



MINUTES

ORDINARY MEETING OF COUNCIL

25 AUGUST 2020



DISCLAIMER

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

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

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

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

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

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

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

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

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

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



SHIRE OF WAGIN

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Wagin on
Tuesday 25 August 2020 commencing at 7pm

CONTENTS

1.	OFFICIAL OPENING	5
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	5
2.1	ATTENDANCE	5
2.2	APOLOGIES	5
2.3	APPROVED LEAVE OF ABSENCE	5
2.4	VISITORS	5
3.	RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE	5
4.	PUBLIC QUESTION TIME	5
5.	APPLICATION FOR LEAVE OF ABSENCE	6
6.	PUBLIC FORUM	6
7.	PETITIONS/DEPUTATIONS – PRESENTATIONS	7
8.	DISCLOSURE OF FINANCIAL AND OTHER INTERESTS	7
9.	CONFIRMATION OF PREVIOUS MEETING MINUTES	7
9.1	MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 28 JULY 2020	7
9.2	MINUTES FROM THE AUDIT COMMITTEE MEETING HELD 28 JULY 2020	7
9.3	MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD 11 AUGUST 2020	25
9.4	MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 18 AUGUST 2020	96
10.	ANNOUNCEMENTS BY THE PERSONS PRESIDING WITHOUT DISCUSSION ..	113
11.	STATUS REPORT – JULY 2020	114
12.	FINANCIAL REPORTS	123
12.1.	FINANCIAL REPORTS – JUNE 2020	123
13.	REPORTS TO COUNCIL	161
13.0.1	APPOINTMENT TO THE CEO REVIEW COMMITTEE	161
13.0.2	RECRUITMENT OF CHIEF EXECUTIVE OFFICER	164
13.1	ACTING CHIEF EXECUTIVE OFFICER	170

13.1.1	ACTING CHIEF EXECUTIVE OFFICER REPORT – JULY/AUGUST 2020.....	170
13.1.2	GREAT SOUTHERN WASTE – REQUEST FOR VARIATION FOR RECYCLING BIN PICKUPS AND FORMALISATION OF CONTRACT DOCUMENTATION	176
13.1.3	PROPOSAL TO LEASE LOT 666 BROCKMAN ROAD WAGIN	180
13.1.4	REVIEW OF COUNCILLOR REPRESENTATION	184
13.1.5	PERFORMANCE OF EXECUTIVE FUNCTIONS LOCAL GOVERNMENT ACT REQUIREMENT	195
13.1.6	PROPOSED TENDER FOR LEASE OF PORTION OF LOT 76 BALLAGIN STREET WAGIN	197
13.1.7	WALGA ANNUAL GENERAL MEETING 2020 – REGISTRATION OF VOTING DELEGATES	201
13.2	DEPUTY CHIEF EXECUTIVE OFFICER	207
13.2.1	DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JULY 2020	207
13.2.2	SPORTSGROUND AND RECREATION PRECINCT MASTERPLAN	214
13.3	MANAGER OF WORKS	258
13.1.1	WORKS AND SERVICES REPORT – JULY 2020.....	258
13.4	MANAGER OF FINANCE	261
13.5	ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR	261
13.5.1	ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – AUGUST 2020	261
13.6	TOWN PLANNER REPORT	264
13.6.1	DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL RENEWAL ENERGY SYSTEM.....	264
13.6.2	DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL LIGHT INDUSTRIAL STORAGE SHED	275
14.	ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS	292
15.	URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING	292
16.	CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)	293
16.1	SELECTION OF CONSULTANT – CEO RECRUITMENT	293
16.2	PROPOSAL TO TERMINATE LEASE – DEFAULTING DEBTOR	294
17.	CLOSURE	295



1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at 7:00pm.

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

2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr David Atkins	Councillor
Cr Sheryll Chilcott	Councillor
Cr Bronwyn Hegarty	Councillor
Cr Lyn Lucas	Councillor
Cr David Reed	Councillor
Cr Jason Reed	Councillor
Cr Geoff West	Councillor
Bill Atkinson	Acting Chief Executive Officer
Brian Roderick	Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Tegan Hall	Manager of Finance
Emily Edwards	Executive Assistant

2.2 APOLOGIES

Cr Wade Longmuir	Councillor
------------------	------------

2.3 APPROVED LEAVE OF ABSENCE

Cr Bryan Kilpatrick	Councillor
---------------------	------------

2.4 VISITORS

Jeffery Stewart	Community Member
Glen Thompson	Community Member

3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

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

5. APPLICATION FOR LEAVE OF ABSENCE

4345 COUNCIL DECISION

Moved Cr GKB West

Seconded Cr J P Reed

That Cr B S Hegarty & Cr D I Atkins be granted a Leave of Absence from the 22 September 2020 Ordinary Meeting of Council

Carried 9/0

6. PUBLIC FORUM

JEFFERY STEWART OF 4 LEONORA STREET, WAGIN

Mr Stewart addressed Council with his ideas of encouraging young people to stay or attract the younger generation to Wagin.

Mr Stewart discussed the ongoing commitment that he has to the Masonic Lodge and the work he has undertake within the community regarding Mental Health and the self-help group that he started as a service to the Community. COVID has largely impacted the running of this service and has seen a decline in young people attending functions or meetings.

As COVID restrictions ease, Mr Stewart would like to start encouraging the younger community members to get back out and run events including Morning Tea's in the Ram Park along with the support of stakeholders in town to give the young something to do. The local WA Police members have been supportive as this would also attract them to something other than Vandalism, Drugs and Drinking.

Mr Stewart thanked Council and left the meeting at 7:12pm and did not return.

GLEN THOMPSON OF 261 TUDHOE STREET, WAGIN

Mr Thompson addressed Council regarding the Proposed Truck Parking Bay that comprises the Works & Services Committee Minutes presented to Council at this Ordinary Council Meeting.

The Truck Parking Bay is proposed for the area of land that occupies the end of Mr Thompson's drive-way.

The area is a high frequency area that sees a Bus Stop, drive-way and entrance to adjoining land owners business. A truck bay would present a safety issue with children being picked by the School bus service. Should the proposed Truck Bay be progressed, Mr Thompson believes that people would use the area and block access to his Farm via the drive-way.

Mr Thompson also advised that he would be against re-vegetating the lot as in the past Shire of Wagin Works members have removed trees that pose a danger to vision, danger issues have also risen from the phone line and fibre optic cabling that run underneath the piece of land.

Mr Thompson's ideal outcome for the land would be to purchase it from the Shire but would like it known that he and his family are opposed to the Truck Bay going ahead.

Mr Thompson thanked Council and left the meeting at 7:17pm and did not return.

7. PETITIONS/DEPUTATIONS – PRESENTATIONS

Nil

8. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

- Mr Bill Atkinson, Acting Chief Executive Officer declared a Financial Interest in item 13.0.2 – *Recruitment of Chief Executive Officer*
- Cr S M Chilcott declared a Financial Interest in item 13.1.3 – *Proposed to Lease Lot 666 Brockman Road, Wagin*
- Cr L A Lucas declared a Financial Interest in item 13.1.6 – *Proposed Tender for Lease of Portion of Lot 76 Ballagin Street, Wagin*

8.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

- Cr G K B West declared a Proximity Interest in item 9.4 – *Sportsground Advisory Committee Meeting Minutes*
- Cr G R Ball declared a Promixity Interest in item 16.2 – *Proposal to Terminate Lease – Defaulting Debtor*

8.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 28 JULY 2020

4346 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr G K B West

That the Minutes of the Ordinary Meeting of Council held on Tuesday 28 July 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 9/0

9.2 MINUTES FROM THE AUDIT COMMITTEE MEETING HELD 28 JULY 2020

4347 COUNCIL DECISION

Moved Cr B S Hegarty

Seconded Cr G R Ball

That the Minutes of the Audit Committee Meeting held on Tuesday 28 July 2020 as attached, be received.

Carried 9/0



**COMMITTEE RECOMMENDATION
4348 COUNCIL DECISION**

Moved Cr B S Hegarty

Seconded Cr D I Atkins

That Council endorse the CEO Regulation 17 and Financial Management Review Compliance Improvement Timeline Report.

Carried 9/0



MINUTES

AUDIT COMMITTEE

28 JULY 2020



DISCLAIMER

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

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

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

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

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

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

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

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

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

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



SHIRE OF WAGIN

Minutes for the Audit Committee meeting held in the Council Chambers, Wagin on
Tuesday 28 July 2020 commencing at 6pm

CONTENTS

1. OFFICIAL OPENING	4
2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	4
2.1 ATTENDANCE	4
2.2 APOLOGIES	4
3. PUBLIC FORUM	4
4. PETITIONS/DEPUTATIONS/PRESENTATIONS	4
5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS	4
6. CONFIRMATION OF PREVIOUS MEETING MINUTES	4
6.1 MINUTES FROM THE AUDIT COMMITTEE MEETING HELD 23 JUNE 2020	5
7. CORRESPONDENCE AND REPORTS	5
7.1 ACTING CHIEF EXECUTIVE OFFICER	5
7.1.1 CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE IMPROVEMENT TIMELINE REPORT	5
8. GENERAL BUSINESS	7
9. CLOSURE	7



1. OFFICIAL OPENING

The Presiding Member, Cr Phil Blight opened the meeting at 6:04pm

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

2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr Bronwyn Hegarty	
Cr Bryan Kilpatrick	
Bill Atkinson	Acting Chief Executive Officer
Brian Roderick	Deputy Chief Executive Officer
Tegan Hall	Manager of Finance
Emily Edwards	Executive Assistant

2.2 APOLOGIES

Cr Jason Reed

3. PUBLIC FORUM

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

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

6. CONFIRMATION OF PREVIOUS MEETING MINUTES



6.1 MINUTES FROM THE AUDIT COMMITTEE MEETING HELD 23 JUNE 2020

COMMITTEE DECISION

Moved Cr B S Hegarty

Seconded Cr G R Ball

That the minutes of the Audit Committee meeting held on Thursday 18 June 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 4/0

7. CORRESPONDENCE AND REPORTS

7.1 ACTING CHIEF EXECUTIVE OFFICER

7.1.1. CEO REG 17 AND FINANCIAL MANAGEMENT REVIEW COMPLIANCE IMPROVEMENT TIMELINE REPORT

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	20 July 2020
PREVIOUS REPORT(S):	6.1 Audit Regulation 17 – Risk Management Review and Financial Management Review – 18 June 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.AD.1
ATTACHMENTS:	CEO Reg 17 & Financial Management Review Compliance Improvement Timeline Report

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the CEO Regulation 17 and Financial Management Review Compliance Improvement Timeline Report be endorsed.

Carried 0/0



COMMITTEE RECOMMENDATION

Moved Cr B L Kilpatrick

Seconded Cr G R Ball

That the CEO Regulation 17 and Financial Management Review Compliance Improvement Timeline Report be endorsed, as amended.

Carried 4/0

Reason for Difference – The Committee made changes to the report on realistic completion timeframe of projects.

BRIEF SUMMARY

The CEO Regulation 17 and Financial Management Review Compliance Timeline document be endorsed.

BACKGROUND/COMMENT

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

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

The Committee and Council adopted the reports however the Audit Committee requested the following:

COMMITTEE RECOMMENDATION

Moved: Cr. G R Ball

Seconded: Cr. J P Reed

That a report of compliance and Improvement timelines be presented to the Audit Committee prior to the July Ordinary meeting of Council.

Carried 5/0

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

The report will be updated over the next seven months and it can be re-presented to future Audit Committee meetings for the Committee to review progress.

CONSULTATION/COMMUNICATION

Shire of Wagin Senior Staff

STATUTORY/LEGAL IMPLICATIONS

- Local Government Act 1995
- Local Government (Financial Management) Regulation ("FM Reg") 5(2)(c)
- Local Government (Audit) Regulations 1996



POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

8. GENERAL BUSINESS

9. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6:22pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 28 July 2020

Signed:

.....

Presiding Elected Member

Date:

.....

**Regulation 17 and Financial Management Review June 2020
Compliance Action Timeline**

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion
6. FRAMEWORK DESIGN						
6.2 COUNCIL POLICIES						
Finance Policy No. 6 - Issuing of Council Purchase Orders	The policy contains a table with individual employee names and limits of delegated authority. The table is not current with current employee names, and we did not observe an official delegation to support the policy.	Review and update the policy, or alternatively include sufficient provision of information to support delegations within the procurement policy and rescind finance policy no. 6.	Review Policy Manual	MF		Feb-21
Finance Policy No. 10 - Rates Concession Incentives Commercial Properties	Concessions for new businesses to the district are provided for within the policy, however some exclusions are included which may require review to ensure equitable competitiveness is maintained within the policy.	Review the policy and consider seeking professional advice where required relating to equitable competitiveness		MF		Feb-21
Finance Policy No. 11 - Corporate Credit Card	The policy requires the Shire President to approve and sign the CEO's credit card statement. Under the Local Government Act 1995 the Shire President has no administrative authority and as such no authority to approve the CEO's credit card statement. The list of credit cards approved to be held by the Shire by the policy does not include a credit card currently held and in use by the local SES.	Review the policy/procedure to amend the authorisation process of the CEO's credit card. Periodic reports to Council should be undertaken acknowledging transactions as having been made and authorised by the CEO. The practice of separately highlighting transactions made on the CEO's credit card for presentation to Council should continue. This is in line with the Western Australian Auditor General's Report dated 7 May 2018 relating to Controls Over Corporate Credit Cards. Review and update the policy and credit cards currently held by the Shire.		MF		Feb-21
Finance Policy No. 15 - Purchasing Tender Guide	The policy provides limited direction regarding contract variations and extensions awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the policy. For contracts awarded by tender, legislation provides minimum requirements. Purchasing requirements for procurement of goods or services in accordance with the exemptions under Local Government (Functions and General) Regulations 1996 Regulation 11(2), regardless of the value of expenditure are not included within the policy. The CEO is required to ensure controls exist for all purchases including those made using these exemptions. It is noted the practice of testing the market through sourcing multiple quotations when using the exemptions is sometimes occurring, and the policy should be updated to reflect the expectation and requirement.	Amend the Policy to provide the following: <ul style="list-style-type: none"> Prohibit price variations to existing contracts awarded by tender other than those provided within the original contract, as required by Local Government (Functions and General) Regulations 1996 Regulation 11(2)(j)(iv). Purchasing requirements of the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increase over a policy threshold level, due to the variation or extension. Inset purchasing requirements for procurement of goods or services made under the exemptions under Local Government (Functions and General) Regulations 1996 Regulation 11(2). 		DCEO		Sept-20
Finance Policy No. 16 - Significant Accounting Policies	Formalisation of accounting policies may result in a conflict with information prepared in annual financial reports, required to be prepared in accordance with AAS and the <i>Local Government Financial Management Regulations 1996</i> .	Ideally, to avoid conflict with the standards and legislation the policy should not include legislative and standards requirements and should enhance these requirements or provide a policy decision where an accounting standard allows a policy choice. Consider rescinding the policy or reviewing and amending the policy accordingly.		MF		Feb-21
Finance Policy No. 20 - Risk Management, Governance Framework & Policy	The current policy is based on a superseded risk management standard AS/ NZ ISO 31000:2009.	Develop and adopt a risk management policy to align to Risk Management Standard ISO 31000:2018. Ensure risk management policy and strategy adequately considers and addresses risks relating to contractors and volunteers periodically or sporadically engaged by Council.		DCEO		Dec-20

Item	Matters Identified	Suggested Improvements		Resp. Officer	Status to Date	Due Date for Completion
Admin Policy No. 10 - Grievance	The policy does not provide for the handling of complaints against the CEO. A number of documents are required to be maintained within the policy, however limited supporting documentation was available for our inspection.	Review and amend the policy to provide a process for the handling and resolution of complaints regarding the CEO. Review systems and processes to align with the policy, or alternatively amend the policy to refer to operational processes.	Review Policy Manual	DCEO		Feb-21
Admin Policy No. 18 - Asset Management	The current policy scope refers to all assets with a replacement value higher than \$3,000. Regulation 17A paragraph 5 of the <i>Local Government (Financial Management) Regulations 1996</i> requires that assets less than \$5,000 are not to be capitalised	Review and amend the policy to update the asset value, or alternatively remove the specific amount referred to in the policy and refer to the <i>Local Government (Financial Management) Regulations 1996</i> .		MF		Sep-20
Council Policy No. 2 - Councillors Out of Pocket Expenses	The policy sets out the rate for travel reimbursements for elected members in performing their duties is to be calculated at the same rate as Clause 42 of the Local Government Officers (Western Australia) Award 1988. This Award is no longer current, and the policy does not align with the provisions of the most recent determination published by the Salaries and Allowances Tribunal (SAT) which sets out the reimbursement rate where elected members are discharging their duties.	Review and amend the policy to correctly reflect mileage reimbursements permitted under the current SAT determination.		CEO		Feb-21
Policy Reference to Legislation and External Information	We noted several policies contain specific detail relating to legislation and other external references, including: <ul style="list-style-type: none"> • Finance Policy No. 8; • Health Policy No. 7,8,12,16 and 23; • Bushfire Policy No. 7; and • Works Policy No. 8 and 11. We noted the references within these policies may be outdated or superseded by changes to the legislation, Australian Standards, the Town Planning Scheme or other external references.	Update policies to remove specific and / or detailed references to legislation and other external references to assist with appropriate alignment and consistency in Council policies is maintained.		relevant manager		Feb-21
Policy Reference to Fees and Charges	Several Council policies include statements defining fees and charges for services, including: <ul style="list-style-type: none"> • Health Building and Planning Policy No. 1,9 and 27; and • Works Policy No. 11. We noted the fees and charges stated within the above policies do not align with the current schedule of fees and charges.	Update policies to reflect the schedule of fees and charges.		relevant manager		Feb-21
General Policy Actions	Legislation provides for policies to be determined by Council, and for the CEO to manage the day to day operations of the local government. We noted a number of Council policies which provide for elected members to become involved in operational activities and decision making. Examples included: <ul style="list-style-type: none"> • Works Policy No. 3; • Administration Policy No. 1 & 21; • Council Policy No. 2, 10; and • Finance Policy No. 11. Policies are not necessarily intended to provide direction on how different functions are to be executed, except where legislation requires it.	Review and update policies to ensure they provide guidance to articulate the strategic direction of Council and set out a high level position to follow at an operational level (e.g. we shall, we shall not), particularly where legislation does not provide such guidance.		relevant manager		Feb-21
Internal Control Policy	Currently, no policy on internal controls has been adopted by Council.	We suggest an internal control policy be formulated and adopted to formalise Council's commitment and approach to internal controls, based on a risk management process.		<ul style="list-style-type: none"> • Assess need for internal control policy • Develop Policy 	DCEO	
Legislative Compliance Policy	Currently, no policy on internal legislative compliance has been adopted by Council.	Development and adoption of a legislative compliance policy may help formalise Council's commitment and approach to legislative compliance.	<ul style="list-style-type: none"> • Assess need for internal control policy • Develop Policy 	DCEO		Feb-21
Policy Review	Policies are reviewed annually by Council to help ensure they remain current. There is no 'history' (adoption / review) to indicate where policies have been reviewed and amended	Following review of policies by Council, update the latest 'history' date on the policy to provide evidence and an accurate record of when the policy was reviewed, amended and adopted.	<ul style="list-style-type: none"> • Correct as part of Policy Review Process • Ensure delegation details are correct • Put Review date on Policies 	EA		Feb-21

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion
7. FRAMEWORK IMPLEMENTATION						
7.1	STRATEGIC AND OPERATIONAL PLANS					
Strategic Community Plan Stage 1	<p>The Strategic Community Plan underwent a major review within four years as required in June 2018 and was adopted unanimously. The voting requirement in agenda papers noted a simple majority decision of Council was required to adopt the plan, rather than an absolute majority as required by Local Government (Administration) Regulations 1996 19C (4).</p> <p>The Strategic Community Plan lists results of community engagement but does not clearly set out the engagement mechanisms and processes utilised for community engagement, the consideration of demographics/trends or resource capacity as required by Department Local Government, Sport and Cultural Industries (DLGSCI) Integrated Planning and Reporting Advisory Standard (September 2016)..</p> <p>The Annual Report contains a section which describes activities and strategies included within the Strategic Community Plan and Corporate Business Plan (plan for the future). It does not highlight the activities from the plans which have commenced during the reporting period or are continuing as required by DLGSCI Integrated Planning and Reporting Advisory Standard (September 2016)..</p>	<p>To help ensure compliance and provide sound planning direction to the Shire, agenda papers should include correct legislative references and requirements when being considered by Council.</p> <p>Document information within the Strategic Community Plan to include all required data and information as published within the Department Local Government, Sport and Cultural Industries Integrated Planning and Reporting Advisory Standard (September 2016).</p> <p>Include within the Shire's Annual Report information relating to the Plan for the Future as required by section 5.53(2)(e) of the Local Government Act 1995.</p>	<ul style="list-style-type: none"> • Hold Integrated Planning Day <ul style="list-style-type: none"> • Prepare Plan • Issue Local Public Notice • Publish Plan on Website 	DCEO	<ul style="list-style-type: none"> • Integrated Planning Day 16/07/2020 	Jul-20
Corporate Business Plan Stage 1	<p>The Corporate Business Plan was last reviewed in June 2018 has not been reviewed annually as required by section 6.2(2) of the Local Government Act 1995 and Local Government (Administration) Regulations 1996 19DA (4).</p> <p>The Corporate Business Plan was adopted by Council in June 2018 with the voting requirement in agenda papers noting a simple majority decision of Council required to adopt the plan, rather than an absolute majority as required by Local Government (Administration) Regulations 1996 19C (4).</p> <p>Linkages between capital projects and key activities within the plan are not clearly identified.</p>	<p>Ensure the Corporate Business Plan is reviewed annually prior to the adoption of the annual budget, in accordance with the requirements of section 6.2(2) of the Local Government Act 1995 and Local Government (Administration) Regulations 1996 19DA (4).</p> <p>Document information within the plan to include all required data and information as published within the DLGSCI Integrated Planning and Reporting Advisory Standard (September 2016).</p>				
Business Continuity Plan Stage 2	A Business Continuity Plan was not available for inspection.	Develop a Business Continuity Plan and test it to ensure validity. Identify and document key business continuity risks along with the treatments, to reduce the risk to an acceptable level.	<ul style="list-style-type: none"> • Develop Business Continuity Plan 	CLO	In Progress	Dec-20
Workforce Plan Stage 2	The Workforce Plan 2013-2017 has not been reviewed since it was developed and is now out of date. Although there is no statutory obligation to adopt the plan, it is required by the DLGSCI Integrated Planning and Reporting Advisory Standard (September 2016), and to be aligned to the Corporate Business Plan and annual budget.	Review and update the Workforce Plan to maintain effective alignment with IPR documents, and to include all required data and information as published within the DLGSCI Integrated Planning and Reporting Advisory Standard (September 2016).	<ul style="list-style-type: none"> • Review and Update Workforce Plan 	DCEO		
ICT Strategic Plan	<p>A four year ICT Replacement Plan was prepared in 2016 summarising ICT infrastructure and future considerations for improvements. The plan had limited overview of ICT risks and how they are to be addressed, and has not been reviewed since it was prepared in 2016. .</p> <p>Presently a single consultant is engaged to provide IT support services and advice regarding security etc. A high level of risk could be assumed by engaging a single entity to provide all IT services.</p>	<p>Develop an ICT Strategic Plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level. Consider independent review of identified ICT risks.</p> <p>Consider implementation of routine review and verification of skills, competencies, qualifications and experience for IT service providers</p> <p>Careful development of a strategy will assist in considering the risks of utilising a single IT provider, and may assist in developing a scope to articulate service level agreements for a range of IT services to be potentially issued to different providers.</p>	<ul style="list-style-type: none"> • Develop ICT Strategic Plan in conjunction with Consultant IT Firm 	DCEO/EA		Feb-21
ICT Disaster Recovery Plan	An ICT Disaster Recovery Plan was not available for inspection.	Develop an ICT Disaster Recovery Plan. Identify and document key ICT risks, along with the treatments to reduce the risk to an acceptable level. Maintain, review and test the plan to ensure validity.	<ul style="list-style-type: none"> • Develop ICT Disaster Recovery Plan in conjunction with Consultant IT Firm 	DCEO/EA		Feb-21

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion
	Code of Conduct	Section 2.3 Disclosure of Interest is not consistent with current legislative requirements and refers only to employees. Section 3.4 Gifts refers only to employees. Elected members have obligations in relation to disclosure of gifts in accordance with legislation. In its current form there is no clarity for elected members and employees as to their disclosure obligations. Contractors and volunteers are not bound by a Code of Conduct when performing functions on behalf of the Shire. Elected members, committees, contractors and volunteers are not required to sign the Code of Conduct acknowledging they have read and understand the requirements within.	Review the section of the Code of Conduct relating to interest disclosure requirements and disclosure requirements for gifts to highlight these need to be made in accordance with legislation. Given the complexities involved in amending the Code of Conduct when changes are made to legislation, consider amending the Code of Conduct so legislative requirements are not restated. Where legislative requirements are unclear or there is a desire for greater requirements, suggest this be covered by relevant policies Expand the scope of the Code of Conduct to include actions by volunteers and contractors. Alternatively, a separate Code of Conduct be developed for volunteers and contractors. Update the Code of Conduct as well as induction procedures to ensure all persons subject to the Code of Conduct sign and acknowledge they understand the content.	<ul style="list-style-type: none"> Review and Update Code of Conduct where necessary 	CEO	Aug-20
7.2	OPERATIONAL AND FINANCIAL PROCEDURES					
	Checklists	Checklists of key functions are maintained for selected functions. Checklists were not maintained and evidenced for all standard routine functions such as end of month reconciliations and reporting across the organisation. It was noted some staff have commenced with the creation of checklists and procedures	Creation and maintenance of standard checklists may assist in evidencing key points of control. Checklists assist in ensuring compliance with repetitive legislative compliance tasks. Staff are encouraged to continue with the development of checklists and procedures for routine functions, including evidencing independent review.	<ul style="list-style-type: none"> Implement further checklist items to address 	MF	COMPLETED
	Workflow Diagrams	Workflow diagrams have not been compiled for undocumented / documented procedures.	In conjunction with, or as an alternative to, the development of documented procedures and checklists, development of workflow process diagrams may assist in clearly identifying controls and processes to be followed.	<ul style="list-style-type: none"> Not Mandatory - If Capacity Staff believe checklists will suffice 		Feb-21
	Access to Shire Facilities	We noted limited physical access security measures to some Shire facilities.	Ensure adequate physical access security measures exist to prevent unauthorised individuals from accessing facilities.	<ul style="list-style-type: none"> Part of staff daily procedures and will be monitored 	ALL	COMPLETED
	Procedure Changes	Process for amending or changing procedures are not formalised. This creates opportunities for unilateral unauthorised changes to procedures and a breakdown in key controls.	Establish a process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, throughout the Shire to assist with managing changes to procedures.	<ul style="list-style-type: none"> Not Mandatory - If Capacity 		Feb-21
	Overhead & Admin Allocations	No process is currently in place to determine the allocation of indirect costs. From staff representations, current allocation rates are based on historical estimates and reviewed informally during budget preparations each year. No calculation method to support overhead allocations was available.	Undertake a review of activity based costings to support calculation of overhead and administration allocations	<ul style="list-style-type: none"> Undertaken extensively at budget time 	MF	COMPLETED
	End of Month Processes	Evidence of end of month procedures being followed or reviewed by an authorised officer independent of preparing/collating the documentation is not routinely applied prior to preparation of monthly financial reports.	Develop checklists and procedures to demonstrate appropriate controls and reviews are in place when preparing monthly financial reports as a key control.	<ul style="list-style-type: none"> Liase with Auditor as to checklist format Make adjustments to current checklists 	MF	COMPLETED
	Asset Disposals	Our limited testing noted instances where assets have not been disposed of in accordance with section 3.58 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996. Several instances noted were the result of plant items being traded at the same time of purchasing a new plant item. Although the purchasing policy and legislative requirements allowed for the new plant item to be purchased without going to tender, the disposition of the traded plant item is not captured by these same exclusions. Examples included a grader and a tip truck.	Ensure future asset disposals are in accordance with the requirements of section 3.58 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996.	<ul style="list-style-type: none"> Staff to ensure disposals adhere to requirements 	MF	COMPLETED
	Rates	Debt recovery agents are authorised to enter into payment arrangement agreements with debtors on the Shire's behalf. Payment arrangements are not required to finalise debts by the end of financial year. Evidence of routine reviews of rate exempt properties as defined by section 6.26(2)(g) of the <i>Local Government Act 1995</i> was not available for our inspection.	Review agreement with debt recovery agent to require payment arrangements to be cleared within an appropriate agreed period. Develop and maintain systems and processes whereby routine reviews are undertaken of rate exempt properties within the Shire, confirming these properties are used exclusively for charitable purposes as defined by <i>Charitable Uses Act 1601</i> .	<ul style="list-style-type: none"> Staff to monitor as part of monthly reconciliations 	Rates/MF	COMPLETED

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion
ICT Security	Limited controls for access to IT systems including physical access to hardware exist. Some levels of permissions have been established to network access to data, however this is largely undocumented.	Undertake a comprehensive IT security review, document current policies and practices, and implement findings of the review.	<ul style="list-style-type: none"> • May be formalised when staff have availability • Not mandatory 	DCEO		
General Journal Entries	There are limited documented internal control procedures for general journals. We noted review and evidence of review of journals after posting has not been consistently maintained.	Document internal controls to ensure journals requests initiated are reviewed and approved/authorised prior to posting by an appropriate officer, the current practice of independent review is maintained, and evidence of review is consistently applied.	<ul style="list-style-type: none"> • May be formalised when staff have availability • Not mandatory 	MF		
Risk Management Procedures	Risk management activities currently undertaken are largely undocumented, with existing procedures based on risk management standard ISO 31000:2009, which is superseded by ISO 31000:2018. The risk management profiles / reporting tool has not been reviewed since its initial development in December 2016.	<p>Risk management procedures be updated, and a process developed in accordance with any update to the risk management policy.</p> <p>Implement and maintain risk management procedures and processes throughout the Shire.</p>	<ul style="list-style-type: none"> • May be formalised when staff have availability • Not mandatory 	CLO/DCEO		Dec-20
Procurement Assessment	We did not observe any documented formal requirements when undertaking assessments of responses to requests for quotations. Documented procedures are not in place to require declarations of interest and confidentiality to be signed prior to assessments being undertaken for high value purchases.	<p>To help ensure probity and fairness when assessing high value procurement, at least three persons should assess the procurement responses independently of each other.</p> <p>Documented processes should require a higher level of probity and due diligence, for higher value or higher risk purchases.</p> <p>Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence. Procedures for the declaration of interests prior to procurement assessments being undertaken should also be documented for high value purchases and tenders.</p>	<ul style="list-style-type: none"> • To be assessed as part of Policy Review 	DCEO		Sept-20
Tender Assessment	No procedures were available for the assessment of tenders against the selection criteria. No procedures or correspondence were available to ensure the independence of persons in assessing tenders.	<p>To help ensure probity and fairness when assessing tenders, procedures for the process to be undertaken in assessing tenders should be followed and documented with at least three persons assessing the tender independently of each other. Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence.</p> <p>For tenders already awarded, ensure dual reviews of invoices submitted continues to occur by appropriately authorised officers. Consider a review of existing tenders which are still open to determine any systems, processes or controls required to maintain probity and fairness.</p>	<ul style="list-style-type: none"> • To be assessed as part of Policy Review 	DCEO		Sept-20
Creditors Audit Trails	Limited review of changes made to creditor master file details is currently undertaken when each payment run is processed.	Procedures to minimise risk of unauthorised changes to creditor details should be implemented. Independent regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where employees responsible for processing creditors transactions are unable to make changes to creditor master file details.	<ul style="list-style-type: none"> • Currently done as part of eom processes • Implement change to do review at every payment run 	MF	COMPLETED	Jun-20
Credit Cards	<p>Agreements signed by credit card holders setting out cardholder responsibilities and legal obligations when using Shire credit cards were not available for our inspection or maintained on employee files.</p> <p>A credit card is held by a volunteer group for incidental expenditure with the Shire being responsible for managing grant funds for the group. Limited documented procedures are in place to ensure appropriate controls are applied and there is no evidence of volunteers having been briefed through the Shire's standard code of conduct, or other inductions required when operating a local government service function and incurring expense on behalf of the Shire.</p> <p>An instance of unauthorised expenditure was noted by the Shire's external auditors. This had not been detected by staff prior to being raised by the auditors.</p>	<p>Update procedures to require cardholders to review and certify expenses incurred on their credit cards each month.</p> <p>Volunteers should not be involved in credit card transactions on behalf of the Shire. Systems and processes should be established to account for reimbursement and allocation of grant funds with sufficient authorisation processes in place. Appropriate inductions for volunteers, including the Code of Conduct when performing functions on behalf of the Shire should be undertaken as required.</p> <p>Update systems and processes relating to credit cards and implement accordingly. Maintain and regularly review these controls and ensure staff responsible for processing of credit card transactions are appropriately educated with approved systems and processes.</p>	<ul style="list-style-type: none"> • Create Credit Card Agreements • Investigate SES CC Issue 	MF		Feb-21

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion
Security controls for Cash Handling	Security controls for cash held at Shire facilities are considered inadequate. Controls are not consistently documented to ensure appropriate review and authorisation processes occur in relation to the management and handling of cash by staff.	Ensure access to any cash held is restricted only to authorised personnel through secure storage. Implement appropriate documented procedures and controls for cash maintained by staff. Processes should also include reference to insured amounts relating to cash, to ensure adequate insurance levels are maintained relating to cash.	<ul style="list-style-type: none"> • Offsite Facilities, no real practical solution • Assessment of potential mismanagement - not material in nature 	MF	COMPLETED	
Contracts/Agreements	Our testing noted no formal contract / agreement was in place for a long term service currently in place with a third party for waste management services. Tender documentation was utilised to form the agreement, however this does not sufficiently address contract obligations etc.	Review systems and procedures for all services with third parties currently in place to ensure appropriate contracts / agreements have been dually executed to assist in ensuring contract obligations are met by both parties.	<ul style="list-style-type: none"> • Contract Register to be established • Gather information in regards to contracts 	DCEO		Sept-20
Asset Revaluations	The Shire's 2017-18 audit report contained a qualification, due to some drainage infrastructure assets having not undergone a revaluation within statutory timeframes. Limited documented processes were available to monitor the required timing of revaluations against asset classes.	Review systems and procedures to ensure all asset revaluations are undertaken as required by regulation 17A(4)(b) of the Local Government (Financial Management) Regulations 1996.	<ul style="list-style-type: none"> • Establish a revaluation timeline 	MF	COMPLETED	
Local Laws	We noted a number of local laws exist. Evidence of any recent reviews of the local laws were not available for our inspection. Local Laws are not published on Shire's website.	Review local laws within an eight year period as required by section 3.16 of the Local Government Act 1995, or alternatively consider repealing inoperative (if applicable) local laws as detailed in section 3.12 of the Local Government Act 1995. Publish local laws on the official local government website as required by section 5.96A(a) of the Local Government Act 1995.	<ul style="list-style-type: none"> • Review currently underway • Update local laws where necessary • Upload to website 	CSO/CEO		Sep-21
Information Required on Website	We noted the following information (in addition to other matters noted throughout this report) has not been published on the Shire's official website as required by legislation: <ul style="list-style-type: none"> • Confirmed minutes of all committee meetings; and • Notice papers, agenda, reports and other documents presented at Council and committee meetings. 	Ensure information is published on the Shire's official website as required by section 5.96A of the Local Government Act 1995.	<ul style="list-style-type: none"> • EA to ensure all Council & Committee agendas, reports & other papers are published on Shire's website 	EA		Sep-20
Bank Account Authorisations	Two elected members are listed as authorising parties on the Shire's bank accounts as at the time of our review. Bank authority listings should be reviewed regularly to ensure they are current.	Elected members have no administrative authority and therefore should not be listed as an authorising party on Shire bank accounts. The authority for elected members should be removed immediately.	<ul style="list-style-type: none"> • Confirm account authorities with bank • Remove any persons not required 	MF		Feb-21
Changes to Banking Details	Currently no independent review of changes to employee and creditor banking details is performed. Formal procedures relating to changes to banking details for employees and creditors should be developed to ensure sufficient controls exist in both substantiating the change request and the changes performed within the Shire's ERP system.	Update procedures to ensure the following matters are appropriately considered and controls are adequate to: <ul style="list-style-type: none"> • Validate the change request and its origin; • Authority exists for the change request; and • Validate and control the changes once completed. 	<ul style="list-style-type: none"> • All requests are currently validated • Create method to document validation • Audit Trails to be conducted 	MF	COMPLETED	
7.3 HUMAN RESOURCE MANAGEMENT AND PRACTICES						
Staff Contracts	Different forms of contract exist, with some employees having a signed conditional offer of employment. Our testing highlighted some instances where some incumbents have not signed their offer of employment, and several instances where employees were issued with official offers of employment after their start date.	Ensure contracts of employment, defining roles, responsibilities and remuneration, are signed by both parties prior to employment commencing for all staff. Undertake a review of all personnel and establish contracts of employment for employees who do not have one, documenting their conditions of employment, roles and responsibilities.	<ul style="list-style-type: none"> • Review to be undertaken 	DCEO		Oct-20
Employee Termination Procedures	No formal process or procedure is currently in place to ensure the appropriate termination of employees. Departmental managers have the responsibility of ensuring Shire assets are recovered, however there is no formal policy, procedure or practice in place to ensure IT permissions are restricted, or for Shire property (phones, vehicles, keys) to be returned prior to the employee finishing with the Shire.	Establish policies, procedures or checklists to manage and document the termination of employees, ensuring access to IT systems, etc. is appropriately restricted and all allocated Shire assets are recovered.	<ul style="list-style-type: none"> • Create Staff Termination Checklist 	DCEO		Oct-20
Staff Training	Planned and required staff training needs for employees are not currently identified and recorded in a central training matrix.	Develop and maintain a staff training matrix to identify staff training needs relevant to their role, ensuring it is co-ordinated across the organisation and monitors currency of required licences and qualifications.	<ul style="list-style-type: none"> • Sufficient Controls are in place 	DCEO	COMPLETED	Oct-20

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion	
7.4	Payroll Audit Trail	Limited review of changes made to employee master file and parameters is currently undertaken when each payroll is processed. No independent review is undertaken to ensure bank account details have not been altered or manipulated without prior verification and authorisation.	Procedures to minimise risk of erroneous or unauthorised changes to employee details should be implemented. Regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where those responsible for processing payroll transactions are unable to make changes to employee master file.	• Audit Trails are being carried out for all payroll runs	FO/MF	COMPLETED	
	Payroll Exception Reporting	The officers responsible for processing and reviewing payroll are tasked with review and capture of employee entitlements, allowances, deductions, etc. Staff have advised more formal documentation / checklists have been created to assist with payroll processing, review and authorisation and are being implemented.	Review procedures and controls for the accurate processing of payroll each fortnight. Details for each employee should be reviewed against individual employment contracts to capture allowances, deductions, entitlements etc, into a master list, with appropriate review and authorisation for changes. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes.	• Audit Trails are being carried out for all payroll runs	FO/MF	COMPLETED	
	Employee Identity and Credentials	Practices and procedures for verifying employee identity, right to work in Australia, verification of employment history and qualifications are considered inadequate.	Develop, implement and maintain appropriate policies and procedures to reduce the risk of unqualified or unsuitable staff being employed by the Shire, in line with the Western Australian Auditor General's Report in June 2019 relating to Verifying Employee Identity and Credentials.	N/A	Records/DCEO	• Currently Underway	Aug-20
	INSURANCE						
	Contractor Insurance	Contractors' insurances are not always assessed prior to award of contracts in all cases. Reliance is placed on contract managers to ensure copies of insurances are provided.	To help ensure all contractors have the relevant licences and have adequate insurance cover for the works they undertake for the Shire, procedures should be developed, and records maintained to ensure copies of contractor's insurances are obtained and held on file prior to award of contracts.	• Look at options to automate • Develop procedure	CLO/DCEO		Nov-20
8. FRAMEWORK EVALUATION							
8.1	COUNCIL AND AUDIT AND RISK COMMITTEE						
	Council and Audit Risk Committee	Identified risks are not included within agenda items for elected member consideration or recorded in an appropriate risk register.	Identified risks relating to a Council decision should be communicated within the agenda item, to enable elected members to be fully informed of the identified risks when making decisions. Risks should also be appropriately recorded in a risk register.	• Not Mandatory • Audit Committee not in favour	EA/CEO	COMPLETED	
	Annual Electors Meeting	Decisions made at the annual meeting of electors' meetings in 2019 was not considered by Council as required by legislation.	Ensure decisions made at electors' meetings are considered by Council in accordance with section 5.33 of the Local Government Act 1995.		EA/CEO	COMPLETED	
	Council and Committee Minutes	Not all attachments are published in the minutes on the official local government website.	Ensure all documents supporting Council / Committee decisions are included in the official minutes, and the minutes are also published on the official local government website as required.		EA/CEO	COMPLETED	
8.2	STRATEGIC AND OPERATIONAL REGISTERS						
	Risk Register	A risk register was not available for our inspection to reflect identified risks, and if they have been adequately treated.	Maintaining risk registers for all identified key risks is important to help ensure appropriate identification, recording and communication of high rated risks, along with providing a record to enable the verification of whether treatment plans have appropriately mitigated to within accepted risk appetite. Routine (at least quarterly) review of the risk register is required for sound risk management.	• Not Mandatory	DCEO		
	Register of Hazardous Materials	A register of hazardous materials was not available for our inspection, to reflect properties under the control of the Shire which may contain hazardous materials such as asbestos, and if associated risks have been adequately treated.	Develop and maintain a register to record details of hazardous materials, such as asbestos, for properties under the control of the Shire.	• Register in Place	EHO	COMPLETED	
	Contracts Register	A contracts register was not available for our inspection detailing the status of contracts held by the Shire.	Maintain a register to record details of contracts and their status to assist with ensuring contracts are monitored and actioned as required.	• Prepare Register	DCEO	Aug-20	
	Investment Register	An investment register was not available for our inspection detailing the nature and location of all investments and all related transactions.	Recording the nature and location of all investments and related transactions is required by Regulation 19 (2) of the Local Government (Financial Management) Regulations 1996. Tracing of funds on maturity of investments is essential and record of where funds are transferred and who authorised the transfer should be maintained within the register. Maintaining printed copies of the investment register, reviewed and authorised by a senior manager, independent of the control of the investments, prevents subsequent amendment to the register.	• Prepare Register	MF/CEO	Feb-21	

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion
Delegations Register	<p>A review/amendment history is not currently recorded within the delegations register.</p> <p>Delegations have not undergone a review within twelve months as required by legislation.</p> <p>A number of items recorded in the delegations register as delegations to the CEO are responsibilities of the CEO, and not decisions of Council delegated to the CEO.</p> <p>Limits within Delegation No. 30 do not align to the current procurement policy.</p> <p>Delegation No. 20 includes an authorisation to the Shire President for the payment of accounts. Under the Local Government Act 1995 the Shire President has no administrative authority and as such no authority to authorise payment of accounts as an individual elected member.</p>	<p>Following review of Delegations by Council, update the latest 'history' date on each delegation to provide an accurate record of when the delegation was reviewed, amended and adopted. Review the register of delegations as soon as possible. Review systems and processes to ensure all delegations are reviewed at least once every twelve months as required by section 5.46 of the Local Government Act 1995</p> <p>Review Council delegations to the CEO to ensure they relate to decisions of Council delegated to the CEO and update the register accordingly</p> <p>Review and update the procurement policy or Delegation No. 30 to ensure any exercise of the delegation in compliant with the adopted procurement policy of Council.</p> <p>Review and update Delegation No. 20 to ensure any exercise of the delegation in compliant with legislation.</p>	<ul style="list-style-type: none"> Inspect Delegations Register to identify errors Correct at time of Policy Review Reformat Presentation of Register to include summary and timeline pages (as per NGN) 	EA/CEO		Nov 2020 - Feb 2021
Financial Interest Register	<p>We noted primary returns were completed for two relevant persons. In both instances these primary returns have been completed more than three months after the documented start date.</p> <p>Acknowledgements of annual returns for several relevant persons, as well as acknowledgement of a primary return for a relevant person, were not compliant with section 5.77 of the Local Government Act 1995.</p> <p>A primary return for a relevant person was not available for inspection upon examination of the Financial Interest Register.</p> <p>The register interests of current relevant persons are maintained in two separate files, with returns for individual relevant persons spilt across both files.</p> <p>Returns for an individual who has ceased to be a relevant person have not been removed to the folder for individuals who have ceased to be a relevant person.</p> <p>Annual returns for two relevant persons were noted to have incomplete information, in that the relevant persons had omitted to sign the forms. These returns were still acknowledged and filed.</p>	<p>Ensure systems and procedures are in place to obtain all returns required under the Local Government Act 1995. Undertake necessary actions to rectify and report this matter as required.</p> <p>Review systems and procedures place to ensure the acknowledgement of receipt of all returns occurs as required under the Local Government Act 1995.</p> <p>Update the folders of current relevant persons' financial interests to collate individual relevant persons' returns in an effort to reduce the risk of returns being misplaced. Undertake a thorough examination of files to locate the primary returns and file within the register as required within the provisions of section 5.88 of the Local Government Act 1995, or take action to rectify and report this matter as required.</p> <p>Review filing of returns and disclosures individuals who have ceased to be relevant persons of the organisation, to ensure records are maintained as required under the provisions of the Local Government Act 1995.</p> <p>Establish procedures to ensure all primary and annual returns are properly completed at the time of providing acknowledgement of receipt of the returns.</p>	<ul style="list-style-type: none"> Review to be undertaken 	EA/CEO	<ul style="list-style-type: none"> In Progress 	
Tender Register	<p>Inspection of the register noted the inclusion of several procurements which were not tenders, but rather purchases made under exemptions allowed by regulation 11(2) of the Local Government (Functions and General) Regulations 1996 or requests for quotations and expressions of interest called. Procurement processes which are not tenders should be maintained separate to the tender register.</p> <p>We noted the tender register contained documentation which could identify the value of the consideration being sought by tenderers if it were inspected by the public. Recording such information within the register is contrary to Regulation 16(3)(c) of the Local Government (Functions and General) Regulations 1996.</p>	<p>Ensure the tender register contains only the information required to comply with Regulation 16 & 17 of the Local Government (Functions and General) Regulations 1996 for future tenders called.</p>	<ul style="list-style-type: none"> Review Tender Register Requirements Remove items which are not tenders from register Ensure details not required are removed from public tender register as per legislation 	DCEO		Sept-20
Swimming Pool Inspection Register	<p>A register of inspections of private swimming pools within the district was available for our inspection which was last updated in 2017. Several entries had not been correctly updated to record the required date of next inspections.</p>	<p>Update the register to accurately present the current status of private swimming pool inspections. Routine monitoring and review of the register will assist to ensure inspections are undertaken within required timeframes.</p>	<ul style="list-style-type: none"> Review and Update Register 	EHO		Feb-21
Credit Card Register	<p>A register of current credit card holders detailing card number, expiry date, credit limits and details of goods and services the cardholder is authorised to purchase was not available for our inspection.</p>	<p>Develop and maintain a register to comply with Finance Policy No. 11 Corporate Credit Card.</p>	<ul style="list-style-type: none"> Create Register 	MF		Feb-21

Item	Matters Identified	Suggested Improvements	Action Plan	Resp. Officer	Status to Date	Due Date for Completion	
	Notifiable Gifts Register	A notifiable gifts register was not available for our inspection or published on the Shire's website as required by regulation 34B(5) of the Local Government (Administration) Regulations 1996.	Maintain a register to record details of notifications given in relation to gifts as required by regulation 34B(5) of the Local Government (Administration) Regulations 1996, and publish on the Shire's official website as required.	<ul style="list-style-type: none"> Develop procedure for gift notification Create gift form Prepare flyer for Councillors and Staff 	EA/CEO	<ul style="list-style-type: none"> Register Updated and uploaded online Draft Form prepared 	Aug-20
	Gifts Register	We noted the register of gifts contains record of disclosures made under the former provision of the Local Government Act 1995 (sections 5.82 & 5.83) and are published on the Shire's website as required. We did not observe a register of gifts in the prescribed form as required.	Establish a register of gifts in the prescribed form and publish on the Shire's official website as required.	See above	EA/CEO	See above	Aug-20
8.3	ANNUAL COMPLIANCE AUDIT RETURNS (CAR)						
	Compliance Audit Return	The CARs for 2017, 2018 and 2019 were not reviewed by the Audit Committee as required, prior to adoption by Council. Matters of non compliance were listed in the CARs for 2017, 2018 and 2019, however the officer report accompanying the CAR did not highlight these matters, or actions to correct them. Some responses in the CAR were inconsistent with documents examined during our overall review.	Ensure future CARs are reviewed and reported by the Audit Committee to Council for adoption as required by regulation 14 of the Local Government (Audit) Regulations 1996. Review procedures and controls for the accurate completion of CARs including independent review of responses by an appropriate officer.	<ul style="list-style-type: none"> Ensure future CARs are presented to Audit Committee Ensure CAR is prepared and reviewed by appropriate officers 	DCEO		Mar-21
8.4	COMPLAINT HANDLING						
	Community Complaints Procedures	A community complaints register is not currently maintained to follow up and ensure all complaints are adequately addressed.	To help ensure all complaints are adequately resolved, a register of customer complaints received should be maintained.	<ul style="list-style-type: none"> Ensure format of Complaints register is correct Develop procedure in regards to complaints handling 	Records		Oct-20
8.5	AUDIT PRACTICES						
	Internal Audit	Currently, no internal auditors have been appointed, and limited internal audit functions have been undertaken.	We suggest as the level of documented procedures increases, an expanded internal audit function to confirm adherence to documented policies and procedures may be required as recommended by the OAG in their report to Parliament on the Audit Results Report – Annual 2017-18 Financial Audits of Local Government Entities.	N/A	DCEO/CEO		
8.6	REVIEW REQUIRED TO BE UNDERTAKEN BY CEO						
	Audit Regulation 17 Review	A review was last undertaken in December 2016. Regulation 17 of Local Government (Audit) Regulations 1996 requires reviews to be undertaken every three years. Previous review undertaken contained no recommendations in relation to the appropriateness and effectiveness of risk management, internal control and legislative compliance.	Ensure the next review is undertaken within the next three years as required by legislation. Ensure future reviews identifies operational and financial risk, control weaknesses and compliance weaknesses.	N/A	DCEO/CEO	Review has been completed - next due 2023	COMPLETED
	Financial Management Review	A financial management review was last undertaken in April 2014 and not within the time period as required by Regulation 5(2) of Local Government (Financial Management) Regulations 1996.	Ensure the next review is undertaken within the next three years as required by legislation.	N/A	MF/CEO	Review has been completed - next due 2023	COMPLETED



**9.3 MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD
11 AUGUST 2020**

4349 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr D I Atkins

That the Minutes of the Works and Services Committee Meeting held on Tuesday 11 August 2020 as attached, be received.

Carried 9/0

COMMITTEE RECOMMENDATION

4350 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr D I Atkins

That Council advertise the placement of a gate on Prossers Road at the entrance to Williams Location 13908, seeking any objections and adjoining landholders have opportunity to comment.

Carried 9/0

COMMITTEE RECOMMENDATION

4351 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr D I Atkins

That Council take no action to pursue Wheatbelt Secondary Freight Network (WSFN) funding for Ballagin Road and Piesseville-Tarwonga Road at this time.

Carried 9/0

COMMITTEE RECOMMENDATION

4352 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr D I Atkins

- 1. That Council;**
 - a) Trim the Trees on Tarbet Street nearest the fence and the dead tree be removed.**
 - b) Reduce the Tudhoe Street Nib in conjunction with the Town Square redevelopment.**
 - c) Remove and replace trees on Traverse Street outside the Mitchell Hall Hotel with appropriate species.**
 - d) Remove two (2) trees to the west on Ventnor Street between Tudhoe and Warwick Street, under the powerlines.**
 - e) Remove two (2) trees on verge of 28 Ballagin Street and replace with appropriate species.**
 - f) Remove tree on verge of 26 Umbra Street and replace with appropriate species.**
 - g) Remove tree and cut kerb at 4 Unit Street with any repairs to driveway be at the owners expense.**

2. That the parking area at the cemetery be defined by a *horse sighter* fence to extend north – south from the perimeter of where graves are located to the adjacent paddock, immediately west of the newly constructed shelter (and excluding the roadway) and west from the abovementioned fence, along the perimeter of where the graves are located up to the roadway on the west side (third entrance) of the cemetery, and;
3. That compacted gravel be placed in the hollows around the limestone blocks on the western side of the shelter.

Carried 9/0



MINUTES

WORKS AND SERVICES COMMITTEE

11 AUGUST 2020

DISCLAIMER

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

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

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

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

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

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

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

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

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

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

SHIRE OF WAGIN

Minutes for the Works and Services Committee meeting held in the Council Chambers on
Tuesday 11 August 2020 commencing at 3:00pm

CONTENTS

1.	OFFICIAL OPENING	4
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	4
2.1	ATTENDANCE	4
2.2	APOLOGIES	4
3.	PUBLIC FORUM	4
4.	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
5.	DISCLOSURE OF FINANCIAL AND OTHER INTERESTS	4
6.	CONFIRMATION OF PREVIOUS MEETING MINUTES	5
6.1	MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD 11 JUNE 2020	5
7.	CORRESPONDENCE AND REPORTS	5
7.1.1.	REQUEST FOR GATE PERMIT – PROSSER ROAD (MR. J.LOTON)	5
7.1.2.	NOTES ON ROAD FUNDING (CEO) INFORMATION.....	13
7.1.3.	GENERAL BENCHMARK STANDARDS – ROAD CLEARING, FORMATION AND CONSTRUCTION (MANAGER OF WORKS) INFORMATION	13
7.1.4.	WHEATBELT SECONDARY FREIGHT NETWORK (WSFN) - WAGIN TO ALBANY HIGHWAY	60
8.	INSPECTIONS	64
8.1.1.	TREES – TARBET STREET	64
8.1.2.	PROPOSED TRUCK PARKING AREA – COLLIE- LAKE KING ROAD.....	64
8.1.3.	TUDHOE STREET NIB (CORNER OF TAYLOR LANE)	64
8.1.4.	CEMETERY	64
8.1.5.	TREES – TRAVERSE STREET OUTSIDE MITCHELL HALL HOTEL.....	64
8.1.6.	TREES – VENTNOR STREET BETWEEN TUDHOE STREET AND WARWICK STREET	64
8.1.7.	TREES – BALLAGIN STREET	66
8.1.8.	TREES – UMBRA STREET	66
8.1.9.	TREES – UNIT STREET	66
9.	GENERAL BUSINESS	66
10.	CLOSURE	66

1. OFFICIAL OPENING

The Chairperson, Cr G R Ball opened the meeting 3:03 pm.

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

2.1 ATTENDANCE

Cr Greg Ball	Chairperson
Cr Bryan Kilpatrick	Councillor
Cr Geoff West	Councillor
Cr Jason Reed	Councillor
Cr Wade Longmuir	Councillor
Bill Atkinson	Acting Chief Executive Officer
Allen Hicks	Manager of Works
Kayla Lloyd	Works Administration Officer
Emily Edwards	Executive Assistant

2.2 APOLOGIES

3. PUBLIC FORUM

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

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

6. CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 MINUTES FROM THE WORKS AND SERVICES COMMITTEE MEETING HELD 11 JUNE 2020

OFFICER RECOMMENDATION AND COMMITTEE DECISION

Moved Cr B L Kilpatrick

Seconded Cr W J Longmuir

That the minutes of the Works and Services Committee meeting held on 11 June 2020 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 5/0

7. CORRESPONDENCE AND REPORTS

7.1.1. REQUEST FOR GATE PERMIT – PROSSER ROAD (MR. J.LOTON)

PROPONENT:	Mr J. Loton – Loton Investments Pty Ltd
OWNER:	N/A
LOCATION/ADDRESS:	Prossers Road
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	3 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A1408
ATTACHMENTS:	Correspondence to and from Applicant

OFFICER RECOMMENDATION

Moved

Seconded

That Council approve the placement of a gate on Prossers Road at the entrance to Williams Location 13908, subject to no objections being received after the proposal is advertised locally and adjoining landholders have the opportunity to comment.

COMMITTEE DECISION

Moved Cr B L Kilpatrick

Seconded Cr W J Longmuir

That the Committee recommend that Council advertise the placement of a gate on Prossers Road at the entrance to Williams Location 13908, seeking any objections and adjoining landholders have opportunity to comment.

Carried 5/0

Reason of Difference – The Committee wished to give the opportunity for objections and further investigate the clause regarding the locked or unlocked gate due to the *Gate across thoroughfare not be left open – Sch. 9.1 cl. 5 (2)*

BRIEF SUMMARY

This report recommends that Council approve the placing of a gate on Prossers Road at the entrance of Williams Location 13908, subject to no objections being received after the proposal is advertised locally and adjoining landholders have the opportunity to comment.

BACKGROUND/COMMENT

It was reported to the Shire that a locked gate had been erected some time ago at the abovementioned location. Research was carried out to ascertain whether the required approval had been sought and process followed to formalise the situation. There was no record found of an application having been submitted, nor any correspondence having been sent to the applicant.

A letter was sent to the applicant requiring him to remove the gate. This prompted a response to the effect that the applicant maintains that he had sent a letter of request in 2015, and that he assumed that approval had been given by the Shire.

The applicant was advised that there were two options that could be exercised with respect to the road being physically closed by a gate.

These options are:

- To apply for a gate permit in accordance with the provisions of the Local Government (Uniform Local Provisions) Regulations 1996; or
- Apply to have the road closed in accordance with the provisions of the Land Administration Act 1997.

The first option is the most expedient, less costly and also favoured by the applicant.

In order to ensure that the placement of the gate will not adversely impact on landholder in the area, it is recommended that the proposal be advertised locally with the opportunity for interested parties to comment.

CONSULTATION/COMMUNICATION

- The Applicant
- Manager of Works

STATUTORY/LEGAL IMPLICATIONS

Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)

- (1) A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.
- (2) The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.
- (3) Permission granted by the local government under this regulation —
 - (a) must be in writing; and

- (b) must specify the period for which it is granted; and
 - (c) must specify each condition imposed under subregulation (4); and
 - (d) may be renewed from time to time; and
 - (e) may be cancelled by giving written notice to the person to whom the permission was granted.
- (4) The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.
- (5) The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.
- (6) The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.
- (7) A person to whom a request is made under subregulation (6) must comply with the request.
Penalty: a fine of \$5 000.
- (8) A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.

Gate across thoroughfare not to be left open — Sch. 9.1 cl. 5(2)

A person who is responsible for a gate registered under regulation 9(8) must ensure that the gate is not left open.

Penalty: a fine of \$1 000.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



NO THROUGH ROAD

PRIVATE PROPERTY



PHSA

COPY

Our Ref: Insert File Ref

Loton Investments Pty Ltd
5 Balliol Court
BUNBURY WA 6230

Dear Sir/Madam,

UNAUTHORISED GATE ACROSS PROSSERS ROAD - WAGIN

A gate has been installed on Prosser Road adjacent to Williams Location 13908 without authorisation (Refer to attached photograph).

Prossers Road is a public thoroughfare and is not to be obstructed without lawful authority.

In accordance with the provisions of the Local Government (Uniform Local Provisions) Regulations 1996, you are required to remove the gate by Friday the 31st July 2020.

Yours faithfully



**W.T ATKINSON
ACTING CHIEF EXECUTIVE OFFICER**

6th July 2020

Deb Stephens

From: Bill Atkinson
Sent: Monday, 27 July 2020 3:56 PM
To: Deb Stephens
Subject: FW: Gate at Prossers Road Wagin
Attachments: Letter.pdf

COPY

Hi Deb,

Would you please research if this went to Council around that time and/or if the Shire formally responded to this letter.

Thanks

BILL ATKINSON

Acting Chief Executive Officer
Shire of Wagin
Ph 98611177
Fax 98611204
Mob 0429611493



“Disclaimer by the Shire of Wagin:

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



From: Jeff Loton <jeff@plantationlogging.com>
Sent: Monday, 27 July 2020 3:48 PM
To: Bill Atkinson <ceo@wagin.wa.gov.au>
Subject: Gate at Prossers Road Wagin

Mr W T Atkinson
Acting Chief Executive Officer
Shire of Wagin

Hi Bill

Thank you for our discussion on the phone today, regarding the gate on Prossers Road.

Please find attached the letter we sent to the Shire back in 2015 and our request to close the road from the gate to the farmhouse.

When the Shire erected the signage on Prossers Road (NO THROUGH ROAD and PRIVATE PROPERTY) we assumed that we had been given approval to erect a gate.

Once again, our apologies and we look forward to resolving this matter as discussed.

Regards

Jeff Loton
LOTON INVESTMENTS PTY LTD
Mob: 0427 920144

COPY

Loton Investments Pty Ltd
218 South Western Highway
BUNBURY WA 6230

25 August 2015

Mr Peter Webster
CEO Shire of Wagin
2 Arthur Road
WAGIN WA 6315

Dear Peter

Thanks for visiting our property on Prossers Road last week. I appreciate you looking into our request to close Prossers Road. The outcomes we both achieved are as listed below.

The Wagin Shire agree to:-

- 1 Allow Lotons to fence Prossers Road off as there is no access requirements to general public (ie. The road stops at Loton's farmhouse.
- 2 Allow Lotons to clear trees from the road reserve but retain any wandoo trees where possible and from the shearing shed, a further 500m approx. of road with trees and scrub as to project farm buildings from potential fire risk.
- 3 Install signage at the beginning of and at the Prossers Road gate – NO THROUGH ROAD and PRIVATE PROPERTY signs.
- 4 Supply and set up of 300mm pipes for the culvert on Prossers Road between the front gate and farmhouse.

The Lotons agree to:-

- 1 Install the culverts at our cost.
- 2 Maintain the remainder of Prossers Road at our cost.

Thank you again for the Shire's commitment.

Regards



Jeff Loton

7.1.2. NOTES ON ROAD FUNDING (CEO) INFORMATION

This information may assist in informing members of the current road funding environment within which the Shire operates.

7.1.3. GENERAL BENCHMARK STANDARDS – ROAD CLEARING, FORMATION AND CONSTRUCTION (MANAGER OF WORKS) INFORMATION

This information provides an overview of the construction standards applied to different classes of roads within the Shire.



NOTES ON ROAD FUNDING

1. Federal Government Financial Assistance Grant (FAGS) Road Component

FAGS was an initiative of the Whitlam Government in 1974. Its purpose was to ensure that all local governments were able to provide a sufficient level of services to their communities. There is a *General-Purpose* component and a *Roads* component. Even though the *Roads* component (which is calculated on the road asset value of each local government), it is completely untied and may be expended on anything the local government decides. Each local government should however apply this funding source towards its intended purpose.

Note: Wagin's allocation from this source for 2019/20, was \$502,774 (It is expected to be similar in 2020/21)

2. Federal Government Roads to Recovery Grants

These were introduced by the Howard Government with the objective of addressing the road infrastructure backlog throughout Australia. It is a tightly managed funding source with measures built in to ensure that local governments do not spend less on roads from their own resources than they did before the introduction of these grants. Every local government has a *reference amount* assessed, which represents the amount of funding it has to apply toward roads from its own resources in order to qualify for the Roads to Recovery Grant. It should be noted that even though FAGS road funding is untied, it cannot be applied to Road to Recovery projects as it is not recognised as being legitimate own resource expenditure. There is however no other matching requirement and grants may be expended on bitumen and gravel roads and on roads which have low volumes of traffic.

Note: Wagin's allocation from this source for 2020/21 is \$222,056

3. State Government Road Funds to Local Government Agreement

The agreement is that 20% of annual Motor Vehicle Licence Fee collections received by the State are allocated to Local Governments to upgrade and maintain local roads. The main components of the agreement which impact on Wagin are as follows:

(i) Road Project Grants:

Western Australia is divided into Regional Road Groups (RRG) which align with the geographic regions covered by respective MRWA regions. Each RRG is provided with an annual allocation by the State Roads Committee to be distributed to local

governments within their catchment. The objective of the road project grants is to ensure that funding is allocated to significant roads that have the highest priority. Each local government identifies the roads that meet the stringent criteria (function/development need/ development strategy) to be recognised as significant roads and to be included in the Roads 2030 Strategy. The highest scores are given to local government roads that are classified as district, regional or local distributor roads with a high level of connectivity and relatively high traffic counts (Refer to Attachment A - *Road Hierarchy for Western Australia – Road Types and Criteria*).

Each local government through a prescriptive multi criteria scoring process (Refer to attachment B – *Local Road Project Funding Multi Criterion Assessment Model*) has to compete for road project funding. There is a matching requirement of 1:2 local government/State road project funding. The Wheatbelt South Regional Road Group has determined that to ensure that all local governments within the region receive some funding, there is a current maximum of \$375,000 per project (which has to be matched by \$1875,00 by the local government). Additionally, no local government is able to be allocated more than \$375,000 any one year in total.

The State's allocation to the Wheatbelt South Regional Road Group for 20/21 Road Project Grants is \$6.269M

Note: Wagin's share of this allocation for the 2020/21 financial year is \$ \$307,605

In summary, funding for road project grants is competitive, is tied on a 1:2 basis and is aimed at the highest use roads within the region in terms of traffic volume and type of traffic. Traffic counters are used to demonstrate the warrant for funding by identifying the various classes of traffic using the road from light vehicles to heavy haulage vehicles. Weightings are accorded by way of an equivalent standard axle (ESA) calculation as part of the multi criteria assessment for scoring projects.

(ii) Direct Grants

There is a minor component of funding from this source by way of annual *Direct Grants* which comprise an allocation to each local government (without a matching requirement) on evidence that the previous year's *Direct Grant* has been expended on local roads. The State's allocation to the Wheatbelt South Regional Road Group for 20/21 Direct Grants is \$2.603M

Note: Wagin's share of this allocation for the 2020/21 financial year is \$121,340

(iii) Bridge Works and Inspections

Allocations are made on an *as needs basis* to monitor the condition of and to upgrade or replace bridges. Funding from this source does not require a matching contribution). Wagin has been the recipient of funding from this source in recent years, however nothing is programmed for the 2020/21 financial year.

4. State Initiatives on Local Roads

Where a local government is faced with the requirement to significantly upgrade a road, as a direct result of a decision of the State Government that changes the traffic dynamics of the road, SILR may be attracted.

Although there are strong processes around programming and acquitting SILR there is no matching requirement from the local authority.

It is unlikely that Wagin would qualify for funding from this source at this time.

5. Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Funding

Funding from this source within the region is generally applied to the restoration of roads damaged by flooding. Local governments are required to contribute a minimum amount of \$167,000 per claim.

