



MINUTES

ORDINARY MEETING OF COUNCIL

27 APRIL 2021



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Bill Atkinson
CHIEF EXECUTIVE OFFICER

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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*].

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SHIRE OF WAGIN

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Wagin on
Tuesday 27 April 2021 commencing at 7:05pm

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1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at 7:05pm.

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

2.1 ATTENDANCE

Cr Phillip Blight
Cr Greg Ball
Cr Bryan Kilpatrick
Cr Sheryll Chilcott
Cr Wade Longmuir
Cr David Atkins
Cr Bronwyn Hegarty
Bill Atkinson
Brian Roderick
Allen Hicks
Emily Edwards

Shire President
Deputy Shire President

Chief Executive Officer
Deputy Chief Executive Officer
Manager of Works
Executive Assistant

2.2 APOLOGIES

Cr Lyn Lucas
Cr Geoff West
Cr Jason Reed

2.3 APPROVED LEAVE OF ABSENCE

2.4 VISITORS

Kim Nottle Wagin Homecare Manager

3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

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

4517 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

That G K B West be granted a Leave of Absence from the 25 May 2021, 22 June 2021 and 27 July 2021 Ordinary Meetings of Council.

Carried 7/0

6. PUBLIC FORUM

Nil

7. PETITIONS/DEPUTATIONS – PRESENTATIONS

Nil

8. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

- Cr W J Longmuir declared a Financial Interest in item 12.1.8 – *Proposed Cosmetic Upgrade of Business Premises in Tudhoe Street*
- Cr G R Ball declared a Financial Interest in item 15.2 – *Request for Review Annual Ground Market Rentals Wagin Aerial Landing Ground Leases*
- Manager of Works, A Hicks declared a Financial Interest in item 15.3 – *Manager of Works – Renewal of Employment Contract*
- Deputy Chief Executive Officer, B Roderick declared a Financial Interest in item 15.4 – *Deputy Chief Executive Officer – Renewal of Employment Contract*

8.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

8.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

- Cr S M Chilcott declared a Financial Interest in item 12.1.8 – *Proposed Cosmetic Upgrade of Business Premises in Tudhoe Street*

9. CONFIRMATION OF PREVIOUS MEETING MINUTES



9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 23 MARCH 2021

4518 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That the Minutes of the Ordinary Meeting of Council held on Tuesday 23 March 2021 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 7/0

9.2 MINUTES FROM THE TOWNSCAPE ENHANCEMENT COMMITTEE MEETING HELD 15 APRIL 2021

4519 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

That the Minutes of the Townscape Enhancement Committee Meeting held on 15 April 2021 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 7/0



MINUTES

TOWNSCAPE ENHANCEMENT COMMITTEE

15 APRIL 2021
Ordinary Council Meeting

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Bill Atkinson
CHIEF EXECUTIVE OFFICER

WAGIN TOWNSCAPE ENHANCEMENT AND TOURISM AND PROMOTION ADVISORY COMMITTEES – ADMINISTRATIVE SUPPORT ARRANGEMENTS

4286 COUNCIL RESOLUTION – ORDINARY COUNCIL MEETING 26 MAY 2020

The administrative support arrangements for the Wagin Townscape Enhancement Committee and the Wagin Tourism and Promotion Advisory Committee comprise of the following:

1. Preparing agendas and minutes of meetings and actioning items that require approvals from external agencies and Council;
2. Preparing agenda reports with recommendations at the request (and input) of committee members who have ideas they wish to see progressed;
3. Preparing agenda reports with recommendations from input provided by committee members who have been charged with progressing initiatives between meetings *within given parameters and without committing the Shire to anything which has not been formally approved.*



SHIRE OF WAGIN

Minutes for the Townscape Enhancement Committee Meeting held in the Council Chambers, Wagin on Thursday 15 April 2021 commencing at 5:48pm

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1. OFFICIAL OPENING

Opened the meeting 5.48pm.

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

2.1 ATTENDANCE

Cr Sherryl Chilcott
Cr Dave Atkins
Brian Roderick
Bill Atkinson
Robyn Hoysted
Gen Harvey
Gerard Hegarty
Mark Banks
Lance Mudgway

Chairperson
Councillor
Deputy Chief Executive Officer
Chief Executive Officer

entered the meeting at 6:01pm
entered the meeting at 5:51pm

2.2 APOLOGIES

Denise Patterson
Cr Geoff West

3. PUBLIC FORUM

Nil

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

Nil

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 TOWNSCAPE ENHANCEMENT COMMITTEE MEETING HELD 15 OCTOBER 2020

COMMITTEE DECISION

Moved Cr D Atkins

Seconded Ms G Harvey

That the minutes of the Townscape Enhancement Committee meeting held on 15 October 2020 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.

Carried 6/0

UNCONFIRMED



7. STATUS REPORT – APRIL 2021

Date	Description	Responsible Person	Action	Status	Comments
2019	Wetlands Park Development	Brian Roderick	<p>Council has Budgeted \$217,250 to carry out stages 1 and 3 of this development.</p> <p>This is made up of \$180,000 from Federal Grant funding program – Local Roads and Community Infrastructure, \$15,000 from WAG's and the remainder from Council.</p>	In Progress	<p>In Progress – The Shire has engaged John Case to project manage this project. John is working as Shire Staff. He has completed a lot of the planning works. Demolition works commence this Friday 16th October.</p> <p>This project is 50% complete with the major elements being the kids fort, swing set, creek bed, soft fall, sand and wood chips in place. Due to the unavailability of works staff there has not been any further progress on this development since December. Works will recommence mid-late April on the remaining elements. Due to funding requirement this project must be finished by the end of June.</p>
2018	Library / Town Square Development	Brian Roderick	The final plan was endorsed by Council at the September Council meeting.	Ongoing – In Progress	In Progress – The Shire has engaged John Case to project manage this project. John is working as Shire Staff. He has

			<p>There was a significant amount of work and consultation to derive a final plan that ticked all the boxes.</p>	<p>Final Masterplan was endorsed by Council at the August Council Meeting.</p>	<p>completed a lot of the planning works. Also, some of the design elements have been purchased and formal work will commence at the end of October.</p> <p>The majority of the infrastructure work has been completed, works still to be done are: Installation of signage, solar lighting, new bin and all landscaping works including planting of trees and shrubs. These plantings will be undertaken in the cooler months of May and June. Please refer to the planting program contained in this agenda.</p>
2018	Electronic Advertising Sign	Brian Roderick	<p>At the last Committee meeting the following recommendation was put forward to Council:</p> <ol style="list-style-type: none"> 1. Advertising on the information sign of businesses that are members of the Wagin Chamber of Commerce be permitted. Advertising would work on an annual fee basis and an advertising policy would need to be developed. 2. That tenders be called for the supply, framing, cabinet & header board, delivery, erection, software supply and commissioning of the 	Completed	<p>The Recommendation was not adopted by Council, instead they resolved to request the Finance and General Purposes Committee develop a policy pertaining to the operating and management of the Electronic Sign.</p> <p>A policy was formulated in August and adopted by Council at the September meeting.</p> <p>Council, at the September Meeting, resolved to call for Quotations/Expressions of</p>

			<p>Electronic Information Sign with the following specifications: -Double sided panel with 6.6mm pitch or better -Size: 2,560mm (L) x 1,920mm (W) x 150mm (D)</p> <p>3. That the Shire meet all on-going recurrent costs associated with the operation of the information sign and to make provision to replace the sign as required in the future. These costs are to be offset by income generated through local business advertising.</p> <p>4. That the Shire be responsible for the management arrangements of the Electronic Information Sign.</p>		<p>Interest for supply and erection of a double sided Electronic sign.</p> <p>Approvals have been granted by Main Roads WA to erect the sign in the Town Square development.</p> <p>Request for Quotations have been advertised, closing 20th October.</p> <p>The Electronic Advertising Sign has been installed and is operational. There have been a few teething problems, but this can be expected. Advertising forms have been set up for the businesses and the community to advertise on the sign. The feedback from the community has mainly been positive.</p>
March 2020	Giant Ram Painting and Maintenance	Brian Roderick	\$25,000 has been included in the 2020/2021 Shire Budget, funded through Federal Grant funding program – Local Roads and Community Infrastructure.	Completed	<p>Quotations received for painting contractors and a painter has been engaged to undertake these works.</p> <p>We are still working with a scaffolding company to secure appropriate and affordable scaffolding.</p> <p>We are hoping the works can be carried in Late October or early November.</p>



					<p>Council has allocated \$25,000 to carry out this maintenance job from recent additional grant funding from the Federal Govt (LRCIP Grant)</p> <p>This upgrade work was completed in December</p>
May 2020	Implementation of Proposed Annual Flowering Program and Enhancement of Specific Areas	Bill Atkinson	<p>. That the Committee recommend Council approve the progressive implementation of the creation of the proposed annual planting program and the creation of garden beds as specified in this report;</p> <p>2. That the Committee recommend Council support consideration towards implementing the following projects (subject to finalising conceptual plans as required):</p> <ul style="list-style-type: none"> • Upgrade of the lawn/garden area around the Wagin War Memorial; • Installation of seating, gazebo/shelter and garden bed adjacent to the RSL building in Tudhoe Street; • Installation of a seat around the circular garden bed opposite the Town Hall buildings on the Tudor Street reserve. 	In Progress- On-going	<p>Significant works have been undertaken with this Townscape initiative.</p>

June 2020	Public Seating of Wagin	Bill Atkinson / Brian Roderick	<p>1. That an audit of public seating in Wagin be carried out;</p> <p>2. That a determination be made of what seating should be made redundant and what new seating should be provided;</p> <p>3. That budget provision be made in the Shires 2020/21 financial year budget to bring public seating up to a suitable standard.</p>	In Progress - Ongoing	<p>Staff have carried out Seating Audit</p> <p>Funding of \$30,000 through the Local Roads and Community Infrastructure Program (LRCIP) in the 20/21 Budget</p> <p>Some new Furniture ordered</p> <p>New seating has been installed in the main street, some seating changes still need to be made in Tudor Street</p>
June 2020	Pine Barriers Refurbishment	Bill Atkinson	That a program of refurbishing/replacing pine barriers in public areas and the repainting of kerbs in traffic islands be undertaken.	Completed	<p>Staff are in the process of painting the existing Pine Barriers.</p> <p>The Pine Barriers. And traffic island kerbs have been painted.</p>
October 2020	Ficus Plant Pots	Brian Roderick	Move pots and replace struggling plants	In Progress - ongoing	<p>This has been undertaken by the works crew, we are now looking at planting appropriate plants in the Tudor Street pots</p> <p>This has been undertaken by the works crew, new plantings of the pots in Tudor Street will co-inside with the Town Square plantings.</p>



8. CORRESPONDENCE AND REPORTS

8.1 PROPOSED PLANTING PROGRAM – TOWN SQUARE AND TOWN STREETS

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:	29 March 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	<ul style="list-style-type: none">Proposed Plantings – Wagin Town SquarePlant Selections 2021-22

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Ms G Harvey

Seconded Mr G Hegarty

That the Committee recommend to Council that the proposed planting program as specified in this report be adopted for the next 12 months.

Carried 6/0

BRIEF SUMMARY

This report recommends a planting program for the recently completed Town Square, gardens and pots in the main shopping precinct, town entries, traffic island beds and other areas.

BACKGROUND/COMMENT

Within the last 12 months there has been an accelerated program of planting annuals around town and the establishment of rose gardens at the War Memorial and RSL Park between the BP fuel station and the Wagin Community Centre building. In addition, the Town Square has been constructed and is awaiting landscaping when cooler weather prevails.

Annual massed flower plantings and planting in pots has ranged from being extremely successful, drawing favourable comment (i.e., the petunia plantings in traffic islands and in pots) to mediocre (i.e., plantings on portulacas in traffic islands). Planting of the latter was carried out at the peak of summer in hot windy conditions which retarded growth. The penstemons in front of the picket fence on the corner of Tudhoe and Tudor Streets gave a reasonable display through a long hot summer.

The roses that have been planted around town have established themselves quickly and again drawn favourable comment.

After consultation with Mr Mike Tito and the garden crew, it is proposed that the following planting regime be carried out during the year:

Town Square: - Proposed plantings May/June:

- North side of Library: 4 x Chinese Elm trees
- Around shelters: 9 x Ornamental Pear trees
- South entry off Trent Street; 2 x Flowering Plum trees.
- Trent Street side of car park: 5 x Bottlebrush and ground covers
- Around LED Sign: Grevillia's and ground covers
- Garden strip between carparks: 9 x Double Flowering Plum trees.
- Entries off Tudhoe Street: Grevillia's/ Bottlebrush
- Garden Beds along Taylor Lane up to CWA boundary: Crepe Myrtles
- 4 Large pots along Tudhoe Street on paved area – annuals.
- Garden bed alongside Library south wall: Marguerite Daisy bushes.

RSL Park

- Front garden bed: Marguerite Daisy bushes

Garden Beds/Pots Various:

- Cnr Tudor & Tudhoe Streets: Petunia/Vinca rotation
- Garden beds at East and West ends of Tavistock Street: Marguerite Daisies
- Round garden bed opposite old Municipal Chambers – remove and replace with squared off limestone blocks and replant with Grevillia/Bottlebrush.
- Garden bed in Usil lane: Replace Portulacas (which were successful in this location) with Petunias. Rotate with Portulacas.
- Pots around town and at entry to Sportsground: Petunia/Vinca/ Calibrachoa rotation
- Pots outside Swimming Pool - Petunia/Vinca rotation.
- Tudor Street – garden bed near phone box – replace annuals with roses.
- Former Rest Rooms garden – Tavistock Street – continue Petunia/Vinca rotation.
- Tavistock Street near Doctors surgery – replace unsuccessful Jacarandas.
- Inside park on corner of Tudor and Tudhoe Streets – replace native shrubs (most of which are underwhelming) with roses in Spring.
- Entries to Horseshoe area at Wetlands Park – relocate pots to main Tudhoe street and replace with larger pots for Petunia/Vinca rotations.
- Wetlands area – more Grevillia plants.

Traffic Islands

- Arthur Road past Shire Office: Replace portulacas (not successful) with petunias and rotate with ground cover in late Spring. (Alternatively let these areas lie fallow over summer due to high cost of watering for not much result) Establish traffic island beds in Tudhoe Street, East of the railway line with petunia/groundcover rotation.

Town Entry Garden Beds

- Petunia/Vinca rotation

Large Pots – Tudhoe and Tudor Streets

- Some shrubs (Ficus) surviving OK, however some drop leaves and become twiggy. Still researching options.

Cinema

- Establish garden at front, in consultation with the *Betty Terry Community Theatre Inc.* First thoughts are rosemary/lavender border along pathway, backdrop of roses and marguerite daisies, annuals at front.

This opportunity is taken to thank the Gardeners for contributing to and embracing the extensive planting programme over the past 12 months and for weeding and keeping water up to the plants during a long hot summer. The compliments that the Shire has received about the gardens are directly attributable to the efforts of the Gardeners.

CONSULTATION/COMMUNICATION

- Manager of Works
- Garden Crew

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

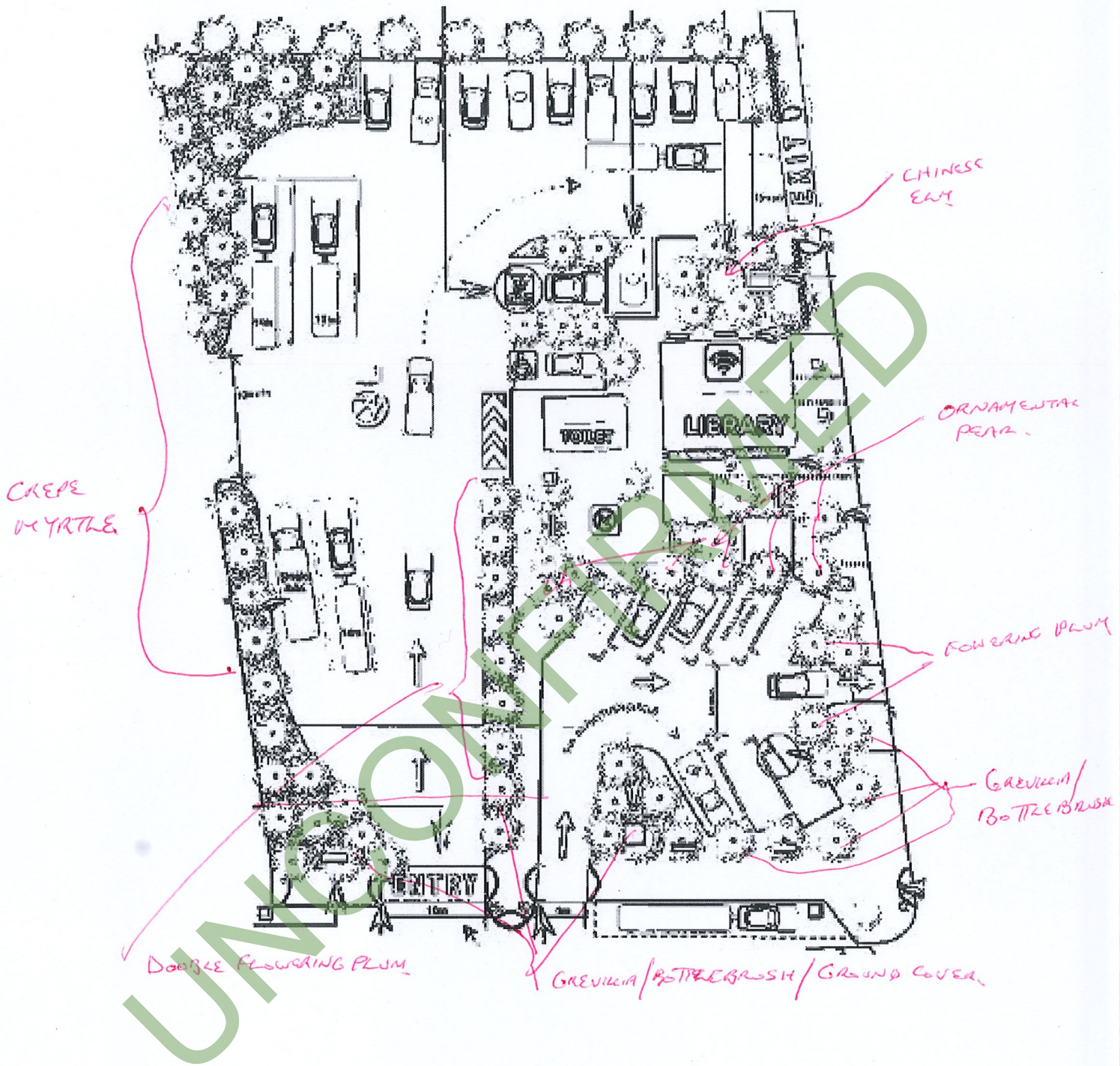
The proposed planting program can be accommodated within the existing budget provision for Townscaping and is sustainable should a similar budget provision be made for the 2021/22 financial year.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



PROPOSED PLANTINGS - WAGIN TOWN SQUARE.

[Handwritten signature]

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Lagerstroemia indica Comanche

Crepe Myrtle

30lt

90lt 

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Lagerstroemia Comanche is a deciduous tree with dark coral pink flowers in early to mid summer attractive bark and foliage that changes colours in the cooler months before dropping. They are an excellent specimen tree for small gardens or large containers Lagerstroemia Comanche is a powdery mildew resistant cultivar... [Read more](#)

Common Name

Crepe Myrtle

Plant Type

Deciduous / Outdoor / Perennial / Tree

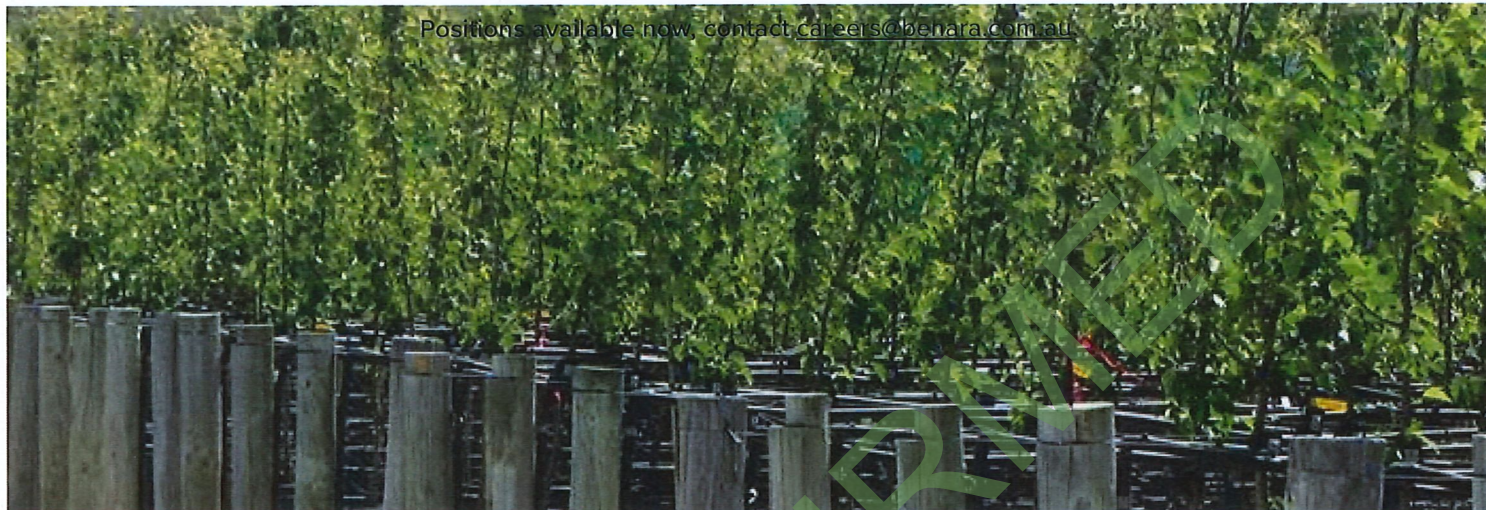
Range

Deciduous Trees 2020/2021

Dimensions




6m high x 4m wide

Positions available now, contact careers@benara.com.au



Pyrus calleryana Bradford

Ornamental Pear

30lt	0
90lt 	0
200lt 	0
500lt 	0

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 Note: One of your selections are advanced delivery only

An attractive ornamental pear Pyrus calleryana Bradford produces excellent foliage display of orange-red red-purple to yellow tones during autumn. This is a highly decorative variety and will create stunning contrast in any garden or landscape. Ideal for uses such as shade or feature trees in parks residential gardens or... [Read more](#)

Common Name

Ornamental Pear


3

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Prunus x blireana

Double Flowering Plum

30lt	0
90lt 	0

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 Note: One of your selections are advanced delivery only


Prunus blireana, also known as the Double Flowering Plum, is a stunning ornamental renowned for its light claret red that turn a bronze/purple colour as the leaves mature. The striking foliage grows along dark branches through summer, blooming masses of double pink flowers in spring. Blireana is great for adding excellent colour variation to any garden or landscape. Use in the home garden or where contrast is desired, as they works well against other green-leaved plant varieties. Prunus blireana is perfect for small spaces along fence lines as screening, or by itself as a specimen. This deciduous tree will thrive in a sunny position with well drained soils. Prunus blireana is hardy and will tolerate a variety of site conditions including drought and moderate frost and requires low maintenance. Water well after planting until established and prune lightly to manage plant growth. Keep protected from strong winds while young to maintain flower display. Prunus blireana can grow to a height and width of 4 metres.

Positions available now, contact careers@benara.com.au.



Callistemon Kings Park Special

Bottlebrush

14cm	0
5lt	0
30lt	0
90lt 	0

Please login or register to see our prices

[Login or register](#)

 Note: One of your selections are advanced delivery only

Attract nectar-loving birds to your garden with the eye-catching small tree Callistemon 'Kings Park Special'. Throughout spring and periodically through autumn Callistemon Kings Park Special forms masses of large pendulous bright red bottlebrush flowers. This evergreen shrub will make an excellent addition to any garden or landscape. Suggested uses... [Read more](#)

Common Name

Bottlebrush



Positions available now, contact careers@benara.com.au.



Callistemon Pink Champagne

Bottlebrush

5lt

Please login or register to see our prices

[Login or register](#)

An attractive Callistemon which produces a glorious display of pink bottlebrush flowers. These are well displayed on this upright evergreen growing shrub with the main display of flowers occurring in spring. Ideal for hedging or on its own as a specimen in a native themed garden. Bird attracting easy... [Read more](#)

Common Name

Bottlebrush

Plant Type

Evergreen / Hedge / Native Australian Plant / Outdoor / Perennial / Shrub

Dimensions

3m high x 2m wide

Sunlight

Full Sun

Wildlife Attracting

Yes

Positions available now, contact careers@benara.com.au.



Melaleuca thymoides

Thyme Honeymyrtle

64 cell tray	0
Forestry tube	0

Please login or register to see our prices

[Login or register](#)

Common Name

Thyme Honeymyrtle

Plant Type

Evergreen / Native Australian Plant / Perennial / Shrub / Verge

Dimensions

120cm high x 120cm wide

Sunlight

Full Sun





Positions available now, contact careers@benara.com.au.




Ulmus parvifolia Murrays Form

Chinese Elm

30lt	0
90lt 	0
200lt 	0

Please login or register to see our prices

[Login or register](#)

 Note: One of your selections are advanced delivery only

Ulmus parvifolia Murray's Form is a select form of the Chinese Elm. This graceful tree has a compact growth habit producing dark green glossy serrated leaves that turn bronze to yellow before falling in late winter. Together with the eye catching foliage this medium size tree has attractive bark... [Read more](#)

Common Name

Chinese Elm

Plant Type

Deciduous / Outdoor / Perennial / Street Tree / Tree

Positions available now, contact careers@benara.com.au.



Argyranthemum Surf City

Federation Daisy - bright mid yellow flowers

14cm

17cm

Please login or register to see our prices

[Login or register](#)

Single mid-yellow flowers with a contrasting dark yellow centre. Let's go surf'in!

Common Name

Federation Daisy - bright mid yellow flowers

Plant Type

Evergreen / Outdoor / Perennial / Shrub

Dimensions

60cm H x 1m W

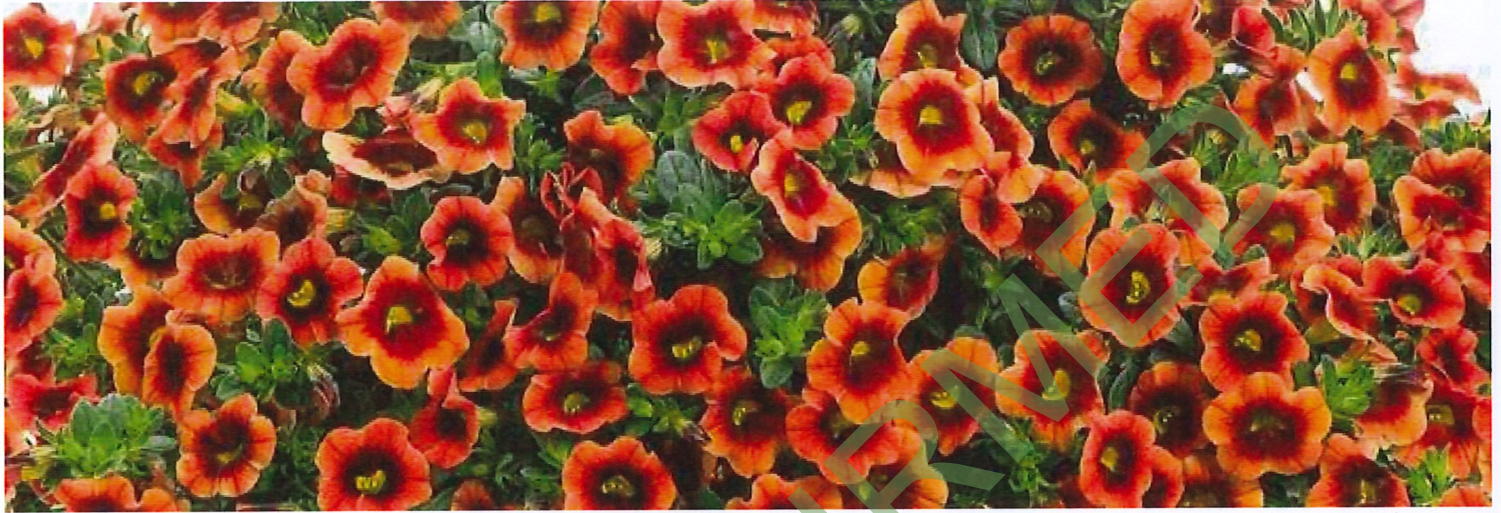
Sunlight

Full Sun

Wildlife Attracting

Yes

Part time maintenance jobs available, contact careers@benara.com.au.



Calibrachoa Superbells TM Tangerine Punch

Calibrachoa

17cm

Please login or register to see our prices

[Login or register](#)

Calibrachoa Superbells Tangerine Punch has a trailing habit which features unique striking flowers with a tangerine orange petal edge and deep burgundy orange eye which will continuously bloom all season. Ideal for a filler or border plant mass planting or even in window boxes and hanging baskets. Plant in... [Read more](#)

Common Name

Calibrachoa

Plant Type

Evergreen / Ground Cover / Outdoor / Perennial

Dimensions

15-30cm H x 30-45cm W

Sunlight

Full Sun

Evergreen

Yes

8.2 PROPOSED ALFRESCO DEVELOPMENT - CRESSWELLS

PROPONENT:	Mr. Mark Banks
OWNER:	Mr. Mark Banks
LOCATION/ADDRESS:	Lot 39 Tudor Street, Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	30 March 2021
PREVIOUS REPORT(S):	<i>Townscape Beautification and Tree Canopy Plan – July 2018</i>
DISCLOSURE OF INTEREST:	The Proponent, if he is in attendance at the meeting will need to declare a financial interest.
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	<ul style="list-style-type: none">• General Site Layout and Elevation Plans – Proposed Alfresco Area

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Mr L Mudgway

Seconded Cr D Atkins

That the Committee recommend to Council that;

1. An alfresco development outside *Cresswells* in Tudhoe Street be supported in principle.
2. Planning advice be obtained with respect to this proposal to ascertain what approvals would be required to allow this development to proceed.

Carried 7/0

BRIEF SUMMARY

The Townscape Committee has previously considered the merits of having outdoor dining alfresco areas a feature of the Wagin CBD. Mr Mark Banks, the proprietor of Cresswells has expressed interest in developing an alfresco area in front of his premises in Tudor Street.

BACKGROUND/COMMENT

At this stage it is not known the extent of approvals required, however if the concept is supported in principle, then research would be carried out to ascertain the opportunities that might prevail and the constraints that might apply.

CONSULTATION/COMMUNICATION

- Mr Mark Banks - Proponent
- Mr Trevor Brandy – Environmental Health Officer and Building Surveyor

STATUTORY/LEGAL IMPLICATIONS

A licence to conduct an alfresco business may be granted by the Shire and there are precedents with respect to this. What needs to be ascertained is the situation with respect to maintaining pedestrian, wheelchair access on the footpath and the implications of extending an alfresco area onto the road pavement.

POLICY IMPLICATIONS

Nil



FINANCIAL IMPLICATIONS

To be determined

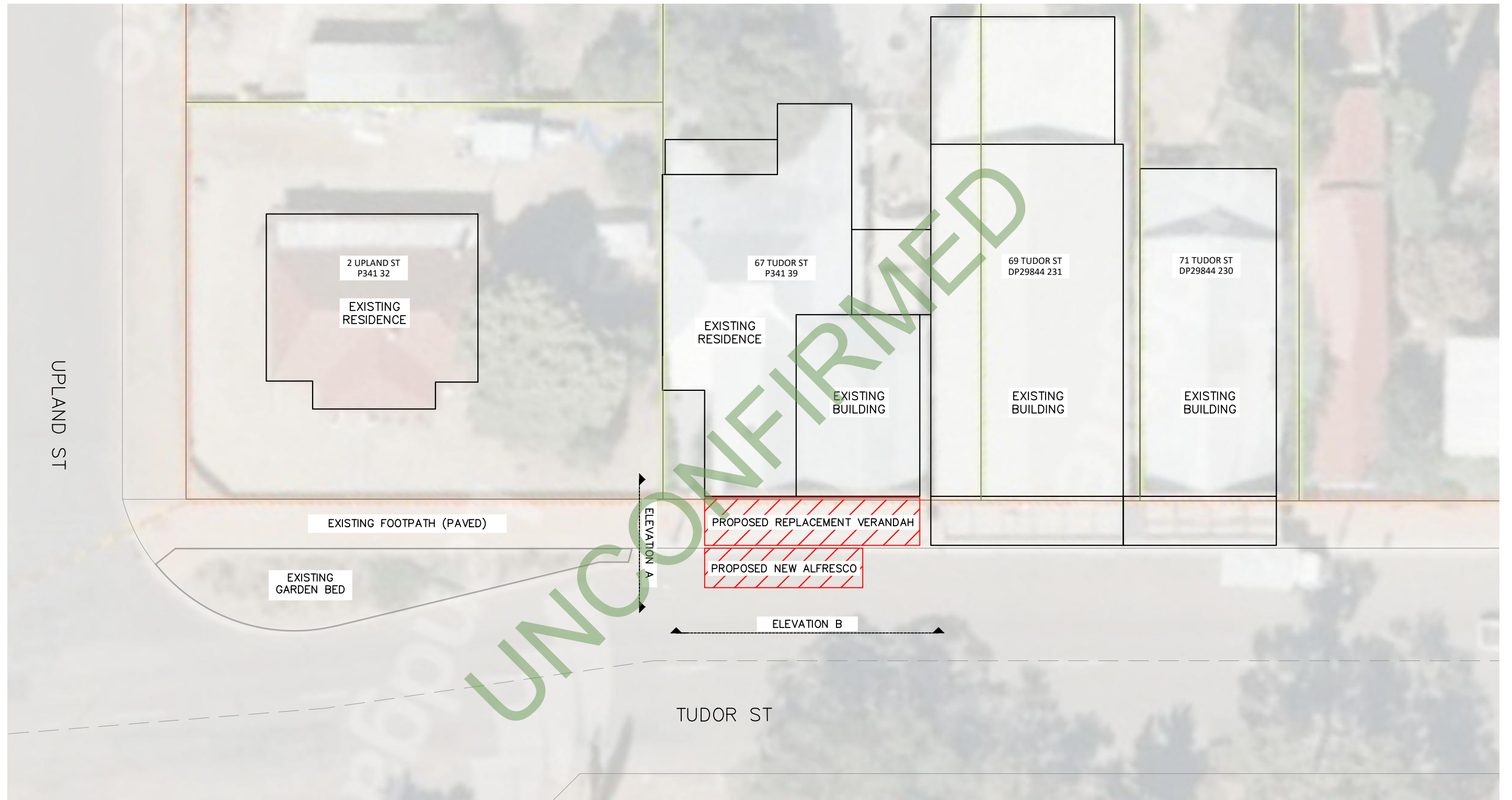
STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED



REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	

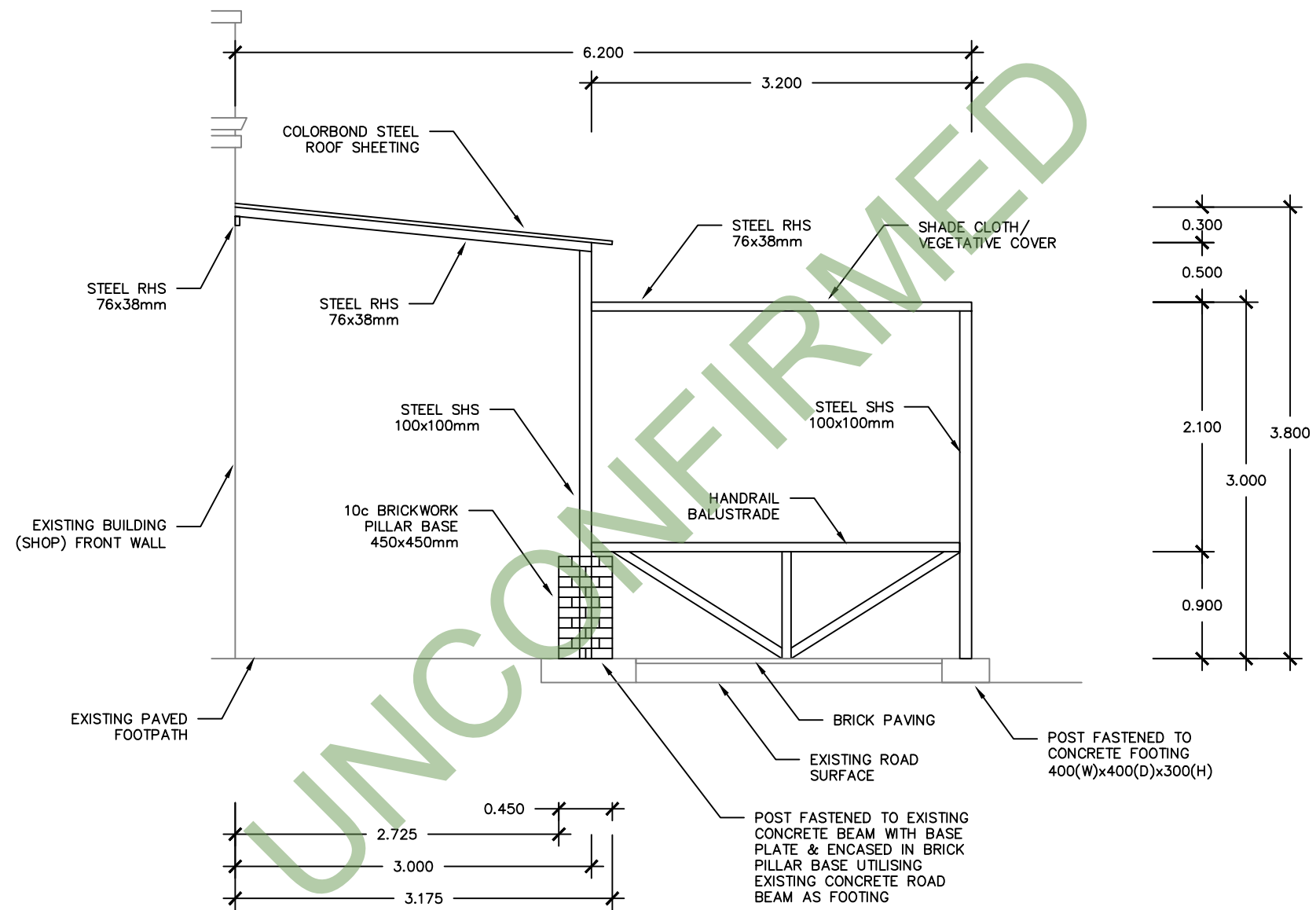
38

PROJECT
**CRESSWELLS DEPT STORE & CAFE
 PROPOSED ALFRESCO AREA**

SCALE **1:250 (A3)**
 DESIGN **MB** CHECK **_**
 DRAWN **TM** DATE **02/21**
 AUTHORISED BY CLIENT

DRAWING TITLE
**GENERAL SITE
 LAYOUT PLAN**

FILE NO.
 DRAWING NUMBER **23 April 2021** REVISION
CRESSWELLS_ALF_01 **0**



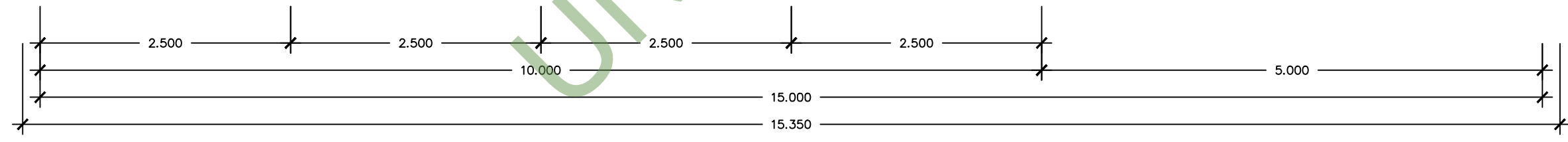
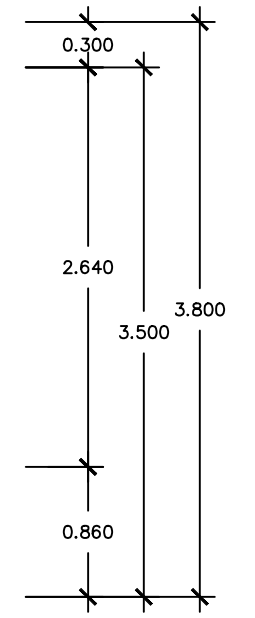
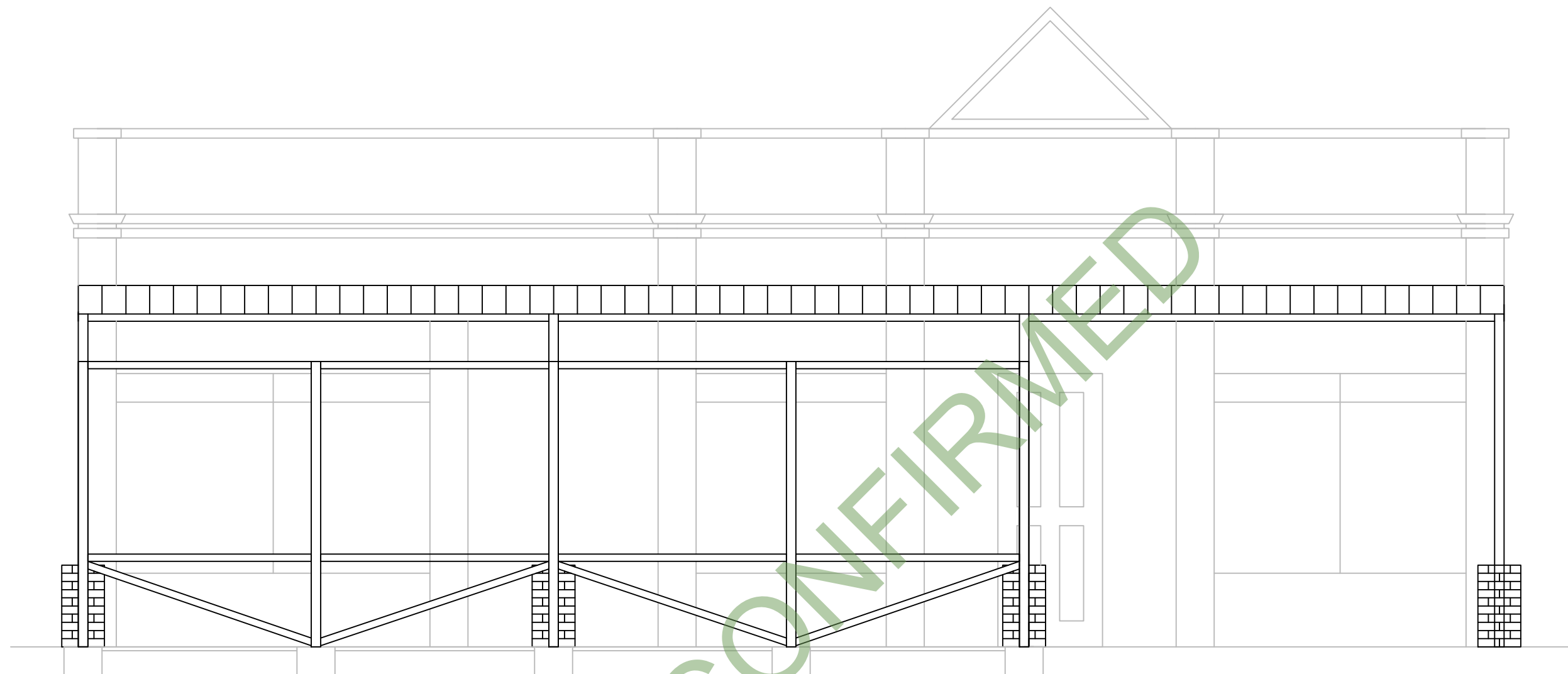
ELEVATION A

REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	TM

PROJECT CRESSWELLS DEPT STORE & CAFE PROPOSED ALFRESCO AREA	
---	--

SCALE 1:50 (A3)	
DESIGN MB	CHECK -
DRAWN TM	DATE 02/21
AUTHORISED BY CLIENT	

DRAWING TITLE ELEVATION DETAIL A (SIDE)	
FILE NO.	
DRAWING NUMBER CRESSWELLS_ALF_02	REVISION 0



ELEVATION B-1
FULL FACADE - ALFRESCO AND VERANDAH

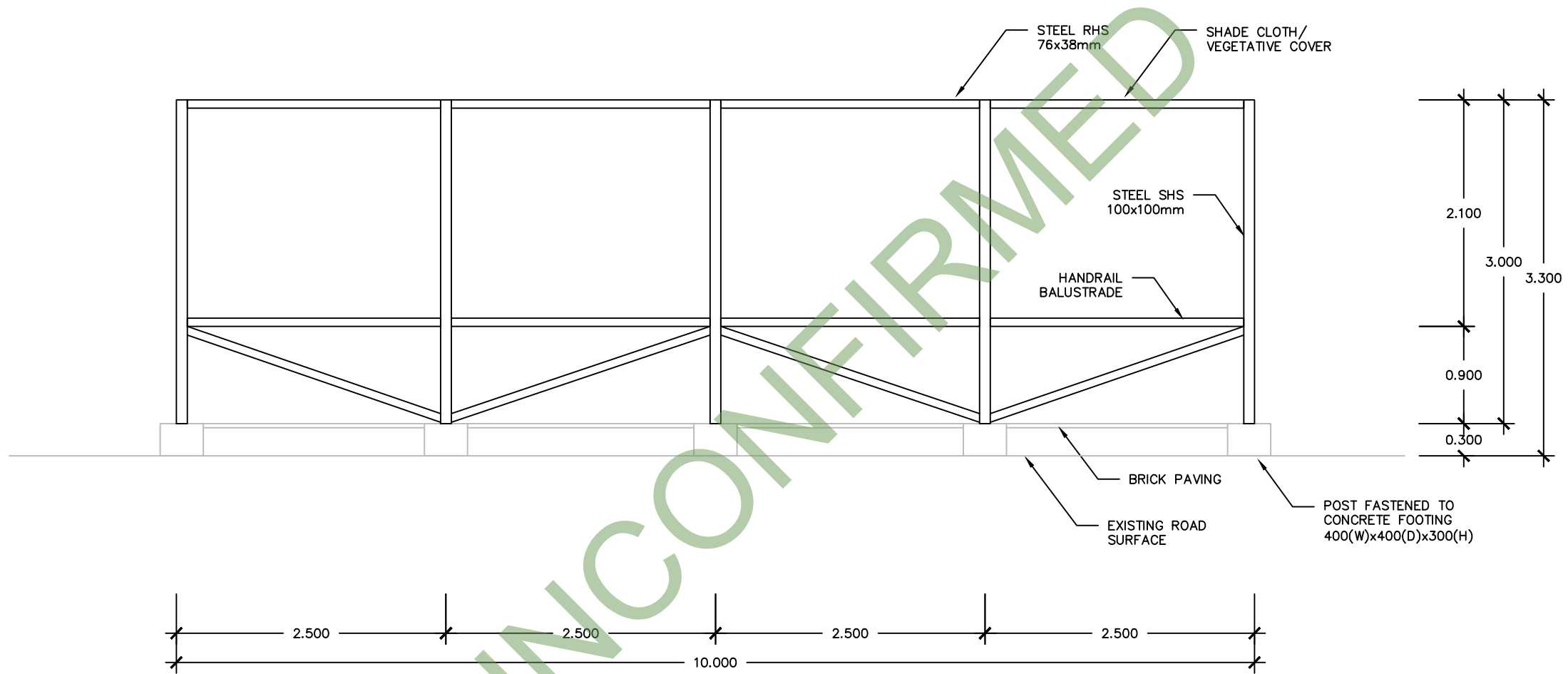
REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	TM

