



# MINUTES

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# ORDINARY MEETING OF COUNCIL

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27 JUNE 2023



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

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

**Ian McCabe**  
CHIEF EXECUTIVE OFFICER



## **Community Strategic Vision**

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

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

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

## **Council's Guiding Values**

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

*Shire of Wagin Strategic Community Plan 2020 - 2030*

1. Economic Development	2. Buildings and Infrastructure	3. Community Services and Social Environment	4. Town and Natural Environment	5. Council Leadership
1.1 Increase in the number and diversity of businesses in the town and district.	2.1 Improve road conditions on all Shire and State roads.	3.1 Keep the family-friendly country lifestyle, community spirit, safe community with low crime rate.	4.1 Upgrade main street appearance for the amenity of residents and encourage travellers and tourists to stop.	5.1 Support and provide incentives for more businesses and retail opportunities.
1.2 Support more job/ training opportunities, and entities especially for young people.	2.2 Monitor heavy vehicle movements through the townsite.	3.2 Retain the school and hospital and grow health, Doctor services, allied health and aged care services.	4.2 Improve town approach and entry statements.	5.2 Foster Communication with the community.
1.3 Increase tourism and promotion of town and heritage.	2.3 Improvement in condition and appearance of the main streets of the Town and improved signage.	3.3 Housing, Job and training especially for young people.	4.3 Maintain and improve natural environment and recreation areas	5.3 Plan services and activities based on sustainability, affordability and resources.
1.4 Facilitate Broadband and other associated electronic media infrastructure	2.4 Continue to upgrade Footpaths in town.	3.4 Progress the Wagin Community Recreational Hub	4.4 Improved waste management in town and Shire.	5.4 Encourage and acknowledge volunteering.
1.5 Explore affordable accommodation for workers.	2.5 Refine Infrastructure to support arts, culture, entertainment and library services.	3.5. Youth focus on services and recreation development including coordination of effort across the Shire/region.	4.5 Continue to increase the number of suitable trees within the townsite to enhance the tree canopy in particular the CBD	5.5 Be responsive to community aspirations and requirements within the capacity of council.
1.6 Aid retention and encourage more government services in Wagin.	2.6 Encourage greater care and restoration or preservation of heritage buildings.	3.6 Foster and support Woolorama and other events, cultural and other entertainment opportunities.		5.6 Council to have a sound strategy to the sustainability to the Shire
1.7 Support and Promote Wagin as a business opportunity.	2.7 Develop a safe fenced playground for children in a park environment	3.7 Support community activities with resources and facilities as required.		5.7 Investigate rebranding of the Shire.
1.8 Determine further waste management options.	2.8 Investigate planning and development of sporting facilities	3.8 Investigate to establish Wi-Fi Hotspots		5.8 Continue lobbying and advocacy for road infrastructure and freight networks and other strategic infrastructure for the benefit of the Shire
1.9 Maintain and improve the freight network in the Shire	2.9 Investigate future housing and expansion for tourist and other attractions.	3.9 Promote and Enhance the Wagin caravan and camping experience.	Shire of Wagin Strategic Community Plan - Key Results Areas	
	2.10 Optimise water harvesting and storage			



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## SHIRE OF WAGIN

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Wagin on Tuesday 27 June 2023 commencing at 7pm

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## 1. OFFICIAL OPENING

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

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

### 2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr Bronwyn Hegarty	Elected Member
Cr Wade Longmuir	Elected Member
Cr Bryan Kilpatrick	Elected Member
Cr Geoff West	Elected Member
Cr Ann O'Brien	Elected Member
Cr Sherryl Chilcott	Elected Member
Ian McCabe	Chief Executive Officer
Donna George	Acting Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Kirsty Simkins	Executive Assistant

### 2.2 APOLOGIES

### 2.3 APPROVED LEAVE OF ABSENCE

### 2.4 VISITORS

Laura Gray

Heritage Intelligence

## 3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

## 4. PUBLIC QUESTION TIME

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



## 5. APPLICATION FOR LEAVE OF ABSENCE

### 4977 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr M A O'Brien

That Cr G K B West be granted a Leave of Absence from the 25 July, 22 August and 26 September 2023 Ordinary Meetings of Council.

Carried 8/0

## 6. PUBLIC FORUM

## 7. PETITIONS/DEPUTATIONS/PRESENTATIONS

### 7.1 PRESENTATION – LAURA GRAY HERITAGE INTELLIGENCE

**Laura Gray:**

Presented a power point on the process of review and development of the local heritage register and related local planning policy.

## 8. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

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

**8.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act**  
Section 5.6

**8.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation**  
Section 34c

## 9. CONFIRMATION OF PREVIOUS MEETING MINUTES

**9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 23  
MAY 2023**

### 4978 COUNCIL DECISION

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

1. That the Minutes of the Ordinary Meeting of Council held on Tuesday 23 May 2023 circulated to all Councillors, be confirmed as a true and accurate record.

Carried 8/0



**9.2 MINUTES FROM THE CEO REVIEW COMMITTEE 14 JUNE 2023**

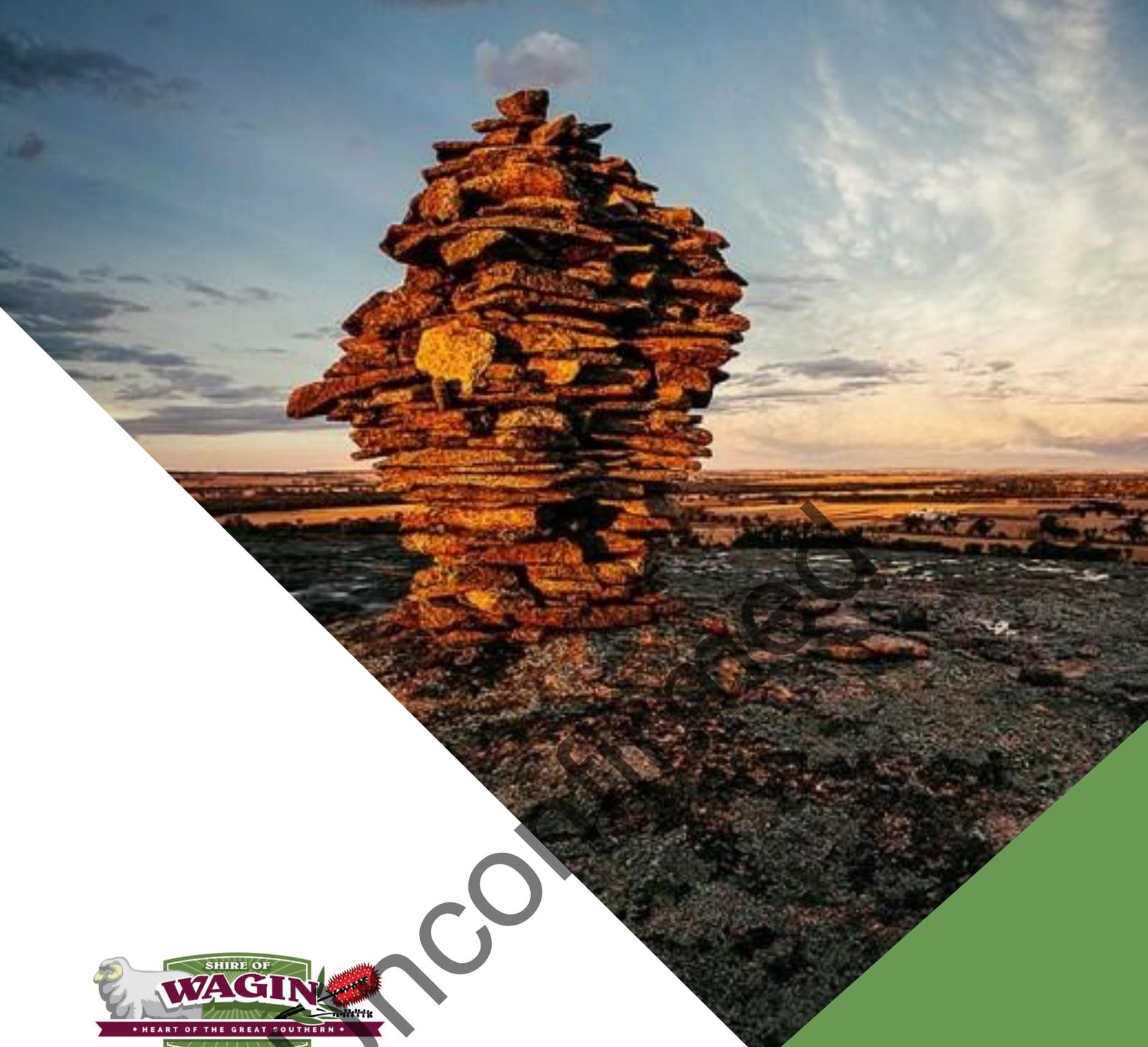
**4979 COUNCIL DECISION**

**Moved Cr S M Chilcott**

**Seconded Cr W J Longmuir**

- 1. That the Minutes of the CEO Review Committee Meeting held on Wednesday 14 June 2023, as attached, be received.**

**Carried 8/0**



# MINUTES

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# CEO REVIEW COMMITTEE

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14 JUNE 2023

Ordinary Council Meeting

10

27 June 2023

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**Ian McCabe**  
CHIEF EXECUTIVE OFFICER

## GIFTS DISCLOSURE INFORMATION

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

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

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

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

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1.5 Explore affordable accommodation for workers.	2.5 Refine Infrastructure to support arts, culture, entertainment and library services.	3.5. Youth focus on services and recreation development including coordination of effort across the Shire/region.	4.5 Continue to increase the number of suitable trees within the townsite to enhance the tree canopy in particular the CBD	5.5 Be responsive to community aspirations and requirements within the capacity of council.
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	2.10 Optimise water harvesting and storage			



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## SHIRE OF WAGIN

Minutes for the CEO Review Committee Meeting held in the Council Chambers,  
Wagin on Wednesday 14 June 2023 commencing at 5.30 pm

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Unconfirmed



## 1. OPENING

Presiding Member, Cr Phillip Blight opened the meeting at 5.50 pm

## 2. RECORD OF ATTENDANCE AND APOLOGIES

### 2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Bronwyn Hegarty	Elected Member
Cr Sherryl Chilcott	Elected Member
Cr Bryan Kilpatrick	Elected Member (Proxy)
Ian McCabe	Chief Executive Officer
Kirsty Simkins	Executive Assistant

### 2.2 APOLOGIES

Cr Greg Ball	Elected Member
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## 3. CORRESPONDENCE AND REPORTS

## 4. GENERAL BUSINESS/DISCUSSION POINTS

### 4.1 CEO PERFORMANCE REVIEW

#### COMMITTEE RECOMMENDATION

That:

The Committee recommend to Council that:

1. The services of Dr Shayne Silcox be engaged to assist with the performance review of the CEO.

## Amendment

### COMMITTEE RECOMMENDATION

Moved Cr S M Chilcott

Seconded Cr B L Kilpatrick

That:

The Committee recommend to Council that:

1. The services of Dr Shayne Silcox PSM, Strategic Leadership Consulting be engaged to assist with the performance review of the CEO.
2. Accept the 'Face to Face' quote from Dr Shayne Silcox PSM, Strategic

Carried by Absolute Majority 4/0

**Note: Reason for change in recommendation is after discussion the Committee identified an in-person review is preferred over a remote review.**

Confidential Attachments provided to Committee Members:

1. Proposal of Dr S. Shilcox PSM, Strategic Leadership Consulting
2. Proposal of Mr M. Fitzgerald, Fitzgerald Strategies.

## 4.2 PREPARATION OF KEY PERFORMANCE INDICATORS

PROPONENT:	Ian McCabe, Chief Executive Officer
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	9 June 2023
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	Financial - Contractual Party
FILE REFERENCE:	PE.RE.163
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	<ol style="list-style-type: none"> <li>1. Officer Letter</li> <li>2. Council Policy A.27 Standard for CEO Recruitment, Performance and Termination Policy</li> <li>3. Employment Contract (Confidential)</li> </ol>

### OFFICER RECOMMENDATION & COMMITTEE DECISION

Moved Cr B S Hegarty

Seconded Cr S M Chilcott

That the Committee:

1. Recommend that Council accept the officer's request and approve an amendment to the employment contract to allow for the development, negotiation and agreement of Key Performance Indicators for the CEO no later than 4 September 2023.

Carried by Absolute Majority 4/0

### BRIEF SUMMARY

This item addresses clause 4.1 of the Employment Contract, 'Performance Criteria' and the requirement to negotiate and determine Performance Criteria within six months of the commencement date.

### BACKGROUND/COMMENT

Clause 4.1 (1) of the Employment Contract requires the negotiation and agreement of Performance Criteria 'within six (6) months of the Commencement Date.' The Commencement Date is 3 January 2023.

Business circumstances have not allowed for the negotiation and agreement process to be completed. The officer has prepared a statement indicating his willingness to extend this period to Monday 4 September 2023. This is the latest practical date for agreement prior to commencement of a legislated caretaker period in the lead-up to

the local government election of October 2023. During this period, Council cannot make major decisions affecting the employment of the CEO.

In the period 3 January 2023 to the current date, in the absence of agreed key performance indicators, the CEO has been adhering to statutory requirements, council policy, approved plans and referencing Key Result Areas of the local government. This can be satisfactory in the short term as these all **can** be SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT and TIME-BOUND (S.M.A.R.T.). This has been particularly the case in 2023 where there has been substantial imposed requirements such as local government reform; carry-over from previous officers; or legacy work that is yet to implemented or completed. However, at some point, there has to be alignment between the current strategic objectives and operational outcomes - despite legacy projects or incomplete historical work. In finding agreement on Key Performance Indicators (KPI's), Council and the Officer are seeking to reach agreement on what are to be the most significant priorities for the agreed period.

The officer recognises that reaching timely agreement on suitable KPI's will require investment in time by both Council and the officer. Accordingly, a request to extend the period in to meet the contract requirement at clause 4.1 will allow for this to occur. The officer request is at Attachment 1.

With Committee and Council agreement, a suitable signed written agreement to the proposal would need to be provided in response, executing a council decision. This meets the requirements of clause 17.2 'Amendment'.

The contract is a confidential attachment (Attachment 3).

#### **CONSULTATION/COMMUNICATION**

Shire President, Cr P. Blight

#### **STATUTORY/LEGAL IMPLICATIONS**

The Employment Contract is a legal commitment.

#### **POLICY IMPLICATIONS**

Council Policy A.27 Standard for CEO Recruitment, Performance and Termination Policy (Attachment 2).

#### **FINANCIAL IMPLICATIONS**

There is no direct financial consequence to this item.

#### **STRATEGIC IMPLICATIONS**

The CEO is a key implementer of Council strategy and decisions.

#### **VOTING REQUIREMENTS**

Absolute Majority

Ian McCabe, CEO

Shire of Wagin

Cr P. Blight, President

Shire of Wagin

Dear Councillor,

**Ref. PE.RE.163 PROPOSED VARIATION TO EMPLOYMENT CONTRACT**

You will be aware that clause 4.1 (1) of the CEO Employment Contract requires the agreement of performance indicators within six months of commencement. Reports by me to Council have consistently referred to the statutory requirements of the role and Council Key Results Areas in the absence of these indicators. This does not meet the contractual requirements of review at section 4 of the employment contract or those for amendment at clause 17.2, nor does it meet the requirements of Council Policy A.27 Standard for CEO Recruitment, Performance and Termination Policy.

Accordingly, I seek the agreement of Council's Review Committee and thereafter a decision of Council by Absolute Majority to support a variation to clause 4.1 (1) to allow for the development, negotiation and agreement of performance indicators no later than 4 September 2023. This will broadly align with Council's budget process and allow for agreement prior to the legislated caretaker period in the lead-up to the 2023 local government election.

Should the Committee agree, Council will need to decide by Absolute Majority to execute such a variation and a written agreement be made by the parties.

Sincerely,



IAN MCCABE

Chief Executive Officer

9 June 2023

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## A.27 STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION POLICY

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<b>POLICY NUMBER</b>	<b>A.27</b>
<b>POLICY TYPE</b>	<b>ADMINISTRATION</b>
<b>DATE ADOPTED</b>	<b>2 August 2022 (Council resolution #4824)</b>
<b>REVIEW DATE</b>	
<b>DELEGATION APPLICABLE</b>	<b>NO</b>

### OBJECTIVE

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

### Division 1 — Preliminary provisions

#### 1. Citation

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

#### 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

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

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

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

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

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

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

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

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

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

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

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

### 4. Application of Division

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

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

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

### 6. Advertising requirements

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

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

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

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

### 8. Establishment of selection panel for employment of CEO

- (1) In this clause —

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

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

#### **9. Recommendation by selection panel**

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

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

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### 11. Offer of employment in position of CEO

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

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

#### 12. Variations to proposed terms of contract of employment

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

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

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

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

and

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

#### 14. Confidentiality of information

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

## Division 3 — Standards for review of performance of CEOs

### 15. Overview of Division

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

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

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

### 17. Carrying out a performance review

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

### 18. Endorsement of performance review by local government

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

### 19. CEO to be notified of results of performance review

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

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

## Division 4 — Standards for termination of employment of CEOs

### 20. Overview of Division

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

### 21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

## **22. Additional principles applying to termination for performance related reasons**

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

## **23. Decision to terminate**

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

## **24. Notice of termination of employment**

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

### **GUIDELINES**

- *Local Government Act 1995*

### **HISTORY**

- Nil

### **REVIEWED**

- Chief Executive Officer



**5. CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6.18 pm

I certify that this copy of the Minutes is a true and  
Correct records of the meeting held on  
14 June 2023

Signed .....

Presiding Elected Member

Date: .....

Unconfirmed



## 10 FINANCIAL REPORTS

### 10.1 FINANCIAL REPORTS – MAY 2023

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	15 June 2023
PREVIOUS REPORT(S):	11 May 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
STRATEGIC DOCUMENT REFERENCE	Approved Budget 2022 / 23
ATTACHMENTS:	1. Monthly Financial Report

#### OFFICER RECOMMENDATION/4980 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr M A O'Brien

That Council:

1. Adopts the Financial Report for the period ending 31 May 2023 as presented.

Carried 8/0

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

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

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

The Adjusted Net Current Assets figure as at the 31 May 2023 is \$2,142,548 compared to \$2,530,983 in May 2022.

Payment of 2022/2023 rates have been strong with \$2,750,469 being collected by the end of May which equates to 99.3%. Following the issue of final notices ratepayers who did not respond or enter a payment arrangement have been referred to debt collection for recovery action and that action is being progressed as applicable. Those



who set-up a payment plan are being monitored to ensure compliance with the agreed terms and followed up if plans are not adhered to. Total rates outstanding are \$68,058.

Shire has a total of \$4,263,288 invested in interest bearing accounts which are currently earning interest of 3.55% on Treasury OCDF (\$1,937,023) and 3.68% on Treasury Reserve Term Deposit (\$2,015,213) and 1.25% Telnet Saver (\$311,052).

### **CONSULTATION/COMMUNICATION**

Nil

### **STATUTORY/LEGAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council Motion for a budget amendment.

### **STRATEGIC IMPLICATIONS**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

**SHIRE OF WAGIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 May 2023**

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

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Chart of Accounts - Detail	

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2023**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Wagin for the 2022/23 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 2022/23 financial year.

	<b>% Completed</b>	<b>Annual Budget</b>	<b>YTD Actual</b>
<b>Capital Expenditure</b>			
Buildings	27%	230,930	62,781
Plant & Equipment	121%	465,486	565,349
Furniture & Equipment	88%	100,571	88,916
Infrastructure - Roads	76%	1,791,701	1,362,364
Footpaths	0%	88,825	0
Infrastructure - Other	30%	281,070	85,479
<b>Grants, Subsidies and Contributions</b>			
Operating Grants, Subsidies and Contributions	97%	1,191,693	1,158,539
Non-operating Grants, Subsidies and Contributions	139%	1,298,117	1,801,327
Rates Levied	100%	2,520,969	2,514,803

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>This Time Last Year 31 May 2022</b>	<b>Year to Date Actual 31 May 2023</b>
Adjusted Net Current Assets	85%	\$ 2,530,983	\$ 2,142,548
Cash and Equivalent - Unrestricted	81%	\$ 2,601,090	\$ 2,105,344
Cash and Equivalent - Restricted	109%	\$ 2,139,764	\$ 2,326,266
Receivables - Rates	91%	\$ 74,878	\$ 68,058
Receivables - Other	96%	\$ 68,332	\$ 65,410
Payables	37%	\$ 343,408	\$ 127,609

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up 31st May 2023  
Prepared by: Manager of Finance  
Reviewed by: Chief Executive Officer

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

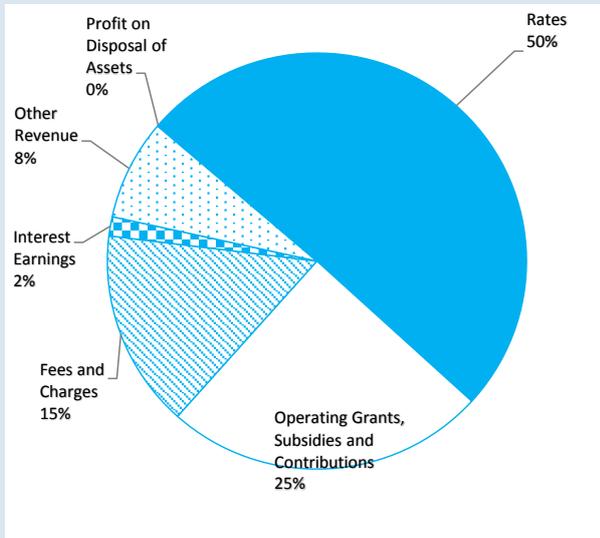
**CRITICAL ACCOUNTING ESTIMATES**

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

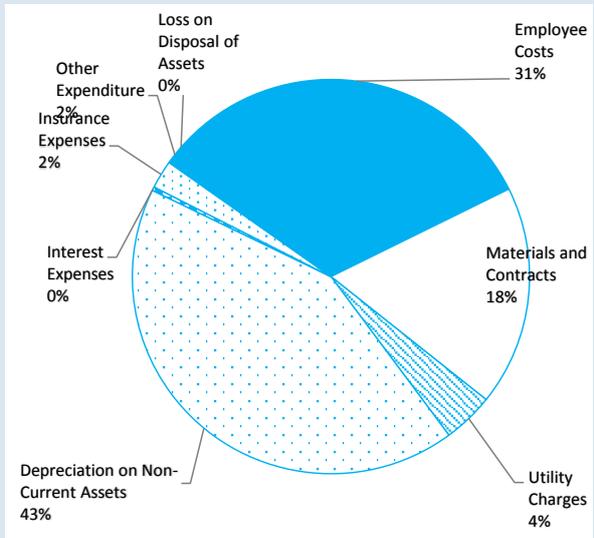
**ROUNDING OFF FIGURES**

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

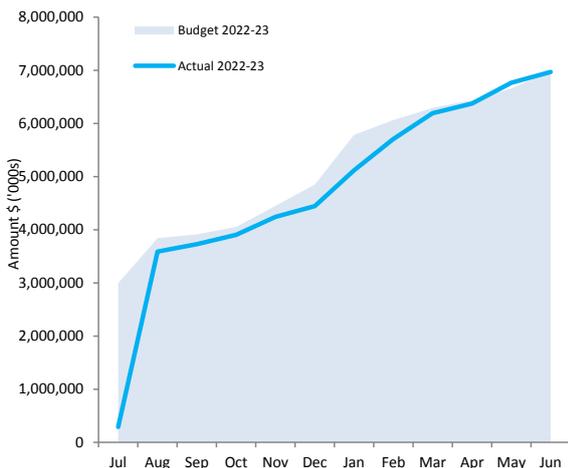
**OPERATING REVENUE**



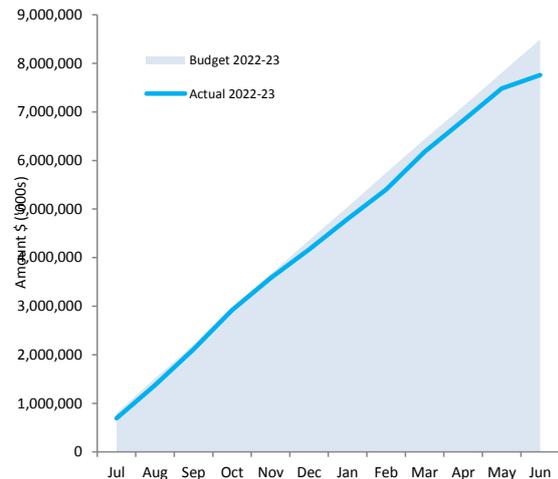
**OPERATING EXPENSES**



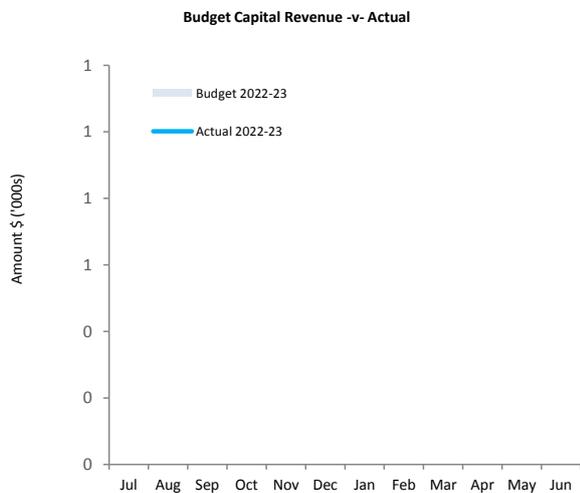
**Budget Operating Revenues -v- Actual**



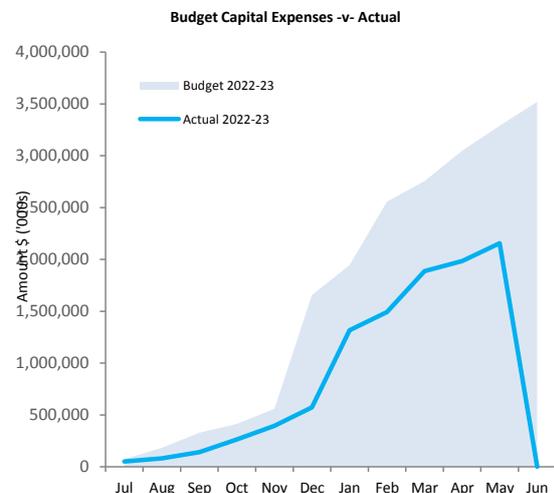
**Budget Operating Expenses -v- YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2023**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH EDUCATION AND WELFARE</b>	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.
<b>HOUSING</b>	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
<b>COMMUNITY AMENITIES</b>	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.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	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 MAY 2023**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	\$	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,968,880	1,959,274	1,959,274	<b>1,959,274</b>	(0)	
<b>Revenue from operating activities</b>							
Governance		36,636	36,636	36,636	<b>14,063</b>	(22,573)	▼
General Purpose Funding - Rates	5	2,525,969	2,513,921	2,518,508	<b>2,515,184</b>	(3,324)	
General Purpose Funding - Other		615,893	725,069	703,182	<b>707,527</b>	4,345	
Law, Order and Public Safety		134,695	129,695	128,690	<b>113,206</b>	(15,484)	
Health		12,680	10,108	4,943	<b>6,898</b>	1,955	
Education and Welfare		635,130	635,130	582,465	<b>529,523</b>	(52,942)	▼
Community Amenities		356,586	393,658	385,025	<b>413,650</b>	28,625	▲
Recreation and Culture		101,922	113,922	108,632	<b>117,059</b>	8,427	
Transport		258,591	257,044	246,457	<b>285,175</b>	38,718	▲
Economic Services		192,250	192,250	176,231	<b>165,584</b>	(10,647)	
Other Property and Services		120,060	120,060	109,574	<b>123,844</b>	14,270	
		<b>4,990,412</b>	<b>5,127,493</b>	<b>5,000,343</b>	<b>4,991,713</b>		
<b>Expenditure from operating activities</b>							
Governance		(595,709)	(584,059)	(532,436)	<b>(427,106)</b>	105,330	▲
General Purpose Funding		(396,357)	(396,357)	(375,956)	<b>(374,445)</b>	1,511	
Law, Order and Public Safety		(299,746)	(324,513)	(299,466)	<b>(308,373)</b>	(8,907)	
Health		(192,185)	(192,185)	(166,438)	<b>(132,121)</b>	34,317	▲
Education and Welfare		(706,080)	(706,180)	(648,564)	<b>(684,041)</b>	(35,477)	▼
Community Amenities		(628,373)	(659,266)	(607,501)	<b>(569,881)</b>	37,620	▲
Recreation and Culture		(1,898,417)	(1,927,899)	(1,774,412)	<b>(1,694,227)</b>	80,185	▲
Transport		(2,831,071)	(2,831,071)	(2,596,324)	<b>(2,537,611)</b>	58,713	▲
Economic Services		(388,429)	(388,429)	(357,005)	<b>(331,506)</b>	25,499	▲
Other Property and Services		(484,005)	(484,005)	(449,611)	<b>(422,853)</b>	26,758	▲
		<b>(8,420,373)</b>	<b>(8,493,965)</b>	<b>(7,807,713)</b>	<b>(7,482,164)</b>		
<b>Operating activities excluded from budget</b>							
Non-cash amounts excluded from operating activities		(80,881)	3,348,441	(79,334)	<b>(6,872)</b>	72,462	
<b>Amount attributable to operating activities</b>		<b>(83,067)</b>	<b>(18,031)</b>	<b>255,458</b>	<b>670,385</b>		
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,298,117	1,858,381	1,654,121	<b>1,773,822</b>	119,701	▲
Proceeds from Disposal of Assets	6	227,972	226,354	226,354	<b>12,718</b>	(213,636)	▼
Capital Acquisitions	7	(2,958,583)	(3,520,057)	(3,289,288)	<b>(2,164,889)</b>	1,124,399	▲
<b>Amount attributable to investing activities</b>		<b>(1,432,494)</b>	<b>(1,435,322)</b>	<b>(1,408,813)</b>	<b>(378,349)</b>		
<b>Financing Activities</b>							
Self-Supporting Loan Principal		30,573	30,573	20,228	<b>20,228</b>	(0)	
Transfer from Reserves	9	8,000	8,000	8,000	<b>0</b>	(8,000)	
Repayment of Debentures	8	(74,569)	(92,808)	(68,420)	<b>(91,464)</b>	(23,044)	▼
Transfer to Reserves	9	(417,322)	(452,322)	(24,000)	<b>(37,525)</b>	(13,525)	
<b>Amount attributable to financing activities</b>		<b>(453,318)</b>	<b>(506,557)</b>	<b>(64,192)</b>	<b>(108,761)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(0)</b>	<b>(636)</b>	<b>741,727</b>	<b>2,142,550</b>		

**KEY INFORMATION**

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

The material variance adopted by Council for the 2022/23 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 MAY 2023**

**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 MAY 2023**

**BY NATURE OR TYPE**

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	1(b)	\$ 1,968,880	1,959,274	1,959,274	\$ 1,959,274	\$ 0	
<b>Revenue from operating activities</b>							
Rates	5	2,520,969	2,513,921	2,514,008	2,514,803	795	
Operating Grants, Subsidies and Contributions	10	1,195,693	1,270,542	1,222,169	1,238,789	16,620	
Fees and Charges		783,363	778,868	743,128	766,297	23,169	▲
Interest Earnings		24,727	76,977	62,652	74,319	11,667	
Other Revenue		384,779	407,851	379,052	390,631	11,579	
Profit on Disposal of Assets	6	80,881	79,334	79,334	6,872	(72,462)	
		4,990,412	5,127,493	5,000,343	4,991,713		
<b>Expenditure from operating activities</b>							
Employee Costs		(2,605,950)	(2,615,269)	(2,399,854)	(2,340,827)	59,027	▲
Materials and Contracts		(1,640,979)	(1,697,567)	(1,566,713)	(1,350,507)	216,206	▲
Utility Charges		(370,229)	(372,136)	(341,290)	(310,424)	30,866	▲
Depreciation on Non-Current Assets		(3,427,775)	(3,427,775)	(3,142,161)	(3,167,707)	(25,546)	▼
Interest Expenses		(24,225)	(24,225)	(22,896)	(22,864)	32	
Insurance Expenses		(173,703)	(173,703)	(173,703)	(173,131)	572	
Other Expenditure		(177,512)	(183,290)	(161,096)	(116,704)	44,392	▲
Loss on Disposal of Assets	6	0	0	0	0		
		(8,420,373)	(8,493,965)	(7,807,713)	(7,482,164)		
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,427,775		3,142,161	3,167,707	25,546	▲
Adjust (Profit)/Loss on Asset Disposal	6					0	
Non-cash amounts excluded from operating activities		(80,881)	3,348,441	(79,334)	(6,872)	72,462	
<b>Amount attributable to operating activities</b>		<b>(83,067)</b>	<b>(18,031)</b>	<b>255,458</b>	<b>670,384</b>		
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,298,117	1,858,381	1,654,121	1,773,822	119,701	▲
Proceeds from Disposal of Assets	6	227,972	226,354	226,354	12,718	(213,636)	▼
Capital acquisitions	7	(2,958,583)	(3,520,057)	(3,289,288)	(2,164,889)	1,124,399	▲
<b>Amount attributable to investing activities</b>		<b>(1,432,494)</b>	<b>(1,435,322)</b>	<b>(1,408,813)</b>	<b>(378,349)</b>		
<b>Financing Activities</b>							
Self-Supporting Loan Principal		30,573	30,573	20,228	20,228	(0)	
Transfer from Reserves	9	8,000	8,000	8,000	0	(8,000)	
Repayment of Debentures	8	(74,569)	(92,808)	(68,420)	(91,464)	(23,044)	▼
Transfer to Reserves	9	(417,322)	(452,322)	(24,000)	(37,525)	(13,525)	
<b>Amount attributable to financing activities</b>		<b>(453,318)</b>	<b>(506,557)</b>	<b>(64,192)</b>	<b>(108,761)</b>		
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(0)</b>	<b>(636)</b>	<b>741,726</b>	<b>2,142,549</b>		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance. This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

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

**PROVISIONS**

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

**INVENTORIES**

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

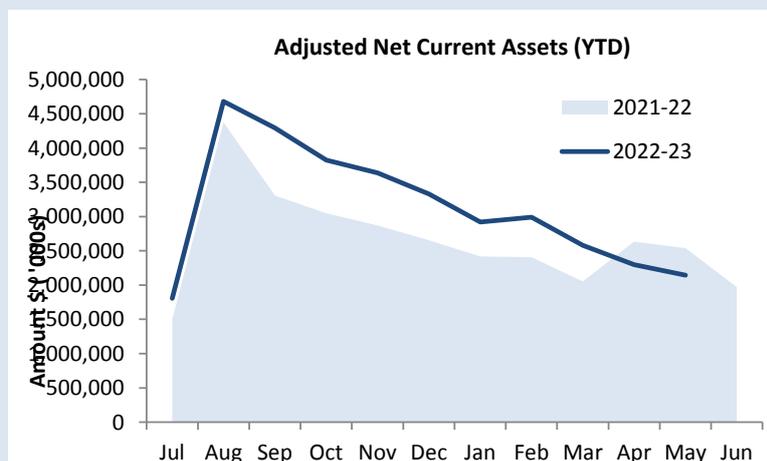
	Ref Note	Last Years Closing 30 June 2022	This Time Last Year 31 May 2022	Year to Date Actual 31 May 2023
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	2,383,622	2,601,090	2,105,344
Cash Restricted	3	2,288,740	2,139,764	2,326,266
Receivables - Rates	4	49,890	74,878	68,058
Receivables - Other	4	145,380	68,332	65,410
Loans receivable		30,573	10,038	10,345
Interest / ATO Receivable		0	0	22,209
Accrued Income / Expenses In Advance		43,168	323,492	124,729
Inventories		52,102	34,903	52,102
		4,993,475	5,252,497	4,774,463
<b>Less: Current Liabilities</b>				
Payables		(162,417)	(343,408)	(127,609)
Accrued Expenses / Income In Advance		(515,398)	(191,232)	(167,696)
Regional Refuse Group Accrued Funds		(37,071)	(37,071)	0
Provisions - Loans, Annual & Long Service Leave		(477,920)	(367,821)	(386,456)
		(1,192,808)	(939,533)	(681,761)
<b>Unadjusted Net Current Assets</b>		<b>3,800,667</b>	<b>4,312,964</b>	<b>4,092,703</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Profit on asset disposals		0		
Add: Loss on asset disposals		0		
Less: Cash reserves	3	(2,288,740)	(2,139,764)	(2,326,266)
Less: Loans receivable		(30,573)	(10,038)	(10,345)
Add: Provisions - Loans, Annual & Long Service Leave		477,920	367,821	386,456
<b>Adjusted Net Current Assets</b>		<b>1,959,274</b>	<b>2,530,983</b>	<b>2,142,548</b>

**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)  
\$2.14 M**

**Last Year YTD  
Surplus(Deficit)  
\$2.53 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**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 2022/23 financial year is \$20,000.