Local Governments are not permitted to carry out works on WANDRRA projects and contactors have to be engaged. The application process is complex to the point where most local governments engage external engineering consultants to manage arrangements on their behalf.

6. Own Resource Funding

This is the amount of funding from general revenue or loans that a local government applies to road works. While some own resource funding is mandated (e.g.: reference amount for Roads to Recovery funding and matching obligations for Road Project grants) the remainder remains a decision of Council when setting its budget each year. In addition to the benefits which accrue to the community in upgrading roads, as a local governments road asset increases through additional expenditure, there is a corresponding increase in FAGS Road component funding, Roads to Recovery funding and in State Road funding (Direct Grant).

7. Other Funding Sources

Other funding sources include:

- State and Federal Black Spot funding which is primarily applied to projects to improve road safety. To qualify for funding from these sources, it is necessary to demonstrate accident history and to have an audit of the proposed sites by an Engineer, to help prove up the justification for funding.
- State Commodity Route funding which is applied to roads that are not roads of regional significance, but which cater specifically for the transportation of commodities. If for example, a road was heavily utilised for the transportation of hay from a central point on a consistent basis, it may qualify for funding. The current pool of funding for the whole State is only \$2.5M. Successful applications through this fund can attract up to \$275K and up to two thirds of each project cost may be funded through this source with the remaining third met by local government and industry contributions.

- Wheatbelt Secondary Freight Network comprises 4400 kilometres of local government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These routes are primarily for the transportation of grain and mining related commodities to access domestic markets and international markets via key WA ports. The funding mix is Federal 80%, State 13.33%, Local 3.34%.

Note – the only roads that would meet this criterion in Wagin would be the roads (Ballagin 13.41 km and Piesseville- Tarwonga 6.80 km) between Great Southern Highway and Albany Highway. If funding was obtained from this source, it would be to widen the seal out to 7 metres wide with the objective of increasing the allowable Restricted Access Vehicle (RAV) configuration from RAV 4, to RAV 7. The main argument against this proposal is that the road runs parallel to the Collie Lake King Road between Wagin and Arthur River which is a main road and is already an RAV 7.

BILL ATKINSON
ACTING CHIEF EXECUTIVE OFFICER

July 2020

ROAD HIERARCHY FOR WESTERN AUSTRALIA
ROAD TYPES AND CRITERIA (see Note 1)

CRITERIA	PRIMARY DISTRIBUTOR (PD) (see Note 2)	DISTRICT DISTRIBUTOR A (DA)	DISTRICT DISTRIBUTOR B (DB)	REGIONAL DISTRIBUTOR (RD)	LOCAL DISTRIBUTOR (LD)	ACCESS ROAD (A)
<i>Primary Criteria</i>						
1. Location (see Note 3)	All of WA incl. BUA	Only Built Up Area.	Only Built Up Area.	Only Non Built Up Area. (see Note 4)	All of WA incl. BUA	All of WA incl. BUA
2. Responsibility	Main Roads Western Australia.	Local Government.	Local Government.	Local Government.	Local Government.	Local Government.
3. Degree of Connectivity	High. Connects to other Primary and Distributor roads.	High. Connects to Primary and/or other Distributor roads.	High. Connects to Primary and/or other Distributor roads.	High. Connects to Primary and/or other Distributor roads.	Medium. Minor Network Role Connects to Distributors and Access Roads.	Low. Provides mainly for property access.
4. Predominant Purpose	Movement of inter regional and/or cross town/city traffic, e.g. freeways, highways and main roads.	High capacity traffic movements between industrial, commercial and residential areas.	Reduced capacity but high traffic volumes travelling between industrial, commercial and residential areas.	Roads linking significant destinations and designed for efficient movement of people and goods between and within regions.	Movement of traffic within local areas and connect access roads to higher order Distributors.	Provision of vehicle access to abutting properties
<i>Secondary Criteria</i>						
5. Indicative Traffic Volume (AADT)	In accordance with Classification Assessment Guidelines.	Above 8 000 vpd	Above 6 000 vpd.	Greater than 100 vpd	Built Up Area - Maximum desirable volume 6 000 vpd. Non Built Up Area – up to 100 vpd.	Built Up Area - Maximum desirable volume 3 000 vpd. Non Built Up Area – up to 75 vpd.
6. Recommended Operating Speed	60 – 110 km/h (depending on design characteristics).	60 – 80 km/h.	60 – 70 km/h.	50 – 110 km/h (depending on design characteristics).	Built Up Area 50 - 60 km/h (desired speed) Non Built Up Area 60 – 110 km/h (depending on design characteristics).	Built Up Area 50 km/h (desired speed). Non Built Up Area 50 – 110 km/h (depending on design characteristics).
7. Heavy Vehicles permitted	Yes.	Yes.	Yes.	Yes.	Yes, but preferably only to service properties.	Only to service properties.
8. Intersection treatments	Controlled with appropriate measures e.g. high speed traffic management, signing, line marking, grade separation.	Controlled with appropriate measures e.g. traffic signals.	Controlled with appropriate Local Area Traffic Management.	Controlled with measures such as signing and line marking of intersections.	Controlled with minor Local Area Traffic Management or measures such as signing.	Self controlling with minor measures.
9. Frontage Access	None on Controlled Access Roads. On other routes, preferably none, but limited access is acceptable to service individual properties.	Prefer not to have residential access. Limited commercial access, generally via service roads.	Residential and commercial access due to its historic status. Prefer to limit when and where possible.	Prefer not to have property access. Limited commercial access, generally via lesser roads.	Yes, for property and commercial access due to its historic status. Prefer to limit whenever possible. Side entry is preferred.	Yes.
10. Pedestrians	Preferably none. Crossing should be controlled where possible.	With positive measures for control and safety e.g. pedestrian signals.	With appropriate measures for control and safety e.g. median/islands refuges.	Measures for control and safety such as careful siting of school bus stops and rest areas.	Yes, with minor safety measures where necessary.	Yes.
11. Buses	Yes.	Yes.	Yes.	Yes.	Yes.	If necessary (see Note 5)
12. On-Road Parking	No (emergency parking on shoulders only).	Generally no. Clearways where necessary.	Not preferred. Clearways where necessary.	No – emergency parking on shoulders – encourage parking in off road rest areas where possible.	Built Up Area – yes, where sufficient width and sight distance allow safe passing. Non Built Up Area – no. Emergency parking on shoulders.	Yes, where sufficient width and sight distance allow safe passing.
13. Signs & Linemarking	Centrelines, speed signs, guide and service signs to highway standard.	Centrelines, speed signs, guide and service signs.	Centrelines, speed signs, guide and service signs.	Centrelines, speed signs and guide signs.	Speed and guide signs.	Urban areas – generally not applicable. Rural areas - Guide signs.
14. Rest Areas/Parking Bays	In accordance with Main Roads' Roadside Stopping Places Policy.	Not Applicable.	Not Applicable.	Parking Bays/Rest Areas. Desired at 60km spacing.	Not Applicable.	Not Applicable.

DEFINITIONS

Built Up Areas	See Note 3 below. The criteria was provided by Clive Shepherd from the Western Australian Local Government Grants Commission (WALGGC).
Primary Criteria	A road, or road section, must meet all of these criteria to qualify for the category.
Secondary Criteria	These criteria are provided as indicators of the likely characteristics of a road designated under a particular road type. Ideally, a road should have all of these characteristics, but it is recognised that is unlikely to occur in a number of instances, particularly for traffic volumes in rural areas.
vpd	vehicles per day

NOTES

1. The type designated to each road should represent the role that the road is intended to perform. It may not necessarily reflect the current conditions on the road.
2. Declared Roads under the Main Roads Act ('highways' and 'main roads')
3. Built Up Areas (as defined by the Western Australian Local Government Grants Commission)
Built up areas are identified because roads within them generally involve greater expenditure than roads in non built up areas. This is because roads in built up areas :
 - have high traffic volumes;
 - have large numbers of intersections, necessitating intersection treatments, pavement markings, signs, etc;
 - require kerbing for traffic control and or drainage;
 - require an asphalt surface where traffic volumes are high, or where noise reduction is important;
 - require underground drainage because surface drainage is impractical;
 - involve high cost of service alterations during reconstruction;
 - involve high costs because road works have to be carried out under heavy traffic.

The following definition is intended to limit built up areas to localities where the above conditions prevail.

Residential localities, which have lots with areas less than 0.45 ha, and commercial and industrial areas that meet the following criteria are classed as built up:

- at least half the blocks are developed;¹
- existing roads have a minimum standard of a gravel road for old subdivisions and a sealed road for new subdivisions.

Areas serving sporting complexes, schools and caravan parks are classed as built up where:

- they are located in an area which is developed as residential; or
- the existing roads serving these facilities are already sealed and kerbed.

A road connecting two built up areas is classed as a road in a built up area where the connecting road is less than 300m in length.

4. Except where the Regional Distributor is passing through, or terminating in a town.
5. Buses may need to use Access Roads in some instances e.g. Rural areas for school buses and in cities and towns to provide connectivity for a route.

¹ Roads within new subdivisions being developed in accordance with a Structure Plan should be designed and constructed in accordance with the planned use of the road once the area is fully developed. They should be categorised on the basis of the intended purpose.

DESCRIPTION OF ROAD HIERARCHY

Primary Distributors :

Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.

District Distributor A : Urban area roads - (Built Up Area -)

Carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property. They are managed by local government.

District Distributor B : Urban area roads - (Built Up Area)

Perform a similar function to type A District Distributors but with reduced capacity due to flow restrictions from access to and roadside parking alongside adjoining property. These are often older roads with a traffic demand in excess of that originally intended. District Distributor A and B roads run between land-use cells and generally not through them, forming a grid which would ideally space them around 1.5 kilometres apart. They are managed by local government.

Regional Distributor : Rural - (Non Built Up Area)

Roads that are not Primary Distributors but which link significant destinations and are designed for efficient movement of people and goods within and beyond regional areas. They are managed by local government.

Local Distributor :

Urban - (Built Up Area)

Roads that carry traffic within a cell and link District Distributors or Regional Distributors at the boundary, to access roads. The route of Local Distributors should discourage through traffic so that the cell formed by the grid of District Distributors only carries traffic belonging to, or serving the area. These roads should accommodate buses, but discourage trucks.

Rural - (Non Built Up Area)

Connect to other Rural Distributors and to Rural Access Roads.

Not Regional Distributors, but which are designed for efficient movement of people and goods within regional areas

Urban and Rural Local Distributor roads are managed by local government.

Access Roads :

Provide access to abutting properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function. These roads are bicycle and pedestrian friendly. They are managed by local government.

DESCRIPTION OF ROAD HIERARCHY

Primary Distributors : Provide for major regional and inter-regional traffic movement and carry large volumes of generally fast moving traffic. Some are strategic freight routes and all are State Roads. They are managed by Main Roads Western Australia.

District Distributor A : Urban area roads - (Built Up Area) Carry traffic between industrial, commercial and residential areas and generally connect to Primary Distributors. These are likely to be truck routes and provide only limited access to adjoining property. They are managed by local government.

District Distributor B : Urban area roads - (Built Up Area) Perform a similar function to type A District Distributors but with reduced capacity due to flow restrictions from access to and roadside parking alongside adjoining property. These are often older roads with a traffic demand in excess of that originally intended. District Distributor A and B roads run between land-use cells and generally not through them, forming a grid which would ideally space from around 1.5 kilometres apart. They are managed by local government.

Regional Distributor : Rural - (Non Built Up Area) Roads that are not Primary Distributors but which link significant destinations and are designed for efficient movement of people and goods within and beyond regional areas. They are managed by local government.

Local Distributor : Urban - (Built Up Area) Roads that carry traffic within a cell and link District Distributors or Regional Distributors at the boundary to access roads. The route of Local Distributors should discourage through traffic so that the cell formed by the grid of District Distributors only carries traffic belonging to, or serving the area. These roads should accommodate buses, but discourage trucks.

Rural - (Non Built Up Area) Connect to other Rural Distributors and to Rural Access Roads. Not Regional Distributors, but which are designed for efficient movement of people and goods within regional areas.

Urban and Rural Local Distributor roads are managed by local government.

Access Roads : Provide access to adjoining properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function. These roads are bicycle and pedestrian friendly. They are managed by local government.

WHEATBELT SOUTH REGIONAL ROAD GROUP



LOCAL ROAD PROJECT FUNDING MULTI CRITERION ASSESSMENT MODEL

USER MANUAL

Document RRG/WBS/002/003

**This Manual is owned and controlled by the Wheatbelt South Regional Road Group.
All copies are uncontrolled.**

**Main Roads Wheatbelt Region as Secretariat to the Wheatbelt South RRG is the
custodian.**

**All comments and requests for changes are to be forwarded in writing to the Regional
Manager, Main Roads WA Wheatbelt Region, PO Box 194, Narrogin WA 6312.**

Tel: 9881 0501

Version:

002/003 Issued 15 August 2016

Table of Contents

GENERAL	3
1.1 Submission Format	3
1.2 Scoring	3
2. COMPLETING SUBMISSIONS	5
2.1 Project Information	5
2.2 Road and Project Categorisation	5
2.2.1 Restriction to Road of Regional Significance.....	5
2.2.2 Confirmation of Sub-Group Endorsement.....	5
2.2.3 Preservation or New Construction.....	5
2.3 Traffic Data	6
2.3.1 Data Collection	6
2.3.2 Average Daily Traffic	7
2.3.3 Equivalent Standard Axles.....	8
2.3.4 School Bus Routes	9
2.3.5 Road Train Routes	9
2.4 Treatment Details	9
2.4.1 Road Type Description	9
2.4.2 Horizontal and Vertical Alignment (no longer applicable)	11
2.4.3 Drainage.....	11
2.4.4 Treatment Safety Devices.....	11
2.4.5 Environmental Management.....	13
2.5 General Details	13
2.5.1 Five Year Programme.....	13
2.5.2 Impact on Ongoing Project.....	13
2.5.3 Impact on Ongoing Maintenance.....	14
2.5.4 Regional Development.....	14
2.6 Cost Estimate	Error! Bookmark not defined.

PBB

GENERAL

Preamble

The MCA model has been adopted and modified from the successful MCA model in use by the Mid-West and Wheatbelt North Regional Road Groups. The WBS RRG MCA User Manual is an evolving document that invites comment and feedback from all interested parties. The WBS RRG Technical Committee is entrusted to review regularly the operations of the MCA model and to make recommendations to the RRG to reflect considered improvements. Any modifications to the MCA Model will first require formal RRG approval of the modified WBS RRG MCA User Manual.

1.1 Submission Format

A completed Local Road Project Funding Submission consists of the following parts:

- Submission Form;
- Attachment 1 – Traffic Data;
- Attachment 2 – Treatment Details;
- Attachment 3 – General Details;
- Attachment 4 – Cost Estimate;
- Supporting traffic count data.

The submission and attachments have been compiled in Microsoft Excel. The spreadsheet format allows automatic calculation if submissions are completed electronically, minimising the requirement for manual entry and eliminating potential for computation errors. The format allows electronic submission via E-Mail and automatically provides local authorities with project scores. It also allows fast and efficient auditing and hand written project submissions can quickly and easily be scored.

Other than cells requiring data entry by the local authority, the submission form and attachments are password protected to prevent inadvertent format amendment.

Submissions are completed by entering data (either electronically or manually, although electronic data entry is preferred) in the appropriate cells on the submission form and attachments. Data entry requirements are described in detail in section 2 of this manual.

The submission form and attachments, incorporating sample data, are included as appendix one of this manual.

1.2 Scoring

The Multi Criteria Assessment (MCA) model calculates scores for local road projects on Roads of Regional Significance (RRS) and based on a range of project characteristics and condition data.

Traffic data is an important component of the scoring process and specific requirements apply to data collection. The particular demands on RRS that are subject to a high percentage of heavy vehicles are allowed for by the inclusion of scoring for equivalent standard axles

(ESA) as well as Average Daily Traffic (ADT). Scoring also recognises designated school bus routes and road train routes.

The scoring process compares existing and proposed road standards relative to the designated, appropriate road standard for the project. Lower standard sections are assigned priority. Drainage, safety and environmental management improvements are all taken into account under separate scoring categories.

Local authorities are encouraged to develop five year programmes for RRS, with submission of relevant programming information attracting a fixed score. Work which is critical to overall project completion is recognised, as are projects which are subject to external funding contributions and projects which will reduce future maintenance requirements. Finally, impact on regional development is also assessed and scored.

The MCA model scores sixteen separate categories. Fixed scores are assigned to four of these categories and a further four categories use objective data to compute scores using fixed formulae. Of the remaining eight categories, six score project impacts on a “none-minimal-moderate-significant” basis. Treatment Safety Devices allow for a possible maximum three points for projects incorporating safety devices aimed at making local roads safer. Details substantiating these scoring assessments are included in the relevant attachments. Summary details of all scoring categories are provided in Table 1 below.

Item	Maximum Score	% of Total
1. Road & Project Categorisation		
1.5 Preservation	20	
Sub-Total	20	18.00%
2. Traffic Data		
2.1 Average Daily Traffic	15	
2.2 Equivalent Standard Axles	20	
2.3 School Bus Route	5	
2.4 Road Train Route	5	
Sub-Total	45	40.00%
3. Treatment Details		
3.1 Road Type Description	No Score ¹	
3.2 Existing Road Standard	10	
3.3 Proposed Road Standard	20	
3.4 Horizontal and Vertical Alignment (No longer applicable)	0	
3.5 Drainage	2	
3.6 Treatment Safety Devices	3	
3.7 Environmental Management	2	
Sub-Total	37	33.00%
4. General Details		
4.1 Five Year Programme	2	
4.2 Ongoing Project	2	
4.3 Ongoing Maintenance	3	
4.4 Regional Development	3	
Sub-Total	10	9.00%
TOTAL	112	100%

¹ Existing and proposed road standards are measured against Regional Road Group Road Type Description

TABLE 1 – SUMMARY OF SCORING CATEGORIES

PKA

2. COMPLETING SUBMISSIONS

2.1 Project Information

Project details are entered at the top of the submission form. Details include year (financial year in which funding is sought), local authority name, road name, road number, project section location (SLK range) and a description of the proposed work. The work description should be a summary consistent with the standard road treatment descriptions as shown in Table 2, page 5. Where applicable, seal width should be included in the description. Examples are “Improve formation and drainage and gravel sheet” and “Reconstruct and primer seal from 6.0 m to 7.0 m wide”.

2.2 Road and Project Categorisation

2.2.1 Restriction to Road of Regional Significance

Only roads of regional significance (RRS) formally approved by the regional road group are eligible for funding. Projects involving other roads will not be considered.

Submissions involving work on two or more roads forming part of a single regionally significant route may be accepted and will be considered on a case by case basis.

2.2.2 Confirmation of Sub-Group Endorsement

Only projects which have been endorsed by the relevant regional road group sub-group are eligible for funding.

2.2.3 Preservation or New Construction

A score of 20 is assigned to preservation projects. Standard road treatment descriptions adopted by the RRG to define “preservation” and “new construction” are shown in Table 2.

If a project combines both preservation and new construction, the treatment with the highest value will determine the score assigned. For example, “widen and primer seal shoulders and reseal centre of existing road” would be classed as “new construction” if the value of the widening component of the project exceeded the value of the reseal.

However, seal application **as an initial treatment** is classed as “new construction”.

The MCA model recognises the importance of applying the final seal to prevent pavement deterioration. MCA submissions for final seal works are automatically afforded priority one funding status.

Where a project submission for a full width reseal over existing seal, and including recent seal widening works that have not had a final seal, this will also be assigned a priority 1 status for road project funding.

Where Main Roads WA has issued an Agreement-in-Principle (AIP) to a council that wishes to under-take as a part of the construction works **initial longitudinal Road Markings (LRM) white lining as a sacrificial safety treatment only**, this is supported by the WBS RRG, however, a separate MCA submission is required for the sacrificial white lining and

will be awarded priority 1 status and funded only if the construction works are prioritised for road project funding. Main Roads will estimate the LRM application cost and undertake the works. Please refer to 2.6 Cost Estimate for further details.

A project for permanent initial **longitudinal road markings white lining** subject to an AIP is to be submitted for black spot funding.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

PRESERVATION	NEW CONSTRUCTION
Re-forming	Widening
Re-sheeting	Realignment
Reconstruction (to same standard) and any re-instatement of existing longitudinal and traverse white lining	Upgrade to gravel sheeting
Unsealed shoulder reconditioning	Upgrade to seal
Pavement repair	Sealing (to prime as an initial treatment)
Reseals, and	Final seal (to primer seal) & Intersection treatment
Drainage maintenance	New road links
Surface correction	Drainage improvements
Repairs to stock grids	Installation of new stock grids
Re-instatement of existing longitudinal white lining and other regulatory lines (holding)	Sacrificial initial longitudinal white lining

TABLE 2 – STANDARD ROAD TREATMENT DESCRIPTIONS

2.3 Traffic Data

2.3.1 Data Collection

The MCA model relies on accurate traffic data. **Submissions must include supporting traffic count reports confirming that appropriate traffic statistics have been collected and applied in project scoring. Specifically, the following conditions must be met:**

- Traffic counts must provide a breakdown of the number of vehicles in each of the 12 AUSTRROADS Vehicle Classes over the duration of the count, allowing average daily traffic *for each traffic class* to be determined as well as average *total* daily traffic.
- Traffic data must meet the criteria of:

Three traffic counts over a period of 36 months and taken prior to the closing date for submissions.

Acceptable traffic data can therefore comprise either:

- 1 traffic count, minimum duration 8 weeks (representing a peak period); or
- 2 traffic counts, each of minimum duration 14 days and separated by a minimum period of 6 weeks (also representing a peak period); or

3 or more traffic counts, each of minimum duration 10 days (representing average daily traffic).

- Traffic counts must be representative of the project location. Data collected distant to the project or subject to misrepresentative traffic patterns will not be accepted. Where work is to be delivered over a continuous section of road over a number of financial years, traffic data can be representative of the length of the continuous section of road. Where various sections within a length of road are to be delivered over a number of years, up-dated or current traffic data for that section and funding year must be submitted with each road project submission.
- As a guide, where for instance reseal work is to be undertaken involving a number of sections of a road, then traffic data for the length of road subject to the reseal work will be acceptable.

Acceptance criteria for traffic data are defined in Submission Attachment 1. **Traffic data which does not meet the acceptance criteria will not be considered.**

2.3.2 Average Daily Traffic

Average Daily Traffic (ADT) is the average daily traffic in both directions determined by dividing total traffic count by count duration. Traffic count data is entered in Attachment 1 and for electronic data entry, ADT is calculated automatically. ADT is then automatically entered at Item 2.1 of the submission form. If required, ADT can be manually calculated as shown in the example below, which applies to 3 traffic counts.

Count No.	Total Vehicles – All Classes	Count Duration (Days)
1	160	10
2	200	10
3	180	10
Total	540	30

$$\text{ADT} = 540 \text{ (total vehicles)} \div 30 \text{ (total days)} = 18 \text{ vehicles}$$

Scoring increases with ADT in accordance with the equation (Score = $\text{ADT} \times 0.2 - \text{ADT}^2 \times 0.0007$), up to a maximum score of 15 for ADT 150 and greater. Scoring is illustrated in Figure 1 below.

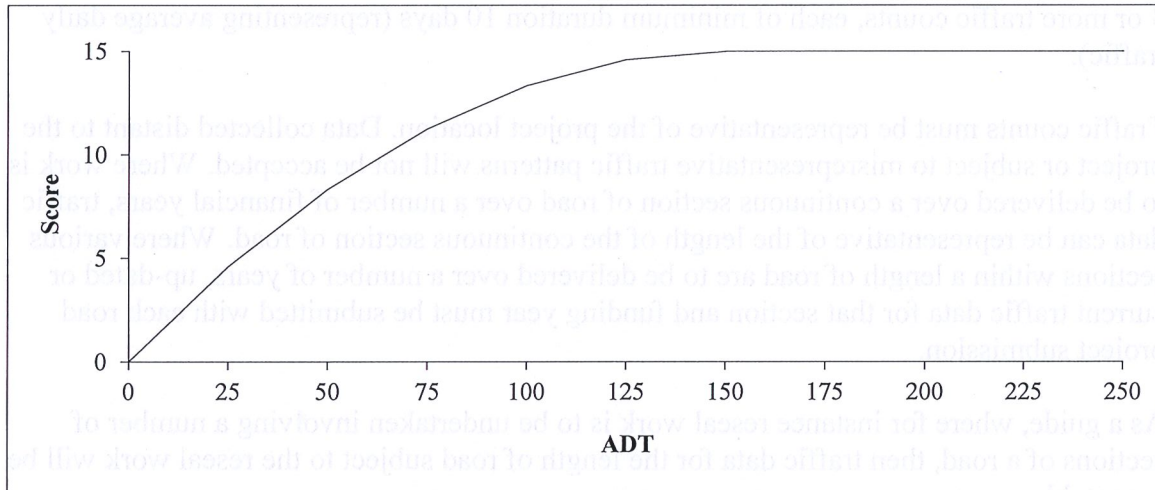


FIGURE 1 – ADT SCORING

2.3.3 Equivalent Standard Axles

The “Equivalent Standard Axle (ESA)” is a standard axle load which has been defined to allow traffic count data to be converted into load on road pavement. By multiplying each vehicle type by the number of standard axle loads that it represents, the effect on road pavement design can be determined for various traffic compositions. The ESA category is an important element of the MCA model as it allows for roads which are subject to a high percentage of heavy vehicles, which represent “multiple standard axle” pavement loads and therefore have a significant impact on pavement life. The MCA model uses the 8.2 tonne ESA definition adopted by Main Roads WA (this definition is also used in Microcom Traffic Classifier programs).

ESA’s are calculated from the breakdown of the AUSTRROADS Vehicle Classes collected during traffic counts. This data is entered at submission attachment 1 and for electronic data entry the average daily ESA value is calculated automatically. This value is then automatically entered at Item 2.2 of the submission form.

An example of manual calculation of average daily ESA is given below. The “Multipliers” (which convert traffic count data into ESA’s) are listed in Attachment 1.

Count No. (Duration)	Number of Vehicles for AUSTRROADS Vehicles Classes 1-12											
	1	2	3	4	5	6	7	8	9	10	11	12
1 (10 days)	300	10	60	25	10	3	5	4	4	0	27	0
2 (10 days)	250	8	55	30	12	5	2	3	5	2	20	3
3 (10 days)	275	12	45	40	15	8	5	5	6	1	25	2
Total Traffic	825	30	160	95	37	16	12	12	15	3	72	5
Multiplier	0	0	0.61	1.63	2.82	1.3	1.36	2.28	2.57	4.97	6.41	8.12
ESA’s	0	0	98	155	104	21	16	27	39	15	462	41

ESA = (Traffic for Vehicle Class) x (Multiplier for Vehicle Class)

Total ESA’s = 0 + 0 + 98 + 155 + 104 + 21 + 16 + 27 + 39 + 15 + 462 + 41 = 978

Average Daily ESA Value = 978 (total ESA’s) ÷ 30 (total days) = 32.6

Handwritten signature

Scoring increases with average daily ESA in accordance with the equation (Score = $ESA \times 0.67 - ESA^2 \times 0.0056$), up to a maximum score of 20 for Average Daily ESA 60 and greater. Scoring is illustrated in Figure 2 below.

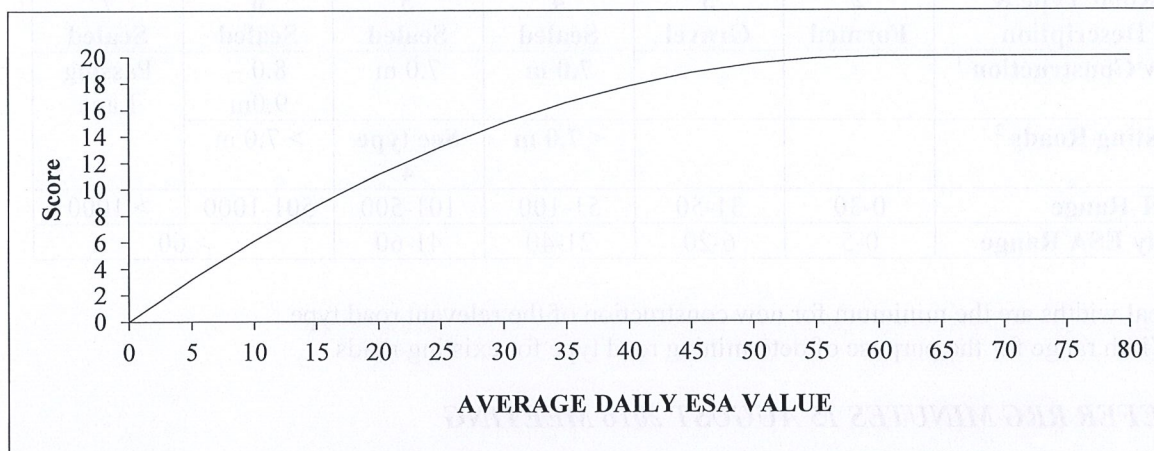


FIGURE 2 – AVERAGE DAILY ESA SCORING

2.3.4 School Bus Routes

Designated school bus routes attract a score of 5 by entering “Y” at Item A1.4 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.3.5 Heavy Vehicles

Designated routes attract a score of 5 by entering “Y” at Item A1.5 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.4 Treatment Details

2.4.1 Road Type Description

The RRG has adopted road standards that are appropriate for its roads of regional significance, based on traffic volume and composition.

All local roads approved by the RRG and eligible for road project funding are to be constructed to achieve a minimum ROAD TYPE 5 standard with a minimum 7.0m seal width, including all existing sealed roads. The traffic data (the warrant) collected relevant to the project site will determine the actual road type. For reconstruction or new works for example, where the ADT figure is 70 (ROAD TYPE 4) and the ESA figure is 55, the works must address the ROAD TYPE 5 standard with a minimum 7.0 m seal width. Traffic data may determine that a higher road type standard is required.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

PBB

These standard road type descriptions are detailed in Table 3 and are also shown in MCA submission attachment 2, 2.1.

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction ¹			7.0 m	7.0 m	8.0 – 9.0m	Passing Lane
Existing Roads ²			< 7.0 m	See type 4	> 7.0 m	
ADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

¹ Seal widths are the minimum for new construction of the relevant road type

² Width range for the purpose of determining road type for existing roads

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

TABLE 3 – ROAD TYPE DESCRIPTIONS

Traffic data is used to identify the designated road type for the project. If the ADT and average daily ESA values apply to different road types, the higher standard is adopted. The existing road type is entered at attachment 2 at A2.1 and the designated road type is entered at attachment 2 at A2.1, and automatically up-dated at Items 3.1 to 3.3 on the actual submission form.

The RRG recognises the importance of consistent construction standards based on level of service and encourages upgrading roads of regional significance where the existing condition is well below designated level of service standard. Accordingly, if the existing road type is of a lower standard than the designated road type, a score of 10 is awarded at 3.2. Similarly, provided the proposed construction standard meets the designated road type:

- 10 points are awarded if the project involves upgrade by one road type category (eg improvement from Type 2 formed road to Type 3 gravel road);
- 20 points are awarded if the project involves upgrade by more than one road type category (eg improvement from Type 3 gravel road to Type 5 sealed road);

There is no score for projects where the existing standard meets or exceeds the designated level of service standard and no score where the proposed construction standard fails to meet or exceeds the designated road type.

A range of seal widths is provided in Table 3 for the purpose of determining whether existing standard meets the designated road type standard. For example, all existing seal widths less than 7.0 m are deemed to meet the Road Type 4 standard.

The RRG recognises that final seal over primer seal is integral to relevant upgrading projects. Therefore, where projects involve the application of final seal over primer seal, the existing road type is that *before construction to primer seal*.

2.4.2 Horizontal and Vertical Alignment (NO LONGER APPLICABLE)

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

2.4.3 Drainage

A maximum score of 2 is allocated for improvements to drainage. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.6 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Construction achieves a minor drainage improvement with little impact (eg: existing culverts widened with minor improvement to off road drainage).
- **1 – Moderate Impact:** Construction achieves a moderate drainage improvement (eg: additional culvert installation or floodway extension increases drainage capacity but does not affect road closure).
- **2 – Significant Impact:** Construction achieves a major drainage improvement (eg: additional drainage installation reduces susceptibility to road closure).

2.4.4 Treatment Safety Devices

An opportunity exists for councils to consider including safety design and devices in applications to the RRG. This concept provides a value for designs where safety improvements have been included. The concept does not value the improvements independently, but offers a comparative value against other safety improvements.

The checklist below at Table 4 has been derived from the issues used in Road Safety Audits for existing roads.

The list will provide a scoring opportunity where improvements are included and as a prompt for designers to consider opportunities for further safety enhancements at the time of design.

A good example of available points is in the section headed Geometry:

- Where selected crests and curves are widened and sealed – 2 points

If a project is to extend the seal on crests and curves past the nominated shoulder seal width then formal adjustment of the horizontal and or vertical alignments should be considered under 2.4.2 above.

Where a claim is made for the inclusion of safety treatments, the principle of 'best evidence' should be applied. Typically, this will require the submission to demonstrate how and where the improvements are to be applied, eg. sketch and site plans may be beneficial; guide post schedule, etc.

A maximum score of 3 is available for the installation of road treatment safety devices that form part of the road treatment works. The relevant boxes at A2.5 must be scored to indicate

which planned safety devices are to be installed, and where practical these should be identified in the cost estimate at attachment 4. The total score for treatment safety devices is to be entered at O93, with the associated score automatically entered at Item 3.7 on the submission form. Scores are assigned as follows:

TABLE 4 – ROAD TREATMENT SAFETY DEVICES

CHECKLIST			
Issue	Safety Value		Sub - Total
Geometry 1. Selected Curves and Crests – widen seal width 2. Culvert extensions	3 2	Are curves and crests seal widened? Are drainage devices extended through the formation and clear zone?	
Delineation 1. Sacrificial Longitudinal Centre Road markings 2. Sacrificial Longitudinal Edge Lines 3. Guide Posts 4. Warning Series Upgrade 5. Tactile Edge lines 6. Skid Resistance treatment 7. RRPM's (retro reflective raised pavement markers)	2 1 2 2 1 1 2	Are any of the preceding devices incorporated in the modified design? Has MRWA first been contacted regarding longitudinal centre and edge lines?	
Sight Distance Improvements 1. Correction of conflicting geography (horizontal/vertical) 2. Lighting (ASA 1158)	2 2	Has conflicting geography been designed out? Is intersection lighting included?	
Vegetation Control 1. Remove or protect vegetation to formation edge. 2. Remove vegetation to Clear Zone extremity.	2 3	Has the clear zone (recovery zone) been maintained?	
Heavy Haulage 1. LA strategies with Permit Operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers on designated routes?	
Urban Considerations 1. Pedestrian path accommodation 2. Cyclists 3. Rail Mazes 4. Street lighting extensions 5. Roundabouts	2 1 1 2 1	Are any of these urban devices employed in the proposed design?	
TOTAL SAFETY SCORE			

PHB

2.4.5 Environmental Management

A maximum score of 2 is allocated for improvements to environmental management **not otherwise accounted for**. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.8 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Project achieves a minor environmental management improvement (eg: reduced erosion potential due to drainage improvements).
- **1 – Moderate Impact:** Project achieves a moderate improvement but environmental management is not a key project objective (eg: elimination of dust by upgrading gravel to seal enhances roadside aesthetics and development of vegetation).
- **2 – Significant Impact:** Project achieves a major improvement and environmental management is a key project objective (eg: project includes additional culverts designed to minimise potential for drainage shadow).

2.5 General Details

2.5.1 Five Year Programme

Local authorities are encouraged to develop five year programmes for projects, with details entered at submission attachment 3. Details include the financial year during which construction is proposed (commencing with the current submission), work location and brief description and the estimated *total* indicative project value. Estimates for outlying years should be based on average costs for similar work.

If the current MCA submission is the last in a programme of works a statement to this effect should be made

If the required information is provided, a score of 2 is allocated by entering “Y” at Item 3.1 of the MCA submission form.

2.5.2 Impact on Ongoing Project

The MCA model recognises that projects spanning a number of years may be adversely affected if continuity of funding is not maintained. A maximum score of 2 is allocated for impacts on ongoing projects **not otherwise accounted for**. Submissions must include a description of impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.2 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** No impact on overall project (eg: one-off treatment such as reseal which can be delayed without impact).
- **1 – Moderate Impact:** Moderate time and/or cost impact on overall project (eg: completion of widening project will be delayed, deferring benefits from improved safety and reduced maintenance).

- **2 – Significant Impact:** Major time and/or cost impact on overall project; Submission is critical to project completion (eg: delay in application of final seal could lead to pavement failure).

2.5.3 Impact on Ongoing Maintenance

Works which have the potential to reduce ongoing maintenance obligations are recognised. A maximum score of 3 is allocated for impacts on ongoing maintenance **not otherwise accounted for**. Submissions must include a description of the impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.3 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No reduction in ongoing maintenance (eg: benefit has been taken into account under other categories).
- **1 – Minimal Impact:** Minor reduction to ongoing maintenance (eg: pavement repairs eliminate requirement for ongoing patching; re-sheeting achieves a short-term reduction in frequency of maintenance grading).
- **2 – Moderate Impact:** Moderate reduction to ongoing maintenance (eg: shoulder reconditioning reduces edge wear in the medium term; drainage upgrading prevents recurring scour).
- **3 – Significant Impact:** Major reduction to ongoing maintenance is a key project objective (eg: widening narrow seal significantly reduces edge and shoulder wear in the long term).

2.5.4 Regional Development (For Road Improvement Projects only)

In the final scoring category, the MCA model recognises projects which have the potential to contribute to the development of the Wheat Belt Region. A maximum score of 3 is allocated for impacts on regional development. Submissions must include a description of impact and an assessment of its value at Attachment 3, with the associated score automatically entered at Item 4.4 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No impact on regional development (eg: reseal has no effect on traffic patterns).
- **1 – Minimal Impact:** Minor impact on regional development (eg: upgrade from formed to gravel sheeted standard may attract a small increase in tourist traffic).
- **2 – Moderate Impact:** Moderate impact on regional development (eg: upgrading gravel road to seal reduces cartage costs for agricultural product).
- **3 – Significant Impact:** Major impact on regional development is a key project objective (eg: upgrading gravel road to seal associated with new mining development).

PHB

2.6 Cost Estimate

Estimated project cost estimates submitted by local authorities are relied upon to distribute funding after local road projects have been scored and prioritised by the MCA model. Accurate cost estimation is therefore essential to the process. If cost estimates include rates or prices which are unusually high or low due to specific project conditions, supporting explanatory details should be provided.

Project estimates are entered at submission attachment 4. The estimating format incorporates standard construction descriptions and units of measurement to ensure that a consistent approach is adopted across the road group. For electronic data entry, local authorities are only required to input quantities and rates; calculation of work value follows automatically.

The Cost Estimate must reflect the **total value** of the work proposed to be undertaken by the local authority in the financial year in question, inclusive of contributions from the RRG, local authority (taking into account the 2:1 RRG:LGA contributory arrangement) and any external agency, if applicable.

However, for the re-instatement of longitudinal road markings (LRM) or application of initial sacrificial longitudinal road markings where agreement in principle (A-i-P) has first been obtained from MRWA, Main Roads Wheatbelt Region will estimate the cost based on the MCA submission's header page statement on the length of lane kilometres to be re-instated or applied, and draw the equivalent in road project funding from the sub group's road project funding allocation.

A local authority will be required to fund its one third share of the estimated funds for the longitudinal road marking.

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

Main Roads Wheatbelt will on request from a local authority then undertake the longitudinal line marking works utilising the MRWA white lining contractor at cost to Main Roads WA.

A local authority must estimate the cost of line spotting or application of flip flops or other line identifying devices, and for the cost of any other regulatory line markings such as holding lines at 3.11, 3.12 and 3.13 of the A4 Cost Estimate Current Submission.

Where applicable, costs for regulatory signage must also be estimated at 3.14 of the A4 Cost Estimate Current Submission.

2.7 MCA Project Submissions – Prioritisation for Funding Assessment

The RRG funding component will be determined when all MCA road project submissions have been assessed by the WBS RRG Secretariat as the neutral umpire, along with representatives of each sub group who may wish to participate in the assessment process. Upon reaching the final assessment, the WBS RRG Secretariat shall submit to the WBS RRG Technical Working Group a spreadsheet reconciling all submitted projects to points assessed and scored, and showing comments supporting the assessment of each submitted MCA project and in the prioritisation of any funding.

APPENDIX ONE – RECORD OF AMENDMENTS

- **Release 002, 11 November 2015 meeting, – Section 2.4.2 Page 10, Removal of Horizontal and Vertical Alignment. Removal of points at A2.2 of MCA Forms**
- **Release 003, 15 August 2016 meeting – Page 14, 2.6 Cost Estimate notes on LRM. Works to be estimated and undertaken by MRWA with funds drawn from road project funds.**
- **Release 003, 15 August 2016 meeting – Page 10 Table 3 – existing seal widths less than 7.0m amended from Road Type 5 to Road Type 4**

WHEATBELT SOUTH REGIONAL ROAD GROUP



LOCAL ROAD PROJECT FUNDING MULTI CRITERION ASSESSMENT MODEL

USER MANUAL

Document RRG/WBS/002/003

**This Manual is owned and controlled by the Wheatbelt South Regional Road Group.
All copies are uncontrolled.**

**Main Roads Wheatbelt Region as Secretariat to the Wheatbelt South RRG is the
custodian.**

**All comments and requests for changes are to be forwarded in writing to the Regional
Manager, Main Roads WA Wheatbelt Region, PO Box 194, Narrogin WA 6312.**

Tel: 9881 0501

Version:

002/003 Issued 15 August 2016

Table of Contents

GENERAL	3
1.1 Submission Format	3
1.2 Scoring	3
2. COMPLETING SUBMISSIONS	5
2.1 Project Information	5
2.2 Road and Project Categorisation	5
2.2.1 Restriction to Road of Regional Significance.....	5
2.2.2 Confirmation of Sub-Group Endorsement.....	5
2.2.3 Preservation or New Construction	5
2.3 Traffic Data	6
2.3.1 Data Collection	6
2.3.2 Average Daily Traffic	7
2.3.3 Equivalent Standard Axles.....	8
2.3.4 School Bus Routes	9
2.3.5 Road Train Routes	9
2.4 Treatment Details	9
2.4.1 Road Type Description	9
2.4.2 Horizontal and Vertical Alignment (no longer applicable)	11
2.4.3 Drainage	11
2.4.4 Treatment Safety Devices	11
2.4.5 Environmental Management.....	13
2.5 General Details	13
2.5.1 Five Year Programme	13
2.5.2 Impact on Ongoing Project	13
2.5.3 Impact on Ongoing Maintenance.....	14
2.5.4 Regional Development.....	14
2.6 Cost Estimate	Error! Bookmark not defined.

GENERAL

Preamble

The MCA model has been adopted and modified from the successful MCA model in use by the Mid-West and Wheatbelt North Regional Road Groups. The WBS RRG MCA User Manual is an evolving document that invites comment and feedback from all interested parties. The WBS RRG Technical Committee is entrusted to review regularly the operations of the MCA model and to make recommendations to the RRG to reflect considered improvements. Any modifications to the MCA Model will first require formal RRG approval of the modified WBS RRG MCA User Manual.

1.1 Submission Format

A completed Local Road Project Funding Submission consists of the following parts:

- Submission Form;
- Attachment 1 – Traffic Data;
- Attachment 2 – Treatment Details;
- Attachment 3 – General Details;
- Attachment 4 – Cost Estimate;
- Supporting traffic count data.

The submission and attachments have been compiled in Microsoft Excel. The spreadsheet format allows automatic calculation if submissions are completed electronically, minimising the requirement for manual entry and eliminating potential for computation errors. The format allows electronic submission via E-Mail and automatically provides local authorities with project scores. It also allows fast and efficient auditing and hand written project submissions can quickly and easily be scored.

Other than cells requiring data entry by the local authority, the submission form and attachments are password protected to prevent inadvertent format amendment.

Submissions are completed by entering data (either electronically or manually, although electronic data entry is preferred) in the appropriate cells on the submission form and attachments. Data entry requirements are described in detail in section 2 of this manual.

The submission form and attachments, incorporating sample data, are included as appendix one of this manual.

1.2 Scoring

The Multi Criteria Assessment (MCA) model calculates scores for local road projects on Roads of Regional Significance (RRS) and based on a range of project characteristics and condition data.

Traffic data is an important component of the scoring process and specific requirements apply to data collection. The particular demands on RRS that are subject to a high percentage of heavy vehicles are allowed for by the inclusion of scoring for equivalent standard axles

(ESA) as well as Average Daily Traffic (ADT). Scoring also recognises designated school bus routes and road train routes.

The scoring process compares existing and proposed road standards relative to the designated, appropriate road standard for the project. Lower standard sections are assigned priority. Drainage, safety and environmental management improvements are all taken into account under separate scoring categories.

Local authorities are encouraged to develop five year programmes for RRS, with submission of relevant programming information attracting a fixed score. Work which is critical to overall project completion is recognised, as are projects which are subject to external funding contributions and projects which will reduce future maintenance requirements. Finally, impact on regional development is also assessed and scored.

The MCA model scores sixteen separate categories. Fixed scores are assigned to four of these categories and a further four categories use objective data to compute scores using fixed formulae. Of the remaining eight categories, six score project impacts on a “none-minimal-moderate-significant” basis. Treatment Safety Devices allow for a possible maximum three points for projects incorporating safety devices aimed at making local roads safer. Details substantiating these scoring assessments are included in the relevant attachments. Summary details of all scoring categories are provided in Table 1 below.

	Item	Maximum Score	% of Total
1.	<u>Road & Project Categorisation</u>		
1.5	Preservation	20	
	Sub-Total	20	18.00%
2.	<u>Traffic Data</u>		
2.1	Average Daily Traffic	15	
2.2	Equivalent Standard Axles	20	
2.3	School Bus Route	5	
2.4	Road Train Route	5	
	Sub-Total	45	40.00%
3.	<u>Treatment Details</u>		
3.1	Road Type Description	No Score ¹	
3.2	Existing Road Standard	10	
3.3	Proposed Road Standard	20	
3.4	Horizontal and Vertical Alignment (No longer applicable)	0	
3.5	Drainage	2	
3.6	Treatment Safety Devices	3	
3.7	Environmental Management	2	
	Sub-Total	37	33.00%
4.	<u>General Details</u>		
4.1	Five Year Programme	2	
4.2	Ongoing Project	2	
4.3	Ongoing Maintenance	3	
4.4	Regional Development	3	
	Sub-Total	10	9.00%
	TOTAL	112	100%

¹ Existing and proposed road standards are measured against Regional Road Group Road Type Description

TABLE 1 – SUMMARY OF SCORING CATEGORIES

2. COMPLETING SUBMISSIONS

2.1 Project Information

Project details are entered at the top of the submission form. Details include year (financial year in which funding is sought), local authority name, road name, road number, project section location (SLK range) and a description of the proposed work. The work description should be a summary consistent with the standard road treatment descriptions as shown in Table 2, page 5. Where applicable, seal width should be included in the description. Examples are “Improve formation and drainage and gravel sheet” and “Reconstruct and primer seal from 6.0 m to 7.0 m wide”.

2.2 Road and Project Categorisation

2.2.1 Restriction to Road of Regional Significance

Only roads of regional significance (RRS) formally approved by the regional road group are eligible for funding. Projects involving other roads will not be considered.

Submissions involving work on two or more roads forming part of a single regionally significant route may be accepted and will be considered on a case by case basis.

2.2.2 Confirmation of Sub-Group Endorsement

Only projects which have been endorsed by the relevant regional road group sub-group are eligible for funding.

2.2.3 Preservation or New Construction

A score of 20 is assigned to preservation projects. Standard road treatment descriptions adopted by the RRG to define “preservation” and “new construction” are shown in Table 2.

If a project combines both preservation and new construction, the treatment with the highest value will determine the score assigned. For example, “widen and primer seal shoulders and reseal centre of existing road” would be classed as “new construction” if the value of the widening component of the project exceeded the value of the reseal.

However, seal application **as an initial treatment** is classed as “new construction”.

The MCA model recognises the importance of applying the final seal to prevent pavement deterioration. MCA submissions for final seal works are automatically afforded priority one funding status.

Where a project submission for a full width reseal over existing seal, and including recent seal widening works that have not had a final seal, this will also be assigned a priority 1 status for road project funding.

Where Main Roads WA has issued an Agreement-in-Principle (AIP) to a council that wishes to under-take as a part of the construction works **initial longitudinal Road Markings (LRM) white lining as a sacrificial safety treatment only**, this is supported by the WBS RRG, however, a separate MCA submission is required for the sacrificial white lining and

will be awarded priority 1 status and funded only if the construction works are prioritised for road project funding. Main Roads will estimate the LRM application cost and undertake the works. Please refer to 2.6 Cost Estimate for further details.

A project for permanent initial **longitudinal road markings white lining** subject to an AIP is to be submitted for black spot funding.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

PRESERVATION	NEW CONSTRUCTION
Re-forming	Widening
Re-sheeting	Realignment
Reconstruction (to same standard) and any re-instatement of existing longitudinal and traverse white lining	Upgrade to gravel sheeting
Unsealed shoulder reconditioning	Upgrade to seal
Pavement repair	Sealing (to prime as an initial treatment)
Reseals, and	Final seal (to primer seal) & Intersection treatment
Drainage maintenance	New road links
Surface correction	Drainage improvements
Repairs to stock grids	Installation of new stock grids
Re-instatement of existing longitudinal white lining and other regulatory lines (holding)	Sacrificial initial longitudinal white lining

TABLE 2 – STANDARD ROAD TREATMENT DESCRIPTIONS

2.3 Traffic Data

2.3.1 Data Collection

The MCA model relies on accurate traffic data. **Submissions must include supporting traffic count reports confirming that appropriate traffic statistics have been collected and applied in project scoring. Specifically, the following conditions must be met:**

- Traffic counts must provide a breakdown of the number of vehicles in each of the 12 AUSTRROADS Vehicle Classes over the duration of the count, allowing average daily traffic *for each traffic class* to be determined as well as average *total* daily traffic.
- Traffic data must meet the criteria of:

Three traffic counts over a period of 36 months and taken prior to the closing date for submissions.

Acceptable traffic data can therefore comprise either:

- 1 traffic count, minimum duration 8 weeks (representing a peak period); or
- 2 traffic counts, each of minimum duration 14 days and separated by a minimum period of 6 weeks (also representing a peak period); or

3 or more traffic counts, each of minimum duration 10 days (representing average daily traffic).

- Traffic counts must be representative of the project location. Data collected distant to the project or subject to misrepresentative traffic patterns will not be accepted. Where work is to be delivered over a continuous section of road over a number of financial years, traffic data can be representative of the length of the continuous section of road. Where various sections within a length of road are to be delivered over a number of years, up-dated or current traffic data for that section and funding year must be submitted with each road project submission.
- As a guide, where for instance reseal work is to be undertaken involving a number of sections of a road, then traffic data for the length of road subject to the reseal work will be acceptable.

Acceptance criteria for traffic data are defined in Submission Attachment 1. **Traffic data which does not meet the acceptance criteria will not be considered.**

2.3.2 Average Daily Traffic

Average Daily Traffic (ADT) is the average daily traffic in both directions determined by dividing total traffic count by count duration. Traffic count data is entered in Attachment 1 and for electronic data entry, ADT is calculated automatically. ADT is then automatically entered at Item 2.1 of the submission form. If required, ADT can be manually calculated as shown in the example below, which applies to 3 traffic counts.

Count No.	Total Vehicles – All Classes	Count Duration (Days)
1	160	10
2	200	10
3	180	10
Total	540	30

$$\text{ADT} = 540 \text{ (total vehicles)} \div 30 \text{ (total days)} = 18 \text{ vehicles}$$

Scoring increases with ADT in accordance with the equation (Score = $\text{ADT} \times 0.2 - \text{ADT}^2 \times 0.0007$), up to a maximum score of 15 for ADT 150 and greater. Scoring is illustrated in Figure 1 below.

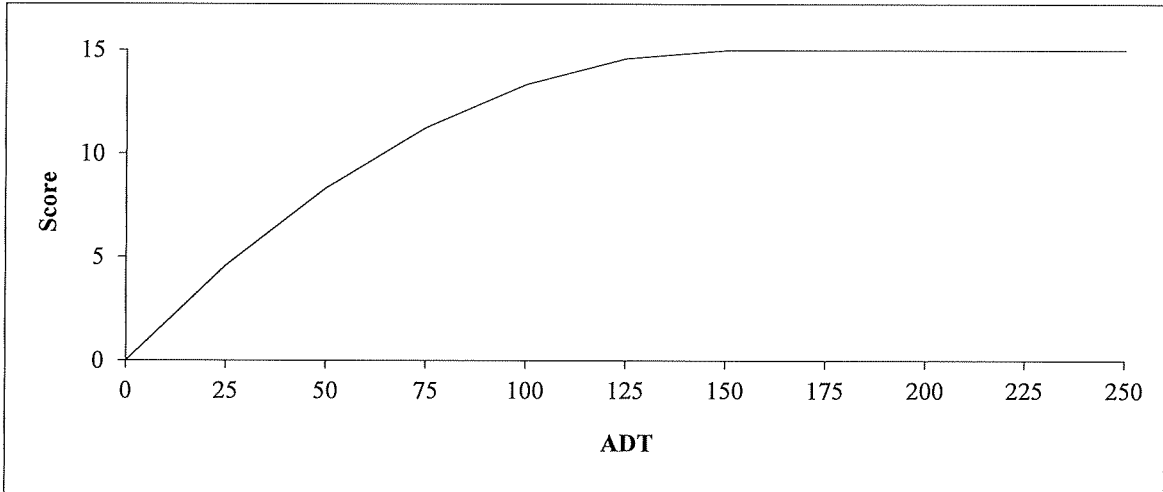


FIGURE 1 – ADT SCORING

2.3.3 Equivalent Standard Axles

The “Equivalent Standard Axle (ESA)” is a standard axle load which has been defined to allow traffic count data to be converted into load on road pavement. By multiplying each vehicle type by the number of standard axle loads that it represents, the effect on road pavement design can be determined for various traffic compositions. The ESA category is an important element of the MCA model as it allows for roads which are subject to a high percentage of heavy vehicles, which represent “multiple standard axle” pavement loads and therefore have a significant impact on pavement life. The MCA model uses the 8.2 tonne ESA definition adopted by Main Roads WA (this definition is also used in Microcom Traffic Classifier programs).

ESA’s are calculated from the breakdown of the AUSTRROADS Vehicle Classes collected during traffic counts. This data is entered at submission attachment 1 and for electronic data entry the average daily ESA value is calculated automatically. This value is then automatically entered at Item 2.2 of the submission form.

An example of manual calculation of average daily ESA is given below. The “Multipliers” (which convert traffic count data into ESA’s) are listed in Attachment 1.

Count No. (Duration)	Number of Vehicles for AUSTRROADS Vehicles Classes 1-12											
	1	2	3	4	5	6	7	8	9	10	11	12
1 (10 days)	300	10	60	25	10	3	5	4	4	0	27	0
2 (10 days)	250	8	55	30	12	5	2	3	5	2	20	3
3 (10 days)	275	12	45	40	15	8	5	5	6	1	25	2
Total Traffic	825	30	160	95	37	16	12	12	15	3	72	5
Multiplier	0	0	0.61	1.63	2.82	1.3	1.36	2.28	2.57	4.97	6.41	8.12
ESA’s	0	0	98	155	104	21	16	27	39	15	462	41

ESA = (Traffic for Vehicle Class) x (Multiplier for Vehicle Class)

Total ESA’s = 0 + 0 + 98 + 155 + 104 + 21 + 16 + 27 + 39 + 15 + 462 + 41 = 978

Average Daily ESA Value = 978 (total ESA’s) ÷ 30 (total days) = 32.6

Scoring increases with average daily ESA in accordance with the equation (Score = $ESA \times 0.67 - ESA^2 \times 0.0056$), up to a maximum score of 20 for Average Daily ESA 60 and greater. Scoring is illustrated in Figure 2 below.

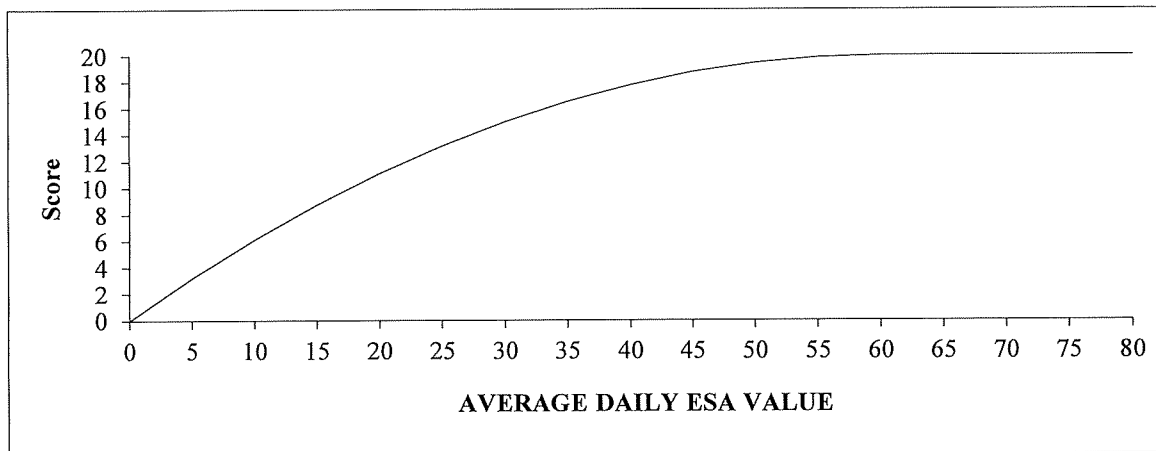


FIGURE 2 – AVERAGE DAILY ESA SCORING

2.3.4 School Bus Routes

Designated school bus routes attract a score of 5 by entering “Y” at Item A1.4 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.3.5 Heavy Vehicles

Designated routes attract a score of 5 by entering “Y” at Item A1.5 in the submission attachment 1 form with automatic up-date of the actual submission form.

2.4 Treatment Details

2.4.1 Road Type Description

The RRG has adopted road standards that are appropriate for its roads of regional significance, based on traffic volume and composition.

All local roads approved by the RRG and eligible for road project funding are to be constructed to achieve a minimum ROAD TYPE 5 standard with a minimum 7.0m seal width, including all existing sealed roads. The traffic data (the warrant) collected relevant to the project site will determine the actual road type. For reconstruction or new works for example, where the ADT figure is 70 (ROAD TYPE 4) and the ESA figure is 55, the works must address the ROAD TYPE 5 standard with a minimum 7.0 m seal width. Traffic data may determine that a higher road type standard is required.

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

Handwritten signature

These standard road type descriptions are detailed in Table 3 and are also shown in MCA submission attachment 2, 2.1.

Road Type & Description	2 Formed	3 Gravel	4 Sealed	5 Sealed	6 Sealed	7 Sealed
New Construction ¹			7.0 m	7.0 m	8.0 – 9.0m	Passing Lane
Existing Roads ²			< 7.0 m	See type 4	> 7.0 m	
ADT Range	0-30	31-50	51-100	101-500	501-1000	> 1000
Daily ESA Range	0-5	6-20	21-40	41-60	> 60	

¹ Seal widths are the minimum for new construction of the relevant road type

² Width range for the purpose of determining road type for existing roads

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

TABLE 3 – ROAD TYPE DESCRIPTIONS

Traffic data is used to identify the designated road type for the project. If the ADT and average daily ESA values apply to different road types, the higher standard is adopted. The existing road type is entered at attachment 2 at A2.1 and the designated road type is entered at attachment 2 at A2.1, and automatically up-dated at Items 3.1 to 3.3 on the actual submission form.

The RRG recognises the importance of consistent construction standards based on level of service and encourages upgrading roads of regional significance where the existing condition is well below designated level of service standard. Accordingly, if the existing road type is of a lower standard than the designated road type, a score of 10 is awarded at 3.2. Similarly, provided the proposed construction standard meets the designated road type:

- 10 points are awarded if the project involves upgrade by one road type category (eg improvement from Type 2 formed road to Type 3 gravel road);
- 20 points are awarded if the project involves upgrade by more than one road type category (eg improvement from Type 3 gravel road to Type 5 sealed road);

There is no score for projects where the existing standard meets or exceeds the designated level of service standard and no score where the proposed construction standard fails to meet or exceeds the designated road type.

A range of seal widths is provided in Table 3 for the purpose of determining whether existing standard meets the designated road type standard. For example, all existing seal widths less than 7.0 m are deemed to meet the Road Type 4 standard.

The RRG recognises that final seal over primer seal is integral to relevant upgrading projects. Therefore, where projects involve the application of final seal over primer seal, the existing road type is that *before construction to primer seal*.

2.4.2 Horizontal and Vertical Alignment (NO LONGER APPLICABLE)

1. REFER RRG MINUTES 11 NOVEMBER 2015 MEETING

2.4.3 Drainage

A maximum score of 2 is allocated for improvements to drainage. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.6 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Construction achieves a minor drainage improvement with little impact (eg: existing culverts widened with minor improvement to off road drainage).
- **1 – Moderate Impact:** Construction achieves a moderate drainage improvement (eg: additional culvert installation or floodway extension increases drainage capacity but does not affect road closure).
- **2 – Significant Impact:** Construction achieves a major drainage improvement (eg: additional drainage installation reduces susceptibility to road closure).

2.4.4 Treatment Safety Devices

An opportunity exists for councils to consider including safety design and devices in applications to the RRG. This concept provides a value for designs where safety improvements have been included. The concept does not value the improvements independently, but offers a comparative value against other safety improvements.

The checklist below at Table 4 has been derived from the issues used in Road Safety Audits for existing roads.

The list will provide a scoring opportunity where improvements are included and as a prompt for designers to consider opportunities for further safety enhancements at the time of design.

A good example of available points is in the section headed Geometry:

- Where selected crests and curves are widened and sealed – 2 points

If a project is to extend the seal on crests and curves past the nominated shoulder seal width then formal adjustment of the horizontal and or vertical alignments should be considered under 2.4.2 above.

Where a claim is made for the inclusion of safety treatments, the principle of 'best evidence' should be applied. Typically, this will require the submission to demonstrate how and where the improvements are to be applied, eg. sketch and site plans may be beneficial; guide post schedule, etc.

A maximum score of 3 is available for the installation of road treatment safety devices that form part of the road treatment works. The relevant boxes at A2.5 must be scored to indicate

which planned safety devices are to be installed, and where practical these should be identified in the cost estimate at attachment 4. The total score for treatment safety devices is to be entered at O93, with the associated score automatically entered at Item 3.7 on the submission form. Scores are assigned as follows:

TABLE 4 – ROAD TREATMENT SAFETY DEVICES

CHECKLIST				
Issue		Safety Value		Sub - Total
	Geometry			
	1. Selected Curves and Crests – widen seal width	3	Are curves and crests seal widened? Are drainage devices extended through the formation and clear zone?	
	2. Culvert extensions	2		
	Delineation			
	1. Sacrificial Longitudinal Centre Road markings	2	Are any of the preceding devices incorporated in the modified design? Has MRWA first been contacted regarding longitudinal centre and edge lines?	
	2. Sacrificial Longitudinal Edge Lines	1		
	3. Guide Posts	2		
	4. Warning Series Upgrade	2		
	5. Tactile Edge lines	1		
	6. Skid Resistance treatment	1		
	7. RRPM's (retro reflective raised pavement markers)	2		
	Sight Distance Improvements			
	1. Correction of conflicting geography (horizontal/vertical)	2	Has conflicting geography been designed out? Is intersection lighting included?	
	2. Lighting (ASA 1158)	2		
	Vegetation Control			
	1. Remove or protect vegetation to formation edge.	2	Has the clear zone (recovery zone) been maintained?	
	2. Remove vegetation to Clear Zone extremity.	3		
	Heavy Haulage			
	1. LA strategies with Permit Operators	1	Eg. Does council require permit operators to have CB radios to communicate with school bus operators/drivers on designated routes?	
	Urban Considerations			
	1. Pedestrian path accommodation	2	Are any of these urban devices employed in the proposed design?	
	2. Cyclists	1		
	3. Rail Mazes	1		
	4. Street lighting extensions	2		
	5. Roundabouts	1		
			TOTAL SAFETY SCORE	

2.4.5 Environmental Management

A maximum score of 2 is allocated for improvements to environmental management **not otherwise accounted for**. Submissions must include a description of the improvement and an assessment of its impact at attachment 2, with the associated score automatically entered at Item 3.8 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** Project achieves a minor environmental management improvement (eg: reduced erosion potential due to drainage improvements).
- **1 – Moderate Impact:** Project achieves a moderate improvement but environmental management is not a key project objective (eg: elimination of dust by upgrading gravel to seal enhances roadside aesthetics and development of vegetation).
- **2 – Significant Impact:** Project achieves a major improvement and environmental management is a key project objective (eg: project includes additional culverts designed to minimise potential for drainage shadow).

2.5 General Details

2.5.1 Five Year Programme

Local authorities are encouraged to develop five year programmes for projects, with details entered at submission attachment 3. Details include the financial year during which construction is proposed (commencing with the current submission), work location and brief description and the estimated *total* indicative project value. Estimates for outlying years should be based on average costs for similar work.

If the current MCA submission is the last in a programme of works a statement to this effect should be made

If the required information is provided, a score of 2 is allocated by entering “Y” at Item 3.1 of the MCA submission form.

2.5.2 Impact on Ongoing Project

The MCA model recognises that projects spanning a number of years may be adversely affected if continuity of funding is not maintained. A maximum score of 2 is allocated for impacts on ongoing projects **not otherwise accounted for**. Submissions must include a description of impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.2 on the submission form. Scores are assigned as follows:

- **0 – None or Minimal Impact:** No impact on overall project (eg: one-off treatment such as reseal which can be delayed without impact).
- **1 – Moderate Impact:** Moderate time and/or cost impact on overall project (eg: completion of widening project will be delayed, deferring benefits from improved safety and reduced maintenance).

- **2 – Significant Impact:** Major time and/or cost impact on overall project; Submission is critical to project completion (eg: delay in application of final seal could lead to pavement failure).

2.5.3 Impact on Ongoing Maintenance

Works which have the potential to reduce ongoing maintenance obligations are recognised. A maximum score of 3 is allocated for impacts on ongoing maintenance **not otherwise accounted for**. Submissions must include a description of the impact and an assessment of its value at attachment 3, with the associated score automatically entered at Item 4.3 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No reduction in ongoing maintenance (eg: benefit has been taken into account under other categories).
- **1 – Minimal Impact:** Minor reduction to ongoing maintenance (eg: pavement repairs eliminate requirement for ongoing patching; re-sheeting achieves a short-term reduction in frequency of maintenance grading).
- **2 – Moderate Impact:** Moderate reduction to ongoing maintenance (eg: shoulder reconditioning reduces edge wear in the medium term; drainage upgrading prevents recurring scour).
- **3 – Significant Impact:** Major reduction to ongoing maintenance is a key project objective (eg: widening narrow seal significantly reduces edge and shoulder wear in the long term).