PROJECT: CRESSWELLS DEPT STORE & CAFE
PROPOSED ALFRESCO AREA

SCALE 1:50 (A3)
DESIGN MB CHECK _
DRAWN TM DATE 02/21
AUTHORISED BY CLIENT

DRAWING TITLE
ELEVATION DETAIL B-1
(FRONT FACADE)

FILE NO.
DRAWING NUMBER 23 April 2021 REVISION
CRESSWELLS_ALF_03 0



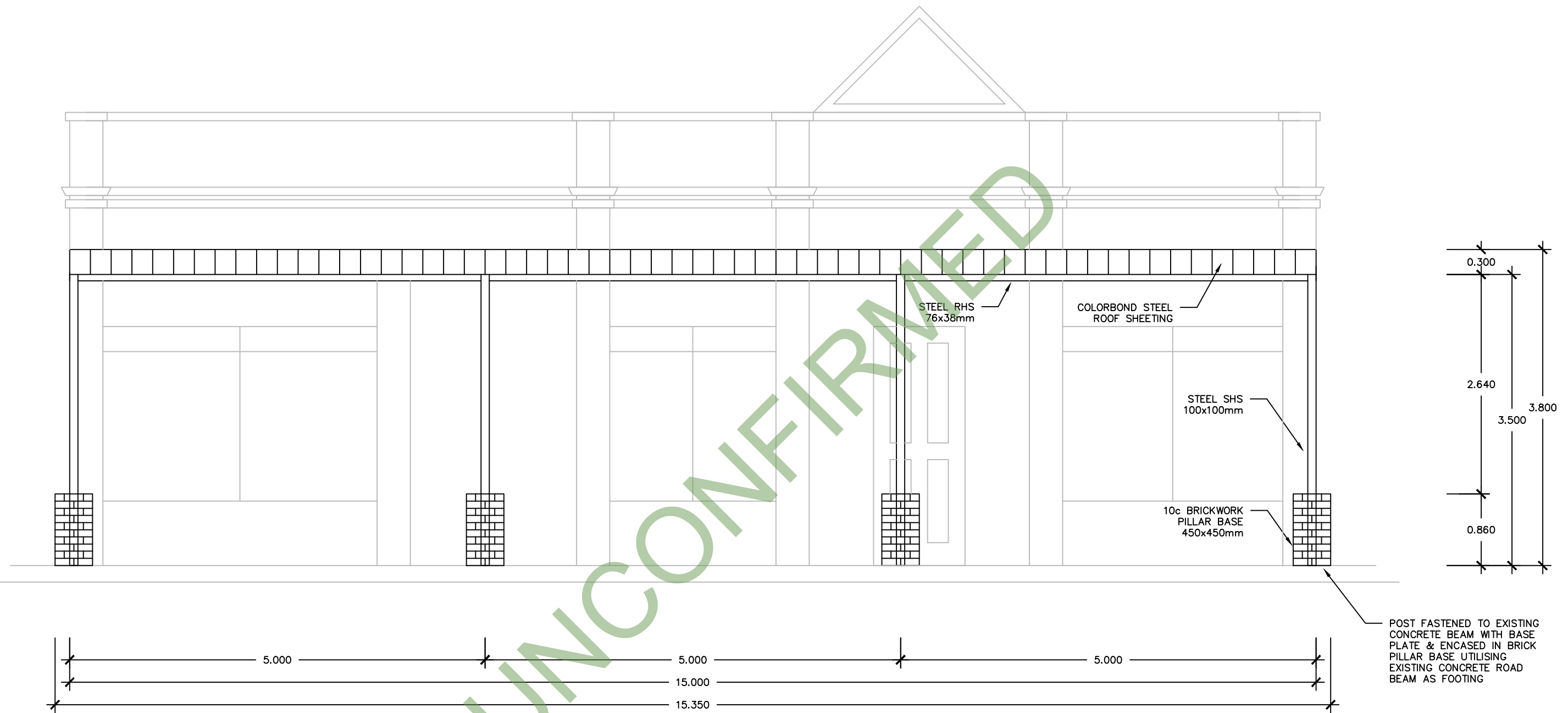
ELEVATION B-2
ALFRESCO STRUCTURE (ONLY)

REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	TM

PROJECT	CRESSWELLS DEPT STORE & CAFE PROPOSED ALFRESCO AREA
---------	--

SCALE	1:50 (A3)
DESIGN	MB
CHECK	-
DRAWN	TM
DATE	02/21
AUTHORISED BY CLIENT	

DRAWING TITLE	ELEVATION DETAIL B-2 (ALFRESCO ONLY)
FILE NO.	
DRAWING NUMBER	28 April 2021 CRESSWELLS_ALF_04
REVISION	0



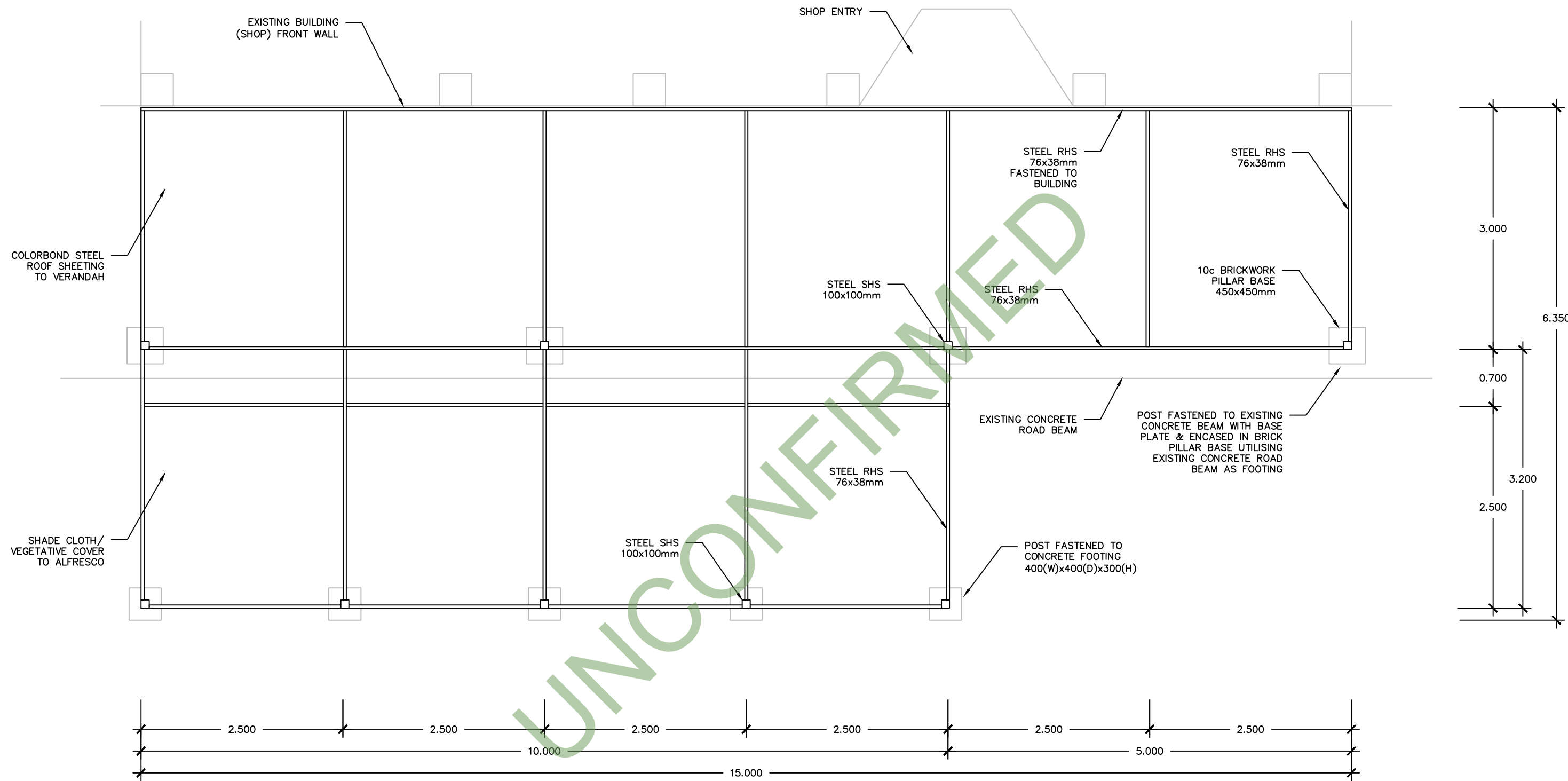
ELEVATION B-3
VERANDAH STRUCTURE (ONLY)

REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	TM

PROJECT
CRESSWELLS DEPT STORE & CAFE
PROPOSED ALFRESCO AREA

SCALE 1:50 (A3)
DESIGN MB
DRAWN TM
DATE 02/21
CHECK -
AUTHORISED BY CLIENT

DRAWING TITLE
ELEVATION DETAIL B-3
(VERANDAH ONLY)
FILE NO.
DRAWING NUMBER 23 April 2021
CRESSWELLS_ALF_05
REVISION 0



PLAN VIEW A
VERANDAH AND ALFRESCO ROOF STRUCTURES

REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	TM

PROJECT
CRESSWELLS DEPT STORE & CAFE
PROPOSED ALFRESCO AREA

SCALE 1:50 (A3)
DESIGN MB
DRAWN TM
DATE 02/21
CHECK -
AUTHORISED BY CLIENT

DRAWING TITLE
ROOF STRUCTURE PLAN
(VERANDAH & ALFRESCO)

FILE NO.
DRAWING NUMBER 23 April 2021
CRESSWELLS_ALF_06
REVISION 0



PLAN VIEW B
ALFRESCO SEATING ARRANGEMENT

REV	DATE	DESCRIPTION	AUTH
0	02/21	FOR COMMENT Meeting Committee	TM

39

PROJECT CRESSWELLS DEPT STORE & CAFE PROPOSED ALFRESCO AREA

SCALE 1:50 (A3)	CHECK -
DESIGN MB	DATE 02/21
DRAWN TM	AUTHORISED BY CLIENT

DRAWING TITLE SEATING ARRANGEMENT (ALFRESCO)	
FILE NO.	
DRAWING NUMBER 28 April 2021 CRESSWELLS_ALF_07	REVISION 0

- Mr Mark Banks entered the meeting at 6:01pm

8.3 TOWNSCAPE ENHANCEMENT COMMITTEE – APPOINTMENT

PROPONENT:	Nil
OWNER:	Nil
LOCATION/ADDRESS:	Nil
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Acting Chief Executive Officer
DATE OF REPORT:	12 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	<ul style="list-style-type: none">• Wagin Chamber of Commerce Letter

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Ms G Harvey

Seconded Mr G Hegarty

That the Committee recommend to Council that Gloria Bliss be appointed as one of the two delegates to the Townscape Committee from the Wagin Chamber of Commerce, replacing Denise Patterson.

Carried 7/0

BRIEF SUMMARY

To approve the change of one of the Chamber of Commerce's Townscape Committee representatives on the Townscape Enhancement Committee.

BACKGROUND/COMMENT

In November 2019 Council approved the expansion of the Townscape Enhancement Committee membership to include two delegates from the Wagin Chamber of Commerce. The two delegates are Denise Patterson and Mark Banks.

A letter has been received from the Wagin Chamber of Commerce requesting a change of one of their delegates on the Townscape Enhancement Committee. As Mrs Denise Patterson has resigned from the Townscape Committee, the Chamber of Commerce has requested she be replaced by Ms Gloria Bliss.

CONSULTATION/COMMUNICATION

- Chief Executive Officer

STATUTORY/LEGAL IMPLICATIONS

- Local Government Act 1995 - Section 5.9(2) (C) and Section 5.10

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To be determined

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Emily Edwards

From: Brian Roderick
Sent: Monday, 12 April 2021 3:01 PM
To: Emily Edwards
Subject: FW: Townscape

From Sherryl

From: Sherryl Chilcott <shezchilcott@westnet.com.au>
Sent: Friday, 9 April 2021 1:54 PM
To: Brian Roderick <dceo@wagin.wa.gov.au>
Subject: Re: Townscape

Hi Brian,

I just called the office for you and Callum told me that you are currently in a meeting.

Yes, there is an item that was raised by Mark Banks at Wagin Chamber of Commerce that he would like to present at Townscape meeting.

The agenda item would be - Main Street Business Fascade painting - proponent Mark Banks on behalf of Wagin Chamber of Commerce.

Mark is in possession of an electronic version of the basic information sent to him regarding this proposal, is it possible for you to contact him directly to obtain a copy of this to add to the agenda and subsequent minutes.

Another issue that will be brought up, if you are not aware of it, Denise Patterson has indicated that she intends to resign from the townscape committee, as one of the two Chamber of Commerce representatives.

Wagin Chamber of Commerce resolved that we would propose that Gloria Bliss replaces Denise and Mark Banks also remains on the committee. I understand that if the Townscape committee accepts the recommendation of Gloria coming on to this committee the role would still need to be accepted and passed at Council, I conveyed this to the committee present at the Chamber meeting.

Regards,

Sherryl Chilcott

shezchilcott@westnet.com.au

0427 717 680

www.allgoodbusiness.com.au

www.waginfo.com.au

www.radiogreatsouthern.com

www.radiogreatsouthern.com.au

8.4 TOWN SQUARE BIN AND DECORATIVE SOLAR LIGHTING POSTS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 th April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Mrs R Hoysted

Seconded Mr L Mudgway

That the Committee recommend to Council that an allocation of \$8,000 from the Townscape Capital Budget be expended on a new street bin and decorative solar lighting posts at the Town Square development.

Carried 7/0

BRIEF SUMMARY

For the Committee to agree to purchase bins and solar lighting for the Town Square project from the Townscape Budget.

BACKGROUND/COMMENT

The Town Square project, which incorporates the Community Centre Park development, is almost complete with signage to be installed this week and all the landscaping works to be undertaken in the next month or so.

As part of project a new street bin is to be installed near the gazebos and also the installation decorative solar lighting posts in both areas. Due to a number of reasons the Townsquare project has gone over budget with still some further expenditure to come. As the Townscape capital budget still has \$40,000 to expend by the end of the financial year, staff are requesting the street bin and decorative solar lighting posts be purchased from the Townscape capital budget.

The anticipated cost of a new bin and decorative solar lighting posts lighting will be approx. \$8,000. This will still leave significant funds to carry out further Townscape works and tree acquisitions/plantings under the remaining Townscape budget.

I have included a photo of the Town park bin as a guide and also some specs of a solar post as an example.

Note: The Committee requested the bins be as the same sheep cut out bins in Tudhoe street, however in the colour heritage burgundy.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



9. GENERAL BUSINESS

9.1 TOWNSCAPE BEAUTIFICATION AND TREE CANOPY PLAN/SCOPE OF WORKS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 October 2020
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	NII

COMMITTEE COMMENT AND DIRECTION

The Committee requested staff to investigate and carry out the following:

- Construct a shelter over the table and chairs opposite Cresswells.
- Gravel sheet parking area between Groot's shed and Grainfeeds.
- Install white picket fencing along of the back of the bus (shelter) parking area in Tudor street to screen the railway line.
- Repaint car bay line marking in the main CBD area.

Below is what the Committee resolved at the last meeting and staff are now looking for some direction from the Committee regarding developing further Townscape concepts.

COMMITTEE COMMENT

The Committee will consider concepts from the plan and other Townscape concepts and bring back to the next Townscape Committee Meeting.

The Committee would like to see staff explore the idea of creating an alfresco area in front of Cresswells Shop.

BRIEF SUMMARY

For the Committee to decide on the next items and projects to undertake in line with the Townscape Beautification and Tree Canopy Plan / Scope of Works document.

BACKGROUND/COMMENT

In July 2018 the Committee and Council endorsed the following Townscape Beautification and Tree Canopy Plan / Scope of Works document. The plan was mainly put together under the guidance of horticulturist, Mike Brown.

The highlighted yellow items are townscape works that have already been completed over the past two years.

Townscape Beautification and Tree Canopy Plan/Scope of Works Document – July '18

Highlighted in Yellow is works that have been completed

Tudhoe Street – Shire Office to Ventnor Street

- That suitable advanced trees be planted in strategic places in the main CBD area of Tudhoe Street
- Remove non-suitable trees and replace with suitable trees as advised by local consultant horticulturist
- Pots: Remove existing trees and re-plant in suitable areas, re-plant new suitable shrubs advised by local consultant horticulturist
 - Look at enhancing shrubs in other pots
 - Paint old cement pots
 - Cluster pots for greater effect
- Create alfresco area near the cafes
- Window boxes on some buildings
- Look at beautifying and enhancing other key areas in the Street to enhance vibrancy

Tavistock Street

- That suitable advanced trees be planted in strategic places in both the bitumen and footpath along the southern and northern sides – Unable to Carry out due to underground utility infrastructure
- Remove non-suitable trees and replace with suitable trees advised by local consultant horticulturist
- Feature lighting and Flag poles
- Look at beautifying and enhancing other key areas in the Street

Ranford Street

- Remove non-suitable trees on eastern end of the Street opposite the School and replace with suitable trees advised by local consultant horticulturist
- Plant suitable trees on the western side of the Street advised by local consultant horticulturist

Tudor Street

- Pots: Remove existing trees and re-plant in suitable areas, re-plant new suitable shrubs advised by local consultant horticulturist
 - Look at enhancing shrubs in other pots
 - Cluster pots for greater effect
- Look at beautifying and enhancing other key areas

Shire Office Garden and Surrounding Area

<ul style="list-style-type: none"> ➤ Remove non-suitable plants and replace with suitable plants advised by local consultant horticulturist ➤ Look at beautifying and enhancing other areas in the garden ➤ Remove non-suitable trees and replace with suitable trees to create a woodlands theme in that area advised by local consultant horticulturist
<p><u>Ballagin Street</u></p> <p>Major Street connects residential with Showgrounds and Town Centre. Needs – Impact must be the focus, colour, shape and size of Tree selection very important. The length of Ballagin Street leans itself to “continuation planting”, a style that can be used again elsewhere highlighting the town’s ‘style’.</p> <ul style="list-style-type: none"> ➤ Remove non-suitable trees and replace with suitable trees advised by local consultant horticulturist
<p><u>Wetlands Park</u></p> <ul style="list-style-type: none"> ➤ Look at options regarding the Goulburn Roses – Grafting to suitable root stock and replanting in pots or another area ➤ Remove white ant infested and dead trees ➤ Plant suitable trees and shrubs in key areas advised by local consultant horticulturist ➤ Look at beautifying and enhancing other areas in the park

Council has allocated funds to carry out more Townscape works in the 2020/2021 financial year. The endorsed budget is as follows:

The Above Budget to be Expended as per the Following			
Item	Capital	Operating	
Miscellaneous Town Street Trees and annuals and shrubs planting general operating Townscape maintenance and works		16,000	
Miscellaneous Townscape Committee Projects	10,000		
Planting of Wetlands Park Mounds	8,000		
Public Seating	12,000		
Pine Barrier Refurbishment and Kerb Painting		4,000	
Purchase of trees and plants in various Town streets and key areas, and other Townscape work as per Townscape Beautification Plan and Enhancement Program.	30,000		
Totals	60,000	20,000	

Staff are looking for some direction as to what Townscape projects/items the Committee would like to see undertaken next, whether that be works from the above plan or other projects. Please note that there will be some savings with public seating and Wetlands Park mounds,



however, there will be some over-runs with the operating Budget and we may be looking for some additional funds for the painting of the Giant Ram.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED



9.2 WAGIN MAIN STREET PAINTING AND FACELIFT

Mr Mark Banks, on behalf of the Wagin Chamber of Commerce, presented their proposal to paint and general face lift of the business facades in the main street. This included the scope of works and quotation from Sculptor Painting and Property maintenance.

The Committee agreed that the Wagin Chamber of Commerce send a funding submission to Council for the painting and upgrades of the main street business facades.

9.3 TOWN SQUARE ELECTRIC CHARGING STATION

Mr Gerard Hegarty enquired whether Council was still installing an electric car charger station in the Town Square development as per the original plans. Staff advised that Council, at this stage, have elected not to install a charging station.

UNCONFIRMED



Sculptor Painting

& Property Maintenance

We Have You Covered

Office: 1800 957 878 Reg. 100366, 2458, 4241

WAGIN

MAIN STREET

FACE LIFT

**SCULPTOR PAINTING AND PROPERTY MAINTENANCE PTY
LTD**

UNCONFIRMED

INDEX

1. Cover Page
2. Title Page
3. Index
4. Areas of Painting works
5. Typical Surfaces for Painting Works
6. Scope
7. Specification and Data Sheets
8. Quote.
9. Warranties

Wagin Shop Front Face lift



Typical Surfaces of works included



SCOPE OF WORKS

(Please Note This Scope Does Not Include CRC Building)

Preparation (General)

substrate must be free from dirt, dust, oil, grease, mould or any other contaminants that may affect adhesion. All scaling, efflorescence, mould, mastic compound or any other foreign material must be removed prior to painting. Remove all traces of loosely adhering material by scraping, grinding or wire brushing, etc.

Steelwork

Apply one coat of recommended primer and two coats of topcoat.

Walls

Apply one coat of recommended primer and two coats of topcoat.

Eaves/Soffits

Apply one coat of recommended primer and two coats of topcoat.

Doors and Frames

Apply one coat of recommended primer and two coats of topcoat.

Window Frames

Apply one coat of recommended primer and two coats of topcoat.

QUOTE

UNCONFIRMED



Sculptor Painting and Property Maintenance Pty Ltd
 Weathering Crescent
 Millers Landing
 Baldivis, 6171
 craig@sculptorpainting.com.au
 1800957878

Wagin Shire
 2 Arthur Road
 Wagin, 6315

Site Address
 2 Arthur Road
 Wagin, 6315

Job Number: #426
 ABN: 16 609 385 177
 Quote Date: 16th Mar 2021
 Valid Until: 15th May 2021

Quote | Main Street Painting Works To Shop Fronts (As per inclusion area)

Thank you for the opportunity to price the work on your property.

Our mission is to make every customer a repeat customer. As part of our service all quoted work comes with a 12 month workmanship guarantee. Customer service is everything to us and we have the systems in place so that we deliver on our promises.

We have provided you with our best value price based on the information we have, we are always open to a conversation on our quoted amount, please call or email the office if you have any queries about this price.

Name	Quantity	Price	Total
Painting works			
Preparation (General) substrate must be free from dirt, dust, oil, grease, mould or any other contaminants that may affect adhesion. All scaling, efflorescence, mould, mastic compound or any other foreign material must be removed prior to painting. Remove all traces of loosely adhering material by scraping, grinding or wire brushing, etc.			
Steelwork Apply one coat of recommended primer and two coats of topcoat.			
Walls Apply one coat of recommended primer and two coats of topcoat.			
Eaves/Soffits Apply one coat of recommended primer and two coats of topcoat.			
Doors and Frames Apply one coat of recommended primer and two coats of topcoat.			
Window Frames Apply one coat of recommended primer and two coats of topcoat.			
Labour and Materials	1.00	\$139,480.00	\$139,480.00
Total			\$139,480.00

Name	Quantity	Price	Total
		Subtotal	\$139,480.00
		GST Amount	\$13,948.00
		Total	\$153,428.00

All our work is covered by a 12 month guarantee on workmanship. Materials supplied by us have a manufacturer guarantee of not less than one year.

We look forward to working with you on your project. Please let us know if you have questions or comments.

All quotes are valid for 30 days. All our work is kept on record and quote prices don't normally change much in 6 months.

UNCONFIRMED

WARRANTIES

UNCONFIRMED



10. CLOSURE

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6.57pm

I certify that this copy of the Minutes is a true and correct record of the meeting held on 15 April 2021

Signed:

.....

Chairperson

Date:

.....

UNCONFIRMED

10. STATUS REPORT – MARCH 2021

FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
28 April 2015	2702	CEO	Puntapin Rock Dam		Water Corp engaged to address urgent remedial works and to facilitate transfer of the asset to the Shire. Assessment of Dam to be programmed	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	Advertisement period completed with minor feedback considered by the Townscape Committee and changes to plan effected where necessary.	Project 60% complete, works will commence again towards end of March depending on staff availability New Comment: Commence in Mid-April to be completed by Mid-June.
26 Nov 2019	4145	That Ecoscape be engaged to carry out the Wetlands Park Playground design		Plan now finalised.		
24 March 2020	4218	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.		Work to commence once Budget has been adopted 2020/2021 Work continues on this project, progress going well.		



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		Awaiting Information from the Shire of Williams.
25 Feb 2020	4188	CEO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget	First statement sign has been completed and reinstalled. It will take a number of months to upgrade all four statements	Work on the second statement will begin after Woolorama New Comment: As time permits
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	Ramps will be installed as time permits. New Comment: Completed
26 May 2020	4277	CEO	Wagin Trotting Club – Illumination of Bart the Ram	Develop a proposal to illuminate Bart the Giant Ram. Research funding opportunities	Costs ascertained as being approximately \$7,000	Awaiting Council Prioritisation



28 July 2020	4344	CEO/ DCEO/ CPO	Town Square Redevelopment Stages 1 & 2	<p>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.</p> <p>2. That Stage 1 of the development proceeded with.</p> <p>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.</p> <p>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.</p> <p>5. That provision be made in Stage 1 to accommodate a future electric charging station.</p>	Completed with exception of tree planning and landscaping.	Landscaping will commence in April/May
23 March 2021	4509	DCEO/ MOW		<p>New Action: That Council approve the changes to the Town Square Project as follows;</p> <ul style="list-style-type: none"> • Trucks not exceeding 20metres (Large Vehicle Entrance) • No Entry signs at the two exits on Trent Street. • 2 Hour parking only in the new car park • Disabled access parking sign at the designated bay directly north of the toilet block. • Parents with Prams sign for designated bay next to the disabled access parking bay. • Chevron direction sign facing the entrance/exit on Taylor Lane. 	<p>New Comment: Parking Bays, directional arrows and signs have all been installed. Landscaping will commence shortly.</p>	



23 March 2021	4514	CEO/EA	Wagin Airfield	<p>1. That the annual ground market rent for sites at the Wagin Aerial Landing Ground (ex GST) be as follows, effective from the 1st July 2021:</p> <ul style="list-style-type: none"> • Site 1 – (Wagin Aero Club) - \$500.00 • Site 2 – (Mr Greg Ball) - \$500.00 • Site 3 – (Mr Gary Smith) - \$500.00 • Site 5 – (Ms Vicki Morris) - \$500.00 • Site 6 – Vacant - \$500.00 • Site 7 – Vacant - \$500.00 • Site 8 – Vacant - \$500.00 • Site 9 – Vacant - \$500.00 <p>and that initial lease terms of 21 years be offered to lessees of these sites.</p> <p>2. That the annual market rent for site 4 (hanger and workshop owned by the Shire and leased by Mr Paul Drayton) Ex GST be \$ 7900.00, effective from the 1st July 2021 and that an initial lease term of 12 months be offered to the lessee of this site.</p> <p>3. That the required advertising for the disposition of land with respect to sites 1,2,3,4 and 5 in accordance with the provisions of the Local Government Act 1995 be carried out.</p> <p>4. That the approval of the Hon Minister for Lands for Council to lease sites 1,2,3,4 & 5 be sought.</p>	<p>New Comment: Lessees Advised</p>	
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21 November 2020	4443	CEO/MOW /EA	Regional Airports Program – Round 2	That an application be submitted through the <i>Regional Airports Program – Round 2</i> for the upgrade of the North/South runway at the Wagin Aerial Landing Ground	Application submitted on 02 December 2020. New Comment: No update, status “pending assessment”
27 October 2020	4415	CEO	History of Wagin	That Council support in principle the concept of the “History of Wagin” initiative and to lend support to developing the proposal with the proponent and the Wagin Historical Society.	Construction of building to accommodate project prioritised in LRCIP. Funding approved New Comment: Wagin Historical Village to manage project.
27 October 2020	4421	CEO/MOW	Bojanning Park	That Council approve of initiatives to rejuvenate Bojanning Park within the framework of the 2020/21 financial year budget and utilising any grant funding that may be attracted towards this project.	Prioritised for funding in LRCIP. New Comment: Funding approved, works scheduled.
27 October 2020	4422	CEO/EA/MOW	Pederick Gas Producer Unit	1. Approve of the proposal to paint and display (under cover) the Pederick Gas Producer Unit at the Wagin Historical Village; 2. Prepare an information board to provide an overview of the Pederick Gas Producer Units and the role they played throughout Australia during the second World War years.	Works programmed. As time permits

23 March 2021	4507	CEO/CSO	Local Laws Review	<p>New Action : That Council, in accordance with the provisions of section 3.16 of the Local Government Act 1995:</p> <ol style="list-style-type: none"> 1. Propose that, as per the relevant attachment, the following Local Laws be amended; <ol style="list-style-type: none"> a. Health Local Laws 09/04/2002 2. Propose that, as per the relevant attachment, the following Local Law be repealed: <ol style="list-style-type: none"> a. General and Halls 27/07/1923 3. Provide a copy of all Local Laws, proposed amendments, proposed repeals and proposed new Local Laws listed above, on the Shire of Wagin website and made available for viewing at the Shire of Wagin Administration Office and Wagin Library 4. Advertise that submissions regarding these Local Law changes will be accepted until close of business on the 18th of May 2021. 	<p>New Comment: Advertised in the West Australian, Monday 05 April 2021.</p>	
23 February 2021	4498	CEO	Tender for Lease of Cinema Building – 6 Trent Street	<p>That tenders be called for the lease of Lot 200 Trent Street Wagin for a period of ten years.</p> <p>New Action: That the tender submitted by the Betty Terry Community Theatre Inc for the lease of Lot 200 Trent Street Wagin for a period of ten years be accepted, as amended.</p> <p>That the proposed lease agreement between the Shire of Wagin and the Betty Terry Community Theatre Inc be endorsed by Council.</p>	<p>Refer to March Agenda item – Lease of 6 Trent Street</p> <p>New Comment Lease agreement executed.</p>	

23 February 2021	4499	CEO	Wagin Historical Village – Request to Reallocate Grant Funding	<p>That the request of the Wagin Historical Village Inc to reallocate the Shire's contribution towards the restoration of the Blacksmiths Shop, towards the extension of the machinery shed be approved, subject to the following:</p> <ol style="list-style-type: none"> 1. Adherence to provisions of the Shires Purchasing Tender Guide; 2. Building plans being submitted to; and approved by Council; 3. Confirmation of location of the proposed extension to the machinery shed by way of a copy of a minute from a meeting of the Wagin Historical Village Inc; 4. The Shire's contribution towards the funding of this project being carried over to the 2021/22 financial year if necessary. 5. Should the Wagin Historical Village Inc be allocated funding from another source that could be applied to this project, that the Shire's \$10,000 allocation be transferred to another community-based project. 	Refer to March Agenda Item – Reallocation of Funds	
23 March 2021	4506	CEO		<p>New Action: That the previous allocation of funds (\$10,000) to the Wagin Historical Village be reallocated to improvement works at the Betty Terry Theatre.</p>	<p>New Comment: Repair and Painting works planned.</p>	
23 March 2021	4513	CEO	Medical Services Agreement	<p>New Action: That Council invoke Clause 2 (b) the Medical Services Agreement with IPN Medical Centres Pty Ltd to extend the term of the agreement on the same terms and conditions as the initial term.</p>	<p>New Comment: IPN advised, awaiting response.</p>	

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.	Enquiry initiated for use of the Courthouse. Refer to November Agenda item.	Refer #3776 Fin & Admin
21 November 2020	4441	CEO	Future use of Wagin Courthouse	That Council advise the Department of Planning, Lands and Heritage that it seeks to hold a Management Order over Reserve 46814 with power to lease and that the Shire utilise the building for public purposes and office premises.		
20 Nov 2018	3928	DCEO	Wagin Sportsground and Recreation precinct development plan	That Council appoint CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation precinct planning project on the following basis: undertake stage 1 – needs assessment in 2018/2019 for \$24,200 plus on costs and subject to Council approval undertake stage 2 – feasibility study in accordance with quoted figure in 2019/20220	Sportsground & Recreation Precinct Masterplan report was presented to Final Community Meeting. Some changes were requested. Masterplan will be changed and presented to the August Council Meeting for endorsement.	Staff will advertise for Steering Committee Members in late Feb. Staff have advertised for Steering Committee members, closes on 25 March 2021
26 March 2019	3973			That Council give approval for CCS Strategic and ADC Projects to undertake the Wagin Sportsground and Recreation Precinct Plan Stage 2 – Feasibility Study	Final Report to be adopted by Council at August Meeting	New Comment: Refer to agenda item for adoption of Steering Committee Terms of Reference and Steering Committee Membership.
25 Feb 2020	4200			That Council Receive and Endorse the Sportsground & Recreation Precinct Masterplan feasibility study report, endorse	Final Masterplan adopted by Council and has been distributed to the Community. Staff will now engage a contractor to carry out site survey and report back to Council.	

				masterplan option 5 and issue the report for further community comment.		
2 Sept 2019	4094	CEO/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	Exhibition Shed available other than when required by Woolarama. Further direction to be determined. New Comment: Suggested that no further action be taken.	
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
22 September 2020	4399	EHOB	Development Application – Proposed Oversized Shed	That the development application submitted by Mr Chris Norwell (Landowner) to construct and use a new 164m ² shed on Lot 1 (No.7) Unit Street, Wagin for the storage of personal equipment be APPROVED	Awaiting Engineer confirmation prior to issuing Building Permit. Engineering received, permit issued. New Comment: Near completion	
23 February 2021	4495	EHOB	Development Application – Proposed ‘Workforce Accommodation’ Lot 1 (10) Vernon Street	That the development application submitted by the applicant (Landowner) to erect 2 x work force accommodation units with undercover breeze way on lot 1 (10) Vernon Street, Wagin be APPROVED	Awaiting end of advertising period and effluent disposal determination. New Comment: Building permit issued, one enquiry but no objections were received.	
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.	Refer to November Minutes. Revegetation of lot to be programmed	



WORKS AND SERVICES

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
27 October 2020	4429	DCEO	Cricket Pitch Upgrade	That Council upgrade the cricket pitch at the Wagin Sportsground within the 2020/21 budget allocation of \$10,000	<p>Concrete base poured, pitch base curing, cricket club completing remedial works to grass area surrounding the pitch. Synthetic Turf to be laid in 3rd week of December.</p> <p>Remedial work will commence at the end of March and the project will be completed by the end of April.</p> <p>New Comment: New concrete base to be poured by the third week in April. Once completed, new turf/grass will be laid. New synthetic pitch to be laid in mid-May.</p>	The project has encountered issues with laying of the concrete base. Please refer to works and services committee agenda item and resolution.



15 December 2020	4463	MOW/CEO	Parking Issue/Traffic Conflict Vernon Street	<ol style="list-style-type: none"> 1. That Council approve the removal of 6 trees alongside Lot 51 Tudhoe Street and Lot 1 Vernon Street Wagin to accommodate off street verge parking for businesses in the area on both sides of the road. 2. That Council accept the offer of the proponent to meet the costs of purchasing and planting 12 trees on adjacent Recreation Reserve 41854 as an offset for the removal of trees in Vernon Street. 	<p>Scheduled to be done prior to 2021 harvest.</p> <p>As time permits</p>	
15 December 2020	4474	CEO/DCEO /MOW	Local Roads and Community Infrastructure Program Round 2	<p>That the following projects be prioritised for indicative funding through Round 2 of the Local Roads and Community Infrastructure Program totalling \$279,000;</p> <ol style="list-style-type: none"> 1. Shed – Wagin Historical Village 2. Bullocks Hills Road widening 3. Tudhoe, Tudor and Tavistock Street – Pressure Cleaning and Sealing 4. Wagin War Memorial 5. Stubbs Street kerbing 6. Johnston Street kerbing 7. Tudhoe Street Kerbing 8. Bojanning Park 	<p>Funding application submitted to funding body for projects approval.</p> <p>New Comment: Funding approved for all projects.</p>	



11. FINANCIAL REPORTS

11.1. FINANCIAL REPORTS – MARCH 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Deputy Chief Executive Officer
DATE OF REPORT:	21 April 2021
PREVIOUS REPORT(S):	16 March 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	<ul style="list-style-type: none">• Monthly Financial Report• Payments List (under separate cover)

OFFICER RECOMMENDATION/4520 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

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

Carried 7/0

OFFICER RECOMMENDATION/4521 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr B S Hegarty

That EFT Payments EFT10569 – EFT10609, EFT10616 – EFT10656 Cheque Payments 5445 – 5458 and Direct Debit Payments from the Municipal Account totalling \$482,358.94 and EFT Payments EFT10610 – EFT10615 Cheque Payments 2582 – 2585 from the Restricted Funds Account totalling \$10,017.70 for the month of March 2021 be endorsed and accepted for payment.

Carried 7/0

BRIEF SUMMARY

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

BACKGROUND/COMMENT

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

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



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

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

The Adjusted Net Current Assets figure at the 31st of March 2021 is \$1,336,091 compared to \$1,392,220 in 2020. This figure includes the contract assets and liabilities (listed as income and expenses in advance) as per Australian Accounting Standard AASB 15. The grant income is recognised as revenue when expenditure occurs due to specific performance obligations.

Rates received as at the end of March amounted to \$2,547,457 or 95% which compares with 94% at the same time last year. State road funds have been recouped as soon as practicable with the Direct Grant and 80% of Road Project Grants applied for and received. Also of note is the initial \$174k for the LRCIP projects has been received and plus a subsequent \$68k.

The Shire has a total of \$2,940,720 invested in interest bearing accounts which are currently earning interest of 0.05% on Treasury OCDF (\$1,278,519) and 0.22% on Reserve Term Deposit (\$1,662,201). In our current economic climate interest rates are dismal almost to the point of non-existent. The term deposit interest rates with Treasury are less than the on-call account therefore funds will remain where they are for the time being.

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

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

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

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

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Note 5	Rate Revenue
Note 6	Disposal of Assets
Note 7	Capital Acquisitions
Note 8	Borrowings
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Note 11	Trust Fund

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

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Wagin for the 2020/21 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 2020/21 financial year.

	% Completed	Annual Budget	YTD Actual
Capital Expenditure			
Buildings	0%	20,000	0
Plant & Equipment	93%	523,000	483,896
Furniture & Equipment	57%	173,837	98,629
Infrastructure - Roads	70%	1,122,464	780,284
Footpaths	4%	121,962	5,073
Infrastructure - Other	58%	670,250	389,200
Grants, Subsidies and Contributions			
Operating Grants, Subsidies and Contributions	82%	1,296,447	1,068,800
Non-operating Grants, Subsidies and Contributions	87%	919,823	797,798
Rates Levied	99%	2,380,726	2,368,579

% Compares current ytd actuals to annual budget

Financial Position	* Note	This Time Last Year 30 Mar 2020	Year to Date Actual 31 Mar 2021
Adjusted Net Current Assets	96%	\$ 1,392,220	\$ 1,336,091
Cash and Equivalent - Unrestricted	94%	\$ 1,590,019	\$ 1,487,830
Cash and Equivalent - Restricted	119%	\$ 1,394,222	\$ 1,662,201
Receivables - Rates	88%	\$ 145,318	\$ 127,286
Receivables - Other	245%	\$ 99,097	\$ 242,835
Payables	82%	\$ 351,516	\$ 288,253

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 21 April 2021
Prepared by: Manager of Finance
Reviewed by: Deputy Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

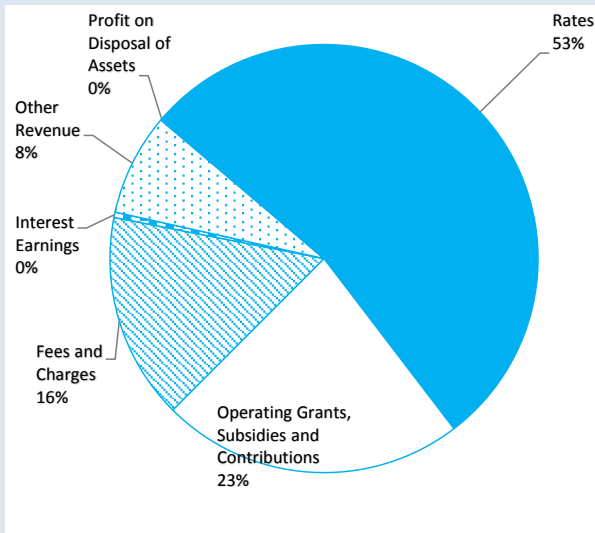
CRITICAL ACCOUNTING ESTIMATES

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

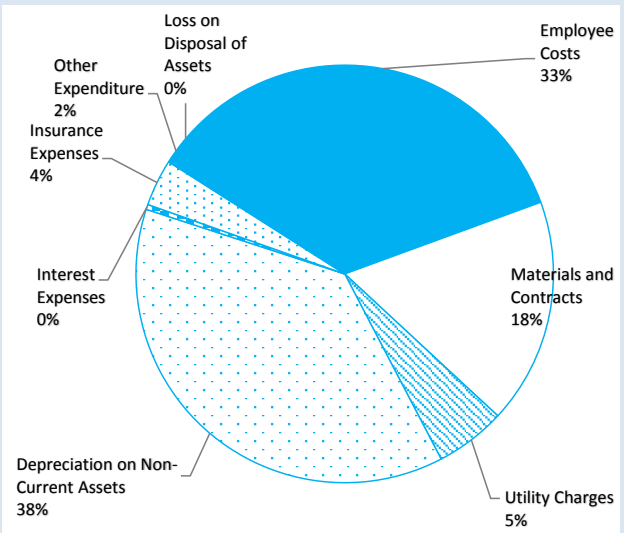
ROUNDING OFF FIGURES

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

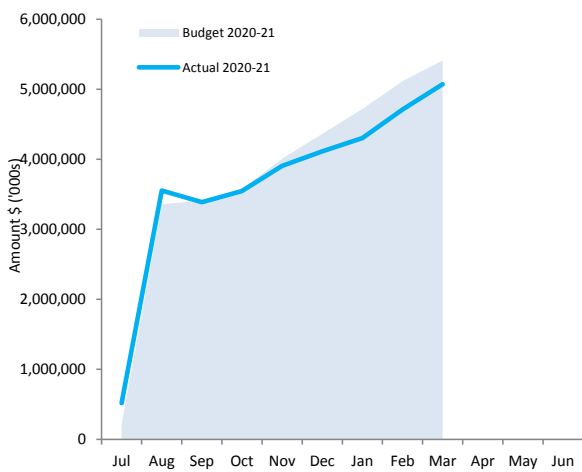
OPERATING REVENUE



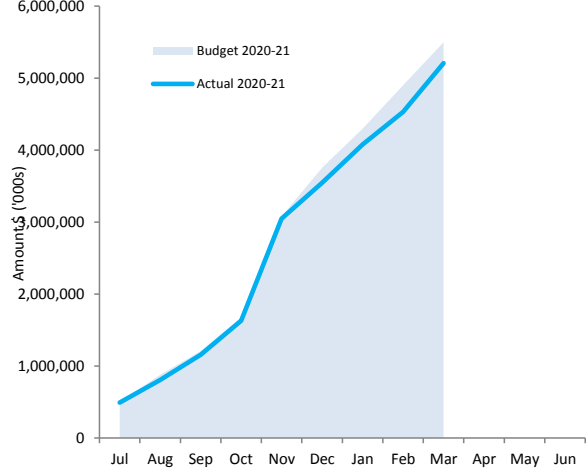
OPERATING EXPENSES



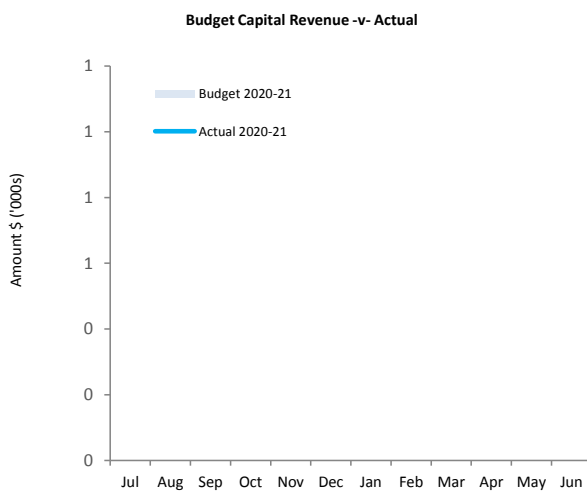
Budget Operating Revenues -v- Actual



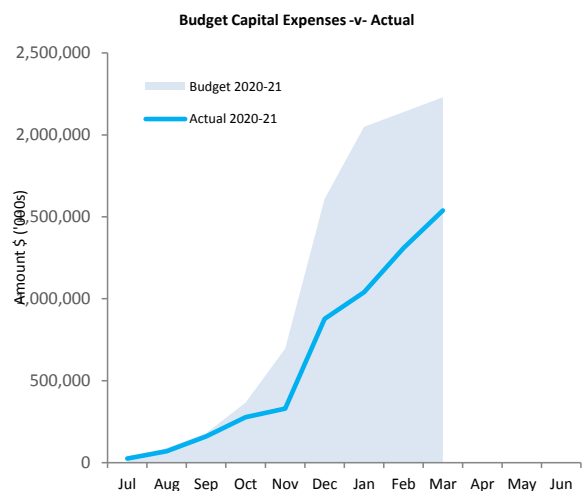
Budget Operating Expenses -v-YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

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 31 MARCH 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
Opening Funding Surplus(Deficit)	1(b)	\$ 1,126,116	\$ 1,126,116	\$ 1,122,347	\$ (3,769)	
Revenue from operating activities						
Governance		6,000	4,753	430	(4,323)	
General Purpose Funding - Rates	5	2,380,727	2,379,479	2,368,579	(10,900)	
General Purpose Funding - Other		899,685	707,364	690,969	(16,395)	
Law, Order and Public Safety		180,991	157,044	98,502	(58,542)	▼
Health		60,132	43,380	42,103	(1,277)	
Education and Welfare		404,715	345,222	392,615	47,393	▲
Community Amenities		364,325	348,825	351,138	2,313	
Recreation and Culture		95,113	88,366	102,236	13,870	
Transport		227,480	196,795	178,237	(18,558)	
Economic Services		226,700	170,019	150,135	(19,884)	
Other Property and Services		110,900	83,309	75,052	(8,257)	
		4,956,768	4,524,556	4,449,996		
Expenditure from operating activities						
Governance		(448,060)	(372,018)	(264,251)	107,767	▲
General Purpose Funding		(386,202)	(290,344)	(316,717)	(26,373)	▼
Law, Order and Public Safety		(298,841)	(245,264)	(184,970)	60,294	▲
Health		(244,376)	(184,243)	(170,345)	13,898	
Education and Welfare		(455,086)	(345,859)	(360,096)	(14,237)	
Community Amenities		(564,900)	(420,413)	(392,599)	27,814	▲
Recreation and Culture		(1,330,731)	(1,021,098)	(1,009,981)	11,117	
Transport		(2,677,076)	(2,018,974)	(2,034,408)	(15,434)	
Economic Services		(388,758)	(298,048)	(288,005)	10,043	
Other Property and Services		(354,213)	(300,615)	(185,053)	115,562	▲
		(7,148,243)	(5,496,876)	(5,206,425)		
Operating activities excluded from budget						
Add Back Depreciation		2,566,921	1,925,216	1,960,262	35,046	▲
Adjust (Profit)/Loss on Asset Disposal	6	(17,992)	(17,992)	11,236	29,228	
Adjust Provisions and Accruals		0	0	2,294	2,294	
Amount attributable to operating activities		357,454	934,903	1,217,363		
Investing Activities						
Non-operating Grants, Subsidies and Contributions	10	919,823	886,623	622,166	(264,457)	▼
Proceeds from Disposal of Assets	6	195,000	195,000	167,728	(27,272)	▼
Capital Acquisitions	7	(2,631,513)	(2,229,049)	(1,757,083)	471,966	▲
Amount attributable to investing activities		(1,516,690)	(1,147,426)	(967,188)		
Financing Activities						
Self-Supporting Loan Principal		19,333	9,594	9,594	0	
Transfer from Reserves	9	267,278	0	0	0	
Repayment of Debentures	8	(67,403)	(34,440)	(40,134)	(5,694)	
Transfer to Reserves	9	(186,088)	(4,635)	(5,891)	(1,256)	
Amount attributable to financing activities		33,120	(29,481)	(36,431)		
Closing Funding Surplus(Deficit)	1(b)	0	884,112	1,336,091		

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 2020/21 financial year is \$20,000.

