

Notice of Meeting



22 Watts Street Wandering WA 6308
Telephone: (08) 98841056
reception@wandering.wa.gov.au

Dear Elected Member

The next Ordinary meeting of the Shire of Wandering will be held on Thursday 15 December 2022 in Council Chambers commencing at 3.30pm.

Schedule

3.30pm Ordinary Council Meeting

Alan Hart
Chief Executive Officer

9 December 2022

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Wandering 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 or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wandering during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wandering. The Shire of Wandering warns that anyone who has an application lodged with the Shire of Wandering must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wandering in respect of the application.

AGENDA

Shire of Wandering
Ordinary Council Meeting
15 December 2022

OUR VISION

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

We wish to acknowledge the traditional custodians of the land we are meeting on today. We acknowledge and respect their continuing culture and the contribution they make to the Shire of Wandering, and convey our respects to Elders past, present and emerging.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Councils decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Wandering.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Wandering Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Wandering Office and the Shire of Wandering website within ten (10) working days after the Meeting.

Alan Hart
Chief Executive Officer

SHIRE OF WANDERING

Agenda for the Ordinary Meeting of Council to be held at/in Council Chambers on Thursday 15 December 2022 – commencing at 3.30pm.

Contents

1.	Declaration of Opening / Announcements of Visitors	5
2.	Attendance / Apologies / Approved Leave of Absence.....	5
3.	Announcements by the Presiding Member	5
4.	Response to Previous Public Questions Taken on Notice	5
5.	Public Question Time.....	5
6.	Petitions / Deputations / Presentations / Submissions	5
7.	Applications for Leave of Absence.....	5
8.	Disclosures of Interest	5
9.	Confirmation of Minutes of Previous Meetings Held.....	6
9.1	Ordinary Council Meeting Minutes – 17 November 2022.....	6
10.	Reports of Committees of Council	6
11.	Reports from Councillors	7
12.	Chief Executive Officer	8
12.1	Confidential Item – CEO Probationary Review	8
12.2	Confidential Item – Chief Executive Officer KPIs for 2023.....	8
12.3	Shire of Wandering Policy Manual Review	9
12.4	WALGA Governance Review	17
13.	Finance	63
13.1	Financial Reports – November 2022	63
13.2	Accounts for Payment November 2022	80
14.	Planning and Technical Services.....	96
14.1	LIA – Stage Subdivision Energisation.....	96
15.	Elected Members Motions of Which Previous Notice Has Been Given	105
16.	New Business or Urgent Business Introduced by Decision of the Meeting.....	105
16.1	Elected Members	105
16.2	Officers	105
17.	Matters Behind Closed Doors	105
18.	Closure of Meeting	105

1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

Councillors

Cr Ian Turton (Shire President)
Cr Paul Treasure (Deputy Shire President)
Cr Graeme Parsons
Cr Gillian Hansen
Cr Sheryl Little
Cr Max Watts

Staff

Alan Hart (Chief Executive Officer)
Barry Gibbs (Executive Manager Technical Services)
Bradley Hunt Works Manager

Apologies

Members of the Public

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

Nil.

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

Nil.

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held

9.1 Ordinary Council Meeting Minutes – 17 November 2022

Statutory Environment:

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of Council held on 17 November 2022 be confirmed as true and correct.

Moved: _____

Seconded: _____

CARRIED

10. Reports of Committees of Council

Nil

11. Reports from Councillors

Cr Ian Turton (President)

Cr Paul Treasure (Deputy President)

Cr Graeme Parsons

Cr Max Watts

Cr Gillian Hansen

Cr Sheryl Little

12. Chief Executive Officer

Procedural Motion

That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995*, close the meeting to members of the public to discuss matters affecting an employee or employees.

Moved: _____

Seconded: _____

12.1 Confidential Item – CEO Probationary Review

File Reference:	EMP180
Author:	Ian Turton, Shire President
Authorising Officer	Ian Turton, Shire President
Date:	6 December 2022
Disclosure of Interest:	Alan Hart, Chief Executive Officer
Attachments:	Agenda Item under separate cover
Previous Reference:	Item 12.1 - Special Council Meeting 7 April 2022

Shire Presidents Recommendation:

That Council, pursuant to Clause 2.2(b) of the Chief Executive Officer’s Employment Contract, agree that the performance of the CEO during the initial probationary period is assessed as sufficiently satisfactory for the probationary period to be completed.

Moved: _____

Seconded: _____

12.2 Confidential Item - Chief Executive Officer KPIs for 2023 Year

File Reference:	EMP180
Author:	Ian Turton
Authorising Officer	Ian Turton
Date:	7 December 2022
Disclosure of Interest:	Nil
Attachments:	Shire of Wandering Draft CEO Performance Management Framework Draft CEO KPIs 2023 year
Previous Reference:	Nil

Shire President Recommendation:

That Council

- 1. adopt the Shire of Wandering CEO Performance Management Framework – December 2022 as attached; and**
- 2. adopt the attached KPI’s for the CEO for 2023 year; and**
- 3. In accordance with the Local Government Act the KPIs be published on the Shire’s website.**

Moved: _____

Seconded: _____

12.3 Shire of Wandering Policy Manual Review

File Reference:	11.111.11101
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	2 December 2022
Disclosure of Interest:	Nil
Attachments:	Policy 43 – Place Names Policy 44 – Workforce Planning Policy 50 – Shire Responsibilities on Crown Land Policy 31 – Amending Policies (for reference)
Previous Reference:	Item 12.1 Ordinary Council Meeting 17 November 2022

Summary:

To continue with the process of reviewing all Council policies to ensure they are still relevant and correct for the day to day workings of the Shire.

Background:

At the Ordinary Council Meeting held on 18 August 2022 Council resolved to adopt Policy 83 – Policy Manual which states that:

All policies within the Policy Manual are to be reviewed by Council every three years, being one third of Council's policies each year in a three year period. Council may review an individual policy at any time before the next review date if it determines it to be necessary.

As there are currently 83 policies of the Shire it is proposed that each month two to three policies are reviewed by Council, this will ensure that all policies are reviewed in the stated three year period.

Comment:

Three policies are to be reviewed this month:
Policy 43 – Place Names
Policy 44 – Workforce Planning
Policy 50 – Shire Responsibilities on Crown Land

These policies were presented to the General Planning Forum on 1 December 2022. No amendments were recommended.

Policy 31 'Amending Policies' has been included as a reference to guide the review process.

Consultation:

Chief Executive Officer
Elected Members

Statutory Environment:

Local Government Act 1995 S.2.7(2)(b)

Policy Implications:

As reviewed.

Financial Implications:

Nil.

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Service Level Plans detail operational roles, responsibilities and resources.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Not regularly updating the Shire’s Policy manual poses a reputable risk with a medium risk rating. In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council adopts the following policies with any amendments made.

- **Policy 43- Place Names**
- **Policy 44 – Workforce Planning**
- **Policy 50 – Shire Responsibilities on Crown Land**

Moved: _____

Seconded: _____

POLICY TYPE:	COMMUNITY
DATE ADOPTED:	18/07/2019

POLICY NO:	43
DATE LAST REVIEWED:	17/09/2020 16/09/2021

LEGAL (PARENT):	<i>Local Government Act 1995</i>
------------------------	----------------------------------

LEGAL (SUBSIDIARY):	<i>Land Administration Act 1997</i>
----------------------------	-------------------------------------

DELEGATION OF AUTHORITY APPLICABLE:
--

DELEGATION NO.

ADOPTED POLICY	
----------------	--

TITLE:	Place Names
OBJECTIVE:	<ul style="list-style-type: none"> • To formalise the principles by which the Shire of Wandering (the 'Shire') names community infrastructure and public places, ensuring that a consistent, fair and equitable protocol is followed • Community infrastructure and public places are reminders of local history, culture and citizens, and are named appropriately to match the context and significance of the asset

DEFINITIONS

Community Infrastructure means any property, complex, structure, building, bridge, asset, sporting field owned or under the control of the Shire, excluding public roads.

Community Place means an area owned or under the control of the Shire that is not deemed to be a park (e.g. plaza) or public road.

GNC means Geographic Names Committee of WA

POLICY STATEMENT

1. PRINCIPLES

In general terms, naming should be unique and use form, spelling and style of contemporary Australian English. or Indigenous and Torres Strait Islander spoken languages.

A name shall be wherever possible:

- (a) Relevant to Australian, preferably local, history, flora, fauna, culture, local landscape and physical characteristics;
- (b) Short and simple - preferably one to two words;
- (c) In all respects, in accordance with community standards;
- (d) Complementary with and sensitive to existing names and design themes of adjoining assets;
- (e) Not easily confused with or duplicating names within the region or nearby local governments;
- (f) Be considerate of any potential risk to the reputation of the Shire and/or Council from aligning with an individual or company whose reputation may vary.
- (g) Have strong local community support.

If personal names are used, the person commemorated should:

- (a) Have contributed significantly to the development, protection or enhancement of the immediate locality (Wandering) that has produced long-term improvements in the area or community;
- (b) Have actively served or contributed to an area of national or international importance;
- (c) Have a long-term association with a local community group or service club (twenty years or more), service to the community or organisation must have
- (d) Names of living persons are by their nature subject to partisan perception and change in community judgement and acceptance. For this reason, the adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstance.
- (e) Sensitivity to diverse cultural situations should be applied when selecting names and derogatory or discriminatory terms or terms likely to cause offence will not be approved.
- (f) Names of commercial entities must not be used unless part of a formal sponsorship proposal.

2. RENAMING OF COMMUNITY INFRASTRUCTURE OR PUBLIC PLACES

Council approval is required for all new names or changes of names, subject to the following:

- (a) Renaming will only occur in an extraordinary case. Evidence of substantial community support must be provided for a change in name.
- (b) Where infrastructure or a public place has been named after a person and that person comes into disrepute through illegal activities, conviction or similar, whether retrospectively or subsequent to the naming, the name of the infrastructure or place shall be immediately removed.
- (c) Where a name change is being considered for any of the Shire's infrastructure (or reserve), the request is to be firstly referred to Land Management Service (LMS) to confirm if the current name is officially approved by the Geographic Names Committee (GNC).
- (d) Only after the GNC has officially approved the new name, can the Shire can officially change the name of the infrastructure.

3. SIGNAGE

Any signage must be in line with the Shire's signage practices, design standards, and guidelines. The use of the Shire's logo will be in accordance with the Shire's image protocols.

4. REQUIREMENTS FOR NAMING PROPOSALS

Conditions for requests for new names or name changes:

- (a) Provide the address of the building or place to be named;
- (b) Provide a site plan clearly identifying the location and boundaries of the asset to be named;
- (c) Provide the reason for the choice of name including the history, meaning, significance and relevance to the Wandering region or national/international contribution.
- (d) Provide any other support for the name change.

If the nomination is being submitted by an organisation, documented evidence (i.e. minutes from a committee / board meeting) must also be included in support of the nomination.

For personal names, the following must also be supplied:

- (a) Biographical details: dates of birth & death (if relevant); length and years of service or association;
- (b) Written permission from the family in the case of a deceased person.

ASSOCIATED DOCUMENTS

Geographic Names Committee (GNC) WA Principles, Guidelines and Procedures

POLICY TYPE:	COMMUNITY
DATE ADOPTED:	18/07/2019

POLICY NO:	44
DATE LAST REVIEWED:	17/09/2020 16/09/2021

LEGAL (PARENT):	<i>S5.56(2) Local Government Act 1995</i>
------------------------	---

LEGAL (SUBSIDIARY):	
----------------------------	--

DELEGATION OF AUTHORITY APPLICABLE:	
--	--

DELEGATION NO.	
-----------------------	--

ADOPTED POLICY	
TITLE:	Workforce Planning
OBJECTIVE:	<ul style="list-style-type: none"> To ensure that strategic, operational and legislative objectives are met through efficient and effective management of its workforce for the delivery of service to the community in a timely and cost-effective manner.

POLICY STATEMENT

1. PRINCIPLES

The Shire of Wandering is committed to workforce planning, identifying that it is an essential management function in its operations.

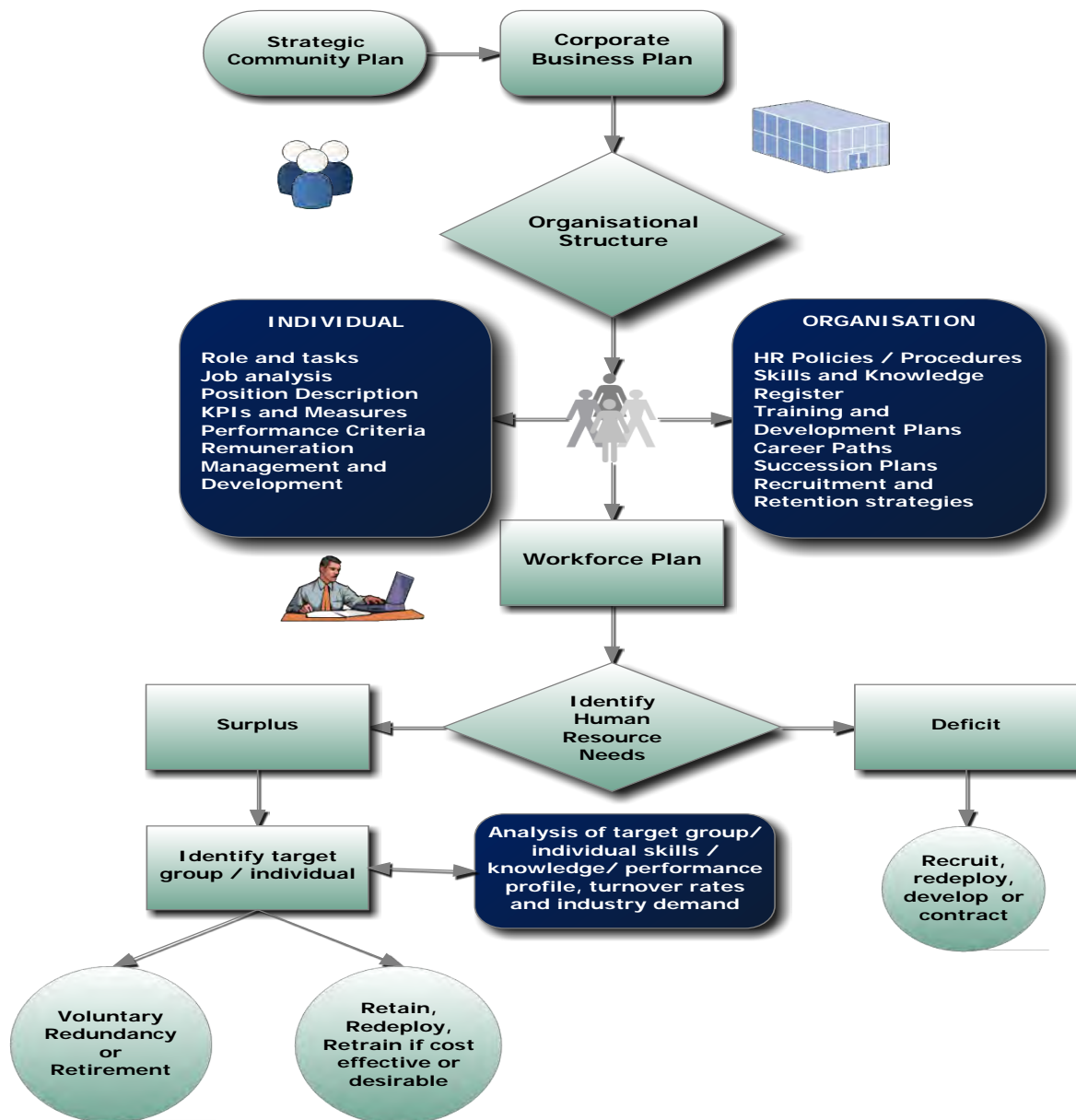
The Shire of Wandering recognises that the achievement of all goals and objectives are reliant on the skills and knowledge of its workforce and their individual resilience, perseverance and unique capacity to fit the environment.

2. APPLICATION

Workforce planning is a continuous process of shaping the workforce to ensure it can achieve the Shire of Wandering's objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to ensure the delivery of organisational goals resourced through effective long-term financial and business plans.

The Shire is committed to resourcing workforce requirements through its integrated planning processes as outlined in this diagram below. It recognises the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service / activity / function of their division.

2.1 WORKFORCE PLANNING DIAGRAM:



3. ROLES AND RESPONSIBILITIES

3.1 CEO AND MANAGERS

CEO and Managers of employees have the responsibility and accountability for ensuring that all employees are managed appropriately within their own work areas. In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.

All Managers will ensure effective setting of KPIs and performance criteria for their employee that will meet relevant organisational objectives. Employee appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the CEO for inclusion in the Workforce Plan.

The CEO will research, collect and monitor relevant workforce data and statistics including demographics and trends as part of the integrated planning cycle.

3.2 EMPLOYEES

All employee involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

POLICY TYPE:	COMMUNITY
DATE ADOPTED:	18/07/2019

POLICY NO:	50
DATE LAST REVIEWED:	17/09/2020 16/09/2021

LEGAL (PARENT):	<i>Local Government Act 1995</i>
------------------------	----------------------------------

LEGAL (SUBSIDIARY):	
----------------------------	--

DELEGATION OF AUTHORITY APPLICABLE:	Yes
--	-----

DELEGATION NO.	04
-----------------------	----

ADOPTED POLICY	
TITLE:	Council's Responsibility on Crown Land
OBJECTIVE:	<ul style="list-style-type: none"> To clarify Council's roles on Crown Land

POLICY STATEMENT

The Shire of Wandering notes the potential burden and cost placed on the community for the need for Council carrying out statutory functions on Crown Land (from which it receives no rate income).