2.5.4 Regional Development (For Road Improvement Projects only)

In the final scoring category, the MCA model recognises projects which have the potential to contribute to the development of the Wheat Belt Region. A maximum score of 3 is allocated for impacts on regional development. Submissions must include a description of impact and an assessment of its value at Attachment 3, with the associated score automatically entered at Item 4.4 on the submission form. Scores are assigned as follows:

- **0 – No Impact:** No impact on regional development (eg: reseal has no effect on traffic patterns).
- **1 – Minimal Impact:** Minor impact on regional development (eg: upgrade from formed to gravel sheeted standard may attract a small increase in tourist traffic).
- **2 – Moderate Impact:** Moderate impact on regional development (eg: upgrading gravel road to seal reduces cartage costs for agricultural product).
- **3 – Significant Impact:** Major impact on regional development is a key project objective (eg: upgrading gravel road to seal associated with new mining development).

2.6 Cost Estimate

Estimated project cost estimates submitted by local authorities are relied upon to distribute funding after local road projects have been scored and prioritised by the MCA model. Accurate cost estimation is therefore essential to the process. If cost estimates include rates or prices which are unusually high or low due to specific project conditions, supporting explanatory details should be provided.

Project estimates are entered at submission attachment 4. The estimating format incorporates standard construction descriptions and units of measurement to ensure that a consistent approach is adopted across the road group. For electronic data entry, local authorities are only required to input quantities and rates; calculation of work value follows automatically.

The Cost Estimate must reflect the **total value** of the work proposed to be undertaken by the local authority in the financial year in question, inclusive of contributions from the RRG, local authority (taking into account the 2:1 RRG:LGA contributory arrangement) and any external agency, if applicable.

However, for the re-instatement of longitudinal road markings (LRM) or application of initial sacrificial longitudinal road markings where agreement in principle (A-i-P) has first been obtained from MRWA, Main Roads Wheatbelt Region will estimate the cost based on the MCA submission's header page statement on the length of lane kilometres to be re-instated or applied, and draw the equivalent in road project funding from the sub group's road project funding allocation.

A local authority will be required to fund its one third share of the estimated funds for the longitudinal road marking.

1. REFER RRG MINUTES 15 AUGUST 2016 MEETING

Main Roads Wheatbelt will on request from a local authority then undertake the longitudinal line marking works utilising the MRWA white lining contractor at cost to Main Roads WA.

A local authority must estimate the cost of line spotting or application of flip flops or other line identifying devices, and for the cost of any other regulatory line markings such as holding lines at 3.11, 3.12 and 3.13 of the A4 Cost Estimate Current Submission.

Where applicable, costs for regulatory signage must also be estimated at 3.14 of the A4 Cost Estimate Current Submission.

2.7 MCA Project Submissions – Prioritisation for Funding Assessment

The RRG funding component will be determined when all MCA road project submissions have been assessed by the WBS RRG Secretariat as the neutral umpire, along with representatives of each sub group who may wish to participate in the assessment process. Upon reaching the final assessment, the WBS RRG Secretariat shall submit to the WBS RRG Technical Working Group a spreadsheet reconciling all submitted projects to points assessed and scored, and showing comments supporting the assessment of each submitted MCA project and in the prioritisation of any funding.

APPENDIX ONE – RECORD OF AMENDMENTS

- Release 002, 11 November 2015 meeting, – Section 2.4.2 Page 10, Removal of Horizontal and Vertical Alignment. Removal of points at A2.2 of MCA Forms
- Release 003, 15 August 2016 meeting – Page 14, 2.6 Cost Estimate notes on LRM. Works to be estimated and undertaken by MRWA with funds drawn from road project funds.
- Release 003, 15 August 2016 meeting – Page 10 Table 3 – existing seal widths less than 7.0m amended from Road Type 5 to Road Type 4

SHIRE OF WAGIN

GENERAL BENCHMARK STANDARDS

ROAD CLEARING, FORMATION AND CONSTRUCTION

❖ STANDARDS

❖ PRIORITY 1 SEALED ROADS

CLEAR	15m
FORM	12m
PAVEMENT	6.2 – 7.8m
SHOULDERS	2m (x2)
WATER TABLE	2m (x2)

❖ PRIORITY 2 UNSEALED ROADS MAJOR

CLEAR	13m
FORM	11m
PAVEMENT	7.8m
SHOULDERS	1.2m (x2)
WATER TABLE	1.2m (x2)

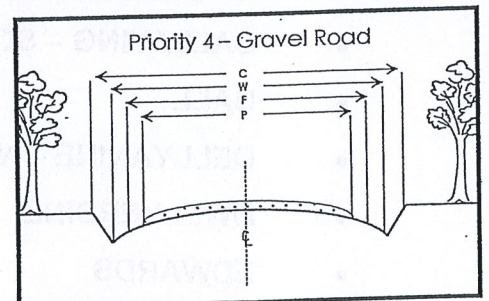
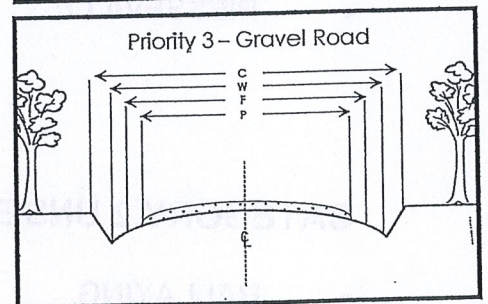
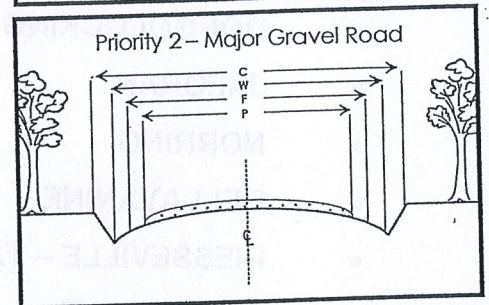
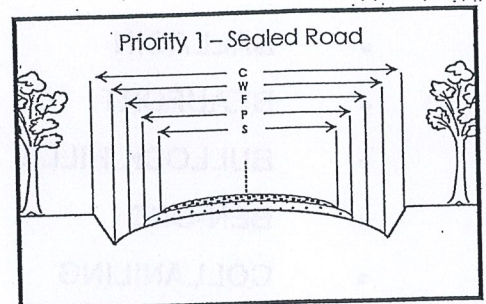
❖ PRIORITY 3 UNSEALED ROADS

CLEAR	10m
FORM	8m
PAVEMENT	8m
WATER TABLE	1m (x2)

❖ PRIORITY 4 UNSEALED ROADS MINOR

CLEAR	10m
FORM	8m
PAVEMENT	8m
WATER TABLE	1m (x2)

LEGEND	
C	= Total Width Cleared for Road
W	= Extent of Water Table
F	= Width of Road available to Traffic
P	= Width of Pavement
S	= Width of Bituminous Surface



Handwritten signature

SHIRE OF WAGIN
ROAD CATEGORIES
SHIRE OF WAGIN
APRIL 2005

(To be read in conjunction with the General Benchmark Standards for clearing, formation and construction of the Shire roads).

CATEGORY 1 SEALED ROADS

- BALLAGIN
- BEAUFORT
- BULLOCK HILLS
- BEN-ORD
- COLLANILING
- DONGOLOCKING
- JALORAN
- NORRING
- DELLYANINE
- PIESSEVILLE – TARWONGA
- PIESSEVILLE

CATEGORY 2 UNSEALED ROADS – MAJOR

- BALLAYING
- BALLAYING – SOUTH
- BALL
- DELLYANINE – NORTH
- DWELYERDINE
- EDWARDS
- SPRIGG – FRASER
- GUNDARING – SOUTH
- GANZER

- WARUP WEST
- LUCAS
- NORRING – DELLYANING
- FARROW
- PIESSEVILLE – JALORAN
- SUTHERLAND
- QUEEREARRUP
- ROWELLS
- ROBINSON
- THOMPSON
- WARUP – SOUTH
- WARUP – NORTH

CATEGORY 3 – UNSEALED ROADS

- ANGWINS
- BOYALLING
- BECKER
- BADARNING
- BOLTS
- BALLAYING
- CALES
- CAMERONS
- DRAYTON
- EVANS
- FULLERS
- GUNDARING – NORTH
- HEIGHT
- HALLS
- JEFFERIS
- JENSZ
- LIMELAKE – WEST

- LIMELAKE – EAST
- MORGAN
- MORCOMBE
- NALLIAN
- PAINTERS
- RISEBOROUGH
- FLAGSTAFF
- SPRIGG
- SMITH
- TAYLORS
- TILLELLAN
- JESSUP
- WALKERS
- NOBLE
- PUNTAPING
- PIESE
- CONDINING

CATEGORY 4 UNSEALED ROADS – MINOR

- ARMSTRONG
- ANDREWS
- APPLETON
- BLACKS
- BOSENBERG
- CHESTER
- CARMODY
- FARROW
- FAULKNERS
- FLEAY
- GILES
- HARRIS
- HUDSON

PKA

OTHER CLEARING

Council has a policy of clearing back to the fenceline for safety, vision and drainage purposes at:

- intersections
- culverts
- bridges
- other corners

ANNUAL VEGETATION CLEARING

The Shire of Wagin clears approximately 40ha of vegetation on local roads per annum to meet its set general benchmark standards for road construction and maintenance.

GRAVEL PITS

The majority of gravel pits used by the Shire of Wagin are on cleared land. Topsoil is stockpiled during gravel extraction operations and then used to rehabilitate the pits once operations are completed.

ALLEN HICKS
MANAGER OF WORKS
July 2020

- KERSHAW
- KENNETTS
- KOOBADONG
- KIRKS
- KERSLEY
- McNAUGHTONS
- McDOUGLAS
- NELSON
- PROSSER
- QUICKS
- REEVES
- SUTHERLIAND
- SOUTH
- SPOONER
- URQUHART
- WEBB
- WARDS
- HEIGHTS - TIE

CATEGORY 5 MAINTENANCE GRADE ONLY

- BAXTERS
- CARBERDINE – POOL
- HOLME
- MANGLAVITE
- VAGG
- WARNOCKS

7.1.4. WHEATBELT SECONDARY FREIGHT NETWORK (WSFN) - WAGIN TO ALBANY HIGHWAY

(Refer to attached correspondence)

The WFSN Steering Committee is of the view that the abovementioned route (incorporating Ballagin Road and the Piesseville Tarwonga Road) is a low priority within the Wheatbelt Secondary Freight Network in that it duplicates the Arthur Road between Wagin to Arthur River.

The role of the network is to accommodate and improve freight productivity in the region to enable agricultural commodities to access domestic and international markets via WA ports. Upgrades will be prioritised based on linkages to state and national roads and highways and the rail network.

The Wagin to Arthur River route is a state-maintained road and accommodates Network 7 configurations (up to 36.5 metres long and 107.5 tonne capacity). The route from Great Southern Highway to Albany Highway traverses through the Shires of Wagin, Narrogin and Williams. This route accommodates Network 4 configurations (27.5 metres long and 87.5 tonne capacity). If this route was included on the WSFN, it would need to be upgraded to an 8-metre bitumen seal width to accommodate Network 7 vehicles.

Senior personnel from the Shires of Williams, Narrogin and Wagin will discuss whether the upgrade of this road should be pursued under the WSFN program, and if so, what argument can be mounted for the route to receive funding priority. This will be a challenging task as it needs to be demonstrated that the route will cater for region to region traffic and traffic catchment areas will need to be identified.

Some discussion on this matter invited.

The arguments for having this route upgraded include:

- A more substantial road that will accommodate Network 7 vehicles;
- Upgrade works which would be largely funded by the Federal and State Governments (the Local Government contribution is 7%)
- The respective Shires will be engaged on the upgrade works.

Arguments against the proposal would include:

- The diversion of Network 7 configurations onto this route will increase the overall recurrent maintenance requirements for the route, which will be the Shires responsibility;
- Local Government will be picking up responsibility (and cost) to accommodate regional heavy haulage traffic which is currently being catered for on the Wagin – Arthur River route which is maintained by Main Roads WA.
- There will be some challenging engineering aspects such as the adequacy of the bridge over the Arthur River;
- The challenges associated with obtaining environmental (clearing) approvals.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

10 July 2020

The Shire of Wagin
Attention: Acting CEO Bill Atkinson
2 Arthur Road
WAGIN WA 6315

Dear Bill,

WSFN ROUTE REVIEW – Wagin to Albany Highway

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. It consists of 42 LGs of the Wheatbelt region who have worked collaboratively for over 4 years to identify to secure \$87M of Federal, State and Local Government funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

In 2019 the WSFN established a Steering Committee is to provide oversight and governance to the program. Specific roles and responsibilities that the Steering Committee have been busy undertaking in 2020 are to:

- Review and recommend RRGs
 - proposed routes within each sub-group.
 - approved Multiple Criteria Analysis process.
 - prioritisation of the routes in accordance with the agreed Multi Criteria Assessment
 - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

At a recent Steering Committee Meeting on Friday 26th June 2020, a number of initial routes identified as part of the WSFN were reviewed with regard to their ongoing ability to meet the WSFN criteria. The specific route reviewed that is relevant to your Shire and the outcome of this review are outlined as follows:



WSFN
WHEATBELT SECONDARY
FREIGHT NETWORK

3. Wagin – Albany Highway Route
 - Currently consists of the following roads
 - Ballagin Road.
 - Piesseville – Tarwonga Road
 - This route appears to duplicate Arthur Road (State Road), between Wagin and Arthur River to Albany Highway.
 - Is this a local shortcut and should funds be better directed towards State roads in the vicinity?

Moved Cr Hayward Seconded: Cr Cole

That the Steering Committee writes to the relevant LGs requesting they provide an official written request inclusive of traffic data and detailed road condition assessment to articulate why the Wagin – Albany Route be considered for inclusion in WSFN when it appears to not meet the eligible criteria and duplicate the Arthur Road (State Road).

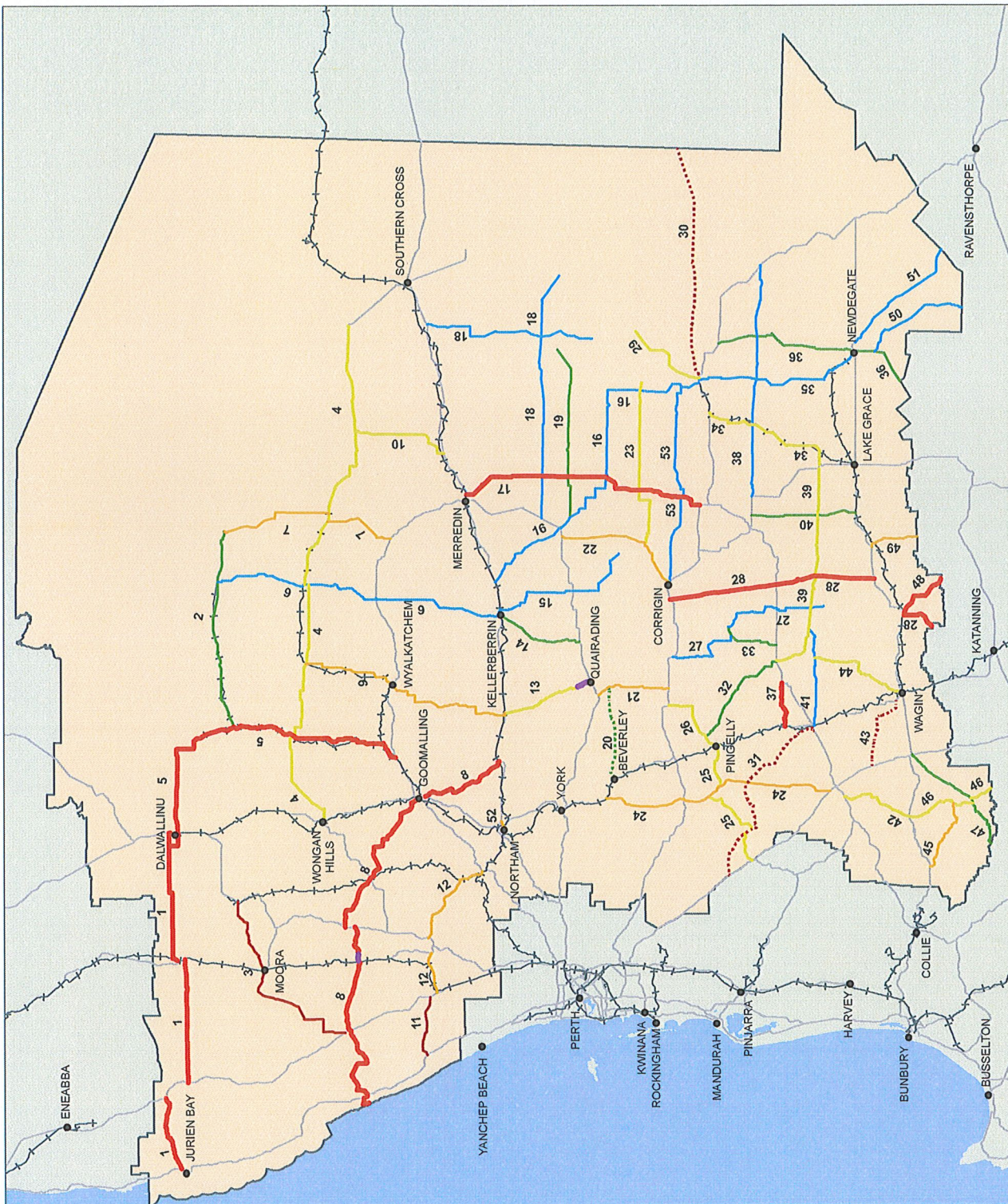
CARRIED 4-0

The WSFN Steering Committee wishes to meet with representatives from your Shire to further discuss the review of these specific routes and the recommendations from WSFN Steering Committee. Nominally we would like to meet with your Shire President, RRG Delegate, CEO and Works Manager.

Can you please contact WSFN Chairperson Katrina Crute to arrange this meeting and discuss the specific details outlined in this correspondence.

Yours sincerely

Katrina Crute
Chairperson WSFN Steering Committee



- 19 / 20 Pilot Projects
- Stage 1
- Priority 1
- Priority 1 - Under Steering Committee Review - Seeking LG Clarification
- Priority 2
- Priority 3
- Priority 4
- Priority 5
- Priority 5 - Under Steering Committee Review - Seeking LG Clarification
- Localities
- Main Roads WA
- Railways
- Wheatbelt Region

Wheatbelt Secondary Freight Routes - Staging Plan

[Handwritten signature]

COMMITTEE DECISION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That the Committee recommend to Council that no action be taken to pursue the Wheatbelt Freight Network (WSFN) funding for Ballagin Road and Piesseville-Tarwonga Road at this time.

Carried 5/0

Executive Assistant left the meeting at 3:49pm and did not return

The Committee undertook town inspections at 3:49pm and returned at 5:00pm

8. INSPECTIONS

8.1.1. TREES – TARBET STREET

Request for trees to be lopped or removed

8.1.2. PROPOSED TRUCK PARKING AREA – COLLIE- LAKE KING ROAD

(Refer to attached Minutes 17/3/20)

The CEO and Manager of Works have appraised this site and believe that some further discussion should be had on the proposed use of this area. There does not appear to be much likelihood of trucks using this area for parking. An alternative would be to revegetate the site.

Footnote: an unprompted letter was received from adjoining landowner that has been included with the attachments in these minutes.

8.1.3. TUDHOE STREET NIB (CORNER OF TAYLOR LANE)

Request for reduction or removal.

8.1.4. CEMETERY

Definition of parking area and addressing of scouring issue.

8.1.5. TREES – TRAVERSE STREET OUTSIDE MITCHELL HALL HOTEL

The proprietor of the hotel is concerned that tree route incursion of two street trees on the street verge may be contributing to some damage being sustained by the building.

8.1.6. TREES – VENTNOR STREET BETWEEN TUDHOE STREET AND WARWICK STREET

The Shires 2019/20 budget provided for the installation of a footpath along this section of Ventnor Street. This required the removal of four large street trees. Concerns expressed by some of the residents in Ventnor Street resulted in the funds being reallocated to other

7. GENERAL BUSINESS

7.1 Noble Road – River Crossing

A landowner from Arthur River Shire contacted the Manager of Works, requesting that we fix the river crossing on Noble Road for farm implement access, due to the bridge too narrow.

The CEO advised the Works Committee that a loader would be sent out to the crossing on Noble Road for half a day, to put rocks in the riverbed, remove suckers and level the approaches.

7.2 Fence Line Clearing Applications

The Shire of Narrogin have updated their Roadside Fence Line Clearing Application. Does the Committee want to update our form? Forms to be provided at the meeting.

The CEO presented the current forms alongside the Shire of Narrogin's new Roadside Clearing Forms. He suggested the Committee take a look at our current form and any changes to be presented at the next Works & Services Committee meeting.

7.3 Truck Parking Area – Collie Lake King Road

The Shire of Wagin were gifted a block of land off the Collie Lake King Road, the CEO wishes to turn it into a truck parking area.



COMMITTEES RECOMMENDATION

Moved: Cr. G R Ball

Seconded: Cr. B L Kilpatrick

That the Committee recommends:

That Council design and cost a parking bay at Lot 436 Collie Lake King Road.

Carried 4/0

Signed by the chairperson

19

Dated

footpath construction work in town. The Manager of Works and Services recommends that the proposed Ventnor Street footpath be revisited.

8.1.7. TREES – BALLAGIN STREET

8.1.8. TREES – UMBRA STREET

8.1.9. TREES – UNIT STREET

COMMITTEE DECISION

Moved Cr G K B West

Seconded Cr W J Longmuir

1. That the Committee recommend that Council;
 - a) Trim the Trees on Tarbet Street nearest the fence and the dead tree be removed.
 - b) Reduce the Tudhoe Street Nib in conjunction with the Town Square redevelopment.
 - c) Remove and replace trees on Traverse Street outside the Mitchell Hall Hotel with appropriate species.
 - d) Remove two (2) trees to the west on Ventnor Street between Tudhoe and Warwick Street, under the powerlines.
 - e) Remove trees on verge of 28 Ballagin Street and replace with appropriate species.
 - f) Remove tree on verge of 26 Umbra Street and replace with appropriate species.
 - g) Remove tree and cut kerb at 4 Unit Street with any repairs to driveway be at the owners expense.
2. That the parking area at the cemetery be defined by a *horse sighter* fence to extend north – south from the perimeter of where graves are located to the adjacent paddock, immediately west of the newly constructed shelter (and excluding the roadway) and west from the abovementioned fence, along the perimeter of where the graves are located up to the roadway on the west side (third entrance) of the cemetery, and;
3. That compacted gravel be placed in the hollows around the limestone blocks on the western side of the shelter.

Carried 5/0

9. GENERAL BUSINESS

Nil

10. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 5:15pm

ABN:44 154 424 762

McGuffie Transport
Lot 435 Ware Street, Wagin WA 6315

12th August 2020

Chief Executive Officer
PO Box 200
Wagin WA 6315

Attention: Shire President & Shire Councilors

We have concerns with the proposed parking area to be located approximately 3 kilometers east of Wagin on Tudhoe Street. The proposed parking area neighbors our property separated only by an un-named gravel road.

Located on our property is our residence and on the eastern side of the property is our transport depot. We garage five prime movers, multiple trailing equipment and storage sheds used to store client freight, machinery, tools, and other equipment vital to the running of our business.

Trailing equipment, when not in use is parked directly along our eastern boundary. This area is within mere metres of the proposed parking area. Our main concern is for the safety of our family home and business. We have already had several incidents of theft and vandalism in the past and believe the addition of a public parking area so close to our property would increase the likeliness of more.

As stated in condition 2. of our development approval approved on the 10th of February 2017: *All heavy vehicle access to/from Lot 435 associated with the transport depot use shall be via the unnamed, constructed road reserve along the land's eastern side boundary. No direct heavy vehicle access is permitted via Tudhoe or Ware Steets.* This condition leaves us no option but to use the current driveway and road adjoining the parking area, giving travelers direct access within walking distance to our property.

Another concern we have is for the rubbish generated by those using the bay itself. We already collect the litter thrown from passing vehicles into our paddocks and along the Tudhoe street road verge.

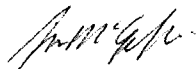
As a country carrier, I believe the addition of rest stops for drivers is a positive and admit there are not enough along our vast country road network. In our experience, truck drivers like to camp in quieter areas further from town sites and not directly opposite a factory that runs 24/7. The Sprigg-Frazer road park bay located west of Wagin is quite popular with truck drivers and travelers for this reason, with even our own employees utilizing it to camp, stop and check loads etc.

1 | Page

For travelers in cars and caravans coming to and from Wagin, they already have the options of the ram park, gull road house, caravan park, RV site at the show grounds, a parking area on Tudor street at the bus stop and plenty of street parking around the townsite. If the 'town square' project goes ahead as planned, there will be more parking for visitors with access to amenities and walking distance access to our town business's.

In summary, I would like to ask council to reconsider this area being used as a public parking area as we feel it will directly affect our property, business, and our neighbor. We believe there are other more suitable secluded sites for park bays that would be appreciated by travelers. My suggestion would be to let the Thompson family continue to farm and maintain the area, as they have done in past years and reserve the land as is until a more positive opportunity for the town arises in the future.

Kind Regards



Susannah McGuffie

Owner – Operator

McGuffie Transport

Phone: 0898612728

Mobile: 0429612728

Email: wagintransport@bigpond.com

Mr Bill Atkinson
Acting Chief Executive Officer
Shire of Wagin
PO Box 200
WAGIN WA 6315

SHIRE OF WAGIN

17 AUG 2020

RECEIVED

Dear Sir

LOT436 TUDHOE ST WAGIN

We wish to raise a matter that we have been informed is currently under consideration regarding the proposed use of the above parcel of land.

Whilst we have not received any information from anyone regarding the future use of this area which is currently in crop, we have recently observed that a fence has been constructed along the boundary between our farmland and this area.

Further to this we have been told that council is currently considering the construction of a parking bay to be located on this land. As adjoining landowners we have concerns with this proposal and the potential problems a parking bay located on this area could bring with it.

Most importantly the safety of our children and grandchildren is of paramount concern as they currently catch the school bus on the Dumbleyung Road adjacent to the driveway which is also used by McGuffie Transport and is also the main entrance to our property.

If there is a parking bay developed on this area we believe that has the potential to place our children/grandchildren in danger of being run over whilst going to and from the school bus as the volume of traffic in the area would be increased with vehicles pulling off and on the road. Also the children regularly ride their push bikes to catch the school bus and are unaccompanied by an adult on many occasions. A parking bay located at their bus stop would most certainly increase the risk of encountering strangers on their way to and from the bus.

Not to mention the potential of this area being used for illegal practices and the discarding of used needles and other unsavoury rubbish.

As the adjoining landowner it would also be an ongoing concern with our livestock and if the area is not regularly maintained could be a potential fire hazard.

This development will come at significant cost and cause an unnecessary ongoing expense to the shire for maintenance and with this in mind we therefore ask council to consider allowing us to purchase this land.

If you require any further information regarding this matter please don't hesitate to contact the undersigned.

Yours faithfully

Glen & Sam Thompson
0428 846 669

On behalf of LK & DJ Thompson

14th August 2020

Officer		Comment
Approved		EA
Referred to O/S		
Forward		
Scanned		



Declaration of a Proximity Interest in Item 9.4. - Cr G K B West

Prior to any consideration in regard to Item 9.4 – Minutes of the Sportsground Advisory Committee Meeting regarding the Sportsground Ticket Box, Councillor G K B West declared a proximity interest and left the room for the Committee Recommendation consideration.

9.4 MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 18 AUGUST 2020

4353 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr G R Ball

That the Minutes of the Sportsground Advisory Committee Meeting held on Tuesday 18 August 2020 as attached, be received.

Carried 9/0

**COMMITTEE RECOMMENDATION
4354 COUNCIL DECISION**

Moved Cr D I Atkins

Seconded Cr L A Lucas

That Council approval be granted to the Wagin Cricket Club to use the Wagin Recreation Centre as their clubrooms including use of the changerooms.

Carried 9/0

Declaration of a Proximity Interest - Cr G K B West

Cr G K B West left the room at 7.26pm

**COMMITTEE RECOMMENDATION
4355 COUNCIL DECISION**

Moved Cr D I Atkins

Seconded Cr S M Chilcott

That Council approve a 2.5 metre x 2 metre brick ticket box be built with a covering 5 metre x 4 metre gable roof patio at the south western corner of the Sportsground entrance. The new ticket box and shelter will be fixed, however there will be provision to move part of the structure if required.

Carried 8/0

Cr G K B West returned to the room at 7.28pm



MINUTES

SPORTSGROUND ADVISORY COMMITTEE

18 AUGUST 2020
Ordinary Meeting of Council



DISCLAIMER

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

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

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

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

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

Bill Atkinson
ACTING CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

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

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

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

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



SHIRE OF WAGIN

Minutes for the Sportsground Advisory Committee meeting held at the Wagin Recreation Centre, Wagin on Tuesday 18 August 2020 commencing at 5:50pm

CONTENTS

1. OFFICIAL OPENING	4
2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	4
2.1 ATTENDANCE	4
2.2 APOLOGIES	4
3. ELECTION OF CHAIRPERSON	4
4. PUBLIC FORUM	4
5. PETITIONS/DEPUTATIONS/PRESENTATIONS	5
6. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS	5
7. CONFIRMATION OF PREVIOUS MEETING MINUTES	5
7.1 MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 22 MAY 2019	5
8. STATUS REPORT - JUNE 2020	6
9. CORRESPONDENCE AND REPORTS	9
9.1.1. WAGIN CRICKET CLUB – USE OF RECREATION CENTRE	9
9.1.2. SPORTSGROUND TICKET BOX	11
9.1.3. SPORTSGROUND PRECINCT REDEVELOPMENT / MASTERPLAN – UPDATE (INFORMATION ONLY)	15
10. GENERAL BUSINESS	16
10.1 WAGIN AGRICULTURAL SOCIETY MURAL	16
11. CLOSURE	16



1. OFFICIAL OPENING

Opened the meeting 5:50pm.

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

2.1 ATTENDANCE

Cr Sherryl Chilcott	Chairperson
Cr Geoff West	Councillor
Cr David Atkins	Councillor
Cr Wade Longmuir	Councillor
Brian Roderick	Deputy Chief Executive Officer
Kevin Spurr	Wagin Trotting Club
Paul Powell	Wagin Agricultural Society
Keven Nordstrom	Wagin Agricultural Society
Dane Tulley	Wagin Football Club
Brenden Hall	Wagin Cricket Club

2.2 APOLOGIES

Jodie Sercombe	Wagin Playgroup
Mandy Scardetta	Wagin Netball Club
Dwight Kellow	Wagin Hockey Club
Emily Holt	Wagin Hockey Club
Cr David Reed	Councillor

3. ELECTION OF CHAIRPERSON

COMMITTEE DECISION

Moved Cr G K B West

Seconded Keven Nordstrom

That Cr S M Chilcott be nominated to the position of Chairperson of the Sportsground Advisory Committee and with no further nominations, Cr S M Chilcott accepted the nomination and is elected as Chairperson.

Carried 9/0

4. PUBLIC FORUM

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



5. PETITIONS/DEPUTATIONS/PRESENTATIONS

6. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

6.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

6.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

- Cr G K B West declared a Proximity Interest in item 9.1.2 - Sportsground Ticket Box

6.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

7. CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 MINUTES FROM THE SPORTSGROUND ADVISORY COMMITTEE MEETING HELD 22 MAY 2019

COMMITTEE DECISION

Moved Cr G K B West

Seconded Cr D I Atkins

That the minutes of the Sportsground Advisory Committee meeting held on 22 May 2019 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 9/0



8. STATUS REPORT - JUNE 2020

Date	Description	Responsible Person	Action	Status	Comments
25 July 2018	Sportsground Track Lights	Brian Roderick	Council, in the 2018/2019 Budget, put away \$25,000 in their Recreation Development Reserve Fund towards future upgrades of the lighting system.	Completed	Council has also allocated \$25,000 in the 2019/2020 and 2020/2021 Budgets towards upgrading the Sportsground Track Lights.
22 May 2019	Wagin Trotting Club Upgrades	Brian Roderick	The commentary / judges box is still very old and does not meet OHS standards. The Trotting Club has estimated it will cost \$70,000 to replace the commentary / judges box with a new pre-fabricated facility. They are confident of securing most of the funding from Racing Wagering WA, however will also need funds from the Shire. They have submitted a budget request from the Shire for \$10,000.	Ongoing Mr K Spurr advised that funding through RWWA is an on-going issue and at this stage is there s no funds towards the project. This project is still required and will need to be progressed sometime in the future when funding is available.	The Trotting Club to provide an update on this development. Council have again carried over the Shire's \$10,000 contribution to the 2020/2021 Budget.



22 May 2019	Permanent Ticket Box	Brian Roderick	The Sportsground Committee is requested to look at the merits of building a permanent small brick ticket box at the main entrance of the Showgrounds. Staff are looking for direction from this Committee regarding the placement of a box.	Ongoing Budget Item in 2020/2021	There is an item in this agenda to consider to progress this project.
22 May 2019	Sportsground Precinct Redevelopment	Brian Roderick	Final site master plan option, facility concept plans, cost implications and other associated documentation/information will be completed by September this year.	Ongoing	Please refer to the update in this meeting agenda.
22 May 2019	Recreation Centre Lounge Area Furniture	Brian Roderick	Some of the furniture in the Recreation Centre members Lounge is starting to show significant signs of wear and tear and require replacing. This is mainly the black tub chairs and lounges.	Completed	The lounges and tub chairs have been replaced well under budget.
22 May 2019	Recreation Centre Grandstand Steps	Brian Roderick	Cr West advised that it was difficult for elderly members of the community to access the top levels of the grandstand as there is too big of a gap between the	Not Required	Management has consulted the Recreation Centre Manager and users and they do not believe this is warranted.



			levels. He believes there needs to be a step installed between each level for easier access.		
22 May 2019	Recreation Centre Outside Security Lights	Brian Roderick	It was requested that the Shire investigate issues with security lights around the Recreation Centre not working. This is proving very hazardous for users and pedestrians.	Completed	Security lighting has been repaired and is operational.
22 May 2019	Indoor Courts Playing Surface	Brian Roderick	Mandy Harrington, from the Wagin Netball Club, advised the Committee of a problem with a small area of the western end court where it had bubbled and become dangerous to play on.	Ongoing Committee would like staff to continue to investigate the cause of the problem with a view to a solution before next year's winter sport season	Staff have consulted manufacturers/repairers of the surface and at this stage there does not seem to be a reasonable solution. Further information will be provided at the meeting.
22 May 2019	Hockey Grassed Playing Surface	Brian Roderick	Tavis Hamersley, from the Wagin Hockey Club, advised the Committee that the hockey grassed playing surface is currently not up to scratch. They are experiencing problems with grass coverage, divots and the surface being uneven.	Completed	Shire Works staff have rectified the issues with the hockey grassed playing surface



9. CORRESPONDENCE AND REPORTS

9.1.1. WAGIN CRICKET CLUB – USE OF RECREATION CENTRE

PROPONENT:	Wagin Cricket Club
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Wagin Sportsground
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	04 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.DE.1
ATTACHMENTS:	Email from the Wagin Cricket Club

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr G K B West

Seconded Paul Powell

That the Committee recommend to Council that approval be granted to the Wagin Cricket Club to use the Wagin Recreation Centre as their clubrooms including use of the changerooms.

Carried 9/0

BRIEF SUMMARY

For the Committee to consider a request from the Wagin Cricket Club to use the existing Wagin Recreation centre as their clubrooms during the cricket season.

BACKGROUND/COMMENT

The Wagin Cricket Club has written to the Shire requesting that the Cricket club move from their home at the old Scout Hall into the Wagin Recreation centre during cricket season.

The Cricket Club currently share the old Scout Hall with the Hockey Club, the Shire concedes the building is not ideal with poor shower and kitchen facilities and is somewhat past it's use by date. Council will shortly be endorsing the final Sportsground Precinct Masterplan, in the final plan this building is earmarked for demolition and replaced with a new sporting clubhouse facility. This new building will be the clubhouse facility for cricket, hockey, tennis and bowls.

The cricket season runs from October to March, during this time the Wagin Recreation centre lounge area gets minimal use, other than a couple of Trotting meetings and Woolorama at the beginning of March. The move of the Cricket club into the Wagin Recreation Centre will have minimum impact on other sporting clubs and users.

The Recreation centre also has home and away male changerooms and shower facilities, the Wagin Football Club has indicated it has no issues with the Cricket Club using the home changerooms.



As the Recreation Centre is a multi-user facility and the Shire also hires out the venue to the community, the Cricket Club will need to ensure the lounge and bar area is cleaned after every use.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

From: Nathan Pearce <nathan.pearce@midaliasteel.com>

Sent: Wednesday, 22 July 2020 4:26 PM

To: Bill Atkinson <ceo@wagin.wa.gov.au>

Subject: WAGIN CRICKET CLUB

To whom it may concern.

I am writing this email on behave of the Wagin Cricket Club. Our current facility's in the club rooms are just out dated and unsafe. With no working showers and kitchen we are requesting to move into the main pavilion.

Doing that we can use the kitchen facility's and showers after games, also have access to the BBQ area.

If you would like to get in contact with me regarding this my phone number is 0407904449.

Look forward to hearing from you.

President of Wagin Cricket Club

Many thanks

Kind regards

Nathan Pearce



Declaration of a Proximity Interest in Item 9.1.2.- Cr G K B West

Prior to any consideration in regard to Item 9.1.2 – Sportsground Ticket Box, Councillor G K B West declared a proximity interest and requested to remain in the room during the discussion.

COMMITTEE DECISION

Moved Cr D I Atkins

Seconded Keven Nordstrom

That Cr G K B West, having declared a proximity interest, be allowed to remain in the room for the discussion pertaining to Item 9.1.2. – Sportsground Ticket Box

Carried 8/0

9.1.2. SPORTSGROUND TICKET BOX

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Wagin Sportsground
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	4 th August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.DE.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Paul Powell

Seconded Keven Nordstrom

That the Committee recommend to Council that a 2.5 metre x 2 metre brick ticket box be built with a covering 5 metre x 4 metre gable roof patio at the south western corner of the Sportsground entrance. The new ticket box and shelter will be fixed, however there will be provision to move part of the structure if required.

Carried 8/0

BRIEF SUMMARY

The Committee to recommend to Council a design of the new ticket box at the main Sportsground entrance.

BACKGROUND/COMMENT

The building or erection of a ticket box structure at the main Sportsground entrance has been discussed for the past two years. The following resolution was agreed to by Council, however the project was not funded in the 2019/2020 Budget due to other priorities

4016 COUNCIL DECISION

Moved: Cr. S M Chilcott

Seconded: Cr. G R Ball

That Council consider a new structure/ticket box be erected on the southern side of the main Sportsground entrance to include ticket selling facilities to both the pedestrian side gate and the vehicle entrance. The structure to be made of brick and colorbond and to provide shelter over the pedestrian entrance.

That Council consider this infrastructure upgrade to the Sportsground in the 2019/2020 Council budget.

Carried 7/0

Through the recent federal government funding of the Local Roads and Community Infrastructure program grant, Council has allocated \$10,000 to the ticket box project in the 2020/2021 financial year budget. However, the Council is concerned that any ticket box erected may need to be moved when the Sportsground Precinct development is progressed.

With that in mind Council has requested that the structure needs to be made so the ticket box can be moved if the main entrance is moved or changed due to future development.

Shire staff are recommending the ticket box be built, with sizing at a length of 2.5 metres and a width of 2 metres. It will have a window opening on the northern and southern sides and an entry door on the eastern side. The ticket box will sit under a gable roof patio that gives some shelter to people entering the pedestrian gate during Woolorama.

The gable roof shelter will be in the Shire heritage burgundy colour with cream posts, window trims and door. The shelter will be 5 metres along by 4 metres wide and will set in concrete by stirrups so it can be moved in the future if required.

The ticket box could also be made from colorbond steel so it could be moved, however this may not be the best look. The author believes a brick structure is still a good option due to this being the main sportsground entrance and the Sportsground redevelopment being a number of years away and with recent changes to the plans the main entrance should not be impacted. In the unlikely scenario the entrance needs to be shifted then only the brick building needs to be demolished which is only a few thousand dollars of the entire project.

The ticket box and patio shelter will match the existing western Woolorama entrance ticket box structure (off dog trial building) creating synergy between the two main entrances.

It is also intended to renew and extend the chip seal to the area south west of the pedestrian gate, which will also mean removing the old kerb and constructing a new one further south.

This recommendation will need to be ratified at the August Ordinary meeting of Council, if approval is given then we will seek quotations from local contractors with view to completing the project in October.

A concept plan is attached as guide for your information.



The following email request was received by the Wagin Agricultural Society requesting electricity / power to connected to the new ticket box. **The committee discussed this and agreed to include installation of power to the ticket box.**

I refer to item 9.1.2 of the Wagin Sports Advisory Committee Agenda scheduled for Tuesday 18th August 2020. The Wagin Agricultural Society requests that the new ticket booth being proposed has electricity connected to the building. We would also request that sufficient PowerPoints be installed for the purpose of running equipment for electronic ticketing for the Woolorama such as laptops and mobile phone chargers.

Amy Kippin

Secretary

Wagin Agricultural Society Inc.

PO Box 241 Wagin WA 6315

Ph: 08 9861 1611

Email: secretary@woolorama.com.au

Web: woolorama.com.au

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

\$10,000 in the 2020/2021 Budget

STRATEGIC IMPLICATIONS

3.7 Support community activities with resources and facilities as required.

VOTING REQUIREMENTS

Simple Majority

SPORTSGROUND ENTRANCE TICKET BOX CONCEPT





9.1.3. SPORTSGROUND PRECINCT REDEVELOPMENT / MASTERPLAN – UPDATE (INFORMATION ONLY)

The final Sportsground Feasibility Study Report/Masterplan community meeting to discuss the report was held on Wednesday 8th July. The meeting was delayed by a number of months due to the restrictions relating to the pandemic. It was a productive and positive meeting with some definitive outcomes. On a whole the Masterplan was well received; however, the Hockey Club would like to see the reconfiguration of the tennis courts and bowling green to cater for a meaningful hockey training area. This was agreed to at the meeting. Also, the Wagin Agricultural Society advised that there is an expectation that the main upgrades pertaining to Woolorama will be factored in the first stage of the development.

The revised sports area will see the bowling green move directly to the north of the new sports clubhouse and abut up to the eastern end of the skate park. The tennis courts are now to the east of the clubhouse with three courts across and running back to back to fit in the six courts. This will give the Hockey Club a larger enough area to mirror a half pitch hockey field to train on. However, this will mean some sort of retractable net will be required between the backcourts of the tennis courts.

Once the plan is endorsed staff will look at engaging a contractor to carry out the site survey of the area. Staff will also look at engaging a country-based cost/quantity surveyor to provide accurate costings. There is \$70,000 in the 2020/2021 budget to carry out these tasks.

The new updated plan of the sports hub was well received by the Committee.



10. GENERAL BUSINESS

10.1 WAGIN AGRICULTURAL SOCIETY MURAL

Mr Keven Nordstrom advised the Wagin Ag Society would like to paint a mural on the side of poultry shed facing the sheep dog trial area, the mural will have an animal/farm theme. The committee had no objections to this proposal.

11. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6:35pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 18 August 2020

Signed:

.....

Chairperson

Date:

.....



10. ANNOUNCEMENTS BY THE PERSONS PRESIDING WITHOUT DISCUSSION



11. STATUS REPORT – JULY 2020

FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
28 April 2015	2702	CEO	Puntapin Rock Dam		That Council advise Water Corp that it is prepared to accept the responsibility and vesting of the Puntapin Dam and associated reserves and infrastructure.	Contacted June 2019, awaiting finalisation of the SW Native Title Settlement
24 Sept 2019	4111	DCEO/DG	Wetlands Playground Development	That the Wetlands Park Development Business Case / Project Brief be endorsed, and a quotation be sought to engage a Landscape Architect to develop a design plan That Ecoscape be engaged to carry out the Wetlands Park Playground design That the Wetlands Park Playground Concept Master Plan be endorsed, advertise the proposed Master Plan for public comment for a period of 21 days and staff to commence the process to secure grant funds for stages 1,2 & 3 of the project.	Advertisement period completed with minor feedback considered by the Townscape Committee and changes to plan effected where necessary. Plan now finalised. Work to commence once Budget has been adopted 2020/2021	New Comment: In Progress
26 Nov 2019	4145					
24 March 2020	4218					



FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
24 Sept 2019	4123	CEO	Endorsement of Waste Local Law – 4WDL VROC Collaboration	That Council endorse commencing the process of introducing a Waste Local Law and that a collaborative approach between the 4WDL VROC Local Governments Taken with The Shire of Williams facilitating the process		Progressing
26 Nov 2019	4146	DCEO	Electronic Information Sign	That S-Tech LED Tech be appointed as the preferred supplier of the new Electronic Information sign – and invite them to conduct a presentation / demo at the next Townscape Enhancement Committee	Sign Management & Operation Policy to be developed & presented to next Finance & General Purpose Committee Meeting New Comment: Meeting Scheduled 08/09/2020	
25 Feb 2020	4188	CEO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget	Entry Statements have been cleaned. Awaiting contractor to complete refurbishment	New Comment: To be staged over the next few months
24 March 2020	4219	DCEO/DG	Giant Ram Appearance issues and maintenance	That maintenance work and painting of 'Bart' the Giant Ram be considered in the 2020 /2021 Council Budget	Staff obtaining quotes for the 20/21 budget. Quotes received and will be factored into the 20/21 budget.	New Comment: Awaiting approval from LRCIP Program.
24 March 2020	4230	MOW	Gopher Friendly Footpaths	That the Manager of Works assess the current gopher crossings and present costings for the 2020/2021 budget.	Survey underway & Ramp sites marked	



FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
24 March 2020	4245	CEO	Review of Council Numbers	That Council advise the Wagin community that it is considering a reduction of Elected Numbers from 11 to 9 effective from the Ordinary Local Government Elections October 2021. The proposal to be advertised in the Wagin Wool Press and Narrogin Observer with public submissions closing 6 weeks after first advertised	Agenda Report completed.	Additional steps now required in process, has necessitated it to be recommenced.
26 May 2020	4277	ACEO	Wagin Trotting Club – Illumination of Bart the Ram	Develop a proposal to illuminate Bart the Giant Ram. Research funding opportunities	Costs being obtained	
26 May 2020	4278	ACEO	Implementation of Proposed Annual Flowering Program and Enhancement of	Undertake program within the parameters of the current Townscape Program	Commenced and progressing	
28 July 2020	4324	ACEO	CEO Recruitment and Selection Committee	New Comment: Requests the Acting Chief Executive Officer to invite proposals from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report and present the responses received to the next Ordinary Council Meeting for Councils consideration.	New Comment: Completed	



28 July 2020	4326	ACEO/ CSO	Review of Local Laws	New Comment: That the Council give public notice under section 3.16 of the Local Government Act 1995 to give local public notice of it's intention to review the local laws	New Comment: Completed	
28 July 3030	4344	ACEO/ DCEO/ CPO	Town Square Redevelopment Stages 1 & 2	New Comment: 1. That the Wagin Town Square Development be comprised of Stage 1 being a portion of the area commencing north of the Library through to Tudhoe Street and from the western side of the toilet block through to Tudhoe Street and that Stage 2 be comprised of the remainder of the lot. 2. That Stage 1 of the development proceeded with. 3. That engineering advice be sought on the feasibility of accommodating the entry and egress of 19-metre-long vehicles through the area deemed to be Stage 2. 4. That the area to accommodate the proposed electronic display sign be relocated eastwards into the garden area provided for in Stage 1 (south west corner) with the objective of maintaining the same distance from Tudhoe Street as per the current approval from Main Roads WA. 5. That provision be made in Stage 1 to accommodate a future electric charging station.	New Comment: Engineer engaged, awaiting report.	



HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
26 Mar 2013	2129	CEO	Future Accommodation Requirements – Library/Gallery/Tourist information HACC	CEO to seek concept plans for alternative future venues.	Advice from Council sought New Comment: Court House Building?	Refer #3776 Fin & Admin
20 Nov 2018	3928	DCEO	Wagin Sportsground and Recreation precinct development plan	That Council appoint CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation precinct planning project on the following basis: undertake stage 1 – needs assessment in 2018/2019 for \$24,200 plus on costs and subject to Council approval undertake stage 2 – feasibility study in accordance with quoted figure in 2019/20220	Sportsground & Recreation Precinct Masterplan report was presented to Final Community Meeting. Some changes were requested. Masterplan will be changed and presented to the August Council Meeting for endorsement.	Phase 1 in progress, and report to be presented to Council Phase 1 report completed, presentation to Council 27/06/2019. Phase 2 in progress
26 March 2019	3973			That Council give approval for CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation Precinct Plan Stage 2 – Feasibility Study	New Comment: Final Report to be adopted by Council at August Meeting	Presentation undertaken 31/10/2019 awaiting final masterplan Final Report to be adopted by Council
25 Feb 2020	4200			That Council Receive and Endorse the Sportsground & Recreation Precinct Masterplan feasibility study report, endorse masterplan option 5 and issue the report for further community comment.		



HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
2 Sept 2019	4094	ACEO/CD	Wagin Vintage Caravan Museum (proposed)	That Council give in principle support to the establishment of the Wagin Vintage Caravan Museum and that Council support the use of the Exhibition shed in November 2019 to accommodate the display of vintage caravans at the same time as this years Albany Caravan Show	New Comment: Exhibition Shed available other than when required by Woolorama. Discussing being held with Historical Society – Re Usage of Land.	
2 Sept 2019	4096	Town Planner	Land Tenure options for new telecommunications infrastructure (mobile phone base station)	That Council request the Land Division – DPLH to arrange transfer of Shire of Wagin’s interest in lot 331 to the State for re-vesting back into Crown Estate, with the majority of the balance of the portion of lot 331 as Crown reserve with a management order issued in favour of the Shire of Wagin for showground and recreational purposes, and to lease portion directly to Telstra to enable Telstra Corp to construct a new mobile phone base station on portion of lot 331 Ballagin Street in accordance with conditions of development approval 21 August 2018	Project delayed due to Telstra prioritising replacement of infrastructure damaged in Eastern States bushfires. Indication from Telstra (June 2020) that this is being progressed with expected completion in early 2021	Could be 2 years before tower is erected 2020. Some land tenure issues that need to be followed up.



HEALTH, BUILDING AND PLANNING

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
25 Feb 2020	4207	Exurban Rural & Regional Planning	Development Application– Existing Unauthorised Transport depot (retrospective) proposed second hand transportable staff accommodation building (ancillary accommodation) & new ablution building	That Council approve this development application subject to conditions		
24 March 2020	4246	CEO	Development Application – 20 Tavistock Street, Wagin / Container Deposit Scheme	That Council approve this development application subject to conditions		
28 April 2020	4267	Exurban Rural & Regional Planning	Road Closure & Land Acquisition Request / Lot 2 (170) Bolts Road, Wagin	1. That Council initiate the process required under the land administration Act and land regulations to permanently close the road to allow the road reserve to be acquired for amalgamation. 2. Advertise the road closure proposal for a minimum of 35 days, provide written notification of the proposal to adjoining and potentially affected land owners then assess all submission, prepare final report and recommendation to Council on whether to proceed with the proposal by written submission to the Department of Lands for consideration and final determination by the Minister for Lands.	New Comment: Minister requested to grant approval	Advertising Completed



WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
27 Feb 2018	3456	MOW	Audit of Piesseville – Tarwonga Road from Thompson Road through to Dohle’s S Bend	That Council audit the potential hazard on these S – bends to determine whether the Camber on the bends is correct	Status Same	Engineer contacted .
24 Sept 2019	4109	MOW	Town Entrances	That Council investigate tidying the entrances to town by contacting Main Roads to carry out the tidy up of road verges.	Awaiting Traffic Management Plan to accompany application for approval	Still waiting for Traffic Management plan from MRWA
24 March 2020	4228	MOW	Truck Parking Area – Collie Lake King Road	That Council design and cost a truck parking bay at lot 436 Collie Lake King Road.	New Comment: Under consideration by Works & Services Committee	Proposed to have this reviewed by Works & Services Committee
24 March 2020	4229	MOW	BP Crossover – Ranford Street	That the Manager of Works assess the Ranford Street crossover at BP and bring a proposal to Council.	New Comment: Status Same	BP to carry out repairs to crossover.



WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
23 June 2020	4298		Traffic Islands- Ventnor Street	That budget provision of \$5,000 be made for traffic islands to be installed in Ventnor Street, between Tudhoe Street and Vernal Street. The profile of the proposed islands to be carried out by way of sandbagging during harvest to Main Roads specifications, to ascertain their probable impact, prior to them being installed.		
28 July 2020	4325	ACEO/EA	Water Bomber Infrastructure at Airfield	New Comment: That the proposal to provide water bomber infrastructure at the Wagin Airfield be progressed and that a grant application for contributory funding through the Regional Airports Development Scheme be submitted.	New Comment: Application submitted for RADs Funding Round 2021/23 by EA on 04/08/2020	



12. FINANCIAL REPORTS

12.1. FINANCIAL REPORTS – JUNE 2020

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	4 August 2020
PREVIOUS REPORT(S):	15 June 2020
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Monthly Financial Report & Payments List

OFFICER RECOMMENDATION 4356 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr B S Hegarty

That Council adopts the Financial Reports for the period ending 30 June 2020 as presented.

Carried 9/0

OFFICER RECOMMENDATION 4357 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr G R Ball

That EFT Payments EFT9592 – EFT9641, EFT9644 – EFT9693, EFT9696 – EFT9698 Cheque Payments 5342 – 5354 and Direct Debit Payments from the Municipal Account totalling \$432,848.14 and EFT Payments EFT9642 – EFT9643, EFT9694 – EFT9695 Cheque Payments 2545 – 2551 from the Trust Account totalling \$1,656.60 for the month of June 2020 be endorsed and accepted for payment.

Carried 9/0

BRIEF SUMMARY

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

BACKGROUND/COMMENT

The financial statements for June 2020 with corresponding list of account payments are attached for Council to adopt.

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



****Gentle Reminder – The Acting Chief Executive Officer has requested that Councillors with queries relating to the payments made please direct them to staff for a response prior to the Council meeting****

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

SHIRE OF WAGIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 June 2020

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

TABLE OF CONTENTS

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

Items of Significance

The material variance adopted by the Shire of Wagin for the 2019/20 year is \$20,000. A full listing and explanation of all items considered of material variance is disclosed in Note 2. The following selected items highlight significant income and expenditure for the 2019/20 financial year.

	% Completed	Annual Budget	YTD Actual
Capital Expenditure			
Land	101%	40,000	40,499
Buildings	73%	25,000	18,145
Plant & Equipment	95%	344,000	325,575
Furniture & Equipment	25%	126,700	32,114
Infrastructure - Roads	81%	1,746,917	1,411,055
Footpaths	65%	131,000	85,120
Infrastructure - Other	50%	330,000	165,192
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	163%	1,207,065	1,970,416
Non-operating Grants, Subsidies and Contributions	89%	1,143,257	1,016,104
Rates Levied	100%	2,356,259	2,349,891

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year 30 Jun 2019	Year to Date Actual 30 Jun 2020
Adjusted Net Current Assets	87%	\$ 1,292,638	\$ 1,126,116
Cash and Equivalent - Unrestricted	326%	\$ 382,597	\$ 1,246,490
Cash and Equivalent - Restricted	122%	\$ 1,380,038	\$ 1,680,778
Receivables - Rates	112%	\$ 56,891	\$ 63,810
Receivables - Other	13%	\$ 1,035,863	\$ 136,401
Payables	110%	\$ 216,190	\$ 237,972

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 18 June 2020
Prepared by: Manager of Finance
Reviewed by: Deputy Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

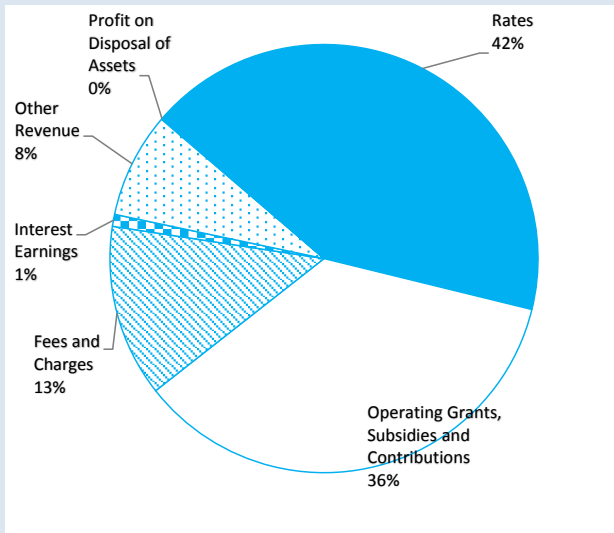
CRITICAL ACCOUNTING ESTIMATES

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

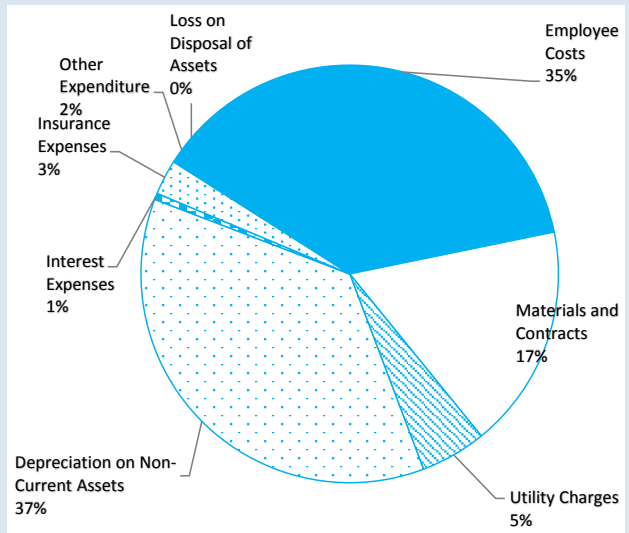
ROUNDING OFF FIGURES

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

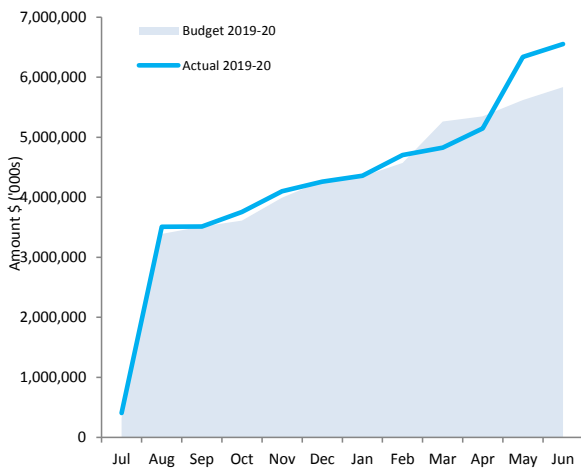
OPERATING REVENUE



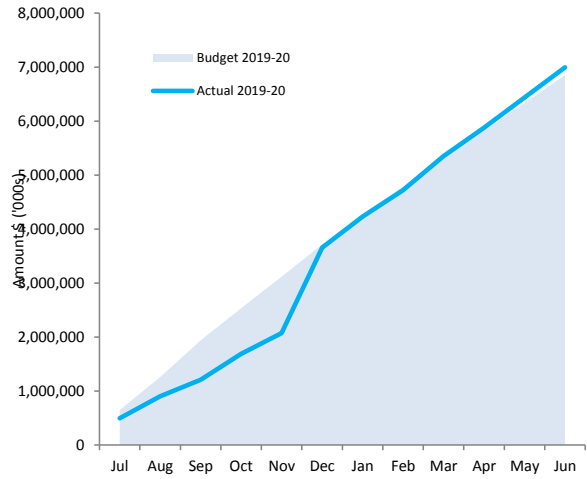
OPERATING EXPENSES



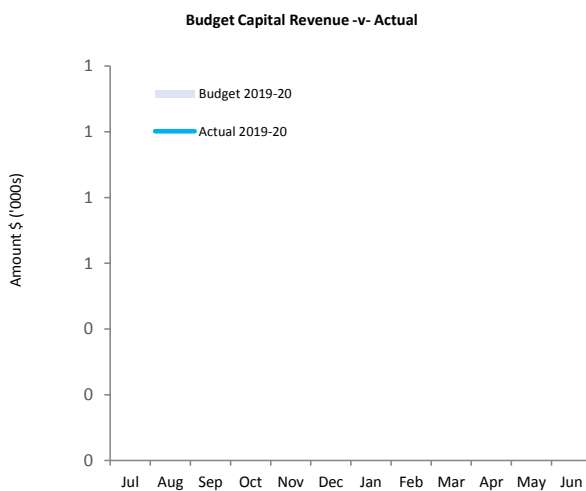
Budget Operating Revenues -v- Actual



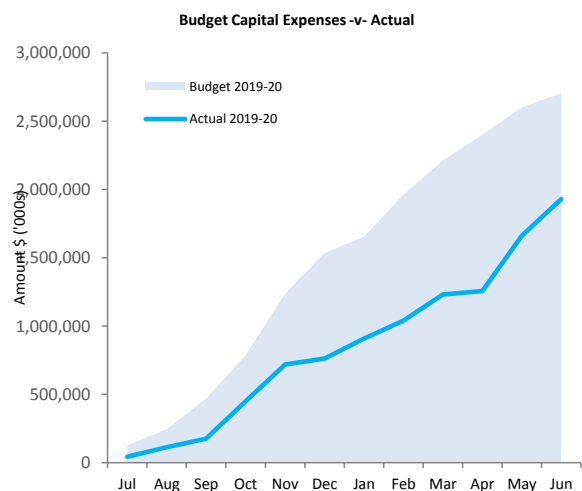
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2020**

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
Opening Funding Surplus(Deficit)	1(b)	\$ 1,279,164	\$ 1,279,164	\$ 1,292,638	\$ 13,474	
Revenue from operating activities						
Governance		9,000	9,000	33,621	24,621	▲
General Purpose Funding - Rates	5	2,356,259	2,356,259	2,349,890	(6,369)	
General Purpose Funding - Other		905,632	905,632	1,645,569	739,937	▲
Law, Order and Public Safety		139,604	139,604	136,359	(3,245)	
Health		56,054	56,054	66,305	10,251	
Education and Welfare		363,444	363,444	406,080	42,636	▲
Community Amenities		364,300	364,300	356,311	(7,989)	
Recreation and Culture		95,045	95,045	76,591	(18,454)	
Transport		179,533	179,533	178,379	(1,154)	
Economic Services		114,700	114,700	199,451	84,751	▲
Other Property and Services		109,077	109,077	88,869	(20,208)	▼
		4,692,648	4,692,648	5,537,425		
Expenditure from operating activities						
Governance		(424,096)	(424,096)	(378,935)	45,161	▲
General Purpose Funding		(387,650)	(387,650)	(394,263)	(6,613)	
Law, Order and Public Safety		(272,457)	(272,457)	(293,692)	(21,235)	▼
Health		(250,661)	(250,661)	(274,490)	(23,829)	▼
Education and Welfare		(474,205)	(474,205)	(465,045)	9,160	
Community Amenities		(583,384)	(583,384)	(548,767)	34,617	▲
Recreation and Culture		(1,307,420)	(1,307,420)	(1,242,418)	65,002	▲
Transport		(2,493,023)	(2,493,023)	(2,664,823)	(171,800)	▼
Economic Services		(269,054)	(269,054)	(381,126)	(112,072)	▼
Other Property and Services		(391,074)	(391,074)	(351,066)	40,008	▲
		(6,853,024)	(6,853,024)	(6,994,625)		
Operating activities excluded from budget						
Add Back Depreciation		2,464,660	2,464,660	2,557,489	92,829	▲
Adjust (Profit)/Loss on Asset Disposal	6	(200)	(200)	7,624	7,824	
Adjust Provisions and Accruals		0	0	16,986	16,986	
Amount attributable to operating activities		304,084	304,084	1,124,900		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	1,143,257	1,143,257	1,016,104	(127,153)	▼
Proceeds from Disposal of Assets	6	77,000	77,000	91,788	14,788	
Capital Acquisitions	7	(2,743,617)	(2,743,617)	(2,077,701)	665,916	▲
Amount attributable to investing activities		(1,523,360)	(1,523,360)	(969,809)		
Financing Activities						
Self-Supporting Loan Principal		18,758	18,758	18,758	0	
Transfer from Reserves	9	230,000	230,000	69,858	(160,142)	▼
Repayment of Debentures	8	(64,099)	(64,099)	(64,099)	0	
Transfer to Reserves	9	(244,547)	(244,547)	(346,130)	(101,583)	▼
Amount attributable to financing activities		(59,888)	(59,888)	(321,613)		
Closing Funding Surplus(Deficit)	1(b)	(0)	(0)	1,126,116		

KEY INFORMATION

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

The material variance adopted by Council for the 2019/20 financial year is \$20,000.