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

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

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

BY NATURE OR TYPE

	Ref Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	
Opening Funding Surplus (Deficit)	1(b)	1,126,116	1,126,116	1,122,347	(3,769)	
Revenue from operating activities						
Rates	5	2,380,726	2,379,479	2,368,579	(10,900)	
Operating Grants, Subsidies and Contributions	10	1,296,447	1,048,610	1,018,198	(30,412)	▼
Fees and Charges		778,680	680,203	693,614	13,411	
Interest Earnings		52,063	39,054	17,958	(21,096)	▼
Other Revenue		430,860	359,218	343,679	(15,539)	
Profit on Disposal of Assets	6	17,992	17,992	7,969	(10,023)	
		<u>4,956,768</u>	<u>4,524,556</u>	<u>4,449,995</u>		
Expenditure from operating activities						
Employee Costs		(2,533,808)	(1,941,645)	(1,719,893)	221,752	▲
Materials and Contracts		(1,281,814)	(1,019,893)	(909,732)	110,161	▲
Utility Charges		(372,039)	(261,132)	(284,328)	(23,196)	▼
Depreciation on Non-Current Assets		(2,566,921)	(1,925,216)	(1,960,262)	(35,046)	▼
Interest Expenses		(31,391)	(23,544)	(20,216)	3,328	
Insurance Expenses		(187,283)	(187,283)	(188,894)	(1,611)	
Other Expenditure		(174,987)	(138,163)	(103,896)	34,267	▲
Loss on Disposal of Assets	6	0	0	(19,204)		
		<u>(7,148,243)</u>	<u>(5,496,876)</u>	<u>(5,206,425)</u>		
Operating activities excluded from budget						
Add back Depreciation		2,566,921	1,925,216	1,960,262	35,046	▲
Adjust (Profit)/Loss on Asset Disposal	6	(17,992)	(17,992)	11,236	29,228	
Adjust Provisions and Accruals		0	0	2,294	2,294	
Amount attributable to operating activities		357,454	934,903	1,217,362		
Investing activities						
Non-operating grants, subsidies and contributions	10	919,823	886,623	622,166	(264,457)	▼
Proceeds from Disposal of Assets	6	195,000	195,000	167,728	(27,272)	▼
Capital acquisitions	7	(2,631,513)	(2,229,049)	(1,757,083)	471,966	▲
Amount attributable to investing activities		(1,516,690)	(1,147,426)	(967,187)		
Financing Activities						
Self-Supporting Loan Principal		19,333	9,594	9,594	0	
Transfer from Reserves	9	267,278	0	0	0	
Repayment of Debentures	8	(67,403)	(34,440)	(40,134)	(5,694)	
Transfer to Reserves	9	(186,088)	(4,635)	(5,891)	(1,256)	
Amount attributable to financing activities		33,120	(29,481)	(36,431)		
Closing Funding Surplus (Deficit)	1(b)	0	884,112	1,336,091		

KEY INFORMATION

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

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

INVENTORIES

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

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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020/21 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
Revenue from operating activities				
Law, Order and Public Safety	(58,542)	▼	Timing	MAF Funding yet to be received which is offset by the reduction of expenditure.
Education and Welfare	47,393	▲	Timing	HACC Recurrent Grant and Fee for Service higher than budgeted.
Expenditure from operating activities				
Governance	107,767	▲	Timing	Admin Salaries, Removal and Training Expenses under YTD Budget.
Law, Order and Public Safety	60,294	▲	Timing	MAF Funding expenditure to be carried out which offset by the reduced income received.
Community Amenities	27,814	▲	Timing	Refuse site maintenance under year to date budget.
Other Property and Services	115,562	▲	Timing	Council Housing Maintenance and Community Requests/Donations/Sponsorship under YTD budget.
Investing Activities				
Non-operating Grants, Subsidies and Contributions	(264,457)	▼	Timing	RRG, Main Roads Bridge 18/19 Funding & LRCIP projects yet to be carried out.
Proceeds from Disposal of Assets	(27,272)	▼	Permanent	Proceeds from Grader disposal less than anticipated.
Capital Acquisitions	471,966	▲	Timing	A number of the Capital Projects are under YTD budget - works staff currently concentrating on town projects.

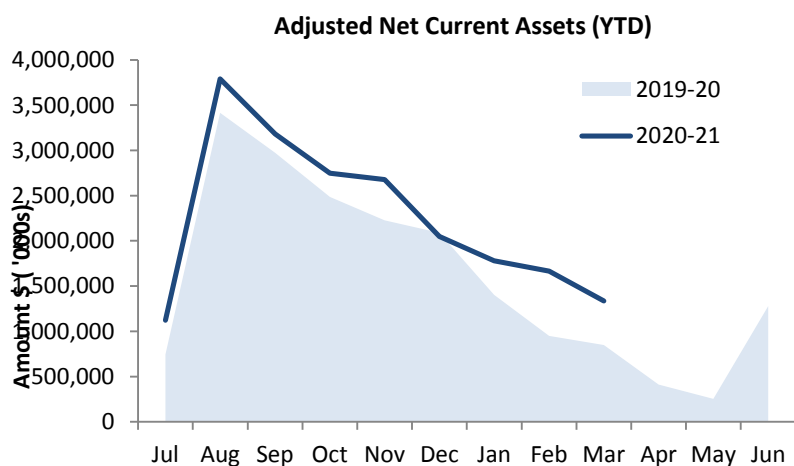
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 31 Mar 2020	Year to Date Actual 31 Mar 2021
		\$	\$	\$
Adjusted Net Current Assets				
Current Assets				
Cash Unrestricted	3	1,246,490	1,590,019	1,479,630
Cash Restricted	3	1,680,778	1,394,222	1,662,201
Receivables - Rates	4	63,810	145,318	127,286
Receivables - Other	4	136,401	99,097	242,835
Loans receivable		19,333	9,450	9,739
Interest / ATO Receivable		0	0	0
Accrued Income / Expenses In Advance		29,241	45,484	0
Inventories		38,574	46,978	38,574
		3,214,627	3,330,568	3,560,265
Less: Current Liabilities				
Payables		(247,789)	(351,516)	(288,253)
Accrued Expenses / Income In Advance		(107,308)	(146,088)	(226,909)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	(37,071)
Provisions - Loans, Annual & Long Service Leave		(376,307)	(333,109)	(336,174)
		(768,476)	(867,785)	(888,407)
Unadjusted Net Current Assets		2,446,151	2,462,783	2,671,857
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(1,680,778)	(1,394,222)	(1,662,201)
Less: Loans receivable		(19,333)	(9,450)	(9,739)
Add: Provisions - Loans, Annual & Long Service Leave		376,307	333,109	336,174
Adjusted Net Current Assets		1,122,347	1,392,220	1,336,091

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)
\$1.34 M

Last Year YTD
Surplus(Deficit)
\$1.39 M

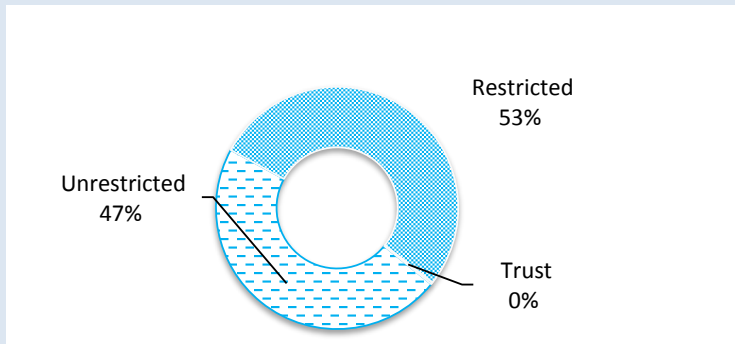
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**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	189,155			189,155	NAB	Nil	At Call
Overnight Cash Deposit Facility	1,278,519			1,278,519	Treasury	0.05%	At Call
Restricted Funds Account	18,806			18,806	NAB	Nil	At Call
Trust Fund			8,200	8,200	NAB	Nil	At Call
Term Deposits							
Municipal Investment - Term Deposit		1,662,201		1,662,201	NAB	0.22%	29-Jun-21
Total	1,487,830	1,662,201	8,200	3,158,231			

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
\$3.16 M	\$1.49 M

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

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates Receivable	30 June 2020	31 March 2021
	\$	\$
Opening Arrears Previous Years	56,891	63,810
Levied this year	2,592,059	2,610,933
Less Collections to date	(2,585,140)	(2,547,457)
Equals Current Outstanding	63,810	127,286
Net Rates Collectable	63,810	127,286
% Collected	99.73%	0.00%

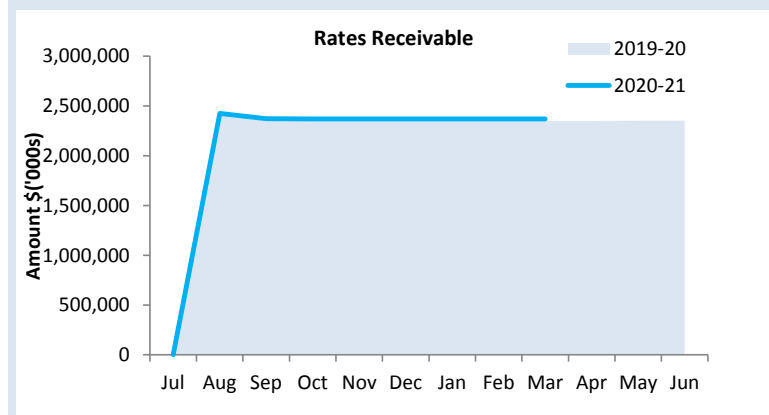
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	212,650	2,130	2,807	27,747	245,335
Percentage	87%	1%	1%	11%	
Balance per Trial Balance					
Sundry debtors					245,335
Loans receivable - clubs/institutions					9,739
Doubtful Debtors					(2,500)
Total Receivables General Outstanding					252,574
Amounts shown above include GST (where applicable)					

KEY INFORMATION

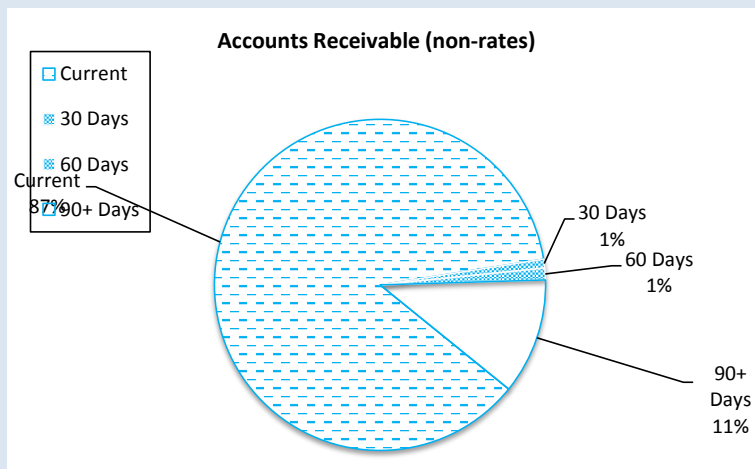
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
0%	\$127,286



Debtors Due
\$252,574
Over 30 Days
13%
Over 90 Days
11%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

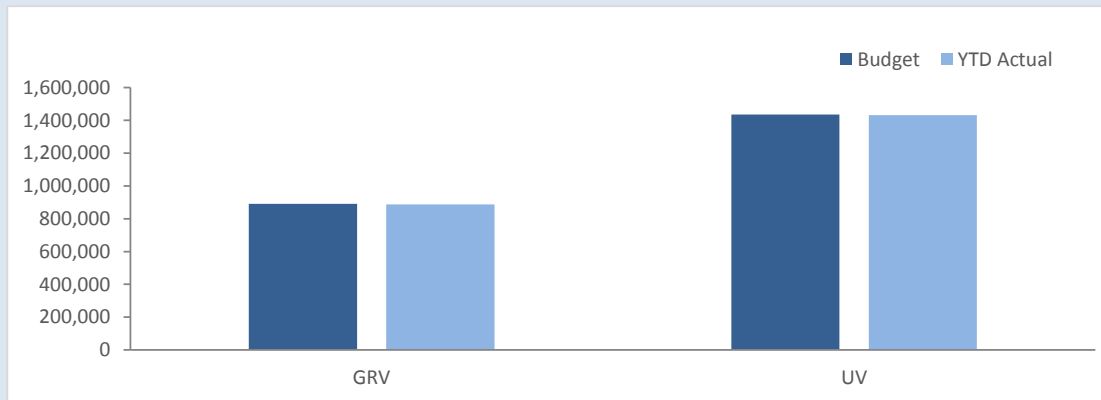
General Rate Revenue

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	0.111450	746	7,969,475	888,174	2,000	1,000	891,174	888,174	-1,100	-301	886,773
UV	0.006820	304	210,173,000	1,432,960	2,000	0	1,434,960	1,432,960	-1,172	0	1,431,787
	Minimum \$										
GRV	580	144	280,029	83,520	0	0	83,520	83,520	0	0	83,520
UV	580	77	3,270,037	44,660	0	0	44,660	44,660	0	0	44,660
Sub-Totals		1,271	221,692,541	2,449,314	4,000	1,000	2,454,314	2,449,314	-2,272	-301	2,446,740
Discount							(86,105)				(90,679)
Amount from General Rates							2,368,209				2,356,061
Ex-Gratia Rates							12,517				12,517
Total General Rates							2,380,726				2,368,578

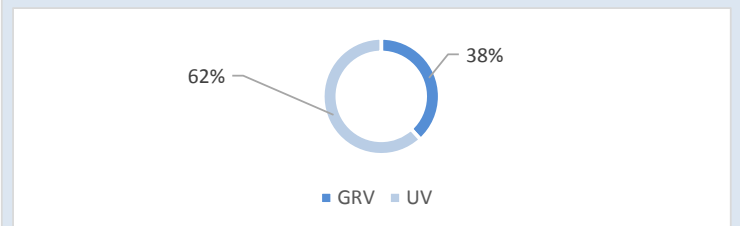
SIGNIFICANT ACCOUNTING POLICIES

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	%
\$2.37 M	\$2.36 M	99%

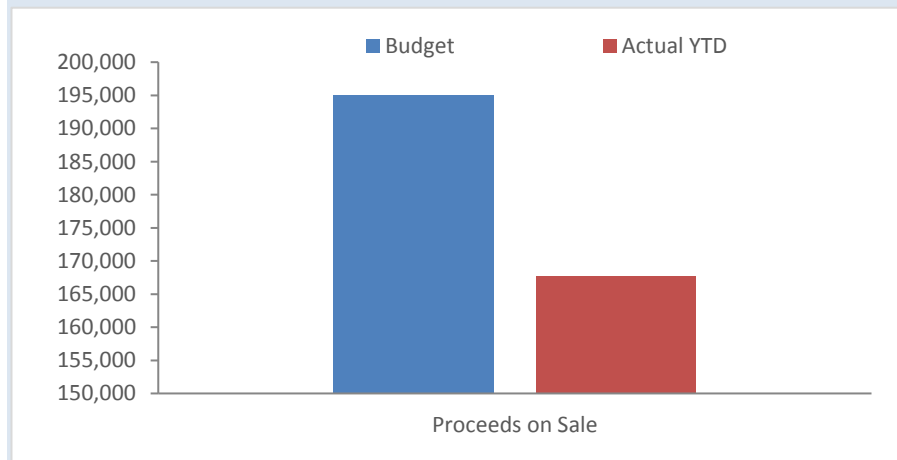


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset Description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P04	MOW Vehicle	20,055	30,000	9,945		20,647	27,727	7,081	
P10	Komatsu Grader	136,110	140,000	3,890		137,294	119,092		(18,202)
P24	Toyota Hilux Workmate Ttop	6,806	7,500	694		6,865	6,364		(501)
P25	Toyota Hilux Workmate Ttop Tipper	7,231	10,000	2,769		7,294	8,182	888	
P85	Toyota Hilux Workmate Ttop	6,806	7,500	694		6,865	6,364		(501)
		177,008	195,000	17,992	0	178,964	167,728	7,969	(19,204)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$195,000	\$167,728	86%

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

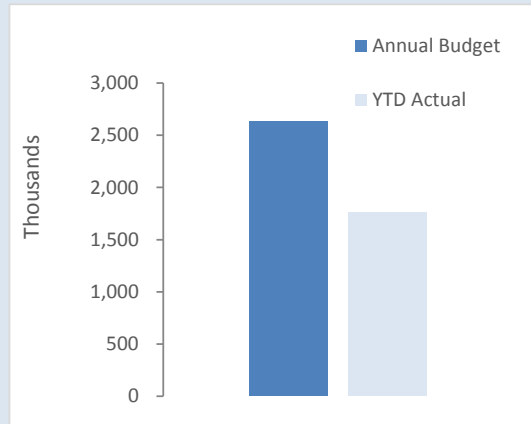
INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Buildings	(20,000)	(20,000)	0	20,000
Plant & Equipment	(523,000)	(523,000)	(483,896)	39,104
Furniture & Equipment	(173,837)	(173,837)	(98,629)	75,208
Infrastructure - Roads	(1,122,464)	(720,000)	(780,284)	(60,284)
Footpaths	(121,962)	(121,962)	(5,073)	116,889
Infrastructure - Other	(670,250)	(670,250)	(389,200)	281,050
Capital Expenditure Totals	(2,631,513)	(2,229,049)	(1,757,083)	471,966
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	919,823	886,623	797,798	(88,825)
Other (Disposals & C/Fwd)	195,000	0	167,728	167,728
Cash Backed Reserves				
Plant Replacement Reserve	28,000	0	0	0
Municipal Buildings Reserve	50,000	0	0	0
Recreation Development Reserve	30,000	0	0	0
Electronic Sign Reserve	66,272	0	0	0
Sportsground Precinct Redevelopment Reserve	70,000	0	0	0
Contribution - operations	1,272,418	1,342,426	791,556	(550,870)
Capital Funding Total	2,631,513	2,229,049	1,757,083	(471,966)

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



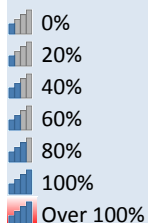
Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.63 M	\$1.76 M	67%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.92 M	\$.8 M	87%

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						
Buildings						
	Solar Panels - Admin Office	E167744	(20,000)	(20,000)	0	20,000
			(20,000)	(20,000)	0	20,000
Plant & Equipment						
	MOW Vehicle (P04)	PE2101	(48,000)	(48,000)	(47,991)	9
	Komatsu Grader (P10)	PE2102	(390,000)	(390,000)	(359,150)	30,850
	Toyota Hilux Workmate Ttop (P24)	PE2103	(27,500)	(27,500)	(23,692)	3,808
	Toyota Hilux Workmate Ttop (P25)	PE2104	(30,000)	(30,000)	(29,396)	604
	Toyota Hilux Workmate Ttop (P85)	PE2105	(27,500)	(27,500)	(23,667)	3,833
			(523,000)	(523,000)	(483,896)	39,104
Furniture & Equipment						
	IT Upgrade Project	E167742	(20,000)	(20,000)	0	20,000
	Swimming Pool Vacuum Cleaner	E167754	0	0	(15,042)	(15,042)
	CCTV Upgrade	E167110	(52,565)	(52,565)	(594)	51,971
	Electronic Advertising Sign	FE2101	(66,272)	(66,272)	(50,896)	15,376
	Community Centre - Park Furniture	FE2102	(30,000)	(30,000)	(27,405)	2,595
	Depot Hoist	E167763	(5,000)	(5,000)	(4,692)	308
			(173,837)	(173,837)	(98,629)	75,208
Infrastructure - Roads						
	Capital Works Program	E167103	(1,122,464)	(720,000)	(780,284)	(60,284)
			(1,122,464)	(720,000)	(780,284)	(60,284)
Footpaths						
	Footpath Program	E167124	(121,962)	(121,962)	(5,073)	116,889
			(121,962)	(121,962)	(5,073)	116,889
Infrastructure - Other						
	Cemetery Upgrade	E167191	(8,000)	(8,000)	(7,166)	834
	Community Centre/RSL Park Development	E167125	(20,000)	(20,000)	(20,415)	(415)
	Cricket Pitch - Replacement of Existing	IO2101	(15,000)	(15,000)	(9,605)	5,395
	Giant Ram Painting	IO2102	(25,000)	(25,000)	(27,060)	(2,060)
	Sportsground Precinct Redevelopment	IO2103	(70,000)	(70,000)	(2,915)	67,085
	Ticket Box - Sportsground Entrance	IO2104	(10,000)	(10,000)	(13,720)	(3,720)
	Town Centre Development	IO2105	(180,000)	(180,000)	(197,883)	(17,883)
	Wetlands Park Upgrade	IO2106	(217,250)	(217,250)	(96,554)	120,696
	Airport Development	E167782	(50,000)	(50,000)	(227)	49,773
	Street Lighting	IO2107	(15,000)	(15,000)	(11,509)	3,491
	Townscape	IO2108	(60,000)	(60,000)	(2,145)	57,855
			(670,250)	(670,250)	(389,200)	281,050
Capital Expenditure Total			(2,631,513)	(2,229,049)	(1,757,083)	471,966

KEY INFORMATION

Level of Completion Indicators



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

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

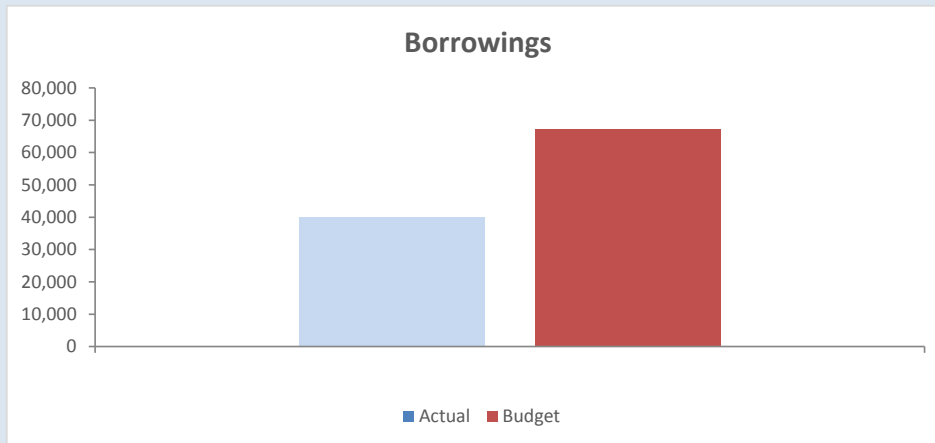
**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan 131 - Recreation Centre Development	49,939	0	0	4,877	9,909	45,062	49,939	1,596	3,035
Loan 139 - Swimming Pool Redevelopment	214,622	0	0	9,928	13,322	204,694	214,622	8,100	10,715
Other Property and Services									
Loan 137 - Staff Housing	155,432	0	0	10,359	13,917	145,073	155,432	6,812	8,977
Loan 138 - Doctor Housing	76,891	0	0	5,377	10,922	71,515	76,891	2,411	4,653
	496,884	0	0	30,540	48,070	466,344	496,884	18,917	27,380
Self supporting loans									
Recreation and Culture									
Loan 141 - Wagin Ag Society (SSL)	136,749	0	0	9,594	19,333	127,155	136,749	2,079	4,011
	136,749	0	0	9,594	19,333	127,155	136,749	2,079	4,011
Total	633,633	0	0	40,134	67,403	593,499	633,633	20,996	31,391

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.

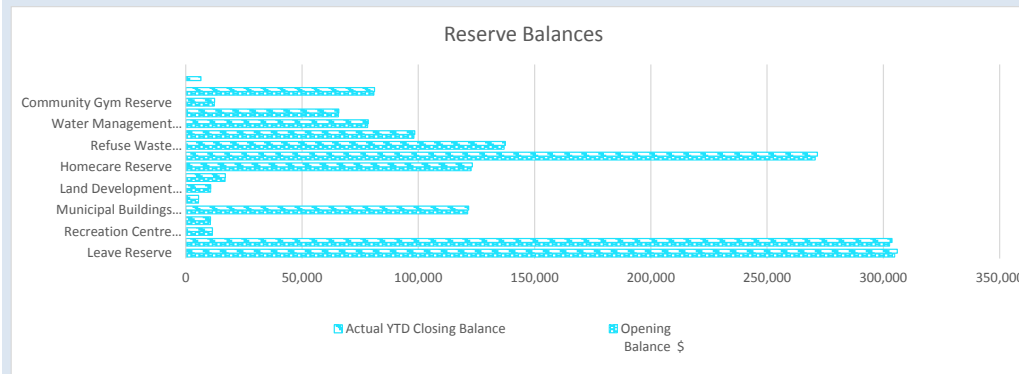


Principal Repayments	\$40,134
Interest Earned	\$17,958
Interest Expense	\$20,996
Reserves Bal	\$1.66 M
Loans Due	\$.59 M

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	304,895	3,049	1,084	0	0	0	0	307,944	305,980
Plant Replacement Reserve	302,669	3,027	1,076	0	0	(28,000)	0	277,696	303,746
Recreation Centre Equipment Reserve	11,479	115	41	1,800	0	(2,000)	0	11,394	11,520
Aerodrome Maintenance & Development Reserve	10,630	106	38	7,900	0	0	0	18,636	10,668
Municipal Buildings Reserve	121,264	1,213	431	0	0	(50,000)	0	72,477	121,696
Admin Centre Furniture, Equipment & IT Reserve	5,516	55	20	5,000	0	0	0	10,571	5,535
Land Development Reserve	10,709	107	38	0	0	0	0	10,816	10,747
Community Bus Reserve	16,974	170	60	0	0	0	0	17,144	17,035
Homecare Reserve	122,789	1,228	437	0	0	(9,206)	0	114,811	123,226
Recreation Development Reserve	270,680	2,707	963	60,000	0	(35,000)	0	298,387	271,643
Refuse Waste Management Reserve	136,947	1,369	487	19,825	0	0	0	158,141	137,434
Refuse Site Rehabilitation Reserve	98,142	981	349	20,000	0	0	0	119,123	98,491
Water Management Reserve	78,255	783	278	0	0	(5,000)	0	74,038	78,533
Electronic Sign Reserve	65,616	656	233	0	0	(66,272)	0	0	65,850
Community Gym Reserve	12,337	123	44	0	0	(1,800)	0	10,660	12,381
Sportsground Precinct Redevelopment Reserve	80,906	809	288	50,000	0	(70,000)	0	61,715	81,194
Emergency/Bushfire Control Reserve	6,500	65	23	0	0	0	0	6,565	6,523
Community Events Reserve	0	0	0	5,000	0	0	0	5,000	0
	1,656,310	16,563	5,891	169,525	0	(267,278)	0	1,575,120	1,662,201

KEY INFORMATION



Grants and Contributions

		Annual Budget	YTD Budget	YTD Actual	YTD Variance
Operating grants, subsidies and contributions					
General Purpose Funding					
Grants Commission - General	1032005	455,916	341,937	331,478	(10,460)
Grants Commission - Roads	1032010	219,016	164,262	168,637	4,375
Law, Order and Public Safety					
DFES Grant - Operating Bush Fire Brigade	1051010	56,550	42,413	42,045	(368)
DFES Grant - MAF Funding	1051070	55,250	55,250	27,625	(27,625)
DFES Grant - Operating SES	1051075	29,140	21,855	34,593	12,738
Education and Welfare					
HACC Recurrent Grant	1082010	317,000	277,753	301,892	24,139
Recreation and Culture					
Volunteering WA	1119030	1,000	1,000	0	(1,000)
WA Police Force - Christmas Street Carnival	1119031	0	0	8,300	8,300
Develop Disability Council - Christmas Street Carnival	1119031	0	0	1,000	1,000
NADC - Australia Day Messaging & Branding	1119031	0	0	1,000	1,000
NADC - Australia Day 2021 COVID Safe Grants Program	1119031	0	0	20,000	20,000
Dept of Veteran Affairs - War Memorial Furniture	1119031	0	0	9,091	9,091
Transport					
Direct Road Grants	1121005	121,340	121,340	121,340	0
Regional Airports Development Scheme (RADs)	1126015	30,000	15,000	0	(15,000)
Operating Contributions					
Contribution to New Cricket Pitch	1113025	5,000	5,000	0	(5,000)
Rec Centre Equipment Contributions	1113030	1,800	1,800	1,800	0
Contribution to Woolorama	1119015	1,000	1,000	0	(1,000)
Contribution - St Lighting	1121025	3,435	0	0	0
Operating grants, subsidies and contributions Total		1,296,447	1,048,610	1,068,800	20,190
Non-operating grants, subsidies and contributions					
Community Amenities					
Contributions to Cemetery Upgrade	1107025	8,000	8,000	8,000	0
Recreation and Culture					
Wetlands Park Playground Upgrade Contribution	1113040	33,200	0	0	0
Electronic Sign Contributions	1119020	0	0	5,000	5,000
Transport					
Road Project Grants	1121010	307,605	307,605	246,084	(61,521)
Roads To Recovery Grant	1121015	222,056	222,056	222,000	(56)
Main Roads Bridge 18/19 Funding	1121076	0	0	74,251	74,251
LRCIP Funding	1121076	348,962	348,962	242,463	(106,499)
Non-operating grants, subsidies and contributions Total		919,823	886,623	797,798	(88,825)
Grand Total		2,216,270	1,935,233	1,866,598	(68,635)

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

**NOTE 11
OTHER FUNDS**

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

Description	TRUST ACCOUNT			Closing Balance 31 Mar 2021
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	
	\$	\$	\$	\$
In Lieu of Public Open Space	8,200	0	0	8,200
	8,200	0	0	8,200

Description	RESTRICTED FUNDS ACCOUNT			Closing Balance 31 Mar 2021
	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	800	2,300	(2,000)	1,100
Deposits - Community Bus	750	1,350	(1,350)	750
Deposits - Rec Ctr & EFP	3,155	4,007	(4,200)	2,962
Deposits - Animal Trap	100	0	(100)	0
BCITF	0	1,974	(1,974)	0
Deposit - Community Gym Key	2,760	2,070	(690)	4,140
Building Services Levy	185	4,118	(4,105)	199
Nomination Deposits	160	-160	0	0
Pre-Paid Rates	0	0	0	0
Other Deposits	6,679	-20	160	6,819
Unclaimed Monies	1,733	414	0	2,147
Transport Licensing	0	0	0	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	0	0	0	0
Trust Accounts Receivable	126	543	0	669
Cemetery Shelter Contributions	8,000	0	(8,000)	0
	24,468	16,597	(22,259)	18,806

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

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
General Purpose Funding					
Rate Revenue					
I031005	GRV	Inc	888,174	888,174	888,174
I031010	GRV Minimums	Inc	83,520	83,520	83,520
I031015	UV	Inc	1,432,960	1,432,960	1,432,960
I031020	UV Minimums	Inc	44,660	44,660	44,660
I031025	GRV Interim Rates	Inc	2,000	1,503	(1,100)
I031030	UV Interim Rates	Inc	2,000	1,503	(1,172)
I031035	Back Rates	Inc	1,000	747	(301)
I031040	Ex-Gratia Rates (CBH)	Inc	12,517	12,517	12,517
I031045	Discount Allowed	Inc	(86,105)	(86,105)	(90,679)
I031050	Instalment Admin Charge	Inc	8,000	8,000	4,243
I031055	Account Enquiry Fee	Inc	2,500	1,872	3,355
I031060	(Rate Write Offs)	Inc	(5,000)	0	(16)
I031065	Penalty Interest	Inc	12,000	9,000	6,784
I031070	Emergency Services Levy	Inc	113,467	113,467	112,963
I031075	ESL Penalty Interest	Inc	700	522	401
I031080	Instalment Interest	Inc	3,500	2,628	3,652
I031090	Rate Legal Charges	Inc	10,000	7,497	22,170
			2,525,893	2,522,465	2,522,131
E031005	Valuation Expenses	Exp	(10,000)	(2,250)	(713)
E031010	Legal Costs/Expenses	Exp	(1,000)	(747)	(1,009)
E031015	Title Searches	Exp	(600)	(450)	0
E031020	Rate Recovery Expenses	Exp	(10,000)	(7,497)	(23,206)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(2,530)
E031030	Emergency Services Levy	Exp	(113,467)	(85,100)	(101,565)
E031040	Rate Refunds	Exp	(1,000)	0	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,810)	(2,810)	(2,846)
E031100	Administration Allocated	Exp	(91,322)	(68,490)	(68,490)
			(232,199)	(169,344)	(200,359)
Other General Purpose Funding					
I032005	Grants Commission General	Inc	455,916	341,937	331,478
I032010	Grants Commission Roads	Inc	219,016	164,262	168,637
I032020	Administration Rental	Inc	36,000	27,000	27,000
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	1,125	225
I032030	Reimbursements	Inc	100	72	0
I032035	SS Loans Interest & GFee Reimb.	Inc	4,924	2,556	2,555
I032040	Bank Interest	Inc	20,000	15,003	1,631
I032045	Reserves Interest	Inc	16,563	12,423	5,891
I032055	Commissions & Recoups	Inc	500	0	0
			754,519	564,378	537,417
E032005	Bank Fees and Charges	Exp	(12,000)	(9,000)	(8,106)
E032015	Interest on Loans	Exp	(31,391)	(23,544)	(20,996)
E032030	Audit Fees & Other Services	Exp	(22,000)	(22,000)	(20,800)
E032035	Administration Allocated	Exp	(88,612)	(66,456)	(66,456)
			(154,003)	(121,000)	(116,358)
Total General Purpose Income			3,280,412	3,086,843	3,059,547
Total General Purpose Expenditure			(386,202)	(290,344)	(316,717)
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)	(13,500)	(13,000)
E041010	Training	Exp	(8,000)	(6,003)	0
E041015	Members Travelling	Exp	(1,000)	(750)	(410)
E041025	Election Expenses	Exp	0	0	(605)
E041030	Other Expenses	Exp	(5,000)	(3,750)	(2,802)
E041035	Conference Expenses	Exp	(10,475)	(7,857)	(64)
E041040	Presidents Allowance	Exp	(12,000)	(9,000)	(6,000)
E041045	Deputy Presidents Allowance	Exp	(3,000)	(2,250)	(1,500)
E041055	Refreshments and Receptions	Exp	(10,000)	(7,497)	(9,172)
E041060	Presentations	Exp	(2,500)	(1,872)	(1,951)
E041065	Insurance	Exp	(9,298)	(9,298)	(10,473)
E041070	Public Relations	Exp	(3,000)	(2,250)	(148)
E041075	Subscriptions	Exp	(32,000)	(32,000)	(31,486)
E041100	Administration Allocated	Exp	(106,833)	(80,127)	(80,127)
			(221,106)	(176,154)	(157,738)
Other Governance					
I042030	Profit on Sale of Asset	Inc	0	0	0
I042045	Admin Reimbursements	Inc	5,000	3,753	430
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0
			5,000	3,753	430
E042005	Administration Salaries	Exp	(679,782)	(509,841)	(431,148)
E042008	Admin Leave/Wages Liability	Exp	0	0	0
E042010	Administration Superannuation	Exp	(75,307)	(56,484)	(51,406)
E042011	Loyalty Allowance	Exp	(5,400)	(4,050)	(3,857)
E042012	Housing Allowance Admin	Exp	(9,590)	(8,737)	(9,672)
E042015	Insurance	Exp	(21,996)	(21,996)	(21,996)
E042020	Staff Training	Exp	(14,000)	(10,503)	(1,290)
E042025	Removal Expenses	Exp	(8,000)	(8,000)	0
E042030	Printing & Stationery	Exp	(30,000)	(22,500)	(24,777)
E042035	Phone, Fax & Modem	Exp	(10,000)	(7,497)	(1,889)
E042040	Office Maintenance	Exp	(56,015)	(41,611)	(51,445)
E042045	Advertising	Exp	(8,000)	(6,003)	(8,637)
E042050	Office Equipment Maintenance	Exp	(3,000)	(2,250)	(2,336)
E042055	Postage & Freight	Exp	(4,000)	(2,997)	(2,476)
E042060	Vehicle Running Expenses	Exp	(8,000)	(6,003)	(5,641)
E042065	Legal Expenses	Exp	(3,000)	(2,250)	(1,970)
E042070	Garden Expenses	Exp	(10,000)	(7,506)	(7,268)
E042075	Conference & Training	Exp	(11,000)	(8,253)	(3,920)
E042080	Computer Support	Exp	(90,000)	(82,500)	(85,530)
E042085	Other Expenses	Exp	(1,500)	(1,125)	(1,170)
E042090	Administration Allocated	Exp	(226,954)	(170,217)	(170,217)
E042095	Fringe Benefits Tax	Exp	(15,000)	(11,250)	(14,396)
E042100	Staff Uniforms	Exp	(4,000)	(2,997)	(2,697)
E042115	Cash Round Off Control	Exp	0	0	5
E042120	Depreciation - Other Governance	Exp	(51,071)	(38,304)	(38,871)
E042125	Less Administration Allocated	Exp	1,129,161	846,882	846,882
E042155	Lease of Photocopier	Exp	(2,500)	(1,872)	(404)
E042160	CEO Recruitment	Exp	(8,000)	(8,000)	(10,389)
E042165	Paid Parental Leave	Exp	0	0	0
			(226,954)	(195,864)	(106,515)
Total Governance Income			6,000	4,753	430
Total Governance Expenditure			(448,060)	(372,018)	(264,251)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Law, Order & Public Safety					
Fire Prevention					
I051010	BFB Operating Grant	Inc	56,550	42,413	41,784
I051015	Sale of Fire Maps	Inc	300	225	91
I051025	Reimbursements	Inc	3,000	2,250	1,001
I051030	Bush Fire Infringements	Inc	1,500	1,500	2,727
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000
I051050	SES Call-out Income	Inc	0	0	167
I051070	Other Bushfire Grants Income	Inc	55,250	55,250	3,500
I051075	SES Operating Grant	Inc	29,140	21,855	17,468
			149,740	127,493	70,738
E051005	BFB Operation Expenditure	Exp	(56,550)	(47,984)	(41,784)
E051010	Communication Mtce	Exp	(3,000)	(2,550)	(2,967)
E051015	Advertising & Other Expenses	Exp	(2,000)	(2,000)	(2,065)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(2,000)	(1,494)	(3,560)
E051025	Town Block Burn Off	Exp	(5,000)	(3,744)	(4,886)
E051040	Other Bushfire Grants Expenditure	Exp	(55,250)	(55,250)	(3,500)
E051060	SES Operation Expenditure	Exp	(29,140)	(22,602)	(17,468)
E051100	Administration Allocated	Exp	(55,413)	(41,562)	(41,562)
E051190	Depreciation - Fire Prevention	Exp	(15,936)	(11,952)	(12,129)
			(224,289)	(189,138)	(129,921)
Animal Control					
I052005	Dog Fines and Fees	Inc	6,000	4,500	6,630
I052006	Cat Fines and Fees	Inc	300	225	100
I052010	Hire of Animal Traps	Inc	100	100	0
I052015	Dog Registration	Inc	7,500	7,500	4,308
I052016	Cat Registration	Inc	600	600	525
I052020	Reimbursements	Inc	500	375	0
			15,000	13,300	11,563
E052005	Ranger Salary	Exp	(13,000)	(9,756)	(10,090)
E052007	Ranger Telephone	Exp	(1,000)	(747)	(747)
E052010	Pound Maintenance	Exp	(1,045)	(792)	(1,886)
E052015	Dog Control Insurance	Exp	(231)	(231)	(230)
E052020	Legal Fees	Exp	(500)	(500)	(1,438)
E052025	Training & Conference	Exp	(1,500)	(1,125)	(2,545)
E052030	Ranger Services Other	Exp	(25,000)	(18,756)	(18,843)
E052035	Administration Allocated	Exp	(24,285)	(18,216)	(18,216)
E052190	Depreciation - Animal Control	Exp	(991)	(747)	(754)
			(67,552)	(50,870)	(54,749)
Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	50	0
I053040	Safer Wagin Income	Inc	16,201	16,201	16,202
I053055	Reimbursements	Inc	0	0	0
I053075	Covert Cameras for CCTV System	Inc	0	0	0
			16,251	16,251	16,202
E053005	Abandoned Vehicles	Exp	(500)	(378)	0
E053010	Emergency Services	Exp	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(378)	(301)
E053045	CCTV & Security	Exp	0	0	0
E053055	Mosquito Control	Exp	(6,000)	(4,500)	0
			(7,000)	(5,256)	(301)
Total Law, Order & Public Safety Income			180,991	157,044	98,502
Total Law, Order & Public Safety Expenditure			(298,841)	(245,264)	(184,970)

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Health					
Maternal & Infant Health					
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(7,432)	(5,427)	(5,679)
			(7,432)	(5,427)	(5,679)
Preventative Services - Admin & Inspections					
I074005	Food Licences & Fees	Inc	800	0	530
I074015	Contrib. Regional Health Scheme	Inc	50,000	37,503	36,647
I074020	Reimbursements	Inc	0	0	0
			50,800	37,503	37,177
E074005	EHO Salary	Exp	(99,000)	(74,250)	(66,125)
E074008	EHO Leave/Wages Liability	Exp	0	0	0
E074010	EHO Superannuation	Exp	(9,660)	(7,245)	(7,059)
E074015	Other Control Expenses	Exp	(8,000)	(6,491)	(5,845)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	(5,000)	(3,849)	(3,623)
E074030	Conferences & Training	Exp	(3,000)	(2,250)	(368)
E074035	Loss on Sale of Asset	Exp	0	0	0
E074100	Administration Allocated	Exp	(23,727)	(17,793)	(17,793)
E074190	Depreciation - Prevent Services	Exp	(7,784)	(5,841)	(5,925)
			(156,171)	(117,719)	(106,738)
Other Health					
I076010	Rent - Medical Centre-Dentist	Inc	4,332	3,249	2,954
I076015	Reimbursements - IPN Medical	Inc	1,000	0	0
I076020	Meeting Room Fees	Inc	3,500	2,628	1,972
I076040	Reimbursements - Dr Norris	Inc	500	0	0
			9,332	5,877	4,926
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(10,097)	(7,849)	(15,346)
E076025	Depreciation - Other Health	Exp	(21,511)	(16,137)	(16,372)
E076030	Doctors Vehicle Mtce	Exp	(2,000)	(1,613)	(2,624)
E076040	IPN Medical Services	Exp	(46,665)	(34,998)	(23,333)
			(80,273)	(60,597)	(57,675)
Health - Preventative Services					
E077010	Analytical Expenses	Exp	(500)	(500)	(253)
			(500)	(500)	(253)
Total Health Income			60,132	43,380	42,103
Total Health Expenditure			(244,376)	(184,243)	(170,345)
Education & Welfare					
Pre Schools					
I083035	Day Care Lease	Exp	8,472	6,354	6,418
I083036	Day Care Reimbursements	Exp	3,000	2,000	4,010
			11,472	8,354	10,428
E080010	Kindergarten Maintenance (Daycare)	Exp	(9,774)	(7,144)	(9,586)
E080190	Depreciation - Pre-Schools	Exp	(4,049)	(3,033)	(3,082)
			(13,823)	(10,177)	(12,668)
Other Education					
E081020	School Oval Mtce	Exp	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	(2,600)	(2,600)	0
			(2,600)	(2,600)	0
HACC Program					