Reporting Program	Var. \$	Var.	Timing/ Permanent	Explanation of Variance
	\$			
<b>Revenue from operating activities</b>				
Governance	(22,573)	▼	Permanent	Trade in of DCEO vehicle not happening in 23/24
Education and Welfare	(52,942)	▼	Permanent	Les HCP clients than budgeted - offset by less expenditure
Community Amenities	28,625	▲	Permanent	\$17k higher domestic rubbish fees
Transport	38,718	▲	Timing	Timing of profit on trucks being sold
<b>Expenditure from operating activities</b>				
Governance	105,330	▲	Timing	Administration costs running under budget
Health	34,317	▲	Timing	Timing of doctor relocation costs & EHO costs
Education and Welfare	(35,477)	▼	Permanent	Homecare wages higher than budgeted.
Community Amenities	37,620	▲	Timing	Timing of invoices for refuse collection - running 1 month in arrears
Recreation and Culture	80,185	▲	Timing	Pool costs and Other Recreation maintenance running below budget
Transport	58,713	▲	Timing	Road maintenance jobs lower
Economic Services	25,499	▲	Timing	Tourism and Hoistoric Village costs below budget
Other Property and Services	26,758	▲	Timing	Consultant costs lower than budgeted
<b>Investing Activities</b>				
Non-operating Grants, Subsidies and Contributions	119,701	▲	Timing	Recognition of grant monies as expended
Proceeds from Disposal of Assets	(213,636)	▼	Timing	Items not yet disposed of - will c/fwd to 2023/24
Capital Acquisitions	1,124,399	▲	Timing	Timing of capital projects /plant purchases
<b>Financing Activities</b>				
Repayment of Debentures	(23,044)	▼	Timing	Early Repayment of Loan # 131

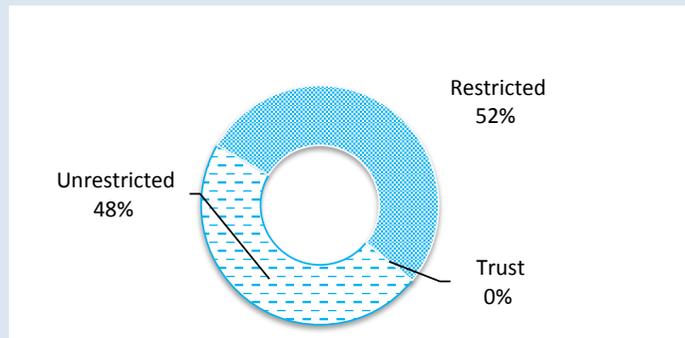
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
<b>Cash on Hand</b>							
Petty Cash and Floats	1,250			1,250	N/A	Nil	On Hand
<b>At Call Deposits</b>							
Municipal Fund	144,736			144,736	NAB/BWA	Nil	At Call
Overnight Cash Deposit Facility	1,937,023			1,937,023	Treasury	3.55%	At Call
Restricted Funds Account	22,335			22,335	BWA	Nil	At Call
Trust Fund			0		BWA	Nil	At Call
Reserve Fund - Telnet Saver		311,052		311,052	BWA	1.25%	At Call
<b>Term Deposits</b>							
Reserve Investment - Term Deposit		2,015,213		2,015,213	Treasury	3.68%	08-Jun-23
<b>Total</b>	<b>2,105,344</b>	<b>2,326,266</b>	<b>0</b>	<b>4,431,610</b>			

**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.

<b>Total Cash</b>	<b>Unrestricted</b>
<b>\$4.43 M</b>	<b>\$2.11 M</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2022	31 May 2023
	\$	\$
Opening Arrears Previous Years	67,957	49,890
Levied this year	2,665,551	2,768,637
Less Collections to date	(2,683,618)	(2,750,469)
<b>Equals Current Outstanding</b>	<b>49,890</b>	<b>68,058</b>
<b>Net Rates Collectable</b>	<b>49,890</b>	<b>68,058</b>
% Collected	100.68%	99.34%

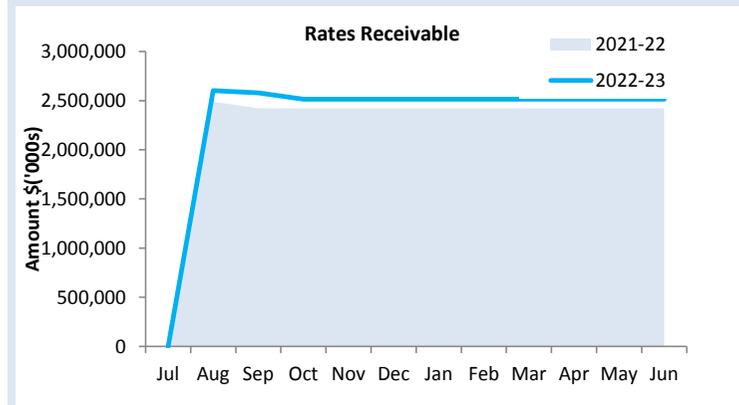
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	44,418	5,312	1,687	16,006	67,422
Percentage	66%	8%	3%	24%	
<b>Balance per Trial Balance</b>					
Sundry debtors					67,422
Loans receivable - clubs/institutions					10,345
Doubtful Debtors					(2,012)
<b>Total Receivables General Outstanding</b>					<b>97,964</b>
<b>Amounts shown above include GST (where applicable)</b>					

**KEY INFORMATION**

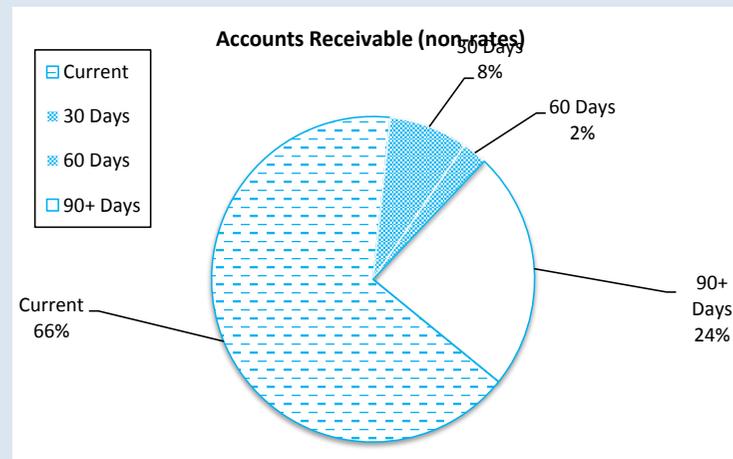
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**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
<b>99.34%</b>	<b>\$68,058</b>



<b>Debtors Due</b>
<b>\$97,964</b>
<b>Over 30 Days</b>
<b>34%</b>
<b>Over 90 Days</b>
<b>24%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

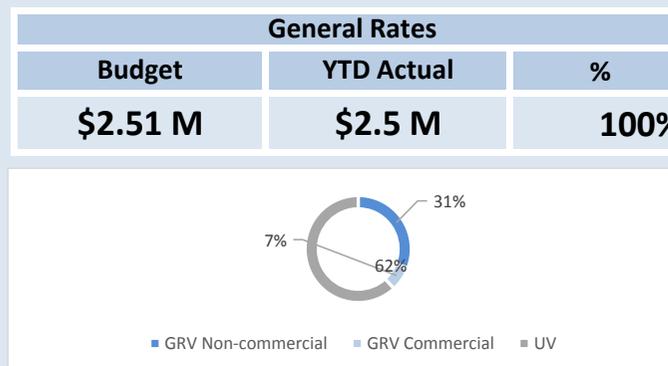
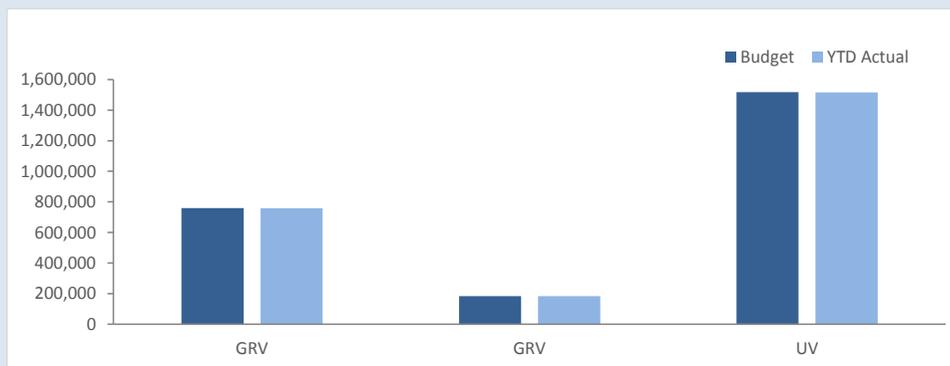
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

General Rate Revenue		Budget						YTD Actual				
		Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE		\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>												
GRV	Non-commercial	0.086830	675	8,705,834	755,928	3,000	1,000	759,928	755,928	1,226	121	757,275
GRV	Commercial	0.115080	65	1,592,996	183,322			183,322	183,322	0	0	183,322
UV		0.005683	297	266,695,055	1,515,628	2,000		1,517,628	1,515,628	999	0	1,516,627
Minimum \$												
GRV	Non Commercial	625	137	211,386	85,625	0	0	85,625	85,625	0	0	85,625
GRV	Commercial	625	13	37,025	8,125	0	0	8,125	8,125	0	0	8,125
UV		625	84	5,800,546	52,500	0	0	52,500	52,500	0	0	52,500
<b>Sub-Totals</b>			<b>1,271</b>	<b>283,042,842</b>	<b>2,601,128</b>	<b>5,000</b>	<b>1,000</b>	<b>2,607,128</b>	<b>2,601,127</b>	<b>2,225</b>	<b>121</b>	<b>2,603,474</b>
Rates Written Off												(381)
Discount								(97,500)				(103,144)
<b>Amount from General Rates</b>								<b>2,509,628</b>				<b>2,499,948</b>
Ex-Gratia Rates								16,341				14,855
<b>Total General Rates</b>								<b>2,525,969</b>				<b>2,514,804</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

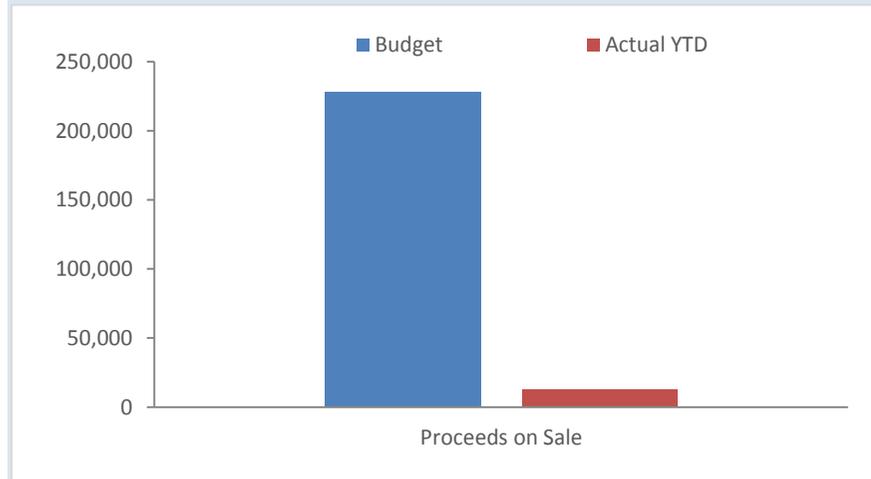


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

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)
		\$	\$	\$	\$	\$	\$	\$	\$
PO2Y19	DCEO Vehicle	6,182	36,818	30,636					
P16Y17	Isuzu Truck	42,722	45,227	2,505					
P21Y17	Isuzu Crew Cab	32,863	36,136	3,273					
P22Y17	John Deere Mower	0	700	700					
P38Y16	Mahindra Pick-up - Ranger	5,916	13,636	7,720		5,846	12,718	6,872	
P42	Isuzu Side-tipper	59,408	95,455	36,047					
		<b>147,091</b>	<b>227,972</b>	<b>80,881</b>	<b>0</b>	<b>5,846</b>	<b>12,718</b>	<b>6,872</b>	<b>0</b>

KEY INFORMATION



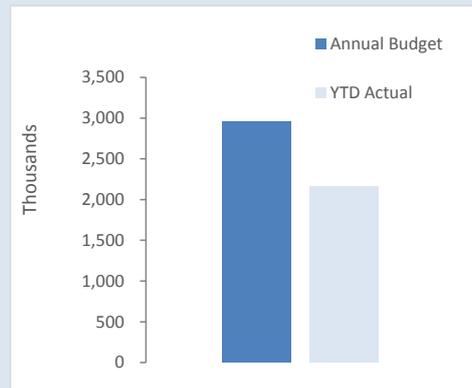
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$227,972</b>	<b>\$12,718</b>	<b>6%</b>

Capital Acquisitions	Adopted Annual Budget	Amended Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$		\$	\$	\$
Buildings	(230,930)	(230,930)	(212,089)	(62,781)	149,308
Plant & Equipment	(465,486)	(1,014,578)	(1,014,578)	(565,349)	449,229
Furniture & Equipment	(100,571)	(100,571)	(88,061)	(88,916)	(855)
Infrastructure - Roads	(1,791,701)	(1,791,701)	(1,719,783)	(1,362,364)	357,419
Footpaths	(88,825)	(88,825)	(88,825)	0	88,825
Infrastructure - Other	(281,070)	(293,452)	(165,952)	(85,479)	80,473
<b>Capital Expenditure Totals</b>	<b>(2,958,583)</b>	<b>(3,520,057)</b>	<b>(3,289,288)</b>	<b>(2,164,889)</b>	<b>1,124,399</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	1,298,117	1,858,381	1,654,121	1,773,822	119,701
Other (Disposals & C/Fwd)	227,972	226,354		12,718	12,718
Cash Backed Reserves					
Recreation Development Reserve				0	0
Sportsground Precinct Redevelopment Reserve				0	0
Contribution - operations	1,432,494	1,435,322	1,635,167	378,349	(1,256,818)
<b>Capital Funding Total</b>	<b>2,958,583</b>	<b>3,520,057</b>	<b>3,289,288</b>	<b>2,164,889</b>	<b>(1,124,399)</b>

**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**



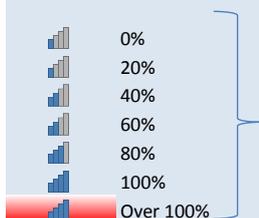
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.96 M</b>	<b>\$2.16 M</b>	<b>73%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.3 M</b>	<b>\$1.77 M</b>	<b>137%</b>

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

	Account Number	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance
<b>Capital Expenditure</b>						
<b>Buildings</b>						
	Court House Development	B2201	(171,093)	(171,093)	(156,838)	143,083
	Historical Village - 'History of Wagin' Shed	B2202	(9,887)	(9,887)	(9,887)	(37)
	NAB Building	B2203	(15,000)	(15,000)	(13,750)	(11,748)
	Historical Village - Shed Fit-out	B2204	(11,000)	(11,000)	(11,000)	475
	Depot Upgrades - Shed Wall & Electric Gate	E167458	(3,950)	(3,950)	(3,950)	871
	New Roof - Caravan park Ablutions	B2301	(20,000)	(20,000)	(16,664)	16,664
			(230,930)	(230,930)	(212,089)	149,308
<b>Plant &amp; Equipment</b>						
	DCEO Vehicle (P02Y19)	E167741	(54,049)	(54,049)	(54,049)	0
	Fire Engine - Volvo 2020	PE2307	0	(490,674)	(490,674)	0
	Water Tanker Trailer	P96	0	(58,418)	(58,418)	24,168
	Isuzu Truck (P16Y17)	PE2301	(87,658)	(87,658)	(87,658)	0
	Isuzu Crew Cab (P21Y17)	PE2302	(74,404)	(74,404)	(74,404)	0
	New Ride-on vMower (P27Y17)	PE2303	(9,000)	(9,000)	(9,000)	3,305
	Mahindra Pick-Up Ranger (P38Y16)	PE2304	(25,720)	(25,720)	(25,720)	(180)
	Isuzu Side-Tipper (P42)	PE2305	(204,655)	(204,655)	(204,655)	0
	Plant Attachment - Broom	PE2306	(10,000)	(10,000)	(10,000)	1,170
			(465,486)	(1,014,578)	(1,014,578)	449,229
<b>Furniture &amp; Equipment</b>						
	CCTV Upgrade	E167110	(8,571)	(8,571)	(8,571)	0
	IT & Medical Equipment - Medical Centre	FE303	(75,000)	(75,000)	(62,490)	(13,210)
	60 x New Chairs	FE2301	(9,000)	(9,000)	(9,000)	0
	New Treadmill Community Gym	FE2302	(8,000)	(8,000)	(8,000)	3,784
			(100,571)	(100,571)	(88,061)	(855)
<b>Infrastructure - Roads</b>						
	Capital Works Program - Roads	E167103	(1,492,946)	(1,492,946)	(1,470,859)	366,511
	Capital Works Program - Airstrip	IO1901	(298,755)	(298,755)	(248,924)	(9,092)
			(1,791,701)	(1,791,701)	(1,719,783)	357,419
<b>Footpaths</b>						
	Footpath Program	E167124	(88,825)	(88,825)	(88,825)	0
			(88,825)	(88,825)	(88,825)	0
<b>Infrastructure - Other</b>						
	Emergency Water Water - CWSP	IO028	0	(37,143)	(37,143)	11,740
	Pump & Emergency Water Connection - Dam via Wier	IO029	0	(9,242)	(9,242)	6,181
	Giant Ram Lighting	IO2202	(7,050)	(7,050)	(7,050)	5,704
	Sportsground Precinct Redevelopment	IO2204	(150,000)	(125,000)	0	0
	War Memorial Upgrades	IO2205	(6,850)	(6,850)	(6,850)	(636)
	Wetlands Park Redevelopment	IO2206	(54,695)	(45,692)	(45,692)	5,798
	Wetlands Park BBQ Shelters	IO2301	(15,000)	(15,000)	(15,000)	15,000
	Main Streets Paving, Cleaning & Sealing	IO2207	(2,475)	(2,475)	(2,475)	884
	Townscape	IO2208	(30,000)	(30,000)	(27,500)	20,803
	Mural - toilet Building	IO2302	(15,000)	(15,000)	(15,000)	15,000
			(281,070)	(293,452)	(165,952)	80,473
<b>Capital Expenditure Total</b>			(2,958,583)	(3,520,057)	(3,289,288)	1,124,399

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 MAY 2023**

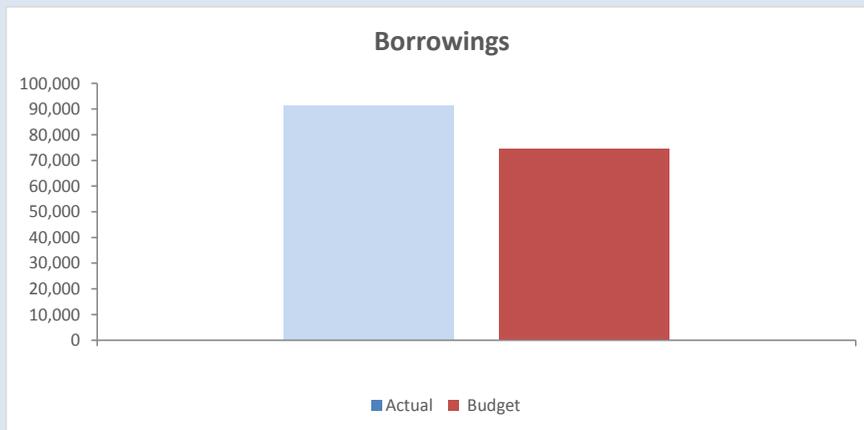
**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	30 Jun 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
Loan 131 - Recreation Centre Development	29,477	0	0	29,477	11,238	-0	18,239	910	1,707
Loan 139 - Swimming Pool Redevelopment	187,284	0	0	14,746	14,746	172,538	172,538	9,291	9,291
<b>Other Property and Services</b>									
Loan 137 - Staff Housing	126,737	0	0	14,349	15,693	112,388	111,044	6,637	7,201
Loan 138 - Doctor Housing	54,353	0	0	12,357	12,357	41,996	41,996	3,217	3,217
	397,851	0	0	70,929	54,034	326,922	343,817	20,056	21,416
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 141 - Wagin Ag Society (SSL)	97,491	0	0	20,535	20,535	76,956	76,956	2,809	2,809
	97,491	0	0	20,535	20,535	76,956	76,956	2,809	2,809
<b>Total</b>	495,342	0	0	91,464	74,569	403,878	420,773	22,865	24,225

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.

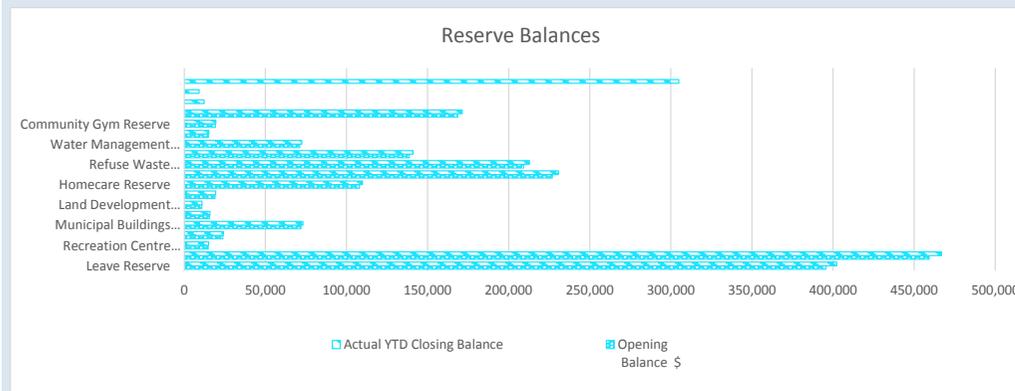


<b>Principal Repayments</b>	<b>\$91,464</b>
<b>Interest Earned</b>	<b>\$74,319</b>
<b>Interest Expense</b>	<b>\$22,865</b>
<b>Reserves Bal</b>	<b>\$2.33 M</b>
<b>Loans Due</b>	<b>\$ .4 M</b>

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	395,708	3,957	6,488					399,665	402,196
Plant Replacement Reserve	459,304	4,593	7,530	61,836				525,733	466,834
Recreation Centre Equipment Reserve	14,751	148	242					14,899	14,993
Aerodrome Maintenance & Development Reserve	23,740	237	389	8,500				32,477	24,129
Municipal Buildings Reserve	71,902	719	1,179					72,621	73,081
Admin Centre Furniture, Equipment & IT Reserve	15,559	156	255					15,715	15,814
Land Development Reserve	10,774	108	177					10,882	10,950
Community Bus Reserve	19,006	190	312					19,196	19,318
Homecare Reserve	108,061	1,081	1,772					109,142	109,832
Recreation Development Reserve	226,940	2,269	3,721	20,000				249,209	230,661
Refuse Waste Management Reserve	209,291	2,093	3,431	29,436				240,820	212,722
Refuse Site Rehabilitation Reserve	138,775	1,388	2,275	20,000				160,163	141,050
Water Management Reserve	71,214	712	1,168					71,926	72,382
Electronic Sign Reserve	14,883	149	244					15,032	15,127
Community Gym Reserve	19,174	192	314	2,550		(8,000)		13,916	19,488
Sportsground Precinct Redevelopment Reserve	168,573	1,686	2,764	100,000				270,259	171,337
Emergency/Bushfire Control Reserve	12,069	121	198					12,190	12,267
Community Events Reserve	9,017	90	148					9,107	9,165
Staff Housing Reserve	300,000	3,000	4,919	75,000				378,000	304,919
Roadwork Reserve	0	0	0	100,000				100,000	0
	<b>2,288,740</b>	<b>22,889</b>	<b>37,525</b>	<b>417,322</b>	<b>0</b>	<b>(8,000)</b>	<b>0</b>	<b>2,720,951</b>	<b>2,326,266</b>

KEY INFORMATION



Grants and Contributions

		Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance
<b>Operating grants, subsidies and contributions</b>						
<b>General Purpose Funding</b>						
Grants Commission - General	I032005	254,698	341,574	341,574	341,574	0
Grants Commission - Roads	I032010	152,645	119,618	119,618	119,618	0
<b>Law, Order and Public Safety</b>						
DFES Grant - Operating Bush Fire Brigade	I051010	77,405	77,405	77,405	77,360	(45)
DFES Grant - Operating SES	I051075	32,590	32,590	32,590	32,777	187
<b>Education and Welfare</b>						
Homecare Recurrent Grant	I082010	378,309	378,309	346,786	315,552	(31,234)
HCP Government Funds	I082045	138,200	138,200	126,687	85,185	(41,502)
<b>Recreation and Culture</b>						
Community Events Income	I119030	2,000	32,000	32,000	32,000	0
Lotterywest - Street Carnival	I119030	10,000	0	0	5,130	5,130
All Good Refund Centre - Street Carnival	I119030	0	1,000	1,000	6,130	5,130
<b>Transport</b>						
Direct Road Grants	I121005	138,346	138,346	138,346	141,414	3,068
<b>Operating Contributions</b>						
Rec Centre Equipment Contributions	I113030	1,500	1,500	1,500	1,800	300
Contribution to Woolorama	I119015	1,000	1,000	1,000	0	(1,000)
Contribution - St Lighting	I121025	5,000	5,000	0	0	0
<b>Operating grants, subsidies and contributions Total</b>		<b>1,191,693</b>	<b>1,266,542</b>	<b>1,218,506</b>	<b>1,158,539</b>	<b>(59,967)</b>
<b>Non-operating grants, subsidies and contributions</b>						
<b>Recreation and Culture</b>						
Wetlands Park Playground Upgrade Contribution	I113040	54,695	45,692	45,692	45,692	0
<b>Law, Order and Public Safety</b>						
DFES Grant - Capital Projects - New Fire Engine	I051011	0	490,674	490,674	490,674	(0)
Community Water Supply Project	I053060	0	78,593	72,039	23,578	(48,461)
<b>Transport</b>						
Road Project Grants	I121010	395,186	395,186	316,148	316,154	6
Roads To Recovery Grant	I121015	312,145	312,145	312,145	311,046	(1,099)
RADS - Airport Upgrade	I126015	298,755	298,755	298,755	253,628	(45,127)
Main Roads Bridge 18/19 Funding	I121070	0	0	0	0	0
LRCIP Funding	I121076	237,336	237,336	118,668	360,555	241,887
<b>Non-operating grants, subsidies and contributions Total</b>		<b>1,298,117</b>	<b>1,858,381</b>	<b>1,654,121</b>	<b>1,801,327</b>	<b>147,206</b>
<b>Grand Total</b>		<b>2,489,810</b>	<b>3,124,923</b>	<b>2,872,627</b>	<b>2,959,866</b>	<b>87,239</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 11  
OTHER FUNDS**

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

Description	RESTRICTED FUNDS ACCOUNT			Closing Balance 31 May 2023
	Opening Balance 01 Jul 2022	Amount Received	Amount Paid	
	\$	\$	\$	\$
Deposits - Town Hall	900	1,800	(1,900)	800
Deposits - Community Bus	900	1,500	(1,650)	750
Deposits - Rec Ctr & EFP	2,662	8,438	(7,200)	3,900
Deposits - Animal Trap	25	200	(150)	75
CTF	0	821	(821)	0
Deposit - Community Gym Key	5,580	2,550	(1,530)	6,600
Building Services Levy	329	1,712	(1,007)	1,034
Nomination Deposits	0	0	0	0
Other Deposits	6,819	600	(150)	7,269
Unclaimed Monies	2,147	0	(0)	2,147
Transport Licensing	0	0	0	0
Bank Charges	0	0	0	0
Banking Errors	0	0	0	0
Deposit - Refuse Site Key	20	0	0	20
Staff Christmas Fund	0	0	0	0
Trust Accounts Receivable	40	0	(40)	0
Cemetery Shelter Contributions	0	0	0	0
	<b>19,422</b>	<b>17,621</b>	<b>(14,448)</b>	<b>22,595</b>

## SHIRE OF WAGIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

## NOTE 12

## BUDGET AMENDMENTS

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

Date	GL Account Code/ Job #	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
					\$	\$	\$	
23/08/2022		<b>Budget Adoption</b>		Opening Surplus(Deficit)		(9,606)	(9,606)	
22/11/2022	CE007	Support of Christmas Strret Carnival Event	4892	Operating Expenses		(8,482)	(18,088)	
22/11/2022	E081030	Support to the Chaplain Programme - Youthcæ	4896	Operating Expenses		(2,600)	(20,688)	
20/12/2022	E032010/E113075	Early payout of loan # 131	4902 + 4948	Capital Expenses		(18,239)	(38,927)	
23/08/2022	P96, IO028 & IO02	Community Water Supply Program	4851	Capital Expens	78,593	(115,603)	(75,937)	
28/03/2023	E116055	Australia Day	4948	Operating Expenses		(30,000)	(105,937)	Budget review
28/03/2023	I119030	Australia Day - grant	4948	Operating Rev	30,000		(75,937)	Budget review
28/03/2023	PE2307	DFES - New Fire Truck	4948	Capital Expenses		(490,674)	(566,611)	Budget review
28/03/2023	I051011	DFES - Capital Grant	4948	Operating Rev	490,674		(75,937)	Budget review
28/03/2023	E019001	Transfers to Reserves - Include Interest	4948	Capital Expenses		(35,000)	(110,937)	Budget review
28/03/2023	I032005	FAG - General Purpose	4948	Operating Rev	86,876		(24,061)	Budget review
28/03/2023	I032010	FAG - Roads	4948	Operating Revenue		(33,027)	(57,088)	Budget review
28/03/2023	I031040	Ex-gratia Rates - CBH	4948	Operating Revenue		(1,485)	(58,573)	Budget review
28/03/2023	I031045	Discount Allowed	4948	Operating Revenue		(5,563)	(64,136)	Budget review
28/03/2023	I031050	Instalment Admin Charge	4948	Operating Revenue		(1,923)	(66,059)	Budget review
28/03/2023	I032040	Muni Interest	4948	Operating Rev	24,250		(41,809)	Budget review
28/03/2023	I032045	Reserve Interest	4948	Capital Revent	28,000		(13,809)	Budget review
28/03/2023	E042160	CEO Recruitment	4948	Operating Exp	11,650		(2,159)	Budget review
28/03/2023	E051020	Fire Fighting/Emergency Service Expenses	4948	Operating Expenses		(6,000)	(8,159)	Budget review
28/03/2023	E051025	Town Block Burn Off	4948	Operating Expenses		(2,000)	(10,159)	Budget review
28/03/2023	E051040	Other Bushfire Expenditure	4948	Operating Expenses		(2,600)	(12,759)	Budget review
28/03/2023	E051045	Mt Latham & Condingning Repeaters	4948	Operating Expenses		(500)	(13,259)	Budget review
28/03/2023	E052015	Animal Control Insurance	4948	Operating Expenses		(867)	(14,126)	Budget review
28/03/2023	E053055	Mosquito Control	4948	Operating Expenses		(2,000)	(16,126)	Budget review
28/03/2023	I053040	Safer Wagin	4948	Operating Revenue		(5,000)	(21,126)	Budget review
28/03/2023	I076020	Meeting Room Fees	4948	Operating Revenue		(2,572)	(23,698)	Budget review
28/03/2023	E083020	Seniors Xmas Lunch	4948	Operating Exp	2,500		(21,198)	Budget review
28/03/2023	E102007	Regional Refuse Group	4948	Operating Expenses		(30,893)	(52,091)	Budget review
28/03/2023	I102006	Regional Refuse Group	4948	Operating Rev	37,072		(15,019)	Budget review
28/03/2023	I119020	Reimbursements	4948	Operating Revenue		(9,000)	(24,019)	Budget review
28/03/2023	I122100	Profit on sale of assets	4948	Operating Revenue		(1,547)	(25,566)	Budget review
28/03/2023	IO2206	Wetlands Park Upgrade	4948	Capital Expens	9,003		(16,563)	Budget review
28/03/2023	IO2204	Sportsground Precinct Redevelopment	4948	Capital Expens	25,000		8,437	Budget review
28/03/2023	I113040	Other Sport & Rec - Grants	4948	Operating Revenue		(9,003)	(566)	Budget review
<b>Amended Budget Cash Position as per Council Resolution</b>					<b>823,618</b>	<b>(824,184)</b>	<b>(566)</b>	

**SHIRE OF WAGIN**  
**STATEMENT OF OPERATING INCOME AND EXPENDITURE**  
**FOR THE PERIOD ENDED 31 MAY 2023**

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>General Purpose Funding</b>						
<b>Rate Revenue</b>						
I031005	GRV	Inc	939,250	939,250	939,250	<b>939,249</b>
I031010	GRV Minimums	Inc	93,750	93,750	93,750	<b>93,750</b>
I031015	UV	Inc	1,515,628	1,515,628	1,515,628	<b>1,515,628</b>
I031020	UV Minimums	Inc	52,500	52,500	52,500	<b>52,500</b>
I031025	GRV Interim Rates	Inc	3,000	3,000	2,750	<b>1,226</b>
I031030	UV Interim Rates	Inc	2,000	2,000	1,837	<b>999</b>
I031035	Back Rates	Inc	1,000	1,000	1,000	<b>121</b>
I031040	Ex-Gratia Rates (CBH)	Inc	16,341	14,856	14,856	<b>14,855</b>
I031045	Discount Allowed	Inc	(97,500)	(103,063)	(103,063)	<b>(103,144)</b>
I031050	Instalment Admin Charge	Inc	6,000	4,077	4,077	<b>4,077</b>
I031055	Account Enquiry Fee	Inc	2,500	2,500	2,288	<b>3,775</b>
I031060	(Rate Write Offs)	Inc	(5,000)	(5,000)	(4,500)	<b>(381)</b>
I031065	Penalty Interest	Inc	8,000	8,000	7,337	<b>4,958</b>
I031070	Emergency Services Levy	Inc	126,700	126,700	126,700	<b>126,394</b>
I031075	ESL Penalty Interest	Inc	500	500	462	<b>264</b>
I031080	Instalment Interest	Inc	4,000	4,000	3,663	<b>4,250</b>
I031090	Rate Legal Charges	Inc	20,000	20,000	18,337	<b>7,599</b>
			<b>2,688,669</b>	<b>2,679,698</b>	<b>2,676,872</b>	<b>2,666,120</b>
E031005	Valuation Expenses	Exp	(9,000)	(9,000)	(8,250)	<b>(8,622)</b>
E031010	Legal Costs/Expenses	Exp	(500)	(500)	(462)	<b>0</b>
E031015	Title Searches	Exp	(600)	(600)	(550)	<b>0</b>
E031020	Rate Recovery Expenses	Exp	(10,000)	(10,000)	(9,163)	<b>(9,639)</b>
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(1,550)	<b>(1,686)</b>
E031030	Emergency Services Levy	Exp	(126,700)	(126,700)	(126,700)	<b>(126,788)</b>
E031040	Rate Refunds	Exp	(1,000)	(1,000)	(1,000)	<b>0</b>
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,300)	(2,300)	(2,300)	<b>(2,540)</b>
E031100	Administration Allocated	Exp	(104,549)	(104,549)	(95,832)	<b>(95,832)</b>
			<b>(256,649)</b>	<b>(256,649)</b>	<b>(245,807)</b>	<b>(245,107)</b>
<b>Other General Purpose Funding</b>						
I032005	Grants Commission General	Inc	254,698	341,574	341,574	<b>341,574</b>
I032010	Grants Commission Roads	Inc	152,645	119,618	119,618	<b>119,618</b>
I032020	Administration Rental	Inc	36,000	36,000	33,000	<b>33,000</b>
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,500	1,500	1,375	<b>532</b>
I032030	Reimbursements	Inc	100	100	88	<b>0</b>
I032035	SS Loans Interest & GFee Reimb.	Inc	0	0	0	<b>0</b>

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
I032040	Bank Interest	Inc	750	25,000	22,913	27,718
I032045	Reserves Interest	Inc	7,000	35,000	26,250	34,149
I032055	Commissions & Recoups	Inc	500	500	0	0
			453,193	559,292	544,818	556,591
E032005	Bank Fees and Charges	Exp	(12,000)	(12,000)	(11,000)	(9,190)
E032015	Interest on Loans	Exp	0	0	0	0
E032030	Audit Fees & Other Services	Exp	(25,000)	(25,000)	(25,000)	(26,000)
E032035	Administration Allocated	Exp	(102,708)	(102,708)	(94,149)	(94,149)
			(139,708)	(139,708)	(130,149)	(129,339)
	<b>Total General Purpose Income</b>		3,141,862	3,238,990	3,221,690	3,222,711
	<b>Total General Purpose Expenditure</b>		(396,357)	(396,357)	(375,956)	(374,446)
<b>Governance</b>						
<b>Members of Council</b>						
I041020	Other Income Relating to Members	Inc	1,000	1,000	1,000	0
			1,000	1,000	1,000	0
E041005	Sitting Fees	Exp	(24,365)	(24,365)	(18,273)	(15,209)
E041010	Training	Exp	(8,000)	(8,000)	(6,000)	0
E041015	Members Travelling	Exp	(700)	(700)	(525)	(445)
E041025	Election Expenses	Exp	(3,000)	(3,000)	(3,000)	0
E041030	Other Expenses	Exp	(8,000)	(8,000)	(8,000)	(7,274)
E041035	Conference Expenses	Exp	(10,000)	(10,000)	(7,500)	(7,329)
E041040	Presidents Allowance	Exp	(12,300)	(12,300)	(9,225)	(9,225)
E041045	Deputy Presidents Allowance	Exp	(3,075)	(3,075)	(2,307)	(2,306)
E041055	Refreshments and Receptions	Exp	(12,000)	(12,000)	(11,000)	(6,856)
E041060	Presentations	Exp	(2,500)	(2,500)	(2,288)	(2,004)
E041065	Insurance	Exp	(13,325)	(13,325)	(13,325)	(13,325)
E041070	Public Relations	Exp	(2,000)	(2,000)	(1,837)	(30)
E041075	Subscriptions	Exp	(35,000)	(35,000)	(35,000)	(35,918)
E041100	Administration Allocated	Exp	(118,133)	(118,133)	(108,284)	(108,284)
			(252,398)	(252,398)	(226,564)	(208,205)
<b>Other Governance</b>						
I042030	Profit on Sale of Asset	Inc	30,636	30,636	30,636	0
I042045	Admin Reimbursements	Inc	5,000	5,000	5,000	14,063
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0	0
			35,636	35,636	35,636	14,063
E042005	Administration Salaries	Exp	(714,073)	(714,073)	(654,566)	(655,124)
E042008	Admin Leave/Wages Liability	Exp	0	0	0	0
E042010	Administration Superannuation	Exp	(86,447)	(86,447)	(79,244)	(82,532)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E042011	Loyalty Allowance	Exp	(8,046)	(8,046)	(7,381)	(6,709)
E042012	Housing Allowance Admin	Exp	(13,578)	(13,578)	(12,452)	(13,456)
E042015	Insurance	Exp	(25,969)	(25,969)	(25,969)	(26,543)
E042020	Staff Training	Exp	(10,000)	(10,000)	(9,163)	(4,944)
E042025	Removal Expenses	Exp	(10,000)	(10,000)	(10,000)	(4,960)
E042030	Printing & Stationery	Exp	(30,000)	(30,000)	(27,500)	(18,065)
E042035	Phone, Fax & Modem	Exp	(7,000)	(7,000)	(6,413)	(3,184)
E042040	Office Maintenance	Exp	(62,000)	(62,000)	(57,274)	(46,852)
E042045	Advertising	Exp	(18,000)	(18,000)	(16,500)	(4,921)
E042050	Office Equipment Maintenance	Exp	(3,000)	(3,000)	(2,750)	(2,171)
E042055	Postage & Freight	Exp	(4,000)	(4,000)	(3,663)	(2,289)
E042060	Vehicle Running Expenses	Exp	(16,000)	(16,000)	(14,743)	(10,107)
E042065	Legal Expenses	Exp	(25,000)	(25,000)	(22,913)	(1,008)
E042070	Garden Expenses	Exp	(12,000)	(12,000)	(11,000)	(9,841)
E042075	Conference & Training	Exp	(10,000)	(10,000)	(9,163)	(4,116)
E042080	Computer Support	Exp	(130,000)	(130,000)	(119,163)	(110,357)
E042085	Other Expenses	Exp	(3,000)	(3,000)	(2,750)	(1,595)
E042090	Administration Allocated	Exp	(270,719)	(270,719)	(248,160)	(248,160)
E042095	Fringe Benefits Tax	Exp	(15,000)	(15,000)	(11,250)	(11,606)
E042100	Staff Uniforms	Exp	(4,000)	(4,000)	(4,000)	(1,141)
E042115	Cash Round Off Control	Exp	0	0	0	0
E042120	Depreciation - Other Governance	Exp	(126,097)	(126,097)	(115,588)	(114,944)
E042125	Less Administration Allocated	Exp	1,278,618	1,278,618	1,172,083	1,172,050
E042155	Lease of Photocopier	Exp	0	0	0	0
E042160	DCEO/CEO Recruitment	Exp	(18,000)	(6,350)	(6,350)	(6,328)
E042165	Paid Parental Leave	Exp	0	0	0	0
			(343,311)	(331,661)	(305,872)	(218,903)
<b>Total Governance Income</b>			36,636	36,636	36,636	14,063
<b>Total Governance Expenditure</b>			(595,709)	(584,059)	(532,436)	(427,108)
<b>Law, Order &amp; Public Safety</b>						
<b>Fire Prevention</b>						
I051010	BFB Operating Grant	Inc	77,405	77,405	77,405	64,904
I051011	DFES - Capital Projects Grant	Inc	0	490,674	490,674	490,674
I051015	Sale of Fire Maps	Inc	50	50	44	45
I051025	Reimbursements	Inc	1,000	1,000	913	60
I051030	Bush Fire Infringements	Inc	2,000	2,000	2,000	1,364
I051040	Donations	Inc	0	0	0	0
I051035	ESL Admin Fee	Inc	4,000	4,000	3,663	4,000
I051050	SES Call-out Income	Inc	0	0	0	0
I051070	Other Bushfire Grants Income	Inc	0	0	0	0
I051075	SES Operating Grant	Inc	32,590	32,590	32,590	32,549
			117,045	607,719	607,289	593,596

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E051005	BFB Operation Expenditure	Exp	(77,405)	(77,405)	(73,288)	(64,904)
E051010	Communication Mtce	Exp	(4,000)	(4,000)	(3,671)	(3,078)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,288)	(2,234)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(4,000)	(10,000)	(9,190)	(14,625)
E051025	Town Block Burn Off	Exp	(5,000)	(7,000)	(6,507)	(6,425)
E051040	Other Bushfire Expenditure	Exp	0	(2,600)	(2,545)	(3,045)
E051045	Mt Latham & Conding Repeats	Exp	0	(500)	(462)	(458)
E051060	SES Operation Expenditure	Exp	(32,590)	(32,590)	(30,037)	(32,612)
E051100	Administration Allocated	Exp	(64,701)	(64,701)	(59,312)	(59,312)
E051190	Depreciation - Fire Prevention	Exp	(25,484)	(25,484)	(23,364)	(43,688)
			(215,680)	(226,780)	(210,664)	(230,381)
	<b>Animal Control</b>					
I052005	Dog Fines and Fees	Inc	5,000	5,000	4,587	5,172
I052006	Cat Fines and Fees	Inc	300	300	275	378
I052010	Hire of Animal Traps	Inc	100	100	88	55
I052015	Dog Registration	Inc	6,000	6,000	6,000	3,888
I052016	Cat Registration	Inc	700	700	700	792
I052020	Reimbursements	Inc	500	500	375	0
			12,600	12,600	12,025	10,285
E052005	Ranger Salary	Exp	(18,700)	(18,700)	(17,138)	(11,149)
E052007	Ranger Telephone	Exp	(1,000)	(1,000)	(913)	(854)
E052010	Pound Maintenance	Exp	(2,960)	(2,960)	(2,713)	(2,116)
E052015	Dog Control Insurance	Exp	(314)	(1,181)	(1,181)	(1,181)
E052020	Legal Fees	Exp	(500)	(500)	(462)	0
E052025	Training & Conference	Exp	(500)	(500)	(462)	0
E052030	Ranger Services Other	Exp	(25,000)	(25,000)	(22,924)	(26,937)
E052035	Administration Allocated	Exp	(29,784)	(29,784)	(27,302)	(27,302)
E052190	Depreciation - Animal Control	Exp	(1,308)	(1,308)	(1,199)	(1,900)
			(80,066)	(80,933)	(74,294)	(71,439)
	<b>Other Law, Order &amp; Public Safety</b>					
I053005	Abandoned Vehicles/Fines	Inc	50	50	50	0
I053040	Safer Wagin Income	Inc	5,000	0	0	0
I053055	Reimbursements	Inc	0	0	0	0
I053060	Community Water Supply Program Grant	Inc	0	78,593	72,039	62,714
I053075	Covert Cameras for CCTV System	Inc	0	0	0	0
			5,050	78,643	72,089	62,714
E053005	Abandoned Vehicles	Exp	(500)	(500)	(462)	0
E053010	Emergency Services	Exp	0	0	0	0
E053040	Safer Wagin Expenditure	Exp	(500)	(11,300)	(9,459)	(496)
E053045	CCTV & Security	Exp	0	0	0	(885)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E053055	Mosquito Control	Exp	(3,000)	(5,000)	(4,587)	(5,174)
			(4,000)	(16,800)	(14,508)	(6,555)
<b>Total Law, Order &amp; Public Safety Income</b>			134,695	698,962	691,403	666,595
<b>Total Law, Order &amp; Public Safety Expenditure</b>			(299,746)	(324,513)	(299,466)	(308,375)
<b>Health</b>						
<b>Maternal &amp; Infant Health</b>						
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(9,150)	(9,150)	(8,393)	(9,767)
			(9,150)	(9,150)	(8,393)	(9,767)
<b>Preventative Services - Admin &amp; Inspections</b>						
I074005	Food Licences & Fees	Inc	800	800	0	357
I074015	Contrib. Regional Health Scheme	Inc	0	0	0	0
I074020	Reimbursements	Inc	0	0	0	0
			800	800	0	357
E074005	EHO Salary	Exp	(10,000)	(10,000)	(9,163)	(3,000)
E074008	EHO Leave/Wages Liability	Exp	0	0	0	0
E074010	EHO Superannuation	Exp	0	0	0	(315)
E074015	Other Control Expenses	Exp	(7,000)	(7,000)	(6,413)	(4,468)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	0	0	0	0
E074030	Conferences & Training	Exp	(500)	(500)	(462)	0
E074035	Loss on Sale of Asset	Exp	0	0	0	0
E074100	Administration Allocated	Exp	(26,112)	(26,112)	(23,936)	(23,936)
E074190	Depreciation - Prevent Services	Exp	0	0	0	0
			(43,612)	(43,612)	(39,974)	(31,719)
<b>Other Health</b>						
I076010	Rent - Medical Centre-Dentist	Inc	4,380	4,380	4,015	3,736
I076015	Reimbursements - Medical Practice	Inc	2,500	2,500	0	1,257
I076020	Meeting Room Fees	Inc	3,500	928	928	927
I076025	Saleof Doctors Vehicle	Inc	0	0	0	0
I076040	Reimbursements - Dr Norris	Inc	1,500	1,500	0	621
			11,880	9,308	4,943	6,541
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(12,021)	(12,021)	(11,195)	(9,875)
E076025	Depreciation - Other Health	Exp	(46,902)	(46,902)	(42,999)	(43,047)
E076030	Doctors Vehicle Mtce	Exp	(5,000)	(5,000)	(4,631)	(1,639)
E076035	Loss on Sale of Asset	Exp	0	0	0	0
E076040	St Lukes Medical Services	Exp	(45,000)	(45,000)	(33,750)	(33,262)
E076055	Doctor Retention & Relocation	Exp	(20,000)	(20,000)	(16,664)	(2,349)
E076060	Assets under \$5k	Exp	(10,000)	(10,000)	(8,332)	0
			(138,923)	(138,923)	(117,571)	(90,172)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
<b>Health - Preventative Services</b>						
E077010	Analytical Expenses	Exp	(500)	(500)	(500)	(463)
			(500)	(500)	(500)	(463)
<b>Total Health Income</b>			12,680	10,108	4,943	6,898
<b>Total Health Expenditure</b>			(192,185)	(192,185)	(166,438)	(132,121)
<b>Education &amp; Welfare</b>						
<b>Pre Schools</b>						
I083035	Day Care Lease	Exp	8,568	8,568	7,854	7,999
I083036	Day Care Reimbursements	Exp	5,500	5,500	4,580	4,296
			14,068	14,068	12,434	12,295
E080010	Kindegarten Maintenance (Daycare)	Exp	(12,123)	(12,123)	(11,214)	(10,122)
E080190	Depreciation - Pre-Schools	Exp	(25,918)	(25,918)	(23,760)	(23,788)
			(38,041)	(38,041)	(34,974)	(33,910)
<b>Other Education</b>						
E081020	School Oval Mtce	Exp	0	0	0	0
E081030	Contribution - Wagin Youth Care	Exp	0	(2,600)	(2,600)	0
			0	(2,600)	(2,600)	0
<b>Homecare Program</b>						
I082010	CHSP & HACC Grant	Inc	378,309	378,309	346,786	315,552
I082015	Meals on Wheels	Inc	5,000	5,000	4,587	1,820
I082020	CHSP Fee for Service	Inc	75,000	75,000	68,750	93,986
I082025	Donations	Inc	0	0	0	591
I082030	Government Pay Reimbursement	Inc	0	0	0	0
I082040	HCP Client Daily Fee	Inc	15,984	15,984	14,652	10,926
I082045	HCP Government Funds	Inc	138,200	138,200	126,687	85,185
			612,493	612,493	561,462	508,060
E082010	Management & Admin Salaries	Exp	(130,000)	(130,000)	(119,163)	(124,933)
E082013	Homecare Wages/Contract Liability	Exp	0	0	0	0
E082015	Maintenance & Gardening Salaries	Exp	(38,040)	(38,040)	(34,870)	(31,381)
E082020	Nursing Salaries	Exp	(30,000)	(30,000)	(27,500)	(37,768)
E082025	Care Workers Salaries	Exp	(235,000)	(235,000)	(215,413)	(250,343)
E082030	Superannuation	Exp	(45,822)	(45,822)	(42,009)	(45,306)
E082035	Other Expenses	Exp	(13,000)	(13,000)	(11,913)	(4,369)
E082040	Travelling - Mileage	Exp	(19,000)	(19,000)	(17,413)	(24,702)
E082045	Staff Training	Exp	(2,160)	(2,160)	(1,980)	(450)
E082050	Staff Training Salaries	Exp	(3,356)	(3,356)	(3,080)	0
E082055	Subscriptions	Exp	(9,752)	(9,752)	(8,943)	(5,566)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E082060	Telephone & Postage	Exp	(2,565)	(2,565)	(2,354)	(1,210)
E082065	Advertising & Stationery	Exp	(1,000)	(1,000)	(924)	(1,252)
E082070	Insurance	Exp	(7,700)	(7,700)	(7,062)	(7,698)
E082075	Office Accommodation	Exp	(36,000)	(36,000)	(33,000)	(33,000)
E082080	Plant & Equipment Mtce	Exp	(26,359)	(26,359)	(24,300)	(18,531)
E082085	Consumable Supplies	Exp	(4,500)	(4,500)	(4,125)	(7,459)
E082090	Function & Catering Supplies	Exp	(1,500)	(1,500)	(1,375)	(1,188)
E082095	HCP Expenses	Exp	(6,000)	(6,000)	(5,500)	(6,124)
E082100	Administration Allocated	Exp	(21,368)	(21,368)	(19,591)	(19,591)
E082110	Meals on Wheels Expenditure	Exp	(3,605)	(3,605)	(3,300)	(2,061)
E082120	Loss on Sale of Asset	Exp	0	0	0	0
E082130	Homecare Retention Bonus Expenditure	Exp	0	0	0	0
E082190	Depreciation - Homecare	Exp	(19,644)	(19,644)	(18,007)	(18,029)
			(656,371)	(656,371)	(601,822)	(640,961)
	<b>Other Welfare</b>					
I083010	Wagin Frail Aged Reimb	Inc	8,569	8,569	8,569	9,167
I083040	Seniors Xmas Lunch Income	Inc	0	0	0	0
			8,569	8,569	8,569	9,167
E083010	Wagin Frail Aged Exp	Exp	(9,168)	(9,168)	(9,168)	(9,167)
E083020	Seniors Xmas Lunch	Exp	(2,500)	0	0	0
E083050	Other Welfare Exp	Exp	0	0	0	0
			(11,668)	(9,168)	(9,168)	(9,167)
	<b>Total Education &amp; Welfare Income</b>		635,130	635,130	582,465	529,522
	<b>Total Education &amp; Welfare Expenditure</b>		(706,080)	(706,180)	(648,564)	(684,038)
	<b>Community Amenities</b>					
	<b>Sanitation - Household Refuse</b>					
I101005	Domestic Collection	Inc	235,500	235,500	235,500	253,453
I102020	Refuse Site Fees	Inc	15,000	15,000	13,750	18,140
			250,500	250,500	249,250	271,593
E101005	Domestic Refuse Collection	Exp	(48,000)	(48,000)	(44,000)	(38,285)
E101006	Green Waste Collection	Exp	(23,000)	(23,000)	(21,087)	(19,478)
E101010	Recycling Residential	Exp	(70,500)	(70,500)	(64,625)	(59,001)
E101015	Refuse Site Mtce	Exp	(128,500)	(128,500)	(117,802)	(99,753)
E101025	Refuse Site Attendant	Exp	0	0	0	0
			(270,000)	(270,000)	(247,514)	(216,517)
	<b>Sanitation - Other</b>					
I102002	Commercial Collection Charges	Inc	66,586	66,586	66,127	65,119
I102005	Reimbursement Drummuster	Inc	4,000	4,000	0	3,979

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
I102010	Charges Bulk Rubbish	Inc	15,000	15,000	13,750	12,744
			85,586	85,586	79,877	81,842
E102005	Commercial Collection	Exp	(13,650)	(13,650)	(12,518)	(11,343)
E102010	Bulk Cardboard Collection	Exp	(16,000)	(16,000)	(14,663)	(12,965)
E101020	Chemical Drum Disposal Costs	Exp	(5,000)	(5,000)	(5,000)	(3,925)
E102190	Depreciation - Sanitation	Exp	(18,148)	(18,148)	(16,643)	(16,656)
			(52,798)	(52,798)	(48,824)	(44,889)
	<b>Sewerage</b>					
I104005	Septic Tank Fees	Inc	500	500	500	0
			500	500	500	0
E104005	Sewerage Treatment Plant	Exp	(500)	(500)	(442)	(37)
			(500)	(500)	(442)	(37)
	<b>Regional Refuse Group</b>					
I102006	Regional Refuse Group	Inc	0	37,072	37,072	37,071
			0	37,072	37,072	37,071
	<b>Regional Refuse Group</b>					
E102007	Regional Refuse Group Expenses	Exp	0	(30,893)	(30,893)	(30,893)
			0	(30,893)	(30,893)	(30,893)
	<b>Town Planning</b>					
I106005	Planning Fees	Inc	4,000	4,000	3,663	4,101
			4,000	4,000	3,663	4,101
E106005	Town Planning Expenses	Exp	(15,000)	(15,000)	(13,750)	(11,985)
E106100	Administration Allocated	Exp	(66,566)	(66,566)	(61,017)	(61,017)
			(81,566)	(81,566)	(74,767)	(73,002)
	<b>Other Community Amenities</b>					
I107005	Cemetery Fees	Inc	12,000	12,000	11,000	15,097
I107010	Community Bus Income	Inc	4,000	4,000	3,663	3,944
I107025	Other Community Amenities Contributions	Inc	0	0	0	0
			16,000	16,000	14,663	19,041
E107005	Cemetery Mtce	Exp	(40,000)	(40,000)	(36,690)	(43,359)
E107010	Public Convenience Mtce	Exp	(56,428)	(56,428)	(51,791)	(44,640)
E107015	Community Bus Operating	Exp	(3,674)	(3,674)	(3,445)	(3,358)
E107100	Administration Allocated	Exp	(72,439)	(72,439)	(66,407)	(66,407)
E107190	Depreciation - Other Comm Amenities	Exp	(50,968)	(50,968)	(46,728)	(46,779)
			(223,509)	(223,509)	(205,061)	(204,543)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
	<b>Total Community Amenities Income</b>		356,586	393,658	385,025	<b>413,648</b>
	<b>Total Community Amenities Expenditure</b>		(628,373)	(659,266)	(607,501)	<b>(569,881)</b>
	<b>Recreation &amp; Culture</b>					
	<b>Public Halls &amp; Civic Centres</b>					
I111005	Town Hall Hire	Inc	2,000	2,000	1,837	<b>4,784</b>
I111010	Reimbursements	Inc	100	100	100	<b>0</b>
I111015	Town Hall Lease -L Piesse	Inc	0	0	0	<b>0</b>
			2,100	2,100	1,937	<b>4,784</b>
E111005	Town Hall Mtce	Exp	(28,555)	(28,555)	(26,564)	<b>(18,637)</b>
E111010	Other Halls Mtce	Exp	(6,153)	(6,153)	(5,682)	<b>(2,115)</b>
E111190	Depreciation - Public Halls	Exp	(202,711)	(202,711)	(185,823)	<b>(186,050)</b>
			(237,419)	(237,419)	(218,069)	<b>(206,802)</b>
	<b>Swimming Pool</b>					
I112010	Swimming Pool Admission	Inc	30,000	30,000	30,000	<b>24,643</b>
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0	<b>0</b>
I112020	Reimbursements	Inc	600	600	600	<b>100</b>
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0	<b>0</b>
			30,600	30,600	30,600	<b>24,743</b>
E112005	Pool Staff Salary	Exp	(109,500)	(109,500)	(100,375)	<b>(81,327)</b>
E112008	Pool Leave/Wages Liability	exp	0	0	0	<b>0</b>
E112010	Superannuation	Exp	0	0	0	<b>0</b>
E112015	Swimming Pool Maintenance	Exp	(118,388)	(118,388)	(109,321)	<b>(111,932)</b>
E112020	Swimming Pool Other Expenses	Exp	(5,850)	(5,850)	(5,368)	<b>(1,730)</b>
E113076	Interest on Loan 139 - Swimming Pool	Exp	(9,291)	(9,291)	(9,291)	<b>(9,291)</b>
E112190	Depreciation - Swimming Pools	Exp	(197,388)	(197,388)	(180,950)	<b>(181,164)</b>
			(440,417)	(440,417)	(405,305)	<b>(385,444)</b>
	<b>Other Recreation &amp; Sport</b>					
I113005	Sportsground Rental	Inc	8,795	8,795	8,795	<b>7,995</b>
I113015	Power Reimbursements	Inc	5,000	5,000	4,587	<b>5,953</b>
I113020	Recreation Centre Hire	Inc	5,000	5,000	4,587	<b>3,616</b>
I113025	Reimbursements Other	Inc	0	0	0	<b>2,518</b>
I113030	Rec Centre Equipment Contributions	Inc	1,500	1,500	1,500	<b>1,800</b>
I113035	Sporting Club Leases	Inc	0	0	0	<b>2,050</b>
I113040	Other Recreation & Sport Contributions	Inc	54,695	45,692	45,692	<b>39,894</b>
I113055	Eric Farrow Pavillion Hire	Inc	5,000	5,000	4,587	<b>4,655</b>
I113065	Community Gym Membership	Inc	13,800	13,800	12,650	<b>14,949</b>
.			93,790	84,787	82,398	<b>83,430</b>
E113005	Sportsground Mtce	Exp	(115,555)	(115,555)	(105,982)	<b>(94,974)</b>

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E113010	Sportsground Building Mtce	Exp	(24,931)	(24,931)	(23,617)	<b>(23,032)</b>
E113015	Wetlands Park Mtce	Exp	(70,011)	(70,011)	(64,288)	<b>(55,971)</b>
E113020	Parks & Gardens Mtce	Exp	(49,099)	(49,099)	(45,025)	<b>(64,736)</b>
E113025	Puntapin Rock Mtce	Exp	(2,506)	(2,506)	(2,299)	<b>(1,767)</b>
E113030	Recreation Centre Mtce	Exp	(65,780)	(65,780)	(61,295)	<b>(44,671)</b>
E113035	Rec Staff Salaries	Exp	(19,853)	(19,853)	(18,205)	<b>(3,578)</b>
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0	<b>0</b>
E113040	Superannuation	Exp	(2,085)	(2,085)	(1,914)	<b>(2,257)</b>
E113045	Other Expenses	Exp	(1,200)	(1,200)	(1,100)	<b>(562)</b>
E113050	Norring Lake Mtce	Exp	(3,400)	(3,400)	(3,134)	<b>(2,992)</b>
E113065	Eric Farrow Pavilion Mtce	Exp	(23,145)	(23,145)	(21,462)	<b>(20,998)</b>
E113070	Rec Centre Sports Equipment	Exp	(2,000)	(2,000)	(1,837)	<b>(1,615)</b>
E113075	Interest on Loan 131 - Rec Centre	Exp	(1,707)	(1,707)	(942)	<b>(910)</b>
E113095	Community Gym Expenditure	Exp	(11,250)	(11,250)	(10,318)	<b>(7,385)</b>
E113100	Administration Allocated	Exp	(116,535)	(116,535)	(106,821)	<b>(106,821)</b>
E113190	Depreciation - Other Rec & Sport	Exp	(392,093)	(392,093)	(359,425)	<b>(360,815)</b>
			<b>(901,150)</b>	<b>(901,150)</b>	<b>(827,664)</b>	<b>(793,084)</b>
	<b>Library</b>					
I115005	Lost Books	Inc	50	50	50	<b>0</b>
I115010	Reimbursements	Inc	100	100	100	<b>0</b>
			<b>150</b>	<b>150</b>	<b>150</b>	<b>0</b>
E115005	Library Staff Salaries	Exp	(52,700)	(52,700)	(48,312)	<b>(45,643)</b>
E115008	Library Leave/Wages Liability	Exp	0	0	0	<b>0</b>
E115015	Library Building Mtce	Exp	(10,481)	(10,481)	(9,651)	<b>(4,130)</b>
E115020	Library Other Expenses	Exp	(7,800)	(7,800)	(7,238)	<b>(4,610)</b>
E115190	Depreciation - Libraries	Exp	(16,210)	(16,210)	(14,861)	<b>(14,877)</b>
			<b>(87,191)</b>	<b>(87,191)</b>	<b>(80,062)</b>	<b>(69,260)</b>
	<b>Other Culture</b>					
I116035	Long Table Experience Income	Inc	0	0	0	<b>0</b>
I116065	Electronic Sign Advertising Income	Inc	3,000	3,000	2,750	<b>2,045</b>
I119015	Contribution to Woolorama	Inc	1,000	1,000	1,000	<b>0</b>
I119020	Reimbursements	Inc	9,000	0	0	<b>0</b>
I119030	Community Events Income	Inc	2,000	32,000	32,000	<b>32,000</b>
I119031	Other Culture Grant Funds	Inc	10,000	1,000	1,000	<b>6,130</b>
I113078	SS Loan 141 - Interest & Gtee Fee Reimbursement	Inc	4,977	4,977	2,489	<b>3,821</b>
			<b>29,977</b>	<b>41,977</b>	<b>39,239</b>	<b>43,996</b>
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)	<b>0</b>
E116010	Woolorama Costs & Maintenance	Exp	(65,136)	(65,136)	(59,775)	<b>(62,419)</b>
E113077	Interest on Loan 141 - SSL Wagin Ag	Exp	(2,809)	(2,809)	(2,809)	<b>(2,809)</b>
E116015	Community Centre Mtce	Exp	(15,837)	(15,837)	(14,583)	<b>(7,515)</b>
E116020	Historical Village	Exp	(2,166)	(2,166)	(2,104)	<b>(2,909)</b>

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E116035	Long Table Experience Expenditure	Exp	0	0	0	0
E116045	Community Development Events	Exp	(31,463)	(29,945)	(27,445)	(27,690)
E116046	Community Development Equipment Maintenance	Exp	0	0	0	0
E116055	Other Culture Grant Funds Exp	Exp	0	(31,000)	(31,000)	(31,195)
E116060	Betty Terry Theatre Expenditure	Exp	(3,215)	(3,215)	(3,018)	(2,343)
E116065	Electronic Sign Expenditure	Exp	(2,500)	(2,500)	(2,302)	(4,259)
E116070	Court House Expenditure	Exp	(4,836)	(4,836)	(4,660)	(4,777)
E116075	NAB Building Expenditure	Exp	(4,586)	(4,586)	(4,191)	(2,679)
E116190	Depreciation - Other Culture	Exp	(99,193)	(99,193)	(90,926)	(91,040)
			(232,241)	(261,723)	(243,313)	(239,635)
<b>Total Recreation &amp; Culture Income</b>			156,617	159,614	154,324	156,953
<b>Total Recreation &amp; Culture Expenditure</b>			(1,898,417)	(1,927,899)	(1,774,412)	(1,694,225)
<b>Transport</b>						
<b>Streets Roads Bridges &amp; Depot Construction</b>						
I121005	Direct Road Grants	Inc	138,346	138,346	138,346	141,414
I121010	Road Project Grants	Inc	395,186	395,186	316,148	274,318
I121015	Roads to Recovery Grant	Inc	312,145	312,145	312,145	299,919
I121020	Reimbursements	Inc	1,000	1,000	0	0
I121025	Contribution - St Lighting	Inc	5,000	5,000	0	0
I121070	Main Roads Bridge Grant	Inc	0	0	0	0
I121076	LRICIP Funding	Inc	237,336	237,336	118,668	446,148
I147125	Storm Damage Reimbursements	Inc	0	0	0	0
			1,089,013	1,089,013	885,307	1,161,799
<b>Streets Roads Bridges &amp; Depot Maintenance</b>						
I122055	Diesel Fuel Rebate Income	Inc	55,000	55,000	50,413	32,762
			55,000	55,000	50,413	32,762
E122005	Road Maintenance	Exp	(110,000)	(110,000)	(100,826)	(69,389)
E122006	Maintenance Grading	Exp	(200,000)	(200,000)	(183,337)	(188,055)
E122007	Rural Tree Pruning	Exp	(80,000)	(80,000)	(73,348)	(76,563)
E122008	Rural Spraying	Exp	(10,000)	(10,000)	(9,163)	(9,850)
E122009	Town Site Spraying	Exp	(20,000)	(20,000)	(18,348)	(17,581)
E122010	Depot Mtce	Exp	(19,418)	(19,418)	(17,887)	(14,521)
E122011	Town Reserve & Verg Mtce	Exp	(10,000)	(10,000)	(9,163)	(3,151)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(22,500)	(20,636)	(18,258)
E122015	Rural Numbering	Exp	0	0	0	0
E122020	Footpath Mtce	Exp	(5,000)	(5,000)	(4,598)	(2,231)
E122025	Street Cleaning	Exp	(45,000)	(45,000)	(41,250)	(37,026)
E122030	Street Trees	Exp	(65,000)	(65,000)	(59,587)	(43,760)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(4,000)	(3,663)	(1,640)
E122045	Townscape	Exp	(45,000)	(45,000)	(41,275)	(43,786)

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E122050	Crossovers	Exp	(500)	(500)	(462)	(843)
E122055	RoMan Data Collection	Exp	(11,500)	(11,500)	(11,500)	(7,318)
E122060	Street Lighting	Exp	(70,000)	(70,000)	(64,163)	(63,351)
E122090	Graffiti Removal	Exp	0	0	0	(36)
E122100	Administration Allocated	Exp	(53,499)	(53,499)	(49,038)	(49,038)
E122105	Loss on Sale of Asset	Exp	0	0	0	0
E122190	Depreciation - Roads	Exp	(2,002,289)	(2,002,289)	(1,835,427)	(1,838,230)
E147120	Storm Damage - Not Claimable	Exp	0	0	0	(2,134)
			(2,773,706)	(2,773,706)	(2,543,671)	(2,486,761)
<b>Road Plant Purchases</b>						
I122100	Profit on Sale of Asset	Inc	50,245	48,698	48,698	6,872
			50,245	48,698	48,698	6,872
E123010	Loss on Sale of Asset	Exp	0	0	0	0
			0	0	0	0
<b>Aerodrome</b>						
I126015	Aerodrome Reimbursements/Grants	Inc	298,755	298,755	298,755	253,628
I126020	Aerodrome Hangar Lease	Inc	9,000	9,000	9,000	10,656
			307,755	307,755	307,755	264,284
E126005	Aerodrome Maintenance	Exp	(12,404)	(12,404)	(11,447)	(9,582)
E126190	Depreciation - Aerodromes	Exp	(44,961)	(44,961)	(41,206)	(41,265)
			(57,365)	(57,365)	(52,653)	(50,847)
<b>Total Transport Income</b>			1,502,013	1,500,466	1,292,173	1,465,717
<b>Total Transport Expenditure</b>			(2,831,071)	(2,831,071)	(2,596,324)	(2,537,608)
<b>Economic Services</b>						
<b>Rural Services</b>						
I131020	Landcare Reimbursements	Inc	78,250	78,250	71,731	70,431
			78,250	78,250	71,731	70,431
E131020	Landcare	Exp	(112,000)	(112,000)	(102,752)	(94,306)
E131030	Rural Towns Program	Exp	(18,000)	(18,000)	(16,508)	(14,638)
E131100	Administration Allocated	Exp	(16,055)	(16,055)	(14,718)	(14,718)
E131140	Water Management Plan / Harvesting	Exp	(10,000)	(10,000)	(9,194)	(10,962)
E131190	Depreciation - Rural Services	Exp	0	0	0	0
			(156,055)	(156,055)	(143,172)	(134,624)
<b>Tourism &amp; Area Promotion</b>						
I132005	Caravan Park Fees	Inc	70,000	70,000	64,163	65,518
I132010	Reimbursements	Inc	1,000	1,000	913	44
I132015	RV Area Fees	Inc	15,000	15,000	13,750	7,042

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
I132035	Tourism Income	Inc	0	0	0	0
			86,000	86,000	78,826	72,604
E132010	Wagin Tourism Committee	Exp	0	0	0	0
E132015	Caravan Park Manager Salary	Exp	(33,000)	(33,000)	(30,297)	(31,930)
E132020	Caravan Park Mtce	Exp	(50,886)	(50,886)	(46,699)	(41,705)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0	0
E132025	Subsidy Historic Village	Exp	(8,500)	(8,500)	(8,500)	0
E132035	RV Area Maintenance	Exp	(8,598)	(8,598)	(7,887)	(9,712)
E132040	Tourism Promotion & Subscripts	Exp	(19,500)	(19,500)	(17,875)	(5,835)
E132050	Administration Allocated	Exp	(70,392)	(70,392)	(64,526)	(64,526)
E132190	Depreciation - Tourism	Exp	(19,446)	(19,446)	(17,820)	(17,848)
			(210,322)	(210,322)	(193,604)	(171,556)
	<b>Building Control</b>					
I133005	Building Licenses	Inc	8,000	8,000	7,337	3,443
I133010	Swimming Pool Inspection Fees	Inc	0	0	0	0
I142010	Sale of Land	Inc	0	0	0	0
			8,000	8,000	7,337	3,443
	<b>Other Economic Services</b>					
I134005	Water Sales	Inc	20,000	20,000	18,337	19,106
			20,000	20,000	18,337	19,106
E134005	Water Supply - Standpipes	Exp	(20,000)	(20,000)	(18,348)	(23,442)
E134190	Depreciation - Other Economic Services	Exp	(2,052)	(2,052)	(1,881)	(1,883)
			(22,052)	(22,052)	(20,229)	(25,325)
	<b>Total Economic Services Income</b>		192,250	192,250	176,231	165,584
	<b>Total Economic Services Expenditure</b>		(388,429)	(388,429)	(357,005)	(331,505)
	<b>Other Property &amp; Services</b>					
	<b>Private Works</b>					
I141005	Private Works Income	Inc	20,000	20,000	18,337	17,153
			20,000	20,000	18,337	17,153
E141005	Private Works	Exp	(15,000)	(15,000)	(13,739)	(5,821)
E141100	Administration Allocated	Exp	(3,053)	(3,053)	(2,794)	(2,794)
			(18,053)	(18,053)	(16,533)	(8,615)
	<b>Public Works Overheads</b>					
I143020	Reimbursements	Inc	500	500	0	23,220
I143040	Workers Compensaion	Inc	0	0	0	0
			500	500	0	23,220

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E143005	Engineering Salaries	Exp	(117,801)	(117,801)	(107,987)	(98,941)
E143007	Engineering Administration Salaries	Exp	(62,007)	(62,007)	(56,837)	(57,908)
E143008	Works Leave/Wages Liability	Exp	0	0	0	0
E143009	Housing Allowance Works	Exp	(17,031)	(17,031)	(15,609)	(15,518)
E143015	CEO's Salary Allocation	Exp	(60,886)	(60,886)	(55,814)	(64,633)
E143020	Engineering Superannuation	Exp	(120,687)	(120,687)	(110,627)	(101,059)
E143025	Engineering - Other Expenses	Exp	(5,000)	(5,000)	(4,587)	(1,411)
E143030	Sick Holiday & Allowances Pay	Exp	(165,000)	(165,000)	(151,250)	(153,069)
E143040	Workers Compensation	Exp	0	0	0	(380)
E143045	Insurance on Works	Exp	(38,318)	(38,318)	(38,318)	(38,318)
E143050	Protective Clothing	Exp	(8,000)	(8,000)	(7,337)	(2,610)
E143055	Fringe Benefits	Exp	(1,000)	(1,000)	(1,000)	(312)
E143060	CEO's Vehicle Allocation	Exp	(1,000)	(1,000)	(913)	(578)
E143065	MOW - Vehicle Expenses	Exp	(8,000)	(8,000)	(7,385)	(6,532)
E143075	Telephone Expenses	Exp	(1,500)	(1,500)	(1,375)	(1,199)
E143080	Staff Licenses	Exp	(500)	(500)	(462)	(104)
E143085	Safety Equipment & Meetings	Exp	(4,000)	(4,000)	(3,663)	(1,505)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	(1,375)	0
E143095	Staff Training	Exp	(15,000)	(15,000)	(13,761)	(4,296)
E143105	Administration Allocated	Exp	(1,156)	(1,156)	(1,056)	(1,056)
E143200	LESS PWOH ALLOCATED	Exp	628,377	628,377	576,026	541,806
			(9)	(9)	(3,330)	(7,623)
	<b>Plant Operation Costs</b>					
I144005	Sale of Scrap	Inc	1,500	1,500	1,375	0
I144010	Reimbursements	Inc	4,000	4,000	3,663	0
			5,500	5,500	5,038	0
E144010	Fuel & Oils	Exp	(180,000)	(180,000)	(165,000)	(159,230)
E144020	Tyres & Tubes	Exp	(20,000)	(20,000)	(18,337)	(14,164)
E144030	Parts & Repairs	Exp	(85,000)	(85,000)	(77,924)	(63,721)
E144040	Plant Repair - Wages	Exp	(25,000)	(25,000)	(22,913)	(28,837)
E144050	Insurance and Licences	Exp	(35,000)	(35,000)	(33,901)	(29,482)
E144060	Expendable Tools-Consumables only	Exp	(10,000)	(10,000)	(9,163)	(944)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	(913)	0
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(8,000)	(7,337)	(5,048)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	364,000	364,000	333,674	261,098
			0	0	(1,814)	(40,328)
	<b>Salaries &amp; Wages</b>					
E146010	Gross Salaries, Allowances & Super	Exp	(2,339,945)	(2,339,945)	(2,144,945)	(2,470,690)
E146200	Less Sal , Allow, Super Allocated	Exp	2,339,945	2,339,945	2,144,956	2,470,690
			0	0	11	0

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
	<b>Unclassified</b>					
I147005	Commission - Vehicle Licensing	Inc	50,000	50,000	45,837	41,459
I147006	Commission - TransWA	Inc	500	500	462	142
I147007	Reimbursement - OHS	Inc	500	500	462	0
I147035	Banking errors	Inc	0	0	0	15
I147050	Council Staff Housing Rental	Inc	34,300	34,300	31,438	31,261
I147065	Insurance Reimbursement	Inc	0	0	0	1,656
I147070	Council Housing Reimbursements	Inc	0	0	0	1,238
I147085	NAB Buiding Rent	Inc	8,400	8,400	7,700	7,700
I147120	Charge on Private use of Shire Vehicle	Inc	360	360	300	0
I147121	Reimbursement - Community Requests	Inc	0	0	0	0
			94,060	94,060	86,199	83,471
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(3,000)	(2,750)	(172)
E147035	Banking Errors	Exp	0	0	0	0
E147050	Council Housing Maintenance	Exp	(92,214)	(92,214)	(85,054)	(73,017)
E147051	Interest on Loan 137 - Staff Housing	Exp	(7,201)	(7,201)	(6,637)	(6,637)
E147052	Interest on Loan 138 - Doctor Housing	Exp	(3,217)	(3,217)	(3,217)	(3,217)
E147055	Consultants	Exp	(40,000)	(40,000)	(36,663)	(2,768)
E147070	4WD Resource Sharing Group	Exp	(1,000)	(1,000)	(913)	(500)
E147090	Building Maintenance	Exp	(8,000)	(8,000)	(7,337)	(3,586)
E147100	Administration Allocated	Exp	(140,848)	(140,848)	(129,107)	(129,107)
E147115	Occupational Health & Safety (OHS)	Exp	(10,000)	(10,000)	(9,163)	(3,285)
E147130	Depreciation - Unclassified	Exp	(136,963)	(136,963)	(125,554)	(125,705)
E147150	Community Requests Budget	Exp	(20,000)	(20,000)	(18,337)	(18,271)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(3,212)	(18)
			(465,943)	(465,943)	(427,945)	(366,283)
	<b>Total Other Property &amp; Services Income</b>		120,060	120,060	109,574	123,844
	<b>Total Other Property &amp; Services Expenditure</b>		(484,005)	(484,005)	(449,611)	(422,849)
	<b>Total Income</b>		<b>6,288,529</b>	<b>6,985,874</b>	<b>6,654,464</b>	<b>6,765,535</b>
	<b>Total Expenditure</b>		<b>(8,420,373)</b>	<b>(8,493,965)</b>	<b>(7,807,713)</b>	<b>(7,482,156)</b>
	<b>Net Deficit (Surplus)</b>		<b>(2,131,844)</b>	<b>(1,508,091)</b>	<b>(1,153,248)</b>	<b>(716,621)</b>



## 10.2 SCHEDULE OF ACCOUNTS PAYMENTS – MAY 2023

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	15 June 2023
PREVIOUS REPORT(S):	11 May 2023
DISCLOSURE OF INTEREST:	N/A
STRATEGIC DOCUMENT REFERENCE	Local government (Financial Management) Regulations 1996
FILE REFERENCE:	N/A
ATTACHMENTS:	1. Payments List

### OFFICER RECOMMENDATION/4981 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr B S Hegarty

That Council:

- 1 Endorses the list of accounts paid by the Chief Executive Officer under delegated authority, during May:
  - EFT Payments EFT13367 – EFT13495, Cheque Payments 153 – 166 and Direct Debit Payments DD5187.1 – DD5212.31 from the Municipal Account totalling \$506,967.28.
  - EFT Payment EFT13403 – EFT13497 and Cheque Debit Payment 18 from the Restricted Funds Account totalling \$1,520.00.
  - Credit card Payments totalling \$1,464.18.

Carried 8/0

### BRIEF SUMMARY

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

### BACKGROUND/COMMENT

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



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

## **CONSULTATION/COMMUNICATION**

Nil

## **STATUTORY/LEGAL IMPLICATIONS**

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

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment; and
- (d) sufficient information to identify the transaction. (

2) A list of accounts for approval to be paid is to be prepared each month showing —

(a) for each account which requires council authorisation in that month —

- (i) the payee's name; (ii) the amount of the payment; and
- (iii) sufficient information to identify the transaction; and

(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under subregulation (1) or (2) is to be —

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

All expenditure has been approved via adoption of the 2022/23 Annual Budget or resulting from a Council Motion for a budget amendment.

## **STRATEGIC IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

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

**Municipal Funds Account - List of Payments**  
**Cheque Payment**

Chq/EFT	Date	Name	Description	Amount
153	04/05/2023	Department Of Transport	12 months registration - Bushfire Trailer	(24.85)
154	04/05/2023	Synergy	Electricity Usage	(28,693.62)
155	04/05/2023	Telstra	Phone Bill Ambulance Assoc Hut charges to 3 May 2023, DCEO, CEO and SES Ipad - April 2023	(122.85)
156	18/05/2023	Origin	LPG Gas Equipment Fee - 2 Ballagin Street	(80.00)
157	18/05/2023	Shire of Wagin	Wagin Shire Petty Cash	(53.10)
158	18/05/2023	Synergy	Electricity Usage	(2,320.32)
159	18/05/2023	Telstra	Admin Office Phones, Faxes and Staff Mobiles - April 2023	(1,117.01)
160	18/05/2023	Water Corporation	Various Shire Water Bills March - May 2023	(594.42)
161	31/05/2023	Department Of Transport	12 months registration - Wedgecarrup Fire Truck	(418.35)
162	31/05/2023	Kleenheat Gas	2x 45kg cylinders - Facility Fee/Cylinder Service Charge - 14 Gordon Street	(93.50)
163	31/05/2023	Synergy	Electricity Usage	(3,104.24)
164	31/05/2023	Wagin Pharmacy	Flu Vaccinations - 2x Homecare Staff	(63.98)
165	31/05/2023	Water Corporation	Various Shire Water Bills March - May 2023	(20,397.01)
166	31/05/2023	Catherine Mary Mcgrath	Rates refund for assessment A309 29 Vesper Street WAGIN WA 6315	(123.25)
<b>Cheque Payments Total</b>				<b>(57,206.50)</b>

**EFT Payments**

EFT13367	04/05/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(308.60)
EFT13368	04/05/2023	Australia Post	Postage - April 2023	(206.34)
EFT13369	04/05/2023	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 29.03.2023 - 27.04.2023	(58.10)
EFT13370	04/05/2023	Brenton James Norrie	Installation of flat pack kitchen, including repair work to walls - NAB building	(4,250.00)
EFT13371	04/05/2023	Command A Com	Update messages on hold, Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service - April 2023	(325.36)
EFT13372	04/05/2023	Construction Equipment Australia	Rear view mirror - Bomag Roller (P15)	(168.05)
EFT13373	04/05/2023	DFABEngineering	Repairs to jack hammer tools - Works Depot	(198.00)
EFT13374	04/05/2023	Donna Marie George	Reimbursement for Television - NAB Building	(295.00)
EFT13375	04/05/2023	Fuel Distributors Of WA Pty Ltd	Diesel - Homecare bus (P83), Unleaded - Homecare Managers vehicle (P80)	(308.26)
EFT13376	04/05/2023	Goodyear Autocare Wagin	Replace tyre - Ranger vehicle (P38)	(236.50)
EFT13377	04/05/2023	Great Southern Fuel Supply	Unleaded - Darkan Homecare vehicle (P86)	(365.67)
EFT13378	04/05/2023	Halanson Earthmoving	Push 3000m gravel - Angwins Road	(5,445.00)
EFT13379	04/05/2023	Hammersley Refrigeration	Inspect and report on A/C unit - Admin Office	(192.50)
EFT13380	04/05/2023	ICTouch Pty Ltd	ICTouch NBN Services April and May 2023 - Medical Centre	(1,080.00)
EFT13381	04/05/2023	IGA X-press	Newspapers, kitchen refreshments, cleaning supplies - Swimming Pool, catering supplies - Business sundowner	(77.43)
EFT13382	04/05/2023	Katanning Pest Control	White ant inspection and spray - Wedgecarrup & Piesseville Halls	(825.00)
EFT13383	04/05/2023	Landgate - Midland	Gross Rental Valuations Chargeable 18/03/2023 - 14/04/2023	(118.26)
EFT13384	04/05/2023	MCG Fire Services	Install fire extinguisher with signage - Wagin Youth Centre	(229.90)
EFT13385	04/05/2023	Marleys Diesel & Ag	Make hydraulic hose with fittings - Komatsu Loader (P11)	(180.67)
EFT13386	04/05/2023	Michelle Muller	Reimbursement for police clearance	(58.70)
EFT13387	04/05/2023	Moore	Financial Reporting Workshop 26/05/2023 - J Goodbourn	(2,090.00)
EFT13388	04/05/2023	Officeworks	Stationery order - Admin Office & Homecare	(492.77)
EFT13389	04/05/2023	Palace Hotel	Restock Council Bar Fridge	(68.68)
EFT13390	04/05/2023	Scavenger Supplies	Boots, Pants, Jackets & Gloves - Bushfire Brigades	(10,061.70)
EFT13391	04/05/2023	Simbarashe Mufandaedza Mandikumba	Refund for overcharged gym membership fees	(27.32)
EFT13392	04/05/2023	TEN47 Plumbing	Service and repair toilet - Refuse Site	(544.50)
EFT13393	04/05/2023	Team Global Express Pty Ltd	Delivery Charges	(134.31)
EFT13394	04/05/2023	Tool Kit Depot	Impact wrench kit - Works Depot	(1,841.10)
EFT13395	04/05/2023	WA Contract Ranger Services Pty Ltd	Ranger Services 20/04/2023 & 27/04/2023	(1,045.00)
EFT13396	04/05/2023	Wagin Community Resource Centre	Advertising vacant position (Construction Grader Operator), Advertising request for quotes for electrical test and tag for Admin Office	(85.00)
EFT13397	04/05/2023	Wagin Cottage Homes Inc	Temporary accommodation - CDO Julie Christensen	(128.00)
EFT13398	04/05/2023	Wagin District Farmers Co-operative	Admin Office kitchen refreshments, cleaning supplies, batteries and kitchen refreshments - Works Depot, Works Depot, children's event supplies - Library, Youth meeting supplies	(378.49)

EFT13399	04/05/2023	Wagin Gas Electrics	Connect power to pump - Emergency service water, Investigate and report light disruption - Trotting track, Replace smoke alarm - Medical Centre	(1,964.60)
EFT13400	04/05/2023	Wagin Mechanical Repairs	Repairs to vehicle (squealing) - CEO vehicle (P01)	(140.00)
EFT13401	04/05/2023	Wallis Computer Solutions	NBN - Admin Office, Library & Rec Centre - May 2023, Agreement Fusion - Admin Office - May 2023	(455.18)
EFT13402	04/05/2023	West Arthur Community Resource Centre	Room hire and printing costs April 2023 - Homecare	(155.10)
EFT13407	11/05/2023	Australian Services Union	Payroll deductions	(25.90)
EFT13408	11/05/2023	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT13409	17/05/2023	Estate Of Clayton Justin Butterworth	Rates refund for assessment A241 15 Johnston Street WAGIN WA 6315	(49.31)
EFT13410	18/05/2023	3E Advantage Pty Limited	Photocopier Charges 1/04/2023 - 30/04/2023	(1,008.80)
EFT13411	18/05/2023	A G Brookes Excavations	Remove fallen trees - Walker Road	(990.00)
EFT13412	18/05/2023	APPS Plumbing & Gas Wagin	Plumbing variation for kitchen install - NAB Building, Clear blocked drain - Daycare, Inspect and report on drainage issues - Courthouse, Replace laundry top assembly and spout - NAB Residence	(1,493.80)
EFT13413	18/05/2023	ATC Work Smart	E-Rua's wages (three fortnights)	(3,501.00)
EFT13414	18/05/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(1,418.15)
EFT13415	18/05/2023	Australian Communications Authority	License Renewal Telstra Radio Terminal, Mt Latham 1916485/1	(114.00)
EFT13416	18/05/2023	Australian Taxation Office	April BAS	(18,640.00)
EFT13417	18/05/2023	Benara Nurseries	Assorted Plants - Townsite nibs/planter boxes	(458.81)
EFT13418	18/05/2023	Booktopia Pty Ltd	30 Books - Library	(666.37)
EFT13419	18/05/2023	Boya Equipment Pty Ltd	6x Blades, bolts, washers & springs - Kubota Mower (P18)	(540.11)
EFT13420	18/05/2023	Brenton James Norrie	Repair leaking roof above kitchen area - NAB Building	(310.00)
EFT13421	18/05/2023	C & D Cutri	Bridge Inspections	(1,760.00)
EFT13422	18/05/2023	C.E.S. Midland	3x Solar bollard lights - Wetlands Park	(907.50)
EFT13423	18/05/2023	Corsign WA Pty Ltd	1x Street Sign - Khedive Street, assorted road working signage & cones	(1,158.85)
EFT13424	18/05/2023	Cresswells	Mixed furniture items - NAB Building	(2,175.00)
EFT13425	18/05/2023	Elders Rural Services Australia Limited	5kg of Uragan - Cemetery, Gloves & apron - Townsite spraying	(348.60)
EFT13426	18/05/2023	Exurban	Town Planning Consulting Services - April 2023	(939.40)
EFT13427	18/05/2023	Frontline Fire & Rescue Equipment	Oliver Wildland Fire Boot - Bushfire Brigade	(315.43)
EFT13428	18/05/2023	Fuel Distributors Of WA Pty Ltd	Diesel - Homecare bus (P83), Unleaded - Homecare Managers vehicle (P80)	(64.68)
EFT13429	18/05/2023	Fulton Hogan Industries Pty Ltd	Reseal - Jaloran Road	(65,920.75)
EFT13430	18/05/2023	Great Southern Waste Disposol	Management of Facility & Refuse Collection - April 2023	(24,397.94)
EFT13431	18/05/2023	Hall Electrical & Data Services	Inspect and service air conditioner - Daycare	(440.00)
EFT13432	18/05/2023	IGA X-press	3x Carton interleave paper towels & Toilet Rolls - Administration Office, Caravan Park & Rec Centre	(414.18)
EFT13433	18/05/2023	Ian James McCabe	Reimbursement for April Internet Charges - 5 Marks Court	(65.88)
EFT13434	18/05/2023	J Beez Procurement Pty Ltd	Water tanker semi trailer - Bushfire Brigades	(37,675.00)
EFT13435	18/05/2023	Landgate - Midland	Consolidated Mining Tenement Roll, Country Urban UV Revaluation 2022/2023	(403.00)
EFT13436	18/05/2023	Larry Stanbridge	Reimbursement for firearm licence 2023	(67.00)
EFT13437	18/05/2023	Liberty Oil Australia Pty Ltd	5,000L Diesel, 2000L Unleaded	(11,381.20)
EFT13438	18/05/2023	McPest Pest Control	White ant inspections on five bridges within Wagin shire	(1,155.00)
EFT13439	18/05/2023	Narrogin Betta Electrical Home Living	Beko freestanding cooker - NAB Building	(849.00)
EFT13440	18/05/2023	Narrogin Toyota	Hedge trimmer - Homecare	(343.85)
EFT13441	18/05/2023	Palace Hotel	Carton of Great Northern - Works Depot, Restock Council Bar Fridge	(207.95)
EFT13442	18/05/2023	Public Transport Authority	Trans WA Ticket Sales minus Agent Commission	(11.60)
EFT13443	18/05/2023	Rarebits On Burrowes	Happy Days Luncheon - Homecare	(150.00)
EFT13444	18/05/2023	Scavenger Supplies	3x K1 Thermal imaging cameras - Bushfire Brigades	(4,643.54)
EFT13445	18/05/2023	Shire of Narrogin	Health Officer - March 2023, 3x Asbestos same day lab tests - Dongolocking Road	(1,165.90)
EFT13446	18/05/2023	TEN47 Plumbing	Replace toilet pan and seat - Trent Street public toilets, Investigate and repair leak in wall - Town Hall	(1,149.50)
EFT13447	18/05/2023	Team Global Express Pty Ltd	Delivery Charges	(54.48)
EFT13448	18/05/2023	WA Contract Ranger Services Pty Ltd	Ranger Services 4/05/2023, 5/04/2023 & 9/05/2023	(1,149.50)
EFT13449	18/05/2023	WA Country Health Service - Wheatbelt	Main Meals and Sweets Supplied April 2023	(168.30)
EFT13450	18/05/2023	Wagin Community Resource Centre	Advertising vacant position (Community Development Officer)	(60.00)
EFT13451	18/05/2023	Wagin Gas Electrics	Move power from power pole - 2 Ballagin Street, Check damage post power surge - NAB Building, Replace outdoor light - Medical Centre, Inspect/ test lights, GPO's, RCD's, Smoke alarms & replace as required, check stove, rangehood & installed new stove - NAB Building	(3,023.90)
EFT13452	18/05/2023	Wagin Mowers	4x Gopher tyre replacement - Homecare Client	(540.10)
EFT13453	18/05/2023	Wagin Window & Carpet Cleaning	Clean windows - NAB residence	(220.00)
EFT13454	18/05/2023	Widespread Contracting	Works completed with excavator to suppress fire - Wagin Refuse Site	(2,376.00)

EFT13455	18/05/2023	Woodlands Distributors & Agencies Pty Ltd	1x Carton of degradable dog waste bags - Townsite	(163.90)
EFT13460	25/05/2023	Australian Services Union	Payroll deductions	(25.90)
EFT13461	25/05/2023	Wagin Woodanilling Landcare Zone	Payroll deductions	(42.00)
EFT13464	31/05/2023	ADV Technical Consulting	Support for migration of Medical Centre services - St Luke's Medical Centre	(2,788.50)
EFT13465	31/05/2023	ATC Work Smart	E-Rua's wages (one fortnight)	(1,364.35)
EFT13466	31/05/2023	Alexander Galt And Co Pty Ltd	Hardware Supplies	(526.45)
EFT13467	31/05/2023	Boc Gases	R020D2 Oxygen, R020G Oxygen, R040G Dissolved Acetylene, R065E2 Argoshield, Container Service Charge 28.04.2023 - 28.05.2023	(60.05)
EFT13468	31/05/2023	Cutting Edges Pty Ltd	50x Heat Treated Grader Blades - Graders (P10 & P12)	(7,590.00)
EFT13469	31/05/2023	DJF Welding & Construction	Fabrication and erection of framing around 6 art works - Wetlands Park	(5,500.00)
EFT13470	31/05/2023	Department Of Fire & Emergency Services	2022/2023 ESL Quarter 4	(12,670.00)
EFT13471	31/05/2023	Doms Delicatessen of Wagin	Hot dog rolls - Swimming Pool, Catering - Ordinary Council meeting 19/04/2023, Wagin business sundowner event, Landcare Officer annual performance review	(269.00)
EFT13472	31/05/2023	Fuel Distributors Of WA Pty Ltd	Unleaded - Homecare Managers vehicle (P80)	(71.97)
EFT13473	31/05/2023	Independence Australia	HCP Expenses - Wagin Homecare	(674.70)
EFT13474	31/05/2023	Julie Christensen	Reimbursement of groceries for 'Art in the Park' opening event	(82.65)
EFT13475	31/05/2023	Katanning Glazing And Security	Perspex Window - Bomag Roller (P15)	(220.00)
EFT13476	31/05/2023	Kirsty Simkins	Reimbursement of Refreshments for Ordinary Council Meeting (23/05/2023)	(98.60)
EFT13477	31/05/2023	Komatsu Australia Pty Ltd	4x Plates - Komatsu Grader (P12)	(596.64)
EFT13478	31/05/2023	Ladybird Entertainment	Balance for entertainment provided - Street Carnival 2021	(987.52)
EFT13479	31/05/2023	Landgate - Midland	Rural UV General Revaluation 2022/2023	(7,590.55)
EFT13480	31/05/2023	Midalia Steel Pty Ltd	1.60x 1200x2400 Hot rolled sheet - Homecare Trailer (P82)	(151.42)
EFT13481	31/05/2023	Narrogin Pumps Solar And Spraying	Pressure pump - Small plant (P30), Pressure switch and valve assy - Townsite spraying	(399.03)
EFT13482	31/05/2023	Peerless Jal Pty Ltd	Cleaning Chemicals - Recreation Centre, Spray Bottles and Triggers - Community Gym	(206.45)
EFT13483	31/05/2023	Ray Ford Signs	Repairs to entry signage (south), 2x Emergency exit signs - Swimming Pool	(3,415.72)
EFT13484	31/05/2023	Shire of Narrogin	Senior Health Officer - August, September and December 2022, January, March and April 2023	(1,436.50)
EFT13485	31/05/2023	Sigma Chemicals	40kg Granular chlorine, 2x Vacuum gauge, 2x Pressure gauge - Swimming Pool	(618.20)
EFT13486	31/05/2023	Sound Centre Pty Ltd	2x Speakers, 2x Speaker stands & 2x cables - Admin sound equipment	(1,685.00)
EFT13487	31/05/2023	Team Global Express Pty Ltd	Delivery Charges	(111.70)
EFT13488	31/05/2023	Tool Kit Depot	Whipper snipper multi function kit and chainsaw - Works Depot	(1,833.52)
EFT13489	31/05/2023	WA Contract Ranger Services Pty Ltd	Ranger Services 16/05/2023 & 25/05/2023	(1,045.00)
EFT13490	31/05/2023	Wagin Community Resource Centre	Advertising 2023/2024 Schedule of Fees and Charges	(25.00)
EFT13491	31/05/2023	Wagin Gas Electrics	Repairs to lighting and installation of RCD's - Community Centre, Investigate scoreboard fault - Recreation Centre auditorium	(737.00)
EFT13492	31/05/2023	Wagin Mechanical Repairs	Service - Mahindra Pik-up (P17), Filters - Bomag Roller (P15)	(695.15)
EFT13493	31/05/2023	Wagin Mowers	1x chainsaw chain - Small plant (P30)	(32.67)
EFT13494	31/05/2023	Wagin Truck Centre	2x H1 globes and 12/24v amber beacon - Cat Backhoe (P47), 2x Trailer plugs - Works Trailers	(124.00)
EFT13495	31/05/2023	Western Australian Local Government Association	Online training in delegations and authorisations - Ian McCabe	(324.50)
<b>EFT Payments Total</b>				<b>(283,664.01)</b>
<b>Direct Debit Payments</b>				
DD5187.1	11/05/2023	Aware Super	Payroll deductions	(5,249.51)
DD5187.2	11/05/2023	HUB24 Super Fund	Superannuation contributions	(233.60)
DD5187.3	11/05/2023	ASGARD Super	Superannuation contributions	(125.99)
DD5187.4	11/05/2023	Netwealth Superannuation	Superannuation contributions	(297.73)
DD5187.5	11/05/2023	VicSuper	Superannuation contributions	(216.41)
DD5187.6	11/05/2023	Rest Administration	Superannuation contributions	(1,560.50)
DD5187.7	11/05/2023	Hesta Super Fund	Superannuation contributions	(1,042.59)
DD5187.8	11/05/2023	Australian Super Administration	Superannuation contributions	(2,917.98)
DD5187.9	11/05/2023	Hostplus	Superannuation contributions	(123.06)
DD5199.1	25/05/2023	Bankwest	Credit Card - 2 x High back chairs - Homecare Relocation	(1,464.18)
DD5202.1	25/05/2023	Aware Super	Payroll deductions	(5,098.58)
DD5202.2	25/05/2023	HUB24 Super Fund	Superannuation contributions	(233.60)
DD5202.3	25/05/2023	ASGARD Super	Superannuation contributions	(154.56)
DD5202.4	25/05/2023	Netwealth Superannuation	Superannuation contributions	(297.73)
DD5202.5	25/05/2023	Rest Administration	Superannuation contributions	(1,557.93)

DD5202.6	25/05/2023	Hesta Super Fund	Superannuation contributions	(988.41)
DD5202.7	25/05/2023	Australian Super Administration	Superannuation contributions	(2,793.21)
DD5202.8	25/05/2023	Hostplus	Superannuation contributions	(184.59)
DD5202.9	25/05/2023	North Personal Superannuation	Superannuation contributions	(274.66)
DD5208.1	14/05/2023	Main Roads Western Australia	W1012 - Oversize Class 1 Permit	(150.00)
DD5212.1	03/05/2023	Department Of Transport	Daily Licensing Takings 01/05/2023	(1,868.25)
DD5212.2	15/05/2023	Department Of Transport	Daily Licensing Takings 11/05/2023	(2,500.60)
DD5212.3	15/05/2023	Sandwai Pty Ltd	May Monthly Fee for Sandwai	(484.00)
DD5212.4	16/05/2023	Bankwest	Inward Payment Order Fee	(10.00)
DD5212.5	16/05/2023	National Australia Bank	Transfer of Funds & Closure of Account Fee	(35.00)
DD5212.6	17/05/2023	Department Of Transport	Daily Licensing Takings 15/05/2023	(8,799.30)
DD5212.7	18/05/2023	Department Of Transport	Daily Licensing Takings 16/05/2023	(10,801.60)
DD5212.8	18/05/2023	Aussie Broadband Pty Ltd	Broadband May 2023	(316.00)
DD5212.9	19/05/2023	Department Of Transport	Daily Licensing Takings 17/05/2023	(4,269.10)
DD5184.17	01/05/2023	Department Of Transport	Daily Licensing Takings 27/04/2023	(6,843.20)
DD5184.18	02/05/2023	Department Of Transport	Daily Licensing Takings 28/04/2023	(4,578.40)
DD5184.19	05/05/2023	Bankwest	Merchant Fee Swimming Pool April 2023	(279.29)
DD5187.10	11/05/2023	North Personal Superannuation	Superannuation contributions	(269.94)
DD5187.11	11/05/2023	Prime Super	Superannuation contributions	(256.71)
DD5187.12	11/05/2023	smartMonday Prime	Superannuation contributions	(122.55)
DD5187.13	11/05/2023	National Mutual Retirement Fund	Superannuation contributions	(163.43)
DD5202.10	25/05/2023	Prime Super	Superannuation contributions	(256.71)
DD5202.11	25/05/2023	smartMonday Prime	Superannuation contributions	(122.55)
DD5202.12	25/05/2023	National Mutual Retirement Fund	Superannuation contributions	(163.43)
DD5212.10	22/05/2023	Department Of Transport	Daily Licensing Takings 18/05/2023	(11,623.80)
DD5212.11	23/05/2023	Department Of Transport	Daily Licensing Takings 19/05/2023	(2,459.05)
DD5212.12	04/05/2023	Department Of Transport	Daily Licensing Takings 02/05/2023	(4,456.80)
DD5212.13	24/05/2023	Department Of Transport	Daily Licensing Takings 22/05/2023	(2,579.15)
DD5212.14	24/05/2023	Western Australian Treasury Corporation	Loan Repayment 137 May 2023	(1,907.86)
DD5212.15	25/05/2023	Department Of Transport	Daily Licensing Takings 23/05/2023	(2,562.10)
DD5212.16	26/05/2023	Department Of Transport	Daily Licensing Takings 24/05/2023	(4,347.40)
DD5212.17	29/05/2023	Department Of Transport	Daily Licensing Takings 25/05/2023	(10,555.05)
DD5212.18	16/05/2023	Department Of Transport	Daily Licensing Takings 12/05/2023	(1,957.80)
DD5212.19	30/05/2023	Department Of Transport	Daily Licensing Takings 26/05/2023	(8,201.00)
DD5212.20	31/05/2023	Department Of Transport	Daily Licensing Takings 29/05/2023	(6,769.55)
DD5212.21	31/05/2023	Western Australian Treasury Corporation	Loan Repayment 141 May 2023	(11,672.13)
DD5212.23	05/05/2023	Department Of Transport	Daily Licensing Takings 03/05/2023	(4,695.65)
DD5212.26	08/05/2023	Department Of Transport	Daily Licensing Takings 04/05/2023	(2,765.85)
DD5212.27	09/05/2023	Department Of Transport	Daily Licensing Takings 05/05/2023	(6,358.65)
DD5212.28	10/05/2023	Department Of Transport	Daily Licensing Takings 08/05/2023	(4,159.00)
DD5212.29	11/05/2023	Department Of Transport	Daily Licensing Takings 09/05/2023	(3,204.95)
DD5212.30	11/05/2023	Western Australian Treasury Corporation	Loan Repayment 139 May 2023	(6,009.05)
DD5212.31	12/05/2023	Department Of Transport	Daily Licensing Takings 10/05/2023	(2,707.05)
<b>Direct Debit Payments Total</b>				<b>(166,096.77)</b>
<b>Municipal Account - Payments Total</b>				<b>(506,967.28)</b>

#### Restricted Funds Account - List of Payments

##### Cheque Payment

18	18/05/2023	Robert Edwards	VENUE HIRE BOND REFUND	-300.00
<b>Cheque Payments Total</b>				<b>(300.00)</b>

##### EFT Payments

EFT13403	04/05/2023	Bronwyn Hegarty	COMMUNITY GYM FOB BOND REFUND	-30.00
EFT13404	04/05/2023	Denise Gray	COMMUNITY GYM FOB BOND REFUND	-30.00
EFT13405	04/05/2023	Robert Wayne Hegarty	COMMUNITY GYM FOB BOND REFUND	-30.00
EFT13406	04/05/2023	Unigrain - Wagin	VENUE HIRE BOND REFUND	-300.00
EFT13456	18/05/2023	Cliff John Brockwell	COMMUNITY GYM FOB BOND REFUND	-60.00
EFT13457	18/05/2023	Department of Agriculture, Fisheries and Forestry	VENUE HIRE BOND REFUND	-300.00
EFT13458	18/05/2023	Kynan Spencer	COMMUNITY BUS BOND REFUND	-150.00
EFT13459	18/05/2023	Tomislav Bozuric	COMMUNITY GYM FOB BOND REFUND	-30.00
EFT13462	31/05/2023	Anthonie Combrink	COMMUNITY GYM FOB BOND REFUND	-30.00
EFT13463	31/05/2023	Lisa Eades	VENUE HIRE BOND REFUND	-300.00
EFT13496	31/05/2023	Construction Training Fund (CTF)	App # 99935 Ashton James Letchford	-251.75
EFT13497	31/05/2023	Shire of Wagin	App # 99935 Ashton James Letchford	-8.25
<b>EFT Payments Total</b>				<b>(1,520.00)</b>
<b>Restricted Funds Account - Payments Total</b>				<b>(1,820.00)</b>

**SHIRE OF WAGIN**  
**STATEMENT OF MASTERCARD PAYMENTS**  
For the Period Ended 5 May 2023

**Credit Card List of Payments**

<b>Chief Executive Officer - Ian McCabe</b>			
Credit Card	22/04/2023 Coles Narrogin	Garden Hose set and fittings - 5 Marks Court	(23.00)
Credit Card	30/04/2023 Lsoft Technologies	Programme to scrub hard drives of old computers prior to disposal	(75.29)
<b>Chief Executive Officer - Ian McCabe</b>			<b>(98.29)</b>
<b>Acting Deputy Chief Executive Officer - Donna George</b>			
Credit Card	14/04/2023 Kmart	Household items - fit out NAB accommodation	(284.50)
Credit Card	14/04/2023 WANEWS	Online Newspaper Monthly Subscription	(28.00)
Credit Card	14/04/2023 MobilityandWellness	2 x High back Chairs - Homecare Relocation	(854.91)
Credit Card	20/04/2023 Ecoflo WasteWater MG	Microbes for compostable toilets - Norring Lake	(99.26)
Credit Card	29/04/2023 Kmart	Kitchen Equipment - NAB Accommodation	(97.00)
<b>Acting Deputy Chief Executive Officer - Total</b>			<b>(1,363.67)</b>
<b>Deputy Chief Executive Officer - Emily Edwards</b>			<b>0.00</b>
<b>Deputy Chief Executive Officer - Emily Edwards - Total</b>			<b>0.00</b>
<b>Manager of Works - Allen Hicks</b>			<b>0.00</b>
<b>Manager of Works - Allen Hicks Total</b>			<b>0.00</b>
<b>Manager of Finance - Jenny Goodbourn</b>			<b>0.00</b>
<b>Manager of Finance - Jenny Goodbourn Total</b>			<b>0.00</b>
<b>Fees and Charges</b>			
Credit card	30/04/2022 Foreign Transaction Fee	Lsoft Technologies from CAD to AUD	(2.22)
<b>Fees and Charges Total</b>			<b>(2.22)</b>
<b>Credit Card List of Payments Total</b>			<b>(1,464.18)</b>





CEO will negotiate specific terms of the employment agreement to enable desirable organisational and community outcomes. That process has commenced.

The CEO assumes responsibility for all operational KRA's. An extract of section 5.41 from the Local Government Act 1995 detailing the functions of the CEO is at the foot of this report.

Key meetings and activities since 16 May include:

- 17 May With Cr B Kilpatrick, CEO Woodanilling and Mr Peter Cumming, Wagin-Woodanilling Landcare Zone, annual staff review.
- 17 May Meeting with WALGA Commercial Management Team
- 19 May Art unveiling, Wetlands Park; unveiling of Australia Day six seasons artwork by students of Wagin District High School.
- 22 May at the City of Stirling, building applications seminar, Department of Mines, Industrial Regulation, Safety.
- 25 May, online, WA Electoral Commission, the counting process for local government election.
- 25 May, with Manager of Finance Jenny Goodbourn and representatives of AMD Chartered Accountants, auditor, for the Office of the Auditor-General, to conduct an exit meeting for the interim audit.
- 25 May, online training session on delegations and authorisations, conducted by Western Australian Local Government Association (WALGA).
- 29 May, with the President Cr P. Blight and the President of the Wagin Bowls club, Mr R. Walker, to discuss club assets and possible shire assistance.
- 31 May, with Manager of Works, Allen Hicks, meeting with a business supplier.
- 9 June works team safety toolbox.
- 12 June, meeting with Cr G. West.
- 14 June, CEO Review Committee of Council.
- 19 June, at Williams, with CEO's West Arthur and Williams, representatives of the Department of Planning, Lands and Heritage, to commence development of a regional planning strategy which would incorporate local planning schemes – this is pertinent because the Shire of Wagin does not have a local planning strategy and the local planning scheme is overdue for review – with the support of the Department this will mean a significant saving to the shire.
- 20 June, at Katanning, regular business meeting with the principal and practice manager of St Luke's Family Practice (operator of the Wagin medical centre).
- 20 June, Local Emergency Management Committee.



- 21 June, with acting Deputy CEO Donna George, meeting with business supplier related to planning and budget for information technology in 2023/24 and roadmap for three years to 2027.
- 21 June, with the President, online meeting with representatives of the Department of Planning, Lands and Heritage and Water Corp about a land matter.
- 21 June Citizenship ceremony.
- Various other matters including community liaison; operational management; human resources management; preparation of budget materials; council matters; safety issues; workforce planning; information management; strategic planning.

An Employee Assistance Program was launched in June which will provide external and independent advice to any shire staff member who may need it. This is an important initiative because the local government has no human resources staff.

The local law review of the Bush Fire Brigades Local Law is now complete and will take effect 23 June. The new law was gazetted 9 June and the CEO completed regulatory requirements by making a submission to the Joint Standing committee on Delegated Legislation (WA Parliament) and placing local public notice.

June has seen continued preparation of the financial budget for 2023 / 24 and supporting plans. Council budget workshops in June and July will precede consideration of the full budget at the July Council meeting.

## **Functions of the Chief Executive Officer (s.5.41 Local Government Act 1995)**

### **5.41. Functions of CEO**

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day-to-day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and



(f) speak on behalf of the local government if the mayor or president agrees; and

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

### **CONSULTATION/COMMUNICATION**

Members of staff; community; council.

### **STATUTORY/LEGAL IMPLICATIONS**

No direct legislative reference.

### **POLICY IMPLICATIONS**

There is no directly relevant policy.

### **FINANCIAL IMPLICATIONS**

No financial impact to this item.

### **STRATEGIC IMPLICATIONS**

The CEO references all Key Result Areas of Council.

### **VOTING REQUIREMENTS**

Simple majority.

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
1	28/04/2015 23/05/2023	2702 and 4969	<p><b>Puntapin Rock Dam</b></p> <p>1.3 Promote tourism and heritage; 2.6 Care and restoration of heritage; 2.10 Optimise water harvesting;</p> <p>4.3 Maintain and improve natural environment and recreational areas; 5.3 Plan for sustainable resources; 5.8 Advocate for strategic infrastructure.</p>	<p>Water Corp engaged to address urgent remedial works and to facilitate transfer of the asset to the Shire. Assessment of Dam Completed Water Corporation to provide further information and options regarding transfer June 2019: awaiting finalisation of SW Native Title Settlement</p>	In progress.	<p>15 November 2022: key contacts established; seeking status report from Water Corp. WaterCorp presented to council at February 2023 meeting. There is some consensus for an MOU with a May 2023 target. Item to be tabled OMC May 2023 (item 11.1.3).</p> <p>23 May 2023: Resolution 4969 affirms the transfer but seeks clarity on the Management Plan for Puntapin Rock prior to concluding arrangements. <b>21 June: meeting with Dept. Lands and Water Corp to table local government positions, agree to information gathering and understand future process. Shire will make information submissions in July 2023 to DPLH to support survey which will contribute to Ministerial decisions. It is expected that a positive position will be enabled by end of calendar year to enable commencement of restoration works at the dam.</b></p>
2	23-Nov-21	4681 and 4682	<p><b>4WDL Tourism and Key Worker Housing Projects</b></p> <p>1.1 Diversity of businesses; 1.3 Increase tourism and promotion; 1.5 Explore affordable accommodation; 2.9 Investigate future housing and expansion;</p>	<p>That Council participate in the following 4WDL initiative: 1. Short Stay Accommodation Plan Completed; 2. Commissioning of a study and report into Key Worker Housing in conjunction with other 4WDL members and the Wheatbelt Development Commission with a contribution of \$2000.</p>	In progress.	<p>Key Worker housing in progress; refer to A. CEO report with reference to 4WDL group Consultant provided a presentation to CEO's 19 January 2023 summarising data provided late Oct. / early Nov. 2022; a report to 4WDL members was provided 7 March 2023.</p>
3	2/08/2022	4833	<p><b>Request for Tender 07 of 2021/22 Provision of Medical Services to Wagin</b></p>	<p>1. That the attached confidential tender assessment be considered for tenders received for the Provision of Medical Services to Wagin (Tender 07 2021-22); and, 2. That Council accept the recommended tender of Dr N Du Preez and a contract be negotiated by the CEO for the delivery of general practitioner medical services</p>	<b>CLOSED</b>	<p>Contract let; related procurement completed; installation of equipment completed; handover date 31 January 2023; commencement of agreement 1 February 2023; commencement of trade 6 February 2023. Post-implementation review to occur prior to budget. <b>20 June 2023: review of actions since 7 February 2023 by CEO and independent contractor reports expanded services, improved outcomes and a plan to engage with aged care and local health planning at an advanced level. This item is now closed.</b></p>
4	27/09/2022	4869	<p><b>Disaster Recovery Planning for Information Technology</b></p>	<p>1. That Council supports the preparation of business continuity planning for information and communications technology; 2. That the attached Statement of Intent is adopted as a guide to this planning; and, 3. That such documentation when prepared should integrate with other disaster and corporate planning of the shire.</p>	<b>CLOSED</b>	<p>Meeting held with managed services provider 12 October seeking advice and agreement on approach; to be progressed. CEO participated in cyber security project with managed services provider and insurer (refer CEO report November 2022). Information gathering complete and the plan is now being written. <b>21 June 2023: this plan is included in the June 2023 agenda and a report will be presented to the auditor and the Minister. This item is now closed.</b></p>
5	23/05/2023	4968	<p><b>Bush Fire Brigades Local Law 2023</b></p>		<b>CLOSED</b>	<p><b>21 June 2023: the new local law was gazetted 9 June; Explanatory Memorandum and supported documents were submitted to the parliamentary committee 15 June 2023 and comes into effect 23 June 2023. This item is now closed.</b></p>
6	23/05/2023	4970	<p><b>Proposed MOU renewal Wagin Woodanilling Landcare Zone</b></p>		In progress.	

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
7	23/05/2023	4971	<b>Renewal of waste contract</b>		In progress.	21 June 2023: Council's decision has been conveyed in writing to the supplier and a new contract will need to be signed - date to be agreed.
8	23/05/2023	4972	<b>Joint Planning Strategy: DPLH / Wagin / West Arthur / Williams</b>		In progress.	19 June 2023: initial meeting of Wagin, Williams, West Arthur CEO's with DPLH to scope regional planning strategy which will address the absence of a local planning strategy and the overdue local planning scheme.



### 11.1.2 IT DISASTER RECOVERY PLAN

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	21 June 2023
PREVIOUS REPORT(S):	28 September 2022
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	RM.PL.3
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Information and Communication Technology Disaster Recovery Plan (for adoption).</li><li>2. Summary document of activity provided to auditor</li></ol>

### OFFICER RECOMMENDATION/4983 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council:

1. Adopt the Shire of Wagin Information and Communication Technology Disaster Recovery Plan.
2. Authorise the CEO to make future necessary changes to this Plan as required, to ensure operational effectiveness and mitigate risk.
3. Request that the Plan be reviewed periodically with a full review prior to presentation to Council no later than June 2025.

Carried 8/0

### BRIEF SUMMARY

This item addresses a matter of significant organisational risk.

### BACKGROUND/COMMENT

Regulation 5 of the Local Government (Financial Management) Regulations 1996 requires the CEO to establish 'efficient systems and procedures of a local government'.



To support this, a 2020 assessment of Shire of Wagin compliance, risk and financial management operations was completed by accountants Moore Australia. This resulted in a number of information technology related items including the need for an IT Disaster Recovery Plan.

This need was also recorded in the external audits for the years ending 30 June 2021 and 2022 with no progress recorded. As a significant risk, a report to the Minister is required as to the addressing of this risk, which will be prepared by the CEO following Council's decision on this item.

In addition, the audit of 30 June 2021 raised the absence of an IT Usage Policy as an audit issue. This was addressed by the CEO (then acting deputy CEO) in the development of policy A.28 Use of Information and Communications Technology.

Since that time, the CEO has developed or implemented a number of responses to risk mitigation or the development of business resilience. Some of these are listed in a summary document provided to the auditor in May of this year (see Attachment 2). One examples include the complete replacement of server, workstations, printers and network technologies at the Wagin medical centre. Another is the creation of a complete ICT inventory and the removal of all unsupported computing equipment at the Shire of Wagin.

A strategy for IT resilience is now in place. The budget for 2023/24 includes proposals for the first tranche of laptop purchases to make service delivery more flexible, more resilient and more responsive by being portable, including cameras and microphones, and allowing for the transfer to temporary workplaces in the event of emergency. This will be completed with a second tranche of equipment purchases in 2024/25.

The Information and Communication Technology Disaster Recovery Plan does not replace technical material held by the Managed Services Provider. This is because security, back-up and restoration of files are automatic processes or processes implemented by external qualified specialist personnel. However, the plan does include a process of response, key assets and personnel information as well as important context for non-IT personnel.

This plan complements business continuity and emergency arrangements such the Local Emergency Management Arrangements and the shire's Record Keeping Plan. It is a living document and will be reviewed as investment is made, situations arise and improvements are implemented. It is proposed to re-present a reviewed plan to Council in June 2025.



This plan will meet a compliance and audit risk first listed in 2020 and will support the further development and implementation of a more effective, secure and strategic IT solution at the Shire of Wagin.

Note: some contact detail has been removed from the public document attached to comply with privacy or security arrangements.

### **CONSULTATION/COMMUNICATION**

Wallis Computer Solutions; AMD Auditors; Department of Local Government; staff.

### **STATUTORY/LEGAL IMPLICATIONS**

Local Government Act 1995; r. 17 Local Government (Audit) Regulations 1996; r. 5 Local Government (Financial Management) Regulations 1996.

### **POLICY IMPLICATIONS**

The following Council policies are relevant to this item: A.18 Asset Management; A.25 Internal Control; A.26 Legislative compliance; A.28 Use of Information and Communications Technology; F.19 Risk Management.

### **FINANCIAL IMPLICATIONS**

This item has no direct financial implication as provisions are made within budget.

### **STRATEGIC IMPLICATIONS**

This item addresses a strategic risk to the organisation which could compromise service delivery and information management.

### **VOTING REQUIREMENTS**

Simple Majority.

Shire of Wagin  
Information and Communications Technology  
DISASTER RECOVERY PLAN

Version 1.0  
For Council Adoption June 2023

Shire of Wagin  
Information and Communications Technology  
DISASTER RECOVERY PLAN

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## Version Control

0.1	31 May 2023	Draft	I. McCabe
1.0	27 June 2023	For Council Adoption	I. McCabe

Versions of this document that are not current should be removed from circulation and destroyed.

A Distribution List for this plan is at page 11.

## Disclaimer

This is not a technical document. Detailed specifications, procedures, logs and remote testing procedures are held by the Managed Services Provider.

## **Using this document**

The document will be distributed widely and retained at accessible points in the IT infrastructure and in key physical locations. It should be closely read at the first distribution. It should then be read periodically in conjunction with readiness reviews of other business continuity plans (at least six-monthly) and more often if managing a high risk function.

### **In the event of a disaster event, the following should be referred to immediately in order of importance:**

1. Executive Summary
2. Plan Triggering Events
- 3.. Response Tree
4. Escalation
5. Media / Insurance / Financial Considerations
6. IT Disaster Recovery Personnel
7. Appendices to the rear of this document, as required.
8. All other sections, as time allows.

## Executive Summary

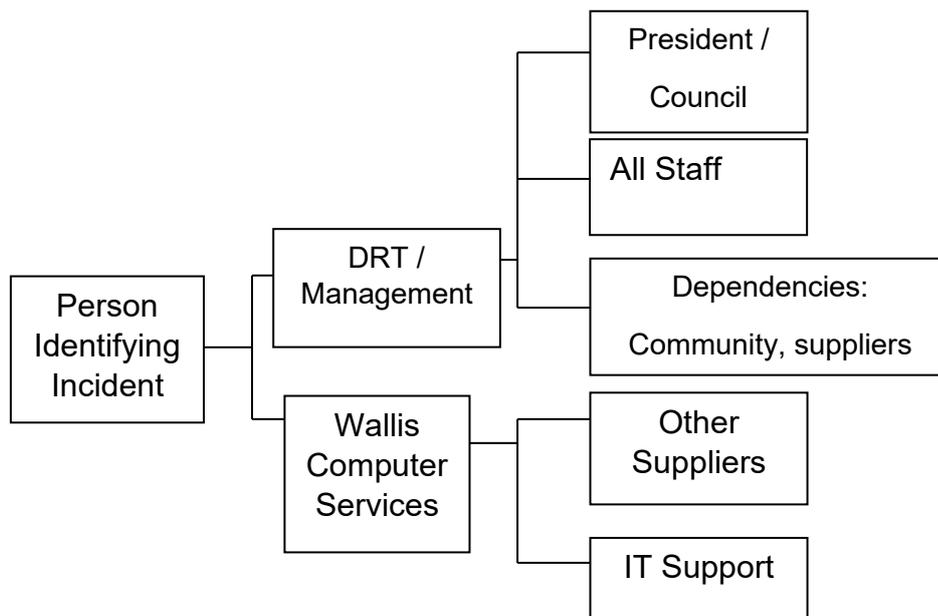
1. The **Recovery Time Objective (RTO)** is a target of one (1) day if the disruption is minor (personnel, power, system, equipment failure); or two (2) days if major (telecommunications or power network, cyber-attack, human or natural disaster).
2. RTO by business area is at page 13
3. RTO by business system is at page 14
4. A Day refers to a business day unless specified.
5. One day is 24 hours from the end of day one of an event.
6. A Response Tree follows this summary at page 4
7. Key IT Disaster Recovery Team are listed at page 6 (Note: full contacts in the Appendices).

## Plan Triggering Events

Key trigger issues at the administration building that would lead to activation of this plan include:

- Total loss of all communications
- Total loss of power
- Significant compromise of security
- Flooding, fire or major storm damage of the premises
- Loss of the building

## Response Tree



## Escalation

- A. In the event of a major IT related incident (Plan Triggering Event), officers are to:
- Advise line managers of the event.
  - Power down equipment where safe to do so.
  - Close laptop lids.
  - If required, remove all visitors for the site and implement hazard notices.
  - Isolate equipment from the network by disconnecting network cables.
  - If leaving the office, make all documents secure.
  - Make secure the facility.
- B. Managers / DRT in conjunction with Managed Services Provider will assess the situation and initiate a response.
- C. Where this situation is serious and disrupt business for more than one day, disaster recovery arrangements for onsite recovery will be implemented. The President and Council are to be informed with regular updates. The community is to be kept informed of business disruption on available channels in accordance with s. 1.7 of the Local Government Act (Local Public Notice).
- D. Where the situation will disrupt the business for more than two days and warrants re-location (for example, loss of building), Administration will be re-located to the Eric Farrow Pavilion. The President and Council are to be informed with regular updates. The community is to be kept informed of business disruption on available channels in accordance with s. 1.7 of the Local Government Act (Local Public Notice). Key suppliers and other stakeholders are to be informed by available channels. If the period of business disruption warrants it, suitable notices are to be placed by available channels at a state or regional level as agreed with the President and the DRT.
- E. When the situation is resolved, suitable notices are to be placed by available channels at a state, regional or local level as agreed with the President and the DRT.

## Media

For periods of up to two days, advice to local media only is required. Media releases are to be prepared for approval by the President or CEO according to availability and situation.

For periods exceeding two days, advice to local, regional and state media is to be prepared, Media releases are to be prepared for the approval of the President or the CEO, depending on availability and situation. A list of media is in the Appendices.

## Insurance

Immediate contact is to be made with the shire's insurer once details are known and the DRT has made a determination of action. Insurer contact details is in the Appendices. Megan Sumpton,

## Financial Considerations

The shire has access to sufficient credit lines in the event of an event. This will be reviewed at least twice per year in accordance with risk management principles. A review of cash on hand for incidentals will be conducted by July 2023.

## IT Disaster Recovery Personnel.

### Disaster Recovery Steering Committee

Member Name	Position and mobile
Ian McCabe	CEO m. 0429 611 493
Nat Wallis	Director Wallis Computer Solutions (Managed Services Provider) m. 0428 611 803
Donna George	Acting Deputy CEO m.

### Disaster Recovery Team

Member Name	Position and mobile
Ian McCabe	CEO m. 0429 611 493
Ajay Yadav	Administration Officer (Assets) t. 9861 1177
Kirsty Simkins	Executive Assistant t. 9861 1177
Callum Ballantyne	Building Officer m.
Wallis Computer Solutions	Managed Services Support t. 9661 1803

## Situation Analysis

The Shire of Wagin is a tier four local government located 225km south-east of Perth. The district has an area of 1,946 square kilometres; a population of 1,761; and one major population centre, the town of Wagin. The economy is mainly agricultural and agricultural service industries; with retail and general services; and potential for tourism and related ancillary services.

The local government has one administration centre at 2 Arthur Road Wagin; a public library at Trent Street; and a works depot at Vernon Street. There are a number of community facilities including the Memorial Swimming Pool; the Agricultural showgrounds and sportsground, which includes the Eric Farrow Pavilion; the leased medical centre; the Town Hall and other building assets, including the Courthouse and former NAB bank; as well as a number of community assets including the Wetlands Park.

Most information and communications technology assets are within the administration centre where the Council (nine offices) and employees utilise technology assets to acquire, plan and deliver services. The Appendices include a network topography; an organisational hierarchy; a list of services; Key Personnel and Contact Information; and a list of Key documents.

Information Technology is a key facilitator of service delivery and provider of assurance and compliance. In the event of ICT failure, the Shire of Wagin will have a compromised ability to provide services; respond to service requests; respond to emergent circumstance; and make records that manage risk, finances, history and compliance.

The risk of disruption to service is significant and largely unknown, due to external threat (breach of cyber-security; loss of power supply; natural and man-originated disaster; failure of service due to supplier failure; hardware and software failure; loss of information or inability to access information).

Risk management of this possible disruptions includes:

UPS power supplies / multi-factor verification / automated backup / antivirus / firewall / education of councillors and staff / good record keeping / business continuity planning.

In addition, there is internal risk to be managed: managed services and other ICT contracts; relevant policy and procedures; ensuring appropriate resources are acquired and devoted to managing ICT asset acquisition and retirement and related risk; ensuring officers are sufficiently trained in relation to ICT portfolio risk and asset use; that the local government's corporate values are reflected in delivered practice as mitigation to unidentified and unknown risk.

The Shire of Wagin is subject to several possible causes of natural disaster:

Bush Fire

Fire

Severe Storm Damage

Flash Flood / Flood plain

Earthquake

Each of these has been assessed for risk in local government disaster recovery planning. Local government facilities have varying degrees of readiness to resist the effect of these types of natural disaster and the shire is currently doing a wide-ranging review of all built assets which will include risk management planning.

## **Security**

The Shire of Wagin has implemented a number of security arrangements to combat cyber-security breach. These include multi-factor verification; application patching within a patch management cycle; automatic patch management on all workstations and servers; documented backup process and regular backups to ensure business continuity; Council has implemented an IT Access policy (A.28 Use of Information and Communications Technology) to address the secure use of IT assets; there is a hierarchy of secure folders to manage internal information with defined access arrangements.

All staff are inducted for good information management practices and IT use and good cyber hygiene regularly feature in staff meetings.

## **Plan Objective**

The objective of this information technology (IT) disaster recovery plan is to ensure that the Shire of Wagin can respond to a disaster or other emergency that affects information systems and minimise disruption to business operations. This mirrors a risk management process, where continual identification, evaluation, and prioritisation of risks is followed by the coordinated and economical application of resources to minimise, monitor, and control the probability or impact of negative events.

This document has been prepared in response to listing by the auditor as a risk item. A commitment was resolved to by Council in September 2022 to create ICT disaster recovery planning as well as other IT support mechanisms to reduce risk. Since that decision, the local government has made investments in human resources; hardware and software; participated in cyber-security projects; prepared strategic planning; and instituted policy and risk management tools to underpin preparation of this plan.

This plan is a living document. As the sophistication of the organisation service delivery and utilisation of ICT assets increases, this document will be revised. Version numbers will be recorded on the Plan cover as well as the date of currency. The version number and date of the document will be included in the document footer. The version number; version type; date of currency; and responsible officer will be included in a version table in the inside cover of the document.

The purpose of the plan is to list a response regime to ICT disruption that may be required as a result of external or internal threat. As well as an action plan, this document will detail the forward planning framework for ICT assets and services; the inventory of ICT assets; current ICT management and proposed ICT risk management; and key officers, documents and suppliers that will assist in mitigating the effect of disruption.

This Plan has been prepared in response to audit report notations in 2021 and 2022 indicating that the absence of IT disaster recovery planning presented a significant risk to the entity. It is complementary to the local government's business continuity plan and local emergency management arrangements and is a living document that may be updated as required.

### **Roadmap 2022 to 2025**

**2022:** the Shire of Wagin utilised fixed workstations for all administrative tasks including record-keeping, transactions, creating and recording financial transactions, maintaining governance, communicating to stakeholders, facilitating any other function of the local government.

The fixed nature of ICT assets eliminates working from home and remote working in the event of disaster. The general absence of camera and microphone means the organisation does not actively participate in online meetings and this compromises training and development as well as collaboration with other entities.

All operating systems are supported (Windows 10 and 11) and software licences are up to date although the number and targeting may not be appropriate.

Training in ICT, risk and business planning of officers including elected members is low. Availability of management tools utilising technology is low leading to an over-reliance on manual record keeping as well as personally held corporate knowledge to support the storing and retrieval of critical information. This has meant that knowledge is concentrated in the executive and is exacerbated by centralised record-keeping and some ad hoc record keeping methodologies.

The effect of these approaches slows decision making and service delivery; reduces transparency; and increases organisational risk, particularly due to role specialisation and dependency on individual officers. This risk has been borne out with the departure of several key officers in recent years, resulting in re-work, delay or loss of corporate knowledge.

**2023:** Two laptops have been purchased for executive use (CEO and DCEO). This is to enable critical planning and governance functions.

All non-supported workstations have been withdrawn; the drives wiped; and units are being assessed for safe disposal.

An administration officer has been employed to manage assets (February 2023).

All ICT assets have been listed. This includes hardware, software, peripherals and telephony assets.

The ICT network, including assets, locations and topography has been mapped (refer Appendices).

Within the Appendices, all key officers are listed; all key suppliers are listed; key documents are listed.

Local government prepares a budget once per financial year. This means asset investment, planning and risk management cannot be reactive and must be prepared in advance of implementation. There were no significant plans for the 2022/23 financial year and preparatory work has been knowledge based. This has included the sharing of models to reduce task workload (for example, budget worksheets) and demonstrations about productivity in Office applications. Officers have been encouraged to learn new tasks and share knowledge which has minimised business disruption due to approved leave or other absence.

Workforce planning has commenced with direct engagement in regard to workforce longevity and skills requirements; strategic planning has been activated to assess service demand and strategic need.

Emergency planning is improving. Monthly meetings are underway with local police (new initiative) which will potentially improve community relations; safety and risk management; improve the potential for collaboration with like agencies.

A Local Emergency Management Committee has been scheduled for June 2023 for response agencies.

The forward strategy is:

- Create a mobile, flexible workforce enabled to work remotely; this will enable home based work; additional training and collaboration opportunities; position the local government for continued services in the event of business disruption.
- Create an alternate administration centre that can be activated in the event of disruption due to emergency or disaster.
- Build supplier capacity to support ICT services.
- Improve network integrity.
- Build officer skills, business integrity and knowledge base.
- Create business systems that prove resilient and manage risk.
- Develop appropriate interfaces to improve security and educate all users.

The budget cycle for 2023/24 commenced April 2023 and is planned to conclude July 2023. Included in the 2023/24 budget is this forward strategy for ICT disaster recovery planning includes the following initiatives:

- Purchase of five laptops with cameras, microphones and peripherals for critical functions (customer service; finance; works and services; community services; governance); this will enable working from home and provide basic services in the event of disaster or emergent situations.

- Replacement of the principle server. This will reduce reliance on on-site retention, retrieval and back-up of information and improve redundancy and assurance.
- Re-locate communications junctions to server room; this will improve officer welfare and reduce safety risk;
- Let tender for managed services; the purpose is to test the market and assess capacity and capability of suppliers; design outcomes are to improve service levels including response to threat.
- Creation of NBN connections to swimming pool and Eric Farrow Pavilion; this will create internet based services for key facilities; in the case of the latter, this will enable an alternate administration centre, co-located with the nominal evacuation centre at the sportsground.
- Preparation of ICT asset investment, maintenance and replacement schedule.
- Purchase of technology assets for elected members (October 2023). This is to replace Bring Your Own devices currently used to ensure reduced risk of compromise from cyber-related interventions and to improve asset management.

#### **2024:**

- Purchase of (five) additional laptops to provide remaining officers with mobile ICT assets and complete the flexible workforce strategy.
- Complete long term financial planning incorporating asset management plans including ICT investment, maintenance and replacement schedules.
- Integrate with other business recovery planning.

#### **2025:**

- Full review of IT Disaster arrangements.

### **Distribution**

1 x Digital copy on Management shared drive root directory (Word format) (Master)

1 x Digital copy on Management shared drive root directory (pdf).

1 x Digital copy Managed Services Provider.

1 x Digital copy on shire shared drive at location:

1 x Digital copy lodged with Records

8 x Digital copy emailed to all councillors.

10 x physical copies as follows:

Chief Executive Officer /

Executive Assistant /

Acting Deputy CEO /  
Manager of Finance /  
Administrative Officer (Assets)  
Counter Services /  
Records Officer  
Library (staff use only)  
Works Depot  
Eric Farrow Pavilion (staff use only)

The Executive Assistant has oversight of version control and distribution. The CEO is the accountable officer for plan content and allocation of responsibilities. The plan is to be reviewed at least annually.

### **Organisational Recovery Time Objective**

Reduced organisational capacity (whether related to information technologies or not) will impact on business and community outcomes and some of these may result in undesirable safety results. Therefore, safety is the primary value and will be prioritised in all situations.

#### Operations

The business hours of the local government reflect the wider community, generally operating during business hours Monday to Friday.

The Shire of Wagin ordinary weekday operating hours vary from 7am to 4pm (Works and Services); 8.30am to 4.30pm (Administration); 9am to 5pm (Home Care) ; scheduled Council Meetings (commencing 7pm, fourth Tuesday of the month, eleven months per year) with support services on demand and facilities for hire as required seven days per week, most days of the year. The public library operates six days per week, Monday to Saturday, with reduced hours on each day.

The Shire of Wagin delivers driver's and motor vehicle licencing services on behalf of the Department of Transport (DoT). This is enabled by two DoT owned terminals with peripherals for driver perception testing and financial transaction entry. To prevent fraud and other crime, the use of this equipment is limited to shire staff who have been trained by DoT. The DoT does not have disaster recovery plans for this equipment or services and will rely on diversion of service and a co-operative response with the Shire of Wagin dependent on situational assessment.

Information services are available from the shire's official website and social media via Facebook on demand. The former is supported by administration during business hours. The latter is supported by administration mainly during business hours but can be accessed at other times if required.

Telephony services are supported with an out of hours recorded response.

At times of no or low business disruption, customer service levels by visitor number, phone and email enquiry could be considered low. There are high levels of external correspondence (usually email) and moderate levels of physical correspondence related to compliance and business activities. There are low levels of visitor numbers related to tourism and services.

The most in-demand of IT services are email; financial transactions and record-keeping; office applications; maps, banking and other internet applications.

### Recovery Time Objectives

The recovery time objective (RTO) is the maximum tolerable length of time that a computer, system, network or application can be down after a failure or disaster occurs. Accordingly, recovery time by service and by IT system will vary, dependent on the nature of disruption and its severity.

However, in situations of total business disruption limited to the organisation, the RTO is a target of one (1) day if the disruption is minor (personnel, power, system, equipment failure); or two (2) days if major (telecommunications or power network, cyber-attack, human or natural disaster).

One day is 24 hours from the end of day one of an event.

The following RTO's apply otherwise:

### RTO by Business Area:

Department of Transport: five (5) days (one work week)

Customer Service (liaison): < one (1) day

Customer Service (transactions): two (2) days

Community Services: < one (1) day

Finance: two (2) days

CEO and Governance (non-Council): one (1) day

CEO and Governance (Council): two (2) days

Building and Development (non-disaster advice related): three (3) days

Building and Development (disaster advice): one (1) day

Home Care: one (1) day

Works and Services: < one (1) day

Records: two (2) days

Ancillary and Recreation Services: three (3) days

### RTO by System:

Telephony (IP) / Online Services (including official website): < one (1) days

Email: < one (1) days

Synergy Soft (records): one (1) day

Synergy Soft (financial): < two (2) days

Synergy Soft (transactional): two (2) days

Office applications: one (1) day

Sandwei (Home Care): two (2) days

Printers / printer services: two (2) days

All other applications: five (5) days (one work week)

### RTO in the event of catastrophic business disruption:

In the event of a significant natural or human initiated disaster that results in major damage to a facility, administration will be re-located to the Eric Farrow Pavilion. Planning and pre-placement of infrastructure and IT assets is designed to enable an organisational recovery time objective of two days to be met.

### **Criticality Period**

A criticality period is any point during which the identified process is critical and may affect the recovery time objective (RTO).

It is possible that a process may have multiple criticality periods or none at all; this is highly dependent on the nature of the process. Criticality periods may be cyclical or one-offs and may range from months to hours in length.

Examples of criticality periods include:

- (Financial) year-end processing;
- Regulatory deadlines;
- Payroll processing; and
- Scheduled events.

A manual workaround is a non-IT dependent action undertaken to circumvent the loss of IT systems in order to complete a process. Manual workarounds are usually short-term stopgaps and are not intended to be implemented indefinitely.

Manual workarounds may exist for each process including checklists, print-outs, offline files.

## **Back-up Procedures**

Back-up is conducted at the end of a business day for all shared drives and servers. Once per week a full data backup and patch rollout is conducted. All procedures are held by the Managed Services Provider.

## **Disaster Recovery Procedures**

Disaster recovery procedures – emergency response to limit damages, last-minute backups, mitigation and eradication (for cybersecurity threats). All procedures are held by the Managed Services Provider.

## **Disaster Recovery Sites**

Disaster recovery sites – a robust DR plan includes a hot disaster recovery site – an alternative data centre in a remote location that has all critical systems, with data replicated or frequently backed up to them. Operations can be switched over to the hot site when disaster strikes. The shire has an alternative operations site. There is not currently an alternative data centre.

## **Restoration**

Restoration – procedures for recovering from complete systems loss to full operations. These are held by the Managed Services Provider. A full restoration test is conducted annually.

## **Testing**

Effective disaster recovery relies on aware and trained staff who can quickly apply this plan. Testing ICT asset disaster recovery plans ensures that they can be successfully enacted, as well as providing staff training opportunities. Regular testing also provides an opportunity to update plans to accurately reflect the current organisational situation.

The chosen testing method will balance costs, time and will reflect the organisation's risk profile. Common testing approaches include:

- Discussion activities, where staff are brought together to learn about the ICT asset disaster recovery arrangements (most likely, staff meetings).
- Table top exercises, which involve a role play or walk through situation and that brings together key personnel who will be involved in the ICT asset disaster recovery plan to act out the plan in response to a crisis (this may also include council briefings or meetings of the Local Emergency Management Committee).
- Full rehearsals, where an ICT disaster incident is simulated and the local government or parts of the local government functions are suspended until the exercise is complete (finished or successfully resolved).

ICT asset disaster recovery plans is also be tested as part of the shire's business continuity tests.

A full restoration test is conducted annually.

## Appendices

Key Contacts 1		
<b>Disaster Recovery Steering Committee</b>		
Member Name	Position and mobile	Email
Ian McCabe	CEO m. 0429 611 493	<a href="mailto:ceo@wagin.wa.gov.au">ceo@wagin.wa.gov.au</a>
Nat Wallis	Director Wallis Computer Solutions (Managed Services Provider)	<a href="mailto:sales@wacswa.com.au">sales@wacswa.com.au</a>
Donna George	Acting Deputy CEO m.	_____
<b>Disaster Recovery Team</b>		
Member Name	Position and mobile	
Ian McCabe	CEO m. 0429 611 493	<a href="mailto:ceo@wagin.wa.gov.au">ceo@wagin.wa.gov.au</a>
Ajay Yadav	Administration Officer (Assets) 9861 1177	_____
Kirsty Simkins	Executive Assistant 9861 1177	_____
Callum Ballantyne	Building Officer m.	_____
Wallis Computer Solutions	Managed Services Support 9661 1803	<a href="mailto:support@wacswa.com.au">support@wacswa.com.au</a>
<b>Key Personnel</b>		
Member Name	Position and mobile	Email
Ian McCabe	CEO m. 0429 611 493	<a href="mailto:ceo@wagin.wa.gov.au">ceo@wagin.wa.gov.au</a>
Donna George	Acting Deputy CEO m.	<a href="mailto:dceo@wagin.wa.gov.au">dceo@wagin.wa.gov.au</a>
Allen Hicks	Manager of Works m.	<a href="mailto:mow@wagin.wa.gov.au">mow@wagin.wa.gov.au</a>
Kirsty Simkins	Executive Assistant 9861 1177	<a href="mailto:ea@wagin.wa.gov.au">ea@wagin.wa.gov.au</a>
Jenny Goodbourn	Manager of Finance m.	<a href="mailto:mfcs@wagin.wa.gov.au">mfcs@wagin.wa.gov.au</a>
Robyn Flett	Manager Wagin Home Care m.	<a href="mailto:waginhomecare@wagin.wa.gov.au">waginhomecare@wagin.wa.gov.au</a>
Mike Wubbels	Building Maintenance Officer m.	<a href="mailto:bmo@wagin.wa.gov.au">bmo@wagin.wa.gov.au</a>

Key Contacts 2		
Key Suppliers		
Supplier Name	Type of supplier and mobile	Email
Wallis Computer Solutions	Managed Services Provider (IT) 9661 1803	<a href="mailto:support@wacswa.com.au">support@wacswa.com.au</a>
All other emergency services	000	
Bankwest	Bank t. 9861 9900 / 13 17 19	
Builder	Sandy Scardetta m. 0409 108 346	
Builder	Ryan Scardetta m. 0438 140 886	
Builder	Darren Spencer m. 0428 611 872	
Connectiv	Telstra approved supplier m.	
Department of Transport	Business System Support	
Electrician	Phillip Sprigg m. 0417 957 279	
Electrician	Shane Hall m. 0429 958 865	
IT Vision	Synergy Soft vendor 08 9315 7000	<a href="http://www.itvision.com.au/">www.itvision.com.au/</a>
Main Roads WA	9881 0566 / 13 81 38	
Plumber	Aaron Painter m. 0427 502 903	
RFDS	1800 625 800	
Telstra	13 22 03	
Wagin Police	9852 0000 / 000	
WaterCorp	13 13 75	
Western Power	13 13 51 / street lights 1800 622 008	

Media Contacts:

Wagin CRC (Wool Press) t. 9861 1644 e. [news@wagincrc.net.au](mailto:news@wagincrc.net.au)

Wagin radio t. 98612500 e. [cybervale@westnet.com.au](mailto:cybervale@westnet.com.au)

Narrogin Observer t. 6332 1141 <https://www.narroginobserver.com.au/>

**Insurer**

LGIS Local Government Insurance Services

<https://lgiswa.com.au/pages/public/PublicHomePage>

t. 08 9483 8888

e. [Megan.Sumpton@lgiswa.com.au](mailto:Megan.Sumpton@lgiswa.com.au)

## Key Services

Customer Services: receipt of payments – rates, infringements, Dept. of Transport licencing, facility bookings, memberships, inward and outward mail and records. Systems: Synergy Soft / TRELIS / O365 / manual records

Records Management: making and keeping of records. Systems: Synergy Soft / O365 / manual records

Home Care: Provision of care services to the aged. Systems: Sandwei (rosters / records) / Synergy Soft / O365 / manual records

Finance: Management of financial records and accounts. Systems: Synergy Soft / O365 / web-based mapping (Landgate) / manual records

Council: Governance. Systems: Big Tin Can (web-based) / O365 / Adobe writer / manual records

Works: Infrastructure management. Systems: RAMMS asset database / O365 / manual records

Other: administration. Systems: O365 / Adobe writer / manual records.

## Key Documents:

Key documents including strategic plans, annual reports, council plans and council meetings records, are at the following link:

<https://www.wagin.wa.gov.au/documents/>

Limited hard copies are retained at the administration centre and public library but are available on demand in various formats.

**Attachment 1 Item 12.2.4 September 2022**

**STATEMENT OF INTENT:**

**INFORMATION AND COMMUNICATIONS TECHNOLOGY DISASTER RECOVERY PLAN**

1. The flexible, productive and secure use of information and communications technology is recognised as critical to local government functions and services.
2. The Shire of Wagin will manage and mitigate as far as practicable organisational risks arising from internal and external origin.
3. A business continuity framework and plan will be developed incorporating a risk management approach in line with the Australian/New Zealand Standard ISO 31000.
4. This framework and plan will be comprehensive and relevant and integrate with other plans.
5. The purpose of these plans will be to ensure business continuity and support organisational and community resilience.
6. It is recognised the development of plans will require regular review and testing to ensure relevance.
7. Council commits to supporting the development of operational plans for the recovery of information and communications technologies and other business systems and processes.
8. First iterations of business continuity planning will be immediate with formal presentations being part of the 2023/24 budget process.

## **A.28 POLICY FOR THE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**

### **1. Purpose**

The purpose of this policy and guidelines is to set appropriate acceptable use parameters for the Information and Communications Technology (ICT) systems.

Information and Communications Technology systems include any technology, network, system or process for the receipt, transmission, storage or retrieval of information in whatever form. Examples include closed circuit TV (CCTV), computers, mobile and fixed telephony, storage devices, portable displays and devices not yet invented or deployed.

Acceptable use parameters are designed to ensure the continued effective and secure operation of those systems and to protect the Shire of Wagin from error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations and service interruptions.

These guidelines should be read in conjunction with the Shire of Wagin Code of Conduct for Council Members, Committee Members and Candidates; and the Code of Conduct for Employees; and other policy, procedures or agreement as published and revised from time to time.

### **2. Scope**

These guidelines apply to:

- All users
- Any use of the systems, whether or not during business hours, on Shire of Wagin premises or through the use of privately owned devices or facilities

### **3. Authorised use**

The systems are primarily a Shire of Wagin tool, to be used for Shire of Wagin purposes by elected members, staff and affiliates including suppliers.

In the case of elected members, this includes uses relevant to their position as an elected member with the Shire of Wagin.

In the case of staff, this includes uses relevant to their employment with the Shire of Wagin.

In the case of affiliates, including suppliers, this includes uses for the purpose for which they have been given access to the systems

#### **4. Personal use**

Any personal use of Shire of Wagin equipment and systems should be incidental and not interfere with the user's primary role within the Shire of Wagin, the work or conduct of others or the operation of the systems.

Unreasonable or excessive personal use is not permitted. The systems must not be used to conduct a personal business or private commercial or recreational activity, gamble, access or use objectionable material.

#### **5. Ownership of data and intellectual property**

Unless specified by contract and subject to the Shire of Wagin's policies and procedures, the Shire of Wagin is the owner of all data:

- Created by employees as part of their employment; and
- Created, sent or received by users using the systems, and
- All such data may be accessed as records of evidence, including in an investigation or in response to other actions such as audit, litigation or criminal investigations.

The ownership of intellectual property created by any person is governed by the local government's policies, procedures and employment agreements.

#### **6. Record-Keeping and destruction of data**

All material is potentially subject to the State Records Act 2000 and / or other legislation. All users agree to maintain appropriate records in accordance with the Shire of Wagin's Record-Keeping Plan.

Where users are authorised to store Shire of Wagin data on a privately owned device or facility, they agree they are responsible for ensuring that the Shire of Wagin data is transferred to the Shire of Wagin or rendered illegible and irretrievable at the time of disposal of that device or facility.

#### **7. Conditions of access**

It is a condition of access to the systems that users must agree to comply with all Shire of Wagin policies relating to the use of computing facilities, including the Code of Conduct for Council Members, Committee Members and Candidates; and the Code of Conduct for Employees; the terms and conditions of contract; any published document of the Shire of Wagin; and these guidelines.

#### **8. Unauthorised and illegal uses**

Users must not use the systems to engage in offensive, unlawful or illegal behaviour.

## 9. Users:

- Are presumed to be responsible for all activities undertaken using their accounts
- Must take reasonable steps to keep their account secure
- Must choose a password that cannot easily be guessed or predicted
- Must not share their password with anyone else or record their password in obvious locations
- Must change their password regularly where this is facilitated and required (and immediately if it becomes known by another person)
- Must not permit other persons to use their account (other than through an email proxy arrangement or unless approved in advance by the Shire of Wagin executive.
- Must log out or lock their computers whenever they are left unattended
- Must protect the security of data held on mobile systems (e.g., phones, laptops, memory sticks and other storage mediums), including the maintaining of reasonable virus control measures where possible and seek advice where this may not be possible
- Must not connect unauthorised devices to the network, either via software or hardware that makes this possible (e.g., attaching a personal computer or external storage device)
- Must make sure that important Shire of Wagin data that is not included in automatic backups is manually backed up on a regular basis and can be recovered to the latest version in the event of data loss
- Must not use abusive, profane, threatening, racist, sexist, or otherwise objectionable language in any message or communication
- Must not access, send, receive, store, or print pornographic, racist, sexist, or otherwise discriminatory, or objectionable material
- Must report actual or suspected security breaches to the IT Service support as soon as possible and notify Shire of Wagin executive
- Must not defeat or attempt to defeat security restrictions on systems and applications
- Must not remove or disable antivirus and other similar client security agents without the advice of the approved IT service support or approval from the Shire of Wagin executive
- Must not use or install unauthorized or unlicensed software or knowingly propagate or disseminate malicious software of any type

## 10. Email and other electronic communications

Email is an official method of communication for elected members, staff and authorised persons. Mass electronic communications are moderated by the IT Service support and / or Shire of Wagin executive team (shire@wagin.wa.gov.au).

## 11. Privacy

Users must deal with personal information in accordance with the Shire of Wagin confidentiality and policy provisions.

## 12. Access, monitoring, filtering and blocking

Users:

- Use the systems on the understanding and condition that their use is monitored
- Acknowledge and consent to the Shire of Wagin's right to access, monitor, filter and block electronic communications created, sent or received by any user using the systems
- Acknowledge that all access is provisioned when commencing at the Shire of Wagin where a disciplinary matter so warrants at the sole discretion of the Shire of Wagin executive.
- Acknowledge that staff and contractor access is provisioned when commencing at the Shire of Wagin, and staff and contractor access will be removed on their last day of employment

Subject to the approval and at the discretion of the Chief Executive Officer or other authorised person and for compliance with applicable legislation, the Shire of Wagin reserves the right to (without notice):

- Intercept, access, monitor and use electronic communications created, sent or received by users of the systems in any manner determined by the Shire of Wagin (including as records of evidence in an investigation or in response to other actions such as audit, litigation, criminal investigations or freedom of information requests)
- Monitor the use of any device or terminal
- Inspect any data residing on any Shire of Wagin-owned resource (regardless of data ownership and including personal emails and other personal communications and data stored in personal file directories)
- Capture and inspect any data in any computing infrastructure owned by the Shire of Wagin
- Delete, back-up or modify any data in its network
- Re-image its desktops and laptops as and when required
- Apply filtering systems to the network that limit use and activity by preventing communications based on size or content

For example, communications may be blocked if they are suspected:

- To contain unlawful material
- To be unsolicited commercial electronic messages within the meaning of the Spam Act 2003 (Cth).
- Establish processes to block access to websites deemed inappropriate

For example, the Shire of Wagin may block access to:

- Websites deemed to be a security risk
- Websites that may cause a negative impact on the systems
- Websites that affect network bandwidth detrimentally
- Websites deemed to contain offensive or unlawful material
- Internet protocols and methods deemed insecure
- Websites that contravene the Shire of Wagin's policies in any way

The Shire of Wagin may:

- Remove any material deemed to be offensive, indecent or inappropriate (including obscene material, defamatory, fraudulent or deceptive statements, threatening, intimidating or harassing statements, or material that violates the privacy rights or property of others)
- Check, filter, block and moderate comments and conversations published through Shire of Wagin controlled channels and media and remove content that is in breach of applicable laws, codes and policies
- Collect utilisation statistics based upon network address, network protocol application use or user based.

### **13. Breach of these guidelines and Complaints**

All breaches of these guidelines, including related complaints, will be referred to the Chief Executive Officer or another manager and dealt with in accordance with the relevant policy and / or Code of Conduct.

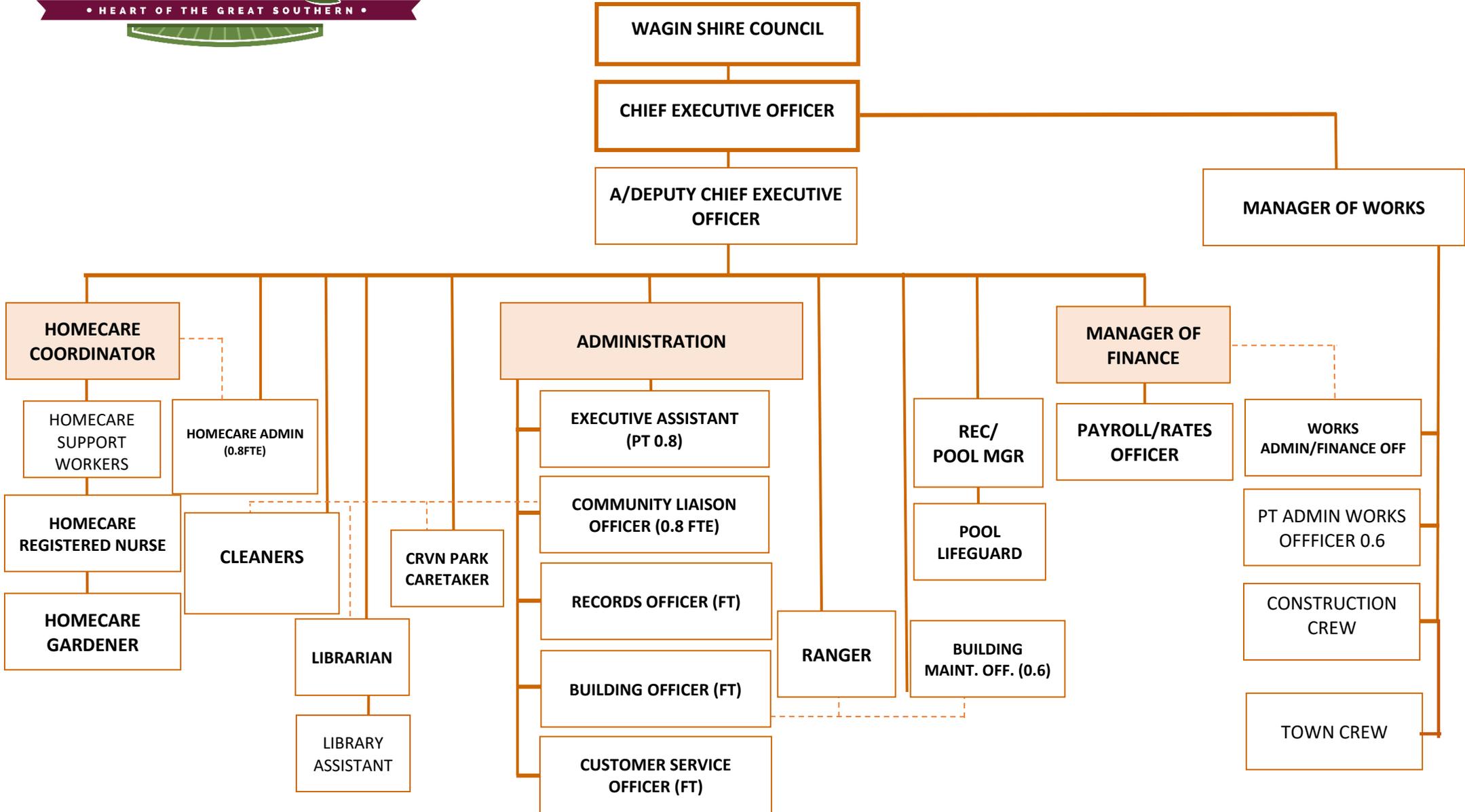
In addition to any disciplinary action by the Shire of Wagin, there may be statutory, civil or criminal proceedings and penalties applicable, which the Shire of Wagin may report to relevant law enforcement bodies and for which the user will be held personally accountable.

Access to the systems may be suspended or terminated at any time if these guidelines are breached.

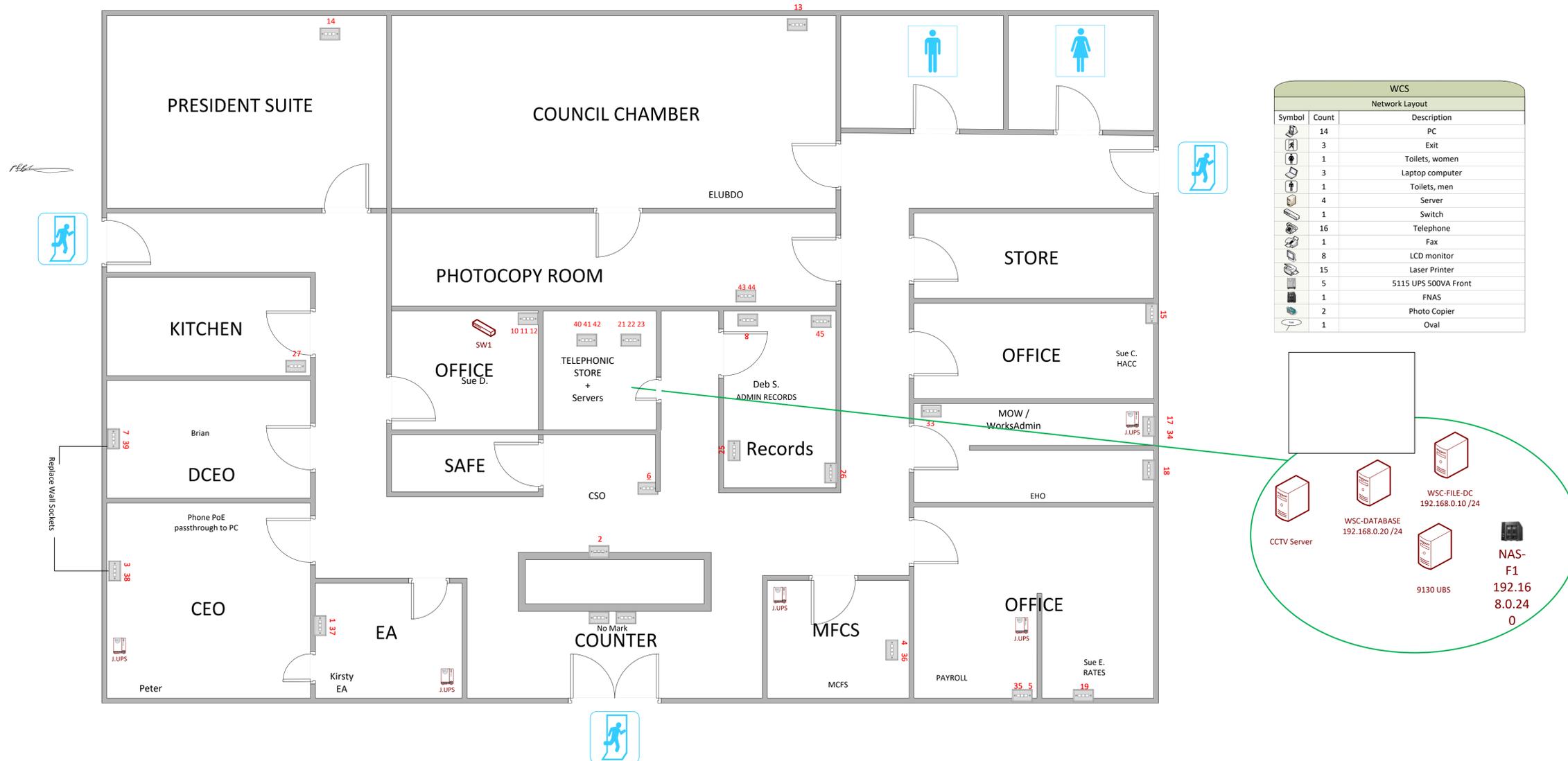
Where users receive an internal or external electronic communication that is offensive or inappropriate, they should report it to the Chief Executive Officer of their line manager (or if the Chief Executive Officer or the line manager is the cause of the complaint with Shire of Wagin executive or nominated governance officer).



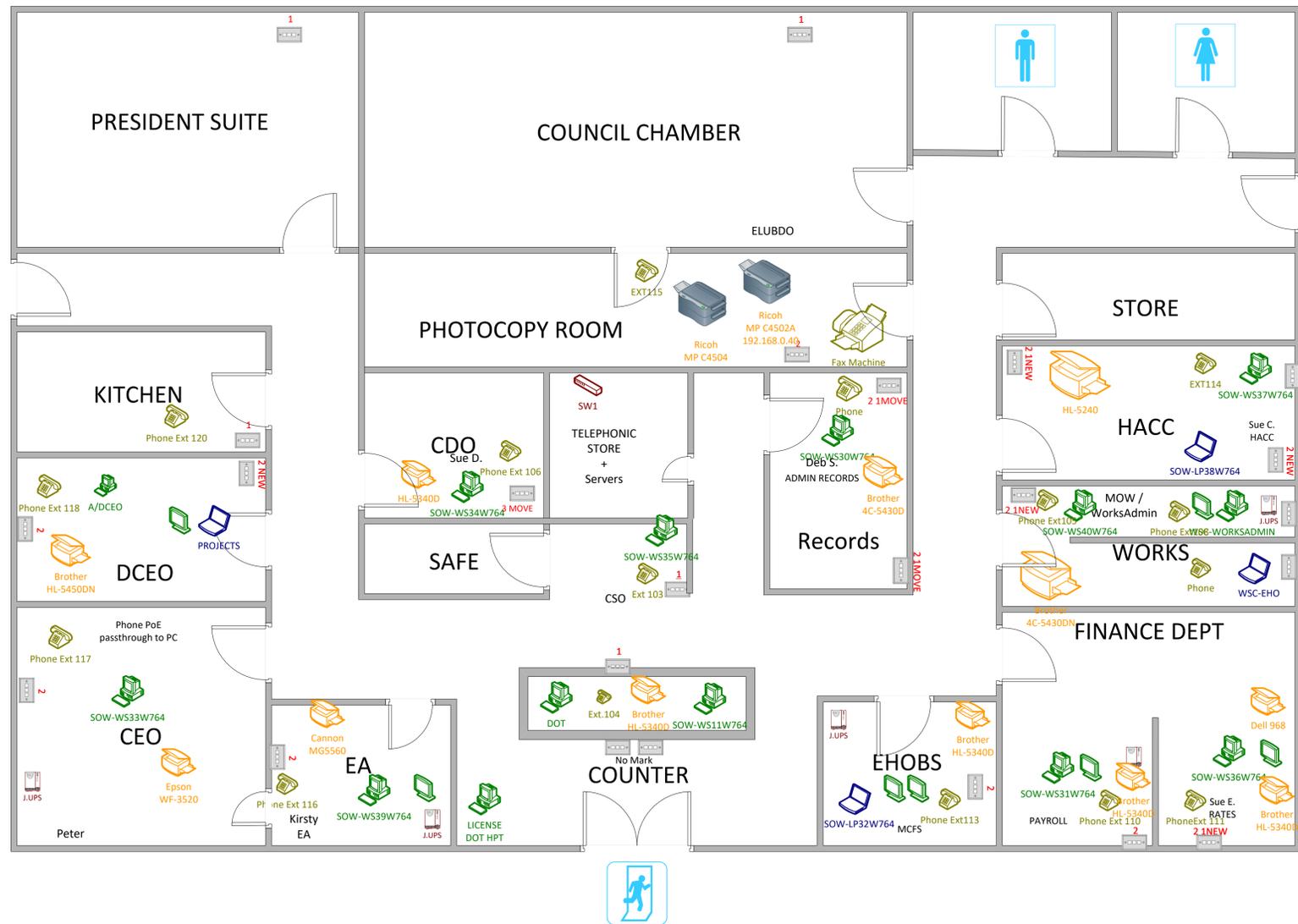
# ORGANISATIONAL STRUCTURE



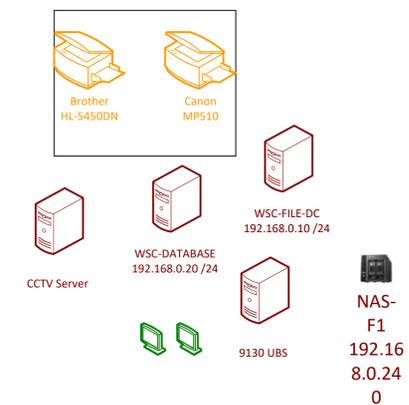
# Shire of Wagin Network Map



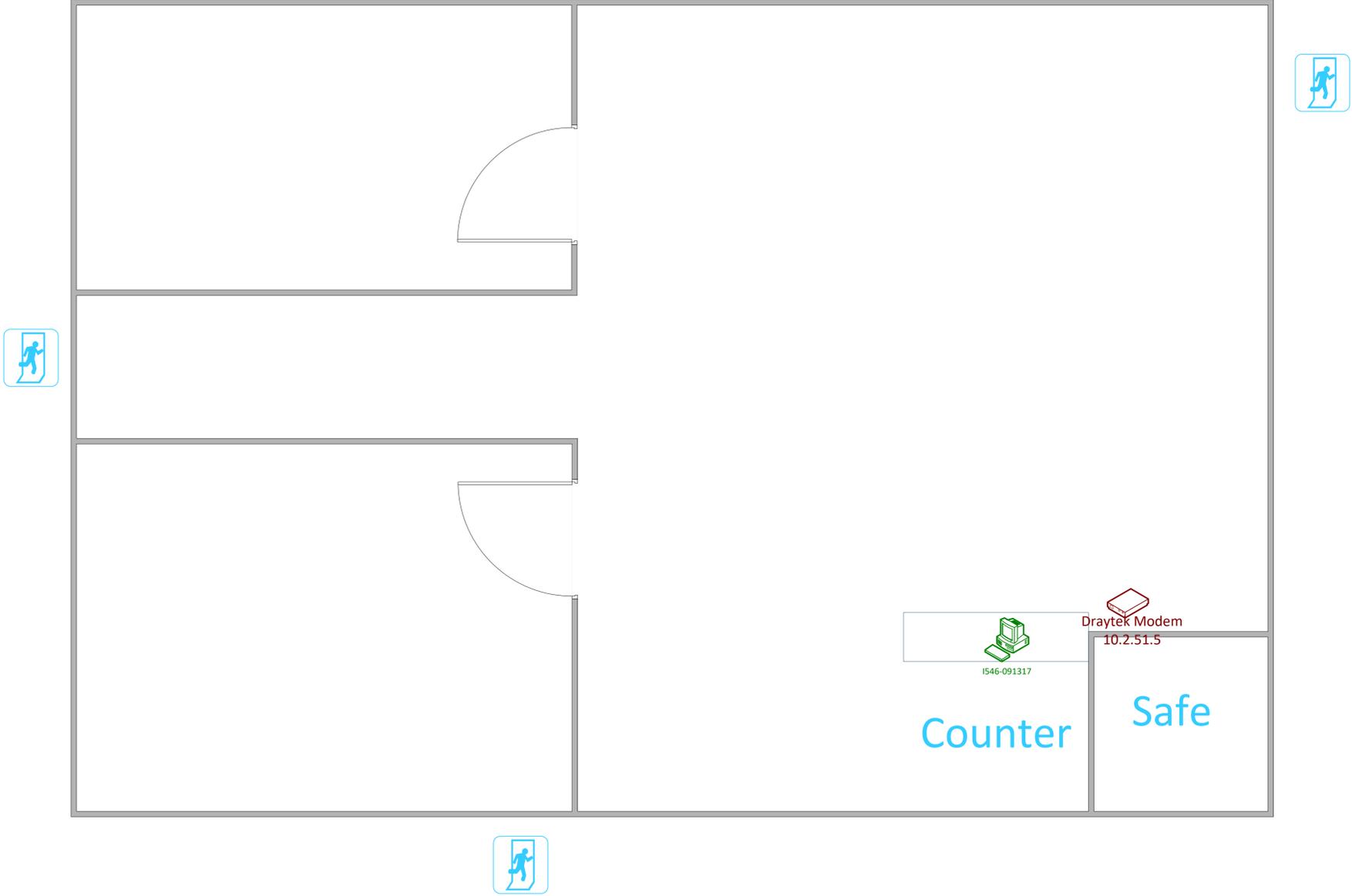
# Shire of Wagin Network Map



WCS Network Layout		
Symbol	Count	Description
	14	PC
	3	Exit
	1	Toilets, women
	4	Laptop computer
	1	Toilets, men
	4	Server
	1	Switch
	16	Telephone
	1	Fax
	9	LCD monitor
	14	Laser Printer
	5	5115 UPS 500VA Front
	1	FNAS
	2	Photo Copier



# Wagin Library



Handwritten mark

# Wagin Recreation Centre

Manager's Office



SOW-WS10W732

Draytek Modem  
10.1.51.5

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## **Summary document of current activities - Business Continuity Planning / ICT Disaster Recovery 24 May 2023.**

Business continuity plan including IT disaster recovery will be concluded by year end. A summary of related activities follows.

1. The following council policies are directly relevant to the management of risk and response to crisis:

A.9 Elected Member Records Management;

A.17 Social Media

A.18 Asset Management

A.19 Emergency Management

A.21 Continuing Professional Development – Elected Members

A.25 Internal Control

A.26 Legislative Compliance

A.28 Use of Information and Communications Technology

C.9 Administration and Elected Member Records Management

F,17 Investment Policy

F.19 Risk Management

2. All other policies have relevance for the policy and procedure framework of the local government.

3. A policy review has been flagged by the CEO. Prior to a policy review being conducted, minor edits and policy introductions do occur through council decision.

4. There is a collection of procedural documents detailing the approach to completing tasks within the policy framework. There is an inconsistent presentation, format and editorial approach to the documents. Not all tasks are documented and a reliance on corporate knowledge; third party references; and intuitive knowledge will diminish quality and elevate risk. The wholesale revision of editorial standards has been delayed by recruitment, role definition and operational imperatives.

5. It is expected procedural documents will be reviewed following other strategic documents and, in the meantime, will be revised on an ad hoc basis.

6. Council structure is under review. This is due to the state government's reform agenda for local government. The number of elected members will reduce from nine to seven at the October 2023 election. Consequently, the committee structure will be reviewed and workflow alignment with administration will be reviewed including changed IT assets which will move from 'Bring Your Own' to provided assets. This will reduce risk of failure or compromise due to cyber breach. Recommendations have been discussed in the budget process 23/24.

7. The policy for internal risk management is not comprehensive. The CEO has prepared a risk matrix, risk definition and risk register for education, calculation of risk and recording of risk items for development of mitigation plans.

8. It is expected a renewed risk policy, framework and risk management tools will be presented to Council in June 2023. The risk assessment tool will be included for agenda items from July 2023.

9. The Business Continuity Plan developed in 2021 requires review and validation. The CEO has been developing business continuity references and liaising with other local governments to finalise a Shire of Wagin Business Continuity Plan. This will be included in the risk tools and other items to be adopted by Council in June 2023.

10. A significant component of the risk management framework is asset management. An administration officer was hired February 2023 and has been delegated several projects:

- Prepare a buildings asset register with known technical data for long term workforce and asset planning. This has been expanded to include those assets which will have a known or identifiable useful life such as air conditioners, hot water heaters, appliances or floor furnishings. Reference is made to ATO rulings and the CEO has developed an interrogation tool for record creation. This facilitates decision making for medium to long term asset planning such as retention or sale; additionally, it is a prime tool for maintenance and asset replacement scheduling.

This has resulted in two initiatives: the commencement of a housing strategy (with a relationship to visitor accommodation and a tourism strategy); and a proactive asset maintenance strategy with developed inputs to the budget process. The latter will have a direct relationship to workforce planning and a resulting divestment of properties that do not meet needs and an investment in properties of varying configurations more aligned with workforce need.

- Map the Shire of Wagin ICT Network, including peripherals, all hardware and software. This is to assist risk management and preparation of IT emergency planning by identifying critical assets and functions.

This will also support the creation of tender documents for managed IT services due to end of contract but will also allow the local government to test the market for price and capability with the goal being reduced exposure to cyber related risk and improved ICT management and strategy development.

- Roads, drainage and footpaths asset database updated.
- All technical drawings are being converted to electronic records.
- All non-supported IT has been deactivated and drives scrubbed in preparation for disposal.

11. IT Disaster Recovery Strategy

Planned recovery is predicated on reliability of the network; flexibility and responsiveness of the network; and security of the network.

- Two laptops were purchased for executive use March 2023 (CEO and DCEO) with peripherals to create portable functionality.
- An emergency administration centre has been identified at the Eric Farrow Pavilion (EFP) adjacent to the Recreation Centre (evacuation centre).
- Five laptops with peripherals have been included in the draft 2023 / 24 budget for key functional areas.
- NBN connections for the swimming pool and Eric Farrow Pavilion (emergency administration centre) have been included in the draft 2023/24 budget.
- Wireless technologies for installation at the EFP have been included in the draft 2023/24 budget; this will service the emergency administration centre and can be configured for other purposes to maximise utilisation.
- Mapping of the network and recording of all ICT assets (refer item 10) to enable letting of ICT Managed Services Tender: rationalise and modernise network; improve ICT managed services performance and cyber security abilities and readiness.
- The purchase of additional laptops in 2024/25 will enable the full workforce to work remotely in emergency situations or facilitate flexible work arrangements.
- Participation of the CEO in two cyber security assessment projects in 2022/23..
- Progressive review of all security arrangements (including a re-key of all administration locks is programmed and all keys held in the shire safe have been tagged and placed in a lockable cabinet).
- All key person data has been updated: Councillors / staff / ID and licences.
- Key supplier data by asset class is currently being updated (due May 2023).
- Damage assessment templates to be sourced or created (insurer was unable to supply)
- Critical functions to be mapped, detailed and assessed.
- Periodic onsite testing of recovery to be scheduled.
- Offsite backup, firewall, two factor verification in place.
- Increased utilisation of cloud based services.

Other disaster or risk management related:

- Record Keeping Plan is currently under review (expected to be confirmed by Council June 2023).
- Local Emergency Management Arrangements (community) have been reviewed by CEO and shared with local police. A Local Emergency Management committee has been scheduled for 20 June 2023; the LEMA will be reviewed; emergency exercises scheduled; annual reporting and other tasks addressed.
- All Key Result Areas have been surveyed among councillors and staff, reviewed by the CEO and assessed for strategic relevance. This is one of the inputs to a revised Council Plan which in turn will inform the Corporate Business Plan.

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## A.28 USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

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<b>POLICY NUMBER</b>	<b>A.28</b>
<b>POLICY TYPE</b>	<b>ADMINISTRATION</b>
<b>DATE ADOPTED</b>	<b>27 SEPTEMBER 2022</b>
<b>REVIEW DATE</b>	
<b>DELEGATION APPLICABLE</b>	<b>NO</b>

### **OBJECTIVE**

#### **1. Purpose**

The purpose of this policy and guidelines is to set appropriate acceptable use parameters for the Information and Communications Technology (ICT) systems.

Information and Communications Technology systems include any technology, network, system or process for the receipt, transmission, storage or retrieval of information in whatever form. Examples include closed circuit TV (CCTV), computers, mobile and fixed telephony, storage devices, portable displays and devices not yet invented or deployed.

Acceptable use parameters are designed to ensure the continued effective and secure operation of those systems and to protect the Shire of Wagin from error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations and service interruptions.

These guidelines should be read in conjunction with the Shire of Wagin Code of Conduct for Council Members, Committee Members and Candidates; and the Code of Conduct for Employees; and other policy, procedures or agreement as published and revised from time to time.

#### **2. Scope**

These guidelines apply to:

- All users
- Any use of the systems, whether or not during business hours, on Shire of Wagin premises or through the use of privately owned devices or facilities

#### **3. Authorised use**

The systems are primarily a Shire of Wagin tool, to be used for Shire of Wagin purposes by elected members, staff and affiliates including suppliers.

In the case of elected members, this includes uses relevant to their position as an elected member with the Shire of Wagin.

In the case of staff, this includes uses relevant to their employment with the Shire of Wagin.

In the case of affiliates, including suppliers, this includes uses for the purpose for which they have been given access to the systems

#### **4. Personal use**

Any personal use of Shire of Wagin equipment and systems should be incidental and not interfere with the user's primary role within the Shire of Wagin, the work or conduct of others or the operation of the systems.

Unreasonable or excessive personal use is not permitted. The systems must not be used to conduct a personal business or private commercial or recreational activity, gamble, access or use objectionable material.

## 5. Ownership of data and intellectual property

Unless specified by contract and subject to the Shire of Wagin's policies and procedures, the Shire of Wagin is the owner of all data:

- Created by employees as part of their employment; and
- Created, sent or received by users using the systems, and
- All such data may be accessed as records of evidence, including in an investigation or in response to other actions such as audit, litigation or criminal investigations.

The ownership of intellectual property created by any person is governed by the local government's policies, procedures, contracts and employment agreements.

## 6. Record-Keeping and destruction of data

All material is potentially subject to the State Records Act 2000 and / or other legislation. All users agree to maintain appropriate records in accordance with the Shire of Wagin's Record-Keeping Plan. Where users are authorised to store Shire of Wagin data on a privately owned device or facility, they agree they are responsible for ensuring that the Shire of Wagin data is transferred to the Shire of Wagin or rendered illegible and irretrievable at the time of disposal of that device or facility.

## 7. Conditions of access

It is a condition of access to the systems that users must agree to comply with all Shire of Wagin policies relating to the use of computing facilities, including the Code of Conduct for Council Members, Committee Members and Candidates; and the Code of Conduct for Employees; the terms and conditions of contract; any published document of the Shire of Wagin; and these guidelines.

## 8. Unauthorised and illegal uses

Users must not use the systems to engage in offensive, unlawful or illegal behaviour.

## 9. Users:

- Are presumed to be responsible for all activities undertaken using their accounts
- Must take reasonable steps to keep their account secure
- Must choose a password that cannot easily be guessed or predicted
- Must not share their password with anyone else or record their password in obvious locations
- Must change their password regularly where this is facilitated and required (and immediately if it becomes known by another person)
- Must not permit other persons to use their account (other than through an email proxy arrangement or unless approved in advance by the Shire of Wagin executive).
- Must log out or lock their computers whenever they are left unattended
- Must protect the security of data held on mobile systems (e.g., phones, laptops, memory sticks and other storage mediums), including the maintaining of reasonable virus control measures where possible and seek advice where this may not be possible
- Must not connect unauthorised devices to the network, either via software or hardware that makes this possible (e.g., attaching a personal computer or external storage device)
- Must make sure that important Shire of Wagin data that is not included in automatic backups is manually backed up on a regular basis and can be recovered to the latest version in the event of data loss
- Must not use abusive, profane, threatening, racist, sexist, or otherwise objectionable language in any message or communication
- Must not access, send, receive, store, or print pornographic, racist, sexist, or otherwise discriminatory, or objectionable material
- Must report actual or suspected security breaches to the IT Service support as soon as possible and notify Shire of Wagin executive
- Must not defeat or attempt to defeat security restrictions on systems and applications
- Must not remove or disable antivirus and other similar client security agents without the advice of the approved IT service support or approval from the Shire of Wagin executive
- Must not use or install unauthorised or unlicensed software or knowingly propagate or disseminate malicious software of any type

## 10. Email and other electronic communications

Email is an official method of communication for elected members, staff and authorised persons. Mass electronic communications are moderated by the IT Service support and / or Shire of Wagin executive team ([shire@wagin.wa.gov.au](mailto:shire@wagin.wa.gov.au)).

## 11. Privacy

Users must deal with personal information in accordance with the Shire of Wagin confidentiality and policy provisions.

## 12. Access, monitoring, filtering and blocking

Users:

- Use the systems on the understanding and condition that their use is monitored
- Acknowledge and consent to the Shire of Wagin's right to access, monitor, filter and block electronic communications created, sent or received by any user using the systems
- Acknowledge that all access is provisioned when commencing at the Shire of Wagin where a disciplinary matter so warrants at the sole discretion of the Shire of Wagin executive.
- Acknowledge that staff and contractor access is provisioned when commencing at the Shire of Wagin, and staff and contractor access will be removed on their last day of employment

Subject to the approval and at the discretion of the Chief Executive Officer or other authorised person and for compliance with applicable legislation, the Shire of Wagin reserves the right to (without notice):

- Intercept, access, monitor and use electronic communications created, sent or received by users of the systems in any manner determined by the Shire of Wagin (including as records of evidence in an investigation or in response to other actions such as audit, litigation, criminal investigations or freedom of information requests)
- Monitor the use of any device or terminal
- Inspect any data residing on any Shire of Wagin-owned resource (regardless of data ownership and including personal emails and other personal communications and data stored in personal file directories)
- Capture and inspect any data in any computing infrastructure owned by the Shire of Wagin
- Delete, back-up or modify any data in its network
- Re-image its desktops and laptops as and when required
- Apply filtering systems to the network that limit use and activity by preventing communications based on size or content

For example, communications may be blocked if they are suspected:

- To contain unlawful material
- To be unsolicited commercial electronic messages within the meaning of the Spam Act 2003 (Cth).
- Establish processes to block access to websites deemed inappropriate

For example, the Shire of Wagin may block access to:

- Websites deemed to be a security risk
- Websites that may cause a negative impact on the systems
- Websites that affect network bandwidth detrimentally
- Websites deemed to contain offensive or unlawful material
- Internet protocols and methods deemed insecure
- Websites that contravene the Shire of Wagin's policies in any way

The Shire of Wagin may:

- Remove any material deemed to be offensive, indecent or inappropriate (including obscene material, defamatory, fraudulent or deceptive statements, threatening, intimidating or harassing statements, or material that violates the privacy rights or property of others)
- Check, filter, block and moderate comments and conversations published through Shire of Wagin controlled channels and media and remove content that is in breach of applicable laws, codes and policies

- Collect utilisation statistics based upon network address, network protocol application use or user based.

### **13. Breach of these guidelines and Complaints**

All breaches of these guidelines, including related complaints, will be referred to the Chief Executive Officer or another manager and dealt with in accordance with the relevant policy and / or Code of Conduct.

In addition to any disciplinary action by the Shire of Wagin, there may be statutory, civil or criminal proceedings and penalties applicable, which the Shire of Wagin may report to relevant law enforcement bodies and for which the user will be held personally accountable.

Access to the systems may be suspended or terminated at any time if these guidelines are breached.

Where users receive an internal or external electronic communication that is offensive or inappropriate, they should report it to the Chief Executive Officer or their line manager (or if the Chief Executive Officer or the line manager is the cause of the complaint with Shire of Wagin executive or nominated governance officer).

#### **GUIDELINES**

- *Local Government Act 1995*

#### **HISTORY**

- Nil

#### **REVIEWED**

- Chief Executive Officer



### 11.1.3 CHANGE IN OCTOBER 2023 MEETING DATE

PROPONENT:	Not Applicable.
OWNER:	Water Corporation
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	21 June 2023
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	NIL

### OFFICER RECOMMENDATION/4984 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr B S Hegarty

That Council:

1. Approve a change in the date for the October meeting to Tuesday 31 October 2023 and this be advertised by local public notice.

Carried 8/0

### BRIEF SUMMARY

The local government election result may be delayed due to changed methodology. It is possible that a council will not be in place at the scheduled meeting of Tuesday 24 October

### BACKGROUND/COMMENT

Changes to the Local Government Act have included the introduction of optional preferential voting. In this methodology, electors can select any number of preferences up to the number of nominees. For example, if there are five offices to fill but there are seven candidates, the voter can indicate one (1) through to seven (7) in order of preference. Alternatively, they may choose a lesser number. This will result in a complicated count which requires software to accurately calculate the preference vote – similar to state and federal elections.

The use of the software will require training; it will require manual and electronic counts; it will require multiple checks. The advice of the WA Electoral Commission is that a result within 24 hours cannot be assured and given this is the first time this methodology is to be used, there seems to be no assurance of how long it may take to announce a result.



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To manage this risk, it is recommended that the meeting be delayed by one week to have clear air for an election announcement and make any other preparations.

**CONSULTATION/COMMUNICATION**

WA Electoral Commission.

**STATUTORY/LEGAL IMPLICATIONS**

Requirement to make local public notice under s. 1.7 Local Government Act 1995; provide advice to affected parties; avoidance of meeting cancellation due to absence of quorum (regulation 8, Local Government (Administration) Regulations 1996).

**POLICY IMPLICATIONS**

No relevant policy.

**FINANCIAL IMPLICATIONS**

No direct financial impact.

**STRATEGIC IMPLICATIONS**

No strategic issue.

**VOTING REQUIREMENTS**

Simple Majority



## 11.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICER

### 11.2.1 ACTING DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – JUNE 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	Donna George, Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	21 June 2023
PREVIOUS REPORT(S):	16 May 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	Strategic Community Plan
ATTACHMENTS:	1. Status Report

#### OFFICER RECOMMENDATION/4985 COUNCIL RESOLUTION

Moved Cr B S Hegarty

Seconded Cr W J Longmuir

That Council:

1. Receive the Deputy Chief Executive Officer's report as presented.

Carried 8/0

#### BRIEF SUMMARY

The following report details activities within the DCEO portfolio.

#### BACKGROUND/COMMENT

##### Acting Deputy CEO (A.DCEO)

The role of Deputy Chief Executive Officer leads the corporate and community operations for the benefit of the community in line with the approved budget.

The completion of contract by the Community Development Officer has meant reallocation of work to other officers while recruitment is undertaken.

Funding from the Department of Water for emergency water supply has resulted in the installation of water tanks at Badjarning dam, additional water tanks at and near the airport, a fast fill pump at the shire depot and purchase of a 35,000-litre water tanker trailer. These initiatives will boost the emergency response of bush fire volunteers, the shire and DFES.



## CORPORATE SERVICES

### BUILDING OFFICER

Permit No.	Owner	Builder	Location	Description	Value	Fees
99932	Georgia Anne Parfitt	Darjen Building Services	7 Stubbs Street	Patio	\$10,000	\$171.65
99933	Nathan Pearce	Ryan Scardetta	16 Omdurman Street	Additions	\$159,500	\$1047.92
99934	Alan Lord	Alan Lord	8 Warwick Street	Carport	\$19,000	\$171.65
99935	Ashton Letchford	Ryan Scardetta	7 Tasman Street	Single Storey Dwelling	\$130,000	\$854.10

### COMMUNITY DEVELOPMENT OFFICER

#### Grant Funding:

The Shire received funding for a Youth Engagement Officer to better facilitate communications between youth, community leaders, service organisations, local police, school and affiliated agencies to identify deficiencies / needs in youth services and social activities in Wagin. This is a short-term role through to 30 November 2023 with the main outcome to be a Youth Action Plan, identifying priority needs, targeted activities and programs.

#### Tourism Actions:

The Australia Day Seasonal art works have been installed in the Wetlands Park. The art work descriptions will be placed on the back of each piece, explaining the season that each design represents. For example:

- Birak : First Summer – December to January – Season of the Young
- Bunuru : Second Summer – February to March – Season of Adolescence
- Djeran : Autumn – April to May – Season of Adulthood
- Makuru : Winter – June to July – Season of fertility
- Djilba : First Spring – August to September – Season of conception
- Kamarang : Second Spring – October to November – Season of birth

Three new 'street signs' have been installed in the Wetlands Park, providing new points of interest to people walking the path of flags around the water ponds. The new signs take the form of street signage but directing observers toward countries connected to the flags, including the distance required in direct travel to get there.



## Social Media:

Since the previous report, there has been eight postings to the Facebook page with the largest engagement being the presentation of the Bushfire Brigade Medals to three long standing volunteers, which occurred at the May Council Meeting.

Note: Swimming Pool Facebook page: No posting during the off season

Social Media – May/June	Date	Post reach
Medal Presentation	May 24	1,497
Community Workshop – Community Builders	May 16	652
Schedule of fees and charges notice	May 25	612
Neighbourhood Watch stickers available	May 11	387
Missing Pet notice	May 2	385

The Instagram page has posted four times this year:

- Australia Day with 5 likes
- Wetlands Park Location Signs with 8 likes
- Wetlands Park Season Art in the Park with 17 likes
- ANZAC day with 12 likes

## WAGIN CARAVAN PARK

May saw good numbers once again at the Wagin Caravan park, with every weekend and ten weeknights in double figures and the total for the month was 333 patrons staying overnight.

## SWIMMING POOL

Off season has allowed staff to review the items raised from the Pool Audit in February of this year. Audit requirements were finalised, including safety improvements to the pool and within the plant room. Staff completed budget input information and completed required annual online training.

A supplementary questionnaire for swimming patrons has been developed to provide site-specific information of pool services. With additional activities proposed, this will provide details of support and enable planning to increase numbers attending.



During the winter months there'll be high pressure cleaning of the plantroom and main pump room shed to clean chemical damaged areas to reduce further damage. To alleviate further issues, chemicals will be relocated to a secure outside shelter and automatic dosing implemented.

## LIBRARY

Library Regular Activities:

- WLG Book Club was on Saturday 13 May; the next Book Club will be held on 2pm to 4pm, Saturday 10 June.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.
- Friends of WLG meeting was held on Thursday 25 May; the next Friends Meeting will be held on Thursday 29 June 29 at 4.30pm.

Library Statistics:

	This Month	Last Month
Patron Visits	203	280
Phone Transactions	30	32
Inter Library Loans	27	43
Community Connections	25	29
Information search request	1	6

## HEMOCARE

### Manager Report May 2023

#### Important Update on information

The West Arthur CRC advised the Shire of Wagin 25 May that it will be establishing a new model of in-home care support with a company called In-Casa and a labour hire company called Mable. Together they will offer Home Care Packages only. Home Care Packages or HCP's are individually government funded packages for seniors who require higher levels of care, with high payment rates. A formal notification of this action was published in the West Arthur Bleat 31 May 2023 edition.

In-Casa are a WA owned and operated Aged Care Service Provider. Essentially In-Casa take on the Home Care Package funds directly from the government and manage the clinical and compliance governance around the service delivery. The West Arthur CRC, in this case, will act as coordinators for the service and staff. They intend to hire their staff via a company called Mable. Mable act as Human Resources Labour Hire company for Aged and Disability workforces. So, the support workers will contract their services to Mable.



### **What this means for Wagin**

Wagin Home Care has one (1) Home Care Package (HCP) in West Arthur. The choice of provider is always up to the individual. It is likely that this client may choose to change to the West Arthur CRC.

This doesn't directly affect other Wagin clients in West Arthur as they remain on the Commonwealth Home Support Program (CHSP) (fee for service); however, there is the possibility that some may wish to be reassessed for a HCP and staff will be engaged by this new entity (Mable has made contact with the Shire of Wagin). There are currently 23 active clients in West Arthur serviced by Wagin Home Care via CHSP.

CHSP clients will not be transitioning over to home care packages until at least July 2025. Given there is current grant funding for those clients, the Shire of Wagin will still be required to service them or make arrangement regarding a return of the current funding that has been provided – should there be a transfer to West Arthur HCP's.

This makes it imperative that the Shire of Wagin risk manage this service and plan for the possibility that there may be clients that Wagin Home Care is unable to service due to the establishment of this new entity.

Please see the links for further information below.

<https://www.myagedcare.gov.au/help-at-home/home-care-packages>

<https://incasa.com.au> – Aged Care Service Provider Perth

<https://mable.com.au> - [Disability NDIS & Aged Care - Find Local Support Workers | Mable](#)

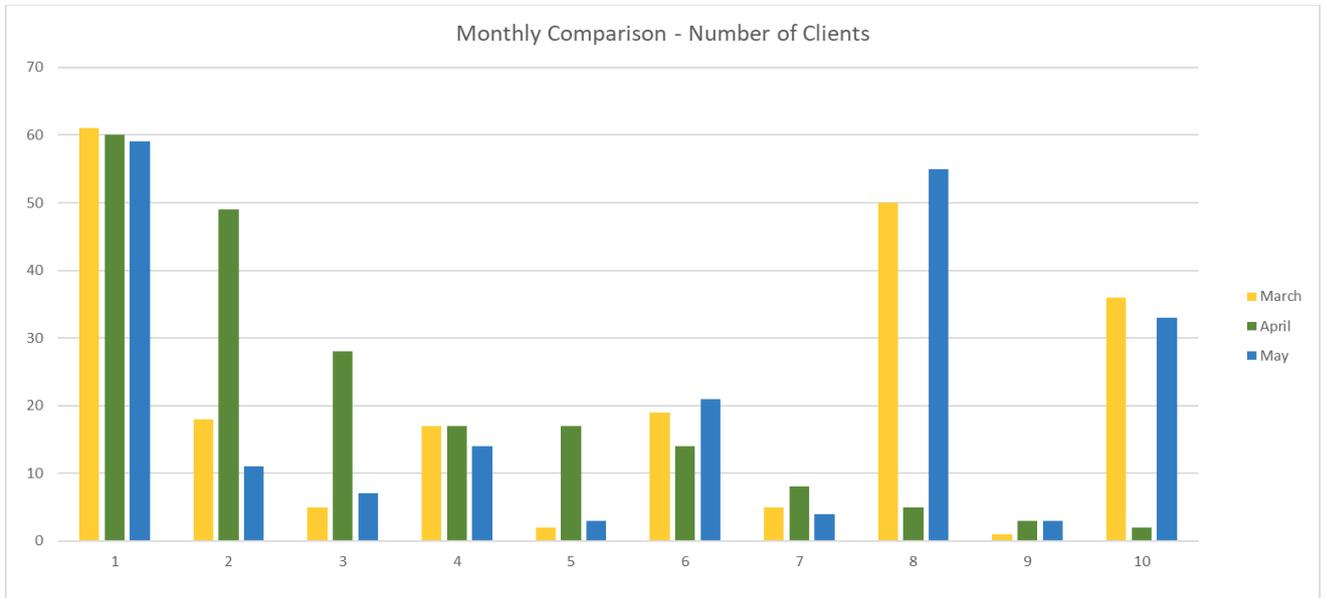
- 90 unique clients received seven or more services in May; Domestic Assistance (28.1%); Gardening (26.2%); and Transport (15.7%) are the services in greatest demand.
- There were 601 service deliveries in May; Domestic Assistance (33.8%), Transport (13.6%) and Social Support Individual (13.5%) are the services in greatest demand.

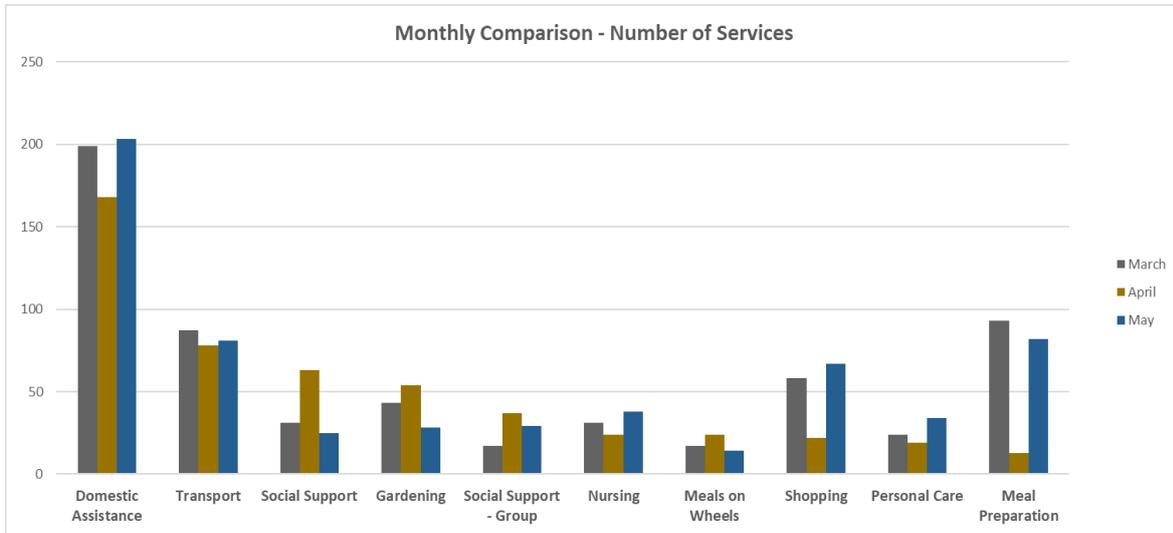
Refer to the following tables for May results by service.



Service	Number of Clients
Domestic Assistance	59
Gardening	55
Transport	33
Social Support Group	21
Nursing	14
Social Support	11
Shopping	7
Meal Preparation	4
Personal Care	3
Meals on Wheels	3

Service	Number of Services
Domestic Assistance	203
Transport	82
Social Support	81
Gardening	67
Social Support - Group	38
Meals on Wheels	34
Personal Care	29
Nursing	28
Shopping	25
Meal Preparation	14





### CONSULTATION/COMMUNICATION

Chief Executive Officer and staff of the Shire of Wagin.

### STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 and relevant regulations.

### POLICY IMPLICATIONS

No direct policy implications.

### FINANCIAL IMPLICATIONS

There are no direct financial implications to this report.

### STRATEGIC IMPLICATIONS

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

### VOTING REQUIREMENTS

Simple Majority.

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
1	25/2/2020	4188	<b>Town Entry Statements</b> 1.3 Promote tourism and heritage	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget	<b>COMPLETE</b>	First and second signs up; third is awaiting installation. Works on the fourth (south) TBC. 11 April 2023 CEO has requested completion by May 2023. Supplier has indicated June 2023.
2	27-Jul-21	4597	<b>Relocation of Wagin Public Library</b>	That Council proceed with the relocation of the Wagin Public Library from the former Road Board Building to the Wagin Courthouse building and repurpose the additional office of the Courthouse building for Wagin Homecare Administration and art curation/volunteer-based art projects.	In progress.	Homecare relocation planning in progress. Requests for Quotes on works underway. IT point to point server connection from administration office installed. 17 March 2023: An assessment of future costs and resource requirements is underway for both Homecare and the library. When complete a decision will be made about occupation of the Courthouse. Planning is now underway for the library to relocate to the Courthouse, timing TBC.
3	22-Mar-22	4742	<b>Sportsground Precinct Redevelopment</b> 2.8 Investigate planning and development of sporting facilities;	That the Shire approach all clubs currently part of the Sportsground redevelopment proposal to confirm commitment to the project and to indicate the level of financial contributions that they may be able to make to stage one.	In progress.	Refer Committee Minutes and DCEO report; items for Council.
4	2-Aug-22	4828		1. List the Sportsground Redevelopment as a Council project within strategic planning with appropriate planning and reporting to be developed for future decision making; 2. Approve delegated authority to the CEO within delegation 30 and purchasing and other policy to initiate request for tender(s) for Stage 1 of the project: a) demolition of the primary site; and b) assessment of future need; 3. Allocate the amount of \$150,000 within the draft 2022/23 financial budget for this purpose. 4. Where external funding becomes available and appropriate, seek Council Approval to modify financial planning for this project.		Stage 1 approved by Council August 2022. Related documents now being prepared; Committee meeting 14 September 2022 support for project definition and bowls club to remain at current site (endorsed by Council 27 September 2022). 3 January 2023: acting CEO met with Bowls Club committee 13 December 2022 to understand priorities; agreement made that CEO would be given financial reporting and quotes in order to provide advice on how to best progress the financial / grants needs of the club.
5	22-Mar-22	4747	<b>Minutes from the Bushfire Advisory Committee 17 March 2022; Western Power – Pole Top Insulators</b> 3.7 Support community as required; 5.4 Encourage volunteering; 5.5 Be responsive within council's capacity;	That Council continues to work with other councils and lobby the State Government to instruct Western Power to rollout insulator replacement program with the 'Slanted Shed Insulator' from EMC Pacific Aust P/L part LPIS 33-24 AND install dispersion plates at the same time	In progress.	A number of communications with Western Power and regulators has produced material for a briefing paper. This was shared with Council and then with WALGA and members of 4WDL (economic grouping). WALGA referred author to other material; 4WDL members made no comment.
6						Forward work is to review pole top fire reporting local and at Western Power and DFES to identify risk or process issues.
7						Cr Blight and A.CEO met 2 October 2022 with DG DMIRS (regulator) to brief and seek contact. Update: CEO held an online meeting 7 December 2022 with Director of Safety at regulating Department of Mines, Industrial Relations and Safety with promise of further engagement with DMIRS and Western Power.
8						Acting CEO met via Teams with DMIRS (regulator) 7 December 2022; agreement to seek meeting with Western Power and to present to the WALGA zone early 2023.
9	28-Jun-22	4812		That Council write to the Minister of Energy advising of Council Resolution 4775 (26 April 2022, technical matters related to power pole Insulators), seeking material information and advice.		Council briefed 2 August 2022; ministerial letter not sent pending outcomes of Western Power / regulator discussions/ Wrote to Minister 19 April 2023. No response as yet.

Seq. #	Date	Resolution #	Description and KRA	Actions	Status	Comments
10					In progress.	A representative of DMIRS presented at a recent WALGA zone meeting. This presentaiton indicated the current investigation process is unsatisfactory and the matter will have to be escalated. (Note above item)



## 11.3 MANAGER OF WORKS

### 11.3.1 WORKS AND SERVICES REPORT – JUNE 2023

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Whole of District
AUTHOR OF REPORT:	Allen Hicks, Manager of Works
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	21 June 2023
PREVIOUS REPORT(S):	16 May 2023
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE	2022/23 Approved Budget
ATTACHMENTS:	1. Plant report 2. Status Report

### OFFICER RECOMMENDATION/4986 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr M A O'Brien

That Council

1. Receive the Manager of Works Officers Report as presented.

Carried 8/0

### BRIEF SUMMARY

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

### BACKGROUND/COMMENT

#### CONSTRUCTION CREW:

- Construct concrete footpath on Trench Street.
- Badgarning Dam remove trees and installed gravel road into new water tank.
- Works crew carried out building maintenance works.

#### UPCOMING WORKS:

- Construct, cement stabilise and seal shoulders 3.1km section of Dongolocking Road, Unable to complete due to asbestos in gravel. Will be carried over to 2023-24 budget.
- Construct concrete footpath on Upland Street and Tarbet street. Unable to complete this year due to contractors' health issue.



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### **ROAD MAINTENANCE:**

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

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

### **TOWN MAINTENANCE:**

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

### **PLANT / MACHINERY:**

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

### **CONSULTATION/COMMUNICATION**

Chief Executive Officer

### **STATUTORY/LEGAL IMPLICATIONS**

No direct implications to this item

### **POLICY IMPLICATIONS**

No direct implications to this item

### **FINANCIAL IMPLICATIONS**

This expenditure has been budgeted.

### **STRATEGIC IMPLICATIONS**

These assets are required for works in the community

### **VOTING REQUIREMENTS**

Simple Majority



PLANT REPORT				Jun-23		
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU D-MAX WAGON P-01	D GEORGE	29/10/2019	54,885	61,000	W.1	
ISUZU D-MAX WAGON P-02	I MCCABE	1/11/2018	112,348	114,000	W.001	
ISUZU D MAX P-04	A HICKS	17/11/2020	69,624	75,000	W.1008	
TOYOTA KLUGER - P-05	P VAN MARSEVEEN	13/10/2021		15,000	W.1479	
WCMLOADER P-09	REFUSE SITE	30/06/2012		1/03/2023	W.10292	Unservicable
CAT GRADER P-10	J PRAETZ	14/01/2021	2,888	3,000	W.284	Service Due
KOMATSU LOADER P-11	G EVANS	21/03/2018	5,315	5,565	W.10707	
KOMATSU GRADER P-12	C WARREN	15/01/2019	5,089	5,589	W.041	
KOMATSU EXCAVATOR P-13	VARIOUS	10/12/2021	277	527		
ISUZU TRUCK P-14	S HISKINS	3/12/2019	95,029	100,580	W.1002	
BOMAG ROLLER P-15	VARIOUS	3/01/2008	10,712	10,900	W.7862	
ISUZU TRUCK P-16	VARIOUS	19/10/2010	116,229	126,229	W.1012	
MAHINDRA P-17	M WUBBELS	21/03/2022	7,556	10,000	W.10955	
KUBOTA MOWER P-18	M TITO	31/10/2019	454	500		
VIBE ROLLER P-19	VARIOUS	3/01/2008	2,196	2,446	W.841	
JOHN DEERE P-20	VARIOUS	9/02/2006	4,308	4488	W.9618	
ISUZU P-21	C WARREN	17/03/2017	90,802	95,000	W.676	
JOHN DEERE P-22	S SICELY	10/08/2016	590	600	W.487	
TOYOTA UTE P-24	M TITO	17/11/2020	22,200	26,000	W.1010	
TOYOTA UTE P-25	S SICELY	25/11/2020	26,586	28,000	W.1001	
TRITON UTE P-26	J PRAETZ	14/11/2014	97,436	110,000	W.1022	
MAHINDRA P-38	L STANBRIDGE	13/01/2023	2,654	5,000	W.1044	
BOBCAT P-39	VARIOUS	17/09/2013	4,056	4,300	W.10553	
ISUZU TRUCK P-40	J CHAMBERLAIN	29/03/2019	112,415	117,758	W.437	
ISUZU TRUCK P-42	VARIOUS	6/02/2014	189,086	207,000	W.1015	
TORO MOWER P-43	M TITO	12/09/2013	1,246	1,282		
CAT BACKHOE P-47	VARIOUS	21/09/2015	6,326	6,630	W.10552	
TENNANT SWEEPER P-48	D HOYSTED	16/10/2015	2,126	4,400	W.10554	
MULTIPAC ROLLER P-49	VARIOUS	9/01/2017	4,723	4,900	W.860	
TOYOTA UTE P-50	T SIMMS	15/12/2017	60,968	60,000	W.924	Service Due
FORKLIFT P-51	VARIOUS	30/11/2018	16,493	7/06/2024	W.10729	
KUBOTA RTV P-52	VARIOUS	31/10/2019	681	680		
ROVER MOWER P-53	VARIOUS	5/09/2022		200		
TOYOTA UTE P-85	G ARNOLD	29/10/2020	20,419	25,000	W.863	
TOYOTA UTE P-94	D HOYSTED	23/10/2019	62,668	65,000	W.10796	

*RBG*



#### **11.4 MANAGER OF FINANCE**

*Nil*

#### **11.5 TOWN PLANNER REPORT**

*Nil*

### **12 ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS**

Elected Member, Cr West:

- Updated Council on his proudest achievements after 15 years of serving on Council. Thanked his fellow councillors and the community for the experience and opportunity to serve the community.

President, Cr Blight:

- Attended Central Country Zone Meeting hosted by the Shire of Dumbleyung with Cr Kilpatrick and the CEO.
- Main point of discussion was around Aboriginal Heritage Act, live export trade and Main Roads

Shire CEO, Ian McCabe:

- Puntapin Dam: meeting with the President via Teams to discuss with Water Corp and Department of Planning, Lands and Heritage matters related to land management.
- Advised Council of a good meeting with Elder Carol Williams about the possible renewal of Puntapin walk trail.



## 13 URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

The Shire President, within his capacity as the Shire President, gave approval for the urgent item to be tabled at the meeting.

### 13.1 RATING STRATEGY: DIFFERENTIAL RATES FOR GROSS RENTAL VALUE PROPERTIES; OBJECTIVES AND REASONS.

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Jenny Goodbourn, Manager of Finance
SENIOR OFFICER:	Ian McCabe, Chief Executive Officer
DATE OF REPORT:	22 June 2023
PREVIOUS REPORT(S):	5 July 2022
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	RV.VA.1; RV.VA.3
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Objectives and Reasons for Differential Rates in 2023/2024</li><li>2. Rate Modelling + 3.8%.</li></ol>

### OFFICER RECOMMENDATION/4987 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

1. That Council continues to endorse a rating strategy that utilises differential rates for properties that are valued by Gross Rental Values (GRV) and categorises these as Non-Commercial / Industrial; and Commercial / Industrial;
2. That Council adopt the Statement of Objectives and Reasons for Differential Rates in 2023/24 as attached to this item;
3. That pursuant to sections 6.32, 6.33 and 6.35 of the Local Government Act 1995, adopt an increase to rate yield of 3.8% across all categories to meet the proposed rate setting for the 2023/24 budget as detailed below:



Proposed Rates 2023/24				
Genera Rates:	# of Prop	Rate in the \$	Rateable Value	Projected Income 2023/24
GRV Non-commercial	678	0.091866	8,572,660	787,536
GRV Commercial	65	0.122728	1,550,486	190,288
Unimproved Value (UV)	296	0.006070	258,810,543	1,570,980
Subtotal	1039			2,548,804
Minimum Rates			Minimum Rate \$	
GRV Non-commercial	134		650	87,100
GRV Commercial	14		650	9,100
Unimproved Value (UV)	88		650	57,200
Subtotal	236			153,400
<b>TOTAL</b>	<b>1275</b>			<b>2,702,204</b>

And:

4. That local Public Notice be given for a period of at least 21 days to allow for public submissions to be considered by Council.

Carried 8/0

### BRIEF SUMMARY

As part of the 2023/24 budget preparations this item requires council to adopt the proposed rate in the dollar to enable a balanced budget to be prepared and to complete the required advertising for imposing differential rates.

Preparation of the draft 2023/24 budget indicates a budget deficiency requiring an increase in rates yield of 3.8% (+\$0.101 million).

### BACKGROUND/COMMENT

As part of last years' budget deliberations Council reviewed the basis on which they raise the annual rates and decided to establish differential rating within the GRV category. This decision requires an absolute majority and public notice of the proposed charge is mandatory with at least 21 days allowed for submissions. Any submission is to be considered by Council when making decisions to impose a rate.

Differential rates were implemented following a revaluation of GRV properties in the district by the Valuer General last year. The revaluation resulted in a disparity between the increases in values of residential and non-residential properties. Creating two different



categories based on the land usage offered a more equitable way of dealing with this disparity and making a fair increase across the board.

The principle of differential rates is **objective** because it is based on land use; it allows for **fairness and equity** and promotes **consistency** in rate application because like properties are categorised; and it is **transparent** because applying a rate to like properties is well understood and will result in less variability. Administratively, rating like properties in a category removes the skewing of rate calculation where anomalies may potentially create issues of fairness and equity requiring additional administration.

**Imposition of differential rates for 2023/24 financial year.** Preparation of the 2023/24 budget indicates a budget deficiency requiring an increase in rates yield of 3.8%% (+\$0.101 million). As the valuations are still consistent with the revaluations applied last year it would make sense to proceed on a differential basis as the reasons and objectives for imposition of rates on via this methodology has not changed.

It is therefore recommended that Council continues with the system of differential rates characterised by land use. To raise the budget deficit and be able to achieve a balanced budget the follow categories and rates in the dollar are proposed:

Rate Category	Rate in the \$	Minimum Payment
GRV – Non-Commercial/Industrial	\$0.091866	\$650
GRV – Commercial/Industrial	\$0.122728	\$650
UV General	\$0.006070	\$650

**Public Notice.** Local public notice is required where differential rates are proposed to be introduced. Should Council approve the proposal to apply differential rates, local public notice will be given in accordance with s. 1.7 of the Local Government Act 1995 for a period of at least 21 days and a report prepared for Council summarising any submissions.

### CONSULTATION/COMMUNICATION

Full Council; Chief Executive Officer; Senior Management Staff.

### STATUTORY/LEGAL IMPLICATIONS

Division 6 of the Local Government Act 1995; Valuation of Land Act 1978; Local Government (Financial Management) Regulations 1996;

### POLICY IMPLICATIONS

While there are no direct implications under current policy, there is strategic relevance to policy F.10 Rate Concession Incentives – Commercial Properties.

### FINANCIAL IMPLICATIONS

This recommendation does not impact the revenue of the local government.



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## **STRATEGIC IMPLICATIONS**

This proposal will provide Council with greater flexibility in strategic and financial decision making.

## **VOTING REQUIREMENTS**

Absolute Majority



## Objectives and Reasons for Proposed Differential Rates for the 2023/24 Financial Year.

In accordance with Section 6.36 of the Local government Act 1995, the Shire of Wagin is required to publish its Objectives and Reasons for the implementing of differential rates.

The Shire of Wagin intends to impose differential general rates and minimum payments for the 2023/24 financial year as summarised in the following table:

Rate Category	Rate in the \$	Minimum Payment
GRV – Non-Commercial/Industrial	\$0.091866	\$650
GRV – Commercial/Industrial	\$0.122728	\$650
UV General	\$0.006070	\$650

### **Overall Objective**

The purpose of the levying of rates is to meet Councils budget requirements in each financial year in order to deliver services and community infrastructure. Property valuations provided by the Valuer General are used as the basis for the calculation of rates each year. Section 6.33 of the Local Government Act 1995 provides the ability to differentially rate properties based on zoning and/or land use as determined by the Shire of Wagin. The application of differential rating maintains equality in the rating of the properties across the Shire, enabling the Council to provide facilities, infrastructure and services to the entire community and visitors.

### **Gross Rental Value (GRV)**

The Local Government Act 1995 determines that properties of a non-rural purpose be rated using Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. The Value General determines the GRV for all properties within the Shire of Wagin every five to six years and assigns a GRV. A revaluation was carried out in 2022 with the valuation effective from 1 July 2022. Interim valuations are provided monthly to Council by the Valuer General for properties where changes have occurred. In these instances, Council recalculates the rates for the affected properties and issues interim rate notices.

The following categories of GRV are proposed for the 2023/24 financial year:

### **GRV – Non-Commercial/Industrial**

This rating category consists of properties which have a predominantly residential use. The object of the rate for this category is to be the base by which all other GRV rated properties are assessed. The reason is to ensure that all ratepayers make a reasonable contribution towards works, services and facilities within the Shire.

The proposed rate in the dollar for this category is 9.1866 cents, with a minimum rate of \$650.00.

### **GRV- Commercial/Industrial**

This rating category consists of properties used predominantly for Commercial or Industrial purposes that are located within the townsites. The object of the rate for this category is to raise additional revenue to fund the costs associated with the higher level of service provided to the properties in this category. The reason is that the Shire incurs higher costs to service these areas including carparking, landscaping and other amenities. In addition, costs associated with tourism and economic development activities are incurred by council that also have a benefit to these ratepayers.

The proposed rate in the dollar for this category is 12.2728 cents, with a minimum rate of \$650.00.

### **Unimproved Value (UV)**

Properties that are predominantly of a rural purpose are assigned an Unimproved Value that is supplied and updated by the Valuer General on an annual basis.

### **UV**

The Shire of Wagin has one UV category. Included in this category are properties that are used exclusively for rural use – either residential or commercial and mining tenements. The reason for this rating category is to ensure that all ratepayers make a reasonable contribution to the cost of providing works, services and facilities within the Shire. The proposed rate in the dollar for this category is 0.06070 cents, with a minimum rate of \$650.00.

### **Summary**

In arriving at the proposed rates in the dollar Council has attempted to balance the need for revenue to fund essential services, facilities and infrastructure to the entire community.

Any submissions by electors or ratepayers in respect of the proposed Differential Rates and Minimum Payments should be addressed to the Chief Executive Officer, Shire of Wagin and lodged by 4.30pm Monday 24 July 2023.

All submissions may be sent to PO Box 200 WAGIN WA 6315 or hand delivered to the shire administration 2 Arthur Rd WAGIN or [shire@wagin.wa.gov.au](mailto:shire@wagin.wa.gov.au)

Ratepayers are welcome to contact the Shire Finance Department regarding the differential rating categories on 9861 1177 or email [mfcs@wagin.wa.gov.au](mailto:mfcs@wagin.wa.gov.au)

**Shire of Wagin**  
**MODEL A - RATES MODELLING with Differential GRV Rates 3.8% increase in line with CPI - 2%**  
**Annual Budget 2023/2024**

	# of Prop	Rate in the \$	Budget 2022/2023	Interim Changes & Back Rates	Total Budget 2022/2023	Actual 2022/2023	# of Prop	Rate in the \$		Proposed Budget 2023/24 Up 3.8%
Min Amount			625						Min Amount	650
GRV Non-commercial	675	0.08683	755,928	4,000	759,928	757,275	678	0.091866	GRV Non Commercial	787,536
GRV Commercial	65	0.11508	183,322		183,322	183,322	65	0.122728	GRV Commercial	190,288
Min Non-Commercial	137		85,625		85,625	85,625	134		Min Residential	87,100
Min Commercial	13		8,125	0	8,125	8,125	14		Min Commerical	9,100
<b>Total GRV</b>	<b>890</b>		<b>1,033,000</b>	<b>4,000</b>	<b>1,037,000</b>	<b>1,034,347</b>	<b>891</b>			<b>1,074,023</b>
Min Amount			625						Min Amount	650
Rates UV	297	0.00568	1,515,628	2,000	1,517,628	1,516,627	296	0.006070	Rates UV	1,570,980
Rates UV Min	84		52,500	0	52,500	52,500	88			57,200
<b>Total UV</b>	<b>381</b>		<b>1,568,128</b>	<b>2,000</b>	<b>1,570,128</b>	<b>1,569,127</b>	<b>384</b>			<b>1,628,180</b>
<b>Total</b>	<b>1,271</b>		<b>2,601,128</b>	<b>6,000</b>	<b>2,607,128</b>	<b>2,603,474</b>	<b>1,275</b>			<b>2,702,203</b>

<b>Change in revenue</b>										<b>101,075</b>
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**NOTE:**  
**1% Rates equates to \$26,598**



## 13.2 ATTENDANCE AT WALGA AGM AND CONVENTION

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	26 June 2023
PREVIOUS REPORT(S):	14 June 2023
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	GR.LO.2
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Notice of AGM

### OFFICER RECOMMENDATION/4988 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr G R Ball

That Council:

1. Nominate Cr P J Blight and Cr G R Ball as voting delegates to the WALGA AGM; and,
2. Nominate Cr B L Kilpatrick as proxy delegate to the WALGA AGM.

Carried 8/0

### BRIEF SUMMARY

The Shire of Wagin is a member of the Western Australian Local Government Association (WALGA). The WALGA AGM and Convention will be held in Perth 18 and 19 September 2023. This item addresses the local government's representation.

### BACKGROUND/COMMENT

This item is tabled for consideration by the Presiding Member or Council Decision in accordance with 3.10 of the Standing Orders Local Law.

WALGA's annual Local Government Convention brings together hundreds of Elected Members and Local Government staff from across Western Australia to discuss and examine important issues and trends facing the sector.



WALGA's Annual General Meeting occurs during the Convention and will this year consider major change to the Constitution, including instituting a Board of Directors and reformation of zones. This could have important ramifications for the voice of regional councils.

Information about the AGM and Convention can be seen here:

<https://walga.asn.au/who-we-are/about-walga/annual-general-meeting>

Themed **Local Futures**, this year's Convention will explore how Local Governments can enact and drive change for the benefit of their communities and the diversity of solutions that can emerge when you start local.

There will be keynote speakers, plenary sessions delving into topical issues and, for the first time, a Supplier Showcase featuring WALGA preferred suppliers showcasing the latest innovations across service industries such as transport and waste management.

Council is asked to consider elected member attendance and participation to enable necessary reservations. Attendance at the convention is included in the draft annual budget for 2023/24.

All elected members intending to attend the convention are requested to make contact with the organising officer, Ms Kirsty Simkins, as soon as possible.

### **CONSULTATION/COMMUNICATION**

Council; Ms Kirsty Simkins.

### **STATUTORY/LEGAL IMPLICATIONS**

There is no direct statutory or legal implication to this item; elected members will have the opportunity to be made aware of issues affecting the sector.

### **POLICY IMPLICATIONS**

A.21 Continuing Professional Development – Elected Members is relevant.

### **FINANCIAL IMPLICATIONS**

This item is provided for in the approved budget 2022/23 and draft budget for 2023/24.

### **STRATEGIC IMPLICATIONS**

There is no direct Key Result Area in the current Strategic Community Plan (Council Plan); however, this event consistently addresses matters relevant to local government and elected member development.

### **VOTING REQUIREMENTS**

Simple Majority.

**From:** WALGA <@walga.asn.au>  
**Sent:** Friday, 16 June 2023 4:29 PM  
**To:** Ian McCabe  
**Subject:** Notice of 2023 WALGA Annual General Meeting

[View this email in your browser](#)



## 2023 WALGA Annual General Meeting

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### Notice of Meeting

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Dear Chief Executive Officer

The 2023 WALGA Annual General Meeting will be held on **Monday, 18 September** at Crown Perth.

All Member Local Governments are entitled to be represented by up to two **Voting Delegates** at the AGM. Please [click the button below](#) to register your Voting Delegates.

General information about the meeting, along with guidelines for the preparation and submission of Member motions, is available on our website.

Key dates are as follows:

- **Friday, 4 August** – Deadline for Members to submit motions for the AGM Agenda

- **Friday, 8 September** – Registration of Voting Delegates closes.
  - **Monday, 18 September** – Annual General Meeting, Crown Perth
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For any enquiries relating to the 2023 WALGA AGM, please contact  
**Kathy Robertson, Executive Officer Governance** on 9213 2036 or  
email

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### 13. 3 RECRUITMENT OF CEO

PROPONENT:	Not Applicable
OWNER:	Not Applicable
LOCATION/ADDRESS:	Not Applicable
AUTHOR OF REPORT:	Ian McCabe, Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	26 June 2023
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	NIL
FILE REFERENCE:	PE.AR.1
STRATEGIC DOCUMENT REFERENCE:	All Key Result Areas are relevant
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Policy A.22 Appointment or Employment of Acting CEO</li><li>2. Policy A.27 Standard for CEO Recruitment, Performance and Termination.</li></ol>

### OFFICER RECOMMENDATION/4989 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

That Council:

1. Delegate the CEO to liaise with the President to develop a shortlist for council consideration and appointment of an Acting Chief Executive Officer.

Carried 8/0

### BRIEF SUMMARY

The Chief Executive Officer has tendered his resignation and Council is required to appoint an acting or permanent CEO.

### BACKGROUND/COMMENT

Council is to ensure an appropriate structure for administering the local government (s. 5.2 Local Government Act 1995). Section 5.36 (1) (a) states 'a local government is to employ a person to be the CEO of the local government'; and, the person is not to be employed unless 'council believes the person is suitably qualified for the position' (s. 5.36 (s) (a)); (and) 'is satisfied with the proposed arrangements relating to the person's employment' (ditto, sub-point (b)).



Regulations apply as to the advertising of the vacancy and any contract. However, section 5.39 (1a) (a) of the Act provides for the temporary employment of a CEO for up to one year (and up to three months without a contract).

Other sub-sections of section 5.39 refer to components of the contract, including s. 5.39 (7) which states the CEO is to be remunerated in accordance with determinations of the Salaries and Allowances Tribunal.

The recruitment of a CEO, whether temporary or on a permanent basis, is subject to council policy and regulation. Council policy A.22 Appointment or Employment of Acting CEO is relevant (refer Attachment 1). Council policy A.27 Standard for Recruitment, Performance and Termination is relevant (refer Attachment 2). Council is requested to consider the engagement of a temporary (acting) CEO for a period of up to one year; or, to initiate the recruitment process for a permanent CEO. The CEO has provided three months' written notice and will cease duty by 21 September 2023 unless varied by mutual consent (the CEO is open to an earlier end date).

The Council caretaker period aligns with the close of local government election nominations Wednesday 6 September 2023 – and employment decisions by Council are legislatively constrained to occur prior to this date. This means that an appointment decision must be made by Tuesday 5 September 2023.

The courses of action open to council are to delegate the CEO to liaise with the President on the process of engaging an acting CEO with a decision by Council, at an ordinary or special meeting; OR, to commence a recruitment process for a permanent CEO. The latter would entail appointment of an oversight committee, including an independent person; qualified support (usually a recruitment agent); the review of contract and preparation of Key Performance Indicators; preparation of State-Wide advertising.

For discussion and decision.

As it is likely that this item will require a committee or authorisation of delegation, which may trigger the requirements of Part 5 of the Act, an Absolute Majority is requested.

### **CONSULTATION/COMMUNICATION**

President Cr P. Blight.

### **STATUTORY/LEGAL IMPLICATIONS**



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Part 5, Division 4 Local Government Act 1995; Part 4 Local Government (Administration) Regulations 1996.

**POLICY IMPLICATIONS**

Council policies A. 22 Appointment or Employment of Acting CEO; A. 27 Standard for CEO Recruitment, Performance and Termination; A.26 Legislative Compliance.

**FINANCIAL IMPLICATIONS**

A provision for recruitment is included in the draft 2023 / 24 budget.

**STRATEGIC IMPLICATIONS**

The functions of the CEO as detailed at 5.41 of the Act are wide-ranging and complex. Accordingly, the role is of major strategic importance to the local government.

**VOTING REQUIREMENTS**

Absolute Majority

## A.22. TEMPORARY EMPLOYMENT OR APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER (CEO)

<b>POLICY NUMBER</b>	<b>A.22</b>
<b>POLICY TYPE</b>	<b>ADMINISTRATION</b>
<b>DATE ADOPTED</b>	<b>26 May 2020</b>
<b>REVIEW DATE</b>	<b>27 April 2021 (Council Resolution #4528)</b>
<b>DELEGATION APPLICABLE</b>	<b>NO</b>

### **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.

Section 5.36 of the *Local Government Act 1995* 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.

Section 5.39 of the Act 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.

In accordance with Section 5.36(2) & 5.37(1) of the *Local Government Act 1995*, 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.

### **PROCEDURES**

#### Appointment of Acting CEO for period of less than one year

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

## GUIDELINES

- *Local Government Act 1995*
- *Local Government (Administration) Amendment Regulations 2021*

## HISTORY

- 27 April 2021 (Council Resolution #4528)

## RESPONSIBLE OFFICER

- Chief Executive Officer

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## A.27 STANDARD FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION POLICY

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<b>POLICY NUMBER</b>	<b>A.27</b>
<b>POLICY TYPE</b>	<b>ADMINISTRATION</b>
<b>DATE ADOPTED</b>	<b>2 August 2022 (Council resolution #4824)</b>
<b>REVIEW DATE</b>	
<b>DELEGATION APPLICABLE</b>	<b>NO</b>

### OBJECTIVE

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

### Division 1 — Preliminary provisions

#### 1. Citation

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

#### 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

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

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

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

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

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

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

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

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

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

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

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

### 4. Application of Division

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

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

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

### 6. Advertising requirements

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

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

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

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

### 8. Establishment of selection panel for employment of CEO

- (1) In this clause —

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

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

#### **9. Recommendation by selection panel**

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

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

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### 11. Offer of employment in position of CEO

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

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

#### 12. Variations to proposed terms of contract of employment

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

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

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

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

and

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

#### 14. Confidentiality of information

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

## Division 3 — Standards for review of performance of CEOs

### 15. Overview of Division

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

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

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

### 17. Carrying out a performance review

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

### 18. Endorsement of performance review by local government

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

### 19. CEO to be notified of results of performance review

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

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

## Division 4 — Standards for termination of employment of CEOs

### 20. Overview of Division

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

### 21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

- (b) notifying the CEO of any allegations against the CEO; and
- (c) giving the CEO a reasonable opportunity to respond to the allegations; and
- (d) genuinely considering any response given by the CEO in response to the allegations.

## **22. Additional principles applying to termination for performance related reasons**

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

## **23. Decision to terminate**

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

## **24. Notice of termination of employment**

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

### **GUIDELINES**

- *Local Government Act 1995*

### **HISTORY**

- Nil

### **REVIEWED**

- Chief Executive Officer

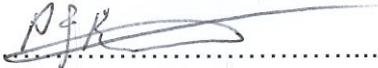


**14 CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23  
(2)**

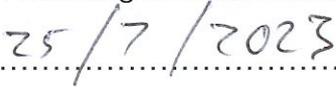
**15 CLOSURE**

With no further business to be discussed the Presiding Member closed the meeting at 8.45 pm

I certify that this copy of the Minutes is a true and Correct records of the meeting held on  
27 June 2023

Signed .....  .....

Presiding Elected Member

Date: .....  .....