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2020**

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	
Opening Funding Surplus (Deficit)	1(b)	1,279,164	1,279,164	1,292,638	13,474	
Revenue from operating activities						
Rates	5	2,356,259	2,356,259	2,349,891	(6,368)	
Operating Grants, Subsidies and Contributions	10	1,207,065	1,207,065	1,970,416	763,351	▲
Fees and Charges		726,990	726,990	719,973	(7,017)	
Interest Earnings		58,247	58,247	50,150	(8,097)	
Other Revenue		338,087	338,087	441,250	103,163	▲
Profit on Disposal of Assets	6	6,000	6,000	5,744	(256)	
		4,692,648	4,692,648	5,537,423		
Expenditure from operating activities						
Employee Costs		(2,419,203)	(2,419,203)	(2,475,791)	(56,588)	▼
Materials and Contracts		(1,240,790)	(1,240,790)	(1,214,263)	26,527	▲
Utility Charges		(326,824)	(326,824)	(357,007)	(30,183)	▼
Depreciation on Non-Current Assets		(2,464,660)	(2,464,660)	(2,557,489)	(92,829)	▼
Interest Expenses		(34,694)	(34,694)	(34,438)	256	
Insurance Expenses		(194,263)	(194,263)	(190,012)	4,251	
Other Expenditure		(166,790)	(166,790)	(152,257)	14,533	
Loss on Disposal of Assets	6	(5,800)	(5,800)	(13,368)		
		(6,853,024)	(6,853,024)	(6,994,625)		
Operating activities excluded from budget						
Add back Depreciation		2,464,660	2,464,660	2,557,489	92,829	▲
Adjust (Profit)/Loss on Asset Disposal	6	(200)	(200)	7,624	7,824	
Adjust Provisions and Accruals		0	0	16,986	16,986	
Amount attributable to operating activities		304,084	304,084	1,124,898		
Investing activities						
Non-operating grants, subsidies and contributions	10	1,143,257	1,143,257	1,016,104	(127,153)	▼
Proceeds from Disposal of Assets	6	77,000	77,000	91,788	14,788	
Capital acquisitions	7	(2,743,617)	(2,743,617)	(2,077,701)	665,916	▲
Amount attributable to investing activities		(1,523,360)	(1,523,360)	(969,808)		
Financing Activities						
Self-Supporting Loan Principal		18,758	18,758	18,758	0	
Transfer from Reserves	9	230,000	230,000	69,858	(160,142)	▼
Repayment of Debentures	8	(64,099)	(64,099)	(64,099)	0	
Transfer to Reserves	9	(244,547)	(244,547)	(346,130)	(101,583)	▼
Amount attributable to financing activities		(59,888)	(59,888)	(321,613)		
Closing Funding Surplus (Deficit)	1(b)	(0)	(0)	1,126,116		

KEY INFORMATION

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

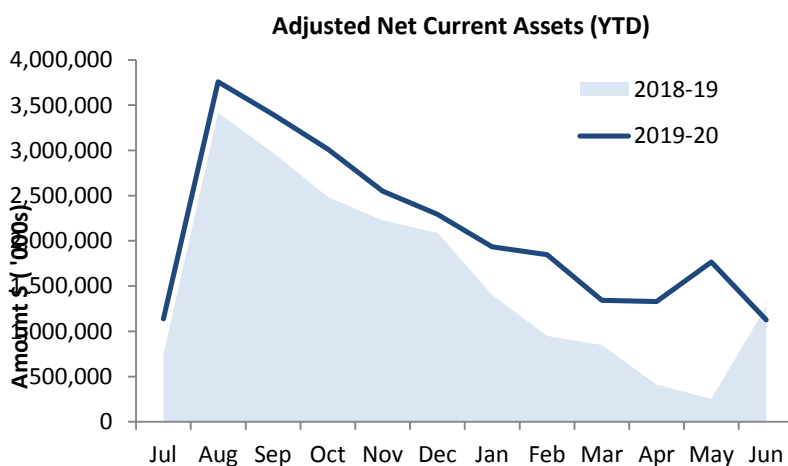
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 30 Jun 2019	Year to Date Actual 30 Jun 2020
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	382,597	382,597	1,246,490
Cash Restricted	3	1,380,038	1,380,038	1,680,778
Receivables - Rates	4	56,891	56,891	63,810
Receivables - Other	4	1,035,863	1,035,863	136,401
Loans receivable		18,758	18,758	19,333
Accrued Income / Expenses In Advance		0	0	23,193
Interest / ATO Receivable		26,967	26,967	0
Inventories		46,978	46,978	38,574
		2,948,093	2,948,092	3,208,579
Less: Current Liabilities				
Payables		(216,190)	(216,190)	(237,972)
Accrued Expenses / Income In Advance		0	0	(107,308)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(371,243)	(371,243)	(377,885)
		(624,504)	(624,504)	(760,237)
Unadjusted Net Current Assets		2,323,589	2,323,588	2,448,342
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,380,038)	(1,380,038)	(1,680,778)
Less: Loans receivable		(18,758)	(18,758)	(19,333)
Add: Provisions - Loans, Annual & Long Service Leave		367,846	367,846	377,885
Adjusted Net Current Assets		1,292,638	1,292,638	1,126,116

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$1.13 M
Last Year YTD
Surplus(Deficit)
\$1.29 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019/20 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
Revenue from operating activities				
Governance	24,621	▲	Permanent	Reimbursement from Shire of Kondinin for previous CEO Long Service Leave Paid out on termination.
General Purpose Funding - Other	739,937	▲	Permanent	Early payment of the Federal Assistance Grants.
Education and Welfare	42,636	▲	Permanent	HACC Recurrent Grant and Fee for Service higher than budgeted.
Economic Services	84,751	▲	Permanent	Landcare Payroll and Standpipe Water Income higher than budget for - offset by expenditure.
Other Property and Services	(20,208)	▼	Permanent	Private Works Income under budget - offset by expenditure.
Expenditure from operating activities				
Governance	45,161	▲	Permanent	Reduction in Admin Leave Liability and CEO Removal Expenses not required.
Law, Order and Public Safety	(21,235)	▼	Permanent	MAF Funding expenditure not budgeted for - offset by the income received.
Health	(23,829)	▼	Permanent	EHO Leave Liability increased and Other Control Expenses over budget - offset by the income received.
Community Amenities	34,617	▲	Permanent	Household Refuse, Chemical Drum Disposal & Town Planning Expenses under Budget.
Recreation and Culture	65,002	▲	Permanent	Swimming Pool Maintenance, Rec Centre Staff Salaries and Library Other Expenses under Budget.
Transport	(171,800)	▼	Permanent	Maintenance Grading, Street Trees & Depreciation over Budget.
Economic Services	(112,072)	▼	Permanent	Landcare Payroll and Standpipe Water Expenses higher than budget for - offset by income.
Other Property and Services	40,008	▲	Permanent	Community Requests expenditure under budget - carried forward to 2020/21.
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(127,153)	▼	Permanent	Wetlands Park Contributions and Main Roads Bridge Capital Grant under budget. Wetlands Park project carried forward to 2020/21. Reduced Bridge grant offset by reduced capital expenditure.
Capital Acquisitions	665,916	▲	Permanent	Electronic Advertising Sign, Wetlands Park Playground Equipment, Town Centre Redevelopment, Airport Development projects carried forward to 2020/21. Capital Works Program and Footpath Program under budget.

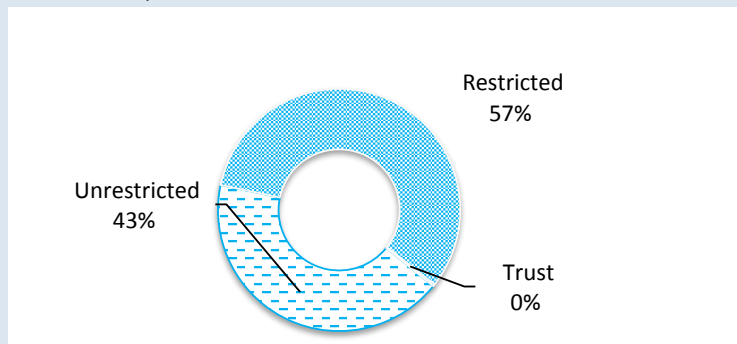
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	1,350			1,350	N/A	Nil	On Hand
At Call Deposits							
Municipal Fund	88,252			88,252	NAB	Nil	At Call
Overnight Cash Deposit Facility	1,156,887			1,156,887	Treasury	0.20%	At Call
Restricted Funds Account		24,468		24,468	NAB	Nil	At Call
Trust Fund			8,200	8,200	NAB	Nil	At Call
Term Deposits							
Municipal Investment - Term Deposit		1,656,310		1,656,310	NAB	0.40%	27-Aug-20
Total	1,246,490	1,680,778	8,200	2,935,468			

SIGNIFICANT ACCOUNTING POLICIES

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



KEY INFORMATION

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

Total Cash	Unrestricted
\$2.94 M	\$1.25 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2019	30 June 2020
	\$	\$
Opening Arrears Previous Years	67,044	56,891
Levied this year	2,469,127	2,592,059
Less Collections to date	(2,473,810)	(2,585,140)
Equals Current Outstanding	62,361	63,809
Doubtful Rate Debtors	(5,470)	0
Net Rates Collectable	56,891	63,809
% Collected	100.19%	99.73%

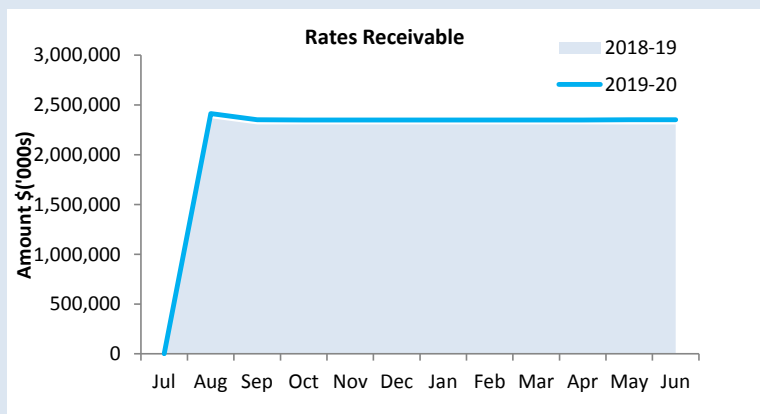
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	112,583	5,550	0	20,769	138,901
Percentage	81%	4%	0%	15%	
Balance per Trial Balance					
Sundry debtors					138,901
Loans receivable - clubs/institutions					19,333
Doubtful Debtors					(2,500)
Total Receivables General Outstanding					155,734
Amounts shown above include GST (where applicable)					

KEY INFORMATION

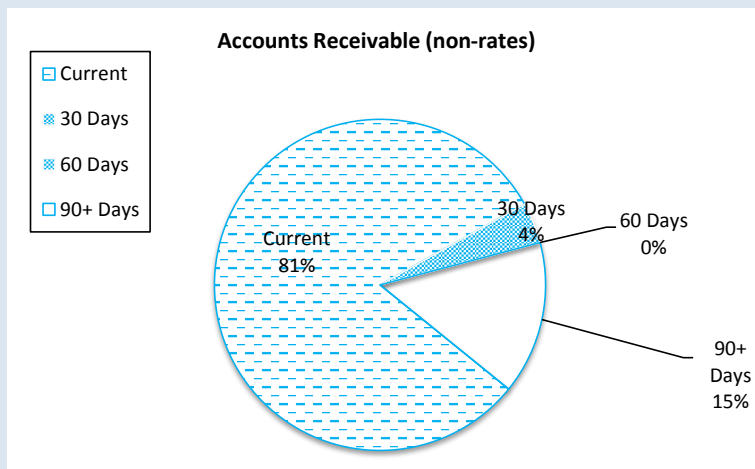
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

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



Collected	Rates Due
100%	\$63,809



Debtors Due
\$155,734
Over 30 Days
19%
Over 90 Days
15%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

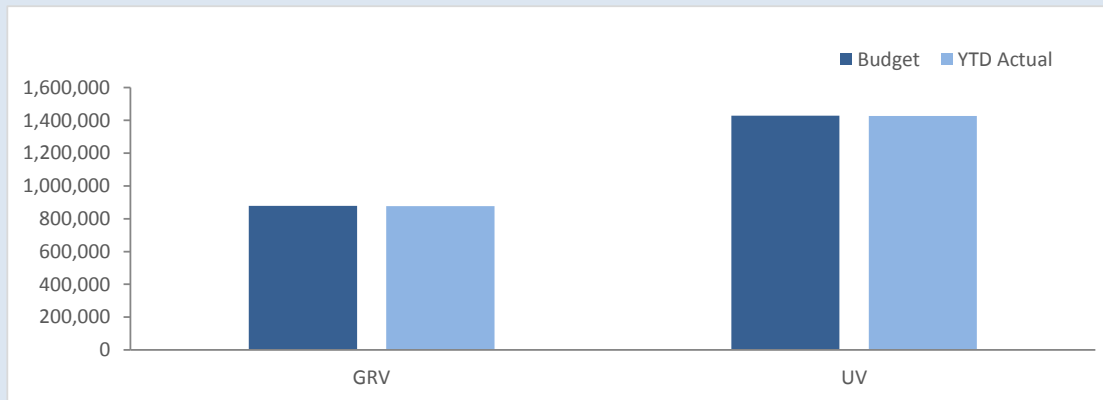
General Rate Revenue

RATE TYPE	Rate in	Number of Properties	Rateable Value	Budget			YTD Actual				
				Rate Revenue	Interim Rate	Back Rate	Rate Revenue	Interim Rates	Back Rates	Total Revenue	
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV	0.110160	744	7,953,721	876,206	2,000	1,000	879,206	876,206	-442	142	875,906
UV	0.007240	321	197,041,500	1,426,383	2,000	0	1,428,383	1,426,384	-324	0	1,426,060
	Minimum \$										
GRV	580	148	280,029	85,840	0	0	85,840	85,840	0	0	85,840
UV	580	63	3,270,037	36,540	0	0	36,540	36,540	0	0	36,540
Sub-Totals		1,276	208,545,287	2,424,969	4,000	1,000	2,429,969	2,424,969	-765	142	2,424,346
Discount							(86,105)				(86,849)
Amount from General Rates							2,343,864				2,337,497
Ex-Gratia Rates							12,394				12,393
Total General Rates							2,356,258				2,349,891

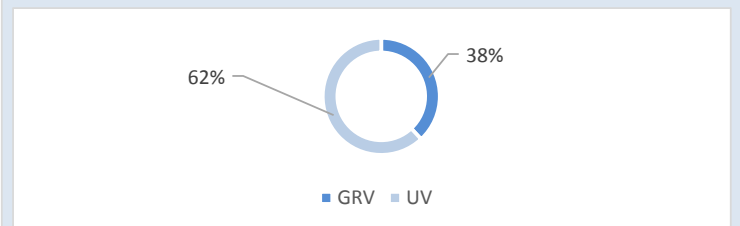
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



General Rates		
Budget	YTD Actual	%
\$2.34 M	\$2.34 M	100%

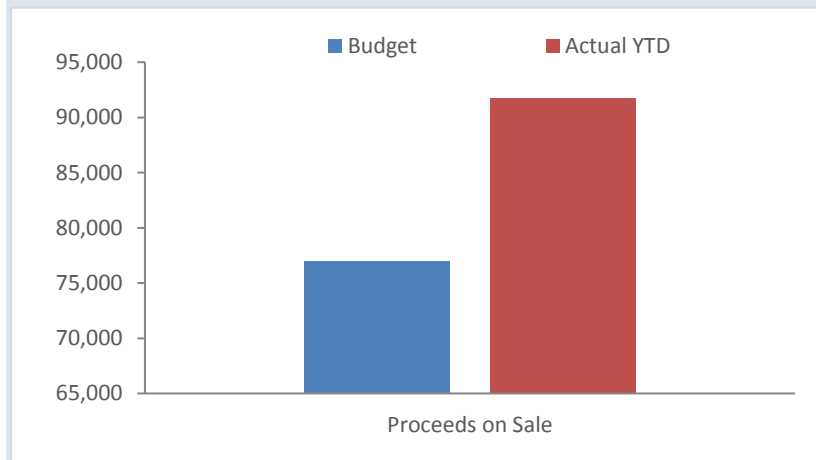


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P01Y17	CEO Vehicle	25,000	28,000	3,000		30,589	32,233	1,644	
P80Y18	HACC Co-ordinator Vehicle	24,800	20,000		(4,800)	21,343	20,000		(1,343)
P14	Isuzu 13t Truck	27,000	29,000	2,000		47,479	35,455		(12,025)
	Toro Ride on Mower						2,273	2,273	
	ATV Cattleman Motorbike						1,373	1,373	
	Post Hole Digger						455	455	
		76,800	77,000	5,000	(4,800)	99,412	91,788	5,744	(13,368)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$77,000	\$91,788	119%

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land	(40,000)	(40,000)	(40,499)	(499)
Buildings	(25,000)	(25,000)	(18,145)	6,855
Plant & Equipment	(344,000)	(344,000)	(325,575)	18,425
Furniture & Equipment	(126,700)	(126,700)	(32,114)	94,586
Infrastructure - Roads	(1,746,917)	(1,746,917)	(1,411,055)	335,862
Footpaths	(131,000)	(131,000)	(85,120)	45,880
Infrastructure - Other	(330,000)	(330,000)	(165,192)	164,808
Capital Expenditure Totals	(2,743,617)	(2,743,617)	(2,077,701)	665,916

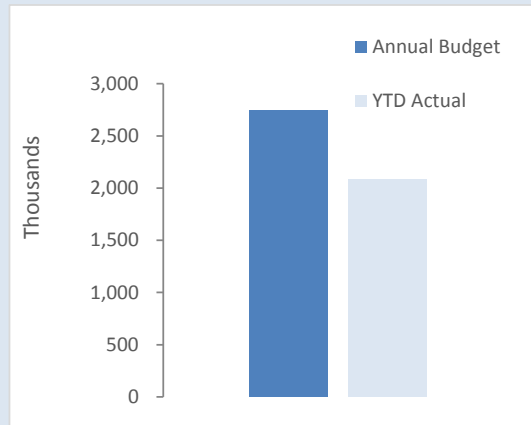
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	1,143,257	1,143,257	1,016,104	(127,153)
Other (Disposals & C/Fwd)	77,000	77,000	91,788	14,788
Cash Backed Reserves				
Recreation Centre Equipment Reserve	4,500	4,500	2,822	(1,678)
Municipal Buildings Reserve	70,000	70,000	0	(70,000)
Land Development Reserve	40,000	40,000	40,499	499
Recreation Development Reserve	50,000	50,000	19,705	(30,295)
Electronic Sign Reserve	20,500	20,500	0	(20,500)
Contribution - operations	1,338,360	1,338,360	906,783	(431,577)
Capital Funding Total	2,743,617	2,743,617	2,077,701	(665,916)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



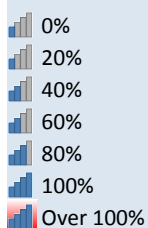
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.74 M	\$2.08 M	76%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.14 M	\$1.02 M	89%

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

	Account Number	Annual Budget	YTD Budget	YTD Actual	YTD Variance	
Capital Expenditure						
Land						
	Town Centre Development	E167784	(40,000)	(40,000)	(40,499)	(499)
			(40,000)	(40,000)	(40,499)	(499)
Buildings						
	Caravan Park Camp Kitchen	E167130	(15,000)	(15,000)	(18,145)	(3,145)
	Solar Panels - Various Buildings	E167430	(10,000)	(10,000)	0	10,000
			(25,000)	(25,000)	(18,145)	6,855
Plant & Equipment						
	CEO Vehicle (PO1)	E167700	(48,000)	(48,000)	(41,596)	6,404
	HACC Co-ordinator Vehicle	E167745	(30,000)	(30,000)	(31,613)	(1,613)
	2013 Toro Ride on Mower (P18)	E167769	(28,000)	(28,000)	(24,979)	3,021
	2010 Toyota Gardener Utility (P94)	PE1904	(24,000)	(24,000)	(24,803)	(803)
	Isuzu Truck 13t (P14)	PE1905	(185,000)	(185,000)	(180,258)	4,742
	Stump Grinder for Bobcat	PE1906	(9,000)	(9,000)	0	9,000
	All Terrain Utility / Gator (RTV P52)	PE1907	(20,000)	(20,000)	(22,325)	(2,325)
			(344,000)	(344,000)	(325,575)	18,425
Furniture & Equipment						
	Electronic Advertising Sign	E167278	(56,500)	(56,500)	0	56,500
	Rec Centre - Furniture Upgrades	E167284	(8,000)	(8,000)	(5,644)	2,356
	Wetlands Park - Playground Equipment	FE1902	(38,200)	(38,200)	(5,950)	32,250
	Water Standpipe Controller	FE1903	(18,000)	(18,000)	(20,521)	(2,521)
	Pallet Racking - Depot	E167458	(6,000)	(6,000)	0	6,000
			(126,700)	(126,700)	(32,114)	94,586
Infrastructure - Roads						
	Capital Works Program	E167103	(1,746,917)	(1,746,917)	(1,395,443)	351,474
	WANDRRA Capital Works	E147125	0	0	(15,613)	(15,613)
			(1,746,917)	(1,746,917)	(1,411,055)	335,862
Footpaths						
	Footpath Program	E167124	(131,000)	(131,000)	(85,120)	45,880
			(131,000)	(131,000)	(85,120)	45,880
Infrastructure - Other						
	Cemetery Upgrade	E167191	(50,000)	(50,000)	(45,020)	4,980
	Learn to Swim Pool Heating	E167757	(40,000)	(40,000)	(39,409)	591
	Town Centre Redevelopment - Library Parking Area	E167785	(130,000)	(130,000)	0	130,000
	Airport Development	IO1901	(40,000)	(40,000)	(19,140)	20,860
	Wetlands Park Pond Works	E167758	(10,000)	(10,000)	(9,998)	2
	Townscape	E167136	(60,000)	(60,000)	(51,625)	8,375
			(330,000)	(330,000)	(165,192)	164,808
Capital Expenditure Total			(2,743,617)	(2,743,617)	(2,077,701)	665,916

KEY INFORMATION

Level of Completion Indicators



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

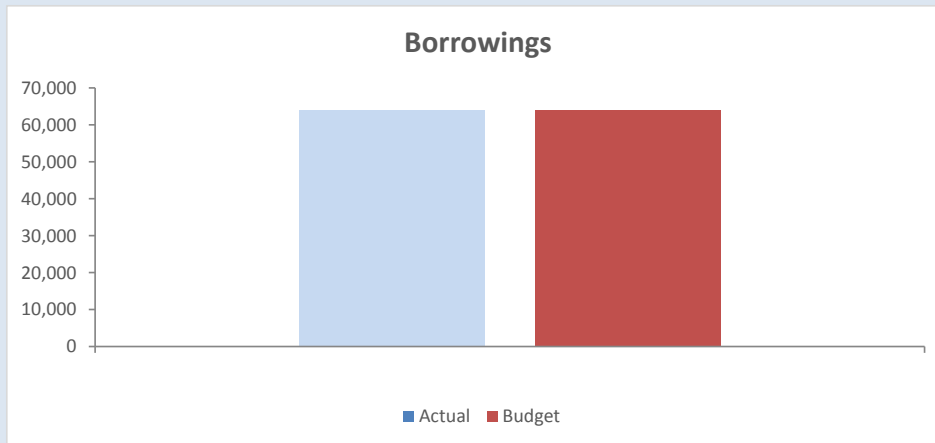
**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 131 - Recreation Centre Development	59,244	0	0	9,305	9,305	49,939	49,939	3,639	3,639
Loan 139 - Swimming Pool Redevelopment	227,284	0	0	12,662	12,662	214,622	214,622	11,374	11,374
Other Property and Services									
Loan 137 - Staff Housing	168,538	0	0	13,106	13,106	155,432	155,432	9,788	9,788
Loan 138 - Doctor Housing	87,159	0	0	10,268	10,268	76,891	76,891	5,306	5,306
	542,225	0	0	45,341	45,341	496,884	496,884	30,108	30,107
Self supporting loans									
Recreation and Culture									
Loan 141 - Wagin Ag Society (SSL)	155,507	0	0	18,758	18,758	136,749	136,749	4,586	4,586
	155,507	0	0	18,758	18,758	136,749	136,749	4,586	4,586
Total	697,732	0	0	64,099	64,099	633,633	633,633	34,694	34,693

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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



Principal Repayments

\$64,099

Interest Earned

\$50,150

Reserves Bal

\$1.66 M

Interest Expense

\$34,694

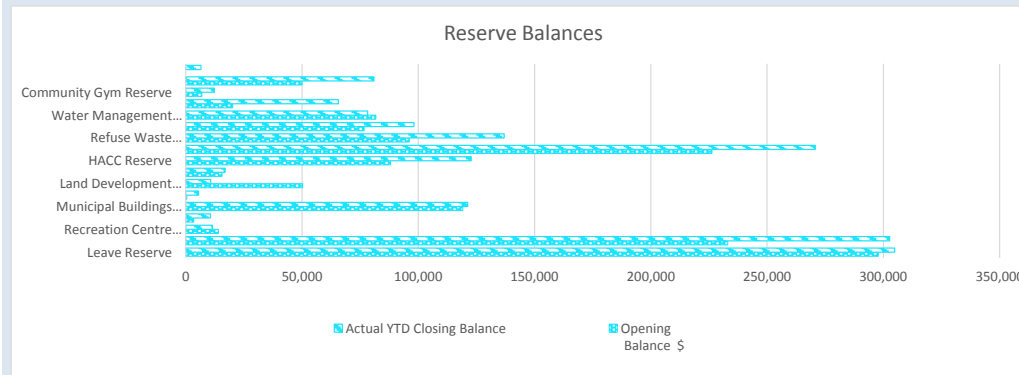
Loans Due

\$.63 M

Cash Backed Reserve

Reserve Name	Opening Balance \$	Budget Interest Earned \$	Actual Interest Earned \$	Budget Transfers In (+) \$	Actual Transfers In (+) \$	Budget Transfers Out (-) \$	Actual Transfers Out (-) \$	Budget Closing Balance \$	Actual YTD Closing Balance \$
Leave Reserve	297,855	7,446	5,400	0	1,640	(30,000)	0	275,301	304,895
Plant Replacement Reserve	233,074	5,827	4,225	40,000	65,370	0	0	278,901	302,669
Recreation Centre Equipment Reserve	14,078	352	255	1,800	1,800	(4,500)	(4,654)	11,730	11,479
Aerodrome Maintenance & Development Reserve	3,387	85	61	5,200	7,182	0	0	8,672	10,630
Municipal Buildings Reserve	119,105	2,978	2,159	0	0	(70,000)	0	52,083	121,264
Admin Centre Furniture, Equipment & IT Reserve	506	13	9	5,000	5,000	0	0	5,519	5,516
Land Development Reserve	50,296	1,257	912	0	0	(40,000)	(40,499)	11,553	10,709
Community Bus Reserve	15,592	390	283	2,000	1,099	0	0	17,982	16,974
HACC Reserve	88,031	2,201	1,596	0	33,162	(10,000)	0	80,232	122,789
Recreation Development Reserve	226,283	5,657	4,102	60,000	60,000	(50,000)	(19,705)	241,940	270,680
Refuse Waste Management Reserve	96,144	2,404	1,743	39,800	39,060	0	0	138,348	136,947
Refuse Site Rehabilitation Reserve	76,750	1,919	1,391	0	20,000	0	0	78,669	98,142
Water Management Reserve	81,772	2,044	1,482	0	0	(5,000)	(5,000)	78,816	78,255
Electronic Sign Reserve	20,249	251	367	0	45,000	(20,500)	0	0	65,616
Community Gym Reserve	6,914	173	125	5,500	5,298	0	0	12,587	12,337
Sportsground Precinct Redevelopment Reserve	50,000	1,250	906	30,000	30,000	0	0	81,250	80,906
Emergency/Bushfire Control Reserve	0	0	0	21,000	6,500	0	0	21,000	6,500
	1,380,040	34,247	25,019	210,300	321,111	(230,000)	(69,858)	1,394,587	1,656,310

KEY INFORMATION



Grants and Contributions

		Annual Budget	YTD Budget	YTD Actual	YTD Variance
Operating grants, subsidies and contributions					
General Purpose Funding					
Grants Commission - General	I032005	455,916	455,916	909,189	453,273
Grants Commission - Roads	I032010	219,016	219,016	513,105	294,089
Law, Order and Public Safety					
DFES Grant - Operating Bush Fire Brigade	I051010	56,550	56,550	41,012	(15,538)
DFES Grant - MAF Funding	I051070	21,000	21,000	46,587	25,587
DFES Grant - Operating SES	I051075	27,860	27,860	8,607	(19,253)
Education and Welfare					
HACC Recurrent Grant	I082010	289,545	289,545	317,109	27,564
Recreation and Culture					
Volunteering WA	I119030	950	950	941	(9)
Thank A Volunteer Grant	I119031	950	950	1,000	50
Lotterywest - Wagin Street Carnival	I119031	8,755	8,755	8,060	(695)
Transport					
Direct Road Grants	I121005	118,788	118,788	118,788	0
Operating Contributions					
Rec Centre Equipment Contributions	I113030	1,800	1,800	1,800	
Contribution to Woolorama	I119015	1,000	1,000	1,000	
Community Events Income	I119030	1,500	1,500	0	
Contribution - St Lighting	I121025	3,435	3,435	3,218	(217)
Operating grants, subsidies and contributions Total		1,207,065	1,207,065	1,970,416	764,851
Non-operating grants, subsidies and contributions					
Community Amenities					
Contributions to Cemetery Upgrade	I107025	8,000	8,000	0	(8,000)
Recreation and Culture					
Wetlands Park Playground Upgrade Contribution	I113040	28,200	28,200	0	(28,200)
Electronic Sign Contributions	I119020	35,000	35,000	45,000	10,000
CSRFF Grant - Swim Pool Stage 2	I112025	20,000	20,000	18,100	(1,900)
Transport					
Road Project Grants	I121010	307,605	307,605	307,605	0
Roads To Recovery Grant	I121015	312,145	312,145	312,145	0
Main Roads Bridge Grant	I121070	422,322	422,322	308,071	(114,251)
Regional Airports Development Scheme (RADs)	I126015	9,985	9,985	9,570	(415)
WANDRRA Storm Damage	I147125	0	0	15,613	15,613
Non-operating grants, subsidies and contributions Total		1,143,257	1,143,257	1,016,104	(127,153)
Grand Total		2,350,322	2,350,322	2,986,520	637,698

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 11
OTHER FUNDS**

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

Description	TRUST ACCOUNT			Closing Balance 30 Jun 2020
	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	0	8,200
	8,200	0	0	8,200

Description	CASH MAXIMISER ACCOUNT			Closing Balance 30 Jun 2020
	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	1,100	200	(500)	800
Deposits - Community Bus	1,200	2,100	(2,550)	750
Deposits - Rec Ctr & EFP	2,362	4,693	(3,900)	3,155
Deposits - Animal Trap	0	200	(100)	100
BCITF	0	866	(866)	0
Deposit - Community Gym Key	3,000	1,290	(1,530)	2,760
Building Services Levy	0	2,049	(1,864)	185
Nomination Deposits	160	640	(640)	160
Pre-Paid Rates	0	0	0	0
Other Deposits	6,679	0	0	6,679
Unclaimed Monies	1,733	0	0	1,733
Transport Licensing	10,427	0	(10,427)	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	4,060	3,360	(7,420)	0
Trust Accounts Receivable	-62	188	0	126
Cemetery Shelter Contributions	8,000	0	0	8,000
	38,679	15,586	(29,797)	24,468

SHIRE OF WAGIN
STATEMENT OF OPERATING INCOME AND EXPENDITURE
FOR THE PERIOD ENDED 30 JUNE 2020

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
General Purpose Funding					
Rate Revenue					
I031005	GRV	Inc	876,206	876,206	876,206
I031010	GRV Minimums	Inc	85,840	85,840	85,840
I031015	UV	Inc	1,426,384	1,426,384	1,426,384
I031020	UV Minimums	Inc	36,540	36,540	36,540
I031025	GRV Interim Rates	Inc	2,000	2,000	(442)
I031030	UV Interim Rates	Inc	2,000	2,000	(324)
I031035	Back Rates	Inc	1,000	1,000	142
I031040	Ex-Gratia Rates (CBH)	Inc	12,394	12,394	12,393
I031045	Discount Allowed	Inc	(86,105)	(86,105)	(86,849)
I031050	Instalment Admin Charge	Inc	8,000	8,000	4,827
I031055	Account Enquiry Fee	Inc	2,000	2,000	2,310
I031060	(Rate Write Offs)	Inc	(5,000)	(5,000)	(8,503)
I031065	Penalty Interest	Inc	12,000	12,000	11,710
I031070	Emergency Services Levy	Inc	113,467	113,467	113,215
I031075	ESL Penalty Interest	Inc	600	600	629
I031080	Instalment Interest	Inc	0	0	3,445
I031090	Rate Legal Charges	Inc	10,000	10,000	17,548
			2,497,326	2,497,326	2,495,071
E031005	Valuation Expenses	Exp	(10,000)	(10,000)	(9,231)
E031010	Legal Costs/Expenses	Exp	(1,000)	(1,000)	(959)
E031015	Title Searches	Exp	(600)	(600)	(418)
E031020	Rate Recovery Expenses	Exp	(10,000)	(10,000)	(17,347)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(1,710)
E031030	Emergency Services Levy	Exp	(113,467)	(113,467)	(113,385)
E031040	Rate Refunds	Exp	(1,000)	(1,000)	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,923)	(2,923)	(2,810)
E031100	Administration Allocated	Exp	(90,583)	(90,583)	(90,583)
			(231,573)	(231,573)	(236,443)
Other General Purpose Funding					
I032005	Grants Commission General	Inc	455,916	455,916	909,189
I032010	Grants Commission Roads	Inc	219,016	219,016	513,105
I032020	Administration Rental	Inc	36,000	36,000	36,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,000	1,000	1,083
I032030	Reimbursements	Inc	100	100	0
I032035	SS Loans Interest & GFee Reimb.	Inc	5,786	5,786	5,634
I032040	Bank Interest	Inc	12,000	12,000	9,977
I032045	Reserves Interest	Inc	34,247	34,247	25,019
I032055	Commissions & Recoups	Inc	500	500	381
			764,565	764,565	1,500,388
E032005	Bank Fees and Charges	Exp	(11,000)	(11,000)	(11,308)
E032015	Interest on Loans	Exp	(34,694)	(34,694)	(34,438)
E032030	Audit Fees & Other Services	Exp	(22,000)	(22,000)	(23,691)
E032035	Administration Allocated	Exp	(88,383)	(88,383)	(88,383)
			(156,077)	(156,077)	(157,820)
Total General Purpose Income			3,261,891	3,261,891	3,995,458
Total General Purpose Expenditure			(387,650)	(387,650)	(394,263)
Governance					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Members of Council					
I041020	Other Income Relating to Members	Inc	1,000	1,000	0
			1,000	1,000	0
E041005	Sitting Fees	Exp	(18,000)	(18,000)	(24,188)
E041010	Training	Exp	(8,000)	(8,000)	(4,318)
E041015	Members Travelling	Exp	(1,000)	(1,000)	(650)
E041025	Election Expenses	Exp	(3,000)	(3,000)	(1,624)
E041030	Other Expenses	Exp	(5,000)	(5,000)	(5,338)
E041035	Conference Expenses	Exp	(12,000)	(12,000)	(8,113)
E041040	Presidents Allowance	Exp	(12,000)	(12,000)	(12,000)
E041045	Deputy Presidents Allowance	Exp	(3,000)	(3,000)	(3,000)
E041055	Refreshments and Receptions	Exp	(14,000)	(14,000)	(8,809)
E041060	Presentations	Exp	(2,500)	(2,500)	(4,527)
E041065	Insurance	Exp	(9,630)	(9,630)	(9,630)
E041070	Public Relations	Exp	(3,000)	(3,000)	(254)
E041075	Subscriptions	Exp	(25,200)	(25,200)	(31,269)
E041100	Administration Allocated	Exp	(108,766)	(108,766)	(108,766)
			(225,096)	(225,096)	(222,486)
Other Governance					
I042030	Profit on Sale of Asset	Inc	3,000	3,000	1,644
I042045	Admin Reimbursements	Inc	5,000	5,000	18,647
I042050	Paid Parental Leave Reimbursement	Inc	0	0	13,331
			8,000	8,000	33,622
E042005	Administration Salaries	Exp	(660,255)	(660,255)	(652,514)
E042008	Admin Leave/Wages Liability	Exp	0	0	23,178
E042010	Administration Superannuation	Exp	(68,951)	(68,951)	(70,410)
E042011	Loyalty Allowance	Exp	(8,580)	(8,580)	(6,550)
E042012	Housing Allowance Admin	Exp	(10,340)	(10,340)	(9,363)
E042015	Insurance	Exp	(23,073)	(23,073)	(23,073)
E042020	Staff Training	Exp	(14,000)	(14,000)	(7,531)
E042025	Removal Expenses	Exp	(8,000)	(8,000)	0
E042030	Printing & Stationery	Exp	(26,000)	(26,000)	(28,540)
E042035	Phone, Fax & Modem	Exp	(10,000)	(10,000)	(7,861)
E042040	Office Maintenance	Exp	(54,500)	(54,500)	(58,883)
E042045	Advertising	Exp	(8,000)	(8,000)	(7,125)
E042050	Office Equipment Maintenance	Exp	(3,000)	(3,000)	(1,499)
E042055	Postage & Freight	Exp	(4,000)	(4,000)	(3,116)
E042060	Vehicle Running Expenses	Exp	(7,500)	(7,500)	(10,012)
E042065	Legal Expenses	Exp	(3,000)	(3,000)	(2,286)
E042070	Garden Expenses	Exp	(10,000)	(10,000)	(13,187)
E042075	Conference & Training	Exp	(11,000)	(11,000)	(9,310)
E042080	Computer Support	Exp	(87,500)	(87,500)	(84,496)
E042085	Other Expenses	Exp	(1,500)	(1,500)	(1,161)
E042090	Administration Allocated	Exp	(198,000)	(198,000)	(198,000)
E042095	Fringe Benefits Tax	Exp	(10,000)	(10,000)	(14,359)
E042100	Staff Uniforms	Exp	(4,000)	(4,000)	(2,884)
E042115	Cash Round Off Control	Exp	0	0	130
E042120	Depreciation - Other Governance	Exp	(66,830)	(66,830)	(52,687)
E042125	Less Administration Allocated	Exp	1,109,529	1,109,529	1,109,529
E042155	Lease of Photocopier	Exp	(2,500)	(2,500)	(2,424)
E042160	CEO Recruitment	Exp	(8,000)	(8,000)	(8,684)
E042165	Paid Parental Leave	Exp	0	0	(13,331)
			(199,000)	(199,000)	(156,449)
Total Governance Income			9,000	9,000	33,621
Total Governance Expenditure			(424,096)	(424,096)	(378,935)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Law, Order & Public Safety					
Fire Prevention					
I051010	BFB Operating Grant	Inc	56,550	56,550	41,012
I051015	Sale of Fire Maps	Inc	300	300	136
I051025	Reimbursements	Inc	3,000	3,000	200
I051030	Bush Fire Infringements	Inc	1,500	1,500	1,403
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000
I051070	Other Bushfire Grants Income	Inc	21,000	21,000	46,587
I051075	SES Operating Grant	Inc	27,860	27,860	8,607
			114,210	114,210	101,945
E051005	BFB Operation Expenditure	Exp	(56,550)	(56,550)	(56,549)
E051010	Communication Mtce	Exp	(3,000)	(3,000)	(2,373)
E051015	Advertising & Other Expenses	Exp	(2,000)	(2,000)	(2,506)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(2,000)	(5,643)
E051025	Town Block Burn Off	Exp	(5,000)	(5,000)	(13,996)
E051040	Other Bushfire Grants Expenditure	Exp	0	0	(40,287)
E051060	SES Operation Expenditure	Exp	(27,860)	(27,860)	(15,122)
E051100	Administration Allocated	Exp	(56,011)	(56,011)	(56,011)
E051190	Depreciation - Fire Prevention	Exp	(24,590)	(24,590)	(16,157)
			(177,011)	(177,011)	(208,644)
Animal Control					
I052005	Dog Fines and Fees	Inc	6,000	6,000	3,489
I052006	Cat Fines and Fees	Inc	300	300	258
I052010	Hire of Animal Traps	Inc	50	50	109
I052015	Dog Registration	Inc	7,500	7,500	5,486
I052016	Cat Registration	Inc	600	600	223
I052020	Reimbursements	Inc	500	500	0
			14,950	14,950	9,565
E052005	Ranger Salary	Exp	(12,000)	(12,000)	(12,932)
E052007	Ranger Telephone	Exp	(1,000)	(1,000)	(982)
E052010	Pound Maintenance	Exp	(2,450)	(2,450)	(2,310)
E052015	Dog Control Insurance	Exp	(240)	(240)	(239)
E052020	Legal Fees	Exp	(500)	(500)	0
E052025	Training & Conference	Exp	(2,000)	(2,000)	0
E052030	Ranger Services Other	Exp	(28,000)	(28,000)	(24,888)
E052035	Administration Allocated	Exp	(24,606)	(24,606)	(24,606)
E052190	Depreciation - Animal Control	Exp	(1,650)	(1,650)	(1,004)
			(72,446)	(72,446)	(66,961)
Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	10,394	10,394	24,378
I053055	Reimbursements	Inc	0	0	471
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			10,444	10,444	24,849
E053005	Abandoned Vehicles	Exp	(500)	(500)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(500)	(2,605)
E053045	CCTV & Security	Exp	(12,000)	(12,000)	(9,926)
E053055	Mosquito Control	Exp	(10,000)	(10,000)	(5,556)
			(23,000)	(23,000)	(18,087)
Total Law, Order & Public Safety Income			139,604	139,604	136,359
Total Law, Order & Public Safety Expenditure			(272,457)	(272,457)	(293,692)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Health					
Maternal & Infant Health					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(11,150)	(11,150)	(10,108)
			(11,150)	(11,150)	(10,108)
Preventative Services - Admin & Inspections					
I074005	Food Licences & Fees	Inc	800	800	234
I074015	Contrib. Regional Health Scheme	Inc	46,000	46,000	48,133
I074020	Reimbursements	Inc	0	0	9,486
			46,800	46,800	57,853
E074005	EHO Salary	Exp	(97,000)	(97,000)	(97,892)
E074008	EHO Leave/Wages Liability	Exp	0	0	(9,921)
E074010	EHO Superannuation	Exp	(9,650)	(9,650)	(9,680)
E074015	Other Control Expenses	Exp	(8,000)	(8,000)	(17,238)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(5,000)	(4,224)
E074030	Conferences & Training	Exp	(3,000)	(3,000)	(3,593)
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(25,001)	(25,001)	(25,001)
E074190	Depreciation - Prevent Services	Exp	(5,930)	(5,930)	(7,892)
			(153,581)	(153,581)	(175,441)
Other Health					
I076010	Rent - Medical Centre-Dentist	Inc	3,856	3,856	3,852
I076015	Reimbursements - IPN Medical	Inc	1,198	1,198	854
I076020	Meeting Room Fees	Inc	3,500	3,500	3,324
I076040	Reimbursements - Dr Norris	Inc	700	700	422
			9,254	9,254	8,452
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(14,585)	(14,585)	(18,306)
E076025	Depreciation - Other Health	Exp	(20,720)	(20,720)	(21,810)
E076030	Doctors Vehicle Mtce	Exp	(2,800)	(2,800)	(1,676)
E076040	IPN Medical Services	Exp	(47,365)	(47,365)	(46,665)
			(85,470)	(85,470)	(88,457)
Health - Preventative Services					
E077010	Analytical Expenses	Exp	(460)	(460)	(485)
			(460)	(460)	(485)
Total Health Income			56,054	56,054	66,305
Total Health Expenditure			(250,661)	(250,661)	(274,490)
Education & Welfare					
Pre Schools					
I083035	Day Care Lease	Exp	7,559	7,559	8,184
I083036	Day Care Reimbursements	Exp	3,500	3,500	1,829
			11,059	11,059	10,013
E080010	Kindegarten Maintenance (Daycare)	Exp	(14,900)	(14,900)	(11,076)
E080190	Depreciation - Pre-Schools	Exp	(5,420)	(5,420)	(4,105)
			(20,320)	(20,320)	(15,181)
Other Education					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,400)	(2,400)	(2,400)
			(2,400)	(2,400)	(2,400)
HACC Program					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	HACC Recurrent Grant	Inc	289,545	289,545	317,109
I082015	Meals on Wheels	Inc	20,000	20,000	9,555
I082020	HACC Fee for Service	Inc	35,000	35,000	55,863
I082030	Reimbursements	Inc	500	500	18
			345,045	345,045	382,545
E082010	Co-ordinator Salary	Exp	(65,000)	(65,000)	(60,042)
E082013	HACC Wages/Contract Liability	Exp	0	0	(2,909)
E082015	Home Mtce Salary	Exp	(19,000)	(19,000)	(26,298)
E082020	Respite Salaries	Exp	(600)	(600)	(205)
E082025	Home Help Salaries	Exp	(130,000)	(130,000)	(168,808)
E082030	Superannuation	Exp	(18,000)	(18,000)	(22,544)
E082035	Other Expenses	Exp	(3,000)	(3,000)	(2,692)
E082040	Travelling - Mileage	Exp	(17,000)	(17,000)	(27,385)
E082045	Staff Training	Exp	(1,500)	(1,500)	(634)
E082050	Staff Training Salaries	Exp	(2,500)	(2,500)	(648)
E082055	Subscriptions	Exp	(4,500)	(4,500)	(3,127)
E082060	Telephone & Postage	Exp	(3,000)	(3,000)	(2,374)
E082065	Advertising & Stationery	Exp	(500)	(500)	(673)
E082070	Insurance	Exp	(6,874)	(6,874)	(4,684)
E082075	Office Accommodation	Exp	(36,000)	(36,000)	(36,000)
E082080	Plant & Equipment Mtce	Exp	(7,000)	(7,000)	(9,613)
E082085	Consumable Supplies	Exp	(4,298)	(4,298)	(6,069)
E082090	Expenditure from Donations	Exp	(4,273)	(4,273)	(2,170)
E082100	Administration Allocated	Exp	(29,466)	(29,466)	(29,466)
E082110	Meals on Wheels Expenditure	Exp	(22,000)	(22,000)	(7,044)
E082120	Loss on Sale of Asset	Exp	(4,800)	(4,800)	(1,343)
E082130	Homecare COVID Funding Expenditure	Exp	0	0	(501)
E082190	Depreciation - HACC	Exp	(25,440)	(25,440)	(18,960)
			(404,751)	(404,751)	(434,189)
	Other Welfare				
I083010	Wagin Frail Aged Reimb	Inc	7,340	7,340	11,017
I083040	Other Welfare Income	Inc	0	0	2,505
			7,340	7,340	13,522
E083010	Wagin Frail Aged Exp	Exp	(7,340)	(7,340)	(11,360)
E083020	Comm. Aged Care Expenses	Exp	(39,394)	(39,394)	0
E083050	Other Welfare Exp	Exp	0	0	(1,915)
			(46,734)	(46,734)	(13,275)
	Total Education & Welfare Income		363,444	363,444	406,080
	Total Education & Welfare Expenditure		(474,205)	(474,205)	(465,045)
	Community Amenities				
	Sanitation - Household Refuse				
I101005	Domestic Collection	Inc	241,800	241,800	242,168
I102020	Refuse Site Fees	Inc	18,000	18,000	18,626
			259,800	259,800	260,794
E101005	Domestic Refuse Collection	Exp	(70,000)	(70,000)	(66,667)
E101010	Recycling Pick-Up	Exp	(66,000)	(66,000)	(62,950)
E101015	Refuse Site Mtce	Exp	(134,000)	(134,000)	(122,809)
E101025	Refuse Site Attendant	Exp	0	0	0
			(270,000)	(270,000)	(252,426)
	Sanitation - Other				
I102002	Commercial Collection Charges	Inc	65,000	65,000	63,511
I102005	Reimbursement Drummuster	Inc	4,000	4,000	1,134
I102010	Charges Bulk Rubbish	Inc	15,500	15,500	15,544

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			84,500	84,500	80,189
E102005	Commercial Collection	Exp	(14,000)	(14,000)	(12,901)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(15,500)	(15,890)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	(5,000)	(832)
E102190	Depreciation - Sanitation	Exp	(12,310)	(12,310)	(14,072)
			(46,810)	(46,810)	(43,695)
	Sewerage				
I104005	Septic Tank Fees	Inc	500	500	0
			500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(500)	(55)
			(500)	(500)	(55)
	Regional Refuse Group				
E102007	Regional Refuse Group Expenses	Exp	0	0	0
			0	0	0
	Town Planning				
I106005	Planning Fees	Inc	3,500	3,500	1,916
			3,500	3,500	1,916
E106005	Town Planning Expenses	Exp	(35,000)	(35,000)	(26,725)
E106100	Administration Allocated	Exp	(31,934)	(31,934)	(31,934)
			(66,934)	(66,934)	(58,659)
	Other Community Amenities				
I107005	Cemetery Fees	Inc	12,000	12,000	9,861
I107010	Community Bus Income	Inc	4,000	4,000	3,552
I107025	Other Community Amenities Contributions	Inc	8,000	8,000	0
			24,000	24,000	13,413
E107005	Cemetery Mtce	Exp	(27,300)	(27,300)	(31,746)
E107010	Public Convenience Mtce	Exp	(65,700)	(65,700)	(67,076)
E107015	Community Bus Operating	Exp	(2,000)	(2,000)	(2,182)
E107100	Administration Allocated	Exp	(64,620)	(64,620)	(64,620)
E107190	Depreciation - Other Comm Amenities	Exp	(39,520)	(39,520)	(28,309)
			(199,140)	(199,140)	(193,933)
	Total Community Amenities Income		372,300	372,300	356,311
	Total Community Amenities Expenditure		(583,384)	(583,384)	(548,767)
	Recreation & Culture				
	Public Halls & Civic Centres				
I111005	Town Hall Hire	Inc	1,200	1,200	987
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease -L Piesse	Inc	4,265	4,265	4,261
			5,565	5,565	5,248
E111005	Town Hall Mtce	Exp	(20,700)	(20,700)	(16,147)
E111010	Other Halls Mtce	Exp	(6,200)	(6,200)	(2,375)
E111190	Depreciation - Public Halls	Exp	(55,610)	(55,610)	(56,338)
			(82,510)	(82,510)	(74,860)
	Swimming Pool				
I112010	Swimming Pool Admission	Inc	35,000	35,000	29,318
I112015	Swimming Pool Miscellaneous Income	Inc	105	105	0
I112020	Reimbursements	Inc	600	600	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	20,000	20,000	18,100

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			55,705	55,705	47,418
E112005	Pool Staff Salary	Exp	(65,000)	(65,000)	(72,809)
E112008	Pool Leave/Wages Liability	exp	0	0	(2,564)
E112010	Superannuation	Exp	(6,000)	(6,000)	(6,830)
E112015	Swimming Pool Maintenance	Exp	(104,500)	(104,500)	(84,780)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(4,000)	(2,051)
E112190	Depreciation - Swimming Pools	Exp	(185,400)	(185,400)	(185,024)
			(364,900)	(364,900)	(354,058)
	Other Recreation & Sport				
I113005	Sportsground Rental	Inc	7,820	7,820	4,401
I113015	Power Reimbursements	Inc	6,000	6,000	3,219
I113020	Recreation Centre Hire	Inc	10,000	10,000	3,501
I113025	Reimbursements Other	Inc	500	500	3,911
I113030	Rec Centre Equipment Contributions	Inc	1,800	1,800	1,800
I113035	Sporting Club Leases	Inc	50	50	50
I113040	Other Recreation & Sport Contributions	Inc	28,200	28,200	0
I113055	Eric Farrow Pavillion Hire	Inc	2,000	2,000	3,282
I113065	Community Gym Membership	Inc	11,200	11,200	10,333
			67,570	67,570	30,497
E113005	Sportsground Mtce	Exp	(103,250)	(103,250)	(99,276)
E113010	Sportsground Building Mtce	Exp	(23,100)	(23,100)	(17,583)
E113015	Wetlands Park Mtce	Exp	(59,700)	(59,700)	(62,360)
E113020	Parks & Gardens Mtce	Exp	(56,300)	(56,300)	(54,049)
E113025	Puntapin Rock Mtce	Exp	(2,600)	(2,600)	(955)
E113030	Recreation Centre Mtce	Exp	(49,700)	(49,700)	(44,212)
E113035	Rec Staff Salaries	Exp	(22,000)	(22,000)	(12,096)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	2,058
E113040	Superannuation	Exp	(2,200)	(2,200)	(2,078)
E113045	Other Expenses	Exp	(1,500)	(1,500)	(877)
E113050	Norring Lake Mtce	Exp	(3,100)	(3,100)	(1,790)
E113065	Eric Farrow Pavilion Mtce	Exp	(22,800)	(22,800)	(22,740)
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(2,000)	0
E113095	Community Gym Expenditure	Exp	(5,700)	(5,700)	(4,816)
E113100	Administration Allocated	Exp	(99,515)	(99,515)	(99,515)
E113190	Depreciation - Other Rec & Sport	Exp	(233,950)	(233,950)	(234,059)
			(687,415)	(687,415)	(654,348)
	Library				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(48,000)	(48,000)	(43,511)
E115008	Library Leave/Wages Liability	Exp	0	0	2,697
E115015	Library Building Mtce	Exp	(7,730)	(7,730)	(8,240)
E115020	Library Other Expenses	Exp	(11,410)	(11,410)	(5,587)
E115190	Depreciation - Libraries	Exp	(1,550)	(1,550)	(1,400)
			(68,690)	(68,690)	(56,041)
	Other Culture				
I116035	Long Table Experience Income	Inc	0	0	0
I119015	Contribution to Woolorama	Inc	1,000	1,000	1,000
I119020	Reimbursements	Inc	35,100	35,100	45,000
I119030	Community Events Income	Inc	3,450	3,450	1,468
I119031	Other Culture Grant Funds	Inc	9,705	9,705	9,060
			49,255	49,255	56,528
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E116010	Woolorama Costs & Maintenance	Exp	(60,450)	(60,450)	(66,504)
E116015	Community Centre Mtce	Exp	(10,100)	(10,100)	(5,720)
E116020	Historical Village	Exp	(2,900)	(2,900)	(1,976)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(26,155)	(26,155)	(24,937)
E116046	Community Development Equipment Maintenance	Exp	(500)	(500)	(181)
E116055	Other Culture Grant Funds Exp	Exp	0	0	0
E116190	Depreciation - Other Culture	Exp	(3,300)	(3,300)	(3,293)
			(103,905)	(103,905)	(103,111)
Total Recreation & Culture Income			178,245	178,245	139,691
Total Recreation & Culture Expenditure			(1,307,420)	(1,307,420)	(1,242,418)
Transport					
Streets Roads Bridges & Depot Construction					
I121005	Direct Road Grants	Inc	118,788	118,788	118,788
I121010	Road Project Grants	Inc	307,605	307,605	307,605
I121015	Roads to Recovery Grant	Inc	312,145	312,145	312,145
I121020	Reimbursements	Inc	1,000	1,000	50
I121025	Contribution - St Lighting	Inc	3,435	3,435	3,218
I121070	Main Roads Bridge Grant	Inc	422,322	422,322	308,071
I147125	Storm Damage Reimbursements	Inc	0	0	15,613
			1,165,295	1,165,295	1,065,490
Streets Roads Bridges & Depot Maintenance					
I122055	Diesel Fuel Rebate Income	Inc	45,000	45,000	43,540
			45,000	45,000	43,540
E122005	Road Maintenance	Exp	(125,000)	(125,000)	(118,429)
E122006	Maintenance Grading	Exp	(175,000)	(175,000)	(222,387)
E122007	Rural Tree Pruning	Exp	(100,000)	(100,000)	(94,569)
E122008	Rural Spraying	Exp	(15,000)	(15,000)	(11,402)
E122009	Town Site Spraying	Exp	(30,000)	(30,000)	(18,086)
E122010	Depot Mtce	Exp	(23,000)	(23,000)	(21,807)
E122011	Town Reserve & Verg Mtce	Exp	(2,000)	(2,000)	(2,905)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(22,500)	(20,265)
E122015	Rural Numbering	Exp	(100)	(100)	0
E122020	Footpath Mtce	Exp	(5,000)	(5,000)	(3,353)
E122025	Street Cleaning	Exp	(42,000)	(42,000)	(32,096)
E122030	Street Trees	Exp	(55,000)	(55,000)	(82,744)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(4,000)	(3,196)
E122045	Townscape	Exp	(20,000)	(20,000)	(25,836)
E122050	Crossovers	Exp	(500)	(500)	0
E122055	RoMan Data Collection	Exp	(6,000)	(6,000)	(6,087)
E122060	Street Lighting	Exp	(68,000)	(68,000)	(58,772)
E122090	Graffiti Removal	Exp	(1,000)	(1,000)	(86)
E122100	Administration Allocated	Exp	(49,203)	(49,203)	(49,203)
E122190	Depreciation - Roads	Exp	(1,703,750)	(1,703,750)	(1,833,717)
E147120	Storm Damage - Not Claimable	Exp	0	0	(3,110)
			(2,447,053)	(2,447,053)	(2,608,050)
Road Plant Purchases					
I122100	Profit on Sale of Asset	Inc	3,000	3,000	4,100
			3,000	3,000	4,100
E123010	Loss on Sale of Asset	Exp	(1,000)	(1,000)	(12,025)
			(1,000)	(1,000)	(12,025)
Aerodrome					
I126015	Aerodrome Reimbursements	Inc	9,985	9,985	9,570
I126020	Aerodrome Hangar Lease	Inc	8,310	8,310	8,684

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			18,295	18,295	18,254
E126005	Aerodrome Maintenance	Exp	(9,400)	(9,400)	(8,803)
E126190	Depreciation - Aerodromes	Exp	(35,570)	(35,570)	(35,948)
			(44,970)	(44,970)	(44,751)
	Total Transport Income		1,231,590	1,231,590	1,131,383
	Total Transport Expenditure		(2,493,023)	(2,493,023)	(2,664,823)
Economic Services					
Rural Services					
I131020	Landcare Reimbursements	Inc	700	700	73,518
			700	700	73,518
E131020	Landcare	Exp	(25,700)	(25,700)	(108,573)
E131030	Rural Towns Program	Exp	(20,000)	(20,000)	(16,147)
E131100	Administration Allocated	Exp	(15,827)	(15,827)	(15,827)
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(5,000)	(10,768)
E131190	Depreciation - Rural Services	Exp	(1,030)	(1,030)	0
			(67,557)	(67,557)	(151,315)
Tourism & Area Promotion					
I132005	Caravan Park Fees	Inc	80,000	80,000	66,867
I132010	Reimbursements	Inc	1,000	1,000	592
I132015	RV Area Fees	Inc	8,000	8,000	5,486
I132035	Tourism Income	Inc	0	0	0
			89,000	89,000	72,945
E132010	Wagin Tourism Committee	Exp	0	0	(235)
E132015	Caravan Park Manager Salary	Exp	(25,000)	(25,000)	(29,889)
E132020	Caravan Park Mtce	Exp	(52,000)	(52,000)	(50,012)
E132023	Caravan Leave/Wages Liability	Exp	0	0	(358)
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	(8,460)
E132035	RV Area Maintenance	Exp	(5,000)	(5,000)	(6,475)
E132040	Tourism Promotion & Subscripts	Exp	(15,000)	(15,000)	(7,998)
E132050	Administration Allocated	Exp	(60,177)	(60,177)	(60,177)
E132190	Depreciation - Tourism	Exp	(10,860)	(10,860)	(10,632)
			(176,497)	(176,497)	(174,236)
Building Control					
I133005	Building Licenses	Inc	5,000	5,000	3,612
			5,000	5,000	3,612
Other Economic Services					
I134005	Water Sales	Inc	20,000	20,000	49,377
			20,000	20,000	49,377
E134005	Water Supply - Standpipes	Exp	(25,000)	(25,000)	(54,555)
E134190	Depreciation - Other Economic Services	Exp	0	0	(1,018)
			(25,000)	(25,000)	(55,573)
	Total Economic Services Income		114,700	114,700	199,451
	Total Economic Services Expenditure		(269,054)	(269,054)	(381,126)
Other Property & Services					
Private Works					
I141005	Private Works Income	Inc	20,000	20,000	12,568
			20,000	20,000	12,568

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E141005	Private Works	Exp	(10,000)	(10,000)	(4,977)
E141100	Administration Allocated	Exp	(5,636)	(5,636)	(5,636)
			(15,636)	(15,636)	(10,613)
	Public Works Overheads				
I143020	Reimbursements	Inc	617	617	2,715
			617	617	2,715
E143005	Engineering Salaries	Exp	(92,500)	(92,500)	(94,579)
E143007	Engineering Administration Salaries	Exp	(45,000)	(45,000)	(60,330)
E143008	Works Leave/Wages Liability	Exp	0	0	4,235
E143009	Housing Allowance Works	Exp	(16,390)	(16,390)	(16,390)
E143015	CEO's Salary Allocation	Exp	(55,309)	(55,309)	(73,040)
E143020	Engineering Superannuation	Exp	(93,551)	(93,551)	(95,326)
E143025	Engineering - Other Expenses	Exp	(5,000)	(5,000)	(3,230)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(180,000)	(146,993)
E143045	Insurance on Works	Exp	(32,298)	(32,298)	(32,298)
E143050	Protective Clothing	Exp	(8,000)	(8,000)	(4,078)
E143055	Fringe Benefits	Exp	(1,000)	(1,000)	(185)
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(1,000)	(556)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(7,000)	(5,419)
E143075	Telephone Expenses	Exp	(1,500)	(1,500)	(1,635)
E143080	Staff Licenses	Exp	(500)	(500)	(132)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(4,000)	(2,574)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	0
E143095	Staff Training	Exp	(16,000)	(16,000)	(13,736)
E143105	Administration Allocated	Exp	(943)	(943)	(943)
E143200	LESS PWOH ALLOCATED	Exp	561,491	561,491	547,210
			0	0	0
	Plant Operation Costs				
I144005	Sale of Scrap	Inc	1,500	1,500	182
I144010	Reimbursements	Inc	8,000	8,000	3,013
			9,500	9,500	3,195
E144010	Fuel & Oils	Exp	(140,000)	(140,000)	(127,280)
E144020	Tyres & Tubes	Exp	(20,000)	(20,000)	(11,424)
E144030	Parts & Repairs	Exp	(50,000)	(50,000)	(51,226)
E144040	Plant Repair - Wages	Exp	(40,000)	(40,000)	(33,727)
E144050	Insurance and Licences	Exp	(30,000)	(30,000)	(29,182)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(10,000)	(9,299)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(8,000)	(12,949)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	299,000	275,088
			0	0	0
	Salaries & Wages				
E146010	Gross Salaries, Allowances & Super	Exp	(2,250,000)	(2,250,000)	(2,382,157)
E146200	Less Sal , Allow, Super Allocated	Exp	2,250,000	2,250,000	2,391,975
			0	0	9,818
	Unclassified				
I147005	Commission - Vehicle Licensing	Inc	46,000	46,000	41,336
I147006	Commission - TransWA	Inc	0	0	16
I147035	Banking errors	Inc	0	0	0
I147050	Council Staff Housing Rental	Inc	20,280	20,280	19,204
I147065	Insurance Reimbursement	Inc	5,000	5,000	0
I147070	Council Housing Reimbursements	Inc	3,000	3,000	5,425
I147120	Charge on Private use of Shire Vehicle	Inc	4,680	4,680	4,410
I147121	Reimbursement - Community Requests	Inc	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			78,960	78,960	70,391
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(6,000)	(6,830)
E147035	Banking Errors	Exp	0	0	0
E147050	Council Housing Maintenance	Exp	(72,350)	(72,350)	(66,916)
E147055	Consultants	Exp	(58,000)	(58,000)	(57,680)
E147070	4WD Resource Sharing Group	Exp	(2,500)	(2,500)	(232)
E147090	Building Maintenance	Exp	(8,000)	(8,000)	(17,240)
E147100	Administration Allocated	Exp	(160,858)	(160,858)	(160,858)
E147115	Occupational Health & Safety (OHS)	Exp	(4,000)	(4,000)	(1,090)
E147130	Depreciation - Unclassified	Exp	(31,230)	(31,230)	(31,064)
E147150	Community Requests Budget	Exp	(29,000)	(29,000)	(4,859)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(3,500)
			(375,438)	(375,438)	(350,269)
	Total Other Property & Services Income		109,077	109,077	88,869
	Total Other Property & Services Expenditure		(391,074)	(391,074)	(351,066)
	Total Income		5,835,905	5,835,905	6,553,528
	Total Expenditure		(6,853,024)	(6,853,024)	(6,994,625)
	Net Deficit (Surplus)		(1,017,119)	(1,017,119)	(441,097)