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I082010	HACC Recurrent Grant	Inc	317,000	277,753	301,892
I082015	Meals on Wheels	Inc	10,000	7,497	3,585
I082020	HACC Fee for Service	Inc	58,000	43,497	58,998
I082030	Reimbursements	Inc	500	378	7,920
			385,500	329,125	372,395
E082010	Co-ordinator Salary	Exp	(62,000)	(46,503)	(46,763)
E082013	HACC Wages/Contract Liability	Exp	0	0	(675)
E082015	Home Mtce Salary	Exp	(28,000)	(20,997)	(18,911)
E082020	Respite Salaries	Exp	(500)	(378)	0
E082025	Home Help Salaries	Exp	(163,000)	(122,247)	(132,081)
E082030	Superannuation	Exp	(22,000)	(16,497)	(17,906)
E082035	Other Expenses	Exp	(3,000)	(2,250)	(1,535)
E082040	Travelling - Mileage	Exp	(26,000)	(19,503)	(20,534)
E082045	Staff Training	Exp	(1,000)	(747)	(1,607)
E082050	Staff Training Salaries	Exp	(2,000)	(1,503)	(229)
E082055	Subscriptions	Exp	(4,000)	(3,372)	(4,711)
E082060	Telephone & Postage	Exp	(2,500)	(1,872)	(506)
E082065	Advertising & Stationery	Exp	(500)	(378)	(412)
E082070	Insurance	Exp	(5,000)	(5,000)	(4,641)
E082075	Office Accommodation	Exp	(36,000)	(27,000)	(27,000)
E082080	Plant & Equipment Mtce	Exp	(9,000)	(7,277)	(7,123)
E082085	Consumable Supplies	Exp	(6,000)	(4,500)	(2,663)
E082090	Expenditure from Donations	Exp	(3,000)	(2,250)	(2,062)
E082100	Administration Allocated	Exp	(26,852)	(20,142)	(20,142)
E082110	Meals on Wheels Expenditure	Exp	(12,000)	(9,000)	(5,312)
E082120	Loss on Sale of Asset	Exp	0	0	0
E082130	Homecare COVID Funding Expenditure	Exp	0	0	(7,920)
E082190	Depreciation - HACC	Exp	(18,568)	(13,923)	(14,132)
			(430,920)	(325,339)	(336,865)
	Other Welfare				
I083010	Wagin Frail Aged Reimb	Inc	7,743	7,743	7,743
I083040	Other Welfare Income	Inc	0	0	2,050
			7,743	7,743	9,793
E083010	Wagin Frail Aged Exp	Exp	(7,743)	(7,743)	(7,743)
E083020	Comm. Aged Care Expenses	Exp	0	0	(1,239)
E083050	Other Welfare Exp	Exp	0	0	(1,582)
			(7,743)	(7,743)	(10,564)
	Total Education & Welfare Income		404,715	345,222	392,615
	Total Education & Welfare Expenditure		(455,086)	(345,859)	(360,096)
	Community Amenities				
	Sanitation - Household Refuse				
I101005	Domestic Collection	Inc	242,450	242,450	242,355
I102020	Refuse Site Fees	Inc	20,000	15,003	13,037
			262,450	257,453	255,392
E101005	Domestic Refuse Collection	Exp	(66,000)	(49,500)	(49,443)
E101010	Recycling Pick-Up	Exp	(72,000)	(54,000)	(58,332)
E101015	Refuse Site Mtce	Exp	(134,000)	(100,505)	(85,828)
E101025	Refuse Site Attendant	Exp	0	0	0
			(272,000)	(204,005)	(193,603)
	Sanitation - Other				
I102002	Commercial Collection Charges	Inc	63,375	63,375	64,113
I102005	Reimbursement Drummuster	Inc	4,000	2,000	0
I102010	Charges Bulk Rubbish	Inc	15,500	11,628	12,289

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			82,875	77,003	76,402
E102005	Commercial Collection	Exp	(13,000)	(9,747)	(9,915)
E102010	Bulk Rubbish Collection	Exp	(15,500)	(11,628)	(12,705)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	0	(2,214)
E102190	Depreciation - Sanitation	Exp	(15,729)	(11,799)	(11,971)
			(49,229)	(33,174)	(36,805)
Sewerage					
I104005	Septic Tank Fees	Inc	500	500	0
			500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(383)	(31)
			(500)	(383)	(31)
Regional Refuse Group					
E102007	Regional Refuse Group Expenses	Exp	0	0	0
			0	0	0
Town Planning					
I106005	Planning Fees	Inc	2,500	1,872	3,969
			2,500	1,872	3,969
E106005	Town Planning Expenses	Exp	(30,000)	(22,500)	(9,137)
E106100	Administration Allocated	Exp	(30,151)	(22,617)	(22,617)
			(60,151)	(45,117)	(31,754)
Other Community Amenities					
I107005	Cemetery Fees	Inc	12,000	9,000	13,677
I107010	Community Bus Income	Inc	4,000	2,997	1,698
I107025	Other Community Amenities Contributions	Inc	8,000	8,000	8,000
			24,000	19,997	23,375
E107005	Cemetery Mtce	Exp	(26,844)	(20,169)	(18,455)
E107010	Public Convenience Mtce	Exp	(61,609)	(46,304)	(40,840)
E107015	Community Bus Operating	Exp	(4,000)	(3,329)	(2,871)
E107100	Administration Allocated	Exp	(62,646)	(46,989)	(46,989)
E107190	Depreciation - Other Comm Amenities	Exp	(27,921)	(20,943)	(21,251)
			(183,020)	(137,734)	(130,406)
Total Community Amenities Income			372,325	356,825	359,138
Total Community Amenities Expenditure			(564,900)	(420,413)	(392,599)
Recreation & Culture					
Public Halls & Civic Centres					
I111005	Town Hall Hire	Inc	1,200	900	2,874
I111010	Reimbursements	Inc	100	100	0
I111015	Town Hall Lease -L Piesse	Inc	4,788	3,591	3,265
			6,088	4,591	6,139
E111005	Town Hall Mtce	Exp	(22,508)	(17,432)	(14,711)
E111010	Other Halls Mtce	Exp	(7,119)	(5,388)	(2,245)
E111190	Depreciation - Public Halls	Exp	(55,567)	(41,679)	(42,292)
			(85,194)	(64,499)	(59,248)
Swimming Pool					
I112010	Swimming Pool Admission	Inc	35,000	35,000	27,679
I112015	Swimming Pool Miscellaneous Income	Inc	105	105	0
I112020	Reimbursements	Inc	600	600	0
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			35,705	35,705	27,679
E112005	Pool Staff Salary	Exp	(71,000)	(71,000)	(55,722)
E112008	Pool Leave/Wages Liability	exp	0	0	0
E112010	Superannuation	Exp	(6,800)	(6,800)	(4,161)
E112015	Swimming Pool Maintenance	Exp	(116,855)	(91,829)	(99,711)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(4,000)	(2,679)
E112190	Depreciation - Swimming Pools	Exp	(183,948)	(137,961)	(140,126)
			(382,603)	(311,590)	(302,399)
	Other Recreation & Sport				
I113005	Sportsground Rental	Inc	7,820	7,820	6,668
I113015	Power Reimbursements	Inc	6,000	4,500	4,602
I113020	Recreation Centre Hire	Inc	10,000	7,497	3,654
I113025	Reimbursements Other	Inc	5,500	5,500	1,767
I113030	Rec Centre Equipment Contributions	Inc	1,800	1,800	1,800
I113035	Sporting Club Leases	Inc	50	50	232
I113040	Other Recreation & Sport Contributions	Inc	33,200	0	0
I113055	Eric Farrow Pavillion Hire	Inc	5,000	3,753	2,302
I113065	Community Gym Membership	Inc	7,500	7,500	12,514
			76,870	38,420	33,539
E113005	Sportsground Mtce	Exp	(106,716)	(77,649)	(58,734)
E113010	Sportsground Building Mtce	Exp	(19,837)	(16,287)	(18,593)
E113015	Wetlands Park Mtce	Exp	(56,449)	(41,606)	(52,628)
E113020	Parks & Gardens Mtce	Exp	(55,287)	(40,972)	(33,385)
E113025	Puntapin Rock Mtce	Exp	(2,303)	(1,738)	(1,760)
E113030	Recreation Centre Mtce	Exp	(59,362)	(46,219)	(39,830)
E113035	Rec Staff Salaries	Exp	(18,000)	(13,500)	(9,894)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0
E113040	Superannuation	Exp	(1,800)	(1,350)	(3,521)
E113045	Other Expenses	Exp	(1,200)	(900)	(953)
E113050	Norring Lake Mtce	Exp	(2,080)	(1,566)	(1,551)
E113065	Eric Farrow Pavilion Mtce	Exp	(23,680)	(18,041)	(13,392)
E113070	Rec Centre Sports Equipment	Exp	(3,000)	(2,250)	(938)
E113095	Community Gym Expenditure	Exp	(9,300)	(6,929)	(13,746)
E113100	Administration Allocated	Exp	(100,969)	(75,726)	(75,726)
E113190	Depreciation - Other Rec & Sport	Exp	(234,569)	(175,932)	(178,159)
			(694,552)	(520,665)	(502,810)
	Library				
I115005	Lost Books	Inc	50	50	0
I115010	Reimbursements	Inc	100	100	0
			150	150	0
E115005	Library Staff Salaries	Exp	(49,500)	(37,125)	(33,644)
E115008	Library Leave/Wages Liability	Exp	0	0	0
E115015	Library Building Mtce	Exp	(7,368)	(5,480)	(8,574)
E115020	Library Other Expenses	Exp	(10,792)	(8,307)	(2,627)
E115190	Depreciation - Libraries	Exp	(1,381)	(1,035)	(1,051)
			(69,041)	(51,947)	(45,896)
	Other Culture				
I116035	Long Table Experience Income	Inc	0	0	0
I116065	Electronic Sign Advertising Income	Inc	0	0	455
I119015	Contribution to Woolorama	Inc	1,000	1,000	0
I119020	Reimbursements	Inc	7,500	7,500	9,124
I119030	Community Events Income	Inc	1,000	1,000	0
I119031	Other Culture Grant Funds	Inc	0	0	30,300
			9,500	9,500	39,879

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)
E116010	Woolorama Costs & Maintenance	Exp	(63,291)	(44,835)	(52,160)
E116015	Community Centre Mtce	Exp	(11,664)	(8,825)	(6,223)
E116020	Historical Village	Exp	(1,838)	(1,688)	(1,887)
E116035	Long Table Experience Expenditure	Exp	0	0	0
E116045	Community Development Events	Exp	(18,300)	(13,734)	(16,108)
E116046	Community Development Equipment Maintenance	Exp	(500)	(378)	0
E116055	Other Culture Grant Funds Exp	Exp	0	0	(19,510)
E116060	Betty Terry Theatre Expenditure	Exp	0	0	(767)
E116190	Depreciation - Other Culture	Exp	(3,248)	(2,437)	(2,472)
			(99,341)	(72,397)	(99,627)
Total Recreation & Culture Income			128,313	88,366	107,236
Total Recreation & Culture Expenditure			(1,330,731)	(1,021,098)	(1,009,981)
Transport					
Streets Roads Bridges & Depot Construction					
I121005	Direct Road Grants	Inc	121,340	121,340	121,340
I121010	Road Project Grants	Inc	307,605	307,605	227,035
I121015	Roads to Recovery Grant	Inc	222,056	222,056	191,309
I121020	Reimbursements	Inc	1,000	0	173
I121025	Contribution - St Lighting	Inc	3,435	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	0
I121076	LRCIP Funding	Inc	348,962	348,962	190,822
I147125	Storm Damage Reimbursements	Inc	0	0	0
			1,004,398	999,963	730,679
Streets Roads Bridges & Depot Maintenance					
I122055	Diesel Fuel Rebate Income	Inc	45,000	33,750	34,062
			45,000	33,750	34,062
E122005	Road Maintenance	Exp	(120,000)	(89,991)	(58,828)
E122006	Maintenance Grading	Exp	(220,000)	(175,000)	(147,823)
E122007	Rural Tree Pruning	Exp	(95,000)	(71,262)	(83,686)
E122008	Rural Spraying	Exp	(12,000)	(9,000)	(9,846)
E122009	Town Site Spraying	Exp	(20,000)	(15,012)	(12,267)
E122010	Depot Mtce	Exp	(27,813)	(20,302)	(17,596)
E122011	Town Reserve & Verg Mtce	Exp	(3,000)	(2,241)	(780)
E122012	Bridge & Drainage Mtce	Exp	(27,500)	(20,637)	(7,995)
E122015	Rural Numbering	Exp	(100)	(100)	(537)
E122020	Footpath Mtce	Exp	(5,000)	(3,762)	(2,484)
E122025	Street Cleaning	Exp	(35,000)	(26,262)	(33,809)
E122030	Street Trees	Exp	(85,000)	(63,756)	(53,460)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(2,997)	(1,352)
E122045	Townscape	Exp	(20,000)	(15,023)	(35,424)
E122050	Crossovers	Exp	(500)	(378)	(1,258)
E122055	RoMan Data Collection	Exp	(6,500)	(6,500)	(6,300)
E122060	Street Lighting	Exp	(60,000)	(45,000)	(54,007)
E122090	Graffiti Removal	Exp	(100)	(100)	(374)
E122100	Administration Allocated	Exp	(47,387)	(35,541)	(35,541)
E122105	Loss on Sale of Asset	Exp	0	0	(19,204)
E122190	Depreciation - Roads	Exp	(1,843,670)	(1,382,751)	(1,411,042)
E147120	Storm Damage - Not Claimable	Exp	0	0	(2,985)
			(2,632,570)	(1,985,615)	(1,996,598)
Road Plant Purchases					
I122100	Profit on Sale of Asset	Inc	17,992	17,992	7,969
			17,992	17,992	7,969
E123010	Loss on Sale of Asset	Exp	0	0	0

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
			0	0	0
	Aerodrome				
I126015	Aerodrome Reimbursements	Inc	30,000	15,000	0
I126020	Aerodrome Hangar Lease	Inc	8,713	8,713	14,693
			38,713	23,713	14,693
E126005	Aerodrome Maintenance	Exp	(8,346)	(6,236)	(10,586)
E126190	Depreciation - Aerodromes	Exp	(36,160)	(27,123)	(27,225)
			(44,506)	(33,359)	(37,811)
	Total Transport Income		1,106,103	1,075,418	787,403
	Total Transport Expenditure		(2,677,076)	(2,018,974)	(2,034,408)
	Economic Services				
	Rural Services				
I131020	Landcare Reimbursements	Inc	75,700	56,772	52,652
			75,700	56,772	52,652
E131020	Landcare	Exp	(100,700)	(81,772)	(77,652)
E131030	Rural Towns Program	Exp	(18,000)	(13,510)	(13,567)
E131100	Administration Allocated	Exp	(14,823)	(11,115)	(11,115)
E131140	Water Management Plan / Harvesting	Exp	(5,000)	(3,828)	(7,268)
E131190	Depreciation - Rural Services	Exp	0	0	0
			(138,523)	(110,225)	(109,602)
	Tourism & Area Promotion				
I132005	Caravan Park Fees	Inc	85,000	63,747	48,918
I132010	Reimbursements	Inc	1,000	747	87
I132015	RV Area Fees	Inc	10,000	7,497	5,757
I132035	Tourism Income	Inc	0	0	0
			96,000	71,991	54,762
E132010	Wagin Tourism Committee	Exp	0	0	0
E132015	Caravan Park Manager Salary	Exp	(30,000)	(22,622)	(20,662)
E132020	Caravan Park Mtce	Exp	(57,553)	(41,061)	(48,842)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0
E132025	Subsidy Historic Village	Exp	(8,460)	(8,460)	(8,460)
E132035	RV Area Maintenance	Exp	(5,000)	(3,744)	(3,948)
E132040	Tourism Promotion & Subscripts	Exp	(22,000)	(16,506)	(5,360)
E132050	Administration Allocated	Exp	(58,042)	(43,533)	(43,533)
E132190	Depreciation - Tourism	Exp	(12,156)	(9,122)	(8,549)
			(193,211)	(145,048)	(139,354)
	Building Control				
I133005	Building Licenses	Inc	5,000	3,753	7,680
			5,000	3,753	7,680
	Other Economic Services				
I134005	Water Sales	Inc	50,000	37,503	35,040
			50,000	37,503	35,040
E134005	Water Supply - Standpipes	Exp	(55,000)	(41,256)	(37,507)
E134190	Depreciation - Other Economic Services	Exp	(2,024)	(1,519)	(1,540)
			(57,024)	(42,775)	(39,047)
	Total Economic Services Income		226,700	170,019	150,135
	Total Economic Services Expenditure		(388,758)	(298,048)	(288,005)
	Other Property & Services				

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
Private Works					
I141005	Private Works Income	Inc	20,000	15,003	16,265
			20,000	15,003	16,265
E141005	Private Works	Exp	(10,000)	(7,497)	(12,221)
E141100	Administration Allocated	Exp	(2,726)	(2,043)	(2,043)
			(12,726)	(9,540)	(14,264)
Public Works Overheads					
I143020	Reimbursements	Inc	500	500	0
			500	500	0
E143005	Engineering Salaries	Exp	(98,510)	(73,881)	(66,744)
E143007	Engineering Administration Salaries	Exp	(46,000)	(34,497)	(42,536)
E143008	Works Leave/Wages Liability	Exp	0	0	0
E143009	Housing Allowance Works	Exp	(16,500)	(15,000)	(15,905)
E143015	CEO's Salary Allocation	Exp	(57,005)	(42,750)	(42,100)
E143020	Engineering Superannuation	Exp	(98,599)	(73,953)	(69,314)
E143025	Engineering - Other Expenses	Exp	(5,000)	(3,753)	(2,497)
E143030	Sick Holiday & Allowances Pay	Exp	(180,000)	(145,000)	(97,600)
E143045	Insurance on Works	Exp	(32,141)	(32,141)	(32,141)
E143050	Protective Clothing	Exp	(8,000)	(6,003)	(2,574)
E143055	Fringe Benefits	Exp	(1,000)	(1,000)	0
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(747)	(176)
E143065	MOW - Vehicle Expenses	Exp	(7,000)	(5,256)	(4,025)
E143075	Telephone Expenses	Exp	(1,500)	(1,125)	(984)
E143080	Staff Licenses	Exp	(500)	(378)	(132)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(2,997)	(788)
E143090	Conferences & Courses	Exp	(1,500)	(1,125)	0
E143095	Staff Training	Exp	(16,000)	(12,006)	(946)
E143105	Administration Allocated	Exp	(1,016)	(765)	(765)
E143200	LESS PWOH ALLOCATED	Exp	575,271	431,460	388,836
			0	(20,917)	9,608
Plant Operation Costs					
I144005	Sale of Scrap	Inc	1,500	1,125	0
I144010	Reimbursements	Inc	8,000	6,003	4,042
			9,500	7,128	4,042
E144010	Fuel & Oils	Exp	(140,000)	(104,994)	(83,835)
E144020	Tyres & Tubes	Exp	(20,000)	(15,003)	(1,647)
E144030	Parts & Repairs	Exp	(50,000)	(37,503)	(21,321)
E144040	Plant Repair - Wages	Exp	(40,000)	(29,997)	(20,606)
E144050	Insurance and Licences	Exp	(30,000)	(30,000)	(29,870)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(7,497)	(7,321)
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(6,003)	(4,503)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(747)	0
E144200	LESS POC ALLOCATED-PROJECTS	Exp	299,000	224,262	193,731
			0	(7,482)	24,627
Salaries & Wages					
E146010	Gross Salaries, Allowances & Super	Exp	(2,350,000)	(1,762,497)	(1,733,751)
E146200	Less Sal , Allow, Super Allocated	Exp	2,350,000	1,762,506	1,733,751
			0	9	0
Unclassified					
I147005	Commission - Vehicle Licensing	Inc	46,000	34,497	31,303
I147006	Commission - TransWA	Inc	500	378	94
I147035	Banking errors	Inc	0	0	300
I147050	Council Staff Housing Rental	Inc	20,280	15,210	19,666

COA	Description	Type	Annual Budget	YTD Budget	YTD Actual
I147065	Insurance Reimbursement	Inc	5,000	3,753	0
I147070	Council Housing Reimbursements	Inc	6,000	4,500	1,383
I147120	Charge on Private use of Shire Vehicle	Inc	3,120	2,340	2,280
I147121	Reimbursement - Community Requests	Inc	0	0	0
			80,900	60,678	55,026
E147015	Community Requests & Events - CEO Allocation	Exp	(6,000)	(4,500)	(982)
E147035	Banking Errors	Exp	0	0	(50)
E147050	Council Housing Maintenance	Exp	(70,446)	(52,088)	(39,185)
E147055	Consultants	Exp	(25,000)	(25,000)	(5,499)
E147070	4WD Resource Sharing Group	Exp	(1,000)	(747)	0
E147090	Building Maintenance	Exp	(8,000)	(6,200)	(3,679)
E147100	Administration Allocated	Exp	(167,403)	(125,550)	(125,550)
E147115	Occupational Health & Safety (OHS)	Exp	(1,500)	(1,125)	(1,707)
E147130	Depreciation - Unclassified	Exp	(30,638)	(22,978)	(23,319)
E147150	Community Requests Budget	Exp	(28,000)	(20,997)	(5,337)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	0
			(341,487)	(262,685)	(205,308)
	Total Other Property & Services Income		110,900	83,309	75,332
	Total Other Property & Services Expenditure		(354,213)	(300,615)	(185,333)
	Total Income		5,876,591	5,411,179	5,072,441
	Total Expenditure		(7,148,243)	(5,496,876)	(5,206,705)
	Net Deficit (Surplus)		(1,271,652)	(85,698)	(134,264)



12. REPORTS TO COUNCIL

12.1 CHIEF EXECUTIVE OFFICER

12.1.1 CHIEF EXECUTIVE OFFICER REPORT – MARCH/APRIL 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 March 2021
PREVIOUS REPORT(S):	16 February 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4522 COUNCIL RESOLUTION

Moved Cr B S Hegarty

Seconded Cr S M Chilcott

That Council receive the Chief Executive Officer report for March/April 2021.

Carried 7/0

BRIEF SUMMARY

BACKGROUND/COMMENT

1. NEW BUSINESS IN WAGIN

Mr Michael Catherwood, the Principal of Katanning Motors has advised that he intends to recommence a motor sales dealership in Wagin in mid-May from premises in Tavistock Street.

Best wishes have been extended to Mr Catherwood, on behalf of the Shire in successfully establishing his business in Wagin.

2. LAND ACQUISITION OPPORTUNITY

Mr Cam Clifton recently contacted the Shire as follows:

It has recently come to my attention that a 16 Ha (40 Acre) block of land is on the market opposite the cemetery, cornering the Arthur River road and the Great Southern Highway.

The block seems relatively well priced and it could be a great opportunity for the Shire to purchase for the benefit of the town in the future. To what capacity I'm unsure, however as a long-term example it could be a great location to relocate the golf club to take advantage of new sporting facilities built at the Wagin Showgrounds.

I've spoken to Councillor Kilpatrick and he is unaware of any discussion by the Shire regarding the possibility of purchasing the block. As I understand, the next Council meeting is over a month away therefore I'm emailing you today in case you decide the Council should act soon, while the property is still on the market.



If the Shire council decide they would like to try and obtain the property, I would like to be part of the process. I have recently learnt a little about the property that could be beneficial to the community.

An interim response was provided by the CEO to Mr Clifton as follows:

Thank you for conveying your thoughts on the possibility of the Shire acquiring this Lot. As the Shire works within a fairly stringent and mandated planning and budgetary framework, it can be challenging for Council to embark on out of budget acquisitions of this magnitude, due to the financial implications involved and competing community priorities. I will however list this matter for discussion by Council at its next meeting scheduled for the 27th of April 2021.

3. PROPOSED BUILDING – WAGIN HISTORICAL VILLAGE

Council will recall that it has allocated \$136,700 of its *Local Roads and Community Infrastructure Program* allocation towards the construction of a building at the Wagin Historical Village. This building will be used to accommodate the display, recording and interpretation associated with former businesses, sporting clubs and farms within the Shire of Wagin.

There has been a lot of discussion at the Village as to where the proposed building should be located and there have been constraints with respect to property boundaries and zoning. This culminated in a survey being commissioned to clearly identify property boundaries and a special meeting at the Village being called to finalise the location of the building.

Agreement was reached that the building should be located along the south boundary of Wagin Town Lot 51. The Village will now project manage the building through to completion.

The Shire has assisted in this regard by obtaining some indicative quotes as a starting point. It is understood that a small working group will finalise specifications for the building and will make a recommendation to the Shire as to what quote (probably in amended form) should be accepted. All parties are aware of the condition that the building has to be completed by the end of December this year.

Appreciation is extended to Cr West, who assisted the surveyor in defining the property boundaries and to Cr Blight who chaired the special meeting of the Village to determine the siting of the building.

4. UPDATE – ACQUISITION OF WAGIN COURTHOUSE BUILDING

A concerted effort has been made to accelerate the transfer of the Wagin Courthouse building to the Shire of Wagin.

The most recent advice passed on from the Department of Planning, Lands and Heritage (26/3/2021) is as follows:

“The progress of this case has gone exceptionally well and it’s all but finalised. The report is sitting with my manager who will return from leave in the next week. Once It gets endorsed, the documents will be prepared and sent for execution. Usually that takes about 6 weeks and is handled by another team. I will endeavour to update you once it has been handed over for document preparation.”

5. UPDATE – PUNTAPIN DAM

The following correspondence has been sent to the Regional Stakeholder Manager, Great Southern Region – Water Corporation, subsequent to him attending Councils meeting of the 24th November 2020 to discuss issues with respect to Puntapin Dam:

Sent: Wednesday, 2 December 2020 2:35 PM

Subject: RE: Update on Puntapin Dam

Thank you for attending Councils meeting on Tuesday the 24th November to discuss the way forward with effecting repairs to the dam and the eventual transfer of the dam to the Shire of Wagin.

By way of recapping, our understanding of our discussion with you is as follows:

- An engineering assessment of the dam will be carried out in the first half of 2021. This will determine what remediation work needs to be carried out before the dam may be transferred to the Shire. In order for the assessment to be undertaken, the catchment to the dam will be isolated until it is completed. It is acknowledged that the dam is a strategic water source for the community.*
- With respect to future land tenure, it is intended that the dam and surrounds will be transferred to the Shire and Puntapin Rock and surrounds will be transferred to the relevant Aboriginal Corporation in due course. (Apparently there is an MOU to this effect, and it would be helpful if you could send me a copy). An easement will be placed over the catchment to the dam (including over the relevant section of Puntapin Rock) and it is understood that prior to any transfers of land taking place, the Shire could be granted management of the dam and catchment, under licence.*
- There was some discussion around the possibility of some grant funding being attracted towards the remedial works once the engineering assessment has been completed.*

Please advise if there is anything that I have missed or have misunderstood. Also, what would be an appropriate time for me to follow up on this, particularly with respect to the probable timeline for the engineering assessment?

Kind Regards

BILL ATKINSON

Chief Executive Officer

Sent: Monday, 29 March 2021

Subject: FW: Update on Puntapin Dam

Would you please provide the Shire with an update on progress with respect to the commissioning of an engineering assessment and probable time framing for remedial works for Puntapin Dam.

Regards

BILL ATKINSON

Chief Executive Officer



The lack of a response to either of these emails is disappointing to say the least and Puntapin Dam, a crucial water resource for the region, continues to deteriorate. It would seem that there is little option for Council to take this matter up at a higher level in order to try to have the Water Corporation place some priority on this matter.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



12.1.2. REPORT ON THE OPERATIONS OF WAGIN HOMECARE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer, Deputy CEO, Wagin Homecare Coordinator, Senior Administration & Homecare Support Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	09 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.10
ATTACHMENTS:	<ul style="list-style-type: none">Report on the Operations of Wagin Homecare

OFFICER RECOMMENDATION/4523 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr B L Kilpatrick

That Council receive the report presented on the operations of Wagin Homecare that regular reviews be carried out to monitor operational and financial performance to ensure cost neutrality and sustainability of this service.

Carried 7/0

BRIEF SUMMARY

The operative dynamics of Wagin Homecare continue to evolve and there is an increasing need to provide a range of services attuned to the needs of the clients of this organisation.

The attached report was initiated with the objective of providing an overview of the changes that have occurred over the last three years, the funding models which apply, the governance arrangements, the integration of financial and payroll functions into the *Synergy* accounting system utilised by the Shire and the current and forecasted challenges in providing services and aligning demand to financial capacity.

BACKGROUND/COMMENT

On the 1st of July 2018, Wagin Homecare replaced the former *Home and Community Care* (HACC) program which had been operated through the Shire for several years. The funding model which replaced HACC is the (Federally funded) *Community Housing Support Program* (CHSP).

Wagin Homecare services 90 clients (domiciled in Wagin, Darkan and places in between) and provides a number of services including support for clients with house cleaning, ablutions, meal preparation, social interaction opportunities and gardening. It has a total staff contingency of 14 the overriding objective of the service is to help older people remain in their home environment as long as possible which is generally a preferred outcome for clients. This



takes considerable financial and logistical pressure off the Federal Government in accommodating the elderly in purpose built and staffed aged care facilities.

Wagin Homecare currently receives \$320,000 per year to operate services through CHSP. Clients are not required to financially contribute towards any of the services provided through this program. In general terms, this allocation is just adequate to meet demand for services, although some challenges exist, as detailed in the attached report.

The other significant change to the provision of home care services in the advent of the Federal Governments intention to replace CHSP with individual Home Care Packages which are aligned to the level of support required by each individual client. There are 4 levels which have a value of between \$8,927.90 to \$51,808.10. These packages enable each client to purchase the services required within the allocated amount. There is also a requirement for clients to financially contribute to the cost of the services they receive. At present clients have the option of staying with the CHSP, or to changeover to the tailored home care packages. Given the fact that most clients would prefer not to have to financially contribute to the services they are receiving, it is hardly surprising that most are electing to remain under the CHSP framework. It is understood that the CHSP was to expire in 2022 when clients would transfer to home care packages, however, there does not appear to be an end date for CHSP at this time.

The other issue is that the home care package alternative is significantly more costly for the Federal Government to the point (it is understood) that it would present a significant financial challenge if all clients transferred from CHSP to home care packages. This adds to the unlikelihood of the Federal Government dispensing with the CHSP.

Under the home care package system, those clients requiring a high level of care will necessitate Wagin Home Care having to employ staff to provide some specialised services (e.g., nursing staff) which makes it critically important that the services are aligned to adequate recurrent funding. It also places significant additional burden on administering the program with recruitment and rostering of specialised staff.

The attached report expands on this summary.

CONSULTATION/COMMUNICATION

- Deputy Chief Executive Officer
- Wagin Homecare Coordinator
- Senior Administration & Homecare Support Officer

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil – it is the objective of the Administration to ensure that external funding programs meet all costs associated with providing homecare services to clients.



STRATEGIC IMPLICATIONS

- Strategic Community Plan 2020-2030
*Key Result Area 3.1 – Ongoing monitoring of Homecare Services – Objective:
Appropriate and Sustainable Services.*

VOTING REQUIREMENTS

Simple Majority



REPORT ON OPERATIONS OF WAGIN HOMECARE

Background:

The Shire of Wagin has been providing services to the aged community for many years. The main aim behind the services is to enable people to stay in their own homes for as long as they can and wish to.

Initially the service was under the Home and Community Care program – HACC. From the 1st July 2018 this was transitioned to a federally funded program under the Department of Health – Commonwealth Home Support Programme (CHSP)

This programme was initially funded for a two-year period under an agreement between the Shire of Wagin and the Commonwealth – Department of Health. The Shire was designated an approved provider as it had previously been providing care under HACC. The programme has been extended with the current agreement being valid until the 30th June 2022. There is no information as to what will happen after that date but it is likely the plan will be extended.

The Federal Government plan is to now move people from CHSP to Homecare Packages – this will see individuals assessed and allocated individual funding (based on availability) to provide the agreed support services required. The client works with the service provider (Wagin Homecare) to develop a care plan and budget and enters into an agreement based on this. The Shire of Wagin is classified as an approved provider under the Aged Care Quality & Safety Commission Act (s.63F)

Service Details:

Commonwealth Home Support Programme Services: -

Funding provided by the Government was based on an agreed budget submitted for provision of care to those registered. The budget was calculated on the estimated number of hours of each service to be provided. The Shire can submit additional funding claims if it wishes to increase the number of services or the amount of utilisation of the services. Subject to approval any approved additional funds will be for the remainder of the agreement.

Funding is not on an individual basis but to cover all those clients using Wagin Homecare services. The Shire of Wagin currently has 92 registered clients, throughout Wagin and surrounding areas with some resident in Darkan. It is classified as entry level care for over 65's that need assistance to be able to remain living at home. It is not for clients with more intensive or complex needs.

Services we currently provide under this package are: -

Service	Fee paid by client
Domestic Assistance	\$10 per hour
Gardening/Home Maintenance	\$10 per hour
Social Support – Individual & Group	\$8 per hour group / \$10 per hour individual
Transport	From \$2.50 each way up to \$10 each way based on distance travelled
Personal Care	\$10 per hour
Medication Prompt and Delivery	\$8 per hour
Meal Preparation	\$10 per hour
Shopping with Client or by List	\$10 per hour
Meals on Wheels	\$9 for 1 course meal / \$13 for 2 course meal

The clients pay a fee for the services, as shown above. This is only paid for the services they use.

Homecare Package Services: -

All registered CHSP clients are assessed and where appropriate assigned a package. Those eligible are then placed in the national priority system that assesses based on needs and circumstances and time waiting. Once funding becomes available the client receives a letter advising they have been assigned a Homecare Package. The client then has 56 days to choose a provider and enter into an agreement with them.

Those currently not registered are advised to contact: myagedcare.gov.au to see what they may be eligible for and proceed from there.

The package is individual funding for each client. The agreement covers the scope of services to be provided between the parties – the provider (Wagin Homecare) works out a care plan and budget with the client which forms the basis of the agreement. The fee structure for services provided is quite complex and reflects a true cost of providing the services. For example the cost for providing personal care ranges from \$60 per hour to \$110 per hour dependent on the time and day the service is provided. These fees are used when working out the care plan and confirming the budget required.

The provider needs to maintain records, issue monthly statements and invoices and keep track of expenditure on an individual basis. Funding is on an annual basis and any unspent funds may have to be returned at the end of each period. There is also a need to carry out regular reviews to ensure services are matching the care required.

The packages are set at 4 different levels which are based on amount/type of support required.

Details:

Home care package level	Daily Subsidy Rate	Yearly govt contribution
Level 1	\$24.46	\$8,927.90
Level 2	\$43.03	\$15,705.95
Level 3	\$93.63	\$34,174.95
Level 4	\$141.94	\$51,808.10

Under the home care package the client pays a daily fee – ranging from \$9.72 to \$10.85 (\$136.08 pfn - \$151.90 pfn) – this fee can be more if income tested and found to be over maximum income for a pensioner – rises up to a maximum of \$15.57 per day (\$217.98 pfn, \$5,683.05 pa). The fee is not based on individual services as in CHSP.

Package Level	% of single person basic rate age pension	Daily fee	Fortnightly fee	Annual fee
Level 1	15.68	\$9.72	\$136.08	\$3,547.80
Level 2	16.58	\$10.28	\$143.92	\$3,752.20
Level 3	17.05	\$10.57	\$147.98	\$3,858.05
Level 4	17.50	\$10.85	\$151.90	\$3,960.25

Supplements are available in addition to the standard category where applicable. Some may apply to our clients such as the Dementia and Cognition and Veterans' supplement shown below:

Home Care Package Level	Daily Supplement	Annual Supplement
Level 1	\$2.81	\$1,025.65
Level 2	\$4.95	\$1,806.75
Level 3	\$10.77	\$3,931.05
Level 4	\$16.32	\$5,956.80



Services provided under a Home Care Package include

A. Care services	
Personal services	Personal assistance, including individual attention, individual supervision and physical assistance, with: <ul style="list-style-type: none"> • bathing, showering including providing shower chairs if necessary, personal hygiene and grooming, dressing and undressing, and using dressing aids • toileting • dressing and undressing • mobility • transfer (including in and out of bed)
Activities of daily living	Personal assistance, including individual attention, individual supervision and physical assistance, with: <ul style="list-style-type: none"> • communication including assistance to address difficulties arising from impaired hearing, sight or speech, or lack of common language, assistance with the fitting of sensory communication aids, checking hearing aid batteries, cleaning spectacles and assistance in using the telephone
Nutrition, hydration, meal preparation and diet	Includes: <ul style="list-style-type: none"> • assistance with preparing meals • assistance with special diet for health, religious, cultural or other reasons • assistance with using eating utensils and eating aids and assistance with actual feeding if necessary • providing enteral feeding formula and equipment
Management of skin integrity	Includes: <ul style="list-style-type: none"> • providing bandages, dressings, and skin emollients
Continence management	Includes: <ul style="list-style-type: none"> • assessment for and, if required, providing disposable pads and absorbent aids, commode chairs, bedpans and urinals, catheter and urinary drainage appliances and enemas • assistance in using continence aids and appliances and managing continence
Mobility and dexterity	Includes: <ul style="list-style-type: none"> • providing crutches, quadruped walkers, walking frames, walking sticks and wheelchairs • providing mechanical devices for lifting, bed rails, slide sheets, sheepskins, tri-pillows, and pressure relieving mattresses • assistance in using the above aids
B. Support services	
Support services	Includes: <ul style="list-style-type: none"> • cleaning

B. Support services	
	<ul style="list-style-type: none"> • personal laundry services, including laundering of the consumer’s clothing and bedding that can be machine-washed, and ironing • arranging for dry-cleaning of the consumer’s clothing and bedding that cannot be machine washed • gardening • medication management • rehabilitative support, or helping to access rehabilitative support, to meet a professionally determined therapeutic need • emotional support including ongoing support in adjusting to a lifestyle involving increased dependency and assistance for the consumer and carer if appropriate • support for consumers with cognitive impairment, including individual therapy, activities and access to specific programmes designed to prevent or manage a particular condition or behaviour, enhance quality of life and provide ongoing support • providing 24-hour on-call access to emergency assistance including access to an emergency call system if the consumer is assessed as requiring it • transport and personal assistance to help the consumer shop, visit health practitioners or attend social activities • respite care • home maintenance, reasonably required to maintain the home and garden in a condition of functional safety and provide an adequate level of security • modifications to the home, such as easy access taps, shower hose or bath rails • assisting the consumer, and the homeowner if the home owner is not the consumer, to access technical advice on major home modifications • advising the consumer on areas of concern in their home that pose safety risks and ways to mitigate the risks • arranging social activities and providing or coordinating transport to social functions, entertainment activities and other out-of-home services • assistance to access support services to maintain personal affairs
Leisure, interests and activities	<p>Includes:</p> <ul style="list-style-type: none"> • encouragement to take part in social and community activities that promote and protect the consumer’s lifestyle, interests and wellbeing
C. Clinical services	
Clinical care	<p>Includes:</p> <ul style="list-style-type: none"> • nursing, allied health and therapy services such as speech therapy, podiatry, occupational or physiotherapy services • other clinical services such as hearing and vision services
Access to other health and related services	<p>Includes:</p> <ul style="list-style-type: none"> • referral to health practitioners or other service providers

Challenges:

CHSP funding is basically covering services provided so far. A deficit last year of \$9,375 was covered by reserve funds (Reserve 30 June 2020 was \$122,098). Additional grant funding has been secured for 2020/2021 and 2021/2022 which should hopefully see the service running on a break-even basis.

One of the issues we have is clients based in surrounding suburbs/areas – e.g., up to Shire boundaries or in Darkan. We have fairly high number (30) in Darkan – with mainly gardening services provided and the payment of travel is getting to be a major cost factor as is the travel time to and from the clients. Under CHSP we cannot claim the mileage costs or travel time – only the hours of actual gardening/maintenance provided. The amount per hour paid to the shire is \$64.80 so there is a margin built in to cover overheads but the more time or costs we are unable to claim the narrower this margin becomes to the point that some areas of service provision may not be fully covered by the funding.

Options to consider for this could be the purchase of a Shire utility for the Homecare gardener to utilize or possibly approach the Shire of West Arthur to see if they have capacity to carry out gardening works on behalf of *Wagin Homecare*.

Home Care Packages will add further administration and extra service delivery obligations – those on level 3 or 4 will need more specialised areas of service such as nursing staff and additional staff may be required to provide seven day a week service.

It may be possible to secure funding under CHSP for nurse provision and therefore a nurse could cover both programmes. We are currently checking whether this is possible.

A new software programme is being installed to provide comprehensive administration support. This has the capacity to handle both CHSP and HCP and will allow more autonomous completion of travel/timesheets/rostering/billing. However as with all new systems this will take some time to set-up and get fully operational.

Service areas can be increased – social support group – trips out. Increase number/type of activities as funded by variations to budget that get approved.

Meals on wheels is an area that is underutilised due to availability of food currently restricted to hospital and is poorly patronized. There is an opportunity for a food provider to offer good nutritious meals which is likely to result in a higher uptake. Some clients currently using *Lite & Easy*.

Conclusion:

To transition all people currently receiving care under CHSP would be cost prohibitive to the government. Our current funding of around \$320,000 per year under the scheme is used to assist 92 clients. If we say on average those 92 people were assessed as a level 2 that would equal \$1,444,950, even at a level 1 it would be \$821,370. Nationwide, it is unlikely that an increase in funding levels of that magnitude would occur. Also many clients are not keen to take up a package as they are committing to a fixed payment every fortnight. Under CHSP they may currently have a couple of hours of assistance a week which would be only costing them \$40 a fortnight so they would not want to pay the \$136 (minimum) under a package scheme. There is no compulsion to take a package if offered and people can opt to stay on CHSP if they wish. For a client who has a higher level of need and is currently using two or three services a day it may be beneficial to move to a package. Not all CHSP clients would be

eligible for a package – some at basic level needs would not meet the care criteria for assessment as level 1. For these reasons it is likely that the CHSP funding will be extended past June 2022 and the two programmes will continue to run in tandem.

There will probably only be 2 or 3 packages taken up to begin with but this will likely increase over time – provision of Home Care Package services by Wagin Homecare needs to be set up to provide a comprehensive and professional level of service to its clients and to maintain compliance with approved provider status.

At the moment it is too soon to know what the impact will be on *Wagin Homecare* operations as we move forward with the new packages. However, we need to ensure that operational costs are fully covered by the funding received and that provision of services does not become an impost on the Shire. The service needs to be fully self-funded to ensure continuity of service and sustainability into the future. It is proposed that regular reviews of the operations are undertaken, and updates provided to Council.

Jenny Goodbourn - Senior Administration and Homecare Support Officer

Kim Nottle – Manager Wagin Homecare

April 2021



- *Wagin Homecare Manager left the room at 7:36pm and did not return*

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

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

OFFICER RECOMMENDATION/4524 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

1. That Council make application for the freeholding of Lot 32 Trent Street (Former Road Board Office) to the Shire of Wagin.
2. If Council decides to proceed with the freeholding of the building after advice of the probable acquisition costs, that it initiate a rezoning of Lot 32 Trent Street from *Public Purposes* to *Commercial*.

Carried 7/0

BRIEF SUMMARY

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

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

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

BACKGROUND/COMMENT

The following email dialogue has been had on this proposal:

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

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

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

There is some interest in utilising the building for commercial purposes (e.g., coffee shop). Council would call tenders for the lease of the building in due course, subject to the necessary approvals/zoning etc.

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

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

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

(EXURBAN to CEO – 29/3/21)

I've done some research and advised as follows:

1. Council's stated objectives for the development and/or use of any land classified 'Public Purposes' reserve in Local Planning Scheme No.2 (LPS2) are as follows:
 - i) To provide for public facilities, civic and cultural uses and other purposes as required to service urban development; and
 - ii) To protect land from activities considered inappropriate to the successful continued use of public purposes, civic and cultural facilities.
2. A coffee shop falls under the use class 'shop' which is defined in LPS2 as premises, other than a bulky goods showroom, a liquor store—large or a liquor store—small, used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services.
3. It would be very difficult for Council to approve a development application to accommodate a 'shop' use on Reserve 9247 (No.1) Trent Street given any decision it makes needs to have due regard for, and be based upon, the objectives of its current 'Public Purposes' reserve classification in LPS2. It's hard to argue and justify that any such use would be consistent with the abovementioned 'Public Purposes' reserve objectives and grant development approval on that basis.

