land a number to indicate the address; Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8, or repair any damage caused to the public thoroughfare or other public place mentioned</p>

Authorisation #	Authorisation type	Rationale
		in that clause, etc
4	<i>Public Health Act 2016 – Appointment of Environmental Health Officer</i>	Appointment of Environmental Health Officer as designate to administer the Public Health Act 2016
5	Shire of Wagin Local Laws	Prior to a fulsome review into the currency of local laws an overarching authorisation for the CEO to administer the local laws and exercise the powers of an authorised person is proposed.
6	Building Regulations 2012 – Inspection of barrier to private swimming pool	Head of power is to appoint an authorised person not to delegate.

The register of delegations in mark-up is contained in attachment 1. Attachment 2 contains the proposed register of delegations and authorisations for adoption.

CONSULTATION/COMMUNICATION

Nil.

STATUTORY/LEGAL IMPLICATIONS

The proposed changes align with legislative requirements.

POLICY IMPLICATIONS

Policies F2 and W16 Instalment payment of rates and Road Closure are proposed to be deleted because these policies duplicate the delegation without addition

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Absolute Majority



DELEGATIONS and AUTHORISATIONS REGISTER

As presented to Council 22 August 2023

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INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Wagin's commitment to a strong customer service focus.

The Delegated Authority Register details the head of power for each delegation, including legislation and Council policies, to enable easier cross-referencing. The Register will be reviewed on an annual basis in accordance with the requirements of s. 5.46 (2) of the *Local Government Act 1995*, with the coordination of the review to be performed by the Chief Executive Officer.

Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995*, except for those listed in s. 5.43.

All delegations made by the Council must be by Absolute Majority [s. 5.42(1)].

Apart from the *Local Government Act 1995*, its regulations and the Shire of Wagin local laws created under the Act, a number of other pieces of legislation.

DELEGATED AUTHORITY REGISTER

Delegation by the Chief Executive Officer

Legislation (including the *Local Government Act 1995*) can provide for delegation of authority by Council to the Chief Executive Officer and also allow the Chief Executive Officer to further delegate a particular power or powers to another employee.

Sub-delegation this delegation must be made in writing, and must include any conditions or limitations placed by Council on the original delegation.

The Chief Executive Officer may also delegate the exercise of any power, or the discharge of any duty granted under the *Local Government Act 1995* by right of his or her position as Chief Executive Officer, other than the power of delegation itself [s. 5.44 (1)].

Under s. 5.46(1) and s. 5.46(2) of the *Local Government Act 1995*, a Register of Delegations relevant to the Chief Executive Officer and other Shire employees is to be kept and reviewed at least once in every financial year. Officers are also required to keep certain records whenever they exercise a power or duty which has been delegated to them [s. 5.46(3)].

This record must contain the following information [Reg. 19 – *Local Government (Administration) Regulations 1996*]:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

•The persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

Officers with delegated powers are responsible for ensuring that the requirements of Reg. 19 are complied with.

A person to whom a power is delegated under the *Local Government Act 1995* is considered to be a 'designated employee" under s. 5.74(b) of the *Local Government Act 1995* and is required to complete a Primary Return when commencing in the position and an Annual Return for each financial year thereafter.

These persons are those that hold the office of:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager of Finance
- Manager of Works

Delegation No:1

Abandoned Vehicles

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government Act 3.39 3.40, 3.40, 3.42 and 3.44 “An employee authorised by a Local Government for the purpose may remove and impound and goods that are involved in a contravention that can lead to impounding”

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to remove and impound vehicle wrecks, impoundment of non-perishable goods contained in the vehicle and to declare a vehicle as an abandoned wreck.

Delegate:

Chief Executive Officer

On-Delegated:

Manager of Works

Delegation No:2	Blank
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<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	
<i>On-Delegated:</i>	
<i>Chief Executive Instruction:</i>	

Legal (Parent):

Legal (Subsidiary):

Other Comments

Delegation No:3

Agreement to Payment of Rates and Service Charges

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	
Policy Reference:	Finance Policy F.2

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government Act s 6.49
“A Local Government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.”

Legal (Subsidiary):

Other Comments

Council delegates to the Chief Executive Officer the authority and power to accept payment of a rate service charge due and payable by a person in accordance with an written agreement made with the person. Special payment agreements may be entered into for cases of special hardship for payment of rates, service charges, and domestic rubbish removal charges.

Delegate:

Chief Executive Officer

On-Delegated:

**Deputy Chief Executive Officer
Manager of Finance**

Delegation No:4	Blank
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<i>Date Adopted:</i>		Delegate:	
<i>Date Last Reviewed:</i>		<i>On-Delegated:</i>	
<i>Policy Reference:</i>		<i>Chief Executive Instruction:</i>	

	Legal (Subsidiary):
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Other Comments

Delegation No:5	Approval/Refusal Building Applications
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Date Adopted:	May 2002
Date Last Reviewed:	
Policy Reference:	Health/Building/Planning Policy HBP.4

Delegate:	BS
On-Delegated:	No

Legal (Parent): Building Act 2011

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

Council delegates its powers and duties of the Building Act 2011.

Delegate:

Chief Executive Officer

Building Surveyor

Delegation No:6 **Blank**

Delegation No:7 **Blank**

Delegation No:8 Blank

Delegation No:9 Blank

Delegation No:10 **Bush Fires Act 1954**

<i>Date Adopted:</i>	April 1997
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	Bushfire Policies B.2 / B.3 / B.6

<i>Delegate:</i>	CEO
<i>On-Delegated:</i>	Yes

Legal (Parent): Bush Fires Act 1954
s48

1) A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act

2) Performance by the Chief Executive Officer of a local government is a function delegated under subsection (1) –
a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
b) is to be treated as performance by the local government

3) A delegation under this section does not

Legal (Subsidiary):

include the power to subdelegate

Other Comments/Instructions/Persons On-Delegated

(a) s17 and s18 Suspend Prohibited and Restricted Burning Period – authority to suspend or amend prohibited burning and restricted burning periods.

Delegate:

Shire President and Chief Bush Fire Control Officer (jointly)

On-Delegated:

In Conjunction with Chief Bush Fire Control Officer (CBFCO)

(b) s59 Commencement of prosecution and issu of infringements

Delegate:

Chief Executive Officer

(c) s33 Local government may require occupier of land to plough or clear fire-break

Delegate

Chief Executive Officer

Delegation No:11

Blank

Delegation No:12

Closure of Thoroughfares

<i>Date Adopted:</i>	Dec 2008
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	Works Policy W.16

Delegate:	CEO
<i>On-Delegated:</i>	Yes

Legal (Parent): Local Government Act 1995
Section 3.50, 3.50A, 3.51

Legal (Subsidiary): Road Traffic Act 1974

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to the Chief Executive Officer to undertake the necessary consultation and action for closure of the thoroughfares to vehicles in cases of emergency or in connection with Council works, and to ensure that when works are carried out associated with fixing or altering the level of or alignment of a public thoroughfare that access by vehicles on or to land adjoining the thoroughfare can be reasonably provided.

Authorised Officer:

Chief Executive Officer

On-Delegated:

Manager of Works

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government Act 1995 s3.54 "If land reserved under the Land Administration Act 1997 is vested or placed under the control and management of a Local Government, it may do anything for the purpose of controlling and managing that land"

Legal (Subsidiary): Land Administration Act 1997 Section 5, Parks and Reserves Act 1895

Other Comments

If land reserved under the *Land Administration Act 1997* is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the *Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

Authorised Officer:

Chief Executive Officer

On-Delegated:

Manager of Works

Delegation No:14 **Blank**

Delegation No:15 **Blank**

Delegation No:16 **Blank**

Delegation No:17 **Investments**

<i>Date Adopted:</i>	22 June 2010
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	Finance Policy F.17

Delegate:	CEO
<i>On-Delegated:</i>	Yes

Legal (Parent): Local Government Act 1995
Section 6.14 – invested in accordance with Part
III of the Trustees Act 1962

“Power to Invest – subject to the regulations,
money held in the municipal or the trust fund of
a local government that is not, for the time

Legal (Subsidiary): Regulation 19, 28 and 49
Local Government (Financial Management)
Regulations 1996

being, required by the local government for any other purpose may be invested in accordance with Part III of the Trustees Act 1962”

Other Comments/Instructions/Persons On-Delegated

Council delegates authority and power to invest surplus funds in accordance with Council Policy, Finance Policy F.17.

Authorised Officers:

Chief Executive Officer

On-Delegated:

Deputy Chief Executive Officer

Delegation No:18

Blank

Delegation No:19	Blank
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<i>Date Adopted:</i>		Delegate:	
<i>Date Last Reviewed:</i>		<i>On-Delegated:</i>	
<i>Policy Reference:</i>		<i>Chief Executive Instruction:</i>	

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Other Comments/Instructions/Persons On-Delegated

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government (Financial Management) Regulation 12

"A payment may only be made from the municipal or trust fund – (a) if the Local Government has delegated to the CEO the exercise of its powers to make payments from those funds by the CEO; or (b) otherwise, if the payment is authorised in advance by a resolution of council."

Legal (Subsidiary):

Other Comments

Council Delegates its authority and power to the Chief Executive Officer to make payments from the Municipal or Trust Fund provided:

1. A list of payments made is presented to Council, in accordance with Financial Management Regulation 13.
2. All cheques signed are to be by two authorised signatories. The Chief Executive Officer or Manager of Finance or Deputy Chief Executive Officer or Manager of Works
3. The following procedure is to be implemented for the authorisation of payments made by Electronic Funds Transfer (EFT):
 - (i) A list of payments to be made by EFT is checked and authorised by the Chief Executive Officer or the Deputy Chief Executive Officer or the Manager of Finance
 - (ii) Online authorisation for the funds transfer is made by any two of the Chief Executive Officer or Manager of Finance or Deputy Chief Executive Officer or Manager of Works
 - (iii) Council is given a list of payments made by EFT each month as part of the financial statement sent out with the agendas.

Authorised Officer:

Chief Executive Officer

On-Delegated:

Manager of Finance

Deputy Chief Executive Officer

Manager of Works

Date Adopted:	16 March 1999
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	Health/Building/Planning Policy HBP.21

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent):

s82 Planning and Development (Local Planning Schemes) Regulations 2015

(1) The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under this Scheme other than this power of delegation.

(2) A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

s82 Planning and Development (Local Planning Schemes) Regulations 2015

Council delegates authority to grant approval to Planning Applications for permitted uses which comply with all requirements of the Local Planning Scheme No. 2 and where no objections have been received.

Delegate:

Chief Executive Officer

Delegation No:22

Power and Duties - Food Act 2008

<i>Date Adopted:</i>	24 April 2012 Minute #1896
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	None

<i>Delegate:</i>	CEO
<i>On-Delegated:</i>	Yes
<i>Chief Executive Instruction:</i>	Yes

Legal (Parent): Food Act 2008
“An Act providing for the safety and suitability of food for human consumption, and for related purposes.”

Legal (Subsidiary): Section 122 126 (2) 126 (6) 126 (7) of the Food Act 2008

Other Comments

Council delegates its authority and powers to the Chief Executive Officer the capacity to exercise and discharge all or any of the powers and functions of the enforcement agency in regard to the Food Act 2008.

Authorised Officer:

Chief Executive Officer

Delegation No:23

Dog Act 1976

Date Adopted:	22 June 2010
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent):

10AA. Delegation of local government powers and duties (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act. (2) The delegation must be in writing. (3) The delegation may expressly authorise the delegate to further delegate the power or duty. (4) A local government's chief executive officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown. (5) Nothing in this section limits the ability of a local government's chief executive officer to perform a function through an officer or agent.

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to enable the officers authorised to deal with matters pertaining to the Dog Act of 1976.

Delegate:

Chief Executive Officer

On Delegated:

Deputy Chief Executive Officer

Delegation No:24
Blank

Date Adopted:	August 2006
Date Last Reviewed:	
Policy Reference:	None

Delegate:	CEO
On-Delegated:	No
Chief Executive Instruction:	

Legal (Parent):**Public Health Act 2016 s21**

A power or duty conferred or imposed on an enforcement agency may be delegated — (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or (b) if the enforcement agency is a local government, to — (i) the chief executive officer of the local government; or (ii) an authorised officer designated by the local government;

Legal (Subsidiary):

1.

Other Comments/Instructions/Persons On-Delegated

Authority to designate a person or class of persons as authorised officers for the purposes of the Public Health Act 2016

Delegate:

Chief Executive Officer

On-Delegated:

Environmental Health Officer – (Contract Shire of Narrogin)

Delegation No:30 Tendering for Goods and Services

Date Adopted:	24 June 2014
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	Finance Policy F.15

Delegate:	CEO
On-Delegated:	Not Applicable
Chief Executive Instruction:	

Legal (Parent):

1. Local Government Act 1995, Section 3.57.
2. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government (Financial Management) Regulations 1996, as amended

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to the Chief Executive Officer to -

1. Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$250,000
2. Call tenders for the provision of works or services not exceeding a value of \$250,000 and to accept what is to be deemed the most advantageous tender;
3. Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14 (2a) of the Local Government (Functions and General) Regulations 1996;

Subject to-

- (i) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing/Tender Guide Policy.
- (ii) The goods or services being listed in the Shires Adopted Annual Budget;
- (iii) The criteria, once determined in (3) above, it is to be incorporated in the tender documentation.

Delegate

Chief Executive Officer

On-Delegated:

Nil

Delegation No:31 *Local Government (Uniform Local Provisions) Regulations 1996*

<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	CEO
<i>On-Delegated:</i>	

Legal (Parent):
s5.42 of the *Local Government Act 1995*

Legal (Subsidiary):
1.

Other Comments/Instructions/Persons On-Delegated

Powers of the Local Government including but not limited to functions related to serving notices and providing approvals related to local government land and thoroughfares

Delegate

Chief Executive Officer

On-Delegated:

Manager of Works

Delegation No:32 *Defer, Waive or Write off Debts*

<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	CEO
<i>On-Delegated:</i>	No

Legal (Parent): s5.42 of the <i>Local Government Act 1995</i>

Legal (Subsidiary): 1.

Other Comments/Instructions/Persons On-Delegated

The CEO is delegated power to approve reduction in fees and charges – a) the request is from a local community, charitable or not-for-profit organisation; b) the event is for the specific benefit of the local community; c) the request of the organisation does not exceed \$500 ex GST or \$2000 ex GST for a given financial year

Delegate
Chief Executive Officer

On-Delegated:
Nil

Delegation No:32	Recovery of Rates or Service Charges
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Date Adopted:	
Date Last Reviewed:	
Policy Reference:	F14 Rate Recover

Delegate:	CEO
On-Delegated:	No

Legal (Parent): s5.42 of the <i>Local Government Act 1995</i>

Legal (Subsidiary): 1.

Other Comments/Instructions/Persons On-Delegated

Commence proceedings to recover unpaid rates or service charges

Delegate

Chief Executive Officer

On-Delegated:

Nil

Delegation No:33

Cat Act 2011

Date Adopted:	
Date Last Reviewed:	
Policy Reference:	

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent):

S44 of the *Cat Act 2011*

Legal (Subsidiary):

1.

Other Comments/Instructions/Persons On-Delegated

Powers of the Cat Act 2011 including registration, giving notice and approval to breed

Delegate

Chief Executive Officer

On-Delegated:

Deputy Chief Executive Officer

Ranger

Customer Service Officer

Administration Officer

Delegation No:34 Graffiti Vandalism Act 2016

<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	CEO
<i>On-Delegated:</i>	No

Legal (Parent):
s16 Graffiti Vandalism Act 2016

Legal (Subsidiary):
1.

Other Comments/Instructions/Persons On-Delegated

Powers of the *Graffiti Vandalism Act 2016* to order the obliteration of graffiti including on private property

Delegate
Chief Executive Officer

On-Delegated:
Nil

Appointing entity	Chief Executive Officer
Express power to appoint	Local Government Act 1995 s9.10 Appointment of authorised persons
Appointments	<p>For the purposes of the <i>Local Government Act 1995</i>:</p> <p>s.9.16 – Giving of notice</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor) <p>s9.16 – Giving of notice (for purposes of regulation 70 of the <i>Building Regulations 2012</i>)</p> <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer (Shire of Narrogin) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the <i>Caravan Parks and Camping Grounds Regulations 1997</i>:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer (Shire of Narrogin) • Ranger • Ranger (Contractor) <p>For the purposes of the <i>Caravan Parks and Camping Grounds Act 1995</i>:</p> <p>s.18 - Powers of Entry, s.20 - Entry of occupied caravan or camp and s.23(2) - Issue an infringement notice</p> <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer (Shire of Narrogin) • Ranger • Ranger (Contractor) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the <i>Cat Act 2011</i>:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the <i>Dog Act 1976</i>:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the Local Government (Miscellaneous Provisions) Act 1960: Part XX related to the</p>

	impounding of cattle. <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor)
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Authorisation No:2 *Dog Act 1976 – Authorised Registration Officers*

Appointing entity	Local Government
Express power to appoint	s3 <i>Dog Act 1976</i>
Appointments	Perform functions in the <i>Dog Act 1976</i> related to registration of dogs. <ul style="list-style-type: none"> • Chief Executive Officer • Administration Officer • Customer Support Officer

Authorisation No:3 *Local Government Act 1995 – s3.24 – Authorised persons directions relating to land*

Appointing entity	Local Government
Express power to appoint	s3.24 Local Government Act 1995
Appointments	Appointment of Authorised Persons to exercise the powers given to a local government under Subdivision 2 – Certain provision about land: <ul style="list-style-type: none"> • Chief Executive Officer • Manager of Works

Authorisation No:4 *Public Health Act 2016 – Appointment of Environmental Health Officer*

Appointing entity	Local Government
Express power to appoint	s24 Public Health Act 2016
Appointments	Appointment of Environmental Health Officer <ul style="list-style-type: none"> • Environmental Health Officer (Narrogin)

Authorisation No:5**Shire of Wagin Local Laws**

Appointing entity	Local Government
Express power to appoint	s9.10 Appointment of authorised persons
Appointments	<p>Appointment of Chief Executive Officer as authorised person to administer the following local laws:</p> <ul style="list-style-type: none"> • <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001</i> • <i>Cemeteries Local Law 2001</i> • <i>Control of Refuse on Building Sites Local Law 2001</i> • <i>Dogs Local Law 2001</i> • <i>Extractive Industries Local Law 2016</i> • <i>Fencing Local Law 2001</i> • <i>Health Local Law 2001</i> • <i>Local Government Property Local Law 2001</i> • <i>Standing Orders Local Law 2001</i> • <i>Unsightly Land Refuse, Rubbish or Disused Material on Local Land Local Law 2008</i>

**Authorisation No:6
swimming pool****Building Regulations 2012 – Inspection of barrier to private**

Appointing entity	Council
Express power to appoint	r53 - Inspection of barrier to private swimming pool
Appointments	<p>Appointment of Building Surveyor (Shire of Narrogin) as an authorised person to inspect the barrier to the private swimming pool at intervals of no more than 4 years for the purpose of monitoring whether the provisions in regulations 50 and 52 are being complied with.</p>



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INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire of Wagin's commitment to a strong customer service focus.

The Delegated Authority Register details the head of power for each delegation, including legislation and Council policies, to enable easier cross-referencing. The Register will be reviewed on an annual basis in accordance with the requirements of s. 5.46 (2) of the *Local Government Act 1995*, with the coordination of the review to be performed by the Chief Executive Officer.

Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act 1995*, except for those listed in s. 5.43.

All delegations made by the Council must be by Absolute Majority [s. 5.42(1)].

Apart from the *Local Government Act 1995*, its regulations and the Shire of Wagin local laws created under the Act, a number of other pieces of legislation.

DELEGATED AUTHORITY REGISTER

Delegation by the Chief Executive Officer

Legislation (including the *Local Government Act 1995*) can provide for delegation of authority by Council to the Chief Executive Officer and also allow the Chief Executive Officer to further delegate a particular power or powers to another employee.

Sub-delegation this delegation must be made in writing, and must include any conditions or limitations placed by Council on the original delegation.

The Chief Executive Officer may also delegate the exercise of any power, or the discharge of any duty granted under the *Local Government Act 1995* by right of his or her position as Chief Executive Officer, other than the power of delegation itself [s. 5.44 (1)].

Under s. 5.46(1) and s. 5.46(2) of the *Local Government Act 1995*, a Register of Delegations relevant to the Chief Executive Officer and other Shire employees is to be kept and reviewed at least once in every financial year. Officers are also required to keep certain records whenever they exercise a power or duty which has been delegated to them [s. 5.46(3)].

This record must contain the following information [Reg. 19 – *Local Government (Administration) Regulations 1996*]:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

•The persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or discharge of the duty.

Officers with delegated powers are responsible for ensuring that the requirements of Reg. 19 are complied with.

A person to whom a power is delegated under the *Local Government Act 1995* is considered to be a 'designated employee" under s. 5.74(b) of the *Local Government Act 1995* and is required to complete a Primary Return when commencing in the position and an Annual Return for each financial year thereafter.

These persons are those that hold the office of:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Manager of Finance
- Manager of Works

Delegation No:1

Abandoned Vehicles

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government Act 3.39 3.40, 3.40, 3.42 and 3.44 "An employee authorised by a Local Government for the purpose may remove and impound and goods that are involved in a contravention that can lead to impounding"

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to remove and impound vehicle wrecks, impoundment of non-perishable goods contained in the vehicle and to declare a vehicle as an abandoned wreck.

Delegate:

Chief Executive Officer

On-Delegated:

Manager of Works

Delegation No:2	Blank
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<i>Date Adopted:</i>		Delegate:	
<i>Date Last Reviewed:</i>		<i>On-Delegated:</i>	
<i>Policy Reference:</i>		<i>Chief Executive Instruction:</i>	

Legal (Parent):

Legal (Subsidiary):

Other Comments

Delegation No:3

Agreement to Payment of Rates and Service Charges

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	
Policy Reference:	Finance Policy F.2

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government Act s 6.49
“A Local Government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.”

Legal (Subsidiary):

Other Comments

Council delegates to the Chief Executive Officer the authority and power to accept payment of a rate service charge due and payable by a person in accordance with an written agreement made with the person. Special payment agreements may be entered into for cases of special hardship for payment of rates, service charges, and domestic rubbish removal charges.

Delegate:

Chief Executive Officer

On-Delegated:

**Deputy Chief Executive Officer
Manager of Finance**

Delegation No:4	Blank
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<i>Date Adopted:</i>		Delegate:	
<i>Date Last Reviewed:</i>		<i>On-Delegated:</i>	
<i>Policy Reference:</i>		<i>Chief Executive Instruction:</i>	

	Legal (Subsidiary):
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Other Comments

Delegation No:5	Approval/Refusal Building Applications
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Date Adopted:	May 2002
Date Last Reviewed:	
Policy Reference:	Health/Building/Planning Policy HBP.4

Delegate:	BS
On-Delegated:	No

Legal (Parent): Building Act 2011

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

Council delegates its powers and duties of the Building Act 2011.

Delegate:

Chief Executive Officer

Building Surveyor

Delegation No:6

Blank

Delegation No:7

Blank

Delegation No:8 Blank

Delegation No:9 Blank

Delegation No:10 **Bush Fires Act 1954**

<i>Date Adopted:</i>	April 1997
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	Bushfire Policies B.2 / B.3 / B.6

<i>Delegate:</i>	CEO
<i>On-Delegated:</i>	Yes

Legal (Parent): Bush Fires Act 1954
s48

1) A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act

2) Performance by the Chief Executive Officer of a local government is a function delegated under subsection (1) –
a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown; and
b) is to be treated as performance by the local government

3) A delegation under this section does not

Legal (Subsidiary):

include the power to subdelegate

Other Comments/Instructions/Persons On-Delegated

(a) s17 and s18 Suspend Prohibited and Restricted Burning Period – authority to suspend or amend prohibited burning and restricted burning periods.

Delegate:

Shire President and Chief Bush Fire Control Officer (jointly)

On-Delegated:

In Conjunction with Chief Bush Fire Control Officer (CBFCO)

(b) s59 Commencement of prosecution and issu of infringements

Delegate:

Chief Executive Officer

(c) s33 Local government may require occupier of land to plough or clear fire-break

Delegate

Chief Executive Officer

Delegation No:11

Blank

Delegation No:12

Closure of Thoroughfares

<i>Date Adopted:</i>	Dec 2008
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	Works Policy W.16

Delegate:	CEO
<i>On-Delegated:</i>	Yes

Legal (Parent): Local Government Act 1995
Section 3.50, 3.50A, 3.51

Legal (Subsidiary): Road Traffic Act 1974

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to the Chief Executive Officer to undertake the necessary consultation and action for closure of the thoroughfares to vehicles in cases of emergency or in connection with Council works, and to ensure that when works are carried out associated with fixing or altering the level of or alignment of a public thoroughfare that access by vehicles on or to land adjoining the thoroughfare can be reasonably provided.

Authorised Officer:

Chief Executive Officer

On-Delegated:

Manager of Works

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government Act 1995 s3.54 "If land reserved under the Land Administration Act 1997 is vested or placed under the control and management of a Local Government, it may do anything for the purpose of controlling and managing that land"

Legal (Subsidiary): Land Administration Act 1997 Section 5, Parks and Reserves Act 1895

Other Comments

If land reserved under the *Land Administration Act 1997* is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the *Parks and Reserves Act 1895* if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.

Authorised Officer:

Chief Executive Officer

On-Delegated:

Manager of Works

Delegation No:14 **Blank**

Delegation No:15 **Blank**

Delegation No:16 **Blank**

Delegation No:17 **Investments**

<i>Date Adopted:</i>	22 June 2010
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	Finance Policy F.17

Delegate:	CEO
<i>On-Delegated:</i>	Yes

Legal (Parent): Local Government Act 1995
Section 6.14 – invested in accordance with Part
III of the Trustees Act 1962

“Power to Invest – subject to the regulations,
money held in the municipal or the trust fund of
a local government that is not, for the time

Legal (Subsidiary): Regulation 19, 28 and 49
Local Government (Financial Management)
Regulations 1996

being, required by the local government for any other purpose may be invested in accordance with Part III of the Trustees Act 1962”

Other Comments/Instructions/Persons On-Delegated

Council delegates authority and power to invest surplus funds in accordance with Council Policy, Finance Policy F.17.

Authorised Officers:

Chief Executive Officer

On-Delegated:

Deputy Chief Executive Officer

Delegation No:18

Blank

Delegation No:19	Blank
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<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	
<i>On-Delegated:</i>	
<i>Chief Executive Instruction:</i>	

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Other Comments/Instructions/Persons On-Delegated

Delegation No:20

Payment of Accounts

Date Adopted:	24 April 2012 Minute #1896
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent): Local Government (Financial Management) Regulation 12

"A payment may only be made from the municipal or trust fund – (a) if the Local Government has delegated to the CEO the exercise of its powers to make payments from those funds by the CEO; or (b) otherwise, if the payment is authorised in advance by a resolution of council."

Legal (Subsidiary):

Other Comments

Council Delegates its authority and power to the Chief Executive Officer to make payments from the Municipal or Trust Fund provided:

1. A list of payments made is presented to Council, in accordance with Financial Management Regulation 13.
2. All cheques signed are to be by two authorised signatories. The Chief Executive Officer or Manager of Finance or Deputy Chief Executive Officer or Manager of Works
3. The following procedure is to be implemented for the authorisation of payments made by Electronic Funds Transfer (EFT):
 - (i) A list of payments to be made by EFT is checked and authorised by the Chief Executive Officer or the Deputy Chief Executive Officer or the Manager of Finance
 - (ii) Online authorisation for the funds transfer is made by any two of the Chief Executive Officer or Manager of Finance or Deputy Chief Executive Officer or Manager of Works
 - (iii) Council is given a list of payments made by EFT each month as part of the financial statement sent out with the agendas.

Authorised Officer:

Chief Executive Officer

On-Delegated:

Manager of Finance

Deputy Chief Executive Officer

Manager of Works

Date Adopted:	16 March 1999
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	Health/Building/Planning Policy HBP.21

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent):

s82 Planning and Development (Local Planning Schemes) Regulations 2015

(1) The local government CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's functions under this Scheme other than this power of delegation.

(2) A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Subject to any conditions imposed by the local government on its delegation to the local government CEO under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the CEO under that clause.

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

s82 Planning and Development (Local Planning Schemes) Regulations 2015

Council delegates authority to grant approval to Planning Applications for permitted uses which comply with all requirements of the Local Planning Scheme No. 2 and where no objections have been received.

Delegate:

Chief Executive Officer

Delegation No:22

Power and Duties - Food Act 2008

<i>Date Adopted:</i>	24 April 2012 Minute #1896
<i>Date Last Reviewed:</i>	22 August 2023 Minute # 5028
<i>Policy Reference:</i>	None

<i>Delegate:</i>	CEO
<i>On-Delegated:</i>	Yes
<i>Chief Executive Instruction:</i>	Yes

Legal (Parent): Food Act 2008
“An Act providing for the safety and suitability of food for human consumption, and for related purposes.”

Legal (Subsidiary): Section 122 126 (2) 126 (6) 126 (7) of the Food Act 2008

Other Comments

Council delegates its authority and powers to the Chief Executive Officer the capacity to exercise and discharge all or any of the powers and functions of the enforcement agency in regard to the Food Act 2008.

Authorised Officer:

Chief Executive Officer

Delegation No:23

Dog Act 1976

Date Adopted:	22 June 2010
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	None

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent):

10AA. Delegation of local government powers and duties (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act. (2) The delegation must be in writing. (3) The delegation may expressly authorise the delegate to further delegate the power or duty. (4) A local government's chief executive officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms of the delegation unless the contrary is shown. (5) Nothing in this section limits the ability of a local government's chief executive officer to perform a function through an officer or agent.

Legal (Subsidiary):

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to enable the officers authorised to deal with matters pertaining to the Dog Act of 1976.

Delegate:

Chief Executive Officer

On Delegated:

Deputy Chief Executive Officer

Delegation No:24
Blank

Date Adopted:	August 2006
Date Last Reviewed:	
Policy Reference:	None

Delegate:	CEO
On-Delegated:	No
Chief Executive Instruction:	

Legal (Parent):**Public Health Act 2016 s21**

A power or duty conferred or imposed on an enforcement agency may be delegated — (a) if the enforcement agency is the Chief Health Officer, in accordance with section 9; or (b) if the enforcement agency is a local government, to — (i) the chief executive officer of the local government; or (ii) an authorised officer designated by the local government;

Legal (Subsidiary):

1.

Other Comments/Instructions/Persons On-Delegated

Authority to designate a person or class of persons as authorised officers for the purposes of the Public Health Act 2016

Delegate:

Chief Executive Officer

On-Delegated:

Environmental Health Officer – (Contract Shire of Narrogin)

Delegation No:30 Tendering for Goods and Services

Date Adopted:	24 June 2014
Date Last Reviewed:	22 August 2023 Minute # 5028
Policy Reference:	Finance Policy F.15

Delegate:	CEO
On-Delegated:	Not Applicable
Chief Executive Instruction:	

Legal (Parent):

1. Local Government Act 1995, Section 3.57.
2. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government (Financial Management) Regulations 1996, as amended

Other Comments/Instructions/Persons On-Delegated

Council delegates its authority and power to the Chief Executive Officer to -

1. Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$250,000
2. Call tenders for the provision of works or services not exceeding a value of \$250,000 and to accept what is to be deemed the most advantageous tender;
3. Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14 (2a) of the Local Government (Functions and General) Regulations 1996;

Subject to-

- (i) Tenders called subject to (1) and (2) above, are to comply with Council's Purchasing/Tender Guide Policy.
- (ii) The goods or services being listed in the Shires Adopted Annual Budget;
- (iii) The criteria, once determined in (3) above, it is to be incorporated in the tender documentation.

Delegate

Chief Executive Officer

On-Delegated:

Nil

Delegation No:31 *Local Government (Uniform Local Provisions) Regulations 1996*

<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	CEO
<i>On-Delegated:</i>	

Legal (Parent):
s5.42 of the *Local Government Act 1995*

Legal (Subsidiary):
1.

Other Comments/Instructions/Persons On-Delegated

Powers of the Local Government including but not limited to functions related to serving notices and providing approvals related to local government land and thoroughfares

Delegate

Chief Executive Officer

On-Delegated:

Manager of Works

Delegation No:32 *Defer, Waive or Write off Debts*

<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	CEO
<i>On-Delegated:</i>	No

Legal (Parent): s5.42 of the <i>Local Government Act 1995</i>

Legal (Subsidiary): 1.

Other Comments/Instructions/Persons On-Delegated

The CEO is delegated power to approve reduction in fees and charges – a) the request is from a local community, charitable or not-for-profit organisation; b) the event is for the specific benefit of the local community; c) the request of the organisation does not exceed \$500 ex GST or \$2000 ex GST for a given financial year

Delegate
Chief Executive Officer

On-Delegated:
Nil

Delegation No:32

Recovery of Rates or Service Charges

Date Adopted:	
Date Last Reviewed:	
Policy Reference:	F14 Rate Recover

Delegate:	CEO
On-Delegated:	No

Legal (Parent):

s5.42 of the *Local Government Act 1995*

Legal (Subsidiary):

1.

Other Comments/Instructions/Persons On-Delegated

Commence proceedings to recover unpaid rates or service charges

Delegate

Chief Executive Officer

On-Delegated:

Nil

Delegation No:33 Cat Act 2011

Date Adopted:	
Date Last Reviewed:	
Policy Reference:	

Delegate:	CEO
On-Delegated:	Yes

Legal (Parent):
S44 of the *Cat Act 2011*

Legal (Subsidiary):
1.

Other Comments/Instructions/Persons On-Delegated

Powers of the Cat Act 2011 including registration, giving notice and approval to breed

Delegate

Chief Executive Officer

On-Delegated:

Deputy Chief Executive Officer

Ranger

Customer Service Officer

Administration Officer

Delegation No:34 Graffiti Vandalism Act 2016

<i>Date Adopted:</i>	
<i>Date Last Reviewed:</i>	
<i>Policy Reference:</i>	

Delegate:	CEO
<i>On-Delegated:</i>	No

Legal (Parent):
s16 Graffiti Vandalism Act 2016

Legal (Subsidiary):
1.

Other Comments/Instructions/Persons On-Delegated

Powers of the *Graffiti Vandalism Act 2016* to order the obliteration of graffiti including on private property

Delegate
Chief Executive Officer

On-Delegated:
Nil

Appointing entity	Chief Executive Officer
Express power to appoint	Local Government Act 1995 s9.10 Appointment of authorised persons
Appointments	<p>For the purposes of the <i>Local Government Act 1995</i>:</p> <p>s.9.16 – Giving of notice</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor) <p>s9.16 – Giving of notice (for purposes of regulation 70 of the <i>Building Regulations 2012</i>)</p> <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer (Shire of Narrogin) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the <i>Caravan Parks and Camping Grounds Regulations 1997</i>:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer (Shire of Narrogin) • Ranger • Ranger (Contractor) <p>For the purposes of the <i>Caravan Parks and Camping Grounds Act 1995</i>:</p> <p>s.18 - Powers of Entry, s.20 - Entry of occupied caravan or camp and s.23(2) - Issue an infringement notice</p> <ul style="list-style-type: none"> • Chief Executive Officer • Environmental Health Officer (Shire of Narrogin) • Ranger • Ranger (Contractor) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the <i>Cat Act 2011</i>:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the <i>Dog Act 1976</i>:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor) <p>For the purposes of carrying out the powers and duties of an Authorised Person under the Local Government (Miscellaneous Provisions) Act 1960: Part XX related to the</p>

	<p>impounding of cattle.</p> <ul style="list-style-type: none"> • Chief Executive Officer • Ranger • Ranger (Contractor)
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Authorisation No:2 *Dog Act 1976 – Authorised Registration Officers*

Appointing entity	Local Government
Express power to appoint	s3 <i>Dog Act 1976</i>
Appointments	<p>Perform functions in the <i>Dog Act 1976</i> related to registration of dogs.</p> <ul style="list-style-type: none"> • Chief Executive Officer • Administration Officer • Customer Support Officer

Authorisation No:3 *Local Government Act 1995 – s3.24 – Authorised persons directions relating to land*

Appointing entity	Local Government
Express power to appoint	s3.24 Local Government Act 1995
Appointments	<p>Appointment of Authorised Persons to exercise the powers given to a local government under Subdivision 2 – Certain provision about land:</p> <ul style="list-style-type: none"> • Chief Executive Officer • Manager of Works

Authorisation No:4 *Public Health Act 2016 – Appointment of Environmental Health Officer*

Appointing entity	Local Government
Express power to appoint	s24 Public Health Act 2016
Appointments	<p>Appointment of Environmental Health Officer</p> <ul style="list-style-type: none"> • Environmental Health Officer (Narrogin)

Authorisation No:5**Shire of Wagin Local Laws**

Appointing entity	Local Government
Express power to appoint	s9.10 Appointment of authorised persons
Appointments	<p>Appointment of Chief Executive Officer as authorised person to administer the following local laws:</p> <ul style="list-style-type: none"> • <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2001</i> • <i>Cemeteries Local Law 2001</i> • <i>Control of Refuse on Building Sites Local Law 2001</i> • <i>Dogs Local Law 2001</i> • <i>Extractive Industries Local Law 2016</i> • <i>Fencing Local Law 2001</i> • <i>Health Local Law 2001</i> • <i>Local Government Property Local Law 2001</i> • <i>Standing Orders Local Law 2001</i> • <i>Unightly Land Refuse, Rubbish or Disused Material on Local Land Local Law 2008</i>

**Authorisation No:6
swimming pool****Building Regulations 2012 – Inspection of barrier to private**

Appointing entity	Council
Express power to appoint	r53 - Inspection of barrier to private swimming pool
Appointments	<p>Appointment of Building Surveyor (Shire of Narrogin) as an authorised person to inspect the barrier to the private swimming pool at intervals of no more than 4 years for the purpose of monitoring whether the provisions in regulations 50 and 52 are being complied with.</p>

8.1.12 CONTINUING PROFESSIONAL DEVELOPMENT – ELECTED MEMBERS POLICY

AUTHOR OF REPORT:	Chief Executive Officer
PREVIOUS REPORT(S):	4221 March 2020 Ordinary Council Meeting
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CO.4
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 - A21 – Continuing professional development – elected members policy

OFFICER RECOMMENDATION

That Council:

1. In accordance with section 5.128 of the *Local Government Act 1995* **REVIEWS** policy A21 Continuing Professional Development – Elected Members and **RESOLVES** to **AMEND** the policy as shown in Attachment 1.
2. In accordance with section 5.128 of the *Local Government Act 1995* **ADOPTS** the amended policy A21 Continuing Professional Development – Elected Members to be its policy adopted under section 5.129 of the Act

BRIEF SUMMARY

Section 5.128 of the *Local Government Act 1995* introduced a requirement on local governments to have a policy on training of Councillors *and* review that policy after each election. This report brings Council in line with this requirement.

BACKGROUND/COMMENT

Section 5.128 of the *Local Government Act 1995* requires local governments to prepare a policy on continuing professional development for elected members. Council adopted a policy at the March 2020 Ordinary Council Meeting following introduction of the requirement in 2019.

Section 5.128 of the Act also requires that a local government review the policy after each ordinary election.

The review history of the version of the policy on the Shire's website indicates that the policy has not been reviewed by Council since its adoption. While it could be argued that Council's adoption of the policy handbook in October 2021 constituted a review, no review occurred following the 2023 ordinary local government election.

Since adoption of the policy, section 5.129 of the Act has commenced with provides rules for payment of training completed by elected members.

Council's policy on continuing professional development requires updating ensure compliance with these new legislative requirements.

The changes clarify that local governments can only pay for elected member training or reimburse elected member training in accordance with policy adopted by Council.

The legislation further prohibits Councils from delegated this decision making regarding what elected member training may be paid for or reimbursed to the Chief Executive Officer.

Council's current policy is inconsistent with the new legislation.

Officers have drafted proposed amendments to the policy per Attachment 1. The policy will provide that the Shire will pay for training required under section 5.126 of the Act being the mandatory training for Councillors and that any further requests for training costs require a dedicated resolution of Council.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

As detailed above.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Absolute Majority



CONTINUING PROFESSIONAL DEVELOPMENT – ELECTED MEMBERS

POLICY NUMBER	A.21
POLICY TYPE	ADMINISTRATION
DATE ADOPTED	24 MARCH 2020 (Council Resolution #4221)
REVIEW DATE	
DELEGATION APPLICABLE	NO <u>(Prohibited under section 5.63)</u>

OBJECTIVE

The Shire of Wagin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

This policy constitutes a policy prepared under section 5.128 and section 5.129 of the *Local Government Act 1995*.

Pursuant to the *Local Government Act 1995*, Elected Members must complete Council Member Essentials which incorporates the following training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed as per the prescribed regulations. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to *Local Government Act 1995*.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

The Shire will meet the costs of training required by 5.126 of the Act or otherwise fund an elected member to complete that training through reimbursement in accordance with section 5.129.

Council by resolution may consider meeting the costs of training or reimbursement of training other than that required by section 5.126.

Procedures

Considerations for ~~approval of the~~ funding training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;



- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Determinations regarding funding training including reimbursement must be made by Council and cannot be delegated to the Chief Executive Officer per s5.63 of the Act.

~~Any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.~~

Forms and Templates

Nil

GUIDELINES

- Part 5, Division 10 Local Government Act 1995
- _____
- ~~s6.8(1)(c) Local Government Act 1995~~
- ~~Emergency Management Act 2005~~

HISTORY

- 24 March 2020 (Council Resolution #4221)

RESPONSIBLE OFFICER

- Chief Executive Officer

8.1.13 COUNCIL POLICY – C2 COUNCILLORS – OUT OF POCKET EXPENSES

AUTHOR OF REPORT:	Chief Executive Officer
PREVIOUS REPORT(S):	4479 – February 2021
DISCLOSURE OF INTEREST:	Nil (s5.63 provides an exemption from interest declarations regarding elected member fees, allowances and entitlements)
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 C2 Councillors – Out of Pocket Expenses

OFFICER RECOMMENDATION

That Council ADOPTS the revisions to Council Policy C2 Councillors – Out of Pocket Expenses as show in Attachment 1.

BRIEF SUMMARY

As part of the Shire's commitment to improved documentation and process, amendments are proposed to the Shire's policy related to Councillor fees, allowances and entitlements. The proposed amendments represent a better documenting of current practice rather than a change to the payments themselves.

BACKGROUND/COMMENT

Part 5, Division 8 of the *Local Government Act 1995* sets out the rules associated with elected member fees, allowances and claimable expenses. The legislation provides powers to a local government to set fees, allowances and claimable expenses within an annual determination made by the State Government's Salaries and Allowances Tribunal.

By convention, Councillors at the Shire of Wagin receive 75% of the maximum meeting fee per Council meeting set by the Salaries and Allowances Tribunal for a band 4 local government. The Shire President and Deputy Shire President also by convention receive 75% of the maximum annual allowance for a band 4 local government. Shire records indicate Councillors are paid 100% of the maximum meeting fee per Committee meeting.

This convention is not reflected in Council Policy C2 Councillors – Out of Pocket Expenses which is silent on the quantum of fees and allowances.

To ensure compliance with the Act, Officers recommend that Council amend the policy to document the convention. This will ensure that Council's approach accords with Section 5.98(1)(b) which provides that:

“A Council member who attends and council or committee meeting is entitled to be paid – where the local government has set a fee within the range determined for council and committee meetings attendance fees, that fee.”

The amendments to the policy would also clarify that Council has not set an annual fee for Council Members in lieu of meeting fees (\$5.99).

Records indicate that Councillors have previously received a Communications Allowances in accordance with s 5.99A of the Act. It is proposed that the policy set the allowance as one-third of the maximum amount set by the Salaries and Allowances Tribunal. This is in keeping with previous payments.

No other allowances for council members in lieu of reimbursement of expenses (s5.99A) are proposed.

Under Regulation 31 of the *Local Government (Administration) Regulations 1996*, the Shire is required to reimburse the following expenses:

- rental charges incurred by a council member in relation to one telephone and one facsimile machine;
- child care and travel costs incurred by a council member because of the member’s attendance at a council meeting or a meeting of a committee of which he or she is also a member; and
- child care and travel costs incurred by a council member in completing the training required by section 5.126(1).

As reimbursement, payment is only required in the event of a claim. A claim for rental charges of a telephone and facsimile would not be permitted as Council has set an allowance in lieu of a fee for ICT expenses.

Regulation 32 of the *Local Government (Administration) Regulations 1996* sets out that the Council can resolve to reimburse other expenses. The revised policy proposes to clarify that the Council has not made such a resolution and the only expenses that can be claimed are those in Regulation 31.

The proposed policy amendments are shown in mark up mode in Attachment 1.

On 5 April 2024, the Salaries and Allowances Tribunal set out its determination for the 2024 which set the amounts for the 2024-25 financial year. Based on the 2024 determination the fees and allowances for elected member is 2024-25 would be as follows:



Fee or allowance	Value
Council meeting fee (Councillor) (per meeting) (75% of maximum)	\$195
Council meeting fee (President) (per meeting) (75% of maximum)	\$398
Committee meeting fee (all elected members)	\$130
Meeting fee for s5.98(2A) meetings (per meeting)	\$97.50
President allowance (per annum)	\$16,282
Deputy President allowance (per annum)	\$4,070
Communications / ICT allowance (per annum)	\$1,155

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

The Officer recommendation ensures alignment with the Act.

POLICY IMPLICATIONS

As detailed.

FINANCIAL IMPLICATIONS

The proposed policy is consistent with current practice and would not alter the Shire's finances.

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Absolute Majority



COUNCILLORS – FEES, ALLOWANCES AND OUT-OF-POCKET EXPENSES

POLICY NUMBER	C.2
POLICY TYPE	COUNCIL
DATE ADOPTED	DECEMBER 1999 (Council Resolution #9112)
REVIEW DATE	23 FEBRUARY 2021
DELEGATION APPLICABLE	NO

OBJECTIVE

Part 5, Division 8 of the *Local Government Act 1995* (the Act) sets out the rules associated with elected member fees, allowances and claimable expenses. The legislation provides powers to a local government to set fees, allowances and claimable expenses within an annual determination made by the State Government's Salaries and Allowances Tribunal.

In accordance with section 5.98 of the Act, Council has resolved that each Council Member is to receive:

- 75% of the maximum Council meeting fee set by the Salaries and Allowances Tribunal
- 100% of the maximum Committee meeting fee set by the Salaries and Tribunal
- 75% of the maximum meeting fee for meetings under 5.98(2A) of the Act.

In accordance with section 5.98(5) of the Act, Council has resolved that the President and Deputy President are to receive 75% of the maximum allowance set by the Salaries and Allowances Tribunal under that section.

In accordance with section 5.99A(b) of the Act, Council has resolved that each Council Member is to receive 33% of the maximum allowance set by the Salaries and Allowances Tribunal.

Expenses are entitled to reimbursed in accordance with legislation which at the time of adoption related to travel costs, telecommunications and childcare unless Council has resolved to instead provide an allowance in accordance with legislation.

The Council has not resolved to reimburse any additional expenses under Regulation 32 of the *Local Government (Administration) Regulations 1996*.

Expenses related to training contemplated by s5.129 of the Act are dealt with in Council Policy A21.

~~Councillors shall be entitled to reimbursement of expenses incurred whilst engaged in the performance of their duties.~~

~~Expenses to be reimbursed are governed by the provisions of the *Salaries and Allowances Tribunal (WA)* as they relate to elected members.~~



Reimbursement is subject to completion of a written quarterly claim and copies of the accounts paid being submitted.

~~Travel costs are to be paid in accordance with the provisions of the most recent determination of the Salaries and Allowances Tribunal. This is currently in accordance with the rate contained in Section 30.6 of the Local Government Officers (Western Australia) Award 2021.~~

GUIDELINES

- *Local Government Act 1995 (As Amended) – Section 5.98.*
- *Local Government (Administration) Regulations 1996 – Reg. 31*
- ~~*Salaries and Allowances Tribunal (WA)*~~
- ~~*Local Government Officers (Western Australia) Award 2021*~~

HISTORY

- ~~23 February 2021 (Council Resolution #4479)~~
-

RESPONSIBLE OFFICER

- ~~Deputy~~ Chief Executive Officer

8.1.14 POLICIES AND PROCEDURES REGARDING THE MANAGEMENT SUPERVISION, DIRECTION AND DISMISSAL OF EMPLOYEES

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.AR.1
ATTACHMENTS:	Attachment 1 – Council Policy A1 Employees Attachment 2 – draft Human Resource Executive Procedure Attachment 3 – draft Recruitment and Selection Executive Procedure Attachment 4 – draft Council Policy A31 ‘Payments to employees in addition to contract or award’

OFFICER RECOMMENDATION

That Council:

1. **DELETES:**
 - a. Council Policy A1 Employees
 - b. Council Policy A16 Recruitment and Selection of Employees
2. **NOTES:**
 - a. the Human Resource Executive Procedure in Attachment 2
 - b. the Recruitment and Selection Executive Procedure in Attachment 3
3. **ADOPTS Council Policy A31 ‘Payments to employees in addition to contract or award’ as contained in Attachment 4**

BRIEF SUMMARY

Council has in the past adopted a range of policies related to employee management. In reviewing employment matters as part of development of a Human Resource Management program per the CEO’s Key Duties, it is proposed that matters related to employees are instead addressed primarily in Executive Procedures prepared and approved by the Chief Executive Officer in accordance with the CEO’s functions under section 5.41 of the Act.

The rationale for the proposal is discussed below but will assist in ensuring that consistent and legal management of employee relationships is performed by the Shire.

BACKGROUND/COMMENT

At the November 2018 Ordinary Council Meeting, Council adopted policy 'Employees'. The adoption of this policy was part of a tranche of policies that were presented to the former Finance and General Purposes Committee.

At the October 2021 Ordinary Council Meeting, Council resolved to replace a tranche of policies including policy 'A1 Employees'. The Shire's minutes do not record a version of the updated policy but as the record of policy amendments in the Policy Handbook does not indicate subsequent amendments, Officers believe that the policy as it appears on the Shire's website is as adoption in October 2021. This policy is contained in Attachment 1 to this report.

Council Policy A1 details aspects of the employment, management, supervision, direction and dismissal of employees under the following headings:

- staff appointments
- performance assessments
- pre-employment requirements
- working hours and leave
- allowances and remuneration
- staffing training; and
- severance and redundancy.

In doing so Council Policy A1 sets out the local government's approach to many aspects of human resources and industrial relations including establishing that Council has adopted a position to pay certain allowances to certain classes of employees.

The 2018 and 2021 policies differ in a few areas such as particular allowances, hours of work, and designation of senior employees under s5.37 of the Act. The accompanying agenda report where Council adopted the revised policy does not detail the reasons for the changes.

In considering the policy as part of efforts to formulate and implement a Human Resource Management Program to ensure the appropriate supervision and management of the administration, Officers have identified inconsistencies in the application of the policy and other issues with its form and content that result in the Officer's recommending that Council rescinds the policy.

Key aspects of Council's existing policy have not been implemented since its adoption meaning that the policy is not achieving its designed purpose of providing a clear statement of intent for decision-making.

For example, allowances, conditions and entitlements specified in the policy have not all been reflected in employee letters of award or contracts for a number of years. Ultimately, it is the employee's letter of award and contract that specifies industrial relations elements. This inconsistency between Council's public policy and

the legal artifacts requires unravelling. An example of this is a \$1,000 Housing Allowance which according to Council's Policy will be paid to all permanent employees (excluding Homecare staff). Officers cannot find any record of this occurring and has not been included in the legal letters of employment.

Human resource management represents fertile ground for improvement. Of the Shire's operational areas, Officers would observe that human resources is an area where significant attention is required and one that can benefit from greater stability in executive leadership.

Moving forward

Moving forward, Council has already agreed that formulating and implementing a Human Resource Management Program to ensure the appropriate supervision and management of the administration is a key duty and responsibility of the CEO as contained in the CEO's Employment Contract.

Formulating and implementing a 'Human Resource Management Program' to ensure the appropriate supervision and management of the administration is also a CEP KPI for 2024-25.

The CEO's role in this is reflected in section 5.41 of the Act which states that the functions of the CEO include:

"(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees"

In presenting and recommending that Council adopt a policy on Employees (twice), Council has been invited to extend its purview to an area where the CEO is ultimately responsible for and accountable to Council.

Council's role in relation to employees is set out in section 5.36 of the Act. This significant role is to employ the CEO and such other persons as the Council believes are necessary to enable the function of the local government and the functions of the Council to be performed. (Council also has functions related to employees that it designates by resolution to be senior employees and is to establish a policy for payments in addition to contract or award).

What the Council's powers related to employees mean is that Council is responsible for setting a budget for employees that enables the functions of the local government to be performed. Notwithstanding, the CEO is responsible for human resources and the majority of the matters set out in Council Policy A1.

Officers propose 'taking back' responsibility, ownership and accountability for employee management as part of the implementation of a 'Human Resource Management Program' by recommending that Council rescind policy A1 note that they will be replaced with a series of 'Executive Procedures'.

The 'Executive Procedures' would be documented procedures prepared by the Chief Executive Officer as a form of internal control and corporate governance to ensure consistency in the day-to-day management of the organisation and meet the obligations under section 5.40 of the Act to among other things:

- ensure that employees are selected and promoted in accordance with the principles of merit and equity; and
- that employees are treated fairly and consistently.

The absence of these administrative policies which go under different names in local governments (Business Operating Procedures, Management Policies, CEO Instructions) has been identified by Officers to be a gap not only in Human Resources but in other aspects of the Shire's business.

It will take time to prepare these 'Executive Procedures' as part of a complete Human Resource Management Program which could include but be not limited to:

- position descriptions
- performance review under s5.38 of the Act
- consistent salaries, allowances, equipment provision and bonuses.
- leave
- letters of appointment and termination
- pre-employment medicals and screening
- training and professional development
- employee contract development, review and renewal / extensions
- review of salaries, allowances and entitlements
- workplace investigation and grievance
- whistleblowing.

As a starting point, the Executive Procedure related to Human Resources is proposed to deal with the elements contained in the existing Council policy. It is not, it should be noted, proposed to replicate the existing policy as elements of the policy are contrary to the Act, inconsistent with existing legal instruments of employment, other policies could lead to unintended consequences if applied.

Instead, Officers propose that Council notes the Human Resource Executive Procedure as contained in Attachment 2. This procedure reflects the elements of the current policy related to allowances and remuneration that can be applied and ensures that key current provisions related to salaries and allowances that are currently being applied are retained for the time being where they are not inconsistent with letters of appointment:

- Outside workers are to be paid 10% over award payment to all outside staff employees under Municipal Employee's Union award with the option of up to 20% based on suitable skills experience and productivity to employees under the Municipal Employees Union award
- Permanent inside workers are to be paid 5% over the Local Government Officer's award
- A loyalty allowance to all permanent non-managerial staff as follows:
 - 0 – 1 Years \$0
 - 1 – 3 Years \$10 per week
 - 3 – 5 Years \$20 per week
 - 5+ Years \$30 per week
- The above be paid as an over award payment on a pro rata basis for part time staff.

In addition, the Human Resource Executive Procedure includes provision for a uniform allowance of \$400.00 per annum to be paid to administration staff (excluding Homecare) and \$500 for employees who have not previously been employed in local government.

This provision is contained in the existing Council policy but has been inconsistently applied over the years leading to confusion about entitlements and purchasing of Shire-branded clothing. The proposed Human Resource Executive Procedure clarifies this by providing that in addition to the allowance (which as a payment to the employee's account can be used for any purpose), the Shire will provide one branded polo shirt to every administration employee that has not already been provided one.

Recruitment and selection of employees

Council in 2014 also adopted related to recruitment of selection of employees. Council's current policy aligns broadly with the requirements of s5.40 of the Act but as a 'Council policy' does not aid in the separation of roles or cover all parts of section 5.40.

Officers note that in the past, recruitment and selection have occurred at a supervisor without final signoff by the Chief Executive Officer as required by section 5.41 of the Act. This approach is considered not to be appropriate or in accordance with the Act but is to an extent entertained by the current policy.

Officers propose correcting this by recommending that Council rescind policy A16 Recruitment and Selection of Employees and note that a new Executive Procedure is proposed to replace the policy. This Executive Procedure is presented for Council to note in Attachment 3.

Policy related to payments in addition to award or contract

One area where the Act does require a policy to be adopted by Council that is dealt with in the current policy proposed for rescinding is payments to employees in addition to contract or award (\$5.50) on completion of the employee's employment.

The current provisions have been identified as potentially in contravention of the Act in very specific circumstances and it is proposed that Council adopt a new policy which is based on that used in the Cities of Armadale, Wanneroo and Joondalup. The proposed policy is contained in Attachment 4. The proposed policy is considerably conservative than the current approach and proposes that all payments to employees who are completing their employment in addition to contract or award be approved by Council.

Officers have taken the position of recommending that Council approves these payments because of their financial nature and that they typically occur in recognition of long standing contribution by employees which are most appropriately recognised by the Council.

The draft policy is provided for Council's consideration at Attachment 4.

Conclusion

Realigning the employee management framework within an Executive Procedure will allow ensure better compliance with the Act, enable greater agility in managing the Shire's workforce and achieve greater consistency and fairness in the application of the Shire's goals related to a capable and high performing workforce.

It is also considered a critical step in the preparation of a Workforce Plan for the Shire which has been resolved as a CEO Key Performance Indicator.

This will take time and in the coming months Council will be asked to consider revoking a range of policies in favour of Executive Procedures.

CONSULTATION/COMMUNICATION

The Shire's management team has been consulted as part of the proposal. As the approach proposed continues current employment arrangements wider consultation has not been conducted.

STATUTORY/LEGAL IMPLICATIONS

As detailed in this report.

POLICY IMPLICATIONS

As detailed in this report.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Simple Majority

Policy Type:	Administration
Date Adopted:	

Policy No:	1
Date Last Reviewed:	20 Nov 2018 - Minute #3910

Legal (Parent): 1. Local Government Act 1995
--

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY	
Title:	1. EMPLOYEES
Objective:	<p>All employees of the Shire of Wagin are required to familiarise themselves with the conditions relating to their employment and entitlements to ensure fair and equitable working conditions.</p> <p><u>Policy Objective</u> To provide employees and management with a clear understanding of their responsibilities in the employment of new employees and their entitlements.</p> <p>STAFF APPOINTMENTS</p> <ul style="list-style-type: none"> • Appointment of Chief Executive Officer The Chief Executive Officer is to be appointed by Council. • Appointment of Senior Staff As per Section 5.37 (2) of the Local Government Act employee appointments to the senior positions of Deputy Chief Executive Officer, Manager of Finance, Manager of Works and Principal Health Building Officer are to be the responsibility of the Chief Executive Officer, but Council may accept or reject the Chief Executive Officer's recommendation. It will be normal practice for Councillors to assist the Chief Executive Officer in the interview process. • Appointment to all other Positions Appointments to all positions are to be the responsibility of the Chief Executive Officer, who is also empowered to employ casual labour if and when necessary. <p>PERFORMANCE ASSESSMENTS</p> <p>Chief Executive Officer A performance assessment will be taken on the anniversary date. This assessment will be conducted by the CEO Review Committee. The Finance and General Purposes Committee have delegated Authority to adjust salaries.</p>

Senior Staff

A performance Assessment will be taken on the anniversary date. This assessment will be conducted by the Chief Executive Officer.

Other Office Staff

A performance assessment will be taken on the anniversary date of their appointment or as otherwise directed by the respective Managers.

PRE-EMPLOYMENT REQUIREMENTS

- All employees who are required to operate plant as part of their employment are required to produce their driver's license on an annual basis, at the office for photocopying.
- All new employees are to undergo a medical, at Council expense, prior to commencement of work. The Doctor selected by the employee to be ratified by the Chief Executive Officer.
- All new employees are required to provide a Police Clearance Certificate to the Chief Executive Officer prior to the appointment to a position with the Shire of Wagin being confirmed.

WORKING HOURS AND LEAVE**Office Hours – Administration Staff**

The working hours of Office Staff will be from 8.15am to 5.00pm with 45 minutes for lunch with one rostered day off every four working weeks or 8.00am to 5.00pm with 30 minutes for lunch with one rostered day off each fortnight (nine day fortnight) .A maximum of three rostered days off may be accumulated at any time without prior approval (in writing) of the Chief Executive Officer.

Rostered Days Off – Outside Workers

As far as practicable rostered days off should be taken as they fall due. No more than 5 three days may be accumulated without prior arrangements being made and the employee should either take the leave in excess of five days as it falls due or if it is not practicable to do so then payment at ordinary times rates will be made.

Annual Leave

As far as practicable and within the provisions of relevant Awards, employees should take their annual leave entitlement within the year that it falls due. Applications for Annual Leave shall be approved by the Chief Executive Officer or the Deputy Chief Executive Officer. In the case of the Chief Executive Officer Annual Leave shall be approved by the Shire President. Council is to appoint an Acting Chief Executive Officer whilst the incumbent is on leave of 5 days or more.

Long Service Leave

Long Service Leave is to be taken in accordance with provisions of the Local Government (Long Service Leave) Regulations, at the earliest practical date which is mutually convenient. Long Service Leave will be approved by the Chief Executive Officer. Council shall approve the Chief Executive Officer's Long Service Leave and appoint an Acting Chief Executive Officer.

Public Holidays

The two paid days of absence granted in lieu of the Easter Tuesday and day after New Year's Day are to be taken as such:

- a) One day to be taken during the Christmas – New Year holiday period; and
- b) One day to be taken in a mutually agreed time in the year.

ALLOWANCES AND REMUNERATION

Superannuation

Employees of the Shire of Wagin who are employed on a permanent basis may make application to the Chief Executive Officer to join the voluntary contribution section of the Local Government Superannuation Plan after satisfactorily completing any probationary period set as part of the terms of their employment. Council will contribute up to 1 per cent of the employee's salary to this scheme in addition to any contributions to satisfy Superannuation Guarantee Legislation obligations.

Uniform Allowance

\$400.00 per annum will be paid to those members of the office staff who wish to wear uniforms at work, (for the year in arrears – the year before). For any new employees to Local Government, Council to meet the initial purchases up to a maximum of \$500.

Provision of Council Vehicle for Private Use

Upon appointment the;

Chief Executive Officer has full private use of a Council vehicle.

Deputy Chief Executive Officer has full private use of a Council vehicle including periods of annual leave.

Manager of Works has full use of a Council vehicle for private purposes including periods of annual leave.

Council will pay all FBT cost incurred for providing private use to officers within this policy.

No vehicle may be used whilst on long service leave unless otherwise approved by Council.

Staff - Relocation Expenses

CEO shall use discretion assist to Officers in relocation expenses

Staff Licences

Council shall pay for the annual renewal of a motor driver's license for all outside (MEU) staff and the annual firearms license for all authorised officers of the Dog Act 1976 as amended.

STAFF TRAINING

The Chief Executive Officer and the Deputy Chief Executive Officer is empowered to send employees on work related courses, seminars and conferences to the extent of the provisions made in the budget.

SEVERANCE AND REDUNDANCY

SEVERANCE PAY

Purpose

The purpose of this policy is to set down the maximum severance payable to terminating employees for the purpose of section 5.50 (1) of the Local Government Act (the "Act"). Note however these severance payments may be exceeded in accordance with clause 7 at the discretion of Council.

Terminating Employees

A terminating employee is entitled to severance pay and benefits in accordance with:-

- a) Any federal or state award or industrial agreement applicable to that employee;
- b) Any application provisions within the employee's contract of employment;
- c) Any applicable award or order made by a federal or state employee tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal;
- d) Where Council so agrees, any recommendation made by a federal or state Industrial Commissioner arising from the circumstances of that employee being specifically brought before that Commissioner.

Dismissed Employees

Where a dismissed employee has taken or is proposing to take litigation for alleged unfair dismissal, Council may decide to settle to avoid expensive litigation.

Matters to be taken into consideration by Council as to whether it will seek a settlement and if so, the extent of any financial offers may include:

- the strength of the respective cases in any litigation;
- the cost of legal advocacy and support;
- the cost of witnesses;
- the cost of travel and accommodation in running the case;
- the cost of having staff tied up in the preparation and hearing of the case; and
- the disruption to operations.

Redundancy

All redundancy pay-outs will be paid in accordance with regulations outlined in the Local Government Officers Interim Award 2011 and the Municipal Employees Union Interim Award 2011.

Other Settlement

Council may decide to settle in a situation where an employee, due to illness or impairment is unable to perform his/her job and there has been mutual agreement that employment must end.

Matters to be taken into consideration by Council in determining the extent of any financial offers may include:

- the length of service;
- the conscientiousness of the employee over the past employment;
- the value of the employee's service having regard to position(s) held and the regard given by council to the employee's contribution;
- the length of time to retirement;
- the personal circumstances of the employee including family responsibility, future employment prospects and alternative sources of income; and
- possible exposure to litigation if the employee was dismissed having regard to obligations of Council under the State Equal Opportunity Act, the Commonwealth Disability Discrimination Act and the Commonwealth Workplace Relations Act.

Weeks Pay

The term "weeks pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefits normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation provided to all employees etc).

Outside Staff

That the Chief Executive Officer has the authority to pay additional over award amounts of up to 20% based on suitable skills experience and productivity to employees under the Municipal Employees Union Interim award.

That Council pay 10% over award payment to all employees under Municipal Employee's Union Interim award.

Inside Staff

That Council pay 5% over award payment to all permanent employees under the Local Government Officers Interim award.

Loyalty Allowance

That Council pay loyalty allowance to all permanent non-managerial staff as follows;

0 – 1 Years	\$0
1 – 3 Years	\$10 per week
3 – 5 Years	\$20 per week
5+ Years	\$30 per week

The above be paid as an over award payment.

Special Circumstances

Nothing in this Policy prevents Council from determining that in special circumstances, terminating employees may be paid additional monies or provided additional benefits where justified. If Council so determines, details of the severance pay and benefits shall be published in accordance with section 5.50 (2) of the Act.



Executive Procedure 1 – Human Resources

RELATED POLICIES	
DATE ADOPTED	
DELEGATION APPLICABLE	

Business rules

This Executive Procedure sets out the terms and conditions of employees which are as follows

1. Each employee is to be provided a letter of appointment signed by the Chief Executive Officer that stipulates the terms of their employment. The base terms of the appointment are detailed in the following. In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is responsible for the employment, management supervision, direction and dismissal of other employees and may vary the base terms below on a case-by-case basis as operational needs require. Subsequent revisions to terms may be mutually agreed between the CEO and employee.
2. Outside workers are to be paid 10% over award payment to all outside staff employees under Municipal Employee's Union award with the option of up to 20% based on suitable skills experience and productivity to employees under the Municipal Employees Union award.
3. Permanent inside workers are to be paid 5% over the Local Government Officer's award.
4. A loyalty allowance to all permanent non-managerial staff as follows:
 - a. 0 – 1 Years \$0
 - b. 1 – 3 Years \$10 per week
 - c. 3 – 5 Years \$20 per week
 - d. 5+ Years \$30 per week
5. Point 4 is to be paid as an over award payment on a pro rata basis for part time staff and to be reflected in the letter award as part of the employment contract.
6. A uniform allowance of \$400.00 per annum will be paid to those members of the administration staff. For any new employees to Local Government,

- Council to meet the initial purchases up to a maximum of \$500, after their completion of their probationary period.
7. Point 6 is to be paid as an over award payment on a pro rata basis for part time staff and to be reflected in the letter award as part of the employment contract.
 8. Outdoor workers may be paid an additional over award amounts of up to 20% based on suitable skills experience and productivity to employees. This is to be determined by the Chief Executive Officer at the time of appointment and reflected in the letter of award as part of the employment contract.
 9. Employees of the Shire of Wagin who are employed on a permanent basis may join the voluntary contribution section of the Local Government Superannuation Plan after satisfactorily completing any probationary period set as part of the terms of their employment. Council will contribute up to 1 per cent of the employee's salary to this scheme in addition to any contributions to satisfy Superannuation Guarantee Legislation obligations if the employee contributes themselves to the scheme.
 10. The two paid days of absence granted in lieu of the Easter Tuesday and day after New Year's Day are to be taken as such:
 - a. One day to be taken during the Christmas – New Year holiday period; and
 - b. b) One day to be taken in a mutually agreed time in the year.
 11. Permanent employees may join the voluntary contribution section of the Local Government Superannuation Plan after satisfactorily completing any probationary period set as part of the terms of their employment. Council will contribute up to 1 per cent of the employee's salary to this scheme in addition to any contributions to satisfy Superannuation Guarantee Legislation obligations if the employee contributes themselves to the scheme.

HISTORY

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Executive Procedure 2 – Recruitment and selection of employees

RELATED POLICIES	
DATE ADOPTED	
DELEGATION APPLICABLE	

Business rules

The Shire recognises that its strategic goals and the upholding of its values are dependent on the recruitment and selection of a skilled and committed workforce. The Shire is committed to adhering to the *Equal Opportunity Act WA 1984* and section 5.40 of the *Local Government Act 1995* that establishes the following principles apply to a local government in respect of its employees —

- employees are to be selected and promoted in accordance with the principles of merit and equity; and
- no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- employees are to be treated fairly and consistently; and
- there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety Act 2020*.

The Shire is committed to establishing a robust recruitment and selection process in order to attract and retain suitable applicants through consistent and ethical selection and decision-making processes.

The Shire achieves this by:

- maintaining confidentiality throughout the process
- aiming to attract as many applications as possible through the advertising of vacancies
- assessing applications based on merit using the same documented criteria for each application
- ensuring that recruitment procedures are clear, valid and consistently applied by all staff involved in recruitment and that they provide for fair and equitable treatment for potential candidates



- managing conflicts of interest appropriately
- ensure all appointments on made on merit and the decision making process is appropriately documented.

All permanent appointments are required to undertake pre-employment medical and provides a current National Police Clearance (at the Shire of Wagin's cost).

The Chief Executive Officer is responsible for approving:

- the advertising of all vacancies
- the selection panel; and
- the selection criteria.

The Chief Executive Officer is to approve all appointments. The successful candidate is only to be advised of their appointment after the Chief Executive Officer has approved the appointment.

The Chief Executive Officer is responsible for approving all higher duties and acting arrangements.

HISTORY

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A.31 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

POLICY NUMBER	A.31
POLICY TYPE	ADMINISTRATION
DATE ADOPTED	
DELEGATION APPLICABLE	

OBJECTIVE

Section 5.50 of the *Local Government Act 1995* requires a policy to be prepared that covers payments to departing employees that are over and above what the employee is entitled to under their contract of employment or award. A payment includes a disposition of property and the conferral of a financial benefit.

Long serving employees may be recognised within the parameters set by legislation.

The Shire may pay a severance payment to an employee in settlement of a claim where an employee or former employee has, or proposes to, take action or make a claim under any relevant employment legislation. Any such decision will be made in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996*.

Any payment made under this section must be approved by Council.

GUIDELINES

- Section 5.50 *Local Government Act 1995*

HISTORY

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RESPONSIBLE OFFICER

- Chief Executive Officer

8.1.15 WORKPLACE HEALTH AND SAFETY

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.OH.1
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	Attachment 1 LGIS Workplace Health and Safety Desktop Assessment

OFFICER RECOMMENDATION

That Council

1. **NOTE** the LGIS Workplace Health and Safety Desktop Assessment as contained in Attachment 1
2. **NOTE** the initial Administration response contained in this report and that further investment may be required to address the issues contained in the Assessment which will be presented to Council in due course

BRIEF SUMMARY

On 8 and 9 May 2024 the Shire's insurers LGIS provided an assessment of the Shire's preparedness from a Workplace Health and Safety perspective. The results of the review indicate that the Shire has ample room for improvement and Officers in this paper propose a series of initial steps.

BACKGROUND/COMMENT

On 8 and 9 May 2024 the Shire's insurers LGIS provided an assessment of the Shire's preparedness from a Workplace Health and Safety perspective. The associated report is provided in Attachment 1.

The assessment evaluated the Shire across sixty elements against the following rating system:

- Exemplary
- Satisfactory
- Insufficient
- Ad Hoc
- Unsatisfactory

The results of the assessment provide a baseline for improvement.

Rating	Elements
Exemplary	0
Satisfactory	16
Insufficient	21
Ad Hoc	10
Unsatisfactory	13

Seventy-three (73%) per cent of the elements were rated as being less than satisfactory. One-fifth (21%) were rated unsatisfactory (the lowest category).

The results are concerning for Officers.

The *Work Health and Safety Act 2020* established a new regime for occupational health and safety including substantial responsibilities for the Person Conducting the Business or Undertaking (PCBU). In the case of a local government, the PCBU is the CEO. Section 4A of the *Work Health and Safety Act 2020* excludes elected members from the primary responsibility of a PCBU under the Act.

Addressing the issues identified in the review requires an overhaul of the way WHS is dealt with in the Shire. Currently, the Shire contracts OHS services for an annual fee of \$2,200 and occasional technical assistance which in 2023-24 amounted to \$5,170. This approach is not yielding the results required.

While technical assistance is required, a management commitment to WHS equally means that responsibility for WHS can not be outsourced.

In considering the findings of the report, Officers propose a response that targets the greatest risk with a focus on hazard identification and mitigation through rather than solely document/policy development.

In the first instance, the following steps are proposed:

- establish a team of WHS representatives planned to include the CEO, a representative from the Administration (to include volunteer and emergency management), a representative from Homecare and two representatives from Operations. This WHS team will be a key consultative group on future WHS planning which is a requirement under legislation;
- document an induction process for new starters and contractors;
- ensure that incident reporting and review occurs with incidents to be reviewed by WHS team;
- document and implement safe work method statements for high risk activities;
- verify that all Officers have current required licences to operate plant; and
- establish regime to document playground inspections and necessary maintenance.

In the longer term further engagement is required within the organisation to reconfigure responsibilities for WHS in position descriptions. This engagement may identify a requirement for additional investment and restructuring of responsibilities.

Officers note that while the greatest conventional WHS risk seemingly exists in the Shire's outdoor workcrew, Homecare areas, and volunteers 'responsibility' for WHS has previously been assigned to a position with wide ranging within the administration.

As noted above, ultimate responsibility for WHS rests with the CEO and the steps outlined above represents an initial response to the review's findings.

CONSULTATION/COMMUNICATION

The Shire's management team has been consulted initially. Further engagement will occur on the implementation of interventions in accordance with the requirements of legislation.

STATUTORY/LEGAL IMPLICATIONS

The WHS Act requires all PCBUs to ensure, so far as is reasonably practicable, the health and safety of:

- workers engaged, or caused to be engaged by the person
- workers whose activities in carrying out the work are influenced or directed by the person while the workers are at work in the business or undertaking.

This primary duty of care requires duty holders to ensure health and safety, so far as is reasonably practicable, by eliminating risks to health and safety. If this is not reasonably practicable, risks must be minimised so far as is reasonably practicable.

POLICY IMPLICATIONS

The Shire has adopted a policy A7 regarding Occupational Health and Safety. The policy, while outdated, articulates a general commitment to workplace safety. The review has found that the commitments made in the policy are not being realised.

FINANCIAL IMPLICATIONS

There are no immediate financial implications. Further planning is expected to identify works that will require investment to address. These will be presented to Council in due course.

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Simple Majority



Desktop Assessment:

Shire of Wagin WA

8th, 9th & 10th of May 2024

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INTRODUCTION:

This Desktop Assessment was established to recognise and provide insight into the Shire of Wagin WHS issues/concerns so they may be addressed at a local level to bring compliance awareness.

Assessment Report:

The purpose of this report is to provide the Shire of Wagin with a summary of the assessment findings.

Assessment Details:

The verification activity was undertaken by Rex W. Evans (Regional Risk Co-Ordinator). The Shire of Wagin was represented by Donna George (Community Liaison Officer) & Allen Hicks (Works Manager) for the duration of the assessment activity.

This report will be peer reviewed by Jordan Reid (Regional Services Manager) at LGIS.

The assessment was undertaken on the 8th & 9th of May 2024.

Assessment Methodology:

All evidence for this assessment was examined and verified on site through examination of documents, workplace inspections and interviews with representatives from the Shire of Wagin.

The assessment was undertaken based upon the LGIS scoring methodology below.

Findings:	Definitions:
Exemplary	The Shire has sustained performance requirements for the criteria. Strong supporting documentation and other applicable evidence is in place and is updated regularly. Consistent application for the criteria is in place over a considerable period. Some minor problems may occur from time to time
Satisfactory	The Shire satisfies the requirements of the criterion and has not gone significantly beyond it. Evaluation and review processes as part of continuous improvement is evident with strong supporting documentation
Insufficient	Documentation exists however there are gaps in the WHS Management System documentation, their implementation and/or the evidence that shows the criteria has not been met
Ad Hoc	The Shire has not met the criteria due to evidence being sporadic and ad hoc.
Unsatisfactory	The Shire cannot provide any evidence to support compliance with the criteria. No awareness or intention to implement

Limitations:

This assessment was undertaken as part of a WHS compliance check for the shire. It should not be relied upon for any assurance of legislative compliance.

Disclaimer:

This Assessment Report was produced in good faith by LGIS to assist the Shire of Wagin and reflects information that was considered accurate and dependable at the time of its assessment.

Findings & Definition Outcomes:

Category	Findings:	Definition Notes:
Management Commitment.	Insufficient	Whilst there is documented information in place for the Shire, there are sufficient “gaps” that need addressing.
Planning.	Insufficient	There are “gaps” that need addressing, but with teamwork and support all can be fixed.
Consultation and Reporting.	Satisfactory & Insufficient	Whilst there are some satisfactory areas, there are other areas that need to be addressed.
Risk Management.	Satisfactory & Insufficient	Whilst there are some satisfactory areas, there are other areas that need to be addressed.
Training and Supervision.	Mostly Satisfactory, a couple of areas Insufficient	All good in this area, but there are one or two areas that need addressing.
Volunteer Management.	Ad Hoc	Needs reviewing, policies & procedures need to be implemented.
Asbestos Management.	Unsatisfactory	There is nothing in place. No Documented Evidence or Limited.
Contractor Management.	Unsatisfactory	There is nothing in place. No Documented Evidence.
Compliant Playground Inspections.	Unsatisfactory	There is nothing in place. No Documented Evidence.

ASSESSMENT FINDINGS:

1.0 Management Commitment:

Element 1.1 Does the shire have a documented Health and Safety Policy Manual that is reviewed on a regular basis?

Findings: **Insufficient**

Observation: Whilst the Shire of Wagin has a comprehensive Policy Manual in place for its overall structure, the Shire still needs its own specific Work Health & Safety Policy that is aligned to WHS Legislation and is available for all workers to read if so desired.

Element 1.2 Is the Health and Safety Policy available to workers, suppliers, contractors, customers, and visitors to the workplace.

Findings: **Unsatisfactory**

Observation: There is no WHS policy currently drafted that can be made available to any person who may be seeking a copy.

Element 1.3 Does the Shire identify and monitor Health and Safety Legislation, Australian Standards, Codes of Practice and Guidance Notes relevant to its operations.

Findings: **Satisfactory**

Observation: This is ongoing work happening in this area to keep up to date with the latest information in relation to WHS matters.

Element 1.4 Is there a process that makes all parties aware of and accountable for identifying, monitoring, and managing their Health and Safety Risks and Responsibilities within the Shire.

Findings: **Insufficient**

Observation: Unaware of any specific processes in place to address accountable, identifying, monitoring, or managing WHS issues in the shire.

Element 1.5 Does the Shire co-ordinate Health & Safety Management activities.

Findings: **Ad hoc**

Observation: The PCBU (CEO) holds the ultimate authority and responsibility for ensuring that the maintaining and promoting of the Shire's WHS strategies are in place.
Each role within the Shire needs to be identified through a defined Job Position Description that outlines key safety requirements and lines of reporting.

Element 1.6 Financial and Physical Resources are provided for all aspects of Work Health and Safety Risk Management.

Findings: Satisfactory

Observation: This is a budget allocated to Work Health & Safety but what physical resources are available or have been in putted into the WHS risk management program are unknown.

Element 1.7 All workers have sufficient time to complete Health and Safety related tasks.

Findings: Ad hoc

Observation: At this point of time, it is unknown whether workers have sufficient time to complete WHS issues, it needs further investigation/consultation to establish if time allowances are made. (Not Documented)

Element 1.8 Recommendations to improve Health and Safety Risk Management are acted upon.

Findings: Insufficient

Observation: It is not known what suggestions have been made (or if any at all) for recommendations to improve ways of addressing a better Risk Management program for the Shire. (No Documented Evidence)

2.0 Planning:

Element 2.1	Is the Shire's approach to Work Health and Safety Management planned and reviewed in consultation with Senior Management at least annually.
Findings:	Insufficient
Observation:	There are currently weekly management meetings held to discuss any current or outstanding issues that may need addressing. As for an annual WHS management plan for the Shire and the ongoing review of such a plan, needs further consultation with senior management of the shire.
Element 2.2	Does the Shire have specific Work Health and Safety objectives and measurable targets for relevant functions and levels within the workplace.
Findings:	Ad hoc
Observation:	Unknown at this point of time and needs further investigation.
Element 2.3	Does the Shire have arrangements for people with special needs?
Findings:	Satisfactory
Observation:	The Shire does run a program called "Home Care" which caters for people who need help & support. I am assuming any person/s with special needs would be assisted if they attended the Shire Administration Office or any supported programs.
Element 2.4	Does the Shire have suitable arrangements for visitors to the workplace?
Findings:	Satisfactory
Observation:	The arrangements for visitors to the Shire's admin office are most suitable. Since all depot workers are most of the time out on various work sites, the Shire has installed an electronic gate to keep all unauthorised people from entering the depot yard.
Element 2.5	Does the Shire have emergency planning procedures and evacuation plans in place?
Findings:	Insufficient
Observation:	This area needs attention, all Emergency Planning for Facilities need to comply to Australian Standard 3745-2010 and Evacuation Plans to Australia Standard 3745. The Shire does have evacuation plans displaying in various locations, but all of them need reviewing and structured as per the guidelines in the nominated Australian Standards.

Element 2.6 Does the Shire procedures, work instructions and practices reflect current Health and Safety Legislation, Australian Standards, Codes of Practice and Guidance Notes.

Findings: **Insufficient**

Observation: No Documentation ascertain if work has been done in this area.