Accordingly, there is a clear presumption that Council may not act in relation to the Health Act, Dog Act, Litter Act, Off Road Vehicles Act or other relevant Acts in relation to activities occurring on land not under the care and control of the Shire of Wandering.

POLICY TYPE:	GOVERNANCE AND COUNCIL MEMBERS
DATE ADOPTED:	18/07/2019

POLICY NO:	31
DATE LAST REVIEWED:	17/09/2020 16/09/2021

LEGAL (PARENT):	<i>Local Government Act 1995</i>
------------------------	----------------------------------

LEGAL (SUBSIDIARY):	
----------------------------	--

DELEGATION OF AUTHORITY APPLICABLE:	
--	--

DELEGATION NO.	
-----------------------	--

ADOPTED POLICY	
TITLE:	Policies – process for adopting, amending or repealing
OBJECTIVE:	<ul style="list-style-type: none"> To establish a process for the introduction, amendment or repealing of a council policy

POLICY STATEMENT

The Shire of Wandering recognises the importance of maintaining this Policy Manual as a contemporary and relevant, appropriate document to guide the Council, administration and community.

Prior to introducing, amending or repealing a policy of Council, the proposal will go through the following process:

- (a) Comparisons with other Local Governments.
- (b) Likely effect on the residents - consultation if necessary.
- (c) Cost impact.
- (d) Need to include a sunset clause?
- (e) Legal implications.

All recommendations affecting policy must be made available to Council prior to the relevant Council Meeting and may not be introduced as a late item.

12.4 WALGA Governance Review

File Reference:	04.041.04113
Author:	Alan Hart, Chief Executive Officer
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	6 December 2022
Disclosure of Interest:	Nil
Attachments:	Best Practice Governance Review – Background Paper Best Practice Governance Review – Consultation Paper – Model Options
Previous Reference:	Nil

Summary:

The Western Australian Local Government Association (WALGA) is seeking feedback from local governments on its Best Practice Governance Review. This an opportunity for Council to review the current governance model and have input into a future model so that WALGA is well-placed to represent, respond and deliver outcomes for their members.

Background:

WALGA has, as a part of its Corporate Strategy 2020-25, identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review include:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments;
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Councillors' Candidature for State and Federal elections";
- Proposed legislative reforms to remove WALGA from being constituted under the Local Government Act 1995 (WA); and
- Constitutional requirements for WALGA to become a registered organisation under the Industrial Relations Act 1979 (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission.

In March 2022 WALGA's State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review. The BPGR Steering Committee had its first meeting on 5 May 2022. The discussions focussed on WALGA's current governance model, better membership engagement, and opportunities for change. At the meeting, five (5) similar organisations were identified to be used as part of the comparative analysis as well as the other local government representative bodies in Australia. The Steering Committee meetings then focused on the development of governance model principles.

WALGA has presented five governance model options:

- Option 1 – Two tier model, existing zones;
- Option 2 – Board, regional bodies;
- Option 3 – Board, amalgamated zones;
- Option 4 – Member elected board, regional groups; and
- Option 5 – Current model

Comment:

WALGA’s Corporate Strategy 2020-2025 identifies its governance model as a key enabler of performance, with the following description: “We have contemporary governance and engagement models.” Member and stakeholder feedback from a range of sources over several years has highlighted dissatisfaction with the current governance model. Specifically:

- Structure – WALGA’s governance structure is seen by members and stakeholders as creating roadblocks, hindering decision-making, and holding WALGA back;
- Responsiveness – there is a perception among members and stakeholders that WALGA’s governance model is slow and bureaucratic in an environment that requires agility;
- Prioritisation and Focus – members and stakeholders acknowledge the challenges of developing unified Local Government policy positions and advocacy priorities given the diversity of Local Government sector interests;
- Transparency and Accountability – feedback from members and stakeholders suggests that WALGA should be more transparent about its decision-making processes; and
- Zones – Feedback from members and stakeholders in relation to Zones and Zone meetings is mixed. A proportion of WALGA’s membership believes that Zones are not as representative, strategic nor effective as they potentially could be.
















The following principles were endorsed at the State Conference Annual General Meeting which was held on 2 October 2022.

- Representative – WALGA unites and represents the entire Local Government sector in WA and understands the diverse nature and needs of members, regional communities and economies;
- Responsive – WALGA is an agile association which acts quickly to respond to the needs of members and stakeholders; and
- Results Oriented – WALGA dedicates resources and efforts to secure the best outcomes for Local Government and supports the delivery of high-quality projects, programs and services.

WALGA is now seeking formal feedback by 23 December 2022, via a Council decision, on governance model options as presented in the Consultation Paper.

In addition, WALGA will be undertaking independent consultations from CEOs and Elected Members.

Below are the five options, including the current model, with details of each of their key governance bodies:

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>

The consultation paper- Model Options, explains each option on pages 15-19.

Option 5, the status quo, current model provides the clearest reference point upon which to evaluate the other four (4) options.

Each option has its advantages, what Council needs to consider is which option is best for the Shire of Wandering. Discussion at the Planning Forum in December was leaning in favour of the current model (Option 5), retaining the existing zones with a smaller board (or State Council). Similar to Option 3.

What is important in this discussion is ensuring that whatever model is adopted by WALGA that there is adequate representation from the country local governments at the board level to ensure that WALGA does not become a metropolitan focussed organisation. This would not achieve one vote one value principle, however given that the majority of local governments are non-metropolitan based (as opposed to the population base) it is a principle that cannot be achieved.

It is recommended that a combination of options be presented to WALGA as the Shire’s preferred option. That is to retain the existing Zone Structure and Policy Teams/Forums/Committees (as per Option 5) and have a smaller Board with 15 members, 14 State Councillors and 1 President. The process of electing the President remains the same and continues to alternate between a Metropolitan and Country based Elected Member.

Consultation:

WALGA is seeking feedback from all Western Australian local government.

Statutory Environment:

Proposed legislative reforms could also impact WALGA’s governance arrangements.

- The Minister for Local Government’s reforms to the Local Government Act 1995 proposes to remove WALGA from being constituted under the Local Government Act.
- A review of WA’s Industrial Relations Act 1979 provides an opportunity for WALGA to be constituted as a registered employer organisation, which would enable WALGA to make applications in its own right on behalf of the sector.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

The risks that have been identified as a result of this review are:

- Lack of feedback from the industry may result in an unsatisfactory review of WALGA and potentially a new model that does not address the issues raised in the review;
- Potential for a Governance Structure that does not adequately represent the local government community

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council respond to the Western Australian Local Government Association (WALGA) regarding its Governance Review, that the Shire of Wandering recommends:

- 1. To retain the existing Zone Structure and Policy Teams/Forums/Committees (as per Option 5) and have a smaller Board with 15 members, 14 State Councillors and 1 President. The process of electing the President remains the same and continues to alternate between a Metropolitan and Country based Elected Member**
- 2. That in the event of recommendation one not being considered an option by WALGA, Option 5, retain the status quo be maintained.**

Moved: _____

Seconded: _____

Best Practice Governance Review

Background Paper

Contents

Item	Section	Page
1	Background, Approach and Timeline	<u>3</u>
2	Jurisdictional Analysis	<u>6</u>
3	Comparator Organisations	<u>9</u>
4	Governance Principles	<u>17</u>

Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "*deal with matters related to State Councillors' Candidature for State and Federal elections*".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.

Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.

Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.

2019 ····· 2020 ····· 2021 ····· 2022 ····· NOW ·····▶

Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

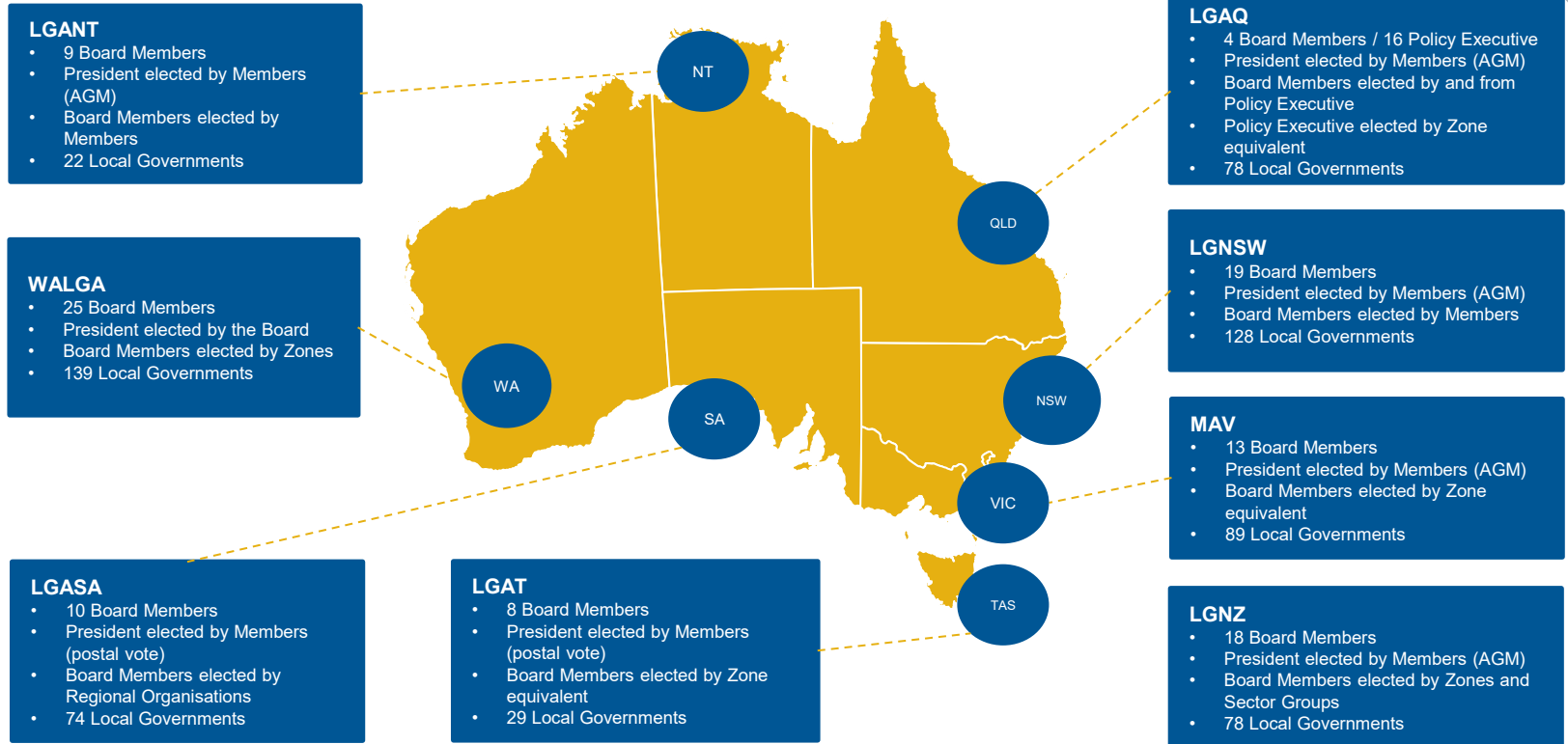
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> • Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.



Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

*The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.



Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*



Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.



Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

Principle	Principle component	Component description	Governance implications
Representative	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
Responsive	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
Results Oriented	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.



WALGA

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

Best Practice Governance Review

Consultation Paper – Model Options

Contents

Item	Section	Page
1	Introduction	<u>3</u>
2	Governance Principles	<u>5</u>
3	Options and Current Model	<u>7</u>
4	Alignment to Principles	<u>14</u>
5	Consultation Process and Next Steps	<u>20</u>

Best Practice Governance Review

1. Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model




Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>




Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.




Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
 Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.




Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Zones	<p>Metro/Peel:</p> <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel <p>Country*:</p> <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <p><i>*indicative, re-drawing required</i></p>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.

Option 4 – Member Elected Board, Regional Groups




A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.



Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.






Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones

	Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents
	Policy Council (25 members) 24 members plus President
	Zones (5 metro, 12 country)




	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
	Size	Meets	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
Responsive	Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
	Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members



Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles

Option 2 – Board, Regional Bodies

	Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents
	Regional Bodies (4 metro, 4 country)
	Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets	<ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members



Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)






Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members

Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles

Option 4 – Member elected Board, Regional Groups


	Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents
	Policy Teams / Forums / Committees
	Regional Groups

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members


Option 5 – Current Model

Current model and its alignment to the principles


Option 5 – Current Model



State Council
(25 members)
24 State Councillors
1 President



Zones
(5 metro,
12 country)



Policy Teams
/ Forums /
Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.

13. Finance

13.1 Financial Reports – November 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Bob Waddell
Authorising Officer	Alan Hart– Chief Executive Officer
Date:	9 December 2022
Disclosure of Interest:	N/A
Attachments:	November 2022 Financial Statements
Previous Reference:	Nil

Summary:

Consideration of the financial reports for the period ending 30 November 2022.

Background:

The financial reports for the periods ending 30 November 2022 are included as attachments.

Comment:

If you have any questions regarding details in the financial reports, please contact the office prior to the Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

Consultation:

Not applicable.

Statutory Environment:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Not applicable.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Nil

Voting Requirements:
Simple Majority

Officer Recommendation:
That the financial report for the period ending 30 November 2022 as presented be accepted.

Moved: _____ Seconded: _____



SHIRE OF WANDERING

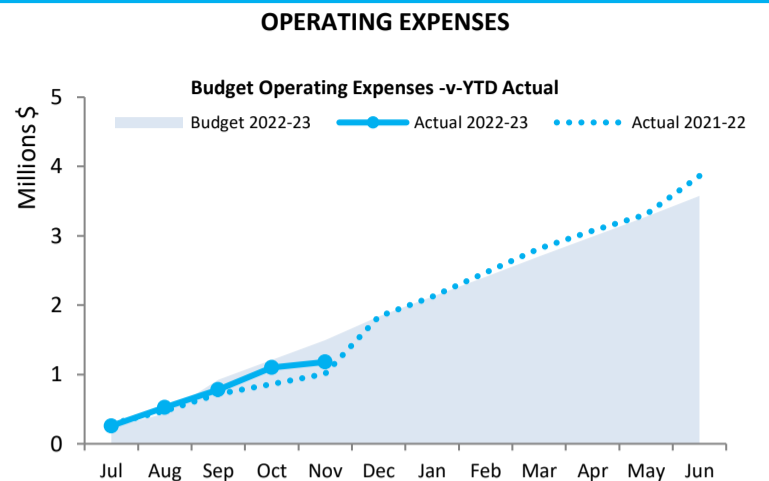
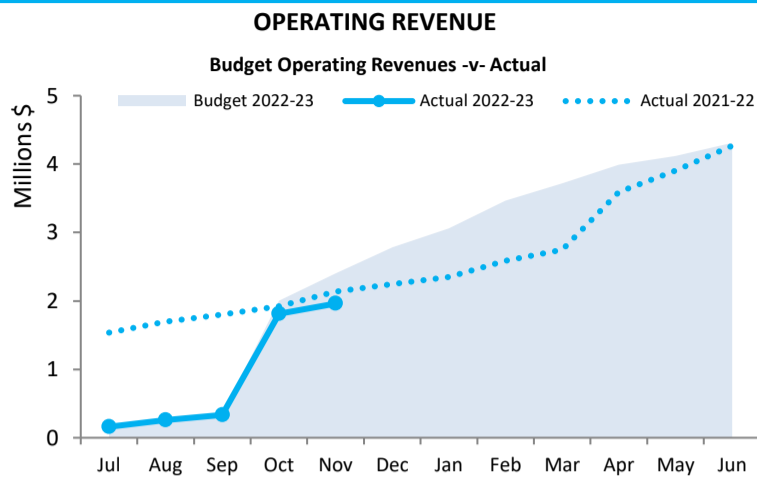
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 NOVEMBER 2022

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

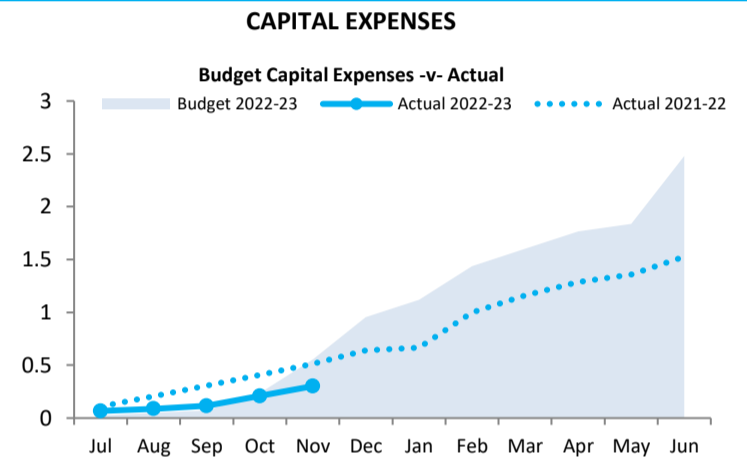
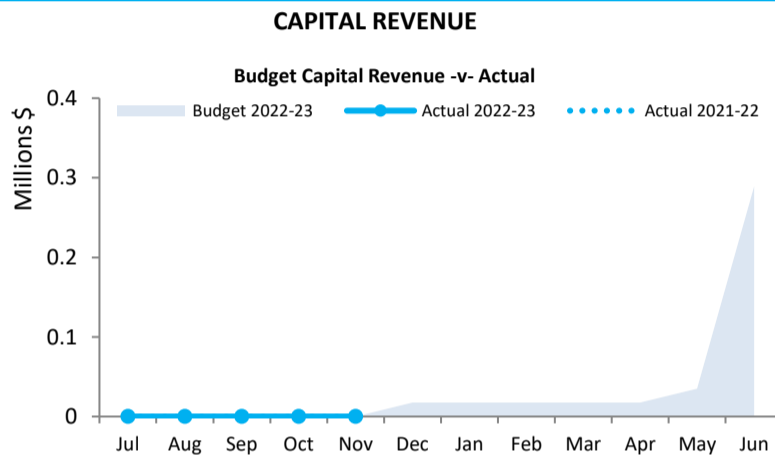
TABLE OF CONTENTS

Summary Information - Graphs	2
Statement of Financial Activity by Nature or Type	3
Statement of Financial Activity by Reporting Program	4
Note 1 Statement of Financial Activity Information	5
Note 2 Explanation of Material Variances	7
Note 3 Cash and Financial Assets	8
Note 4 Rate Revenue	9
Note 5 Disposal of Assets	10
Note 6 Capital Acquisitions	11
Note 7 Borrowings	13
Note 8 Reserve Accounts	14
Note 9 Budget Amendments	15

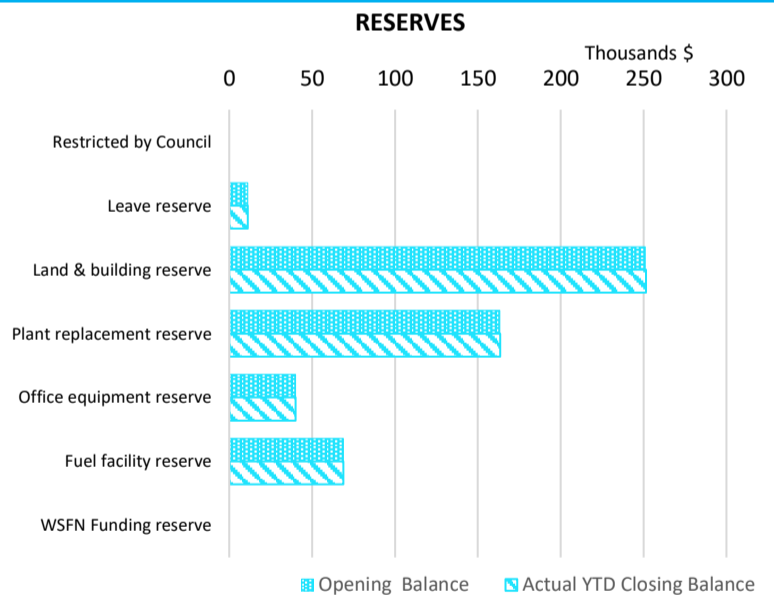
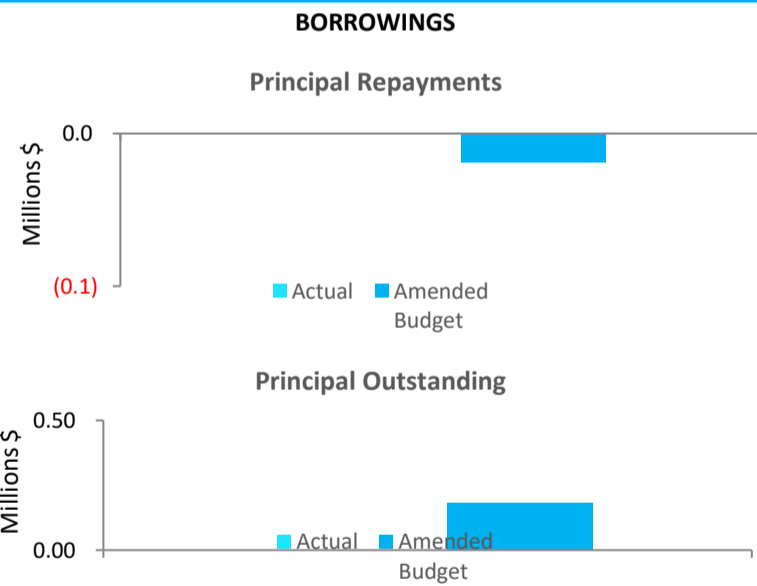
OPERATING ACTIVITIES



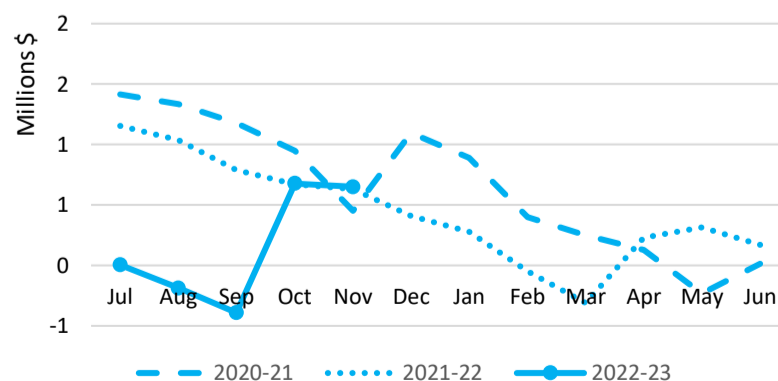
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	270,870	170,850	170,850	170,850	0	0.00%	
Revenue from operating activities								
Rates		1,327,866	1,327,866	1,327,866	1,336,488	8,622	0.65%	
Rates (excluding general rate)		3,639	3,639	3,639	3,639	0	0.00%	
Operating grants, subsidies and contributions	10	397,300	397,300	142,235	220,740	78,505	55.19%	▲
Fees and charges		822,489	822,489	345,935	329,673	(16,262)	(4.70%)	
Interest earnings		13,200	13,200	5,495	3,641	(1,854)	(33.74%)	
Other revenue		42,593	42,593	17,725	(1,398)	(19,123)	(107.89%)	▼
Profit on disposal of assets	5	2,333	2,333	970	0	(970)	(100.00%)	
		2,609,420	2,609,420	1,843,865	1,892,784	48,919	2.65%	
Expenditure from operating activities								
Employee costs		(1,095,977)	(1,095,977)	(456,420)	(501,282)	(44,862)	(9.83%)	
Materials and contracts		(1,120,211)	(1,120,211)	(470,235)	(590,161)	(119,926)	(25.50%)	▼
Utility charges		(31,700)	(31,700)	(13,170)	(18,775)	(5,605)	(42.56%)	
Depreciation on non-current assets		(1,182,279)	(1,182,279)	(491,837)	0	491,837	100.00%	▲
Interest expenses		(2,970)	(2,970)	(1,235)	0	1,235	100.00%	
Insurance expenses		(100,634)	(100,634)	(49,073)	(51,312)	(2,239)	(4.56%)	
Other expenditure		(41,500)	(41,500)	(14,625)	(18,585)	(3,960)	(27.08%)	
Loss on disposal of assets	5	0	0	0	0	0	0.00%	
		(3,575,271)	(3,575,271)	(1,496,595)	(1,180,115)	316,480	(21.15%)	
Non-cash amounts excluded from operating activities	1(a)	1,184,999	1,184,999	495,920	20	(495,900)	(100.00%)	▼
Amount attributable to operating activities		219,148	219,148	843,190	712,689	(130,501)	(15.48%)	
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	11	1,699,791	1,699,791	557,206	68,124	(489,082)	(87.77%)	▼
Proceeds from disposal of assets	5	35,000	35,000	0	0	0	0.00%	
Payments for inventories, property, plant and equipment and infrastructure	6	(2,371,644)	(2,371,644)	(554,635)	(300,996)	253,639	45.73%	▲
Amount attributable to investing activities		(636,853)	(636,853)	2,571	(232,873)	(235,444)	(9157.68%)	
Financing Activities								
Proceeds from new debentures	7	200,000	200,000	0	0	0	0.00%	
Transfer from reserves	8	54,000	54,000	0	0	0	0.00%	
Repayment of debentures	7	(18,665)	(18,665)	0	0	0	0.00%	
Transfer to reserves	8	(88,500)	(88,500)	0	(943)	(943)	0.00%	
Amount attributable to financing activities		146,835	146,835	0	(943)	(943)	0.00%	
Closing funding surplus / (deficit)	1(c)	0	(100,020)	1,016,611	649,723	(366,888)	36.09%	▼

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
Opening Funding Surplus(Deficit)	1	\$ 270,870	\$ 170,850	\$ 170,850	\$ 170,850	\$ 0	0.00%		
Revenue from operating activities									
Governance		3,500	3,500	1,455	0	(1,455)	(100.00%)	▼	
General Purpose Funding - Rates	6	1,327,866	1,327,866	1,327,866	1,336,488	8,622	0.65%	▲	
General Purpose Funding - Other		184,538	184,538	50,739	84,641	33,902	66.82%	▲	S
Law, Order and Public Safety		46,250	46,250	24,885	12,002	(12,883)	(51.77%)	▼	S
Health		4,500	4,500	3,035	833	(2,202)	(72.54%)	▼	
Education and Welfare		0	0	0	0	0			
Housing		47,900	47,900	19,955	16,343	(3,612)	(18.10%)	▼	
Community Amenities		57,500	57,500	23,935	45,426	21,491	89.79%	▲	S
Recreation and Culture		2,620	2,620	1,080	310	(770)	(71.34%)	▼	
Transport		65,333	65,333	19,870	66,739	46,869	235.88%	▲	S
Economic Services		816,720	816,720	349,105	330,614	(18,491)	(5.30%)	▼	
Other Property and Services		52,693	52,693	21,940	(613)	(22,553)	(102.79%)	▼	S
		2,609,420	2,609,420	1,843,865	1,892,784				
Expenditure from operating activities									
Governance		(199,272)	(199,272)	(84,796)	(95,655)	(10,859)	(12.81%)	▼	S
General Purpose Funding		(115,854)	(115,854)	(48,265)	(56,392)	(8,127)	(16.84%)	▼	
Law, Order and Public Safety		(135,613)	(135,613)	(57,392)	(31,155)	26,237	45.72%	▲	S
Health		(18,184)	(18,184)	(7,560)	(7,406)	154	2.04%	▲	
Education and Welfare		(6,043)	(6,043)	(2,505)	(2,849)	(344)	(13.75%)	▼	
Housing		(56,490)	(56,490)	(23,470)	(14,697)	8,773	37.38%	▲	
Community Amenities		(224,149)	(224,149)	(93,457)	(90,796)	2,661	2.85%	▲	
Recreation and Culture		(274,197)	(274,197)	(115,066)	(68,038)	47,028	40.87%	▲	S
Transport		(1,564,297)	(1,564,297)	(651,365)	(332,564)	318,801	48.94%	▲	S
Economic Services		(962,373)	(962,373)	(401,012)	(498,809)	(97,797)	(24.39%)	▼	S
Other Property and Services		(18,799)	(18,799)	(11,707)	18,247	29,954	255.87%	▲	S
		(3,575,271)	(3,575,271)	(1,496,595)	(1,180,115)				
Non-cash amounts excluded from operating activities	1(a)	1,184,999	1,184,999	495,920	20	(495,900)	(100.00%)	▼	
Amount attributable to operating activities		219,148	219,148	843,190	712,689	(130,501)	(15.48%)		
Investing Activities									
Proceeds from non-operating grants, subsidies and contributions	11	1,699,791	1,699,791	557,206	68,124	(489,082)	(87.77%)	▼	S
Proceeds from Disposal of Assets	5	35,000	35,000	0	0	0			
Proceeds from financial assets at amortised cost - self supporting loans	7	0	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans	7	0	0	0	0	0			
Payments for inventories, property, plant and equipment and infrastructure	6	(2,371,644)	(2,371,644)	(554,635)	(300,996)	253,639	45.73%	▲	S
Amount attributable to investing activities		(636,853)	(636,853)	2,571	(232,873)				
Financing Activities									
Proceeds from New Debentures	7	200,000	200,000	0	0	0			
Transfer from Reserves	8	54,000	54,000	0	0	0			
Payments for principal portion of lease liabilities	7	0	0	0	0	0			
Repayment of Debentures	7	(18,665)	(18,665)	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Transfer to Reserves	8	(88,500)	(88,500)	0	(943)	(943)		▼	
Amount attributable to financing activities		146,835	146,835	0	(943)				
Closing Funding Surplus(Deficit)	1	0	(100,020)	1,016,611	649,723				

KEY INFORMATION

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

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

(a) Non-cash items 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	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$	\$
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	5	(2,333)	(2,333)	(970)	0
Less: Movement in liabilities associated with restricted cash		5,053	5,053	5,053	20
Add: Depreciation on assets		1,182,279	1,182,279	491,837	0
Total non-cash items excluded from operating activities		1,184,999	1,184,999	495,920	20

(b) Adjustments to net current assets in the Statement of Financial Activity

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.

		Adopted Budget Opening	Amended Budget Opening	Last Year Closing	Year to Date
		30 June 2022	30 June 2022	30 June 2022	30 November 2022
Adjustments to net current assets					
Less: Reserves - restricted cash	8	(534,355)	(534,377)	(534,377)	(535,319)
Add: Current portion of employee benefit provisions held in reserve		11,268	11,271	11,271	11,291
Total adjustments to net current assets		(523,087)	(523,105)	(523,105)	(524,028)

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

Current assets					
Cash and cash equivalents	3	1,045,312	1,045,333	1,045,333	1,592,427
Rates receivables	4	60,351	58,028	58,028	366,088
Receivables	4	80,669	81,705	81,705	271,826
Other current assets	5	71,108	64,202	64,202	(33,067)
Less: Current liabilities					
Payables	6	(143,812)	(185,291)	(185,291)	(274,618)
Contract liabilities	9	(254,503)	(282,522)	(282,522)	(661,404)
Provisions	9	(65,168)	(87,501)	(87,501)	(87,501)
Less: Total adjustments to net current assets	1(b)	(523,087)	(523,105)	(523,105)	(524,028)
Closing funding surplus / (deficit)		270,870	170,850	170,850	649,723

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 NOVEMBER 2022

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

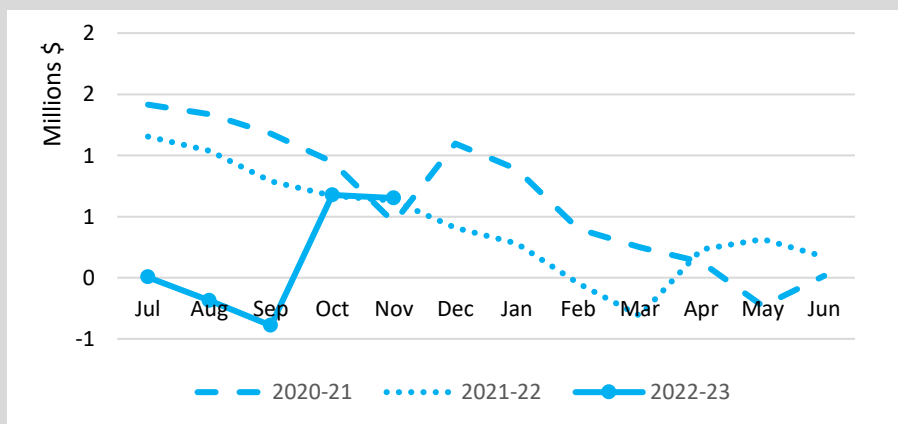
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 30/11/2021	Year to Date Actual 30/11/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	510,957	670,946	1,057,108
Cash Restricted - Reserves	3	534,377	526,056	535,319
Cash Restricted - Bonds & Deposits	3	0	0	0
Receivables - Rates	4	58,028	197,488	366,088
Receivables - Other	4	81,705	28,000	271,826
Other Assets Other Than Inventories	5	0	4,001	0
Inventories	5	64,202	49,957	(33,067)
		1,249,268	1,476,448	2,197,274
Less: Current Liabilities				
Payables	6	(168,670)	(73,898)	(264,240)
Contract Liabilities	9	(282,522)	(195,286)	(661,404)
Bonds & Deposits	6	(16,621)	(29,656)	(10,378)
Loan and Lease Liability	7	0	0	0
Provisions	9	(87,501)	(81,181)	(87,501)
		(555,313)	(380,021)	(1,023,523)
Less: Cash Reserves	8	(534,377)	(526,056)	(535,319)
Add Back: Component of Leave Liability not Required to be funded		11,271	60,254	11,291
Add Back: Loan and Lease Liability		0	0	0
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		170,850	630,626	649,723

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$.65 M

Last Year YTD
Surplus(Deficit)
\$.63 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Operating grants, subsidies and contributions	78,505	55.19%	▲	Some grant funding has been received in advance for budget phasing. The main grant being the Shire's MRWA Direct Grant.		
Other revenue	(19,123)	(107.89%)	▼		Various other revenue budget phasing is in advance of actual other revenue received.	
Expenditure from operating activities						
Materials and contracts	(119,926)	(25.50%)	▼		Various material and contract expenses have been incurred in advance of budget phasing.	
Depreciation on non-current assets	491,837	100.00%	▲	Depreciation has not been run for 2022/23.		
Non-cash amounts excluded from operating activities	(495,900)	(100.00%)	▼		Depreciation expense has not been run for 2022/23. This is a non-cash expense which is added back in the finance statement.	
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(489,082)	(87.77%)	▼		LRCI program and road program funding has been budgeted to be received ahead of actual funding being received.	
Payments for inventories, property, plant and equipment	253,639	45.73%	▲	Expenditure on the Shire's road capital program is a little bit behind scheduled budget phasing.		

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty Cash	Cash and cash equivalents	500		500		N/A	NIL	On hand
CRC Cash on Hand	Cash and cash equivalents	100		100		N/A	NIL	On hand
Transfer Station Cash on Hand	Cash and cash equivalents	300		300		N/A	NIL	On hand
Administration Cash on Hand	Cash and cash equivalents	200		200		N/A	NIL	On hand
At Call Deposits								
Municipal Cash at Bank	Cash and cash equivalents	1,056,008		1,056,008		Bankwest	0.00%	N/A
Reserves Fund Bank	Cash and cash equivalents	0	535,319	535,319		Bankwest	0.05%	N/A
Total		1,057,108	535,319	1,592,427	0			
Comprising								
Cash and cash equivalents		1,057,108	535,319	1,592,427	0			
		1,057,108	535,319	1,592,427	0			

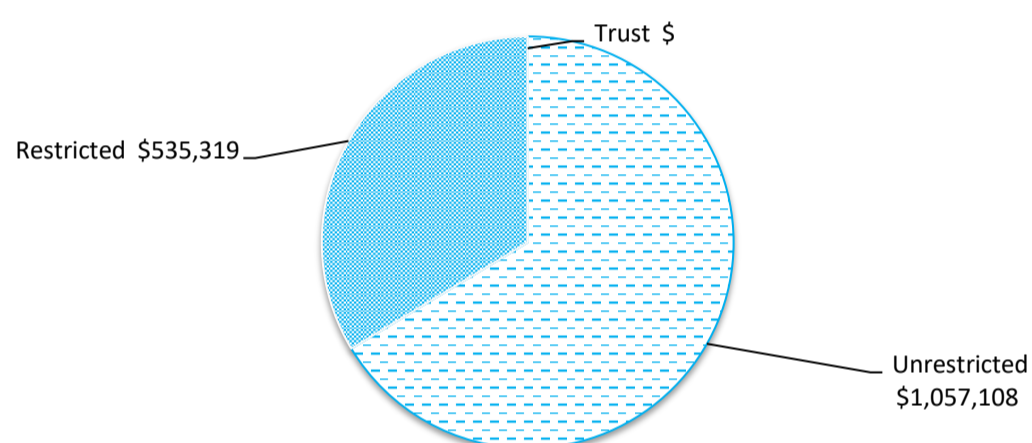
KEY INFORMATION

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 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

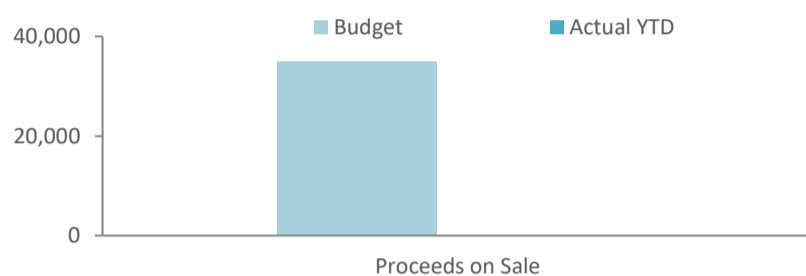
OPERATING ACTIVITIES
NOTE 4
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.137841	54	604,864	83,375	0	0	83,375	83,375.11	0	0	83,375
Special Use	0.156112	3	137,893	21,527	0	0	21,527	21,526.76	0	0	21,527
Rural Residential	0.092758	41	585,000	55,614	0	0	55,614	54,263.45	0	0	54,263
Industrial	0.078200	1	20,800	1,627	0	0	1,627	1,626.56	0	0	1,627
Unimproved value											
Rural/Mining	0.061600	133	16,220,900	999,207	0	0	999,207	999,207.44	0	0	999,207
Sub-Total		232	17,569,457	1,161,350	0	0	1,161,350	1,159,999.32	0	0	1,159,999
Minimum payment	Minimum \$										
Gross rental value											
Residential	1,204	26	49,544	31,304	0	0	31,304	31,304.00	0	0	31,304
Special Use	1,204	1	4,160	1,204	0	0	1,204	1,204.00	0	0	1,204
Rural Residential	1,204	64	416,680	78,260	0	0	78,260	77,056.00	0	0	77,056
Industrial	1,204	4	29,760	2,408	0	0	2,408	4,816.00	0	0	4,816
Unimproved value											
Rural Residential	1,204	79	9,582,000	95,116	0	0	95,116	95,116.00	1,862	0	96,978
Rural/Mining	1,204	6	165,037	7,224	0	0	7,224	7,224.00	0	0	7,224
Sub-total		180	10,247,181	215,516	0	0	215,516	216,720.00	1,862	0	218,582
		412	27,816,638	1,376,866	0	0	1,376,866	1,376,719.32	1,862	0	1,378,582
Discount							(49,000)				(42,093)
Amount from general rates							1,327,866				1,336,488
Rates Written Off							0				0
Ex-gratia rates	0.10224	1	35,600	3,639	0	0	3,639	3,639	0	0	3,639
Total general rates							1,331,505				1,340,127

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 2021 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.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
103	2019 Holden Trailblazer 4x4 LTZ2.8L (CEO) - 0.WD	32,667	33,000	333	0	0	0	0	0
407	Hustler Ride-on Mower	0	2,000	2,000	0	0	0	0	0
		32,667	35,000	2,333	0	0	0	0	0



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land held for resale - cost	200,000	200,000	0	0	0
Buildings	543,390	543,390	107,512	77,274	(30,238)
Furniture and equipment	21,000	21,000	0	6,523	6,523
Plant and equipment	127,800	127,800	3,330	0	(3,330)
Infrastructure - roads	1,479,454	1,479,454	443,793	217,200	(226,593)
Payments for Capital Acquisitions	2,371,644	2,371,644	554,635	300,996	(253,639)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,699,791	1,699,791	557,206	68,124	(489,082)
Borrowings	200,000	200,000	0	0	0
Other (disposals & C/Fwd)	35,000	35,000	0	0	0
Cash backed reserves					
Plant replacement reserve	54,000	54,000	0	0	0
Contribution - operations	382,853	382,853	(2,571)	232,873	235,444
Capital funding total	2,371,644	2,371,644	554,635	300,996	(253,639)

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.

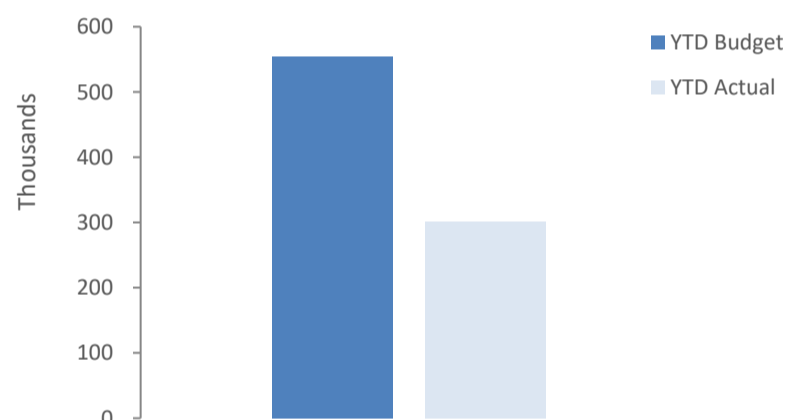
Initial recognition and measurement for assets held at cost

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.

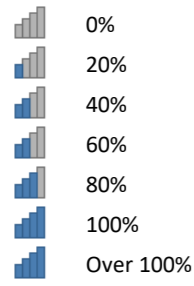
Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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



Capital expenditure total
Level of completion indicators



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	Balance Sheet Category	Account/Job Description	Adopted	Amended		YTD Actual	Variance (Under)/Over
				Budget	Budget	YTD Budget		
				\$	\$	\$	\$	\$
Land Held for Resale								
Other Property & Services								
E14761		511	Land Held for Resale - Industrial Estate & Lot 801	(200,000)	(200,000)	0	0	0
Total - Other Property & Services				(200,000)	(200,000)	0	0	0
Total - Land Held for Resale				(200,000)	(200,000)	0	0	0
Buildings								
Law, Order & Public Safety								
E05109		521	LGGS - Purchase Buildings	0	0	0	(28,407)	(28,407)
E05111		521	Fire Station - New Toilet and Change Room	(121,000)	(121,000)	(50,415)	(14,963)	35,452
Total - Law, Order & Public Safety				(121,000)	(121,000)	(50,415)	(43,370)	7,045
Recreation And Culture								
E11383	WCC231	521	Wandering Community Centre Construction - Water Tanks DWER	(57,010)	(57,010)	(17,100)	0	17,100
E11383	WCC232	521	Wandering Community Centre Construction - Access Ramp to Ov.	(40,000)	(40,000)	(39,997)	(33,904)	6,093
E11383	WCC233	521	Wandering Community Centre Construction - New Veranda Gran	(140,000)	(140,000)	0	0	0
E11383	WCC234	521	Wandering Community Centre Upgrade - Ktichen Upgrade Grant	(185,380)	(185,380)	0	0	0
Total - Recreation And Culture				(422,390)	(422,390)	(57,097)	(33,904)	23,193
Total - Buildings				(543,390)	(543,390)	(107,512)	(77,274)	30,238
Plant & Equipment								
Law, Order & Public Safety								
E05350		525	Purchase Plant & Equipment	(8,000)	(8,000)	(3,330)	0	3,330
Total - Law, Order & Public Safety				(8,000)	(8,000)	(3,330)	0	3,330
Transport								
E12360		525	Purchase Plant & Equipment	(119,800)	(119,800)	0	0	0
Total - Transport				(119,800)	(119,800)	0	0	0
Total - Plant & Equipment				(127,800)	(127,800)	(3,330)	0	3,330
Furniture & Equipment								
Governance								
E04116		523	Purchase Furniture & Equipment	(17,000)	(17,000)	0	(6,523)	(6,523)
Total - Governance				(17,000)	(17,000)	0	(6,523)	(6,523)
Other Property & Services								
E14560		523	Purchase Furniture & Equipment	(4,000)	(4,000)	0	0	0
Total - Other Property & Services				(4,000)	(4,000)	0	0	0
Total - Furniture & Equipment				(21,000)	(21,000)	0	(6,523)	(6,523)
Infrastructure - Roads								
Transport								
E12102	RRG221	541	York Williams Rd - Sealing - SLK18.43 - 19.43	0	0	0	(1,918)	(1,918)
E12102	RRG222	541	RRG - York Williams Rd - Gravel Resheeting - SLK 19.43 - 26.71	(152,472)	(152,472)	(45,739)	(1,020)	44,719
E12102	RRG223	541	RRG - Nth Bannister Wandering Rd - Culverts - SLK 7.53 - 8.2	0	0	0	(7,081)	(7,081)
E12102	RRG224	541	RRG - Nth Wandering Rd - Failures & Reseal - SLK 8.2 - 7.53	(136,274)	(136,274)	(40,880)	(12,511)	28,369
E12102	RRG231	541	RRG - York Williams Road- Bitumen Sealing - SLK 19.43 to 21.01	(331,578)	(331,578)	(99,470)	(148,279)	(48,809)
E12102	RRG233	541	RRG - Kubbine Road - Gravel Resheeting - SLK 0.0 -6.16	(172,001)	(172,001)	(51,597)	0	51,597
E12103	R2R231	541	R2R - Ferguson Way - two coat seal 10/7mm aggregate	(144,721)	(144,721)	(43,411)	0	43,411
E12103	R2R232	541	R2R - Wandering Pingelly Road , Bridge 0424A over Biberkine Bro	(273,163)	(273,163)	(81,945)	(33,852)	48,093
E12103	R2R233	541	R2R - Bannister Road - Selection culver widening	(23,315)	(23,315)	(6,990)	0	6,990
E12104	BS221	541	York Williams - Carabin Rd intersection	0	0	0	(12,540)	(12,540)
E12104	BS231	541	State Black Spot - Moramocking Rd - Fuller Rd Intersection	(79,500)	(79,500)	(23,846)	0	23,846
E12104	BS232	541	State Black Spot - Wandering Pingelly Rd SLK 9.54 - SLK 11.90 - St	(16,430)	(16,430)	(4,926)	0	4,926
E12105	WSFN231	541	North Bannister Wandering - Rd SLK 9.1 -22.0 - project developm	(40,000)	(40,000)	(11,997)	0	11,997
E12105	WSFN232	541	Wandering Narrogin Rd SLK 2.35 - 6.15 - project development fun	(10,000)	(10,000)	(2,996)	0	2,996
E12105	WSFN233	541	Wandering Pingelly Rd SLK 3.90 - 19.10 - project development fur	(100,000)	(100,000)	(29,996)	0	29,996
Total - Transport				(1,479,454)	(1,479,454)	(443,793)	(217,200)	226,593
Total - Infrastructure - Roads				(1,479,454)	(1,479,454)	(443,793)	(217,200)	226,593
Grand Total				(2,371,644)	(2,371,644)	(554,635)	(300,996)	253,639

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

FINANCING ACTIVITIES
NOTE 7
BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments			Principal Outstanding			Interest Repayments			
				Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Community amenities															
Industrial Estate Development	1		0	0	200,000	200,000	0	(18,665)	(18,665)	0	181,335	181,335	0	(2,970)	(2,970)
Total			0	0	200,000	200,000	0	(18,665)	(18,665)	0	181,335	181,335	0	(2,970)	(2,970)

All debenture repayments were financed by general purpose revenue.

New borrowings 2022-23

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Industrial Estate Development	0	200,000	WATC	Debenture	10	0	1.50	0	0	0
	0	200,000				0		0	0	0

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

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.

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	11,271	53	20	5,000	0	0	0	16,324	11,291
Land & building reserve	251,084	1,174	443	0	0	0	0	252,258	251,526
Plant replacement reserve	163,235	764	288	25,000	0	(54,000)	0	134,999	163,523
Office equipment reserve	40,004	187	71	0	0	0	0	40,191	40,075
Fuel facility reserve	68,782	322	121	16,000	0	0	0	85,104	68,904
WSFN Funding reserve	0	0	0	40,000	0	0	0	40,000	0
	534,377	2,500	943	86,000	0	(54,000)	0	568,877	535,319

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 9
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						0
			Opening Surplus(Deficit)			(100,020)	(100,020)
				0	0	(100,020)	(100,020)

13.2 Accounts for Payment November 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Alan Hart – Chief Executive Officer
Authorising Officer	Alan Hart – Chief Executive Officer
Date:	9 December 2022
Disclosure of Interest:	N/A
Attachments:	Payment Listing and Credit Card Statement – November 2022
Previous Reference:	Nil

Summary:

Council to note payments of accounts as presented.

Background:

The schedule of accounts is included as an attachment for Council information.

Comment:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

Consultation:

There has been no consultation.

Statutory Environment:

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be resented.

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Implications:

There are no strategic implications.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

**Shire of Wandering
Certificate of Expenditure – 30 November 2022**

This Schedule of Accounts to be passed for payment covering:

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers		\$295,461.27
Cheque		\$ 2,457.55
Direct Debits		\$ 29,674.15
	TOTAL	\$327,592.97

to the Municipal and Trust Accounts, totalling \$327,592.97 which were submitted to each member of the Council on 15 December 2022, have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

Alan Hart
Chief Executive Officer

Officer Recommendation:

That in accordance with section 13 of the Financial Management Regulations of the *Local Government Act 1995* and in accordance with delegation, payment of Municipal Fund vouchers, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$327,592.97 (attached) be noted as approved for payment and credit card statement be noted.

Moved: _____ Seconded: _____

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
12	23/11/2022	Department of Transport (bulk Billing)	Motor Vehicle Licences for 22-23 year	-	2,397.55
WD141	27/09/2022	Department of Transport (bulk Billing)	WD141 - 21 July 2022	263.65	
WD920	27/09/2022	Department of Transport (bulk Billing)	WD920 - 21 July 2022	82.85	
WD1003	27/09/2022	Department of Transport (bulk Billing)	WD1003 - 21 July 2022	24.85	
WD1056	27/09/2022	Department of Transport (bulk Billing)	WD1056 - 21 July 2022	24.85	
WD1098	27/09/2022	Department of Transport (bulk Billing)	WD1098 - 21 July 2022	24.85	
WD1142	27/09/2022	Department of Transport (bulk Billing)	WD1142 - 21 July 2022	24.85	
WD1152	27/09/2022	Department of Transport (bulk Billing)	WD1152 - 21 July 2022	24.85	
WD1169	27/09/2022	Department of Transport (bulk Billing)	WD1169 - 21 July 2022	24.85	
WD1182	27/09/2022	Department of Transport (bulk Billing)	WD1182 - 21 July 2022	24.85	
WD1183	27/09/2022	Department of Transport (bulk Billing)	WD1183 - 21 July 2022	24.85	
WD1827	27/09/2022	Department of Transport (bulk Billing)	WD1827 - 21 July 2022	82.85	
WD6	27/09/2022	Department of Transport (bulk Billing)	WD6 - 21 July 2022	406.70	
WD3018	27/09/2022	Department of Transport (bulk Billing)	WD3018 - 21 July 2022	146.30	
1TRH694	27/09/2022	Department of Transport (bulk Billing)	1TRH694 - 21 July 2022	56.95	
1TUE993	27/09/2022	Department of Transport (bulk Billing)	1TUE993 - 21 July 2022	108.00	
WD270	27/09/2022	Department of Transport (bulk Billing)	WD270 - 21 July 2022	82.85	
WD182	27/09/2022	Department of Transport (bulk Billing)	WD182 - 21 July 2022	263.65	
WD229	27/09/2022	Department of Transport (bulk Billing)	WD229 - 21 July 2022	82.85	
WD458	27/09/2022	Department of Transport (bulk Billing)	WD458 - 21 July 2022	406.70	
WD548	27/09/2022	Department of Transport (bulk Billing)	WD548 - 21 July 2022	24.85	
WD1151	27/09/2022	Department of Transport (bulk Billing)	WD1151 - 21 July 2022	24.85	
WD821	27/09/2022	Department of Transport (bulk Billing)	WD821 - 21 July 2022	82.85	
WD908	27/09/2022	Department of Transport (bulk Billing)	WD908 - 21 July 2022	82.85	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
13	21/11/2022	DOT Licencing	DOT Payments	-	507.86
14102022	14/10/2022	DOT Licencing	Transport WADO - Bank Statement WE14.10.22	124.56	
WADO20221012	14/10/2022	DOT Licencing	Transport WADO 14 Oct 2022	124.55	
WADO20221013	17/10/2022	DOT Licencing	Transport WADO 17 Oct 2022	258.75	
EFT7733	02/11/2022	AMPAC	Debt collections costs	-	1,154.60
88450	31/08/2022	AMPAC	Debt collections costs Aug 2022	310.20	
89082	15/09/2022	AMPAC	Debt collections costs Sept 2022	844.40	
EFT7734	02/11/2022	Altus Planning	Planning Consulting Fees	-	3,775.75
2927	01/09/2022	Altus Planning	AUG 2022	3,137.75	
2955	06/10/2022	Altus Planning	Town Planning Consultant Expenses GEN Sept 2022	638.00	
EFT7735	02/11/2022	Avon Waste	Domestic & commercial general waste services	-	4,244.43
51861	31/08/2022	Avon Waste	Domestic & commercial general waste services Aug 2022	4,244.43	
EFT7736	02/11/2022	BOC	Container Service Oxygen	-	167.73
5005841916	21/09/2022	BOC	Container Service Oxygen 29.7 - 28.8.2022	85.24	
5005871305	30/09/2022	BOC	Service Charge as at 27.9.2022	82.49	
EFT7737	02/11/2022	Best Office Systems	Copier Contract - Shire	-	556.20
606594	29/08/2022	Best Office Systems	Copier Contract - Shire B&W copies 20.7 - 20.8.2022	332.60	
607723	27/09/2022	Best Office Systems	Copier Contract - Shire B&W copies 20.8 - 20.9.2022	223.60	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7738	02/11/2022	Bob Waddell & Associates	Contract Financial Services	-	3,465.00
3006	19/09/2022	Bob Waddell & Associates	Set up templates for annual budget preparation and monthly finance reports as well as correct errors in finance system	1,691.25	
3031	03/10/2022	Bob Waddell & Associates	Assistace with budget upload & Sept montly Financial Statement	1,773.75	
EFT7739	02/11/2022	Business Beanies	Preparation of the Annual Financial Statements for the 2021-22 Financial Year	-	8,463.62
45	30/09/2022	Business Beanies	Preparation of the Annual Financial Statements for the 2021-22 Financial Year	8,463.62	
EFT7740	02/11/2022	Child Support Agency	Payroll deductions	-	258.88
DEDUCTION	12/10/2022	Child Support Agency	Payroll deductions	129.44	
DEDUCTION	26/10/2022	Child Support Agency	Payroll deductions	129.44	
EFT7741	02/11/2022	City of Kalamunda	Contract Building Services	-	270.50
33649	13/09/2022	City of Kalamunda	Report & Administion Cost as per 1/7 - 31/8/22	270.50	
EFT7742	02/11/2022	Fuel Distributors of WA	Fuel Purchases	-	57,981.66
63101216	19/09/2022	Fuel Distributors of WA	Fuel Purchases - Diesel GEN Sept 2022	57,981.66	
EFT7743	02/11/2022	Hadleigh Nominees Pty Ltd	Refund of Incorrect pament	-	3,520.00
01112022	01/11/2022	Hadleigh Nominees Pty Ltd	Hadeigh Nominees Pty Ltd - Funds transfered in Error	3,520.00	
EFT7744	02/11/2022	Kleenheat Gas	Cylinder service charge - Community Centre Sept 22	-	46.75
4459470	01/09/2022	Kleenheat Gas	Cylinder service charge - Community Centre Sept 22	46.75	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7745	02/11/2022	LG Best Practices	Creditors / Payroll Temporary Coverage	-	9,817.50
22017	01/09/2022	LG Best Practices	Creditors / Payroll Temporary Coverage Aug 2022	2,763.75	
22038	30/09/2022	LG Best Practices	Creditors / Payroll Temporary Coverage Sept 2022	7,053.75	
EFT7746	02/11/2022	Moore Australia	Staff Training	-	1,045.00
2978	08/08/2022	Moore Australia	Nuts and Bolts Finance Workshop- Finance\Customer Service Officer	1,045.00	
EFT7747	02/11/2022	Officeworks	Admin - Printing, Stationery & Postage	-	1,132.38
602393300	17/08/2022	Officeworks	Admin - Printing, Stationery & Postage	455.16	
602984667	20/09/2022	Officeworks	Admin - Printing, Stationery & Postage	677.22	
EFT7748	02/11/2022	Perfect Computer Solutions	Contract IT Services	-	11,033.50
27439	18/08/2022	Perfect Computer Solutions	Monthly IT maintenance Labour Aug 2022	732.50	
27447	30/08/2022	Perfect Computer Solutions	Migrate Office 2019 to Office 365	9,021.00	
27487	15/09/2022	Perfect Computer Solutions	Acer V247Y monitors for Works Manager	600.00	
27554	13/10/2022	Perfect Computer Solutions	Monthly IT maintenance Labour Oct 2022	680.00	
EFT7749	02/11/2022	Resonline	Room Manager-Caravan Park	-	242.00
147714	31/08/2022	Resonline	Aug - 2022 Room Manager Inv Montly Fee ref: 1185425	242.00	
EFT7750	02/11/2022	Shire of Wandering	Payroll deductions	-	1,265.00
DEDUCTION	26/10/2022	Shire of Wandering	Payroll deductions	1,265.00	
EFT7751	02/11/2022	Shire of Wandering Christmas Club	Payroll deductions	-	670.00
DEDUCTION	12/10/2022	Shire of Wandering Christmas Club	Payroll deductions	410.00	
DEDUCTION	26/10/2022	Shire of Wandering Christmas Club	Payroll deductions	260.00	
EFT7752	02/11/2022	Shire of Wandering Staff Lotto	Payroll deductions	-	130.00
DEDUCTION	12/10/2022	Shire of Wandering Staff Lotto	Payroll deductions	65.00	
DEDUCTION	26/10/2022	Shire of Wandering Staff Lotto	Payroll deductions	65.00	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7753	02/11/2022	WA Contract Ranger Services	Contract Ranger Service	-	1,254.00
4180	01/09/2022	WA Contract Ranger Services	Contract Ranger Service Labour & travel Aug 2022	731.50	
4249	06/10/2022	WA Contract Ranger Services	Contract Ranger Service Labour & travel Sept 2022	522.50	
EFT7754	02/11/2022	Wandering Productivity Group	Refund of Wandering Farm Productivity Group	-	3,622.59
13102022	13/10/2022	Wandering Productivity Group	Refund of Wandering Farm Productivity Group	3,622.59	
EFT7755	18/11/2022	Altus Planning	Planning services	-	6,385.50
2904	02/08/2022	Altus Planning	Planning service July 2022	2,395.25	
2904	02/08/2022	Altus Planning	Planning services Aug 2022	3,990.25	
EFT7756	18/11/2022	Best Office Systems	Copy contract 20.9 - 20.10.22	-	273.77
608740	24/10/2022	Best Office Systems	Copy contract 20.9 - 20.10.22	273.77	
EFT7757	18/11/2022	Boddington News	Bod News x 6 Coppies Edition 697	-	9.00
5/94	23/09/2022	Boddington News	Bod News x 6 Coppies Edition 697	9.00	
EFT7758	18/11/2022	Child Support Agency	Payroll deductions	-	129.44
DEDUCTION	09/11/2022	Child Support Agency	Payroll deductions	129.44	
EFT7759	18/11/2022	Kleenheat Gas	Cylinder service charge - Community Centre Oct 2022	-	93.50
756551	01/10/2022	Kleenheat Gas	Cylinder service charge - Community Centre Oct 2022	93.50	
EFT7760	18/11/2022	Lucy Home and Outdoor Art	Wandering Collective June & July 22	-	80.00
50	01/10/2022	Lucy Home and Outdoor Art	Wandering Collective June & July 22	80.00	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7761	18/11/2022	Marketforce	Advertising	-	2,153.08
44656	26/07/2022	Marketforce	Western Australian Differential Rates	587.40	
45406	28/09/2022	Marketforce	Casual Grader Driver / Plant Operator Advertisement August 2022	607.44	
45407	28/09/2022	Marketforce	Advertisement - Differential Rates - West Australian 17 September 2022	958.24	
EFT7762	18/11/2022	Maureen Mendoza Mertyn	Bond Refund 1 Dowsett	-	500.00
21092022	21/09/2022	Maureen Mendoza Mertyn	Bond Refund 1 Dowsett	500.00	
EFT7763	18/11/2022	Narrogin Pumps Solar & Spraying	LGGS Purchase Buildings GEN - Various	-	2,720.32
42901	01/09/2022	Narrogin Pumps Solar & Spraying	LGGS Purchase Buildings GEN - Various	2,720.32	
EFT7764	18/11/2022	Perfect Computer Solutions	Contract IT Services	-	1,912.50
27448	30/08/2022	Perfect Computer Solutions	IT Support August 2022	637.50	
27479	08/09/2022	Perfect Computer Solutions	IT Support - 5/9	255.00	
27500	15/09/2022	Perfect Computer Solutions	IT Support 7/9 - 12/9 - 13/9	595.00	
27516	23/09/2022	Perfect Computer Solutions	It Support 15-9 - 19/9 & 20/9	425.00	
EFT7765	18/11/2022	Quest Payment Systems	Monthly maintenance fee - Fual Facility	-	418.00
14854	20/09/2022	Quest Payment Systems	Monthly maintenance fee - Fual Facility 1/9 - 30/9/2022	418.00	
EFT7766	18/11/2022	Shire of Wandering Christmas Club	Payroll deductions	-	260.00
DEDUCTION	09/11/2022	Shire of Wandering Christmas Club	Payroll deductions	260.00	
EFT7767	18/11/2022	Shire of Wandering Staff Lotto	Payroll deductions	-	75.00
DEDUCTION	09/11/2022	Shire of Wandering Staff Lotto	Payroll deductions	75.00	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7768	18/11/2022	Startrack Express	Freight	-	441.14
6230528023008	17/08/2022	Startrack Express	Misc CHarge Albany 24 Aug 2022	5.11	
6230528023008	24/08/2022	Startrack Express	Late Payment Charges LPF_23008	5.11	
6230528023010	07/09/2022	Startrack Express	Late Charges LPF_23010	5.87	
6230528023013	28/09/2022	Startrack Express	Late charges Misc - Albany	5.18	
6230528023014	05/10/2022	Startrack Express	Late Payment Charges - Albany LPF_23014	5.19	
6230528023015	12/10/2022	Startrack Express	Road Express - NR Inn Zne - Rd Express	149.51	
6230528023016	19/10/2022	Startrack Express	Road & Street Signs Expenses GEN	259.97	
6230528023017	26/10/2022	Startrack Express	Late Payment Charges LPF_23017	5.20	
EFT7769	18/11/2022	Steer Fabrication	Plant Repairs	-	209.00
40	11/10/2022	Steer Fabrication	Repair slasher jockey wheel / Workshop Consumables	209.00	
EFT7770	18/11/2022	The West Australian	Advertising	-	440.00
4677016	06/10/2022	The West Australian	Bushfire Directory in Narrogin Observer	220.00	
10102700	06/10/2022	The West Australian	Bushfire Directory in Narrogin Observer	220.00	
EFT7771	18/11/2022	WA Contract Ranger Services	Contract Ranger Service	-	2,612.50
4297	24/10/2022	WA Contract Ranger Services	Contract Ranger Service Labour & travel Oct 2022	1,306.25	
4297	24/10/2022	WA Contract Ranger Services	Contract Ranger Service Labour & travel 10.10 - 11.10 & 17.10.22	1,306.25	
EFT7772	18/11/2022	WALGA	Staff Training	-	638.00
1030	29/07/2022	WALGA	Compliance, Evaluation and Contract Award-Works Manager	638.00	
EFT7773	18/11/2022	WD Auto Repairs	Plant Repairs	-	1,723.63
792	22/09/2022	WD Auto Repairs	Volvo Excavator service	1,723.63	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7774	18/11/2022	Wandering Dreams	Wandering Collective June & July 22	-	28.00
1	14/09/2022	Wandering Dreams	Wandering Collective June & July 22	28.00	
EFT7775	18/11/2022	Wandering Wheatbelt Wine Awards	Refund of cleaning bond	-	270.00
21092022	21/09/2022	Wandering Wheatbelt Wine Awards	Refund of cleaning bond	270.00	
EFT7776	21/11/2022	Jozef Majko	Rent 20 Down Street	-	1,862.73
99	08/09/2022	Jozef Majko	Water Usage 20 Down St 5 July - 7 Sept 2022	57.15	
DEDUCTION	12/10/2022	Jozef Majko	Payroll deductions	600.00	
134	21/10/2022	Jozef Majko	Water Usage 20 Down St 21 Sept - 19 Oct 2022	5.58	
DEDUCTION	26/10/2022	Jozef Majko	Payroll deductions	600.00	
DEDUCTION	09/11/2022	Jozef Majko	Payroll deductions	600.00	
EFT7777	23/11/2022	Benara Nurseries	Plants for community centre gardens	-	806.91
395831	10/10/2022	Benara Nurseries	Plants for community centre gardens	806.91	
EFT7778	23/11/2022	Best Office Systems	Photocopier Maintenance Contract	-	598.52
606425	01/09/2022	Best Office Systems	Period 20.7 - 20.8.22	333.85	
607817	28/09/2022	Best Office Systems	Period 20.8 - 20.9 .22	264.67	
EFT7779	23/11/2022	Brookton Plumbing	Maintenace of Septic System	-	1,590.00
6667	24/10/2022	Brookton Plumbing	Pump out tracking from 1920656 / Dumping Fees & traveling	1,590.00	
EFT7780	23/11/2022	Fuel Distributors of WA	Fuel Purchases for Fuel Depot	-	53,447.28
63101297	14/10/2022	Fuel Distributors of WA	Diesel ref del doc 559452	52,854.60	
427517	26/10/2022	Fuel Distributors of WA	ECOBBLUE 210L / LITHPLEX TAC	592.68	
EFT7781	23/11/2022	Regal Garden Supplies	Gardening Supplies	-	127.50
115630	17/10/2022	Regal Garden Supplies	2 cubes Soil	127.50	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7782	23/11/2022	Tanglefoot Winery	CRC Event Expenditure	-	575.00
2281	01/09/2022	Tanglefoot Winery	RUOK day catering	500.00	
22091	05/09/2022	Tanglefoot Winery	Adult Learners Week activity	75.00	
EFT7783	23/11/2022	Wandering Tavern	CRC Event Expenditure	-	425.00
21	08/09/2022	Wandering Tavern	Beverages for Cabaret Night	425.00	
EFT7784	29/11/2022	Australian Taxation Office	BAS Payments	-	100,031.00
JULY 2022	31/07/2022	Australian Taxation Office	BAS July 2022	21,063.00	
AUG 2022	31/08/2022	Australian Taxation Office	BAS AUG 2022	39,733.00	
SEPT 2022	30/09/2022	Australian Taxation Office	BAS SEPT 2022	18,341.00	
OCTOBER2022	31/10/2022	Australian Taxation Office	BAS OCTOBER 2022	20,894.00	
DD4053.6	01/11/2022	Pivotel	Satellite Sleeves Bushfire radios	-	60.00
3435943	15/10/2022	Pivotel	October 2022	60.00	
DD4077.1	09/11/2022	Aware Super	Payroll deductions	-	4,450.14
SUPER	09/11/2022	Aware Super	Superannuation contributions	3,656.78	
DEDUCTION	09/11/2022	Aware Super	Payroll deductions	793.36	
DD4077.2	09/11/2022	ANZ OnePath Masterfund	Superannuation contributions	-	302.42
DEDUCTION	09/11/2022	ANZ OnePath Masterfund	Payroll deductions	73.76	
SUPER	09/11/2022	ANZ OnePath Masterfund	Superannuation contributions	228.66	
DD4077.3	09/11/2022	Australian Super	Superannuation contributions	-	712.66
DEDUCTION	09/11/2022	Australian Super	Payroll deductions	150.78	
SUPER	09/11/2022	Australian Super	Superannuation contributions	561.88	
DD4077.4	09/11/2022	HostPlus Super Fund	Superannuation contributions	-	245.14
DEDUCTION	09/11/2022	HostPlus Super Fund	Payroll deductions	59.79	
SUPER	09/11/2022	HostPlus Super Fund	Superannuation contributions	185.35	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD4077.5	09/11/2022	MLC Masterkey	Superannuation contributions	-	44.18
DEDUCTION	09/11/2022	MLC Masterkey	Payroll deductions	22.09	
SUPER	09/11/2022	MLC Masterkey	Superannuation contributions	22.09	
DD4077.6	09/11/2022	Macquarie Super	Superannuation contributions	-	126.87
SUPER	09/11/2022	Macquarie Super	Superannuation contributions	126.87	
DD4077.7	09/11/2022	CBUS	Superannuation contributions	-	207.01
SUPER	09/11/2022	CBUS	Superannuation contributions	207.01	
DD4077.8	09/11/2022	Prime Super	Superannuation contributions	-	298.24
SUPER	09/11/2022	Prime Super	Superannuation contributions	298.24	
DD4077.9	09/11/2022	AMP Superannuation Savings Trust	Superannuation contributions	-	198.16
SUPER	09/11/2022	AMP Superannuation Savings Trust	Superannuation contributions	198.16	
DD4094.1	23/11/2022	Aware Super	Payroll deductions	-	4,455.15
SUPER	23/11/2022	Aware Super	Superannuation contributions	3,657.03	
DEDUCTION	23/11/2022	Aware Super	Payroll deductions	798.12	
DD4094.2	23/11/2022	ANZ OnePath Masterfund	Superannuation contributions	-	299.58
DEDUCTION	23/11/2022	ANZ OnePath Masterfund	Payroll deductions	73.07	
SUPER	23/11/2022	ANZ OnePath Masterfund	Superannuation contributions	226.51	
DD4094.3	23/11/2022	Australian Super	Superannuation contributions	-	618.19
DEDUCTION	23/11/2022	Australian Super	Payroll deductions	150.78	
SUPER	23/11/2022	Australian Super	Superannuation contributions	467.41	
DD4094.4	23/11/2022	HostPlus Super Fund	Superannuation contributions	-	249.36
DEDUCTION	23/11/2022	HostPlus Super Fund	Payroll deductions	60.82	
SUPER	23/11/2022	HostPlus Super Fund	Superannuation contributions	188.54	
DD4094.5	23/11/2022	MLC Masterkey	Superannuation contributions	-	227.52
DEDUCTION	23/11/2022	MLC Masterkey	Payroll deductions	44.18	
SUPER	23/11/2022	MLC Masterkey	Superannuation contributions	183.34	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD4094.6	23/11/2022	Macquarie Super	Superannuation contributions	-	107.78
SUPER	23/11/2022	Macquarie Super	Superannuation contributions	107.78	
DD4094.7	23/11/2022	CBUS	Superannuation contributions	-	229.84
SUPER	23/11/2022	CBUS	Superannuation contributions	229.84	
DD4094.8	23/11/2022	Prime Super	Superannuation contributions	-	298.24
SUPER	23/11/2022	Prime Super	Superannuation contributions	298.24	
DD4094.9	23/11/2022	AMP Superannuation Savings Trust	Superannuation contributions	-	198.16
SUPER	23/11/2022	AMP Superannuation Savings Trust	Superannuation contributions	198.16	
DD4107.1	01/11/2022	ClickSuper	Transaction fee Nov 2022	-	15.95
DD22090586	01/11/2022	ClickSuper	Transaction fee Nov 2022	15.95	
DD4107.2	02/11/2022	Pivotel	Satellite Sleeves Bushfire radios	-	60.00
02112022	02/11/2022	Pivotel	Satellite Sleeves Bushfire radios Nov 2022	60.00	
DD4107.3	04/11/2022	DOT Licencing	Department of Transport Payments	-	720.40
WADO04112022	04/11/2022	DOT Licencing	Department of Transport Payments	720.40	
DD4107.4	11/11/2022	DOT Licencing	Department of Transport Payments	-	5,674.15
WADO11112022	11/11/2022	DOT Licencing	Department of Transport Payments	5,674.15	
DD4107.5	18/11/2022	DOT Licencing	Department of Transport Payments	-	636.50
WADO18112022	18/11/2022	DOT Licencing	Department of Transport Payments	636.50	
DD4107.6	23/11/2022	DOT Licencing	Department of Transport Payments	-	1,214.15
WADO23112022	23/11/2022	DOT Licencing	Department of Transport Payments	1,214.15	
DD4107.7	22/11/2022	Synergy	Street lighting Expenses	-	764.53
2033679570	01/11/2022	Synergy	Street lighting Usage 25 Sept - 24 Oct 2022	764.53	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD4107.8	01/11/2022	Telstra	Telephone Account	-	1,007.77
4139733011-NOV22	18/10/2022	Telstra	Admin office, Harvest ban, Admin office, Fuel facility, CRC, Admin office, Admin office, CRC, CRC, Admin office, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, Fuel Facility, Fuel Facility, Fuel Facility, CRC Internet Connection, Office Internet Connection, Phone plan, Rounding, CEO MOBILE, Administration Office, Internet - 13 Dunmall Dr	1,007.77	
DD4107.9	15/11/2022	Bankwest	Credit Card	-	2,961.54
15OCT-15NOV2022	15/11/2022	Bankwest	Credit Card Payment 15 Oct - 15 Nov 2022	2,961.54	
DD4109.1	22/11/2022	Water Corporation	Water Use	-	643.15
65	08/11/2022	Water Corporation	5 Dunmall - Usage 7 Sept - 7 Nov 2022	146.40	
114	08/11/2022	Water Corporation	13 Dunmall Dr Wandering Usage 7 Sept - 7 Nov 2022	248.01	
135	08/11/2022	Water Corporation	1 Dowsett St Usage 7 Sept - 7 Nov 2022	67.04	
64	08/11/2022	Water Corporation	19 Humes Way Wandering Usage 7 Sept - 7 Nov 2022	118.47	
151	08/11/2022	Water Corporation	14 Down St Wandering Usage 7 Sept - 7 Nov 2022	63.23	
DD4122.1	21/11/2022	Telstra	Tims Messaging	-	0.80
311 07NOV 2022	07/11/2022	Telstra	Tims Messaging Service 7 Nov - 06 Dec 2022	0.80	
DD4122.2	28/11/2022	ClickSuper	Transaction fee	-	11.00
DD22101335	28/11/2022	ClickSuper	Transaction fee Nov 2022	11.00	

Shire of Wandering
List of Accounts for Payments for November 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD4122.3	29/11/2022	Water Corporation	Water Use	-	1,328.57
130	08/11/2022	Water Corporation	Community Centre Water use 7 Sept -7 Nov 2022	296.48	
122	08/11/2022	Water Corporation	Caravan Park Water Use 07 Sept - 7 Nov 2022	276.90	
29112022	08/11/2022	Water Corporation	Administration building Water use 7 Sept - 7 Nov 2022	251.73	
29112022	09/11/2022	Water Corporation	Public Conveniences Use - 07 Sept - 7 Nov 2022	201.38	
29112022	09/11/2022	Water Corporation	Public Conveniences Service Charges 07 Sept - 07 Nov 2022	302.08	
DD4122.4	30/11/2022	DOT Licencing	Department of Transport Payments	-	1,307.00
WADO30112022	30/11/2022	DOT Licencing	Department of Transport Payments	1,307.00	
1000112	02/11/2022	Pivotel	Satellite Sleeves Bushfire radios - Oct 2022	-	60.00
3435943	15/10/2022	Pivotel	Satellite Sleeves Bushfire radios - Oct 2022	60.00	
			Total	-	327,592.97

Credit Card Breakdown - 15 October - 15 November 2022			
Date	Supplier	Description	Amount
15/10/2022	Good Guys	Sunbeam Kettle - Admin	\$ 59.00
17/10/2022	Boddington Hardware	PowerBoard / Extension leads x3	\$ 45.50
17/10/2022	IGA Boddington	Big Lighter Utly mega	\$ 20.00
17/10/2022	The Cheesecake Shop	Councillor Refreshments OCM	\$ 104.85
19/10/2022	Swan Pools	20 KG Pool Salt-13 Dunmall Drive	\$ 21.80
19/10/2022	Officeworks	Headsets/ cables/ Monitors - Revenue Officer	\$ 771.96
01/11/2022	Kolor Kode Filing Systems	Aloha Tabs & No Tabs - Filing Systems	\$ 120.45
01/11/2022	Pet Tags Aust	Cat/Dog Shire Tags 2023 Blue/ 2024 Red/2025 Green	\$ 202.07
01/11/2022	Aussie Broadband	Broadband Administration	\$ 79.00
01/11/2022	KMART	CRC Event Childrens Week Activity	\$ 226.00
03/11/2022	Coles Online	CRC Event Childrens Week Activity	\$ 52.22
03/11/2022	Coles Online	CRC Event Childrens Week Activity Café	\$ 284.47
03/11/2022	IGA Boddington	Councillor Refreshments OCM	\$ 25.75
03/11/2022	IGA Boddington	Councillor Refreshments OCM	\$ 67.49
04/11/2022	SEEK	Staff Recruitment Costs	\$ 357.50
06/11/2022	Metro Jurien Bay	Fuel OWD	\$ 85.34
07/11/2022	Adobe	Acrobat Subscription	\$ 426.87
10/11/2022	IGA Boddington	Batteries	\$ 10.35
	Bankwest	Bank Fee	\$ 0.92
		TOTAL	\$ 2,961.54

14 Planning and Technical Services

14.1 LIA – Stage Subdivision Energisation

File Reference:	10.106.10604 - GR485
Location:	Wandering Light Industrial Estate
Applicant:	Shire of Wandering
Author:	Barry Gibbs – Special Projects Officer
Authorising Officer	Alan Hart, CEO
Date:	7 December 2022
Disclosure of Interest:	Nil
Attachments:	Five attachments (including two of commercial confidentiality)
Previous Reference:	Item 10.1 - Wandering Industrial Estate – 20 August 2020

Summary:

Council to consider the quotation for the subdivision energisation for the proposed Stage 2 expansion of the Wandering Light Industrial Estate.

Background:

The Shire and Council have been working on the proposed expansion of the Wandering Industrial Estate since 2019. Specifically, to rezone Lot 9001 from 'Rural' to 'Industrial' zone to allow for the development of six (6) new industrial lots.

For this subdivision to progress condition 5 of the Western Australian Planning Commission states: *Arrangements being made with a licenced electricity network operator for the provision of an underground electricity distribution system that can supply electricity to each lot shown on the approved plan of subdivision. (Western Power).*

Comment:

This quotation also includes street lighting for the whole Light Industrial Area (LIA), so to comply with Australian Standards for Street Lighting AS/NZS 1158 Part 1.1. This will give all land owners equal quality of street lighting within the estate.

Consultation:

Alan Hart – CEO
Brad Ellett - UPD

Statutory Environment:

Part 5 of the Planning and Development Act 2005

Policy Implications:

Nil

Financial Implications:

The cost to accept the subdivision energisation \$50,452.22 payable by 28 February 2023 with the remaining \$32,643.74 payable prior to energisation of the new power and street light system.

It is understood an allowance has been set in the Shire's budget for the 2022/23 financial year to cover costs associated with progressing project.

Strategic Implications:

Improve the Economic Growth of our Community

Our Goals	Our Strategies
Facilitate Increased Business Opportunities	<ul style="list-style-type: none">• Support Business Development and facilitate opportunities for startup and growth.• Ensure our planning framework and environment supports nimble decision making and gives confidence to developers• Ensure our procurement policies support local business and help generate local employment• Develop the remainder of the industrial area by 2020

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** This project will enable the Shire of Wandering to expand its LIA and grow economic development within the community.
- **Social:** There are no known significant social considerations.

Risk Implications:

The risks that Council must consider are:

- Funding the development cost for the LIA Stage 2 expansion.
- The ability to finance for the expansion including sourcing external funding.
- Ability to recover the cost from the sale of the six lots.
- The market demand for these rural light industrial properties.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council agree to the progress stage two expansion of the Wandering Light Industrial Area and accept the Subdivision Energisation quotation from Western Power.

Moved: _____ Seconded: _____



Your Ref : bm21130

Brook And Marsh Pty Ltd
PO Box 91
GOSNELLS WA 6990

**Approval Subject To Condition(s)
Freehold (Green Title) Subdivision**

Application No : 160957

Planning and Development Act 2005

Applicant	:	Brook And Marsh Pty Ltd PO Box 91 GOSNELLS WA 6990
Owner	:	Shire of Wandering 22 Watts Street WANDERING WA 6308
Application Receipt	:	16 June 2021

Lot Number	:	9001
Diagram / Plan	:	75227
Location	:	-
C/T Volume/Folio	:	2823/591
Street Address	:	Lot 9001 Ferguson Way, Wandering
Local Government	:	Shire of Wandering

The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with the plan date-stamped **16 June 2021** once the condition(s) set out have been fulfilled.

This decision is valid for **four years** from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by **20 August 2025** or this approval no longer will remain valid.

Reconsideration - 28 days

Under section 151(1) of the *Planning and Development Act 2005*, the applicant/owner may, within 28 days from the date of this decision, make a written request to the WAPC to reconsider any condition(s) imposed in its decision. One of the matters to which the WAPC will have regard in reconsideration of its decision is whether there is compelling evidence by way of additional information or justification from the applicant/owner to warrant a reconsideration of the decision. A request for reconsideration is to be submitted to the WAPC on a Form 3A with appropriate fees. An application for reconsideration may be submitted to the WAPC prior to submission of an application for review. Form 3A and a schedule of fees are available on the WAPC website: <http://www.dplh.wa.gov.au>

Right to apply for a review - 28 days

Should the applicant/owner be aggrieved by this decision, there is a right to apply for a review under Part 14 section 251 of the *Planning and Development Act 2005*. The application for review must be submitted in accordance with part 2 of the *State Administrative Tribunal Rules 2004* and should be lodged within 28 days of the date of this decision to: the State Administrative Tribunal, Level 6, State Administrative Tribunal Building, 565 Hay Street, PERTH, WA 6000. It is recommended that you contact the tribunal for further details: telephone 9219 3111 or go to its website: <http://www.sat.justice.wa.gov.au>

Deposited plan

The deposited plan is to be submitted to the Western Australian Land Information Authority (Landgate) for certification. Once certified, Landgate will forward it to the WAPC. In addition, the applicant/owner is responsible for submission of a Form 1C with appropriate fees to the WAPC requesting endorsement of the deposited plan. A copy of the deposited plan with confirmation of submission to Landgate is to be submitted with all required written advice confirming compliance with any condition(s) from the nominated agency/authority or local government. Form 1C and a schedule of fees are available on the WAPC website: <http://www.dplh.wa.gov.au>

Condition(s)

The WAPC is prepared to endorse a deposited plan in accordance with the plan submitted once the condition(s) set out have been fulfilled.

The condition(s) of this approval are to be fulfilled to the satisfaction of the WAPC.

The condition(s) must be fulfilled before submission of a copy of the deposited plan for endorsement.

The agency/authority or local government noted in brackets at the end of the condition(s) identify the body responsible for providing written advice confirming that the WAPC's requirement(s) outlined in the condition(s) have been fulfilled. The written advice of the agency/authority or local government is to be obtained by the applicant/owner. When the written advice of each identified agency/authority or local government has been obtained, it should be submitted to the WAPC with a Form 1C and appropriate fees and a copy of the

deposited plan.

If there is no agency/authority or local government noted in brackets at the end of the condition(s), a written request for confirmation that the requirement(s) outlined in the condition(s) have been fulfilled should be submitted to the WAPC, prior to lodgement of the deposited plan for endorsement.

Prior to the commencement of any subdivision works or the implementation of any condition(s) in any other way, the applicant/owner is to liaise with the nominated agency/authority or local government on the requirement(s) it considers necessary to fulfil the condition(s).

The applicant/owner is to make reasonable enquiry to the nominated agency/authority or local government to obtain confirmation that the requirement(s) of the condition(s) have been fulfilled. This may include the provision of supplementary information. In the event that the nominated agency/authority or local government will not provide its written confirmation following reasonable enquiry, the applicant/owner then may approach the WAPC for confirmation that the condition(s) have been fulfilled.

In approaching the WAPC, the applicant/owner is to provide all necessary information, including proof of reasonable enquiry to the nominated agency/authority or local government.

The condition(s) of this approval, with accompanying advice, are:

CONDITIONS:

1. The plan of subdivision is to be modified as depicted on the attached plan dated 1 June 2021 (REV. 02) (**Attachment A**) to the satisfaction of the Western Australian Planning Commission. (Local Government)
2. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road connected by a constructed road to the local road system and such roads are constructed and drained at the landowner/applicant's cost.

As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)

3. A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).

The notification is to state as follows:

"This lot is not connected to a reticulated potable water supply. An alternative water supply may be required for development on this lot." (Local Government)

4. A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificates of title of the proposed lots. Notice of this notification is to be included on the diagram or plan of survey (deposited plan).

The notification is to state as follows:

"A reticulated sewerage service is not available to the lots. As such, an on-site treatment and disposal system for sewage will be required. Therefore, the developable area of the lot may be reduced." (Local Government)

5. Arrangements being made with a licensed electricity network operator for the provision of an underground electricity distribution system that can supply electricity to each lot shown on the approved plan of subdivision. (Western Power)
6. The transfer of land as a Crown reserve free of cost to Western Power for the provision of electricity supply infrastructure. (Western Power)

ADVICE:

1. The landowner/applicant and the local government are advised to refer to the Institute of Public Works Engineering Australia Local Government Guidelines for Subdivisional Development (current edition). The guidelines set out the minimum best practice requirements recommended for subdivision construction and granting clearance of engineering conditions imposed.
2. In regard to Condition 2, the landowner/applicant is advised that the road reserves, including the constructed carriageways and truncations are to be generally consistent with the approved (modified) plan of subdivision.
3. In regard to Condition 5, Western Power provides only one point of electricity supply per freehold (green title) lot.
4. The size and location of sewage disposal areas are to be consistent with Government Sewerage Policy. Best practice is provided in *Australian/New Zealand Standard 1547 On-site domestic sewage management*.



Ms Sam Fagan
Secretary
Western Australian Planning Commission
20 August 2021
Enquiries : Timothy Leishman (Ph 6551 9069)

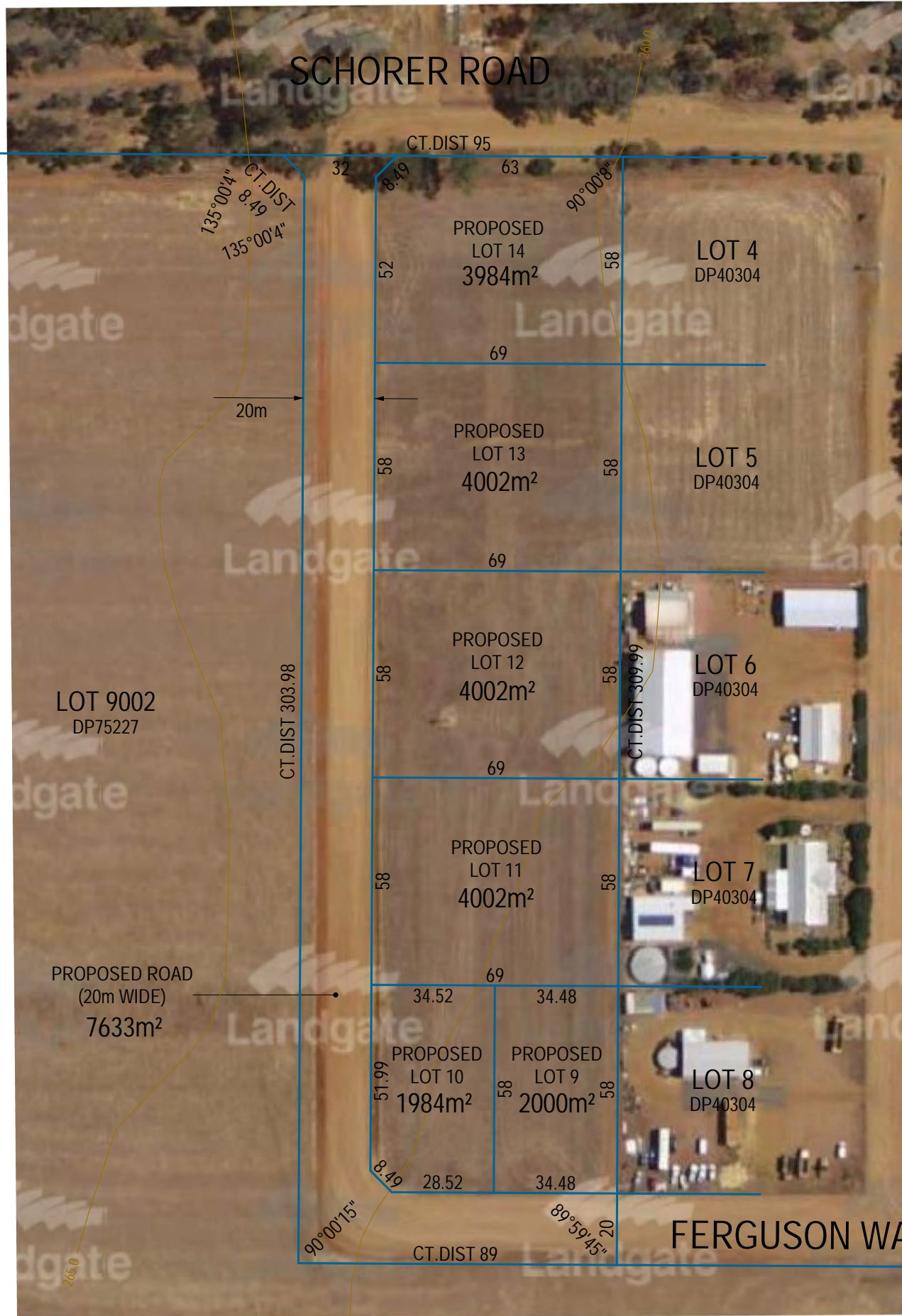
SUBDIVISION DETAIL

LOT 9001 ON DP75227: 2.7607ha
 TOTAL SUBDIVISION AREA: 2.7607ha
 PROPOSED LOT 9: 2000m²
 PROPOSED LOT 10: 1984m²
 PROPOSED LOT 11: 4002m²
 PROPOSED LOT 12: 4002m²
 PROPOSED LOT 13: 4002m²
 PROPOSED LOT 14: 3984m²
 PROPOSED ROAD: 7633m²
 TOTAL PROPOSED AREA: 2.7607ha
 No. OF EXISTING LOTS: 1
 No. OF PROPOSED LOTS: 6
 ALL AREAS & DISTANCES ARE SUBJECT TO SURVEY.



DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
16-Jun-2021	160957

6382650.00 6382650.00



6382500.00 6382500.00

6382350.00 6382350.00

469900.00 469950.00

01	02/06/21	LOT LAYOUT AMENDED
REV	DATE	REVISION DETAILS



P.O BOX 91 GOSNELLS 6990
 admin@brookandmarsh.com.au

DRAWN	JOB NUMBER
M.E.	21130
SURVEYED	DATE
--	01/06/2021
CONTOUR INTERVAL	SCALE
5.00	1:1500
DATUM	CO-ORD SYS.
A.H.D.	MGA94

SUBDIVISION APPLICATION
FREEHOLD (GREENTITLE) SUBDIVISION
 LOT 9001 ON DP75227
 FERGUSON WAY, WANDERING
 SHEET 1 of 1

CLIENT
 SHIRE OF WANDERING

REV.
01

DRAWING FILE. 21130-Subdivision Application-REV01 - Drawing001

A3

SUBDIVISION DETAIL

LOT 9001 ON DP75227: 2.7607ha
 TOTAL SUBDIVISION AREA: 2.7607ha
 PROPOSED LOT 9: 2500m²
 PROPOSED LOT 10: 2500m²
 PROPOSED LOT 11: 2986m²
 PROPOSED LOT 12: 4002m²
 PROPOSED LOT 13: 4002m²
 PROPOSED LOT 14: 3984m²
 PROPOSED ROAD: 7633m²
 TOTAL PROPOSED AREA: 2.7607ha
 No. OF EXISTING LOTS: 1
 No. OF PROPOSED LOTS: 6
 ALL AREAS & DISTANCES ARE SUBJECT TO SURVEY.



DEPARTMENT OF PLANNING, LANDS AND HERITAGE	
DATE	FILE
01-Jun-2021	160957

6382650.00 6382650.00



6382500.00 6382500.00

6382350.00 6382350.00

469800.00 469800.00 469950.00 469950.00

02	28/07/21	LOTS 9 AND 10 ADJUSTED TO MIN. AREAS
01	02/06/21	LOT LAYOUT AMENDED
REV	DATE	REVISION DETAILS



P.O BOX 91 GOSNELLS 6990
 admin@brookandmarsh.com.au

DRAWN	JOB NUMBER
M.E.	21130
SURVEYED	DATE
--	01/06/2021
CONTOUR INTERVAL	SCALE
5.00	1:1500
DATUM	CO-ORD SYS.
A.H.D.	MGA94

SUBDIVISION APPLICATION
FREEHOLD (GREENTITLE) SUBDIVISION
 LOT 9001 ON DP75227
 FERGUSON WAY, WANDERING
 SHEET 1 of 1

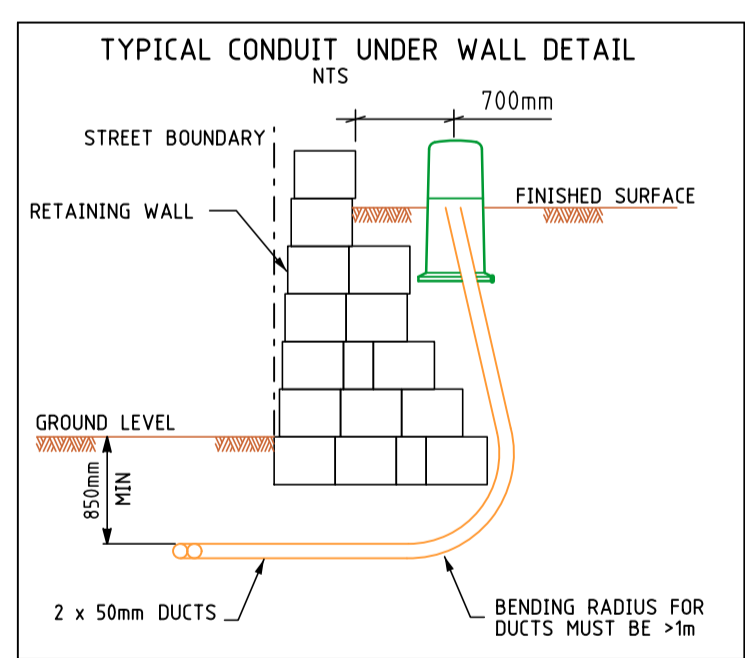
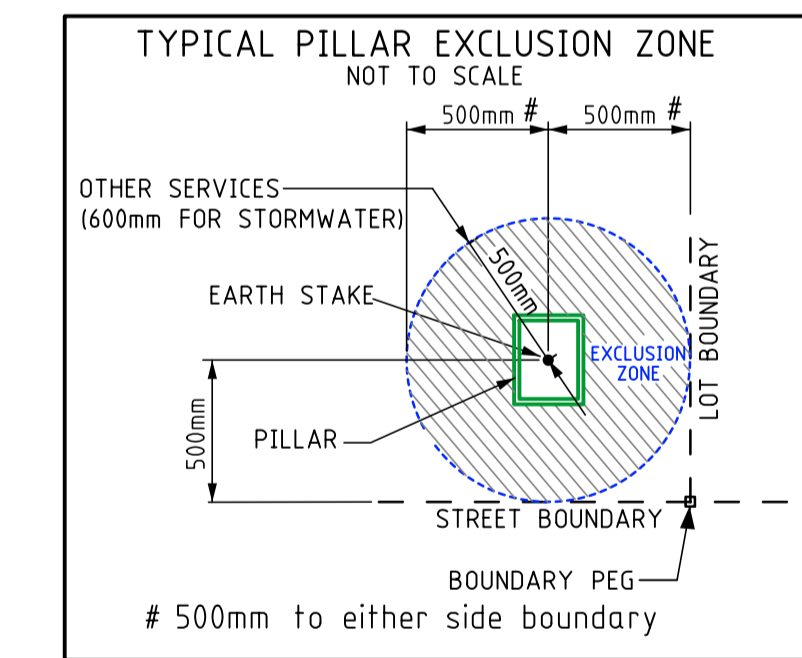
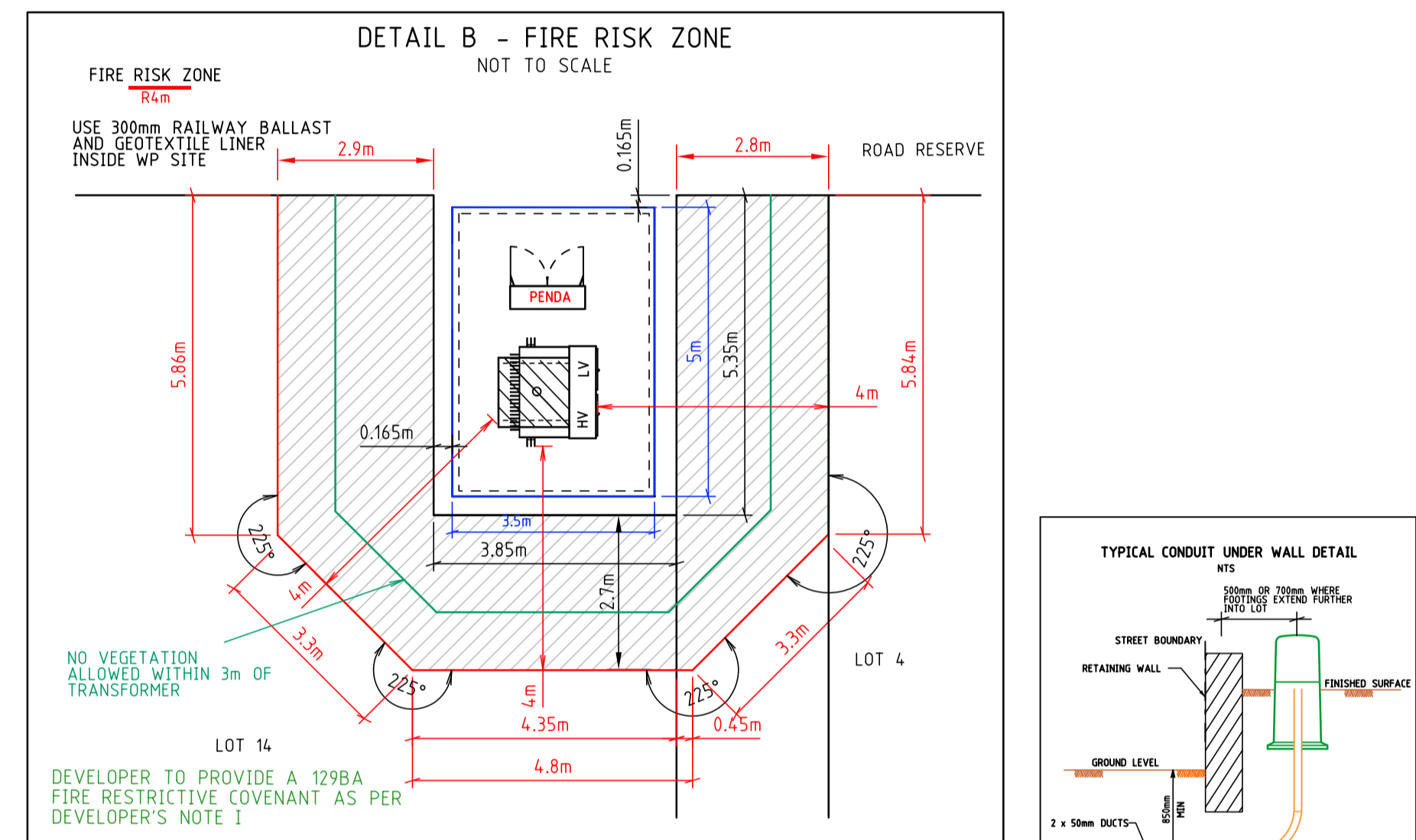
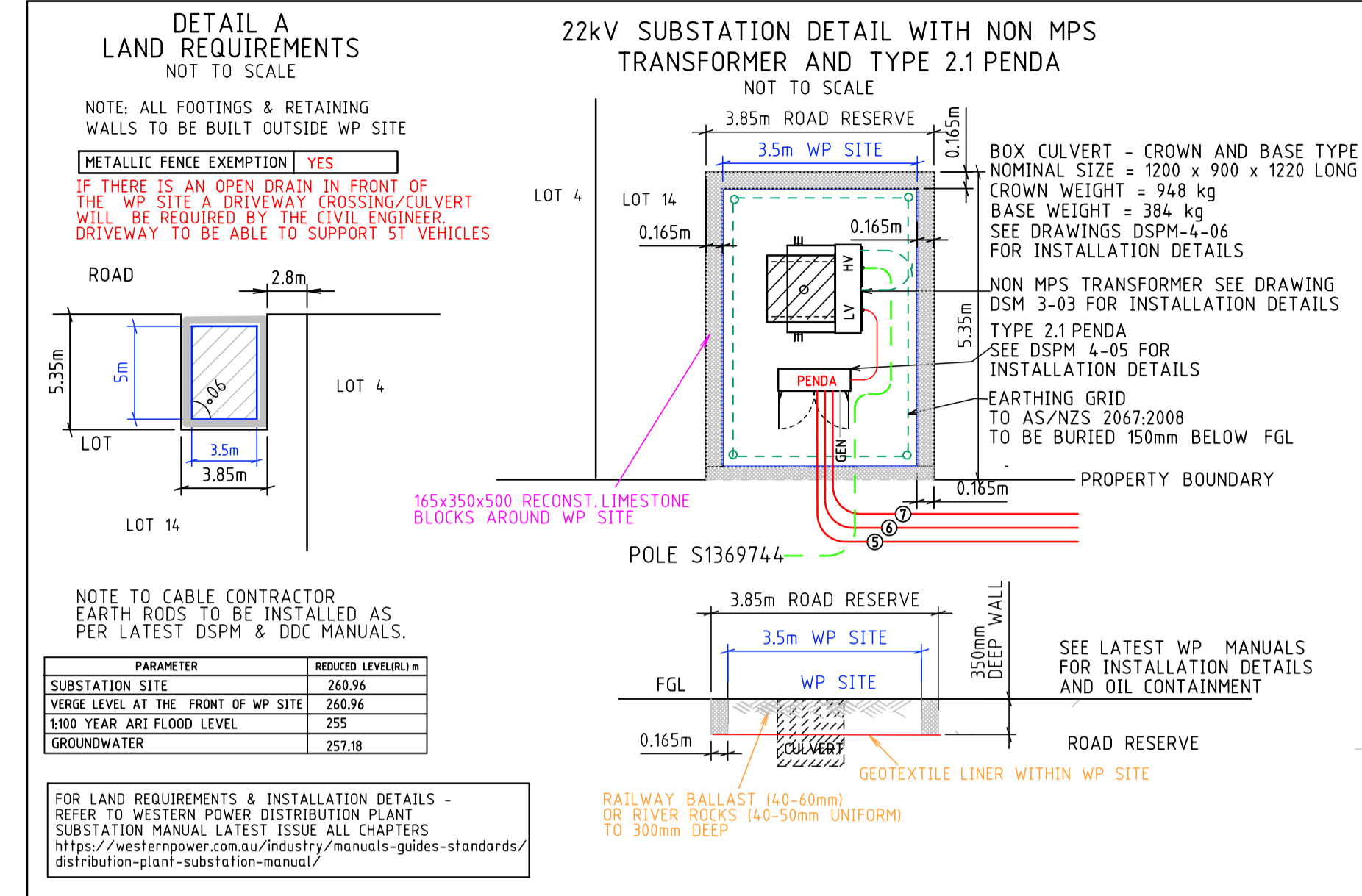
CLIENT
 SHIRE OF WANDERING

REV.
02

DRAWING FILE. 21130-Subdivision Application-REV02 - Drawing001

A3

SAFETY - MAKE IT YOUR PRIMARY VALUE

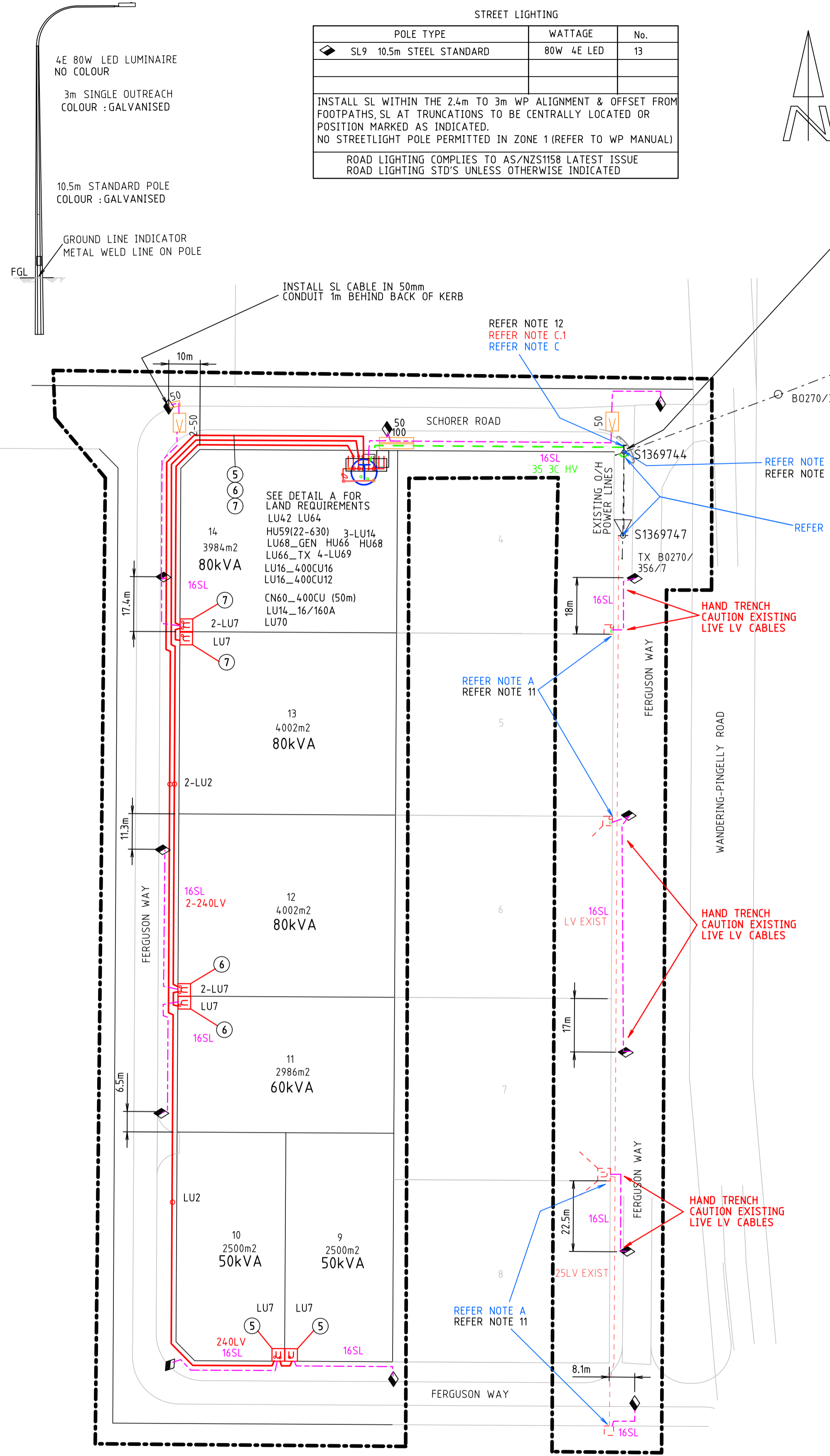


TRANSFORMER SPECIFICATIONS AND LOCATION	FUSEWAY NO.	CIRCUIT NO.	FUSE AMPS	CABLE mm²	CIRCUIT NAME	VOLT DROP	AMPS	TOTAL AMPS @20kVA/ha
TX LOT 14 630kVA/22kV (827A)	1	1	315	240	VACANT	-	-	614
	2	2	315	240	VACANT	-	-	
	3	3	315	240	SPARE	-	-	
	4	4	315	240	VACANT	-	-	
	5	5	315	240	UNI LOT 10	11.69	174	
	6	6	315	240	UNI LOT 12	10.11	244	
	7	7	315	240	UNI LOT 14	5.95	279	
	8	8	LU68		ERG			
	9	9	2000A LINKS	2X400mm Cu PER Ph	TX LV CABLES			
	10	10						

REV	DESCRIPTION	DATE	DRAWN	CHKD	SENT WP	DCR WP
3	ISSUED FOR CONSTRUCTION	2-11-22	SBE	BE		
2	REVISED AS PER WESTERN POWER COMMENTS	1-9-22	RS	BE	5-9-22	1-11-22
1	ISSUED FOR WESTERN POWER DCR	7-4-22	RF	BE	8-4-22	

GEO REFERENCE 32° 41' 39"S, 116° 40' 48"E

THIS DRAWING IS THE PROPERTY OF UPD PTY LTD. UNAUTHORISED USE OR COPYING OF THIS DRAWING IS PROHIBITED.



LEGEND

SCHEME BOD. ---

RETAINING WALL ---

RESTRICTED ZONE ---

EASEMENT ---

HV CABLES

CN53 - 400mm2 (3X1c) ---

CN4 - 240mm2 (3X1c) ---

CN48 - 185mm2 (3X1c) ---

CN50 - 95mm2 (3X1c) ---

CN51 - 50mm2 (3X1c) ---

CN51 - 50mm2 (1c) ---

CN46 - 35mm2 (3X1c) ---

CN47 - 35mm2 (1c) ---

EXISTING HV CABLES (SIZE AND TYPE INDICATED) ---

LV-SL CABLES

CN45 - 240mm2 (1x3c) ---

CN44 - 95mm2 (1x3c) ---

CN43 - 120mm2 (1x3c) ---

CN42 - 25mm2 (1x3c) ---

CN41 - 16mm2 SL (1c) ---

40 C PILEOT ---

EXISTING LV CABLES (SIZE AND TYPE INDICATED) ---

STREET LIGHTS

EXISTING

12W CFL ---

80W HV ---

150W HPS ---

250W HPS ---

250W HPS AERODROME ---

4 LED ---

70W MH ---

150W MH ---

250W MH ---

250W HPS AERODROME ---

4 LED ---

7E LED ---

7E LED ---

4E LED ---

4E LED ---

4E LED ---

4E LED ---

LEGEND DEFINES TYPE & WATTAGE - NOT COLOUR

PILLARS / PITS / ETC

MINI (WORKING END) ---

UNIVERSAL ---

MINI ---

LINK ---

CABLE MARKER U/G ---

CONDUIT / POLY PIPE ---

Serviced Uncleared De-energised Lot

TRANSFORMER EXISTING SWITCHGEAR

EXISTING ---

NEW ---

AERIAL CONDUCTORS AND POLES

NEW POLE (ANY TYPE AS INDICATED) ---

EXISTING POLE (ANY TYPE AS INDICATED) ---

HV LV ---

EXISTING AERIAL CONDUCTORS (SIZE AND TYPE INDICATED) ---

REFER TO 2 LAYER TRENCH DETAILS OR TRENCHES WITH CONDUIT

DEEPEDED WALL FOOTINGS REQUIRED

NOTES:

1. DRAWING & CONSTRUCTION OF THIS PROJECT TO BE READ & BUILT IN CONJUNCTION WITH WESTERN POWER'S LATEST UDS MANUAL, WA DISTRIBUTION CONNECTION MANUAL & DISTRIBUTION DESIGN CATALOGUE. CIVIL CONTRACTOR & CABLE CONTRACTOR TO ADVISE UPD & CONTRACT SUPERINTENDENT OF ANY CONSTRUCTION ISSUES THAT DON'T COMPLY TO WP REQUIREMENTS FOR INSTALLATION OF WP EQUIPMENT

2. UPD TEXT FILES ARE TO BE USED AS A GUIDE ONLY ORDERING OF MATERIALS ARE THE RESPONSIBILITY OF THE CONTRACTOR FOR THE SUCCESSFUL COMPLETION OF THE PROJECT

3. CABLE CONTRACTOR TO INSTALL ALL CABLES & DUCTS IN ACCORDANCE WITH THE LATEST UDS MANUAL SECTION 5. CABLES TO BE INSTALLED IN CONDUIT ALONG RETAINING WALLS CONDUIT TO EXTEND 2M PAST END OF WALL, ONE CABLE PER CONDUIT SIZED TO SUIT. CONDUITS TO BE INSTALLED ALONG ALL WALLS WHETHER THEY ARE SHOWN ON DRAWING OR NOT. CABLE MARKERS ARE TO BE INSTALLED WHEN CABLE IS OFF STANDARD WP ALIGNMENT EACH MARKER IS TO BE VISIBLE FROM THE NEXT WITH A MAXIMUM SPACING BETWEEN MARKERS OF 150m. CONTRACTOR TO SUPPLY & INSTALL 63mm HD CONDUIT WITH DRAW ROPE FOR BATTLE AXE LOT METER LOCATION & CONSUMER MAINS TO END OF DRIVEWAY & ACROSS DRIVEWAY TO COMPLY WITH THE LATEST ISSUE OF WADCM

4. CONDUITS TO BE INSTALLED UNDER/ THROUGH ALL WALLS FOR CABLES FROM ROAD RESERVES TO WP PILLARS, ALONG WITH CONDUIT WITH DRAW ROPE FOR CONSUMERS MAINS CABLE FOR ADJOINING LOTS THROUGH SIDE LOT WALLS. SERVICE CABLES TO BE JOINTED BEFORE RETAINING WALLS COMPLETED. SLABS ARE NOT REQUIRED IF CABLES ARE IN CONDUIT. SEE LEGEND ABOVE FOR CONDUIT SIZE

5. STREET LIGHTS TO BE INSTALLED CLEAR OF FOOTPATHS, PRAM RAMP & ALL SERVICES WITHIN THE 2.4m to 3m ALIGNMENT. THE 2.7m ALIGNMENT IS PREFERABLE. FINAL POSITIONS TO BE DETERMINED ON SITE & MARKED UP ON AS CONSTRUCTED PLAN

6. SL POLE TO BE POSITIONED IN LINE WITH LOT BOUNDARY, WHEN DUCT CROSSING TO SAME BOUNDARY AS SL POLE TO BE INSTALLED. DUCTS TO BE OFFSET BY MINIMUM 300mm TO ALLOW FOR SL POLE OFFSET DISTANCE TO BE SHOWN ON AS CONSTRUCTED PLAN

7. CIVIL ENGINEER & CIVIL CONTRACTOR TO ENSURE THERE ARE NO OTHER SERVICES IN THE WP 2.7m ALIGNMENT. CONTRACTOR TO ADVISE UPD/ CIVIL ENGINEER OF ANY CLASHES.

8. NO OTHER UTILITY SERVICES SHALL PASS THROUGH OR BE LOCATED WITHIN THE SERVICE PILLAR EXCLUSION ZONE AS DEFINED IN AS/NZS 3000:2007 TABLE 3.7. REFER UDS MANUAL SECTION 5.3.5.2. ALL PILLARS TO BE INSTALLED 0.3m ABOVE 100 YEAR FLOOD LEVEL

9. CABLE CONTRACTOR TO ARRANGE WITH UPD ONLY TO COMPLETE AS CONSTRUCTED DWG FOR ELECTRONIC SUBMISSION TO WP. THIS DRAWING REMAINS THE PROPERTY OF UPD P/L. NO UNAUTHORISED REVISIONS PERMITTED. CABLE CONTRACTOR TO SUPPLY A LETTER OF COMPLIANCE TO SECTION 6.2.2.7 & 6.2.2.8 OF THE LATEST UDS MANUAL WHEN SENDING TO UPD SUBMISSION TO WP

10. IF ACID SOILS ARE PRESENT, CLEAN NEUTRAL BACK FILL IS TO BE USED AROUND THE CABLES.

11. CABLE CONTRACTOR TO CAP & BURY/COIL HV/LV/SL CABLES & LEAVE SUFFICIENT CABLE FOR WP TO JOINT/TERMINATE TO EXIST

12. CONTRACTOR TO INSTALL METAL CRASH BARRIER AROUND POLE AND OUTRIGGER STAY

WP SCOPE OF WORKS

A). WP TO CARRY OUT CABLE TERMINATION INCLUDING EXCAVATION & BACKFILLING WITH SAND TO A SUITABLE SAFE LEVEL. WP TO SUPPLY ALL MATERIALS

B). WP TO RELOCATE EXISTING DOF ON POLE S1369744 TO POLE S1369747 TO ENSURE PROTECTION FOR EACH TRANSFORMER

C). WP TO REMOVE EXISTING STAY FROM NEW ROAD AND INSTALL NEW OUTRIGGER STAY AS REQUIRED

CIVIL CONTRACTOR NOTES:

C1. CIVIL CONTRACTOR NOT TO BUILD ROAD AROUND EXISTING STAY WIRE AND KEEP THE STAY WIRE PROTECTED.

WP WILL REMOVE STAY AT END OF CONSTRUCTION AFTER HAND OVER THEN CIVIL CONTRACTOR TO FINISH OFF ROAD IN THAT AREA

DEVELOPERS NOTES

I. DEVELOPER TO PROVIDE A 1298A RESTRICTIVE COVENANT BURDENING PROPOSED LOT/S AROUND THE SUBSTATION SITE FOR FIRE PROTECTION CLEARANCE REQUIREMENTS TO FUTURE BUILDINGS AS PER UNDERGROUND DISTRIBUTION SCHEMES MANUAL CLAUSE 5.3.18.1. CONTACT THE WESTERN POWER PROPERTY SPECIALIST VIA EMAIL AT CONVEYANCING@WESTERNPOWER.COM.AU TO ARRANGE PREPARATION OF REQUIRED DOCUMENTATION. REFER FIRE RISK ZONE DETAIL

CONTRACTORS TO NOTE

DRAWING & CONSTRUCTION OF THIS PROJECT TO BE READ & BUILT IN CONJUNCTION WITH WESTERN POWER'S LATEST UDS MANUAL, WA DISTRIBUTION CONNECTION MANUAL & DISTRIBUTION DESIGN CATALOGUE.

CIVIL CONTRACTOR & CABLE CONTRACTOR TO ADVISE UPD & CONTRACT SUPERINTENDENT OF ANY CONSTRUCTION ISSUES THAT DON'T COMPLY TO WP REQUIREMENTS FOR INSTALLATION OF EQUIPMENT

WARNING

ALL WORKS IN THE VICINITY (WV) OF EXISTING WESTERN POWER ASSETS ARE TO BE UNDERTAKEN IN ACCORDANCE WITH OCCUPATIONAL SAFETY AND HEALTH (OSH) AND WORK SAFE REQUIREMENTS AS PER WORKING NEAR ELECTRICITY SECTION OF THE WESTERN POWER WEB SITE.

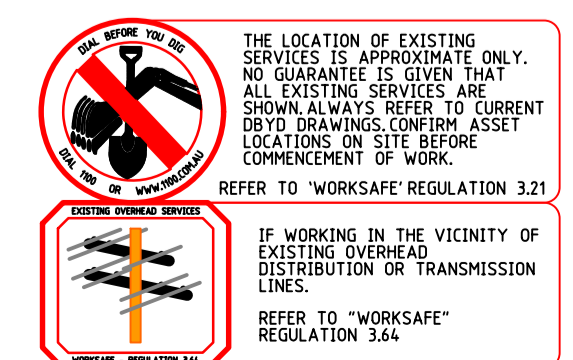
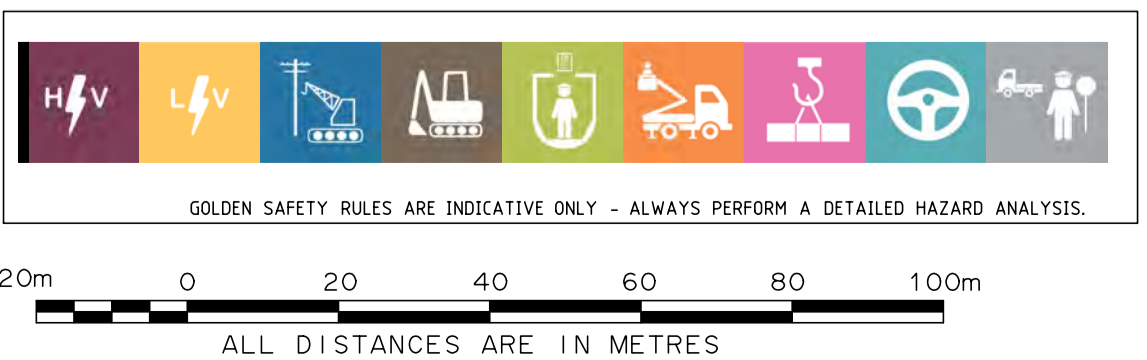
ALL DESIGN ENQUIRIES IN THE VICINITY OF TRANSMISSION LINES, PLEASE CONTACT Transmission.Relocations@westernpower.com.au.

INSTRUCTION TO CONSTRUCTION CREWS

IT IS A REQUIREMENT OF WESTERN POWER THAT ALL EXISTING CABLE SIZES ARE CONFIRMED ON SITE TO ENSURE THAT ALL FITTINGS ARE OF THE APPROPRIATE SIZE AND ARE INSTALLED CORRECTLY IN ACCORDANCE TO THE DISTRIBUTION CONNECTION STANDARDS HANDBOOK.

CONTRACTORS TO REFER TO THE WHOLE OF DRAWING INCLUDING NOTES, DETAILS AND ALL SHEETS.

ALL WORKS ON EXISTING WESTERN POWER ASSETS ARE TO BE UNDERTAKEN BY WESTERN POWER



FERGUSON WAY WANDERING WAY UNDERGROUND POWER DISTRIBUTION

6 COMMERCIAL LOTS

DESIGNER: BE DRAWN: NER ENGINEER RF SCALE: 1:1000

Western Power Reference No: S5011884 Drawing No: UPD9461

WAPC No: 160957

TEL: (08) 9212 8777 EMAIL: team@upd.com.au

UPD Underground Power Development Pty. Ltd. Suite 4, 47 Havelock Street WEST PERTH WA 6005 ABN 53 094 593 067

Revision: 3

15. Elected Members Motions of Which Previous Notice Has Been Given

16. New Business or Urgent Business Introduced by Decision of the Meeting

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

16.1 Elected Members

16.2 Officers

17. Matters Behind Closed Doors

18. Closure of Meeting

The Presiding Member to declare the meeting closed.