4. *I therefore believe an amendment to LPS2 to reclassify the land from 'Public Purposes' reserve to 'Commercial' zone is the only way of accommodating the proposed 'shop' use or any other commercial-type development in the future, particularly if any such uses are being undertaken by the private sector as you indicated in your advice below. Rezoning will take approximately 12 months to finalise and will cost in the order of \$8,000 to \$10,000 excluding GST.*
5. *A 'shop' is listed as a permitted use on any land classified 'Commercial' zone and would not require Council's development approval following completion of the rezoning process provided no external works are required or proposed. As such, rezoning the land will create more flexibility in terms of land usage in the future.*
6. *I note Lot 33 (No.3) Trent Street located immediately north is owned in fee simple (i.e., freehold) by the Shire and has been developed by the Shire in unison with Reserve 9247 (No.1) Trent Street immediately south (i.e., shared car parking and vehicle access). Given the Shire's significant investment in Reserve 9247, there's a very good case for the Shire acquiring the fee simple interest in Reserve 9247. **I don't think Native Title will be an issue given the land has been developed in accordance with its reserve purpose** so the process to freehold the property shouldn't be too onerous or time consuming if that's Council's preference. I would however recommend the Shire make some enquiries with the Lands Division of the Department for Planning, Lands and Heritage to get an indication of the feasibility of doing so, likely cost and timeframe.*
7. *Purchasing the land from the Crown would also mean there'll be no need to worry about changing the land's designated purpose under the Land Administration Act or amend the management order, including powers to lease.*

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

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

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

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

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



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

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

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

Our Ref: Case 2100750

Good afternoon

Thank you for your enquiry.

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

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

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

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

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

CONSULTATION/COMMUNICATION

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

STATUTORY/LEGAL IMPLICATIONS

- Land Administration Act 1997



POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

VOTING REQUIREMENTS

Simple Majority





12.1.4. REVIEW OF BUSHFIRE LOCAL LAW

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19 April 2021
PREVIOUS REPORT(S):	23 March 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.LE.3
ATTACHMENTS:	<ul style="list-style-type: none">Proposed Local Law – Bushfire Brigades Local Law

OFFICER RECOMMENDATION/4525 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That Council, in accordance with the provisions of section 3.16 of the *Local Government Act 1995*:

- Propose that the following Local Law be adopted:
 - Shire of Wagin Bushfire Brigades Local Law
- Provide a copy of the proposed new Local Laws listed above, on the Shire of Wagin website and made available for viewing at the Shire of Wagin Administration Office and Wagin Library
- Advertise that submissions regarding these Local Law changes will be accepted until close of business on the 17 June 2021

Carried 7/0

BRIEF SUMMARY

Further to the officer recommendation initially proposed to the March Ordinary Council Meeting, and reason for difference on the Council Resolution, the proposed Bushfire Local Law has now been reviewed by the appropriate personnel including members of staff and the Department of Fire and Emergency Services.

BACKGROUND/COMMENT

Now that the required time for the public to review the Shire's proposed changes has passed, and comment has been made; these comments have now been applied to the new draft of the proposed new Bushfire Local Law.

If the new Bushfire Local Laws are accepted as the proposed, it will be advertised for a minimum of 6 weeks, during which time public comments will be accepted. As the only changes were proposed by the Department of Local Government they do not need to review the documents again.

Once the allotted time has passed all proposed changes will be taken into consideration and a new draft Local Law will be created for Council consideration and approval. If no submissions are received it will be sent to the Government Gazette for publishing.



CONSULTATION/COMMUNICATION

- Community Liaison Officer
- Deputy Chief Executive Officer
- Department of Fire and Emergency Services

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

3.16. Periodic review of local laws

1. Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.
2. The local government is to give local public notice stating that —
 - a. the local government proposes to review the local law; and
 - b. a copy of the local law may be inspected or obtained at any place specified in the notice; and
 - c. submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.
3. After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.
4. When its council has considered the report, the local government may determine whether or not it considers that the local law should be repealed or amended.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

Bush Fires Act 1954

SHIRE OF WAGIN

BUSH FIRE BRIGADES LOCAL LAW

ARRANGEMENT

PART 1 – PRELIMINARY

- 1.1 Citation
- 1.2 Interpretations
- 1.3 Application

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 - Establishment of a Bush Fire Brigade

- 2.1 Establishment of a Bush Fire Brigade
- 2.2 Name and Officers of Bush Fire Brigade

Division 2 – Command At A Fire

- 2.3 Ranks within the Bush Fire Brigade

Division 3 – Application of Rules to a Bush Fire Brigade

- 2.4 Rules
- 2.5 Variation of Rules

Division 4 – Transitional

- 2.6 Existing Bush Fire Brigades

Division 5 – Dissolution of Bush Fire Brigade

- 2.7 Dissolution of Bush Fire Brigade
- 2.8 New Arrangement after Dissolution

PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local Government Responsibility

- 3.1 Local Government Responsible for Structure
- 3.2 Officers to be Supplied with Act

Division 2 – Command At a Fire

- 3.3 Managerial Role of Chief Bush Fire Control Officer
- 3.4 Chief Bush Fire Control Officer May Attend Meetings
- 3.5 Duties of Chief Bush Fire Control Officer

Division 3 – Annual General Meetings of Bush Fire Brigades

- 3.6 Holding of Annual General Meeting
- 3.7 Nomination of Bush Fire Control Officers to Bush Fire Advisory Committee
- 3.8 Nomination of Bush Fire Control Officer to the Local Authority
- 3.9 Minutes to be tabled before the Bush Fire Advisory Committee



Division 4 – Bush Fire Advisory Committee

- 3.10 Functions of Advisory Committee
- 3.11 Advisory Committee to Nominate Bush Fire Control Officers
- 3.12 Local Government to have Regard to Nominees
- 3.13 Advisory Committee to consider Bush Fire Brigade Motions

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

- 4.1 Types of Membership of Bush Fire Brigade
- 4.2 Fire Fighting Members
- 4.3 Associate Members
- 4.4 Cadet Members
- 4.5 Honorary Life Member
- 4.6 Notification of Membership

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

- 5.1 Rules to Govern

PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES

- 6.1 Policies of Local Government
- 6.2 Equipment in Brigade Area
- 6.3 Funding from Local Government Budget
- 6.4 Consideration in the Local Government Budget

First Schedule

BUSH FIRES ACT 1954

SHIRE OF WAGIN

BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954*, *The Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Wagin resolved on (date), to make the following local law.

PART 1- PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Wagin Bush Fire Brigades Local Law*.

1.2 Interpretations

(1) In this local law unless the context otherwise requires -

"**Act**" means the *Bush Fires Act 1954*;

"**Authority**" means the Fire and Emergency Services Authority of Western Australia established by section 4 of the *Fire and Emergency Services Authority of Western Australia Act 1998*;

brigade area is defined in *clause 2.2(1)(b)*;

"**brigade member**" means a fire fighting member, associate member or a cadet member of a bush fire brigade;

"**brigade officer**" means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

"**bush fire brigade**" is defined in section 7 of the Act;

"**Bush Fire Operating Procedures**" means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

"**CEO**" means the chief executive officer of the Shire of Wagin;

"**Council**" means the Council of the Local Government;

"**District**" means the district of the Shire of Wagin

"**fire fighting member**" is defined in clause 4.2;

"**local government**" means the Shire of Wagin;

"**Regulations**" means Regulations made under the Act; and

"**Rules**" means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule as varied from time to time under clause 2.5.

(2) In this local law, unless the context otherwise requires, a reference to -

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant;

(d) any additional Lieutenants;

(e) a President;

(f) a Secretary;

(g) a Treasurer;

(h) a Secretary/Treasurer combined, or

(i) any other position/ s deemed necessary for the effective management of brigade activities,



means a person holding that position in a bush fire brigade.

1.3 Application

This local law applies throughout the district.

PART 2 - ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to-
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the **brigade area**); and
 - (c) **appoint-**
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) a President;
 - (vi) a Secretary;
 - (vii) a Treasurer;
 - (viii) a Secretary/Treasurer combined; and
 - (ix) any other position/s deemed necessary for the effective management of brigade activities.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bush fire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.

- (2) Where a bush fire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
(2) A bush fire brigade and each brigade member is to comply with the Rules.

2.5 Variation of Rules

- (1) The local government may vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade.
(2) The Rules, as varied, have effect on and from the date of a decision under subclause (1)
(3) The local government is to notify a bush fire brigade of any variation to the Rules as soon as practicable after making a decision under subclause (1).

Division 4 – Transitional

2.6 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
(2) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
(a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
(b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
(c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
(3) In this clause -
"commencement day" means the day on which this local law comes into operation.

Division 5 – Dissolution of a bush fire brigade

2.7 Dissolution of a bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.8 New arrangement after dissolution

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The Council is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each bush fire control officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include -

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention/suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.8 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the local government within one month after the meeting.
- (2) The Chief Executive Officer, or their nominated officer, is to place relevant items from the bush fire brigade annual general meeting minutes on the agenda of the next meeting of the -
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.9 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.10 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.11 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

3.12 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following -

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are -

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Authority's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.

4.6 Notification of membership

No later than 31 March in each year, the bush fire brigade is to report to the local government the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it -

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 March in each year, a bush fire brigade member is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE (CLAUSE 2.4)

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 – PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
"**absolute majority**" means a majority of more than 50% of the number of:
(a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
(b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee;
"**Committee**" means the Committee of the bush fire brigade;
"**Incident Controller**" means the Chief Bush Fire Control Officer, or the Deputy Chief Bush Fire Control Officer, or a Bush Fire Control Officer, or an officer or other member of a brigade for the time being in charge of a bush fire as defined by Section 35A of the Act;
"**local law**" means the Shire of Wagin Bush Fire Brigades Local Law; and
"**normal brigade activities**" is defined by section 35A of the Act.
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out-

- (a) the normal brigade activities; and
(b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee representatives.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to -

- (a) the qualifications required;
(b) fees payable, if any;
(c) a requirement to serve a probationary period;
(d) procedures to be employed by the Committee prior to approval of an application for membership,



and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for brigade membership is to be in writing and is to be submitted to the Secretary and is to be accompanied by a completed form in the form approved by the local government from time to time.

2.5 Decision on application for membership

- (1) The Committee may-
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

- (1) If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the local government within seven days of a person being admitted to membership in the form required by the Authority from time to time.
- (2) The local government is to notify the Authority within seven days of the receipt of a person being admitted to membership in the form required by the Authority from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member -
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) reinstate the membership.

2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a) has the right of objection to the local government which may dispose of the objection by-
 - (i) dismissing the objection;
 - (ii) varying the decision objected to; or
 - (iii) revoking the decision objected to, with or without -
 - I substituting for it another decision; or
 - II referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties Of President

- (1) Subject to subclause (2) below, the President is to preside at all meetings.
- (2) In the absence of the President, the meeting may elect another person to preside at the meeting.

3.3 Secretary

The Secretary is to -

- (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a file which shall be open for inspection by brigade members at any reasonable time;
- (b) answer all correspondence or direct it appropriately, and keep a record of the same;
- (c) prepare and send out all necessary notices of meetings;
- (d) receive membership fees (if applicable), donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- (e) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
- (f) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.

3.4 Treasurer

The Treasurer is to -

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;

- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Storage of equipment

- (1) The Brigade Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station", or the Local Government).
- (2) If there is to be more than one station in the brigade area, the Brigade Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Brigade Officer.

3.6 Local Government Officer to report

The Brigade Officer is to provide, no later than 31 March of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

3.7 Incident Controller to report

- (1) The incident Controller is to complete and forward an incident report form in the form required by the Authority to the local government
 - (a) This is to be forwarded within 7 days after attendance by the bush fire brigade at an incident.
 - (b) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(a) within 7 days after the last day of attendance.
- (2) The local government is to forward a copy of the incident report form to the Authority within 7 days of its receipt from the incident controller.

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions -
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;

- (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
- (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the President, Fire Control Officer/s, Captain, Secretary, Treasurer, Brigade Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are -
 - (a) to be elected at the annual general meeting of the bush fire brigade;
 - (b) to hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members. and to the Chief Bush Fire Control Officer, for the purpose of-
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to -
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the President (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The President or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the President (or person presiding) may exercise a casting vote.

PART 7 - GENERAL ADMINISTRATION MATTERS

7.1 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.2 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.3 Banking

The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 members of the Bush Fire Brigade appointed to do so.

7.4 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.5 Disagreements

- (1) Any disagreement between brigade members may be referred to either the President or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the President or the Committee to be of importance to the interests of the bush fire brigade, then the President or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 - NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post, or by electronic mail, to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be-
 - (a) in writing;

- (b) unless otherwise specified, given to or by the Secretary;
- (c) given by-
 - (i) personal delivery;
 - (ii) post; or
 - (iii) electronic mail
- (d) taken to have been received, as the case may be -
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's email.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting,
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

PROXY

[INSERT NAME] BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____

Being a brigade member appoint _____ to be my proxy and vote on my behalf at the meeting of the bush fire brigade to be held on _____ and at any adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

- 1.
- 2.

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and returned to the Secretary of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated _____ 20____

Made at a meeting of the Council of the Shire of Wagin held on the _____.

The Common Seal of the Shire of Wagin)
 was affixed by authority of a resolution)
 of the Council in the presence of-)

P J BLIGHT, President

W. T ATKINSON, Chief Executive Officer



NATIONAL COMPETITION POLICY:

There are no restrictions to competition in the proposed Bush Fire Brigade Local Law.





12.1.5. MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	08 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PR.1
ATTACHMENTS:	<ul style="list-style-type: none">• Shire of Wagin Standard for CEO Recruitment, Performance and Termination• Guidelines - Department of Local Government• Explanatory Notes

OFFICER RECOMMENDATION/4526 COUNCIL RESOLUTION

Moved Cr B S Hegarty

Seconded Cr W J Longmuir

That Council, with respect to the new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers, agrees to;

1. Pursuant to section 5.39B (2) of the Local Government Act 1995, adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as detailed in Attachment 3;
2. Pursuant to section 5.39B (6) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.

Carried 7/0

BRIEF SUMMARY

New legislation requires all local governments to adopt mandatory minimum standards that cover the recruitment, performance review and early termination of local government Chief Executive Officers.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards) brings this requirement into effect.

Model CEO Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.



BACKGROUND/COMMENT

Key features of the Standards include:

- establishing a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
- establishing a performance review process by agreement between the local government and the CEO; and
- conducting a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions. Local governments are required to prepare and adopt the Model CEO Standards within three months of the new legislation coming into effect.

It will be necessary for the Local Government and the CEO to agree on the process applicable to the CEO's performance review in accordance with the provisions of Clause 16 of the adopted Standards for CEO Recruitment, Performance and Termination.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Standards. It is recommended that the Guidelines be used to adopt new standards without modification, see Attachment.

CONSULTATION/COMMUNICATION

- Department of Local Government, Sports and Cultural Industries

STATUTORY/LEGAL IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995
- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The adoption of the model standards will add to the cost of recruiting a Chief Executive Officer. Engaging a consultant, if a consultant is utilised, as well as the need for an external person (in addition to the consultant) to be on the recruitment panel may require remuneration.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

ADOPTED STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

1. Citation

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

2. Terms used

In these standards —

Act means the Local Government Act 1995;

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

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

CEO means the local government's Chief Executive Officer; contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

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

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

local government means the Shire of Wagin;

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

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

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

DIVISION 2 — STANDARDS FOR RECRUITMENT OF CEOS

3. Overview of Division

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

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

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

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of Chief Executive Officer which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

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

If a person requests the local government to

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

(a) inform the person of the website address referred to in the

Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties

and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and

(3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

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

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

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

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

(a) the making of the offer of employment to

the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

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

(1) In this clause —
commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO

—
(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

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

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

- (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

- (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
- (b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

– End of Schedule

A copy of these Standards is to be placed on the local government's official website, pursuant to Section 5.39B(6) of the Local Government Act 1995



A handwritten signature in black ink, appearing to be 'PBB', with a horizontal line underneath it.



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

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

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

February 2021

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Preface

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

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

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

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

Part 1 – Recruitment and Selection

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

Principles

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

Recruitment and Selection Standard

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

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

Recruitment and Selection Standard cont.

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

Guidelines

Recruitment and selection process

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

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

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

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

Advertising

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

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

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

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

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

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

Selection panel and independent person

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

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

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

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

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

Independent human resources consultant

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

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

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

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

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

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

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

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

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

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

Council's responsibilities

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

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

Creating Diversity

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

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

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

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

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

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

Due Diligence

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

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

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

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

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

Selection

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

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

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

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

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

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

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

Employment contract

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

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

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

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

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

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

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

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

Appointment

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

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

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

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

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

Confidentiality

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

CEO induction

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

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

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

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

Part 2 – Performance Review

Principles

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

Performance Review Standards

The minimum standard for performance review will be met if:

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

Guidelines

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

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

Employment contract and performance agreement

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

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

Performance Criteria

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

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

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

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

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

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

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achievement of performance criteria.

Performance review panel

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

Independent consultant

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

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

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

Assessing performance

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

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

council as part of regular reporting. These sources include:

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

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

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

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

Addressing performance issues

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

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

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

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

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

Confidentiality

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

Part 3 – Termination

Principles

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

Termination Standards

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

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

Guidelines

Reasons for termination

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

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

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

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

Serious misconduct can include when an employee:

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

Examples of serious misconduct can include:

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

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

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

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

Opportunity to improve and mediation

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

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

Termination report

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

Confidentiality

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

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

Disclaimer

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

LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021 – EXPLANATORY NOTES

CEO Standards Explanatory Notes

Section in Amendment Act	Explanation
<p><i>Local Government Legislation Amendment Act 2019.</i> Section 22 – Sections 5.39A, 5.39B & 5.39C.</p>	<p>The <i>Local Government (Administration) Amendment Regulations 2021</i> brings into effect Section 22 of the <i>Local Government Legislation Amendment Act 2019</i> (the Amendment Act).</p> <p>5.39A - Model standards for CEO recruitment, performance and termination. 5.39B - Adoption of Model Standards 5.39C - Policy for temporary employment or appointment of CEO.</p>

	Regulation	Explanation
1	Citation	This provision sets out the citation title of the instrument.
2	Commencement	These regulations come into effect as follows – <ul style="list-style-type: none"> • Regulations 1 & 2 – on the day on which they are published in the <i>Gazette</i> (2 February 2021); • The rest of the regulations – on the day on which the <i>Local Government Legislation Amendment Act 2019</i> section 22 comes into effect (3 February 2021).
3	Regulations amended	These regulations amend the <i>Local Government (Administration) Regulations 1996</i> (Administration Regulations).

	Regulation	Explanation
4	<p>Regulation 18A amended</p> <p>Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)).</p>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>
5	<p>Regulation 18C and 18D deleted</p> <p>Regulation 18C – Selection and appointment process for CEOs</p> <p>Regulation 18D – Performance review of CEO, local government’s duties as to</p>	<p>Regulation 18C is repealed. The prescribed model standards for CEO recruitment and appointment outlined at Schedule 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2021</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government’s official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection for appointment to CEO. The selection panel must be</p>

	Regulation	Explanation
		<p>made up of council members and at least one independent person who is not a current councillor, human resources consultant, or employee of the local government. The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Regulation 18D is repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2021</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review assessment by absolute majority on its completion.</p> <p>The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.</p>
6	Regulations 18FA to 18FC inserted	Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.

	Regulation	Explanation
	<p>Regulation 18FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).</p> <p>Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))</p> <p>Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).</p>	<p>Regulation 18FB requires local governments to certify that they have complied with the adopted standards under section 5.39B(7)(a) of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO. As soon as practicable after a person is employed as CEO, the local government (council), must by resolution of an absolute majority, certify the appointment was made in accordance with the adopted standards.</p> <p>A copy of the resolution to appoint the CEO must be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the resolution being passed.</p> <p>Regulation 18FC requires a local government to certify that they have complied with the adopted the standards under section 5.39B(7)(a) of the Act. 18FC applies in relation to the termination of a CEO’s employment contract.</p> <p>If a local government makes the decision to terminate the employment of the CEO, they must certify that the termination was carried out in accordance with the adopted standards for termination by a resolution of an absolute majority. A copy of the resolution must be provided to DLGSC within 14 days of the resolution being passed.</p>
7	Schedule 2 inserted – Model Standards for CEO recruitment, performance and termination	Schedule 2 inserts the model standards for CEO recruitment, performance and termination of employment.
	Division 1 – Preliminary provisions	

	Regulation	Explanation
1.	Citation	<p>New section 5.39B of the Amendment Act requires local governments to adopt the Model Standards within three months of these Regulations coming into operation. The Model Standards, as drafted, provide a template for local governments to adopt the Standards as their own by inserting their local government name.</p> <p>In accordance with section 5.39B, local governments can include additional provisions provided they are consistent with the model standards.</p> <p>To adopt the standards, a resolution needs to be passed by an absolute majority. Once the standards are adopted, it must be published on the local government's website.</p>
2.	Terms used	<p>This clause defines <i>Act, additional performance criteria, applicant, contract of employment, contractual performance criteria, job description form, local government, selection criteria</i> and <i>selection panel</i>. All other terms used have the same meaning as in the Act unless the contrary intention appears.</p>
Division 2 – Standards for recruitment of CEO's		
3.	Overview of Division	<p>Clause 3 sets out the standards to be observed by the local government in relation to the recruitment of CEOs.</p>
4.	Application of Division	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, clause 4 applies in relation to Division 2 - the recruitment and selection process for a local government CEO.</p>

	Regulation	Explanation
		<p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO's contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out.</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>
5.	Determination of selection criteria and approval of job description form	<p>Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>
6.	Advertising requirements	<p>Clause 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed.</p> <p>Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.</p>

	Regulation	Explanation
7.	Job description form to be made available by local government	Clause 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded, or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.
8.	Establishment of selection panel for employment of CEO	<p>Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:</p> <ul style="list-style-type: none"> • a councillor; • a human resources consultant; or • an employee of the local government; <p>It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>It is at the discretion of the local government to determine the number of people on the selection panel.</p>
9.	Recommendation by selection panel	It is the role of the selection panel to recommend a preferred applicant, or applicants, for appointment to the position of CEO. Clause 9 requires an assessment to be made of each applicant's ability to perform the role of CEO

	Regulation	Explanation
		<p>based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>The selection panel is required to provide a summary of assessment of each applicant, along with the panel's recommendation as to which applicant, or applicants, are suitable to be employed in the position of CEO.</p> <p>If the selection panel considers none of the applicants suitable for appointment, they must recommend to the local government that a new recruitment and selection process be carried out. The selection panel may also recommend changes be made to the duties and responsibilities of the position, or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant, or applicants, they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p>
10.	Application of clause 5 where new process carried out	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(3)(a).</p>

	Regulation	Explanation
		<p>Clause 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position, or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>
11.	Offer of employment in position of CEO	<p>Clause 11 requires the decision to make an offer of employment to an applicant to the position of CEO is made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>
12.	Variations to proposed terms of contract of employment	<p>Clause 12 applies where the contract terms of the CEO's employment are amended from the original contract offer as a result of negotiations between the successful applicant and the local government.</p> <p>It is a requirement that council approve the terms of the negotiated contract by an absolute majority decision.</p>
13.	Recruitment to be undertaken on expiry of certain CEO contracts	<p>Clause 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation</p>

	Regulation	Explanation
		<p>13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In this instance, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a new process be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>
14.	Confidentiality of information	<p>Clause 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.</p>

	Regulation	Explanation
	Division 3 – Standards for review of performance of CEOs	
15.	Overview of Division	<p>Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.</p> <p>Division 3 sets out the standards to be observed by the local government in relation to the review of the performance of the CEO.</p>
16.	Performance review process to be agreed between local government and CEO	<p>Clause 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.</p> <p>The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).</p> <p>The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.</p>
17.	Carrying out a performance review	<p>Clause 17 deals with how a review of a CEO's performance must be carried out.</p>

	Regulation	Explanation
		A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed to and set out in the documented process for performance review.
18.	Endorsement of performance review by local government	Clause 18 requires that a performance review is endorsed by an absolute majority of council upon completion.
19.	CEO to be notified of results of performance review	<p>Clause 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>
	Division 4 – Standards for termination of employment of CEO's	
20.	Overview of Division	Clause 20 sets out the standards to be observed by the local government in relation to the termination of employment of a CEO.
21.	General principles applying to any termination	Clause 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.

	Regulation	Explanation
		<p>A CEO must be afforded procedural fairness in relation to the process for termination of employment, this includes:</p> <ul style="list-style-type: none"> a) being informed of their rights, entitlements and responsibilities; b) notification of any allegations against the CEO; c) being given a reasonable opportunity to respond to the allegations; d) and genuinely considering any response provided by the CEO to the allegations.
22.	<p>Additional principles applying to termination for performance-related reasons</p>	<p>Clause 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> • previously identified any issues with the CEO's performance as part of the performance review process; • informed the CEO of the performance issues; • given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues; • determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and • 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.
23.	<p>Decision to terminate</p>	<p>Clause 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.</p>

	Regulation	Explanation
24.	Notice of termination of employment	Clause 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.



- Deputy Chief Executive Officer left the room at 8:08pm and returned at 8:10pm

12.1.6. CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	08 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PR.1
ATTACHMENTS:	<ul style="list-style-type: none">• Shire of Wagin Code of Conduct for Council Members, Committee Members and Candidates• Complaint about Alleged Breach Form• Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates• Explanatory Notes

MOTION/4527 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

That Council lay item 12.1.6 Code of Conduct for Council Members, Committee Members and Candidates on the table until Ordinary Council Meeting 25 May 2021.

Carried 7/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That with respect to the new Model Code of Conduct for Council Members, Committee Members and Candidates for a local government election, Council:

1. Repeal the existing Shire of Wagin Code of Conduct for Councillors, Committee Members, Employees and Volunteers.
2. Note that pursuant to section 5.51A of the Local Government Act 1995, the Chief Executive Officer will be preparing an interim Code of Conduct for all employees of the Shire, including the Chief Executive Officer, based on the repealed version, prior to any model being available from WALGA.

3. Pursuant to section 5.104 of the Local Government Act 1995, adopt the new Code of Conduct for Council Members, Committee Members and Candidates, attachment 2.
4. Pursuant to the Local Government (Model Code of Conduct) Regulations 2021;
 - a) Clause 11 (2), adopt the form for lodging complaints, attachment 3;
 - b) Clause 11 (3), authorise the following persons to receive Division 3 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates (that become Council Members):
 - i. The Shire President with respect to complaints made by anyone, excluding the Shire President;
 - ii. The Deputy Shire President with respect to complaints made by the Shire President, excluding those made by the Deputy Shire President;
 - iii. The Deputy Shire President with respect to complaints about the Shire President; and
 - iv. A committee comprising all of the Council Members, excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President.
5. Pursuant to sections 5.551A (3) and 5.104 (7) of the Local Government Act 1995, request the Chief Executive Officer to ensure that both of the updated / adopted Codes of Conduct are published on the Shire's official website, as soon as practical.

Carried 0/0

Reason for Difference – Council wished to investigate further with WALGA and other surrounding local governments with regards to procedures around complaint handling and how they are proceeding.

BRIEF SUMMARY

The Local Government (Model Code of Conduct) Regulations 2021 came into effect on 3 February 2021.

Local Governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates within three (3) months of the regulations taking effect. It is to include the Model Code of Conduct contained in the regulations.

BACKGROUND/COMMENT

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

In regard to the Local Government (Model Code of Conduct) Regulations 2021, Local Governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates within three (3) months of the Regulations taking effect.

The Shire's existing Code of Conduct for Councillors, Committee Members, Employees and Volunteers, must be repealed, as the legislation now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.



WALGA has indicated that it will produce a template Code of Conduct for Employees. The Chief Executive Officer will prepare an interim Code of Conduct for all employees of the Shire, including the Chief Executive Officer, based on the repealed version, prior to any template being available from WALGA

CONSULTATION/COMMUNICATION

- Department of Local Government, Sports and Cultural Industries

STATUTORY/LEGAL IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995
- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Wagin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member; **complaint** means a complaint made under clause 11(1); **publish** includes to publish on a social media platform.

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

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.



5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;



- (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes —

- (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
- local government employee** means a person —
- (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.

- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code*

21. Disclosure of information

- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- derived from a confidential document; or
 - acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- at a closed meeting; or
 - to the extent specified by the council and subject to such other conditions as the council determines; or
 - that is already in the public domain; or
 - to an officer of the Department; or
 - to the Minister; or
 - to a legal practitioner for the purpose of obtaining legal advice; or
 - if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

interest

—

- means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- in a written notice given to the CEO before the meeting; or
 - at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- that they had an interest in the matter; or
 - that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

- before the meeting the CEO must cause the notice to be given to the person who



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is to preside at the meeting; and at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



**Complaint About Alleged Breach Form -
Code of conduct for council members, committee members and candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

- NOTE:** A complaint about an alleged breach must be made —
- (a) in writing in the form approved by the local government
 - (b) to an authorised person
 - (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <u>Given Name(s)</u> <u>Family Name</u>

Contact details of person making the complaint:
Address: _____
Email: _____
Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.



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Date of alleged breach:
_____ / _____ / 20_____

SIGNED:
Complainant's signature:
Date of signing: _____ / _____ / 20_____

Received by Authorised Officer
Authorised Officer's Name:
Authorised Officer's Signature:
Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Shire of Wagin
PO Box 200
Wagin WA 6315



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

March 2021

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Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to ‘council member’ in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a ‘committee member’ includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to ‘evidence’ in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to ‘local government’ in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions unless the matter is delegated. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments, unless this function has been delegated.

The division also provides a principles-based process for responding to alleged breaches. The emphasis is on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

It is recommended that local governments develop further guidance on dealing with complaints through the introduction of a complementary policy or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 3 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare an online complaint form
- engage an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy.

The local government may determine that the person who is authorised to receive complaints takes responsibility for the administrative process. This may include preparing the necessary report to the council or committee tasked with making a decision on the complaint.

The report should contain a summary of the alleged breach, including evidence provided by the complainant. It should also contain information from the person to whom the complaint relates.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Possible options could include:

Council considered

Under this option, all complaints received are considered by the council. This would require a report to be provided to the council – either with or without a recommendation (this is a matter for the Council to determine).

The council may choose to appoint a independent/external consultant to review complaints and provide a report to the council. If an independent consultant is tasked with reviewing complaints, it may be preferable that they also make a recommendation as to whether a breach has occurred.

If the person authorised to receive complaints prepares the report, it may be more appropriate that no recommendation is made, and council make a finding on the basis of the information they are provided.

Committee considered

Under this option, a committee is established to consider complaints. The makeup of the committee will depend on whether the power to make a finding can be delegated to the committee, or whether they are tasked with making a recommendation for council consideration.

In establishing a committee, local governments may like to consider forming a behaviour review committee that contains a member from some surrounding local governments and an independent person, to review all complaints for those local governments. The committee would prepare a recommendation which is submitted to the relevant council for consideration.

If the committee is tasked with making a recommendation for council consideration, and the council do not accept the recommendation, the reasons why it is not accepted should be noted in the minutes.

CEO considered

As with a number of functions in the Act, this function can be delegated to the CEO. Councils may choose to make it the responsibility of the CEO so as to remove council members from the decision-making process. However, consideration also needs to be given as to whether it is appropriate for the CEO to be responsible for making findings on council members behaviour.

Triaging complaints

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received. This should be outlined in the complaint policy.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Mediation

Local governments may choose to introduce mediation following the receipt of a complaint. This could be in the form of informal or formal mediation, conducted either internally or with an external mediator. Mediation may prove to be a valuable tool to resolve matters quickly, before they escalate. If mediation is successful, there is the ability for a complaint to be withdrawn.

Making a finding

Clause 12(1) requires the local government (which could be the council or a committee) to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The same approach should be used as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

At a minimum, the information used to make a finding will include the information provided by the complainant and the person to whom the complaint relates. While not mandatory, there is nothing that prohibits local governments seeking further evidence to assist in making a decision, such as statements from witnesses.

Conflicts of interest

Members will be required to disclose an impartiality interest. This will include the complainant (if applicable) and person to who the alleged breach applies.

An impartiality interest does not require a member to leave the room for the debate or decision. By having both the complainant and accused in the room, it may also allow further input and clarification around the circumstances of the complaint.

The Presiding Member must keep control of the meeting and ensure everyone is provided with an opportunity to speak. Members should remain respectful and open-minded and make a decision on whether a breach has occurred or not using the information available.

Action Plans

Clause 12(4) provides that if a finding that a breach of the Code of Conduct did occur, the local government may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on a finding, whether the complaint can be dismissed under clause 13, or an appropriate course of action following a finding of breach.

While the presiding member has the casting vote, in a divided situation, the local government may decide to engage an independent person/consultant to review the evidence and make a recommendation. If this occurs, the council (or committee) should give due consideration to the advice and recommendation, and if they don't accept the recommendation they should state the reasons why in the minutes.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au

LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021 – EXPLANATORY NOTES

These regulations bring into effect **sections 48 to 51** of the *Local Government Legislation Amendment Act 2019*.

In particular, the following will take effect: sections 5.102A, 5.103, 5.104 and 5.105.

	Regulation	Explanation
3	Model Code of Conduct	These regulations provide for the model code of conduct for council members, committee members and candidates in Schedule 1.
4	<i>Local Government (Rules of Conduct) Regulations 2007</i> repealed	This regulation repeals the <i>Local Government (Rules of Conduct) Regulations 2007</i> (Rules of Conduct Regulations) as they now form part of the Model Code regulations (Schedule 1, Division 4).
5	<i>Local Government (Administration) Regulations 1996</i> amended	<p>This regulation inserts new Part 9A – Minor breaches by council members - into the Model Code regulations. It replaces existing regulation 4 of the Rules of Conduct Regulations (Contravention of certain local laws) and instead inserts it into the Administration Regulations.</p> <p>Part 9A provides that a contravention of a local law that relates to the conduct of people at council or committee meetings is a minor breach for the purposes of section 5.105(1)(b) of the Act. This is not a rule of conduct, which is why it is separate to the provisions in the Model Code.</p>
6	<i>Local Government (Audit) Regulations 1996</i> amended	This regulation amends the statutory requirements for the compliance audit return to capture the adoption of the Model Code and deletes the reference to the Rules of Conduct Regulations.
7	<i>Local Government (Constitution) Regulations 1998</i> amended	This regulation amends Schedule 1 Form 7 (Declaration by elected member of council) of the Constitution Regulations to reference the code of conduct adopted by the relevant local government, rather than the Rules of Conduct Regulations.
	Schedule 1 – Model code of conduct	
1	Citation	New section 5.104 of the Local Government Act requires local governments to adopt the model code of conduct within three months of these Regulations coming into operation. Until the Model Code is adopted, in accordance with section 5.104(5), the model code is taken to be a local government’s adopted code of conduct until the local government adopts a code of conduct.

	Regulation	Explanation
		<p>The Model Code, as drafted, provides a template for local governments to adopt the code as their own by inserting their local government name.</p> <p>In accordance with section 5.104(3), local governments can include additional behaviours under Division 3 that are not inconsistent with the Code, which may not currently be represented.</p> <p>To adopt the code, a resolution needs to be passed by an absolute majority. Once the code is adopted, it must be published on the local government's website.</p>
2	Terms Used	This clause defines "Act", "candidate", "complaint" and "publish". All other terms used have the same meaning as in the Act unless the contrary intention appears.
	Division 2 – General principles	
3	Overview of Division	As per new section 5.103(2)(a), the Model Code is to contain general principles to guide behaviour. These are set out in Division 2.
4	Personal Integrity	<p>This clause outlines specific personal integrity principles, including the need to:</p> <ul style="list-style-type: none"> • act with reasonable care and diligence; • act with honesty and integrity; • act lawfully; • identify and appropriately manage any conflict of interest; • avoid damage to the reputation of the local government.
5	Relationships with others	This clause outlines principles for relationships with others, including the need to treat others with respect, courtesy and fairness, and maintain and contribute to a harmonious, safe and productive work environment.
6	Accountability	This clause outlines principles for accountability, including that decisions should be based on relevant and factually correct information and that a council or committee member should be open and accountable to, and represent, the community in the district.
	Division 3 - Behaviour	
7	Overview of Division	<p>As per new section 5.103(2)(b), the Model Code is to contain requirements relating to behaviour.</p> <p>This division sets the standards of behaviour which enable and empower members to meet the principles outlined in Division 2. Division 3 behaviour breaches are managed by local</p>

	Regulation	Explanation
		governments, and so the division also includes a mechanism to deal with alleged breaches. The emphasis is on an educative role to establish sound working relationships and avoid repeated breaches.
8	Personal Integrity	<p>This clause provides for behaviours for council members, committee members and candidates, as well as behaviours specific to council and committee members.</p> <p>Behaviours include that a council member, committee member or candidate must ensure their use of social media and other forms of communication comply with the code. Members must also not be impaired by alcohol or drugs in the performance of their official duties.</p>
9	Relationships with others	<p>This clause provides for behaviours related to relationships with others, including the requirement to:</p> <ul style="list-style-type: none"> • deal with the media in a positive and appropriate manner; • not use offensive or derogatory language when referring to another person; • not disparage the character of another council member, committee member, candidate or local government employee in connection with the performance of their official duties; and • not impute dishonest or unethical motives to another council member, committee member, candidate or local government employee in connection with the performance of their official duties.
10	Council or committee meetings	<p>This clause provides for behaviours when attending a council or committee meeting. This includes that a council member, committee member or candidate must not:</p> <ul style="list-style-type: none"> • act in an abusive or threatening manner towards another person; • repeatedly disrupt the meeting; or • make a statement that they know, or could reasonably be expected to know, is false or misleading.
11	Complaints about alleged breach	<p>This clause provides that a person may make a complaint alleging a breach of Division 3 by submitting the complaint in writing (in a form approved by the local government) within one month of the alleged breach occurring.</p> <p>The local government is to authorise at least one person to receive complaints and withdrawals of complaints.</p>

	Regulation	Explanation
12	Dealing with complaint	<p>This clause provides a process for dealing with complaints. Subclause (1) requires local governments to make a finding as to whether the breach occurred, unless the complaint is dismissed (clause 13), or withdrawn (clause 14).</p> <p>Before making a finding, the person to whom the complaint relates must be given a reasonable opportunity to be heard. A finding about whether the breach has occurred should be based on whether it is more likely than not that the breach occurred. This is the same premise used by the Standards Panel in its decision making.</p> <p>If a finding of breach is made, the local government can choose to take no further action or develop a plan to address the person's behaviour. This may include training, mediation, counselling or any other action considered appropriate. Subclause (5) requires that the local government must consult with the person to whom the complaint relates in preparing the plan.</p> <p>After a finding has been made, written notice of the outcome needs to be given to the complainant and the person to whom the complaint relates.</p>
13	Dismissal of complaint	This clause provides that a complaint must be dismissed if the behaviour occurred at a council or committee meeting, and the local government is satisfied that the behaviour has already been dealt with, or the person responsible for the behaviour has taken remedial action in accordance with the meeting procedures local law.
14	Withdrawal of complaint	This clause provides that a complainant may withdraw a complaint at any time before a finding is made.
15	Other provisions about complaints	This clause provides that a complaint about a candidate cannot be dealt with unless the candidate is elected. It also allows local governments to determine the procedure for dealing with complaints to the extent it isn't already provided for.
	Division 4 – Rules of conduct	
16	Overview of Division	<p>As per section 5.103(2)(c) of the Amendment Act, the Model Code contains rules of conduct. The rules of conduct are specific rules for which alleged breaches (minor breaches) are referred to the Standards Panel. A reference to a council member in this division includes a council member acting as a committee member.</p> <p>The Rules of Conduct Regulations are being repealed (see regulation 4 above) and replaced by this Division.</p>

	Regulation	Explanation
17	Misuse of local government resources	This clause is based on regulation 8 of the Rules of Conduct Regulations. It provides that a council member must not misuse local government resources, which includes local government property or services.
18	Securing personal advantage or disadvantaging others	This is based on regulation 7 of the Rules of Conduct Regulations. It provides that a council member must not make improper use of their office to gain advantage or cause detriment to the local government or any other person.
19	Prohibition against involvement in administration	This is based on regulation 9 of the Rules of Conduct Regulations. It provides that a council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government (council) or CEO.
20	Relationship with local government employees	This is based on regulation 10 of the Rules of Conduct Regulations. It provides that a council member or candidate must not direct, influence, abuse or threaten a local government employee.
21	Disclosure of information	This is based on regulation 6 of the Rules of Conduct Regulations. It provides that a council member must not disclose information that is from a confidential document or was acquired at a closed meeting.
22	Disclosure of interests	This is based on regulation 11 of the Rules of Conduct Regulations. It provides that a council member must disclose impartiality interests, which includes interests arising from kinship, friendship or membership of an association.
23	Compliance with plan requirement	This is a new rule of conduct that provides for a minor breach if a council member does not comply with a plan requirement (see clause 12(4)(b)) imposed by the local government following a breach of a behaviour under Division 3.



12.1.7. ADOPTION OF AMENDED ADMINISTRATION POLICY 22 - TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (CEO)

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Executive Assistant
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	08 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	<ul style="list-style-type: none">Amended Administration Policy 22

OFFICER RECOMMENDATION/4528 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr W J Longmuir

That with respect to the new mandatory policy that covers the appointment of local government Chief Executive Officers on terms less than one year (including those in an Acting capacity, Council;

- 1. Pursuant to section 5.39C (1) of the Local Government Act 1995, adopt the amended Policy for appointing an Acting Chief Executive Officer.**
- 2. Pursuant to section 5.39C (4) of the Local Government Act 1995, request the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.**

Carried 7/0

BRIEF SUMMARY

The government has enacted new legislation requiring all local governments to adopt a policy that covers the process to be followed by the local government in relation to the following —

- a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 5.39C of the Local Government Act 1995.



BACKGROUND/COMMENT

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Local Government Legislation Amendment Act 2019:

- Local Government (Administration) Amendment Regulations 2021;
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021; and
- Local Government (Model Code of Conduct) Regulations 2021

The DLGSC has not produced any regulations that stipulate the form or content of the required policy.

There is an expectation that the Council should adopt such a policy within a reasonable timeframe (no set date has been enshrined in legislation).

CONSULTATION/COMMUNICATION

- Department of Local Government, Sports and Cultural Industries

STATUTORY/LEGAL IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Section 5.39C and 5.36 (2); and
- Local Government (Administration) Amendment Regulations 2021.

Section 5.39C states:

“5.39C. Policy for temporary employment or appointment of CEO

(1) A local government must prepare and adopt a policy that sets out the process to be followed by the local government in relation to the following —*

- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;*
(b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

** Absolute majority required.*

(2) A local government may amend the policy.*

** Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government’s official website”.

No regulations have been promulgated to give guidance on this matter at the current time, and the Administration is not aware of any proposed.

Further, it has been long held that section 5.36(2) also relates to the position of Acting Chief Executive Officers. This section states:

“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”.*



Resources and further reading for local governments include:

- Government Gazette 2 February 2021

[https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/5581E008F93777D94825866F00094CAD/\\$file/Gg023.pdf](https://www.slp.wa.gov.au/gazette/gazette.nsf/searchgazette/5581E008F93777D94825866F00094CAD/$file/Gg023.pdf)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

Policy Type:	Administration
Date Adopted:	26 th May 2020

Policy No:	22
Date Last Reviewed:	

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Local Government (Administration) Amendment Regulations 2021

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	22. TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (CEO)
Objective:	To provide clear guidance on the provisions that apply to the appointment of a person as Acting Chief Executive Officer (A/CEO) for the period of less than one year; and in periods of extended leave or absences appoint a person to perform the duties of the Chief Executive Officer.
Policy Statement:	<p>Policy Statement</p> <p>Section 5.36 of the <i>Local Government Act 1995</i> requires that local government is to employ a CEO and such other persons as the Council believes are necessary to enable the function of the local government and the functions of Council to be performed.</p> <p>Section 5.39 of the Act (amended in July 2019) requires the Shire to have a policy on the temporary employment of a CEO. On the basis, where a CEO is to be externally recruited for periods of less than one year, Council approval shall be required for the recruitment process and the appointment of any recommended candidate.</p> <p>In accordance with Section 5.36(2) & 5.37(1) of <i>the Local Government Act 1995</i>, all Senior Employees employed by the Shire are considered to be suitably qualified to act in the position of Chief Executive Officer and the Deputy Chief Executive Officer is designated as a Senior Employee for the purposes of the Act.</p>



PROCEDURES

Appointment of Acting CEO for period of less than one year

~~Where an Acting CEO is to be externally recruited, Council approval shall be required for the recruitment process and the appointment of any recommended candidate as per Shire's Administration Policy #1.~~

Periods expected to be six months or longer, up to 12 months:

1. In cases where the CEO position is expected to be vacant for six months or longer, up to 12 months maximum, Council is not bound by any decision made in regard to periods up to six months. This is because short periods of Acting CEO may be shared by two or more senior employees. However, for longer periods, it is preferable to appoint one employee as Acting CEO to provide stability and consistency, in these circumstances a separate report will be presented to Council for a decision; and
2. Alternatively, Council may wish to temporarily employ a person who is not a current Shire of Wagin employee in the position of CEO for a term not exceeding 12 months.

Appointment of Senior Employee as Acting CEO, in the event of extended absences by current CEO

In the event of planned absences (e.g. Annual or Long Service Leave) of greater than 5 days an appointment of an Acting CEO is made through a Council Resolution.

In the event of unplanned absences (e.g. Sick or Personal Leave) of greater than 5 days, Council will be required to hold a Special Council Meeting where DCEO or other designated Senior Employee will be appointed by Council Resolution.

Appointment to the role of Acting CEO must be confirmed in writing and requires an absolute majority vote.

REMUNERATION

In all the circumstances outlined above any Senior Employee who is appointed Acting CEO will receive the same salary (cash component) as the CEO's current salary whilst acting in this position.

For the temporary employment of a person who is not a current Shire of Wagin employee in the position of CEO for a period not exceeding 12 months, the Council will determine a remuneration package payable to the appointed person.

FORMS AND TEMPLATES

Nil



Declaration of a Financial Interest in Item 12.1.8 - Cr W J Longmuir

Prior to any consideration regarding Item 12.1.8 – Proposed Cosmetic Upgrade of Business Premises in Tudhoe Street, Cr W J Longmuir declared a financial interest and left the room.

- Cr W J Longmuir left the room at 8:23pm

Declaration of an Impartiality Interest in Item 12.1.8 - Cr S M Chilcott

Prior to any consideration regarding Item 12.1.8 – Proposed Cosmetic Upgrade of Business Premises in Tudhoe Street, Cr S M Chilcott declared an Impartiality interest and remained in the room.

12.1.8. PROPOSED COSMETIC UPGRADE OF BUSINESS PREMISES IN TUDHOE STREET

PROPONENT:	Wagin Chamber of Commerce
OWNER:	N/A
LOCATION/ADDRESS:	Tudhoe Street, Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	<i>Impartiality Interest – Cr Sherryl Chilcott</i> <i>Financial</i>
FILE REFERENCE:	CS.SP.16
ATTACHMENTS:	<ul style="list-style-type: none">• Letter – Wagin Chamber of Commerce

ALTERNATE MOTION/4529 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr D I Atkins

1. That Council increase its subsidy to owners of business premises intending to paint and effect structural improvements/restorations to shopfronts, facades and verandas from a maximum of \$2000 to \$2500.
2. That consideration be given in Councils Townscape Enhancement forthcoming budget deliberations towards allocating \$25,000 towards the cosmetic upgrade of the façade of business premises in Tudhoe Street, Wagin, subject to any Shire contribution not exceeding one third of the total cost involved with respect to upgrades undertaken.

Carried 6/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr



1. That Council consider increasing its subsidy to owners of business premises intending to paint and effect structural improvements/restorations to shopfronts, facades and verandas from a maximum of \$2000 to \$2500.
2. That consideration be given in Councils forthcoming budget deliberations towards allocating \$25,000 towards the cosmetic upgrade of the façade of business premises in Tudhoe Street, Wagin, subject to any Shire contribution not exceeding one third of the total cost involved with respect to upgrades undertaken.

Reason for Difference – Council wished to remove the consideration from the item for the increase to be effective immediately, rather than consideration for future budgets.

BRIEF SUMMARY

This report recommends that Council consider a budget provision of \$25,000 towards the cosmetic upgrade of selected businesses in Tudhoe Street, Wagin.

BACKGROUND/COMMENT

The rundown appearance of several business premises in Tudhoe Street has been a limiting factor in achieving an attractive streetscape for the central business district of Wagin.

The Shire, with the input of the Townscape Enhancement Committee has made some significant improvements in recent years to the appearance of Wagin with the near completion of the Town Square project, planting of trees and the upgrade of parks and gardens. The cleaning and sealing of the footpaths in the CBD is scheduled to be carried out in the current calendar year. In addition, the owners of some commercial premises in Tudhoe Street have gone to the effort and expense of improving their facades to make their businesses more attractive.

The appearance of the street is let down however, by the worn and neglected appearance of some buildings and it is the intent of the Wagin Chamber of Commerce and the Townscape Enhancement Committee to try and address this situation for the social and economic benefit of the town.

The Shire has the following policy to try and assist business owners with the cost of painting the façade of their premises:

TOWNSCAPE PAINTING & IMPROVEMENTS

The Chief Executive Officer is delegated authority to approve subsidies of 1/3 total cost up to a maximum of **\$2000.00** for the painting and structural improvement/restoration work of shop fronts, facades and verandas under the following guidelines.

1. The shop front and façade needs to be painted and or structurally improved.
2. Colours are to follow the recommended Palette as prepared by the Townscape Consultant – November 2014 and will therefore be in keeping with the character of the building & surrounding buildings.
3. Funding shall be subject to availability of funds in Councils Townscape Budget and be provided on the receipt of invoices for the completed works.
4. Councillors, employees & Councillor and employee's immediate families are not eligible to claim this subsidy for a period of 12 months after the adoption of this clause into the policy". – adopted (25/10/2016).



Uptake of this opportunity has not been widely embraced.

The Wagin Chamber of Commerce believes that a concerted effort should be made towards improving the appearance of buildings in Tudhoe Street over a two-year period. The Chamber is prepared to commit to the following actions to progress this initiative:

- It will match a Shire commitment of \$25000 per year for two consecutive years.
- It will coordinate the program through to completion.
- It will directly communicate with the property owners concerned and to seek their financial commitment with the intention of having all of the upgrades completed within a two-year period.
- It will assist in the preparation of specification documents to enable quotes to be sought from painters.
- It has offered to assess quotes and recommend to the Shire which quote should be accepted.

It believes that the chances of owners of business premises committing to this program will be improved if the Shires contribution (as per policy) is increased from \$2000 to \$2500.

CONSULTATION/COMMUNICATION

- Townscape Enhancement Committee
- Mr Mark Banks
- Cr Sherryl Chilcott

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

- Finance Policy 3 – *Townscaping Painting & Improvements*

FINANCIAL IMPLICATIONS

\$25000 per year for two financial years. Some of this expenditure could be accommodated within the Shires annual budgets for townscape improvements. Some of the major expenditure on townscaping works in recent years has been of a non-recurring nature which provides some financial latitude towards accommodating this proposal.

There will of course be a call on staff resources to administer this program, however this cost will be contained within normal budget parameters.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



•Wagin Chamber of Commerce•

•POST OFFICE BOX 245 WAGIN W.A. 6315•



Wagin Shire Council
Arthur Road
Wagin WA 6315
19/04/2021

Attn: Shire Council of Wagin

Thank you for taking the time to consider this request to pass through for budget consideration at your next meeting of Wagin Shire Council.

At many meetings of Wagin Chamber of Commerce held over the last few years, it has been a common suggestion of members present that we as a business community would like to see the main central business district of Wagin, in particular - Tudhoe Street, tidied up and a fresh coat of paint applied to the facades of premises in that area. With this in mind, Wagin Chamber of Commerce would like to investigate the possibility of entering into a joint proposal with Shire of Wagin offering a financial incentive to building owners with street frontages within the central business district to paint the facades of their premises.

I would like to request on behalf of Wagin Chamber of Commerce that Wagin Shire Council consider allocating \$25,000 per year over the next two years into a fund for the purpose of painting the facades of premises in the main street of Wagin.

Should the Council be willing to allocate this funding in the total amount of \$50,000 over the two years, then the Wagin Chamber of Commerce, with the full approval of its members would match this dollar for dollar. Collectively the amount we would have set aside over the next two years would be \$100,000.

Based on an estimate from Sculptor Painting, this amount would be approximately two thirds of the total required for such an undertaking.

The Chamber would also like Council to consider increasing its current maximum (one third) contribution, as per existing policy from \$2000 per building to \$2500 per building. It believes that this would increase the likelihood of owners of buildings participating in an upgrade program.

Conditions would need to be imposed in line with Council Approved colour pallet to maintain the desired theme of the town.

The Chamber is also prepared to commit to managing this program by:

- Matching a Shire commitment of \$25000 per year for two consecutive years.
- Coordinating the program through to completion.
- Communicating with the property owners concerned to seek their financial commitment, with the intention of having all of the upgrades completed within a two-year period.
- Assisting in the preparation of specification documents to enable quotes to be sought from painters.

Wagin Chamber of Commerce – waginbusiness@westnet.com.au – 0427 717 680
Like Us on facebook - <https://www.facebook.com/Wagin-Chamber-of-Commerce-311101559487715/>

Ordinary Council Meeting

226

27 April 2021



Wagin Chamber of Commerce

•POST OFFICE BOX 245 WAGIN W.A. 6315•



- Assessing quotes and recommending to the Shire which quote should be accepted.

Yours sincerely,

Sherryl Chilcott
President Wagin Chamber of Commerce
Phone 0427 717 680
Email waginbusiness@westnet.com.au

A handwritten signature in black ink, appearing to be 'PBB'.



- Cr S M Chilcott left the room at 8:30pm
- Cr S M Chilcott and Cr W J Longmuir returned to the room at 8:31pm

12.2 DEPUTY CHIEF EXECUTIVE OFFICER

12.2.1 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – MARCH 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 April 2021
PREVIOUS REPORT(S):	18 March 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4530 COUNCIL RESOLUTION

Moved Cr B S Hegarty

Seconded Cr B L Kilpatrick

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

Carried 7/0

BRIEF SUMMARY

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

BACKGROUND/COMMENT

SPORTSGROUND DEVELOPMENT

We have advertised expressions of interest to the community for members interested in joining the Sportsground Precinct Re-development Steering Committee and we have had a great response from the community with some nine nominations.

The nominations will require endorsing at this Council meeting, along with the Steering Committee's Terms of Reference.

CORPORATE SERVICES

Covid-19 Update

From the 4th February the State Government expanded contact tracing to most businesses which has impacted on most businesses in Wagin. Staff continue to carry out contract tracing registers and the Safe WA App Q Code at the Wagin Swimming Pool, Gym, Library, Eric Farrow Pavilion, Recreation Centre, Sportsground, Caravan park, Town Hall and the Medical Centre meeting room.

Staff have also helped community group set up their contact tracing requirements.



Local Roads and Community Infrastructure Program (LRCIP)

Phase 2 - \$279 590

The LRCIP Phase 2 projects have all been approved as per Council's projects nomination form. Some projects are scheduled to commence at the end of this financial year, and the majority will commence in second half of 2021. All projects must be completed by the end of 2021. We have received a part payment of \$195,731.

AGED CARE

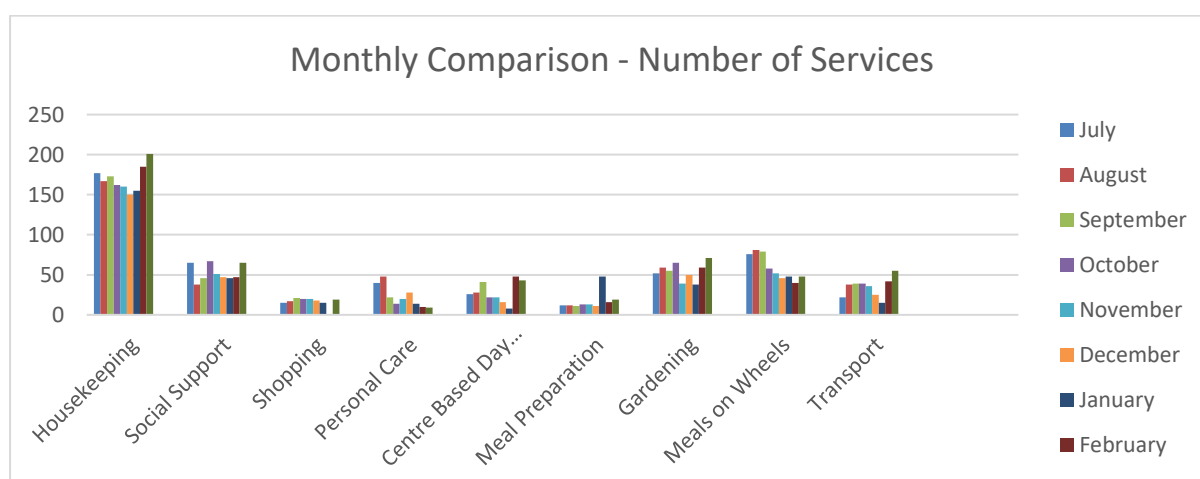
HEMOCARE REPORT MARCH 2021

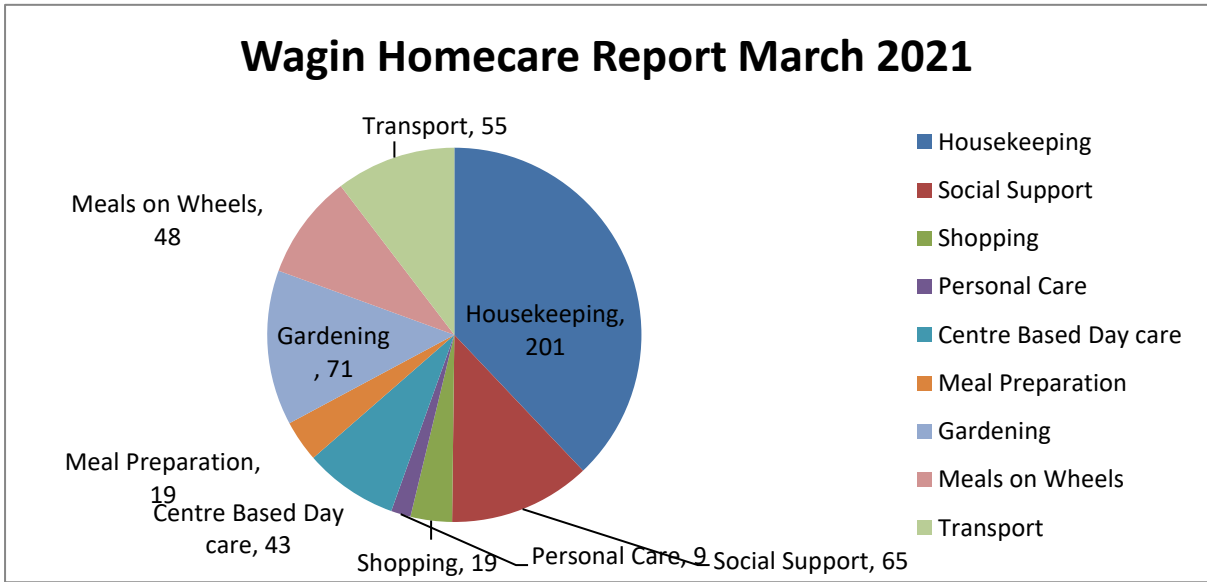
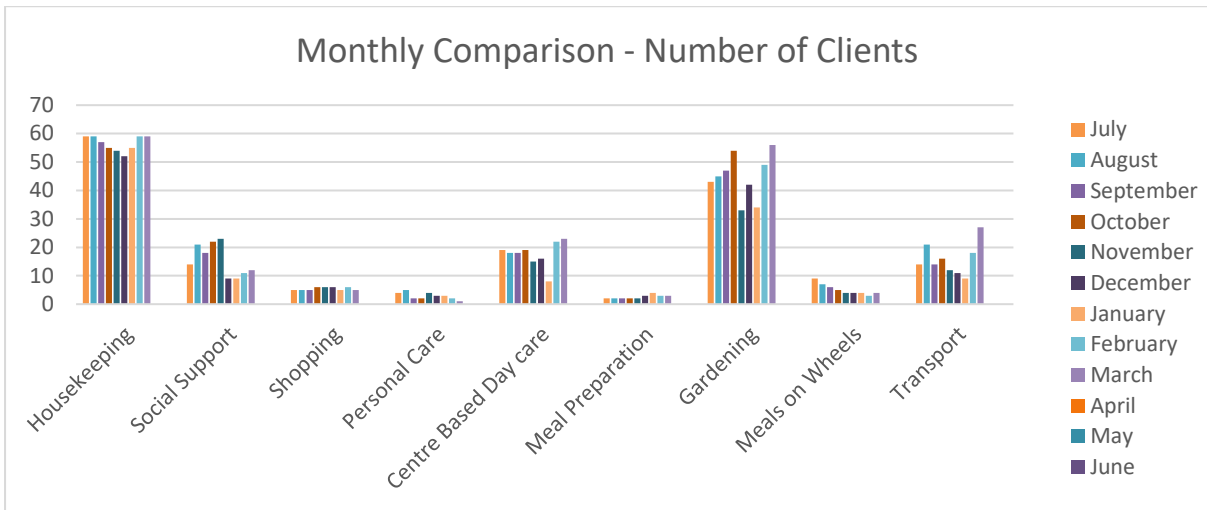
Please refer to the information report on the Homecare program contained in agenda.

CLIENTS:

89 clients received one or more services for March

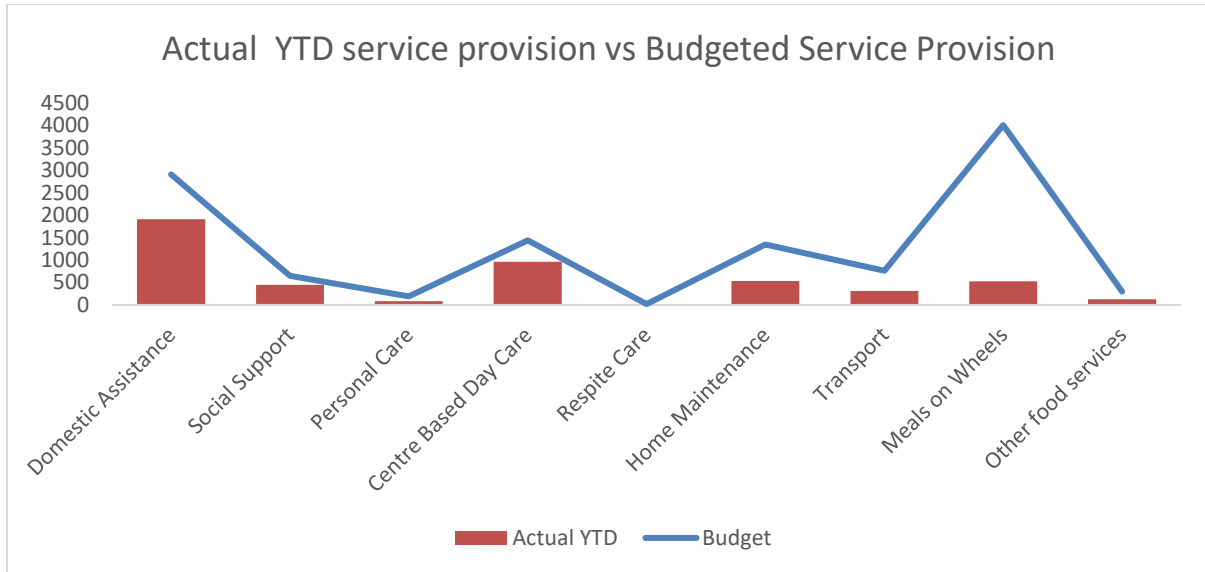
Service	Number of Clients
Housekeeping	59
Social Support	12
Shopping	5
Personal Care	1
Centre Based Day care	23
Meal Preparation	3
Gardening	56
Meals on Wheels	4
Transport	27





Wagin Homecare Complete Service Provision February 2021

Types of services provided	Monthly Contracted	Hours Provided	Variance	Contracted	Year to date
Domestic Assistance	243	244	1	2913	1914
Social Support	54	66	12	651	450
Personal Care	16	5	-11	190	86
Centre Based Day Care	120	220	100	1442	959
Respite Care	1.5	0	-1.5	18	0
Home Maintenance	112	75	-37	1344	532
Transport	63	59	-4	762	314
Meals on Wheels	334	48	-286	4011	528
Other food services	25	24	-1	299	130



TOWNSCAPE

A meeting of the Townscape Enhancement Committee was held on Thursday 15th April, please refer to the enclosed minutes for Committee recommendations, requests and actions.

Town Square Project

The majority of the infrastructure work has been completed, signage has been installed and all parking bay and directional arrows have been painted.

In the coming two months we will be installing decorative solar lighting, new bins and all landscaping works including planting of trees and shrubs will be completed.

Wetlands Park Playground Development

We have re-commenced works on the Wetlands Park Playground Development this week. The following works will be completed in the next two months:

- Gravel paths.
- Installation of remaining playground equipment.
- Placement of rocks and logs.
- Timber sleeper path.
- Installation of bench seating.
- Upgrades to existing gazebo.
- Plantings, mulching and general landscaping.

Work must be complete by 30th June in accordance with the LRCIP funding grant.

Electronic Advertising Sign

The Electronic Advertising Sign has been working well with most of the teething issues sorted out. Staff are managing the sign and completing regular updates within existing resource time. There has not been a big demand from local businesses to advertise, with only two local businesses paid up and advertising on the sign. Staff are pushing the business advertising through social media and the Woolpress.



TOURISM

Entry Statements

Ray Ford has now completed the upgrade work on the first of the four Entry Statement signs, the statement posts have been re-painted and the sign re-erected (Tudhoe St Sign – western end).

Ray will commence the second sign shortly with completion by July. The other two signs will be completed in the first half of the next financial year.

Mar/Apr 2021 Shire Facebook Report

15/04/2021

The Shire Facebook page has posted 13 times since the last report in March with the biggest audience award being about camping at Lake Norrington over Easter with 6,289 views.

- Geoscience Australia information – 16th Mar – 372 people
- Outback Car Hunters flyer – 18th Mar – 2,074 people
- Opera in Katanning flyer – 21st Mar – 1,560 people
- DFES award notice – 22nd Mar – 412 people
- Norrington Lake Camping information – 24th Mar – 6,286 people
- April Wheatbelt Calendar – 31st Mar – 835 people
- Found Cat – 1st Apr – 879 people
- No Dr Notice – 1st Apr – 923 people
- Easter Egg hunt notice – 1st Apr – 628 people
- Happy Easter – 2nd Apr – 252 people
- ANZAC notice – 8th Apr – 1,284 people
- Electronic Sign Notice – 13th Apr – 390 people
- Burning Permits notice – 14th Apr – 522 people

Our total page “likes” has risen again to 1362 – up by 17 from the last report.

To compare our likes to other shire pages:

- Wickepin 884
- Williams 566
- Kondinin 485
- Lake Grace 651
- Kojonup 1137

Wagin Woolorama Page took a small step forward to 3394 likes, up by 7 likes from the last report.

RECREATION AND CULTURE

Library Report – March / April 2021

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

Library Update:



- No Updates

Library Events:

- Library Book Club was held at Cresswells on Saturday April 10th from 2pm to 4pm.

Library Regular Activities:

- WLG Book Club was held on April 10th at Cresswells from 2pm to 4pm. Our next Book Club will be held on Saturday May 8th from 2pm to 4pm at Cresswells.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- **Friends of Wagin Library & Gallery meeting was held Thursday February 25th at 4.30pm. Our next Friends Meeting will be held on Thursday April 29th at 4.30pm.**

Library Statistics:

- 2 new borrowers at the library during this reporting period;
- 203 patron visits for March April reporting period;
- 8 successful inter-library loan requests for items from Wagin Library & Gallery patrons;
- 15 inter-library loan requests from other public libraries throughout WA for our items; 0 not supplied.
- 5 requests for information searches undertaken for Wagin library patrons by library staff;
- 0 public access computer user/s; 0 Wi Fi users. Patrons and visitors are now being notified that public access computer able to be used when needed.
- 25 community members enjoyed free tea or coffee in the library;
- 1 community members and library patrons spent time reading and relaxing in the library.
- 27 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

Wagin Swimming Pool Report 2020/2021 Season

Numbers

Unfortunately, numbers have been slightly down this season, perhaps due to very windy weather even during the hot days making conditions not very comfortable. Regional Swimming Carnival numbers were a touch-down. School swimming carnival numbers well down with only one third of the school competing. No pre-primary students at all and only children who were competing attended. Covid may also have disrupted attendances. Less children at school also as shown by the in-term swimming lessons. The high school set up with year groups definitely has had an effect with children going away for schooling.



First Aid

- Nothing much to report with only the odd scrape and bruise. Ice packs were the premium with a lot of bee stings.
- First aid room used for swim teachers during in term and vacation lessons.
- This year seemed like a lot of blood noses for some reason.

Events

- Great Southern Regional Swimming Carnival held by the Wagin Swimming Club
- Wagin District High school held its swimming carnival
- End of school parties galore in December
- 6 weeks of swimming lessons
- Swimming club Dolphins and training every week
- Baby swim lessons held with Christie
- A lot of birthday parties utilising the bbq area
- Watch around Water Day
- Opening Day bbq
- Australia Day free entry day
- Swimming Club wind up and inflatable
- Virtual swim to Rotto

Behaviour

- Was very good this season with only a handful of offenders outed for a day
- One shower per patron policy introduced to stop bad behaviour and save water and electricity

Maintenance

- 50m hair/lint pot rewelded so pool closed for one day
- Leaking 50m main pump- still an issue
- chlorinator davey pump replaced
- two sump pumps replaced
- edge pavers on the banks replaced and reglued
- pavers at the southern end of the 50m pool relaid every week due to sand being washed out
- new shower heads in all showers
- foot valve pipe flange replaced twice by Wetdecks

Issues / Other

- sand filter, sand entering pool through inlets in 50m pool
- 50m pool blankets in need of professional attention. Fraying edges mainly
- one blanket roller needs new bushes as is very hard to turn and pot rivets are starting to tear the metal roller
- water logged lawn on western bank- issue being assessed now - March
- new pool vacuum has taken cleanliness to a new level in both pools
- new blower/vacuum for the pool deck most welcome. Being battery operated means no fuel fumes and appreciated by the patrons
- basketball pad and backboard a definite winner with a constant stream of users



- leisure pool very popular this season with pool temperatures 24 to 28 degrees
- no problems with shade sails this year after all turnbuckles were redrilled
- new blanket for leisure pool
- installation of a waste-water tank and pump utilizing ground water, rainwater, and backwash water for lawns, oval, and gardens has been brilliant
- installation of an automatic pump shut off valve for 50m pump by Wetdecks
- shade cloth fixed to southern and northern perimeter fences helping with leaves and added privacy for patrons

	Adult Paid	Child Paid	Family Paid(x 5)	Education Dept.	Spectator	Under 5	Passes	TOTAL
2020/21	828	1100	124	1045	578	405	3718	7798
2019/20	1080	2069	187		576	366	3546	7824
2018/19	967	1744	185		753	474	3729	7852

Mar-21	Adult Paid	Child Paid	Family Paid	Education Dept	Spectator	Under 5	Adult Pass	Child Pass	Family Pass	Totals
1										
2	4						8	1		13
3							7			7
4	5						5	3		13
5	8	1					9	5		23
6	3	1	1		1		2			8
7	2				1		2	6		11
8				83				57		140
9	6	1	1	77	16	12	20	67	5	205
10	12			88	1	4	7	56	3	171
11	7			80	4	1	14	54	1	161
12	3			76			8	58		145
13	1	3						1		5
14	2	1					4	6	1	14
15				84				53		137
16	6	2		81	5		14	53	2	163
17	12	1		78	2	5	12	64	1	175
18	8			81	2		13	60	2	166
19	6			76	4	4	11	48	5	154
20	10	12	3		1	6		9	7	48
21	10	11	2		2	2	2	10	7	46
22										
23	1						8	1		10
24	4						12	1		17
25	4	14	2		12	7	9	8	9	65
26	2						8	2	1	13



27		4				2			6	
28	1	3			1	2	7	1	15	
29										
30	8	6			1	5	13	5	42	
31							9	3	12	
TOTALS	125	60	9	804	52	47	201	638	49	1985

Cricket Pitch Upgrade

The new concrete base for the pitch has been laid and the new surrounding grass installed. All levels are now correct. We need to wait three weeks to lay the synthetic turf pitch from pouring the concrete base, so this will happen in mid-May. The project will then be complete.

OTHER

Admin Office Solar Panels

Three quotations were sourced to supply and install a new solar panel system at the Admin Office, after an evaluation of the quotes were carried out the project was awarded to Hall Electrical and Data Services, who are based in Dumbleyung. The winning quote was for supply and install of a 30Kw Fronius Symo inverter system for the amount of \$27,187.45 plus GST. Installation will take place towards the end of May.

Grants

Grants applied for are contained below, Staff will keep Council up to date with the success of each grant.

Grant Body	Grant Amount	Grant Reason
Co-operative Bulk Handling NOT SUCCESSFUL	14,647	Generator and Adaptor Plug for Wagin Evacuation Centre (Wagin Recreation Centre)
Department of Sport and Recreation SUCCESSFUL	3,387.57	Upgrade Cricket Pitch
Community Grants Hub SUCCESSFUL	10,000	Saluting and Servicing Program- RSL War memorial Upgrade
DFES STILL UNDER CONSIDERATION	46,941.95	BFB Water Tanks, one for each Brigaded other than Piesseville
DFES STILL UNDER CONSIDERATION SUCCESSFUL	4,489.39	BFB Flexi Water Tank for Piesseville Bush Fire Brigade
RAC NOT SUCCESSFUL	14,456.00	Wetlands Park Swing Set and Artwork and Landscaping at the War memorial Upgrade
Lotterywest SUCCESSFUL	5,000	Additional grant funds for the Xmas Street Carnival
Disability Inclusion Week SUCCESSFUL	\$1,000	Support patrons with disabilities attending the Street Carnival
Australia Day Council SUCCESSFUL	\$20,000	Hold a Covid Safe Australia Day



Lotterywest UNDER CONSIDERATION	\$200,000	Stage 2 of the Wetlands Playground Development
Total	319,921.91	

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



12.2.2 WAGIN SHIRE ELECTRONIC ADVERTISING SIGN

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 April 2021
PREVIOUS REPORT(S):	September 2020
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
ATTACHMENTS:	<ul style="list-style-type: none"> Administration Policy 24

OFFICER RECOMMENDATION/4531 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

That Council adopt the amended Administration Policy 24 – Wagin Shire Electronic Advertising Sign

Carried 7/0

BRIEF SUMMARY

For Council to review and adopt the amended Council that Administration Policy 24 - Wagin Shire Electronic Advertising Sign.

BACKGROUND/COMMENT

The Wagin Shire Electronic Advertising Sign administration policy was first adopted by Council in September 2020, after a recommendation from the Finance and General Purposes Committee.

Since the sign became operational in late February it has been pointed out that there is a gap in the policy with regard to what can be displayed. Whilst the policy covers Woolorama and Community events, it did not cover community organisations where proceeds are returned directly back to the community. An example of this is the Wagin Care and Share, where they do not hold events, but their organisations primary aim is to return proceeds back to the community.

Staff are recommending the following addition to the policy to cover the above, the amendment is also highlighted in the attached policy document.

Item	Duration (days)	Cost (per item)
Community Organisations where proceeds are returned directly to the Wagin community.	On-going	Free

CONSULTATION/COMMUNICATION

- Cr Greg Ball
- Chief Executive Officer



STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Amendment to current policy

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

3.13 New Electronic Advertising Sign

VOTING REQUIREMENTS

Simple Majority

Policy Type:	Administration
Date Adopted:	New

Policy No:	24
Date Last Reviewed:	N/A

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995 2. Local Government Administration Regs

Legal (Subsidiary):

Delegation of Authority Applicable
No

Delegation No.

ADOPTED POLICY

Title:	24. WAGIN SHIRE ELECTRONIC ADVERTISING SIGN
Objective:	<p>This policy is to provide clear guidelines for the management of the Wagin Electronic Sign</p> <p>This document sets out:</p> <ul style="list-style-type: none"> • The purpose of the sign • Responsibility for the operation and upkeep of the sign • Define what is permissible to be displayed on the sign • The operational income and expenditure process
Policy Statement:	<ol style="list-style-type: none"> 1. Location of the sign <p>The sign is located in the Town Square, Wagin</p> <ol style="list-style-type: none"> 2. Purpose of the sign <p>The purpose of the sign is to:</p> <ul style="list-style-type: none"> • Maximise exposure of local and regional events • Provide communication between Wagin Shire and the community • Promotion of Wagin • Promote local organisations and events • Promote local businesses <ol style="list-style-type: none"> 3. Responsibility for the sign <p>The Shire of Wagin will be responsible for the management, operation and upkeep of the sign.</p>



The Shire of Wagin will make provision for the replacement of the sign.

4. What may be displayed

Messages permissible to be displayed on the sign, comprise:

Item	Duration (days)	Cost (per item)
Shire events and meetings	Unlimited	Free
Shire Community advice	Unlimited	Free
Shire facility opening and closing	Unlimited	Free
Woolorama and Community events which are primarily <i>not for profit</i> or where the proceeds are returned directly to the Wagin community	Up to 28	Free
Local sporting events	Up to 14	Free
Community Organisations where proceeds are returned directly to the Wagin community.	On-going	Free
Regional events outside of shire	Up to 7	\$500
Regional significant events held in the Shire of Wagin (Commercial)	Up to 14	\$250
<p>**Local Business: 15 Minutes per business per day of advertising time: Permissible items</p> <ol style="list-style-type: none"> 1. Advertising of business name, contact details and services provided 2. Opening times 3. Promotion of events 4. Promotion of major sale items on a cost recovery basis 		\$250 per annum
Church services	Up to 7	Free
Emergency warnings and advice	As required	Free
Local Roadworks and road closures	As required	Free

**It will be the responsibility of the business advertiser to organise all advertising material and any costs associated with providing this to the Shire in the correct format.

Messages that relate to the following will be disallowed:

- political parties
- religious groups

- messages that are deemed offensive

Final determination as to the suitability of a message and its duration is delegated to and at the discretion of the Wagin Shire CEO.

5. Operational Income and Expenditure

The Shire will be responsible for all expenditure associated with the operation of the Sign, other than business advertising costs.

All advertising income generated from the sign will go to offsetting all associated operating costs. Any surplus funds in-excess of meeting the annual operating costs will be transferred into the Electronic Sign Reserve. These funds will be held for the future replacement of the sign.



12.2.3. ESTABLISHMENT OF THE WAGIN SPORTSGROUND PRECINCT REDEVELOPMENT STEERING COMMITTEE AND APPOINTMENT OF MEMBERS THERETO

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CM.2
ATTACHMENTS:	Nil

MOTION/4532 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

1. That Council establish the *Wagin Sportsground Precinct Redevelopment Steering Committee* which will be comprised of Council members and other persons.
2. That Council appoint the following persons to be members to the *Wagin Sportsground Precinct Redevelopment Steering Committee*
 - Cr Phillip Blight (Shire President)
 - Cr Wade Longmuir
 - Howard Ward
 - Paul Powell
 - Bronwyn Hegarty
 - Dwight Kellow
 - Brendan Hall
 - Fiona Dawson
 - Kevin Spurr
 - Stephen van Schalwyk
 - Campbell Clifton
3. In the instance of a casual vacancy the respective club will nominate a person and council will appoint as required
4. That the appointments to the *Wagin Sportsground Precinct Redevelopment Steering Committee* be made until October 2023

Carried 7/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr



5. That Council establish the *Wagin Sportsground Precinct Redevelopment Steering Committee* which will be comprised of Council members and other persons.

6. That Council appoint the following persons to be members to the *Wagin Sportsground Precinct Redevelopment Steering Committee*.

- Cr Phillip Blight
- Cr _____
- Howard Ward
- Paul Powell
- Bronwyn Hegarty
- Dwight Kellow
- Brendan Hall
- Fiona Dawson
- Kevin Spurr
- Stephen van Schalwyk
- Campbell Clifton

Carried 0/0

Reason for Difference – Council wished to call for nominations of a second councillor appointment on the committee, along with addressing vacancies and a term of appointments.

BRIEF SUMMARY

Council is required to formalise the establishment of the Sportsground Precinct Redevelopment Steering Committee and to appoint members thereto.

BACKGROUND/COMMENT

In August 2020 Council resolved to receive and adopt the Sportsground and Recreation Precinct Masterplan. This Masterplan document was adopted after a number of years of consultation, meetings and planning by Council and the community.

Staff and Council now believe a steering committee is the best way forward to investigate the feasibility of bringing the elements of the plan to fruition and making the necessary recommendations to Council. The process is for Council (by *Absolute Majority* decision) to establish the Committee and to appoint members to the Committee.

In March this year we advertised expressions of interest to the community for members interested in joining the steering committee, this closed on the 26th March with a good response from the community.

A Terms of Reference document has been developed with the documents setting out the membership of the steering committee, this has been put to Council at the current meeting.

The membership stipulated is:

The Steering Committee will comprise:

- The Shire of Wagin President and one other Shire Councillor
- Two representatives of the Wagin Agricultural Society
- One representative of the Wagin Bowling Club
- One representative of the Wagin Tennis Club



- One representative of the Wagin Hockey Club
- One representative of the Wagin Cricket Club
- One representative of the Wagin Hockey Club
- One representative of the Wagin Trotting Club
- Two representatives of the Wagin community

We have received the following list of nominations and the organisation they will represent:

Howard Ward	Wagin Agricultural Society
Paul Powell	Wagin Agricultural Society
Bronwyn Hegarty	Wagin Bowling Club
<i>To be advised</i>	Wagin Tennis Club
Dwight Kellow	Wagin Hockey Club
Brendan Hall	Wagin Cricket Club
Fiona Dawson	Wagin Pony Club
Kevin Spurr	Wagin Trotting Club
Stephen van Schalwyk	Community Member
Cameron Clifton	Community Member

Staff have been able to confirm with each organisation that they endorse each member as their organisation's representative.

Cr Blight, as the current Shire President, has advised that he wishes to chair the Committee in accordance with the Terms of Reference. At the April Council meeting nominations will be called to fill the one vacant Councillor representative on the Committee. If more than one nomination is received, then a ballot will determine the Council representative.

It is understood that there is no intention of Council to delegate any of its powers and duties to the Committee.

CONSULTATION/COMMUNICATION

CEO, Shire President and Cr Ball.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Subdivision 2 — Committees and their meetings

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.*

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

(a) council members only; or

(b) council members and employees; or



- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

5.10. Committee members, appointment of

- (1) A committee is to have as its members —
 - (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
 - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

[Section 5.10 amended: No. 16 of 2019 s. 18.]

5.11A. Deputy committee members

- (1) The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.

** Absolute majority required.*

- (2) A person who is appointed as a deputy of a member of a committee is to be —
 - (a) if the member of the committee is a council member — a council member; or
 - (b) if the member of the committee is an employee — an employee; or

- (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
 - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

[Section 5.11A inserted: No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
 - (b) the person resigns from membership of the committee; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

5.12. Presiding members and deputies, election of

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
- (a) to "office" were references to "office of presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members".
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
- (a) to "office" were references to "office of deputy presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members"; and
 - (d) to "mayor or president" were references to "presiding member".

5.13. Deputy presiding members, functions of

If, in relation to the presiding member of a committee —

- (a) the office of presiding member is vacant; or
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

5.15. Reduction of quorum for committees

The local government may reduce* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

* *Absolute majority required.*

5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
 - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
 - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

- (1) A local government can delegate —
 - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

- (i) any power or duty that requires a decision of an absolute majority of the council; and
 - (ii) any other power or duty that is prescribed;
- and
- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
 - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
 - (i) the local government's property; or
 - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended: No. 49 of 2004 s. 16(2); No. 16 of 2019 s. 19.]

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority



12.2.4. SPORTSGROUND PRECINCT REDEVELOPMENT STEERING COMMITTEE – TERMS OF REFERENCE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.CM.2
ATTACHMENTS:	<ul style="list-style-type: none">• Committee Terms of Reference

OFFICER RECOMMENDATION/4533 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr W J Longmuir

That Council adopt the Wagin Sportsground Precinct Re-development Steering Committee Terms of Reference, as amended.

Carried 7/0

BRIEF SUMMARY

For Council to consider and adopt the Terms of Reference for the Wagin Sportsground Precinct Re-development Steering Committee.

BACKGROUND/COMMENT

In August 2020 Council resolved to receive and adopt the Sportsground and Recreation Precinct Masterplan. This Masterplan document was adopted after a number of years of consultation, meetings and planning by Council and the community.

Staff and Council now believe a steering committee is the best way forward to investigate the feasibility of bringing the elements of the plan to fruition and making the necessary recommendations to Council.

In March this year we advertised expressions of interest to the community for members interested in joining the steering committee, this closed on the 26th March with a good response from the community.

As part of setting up a new committee of Council a Terms of Reference document has been developed, this sets out the purpose, membership, roles, responsibilities and meeting requirements.

The Wagin Sportsground Precinct Re-development Steering Committee Terms of Reference is enclosed for Council to consider and adopt.

CONSULTATION/COMMUNICATION

- Shire President
- Cr Greg Ball
- Chief Executive Officer



STATUTORY/LEGAL IMPLICATIONS

- *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Wagin Sportsground Precinct Re-Development Steering Committee



Terms of Reference

1. Role/Purpose

The role of the Steering Committee is to provide Council with recommendations to Council on the implementation of the *Wagin Sportsground Precinct Re-development Masterplan*.

2. Term

This Terms of Reference will take effect from adoption by Council continue until the completion of the Sportsground Precinct Re-development or until Council deems the Committee is no longer required.

3. Membership

The Steering Committee will comprise:

- The Shire of Wagin President and one other Shire Councillor
- Two representatives of the Wagin Agricultural Society
- One representative of the Wagin Bowling Club
- One representative of the Wagin Tennis Club
- One representative of the Wagin Hockey Club
- One representative of the Wagin Cricket Club
- One representative of the Wagin Pony Club
- One representative of the Wagin Trotting Club
- Two representatives of the Wagin community

4. Roles and Responsibilities

The Steering Committee will:

- Determine which elements of the Sportsground Masterplan Option 5 will be implemented.
- Prioritise the elements of Option 5 in order of importance and logical sequence, the deliverable from this item showing priority and likely stages.
- Recommend design elements of the proposed new Clubhouse and other required building structures.
- Identify what Memorandum of Understandings or Agreements will be required between the affected organisations.
- Assist and have input in the operating model of the new Sports Club Hub, including operational income, expenditure and future replacement of sporting infrastructure and equipment.

The membership of the Steering Committee will commit to:

- Attending all scheduled Steering Committee meetings.
- Working cohesively in a conciliatory fashion with other members.
- Council Administration will provide secretarial support to the providing agendas, minutes and briefing materials.

•

5. Meetings

- The chairperson will be the Shire of Wagin President.
- The quorum required is six members.
- Normal meeting procedure will be followed, with the Chairperson having the casting vote.
- Meetings will be held as required by the chair or requested by 3 or more members. Monthly meetings may be desirable.
- Meetings will be held Wagin Recreation Centre Members Lounge

6. Amendment, Modification or Variation

Council may alter the Terms of Reference as it sees fit after consultation with the Committee



12.3 MANAGER OF WORKS

12.3.1 WORKS AND SERVICES REPORT – MARCH 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 April 2021
PREVIOUS REPORT(S):	09 March 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4534 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr S M Chilcott

That Council receive the Manager of Works Officer report for the month of March 2021.

Carried 7/0

BRIEF SUMMARY

NIL

BACKGROUND/COMMENT

CONSTRUCTION CREW

- Seal widen 3km section on Dongolocking Road
- Gravel sheet Bolt Road 3km section from Moore Street North
- Kerbing on Strickland Street, Nalder Street, Ballagin Street – west side, Ventnor Street – Traffic Islands, Tudhoe Street – nib outside Town Square.
- Reconstruct new cricket pitch at town oval

UPCOMING WORKS

Footpath and kerbing in various locations.
Finish new playground at Wetlands Park.

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 carried out on Wagin Wickepin, Jaloran, Edwards, Beaufort, Warup South and Norring Delyanine Roads.

TOWN MAINTENANCE

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



PLANT / MACHINERY

General servicing has been carried out on the Shire plant and mechanical repairs as required. Most plant repairs and servicing up to date.

COUNCILLOR'S INFORMATION

Nil

CONSULTATION/COMMUNICATION

NIL

STATUTORY/LEGAL IMPLICATIONS

NIL

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

STRATEGIC IMPLICATIONS

NIL

VOTING REQUIREMENTS

Simple Majority



PLANT REPORT				April 2021		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMS
ISUZU D-MAX WAGON P-01	B ATKINSON	29/10/2019	26,093	29,000	W.1	
ISUZU D-MAX WAGON P-02	B RODERICK	1/11/2018	51,831	55,000	W.001	
ISUZU D MAX P-04	A HICKS	17/11/2020	9,768	10,000	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	81,200	84,000	W.10000	
WCM LOADER P-09	REFUSE SITE	30/06/2012	3,152	1/02/2022	W.10292	
CAT GRADER P-10	R DERRICK	14/01/2021	415	500	W.284	
KOMATSU LOADER P-11	D HOYSTED	21/03/2018	2,994	3,400	W.10707	
KOMATSU GRADER P-12	S DESOUZA	15/01/2019	2,397	2,500	W.041	
ISUZU TRUCK P-14	S HISKINS	3/12/2019	35,209	40,000	W.1002	
BOMAG ROLLER P-15	VARIOUS	3/01/2008	9,351	9,220	W.7862	Service Due
ISUZU TRUCK P-16	VARIOUS	19/10/2010	89,357	100,000	W.1012	
KUBOTA MOWER P-18	M TITO	31/10/2019	175	200		
VIB ROLLER P-19	VARIOUS	3/01/2008	1,746	2,100	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	3,868	4,000	W.9618	
ISUZU P-21	R DERRICK	17/03/2017	63,002	73,000	W.676	
JOHN DEERE P-22	A HOPKINS	10/08/2016	400	400	W.487	Service Due
TOYOTA UTE P-24	M TITO	17/11/2020	3,920	10,000	W.1010	
TOYOTA UTE P-25	A HOPKINS	25/11/2020	3,452	10,000	W.1001	
TRITON UTE P-26	S DESOUZA	14/11/2014	71,182	80,000	W.1022	
TRITON UTE P-27	J PRAETZ	6/11/2014	85,286	90,000	W.1007	
MAHINDRA P-38	L STANBRIDGE	21/01/2016	56,578	60,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	3,531	3,500	W.10553	Service Due
ISUZU TRUCK P-40	VARIOUS	29/03/2019	52,088	60,000	W.437	
ISUZU TRUCK P-42	J CHAMBERLAIN	6/02/2014	169,214	180,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1,020	1,050		
CAT BACKHOE P-47	VARIOUS	21/09/2015	5,467	5,500	W.10552	
TENNANT SWEEPER P-48	J PRAETZ	16/10/2015	2,065	2,120	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	3,196	3,000	W.860	Service Due
TOYOTA UTE P-50	T SIMMS	15/12/2017	37,064	40,000	W.924	
FORKLIFT P-51	VARIOUS	30/11/2018	16,389	30/11/2021	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	295	400		
TOYOTA UTE P-85	VARIOUS	29/10/2020	3,533	10,000	W.863	
TOYOTA UTE P-94	J YATES	23/10/2019	26,624	30,000	W.10796	



- *Manager of Works left the room at 9:00pm and returned at 9:01pm*

12.4 MANAGER OF FINANCE

12.5 ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR

12.5.1 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYORS REPORT – APRIL 2021

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Environmental Health Officer / Building Surveyor
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	09 April 2021
PREVIOUS REPORT(S):	12 March 2021
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PH.MO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4535 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B S Hegarty

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

Carried 7/0

BRIEF SUMMARY

Development Report

BACKGROUND/COMMENT

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

DEVELOPMENT APPLICATIONS

BUILDING PERMITS

Permit No.	Owner	Builder	Location	Description	Value	Fees
99870	Alan Lord	Owner	8 Warick Street Wagin	S/F Carport/Verandah	\$19,000	\$166.65
99871	Peter Piesse	Owner	6 Pedrick Drive Wagin	S/F Carport	\$4,800	\$166.65



99872	Big Bale Co	Owner	10 Ventnor Street	Work force Accommodation	\$60,000	\$564.50
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BUILDING FINALS (BA7)

Nil

CERTIFICATES OF OCCUPANCY

Nil

EFFLUENT DISPOSAL SYSTEM – CERTIFICATE TO USE

Nil

BUILDING ISSUES

Nil

HEALTH/PLANNING/BUILDING ADVISE

FOUR YEARLY PRIVATE SWIMMING POOL INSPECTIONS

At the time of this report, 18 privately owned swimming pools have been inspected out of the 78 listed, 7 have been decommissioned, generally, the inspected pools have been mostly compliant.

FOOD RECALLS/COMPLAINTS

Nil

FOOD SAMPLING

Nil

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Associated Building and Health Fees

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



12.6 TOWN PLANNER REPORT

12.6.1 PROPOSED NEW TELECOMMUNICATIONS INFRASTRUCTURE FOR SATELLITE-BASED TELECOMMUNICATION SERVICES

PROPONENT:	Telstra Corporation Limited (Landowner)
OWNER:	Telstra Corporation Limited (Landowner)
LOCATION/ADDRESS:	Lot 1 (No.1) Traverse Street, Wagin
AUTHOR OF REPORT:	Mr Joe Douglas - Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	A327
ATTACHMENTS:	<ul style="list-style-type: none">Application for Development Application

AMENDED OFFICER RECOMMENDATION/4536 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr W J Longmuir

That the development application submitted by Telstra Corporation Limited to construct new telecommunications infrastructure on a portion of Lot 1 (No.1) Traverse Street, Wagin for satellite-based telecommunication services be **APPROVED** subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be substantially completed within a period of two (2) years from the date of this approval. If the proposed development is not substantially completed within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All safety lighting shall comprise energy-efficient warm white globes or filtered LEDs with a correlated colour temperature (CCT) of less than 2500K and be directed in a suitable manner to minimise the potential for any light spill.
5. The proponent accepts responsibility for the electromagnetic emissions (EME) generated by the activities on-site shall not exceed the levels as set out by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and



adheres to this condition.

Advice Notes

6. 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.
7. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
8. 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.
9. The proposed development is required to comply in all respects with the National Construction Code of Australia as applicable. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
10. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.
11. 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.
12. 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.
13. If the applicant 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 7/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the development application submitted by Telstra Corporation Limited to construct new telecommunications infrastructure on a portion of Lot 1 (No.1) Traverse Street, Wagin for

satellite-based telecommunication services be APPROVED subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by Council.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of Council.
3. The proposed development shall be substantially completed within a period of two (2) years from the date of this approval. If the proposed development is not substantially completed within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of Council having first being sought and obtained.
4. All safety lighting shall comprise energy-efficient warm white globes or filtered LEDs with a correlated colour temperature (CCT) of less than 2500K and be directed in a suitable manner to minimise the potential for any light spill.

Advice Notes

5. 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.
6. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
7. 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.
8. The proposed development is required to comply in all respects with the National Construction Code of Australia as applicable. Plans and specifications which reflect these requirements must be submitted to the Shire with the required building permit application.
9. No construction works shall commence on the land prior to 7am without the Shire's written approval. No construction works are permitted on Sundays or Public Holidays.
10. The electromagnetic emissions (EME) generated by the activities on-site shall not exceed the levels as set out by the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA).
11. 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.
12. 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.

13. If the applicant 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

Reason for Difference – Council wished to make advice note 10 of the initial recommendation a condition of the application for the proponent to adhere to.

BRIEF SUMMARY

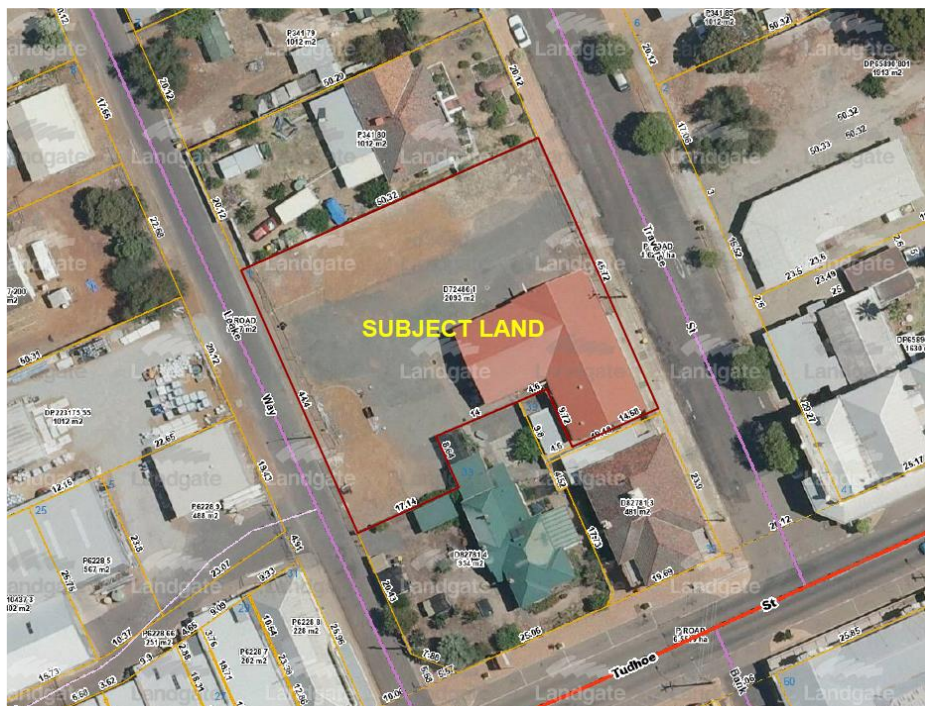
This report recommends that a development application submitted by Telstra Corporation Limited (Landowner) to construct proposed new telecommunications infrastructure on a portion of Lot 1 (No.1) Traverse Street, Wagin be approved subject to conditions.

BACKGROUND/COMMENT

Telstra Corporation Limited have submitted a development application seeking Council's approval to construct new telecommunications infrastructure on a portion of Lot 1 (No.1) Traverse Street, Wagin for ground-based telecommunication services.

Under the terms of the application Telstra are proposing to erect nine (9) x 3.2 metre high x 1.5 metre diameter dish antennas with shrouds within a 1.8 metre Colorbond fenced compound at the rear of the property including a weather station, safety lighting, telecommunications management box, power cabinet, system management box and earthing system. A full copy of the application submitted is provided in Attachment 1.

Lot 1 is located centrally in the Wagin townsite's town centre area. The subject land is irregular in shape, comprises a total area of approximately 2,093m² and has direct frontage and access to Traverse Street along its eastern boundary and Leake Way along its western boundary, both of which are sealed and drained local roads under the care, control and management of the Shire.



Location & Lot Configuration Plan (Source: Landgate)

Lot 1 has been extensively cleared and developed and is currently used for telecommunication infrastructure purposes. The land is essentially flat throughout its entire area and contains a number of improvements associated with its current use including a single storey telephone exchange building along its Traverse Street frontage, partially sealed and drained vehicle accessways and parking areas, various essential service infrastructure, and boundary fencing including vehicle access gates and driveway crossovers along both street frontages.

It is significant to note the land is not designated as being flood prone or subject to inundation during extreme storm events, has not been designated by the Fire and Emergency Services Commissioner of WA as being bushfire prone and contains no improvements identified as being of cultural heritage significance.

A five (5) 5 metre wide sewerage easement in favour of the Water Corporation traverses that portion of the land where the new telecommunications infrastructure and associated improvements are proposed to be constructed. The development has been designed in consultation with the Water Corporation to ensure suitable access to the easement area and reticulated sewerage infrastructure within is maintained.

Existing adjoining and other nearby land uses include:

- Low density residential development comprising single houses immediately north and beyond;
- The Federal Hotel and low density residential development immediately east on the opposite side of Traverse Street with Tudor Street and a railway reserve beyond;
- A variety of shops and a builder's storage yard immediately west on the opposite side of Leake Way; and
- The Wagin Post Office and old postmasters house immediately south with Tudhoe Street and a variety of commercial and community based uses beyond.

Comment

Lot 1 is classified 'Commercial' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

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

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

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

The application has been assessed with due regard for all relevant elements of the Shire's local planning framework including LPS2, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, State Planning Policy 5.2 as well as two (2) submissions received during public advertising, both of which were fully supportive and raised no objections. This assessment has confirmed the proposal is compliant with the following requirements:

- Land capability and suitability;
- Lot boundary setbacks;
- Land use compatibility;
- Essential service connections and continued operation of other key essential services;
- Amenity of the locality including potential environmental, visual and social impacts;
- On-site vehicle access and parking; and
- Flood, stormwater drainage and bushfire risk management.

The proposal is also generally consistent with the aims and objectives of LPS2 and has considerable merit for the following reasons:

- i) It will assist implementation of the *State Planning Strategy 2050* (2014) which advocates for the provision of an effective state-wide telecommunications network;
- ii) The proposed infrastructure will be co-located on land already developed and used for telecommunication purposes and provide for the productive use of a relatively large, vacant portion of the site;
- iii) The risk of electromagnetic emissions is limited and will be well below the mandatory limits for human exposure;
- iv) The location of the proposed infrastructure will not compromise environmental, cultural heritage, social and visual landscape values;
- v) The scale, materials, external colours and finishes of the proposed infrastructure are considered to be acceptable in the context of the land's local setting and are therefore unlikely to have any negative visual impacts on the immediate locality;
- vi) It will not detract from a significant view of a heritage item or place, a landmark, a streetscape, vista or a panorama, whether viewed from public or private land in the locality;

- vii) It will not generate significant volumes of vehicular traffic or place undue loads on existing essential service infrastructure in the immediate locality; and
- viii) The location of the proposed infrastructure will facilitate continuous network coverage and address current mobile telephone and emergency service communication coverage deficiencies in the Wagin locality which will be of significant benefit to the local community and travelling public.

In light of all of the above, it is concluded that the proposal to construct and operate new telecommunications infrastructure on portion of Lot 1 (No.1) Traverse Street, Wagin is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of standard conditions to ensure the development proceeds in a proper and orderly manner. As such, it is recommended Council exercise its discretion and grant conditional development approval.

CONSULTATION/COMMUNICATION COMMUNITY CONSULTATION

The application was advertised for public comment for the minimum required period of fourteen (14) days which included publication of the documentation and plans on the Shire's website, public display of the application at the Shire Administration Centre and correspondence to all landowners in the immediate locality inviting their feedback / comment. At the completion of public advertising two (2) submissions had been received by the Shire, both of which were fully supportive and raised no objections (i.e. Department of Fire and Emergency Services and management and staff of Joe Fanchi Real Estate).

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 5.2 - *Telecommunications Infrastructure*

FINANCIAL IMPLICATIONS

Nil immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget.

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

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

STRATEGIC IMPLICATIONS

Shire of Wagin Strategic Community Plan 2018-2028 – The proposal for Lot 1 is considered



to be consistent with the aims and objectives of the Shire's Strategic Community Plan as it applies to the following:

- Economic Development:
 - *Progression of economic strategies and initiatives;*
 - *Seeking opportunities for regional wide economic or community development for the benefit of local people in the Shire; and*
 - *Support the development of diverse commercial properties to support the attraction and retention of small business and housing of key workers in the region.*
- Community Services & Social Environment:
 - *Continued support for tourism and related infrastructure development; and*
 - *Establish Wi-Fi hotspots.*
- Council Leadership:
 - *Support for business growth and related infrastructure through consultation, grants and incentives.*
 - *Promote Wagin as a business friendly town.*

VOTING REQUIREMENTS

Simple Majority

SHIRE OF WAGIN
LOCAL PLANNING SCHEME NO.2



APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details – Attach a separate sheet where there are more than two landowners		
Name/s: Telstra Corporation Limited		
ABN (if applicable): 33 051 775 556		
Address: Communications to: Level 4, 275 George St, Brisbane Qld Postcode: 4001		
Phone: (work): 0408718077 (home): (mobile): 0408718077	Fax:	E-mail: Jo.Fairbrother@team.telstra.com
Contact person: Jo Fairbrother		
Signature: 		Date: 1st March 2021
Signature:		Date:
NOTE: The signature of all registered owner(s) is required on all applications. This application will not proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		
Applicant Details		
Name: Telstra Corporation Limited		
Address: Level 4, 275 George St, Brisbane Qld Postcode: 4001		
Phone: 0408718077 (work): (home): (mobile): 0408718077	Fax:	E-mail: Jo.Fairbrother@team.telstra.com
Contact person for correspondence: Jo Fairbrother		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 		Date: 1st March 2021

Property Details – Details must match those shown on the Certificate/s of Title		
Lot No: 1	House/Street No: 1	Location No:
Diagram or Plan No: D72486	Certificate of Title Volume No: 1803	Folio No: 899
Title encumbrances (e.g. easements, restrictive covenants): Mineral rights to the crown Easement for sewerage ppurposed to the Water Corporation. Refer to attached title for full details.		
Street name: Traverse St	Suburb: Wagin	
Nearest street intersection: Tudhoe St		
Proposed Development:		
Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use		
<i>NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form must be completed and submitted with this application.</i>		
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, is the exemption for: <input type="checkbox"/> Works <input checked="" type="checkbox"/> Use		
Description of proposed works and/or land use: Installation of ground based antenna array		
Description of exemption claimed (if relevant):		
Nature of any existing buildings and/or land use: Telecommunications Facilities		
Approximate cost of proposed development: \$500,000.00		
Estimated time of completion: 4 months construction across a 12 month period.		
OFFICE USE ONLY		
Acceptance Officer's initials:		Date received:
Local government reference no:		



Planning Assessment Report



Wagin Exchange
1 Traverse St, Wagin WA
Lot 1 on DP72486



Planning Assessment Report

Date | 1 March 2021
Project Manager | Henry Grabowski
Project Reference | Wagin Antenna Array
Site Name | Wagin Exchange

Document prepared by:
Jo Fairbrother
Land Access and Network Design Solutions

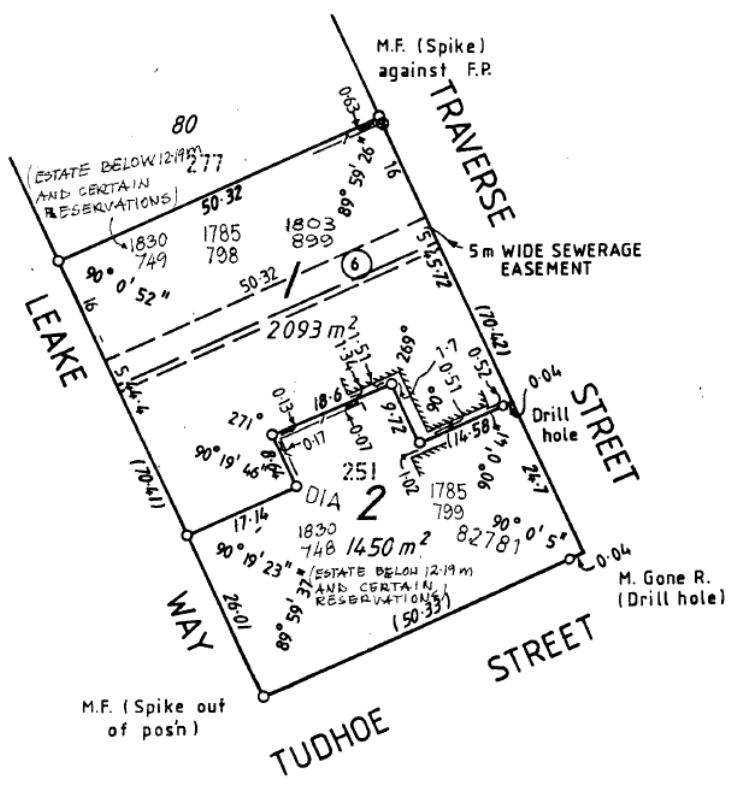
Locked Mail Bag 3577
Brisbane Qld 4000

T: 07 3455 2654
E: Jo.Fairbrother@team.telstra.com

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Proposed Development Summary

APPLICANT DETAILS:	
Applicant:	Telstra Corporation Ltd ABN 33 051 775 556
Contact:	Jo Fairbrother Locked Bag 3577 Brisbane QLD 4001 Jo.Fairbrother@team.telstra.com 0408 718 077
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.	
OWNER DETAILS:	
Owner:	Telstra Corporation Limited
PROPERTY DETAILS:	
Site address:	Wagin Exchange 1 Traverse St Wagin WA 6315 Lot 1 on D72486
Encumbrances:	Easement - Sewage
 <p>⑥ Sewerage easement to W.A.W.A. under Reg. 6, Section 27 A of the T.P. & D. Act</p>	

PROPOSED DEVELOPMENT:	
Application type:	Development Application - Works (Construction with no change of land use)
Zoning:	Commercial
Site Access:	Site access is via established driveway and gates. During works, should traffic and/or pedestrian management be required, this will be obtained in accordance to legislation.
Existing Infrastructure/ Land Use:	Telecommunications Infrastructure
Proposed Facility:	A ground-based antenna array within fenced compound integrated into the existing telecommunications network.
Overview of Works:	<p>Groundworks to level the site. Once levelled, a bedding layer of gravel will be placed.</p> <p>Telecommunications network extension including new pit, lead-in trench, lead-in P100 conduit, hauling Fibre within existing and new conduit.</p> <p>Power trench with conduit and cable.</p> <p>Install earthing system.</p> <p>Install telecommunications equipment shelter.</p> <p>Install power equipment and power management equipment shelter.</p> <p>Install weather monitoring station.</p> <p>Install safety light.</p> <p>Install a total of nine ground-based antennae with foundation and angle support. This will be completed in 2 parts.</p> <p>Install Telecommunications equipment used to facilitate the proper function of the facility and integrate it into the existing telecommunications network.</p> <p>Install 2.5m high panel fence (colorbond or similar) enclosing the array, creating a 24x11m enclosure.</p> <p>Note: All numbers have been rounded. Trivial variation may occur.</p>
Power	Any changes to power will be completed by authorised and licenced contractor. The contractor will manage their documentation, permits, licences and insurance.
Other infrastructure	The contractors completing the works will obtain all Dial Before You Dig information and consult with the relevant parties as required.

Approximate Cost of Development	\$500,000.00
<p>The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. It is requested that the direct phone and email contact information of the applicant is withheld.</p>	

Local Planning Scheme No.2 District Zoning Scheme – Table 2 – Zoning Table

USE CLASSES	ZONES				
	Residential	Commercial	Service Commercial	General Industry	Rural
Telecommunications Infrastructure	A	D	D	D	D

D means that the use is not permitted unless the local government has exercised its discretion by granting development approval.



1. Introduction

This report has been prepared to support an application for the construction of a new telecommunications facility at the Wagin Exchange.

The telecommunications facility will operate within all current and relevant standards regulated by the Australian Communications and Media Authority (ACMA).

The purpose of this Planning Report is to:

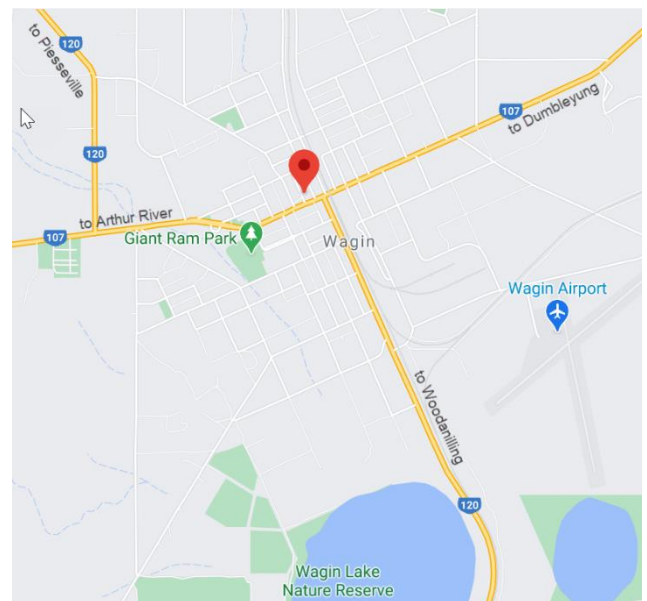
- Describe the proposed telecommunications facility
- Present an assessment of how the proposed development meets the planning objectives of the various applicable Commonwealth, State and Local laws
- Present an assessment of the environmental planning implications associated with the proposed facility

2. Site Selection

Telstra recognises the sensitivity associated with such a proposal and strives to strike a balance between providing services and minimising the impacts to the community.

Accordingly, the proposal was reviewed against several considerations, including:

- Consistency with the applicable Commonwealth and State and Local planning policies and regulatory instruments;
- Minimal impact on the environment during the construction and operation of the facility;
- Avoiding known Areas of Environmental Significance;
- Satisfactory agreement with the land-owner and their agreement to the proposal;
- Opportunities for co-location with other existing telecommunications facilities/utility structures wherever possible.



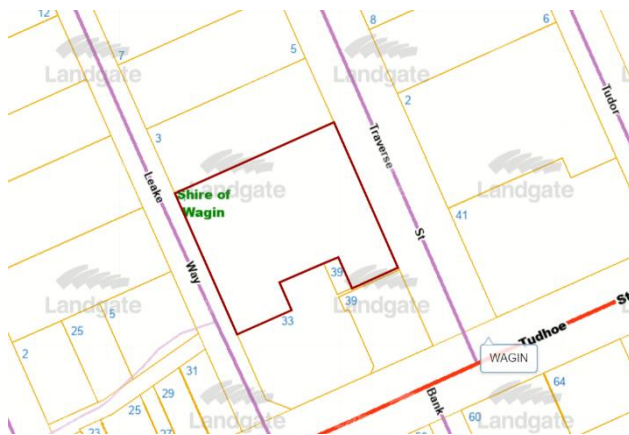
Upgrading of existing telecommunications equipment is considered good industry practice and would result in a good planning outcome. Telstra recognise this need and opt for colocation sites or sites with utility uses if we can:

- achieving the technical requirements for the proposal;
- connectivity into the existing Telstra network;
- the availability of power;
- the aesthetics for the area;
- planning objectives;

- visual amenity;
- cultural heritage;
- future development and community requirements;
- environmental constraints; and
- construction requirements.

The Wagin Exchange was deemed as the most optimal location for this proposal.

3. Subject Land and Locality Description



The subject land is the rear of the Wagin Exchange, 1 Traverse St, Wagin WA 6315. The legal description of the property is Lot 1 on D72486.

Both the Title and plan available in Appendix.

4. Proposed Development

Telstra proposes to install a 24m x 11m x 2.5m compound containing 9x Antenna, weather station, safety light, telecommunications management box, power cabinet and system management box and earthing system.

Each antenna is a 1.5m diameter dish antenna with shroud mounted on a 1.9m x 1.9m concrete base. Total height of antenna is no greater than 3.2m.

A total construction period of approximately four months is anticipated. Construction activities will be completed in 2 phases. Phase 1 is Stage 1 – 4 and is expected to take 10-12 weeks. Phase 2 is Stage 5-6 and is expected to take between 1-4 weeks. All works are expected to be completed within a 12-month period.

Note: All numbers in this report are rounded. Trivial variations may occur between design and build.

Phase 1 (approx. 10-12 weeks)

Stage 1 – Site Preparation

This includes activities such as field testing, delivery of materials, location of third-party infrastructure including Sewage and existing storm water drainage.

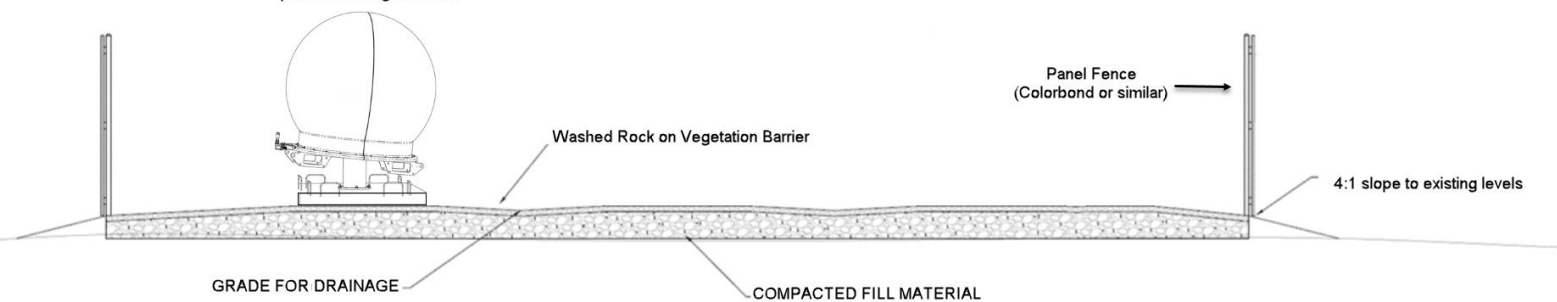
Stage 2a – Ground Works – Communications & Power

- Trench between existing point of service and Termination box
- Install conduit and cable in accordance to standards
- Install earthing system

Stage 2b – Ground Works – Compound

- Compound area is 24m x 11m
- Remove any surface level vegetation
- Fill if slope is greater than 2% from edge to edge or if site has elevation change >30cm in any direction
- Prepare base
 - Install compacted fill
 - Install weed barrier cloth
 - Install levelling gravel – total base will have a depth of 5-8cm
 - If fill is necessary
 - Fill shall be clean and locally sourced
 - Fill shall be compacted to 97% or greater modified proctor
 - Dirt shall be sloped 4:1 away from edges of site
 - Site shall be graded to prevent rain and runoff pooling
- Additional site preparation for equipment access and water runoff mitigation may be required if existing drainage is determined to be insufficient.

Antenna with attached base is placed on the gravel bed



Stage 3 – Installation

- Fence will have a vehicular access of 1x 5m wide gates (2x2.5m swinging gate)
- Fence will have a personnel gate (1x 0.9m swinging gate)
- Fence colour is neutral/white
- Install Power Junction Box
- Install Power Management Box
- Install Communications Box
- Install safety light
- Install weather monitoring station
- Place 5x antenna
- Install 2.5m colorbond (or similar) fence in accordance to the attached drawings
- Haul and connect cable (power and communications)

Stage 4 – testing and commissioning

This includes all site and off-site testing and commissioning functions.

Phase 2 (approx. 1-4 weeks)

Stage 5 – Installation

- Place the remaining 4x antenna
- Haul and connect cable (power and comms)

Stage 6 – testing and commissioning

This is the on-site and off-site testing, integration, and final commissioning of the proposed facilities.

4.1 Utility Service Details

Power connection will be installed in a trench between the existing point of supply and the facility.

All power works will be completed to AS3000, the Western Australian Electrical Requirements and in accordance to the Western Australian Distribution Connections Manual. A qualified and licenced electrician will be engaged as required.

Unless otherwise required by the Water Corporation, the power conduit and cable will be located within a shared trench with the telecommunications conduit and cable.

4.2 Traffic, Access and Parking

Access to the site is via the existing crossovers to the property.

During installation, the antenna will arrive on a flat-bed truck or low-loader.

A crane, telehandler or industrial forklift will be used to lift the antenna off the vehicle and placed into position. During this time, if traffic management will be required and it will be obtained through normal legislated processes.

After installation, the proposed facility is not expected to generate additional requirements for staff to access the site except to complete maintenance works.

The site maintains sufficient space for the ongoing use of the Exchange.

4.3 Maintenance Details

The proposed telecommunications facility is self-contained and operates on a continuous un-staffed basis. Once operational, and integrated with the Telstra telecommunications network, the facility typically requires only infrequent maintenance inspections. There may be periods when maintenance operations are undertaken on a more frequent basis, such as during network optimisation. However, this would not be for a prolonged period.

5. Regulatory Framework

5.1 Commonwealth Regulatory Framework

In 1991, the Commonwealth Government initiated a major reform of the communications industry in Australia. The reforms allowed limited competition until July 1997 at which time full competition was permitted. In July 1997, the *Telecommunications Act 1997* ('the Act') was introduced, replacing the 1991 Act, which facilitated this competition.

In 1997 the Government established the *Telecommunications Code of Practice 1997* which sets out the conditions under which a carrier must operate. This was revised in 2018. The current legislation being the *Telecommunications Code of Practice 2018* ('the Code').

Telstra, as a licensed telecommunications carrier, must comply with current legislation including the *Telecommunications Act 1997* and the *Telecommunications Code of Practice 2018* for all telecommunication facilities. Under the Act, provisions have been made for telecommunications carriers to be subject to State and Territory planning laws in certain instances. The Act exempts carriers from the requirements of State planning legislation when the proposed facility is compliant with Schedule 3 of the Act. This includes inspection, maintenance, and installation of low-impact facilities as described in the *Telecommunications (Low-impact Facilities) Determination 2018*.

Whilst the majority of the proposal is considered 'low-impact' or ancillary, the antenna is 1.47m in diameter so the proposal requires development approval.

5.2 Telecommunications Act 1997

The *Telecommunications Act 1997* (the Act) is the principal Act that governs the activities of both Telstra and the other telecommunication carriers. Schedule 3 of the Act sets out the powers and immunities of all telecommunication carriers. The principal powers of telecommunications carriers are:

- The power to inspect land for the purpose of determining whether the land is suitable for the carriers purposes
- The power to install a facility on the land – this power may only be exercised if certain conditions are satisfied. These conditions are:
 - The carrier is authorised to do so by a Facility Installation Permit
 - The facility is a Low-Impact facility
 - The facility is a temporary facility for use by a defence organisation for defence purposes
- The power to maintain a facility that is situated on the land.

In exercising powers under this part Telstra must comply with certain conditions including:

- Doing as little damage as possible
- Acting in accordance with good engineering practice
- Complying with recognised industry standards
- Complying with conditions specified in the regulations
- Complying with conditions specified in a Ministerial Code of Practice
- Complying with conditions specified in a Facility Installation Permit
- Giving notice to the owner of the land

The aim of the Telecommunications Act 1997 is to provide a regulatory framework that promotes:
“the long-term interests of end users of carriage services or of services provided by means of carriage services.”

“the efficiency and international competitiveness of the Australian Telecommunications Industry.”

Under Schedule 3 of the Telecommunications Act 1997, provisions have been made for telecommunication carriers to be subject to State and Territory environmental and planning laws when developing telecommunications facilities. If however, a telecommunication carrier proposes to install a low-impact facility that meets the requirements of Schedule 3, Part 1, Division 3, of the Telecommunications Act 1997, the carrier is exempt from State and Territory laws.

In this instance, the current proposal is not defined as a low-impact facility and therefore it is subject to State laws and the provisions of the Planning Scheme.

5.3 Communications Alliance Ltd Deployment Code

An industry code of practice has been designed to improve consultation by telecommunications carriers when planning and installing new mobiles facilities, which is registered by the Australian Communications and Media Authority (ACMA). Registration of the code, Communications Alliance Limited – *Mobile Phone Base Station Deployment C564:2018* (the Deployment Code) (previously the *Mobile Phone Base Station Deployment C564:2011* and the Australian Communications Industry Forum (ACIF) - *Deployment of Mobile Phone Network Infrastructure C564: 2004* (the ACIF Industry Code)), means that it is compulsory for all licensed telecommunications carriers (including Telstra) to abide by its provisions.

The scope of this proposal does not include Mobiles; therefore, this proposal is not subject to the Deployment Code.

5.4 State Government Regulatory Framework and Guidelines

5.4.1 The Planning and Development Act 2005

The Minister of Planning and Infrastructure is responsible for town planning in Western Australia. The Western Australian Planning Commission (WAPC) is the responsible authority for Land Use and Development. Development is managed through the application of environmental planning instruments.

5.4.2 Planning Policy No. 5.2 – Telecommunications Infrastructures (WAPC)

This planning policy aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas.

The objectives of this policy are to:

- facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs
- manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure

- ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons
- promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

This policy applies throughout Western Australia in respect to above and below ground telecommunications infrastructure other than those facilities exempted under the Commonwealth Telecommunications Act 1997 (Telecommunications Act).

The proposal considered environmental and visual constraints, existing and future land use characteristics, the orderly planning of the area and the design of the facility. Locating the proposed facility within the existing Telstra Telecommunications Exchange property will minimise the impact of the facility on the local and surrounding community.

5.5 Local Government Regulatory Framework

In addition to the Commonwealth and State government regulatory requirements, the proposed facility is also subject to the relevant Local Government regulatory framework.

The proposed development falls within Wagin Shire Council area and is subject to Shire of Wagin Scheme No. 2.

5.5.1 Wagin Scheme No. 2

The property is zoned Commercial.

Local Planning Scheme No.2 District Zoning Scheme – Table 2 – Zoning Table

USE CLASSES	ZONES				
	Residential	Commercial	Service Commercial	General Industry	Rural
Telecommunications Infrastructure	A	D	D	D	D

D means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Any development that is permitted under the provisions of this Scheme shall conform to the requirements for that use as specified in Table 4 or in the R-Codes for residential development.

Telecommunications are not listed in Table 4, or in the R-Codes for residential development.

5.6 The Water Corporation

As there is an easement within the property, held by the Water Corporation, Telstra undertook consultation with the Water Corporation.

A schematic of the infrastructure within the property was obtained.

A 1m clearance from the easement was incorporated into the placement of the proposed facility to allow for the Water Corporation to have clear access to their infrastructure.

The project will locate all third-party infrastructure affecting the proposed facility prior to the start of works. Minor variation in the precise location of the proposed facility may occur dependant on the precise location of the infrastructure.

6. Environmental Assessment

6.1 Land Tenure and Native Title

Telstra currently holds freehold tenure for this site.
Native Title is not applicable within freehold land.

6.2 Visual amenity

Telstra endeavours to strike a balance between providing services and minimising any visual impact on the community and local environment.

It is not expected that the proposed facility will have a detrimental impact on the community as:

- the proposed facility is located in a property already providing telecommunications;
- a fence of sufficient height and style has been incorporated to restrict view of the proposed facility;
- the proposed fence is similar to adjoining fences; and
- the proposed facility is in keeping with “best practices” and “industry standards”.

6.3 Flora and fauna

6.3.1 Flora

The desktop study shows no impact to any native and naturalised florae located in the vicinity of the proposal.

6.3.2 Fauna

The desktop study shows no expected impact to the native and naturalised fauna located in the vicinity of the proposal.

No long-term impact is expected from the proposed scope of works.

6.4 Waterways, Wetlands, Land and Soil

The proposed facility is not expected to impact waterways or wetlands.

The erosion values for the site have been considered in the design stage. Overland water flow is not expected to be significantly impacted. Existing drainage within the property is expected to be sufficient to manage normal water flow within the property.

No acid sulphate soils are known within this area, with the preliminary soil survey returning a Class 3 soil type – Low likelihood of Acid Sulphate Soil being present.

6.5 Bushfire and Fire Management

The site has not been identified as a bushfire hazard area and does not require additional management.

The proposed use of the site (telecommunications facility) will not increase the number of persons living or working continuously in the area, does not involve hazardous material and will not increase the risk or impact of a natural hazard.

6.6 Cultural Heritage and Environmental Significance

In order to determine whether natural or cultural heritage values of state or national significance were associated with the site, searches were conducted of the following registers:

- Cultural Heritage Register and database administered by the Department of Planning, Lands and Heritage.
- Register of Environment Protection Biodiversity Conservation (EPBC) Act Protected Matters (administered by the Australian Department of Sustainability, Environment, Water, Population and Communities)
- Australian Heritage Places Inventory (A cooperative project between Commonwealth, State and Territory Governments).
- Local Heritage register/listing – May 2018 Proposed Shire of Wagin Heritage List

Please refer to the Appendix for copies of the searches performed.

6.6.1 Cultural Heritage Register Results

No results were returned for the specific vicinity of the site.

6.6.2 Register of EPBC Act Protected Matters Results

Within the 1km radius search, the EPBC search identified:

- One (1) Listed Threatened Ecological Community – Eucalyptus Woodlands of the Western Australian Wheatbelt.
- Eleven (11) Listed Threatened Species:
 - Curlew Sandpiper
 - Forest Red-tailed Black-Cockatoo
 - Carnaby's Cockatoo
 - Grey Falcon
 - Malleefowl
 - Night Parrot
 - Western Quoll
 - Red-tailed Phascogale
 - Sprawling Spiky Adenanthos
 - Wagin Banksia
 - Saltmat
- Six (6) Listed Migratory Species
 - Fork-tailed Swift
 - Grey Wagtail

- Common Sandpiper
- Sharp-tailed Sandpiper
- Curlew Sandpiper
- Pectoral Sandpiper

- Eleven (11) Listed Marine Species
 - Common Sandpiper
 - Fork-tailed Swift
 - Great Egret
 - Cattle Egret
 - Sharp-tailed Sandpiper
 - Curlew Sandpiper
 - Pectoral Sandpiper
 - Black-eared Cuckoo
 - White-bellied Sea-Eagle
 - Rainbow Bee-eater
 - Grey Wagtail

- Thirteen (13) Invasive Species

The list of Invasive Species will be provided to the field staff to ensure that they are aware of the potential issues. Should Invasive Species of Flora be encountered, appropriate measures will be undertaken to manage during construction.

Of these listed species above, only the Kenngoor or Red-tailed Phascogale has been identified to be known to occur within the search radius. With the species range being restricted to remnant patches of bushland within the Wheatbelt, it is unlikely that the species is likely to occur within the long term cleared environment within the Telstra Exchange at Wagin.

Under the provisions of the EPBC Act Policy Statement 1.1 (Significant Impact Guidelines) the proponent can decide whether the proposed action will impact upon the matter of national environmental significance (NES). There are certain parameters in the policy to help determine whether the action proposed will have a significant impact. As such, the proponent has determined that the proposed development is minimal and complies with these parameters. Significant impact is not expected from this proposal on this EPBC Protected Area.

6.6.3 Australian Heritage Database

The Australian Heritage Database search established that there is no Heritage at the subject site, however there were former Heritage listings and non-statutory listings near the proposed site.

1. ABC Regional Radio Studio – 58 Tudhoe St, Wagin WA
2. ABC Transmission Station – Arthur Rd, Minding WA
3. Arthur River Wetland Complex – Great Southern Hwy, Highbury WA
4. Beaufort River Wetland Complex – Great Southern Hwy, Wagin WA.

There is no impact from the proposal to any of the former Heritage sites, or to the non-statutory heritage sites.

Please refer to the Appendix for copies of the searches performed.

6.6.4 May 2018 Proposed Shire of Wagin Heritage List

The locations that are within the general vicinity of the proposed works are:

Listing 17 – 41 Tudhoe St – Federal Hotel

Listing 35 – 39 Tudhoe St (cnr Traverse St) – Post Office

Listing 36 – 33 Tudhoe St (cnr Leake Way) – Post Office Quarters

The proposed facility is not within a property containing heritage and the works are not expected to impact any listed heritage buildings or their curtilage.

6.7 Noise and vibration emissions

Noise and vibration emissions associated with the proposed facility would be limited to the construction phase outlined above. Noise generated during the construction phase would be of short duration and not likely to interfere with the general amenity of residences adjacent to the site or visitors utilising the site.

During normal operation there is no noise or vibration emitted by the proposed antenna array.

6.8 Public health and safety

All Telstra facility installations are designed and certified by qualified Professional Engineers in accordance with all relevant Australian Standards. This ensures that the proposed facility does not result in any increase in the level of risk to the public.

6.8.1 Electromagnetic Emissions (EME)

All radio communications systems use EME in the radiofrequency (RF) part of the electromagnetic spectrum between 3 kilohertz (kHz) and 300 gigahertz (GHz). These include TV, AM and FM radio broadcasting, mobile phones and their base stations, paging services, cordless phones, baby monitors, and emergency and rural communications systems. In Australia communications are regulated by the Australian Communications and Media Authority (ACMA). For the safety standards for mobile communications and other radiofrequency signal transmissions, ACMA takes advice from the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) in the Commonwealth Department of Health and Ageing.

Safety standards are based on careful analysis of the scientific literature (both thermal and non-thermal effects) and are designed to offer protection against identified health effects of EME with a large in-built safety margin.

Since 2002 Australia's safety standard for electromagnetic emissions has been based on the safety standard recommended by the World Health Organization (WHO). This safety standard has also been adopted by the United States, United Kingdom and European Union. The proposed radio communications antennae will not provide any unsafe Electro Magnetic Emissions (EME) as stipulated under ARPANSA RPS3. New radio communication site management books (RCSMB) will be produced in accordance with Australian/New Zealand Standard AS/NZS ISO 9001:2000 (Quality management system - Requirements) certificate No. 8947 registered with NCSI Pty Ltd (NATA Certification Services International).

All hazardous to public EME levels will be restricted to the aperture of the antennas and will present no uncontrolled workplace hazard.

6.8.2 Health and Safety during Construction

Telstra Network Construction staff and its contractors will follow all applicable industry standards in the installation of the facility. Telstra

Care and appropriate precautions will be taken at all times to ensure safety, including, if required, pedestrian management, traffic management and containment of the worksite by fence or demarcations.

At no time during the installation, operation or maintenance of the facility, will the equipment pose any danger or risk to residents or the public in the surrounding area.

6.9 Effect on other transmission frequencies

The proposed facility has been assessed and it has been determined that its operation would have no effect on the operation of any other transmission frequencies including AM/FM radio, television, satellite, Sky channel, CB, amateur or any emergency service frequency.

7. Conclusion

The proposed telecommunications facility within the Wagin Exchange, Lot 1 Traverse St, Wagin WA will form an integral component in the enhancement of telecommunications services offered within Australia.

Telstra believes that this facility meets regulatory considerations for:

- Consistency with the applicable Commonwealth legislation
- Consistency with State planning policies and regulatory instruments
- Minimal impact on the environment during the construction and operation of the facility with no vegetation removal and no expected impact to fauna
- Avoiding known Areas of Environmental Significance
- Satisfactory agreement with the landowner and their agreement to the proposal
- Co-location within a property already containing telecommunications facilities

The proposed site meets the technical site requirements:

- The site can achieve the required coverage and capacity
- The site has access to power
- The site has access to sufficient telecommunications connectivity to the wider network
- The costs associated with constructing and commissioning the site is considered by Telstra to be reasonable

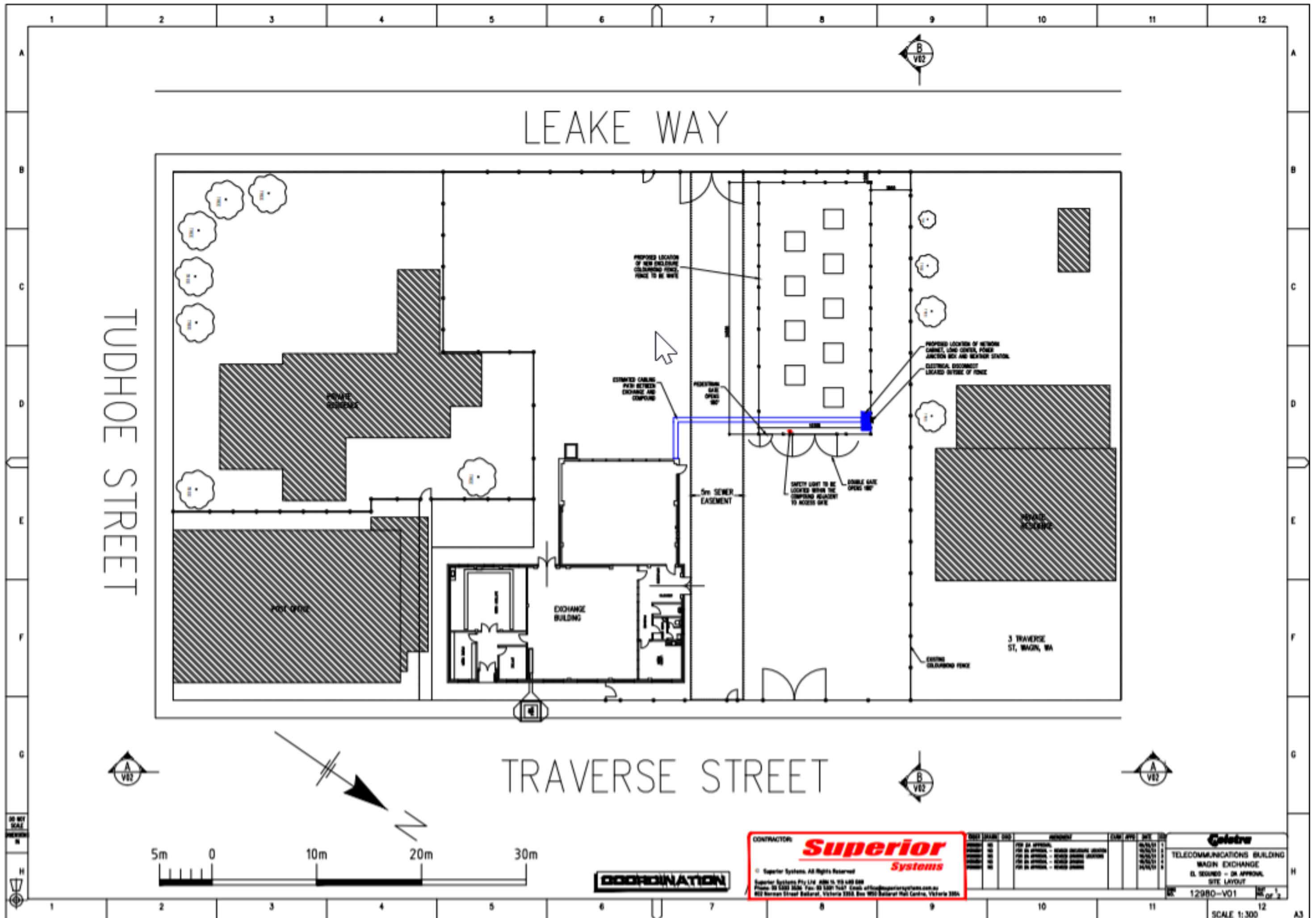
Based on the above, the proposal is considered to be appropriate for the site and warrants favourable consideration by Council subject to reasonable and relevant Conditions.