Element 2.7 All workers have access to current Legislation, Australian Standards, Codes of Practice and Guidance Notes that impact upon their activities.

Findings: **Satisfactory**

Observation: Any shire workers seeking access to any current legislation such as the Act, Regulations (General) Codes of Practice and Guidance Notes will be given direct access how to get a copy electronically.

Element 2.9 Does the Shire and individual workers satisfy legal requirements to undertake specific activities, perform work or operate Vehicle, Equipment and Plant?

Findings: **Satisfactory**

Observation: All necessary training and documentation are provided to Shire workers, so that they can perform any activities or other task in a compliant manner.

3.0 Consultation and Reporting:

Element 3.1	There are agreed procedures for involvement and consultation with workers on Health and Safety issues.
Findings:	Satisfactory
Observation:	<p>Consultation with Shire workers is done through staff meetings. The depot does have limited toolbox meetings, and this is an area where more toolbox meetings should be planned.</p> <p>In moving forward, it would be beneficial if the Shire have a WHS Team that meets quarterly to discuss WHS matters.</p> <p>Need to ascertain if the Shire has an <i>Issue of Resolution Procedure</i> in place and is it current under the WHS legislation.</p>
Element 3.2	Consultative arrangements are communicated to workers and are well understood.
Findings:	Satisfactory
Observation:	<p>The Shire ensures that workers are informed about the consultative arrangements during the current induction process, which is mandatory for new workers under the WHS legislation. <i>(Note: all existing staff/workers should also be Inducted under the new WHS legislation)</i></p> <p>Other consultative arrangements are also communicated to workers through information displayed on staff notice boards and during staff & toolbox meetings.</p> <p>Consultation arrangements are further reinforced by manager/supervisors through daily interactions with workers.</p>
Element 3.3	Workers or their HSR representatives engage in planning processes for the management of Health and Safety risk at the workplace.
Findings:	Insufficient
Observation:	<p>The Shire has No appointed HSR's in place and it has sufficient workers (approx. 40), therefore having several HSR's appointed would be beneficial. Managers/Supervisors need to ensure that everyone involved in the work communicates with each other to identify hazards and risks,</p>
Element 3.4	Workers are consulted regarding proposed changes to the work environment, processes or procedures and purchasing decisions that could affect their Health and Safety.
Findings:	Insufficient
Observation:	<p>The Act under Part 5 (Consultation, Representation and Participation) Sections 46, 47, 48 & 49 cover off in this area and the above processes for the shire workforce should be taken into consideration.</p>

Element 3.5 Workers or their HSR representatives are consulted regarding management of hazards in the workplace.

Findings: **Ad hoc**

Observation: No documentation, procedure or communication processes appear to be in place.

Element 3.6 There are arrangements in place for the acquisition, provision and exchange of health and safety information with external parties, including customers, suppliers, contractors, and relevant public authorities.

Findings: **Unsatisfactory**

Observation: No documentation processes in place to demonstrate the exchange of WHS information has taken place with all external parties.

Element 3.7 Consultative and reporting arrangements are regularly evaluated and modified where required.

Findings: **Insufficient**

Observation: No aware of any arrangements to consult, evaluate or modify reporting arrangements on WHS matters.

4.0 Risk Management:

Element 4.1 Requirements for reducing risks are understood by management and workers.

Findings: **Satisfactory**

Observation: Whilst it is satisfactory, there is more room for improvement through productive training and information being disperse to the workers.

Element 4.2 Work environments are regularly inspected, and hazards are identified.

Findings: **Insufficient**

Observation: This is a lack of worksite inspections being conducted on a regular basis and if any have been done, the action plan to fix issues arising from the inspections is non-exist.

Element 4.3 All work activities that are identified has high-risk construction work have a site-specific SWMS completed for the Task?

Findings: **Insufficient**

Observation: There are No SWMS completed for any site-specific task that have been performed by the shire workers. (This area it totally non-compliant)

Element 4.4	Risk Assessments are undertaken on identified hazards
Findings:	Insufficient
Observation:	Not aware of any Risk Assessments being completed to support identified hazards within the workplace.

Element 4.5	Hazards are prioritised and controlled using the hierarchy of controls and having regard to the identified level of risk.
Findings:	Insufficient
Observation:	No confirmation that the Hierarchy of Control is used within the workplace to address hazards and demonstrate the control measures to offset the risk.

Element 4.6	Are all Hazards/Risks identification and the Control Measures used are monitored or reviewed to make sure that they are effective?
Findings:	Insufficient
Observation:	Limited information available to ascertain whether the above process is in place and being used effectively.

Element 4.7	Are all injuries, accidents or incidents reported and investigated.
Findings:	Satisfactory
Observation:	The reporting process can certainly be structured in a more informative way. No workers have been sufficiently trained to conduct workplace investigations.

Element 4.8	Is there a process in place for identifying and measuring worker fitness for work?
Findings:	Satisfactory
Observation:	More training and education are required in this area for workers.

5.0 Training and Supervision:

Element 5.1	Is an appropriate Induction Program in place for all Workers, Volunteers and Contractors?
Findings:	Insufficient
Observation:	All current or new staff/workers are required to complete the induction under the new WHS Legislation.

Element 5.2	All Management and Supervisory Personnel have received basic training in the WSH Act & Regulations to assist them in their roles and responsibilities within the Shire?
Findings:	Insufficient
Observation:	All managers & supervisors should be encouraged to attend a 2-day workshop structured on the current WHS legislation, so they have a basic insight and understanding of the Act, Regulations (General) and the required Codes of Practice.
Element 5.3	Has the Shire identified the training needs of all workers?
Findings:	Satisfactory
Observation:	Training needs are being identified and there are records of outside workers trained in certain areas.
Element 5.4	Are workers trained when required to perform the task at hand and supervised accordingly?
Findings:	Satisfactory
Observation:	The Works Manager is across the training requirement for his team and makes sure that they trained and supervised accordingly for the tasks they are performing.
Element 5.5	Training is delivered by people with appropriate knowledge skills and experience?
Findings:	Satisfactory
Observation:	All training is delivered by the appropriate people who have the knowledge, skill, and experience to conduct training sessions.
Element 5.6	The training program is evaluated and reviewed to make sure it is meeting the requirements of the workers involved.
Findings:	Satisfactory
Observation:	General feedback is supplied on the training delivered to make all workers were satisfied with the training outcomes.
Element 5.7	Supervision is undertaken by people with appropriate WHS knowledge, skills, and experience.
Findings:	Satisfactory
Observation:	Whilst it is satisfactory, it clearly can be further enhanced by education in understanding the WHS legislation.

6.0 Volunteer Management:

Element 6.1 There are Policies and Procedures in place for managing volunteers.

Findings: **Ad hoc**

Observation: No Documentation in place for managing volunteers.

Element 6.2 Records of volunteer management are retained.

Findings: **Ad hoc**

Observation: No Documentation to demonstrate of any records for volunteer management.

Element 6.3 Volunteers are provided work instructions that reflect current Legislation, Australian Standards, and Codes of Practice.

Findings: **Ad hoc**

Observation: No Documentation to reflect the above question.

Element 6.4 Volunteer Bushfire Brigade members meet the Legislation requirements of being: Active, Inducted, Receive Basic Training & Issued with appropriate PPE?

Findings: **Insufficient**

Observation: This area needs attention. Bushfire Volunteers play a significant role in the Shire's community and region, but they do need to understand and comply with the WHS legislation. The four (4) key factors that need addressing are:

- Confirmed Active member – record to be kept.
 - Inducted under the WHS legislation for LG and recorded.
 - All must have completed the basic training course.
 - Must be supplied with the appropriated PPE and wear accordingly on the fire ground. All PPE supplied to active members must individually be recorded as proof of receiving.
-

Element 6.5 The Shire conducts ongoing training and verification of competency for volunteers and all training is recorded?

Findings: **Insufficient**

Observation: The Shire needs to consider onboarding a CESM role to cater for the bushfire volunteers. This could come under "shared arrangements" with other shires has it is the case now.

Element 6.6 All Equipment & Plant (including PPE) are suitable for the work being conducted. The volunteers are trained accordingly in its use?

Findings: **Ad hoc**

Observation: Not known at this point of time.

Element 6.7 There are arrangements in place for the consultation and communication with volunteers.

Findings: **Insufficient**

Observation: When talking about consultation and communication for the volunteers in the Shire of Wagin, it covers both the BVF and those volunteers who work in the community and all consultation and communication needs to be documented.

Element 6.8 Where appropriate, volunteers engage in the planning and risk assessment of tasks in which they are involved.

Findings: **Ad hoc**

Observation: There is no evidence that volunteers have been engaged in the planning or risk assessment of any tasks.

Element 6.9 There is a process for identifying and managing fatigue in volunteers.

Findings: **Ad hoc**

Observation: Not documentation to ascertain if any procedure is in place to manage fatigue in the volunteer workforce.

7.0 Asbestos Management:

Element 7.1 Does the shire have a current Asbestos Management Plan (AMP)?

Findings: **Unsatisfactory**

Observation: There is No Documentation for the Asbestos Management Program.

Element 7.2 Does the shire have a current Asbestos Register?

Findings: **Unsatisfactory**

Observation: There is No Asbestos Register in place.

Element 7.3 Has an initial Asbestos Risk Assessment Inspection been conducted on all buildings where ACM has been identified?

Findings: **Unsatisfactory**

Observation: No current record of any Shire buildings having an initial up to date compliance site inspection for ACM Risk Assessment.

Element 7.4 Is there an annual ACM program in place to review all ACM building.

Findings: **Unsatisfactory**

Observation: No annual ACM program is structured.

Element 7.5 Have staff/workers been trained in Asbestos Awareness Program?

Findings: **Unsatisfactory**

Observation: All staff/workers need to be trained in the Asbestos Awareness Program for workplaces that have ACM.

8.0 Contractor Management:

Element 8.1 Does the shire have a current Contractor Handbook?

Findings: **Unsatisfactory**

Observation: Currently No Contractor Handbook is used or understood by the Shire.

Element 8.2 Have all Shire contractors gone through a compliant Induction: Part A is the initial Standard Induction & Part B is the Actual Site Induction.

Findings: **Unsatisfactory**

Observation: No Documentation to ascertain if WHS Inductions have taken place for any contractor's used by the Shire of Wagin.

Element 8.3 Is there unmistakable evidence that all required contractor documentation has been sighted and recorded on the shire's system.

Findings: **Unsatisfactory**

Observation: No Documentation to demonstrate recording of any Businesses (ABN, PCBU or contact details) No Accreditation, Licenses, Insurances or Unit of Competencies have been sighted.

Element 8.4 Where contractor work is deemed to be “High Risk” has a SWMS been completed and reviewed by the shire for approval.

Findings: **Unsatisfactory**

Observation: No records of any SWMS being used on high-risk construction work.

9.0 Compliant Playground Inspections:

Element 9.1 Does the shire carry regular operational playground inspections?

Findings: **Unsatisfactory**

Observation: There is a requirement depending on level of usage from the community or traveling holiday makers to perform regular playground operational inspections. This responsibility should come from within the “Parks & Garden” crew has they are maintaining the area.

Element 9.2 Have workers attended the One Day Playground Maintenance Workshop?

Findings: **Insufficient**

Observation: No, but arrangements should be done as soon as possible.

Element 9.3 Is there any record of an annual compliant playground inspections being performed.

Findings: **Unsatisfactory**

Observation: No Documentation to show if annual compliant playground inspections have taken place.

Element 9.4 Is a suitable budget for maintenance and repairs when they occur?

Findings: **Insufficient**

Observation: Not known if there is a budget existing for repairs and maintenance on playgrounds.

Summary:

There are numerous WHS issues that need addressing to bring the Shire to a suitable level of compliance. Some of the key issues that need addressing are:

- Work Health & Safety Policy Manual.
- Work Health & Safety Policy Statement to be displayed.
- Emergency & Evacuation Planning needs totally reviewing.

- The Shire of Wagin has sufficient staffing/workers numbers to have several HSR appointed to assist with WHS matters.
- All staff/workers (Including new) need to be Inducted under the new WHS Legislation which is a mandatory requirement.
- Under Risk Management – a site specific SWMS needs to be completed for all work that is deemed to be “High-Risk” construction work.
- All managers/supervisors should attend a 2-day workshop on the new WHS legislation to gain basic knowledge and understanding of the Act 2020, Regulations (General) 2022 and various Codes of Practice to apply to the workplace.
- In the Volunteer sector, whilst works needs to be done in the “General Volunteer” area, the real issue that needs attention is the Volunteer Bushfire Brigades for the Shire.
- The Asbestos Management program needs a complete review with a planning structure.
- The Shire’s Contractor Management system is non-existent and needs urgent attention.
- The Shire’s playground needs operation inspections regularly depending on a level of usage. There should also be an annual playgrounds compliance inspection.

A lot of the Shires in the Great Southern & South-West regions of WA are now on WHS software platforms, predominately “Skytrust” which provides systems that addresses and maintains all WHS issues/matters on a platform that any personnel can have access too.

There is an initial free Zoom Meeting presentation on the platform with a 3-month trial period available if the Shire wishes to avail themselves of this service.

Under the RRC Regional Service Program, we can provide continuous support and help on all matters pertaining to WHS issues for the Shire of Wagin.

NEXT STEP:

This Desktop Assessment involves the Shire of Wagin developing a WHS Action Plan to address any outcomes assessed as *insufficient*, *ad hoc*, and *unsatisfactory*.

Once the WHS Action Plan is developed, it should ensure that the actions proposed will address the criteria and drive continuous improvement.

LGIS, through the RRC Service Program, is available to provide ongoing assistance during the development of the WHS Action Plan, and thereafter to assist the Shire of Wagin to continuously improve their WHS performance.

Acknowledgement:

LGIS would like to thank the Shire of Wagin for their hospitality during the assessment. This appreciation is extended to all personnel who participated in the activity who made themselves available or prepared and presented documents.

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**8.1.16 DEVELOPMENT APPLICATION – LOT 11871 ON DP201719
LALLA RHOOK, WEDGECARRUP WA 6315 – PROPOSED NEW
TELECOMMUNICATIONS INFRASTRUCTURE (WIRELESS BROADBAND)**

PROPONENT:	CRISP Wireless Pty Ltd
OWNER:	Ian Victor McDougall & Wendy Annette McDougall
LOCATION/ADDRESS:	Lot 11871 on DP201719 Lalla Rhook, Wedgecarrup WA 6315
AUTHOR OF REPORT:	Planning Assistant
SENIOR OFFICER:	Executive Manager Development & Regulatory Services
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A2200
ATTACHMENTS:	Attachments 1 - Development Application (Separate cover)

OFFICER RECOMMENDATION

That Council APPROVES

the development application submitted by CRISP Wireless Pty Ltd on behalf of Ian Victor McDougall & Wendy Annette McDougall (Landowners) to construct new telecommunications infrastructure at Lot 11871 on DP201719 Lalla Rhook, Wedgecarrup subject to compliance with the following conditions and advice notes:

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be commenced within a period of two (2) years from the date of this approval. If the proposed development is not commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. The clearing of any existing native vegetation on the land to accommodate the proposed development is not permitted unless otherwise approved by Council.

5. Safe and convenient vehicle access to the proposed new telecommunications infrastructure on the land shall be provided and maintained for the life of the development to the specifications and satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Manager of Works.

ADVICE NOTES

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner are reminded of their obligation to ensure compliance with the requirements of the Shire of Wagin Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk. It is recommended that a 10m wide fire break be established and maintained around the Telecommunications Infrastructure at all times.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the local government's determination.

BRIEF SUMMARY

This report recommends that a development application submitted by Crisp Wireless Pty Ltd on behalf of Ian Victor & Wendy Annette McDougall (Landowner) to construct new telecommunications infrastructure on Lot 11871 on DP201719 (No address) Lalla Rhook, Wedgecarrup, be approved subject to conditions.

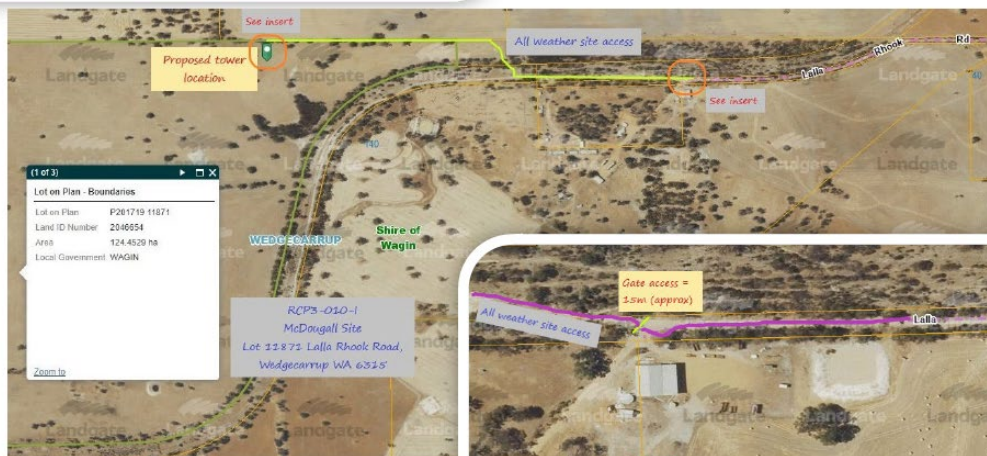
BACKGROUND

Crisp Wireless Pty Ltd have submitted a development application on behalf of Ian & Wendy McDougall (Landowners) and are seeking Council's approval to install a new 30-metre-high telecommunications tower and associated infrastructure to be located in the northern portion of Lot 11871 Lalla Rhook Road, Wedgecarrup to improve wireless broadband coverage throughout the locality.

It is understood from information provided by the applicant that no clearing of any existing native vegetation will be required to accommodate the proposed development and that all access to the proposed new telecommunications infrastructure will be via Lalla Rhook Road and then via an internal all-weather farm access track through the property as shown on the site plan displayed below.



ATTACHMENT 4
SITE PLAN



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

Site Information

Lot 11871 is located approximately 22 kilometres southwest of the Shire of Wagin townsite in the locality of Wedgecarrup and has a total area of 124.4529 hectares. Lot 11871, being part of a multi-lot title, does not have a rural street number.

Lot 11871 is gently sloping, has been extensively cleared throughout, with the exception of a number of small stands of native vegetation that have been retained for land management purposes, and is currently used for broadacre agricultural purposes (i.e. cropping and grazing).

The site does not contain any built-form features such as (dwellings, farm sheds or silos) it incorporates three farm dams associated with farming practices, towards the south portion of the lot is a significant stream (body of water), which is a part of the Upper Blackwood River catchment.

Lot 11871 is not designated as being flood prone or subject to inundation during extreme storm events and does not contain any known buildings or places of European or Aboriginal cultural heritage significance.

However, a significant proportion of the property, including the area where the proposed new telecommunications infrastructure is to be located has been designated and mapped by the Fire and Emergency Services Commissioner of WA as being a bushfire-prone area.

Surrounding Site Features

Adjacent to the lot on the right side is unallocated crown land, while a railway reserve runs along its boundary.

COMMENT

The assessment of the application was conducted in accordance with the statutory requirements outlined in the Shire of Wagin Local Planning Scheme No. 2 (LPS2) and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Additionally, State Planning Policies 2.5 (Rural Planning) and 5.2 (Telecommunications Infrastructure) provided guidance in evaluating the proposal.

Shire of Wagin Local Planning Scheme No.2

The Shire of Wagin Local Planning Scheme 2 (LPS2) defines Telecommunications Infrastructure as:

“Telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network”.

As the site is zoned 'Rural', the use class 'Telecommunications Infrastructure' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on land classified 'Rural' zone which means it is not permitted unless the Council has exercised its discretion and granted development approval.

The proposed development was assessed against the Council's stated objectives for land classified as 'Rural' zone, as outlined below:

- a) *The Rural zone is to be used predominantly for agricultural, single residential and public recreation uses; and*
- b) *Other uses listed in Table 2 may be permitted at the discretion of the local government if they are considered to be an integral part of the rural environment and where the local government is satisfied that they will benefit the community and not result in being a nuisance.*

The proposed development aligns with both above objectives as.

- It will not change the existing or surrounding land uses agricultural practises, as only a minor portion of the sites area will be allocated telecommunications infrastructure, a total of 400 metres of the total 124.4529 hectares of the site.
- The project aims to address critical communication deficiencies in rural and remote areas by providing fixed broadband wireless connection, thereby enhancing connectivity in the region.

State Planning Policy 5.2 - Telecommunications Infrastructure

The proposal has been evaluated against the guidelines outlined in the Western Australian Planning Commission's *State Planning Policy 5.2 - Telecommunications Infrastructure*, this policy is given effect by *Planning and Development Act 2005*. Telecommunications infrastructure should be included as a relevant planning consideration in the preparation and assessment of local planning schemes and local planning policies, structure plans (at the local level) and development applications.

The objectives of this policy are to:

- *Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.*
- *Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure.*
- *Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons.*
- *Promote a consistent approach in the preparation, assessment, and determination of planning decisions for telecommunications infrastructure.*

The proposal aligns with objectives by preserving vegetation, enhancing networks, and locating in a remote, privately owned area. Remote maintenance minimizes site access, reducing traffic and strain on the site.

Furthermore, when considering a development application, Section 6.3: Development applies and states that in considering a development application the local government should consider:

- a) *The extent to which the proposal adheres to the policy measures outlined in Section 5 of this policy:*
- b) *The need for services to be located to optimise coverage; and*
- c) *Documentation to be submitted under Section 6.3.1 of this Policy.*

The applicant has submitted the documentation as required under section 6.3.1 of the Policy. The table below assesses adherence to policy measures outlined in Section 5.

Table 1: Assessment of Proposal Adherence to Policy Measures of Section 5

5.1 Visual impacts	Officer Comments
<p>ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:</p> <ol style="list-style-type: none"> a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites; b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land; c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape; 	<p>The subject site is situated in a remote area currently used for farming practises; the surrounding residential uses are more than 1 kilometre away.</p>

<p>iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:</p> <p>a) The infrastructure has a maximum height of 30 metres from finished ground level;</p> <p>b) The proposal complies with the policy measures outlined in this policy; and</p> <p>c) c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);</p>	<p>Telecommunication Infrastructure is listed as a "D" use, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval</p>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and</p>	<p>The site location is chosen to due lack of existing network coverage</p>
<p>v) Telecommunications infrastructure should be co located and whenever possible:</p> <p>a) Cables and lines should be located within an existing underground conduit or duct; and</p> <p>b) b) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.</p>	<p>The proposal is affixed wireless network comprising a 30m telecommunication tower, together with a container to house communication equipment with solar panels on top for power provision.</p>

In summary, the applicant has fulfilled the recommended considerations outlined in Section 5 and has met the objectives set forth in the policy.

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

In guidance with the *Deemed Provisions, State Planning Policy 3.7: Planning in Bushfire Prone Areas*, and *Guidelines for Planning in Bushfire Prone Areas*. Additional planning and/or building requirements may apply when proposing to construct a residential building, habitable structure, or another "specified building" as defined by the local government in a designated bushfire-prone area.

As mentioned in this report the specific site location is identified as being in a Bush Fire Prone Area by the Fire and Emergency Services Commissioner.

Given its proposed use (not a habitable structure) a BAL (Bushfire Assessment Level) Assessment or Report is not required to be submitted as the proposal should not result in the intensification of land usage. However, it is recommended that the applicant implement a 10-metre-wide Fire Break around the proposed infrastructure to ensure compliance with the Shire of Wagin Annual Fire Management Notice. This can be implemented as an advice note.

Summary Of Findings

Based on the above assessment against the planning framework, it can be concluded that the proposed development of telecommunication infrastructure at Lot 11871 is compliant and/or capable of compliance. Therefore, it is recommended that this application be approved subject to conditions.

CONSULTATION/COMMUNICATION

Consultation has not occurred with adjoining landowners as the nearest dwelling is over 1-2 kilometres away.

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

- State Planning Policy 2.5 - Rural Planning
- State Planning Policy 5.2 - Telecommunications Infrastructure
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will need to be met by the applicant, the planning application fee is determined by the estimated cost of the development. As the proposal is \$50,000 (Shire of Wagin schedule of fees for the 2023-2024 financial year), therefore, the cost of the planning fee is \$147.

STRATEGIC IMPLICATIONS

Shire of Wagin Strategic Community Plan 2018-2028 – The proposal for Lot 1 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development: -
 - *Progression of economic strategies and initiatives; -*
 - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire.*
- Community Services & Social Environment:
 - *Continued support for tourism and related infrastructure development.*
 - *Establish Wi-Fi hotspots.*
- Town and Natural Environment:
 - Continued monitoring and response to environmental issues facing the Shire.

VOTING REQUIREMENTS

Simple Majority

8.1.17 DEVELOPMENT APPLICATION – LOT 12 ON DP233158 MULTI LOT OF NO. 23 JENZ ROAD, WAGIN WA 6315– PROPOSED NEW TELECOMMUNICATIONS INFRASTRUCTURE (WIRELESS BROADBAND)

PROPONENT:	CRISP Wireless Pty Ltd
OWNER:	Gregory Robert Ball
LOCATION/ADDRESS:	Lot 12 on DP233158 Multi Lot of No. 23 Jenz Road, Wagin WA 6315
AUTHOR OF REPORT:	Planning Assistant
SENIOR OFFICER:	Executive Manager of Developmentary & Regulatory Services
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1340
ATTACHMENTS:	Attachments 1 - Development Application and supporting documents (Separate cover)

OFFICER RECOMMENDATION

That Council **APPROVE** the development application submitted by CRISP Wireless Pty Ltd on behalf of Gregory Robert Ball (Landowner) to construct new telecommunications infrastructure at Lot 12 on DP233158, Jenz Road, Wagin subject to compliance with the following conditions and advice notes:

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be commenced within a period of two (2) years from the date of this approval. If the proposed development is not commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. The clearing of any existing native vegetation on the land to accommodate the proposed development is not permitted unless otherwise approved by Council.
5. Safe and convenient vehicle access to the proposed new telecommunications infrastructure on the land shall be provided and maintained for the life of the development to the specifications and

satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Manager of Works.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner are reminded of their obligation to ensure compliance with the requirements of the Shire of Wagin Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk. It is recommended that a 10m wide fire break be established and maintained around the Telecommunications Infrastructure at all times.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the local government's determination.

BRIEF SUMMARY

Council's consideration is requested in regard to the proposed development application submitted by CRISP Wireless Pty Ltd on behalf of Gregory Robert Ball (Landowner) to construct a new telecommunications infrastructure on Lot 12 on DP233158, Jenz Road Wagin.

BACKGROUND/COMMENT

CRISP Wireless Pty Ltd have submitted a development application on behalf of Gregory Robert Ball (Landowners) and are seeking Council's approval to install a new 30-metre-high telecommunications tower and associated infrastructure to be located in the southern portion of Lot 12 on DP233158, Jenz Road to improve wireless broadband coverage throughout the locality.

It is understood from information provided by the applicant that no clearing of any existing native vegetation will be required to accommodate the proposed development and that all.

Access to the proposed new telecommunications infrastructure will be via Jenz Road and then via an internal all-weather farm access track through the property as shown on the provided site plan displayed below.



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

Site Information

Lot 12 is a large parcel of land spanning an approximate total of 72.9244 hectares. As part of a multi-lot title, Lot 12 does not have a rural street address; however, the owners' primary residence is at Lot 113 No. 23 Jenz Road. Lot 12 is located approximately 8 kilometres southeast from the Shire of Wagin Townsite.

The site has been extensively cleared throughout, with the exception of a number of stands of native vegetation that have been retained for land management purposes and is currently used for broadacre agricultural operations (i.e. cropping and grazing). The site does not contain any built form structures.

Lot 12 is not designated as being flood prone or subject to inundation during extreme storm events and does not contain any known buildings or places of European or Aboriginal cultural heritage significance.

However, a significant proportion of the property, including the subject area where the proposed new telecommunications infrastructure is to be located has been designated and mapped by the *Fire and Emergency Services Commissioner* of WA as being a bushfire-prone area.

Surrounding Site Features

Surrounding the site is similar land uses, being large rural lots used for farming practises, located approximately 1.8 kilometres towards southeast of the site is primary residence parent lot of the subject site Allendale Farm at Lot 113 No.23 Jenz Road, Wagin.

Puntapin Rock, an Aboriginal Cultural Heritage site located approximately 1.85 kilometres northwest of the subject lot, is identified with the register ID 35759. The site is listed within the Aboriginal Cultural Heritage (ACH) Register, indicating its significance, it features elements such as burial sites, ritual/ceremonial areas, creation/dreaming narratives, and engravings.

COMMENT

The assessment of the application was conducted in accordance with the statutory requirements outlined in the Shire of Wagin Local Planning Scheme No. 2 (LPS2) and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Additionally, State Planning Policies 2.5 (Rural Planning) and 5.2 (Telecommunications Infrastructure) provided guidance in evaluating the proposal.

Shire of Wagin Local Planning Scheme No.2 (LPS2)

The Shire of Wagin Local Planning Scheme 2 (LPS2) defines Telecommunications Infrastructure as:

“Telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network”.

As the site is zoned 'Rural', the use class 'Telecommunications Infrastructure' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on land classified 'Rural' zone which means it is not permitted unless the Council has exercised its discretion and granted development approval. The proposed development was assessed against the Council's stated objectives for land classified as 'Rural' zone, as outlined below:

- a) The Rural zone is to be used predominantly for agricultural, single residential and public recreation uses; and*
- b) Other uses listed in Table 2 may be permitted at the discretion of the local government if they are considered to be an integral part of the rural environment and where the local government is satisfied that they will benefit the community and not result in being a nuisance.*

The proposed development is in alignment with the rural zone objective outlined above, as;

- It will not change the existing or surrounding land uses agricultural practises, as only a minor portion of the sites area will be allocated telecommunications infrastructure, a total of 400 metres of the total 72.9244 hectares of the site, no land is proposed to be cleared to facilitate the infrastructure.
- The project aims to address critical communication deficiencies in rural and remote areas by providing fixed broadband wireless connection, thereby enhancing connectivity in the region.

State Planning Policy 5.2 - Telecommunications Infrastructure

The proposal has been evaluated against the guidelines outlined in the Western Australian Planning Commission's *State Planning Policy 5.2 - Telecommunications Infrastructure*, which is implemented by the Planning and Development Act 2005 and applies throughout Western Australia in respect to above and below ground telecommunications infrastructure and should be applied for development proposals for telecommunications infrastructure.

The objectives of this policy are to:

- *Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.*
- *Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure.*
- *Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons.*
- *Promote a consistent approach in the preparation, assessment, and determination of planning decisions for telecommunications infrastructure.*

The proposal aligns with objectives by preserving vegetation, enhancing networks, and locating in a remote, privately owned area. Remote maintenance of infrastructure minimizes the need for site access, reducing traffic and strain on the site.

Furthermore, when considering a development application, Section 6.3: Development of SPP 5.2 applies and states that in considering a development application the local government should consider:

- a) The extent to which the proposal adheres to the policy measures outlined in Section 5 of this policy;*
- b) The need for services to be located to optimise coverage; and*
- c) Documentation to be submitted under Section 6.3.1 of this Policy.*

The proposal aligns with the considerations outlined in Section 6.3: Development and has met the submission requirements specified in Section 6.3.1 of the policy. The table below illustrates the extent to which the proposal aligns with the policy measures detailed in Section 5 of the policy.

Table 1: Assessment of Proposal Adherence to Policy Measures of Section 5 of SPP 5.2

5.1 Visual impacts	Officer Comments
<p>i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case-by-case basis;</p> <p>ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:</p> <p>a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;</p> <p>b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;</p> <p>c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and</p> <p>d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;</p>	<p>The subject site is situated in a remote area currently used for farming practises; the surrounding land is the same owner.</p> <p>Is located 1.85 kilometres northwest of the subject lot.</p>
<p>iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:</p> <p>a) The infrastructure has a maximum height of 30 metres from finished ground level;</p> <p>b) The proposal complies with the policy measures outlined in this policy; and</p> <p>c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);</p>	<p>Telecommunication Infrastructure is listed as a "D" use, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.</p>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and</p>	<p>The site location is chosen to due lack of existing network coverage.</p>
<p>v) Telecommunications infrastructure should be co located and whenever possible:</p> <p>a) Cables and lines should be located within an existing underground conduit or duct; and</p> <p>B) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.</p>	<p>The proposal is a fixed wireless network comprising a 30m telecommunication tower, together with a container to house communication equipment with solar panels on top for power provision.</p>

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

As mentioned previously, the subject site falls within a bushfire prone area. The specific site location is identified as being in a Bush Fire Prone Area by the *Fire and Emergency Services Commissioner*.

In guidance with the *Deemed Provisions, State Planning Policy 3.7: Planning in Bushfire Prone Areas*, and *Guidelines for Planning in Bushfire Prone Areas*. Additional planning and/or building requirements may apply when proposing to construct a residential building, habitable structure, or another "specified building" as defined by the local government in a designated bushfire-prone area.

Given its proposed use, that not being a habitable structure, or a "specified structure" listed by the local government a BAL (Bushfire Assessment Level) Assessment or Report is not required as the proposal should not result in the intensification of land usage. Although not required, it is recommended that the applicant implement a 10-metre-wide Fire Break around the proposed infrastructure to ensure compliance with the Shire of Wagin Annual Fire Management Notice included as an advice note.

Summary of findings

After thorough examination and evaluation against the relevant planning framework, including LPS2, deemed provisions, and considering its discretionary nature and alignment with state planning policies and guidelines, the planning approval is considered compliant and capable of adhering to the current planning standards. Consequently, it is recommended that this application be approved subject to conditions.

CONSULTATION/COMMUNICATION

Consultation has not occurred with adjoining landowners as the nearest dwelling is over 1-2 kilometres away.

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

- State Planning Policy 2.5 - Rural Planning
- State Planning Policy 5.2 - Telecommunications Infrastructure
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will need to be met by the applicant, the planning application fee is determined by the estimated cost of the development. As the proposal is \$50,000 (Shire of Wagin schedule of fees for the 2023-2024 financial year), therefore, the cost of the planning fee is \$147.

STRATEGIC IMPLICATIONS

Shire of Wagin Strategic Community Plan 2018-2028 – The proposal for Lot 12 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development: -
 - *Progression of economic strategies and initiatives; -*
 - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire.*
- Community Services & Social Environment:
 - *Continued support for tourism and related infrastructure development.*
 - *Establish Wi-Fi hotspots.*
- Town and Natural Environment:
 - Continued monitoring and response to environmental issues facing the Shire.

VOTING REQUIREMENTS

Simple Majority

8.1.18 DEVELOPMENT APPLICATION – LOT. 1 ON DIAGRAM 8894 BEAUFORT ROAD, WEDGE CARRUP 6315– PROPOSED NEW TELECOMMUNICATIONS INFRASTRUCTURE (WIRELESS BROADBAND)

PROPONENT:	CRISP Wireless Pty Ltd
OWNER:	PB Rex Holdings Pty (Directors: Robert Barnard Rex & Caroline Janice Rex)
LOCATION/ADDRESS:	Lot. 1 on Diagram 8894 Beaufort Road, Wedgecarrup 6315
AUTHOR OF REPORT:	Planning Assistant
SENIOR OFFICER:	Executive Manager Development & Regulatory Services
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1404
ATTACHMENTS:	Attachments 1 - Development Application and supporting documents (Separate cover)

OFFICER RECOMMENDATION

That Council **APPROVES** the development application submitted by CRISP Wireless Pty Ltd on behalf of PB Rex Holdings Pty (Directors: Robert Barnard Rex & Caroline Janice Rex) (Landowners) to construct new telecommunications infrastructure at Lot 1 Beaufort Road, Wedgecarrup subject to compliance with the following conditions and advice notes:

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be commenced within a period of two (2) years from the date of this approval. If the proposed development is not commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. The clearing of any existing native vegetation on the land to accommodate the proposed development is not permitted unless otherwise approved by Council.

5. Safe and convenient vehicle access to the proposed new telecommunications infrastructure on the land shall be provided and maintained for the life of the development to the specifications and satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Manager of Works.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner are reminded of their obligation to ensure compliance with the requirements of the Shire of Wagin Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk. It is recommended that a 10m wide fire break be established and maintained around the Telecommunications Infrastructure at all times.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the local government's determination.

BRIEF SUMMARY

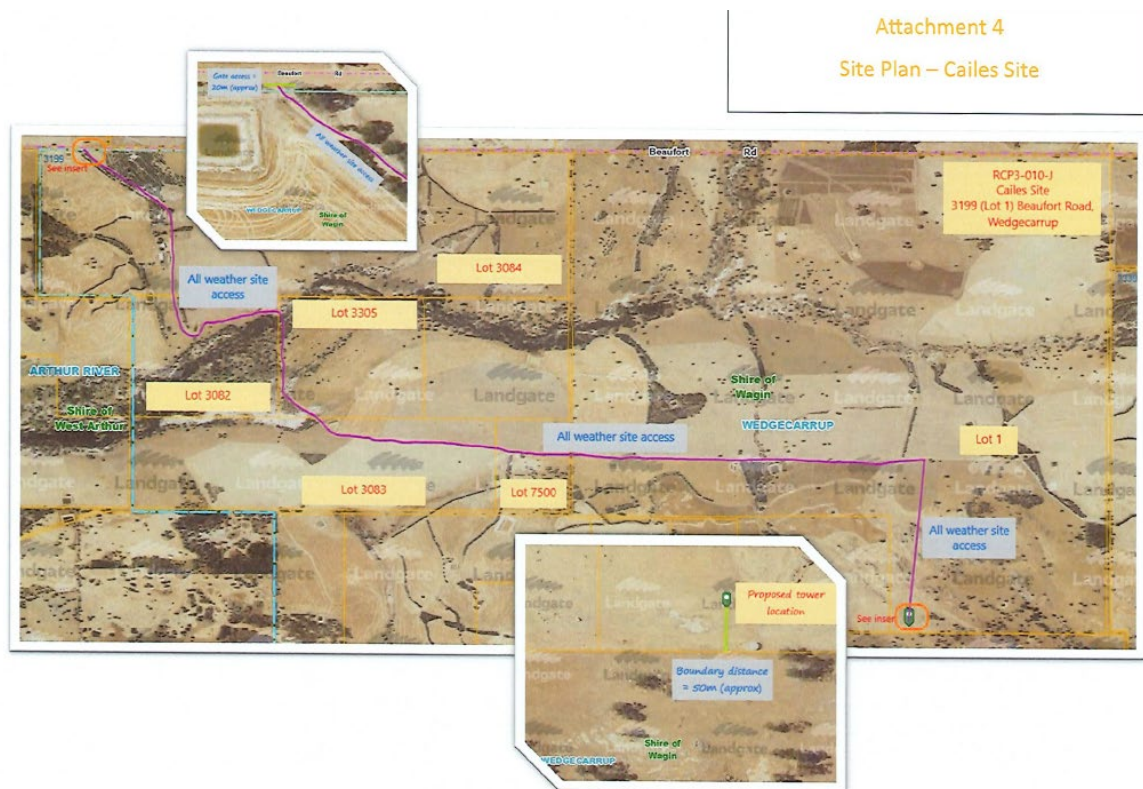
Council's consideration is requested in regard to the proposed development application submitted by CRISP Wireless Pty Ltd on behalf of PB Rex Holdings Pty Ltd (Landowner) to construct a new telecommunications infrastructure on Lot 1 on Diagram 8894 Beaufort Road, Wedgecarrup (locality).

BACKGROUND

CRISP Wireless Pty Ltd have submitted a development application on behalf of PB Rex Holdings (Landowners) and are seeking Council's approval to install a new 30-metre-high telecommunications tower and associated infrastructure to be located in the southern portion of Lot 1 on Diagram 8894 Beaufort Road, Wedgecarrup, to improve wireless broadband coverage throughout the locality.

It is understood from information provided by the applicant that no clearing of any existing native vegetation will be required to accommodate the proposed development and that all

access to the proposed new telecommunications infrastructure will be via Beaufort Road and then via an internal all-weather farm access track through the property as shown on the site plan displayed below.



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

Site Information

Lot 1, a large parcel of land spanning approximately 804.5764 hectares, is situated approximately 30 kilometres southwest of the Shire of Wagin townsite in the locality of Wedgecarrup. As part of a multi-lot title, Lot 1 does not have an address; however, the owners' primary residence is at No. 3199 Beaufort Road, adjoining the subject site.

The site has been extensively cleared throughout, with the exception of a number of strands of native vegetation that have been retained for land management purposes and is currently used for broadacre agricultural purposes (i.e. cropping and grazing). The site incorporates several farm dams and small built form structures located across the site associated with existing farming operations. The subject site contains a hydro linear body of water towards the northwestern portion, of the lot.

Lot 1 is not designated as being flood prone or subject to inundation during extreme storm events and does not contain any known buildings or places of European or Aboriginal cultural heritage significance.

However, a significant proportion of the property, including the area where the proposed new telecommunications infrastructure is to be located has been designated and mapped by the Fire and Emergency Services Commissioner of WA as being a bushfire-prone area.

Surrounding Site Features

Beaufort Road borders the northern portion of the site's boundary, while gazetted road reserves are situated along the eastern and western boundaries of the site.

A residential dwelling owned by the landowners is situated west of the site, with an additional residence located in adjoining Lot No. 2339 to the east. Both dwellings are located over 1 kilometre away from the proposed development site.

COMMENT

ASSESSMENT

The assessment of the application was conducted in accordance with the statutory requirements outlined in the Shire of Wagin Local Planning Scheme No. 2 (LPS2) and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Additionally, State Planning Policies 2.5 (Rural Planning) and 5.2 (Telecommunications Infrastructure) provided guidance in evaluating the proposal.

Shire of Wagin Local Planning Scheme No.2

The Shire of Wagin Local Planning Scheme 2 (LPS2) defines Telecommunications Infrastructure as:

“Telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network”.

As the site is zoned 'Rural', the use class 'Telecommunications Infrastructure' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on land classified 'Rural' zone which means it is not permitted unless the Council has exercised its discretion and granted development approval.

The proposed development was assessed against the Council's stated objectives for land classified as 'Rural' zone, as outlined below:

- a) The Rural zone is to be used predominantly for agricultural, single residential and public recreation uses; and*
- b) Other uses listed in Table 2 may be permitted at the discretion of the local government if they are considered to be an integral part of the rural environment and where the local government is satisfied that they will benefit the community and not result in being a nuisance.*

The proposed development aligns with both above objectives as.

- It will not change the existing or surrounding land uses agricultural practises, as only a minor portion of the sites area will be allocated telecommunications infrastructure, a total of 400 metres of the total 804.5764 hectares of the site.
- The project aims to address critical communication deficiencies in rural and remote areas by providing fixed broadband wireless connection, thereby enhancing connectivity in the region.

State Planning Policy 5.2 - Telecommunications Infrastructure

The proposal has been evaluated against the guidelines outlined in the Western Australian Planning Commission's *State Planning Policy 5.2 - Telecommunications Infrastructure*, this policy is given effect by *Planning and Development Act 2005*. Telecommunications infrastructure should be included as a relevant planning consideration in the preparation and assessment of local planning schemes and local planning policies, structure plans (at the local level) and development applications.

The objectives of this policy are to:

- *Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.*
- *Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure.*
- *Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons.*
- *Promote a consistent approach in the preparation, assessment, and determination of planning decisions for telecommunications infrastructure.*

The proposal aligns with objectives by preserving vegetation, enhancing networks, and locating in a remote, privately owned area. Remote maintenance minimizes site access, reducing traffic and strain on the site.

Furthermore, when considering a development application, Section 6.3: Development applies and states that in considering a development application the local government should consider:

- a) *The extent to which the proposal adheres to the policy measures outlined in Section 5 of this policy:*
- b) *The need for services to be located to optimise coverage; and*
- c) *Documentation to be submitted under Section 6.3.1 of this Policy.*

The applicant has submitted the documentation as required under section 6.3.1 of the Policy. The table below assesses adherence to policy measures outlined in Section 5.

Table 1: Assessment of Proposal Adherence to Policy Measures of Section 5

5.1 Visual impacts	Officer Comments
ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible: be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites; be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land; not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;	The subject site is situated in a remote area currently used for farming practises; the surrounding residential uses are more than 1 kilometre away.

<p>iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:</p> <p>The infrastructure has a maximum height of 30 metres from finished ground level;</p> <p>The proposal complies with the policy measures outlined in this policy; and</p> <p>c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);</p>	<p>Telecommunication Infrastructure is listed as a "D" use, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval</p>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and</p>	<p>The site location is chosen to due lack of existing network coverage</p>
<p>v) Telecommunications infrastructure should be co located and whenever possible:</p> <p>Cables and lines should be located within an existing underground conduit or duct; and</p> <p>b) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.</p>	<p>The proposal is a fixed wireless network comprising a 30m telecommunication tower, together with a container to house communication equipment with solar panels on top for power provision.</p>

In summary, the applicant has fulfilled the recommended considerations outlined in Section 5 and has met the objectives set forth in the policy.

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

In guidance with the *Deemed Provisions, State Planning Policy 3.7: Planning in Bushfire Prone Areas*, and *Guidelines for Planning in Bushfire Prone Areas*. Additional planning and/or building requirements may apply when proposing to construct a residential building, habitable structure, or another "specified building" as defined by the local government in a designated bushfire-prone area.

As mentioned in this report the specific site location is identified as being in a Bush Fire Prone Area by the Fire and Emergency Services Commissioner.

Given its proposed use (not a habitable structure) a BAL (Bushfire Assessment Level) Assessment or Report is not required to be submitted as the proposal should not result in the intensification of land usage. However, it is recommended that the applicant implement a 10-metre-wide Fire Break around the proposed infrastructure to ensure

compliance with the Shire of Wagin Annual Fire Management Notice. This can be implemented as an advice note.

Summary Of Findings

Based on the above assessment against the planning framework, it can be concluded that the proposed development of telecommunication infrastructure at Lot 1 is compliant and/or capable of compliance. Therefore, it is recommended that this application be approved subject to conditions.

CONSULTATION/COMMUNICATION

Consultation has not occurred with adjoining landowners as the nearest dwelling is over 1-2 kilometres away.

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

- State Planning Policy 2.5 - Rural Planning
- State Planning Policy 5.2 - Telecommunications Infrastructure
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will need to be met by the applicant, the planning application fee is determined by the estimated cost of the development. As the proposal is \$50,000 (Shire of Wagin schedule of fees for the 2023-2024 financial year), therefore, the cost of the planning fee is \$147.

STRATEGIC IMPLICATIONS

Shire of Wagin Strategic Community Plan 2018-2028 – The proposal for Lot 1 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development: -
 - *Progression of economic strategies and initiatives; -*
 - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire.*
- Community Services & Social Environment:
 - *Continued support for tourism and related infrastructure development.*
 - *Establish Wi-Fi hotspots.*
- Town and Natural Environment:
 - Continued monitoring and response to environmental issues facing the Shire.

VOTING REQUIREMENTS

Simple Majority

8.1.19 DEVELOPMENT APPLICATION – MULTI- LOT, LOT 5815 ON DP233486, NIPPERING SITE – PROPOSED NEW TELECOMMUNICATIONS INFRASTRUCTURE (WIRELESS BROADBAND)

PROPONENT:	CRISP Wireless Pty Ltd
OWNER:	Karen Ward
LOCATION/ADDRESS:	No Address Multi- Lot Lot 5815 on DP233486, Nippering Site.
AUTHOR OF REPORT:	Planning Assistant
SENIOR OFFICER:	Executive Manager Development & Regulatory Services
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A2258
ATTACHMENTS:	Attachments 1 Development Application and supporting documents (Separate cover)

OFFICER RECOMMENDATION

That Council **APPROVES** the development application submitted by CRISP Wireless Pty Ltd on behalf of Karen Ward (Landowner) to construct new telecommunications infrastructure at Lot 5815 on DP233486, Nippering Site subject to compliance with the following conditions and advice notes:

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be commenced within a period of two (2) years from the date of this approval. If the proposed development is not commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. The clearing of any existing native vegetation on the land to accommodate the proposed development is not permitted unless otherwise approved by Council.
5. Safe and convenient vehicle access to the proposed new telecommunications infrastructure on the land shall be provided and maintained for the life of the development to the specifications and

satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Manager of Works.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner are reminded of their obligation to ensure compliance with the requirements of the Shire of Wagin Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk. It is recommended that a 10m wide fire break be established and maintained around the Telecommunications Infrastructure at all times.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the local government's determination.

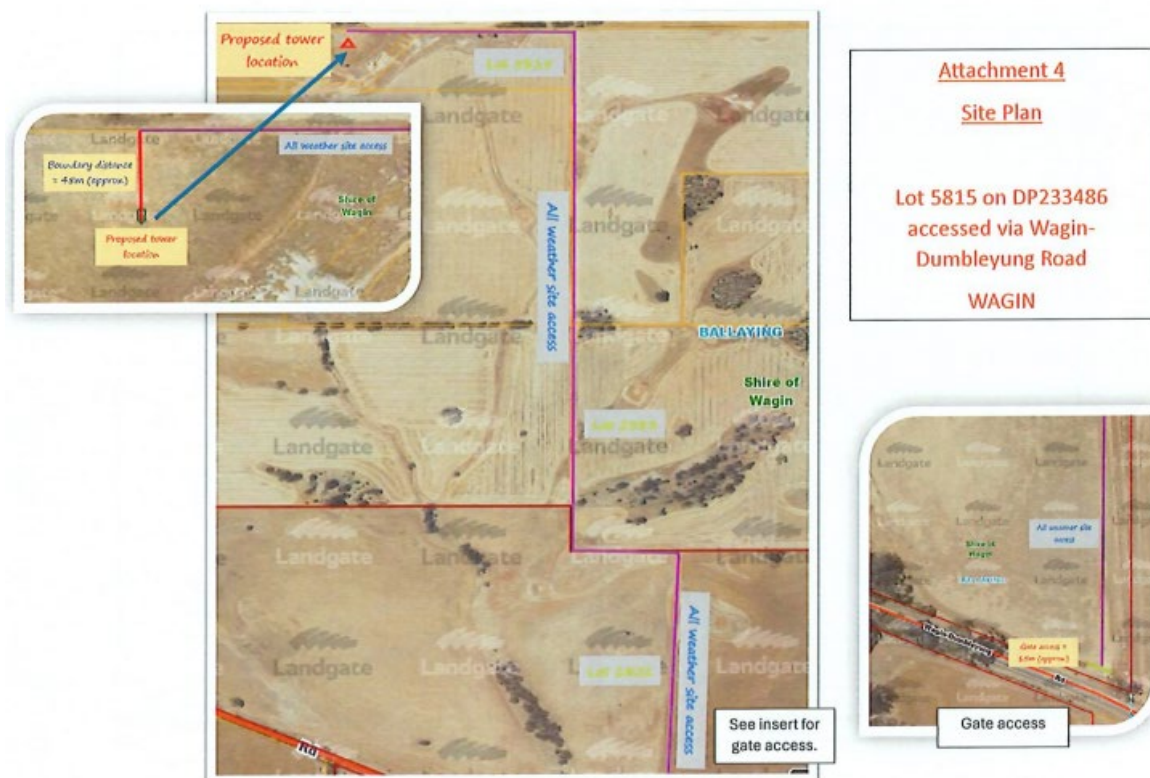
BRIEF SUMMARY

Council's consideration is requested in regards to the proposed development application submitted by CRISP Wireless Pty Ltd on behalf of Karen Ward (Landowner) to construct new telecommunications infrastructure on Lot 5815 on DP233486, Nippering Site.

BACKGROUND/COMMENT

CRISP Wireless Pty Ltd have submitted a development application on behalf of Karen Ward (Landowner) and are seeking Council's approval to install a new 30-metre-high telecommunications tower and associated infrastructure to be located in the northern portion of Lot 5815 on DP233486, (no address) to improve wireless broadband coverage throughout the locality.

It is understood from the information provided by the applicant that no clearing of the existing remnant vegetation will be required to accommodate for the proposed development and that all access to the proposed new telecommunications infrastructure will be via Wagin-Dumbleyung Road then via an internal all-weather farm access track through the property as shown on the site plan displayed below. A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 1.



Site Features

Lot 5815 is a large parcel of land spanning an approximate total of 40.5663 hectares. As part of a multi-lot title Lot 5815 does not have an address.

Lot 5815 is located approximately 28 kilometres east of the Shire of Wagin Townsite in the locality of Ballaying, the property encompasses a single lot despite the presence of a gazetted road reserve intersecting it, visually suggesting two separate lots. Located on Lots 8066 and 4754, adjacent to the subject lot, is 'Ward Hill,' a privately owned geographic point of interest belonging to the same landowner.

Lot 5815 exhibits a gentle slope and has undergone extensive clearing, with the retention of pockets of remnant vegetation due to land management practices. It is currently utilized for broadacre agricultural purposes (i.e. cropping and grazing). The site contains a farm dam associated with farming operations but does not contain any built-form features such as dwellings, farm sheds or silos.

Lot 5815 is not designated as being flood prone or subject to inundation during extreme storm events and does not contain any known buildings or places of European or Aboriginal cultural heritage significance.

However, a significant proportion of the property, including the subject area where the proposed new telecommunications infrastructure is to be located has been designated and mapped by the *Fire and Emergency Services Commissioner* of WA as being a bushfire-prone area.

Surrounding Features

Located on Lots 8066 and 4754, adjacent to the subject lot, is 'Ward Hill,' a privately owned geographic point of interest belonging to the same landowner.

Neighbouring dwellings are situated approximately more than 1-2 kilometres from the subject site, and approximately 3 kilometres south from the site is the Nippering Townsite, which is in the Shire of Dumbleyung.

COMMENT

The assessment of the application was conducted in accordance with the statutory requirements outlined in the Shire of Wagin Local Planning Scheme No. 2 (LPS2) and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Additionally, State Planning Policies 2.5 (Rural Planning) and 5.2 (Telecommunications Infrastructure) provided guidance in evaluating the proposal.

Shire of Wagin Local Planning Scheme No.2 (LPS2)

The Shire of Wagin Local Planning Scheme 2 (LPS2) defines Telecommunications Infrastructure as:

“Telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network”.

As the site is zoned 'Rural', the use class 'Telecommunications Infrastructure' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on land classified 'Rural' zone which means it is not permitted unless the Council has exercised its discretion and granted development approval. The proposed development was assessed against the Council's stated objectives for land classified as 'Rural' zone, as outlined below:

- a) *The Rural zone is to be used predominantly for agricultural, single residential and public recreation uses; and*
- b) *Other uses listed in Table 2 may be permitted at the discretion of the local government if they are considered to be an integral part of the rural environment and where the local government is satisfied that they will benefit the community and not result in being a nuisance.*

The proposed development is in alignment with the rural zone objective outlined above, as;

- It will not change the existing or surrounding land uses agricultural practises, as only a minor portion of the sites area will be allocated telecommunications infrastructure, a total of 400 metres of the total 40.5663 hectares of the site, no land is proposed to be cleared to facilitate the infrastructure.
- The project aims to address critical communication deficiencies in rural and remote areas by providing fixed broadband wireless connection, thereby enhancing connectivity in the region.

State Planning Policy 5.2 - Telecommunications Infrastructure

The proposal has been evaluated against the guidelines outlined in the Western Australian Planning Commission's *State Planning Policy 5.2 - Telecommunications Infrastructure*, which is implemented by the Planning and Development Act 2005 and applies throughout Western Australia in respect to above and below ground telecommunications infrastructure and should be applied for development proposals for telecommunications infrastructure.

The objectives of this policy are to:

- *Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.*
- *Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure.*
- *Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons.*
- *Promote a consistent approach in the preparation, assessment, and determination of planning decisions for telecommunications infrastructure.*

The proposal aligns with objectives by preserving vegetation, enhancing networks, and locating in a remote, privately owned area. Remote maintenance of infrastructure minimizes the need for site access, reducing traffic and strain on the site.

Furthermore, when considering a development application, Section 6.3: Development of SPP 5.2 applies and states that in considering a development application the local government should consider:

- a) The extent to which the proposal adheres to the policy measures outlined in Section 5 of this policy;*
- b) The need for services to be located to optimise coverage; and*
- c) Documentation to be submitted under Section 6.3.1 of this Policy.*

The proposal aligns with the considerations outlined in Section 6.3: Development and has met the submission requirements specified in Section 6.3.1 of the policy. The table below illustrates the extent to which the proposal aligns with the policy measures detailed in Section 5 of the policy.

Table 1: Assessment of Proposal Adherence to Policy Measures of Section 5 of SPP 5.2

5.1 Visual impacts	Officer Comments
<p>i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case-by-case basis;</p> <p>ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible:</p> <p>a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;</p> <p>b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land;</p> <p>c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and</p> <p>d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;</p>	<p>The subject site is situated in a remote area currently used for farming practises; the surrounding land is the same owner.</p> <p>Situated more than 3 kilometres from a nearest townsite (Nippering).</p>
<p>iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:</p> <p>a) The infrastructure has a maximum height of 30 metres from finished ground level;</p> <p>b) The proposal complies with the policy measures outlined in this policy; and</p> <p>c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);</p>	<p>Telecommunication Infrastructure is listed as a "D" use, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval</p>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and</p>	<p>The site location is chosen to due lack of existing network coverage.</p>
<p>v) Telecommunications infrastructure should be co located and whenever possible:</p> <p>a) Cables and lines should be located within an existing underground conduit or duct; and</p> <p>B) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.</p>	<p>The proposal is a fixed wireless network comprising a 30m telecommunication tower, together with a container to house communication equipment with solar panels on top for power provision.</p>

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

As mentioned previously, the subject site falls within a bushfire prone area. The specific site location is identified as being in a Bush Fire Prone Area by the *Fire and Emergency Services Commissioner*.

In guidance with the *Deemed Provisions, State Planning Policy 3.7: Planning in Bushfire Prone Areas*, and *Guidelines for Planning in Bushfire Prone Areas*. Additional planning and/or building requirements may apply when proposing to construct a residential building, habitable structure, or another "specified building" as defined by the local government in a designated bushfire-prone area.

Given its proposed use, that not being a habitable structure, or a "specified structure" listed by the local government a BAL (Bushfire Assessment Level) Assessment or Report is not required as the proposal should not result in the intensification of land usage. Although not required, it is recommended that the applicant implement a 10-metre-wide Fire Break around the proposed infrastructure to ensure compliance with the Shire of Wagin Annual Fire Management Notice.

Summary of findings

After thorough examination and evaluation against the relevant planning framework, including LPS2, deemed provisions, and considering its discretionary nature and alignment with state planning policies and guidelines, the planning approval is considered compliant and capable of adhering to the current planning standards. Consequently, it is recommended that this application be approved subject to conditions.

CONSULTATION/COMMUNICATION

Consultation has not occurred with adjoining landowners as the nearest dwelling is over 1-2 kilometres away.

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

- State Planning Policy 2.5 - Rural Planning
- State Planning Policy 5.2 - Telecommunications Infrastructure
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will need to be met by the applicant, the planning application fee is determined by the estimated cost of the development. As the proposal is \$50,000 (Shire of Wagin schedule of fees for the 2023-2024 financial year), therefore, the cost of the planning fee is \$147.

STRATEGIC IMPLICATIONS

Shire of Wagin Strategic Community Plan 2018-2028 – The proposal for Lot 5815 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development: -
 - *Progression of economic strategies and initiatives; -*
 - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire.*
- Community Services & Social Environment:
 - *Continued support for tourism and related infrastructure development.*
 - *Establish Wi-Fi hotspots.*
- Town and Natural Environment:
 - Continued monitoring and response to environmental issues facing the Shire.

VOTING REQUIREMENTS

Simple Majority

8.1.20 DEVELOPMENT APPLICATION – 106 PIESSE ROAD, PIESSEVILLE WA 6315 – PROPOSED NEW TELECOMMUNICATIONS INFRASTRUCTURE (WIRELESS BROADBAND)

PROPONENT:	CRISP Wireless Pty Ltd
OWNER:	Naomi Michelle Ward, Jay Peter Ward & Zac Colin Ward (transfer is currently in progress from Naomi Michelle Ward and Glen Robert Ward – deceased)
LOCATION/ADDRESS:	106 Piesse Road, Piesseville WA 6315
AUTHOR OF REPORT:	Planning Assistant
SENIOR OFFICER:	Executive Manager Development & Regulatory Services
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1223
ATTACHMENTS:	Attachments 1 - Development Application (Separate cover)

OFFICER RECOMMENDATION

That Council **APPROVES** that the development application submitted by CRISP Wireless Pty Ltd on behalf of Naomi Michelle Ward, Jay Peter Ward & Zac Colin Ward (Landowners) to construct new telecommunications infrastructure at Lot 11390 (Rural Number 106) Piesse Road, Piesseville subject to compliance with the following conditions and advice notes:

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be commenced within a period of two (2) years from the date of this approval. If the proposed development is not commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. The clearing of any existing native vegetation on the land to accommodate the proposed development is not permitted unless otherwise approved by Council.

5. Safe and convenient vehicle access to the proposed new telecommunications infrastructure on the land shall be provided and maintained for the life of the development to the specifications and satisfaction of the Shire's Chief Executive Officer in consultation with the Shire's Manager of Works.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner are reminded of their obligation to ensure compliance with the requirements of the Shire of Wagin Annual Fire Management Notice as it applies specifically to all rural land in the Shire to help guard against any potential bushfire risk. It is recommended that a 10m wide fire break be established and maintained around the Telecommunications Infrastructure at all times.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
5. If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the local government's determination.

BRIEF SUMMARY

Council's consideration is requested in regard to the proposed development application submitted by CRISP Wireless Pty Ltd on behalf of Naomi Michelle Ward, Jay Peter Ward & Zac Colin Ward (transfer is currently in progress from Naomi Michelle Ward and Glen Robert Ward – deceased) (Landowners) to construct a new telecommunications infrastructure on Lot 11390 No. 106 Piesse Road, Piesseville.

BACKGROUND/COMMENT

CRISP Wireless Pty Ltd have submitted a development application on behalf of the landowners and are seeking Council's approval to install a new 30-metre-high telecommunications tower and associated infrastructure to be located in the southern portion of Lot 11390 No.106 Piesse Road, Piesseville to improve wireless broadband coverage throughout the locality.

It is understood from information provided by the applicant that no clearing of any existing native vegetation will be required to accommodate the proposed development and that all access to the proposed new telecommunications infrastructure will be via Piesse Road and then via an internal all-weather farm access track through the property as shown on the site plan displayed below.

ATTACHMENT 4: SITE PLAN



RCP3-010-M

JALORAN SITE

106 PIESSE ROAD, PIESSEVILLE WA 6315

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

Site Details

Lot 11390 No.106 Piesse Road, Piesseville, is a large parcel of land spanning approximately 204.1022 hectares, is situated approximately 30 kilometres southwest of the Shire of Wagin Townsite in the locality of Piesseville.

The site has been extensively cleared throughout, with the exception of a number of stands of native vegetation that have been retained for land management purposes and is currently used for broadacre agricultural purposes (i.e. cropping and grazing).

The site features an identified geographic feature, Condining Hill, as well as a primary residence inhabited by the landowners and several small built structures associated with farming operations.

Lot 11390 is not designated as being flood prone or subject to inundation during extreme storm events and does not contain any known buildings or places of European or Aboriginal cultural heritage significance. A significant proportion of the property, including the area where the proposed new telecommunications infrastructure is to be located has been designated by the Fire and Emergency Services Commissioner of WA as being a bushfire-prone area.

Surrounding Site Features/Land Uses

The site is bordered by closed road reserves and a gazetted public road. Another public road/rail reserve lies to the east, while Piesse Road adjoins it to the west, with Condining Road further west, leading onto Great Southern Highway. Neighbouring dwellings are located over 2 kilometres away from the site.

COMMENT

ASSESSMENT

The assessment of the application was conducted in accordance with the statutory requirements outlined in the Shire of Wagin Local Planning Scheme No. 2 (LPS2) and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Additionally, State Planning Policies 2.5 (Rural Planning) and 5.2 (Telecommunications Infrastructure) provided guidance in evaluating the proposal.

Shire of Wagin Local Planning Scheme No.2

The Shire of Wagin Local Planning Scheme 2 (LPS2) defines Telecommunications Infrastructure as:

“Telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network”.

As the site is zoned 'Rural', the use class 'Telecommunications Infrastructure' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on any land classified 'Rural' zone which means it is not permitted unless the Council has exercised its discretion and granted development approval.

As the site is zoned 'Rural', the use class 'Telecommunications Infrastructure' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on any land classified 'Rural' zone which means it is not permitted unless the Council has exercised its discretion and granted development approval. The proposed development was assessed against the Council's stated objectives for land classified as 'Rural' zone, as outlined below:

- a) *The Rural zone is to be used predominantly for agricultural, single residential and public recreation uses; and*
- b) *Other uses listed in Table 2 may be permitted at the discretion of the local government if they are considered to be an integral part of the rural environment and where the local government is satisfied that they will benefit the community and not result in being a nuisance.*

The proposed development is in alignment with the rural zone objective outlined above, as;

- It will not change the existing or surrounding land uses agricultural practises, as only a minor portion of the sites area will be allocated telecommunications infrastructure, a total of 400 metres of the total 204.1022 hectares of the site, no land is proposed to be cleared to facilitate the infrastructure.
- The project aims to address critical communication deficiencies in rural and remote areas by providing fixed broadband wireless connection, thereby enhancing connectivity in the region.

State Planning Policy 5.2 - Telecommunications Infrastructure

The proposal has been evaluated against the guidelines outlined in the Western Australian Planning Commission's *State Planning Policy 5.2 - Telecommunications Infrastructure*, which is implemented by the Planning and Development Act 2005 and applies throughout Western Australia in respect to above and below ground telecommunications infrastructure and should be applied for development proposals for telecommunications infrastructure.

The objectives of this policy are to:

- *Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.*
- *Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure.*
- *Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons.*
- *Promote a consistent approach in the preparation, assessment, and determination of planning decisions for telecommunications infrastructure.*

Furthermore, when considering a development application, Section 6.3: Development of SPP 5.2 applies and states that in considering a development application the local government should consider:

- a) *The extent to which the proposal adheres to the policy measures outlined in Section 5 of this policy;*
- b) *The need for services to be located to optimise coverage; and*
- c) *Documentation to be submitted under Section 6.3.1 of this Policy.*

The proposal aligns with the considerations outlined in Section 6.3: Development and has met the submission requirements specified in Section 6.3.1 of the policy. The table below illustrates the extent to which the proposal aligns with the policy measures detailed in Section 5 of the policy.

Table 1: Assessment of Proposal Adherence to Policy Measures of Section 5 of SPP 5.2	
5.1 Visual impacts	Officer Comments
i) Assessment of the visual impact of development proposals for telecommunications infrastructure should be made on a case-by-case basis; ii) Telecommunications infrastructure should be sited and designed to minimise visual impact and whenever possible: a) be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites; b) be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land; c) not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised and d) display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;	<p>The subject site is situated in a remote area currently used for farming practises.</p> <p>Subject infrastructure is located approximately 500 metres from the landowner's residence at 106 Piesse Road.</p>

<p>iii) In addition to the existing exemptions under the Telecommunication Act, local governments should consider exempting telecommunications infrastructure from the requirement for development approval where:</p> <p>a) The infrastructure has a maximum height of 30 metres from finished ground level;</p> <p>b) The proposal complies with the policy measures outlined in this policy; and</p> <p>c) The proponent has undertaken notification of the proposal in a similar manner to 'low impact facilities' as defined and set out in the Mobile Phone Base Station Deployment Industry Code (C564:2011);</p>	<p>Telecommunication Infrastructure is listed as a "D" use, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval</p>
<p>iv) Telecommunications infrastructure should be located where it will facilitate continuous network coverage and/or improved telecommunications services to the community; and</p>	<p>The site location is chosen to due lack of existing network coverage.</p>
<p>v) Telecommunications infrastructure should be co located and whenever possible:</p> <p>a) Cables and lines should be located within an existing underground conduit or duct; and</p> <p>B) Overhead lines and towers should be co-located with existing infrastructure and/or within existing infrastructure corridors and/or mounted on existing or proposed buildings.</p>	<p>The proposal is a fixed wireless network comprising a 30m telecommunication tower, together with a container to house communication equipment with solar panels on top for power provision.</p>

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

As mentioned previously, the subject site falls within a bushfire prone area. The specific site location is identified as being in a Bush Fire Prone Area by the *Fire and Emergency Services Commissioner*.

In guidance with the *Deemed Provisions, State Planning Policy 3.7: Planning in Bushfire Prone Areas*, and *Guidelines for Planning in Bushfire Prone Areas*. Additional planning and/or building requirements may apply when proposing to construct a residential building, habitable structure, or another "specified building" as defined by the local government in a designated bushfire-prone area.

Given its proposed use, that not being a habitable structure, or a "specified structure" listed by the local government a BAL (Bushfire Assessment Level) Assessment or Report is not required as the proposal should not result in the intensification of land usage. Although not required, it is recommended that the applicant implement a 10-metre-wide Fire Break around the proposed infrastructure to ensure compliance with the Shire of Wagin Annual Fire Management.

Summary of findings

After thorough examination and evaluation against the relevant planning framework, including LPS2, deemed provisions, and considering its discretionary nature and alignment with state planning policies and guidelines, the planning approval is considered compliant and capable of adhering to the current planning standards. Consequently, it is recommended that this application be approved subject to conditions.

CONSULTATION/COMMUNICATION

Consultation has not occurred with adjoining landowners as the Not required or deemed necessary. Given the location and proximity away from adjoining landowners consultation is deemed unnecessary given the nearest dwelling is over 1-2 kilometres away.

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

- State Planning Policy 2.5 - Rural Planning
- State Planning Policy 5.2 - Telecommunications Infrastructure
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicant.

All costs associated with the proposed development will need to be met by the applicant, the planning application fee is determined by the estimated cost of the development. As the proposal is \$50,000 (Shire of Wagin schedule of fees for the 2023-2024 financial year), therefore, the cost of the planning fee is \$147.

STRATEGIC IMPLICATIONS

Shire of Wagin Strategic Community Plan 2018-2028 – The proposal for Lot 1 is considered to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development: -
 - *Progression of economic strategies and initiatives; -*
 - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire.*
- Community Services & Social Environment:
 - *Continued support for tourism and related infrastructure development.*
 - *Establish Wi-Fi hotspots.*
- Town and Natural Environment:
 - Continued monitoring and response to environmental issues facing the Shire.

VOTING REQUIREMENTS

Simple Majority

8.2 DEPUTY CHIEF EXECUTIVE OFFICER

8.2.1 DEPUTY CHIEF EXECUTIVE OFFICER REPORT

AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	Strategic Community Plan
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

That Council NOTE the Deputy Chief Executive Officer's report.

BRIEF SUMMARY

The following report details activities within the Deputy Chief Executive Officer's portfolio.

BACKGROUND/COMMENT

DEPUTY CHIEF EXECUTIVE OFFICER

Meetings attended:

- Moore (Financial Management Review)
- AMD & Auditor General (Interim Audit entrance meeting)
- Central Country Zone (WALGA)
- Market Creations (Website development)
- Shire of Narrogin (catch up about finance and Homecare)
- Department of Health (Homecare)
- Talis (Consultant drainage re-valuation)

I have also been involved with:

- Homecare Town Hall opening
- Interviews for Community Development Officer position
- Budget preparation
- Formulating draft responses to Financial Management Review
- Building maintenance co-ordination

BUILDING OFFICER

Building Permits – April

Permit No.	Owner	Builder	Location	Description	Value	Fees
99949	Ron Walker	Ron Walker	7 Vernall Street	Storage Shed	\$40,000.00	\$261.65

COMMUNITY OFFICER

Social Media

Since the last council meeting on 23 April 2024, the Shire has posted 20 times with topics varying from paella to events coming up.

The top post currently sits at the Shire President's media release around live sheep export, with the post engagement of 7,690 (growing by the minute) and the Shire page is sitting at 32 shares to other sites. The top five posts are:

Date	Topic	Post reach
May 14 th	Shire President media release	6,651
May 9 th	Barts 39 th Birthday	3,900
April 18 th	Paella Van details	1,562
May 2 nd	Found Cat	1,034
May 10 th	Found Dog	937

Caravan Clubs coming to Wagin.

Red Gum Caravan club is coming to Wagin on May 29 for the WA Day long weekend with an expected 12 vans attending from Wednesday.

Library Author Event

The Shire has been fortunate in securing a great upcoming author, Natasha Madden to present at the Wagin Library & Gallery on 24 May. Natasha's genre is sci fi fantasy, which is currently the most read genre, and she has published six books to date. Natasha grew up in Wagin and has been able to draw a lot of the storylines from her childhood in Wagin.

Bushfire update

We are now into the unrestricted burning period. Permits are no longer required until 1 October. Fire numbers throughout the season were approximately 30 fires attended by various numbers of our BFB volunteers, both in and out of the Shire area. The water tanker, funded by the Department of Water, has been a very handy item with great potential to provide quick and easy access to water anywhere in the Shire.

Thanks to all the volunteers who consistently turn out to a fire and work extremely hard to achieve a great outcome.

Sports in Recreation Centre

The Recreation Centre sporting activities have been gaining popularity, with sporting bookings in the auditorium at least four times a week with stay on your feet, soccer, pickleball and netball being the mainstays.

Community Development Officer

We have now appointed a new Community Development Officer. Tepora Hotene will start on Tuesday 4 June 2024.

Central Districts Working Sheep Dog Club Trial

The West Australian Working Sheep Dog Association is made up of six affiliated clubs which are spread across the state. 10 – 13 October will see the Central Districts Club hosting their 2nd trial of the year in Wagin.

Community Garden Grant Success

The Shire has been successful in seeking funding from the Department of Communities to support the development of the Community Garden Project at the CWA hall on Trent St. The funding will be used to purchase items required for the project, including plants, seating, gardening equipment, pathway installation and signage. This matter is the subject of a separate report.

SWIMMING POOL

The swimming pool has now closed for the season.

March numbers were down from 2023, due to weather and staff illness. A full season comparison of the last three years is shown below.

Month	2021/22	2022/23	2023/2024	Difference between 2022/23 and 2023/24
Nov	2,188	2,482	2,537	Up 55
Dec	2,471	3,083	3,518	Up 435
Jan	1,559	2,055	2,822	Up 767
Feb	2,577	3,164	4,093	Up 929
March	677	1,716	1,203	Down 513
Total	9,472	12,500	14,173	Up 1,663

Over the two seasons that the current Pool Manager has been in Wagin, numbers have been steadily increasing; 3,028 in the 2022/2023 and a further 1,663 in 2023/2024.

CARAVAN PARK

The caravan park had a total of 367 people stay during April, with numbers remaining constant throughout.

WAGIN LIBRARY AND GALLERY

This report provides information to councillors about events, activities and statistics in the Wagin Library & Gallery which have occurred during the reporting period.

Library Update:

- Since December 2023 we have 31 new patrons joining the Wagin Library & Gallery.

Library Regular Activities:

- Book Club was held Saturday 13 April from 12pm to 2pm.
- Story Time is held on Wednesdays from 10am-11am the again on Fridays from 1.30pm-2.30pm.
- Children's Book Club is held on Tuesdays 3.30pm – 4.30pm.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.

Upcoming news and events:

- Supported Allergy Awareness Week 22nd - 28th April
- Supported Stress Awareness Month 1st - 30th April
- National Pet Adoption Day 30th April.

Library Statistics:

	This Month – April 2024	This Month – March 2024
Patron Visits	286	237
Phone Transactions	15	18
Inter Library Loans	18	35
Community Connections	37	24
Information search request	0	0

Patron Comments and Suggestions:

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

HEMOCARE

Homecare Financial Summary:

Budget, actual and forecast actual figures have been provided for the Homecare business unit. The current EOY projection is an operating deficit of \$57,859, which is \$13,571 less than budgeted. Note that the current actual figures include some staff long service leave payouts totalling over \$10,000.

Shire Of Wagin											
SCHEDULE 08 - EDUCATION & WELFARE											
Financial Statement for Period Ended											
30 April 2024											
HOME CARE PROGRAM		Revised Budget		YTD Budget		YTD Actual		YTD		Forecast Actual	
GL #	OB #	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Variance	Variance	Revenue	Expenditure
		\$	\$	\$	\$	\$	\$	\$	%	\$	\$
OPERATING EXPENDITURE											
E082010	Homecare Salaries		139,624		118,140		112,765	5,375	5%		130,218
E082013	Homecare Leave/Wages Liability GEN		0		0		0	0	0%		0
E082015	Maintenance & Gardening		54,752		45,630		55,833	(10,203)	(22%)		62,677
E082020	Nursing Salaries		35,963		30,426		33,652	(3,226)	(11%)		38,148
E082025	Care Workers Salaries		282,596		235,500		249,327	(13,827)	(6%)		284,651
E082030	Superannuation		51,733		43,770		43,274	496	1%		49,741
E082035	Other Expenses		5,000		4,150		7,613	(3,463)	(83%)		8,238
E082040	Travelling - Mileage		25,000		20,830		22,228	(1,398)	(7%)		25,353
E082045	Staff Training		1,800		1,500		881	619	41%		1,106
E082050	Staff Training Salaries		3,500		2,910		2,672	238	8%		3,109
E082055	Subscriptions		5,900		4,910		9,417	(4,507)	(92%)		10,154
E082060	Telephone & Postage		1,400		1,160		4,866	(3,706)	(319%)		5,041
E082065	Advertising & Stationery		1,200		1,000		1,312	(312)	(31%)		1,462
E082070	Insurance		8,281		8,280		8,241	39	0%		8,241
E082075	Office Accommodation		27,000		27,000		21,000	6,000	22%		21,000
E082080	Plant & Equipment Mice		20,000		16,650		11,752	4,898	29%		14,252
E082083	Computer Equipment and Support		20,000		20,000		20,736	(736)	(4%)		20,736
E082085	Consumable Supplies		4,500		3,750		2,653	1,097	29%		3,216
E082090	Function & Catering Supplies		1,500		1,250		705	545	44%		893
E082095	HCP Expenses		11,000		9,170		16,450	(7,280)	(79%)		17,825
E082100	Administration Allocated		17,788		14,820		14,820	0	0%		17,788
E082110	Meals on Wheels Expenditure		2,500		2,080		1,044	1,036	50%		1,357
E082120	Loss on Sale of Asset		0		0		0	0	0%		0
E082130	Homecare Retention Bonus Expenditure		0		0		0	0	0%		0
E082190	Depreciation - Homecare		19,644		16,362		16,361	1	0%		18,816
OPERATING REVENUE											
I082010	CHSP Grant	408,771		377,000		377,218		218	0%	408,771	
I082015	Meals on Wheels	2,500		2,080		943		(1,137)	(55%)	1,256	
I082020	CHSP Fee for Service	102,000		85,000		46,278		(38,722)	(46%)	59,028	
I082025	Donations	0		0		500		500	0%	500	
I082030	Government Pay Reimbursement	0		0		0		0	0%	0	
I082031	Homecare - Other Income	0		0		0		0	0%	0	
I082040	HCP Client Daily Fee	19,980		16,650		17,554		904	5%	20,051	
I082045	HCP Government Funds	136,000		113,330		136,638		23,308	21%	153,638	
I082050	NDIS Contribution	0		0		37,980		37,980	0%	42,918	
SUB-TOTAL		669,251	740,681	594,060	629,288	617,112	657,602			686,162	744,021
Operating Surplus / (Deficit)			(71,430)		(35,228)		(40,490)				(57,859)
CAPITAL EXPENDITURE											
E167790	Land and Buildings - Homecare										
	B2302 Relocation To Wagin Town Hall		45,000		45,000		42,591	2,409	5%		45,000
CAPITAL REVENUE											
SUB-TOTAL		0	45,000	0	45,000	0	42,591			0	45,000
TOTAL - HOME CARE PROGRAM		669,251	785,681	594,060	674,288	617,112	700,193			686,162	789,021

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.

VOTING REQUIREMENTS

Simple Majority.

8.2.2 COMMUNITY GARDEN GRANTS PROGRAM

AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GS.PR.31
STRATEGIC DOCUMENT REFERENCE:	Strategic Community Plan
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

That Council:

- 1. ACCEPTS** the Department of Communities funding of \$10,000 for the development of a community garden at the Country Women's Association.
- 2. AUTHORISES** the Chief Executive Officer to sign the associated grant funding agreement.
- 3. ADOPTS** the following amendment to the 2023/2024 annual budget to recognise the new income and expenditure:

	Current Budget	New Budget	Budget Impact
Grants, Subsidies and Contributions	\$873,468	\$883,468	\$10,000
Materials and contracts	(\$1,770,447)	(\$1,780,447)	(\$10,000)

BRIEF SUMMARY

This report seeks approval to accept a grant of \$10,000 from the Department of Communities for the development of a community garden at the Country Women's Association at 5 Trent Street, Wagin.

BACKGROUND/COMMENT

In 2023 Shire staff submitted a grant application to the Department of Communities for funding under the Community Garden Grants Program, on behalf of the Country Women's Association. This application was unsuccessful at the time, but the Shire has now been advised that additional funding has been secured for this Grants Program and funding of \$10,000 (ex GST) has been approved by for the Wagin Community Garden.

The Shire has been in contact with the Wagin CWA for a number of years regarding this project, with the first conversation around grant funding being 2018. The 2023 round of funding allowed the Shire to revisit the opportunity with the ladies to ensure we provided them with every opportunity to participate in the funding round if they wished.

Since 2018 the CWA has made some inroads into starting on its own, with limited success due to cost, ability and guidance. The Shire posted the option for funding on our social media page with a good number of responses around the idea of a community garden being popular and the location making sense being central with lots of parking.

This funding will focus on concrete or solid footing paths and raised garden beds for easy accessibility for mobility scooters, wheelchairs and walkers.

With this funding, the CWA will be able to create an environment which will fully support a community garden, making it accessible to a wide range of the community, making it attractive and user friendly. Even to the extent of making it an open and welcoming location for people to enjoy their lunch breaks due to its central location within the CBD.

The funding will allow the group to grow out into the community, adding value with new members who can enjoy both the CWA opportunity as well as the chance to give gardening a go, learn and grow their own plants and adding the chance to learn some cooking aspects with the CWA kitchen onsite.

CONSULTATION/COMMUNICATION

Staff of the Shire of Wagin. Carol Rogers of the CWA, among others.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no direct financial implications to this report as the project is fully grant funded. The recommendation includes a budget amendment to reflect the new income and (operating) expenditure.

STRATEGIC IMPLICATIONS

There are no direct strategic implications

VOTING REQUIREMENTS

Absolute Majority.

8.2.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

AUTHOR OF REPORT:	Community Liaison Officer
SENIOR OFFICER:	Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ES.SP.3
ATTACHMENTS:	Attachment 1 Local Emergency Management Arrangements

OFFICER RECOMMENDATION

That Council APPROVES the revisions to the Shire of Wagin Local Emergency Management Arrangements and ADOPTS the document in Attachment 1

BRIEF SUMMARY

The Local Emergency Management Arrangements (LEMA) are prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Local Emergency Management Committee (LEMC) to be approved by the Shire of Wagin.

BACKGROUND/COMMENT

The LEMA arrangements require regular updates, mainly due to staffing changes with emergency contact list.

This document has been updated in the following areas:

- Local Recovery Coordinating Committee has changed to Local Recovery Coordinating Group.
- New CEO contact details – name only, phone number remains the same.
- Inserting nominated chair details – P Blight
- Inserting Media contact information
- Updates to Red Cross and Salvation Army contacts
- Updates to various service contacts with new staff and phone numbers.

CONSULTATION / COMMUNICATION

Local Emergency Management Committee: Meeting held 10 April 2024

Chief Executive Officer and staff of the Shire of Wagin.

STATUTORY/LEGAL IMPLICATIONS

Section 41 of the Emergency Management Act 2005 places responsibilities on the local government to prepare and keep current documented Local Emergency Management Arrangements. The document is required to set out:

- the local government's policies for emergency management; and
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district; and
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
- a description of emergencies that are likely to occur in the local government district; and
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate.

POLICY IMPLICATIONS

A11 Release of Staff to Assist Emergency Services

A19 Emergency Management

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council Leadership

VOTING REQUIREMENTS

Simple Majority

Local Emergency Management Arrangements



Shire of Wagin

- ☐ Public Copy
- ☐ Restricted Copy

SHIRE OF WAGIN
EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Wagin Local Emergency Management Committee (LEMC) and the Council of the Shire of Wagin. The Arrangements have been tabled with the District Emergency Management Committee and State Emergency Management Committee.

.....

Chairperson
Shire of Wagin LEMC

.....

Date

.....

Endorsed by Council

.....

Date

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Distribution

Distribution List	
Organisation	No Copies
Shire President	1
CEO Shire of Wagin	1
Shire of Wagin EHO	1
Shire of Wagin Website	1
OIC Wagin Police	1
Shire Councilors	1
Wagin Hospital	1
Wagin Chief Bush Fire Control Officer	1
Wagin Deputy Chief Bushfire Control Officer	2
Wagin Volunteer Fire & Rescue Service	1
Wagin St Johns Ambulance	1
Department of Fire and Emergency Services – Albany & Narrogin	1
Department of Emergency Management Committee	1
Department of Communities – Albany	1
State Emergency Service – Wagin	1
Wagin District High School – Principal	1
Wagin Medical Centre	1

Amendment Record

No.	Date	Amendment Details	By
1	2008	Initial Issue	J. Case
2	4/2/09	Revised format	J. Case
3	Jan 2014	Complete update & re-write to conform with ISO 31000.	CESM C. Pearce
4	May 2014	Endorsed by Council	
5	June 2020	Complete update	D. George
6	July 2020	Endorsed by council	
7	July 2021	Updated Contacts list	D George
8	April 2024	Update contacts and reviewed details.	D George
9			
10			
11			
12			

Suggestions and comments can help improve these arrangements. Feedback can include:

- What you like or don't like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies; and
- Errors, omissions or suggested improvements

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Wagin Local Emergency Management Committee
C/- Shire of Wagin
PO Box 200
Wagin, 6315 WA
ceo@wagin.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are certified in the above table, when updated.

Glossary Of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

ACCIDENT a sudden event in which harm is caused to people, property or the built or natural environment. *See also* **INCIDENT** and **EMERGENCY**.

AIIMS *see* **AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM**

AIIMS STRUCTURE the combination of facilities, equipment, personnel, procedures, and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

ALERT that period when it is believed that resources may be required which enables an increased level of preparedness. *See also* **WARNING**.

ASSEMBLY AREA a designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically place area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

ASSETS anything valued by people which includes houses, crops, forests and in many cases the environment.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) a nationally adopted structure to formalise a coordinated approach to emergency incident management.

AUTHORISED OFFICER (a) the State Emergency Coordinator and (b) a person authorised under Section 61 of the Emergency Management Act 2005

AUTHORISED PERSON a person authorised by legislation to utilise a range of powers conferred by that legislation.

AVAILABLE RESOURCES assets at an incident and available for allocation at short notice. *See also* **RESOURCES**.

BRIEFING the process of advising personnel of the details of the incident or event with which they will deal. *See also* **DEBRIEFING**.

BUSHFIRE a fire involving grass, scrub, or forest.

BUSHFIRE MANAGEMENT all those activities directed to prevention, detection, damage mitigation and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communication systems, equipment research and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.

COMBAT to take steps to eliminate or reduce the effects of an incident upon the community.

COMBAT AGENCY prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMAND the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **CONTROL** and **COORDINATION**.

COMMUNICATIONS PLAN details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)

COMMUNITY a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

CONTROL the overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY an agency nominated to control the response activities to a specified type of emergency.

COORDINATION the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

DEBRIEF (OPERATIONAL DEBRIEF) a meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

DEBRIEFING the process of sharing the good and bad points of the response to an incident as a means to improving any future planning and responses.

DISASTER *see* **EMERGENCY**

DISASTER AREA a geographical part of the State or Territory in which a state of emergency or disaster exists.

DISASTER MANAGEMENT the body of policy and administrative decisions and operational activities which pertain to the various stages of a disaster at all levels. *See also* **EMERGENCY MANAGEMENT**

DISTRICT an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

EMERGENCY the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

EMERGENCY AREA the area to which an emergency situation declaration or a state of emergency declaration applies.

EMERGENCY CENTRE a facility where the coordination of the response and support to the incident is provided.

EMERGENCY MANAGEMENT the management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

EMERGENCY SITUATION a declaration made under section 50 of the *Emergency Management Act 2005*, by a Hazard Management Agency or the State Emergency Coordinator, which provides access to additional emergency management powers.

EVACUATION the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

EVACUATION CENTRE a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided. *See also ASSEMBLY AREA.*

EVENT an incident or situation, which occurs in a particular place during a particular interval of time.

EXERCISE simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.

HAZARD an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

HAZARD MANAGEMENT AGENCY (HMA) a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

IMPACT AREA any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.

INCIDENT the occurrence or imminent occurrence of a hazard. *See also ACCIDENT and EMERGENCY.*

INCIDENT CONTROLLER the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however, the function remains the same].

INCIDENT MANAGEMENT the process of controlling the incident and coordinating resources.

INCIDENT MANAGEMENT TEAM a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

MULTI-AGENCY RESPONSE an incident of high fire incidence over short periods of time in any administrative unit, usually overtaxing the normal initial attack capability of the unit.

MUNICIPALITY – Means the district of the Shire of Wagin.

NATURAL DISASTER any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado.

OPERATIONAL AREA (OA) the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PLAN a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements. *See also* **EMERGENCY PLAN**.

PREPAREDNESS preparation for response to an emergency.

PREVENTION the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

PROBABILITY the likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain.

PUBLIC AUTHORITY

- an agency as defined in the *Public Sector Management Act 1994*.
- a body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established.
- a local government or regional local government.
- the Police Force of Western Australia.

- a member or officer of a body referred to in one of the above; or
- a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

RECOVERY MANAGEMENT (principles of) Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication; and
- acknowledging and building capacity.

RELIEF the provision of immediate shelter, life support and human needs to persons affected by, or responding to, an emergency. It includes the establishment, management, and provision of services to emergency relief centres.

RESOURCES all personnel and equipment available, or potentially available, for incident tasks.

RESPONSE the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

RISK a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives.
It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood.
For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK ASSESSMENT the overall process of risk identification, risk analysis and risk evaluation.

RISK MANAGEMENT coordinated activities of an organisation or a government to direct and control risk.

RISK TREATMENT process of selection and implementation of measures to modify risk. The term “risk treatment” is sometimes used for the controls themselves.

SUPPORT ORGANISATION a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TREATMENT OPTIONS a range of options identified through the emergency risk management process, to select appropriate strategies’ which minimize the potential harm to the community.

VULNERABILITY the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

WELFARE the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

WELFARE CENTRE location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

General Acronyms Used In These Arrangements

BFB	Bush Fire Brigade
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions - Wheatbelt
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	Wagin State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
VFRS	Volunteer Fire and Rescue Services

PART 1 – INTRODUCTION

Authority

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Wagin Local Emergency Management Committee and approved by the Shire of Wagin.

Community Consultation

In 2018 the Shire of Wagin conducted a number of workshops where members of the community were asked to highlight 6 risks which may affect the Shire of Wagin. These risks were assessed and a plan for mitigation and/or action were laid out for the Shire to work through in order of need and ability.

Document Availability

LEMA will be available to the general public on request in print form as well as electronic form.

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office
2 Arthur Rd Wagin
- Shire's Website in PDF format: www.wagin.wa.gov.au
- Wagin Library & Gallery
- Stakeholder and LEMC agencies and organisations as per Distribution List.

Area Covered (Context)

The Shire of Wagin, situated in the southwest interior of Western Australia, 220 Km south east from Perth, is a rural local authority servicing a population of approximately 1800 people and covering an area of 1950 square kilometres. There are two town sites within the Shire of Wagin, namely Wagin and Piesseville.

Aim

The aim of the Shire of Wagin Local Emergency Management Arrangements is to detail emergency management arrangements for the district and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

Purpose

The purpose of these emergency management arrangements is to set out:

- a) the Shire of Wagin's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

Scope

These arrangements are to ensure there are suitable plans in place to manage identified emergencies should they arise.

It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMAs) who have the allocated responsibility to respond to and manage an emergency. Those procedures will be detailed in the respective HMA's specific plans.

Furthermore, these Arrangements apply to:

- The geographic location of the Shire of Wagin
- Areas where the Shire of Wagin provides support to HMAs in the event of an incident.
- The Shire of Wagin's capacity to provide resources in support of an emergency, whilst still maintaining business continuity; and
- The Shire of Wagin's responsibility in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state, or federal level.

Utility Profile

Water

Only parts of the Shire, including both townsites are connected to the Public Water Supply drawn from Harris River near Collie. The remainder of the Shire relies on annual rainfall to supply private tanks and dams.

Power

Electricity is supplied to the entire area via the State supply grid maintained and operated by Western Power at Katanning.

Sewerage

80% of the Wagin townsite is serviced by the local sewerage plant. The sewerage plant is located on the southern edge of Wagin townsite, Brockman Rd and Cowcher St. Piesseville is serviced by septic systems to each dwelling. Dwellings on farms are serviced by septic systems.

Communications

Telephone is the main communication network throughout the plan area and this network is maintained by Telstra. Secondary networks of radio communications exist and are operated by emergency services, local government authorities and private companies. Citizen band radio communication is widespread throughout the rural sector operated by rural land holders.

Related Documents & Arrangements

Local Emergency Management Policies

Local government emergency management adopted policies by council:

Bushfire Policy 3	Use of Council Equipment and machinery for Bushfire Control
Bushfire Policy 4	Harvest Bans
Bushfire Policy 7	Bushfire Risk Management Plan
Admin Policy 4	Wagin Fire Tender
Admin Policy 11	Release of Staff to Assist Emergency Services
Admin Policy 19	Emergency Management

Local government policies for emergency management refer to any policies which are unique to that local government area – for example, by laws or operational policies.

Existing Plans & Arrangements

Local Plans

Table 1.1

Document	Owner	Location	Date
Local Emergency Management Plan	Shire of Wagin	Shire of Wagin	2018
Wagin Risk Management Assessment	Shire of Wagin	Shire of Wagin	2019
Risk Assessment Results Summary	Shire of Wagin	Shire of Wagin	2019
Wagin Sub Centre Ambulance Emergency Management Sub Plan	St Johns Ambulance	Wagin Ambulance Sub Centre	
Wagin Hospital	WACHS	Wagin District Hospital	

Guidelines for Volunteer Bushfire Brigades	Shire of Wagin	Wagin Shire / Fire Control Officers	
Wagin District High School Emergency Management Plan	Wagin District High School	Wagin District High School	
Local Emergency Management Welfare Support Plan	Department of Communities		
WAPOL Plans	WAPOL	Wagin Police	

Agreements, Understandings & Commitments

The Shire of Wagin from time to time may enter into Memorandums of Understanding or Mutual Aid Agreements with respective agencies and stakeholders.
Currently, the Shire of Wagin has entered the following MOU.

Table 1.2

Parties to the Agreement	Summary of the Agreement	Special Considerations
Local farmers & local Police	Complied by Wagin Police	
Central Country Zone	MOU Emergency Management Assistance	

Special Considerations

- **Wagin Woolorama Event** – Friday and Saturday in early March.
- **Wagin Burnouts** – No Longer occurring.
- **Wagin Street Carnival** – Last Friday of School in December – Tavistock Street
- **2 Wheels to Wagin** – March each year
- **Gymkhanarama** – September each year
- **Major Influxes of tourists or large public events** – various occasions
- **Seasonal conditions** – e.g. bushfire, flood etc.

Description	Time of Year	Impact/No of People
High Risk Periods		
Post-Harvest Season	December-February	Reduced number of volunteers available within the community.

Bushfire Season	November – May	Each year this period is high risk.
Harvest	November – December	With farmers busiest time of year, the fuel load is higher due to large crops and the volunteer numbers are low due to less instant availability.
High Risk Locations		
Rural Properties	All Year	Fire risk with increased fuel loads around these properties especially in farming land.
Creek and River System	Potentially yearly	Flood risk due to the capacity of those systems.
Large Public Event		
Wagin Woolorama	Early March	WA's largest Agricultural show, bringing in around 25,000 extra people into the town over the weekend and all community volunteers are rostered into a role at the event therefore leaving very few left to assist in an emergency.
Wagin Burnouts	End of October	Wagin Burnouts is located approximately 16km East of the Wagin Town site, off the Bullock Hills Road. Between 300 and 500 people attend and stay overnight.
Wagin Christmas Street Carnival	Mid December	Held annually in Tavistock Street in

		Wagin's CBD -with around 500 people attending the evening. Lots of sideshow type activities with a large percentage of farmers remaining on the tractors.
2 Wheels to Wagin	1 st Weekend in March	Held the weekend before Woolorama, with around 700 bikes making the trek from Perth to Wagin raising funds for suicide prevention. The ride ends with a band, bar and food and the riders all camp at the RV area.
Gymkhanarama	Weekend in September	Bringing 300 people into town along with their horses. The event is held at the showgrounds over the weekend with people camping onsite.
Tourist Periods and Locations		
Tourist Season	All Year	Caravan Park RV Area Norrington Lake Puntapin Rock

Resources

See attached Appendix.

Roles & Responsibilities

Local Role	Description of responsibilities
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Local Government	The responsibilities of Shire of Wagin are defined in Section 36 of the EM Act.
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 37 of the EM Act.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the Shire of Wagin. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a Shire of Wagin facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the Shire of Wagin and provide local knowledge input and details in the LEMA.
Local government – Incident Management	<ul style="list-style-type: none"> ▪ Ensure planning and preparation for emergencies is undertaken ▪ Implement procedures that assist the community and emergency services deal with incidents ▪ Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role ▪ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. ▪ Liaise with the incident controller (provide liaison officer) ▪ Participate in the ISG and provide local support ▪ Where an identified evacuation centre is a building owned and operated by the Shire of Wagin, provide a liaison officer to support the Department of Communities.

LEMC roles and responsibilities

Local Emergency Management Committee (LEMC)

The Shire of Wagin established the Wagin LEMC under *Section 38 of the Emergency Management Act 2005* to advise it on its responsibilities and requirements in relation to emergency management within its district.

The key functions and role of the committee are as prescribed under *Section 39 of the Emergency Management Act 2005*, to strategically plan on emergency management issues for

the district and to provide support to Hazard Management Agencies (HMAs) in an incident where an Incident Support Group (ISG) may be required.

LEMC Member Roles and Responsibilities

The structure of the LEMC and committee member roles and responsibilities are listed below.

The key positions of the LEMC committee are:

1. Chairperson
2. Deputy Chairperson
3. Executive Officer
4. Local Emergency Coordinator
5. Agency representation
6. Ex-Officio members

LEMC Meeting Schedule

The Wagin LEMC will meet on a date to be advised in advance. The meeting dates will be forwarded to the Great Southern DEMC in June of each year to be included in a regional meeting register.

Meetings are held at venues nominated by the LEMC when calling for Agenda Items and advising of the time and date of the next meeting.

LEMC Terms of Reference and Procedures

Section 38(4) of the Emergency Management Act provides:

Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

State Emergency Management Procedures: Procedure 3.7: Local Emergency Management Committee provides details on the requirements for a LEMC, membership, roles and responsibilities, meeting frequency and meeting business items.

LEMC Business Plan

The Wagin LEMC may develop and implement an annual Business plan in June of each year to inform its activities for the next twelve months.

Support is provided by the DFES to ensure the Business Plan is consistent with the SEMC Strategic Plan.

LEMC Annual Reporting

The Wagin LEMC will compile an Annual Report of Activities as directed by the State Emergency Management Committee (SEMC) under the EM Act 2005.

The DFES will provide the document in June of each year and coordinate support for the completion of the documents and collection of it.

Shire of Wagin Preparedness Reporting

The Shire of Wagin will complete an annual Preparedness Report in June of each year as requested by the SEMC. The reporting document and support will be coordinated by DFES.

Wagin Local Emergency Management Structure, Roles and Responsibility

Committee Position	Position Held by
Chair	Philip Blight
Deputy Chair	TBA
Executive Officer	Shire of Wagin Staff Member
Local Emergency Coordinator	OIC – Wagin Police Station
Member Agencies	Refer to contacts list
Ex-Officio Members	Refer to contacts list

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the Wagin district is undertaken.
LEMC Executive	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency.

The following table summarises the key roles.

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it</p>

	<p>is prescribed.’ [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	<p>A Combat Agency as prescribed under subsection(1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

MANAGING RISK

Emergency Risk Management

In order to manage the risk resulting from the impact of hazards and in accordance with the Emergency Management Act 2005, State Emergency Management Policies and State Emergency Management Plans within the Shire of Wagin, the following has been undertaken:

Context

The Shire of Wagin district is subject to a number of natural and man - made hazards that pose a risk to the community and infrastructure contained within the district.

The identified hazards that create these risks are allocated to specific agencies to manage. The risks posed from these hazards are required to be identified so treatment options can be identified to mitigate against their impact.

Risk Assessment

The Shire of Wagin *facilitates an on-going emergency risk management program which assesses the possible risks the identified hazards pose.*

The identified hazards, risk treatments and methodology are found at Appendix 2: Risk Register.

A comprehensive community risk management assessment has been produced in accordance with State Emergency Management Policy 2.9: Management of Emergency Risks and the WA Emergency Risk Management Guide. A copy of the assessment is available on application from the Shire of Wagin.

Description of emergencies likely to occur

The following six emergencies have been identified by the Shire of Wagin LEMC as highest probability to occur in the local area.

Table: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Bushfire Rural	Local Government	FES Commissioner	BFB	SES VFRS	Fire	2019
Fire Urban	DFES	FES Commissioner	VFRS	BFB & SES	Fire	2019
Flood	DFES	FES Commissioner	SES	BFB, VFRS	Severe Weather	2019
Earthquake	DFES	FES Commissioner	SES		Earthquake	2019
Storm	DFES	FES Commissioner	SES		Severe Weather	2019
Exotic Plant/ Animal Disease	DPIRD	Director General - DPIRD			Animal And Plant Security	2019
Chemical Spill	DFES	FES Commissioner	VFRS		HAZMAT	2019

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

Emergency management strategies and priorities

Once the Shire of Wagin LEMC understand the risks in our local area, document the priorities we have for addressing these risks and the strategies or treatments that we intend to apply.

Table: Local EM strategies and priorities

Priority	Strategy
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1. Review Risk Report	Table at LEMC Meeting
2. Identify Risk for Treatment	Use SEMC Risks Treatment Manual

COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMA's and Combat agencies may require Shire of Wagin resources and assistance in emergency management. The Shire of Wagin is committed to aiding/support if the required resources are available through the Incident Support Group when and if formed.

Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM P Plan Section 5.1. These are;

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one

meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the district.

Suitable locations can be found in **Appendix “12” – Incident Support Group Locations.**

MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

Shire of Wagin has the following systems in place;

- SMS Global/WhatsApp – Shire of Wagin Administration Office 9861 1177
- Community notice boards/social media – Shire of Wagin Administration Office 9861 1177
- Public Information Phone Lines – Harvest Ban Hotline 0438 013 123
- Websites – Shire of Wagin Administration Office
- Shire of Wagin Facebook Site.
- Media Contact Details:
 - harvestbans@abc.net.au ABC - Albany
 - cybervale@westnet.com.au Wagin Radio Station
 - Maddy.Holliday@sca.com.au Narrogin Radio Station
 - 1800 718 288 DFES Public Information Hotline

Financial Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Wagin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief

Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Wagin occurs to ensure the desired level of support is achieved.

Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the CEO or the president in an emergency and then reported to the next ordinary meeting of the Council

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed [the Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

Special Needs Groups

A Table of Special Needs Group can be found at [Appendix 2 – Special Needs Groups](#).

Routes & Maps

Maps of the Shire and each townsite can be found at [Appendix 5 – Map of the District](#)

WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities may have developed a local Welfare Emergency Management Plan for your local government area.

Department of Communities has a local welfare plan for the Shire of Wagin

LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the Department of Communities District Director to

- A. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
 - B. Prepare, promulgate, test and maintain the Local Welfare Plans;
 - C. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
 - D. Establish and maintain the Local Welfare Emergency Coordination Centre;
 - E. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
 - F. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
 - G. Represent the department on the Incident Management Group when required
- The local Welfare Coordinator is listed in the contact list.

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

The Local Welfare Liaison Officer is listed in the contact list.

Register. Find. Reunite

When a large-scale emergency occurs, and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

The Salvation Army has a facility in Narrogin which can provide support on request in an emergency situation - (08) 9881 4004

The local welfare plan contains the contact details.

Animals (including assistance animals)

The Shire of Wagin has a contract Ranger with WA Contract Ranger Services, however the Shire has no ability to manage domestic animals in the case of an emergency.

Welfare centres

The Welfare centres can be found in the Local Welfare Plan by the Department of Communities.

RECOVERY

The Shire of Wagin has developed a local recovery plan that complements the Local Emergency Management Arrangements.

Please refer to the Local Recovery Plan for more detail about the recovery process within the district.

Copies of the plan are available from the Shire of Wagin via their website at www.wagin.wa.gov.au or on application to the Shire.

Aim of Recovery

The aim of recovery is to allow the community to return to normal social and economic activities, and to physically re-establish as soon as possible. At the same time actions should be taken to prevent the future occurrence of emergencies by noting opportunities that arise to make improvements within the community.

Recovery Concepts

Recovery management is supported by the following concepts.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families, and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity, and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible, and adaptable to meet the rapidly changing environment, as well as being accountable.
- Integrated Services: Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.
- Minimum intervention – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the community. Where

possible additional resources provided should be under local management through the network of existing service providers.

Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of the Local Recovery Plan is to ensure recovery is managed and planned for in a structured manner.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic, and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self - determination.

Local Recovery Coordinator

The Shire of Wagin on advice from the LEMC and endorsement of Council will appoint a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

The Local Recovery Coordinator is identified in the contacts list.

EXERCISING, REVIEWING AND REPORTING

The aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is an HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs

- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10)

Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT). Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. (Refer to Appendix 7,8,9,10&11)
Consider also reviewing arrangements after exercises.

Review of Local Emergency Management Committee Positions

The Shire of Wagin, in consultation with the parent organization of members shall determine the term and composition of LEMC positions. Election of Councillors to the committee will occur Bi-Annually in October proceeding and Local

Government Election.

The Shire of Wagin on advice from the LEMC will establish a Local Recovery Committee made of members who have role to play in recovery.

The committee will be chaired by the Local Recovery Coordinator. The committee role and responsibility are to advise and assist the Shire of Wagin in the recovery obligations.

Review of resources register

The Shire of Wagin shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.
The SEMC issue the annual report template.

Appendices

Annex 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Tele Communication Tower	4km West of Wagin on Arthur Rd on Mt Latham.	A number of Communication Towers			Loss of EMERGENCY communication – WAERN Bushfire Radio. Telecommunications – Mobile phone, St John Ambulance, Radio West and TV.
UHF Booster Receiver	Paddock on Glen Wards property off Piesse Rd North of Wagin	Solar panels with aerial.		Shire 98611177, Glen Ward 98611180. Or 0427 293031	Potential loss of radio communication for all services.
Water Pipe		Large cement water pipe.	Water Corporation	131375	Loss of water to the community as well as emergency services.
Rail line	Runs South to North & East to West through town.	Rail line	Aurizon		Transports goods by rail, loss will leave town without ability to move goods.
Sewage Farm	Kersley Rd near the Wagin airport.	Treatment plant with ponds.	Water Cooperation	131375	Potential effluent contamination to community leading to public health issues.
Electrical Supplies			Western Power	13 1315	Potential to impact community members, businesses and Emergency Services. Loss of heating, cooling and food safety.
Hospital	Warwick St Wagin	General Hospital	Health Dept	98613444	Loss of health Services to the town of Wagin, potentially leaving community

					without access to vital health care.
Super Market IGA	Tudhoe St	Shopping Centre		98611488	Loss of food supplies leaving community short of essentials.
Wagin Co-op	Tavistock St Wagin	Shopping Centre		98611444	Loss of food supplies leaving community short of essentials.
District High School	10 Ranford St Wagin	School	Education Dept	98613200	Loss of educational services to the town, potential of stranding children at school with no ability to be reunited with family.
Fuel Depot	Arthur Rd	Bulk fuel storage			Potential of leaving the community with no access to fuel supplies which may be vital in dealing with emergency or facilitation of evacuation.
Power Sub station	1km West on Arthur Rd behind Cemetery Tillellan Rd	Power Sub Station	Western Power	131351	Loss of power to community and infrastructure and emergency Services.

Annex 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Wagin District High School	Primary School/ High school	10 Ranford St Wagin	98 613200	0499 860 006	290 students and 45 staff	Have Evacuation Plan
Waratah Lodge	Age Care Facility	6 Arnott St Wagin	98 611755 – 24/7	0404 903 857	18 aged plus 2+ staff	Have Evacuation Plan
Age Care Units x 3 Groups.	Age Care Facility	Warrick St – 9 Units. Khedive St – 16 Units. Trench St – 8 Units.	Cath Painter	0404 007 609		
Wagin Hospital	Medical Facility	Warwick St Wagin	98 613 444	0428 933 876	Varies plus 6 age care beds	Have Evacuation Plan
Child Care Centre	Huggle Bears	1 Johnston St Wagin	98 611 609	0447 090 031	10 - 28 children between hours of 7am – 6pm	
Playgroup at Wagin Sportsground	Child Care group	Wagin Show Grounds - EFP twice a week. Tues 9.30 – 11.30 & Fri 9.30 – 11.30		0424 379 516	15 – 20 children with adults	

Special Needs groups in homes	Community members with special needs	Homecare have a list which will be made available when required and will only be of those within the community that are Clients.	Robyn Flett – resides in Piesseville	0447 320 025	5 – 10 persons	Have a plan
As Above		Silverchain have a similar list of their clients		1300 650 803		

Annex 3: Refuge Sites

Hazard	Description of Effected Area	Refuge Location	Other Information
Bushfire	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined on day by the incident controller.
Flood	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined by the incident controller on the day.
Storm	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined on the day by the incident controller.

Annex 4 Risk Register

RISK REGISTER

Risk Statements	Source	Impact Category	Consequence	Likelihood	Risk	Confidence level	Tolerability
There is a risk that a bushfire will cause damage to farmland and buildings	Bushfire	Infrastructure	Moderate	Almost Certain	High		
There is a risk that a bushfire will cause serious injury or loss of life	Bushfire	People	Minor	Likely	Medium		
There is a risk that a Bushfire will cause substantial property and infrastructure damage.	Bushfire	Infrastructure	Minor	Likely	Medium		
There is a risk that a Bushfire will require the evacuation of a small rural town or farm.	Bushfire	People	Minor	Likely	Medium		
There is a risk that an urban fire will cause substantial property damage.	Fire	Infrastructure	Minor	Possible	Medium		
There is a risk that a flood will cause substantial economic loss to a local community.	Flood	Economy	Minor	Possible	Low		
There is a risk that a flood will result in economic hardship to small local business.	Flood	Economy	Minor	Possible	Low		
There is a risk that a flood will cause substantial damage to infrastructure services that may result in a shut down for periods of 24 hours or more and isolate by road the town of Lake Grace and other outlying rural communities.	Flood	Infrastructure	Moderate	Possible	Medium		
There is a risk that a storm will cause substantial damage to transport corridors and to infrastructure services that may result in shut down for periods 24hrs or more.	Storm	Infrastructure	Minor	Likely	Medium		

Annex 5: Resources

Broader Resources and Contact list is available in LEMA file.

Shire of Wagin

Resources Schedule

Plant and equipment resources.

Location:		
Contact/s		Mob:
Alan Hicks	Shire of Wagin	0427 611 252

Item description	Number of items
Graders	2
Trucks x 6 wheel with 10,000lts H2O	2
Loader	1
Backhoe	1
Mobile Stand pipes	7
Ute mounted fire unit	2
Fire appliances - Piesseville, Town BFB, Wedgecarrup	3
Bobcat	1

Resources Log compiled by the Wagin Police is currently NA.

Annex 6: Welfare Centre Information

	Details
Establishment/Facility:	Wagin Recreation Centre/Sports Pavilion
Physical Address	Ballagin St Wagin
General Description of the Complex	Brick and tile building incorporating a number of large areas, meeting room, ablution area as well as assorted sheds located in the area.
Site Limitations	Currently no generator power connection point on site, however there is a generator located at the sportsground
Telephone No	Shire Office 98 611177
Email Address	shire@wagin.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs Contact
Ken Parker	Shire	98 611177	0448 783 692
Donna George	Shire	98 611177	0409 117 444



Access Details

	Details
Keys	Located at the Shire Office and with contact people
Alarm	No
Security	No
Universal Access	Available and used by numerous sporting clubs in the town

Accommodation Numbers – as per Health Regulations. The information below is sourced from the Red Cross Evacuation Centre Field guide.

	Details
Sitting / Standing	Showers and Washing – 1 handwash basin for every 30 people or 4-5 metres of washing bench for every 100 people. 1 shower head for every 30 people in a hot climate. 1 shower head for every 50 people in a temperate climate.

	Toilets – 1 per every 50 people working towards 1 per 20 people.
Sleeping	From the total floor area deduct 30% for aisle space (1.5m at the base of each bed) and divide the rest by 5 sqm. This is the recommended space per person. 220 persons – Auditorium & 54 in front area
Duration	Urgent Shelter – For the preservation of life, 1.5 squares of personal space per person. Immediate Shelter – For a matter of hours, 3.5 sqm of personal space Temporary Shelter - for a number of days 5 sqm of personal space.

Ablution Amenities

Item	Yes/ No	Notes - EFP	Rec Centre	Other
<u>Male Ablutions:</u>				
Toilets	Yes	2	4	9
Urinal	Yes	1	2	3
Shower	Yes	0	8	2
Hand Basins	Yes	1	4	6
<u>Female Ablutions:</u>				
Toilets	Yes	2	5	16
Shower	Yes	No	3	2
Hand Basin	Yes	2	2	6
Baby Change Table	Yes	1	No	
<u>Disabled Ablution:</u>				
Toilet	Yes	1	1 plus a Shower	
Hand Basin	Yes	1		

General Amenities

Item	Yes/No	Notes – Eric Farrow	Rec Centre
<u>Kitchen Facilities:</u>			
Stoves (types)	Yes	1 x Gas	2 x Stoves – Gas
Refrigeration	Yes	1 x Cool Room	2 x Cool Rooms
<u>Dining Facilities:</u>			
Tables	Yes	Approx. 20 square tables	Approx. 10 trestles, 20 square Tables.
Chairs	Yes	100	100
Cutlery and Crockery	Yes	50-person approx.	300 persons approx.
<u>General Facilities:</u>			
Rooms	Yes	Yes	2 x offices
RCD Protected	Yes	Yes	Yes
Power Points	Yes	Yes	Yes
Generator Port	No		
Fire Equipment	Yes	Yes	Yes
Air Conditioning (type)	Yes	AC & fans	AC & fans
Heating	Yes	Yes	Yes
Ceiling Fans	No	Yes	No
Lighting (internal)	Yes	Yes	Yes
Lighting (external)	Yes	Yes	Yes
Telephone Lines	No	No	Yes
Internet Access	No	No	Yes - limited
Water Cooler	No	No	Yes
Hot Water System (type)	Yes	Solar Gas	Solar Gas
Bins	Yes	Yes	Yes
Septic Sewerage	Yes	Deep	Deep
<u>Amenities Areas:</u>			
Outside Children's Play Area	Yes	Yes	No
Recreation Rooms	Yes	Yes	Yes
BBQs	Yes	Yes	No
Conference Rooms	Yes	Yes	Yes
Meeting Rooms	Yes	No	Yes
Swimming Pool	No	No	No

Oval	Yes	Yes	Yes
Netball/Basketball Court	Yes	No	Yes – however would be used as sleeping, communal area
Tennis Court	No	No	No
Skate Park	Yes	Yes	Yes
<u>External Facilities:</u>			
Power Outlets	Yes	Yes	Yes
Water	Yes	Yes	Yes
Parking	Yes	Yes	Yes
Area for Tents	Yes	Yes	Yes
Toilets	Yes	Yes	Yes
Caravan/Articulated Vehicles	Yes	Yes	Yes
Other:			
Mobile Phone Coverage	Yes	Yes	Yes
Storage	Yes	Yes	Yes
Pet friendly – sheep yards	Yes	Yes	Yes
Main Electrical Board Location	Yes	Within sheep yards	Within sheep yards
Water Stop Cock Location		Near Ballagin	Near Ballagin
Surrounded by Bush	No	No	No
Built on a Flood Plain	No	No	No
Positioned on Coast	No	No	No
Site Access	Yes	very good	very good
Timeframe before pump out of septic	Deep	Deep	Deep

Annex 6: Welfare Centre Information

	Details
Establishment/Facility:	Wagin Town Hall
Physical Address	Tavistock St Wagin
General Description of the Complex	Brick/Stone and Colourbond building.
Site Limitations	No Showers, Internal damp & wood floors.
Telephone No	No phone on premises. - Shire Office 98 611177
Email Address	shire@wagin.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs Contact
Ken Parker	Shire	98 611177	0448 783 692
Donna George	Shire	98 611177	0409 117 444



Access Details

	Details
Keys	Located at the Shire Office and with contact people & in lock box
Alarm	No
Security	No
Universal Access	No

Accommodation Numbers – as per Health Regulations. The information below is sourced from the Red Cross Evacuation Centre Field guide.

	Details
Sitting / Standing	Showers and Washing – 1 handwash basin for every 30 people or 4-5 metres of washing bench for every 100 people. 1 shower head for every 30 people in a hot climate. 1 shower head for every 50 people in a temperate climate. Toilets – 1 per every 50 people working towards 1 per 20 people.
Sleeping	From the total floor area deduct 30% for aisle space (1.5m at the base of each bed) and divide the rest by 5 sqm. This is the recommended space per person.
Duration	Urgent Shelter – For the preservation of life, 1.5 squares of personal space per person. Immediate Shelter – For a matter of hours, 3.5 sqm of personal space Temporary Shelter - for a numbers of days 5 sqm of personal space.

Ablution Amenities

Item	Yes/No	Notes
<u>Male Ablution:</u>		
Toilets	Yes	2
Urinal	Yes	1
Shower	No	
Hand Basins	Yes	1
<u>Female Ablution:</u>		
Toilets	Yes	3
Shower	No	
Hand Basin	Yes	3
Baby Change Table	No	

<u>Disabled Ablution:</u>		
Toilet	No	
Hand Basin	No	

Additional amenities at rear of Hall

Female x 2 Toilets, 1 Basin (1 of which is disabled)

Male x 1 Urinal, 1 x Toilet, 1x Basin.

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		

Stoves (types)	Yes	3 x Electric Ovens, 3 x electric stove tops. 1 x Server and 1 Urns.
Refrigeration	Yes	x 2 standard non commercial style

Dining Facilities:

Tables	Yes	Approx. 8 trestles
Chairs	Yes	Approx. 100 chairs
Cutlery and Crockery	Yes	50 persons approx

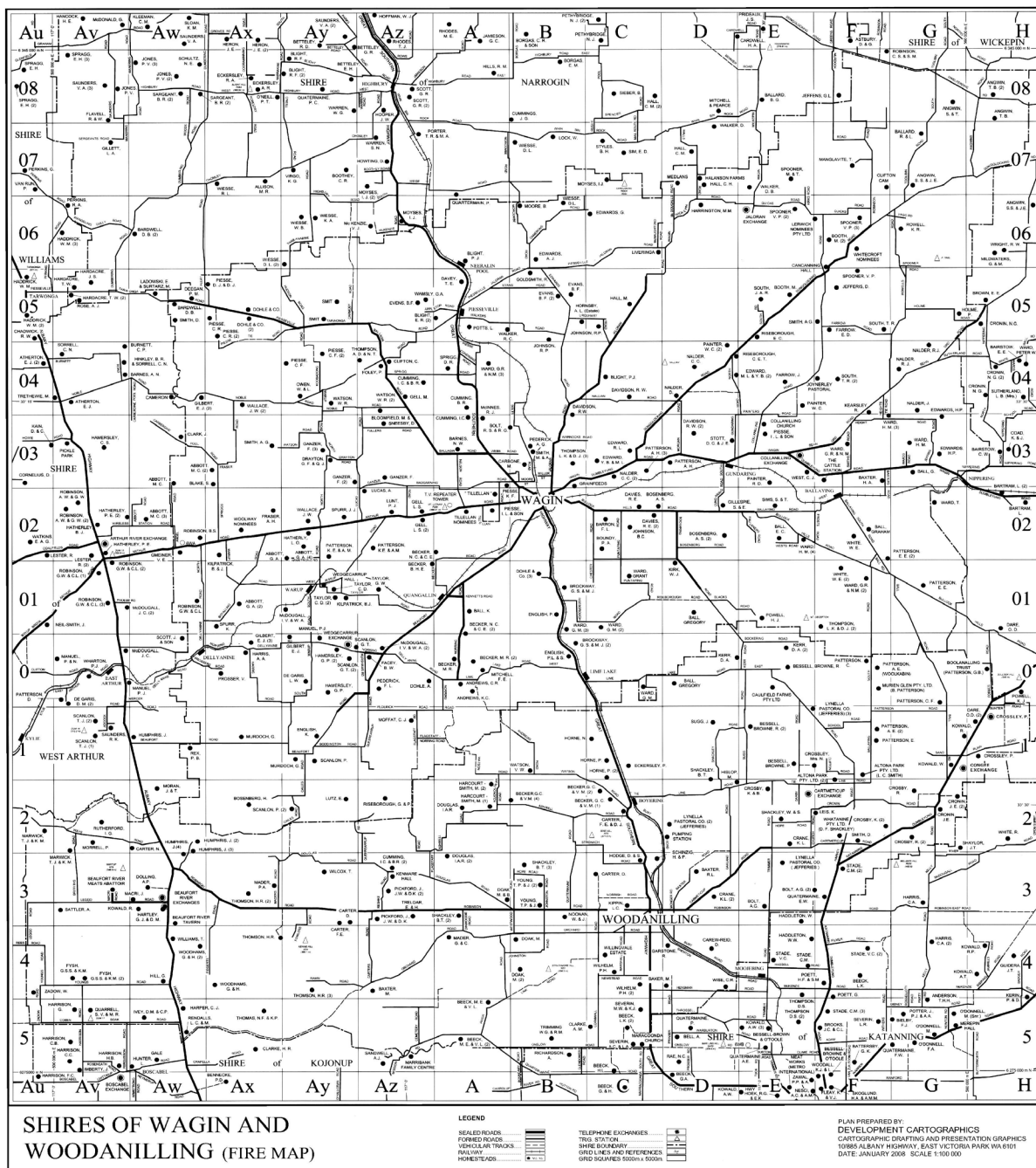
General Facilities:

Rooms	Yes	Homecare Room, Stage Area, 2 x Change rooms behind stage area – main hall and lesser hall.
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	Small radiant heaters on Walls in lesser hall only
Wall Fans	Yes	

Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	Currently disconnected
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	4
Septic Sewerage	Yes	Deep Sewerage
<u>Amenities Areas:</u>		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	Yes	As previously stated.
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	No	
Tennis Court	No	
<u>External Facilities:</u>		
Power Outlets	No	
Water	No	
Parking	Yes	Main road, parking area prone to flooding.
Area for Tents	No	
Toilets	Yes	
Caravan/Articulated Vehicles	No	
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage	Yes	
Pet friendly	No	
Main Electrical Board Location	Yes	Location in Main entrance, Stage area, and Kitchen
Water Stop Cock Location		On road verge on east of building
Surrounded by Bush	No	

Built on a Flood Plain	Yes	
Positioned on Coast	No	
Site Access	Yes	Situated on a corner with access from 3 sides
Timeframe before pump out of septic	No	Deep Sewerage

Annex 7: Map of the Town site.



Annex 8: LEMC Contacts

Name	Organisation	Address	Phone	Mobile	Email	Landline Phone numbers
Dr Kenneth Parker	CEO Shire of Wagin	Arthur Rd Wagin	98 611177	0429 611 493	ceo@wagin.wa.gov.au	98611177
Phil Blight	Shire President Wagin	Arthur Rd Wagin	98 611562	0429 948 868	sp@wagin.wa.gov.au	
Bryan Kilpatrick	Deputy Shire President			0404 082 460	crbkilpatrick@wagin.wa.gov.au	
John Fathers	DCEO Shire of Wagin	Arthur Rd Wagin	98 611177	0407 836 535	john.fathers@wagin.wa.gov.au	98611177
Allen Hicks	MOW – Shire of Wagin	Arthur Road	98 611 177	0427 611 252	mow@wagin.wa.gov.au	98611177
Building Officer	Shire of Wagin	Arthur Road	98 611 177		Currently vacant	
Donna George	Community Liaison Officer	Arthur Rd Wagin	98 611177	0409 117 444	admin@wagin.wa.gov.au	98611177
Paul Blechynden	DFES District Officer Narrogin	Upper Great Southern Region		0427 580 481	paul.blechynden@dfes.wa.gov.au	
Charlotte Powis	DEMA	5 Hercules Cst Albany	9845 5007	0429 104 007	Charlotte.Powis@dfes.wa.gov.au	
Xavier White	Chief BFCO	East of Wagin		0438 611 126	xavier.white@bigpond.com	
Chris Piesse	Deputy CBFCO 1	North		0418 470 113	chrispiesse@hotmail.com	
Wade Brockway	Deputy CBFCO 2	south		0409 102 704	whbrockway@bigpond.com	
Jos Brummelman	St Johns Ambulance	PO box 100 Wagin			jos@brummelman.net	
Felicity Htun	Wagin Hospital	PO Box 222 Wagin	9861 3444	0428 933 876	felicity.htun@health.wa.gov.au	

Juniper Waratah Lodge	Pauline Alexander	Wagin	9861 1755	0404 903 857	pauline.alexander@juniper.org.au	
Amber Ward	Wagin District High School	10 Radford Rd Wagin	9861 3200		amber.phillips@education.wa.edu.au	
TBA	Wagin Police	Upland St Wagin	9852 0000		wagin.police.station@police.wa.gov.au	
Lyn Lucas	Manager Wagin SES	Ballagin Rd Wagin		0419 503 811	waginses@gmail.com	
Trent Kippin	Deputy Manager SES	Wagin		0429 702 213	tkip1234@hotmail.com	
Cam Forrest	Captain VFRS Wagin	7 Traverse St Wagin		0429 308 327	waginvfrs@bigpond.com	
Jack Stallard	Vice-Captain	7 Traverse St Wagin		0400 806 710	waginvfrs@bigpond.com.au	
Wagin Medical Centre	Practice Manager – Claire Flemming	Tavistock Street	9861 1633	0428 218 151	Reception.Wagin@stlukesfp.com.au stlukesmanager@westnet.com.au	
Jo Spadaccini	District Emergency Service Officer	Wheatbelt		0429 102 614	joanne.spadaccini@communities.wa.gov.au	
Michael Phillips	Regional Coordinator: Dept of communities	Wheatbelt		0455 560 041	Michael.Phillips@communities.wa.gov.au	
Mitchell Davis	Dept Biodiversity, conservation, and Attractions	Katanning	9842 4596	0427 193 566	mitchell.davies@dbca.wa.gov.au	
Tony Peplow	Water Corporation	Narrogin	9881 0610	0488 900 452	Tony.peplow@watercorporation.com.au	
Brett Dew	Synergy	Narrogin	9882 2211	0428 868 783	Brett.Dew@westernpower.com.au	
Rodney Thornton	Roadwise	Walga		0409 689 313	RThornton@walga.asn.au	

Cathy Morey	Main Roads	Narrogin	9881 0590	0428 912 799	Cathy.morey@mainroads.wa.gov.au	
Dennis Gomez	Telstra				Dennis.P.Gomez@team.telstra.com	
John Paul Collins	Dept of Primary Industries & Regional Development	Katanning	9821 3249	0427 170 035	john.collins@dpird.wa.gov.au	
Stu James	Aurizon			0499 252 067		
TBA	Arc Infrastructure			1300 9 TRAIN (87246)	For Crossing incident – the contact number is on the crossing pole.	
Wagin Action Group	Fynn Gell			0488 965 017	waginiongroup@yahoo.com	
Lions Club of Wagin	Ann Patterson			0427 611 298	ann.patterson1@bigpond.com	
Rotary Club of Wagin	Shelley Foley			0427 611 298	Shelleymfoley@gmail.com	
Wagin Homecare	Robyn Flett	Wagin	9861 1874	0447 320 025	waginhomocare@wagin.wa.gov.au	
Silver Chain		Wagin		1300 650 803		
Woolorama	Paul Powell Fiona Dawson	Wagin Sports ground		0447 161 160 0427 671 971	phpowell@westnet.com.au secretary@woolorama.com.au	98 611 611
Salvation Army		Narrogin	9881 4004			

Location One - Shire of Wagin
Address 2 Arthur Rd Wagin

Contact	Name	Phone	Phone
1 st Contact	Ken Parker	98 611 177	0429 611 493
2 nd Contact	Donna George	98 611 177	0409 117 444

Location Two Wagin Show Grounds
Address Ballagin Rd Wagin

Contact	Name	Phone	Phone
1 st Contact	Ken Parker	9861 1177	0448 783 692
2 nd Contact	Donna George	9861 1177	0409 117 444

8.2.4 DUAL FIRE CONTROL OFFICERS

AUTHOR OF REPORT:	Community Liaison Officer
SENIOR OFFICER:	Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	LE.NO.2
STRATEGIC DOCUMENT REFERENCE:	Nil
ATTACHMENTS:	NIL

OFFICER RECOMMENDATION

That Council ACCEPTS the appointment of the Shire of Narrogin Dual Fire Control Officers Stuart Moyes and Nathan Walker for the 2024/25 Bushfire season.

BRIEF SUMMARY

Appointment of Dual Fire Control Officer for the 2024/2025 season.

BACKGROUND/COMMENT

The Bush Fires Act 1954 permits the appointment of FCOs to be authorised between adjoining Local Governments. The Shire of Narrogin has nominated their Dual Fire Control Officer (Dual FCO) to the Shire of Wagin.

Under the Bush Fires Act 1954, a FCO has significant authority in a fire emergency where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain.

As officers of the Shire, exercising statutory authority and powers on behalf of the Shire, there is an obligation on the Shire to consider the suitability of a person prior to appointment as a FCO. In this regard, the Shire should note the requirement of the Bush Fire Brigades Local Law that FCO's are to complete a FCO course or refresher at least once every five years, for their appointment to remain valid.

On the 16 May 2024 the Shire of Narrogin wrote to the Shire of Wagin to advise the appointment of two (2) dual fire control officers for the Shire of Wagin.

Those officers are:

Stuart Moyes
Nathan Walker

Both FCO's are local farmers who have completed the FCO training and have been FCOs for the Narrogin Shire and Volunteer Bushfire Brigade for a number of years.

Appointments of each FCO is linked to a Bush Fire Brigade (BFB) or if a FCO appointed by an adjoining Shire to the area adjoining the common boundary, but unless specified, their authority extends throughout the whole of the district. It is proposed that this arrangement continue, without specific limitation. A FCO is required to act within any restrictions or conditions placed on the role by the Shire. They cannot issue instructions to staff to carry out works, nor do they have the authority to hire plant or contractors.

Nomination by an adjoining Shire does not mean automatic right to the role. Appointment becomes effective only on resolution of Council. The Shire of Narrogin has nominated Stuart Moyes and Nathan Walker as Dual FCOs for the 2024-25 season. It is recommended that Council endorse the nominated appointment of the Shire of Wagin Fire Control Officers and Dual FCOs as provided by the Shire of Narrogin.

CONSULTATION/COMMUNICATION

Chief Executive Officer and staff of the Shire of Wagin.

STATUTORY/LEGAL IMPLICATIONS

Bushfires Act 1954

POLICY IMPLICATIONS

No direct policy implications.

FINANCIAL IMPLICATIONS

There are no direct financial implications to this report.

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.



8.3 MANAGER OF FINANCE

8.4 MANAGER OF WORKS

8.4.1 WORKS AND SERVICES REPORT

AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	2024/24 Approved Budget
ATTACHMENTS:	1. Plant Report

OFFICER RECOMMENDATION

That Council NOTE the Manager of Work's report.

BRIEF SUMMARY

Nil

BACKGROUND/COMMENT

CONSTRUCTION CREW:

- Installing culvert extensions on Bullock Hills, Dongolocking and Beaufort Roads
- Grading of Rual Roads various areas single cut only
- Maintenance works
- Installing kerbing on Ware Street
- Ballagin Road – repairs to rutted out sections.

TOWNS CREW

- Community events - ANZAC day service
- Tiding up of parks and gardens and attending to maintenance work
- Watering parks and gardens
- Planting of annuals
- Spraying for ants/ weeds
- Street sweeping

UPCOMING WORKS:

- Maintenance grading and removing suckers to various roads.
- Bitumen patching
- Main drain install cement wall between Padbury Lane and Ventnor Street

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.

TOWN MAINTENANCE:

The town crew have been undertaking community requests, removing fallen trees. Gardening crew has been busy tidying up, watering and cleaning up. Planting annuals ready for spring

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.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. All expenditure has been budgeted.

STRATEGIC IMPLICATIONS

These assets are required for works in the community

VOTING REQUIREMENTS

Simple Majority

PLANT REPORT				May-24		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU MUX WAGON P-01	Ken Parker	29/10/2019	84,973	90,000	W.1	
ISUZU MUX WAGON P-02	J FATHERS	11/10/2023	24,244	25,000	W.001	Service due
ISUZU D MAX P-04	A HICKS	27/10/2023	12,303	13,000	W.1008	Service due
TOYOTA KLUGER - P-05	P VAN MARSEVEEN	13/10/2021	73,221	80,000	W.1479	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3292	1/03/2025	W.10292	
CAT GRADER P-10	J PRAETZ	14/01/2021	3826	4000	W.284	
KOMATSU LOADER P-11	G EVANS	21/03/2018	6148	6550	W.10707	
KOMATSU GRADER P-12	S DE SOUZA	15/01/2019	6146	6700 hrs	W.041	
KOMATSU EXCAVATOR P-13	VARIOUS	10/12/2021	396	527 HRS		
ISUZU TRUCK P-14	S HISKINS	3/12/2019	117691	120580	W.1002	
WN ROLLER P-15	VARIOUS	6/12/2023	165	550 hrs	W.7862	
ISUZU TRUCK P-16	VARIOUS	21/11/2023	6861	15000 KM	W.1012	
MAHINDRA P-17	M WUBBELS	21/03/2022	12396	20000kms	W.10955	
KUBOTA MOWER P-18	M TITO	31/10/2019	566	600 hrs		
VIBE ROLLER P-19	VARIOUS	3/01/2008	2403	2446 HRS	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	4520	4750	W.9618	
ISUZU P-21 (NEW)	VARIOUS	27/10/2023	7508	15000kms	W.676	
JOHN DEERE P-22	S SICELY	10/08/2016	651	700 HRS	W.487	
TOYOTA UTE P-24	M TITO	17/11/2020	36553	35000kms	W.1010	Service Booked
TOYOTA UTE P-25	S SICELY	25/11/2020	38497	45000kms	P50	
TRITON UTE P-26	J PRAETZ	14/11/2014	110348	120 000 kms	W.1022	
MAHINDRA P-38	L STANBRIDGE	13/01/2023	9850	15000 km / Feb 25	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	4206	4300 hrs	W.10553	
ISUZU TRUCK P-40	J CHAMBERLAIN	29/03/2019	134592	140000 kms	W.437	
ISUZU TRUCK P-42	VARIOUS	27/10/2023	13218	15000 Kms	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1318	1400 HRS		
CAT BACKHOE P-47	VARIOUS	21/09/2015	6594	7000 hrs	W.10552	
TENNANT SWEEPER P-48	D HOYSTED	16/10/2015	2184	4400 HRS	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	5070	5400 hrs	W.860	
ISUZU UTE - P50	T SIMMS	12/03/2024	1452	5000 Kms	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16540	7/06/2025	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	776	880 HRS		
ROVER MOWER P-53	VARIOUS	5/09/2022	286	300 hrs		
TOYOTA UTE P-85	G ARNOLD	29/10/2020	29443	35000 kms	W.863	
TOYOTA UTE P-94	D HOYSTED	23/10/2019	74620	75000 kms	W.10796	Service due
2016 Toyota Coaster BUS P-07						
H/Care Ute P-27			106979			
H/Care Manager Car - P-80			104414	110000kms	W468	
H/Care Bus P-83			41298			
H/Care Darkan P-86			142727			



9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

11 URGENT BUSINESS

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

12 CONFIDENTIAL BUSINESS

12.1.1 CHANGE OF BANKING INSTITUTION FOR THE SHIRE OF WAGIN

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	Nil

This report is confidential in accordance with section 5.23 of the Local Government Act 1995. Matter relating to the information about the business, professional, commercial or financial affairs of a person. A full report is provided to Elected Members under separate cover. The report is not available for publication.

13 CLOSURE