**SHIRE OF WAGIN
STATEMENT OF PAYMENTS
FOR THE PERIOD ENDED 30 JUNE 2020**

Cheque	Date	Name	Description	Amount
Municipal Account List of Payments				
EFT Payments				
EFT9592	04/06/2020	AMPAC Debt Recovery	Commissions and Costs for the month of May 2020	(319.00)
EFT9593	04/06/2020	Afgrt Equipment Australia Pty Ltd	Petrol Backpack Blower	(1,107.92)
EFT9594	04/06/2020	AI Antz Electrical	Install electrical connections - lights and power points to camp kitchen	(3,320.34)
EFT9595	04/06/2020	Alexander Galt And Co Pty Ltd	Twin Sink Mixer	(760.50)
EFT9596	04/06/2020	Beaurepaires	Tyre repair	(28.41)
EFT9597	04/06/2020	Best Office Systems	Photocopier Charges MP.C4504 20/04/2020 - 20/05/2020	(1,740.53)
EFT9598	04/06/2020	Bitutek Pty Ltd	Spray & cover using CRS Emulsion for sand seal at Wagin Airstrip/Taxi Way	(18,451.13)
EFT9599	04/06/2020	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 28.04.2020 - 28.05.2020	(67.29)
EFT9600	04/06/2020	Boya Equipment Pty Ltd	3x Blades	(131.90)
EFT9601	04/06/2020	Brad Rowe Carpentry	Roof replacement at sports ground toilet block (skate park) including removal of waste items	(4,448.79)
EFT9602	04/06/2020	Chefmaster Australia	Cartons of 80L Bin Liners (352PR)	(267.90)
EFT9603	04/06/2020	Department Of Fire & Emergency Services	2019/2020 ESL Quarter 4	(11,346.65)
EFT9604	04/06/2020	Ecoscape	Concept Masterplan	(1,303.50)
EFT9605	04/06/2020	Exurban	Town Planning Consulting Services - April 2020	(1,740.35)
EFT9606	04/06/2020	Great Southern Fuel Supply	Unleaded Fuel for Darkan HACC Vehicle	(58.43)
EFT9607	04/06/2020	Halanson Earthmoving	Push Refuse Site Debris	(1,237.50)
EFT9608	04/06/2020	Katanning Glazing And Security	920mm x 410mm Sheet of Glass plus putty and spriggs	(133.00)
EFT9609	04/06/2020	Komatsu Australia Pty Ltd	Valve	(67.17)
EFT9610	04/06/2020	Landgate - Midland	Country Urban UV Revaluation 2019/2020	(158.25)
EFT9611	04/06/2020	Liberty Oil Australia Pty Ltd	8000L Diesel	(9,983.40)
EFT9612	04/06/2020	MJB Industries	1200mm x 1200mm Link Slabs	(2,926.97)
EFT9613	04/06/2020	Marketforce Productions	Public Advertising Of Proposed Road Closure (unnamed, Unconstructed Road Reserve Abutting The Northern Boundry Of Lot 2 (no. 170) Bolts Road, Wagin. Request For Comment. The West Australian 7 May 2020 Edition. To Be Reimbursed To The Shire By Proponent as per quote	(713.54)
EFT9614	04/06/2020	Marleys Diesel & Ag	Hydraulic Hose	(182.29)
EFT9615	04/06/2020	McIntosh & Son	Oil Filter, Air Filter & 2x Fuel Filters	(159.29)
EFT9616	04/06/2020	Midalia Steel Pty Ltd	Steel Angle	(236.71)
EFT9617	04/06/2020	Moore Stephens	Financial Reporting Workshop 25 May 2020 - Tegan Hall	(2,191.20)
EFT9618	04/06/2020	Narrogin Packaging And Motorcycles	Cartons of Papertowel (ABC 0-2222)	(312.30)
EFT9619	04/06/2020	Narrogin Technology Solutions	2 x webcam	(198.00)
EFT9620	04/06/2020	North Metropolitan Tafe	Diploma Community Development - D George - 1/2 share	(2,224.40)
EFT9621	04/06/2020	PC Machinery	1 x 909 5573000 - Cable Squeegee lifting 1 x 909 7354 000 - Blades 720mm/ 1 x freight	(221.10)
EFT9622	04/06/2020	Palace Hotel	1x Block of Greater Northern 4x Cans of Cooldrink	(128.38)
EFT9623	04/06/2020	Quick Corporate	May stationary order #1126864	(320.22)
EFT9624	04/06/2020	Rapid Stac Shelving	Rapid Stac book shelf plus delivery	(523.20)
EFT9625	04/06/2020	Rylan Pty Ltd	Kerbing - 185m Cowcher Street	(14,359.73)
EFT9626	04/06/2020	State Library Of WA	Freight Recoup 2019/2020	(317.66)
EFT9627	04/06/2020	Steve Taylor	Annual OSH Process Anniversary - May 2020 to April 2021 Including 12 months revision and updating of OSH processes and web page.	(1,100.00)
EFT9628	04/06/2020	Tennant Australia Pty Ltd	2x Filters	(627.17)
EFT9629	04/06/2020	The West Australian	Executive Assistant Position Vacant Advertisement To Be Advertised In The Narrogin Observer 14 May 2020 Edition.	(336.00)
EFT9630	04/06/2020	Trevor Brandy	Reimbursement for Paint & Sealant for 14 Gordon Street Residence	(383.00)
EFT9631	04/06/2020	Unlimited Maintenance	Final Payment - Interior painting (walls, doorframes and doors) To the Wagin Medical Centre, including Dentist & Infant Health	(4,000.00)
EFT9632	04/06/2020	Vanessa Cuthbert	Reimbursement for Flu Needle	(19.95)
EFT9633	04/06/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 18/05/2020, 21/05/2020 & 26/05/2020	(1,122.00)
EFT9634	04/06/2020	WA Country Health Service - Wheatbelt	Main Meals and Sweets Supplied April 2020	(1,152.80)
EFT9635	04/06/2020	WA Reticulation Supplies	Reticulation Supplies - Wetlands Pond Upgrade	(1,122.09)
EFT9636	04/06/2020	WA Tool and Trade Supply Co	Workshop Supplies - Box of Cutting Disks, 3x CRC, Cable Ties, 1x Fuse Kit	(184.57)
EFT9637	04/06/2020	Wagin District Farmers Co-operative	Caravan Park Cleaning Supplies	(564.87)
EFT9638	04/06/2020	Wagin Gas Electrics	Repairs to Brown Dam - Moore Street	(99.00)
EFT9639	04/06/2020	Wagin Truck Centre	4x 18.9L Powerfluid	(1,148.00)
EFT9640	04/06/2020	Wallis Computer Solutions	Install Synergysoft Update V11. 1. 345.	(1,233.98)
EFT9641	04/06/2020	Wurth Australia Pty Ltd	Workshop Supplies - Wiper Refills, Globes, Safety Glasses & Flat Washers	(261.09)
EFT9642		See Trust Account List of Payments		
EFT9643		See Trust Account List of Payments		
EFT9644	11/06/2020	Australian Services Union	Payroll deductions	(25.90)
EFT9645	11/06/2020	Shire Of Wagin Payroll Creditors	Payroll deductions	(120.00)
EFT9646	11/06/2020	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT9647	18/06/2020	AMPAC Debt Recovery	Commissions and Costs for the month of June 2020	(251.31)
EFT9648	18/06/2020	Airport Lighting Specialists Pty Ltd	1 X Windsock, Yellow 30 X 12 (910 X 3650mm).	(264.00)
EFT9649	18/06/2020	AI Antz Electrical	Electrical Contractor time to enable new stand pipe to function	(454.52)
EFT9650	18/06/2020	Alexander Galt And Co Pty Ltd	2x 45Kg Gas Bottles	(417.60)
EFT9651	18/06/2020	Australia Post	Postage - May 2020	(161.06)
EFT9652	18/06/2020	Benara Nurseries	7x Trays of Storm Mix Petunias	(214.61)
EFT9653	18/06/2020	Blake Davies	Reimbursement for Pair of Work pants & Pair of Boots	(164.00)
EFT9654	18/06/2020	Callum Ballantyne	Reimbursement for Training Course CPC60115 Unit 2 - Advanced Diploma of Building Surveying	(750.00)

EFT9655	18/06/2020	Chefmaster Australia	1x Carton of 80L Bin Liners (352PR), 1x Carton of 100L Bin Liners (348PR)	(267.90)
EFT9656	18/06/2020	Command A Com	Shire Administration Office - Phone and Fax Service	(257.73)
EFT9657	18/06/2020	David Gray & Co Pty Ltd	20x 240L Recycling Bins - Light Green with Yellow Recycling Lids	(1,207.80)
EFT9658	18/06/2020	Exurban	Town Planning Consulting Services - May 2020	(2,126.45)
EFT9659	18/06/2020	Finishing WA	Bind July - December 2019 Ordinary Meeting Of Council Minutes As Per Previous Black Leather Look With Gold Lettering.	(101.20)
EFT9660	18/06/2020	Great Southern Waste Disposal	Management of Facility - Labour & Machine - May 2020	(23,416.12)
EFT9661	18/06/2020	IGA X-press	May Purchases 21x West Australians 3x Narrogin Observers	(58.24)
EFT9662	18/06/2020	IPN Medical Centre Pty Ltd	Retainer Fees for Management of Medical Services at Wagin General Practice 19/09/2019 - 20/12/2019	(38,498.64)
EFT9663	18/06/2020	JR & A Hersey Pty Ltd	2 x 20 litre tub of White road marking paint (dyemark)	(726.64)
EFT9664	18/06/2020	Jason Signmakers	1x Chevron Sign including brackets 2x Street Signs (Burgundy with Ram Symbol) - Lime Lake Rd West, Norring Road	(356.46)
EFT9665	18/06/2020	Kayla Elizabeth Lloyd	Reimbursement for Staff Uniform 2019/2020 - 2x Tops	(107.98)
EFT9666	18/06/2020	Loraine Muir	Staff Footy Tipping 2009	(44.00)
EFT9667	18/06/2020	Lunard Pty Ltd	32x Limestone Blocks (1m x 350 x 350) 130x Limestone Blocks (500 x 350 x 240)	(2,407.13)
EFT9668	18/06/2020	MJB Industries	6x 300mm Concrete Pipes (class 2)	(554.40)
EFT9669	18/06/2020	Main Roads Western Australia	Repair Bridge No 3068 over Arthur River	(67,999.13)
EFT9670	18/06/2020	Marleys Diesel & Ag	Street Sweeping Town Streets - May 2020	(500.50)
EFT9671	18/06/2020	Midalia Steel Pty Ltd	4.8m SolarSafe Custom Orb	(63.36)
EFT9672	18/06/2020	Narrogin Nursery Cafe & Gallery	Green Stock - 589 plants @23.75 Freight & handling Professional fee as per invoice 00003075	(12,012.00)
EFT9673	18/06/2020	Palace Hotel	1x Block Emu Export, 1x Block Greater Northern, 6x Cans of Cooldrink	(221.76)
EFT9674	18/06/2020	Public Transport Authority	HART: Wagin to East Perth Terminal	(34.30)
EFT9675	18/06/2020	Queensland Narrating Service	1x Audio Book - 4049CD - Anna 1x Audio Book - 4033CD - Why time flies 1x Audio book - 4069CD - Someday 1x Audio Book - 4082CD - On a wine and a prayer	(284.60)
EFT9676	18/06/2020	Quick Corporate	Stationary Order June 2020 ID #1130585	(653.14)
EFT9677	18/06/2020	Security & Key Pty Ltd	3 Extra Keys required as follows: 1 - 1417 - 10.11 Showgrounds Elders 1 - 1417 - 8.5 Woolorama 1 - 1417 - 10.10 Markets	(173.02)
EFT9678	18/06/2020	Southern Agcare	Yearly Donation 2019/2020	(1,500.00)
EFT9679	18/06/2020	Stephen Hiskins	Reimbursement for 2x Workwear shots - 2019/2020 Uniform Allowance	(99.90)
EFT9680	18/06/2020	Tina Svendsen	Reimbursement of Office Chair for Library	(169.00)
EFT9681	18/06/2020	Toll Express	Delivery from Alemlube	(34.22)
EFT9682	18/06/2020	Visimax	10 x Permit to set fire - books plus delivery	(247.10)
EFT9683	18/06/2020	WA Contract Ranger Services Pty Ltd	Ranger Services 2/06/2020, 4/06/2020 & 9/06/2020	(1,028.50)
EFT9684	18/06/2020	WA Country Health Service - Wheatbelt	Main Meals and Sweets Supplied May 2020	(988.90)
EFT9685	18/06/2020	WA Reticulation Supplies	1x 90mm Poly Tee	(130.64)
EFT9686	18/06/2020	Wagin Earthmoving	Additional Clearing/Mulching on Dongolocking Road	(10,172.80)
EFT9687	18/06/2020	Wagin Jewellers & Giftware	\$150 Gift Voucher - Elsie leaving Gift	(150.00)
EFT9688	18/06/2020	Wagin Mechanical Repairs	2x H4 Globes	(30.00)
EFT9689	18/06/2020	Wagin Mower Repairs	Replace tyre coupling on Mosquito Sprayer	(535.72)
EFT9690	18/06/2020	Wagin Truck Centre	Toggle Switch	(11.50)
EFT9691	18/06/2020	Waterman Irrigation	Annual Cloud Server Access Fee (8 months - 1 November 2019 to 30 June 2020)	(852.86)
EFT9692	18/06/2020	Western Australian Local Government Association	Procurement & Contract Management Fundamentals - Cath Painter	(215.00)
EFT9693	18/06/2020	Westrac Equipment	Oil Filter, Fuel Filter, Hyd Filter, Trans Filter	(184.81)
EFT9694		See Trust Account List of Payments		
EFT9695		See Trust Account List of Payments		
EFT9696	25/06/2020	Australian Services Union	Payroll deductions	(25.90)
EFT9697	25/06/2020	Shire Of Wagin Payroll Creditors	Payroll deductions	(120.00)
EFT9698	25/06/2020	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT Payments Total				(266,517.82)
Cheque Payments				
5342	04/06/2020	Kleenheat Gas	Gordon Street - 2x 45kg cylinders - Facility Fee/Cylinder Service Charge	(79.20)
5343	04/06/2020	Shire Of Wagin	Narrogin Newsagency - Peter's Retirement Card	(22.25)
5344	04/06/2020	Synergy	Electricity Bill Street Lights 4 May - 2 June 2020	(6,548.98)
5345	04/06/2020	Water Corporation	Water Usage Standpipe Ballagin Road 16 March - 19 May 2020	(34,445.64)
		Cancelled		
5347	15/06/2020	Kenneth Edward Preston	Rates refund for assessment A698 9 HUNT ST WAGIN 6315	(546.11)
5348	18/06/2020	Craig Joseph Pinfold	Unpresented Cheque 2089 16/01/2009 for Overpayment of Licensing 09/01/2009	(13.00)
5349	18/06/2020	Department Of Transport	12 months Vehicle Registration Wedgecarrup Fire Truck 1EHJ613	(367.70)
5350	18/06/2020	Nalvin Park Pty Ltd	Unpresented cheque 2366 19/10/2009 for Rate Refund A1376 Due to Reduction in Landholdings	(67.56)
5351	18/06/2020	Synergy	Electricity Bill Administration Office 15 April - 16 June 2020	(8,497.52)
5352	18/06/2020	Telstra	Admin Office Phones, Faxes and Staff Mobiles - May 2020	(1,483.41)
5353	18/06/2020	Water Corporation	Repair Service Damaged with Grader - Rowells Road	(587.52)
5354	18/06/2020	Wayne Kapene	Unpresented Cheque 2251 06/04/2009 for Overpayment on Invoice 1318 Dog Fines x2	(200.00)
				(52,858.89)
Direct Debit Payments				
DD3910.18	02/06/2020	Department Of Transport	Daily Licensing Takings 28/05/2020	(3,747.00)
DD3943.1	02/06/2020	Western Australian Treasury Corporation	Loan Repayment 141 June 2020	(11,672.13)
DD3910.19	03/06/2020	Department Of Transport	Daily Licensing Takings 29/05/2020	(3,109.45)
DD3943.12	04/06/2020	Department Of Transport	Daily Licensing Takings 02/06/2020	(1,869.05)

DD3943.23	05/06/2020	Department Of Transport	Daily Licensing Takings 03/06/2020	(925.75)
DD3943.24	08/06/2020	Department Of Transport	Daily Licensing Takings 04/06/2020	(2,250.05)
DD3943.25	09/06/2020	Department Of Transport	Daily Licensing Takings 05/06/2020	(2,039.70)
DD3943.26	10/06/2020	Department Of Transport	Daily Licensing Takings 08/06/2020	(4,374.65)
DD3917.1	11/06/2020	Walgsup	Payroll deductions	(4,769.78)
DD3917.10	11/06/2020	Australian Super Administration	Superannuation contributions	(514.31)
DD3917.11	11/06/2020	BT Panorama	Superannuation contributions	(92.80)
DD3917.12	11/06/2020	Hostplus	Superannuation contributions	(438.10)
DD3917.13	11/06/2020	Mlc Superannuation	Superannuation contributions	(324.87)
DD3917.14	11/06/2020	North Personal Superannuation	Superannuation contributions	(227.34)
DD3917.15	11/06/2020	MTAA Super	Superannuation contributions	(72.56)
DD3917.2	11/06/2020	Sunsuper	Superannuation contributions	(58.65)
DD3917.3	11/06/2020	CBUS Superannuation	Superannuation contributions	(146.50)
DD3917.4	11/06/2020	Prime Super	Superannuation contributions	(407.10)
DD3917.5	11/06/2020	Bt Super	Payroll deductions	(706.18)
DD3917.6	11/06/2020	Macquarie Super	Superannuation contributions	(219.17)
DD3917.7	11/06/2020	Oneanswer Personal Super	Superannuation contributions	(106.00)
DD3917.8	11/06/2020	Rest Administration	Superannuation contributions	(767.65)
DD3917.9	11/06/2020	Hesta Super Fund	Superannuation contributions	(237.66)
DD3943.27	11/06/2020	Department Of Transport	Daily Licensing Takings 09/06/2020	(2,954.45)
DD3943.28	12/06/2020	Department Of Transport	Daily Licensing Takings 10/06/2020	(3,122.25)
DD3943.29	15/06/2020	Department Of Transport	Daily Licensing Takings 11/06/2020	(2,855.55)
DD3943.2	16/06/2020	Department Of Transport	Daily Licensing Takings 12/06/2020	(4,624.10)
DD3943.3	17/06/2020	Department Of Transport	Daily Licensing Takings 12/06/2020	(4,715.60)
DD3943.4	18/06/2020	Department Of Transport	Daily Licensing Takings 16/06/2020	(1,228.90)
DD3943.5	19/06/2020	Department Of Transport	Daily Licensing Takings 17/06/2020	(6,206.65)
DD3943.6	19/06/2020	Aussie Broadband Pty Ltd	Broadband June 2020	(290.00)
DD3943.7	22/06/2020	Department Of Transport	Daily Licensing Takings 18/06/2020	(3,154.80)
DD3943.8	23/06/2020	Department Of Transport	Daily Licensing Takings 19/06/2020	(6,315.75)
DD3943.10	24/06/2020	Department Of Transport	Daily Licensing Takings 22/06/2020	(1,349.05)
DD3943.11	24/06/2020	Western Australian Treasury Corporation	Loan Repayment 137 June 2020	(1,907.86)
DD3943.9	24/06/2020	National Australia Bank	NAB Connect Fee	(41.74)
DD3931.1	25/06/2020	Walgsup	Payroll deductions	(4,869.92)
DD3931.10	25/06/2020	Australian Super Administration	Superannuation contributions	(578.87)
DD3931.11	25/06/2020	BT Panorama	Superannuation contributions	(120.12)
DD3931.12	25/06/2020	Hostplus	Superannuation contributions	(404.97)
DD3931.13	25/06/2020	Mlc Superannuation	Superannuation contributions	(318.89)
DD3931.14	25/06/2020	North Personal Superannuation	Superannuation contributions	(227.34)
DD3931.15	25/06/2020	MTAA Super	Superannuation contributions	(63.94)
DD3931.2	25/06/2020	Sunsuper	Superannuation contributions	(61.73)
DD3931.3	25/06/2020	CBUS Superannuation	Superannuation contributions	(188.71)
DD3931.4	25/06/2020	Prime Super	Superannuation contributions	(407.10)
DD3931.5	25/06/2020	Bt Super	Payroll deductions	(732.89)
DD3931.6	25/06/2020	Macquarie Super	Superannuation contributions	(208.14)
DD3931.7	25/06/2020	Oneanswer Personal Super	Superannuation contributions	(113.31)
DD3931.8	25/06/2020	Rest Administration	Superannuation contributions	(798.04)
DD3931.9	25/06/2020	Hesta Super Fund	Superannuation contributions	(237.66)
DD3943.13	25/06/2020	Classic Finance Pty Ltd	Photocopier Lease Payment June 2020	(222.20)
DD3943.14	25/06/2020	Department Of Transport	Daily Licensing Takings 23/06/2020	(3,035.65)
DD3943.15	26/06/2020	Department Of Transport	Daily Licensing Takings 24/06/2020	(6,868.10)
DD3943.16	29/06/2020	Department Of Transport	Daily Licensing Takings 25/06/2020	(1,961.45)
DD3943.17	30/06/2020	National Australia Bank	Monthly Package Fee	(10.00)
DD3943.18	30/06/2020	Western Australian Treasury Corporation	Loan Repayment 131 June 2020	(6,472.30)
DD3943.19	30/06/2020	Department Of Transport	Daily Licensing Takings 26/06/2020	(7,726.95)
Direct Debit Payments				(113,471.43)
Municipal Account List of Payments Total				(432,848.14)
Trust Account List of Payments				
EFT Payments				
EFT9642	4/06/2020	Jennifer Bannerman	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9643	4/06/2020	Jessica Michelle Morgan	COMMUNITY GYM KEY BOND REFUND	(30.00)
EFT9694	18/06/2020	Catherine Painter	VENUE HIRE BOND REFUND	(300.00)
EFT9695	18/06/2020	Sharon Mae Roderick	VENUE HIRE BOND REFUND	(300.00)
EFT Payments Total				(660.00)
Cheque Payments				
2545	3/06/2020	Building And Energy	App # 99832 Mrs Jacqueline J Bramich	(56.65)
2546	3/06/2020	Shire Of Wagin	App # 99832 Mrs Jacqueline J Bramich	(5.00)
2547	4/06/2020	CSBP Fertilisers	VENUE HIRE BOND REFUND	(300.00)
2548	4/06/2020	Elders Rural Services Australia Limited	VENUE HIRE BOND REFUND	(300.00)
2549	18/06/2020	Wilma Williams	Unpresented Cheque 1971 07/04/2011 Refund of Bond on Town Hall for Murray Wallams Funeral	(150.00)
2550	30/06/2020	Building And Energy	App # 99844 Allan Shane Retallack	(169.95)
2551	30/06/2020	Shire Of Wagin	App # 99844 Allan Shane Retallack	(15.00)
Cheque Payments Total				(996.60)
Trust Account List of Payments Total				(1,656.60)
Credit Card List of Payments				
Acting Chief Executive Officer - Bill Atkinson				
Credit Card	15/06/2020	Better Choice South Como	CEO Fuel	(56.83)
Credit Card	15/06/2020	NAB	Card Fee	(9.00)
Acting Chief Executive Officer - Bill Atkinson Total				(65.83)
Deputy Chief Executive Officer - Brian Roderick				
Credit Card	22/05/2020	iSubscribe	Magazine Subscription for Library	(149.98)
Credit Card	27/05/2020	Health Care Uniforms	Homecare Uniforms	(935.86)
Credit Card	28/05/2020	Palace Hotel Wagin	Refreshments for Council Chambers	(38.44)
Credit Card	3/06/2020	Book Depository	Books for Library	(199.44)
Credit Card	5/06/2020	Shushi	Lunch - Electronic Sign Demonstration	(16.80)

Credit Card	8/06/2020	Spices Café Noodle Bar	Lunch - Electronic Sign Demonstration	(14.90)
Credit Card	10/06/2020	Myer Carousel	DCEO Uniforms	(59.94)
Credit Card	10/06/2020	Caltex Williams	DCEO Fuel	(55.00)
Credit Card	15/06/2020	Amazon	Window Door Awning Shade for Library	(281.39)
Credit Card	15/06/2020	NAB	Card Fee	(9.00)
Deputy Chief Executive Officer - Brian Roderick Total				(1,760.75)
Manager of Works - Allen Hicks				
Credit Card	27/05/2020	Sharina	Diesel Fuel Bowser Filter	(45.10)
Credit Card	15/06/2020	NAB	Card Fee	(9.00)
Manager of Works - Allen Hicks Total				(54.10)
Manager of Finance - Tegan Hall				
Credit Card	8/06/2020	IIcase	iPhone Case for CEO Mobile	(56.29)
Credit Card	11/06/2020	Officeworks	Key Storage Safe for Admin Office	(35.93)
Credit Card	15/06/2020	NAB	Card Fee	(9.00)
Manager of Finance - Tegan Hall Total				(101.22)
Credit Card List of Payments Total				(1,981.90)



Manager of Finance left the meeting at 7:33pm and did not return

13. REPORTS TO COUNCIL

13.0.1 APPOINTMENT TO THE CEO REVIEW COMMITTEE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Deputy Chief Executive Officer
DATE OF REPORT:	18 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.RE.138
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION 4358 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr G R Ball

That Council appoint Cr B L Kilpatrick and Cr S M Chilcott to the CEO Review Committee until October 2021.

Carried 9/0

BRIEF SUMMARY

To appoint Councillors Kilpatrick and Chilcott to the CEO Review Committee

BACKGROUND/COMMENT

The CEO Review Committee is currently made up of the Shire President and Deputy Shire President and were appointed in October last year for a two-year period to the next Council election.

For the purpose of the upcoming recruitment of a Chief Executive Officer, the appointment of Councillors Kilpatrick and Chilcott to this Committee of Council will allow the CEO Review Committee to carry out the delegated duties of Council in the CEO selection process. Also, it will distinguish the CEO Review Committee Members (Cr Blight, Ball, Kilpatrick and Chilcott) from the full Council appointment to the CEO Selection Committee.

Their appointment will continue after the CEO recruitment process and they will be involved in future CEO reviews.

Appointment of Committee Members is in accordance with Section 5.8 and Section 5.9(2)(a) of the *Local Government Act 1995*.

CONSULTATION/COMMUNICATION

- President Cr Phillip Blight



STATUTORY/LEGAL IMPLICATIONS

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Local Government Act 1995

VOTING REQUIREMENTS

Absolute Majority



RECISSION OF MOTION 4324 - 12.1.2 RECRUITMENT OF CHIEF EXECUTIVE OFFICER AT ORDINARY MEETING OF COUNCIL 28 JULY 2020

Dear Presiding Member,

The following Councillor's give notice of their support for the bringing forward to the Ordinary Meeting of Council to be held on 25 August 2020 of a motion for rescission of Council Resolution number 4324 as passed by the Council at its Ordinary Meeting of Council held on 28 July 2020.

Councillor's Names
Councillor Phillip Blight
Councillor Greg Ball
Councillor Wade Longmuir
Councillor Sherryl Chilcott

4359 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

- 1. That the required number of Councillors (at least 4) support a motion to revoke decision 4324 (12.1.2 Recruitment of Chief Executive Officer) made at the Ordinary Meeting of Council on 28 July 2020 in accordance with Regulation 10. Local Government (Administration) Regulations 1996 s.5.25(1)(e)**
- 2. That Council resolve to revoke decision 4324 (12.1.2 Recruitment of Chief Executive Officer) made at the Ordinary Meeting of Council on 28 July 2020**

Carried 9/0



Declaration of a Financial Interest in Item 13.0.2.- Mr Bill Atkinson
Prior to any consideration in regard to Item 13.0.2 – Recruitment of Chief Executive Officer declared a financial interest and left the room for the duration.

Acting Chief Executive Officer left the room at 7:43pm

13.0.2 RECRUITMENT OF CHIEF EXECUTIVE OFFICER

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant/Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	18 August 2020
PREVIOUS REPORT(S):	12.1.2 Recruitment of Chief Executive Officer 28 July 2020
DISCLOSURE OF INTEREST:	Acting CEO - Financial Interest on the basis that he may be an applicant for the position.
FILE REFERENCE:	PE.RE.138
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION 1

Moved Cr

Seconded Cr

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

1. Requests the Acting Chief Executive Officer to invite proposals from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report and present the responses received for Councils consideration.
2. Establishes the Chief Executive Officer (CEO) Selection Committee and in accordance with Section 5.8 and Section 5.9(2)(a) of the Local Government Act 1995 adopts the Terms of Reference proposed in this report.
3. Appoints all Councillors to the CEO Selection Committee and in accordance with the Terms of Reference as proposed and:
 - The CEO Selection Committee with the assistance of the recruitment consultant, is to assist with the interview process and conduct interviews with applicants

Carried 0/0

4360 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

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



- 1. Endorses the Acting Chief Executive Officer invitation of proposals from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report and present the responses received for Councils consideration.**
- 2. Establishes the Chief Executive Officer (CEO) Selection Committee and in accordance with Section 5.8 and Section 5.9(2)(a) of the Local Government Act 1995 adopts the Terms of Reference proposed in this report.**
- 3. Appoints all Councillors to the CEO Selection Committee and in accordance with the Terms of Reference as proposed.**

Carried 9/0

Reason for Difference – Council wished to provide clarity when it came to distinguishing between the CEO Review Committee and the CEO Selection Committee responsibilities.

OFFICER RECOMMENDATION 2

Moved Cr

Seconded Cr

That Council authorise the CEO Review Committee to shortlist applicants for interview and along with the Acting Chief Executive Officer liaise with the recruitment consultant (once appointed) in accordance with the Terms of Reference as proposed and as follows: -

- The CEO Review Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed recruitment consultant to attract and select appropriate candidates.
- The CEO Review Committee, with the assistance of the recruitment consultant, is to coordinate the advertising, search for candidates, short listing, screening, assessing, conducting referee checks, writing reports and contract preparation; and
- The CEO Review Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at a Meeting of Council regarding the final selection, appointment and contracting of the CEO.

Carried 0/0

4361 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr G K B West

That Council authorise the CEO Review Committee to liaise with a recruitment consultant, approve recommended advertising and shortlist applicants for interview.

- **The CEO Review Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed recruitment consultant to attract and select appropriate candidates. The committee, in consultation with the consultant, may assist in referee and background checks.**
- **The CEO Review Committee is to provide advice to the CEO Selection Committee to enable full consideration of the shortlisted applicant's suitability for the CEO position.**

Carried 9/0

Reason for Difference – Council wished to provide clarity when it came to distinguishing between the CEO Review Committee and the CEO Selection Committee responsibilities.

BRIEF SUMMARY

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

BACKGROUND/COMMENT

BACKGROUND

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

The former CEO retired in April and the position has been filled on a temporary basis with an Acting Chief Executive Officer. Given the sometimes-lengthy process associated with recruiting a CEO, it is recommended that this process should commence as soon as practicable.

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

Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity. In addition to the above, the Local Government (Administration) Regulations 18A, 18B, 18C, 18F and 19A also apply. Primary among these regulations is Regulation 18C which requires that: “A Local Government is to approve a process for the selection and appointment of a CEO for the Local Government before the position of the CEO is advertised”.

COMMENTS

Engagement of Recruitment Consultant

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

If Council wishes to engage a recruitment consultant, a *Request for Quotation* would be prepared to facilitate this engagement activity in accordance with Council’s *Purchasing Tender Guide* Policy. The following Scope of Works have been developed to ensure respondents have a clear understanding of the Council’s expectations.

Scope of works to include:

- Meet with the CEO Review Committee to review CEO position description and develop selection criteria.
- Draft job advertisement and coordinate advertising for the position.
- Develop a comprehensive Information Package comprising documentation relevant to the vacant position satisfactory to Council’s CEO Review Committee, to be made available to all applicants on request.
- Conduct executive search
- Perform preliminary assessments and background checks
- Assist CEO Review Committee to develop interview questions and prepare for interviews
- Guide CEO Selection Committee (Council) in interview process and selection process

- Conduct referee checks
- Prepare a contract of employment for the successful candidate.

Experience and qualifications expected of the Recruitment Consultant would include:

- Demonstrated knowledge of CEO employment provisions as defined in the Local Government Act 1995 (WA)
- Demonstrated knowledge of the Salaries and Allowances Act 1975
- Demonstrated sound understanding of contractual provisions and salary trends
- Possession of a WA Employment Agent's licence under the Employment Agents Act 1976 (WA)

Council Workshop

As part of the recruitment consultants brief, it may be beneficial for the consultant to conduct a preliminary workshop so that Councillors may discuss the type of person they are seeking as the next CEO. A workshop would typically focus on; determining required skillset , experience, qualifications and personal attributes; projects and initiatives Council would expect the CEO to achieve within the contract period (3 to 5 years); and determining the initial key performance indicators that Council intends to use to inform the CEO of expectations of his or her performance.

CEO Selection Committee

Regulation 18C of the Local Government (Administration) Regulations normally triggers the establishment of a Selection Committee to oversee the process, with Council establishing Terms of Reference to guide the Committee's advisory role. It is proposed the Committee, established under Section 5.8 of the Local Government Act 1995, will comprise all elected members and, as indicated in the proposed Terms of Reference, include participation of a suitably qualified, independent recruitment consultant to attend the preliminary workshop before guiding the recruitment process, ensure compliance with relevant legislation, provide liaison between the candidates and the Committee, and apply contemporary recruitment practices to the overall process.

CEO Selection Committee proposed *Terms of Reference* are:

- The CEO Selection Committee with the assistance of the recruitment consultant, is to assist with the interview process and conduct interviews with applicants

CEO Review Committee proposed *Terms of Reference* are:

- The CEO Review Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with an appointed independent recruitment consultant to attract and select appropriate candidates;
- The CEO Review Committee, with the assistance of a recruitment consultant, is to coordinate the advertising, search for candidates, short listing, screening, assessing, conducting referee checks, writing reports and contract preparation; and
- The CEO Review Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

Advertising of the Position

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

- The details of the remuneration and benefits offered

- Details of the place where applications for the position are to be submitted
- The date and time for the closing of applications for the position
- The duration of the proposed contract; and
- Contact details for a person who can provide further information about the position.

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

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

OPTIONS

Council could choose not to engage a recruitment consultant and have the process run in-house. Whilst this would save resources, potential conflict of interest situations may be raised if there are any internal applicants for the role.

Council has options regarding the establishment and membership of the CEO Selection Committee. There is no legal requirement to establish such a committee, although it is recommended to assist the process. Council could choose not to establish a committee and consider each issue at a Special Council meeting. Council could also choose to appoint all Councillors or a smaller number of Councillors to the CEO Selection Committee.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

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

5.36. Local government employees

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

** Absolute majority required.*

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

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

- 1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —

- a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - b) a person who will be acting in the position for a term not exceeding one year.
- 2) An advertisement referred to in sub regulation (1) is to contain —
- a) details of the remuneration and benefits offered;
 - b) details of the place where applications for the position are to be submitted;
 - c) date and time for the closing of applications for the position;
 - d) duration of the proposed contract;
 - e) contact details for a person who can provide further information about the position;
and
 - f) any other information that the local government considers is relevant.

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

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

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

18C. Selection and appointment process for CEOs

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

As it is recommended that a Committee of Council be established the following is a copy of Section 5.8, 5.9 and 5.10 of the Local Government Act 1995 prescribe the details associated with establishing Committees of Council:

5.8. Establishment of committees

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost of recruiting a new CEO is expected to be in the order of \$10,000

STRATEGIC IMPLICATIONS

Whilst there is no reference to the appointment of a new CEO in the Strategic Community Plan or Corporate Business Plan, this decision of Council will be one of the most strategic decisions it makes and therefore should be given sound consideration.

VOTING REQUIREMENTS

Absolute Majority



Cr S M Chilcott left the room at 7:51pm and returned at 7:51pm

Acting Chief Executive Officer returned to the room at 7:51pm

13.1 ACTING CHIEF EXECUTIVE OFFICER

13.1.1 ACTING CHIEF EXECUTIVE OFFICER REPORT – JULY/AUGUST 2020

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	14 August 2020
PREVIOUS REPORT(S):	21 July 2020
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Discussion Paper – Historical Society Historical Society Map

OFFICER RECOMMENDATION 4362 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr B S Hegarty

That Council receive the Acting Chief Executive Officer report for July/August 2020

Carried 9/0

BRIEF SUMMARY

Nil

BACKGROUND/COMMENT

1. MEETING WITH THE WAGIN HISTORICAL SOCIETY TO DISCUSS ACCOMMODATION REQUIREMENTS OF THE VINTAGE AND CLASSIC CARAVAN ASSOCIATION ON AUSTRALIA

On Wednesday the 12th August, Cr Chilcott and the CEO attended a meeting of the Wagin Historical Society to progress discussion on the proposed development of the vintage caravan museum, adjacent to the Wagin Historical Village. The discussion paper and plan shown hereunder was circulated to members who were requested to consider the proposal and to provide their viewpoints to the Shire.

The CEO, in a telephone discussion with Mrs Joyce Turnor, subsequent to the meeting, was advised that the matter was still under consideration by members. Some research was being carried out into what financial contribution the Wagin Historical Society had made towards the acquisition of the land in under consideration for the development (to which the Shire holds the Title Deeds). Further information will be provided to the Shire with respect to the position of the Wagin Historical Society on the proposed development and siting of the vintage caravan museum.



2. COST OF PROVIDING “FREE” WI-FI IN WAGIN

Further to a suggestion that the Shire provide free wi-fi in Wagin (i.e. the *Town Square* precinct) a quote has been received to use the Library as a base to set it up.

A quote of \$10,364.00 has been obtained to set up a system which will provide wi-fi access within a 150-metre radius of the Library. Annual recurrent provider (Telstra) costs have been estimated at \$1000.00.

The rationale for providing free wi-fi is that it may encourage visitors to prioritise Wagin as a stopover and to stay awhile longer that they might have normally.

The downsides include the capital and recurrent costs associated with the proposal and the possibility that it may have unintended consequences with some people taking undue advantage of the “free” service and loitering in an area which is being developed for the purpose of both encouraging visitors and providing a place for visitors and locals alike to access and enjoy and patronise Wagin’s CBD.

It is possible to program the Wi-Fi service to be available over a chosen span of hours each day (e.g.: 7.00am – 7.00.pm)

Discussion is invited as to whether the wi-fi proposal should be further progressed at this time and whether it should receive some funding prioritisation either in a future budget, or when other funding opportunities might prevail.

3. COST BENEFIT ANALYSIS – INSTALLATION OF A 30 KWH SOLAR SYSTEM – WAGIN SHIRE ADMINISTRATION CENTRE

Council has provided \$20,000 in its 2020/21 financial year budget towards the installation of solar panels on the Shire Administration building.

The Shire’s Customer Service Officer, Callum Ballantyne has undertaken an analysis of current annual power usage and the capacity of a 30kW solar system to generate enough power to meet demand.

The following factors apply (based on current usage and current costs of electricity per unit)

- The roof of the building has been assessed as being capable of accommodating the solar panels.
- The cost of installing and commissioning solar panels is approximately \$30,000.
- The solar panels have a (conservative) life expectancy of 12 years. (which translates into an annual capital cost of \$2500.00 per annum.)
- The cost of money (interest earnings foregone) is negligible @.0.25% (\$75.00 pa) and has not been factored into the equation.
- The cost per unit of electricity is .30 cents.
- The annual consumption is 44254 units which costs \$13,276 per annum.
- A 30 kW system is closely aligned to generating approximately the same amount of electricity, as what is currently consumed.
- Western Power would need to approve the installation of a 30kW system. If they calculate that more power is generated than consumed, the system would need to be scaled back.
- For the purpose of this exercise, it is assumed that there will be no nett cost for electricity if a 30kW system is installed.
- All costs and consumption estimates are based on current figures and these will fluctuate over time.



It should be noted that during the cooler months, the Shire will receive electricity bills for the shortfall of the electricity generated and the electricity consumed (and charged at .30 cents per unit) In the warmer months the surplus power generated will be credited to the Shire at .071 cents per unit. Over the year the costs and credits are expected to offset each other to a point of cost neutrality.

The savings therefore would equate to the current annual cost of electricity of \$13,276, less the annual capital cost of the solar system of \$2500 which equates to an annual nett saving of \$10,776.00. This gives a return on investment of 36% per annum.

The way forward on this proposal is to obtain firm quotes on the supply, installation and commissioning of a 30 kW system (or the maximum kW system permitted by Western Power) and finding the additional funds required over the \$20,000 budget provision.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



DISCUSSION PAPER

IDENTIFICATION OF LONG-TERM SITE FOR THE VINTAGE AND CLASSIC CARAVAN ASSOCIATION OF AUSTRALIA INC (“THE ASSOCIATION”)

BACKGROUND

The Association has chosen Wagin as its preferred centre of activity. The Association has many vintage caravans which depict the history of caravanning in Australia over several decades. The collection of caravans continues to grow, and the numbers are such that the Association can manage a revolving display of caravans for the interest of the public. The Association maintains that this is a unique opportunity for Wagin to develop a caravan museum which is not replicated to this extent anywhere in Australia.

It is understood that the museum will showcase a full historical display based not only the caravans in question, but also a static display of items relevant to the era. This may include the vehicles that could have towed them, outdoor furniture from the period and crockery, cutlery, cooking items and soft furnishings. Essentially a full historical display of caravans.

ACCOMMODATION REQUIREMENTS

The Association, through the cooperation of the Wagin Agricultural Society is currently utilising the grandstand shed at the Wagin Recreation Ground. This is only a temporary arrangement and the caravans must be moved out of the shed for a month each year during the lead up to and the aftermath of, the annual Woolorama. The Association has asked the Shire to assist in identifying some land with some prominent public exposure, upon which two sheds can be constructed as a permanent home for the caravans.

The preferred site is part of Wagin Lot 51 on Ballagin road which is adjacent to the Wagin Historical Village Development. This site is highly visible on a major road into town. It is the view of the Association that whilst the caravan display would complement the Historical Village, it would be managed as a separate entity.

DEVELOPMENT ALTERNATIVES

Wagin Lot 51 is owned freehold by the Shire and is comprised of 4883 square metres. The area required for the future development to accommodate the vintage caravans is approximately half of that (about 2400 square metres) with the actual shed area being about 400 square metres. Two alternatives have been plotted on the attached plans for the purpose of this discussion.

Either alternative could be fenced off from the Historical Village precinct to physically separate the two entities.



There is currently no funding available for the proposed sheds, however, the critical first step is to secure a site, after which funding alternatives may be pursued.

VILLAGE EXPANSION

It is important to take into consideration future that the Wagin Historical Society may have towards expanding/adding to the village complex. Whilst most of the buildings in the village would have been built or relocated from elsewhere to their current site some years ago, there may still be plans to expand further.

An indication as to what plans exist for specific future expansion would assist in determining what the future land requirements of the historical village might be and whether the expansion could be fully accommodated on (say) half of Lot 51 and/or the remaining land capacity on Lot 52.

BILL ATKINSON
ACTING CHIEF EXECUTIVE OFFICER

12th August 2020



DP3371376
2,1166 ha

P 11339
17,9214ha

DP3371609
29.01ha

DP9103 1610
48.57 m2

DP03 29550
6901 m2

DP223177 338
4521 m2

DP03 29552
7123 m2

D3403 9
7150 m2

DP03 29551
4965 m2

P83 91 40
81 m2

P83 91 39
800 m2

P83 91 38
941 m2

SP35538 2
941 m2

SP35538 1
941 m2

P83 91 37
914 m2

SP20084 1
914 m2

SP20084 2
914 m2

P83 91 30
1061 m2

P83 91 35
2752 m2

(52)

(51)

[Handwritten signature]



13.1.2. GREAT SOUTHERN WASTE – REQUEST FOR VARIATION FOR RECYCLING BIN PICKUPS AND FORMALISATION OF CONTRACT DOCUMENTATION

PROPONENT:	Mr Kevin Timms – Great Southern Waste Disposal
OWNER:	Nil
LOCATION/ADDRESS:	Nil
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	13 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	WM.SP.3
ATTACHMENTS:	Letter

OFFICER RECOMMENDATION 4363 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr D G Reed

That Council

1. Note the request from the Applicant for an increase in the recycling bin pickup rate and the outcome of negotiations with the Applicant which limits increases in rates to annual Consumer Price Index increases, in accordance with the provisions of the tender accepted for this contract.
2. That contract documentation be prepared to govern the provisions Tender No 5 2017/18 – Provision of Refuse, Recycling, Green Waste Collection Services & Refuse Site Maintenance.

Carried 9/0

BRIEF SUMMARY

The Applicant sought an increase (of .44 cents per pickup) in the pickup rate for recycling bins, to offset the sharp decline in revenue derived from the sale of recyclables. The tender documentation relating to this contract was found to be silent on the price variations other than annual CPI movements to be applied for the provision of goods and services, the subject of the tender.

BACKGROUND/COMMENT

A meeting was held between Mr Kevin Timms, the Principal of Great Southern Waste, the Manager of Finance and the CEO to address the matter.

The current rate per recyclable bin pickup is \$3.13 (annual estimated cost \$75,276.40) The requested rate is \$3.57 (annual estimated cost \$85,858.50). **Difference = \$10,582.10**

The Applicant advised that since the tender was awarded to take effect from the 1st July 2018 (for a 5-year period with an option of a further 5 years) prices for recyclables has changed as follows:



	<u>2018</u>	<u>2020</u>
Cardboard per tonne	\$120	\$Nil
Newspaper per tonne	\$140	\$50
PET Containers per tonne	\$250	\$Nil
HPDE (Milk Bottles) per tonne	\$450	\$50
Aluminium Cans per kilogram	.90 cents	.90 cents
Steel cans and glass –	not viable	no return

The Applicant advised that whilst recyclables are still transported from Wagin to Perth, there is little or no profit in it. He had sought an increase in recycling pick up rates from seven Shires the company provides services to in the region, to help compensate for the reduction in revenue at the point of sale of the recyclables. Four of these Shires had agreed to the requested increase.

Aside from some tender documentation, there does not appear to be any other formal contract documentation governing the provisions of this contract between Great Southern Waste and the Shire. The only reference to variations was that previously referred to, relating to annual CPI movements. *This anomaly precipitated the findings by the Office of the Auditor General after it completed a focus audit on Local Government management of contract renewals or extensions and variations in 2019.*

Given this situation, the Shires only option was to rely solely on the variation clause limiting price increases to annual CPI movements. During the examination of tender documentation and the charging and payment regime since the commencement of the contract, some further anomalies were found which were attributable to both parties. This revealed that Great Southern Waste had been underpaid by \$10,323.29 since the commencement of the contract.

Other matters raised during discussions included the likelihood that revenue from recycling will be further impacted when the *Container Deposit Scheme* comes into play later this year. Whilst the contractor will derive more revenue from discarded containers, which consumers have not returned to claim deposit refunds, there will be significantly less containers going into the recycling bins.

The negotiations concluded with agreement that the Applicant would discontinue his request for an any increase beyond current contractual CPI increases and that he would derive revenue from realising the return on containers (10 cents per unit) placed in serviced recycling bins when the *Container Deposit Scheme* comes into effect. Appreciation is recorded to acknowledge the preparedness of Mr Keven Timms, Principal of Great Southern Waste to help resolve this matter in good faith.

Work will be carried out as soon as practicable to prepare and execute a contract document to govern the arrangements around the waste management services between the Great Southern Waste Services and the Shire of Wagin.

CONSULTATION/COMMUNICATION

- Manager of Finance – Mrs Tegan Hall
- Mr Kevin Timms – Principal – Great Southern Waste

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.57 Tenders *for providing goods and services.*



Local Government (Function and General) Regulations 1996 – clause 11 *Tenders to be invited for certain contracts.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



01/06/2020

CEO
Shire of Wagin
Mr Bill Atkinson,

Great Southern Waste would like to request a rate rise of 44 cents per recycle pick up in the Shire of Wagin, this rate is GST inclusive. This increase is to help with the loss of income through recyclables not being of any value at the present stage. This price will be reviewed every 12 months until recyclable material prices increase.

Kind Regards
Kevin Timms
0439813096



Declaration of a Financial Interest in Item 13.1.3.- Cr S M Chilcott

Prior to any consideration in regard to Item 13.1.3 – Proposal to Lease Lot 666 Brockman Road, Wagin, Councillor S M Chilcott declared a financial interest and left the room.

Manager of Works and Cr Chilcott left the room at 8:08pm

Manager of Works returned to the room at 8:09pm

13.1.3. PROPOSAL TO LEASE LOT 666 BROCKMAN ROAD WAGIN

PROPONENT:	Cybervale Pty Ltd
OWNER:	Shire of Wagin – Freehold
LOCATION/ADDRESS:	Lot 666 Brockman Road, WAGIN
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	31 July 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Cr S M Chilcott – Financial Interest
FILE REFERENCE:	LS.AG.1
ATTACHMENTS:	Plan of Lot 666 Brockman Road - Wagin

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

- a) That tenders be called for the lease of Lot 666 Brockman Road Wagin for a ten (10) year period and that costs associated with the process be met by the proponent should the proponent be the successful tenderer;

Or

- b) That the proposal to lease Lot 666 Brockman Road to the proponent for a ten (10) year period be to Cybervale Pty Ltd advertised in accordance with the provisions of section 3.58 (3) of the *Local Government Act 1995* and that the costs associated with the process be met by the proponent.

Carried 0/0

COUNCIL MOTION

Moved Cr G R Ball

Seconded Cr G K B West

That the proposal to lease Lot 666 Brockman Road to the proponent for a ten (10) year period be to Cybervale Pty Ltd advertised in accordance with the provisions of section 3.58 (3) of the *Local Government Act 1995* and that the costs associated with the process be met by the proponent.

Cr G R Ball Withdrew the Motion

4364 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr G K B West

That tenders be called for the lease of Lot 666 Brockman Road Wagin for a ten (10) year period and that costs associated with the process be met by the proponent should the proponent be the successful tenderer.

Carried 8/0

Reason for Difference – Council decision needed to be made from two options that posed the same outcome.

BRIEF SUMMARY

Cybertvale Pty Ltd owns and utilises radio transmission equipment on Lot 666 Brockman Road Wagin and wishes to formalise an agreement with the Shire to lease the property. This report offers alternative recommendations.

BACKGROUND/COMMENT

In 1997, Great Southern Broadcasters held a lease over the property which is owned freehold by the Shire. Cybertvale Pty Ltd succeeded Great Southern Broadcasters and has continued to use the infrastructure. At some stage (it is believed around 2005/6) the lease expired. A copy of the lease agreement cannot be found.

CONSULTATION/COMMUNICATION

- Mrs Sherryl Chilcott – General Manager Cybertvale.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.58 – Disposition of Property

3.58. Disposing of property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and

- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
-

In practical terms the options for disposing (leasing) this land are to:

- a) Call tenders. (section 3.58 (2) - Advantages would include the fact that a valuation (and costs associated with same) would not be required as it would if land was disposed of in accordance with section 3.58(3). Disadvantages would include the fact that more than one tender may be received which would require Council to chose which tender to accept.
- b) Dispose of property directly to proponent – Advantages would include the fact that it would eliminate competitiveness for the property providing more surety for the proponent. Disadvantages would include additional costs incurred in obtaining a valuation for the property.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Option A - Tender advertising (approx. \$560) and Lease agreement (approx. \$ 600.00 – although could be done in – house at less cost).
- Option B - Valuation – (approx. \$1540) advertising (approx. \$560) and lease agreement (approx. \$ 600.00 – although could be done in – house at less cost).

These costs could be recovered from the proponent or recouped through annual lease fees.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Lot 666 Brockman Rd Wagin



DP223178 64
6377 m2

P ROAD
2294 m2

R26505
33232 ha

WAGINT0174
33232 ha

WAGINT01046
12931 ha

R18869
57823 ha

DP223178 65
7093 m2

P1876 4
7082 m2

WAGINT00897
963495 ha

R19279
1135239 ha

R 16969
1878.9699 ha

WILLIL 11837
460.9401 ha

P1876 6
7082 m2

DP410869 100
13.9614 ha

DP223186 666
2.4278 ha

DP223186 665

P ROAD



Cr G K B West left the room at 8:13pm and returned at 8:13pm

Cr S M Chilcott returned to the room at 8:13pm

13.1.4. REVIEW OF COUNCILLOR REPRESENTATION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	19 August 2020
PREVIOUS REPORT(S):	Ordinary Council Meetings of 24 th March 2020 & 23 rd June 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CO 3
ATTACHMENTS:	<ul style="list-style-type: none">• Spreadsheet Summarising Submissions Received.• Copy of Discussion Paper.

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council, after having duly considered all submissions received on the Review of Councillor Representation, has determined that the number of elected members to represent the electors of the Shire of Wagin should be

Carried 0/0

PROCEDURAL MOTION 4365 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr D I Atkins

That item 13.1.4 Review of Councillor Representation be laid on the table until Ordinary Meeting of Council on 27 October 2020.

Carried 9/0

Reason for Difference – Council would like the item to be discussed when all Elected Members are present at the Ordinary Council Meeting

BRIEF SUMMARY

The spread of responses to the call for submissions as to how many Councillors should represent the Shire of Wagin ranged from 7 to 11. Council is required to submit a report to the Local Government Advisory Board for its consideration. If a change is proposed, the Board submits a recommendation to the Minister (for Local Government). Any changes approved by the Minister will be in place for the next ordinary election.



BACKGROUND/COMMENT

The required six-week public submission period was advertised and closed on Tuesday the 18th August 2020.

Notwithstanding a concerted effort to encourage submissions through local media avenues, only nine submissions were received. Respondents recorded their preference for the number of Councillors as follows:

- 7 Councillors – 5
- 9 Councillors – 2
- 11 Councillors (existing situation) – 3
- Other – Nil

In considering what the optimum number of Councillors should be to represent the Shire of Wagin, the following excerpt from the discussion paper may be worthy of consideration

A fair degree of flexibility exists as to how a local government structures its business to deal with matters at Council meetings. Some Councils extensively utilise committees which make recommendations to Council, whilst others operate with very few committees and conduct most of their business through their ordinary Council meetings. There are also wide differences in how much of the decision-making processes are delegated to the Chief Executive Officer.

Councils with several committees and relatively few delegations to the CEO for example, would logically need to have more elected members than Councils which operate with few committees and which delegate a broad range of functions and decisions to the Chief Executive Officer. The key issues revolve around the capacity to make timely and effective decisions, compliance with legislation, the capacity to attract candidates for Council positions and the ability to attract high performing CEO's and professional staff.

Page 24 in the recently published final report of the Local Government Review Panel (a copy of which has been emailed to Councillors), refers to elected member representation. For Councils with populations of up to 5000, the panel recommends that there be 5 Councillors including the President. The trend in other State seems to be for smaller numbers of elected members and this may be replicated in Western Australia in due course.

Council is required to firstly consider all submissions received on the *Review of Councillor Representation*. Due to the insufficient number of submissions received to discern any collective or trending viewpoint, it would be pre-emptive to offer a recommendation on the number of elected members which should represent the Shire of Wagin.

CONSULTATION/COMMUNICATION

- Public at large
- Local Government Advisory Board

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 -Schedule 2.2 – *provisions about names, wards and representation.*

POLICY IMPLICATIONS

Nil



FINANCIAL IMPLICATIONS

To be determined - Dependant on the number of elected members. (Refer to discussion paper)

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority



DISCUSSION PAPER

REVIEW OF COUNCILLOR REPRESENTATION

BACKGROUND:

The Shire of Wagin last adjusted the number of Councillors in 2003 when a Council of 13 members was reduced to 11 members. The Shire has not operated a ward system for many years and there no intention to change this situation.

This Review Discussion Paper has been prepared having regard to the provisions of Schedule 2.2 of the *Local Government Act* which specify:

7. *Reviews*

- (1) *Before carrying out a review a local government has to give local public notice advising —***
 - (a) *that the review is to be carried out; and***
 - (b) *that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.***
- (2) *In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.***

In accordance with the factors that might be considered when deciding upon a change in Councillor representation, because there are no wards, all Councillors represent all electors. Matters such as community of interests, physical and topographical features and economic factors are therefore not applicable in this discussion, Factors that are relevant include:

- Demographic trends
- Economic factors
- Ratio of councillors to electors

CURRENT SITUATION:

The Shire of Wagin comprises of 11 Councillors. The President is elected by the Councillors. Elector numbers for the 2019 local government elections were 1277

THE PROCESS:

The review process is required to be carried out in accordance with the provisions of the *Local Government Act 1995* and involves a number of steps as follows:

CONSULTATION

- Council resolves to undertake the review
- Public submission period opens – a minimum of six weeks is allowed for the lodgement of submissions

EVALUATION

- Public submission period closes
- Council considers all submissions and relevant factors and makes its decision
- Council submits a report to the Local Government Advisory Board for its consideration

DECISION

- Local Government Advisory Board makes a recommendation to the Minister for Local Government
- The Minister makes a decision and makes recommendation to the Governor
- Any changes approved by the Minister will be in place for the next election (October 2021) where possible.

ADVANTAGES AND DISADVANTAGES OF A REDUCTION IN THE NUMBER OF ELECTED MEMBERS:

The Department of Local Government and Communities has the following viewpoint on Council membership:

The ideal number of elected members for a local government is for the local government to determine. There is a diverse range of Councillor/elector ratios across Western Australia reflecting the sparsely populated remote areas and the highly populated urban areas. The structure of the Council's operations will provide some input into the number of elected members needed to service the local government.

The **advantages** of a reduction in the number of elected members may include the following:

- The decision-making process may be more effective and efficient if the number of Councillors is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.

- The cost of maintaining elected members is likely to be reduced however a lesser number of elected members may result in increased commitment from those elected reflecting in greater interest and participation in Council's affairs.
- Fewer elected members are more readily identifiable within the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected receiving a greater level of support from the community.
- There is a State-wide trend for reductions in the number of elected members and some local governments have found that having fewer elected members has worked well.

The **disadvantages** of a reduction in the number of elected members may include the following:

- A smaller number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council.
- There is the potential for dominance in the Council by an interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members to contact.

COMPARISONS WITH SOME OTHER LOCAL GOVERNMENTS.

Some examples of Councillor representation/ elector ratios in medium sized agriculturally based Shires are given hereunder: *Note: Source for Shires other than Wagin – WA Local Government Directory 2019)*

Local Authority	Councillors	Electors	Representative Ratio
Wagin	11	1277	1/116
Kojonup	8	1345	1/168
Moora	9	1610	1/178
Lake Grace	9	918	1/102
Dalwallinu	9	857	1/95
Wongan - Ballidu	7	1010	1/144

Note – The average representation ratio for the Shires listed = 132.39

SOME OPTIONS, COSTS AND IMPLICATIONS TO CONSIDER WITH RESPECT TO REPRESENTATION RATIOS ASSOCIATED WITH MAINTAINING NUMBERS OF ELECTED MEMBERS IN WAGIN:

Councillors	Representation Ratio	Annual Estimated Cost
7	1/182	\$125,806
9	1/142	\$151,669
11 (Current Situation)	1/116	\$168,143
13	1/98	\$184,617

OTHER FACTORS TO BE CONSIDERED:

Whilst the Councillor Representation Ratio has been addressed in the preceding sections, the following factors could also be considered:

Demographic Trends:

Census data over the last 3 census periods is shown in the following table.

Shire of Wagin – Census Statistics 2006 - 2016

	2006	2011	2016
Total Population	1846	1847	1852
Median Age	42	45	49
Median Age Australia	37	37	38
65 years and over	16.9%	19.7%	24.7%
15 to 64	61.4%	59.6%	57.4%
0 to 14	21.7%	20.7%	17.9%

This shows that the population of the Shire is very stable, however the median age is increasing as is the percentage of people aged 65 years and over. This could translate into a higher demand for the Shire to meet the needs of people in the higher aged groups. The Shire is however keen to grow the population and is currently focussed on improving sporting and recreational facilities and encouraging business activity to enhance employment opportunities and strengthen the local economy.

Economic Factors:

The economy of the Shire is largely agriculturally based with wool, livestock and coarse grains being the economic mainstays. Wagin is however well supported with ancillary industries with some downstream processing of agricultural products, manufacturing, fabrication, vehicle, plant and machinery servicing and a strong general retail sector. In addition, the district is well served by builders, associated trades and accounting and legal, medical and allied health professions.

These businesses and services have been relatively stable over a long period and are not expected to change much in the foreseeable future.

Notwithstanding this relatively buoyant economic situation, the 2011 census showed that the average weekly household income of \$970 was well below the State average of \$1595, or Australia's overall average of \$1438. This accentuates the importance of all residents within the Shire of Wagin having adequate and diverse Councillor representation, to ensure that a reasonable level of equity to the provision of services that the Shire provides to the community.

Effectiveness and Efficiency of Council Meetings:

A fair degree of flexibility exists as to how a local government structures its business to deal with matters at Council meetings. Some Councils extensively utilise committees which make recommendations to Council, whilst others operate with very few committees and conduct most of their business through their ordinary Council meetings. There are also wide differences in how much of the decision-making processes are delegated to the Chief Executive Officer.

Councils with several committees and relatively few delegations to the CEO for example, would logically need to have more elected members than Councils which operate with few committees and which delegate a broad range of functions and decisions to the Chief Executive Officer. The key issues revolve around the capacity to make timely and effective decisions, compliance with legislation, the capacity to attract candidates for Council positions and the ability to attract high performing CEO's and professional staff.

IMPLEMENTATION:

Advice has been given that in reducing Councillor numbers, it is not open to the Governor to order a full spill of positions. There is also no option to act on a Council recommendation to spill. The only way there can be a spill of positions is if more than half the Councillors resign.

Generally, a request, and consequently the order to reduce Councillor numbers is one that take effect from the next election.

ELECTION CYCLES

This table sets out the election process that would apply if the offices of Council were to be altered to implement Orders arising from a review into Councillor Representation.

Council Membership Structure	Election Process		
	October 2021	October 2023	October 2025
Seven Membership Council	4 Offices abolished 2 Offices available to be filled in 2021 election	5 Offices up for re-election 4 Candidates with most votes get four-year term 1 Candidate gets two-year term	Normal cycle returns with these Offices of Council up for election.
Nine Membership Council	2 Offices abolished 4 Offices available to be filled in 2023 election	4 Candidates with most votes get four-year term	Normal cycle returns with five offices of Council up for election
Eleven Membership Council	No change to current situation	No change to current situation	No change to current situation
Thirteen Membership Council	8 Offices available to be filled in 2023 election 7 Candidates with most votes get four-year term 1 Candidate gets two-year term	6 Offices up for re-election for four-year term	Normal cycle returns with seven offices of Council up for re-election

SUBMISSIONS:

Submissions will be received up to close of business on Tuesday the 18th August 2020. Submissions may be made by way of the attached form or may be submitted in any form in writing. Submissions should be lodged with:

The Chief Executive Officer
Shire of Wagin
PO Box 200
WAGIN WA 6315

Submissions may also be emailed to: shire@wagin.wa.gov.au



**Review of Councillor Representation
Community Feedback**

Name	7	9	11 (existing)	13	Other	Comments
CJ Bracknell			✓			
Heather McDougall		✓				
Joey O'Brien	✓					7 is a good number
Mario Carbons	✓					
R Nalder	✓					
Jessica Hamersley			✓			<ul style="list-style-type: none"> •A smaller number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating Council. This already appears to be an issue as there appears to be members unable/unwilling to shoulder the current workload •There is the potential for dominance in the Council by an interest group. It would be easier to do this the fewer members were needed. Equity is very important in a community and any measure taken to increase the opportunity for every sector to be effectively represented must assist in creating a healthy community •A reduction in the number of elected members may limit the diversity of interests around the Council table. While this is intrinsically linked to the points above, retaining the current number of members and aggressively promoting this fact at election times may result in a more diverse elected body.
Sharon Diver			✓			Ratio % about 1:100 ratepayers?
D Bishop	✓					
N & J Pleitner	✓					
Marilyn Brockway		✓				With my experience in Local Government my thoughts at the time were we only needed 9 Councillors. I am still of the same opinion as the size of our Shire with regards and population could be dealt with by 9 Councillors

13.1.5. PERFORMANCE OF EXECUTIVE FUNCTIONS LOCAL GOVERNMENT ACT REQUIREMENT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	7 th August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.LE.1
ATTACHMENTS:	Nil

**OFFICER RECOMMENDATION
4366 COUNCIL DECISION**

Moved Cr G R Ball

Seconded Cr B S Hegarty

That Council record its satisfaction that section 3.18 (3) of the *Local Government Act 1995*, relating to the services and facilities that the Shire provides, has been complied with.

Carried 9/0

BRIEF SUMMARY

Section 3.18 (3) of the Local Government Act, requires a local government to satisfy itself that services and facilities that it provides:

- (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body;
- (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
- (c) are managed efficiently and effectively.

BACKGROUND/COMMENT

Details of the way Council indicated its satisfaction in accordance with this section of the Act should be noted. The following sentences would suffice:

- *The Shire integrates and coordinates with services provided by other levels of government and other public bodies as far as practicable. The Shire does not duplicate any services or facilities provided by any government agencies or the private sector.*
- *The Shire manages the services and facilities, efficiently and effectively as evidenced by adherence to budget estimates, asset management programs and the low level of complaints received.*

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.18 – *Performing executive functions.*



POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



Declaration of a Financial Interest in Item 13.1.6.- Cr L A Lucas

Prior to any consideration in regard to Item 13.1.6 – Proposed Tender for Lease of Portion of Lot 76 Ballagin Street, Wagin, Cr L A Lucas declared a financial interest and left the room.

Cr L A Lucas left the room at 8:19pm

13.1.6. PROPOSED TENDER FOR LEASE OF PORTION OF LOT 76 BALLAGIN STREET WAGIN

PROPONENT:	N/A
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Lot 76 Ballagin Street, WAGIN
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	6 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LS.AG.1
ATTACHMENTS:	Plan

OFFICER RECOMMENDATION 4367 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr G K B West

That tenders be called for the lease of portion of Lot 76 Ballagin Street, Wagin (known as the “Old Drive-In Theatre Kiosk and Ablution”) for a period of ten years.

Carried 9/0

BRIEF SUMMARY

The subject land is an area situated on Lot 76 Ballagin Street, Wagin known as the old drive-in theatre kiosk and ablution block.

This proposed tender is to conform with the disposal of property provisions, which includes leases (Section 3.58) contained within the Local Government Act 1995.

BACKGROUND/COMMENT

- The purpose of the recommendation is to bring the leasing of the subject land by the Shire into compliance with the provisions of the Local Government Act 1995;
- A lease agreement was drawn up in 2009 (for a five-year period) between the Wagin Agricultural Society Inc (The Lessor) and the Shire of Wagin (The Lessee) for the site.;
- The lease agreement allowed the Lessee to sublet the premises to Wagin Youth Centre Inc;
- In June 2012, the ownership of the property changed from the Wagin Agricultural Society Inc to the Wagin Agricultural Society Inc AND the Shire of Wagin as *Tenants in Common in Equal Shares*;
- The lease arrangements with Wagin Youth Centre Inc continued uninterrupted and when the lease expired in July 2014, the premises continued to be occupied and utilised by Wagin Youth Inc;



- The Wagin Agricultural Society Inc (in its capacity as Tenant in Common) has no objection to the Wagin Youth Centre Inc continuing to lease the premises;
- Section 3.58 of the Local Government Act 1995 provides that land (including leases) may only be disposed of by auction, tender or to a specific party (subject to obtaining valuations/advertising the proposal/inviting submissions etc). The most cost-effective option would be to invite tenders for the premises, notwithstanding the probability that Council would be receptive to a tender submitted by the Wagin Youth Group Inc.

CONSULTATION/COMMUNICATION

- Messrs Tony Baxter & Paull Powell – Wagin Agricultural Society Inc
- Mr Arthur Pederick – Treasurer (for) Wagin Youth Group Inc
- Mrs Donna George – Wagin Youth Group. Inc

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.58 – Disposition of Property

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

In practical terms the options for disposing (leasing) this land are to:



- c) Call tenders. (section 3.58 (2) - Advantages would include the fact that a valuation (and costs associated with same) would not be required as it would if land was disposed of in accordance with section 3.58(3). Disadvantages would include the fact that more than one tender may be received which would require Council to choose which tender to accept.
- d) Dispose of property directly to proponent – Advantages would include the fact that it would eliminate competitiveness for the property providing more surety for the proponent. Disadvantages would include additional costs incurred in obtaining a valuation for the property.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Option A - Tender advertising (approx. \$560) and lease agreement (approx. \$ 600.00 – although could be done in – house at less cost).
- Option B - Valuation – (approx. \$1500) Advertising (approx. \$560) and lease agreement (approx. \$ 600.00 – although could be done in – house at less cost).

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



PBB



Cr G K B West left the room at 8:21pm and returned at 8:21pm

Cr L A Lucas returned to the room at 8:21pm

13.1.7. WALGA ANNUAL GENERAL MEETING 2020 – REGISTRATION OF VOTING DELEGATES

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	04 August 2020
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	GR.LO.2
ATTACHMENTS:	WALGA Notice of Annual General Meeting

OFFICER RECOMMENDATION 4368 COUNCIL DECISION

Moved Cr J P Reed

Seconded Cr L A Lucas

That Cr G R Ball and Cr P J Blight be nominated as the two voting delegates and Cr S M Chilcott and Cr G K B West be nominated as the two proxy delegates for the Western Australia Local Government Association 2020 Annual General Meeting.

Carried 9/0

BRIEF SUMMARY

To nominate the voting delegates and proxies for the Western Australian Local Government Association (WALGA) 2020 Annual General Meeting.

BACKGROUND/COMMENT

As Local Government week has been cancelled for this year, the Annual General Meeting for 2020 will be held at Crown Perth on Friday 25 September 2020 commencing at 1:30pm.

Council can nominate two voting delegates and two proxy voting delegates (in case the nominated representatives are unable to attend. Nominees can be Elected Members or serving officers.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil



FINANCIAL IMPLICATIONS

Travel expenses may be incurred for Councillors attending the meeting

STRATEGIC IMPLICATIONS

Issues that are discussed and voted on at the Annual General Meeting are usually of relevance to all Local Governments and this is the opportunity to be involved in this decision making

VOTING REQUIREMENTS

Simple Majority



Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions

Crown Perth
Friday, 25 September 2020

Deadline for Agenda Items
(Close of Business)
Friday, 31 July 2020

2020 Local Government Convention

General Information

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30pm on Friday 25 September 2020. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. Delegates must register their attendance in advance.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Friday, 31 July**.

Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm Friday, 17 July 2020 in order to satisfy the 60 day constitutional notification requirements.

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrod, Executive Officer Governance on (08) 9213 2036 or via email mdegebrod@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



Mayor Tracey Roberts JP
President



Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2020 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Friday 25 September 2020 at Crown Towers Perth.

Please complete and return this form to the Association by **Friday 28, August 2020** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
For (Local Government Name): Shire/Town/City of	
Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)	
Date _____	

ON COMPLETION PLEASE EMAIL TO: mdegebrot@walga.asn.au

Margaret Degebrot, Executive Officer Governance



13.2 DEPUTY CHIEF EXECUTIVE OFFICER

13.2.1 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JULY 2020

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	19 August 2020
PREVIOUS REPORT(S):	22 July 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION 4369 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr B S Hegarty

That Council receive the Deputy Chief Executive Officer's report for July 2020.

Carried 9/0

BRIEF SUMMARY

The following report details the activities that fall under the control of the DCEO for the months July and August 2020.

BACKGROUND/COMMENT

SPORTSGROUND DEVELOPMENT

A final agenda item requesting the Sportsground Precinct Master Plan be endorsed is enclosed in this agenda. The plan includes recent community requested changes to the configuration of the Sports hub.

Once the plan is endorsed, staff will look at engaging a contractor to carry out the site survey of the area. Staff will also look at engaging a country-based cost/quantity surveyor to provide accurate costings. There is \$70,000 in the 2020/2021 budget to carry out these tasks.

CORPORATE SERVICES

Covid-19 Update

With the State Government restrictions being eased and the introduction of Phase 4 of the COVID-19 WA roadmap on the 27th June, the following is applicable to Council facilities

Wagin Library and Gallery – Now open normal hours with a maximum of 5 patrons at any one time

Eric Farrow Pavilion - Available for hire and use with a maximum of 50 persons for the small function room.

Wagin Town Hall - Available for hire with the 2 sq metre rule for patrons.

**Wagin Recreation Centre-
Wagin Skate Park** Normal sporting usage with the 2 sq metre rule for patrons.



and Playgrounds - Open to the public as normal
Wagin Community Gym - **Is now open** – with a maximum of 5 members and an increased cleaning regime.

Phase 5, which would remove the 2 square metre rule, has been put back again to the 29th October, however this again is a tentative date.

Finance and Compliance

Staff have commenced to address the matters identified as non-compliant or in-adequate from the recent Financial Management review and Regulation 17 CEO review document. Review of some of the policies will be tabled at the Finance and General Purposes Committee meeting scheduled for the 8th September.

Integrated Planning and Reporting

The updated Strategic Community and Corporate Business Plan was adopted at the July Ordinary meeting of Council, the new plan has been made available to the public through Council's website, also hard copies at the Shire administration office and library.

Local Roads and Community Infrastructure Program (LRCIP)

Council will receive \$348,962 under this additional Federal Government Funding and Council has allocated the funds to six projects, the projects must be completed and funds spent by the 30th June 2021. Staff have completed the grant agreement and work schedules nominating the projects for approval. This was all sent to the Department of Infrastructure, Transport, Regional Development and Communications in mid-July, however to-date we have still not received approvals to commence works. They are currently reviewing projects submitted by Councils Australia-wide and will advise management when are projects completed.

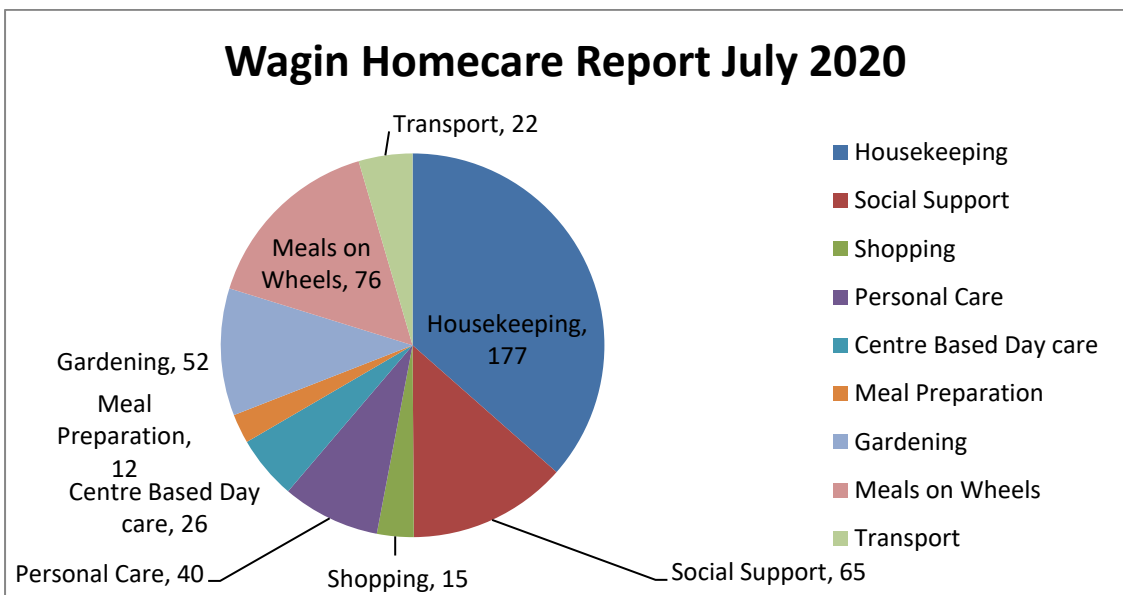
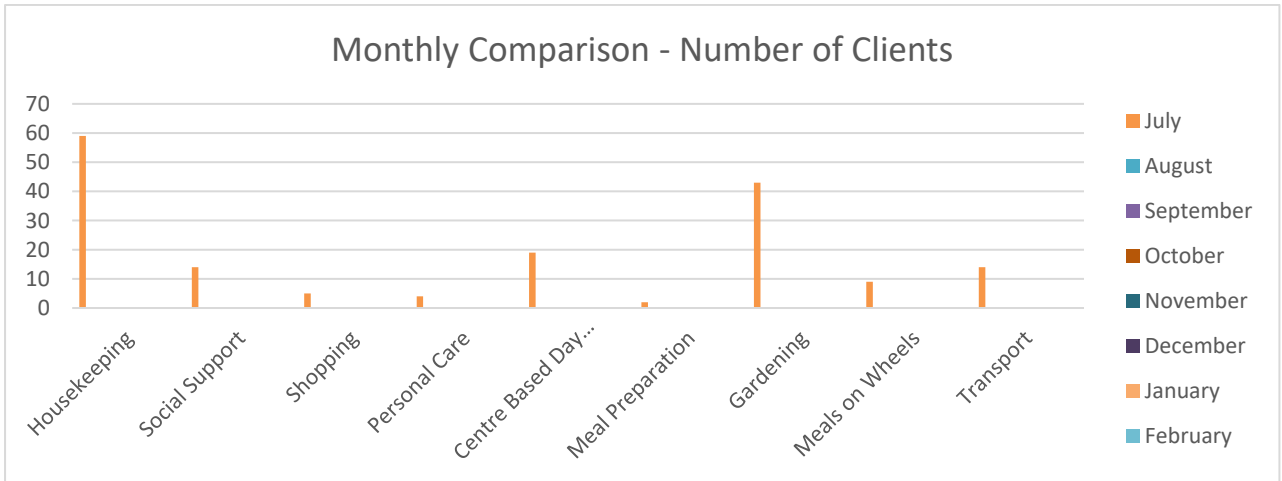
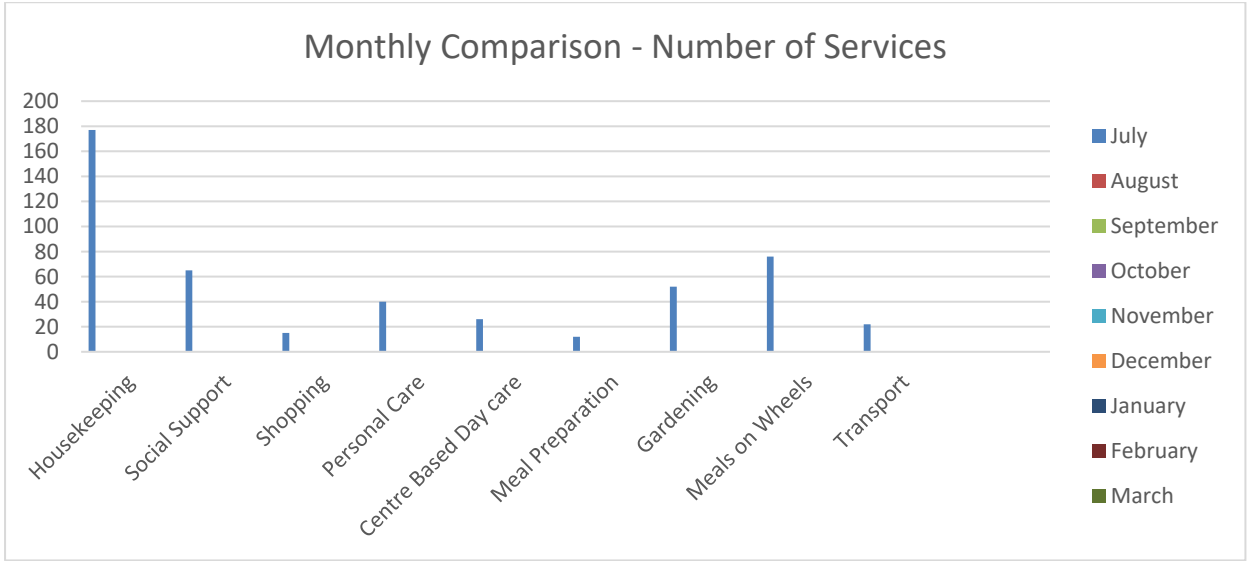
AGED CARE

HEMOCARE REPORT JULY 2020

CLIENTS:

89 clients received one or more services for July

Service	Number of Clients
Housekeeping	59
Social Support	14
Shopping	5
Personal Care	4
Centre Based Day care	19
Meal Preparation	2
Gardening	43
Meals on Wheels	9
Transport	14





TOWNSCAPE

The Electronic Advertising Sign Policy, that provides clear guidelines for the management and operation of the sign, will be presented to the next meeting of the Finance and General Purposes Committee meeting scheduled for the 8th September 2020.

Planning of The Town / Library Square project continues. Staff, Cr Ball and Cr Kilpatrick met with Main Roads engineer Rod Munns to look at turning circles to ascertain the maximum length vehicles that could enter and exit stage 2 of the proposed development. Mr Munns will provide a report to staff that will then be reflected in a new Townsquare plan for stage 2. The new plan for stage 2 will then be presented to Council at the September Council meeting.

Works staff continue to carry out works on beautifying the town with mass annuals plantings in key areas of the CBD.

TOURISM

July/August 2020 Shire Facebook Report

14/08/2020

The Shire Facebook page has posted 8 times since the last report in July with the biggest audience award being the question about the WW1 Memorial Guns and the reason for their disappearance.

- Free drop off for hazardous waste – 15th July – 704 people
- Auskick flyer – 21st July – 267 people
- National Farm Safety Week information – 22nd July – 285 people
- Astrotourism – 24th July – 294 people
- Wagin Guns – where are they now – 29th July – 2240 people
- Homecare Picture – 4th August – 544 people
- Wildflowers in Wagin – 6th August – 190 people
- Dog in the pound – 10th August – 737 people

Our total page “likes” is at 1235 – up by 6 from last month.

To compare our likes to other shire pages:

- Wickepin 789
- Williams 465
- Kondinin 428
- Lake Grace 601
- Kojonup 1047

Wagin Woolorama Page took a small step back and is down by 1 to 2793 likes.

RECREATION AND CULTURE

Library Report July August 2020

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

Library Update:

- No Updates

Library Events:

- Library Book Club was held at Cresswells on Saturday 8th August June 2pm to 4pm.

Library Regular Activities:

- WLG Book Club was held at Cresswells on Saturday 11th July 2pm to 4pm. Our next Book Club will be held on August 8th 2pm to 4pm.



- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- **Friends of Wagin Library & Gallery meeting was held Thursday 9th July at 4.30pm. Our next Friends Meeting will be held on Thursday August 27th.**

Library Statistics:

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

Patron Comments and Suggestions:

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

Up and coming news and events:

- No Events until permitted

Recreation Centre Report

July/August 2020

July at the Wagin Recreation Centre has seen the continuation of all winter sports. Junior netball training attracting between 30 to 50 children every week. Senior netball holding a closed competition between 3 Wagin teams and 1 Dumbleyung team. Good numbers each week on the court and off. Megan's cardio tennis twice a week continues to be popular, and great to see out of town participants enjoying our facilities. Tara's yoga and Brooke's fitness classes both in Wagin 2 times a week and providing great services to patrons. Stay on your feet with Kathy Powell getting big numbers of people every Monday morning which is great to see.

The new energy saving LED court lights have arrived and are ready to be installed which should benefit both the patrons and the electrical and maintenance costs well into the future. Some small maintenance will be carried out on court 2 floor at some stage to repair a gouge.

Summary

- Senior netball games to continue for another 3 or 4 weeks
- Junior netball training every Wednesday with some fixtured games being played in Wagin
- Cardio tennis every Monday and Wednesday
- Yoga Wednesday mornings and Friday nights
- Men's hockey training on Thursdays
- Junior hockey training on Tuesdays
- Fitness classes Tuesdays and Thursdays
- Stay on your feet every Monday morning
- School sports on Fridays



- Vets tennis weather permitting
- Kinder Gym on appointed dates
- School country week training TBA

Jul-20		Tennis Megan	Netball Juniors	Netball Seniors	Yoga Tara	Fitness Brooke	Hockey	Stay on your Feet	Vet Tennis	General
1/07/2020	Wednesday	10	50	12	5					
2/07/2020	Thursday						10		5	
3/07/2020	Friday									
4/07/2020										
5/07/2020										
6/07/2020	Monday									
7/07/2020	Tuesday									16
8/07/2020	Wednesday									
9/07/2020	Thursday									
10/07/2020	Friday									
11/07/2020										
12/07/2020										
13/07/2020	Monday									
14/07/2020	Tuesday									
15/07/2020	Wednesday		30	12						
16/07/2020	Thursday						14			8
17/07/2020	Friday									
18/07/2020										
19/07/2020										10
20/07/2020	Monday					9		12		
21/07/2020	Tuesday									
22/07/2020	Wednesday	6	45	36	4					
23/07/2020	Thursday					9				
24/07/2020	Friday				4					
25/07/2020										
26/07/2020										
27/07/2020	Monday							14		
28/07/2020	Tuesday									
29/07/2020	Wednesday	6	58	36	5					
30/07/2020	Thursday					9				
31/07/2020	Friday				3					
	Total	22	183	96	21	27	24	26	5	34

438



Sportsground Advisory Committee

A meeting of the Sportsground Advisory Committee was held on the 18th August, the minutes and recommendations from this Committee is contained in the August meeting agenda.

Community Events

Wagin Christmas Street Carnival

Wagin Christmas Street Carnival has become the highlight of the end of year celebrations – but may look very different in 2020 due to COVID-19.

Previous years have seen Lotterywest being a major player in the funding of the event, but this stage in the pandemic is seeing Lotterywest targeting COVID affected areas of the community and they are not currently accepting funding applications which do not fit that criteria.

Due to this change, staff have sought options for alternate funding and have submitted an application to Roadwise. We have just received confirmation that Roadwise have **approved a \$3,000 grant** towards the event, which is great news.

Previous funding received was \$8,000 so unless more funding can be sourced there will see some reduction in activities at the carnival. Staff will continue to source options, current local funding is via – Shire of Wagin, Wagin Action group and Wagin Chamber of Commerce

There are no other Shire community events organised for the remainder of the calendar year.

OTHER

Nil

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



Executive Assistant left the room at 8:27pm

Executive Assistant returned to the room at 8:28pm

13.2.2 SPORTSGROUND AND RECREATION PRECINCT MASTERPLAN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	18 August 2020
PREVIOUS REPORT(S):	February 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.DE.1
ATTACHMENTS:	Sportsground and Recreation Precinct Masterplan

OFFICER RECOMMENDATION 4370 COUNCIL DECISION

Moved Cr D I Atkins

Seconded Cr G K B West

That Council receive and endorse the Sportsground and Recreation Precinct Masterplan feasibility study report.

Carried 9/0

BRIEF SUMMARY

Council to receive and endorse the final Sportsground and Recreation Precinct Masterplan Feasibility report, endorse Masterplan option 5 as the Shire's preferred development plan.

BACKGROUND/COMMENT

SPORTSGROUND DEVELOPMENT

In February 2020 Council resolved the following:

4200 COUNCIL DECISION

Moved: Cr. G R Ball

Seconded: Cr. B S Hegarty

That Council:

1. Receive the Sportsground and Recreation Precinct Masterplan Feasibility Study report.
2. Endorse Masterplan Option 5 as the Shire's preferred redevelopment plan.
3. Issue this report for further community comment with a view to conducting a final community meeting.



Carried 9/1

The final Sportsground Feasibility Study Report/Masterplan community meeting to discuss the report was held on Wednesday 8th July. The meeting was delayed by a number of months due to the restrictions relating to the pandemic. It was a productive and positive meeting with some definitive outcomes. On a whole the Masterplan was well received; however, the Hockey Club would like to see the reconfiguration of the tennis courts and bowling green to cater for a meaningful hockey training area. This was agreed to at the meeting. Also, the Wagin Agricultural Society advised that there is an expectation that the main upgrades pertaining to Woolorama will be factored in the first stage of the development.

The revised sports area will see the bowling green move directly to the north of the new sports clubhouse and abut up to the eastern end of the skate park. The tennis courts are now to the east of the clubhouse with three courts across and running back to back to fit in the six courts. This will give the Hockey Club a larger enough area to mirror a half pitch hockey field to train on. However, this will mean some sort of retractable net will be required between the backcourts of the tennis courts.

The consultant has also made provision for a half basketball court, outdoor fitness equipment and a tennis hit-up wall, these additions are mainly to assist with funding and will not impact on Woolorama. Parking bays have also been added.

Once the plan is endorsed staff will look at engaging a contractor to carry out the site survey of the area. Staff will also look at engaging a country-based cost/quantity surveyor to provide accurate costings. There is \$70,000 in the 2020/2021 budget to carry out these tasks.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Budget Allocation in the 2020/2021 Budget

STRATEGIC IMPLICATIONS

3.4 Wagin Community Recreational Hub.

VOTING REQUIREMENTS

Simple Majority

**FEASIBILITY STUDY
REPORT**

SPORTSGROUND and RECREATION
PRECINCT MASTERPLAN

for



August 2020

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
1.0 INTRODUCTION	5
2.0 NEEDS ASSESSMENT SUMMARY	5
2.1 Key findings	5
2.2 Failed Facilities	6
2.3 Future needs	6
3.0 DESIGN BRIEF	9
4.0 SOLUTIONS MATRIX	11
5.0 PRECINCT MASTER PLAN OPTIONS 1 to 4	12
6.0 ORDER OF PROBABLE COST OPTIONS 1 to 4	24
7.0 PRECINCT MASTERPLANS 1 TO 4 - REJECTION	29
8.0 PRECINCT MASTERPLAN OPTION 5	31
8.1 Option 5 Masterplan detail	33
8.2 Option 5 Sports Hub detail.....	33
8.3 Option 5 Notes of caution	35
9.0 ORDER OF PROBABLE COST – OPTION 5	36
10.0 MANAGEMENT STRUCTURE AND GOVERNANCE	38
11.0 FUNDING OPTIONS	39
12.0 IMPLEMENTATION PLAN	39
12.1 Sports Hub Development.....	39
12.2 Woolorama Facility Improvements	40
13.0 RECOMMENDATIONS	41
14.0 ATTACHMENTS	42

EXECUTIVE SUMMARY

The Shire of Wagin engaged CCS Strategic in association with ADC Projects to prepare a masterplan for the redevelopment the Wagin Sportsground and Recreation Precinct. This precinct is home to many of the Wagin's sporting clubs and is the site for the Agricultural Society's annual Woolorama event, arguably the most significant event on Wagin's annual calendar.

The changing nature of the community, the local economy, community expectations and the ageing of multiple facilities within the precinct has caused the Shire to investigate opportunities improvements across the precinct. Despite numerous attempts to prepare a definitive redevelopment plan, including a community facilities study in 2011, the lack of consensus surrounding development direction has hampered the process.

The needs analysis report (part 1 of this study) reviewed a variety of previous development options (A, B C and D) for the precinct. A program of research, engagement and analysis was then undertaken to inform the range of development options that should be considered, and a series of new master plans, options 1, 2, 3 and 4, were devised addressing the expressed needs.

A draft feasibility report and the new master plans together with an order of probable cost for each option were presented to Council and community for consideration and comment. Feedback from the workshop presentations was then considered. The tennis and bowls clubs advised they had no desire to relocate to the Golf Course to create a Country Club and the Shire issued an instruction to create a new tennis, bowls, cricket and hockey social hub and associated playing facilities. This is a new option, not previously presented.

The final master plan, now presented as Option 5, provides this new social hub at the eastern end of the precinct for cricket and hockey - with playing surfaces remaining on the main oval - and for tennis and bowls, focused on new synthetic surface playing facilities to be established around the clubhouse. This option provides for the use of the tennis courts as a synthetic turf training facility for hockey, noting that inherent in this design is a decision not to pursue the development of a full-size synthetic hockey pitch.

Option 5 shows that the site can accommodate the footprint of the proposed facilities. Caution is issued, however, noting that the exact location of the new pavilion and playing facilities is subject to site survey and the location of existing services. The area could potentially be impacted by service runs requiring easements. Additionally, the proposed sporting hub development will sit across multiple land parcels. It is recommended that these parcels be amalgamated into one parcel suitable for lease and that further boundary rationalisation be undertaken to simplify land holdings for the Shire, the Agricultural Society and those parcels in joint or trust ownership.

The new social hub requires the demolition of the old scout hall building, currently used as a clubroom by hockey and cricket and as the security HQ during Woolorama. There is unanimous support for the removal of this building. The new social hub also requires demolition of the adjacent education pavilion and grandstand. There had been some support for this building to be demolished or at least repurposed and refurbished.

We remain firmly of the view that the economic viability of Woolorama is essential to the town and the future accommodations within the precinct need to protect their future growth and operational requirements. Development options for the staging of Woolorama are shown in Option 5. Masterplans 1 to 4 proposed the extension of Rifle North Road to Arthur Road as a means of rationalising traffic flows during Woolorama. This road construction option has been replaced with the extension of Kitchener Street (the main east-west link through the precinct) further west to connect to Great Southern Highway as part of the Shire instruction. Our records show the affected land is owned freehold by the Agricultural Society. Should this road be approved and constructed it would be appropriate to acquire the site, effect a land swap or secure perpetual right of access to the community.

The replacement of the existing Merino and British Breeds pavilions with a new combined pavilion adjacent to a new site entry gate, remains part of the masterplan; and the area currently occupied by the sheep pavilions is released to create an entertainment and food and beverage service hub. The Ray Johnson pavilion, previously considered for replacement, is to be retained. The existing horse stalls for trotting are proposed for demolition, to be replaced with new multipurpose stalls that serve both trotting and cattle displays during Woolorama.

The new social hub renders the existing tennis and bowls facilities redundant. The Pony Club is identified as a potential user of the existing tennis clubhouse, however, there is no immediate tenant or alternative purpose identified for the bowls clubhouse. Both the tennis courts and the bowling greens will become unserviceable and redundant in the short term and are best removed. The Pony Club may consider relocating their dressage arena onto the existing tennis courts to give viewing from the clubhouse prior to covering the arena.

Further studies should be undertaken to repurpose or redevelop the areas currently occupied by the bowls and tennis facilities.

.



1.0 INTRODUCTION

The Shire of Wagin engaged CCS Strategic in association with ADC Projects to prepare a masterplan for the redevelopment the Wagin Sportsground and Recreation Precinct. This precinct is home to many of the Wagin's sporting clubs and is the site for the Agricultural Society's annual Woolorama event, arguably the most significant event on Wagin's annual calendar.

The changing nature of the community, the local economy, community expectations and the ageing of multiple facilities within the precinct has caused the Shire to investigate opportunities improvements across the precinct. Despite numerous attempts to prepare a definitive redevelopment plan, including a community facilities study in 2011, the lack of consensus surrounding development direction has hampered the process.

The needs analysis report (part 1 of this study) reviewed a variety of development options (A, B C and D) that had previously been prepared for the precinct. A program of research, engagement and analysis was then undertaken to inform the range of development options that should be considered, and a series of new master plans were devised addressing the expressed needs.

A draft feasibility report and new master plan options, 1 to 4 together with an order of probable cost for each option were presented to Council and community for consideration and comment. Feedback from the workshop presentations was then considered including an instruction from the Shire regarding the creation of a new tennis, bowls, cricket and hockey social hub and associated playing facilities. This is a new option, not previously presented.

The final master plan, now presented as Option 5, provides a new social hub at the western end of the precinct for cricket and hockey (focused on the main oval) and tennis and bowls, requiring new synthetic surface playing facilities to be established around the clubhouse. This option proposes the use of the tennis courts as a synthetic turf training facility for hockey, noting that inherent in this design is a decision not to pursue the development of a full-size synthetic hockey pitch. Future development options for Woolorama are shown in Option 5, however, the extension of Rifle North Road as a means of rationalising traffic flows during Woolorama has been replaced with the proposed extension of Kitchener Road as the main east-west link through the precinct all the way to Great Southern Highway.

2.0 NEEDS ASSESSMENT SUMMARY

The full detail of the Needs Assessment can be read in the report for part 1 of the study. It is summarised here to provide easy reference for the feasibility assessment that follows.

2.1 Key findings

- Wagin has a population of just 1,865¹ residents which is forecast to diminish over time
- The Wagin community has an average age of 49, compared to the state average of 36
- Wagin has a surfeit of community facilities, many are underutilized, many are ageing
- The Shire and the community see a need to improve the sportsground precinct
- A key focus for the community is to establish a social hub for sporting groups
- Woolorama is a key economic, social and cultural undertaking for the town and its needs are integral to the future of the precinct

¹ ABS Census 2016

- Successful showgrounds around the nation are easy to navigate and characterised by large pavilions with diverse and flexible accommodations
- Key considerations for the precinct masterplan include function and amenity for all patrons and conditions, ease of access and movement throughout the precinct and recognition of the character of the precinct and its context within the town.
- Wagin offers suitable facilities for participation in all the top 16 activities as recorded by AusPlay2 (except surfing), albeit some facilities are ageing and in need of repair or replacement
- The local community significantly exceeds average participation rates in all measured activities, except for golf.
- AFL has the highest participation rate with 120 players representing 6.4% of the community.
- The traditionally Australian nature of the community is echoed by the fact that there is no soccer played in Wagin, despite it being the most popular team sport in the state.
- Despite a desire to establish a synthetic turf for hockey the community is unable to demonstrate a capacity to maintain the facility and acknowledges that it would harm the viability of the turf in Narrogin

2.2 Failed Facilities

There are several facilities within the precinct that are acknowledged by the community to be at or nearing the end of their useful design life. Decisions must be taken to remove, refurbish or replace them. The number preceding each item refers to the location plan included as attachment 1.

1a. Cricket pitch in main oval	41. Public toilet blocks a and b
2. Bowling green B	42. CWA dining room
3. Synthetic tennis courts	43. Stockman's bar
4. Tennis hit-up wall	44. Merino pavilion
31. Trotting association stables	45. British breeds pavilion
34. First aid room	Sports lighting to main oval
39. Education pavilion	Broadcast / Commentators box

2.3 Future needs

The following needs were identified in the part 1 report and have been acknowledged and affirmed by the community during presentation of the Needs Assessment Report.

Activity	Facility requirements
Holistic view	To develop a social hub in the community, preferably within the sportsground precinct (includes a licensed premise) Sportsground precinct needs to respond to both the operational needs of the annual Woolorama event and the day to day needs of the resident clubs Precinct facilities need to be actively managed/coordinated to optimise use A larger more attractive children's playground

² Sport Australia participation survey in sport and physical activity

	Enhanced facilities for caravan and camping – power, water, sullage Rationalisation of the Shire's numerous heritage buildings that are underutilised and expensive to maintain
Darts	Licensed venue with 4 boards – exclusive use or quiet space for competition days
Agricultural Society	New pavilions for Merinos and British Breeds with grassed display arenas Improved traffic management plan for bump-in days Replacement of old scout hall (security operations) Replacement of Exhibition building/grandstand (education) Creation of clear pedestrian flows to anchor displays Beautification of the precinct Site masterplan that links operation to vision (refer to workshop summary)
Bowls	Replacement of Green A now Replacement of Green B within 5-10 years Aim for 8-10 rinks under lights Refurbishment or replacement of the Clubhouse Interested in shared/combined use
RSL	No future requirements – potential amalgamation into social hub
Pony	Covered dressage arena Retention of stock yards and washdown bays Clubhouse improvements or alternative clubhouse accommodation Readily accessible float parking area Potential accommodation for RDA
Netball	Vinyl floor repair in recreation centre sports hall
Tennis	6 (ideally 8) lit synthetic turf courts – required within 5 years Improved or alternative clubhouse facilities Hit-up wall Children's playground area
Basketball	No facility improvements required for indoor play – remove external hardcourts
Youth Centre	Ongoing improvements as funds permit
Rodeo	No requirements specified to date
Cricket	New synthetic turf wicket Improved Clubhouse facilities Spectator proximity clubhouse to playing field
Hockey	Synthetic turf playing field – lit Improved Clubhouse facilities with changerooms and showers Spectator proximity clubhouse to playing field
Football	Improved drainage in south west corner of the grassed playing field New commentary box – shared with Trots
Trotting	Replacement of existing 80 stables/ stalls Additional 20 stalls to make 100 in total New commentary/judges' box – shared with football Upgraded track lighting – to be shared with football and supported by RWWA
CWA	Ongoing maintenance of main clubhouse and sportsground precinct buildings
Historical Village	Ongoing maintenance and improvements within the Village site. Opportunity to establish a permanent vintage caravan display as part of the Village
District Club	No future requirements – potential amalgamation into social hub

Golf Club	Lack of membership is hampering ambition – dam needs work to allow reticulating the course
Gun Club	Collection and removal of lead shot waste
Overflow caravan and camping facilities for events	Rationalisation of existing amenities and layout within the precinct to provide <ul style="list-style-type: none"> • Additional powered sites • Water connection points • Sullage dump point • Ablution block

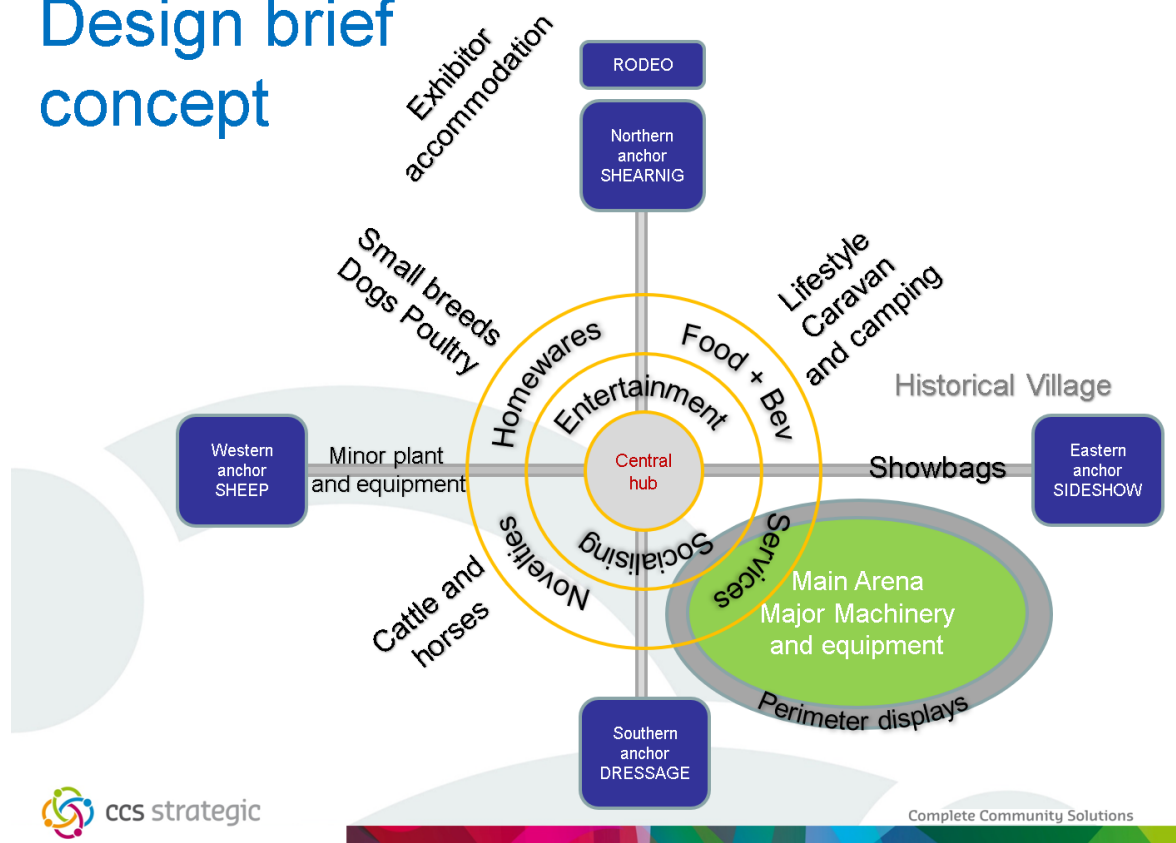
3.0 DESIGN BRIEF

The following description was developed as part of the Needs Assessment report and provided to ADC Projects for design interpretation.

Overview

- Create a highly legible and easily accessible and trafficable sportsground precinct that allows for the future growth and development of Woolorama as a priority
- Identify a series of anchor activity nodes that highlight Woolorama attractions within the precinct
- Create a central hub for social activity including food and beverage services and entertainment
- Consolidate sporting activity where possible, particularly in regard to shared use social facilities.

Design brief concept



Exclusions

- It was generally agreed that the precinct master plan would not seek to accommodate a full size synthetic hockey turf due to the size imposition, the initial capital cost, the annual operational and eventual surface replacement cost, as well as the likely adverse effect on the neighbouring Narrogin turf.
- Due to its poor condition, the old scout hall (currently used as a hockey / cricket pavilion and as the security service headquarters during Woolorama) is to be demolished immediately without consideration of replacement.



Inclusions

New elements proposed to be added to the precinct include:

- Formal welcoming entry statements at the gates, particularly for Woolorama
- A dedicated service access point for livestock, separate to the public traffic flow
- Seating, shade and shelter along pedestrian routes within the precinct
- New horse stalls – additional 20 to achieve 100 on site
- Clearly defined areas and services (power, water, drainage) for exhibitor camping

Improvements

The following items are proposed to be included in the master plan

- Shelter over the equestrian dressage arena
- Trotting track / sports field lighting upgrade
- Drainage to the south western corner of the main oval
- Replace vinyl floor in the recreation centre sports hall
- Refurbished tennis clubhouse
- Refurbished bowls clubhouse
- Refurbished equestrian Clubhouse

Replacements

- Bowling green – new 40m x 40m (8 rink) lit synthetic grass green proposed
- Tennis courts – 6-8 new lit synthetic grass courts proposed
- Horse stalls – replace existing 80 stalls
- Commentators / Judges box
- Synthetic cricket wicket
- Merino pavilion
- British breeds pavilion
- Education pavilion and grandstand
- First aid station – new facility in alternative location

4.0 SOLUTIONS MATRIX

Design consideration	Solution 1	Solution 2
Create a highly legible and easily accessible and trafficable sportsground precinct that allows for the future growth and development of Woolorama as a priority	Establish north-south and east-west axes for pedestrian access and separate service vehicle route	Formalise existing roads and pathways
Identify a series of anchor activity nodes that highlight Woolorama attractions within the precinct	N - shearing S - equestrian E - sideshow W - sheep	Alternative anchors to be identified
Create a central hub for social activity including food and beverage services and entertainment	Remove sheep pavilions to the west	Combine both pavilions as one
Consolidate sporting activity where possible, particularly with regard to shared use social facilities.	Football cricket and hockey to share recreation centre	Cricket and hockey to share Eric Farrow pavilion
	Combine tennis and bowls in existing tennis clubhouse	Relocate tennis and bowls to Golf club to create a country club
Inclusions	Solution 1	Solution 2
Formal welcoming entry statements at the gates, particularly for Woolorama	Common entry gate design for all active entrances	Designates 'main entry' design different to others
A dedicated service access point for livestock, separate to the public traffic flow	Use entry 1 for all livestock delivery	Create new livestock entry on Rifle North Rd
Seating, shade and shelter along pedestrian routes within the precinct	Create service nodes along axes	Add trees or shade shelters with seats
New horse stalls – additional 20 to achieve 100 on site	Remove from current location	Horse stalls serve as Woolorama cattle stalls
Clearly defined areas and services (power, water, drainage) for exhibitor camping	Set power and water supply points in amongst trees to create defined camping bays	Add common dump and drainage points

Improvements	Solution 1	Solution 2
Shelter over the equestrian dressage arena	Cover existing arena	Relocate arena as southern anchor
Trotting track / sports field lighting upgrade	As proposed	Focus lighting on active playing fields in winter season

Drainage to the south western corner of the main oval	Remediate by regular top dressing	Remediate by installing ag drains
Replace vinyl floor in the recreation centre sports hall	When funding is available	
Refurbished tennis clubhouse	Refurbish in-situ	Relocate to Golf Club
Refurbished bowls clubhouse	Refurbish in-situ	Relocate to Golf Club
Refurbished equestrian Clubhouse	Relocate adjacent to arena	Take-over tennis clubhouse
Replacements		
Bowling green – new 40m x 40m (8 rink) lit synthetic grass green proposed	Replace in-situ	Relocate to golf Club
Tennis courts – 6-8 new lit synthetic grass courts proposed	Replace in-situ	Relocate to golf Club
Horse stalls – replace existing 80 stalls	Extend existing cattle stalls	Build new stalls complex
Synthetic cricket wicket	Replace in-situ	Install in football oval
Merino pavilion	Relocate west	Relocate west as one large pavilion
British breeds pavilion	Relocate west	
Education pavilion and grandstand	Convert Merino pavilion for education	Use marquee for the Woolorama event
First aid station	New facility in alternative location	Area in a proposed new building
Security headquarters	Use existing tennis clubhouse	Use existing bowls clubhouse
Other considerations		
Landscaping and precinct seating	Make use of natural shade and plant more trees – add seats	Install shade shelters – add seats

5.0 PRECINCT MASTER PLAN OPTIONS 1 to 4

Four alternative precinct master plans (1, 2, 3 and 4) were prepared based on the design brief and solutions matrix described above and presented to the Council and the community. A series of additional design options were also presented including the addition of changerooms to the Eric Farrow pavilion to accommodate cricket and hockey, a precinct landscaping plan, a proposal to rationalise the multitude of land parcels through a process of amalgamation and boundary adjustments, and a concept for the relocation of bowls and tennis to the golf club.

These design options are shown below.

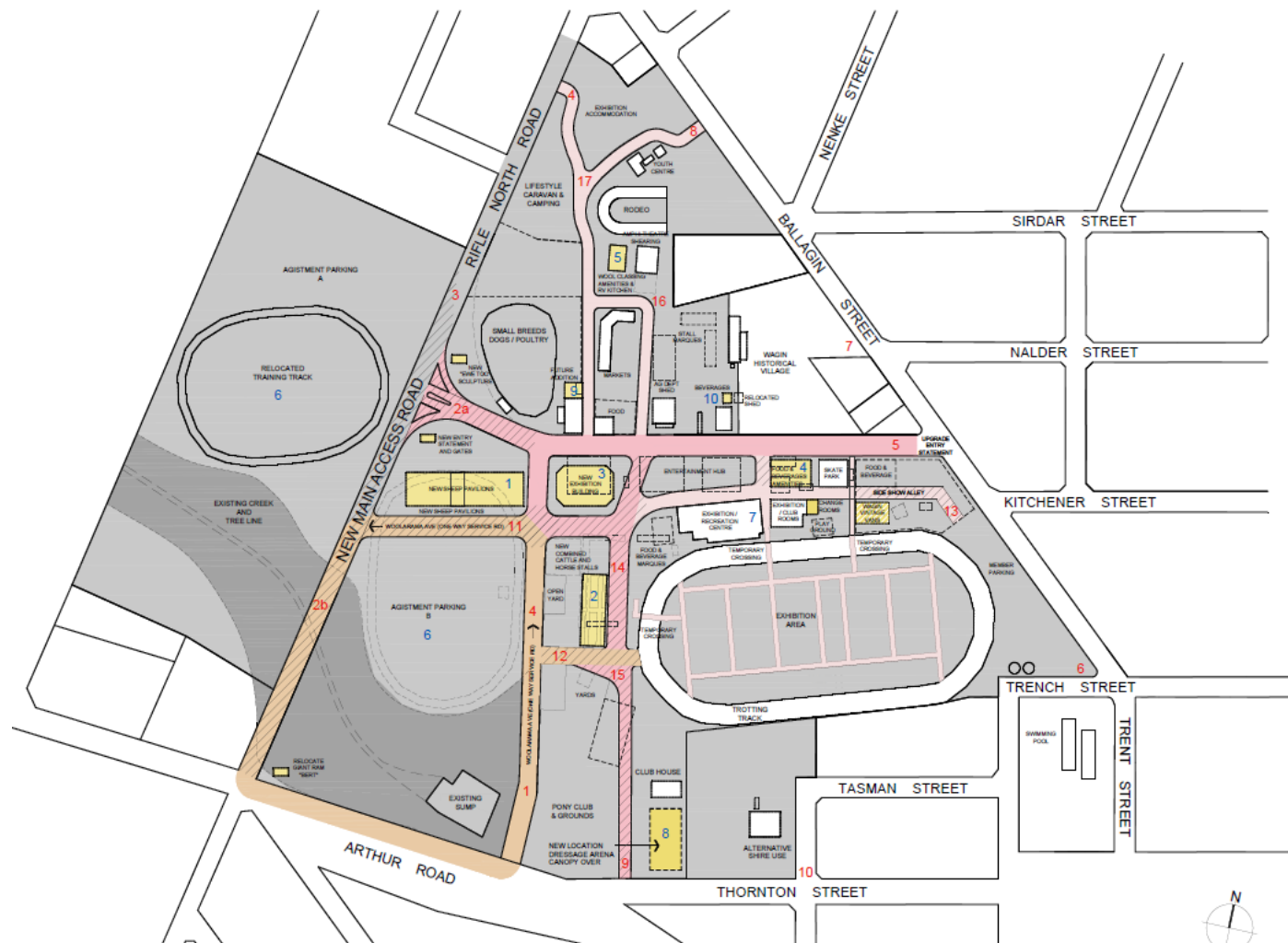
Consistent across all precinct master plan options are the following design elements. The numbers shown against the design elements are those on the masterplan options shown below or the site map and precinct legend included as an attachment.

1. Alternations and improvements to the road network
 - (2a) Creation of a new T junction and western entry to the precinct
 - (2b) Southerly extension of Rifle North Road to Arthur Road
 - (11) Creation of Woolorama Ave running east-west, a one-way service road connecting from the rear of the Ray Johnson Pavilion to Rifle North Road
 - (12) Formalisation of a service road linking the main arena to the north-south leg of Woolorama Ave
 - (13) Easterly extension of the internal service road running between the basketball courts and the Education Pavilion to service the proposed side show alley location
 - (14) Upgrade of the internal road running north-south through the existing trotting stables area from Kitchener Street to the new (12) service road
 - (15) Creation of a service road extending from the main arena south to Thornton Street for options 1 and 4 or south and east to Tasman Street for options 2 and 3
 - (16) Minor upgrades (reseal) to the service road extending north from Kitchener Street to the Shearing Pavilion and turning west
 - (17) Formalisation of the road extending north from Kitchen Street to the Rodeo Arena, Youth Centre and gates 4 and 8.
2. Demolition of existing infrastructure
 - (6) Dressage arena – only if it is to be relocated
 - (29) Equestrian clubhouse – function to relocate to existing tennis clubhouse
 - (31) Horse stalls – trotting, to be replaced with multipurpose stalls
 - (34) First Aid Room – to be replaced with a permanent facility
 - (40) Old scout hall/ cricket-hockey pavilion – function to relocate to Rec Centre or Eric Farrow pavilion
 - (41b) Public toilet block – to be replaced with new facilities in new buildings
 - (41c) Public toilet block – to be replaced with new facilities in new buildings
 - (42) CWA building – to be replaced with new hospitality hub facilities
 - (43) Stockman's bar – to be replaced with new hospitality hub facilities
 - (44) Merino Pavilion – to be replaced with new combined sheep pavilion 1
 - (45) British Breeds pavilion – to join Merinos in new combined sheep pavilion 1
 - (46) Ray Johnson Pavilion – to be replaced with new larger contemporary exhibition pavilion
3. Proposed future developments
 - (1) Construction of a new Sheep pavilion for both British Breeds and Merinos with a grassed exhibition space on the northern face of the building
 - (3) Construction of a new larger contemporary exhibition building to replace the Ray Johnson pavilion – including new public toilets to replace 41(c)

- (4) Construction of a new U-shaped hospitality hub for food and beverage services comprising kitchen and large cool rooms for food and beverage storage on the middle section and multiple service counters on the legs of the U, food to the right and drinks to the left opening onto some permanent and some temporary shaded alfresco areas
- (5) Construct a new wool classing pavilion located adjacent to the Shearing Pavilion to co-locate 'wool off the sheep' activities
- (6) Relocation of the equestrian training track to the west of Rifle North Road
- (7) Construct changeroom facilities at Eric Farrow to accommodate cricket and hockey using Eric Farrow as a clubhouse
- (8) Relocated equestrian arena from existing location and orientation to either align north-south for improved road access (Option 4), or relocate to existing tennis courts to allow viewing from the new pony clubhouse (Options 1 and 2)
- (8) Roof over equestrian arena in all options
- (9) Extended poultry pavilion to cater for additional exhibitors or exhibit types
- (10) Relocated shed to assist with boundary adjustments
- (11) Relocated Skate park to make improve alignment to youth activities on site:
Option 2 – near the youth centre at gate 8
Option 3 – near the swimming pool at gate 6

The key variations among the design options 1, 2, 3 and 4 relate to:

- (11) The position of the Skate Park
- (8) The position of the Equestrian Arena – and the associated alignment of road 15
- (7) The use of the Eric Farrow Pavilion for cricket and hockey (which requires the addition of changerooms) or the Recreation Centre (which requires some modifications to the existing changerooms)
- (12) The refurbishment and extension of the existing Bowls Clubhouse to accommodate Bowls and Tennis
- (13) The construction of a new 8 rink lit synthetic surface bowling green
- (14) The construction of 6 new lit synthetic surface tennis courts adjacent to the expanded bowls clubhouse
- (WCC) the proposal to relocate bowls (construct a new 8 rink lit synthetic green) and tennis (6 lit synthetic courts) to the golf course to create a Country Club with minor modifications to the existing clubhouse.



- LEGEND - ROAD TYPES
- PASSENGER & COMMERCIAL VEHICLES
 - HEAVY SERVICE VEHICLES
 - PEDESTRIAN PRIORITY
 - NEW ROADS

aac projects
 544 Newcastle Street
 West Perth 6005
 Western Australia
 T: +61 (08) 9227 5353
 E: admin@aacprojects.com.au



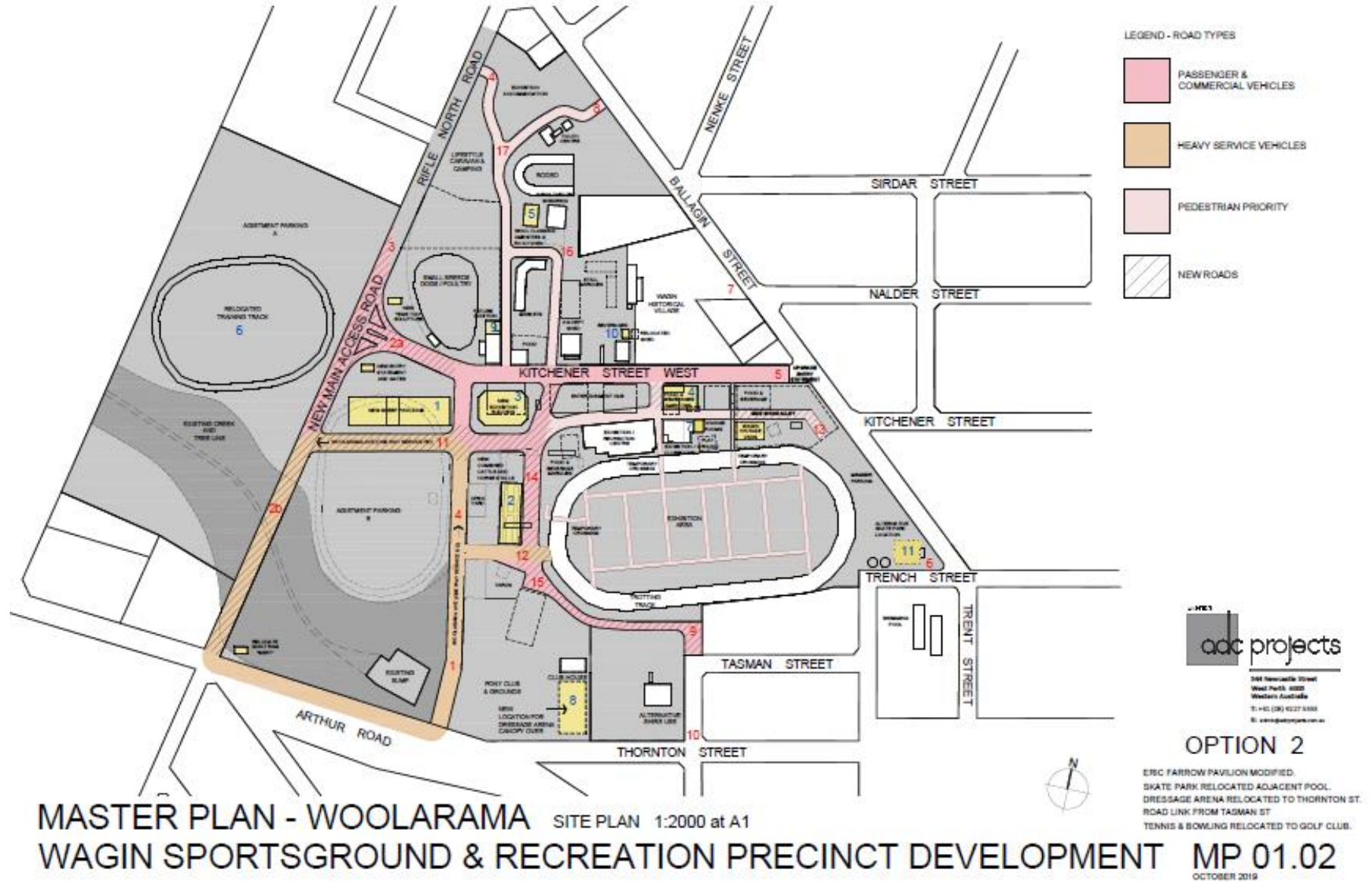
MASTER PLAN - WOOLARAMA SITE PLAN 1:2000 at A1

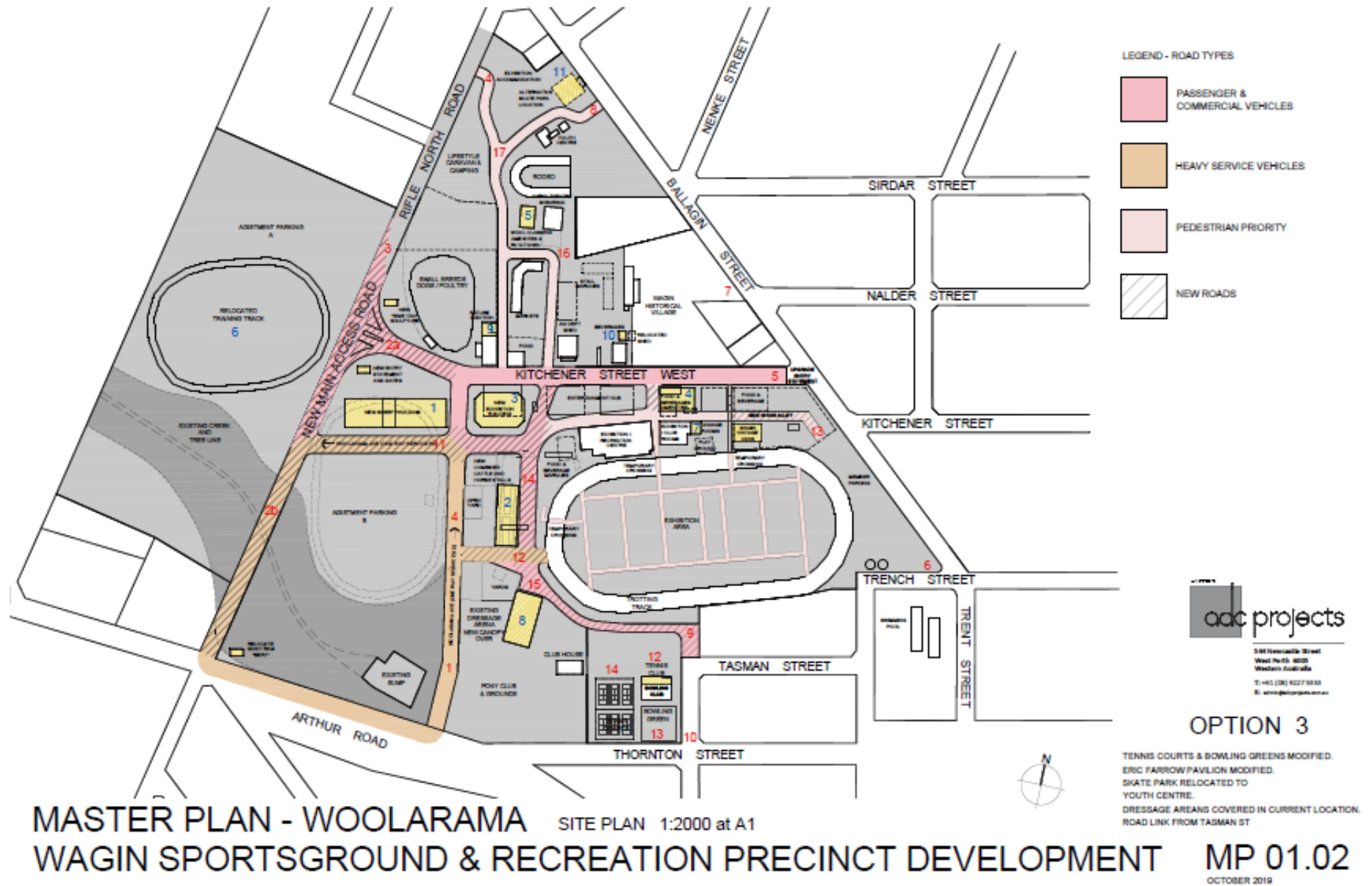
WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT

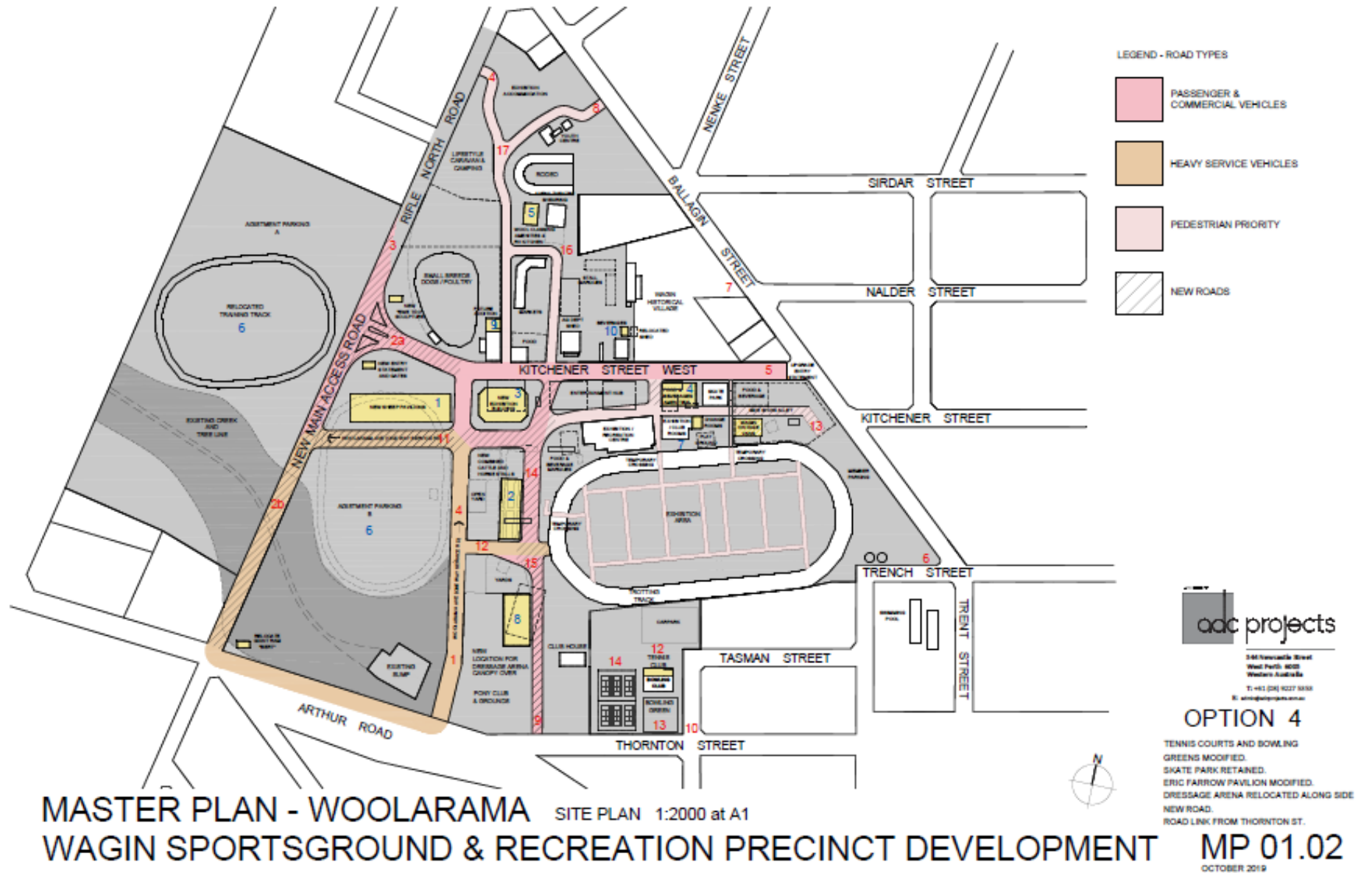
OPTION 1
 DRESSAGE ARENA RELOCATED TO THORNTON ST
 SKATE PARK RETAINED
 ERIC FARROW PAVILION MODIFIED
 TENNIS & BOWLING RELOCATED TO GOLF CLUB
 ROAD LINK FROM THORNTON ST

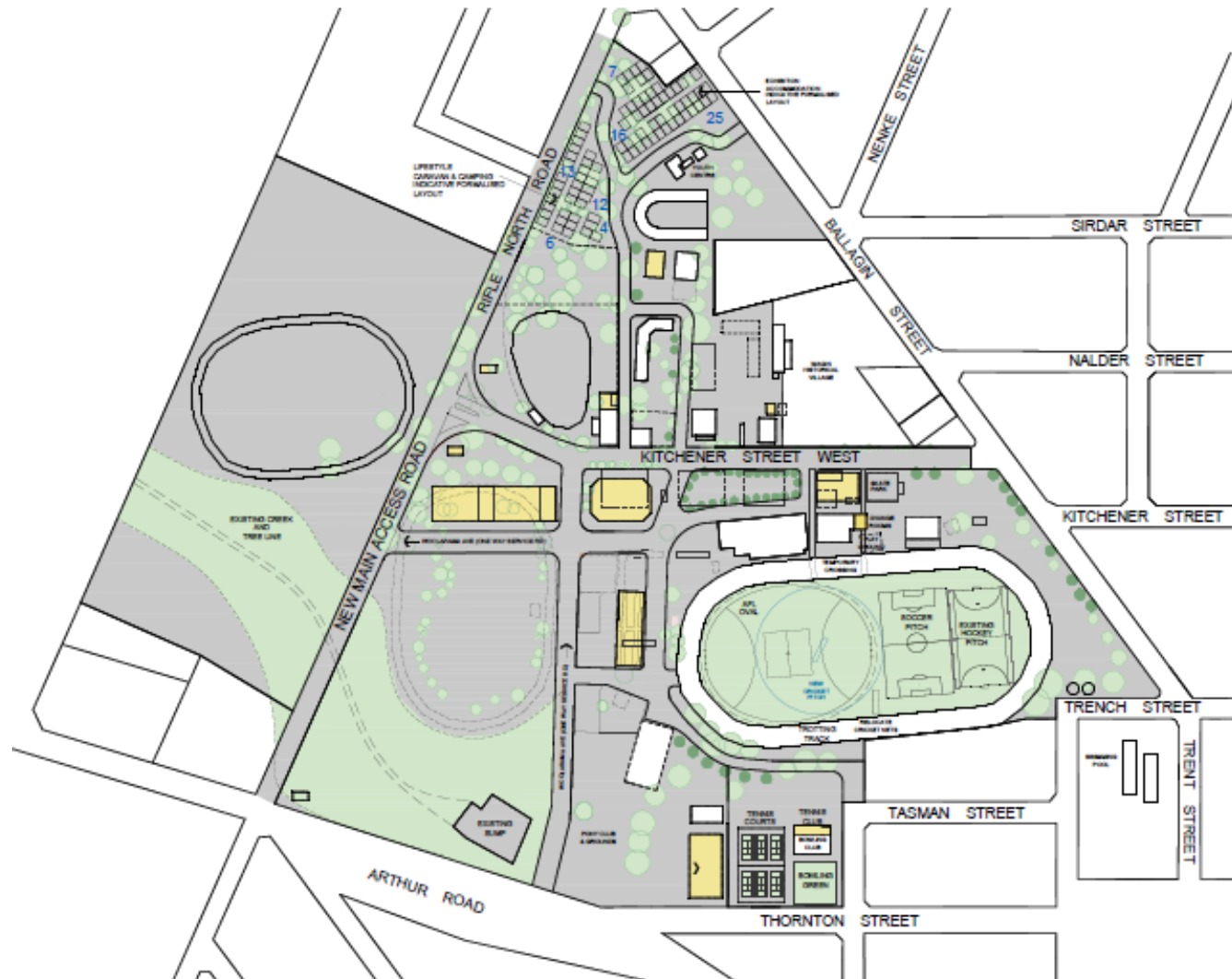
MP 01.02

OCTOBER 2019







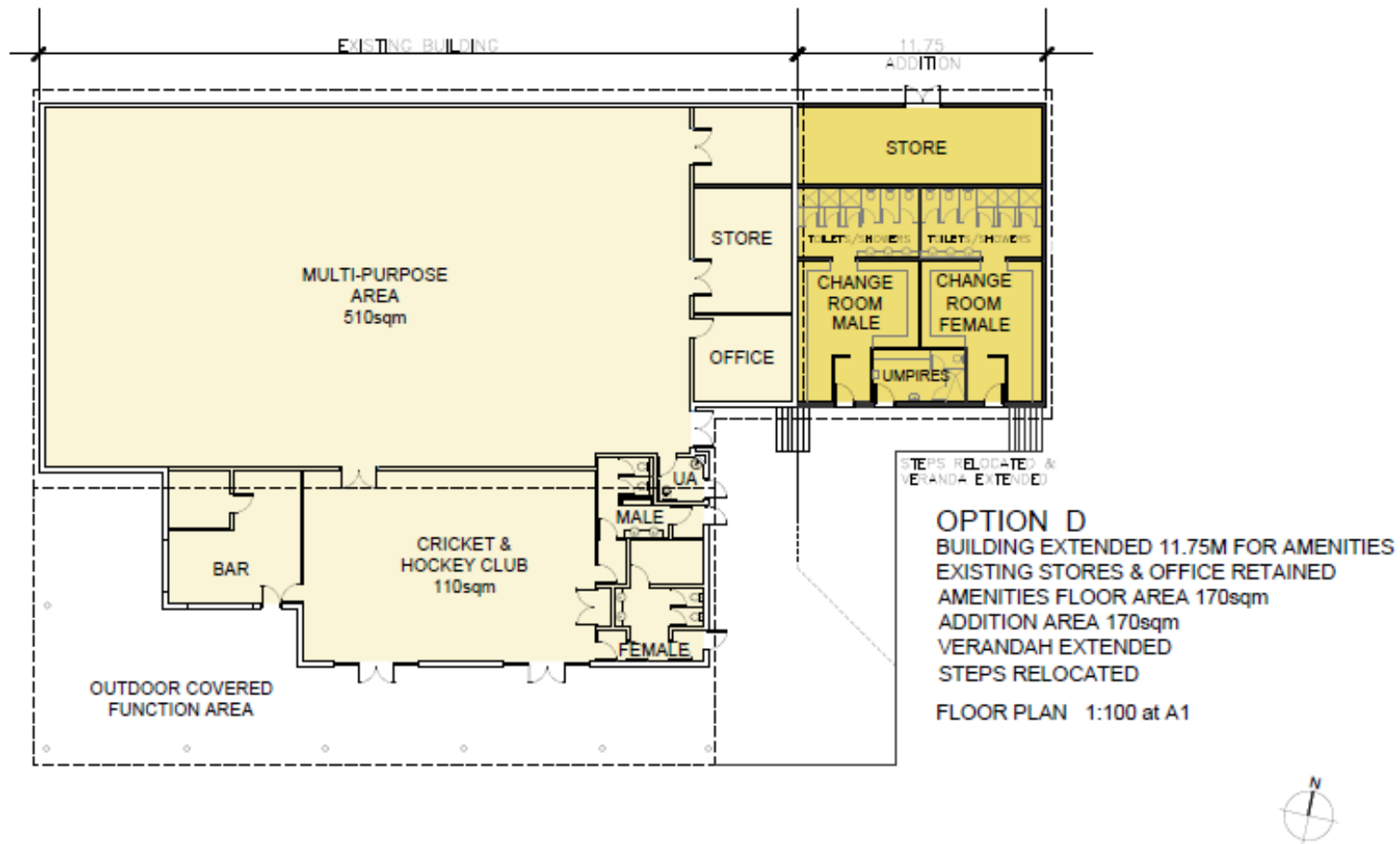


COMMUNITY & RECREATION USAGE SITE PLAN 1:2000 at A1
WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT



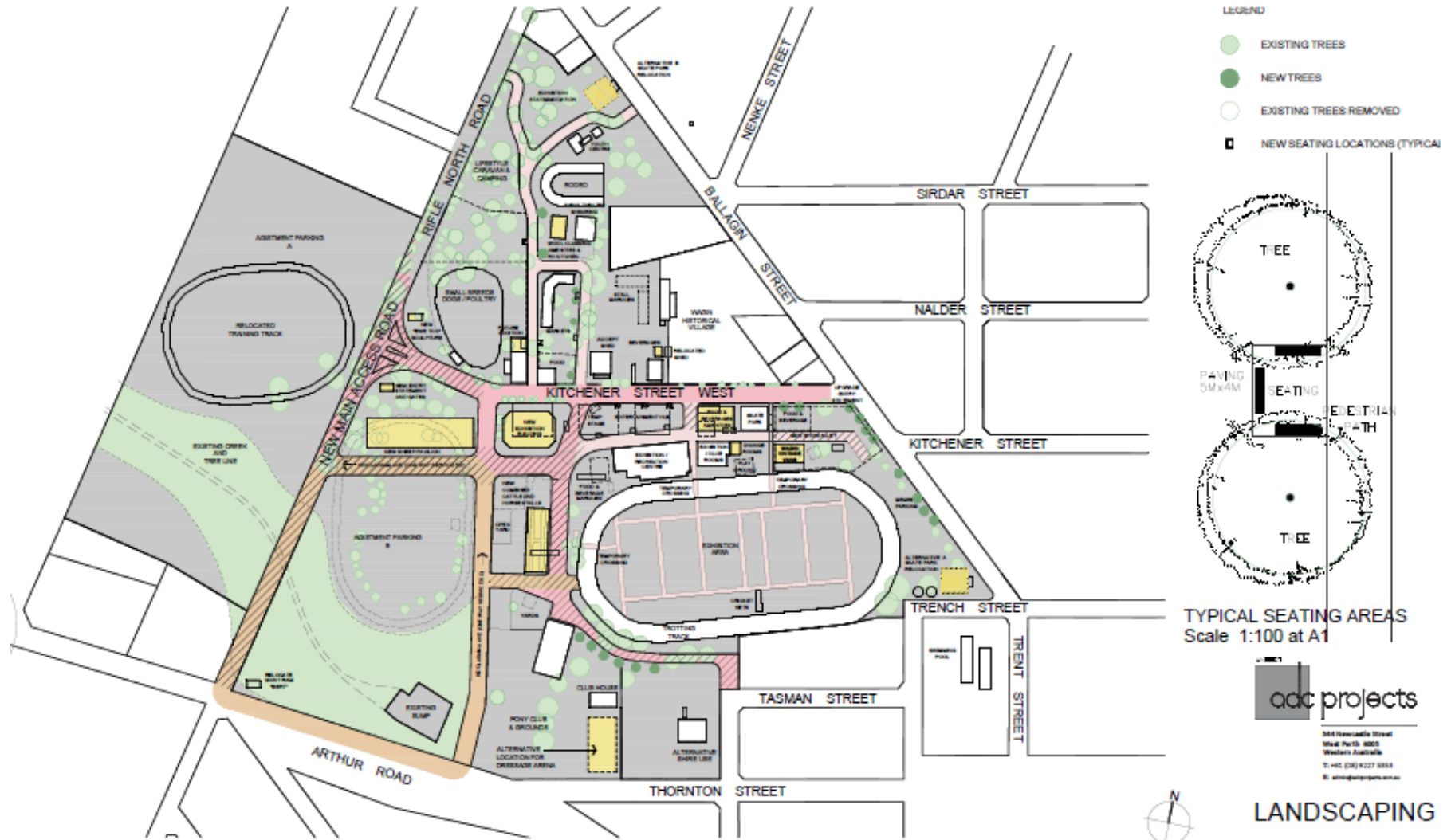
adc projects
 545 Tenacville Street
 West Perth, 6008
 Western Australia
 T: +61 (0)8 9227 9300
 E: info@adcprojects.com.au

Sk 03.2
 OCTOBER 2019



**AMENITIES FACILITIES - ADDITION TO ERIC FARROW PAVILION
 COMBINED SPORTS FACILITIES (EXCEPT GOLF)
 WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT**

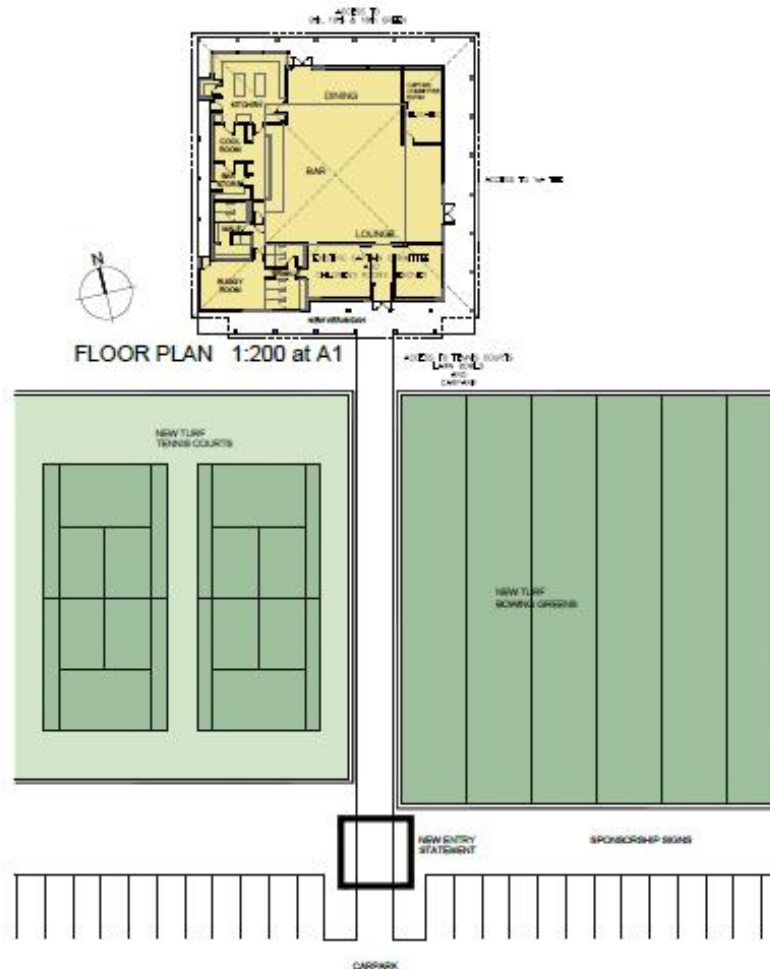
SK 02.5
 OCTOBER 2019



MASTER PLAN SITE PLAN 1:2000 at A1

WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT

MP 01.02
OCTOBER 2019



LOCATION PLAN scale 1:1000 on A1



adc projects
 344 Newcastle Street
 West Perth 6009
 Western Australia
 T: +61 (0)8 9227 9300
 E: info@adcprojects.com.au

PROPOSED WAGIN COUNTRY CLUB DEVELOPMENT OPTION

SEPT 2019
SK 01.2

6.0 ORDER OF PROBABLE COST OPTIONS 1 to 4

These precinct masterplans and associated design options were presented to NBQSS quantity surveyors to prepare an order of probable cost. These costs were developed using current Perth construction and materials rates, a project cost multiplier associated with design and construction contingencies, preliminaries, professional fees and project management costs and a regional multiplier associated with transport and other loadings for Wagin.