Appendix A – Drawings

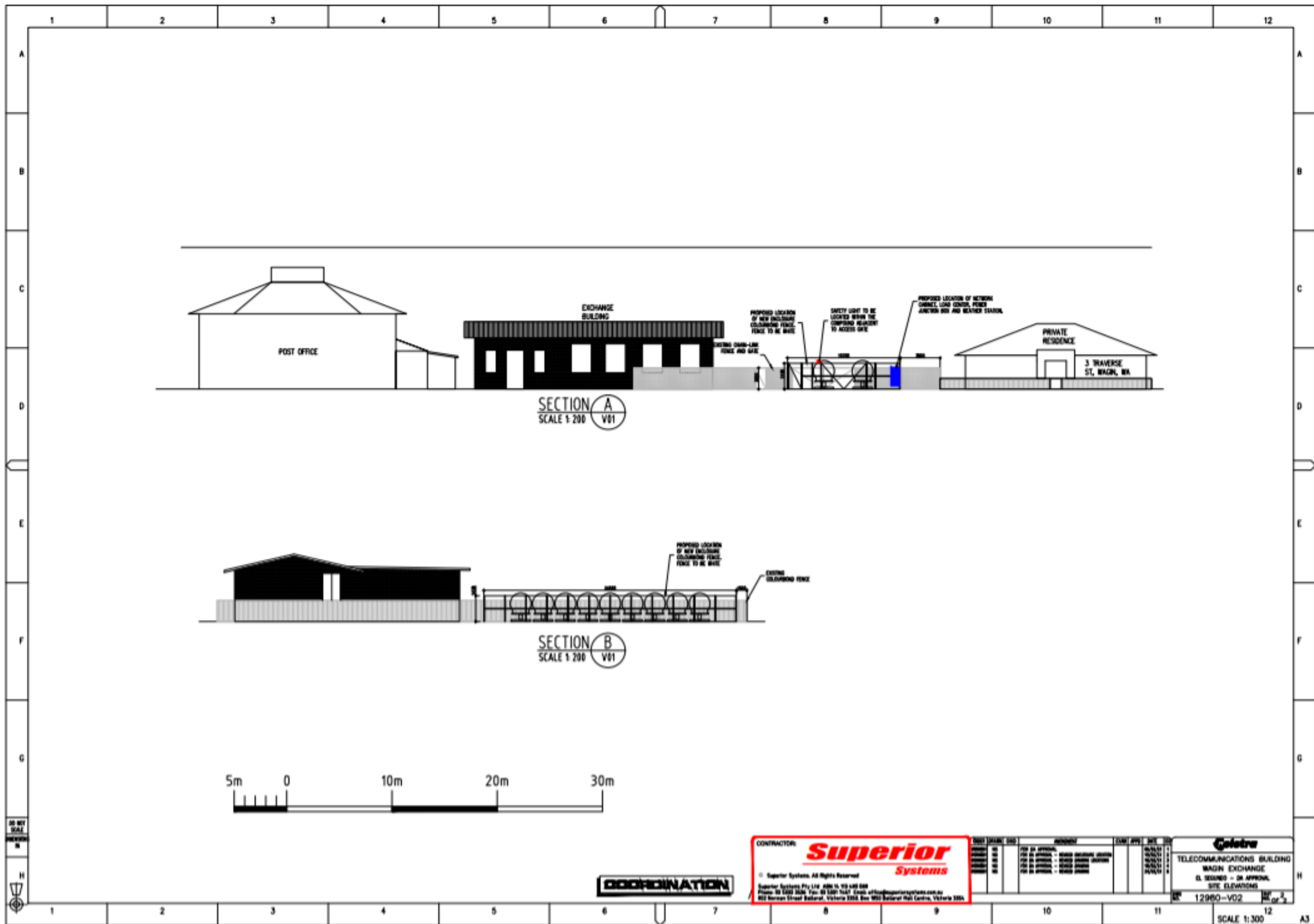
Site Layout Drawing - scaled drawing attached. Unscaled drawing within Planning Report.

Site Elevation Drawing - scaled drawing attached. Unscaled drawing within Planning Report.





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Appendix B – Title & Plan

REGISTER NUMBER 1/D72486	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 7/11/2008

WESTERN  AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **1803** FOLIO **899**

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 1 ON DIAGRAM 72486

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

AUSTRALIAN TELECOMMUNICATIONS COMMISSION OF TELECOM CENTRE, 80 STIRLING STREET, PERTH
(T D815965) REGISTERED 15 JULY 1988

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. D815965 SUBJECT TO CERTAIN MINERALS AND OTHER RESERVATIONS AS SET OUT IN TRANSFER D815965 WHICH ARE IN ADDITION TO THOSE RESERVATIONS TO THE CROWN CONTAINED IN THE ORIGINAL GRANT. REGISTERED 15.7.1988.
2. EASEMENT BURDEN CREATED UNDER SECTION 27A T.P & D ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION OF WA - SEE DIAGRAM 72486.

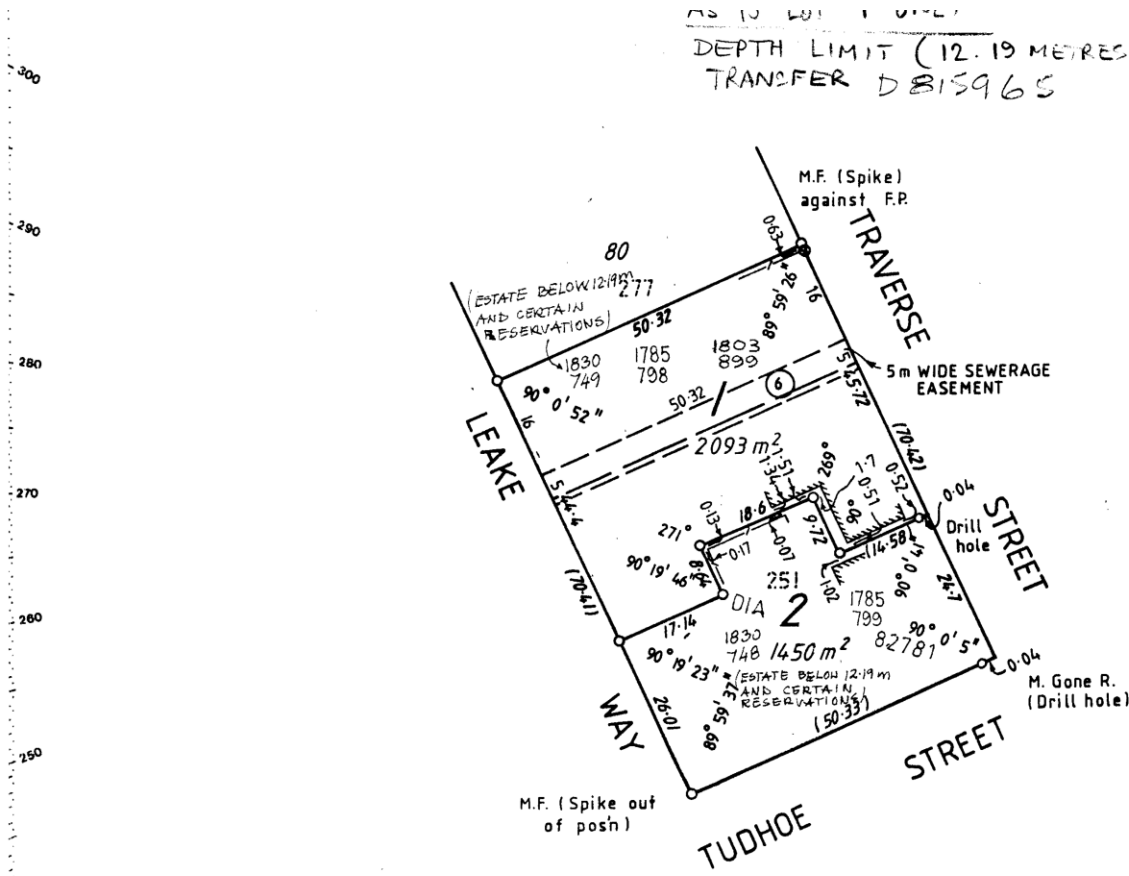
Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be 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:	D72486.
PREVIOUS TITLE:	1785-798.
PROPERTY STREET ADDRESS:	1 TRAVERSE ST, WAGIN.
LOCAL GOVERNMENT AREA:	SHIRE OF WAGIN.
RESPONSIBLE AGENCY:	TELSTRA CORPORATION LIMITED.



IN ORDER FOR DEALINGS
 subject to sec. 27A T.P. & D act.
 Ding 9/10/87

⑥ Sewerage easement to W.A.W.A. under Reg. 6, Section 27A of the T.P. & D. Act

for MANAGER CADASTRAL EXAMINATION BRANCH

CERTIFICATE		Approved by <i>T...</i>	
<p>I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.</p>		STATE PLANNING COMMISSION 19 AUG 1987 FILE Date <i>69759</i>	
Date <i>16th June '87</i>		<i>G.A. Lockhart</i> Licensed Surveyor	
Approved Examined <i>[Signature]</i> 9/10/87 M. Dallas	APPROVED Inspector of Plans and Surveys Date <i>22.12.87</i>	On Plan <i>341(1)</i> Diagram Index Plan <i>NORRING 2000 20-35</i>	Registered OFFICE OF TITLES FEE PAID <i>£85</i> <i>91843</i> <i>9.9.87</i>

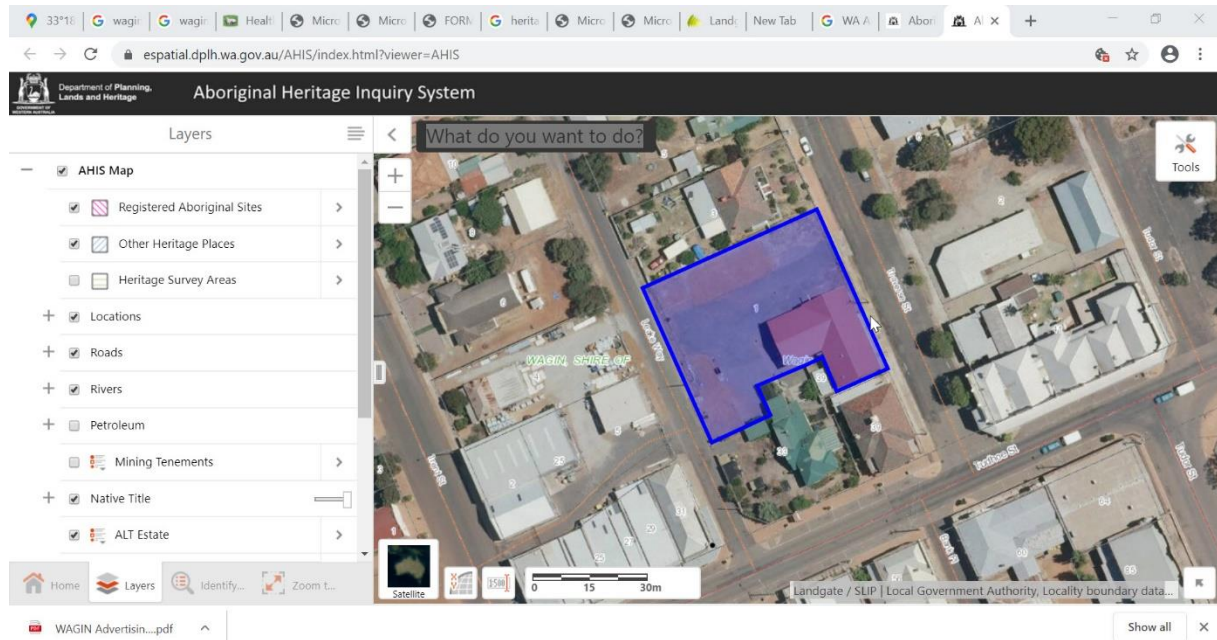
CP 19878/8/85-1000 Dkt. Plan 6228

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Appendix E – Environmental Searches

Aboriginal Heritage Inquiry System

No registered Aboriginal site or other heritage places.



Local Heritage Information

In summary, there are No Listings found within the subject land.

No #	Street Name	Street No#	Lot No#	Suburb	Name of Place	Description	Statement of Significance	Management Category
17	Tudhoe Street (cnr Tudor & Traverse Streets)	41	800	Wagin	Federal Hotel	Federal Hotel is a two storey building in Federation Filigree style constructed in 1895/96. The building is located at the building line on the north side of Tudhoe Street at the intersection of Tudhoe and Tudor Streets. The building extends the width of the street block from Tudor to Traverse Street. The Hotel addresses Tudhoe Street with secondary entrances off Tudor and Traverse Streets. The building forms a vista at the northern end of Tudor Street. The building is truncated at each street corner. The walls are in tuck pointed coursed stonework with tuck pointed brick quoins and constructed on a rendered base. The rear wall is laid in stretcher bond and the walls under the sill mouldings on the street elevations are now painted. The exterior of the building features a rendered parapet that extends the length of the three street elevations. The parapet is adorned with a series of pediments with slender projections with pinnacles. The central pediment facing Tudhoe Street bears the name of building. Before the façade of the original building was rebuilt, the parapet of the addition was at a higher level than the one on the original building. A paved verandah and a timber balcony that extends over the footpath wraps three sides of the building. The balcony is covered with a bullnose shaped roof covered in CGI. The balcony and balcony roof are supported on paired, stop chamfered timber posts with decorative timber brackets. The posts are regularly spaced which divide the facades into bars. Originally, the posts featured capitals. A timber frieze with vertical timber members adorns the underside of the balcony. The balustrading on the balcony is highly decorative. The verandah soffit is lined with ripple iron and the balcony soffit is lined with CGI. The openings on the exterior walls are flat arched windows with double hung sashes with single panes. French doors with clear glass fanlights open on to the balcony. The Traverse Street elevation features a recessed arched entry featuring a leaded and stained glass fanlight. The Tudhoe Street elevation has three shopfronts on the ground floor level. The shopfronts are timber framed with a recessed entry. The ceilings are pressed metal. Only the corner shop is in use.	Federal Hotel is a fine example of the Federation Filigree style common in the Australian pub tradition as a two storey hotel with verandahs located on a prominent street corner. The building is an important element of the streetscape of Tudhoe and Tudor Streets, enhanced by the verandah and balcony which extend over the pavement. The building is a landmark in Wagin and forms a vista at the northern end of Tudor Street. The place is aesthetically linked with the Palace Hotel on the opposite corner on the east side of the railway line, and Moran's Wagin Hotel facing the railway line on the west side, with its parapet and verandahs that extend over the pavement.	Category 1 - The place deserves the highest level of protection appropriate. Recommended for consideration for entry in the State's Register of Heritage Places. Maximum encouragement should be provided to the owner to conserve the significance of the place.
35	Tudhoe Street (cnr Traverse Street)	39	3	Wagin	Post Office	The building is a single storey structure in the Federation Arts & Craft style constructed in 1912. The style was common for post office buildings throughout Western Australia built around the turn of the century, particularly those designed by Hilson Beasley, Government Architect (1906-1917). The building is built to the building line of Tudhoe and Traverse Streets in a domestic scale. The building addresses both streets with its principal façade to Tudhoe Street. The exterior walls are in brickwork laid in English bond with dark headers and modelled. The exterior wall of the Traverse Street wall has stonework to window	The place is a fine example of Federation Arts & Craft style domestic in scale. Although of a standard post office design, the building makes an important contribution to the streetscape of Tudhoe and Traverse Streets for its richly modelled	Category 1 - The place deserves the highest level of protection appropriate. Recommended for consideration for entry in the State's Register of Heritage Places. Maximum

No #	Street Name	Street No#	Lot No#	Suburb	Name of Place	Description	Statement of Significance	Management Category
						sill height. The building is simple in design and domestic in scale with richly modelled street elevations. The building is of traditional masonry and timber construction built on a stone plinth. The tile covered roof forms a dominant element, with its medium pitch, vented baglet, bracketed eaves and a louvered lantern with a domed roof capped with a weather vane.	façade and use of lightly coloured joinery which contrasts with the brickwork creating visual interest. The place has historic value for its association with Government Architect, Hillson Beasley.	encouragement should be provided to the owner to conserve the significance of the place.
36	Tudhoe Street (cnr Leake Way)	33	4	Wagin	Post Office Quarters A.K.A. Post Office	The post office quarters were originally built in 1893 as the post office prior to the new adjacent post office being built in 1912. The single storey building, built in a domestic style, is representative of the government's purpose designed and built post offices in Western Australia. The building has random rubble stone walls with brick quoins. The roof is a prominent feature of the exterior of the building with wide eaves supported by turned timber struts. The roof features tall brick chimneys with terra-cotta potted tops. The roof is a combination of hips and gables to the west wall. A porch on the west wall is probably an addition. The building features casement windows divided into smaller with slim glazing bars and a distinctive bay window with three light casement sashes also divided into smaller panes. A new boundary fence is concrete blocks, partially conceals the building from Tudhoe Street and diminishes its streetscape value.	The place is representative of the government's purpose designed and built post offices in Western Australia and an expression of government architect, George Temple-Poole's civic functions in a modest sized and domestic building. The place is enhanced by its simple, domestic design, suitable for a rural town. The former post office, now residence and the new adjacent post office are important as a group as they are a demonstration of the expansion of this rural town. The place as it was originally designed as a post office and attached residence, is a demonstration of a way of life of the postmaster in society at the time.	Category 2 - Place is considered to have a high level of significance value by the local community. Maximum encouragement should be provided to the owner to conserve the significance of the place.

Australian Heritage Database

In summary, there are No Listings found within the subject land

19/02/2021 Australian Heritage Database

Search Results

4 results found.

ABC Regional Radio Studio 58 Tudhoe St	Wagin, WA, Australia	(Place removed from CHL) Commonwealth Heritage List
ABC Transmission Station Arthur Rd	Minding, WA, Australia	(Identified through State processes) Register of the National Estate (Non-statutory archive)
Arthur River Wetland Complex Great Southern Hwy	Highbury, WA, Australia	(Indicative Place) Register of the National Estate (Non-statutory archive)
Beaufort River Wetland Complex Great Southern Hwy	Wagin, WA, Australia	(Indicative Place) Register of the National Estate (Non-statutory archive)

Report Produced: Fri Feb 19 15:23:06 2021

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State Heritage – InHerit

In summary, there were 84 results found for Wagin. No Listings found within the subject land.



HERITAGE
COUNCIL

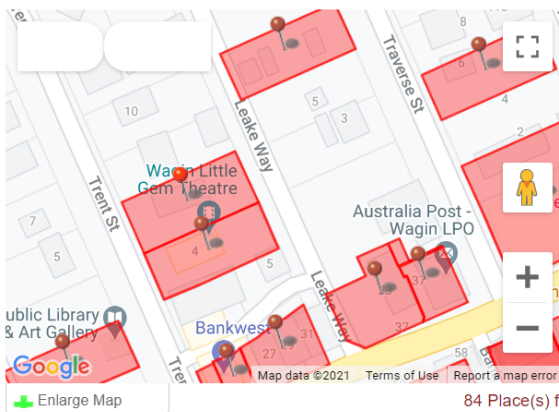
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Search Results

Showing 1-20 of 84 results

Jump to page: [1](#) [2](#) [3](#) ... [5](#)



- [Print summary of results](#)
- [Print all records on this page](#)
- [Print all 84 records](#)
- [Export all 84 records in CSV format](#)
- [New Search](#)

Warning - Heritage List data is not currently available in inHerit. Please contact the relevant local government with Heritage List enquiries.

84 Place(s) found, including **7 State Registered Place(s)**

inHerit

Our heritage places

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- [Search Tips](#)
- [Local Government Heritage Lists](#)
- [Feedback Form](#)

Place No	Place Name	Other Names	Street #	Street Name	Town	State Registered	Statutory Listings	Other Listings
9043	Wagin Memorial Swimming Pool & War Memorial		Cnr	Trench & Tarbet Sts	Wagin	FALSE		Municipal Inventory Adopted 20 May 1997 (Shire of Wagin), Statewide War Memorial Survey Completed 01 May 1996
2640	Wagin Post Office		39	Tudhoe St	Wagin	TRUE	State Register Registered 02 Sep 1998	Municipal Inventory Adopted (Shire of Wagin), Statewide Post Office Survey Completed 01 Mar 1992, Classified by the National Trust Classified 08 Mar 1994
2642	Wagin Town Hall	Wagin Agricultural Hall, Wagin Honour Roll; Wagin Town Hall & Lesser H	Cnr	Tudor & Tavistock Sts	Wagin	TRUE	State Register Registered 17 Mar 2006	Municipal Inventory Adopted (Shire of Wagin), Classified by the National Trust Classified 08 May 2000, Statewide War Memorial Survey Completed 01 May 1996
2637	Moran's Wagin Hotel	Tunney's Hotel	Cnr	Tudor & Tavistock Sts	Wagin	TRUE	State Register Registered 27 Feb 2004	Municipal Inventory Adopted (Shire of Wagin), Statewide Hotel Survey Completed 01 Nov 1997
9152	Rockleigh			Norring-Dellyanine Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9035	Lonely Graves - McKenna family members	Quabing	Cnr	Norring-Dellyanine-Boyalling Rds	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2650	Our Lady of Lourdes Convent & St Joseph's Old Primary School (fmr), Wagin	Hostel for Aborigines (fmr), Our Lady of Lourdes Convent (fmr)		Warwick & Khedive Sts	Wagin	FALSE		
2631	C A Piesse Store, Wagin		60	Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)

Place No	Place Name	Other Names	Street #	Street Name	Town	State Registered	Statutory Listings	Other Listings
9030	Fountain			Tudor St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9025	CBH			Vernon St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
18185	St George's Anglican Church Group, Wagin		5	Tudhoe St	Wagin	FALSE		
2630	Federal Hotel (fmr) Wagin	Mitchell House	Cnr	Tudhoe & Tudor Sts	Wagin	TRUE	State Register Registered 14 Feb 2003	Statewide Hotel Survey Completed 01 Nov 1997, Municipal Inventory Adopted 20 May 1997 (Shire of Wagin)
9026	Butterick's Buildings 1912		50	Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
15249	Manse		Cnr	Trimdon & Traverse St s	Wagin	FALSE		Uniting Church Inventory Completed 01 Oct 1996
5367	Wagin District Hospital			Warwick St	Wagin	FALSE		RHP - Assessed-Below Threshold Current 26 Feb 1999
9027	Wagin Cemetery			Arthur Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2632	Shops 1919			Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9150	Cintramia			Tillellan Arthur Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9159	Wagin Historical Village	Woodanilling National Bank, Argus Print),(Norrington Hall, Boyerine School,		Kitchener St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9048	Elderberry Cottage	Mechanics' Institute, Residence	1	Trent St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2633	Union Bank (fmr)	Community Centre		Tudhoe St	Wagin	FALSE		Statewide Bank Survey Completed 01 Nov 1997, Municipal Inventory Adopted (Shire of Wagin)
9034	Blacksmiths - Site of	Bankwest	Cnr	Tudhoe & Trent Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9158	Alexander Galt & Co (fmr) Hardware	Mitre 10		Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
24389	Old St Joseph's Primary School	Wagin Cottage Homes, St Joseph's Primary School		Vesper & Warwick St	Wagin	FALSE		Municipal Inventory Adopted 20 May 1997 (Shire of Wagin)
25931	House, 88 Rifle St, Wagin		88	Rifle St	Wagin	FALSE		
17356	Wagin Police Station			Upland St	Wagin	FALSE		RHP - Does not warrant assessment Current 28 Sep 2012
9040	Shops (Newsagency)			Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9036	Wagin Post Office Quarters		Cnr	Tudhoe & Union Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
18189	House, 3 Lukin Street				Wagin	FALSE		
25905	C A Piesse Workers Cottages, Wagin		Oct-20	Ventnor St	Wagin	FALSE		
9024	Wagin Drive-In Ticket Office (fmr)			Ballagin St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9039	Shops	Kylie T's Fashion House),(Wagin Jewellers & Gift		Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)

Place No	Place Name	Other Names	Street #	Street Name	Town	State Registered	Statutory Listings	Other Listings
		Ware, Twiggies Floral						
9153	Well Site		Cnr	Wagin & Arthur Rds	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
23684	St Joseph's Catholic Church, Wagin			Arnott & Warwick St	Wagin	FALSE		Municipal Inventory Adopted 20 May 1997 (Shire of Wagin), Mining Heritage Study Adopted 20 May 1997
9023	Badgarning Dam & Puntapin Dam/Rock Reserve	Badgarning Dam and Puntapin Dam/Rock Reserve			Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
15863	Railway House Group		3,5 & 7	Ventnor St	Wagin	FALSE		
2626	St George's Parish Hall		Cnr	Tarbet & Trenton Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2628	Wagin Fire Station		7	Traverse St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin), Fire & Rescue Service Heritage Inventory Adopted 08 Oct 2004
2652	St George's Anglican Church			Lukin St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9157	Belmont Homestead			Dumbleyung Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2646	Baptist Manse		Cnr	Upland & Strickland Sts	Wagin	FALSE		
9020	Aboriginal Reserve		Cnr	Lloyd/Urban Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9022	Australian Pensioners League & RSL Memorial Hall			Traverse St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9148	Residence		9	Warwick St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9149	Tillellan			Tillellan Arthur Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9151	Puntapin Homestead			Bullock Hills Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9031	Giant Ram			Arthur Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9047	House, 6 Trenton St	Lot 19, Residence	6	Trenton St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9044	Residence		22	Johnston St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9042	Wagin Argus Printers & Publishers		Cnr	Tavistock/Ranford Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9021	Ampol Distribution Area			Tudor St, Railway Reserve	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9037	Wagin Railway Station			Railway Reserve, Tudor St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin), Statewide Railway Heritage Survey Completed 01 Mar 1994
13105	Noble's Crossing Road Bridge over Arthur River	MRWA 3073		Noble Rd, Wanaking Pool	Wagin	FALSE		Statewide Lge Timber Str Survey Completed 11 Dec 1998
2653	Wagin Methodist Church (fmr)	Uniting Church	Cnr	Tavistock & Ranford Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin), Uniting Church Inventory Completed 01 Oct 1996
2644	Baptist Church & Hall		Cnr	Upland & Cowcher Sts	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)

Place No	Place Name	Other Names	Street #	Street Name	Town	State Registered	Statutory Listings	Other Listings
18190	F & C Piesse Store (1890)				Wagin	FALSE		
9033	Wagin Power Station (fmr)	Little Gem Theatre		Trent St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin), Classified by the National Trust Classified 13 Sep 1999, Anglican Church Inventory Adopted
2634	Butterick's Building, Wagin		85	Tudor St	Wagin	TRUE	State Register Registered 29 May 2009	Municipal Inventory Adopted (Shire of Wagin)
9038	Shops (Bunnings)			Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9154	Hilton Park Homestead			Baxters Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9155	Wards Homestead			Ballaying South Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2643	Wagin Road Board Office (fmr)	Wagin Library		Trent St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2639	Palace Hotel		Cnr	Tudhoe St & Padbury Lane	Wagin	FALSE		Statewide Hotel Survey Completed 01 Nov 1997, Municipal Inventory Adopted (Shire of Wagin)
9032	Millars T & T (fmr)	Grainfeeds		Tudor St, Railway Reserve	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
18187	House, 8 Trenton Street				Wagin	FALSE		
9046	Anglican Rectory & Office		4	Trenton St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2635	Court House			Tudor St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9147	Residence		8	Unit St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
9156	Hyfield			Bullock Hills Rd	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2638	National Bank, Wagin		83	Tudor St	Wagin	TRUE	State Register Registered 25 May 2010	Statewide Bank Survey Completed 01 Nov 1997, Municipal Inventory Adopted (Shire of Wagin)
9049	Residence		14	Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
18188	House, 5 Lukin Street				Wagin	FALSE		
9041	Flour Mill Site	Flour Mill		Ventnor St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
15248	Wesley Hall			Ranford St	Wagin	FALSE		Uniting Church Inventory Completed 01 Oct 1996
18186	C A Piesse Store & Family Housing, Wagin			cnr Tudhoe & Bank Pl, Trenton St, Lukin St	Wagin	FALSE		
9045	Harcourt		43	Johnston St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2629	Bank Of New South Wales (NSW) (fmr)	Westpac Bank		Tudhoe St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin), Statewide Bank Survey Completed 01 Nov 1997
9028	Cresswells Handy Stores (fmr)	Commercial Building		Tudor St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
2654	West Australian Bank (fmr)	Wagin District Club		Tavistock St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin), Classified by the National Trust Classified 12 Mar 2001
13108	Cobline River Old Bridge	MRWA 342 old		Northam-Cranbrook Rd 5 km S of	Wagin	FALSE		Statewide Lge Timber Str Survey Completed 11 Dec 1998

Place No	Place Name	Other Names	Street #	Street Name	Town	State Registered	Statutory Listings	Other Listings
2627	Masonic Hall			Tarbet St	Wagin	FALSE		Municipal Inventory Adopted (Shire of Wagin)
24847	House, 2 Etelowie Street, Wagin		2	Etelowie St	Wagin	FALSE		
2636	Hitching Post outside National Bank			Tudor St	Wagin	TRUE		Municipal Inventory Adopted (Shire of Wagin)
9029	Commonwealth Bank & Residence (fmr), Wagin	Commonwealth Bank, ABC Regional Radio Studio		Tudhoe St	Wagin	FALSE	Commonwealth List Under negotiation	Statewide Bank Survey Completed 01 Nov 1997, Municipal Inventory Adopted (Shire of Wagin)

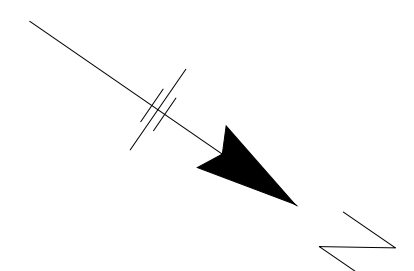
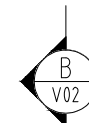
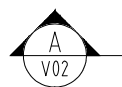
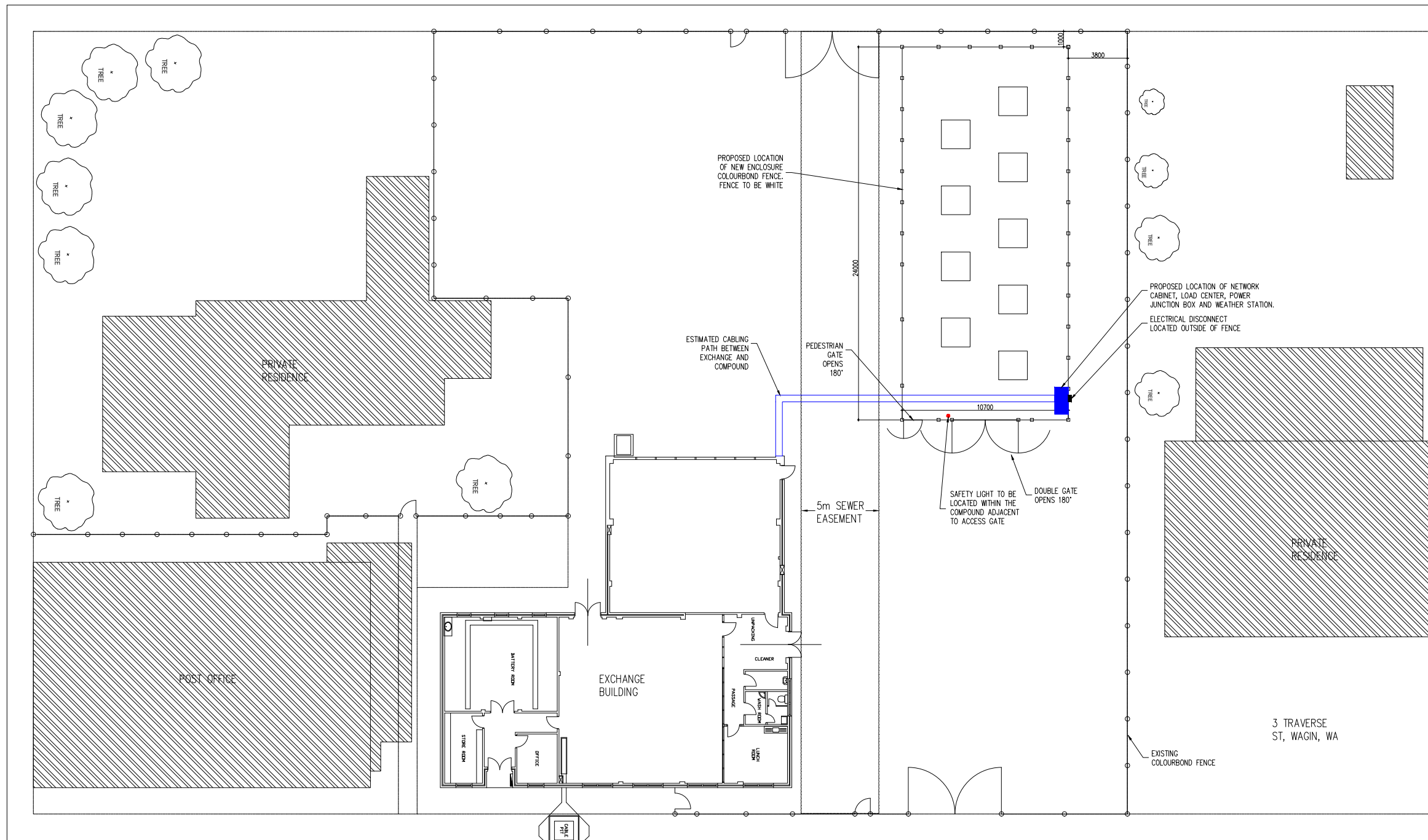
Attached as separate document:

EPBC Report – 1km radius

LEAKE WAY

TUDHOE STREET

TRAVERSE STREET



COORDINATION

CONTRACTOR: **Superior Systems**

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 Superior Systems Pty Ltd ABN 14 113 480 088
 Phone: 03 5333 3536 Fax: 03 5331 7467 Email: office@superiorsystems.com.au
 802 Norman Street Ballarat, Victoria 3350. Box 1850 Ballarat Mail Centre, Victoria 3354

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SP3009051	NS	NS	FOR DA APPROVAL			09/02/21	1
SP3009051	NS	NS	FOR DA APPROVAL - REVISED ENCLOSURE LOCATION			10/02/21	2
SP3009051	NS	NS	FOR DA APPROVAL - REVISED DRAWING LOCATIONS			16/02/21	3
SP3009051	NS	NS	FOR DA APPROVAL - REVISED DRAWING			18/02/21	4
SP3009051	NS	NS	FOR DA APPROVAL - REVISED DRAWING			24/02/21	5

Telstra

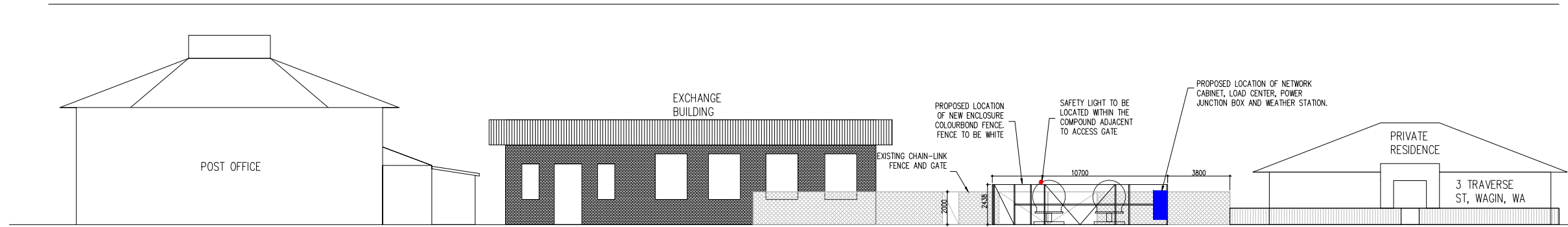
TELECOMMUNICATIONS BUILDING
 WAGIN EXCHANGE
 EL SEGUNDO - DA APPROVAL
 SITE LAYOUT

DWG NO. 272902001 SH1 NO. OF 2

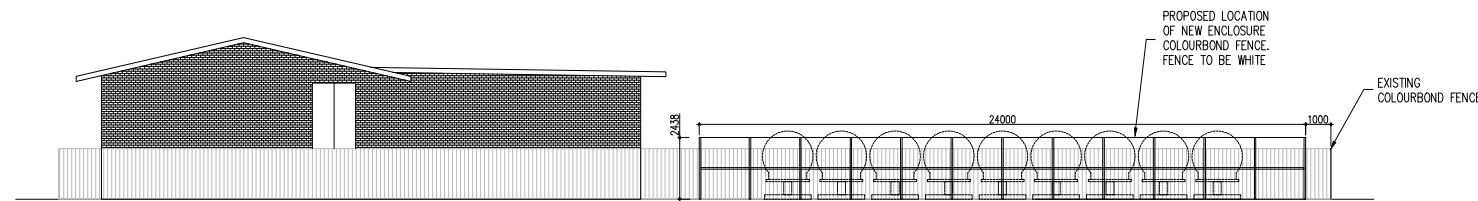
Ordinary Council Meeting

PPBA

301



SECTION A
SCALE 1:200 V01



SECTION B
SCALE 1:200 V01



CONTRACTOR:

Superior Systems

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 802 Norman Street Ballarat, Victoria 3350. Box 1850 Ballarat Mail Centre, Victoria 3354

ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SP3000051	NS	NS	FOR DA APPROVAL			09/02/21	1
SP3000051	NS	NS	FOR DA APPROVAL - REVISED ENCLOSURE LOCATION			10/02/21	2
SP3000051	NS	NS	FOR DA APPROVAL - REVISED DRAWING LOCATIONS			16/02/21	3
SP3000051	NS	NS	FOR DA APPROVAL - REVISED DRAWING			18/02/21	4
SP3000051	NS	NS	FOR DA APPROVAL - REVISED DRAWING			24/02/21	5

Telstra	
TELECOMMUNICATIONS BUILDING WAGIN EXCHANGE EL SEGUNDO - DA APPROVAL SITE ELEVATIONS	

DWG NO. 27200-2021 SH1 NO. OF 2

COORDINATION

Ordinary Council Meeting



13. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS

P J Blight – President

- Attended this year ANZAC service at the Wagin War Memorial, crowd numbers reduced due to COVID-19.
- Attended Central Country Zone meeting with CEO on Friday 23 April in Pingelly. Presentation by Marcus Holmes, Principal of Land Equity Legal who discussed the template Noongar Heritage Agreement for Local Government Aboriginal and the Cultural Heritage Bill which was very informative.

S M Chilcott

- Narrogin Observer office has been permanently closed in Narrogin.

B L Kilpatrick

- Year 6 class at Wagin District High School are studying Government this term and Cr Kilpatrick attended to give a presentation as a Councillor at the Shire of Wagin. Organised by teacher Nicole Ward, the class were fully engaged asking many questions pertinent to the functions of Local Government.

14. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

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

MOTION/4537 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council move behind closed doors and the meeting be closed to the public at 9:17pm in accordance with sections 5.23(2)(b) of the Local Government Act 1995 to allow Council to discuss items which relate to matters of the personal affairs of any person.

Carried 7/0

- *Manager of Works and Deputy Chief Executive Officer left the room at 9:17pm and did not return.*

15.1 PROPOSED INSTALLATION OF TELECOMMUNICATIONS TOWER – WAGIN SHIRE ADMINISTRATION BUILDING

PROPONENT:	Field Solutions Group (FSG)
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	30 March 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.LE.3
ATTACHMENTS:	<ul style="list-style-type: none">• Correspondence from Field Solutions Group



AMENDED OFFICER RECOMMENDATION/4538 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

1. That Council advise the proponent that it has no objection to the installation of telecommunications network equipment at the Wagin Shire Administration Building, subject to the proponent:
 - a) Bearing all costs and obtaining any other approvals associated with the installation and maintenance of the equipment.
 - b) Indemnifying the Shire of Wagin against any costs, claims or damages associated with the installation and maintenance of the equipment.
 - c) Making good and remedying any adverse impacts caused by its equipment to any part of the building, existing equipment thereon and/or any electrical or other interference to existing telecommunications or other infrastructure situated on or around the Shire Administration Building.
 - d) Accepting that should the equipment result in any adverse issues associated with the communications, infrastructure and operations of the Shire of Wagin, that the equipment be decommissioned and removed within 30 days of notice being given.
2. That the CEO investigate the implications and viability of taking up the proponents offer of providing an internet service to the Shire at a 30% discount.
3. If negotiations can be satisfactorily concluded then the agreement to prevail whilst the telecommunications infrastructure remains in situ on the Shire Administration building.
4. That the placement of the proponent's infrastructure be governed by way of a formal contract between the proponent and the Shire of Wagin.

Carried 7/0

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That Council advise the proponent that it has no objection to the installation of telecommunications network equipment at the Wagin Shire Administration Building, subject to the proponent:

1. Bearing all costs and obtaining any other approvals associated with the installation and maintenance of the equipment.
2. Indemnifying the Shire of Wagin against any costs, claims or damages associated with the installation and maintenance of the equipment.
3. Making good and remedying any adverse impacts caused by its equipment to any part of the building, existing equipment thereon and/or any electrical or other interference to existing telecommunications or other infrastructure situated on or around the Shire Administration Building.



4. Accepting that should the equipment result in any adverse issues associated with the communications, infrastructure and operations of the Shire of Wagin, that the equipment be decommissioned and removed within 30 days of notice being given.

Carried 0/0

Reason for Difference – further investigation required regarding current internet providers associated costs and the placement of the proponents infrastructure be formalised in way of a contract.



Declaration of a Financial Interest in Item 15.2 - Cr G R Ball

Prior to any consideration regarding Item 15.2 – Request for Review of Annual Ground Market Rentals - Wagin Aerial Landing Ground Lessees, Cr G R Ball declared a financial interest and left the room.

- Cr G R Ball left the room at 9:30pm

15.2 REQUEST FOR REVIEW OF ANNUAL GROUND MARKET RENTALS – WAGIN AERIAL LANDING GROUND LESSEES

PROPONENT:	Mr Greg Ball on behalf of himself, the Wagin Aero Club and Mr Gary Smith.
OWNER:	N/A
LOCATION/ADDRESS:	Wagin Aerial Landing Ground Reserve
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 April 2021
PREVIOUS REPORT(S):	23 March 2021
DISCLOSURE OF INTEREST:	<i>Financial Interest – Cr Greg Ball</i>
FILE REFERENCE:	CP.MT.1
ATTACHMENTS:	<ul style="list-style-type: none">• Email Correspondence – Mr Greg Ball

OFFICER RECOMMENDATION

Moved Cr

Seconded Cr

That the annual ground market rent for sites 1 to 9 at the Wagin Aerial landing Ground (ex GST) be as follows:

1. \$500.00 per annum from the 1st of July 2021 plus additional annual CPI increases.

Or

2. \$450.00 per annum from the 1st of July 2021 (50% of current market rental valuation) plus annual CPI increases.

Or

3. \$421.00 per annum plus CPI for the year ending 30th June 2021, plus annual CPI increases thereafter.

Carried 0/0

Note: If either option 2 or 3 is taken up, it will be necessary for Council to rescind part of the resolution which adopted option 1 at its Ordinary meeting of 23rd March 2021.

MOTION/4539 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr B L Kilpatrick

That Council;



1. Acknowledge that the required number of Councillors (at least 4) support a motion to revoke decision 4514 (15.2 Setting of Annual Lease Fees – Wagin Aerial Landing Ground) made at the Ordinary Meeting of Council on 23 March 2021 in accordance with Regulation 10. Local Government (Administration) Regulations 1996 s.5.25(1)(e)
2. Resolve to revoke decision 4514 (15.2 Setting of Annual Lease Fees – Wagin Aerial Landing Ground) made at the Ordinary Meeting of Council on 23 March 2021.

Carried 6/0

MOTION/4540 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr B L Kilpatrick

That Council;

1. That the annual ground market rent for sites 1,2,3,5,6,7,8,9 at the Wagin Aerial landing Ground (ex GST) be \$450.00 per annum from the 1st of July 2021 (50% of current market rental valuation) plus annual CPI increases.
2. That the annual market rent for site 4 (hanger and workshop owned by the Shire and leased by Mr Paul Drayton) Ex GST be \$ 7900.00, effective from the 1st July 2021 and that an initial lease term of 12 months be offered to the lessee of this site.
3. That the required advertising for the disposition of land with respect to sites 1,2,3,4 and 5 in accordance with the provisions of the Local Government Act 1995 be carried out.
4. That the approval of the Hon Minister for Lands for Council to lease sites 1,2,3,4 & 5 be sought.

Carried 6/0

Reason for Difference – Revocation of motion 4514 from Ordinary Council Meeting held 23 March 2021 was required to make change to the value of annual ground market rent per annum.



- *Cr B L Kilpatrick left the room at 9:44pm*
- *Cr B L Kilpatrick and Cr G R Ball returned to the room at 9:45pm*

15.3 MANAGER OF WORKS – RENEWAL OF EMPLOYMENT CONTRACT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Financial Interest – Manager of Works
FILE REFERENCE:	PE.RE.14
ATTACHMENTS:	<ul style="list-style-type: none">• Draft Contract of Employment – Manager of Works.

OFFICER RECOMMENDATION/4541 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

That the renewed contract governing the employment arrangements for the Manager of Works, Mr Allen Hicks for five years from the 1st May 2021 be endorsed.

Carried 7/0



15.4 DEPUTY CHIEF EXECUTIVE OFFICER – RENEWAL OF EMPLOYMENT CONTRACT

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 April 2021
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	<i>Financial Interest – Deputy CEO</i>
FILE REFERENCE:	PE.RE.24
ATTACHMENTS:	<ul style="list-style-type: none">• Draft Contract of Employment – Deputy CEO

OFFICER RECOMMENDATION/4542 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That the renewed contract governing the employment arrangements for the Deputy CEO, Mr Brian Roderick for five years from the 1st May 2021 be endorsed, as amended.

Carried 7/0



4543 COUNCIL RESOLUTION

Moved Cr B S Hegarty

Seconded Cr W J Longmuir

That Council move out from behind closed doors and the meeting be opened to the public at 9:59pm

Carried 0/0

16. CLOSURE

With no further business to be discussed the Presiding Member closed the meeting at 9:59pm

I certify that this copy of the Minutes is a true and
Correct records of the meeting held on
27 April 2021

Signed

Presiding Elected Member

Date: