

MINUTES

ORDINARY MEETING OF COUNCIL

22 JULY 2025

Agendas and Minutes are available on the Shire website www.wagin.wa.gov.au
Alternative formats are also available upon request.

DISCLAIMER

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

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

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

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

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

Dr Kenneth Parker
CHIEF EXECUTIVE OFFICER

Community Strategic Vision

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

Council's Mission and Philosophy

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

Council's Guiding Values

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

Shire of Wagin Strategic Community Plan 2020 - 2030



SHIRE OF WAGIN

Minutes for the Ordinary Council Meeting held in the Council Chambers, Wagin on Tuesday 22 July 2025.

CONTENTS

1	OFFICIAL OPENING	6
1.1	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	6
2	PUBLIC QUESTION TIME.....	6
2.1	RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE	7
2.2	PUBLIC QUESTIONS	7
3	APPLICATION FOR LEAVE OF ABSENCE	7
4	PETITIONS AND DEPUTATIONS	7
5	DISCLOSURE OF INTERESTS.....	7
6	CONFIRMATION OF PREVIOUS MEETING MINUTES	7
6.1	MINUTES FROM THE ORDINARY MEETING OF COUNCIL 24 JUNE 2025	7
6.2	MINUTES FROM THE CEO REVIEW COMMITTEE HELD 15 JULY 2025.....	8
7	ANNOUNCEMENTS OF THE PRESIDENT	10
8	REPORTS TO COUNCIL.....	11
8.1	CHIEF EXECUTIVE OFFICER.....	11
8.1.1	MONTHLY FINANCIAL REPORT – JUNE 2025	11
8.1.2	SCHEDULE OF PAYMENTS – JUNE 2025.....	53
8.1.3	CHIEF EXECUTIVE OFFICER ACTIVITY REPORT	59
8.1.4	COMMODITY ROUTE FUNDING APPLICATION 2026-27	64
8.1.5	SHIRE OF WAGIN STAFF ACCOMMODATION STRATEGY	78
8.1.6	CONSIDERATION OF TENDERS DURING POSSIBLE CARETAKER PERIOD	104
8.1.7	DRAFT COMMENT ON STATE GOVERNMENT PROPOSAL FOR MANDATORY COMMUNICATION AGREEMENTS BETWEEN CEO AND COUNCIL	107
8.1.8	PROPOSED COMMENT ON THE STATE GOVERNMENT'S DRAFT GUIDELINE ON COMMUNITY BENEFITS FROM RENEWABLE ENERGY PROJECTS	139
8.1.9	CHILD SAFE AWARENESS POLICY REVIEW	159
8.1.10	LOCAL LAWS REVIEW	164
8.1.11	PROPOSED OFFICE EXTENSIONS AT LOT 207, 30 STEWART ROAD, WAGIN	169
8.2	DEPUTY CHIEF EXECUTIVE OFFICER	180

8.2.1	DEPUTY CHIEF EXECUTIVE OFFICER ACTIVITY REPORT	180
8.2.2	BUDGET AMENDMENT - RESERVE TRANSFERS 2024/25.....	189
8.2.3	LEASE EXTENSION - 74 ARTHUR ROAD WAGIN - ST JOHN AMBULANCE	191
8.2.4	FIRE MANAGEMENT REQUIREMENTS – 2025/26	232
8.2.5	WHEATBELT SECONDARY FREIGHT NETWORK – JALORAN ROAD.....	246
8.3	MANAGER OF FINANCE	249
8.3.1	COMMUNITY BUDGET REQUESTS.....	249
8.3.2	WRITE OFF OF OUTSTANDING DEBTS.....	254
8.4	MANAGER OF WORKS.....	256
8.4.1	MANAGER OF WORKS ACTIVITY REPORT.....	256
9	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	259
10	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	259
11	URGENT BUSINESS.....	259
11.1	BUDGET TIMETABLE AMENDMENT.....	259
12	CONFIDENTIAL BUSINESS	260
13	CLOSURE	260

Notice to meeting attendees

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

1 OFFICIAL OPENING

The Presiding Member Cr Blight opened the meeting at 7:00pm; congratulating Manager of Works Allen Hicks for receiving a Merit Award at the 2025 WALGA Local Government Awards night on Saturday evening.

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

COUNCILLORS

Cr Phillip Blight

Cr Bryan Kilpatrick

Cr Greg Ball

Cr Sherryl Chilcott

Cr Wade Longmuir

Cr Geoff West

Shire President

Deputy Shire President

Elected Member

Elected Member

Elected Member

Elected Member

STAFF

Dr Kenneth Parker

John Fathers

Donna Fawcett

Allen Hicks

Amy Kippin

Chief Executive Officer

Deputy Chief Executive Officer

Manager of Finance

Manager of Works

Executive Assistant

APOLOGIES

Cr Ann O'Brien

Elected Member

Public Gallery

0

2 PUBLIC QUESTION TIME

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

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

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

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

2.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

2.2 PUBLIC QUESTIONS

Nil

3 APPLICATION FOR LEAVE OF ABSENCE

Nil

4 PETITIONS AND DEPUTATIONS

Nil

5 DISCLOSURE OF INTERESTS

Item 6.2 - The Chief Executive Officer has declared a financial interest in the matter. The nature and type of the interest is that it relates to the CEO's employment

Item 6.2 - The Chief Executive Officer has declared a financial interest in the matter as it relates to the Chief Executive Officer's employment (nature). The extent is that the author of the report is the Chief Executive Officer.

Item 6.2 - The Chief Executive Officer has declared a financial interest in the matter. The nature and type of the interest is that it relates to the CEO's Total Reward Package.

Item 8.3.1 - The Chief Executive Officer has declared an impartiality interest. The nature and extent of the interest is that the CEO is member of the Wagin Golf Club.

6 CONFIRMATION OF PREVIOUS MEETING MINUTES

6.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL 24 JUNE 2025

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5444

Moved Cr G R Ball

Seconded Cr S M Chilcott

That the Unconfirmed Minutes of the Ordinary Meeting of Council held on Tuesday 24 June 2025 be confirmed.

CARRIED UNANIMOUSLY 6/0

Dr Kenneth Parker left the meeting at 7:01 pm prior to consideration of item 6.2.

- Council adoption of a Waste Management Strategy
- Progress the staff accommodation strategy through adoption of Business Plan and award of tenders for initial properties
- That Homecare participants continue to be provided with services required

Contractual Performance Criteria

- Responsible for effective day to day operations of the local government
- In consultation with Council, review develop and implement strategic and service delivery plans for the Shire
- Co-ordinate, in conjunction with the Senior Management Team, an overall system of fiscal management to reflect Council's aims and objectives
- Implement and manage the requirements of the integrated planning framework
- Formulate and implement a Human Resource Management Program, which ensures the appropriate supervision and management of the local government
- Institute a staff training program that will improve staff skills across the board, which assist staff in focusing on service delivery to the community
- Administer the legal, statutory and election process of the local government's operations and be the chief advisor to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out
- On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary
- Ensure the development and maintenance of sound communications and good relationships between the local government, government departments, volunteers and community at large
- Ensure that the road infrastructure database is maintained and roads grant applications are considered and lodged in a timely manner
- Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations
- Ensure that the Council's statutory compliance obligations are met.

CARRIED UNANIMOUSLY 6/0

COMMITTEE RECOMMENDATION AND COUNCIL RESOLUTION 5448

Moved Cr G R Ball

Seconded Cr W J Longmuir

**That Council, as part of the Annual Remuneration Review, AMENDS
Schedule 2 of the CEO's contract as set out in confidential attachment 1.**

CARRIED UNANIMOUSLY 6/0

Dr Parker returned to the meeting at 7:07 pm after consideration of item 6.2.

Allen Hicks left the meeting at 7:07 pm and returned at 7:08pm.

7 ANNOUNCEMENTS OF THE PRESIDENT

Nil

8 REPORTS TO COUNCIL

8.1 CHIEF EXECUTIVE OFFICER

8.1.1 MONTHLY FINANCIAL REPORT – JUNE 2025

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

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5449

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

That Council RECEIVE the Financial Report for the period ending 30 June 2025 as presented.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The Monthly Financial Report for the period ending 30 June 2025 is attached.

BACKGROUND/COMMENT

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* (the Regulations) require a monthly statement of financial activity, monthly statement of financial position and explanation of material variances to be presented to Council.

The report must be presented at an ordinary meeting of Council within two months after the end of the month to which the statement relates. Regulations prescribe the information to be contained in the report.

The Monthly Financial Report has been compiled to comply with the *Local Government Act 1995* (the Act), associated regulations, and to the extent they are not inconsistent with the Act and the Australian Accounting Standards (AAS).

In accordance with regulation 34(5) of the Regulations, Council has adopted on 30 July 2024, that the level to be used for reporting budget variances within monthly financial reporting for the 2024/25 financial year shall be \$20,000.

Under the Regulations we are only required to present the Statement of Financial Activity by Nature, however we have chosen to include it by Program as well.

The closing surplus as of 30 June 2025 is \$1,975,890.

Total rates outstanding at the end of June 2025 were \$155,088. Payments to 30 June 2025 were \$3,226,330 which equates to 95.4% of net rates collected. Those ratepayers who have not paid in full, chosen to pay by instalments, or entered a payment arrangement are being followed up in accordance with Council Policy F.14 - Rate Recovery.

The Shire has a total of \$5,429,019 invested in interest bearing accounts which are currently earning interest of 3.80% on Treasury OCDF (\$1,519,241), 4.05% on Treasury Reserve Term Deposit (\$3,389,680), 3.25% on CBA Municipal Account (\$458,853) and 1.00% on CBA Reserve Account (\$61,245).

Please note that the balance of the Treasury OCDF includes the early payment of the 2025/26 Financial Assistance Grants (\$1,053,778).

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

34. Financial activity statement required each month (Act s.6.4)

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the relevant month; and
 - (c) actual amounts of expenditure, revenue and income to the end of the relevant month; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

35. Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month and —
 - (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS⁷

Nil

FINANCIAL IMPLICATIONS⁴

The presentation of these monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the Act and associated regulations.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



SHIRE OF WAGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
FOR THE PERIOD ENDED 30 JUNE 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

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

SHIRE OF WAGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
General Rates		2,691,930	2,691,930	2,691,930	2,691,466	(464)	(0.02%)	
Rates (excluding general rate)		15,944	15,944	15,944	15,944	0	0.00%	
Grants, subsidies and contributions		1,237,505	1,268,342	1,268,342	2,333,037	1,064,695	83.94%	▲
Fees and charges		746,240	732,240	732,240	712,532	(19,708)	(2.69%)	
Interest Revenue		231,134	231,134	231,134	232,474	1,340	0.58%	
Other revenue		417,818	441,928	441,928	436,867	(5,061)	(1.15%)	
Profit on asset disposals		10,589	31,623	31,623	31,623	0	0.00%	
		5,351,160	5,413,141	5,413,141	6,453,943	1,040,802	19.23%	
Expenditure from operating activities								
Employee costs		(2,972,646)	(3,074,220)	(3,074,220)	(2,894,014)	180,206	5.86%	▲
Materials and contracts		(1,940,738)	(2,224,702)	(2,224,702)	(2,103,250)	121,452	5.46%	▲
Utility charges		(377,647)	(367,888)	(367,888)	(354,015)	13,873	3.77%	
Depreciation		(3,399,260)	(3,399,260)	(3,399,260)	(3,384,330)	14,930	0.44%	
Finance Costs		(21,934)	(21,934)	(21,934)	(19,351)	2,583	11.78%	
Insurance		(211,714)	(211,714)	(211,714)	(214,054)	(2,340)	(1.11%)	
Other expenditure		(200,947)	(200,947)	(200,947)	(165,914)	35,033	17.43%	▲
Loss on asset disposals		(10,846)	0	0	(8,000)	(8,000)	0.00%	
		(9,135,732)	(9,500,665)	(9,500,665)	(9,142,929)	357,736	(3.77%)	
Non-cash amounts excluded from operating activities	(b)	3,427,585	3,395,705	3,367,637	3,383,693	16,056	0.48%	
Amount attributable to operating activities		(356,987)	(691,819)	(719,887)	694,707	1,414,594	(196.50%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,735,797	1,735,797	1,735,797	1,521,327	(214,470)	(12.36%)	▼
Proceeds from disposal of assets		112,000	164,200	164,200	177,655	13,455	8.19%	
Proceeds from financial assets at amortised cost - self supporting loans		24,507	24,507	24,507	14,884	(9,623)	(39.26%)	
		1,872,304	1,924,504	1,924,504	1,713,866	(210,638)	(10.95%)	
Outflows from investing activities								
Payments for property, plant and equipment		(1,013,302)	(1,051,034)	(1,051,034)	(914,859)	136,175	12.96%	▲
Payments for construction of infrastructure		(2,125,109)	(1,948,875)	(1,948,875)	(1,692,945)	255,930	13.13%	▲
		(3,138,411)	(2,999,909)	(2,999,909)	(2,607,804)	392,105	(13.07%)	
Amount attributable to investing activities		(1,266,107)	(1,075,405)	(1,075,405)	(893,938)	181,467	(16.87%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves		46,500	249,446	249,446	0	(249,446)	(100.00%)	▼
		46,500	249,446	249,446	0	(249,446)	(100.00%)	
Outflows from financing activities								
Repayment of borrowings		(72,505)	(72,505)	(72,505)	(72,505)	0	0.00%	
Transfer to reserves		(692,228)	(709,458)	(709,458)	(122,594)	586,864	82.72%	▲
		(764,733)	(781,963)	(781,963)	(195,099)	586,864	75.05%	
Amount attributable to financing activities		(718,233)	(532,517)	(532,517)	(195,099)	337,418	(63.36%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		2,341,327	2,370,221	2,370,221	2,370,221	0	0.00%	
Amount attributable to operating activities		(356,987)	(691,819)	(719,887)	694,707	1,414,594	(196.50%)	
Amount attributable to investing activities		(1,266,107)	(1,075,405)	(1,075,405)	(893,938)	181,467	(16.87%)	
Amount attributable to financing activities		(718,233)	(532,517)	(532,517)	(195,099)	337,418	(63.36%)	
Surplus or deficit after imposition of general rates	(a)	(0)	70,480	42,412	1,975,890	1,933,479	(4558.83%)	

KEY INFORMATION

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

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

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

SHIRE OF WAGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

BY PROGRAM
BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		5,000	5,000	5,000	4,722	(278)	(5.56%)	▼
General Purpose Funding - Rates	6	2,691,930	2,691,930	2,691,930	2,691,466	(464)	(0.02%)	▼
General Purpose Funding - Other		677,186	644,149	644,149	1,693,208	1,049,059	162.86%	▲
Law, Order and Public Safety		96,364	147,474	147,474	108,098	(39,376)	(26.70%)	▼
Health		7,834	7,834	7,834	8,366	532	6.79%	▲
Education and Welfare		750,434	761,855	761,855	795,460	33,605	4.41%	▲
Community Amenities		408,670	408,670	408,670	416,048	7,378	1.81%	▲
Recreation and Culture		120,082	156,956	156,956	146,893	(10,063)	(6.41%)	▼
Transport		248,734	258,347	258,347	264,296	5,949	2.30%	▲
Economic Services		197,154	183,154	183,154	166,107	(17,047)	(9.31%)	▼
Other Property and Services		147,772	147,772	147,772	159,280	11,508	7.79%	▲
		5,351,160	5,413,141	5,413,141	6,453,943			
Expenditure from operating activities								
Governance		(487,839)	(487,839)	(487,839)	(401,604)	86,235	17.68%	▲
General Purpose Funding		(388,158)	(388,158)	(388,158)	(388,986)	(828)	(0.21%)	▼
Law, Order and Public Safety		(435,629)	(536,119)	(536,119)	(530,920)	5,199	0.97%	▲
Health		(187,354)	(198,255)	(198,255)	(195,767)	2,488	1.26%	▲
Education and Welfare		(802,745)	(802,745)	(802,745)	(824,178)	(21,433)	(2.67%)	▼
Community Amenities		(692,713)	(692,713)	(692,713)	(718,931)	(26,218)	(3.78%)	▼
Recreation and Culture		(2,226,424)	(2,280,537)	(2,280,537)	(2,143,819)	136,718	5.99%	▲
Transport		(2,799,641)	(3,015,795)	(3,015,795)	(2,918,177)	97,618	3.24%	▲
Economic Services		(523,860)	(513,860)	(513,860)	(489,161)	24,699	4.81%	▲
Other Property and Services		(591,369)	(584,644)	(584,644)	(531,385)	53,259	9.11%	▲
		(9,135,732)	(9,500,665)	(9,500,665)	(9,142,929)			
Non-cash amounts excluded from operating activities	(b)	3,427,585	3,395,705	3,367,637	3,383,693	16,056	0.48%	
Amount attributable to operating activities		(356,987)	(691,819)	(719,887)	694,707	1,414,594	(196.50%)	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions		1,735,797	1,735,797	1,735,797	1,521,327	(214,470)	(12.36%)	▼
Proceeds from disposal of assets		112,000	164,200	164,200	177,655	13,455	8.19%	▲
Proceeds from financial assets at amortised cost - self supporting loans		24,507	24,507	24,507	14,884	(9,623)	(39.26%)	▼
		1,872,304	1,924,504	1,924,504	1,713,866	(210,638)	(43.43%)	
Outflows from investing activities								
Payments for financial assets at amortised cost - self supporting		0	0	0	0	0	0.00%	
Payments for property, plant and equipment	S	(1,013,302)	(1,051,034)	(1,051,034)	(914,859)	136,175	12.96%	▲
Payments for construction of infrastructure		(2,125,109)	(1,948,875)	(1,948,875)	(1,692,945)	255,930	13.13%	▲
		(3,138,411)	(2,999,909)	(2,999,909)	(2,607,804)	392,105	26.09%	
Non-cash amounts excluded from investing activities	2(b)	0	0	0	0	0	0.00%	
Amount attributable to investing activities		(1,266,107)	(1,075,405)	(1,075,405)	(893,938)	181,467	0.00%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new loans		0	0	0	0	0		
Transfer from Reserves		46,500	249,446	249,446	0	(249,446)	(100.00%)	▼
		46,500	249,446	249,446	0	(249,446)		
Outflows from financing activities								
Repayment of borrowings		(72,505)	(72,505)	(72,505)	(72,505)	0	0.00%	
Transfer to Reserves		(692,228)	(709,458)	(709,458)	(122,594)	586,864	82.72%	▲
		(764,733)	(781,963)	(781,963)	(195,099)	586,864		
Amount attributable to financing activities		(718,233)	(532,517)	(532,517)	(195,099)	337,418		
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		2,341,327	2,370,221	2,370,221	2,370,221			
Amount attributable to operating activities		(356,987)	(691,819)	(719,887)	694,707			
Amount attributable to investing activities		(1,266,107)	(1,075,405)	(1,075,405)	(893,938)			
Amount attributable to financing activities		(718,233)	(532,517)	(532,517)	(195,099)			
Surplus or deficit after imposition of general rates	1	(0)	70,480	42,412	1,975,890			

KEY INFORMATION

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

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

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

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

SHIRE OF WAGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2025

		Supplementary		
		Information	30 June 2025	30 June 2025
			\$	\$
CURRENT ASSETS				
Cash and cash equivalents	3		5,626,702	5,429,569
Trade and other receivables	7		207,506	210,799
Other financial assets	8		24,507	9,623
Inventories	8		49,128	49,128
Contract assets	8		25,534	25,534
Other assets	8		57,291	0
TOTAL CURRENT ASSETS			5,990,667	5,724,652
NON-CURRENT ASSETS				
Trade and other receivables			98,109	95,584
Other financial assets			173,164	173,164
Property, plant and equipment			19,736,958	19,076,445
Infrastructure			130,377,486	130,107,442
TOTAL NON-CURRENT ASSETS			150,385,716	149,452,634
TOTAL ASSETS			156,376,384	155,177,286
CURRENT LIABILITIES				
Trade and other payables	9		159,637	186,681
Other liabilities	12		113,142	127,164
Borrowings	11		72,505	0
Employee related provisions	12		550,278	550,278
TOTAL CURRENT LIABILITIES			895,562	864,123
NON-CURRENT LIABILITIES				
Borrowings	11		322,250	322,250
Employee related provisions			76,186	76,186
TOTAL NON-CURRENT LIABILITIES			398,436	398,436
TOTAL LIABILITIES			1,293,999	1,262,560
NET ASSETS			155,082,385	153,914,727
EQUITY				
Retained surplus			32,179,661	30,889,408
Reserve accounts	4		3,328,331	3,450,925
Revaluation surplus			119,574,394	119,574,394
TOTAL EQUITY			155,082,385	153,914,727

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

<p>BASIS OF PREPARATION</p> <p>This prescribed financial report has been prepared in accordance with the <i>Local Government Act 1995</i> and accompanying regulations.</p> <p>Local Government Act 1995 requirements <i>Section 6.4(2) of the Local Government Act 1995</i> read with the <i>Local Government (Financial Management) Regulations 1996</i>, prescribe that the financial report be prepared in accordance with the <i>Local Government Act 1995</i> and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.</p> <p>The <i>Local Government (Financial Management) Regulations 1996</i> specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.</p> <p><i>Local Government (Financial Management) Regulations 1996</i>, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.</p> <p>Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.</p>	<p>THE LOCAL GOVERNMENT REPORTING ENTITY</p> <p>All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.</p> <p>All monies held in the Trust Fund are excluded from the financial statements.</p> <p>Judgements and estimates</p> <p>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.</p> <p>The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.</p> <p>The balances, transactions and disclosures impacted by accounting estimates are as follows:</p> <ul style="list-style-type: none">• estimated fair value of certain financial assets• impairment of financial assets• estimation of fair values of land and buildings, infrastructure and investment property• estimation uncertainties made in relation to lease accounting• estimated useful life of intangible assets <p>SIGNIFICANT ACCOUNTING POLICES</p> <p>Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.</p> <p>PREPARATION TIMING AND REVIEW</p> <p>Date prepared: All known transactions up to 31 January 2024</p>
---	--

SHIRE OF WAGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

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

Current assets

	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 June 2025
Cash and cash equivalents	3,272,420	5,626,702	5,429,569
Financial assets at amortised cost	22,560	0	0
Rates receivables	0	65,719	78,960
Receivables	143,235	141,787	131,839
Other current assets	63,263	156,459	84,284
	3,501,478	5,990,667	5,724,652

Less: Current liabilities

Payables	(203,523)	(159,637)	(186,681)
Borrowings	0	(72,505)	0
Contract liabilities	(58,605)	(113,142)	(127,164)
Provisions	(494,156)	(550,278)	(550,278)
	(756,284)	(895,562)	(864,123)
Net Current Assets	2,745,194	5,095,105	4,860,529

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

(c)	(2,745,194)	(2,724,884)	(2,884,638)
	0	2,370,221	1,975,890

(b) Non-cash amounts excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals		(10,589)	(31,623)	(31,623)
Less: Movement in liabilities associated with restricted cash		0	0	20,461
Movement in employee benefit provisions		28,068	0	0
Add: Loss on asset disposals		10,846	0	8,000
Add: Depreciation on assets		3,399,260	3,399,260	3,384,330
Total non-cash items excluded from operating activities		3,427,585	3,367,637	3,383,693

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 June 2025
Less: Reserves - restricted cash	(3,234,677)	(3,328,331)	(3,450,925)
Less: - Financial assets at amortised cost - self supporting loans	(21,164)	(24,507)	(9,623)
Less: Rates Receivable	(42,115)	0	0
Add: Borrowings	58,605	72,505	0
Add: Provisions employee related provisions	494,157	555,448	575,909
Total adjustments to net current assets	(2,745,194)	(2,724,884)	(2,884,638)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2024-25 year is \$20,000

Nature or type	Var. \$	Explanation of variances	
		Timing	Permanent
Revenue from operating activities			
Grants, subsidies and contributions	1,064,695	▲	Early payment of 25/26 Financial Assistance Grants (\$1,053,778K). Underspend on Heritage Review Grant (\$5K). Community Water Supplies Partnership Grant (\$12K)
Expenditure from operating activities			
Employee costs	180,206	▲	Under budget on various items including Admin Salaries (\$3K), Staff Training Salries (\$35K). Employee costs related to fire damage road verge clean up are less than predicted (\$80K), Landcare (\$21K)
Materials and contracts	121,452	▲	Under budget on various items including Ranger Services (\$16K), Town Planning (\$9K), Valuation Expenses (\$6K), Consultants (\$18K), Rate recovery Expenses (\$6K), Office Computer Support (\$10K), Sportsground Mtce (\$10K) Swimming Pool Contract Staff (\$7K)
Other expenditure	35,033	▲	Under budget on various items including Councillor Payments (\$12K), Townscape (\$30K) - Original Budget allocated to Other Expenditure - should have been allocated to different expenditure catagories e.g. Salaries & Wages/ Materials & Contracts
Investing activities			
Proceeds from capital grants, subsidies and contributions	(214,470)	▼	Grant income totalling \$105K held as liability until expended. This amount plus grant income of \$1.5M and expected final LRCIP Phase 4 funding of \$55K and RRG funding of \$64K is in line with predicted total income
Payments for property, plant and equipment	136,175	▲	Creation of Lot 429 Tudhoe St not finalised. Projects to be carried forward to 2025/26 including New Admin Server (\$66K), Admin Roof & Gutter Repairs (\$20K), Rec Centre
Payments for construction of infrastructure	255,930	▲	Timing of projects as detailed in 'Capital Acq Details' sheet Projects to be carried forward to 2025/26 including Sportsground Water Tank (\$48K), Cemetery Niche Wall (\$10K), Bridge Works (\$66K), Main Drain Works (\$20K)
Financing activities			
Transfer from reserves	(249,446)	▼	Transfers from Reserves on hold awaiting confirmation of end of year figures.
Transfer to reserves	586,864	▲	Transfers to Reserves on hold awaiting confirmation of end of year figures.

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key Information	9
2	Key Information - Graphical	10
3	Cash and Financial Assets	11
4	Reserve Accounts	12
5	Capital Acquisition	13
6	Disposal of Assets	16
7	Receivables	17
8	Other Current Assets	18
9	Payables	19
10	Rate Revenue	20
11	Borrowings	21
12	Other Current Liabilities	22
13	Grants and Contributions	23
14	Capital Grants and Contributions	24
15	Bonds and Deposits	25
16	Budget Amendments	26
17	Chart of Accounts	27

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

1 KEY INFORMATION

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2,341,327	\$2,370,221	\$2,370,221	\$0
Closing	\$0	\$42,412	\$1,975,890	\$1,933,479
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables			Receivables		
	\$5,429,569	% of total		\$186,681	% Outstanding		\$131,839	% Collected
Unrestricted Cash	\$1,978,644	36.4%	Trade Payables	\$107,871		Rates Receivable	\$155,088	95.4%
Restricted Cash	\$3,450,925	63.6%	0 to 30 Days		101.1%	Trade Receivable	\$131,839	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		57.7%
			Over 90 Days		-1.1%	Over 90 Days		46%
Refer to Note 3 - Cash and Financial Assets			Refer to Note 9 - Payables			Refer to Note 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities				Operating Grants and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual		% Variance	YTD Actual		% Variance
(\$356,987)	(\$719,887)	\$694,707	\$1,414,594	\$2,333,037			\$712,532		
				\$1,268,342		83.9%	\$732,240		(2.7%)
Refer to Statement of Financial Activity				Refer to Note 13 - Operating Grants and Contributions			Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities				Asset Acquisition			Capital Grants		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual		% Spent	YTD Actual		% Received
(\$1,266,107)	(\$1,075,405)	(\$893,938)	\$181,467	\$2,607,804			\$1,521,327		
				\$3,138,411		83.1%	\$1,735,797		87.6%
Refer to Statement of Financial Activity				Refer to Note 5 - Capital Acquisitions			Refer to Note 5 - Capital Acquisitions		

Key Financing Activities

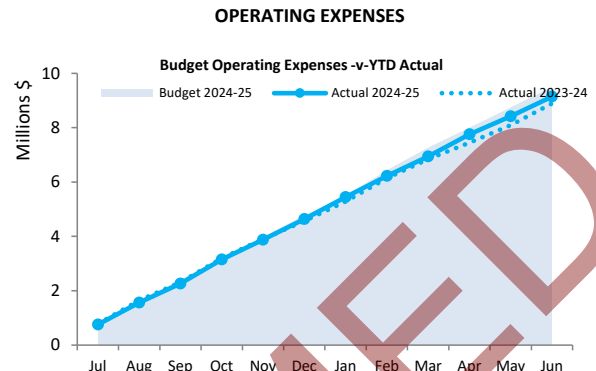
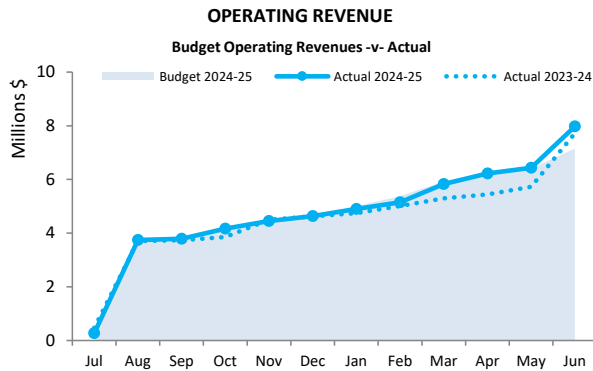
Amount attributable to financing activities				Borrowings		Reserves	
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments		Reserves balance	
(\$718,233)	(\$532,517)	(\$195,099)	\$337,418	\$72,505		\$3,450,925	
				Interest expense	\$19,351	Interest earned	\$122,594
				Principal due	\$322,250		
Refer to Statement of Financial Activity				Refer to Note 11 - Borrowings		Refer to Note 4 - Cash Reserves	

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

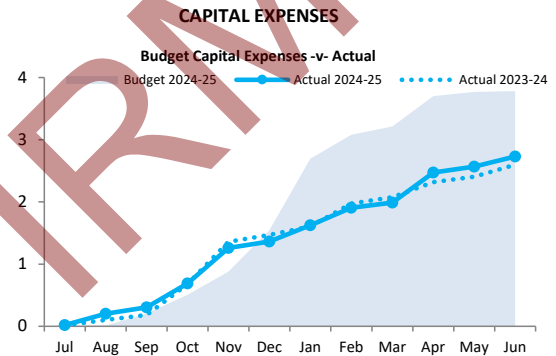
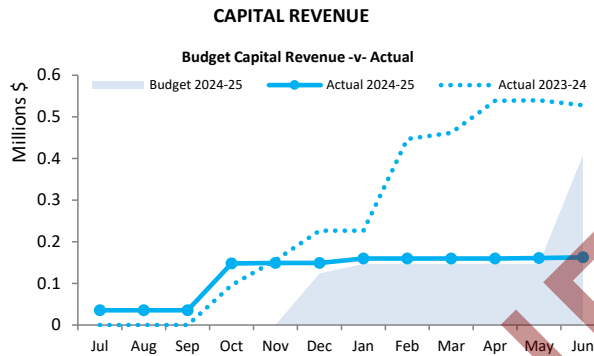
SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

2 KEY INFORMATION - GRAPHICAL

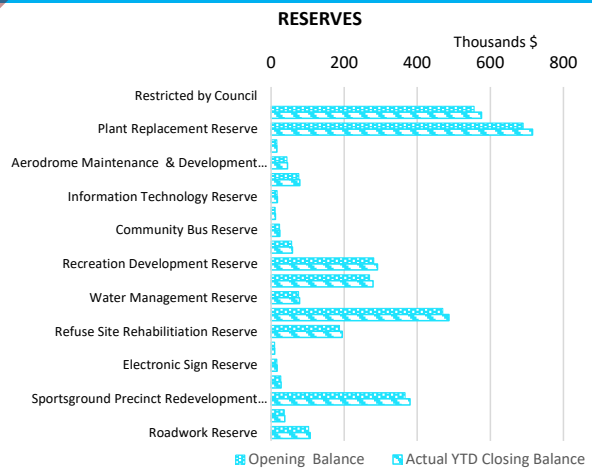
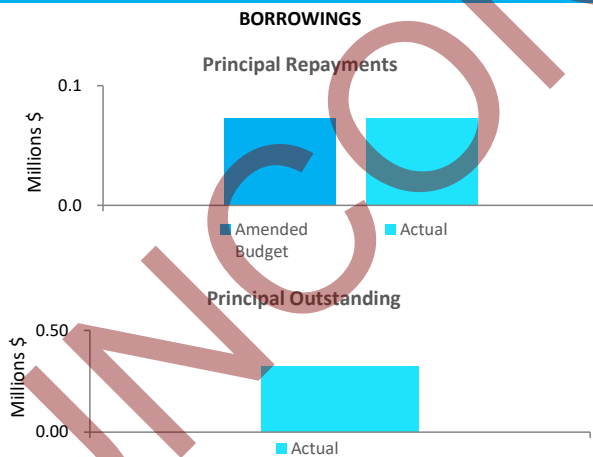
OPERATING ACTIVITIES



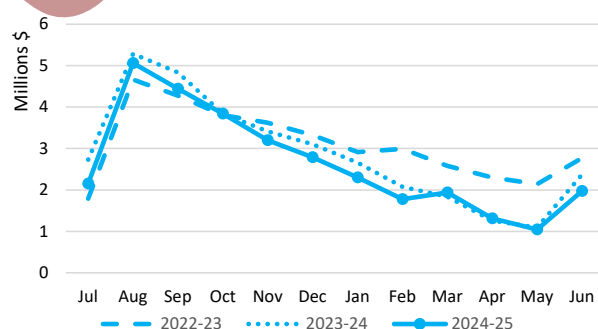
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash	Cash and cash equivalents	550	0	550		N/A	NIL	On hand
Municipal Cash at Bank	Cash and cash equivalents	458,853	0	458,853		CBA	3.25%	On hand
At Call Deposits								
Treasury Overnight Cash Deposit Facility	Cash and cash equivalents	1,519,241	0	1,519,241		WATC	3.80%	N/A
Reserve Cash at Bank	Cash and cash equivalents	0	61,245	61,245		CBA	1.00%	N/A
Term Deposits								
Reserve Investment Account 1	Cash and cash equivalents	0	3,389,680	3,389,680		WATC	4.05%	12/07/25
Total		1,978,644	3,450,925	5,429,569	0			
Comprising								
Cash and cash equivalents		1,978,644	3,450,925	5,429,569	0			
		1,978,644	3,450,925	5,429,569	0			

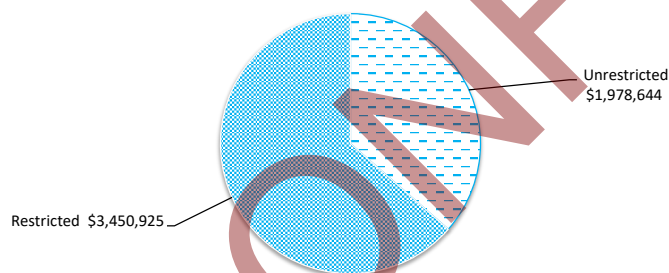
KEY INFORMATION

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

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

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

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



SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

4 RESERVE ACCOUNTS

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Restricted by Council									
Leave reserve	555,448	22,218	20,461	0	0	0	0	577,666	575,909
Plant Replacement Reserve	689,896	27,596	25,418	64,230	0	0	0	781,722	715,314
Recreation Centre Reserve	15,606	624	575	0	0	0	0	16,230	16,180
Aerodrome Maintenance & Developme	43,547	1,742	1,603	10,964	0	0	0	56,253	45,150
Municipal Buildings Reserve	76,066	3,043	2,802	24,000	0	0	0	103,109	78,868
Information Technology Reserve	16,460	658	606	115,830	0	0	0	132,948	17,066
Land Development Reserve	11,398	456	420	0	0	0	0	11,854	11,818
Community Bus Reserve	23,309	932	859	1,000	0	0	0	25,241	24,167
Homecare Reserve	56,465	2,259	2,080	0	0	(40,000)	0	18,724	58,545
Recreation Development Reserve	280,731	11,229	10,340	20,000	0	(30,946)	0	281,014	291,071
Refuse Waste Management Reserve	269,240	10,770	9,918	0	0	0	0	280,010	279,158
Water Management Reserve	75,339	3,014	2,775	18,000	0	0	0	96,353	78,114
Staff Housing Reserve	469,804	18,792	17,301	75,000	0	0	0	563,596	487,104
Refuse Site Rehabilitation Reserve	187,460	7,498	6,904	20,000	0	0	0	214,958	194,364
Community Events Reserve	9,540	382	351	10,000	0	0	0	19,922	9,891
Electronic Sign Reserve	15,744	630	580	0	0	0	0	16,374	16,324
Community Gym Reserve	26,582	1,063	979	2,300	0	(6,500)	0	23,445	27,561
Sportsground Precinct Redevelopment I	366,574	14,663	13,498	150,000	0	0	0	531,237	380,072
Emergency/Bushfire Control Reserve	35,883	1,435	1,322	0	0	0	0	37,318	37,205
Roadwork Reserve	103,239	4,130	3,803	65,000	0	(172,000)	0	369	107,042
	3,328,331	133,134	122,594	576,324	0	(249,446)	0	3,788,343	3,450,925

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land - vested in and under the control of Council	5,495	5,495	5,495	0	(5,495)
Buildings	433,257	445,781	445,781	380,151	(65,630)
Furniture and equipment	129,550	149,788	149,788	88,648	(61,140)
Plant and equipment	445,000	449,970	449,970	446,060	(3,910)
Infrastructure - roads	1,603,689	1,546,060	1,546,060	1,473,506	(72,554)
Infrastructure - other	357,111	238,506	238,506	135,648	(102,858)
Infrastructure - drainage	164,309	164,309	164,309	83,791	(80,518)
Payments for Capital Acquisitions	3,138,411	2,999,909	2,999,909	2,607,804	(392,105)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,735,797	1,735,797	1,735,797	1,521,327	(214,470)
Other (disposals & C/Fwd)	112,000	164,200	164,200	177,655	13,455
Cash backed reserves					
Homecare Reserve	40,000	40,000	0	0	0
Community Gym Reserve	6,500	6,500	0	0	0
Contribution - operations	1,244,114	850,466	1,099,912	908,823	(191,089)
Capital funding total	3,138,411	2,999,909	2,999,909	2,607,804	(392,105)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

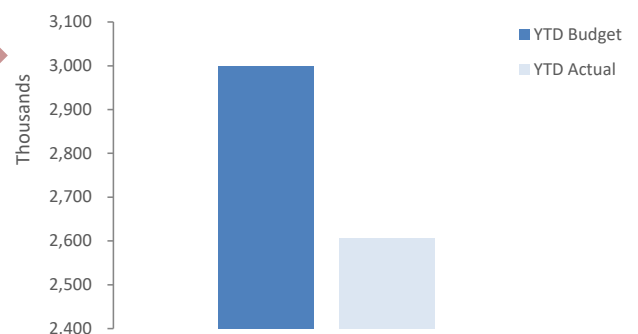
Initial recognition and measurement for assets held at cost

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

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

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

Payments for Capital Acquisitions



5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators

0%

20%

40%

60%

80%

100%

Over 100%

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

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

Account Number	Job Number	Sheet Category	Account/Job Description	Adopted	Amended		YTD Actual	Variance (Under)/Over
				Budget	Budget	YTD Budget		
				\$	\$	\$	\$	\$
Economic Services								
E167465		515	Creation of Lot 429 Tudhoe Street	(5,495)	(5,495)	(5,495)	0	5,495
Total - Economic Services				(5,495)	(5,495)	(5,495)	0	5,495
Total - Land				(5,495)	(5,495)	(5,495)	0	5,495
Buildings								
Governance								
E167744	B2508	521	Khedive Street Airconditioner (Doctors Residence)	0	(6,949)	(6,949)	(6,950)	(1)
E167744	B2505	521	Admin Building - Roof & Gutter repairs	(20,000)	(20,000)	(20,000)	0	20,000
Total - Governance				(20,000)	(26,949)	(26,949)	(6,950)	19,999
Recreation And Culture								
E167784	B2203	521	NAB Building	(10,257)	(10,257)	(10,257)	0	10,257
E167780	B2401	521	Upgrade toilet at sportsground - Disable Access	(35,000)	(10,000)	(10,000)	(71)	9,929
E167780	B2501	521	Recreation Centre - New meter box	(20,000)	(20,000)	(20,000)	0	20,000
E167475	B2502	521	Roads Board Building - Renewal	(6,000)	0	0	0	0
E167780	B2503	521	Demolish old and build new Hockey / Cricket Pavilion	(289,000)	(349,000)	(349,000)	(351,556)	(2,556)
E167784	B2504	521	Court House - Create door to Courtyard	(8,000)	(8,000)	(8,000)	0	8,000
E167784	B2506	521	Town Hall - Annex roof repairs	(20,000)	(11,385)	(11,385)	(11,385)	0
E167784	B2507	521	Rec Centre - Replace Alsynite Roof Sheets	(25,000)	(10,190)	(10,190)	(10,190)	0
Total - Recreation And Culture				(413,257)	(418,832)	(418,832)	(373,201)	45,631
Total - Buildings				(433,257)	(445,781)	(445,781)	(380,151)	65,630
Plant & Equipment								
Education and Welfare								
E167752	PE2503	525	Purchase of new Homecare Sedan (P80)	(30,000)	(30,000)	(30,000)	(29,932)	68
E167752	PE2504	525	Purchase of new Homecare Sedan (P27)	(30,000)	(30,000)	(30,000)	(29,932)	68
E167752	PE2505	525	Purchase of new Homecare Sedan - Darkan (P86)	(30,000)	(30,000)	(30,000)	(29,932)	68
Total - Education and Welfare				(90,000)	(90,000)	(90,000)	(89,797)	203
Recreation & Culture								
E167769	PE2502	525	Purchase of new Ride-on Mower (P43)	(45,000)	(45,000)	(45,000)	(39,490)	5,510
Total - Recreation & Culture				(45,000)	(45,000)	(45,000)	(39,490)	5,510
Transport								
E167761	PE2501	525	Purchase of new Loader (P11)	(310,000)	(282,970)	(282,970)	(282,900)	70
E167761	PE2507	525	Purchase 2017 Bomag Roller.	0	(32,000)	(32,000)	(32,000)	0
Total - Transport				(310,000)	(314,970)	(314,970)	(314,900)	70
Total - Plant & Equipment				(445,000)	(449,970)	(449,970)	(446,060)	3,910
Furniture & Equipment								
Governance								
E167742	FE2401	523	New Server - Administration	(56,000)	(66,000)	(66,000)	0	66,000
E167742	FE2505	523	CCTV Server replacement	(20,000)	(20,000)	(20,000)	(20,950)	(950)
E167742	FE2506	523	Replace UPS for Server Rack and Extended Battery Module	(12,050)	(12,050)	(12,050)	(13,323)	(1,273)
Total - Governance				(88,050)	(98,050)	(98,050)	(34,273)	63,777
Law, Order & Public Safety								
E167110	FE2504	523	Speed Safety Signage	(35,000)	(35,000)	(35,000)	(37,944)	(2,944)
Total - Law, Order & Public Safety				(35,000)	(35,000)	(35,000)	(37,944)	(2,944)
Recreation & Culture								
E167286	FE2501	523	Large Pool chlorinator	(9,000)	(9,000)	(9,000)	(7,641)	1,359
E167286	FE2502	523	Small Pool Chlorinator	(5,000)	(5,000)	(5,000)	(3,865)	1,135
E167756	FE2503	523	Refurbished Treadmill for Gym	(6,500)	(6,500)	(6,500)	(6,193)	307
E167284	FE2507	523	Deep Fryers - Recreation Centre	0	(10,238)	(10,238)	(10,238)	0
Total - Recreation & Culture				(20,500)	(30,738)	(30,738)	(27,937)	2,801
Total - Furniture & Equipment				(143,550)	(163,788)	(163,788)	(100,154)	63,634

5 CAPITAL ACQUISITIONS - DETAILED

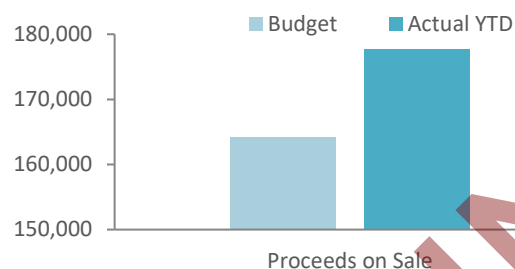
Account Number	Job Number	Sheet Category	Account/Job Description	Budget	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Roads								
Transport								
E167103	CP348	541	2023/24 - RRG - Ballagin Road (Piesseville - Tarwonga)	(8,500)	(8,500)	(8,500)	(10,529)	(2,029)
E167103	CP357	541	2023/24 - Shire - Main Drain/Padbury Lane	(20,000)	(20,000)	(20,000)	(265)	19,735
E167103	CP358	541	2023/24 - RRG - Dongolocking Road	0	0	0	(1,972)	(1,972)
E167103	CP362	541	2023/24 - Shire- Culverts - Various - Extend	0	0	0	(1,265)	(1,265)
E167103	CP366	541	2024/25 - RTR - Beaufort Road - Reconstruct seal widen	(180,000)	(180,000)	(180,000)	(179,652)	348
E167103	CP367	541	2024/25 - RTR - Bullock Hills Road - Reconstruct seal widen	(100,000)	(100,000)	(100,000)	(99,653)	347
E167103	CP368	541	2024/25 - Shire - Collanilling road - Reconstruct seal failed section	(25,000)	(25,000)	(25,000)	(27,115)	(2,115)
E167103	CP369	541	2024/25 - Shire - Rowells road - Gravel Sheet	(55,000)	(55,000)	(55,000)	(53,172)	1,828
E167103	CP370	541	2024/25 - RTR - Behn Ord Road - Reconstruct seal failed section	(62,145)	(62,145)	(62,145)	(62,238)	(93)
E167103	CP371	541	2024/25 - RRG - Piesseville-Tarwonga - Reconstruct seal failed sec	(155,186)	(155,186)	(155,186)	(154,003)	1,183
E167103	CP372	541	2024/25 - Shire - Wagin-Wickepin Road - Gravel Sheet	(45,000)	(45,000)	(45,000)	(38,849)	6,151
E167103	CP373	541	2024/25 - Shire - Toolibin South Road - Gravel sheet	(45,000)	(45,000)	(45,000)	(44,426)	574
E167103	CP374	541	2024/25 - RTR - Ballagin Road - Reconstruct seal widen	(207,219)	(207,219)	(207,219)	(207,155)	64
E167103	CP378	541	2024/25 - Shire - Thornton Street - Kerbing both sides	(20,000)	(20,000)	(20,000)	(6,918)	13,082
E167103	CP379	541	2024/25 - Shire - Lukin street - Kerbing both sides	(15,000)	(15,000)	(15,000)	(1,839)	13,161
E167103	CP380	541	2024/25 - Shire - Trenton Street - Kerbing north side	(20,000)	(20,000)	(20,000)	(3,584)	16,416
E167103	CP381	541	2024/25 - RRG - Jaloran Street - Reseal 2 coat	(150,216)	(150,216)	(150,216)	(150,229)	(13)
E167103	CP382	541	2024/25 - Shire - Vernon street - Reseal 2 coat	(46,000)	0	0	0	0
E167103	CP383	541	2024/25 - Shire - Hunt street - Reseal	(24,000)	0	0	(2,167)	(2,167)
E167105	CP384	545	2024/25 - Shire - Town Drain - Main Drain/Padury lane (Cement V	(20,000)	(20,000)	(20,000)	(9,430)	10,570
E167103	CP385	541	2024/25 - RRG - Dongolocking Road - Reconstruct seal widen	(253,000)	(253,000)	(253,000)	(252,194)	806
E167103	CP386	541	2024/25 - LRCIP4 - Bullock Hills Road - Reconstruct seal widen	(137,423)	(137,423)	(137,423)	(137,938)	(515)
E167105	BR3068	545	2024/25 - Dongolocking Road SLK 10.42 - Culvert replace sleepers	(74,251)	(74,251)	(74,251)	(8,374)	65,877
E167103	CP387	541	2024/25 - Shire - Piesseville -Tarwonga - Gravel sheet shoulders	(35,000)	(25,861)	(25,861)	(27,429)	(1,568)
E167105	CP388	545	2024/25 - LRCIP4 - Beaufort Road SLK 7.25 - Extend culvert / repla	(14,107)	(14,107)	(14,107)	(13,334)	773
E167105	CP389	545	2024/25 - LRCIP4 - Beaufort Road SLK 7.87 - Culvert repairs / repla	(14,107)	(14,107)	(14,107)	(12,958)	1,149
E167105	CP390	545	2024/25 - LRCIP4 - Beaufort Road SLK 6.29 - Culvert repairs / repla	(35,652)	(35,652)	(35,652)	(34,826)	826
E167105	CP391	545	2024/25 - Bullock Hills Road SLK 6.36 - Replace head walls	(1,890)	(1,890)	(1,890)	(1,293)	597
E167105	CP392	545	2024/25 - Bullock Hills Road SLK 6.84 - Extend culvert / replace he	(2,400)	(2,400)	(2,400)	(2,106)	294
E167105	CP393	545	2024/25 - Dongolocking Road SLK 24.16 - Extend culvert / replace	(1,902)	(1,902)	(1,902)	(1,470)	432
E167103	CP394	541	2024/25 - Boddington Street (SLK 0.00-0.07) - Reconstruct and Sea	0	(21,510)	(21,510)	(10,201)	11,309
Total - Transport				(1,767,998)	(1,710,369)	(1,710,369)	(1,557,297)	153,072
Total - Infrastructure - Roads				(1,767,998)	(1,710,369)	(1,710,369)	(1,557,297)	153,072
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Infrastructure - Other								
Law,Order & Public Safety								
E167112	IO028	543	250,000L Emergency Water Tank - Wagin Airfield	(11,740)	(11,740)	(11,740)	(1,432)	10,308
Total - Law,Order & Public Safety				(11,740)	(11,740)	(11,740)	(1,432)	10,308
Community Amenities								
E167191	IO2504	543	Wagin Cemetery - New niche wall	(10,000)	(10,000)	(10,000)	0	10,000
Total - Community Amenities				(10,000)	(10,000)	(10,000)	0	10,000
Recreation & Culture								
E167757	IO2404	543	Swimming Pool Shade Sail	(20,500)	(20,500)	(20,500)	(21,000)	(500)
E167758	IO2501	543	Sportsground Water Tank	(48,500)	(48,500)	(48,500)	0	48,500
E167757	IO2502	543	Swimming Pool - Paving repairs under roller track	(8,500)	(8,500)	(8,500)	0	8,500
E167758	IO2505	543	Bojanning Park - Basketball court upgrade	(6,000)	(6,000)	(6,000)	(6,523)	(523)
E167125	IO2506	543	Christmas Lights & Decorations	(40,000)	(12,874)	(12,874)	(13,207)	(333)
E167758	IO2507	543	Wetlands - Disabled Parking and Access Ramp	(60,000)	0	0	0	0
Total - Recreation & Culture				(183,500)	(96,374)	(96,374)	(40,731)	55,643
Total - Infrastructure - Other				(205,240)	(118,114)	(118,114)	(42,163)	75,951
Infrastructure - Footpaths								
Transport								
E167124	CP355	543	2023/24 - Shire - Arthur Road - Wetlands Horseshoe to Bridge	(24,871)	(24,871)	(24,871)	0	24,871
E167124	CP375	543	2024/25 - Shire - Footpath Caravan park to bridge	(25,000)	(17,613)	(17,613)	(17,797)	(184)
E167124	CP376	543	2024/25 - Shire - Footpath Trenton Street - Tarbet St to Theta St	(50,000)	(38,765)	(38,765)	(38,765)	(0)
E167124	CP377	543	2024/25 - Shire - Footpath Khedive Street - Ware St to Warwick St	(38,000)	(25,143)	(25,143)	(25,418)	(275)
Total - Infrastructure - Footpaths				(137,871)	(106,392)	(106,392)	(81,980)	24,412
Total - Infrastructure - Footpaths				(137,871)	(106,392)	(106,392)	(81,980)	24,412
Grand Total				(3,138,411)	(2,999,909)	(2,999,909)	(2,607,804)	392,105

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

OPERATING ACTIVITIES

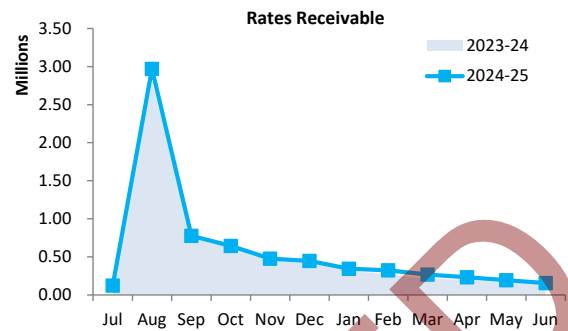
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land								
LA20	Lot 218 (2) Victor Street, Wagin	19,000	15,000	0	(4,000)	19,000	15,000	0	(4,000)
LA20A	Lot 219 (5) Vernal Street, Wagin	19,000	15,000	0	(4,000)	19,000	15,000	0	(4,000)
	Education and welfare			0	0				
P80Y20	Toyota RAV 4 (2019)	8,678	15,000	6,322	0	10,164	19,091	8,927	0
P27Y14	Mitsubishi Tritan (2014) Gardeners	0	2,000	2,000	0	0	6,364	6,364	0
P80Y16	Holden Commodore (2015) - Darkan	2,733	5,000	2,267	0	3,280	10,000	6,720	0
	Transport							0	
P11Y18	Komatsu Loader (2018)	100,846	112,200	11,354	0	102,587	112,200	9,613	
		150,257	164,200	21,943	(8,000)	154,031	177,655	31,623	(8,000)



7 RECEIVABLES

Rates receivable	30 June 2024	30 Jun 2025
	\$	\$
Opening arrears previous years	105,099	144,372
Levied this year	3,130,642	3,237,046
Less - collections to date	(3,091,369)	(3,226,330)
Gross rates collectable	144,372	155,088
Net rates collectable	144,372	155,088
% Collected	95.5%	95.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(360)	25,122	5,992	867	26,892	58,511
Percentage	(0.6%)	42.9%	10.2%	1.5%	46%	
Balance per trial balance						
Sundry receivable						58,511
GST receivable						28,328
Other Receivables						(2,002)
LSL Receivables (Current)						47,001
Total receivables general outstanding						131,839

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

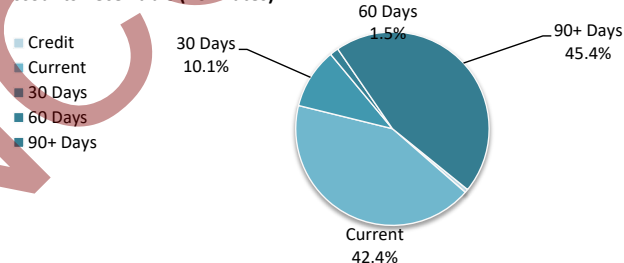
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

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

Accounts Receivable (non-rates)



8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 June 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	24,507	0	(14,884)	9,623
Inventory				
Fuel and materials (including gravel)	49,128	0	0	49,128
Accrued income	57,291	0	(57,291)	0
Contract assets				
Contract assets	25,534	0	0	25,534
Total other current assets	156,459	0	(72,175)	84,284
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

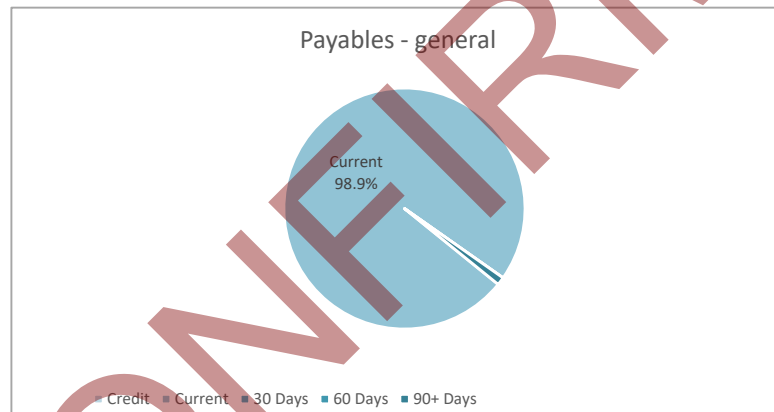
Contract assets

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	109,057	0	0	(1,186)	107,871
Percentage	0%	101.1%	0%	0%	-1.1%	
Balance per trial balance						
Sundry creditors						107,871
ATO liabilities						9,341
Accrued interest on borrowings						2,272
Payroll creditors						46,539
Bonds and deposits held						20,659
Total payables general outstanding						186,681
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



10 RATE REVENUE

General rate revenue

	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			YTD Actual				Total Revenue
				Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Non-commercial	0.093002	680	8,782,794	816,817	0	0	816,817	816,817	1,042	(135)	817,724
Commercial	0.123227	65	1,592,993	196,300	0	0	196,300	196,300	3,889	171	200,360
Unimproved value									0		
UV	0.003877	285	417,281,000	1,617,798	0	0	1,617,798	1,617,799	0	0	1,617,799
Sub-Total		1,030	427,656,787	2,630,916	0	0	2,630,915	2,630,915	4,931	36	2,635,883
Minimum payment	Minimum \$										
Gross rental value											
Non-commercial	675	131	199,745	88,425	0	0	88,425	88,425	(799)	0	87,626
Commercial	675	15	38,201	10,125	0	0	10,125	10,125	0	151	10,276
Unimproved value											
UV	675	99	10,589,185	66,825	0	0	66,825	66,825	0	0	66,825
Sub-total		245	10,827,131	165,375	0	0	165,375	165,375	(799)	151	164,727
		1,275	438,483,918	2,796,291	0	0	2,796,290	2,796,290	4,132	187	2,800,609
Discount							(103,087)				(108,880)
Concession							(1,272)				0
Amount from general rates							2,691,931				2,691,730
Rates Written Off							(5,000)				(264)
Ex-gratia rates CBH							15,944	15,944	0	0	15,944
Total general rates							2,702,875				2,707,410
Total		1,275					2,702,875				2,707,410

KEY INFORMATION

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

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding		Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Actual	Adopted Budget	Amended Budget
Particulars	Loan No.	1 July 2024	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture													
Swimming Pool Redevelopment	139	157,025	0	0	0	(16,322)	(16,322)	(16,322)	140,704	140,704	(7,715)	(8,784)	(8,784)
Other property and services													
Staff Housing	137	94,379	0	0	0	(17,696)	(17,696)	(17,696)	76,683	76,683	(5,199)	(5,874)	(5,874)
Doctor Housing	138	28,852	0	0	0	(13,981)	(13,981)	(13,981)	14,871	14,871	(1,593)	(1,818)	(1,818)
		280,256	0	0	0	(47,998)	(47,998)	(47,998)	232,258	232,258	(14,506)	(16,476)	(16,476)
Recreation and culture													
Wagin Ag Society	141	55,791	0	0	0	(21,813)	(21,813)	(21,813)	33,978	33,978	(1,532)	(1,872)	(1,872)
Wagin Bowls Club	142	58,709	0	0	0	(2,694)	(2,694)	(2,694)	56,014	56,014	(3,313)	(3,586)	(3,586)
		114,500	0	0	0	(24,507)	(24,507)	(24,507)	89,993	89,993	(4,844)	(5,458)	(5,458)
Total		394,756	0	0	0	(72,505)	(72,505)	(72,505)	322,250	322,251	(19,351)	(21,934)	(21,934)
Current borrowings		72,505							0				
Non-current borrowings		322,250							322,250				
		394,755							322,250				

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Budget	Balance Unspent
	\$	\$				\$	%	\$	\$
	60,000	60,000	Wagin Bowls Club	Debenture	15	30,108	5.71	60,000	0
	60,000	60,000				30,108		60,000	0

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026

KEY INFORMATION

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

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

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 June 2025
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		16,891	0	151,104	(146,045)	21,950
- Capital grant/contribution liabilities		96,251	0	1,530,290	(1,521,327)	105,214
Total other liabilities		113,142	0	1,681,394	(1,667,372)	127,164
Employee Related Provisions						
Annual leave		221,490	0	0	0	221,490
Long service leave		267,419	0	0	0	267,419
Total Employee Related Provisions		488,909	0	0	0	488,909
Other Provisions						
Provision for LSL On-costs (Current)		32,012	0	0	0	32,012
Provision for Annual Leave On-costs (Current)		29,357	0	0	0	29,357
Total Other Provisions		61,369	0	0	0	61,369
Total other current assets		663,420	0	1,681,394	(1,667,372)	677,442

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025
13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

OPERATING ACTIVITIES

Provider	Unspent operating grant, subsidies and contributions liability				Operating grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Current	Adopted	Amended	Amended	YTD
	1 July 2024	in Liability	Reduction (As revenue)	Liability 30 Jun 2025	Budget Revenue	YTD Budget	Annual Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	184,171	187,753	187,753	880,856
Grants Commission - Roads (WALGGC)	0	0	0	0	97,102	60,483	60,483	421,158
Law, order, public safety								
DFES Grant - Operating Bush Fire Brigade	0	53,481	(53,481)	0	53,481	92,481	92,481	53,481
DFES Grant - ESL Admin Contribution		0	0	0	4,000	4,000	4,000	4,000
DFES Grant -Operating SES	1,261	24,622	(24,588)	1,295	25,883	25,883	25,883	24,588
Western Power Bushfire Volunteers Grant	0	2,384	(2,384)	0	0	0	0	2,384
Education and welfare								
Homecare - CHSP Operating Grant	0	0	0	0	421,034	421,034	421,034	413,420
Homecare - HCP Operating Grant	0	0	0	0	160,659	160,659	160,659	210,011
Homecare - Donations	0	0	0	0	0	0	0	455
Homecare - NDIS Contributions	0	0	0	0	45,575	45,575	45,575	49,332
Recreation and culture								
Australia Day Grant	0	15,000	(15,000)	0	10,000	10,000	10,000	15,000
Barts Birthday Grant (Lotterywest)	0	10,000	(10,000)	0	0	10,000	10,000	10,000
SLWA - Library Technology Grant	0	0	0	0	10,900	10,900	10,900	0
Lotterywest - Christmas Street Carnival	0	9,170	(9,170)	0	10,000	10,000	10,000	9,170
Heritage Review Grant	5,130	0	0	5,130	5,130	5,130	5,130	0
DOC - Community Garden Grant	10,000	0	(9,468)	532	10,000	10,000	10,000	9,468
LBW Trust Library Grant	500	0	(332)	168	0	0	0	332
Community Water Supplies Partnership Grant	0	1,338	(1,338)	0	0	13,000	13,000	1,338
SLWA - Encouraging Promising Practice Grant	0	1,874	(483)	1,390	0	1,874	1,874	483
Lighting Upgrades - Wagin Bowls Club	0	33,236	(19,800)	13,436	0	0	0	19,800
Transport								
Direct Grant (MRWA)	0	0	0	0	190,170	190,170	190,170	190,170
	16,891	151,104	(146,045)	21,950	1,228,105	1,258,942	1,258,942	2,315,901
Operating contributions								
Law, order, public safety								
Contributions to Fire Control Weather Stations	0	0	0	0	0	0	0	5,436
Recreation and culture								
Rec Centre Equipment Contributions	0	0	0	0	1,800	1,800	1,800	1,800
Thank A Volunteer BBQ	0	0	0	0	0	0	0	2,114
Contribution to Street Lighting	0	0	0	0	7,600	7,600	7,600	7,786
	0	0	0	0	9,400	9,400	9,400	17,136
TOTALS	16,891	151,104	(146,045)	21,950	1,237,505	1,268,342	1,268,342	2,333,037

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Current Liability 30 Jun 2025	Adopted Budget Revenue	Amended YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Law, order, public safety								
Community Water Supply Project	0	0	0	0	7,856	7,856	7,856	0
Sportsground Water Tank	0	0	0	0	32,334	32,334	32,334	0
Recreation and culture								
LRCIP -Phase 2 (History of Wagin Shed)	0	24,929	(24,929)	0	25,536	25,536	25,536	24,929
LRCIP -Phase 3 (Court House Upgrades)	0	73,054	(73,054)	0	51,155	51,155	51,155	73,054
LRCIP4 - Cricket / Hockey Pavilion	0	314,066	(314,066)	0	289,000	289,000	289,000	314,066
LRCIP4 - Wetlands - Upgrades including Disabled Access Ramp	0	0	0	0	59,962	59,962	59,962	0
Transport								
RRG - 2023/24 Ballagin Road	0	20,091	(10,529)	9,562	20,091	20,091	20,091	10,529
RRG - 2023/24 Dongolocking Road	0	51,202	(52,496)	(1,295)	52,691	52,691	52,691	52,496
Bridge Funding from 2018-2019	74,251	0	0	74,251	74,251	74,251	74,251	0
2024/25 - RTR - Beaufort Road - Reconstruct seal widen	0	180,000	(179,652)	348	180,000	180,000	180,000	179,652
2024/25 - RTR - Bullock Hills Road - Reconstruct seal widen	0	100,000	(99,653)	347	100,000	100,000	100,000	99,653
2024/25 - RTR - Behn Ord Road - Reconstruct seal failed section	0	62,145	(62,145)	0	62,145	62,145	62,145	62,145
2024/25 - RTR - Ballagin Road - Reconstruct seal widen	0	205,800	(205,800)	0	207,219	207,219	207,219	205,800
2024/25 - RRG - Piesseville-Tarwonga - Reconstruct seal failed section	0	82,766	(82,766)	0	103,457	103,457	103,457	82,766
2024/25 - RRG - Jaloran Street - Reseal 2 coat	0	100,144	(100,144)	0	100,144	100,144	100,144	100,144
2024/25 - RRG - Dongolocking Road - Reconstruct seal widen	0	134,934	(134,934)	0	168,667	168,667	168,667	134,934
2024/25 - LRCIP4 - Bullock Hills Road - Reconstruct seal widen	0	123,681	(123,681)	0	137,423	137,423	137,423	123,681
2024/25 - LRCIP4 - Beaufort Road SLK 7.25 - Extend culvert	0	12,696	(12,696)	0	14,107	14,107	14,107	12,696
2024/25 - LRCIP4 - Beaufort Road SLK 7.87 - Culvert repairs	0	12,696	(12,696)	0	14,107	14,107	14,107	12,696
2024/25 - LRCIP4 - Beaufort Road SLK 6.29 - Culvert repair	0	32,087	(32,087)	0	35,652	35,652	35,652	32,087
Economic services								
Sale of Land - Raymond Edward	22,000	0	0	22,000	0	0	0	0
	96,251	1,530,290	(1,521,327)	105,214	1,735,797	1,735,797	1,735,797	1,521,327

SHIRE OF WAGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

15 BONDS AND DEPOSITS

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 Jun 2025
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Deposits - Town Hall	300	1,600	(1,300)	600
Deposits - Community Bus	1,050	600	(1,200)	450
Deposits - Rec Centre & EFP	1,500	5,100	(4,600)	2,000
Deposits - Animal Trap	75	200	(200)	75
BCITF	80	2,962	(2,882)	160
Building Services Levy	452	2,907	(2,756)	603
Other Deposits	6,269	150	(150)	6,269
Deposit - Refuse Site Key	20	0	0	20
Deposit - Community Gym Key	8,890	2,450	(900)	10,440
Sub-Total	18,636	15,969	(13,988)	20,617
Trust Funds				
Nil				
Sub-Total	0	0	0	0
	18,636	15,969	(13,988)	20,617

16 BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Budget adoption - correction to budget balance					28,894		28,894
			Opening Surplus(Deficit)		28,894	0	28,894
E113045	Other Recreation & Sport - Other Expenses	5319	Operating Expenditure			(3,425)	25,469
E147055	Consultancy Fees	5319	Operating Expenditure		3,425		28,894
E167103 / CP394	Purchase of Infrastructure - Boddington St Reconstruct	5321	Capital Expenditure			(21,510)	7,384
PE2501 / E167761	Trade of Komatsu Loader (P11)	5324	Capital Expenditure		27,030		34,414
PE2507 / E167761	Purchase of Plant - 2017 Bomag Roller	5324	Capital Expenditure			(32,000)	2,414
E019001	Transfer to Plant Reserve	5324	Capital Expenditure			(17,230)	(14,816)
I122175	Proceeds on Disposal of Assets	5324	Capital Revenue		22,200		7,384
I122176	Realisation on Disposal of Assets	5324	Capital Revenue	(22,200)			7,384
IO2508 / E167758	Purchase of Infrastructure - Contribution to Lighting on 'A' Green - Wagin Bowling Club	5363	Capital Expenditure			(30,946)	(23,562)
IO19001	Transfer from Recreational Development Reserve	5363	Capital Revenue		30,946		7,384
B2508 / E167744	Air Conditioner - 68 Khedive Street	5388	Capital Expenditure			(6,949)	435
FE2507 / E167284	Deep Fryers - Recreation Centre	5388	Capital Expenditure			(10,238)	(9,803)
JO12 / E134005	Recreation Centre Maintenance	5388	Operating Expenditure		10,238		435
B2503 / E167780	Cricket/Hockey Pavilion	5388	Capital Expenditure			(60,000)	(59,565)
IO2507 / E167758	Wetlands Park Upgrades	5388	Capital Expenditure		60,000		435
CEI035 / I115010	SLWA - Encouraging Promising Practice Grant	5388	Operating Revenue		1,874		2,309
CEI009 / I119031	Barts Birthday Grant (Lotterywest)	5388	Operating Revenue		10,000		12,309
IO32005	Financial Assistance Grants (General)	5388	Operating Revenue		3,582		15,891
IO32010	Financial Assistance Grants (Roads)	5388	Operating Revenue			(36,619)	(20,728)
I147200	Proceeds on Disposal of Assets - 5 Vernal St & 2 Victor Street	5388	Capital Revenue		30,000		9,272
I122176	Realisation on Disposal of Assets	5388	Capital Revenue	(30,000)			9,272
E147105	Cost to Sell Council Property (Vernal & Victor Street)	5388	Operating Expenditure			(3,700)	5,572
E076040	St Lukes Medical Services	5388	Operating Expenditure			(10,901)	(5,329)
GR013 / E051040	Fire Control Weather Units	5388	Operating Expenditure			(15,360)	(20,689)
IO51025	Contributions and Reimbursements	5388	Operating Revenue		5,980		(14,709)
B2401 / E167780	Upgrade Toilet at Sportsground - Disable Access	5388	Capital Expenditure		25,000		10,291
B2506 / E167780	Town Hall - Annex Roof Repairs	5388	Capital Expenditure		8,615		18,906
B2507 / E167780	Rec Centre - Replace Alsynite Roof Sheets	5388	Capital Expenditure		14,810		33,716
IO2506 / E167125	Christmas Lights & Decorations	5388	Capital Expenditure		27,126		60,842
CP375 / E16724	Footpath CP to Bridge	5388	Capital Expenditure		7,387		68,229
CP376 / E167124	Shire - Footpath - Tention St - Tarbet St to Theta St	5388	Capital Expenditure		11,235		79,464
CP377 / E167124	Shire - Footpath - Khedive Street - Ware St to Warwick St	5388	Capital Expenditure		12,857		92,321
CP387 / E167103	Shire - Piesseville Tarwonga Road	5388	Capital Expenditure		9,139		101,460
CP382 / E167103	Shire - Vernon Street Reseal	5388	Capital Expenditure		46,000		147,460
CP383 / E167103	Shire - Hunt Street Reseal	5388	Capital Expenditure		24,000		171,460
E112005	Pool Staff Salary	5388	Operating Expenditure		10,000		181,460
E134005	Water Supply - Standpipes	5388	Operating Expenditure		10,000		191,460
GR012 / E051020	Fire Fighting - Wedgecarrup Fire - Shire	5388	Operating Expenditure			(40,000)	151,460
GR011 / E051020	Fire Fighting - Wedgecarrup Fire - DFES	5388	Operating Expenditure			(6,130)	145,330
IO51025	Contributions & Reimbursements - DFES - Wedgecarrup Fire	5388	Operating Revenue		6,130		151,460
E112040	Swimming Pool Contract Staff	5388	Operating Expenditure			(40,000)	111,460
E122005	Road Maintenance	5388	Operating Expenditure			(55,000)	56,460
I134005	Standpipe Water Sales	5388	Operating Revenue			(14,000)	42,460
I112020	Reimbursements - Swimming Pool	5388	Operating Revenue		12,000		54,460
DFES03 / E051005	BFB Operation Expenditure	5388	Operating Expenditure			(39,000)	15,460
IO51010	BFB Operating Grant	5388	Operating Revenue		39,000		54,460
FE2401	New Server - Administration	5388	Capital Expenditure			(10,000)	44,460
JO09 / E111005	Homecare Maintenance	5388	Operating Expenditure		20,000		64,460
E147055	Consultants / Contractors	5388	Operating Expenditure		7,000		71,460
CE034 / E113055	Wagin Water Strategy	5388	Operating Expenditure			(19,980)	51,480
CEI034 / I113040	Wagin Water Security Strategy Grant	5388	Operating Revenue		13,000		64,480
B2502 / E167475	Roads Board Building - Renewal	5388	Capital Expenditure		6,000		70,480
J152 / E122070	Wedgecarrup Fire Road Clearing	5388	Operating Expenditure			(172,000)	(101,520)
IO19001	Transfer from Roadwork Reserve	5388	Capital Revenue		172,000		70,480
E123010	Loss on Sale of Asset	5388	Operating Revenue	10,846			70,480
IO82035	Profit on Sale of Asset	5388	Operating Revenue	11,421			70,480
I122100	Profit on Sale of Asset	5388	Operating Revenue	9,613			70,480
				(20,320)	715,468	(644,988)	70,480

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
General Purpose Funding						
Rate Revenue						
I031005	GRV	Inc	1,011,844	1,011,844	1,011,844	1,013,117
I031010	GRV Minimums	Inc	98,550	98,550	98,550	98,550
I031015	UV	Inc	1,617,798	1,617,798	1,617,798	1,617,799
I031020	UV Minimums	Inc	66,825	66,825	66,825	66,825
I031025	GRV Interim Rates	Inc	0	0	0	4,932
I031030	UV Interim Rates	Inc	0	0	0	(801)
I031035	Back Rates	Inc	0	0	0	187
I031040	Ex-Gratia Rates (CBH)	Inc	15,944	15,944	15,944	15,944
I031045	Discount Allowed	Inc	(103,087)	(103,087)	(103,087)	(108,880)
I031050	Instalment Admin Charge	Inc	5,000	5,000	5,000	2,353
I031055	Account Enquiry Fee	Inc	4,000	4,000	4,000	5,147
I031060	(Rate & Sdry Debtor Write Offs)	Inc	(5,000)	(5,000)	(5,000)	(264)
I031065	Penalty Interest	Inc	8,000	8,000	8,000	17,184
I031070	Emergency Services Levy	Inc	133,735	133,735	133,735	138,713
I031075	ESL Penalty Interest	Inc	500	500	500	1,488
I031080	Instalment Interest	Inc	4,500	4,500	4,500	3,629
I031090	Rate Legal Charges	Inc	10,000	10,000	10,000	2,172
			2,868,609	2,868,609	2,868,609	2,878,095
E031005	Valuation Expenses	Exp	(9,000)	(9,000)	(9,000)	(15,523)
E031010	Legal Costs/Expenses	Exp	(1,000)	(1,000)	(1,000)	0
E031015	Title Searches	Exp	(500)	(500)	(500)	(95)
E031020	Rate Recovery Expenses	Exp	(10,000)	(10,000)	(10,000)	(4,190)
E031025	Printing Stationery Postage	Exp	(2,000)	(2,000)	(2,000)	(949)
E031030	Emergency Services Levy	Exp	(133,735)	(133,735)	(133,735)	(138,035)
E031040	Rate Refunds	Exp	(1,000)	(1,000)	(1,000)	0
E031041	Rates & Rubbish Waivers/Concessions	Exp	(2,737)	(2,737)	(2,737)	(2,752)
E031100	Administration Allocated	Exp	(102,073)	(102,073)	(102,073)	(102,073)
			(262,045)	(262,045)	(262,045)	(263,617)
Other General Purpose Funding						
I032005	Grants Commission General	Inc	184,171	187,753	187,753	880,855
I032010	Grants Commission Roads	Inc	97,102	60,483	60,483	421,157
I032020	Administration Rental	Inc	0	0	0	0
I032025	Photocopies, Publications, PA & Projector Hire	Inc	1,000	1,000	1,000	593
I032030	Reimbursements	Inc	100	100	100	0
I032035	SS Loans Interest & GFee Reimb.	Inc	0	0	0	0
I032040	Bank Interest	Inc	85,000	85,000	85,000	86,432
I032045	Reserves Interest	Inc	133,134	133,134	133,134	115,003
I032055	Commissions & Recoups	Inc	0	0	0	0
I032080	Other General Purpose Income	Inc	0	0	0	0
I032086	Debtor Penalty Interest	Inc	0	0	0	2,534
I032190	WALGA House Units	Inc	0	0	0	0
			500,507	467,470	467,470	1,506,575
E032005	Bank Fees and Charges	Exp	(11,000)	(11,000)	(11,000)	(11,519)
E032015	Interest on Loans	Exp	0	0	0	0
E032030	Audit Fees & Other Services	Exp	(41,000)	(41,000)	(41,000)	(39,740)
E032035	Administration Allocated	Exp	(74,113)	(74,113)	(74,113)	(74,113)
			(126,113)	(126,113)	(126,113)	(125,372)
Total General Purpose Income			3,369,116	3,336,079	3,336,079	4,384,670

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Total General Purpose Expenditure			(388,158)	(388,158)	(388,158)	(388,989)
Governance						
Members of Council						
I041020	Other Income Relating to Members	Inc	0	0	0	0
			0	0	0	0
E041005	Sitting Fees	Exp	(23,114)	(23,114)	(23,114)	(19,453)
E041010	Training	Exp	(7,000)	(7,000)	(7,000)	(3,420)
E041015	Members Travelling	Exp	(700)	(700)	(700)	(563)
E041020	Communication Allowance	Exp	(8,085)	(8,085)	(8,085)	(6,930)
E041025	Election Expenses	Exp	0	0	0	0
E041030	Other Expenses	Exp	(2,000)	(2,000)	(2,000)	(3,383)
E041035	Conference Expenses	Exp	(10,000)	(10,000)	(10,000)	(7,409)
E041040	Presidents Allowance	Exp	(16,282)	(16,282)	(16,282)	(12,212)
E041045	Deputy Presidents Allowance	Exp	(4,070)	(4,070)	(4,070)	(4,071)
E041055	Refreshments and Receptions	Exp	(12,000)	(12,000)	(12,000)	(7,746)
E041060	Presentations	Exp	(2,500)	(2,500)	(2,500)	(134)
E041065	Insurance	Exp	(14,483)	(14,483)	(14,483)	(17,811)
E041070	Public Relations	Exp	(2,000)	(2,000)	(2,000)	0
E041075	Subscriptions	Exp	(38,000)	(38,000)	(38,000)	(38,047)
E041100	Administration Allocated	Exp	(128,127)	(128,127)	(128,127)	(128,127)
			(268,361)	(268,361)	(268,361)	(249,306)
Other Governance						
I042030	Profit on Sale of Asset	Inc	0	0	0	0
I042045	Admin Reimbursements	Inc	5,000	5,000	5,000	986
I042050	Paid Parental Leave Reimbursement	Inc	0	0	0	3,736
			5,000	5,000	5,000	4,722
E042005	Administration Salaries	Exp	(923,428)	(923,428)	(923,428)	(868,515)
E042008	Admin Leave/Wages Liability	Exp	0	0	0	0
E042010	Administration Superannuation	Exp	(123,487)	(123,487)	(123,487)	(119,205)
E042011	Loyalty Allowance	Exp	(6,271)	(6,271)	(6,271)	(7,435)
E042012	Housing Allowance Admin	Exp	(12,020)	(12,020)	(12,020)	(8,930)
E042015	Insurance	Exp	(31,817)	(31,817)	(31,817)	(30,792)
E042020	Staff Training	Exp	(15,000)	(15,000)	(15,000)	(12,158)
E042025	Removal Expenses	Exp	0	0	0	0
E042030	Printing & Stationery	Exp	(25,000)	(25,000)	(25,000)	(27,352)
E042035	Phone, Fax & Modem	Exp	(5,000)	(5,000)	(5,000)	(3,100)
E042040	Office Maintenance	Exp	(61,863)	(61,863)	(61,863)	(62,246)
E042045	Advertising	Exp	(10,000)	(10,000)	(10,000)	(12,419)
E042050	Office Equipment Maintenance	Exp	(3,000)	(3,000)	(3,000)	(1,169)
E042055	Postage & Freight	Exp	(5,000)	(5,000)	(5,000)	(7,263)
E042060	Vehicle Running Expenses	Exp	(17,000)	(17,000)	(17,000)	(17,974)
E042065	Legal Expenses	Exp	(10,000)	(10,000)	(10,000)	(13,472)
E042070	Garden Expenses	Exp	(15,000)	(15,000)	(15,000)	(19,498)
E042075	Conference & Training	Exp	(10,000)	(10,000)	(10,000)	(7,075)
E042080	Computer Support	Exp	(161,463)	(161,463)	(161,463)	(157,996)
E042085	Other Expenses	Exp	(10,500)	(10,500)	(10,500)	(10,222)
E042090	Administration Allocated	Exp	(219,478)	(219,478)	(219,478)	(219,478)
E042095	Fringe Benefits Tax	Exp	(20,238)	(20,238)	(20,238)	(17,219)
E042100	Staff Uniforms	Exp	(2,000)	(2,000)	(2,000)	(4,574)
E042120	Depreciation - Other Governance	Exp	(119,791)	(119,791)	(119,791)	(112,087)
E042125	Less Administration Allocated	Exp	1,587,878	1,587,878	1,587,878	1,587,879

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E042160	DCEO/CEO Recruitment	Exp	0	0	0	0
E042165	Paid Parental Leave	Exp	0	0	0	0
			(219,478)	(219,478)	(219,478)	(152,298)
	Total Governance Income		5,000	5,000	5,000	4,722
	Total Governance Expenditure		(487,839)	(487,839)	(487,839)	(401,604)
	Law, Order & Public Safety					
	Fire Prevention					
I051010	BFB Operating Grant	Inc	53,481	92,481	92,481	53,481
I051015	Sale of Fire Maps	Inc	50	50	50	24
I051020	Town Block Burn Fees	Inc	0	0	0	0
I051025	Contributions and Reimbursements	Inc	500	12,610	12,610	12,960
I051030	Bush Fire Infringements	Inc	2,000	2,000	2,000	629
I051035	ESL Admin Fee	Inc	4,000	4,000	4,000	4,000
I051050	SES Other Income	Inc	0	0	0	0
I051075	SES Operating Grant	Inc	25,883	25,883	25,883	24,588
			85,914	137,024	137,024	98,521
E051005	BFB Operation Expenditure	Exp	(71,000)	(110,000)	(110,000)	(136,381)
E051010	Communication Mtce	Exp	(5,500)	(5,500)	(5,500)	(6,941)
E051015	Advertising & Other Expenses	Exp	(2,500)	(2,500)	(2,500)	(2,798)
E051020	Fire Fighting/Emergency Services Expenses	Exp	(10,000)	(56,130)	(56,130)	(36,124)
E051025	Town Block Burn Off	Exp	(10,000)	(10,000)	(10,000)	(13,628)
E051040	Other Bushfire Expenditure	Exp	(22,000)	(37,360)	(37,360)	(26,385)
E051045	Mt Latham & Conding Repeats	Exp	(1,000)	(1,000)	(1,000)	(1,091)
E051060	SES Operation Expenditure	Exp	(29,580)	(29,580)	(29,580)	(24,588)
E051100	Administration Allocated	Exp	(82,218)	(82,218)	(82,218)	(82,218)
E051190	Depreciation - Fire Prevention	Exp	(75,950)	(75,950)	(75,950)	(75,871)
			(309,748)	(410,238)	(410,238)	(406,024)
	Animal Control					
I052005	Dog Fines and Fees	Inc	5,000	5,000	5,000	2,891
I052006	Cat Fines and Fees	Inc	300	300	300	0
I052010	Hire of Animal Traps	Inc	100	100	100	102
I052015	Dog Registration	Inc	4,000	4,000	4,000	4,099
I052016	Cat Registration	Inc	500	500	500	2,485
I052020	Reimbursements	Inc	500	500	500	0
			10,400	10,400	10,400	9,577
E052005	Ranger Salary	Exp	(14,657)	(14,657)	(14,657)	(18,659)
E052007	Ranger Telephone	Exp	(1,000)	(1,000)	(1,000)	(327)
E052010	Pound Maintenance	Exp	(11,700)	(11,700)	(11,700)	(9,268)
E052015	Dog Control Insurance	Exp	(500)	(500)	(500)	(197)
E052020	Legal Fees	Exp	0	0	0	0
E052025	Training & Conference	Exp	(500)	(500)	(500)	(1,127)
E052030	Ranger Services Other	Exp	(30,000)	(30,000)	(30,000)	(15,510)
E052035	Administration Allocated	Exp	(46,959)	(46,959)	(46,959)	(46,959)
E052190	Depreciation - Animal Control	Exp	(3,000)	(3,000)	(3,000)	(3,011)
			(108,316)	(108,316)	(108,316)	(95,058)
	Other Law, Order & Public Safety					
I053005	Abandoned Vehicles/Fines	Inc	50	50	50	0
I053040	Safer Wagin Income	Inc	0	0	0	0
I053055	Reimbursements	Inc	0	0	0	0
I053060	Other law, Order & Public Safety Grants	Inc	40,190	40,190	40,190	0

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
I053075	Covert Cameras for CCTV System	Inc	0	0	0	0
			40,240	40,240	40,240	0
E053005	Abandoned Vehicles	Exp	(500)	(500)	(500)	(126)
E053010	Emergency Services	Exp	0	0	0	0
E053040	Safer Wagin Expenditure	Exp	0	0	0	0
E053045	CCTV & Security	Exp	(8,000)	(8,000)	(8,000)	(4,810)
E053055	Mosquito Control	Exp	(5,000)	(5,000)	(5,000)	(6,503)
E053056	Community Water Supply Programme	Exp	0	0	0	0
E053090	Depreciation - Other Law, Order & Public Safety	Exp	(4,065)	(4,065)	(4,065)	(18,398)
			(17,565)	(17,565)	(17,565)	(29,837)
Total Law, Order & Public Safety Income			136,554	187,664	187,664	108,098
Total Law, Order & Public Safety Expenditure			(435,629)	(536,119)	(536,119)	(530,923)
Health						
Maternal & Infant Health						
E071005	Medical Centre Mtce - Infant Health Centre	Exp	(7,920)	(7,920)	(7,920)	(5,961)
			(7,920)	(7,920)	(7,920)	(5,961)
Preventative Services - Admin & Inspections						
I074005	Food Licences & Fees	Inc	500	500	500	655
I074015	Contrib. Regional Health Scheme	Inc	0	0	0	0
I074020	Reimbursements	Inc	0	0	0	0
			500	500	500	655
E074005	EHO Salary	Exp	0	0	0	0
E074008	EHO Leave/Wages Liability	Exp	0	0	0	0
E074010	EHO Superannuation	Exp	0	0	0	0
E074015	Other Control Expenses	Exp	(7,000)	(7,000)	(7,000)	(1,851)
E074020	EHO/Building Surveyor Vehicle Expenses	Exp	0	0	0	0
E074030	Conferences & Training	Exp	0	0	0	(445)
E074035	Loss on Sale of Asset	Exp	0	0	0	0
E074100	Administration Allocated	Exp	(43,542)	(43,542)	(43,542)	(43,542)
E074190	Depreciation - Prevent Services	Exp	0	0	0	0
			(50,542)	(50,542)	(50,542)	(45,838)
Other Health						
I076010	Rent - Medical Centre-Dentist	Inc	4,334	4,334	4,334	4,481
I076015	Reimbursements - Medical Practice	Inc	2,000	2,000	2,000	2,244
I076020	Meeting Room Fees	Inc	0	0	0	0
I076025	Sale of Doctor's Vehicle	Inc	0	0	0	0
I076040	Reimbursements - Dr Kumar	Inc	1,000	1,000	1,000	986
			7,334	7,334	7,334	7,711
E076020	Medical Centre Mtce - Dr & Dentist Surgery	Exp	(18,552)	(18,552)	(18,552)	(23,832)
E076025	Depreciation - Other Health	Exp	(54,840)	(54,840)	(54,840)	(55,303)
E076030	Doctors Vehicle Mtce	Exp	(5,000)	(5,000)	(5,000)	(3,445)
E076035	Loss on Sale of Asset	Exp	0	0	0	0
E076040	St Lukes Medical Services	Exp	(50,000)	(60,901)	(60,901)	(60,909)
E076055	Doctor Retention & Relocation	Exp	0	0	0	0
E076060	Assets under \$5k	Exp	0	0	0	0
			(128,392)	(139,293)	(139,293)	(143,489)
Health - Preventative Services						

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E077010	Analytical Expenses	Exp	(500)	(500)	(500)	(479)
			(500)	(500)	(500)	(479)
	Total Health Income		7,834	7,834	7,834	8,366
	Total Health Expenditure		(187,354)	(198,255)	(198,255)	(195,767)
	Education & Welfare					
	Pre Schools					
I083035	Day Care Lease	Exp	8,495	8,495	8,495	9,515
I083036	Day Care Reimbursements	Exp	10,000	10,000	10,000	3,907
			18,495	18,495	18,495	13,422
E080010	Kindegarten Maintenance (Daycare)	Exp	(11,300)	(11,300)	(11,300)	(10,113)
E080190	Depreciation - Pre-Schools	Exp	(25,940)	(25,940)	(25,940)	(25,918)
			(37,240)	(37,240)	(37,240)	(36,031)
	Other Education					
E081030	Contribution - Wagin Youthcare Chaplaincy Program	Exp	(2,600)	(2,600)	(2,600)	0
			(2,600)	(2,600)	(2,600)	0
	Homecare Program					
I082010	CHSP Grant	Inc	421,034	421,034	421,034	413,420
I082015	Meals on Wheels	Inc	0	0	0	0
I082020	CHSP Fee for Service	Inc	55,982	55,982	55,982	50,031
I082025	Donations	Inc	0	0	0	455
I082030	Government Pay Reimbursement	Inc	0	0	0	0
I082031	Homecare - Other Income	Inc	0	0	0	0
I082035	Profit On Sale of Asset	Inc	10,589	22,010	22,010	22,010
I082040	HCP Client Daily Fee	Inc	28,628	28,628	28,628	27,554
I082045	HCP Government Funds	Inc	160,659	160,659	160,659	210,011
I082050	NDIS Contribution	Inc	45,575	45,575	45,575	49,332
			722,467	733,888	733,888	772,813
E082010	Homecare Salaries	Exp	(448,526)	(448,526)	(448,526)	(479,618)
E082013	Homecare Leave/Wages Liability GEN	Exp	0	0	0	0
E082015	Maintenance & Gardening	Exp	(68,389)	(68,389)	(68,389)	(81,882)
E082020	Nursing Salaries	Exp	0	0	0	0
E082025	Care Workers Salaries	Exp	0	0	0	0
E082030	Superannuation	Exp	(52,016)	(52,016)	(52,016)	(54,435)
E082035	Other Expenses	Exp	(7,000)	(7,000)	(7,000)	(3,687)
E082040	Travelling - Mileage	Exp	(25,000)	(25,000)	(25,000)	(11,376)
E082045	Staff Training	Exp	(5,500)	(5,500)	(5,500)	(4,913)
E082050	Staff Training Salaries	Exp	(31,932)	(31,932)	(31,932)	(299)
E082055	Subscriptions	Exp	(2,000)	(2,000)	(2,000)	(6,847)
E082060	Postage & Freight	Exp	(1,000)	(1,000)	(1,000)	(1,104)
E082063	Telephone Expenses	Exp	(1,000)	(1,000)	(1,000)	(2,809)
E082065	Printing & Stationery	Exp	(3,000)	(3,000)	(3,000)	(417)
E082070	Insurance	Exp	(8,447)	(8,447)	(8,447)	(9,787)
E082075	Building Maintenance	Exp	(10,739)	(10,739)	(10,739)	(9,611)
E082080	Plant & Equipment Mtce	Exp	(20,000)	(20,000)	(20,000)	(15,136)
E082083	Computer Equipment and Support	Exp	(7,000)	(7,000)	(7,000)	(1,069)
E082085	Consumable Supplies	Exp	(1,000)	(1,000)	(1,000)	(3,377)
E082090	Homecare Equipment and Catering Supplies	Exp	(3,000)	(3,000)	(3,000)	(537)
E082095	HCP Expenses	Exp	(20,000)	(20,000)	(20,000)	(51,186)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E082097	NDIS Expenses	Exp	0	0	0	0
E082100	Administration Allocated	Exp	(18,224)	(18,224)	(18,224)	(18,224)
E082110	Meals on Wheels Expenditure	Exp	0	0	0	0
E082190	Depreciation - Homecare	Exp	(19,660)	(19,660)	(19,660)	(22,158)
			(753,433)	(753,433)	(753,433)	(778,472)
	Other Welfare					
I083010	Wagin Frail Aged Reimb	Inc	9,472	9,472	9,472	9,226
I083040	Seniors Xmas Lunch Income	Inc	0	0	0	0
			9,472	9,472	9,472	9,226
E083010	Wagin Frail Aged Exp	Exp	(9,472)	(9,472)	(9,472)	(9,677)
E083020	Seniors Xmas Lunch	Exp	0	0	0	0
E083050	Other Welfare Exp	Exp	0	0	0	0
			(9,472)	(9,472)	(9,472)	(9,677)
	Total Education & Welfare Income		750,434	761,855	761,855	795,461
	Total Education & Welfare Expenditure		(802,745)	(802,745)	(802,745)	(824,178)
	Community Amenities					
	Sanitation - Household Refuse					
I101005	Domestic Collection	Inc	278,240	278,240	278,240	279,045
I102020	Refuse Site Fees	Inc	20,000	20,000	20,000	20,336
			298,240	298,240	298,240	299,381
E101005	Domestic Refuse Collection	Exp	(55,279)	(55,279)	(55,279)	(55,621)
E101006	Green Waste Collection	Exp	(28,153)	(28,153)	(28,153)	(26,361)
E101010	Recycling Residential	Exp	(67,514)	(67,514)	(67,514)	(67,999)
E101015	Refuse Site Mtce	Exp	(161,637)	(161,637)	(161,637)	(185,865)
E101025	Refuse Site Attendant	Exp	0	0	0	0
			(312,583)	(312,583)	(312,583)	(335,846)
	Sanitation - Other					
I102002	Commercial Collection Charges	Inc	69,930	69,930	69,930	69,560
I102005	Reimbursement Drummuster	Inc	1,000	1,000	1,000	528
I102010	Charges Bulk Rubbish	Inc	16,000	16,000	16,000	17,280
			86,930	86,930	86,930	87,368
E102005	Commercial Collection	Exp	(16,636)	(16,636)	(16,636)	(16,325)
E102010	Bulk Cardboard Collection	Exp	(19,129)	(19,129)	(19,129)	(17,640)
E102020	Recycling Commercial	Exp	(15,703)	(15,703)	(15,703)	(13,923)
E101020	Street Bin Renewal Program	Exp	(1,000)	(1,000)	(1,000)	0
E102035	Refuse Site Rehabilitation	Exp	0	0	0	0
E102190	Depreciation - Sanitation	Exp	(15,710)	(15,710)	(15,710)	(6,575)
			(68,178)	(68,178)	(68,178)	(54,463)
	Sewerage					
I104005	Septic Tank Fees	Inc	0	0	0	429
			0	0	0	429
E104005	Sewerage Treatment Plant	Exp	(50)	(50)	(50)	(35)
			(50)	(50)	(50)	(35)
	Regional Refuse Group					

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
I102006	Regional Refuse Group	Inc	0	0	0	0
			0	0	0	0
	Regional Refuse Group					
E102007	Regional Refuse Group Expenses	Exp	0	0	0	0
			0	0	0	0
	Town Planning					
I106005	Planning Fees	Inc	4,000	4,000	4,000	8,493
			4,000	4,000	4,000	8,493
E106005	Town Planning Expenses	Exp	(15,000)	(15,000)	(15,000)	(5,767)
E106100	Administration Allocated	Exp	(61,484)	(61,484)	(61,484)	(61,484)
			(76,484)	(76,484)	(76,484)	(67,251)
	Other Community Amenities					
I107005	Cemetery Fees	Inc	15,500	15,500	15,500	18,240
I107010	Community Bus Income	Inc	4,000	4,000	4,000	2,137
I107025	Other Community Amenities Contributions	Inc	0	0	0	0
			19,500	19,500	19,500	20,377
E107005	Cemetery Mtce	Exp	(42,585)	(42,585)	(42,585)	(54,772)
E107010	Public Convenience Mtce	Exp	(57,850)	(57,850)	(57,850)	(56,582)
E107015	Community Bus Operating	Exp	(3,000)	(3,000)	(3,000)	(2,635)
E107100	Administration Allocated	Exp	(94,848)	(94,848)	(94,848)	(94,848)
E107190	Depreciation - Other Comm Amenities	Exp	(37,135)	(37,135)	(37,135)	(52,500)
			(235,418)	(235,418)	(235,418)	(261,337)
	Total Community Amenities Income		408,670	408,670	408,670	416,048
	Total Community Amenities Expenditure		(692,713)	(692,713)	(692,713)	(718,932)
	Recreation & Culture					
	Public Halls & Civic Centres					
I111005	Town Hall Hire	Inc	1,500	1,500	1,500	1,045
I111010	Reimbursements	Inc	0	0	0	0
I111015	Town Hall Lease - L Piesse	Inc	0	0	0	0
			1,500	1,500	1,500	1,045
E111005	Town Hall Mtce	Exp	(53,000)	(33,000)	(33,000)	(26,532)
E111010	Other Halls Mtce	Exp	(9,500)	(9,500)	(9,500)	(8,046)
E111190	Depreciation - Public Halls	Exp	(202,900)	(202,900)	(202,900)	(205,549)
			(265,400)	(245,400)	(245,400)	(240,127)
	Swimming Pool					
I112010	Swimming Pool Admission	Inc	25,000	25,000	25,000	18,073
I112015	Swimming Pool Miscellaneous Income	Inc	0	0	0	0
I112020	Reimbursements	Inc	0	12,000	12,000	12,001
I112025	CSRFF Grant - Swim Pool Stage 2	Inc	0	0	0	0
			25,000	37,000	37,000	30,074
E112005	Pool Staff Salary	Exp	(104,198)	(94,198)	(94,198)	(98,036)
E112008	Pool Leave/Wages Liability	exp	0	0	0	0
E112010	Superannuation	Exp	(13,025)	(13,025)	(13,025)	(9,393)
E112015	Swimming Pool Maintenance	Exp	(128,725)	(128,725)	(128,725)	(138,669)
E112020	Swimming Pool Other Expenses	Exp	(4,000)	(4,000)	(4,000)	(2,862)
E112040	Swimming Pool Contract Staff	Exp	(16,825)	(56,825)	(56,825)	(49,727)
E113076	Interest on Loan 139 - Swimming Pool	Exp	(8,784)	(8,784)	(8,784)	(7,715)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E112190	Depreciation - Swimming Pools	Exp	(204,900)	(204,900)	(204,900)	(226,093)
			(480,457)	(510,457)	(510,457)	(532,495)
	Other Recreation & Sport					
I113005	Sportsground Rental	Inc	8,795	8,795	8,795	8,254
I113010	Sportsground Reimbursements	Inc	0	0	0	0
I113015	Power Reimbursements	Inc	5,000	5,000	5,000	7,168
I113020	Recreation Centre Hire	Inc	4,000	4,000	4,000	1,193
I113025	Reimbursements Other	Inc	1,000	1,000	1,000	837
I113030	Rec Centre Equipment Contributions	Inc	1,800	1,800	1,800	1,800
I113035	Sporting Club Leases	Inc	2,000	2,000	2,000	2,232
I113040	Other Recreation & Sport Grants & Contributions	Inc	348,962	361,962	361,962	335,204
I113055	Eric Farrow Pavillion Hire	Inc	5,000	5,000	5,000	5,420
I113065	Community Gym Membership	Inc	13,000	13,000	13,000	10,348
I113079	SS Loan 142 - Interest & Gtee Fee Revenue	Inc	3,585	3,585	3,585	5,354
			393,142	406,142	406,142	377,810
E113005	Sportsground Mtce	Exp	(139,350)	(139,350)	(139,350)	(112,668)
E113010	Sportsground Building Mtce	Exp	(31,656)	(31,656)	(31,656)	(32,832)
E113015	Wetlands Park Mtce	Exp	(69,400)	(69,400)	(69,400)	(66,959)
E113020	Parks & Gardens Mtce	Exp	(76,020)	(76,020)	(76,020)	(70,456)
E113025	Puntapin Rock Mtce	Exp	(515)	(515)	(515)	(109)
E113030	Recreation Centre Mtce	Exp	(96,220)	(85,982)	(85,982)	(76,183)
E113035	Rec Staff Salaries	Exp	(4,000)	(4,000)	(4,000)	(1,402)
E113038	Rec Staff Leave/Wages Liability	Exp	0	0	0	0
E113040	Superannuation	Exp	0	0	0	0
E113045	Other Expenses	Exp	(6,000)	(9,425)	(9,425)	(9,268)
E113050	Norring Lake Mtce	Exp	(6,670)	(6,670)	(6,670)	(6,503)
E113055	Other Rec & Sport Grant Funds Exp	Exp	0	(50,926)	(50,926)	(39,780)
E113065	Eric Farrow Pavilion Mtce	Exp	(30,420)	(30,420)	(30,420)	(33,087)
E113070	Rec Centre Sports Equipment	Exp	(4,000)	(4,000)	(4,000)	(679)
E113075	Interest on Loan 131 - Rec Centre	Exp	0	0	0	0
E113078	Interest on Loan 142 - SSL Bowls Club	Exp	(3,586)	(3,586)	(3,586)	(3,313)
E113095	Community Gym Expenditure	Exp	(10,700)	(10,700)	(10,700)	(10,162)
E113115	Bowls Club Financial Assistance	Exp	0	0	0	0
E113100	Administration Allocated	Exp	(195,854)	(195,854)	(195,854)	(195,854)
E113190	Depreciation - Other Rec & Sport	Exp	(396,370)	(396,370)	(396,370)	(391,611)
			(1,070,761)	(1,114,874)	(1,114,874)	(1,050,866)
	Library					
I115005	Lost Books	Inc	0	0	0	0
I115010	Reimbursements & Grants	Inc	10,900	12,774	12,774	2,192
			10,900	12,774	12,774	2,192
E115005	Library Staff Salaries	Exp	(59,102)	(59,102)	(59,102)	(59,251)
E115008	Library Leave/Wages Liability	Exp	0	0	0	0
E115010	Superannuation	Exp	(6,797)	(6,797)	(6,797)	(4,999)
E115013	Staff Training	Exp	(6,500)	(6,500)	(6,500)	(2,777)
E115015	Court House (Library) Maintenance	Exp	(13,630)	(13,630)	(13,630)	(16,643)
E115020	Library Other Expenses	Exp	(5,000)	(5,000)	(5,000)	(1,649)
E115025	Public Library Materials Funding (Grant) Expenses	Exp	(10,900)	(10,900)	(10,900)	0
E115030	Library IT	Exp	(5,000)	(5,000)	(5,000)	(4,269)
E115035	Postage & Freight	Exp	0	0	0	(278)
E115190	Depreciation - Libraries	Exp	(16,300)	(16,300)	(16,300)	(4,068)
			(123,229)	(123,229)	(123,229)	(93,934)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
Other Culture						
I116035	Long Table Experience Income	Inc	0	0	0	0
I116065	Electronic Sign Advertising Income	Inc	1,500	1,500	1,500	3,047
I119015	Contribution to Woolorama	Inc	0	0	0	0
I119020	Reimbursements	Inc	0	0	0	0
I119030	Community Events Income	Inc	10,000	10,000	10,000	11,284
I119031	Other Culture Grant Funds & Contributions	Inc	101,821	111,821	111,821	132,451
I113078	SS Loan 141 - Interest & Gtee Fee Reimbursement	Inc	1,872	1,872	1,872	1,039
			115,193	125,193	125,193	147,821
E116005	Subsidy Woolorama Committee	Exp	(500)	(500)	(500)	(500)
E116010	Woolorama Costs & Maintenance	Exp	(70,000)	(70,000)	(70,000)	(76,100)
E113077	Interest on Loan 141 - SSL Wagin Ag	Exp	(1,872)	(1,872)	(1,872)	(1,532)
E116015	Community Centre Mtce	Exp	(14,825)	(14,825)	(14,825)	(15,366)
E116020	Historical Village	Exp	(2,600)	(2,600)	(2,600)	(2,649)
E116025	Heritage Review	Exp	(12,130)	(12,130)	(12,130)	0
E116035	Long Table Experience Expenditure	Exp	0	0	0	0
E116045	Community Development Events	Exp	(44,000)	(44,000)	(44,000)	(55,810)
E116046	Christmas Decorations - Maintenance and Prizes	Exp	0	0	0	0
E116055	Other Culture Grant Funds & Contributions Exp	Exp	(10,000)	(10,000)	(10,000)	(11,086)
E116060	Betty Terry Theatre Expenditure	Exp	(4,240)	(4,240)	(4,240)	(3,391)
E116065	Electronic Sign Maintenance	Exp	(4,500)	(4,500)	(4,500)	(4,943)
E116070	Court House Maintenance (Now use E115015 Instead)	Exp	0	0	0	0
E116075	Other Culture Building Maintenance	Exp	(14,600)	(14,600)	(14,600)	(14,579)
E116190	Depreciation - Other Culture	Exp	(107,310)	(107,310)	(107,310)	(40,441)
			(286,577)	(286,577)	(286,577)	(226,397)
Total Recreation & Culture Income			545,735	582,609	582,609	558,942
Total Recreation & Culture Expenditure			(2,226,424)	(2,280,537)	(2,280,537)	(2,143,821)
Transport						
Streets Roads Bridges & Depot Construction						
I121005	Direct Road Grants	Inc	190,170	190,170	190,170	190,170
I121010	Road Project Grants	Inc	445,050	445,050	445,050	380,869
I121015	Roads to Recovery Grant	Inc	549,364	549,364	549,364	547,249
I121020	Reimbursements	Inc	0	0	0	0
I121025	Contribution - Street Lighting	Inc	7,600	7,600	7,600	7,786
I121070	Roads Grants - Other	Inc	74,251	74,251	74,251	0
I121076	LRCIP Funding - Road Construction	Inc	201,289	201,289	201,289	181,160
I147125	Storm Damage Reimbursements	Inc	0	0	0	0
			1,467,724	1,467,724	1,467,724	1,307,234
Streets Roads Bridges & Depot Maintenance						
I122055	Diesel Fuel Rebate Income	Inc	40,000	40,000	40,000	47,689
			40,000	40,000	40,000	47,689
E122005	Road Maintenance & Maintenance Grading	Exp	(320,000)	(375,000)	(375,000)	(335,440)
E122006	Maintenance Grading	Exp	0	0	0	0
E122007	Rural Tree Pruning	Exp	(70,000)	(70,000)	(70,000)	(72,776)
E122008	Rural Spraying	Exp	(10,000)	(10,000)	(10,000)	(8,369)
E122009	Town Site Spraying	Exp	(20,000)	(20,000)	(20,000)	(26,661)
E122010	Depot Mtce	Exp	(20,740)	(20,740)	(20,740)	(22,605)
E122011	Town Reserve & Verge Mtce	Exp	(12,500)	(12,500)	(12,500)	(17,659)
E122012	Bridge & Drainage Mtce	Exp	(22,500)	(22,500)	(22,500)	(11,387)
E122015	Rural Numbering	Exp	0	0	0	0

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E122020	Footpath Mtce	Exp	(5,000)	(5,000)	(5,000)	(780)
E122025	Street Cleaning	Exp	(40,000)	(40,000)	(40,000)	(41,691)
E122030	Street Trees	Exp	(83,320)	(83,320)	(83,320)	(83,844)
E122035	Traffic & Street Signs Mtce	Exp	(4,000)	(4,000)	(4,000)	(5,395)
E122045	Townscape	Exp	(40,000)	(40,000)	(40,000)	(36,261)
E122050	Crossovers	Exp	(500)	(500)	(500)	(1,024)
E122055	RAMM Roads Database	Exp	(10,000)	(10,000)	(10,000)	(8,112)
E122060	Street Lighting	Exp	(70,000)	(70,000)	(70,000)	(73,108)
E122070	Fire Damage - Road Reserve	Exp	0	(172,000)	(172,000)	(99,476)
E122090	Graffiti Removal	Exp	0	0	0	(439)
E122100	Administration Allocated	Exp	(89,458)	(89,458)	(89,458)	(89,458)
E122105	Loss on Sale of Asset	Exp	0	0	0	0
E122190	Depreciation - Roads	Exp	(1,910,082)	(1,910,082)	(1,910,082)	(1,923,950)
E147120	Storm Damage - Not Claimable	Exp	0	0	0	0
			(2,728,100)	(2,955,100)	(2,955,100)	(2,858,435)
Road Plant Purchases						
I122100	Profit on Sale of Asset	Inc	0	9,613	9,613	9,613
			0	9,613	9,613	9,613
E123010	Loss on Sale of Asset	Exp	(10,846)	0	0	0
			(10,846)	0	0	0
Aerodrome						
I126015	Aerodrome Reimbursements/Grants	Inc	0	0	0	0
I126020	Aerodrome Hangar Lease	Inc	10,964	10,964	10,964	9,038
			10,964	10,964	10,964	9,038
E126005	Aerodrome Maintenance	Exp	(13,583)	(13,583)	(13,583)	(12,632)
E126190	Depreciation - Aerodromes	Exp	(47,112)	(47,112)	(47,112)	(47,112)
			(60,695)	(60,695)	(60,695)	(59,744)
Total Transport Income			1,518,688	1,528,301	1,528,301	1,373,574
Total Transport Expenditure			(2,799,641)	(3,015,795)	(3,015,795)	(2,918,179)
Economic Services						
Rural Services						
I131020	Landcare Reimbursements	Inc	79,654	79,654	79,654	62,971
			79,654	79,654	79,654	62,971
E131020	Landcare	Exp	(108,730)	(108,730)	(108,730)	(86,865)
E131030	Rural Towns Program	Exp	(7,500)	(7,500)	(7,500)	(12,014)
E131100	Administration Allocated	Exp	(32,603)	(32,603)	(32,603)	(32,603)
E131140	Water Management Plan / Harvesting	Exp	(12,000)	(12,000)	(12,000)	(21,313)
E131190	Depreciation - Rural Services	Exp	0	0	0	0
			(160,833)	(160,833)	(160,833)	(152,795)
Tourism & Area Promotion						
I132005	Caravan Park Fees	Inc	65,000	65,000	65,000	73,012
I132010	Reimbursements	Inc	1,000	1,000	1,000	0
I132015	RV Area Fees	Inc	7,500	7,500	7,500	6,817
I132035	Tourism Income	Inc	0	0	0	0
			73,500	73,500	73,500	79,829
E132015	Caravan Park Manager Salary	Exp	(35,958)	(35,958)	(35,958)	(36,936)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E132018	Superannuation	Exp	(2,985)	(2,985)	(2,985)	(3,684)
E132020	Caravan Park Mtce	Exp	(49,080)	(49,080)	(49,080)	(47,566)
E132023	Caravan Leave/Wages Liability	Exp	0	0	0	0
E132025	Subsidy Historic Village	Exp	(8,500)	(8,500)	(8,500)	(8,460)
E132035	RV Area Maintenance	Exp	(13,000)	(13,000)	(13,000)	(10,386)
E132040	Tourism Promotion & Subscripts	Exp	(21,000)	(21,000)	(21,000)	(21,491)
E132050	Administration Allocated	Exp	(115,703)	(115,703)	(115,703)	(115,703)
E132190	Depreciation - Tourism	Exp	(18,840)	(18,840)	(18,840)	(10,503)
			(265,066)	(265,066)	(265,066)	(254,729)
	Building Control					
I133005	Building Licenses	Inc	4,000	4,000	4,000	5,994
I133010	Swimming Pool Inspection Fees	Inc	0	0	0	0
			4,000	4,000	4,000	5,994
E133005	Building Surveyor Salary	Exp	(9,734)	(9,734)	(9,734)	(5,580)
E133007	Building Surveyor Leave/Wages Liability	Exp	0	0	0	0
E133008	Building Surveyor Superannuation	Exp	(1,119)	(1,119)	(1,119)	(642)
E133010	Swimming Pool Inspections	Exp	(1,000)	(1,000)	(1,000)	0
E133100	Administration Allocated	Exp	(43,553)	(43,553)	(43,553)	(43,553)
			(55,406)	(55,406)	(55,406)	(49,775)
	Other Economic Services					
I134005	Water Sales	Inc	40,000	26,000	26,000	17,313
			40,000	26,000	26,000	17,313
E134005	Water Supply - Standpipes	Exp	(40,000)	(30,000)	(30,000)	(29,812)
E134020	Land Sale Costs	Exp	(500)	(500)	(500)	0
E134190	Depreciation - Other Economic Services	Exp	(2,055)	(2,055)	(2,055)	(2,052)
			(42,555)	(32,555)	(32,555)	(31,864)
	Total Economic Services Income		197,154	183,154	183,154	166,107
	Total Economic Services Expenditure		(523,860)	(513,860)	(513,860)	(489,163)
	Other Property & Services					
	Private Works					
I141005	Private Works Income	Inc	20,000	20,000	20,000	20,536
			20,000	20,000	20,000	20,536
E141005	Private Works	Exp	(15,000)	(15,000)	(15,000)	(9,541)
E141100	Administration Allocated	Exp	(4,043)	(4,043)	(4,043)	(4,043)
			(19,043)	(19,043)	(19,043)	(13,584)
	Public Works Overheads					
I143020	Reimbursements	Inc	0	0	0	0
I143040	Workers Compensation	Inc	56,586	56,586	56,586	47,766
			56,586	56,586	56,586	47,766
E143005	Engineering Salaries	Exp	(105,950)	(105,950)	(105,950)	(105,108)
E143007	Engineering Administration Salaries	Exp	(66,185)	(66,185)	(66,185)	(79,678)
E143008	Works Leave/Wages Liability	Exp	0	0	0	0
E143009	Housing Allowance Works	Exp	(17,500)	(17,500)	(17,500)	(21,509)
E143010	Engineering Consultant	Exp	(28,000)	(28,000)	(28,000)	(14,118)
E143015	CEO's Salary Allocation	Exp	0	0	0	0
E143020	Engineering Superannuation	Exp	(126,560)	(126,560)	(126,560)	(129,598)
E143025	Engineering - Other Expenses	Exp	(5,000)	(5,000)	(5,000)	(2,290)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E143030	Sick Holiday & Allowances Pay	Exp	(206,331)	(206,331)	(206,331)	(215,755)
E143040	Workers Compensation	Exp	(56,585)	(56,585)	(56,585)	(77,728)
E143045	Insurance on Works	Exp	(38,550)	(38,550)	(38,550)	(41,769)
E143050	Protective Clothing	Exp	(8,000)	(8,000)	(8,000)	(3,127)
E143055	Fringe Benefits	Exp	(500)	(500)	(500)	(109)
E143060	CEO's Vehicle Allocation	Exp	0	0	0	0
E143065	MOW - Vehicle Expenses	Exp	(8,000)	(8,000)	(8,000)	(5,928)
E143075	Telephone Expenses	Exp	(1,500)	(1,500)	(1,500)	(327)
E143080	Staff Licences	Exp	(500)	(500)	(500)	(433)
E143085	Safety Equipment & Meetings	Exp	(5,000)	(5,000)	(5,000)	(2,699)
E143090	Conferences & Courses	Exp	(1,500)	(1,500)	(1,500)	(1,969)
E143095	Staff Training	Exp	(15,000)	(15,000)	(15,000)	(1,636)
E143105	Administration Allocated	Exp	(35,040)	(35,040)	(35,040)	(35,040)
E143200	LESS PWOH ALLOCATED	Exp	669,116	669,116	669,116	767,388
			(56,585)	(56,585)	(56,585)	28,567
Plant Operation Costs						
I144005	Sale of Scrap	Inc	500	500	500	0
I144010	Reimbursements	Inc	0	0	0	3,452
			500	500	500	3,452
E144010	Fuel & Oils	Exp	(180,000)	(180,000)	(180,000)	(178,101)
E144020	Tyres & Tubes	Exp	(20,000)	(20,000)	(20,000)	(19,348)
E144030	Parts & Repairs	Exp	(75,000)	(75,000)	(75,000)	(93,416)
E144040	Plant Repair - Wages	Exp	(30,000)	(30,000)	(30,000)	(24,228)
E144050	Insurance and Licences	Exp	(36,500)	(36,500)	(36,500)	(36,462)
E144060	Minor Tools and Consumables	Exp	(10,000)	(10,000)	(10,000)	(3,556)
E144065	MV Insurance Claim Expenses	Exp	(1,000)	(1,000)	(1,000)	0
E144075	Minor Plant & Equipment <\$5000	Exp	(8,000)	(8,000)	(8,000)	(6,459)
E144200	LESS POC ALLOCATED-PROJECTS	Exp	360,000	360,000	360,000	306,494
			(500)	(500)	(500)	(55,076)
Salaries & Wages						
E146010	Gross Salaries, Allowances & Super	Exp	(2,988,995)	(2,988,995)	(2,988,995)	(3,021,260)
E146200	Less Sal , Allow, Super Allocated	Exp	2,988,995	2,988,995	2,988,995	3,043,399
			0	0	0	22,139
Unclassified						
I147005	Commission - Vehicle Licensing	Inc	50,000	50,000	50,000	53,455
I147006	Commission - TransWA	Inc	500	500	500	255
I147007	Reimbursement - OHS	Inc	0	0	0	0
I147035	Banking errors	Inc	0	0	0	0
I147050	Council Staff Housing Rental	Inc	7,800	7,800	7,800	10,050
I147065	Insurance Reimbursement	Inc	0	0	0	3,309
I147070	Council Housing Reimbursements	Inc	3,500	3,500	3,500	11,268
I147085	NAB Buiding Rent	Inc	8,886	8,886	8,886	9,189
I147120	Charge on Private use of Shire Vehicle	Inc	0	0	0	0
I147121	Reimbursement - Community Requests	Inc	0	0	0	0
			70,686	70,686	70,686	87,526
E147015	Community Requests & Events - CEO Allocation	Exp	(3,000)	(3,000)	(3,000)	(1,600)
E147035	Banking Errors	Exp	0	0	0	0
E147050	Council Housing Maintenance	Exp	(78,990)	(78,990)	(78,990)	(73,484)
E147051	Interest on Loan 137 - Staff Housing	Exp	(5,874)	(5,874)	(5,874)	(5,199)
E147052	Interest on Loan 138 - Doctor Housing	Exp	(1,818)	(1,818)	(1,818)	(1,593)
E147055	Consultants / Contractors	Exp	(46,000)	(35,575)	(35,575)	(17,734)

SHIRE OF WAGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

17 CHART OF ACCOUNTS

COA	Description	Type	Annual Budget	Amended Budget	YTD Budget	YTD Actual
E147070	4WD Resource Sharing Group	Exp	(1,000)	(1,000)	(1,000)	0
E147075	Employee Assistance	Exp	0	0	0	(3,462)
E147090	Building Maintenance	Exp	(2,200)	(2,200)	(2,200)	(5,838)
E147100	Administration Allocated	Exp	(200,559)	(200,559)	(200,559)	(200,559)
E147105	Cost to Sell Council Property	Exp	0	(3,700)	(3,700)	(3,657)
E147115	Occupational Health & Safety (OHS)	Exp	(10,000)	(10,000)	(10,000)	(7,728)
E147130	Depreciation - Unclassified	Exp	(137,300)	(137,300)	(137,300)	(161,129)
E147140	Loss on Sale of Asset	Exp	0	0	0	(8,000)
E147150	Community Requests Budget	Exp	(25,000)	(25,000)	(25,000)	(20,317)
E147151	Community Donations/Sponsorship	Exp	(3,500)	(3,500)	(3,500)	(3,130)
			(515,241)	(508,516)	(508,516)	(513,430)
Total Other Property & Services Income			147,772	147,772	147,772	159,280
Total Other Property & Services Expenditure			(591,369)	(584,644)	(584,644)	(531,384)
Total Income			7,086,957	7,148,938	7,148,938	7,975,268
Total Expenditure			(9,135,732)	(9,500,665)	(9,500,665)	(9,142,940)
Net Deficit (Surplus)			(2,048,775)	(2,351,727)	(2,351,727)	(1,167,672)

8.1.2 SCHEDULE OF PAYMENTS – JUNE 2025

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	Schedule of Payments

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5450

Moved Cr G R Ball Seconded Cr G K B West

That Council RECEIVE the list of accounts paid by the Chief Executive Officer under delegated authority, during June 2025:

- **EFT Payments EFT16328 and EFT16332 – EFT16427 and Direct Debit Payments DD6258.1– DD6297.28 from the Municipal Account totalling \$439,726.91.**
- **Credit card Payments totalling \$3,364.74.**

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

This item presents the schedule of payments made during June 2025 for Council approval in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996.

BACKGROUND/COMMENT

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

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

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Regulation 13

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts

paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared

- (a) the payee's name;
 - (b) the amount of the payment;
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.
- 2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name;
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All expenditure has been approved via adoption of the 2024/25 Annual Budget or resulting from a Council Motion for a budget amendment.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

SHIRE OF Wagin
STATEMENT OF PAYMENTS
For the Period Ended 30 June 2025

Municipal Funds Account - List of Payments

Chq/EFT	Date	Name	Description	Amount
EFT Payments				
EFT16328	04/06/2025	Trevor Lloyd Walker	Refund - Licensing Overpayment	(18.00)
EFT16332	05/06/2025	Australian Services Union	Payroll Deductions	(26.50)
EFT16333	05/06/2025	Services Australia Child Support	Payroll Deductions	(119.02)
EFT16334	05/06/2025	Wagin State Emergency Service	Grant Payments - July and October 2024, January and April 2025	(23,901.70)
EFT16335	12/06/2025	Aged & Community Care Providers Ass Ltd	Ageing Australia Annual Membership Fee 2025/2026	(2,037.75)
EFT16336	12/06/2025	Alexander Galt And Co Pty Ltd	Polycarb Sheets - Wetlands Park, Tavistock Street and Trent Street Public Toilets / Chipboard Screws - Road Maintenance / Concrete, Treated Pine, Hinge and Screws - Town Park / Fluoros - Admin Office / Wire Rope Clamp - Water Harvesting	(583.55)
EFT16337	12/06/2025	Ampac Debt Recovery	Commissions and Costs for the Month of May 2025	(66.00)
EFT16338	12/06/2025	Apps Plumbing & Gas Wagin	Plumb in Washing Machine and Dishwasher - Town Hall / Replaced Faulty Booster Element on Solar Water Heater - Omdurman Street Residence / Replaced Burst Pipe - Dental Surgery / Replaced Faulty Inlet Valve - Lime Lake Tank	(1,919.50)
EFT16339	12/06/2025	B Becker & Co Trust	Part Reimbursement - Purchase of Origo Weather Station	(1,280.00)
EFT16340	12/06/2025	Bitumen Distributors Pty Ltd	Drums of Emulsion - Bridge and Drainage	(572.00)
EFT16341	12/06/2025	Booktopia Pty Ltd	Books - Library	(77.14)
EFT16342	12/06/2025	David Gray & Co Pty Ltd	Green Bins - Swimming Pool	(813.38)
EFT16343	12/06/2025	Farmarama Pty Ltd	Soil Sampling - Sportsground Oval	(242.00)
EFT16344	12/06/2025	Georgina Elizabeth Paterson	Baart Photo Op Signs - Baart's 40th Birthday	(1,000.00)
EFT16345	12/06/2025	Great Southern Fuel Supply	Unleaded Fuel - Darkan Homecare Vehicle (P86)	(152.18)
EFT16346	12/06/2025	ICtouch Pty Ltd	NBN Services - Medical Centre - June 2025	(540.00)
EFT16347	12/06/2025	Kathryn Leary	Refund - Debtors Overpayment	(7.80)
EFT16348	12/06/2025	Lite N' Easy Perth Pty Ltd	HCP Client Expense	(161.76)
EFT16349	12/06/2025	McLeods Barristers And Solicitors	Legal Advice	(591.80)
EFT16350	12/06/2025	Narrogin Betta Electrical Home Living	Dishwasher - Homecare	(1,099.00)
EFT16351	12/06/2025	Narrogin Hardware and Building Supplies	Treated Pine - Wetlands Park Playground Equipment	(386.16)
EFT16352	12/06/2025	PSQ Group	Shire Administration Office, Works Depot, Rec Centre & Library - Phone and Fax Service - May 2025	(204.14)
EFT16353	12/06/2025	Property Supervision Services	Gardening Services - Homecare	(2,957.40)
EFT16354	12/06/2025	R D A Wheatbelt Inc	Subscription - Collaborative RDA Wheatbelt and Midwest Gascoyne GrantGuru Portal 2025/2026	(550.00)
EFT16355	12/06/2025	Shane Sward	Bond Refund - Community Gym Fob	(50.00)
EFT16356	12/06/2025	Sharyn Leanne McDonald	Re-design Wagin Tourism Brochure (Additional Work)	(80.00)
EFT16357	12/06/2025	St John Ambulance WA	Restock First Aid Kits - Various Locations / Supply New AED - Bushfire Truck / New First Aid Kits - Homecare	(4,461.45)
EFT16358	12/06/2025	St Luke's Family Practice Management Trust	Management Fee for Wagin Practice for the month of May 2025	(4,583.33)
EFT16359	12/06/2025	Synergy	Synergy Accounts - Various	(6,498.70)
EFT16360	12/06/2025	Team Global Express Pty Ltd	Freight Costs	(100.34)
EFT16361	12/06/2025	Telstra	Telstra Account - Various	(706.23)
EFT16362	12/06/2025	The Trustee for Environnivate Trust	Water Security Strategy - Progress Claim 4	(7,811.10)
EFT16363	12/06/2025	The West Australian	Advertisement - Swimming Pool Management Tender	(988.75)
EFT16364	12/06/2025	Wagin Agri Services	Fertiliser - Sportsground Oval / StormPro Pipe - Beaufort Road Culverts	(3,085.00)
EFT16365	12/06/2025	Wagin Gas Electrics	Rewire Salt Water Pump - Water Harvesting	(284.35)
EFT16366	12/06/2025	Wagin Mechanical Repairs	Vehicle Service - DCEO Vehicle (P02) / Vehicle Service - Doctors Vehicle (P05) / Vehicle Services - CEO Vehicle (P01)	(1,639.25)
EFT16367	12/06/2025	Wagin Mowers	V Belt - Rover Mower (P53) / Whipper Snipper Head - Small Plant (P30)	(178.61)
EFT16368	12/06/2025	Wagin Truck Centre	Parts for Plant Maintenance - Skid Steer Bobcat (P39)	(122.93)
EFT16369	12/06/2025	Wallis Computer Solutions	Fusion Broadband Internet - Admin Office - June 2025 / Business NBN Internet - Admin Office - June 2025	(466.18)
EFT16370	12/06/2025	Water Corporation	Water Accounts - Various	(473.65)
EFT16371	12/06/2025	Australian Communications Authority	License Renewal for Land Mobile/Ambulatory System	(1,025.00)
EFT16372	12/06/2025	Australian Taxation Office	FBT Return 2024/2025 Final Payment	(5,241.34)
EFT16373	19/06/2025	Australian Services Union	Payroll Deductions	(26.50)
EFT16374	19/06/2025	Services Australia Child Support	Payroll Deductions	(119.02)
EFT16375	19/06/2025	Australian Taxation Office	BAS - May 2025	(31,076.00)
EFT16376	23/06/2025	Simon Jones	Rates Refund	(45.16)
EFT16377	26/06/2025	3e Advantage Pty Limited	Photocopier Charges - June 2025	(1,051.91)
EFT16378	26/06/2025	Acumentis South West (WA)	Valuations of Shire Residential Properties	(3,500.00)

EFT16379	26/06/2025	Alexander Galt And Co Pty Ltd	Gas Bottles - Caravan Park / Extension Cord - Homecare / Nuts and Bolts - Works Consumables / Drill Bits - Main Town Drain / Power boards, Fluoro Starters and Consumables - Admin / Rubber Mallet - Beaufort Road Culverts / Flyscreen Mesh and Applicator - Doctors Surgery / Hardiflex, Laserlite Sheets, Pine and Consumables - Community Centre / Paint Tray and Measuring Jugs - Murals	(1,217.65)
EFT16380	26/06/2025	Ampac Debt Recovery	Commissions and Costs for the Month of June 2025	(421.82)
EFT16381	26/06/2025	Australia Post	Postage - May 2025	(356.49)
EFT16382	26/06/2025	B L Woodhouse	Repairs - Small Plant / Service Generator - Refuse Site / Services - Isuzu Truck (P16) and Rover Lawn King (P53) / Make Plate Formwork - Town Main Drain / Fix Side Window - Multipac Roller (P49) / Weld Plate on Deck - Kubota Mower (P18)	(1,584.00)
EFT16383	26/06/2025	Caravans West	Caravan & Camping Magazine Advertisement - July 2025	(900.00)
EFT16384	26/06/2025	Chefmaster Australia	Rubbish Bags - Public Conveniences	(563.20)
EFT16385	26/06/2025	Country Water Solutions	Grundfos Pump - Water Harvesting	(5,775.00)
EFT16386	26/06/2025	Department of Health and Aged Care	Recovery of Unspent 2023/2024 CHSP Funds	(10,461.85)
EFT16387	26/06/2025	G & M Detergents & Hygiene Services Albany	Toilet Rolls - Recreation Centre, Eric Farrow Pavilion, Public Conveniences, Community Gym and Admin Office	(987.47)
EFT16388	26/06/2025	GA & NA Kirk	Supply Sand - New Hockey / Cricket Pavilion and Stock	(832.50)
EFT16389	26/06/2025	Goodyear Autocare Wagin	Repair Tyre - Caterpillar Grader (P10)	(117.50)
EFT16390	26/06/2025	Great Southern Waste Disposal	Domestic Refuse Collection and Management Fee - May 2025	(29,524.44)
EFT16391	26/06/2025	Gymcare	Service of Gym Equipment and Supply Premium Antibacterial Wipes - Community Gym	(905.61)
EFT16392	26/06/2025	Hall Electrical & Data Services	Install Power Outlet for Dishwasher - Homecare	(279.11)
EFT16393	26/06/2025	Hancocks Home Hardware	Timber Oil - Wetlands Park	(271.52)
EFT16394	26/06/2025	Independence Australia	HCP Client Expense	(1,053.83)
EFT16395	26/06/2025	Jeannie Gray	Refund - Lifetime Dog Registration change of Sterilisation	(75.00)
EFT16396	26/06/2025	JLT Risk Solutions Pty Ltd	LGIS Regional Risk Coordinator Program	(2,200.00)
EFT16397	26/06/2025	Katanning Glass Supplies	Repair Glass Window - Eric Farrow Pavilion	(345.40)
EFT16398	26/06/2025	Liberty Oil Australia Pty Ltd	Diesel and Unleaded Fuel - Stock	(18,117.40)
EFT16399	26/06/2025	Lite N' Easy Perth Pty Ltd	HCP Client Expense	(304.31)
EFT16400	26/06/2025	Lorestie Jimenez	Reimbursement of Police Clearance - Staff	(90.00)
EFT16401	26/06/2025	Mgi Constructions Pty Ltd	Completion of Installation of Structural Steel, Sheeting and Lock Up - Cricket / Hockey Pavilion	(97,210.00)
EFT16402	26/06/2025	Midalia Steel Pty Ltd	Reobar and Flat Plate - Town Main Drain	(113.87)
EFT16403	26/06/2025	Minding Auto Electronics	Repairs - Caterpillar Backhoe (P47)	(2,022.14)
EFT16404	26/06/2025	Mining Wear Parts	Grader Blades - Plesseville Tarwonga Road	(1,702.80)
EFT16405	26/06/2025	Officeworks	Stationery Order - June 2025	(1,000.91)
EFT16406	26/06/2025	Palace Hotel	Refreshments - Admin	(148.97)
EFT16407	26/06/2025	Property Supervision Services	Gardening Services - Homecare	(3,390.00)
EFT16408	26/06/2025	Public Transport Authority	TransWA Tickets Minus Agent Commission	(104.66)
EFT16409	26/06/2025	Ray Ford Signs (Powerhouse Signs)	Honour Board Signs Lettering - Admin Office	(286.00)
EFT16410	26/06/2025	Shire Of Narrogin	Planning Services - March to May 2025 / Environmental Health Officer - February to May 2025 / Executive Manager Development and Regulatory Services - March to April 2025	(2,330.92)
EFT16411	26/06/2025	St Luke's Family Practice Wagin	Pre Employment Medical - Staff	(198.00)
EFT16412	26/06/2025	Sunny Brushware Suppliers	Main Broom - Tennant Sweeper (P48)	(394.13)
EFT16413	26/06/2025	Supagas Pty Limited	Gas Cylinder Equipment Service Charge - Caravan Park	(99.00)
EFT16414	26/06/2025	Swat Wagin	Termite Treatment - Khedive Street Residence	(1,886.50)
EFT16415	26/06/2025	Synergy	Synergy Accounts - Various	(14,863.71)
EFT16416	26/06/2025	Telstra	Telstra Account - Various	(128.10)
EFT16417	26/06/2025	Unigrain - Wagin	Bond Refund - Venue Hire	(300.00)
EFT16418	26/06/2025	Wagin & Herald Street Veterinary Clinics	Microchip Dogs and Euthanise Cat - Ranger Services	(110.00)
EFT16419	26/06/2025	Wagin Agri Services	Grey Cement and Cream Cement - New Cricket / Hockey Pavilion	(879.60)
EFT16420	26/06/2025	Wagin District Farmers Co-operative	Coffee - Library / Catering Supplies - Council Meeting / Kitchen Items - Caravan Park / Cutlery and Prizes - Baart's Birthday Event	(436.83)
EFT16421	26/06/2025	Wagin Golf Club Inc	Bond Refund - Community Bus Hire	(150.00)
EFT16422	26/06/2025	Wagin Iga X-press	Kitchen Supplies and Newspapers - Admin and Depot	(419.29)
EFT16423	26/06/2025	Wagin Motel	Accommodation - Environnate	(160.00)
EFT16424	26/06/2025	Wagin Panel & Paint	Insurance Excess - Doctors Vehicle (P05)	(300.00)
EFT16425	26/06/2025	Wagin Truck Centre	Oil Filter - Isuzu Truck (P16) / Grease Coupler - Minor Plant	(126.00)
EFT16426	26/06/2025	Western Australian Local Government Association	WALGA Awards Night Tickets	(720.00)
EFT16427	26/06/2025	Work Health On Site	Audiometric Testing - Works and Office Staff	(2,145.00)
EFT Payments Total				(320,932.11)
Direct Debit Payments				
DD6258.1	05/06/2025	Aware Super	Superannuation Contributions	(6,102.82)
DD6258.2	05/06/2025	Netwealth Superannuation	Superannuation Contributions	(357.10)

DD6258.3	05/06/2025	Active Super	Superannuation Contributions	(285.75)
DD6258.4	05/06/2025	The Trustee for Trojan Self Managed Super Fund	Superannuation Contributions	(613.89)
DD6258.5	05/06/2025	Future Super	Superannuation Contributions	(260.17)
DD6258.6	05/06/2025	CareSuper	Superannuation Contributions	(237.94)
DD6258.7	05/06/2025	Hesta Super Fund	Superannuation Contributions	(825.54)
DD6258.8	05/06/2025	Mercer Super	Superannuation Contributions	(839.97)
DD6258.9	05/06/2025	Australian Super Administration	Superannuation Contributions	(1,997.34)
DD6271.1	19/06/2025	Aware Super	Superannuation Contributions	(5,991.43)
DD6271.2	19/06/2025	Netwealth Superannuation	Superannuation Contributions	(357.10)
DD6271.3	19/06/2025	Active Super	Superannuation Contributions	(291.00)
DD6271.4	19/06/2025	The Trustee for Trojan Self Managed Super Fund	Superannuation Contributions	(613.89)
DD6271.5	19/06/2025	Future Super	Superannuation Contributions	(295.78)
DD6271.6	19/06/2025	CareSuper	Superannuation Contributions	(239.86)
DD6271.7	19/06/2025	Hesta Super Fund	Superannuation Contributions	(794.53)
DD6271.8	19/06/2025	Mercer Super	Superannuation Contributions	(713.84)
DD6271.9	19/06/2025	Australian Super Administration	Superannuation Contributions	(2,066.05)
DD6297.1	02/06/2025	Western Australian Treasury Corporation	Loan Repayment #141 - June 2025	(11,672.13)
DD6297.2	16/06/2025	Department Of Transport	Daily Licensing Takings 12/06/2025	(4,919.45)
DD6297.3	16/06/2025	Sandwai Pty Ltd	Sandwai Monthly Fee	(572.83)
DD6297.4	17/06/2025	Department Of Transport	Daily Licensing Takings 13/06/2025	(5,432.90)
DD6297.5	12/06/2025	Commonwealth Bank of Australia (CBA)	Bank Fee - Creditor Reject Return Fee	(2.50)
DD6297.6	16/06/2025	Commonwealth Bank of Australia (CBA)	CommBiz BPay Transaction Fees - June 2025	(196.78)
DD6297.7	18/06/2025	Department Of Transport	Daily Licensing Takings 16/06/2025	(5,985.50)
DD6297.8	19/06/2025	Department Of Transport	Daily Licensing Takings 19/06/2025	(1,710.90)
DD6297.9	19/06/2025	Aussie Broadband Pty Ltd	Broadband June 2025	(263.00)
DD6258.10	05/06/2025	Rest Administration	Superannuation Contributions	(1,655.98)
DD6258.11	05/06/2025	Prime Super	Superannuation Contributions	(702.37)
DD6258.12	05/06/2025	Smartmonday Prime	Superannuation Contributions	(100.25)
DD6258.13	05/06/2025	Hub24 Super Fund	Superannuation Contributions	(333.05)
DD6258.14	05/06/2025	Bt Panorama	Superannuation Contributions	(169.57)
DD6263.22	02/06/2025	Commonwealth Bank of Australia (CBA)	Merchant Fee - May 2025	(384.51)
DD6263.23	03/06/2025	Department Of Transport	Daily Licensing Takings 29/05/2025	(3,961.65)
DD6263.24	04/06/2025	Department Of Transport	Daily Licensing Takings 29/05/2025	(3,791.05)
DD6271.10	19/06/2025	Rest Administration	Superannuation Contributions	(1,645.44)
DD6271.11	19/06/2025	Prime Super	Superannuation Contributions	(714.83)
DD6271.12	19/06/2025	Smartmonday Prime	Superannuation Contributions	(98.60)
DD6271.13	19/06/2025	Hub24 Super Fund	Superannuation Contributions	(339.28)
DD6271.14	19/06/2025	Bt Panorama	Superannuation Contributions	(178.36)
DD6297.10	05/06/2025	Department Of Transport	Daily Licensing Takings 03/06/2025	(2,138.30)
DD6297.11	20/06/2025	Department Of Transport	Daily Licensing Takings 18/06/2025	(14,151.35)
DD6297.12	23/06/2025	Department Of Transport	Daily Licensing Takings 19/06/2025	(2,120.30)
DD6297.13	24/06/2025	Department Of Transport	Daily Licensing Takings 20/06/2025	(5,999.85)
DD6297.14	24/06/2025	Western Australian Treasury Corporation	Loan Repayment #137 - June 2025	(1,907.86)
DD6297.15	25/06/2025	Department Of Transport	Daily Licensing Takings 23/06/2025	(1,816.20)
DD6297.16	26/06/2025	Department Of Transport	Daily Licensing Takings 24/06/2025	(2,740.95)
DD6297.17	27/06/2025	Department Of Transport	Daily Licensing Takings 27/06/2025	(946.20)
DD6297.18	30/06/2025	Department Of Transport	Daily Licensing Takings 26/06/2025	(4,207.05)
DD6297.21	06/06/2025	Department Of Transport	Daily Licensing Takings 04/06/2025	(2,592.25)
DD6297.23	06/06/2025	Payrix	Synergy On Line Transaction Fee	(7.06)
DD6297.24	09/06/2025	Department Of Transport	Daily Licensing Takings 05/06/2025	(2,591.65)
DD6297.25	10/06/2025	Department Of Transport	Daily Licensing Takings 06/06/2025	(4,319.90)
DD6297.26	11/06/2025	Department Of Transport	Daily Licensing Takings 09/06/2025	(2,479.90)
DD6297.27	12/06/2025	Department Of Transport	Daily Licensing Takings 10/06/2025	(1,423.00)
DD6297.28	13/06/2025	Department Of Transport	Daily Licensing Takings 11/06/2025	(1,638.05)
Direct Debit Payments Total				(118,794.80)
Municipal Account - Payments Total				(439,726.91)

SHIRE OF WAGIN
STATEMENT OF MASTERCARD PAYMENTS
For the Period Ended 26 June 2025

Credit Card List of Payments

Chief Executive Officer - Ken Parker

Credit Card	16/06/2025	Booking.com	Accommodation - Doubletree by Hilton Perth - Staff 19/07/2025	(476.00)
Chief Executive Officer - Ken Parker Total				(476.00)

Deputy Chief Executive Officer - Jonathan Fathers		
Credit Card	27/05/2025 Surgical House	Homecare Consumables and HCP Expenses (788.25)
Credit Card	29/05/2025 Altronic Distributors Pty Ltd	Canned Smoke - Fire Alarm Detector Testing - Admin Office (74.60)
Credit Card	31/05/2025 Bunnings	Acrylic Clear Paint - Signage / Toilet Indicator Locks - Wetlands Park Public Toilets / Safety Gate Latch - Town Park (259.67)
Credit Card	7/06/2025 Bunnings	Makita Circular Saw - Depot (281.78)
Credit Card	8/06/2025 Bunnings	Safe Deposit Box - Caravan Park / Bathroom Heat Lamps - 5 Arnott Street (52.20)
Credit Card	11/06/2025 Ampol Narrogin	Fuel - DCEO Vehicle (P02) (111.70)
Credit Card	16/06/2025 Tyrepower Narrogin	Battery - DCEO Vehicle (P02) (245.00)
Credit Card	17/06/2025 Gates Plus	Gate Hinges - Daycare (23.00)
Credit Card	24/06/2025 Ampol Narrogin	Fuel - DCEO Vehicle (P02) (113.80)
Credit Card	24/06/2025 Nisbets Australia	Hot Water Urn - Recreation Centre (498.90)
Deputy Chief Executive Officer - Jonathan Fathers Total		(2,448.90)
Manager of Works - Allen Hicks		
Credit Card	16/06/2025 Caltex Wagin	Fuel - Isuzu Crew Cab (P21) (263.38)
Manager of Works - Allen Hicks Total		(263.38)
Manager of Finance - Donna Fawcett		
Credit Card	5/06/2025 Great Southern Hotel Perth	Accommodation - Staff 09/06/2025 (176.46)
Manager of Finance - Donna Fawcett Total		(176.46)
Fees and Charges		
Fees and Charges Total		0.00
Credit Card List of Payments Total		(3,364.74)

8.1.3 CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

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

OFFICER RECOMMENDATION ND COUNCIL RESOLUTION 5451

Moved Cr G R Ball Seconded Cr B L Kilpatrick

That Council NOTES the Chief Executive Officer's Report.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The following report details activities within the CEO portfolio.

BACKGROUND/COMMENT

McCusker Centre Internships

The Shire had the pleasure of welcoming three internships from the University of Western Australia's McCusker Centre in July. Krish, Anna and Fred got to experience a slice of the wheatbelt life during their stay and are completing their projects.

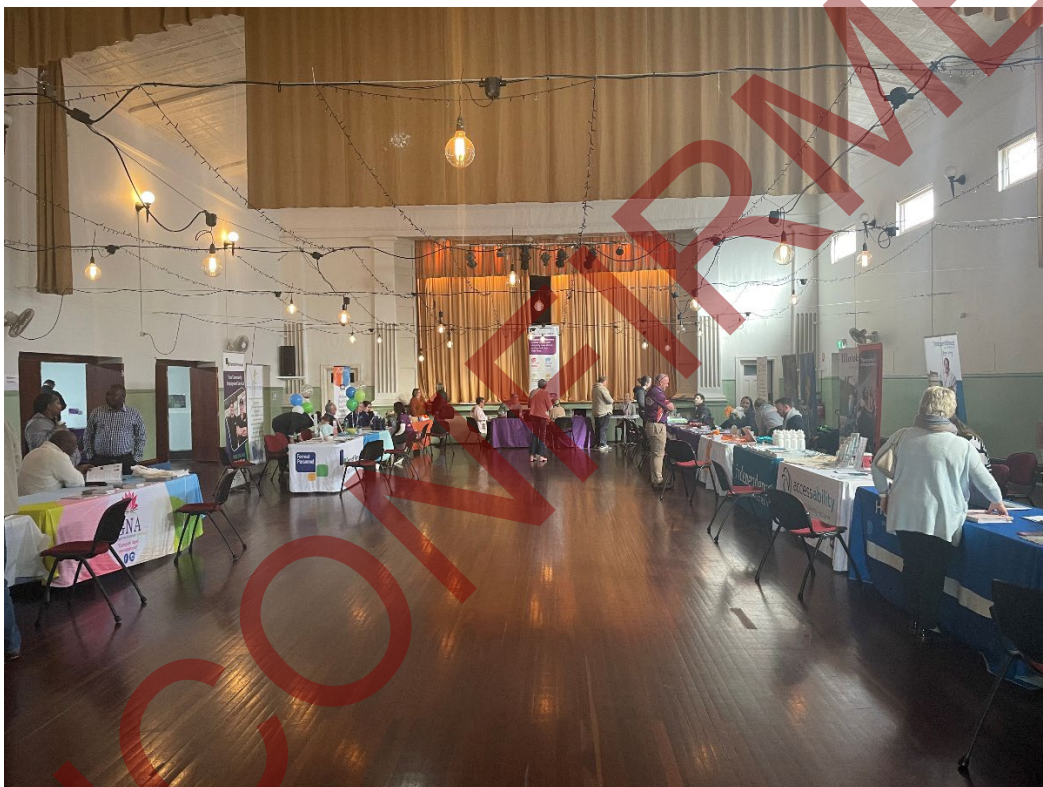


Fire investigation meeting

Representatives of the State Government responsible for investigating the cause of the 24 January 2025 fires will be attending the 16 September 2025 Ordinary Council meeting.

NDIS Connecting Wagga Event

On 25 June 2025, service providers from across the region used the town hall for a NDIS event. The event showcased disability and aged care services available in the wheatbelt and provided an opportunity for service providers themselves to meet and discuss common interests.



Election timetable

The 2025 Ordinary Local Government Election will be held on Saturday, 18 October 2025. Nominations for four positions on Council currently held by Crs Kilpatrick, Longmuir, O'Brien and Ball will be called.

There are series of critical events in the lead up to election day.

Date	Event
2 August – 16 August 2025	Returning Officer to give Statewide public notice of closing date for enrolments
16 August – 27 August 2025	Returning Officer to give Statewide public notice calling for nominations for candidates
Friday, 22 August 2025	Close of rolls to vote in election
Thursday, 28 August 2025	Candidate nominations open

Date	Event
Thursday, 4 September 2025	Candidate nominations close (4:00PM)
Monday, 22 September 2025	Last day for Returning Officer to give Statewide public notice of election – As soon as practicable early voting is available during office hours
Saturday, 18 October 2025	Election Day (with results declared ASAP)
Tuesday, 21 October 2025	Swearing-in of Councillors
Tuesday, 28 October 2025	Ordinary Council Meeting with election of President as first order of business (per Schedule 2.3 of the Act)

A candidate information session has been scheduled for Wednesday, 13 August 2025 in Darkan.

Thinking about becoming a Shire Councillor?



Local Government Election Candidate Information Briefing Session

The Western Australian Local Government will be hosting a regional Local Government Election Candidate Information Briefing session in Darkan to inform prospective candidates about the roles and responsibilities of Local Government, Councillors and the Council.

This will be held on **Wednesday, 13 August 2025**, commencing at 6.30 pm.

The webinar will cover the following range of topics, with the aim of preparing successful election candidates for life as an Elected Member:

- Purpose of Local Government
- Role of the Council and Council Members
- Playing Your Role on Council
- Declarations of Interest
- New Code of Conduct Behaviour Provisions Relating to Candidates

Induction and Council Member Essentials Training

Participants will have the opportunity to engage by asking questions that WALGA will endeavour to answer during the session. To register for the Candidate Information session, please email admin2@westarthur.wa.gov.au or call 9736 2400 by 6 August 2025.

This Information Session will be held in the Hawthorn Room at West Arthur CRC, and all interested candidates are welcome to attend.

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

Date	Meeting Attended
17 June	Budget workshop with Council
19 June	Western Power
20 June	WALGA Central Country Zone Williams
24 June	Department of Planning, Lands and Heritage regarding
24 June	Ordinary Council Meeting
25 June	Connecting Wagin NDIS event
1 July	Wheatbelt Development Commission – Regional Drought Resilience Project
2 July	WALGA Country Zone cost shifting report
2 July	Western Australian Indigenous Tourism Operators

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

Under Section 5.46 of the *Local Government Act 1995* the CEO must keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Below is the register of the Delegations undertaken:

Delegation	Exercised by	Date	Matter
20	CEO	23-Jun-25	Creditor Payment
12	CEO	24-Jun-25	Opening of Boyalling Road
20	CEO	26-Jun-25	Creditor Payment
37	CEO	1-Jul-25	Small Debt Write Off (4 debts - \$18.12)
20	CEO	2-Jul-25	Creditor Payment
20	CEO	3-Jul-25	Creditor Payment - Payroll
20	CEO	3-Jul-25	Creditor Payment
20	CEO	17-Jul-25	Creditor Payment - Payroll
20	CEO	17-Jul-25	Creditor Payment

CONSULTATION/COMMUNICATION

As detailed above

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS

Simple Majority.

UNCONFIRMED

8.1.4 COMMODITY ROUTE FUNDING APPLICATION 2026-27

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GS.PR.22
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	Attachment 1 – Commodity Route Funding applications

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5452

Moved Cr G R Ball Seconded Cr B L Kilpatrick

That Council APPROVES the application for 2026-27 Commodity Route Funding for Stewart Road and Vernal / Ventnor Street intersection works in attachment 1.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The State Road Funds to Local Government Agreement makes provision for a Commodity Routes Fund (CRF). Commodity Routes are defined as routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore etc. The assessment process for the Commodity Routes Fund will prioritise projects not eligible for Road Project Grant Funding.

Main Roads has advised that applications for the 2026-27 financial year are now open. Due to the timing of the program applications for this round are for next year's financial year.

Officers are proposing to make two applications for 2026-27 Commodity Route Funding:

- Stewart Road
- Vernal / Ventnor street intersection.

BACKGROUND/COMMENT

Commodity Route funding operates on a one-third local government, two-thirds Main Roads contribution split.

A summary of the two proposed projects being Stewart Rd and the Vernal / Ventnor Street intersection are below:

Stewart Rd

Stewart Road runs from Collie Lake King and connects the Essantis facility as well as Spurry's transport to the main arterial road.

The following works are proposed on Stewart Rd:

- Extend from 6m to 7m seal
- Clear table drain to reshape and disperse water

These works would better prepare the road for a possible upgrade in status to Network 7 RAV rating. While Officers have concerns regarding the widespread implementation of Network 7 ratings across the network, the characteristics of Stewart Road are more in keeping with the Shire's industrial area road network which is rated as RAV7.



The total planned expenditure on Stewart Rd is \$109,041

Shire funding	\$36,347
Main Roads funding	\$72,694
Total	\$109,041

While the neighbouring properties would be the greatest beneficiaries, no industry contribution is proposed.

Vernal / Ventnor Street intersection

The Vernal / Ventnor Street intersection is a network 7 RAV rated turn within the Shire's industrial area. The road provides access to the CBH facility and the 'sample hut' next to the road reserve.



The intersection is a critical part of the Shire's proposed heavy haulage route and upgrades are considered a priority to reduce traffic volumes on the northern part of Ventnor, Vernon and Lefroy Streets.

Currently heavy vehicles tend to cut the corner turning left onto Ventnor from Vernal Street.



The proposed works involve:

- Reconstruct and cement stabilise, widen intersection. Apply a 14mm intersection asphalt mix, at a depth of 40mm to service network 7 vehicles.
- Reshape drains on both side to disperse water

The total planned expenditure on the Vernal / Ventnor Street intersection is \$70,610

Shire funding	\$23,536
Main Roads funding	\$47,074
Total	\$70,610

The benefits of the upgrades would be enjoyed by many road users and no industry contribution is proposed.

CONSULTATION/COMMUNICATION

Nil.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The effect of this resolution would provide strong indication of the Shire's inclusion of the roads' contribution within the 2026-27 budget. The expenditure would depend on the success of the application.

The combined Shire expenditure is estimated to be \$59,883/

STRATEGIC IMPLICATIONS

Buildings and infrastructure

VOTING REQUIREMENTS

Simple Majority

Application for Funding

Date of application: 26/06/2025

Financial Year funds required: 2026/27

Name of Local Government: Shire of Wagin

Regional Road Group: Wheatbelt South

Road Name: Vernal Street

Road Number: 152

Is the above road listed as a Road of Regional Significance in the ROADS 2040 strategy and/or is it eligible for Road Project Grant Funding? Yes

Is the road (or section) on a Restricted Access Vehicle (RAV) Network? Yes If yes, which RAV Network Number? 7

What primary bulk commodity is being transported? Grain freight and live stock

- Primary origin (town / district / location): Surrounding Shires
- Primary destination (town / district / location): Regional

What contribution does the transportation of this commodity make to the regional economy? High contribution

Is there an industry co-contribution? No If Yes, then what % of the Estimated Total Project Cost *Percentage*%

Written confirmation of the proposed industry co-contribution must be attached.

Estimated Project Cost and Contributions:

Local Government	\$23,536	
Industry	<i>\$Figure</i>	(Local Government + Industry = minimum 1/3 of total)
CR Supplementary Fund	\$47,074	(Maximum \$350 000)
Total	\$70,610	(Details must be provided on Cost Estimate worksheet attached.)

Road Information															
Existing															
				Road Standard								Road Condition			
Project Location				Surfacing Standard					Width		Geometric		Drainage		Photo
	Start (slk)	End (slk)	Job Length (slk)	Asphalt	Double Seal	Single Seal	Gravel	Formed	Formation Width	Seal Width	Brief description in terms of assessment guidelines	Brief description in terms of assessment guidelines	Brief description in terms of assessment guidelines	Folio Ref	
Overall	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
Various section/s (if different from overall)	0.00	0.03	0.03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	12	Vernal street T intersection off Ventnor street is too narrow for large vehicles that service the regional industrial area	Table drains on both sides on Vernal street to be reshaped to disperse water	Intersection too narrow causing damage to the excisting seal surface, and the turning radious is incorrect for network 7 vehicles	Text	
	0.22	0.24	0.20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	9	The network 7 vehicles are damging this section of the road	Reshape drains on both side to disperse water	The network 7 vehicles are damging this section of the road	Text	
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text	
Proposed															
								Road Standard							
Project Location								Surfacing		Width		Roadworks			
	Start (slk)	End (slk)	Job Length (slk)					Formation Width	Seal Width	Brief Description					
Overall	0.00	0.31	0.31	Asphalt				14	12	Reconstruct and cement stabilise, widen intersection. Apply a 14mm intersection asphalt mix, at a depth of 40mm to service network 7 vehicles.					
Various section/s (if different from overall)	0.22	0.24	0.20	Asphalt				10	9	Reconstruct and cement stabilise existing section of road.Apply a 14mm intersection asphalt mix at a depth of 40mm, to service network 7 vehicles.					
	Text	Text	Text	Text				Text	Text	Text					
	Text	Text	Text	Text				Text	Text	Text					

		Text	Text	Text	Text	Text	Text	Text
Traffic Volumes and Freight Information								
Location		Annual Average Daily Traffic		Seasonal Commodity		Freight		
Start (slk)	End (slk)	Commodity Traffic (ESA / direction / day)	All Other Traffic (total vehicles)	*Average Daily Traffic (ESA / direction / day)	Season Duration	(tonnes p/a)	Comment (Commodity type, significance, season etc)	
0.00	0.20	17	22	Text	Text	350000	Grain receivals to CBH	

* If Commodity Traffic is seasonal then enter traffic volume as ESA / direction / day over the seasonal period.

Calculation of Commodity Traffic ESA
<p>Show how the Commodity Traffic ESA was calculated.</p> <p>Road counter was deployed for a period of 23 days during low season and data was collected using the Main Roads ESA formula.</p>

Attachments	
Location map	<input type="checkbox"/>
Photos	<input type="checkbox"/>
Traffic counts	<input checked="" type="checkbox"/>
Confirmation of industry co contribution	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>

Project Justification

Vernal street is a heavy vehicle route to service CBH and other regional industrial areas. The Shire will upgrade the intersection and failed section with a 40mm Ashphalt mix, to not only prevent ongoing damage to the intersection and road surface but to comply with the correct turning radius for network 7 vehicles.

Details of Previous Funding

If this project has received a CRSF allocation in previous years, supply the following: year of funding, allocation, phase description and percentage complete.

No previous funding

Statement of Readiness to Deliver

The project will be added to Shire of Wagin 2026/2027 works program. The project will be completed in the 2027 year. The intersection and failed section will be widened and Ashpalted with a 40mm intersection mix to carry these large vehicles.

Certification

I hereby certify that, to the best of the applicant's knowledge, the information contained in this application is accurately represented.

Signature:

Date:

Name:

Contact Name and Phone No.

Designation: **Chief Executive Officer**

Recommendation

In accordance with the Agreement, this application has been reviewed and assessed by the Regional Road Group.

Signature:

Date:

Name:

Designation: **Chairperson**

RRG:

Cost Estimate					
Item	Activity	Unit	Qty	Rate	Amount
		Type of unit rate (e.g. No, hr, m, m2, m3, ha, etc)	Qty of units for each resource / activity	Cost rate per unit of resource	\$
1.0	General				
1.1	Supervision	hr	5	45	225
1.2	Survey and setting out	Text	Text	Text	Text
1.3	Mobilisation / demobilisation	day	2	3000	6000
1.4	Camp / accommodation	Text	Text	Text	Text
1.5	Traffic management	day	2	1500	3000
1.6	Temporary side tracks / detours	Text	Text	Text	Text
1.7	Other general items	Text	Text	Text	Text
2.0	Earthworks				
2.1	Clearing / removal of debris	Text	Text	Text	Text
2.2	Topsoil removal and respread	hr	8.5	264	2244
2.3	Embankment foundation	Text	Text	Text	Text
2.4	Embankment construction	Text	Text	Text	Text
2.5	Subgrade preparation	Text	Text	Text	Text
2.6	Forming and shaping (unsealed roads only)	Text	Text	Text	Text
2.7	Scour repairs	Text	Text	Text	Text
3.0	Pavement and Surfacing				
3.1	Gravel sheeting (unsealed roads only)	hr	25	410	10250
3.2	Sub-base	Text	Text	Text	Text
3.3	Basecourse	Text	Text	Text	Text
3.4	Extra over for cement stabilisation	M2	370	9.59	3548
3.5	Prime	Text	Text	Text	Text
3.6	Primerseal	Text	Text	Text	Text
3.7	First coat seal	Text	Text	Text	Text
3.8	Second coat seal	M2	370	12.36	4573
3.9	Asphalt	m2	453	90	40770
3.10	Microsurfacing	Text	Text	Text	Text
4.0	Drainage				
4.1	Temporary open drains	Text	Text	Text	Text
4.2	Temporary drainage structures	Text	Text	Text	Text
4.3	Diversion and cut-off drains	Text	Text	Text	Text
4.4	Culvert inlet and outlet drains	Text	Text	Text	Text
4.5	Levees	Text	Text	Text	Text
4.6	Table drain blocks	Text	Text	Text	Text
4.7	Corrugated steel pipe culverts	Text	Text	Text	Text
4.8	Reinforced concrete pipe culverts	Text	Text	Text	Text
4.9	Reinforced concrete box culverts	Text	Text	Text	Text
4.10	Culvert end treatments	Text	Text	Text	Text
4.11	Drainage pits	Text	Text	Text	Text
4.12	Rock protection	Text	Text	Text	Text
4.13	Kerbing	Text	Text	Text	Text
4.14	Concrete wall	Text	Text	Text	Text
5.0	Miscellaneous				
5.1	Signs	Text	Text	Text	Text
5.2	Guide posts	Text	Text	Text	Text
5.3	Pavement marking	Text	Text	Text	Text
5.4	Stock grids	Text	Text	Text	Text
5.5	Safety barrier	Text	Text	Text	Text
5.6	Text	Text	Text	Text	Text
5.7	Text	Text	Text	Text	Text
5.8	Text	Text	Text	Text	Text
5.9	,	Text	Text	Text	Text

Total \$70,610

Application for Funding

Date of application: 26/06/2025

Financial Year funds required: 2026/27

Name of Local Government: Shire of Wagin

Regional Road Group: Wheatbelt South

Road Name: Stewart Road

Road Number: 222

Is the above road listed as a Road of Regional Significance in the ROADS 2040 strategy and/or is it eligible for Road Project Grant Funding? Yes

Is the road (or section) on a Restricted Access Vehicle (RAV) Network? Yes If yes, which RAV Network Number? 4

What primary bulk commodity is being transported? Grain and Transport Industry

- Primary origin (town / district / location): Surrounding Shires
- Primary destination (town / district / location): Regional

What contribution does the transportation of this commodity make to the regional economy? High Contribution

Is there an industry co-contribution? No If Yes, then what % of the Estimated Total Project Cost *Percentage*%

Written confirmation of the proposed industry co-contribution must be attached.

Estimated Project Cost and Contributions:

Local Government	\$36347	
Industry	<i>\$Figure</i>	(Local Government + Industry = minimum 1/3 of total)
CR Supplementary Fund	\$72694	(Maximum \$350 000)
Total	\$109041	(Details must be provided on Cost Estimate worksheet attached.)

Road Information														
Existing														
				Road Standard								Road Condition		
Project Location				Surfacing Standard					Width		Geometric	Drainage		Photo
	Start (slk)	End (slk)	Job Length (slk)	Asphalt	Double Seal	Single Seal	Gravel	Formed	Formation Width	Seal Width	Brief description in terms of assessment guidelines	Brief description in terms of assessment guidelines	Brief description in terms of assessment guidelines	Folio Ref
Overall	0.00	0.31	0.31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	7	Stewart Rd currently has a 6 meter seal, which needs to be upgraded to a 7 meter seal the allow access for network seven vehicles into these facilities	Clear table drain on both side of Stewart Rd to reshape and disperse water	Stewart Rd needs to be upgraded to a network 7 route it is currently a network 4 route with a 6 metre seal, and is too narrow to carry heavy vehicles	Text
Various section/s (if different from overall)	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text
	Text	Text	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Text	Text	Text	Text	Text	Text
Proposed														
								Road Standard						
Project Location								Surfacing	Width		Roadworks			
	Start (slk)	End (slk)	Job Length (slk)					Formation Width	Seal Width	Brief Description				
Overall	0.00	0.31	0.31	Bitumen / Asphalt				10	7	Reconstruct, cement stabilise and apply a hot bitumen 2 coat seal, Asphalt the intersection only with a 14mm intersection mix at a depth of 40mm to service network 7 vehicles.				
Various section/s (if different from overall)	Text	Text	Text	Text				Text	Text	Text				
	Text	Text	Text	Text				Text	Text	Text				
		Text	Text	Text				Text	Text	Text				

	Text	Text	Text	Text	Text	Text	Text
Traffic Volumes and Freight Information							
Annual Average Daily Traffic				Seasonal Commodity		Freight	
Location		Annual Average Daily Traffic		*Average Daily Traffic	Season Duration		
Start (slk)	End (slk)	Commodity Traffic (ESA / direction / day)	All Other Traffic (total vehicles)	Commodity Traffic (ESA / direction / day)	Duration of commodity operation if < 365 days	(tonnes p/a)	Comment (Commodity type, significance, season etc)
0.00	0.31	18.1	126.9	Text	Text	175000	Grain receivals to Essantis

* If Commodity Traffic is seasonal then enter traffic volume as ESA / direction / day over the seasonal period.

Calculation of Commodity Traffic ESA
<p>Show how the Commodity Traffic ESA was calculated.</p> <p>Road counter was deployed for a period of 23 days during low season and data was collected using the Main Roads ESA formula</p>

Attachments	
Location map	<input type="checkbox"/>
Photos	<input type="checkbox"/>
Traffic counts	<input checked="" type="checkbox"/>
Confirmation of industry co contribution	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>
Other, enter type	<input type="checkbox"/>

Project Justification

Stewart Road is a heavy vehicle route to service local industry and a transport company, the Wagin Shire will upgrade this section of road which is currently a network 4 to a network 7 standard route to permit larger vehicle access these facilities.

Details of Previous Funding

If this project has received a CRSF allocation in previous years, supply the following: year of funding, allocation, phase description and percentage complete.

No previous funding

Statement of Readiness to Deliver

The project will be added to Shire of Wagin 2026/2027 works program. The project will be completed in the 2027 year. Stewart Road will be widen and stabilised with a 7 meter 2 coat seal and the intersection Ashpalted with a 40mm intersection mix to carry these large vehicles.

Certification

I hereby certify that, to the best of the applicant's knowledge, the information contained in this application is accurately represented.

Signature:

Date:

Name:

Contact Name and Phone No.

Designation: **Chief Executive Officer**

Recommendation

In accordance with the Agreement, this application has been reviewed and assessed by the Regional Road Group.

Signature:

Date:

Name:

Designation: **Chairperson**

RRG:

Cost Estimate					
Item	Activity	Unit	Qty	Rate	Amount
		Type of unit rate (e.g. No, hr, m, m2, m3, ha, etc)	Qty of units for each resource / activity	Cost rate per unit of resource	\$
1.0	General				
1.1	Supervision	hr	25	45	1125
1.2	Survey and setting out	Text	Text	Text	Text
1.3	Mobilisation / demobilisation	day	2	3000	6000
1.4	Camp / accommodation	Text	Text	Text	Text
1.5	Traffic management	day	5	1500	7500
1.6	Temporary side tracks / detours	Text	Text	Text	Text
1.7	Other general items	Text	Text	Text	Text
2.0	Earthworks				
2.1	Clearing / removal of debris	Text	Text	Text	Text
2.2	Topsoil removal and respread	hr	8.5	264	2244
2.3	Embankment foundation	Text	Text	Text	Text
2.4	Embankment construction	Text	Text	Text	Text
2.5	Subgrade preparation	Hr	8.5	264	2244
2.6	Forming and shaping (unsealed roads only)	Text	Text	Text	Text
2.7	Scour repairs	Text	Text	Text	Text
3.0	Pavement and Surfacing				
3.1	Gravel sheeting (unsealed roads only)	hr	42	410	17220
3.2	Sub-base	Text	Text	Text	Text
3.3	Basecourse	Text	Text	Text	Text
3.4	Extra over for cement stabilisation	M2	2736	9.59	26238
3.5	Prime	Text	Text	Text	Text
3.6	Primerseal	Text	Text	Text	Text
3.7	First coat seal	Text	Text	Text	Text
3.8	Second coat seal	M2	2128	12.36	26302
3.9	Asphalt	M2	223	90	20070
3.10	Microsurfacing	Text	Text	Text	Text
4.0	Drainage				
4.1	Temporary open drains	Text	Text	Text	Text
4.2	Temporary drainage structures	Text	Text	Text	Text
4.3	Diversion and cut-off drains	Text	Text	Text	Text
4.4	Culvert inlet and outlet drains	Text	Text	Text	Text
4.5	Levees	Text	Text	Text	Text
4.6	Table drain blocks	Text	Text	Text	Text
4.7	Corrugated steel pipe culverts	Text	Text	Text	Text
4.8	Reinforced concrete pipe culverts	Text	Text	Text	Text
4.9	Reinforced concrete box culverts	Text	Text	Text	Text
4.10	Culvert end treatments	Text	Text	Text	Text
4.11	Drainage pits	Text	Text	Text	Text
4.12	Rock protection	Text	Text	Text	Text
4.13	Kerbing	Text	Text	Text	Text
4.14	Concrete wall	Text	Text	Text	Text
5.0	Miscellaneous				
5.1	Signs	Text	Text	Text	Text
5.2	Guide posts	each	8	12.30	98
5.3	Pavement marking	Text	Text	Text	Text
5.4	Stock grids	Text	Text	Text	Text
5.5	Safety barrier	Text	Text	Text	Text
5.6	Text	Text	Text	Text	Text
5.7	Text	Text	Text	Text	Text
5.8	Text	Text	Text	Text	Text
5.9	Text	Text	Text	Text	Text

Total

\$109041

8.1.5 SHIRE OF WAGIN STAFF ACCOMMODATION STRATEGY

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.15
ATTACHMENTS:	Attachment 1 – Staff Accommodation Strategy Attachment 2 – Staff Accommodation Strategy Business Plan Attachment 3 – draft Staff Housing Strategy Advisory Group Terms of Reference

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5453

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That Council:

1. **ADOPTS** the Staff Accommodation Strategy as contained in Attachment 1
2. In accordance with Section 3.59 of the *Local Government Act 1995* **GIVES** Statewide public notice of the Staff Accommodation Strategy Business Plan as contained in Attachment 2
3. **NOTES** that any submissions received following the advertising period of not less than six weeks will be presented for Council's consideration at the first available Ordinary Council Meeting subject to legislative election caretaker period
4. **ESTABLISHES** a Shire of Wagin Staff Housing Strategy Advisory Group with the Terms of Reference in Attachment 3
5. **REQUESTS** that the Chief Executive Officer present a paper at the August 2025 Ordinary Council Meeting to appoint members to the Advisory Group and **NOTES** that reappointment of elected members will need to be considered following the 2025 Ordinary Local Government election

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

This report presents an updated Staff Accommodation Strategy for Council's consideration and proposes that Council give Statewide public notice of a Business Plan for the program in accordance with section 3.59 of the *Local Government Act 1995*.

BACKGROUND/COMMENT

At the February 2025 Ordinary Council Meeting, Council received a draft Shire of Wagin Staff Accommodation Strategy. In receiving the Strategy, Council noted that further work was required to prepare options to fund the strategy.

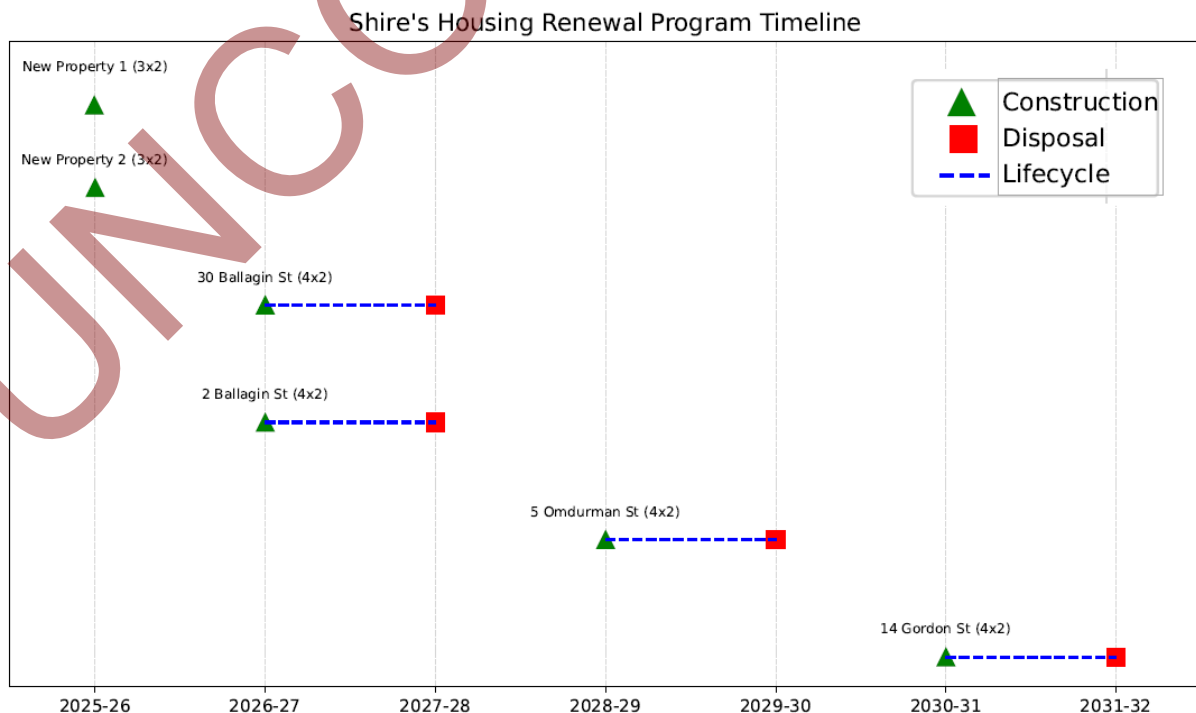
These options have been workshopped internally and presented at a Council budget workshop in June 2025. Given the scale of the investment, Officers have prepared a Business Plan prepared in accordance with section 3.59 of the *Local Government Act 1995*.

Under section 3.59, the Council is required to advertise a business plan for a major land transaction the exceeds a threshold of 10% of the annual budget. While each individual transaction would not meet that threshold, Officers are of the view that the preparation of the Business Plan is a sound measure given that the Strategy proposes a significant loan amount and puts Council on a pathway for a series of land transactions.

The core elements of the housing strategy presented in February 2025 have not changed. The strategy proposes a renewal of housing stock through the systematic replacement of four of the Shire's oldest properties that are currently used for Shire staff housing and replacing these with six newly constructed properties.

Based on feedback from Shire staff utilising housing and the State Government GROH unit a combination of 4x2 and 3x2 properties is proposed. Smaller configurations being 2x2 and 2x1 properties are not recommended by Officers for Shire housing at this time.

The timetable for the proposed renewal program is as follows:



At this time Council is being asked to consider adopting the Strategy and formally advertise the Business Plan. Under legislation, the Business Plan must be advertised for a period of not less than 6 weeks and any submissions received considered by Council when it must formally agree to proceed.

Recent changes to the *Local Government Act 1995* will mean that Council will not be able to proceed with considering submissions during the election caretaker period which runs from 4 September 2025 through the election declaration.

After the caretaker period, Council will be asked to consider adopting the Business Plan. At that point Council will be provided with options to call for tenders. It is anticipated that Council will be given the option of calling for tenders for a portion or all of the houses.

Reflecting the significance and complexity of the project, Officers are proposing that an Advisory Group be established to assist in the possible implementation of the renewal program.

The role of the Advisory Group would be to provide guidance on the specific elements of the project including the housing design, which land to utilise, guidance of the construction and installation process and oversight of the sale process.

It is proposed that the Advisory Group include two elected members, two staff members and the CEO. An internal EOI to identify staff which an interest and expertise in housing.

The Advisory Group would make recommendations to Council throughout the program.

The proposed timetable for the project would be:

- July 2025 – Council advertised business plan
- August 2025 – Advisory Group established
- September 2025 – Advisory Group meets and makes recommendations on procurement approach and blocks to be developed
- October 2025 – Council considers adopting business plan
- November 2025 – Council considers going to tender based on Advisory Group Recommendations
- February 2025 – tender awarded.

This timetable means that installation of the first set of homes will occur in 2026-27. Given the likely need for funding for preparatory works and deposits to builders it is necessary to commence funding in 2025-26. The first two property disposals are proposed in 2027-28.

Through the input of the Advisory Group, Council will have the opportunity to revise and revisit the Strategy in respect to timing and the implementation. Advertising the

Business Plan is an important step in documenting Council's significant financial commitment to this initiative.

CONSULTATION/COMMUNICATION

A draft revised Housing Strategy with the proposed funding scenario was presented to elected members as part of the budget workshops. The advertising of the Business Plan and subsequent consideration provides an opportunity for further engagement on the implementation.

STATUTORY/LEGAL IMPLICATIONS

Legislation prevents the Shire from embarking on the renewal program proposed prior to the advertising of the Business Plan. Given the significant, long-term financial commitment required to implement the strategy Officers contend that the preparation and advertising of business plan provides a sound approach.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The business plan proposes a \$1.6m loan paid off by 2033-34. The loan would be paid off principally through annual injections of funding through the budget, including \$158,080 next financial year and growing by 4% each year until 2031-32 when injections of \$130,000, \$115,000 and \$95,000 will be required. The impact on annual funding would be partially offset through the progressive sale of the older stock.

The annual repayment amounts on the loan would be \$246,692. This represents approximately 8.3% of the Shire's rates yield forecast to be generated in 2025-26.

STRATEGIC IMPLICATIONS

Building and infrastructure

VOTING REQUIREMENTS

Simple Majority



DRAFT STAFF ACCOMMODATION STRATEGY

Updated - July 2025



Contents

Introduction	3
Scope	3
Principles.....	4
Current stock.....	4
Needs.....	5
Comparison to nearby local governments.....	6
Addressing the gap	7
Funding the renewal program	7
Revising the Strategy	11

Introduction

The provision of accommodation for staff is a key element of the Shire's Employee Value Proposition. The availability of appropriate housing can aid in attraction and retention of key personnel and ensure that the Shire is competitive in the workforce marketplace.

Housing is one of the more valuable and complex assets that the Shire manages.

The Shire's staff housing needs to be considered within an asset management context. This means consideration staff housing with an asset management lifecycle of:

- Acquisition (in this context of the house meaning construction)
- Operation
- Renewal and replacement
- Disposal

The 2023 Shire of Wagin Strategic Staff Housing Plan identified the existing housing stock and commenced a discussion about future housing need.

This revised Strategy builds on that initial work by reframing staff accommodation through the lens of asset management as analogous to Shire vehicles and plant.

Like vehicles and plant, this Strategy will set out a plan for the continual acquisition of land and construction of homes and disposal.

The need for a Strategy is reinforced by the market conditions which make both the acquisition of property and construction in various forms challenging. It is also a pressing area because of Shire housing has not been treated from an asset management perspective for considerable time. The most recent Shire house was constructed in 2013.

In February 2025 Council received a draft of the Housing Strategy. This draft has been revised with greater consideration of the financial model.

Overall, this strategy concludes that a multi-year renewal program is required that will construct new properties funded partially through the proceeds of sale from the Shire's older stock. In addition, the strategy proposes to construct two additional properties.

Scope

This strategy relates to accommodation for Shire staff. While it is recognised that housing is a challenge across the district as it is across Western Australia, this strategy deals with the provision of housing to Shire staff as part of the Shire's Employment Value Proposition.

While the implementation of the strategy may have ancillary benefits and contribute secondarily to the availability of housing in the community, the following housing elements are out of scope:

- Government Regional Officers Housing (GROH)
- Tourist accommodation, including cabins at the Caravan Park
- Key worker housing

- Formal community housing
- General population housing

For the removal of any doubt, the term 'staff accommodation' includes the provision of housing that at the time of preparing this report was provided to the Shire's General Practitioner and the property leased to Juniper. These properties, while not currently occupied by Shire employees, are owned by the Shire and form part of the strategy from an asset management perspective.

Principles

- The Shire's goal is to provide quality housing as part of the Shire's Employee Value Proposition for executive and nominated specialist staff
- The Shire constructs new houses rather than purchases existing houses to increase the housing stock available in the district over time
- The Shire aims to have a mixture of housing stock reflective of the diverse lifestyles of its current and potential employees
- As part of the EVP, the following positions are assigned executive properties:
 - Chief Executive Officer
 - Deputy Chief Executive Officer
 - Manager Works
 - Manager Finance
- As part of the EVP, the following positions are assigned non-executive properties
 - Grader Driver
- Excess properties can be provided to non-executive and non-specialist positions subject to the provision of market rent.

Current stock

The Shire has seven residential properties:

1. 5 Marks Court
2. 2 Ballagin St
3. 5 Omdurman St
4. 14 Gordon St
5. 32 Ballagin St
6. 5 Arnott St
7. 68 Khedive St

	Property type	Constructed	Condition	Valuation amount	Insured amount
5 Marks Court	4x2	2013	Executive	\$590,000	\$761,300.00
2 Ballagin St	4x2	1978	Non-Executive	\$430,000	\$533,600.00
5 Omdurman St	3x1	1977	Non-Executive	\$380,000	\$544,600.00
14 Gordon St	4x2	1981	Non-Executive	\$400,000	\$583,100.00
30 Ballagin St	3x2	1977	Non-Executive	\$390,000	\$508,300.00
5 Arnott St	2x1	1942	Non-Executive	\$300,000	\$357,500.00
68 Khedive St	4x2	2010	Executive	\$580,000	\$557,800.00

The average (mean) construction year of the properties is 1982. Excluding 5 Arnott St, the average year of construction is 1989. Six of the Shire's properties were constructed over forty years ago.

Needs

In the narrowest sense at any given time Shire can require a total of seven houses for the following positions:

1. Chief Executive Officer
2. Deputy Chief Executive Officer
3. Manager Works
4. Manager Finance
5. Pool Manager
6. Grader Driver
7. General Practitioner (contractual arrangement with private provider)

The Shire has seven properties but two properties are currently privately leased. This means that if the housing situation of staff changed that the Shire would have two fewer properties that are required.

Construction of new houses takes time and in accordance with the Strategy's principle to avoid unnecessary movement of tenants, the Shire need for housing requires a constant excess of housing that can be deployed and redeployed as part of an asset management lifecycle.

To allow for asset renewal and replacement, the Shire requires at least one additional property in the short-term and a second additional property within the life of the plan.

Considering the age of the properties, two of the Shire's seven properties are considered to be of executive standard. Officers suggest that five properties are required currently to be of executive standard in order to be commensurate with the Shire's EVP.

Housing needs are somewhat fluid and depend on the housing situation of staff.

Council currently leases one non-executive property in support of the Waratah Lodge Aged Care Facility. This arrangement is consistent with an October 2023 Council Resolution and it is proposed that this arrangement continue but that the property be excluded for the renewal program. It also has entered into another private lease with a second property with a staff member that would not be entitled to housing as part of their EVP.

Constructing two additional houses in addition to the renewal of properties would provide protection and flexibility for the Shire for a range of positions that may require the provision of housing into the future.

Having an additional property could allow for the eventual expansion of the housing offering to positions that are currently not offered a house albeit with rental charges which Council does not currently levy.

Housing is a key area. The Shire has received enquiries members of the public, businesses and from the State Government to supply GRO Housing and from the WA Country Health Service seeking housing for State Government staff.

Any housing constructed by the Shire will be consumed.

Comparison to nearby local governments

Shire of Williams

The Shire of Williams has thirteen properties owned solely by the Shire. The average (mean) age of the Shire of Williams' properties is 2011 with eight of the thirteen properties built after 2010. The Williams portfolio includes three 4x2 properties, two 3x2 properties and a series of 3 bedroom and 2 bedroom smaller dwellings.

Shire of Boddington

The Shire of Boddington has seven properties for staff housing. The average (mean) age of the properties is 2000 with three properties built between 1983 and 1993 and one property built in 2018. All of Boddington's stock is 4x2.

Shire of West Arthur

The Shire of West Arthur has nine properties for staff housing. The stock is split evenly with four 3 x 1 and four 4 x 2 properties. The average (mean) age of the properties is 1993 with two properties constructed in the 1970s and the second most recent property being constructed in 2009.

Shire of Brookton

The Shire of Brookton has seven properties for staff housing. The stock is made up of one 4x2; four 3x2; and two 2x1 properties. The oldest property is from 2011 and the average construction year is 2014.

Shire of Wandering

The Shire of Wandering has five properties being four 4x2 and one 3x1 property. A property was constructed in the 1970s, 1980s and 1990s respectively with two constructed in 2013.

Shire of Cuballing

The Shire of Cuballing's sole property is a 4x2 constructed in 1997.

Shire of Dumbleyung

The Shire of Dumbleyung has eight properties comprising two 4x2; three 3x2; and three 2x1 properties. The average year of construction is 2004 with five of the properties built after 2010.

Addressing the gap

The Shire requires an ambitious renewal program in the next ten years to revitalise the Shire's housing stock and ensure that the housing available represents the maximum benefit in respect to EVP.

The five non-executive properties currently owned by the Shire are proposed to be replaced with three (4x2) executive-level properties and two (3x2) non-executive properties.

The renewal plan involves the systematic construction and sale of properties over the next ten years.

With the construction of two new 3x2 property, the housing plan involves turning four existing properties into size properties, effectively adding two additional properties to the Shire's stock while renewing the remaining properties.

	Proposed construction year for replacement	Replacement type	Disposal year
New property	2025-26	3x2	-
New property	2025-26	3x2	-
30 Ballagin St	2026-27	4x2	2027-28
2 Ballagin St	2026-27	4x2	2027-28
5 Omdurman St	2028-29	4x2	2029-30
14 Gordon St	2030-31	4x2	2031-32

Over the course of the plan the volatile price of housing makes the forecasting costs and income of the renewal difficult.

The forecast presented employs a cost estimate of 3x2 and 4x2 modular homes and current valuations for existing Shire home.

The renewal program is contingent on the capacity of the Shire to acquire new modular homes at an affordable rate and achieve a reasonable return on disposal of existing properties. An increase over the estimated amount for new homes and/or lack of return on the disposal would result in the projections not working.

Likewise, as the projections go forward the likelihood of return on the older properties decreases and caution should be exercised in the projected values of the old stock.

For this reason the funding scenario presented as used current costs and property valuations.

Funding the renewal program

A funding scenario has been prepared based on estimates of valuations for the existing housing stock and the costs of new housing.

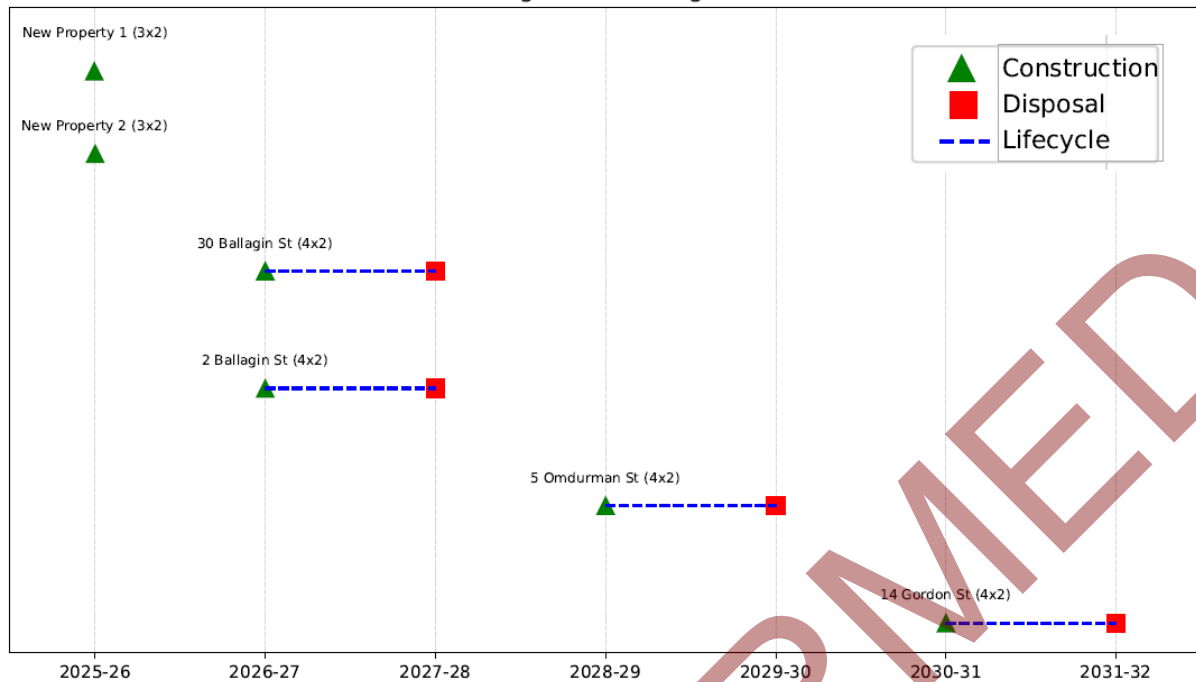
It is proposed to fund the renewal program through a combination of reserves, the proceeds of sale and a loan of \$1.6m. The total cost to the ratepayer is \$1,873,538.

UNCONFIRMED

Funding scenario

	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
30 Ballagin St		-550,000	390,000						
2 Ballagin St		-550,000	430,000						
5 Omdurman St				-550,000	380,000				
14 Gordon St						-550,000	400,000		
New property (3x2)	-450,000								
New property (3x2)	-450,000								
Loan Funding	1,600,000		0	0	0	0	0	0	0
Loan Repayment	0	-246,692	-246,692	-246,692	-246,692	-246,692	-246,692	-246,692	-246,692
Reserve funding	680,503	158,080	164,403	170,979	177,819	184,931	130,000	115,000	95,000
Yearly Result	1,380,503	-1,188,612	737,711	-625,714	311,126	-611,761	283,308	-131,692	-151,692
Ongoing Surplus/Deficit	1,380,503	191,891	929,602	303,888	615,015	3,253	286,561	154,869	3,176

Shire's Housing Renewal Program Timeline



In 2025-26 the strategy involves the construction of two 3x2 properties.

In 2026-27, the replacement properties for 30 Ballagin Street and 2 Ballagin Street are constructed.

In 2027-28, 30 Ballagin Street and 2 Ballagin Street are scheduled to be sold.

In 2028-29, the replacement for 5 Omdurman St is constructed with the property sold in the following year. Finally, in 2030-31 and 2031-32, the last transactions occur with 14 Gordon St.

The \$1.6m loan would be paid off in 2033-34.

Land

The construction of new properties will partially consume the Shire's vacant land holdings. The Shire has sufficient land holdings that could be cleared for construction.

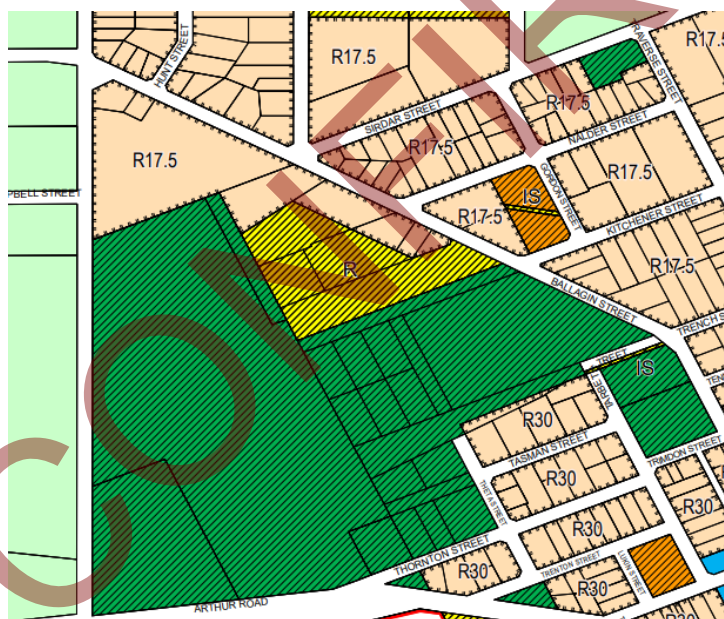
The various lots on Boddington St would require clearing and the construction of Boddington St which is unconstructed but are considered to be lots of strategic importance.

Vacant Shire owned residential land

Address	Lot size	Construction ready?
Lot 8 Boddington St	1,012m2	No
Lot 9 Boddington St	1,012m2	No
Lot 11 Boddington St	1,012m2	No
Lot 12 Boddington St	1,012m2	No
Lot 20 Boddington St	1,012m2	No
8 Khedive St	1,012m2	Yes

10 Khedive St	1,012m2	Yes
34 Khedive St	1,012m2	Yes
7 Kitchener St	2,023m2	No
7 Marks Ct	1,265m2	Yes
8 Marks Ct	981m2	Yes
3 Omdurman St	1,968m2	Yes
Lot 1721 Sawle St	896m2	Yes
Lot 1722 Sawle St	837m2	Yes
19 Traverse St	1,012m2	Yes
19 Upland St	998m2	Yes
Lot 12 Vince St (Piesseville)	1,012m2	No

In addition to the land above the Shire and Wagin Agricultural Society jointly own the 3.11 ha portion of the showgrounds which currently houses the youth centre and rodeo arena. This area is zoned as residential could in the future be subdivided resulting in the construction of additional blocks on Ballagin Street and Rifle Street North.



While the Shire does not need to acquire additional residential land to implement this strategy, additional acquisition consistent with the Local Planning Strategy would provide opportunities to accelerate and steer development.

The Strategy does not propose what specific Shire land is to be used at this time. This would be determined as part of the procurement process annually as home design could influence the chosen block as well as other land use planning factors.

Revising the Strategy

The housing strategy proposes the construction of four 4x2 properties and two 3x2 properties. 2x2 properties or smaller configurations are not initially being proposed

based on both the feedback of current staff utilising Shire housing, feedback from the State Government GROH unit and a comparison of neighbouring Shires.

As the Strategy is implemented Council may wish to consider alternating the configuration of housing being purchased.

The procurement process may also lead to alternations in the proposed timing of the renewal program. In the first two years of the strategy four houses are proposed to be constructed.

This front loading of construction in 2025-26 and 2026-27 is possible as a substantial amount of the program is being funded through a loan. It may be economically advantageous to bundle the construction of the first set of four houses within a single tender over a two year period.

Governance of the Strategy

Given the significance of the Strategy's implementation from a both a financial and organisational importance, it is proposed that an Advisory Group be established to make recommendations to Council on the Strategy's implementation.

The role of the Advisory Group will be to make recommendations on matters such as:

- which Shire land is to be used for which property
- site preparation
- decisions related to house design and landscaping
- procurement strategy, tender documentation, inclusions and exclusions
- tender evaluation and recommendations
- process for approvals
- disposal strategy and sale evaluation.

The Advisory Group is proposed to comprise:

- two elected members
- two staff members
- Chief Executive Officer

An expression of interest has been distributed internally with a view to identifying staff with an interest and expertise in housing.

Staff Accommodation Strategy



Prepared in accordance with
section 3.59 of the Local
Government Act 1995



Business Plan

Introduction

The provision of suitable staff accommodation as a critical component of its Employee Value Proposition (EVP), directly impacting its ability to attract and retain key personnel.

The current staff housing portfolio, with an average construction year of 1982, requires significant revitalisation. Many properties are over forty years old and no longer meet modern executive standards or the diverse needs of Shire staff.

This business plan outlines a strategic, multi-year renewal and expansion program for the Shire's staff housing. The program involves the systematic disposal of older, non-executive properties and the construction of new, modern executive-level (4x2) and flexible non-executive (3x2) homes.

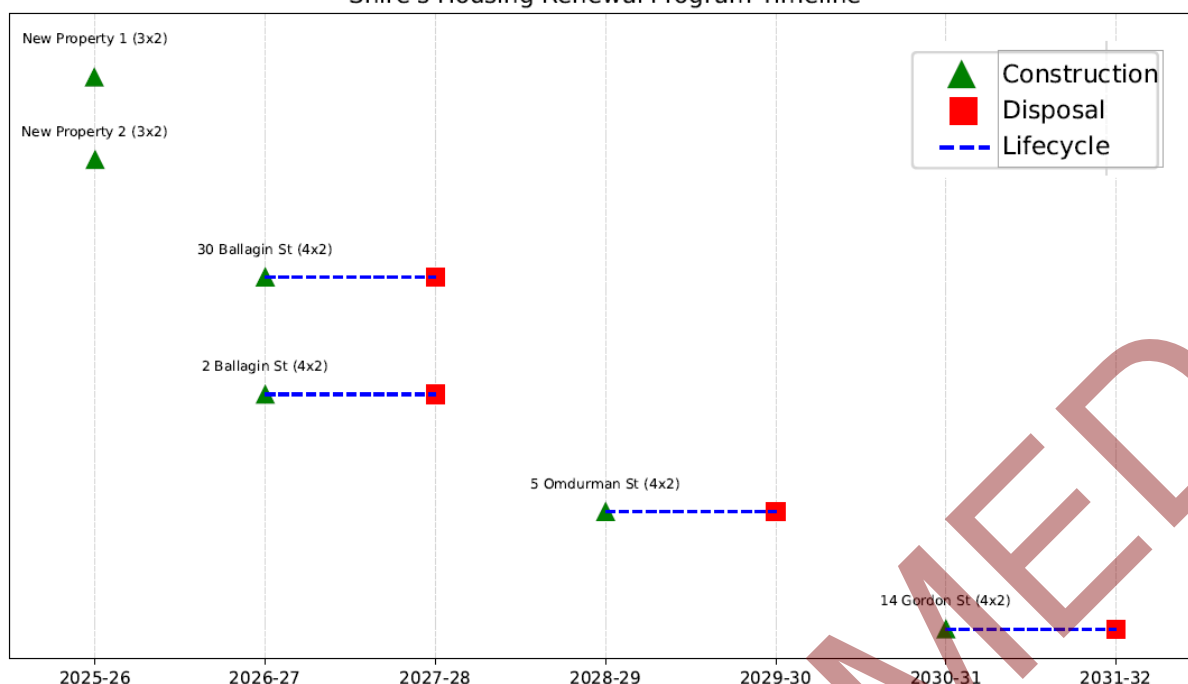
The program will result in six new houses being constructed and four houses being sold.

	Proposed construction year for replacement	Replacement type	Disposal year
New property	2025-26	3x2	-
New property	2025-26	3x2	-
30 Ballagin St	2026-27	4x2	2027-28
2 Ballagin St	2026-27	4x2	2027-28
5 Omdurman St	2028-29	4x2	2029-30
14 Gordon St	2031-33	4x2	2030-31

The renewal program is proposed to be funded through a combination of proceeds from sales and an increased annual reserve funding injection. The strategy aims to treat staff housing as a managed asset class, similar to vehicles and plant, with a defined lifecycle of acquisition (construction), operation, renewal/replacement, and disposal. This approach addresses a historical gap where housing has not been managed from an asset management perspective for a considerable period, with the last Shire house constructed in 2013.

The program proposes the replacement of five existing non-executive properties with new executive-level homes and the construction of two additional new non-executive properties over the next ten years. This is an ambitious but necessary undertaking to ensure the Shire remains competitive in the workforce marketplace and can effectively deliver services to the community.

Shire's Housing Renewal Program Timeline



Legislative basis

This Business Plan has been prepared in accordance with Section 3.59 of the *Local Government Act 1995* (WA). Section 3.59(2) requires a local government to prepare a business plan before entering into a "major land transaction" or a land transaction that is preparatory to a major land transaction.

A "land transaction" is defined as an agreement under which a local government is to acquire or dispose of an interest in land, or develop land. Such a transaction is classified as "major" if the total value of the consideration and anything done by the local government to achieve its purpose exceeds a prescribed amount.

The Shire of Wagin's Staff Housing Renewal and Expansion Program, involves the construction of new residential properties and the disposal of existing ones. While the Shire does not intend to produce profit, over the course of the strategy's delivery the sale of land is anticipated to exceed the threshold where a business plan is required.

Section 3.59(3) stipulates that the business plan must include an overall assessment of the undertaking and provide details of:

- its expected effect on the provision of facilities and services by the local government
- its expected effect on other persons providing facilities and services in the district;
- its expected financial effect on the local government;
- its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
- the ability of the local government to manage the undertaking or the performance of the transaction

Section 3.59(4) requires the local government to give Statewide public notice of the proposed transaction and the business plan, make the plan available for public inspection, publish it on the official website, and allow at least six weeks for public submissions.

The expected effect on the provision of facilities and services by the local government

The purpose of the staff accommodation strategy is to provide appropriate housing as part of the Shire's EVP that will enable the Shire to attract and retain key personnel.

This will have an indirect effect on the provision of public facilities and local government services through the improved ability to attract qualified and experienced personnel.

By modernising the housing stock, the Shire is better equipped to meet its obligations and strategic goals related to its workforce.

Implementing this plan will embed a more rigorous asset management approach to staff housing. This includes better planning for maintenance, renewal, and financial sustainability of these assets, which is a service the Shire provides to itself to ensure long-term operational capability.

The expected effect on other persons providing facilities and services in the district:

The implementation of the staff accommodation strategy is anticipated to have benefits for the community through local and regional builders, contractors, suppliers, and tradespeople, thereby stimulating local economic activity. It will also provide business for real estate and legal practitioners through the disposal of older Shire housing stock.

The sale of older Shire properties will add to the housing stock available for purchase in the general market, potentially benefiting private buyers.

The expected financial effect on the local government

A funding strategy has been prepared based on valuations for the existing housing stock and estimates of the costs of new housing.

It is proposed to fund the renewal program through a combination of reserves, the proceeds of sale and a loan of \$1.6m. The total cost to the ratepayer is \$1,876,714.

The \$1.6m loan would be paid off in 2033-34 two years after the final completed property.

It is forecast that the new builds will cost \$3.1 million, and that the sale of stock will result in \$1.6 million offsetting the cost. The annual loan repayments commencing in 2026-27 will be \$246,692. This equates to approximately 8.3 per cent of rates forecast to be generated in 2025-26.

Council will be required to make significant investments in reserve funding over the life of the strategy to fund the loan repayments.

This includes a 58% increase in the housing reserve in 2026-27, followed by 4% increases in that reserve injection each year until 2031-32.

The cost estimates for the new modular housing are based on tenders called for in 2024. The project costs may be altered by changes in the price of modular housing or the valuation of Shire properties. As the loan figure is a constant, Council would either need to increase or decrease its annual funding injection based on the project cost escalation or de-escalation. If costs of the modular homes are greater than anticipated, Council consider revising its housing offering by constructing smaller 3x2 properties rather than 4x2 properties.

Funding forecast

	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
30 Ballagin St		-550,000	390,000						
2 Ballagin St		-550,000	430,000						
5 Omdurman St				-550,000	380,000				
14 Gordon St						-550,000	400,000		
New property (3x2)	-450,000								
New property (3x2)	-450,000								
Loan Funding	1,600,000		0	0	0	0	0	0	0
Loan Repayment	0	-246,692	-246,692	-246,692	-246,692	-246,692	-246,692	-246,692	-246,692
Reserve funding	680,503	158,080	164,403	170,979	177,819	184,931	130,000	115,000	95,000
Yearly Result	1,380,503	-1,188,612	737,711	-625,714	311,126	-611,761	283,308	-131,692	-151,692
Ongoing Surplus/Deficit	1,380,503	191,891	929,602	303,888	615,015	3,253	286,561	154,869	3,176

The expected effect on matters referred to in the local government's current plan prepared under section 5.56

The Shire's Strategic Community Plan observes that a key and ongoing objective is to continue to build organisational capacity within the Shire's systems, skills and knowledge base, to be able to deliver on the objectives of this plan.

The provision of sufficient appropriate housing to key personnel as part of the Shire's EVP aligns with this objective of building organisational capacity.

The Strategic Community Plan identifies several related actions:

- Explore affordable accommodation for workers
- Aid retention and encourage more government services in Wagin
- Investigate future housing and expansion for tourist and other attractions
- Housing, Job and training especially for young people

The Shire's Corporate Business Plan includes specific reference to 'upgrade of staff housing as a recruitment and retention strategy'. This action while principally in the context of building maintenance reflects the need for effective asset management of staff housing through renewal.

The ability of the local government to manage the undertaking or the performance of the transaction

The Shire recognises that the implementation of the staff accommodation strategy will require investment in respect to finances and organisational effort. The strategy has been phased in order to reduce financial impact but this phasing also means that construction is initially front loaded.

Supplementing the Shire's existing knowledge and capability may take a number of forms including the engagement of consultants or forming an advisory group or committee with community members that have knowledge or expertise in property matters.

Council has a key role in the oversight of delivering of the Strategy and with each budget determines whether to proceed on the planned course or amend the pathway.

Procurement will be conducted in strict accordance with the provisions of the *Local Government Act 1995*. This means that public tenders will be called for procurement that exceeds the \$250,000 and that purchases over \$100,000 will be resolved by Council in accordance with Council's purchasing policy.

Implementation of the accommodation strategy will be dependent on future decisions of Council including annual budget deliberations.

How to comment

Comment on this Business Plan can be provided in writing to the Shire of Wagin at shire@wagin.wa.gov.au by Friday, 12 September 2025.

UNCONFIRMED

STAFF ACCOMODATION STRATEGY

ADVISORY GROUP

TERMS OF REFERENCE

1. Purpose

The Advisory Group is established to provide strategic guidance and recommendations to Council on the implementation of the Shire's Staff Housing Strategy. This includes decisions related to acquisition, construction, renewal, and disposal of staff housing assets, ensuring alignment with asset management principles and financial sustainability.

2. Objectives

The Advisory Group will:

- Support the implementation of the Staff Housing Strategy.
- Ensure housing decisions are made with consideration of long-term asset management.
- Provide recommendations to Council on key housing-related matters.
- Promote transparency, accountability, and value for money in housing projects.

3. Scope of Responsibilities

The Advisory Group will make recommendations to Council on:

- Allocation and use of Shire-owned land for housing projects.
- Site preparation and readiness.
- House design, landscaping, and amenity considerations.
- Procurement strategy, including tender documentation and evaluation.
- Inclusions and exclusions in construction contracts.
- Approval processes for housing projects.
- Disposal strategy for older housing stock and evaluation of sale proposals.

4. Membership

The Advisory Group will comprise:

- Two elected members of Council.
- Two Shire staff members.
- Chief Executive Officer.

Additional members or advisors may be invited to attend meetings as required, including technical experts or consultants.

5. Governance and Meetings

- The Advisory Group will meet every two months, or as required.
- A quorum will consist of three members, including at least one elected member and the CEO.
- An elected member shall be appointed by Council as the Chair
- Meetings will be called by the CEO in consultation with the Chair
- Minutes will be recorded and submitted to Council for noting and consideration.
- The Advisory Group does not have decision-making authority.

6. Reporting

- The Advisory Group will report to Council through formal meeting minutes and written recommendations.
- Progress updates on the Housing Strategy implementation will be provided to Council at least bi-annually.

7. Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Committee. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is to determine the appropriate action to enable the Committee to perform its functions.

Modification history

Date	Section	Modified By
------	---------	-------------

8.1.6 CONSIDERATION OF TENDERS DURING POSSIBLE CARETAKER PERIOD

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PL.TE.1
ATTACHMENTS:	Draft local public notice

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5454

Moved Cr S M Chilcott

Seconded Cr G K B West

That Council REQUESTS that the Chief Executive Officer in accordance with Section 3.73(4) of the *Local Government Act 1995* give local public notice of its intention at the 16 September 2025 Ordinary Council Meeting to consider awarding tenders and approve the execution of contracts related to:

- Supply contract bitumen (2025-26)
- Supply contract stabilising (2025-26)
- Purchase and trade-in of a Grader
- Purchase and trade-in of a Roller

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

Due to changes in legislation, Officers are asking Council to give local public notice of its intention to consider awarding four routine tenders during the caretaker period.

BACKGROUND/COMMENT

Changes to the *Local Government Act 1995* restrict the capacity of a local government to undertake certain actions during the caretaker period.

The caretaker period runs from the close of nominations to the declaration of the election result. In 2025 the close of nominations will be 4 September 2025. The result will either be declared on that day if the number of nominations is equal to the number of vacancies or as soon as possible after the election day on 18 October 2025 if an election is required.

The caretaker period accordingly can exceed forty-four days.

The significant acts that a local government is not permitted to undertake include the awarding of tenders / contracts over \$250,000.

The Shire's normal approach to business is to present a budget for adoption in July, call routine tenders listed in the budget in August and present tenders for award to Council in September.

The caretaker rules compromise this usual approach.

However, two relevant exemptions to the caretaker rules exist which Officers propose that Council resolve to use to enable consideration of awarding tenders at the September Ordinary Council Meeting.

Section 3.73(4) of the Act provides that a local government may do a significant act if the local government decides prior to caretaker do perform a significant act, gives local public notice of its intention to perform the significant act and provides the Department CEO with the notice.

Officers propose that Council request the CEO provide local public notice of its intention to consider at the September Ordinary Council Meeting the awarding of tenders and executing contracts related to:

- Supply contract bitumen (2025-26) (estimated value \$576,000)
- Supply contract stabilising (2025-26) (estimated value \$423,000)
- Purchase and trade-in Grader (estimated value \$475,000)
- Purchase and trade-in Roller (estimated value \$209,000)

The effect of this decision would be that Council would signal its intention to consider these routine tenders at the September Ordinary Council Meeting to ensure compliance with the new caretaker rules in the Act.

Regulation 3B of *Local Government (Functions and General) Regulations 1996* requires that the local public notice must give details of the significant act, the date that the significant is intended to be performed and the date of when the local government decided to issue the local public notice.

CONSULTATION/COMMUNICATION

Nil.

STATUTORY/LEGAL IMPLICATIONS

As detailed.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Buildings and infrastructure.

VOTING REQUIREMENTS

Simple Majority

PUBLIC NOTICE

CONSIDERATION OF TENDERS DURING CARETAKER PERIOD

At the 22 July 2025 Ordinary Council Meeting, the Shire of Wagin resolved in accordance with section 3.73(4) of the *Local Government Act 1995* to give notice of its intention at the 16 September 2025 Ordinary Council Meeting to consider awarding tenders and approve the execution of contracts related to:

- Supply contract bitumen (2025-26)
- Supply contract stabilising (2025-26)
- Purchase and trade-in of a Grader
- Purchase and trade-in of a Roller

DR KENNETH PARKER
CHIEF EXECUTIVE OFFICER

24 JULY 2025

8.1.7 DRAFT COMMENT ON STATE GOVERNMENT PROPOSAL FOR MANDATORY COMMUNICATION AGREEMENTS BETWEEN CEO AND COUNCIL

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	GV.BO.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	Attachment 1 – Department of Local Government Consultation Paper Attachment 2 – WALGA Discussion Paper

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5455

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That Council:

1. **ADOPTS** the comments of the draft communication protocol legislation set out in the Officer's report
2. **REQUESTS** that the Chief Executive Officer provide the comments to WALGA, Department of Local Government and Minister for Local Government

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries published the draft legislation that would introduce a requirement for local governments to prepare a communications agreement between the CEO and Council. The legislation will mandate things that the communications agreement must have and provides for a default communication agreement in the event that a local government does not adopt one of its own in accordance with the legislation.

The legislation is set out in a Department Discussion Paper contained in Attachment 1.

WALGA has prepared a Discussion Paper that asks good questions about some of the problematic elements (Attachment 2). However, Officers are of the view that the legislation is unnecessary and should not be enacted at all.

Comment has been requested by the Department by 22 August 2025 with WALGA requesting comment by 28 July 2025 in order to meet State Council timeframes.

Officers propose that Council adopt and approve the draft comment prepared by Officers below.

BACKGROUND/COMMENT

The proposed legislation regarding communications agreements is unnecessary and should not be enacted.

The proposed legislation concerning communications agreements represents an example of introducing requirements unnecessarily to deal with a minority of local governments where poor practice are occurring and where alternative interventions available under the current legislation to the DG and Minister may be required.

The requirements restate parts of the Act that are already present.

The *Local Government Act 1995* already provides powers for Councillors to request information of the administration to perform their duties, the Act prohibits Councillors from performing administrative functions and the employment relationship between Council and the CEO is addressed in the Act and associated standards for selection, performance management and termination. The Act provides pathways to manage poor performance in these areas including through Ministerial and Departmental intervention.

The proposed required contents of a communication agreement are overly prescriptive. The proposed legislation requires that agreement must address:

- how council members and committee members make requests for assistance regarding administrative matters;
- the way in which, and the employees of the local government to whom, a request for assistance regarding an administrative matter must be made;
- time limits within which a response to a request for assistance regarding an administrative matter must be given;
- the way in which information must be provided in response to a request for assistance regarding an administrative matter;

- the employees of the local government with whom council members and committee members may communicate or have dealings in relation to a request for assistance regarding an administrative matter.

Mandating these provisions assumes a general failing in the performance of Councils and CEOs that does not exist in the majority of local governments.

Council's primary role is selecting a CEO that is capable of supporting Council through fostering professional relationships and communicating with Council. The CEO's role is explicitly defined in the Act as advising the Council in relation to its affairs and ensuring that Council has the information that is needed to make informed and timely decisions. As the employer, Council's role is to manage the CEO's performance if its expectations in this regard are not being met.

Local governments have the option currently now to adopt a communication protocol without the legislation and other local governments have done so. The Shire of Wagin does not see the need for a mandatory communications protocol. If a communications protocol is to be mandated then Councils as the duly elected local representatives of their community and CEOs as the duly appointed professionals employed to assist Councils perform their duties should be empowered to determine the contents of a communications protocol to suit that local government's culture and conditions.

A mandatory communications protocol impinges on the role of the Mayor and President in setting a culture for Council which was reinforced in the last round of Act changes to include to promote, facilitates and support positive and constructive working relationships among council members and liaise with the CEO on the local government's affairs and the performance of its functions.

A commencement date of the requirements being the day after the Ordinary Local Government Elections means that local governments will not be able to adopt a communications protocol in time and be able to effectively induct new Councillors. Given the prescriptive nature of the regulations which assume both poor practice

and relationships, commencing a new term of Council with a requirement to adopt an unnecessary communications protocol is unwelcome.

For local governments that are not dysfunctional but have issues with communications, the mandatory, prescriptive communications protocol may exacerbate rather than deescalate issues as the communications protocol can be weaponised through code of conduct complaints.

The premise that prescriptive legislation is required to deal with a minority of poor practices should be rejected forcefully. If local governments are considered to be capable of delivering a raft of regulatory services and community services on behalf of the State Government and trusted to levy tax on behalf of the State Government through Emergency Services Levy, because local government is better equipped and able than the State Government to do so, then local governments should be trusted to be able to professional enough to communicate effectively. For the local governments that do not, the Minister and Department should utilise their significant powers of intervention.

CONSULTATION/COMMUNICATION

Nil.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Council leadership.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Council leadership

VOTING REQUIREMENTS

Simple Majority



Communications Agreement Consultation Paper

Local Government Reforms

Background

The *Local Government Amendment Act 2023* (2023 Amendment Act) was passed by Parliament in May 2023 and made a series of amendments to the *Local Government Act 1995* (the Act).

The 2023 Amendment Act implements several key reforms, including those relating to local government elections, as well as some changes which are yet to commence. These include the requirement for a communications agreement between the council and the administration of a local government.

To implement these reforms, the Western Australian (WA) Government has prepared the draft Local Government Regulations Amendment Regulations 2025 and the draft Local Government (Default Communications Agreement) Order 2025.

These proposed draft regulations and the draft order are published on the Department of Local Government, Sport and Cultural Industries (DLGSC) website and are available for public comment until **Friday 22 August 2025**. This consultation paper sets out the aims of these reforms and the proposed legislative requirements.

DLGSC invites local governments, council members, CEOs, local government employees and members of the community to consider the proposed regulations and provide feedback. The feedback received will inform the finalisation of draft regulations and the draft order and the implementation of these changes.

Submissions can be made to DLGSC's Act Review team by:

1. email to actreview@dlgsc.wa.gov.au
2. post to:
DLGSC Act Review
PO Box 8349
PERTH BUSINESS CENTRE WA 6849

Your say and your privacy

Submissions will be treated as public documents unless explicitly requested otherwise.

If you do not consent to your submission being treated as a public document, you should mark it as confidential, or specifically identify the confidential information, and include an explanation.

Please note, even if your submission is treated as confidential by DLGSC, it may still be disclosed in accordance with the requirements of the *Freedom of Information Act 1995* (WA) or any other applicable written law.

DLGSC reserves the right to redact any content that could be regarded as racially vilifying, derogatory or defamatory to an individual or an organisation.

Establishing regulations for communications agreements

The communications agreement is intended to function as a fundamental governance instrument within each local government to set out minimum expectations for formal communications between council members and employees of the local government.

Communications agreements currently exist between each Minister of the WA Government and the agencies that support them. These agreements set out who Ministers and their staff may contact within an agency, what they may request, how they can expect their request to be dealt with and when they can expect a response.

In a local government context, new sections 5.92A – 5.92C inserted by the 2023 Amendment Act provide that:

- each local government must have a communications agreement which deals with the matters required by the Act and regulations
- a local government may adopt a communications agreement by the council and the CEO **both agreeing** to its terms
- if a local government does not adopt or is unable to adopt a communications agreement, the default communications agreement set out in a ministerial order applies.

The draft Local Government Regulations Amendment Regulations 2025 seek to address minimum requirements for and enforcement of communications agreements.

Administration Regulations (amending regulations 3 to 8)

Amending regulations 3 to 8 set out a series of amendments to the Local Government (Administration) Regulations 1996 to deal with communications agreements.

Amending regulation 4 inserts a definition of communications agreements into the regulations.

Amending regulation 5 clarifies that the regulations regarding the employee code of conduct apply to employees of the local government, not contractors.

Amending regulation 6 requires the employee code of conduct to require a local government employee to comply with the communications agreement.

Amending regulation 7 inserts new regulations 28C and 28D.

Regulation 28C provides that in addition to the matters set out in the to be proclaimed section 5.92A of the Act, a communications agreement needs to set out the circumstances in which correspondence sent by the Mayor or President on behalf of the local government must be provided to all council members by the CEO.

Regulation 28D provides that there must be certain minimum content in a communications agreement adopted by a local government and its CEO.

Subregulation (1) provides definitions of an administrative matter and a request for information.

Subregulation (2) provides that a communications agreement must address:

- how council members and committee members can make requests for information
- the time within which a response to a request for information must be given
- the way in which information must be provided in response to a request for information
- a dispute resolution process
- which local government employees, council members and committee members may communicate or have dealings with relating to requests for information.

Subregulation (3) clarifies that the communications agreement does not apply to:

- deliberations at a council or committee meeting
- the process that needs to be undertaken for the recruitment, performance review or employment termination of the CEO.

This recognises that a Mayor or President and duly authorised council members may need to communicate with employees or contractors of the local government other than through the CEO to facilitate the recruitment, performance review or termination process.

Subregulation (4) provides that a communications agreement must address:

- how council members and committee members can make request for administrative assistance
- the time within which a response to a request for administrative assistance must be given
- the way in which information must be provided in response to a request for administrative assistance
- which local government employees, council members and committee members may communicate or have dealings with relating to administrative matters.

Subregulation (5) provides for circumstances where commissioners are administering the local government. This regulation provides that the commissioner may request information or assistance in the manner determined by the commissioner from any local government employee and that, if requested, it must be provided to the commissioner as soon as practicable. Where there is a dispute, it is resolved by the commissioner (or the chair commissioner if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

Regulation 8 provides for the default communications agreement ministerial order to be made prior to 19 October 2025.

Model code of conduct (amending regulations 9 & 10)

To ensure council and committee members comply with the communications agreement, it is proposed that contraventions of the agreement be dealt with under the code of conduct for council members, committee members and candidates.

Amending regulation 10(1) provides that a contravention of section 5.92(3) of the Act, which states that a council member or committee member must comply with the communications agreement, will be a behavioural breach. This means that the breach is dealt with internally by the local government, rather than through the Local Government Standards Panel process. Circumstances where a council member involves themselves in the administration of the local government without authority, or where a council member seeks to direct a local government employee, will remain a rule of conduct breach.

Amending 10(2)-(3) makes an amendment to clause 20 of the model code of conduct. Clause 20 currently provides that a council member or candidate cannot direct a local government employee. This amendment clarifies that the rule of conduct against directing a local government employee does not apply where the council member is acting consistently with the communications agreement in seeking information or administrative assistance.

Default Communications Agreement Order

The 2023 Amendment Act inserted new section 5.92B, which provides for the Minister for Local Government, by order, to set out a form of default communications agreement. This will be considered the communications agreement of the local government at any time that the local government has not adopted a communications agreement of its own or the agreement has expired.

A local government's communications agreement will expire at the end of the local government's caretaker period following an ordinary election, or otherwise at the end of the employment of the CEO who agreed to that communications agreement.

It is important to note the range of circumstances where a local government will fall onto this default agreement. If unable to form an agreement of their own, a local government will be bound by this default agreement. If local governments and CEOs wish to alter something contained in the default agreement, they will need to reach an agreement on an alternative communications agreement.

The proposed default communications agreement is contained in Schedule 1 of the draft Local Government (Default Communications Agreement) Order 2025.

Preliminary provisions (Division 1 of the draft order)

The preliminary components of the agreement include definition and application clauses which address how the agreement is to be interpreted and applied.

The definition of an 'administrative matter' is important in that it clarifies what is considered an administrative matter for a council members' potential request.

Clause 3 (Application) provides that this agreement does not apply to:

- deliberations at a council or committee meeting (which to be dealt with by standardised meeting procedures)
- the process of CEO recruitment, performance reviews or termination of employment, in accordance with the CEO employment standards of the local government.

This covers practical situations, such as the Mayor or President needing to engage closely with the local government's human resources function and consultants in relation to certain instances of managing the employment of the CEO.

General provisions (Division 2 of the draft order)

Clauses 4 to 7 provide a series of general provisions.

Clause 4 addresses the general principles of the agreement:

- That the CEO supports council and committee members to fulfill their functions, including by providing information and administrative assistance that allows them to do so, and ensuring that employees communicate with council members in accordance with the agreement.
- That the council and committee members conduct themselves in accordance with the agreement to ensure the orderly running of the local government.

Clause 5 provides that, in general, all council members should receive a copy of formal correspondence sent by the Mayor or President on behalf of the local government. This reflects the Mayor or President's role of as a spokesperson of the local government, consistent with the decisions of the council. In exceptional circumstances the Mayor or President can decide it is not appropriate to provide such correspondence to all council members. If this is done where exceptional circumstances do not exist, it may constitute a breach of the agreement by the Mayor or President.

Clause 6 clarifies that requests for information or administrative should not be made during social or incidental dealings with employees or contractors, as these interactions are not an appropriate time to seek information.

Clause 7 clarifies that this agreement does not prevent social or incidental dealings or communications between council members and employees.

Clause 8 provides for the nomination of employees by the CEO, which is an important aspect of this agreement as it provides for who within the local government council members may speak with. This is similar to the approved contacts list used for WA Government communications agreements between Ministers and their agency(s).

These employees should be the most relevant employees for the council members to appropriately interact with, such as a local government's governance team, their directors (or equivalents), the executive assistant to the CEO, the communications manager or similar roles.

The clause specifies the number of employees to be nominated for each class of local government, reflecting the size of those local governments. It further clarifies that a CEO may specify that the employee is nominated for particular types of enquiries, such as nominating a communications manager for media enquiries. The CEO is required to maintain an up to date register for council and committee members of these employees and what they are able to be contacted for.

Clause 9 makes clear that the CEO determines who responds to a request for information.

Clause 10 further clarifies that nothing in this agreement requires a CEO or any other employee to respond to a request outside of office hours.

Requests for information generally (Division 3 of the draft order)

Clauses 11 to 16 deal with general requirements that apply to all requests for information.

Clause 11 provides for council and committee members to make requests for information.

Clause 12 sets out the types of information a member may request and the types of additional information a Mayor or President may request from the local government; however, this clause does not limit what information may be sought.

Clause 13 addresses certain things a council member must provide to assist the local government to respond to the request. This includes an appropriate scope, or a copy of correspondence received by the council member where they are seeking advice that relates to the correspondence.

Clause 14 deals with the circumstances where information does not need to be provided to a member, being:

- where the agreement has not been followed
- if the council member is not entitled to that information
- if the information is not held by the local government and unable to be reasonably obtained
- if in the CEO's view, preparing or providing the information would require substantial diversion of the local government's resources.

Clause 15 deals with disputes regarding the provision of information. This provision provides that a council member who is unhappy with a refusal of information may dispute the matter. Initially this should be sought to be resolved at a meeting between the council member, Mayor or President and CEO. If this does not resolve the matter, the council member should refer the matter to the council to resolve whether the information should be provided or not.

Clause 16 clarifies that the Mayor or President may discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information. This reflects that media enquiries often require urgent responses that are best dealt with promptly.

Responding to requests for information (Division 4 of the draft order)

Clause 17 to 24 deal with responding to requests for information that do not relate to administrative assistance.

Clause 17 provides that this division does not relate to an administrative request for information.

Clause 18 provides that a request for information is to be made to the CEO or an appropriate nominated employee in writing by email or such other electronic means approved by the CEO (such as a portal or similar).

Clause 19 requires the CEO to ensure that a request is acknowledged in writing within 2 working days of the request being made. This does not require the CEO to personally acknowledge the request, just ensure that a mechanism is established for their acknowledgement.

Clause 20 provides that for the purpose of responding to a request for information the CEO or other appropriate employee can discuss the request with the member for the purpose of clarifying the scope or subject of the request and enabling the request to be considered amended as a result of those discussions.

Clause 21 deals with the provision of a response to a request by providing:

- The request must be dealt with as soon as practicable.
- If a request relates to a matter on the agenda of an upcoming council or committee meeting, best endeavours are made to provide the response before that meeting.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses should be in writing and include any advice or information relating to the request.
- If the final response is to refuse or partially refuse the request, the reasons for the refusal are given to the council member.

Clause 22 provides that a response to a request for information should generally be provided to all council members and relevant committee members, ensuring all members receive the same information. However, there are proposed exceptions to this where:

- The request is for advice on correspondence received by an individual council member. In these cases, the advice should only be given to the member or members who received the correspondence.
- The request relates to matters that only the Mayor or President can request; in which case those replies should only be given to the Mayor or President.
- The council member and the CEO agree that the matter should be treated confidentially because it is appropriate in the particular circumstances.

Clause 23 provides that the member may discuss the response to their request with the CEO or an appropriate nominated employee in order to clarify or address queries with the response.

Clause 24 provides that the CEO may arrange for a briefing, meeting or other discussion for members on the particular information requested. Members may be provided with information through these avenues, including members being able to seek further information following a briefing, meeting or other discussion.

Responding to administrative requests (Division 5 of the draft order)

Clause 25 to 28 deal with responding to administrative requests.

Clause 25 provides that administrative requests encompass an administrative request for information or a request for administrative assistance.

Clause 26 provides that a member may request administrative assistance regarding an administrative matter.

Clause 27 provides that these requests are:

- To be made to the CEO or the appropriate nominated employee.
- These requests may be made verbally, but the CEO or employee can refuse to deal with the request unless it is in writing.
- If a request is made in writing it must be made via email or other electronic means approved by the CEO (such as a portal).

Clause 28 deals with the provision of a response to an administrative request by providing:

- The request must be dealt with as soon as practicable.
- Requests are dealt with within 10 working days by either providing a final response or providing notice of when the final response will be given.
- Final responses to an administrative request may be verbally or in writing.

Commissioners (Division 6 of the draft order)

Clauses 29 and 30 deal with this agreement in relation to a commissioner appointed to administer a local government.

Clause 29 provides that the agreement applies to a commissioner as if the commissioner were the council and the Mayor or President.

Clause 30 provides that the commissioner:

- may request information from any local government employee for provision to the commissioner as soon as practicable
- where there is a dispute, it is to be resolved by the commissioner or the chair commissioner (if there is more than one commissioner).

This reflects that the circumstances that require the appointment of commissioners are unique, and as a result a commissioner should typically not be constrained by a communications agreement when undertaking the process required to restore good government to a local government district.

UNCONFIRMED

Department of Local Government,
Sport and Cultural Industries
PO BOX 8349
Perth Business Centre WA 6849
Email: actreview@dlgsc.wa.gov.au
Website: www.dlgsc.wa.gov.au

Communications Agreements

Discussion Paper

June 2025

Local Government Submissions to WALGA are requested by **4pm, Monday 28 July 2025** to governance@walga.asn.au

For more information, please contact Tony Brown on 9213 2051 or Felicity Morris on 9213 2093.

Submission Format

This Discussion Paper has been designed to enable Local Governments to insert responses in the form field provided for each section of the Discussion Paper.

Local Governments can choose to respond to only some sections or questions, and are also welcome to provide a submission in an alternative format.

Please also provide your Local Government details below.

Local Government Name:	Click or tap here to enter text.	
Submission was prepared and endorsed by:		
<input type="checkbox"/>	Council Resolution / Meeting Date:	Click or tap here to enter text.
<input type="checkbox"/>	Council Member Workshop / Forum (without Council resolution)	
Contact Name:	Click or tap here to enter text.	
Contact email address:	Click or tap here to enter text.	
Contact phone:	Click or tap here to enter text.	

Contents

1. Background	1
2. Discussion paper	2
2.1. Draft Regulations	2
2.1.1. General drafting approach	2
2.1.2. Commencement and implementation	2
2.1.3. Providing correspondence sent by Mayor or President to all Council Members	3
2.1.4. Requests for information – definition and scope	4
2.1.5. Administrative matters – definition and scope	6
2.1.6. Exclusions from application of communications agreement	8
2.1.7. Commissioners	9
2.1.8. Amendments to Model Code of Conduct	10
2.3. Draft Order	11
2.3.1. Clause 4 General principles	11
2.3.2. Clause 8 Nominated employees	11
2.3.3. Clause 12 Information that may be requested	12
2.3.4. Clause 13 Requirements applicable to requests for information	13
2.3.5. Clause 14 Certain information not required to be provided	14
2.3.6. Clause 15 Disputes	14
2.3.7. Clause 16 Mayor/President discuss media enquiry	15
2.3.8. Division 4 Requests for information - processes	15
2.3.9. Division 5 Administrative requests - processes	17

1. Background

Communications Agreements were outlined in the Minister for Local Government's [Reform Proposals](#) released in 2022.

Following sector consultation, WALGA adopted the following advocacy position in relation to Communication Agreements:

2.5.3 Council Communication Agreements

The Local Government sector supports the introduction of a consistent, regulated Communications Agreement between Councils and the CEO within Local Governments.

Amendments to achieve this reform were included in the [Local Government Amendment Act 2023](#) but are yet to take effect:

- Amendments to Section 5.92 of the *Local Government Act 1995* (the Act) to provide that the right of a Council Member or Committee Member to access information under that section must be exercised in accordance with the Local Government's communications agreement.
- New section 5.92A requiring every Local Government to have a communications agreement between the Council and the CEO regulating the matters specified in the Act and regulations.
- New section 5.92B requiring the Minister to make Ministerial Order setting out a default communications agreement which applies at any time a Local Government does not have its own communications agreement.
- New section 5.92C enabling Local Governments to adopt and amend its own communications agreement with the agreement of the CEO, which will expire at the end of every caretaker period, and upon the end of the CEO's employment with that Local Government.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) published the draft [Local Government Regulations Amendment Regulations 2025](#) (the Draft Regulations) and draft [Local Government \(Default Communications Agreement\) Order 2025](#) (the Draft Order). The Department has also published a [Communications Agreement Consultation Paper](#) (the DLGSC Consultation Paper) which explains the Draft Regulations and Draft Order.

The Draft Regulations prescribe the minimum requirements for all communications agreements and provide the mechanism to require compliance by Local Government employees, Council Members and Committee Members.

The Draft Order sets out what is proposed to be the default communications agreement in Schedule 1. As all Local Governments will be subject to this default agreement on a regular basis (at least every two years after each caretaker period and after a CEO's employment ends) as well as at any time an agreement cannot be reached between Council and the CEO, it is critical that the default agreement is fit for purpose.

2. Discussion paper

The following discussion paper provides preliminary WALGA comments and questions on the Draft Regulations and Draft Order for consideration by Local Governments.

Part 2.1 of this paper deals with the Draft Regulations. Where the corresponding content of the Draft Order is relevant to the discussion of the issue, it is included in this part.

Part 2.2 deals with matters that appear only in the Draft Order.

All clause references are to Schedule 1 of the Draft Order.

2.1. Draft Regulations

2.1.1. General drafting approach

WALGA Comment

The Draft Regulations and Draft Order are quite detailed and prescriptive. Some detail may be necessary to provide clarity and achieve an appropriate balance. It is essential that all parties understand their responsibilities, as breaches would constitute a breach of the Code of Conduct for Council Members, Committee Members and Candidates, or the Employee Code of Conduct. However, the level of prescriptive detail in the Draft Regulations and Draft Order may be restrictive for Local Governments seeing to develop locally appropriate approaches.

Questions

1. Do the Draft Regulations and Draft Order have an appropriate level of detail, or could they be simplified?

Local Government Response:
Click or tap here to enter text.

2.1.2. Commencement and implementation

The Draft Regulations state that they will commence on 19 October 2025, the day after the Ordinary Local Government Elections. This means that the default communications agreement set out in the finalised Ministerial Order would apply to all Local Governments from this date.

WALGA comment

The lead up to Local Government elections is a very busy time for Local Governments. Many Local Governments devote considerable resources to preparing induction materials for new Council Members. These materials and any induction programs will need to provide both commencing and continuing Council Members with an understanding of the default communications agreement. In addition, Local Governments will need to establish the appropriate administrative processes to

implement the default communications agreement. To complete these preparations, Local Governments will need to know the final content of the regulations and order.

Questions

2. What would be a reasonable period to allow Local Governments to prepare for implementation of the default communications agreement after publication of the final regulations and order?

Local Government Response:

Click or tap here to enter text.

2.1.3. Providing correspondence sent by Mayor or President to all Council Members

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28C in the *Local Government (Administration) Regulations 1996* prescribing that communications agreements must regulate the circumstances in which correspondence sent by the Mayor President on behalf of the Local Government must be provided to all Council Members. This is an additional matter that was not specified in the Act amendments.

Draft Order

To meet this requirement, clause 5 of the Draft Order requires correspondence sent by the Mayor or President on behalf of the Local Government to be provided to all Council members, unless the Mayor or President is satisfied that particular circumstances mean it is appropriate not to provide the correspondence. The DLGSC Consultation Paper advises that this should only occur in “exceptional circumstances” and could otherwise constitute a breach of the communications agreement by the Mayor or President.

WALGA Comment

Depending on the Local Government, Mayors or Presidents may send a high volume of correspondence that could be understood as being on behalf of the Local Government. Providing copies of all this correspondence to all Council Members may be burdensome for the Administration, and for Council Members in receiving high volumes.

To avoid breaching the communications agreement, the Mayor or President would need to have a record of each decision and the circumstances that make it appropriate not to provide correspondence to all Council Members.

Questions

3. Is it necessary for all communications agreements to address the provision of Mayor / President correspondence to Council Members?
4. Is clause 5 of the Draft Order appropriate and workable for your Local Government? Are any changes required?

5. Would it be useful for the Draft Order to:

- a. specify types of correspondence that must be provided to all Council members, unless decided by the Mayor or President? For example, correspondence that relates to advocacy, communications with government agencies or elected representatives, major stakeholders, or communicating Council decisions.
- b. allow the Mayor or President to decide that certain categories of correspondence do not need to be provided? For example, letters of appreciation and congratulations.
- c. allow for alternative methods of making the correspondence available to Council Members rather than providing a copy? For example, allow Local Governments to provide a list of correspondence that Council Members may access on request, or publish correspondence on an Elected Member portal.

Local Government Response:

Click or tap here to enter text.

2.1.4. Requests for information – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request.

The definition of request for information in regulation 28D(1) is as follows:

request for information, in relation to a local government, means a request for —

- (a) access to information held by the local government under section 5.92 or otherwise; or
- (b) other information.

This definition is also used in regulation 10(2) of the Draft Regulations for a consequential amendment to the *Local Government (Model Code of Conduct) Regulation 2021*.

As this definition is prescribed in the Draft Regulations, it will apply to all communications agreements, not just the default agreement.

Draft Order

Clause 3(1) provides that the default communications agreement applies to a person only when acting in their capacity as a Council Member, Committee Member or employee.

Clause 4 provides general principles, including that Council and Committee Members will ensure they only request information that is relevant to their functions under the Act or any other written law.

Division 3 sets out the requirements regarding requests for information. Clause 11 of the Draft Order repeats the prescribed definition when stating that a Council Member or Committee Member may make a request for information. Clause 14 specifies that nothing in the agreement requires certain information to be provided, including “information mentioned in section 5.92(4) of the Act”.

WALGA comment

Section 5.92(1) of the Act allows a Council Member or Committee Member to “have access to any information held by the local government that is relevant to the performance by the person of any of the person’s functions under this Act or under any other written law” (emphasis added). This is a broad right of access, requiring only relevance to the performance of a statutory function.

Section 5.92(4) clarifies that the section does not give a Council Member or Committee Member the right to access specified information, including certain employee information, any personal information about individuals that is not relevant to a Council or Committee decision, information the Local Government is prohibited or restricted from disclosing to the Council Member or Committee Member under a written law, and information that is not relevant to the functions of the Council Member or Committee Member under the Act or any written law.

The definition of **request for information** expands significantly beyond requests under section 5.92. It is unclear what is intended by “or otherwise” in part (a) of the definition. Further, the inclusion of “other information” in part (b) is so open-ended, it may make any limitations imposed by (a) almost meaningless.

As the Draft Order only applies when a person is acting in their capacity as a Council Member or Committee Member, it is difficult to understand what “other information” could be required that is not relevant to a statutory function.

Council Members may interact with the Local Government in their personal capacity and request and gain access to information as customers of the Local Government. These ordinary citizen transactions would not be subject to the communications agreement. Similarly, all members of the public have a right to inspect and receive copies of Local Government information in accordance with s5.94, 5.95, 5.96 and 5.96A of the Act, and public information prescribed under other written laws. These public access rights would not be subject to the communications agreement.

The expansive definition appears to be inconsistent with other provisions of the Draft Order. Clause 4 uses the wording of section 5.92, stating that Council and Committee Members agree to only request information that is relevant to their functions under law. Clause 14(b) of the Draft Order confirms that a Council Member or Committee Member is not required to be provided with information mentioned in section 5.92(4) of the Act. As noted above, section 5.92(4)(f) refers to information that is not relevant to the performance of a function under law.

The result may be that a Council Member or Committee Member may *request* information under clause 11 that they must agree not to request under clause 4(c)(iii), that they do not have a statutory right to access, and that clause 14 confirms that they are not required to be provided.

Questions

6. Should the words “or otherwise” and “other information” be deleted from the definition of **request for information**?
7. Do Local Governments identify any risks arising from the definition of **request for information** in its current form?

8. Does the definition of **request for information** create inconsistency with section 5.92 of the Act and clauses 4 and 14 of the Draft Order?
9. Should the definition of **request for information** be revised to refer only to requests made under s.5.92?
10. Are there any other comments on the scope or definition of **request for information**?

Local Government Response:

Click or tap here to enter text.

2.1.5. Administrative matters – definition and scope

Draft Regulations

Regulation 7 of the Draft Regulations would insert a new Regulation 28D in the *Local Government (Administration) Regulations 1996* which provides definitions and prescribes the content of communications agreements. The regulation distinguishes between administrative matters and requests for information and prescribes definitions as well as the content that must be included in relation to each type of request. The definition of administrative matter lists the scheduling of council or committee meetings, compliance obligations under the Act, IT support, training and conference arrangements, event invitations, entitlements and “any other matter of an administrative nature”.

Regulation 10(2) of the Draft Regulations would insert the proposed definition of administrative matter into clause 20(1) of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*).

Draft Order

Clause 2 of the Draft Order repeats the definition of administrative matter and defines administrative request for information. Clause 25 defines administrative request as either or both of an administrative request for information or a request for administrative assistance. Clause 26 defines a request for administrative assistance.

Division 5 of the Draft Order deals with administrative requests for information and requests for administrative assistance. Clause 26 provides that a Council Member or Committee Member may make a request for administrative assistance, while clause 27 provides the process for making an administrative request. Administrative requests may be made verbally or in writing

WALGA Comment

Local Government officers regularly provide routine information and support to Council Members and Committee Members. It seems reasonable to provide for a separate category of requests that may be dealt with in a simplified way, and with no requirement to provide responses to all Council or Committee Members.

The definition of administrative matter prescribed in the Draft Regulations may not be suitable for all Local Governments. WALGA suggests that an alternative definition could be as follows:

administrative matter in relation to a council member or committee member, means support or assistance provided to an individual council member or individual committee member to facilitate an administrative process related to that member, and may include:

- (i) council and committee meeting scheduling, attendance, apologies, leave of absence, committee deputy member attendance, drafting a notice of motion or alternative motion.
- (ii) attendance at professional development, training or events, associated speech writing, ceremonial protocols, travel, accommodation and incidental expense arrangements,
- (iii) entitlements to a fee, allowance, reimbursement or superannuation,
- (iv) personal compliance with obligations under the Act, Regulations, code of conduct, conflict of interest or gift disclosure requirements, record keeping,
- (v) information and communication technology software or hardware provided by the local government,
- (vi) any other matters specified as administrative matters in a local government's communications agreement.

Alternatively, the Draft Regulations could state that administrative matters are to be defined in the local government's communications agreement. The above alternative definition could be modified for use in the Draft Order.

Consideration could also be given to simplifying the language used in the Draft Order regarding these requests. It seems unnecessarily complex to have four defined terms to deal with simple day to day enquiries.

Questions

11. Do Local Governments support a separate process for administrative matters?
12. Is the Draft Regulation definition of **administrative matter** suitable for your Local Government?
13. Do you support the alternative WALGA definition above and/or have any other suggestions for the definition?
14. Should the regulations avoid a prescribed definition and allow **administrative matter** to be defined entirely in the communications agreement?
15. Are there any other comments on administrative matters?

Local Government Response:

Click or tap here to enter text.

2.1.6. Exclusions from application of communications agreement

Draft Regulations

The new Regulation 28D(3), to be inserted in the *Local Government (Administration) Regulations 1996* by Draft Regulation 7, provides that a communications agreement must specify it does not apply to anything a Council Member, Committee Member or Employee does as part of deliberations at a Council Meeting, or CEO employment processes.

Draft Order

Clause 3(2) of the Draft Order gives effect to these requirements.

WALGA Comment

These exclusions enable Council Members and Committee Members to communicate with employees under certain circumstances without being subject to the communications agreement. The respective codes of conduct would continue to apply to employees and Council or Committee Members.

Questions

16. Are these exclusions appropriate?

Local Government Response:

Click or tap here to enter text.

2.1.7. Commissioners

Draft Regulations

New Regulation 28D(5) will require all communications agreements to include content enabling commissioners to make requests to any employee, to determine the manner information is to be provided and to resolve disputes.

Draft Order

Clause 29 provides that the communications agreement applies to a commissioner as if they were the Mayor or President and the Council of the Local Government. Clause 30 then modifies the application of the communications agreement to allow a commissioner to make a request to the CEO or any employee, in the manner determined by the commissioner and to specify the manner in which as response is to be provided. It also provides for a commissioner to resolve disputes.

WALGA Comment

Section 2.38 of the Act provides that any reference to Council, Council Member, Mayor or President in the Act or other written law applies to a commissioner. A Local Government's communications agreement would apply to commissioners on that basis, and a commissioner could adopt a new agreement with the CEO. It does not seem appropriate for a commissioner to direct requests to any employee of the Local Government.

Questions

17. Should the rights and responsibilities of commissioners under a communications agreement be consistent with the rights and responsibilities of Council, Council Members, Mayors and Presidents?
18. Is it inappropriate for a commissioner to make requests to any employee of the Local Government?

Local Government Response:
Click or tap here to enter text.

2.1.8. Amendments to Model Code of Conduct

Draft Regulations

Regulation 10(4) of the Draft Regulations will amend clause 20 of the Model Code of Conduct for Council Members, Committee Members and Candidates (Sch 1 of the *Local Government (Model Code of Conduct) Regulations 2021*). As a result, the prohibition on a Council Member directing or attempting to direct a local government employee will not apply to anything that a Council Member does as part of making a request in accordance with a communications agreement.

WALGA comment

Model Code of Conduct clause 20(2)(a) prohibits a Council Member from directing or attempting to direct a Local Government employee to do or not to do anything in their capacity as a Local Government employee.

This prohibition does not apply to anything done during deliberations at a Council or Committee meeting. The proposed amendment would expand the circumstances in which a Council Member may direct an employee.

The proposed amendment implies that a request for information or administrative request may be made in a manner that is an attempt to *direct* a local government employee and has the effect of allowing such direction without breaching Code of Conduct provisions.

Questions

19. Is it necessary or appropriate for a Council Member to be able to direct a local government employee when making a request in accordance with a communications agreement?

Local Government Response:
Click or tap here to enter text.

2.3. Draft Order

2.3.1. Clause 4 General principles

Draft Order

Clause 4 of the Draft Order provides general principles for both the Council and the CEO, largely relating to acting and communicating in accordance with the agreement. This includes that the CEO will support Council Members and Committee Members in performing their functions under law, and that Council Members and Committee Members will only request information relevant to their functions under law.

Questions

20. Are there any additional principles that should be referenced in this clause?
21. Would it be beneficial to include a principle requiring that the communications agreement be applied in a manner that is consistent with the respective roles and responsibilities of Council and the CEO under the Act?

Local Government Response:

Click or tap here to enter text.

2.3.2. Clause 8 Nominated employees

Draft Order

Clause 8(1) enables the CEO to nominate employees for the purposes of the agreement.

Clause 8(2) requires the CEO to nominate minimum numbers of employees, depending on the Class of the Local Government.

Clause 8(3) allows employees to be nominated for all requests for information, or a type of request for information. Clause 8(4) allows employees to be nominated for media enquiries, requests for administrative assistance, or types of either of these.

Under clauses 16, 18, 20, 23 and 27 of the Draft Order, Council Members or Committee Members must make and discuss their various requests with an “appropriate nominated employee”, defined in clause 2(1). In summary, an appropriate nominated employee is an employee who has been nominated for that type of request.

Clause 9 allows the CEO to direct which employee responds to a request.

WALGA Comment

The minimum numbers of nominated employees specified in clause 8 will only apply while the default communications agreement applies to a Local Government. However, these requirements must still be fit for purpose when applying to all Local Governments at least every two years, or at any time an agreement has not been reached.

It is unlikely that all Local Governments of a particular class will have the same requirements or capacity.

CEOs are likely to be best placed to establish a sufficient number of nominated employees to service the level of requests in appropriate timeframes. This could include an administrative system of internal referrals, which could allow requests to be made to any nominated employee, rather than only an “appropriate nominated employee”.

The requirement to make the request to an appropriate nominated employee may be challenging if a request for information addresses multiple subjects. It may be more efficient for responses to be coordinated by a single nominated employee.

Similarly, it may be sufficient to state that a CEO can nominate an employee generally or for the purposes of specified types of requests and that Council and Committee Members are provided with an up-to-date list.

Questions

22. Should the default communications agreement allow the CEO to nominate employees generally or for the purposes of any specified requests?
23. Should the minimum number of nominated employees be deleted or are they suitable?
24. Is it necessary to specify that requests must be made to an appropriate nominated employee, or could a nominated employee who receives a request refer and coordinate internally, subject to direction from the CEO?

Local Government Response:
Click or tap here to enter text.

2.3.3. Clause 12 Information that may be requested

Draft Order

Clause 12(1) lists matters that may be the subject of requests for information, clause 12(2) provides examples of information that may be requested by a Mayor or President, while clause 12(3) specifies that the clause does not limit what information may be requested.

WALGA Comment

It appears that this clause simply provides indicative examples of suitable subject matter for requests for information. As discussed above, the right of access to information under section 5.92 requires a link to a statutory function. It is possible that the examples provided in clause 12 could be the subject of a request for information that is relevant to a statutory function as well as a request that is not relevant or is excluded under s.5.92(4). Clause 12(3) confirms that the clause does not limit requests for information. Presumably it also does not expand what may be subject to a request for information, so it is unclear whether it is useful.

Questions

25. Is it useful for the default communications agreement to list matters that may be the subject of requests for information? Do Local Governments have any suggestions for inclusion?
26. Do Local Governments have any comments on the matters listed in clause 12?
27. Do Local Governments have examples of how the matters listed in clause 12 are or are not relevant to Council Member and Committee Member functions under the Act or other written law?

Local Government Response:

Click or tap here to enter text.

2.3.4. Clause 13 Requirements applicable to requests for information

Draft Order

Clause 13 sets out the requirements applicable to a request for information, including relevance to a statutory function (as discussed above), limited in scope and accompanied by supporting information or correspondence.

WALGA Comment

In many circumstances, the nature of information requested by Council or Committee Members is self-evidently related to performance of a function under the Act or other written law, consistent with s.5.92(1). However, some requests for information are not self-evident as being consistent with s.5.92.

Questions

28. Do Local Governments have any comments on these requirements?
29. Should clause 13 include a requirement for a request for information to explain the relevance of the request to the performance of a function under the Act or any written law?

Local Government Response:

Click or tap here to enter text.

2.3.5. Clause 14 Certain information not required to be provided

Draft Order

Clause 14 provides that information is not required to be provided in response to a request for information if:

- the request is not made in accordance with the agreement,
- the information is mentioned in section 5.92(4) of the Act,
- the information is not held by the Local Government, is held by another person or body and cannot be reasonably obtained by the Local Government,
- the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the Local Government's resources.

WALGA Comment

The exclusion of information referred to in section 5.92(4) (see cl.14(b)) is discussed above.

Clause 14(c) appears somewhat convoluted. It is not clear if this is intended to require Local Governments to undertake research to identify and obtain information that they do not currently hold. Further, if the information is not held by the Local Government and cannot be reasonably obtained, it is not clear why it is relevant whether the information is held by another person or body.

Questions

30. Should clause 14(c) be simplified to state that information is not required to be provided if it is not held by the Local Government?

Local Government Response:
Click or tap here to enter text.

2.3.6. Clause 15 Disputes

Draft Order

Clause 15 sets out the process for dealing with disputes regarding a final response to a request for information that includes a refusal to provide some or all of the information requested. In the first instance the dispute must be discussed between the Mayor or President, the CEO and the requesting member. If this does not resolve the dispute, the requesting member may refer the dispute to Council for determination. Council's determination is final, and may override a decision by the CEO that the request would divert unreasonable resources.

WALGA Comment

The Draft Order does not appear to contemplate disputes where the Mayor or President is the requesting member.

The Draft Order specifies that Council may override a decision of the CEO under clause 14(d) that a request would divert unreasonable resources. In considering such a dispute, Council should have the benefit of the CEO's advice regarding the impact on the Local Government's functions and budget.

As only clause 14(d) is referenced in this way, it may be that Council does not have the capacity to overturn a refusal on the grounds set out in clause 14(a) – (c).

Questions

31. Should the default communications agreement specify that if the Mayor or President is the requesting member, the deputy Mayor or President should attend the meeting with the CEO in the event of a dispute?
32. Would it be beneficial to have disputes determined by the Inspector rather than Council?
33. Is it appropriate that Council can overturn the CEO decision under clause 14(d)?
34. Are there any other comments on disputes?

Local Government Response:

Click or tap here to enter text.

2.3.7. Clause 16 Mayor/President discuss media enquiry

Draft Order

Clause 16 allows the Mayor or President to discuss a media enquiry with the CEO or an appropriate nominated employee without making a request for information.

WALGA Comment

In many cases, media enquiries are directed to the Administration, and the Administration then contacts the Mayor or President to coordinate a response. Media enquiries that are not provided to the Local Government could be directed to the Mayor or President, but could also be directed to individual Council Members. It is not clear that this clause is necessary to enable these enquiries to be discussed as needed.

Questions

35. Does this clause meet the needs of Local Governments in managing media enquiries?

Local Government Response:

Click or tap here to enter text.

2.3.8. Division 4 Requests for information - processes

Draft Order

Division 4 of the Draft Order sets out the processes for making, acknowledging, discussing and responding to requests for information other than administrative requests.

Clause 18 requires that a request for information must be made to the CEO or an appropriate nominated employee in writing, by email or other electronic means approved by the CEO. Clause 19 requires the CEO to acknowledge the request within 2 working days after the day it is made.

Clause 20 allows the CEO or an appropriate nominated employee to discuss the request with the requesting member, who may request an amendment to the scope of the request in these discussions.

Clause 21 provides the requirements for responding to a request for information. As a starting point, the CEO must ensure the requesting member is given a final response as soon as practicable. Where a request relates to an agenda item, the CEO must use best endeavours to provide a final response before the meeting. In any case, the CEO must ensure that the requesting member is given a final response within 10 working days after the request is made, or notice that the final response cannot be given within that period and estimating when it will be provided. The final response must be in writing. The final response must include reasons for any refusal to provide any of the information requested.

Under clause 22(1), final responses will generally be provided to all Council Members and members of the relevant committee. Clause 22(2) provides exceptions, including where the request for information is one made by the Mayor or President in relation to representing the Local Government, correspondence or arranging a formal meeting or event. Clause 22(2) also allows the CEO and requesting member to agree that the final response is confidential or because of particular circumstances it is appropriate not to provide to all members.

Clause 23 allows the requesting member to discuss the final response with the CEO or an appropriate nominated employee, and may be provided with additional information in these discussions. Clause 24 allows the CEO to arrange a briefing, meeting or discussion with some or all Council or Committee Members in relation to a final response to a request for information.

WALGA Comment

The definition and scope of requests for information are discussed in part 2.1.4 of this discussion paper.

WALGA seeks sector feedback on whether the detailed processes and requirements in Division 4 are suitable for all Local Governments. It is not clear whether it is necessary for a communications agreement to specify that a Council or Committee Member may discuss a request or response with the CEO or appropriate nominated employee, or that the CEO may organise a briefing. In contrast, it may be helpful for a communications agreement to state what will occur if the CEO and requesting member do not agree on whether a response should be provided to all members.

Questions

36. Are there any comments on the processes and requirements in Division 4, including:

- (i) Is it suitable that all requests for information must be made in writing by email or other electronic means approved by the CEO?
- (ii) Is 2 working days an appropriate period for acknowledgement of a request?
- (iii) Does clause 20 provide an appropriate method for discussing and clarifying requests for information?
- (iv) Are the timeframes for response specified in clause 21 a reasonable baseline for all Local Governments?

- (v) Does clause 22(2) provide a suitable method for deciding when a response does not need to be provided to all Council or Committee Members?
- (vi) Should clause 22(2) state what would occur if the CEO and requesting member do not agree on whether a response is confidential or not to be provided to other members?
- (vii) Is clause 23 unnecessary or does it provide a useful approach to discussions of a response?
- (viii) Is clause 24 unnecessary or does it provide a useful approach to informing Council Members and Committee Members?

Local Government Response:

Click or tap here to enter text.

2.3.9. Division 5 Administrative requests - processes

Draft Order

Division 5 of the Draft Order sets out the requirements for making and responding to administrative requests.

WALGA Comment

The definition of “administrative matter” is discussed above.

WALGA seeks sector feedback on whether the processes and requirements are suitable for all Local Governments.

Questions

- 37. Is it suitable that administrative requests may be made verbally or in writing?
- 38. Does clause 28 provide reasonable requirements for a response?

Local Government Response:

Click or tap here to enter text.

8.1.8 PROPOSED COMMENT ON THE STATE GOVERNMENT'S DRAFT GUIDELINE ON COMMUNITY BENEFITS FROM RENEWABLE ENERGY PROJECTS

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ED.PR.5
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	Draft State Government's draft guideline on community benefits from renewable energy projects

OFFICER RECOMMENDATION

That Council **APPROVES** the comments regarding the State Government's draft guideline on community benefits from renewable energy projects contained in this report and **REQUESTS** that the Chief Executive Officer provides the comments to the State Government and Western Australian Local Government Association

COUNCIL RESOLUTION 5456

Moved Cr S M Chilcott

Seconded Cr G R Ball

That Council **APPROVES** the comments as amended regarding the State Government's draft guideline on community benefits from renewable energy projects contained in this report and **REQUESTS** that the Chief Executive Officer provides the comments to the State Government and Western Australian Local Government Association

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

On 12 June 2025 the Western Australian Government published a draft guideline on community benefits from renewable energy projects for comment.

The closing date for comment is 4 August 2025.

BACKGROUND/COMMENT

Proposed comment from the Shire is below:

According to the guideline community benefits payments from renewable energy projects are separate from landowner agreement payments and other payments to

offset impact. Community benefit funds are framed in the document as a means to purchase social licence:

The documents describes community benefits in the following terms:

“Benefits are not always experienced in proportion to the impact these projects have on hosting communities. Hosting renewable energy infrastructure can also present challenges for regional communities. The construction process can cause disruption in the community, and objections by some community members may cause social and economic division. Community benefits seek to promote equitable outcomes and participation by regional communities throughout the transition, and to recognise impacts on those hosting the infrastructure. These arrangements encourage greater empowerment of communities to derive equitable benefit from the energy transition, as well as improve investor certainty and reduce delays in the development of large scale electricity infrastructure.”

The guideline proposes thresholds of:

- \$500 - \$1,500 per MW per annum for wind projects
- \$150 - \$800 per MW per annum for solar projects.

Current turbine technology generates approximately 6.5 megawatts. As such 30-turbine project generating around 200 MWs is proposed to be guided to contribute between \$100,000 and \$300,000 per annum.

Importantly, the guideline does not require renewable energy companies to make a payment or set out the mechanism for payment.

The guideline sets out that the mechanism could be local government administered, a community trust fund or combination of both. While the guideline is based on the principle that community benefits are to be negotiated, it does not establish who is to negotiate on behalf of the community although throughout the document it is assumed that it is the local government.

In this way, the guideline puts local governments in the position of negotiating a fee for social licence for their community with a starting rate of zero and maximum rate of \$1,500 per megawatt.

This approach brings about several concerns:

1. Companies are not obliged to make a payment. Participation is entirely voluntary. While the Minister has cautioned that companies that do not negotiate may not receive Federal financial assistance this is not guaranteed that they will comply in all cases and that benefits will be appropriately distributed.
2. The State Government's commitment to community benefits is only a policy. It can be amended or deleted entirely without notice.
3. Communities will have real costs associated with negotiating agreements in the which are not recognised.
4. Local governments are being asked to negotiate on behalf of their community with no bargaining power. This raises an expectation in host communities that local governments will deliver community benefits while the State Government obfuscates responsibility for impact. It places responsibility for negotiating benefit and the feet of the primary regulator of development which results in perceptions of payment in return for lessened regulation and compliance activity.
5. Negotiation is not transparent and creates a fertile environment for corruption and misconduct.
6. The Guideline places local government in the position of negotiating also for benefits for Aboriginal Western Australians. This is a complex area requiring specialist knowledge and expertise where local governments may not be best positioned to assist.

Most importantly community benefits are not intended to offset the impacts to communities, including the significant financial impacts to local government. Local governments, and the community that funds local government, will have significant costs associated with regulation of renewable energy projects.

The experience elsewhere has seen costs of direct regulation such as noise monitoring and enforcement of planning conditions and a range of other impacts like roads, cost increases of local materials, legal fees and consultancies to ensure planning inputs are sound, emergency management.

These costs will exceed the amount provided by even a generous community benefit fund. An experienced planner can earn more than \$150,000 and annual legal costs for one local government with renewables developments are known to exceed this amount again.

However, the paper cautions local governments from using rates even to recover costs stating that:

“Communities and local governments should consider the cumulative impact of any change in ratings approach along with any independently negotiated community benefits program. This will ensure commerciality is maintained, sovereign risk is reduced...”

This element of the paper is disappointing. Host communities will have significant real impacts and the paper places offsetting these real costs as a tertiary consideration. It warns local governments not to recover costs through rating for fear that it might jeopardise the delivery of Government policy direction and the profitability of often foreign companies. Effectively regional communities are being asked to financially subsidise the cost of energy in metropolitan Perth.

Much of this investment occurs long before a turbine is switched on. It occurs through the opportunity costs that senior Officers spend engaging with proponents and the community, in the preparation of planning submissions and determining approaches to manage the cumulative impact on service provision to communities.

The State Government can address the weaknesses in the current approach with the following steps:

- A clear plan for the renewable energy transition that articulates and quantifies the cumulative social impact on host communities and provides a

whole of government approach to ensure that the wellbeing of host communities is not negatively impacted during construction and operation.

- Transparency in the location of the South West Interconnected Network which will provide confidence to host communities and industry alike.
- A legislative pathway for local governments to recover their costs through local government rating.
- Fast track the renewable energy planning code.

CONSULTATION/COMMUNICATION

Shire Officers have invited Powering WA to engage with the Shire and Wagin's community.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Council leadership.

VOTING REQUIREMENTS

Simple Majority



2025

Draft Guideline on Community Benefits for Renewable Energy Projects

Consultation Paper

An appropriate citation for this paper is: Draft Guideline on Community Benefits for Renewable Energy Projects - Consultation Paper

Energy Policy WA
Level 1, 66 St Georges Terrace
Perth WA 6000

Locked Bag 100, East Perth WA 6892
Telephone: 08 6551 4600

www.energy.wa.gov.au

ABN 84 730 831 715

Enquiries about this report should be directed to:

Email: poweringwa@demirs.wa.gov.au

UNCONFIRMED

Contents

Glossary	4
Overview	5
Introduction.....	6
The Energy Transition	6
Communities and the Energy Transition	6
Purpose of this Paper	7
Invitation for Submission.....	7
Community Benefits	8
Current Situation	8
Types of Community Benefit	9
Principles for community benefit arrangements.....	9
Community Benefits Arrangements in WA	10
Application of this guideline	10
Benefit value guidelines	10
Other considerations	14

Glossary

Term	Definition
Renewable Energy	Electricity generated from renewable resources, such as wind and solar energy.
Wind Projects	Renewable energy projects that predominantly comprise of wind turbines, with an installed capacity of more than 25MW ¹ .
Large-scale solar Projects	Renewable energy projects that predominantly comprise of solar panels, with an installed capacity of more than 25MW ² .
SWIS	South West Interconnected System, the main electricity grid in WA.
MW	Megawatt, a unit to measure electricity output.

¹ As defined under eligibility for the LRET; [Eligibility for the Renewable Energy Target | Clean Energy Regulator](#).

² As above.

Overview

The energy transition is underway in Western Australia (WA). To meet our State's future energy needs, we need to decarbonise our energy system, moving away from carbon intensive resources (such as coal) to renewable resources, firmed by storage and gas.

The energy transition will have significant benefits and opportunities for regional communities hosting this infrastructure, such as economic growth and investment, but will also bring challenges and changes to the local landscape. Benefits are not always experienced in proportion to the impact these projects have on hosting communities.

The larger benefits of renewable energy infrastructure are often strategic and shared across the State, including major industries and export sectors. Unlike other projects which have high levels of employment and economic activity created throughout the life of the project, renewable energy projects are characterised by large assets with much lower ongoing activity in the surrounding regions.

Community benefit sharing involves sharing the rewards of renewable energy development with local communities. It aims to integrate a development in the local community by contributing to the future vitality and success of the region. It is based on a desire to establish and maintain positive long-term connections to the area and to be a good neighbour.

Ultimately community benefits flow through to electricity costs, and so policy frameworks for community benefits must balance the need to recognise and support the contribution played by host communities with ensuring that electricity prices remain affordable.

The purpose of this paper is to respond to requests from communities and renewable energy developers to provide a resource for determining appropriate community benefits arrangements for renewable energy infrastructure. This guideline can be applied to renewable energy generation infrastructure such as wind turbines, solar farms and batteries. The principles in this guideline are broad and can be applied across WA. However, many of the suggested benefits values are most relevant to projects in the State's South-West, especially those intending to connect to the South West Interconnected System (SWIS).

Community benefits are only one part of social performance for renewable energy projects, and there are many other ways that projects can contribute to local communities. It is expected that projects will follow best practice in how they are developed, including local training and employment, procurement of goods and services and development and use of local infrastructure. Renewable energy projects are only a subset of electricity infrastructure – for instance, social performance for transmission infrastructure is also important and will be considered separately.

Feedback is sought on the proposed guideline as outlined in this paper; as well as case studies for inclusion in the final paper.

Introduction

The Energy Transition

The energy transition is underway in Western Australia (WA), bringing clean, reliable and affordable energy to Western Australians that can underpin our economic diversification and create opportunities. To meet our State's future energy needs, we need to decarbonise our energy system, moving away from carbon intensive resources (such as coal) to renewable resources.

Increasing demand for electricity from households and industry, coupled with projected economic growth, means that we may need to produce as much as ten times the current level of electricity for the State's main grid to reach WA's target of net zero by 2050.

The most cost-effective way to manage this transition is to build large-scale wind and solar power, supported by storage and gas, to maintain reliability. The transition from coal-fired generation to large-scale renewable energy generation projects represents a significant change to the energy system and surrounding landscape. These projects will need to be located throughout the state in areas where there is strong renewable resource availability and proximity to high voltage transmission infrastructure.

Many of these projects will be in regional areas, consistent with planned extensions and upgrades to the state's main transmission network, the South West Interconnected System (SWIS).

Communities and the Energy Transition

Large-scale renewable energy brings significant benefits to Western Australia, reducing our emissions and helping to deliver more affordable and reliable power supply.

Regional communities located where there is strong renewable resource availability will play a key role in this energy transition. Many communities are located close to new electricity infrastructure.

Importantly, this transformation will ensure cleaner, affordable and more reliable energy for all Western Australians and growing WA industry into the future. The energy transition will bring significant benefits and opportunities to communities, such as economic growth and investment, but will also bring challenges and changes to the local landscape.

In addition to direct benefits to hosting landholders and sometimes neighbours, wider community opportunities can include local jobs and business procurement, community infrastructure, and local economic development. However, the greater benefits of renewable energy infrastructure are often strategic and shared across the State. Benefits are not always experienced in proportion to the impact these projects have on hosting communities. Hosting renewable energy infrastructure can also present challenges for regional communities. The construction process can cause disruption in the community, and objections by some community members may cause social and economic division.

Community benefits seek to promote equitable outcomes and participation by regional communities throughout the transition, and to recognise impacts on those hosting the infrastructure. These arrangements encourage greater empowerment of communities to derive equitable benefit from the energy transition, as well as improve investor certainty and reduce delays in the development of large-scale electricity infrastructure.

Renewable energy project proponents and communities are actively discussing community benefits, but to date these discussions have been inconsistent. This guideline is intended to support these discussions through providing a tool for developers and communities to refer to when negotiating community benefits contributions. Reflecting the diverse makeup of regional communities is key to developing a benefits framework that serves each unique community. This includes a reflection of the

local government needs, representation of diverse groups within a community, and other features specific to each community and project.

While community benefits are important, it is vital that they are based on specific community needs and proportionate to the impacts of the project. Early and continuous consultation with the community, local government, and impacted groups is crucial to maintain social licence and social performance throughout the lifecycle of the project. By prioritising transparent communication and proactive engagement, proponents can foster strong community relationships that support the success of their projects.

At the same time, it is important to ensure that these projects remain viable. This includes considering the cumulative costs, and local government rates. Striking the right balance is essential to keep energy affordable for households and businesses while delivering real outcomes for regional communities.

Purpose of this Paper

The purpose of this paper is to:

- Provide information to communities about the types of benefit sharing arrangements available for the renewable energy infrastructure they are hosting,
- Provide information to developers about State Government expectations for community benefits arrangements,
- Provide a guide on appropriate value of community benefits in different contexts,
- Provide suggestions for the governance and administration of community benefits funds, and
- Provide confidence and clarity for proponents and investors by setting out a clear framework for benefit-sharing arrangements across Western Australia.

This guideline can be applied to large-scale, grid-connected renewable energy generation and storage projects, such as wind turbines and solar farms, and battery installations. It is not intended for behind the meter or embedded generation projects. The principles in this guideline are broad and can be applied across WA, particularly to projects located within the South West Interconnected System (SWIS) in Western Australia. It is important to note that projects in the North West Interconnected System (NWIS) may require tailored approaches due to different network characteristics and community contexts. Many of the suggested benefits values are most relevant to projects in the State's South-West, especially those intending to connect to the SWIS.

Invitation for Submission

On behalf of the State Government, PoweringWA is seeking feedback on this guideline.

Making a Submission

The closing date for providing comments is 18 August 2025.

Submissions should be sent by email to poweringwa@demirs.wa.gov.au.

Submissions may also be sent by post, addressed to:

PoweringWA
Locked Bag 100
East Perth WA 6892

Publication

PoweringWA will publish a summary of submissions received on the [Energy Policy WA website](#).

Please indicate in your submission any information you would prefer to keep confidential, for example your name or organisations name, or information or data in your submission which should be redacted.

Please note that submissions made in response to this paper will be subject to freedom of information requests and will be treated in accordance with the *Freedom of Information Act 1992* (WA).

Next Steps

PoweringWA will review submissions and publish a finalised guideline, informed by the submissions received.

Detailed documentation will also be developed to enable and support the implementation of the final positions, including case studies which may support engagement between proponents and communities. The timing of the implementation of these positions will be dependent on the nature of any changes.

Community Benefits

Community benefits seek to recognise the contribution hosting communities are making to the energy transition and share value from renewable energy projects with host communities, through direct support for local projects or financial contribution towards a local or regional fund. This has historically been referred to as 'benefit sharing'. Many new renewable energy projects provide community funds and negotiate these proposals with local communities to deliver meaningful benefits. These payments are considered separately and in addition to landholder agreements and compensation, planning / environmental conditions applied to manage and mitigate impacts, and in some other jurisdictions, payment in lieu of rates.

Community benefits can be financial or non-financial, and the appropriate mix of community benefits for each project can be negotiated between the developer and community. A financial commitment to a community fund is one of the clearest and most practical ways to deliver lasting benefits. It also gives proponents confidence they're meeting community expectations, especially when funds are managed appropriately and reflect best practice. This guideline sets out clear expectations to help get good projects off the ground and deliver benefits for communities and the broader energy system.

Community benefits should be based on the desire to establish and maintain the project's positive connection to an area in the long term – a legacy for the community. Benefit sharing for the community brings positive economic and social outcomes to the broader community – not just landholders hosting projects. It is vital that benefit sharing should reflect the needs and desires of each host community, as what is appropriate for one community doesn't always fit another. Flexibility is also important to ensure that lasting economic benefits can be achieved, particularly where there are multiple projects in a location.

It is important to ensure that benefits-sharing arrangements reflect the unique nature of renewable energy projects. These projects differ to mineral and petroleum projects, transmission infrastructure or other significant energy infrastructure developments. These are established industries embedded in regional WA which provide a range of benefits. Renewable energy is creating new opportunities in regions with strong wind and solar resources, and community benefit arrangements are a way to ensure locals see real value. Community benefits are about making sure the regions that power WA's clean energy future also share in the jobs, investment and long-term benefits that come with it.

Current Situation

Increasingly, developers are recognising that community benefits are a fundamental part of project development. These community benefits arrangements differ in value, governance and longevity. This lack of consistency creates uncertainty for both communities and proponents.

Often, these arrangements are managed by the developer, in consultation with stakeholders who they have identified as being impacted by the development. The developer will provide benefits to some part of the community through a mechanism such as sponsorship, or through a central fund that community members can apply to. This approach may favour small, visible contributions rather than those most highly valued by the community, and those which can build lasting economic benefits. Of the community benefit examples available, those undertaken collaboratively and with community can be the most effective arrangement for community benefits.

Therefore, a more consistent approach to agreeing benefits arrangements between community representatives, the relevant Local Government(s), regions and the developer is proposed.

Types of Community Benefit

Community benefit sharing arrangements can take many forms. The approach for each community should be tailored to that community's needs and provide benefit throughout the renewable energy infrastructure's life.

These arrangements can be financial or non-financial, however there is usually some financial contribution from the developer. Some examples of different benefit-sharing arrangements are outlined below.

Benefit sharing can include:

- *Legacy funding and grant fund initiatives.* These financial arrangements are explained in greater detail below, along with a suggested range for contribution.
- *Sponsorship.* This contributes to local groups and/or activities and can also build the local reputation of a project. Sponsorship can work well in combination with more long-term funding or support.
- *Community Infrastructure.* Infrastructure for the use of the community, such as local housing used as worker accommodation during construction of the development, can be donated to the community by the developer or constructed with direct financial support by the developer. Where there is a community need for these services, project proponents can also fund or supply upgraded solar, battery and/or telecommunications infrastructure.
- *Innovative financing and co-ownership.* Developers may choose to offer the local community additional opportunities to become involved in local projects.

Principles for community benefit arrangements

The following principles should be considered when developing community benefit arrangements.

- *Appropriate:* the arrangements should consider the project size and its impact on the host community, with the contribution being commensurate to the scale of the project.
- *Provide Opportunity:* the arrangements should support the community to benefit from hosting a project and reap lasting economic benefits.
- *Equitable and Inclusive:* the arrangements should aim to include affected community as much as practicable and distribute benefits equitably.
- *Legacy Building:* the arrangements should leave a lasting positive impact on the community.
- *Bespoke:* the arrangements should be created with local input to address specific needs and concerns in the area.
- *Transparent:* the arrangements should be clearly communicated, with local involvement and collaboration whenever possible.

Community Benefits Arrangements in WA

As outlined above there is currently significant variability across individual projects in terms of the agreed approach to community benefit sharing. For new developments, there is an opportunity to improve consistency and provide upfront guidance to developers, local governments, and the broader community. To assist in building a more consistent approach and managing expectations across parties, the WA Government suggests community benefits be designed in line with the below guidelines, in accordance with the principles detailed above. Payment into a defined community benefits fund is presented as an option and to assist in providing a standard baseline for approaching these negotiations.

Application of this guideline

This guideline can be applied to communities hosting renewable energy projects across Western Australia. However, many of the suggested benefits values are most relevant to projects intending to connect to the SWIS. In areas of the State where communities can look very different – such as the Pilbara – it is important that a benefit sharing program takes the uniqueness of that community into account. These guidelines are not intended to apply to embedded renewable generation projects (such as those directly supplying mining operations) as these are by their nature part of a larger project with associated economic activity.

Benefit value guidelines

Guidance for community benefits values is informed by benchmarking of best practice arrangements across Australia. Recognising that each project is unique, flexibility is encouraged within a range of:

- \$500–\$1,500 per MW per annum for wind projects; and
- \$150–\$800 per MW per annum for solar projects,

paid over the life of the development and indexed to inflation.

While no range is proposed for storage projects (there is no industry benchmark for this currently), it is expected that these projects also provide some benefit to the hosting community. Where projects have multiple elements, benefits should be paid for each.

Under this guideline, a 200MW wind project would contribute between \$100,000 and \$300,000 in benefits per annum.

The final benefits offering should be informed by the impact of the project on the community, the size of the impacted community, whether there are multiple communities impacted and the extent that neighbouring landholders have also shared in benefits. This includes factors such as the impact on community services and amenity for community members, the ability of the community to access economic value from ongoing maintenance of renewable energy infrastructure (e.g. availability of accommodation and housing), and the cumulative impact multiple projects may have on a single community or region. In sparsely populated areas, a lower per MW amount may be appropriate compared to areas of higher population or small landholdings or multiple communities/Local Government areas impacted. Additionally, a wider spread of benefits might be appropriate where services are delivered through a regional centre.

Note on this draft:

It is intended that the final version of this guideline will showcase some of the innovative benefits sharing arrangements that some developers and communities have negotiated, which recognise the needs and aspirations of the community in question.

Criteria for application of guidelines

Factors considered by developers and communities when agreeing a community benefits arrangement with a value within the proposed range could include:

- the population and population density of the community (or communities) most impacted by the renewable energy infrastructure;
- the impact a potential renewable energy project will have on the amenity of the area;
- the scale and staging of the renewable energy project;
- whether a high proportion of community members experiencing impacts to their amenity are also receiving neighbour or landholder compensation;
- the application of other fees and charges incurred by the developer, including local government rates and any pre-existing community focused financial commitments;
- the ability of the community or regional centre to support the ongoing maintenance of the infrastructure and infrastructure deficits that need to be addressed to ensure ongoing community benefits;
- the community benefits experienced as a result of the project's construction, such as local employment and supply chain opportunities and improved housing or temporary worker facilities that can be repurposed for ongoing use;
- the cumulative impact of multiple renewable energy projects on the community; and
- other unique factors specific to each project and community.

Developing Community Benefits arrangements

Effective community engagement is crucial to developing a community benefits solution that will help maintain community acceptance throughout the project lifecycle. The following engagement principles are based on the National Guidelines for Community Engagement and Benefits for Transmission Projects, which provide a strong foundation that can be applied to developing community benefit arrangements for generation projects.

To achieve best practice in community engagement for developing community benefits, developers should adhere to the following principles:

- Engage early, to ensure community benefits arrangements can be agreed to in principle before the Development Application is submitted.
- Ensure engagement is diverse, equitable and inclusive, through ensuring members of the community have an ability to have a direct say or direct participation in the design of benefits arrangements.
- Be responsive to community input and enable participation.
- Engage with Aboriginal people and be responsive to their input and influence.
- Partner with the community.
- Provide accurate, transparent and accessible information.
- Engage impacted groups in the process.
- Be aware of community expectations.
- Build long-term legacy.
- Measure broadly and regularly.
- Report accurately and transparently.

Benefits for Aboriginal Western Australians

The First Nations Clean Energy Strategy sets out the principles and actions that all governments, industry and community should take to ensure that First Nations peoples across the country are supported to participate in the energy transition. The WA State Government has endorsed the vision, goals and objectives of the Strategy, which considers the intersection between the clean energy transition and the rights and interests of all First Nations peoples.

Western Australia is a geographically diverse state, with equally diverse communities. An Aboriginal perspective should be included all community consultation and consideration of benefits programs to ensure a social licence to operate renewable energy projects. This is particularly the case in parts of the State where the proximate communities have a predominantly Aboriginal population. This social licence to operate is separate, but related to specific statutory rights and processes under State and Federal legislation such as the *Aboriginal Heritage Act 1972* and the *Commonwealth Native Title Act 1993* (which includes a statutory right to compensation), as well as specific rights held by the parties in the South West Native Title Settlement and Yamatji Nation Indigenous Land Use Agreement areas.

Governance and Administration

Governance Structure

There are several options for the administration and governance of a community benefits fund, should this option form part of the community benefits arrangement. These arrangements must also contemplate the delivery of the scheme, in particular recognising the varying level of interest and capacity of Local Governments in implementing such arrangements. A series of models are suggested here; however, the exact governance structure will depend on the hosting community.

- *Local Government Administered* – Suitable in a community where the Local Government has the capacity and resources to manage community benefit programs but not the resources to set up and manage an additional trust structure. Several Local Governments have expressed a preference for this option.
- *Community Trust Fund* – Suitable where the community has the capacity and resources to set up and manage a trust fund. Members would need to be representative of the community, and it would aim to support programs, services or infrastructure that reflects local needs and delivers enduring benefits for local communities. Decisions on funding would include representatives from the relevant Local Government/s, community and proponent/s. This would take the form of a consultative community panel and could include representatives from existing community organisations. The panel would identify, review and recommend appropriate funding opportunities for a local community benefits fund.
- *Local Government-led Community Trust Fund* – Suitable where a Local Government has the capacity to set up a trust fund to support the allocation of funding. Decisions on funding would ideally be made in a consultative way similar to the above option, but governance would ultimately sit with the Local Government. This is similar to the model proposed in some other jurisdictions, where community benefits are attached to Renewable Energy Zones. Involvement in this structure would be subject to restrictions placed on Local Governments under the *Local Government Act 1995*.

Often, multiple projects will fall in one area due to the renewable resource availability and/or grid connections. Where there are multiple projects in one area, developers are encouraged to collaborate on a benefit sharing arrangement where possible. Governance through a community trust fund is well suited to this.

Commencement of benefit sharing arrangements

The WA Government recognises that renewable energy infrastructure development impacts hosting communities starting in the planning phase, peaking in the construction phase, through operation to decommissioning. Local communities may have an expectation that benefits will begin to be delivered during the construction phase to compensate for this.

However, in the case of a community benefits fund arrangement, commencing payment into the fund before a project is generating income may adversely impact the viability of a project. There can be a significant gap between the first construction stages of a renewable energy project, and the date that revenue is first received from the electricity generated by that infrastructure.

Discussion between the developer and affected community is encouraged to agree on a commencement date for community benefits, taking both perspectives into account. The facilitation of these arrangements could be staggered, providing different benefits between construction and operation periods, but this is at the discretion of the developer and the hosting community.

Length of Arrangements

Community Benefits arrangements are suggested to take place throughout the life of the project. All members of the community should have an opportunity to derive benefits from the proposal, as opposed to the benefits being distributed within the first 1 – 5 years of operations. This means that community benefits arrangements should be tied to a specific project, rather than the project proponent, and should be maintained regardless of any change in project ownership.

Ongoing contributions into a fund, as an alternative to single one-off payment benefit arrangement, may assist in maintaining a project's social licence over time and assist in the building of longer-term legacy benefits for proponents.

Consistent with the above principles, community benefits arrangements are most successful where there is an ongoing commitment tailored to the needs of unique communities, and the knowledge that these may change over the project lifecycle.

Reporting and Review

Renewable energy projects have a long lifespan. For example, a wind farm can operate for up to 30 years, so it is crucial that evaluation of impact on the community is reviewed over time, as local needs and priorities may shift. Developers need certainty too, as projects age and maintenance increases. There are ongoing roles for communities and developers over the life of a project, and benefit sharing should strike a balance between supporting communities while giving proponents the confidence to plan ahead.

What is considered effective for a community now might not be the same in a decade, so evaluating the role and effectiveness of community benefits should always be an ongoing process. How often evaluation takes place is dependent on project needs.

Some key considerations include:

- Clearly setting evaluation objectives is an important first step. Benefits arrangements vary by community and project, so evaluation of outcomes should be clearly linked to the success of the project. Methods of evaluation should always be highly tailored to project needs. Where benefits are delivered through a fund, responsibility for monitoring outcomes will rest with the fund administrator and should be addressed through the fund's governance arrangements.
- The identification of key questions, concepts, or factors to measure community benefits consistently throughout the project should be considered early.
- Evaluation needs to encompass measurement across diverse community groups for greater accuracy.

- Using indirect and direct sources of data can be useful when reviewing community benefits. For example, a direct source of evaluation could be the amount of money distributed through a community-run grants program, while an indirect source could be the reported satisfaction with the project and benefits program from the community.
- Communicating results and establishing a feedback loop between the developer and community is important for productive evaluation.

Monitoring Implementation of the Framework

Consistency with this guideline will support a project's progression through the planning, regulatory and connection processes, as well as eligibility for Commonwealth Government support, such as the Capacity Investment Scheme.

Other considerations

Nearby communities

Communities or regional centres outside of the hosting local government area, but near where the renewable energy project is located should be considered in the allocation of community benefits. There may be instances where broader regional investment would assist the whole region to support the energy transition (i.e., where the project is far from population areas, but regional centres will be important for hosting the servicing and maintenance of the infrastructure). There may also be impacts on nearby communities that should be considered (e.g., in terms of traffic flows, wear and tear on roads, water use, sand and gravel available for local road maintenance). Providing community benefits for projects is an opportunity for a mutual win for both members of the community and developers. Community benefits assist in ensuring both parties see benefits and minimal costs associated with renewable energy projects.

Neighbours

Neighbours are a part of the community, and the relationship between landholders directly hosting renewable energy projects and the neighbouring property can be a key part of the community's acceptance of a new renewable energy development. While any neighbour payments are separate to community benefits arrangements, they can be considered in ensuring an appropriate split of landholder payments, neighbour payments and community benefits. Suggestions for agreements with neighbours, and other considerations for neighbours to those hosting, are outlined in the Australian Energy Infrastructure Commissioner's Observations and Recommendations.

The role of rates

Most Local Governments are not currently collecting rates revenue from renewable energy projects but at the same time are incurring costs from these projects. Unless otherwise agreed, community benefits should be viewed as separate to any cost recovery undertaken by Councils, including rates specific to renewable energy projects. Nevertheless, communities and Local Governments should consider the cumulative impact of any change in ratings approach along with any independently negotiated community benefits program. This will ensure commerciality is maintained, sovereign risk is reduced, and that additional revenue is split fairly between hosting councils seeking to recover their costs, and communities seeking benefits for hosting new renewable energy projects.

Landholders considering hosting renewable energy infrastructure should ensure that consideration of rate increases on their land, and how these are passed through, is included in their agreement with the developer.

Development benefits

The way in which developers undertake projects can also result in lasting benefits for communities. For instance, the development of local skills, job opportunities and housing. Where possible, projects should optimise their overall impact on the community. Development benefits may offer a way to accelerate the delivery of planned regional economic development activities. For example, contributions to headworks for residential or industrial land development that may support the ongoing operation of renewable energy projects.

Flexibility in community benefits acknowledges that some important benefits may be able to be delivered through a considered approach to project development, and that this should be acknowledged.

Additional Resources

- **Clean Energy Council (CEC) guide to benefit sharing options for renewable energy projects** – This CEC guide has provided communities and developers with a resource since 2019. The suggestions in this guide provide a good overview of the options available for benefit sharing. This paper aims to supplement the CEC guide by providing current, WA-specific guidance and resources.
- **CEC best practice charter for developers** – This charter outlines a commitment by signatories to engage respectfully with the communities in which they plan and operate projects, to be sensitive to environmental and cultural values and to make a positive contribution to the regions in which they operate.
- **Australian Energy Infrastructure Commissioner's Observations and Recommendations** – This includes a number of observations and recommendations for consideration in relation to the governance, development and operation of wind farms, solar farms and energy storage facilities.
- **National guidelines for community engagement and benefits for electricity transmission projects** – These guidelines were developed following extensive consultation. While they are specific to transmission infrastructure, the principles are also relevant for generation projects in WA.
- **First Nations Clean Energy Strategy** – This is a useful resource for inclusion of First Nations people in a community benefits arrangement. The Strategy is a national framework to guide investment, influence policy, and support First Nations people to self-determine how they participate in, and benefit from, Australia's clean energy transition.
- **CEC/KPMG Leading Practice Principles: First Nations and Renewable Energy Projects** – This provides a national guide on First Nations engagement, participation and benefit sharing for renewable energy projects.
- **On the frontline: climate change and rural communities** – This provides an overview of the opportunities for rural communities in the energy transition. It also outlines the effects of climate change on rural communities, and the long-term role that renewable energy can play in mitigating these.

8.1.9 CHILD SAFE AWARENESS POLICY REVIEW

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	Nil.
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PO.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	Attachment 1 – Council Policy A29 Child Safe Awareness

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5457

Moved Cr G R Ball

Seconded Cr W J Longmuir

That Council having REVIEWED Council Policy A29 RESOLVES to make no changes to the policy other than to formatting as shown in Attachment 1

CARRIED UNANIMOUSLY 6/0

BACKGROUND/COMMENT

In May 2023, the State Government published a Child Safe Awareness Policy for local governments. This template was employed by the Shire of Wagin in a policy adopted in July 2023.

One of the provisions of the policy is that it is to be reviewed every two years.

In preparing the template in 2023, the State Government noted that it has been developed in response to Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse and that while local governments could adjust the policy to meet local conditions the definition, principles and functions should not be altered.

The Shire policy adopted in 2023 accords with policy template,

The Shire's role in child safety is amplified by its role providing swimming pool and library services which brings customers and contractors into the vicinity of children. As part of changes to the contractual operation of the pool additional operational procedures and documentation have been introduced to bolster the protections in place at this facility.

As the policy reflects the National Principles, no further changes beyond formatting are proposed.

CONSULTATION/COMMUNICATION

Nil.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

The Officer's recommendation would reflect that Council has reviewed the policy and proposes formatting changes to ensure consistency in the presentation of Council policies.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community services and social environment

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED

A29 CHILD SAFE AWARENESS

POLICY NUMBER	A.29
POLICY TYPE	ADMINISTRATION
DATE ADOPTED	25 July 2023 (Council Resolution #5008)
DELEGATION APPLICABLE	NO

OBJECTIVE

The Shire of Wagin supports and values all children and young people. The Shire of Wagin makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Wagin demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Wagin is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Wagin is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Wagin will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Wagin in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

GUIDELINES

Scope

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of

Wagin, regardless of their work related to children or young people. It applies to occupants of Shire of Wagin facilities and venues, including visitors, contractors and suppliers.

Definitions

Abuse:

Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children:

Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation:

Defined in the Royal Commission Final Report as one that:

- Creates an environment where children's safety and wellbeing are at the centre of thought, values, and

- Places emphasis on genuine engagement with and valuing of children and young people
- Creates conditions that reduce the likelihood of harm to children and young people
- Creates conditions that increase the likelihood of identifying any harm
- Responds to any concerns, disclosures, allegations, or suspicions of harm

Note: In the context of local governments, this would involve referring concerns to the Department of Communities

Child Safe:

For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm:

Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing:

Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation, empowerment of all children, young people.

Policy Functions

The Shire of Wagin will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation:

Developing a process to deliver child safe messages (for example at [Local Government] venues, grounds and facilities or events).

Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The Shire of Wagin has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Wagin is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire of Wagin facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of Wagin will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

Related Shire of Wagin Policies

- Employee Code of Conduct
- Occupational Safety and Health
- Elected Members Records Management
- Grievance
- Social Media
- Wagin Shire Electronic Advertising sign
- Risk Management
- Use of Information Technology and Communications Policy
- Record Keeping Plan
- Strategic Community Plan
- Working with Children Checks / National Police Checks

Related Legislation and Policy

Include here a list of any legislation or policy frameworks that inform local government requirements, for example:

- Child Care Services Act 2007
- Children and Community Services Act 2004
- Civil Liability Act 2002
- Corruption, Crime and Misconduct Act 2003
- Equal Opportunity Act 1984
- Freedom of Information Act 1997
- Local Government Act 1995
- National Principles for Child Safety Organisations
- Parliamentary Commissioner Act 1971
- Public Interest Disclosure Act 2003r
- Public Sector Management Act 1994
- United Nations Convention on the Rights of the Child (CRC)
- Work Health and Safety Act 2020
- Working with Children (Criminal Record Checking) Act 2004

Review

This policy will be reviewed every two years or upon the introduction of other relevant policy or legislation related to the safety and wellbeing of children and young people.

HISTORY

Created: 25th July 2023

RESPONSIBLE OFFICER

Chief Executive Officer

8.1.10 LOCAL LAWS REVIEW

SENIOR OFFICER:	Chief Executive Officer
PREVIOUS REPORT(S):	July 2020 – 4326 October 2020 – 4417 March 2021 - 4507
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LE.LO.1
ATTACHMENTS:	Nil.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5458

Moved Cr B L Kilpatrick

Seconded Cr W J Longmuir

That Council:

- 1) **REQUESTS** that the Chief Executive Officer give local public notice of the review of the following Shire of Wagin local laws in accordance with section 3.16 of the *Local Government Act 1995*:
 - a. Bush Fire Brigades
 - b. Extractive Industries
 - c. Pest Plants
 - d. Standing Orders
 - e. Health
 - f. Local Government Property
 - g. Fencing
 - h. Dogs
 - i. Cemeteries
 - j. Activities on thoroughfares and trading in thoroughfares and public places
 - k. Unsignificantly land, refuse, rubbish or disused material on land
- 2) **NOTES** that after the conclusion of the submission period being not less than 6 weeks after the notice is given, any submissions made will be presented to Council for consideration and the review completed through resolution of Council.
- 3) **REQUESTS** that the Chief Executive Officer investigate the need for a new Public Health Local Law in light of the Public Health Act 2016

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

Local laws are required to be reviewed regularly. The Shire's last review of local laws commenced in 2020 was not completed. This means that the Shire's local laws risk being automatically repealed in December 2026 if not reviewed in accordance with section 3.16 of the Local Government Act 1995.

BACKGROUND/COMMENT

Amendments to the *Local Government Act 1995* have changed the timetable for reviews of local laws. Previously local laws had to be reviewed every 8 years. Now a review of a local law must occur every 15 years. If a review is not undertaken in 15 years the local law is automatically repealed.

If a local government has not conducted an 8-year review of current local laws, Schedule 9.3 Division 7 Clause 65(10) of the Act provides that unless a review is conducted within 2 years from 7 December 2024 ('the amendment date'), the unreviewed Local Law(s) will be automatically repealed after that time.

Between July 2020 and March 2021, the Shire commenced a process to review its local laws. Officers are not convinced that that the Shire completed the review process in a manner that would result in the local laws falling afoul of the Schedule 9.3 clause.

This is because Council's resolution of October 2020 used the ambiguous terminology stating that Council 'proposed' no changes to be made to relevant local laws but in subsequent resolutions did not 'determine' by Absolute Majority under section 3.16 of the Act whether the relevant laws should be repealed, amended or remain unchanged.

OFFICER RECOMMENDATION/4417 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

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

1. Propose that no changes be made to the following Local Laws:

- a. Standing Orders 09/10/2001
- b. Shire of Wagin Extractive Industries Local Law 12/07/2016
- c. Local Law Relating to Pest Plants 10/05/2002
- d. Unsightly Land and Refuse, Rubbish or Disused Material on Land Local Law 02/05/2008
- e. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 04/12/2001
- f. Cemeteries Local Law 04/12/2001
- g. Control of Refuse on Building Sites 04/12/2001
- h. Fencing Local Law 04/12/2001
- i. Local Government Property Local Law 04/12/2001
- j. Dogs Local Laws 04/12/2001

2. Propose that the following Local Laws be amended as per the relevant attachments

- a. Health Local Laws 09/04/2002

3. Propose that the following Local Law be adopted:

- a. Shire of Wagin Bushfire Brigades Local Law



Ordinary Meeting of Council

153

27 October 2020

4. Propose that the following Local Law be repealed:

- a. General and Halls 27/07/1923

5. Provide a copy of all Local Laws, proposed amendments, proposed repeals and proposed new Local Laws listed above, on the Shire of Wagin website and made available for viewing at the Shire of Wagin Administration Office and Wagin Library

6. Advertise that submissions regarding these Local Law changes will be accepted until close of business on the 15th of January 2021

Carried by Absolute Majority 9/0

There was no further report or resolution completing the review, instead subsequent papers focused on amendments to a Health Local Law and adoption of a new Bush Fire Brigade Local Law.

As such to protect the Shire from having its local laws repealed, Officers are recommending that Council recommence the review process under section 3.16. This will ensure that the Shire has an indisputable resolution of a completed review under section 3.16.

The process under section 3.16 involves two steps and two separate reports to Council:

1. the Local Government is to give local public notice stating that it proposes to review the local law, that copies of the local law may be inspected or obtained at the named places and that submissions can be made not less than 6 weeks after the notice;
2. after that 6 week period, the Council is required to 'determine' by Absolute Majority if the law should be repealed, amended or unchanged.

This report proposes that Council commences process one. If Council agrees local public notice will be issued and after 6 weeks any submissions would be presented to Council for Council to formally determine under section 3.16(4) if the law should be repealed, amended or unchanged.

The Shire has twelve local laws:

- Bush Fire Brigades
- Extractive Industries
- Pest Plants
- Standing Orders
- Health
- Local Government Property
- Fencing
- Dogs
- Cemeteries
- Activities on thoroughfares and trading in thoroughfares and public places
- Unsightly land, refuse, rubbish or disused material on land

The local laws vary in age, importance and the degree that they are current.

For example, the Shire's *Local Law Relating to Pest Plants 2002* provides the power to order the removal of Caltrop (*Tribulus terrestris*) but is made under a legislative instrument being the *Agriculture and Related Resources Protection Act 1976* that does not have a local law making power. A pest plant local law should instead be made under section 193 of the *Biosecurity and Agriculture Management Act 1997*. This local law however is rarely used.

Likewise, the Shire's Health Local Laws 1999 is made under the *Health Act 1911*. The Department of Health has advised local governments that local laws made under the old Health Act may not be enforceable. Health laws instead should be made under the powers of the *Local Government Act 1995*. The Shire's current health law is drafted in the style of the time and does not reflect the contemporary regulatory model employed in the *Public Health Act 2016*.

Amending local laws follows the same process as making the local law in the first place. It requires the issuing of a public notice, seeking comment from the

Department of Local Government, publishing the amendment local law in the Government Gazette and referring the law to the Western Australian Parliament Joint Standing Committee on Delegated Legislation (JSCDL).

Repealing a local law also requires the creation of a repeal local law.

Around 30 per cent of local laws referred to the JSCDL require amendment following the JSCDL process which can result in the need to recommence the process.

Councils have the option to start the process to amend a local law at any time. Amending a local law does not need to be tied to a review under section 3.16. The need for a review under section 3.16 simply keeps the law in existence.

Nevertheless, concurrent to the statutory review Officers propose that as part of the review that a new Local Public Health Law is investigated through the head of power in the *Local Government Act 1995* as there is no power in the *Public Health Act 2016* to make local laws. The *Public Health Act 2016* provides broad powers for local governments to intervene in matters impacting public health and a local law may not be required.

CONSULTATION/COMMUNICATION

The local law process involves a mandatory public consultation period.

STATUTORY/LEGAL IMPLICATIONS

As detailed.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Council leadership.

VOTING REQUIREMENTS

Simple Majority

8.1.11 PROPOSED OFFICE EXTENSIONS AT LOT 207, 30 STEWART ROAD, WAGIN

PROPONENT:	Brent Hope (Essantis)
OWNER:	BW May Pty Ltd
LOCATION/ADDRESS:	Lot 207, 30 Stewart Road Wagin
AUTHOR OF REPORT:	Planning Officer
SENIOR OFFICER:	Chief Executive Officer Shire of Wagin
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	DB.BD.2
ATTACHMENTS:	Attachment 1 - Development Application and supporting documents

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5459

Moved Cr B L Kilpatrick

Seconded Cr G K B West

That Council **APPROVE** the development application submitted by Brent Hope (Essantis) for the construction of a new administrative building and associated staff carpark at Lot 207 (No. 31) Stewart Road, Wagin, subject to the following conditions and advice notes:

1. The development shall be carried out in accordance with the approved plans dated 27 May 2025 and shall not be altered or modified without the further written approval of the Shire of Wagin.
2. The approved administration building shall be used only in association with the existing rural industry (grain processing) operating on the land. The building is not approved for use as a standalone commercial office or for any separate tenancy.
3. The approved development shall not result in any intensification of the existing land use or expansion of operations without the further written approval of the Shire of Wagin.
4. Any modifications to vehicle access, car parking layout, or internal pedestrian linkages between buildings shall be submitted for assessment and approved in writing by the Shire prior to implementation.
5. A Building Permit shall be obtained from the Shire of Wagin prior to the commencement of any building works. The building shall be designed and
6. The site shall be maintained in a clean and tidy condition at all times. Any floodlights / security lights that need to be installed are not to be positioned or operated in such manner as to cause the light source to be directly visible to the travelling public or adjoining properties or cause annoyance to the surrounding area.

Advice Notes

- a) This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title,

such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire's attention.

- b) The applicant is advised that this development approval does not remove the obligation to comply with all other relevant legislation, including the National Construction Code and Environmental Protection (Noise) Regulations 1997.
- c) Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
- d) If the applicant / landowner are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be submitted within 28 days of the local government's determination.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY:

Council's is requested to consider a development application submitted by Brent Hope (Essantis) on behalf of BW May Pty Ltd for the construction of a new administrative office building and sealed staff carpark at Lot 207 (No. 31) Stewart Road, Wagin. The proposed development is ancillary to the existing grain and oat processing facility operated by Unigrain. As the application involves a discretionary use and falls outside the scope of delegated authority, it is referred to Council for determination.

BACKGROUND

The subject site, Lot 207 (No. 31) Stewart Road, Wagin, is located east of the Wagin townsite and comprises approximately 13.68 hectares. The lot is zoned Rural under the Shire of Wagin Local Planning Scheme No. 2 (LPS2) and is currently developed and operated as a large-scale rural industry associated with grain and oat processing. The existing facility is operated by Unigrain Pty Ltd and has historically supported livestock feed production for both domestic and export markets.

Existing development on the site includes two flaking mills, a packing facility, multiple silos, weighbridge infrastructure, vehicle loading areas, ancillary sheds, informal carparking, and associated utilities including a licensed industrial bore. Access is via

Stewart Road, which connects to the Wagin–Dumbleyung Road, a regional road under the control of Main Roads WA.

In September 2023, the Shire approved development for extensions to the flaking mill and packaging area under delegated authority. That approval did not include any upgrades to administrative facilities or carparking infrastructure.

The current application proposes the construction of a new two-storey administrative office building and a sealed, line-marked staff carpark. The new building is intended to consolidate administrative functions currently undertaken in multiple locations on-site or in informal structures. The development is proposed wholly within the operational footprint of the existing facility and does not involve any changes to external access points, expansion of processing areas, or increase in production capacity.

As 'Office' is an 'X' (not permitted) use in the Rural zone under LPS2, the proposal cannot be considered as a standalone land use. However, as the proposed building is intended to function as part of the existing approved Rural Industry, the development is assessed on the basis of being incidental and ancillary to the predominant land use. As the application involves a discretionary assessment and falls outside the scope of delegated authority, the matter is referred to Council for determination.

COMMENT:

Under LPS2, the subject land is zoned Rural. The proposed development of an administrative office in support of existing operations may be considered where it is clearly incidental to the approved Rural Industry use. In this instance, the building is located on the same lot as the existing processing facility and is situated near operational infrastructure, indicating a direct functional relationship.

Notwithstanding this, no planning report, operational statement, or written justification has been submitted as part of the application. The plans do not clarify whether the building will replace existing informal office areas or supplement them, nor do they specify the number of staff it is designed to accommodate. These details would ordinarily assist in evaluating matters such as operational need, servicing requirements, and internal site movement. However, based on the siting and scale of the proposal, officers are satisfied that the building is ancillary in nature and does not represent an intensification of land use.

The building is ancillary in nature and does not represent an intensification of land use. The application does not propose any new vehicle access points, with access to continue via Stewart Road. The submitted plans show that the new office will be serviced by a sealed, line-marked staff carpark located adjacent to the building footprint. It is noted that the provision of formalised parking is considered appropriate to support the proposed development, given that existing carparking on-site is

informal and dispersed across the facility. Conditions are recommended to ensure that parking areas are sealed, drained, and maintained to an appropriate standard.

The plans do not show any designated pedestrian linkages between the new office and the remainder of the site. While this is not a specific planning non-compliance, it is acknowledged that the site includes heavy vehicle movements. It is noted that pedestrian access, circulation, and compliance with accessibility standards may need to be reviewed at the building permit stage in accordance with the National Construction Code. It is recommended that the applicant consider incorporating defined pedestrian access in the final building design to improve functionality and safety.

The proposed two-storey building has a total floor area of approximately 300m² and includes internal stairs to the upper floor. No detail has been provided regarding accessible design features or external treatments such as lighting, landscaping, or fencing. These matters can be addressed through conditions of development approval or at the building permit stage.

Effluent disposal and water servicing are expected to be accommodated via existing on-site infrastructure, and no upgrades or new service connections are proposed.

While the proposal can be supported on planning grounds, officers note that the limitations of the current zoning provisions within LPS2 may warrant future consideration. 'Office' is not permitted in the Rural zone, regardless of context. Although the current application is considered acceptable as an ancillary component to the approved Rural Industry, there may be value in reviewing the Scheme to provide a clearer framework for administrative components of rural-based industrial uses. A Scheme amendment to the Local Planning Scheme may be warranted in future to address the current limitations on office development ancillary to rural industry in the Rural zone.

CONSULTATION/COMMUNICATION:

Nil.

STATUTORY/LEGAL IMPLICATIONS:

- Planning and Development Act 2005 (as amended)
- Planning and Development (Local Planning Schemes) Regulations 2015
- Shire of Wagin Local Planning Scheme No.2

POLICY IMPLICATIONS:

Nil

FINANCIAL IMPLICATIONS:

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in council's annual budget and have been partially offset by the development application fee paid by the applicant.

STRATEGIC IMPLICATIONS:

The proposal is generally consistent with the *Shire of Wagin Strategic Community & Corporate Business Plan 2018 to 2028* as it applies specifically to the following activities and strategies:

1. Economic Development.
 - 1.1 Increase in the economic diversity of business in the town and district.
 - 1.2 Support more/job training opportunities, and entities especially for young people.
 - 1.3 Support and promote Wagin as a business opportunity.

VOTING REQUIREMENTS:

Simple Majority

SHIRE OF WAGIN LOCAL PLANNING SCHEME NO.2



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details

Name/s: B W May Pty Ltd

ABN (if applicable): 37 056 447 217

Postal Address: PO Box 303 Geelong Victoria

Postcode: 3220

Work Phone: 0418 562 493

Fax:

E-mail: bmay@unigrain.com.au

Home Phone:

Mobile Phone:

Contact Person for Correspondence: Brent Hope

Signature:

Date:

Signature:

Date:

19-3-25

NOTES:

i) Use and attach a separate copy of this page where there are more than two (2) landowners. ii) The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:

- 1 director of the company, accompanied by the company seal; or
- 2 directors of the company; or
- 1 director and 1 secretary of the company; or
- 1 director if a sole proprietorship company.

Print the full names and positions of company signatories underneath the signatures.

iii) A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.

iv) Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Wagin where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.

Applicant Details (if different from owner)

Name/s: Brent Hope

Address: 31 Stewart Road Wagin

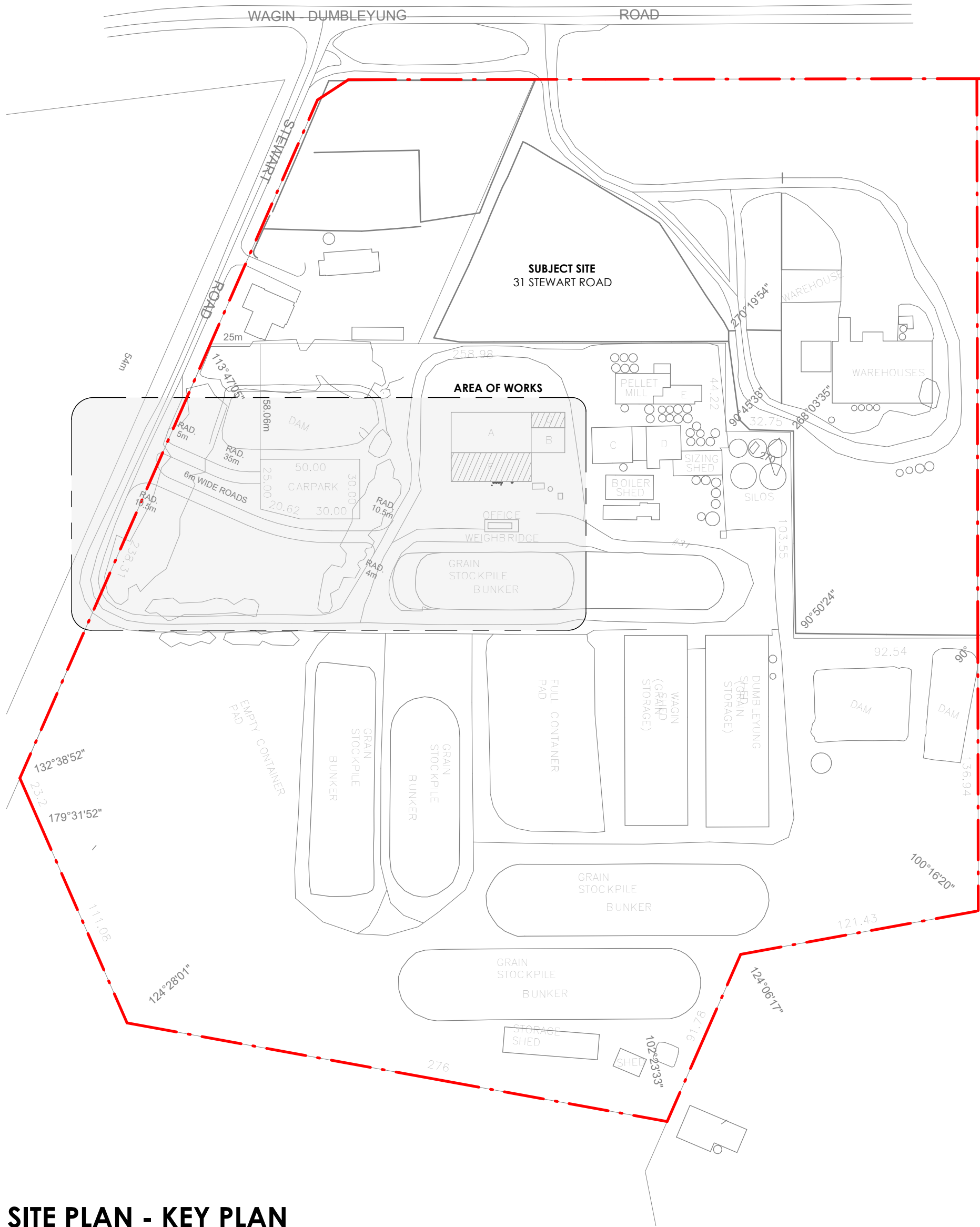
Postcode: 6315

Work Phone: 0418 976 364 Home Phone: Mobile Phone:	Fax:	E-mail: bhope@essantis.com.au
Contact Person for Correspondence: Brent Hope		
Signature: <i>B Hope</i>		Date: 18/3/25
NOTES: i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold. ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full. iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full. v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination.		
Property Details NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No: 207	House/Street No: 31	Location No:
Survey Diagram or Plan No: 405632	Certificate of Title Volume No: 2938	Certificate of Title Folio No: 896
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title): See Certificate of Title Attached		
Street name: Stewart Road		Suburb: Wagin
Nearest street intersection: Wagin to Dumbleyung Road		
Proposed Development: Office and Car Parking Area		
Nature of development: <u>Works</u> (New construction works with no change of land use) Use (Change of use of land with no construction works) Works and Use NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development? Yes No If yes, is the exemption for: Works <u>No exemption claimed</u> Use		

<p>Description of proposed works and/or land use: Construction of a new office and facilities. Construction of new staff carpark area.</p>
<p>Description of exemption claimed (if relevant):</p>
<p>Nature of any existing buildings and/or land use: Grain and oats processing facilities for export.</p>
<p>Approximate cost of proposed development (excluding GST): \$1,300,000</p>
<p style="text-align: center;">OFFICE USE ONLY</p> <p>Date application received: 19/3/25 Received by: Michelle Muller Application reference number: Application fee payable: \$ 3756.00 Date of receipt of application fee from applicant: 19/3/25 Receipt number for application fee: 67431</p>

Page 3

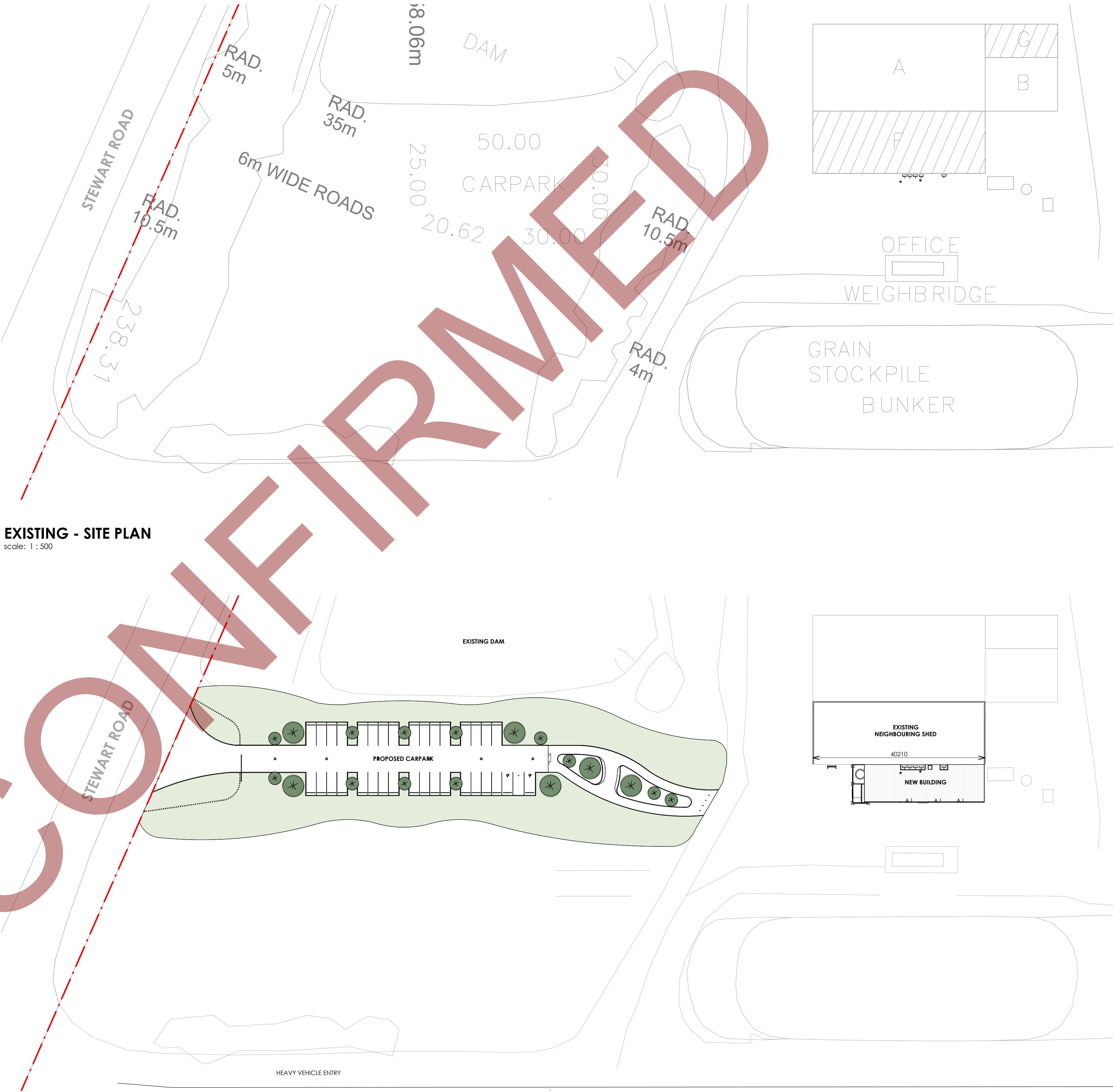
Project: NEW OFFICE
Address: 31 STEWART ROAD, WAGIN WA 6315
Client: ESSANTIS
Drawing Issue: TENDER DOCUMENTATION
Issue Date: FEBRUARY 2025



SITE PLAN - KEY PLAN



PROPOSED - 3D VISUALISATION



PROPOSED - SITE PLAN

REV:	REVISION	DRWN BY:	APPROVAL:	DATE:
A	ISSUE FOR PLANNING	MT	SM	20/01/25
B	ISSUE FOR PLANNING	MT	SM	28/02/25



8.2 DEPUTY CHIEF EXECUTIVE OFFICER

8.2.1 DEPUTY CHIEF EXECUTIVE OFFICER ACTIVITY REPORT

AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	Strategic Community Plan
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5460

Moved Cr G R Ball Seconded Cr S M Chilcott

That Council NOTES the Deputy Chief Executive Officer's report.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The following report details activities within the Deputy Chief Executive Officer's portfolio.

BACKGROUND/COMMENT

DEPUTY CHIEF EXECUTIVE OFFICER

This month, I have been involved with:

- Budget preparation and End of Financial Year processes.
- Homecare staffing and other issues.
- Ranger Services matters.
- Swimming pool contract finalisation.
- Building maintenance co-ordination.

BUILDING OFFICER

Building Permits – June

Nil

COMMUNITY OFFICER

Social Media

Since the last Council Meeting on 24 June 2025, the Shire of Wagin's Facebook page has maintained a consistent and active presence, with 18 posts published. The content continues to focus on community updates, public notices, animal control, employment opportunities, and service-related announcements.

Posts related to lost and found animals, shire recruitment, and facility or road closures received the most engagement from the community. Notably:

- The Homecare hiring post reached 6,285 people.
- The missing dog on Mitchell Street reached 2,299 people.
- The Food Vans Notice attracted significant attention with 6,439 people reached.

This consistent engagement highlights strong community interest in practical and time-sensitive topics. In general, post reach has remained steady and continues to grow at a typical day-to-day rate, suggesting the page is a reliable and effective tool for keeping the community informed.

All posts published since the last Council meeting:

Date	Topic	Post Reach
18 June 2025	Hearing Australia – Free Hearing Test	996
19 June 2025	Missing Dog – Mitchell St	2,299
19 June 2025	Shire of Wagin – Homecare Hiring	6,285
24 June 2025	Boyalling Rd Closed	1,498
24 June 2025	Wagin Library Closed – western power outage	544
30 June 2025	Heavy vehicle Route Meeting	2,384
1 July 2025	The Shire recognises that Western Power's closure of parking along Tudhoe St	3,463
1 July 2025	Shire of West Arthur are requesting public submissions on development application to construct a metrological mast approximately 4km from the boundary to the shire of Wagin	N/A
2 July 2025	Missing cat – Lloyd St	596
2 July 2025	Missing cat – Lloyd St	528
2 July 2025	Missing Cat – Strickland Lane	1,734
3 July 2025	Public Notice - Rates	946
3 July 2025	Food Vans Notice – 4 th July 2025 4pm-7:30pm	6,439
3 July 2025	Lack of water pressure or no water corporation	1,720
4 July 2025	SOW – Hosting 3 interns from UWA	2,854
7 July 2025	SOW- addresses Rick Wilson to bring attention to Commonwealth Government funding	N/A
8 July	Fulton Hogan Notice	1,799

9 July	Main Roads Notice	1,552
--------	-------------------	-------

The Shire's Instagram page has published two main posts:

- 8 July 2025 – Promoted the Wagin Library & Gallery's School Holiday Activity Events
Views: 91
Accounts Reached: 27
- 10 July 2025 – Acknowledged NAIDOC Week by highlighting Wagin's ancestral heritage and celebrating the town's cultural history
Views: 567
Accounts Reached: 366
Shares: 7

Ongoing Events

Street Carnival – 19 December 2025

The grant application for the 2025 Street Carnival was approved on Monday, 9 June 2025. A meeting was held on 9 July between the Community Development Officer and Lotterywest representatives. While Lotterywest typically contributes around 50% of the event's total cost, this year they have approved funding of approximately 74%.

Funding breakdown:

- Shire of Wagin contribution: \$5,215.05
- Lotterywest contribution: \$9,170.00
- Other sources: \$145.00
- Total: \$14,530.05

Lotterywest has requested a more detailed explanation of how funding is allocated across all Shire-run community events, not just the Street Carnival. This will help provide transparency and support future funding applications.

This reporting approach allows Lotterywest to better understand the broader community impact of events and reinforces the Shire's commitment to shared investment, rather than overreliance on external funding. A follow-up meeting with Lotterywest will take place upon Donna George's return.

Kids' Christmas Arts and Crafts

- Advertising: In August
- Event Date: Potentially October Holidays or November
- Location: Town Hall or Rec Centre
- Shire Contribution: Up to \$2,000

Description:

Children will create Christmas tree decorations to be displayed on the pallet-style Christmas trees used in 2024. A cookie decorating class will also be included, with cookies taken home by participants. The decorations will be used as part of the Shire's community Christmas displays.

Christmas Street Light Competition

- Advertising: In October
- Judging Period: 16–20 December
- Announcement: In January
- Shire Contribution: \$2,000

Description:

The Shire of Wagin will once again host its annual Christmas Street Light Competition to promote festive community spirit and encourage resident and business participation in decorating homes and shopfronts for the holiday season.

Prize Breakdown:

- Business Category: Up to \$1,000
- Residential Category: Up to \$1,000

Community Gym

The Wagin Community Gym was serviced on 23 May 2025 by Gymcare. All equipment was inspected and maintained. Several ongoing maintenance issues were noted:

- The rower machine has a leak in the tank; parts have been ordered.
- Power bands have been requested and purchased.
- The cross trainer requires replacement parts for its screen; the manufacturer is based in Europe and the process is ongoing.
- Replacement seat for the STEX 8020u upright bike is pending; awaiting a response from the manufacturer.

Tourism

2,000 tourism brochures were completed by Express Print and delivered by the end of June 2025.

Distribution has occurred across key community touchpoints: the Wagin Library, Homecare, the Historical Village, and the Community Resource Centre (CRC). The original designer, Sharyn McDonald, has agreed to assist with future updates of the brochure as needed.

Water Tanker Grant

The tanker has now been painted.



Dog Waste Dispensers

A request was received from the Agricultural Society to install a dog waste dispenser at the dog trial area at the showgrounds. A spare dispenser located at the Depot has been installed.

Electrical sign

A log register has been established to track all content displayed on the Shire's electronic sign. The log was last updated on 11 July 2025. Recent uploads include:

- Library school holiday children's event advertisement
- Author book reading (Gabriel Evans)
- Winter Sports Gala
- School Holiday Drive Safe campaign
- Wagin Netball Club update
- Next Council meeting notice
- Wagin Trots event

RANGER SERVICES

Rangers made three visits to the Boyalling Road area in Wedgecarrup, to follow up on the ongoing fencing and livestock concerns. A lot of work has been carried out by the property owner to ensure sheep and horses do not escape onto the road. Rangers will continue to patrol the area and report any fences that appear inadequate for containing livestock.

Rangers also attended a property in Mitchell Street to conduct a welfare check on the dogs at the property and to investigate a barking complaint. Dogs were healthy with visible access to food and water. It was confirmed that the dogs had settled down since being returned to the property. This property will be placed on the patrol list for further monitoring.

The proposed new Cat Local Law is being advertised.

Staff Call outs	June
Dog Issues	4
Cat Issues	2

SWIMMING POOL

The pool closed on Sunday 13 April and is now being maintained over the off season by Contract Aquatic.

The area between the two pools has now been filled in with concrete. This permanent solution will prevent the pavers from continually coming loose from the heavy pool blanket rollers.



CARAVAN PARK

The caravan park patronage was reasonably consistent across the month, with a total of 381 bookings.

WAGIN LIBRARY AND GALLERY

This report provides information to councillors about events, activities and statistics in the Wagin Library & Gallery which have occurred during the reporting period.

Library Update

Since December 2023 we have 71 new patrons joining the Wagin Library & Gallery, this is continuing to increase every month.

Library Events

- Hearing Australia visit Thursday 10th July.
- Mosaic Coaster Workshop Monday 14th July.
- STEM Kit Workshop- Earth Rocks and Fossils Tuesday 15th July.

Library Regular Activities

- Wagin Library & Gallery Book Club held on Saturdays.
- Story Time is held every Wednesday and Friday. Story Time Saturday Mornings is held for parents and children who are not able to make it during the week.
- Children's Book Club is held every Tuesday.
- Board Game Morning held every week.
- Playgroup Storytime/Rhyme time once a term at Playgroup.
- Waratah Lodge regular readers' weekly exchange of books, DVDs, etc. is ongoing.
- Wagin Hospital Homebound visiting program available as required.

Social Media

Since the last Council meeting, the Wagin Library & Gallery has shared five social media posts aimed at informing and engaging the community. These posts covered a variety of educational and community-focused events, with varying levels of public reach:

- Reposted Free Public Hearing Check
- Switch Your Thinking Sustainability Workshop
- NDIA Workshop
- Children's Author Visit – Gabriel Evans
- School Holiday Program

Library Statistics

	June 2025	May 2025
Patron Visits	255	330
Phone Transactions	10	19
Inter Library Loans	7	24
Community Connections	37	52
Information search request	0	0

HEMOCARE

Budget and (preliminary) actual figures have been provided below. EOY operating income of \$772,812 is \$38,924 (5.3%) higher than the budget figure of \$733,888. EOY operating expenditure is \$778,471, which is \$25,038 (3.4%) higher than the EOY budget figure of \$753,433. Capital expenditure of \$89,797 reflects the purchase of three new Haval sedans. Proceeds on Disposal of Assets is \$35,455, being \$13,454 over budget.

Shire Of Wagin									
SCHEDULE 08 - EDUCATION & WELFARE									
Financial Statement for Period Ended									
30 June 2025									
HOMECARE PROGRAM									
GL #	IOB #	Revised Budget		YTD Budget		YTD Actual		YTD	
		Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure	Variance	Variance
		\$	\$	\$	\$	\$	\$	\$	%
OPERATING EXPENDITURE									
E082010	Homecare Salaries		448,526		448,526		8,182	440,344	98%
	CHSP Homecare Salaries - Chsp		0		0		161,452	(161,452)	0%
	HCP Homecare Salaries - Hcp		0		0		80,454	(80,454)	0%
	NDIS Homecare Salaries - Ndis		0		0		17,450	(17,450)	0%
	HCSO Homecare Salaries - Other		0		0		212,080	(212,080)	0%
	TRAIN Staff Training Salaries		0		0		0	0	0%
E082013	Homecare Leave/Wages Liability GEN		0		0		0	0	0%
E082015	Maintenance & Gardening		68,389		68,389		81,882	(13,493)	(20%)
E082020	Nursing Salaries		0		0		0	0	0%
E082025	Care Workers Salaries		0		0		0	0	0%
E082030	Superannuation		52,016		52,016		54,435	(2,419)	(5%)
E082035	Other Expenses		7,000		7,000		3,687	3,313	47%
E082040	Travelling - Mileage		25,000		25,000		11,376	13,624	54%
E082045	Staff Training		5,500		5,500		4,913	587	11%
E082050	Staff Training Salaries		31,932		31,932		299	31,633	99%
E082055	Subscriptions		2,000		2,000		6,847	(4,847)	(242%)
E082060	Postage & Freight		1,000		1,000		1,104	(104)	(10%)
E082063	Telephone Expenses		1,000		1,000		2,809	(1,809)	(181%)
E082065	Printing & Stationery		3,000		3,000		417	2,583	86%
E082070	Insurance		8,447		8,447		9,787	(1,340)	(16%)
E082075	Building Maintenance		10,739		10,739		9,611	1,128	11%
E082080	Plant & Equipment Mice		20,000		20,000		15,136	4,864	24%
E082083	Computer Equipment and Support		7,000		7,000		1,069	5,931	85%
E082085	Consumable Supplies		1,000		1,000		3,377	(2,377)	(238%)
E082090	Homecare Equipment and Catering Supplies		3,000		3,000		537	2,463	82%
E082095	HCP Expenses		20,000		20,000		51,186	(31,186)	(156%)
E082097	NDIS Expenses		0		0		0	0	0%
E082100	Administration Allocated		18,224		18,224		18,224	(0)	(0%)
E082110	Meals on Wheels Expenditure		0		0		0	0	0%
E082120	Loss on Sale of Asset		0		0		0	0	0%
E082130	Homecare Retention Bonus Expenditure		0		0		0	0	0%
E082190	Depreciation - Homecare		19,660		19,660		22,158	(2,498)	(13%)
OPERATING REVENUE									
I082010	CHSP Grant	421,034		421,034		413,420		(7,614)	(2%)
I082015	Meals on Wheels	0		0		0		0	0%
I082020	CHSP Fee for Service	55,982		55,982		50,031		(5,951)	(11%)
I082025	Donations	0		0		455		455	0%
I082030	Government Pay Reimbursement	0		0		0		0	0%
I082031	Homecare - Other Income	0		0		0		0	0%
I082035	Profit On Sale of Asset	22,010		22,010		22,010		(0)	(0%)
I082040	HCP Client Daily Fee	28,628		28,628		27,554		(1,074)	(4%)
I082045	HCP Government Funds	160,659		160,659		210,011		49,352	31%
I082050	NDIS Contribution	45,575		45,575		49,332		3,757	8%
SUB-TOTAL		733,888	753,433	733,888	753,433	772,812	778,471		
Operating Surplus / (Deficit)			(19,545)		(19,545)		(5,659)		
CAPITAL EXPENDITURE									
E167790	Land and Buildings - Homecare								
	B2302 Relocation To Wagin Town Hall		0		0		0	0	0%
E167752	Purchase Plant & Equipment - Homecare Program						0	0.00	0.00%
	E2503 Purchase Of New Homecare Sedan (P80)		30,000		30,000		29,932		
	E2504 Purchase Of New Homecare Sedan (P27)		30,000		30,000		29,932		
	E2505 Purchase Of New Homecare Sedan - Darkan (P86)		30,000		30,000		29,932		
CAPITAL REVENUE									
I082005	Proceeds on Disposal of Assets	22,000.00		22,000.00		35,455		13,454.55	61.16%
I082006	Realisation on Disposal of Assets	(22,000.00)		(22,000.00)		(35,455)		(13,454.55)	61.16%
SUB-TOTAL		0	90,000	0	90,000	0	89,797		
TOTAL - HOMECARE PROGRAM		733,888	843,433	733,888	843,433	772,812	868,268		

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

2024/25 approved budget.

VOTING REQUIREMENTS

Simple Majority.

UNCONFIRMED

With the consent of the Presiding Member, Officers withdrew Item 8.2.2 from consideration.

8.2.2 BUDGET AMENDMENT - RESERVE TRANSFERS 2024/25

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.DB.2
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

That the Council ENDORSES the following 2024/25 end of year reserve fund transfers, which have not previously been budgeted or otherwise approved:

Reserve Fund	Transfers to Reserve	Transfers from Reserve
Plant Replacement Reserve	\$127,263	\$0
Land Development Reserve	\$30,000	\$0
Community Bus Reserve	\$0	(\$663)
Roadwork Reserve	\$0	(\$35,000)

BRIEF SUMMARY

The purpose of this report is to recommend end of year reserve transfers which have not previously been budgeted or endorsed.

BACKGROUND/COMMENT

Several reserve account transfers are proposed that were either not included in the original budget or now require amendment to reflect updated financial outcomes.

Reserve Fund	Transfers to Reserve (Budget)	Transfers to Reserve (Recommended)	Transfers from Reserve (Budget)	Transfers from Reserve (Recommended)
Plant Replacement Reserve	\$64,230	\$127,263	\$0	\$0
Land Development Reserve	\$0	\$30,000	\$0	\$0
Community Bus Reserve	\$1,000	\$0	\$0	(\$663)
Roadwork Reserve	\$65,000	\$0	(\$172,000)	(\$35,000)

The following outlines the rationale for the recommended amendments to reserve transfers within the 2024/25 year.

Plant Replacement Reserve

An increase in the transfer to the Plant Replacement Reserve is recommended due to lower-than-budgeted purchase costs for the new Komatsu Loader and Toro Ride-on Mower, combined with higher-than-expected trade-in values for disposed plant items. Additionally, the transportable radar speed display trailer has been carried forward to the 2025/26 financial year. These factors result in a net increase of \$63,033 to the reserve transfer, which when added to the original budget figure of \$64,230, totals \$127,263.

Land Development Reserve

In 2024/25, the Council sold two freehold vacant lots, being Lot 218 (2) Victor Street and Lot 219 (5) Vernal Street, for \$15,000 each. Officers recommend that the proceeds be transferred to the Land Development Reserve to support future land acquisition opportunities.

Community Bus Reserve

In accordance with Council Policy A3 – Wagin Community Bus, annual profits from the operation of the community bus are transferred to the Community Bus Reserve, while operational losses are reimbursed from the reserve. As of 30 June 2025, a loss of \$633 was incurred for the 2024/25 financial year and will be offset by a corresponding transfer from the reserve.

Roadworks Reserve

At the special meeting held on 18 February 2025, the Council approved the use of Roadworks Reserve funds for road verge clearing following the Wedgecarrup Fire in January 2025. A budget amendment approved during the annual Budget Review authorised a transfer of \$172,000 from the reserve. However, actual expenditure was lower than anticipated and an amended transfer of \$100,000 from the reserve is now recommended. After accounting for the original budgeted transfer to the reserve of \$65,000, this results in a net transfer of \$35,000 from the reserve.

CONSULTATION/COMMUNICATION

Deputy Chief Executive Officer

STATUTORY/LEGAL IMPLICATIONS

Section 6.8 of the Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS⁴

It is recommended that the proposed reserve transfers be authorised. Additional financial implications associated with these transfers are outlined in detail within the body of this report.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

8.2.3 LEASE EXTENSION - 74 ARTHUR ROAD WAGIN - ST JOHN AMBULANCE

AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LS.AG.1
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	1. Original Lease 2. New Deed of Lease

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5461

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

That authority be granted to the Shire President and the Chief Executive Officer to affix the common seal of the Council to a ten year Deed of Lease with St John Ambulance for the SES building at 74 Arthur Road, Wagin.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The purpose of this report is to seek approval to enter into a Deed of Lease (extension of the original lease) with St John Ambulance for the SES building at 74 Arthur Road, Wagin.

BACKGROUND/COMMENT

The Shire agreed to lease a part of 74 Arthur Road, Wagin from St John Ambulance in 2014, for the purposes of 'Emergency Services Operations' (State Emergency Service facility). The lease, shown on Attachment 1 expired in June 2024. The Shire has been asking for a new lease since July 2024.

A new deed of lease has now been provided, as shown on Attachment 2. The lease is for a further 10 years, at a peppercorn rental.

The Deed of Lease incorporates and extends the provisions of the original lease. No objections are raised to the document and it is recommended that it be executed.

CONSULTATION/COMMUNICATION

St John Ambulance. SES has been notified by email; no objections have been received.

STATUTORY/LEGAL IMPLICATIONS

There are no statutory implications.

POLICY IMPLICATIONS

No direct policy implications.



FINANCIAL IMPLICATIONS

There are no direct financial implications to this report.

STRATEGIC IMPLICATIONS

Key Focus Area - Building and Infrastructure

Goal - Emergency management is supported by appropriate facilities

Strategy - Maintain and upgrade emergency management facilities based on need and resources.

VOTING REQUIREMENTS

Simple Majority

UNCONFIRMED

LEASE OF PART OF 74 ARTHUR ROAD WAGIN

ST JOHN AMBULANCE WESTERN AUSTRALIA LTD
(Landlord)

SHIRE OF WAGIN (Tenant)

Wilson & Atkinson
Taxation & Commercial Lawyers

Level 10, 105 St Georges Terrace
Perth 6000

Western Australia

Telephone: 61 8 9421 7111

Facsimile: 61 8 9481 5554

Email: enquiry@wilsonatkinson.com.au

Website: www.wilsonatkinson.com.au

Our ref: SGL:CRR:10796

COPYRIGHT

Copyright in this document is the property of WILSON & ATKINSON.

This document may not be reproduced in whole or in part without the prior written consent of WILSON & ATKINSON.
We may seek both injunctive relief restraining the unauthorised use of this document (or any part thereof) and an accounting for profits against any person who so reproduces this document (or any part thereof) without our consent

TABLE OF CONTENTS

1.	DEFINITIONS AND INTERPRETATION	3
2.	GRANT OF LEASE	6
3.	HOLDING OVER.....	7
4.	RENT	7
5.	SERVICE CHARGES	7
6.	GST	7
7.	ASSIGNMENT AND SUBLETTING.....	8
8.	USE OF PREMISES	10
9.	INSURANCES.....	10
10.	INDEMNITIES AND EXCLUSIONS	12
11.	COMPLIANCE WITH LAWS AND REQUIREMENTS	12
12.	REPAIR, ALTERATION AND CLEANING	12
13.	TENANT'S GENERAL OBLIGATIONS.....	15
14.	LANDLORD'S GENERAL RIGHTS AND OBLIGATIONS	17
15.	MANAGEMENT OF THE BUILDING.....	19
16.	DEFAULT	19
17.	TENANT'S OBLIGATIONS ON TERMINATION.....	21
18.	DAMAGE TO THE BUILDING.....	22
19.	COSTS, EXPENSES, DUTIES AND FEES	24
20.	NOTICES	25
21.	CONFIDENTIALITY	25
22.	MISCELLANEOUS	25
23.	CONSENTS	27
24.	SPECIAL CONDITIONS	27

Lease

THIS AGREEMENT is made the 8th day of October 2014

BETWEEN

Parties

The party listed in Item 1 of schedule 1 (Landlord)

AND

The party listed in Item 2 of schedule 1 (Tenant)

Recitals

- A. The Landlord is the registered proprietor of the Land.
- B. The Tenant has agreed to lease the Premises on the terms and conditions contained herein.

Operative Provisions

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Lease:

Agent means the managing agent appointed by the Landlord from time to time to manage the Building.

Air-conditioning Plant means any plant, machinery or equipment, including all pipes, wires and ducts, for heating, cooling or circulating air in the Premises.

Authority means any governmental or other public body, local authority or other authority of any kind.

Business Day means a day on which banks are open for business in Perth other than a Saturday or a Sunday.

Building means the Land and buildings and other improvements on the Land, including all the Landlord's Property.

Common Areas means those parts of the Building designed or intended by the Landlord (if they are not let or licensed) for use by the tenants or other occupiers of the Building and their respective employees, invitees and licensees in common with each other.

Corporations Act means the Corporations Act 2001 (Cth).

Schedule means the Schedule to this Lease.

Event of Default means any of the events specified in clause 16.2.

GST means the goods and services tax described in the A New Tax System (Goods and Services Tax) Act 1999 and related acts, or any similar tax.

Guarantor includes its successors.

Insolvency Event means the happening of any of the following events in relation to a party:

- (a) the party is unable to pay all the party's debts as and when they become due and payable or the party has failed to comply with a statutory demand as provided in section 459F of the Corporations Act, or the party is deemed to be unable to pay the party's debts under section 585 of the Corporations Act;
- (b) a meeting is convened to place the party in voluntary liquidation or to appoint an administrator;
- (c) an application is made to a court for the party to be wound up;
- (d) the appointment of a controller (as defined in section 9 of the Corporations Act) of any of the party's assets;
- (e) the party proposes to enter into or enters into any form of arrangement (formal or informal) with the party's creditors or any of them, including a deed of company arrangement; or
- (f) the party becomes insolvent under administration, as defined in section 9 of the Corporations Act.

Interest Rate means 1.5% per month to be calculated daily.

Land means the land described in Item 5 of Schedule 1.

Landlord includes the Landlord's successors and an assignee of the reversion and, where the context permits, any person authorised by the Landlord to do any act on behalf of the Landlord for the purposes of this Lease, including a managing agent.

Landlord's Property means all the plant and equipment, fixtures, fittings, furniture and furnishings including curtains, blinds and lights in or fixed to the Premises that are not the Tenant's Property.

Lease means this lease, including the schedules, as it may be varied from time to time.

Lease Year means the period:

- (a) commencing on the Commencement Date and ending on the next 30 June;
- (b) of each 12 months commencing on 1 July until the next 30 June during the Term;

- (c) commencing on 1 July immediately preceding the expiration of the Term and ending at the expiration of the Lease.

Lettable Floor Area means in relation to any other space in the Building which is leased or intended to be leased from time to time, the floor area of that space designed and available for use for the carrying on of business in that space, calculated so far as possible using the appropriate item or items of the PCA method of measurement published at the time when first measured or subsequently remeasured for measuring the lettable area of premises of a similar kind to the Premises.

Payment Date means the date set out in Item 9 of schedule 1 and includes the Commencement Date.

Plan means the plan contained in Schedule 2;

Premises means the premises described in Item 3 of Schedule 1.

Rent includes the rent as it may be varied under this Lease.

Security Interest means any mortgage, charge, sub-demise, lien, trust or power, which is a security for the payment of money or compliance with any other obligation.

Services means services running through or servicing the Premises including the Air-conditioning Plant, power, water, sewerage, gas, telecommunications and fire sprinkler system.

Tenant includes the Tenant's successors and an assignee, a subtenant or any other person having a right to possess, use or occupy the Premises.

Tenant's Business means the business carried on by the Tenant on the Premises.

Tenant's Employees, agents and customers means each of the Tenant's employees, agents, contractors, service suppliers, sublessees, licensees, customers and other visitors, and any other person who at any time is on the Premises with the Tenant's consent (express or implied).

Tenant's Property means any plant or equipment, fixtures, fittings, furniture and furnishings or other property which the Tenant brings on or fixes to the Premises including Air-conditioning Plant.

Term includes, where the context permits, any period of holding over and any additional term of a new lease derived from an option on this Lease.

Total Lettable Area means the aggregate of all Lettable Floor Areas in the Building.

Valuer means a full member of the API who has been actively engaged for not less than 5 years in valuing commercial premises in Western Australia.

Wet Refuse means all wet refuse on the Premises including, but not limited to, all food waste and, where applicable, oil and grease products.

1.2 Interpretation rules

In this Lease, unless the contrary intention appears:

- (a) a reference to a statute, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them occurring at any time before or after the date of this Lease;
- (b) the singular includes the plural and vice versa;
- (c) the word “person” includes a firm, a body corporate, an unincorporated association or an Authority;
- (d) an obligation, representation or warranty:
 - (i) in favour of two or more persons is for the benefit of them jointly and severally; and
 - (ii) on the part of two or more persons binds them jointly and severally;
- (e) each obligation of the Landlord or the Tenant to the other of them has effect as a covenant;
- (f) where a period of time is expressed to be calculated from or after a specified day, that day is included in the period;
- (g) a reference to a month is to a calendar month;
- (h) where the word ‘including’ or ‘includes’ is used, it is to be taken to be followed by the words: ‘but not limited to’ or ‘but is not limited to’ as the case requires; and
- (i) a reference to a document (including this lease) includes any variation or replacement of it.

2. GRANT OF LEASE

2.1 Grant of Lease

The Landlord grants a lease to the Tenant and the Tenant takes a lease of the Premises for the Term, together with the non-exclusive right for the Tenant in common with the Landlord and all other persons authorised by the Landlord (expressly or otherwise), to use the Common Areas for the purposes designated by the Landlord from time to time, on and subject to the terms of this Lease.

2.2 Common Areas

The Tenant and the Tenant’s Employees and Agents have the right to use the Common Areas as is necessary for ingress, egress or passage to and from the Premises in common with other persons as is authorised by the Landlord acting reasonably.

3. HOLDING OVER

3.1 Holding over

- (a) If the Tenant continues to occupy the Premises beyond the expiration of the Term or any extension or renewal of this Lease and the Landlord has not requested possession of the Premises the Tenant will do so as a monthly Tenant only.
- (b) The monthly tenancy will be determinable by either the Landlord or Tenant by one month's notice in writing expiring on any day of the month.

3.2 Terms of monthly tenancy

The monthly tenancy will be on the same terms as this Lease including in relation to payment of Rent, and other monies payable by the Tenant to the Landlord under this Lease so far as they can apply to a monthly tenancy.

4. RENT

The Tenant is to pay the Rent to the Landlord on demand by the Landlord.

5. SERVICE CHARGES

Service Charges

The Tenant is to pay all charges for Services which are imposed in respect of the Premises to the supplier before those charges become overdue.

6. GST

The consideration for a Supply under this Lease (other than under clauses 6.3 to 6.4 inclusive) is exclusive of any GST imposed on the Supply.

6.1 Recovery of GST

If a Supply under this Lease is subject to GST:

- (a) the Recipient of the Supply must pay, in addition to the other consideration payable or to be provided for the Supply, an additional amount equal to the GST; and
- (b) the Recipient must pay the additional amount to the supplier at the same time as the other consideration.

However, the Recipient need not pay the additional amount until the supplier gives the Recipient a Tax Invoice.

6.2 Adjustment of additional amount

If the additional amount differs from the amount of GST payable by the supplier on the Supply:

- (a) the supplier must promptly issue an Adjustment Note to the Recipient; and
- (b) an amount equal to the difference must be paid by the supplier to the Recipient, or by the Recipient to the supplier, as appropriate.

6.3 GST Reimbursement

If any party is entitled to payment of any costs or expenses by way of reimbursement or indemnity, the payment must exclude any part of that cost or expense which is attributable to GST for which that party or the Representative Member of any GST Group of which that party is a Member is entitled to an Input Tax Credit.

6.4 Definitions

In clauses 6.2 to 6.4 inclusive, Adjustment Note, GST, GST Group, Input Tax Credit, GST Law, Member, Recipient, Representative Member, Supply and Tax Invoice have the meanings given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

7. ASSIGNMENT AND SUBLETTING

7.1 No interest to be created without consent

Subject to clause 7.2, the Tenant is not to assign this Lease or create in favour of any person an interest in this Lease or the Premises, or allow any person to use or occupy the Premises, without the Landlord's consent.

7.2 Requirements for assignment or subletting

The Tenant may assign the Lease or sublet the Premises if:

- (a) at least seven (7) days before the date of the proposed change in the occupation of the Premises, the Tenant:
 - (i) applies for the Landlord's consent; and
 - (ii) supplies to the Landlord evidence acceptable to the Landlord that the proposed assignee or subtenant is experienced in and of good reputation in relation to conducting a business permitted by this Lease, and is financially able to conduct that business; and

the Landlord consents to the assignment or sublease;
- (b) the Tenant delivers to the Landlord, before the date of the proposed change in occupation, a completed agreement, in a form prepared by or approved by the Landlord's solicitors, by which:
 - (i) the proposed assignee or subtenant agrees with the Landlord to be bound by this Lease as from the date that the assignment or sublease takes effect; and
 - (ii) any guarantor required under this clause gives to the Landlord a guarantee and indemnity in the terms of that clause in respect of the liability of the assignee or subtenant;

- (c) the Tenant has remedied any outstanding default on the Tenant's part or the Landlord has waived the default;
- (d) the Tenant pays to the Landlord on demand the Landlord's expenses, including legal costs,
 - (i) incurred in making enquiries to satisfy itself concerning the matters specified in clause 7.2(a)(ii); and
 - (ii) in connection with the preparation, completion and stamping of the assignment or sublease and any other related documents, and the stamp duty on all those documents;
 - (iii) if requested by the Landlord, the Tenant arranges for the proposed assignee or subtenant to obtain from a bank or other person acceptable to the Landlord a guarantee of the obligations under this Lease to be assumed by the proposed assignee or subtenant; and
- (e) in the case of an assignment the Tenant has withdrawn any caveat lodged by it in respect of its interest in the Premises.

7.3 Tenant remains liable

Subject to any law to the contrary, the Tenant remains fully liable under this Lease if the Tenant (with or without the Landlord's consent) assigns this Lease or creates an interest in this Lease or the Premises in favour of any other person.

7.4 Change in control

If the Tenant is a company, and there is a change in control of the Tenant (or if the Tenant is a subsidiary, any change in the control of its holding company):

- (a) the change in control is to be taken to be an assignment of the Tenant's interest in the Lease; and
- (b) if requested by the Landlord, the Tenant is to obtain from a bank or other person acceptable to the Landlord, a guarantee of the Tenant's obligations under this Lease on terms acceptable to the Landlord;

and in this clause:

- (c) "control" means control of the composition of the board of directors or control of more than 50% of the shares with the right to vote at general meetings or, where the Tenant is the trustee of a unit trust, more than 50% of the units or voting rights of the unit trust;
- (d) any corporation or person holding the beneficial interest in any shares, units of a unit trust or voting rights is deemed to hold a legal interest in those shares, units or voting rights; and
- (e) words defined in the Corporations Act have the meanings given to them by that law.

7.5 Exclusion of statutory provisions

The provisions of sections 80 and 82 of the *Property Law Act 1969* do not apply to this Lease.

7.6 Costs and expenses

The Tenant is to pay to the Landlord on demand all fees and expenses payable by the Landlord to any agent or consultant engaged by the Landlord in connection with a proposed assignment or sub-letting including the Landlord's solicitor's fees.

8. USE OF PREMISES

8.1 Permitted Use

- (a) The Tenant is to only use the Premises for the Permitted Use as specified in Item 10 of Schedule 1. The Tenant is not to use the Premises for any other purpose unless the Landlord consents.
- (b) The Tenant must seek and obtain at its own cost all relevant Authority approvals for the operation and Permitted Use of the Premises.
- (c) The Tenant is to only carry on the Tenant's Business.
- (d) The Tenant is to obtain, comply with and renew on time every authorisation necessary to carry on the Tenant's Business.

8.2 Tenant's own enquiries

The Tenant acknowledges that the Tenant has relied on its own enquiries as to how the Premises may be used and not on any representation from the Landlord.

8.3 No Warranty by Landlord

The Landlord does not give any warranty of any kind that the Premises are suitable for any purpose for which the Tenant intends to use them. To the extent permitted by law, any warranty in relation to the Premises which is implied by law is excluded and does not apply to the Premises.

9. INSURANCES

9.1 Tenant's obligations

The Tenant is to:

- (a) maintain with an insurer approved under the *Insurance Act 1973* (Cth) and approved by the Landlord in the names of the Tenant, the Agent and the Landlord and, if required by the Landlord, any mortgagee of the Landlord, for their respective rights and interests:
 - (i) Tenant's Public Risk Insurance and Product Liability Insurance of at least the minimum cover set out in Item 11 of Schedule 1;

- (ii) all fixed glass insurance against risks specified by the Landlord to a sum insured of at least the full replacement cost of the glass;
 - (iii) either an Industrial Special Risk Policy or an insurance policy such as a Business Pack policy covering material loss or damage including but not limited to, accidental loss, fire, lightning storm, impact, burglary (including resultant damage to the Premises), malicious damage, vandalism and other usual available insurance perils appropriate for the Premises and occupied risk;
 - (iv) insurance against interruption to the Tenant's Business following an insured peril; and
 - (v) any other insurance reasonably required by the Landlord from time to time.
- (b) in respect of those insurances:
- (i) deposit with the Landlord certificates of currency;
 - (ii) pay each premium at least 3 days before the due date and prior to the expiry of the insurance policy produce receipts for the payments; and
- (c) notify the Landlord immediately when an event occurs which may give rise to a claim under or which could adversely affect any of the insurances or any insurance is cancelled.

9.2 Variation of sum insured

The Landlord may at any time increase by a reasonable amount the minimum cover for the Tenant's Public Risk Insurance by notice to the Tenant.

9.3 Restrictions on Tenant's activities

Unless the Landlord consents, the Tenant is not to:

- (a) do or allow anything to be done which adversely affects any insurance taken out by the Landlord in connection with the Premises or which may increase the cost of obtaining that insurance;
- (b) store or use inflammable, volatile or explosive substances on the Premises except those normally used in the Tenant's Business if they are stored in proper containers and only used strictly in accordance with all relevant laws and with the Landlord's written consent; or
- (c) settle or compromise any claim under any policy of insurance relating to the Premises.

10. INDEMNITIES AND EXCLUSIONS

10.1 By the Tenant

The Tenant is to indemnify the Landlord and the Agent against any Loss suffered or incurred by the Landlord or the Agent arising from or in connection with:

- (a) any damage to the Premises or the Building or anything in or near the Premises or the Building; and
- (b) any injury to any person, including the Landlord, in or near the Premises or the Building,

caused or contributed to by:

- (c) an act or omission of the Tenant or of the Tenant's employees, agents and customers; or
- (d) any danger created by the Tenant or the Tenant's Employees, agents and customers, whether or not the Tenant knew of that danger.

10.2 Landlord not liable

The Landlord is not liable in respect of any loss resulting from any accident, loss of life, injury, damage, malfunction or other event in or affecting the Premises or the Building, including damage caused by water or a sprinkler system, unless caused by the negligence of the Landlord or any employee or agent of the Landlord.

11. COMPLIANCE WITH LAWS AND REQUIREMENTS

The Tenant is to comply with all requirements of any Authority and all laws in connection with the Premises, the Tenant's Property and the Tenant's Business, but the Tenant need not carry out work of a structural nature except as provided in clause 12.3.

12. REPAIR, ALTERATION AND CLEANING

12.1 Maintenance and repair

The Tenant is to at its own expense and at all times

- (a) keep the Premises in good repair and condition;
- (b) keep the Tenant's Property and the Landlord's Property in good repair and condition and, where necessary, repair or replace items of the Landlord's Property;
- (c) promptly repair any damage to the Building, the Premises or the Landlord's Property caused or contributed to by the Tenant or the Tenant's employees, agents and customers; and
- (d) without limiting the Tenant's obligations under clauses 12.1(b) or 12.1(c):

- (i) promptly replace damaged glass in the Premises including plate glass and exterior show windows, with glass of the same or similar quality to that in place on the Commencement Date; and
- (ii) carry out regular maintenance of plant or equipment which is Landlord's Property in the Premises, and if requested by the Landlord, enter into an appropriate service agreement with a service organisation;
- (e) maintain all signs in or attached to the Premises in good condition;
- (f) maintain any grease traps serving the Premises, whether or not within the Premises in a clean condition; and
- (g) maintain any drains, pipes and other conduits on the Premises in a clean and free flowing condition.

12.2 No interference with Services

The Tenant is not to modify or interfere with:

- (a) the Services without the Landlord's consent; and
- (b) the drainage or water supply facilities serving the Premises or any equipment connected to those facilities.

12.3 Structural work

The Tenant is to carry out (subject to clause 12.5 and in accordance with clause 12.7) all building work of a structural nature made necessary by:

- (a) damage of the kind referred to in clause 12.1(c) (with the exception stated in that clause);
- (b) the nature of the Tenant's Business; or
- (c) use of the Premises by the Tenant or any of the Tenant's employees, agents and customers.

12.4 Notice of damage

The Tenant is to inform the Landlord of damage to the Premises or the Building or the defective operation of any of the Services immediately the Tenant becomes aware of it.

12.5 Alterations to the Premises

The Tenant may not make any alteration or addition to the Premises unless the Landlord consents.

12.6 Damage to the Premises or Building

The Tenant is not to cause damage to the Premises or the Building or allow them to be damaged, other than the hanging of picture frames which must be repaired, patched and painted once the Premises is vacated.

12.7 Building work

In carrying out its obligations under this clause, the Tenant is to:

- (a) comply with the requirements of any Authority and all laws and standards;
- (b) before carrying out any building work, obtain the Landlord's approval to the plans and specifications for the work; and
- (c) carry out the building work in a safe and proper manner and under the supervision of the Landlord's consultants.

12.8 Cleaning

- (a) The Tenant is to:
 - (i) keep the Premises clean and free from vermin and, if required by the Landlord, employ at the Tenant's cost a pest exterminator approved by the Landlord; and
 - (ii) comply with the Landlord's directions in connection with cleaning.
- (b) The Landlord may also, without affecting the Tenant's obligations, carry out day to day cleaning.
- (c) Any cleaning which the Tenant is obliged to do, but fails to do, may be done by the Landlord at the Tenant's cost.

12.9 Removal and disposal of refuse

The Tenant is to:

- (a) keep the Premises clean and free from refuse;
- (b) at its cost remove Wet Refuse from the Premises daily;
- (c) arrange for their own refuse to be regularly removed from the Premises through the local council;
- (d) ensure that any waste or recycling bins provided by the local council are regularly left out for collection; and
- (e) comply with the directions of the Landlord and the State and Local Authorities in connection with the removal and disposal of refuse,

the Tenant is not to leave rubbish bins or other containers outside the Premises except in areas designated by the Landlord for that purpose.

13. TENANT'S GENERAL OBLIGATIONS

13.1 Positive obligations

The Tenant is to:

- (a) conduct the Tenant's Business in a proper manner, including ensuring that:
 - (i) all display windows in the Premises contain high quality displays which do not detract from the style of the Building;
 - (ii) the Premises are adequately stocked and staffed;
- (b) observe the maximum floor loading weights for the Premises if any are notified by the Landlord;
- (c) securely lock all exterior doors and windows in the Premises when the Premises are not occupied;
- (d) allow persons having an interest in the Premises superior to or concurrent with the Landlord's interest to exercise the Landlord's or that other person's rights and perform their obligations in connection with the Premises;
- (e) withdraw any 'subject to claim' caveat lodged to protect the Tenant's interest under this Lease at the termination or on an assignment of this Lease;
- (f) immediately deliver to the Landlord a copy of every notice received by the Tenant relating to the Premises;
- (g) immediately notify the Landlord if the Tenant becomes aware of any threat to the Premises, including any infectious diseases, and comply with the Landlord's directions for the purpose of protecting property or persons in the Premises;
- (h) comply with any rules made by the Landlord relating to the operation and occupation of the Building and ensure that the Tenant's employees, agents and customers comply with those rules;
- (i) comply with the Landlord's reasonable directions in respect of the delivery of goods to the Premises;
- (j) comply with fire drills and emergency procedures when requested by the Landlord; and
- (k) enforce in the Premises any prohibition against smoking in the Building imposed by any law or the rules or decision of the Landlord.

13.2 Negative obligations

In connection with the Premises, the Tenant is not to, and is not to permit anyone else to:

- (a) do anything which is offensive or a nuisance;

- (b) interfere with or obstruct access to the Services;
- (c) interfere with or obstruct the Landlord's operations;
- (d) use the facilities in or near the Premises or the Building, including the toilets and drains, for any improper purpose;
- (e) use any method of heating or cooling other than those provided by the Landlord;
- (f) locate any signs or advertisements outside the Premises or on the inside surfaces of the windows or doors of the Premises without the Landlord's consent;
- (g) display any proprietary signs which are visible from outside the Premises;
- (h) use any radio, television or other sound producing equipment audible from outside the Premises without the Landlord's consent which may be withdrawn at any time;
- (i) advertise, solicit or tout for business or spruik, whether verbally or by the use of written materials or hoardings, in the Common Areas;
- (j) fix blinds or awnings to the outside of the Premises;
- (k) put any nail or other fastening in any part of the Building except the Tenant's partitions;
- (l) drop any article or thing from any window or doorway;
- (m) hold an auction, bankrupt, fire or closing down sale;
- (n) solicit business, leave, display or sell merchandise or distribute advertising matter in the Common Areas;
- (o) permit any other person to carry on business on or from the Premises;
- (p) use the Premises as a residence;
- (q) use any storage space forming part of the Premises for any purpose other than storage;
- (r) bring any bird, animal or reptile on the Premises without the prior written consent of the Landlord unless the Permitted Use allows it;
- (s) go on the roof of the Building or enter any part of the Building other than the Premises and the Common Areas unless with the Landlord's consent;
- (t) vacate the Premises, except as required by this Lease, or abandon the Premises;
- (u) create in favour of any person a Security Interest in the Premises, unless the Landlord consents;
- (v) lodge an absolute caveat in relation to the Tenant's interest under this Lease; or

- (w) use the building name without the Landlord's prior written approval.

13.3 Common Areas

The Tenant is not to obstruct and is to do everything reasonably necessary to prevent the Tenant's employees, agents and customers from obstructing the entrances, exits, driveways and any other parts of the Common Areas.

13.4 Tenant's right to maintain signage

- (a) The Tenant has the right at all times to install and maintain signage subject to the Landlord's approval and Authority approval; and
- (b) The Landlord may charge the Tenant a fee for any external signage.

14. LANDLORD'S GENERAL RIGHTS AND OBLIGATIONS

14.1 Quiet enjoyment

If the Tenant complies with the Tenant's obligations under this Lease, the Tenant may hold the Premises during the Term without interruption by the Landlord, except as provided in this Lease.

14.2 Other leases or licences

The Landlord may grant a licence of any other part of the Building (including the Common Areas) to a person who carries on a business which may compete with the Tenant's Business without affecting the Tenant's obligations under this Lease.

14.3 Right to enter

The Landlord may after giving reasonable notice to the Tenant (or in an emergency, without notice) enter the Premises to:

- (a) inspect the state of repair and condition of the Premises and, if necessary, leave a written notice requiring the Tenant to repair;
- (b) maintain or repair the Building;
- (c) maintain, repair or alter the Services;
- (d) carry out structural alterations to the Premises which it considers necessary or works required by an Authority; and
- (e) remove harmful substances,

without, in any case, affecting the Tenant's obligations under this Lease.

14.4 Works or changes in the Building

The Landlord may as it sees fit:

- (a) alter or add to the Building, but no works may be carried out to the Premises (except as provided in clause 14.3) without the Tenant's consent;
- (b) install or temporarily interrupt a Service;
- (c) change the pedestrian or traffic layout in the Building;
- (d) change the building name; and
- (e) attach, and remove, any signs or other advertisements on any part of the Building not included in the Premises.

14.5 Control of the Building

The Landlord may control the use of the Building (other than the Premises) as it sees fit, including:

- (a) closing the Common Areas to the public for as long as the Landlord reasonably considers necessary;
- (b) excluding or removing any member of the public from the Building; and
- (c) restricting access to delivery and pick up areas.

14.6 Inspection by prospective tenants or purchasers

The Landlord may after giving reasonable notice:

- (a) enter the Premises to allow prospective tenants or purchasers to inspect the Premises; and
- (b) within three (3) months before the expiration of the Term, display inside or outside the Premises a sign with information indicating the availability of the Premises.

14.7 Ownership of shopfront and other structures

If a shopfront or other structure which forms an integral part of the Premises is installed by the Tenant, that shopfront or other structure ceases to be part of the Tenant's Property on the termination of this Lease and ownership of the shopfront or other structure then vests in the Landlord.

14.8 Landlord may rectify

The Landlord may, at the Tenant's expense, do anything which should have been done by the Tenant under this Lease but which has not been done or has not been done properly and the Landlord may enter the Premises for that purpose.

14.9 Change of Landlord

From the date the Landlord ceases to be the registered proprietor of the Land:

- (a) the Landlord is released from its obligations under this Lease, including in relation to any right the Tenant may have to extend this Lease; and

- (b) the new registered proprietor of the Land becomes “the Landlord” for the purposes of this Lease.

14.10 Security Interests

The Landlord may at any time create one or more Security Interests over the Lease, the Premises or the Land.

14.11 Easements or other rights

The Landlord may grant easements or other rights for any purpose unless the Tenant establishes that the easement or other right would have a material adverse effect on the benefit to the Tenant of this Lease.

15. MANAGEMENT OF THE BUILDING

15.1 Managing agent

The Landlord may appoint a managing agent to manage the Building and represent the Landlord in all or nominated matters relating to this Lease. The Landlord may at any time vary or terminate the authority of the managing agent. Communications from the Landlord supersede those from the managing agent if there is any inconsistency between them.

16. DEFAULT

16.1 Essential terms

The following obligations of the Tenant are essential terms of this Lease:

- (a) the obligation to pay money under clauses 4 and **Error! Reference source not found.**; and
- (b) the obligations under clauses 1, 8.1, 9.1, and 12.1.

This clause 16.1 does not prevent any other obligation of the Tenant under this Lease being an essential term.

16.2 Events of Default

An event of default occurs if:

- (a) the Tenant repudiates or commits a fundamental breach of this Lease;
- (b) the Rent is at any time unpaid for seven (7) days after becoming due, whether formally demanded or not;
- (c) the Tenant does not comply with any of its other obligations under this Lease, whether or not an essential term;
- (d) a judgment, order or a Security Interest is enforced, or becomes enforceable against the Tenant’s interest in this Lease or the Tenant’s Property; or

- (e) an Insolvency Event occurs with respect to the Tenant.

16.3 Landlord's right to terminate

If an Event of Default occurs, the Landlord may terminate this Lease by:

- (a) re-entering the Premises without notice; or
(b) notice to the Tenant,

the Landlord may only terminate this Lease if the Landlord has first given to the Tenant a notice which complies with that section and the Tenant has failed to comply with that notice.

16.4 Landlord's right to turn off power

If the Tenant fails to pay any moneys due to the Landlord under this Lease when due, the Landlord may give the Tenant notice of such default stating that if the Tenant fails to pay such sum within 7 days of that notice the Landlord will or may suspend any of the Services or utilities (including power and water) to the Premises. If the Tenant fails to pay the monies in accordance with notice within that 7 days, the Landlord may suspend any of the Services or utilities provided to the Premises until those monies are paid, without prejudice to any other rights of the Landlord in respect of that or any other default under this Lease.

16.5 Damages

If the Landlord terminates this Lease under clause 16.3, then the Landlord is entitled to recover from the Tenant as liquidated damages, the difference between:

- (a) T in the formula, $T = R + C - RB$

Where:

R = the total of the Rent and all other amounts which would have been payable by the Tenant under this Lease if the Term had expired by effluxion of time, calculated at the rate payable at the date of termination;

C = costs and expenses incurred by the Landlord as a result of the Event of Default, including in relation to re-letting; and

RB = a rebate calculated at 5% on all amounts not accrued due at the date of termination to the extent that each amount is in fact paid earlier than it was originally due under this Lease; and

- (b) the total of the rent and other amounts which the Landlord could be reasonably expected to obtain by re-letting the Premises until the date on which the Term would have expired by effluxion of time taking into account a similar rebate to the rebate specified in clause 16.5(a), but the Landlord is not required to accept the same or similar terms as those contained in this Lease.

16.6 Indemnities

The Tenant is to indemnify the Landlord against any Loss suffered or incurred by the Landlord arising from or in connection with:

- (a) an Event of Default; or
- (b) if this Lease is terminated by the Landlord for any reason or on any ground:
 - (i) the Landlord re-entering the Premises; or
 - (ii) the Landlord not receiving the benefit of the Tenant performing its obligations under this Lease from the date of that termination until the date on which the Term would have expired by effluxion of time,

including in each case, legal costs and expenses relating to any of those matters. This indemnity is not affected by the Landlord accepting a repudiation of this Lease by the Tenant.

16.7 Interest on overdue money

The Tenant is to pay interest at the Interest Rate on any amount payable by it under this Lease which is not paid by the close of business three (3) business days after the due date from the date the amount becomes due for payment until it is paid. The interest is to be paid on demand, and is to be calculated on daily balances.

16.8 Acceptance of Rent or mitigation

The acceptance of Rent or other money under this Lease or an attempt by the Landlord to mitigate its loss is not a waiver of a preceding breach by the Tenant of its obligations under this Lease or a surrender by operation of law.

17. TENANT'S OBLIGATIONS ON TERMINATION

17.1 Tenant to vacate

On the termination of this Lease, the Tenant is to

- (a) vacate the Premises;
- (b) remove the Tenant's Property;
- (c) hand to the Landlord all keys to any lock in the Building which are in the Tenant's possession; and
- (d) where applicable, cease using the Building name.

except that when the termination is before the end of the Term, the Tenant is to remove the Tenant's Property and hand over the keys within three (3) days after the termination.

17.2 Abandonment of Tenant's Property

If the Tenant does not remove all the Tenant's Property in accordance with clause 17.1, the Tenant is deemed to have:

- (a) abandoned the Tenant's Property remaining on the Premises; and
- (b) appointed the Landlord the Tenant's agent for the purpose of removing the abandoned Tenant's Property from the Premises and storing it at the risk and cost of the Tenant or selling it in any manner the Landlord decides, without in either case having any liability to the Tenant.

17.3 Sale

If the Landlord sells the abandoned Tenant's Property (as agent for the Tenant):

- (a) the Landlord may apply the net proceeds firstly in satisfaction of any amount owing to the Landlord by the Tenant under this Lease and secondly in payment of the cost of removing and selling the Tenant's Property;
- (b) the Landlord is to account to the Tenant for any balance of the net proceeds; and
- (c) the provisions of this clause do not limit any other rights or remedies of the Landlord under this Lease.

17.4 Risk

The Tenant's Property remains at the Tenant's risk at all times before and after the termination of this Lease.

17.5 Condition of the Premises

When the Tenant vacates the Premises, the Tenant is to leave the Premises in good repair and condition and in a good state of decoration taking into account the Tenant's obligations under this Lease.

17.6 Reinstatement

If the Tenant makes any alterations or additions to the Premises (whether or not with the Landlord's consent) and the Landlord so requires, the Tenant is to re-instate the Premises before the termination of this Lease so that the Premises are returned to the condition they were in before the alteration or addition was made.

18. DAMAGE TO THE BUILDING

18.1 Termination or reinstatement

If the Premises or the Building are damaged so that the whole or a substantial part of the Premises is unfit for use by the Tenant, the Landlord will give the Tenant a notice within three (3) months of the damage which either:

- (a) terminates the Lease on a date that is not less than one (1) month after the Tenant receives the notice but not more than three (3) months after the damage occurred; or
- (b) informs the Tenant of the Landlord's intention to make the Premises fit for use by the Tenant.

18.2 Tenant's right to terminate

If the Landlord gives a notice under clause 18.1 and does not make the Premises or the Building fit for use by the Tenant within two (2) months from the date the damage occurs:

- (a) the Tenant may give the Landlord a notice of intention to terminate this Lease if the Landlord does not make the Premises or the Building fit for use by the Tenant within the period of one month after the date the Landlord receives the notice; and
- (b) if the Landlord does not make the Premises or the Building fit for use by the Tenant within that period the Tenant may terminate this Lease by a further notice to the Landlord.

18.3 No obligation to reinstate

Nothing in this clause 18 imposes an obligation on the Landlord to repair or reinstate the Building.

18.4 Reduction of rent

If the Premises or the Building are damaged so that the whole or a substantial part of the Premises is unfit for use by the Tenant, the Tenant may reduce payments of Rent:

- (a) by a percentage equal to the percentage loss of amenity of the Premises caused by the damage; and
- (b) from the date the damage occurs until the earlier of the date of termination of this Lease under this clause 18 or the date on which the Premises are made fit for use by the Tenant.

The extent of the loss of amenity is to be agreed between the Landlord and the Tenant or, if agreement is not reached within one month after the damage occurs, determined under clause 18.5.

18.5 Dispute resolution

A dispute arising under clause 18.4 as to the percentage loss of amenity is to be determined by a qualified person nominated by the President of the Insurance Council of Australia Limited. Either the Landlord or the Tenant may ask the President to nominate that person, who is to act as an expert and not an arbitrator.

18.6 Interim payments

If clause 18.4 applies, the Tenant is to continue making payments of Rent under this Lease by reference to the Rent payable immediately before the damage occurred until the amount of the reduction is agreed under clause 18.4 or determined under clause 18.5. Immediately afterwards, an adjustment is to be made for any amount overpaid.

18.7 Non-payment of insurance money

The Tenant's rights to terminate this Lease under clause 18.2 or to a reduction of rent under clause 18.4 do not apply if the damage is covered by an insurance policy but the insurance money otherwise payable under the policy is not payable by the insurer as a result of an act or omission by the Tenant or the Tenant's Employees, agents and customers.

19. COSTS, EXPENSES, DUTIES AND FEES

19.1 Costs and expenses

- (a) The Tenant is to pay or reimburse the Landlord on demand for:
- (b) all the Landlord's costs and expenses on a full indemnity basis in relation to:
 - (i) the negotiation, preparation, signing, stamping and (if applicable) registration of this Lease;
 - (ii) the exercise or enforcement by the Landlord of any right under this Lease, and the preparation and service of a notice under section 81 of the *Property Law Act 1969*;
 - (iii) obtaining or giving any consent or approval under this Lease, or a variation or surrender of this Lease;
 - (iv) the dishonouring of any cheques which are given by the Tenant to the Landlord in payment of any monies arising under the Lease; and
 - (v) any act or omission by the Tenant causing cost or expense to the Landlord; and
- (c) in connection with any matter referred to in clause 19.1(b):
 - (i) the Landlord's costs and expenses of engaging any consultant or agent; and
 - (ii) the Landlord's legal costs and expenses on a full indemnity basis.

19.2 Duties and fees

The Tenant is to pay or reimburse the Landlord on demand for all stamp duty and fees, (including fines and penalties in respect of any of them) which may be payable in connection with this Lease.

20. NOTICES

20.1 Form and address

Unless otherwise expressly provided, a notice or other communication in connection with this Lease is to be in writing and:

- (a) may be given by the relevant party or its solicitor or agent; and
- (b) in the case of a notice or other communication to the Tenant may be left at the Premises; or
- (c) in the case of a notice or other communication to either the Landlord or the Tenant may be left at or posted by registered or other similar mail to the address of the addressee or sent by facsimile to the facsimile number of the addressee in each case as set out in Schedule 1 or to any other address or facsimile number previously notified to the sender.

Where the Tenant comprises more than one person, a notice sent to one of those persons in a manner specified in clause 20.1 is effective service on the Tenant.

20.2 Receipt

Unless a later time is specified in it, a notice or other communication takes effect from the time it is received, and is taken to be received:

- (a) if left at the address of the addressee, at the time it is left;
- (b) in the case of a posted letter, on the third Business Day after posting unless, if addressed to the Landlord, it is returned to sender; and
- (c) in the case of a facsimile, on production of a transmission report by the machine from which the facsimile was sent which indicates that the facsimile was sent to the facsimile number of the recipient.

21. CONFIDENTIALITY

The parties agree that the terms of this Agreement will remain confidential unless otherwise required to be disclose to either party's financiers, accountants, lawyers, advisers or as required by operation of the law.

22. MISCELLANEOUS

22.1 Approvals and consents

Whenever the Landlords' approval or consent is required under this Lease, the Landlord may give it conditionally or unconditionally or withhold it.

22.2 Remedies cumulative

The rights, powers and remedies provided in this Lease are cumulative with and not exclusive of the rights, powers or remedies provided by law independently of this Lease.

22.3 Accrued rights

The termination of this Lease for any reason does not affect the rights of the Landlord in relation to a breach of this Lease by the Tenant before the termination.

22.4 Severance

If any provision in this Lease or the application of that provision to any person or circumstance is or becomes invalid or unenforceable, then the remaining provisions of this Lease are not affected and are valid and enforceable.

22.5 Payments

With respect to payments under this Lease:

- (a) the Tenant is to make payments without set-off, counterclaim or deduction (whether legal, equitable or otherwise); and
- (b) the Landlord need not make demand for payment of any amount required to be paid by the Tenant unless a demand is expressly required.

All payments by the Tenant under this Lease are to be made by way of cheque made payable to the Landlord.

22.6 Transfer of Land Act

The covenants and powers implied in every lease made under the *Transfer of Land Act 1893* are implied in this Lease, whether registered under that Act or not, except:

- (a) to the extent that they are modified by the express terms of this Lease; and
- (b) the implied covenant set out in section 92(ii), which is excluded.

22.7 Limitation of liability

If the Landlord holds the Premises as the trustee of a trust, the Landlord's obligations under this Lease only bind the Landlord while the Premises are an asset of that trust. The liability of the Landlord is limited to the net value of the assets held by the Landlord as trustee of that trust.

22.8 Schedules and Special Conditions and Variations to Lease

This Lease includes the Schedules and the Special Conditions listed in the Schedules. To the extent of any inconsistency, the Special Conditions and the Variations to Lease override the general terms of this Lease.


23. CONSENTS

Wherever in this lease the doing or executing of any act matter or thing by a party (**First Party**) is dependent upon the consent or approval of any other party (**Second Party**) the consent or approval of the Second Party must not be unreasonably withheld and the Second Party must promptly consider the First Party's request.

24. SPECIAL CONDITIONS

The special conditions contained in Item 12 of Schedule 1 shall be incorporated into this Lease.

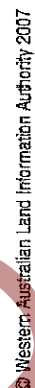
Schedule 1

Item	Defined Term	Details
1.	Landlord	St John Ambulance Western Australia Ltd of 209 Great Eastern Highway, Belmont in the State of Western Australia.
2.	Tenant	Shire of Wagin of 2 Arthur Road, Wagin in the State of Western Australia.
3.	Premises	That part of the Land situated at and known as 74 Arthur Road, Wagin in the State of Western Australia, as highlighted in yellow in the plan at Schedule 2, being approximately 1904m2.
4.	Term	Ten (10) years commencing on the Commencement Date.
5.	Land	Lot 652 on Deposited Plan 223188 and being the whole of the land in Certificate of Title Volume 1887 Folio 714.
6.	Commencement Date	1st July 2014
7.	Rent Commencement Date	1st July 2014.
8.	Rent	\$1.00 per annum (inclusive of GST).
9.	Rental Payment Date	On the Commencement Date and each Anniversary of the Commencement Date throughout the Term of the Lease.
10.	Permitted Use (clause 8.1)	Storage and Ablution. Emergency Services Operations 
11.	Tenant's Public Risk Insurance and Product Liability Insurance minimum cover (clause 9.1(a)(i))	\$10 million.
12.	Special Conditions	<ol style="list-style-type: none"> 1. This Lease is subject to a 12 month probationary period, throughout which time the Landlord is able to terminate this Lease at any time. 2. The Tenant is to install, at its cost, separate water and electricity meters to the shed and ablution block located on the Premises.

Schedule 2


Map of Premises

UNCONFIRMED



Executed as an Agreement

Executed for and on behalf of
**ST JOHN AMBULANCE
WESTERN AUSTRALIA LTD**


Signature of Duly Authorised Officer

Signature of Duly Authorised Officer

MICHAEL BARTON LONGMAN
Print Name/Position

Print Name/Position

EXECUTED for and on behalf of the Chief
Executive Officer of the **SHIRE OF WAGIN**


Signature of Chief Executive Officer (ACTING)

KYLIE ANN CALEY
Name of Chief Executive Officer (ACTING)

in the presence of:


Signature of Witness

Sue DOWSON Lot 518 Lloyd St
Print Name/Address

ST JOHN AMBULANCE WESTERN AUSTRALIA LTD.

("the Landlord")

AND

SHIRE OF WAGIN

("the Tenant")

LEASE OF PART 74 ARTHUR ROAD, WAGIN

ECH:MH:4498:035:001



INDEX

OPERATIVE PART¹

L_TOC199946291

2. INTERPRETATION¹

I_Toc199946295

2.2 References to other documents¹

I_Toc199946297

2.4 References to a Party²

I_Toc199946299

2.6 Reference to a person and a body corporate²

L_TOC199946301

4. PRESERVATION OF LANDLORD'S RIGHTS²

L_TOC199946305

6. COUNTERPARTS³

L_TOC199946323

SCHEDULE ONE⁴L_TOC199946325

THIS DEED OF LEASE is made the day of

2025

BETWEEN:

ST JOHN AMBULANCE WESTERN AUSTRALIA LTD. (ACN 165 969 406) of 209 Great Eastern Highway, Belmont, Western Australia ("the Landlord")

AND

SHIRE OF WAGIN of 2 Arthur Road, Wagin, Western Australia ("the Tenant")

The Parties covenant and agree:

OPERATIVE PART

1. DEFINITIONS

Unless repugnant to the sense or context or express provision is made to the contrary in construing this Deed all expressions defined in the Original Lease shall have the meaning as specified in the Original Lease whenever used in this Deed provided that the following words shall mean:

"**Deed**" means this deed as amended, supplemented or varied from time to time;

"**Lease**" means the lease created by this Deed;

"**Money Payable**" means the Rent and all other money payable by the Tenant to the Landlord under the Original Lease;

"**Original Lease**" means the lease of the Premises dated 8 October 2014 made between the Landlord as landlord and the Tenant as tenant and as annexed to this Deed as "Annexure A";

"**Original Term**" means the term of the Original Lease;

"**Party**" means the Landlord or the Tenant according to the context and "Parties" means all of them; and

"**Tenant's Covenants**" means the covenants, agreements and obligations contained or implied in the Original Lease or imposed by law to be observed and performed by any person other than the Landlord.

2. INTERPRETATION

2.1 Headings

Except in the Schedule, headings in this Deed do not affect its interpretation.

2.2 References to other documents

Subject to any contrary provision in this Deed, a reference to any other deed, agreement, instrument or contract includes a reference to that other deed, agreement, instrument or contract as amended, supplemented or varied from time to time.

2.3 References to clauses

References to recitals, schedules, parts, clauses, sub-clauses, paragraphs and sub-paragraphs are references respectively to the recitals, schedules, parts, clauses, sub-clauses, paragraphs and sub-paragraphs of this Deed.

2.4 References to a Party

Unless contrary to the sense or context, a reference to a Party includes that Party's executors, administrators, personal representatives, successors and assigns, and if a Party comprises two or more persons, the executors, administrators, personal representatives, successors and assigns of each of those persons.

2.5 Singular, plural and gender

Where applicable:

- (a) words denoting the singular include the plural;
- (b) words denoting the plural include the singular; and
- (c) words denoting a gender include each gender.

2.6 Reference to a person and a body corporate

Where applicable:

- (a) a reference to a body corporate includes a natural person; and
- (b) a reference to a person includes a body corporate.

3. LEASE

3.1 In consideration of:

- (a) the Tenant paying the Rent;
- (b) the Tenant observing the Tenant's Covenants; and
- (c) the Tenant observing the covenants and conditions on the part of the Tenant contained or implied in this Deed,

the Landlord grants a lease of the Premises for the Term to the Tenant on the terms and conditions set out in this Deed.

3.2 The Landlord and the Tenant mutually covenant they will respectively perform and observe the several terms, covenants and conditions contained in the Original Lease as if the same were repeated in full in this Deed with such modifications only as are necessary to make them applicable to the Premises and this Deed and in particular "Schedule 1" in the Original Lease does not apply and instead a reference to "Schedule 1" in the Original Lease shall be a reference to "Schedule One" as appended to the back of this Deed.

4. PRESERVATION OF LANDLORD'S RIGHTS

Nothing in this Deed:

- (a) releases the Tenant from the obligation to pay the Money Payable and to observe and perform the other Tenant's Covenants under the Original Lease;
- (b) affects any claim or demand which the Landlord has or, but for the execution of this Deed, would have, against the Tenant for or in respect of a breach of the Tenant's Covenants under the Original Lease; or
- (c) is evidence the Tenant's Covenants have been observed and performed.

5. COSTS AND EXPENSES

Each Party is liable to pay its own costs in the preparation, completion and finalisation of this Deed and all copies.

6. COUNTERPARTS

This Deed may be executed in any number of counterparts and all counterparts taken together will be deemed to be a single instrument. Counterparts of the document may be exchanged electronically by email.

7. SEVERANCE

If any part of this Deed is, or becomes, void or unenforceable, that part is, or will be, severed from this Deed so that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

SCHEDULE ONE**Item 1 Landlord**

St John Ambulance Western Australia Ltd. (ACN 165 969 406) of 209 Great Eastern Highway, Belmont, Western Australia.

Item 2 Tenant

Shire of Wagin of 2 Arthur Road, Wagin, Western Australia.

Item 3 Premises

That part of the Land situated at and known as 74 Arthur Road, Wagin, Western Australia as highlighted in yellow in the plan at Schedule 2, being approximately 1904 m².

Item 4 Term

10 years, expiring 30 June 2034.

Item 5 Land

Lot 652 on Deposited Plan 223188 and being the whole of the land comprised in Certificate of Title Volume 1887 Folio 714.

Item 6 Commencement Date

1 July 2024.

Item 7 Rent Commencement Date

1 July 2024.

Item 8 Rent

\$1.00 per annum inclusive of GST.

Item 9 Rental Payment Date

On the Commencement Date and each Anniversary of the Commencement Date throughout the Term of the Lease.

Item 10 Permitted Use

Emergency Services Operations.

Item 11 Tenant's Public Risk Insurance and Public Liability Insurance minimum cover

\$10,000,000.00.

Item 12 Special Conditions

Not applicable.

ANNEXURE A

UNCONFIRMED

EXECUTED AS A DEED

EXECUTED by)
ST JOHN AMBULANCE WESTERN)
AUSTRALIA LTD. (ACN 165 969 406))
 under delegated authority by its)
 Authorised Representative)

 Authorised Representative (Signature)

 Witness (Signature)

 Name of Authorised Representative (Print)

 Name of Witness (Print)

The Common Seal of)
SHIRE OF WAGIN)
was hereunto affixed in our presence)

 Shire President

 Chief Executive Officer

 Full Name (Print)

 Full Name (Print)

8.2.4 FIRE MANAGEMENT REQUIREMENTS – 2025/26

SENIOR OFFICER:	Deputy Chief Executive Officer
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	ES.SP.1
STRATEGIC DOCUMENT REFERENCE:	N/A
ATTACHMENTS:	1. Fire Management Requirements (Bush Fire Notice) - 2025/26

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5462

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

That the Council APPROVES the Shire of Wagin's Annual Fire Management Requirements (Bush Fire Notice) for 2025/26 as shown on Attachment 1.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

To endorse the 2025/26 Fire Management Requirements (Bush Fire Notice) for publication and distribution to owners and occupiers of land within the Shire of Wagin.

BACKGROUND/COMMENT

At its meeting held on 2 April 2025, the Bush Fire Advisory Committee (BFAC) resolved that:

'That the Committee recommends that Council:

- *Amends the Fire Management Requirements definitions of harvesting to increase the minimum capacity to 600L of water*
- *Remove reference to the entrance to the paddock whilst maintaining a requirement for the unit to be in attendance to the operation and*
- *Increases the minimum standard referenced in the Fire Management Requirements in all other circumstances to 600L of water.'*

It was also mentioned that community members still get confused about the difference of a Total Fire Ban and a Harvest and Vehicle Movement Ban and there is a need to educate community members. The suggestion was made that some additional information be added to the Fire Management Requirements document along these lines.

Several changes have been made to the 2025/26 notice, some of which deal with the matters raised at BFAC. Other changes include:

- Amending the applicable period to 2025/26;
- Removal of reference to smoke nuisance under the Health Local Law that is no longer enforceable;
- Addition of another slashing contractor;
- Deletion of Deputy Chief Fire Control Officer 2;

- Addition of wording to encourage brigade membership; and
- Some additional minor grammatical and wording amendments.

CONSULTATION/COMMUNICATION

Feedback on the 2025/26 notice was provided by the BFAC at its meeting held on 2 April 2025.

STATUTORY/LEGAL IMPLICATIONS

Bush Fires Act 1954

Bush Fire Brigades Local Law 2023

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Printing costs will be approximately \$2,200.00.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority



FIRE MANAGEMENT REQUIREMENTS 2025 - 2026

Please retain this document for your reference FIRST AND FINAL NOTICE

To all owners and occupiers of land in the Shire of Wagin. This document constitutes the Shire of Wagin Fire Management Requirements (Bush Fire Notice) pursuant to Section 33 of the Bush Fires Act 1954 you are hereby required, on all land owned or occupied by you, as a measure for preventing the spread and extension of a bush fire, to plough, cultivate, scarify, burn, chemically spray or otherwise clear upon the lands Fire Access tracks (fire breaks) in such manner as set out in this notice.



EMERGENCY
For All Emergencies

HELP STOP ARSON
Report suspicious
activity to Crime
Stoppers on
1800 333 000

Ordinary Page 23 of 260 July 2025

By order of the
CHIEF EXECUTIVE OFFICER

DEFINITIONS

For the purpose of this Notice the following definitions apply:

Flammable Material: Material that can be easily ignited, (i.e. - dead or dry grass and crops, leaves, timber, boxes, cartons, paper, plastic and other material or things deemed by an authorised officer to be capable of combustion) but does not include green growing trees, growing bushes or garden plants.

CBFCO: Will mean the Chief Bush Fire Control Officer as appointed by the Shire of Wagin.

DCBFCO: Will mean the Deputy Chief Bush Fire Control Officer as appointed by the Shire of Wagin.

FCO: Will mean the Bush Fire Control Officer as appointed by the Shire of Wagin.

Total Fire Bans (TFB): Total Fire Bans are the bans imposed by the Minister for Emergency Services or his/her representative on days of severe or catastrophic fire hazards. When a total fire ban is declared, the lighting of any fire in the open air is prohibited, including fires for the purpose of cooking or camping.

Burning of Garden Refuse: Means lighting or use of a fire in the open air for the purpose of destroying garden refuse. One cubic metre or less, is referred to as garden refuse.

Campfire: An outdoor fire for warmth or cooking.

Fire & Rescue District: The area covering the Wagin town site. Fire & Rescue Services are responsible for all fires within this gazetted district. The Shire of Wagin is directly responsible for the issuing of Fire Permits.

Plantation: Any area of planted Pines, Sandalwood, Jojoba and Eucalyptus species other than windbreaks, within gazetted townsite exceeding 3 hectares and elsewhere exceeding 10 hectares.

Harvesting: A person must not operate a grain harvesting machine or any machine used for swathing, baling or slashing of stubble or hay in any crop during the prohibited burning periods unless;

1. One hand held water filled fire extinguisher (minimum capacity 7.5 litres) is filled in a readily accessible position on the machine.
2. A readily mobile fire fighting unit of a minimum of 600 litre capacity powered by an engine driven pump is in attendance during harvest operations.

The following definitions must apply to the guidelines on the ban of vehicle and machinery movement and the operation of internal combustion engines under Regulations 38A and 38B of the Bush Fires Act.

Laneway/Roadway (non gazetted)

A laneway/roadway is defined as having a trafficable surface, free of all inflammable material, a minimum of four metres wide. Overhanging vegetation has to be pruned back so as not to come into contact with parts of a vehicle.

Yard

A yard is defined as an area, more than four metres wide, with a constructed, trafficable surface, free of all flammable material except live standing trees.

Mobile Fire Fighting Unit

A mobile fire fighting unit is defined as having a minimum water carrying capacity of six hundred (600) litres, fitted with a hose and pump capable of delivering water through an adjustable nozzle in the spray and jet configurations.

Harvest Ban

A ban in the operation of all grain harvesting machines including swathing, baling or slashing machines within the Shire or a part of the Shire and during a time, as specified in a notice or broadcast (Reg 38A).

A ban on the Movement of all vehicles and Machines and the Operation of Internal Combustion Engines

A ban on the movement of all vehicles and machinery and the operation of internal combustion engines within the Shire or a part of the Shire and during a time as specified in a notice or broadcast (eg 38A and B) with the exception of the movement of vehicles and machinery on made gazetted roads, laneways and yards.

SUBURBAN AND RESIDENTIAL BLOCKS

- 1) Where the area of land is 0.202 hectares (half an acre) or less, all inflammable material on the land, must be reduced to a height of less than 7.5 centimetres (three inches).
- 2) Where the area of land exceeds 0.202 hectares (half an acre) in area, firebreaks at least 3 metres (9.84 feet) wide formed by either ploughing, cultivating, scarifying, burning or otherwise clearing must be provided immediately inside all external boundaries of the land and inflammable material on the remainder of the land must be reduced to a height of less than 7.5 centimetres (three inches).
- 3) Buildings or haystacks within the firebreak described in (2) must have the ground surface cleared to a distance of 6 metres (twenty feet) from and encircling the building/s or haystack/s of all flammable material.

RURAL LAND IN & OUTSIDE OF TOWN BOUNDARY

Firebreaks at least 6.0 metres wide formed by either ploughing, cultivating, scarifying, burning or otherwise clearing must completely encircle all buildings and haystacks.

Fuel tanks, whether containing fuel or not, must have the ground surface cleared to a distance of 6.0 metres from and encircling the tank/s of all inflammable material.

FIRE FIGHTING EQUIPMENT

Where the land owners total land holding is five (5) hectares or greater a readily mobile operational fire fighting unit onsite containing a minimum of 600 litres of water on standby and available for inspection.

All firebreaks as designated above must be prepared on or before 1 NOVEMBER or within 14 days of becoming the owner or occupier after that date and be maintained clear of flammable material up to and including 30 April.

PLANTATIONS

The Shire of Wagin has adopted the Guidelines for Plantation Fire Protection as its requirements for plantations. Copies of these are available at the Shire.

The following minimum firebreak standards apply for plantations;

- **Boundaries** – Firebreaks constructed 15 metres wide on the boundaries of plantations or another position as agreed between Council and plantation owner.
- **Compartment Break** – Internal firebreaks between compartments up to 30 hectares must be a minimum of 6 metres wide and for compartments over 30 hectares a minimum of 10 metres wide. In all cases a 5 metre running surface must be maintained to allow access by firefighting appliances.
- **Public Roads** – Firebreaks adjoining public roads must be constructed to a width of 15 metres.
- All fire breaks must be maintained in a trafficable condition and trees on both sides of breaks progressively pruned to a minimum height of four (4) metres to allow unrestricted access of maintenance and fire fighting equipment and so as to maintain an effective width of firebreak.
- Where powerlines pass through the plantation areas firebreaks as per Western Power specification must be provided.

For plantations up to 50 hectares in size the standard Shire requirements for equipment apply otherwise the minimum equipment standards are;

Plantation Area (ha)	2.4 M/Duty	3.4 H/Duty
50-1000 ha	1	-
More than 1000 ha	-	1

DEFINITIONS

- Fast attack relate to a 1 tonne 4x4 vehicle carrying minimum of 450L of water.
- 2.4 Medium Duty relates to a 4x4 truck carrying 2000L of water.
- 3.4 Heavy Duty relates to a 4x4 truck carrying 3000L of water.

RECOMMENDED HAZARD REDUCTION PROGRAMME

NUISANCE SMOKE

If planning to burn, please consider your neighbours, other properties that may be affected and the condition and type of materials to be burnt. It is important to ensure that smoke is not toxic and does not disrupt traffic on roads.

BURNING OF BUSH AND GRASS ON ANY LAND

Burning of bush and grass is totally prohibited between 1 November and 14 March inclusive (Prohibited Burning Period). Permits are required between 1 October inclusive and 31 October inclusive and between 15 March and 30 April inclusive (Restricted Burning Periods).

PERMITS TO BURN

Under the Bush Fires Act 1954, it is an offence to light fires during the Prohibited and Restricted Burning Periods, except in certain circumstances.

GARDEN REFUSE AND HINTS

During the Restricted Burning Periods a permit must be obtained to carry out any burning of garden refuse. All conditions contained in the burning permit must be adhered to. **NO BURNING IS ALLOWED DURING THE PROHIBITED BURNING PERIOD.**

Burning is prohibited on Moderate, High, Extreme or Catastrophic fire danger days.

Autumn to Winter (May-August)

- Tree pruning – remove lower branches, check that power lines are clear. Use a professional contractor.
- Reduce fuel levels around the house, clear long grass, leaves, twigs and flammable shrubs.
- Ensure petrol and other flammables are safely stored away from the main dwelling.
- Accommodation providers must make sure all guests are aware of emergency plan, including evacuation routes.

Spring (September – November)

- Move wood piles and stack timber away from the main dwelling.
- Keep grass short.
- Install firebreaks in accordance with these Fire Management Requirements.

Summer (November – May)

- Water lawns, trees and shrubs near buildings to keep green.
- Recheck fire-fighting equipment, screens, water supplies and that gutters remain clear.

Long Term precautions

- Make sure that buildings are safe – fit wire screens and shutters, fill gaps into roof/wall spaces, fit fire screens to evaporative air conditioners and have them operable to provide a water supply.
- Give consideration to installing external building sprinkler systems and backup power for emergencies.
- Ensure that access to emergency water supplies has the correct fittings, is unobstructed and trafficable.
- Get basic training in fire-fighting by contacting the Shire of Wagin.

MINIMUM STANDARDS FOR BURNING

- Don't light a fire on a hot or windy day.
- Don't try to burn more than you can control.
- Inform your neighbours.
- Make sure smoke and sparks will not affect neighbours' washing or open windows.
- Cut or rake long grass around trees, buildings and fences before burning.
- Burn against wind.
- On a sloping block, burn from the top down.
- Have a hose or spray pack to dampen down fire intensity.
- Extinguish fire by midnight.
- Have the ability to contain your fire.

PRIVATE PROPERTY

Wood and solid fuel barbecues are only to be used where they are enclosed and all flammable material in a 5 metre radius is cleared. Fire cannot be lit on days of HIGH, EXTREME or CATASTROPHIC fire danger days.

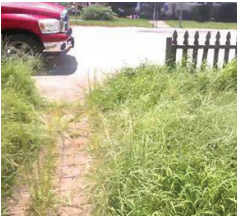
BBQ's and INCINERATORS

Gas and electric barbecues are permitted at any time. Solid fuel barbeques and incinerators are **prohibited on days of HIGH, EXTREME or CATASTROPHIC fire danger.**

CAMPFIRES

The Shire of Wagin hereby prohibits the lighting of fires in the open air in its district for the purpose of camping or cooking during Prohibited Burning Periods, unless the fire is in an area which - is set aside for that purpose by the State Authority or Local Government responsible for the care, control or management of the land; and bears the State Authority's or Local Governments sign denoting that purpose and all combustible material is cleared from within 5 metres radius of the fire.

COMPLIANCE WITH THIS NOTICE IS REQUIRED BY 1 NOVEMBER EACH YEAR AND IS TO BE MAINTAINED UNTIL 30 APRIL EACH YEAR OR AS OTHERWISE GAZETTED



Non – Compliant



Complying



Compliant

PENALTIES APPLY

- Failure to comply with Firebreak Notice - \$250.00
- Offence relating to lighting fire in open air - \$250.00
- Setting fire to bush during prohibited burning periods - \$250.00
- Failure of occupier to extinguish a bushfire - \$250.00
- Refusal to state name and address or stating false name and address - \$100.00
- Failure to produce permit to burn - \$100.00

These can result in Court action with fines ranging from \$500.00 to \$10,000.00 or imprisonment.

Take notice, that pursuant to section 33(4) of the Bush Fires Act, where the owner or occupier of land who has received this Notice fails or neglects to comply with the requisitions of the Notice within the time specified, the Shire of Wagin may, by its officers, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of the Notice which have not been complied with and pursuant to section 33(5) of the Bush Fires Act, the amount of costs and expenses incurred may be recovered from you as the owner or occupier of the land. The penalty for failing to comply with this notice is a fine not exceeding \$5000 and the person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this Notice if it is not carried out by the owner or occupier by the date required by this Notice. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

CONTRACTORS

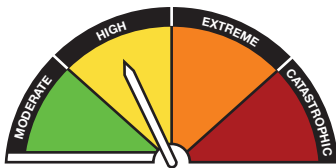
The contractors mentioned have lodged their names with this Council for public reference if required. They are not employed as sub-contractors, nor is Council responsible for any works carried out if used in a private capacity.

FIRE BREAKS AND SLASHING

Ron Cumper: 0447 423 944
Larry Stanbridge: 0437 025 415
Jackson Mason: 0499 411 279
Andrew Hopkins: 0408 831 242
Darrin Langford: 0428 825 778

FIRE DANGER RATING

The Australian Fire Danger Ratings (AFDRS) levels are:



MODERATE

Plan and prepare

HIGH

Be ready to act

EXTREME

Take action now to protect life and property

CATASTROPHIC

For your survival, leave bushfire risk areas

Name/Colour	Fire Behaviour Index Range	Suppression difficulty
MODERATE (Green)	12-23	Most bushfires in this category. Fires typically suppressed with direct, parallel or indirect attack.
HIGH (Yellow)	24-49	Initial attack success critical to prevent large fire development. Defensive suppression strategies.
EXTREME (Orange)	50-99	Defensive suppression strategies. High levels of threat to life/property. Safety of firefighters and community paramount.
CATASTROPHIC (Red)	100+	Unsafe for firefighters and community. Without initial attack success, likelihood of very large fire development is very high. High probability of loss of life and property.

- The Fire Danger Rating gives you advice about the level of bushfire threat on any given day. It is based on the forecast weather conditions.
- The higher the rating, the more likely people may die or be injured during a fire.
- Only well prepared, well constructed and actively defended homes may offer any safety up to the category of Extreme.
- Consider in your bushfire survival plan if your actions will change at different Fire Danger Rating categories.
- The Fire Danger Rating is published by the Bureau of Meteorology at www.bom.gov.au and through the media.

TOTAL FIRE BAN

When a TFB is declared the lighting of any fire in the open air is prohibited. The ban includes all open fires for the purpose of cooking and camping.

A Total Fire Ban also prohibits other activities, for more information please see the DFES Website.

TOTAL FIRE BAN PENALTY

A fine of up to \$25,000 or imprisonment for 12 months or both.

THE HARVEST BAN HOTLINE NUMBER

PHONE: 0438 013 123

HARVEST AND VEHICLE MOVEMENT BANS

The Shire of Wagin may impose a Vehicle Movement and/or Harvest Ban due to dangerous fire weather conditions or if there are bush fires already burning. When imposed, any operation of machinery involved in harvesting crops, or other produce MUST come to a stop.

ANY BAN WILL BE COMMUNICATED VIA A COMBINATION OF ABC LOCAL RADIO, SMS AND THE BUSH FIRE BRIGADES RADIO NETWORK

Farmers and personnel from relevant industries may subscribe to the Shire of Wagin SMS Service for the communication of Harvest and Vehicle Movement Ban information. Some activities may continue during a Harvest and Vehicle Movement Ban at sites approved by and registered with the Shire. For more information, please contact the Shire of Wagin or your local FCO.

REGISTRATION FOR SMS NOTIFICATION OF HARVEST & MOVEMENT BANS

Provide your name, organisation and mobile number to the Shire of Wagin, 08 9861 1177.

Listen to ABC Radio on 558AM.

CHRISTMAS DAY

A Harvest ban and a ban on the movement of all vehicles and machines and the operation of internal combustion engines is imposed on Christmas Day each year.

All other activities or operations may only be undertaken during Total Vehicle and Machinery Movement Bans on the Operation of Internal Combustion Engines after approval has been granted by Council. Approval has to be sought on an individual basis. Approval may be subject to specified conditions. Note that approval may not be granted.

PERMITTED ACTIVITIES

1. Loading and offloading of grain, fertiliser and feed is only permitted on sites which are clear of all inflammable material except live standing trees to a radius of at least 50 metres with a laneway access. A mobile fire fighting unit must be in attendance at all times.
2. Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.
3. All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.
4. All necessary carting of livestock provided that such a vehicle is accompanied by a mobile fire fighting unit.
5. Activities which received specific exemptions from Council or the Chief Bush Fire Control Officer.

Regulation 38A – Harvesting, Swathing/Baling of Stubble and Track Chaining:

Conditions: It is hereby notified for public information that pursuant to the power granted under Regulation 38A of the above Act, a person must not operate a grain harvesting machine, or any machine used for swathing, baling or slashing of stubble and track chaining, on any land within the Shire of Wagin except in accordance with the following specified condition:

Specified condition: No person will operate grain harvesting machinery as stated above on any land unless one hand held water filled fire extinguisher (minimum capacity 7.5 litres) is filled in a readily accessible position on the machine and a mobile and operational firefighting unit, having a water capacity of at least **600 litres**, is in attendance during harvesting operations.

Penalties: An infringement of \$250.00. A penalty of up to \$5000.00.

The recommended minimum standards for fire unit requirements are based on property size as follows:

- (i) 50 to 2500ha - Medium Duty Unit. Light truck either 2WD or 4WD. 2500 litres of water.
- (ii) 2500 + ha - Heavy Duty Unit. 6 tonne capacity truck, preferably diesel. 4000 litres of water.
- (iii) All units are to be fully operational and ready to go at all times during the prohibited burning period.

BURNING INFORMATION

PERMITS TO BURN

Under the Bush Fires Act 1954, it is an offence to light fires during the Prohibited Burning Period.

During the Restricted Burning Period, permits to burn are required. These may be obtained from the Local Volunteer Fire Control Officer, for your area or the Shire of Wagin if the property is within the Fire & Rescue District.

RESTRICTED	PROHIBITED	RESTRICTED
PERMIT REQUIRED		PERMIT REQUIRED
1 October to 31 October	1 November to 14 February	15 February to 30 April

WHEN TO OBTAIN A PERMIT

1. For burning of bush and grass at any time between 1 October and 31 October inclusive and 15 March and 30 April inclusive.
2. For burning small heaps of garden refuse at any time between 1 October and 31 October inclusive and 15 March and 30 April inclusive.
3. For carrying out **protective burning** around dwellings and buildings pursuant to Section 23 of the Bush Fires Act until 15 November.
4. Sunday burning is discouraged.

These times may be varied by the Shire of Wagin depending on seasonal conditions. Changes will be publicised in local papers and on the Shire of Wagin website.

 ABC Emergency



MAJOR INCIDENTS

Messages to the community from the Incident Controller will be broadcast regularly on the ABC Radio. Tune to 558AM for updates.

WHEN THE FIRE WEATHER FORECAST IS MODERATE, HIGH, EXTREME OR CATASTROPHIC NO FIRES WILL BE LIT AND ALL PERMITS WILL BE SUSPENDED.

***Remember this Ratio = 1 metre of flame height requires 4 metres of distance to escape radiant heat**

BUSH FIRE BRIGADE CONTACT DETAILS

Fire Control Officers

Chief Fire Control Officer	Xavier White	0438 611 126
Deputy Chief Fire Control Officer	Wade Brockway	0409 102 704
Shire of Wagin		9861 1177
CEO Shire of Wagin		0429 611 493

Base Radio Officer	Brigade	Roster System	Mobile
Lyn Lucas	Badgarning	Badgarning	0418 811 510
Cam Clifton	Badjarning	Badjarning	0448 612 033
Xavier White	Ballaying	Ballaying	0438 611 126
Glen Thompson	Ballaying	Ballaying	0428 846 669
Anthony Rowell	Cancanning	Cancanning	0437 480 312
Steven Angwin	Cancanning	Cancanning North	0428 616 053
Phil Ward	Lime Lake	Badgarning	0427 611 503
Wade Brockway	Lime Lake	Parkeyerring	0409 102 704
Ross Goldsmith	Piesseville	Piesseville	0427 611 529
Carol Goldsmith	Piesseville	Base Coordinator	0409 111 046
Chris Piesse	Piesseville	Piesseville West	0418 470 113
Bryn Becker	Wedgecarrup	Norring	0400 191 112
Ian McDougall	Wedgecarrup	Warup	0428 622 049
Shaun Robinson	Wedgecarrup	Wedgecarrup	0438 626 034

Wagin Base will operate on UHF emergency channel 5. If attending a fire, brigade members are asked to switch to this channel.

**A FIRE CONTROL OFFICER HAS THE
AUTHORITY UNDER THE BUSH FIRES ACT
1954 TO HALT ANY ACTIVITY OR OPERATION
THAT THEY DEEM AS HAZARDOUS OR
LIKELY TO START A FIRE.**

Application to Vary the Above Requirements

If it is considered to be impracticable for any reason whatsoever to clear firebreaks as required by this notice, you may apply to the Shire of Wagin no later than **23 September**, for permission to provide firebreaks in alternative positions on the land. If permission is not granted by the Shire you must comply with the requirements of this notice.

If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

The Penalty for failing to comply with this notice is a fine not exceeding \$5000.00 and a person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

FIRE PREPAREDNESS

- **Prepare. Act. Survive.** (Material available from the Shire of Wagin and DFES Website)
- **You are responsible for your own
FIRE PROTECTION**

CONSIDER BECOMING A BRIGADE MEMBER.

**PLEASE CONTACT THE SHIRE OR YOUR LOCAL
BRIGADE FOR FURTHER INFORMATION.**

MAGNET



SHIRE OF WAGIN

PO Box 200

WAGIN WA 6315

Web: www.wagin.wa.gov.au

For additional bush fire safety information,
please visit

Department of Fire and Emergency Services
website:

www.dfes.wa.gov.au

Volunteers make up the Bush Fire Brigades in the Shire of Wagin. Help to provide a safer community by becoming an active member of your brigade. For more information, call your local brigade or the Shire of Wagin. Emergency Services in the Shire are also seeking volunteers for a range of support roles and we welcome your inquiry.

8.2.5 WHEATBELT SECONDARY FREIGHT NETWORK – JALORAN ROAD

SENIOR OFFICER:	Deputy Chief Executive Officer
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CP.MT.12
STRATEGIC DOCUMENT REFERENCE:	N/A
ATTACHMENTS:	N/A

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5463

Moved Cr G R Ball

Seconded Cr B L Kilpatrick

That the Council **DECLINES** to submit an application for funding to the Wheatbelt Secondary Freight Network (WSFN) for an upgrade of Jaloran Road.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

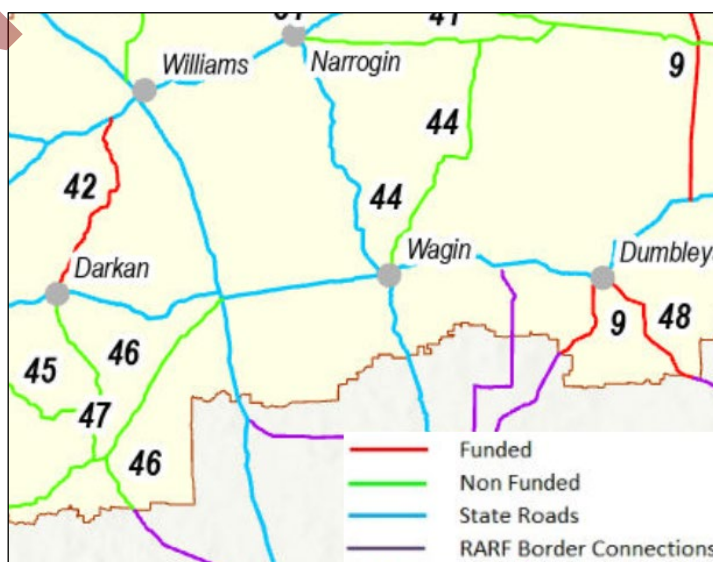
To consider making an application for funding under the Wheatbelt Secondary Freight Network (WSFN) for an upgrade of Jaloran Road.

BACKGROUND/COMMENT

At a recent Regional Roads Group meeting, there was a discussion among Shire and WSFN representatives regarding a grant funded potential project on Jaloran Road in the Shire of Wagin. The Shire's Works Advisory Group requested that this proposal be investigated further.

The WSFN is a jointly funded program between Commonwealth, State and 42 Wheatbelt local governments working together to strategically improve the regional road freight safety and efficiency across the key transport routes that support the region's major industries.

A local extract of the total WSFN network map is shown below.



WSFN funded roads are designed to accommodate up to RAV 7 category vehicles. The road construction standards are designed to:

- improve road infrastructure assets suitable to accommodate increased heavy vehicle numbers;
- increase freight efficiency and productivity;
- reduce vehicle operating costs; and
- improve road safety.

Funding is available to upgrade the following sections of road:

- Jaloran Road, from the Wagin townsite to a point where that road transitions into Wagin-Wickepin Road, which includes 15.69km of gravel and 3.79 km of seal.
- Wagin-Wickepin Road from the point above to the Shire boundary, a gravel road of 11.02km

To be eligible for funding under the WSFN program, roads must adhere to specific construction standards, including an 8m sealed surface on a 10m pavement. The pavement itself is anticipated to require a substantial depth, likely around 300mm, to accommodate the increased load capacity.

This heightened standard also necessitates the extension and upgrading of existing culverts to withstand the additional weight imposed by heavy freight vehicles.

Should an application be approved, the Shire would be responsible for undertaking significant and comprehensive investigations prior to any construction. These crucial preliminary works include:

- Ground surveys: Detailed topographical and site mapping.
- Geotechnical investigations: Assessing soil conditions and subsurface stability for pavement and structure design.
- Service identification: Locating and mapping existing underground utilities to avoid conflicts.
- Land impacts: Evaluating the footprint and potential acquisition needs for the widened road and associated infrastructure.
- Environmental impacts: Conducting assessments to identify and mitigate any adverse effects on natural ecosystems, flora, and fauna.
- Heritage impacts: Identifying and managing any Aboriginal or European heritage sites within the project area.
- Stakeholder engagement: Consulting with affected landowners, community groups, and other relevant parties to address concerns and gather input.

These rigorous requirements underscore the complexity and preparatory effort involved in participating in the WSFN program, extending beyond the physical construction itself.

While this funding opportunity for road upgrades requires a minimal 6.6% contribution from local governments, officers have several significant concerns that warrant careful consideration. The proposed projects are typically 2-3 times more expensive than our usual road construction standards, and although consultant investigation costs are covered by the grant, the overall implications are substantial.

A primary concern is the significant resource allocation required. This includes not only arranging consultants and securing permits, but also sourcing a substantial amount of gravel—approximately 3,000 cubic meters per km. This gravel must meet Main Roads' stringent standards for strength and load-bearing capacity.

Given our current resources, the Shire can only realistically construct 1-2 km of road per year. At this rate, upgrading an entire road would take an estimated 15-30 years. There is no guarantee that funding would continue over such an extended period, creating uncertainty and potentially leaving the project incomplete.

During this prolonged upgrade period, sections of the road that have not been upgraded, along with adjoining Shire roads, would still be used by RAV 7 vehicles. This will inevitably lead to damage that the Shire would be responsible for repairing, creating an unfunded liability that could strain our budget.

Another critical issue is the limited road reserve width, which is only one chain (20 meters) wide. This is insufficient to accommodate the necessary 10m road formation, along with adequate upslope, backslope, and the standard 4m clearance from farm boundaries.

While the proposed high construction standard would minimize maintenance for several years, the Shire would eventually be responsible for maintaining the road to this elevated standard. This could represent a significant ongoing financial commitment in the future, potentially exceeding our standard maintenance budgets.

In conclusion, despite the appeal of a low contribution rate, the proposal is not viable due to the significant issues raised.

CONSULTATION/COMMUNICATION

The Deputy CEO and Manager of Works discussed the proposal with representatives from the WSN.

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no financial implications if the officer recommendation is supported.

STRATEGIC IMPLICATIONS

Buildings and infrastructure

VOTING REQUIREMENTS

Simple Majority

8.3 MANAGER OF FINANCE

8.3.1 COMMUNITY BUDGET REQUESTS

AUTHOR OF REPORT	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	The Chief Executive Officer has declared an impartiality interest. The nature and extent of the interest is that the CEO is member of the Wagin Golf Club.
FILE REFERENCE:	FM.BU.2
STRATEGIC DOCUMENT REFERENCE:	
ATTACHMENTS:	Confidential attachment 1 – Community Budget Requests Confidential Attachment 2 – CRC correspondence

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5464

Moved Cr G R Ball Seconded Cr W J Longmuir

That Council:

1. NOTES the funding applications received in Confidential Attachment 1
2. RESOLVES to fund the following applications using the 2025/26 budget allocation:

<i>Community Group</i>	<i>Project</i>	<i>Cost</i>
Wagin Riding & Pony Club	Woolorama Gymkhanarama	\$5,000
Wagin Camera Club	Photography displays	\$1,256
Wagin Youth Centre Inc	Air conditioning for main meeting room	\$2,960
Wagin Sub-branch RSL	Relocation of social room	\$4,640
Wagin Toy Library	Toy expansion	\$1,500
Country Women's Association	Kitchen upgrades	\$3,000
Wagin Golf Club Inc	Clubhouse ceiling repairs	\$6,477
Betty Terry Community Theatre	Kiosk and entry repair and renovations	\$8,580
Wagin Agricultural Society	Portable disabled toilets	\$4,436

3. REQUESTS that the Chief Executive Officer writes to Community Resource Centre formally offering that the CRC applies for self-supporting loan from the Shire in lieu of a community grant
4. REQUESTS that the Chief Executive Officer write to all applicants thanking them for their application and notifying them of Council's resolution.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

Each year, the Shire invites community groups and organisations to apply for funding through its Community Budget Requests program, which typically offers grants of up to \$10,000. Applications exceeding this amount are considered on a one-third Council, two-thirds applicant contribution basis.

For the 2025/26 financial year, Officers have reviewed all submissions and recommend supporting nine of the thirteen applications received, totalling \$37,849 in funding.

BACKGROUND/COMMENT

The 2025/26 Community Budget Requests program opened on 20 March 2025 and closed on 16 May 2025. A total of twelve applications were received, with an additional application from the Wagin Riding and Pony Club included as part of a previously committed multi-year funding arrangement. The third and final year of this commitment was deferred in 2023/24 due to the cancellation of the Gymkhanarama event, with funds carried forward to 2024/25.

The proposed 2025/26 budget includes an allocation of \$37,849 for the Community Budget Requests. Details of all applications are provided in Confidential Attachment 1, which remains confidential due to the inclusion of financial information from community organisations.

Application Summary

Community Group	Project	Shire funding requested	Co-contribution
Wagin Riding and Pony Club	Woolorama Gymkhanarama	\$5,000	\$0
Wagin Camera Club	Photography displays	\$1,256	\$0
Wagin Youth Centre Inc	Additional air conditioning for main meeting room	\$2,960	\$0
Wagin Sub-branch RSL	Relocation of social room	\$4,640	\$0
Wagin Toy Library	Toy expansion	\$1,500	\$0
Wagin Community Resource Centre	CRC building restoration & renewal	\$37,620* (*subsequently revised to \$10,000)	\$37,620
Country Women's Association	Kitchen Upgrades	\$3,000	\$2,000
Wagin Golf Club Inc	Clubhouse ceiling repairs	\$6,477	\$12,954
Betty Terry Community Theatre	Kiosk and entry repair and renovations	\$8,580	\$0
Wagin Historical Village	Addition of Historical Village Inn	\$17,000	\$34,708
Wagin Agricultural Society	Portable disabled toilets (Woolorama)	\$10,000	\$3,310

Community Group	Project	Shire funding requested	Co-contribution
Scotch College Students	Repair surface of Basketball Courts	\$10,000	\$0
Lyn Hatherly	Shade trees	\$20,000	\$0

Officers recommend funding the following nine applications, totalling \$37,849:

- Wagin Riding and Pony Club – Woolorama Gymkhanarama
- Wagin Camera Club – Photography displays
- Wagin Youth Centre Inc - Additional air conditioning for main meeting room
- Wagin Sub-branch RSL - Relocation of social room
- Wagin Toy Library - Toy expansion
- Country Women's Association - Kitchen upgrades
- Wagin Golf Club Inc - Clubhouse ceiling repairs
- Betty Terry Community Theatre - Kiosk and entry repair and renovations
- Wagin Agricultural Society - Portable disabled toilets (funded on a one-third, two-thirds applicant basis)

Officers do not recommend funding the following four applications for the rationale described:

- *Wagin Historical Village*

The Wagin Historical Village has submitted a request for \$17,000 in support of constructing a new Historical Village Inn. Upon review, Officers have expressed concerns regarding the necessity of the proposed addition and the feasibility of delivering the project within the quoted budget. Notably, the provided quote excludes key components such as painting, plumbing, and electrical work, and was not prepared by a registered builder, further reducing confidence in the project's viability.

It is also noted that the Wagin Historical Village was awarded community funding in the 2024/2025 financial year to replace the roof on the machinery display shed. A subsequent request to redirect the approved funding to alternative projects was endorsed by the Chief Executive Officer. This change in scope may reflect a lack of strategic planning and project clarity within the organisation.

- *Wagin Community Resource Centre (CRC)*

The Wagin Community Resource Centre (CRC) has requested grant funding to enable building repairs from rising damp. Officers met with the CRC to enquire whether the CRC would consider a self-supporting loan rather than a donation from the Shire.

Officers believe that a self-supporting loan, which has been used for example, to support works at the Bowls Club would reflect the status of the CRC better and enable the continued financial operation of the CRC independent of the Shire.

Officers also have reservations regarding providing a grant for building maintenance as it establishes a precedent for other buildings that are not owned by the Shire. This could include neighbouring businesses and residences.

The other buildings proposed to receive funding for repairs are owned by the Shire and leased to community and sporting groups or result in specific amenity or service improvements..

Representatives from the CRC have stated that they are financially viable but that there their preference would be for the Shire to provide direct financial support through a grant rather than a loan.

This was reiterated in correspondence dated 14 July 2025 which requested a revised funding amount of \$10,000. While Officers acknowledge the smaller amount, Officers remain concerned about the precedent of funding building repairs to a non-Shire owned building and recommend that Council formally offer the CRC the opportunity to apply for a self-supporting loan from the Shire.

- *Scotch College Students*

A group of students from Scotch College submitted a funding application to repair the surface of the Wagin basketball court located at the Sportsground, as part of their community project requirement. Although the application did not meet the eligibility criteria for community group or organisation funding, Officers recognised the merit of the initiative and the positive impact on the local community.

Independent of their submission, at a recent budget workshop Councillors proposed an allocation of \$40,000 in the 2025-26 budget to undertake surface upgrades to the basketball courts.

- *Lyn Hatherly*

Lyn Hatherly has submitted a budget request proposing the planting of shade trees to enhance comfort in shopping areas, with particular attention to the carpark at FoodWorks Wagin. While Council appreciates the intent behind this initiative, Mrs Hatherly has been informed that the carpark is not under Council ownership. Nevertheless, Officers will forward her concerns to the management of FoodWorks for their consideration.

In March 2025, the Rotary Club of Wagin Inc. submitted correspondence requesting Council funding to assist with the construction of a toilet facility at the Wagin Cemetery. In their letter, the Rotary Club also indicated a willingness to contribute financially to the project.

As part of the Community Budget Request process, Officers contacted the Rotary Club to clarify the amount of funding being sought. The Club subsequently advised that they would no longer be requesting Council funding and instead plan to independently source and fund the project.

Officers will continue to work collaboratively with the Rotary Club to ensure the proposed facility aligns with Council standards and requirements.

CONSULTATION/COMMUNICATION

As described.

STATUTORY/LEGAL IMPLICATIONS

Nil.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Officer's recommendation is fully accommodated within the Council's proposed 2025/26 budget. Should Council wish to support additional applications beyond those recommended, it is strongly advised that Council consult with Officers prior to the special budget adoption meeting. This will ensure adequate time to identify and assess potential alternative funding sources within the existing budget framework.

STRATEGIC IMPLICATIONS

Community services and social environment.

VOTING REQUIREMENTS

Simple Majority

8.3.2 WRITE OFF OF OUTSTANDING DEBTS

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.DB.2
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION

That Council **APPROVE** the write off of Sundry Debtor account numbers 45, 54, 732, 1161, 1189 and 2873, totalling \$1,559.97.

COUNCIL RESOLUTION 5465

Moved Cr G K B West

Seconded Cr B L Kilpatrick

That Council move to the next item of business

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The purpose of this report is to seek Council's consideration for the write-off of sundry debts that have remained outstanding for an extended period and are deemed either irrecoverable or too minor to justify further recovery action.

BACKGROUND/COMMENT

The following schedule outlines sundry debts recommended for write-off. Despite significant recovery efforts by Officers and AMPAC Debt Recovery, all attempts to recover the outstanding amounts have been unsuccessful.

Debtor No.	Debtor	Description	Amount
45	Local Government Insurance Services	Interest on Workers Compensation Wages Reimbursement – Not Recoverable from LGIS	\$254.29
54	Neil Armstrong	Water Sales 01/02/2024 – 29/02/2024	\$88.87
732	Beaufort River Meats	Interest on Invoice – Water Sales	\$34.21
1161	Hadyn Ward	Non-attendance at Wagin Christmas Street Carnival 2023	\$749.14
1189	Glenn Pantall	Impoundment of 2 Dogs	\$221.64
2873	Peter James Sutherland	Slashing of Vacant Block	\$211.82
		Total	\$1,559.97

Sundry debtor accounts numbered 54, 1161, 1189, and 2873 were referred to AMPAC Debt Recovery for collection action. AMPAC has since advised that skip tracing efforts to locate the respective debtors were unsuccessful. Furthermore, the outstanding balances associated with these accounts are deemed too minor to warrant initiating a General Procedure Claim.

No other sundry debtor amounts are considered to be doubtful debts at this time.

CONSULTATION/COMMUNICATION

AMPAC Debt Recovery

STATUTORY/LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the Local Government Act 1995 states:

‘(1) Subject to subsection (2) and any other written law, a local government may

(c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

POLICY IMPLICATIONS

Policy F16 - Recovery of Non Rates Charges applies.

FINANCIAL IMPLICATIONS⁴

All irrecoverable debts as at 30 June 2025 should be written off as part of the annual reporting process, which requires an assessment of the end of year doubtful debts. It is recommended that a total of \$1,559.97 be written off to provide an accurate reflection of the Council’s receivables.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

8.4 MANAGER OF WORKS

8.4.1 MANAGER OF WORKS ACTIVITY REPORT

AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
STRATEGIC DOCUMENT REFERENCE:	2024/25 Budget
ATTACHMENTS:	1. Plant Report

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5466

Moved Cr G R Ball Seconded Cr W J Longmuir

That Council NOTES the Manager of Works report.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

Nil

BACKGROUND/COMMENT

CONSTRUCTION CREW:

- Grading of gravel roads
- Cleaning up fallen trees and debris.
- Extending culverts for future works
- Cleaning out drains around town
- Gundaring Road, clear widen & gravel sheet completed

TOWNS CREW

- Tiding up of parks and gardens and attending to maintenance work
- Watering parks and gardens
- Repairing reticulation
- Spraying for weeds town site and rural roads
- Attending to community requests
- Street cleaning

UPCOMING WORKS:

- Cleaning out and repairing culverts.
- Ongoing grading of rural roads
- Gravel sheet Behn-Ord 2km section
- Gravel sheet Toolibin south road 3km section

ROAD MAINTENANCE:

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

TOWN MAINTENANCE:

The town crew have been undertaking community requests, removing fallen trees. Gardening crew has been busy tidying up, watering, weeding and cleaning up.

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 Bernie Woodhouse and shire staff.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This expenditure has been budgeted.

STRATEGIC IMPLICATIONS

These assets are required for works in the community

VOTING REQUIREMENTS

Simple Majority

PLANT REPORT			Jul-25			
PLANT	OPERATOR	PURCHASE DATE	KM / HOURS	SERVICE DUE	REGO	COMMENTS
ISUZU MUX WAGON P-01	CEO	29/10/2019		120,000	W.1	
ISUZU MUX WAGON P-02	DCEO	11/10/2023	66270	74,000	W.001	
ISUZU D MAX P-04	MOW	27/10/2023	36125	40000km	W.1008	
TOYOTA KLUGER - P-05	DOCTOR	13/10/2021	105417	110000km	W.1479	
WCM LOADER P-09	WORKS	30/06/2012	3347	Mar-26	W.10292	
CAT GRADER P-10	WORKS	14/01/2021	5290	5700	W.284	
CASE LOADER P-11	WORKS	1/11/2024	527	750	W.10707	
KOMATSU GRADER P-12	WORKS	15/01/2019	7359	7500 hrs	W.041	
KOMATSU EXCAVATOR P-13	WORKS	10/12/2021	528	750 HRS		
ISUZU TRUCK P-14	WORKS	3/12/2019	134022	140000kms	W.1002	
WN ROLLER P-15	WORKS	6/12/2023	1228	1250 hrs	W.7862	Service due soon
ISUZU TRUCK P-16	WORKS	21/11/2023	26060	35000kms	W.1012	
MAHINDRA P-17	HANDY MAN	21/03/2022	16090	22000kms	W.10955	
KUBOTA MOWER P-18	WORKS	31/10/2019	700	800 hrs		
VIBE ROLLER P-19	WORKS	3/01/2008	2653	2750	W.841	
JOHN DEERE P-20	WORKS	9/02/2006	4790	5000	W.9618	
ISUZU P-21 (NEW)	WORKS	27/10/2023	24738	25000kms	W.676	
JOHN DEERE P-22	WORKS	10/08/2016	730	950 HRS	W.487	
Toyota UTE P-24	WORKS	1/02/2023	55595	65000kms	W.1010	
TOYOTA UTE P-25	WORKS	25/11/2020	51484	55000kms	P50	
TRITON UTE P-26	WORKS	14/11/2014	127718	130 000 kms	W.1022	
MAHINDRA P-38	RANGER	13/01/2023	20242	25000 km	W.1044	
BOBCAT P-39	WORKS	17/09/2013	4459	4800 hrs	W.10553	
ISUZU TRUCK P-40	WORKS	29/03/2019	161797	165000 kms	W.437	
ISUZU TRUCK P-42	WORKS	27/10/2023	37401	45000km	W.1015	
TORO MOWER P-43	WORKS	12/09/2013	669	Fire Damaged		
KUBOTA MOWER P-44	WORKS	1/10/2024	106	200 hrs		
SMALL ROLLER P-45	WORKS	1/12/2024	609	700 hrs		
CAT BACKHOE P-47	WORKS	21/09/2015	6944	7000 hrs	W.10552	
TENNANT SWEEPER P-48	WORKS	16/10/2015	2261	4400 HRS	W.10554	
MULTIPAC ROLLER P-49	WORKS	9/01/2017	5674	6150	W.860	
ISUZUUTE - P50	WORKS	12/03/2024	10942	15000 Kms	W.924	
FORKLIFT P-51	WORKS	30/11/2018	16647	7/06/2026	W.10729	
KUBOTA RTV P-52	WORKS	31/10/2019	1039	1080 HRS		
ROVER MOWER P-53	WORKS	5/09/2022	400	500 hrs		
TOYOTA UTE P-85	WORKS	29/10/2020	39951	45000 kms	W.863	
TOYOTA UTE P-94	WORKS	23/10/2019	87406	95000km	W.10796	
2016 Toyota Coaster BUS P-07	COMMUNITY	2016				
H/Care H6 P-27	HEMOCARE	2024	12444	20000km		
H/Care Manager Car - P-80	HEMOCARE	2024	15748	20000km	W468	
H/Care Bus P-83	HEMOCARE	2017	45058	53000 kms		
H/Care Darkan P-86	HEMOCARE	2024	15331	20000km		
SES Vehicle - SESA03	SES	2016		September		
Fire Truck - Wedgecarrup P-97	FIRE	2011		September		
Fire Truck - Piesseville P-84	FIRE	1995		September		
Fire Truck P-98	FIRE	2013		September		
Fire Tender P-99	FIRE	1987		September		
P41 - 7 Fast Fill Standpipes	FIRE					

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11 URGENT BUSINESS

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

11.1 BUDGET TIMETABLE AMENDMENT

AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Deputy Chief Executive Officer
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	FM.DB.2
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION 5467

Moved Cr G R Ball

Seconded Cr G K B West

That Council **ADOPTS** an amendment to the budget timetable so that:

1. A final budget workshop is held on 29 July 2025;
2. A Special Council Meeting is held on Monday 4 August 2025 at 7.00pm for the purpose of considering papers relating to the 2025/26 budget.

CARRIED UNANIMOUSLY 6/0

BRIEF SUMMARY

The purpose of this report is to recommend an amended budget timetable.

BACKGROUND/COMMENT

At its meeting held on 25 February 2025, the Council adopted a budget timetable which included a special Council meeting to be held on 29 July 2025 to adopt the budget. Since 1 July 2025, officers have been processing end of year transactions. The actual end of year financial position has now been more accurately assessed since the Council workshop on 17 June 2025.

Officers would like to present the latest information to the Council to discuss the options which were not contemplated in the June workshop. It is suggested that a workshop be held on 29 July 2025 instead of the Council meeting. A special Council meeting could then be convened for 4 August (to avoid the Heavy Haulage community meeting on 5 August) to adopt the budget.

There will not be any need to change the other dates in the budget timetable, which have already been extended to avoid planned staff leave.

CONSULTATION/COMMUNICATION

Chief Executive Officer

STATUTORY/LEGAL IMPLICATIONS

Not applicable

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

12 CONFIDENTIAL BUSINESS

Nil

13 CLOSURE

With no further business to discuss Presiding Member, Cr Blight closed the meeting at 8:02pm.