The schedule below outlines how these project costs have been developed for the various types of work, be they building works or civil works and whether they are part of a tendered works package based on an existing design or associated with a design and construct package.

The project cost multiplier, variously 1.45, 1.38, 1.35 or 1.22, is applied to the Perth unit rates. Because this work would be undertaken in Wagin as opposed to Perth, a regional loading of 20% has been applied, as advised by the Australian Institute of Quantity Surveyors.

Item	Building Works		Civil Works	
	%	Base	%	Base
Full service works - tendered		\$ 100.00		\$ 100.00
Preliminaries	10.0%	\$ 10.00	8.0%	\$ 8.00
Design Contingency	10.0%	\$ 11.00	10.0%	\$ 10.80
Contract contingency	5.0%	\$ 6.05	5.0%	\$ 5.94
Professional Fees	8.0%	\$ 10.16	5.0%	\$ 6.24
PM fees	4.0%	\$ 5.08	4.0%	\$ 4.99
General Project Costs	1.5%	\$ 1.91	1.5%	\$ 1.87
Public Art	1.0%	\$ 1.21	-	\$ -
Total		\$ 145.41		\$ 137.84
Project Cost Factor		1.45		1.38
Project management only required – direct contract				
Preliminaries	10.0%	\$ 10.00	-	\$ -
Design Contingency	10.0%	\$ 11.00	10.0%	\$ 10.00
Contract contingency	5.0%	\$ 6.05	5.0%	\$ 5.50
Professional Fees	-	\$ -	-	\$ -
PM fees	4.0%	\$ 5.08	4.0%	\$ 4.62
General Project Costs	1.5%	\$ 1.91	1.5%	\$ 1.73
Public Art	1.0%	\$ 1.21	-	\$ -
Total		\$ 135.25		\$ 121.85
Project Cost Factor		1.35		1.22

Cost analysis

All four options proposed the extension of Rifle North Road in a southerly direction to connect with Arthur Road and the establishment of a new T-junction entry by extending Kitchener Road to Rifle North Road.

A one-way anti-clockwise livestock service road was proposed making use of the existing entry from Arthur Road with east west connectors to be constructed to service the main arena and proposed new sheep pavilion.

Various internal roads were proposed to be upgraded. The order of probable costs for these works are summarised below. The numbers in the left-hand column relate to the numbers in the masterplan drawings.

Total roadworks internal and external – applies to all 4 options		
1	Left turn only from Arthur Rd to service road entry	82,800
2a	T junction entry	205,758
2b	Make Rifle Road North (RRN)	500,940
11	Connect Service Rd to RRN	163,944
12	Connect Service Rd to Arena	81,972
13	Extend internal road to Sideshow alley	32,292
14	Kitchener Rd to Connector 12 - re sheet	66,240
15	Main arena to Tasman St	208,656
15	Main arena to Thornton St (option not included in total)	156,492
16	Kitchener Rd to Shearing (re-sheet)	59,616
17	Kitchener to Gates 4 and 8	357,696
Total roadworks		1,759,914

The masterplans proposed the establishment of entry statements and /or gates at each of the main entry points to the precinct, particularly the new T-junction entry point on Rifle North Road.

These entry statements were costed allowing for a generic supporting pillar structure with gates and in the instance of the new T-Junction, a sculpture to signify the nature of the precinct. The allowances for these works are in the form of provisional sum items and shown below. The numbers in the left-hand column relate to the gates as depicted in precinct legend in attachment 1.

Entry statements – gates and sculptures – applies to all 4 options		
Gate 1	Relocated Bart Ram	52,200
Gate 2	Main Woolorama entry	101,880
Gate 5	Sports entry	52,200
Gate 8	Exhibitor entry	41,400
Gate 9	Equestrian entry	41,400
Total entry gate improvements		289,080

To make way for new developments within the masterplan, it was anticipated that several existing facilities would require demolition. An order of probable costs was identified to remove the following existing buildings. The numbers in the left-hand column relate to the precinct legend in attachment 1.

Demolition costs – applies to all 4 options		
6	Dressage arena	36,540
29	Equestrian clubhouse	16,545
31	Horse stalls – trotting	13,224
34	First Aid Room	696
40	Old scout hall/ cricket-hockey pavilion	15,660
41b	Public toilet block 41b	8,700
41c	Public toilet block 41c	8,700
42	CWA building	20,827
43	Stockman's bar	6,090
44	Merino Pavilion	43,696
45	British Breeds pavilion	49,381
46	Ray Johnson Pavilion	74,071
Total demolition costs		294,130

Following demolition there would be the opportunity for rationalisation and replacement of old buildings with new. This list was costed. The numbers in the left-hand column relate to the precinct legend in attachment 1.

New buildings – applies to all 4 options		
1	Combined Merino and British breeds (3,500m2)	7,308,000
2	Combination horse and cattle stalls (1,750m2)	3,045,000
3	Exhibition building (2,500m2)	8,047,500
4	Hospitality suite (750m2)	2,414,250
5	Wool classing pavilion + RV kitchen (750m2)	835,200
6	Relocated equestrian events/training space	177,606
7	Additional changerooms – Eric Farrow (160m2)	673,160
8	Relocated equestrian arena – walls, rails and sand	208,656
8	Covered equestrian arena (2,100m2)	1,278,900
9	Extended poultry pavilion (250m2)	435,000
10	Relocated shed (85m2)	14,790
11	Relocated skatepark	1,044,000
Total new building costs		25,482,062

In addition to new buildings there was an array of ancillary improvements that responded to the design brief. These are shown below.

Ancillary improvements - applies to all 4 options	
Temporary track crossing materials (3)	68,310
Site furniture - seating (15)	330,372
Site furniture - shade (6)	49,680
Large tree plantings (22 x 200 litre)	18,216
Landscaping and grassed parade area Pavilion 1	155,001
Entertainment hub stage	91,080
Entertainment hub grass	135,626
Entertainment hub fencing	140,760
Entertainment hub trees (30 x 100 litre)	37,260
Camping area improvements (83 bays)	102,672
Total ancillary improvements	1,128,977

One option to create a sporting hub would be to combine tennis and bowls using the existing bowls clubhouse as a base. There would be a requirement to refurbish the existing building and extend it to appropriately service tennis, build 6 new lit synthetic turf courts adjacent the clubhouse extension and develop an 8-rink lit green in the location of the existing Green B.

If this option was progressed, the relocation of the cricket wicket into the football oval in front of the Eric Farrow pavilion, and the addition of changerooms to this building would accommodate cricket and hockey in a modern facility.

The cost for this exercise is shown below.

Combine bowls and tennis based at the bowling club site	
Combine cricket and hockey based at Eric Farrow pavilion	
6 lit synthetic tennis courts	847,872
8 rink synthetic bowling green	414,000
Lighting to 8 rink green	596,160
Bowls Clubhouse refurbishment (590m ²)	273,789
Additional social area for tennis (150m ²)	469,800
Carpark resurfacing (40 bays)	69,552
New synthetic cricket wicket + winter cover	35,769
Drainage improvements to SW corner	107,640
Changerooms to Eric Farrow pavilion	673,160
Total sporting modifications at the bowling club	3,487,742

Continuing with sporting facility rationalisation, the Pony Club is seeking improved clubhouse facilities and to cover their dressage arena. The Pony club could make use of the vacated tennis clubhouse and either leave the dressage arena where it is and cover it, align it in a more north-south axis for improved traffic flow or relocate the arena nearer the clubhouse (ideally onto the existing tennis courts).

Pony Club improvements	
Equestrian arena cover	1,278,900
Relocate arena (limestone blocks , rails and sand)	208,656
Refurbish tennis clubhouse for Pony Club use	85,950
Total Pony Club relocated to Tennis site	1,573,506

If the determination was to relocate tennis and bowls to the golf course and create a country club, there would be the requirement to build 6 new lit synthetic turf courts, develop an 8-rink lit green and modify the existing golf clubhouse to provide viewing over the new playing surfaces. This option is costed below.

Relocate Tennis and Bowls to the Wagin Country Club (WCC)	
6 lit synthetic tennis courts	847,872
8 rink lit synthetic bowling green	1,010,160
Clubhouse modifications	106,549
Road and carpark (98 bays) unsealed	292,163
Total Tennis and Bowls at WCC	2,256,744

Other items costed by the Quantity Surveyor include:

Additional cost items discussed during the study	
Site survey – building and site services pick-up	30,000
Boundary rationalisation and land title amalgamation	10,000
Expanded and improved playground	74,520
Total additional items recommended	114,520

7.0 PRECINCT MASTERPLANS 1 TO 4 - REJECTION

The various precinct masterplans (Options 1, 2, 3 and 4) and associated design drawings were presented to the Council and the Community at a series of workshops in October 2019. The workshops provided a series of worksheets where attendees and subsequently interested community members could provide feedback on the design options preferred.

This feedback was received, analysed and is summarised with the following comments.

- The Bowls and Tennis Clubs both made separate submissions declaring they did not wish to relocate to the Golf course to establish a Country Club.
- There was general dismay at the order of probable costs with many suggesting that the proposed works could be achieved at considerably less cost.
- There was a clear distinction between the needs of the Agricultural Society and the desires for Woolorama and the needs and desires of the sporting clubs.
- Most sporting club advocates believed Woolorama improvements should be funded by the Agricultural Society

Survey respondents in the main rejected the majority of the masterplan design options proposed. There was further variation and divided opinion on when works should occur when classified as short, medium or long term requirements, although it is noted that numerous elements that were rejected by the majority were recorded as short term need.

These items were supported.

- Replacement of the first aid building with a more appropriate permanent facility
- Demolition of the Old Scout hall
- Replacement of the horse stalls with new multipurpose stalls for trotting and Woolorama purposes
- Rationalisation and improvements to public toilets on the site
- Development of a new 8 rink synthetic grass bowling green – but not lighting
- Construction of 6 new lit synthetic grass tennis courts
- New cricket wicket with winter cover (if required)
- Drainage improvements to S-W corner playing fields

The feedback is summarised below.

Wagin Sportsground and Recreation Precinct Masterplan - Community Feedback					
A	Create one-way service road	No	Yes	When (S, M, L)	Comment
1	Make one way - left turn only - median and signage	19	7	2M	we can do this cheaper
B	Create new main entry	No	Yes	When	Comment
2	Establish T junction and roadworks	19	6	S, 2M	we can do this cheaper
2a	Install entry gates/statement and Ewe-Too sculpture	23	3	2M	local artist to do
2b	Construct Rifle Road North	19	8	S, M	
C	Establish service connector roads	No	Yes	When	Comment
11	Connect Service Rd to RRN	20	5	S	
12	12 Connect Service Rd to Main Arena	20	6	M, L	
13	Extend internal road to sideshow alley	22	4	M	
14	Connect Kitchener Rd to Main Arena	22	5	S, L	
15	Connect Main Arena to Thornton St	22	4	S	
15	Connect Main Arena to Tasman St	16	3		
16	Resurface Kitchener Rd to Shearing Pavilion	15	12	M, L	
17	Bituminise Kitchener to Youth Centre (Gates 4 and 8)	21	4	M	

D	Demolition works	No	Yes	When	Comment
6	Dressage arena - for relocation	21	2+?	M	only if all equestrian relocated
29	Equestrian clubhouse	13	9+?	S, M	maybe - up to pony club
31	Horse stalls - trotting	12	11	3S, M	
34	First Aid Room	12	13	4S	refurbish
40	Old scout hall/ cricket-hockey pavilion	7	19	3S, M	
41	Public toilet block 41a		1	M	
41	Public toilet block 41b	11	13	2S, M	refurbish - only demolish if replaced
41	Public toilet block 41c	13	11	2S, M	refurbish
42	CWA building	18	6	S, M, L	refurbish
43	Stockman's bar	19	6	S, M, L	refurbish
44	Merino Pavilion	17	6	S, 2M	Ag society - offer salvage for free demolition
45	British Breeds pavilion	16	7	M	Ag society - offer salvage for free demolition
46	Ray Johnson Pavilion	19	3	M	Ag society determination
E	New structures	No	Yes	When	Comment
1	Combined sheep pavilions	12	7	2, 4M	Ag society task - at considerably less cost
2	Combined horse and cattle stalls	17	7	S, 4M	Ag society task - at considerably less cost
3	Exhibition building	21	2	3M	Ag society to undertake - not necessary
4	Hospitality - F&B suite	19	5	S, 2M, L	Ag society to undertake
5	Wool classing pavilion	22	2	2M	Ag society to undertake
6	Relocated equestrian events space	20	3	2M	Ag society to undertake
7	Expanded changeroom facilities - Eric Farrow	20	6	S, 2M	Ag society to undertake
8	Relocated equestrian arena	20	3	2M	Ag society to undertake
8	Covered to equestrian arena	21	3	2M	Ag society to undertake
9	Extended poultry pavilion	22	2	M, L	Ag society to undertake
10	Relocated shed	19	1	M	not sure
11	Relocated Skate park	22	5	S, 2M	easy to access right spot where it is
F	Ancillary improvements - Refer Landscaping Plan	No	Yes	When	Comment
	Temporary track crossings	17	6	3S	2 can be done cheaper
	Site furniture along pedestrian routes	16	5	3S	maybe - by Ag society
	Shade shelters along pedestrian routes	14	9	3S	maybe - by Ag society - \$10K worth
	Tree lined avenue along 14, 15 and 17 (200 L trees)	18	5	2S	Ag society to undertake
	Grassed area at front of New 1	19	1	S, M	Ag society to undertake
	Landscaping in entertainment hub				Ag society to undertake
	Stage	15	4	2M	Ag society to undertake
	Grass	15	4	2M	Ag society to undertake
	Fencing	18	3	2M	Ag society to undertake
	Medium trees (100 L potted)	14	5	S	Ag society to undertake
	Enhanced playground	13	6	S	not necessary
	Site survey	17	4	S	No need
	Boundary rationalisation	18	1		No need
G a	Sporting improvements - Precinct	No	Yes	When	Comment
12	Bowls clubhouse refurbishment	13	10	S	asap
12	Bowls clubhouse new equipment	13	9	S	asap
12	Bowls clubhouse extension to include tennis	13	8	S	asap
13	New 8 rink bowling green - synthetic grass	9	14	S	asap
13	Lighting to new 8 rink bowling green	10	13	S	asap
14	New 6 lit synthetic grass tennis courts	8	14	S	asap
15	New cricket wicket with winter cover	7	14	S	asap - leave where it is
	Drainage improvements to S-W corner playing fields	9	12	S	asap
	Reseal carpark	13	8	S	asap
G b	Sporting improvements - Country Club	No	Yes	When	Comment
	New 6 lit synthetic grass tennis courts	23	2		
	New 8 rink lit bowling green - Grass	23	2		
	96 carbays + 2 disabled bays	23	1		
	Entry statement	23	1		
	Access road (east)	21	2		
	Access road (west)	21	2		
	Add new verandah	22	1		
	Add new entry doors and windows	22	1		
	Remove existing walls and doors	22	1		
	Floor coverings	22	1		
	Access path to Clubhouse	22	1		
	New golf captain and committee room	22	1		
	Allowance for sundry redecorations	22	1		

8.0 PRECINCT MASTERPLAN OPTION 5

It was apparent from the feedback that the master plan options 1 through 4 as presented did not adequately respond to community need, in particular, to the ambition to create a sporting hub within the precinct.

The Shire Councillors and senior staff, understanding and responding to this sense of dissatisfaction subsequently provided instruction to the consultants regarding the creation of a new sporting hub. The instruction is detailed below.



Wagin Sportsground Precinct Redevelopment – Council Feedback/Position Council Meeting 26th November 2019

Option 1 is the preferred option of Council with the following significant changes

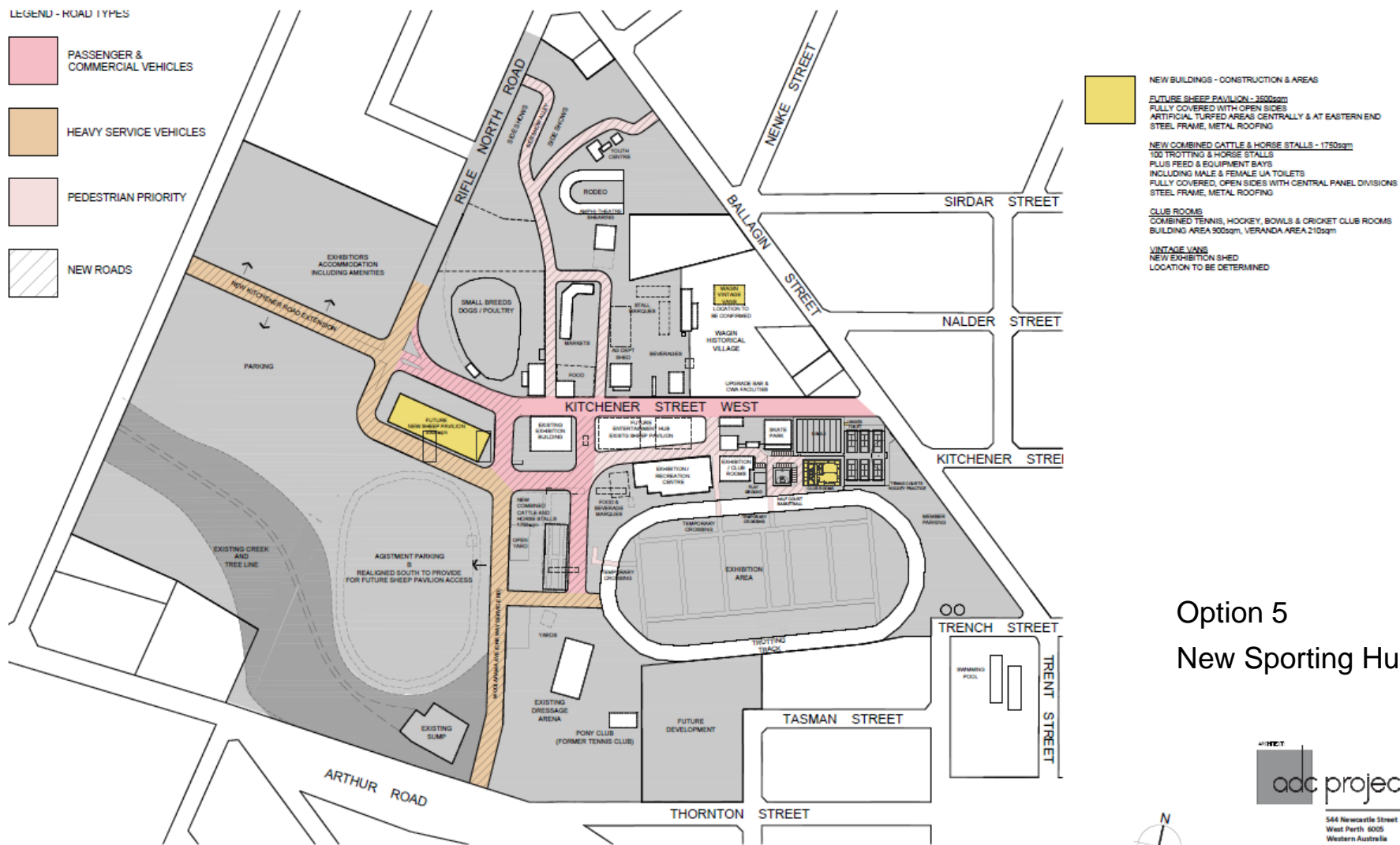
- Build a new pavilion, tennis courts and bowling green and the eastern end of the showground as per shown on plan, this will cater for cricket, hockey, tennis and bowls.
- New Changerooms at the Eric Farrow Pavilion is not required.
- Council supports the new sportsground/showground road network, including the formation of Rifle North Road as a long-term strategy for the precinct. However, an alternative option to building Rifle Street North would be to continue on with Kitchener Street to the West through the new entry to Reeves Rd/Great Southern Highway (road to Narrogin)
- New Entry statements is not considered a priority.
- The existing Bowling Club and Tennis Club Land (excluding tennis club house) could be flagged for future aged care (Cottage) homes or other community use as required by the community and deemed by Council.

This instruction, which rejects the notion of a sporting hub at the golf course (Options 1 and 2) or at the bowls club (Options 3 and 4) and proposes a new social hub at the eastern end of the precinct. It is proposed to occupy the site of the old scout hall, old basketball courts, education pavilion and public toilet block 41(a).

There was strong support recorded for the removal of the old scout hall and rationalisation of the public toilets. Removal of the rarely used basketball courts was considered acceptable and removal of the Education Pavilion will require an alternative accommodation to be sourced.

The second new element introduced by the instruction was the option of extending Kitchener Street to the west to intersect with Great Southern Highway / Reeves Road leading to Narrogin.

This instruction has subsequently been interpreted by the consultants and is now presented as Option 5. It shows the new sporting hub in the east of the precinct and a new road leading to Great Southern Highway, together with a rationalisation of the balance of the site in response to the workshop feedback.



Option 5
New Sporting Hub

adc projects
544 Newcastle Street
West Perth 6005
Western Australia
T: +61 (08) 9227 5853
E: adc@adcprojects.com.au



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

MP 01.02
AUGUST 2020

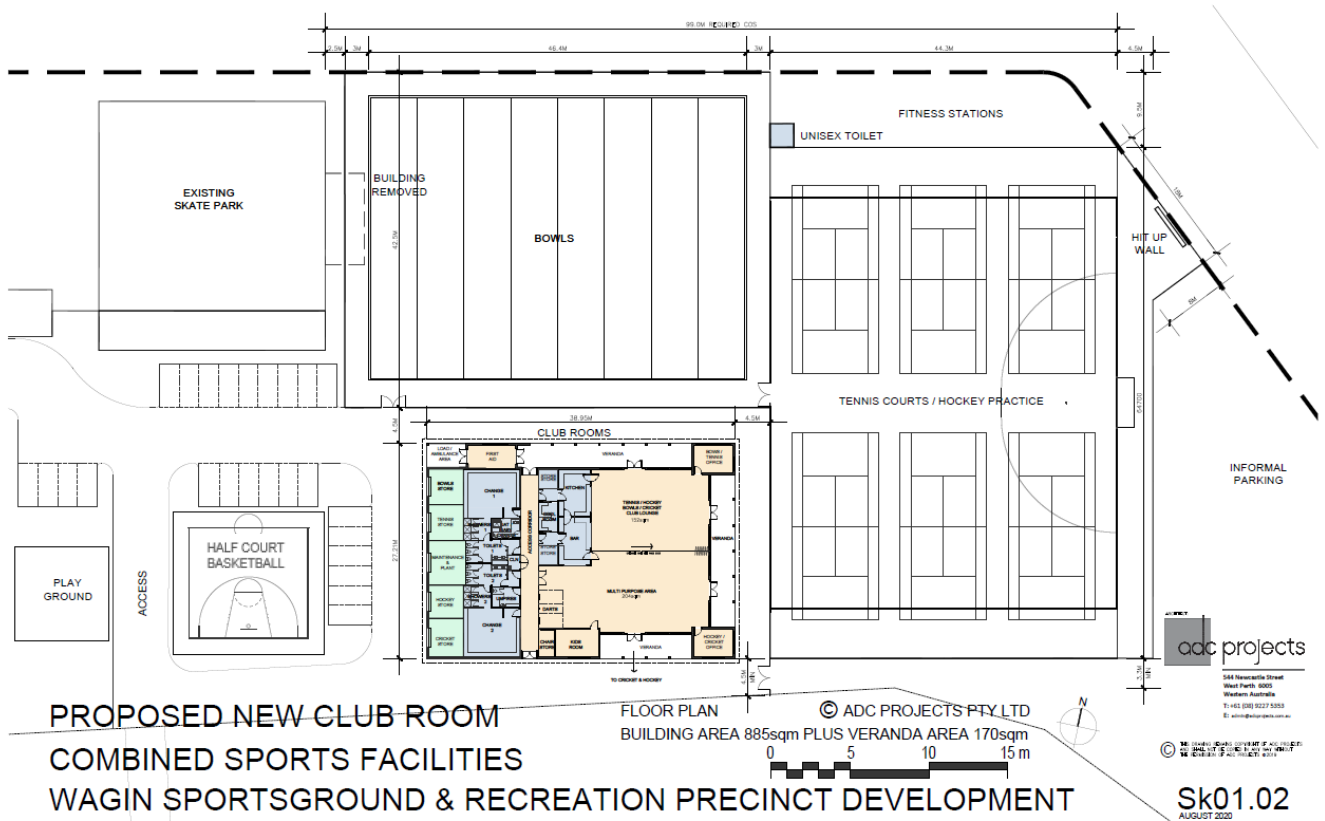
8.1 Option 5 Masterplan detail

- The creation of the new sporting hub to accommodate cricket, hockey, tennis and bowls. This includes a new clubhouse with views north to bowls, east to tennis and south to cricket and hockey on the oval. Six (6) tennis courts and an 8-rink bowling green are to be constructed and the cricket wicket is to be resurfaced in-situ.
- It is proposed that the tennis courts be constructed in a manner to allow hockey training and modified games to be played on the synthetic turf surface. This will require removable posts and flush capping of the post holes and the synthetic turf to be carefully selected to be suitable for both tennis and hockey. The surface will also require overmarking for hockey. One option is shown on master plan 5.
- The extension of Kitchener Street across Lot 54 to meet Great Southern Highway and the creation of a new intersection and entry point at Rifle North Road.
- The construction of a new contemporary Sheep Pavilion (Merino and British Breeds combined) adjacent the new entry.
- Demolition of the Merino and British Breeds pavilions to create a centrally located entertainment hub.
- The construction of a new service road to the south of the new sheep pavilion for exhibitor and livestock access.
- Relocation of Sideshow Alley to become the northern anchor during Woolorama with stall holder access via gates 4 or 8.
- Retention of the Ray Johnson pavilion.
- Removal of the existing trotting stalls and replacement with multipurpose horse and cattle stalls.
- Demolition of the existing pony club clubhouse and their relocation top the existing tennis club clubhouse.
- Covering of the equestrian arena – either in-situ or relocated to the tennis courts site in front of the clubhouse.
- Internal roads to be upgraded as required.
- Landscaping and shade and seating to be introduced as required.
- No action on the installation of entry statements or gates.
- No action of artworks, sculptures or features.
- No changes to Eric Farrow Pavilion.
- Upgrade to the floor of the Recreation Centre.
- Minor works as required to the CWA dining hall and the Stockman's Bar in-situ.
- The addition of a single basketball court on the west side of the new clubhouse.
- The extension and upgrade of the existing playground.

8.2 Option 5 Sports Hub detail

The design and layout of the proposed sports hub for cricket, hockey, tennis and bowls proposes a common clubhouse with viewing lines to the north to an 8-rink bowling green, to the east to 6 tennis courts (and hockey training surface) and to the south for cricket and hockey fields.

The main oval area will accommodate hockey on a natural grass surface for home matches and the existing cricket wicket located between two hockey fields will be upgraded with a new synthetic surface in-situ. The site layout is shown below which includes a new half-court basketball facility to replace the unserviceable courts currently on site.



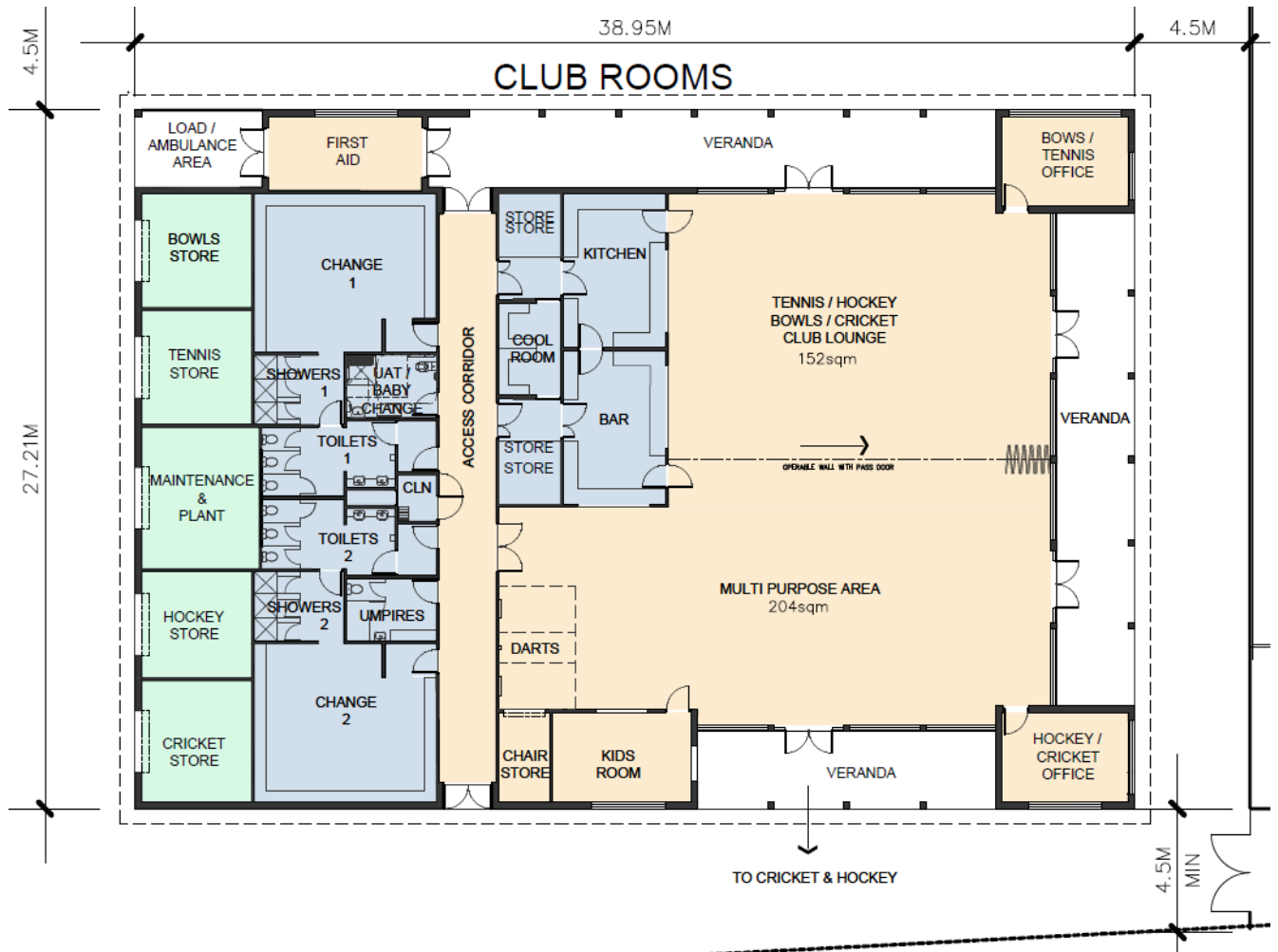
The building design, shown in more detail below, provides a social area of 356m² which is capable of being divided into two rooms of 152m² and 204m² respectively, separated by an operable acoustic wall. There is a common kitchen and bar area which can serve into both social areas and cool room and dry stores. Each playing surface is overlooked by a covered verandah.

There is a common first aid room for use by all tenants and there are two game day or captain's office spaces to be shared by tennis/bowls and cricket/hockey, nominally aligned to the proximity of their playing spaces. A children's room is also provided.

Each sporting code is allocated a discrete and secure storage area on the western end and allowance has been made for both venue equipment (chair store) and a maintenance and plantroom.

There are two non-gender specific changerooms to allow flexibility and accommodate women's fixtures. The wet area also provided public toilets, an umpire's room, cleaner's room, baby change facilities and a universal access toilet to meet BCA and disability service requirements.





8.3 Option 5 Notes of caution

Option 5 provides for the use of the tennis courts as a synthetic turf training facility for hockey, noting that inherent in this design is a decision not to pursue the development of a full-size synthetic hockey pitch. Careful turf selection and surface marking will be critical to ensure the two sports can operate without (or with only limited) inconvenience.

Option 5 shows that the site can accommodate the footprint of the proposed facilities, however, the exact location of the new pavilion and playing facilities cannot be determined at this stage and is subject to site survey and the location of existing services. The area could potentially be impacted by service runs requiring easements. The total available area is tight and the separation between the tennis courts and the trotting track is limited.

Additionally, the proposed sporting hub development will sit across multiple land parcels. It is recommended that these parcels be amalgamated into one parcel suitable for lease and that further boundary rationalisation be undertaken to simplify land holdings for the Shire, the Agricultural Society and those parcels in joint or trust ownership.

The new social hub requires the demolition of the old scout hall building, currently used as a clubroom by hockey and cricket and as the security HQ during Woolorama. There is unanimous support for the removal of this building. The new social hub also requires demolition of the adjacent education pavilion and grandstand. Council had previously determined to allow this building to be used to store and exhibit Vintage Caravans. With this building now to be demolished, a potential solution would be to relocate the caravans to another building such as the Ray Johnson Pavilion. This would require discussion with the Agricultural Society.

Handwritten signature

Finally, we understand that Lot 54 located between Rifle North Road and Great Southern highway is owned in freehold by the Agricultural Society. The proposal to extend Kitchener Street through this lot would require their approval. Should this road be approved and constructed it would be appropriate to acquire the site, effect a land swap or secure perpetual right of access to the community.

9.0 ORDER OF PROBABLE COST – OPTION 5

The following cost schedule has been extracted from the previous order of probable cost by the Quantity Surveyor.

Road Network Changes	
Extend Kitchener Street to Great Southern Highway	309,672
Create new T Junction on Great Southern Highway	36,432
Create new 4-way intersection in Rifle North Road	72,864
Create service road to Rifle North Road E-W connector	218,592
Create service road to main arena E-W connector	81,972
Create service road from Kitchener to main arena N-S	182,160
Kitchener to Youth Centre/Side Show connector	437,184
Total Cost Road Network Changes	1,338,876

Demolition	
Horse stalls - trotting	13,224
First Aid Room	696
Old scout hall/ cricket-hockey pavilion	15,660
Public toilet block 41a	8,700
Merino Pavilion	43,639
British Breeds pavilion	49,381
Total Cost for Demolition	131,300

New structures	
Combined sheep pavilions	7,308,000
Combined horse and cattle stalls complex	2,432,955
100 horse/cattle stalls 2.5m x 3.5m - power + water	2,088,000
Feed and equipment bays	39,585
Male and female + UA toilets	200,970
New first aid building added to northern end	104,400

Roof over equestrian arena	1,278,900
Total Cost New Structures	11,019,855

Sporting improvements	
New Sports Hub Clubhouse (1.121m2)	4,191,070
Social and admin areas (480m2)	2,088,000
Kitchen and bar (100m2)	696,000
Toilets and showers (90m2)	469,800
Change rooms (100m2)	382,800
Storage areas (120m2)	313,200
Verandah areas (230m2)	166,750
Fit-out furniture and equipment allowance	74,520
New 8 rink bowling green - synthetic grass - no lights	414,000
New 6 lit synthetic grass tennis courts	847,872
Drainage improvements to S-W corner of playing fields	107,640
New cricket wicket in-situ	11,178
Total Cost Sporting Improvements	5,689,205

Ancillary costs	
New external basketball court - bitumen top	42,924
Enhanced playground	74,520
Site Survey	30,000
Boundary rationalisation	10,000
Total Ancillary Costs	40,000

Summary of costs by type	
Total all costs	18,219,236
Total Sports Hub costs	5,689,205
Total New Sports Hub Clubhouse cost	4,191,070
Total Woolorama facilities cost	9,740,955
Total Equestrian / Pony Club costs	1,278,900
Total road network costs	1,338,876

10.0 MANAGEMENT STRUCTURE AND GOVERNANCE

As articulated in our proposal, the majority of funding agencies require the feasibility study to articulate the future management structure and governance processes for the precinct.

Given that this precinct already exists and has a functional management and governance system in place, there seems to be little need to materially change current arrangements.

The entire precinct is currently managed on a day to day basis by the Shire which coordinates ground allocations and facility use and undertakes both routine and reactive maintenance.

There is a Lease Agreement in place with the Wagin Agricultural Society (WAS) until 28 February 2023. This deed provides WAS access to the precinct for a 14-day period each year to stage Woolorama, for the annual sum of \$10.00 and some additional charges. These include WAS paying the full cost of electricity consumed across the precinct during that period and a requirement to make the following annual contributions:

\$500	For use of the WAS Boardroom
\$1,000	As a contribution for water and irrigation of the 500's and 600's
\$600	As a contribution to the Recreation Centre Equipment Fund

The WAS regularly undertakes repairs and makes improvements to the pavilions within the precinct at its own cost but must obtain written approval from the Shire before carrying out any structural works or other material improvements.

There is no lease with the Wagin Tennis Club for use of the tennis courts and clubhouse.

There is a lease with the Wagin Bowling Club which expires on 10 September 2020. Given that the Bowling Club is a key stakeholder of the proposed Sports Hub development described in Option 5, it is anticipated that the current lease, upon expiry will enter a holding over period as permitted under clause 11.2 of the lease, until a new tenancy agreement can be executed for the new Sports Hub. The nature of this agreement is yet to be determined noting that options include:

- Formation of an incorporated Sports and Recreation Club with representation from the bowls, tennis, cricket and hockey clubs. The Sports and Recreation Club Inc. would enter into a lease with the Shire for either the entire sports hub area comprising clubhouse, tennis courts and bowling greens, or a lease of just the clubhouse with the playing areas remaining under Shire control. The cost of operations, maintenance and facility renewal would be the responsibility of the Sports and Recreation Club with the annual lease fee equivalent to the projected cost of maintenance and refurbishment of the facilities amortised over the period of the lease. The lease fee should be held in an interest-bearing trust account for use on agreed items to maintain the facility in a fully functional condition (preferred option).
- Lease to the Bowling Club as head tenant with power to sub-lease to Tennis, Cricket and Hockey. Again, the lease area could involve the clubhouse and synthetic surfaces or just the clubhouse (primarily to address liquor licensing). In this instance the Bowling Club would assume responsibility for maintenance and facility renewal.
- Seasonal, non-exclusive hire or license agreements with each of the clubs for use of the clubhouse and the associated playing surface. The Shire would retain management and operational control over the sports hub and levy a seasonal fee to the Clubs equivalent to an appropriate share of the amortised maintenance and facility renewal cost (least preferred option).

11.0 FUNDING OPTIONS

It is understood that prior to implementation of this the Shire requires funds to be secured from external sources such as:

- The local sporting clubs and associations – tennis, bowls, cricket, hockey, pony, trotting, football (capital and in-kind contributions)
- Wagin Agricultural Society (capital and in-kind contributions)
- Racing and Wagering WA (capital for trotting horse stalls)
- Western Australian Government
 - CSRFF (sports hub),
 - Road Safety Committee Event Grants and Project Grants (roadworks),
 - Active Regional Communities Grants (events, equipment, coaching and training)
 - Country Sport Enrichment Scheme (Elite athlete fees and event hosting)
 - Regional Economic Development (Red) Grants (new pavilions)
 - Regional and Remote Festivals Fund (entertainment program at Woolorama)
 - Regional Organisation Grants (Improved sporting opportunities)
- Federal Government
 - Road to Recovery Grants (roadworks)
 - Financial Assistance Grants (roadworks)

This list of funding sources is not exhaustive and should be subsequently expanded.

Funding issues aside, and assuming the funds can be secured in the next 2-3 years, grant applications should be prepared now, and detailed planning should commence as soon as practical.

12.0 IMPLEMENTATION PLAN

12.1 Sports Hub Development

With regards to the implementation of Masterplan Option 5, the following preliminary steps will need to be taken.

- (1) Survey the site to determine precise property boundaries and infrastructure locations
- (2) Undertake a services capacity and location study – beyond dial before you dig, to determine service connection points and the capacity of services to the sports hub
- (3) Confirm the location and dimensions of the elements of the Sports Hub (building, courts, green, fencing) on site with regards to services and property boundaries
- (4) Commence property title amalgamation for the Sports Hub (and other boundary rationalisation components s appropriate)
- (5) Establish a Memorandum of Understanding with the Cricket, Hockey Tennis and Bowls Clubs regarding the suite of facilities to be established at the Sports hub, the contributions that each Club will make (cash and in-kind), the future use schedule and the most appropriate tenancy arrangements and cost responsibilities for operations, maintenance and facility renewal. The lease fee should be held in an

interest bearing trust account for use on agreed items to maintain the facility in a fully functional condition.

- (6) With these preliminaries in place, or at least in train, it will then be to undertake the detail design of the sports hub and to prepare tenders for the construction of the clubhouse, tennis courts and bowling green.
- (7) Service upgrades or easements can be established during the detailed design phase.
- (8) The upgrade of the cricket wicket can occur at any time in the winter season of 2020.
- (9) Demolition of the Old Scout Hall, Public Toilets 41(a) and the Education Pavilion should occur after Woolorama in 2021. Cricket would need to make use of the Eric Farrow pavilion for the 2021/2022 and 2022/2023 seasons and hockey would need to operate from the pavilion in 2021, 2022 and the commencement of the 2023 season.
- (10) With a successful CSRFF grant, lodged in September 2020 and announced in March 2021, tenders could be called in May 2021, awarded in September and construction could commence in November 2021. The build program would take approximately 18 months with the Sports Hub ready for use in May 2023.
- (11) The tenancy agreement with the clubs to use of the Sports Hub should be executed immediately prior to construction commencing, in October 2021.
- (12) The Tennis and Bowls Club would relocate from their existing premises in May/June 2023.
- (13) The Pony Club could relocate from their existing clubhouse to the tennis clubhouse in July 2023.
- (14) The Pony Clubhouse should be removed or repurposed in August 2023.
- (15) The Bowling Clubhouse should be removed or repurposed in August 2023.

The timeline outlined above is indicative only but is responsive to the anticipated life left in the existing synthetic turf tennis courts and bowling green B.

12.2 Woolorama Facility Improvements

The following works relate more specifically, but not exclusively to the operations of Woolorama and again will be subject to external funding as well as contributions from the WAS and the Shire.

- (16) With respect to the extension of Kitchener Street to the west across Lot 54 to Great Southern Highway, it will be necessary to secure support from the Wagin Agricultural Society.
- (17) If this extension is supported, it will be necessary to secure perpetual rights of access to the extension of Kitchener Street across Lot 54 for the community either by acquisition, easement or lease.
- (18) It is anticipated that the construction of Kitchener Street west to Great Southern Highway will only occur if road grants are secured. The design and a construction program is therefore yet to be determined, but not likely before 2023.
- (19) The construction of the new Sheep Pavilion for both British Breeds and Merinos is likely to be funded by WAS, RED grants and the Shire. Project initiation is expected to be subject to external funding being secured through an application being made by WAS, with Shire support. This will require a financial commitment from both the WAS and the Shire and is not anticipated to occur until 2025.

- (20) Demolition of the existing British Breeds and Merino pavilions to create the entertainment hub should not occur until after the new Sheep pavilion has been constructed and tested during a Woolorama, potentially the 2027 event, with demolition thereafter.
- (21) Once the Kitchener Street extension is underway the east-west service road to the south of the pavilion and from the main arena to Woolorama Ave will need to be constructed. Funding for these two east-west service roads will need to be from the Shire or road grants.
- (22) The construction of new stalls for use by the Trotting Association for trotting meetings, and during Woolorama for cattle displays is possible with financial assistance from Racing and Wagering WA, WAS and the Shire. In this instance the Trotting Association should make the funding application with support from the Shire.
- (23) The Pony Club's desire to cover the dressage arena can proceed at any time funding is secured. Other than funding, the other uncertainty is whether the Club will seek to relocate the arena to the tennis courts for improved viewing (recommended). In this case works cannot commence until after tennis have relocated, mid 2023 at the earliest.

13.0 RECOMMENDATIONS

That the Shire of Wagin:

- Receive this sportsground and recreation precinct masterplan feasibility study report
- Endorse Masterplan Option 5 as the Shire's preferred redevelopment plan
- Issue this report for further community comment
- Undertake site survey and service location and capacity investigations
- Undertake a lot boundary rationalisation exercise to ensure new buildings are contained on one land title and areas of property control and ownership are clearly delineated
- Initiate discussions with the Wagin Agricultural Society to secure support for the extension of Kitchener Street to the west, across Lot 54 to connect with Great Southern Highway
- Make funding applications for:
 - Road grants for the extension of Kitchener Street and internal east-west connector road
 - CSRFF grants for the construction of the new Sports Hub for tennis bowls, cricket and hockey
 - RED grants for new Woolorama pavilions
 - Racing and Wagering WA funding to replace the horse stalls with new multipurpose stalls, feed and equipment stores, public toilets and first aid room
- Initiate discussions with tennis bowls, cricket and hockey with a view to establishing an incorporated Sports and Recreation Club with representation from all four sports to lease the new sports hub facilities, clearly outlining access rights and operational, maintenance and facility renewal costs. The annual lease fee should be set

equivalent to the projected cost of maintenance and refurbishment of the facilities amortised over the period of the lease.

- Seek confirmation from the Pony Club of their desire to retain the dressage arena in its current location and cover it or relocate the arena to the tennis courts before covering it. Subsequent to a determination on location make application for CSRFF support after the funding application for the Sports Hub has been successful.

14.0 ATTACHMENTS

Lot numbers and indicative boundaries within the precinct

Proposed boundary adjustments

Site map and facilities legend

Precinct Masterplan Option 1

Precinct Masterplan Option 2

Precinct Masterplan Option 3

Precinct Masterplan Option 4

Community and Recreation Use

Amenities Facilities

Landscaping plan

Wagin Country Club Option

Precinct Masterplan Option 5

Sports Hub Clubhouse Concept Plan



13.3 MANAGER OF WORKS

13.1.1 WORKS AND SERVICES REPORT – JULY 2020

PROPONENT:	Manager of Works
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	12 August 2020
PREVIOUS REPORT(S):	17 July 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION 4371 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr D G Reed

That Council receive the Manager of Works Officer report for the month of July 2020.

Carried 9/0

BRIEF SUMMARY

NIL

BACKGROUND/COMMENT

CONSTRUCTION CREW

- Gravel sheet 540m section of Buttfield Road
- Clear, widen and form 2.2km of Badgarning Road
- Spray 132.37km of Rural road verges
- Maintenance Grading eastern side of Shire complete
- Maintenance Grading bitumen shoulders complete

UPCOMING WORKS

Clear widen and form Sprigg Road

Gravel sheet 2.9km section of Piesseville-Jaloran Road

ROAD MAINTENANCE

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

Maintenance Grading is being carried out in the western side of the shire.

TOWN MAINTENANCE

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

PLANT / MACHINERY

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



COUNCILLOR'S INFORMATION

Date	Meter Reading (m3)	Pumping Rate (L/S)	Pressure Main Gauge (KPA)	Water Level (M)
Nalder Street Bore				
07-Apr-20	585879.00	2.16	375.00	26.40
14-May-20	592058.00	2.33	350.00	28.30
15-Jun-20	595918.00	2.16	400.00	26.80
07-Jul-20	599308.00	2.83	375.00	24.50
11-Aug-20	605565.00	2.30	375.00	27.90
6257				3.4
Victor Street Bore				
07-Apr-20	687486.00	1.66	350.00	16.00
14-May-20	691941.00	1.67	330.00	15.70
15-Jun-20	694615.00	1.66	350.00	14.60
07-Jul-20	695602.00	2.00	350.00	13.80
11-Aug-20	700684.00	1.68	360.00	15.20
5082				1.4
Warwick Street Bore				
07-Apr-20	562879.00	2.50	325.00	8.00
14-May-20	564109.00	2.83	350.00	8.00
15-Jun-20	564872.00	2.66	325.00	15.20
07-Jul-20	566875.00	2.16	325.00	9.10
11-Aug-20	569887.00	2.60	325.00	14.80
3012				5.7

CONSULTATION/COMMUNICATION

NIL

STATUTORY/LEGAL IMPLICATIONS

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

NIL

VOTING REQUIREMENTS

Simple Majority



PLANT REPORT				Jul-20	
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019		15,000	W.1
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	37,880	40,000	W.001
ISUZU D MAX P-04	A HICKS	30/06/2017	90,107	91,000	W.1008
MAZDA CX5 - P-05	P VAN MARSEVEEN	15/03/2018		40,000	W.1479
HOLDEN COMMODORE P-08	T BRANDY	6/11/2018	57,800	58,000	W.10000
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,083	3,350	W.10292
KOMATSU GRADER P-10	S DESOUZA	20/10/2014	6,467	6,500	W.284
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	2,316	2,900	W.10707
KOMATSU GRADER P-12	J LYDEKER	15/01/2019	1,770	2,000	W.041
ISUZU TRUCK P-14	S HISKINS	3/12/2019	18,496	20,000	W.1002
BOMAG ROLLER P-15	B DAVIES	3/01/2008	9,027	9,220	W.7862
ISUZU TRUCK P-16	VARIOUS	19/10/2010	77,386	85,000	W.1012
KUBOTA MOWER P-18	M TITO	31/10/2019	97	200	
VIB ROLLER P-19	VARIOUS	3/01/2008	1,616	2,100	W.841
JOHN DEERE P-20	VARIOUS	9/02/2006	3,767	4,000	W.9618
ISUZU P-21	J LYDEKER	17/03/2017	56,560	57,000	W.676
JOHN DEERE P-22	A HOPKINS	10/08/2016	352	400	W.487
TOYOTA UTE P-24	VARIOUS	16/09/2010	115,185	120,000	W.1010
TOYOTA UTE P-25	A HOPKINS	16/09/2010	103,515	110,000	W.1001
TRITON UTE P-26	M TITO	14/11/2014	62,483	75,000	W.1022
TRITON UTE P-27	J PRAETZ	6/11/2014	77,389	90,000	W.1007
MAHINDRA P-38	L STANBRIDGE	21/01/2016	53,073	60,000	W.1044
BOBCAT P-39	VARIOUS	17/09/2013	3,334	3,500	W.10553
ISUZU TRUCK P-40	VARIOUS	29/03/2019	32,932	40,000	W.437
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	161,591	180,000	W.1015
TORO MOWER P-43	M TITO	12/09/2013	960	1,000	
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,161	5,500	W.10552
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,016	2,050	W.10554
MULTIPAC ROLLER P-49	B DAVIES	9/01/2017	2,216	2,410	W.860
TOYOTA UTE P-50	T SIMMS	15/12/2017	29,245	40,000	W.924
FORKLIFT P-51	VARIOUS	30/11/2018	16,330	30/11/2020	W.10729
KUBOTA RTV P-52	VARIOUS	31/10/2019	183	200	
TOYOTA UTE P-85	S DESOUZA	20/08/2010	119,631	120,000	W.863
TOYOTA UTE P-94	J YATES	23/10/2019	16,266	20,000	W.10796



13.4 MANAGER OF FINANCE

13.5 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

13.5.1 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – AUGUST 2020

PROPONENT: Shire of Wagin
OWNER: Shire of Wagin
LOCATION/ADDRESS: Shire of Wagin
AUTHOR OF REPORT: Environmental Health Officer / Building Surveyor
SENIOR OFFICER: Acting Chief Executive Officer
DATE OF REPORT: 10 August 2020
PREVIOUS REPORT(S): Nil
DISCLOSURE OF INTEREST: Nil
FILE REFERENCE: PH.MO.1
ATTACHMENTS: Nil

OFFICER RECOMMENDATION 4372 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr J P Reed

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

Carried 9/0

BRIEF SUMMARY

Development Report

BACKGROUND/COMMENT

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

DEVELOPMENT APPLICATIONS

BUILDING PERMITS - 3 Building Permits were issued during the Month of July.

Permit No.	Owner	Builder	Location	Description	Value	Fees
99846	Nigel Goodchild	Owner/Builder	33 Johnston Street Wagin	S/F Shed	\$19,000	\$166.65
98847	Chris Woodhouse	Owner/Builder	10 Sawle Street Wagin	S/F Carport	\$500.00	\$166.65
98848	Vicki Morris	Auspan Pty Ltd	Res 20595	S/F Hanger	\$75,000	\$492.75



BUILDING FINALS (BA7)

1. Lot 3 (108) Rifle Street - B/G Swimming Pool
2. Lot 3 (46) Vernal Street – sea container/carport

CERTIFICATES OF OCCUPANCY

Nil

BUILDING ISSUES

- **Address: 10a Ballagin Road**

Correspondence has been received from the intended purchasers that they are prepared to take on the works once settlement has been finalised.

- **Address: 13 Traverse Street**

The owner of the above-mentioned premises has passed away and the person handling here affairs has indicate they are still in the process of cleaning up the premises once things are finalised. This includes removal of the dilapidated shed and its contents.

- **Building Permits required for class 10 sheds in rural areas**

As a result of a rather expensive insurance claim, insurance companies are requiring sheds and farm building be required to have a Building Permit before they can be insured. Under the Building Regulations most rural Local Authorities are not required to apply for a Building Permit other than for a Class 1 dwelling. Due to the size and cost of some farm buildings these days engineers assessing claims have noted the inferior standard of build that has been claimed for prompting this request.

At this stage, and you would expect changes to the Building Regulations in the future to reflect this, that if a permit is submitted it can be processed under the Building Code of Australia (BCA) but is still not mandatory at this stage.

- **Site Meeting - Lot 23 Lloyd Street**

Inquiry from the new purchasers of the prospects of building a sea container dwelling with off grid power and water – explained the Planning Health and Building process involved.

PLANNING/BUILDING ADVISE

Lot 11309 Collanilling Road – Converting Church to Short Term Accommodation.

HEALTH ISSUES

ITINERANT FOOD VENDOR – OCCASIONAL LICENCE

One (1) licence was issued to the “Fresh fish Shack” from Exmouth to sell fish products in a Public Place, applicable Food Act registration and fees were complied with.

NOISES COMPLAINT

A Noise complaint was received from a residence in Arnott Street of unruly behaviour from a neighbouring property, discussions with the Police indicated we have both been involved with the issue and there may not be any substance in the complaint we are both monitoring the situation.



FOOD RECALLS/COMPLAINTS

There were three (3) recall notices issued by the Western Australia Department of Health, recalls were issued due to:

- 1. Sea Food Sticks**
Undeclared Allergens – egg and soy
- 2. Rice Milk**
Undeclared allergens
- 3. Peanut Butter Chocolate Spread**
undeclared allergens (tree nuts, cashews, pistachios)

FOOD SAMPLING

The next round of sampling for chemical residue in Locally Grown Produce has commenced with results pending.

NATIONAL TOILET MAP UPGRADE

As part of the of the National Toilet Map upgrade that is widely distributed throughout the Tourism industry, an addition to the for public service was added to the list, namely the facility at Puntapin Rock. This information allows tourists and people with disabilities to find suitable facilities when travelling.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Associated Building and Health Fees

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



13.6 TOWN PLANNER REPORT

13.6.1. DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL RENEWAL ENERGY SYSTEM

PROPONENT:	Infinite Energy on behalf of Gilmac Holdings Pty Ltd (Landowner)
OWNER:	Gilmac Pty Ltd
LOCATION/ADDRESS:	Lot 1000 (No.356) Wagin-Dumbleyung Road, Wagin
AUTHOR OF REPORT:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	17 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A2045
ATTACHMENTS:	Attachment 1

OFFICER RECOMMENDATION 4373 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr G K B West

That the development application submitted by Infinite Energy on behalf of Gilmac Holdings Pty Ltd (Landowner) to install and operate a small-scale renewable energy system on Lot 1000 (No.356) Wagin-Dumbleyung Road, Wagin to support the continued use of the land for 'Industry - Primary Production' purposes (i.e. a hay processing plant and storage facilities) be APPROVED subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be substantially completed within two (2) years from the date of this approval. If the development is not substantially completed within this period this approval shall lapse and have 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 perimeter of the renewable energy system shall be suitably secured following completion of construction to restrict any unauthorised access.
5. The renewable energy system shall be maintained in good working order for the full term of its operational lifespan to avoid any potential risk or hazards.
6. All privately owned infrastructure associated with the renewable energy system must be decommissioned and removed from the land at the end of its operational lifespan with the ground rehabilitated to its natural state (i.e. bare earth with no

vegetation) and stabilised as may be required no later than six (6) months thereafter to the satisfaction of the local government unless otherwise approved by Council.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The landowner is reminded of their obligation to ensure compliance with the standards and requirements of the Shire of Wagin Annual Fire Break Notice as it specifically applies to the subject land as well as the emergency evacuation and fire management plan required by Condition 19 of the development approval issued by Council in June 2015.
4. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
5. 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.
6. If the applicant or landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005 Part 14*. An application must be submitted to the State Administrative Tribunal within 28 days of the determination.

Carried 9/0

BRIEF SUMMARY

This report recommends that a development application submitted by Infinite Energy on behalf of Gilmac Holdings Pty Ltd (Landowner) seeking Council's approval to install and operate a small-scale renewable energy system on Lot 1000 (No.356) Wagin-Dumbleyung Road, Wagin be approved subject to conditions.

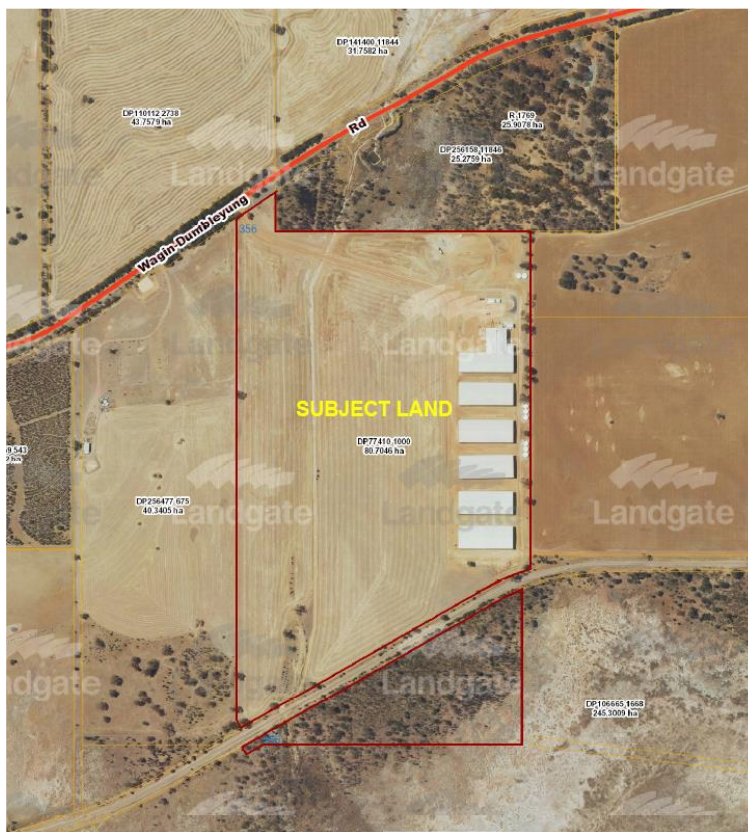
BACKGROUND/COMMENT

BACKGROUND

The applicant is seeking Council's development approval to install and operate a small-scale renewable energy system (i.e. a solar array) in the north-eastern portion of Lot 1000 (No.356) Wagin-Dumbleyung Road, Wagin to support the continued use of the land for 'Industry - Primary Production' purposes (i.e. a hay processing plant and storage facilities). The aim of the project is to reduce energy costs and improve the development's environmental sustainability.

A copy of the documents and plans submitted in support of the application is provided in Attachment 1.

The subject land is located approximately 3.5 kilometres east of the Wagin townsite on the south side of Wagin-Dumbleyung Road. It comprises a total area of approximately 80.7 hectares and has been extensively cleared of all native vegetation aside from a small portion located on the south side of the railway line that traverses the property from east-to-west.



Location & Lot Configuration Plan (Source: Landgate 2020)

At a Special Meeting held on 4 June 2015 Council granted a final, conditional development approval for the construction and operation of a new hay processing plant and incidental storage facilities on the subject land. The land has since been developed and is now being used for the approved purposes.

COMMENT

Lot 1000 is classified 'Rural' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

A key objective of the land's current 'Rural' zoning classification is to accommodate agricultural, single residential and public recreation uses. Other uses listed in the Zoning Table of LPS2 may be permitted at the discretion of Council if they are considered to be an integral part of the rural environment and where Council is satisfied they will benefit the community and not result in being a nuisance.

Under the terms of the Zoning Table in LPS2 the development of any land in the Scheme Area classified 'Rural' zone for 'Industry - Primary Production' purposes, including any incidental development, is listed as being discretionary (i.e. a 'D' use) which means it is not permitted unless Council has exercised its discretion by granting development approval.

The application has been assessed with due regard for all relevant elements of the Shire's

local planning framework including LPS2, local planning policies and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is consistent with the objectives of the land's current 'Rural' zoning classification, all relevant development standards and requirements and is therefore considered unlikely to give rise to any negative impacts.

It should be noted a portion of the land where the proposed new renewable energy system (i.e. solar panels and associated infrastructure) will be sited has been designated by the Fire and Emergency Services Commissioner as being bushfire prone. Notwithstanding this classification, the reporting officer has formed the view that a Bushfire Attack Level (BAL) assessment is unnecessary in this particular instance as the proposal will not:

- a) result in the intensification of usage of the land;
- b) result in an increase of residents or employees;
- c) involve the occupation of employees on site for any considerable amount of time; or
- d) result in an increase to the current bushfire threat.

Council should note this conclusion is consistent with the guidance provided by the Western Australian Planning Commission in Planning Bulletin 111/2016 entitled 'Planning in Bushfire Prone Areas'. It is also contended the current bushfire risk, which was identified and considered prior to the issuance of development approval for the hay processing plant and storage facilities in June 2015, will be suitably addressed as part of the current bushfire management plan for the land which was a specific requirement of that previous approval.

In light of the above findings it is concluded the proposal for Lot 1000 is generally consistent with the aims and objectives of the Shire's local planning framework and is therefore unlikely to have any significant negative impact on the general amenity, character, functionality and safety of the immediate locality. As such it is recommended Council exercise its discretion and approve the application subject to compliance with a number of conditions to ensure it proceeds in a proper and orderly manner.

CONSULTATION/COMMUNICATION

Not required or deemed necessary

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

- State Planning Policy 2.5 – Rural Planning
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas
- State Planning Policy 4.1 - State Industrial Buffer Policy
- EPA Guidance Statement No.3 - Separation Distances between Industrial and Sensitive Land Uses
- Shire of Wagin Health, Building & Planning Policy No.22 - Rural Zone Building Setbacks

FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town planning expenses are provided for in Council's budget. All costs associated with the proposed development will be met by the applicant/landowner.

Should the applicant/landowner be aggrieved by Council's final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would



need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

STRATEGIC IMPLICATIONS

The proposal is generally consistent with the Shire of Wagin Strategic Community & Corporate Business Plan 2018 to 2028 as it applies specifically to the following activities and strategies:

1.0 Economic Development

- *Support the development of diverse commercial properties to support the attraction and retention of small business and housing of key workers in the region.*

4.0 Town and Natural Environment

- *Continued monitoring and response to environmental issues facing the Shire.*

5.0 Council Leadership

- *Support for business growth and related infrastructure through consultation, grants and incentives.*
- *Promote Wagin as a business-friendly town.*

VOTING REQUIREMENTS

Simple Majority



P. 1300 074 669 | F. 08 9463 7864
A. Suite 3, Level 3, 85 South Perth
Esplanade, South Perth, WA 6151
E. enquiries@infiniteenergy.com.au
www.infiniteenergy.com.au

Planning Department
Shire of Wagin

August 8th, 2020

Dear Sir/Madam,

Planning Application: Solar Panels – 365 Wagin-Dumbleyung Road, Wagin

Please find enclosed Application for Planning Approval and Certificate of Title for the installation of ground mounted solar panels at the above address.

I have also included a plan showing the location of the panels, a location map and an aerial photo showing the property boundary.

Further additional details regarding the project as follows:

1. The solar system is proposed to provide power to the hay processing plant through a renewable and environmentally friendly process.
2. High risk components will have restricted access as required.
3. The solar installation will be connected to the electricity grid. Trenching will be required from the solar location to the site main switchboard. No natural vegetation to be cleared for trenching or solar install. Project located over large dirt/clay/caprock area.
4. The project will be constructed in one stage.
5. The solar panels are warranted for 25 years
6. Generally, the solar panels clean themselves during rainy weather. We recommend an annual inspection of the system for all components.
7. We propose to undertake piling for the foundations of the system. Unnecessary digging/disturbance to the earth and surround will be minimised as much as practically possible. No rehabilitation works to the area will be required as the current condition is clay/capstone with no natural vegetation.

For payment of fees, an invoice with bank details would be ideal. If this is not possible, please call/email for credit card details.



Please contact me if you have any further queries, I look forward to hearing from you in due course. The best contact for any queries is through projects@infiniteenergy.com.au.

Yours faithfully,

David Gaspar

David Gaspar
Commercial Projects Manager

projects@infiniteenergy.com.au
(08) 6144 5209

WESTERN



AUSTRALIA

REGISTER NUMBER	
1000/DP77410	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
1	2/3/2016

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
2894FOLIO
162

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 1000 ON DEPOSITED PLAN 77410

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

GILMAC HOLDINGS PTY LTD OF PO BOX 988 WEST PERTH

(AF N259898) REGISTERED 24/2/2016

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP77410
PREVIOUS TITLE: 2862-785
PROPERTY STREET ADDRESS: 356 WAGIN-DUMBLEYUNG RD, WAGIN.
LOCAL GOVERNMENT AUTHORITY: SHIRE OF WAGIN



Solar Panel Building Envelope

461.87 m

89.9°

755.61 m

0.3°

here

here

ATTACHMENT 1

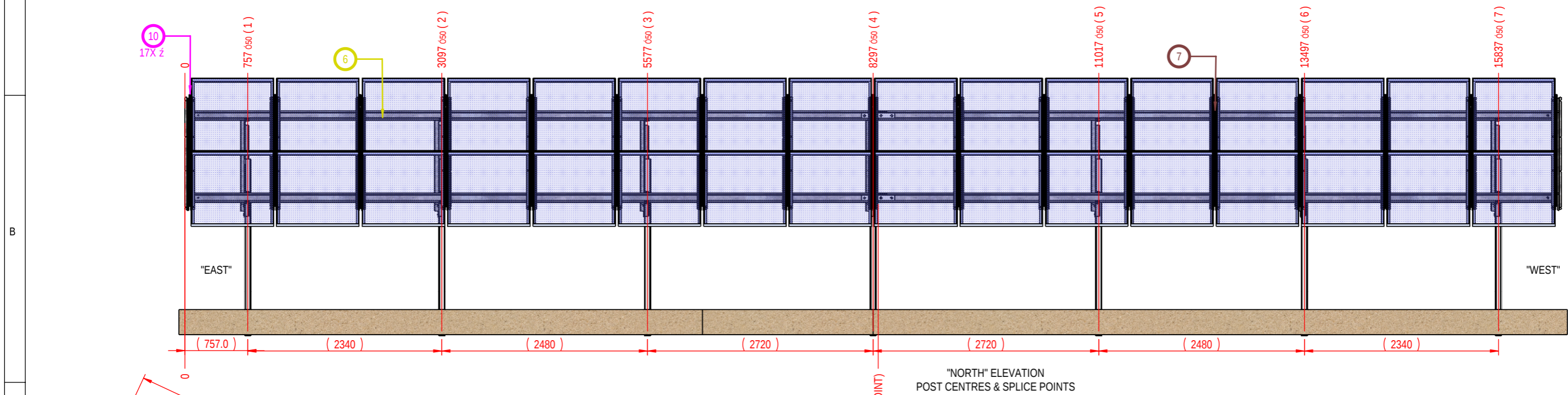


Solar Panel Building Envelope



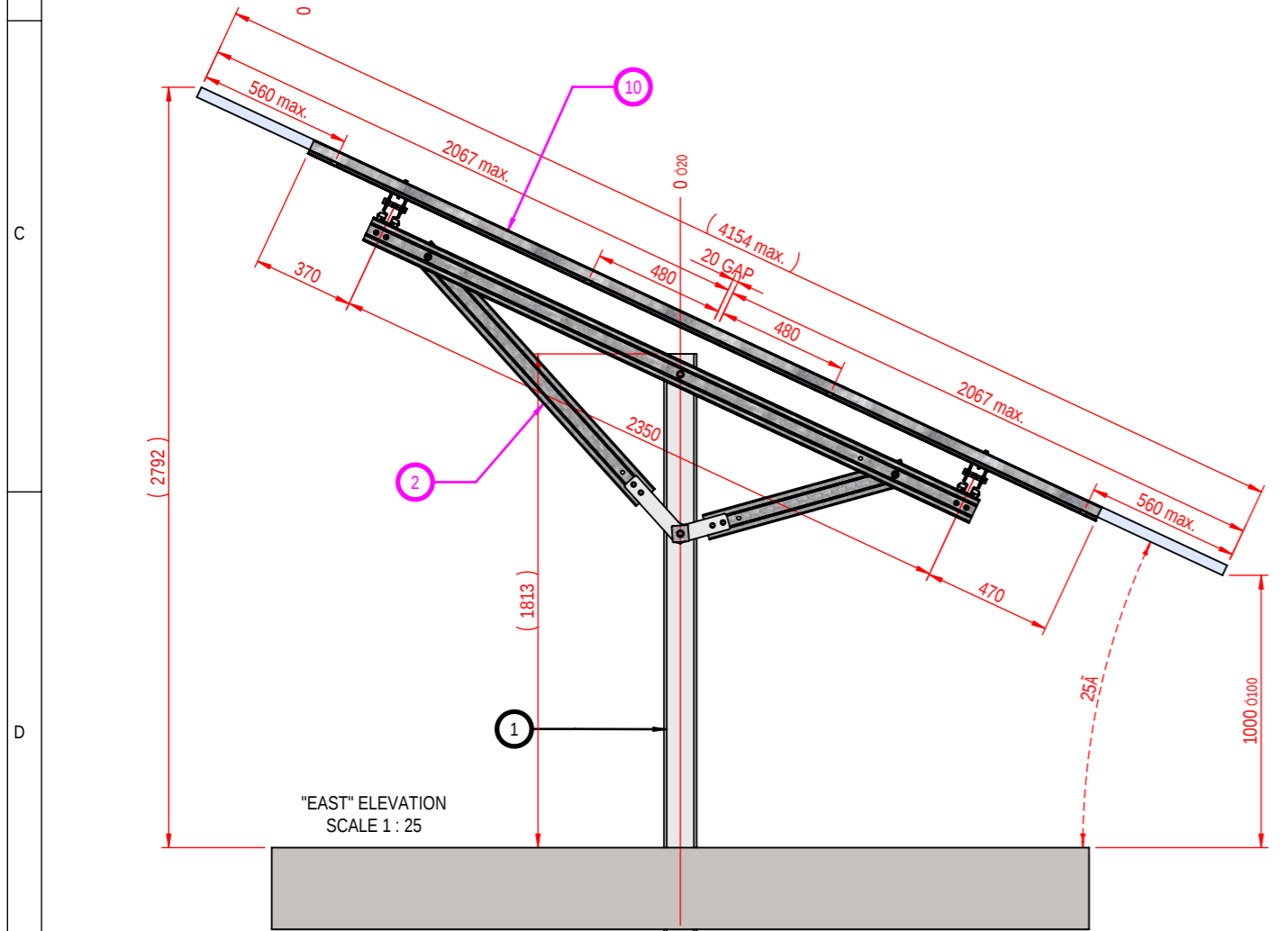
ITEM NO.	PART NUMBER / DESCRIPTION	CONFIGURATION	PART NUMBER	LENGTH(mm)	WIDTH(mm)	THICKNESS(mm)	MATERIAL	QTY.
1	650618 POST C120X75X20 4BMT	3400 CATEGORY C4	650618-3400C4	3400		4	Q420B STEEL (450MPA MIN YS REL) HDG 500	7
2	650684 SAWPZ ANGLE FRAME SUB-ASSEMBLY, 2.4 BMT 25 DEG	CATEGORY C3	650684					7
3	601895 M12X30 FLANGE HEX HEAD BOLT	CATEGORY C3	601895				ISO898/1 TO PC 8.8, MECH. ZINC-TIN PLATE 25 MICRON AS1791 CLASS 3 NSS	30
4	602013 M12X1.75 SERRATED FLANGE HEX LOCKNUT	CATEGORY C3	602013				AS1442/1010, HEAT TREAT ISO898/1 TO PC 8.8, MECH. ZINC-TIN PLATE 25 MICRON AS1791 CLASS 3 NSS	14
5	601896 M12 WASHER 60X60X3.0mm	CATEGORY C3	601896	60	60	3	3.0 BMT ZINCFORM G250 Z350 STEEL	7
6	650548 MAIN CARRIER 107X54X1.5 START 8 WIDE PANEL WITH HEXSETS	CATEGORY C3	650548	8354				2
7	650558 MAIN CARRIER 107X54X1.5 ADD 8 WIDE PANEL WITH HEXSETS	CATEGORY C3	650558	8232				2
8	640155 SPRING LOCK	CATEGORY C3	640155				1008-1010 STEEL	14
9	650361 CARRIER CONNECTOR	CATEGORY C3	650361	400	70	4	4BMT HA350 STEEL HDG 250	4
10	650341 MODULAR RAIL 114X55MM - B	CATEGORY C3	650341	3190		1.6	1.6 BMT ZINC HI-TEN G450 Z350 STEEL	17
11	650359 M6 STUD - FOR MODULAR RAIL	CATEGORY C3	650359				GRADE 8.8 CLASS 3	34
12	PV PANEL 2066X998X40 (BY CUSTOMER)	DEFAULT						32
13	650358 POWAR CINCH (243648) 3-3.8mm	DEFAULT	650358				STEEL 1.1231 - DIN EN MAGNI Al/Zn/Mg COATING	128

ATTACHMENT 1



NOTES:
 -CONNECTION DETAILS AS PER IXL DRAWING "650600 REGION A STANDARD RACK CONNECTION DETAILS".
 -IF POOLING IS LIKELY AT A POST LOCATION THEN THE GROUND AROUND THE POST SHOULD BE ALTERED IF POSSIBLE TO PREVENT POOLING.
 -ITEM NUMBERS SHOWN WITH A COLOUR DEFINES WHICH COLOUR HAS BEEN USED TO MARK THE ITEM TO AID WITH DIFFERENTIATING BETWEEN SIMILAR ITEMS ONSITE.
 -ALLOW A MINIMUM OF 150mm CLEAR DISTANCE SIDE-BY-SIDE BETWEEN RACKS.

CRITERIA	ALLOWANCES
SITE LOCATION(S)	33.294430S, 117.405258E
RACK AZIMUTH	0 DEGREES
MAXIMUM IMPORTANCE LEVEL	2
MAXIMUM DESIGN LIFE	25 YEARS
ALLOWED WIND REGIONS	A1
MINIMUM TERRAIN CATEGORY	2.0
MAXIMUM TOPOGRAPHIC FACTOR	1.00 (CALCULATED AS PER AS1170.2, 4.4)
MAXIMUM PANEL SIZE	2066mm X 998mm
MAXIMUM GROUND CLEARANCE	1100mm
POST LOCATION TOLERANCE	±50mm EAST-WEST, ±20mm NORTH-SOUTH
MAXIMUM ROW SPACING	8390mm (CTR TO CTR)
PRESSURE COEFFICIENTS	AS PER HADBANK WIND TUNNEL TESTING



THIS DRAWING AND DESIGN REMAINS THE PROPERTY OF HAAN AUSTRALIA PTY. LTD. THE INFORMATION IS CONFIDENTIAL AND IS NOT TO BE REPRODUCED OR DISCLOSED TO ANY PARTY OUTSIDE YOUR ORGANISATION WITHOUT PRIOR WRITTEN AUTHORISATION FROM HAAN AUSTRALIA PTY. LTD.



TOLERANCES		3rd ANGLE PROJECTION	
UNLESS OTHERWISE STATED DIMENSIONS IN MILLIMETRES			
LINEAR	X ± 1	DRN	TS 25/02/2020
	X.X ± 0.5	CHK	ML 25/02/2020
	X.XX ± 0.25	APP	
ANGULAR	X ± 1	REL	25/02/2020
	X.X ± 0.5		

NAME	HP347-25A16C WAGIN 25 DEG 16X2 CORNER RACK		
SHEET REFERENCE	-		
MATL			
MASS	G	VOLUME	MM3
SCALE	1:25	SHEET	1 OF 1
DRG	HP347-25A16C	REVISION	25 August 2020 0



13.6.2. DEVELOPMENT APPLICATION – PROPOSED INCIDENTAL LIGHT INDUSTRIAL STORAGE SHED

PROPONENT:	Mr Kevin Marley (Landowner)
OWNER:	Mr Kevin Marley
LOCATION/ADDRESS:	Lot 442 (No.124) Tudhoe Street, Wagin
AUTHOR OF REPORT:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	17 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Attachment 1 – Letter, Site Plans and Shed Drawings

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the development application submitted by Mr Kevin Marley (Landowner) to construct and use a new 540m² shed on Lot 442 (No.124) Tudhoe Street, Wagin for the storage of agricultural machinery associated with the existing approved light industrial use of the property be APPROVED subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be substantially commenced within two (2) years from the date of this approval. If the development is not substantially commenced within this period this approval shall lapse and have 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. All vehicle access to/from the proposed shed shall be via trafficable areas within the land's designated boundaries and not directly from Collie-Lake King Road (Tudhoe Street) or the road reserve (i.e. verge) area immediately abutting the land's front boundary.
5. All trafficable areas around the proposed shed shall be sealed and drained to the specifications and satisfaction of the Shire's Chief Executive Officer to facilitate vehicle access and help minimise the generation of excessive dust.
6. No direct vehicle access to/from the land is permitted via Crown Reserve No.20976 located immediately east. All vehicle access shall be via the existing crossovers along the land's Tudhoe and Vernal Street frontages.

7. All external wall cladding for the proposed shed shall be of a colour that matches / complements the existing building facing Tudhoe Street to ensure the new shed and the development as a whole makes a positive contribution to the visual amenity of the local streetscape.
8. A two (2) metre wide landscaping strip shall be provided immediately adjacent to the land's front boundary from the edge of the existing eastern-most driveway crossover to the land's boundary with Crown Reserve 20976 located immediately east. The landscaping strip shall be planted using drought resistant species that require little maintenance. All planting works required by this condition shall be completed by no later than the end of winter 2021 and shall be maintained thereafter until established. In the event of disease or death of any newly planted vegetation, they shall be replaced as soon as practicable and maintained thereafter until established.
9. All stormwater from the proposed shed shall be managed and contained on-site to the satisfaction of the Shire's Chief Executive Officer. Details regarding how stormwater will be managed and disposed shall be provided upon submission of the required building permit application for consideration and determination by the Shire's Chief Executive Officer in consultation with the Shire Manager of Works.
10. The front setback area between the proposed shed and the land's boundary to Tudhoe Street may only be used for the purposes of landscaping, vehicle access, parking, the loading/unloading of vehicles and the display of trade goods and equipment for the purpose of advertisement.
11. Any advertising signage to be installed on the proposed shed shall be in accordance with the deemed-to-comply requirements of Schedule 1 in Shire of Wagin Local Planning Scheme No.2 unless otherwise approved by Council following receipt of a further development application as required.

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, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - i) The Shire of Wagin's annual Firebreak Notice as it applies specifically to land within the Wagin townsite to help guard against any potential bushfire risk; and
 - ii) Shire of Wagin Unsightly Land and Refuse, Rubbish or Disused Material on Land Local Law 2008.
4. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
5. The proposed shed is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are

required to be submitted with the building permit application.

6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
7. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
8. 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.
9. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

Carried 0/0

4374 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr G K B West

That the development application submitted by Mr Kevin Marley (Landowner) to construct and use a new 540m² shed on Lot 442 (No.124) Tudhoe Street, Wagin for the storage of agricultural machinery associated with the existing approved light industrial use of the property be APPROVED subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be substantially completed within two (2) years from the date of this approval. If the development is not substantially completed within this period this approval shall lapse and have 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. All vehicle access to/from the proposed shed shall be via trafficable areas within the land's designated boundaries and not directly from Collie-Lake King Road (Tudhoe Street) or the road reserve (i.e. verge) area immediately abutting the land's front boundary.
5. No direct vehicle access to/from the land is permitted via Crown Reserve No.20976 located immediately east. All vehicle access shall be via the existing crossovers along the land's Tudhoe and Vernal Street frontages.
6. All external wall cladding for the proposed shed shall be of a colour that matches

/ complements the existing building facing Tudhoe Street to ensure the new shed and the development as a whole makes a positive contribution to the visual amenity of the local streetscape.

7. All stormwater from the proposed shed shall be managed to the satisfaction of the Shire's Chief Executive Officer. Details regarding how stormwater will be managed and disposed shall be provided upon submission of the required building permit application for consideration and determination by the Shire's Chief Executive Officer in consultation with the Shire Manager of Works.
8. The front setback area between the proposed shed and the land's boundary to Tudhoe Street may only be used for the purposes of landscaping, vehicle access, parking, the loading/unloading of vehicles and the display of trade goods and equipment for the purpose of advertisement.
9. Any advertising signage to be installed on the proposed shed shall be in accordance with the deemed-to-comply requirements of Schedule 1 in Shire of Wagin Local Planning Scheme No.2 unless otherwise approved by Council following receipt of a further development application as required.

Advice Notes

10. 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, memorial 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.
11. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
12. The applicant/landowner is reminded of their obligation to ensure compliance with the following requirements:
 - iii) The Shire of Wagin's annual Firebreak Notice as it applies specifically to land within the Wagin townsite to help guard against any potential bushfire risk; and
 - iv) Shire of Wagin Unsightly Land and Refuse, Rubbish or Disused Material on Land Local Law 2008.
13. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or earthworks on the land.
14. The proposed shed is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements are required to be submitted with the building permit application.
15. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.

16. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
17. 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.
18. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be submitted within 28 days of the determination.

Carried 9/0

Reason for Difference – Council deemed the additional conditions unnecessary to the application.

BRIEF SUMMARY

This report recommends that a development application submitted by Mr Kevin Marley (Landowner) to construct and use a new shed on Lot 442 (No.124) Tudhoe Street, Wagin for the storage of agricultural machinery associated with the existing approved light industrial use of the property be approved subject to conditions.

BACKGROUND/COMMENT

Background

The applicant is seeking Council's development approval to construct a new 540m² steel framed and clad shed in the north-eastern portion of Lot 442 (No.124) Tudhoe Street, Wagin for the incidental storage of agricultural machinery associated with the existing approved light industrial use of the property (i.e. Marley's Diesel & Ag).

A copy of the documents and plans submitted in support of the application is provided in Attachment 1.

Lot 442 is a rectangular shaped lot located centrally in the Wagin townsite on the northern edge of the town's designated industrial precinct. The subject land comprises a total area of approximately 2.48 hectares and has been developed and used for light industrial purposes for many years with the majority of improvements located in its north-western quadrant.



Location & Lot Configuration Plan (Source: Landgate)

The land has direct frontage and access to Tudhoe Street along its northern boundary which is a sealed and drained regional distributor road under the care, control and management of Main Roads WA. The land also has direct frontage and access to Vernal Street along its southern boundary which is a sealed and drained local road under the care, control and management of the Shire of Wagin.

Immediately adjoining and other nearby land uses include:

- A small number of established light industrial and service commercial type uses to the north on the opposite side of Tudhoe Street with some vacant, undeveloped rural lots and low density residential development beyond;
- Light industrial and service commercial type development to the west and south; and
- Undeveloped Crown Reserve No.20976 immediately east which has been set aside for 'Government Requirements' with rural living, broadacre agriculture and rural industries beyond.

Comment

Lot 442 is classified 'General Industry' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

The key objectives of the land's current 'General Industry' zoning classification are as follows:

- a) The General Industry zone is to be used primarily for the manufacture of goods or allied uses such as fuel storage, fuel sales, vehicle repairs, public utilities and showrooms for bulky goods; and
- b) Other uses listed in Table 2 (i.e. the Zoning Table) may be permitted at the discretion of the local government if they are considered to be an integral part of the commercial environment and where the local government is satisfied they will benefit the community and not result in being a nuisance.

Under the terms of the Zoning Table in LPS2 the development of any land in the Scheme Area classified 'General Industry' zone for 'Light Industrial' purposes, including any associated

incidental development, is listed as being permitted (i.e. a 'P' use). Notwithstanding the permissibility of the current use of the land, Council's development approval is still required for any proposed works and additional usage including, in this case, construction and use of a new incidental storage shed.

Council should also note the majority portion of Lot 442 is designated in LPS2 as being subject to flooding and/or inundation during extreme weather events. Clause 31(6) of LPS2 expressly states that, where in the opinion of the local government, a development is to be sited on land that has the potential to be flooded and/or inundated, the local government may impose conditions on any development approval granted to ameliorate any potential flood and/or inundation risk. Advice received from the Department of Water and Environmental Regulation has confirmed the following:

- The proposed development has adequate flood protection from a 1 in 100 (1%) Annual Exceedance Probability (AEP) flood; and
- The proposed development does not detrimentally impact on the existing 1% AEP flooding regime of the general area.

The application has been assessed with due regard for all relevant elements of the Shire's local planning framework including LPS2, local planning policies and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This assessment has confirmed the proposal is compliant with the following requirements:

- Land capability / suitability
- Land use compatibility including buffer separation distances to sensitive land uses;
- Building height, bulk, scale and orientation;
- Boundary setbacks;
- Traffic flow and volumes including vehicle access and on-site parking;
- Flood and bushfire risk management.

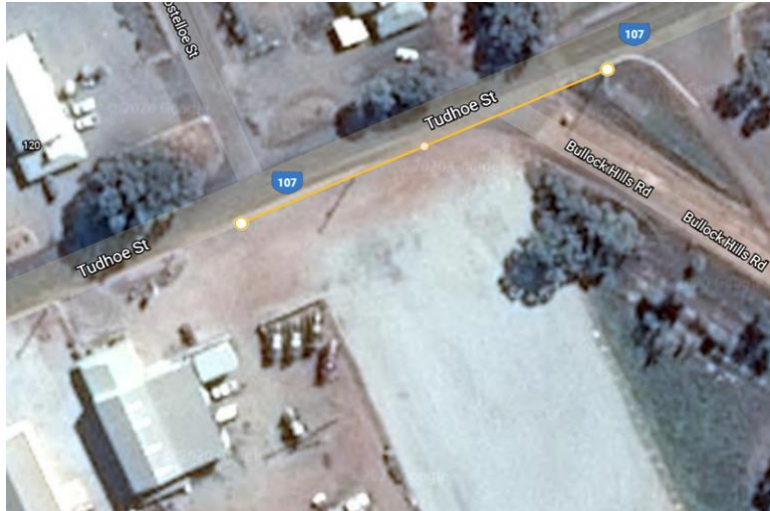
Notwithstanding this general conclusion, the following key points should be noted and considered:

1. Unauthorised Vehicle Access

Given Tudhoe Street's classification as a regional distributor road under the care, control and management of Main Roads WA, there are strict controls in place regarding access arrangements to / from this road to help safeguard all traffic movements.

Following referral of the application to Main Roads WA for review and comment, that agency advised as follows:

- Main Roads WA has no objection to the proposed development subject to any vehicle access to the new shed being from within the site and not directly from Collie Lake King Road (Tudhoe Street) or the road reserve area; and*
- It appears the verge area in front of this site is being used on a regular basis directly from the road for access and informal parking which is not supported by Main Roads WA. Main Roads Wheatbelt office would therefore like to discuss options with the Shire of Wagin to restrict vehicle movement to the verge in this area. Our preference would be for barrier kerbing to be installed from the new Bullock Hills Road intersection to the kerbed access for No. 124 Tudhoe Street (marked in yellow in the image below) as well as any other measures that will deter vehicle access/parking in this area. Please contact Main Roads Wheatbelt office to arrange a time for a meeting between Main Roads WA representatives and the Shire to discuss this matter.*



Aerial Image of Verge Area Abutting Lot 442 (No.124) Tudhoe Street (Source: Main Roads WA)



Google Street View of Verge Area Abutting Lot 442 (No.124) Tudhoe Street and Current Unauthorised Access & Parking (Source: Google Maps)

Council should note that any works required to address Main Roads WA's concerns and requirements in this matter are not directly related to the development proposal the subject of the application from Mr Marley. As such Council cannot impose a condition on any development approval that may ultimately be granted requiring Mr Marley to fund and/or undertake these works. It is expected the obligations to resolve this issue will be discussed and negotiated during the meeting requested by Main Roads WA.

2. Building Façade

Council's local planning policy entitled 'Industrial Zoned Land' expressly states the front façade of all buildings in the "Industrial" zone shall be orientated to the street and constructed in brick, concrete or masonry, provided however, that an owner or his/her agent may apply to the Council for permission to use materials other than those prescribed and the Council may permit the use of such other materials where it is satisfied that such use will not detract from the amenity of the immediate locality.

Under the terms of the plans submitted in support of the application the applicant is seeking Council's approval to use Colorbond steel wall cladding on the front façade of the proposed

storage shed. No details regarding the colours to be used for the proposed wall cladding have however been provided despite previous requests to do so.

The proposed use of Colorbond steel wall cladding is considered acceptable given the proposed structure is incidental to the main building on the land which has been constructed in accordance with Council's policy requirements, its significant setback to the land's Tudhoe Street frontage (i.e. 20 metres) and the fact Council has previously approved the use of such materials for other similar developments in the immediate area.

It is however recommended that a condition be imposed on any development approval that may ultimately be granted requiring the wall cladding for the proposed structure to be of a colour that matches / complements the existing building facing Tudhoe Street to ensure it makes a positive contribution to the visual amenity of the local streetscape.

3. Landscaping

Whilst the proposed shed is itself considered acceptable in terms of its visual appearance when viewed from Tudhoe Street, the general visual appearance of the property to this road is considered to be of a low standard with scope for improvement through the planting of additional landscaping.

It is noted and accepted the land contains a significant amount of vegetation in its south-eastern quadrant with some additional low level landscaping provided along the western portion of its Tudhoe Street frontage.

The reporting officer has however formed the view, having regard the guidance provided in Council's local planning policy entitled 'Industrial Zoned Land', that additional landscaping should be installed and maintained along the land's Tudhoe Street frontage to help improve the overall visual appearance of the development when viewed from this regional road which is a designated tourist route and significant entry/exit point to the Wagin townsite. It is therefore recommended that the applicant be required to provide a two (2) metre wide landscaping strip immediately adjacent to the land's front boundary from the edge of the existing eastern-most driveway crossover to the land's boundary with Crown Reserve 20976 located immediately east.

The provision of landscaping as recommended is considered a reasonable requirement given the concession recommended in point 2 above regarding the proposed shed's front façade and will also help limit / restrict any further unauthorised access to / from the land along this portion of its Tudhoe Street frontage which is consistent with Main Roads WA's objectives and requirements.

4. Stormwater Drainage

Despite previous requests, the applicant has not provided any information regarding how stormwater from the proposed shed will be managed and disposed of. Typically all stormwater generated by any development is required to be managed and contained on-site.

Given the recommendation regarding the provision of additional landscaping along the land's Tudhoe Street frontage, there is significant scope to grade the areas around the proposed shed to direct a significant proportion of the stormwater from this structure to this landscaped area to facilitate its management and disposal within the land's designated boundaries.

A general condition regarding stormwater drainage management is recommended for inclusion in any development approval that may ultimately be granted by Council requiring all stormwater from the proposed shed to be managed and contained on-site to the satisfaction of the Shire's Chief Executive Officer. The applicant will then be required to demonstrate how the requirements of this condition will be addressed to the Shire's satisfaction prior to the commencement of development.

5. Vehicle Accessways

Council's local planning policy entitled 'Industrial Zoned Land' expressly states all on-site vehicle accessways are required to be sealed and drained to the specifications and satisfaction of Council.

Despite previous requests, the applicant has not provided any information regarding the surface treatments to be used for all trafficable areas surrounding the proposed shed.

It is understood the applicant has installed what appears to be blue metal or cracker dust in the north-eastern quadrant of the property where the new storage shed is proposed to be sited however the suitability of these works needs to be checked to confirm they are acceptable for vehicle access and dust suppression purposes. It is therefore recommended a condition be imposed on any development approval that may ultimately be granted to ensure these works are of an acceptable standard to facilitate vehicle access and help minimise the generation of excessive dust, including any additional upgrade works that may be required to satisfy Council's policy requirements.

6. Boundary Fencing

Council's local planning policy entitled 'Industrial Zoned Land' expressly states that fencing shall be provided to all boundaries abutting reserved land to prevent vehicular ingress and egress and that any such fencing shall be of a uniform design, colour, material and height so as to not detract from the amenity of the reserved land and the general amenity of the immediate locality.

It is significant to note no fencing has been provided along the land's eastern side boundary where it immediately abuts Crown Reserve No.20976 which is vested in the Shire of Wagin for the designated purpose 'Government Requirements'. Furthermore, the plans submitted in support of the application make no provision for the installation of any new fencing on the land.

A review of aerial photography of the land and its immediate surrounds from a number of different sources clearly shows there is no history of or any current unauthorised vehicle access to/from the subject land via Crown Reserve No.20976 located immediately east.

In light of this finding and the significant cost associated with providing a new fence along the subject land's eastern side boundary due to its length which would prove to be a major impost upon the applicant/landowner and his business, it is considered reasonable for Council to waive the requirements of the policy as it applies specifically to fencing abutting reserved land.

Having regard for all the above, it is concluded the proposal for Lot 442 is consistent with the objectives of the land's current 'General Industry' zoning classification in LPS2 as well as the majority of the relevant standards and requirements and is therefore unlikely to have any negative impact on the general amenity, character, functionality and safety of the immediate locality subject to compliance with a number of conditions. As such it is recommended Council exercise its discretion and conditionally approve the application to ensure it proceeds in a proper and orderly manner.



CONSULTATION/COMMUNICATION

Not required or deemed necessary. The application was however referred to Main Roads WA and the Department of Water and Environmental Regulation for review and comment to assist the Shire's assessment of the application and a final determination by Council, the outcomes of which have been documented above.

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 4.1 - State Industrial Buffer Policy
- EPA Guidance Statement No.3 - Separation Distances between Industrial and Sensitive Land Uses
- Shire of Wagin Health, Building & Planning Policy No.14 – Industrial Zoned Land

FINANCIAL IMPLICATIONS

Nil immediate financial implications, aside from the administrative costs associated with processing the application. Town planning expenses are provided for in Council's budget. All costs associated with the proposed development will be met by the applicant/landowner.

Should the applicant/landowner be aggrieved by Council's final decision, they may seek a review of that decision by the State Administrative Tribunal in which case the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process. The applicant would also face similar costs.

STRATEGIC IMPLICATIONS

The proposal for Lot 442 is generally consistent with the Shire of Wagin Strategic Community & Corporate Business Plan 2018 to 2028 as it applies specifically to the following activities and strategies:

2.0 Economic Development

- *Support the development of diverse commercial properties to support the attraction and retention of small business and housing of key workers in the region.*

5.0 Town and Natural Environment

- *Continued monitoring and response to environmental issues facing the Shire.*

6.0 Council Leadership

- *Support for business growth and related infrastructure through consultation, grants and incentives.*
- *Promote Wagin as a business-friendly town.*

VOTING REQUIREMENTS

Simple Majority

MARLEY'S DIESEL & AG

124 Tudhoe Street

MRB: 4534

Wagin WA 6315

RTA: AU22410

Shire of Wagin

Please find attached our application for building an undercover storage facility on our property at 124 Tudhoe Street Wagin.

This undercover area will be used to store used trade in machines and new Rogators which cost approximately \$600k and need to be kept out of the weather until sold. Its sole purpose is an undercover storage area that needs to be built in line with our contract with Croplands who retail the machines. We believe that building this undercover shelter will only enhance one of the main entrances to the town and industrial area.

Thankyou

Kevin Marley

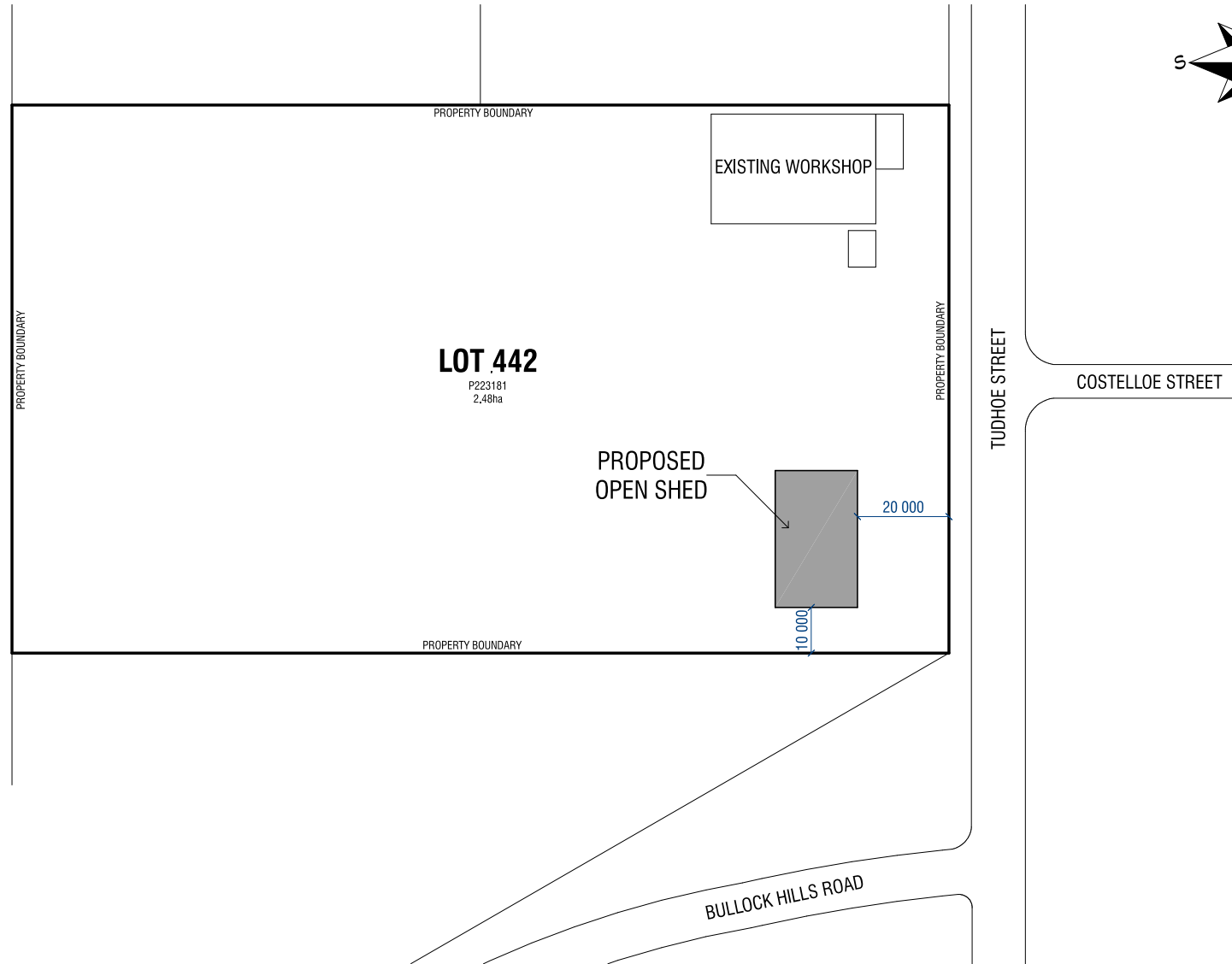
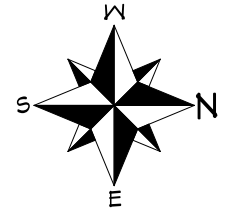
Ph: 98612345

Mob: 0429611962

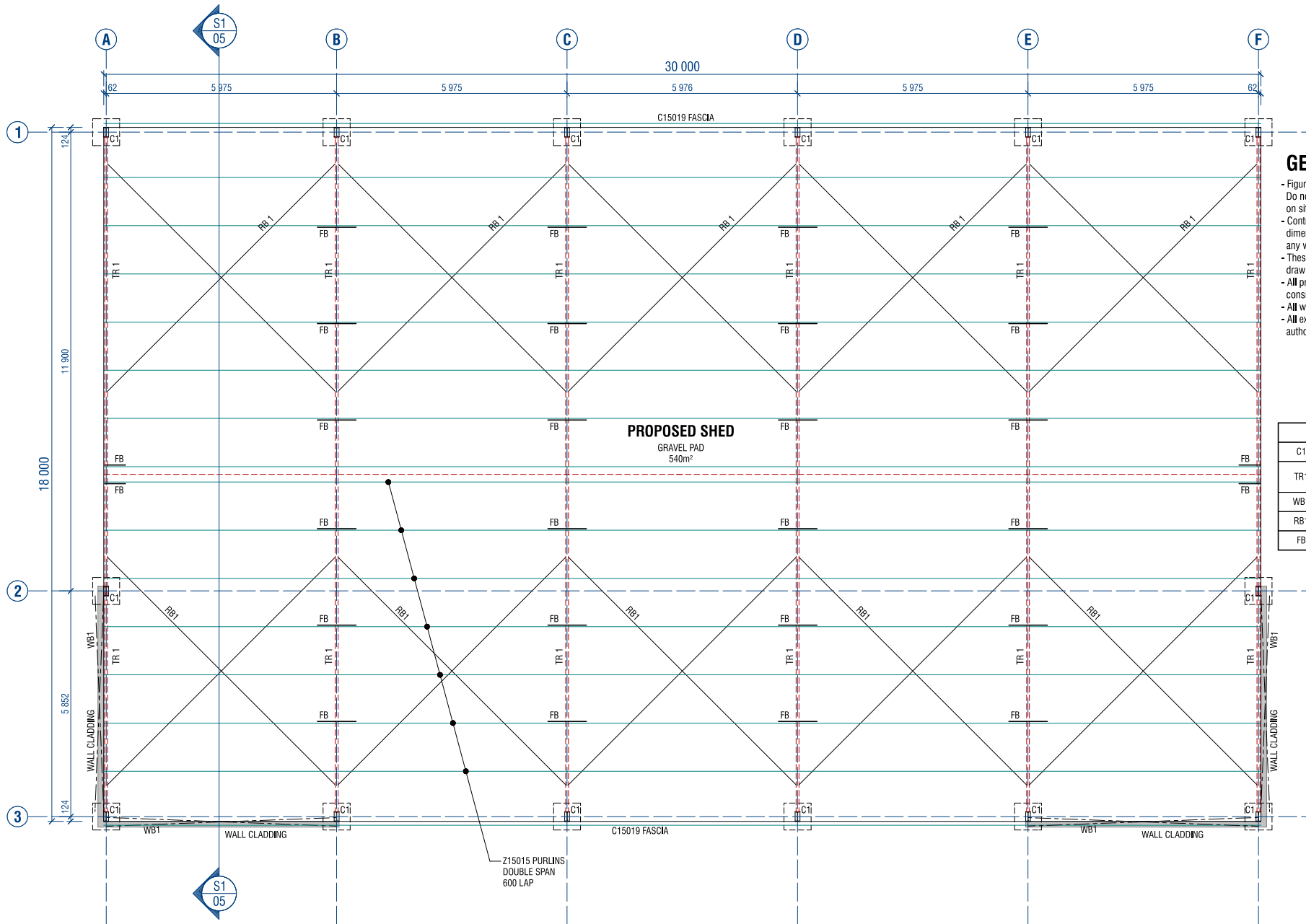
Fax: 98611464

Email: admin@marleysdiesel.com.au

ATTACHMENT 1



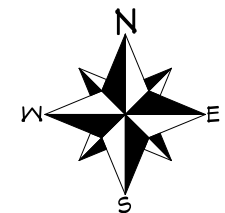
<i>PROPOSED RESIDENCE FOR:</i>		SITE PLAN	
Marleys Diesel & Ag	120 TUDHOE STREET	WAGIN, WA 6315	
DESIGN:	SS	JOB No:	DJ 384/20
DRAWN:	DS	ISSUE:	WD
DATE:	24/06/2020	SHEET ..1.. OF ..6..	
SCALE:	1 : 1000		



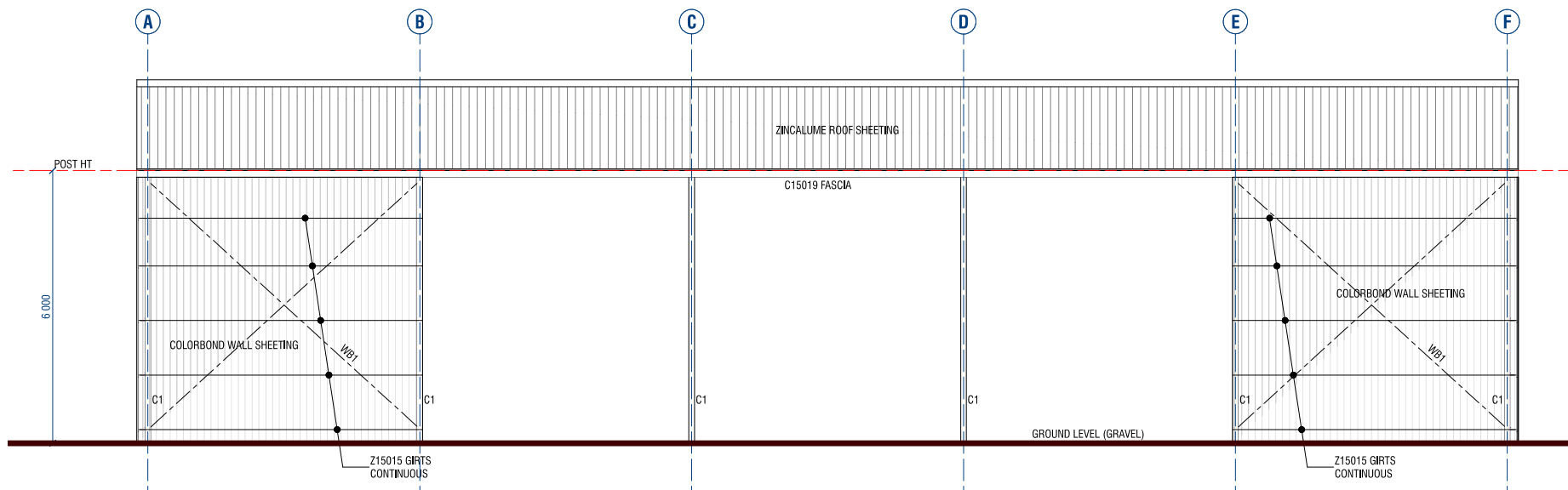
GENERAL NOTES

- Figured dimensions take precedence over scaled dimensions. Do not scale. All figured dimensions are subject to confirmation on site.
- Contractors to be responsible for checking & verification of all dimensions & levels on site prior to the commencement of any work and shop drawings.
- These drawings shall be read in conjunction with engineer's drawings and specifications, where applicable.
- All previously issued drawings marked preliminary shall now be considered void and shall not form part of these documents.
- All works to be in accordance with the Building Code of Australia
- All excavations to be carried out in accordance with controlling authorities requirements.

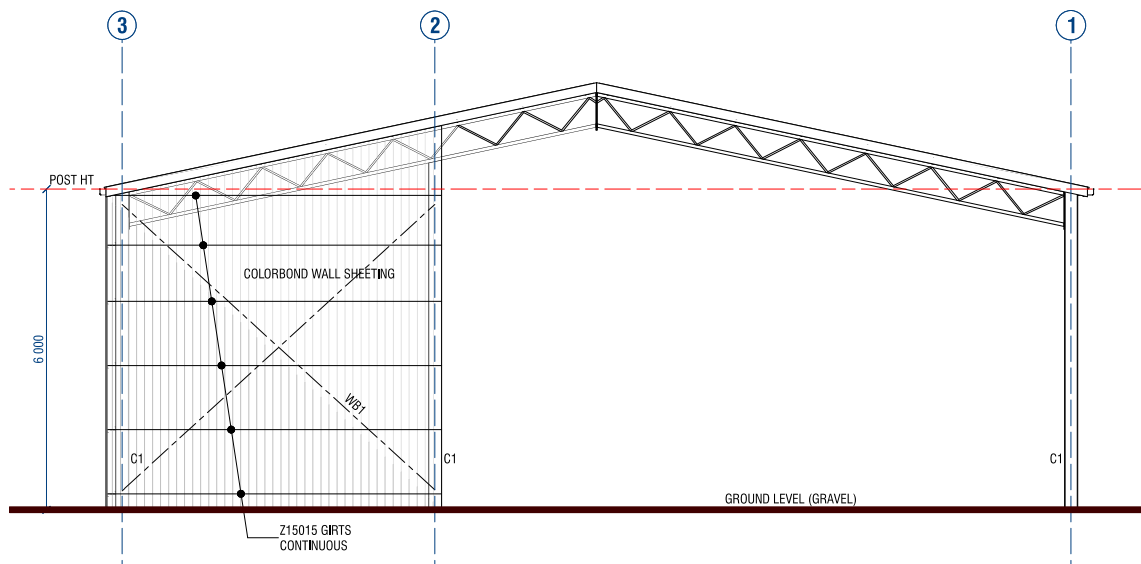
MEMBER SCHEDULE	
C1	260UB26 (450)
TR1	CHORDS 65 x 3.0 SHS, WEBS 30 x 2.0 SHS, 600 O/ALL FULLY WELDED TRUSS (450)
WB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
RB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
FB	40 x 2.0 EA 1 M12 EACH END



PROPOSED RESIDENCE FOR:		FLOOR PLAN	
Marleys Diesel & Ag		DESIGN:	SS
120 TUDHOE STREET		JOB No:	DJ 384/20
WAGIN, WA 6315		DATE:	24/06/2020
SCALE:	1 : 100	ISSUE:	WD
		SHEET ..2.. OF ..6..	



SOUTH ELEVATION
SCALE 1:100



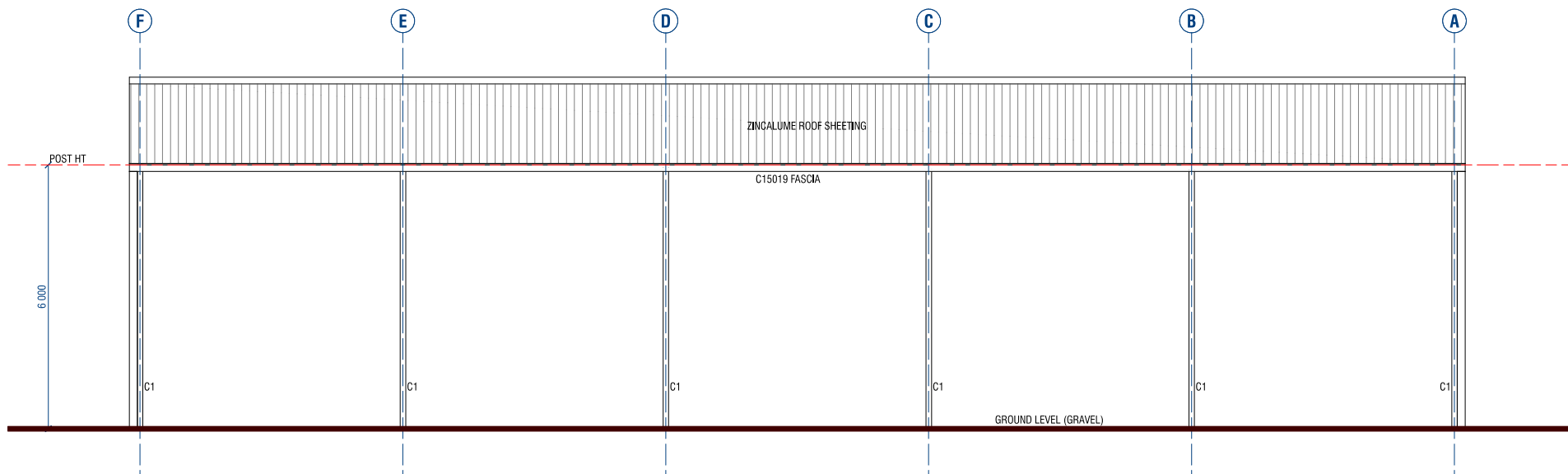
EAST ELEVATION
SCALE 1:100

GENERAL NOTES

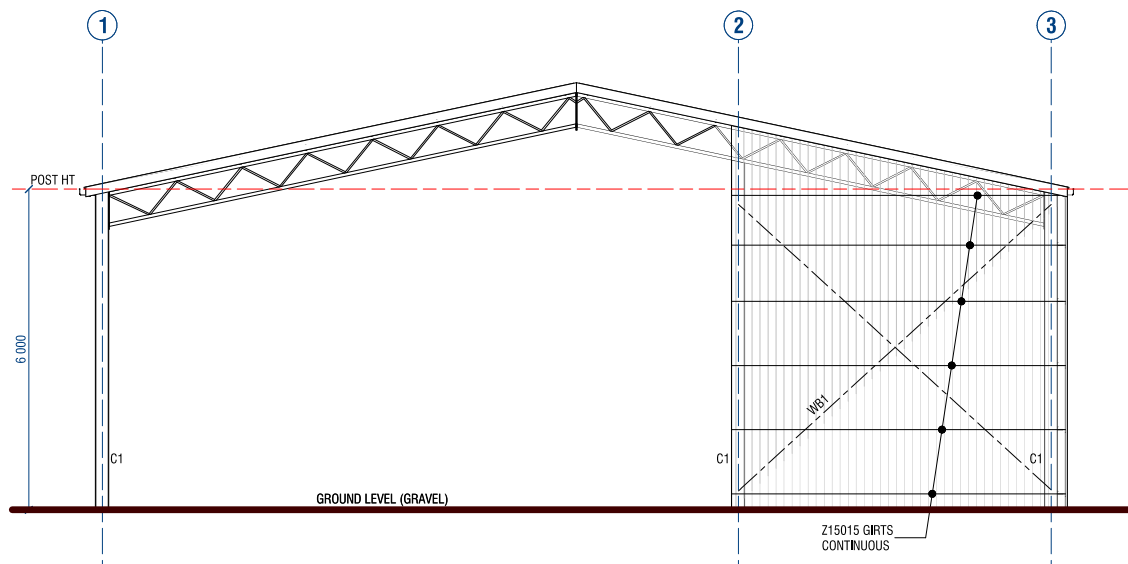
- Figured dimensions take precedence over scaled dimensions. Do not scale. All figured dimensions are subject to confirmation on site.
- Contractors to be responsible for checking & verification of all dimensions & levels on site prior to the commencement of any work and shop drawings.
- These drawings shall be read in conjunction with engineer's drawings and specifications, where applicable.
- All previously issued drawings marked preliminary shall now be considered void and shall not form part of these documents.
- All works to be in accordance with the Building Code of Australia
- All excavations to be carried out in accordance with controlling authorities requirements.

MEMBER SCHEDULE	
C1	260UB26 (450)
TR1	CHORDS 65 x 3.0 SHS, WEBS 30 x 2.0 SHS, 600 Q/ALL FULLY WELDED TRUSS (450)
WB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
RB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
FB	40 x 2.0 EA 1 M12 EACH END

<i>PROPOSED RESIDENCE FOR:</i>		ELEVATIONS	
Marleys Diesel & Ag	DESIGN: SS	JOB No:	DJ 384/20
120 TUDHOE STREET	DRAWN: DS	ISSUE:	WD
WAGIN, WA 6315	DATE: 24/06/2020	SHEET ..3.. OF ..6..	
	SCALE: 1 : 100		



NORTH ELEVATION
SCALE 1:100



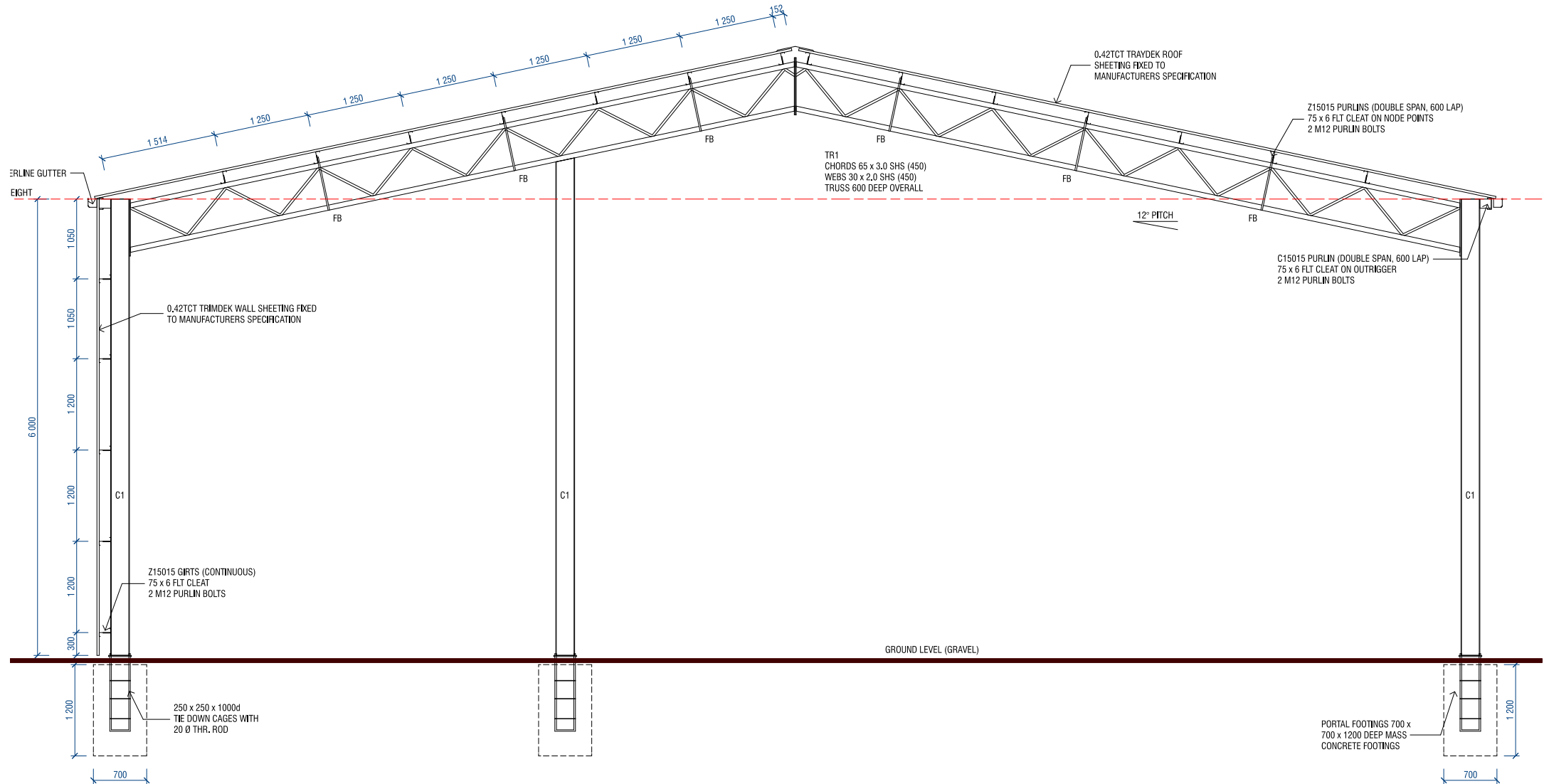
WEST ELEVATION
SCALE 1:100

GENERAL NOTES

- Figured dimensions take precedence over scaled dimensions. Do not scale. All figured dimensions are subject to confirmation on site.
- Contractors to be responsible for checking & verification of all dimensions & levels on site prior to the commencement of any work and shop drawings.
- These drawings shall be read in conjunction with engineer's drawings and specifications, where applicable.
- All previously issued drawings marked preliminary shall now be considered void and shall not form part of these documents.
- All works to be in accordance with the Building Code of Australia
- All excavations to be carried out in accordance with controlling authorities requirements.

MEMBER SCHEDULE	
C1	260UB26 (450)
TR1	CHORDS 65 x 3.0 SHS, WEBS 30 x 2.0 SHS, 600 Q/ALL FULLY WELDED TRUSS (450)
WB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
RB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
FB	40 x 2.0 EA 1 M12 EACH END

PROPOSED RESIDENCE FOR:		ELEVATIONS	
Marleys Diesel & Ag		DESIGN: SS	JOB No: DJ 384/20
120 TUDHOE STREET		DRAWN: DS	ISSUE: WD
WAGIN, WA 6315		DATE: 24/06/2020	SHEET ... OF ...
		SCALE: 1 : 100	



SECTION 1
SCALE 1:50

GENERAL NOTES

- Figured dimensions take precedence over scaled dimensions. Do not scale. All figured dimensions are subject to confirmation on site.
- Contractors to be responsible for checking & verification of all dimensions & levels on site prior to the commencement of any work and shop drawings.
- These drawings shall be read in conjunction with engineer's drawings and specifications, where applicable.
- All previously issued drawings marked preliminary shall now be considered void and shall not form part of these documents.
- All works to be in accordance with the Building Code of Australia.
- All excavations to be carried out in accordance with controlling authorities requirements.

MEMBER SCHEDULE	
C1	260UB26 (450)
TR1	CHORDS 65 x 3.0 SHS, WEBS 30 x 2.0 SHS, 600 O'ALL FULLY WELDED TRUSS (450)
WB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
RB1	45 x 3.0 EA 10 THK CLEATS, 2 M12 8.8s BOLT EACH END
FB	40 x 2.0 EA 11 M12 EACH END

<p><i>PROPOSED RESIDENCE FOR:</i> Marleys Diesel & Ag 120 TUDHOE STREET WAGIN, WA 6315</p>		SECTION 1	
		DESIGN: SS	JOB No: DJ 384/20
DRAWN: DS	ISSUE: WD	25 August 2020 SHEET 5 OF 6	
DATE: 24/06/2020	SCALE: 1 : 50		

Ordinary Meeting of Council



Manager of Works left the room at 8:46pm and did not return.

14. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS

Cr S M Chilcott

1. Stories of Us – Walk Trail

Cr Chilcott presented to Council a brochure from Narrogin that details the stories of the Narrogin Heritage Walk Trail and thinks it would be an idea for Council to investigate doing something similar.

Cr G B Ball

1. Regional Road Group Meeting

Cr Ball debriefed Council on the Regional Road Group Meeting that he attended with the Acting Chief Executive Officer. The discussion regarding the Wheatbelt Secondary Freight Network was on the Agenda.

Main Roads WA (MRWA) presented to the Committee regarding a number of changes that would be happening and the close working relationship that MRWA will now have with Local Governments and a cross over of tasks that MRWA are tasking to Local Governments to undertake on their behalf. MRWA now work on a "All Contractor" model and do not use their own labour to undertake tasks.

President P J Blight

1. Local Government Panel Review

The Local Government Panel Review report was distributed to Councillors prior to Council meeting for the intention of this discussion. Councillors provided feedback on their thoughts on the proposed changes to the Local Government Act and it has been compiled into a document which will form the Shire of Wagin's position on the report.

President Blight would like to present the Shire of Wagin's comments to the Minister of Local Government as well as the Central Country Zone this coming Friday, where this will be discussed also.

4375 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council's comments on the Local Government Panel Review be endorsed as the Shire of Wagin's position.

Carried 9/0

2. Central Country Zone Meeting Delegate

Councillor Ball is unavailable on Friday and President Blight offered if any other councillor would like to fill his place. Cr B S Hegarty offered to attend and Cr G K B West also indicated he may also be able to make the meeting.

15. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING



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

4376 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr G R Ball

That Council move behind closed doors and the meeting be closed to the public at 9:08pm in accordance with sections 5.23(2)(b) of the Local Government Act 1995 to allow Council to discuss Item 16.1 which relate to matters of the personal affairs of any person.

Carried 9/0

16.1 SELECTION OF CONSULTANT – CEO RECRUITMENT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant/Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	18 August 2020
PREVIOUS REPORT(S):	13.0.2 Recruitment of Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.RE.138
ATTACHMENTS:	Submissions from Recruitment Agencies

OFFICER RECOMMENDATION

4377 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That John Phillips Consulting be engaged to assist Council with the selection process for a Chief Executive Officer.

Carried 9/0



Cr G R Ball left the room at 9:10pm

16.2 PROPOSAL TO TERMINATE LEASE – DEFAULTING DEBTOR

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	Wagin
AUTHOR OF REPORT:	Acting Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	10 August 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.DB.1
ATTACHMENTS:	Letters to and from Debtor

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That due to the significant default in payment of rent by Debtor Number 618 (in contravention of the provisions of the Deed of Lease), with respect to the occupation of premises owned by the Shire of Wagin, that the lease be terminated and that actions continue to recover the rental arrears and interest outstanding, when possible.

Carried 0/0

4378 COUNCIL DECISION

Moved Cr S M Chilcott

Seconded Cr G K B West

1. That the proposal submitted by Debtor Number 618 to pay all outstanding monies owing to the Shire within a 12 month period be accepted, subject to Debtor Number 618 consenting to a security interest being lodged against an item of unencumbered personal property (with a value equal to or greater than the amount outstanding).

And

2. That the normal monthly rental payments on the property he is leasing from the Shire resume immediately.
3. If Debtor Number 618 is unable to agree to the abovementioned conditions or agrees but falls more than three months in arrears on current lease payments, that action be taken to terminate the lease of the premises he is leasing off the Shire, forthwith.

Carried 8/0



Cr G K B West left the room at 9:33pm and returned at 9:33pm

Cr G R Ball returned to the room at 9:33pm

4379 COUNCIL DECISION

Moved Cr G K B West

Seconded Cr J P Reed

That Council move out from behind closed doors and the meeting be opened to the public at 9:33pm

Carried 9/0

17. CLOSURE

With no further business to be discussed the Presiding Member closed the meeting at 9:34pm

I certify that this copy of the Minutes is a true and
Correct records of the meeting held on
25 August 2020

Signed 

Presiding Elected Member

22.09.2020

Date: