

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308
 Ph: 08 9884 1056
 www.wandering.wa.gov.au



Appointment/Authorisation No: 6		FOI Act 1992 – Internal Review Officer	
DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
	<i>Freedom of Information Act 1992 – s41</i>		
Conditions			

APPOINTMENT

Pursuant to s41 *Freedom of Information Act 1992* the Chief Executive Officer is designated Internal Review Officer

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 7 FOI Act 1992 - Information Coordinator & Principal Decision Maker

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Executive Manager Technical Services
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Freedom of Information Act 1992 – s11, 12, 100</i>		LEGAL (SUBSIDIARY):	
Conditions			

APPOINTMENT

1. The Executive Manager Technical Services is appointed as the Freedom of Information Coordinator to undertake the duties and functions associated with the lodgement and collation of an application for information in accordance with s11, 12, of the *Freedom of Information Act 1992*
2. In accordance with s100 of the *Freedom of Information Act 1992* the Principal Decision Maker is the Chief Executive Officer or an employee directed by the Chief Executive Officer to undertake the duties and functions. The Chief Executive Officer has determined that the Executive Manger Technical Services will be the Principal Decision Maker.

REVIEW REQUIREMENTS

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Appointment/Authorisation No 8 Local Government Act 1995 - Authorised Person – Legal Proceedings, Infringements and Enforcements

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Local Government Act 1995 - s9.10(1), (2); s9.11; s9.13; s9.16; s9.17; s9.19; s9.20; s9.24</i>		LEGAL (SUBSIDIARY):	
Conditions	<i>Appointed Authorised Persons are to hold a Certificate of Appointment in accordance with s9.10(2).</i>		

APPOINTMENT

The Chief Executive Officer is appointed an authorised person for the purposes of s9.10(1), 9.11, 9.13, 9.16, 9.17, 9.19, 9.20 and 9.24 of the *Local Government Act 1995*.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 9		Public Health Act 2016 – Appointment of Authorised Officers	
DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Contract Environmental Health Officer
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Public Health Act 2016</i> <i>Health (Miscellaneous Provisions) Act 1911</i>		LEGAL (SUBSIDIARY):	
Conditions	<p><i>A list of all officers designated as authorised officers must be kept and maintained in accordance with S27 of the Public Health Act 2016.</i></p> <p><i>Each person who is designed as an authorised officer must be issued with certificate of authority as an authorised officer in accordance with S30 of the Public Health Act 2016.</i></p>		

APPOINTMENT

1. The Chief Executive Officer and Contract Environmental Health Officer are appointed as an authorised officer under s24 of the *Public Health Act 2016*.
2. Pursuant to s26 *Health (Miscellaneous Provisions) Act 1911* the Chief Executive Officer and Contract Environmental Health Officer, are appointed as Authorised Persons under the Health Local Law.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 10 Public Interest Disclosure Act 2003 - Public Interest Disclosure Officer

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
	<i>Public Interest Disclosure Act 2003 – s23(1)(a)</i>		
Conditions			

APPOINTMENT

Pursuant to s23(1)(a) *Public Interest Disclosure Act 2003* the Principal Executive Officer (Chief Executive Officer) designates the occupant of a specified position within the authority as the person responsible for receiving disclosures of public interest information.

The Chief Executive Officer of the Shire of Wandering is designated accordingly.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 11 Rates and Charges (Rebates and Deferments) Regulation Act 1992 - Review Officer and Determination Officer

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Finance Officer
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Rates and Charges (Rebates and Deferments) Regulation Act 1992 – s12; s13; s32</i>		LEGAL (SUBSIDIARY):	
Conditions			

APPOINTMENT

1. The Chief Executive Officer is the Pensioner Rates Review Officer, as defined by the Act.
2. The Finance Officer is the Pensioner Rates Determination Officer as defined by the Act.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 12 Health (Asbestos) Regulations 1992 - Authorised Officers

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Executive Manager Technical Services
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Health (Asbestos) Regulations 1992 Pt 2 Criminal Procedure Act 2004</i>		LEGAL (SUBSIDIARY):	
Conditions	<i>The approved officer cannot be appointed as an authorised officer. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].</i>		

APPOINTMENT

1. The Executive Manager Technical Services be authorised pursuant to the *Health (Asbestos) Regulations 1992* for the issuing of infringement notices.
2. The Chief Executive Officer be appointed as an Approved Officer pursuant to the *Health (Asbestos) Regulations 1992* and the *Criminal Procedure Act 2004* for the withdrawal or extension to a period to pay an infringement notice.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 13 Bush Fires Act – Issue of Infringement and Prosecution

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Bush Fires Act 1954 – s59(1), (3); s59A(2)</i>		LEGAL (SUBSIDIARY):	
Conditions	<p><i>Only the Chief Executive Officer may institute legal proceedings.</i></p> <p><i>Only the Chief Executive Officer or the Shire President may withdraw infringement notices pursuant to s59A (3) Bush Fires Act 1954 and r4 Bush Fires (Infringements) Regulations 1958.</i></p>		

APPOINTMENT

The Chief Executive Officer is authorised to issue infringement notices under s59(1), (3) and s59A (2) of *Bush Fires Act 1954*.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 14 Environmental Protection Act 1986 - Referral of Proposals

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
<i>Environmental Protection Act 1986 – s38</i>			
Conditions	<i>Only the Chief Executive Officer may institute legal proceedings.</i>		

APPOINTMENT

Pursuant to s38 of the *Environmental Protection Act 1986* the Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 15 Equal Employment Opportunity Management Plans

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
<i>Equal Employment Opportunity Act 1984 –s145</i>			
Conditions			

APPOINTMENT

The Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 *Equal Employment Opportunity Act 1984*.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 16 Liquor Control Act 1988 – Various			
DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
	<i>Liquor Control Act 1988 – s39; s40; s61(1)(d), (2); s69(7), (8)</i>		
Conditions	<p><i>The Chief Executive Officer cannot recommend approval or refusal for first time applications for Extended Trading Permits to the relevant State Government authority. Such applications must be considered and determined by the Council.</i></p> <p><i>The Chief Executive Officer may recommend approval or refusal for subsequent applications.</i></p>		

APPOINTMENT

1. Pursuant to s39 (Health), s40 (Planning) *Liquor Control Act 1988* the Chief Executive Officer is authorised to issue Certificates for grant, change or removal of liquor licences.
2. Pursuant to s61(1)(d), (2) *Liquor Control Act 1988* the Chief Executive Officer is authorised to provide comment and make recommendations on Applications for Extended Trading Permits.
3. Pursuant to s69(7), (8) of the *Liquor Control Act 1988* the Chief Executive Officer is authorised to intervene in Applications.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 17		Litter Act 1979 – Authorised Officers	
DATE ADOPTED:	15/08/2019	APPOINTEE:	All council members, CEO and all employees
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Litter Act 1978 – s26(1)(c)(i), (ii)</i>		LEGAL (SUBSIDIARY):	
Conditions	<i>Council members and Employees appointed under s26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c).</i>		

APPOINTMENT

s26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 18 Litter Act 1979 – Withdrawal of Infringement Notices

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Shire President
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Litter Act 1978 – s30(4a)</i>		LEGAL (SUBSIDIARY):	
Conditions	<i>Council members and Employees appointed under s26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c).</i>		

APPOINTMENT

Pursuant to s30(4a) *Litter Act 1979* the Chief Executive Officer is authorised to withdraw infringement notices.

If the Chief Executive Officer has issued the relevant infringement notice, the Shire President is authorised to withdraw such a notice.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 19		Building Act 2011 – General Duties	
DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
<i>Building Act 2011</i>			
Conditions			

APPOINTMENT

The Chief Executive Officer is authorised to undertake duties pursuant to the *Building Act 2011* and is an Authorised Person for all relevant purposes under the Act

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

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Appointment/Authorisation No: 20 Cat Act 2011 – Authorised persons

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Shire Administration Officers Contract Ranger
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Cat Act 2011 – s9; s10; s11; s12; s13; s26; s27; s37; s38; s39; s40; s48; s49; s62; s63; s64.,</i>		LEGAL (SUBSIDIARY): <i>Cat Act 2011 – s45</i>	
Conditions	<i>In accordance with s48(5) each authorised person appointed below, must have a certificate stating the employee is an authorised person for the purpose of this Act. Pursuant to s48(2) only an employee of the Shire can be appointed under s62.</i>		

APPOINTMENT

Pursuant to s45 of the *Cat Act 2011* the following employees are appointed:

1. Chief Executive Officer is a Registration Officer and Authorised Person for all purposes of the *Cat Act 2011*.
2. All Shire Administration Officers as Registration Officers to perform the functions for Registration related matters in accordance with s9, 10, 11, 12, 13 of the *Cat Act 2011*.
3. The Contract Ranger as an Authorised Person for the purposes of s48, 49, 62, 63 of the *Cat Act 2011*.

REVIEW REQUIREMENTS

At least once every financial year.

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Appointment/Authorisation No: 21		Dog Act 1976 – Authorised Persons	
DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Contract Ranger Shire Administration Officers
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT):	LEGAL (SUBSIDIARY):		
<i>Dog Act 1976 – s12A; s14; s29; s38; s39; s43; s47; s12A; s14; s16(2); s16(3A); s16(3); s16(3C); s16(6); s26; s33E; s33F; s33G; s33H; s39; s43A;</i>	<i>Cat Act 2011 – s45</i>		
Conditions	<i>Must comply with relevant policies Cannot delegate authority to commence enforcement proceedings at S44 of the Dog Act 1976.</i>		

APPOINTMENT

- The Chief Executive Officer and Contract Ranger as Authorised Persons, and to exercise delegations under the following sections of the Dog Act 1976:
 - s12A Entry to premises;
 - s14 Registration;
 - s29 Power to seize dogs;
 - s33G Seizure and destruction;
 - s38 Nuisance dogs;
 - s39 Dogs causing injury or damage may be destroyed;
 - s43A Name and address to be supplied for an offence; and
 - s47 Recovery of veterinary service expenses.
- The Chief Executive Officer and Contract Ranger to undertake the powers of an authorised person under the Dog Act 1976 and the Dog Regulations 2013 for all sections not mentioned in 1 above or 3 below.
- The Chief Executive Officer and Contract Ranger as a specifically Authorised Persons:
 - s33E Dangerous dogs;
 - s33F Dangerous dogs;
 - s33G Dangerous dogs;
 - s33H Dangerous dogs;
 - s39 Dogs causing injury or damage may be destroyed; and
 - s43A Name and address to be supplied for an offence.
- The Chief Executive Officer, Contract Ranger, and Shire Administration Officers as Registration Officers under the following sections of the Dog Act 1976:

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s14 Register of dogs; and

s16(2),16(3A), s16(3), s16(3c), s16(6) Registration.

REVIEW REQUIREMENTS

At least once every financial year.

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Appointment/Authorisation No: 22 Fines, Penalties and Infringements Notices Enforcement Act 1994 – Appointments

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>s13 Fines Penalties and Infringement Notices Enforcement Act 1994.</i>		LEGAL (SUBSIDIARY): <i>Cat Act 2011 – s45</i>	
Conditions	<p><i>For the purposes of this Part, the Registrar may approve a prosecuting authority as a prosecuting authority to which this Part applies.</i></p> <p><i>The Registrar is not to approve a prosecuting authority unless the authority gives the Registrar written notice of those officers of the authority that are designated as prosecuting officers for the purposes of and in accordance with sections 16 and 22.</i></p>		

APPOINTMENT

The Chief Executive Officer is authorised to provide written notice to the Registrar designating those officers that are prosecution officers for the purposes of sections 16 and 22 of the Fines, Penalties and Infringement Notices Enforcement Act 1994.s33H

REVIEW REQUIREMENTS

At least once every financial year.

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Appointment/Authorisation No: 23 Food Act - Authorised Persons			
DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Contract EHO
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Food Act 2008 – s38; s56; s62; s65; s66; s67; s110; s112; s122; s125; s126</i>		LEGAL (SUBSIDIARY): <i>Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations</i>	
Conditions	<i>Copies of all decisions made are to be retained on the appropriate file or record</i>		

APPOINTMENT

Pursuant to s118 of the Food Act 2008 the Council:

- Appoints the Chief Executive Officer and Contract Environmental Health Officer, as Authorised Persons and to undertake duties and functions in relation to:
 - s38 Powers of Authorised Officers;
 - s.54 Cost of destruction or disposal of forfeited item
 - s62 Grounds for servicing Notices;
 - s65 Prohibition Orders;
 - s110 Registration of food premises;
 - s112 Food businesses – conditions and cancellations.;
 - s122 Authorised officers;
 - s.125 Institution of proceedings
 - s126 Infringement Notices.
 - s.65(1) Prohibition orders
 - s66, 67 Requests for re-inspection.
- Appoints the Chief Executive Officer as an Authorised Person to undertake duties and functions in relation to:
 - s125 Instituting proceedings and
 - s126(13) The Chief Executive Officer is to be the Designated Officer.

REVIEW REQUIREMENTS

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Appointment/Authorisation No: 24 Graffiti Vandalism Act 2016 – Authorised Persons

DATE ADOPTED:	15/08/2019	APPOINTEE:	CEO Executive Manager Technical Services
DATE LAST REVIEWED:	16/09/2021	SUB-DELEGATED:	NA
POLICY REFERENCE:		SUB-DELEGATED TO:	NA
LEGAL (PARENT): <i>Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016].</i>		LEGAL (SUBSIDIARY):	
Conditions	<i>Cannot determine Objections or Suspension of effect in relation to Notice issued by the employee - s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice Must comply with relevant Council Policies</i>		

APPOINTMENT

The Chief Executive Officer is appointed an Authorised Person to deal with Objections and Suspension of effects of Notices and for all other relevant purposes under the Act

The Chief Executive Officer appoints the Executive Manager Technical Services as authorised person for the other purposes of the Graffiti Vandalism Act 2016, which prescribes Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016] and to have all the powers and duties of Chief Executive Officer, except as otherwise provided.

REVIEW REQUIREMENTS

Although these Appointments are not required to be reviewed annually, Council has determined that they will be reviewed at least once every financial year.

12.4 Complaints Management Policy

File Reference:	04.041.04111
Location:	N/A
Applicant:	N/A
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	31 August 2022
Disclosure of Interest:	Nil
Attachments:	Draft Policy 84 Complaints Management Policy
Previous Reference:	Nil

Summary:

For Council to consider adopting the attached Complaints Management Policy.

Background:

It was identified in the recent interim audit that the Shire does not currently have a policy detailing how we manage complaints. We do have a Customer Service Charter detailing what a complaint is and how we will deal with one if made.

Comment:

Effective complaint handling is fundamental to the provision of a quality service but responding to complainants can be complex, challenging, and does not always suit a 'one size fits all' approach.

Consultation:

Elected Members
Chief Executive Officer

Statutory Environment:

Nil.

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

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:

Complaints are an important way of monitoring and mitigating any risks. If the Shire lacks a proactive approach to resolving complaints, we risk complainants remaining aggrieved.

Voting Requirements:

Simple Majority

**060922 Moved: Cr G Hansen Seconded: Cr G Parsons
Recommendation and Council Decision:**

That Council adopts Draft Policy 84 as attached.

Carried 6/0

POLICY TYPE:	POLICY NO: 84
DATE ADOPTED:	DATE LAST REVIEWED:
LEGAL (PARENT): <i>Local Government Act 1995</i>	LEGAL (SUBSIDIARY):
DELEGATION OF AUTHORITY APPLICABLE:	DELEGATION NO.

ADOPTED POLICY	
TITLE:	Complaints Management
OBJECTIVE:	To provide the highest level of service to the Shire of Wandering's customers and establish a framework to guide the Shire in its management and handling of complaints.

The Shire of Wandering (the 'Shire') is committed to managing complaints in a consistent and unbiased manner that complies with Australian Standard Guidelines and the WA Ombudsman thus ensuring an open and responsive complaints handling process.

This policy applies to all Elected Members, staff and contractors of the Shire that receive and manage customer feedback relating to products and services delivered by or on behalf of the Shire.

For the purposes of this policy, the following is not classified as a complaint:

- Requests for Shire services;
- Requests for information or explanations of policies, procedures or decisions of Council
- Reports of damaged or faulty infrastructure (eg damaged footpath, potholes in road);
- Reports of hazards;
- Reports concerning neighbours or neighbouring property (ie noise or unauthorised building works);
- Issues over twelve months old; or
- The lodging of an appeal in accordance with policy or procedure.

DEFINITIONS

Complaint: The Australian Standard for Complaints Management (ISO 10002:2014) defines a complaint as any "Expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required".

Malicious Complaint: A complaint made for the purpose of hurting another person (their career, their reputation or their livelihood).

Frivolous Complaint: A complaint that has no serious purpose or value. It may have little merit and be trivial; investigating would be out of proportion to the seriousness of the issue complained about.

Vexatious Complaint: A complaint that is not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance.

POLICY STATEMENT

The Shire recognises that customers have a right to expect that principles of efficiency, effectiveness, fairness, impartiality and responsiveness will underpin service delivery. When customers believe that their expectations have not been met, they have the right to expect that the Shire will deal with their concerns in a professional, respectful, satisfactory and timely manner.

The Shire welcomes customer service complaints as a form of feedback, and will use this feedback to:

- 1) Provide opportunities for system and process improvement;
- 2) Provide equitable redress to the customer for poor service or processes; and
- 3) Provide an opportunity to actively resolve service complaints and reduce the incidence of recurring complaints.

COMPLAINTS HANDLING

The Shire will endeavour to resolve issues that are the subject of complaints at the first point of contact or within a reasonable timeframe. Complaints may be lodged with the Shire in the following ways:

- In writing;
- By telephone;
- In person; or
- Completing a Complaint Report available at the Shire Office or on the Shire's website.

Complainants are encouraged to include their name, address and contact number and a brief description of the issue.

ANONYMOUS COMPLAINTS AND CONFIDENTIALITY

An anonymous complaint will only be investigated where reasonable and sufficient information is provided and which, in the opinion of Shire staff, constitutes:

- a breach of statutory provisions;
- a breach of an approval, licence or permit;
- a matter for which the Shire is obliged to act, prescribed in the Local Government Act 1995, Corruption, Crime and Misconduct Act 2003 or under any other written law;
- a matter which if not attended to could reasonably constitute a risk to public health and safety or persons, animals or the environment; and
- a matter which is deemed to be capable of investigation and resolution without assistance from the complainant.

The Shire encourages complainants to provide full contact information when lodging complaints, however where a complainant requests their identity and complaint details remain confidential; the Shire will ensure to the best of its ability that disclosure of any personal information to third parties is not made. The Shire however cannot guarantee that they will not be identified during investigation, and as such, it is the complainants right to decide if they would like to proceed with the complaint.

MALICIOUS, FRIVOLOUS AND VEXATIOUS COMPLAINTS

While there is currently no legislative provision to deal with Vexatious complaints, the Department of Local Government has advised that it is within the local government's administrative responsibility to take whatever action it considers necessary.

Every endeavour will be made by the Shire to deal with complaints with the utmost seriousness, however the Shire may refuse to investigate a complaint if:

- the complainant behaves in an ongoing actively hostile manner;
- the complaint is considered to be trivial and/or frivolous; or
- the complainant is consistently making complaints of trivial and/or frivolous matters.

The Shire may consider it appropriate to determine that vexatious questions, complaints and repetitive communications are not given priority or that no further action will be taken regarding the complaint as the complaint may divert a substantial and unreasonable portion of the Shire's resources away from its other functions.

The Shire may, at its discretion, seek legal advice with respect to implications of the suspected malicious, frivolous or vexatious complaint.

UNREASONABLE CONDUCT BY COMPLAINANTS

Unreasonable Persistence: In some instances, the Shire will encounter complainants who refuse to accept the decision of the complaint handler solely on the fact that the decision was not in the complainants favour. Complainants may also make persistent and repeated contact with the Shire to the point that the complaint or complainant diverts a substantial and unreasonable portion of resources away from the Shire's other functions.

Unreasonable Behaviour: In some instances, the Shire will encounter complainants whose behaviour is aggressive or threatening, consistently rude, abusive or the complainant makes threats to oneself, staff or third parties (whilst using Council services or on Council premises) or in general.

Under the above circumstances, details of complaints are to be provided to the Chief Executive Officer who will recommend that:

- 1) further correspondence and/or telephone contact with the complainant be restricted;
- 2) further discussions, interviews etc will not be granted that relate to the same matter;
- 3) access to Council premises be restricted for a specified period of time.

The Chief Executive Officer (CEO) will consider all facts and issues of the individual case prior to acting on any recommendation/s. If a decision is made to endorse the recommendation, the CEO will write to the complainant explaining the decision.

All threats made to staff or third parties will be reported to the WA Police.

COMPLAINTS THAT WILL NOT BE INVESTIGATED

The Shire may determine that a complaint will not be investigated where that complaint:

- is considered malicious, frivolous or vexatious or not made in good faith or concerns trivial matters;
- involves a matter where an adequate remedy or right of appeal already exists, whether or not the complainant uses the remedy or right of appeal;
- where a matter is subject to an existing mediation process;
- relates to a decision made by a meeting of Council;
- relates to conduct before a court, coroner or tribunal;
- relates to a matter under investigation by the Minister for Local Government, Corruption and Crime Commission, the WA Ombudsman's office, a Minister of the Crown or Government Department or the WA Police Service;

- relates to the appointment or dismissal of an employee or an industrial or disciplinary issue;
- relates to a decision, recommendation, act or omission which is more than one year old;
- relates to actions or conduct of private individuals;
- involves a matter where the complainant declines or refuses to provide further information and/or there are threats made against the Shire and/or its staff.

Should the Shire decide not to investigate a complaint, the complainant will be advised of the reason for the decision.

COMPLAINTS REGARDING ELECTED MEMBERS

The Local Government (Rules of Conduct) Regulations 2007 provides a disciplinary framework to address matters of misconduct by local government council members. Any person may make a formal complaint about an elected member for a minor or serious breach under these Regulations.

Conduct of elected members is covered by "Code of Conduct - Elected Members". Complaints about conduct can also be made through this document which can be found on the Shire's website at www.wandering.wa.gov.au

ALLEGATIONS OF MISCONDUCT

Allegations concerning criminal, corrupt or seriously improper conduct will be dealt with independent of the Shire's complaint handling process. The Shire has appointed Principal Officers who are required by legislation to assess and if required notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) for instances of minor or serious misconduct.

Misconduct by Elected Members

Any allegations of misconduct, whether minor or serious in nature, will in the first instance be referred to the Chief Executive Officer and/or Shire President for determination including whether there are reasonable grounds for the compulsory notification to the CCC or the Police.

Misconduct by Employees/Public Officers

Allegations of misconduct of a minor nature, will be referred to the PSC if the misconduct could constitute a disciplinary offence providing reasonable grounds for termination of a person's employment.

In circumstances of serious misconduct, where misconduct involves corrupt intent and/or criminal conduct, these matters will be referred to the CCC.

Further information is available from the Commissions website - www.ccc.wa.gov.au

THE PUBLIC INTEREST DISCLOSURE ACT 2003 (PID ACT)

The PID Act is designed to facilitate the disclosure of allegations or complaints about persons who are government officials, or public authorities and their contractors. This legislation specifically covers improper conduct, corruption, irregular or unauthorised use of public resources, conduct involving a substantial and specific risk or injury to public health, prejudice to public safety or harm to the environment.

Before making a disclosure it is important that you are aware of the rights and responsibilities imposed on you and others under the Act. Further information is available through the Shire's website at www.wandering.wa.gov.au

COMPLAINTS TO THE OMBUDSMAN AND THIRD PARTY AGENCIES

The Ombudsman can investigate complaints about most Western Australian public authorities, including local governments.

Generally the Ombudsman will investigate actions or decision where the decision maker has:

- Acted outside their legal authority;
- Not followed policy, or applied its policy inconsistently;
- Did not consider all the relevant information, or considered irrelevant information;
- Unreasonably delayed making a decision or informing the complainant of the decision; or
- Failed to notify the complainant of the decision or did not provide reasons for a decision.

Complaints in this category will be dealt with independent of the Shire's Complaint Handling process.

REVIEW PROCESS

Where a complainant is dissatisfied with the way in which a complaint has been dealt with and/or the final determination of the complaint by the Shire, the following is to occur:

- 1) The complaint is to be referred to the relevant Director to investigate the matter and review the action and steps taken to resolve the complaint;
- 2) A report will be provided to the CEO detailing the history of the complaint and the actions taken to resolve the issue/s;
- 3) The CEO will determine the appropriate resolution of the outstanding complaint and the review of the service complaint handling process.

Should the CEO consider appropriate, an independent review of the complaint will be carried out.

In circumstances where internal processes are unable to resolve a complaint or satisfy the complainant, the Shire may refer the complainant to appropriate external agencies, such as the State Administrative Tribunal or State Ombudsman Office, for review.

All complaints received by the Shire will be recorded in the mandated records management system as a 'complaint'.

12.5 Approval for Councillor Vacancy to Remain Unfilled

File Reference:	04.041.04111
Location:	N/A
Applicant:	N/A
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	5 September 2022
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary:

To consider future Councillor Representation after the resignation of Cr Curtis at the Ordinary Council Meeting held on 18 August 2022.

Background:

Cr Gary Curtis resigned from Council on 18 August 2022, leaving the Shire with six elected members. As it has been hard to attract nominations at previous elections it is proposed to seek approval to leave the vacancy unfilled until the next election which will be held in October 2023.

Comment:

There are some circumstances in which vacant positions on council can remain unfilled even when the vacancy arises in a year when ordinary elections are not due. Section 4.17(3) and (4A) of the Local Government Act 1995 (As amended) allow a Council, with the approval of the Electoral Commissioner, to leave a vacant position unfilled until the next ordinary elections, provided that 80 per cent of the remaining positions on council for the relevant district or ward are still filled, in the case of the Shire of Wandering this is 5 positions.

Council is asked to consider gaining permission to leave the position vacant until the next Local Government Elections in October 2023, during which time the Shire undertakes a Councillor publicity drive and conducts community sessions in an effort to increase the community's knowledge and perception regarding the role of Councillor.

It is necessary for Council to formally consider the option of leaving the vacant office unfilled prior to seeking the Electoral Commissioner's determination.

Consultation:

Elected Members

Statutory Environment:

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but

- (b) before the third Saturday in July in that election year, the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
 - (3) If a Councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- * Absolute majority required.

- (4A) Subsection (3) applies —
 - (a) if —
 - (i) the office is for a district that has no wards; and
 - (ii) at least 80% of the number of offices of member of the council in the district are still filled;

[Section 4.17 amended by No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s.

Policy Implications:

Nil

Financial Implications:

There are minimal financial implications in leaving the position vacant for this period of time, other than Administration and Councillor time to conduct information sessions and undertake a level of community engagement. However should an extraordinary election be required, the financial and resource implications have not been included in the 2022/23 budget and are generally in the vicinity of \$7,000.00.

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

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:

Absolute Majority

070922 Moved: Cr G Parsons Seconded: Cr M Watts

Recommendation and Council Decision:

That Council:

Seek approval from the Electoral Commissioner for the vacancy to remain unfilled until the October 2023 Local Government elections. in accordance with s4.17 of the *Local Government Act 1995*, during which time the Council undertake a community education program about becoming a Councillor, to encourage interest and participation on Council in time for the 2023 election.

Carried 6/0

13. Finance

13.1 Financial Reports – July 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Bob Waddell
Authorising Officer	Alan Hart– Chief Executive Officer
Date:	8 September 2022
Disclosure of Interest:	N/A
Attachments:	Monthly Financial Report
Previous Reference:	Nil

Summary:

Consideration of the financial reports for the period ending 31 July 2022.

Background:

The financial reports for the period ending 31 July 2022 had not been completed due to several development changes to the new financial process.

Comment:

Bob Waddell had advised that he was not able to have the July Monthly Financial Statements ready in time for last month's Ordinary Council Meeting. There were quite a few issues with setting up the monthly reporting template using changes he has implemented which are aimed at improving the automation and integrity. Issues identified with carry forward figures have also contributed these delays.

As the 2022/23 Budget has not been adopted by Council, the variance report cannot be presented to Council

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

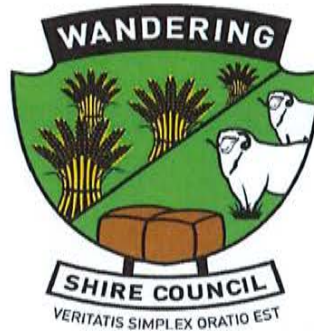
080922 Moved: Cr P Treasure

Seconded: Cr G Hansen

Recommendation and Council Decision:

That the financial report for the period ending 31 July 2022 as presented be accepted.

Carried 6/0



SHIRE OF WANDERING

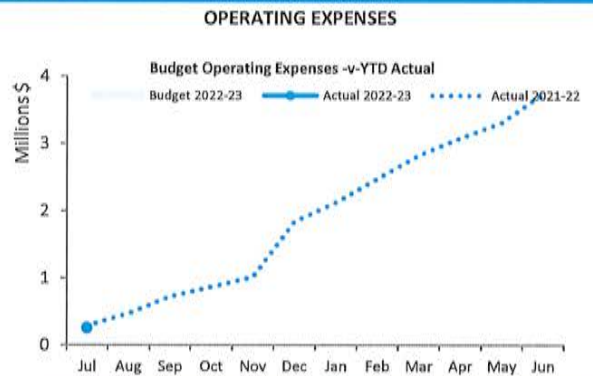
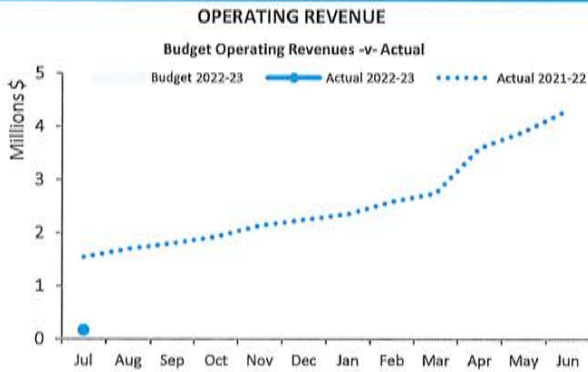
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 July 2022

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

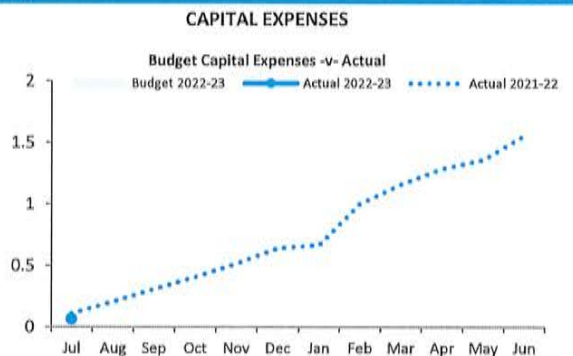
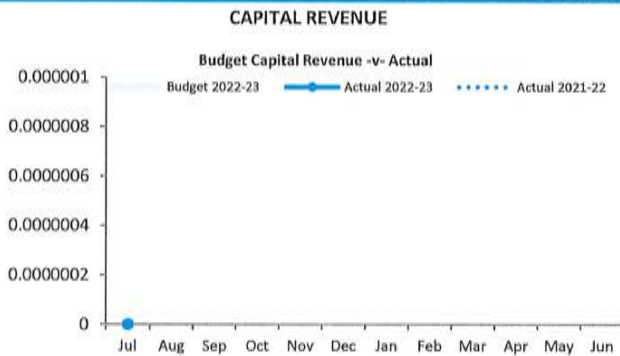
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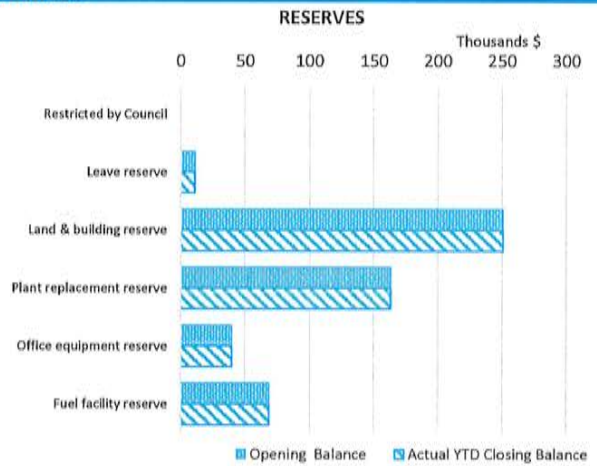
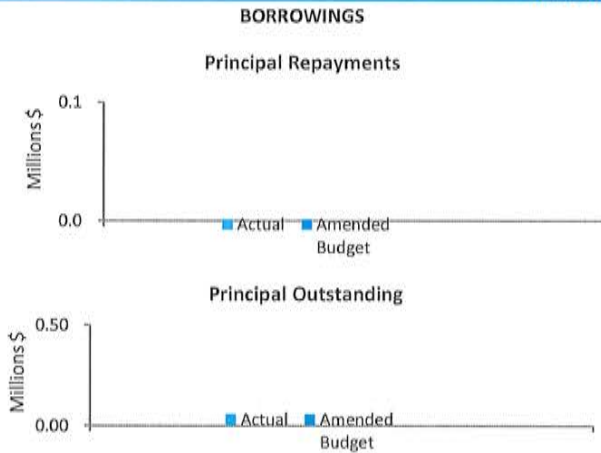
OPERATING ACTIVITIES



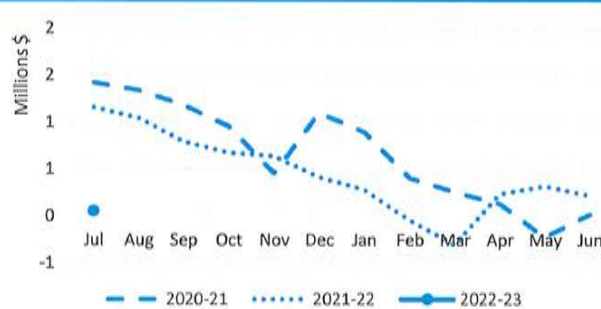
INVESTING ACTIVITIES



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 31 JULY 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)		(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(b)	0	214,460	214,460	214,460	0	0.00%	
Revenue from operating activities								
Rates		0	0	0	0	0	0.00%	
Rates (excluding general rate)		0	0	0	0	0	0.00%	
Operating grants, subsidies and contributions	10	0	0	0	93,462	93,462	0.00%	▲
Fees and charges		0	0	0	66,900	66,900	0.00%	▲
Service charges		0	0	0	0	0	0.00%	
Interest earnings		0	0	0	302	302	0.00%	
Other revenue		0	0	0	0	0	0.00%	
Profit on disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	160,665	160,665	0.00%	
Expenditure from operating activities								
Employee costs		0	0	0	(67,803)	(67,803)	0.00%	▼
Materials and contracts		0	0	0	(183,272)	(183,272)	0.00%	▼
Utility charges		0	0	0	(4,839)	(4,839)	0.00%	
Depreciation on non-current assets		0	0	0	0	0	0.00%	
Interest expenses		0	0	0	0	0	0.00%	
Insurance expenses		0	0	0	(250)	(250)	0.00%	
Other expenditure		0	0	0	(319)	(319)	0.00%	
Loss on disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	(256,482)	(256,482)	0.00%	
Non-cash amounts excluded from operating activities								
Amount attributable to operating activities	1(a)	0	0	0	(95,818)	(95,818)	0.00%	
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	11	0	0	0	0	0	0.00%	
Proceeds from disposal of assets	5	0	0	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	7	0	0	0	0	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	7	0	0	0	0	0	0.00%	
Payments for inventories, property, plant and equipment and infrastructure	6	0	0	0	(67,397)	(67,397)	0.00%	▼
		0	0	0	(67,397)	(67,397)	0.00%	
Non-cash amounts excluded from investing activities								
Amount attributable to investing activities	1(a)	0	0	0	(67,397)	(67,397)	0.00%	
Financing Activities								
Proceeds from new debentures	7	0	0	0	0	0	0.00%	
Transfer from reserves	8	0	0	0	0	0	0.00%	
Payments for principal portion of lease liabilities	7	0	0	0	0	0	0.00%	
Repayment of debentures	7	0	0	0	0	0	0.00%	
Proceeds from Advances		0	0	0	0	0	0.00%	
Transfer to Restricted Cash - Other								
Transfer from Restricted Cash - Other								
Transfer to reserves	8	0	0	0	0	0	0.00%	
Amount attributable to financing activities		0	0	0	0	0	0.00%	
Closing funding surplus / (deficit)	1(b)	0	214,460	214,460	51,245	(163,215)	76.11%	▼

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 31 JULY 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. \$
Opening Funding Surplus(Deficit)	1	\$ 0	\$ 214,460	\$ 214,460	\$ 214,460	\$ 0	% 0.00%		
Revenue from operating activities									
Governance		0	0	0	0	0			
General Purpose Funding - Rates	6	0	0	0	0	0			
General Purpose Funding - Other		0	0	0	548	548		▲	
Law, Order and Public Safety		0	0	0	1,350	1,350		▲	
Health		0	0	0	278	278		▲	
Education and Welfare		0	0	0	0	0			
Housing		0	0	0	3,057	3,057		▲	
Community Amenities		0	0	0	628	628		▲	
Recreation and Culture		0	0	0	94	94		▲	
Transport		0	0	0	65,336	65,336		▲	\$
Economic Services		0	0	0	89,374	89,374		▲	\$
Other Property and Services		0	0	0	0	0			
		0	0	0	160,665				
Expenditure from operating activities									
Governance		0	0	0	(16,414)	(16,414)		▼	\$
General Purpose Funding		0	0	0	(8,283)	(8,283)		▼	
Law, Order and Public Safety		0	0	0	(4,206)	(4,206)		▼	
Health		0	0	0	(6)	(6)		▼	
Education and Welfare		0	0	0	0	0			
Housing		0	0	0	(1,888)	(1,888)		▼	
Community Amenities		0	0	0	(15,458)	(15,458)		▼	\$
Recreation and Culture		0	0	0	(3,902)	(3,902)		▼	
Transport		0	0	0	(82,360)	(82,360)		▼	\$
Economic Services		0	0	0	(70,801)	(70,801)		▼	\$
Other Property and Services		0	0	0	(53,163)	(53,163)		▼	\$
		0	0	0	(256,482)				
Non-cash amounts excluded from operating activities	1(a)	0	0	0	0	0	0.00%		
Amount attributable to operating activities		0	0	0	(95,818)	(95,818)	0.00%		
Investing Activities									
Proceeds from non-operating grants, subsidies and contributions	11	0	0	0	0	0			
Proceeds from Disposal of Assets	5	0	0	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	0	0	0	(67,397)	(67,397)		▼	\$
Amount attributable to investing activities		0	0	0	(67,397)				
Financing Activities									
Proceeds from New Debentures	7	0	0	0	0	0			
Transfer from Reserves	8	0	0	0	0	0			
Payments for principal portion of lease liabilities	7	0	0	0	0	0			
Repayment of Debentures	7	0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	8	0	0	0	0	0			
Amount attributable to financing activities		0	0	0	0				
Closing Funding Surplus(Deficit)	1	0	214,460	214,460	51,245				

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

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

(a) 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.

Adjustments to net current assets

		Adopted Budget Opening 30 June 2022	Amended Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 July 2022
Less: Reserves - restricted cash	8	(525,967)	(534,355)	(534,355)	(534,355)
Add: Current portion of employee benefit provisions held in reserve		60,244	11,269	11,269	11,269
Total adjustments to net current assets		(465,723)	(523,086)	(523,086)	(523,086)

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

Current assets

Cash and cash equivalents	3	842,309	1,045,312	1,045,312	1,035,656
Rates receivables	4	38,548	59,452	59,452	53,034
Receivables	4	40,690	81,705	81,705	169,281
Other current assets	5	90,435	71,107	71,107	77,000
Less: Current liabilities					
Payables	6	(104,122)	(185,761)	(185,761)	(415,947)
Contract liabilities	9	(187,247)	(233,817)	(233,817)	(244,242)
Provisions	9	(81,181)	(100,451)	(100,451)	(100,451)
Less: Total adjustments to net current assets	1(a)	(465,723)	(523,086)	(523,086)	(523,086)
Closing funding surplus / (deficit)		173,709	214,460	214,460	51,245

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 31 JULY 2022

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

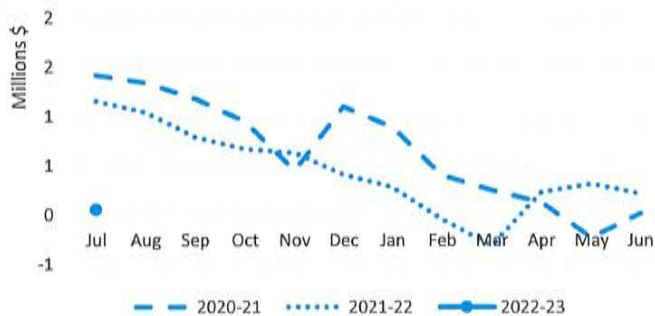
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 31/07/2021	Year to Date Actual 31/07/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	510,957	170,997	501,302
Cash Restricted - Reserves	3	534,355	525,967	534,355
Cash Restricted - Bonds & Deposits	3	0	0	0
Receivables - Rates	4	59,452	1,290,296	53,034
Receivables - Other	4	81,705	194,654	169,281
Other Assets Other Than Inventories	5	5	0	5
Inventories	5	71,102	66,517	76,995
		1,257,575	2,248,432	1,334,971
Less: Current Liabilities				
Payables	6	(169,140)	(248,278)	(400,026)
Contract Liabilities	9	(233,817)	(270,397)	(244,242)
Bonds & Deposits	6	(16,621)	(28,736)	(15,921)
Loan and Lease Liability	7	0	0	0
Provisions	9	(100,451)	(81,181)	(100,451)
		(520,029)	(628,591)	(760,640)
Less: Cash Reserves	8	(534,355)	(525,967)	(534,355)
Add Back: Component of Leave Liability not Required to be funded		11,269	60,244	11,269
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		214,460	1,154,117	51,245

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)

\$.05 M

Last Year YTD

Surplus(Deficit)

\$1.15 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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	93,462	0.00%	▲	No budget uploaded.		
Fees and charges	66,900	0.00%	▲	No budget uploaded.		
Expenditure from operating activities						
Employee costs	(67,803)	0.00%	▼		No budget uploaded.	
Materials and contracts	(183,272)	0.00%	▼		No budget uploaded.	
Investing activities						
Payments for inventories, property, plant and equipment	(67,397)	0.00%	▼		No budget uploaded.	
Closing funding surplus / (deficit)	(163,215)	76.11%	▼		No budget uploaded.	

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	500,202		500,202		Bankwest	0.00%	N/A
Reserves Fund Bank	Cash and cash equivalents	0	534,355	534,355		Bankwest	0.05%	N/A
Total		501,302	534,355	1,035,656	0			
Comprising								
Cash and cash equivalents		501,302	534,355	1,035,656	0			
		<u>501,302</u>	<u>534,355</u>	<u>1,035,656</u>	<u>0</u>			

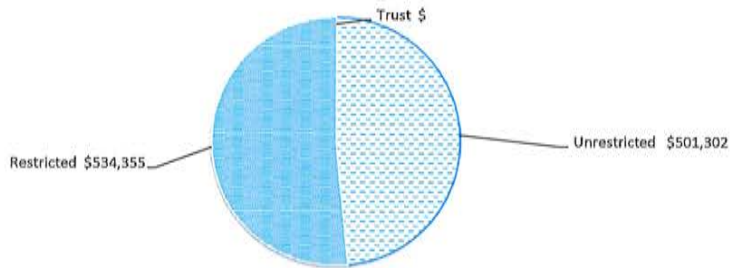
KEY INFORMATION

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 31 JULY 2022

OPERATING ACTIVITIES
NOTE 4
RATE REVENUE

RATE TYPE	Rate in \$ (cents)	Number of Properties	Budget			YTD Actual					
			Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Interim Rates	Back Rates	Total Revenue	
	\$		\$	\$	\$	\$	\$	\$	\$	\$	
General rate revenue											
Gross rental value											
Residential	0.00000	0	0	0	0	0	0	0	0	0	
Special Use	0.00000	0	0	0	0	0	0	0	0	0	
Unimproved value											
Rural Residential	0.00000	0	0	0	0	0	0	0	0	0	
Rural/Mining	0.00000	0	0	0	0	0	0	0	0	0	
Non Rateable											
Non Rateable											
Sub-Total		0	0	0	0	0	0	0	0	0	
Minimum payment											
Gross rental value											
Residential	0	0	0	0	0	0	0	0	0	0	
Special Use	0	0	0	0	0	0	0	0	0	0	
Unimproved value											
Rural Residential	0	0	0	0	0	0	0	0	0	0	
Rural/Mining	0	0	0	0	0	0	0	0	0	0	
Sub-total		0	0	0	0	0	0	0	0	0	
Discount											
Amount from general rates											
Rates Written Off											
Ex-gratia rates											
Total general rates											
Total		0	0	0	0	0	0	0	0	0	

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)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
103	2019 Holden Trailblazer 4x4 LTZ2.8L (CEO) - 0.WD	0	0	0	0	0	0	0	0
407	Hustler Ride-on Mower	0	0	0	0	0	0	0	0

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Forecast 30 June Closing	YTD Actual Variance
	\$	\$	\$	\$		\$
Buildings	0	0	0	8,495	8,495	8,495
Infrastructure - roads	0	0	0	58,902	58,902	58,902
Payments for Capital Acquisitions	0	0	0	67,397	67,397	67,397
Capital Acquisitions Funded By:						
	\$	\$	\$	\$		\$
Contribution - operations	0	0	0	67,397	67,397	67,397
Capital funding total	0	0	0	67,397	67,397	67,397

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 recognised 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





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		Variance (Under)/Over
				Budget	Budget	YTD Budget	YTD Actual	
				\$	\$	\$	\$	\$
Buildings								
Law, Order & Public Safety								
E05109		521	LGGS - Purchase Buildings	0	0	0	(4,895)	(4,895)
E05111		521	Fire Station - New Toilet and Change Room	0	0	0	(3,600)	(3,600)
Total - Law, Order & Public Safety				0	0	0	(8,495)	(8,495)
Total - Buildings				0	0	0	(8,495)	(8,495)
Infrastructure - Roads								
Transport								
E12102	RRG224	541	RRG - Nth Wandering Rd - Failures & Reseal - SLK 8.2 - 7.53	0	0	0	(12,511)	(12,511)
E12103	R2R232	541	R2R - Wandering Pingelly Road , Bridge 0424A over Biberkine Broc	0	0	0	(33,852)	(33,852)
E12104	BS271	541	York Williams - Carabin Rd intersection	0	0	0	(12,540)	(12,540)
Total - Transport				0	0	0	(58,902)	(58,902)
Total - Infrastructure - Roads				0	0	0	(58,902)	(58,902)
#DIV/0! Grand Total				0	0	0	(67,397)	(67,397)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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
Community amenities		\$	\$	\$	\$	\$	\$	\$	\$	\$
Industrial Estate Development	1	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0

All debenture repayments were financed by general purpose revenue.

New borrowings 2022-23

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2022

OPERATING ACTIVITIES
NOTE 8
RESERVE ACCOUNTS

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	11,269	0	0	0	0	0	0	11,269	11,269
Land & building reserve	251,074	0	0	0	0	0	0	251,074	251,074
Plant replacement reserve	163,230	0	0	0	0	0	0	163,230	163,230
Office equipment reserve	40,002	0	0	0	0	0	0	40,002	40,002
Fuel facility reserve	68,780	0	0	0	0	0	0	68,780	68,780
	534,355	0	0	0	0	0	0	534,355	534,355

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 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)			214,460	214,460
				0	0	214,460	214,460

13.2 Financial Reports – August 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Bob Waddell
Authorising Officer	Alan Hart– Chief Executive Officer
Date:	8 September 2022
Disclosure of Interest:	N/A
Attachments:	Monthly Financial Report
Previous Reference:	Nil

Summary:

Consideration of the financial reports for the period ending 31 August 2022.

Background:

The financial reports for the period ending 31 August 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.

As the 2022/23 Budget has not been adopted by Council, the variance report cannot be presented to Council

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

090922 Moved: Cr I Turton Seconded: Cr S Little

Recommendation and Council Decision:

That the financial report for the period ending 31 August 2022 as presented be accepted.

Carried 6/0



SHIRE OF WANDERING

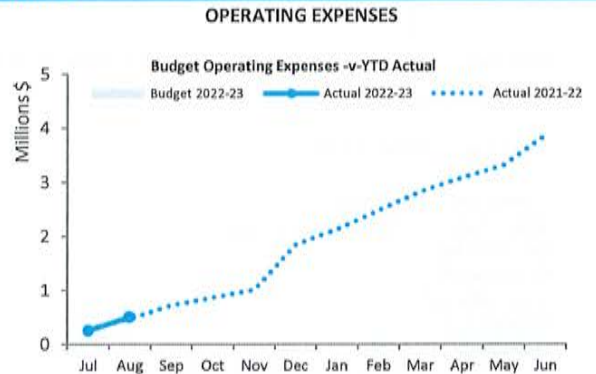
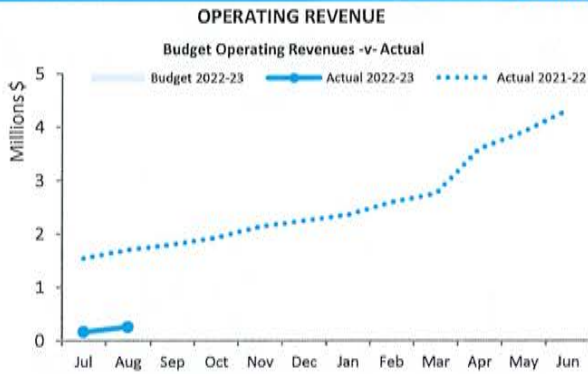
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 July 2022

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

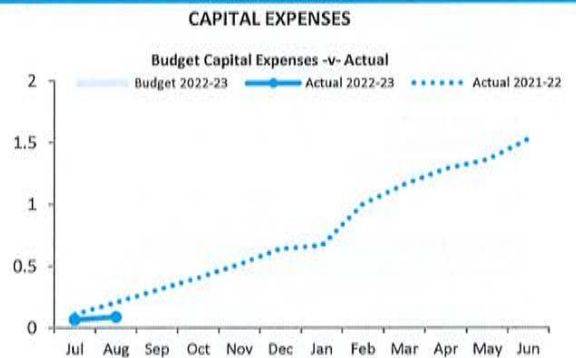
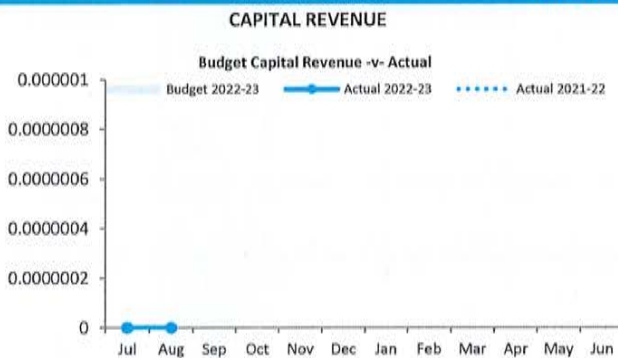
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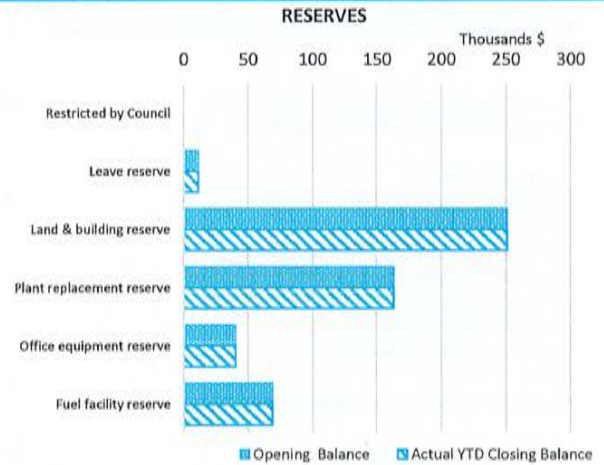
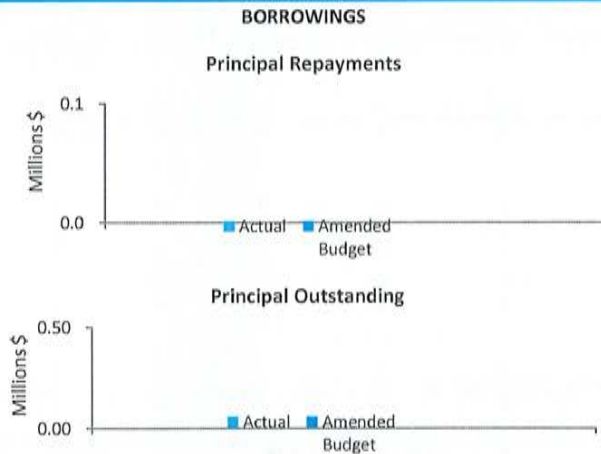
OPERATING ACTIVITIES



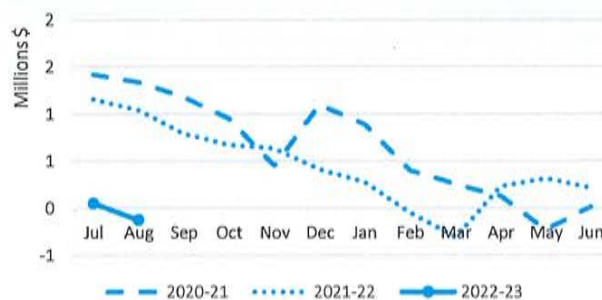
INVESTING ACTIVITIES



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 31 AUGUST 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)		(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(b)	0	214,460	214,460	214,460	0	0.00%	
Revenue from operating activities								
Rates		0	0	0	0	0	0.00%	
Rates (excluding general rate)		0	0	0	0	0	0.00%	
Operating grants, subsidies and contributions	10	0	0	0	132,005	132,005	0.00%	▲
Fees and charges		0	0	0	122,692	122,692	0.00%	▲
Service charges		0	0	0	0	0	0.00%	
Interest earnings		0	0	0	592	592	0.00%	
Other revenue		0	0	0	0	0	0.00%	
Profit on disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	255,288	255,288	0.00%	
Expenditure from operating activities								
Employee costs		0	0	0	(252,558)	(252,558)	0.00%	▼
Materials and contracts		0	0	0	(248,838)	(248,838)	0.00%	▼
Utility charges		0	0	0	(4,839)	(4,839)	0.00%	
Depreciation on non-current assets		0	0	0	0	0	0.00%	
Interest expenses		0	0	0	0	0	0.00%	
Insurance expenses		0	0	0	(250)	(250)	0.00%	
Other expenditure		0	0	0	(2,837)	(2,837)	0.00%	
Loss on disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	(509,322)	(509,322)	0.00%	
Non-cash amounts excluded from operating activities								
Amount attributable to operating activities	1(a)	0	0	0	0	0	0.00%	
		0	0	0	(254,034)	(254,034)	0.00%	
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	11	0	0	0	0	0	0.00%	
Proceeds from disposal of assets	5	0	0	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	7	0	0	0	0	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	7	0	0	0	0	0	0.00%	
Payments for inventories, property, plant and equipment and infrastructure	6	0	0	0	(88,005)	(88,005)	0.00%	▼
		0	0	0	(88,005)	(88,005)	0.00%	
Non-cash amounts excluded from investing activities								
Amount attributable to investing activities	1(a)	0	0	0	0	0	0.00%	
		0	0	0	(88,005)	(88,005)	0.00%	
Financing Activities								
Proceeds from new debentures	7	0	0	0	0	0	0.00%	
Transfer from reserves	8	0	0	0	0	0	0.00%	
Payments for principal portion of lease liabilities	7	0	0	0	0	0	0.00%	
Repayment of debentures	7	0	0	0	0	0	0.00%	
Proceeds from Advances		0	0	0	0	0	0.00%	
Transfer to Restricted Cash - Other		0	0	0	0	0	0.00%	
Transfer from Restricted Cash - Other		0	0	0	0	0	0.00%	
Transfer to reserves	8	0	0	0	0	0	0.00%	
Amount attributable to financing activities		0	0	0	0	0	0.00%	
Closing funding surplus / (deficit)	1(b)	0	214,460	214,460	(127,580)	(342,039)	159.49%	▼

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 31 AUGUST 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. \$
Opening Funding Surplus(Deficit)	1	\$ 0	214,460	214,460	214,460	\$ 0	0.00%		
Revenue from operating activities									
Governance		0	0	0	0	0			
General Purpose Funding - Rates	6	0	0	0	0	0			
General Purpose Funding - Other		0	0	0	38,915	38,915		▲	\$
Law, Order and Public Safety		0	0	0	1,350	1,350		▲	
Health		0	0	0	556	556		▲	
Education and Welfare		0	0	0	0	0			
Housing		0	0	0	6,157	6,157		▲	
Community Amenities		0	0	0	1,510	1,510		▲	
Recreation and Culture		0	0	0	132	132		▲	
Transport		0	0	0	65,336	65,336		▲	\$
Economic Services		0	0	0	140,558	140,558		▲	\$
Other Property and Services		0	0	0	775	775		▲	
		0	0	0	255,288				
Expenditure from operating activities									
Governance		0	0	0	(16,555)	(16,555)		▼	\$
General Purpose Funding		0	0	0	(8,283)	(8,283)		▼	
Law, Order and Public Safety		0	0	0	(5,394)	(5,394)		▼	
Health		0	0	0	(366)	(366)		▼	
Education and Welfare		0	0	0	0	0			
Housing		0	0	0	(3,744)	(3,744)		▼	
Community Amenities		0	0	0	(23,288)	(23,288)		▼	\$
Recreation and Culture		0	0	0	(10,409)	(10,409)		▼	\$
Transport		0	0	0	(184,252)	(184,252)		▼	\$
Economic Services		0	0	0	(133,074)	(133,074)		▼	\$
Other Property and Services		0	0	0	(123,958)	(123,958)		▼	\$
		0	0	0	(509,322)				
Non-cash amounts excluded from operating activities	1(a)	0	0	0	0	0	0.00%		
Amount attributable to operating activities		0	0	0	(254,034)	(254,034)	0.00%		
Investing Activities									
Proceeds from non-operating grants, subsidies and contributions	11	0	0	0	0	0			
Proceeds from Disposal of Assets	5	0	0	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	0	0	0	(88,005)	(88,005)		▼	\$
Amount attributable to investing activities		0	0	0	(88,005)				
Financing Activities									
Proceeds from New Debentures	7	0	0	0	0	0			
Transfer from Reserves	8	0	0	0	0	0			
Payments for principal portion of lease liabilities	7	0	0	0	0	0			
Repayment of Debentures	7	0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0	0			
Transfer to Reserves	8	0	0	0	0	0			
Amount attributable to financing activities		0	0	0	0				
Closing Funding Surplus(Deficit)	1	0	214,460	214,460	(127,580)				

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

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

(a) 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 30 June 2022	Amended Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 August 2022
Adjustments to net current assets					
Less: Reserves - restricted cash	8	(525,967)	(534,355)	(534,355)	(534,355)
Add: Current portion of employee benefit provisions held in reserve		60,244	11,269	11,269	11,269
Total adjustments to net current assets		(465,723)	(523,086)	(523,086)	(523,086)

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

Current assets					
Cash and cash equivalents	3	842,309	1,045,312	1,045,312	651,813
Rates receivables	4	38,548	59,452	59,452	52,629
Receivables	4	40,690	81,705	81,705	417,371
Other current assets	5	90,435	71,107	71,107	66,438
Less: Current liabilities					
Payables	6	(104,122)	(185,761)	(185,761)	(167,916)
Contract liabilities	9	(187,247)	(233,817)	(233,817)	(524,376)
Provisions	9	(81,181)	(100,451)	(100,451)	(100,451)
Less: Total adjustments to net current assets	1(a)	(465,723)	(523,086)	(523,086)	(523,086)
Closing funding surplus / (deficit)		173,709	214,460	214,460	(127,580)

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.

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

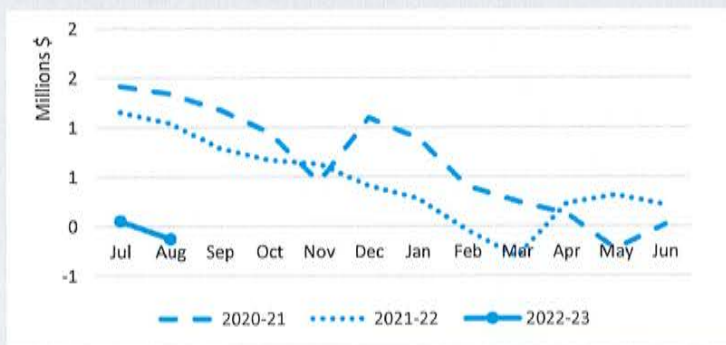
Adjusted Net Current Assets	Note	Last Years Closing	This Time Last Year	Year to Date
		30/06/2022	31/08/2021	Actual 31/08/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	510,957	948,934	117,458
Cash Restricted - Reserves	3	534,355	525,990	534,355
Cash Restricted - Bonds & Deposits	3	0	0	0
Receivables - Rates	4	59,452	319,405	52,629
Receivables - Other	4	81,705	17,777	417,371
Other Assets Other Than Inventories	5	5	0	5
Inventories	5	71,102	67,318	66,433
		<u>1,257,575</u>	<u>1,879,423</u>	<u>1,188,250</u>
Less: Current Liabilities				
Payables	6	(169,140)	(89,651)	(151,995)
Contract Liabilities	9	(233,817)	(176,955)	(524,376)
Bonds & Deposits	6	(16,621)	(28,736)	(15,921)
Loan and Lease Liability	7	0	0	0
Provisions	9	(100,451)	(81,181)	(100,451)
		<u>(520,029)</u>	<u>(376,523)</u>	<u>(792,744)</u>
Less: Cash Reserves	8	(534,355)	(525,990)	(534,355)
Add Back: Component of Leave Liability not Required to be funded		11,269	60,246	11,269
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		214,460	1,037,157	(127,580)

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)
Last Year YTD
Surplus(Deficit)
\$1.04 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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	132,005	0.00%	▲	No budget uploaded.		
Fees and charges	122,692	0.00%	▲	No budget uploaded.		
Expenditure from operating activities						
Employee costs	(252,558)	0.00%	▼		No budget uploaded.	
Materials and contracts	(248,838)	0.00%	▼		No budget uploaded.	
Investing activities						
Payments for inventories, property, plant and equipment	(88,005)	0.00%	▼		No budget uploaded.	
Closing funding surplus / (deficit)	(342,039)	159.49%	▼		No budget uploaded.	

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	116,358		116,358		Bankwest	0.00%	N/A
Reserves Fund Bank	Cash and cash equivalents	0	534,355	534,355		Bankwest	0.05%	N/A
Total		117,458	534,355	651,813	0			
Comprising								
Cash and cash equivalents		117,458	534,355	651,813	0			
		117,458	534,355	651,813	0			

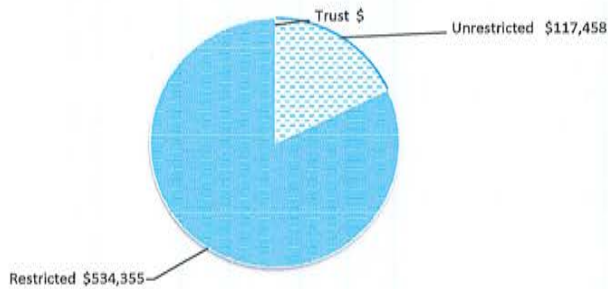
KEY INFORMATION

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.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
103	2019 Holden Trailblazer 4x4 LTZ2.8L (CEO) - 0.WD	0	0	0	0	0	0	0	0
407	Hustler Ride-on Mower	0	0	0	0	0	0	0	0

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Forecast 30 June Closing	YTD Actual Variance
	\$	\$	\$	\$		\$
Buildings	0	0	0	29,103	29,103	29,103
Infrastructure - roads	0	0	0	58,902	58,902	58,902
Payments for Capital Acquisitions	0	0	0	88,005	88,005	88,005
Capital Acquisitions Funded By:						
	\$	\$	\$	\$		\$
Contribution - operations	0	0	0	88,005	88,005	88,005
Capital funding total	0	0	0	88,005	88,005	88,005

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





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

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

Account Number	Job Number	Sheet Category	Account/Job Description	Adopted	Amended		YTD Actual	Variance (Under)/Over
				Budget	Budget	YTD Budget		
				\$	\$	\$	\$	\$
Buildings								
Law, Order & Public Safety								
E05109		521	LGGS - Purchase Buildings	0	0	0	(7,001)	(7,001)
E05111		521	Fire Station - New Toilet and Change Room	0	0	0	(12,792)	(12,792)
Total - Law, Order & Public Safety				0	0	0	(19,793)	(19,793)
Total - Buildings				0	0	0	(29,103)	(29,103)
Infrastructure - Roads								
Transport								
E12102	RRG224	541	RRG - Nth Wandering Rd - Failures & Reseal - SLK 8.2 - 7.53	0	0	0	(12,511)	(12,511)
E12103	R2R232	541	R2R - Wandering Pingelly Road , Bridge 0424A over Biberkine Brook	0	0	0	(33,852)	(33,852)
E12104	BS221	541	York Williams - Carabin Rd Intersection	0	0	0	(12,540)	(12,540)
Total - Transport				0	0	0	(58,902)	(58,902)
Total - Infrastructure - Roads				0	0	0	(58,902)	(58,902)
#DIV/0! Grand Total				0	0	0	(88,005)	(88,005)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
Community amenities		\$								
Industrial Estate Development	1	0	0	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0	0	0

All debenture repayments were financed by general purpose revenue.

New borrowings 2022-23

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget					Actual	Budget	
Industrial Estate Development	\$ 0	0	WATC	Debenture	10	% 1.50	\$ 0	0	\$ 0
Total	0	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	11,269	0	0	0	0	0	0	11,269	11,269
Land & building reserve	251,074	0	0	0	0	0	0	251,074	251,074
Plant replacement reserve	163,230	0	0	0	0	0	0	163,230	163,230
Office equipment reserve	40,002	0	0	0	0	0	0	40,002	40,002
Fuel facility reserve	68,780	0	0	0	0	0	0	68,780	68,780
	534,355	0	0	0	0	0	0	534,355	534,355

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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)			214,460	214,460
				0	0	214,460	214,460

13.3 Accounts for Payment August 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:	8 September 2022
Disclosure of Interest:	N/A
Attachments:	Payment Listing and Credit Card Statement – August 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.

The period of expenditure is from 1 August 2022 to 31 August 2022

The attached Schedule of Accounts to be passed for payment is summarised below:

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	EFT7561 – EFT7673	\$412,124.20
Cheque	1000010	\$ 1,077.05
Direct Debits	DD3987.1 - DD4020.1	\$ 41,982.53
	TOTAL	\$455,183.78

The list of payments, totalling \$455,183.78, have been checked and are fully supported by vouchers and invoices and have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

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

100922 Moved: Cr P Treasure Seconded: Cr M Watts

Recommendation and Council Decision:

That in accordance with section 13 of the Local Government (Financial Management Regulations) 1996 (as amended), payments from the Municipal Fund totalling \$455,183.78 (attached) for the period 1 August 2022 to 31 August 2022 be noted as approved for payment.

Carried 6/0

Shire of Wandering- List of Payments Submitted to Council - August 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7561	3/08/2022	AMPAC			-\$ 1,492.00
85439			Rates Debt Collecton Service	\$ 1,492.00	
EFT7562	3/08/2022	Armada Lock & Key Service			-\$ 234.00
INV 6239			Replacement Restricted Keys	\$ 234.00	
EFT7563	3/08/2022	Armada Mower World & Service Co			-\$ 107.55
58122			Chainsaw Service	\$ 107.55	
EFT7564	3/08/2022	AusQ Training			-\$ 781.00
7552			Training - Traffic management & controller	\$ 781.00	
EFT7565	3/08/2022	Australasian Performing Right Association			-\$ 261.78
262349			Annual Licence Fee-Music for Councils	\$ 261.78	
EFT7566	3/08/2022	Australian Taxation Office			-\$ 35,729.00
JUN22			BAS - July 22	\$ 35,729.00	
EFT7567	3/08/2022	Avon Waste			-\$ 4,686.62
50768			Domestic & commercial general waste services, Fuel facility bin, North Bannister bins, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Building waste bin hire	\$ 4,686.62	
EFT7568	3/08/2022	Best Office Systems			-\$ 530.40
604993			Copier Contract- B&W copies, Colour copies	\$ 331.10	
605309			Copier Contract-B&W Copies, Colour Copies, Echo	\$ 199.30	
EFT7569	3/08/2022	Bob Waddell & Associates			-\$ 6,476.25
2847			Prepare Budget - 2022/23, Prepare monthly financial statements	\$ 783.75	
2854			Prepare Budget - 2022/23, Prepare monthly financial statements	\$ 2,928.75	
2869			Prepare Budget - 2022/23, Prepare monthly financial statements	\$ 1,278.75	
2883			Prepare Budget - 2022/23, Prepare monthly financial statements	\$ 701.25	
2891			Prepare Budget - 2022/23, Prepare monthly financial statements	\$ 783.75	
EFT7570	3/08/2022	Boddington IGA			-\$ 77.29
01 7224			Catering - Craft group morning tea, Craft group morning tea	\$ 43.34	
01 2357			CRC Café purchases	\$ 33.95	
EFT7571	3/08/2022	Boddington News			-\$ 9.00
4 74			Boddington News-Edition 691	\$ 9.00	
EFT7572	3/08/2022	Child Support Agency			-\$ 129.44
DEDUCTION			Payroll Deduction	\$ 129.44	
EFT7573	3/08/2022	City of Kalamunda			-\$ 102.00
33099			Building, Planning Services	\$ 102.00	
EFT7574	3/08/2022	Corsign WA			-\$ 1,659.90
6842			Signs -State black spot, Cross road, Reduce speed, Give way ahead, Joe Kelly Rd, Crest	\$ 1,496.00	
6720			Hazard signs	\$ 163.90	
EFT7575	3/08/2022	Crossman Hot Water & Plumbing			-\$ 7,045.50
8726			Repair septic tank - 1 Dowsett Street	\$ 346.50	
8733			Repair Cistern - Pumpries Bridge	\$ 440.00	
8773			Install HWS- LIA Fire Station	\$ 3,091.00	
8797			Install HWS- 1 Down Street	\$ 2,662.00	
8871			Unblock Septic system-Admin Building	\$ 506.00	
EFT7576	3/08/2022	Fuel Distributors of WA			-\$ 70,295.35
408107			Diesel, ULP for Fuel station	\$ 70,295.35	
EFT7577	3/08/2022	GB Gillespie & Sons			-\$ 5,498.90
13432			Repair rake - WD.1827	\$ 5,498.90	
EFT7578	3/08/2022	Great Southern Fuel Supplies			-\$ 157.18
JUN22			Fuel card purchases, 0.WD	\$ 157.18	
EFT7579	3/08/2022	Harris Design			-\$ 3,600.00
220715			Drawings - Fire station extention	\$ 3,600.00	
EFT7580	3/08/2022	Hersey Safety			-\$ 522.50
INV 1028			Wooden guide posts	\$ 522.50	
EFT7581	3/08/2022	IT Vision			-\$ 880.00
37259			Software Updage-STP Phase 2	\$ 880.00	
EFT7582	3/08/2022	IT Vision User Group			-\$ 770.00
812			2022/23 Subscription- IT Vision User Group	\$ 770.00	
EFT7583	3/08/2022	ILT			-\$ 2,039.22
062 212575			Salary Continuance Insurance	\$ 1,764.22	
062 212715			Marine Cargo Insurance	\$ 275.00	
EFT7584	3/08/2022	Jozef Majko			-\$ 656.37
060722			Water - 20 Down St	\$ 56.37	
DEDUCTION			Rent - 20 Down Street	\$ 600.00	
EFT7585	3/08/2022	Kelliher Bros			-\$ 450.00
200722			Cleaning Bond, Cat Trap Bond	\$ 450.00	
EFT7586	3/08/2022	Landgate			-\$ 6,015.75
375664			2021/22 GRV Valuations	\$ 6,015.75	
EFT7587	3/08/2022	Leaf Bean Machine			-\$ 207.86
106629			Coffee, Freight for CRC	\$ 207.86	
EFT7588	3/08/2022	Linkwest			-\$ 370.00
LW4184			Membership 2022/23	\$ 370.00	
EFT7589	3/08/2022	Local Government Professionals Australia WA			-\$ 185.00
26762			2022/23 Membership-Lisa Boddy	\$ 185.00	
EFT7590	3/08/2022	Lotex Filter Cleaning Service			-\$ 308.90
8238			Filter Cleaning-Variou plant	\$ 308.90	

Shire of Wandering- List of Payments Submitted to Council - August 2022					
Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7591 1223623	3/08/2022	Major Motors	Parts WD6-Air filter box	\$ 175.03	-\$ 175.03
EFT7592 INV 01327 P8C7X8	3/08/2022	Mandurah Roller Door Centre	Service garage door - 19 Humes Wy	\$ 374.79	-\$ 374.79
EFT7593 88946	3/08/2022	Metal Artwork Creations	Name Plate-Brad Hunt	\$ 55.06	-\$ 55.06
EFT7594 263257	3/08/2022	Narrogin Auto Electrics & Airconditioning	Reinstall phone & UHF - WD.011	\$ 505.23	-\$ 505.23
EFT7595 43295 43279	3/08/2022	Narrogin Pumps Solar & Spraying	Service pool pump - 13 Dunmall Dr Cam locks & fittings	\$ 165.90 \$ 93.48	-\$ 259.38
EFT7596 601830033	3/08/2022	Officeworks	Toilet paper, Milk, Keytags, 9V battery, AA battery, Hand towel, Hand towel, Hand towel, Freight	\$ 801.90	-\$ 801.90
EFT7597 200722	3/08/2022	Patrick Ronald Dawson	Building Bond refund	\$ 275.00	-\$ 275.00
EFT7598 27252 27336 27340 27378 27388	3/08/2022	Perfect Computer Solutions	Labour- Technical Support Labour- Technical Support Labour- Technical Support Labour- Technical Support Labour- Technical Support	\$ 127.50 \$ 425.00 \$ 297.50 \$ 340.00 \$ 722.50	-\$ 1,912.50
EFT7599 INV 2811	3/08/2022	Pingelly Transport	Water Delivery- Emergency Water for Blackboy Springs, Codjatonine Tanks	\$ 3,124.00	-\$ 3,124.00
EFT7600 INV058586	3/08/2022	Quality Press	Printing -Bush Fire Notice 2022/23	\$ 851.40	-\$ 851.40
EFT7601 10832	3/08/2022	Quest Payment Systems	Monthly maintenance fee - Fuel Facility	\$ 418.00	-\$ 418.00
EFT7602 INV 4037 INV 4053	3/08/2022	Redfish Technologies	2022/23 CCTV system Maintenance & Support Replace Camera, Labour & travel	\$ 1,925.00 \$ 931.70	-\$ 2,856.70
EFT7603 SJR2788	3/08/2022	SJR Civil Consulting	Road Safety Audit-York Williams Rd intersection	\$ 4,235.00	-\$ 4,235.00
EFT7604 DEDUCTION	3/08/2022	Shire of Wandering Christmas Club	Payroll Deductions	\$ 570.00	-\$ 570.00
EFT7605 DEDUCTION	3/08/2022	Shire of Wandering Staff Lotto	Payroll Deductions	\$ 65.00	-\$ 65.00
EFT7606 6230528023001 6230528023004	3/08/2022	Startrack Express	Freight - Major Motors Freight - Delnorth	\$ 41.42 \$ 185.46	-\$ 226.88
EFT7607 R1032775	3/08/2022	State Library of Western Australia	Better Beginnings - 2022/23 year	\$ 22.00	-\$ 22.00
EFT7608 25270	3/08/2022	Sunny Industrial Brushware	Parts - Road broom	\$ 940.50	-\$ 940.50
EFT7609 14053147	3/08/2022	The Workwear Group	Councillor shirts	\$ 164.85	-\$ 164.85
EFT7610 RSL 18845	3/08/2022	Thinkproject Deutschland GmbH	RAMM - Annual support & maintenance	\$ 7,530.64	-\$ 7,530.64
EFT7611 INV 3044	3/08/2022	Volt Air	Replace light fitting - 13 Dunmall Dr	\$ 293.11	-\$ 293.11
EFT7612 4086	3/08/2022	WA Contract Ranger Services	Contract Ranger Service	\$ 522.50	-\$ 522.50
EFT7613 647 661	3/08/2022	WD Auto Repairs	Service - 0.WD Replacement Batteries	\$ 533.29 \$ 460.35	-\$ 993.64
EFT7614 170722	3/08/2022	Wandering Lions Club	Lions mini cakes	\$ 75.00	-\$ 75.00
EFT7615 5155	3/08/2022	Wandering Smash Repairs	Detail vehicles - WD.821 & WD.270	\$ 2,156.00	-\$ 2,156.00
EFT7616 8542 8609	3/08/2022	Waroona Septics	Caravan Park, Watts St, Form fee Pumphreys Bridge, Form fee	\$ 2,577.96 \$ 2,486.88	-\$ 5,064.84
EFT7617 DEDUCTION	8/08/2022	Child Support Agency	Payroll Deduction	\$ 129.44	-\$ 129.44
EFT7618 DEDUCTION	8/08/2022	Jozef Majko	Rent - 20 Down Street	\$ 600.00	-\$ 600.00
EFT7619 DEDUCTION	8/08/2022	Shire of Wandering Christmas Club	Payroll Deductions	\$ 570.00	-\$ 570.00
EFT7620 DEDUCTION	8/08/2022	Shire of Wandering Staff Lotto	Payroll Deductions	\$ 70.00	-\$ 70.00
EFT7621 HANSON JUN 2022	31/08/2022	Cr Gillian Hansen	Councillor Allowances	\$ 2,301.50	-\$ 2,301.50
EFT7622 CURTIS JUN 2022	31/08/2022	Gary David Curtis	Councillor Allowances	\$ 2,301.50	-\$ 2,301.50
EFT7623 PARSONS JUN 2022	31/08/2022	Graeme Robert Parsons	Councillor Allowances	\$ 2,301.50	-\$ 2,301.50
EFT7624 TURTON JUN 2022	31/08/2022	Ian Bruce Turton	Councillor Allowances	\$ 5,281.10	-\$ 5,281.10
EFT7625 WATTS JUN 2022	31/08/2022	Maxwell John Ernest Watts	Councillor Allowances	\$ 2,301.50	-\$ 2,301.50
EFT7626 TREASURE JUN 2022	31/08/2022	Paul Matthew Treasure	Councillor Allowances	\$ 2,555.50	-\$ 2,555.50
EFT7627 LITTLE JUN 2022	31/08/2022	Sheryl Gaye Little	Councillor Allowances	\$ 3,061.82	-\$ 3,061.82

Shire of Wandering- List of Payments Submitted to Council - August 2022					
Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7628	31/08/2022	Mcleods			-\$ 185.12
122832			Fire break Easement - lot 97 echidna wandering	\$ 185.12	
EFT7629	31/08/2022	Pingelly IGA			-\$ 400.00
MAY-JUNE 2022			Purchase of The West Australian, May 2022, Purchase of The West Australian, JUNE 2022	\$ 400.00	
EFT7630	31/08/2022	WD Auto Repairs			-\$ 1,310.61
00000622			Service tipper	\$ 1,310.61	
EFT7631	31/08/2022	AMPAC			-\$ 165.00
86050			Debt Collection -Judgement professional fee	\$ 165.00	
EFT7632	31/08/2022	Allwest Plant Hire			-\$ 3,960.00
26298			Dry Hire Multi Tyre Roller 04/07/2022 - 31/07/2022	\$ 3,960.00	
EFT7633	31/08/2022	Australia Post			-\$ 851.35
1011706339			Generic envelope, Generic Booklet 1.10 stamps, Generic roll 1.10, Padded Mailer size 2, Padded Mailer small, Padded mailer medium, Tough bag small, Tough bag medium, Tough bag large, Generic roll 1.10. Padded mailer large	\$ 851.35	
EFT7634	31/08/2022	Australian Safety Engineers			-\$ 418.00
0155985W			Annual service- Oxy viva regulator	\$ 418.00	
EFT7635	31/08/2022	Avon Waste			-\$ 4,593.45
00051214			General waste services Domestic & commercial general waste services, Fuel facility bin, North Bannister bins, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Building waste bin hire	\$ 4,593.45	
EFT7636	31/08/2022	BOC			-\$ 85.24
5005812238			Oxygen, Acetylene, Argoshield, Medical Oxygen	\$ 85.24	
EFT7637	31/08/2022	Benara Nurseries			-\$ 1,164.71
380414			Plants, Plants, Plants, Plants	\$ 305.66	
383758			Assorted plants	\$ 89.93	
383764			Plants for Plant a Tree Day	\$ 769.12	
EFT7638	31/08/2022	Bob Waddell & Associates			-\$ 5,032.50
2911			Assist with the 2022/23 annual budget including statutory budget, Assit with the setup of the new monthly financial statements	\$ 4,702.50	
2926			Assist with annual budget including statutory budget	\$ 330.00	
EFT7639	31/08/2022	Boddington Hardware & Newsagency			-\$ 864.50
741639			Glyphosate	\$ 514.00	
742686			Star pickets	\$ 243.00	
742687			Hand sprayers, Red Dye	\$ 107.50	
EFT7640	31/08/2022	Boddington IGA			-\$ 142.64
01/9791			Catering - History Group Meeting Catering, History Group Meeting Catering	\$ 87.88	
02/7369			cafe supplies, cafe supplies	\$ 54.76	
EFT7641	31/08/2022	Boddington News			-\$ 27.00
4/84			Boddington News, Edition #692	\$ 9.00	
4/94			Boddington News, Edition #693	\$ 9.00	
5/59			Boddington News, Edition #694	\$ 9.00	
EFT7642	31/08/2022	Boral Construction Materials			-\$ 1,056.00
WA16845805			Materials - Rural road maintenance	\$ 1,056.00	
EFT7643	31/08/2022	Bullivants			-\$ 1,089.00
DMI 401208634			Test chains and lifting attachments and Certification	\$ 1,089.00	
EFT7644	31/08/2022	Child Support Agency			-\$ 129.44
DEDUCTION			Payroll Deduction	\$ 129.44	
EFT7645	31/08/2022	Corsign WA			-\$ 744.92
67643			Signs -Community Centre, Admin office	\$ 172.92	
00067509			RAV network road sign	\$ 572.00	
EFT7646	31/08/2022	Crossman Hot Water & Plumbing			-\$ 7,668.00
00008882			Installation Septic system as per quotation	\$ 7,668.00	
EFT7647	31/08/2022	Dalton			-\$ 37,237.20
318602			Supply & delivery 1200mm long culverts as per quotation, Supply & delivery 1200mm long link pads as per quotation	\$ 37,237.20	
EFT7648	31/08/2022	Delnorth			-\$ 916.85
54711AA			Guide posts	\$ 916.85	
EFT7649	31/08/2022	Ecowater Services			-\$ 939.79
Z1736			Retic refurbish - 19 Humes Way	\$ 939.79	
EFT7650	31/08/2022	Hamel Nursery			-\$ 747.20
500147			Plant a Tree Day Trees	\$ 747.20	
EFT7651	31/08/2022	IT Vision			-\$ 33,617.25
37207			Software Licencing 2022/23 year	\$ 30,188.00	
37339			Rates Service 2022-23, July 2022	\$ 2,329.25	
37340			Configuration of workflow menu, outstanding records and purchase orders for Synergysoft	\$ 825.00	
37361			Reverse Asset Disposal for EMTS Vehicle	\$ 275.00	
EFT7652	31/08/2022	Jozef Majko			-\$ 600.00
DEDUCTION			Rent - 20 Down Street	\$ 600.00	
EFT7653	31/08/2022	Liberty Rural			-\$ 46,861.11
F1311003065			Diesel and ULP for fuel outlet	\$ 46,861.11	
EFT7654	31/08/2022	Local Health Authorities Analytical Committee			-\$ 396.00
MA2022 123			Analytical Expenses	\$ 396.00	
EFT7655	31/08/2022	Marketforce			-\$ 387.46
44655			Notice of Intention to Levy Differential Rates	\$ 387.46	
EFT7656	31/08/2022	Mcleods			-\$ 411.80
125355			Fire break Easement - lot 97 echidna wandering	\$ 411.80	

Shire of Wandering- List of Payments Submitted to Council - August 2022					
Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7657 INV-0293	31/08/2022	Mining Ag Civil Hose and Fittings	Update hydraulic fittings on mulching head to comply with the excavator	\$ 1,613.39	-\$ 1,613.39
EFT7658 2967 425820	31/08/2022	Moore Australia	Employee Tax Obligations workshop Monthly Financial Preparation & Review, June 2022	\$ 880.00 \$ 2,310.00	-\$ 3,190.00
EFT7659 602128342	31/08/2022	Officeworks	A4 Card, Delivery	\$ 125.80	-\$ 125.80
EFT7660 27421 27422	31/08/2022	Perfect Computer Solutions	IT Maintenance, Labour Micosoft Surface Pro, Surface Dock, Type Cover including Pen	\$ 170.00 \$ 4,898.90	-\$ 5,068.90
EFT7661 00002837	31/08/2022	Pingelly Times	Advertisements - Pingelly Times - Technical Services Admin Officer and Finance/Customer Service Officer	\$ 60.00	-\$ 60.00
EFT7662 13035	31/08/2022	Quest Payment Systems	Monthly maintenance fee - Fuel Facility, 01/08/2022 - 31/08/2022	\$ 418.00	-\$ 418.00
EFT7663 146784	31/08/2022	Resonline	Caravan Park Bookng System- Jul 2022	\$ 242.00	-\$ 242.00
EFT7664 JULY 2022	31/08/2022	Rhonie's Wandering Mop & Bucket	Cleaning contract, Public conveniences - Watts St, Caravan Park, Administration Office, CRC, Depot, Public conveniences - Codjatotine/Pumphreys Bridge, Community Centre, Travel, New Units - Caravan Park	\$ 3,757.60	-\$ 3,757.60
EFT7665 DEDUCTION	31/08/2022	Shire of Wandering Christmas Club	Payroll Deductions	\$ 370.00	-\$ 370.00
EFT7666 DEDUCTION	31/08/2022	Shire of Wandering Staff Lotto	Payroll Deductions	\$ 55.00	-\$ 55.00
EFT7667 42638 1	31/08/2022	Simoco Wireless Solutions	Install DMR Radios into Works Vehicles	\$ 8,433.52	-\$ 8,433.52
EFT7668 230528023005 230528023006	31/08/2022	Startrack Express	Freight - library books, Freight - Library Books Freight - library books	\$ 52.56 \$ 382.59	-\$ 435.15
EFT7669 INV-3081 INV-3082	31/08/2022	Volt Air	Caravan Park-Repair bay 5 power outlet Community Centre - Repair airconditioner	\$ 360.00 \$ 288.00	-\$ 648.00
EFT7670 00004124	31/08/2022	WA Contract Ranger Services	Contract Ranger Service, Labour & Travel	\$ 888.25	-\$ 888.25
EFT7671 SI 000437	31/08/2022	WALGA	Association subscription, Procurement subscription, Council Connect, Council Connect, Employee relations subscription, Local Laws subscription. Governance Service	\$ 27,145.81	-\$ 27,145.81
EFT7672 00000014 00000015	31/08/2022	Wandering Tavern	Forklift gas bottle Gas bottle	\$ 80.00 \$ 175.00	-\$ 255.00
EFT7673 PI7244713 DD3987.1 3347405	31/08/2022	Westrac	Repairs Grader Valve Solenoid	\$ 194.08	-\$ 194.08
DD3987.2 237 026 0322 312 287 7928 506 026 8916 995 311 2328	5/08/2022	Pivotel	Bushfire radios	\$ 60.00	-\$ 60.00
DD3987.2 237 026 0322 312 287 7928 506 026 8916 995 311 2328	5/08/2022	Synergy	Electricity Use- Depot Electricity Use- Administration Building Electricity Use - Fuel facility Electricity Use-CRC, Public conveniences	\$ 598.15 \$ 803.08 \$ 266.90 \$ 568.12	-\$ 2,236.25
DD3990.1 SUPER DEDUCTION	3/08/2022	Aware Super	Payroll Deductions Payroll Deductions	\$ 4,576.46 \$ 1,124.64	-\$ 5,701.10
DD3990.2 DEDUCTION SUPER	3/08/2022	ANZ OnePath Masterfund	Payroll Deductions Payroll Deductions	\$ 73.90 \$ 229.10	-\$ 303.00
DD3990.3 DEDUCTION SUPER	3/08/2022	HostPlus Super Fund	Payroll Deductions Payroll Deductions	\$ 185.77 \$ 575.88	-\$ 761.65
DD3990.4 DEDUCTION SUPER	3/08/2022	Australian Super	Payroll Deductions Payroll Deductions	\$ 150.78 \$ 467.41	-\$ 618.19
DD3990.5 DEDUCTION SUPER	3/08/2022	MobiSuper	Payroll Deductions Payroll Deductions	\$ 54.09 \$ 167.67	-\$ 221.76
DD3990.6 SUPER DEDUCTION	3/08/2022	Macquarie Super	Payroll Deductions Payroll Deductions	\$ 134.37 \$ 117.21	-\$ 134.37
DD3990.7 SUPER DEDUCTION	3/08/2022	CBUS	Payroll Deductions Payroll Deductions	\$ 117.21 \$ 231.53	-\$ 117.21
DD3990.8 SUPER DEDUCTION	3/08/2022	Prime Super	Payroll Deductions Payroll Deductions	\$ 231.53 \$ 93.07	-\$ 231.53
DD3993.5 90 17752 64 8	15/08/2022	Water Corporation	Water use	\$ 53.57	-\$ 53.57
DD3997.1 SUPER DEDUCTION	17/08/2022	Aware Super	Payroll Deductions Payroll Deductions	\$ 4,611.05 \$ 1,135.79	-\$ 5,746.84
DD3997.2 DEDUCTION SUPER	17/08/2022	ANZ OnePath Masterfund	Payroll Deductions Payroll Deductions	\$ 93.07 \$ 288.53	-\$ 381.60

Shire of Wandering- List of Payments Submitted to Council - August 2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD3997.3	17/08/2022	HostPlus Super Fund			-\$ 761.65
DEDUCTION			Payroll Deductions	\$ 185.77	
SUPER			Payroll Deductions	\$ 575.88	
DD3997.4	17/08/2022	Australian Super			-\$ 618.19
DEDUCTION			Payroll Deductions	\$ 150.78	
SUPER			Payroll Deductions	\$ 467.41	
DD3997.5	17/08/2022	MobiSuper			-\$ 200.74
DEDUCTION			Payroll Deductions	\$ 48.96	
SUPER			Payroll Deductions	\$ 151.78	
DD3997.6	17/08/2022	Macquarie Super			-\$ 105.76
SUPER			Payroll Deductions	\$ 105.76	
DD3997.7	17/08/2022	CBUS			-\$ 179.61
SUPER			Payroll Deductions	\$ 179.61	
DD3997.8	17/08/2022	Prime Super			-\$ 264.88
SUPER			Payroll Deductions	\$ 264.88	
DD3999.1	17/08/2022	HostPlus Super Fund			-\$ 25.83
SUPER			Payroll Deductions	\$ 19.53	
DEDUCTION			Payroll Deductions	\$ 6.30	
DD4010.1	31/08/2022	Aware Super			-\$ 5,856.56
SUPER			Payroll Deductions	\$ 4,694.01	
DEDUCTION			Payroll Deductions	\$ 1,162.55	
DD4010.2	31/08/2022	ANZ OnePath Masterfund			-\$ 239.77
DEDUCTION			Payroll Deductions	\$ 58.48	
SUPER			Payroll Deductions	\$ 181.29	
DD4010.3	31/08/2022	Australian Super			-\$ 618.19
DEDUCTION			Payroll Deductions	\$ 150.78	
SUPER			Payroll Deductions	\$ 467.41	
DD4010.4	31/08/2022	MobiSuper			-\$ 240.88
DEDUCTION			Payroll Deductions	\$ 58.75	
SUPER			Payroll Deductions	\$ 182.13	
DD4010.5	31/08/2022	HostPlus Super Fund			-\$ 381.82
DEDUCTION			Payroll Deductions	\$ 59.79	
SUPER			Payroll Deductions	\$ 322.03	
DD4010.6	31/08/2022	Macquarie Super			-\$ 126.95
SUPER			Payroll Deductions	\$ 126.95	
DD4010.7	31/08/2022	CBUS			-\$ 77.63
SUPER			Payroll Deductions	\$ 77.63	
DD4010.8	31/08/2022	Prime Super			-\$ 206.02
SUPER			Payroll Deductions	\$ 206.02	
DD4014.1	26/08/2022	Telstra			-\$ 82.48
4204285060			Tims Messaging Councilllors to the 6 August 2022, , Tims Messaging Fire Control to the 6 August 2022, Tims Messaging Fuel Facility to the 6 Aueust 2022	\$ 82.48	
DD4014.2	22/08/2022	Synergy			-\$ 760.35
2061583072			Street Lighting Period ending 25 Jun 2022 - 24 Jul 2022	\$ 760.35	
DD4015.1	2/08/2022	Telstra			-\$ 346.29
K098404990-9			Phone charges 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, 13 Dunmall St, CEO mobile	\$ 346.29	
DD4015.2	9/08/2022	Synergy			-\$ 951.87
2085571102			19 Humes Way Electricity Supply - 180522 - 150722	\$ 249.26	
2041582500			13 Dunmall Drive Electricity Supply 180522 - 150722	\$ 400.38	
2021595609			Wandering Community Centre Electricity Supply 180522 - 150722	\$ 302.23	
DD4015.3	10/08/2022	Synergy			-\$ 1,321.63
2013599540			Caravan Park, Fire Station Usage	\$ 1,321.63	
DD4018.1	3/08/2022	Bankwest			-\$ 1,639.10
AUG 2022			Credit Card June-July 2022	\$ 1,639.10	
DD4020.1	25/08/2022	Department of Transport			-\$ 10,409.25
AUGUST 2022			DOT Payments August 2022 - 28/7/2022 - 25/8/2022	\$ 10,409.25	
1000010	8/08/2022	Department of Transport			-\$ 1,077.05
WD.300			Vehicle Registration Recording fee, Insurance	\$ 263.65	
WD.011			Vehicle Registration Recording fee, Insurance	\$ 406.70	
WD.422			Vehicle Registration Recording fee, Insurance	\$ 406.70	
			TOTAL		-\$ 455,183.78

Credit Card Breakdown -June-July 2022			
Date	Supplier	Description	Amount
12/07/2022	Bev Martin Textiles	Caravan Park Cabins Sheets & Towels	\$ 435.03
18/06/2022	Bunnings	Step Ladder for Depot	\$ 166.25
18/06/2022	South West Butchers	Hotham BBQ -Pumphries Bridge	\$ 93.17
18/06/2022	Woolworths	Council Refreshments	\$ 45.00
20/06/2022	Shire of Wandering	Licence Plate Remake-WD229	\$ 42.40
20/06/2022	Shire of Wandering	Transfer of Vehicle -1BCB374 Fire Truck	\$ 18.90
26/06/2022	Mobile Repairs	Screen Protector	\$ 40.00
26/06/2022	Officeworks	Stationery Supplies	\$ 299.00
26/06/2022	BP	Fuel 0-WD	\$ 148.91
07/07/2022	Adobe	Monthly Licencing Fee-Adobe Pro	\$ 349.89
14/07/2022	Bankwest	Bank Fee	\$ 0.55
		TOTAL	\$ 1,639.10

Sustainability Implications:

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

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

110922 Moved: Cr P Treasure Seconded: Cr S Little

Recommendation and Council Decision:

That Council endorse the following recommendations for the community grant applications as detailed below:

- **Wandering Camp Out Weekend – In Kind Support - Traffic Management Plan (TMP) and signage to the estimated value of \$1500.**

Carried 6/0



SHIRE OF WANDERING

Address: 22 Watts St Wandering WA 6308
Telephone: 08 9884 1056
Email: csc@wandering.wa.gov.au

GRANTS

ABN 27 552 059 809

GRANT APPLICATION FORM - Minor Grants (Up to \$2000)

Name of Organisation:	Wandering Camp out Weekend Inc.		
Type of Organisation: (eg sport and recreation, community based, general interest, health and welfare, religious etc)	Community		
Organisation Membership:	Committee of 12 Volunteers		
Nature of service / facility provided:	Community event		
Contact Person:	Helen Herbert		
Position:	President		
Phone Number:	0427 984 045		
Email Address:	presidentwcow@outlook.com		
Postal Address:	PO Box 52 Wandering WA 6308		
ABN 48305810416	Are you registered for GST:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you incorporated: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of event or activity:	Friday 21 st October 2022 → Sunday 23 rd Oct 2022		
Project / Event Title:	Wandering Camp out Weekend		
Amount requested:			
Do you require in kind support:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If so please provide details:	We would like to borrow the appropriate signage from Norragin Shire. Happy to split cost of TMP with Wandering Fair.		
What is the purpose of your project:	To showcase local talent, businesses and natural beauty of wandering and surrounds		
How will it benefit the Wandering community?	The event itself will attract visitors from near and far. If our event is profitable, we aim to fund various community projects eg water fountain @ skate park, school camp etc		
Applicants financial position:	CONFIDENTIAL Event budget to be kept confidential from public please		

Please include a detailed project budget including GST breakdown (on separate sheet if necessary).

Details of applications to other possible funding sources:

Lotterywest has provided a grant for Ag Show component -
no charge to patrons
most support is in kind.

Ongoing management:

This event will hopefully continue each year with
the ongoing support of our sponsors and the
effort of the committee and volunteers

How will you acknowledge support from the Shire of Wandering?:


Logo will be displayed in social media, event program etc

Declaration

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
 - The information provided is true and correct.
 - I may be required to supply further information to enable consideration of this application.
 - Licensed clubs, under the Liquor Act, must disclose the amount of income generated from the sale of alcohol
- I give my permission for the Shire of Wandering to promote this grant as part of any communications or public relations activity.

Name: Helen Herbert

Signed: 

Date: 09/09/2020

Office Use Only

Central Records Ref:

N&A Updated

Name:

Date:



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN A1037522Y

Certificate of Incorporation

This is to certify that

WANDERING CAMP OUT WEEKEND INC.

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
fifth day of October 2020

Lanie Chopping
Commissioner for Consumer Protection

CERTIFICATE

14 Planning and Technical Services

14.1 Revocation of Bushfire Management Plan Condition

File Reference:	PA292
Location:	Lot 12 (No.7841) Albany Highway, Bannister
Applicant:	Glenn Burke
Author:	Maureen Mertyn, Technical Services Administration Officer
Authorising Officer	Barry Gibbs – Executive Manager Technical Services
Date:	22/08/2022
Disclosure of Interest:	Nil
Attachments:	Attachment 1 – Planning Approval Attachment 2 – Letter from Preplan Pty Ltd
Previous Reference:	PA292 and Development Approval Resolution 080722

Summary:

A Development Approval under Resolution number 080722 was issued for a “Use Not Listed”, being a Tourist Facility and associated signage at Lot 12 (No. 7841) Albany Highway, Bannister.

The Bush Fire Management Plan condition is found to be insignificant based on consultation with a Bushfire consultant.

This report therefore recommends revoking the Bushfire Management Plan condition.

Background:

In respect to a planning framework, the decision-maker (Council) has the discretion of requiring a Bushfire Management Plan.

Comment:

Kelly Brown, a registered Fire Engineer with over 35 years industry experience recommends waiving the condition of a Bushfire Management Plan as it cannot mitigate the hazard as hazard is not on this title and therefore outside the legal scope of a BMP for this lot.

According to D Gossage, Director at Preplan, an evacuation plan irrespective of whether required or not is pointless in the bushfire perspective as the Emergency Planning Committee (as specified in AS3745), would create plans and procedures that would require safe evacuation from the premises that is literally only a few steps, any occupant is on public space/ road reserve and outside the scope of such plans and procedures.

Barry Gibbs, Executive Manager Technical Services conducted a site inspection and confirms that the recommendation of Preplan is suitable.

Consultation:

Alan Hart, CEO
Barry Gibbs, Executive Manager Technical Services
Kelly Brown, Bushfire consultant at Preplan Pty Ltd
D Gossage, Director at Preplan Pty Ltd
Cody Meyer, Altus Planning

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Costs may be incurred by the Town if the landowner requests a review of the determination from the State Administrative Tribunal (SAT).

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

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:

Absolute Majority

120922 Moved: Cr G Hansen Seconded: Cr G Parsons

Recommendation and Council Decision:

That Council revokes the Bushfire Management Plan condition of Development Approval Resolution number 080722, as listed below:

“The applicant, within 30 days of the date of approval or whichever time period is appropriate by Council, is to submit a Bushfire Management Plan to the satisfaction of the Shire and in accordance with the provisions of State Planning Policy 3.7, prior to commencement of the use”.

Carried 6/0

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308
Ph: 08 9884 1056
www.wandering.wa.gov.au



Our Ref: 10.106.10606 / PA292

Your Ref:

Enquiries: Helen Herbert

NOTICE OF DETERMINATION ON APPLICATION FOR PLANNING APPROVAL

[cl.10.4.1] Town Planning Act 1928

PROPERTY DETAILS

Determination No:	PA292	Date of Determination:	21/07/2022
Assessment No:	A472	Owner:	GP Burke
Date of Meeting:	15/09/2022	Date Received:	22/07/2022
Lot/Location No:	12		
Street Name	Albany Highway	Suburb:	BANNISTER

PURPOSE

Description of Proposed Use:	Description as defined in Zoning Table:
1.	Approval of Application for Planning Approval - Commence a "Use Not Listed", being a Tourist Facility and associated signage - Lot 12 (7841) Albany Highway, Bannister
(Please attach details if insufficient room)	
Nature of any existing buildings and or/use:	Shed
Zoning:	Rural
Zoning Use Code:	Use not listed
Heritage Listed:	N
Setback variation required:	Not Applicable
Policy Applicable:	Nil

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

Ph: 08 9884 1056

www.wandering.wa.gov.au



Approval is hereby granted for Approval of Application for Planning Approval - Commence a Use Not Listed" - Lot 12 Albany Highway subject to the following conditions:

- The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
- Manufacturing of furniture and art to be undertaken between the hours of 7:00 and 19:00 Monday to Saturday. Manufacturing of furniture is not permitted outside of these hours.
- The applicant, within 30 days of the date of approval or whichever time period is deemed as appropriate by Council, is to submit a Waste Management Plan to the satisfaction of the Shire which provides detail on the size, quantity, type and location of bin storage as well as the method and frequency of disposal, prior to commencement of the use.
- The applicant, within 30 days of the date of approval or whichever time period is deemed as appropriate by Council, is required to submit a septic application and to pay the relevant application fee for approval.
- Suitable arrangements being made with Main Roads WA for the upgrade of the direct vehicular access onto the Main Roads network.
- Suitable arrangements being made with Main Roads WA for the approval of signage is visible from the Main Roads network.

Advice Notes:

With respect to Conditions 1, 6 and 7:

- The applicant is encouraged to contact the Main Roads WA Wheatbelt Region for advice in relation to vehicular access and signage.
- The applicant is required to submit an Application for Advertising Signs within and beyond State Road Reserves and receive approval prior to the installation of signage.
- The applicant is required to submit an Application for Highway Access and Application to Undertake Works within the Road Reserve, and receive approval, prior to undertaking any works within the road reserve.
- Your attention is drawn to that fact that this consent constitutes development approval under the Planning and Development Act 2005 only and that a Building Permit may be required to be obtained prior to commencement of the land use that demonstrates compliance with the Building Code of Australia. It is the responsibility of the applicant to liaise with the Shire obtain any other necessary approvals, consents and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

Ph: 08 9884 1056

www.wandering.wa.gov.au



- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant is aggrieved by this determination there is a right of appeal under Part V of the Town Planning Act 1928. An appeal must be lodged within 60 days of the determination.
- Note 4: All building applications received will now be forwarded to Council's Building Surveyor for assessment. You will be contacted regarding your building application in due course.

Alan Hart, Chief Executive Officer

For and on behalf of the Shire of Wandering

Date: **22/07/2022**

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

Ph: 08 9884 1056

www.wandering.wa.gov.au



Our Ref: 10.106.10606 / PA292

Your Ref:

Enquiries: Maureen Mertyn

NOTICE OF DETERMINATION ON APPLICATION FOR PLANNING APPROVAL

[cl.10.4.1] Town Planning Act 1928

PROPERTY DETAILS

Determination No:	PA292	Date of Determination:	21/07/2022
Assessment No:	A472	Owner:	GP Burke
Date of Meeting:	21/07/2022	Date Received:	22/07/2022
Lot/Location No:	12		
Street Name	Albany Highway	Suburb:	BANNISTER

PURPOSE

Description of Proposed Use:	Description as defined in Zoning Table:
1.	Approval of Application for Planning Approval - Commence a "Use Not Listed", being a Tourist Facility and associated signage - Lot 12 (7841) Albany Highway, Bannister
(Please attach details if insufficient room)	
Nature of any existing buildings and or/use:	Shed
Zoning:	Rural
Zoning Use Code:	Use not listed
Heritage Listed:	N
Setback variation required:	Not Applicable
Policy Applicable:	Nil

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

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Approval is hereby granted for Approval of Application for Planning Approval - Commence a Use Not Listed" - Lot 12 Albany Highway subject to the following conditions:

- The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
- Manufacturing of furniture and art to be undertaken between the hours of 7:00 and 19:00 Monday to Saturday. Manufacturing of furniture is not permitted outside of these hours.
- The applicant, within 30 days of the date of approval or whichever time period is deemed as appropriate by Council, is to submit a Waste Management Plan to the satisfaction of the Shire which provides detail on the size, quantity, type and location of bin storage as well as the method and frequency of disposal, prior to commencement of the use.
- The applicant, within 30 days of the date of approval or whichever time period is deemed as appropriate by Council, is to submit a Bushfire Management Plan to the satisfaction of the Shire and in accordance with the provisions of State Planning Policy 3.7, prior to commencement of the use.
- The applicant, within 30 days of the date of approval or whichever time period is deemed as appropriate by Council, is required to submit a septic application and to pay the relevant application fee for approval.
- Suitable arrangements being made with Main Roads WA for the upgrade of the direct vehicular access onto the Main Roads network.
- Suitable arrangements being made with Main Roads WA for the approval of signage is visible from the Main Roads network.

Advice Notes:

With respect to Conditions 1, 6 and 7:

- The applicant is encouraged to contact the Main Roads WA Wheatbelt Region for advice in relation to vehicular access and signage.
- The applicant is required to submit an Application for Advertising Signs within and beyond State Road Reserves and receive approval prior to the installation of signage.
- The applicant is required to submit an Application for Highway Access and Application to Undertake Works within the Road Reserve, and receive approval, prior to undertaking any works within the road reserve.
- Your attention is drawn to that fact that this consent constitutes development approval under the Planning and Development Act 2005 only and that a Building Permit may be required to be obtained prior to commencement of the land use that demonstrates compliance with the Building Code of Australia. It is the responsibility of the applicant to liaise with the Shire obtain any other necessary approvals, consents and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

SHIRE OF WANDERING

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- Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
- Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- Note 3: If an applicant is aggrieved by this determination there is a right of appeal under Part V of the Town Planning Act 1928. An appeal must be lodged within 60 days of the determination.
- Note 4: All building applications received will now be forwarded to Council's Building Surveyor for assessment. You will be contacted regarding your building application in due course.

Alan Hart, Chief Executive Officer

For and on behalf of the Shire of Wandering

Date: **22/07/2022**



2022 08 17

Att: Barry Gibb

Shire of Wandering
22 Watts Street,
Wandering
WA 6308

Dear Barry,

**Re: Requirement of a BMP for Lot 12, 7841 Albany Highway
Bannister WA**

Following on from your conversation with Glenn Burke we confirm a BMP is not required in this instance as it cannot mitigate the hazard as the hazard is not on this title and therefore outside the legal scope of a BMP for this lot. A BMP is therefore pointless and places an unnecessary encumbrance upon the owner without any change to the actual hazard which is on another title.

An evacuation plan is covered by AS3745 and invoked by NCC if required. An evacuation plan irrespective of whether required or not is pointless (from a bushfire perspective) as the emergency planning committee (EPC) as specified in the standard, would create plans and procedures that would require safe evacuation from the premises, which, with literally only a few steps, any occupant is on public space/road reserve and outside the scope of such a plan/procedure. Thus an evacuation plan does not improve safety from a bushfire perspective – if anything it may decrease the safety (from a bushfire perspective).

We hope this clarifies the issue and should you have any queries please feel free to contact me on 0457323814.

Yours faithfully,

D Gossage

D Gossage AFSM

Director



14.2 Grant of Easement – Lot 97, Echidna Close, Wandering

File Reference:	05.051.02109; RA377
Location:	Lot 97, Echidna Close, Blackboy Springs
Applicant:	Daniel and Juliet Young
Author:	Barry Gibbs
Authorising Officer	Barry Gibbs – Executive Manager Technical Services
Date:	7/09/2022
Disclosure of Interest:	Nil
Attachments:	Confidential Under Separate Cover - Grant of Easement - Lot 97, Echidna Close, Wandering
Previous Reference:	Item 11.3 -18 March 2021 – Fire Break Easement

Summary:

This report seeks Council's consideration to apply the Common Seal of the Shire of Wandering so to progress an outstanding Fire Break Easement/Emergency Access Track misalignment on Lot 97 Echidna Close, Wandering.

Background:

When stage two of the development for Blackboy Springs Estate was approved the terrain was not considered when the alignment of the Easement was granted.

This has meant that the physical alignment of the current access track is not located within the allocated easement and varies up to 20 metres at some points from the easement within Lot 97, Echidna Close, Blackboy Springs Estate.

The Shire of Wandering has engaged McLeods as Solicitors for legal services to proceed arrangements with Daniel and Juliet Young for the realignment of the Fire Break Easement.

The Shire of Wandering needs to sign and affix its Common Seal on the agreement for lodgement with Landgate.

Comment:

This process has taken several years and is now nearing the final stages for the realignment to be completed.

Consultation:

Alan Hart – Chief Executive Officer

Statutory Environment:

Land Administration Act 1997

s195. Easement in gross in favour of State etc., creation of etc.

It is possible, and is deemed always to have been possible —

(a) to create in favour of the State of Western Australia or in favour of a State instrumentality, statutory body corporate or local government, an easement without a dominant tenement; and

(b) to annex to or make appurtenant to an easement, another easement or the benefit of a restriction as to the user of land.

Transfer of Land Act 1983

Policy Implications:

No policy applies

Financial Implications:

Only minor financial costs for Solicitors fees for the lodgement. Separate funding will be required once the agreement is finalised to undertake fencing as per the original arrangement with the Youngs in March 2021.

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

Improve Our Financial Position

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money

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:

If the easement is not realigned the property owner has the right to deny access to the current section of track which is not within the easement which may have significant impact and slow response during a Bushfire in the area of Blackboy Springs Estate.

Voting Requirements:

Simple Majority

130922 Moved: Cr G Hansen Seconded: Cr M Watts

Recommendation and Council Decision:

That Council authorise the Shire President and Chief Executive Officer to Sign and apply the Common Seal to the Grant of Easement as shown on Deposited Plan 418061 for Lot 97 Echidna Close, Wandering.

Carried 6/0

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

Nil.

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).

140922 Moved: Cr M Watts Seconded: Cr G Parsons

That late item 16.1 - 2022/2023 Differential General Rates and General Minimum Payments be introduced as new business

Carried 6/0

16.1 2022/2023 Differential General Rates and General Minimum Payments

File Reference:	03.031.03103
Location:	
Applicant:	
Author:	Alan Hart, Chief Executive Officer
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	12 September 2022
Disclosure of Interest:	
Attachments:	Nil
Previous Reference:	Special Council Meeting 4 August 2022 – Item 10.1

Summary

The purpose of this report is to recommend to Council to re-adopt for local public advertising for a minimum period of 21 days the updated Differential General Rates and General Minimum Payments for 2022-23.

Background

Council have previously resolved to impose differential rates for the 2022/23 financial year. During the process of obtaining ministerial approval, the Department of Local Government have advised the Shire that approval cannot be given due to the rate categories changing after the close of the advertising period. This type of approval is given by officers in the Department under Delegated Authority and the officers do not have delegated authority if the differential rating strategy changes after the advertising period.

Statutory / Legal Implications

Local Government Act 1995:

S6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.

- (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation 1 is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

s6.35. Minimum payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed.

s6.36. Local government to give notice of certain rates

- (1) Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.
- (2) A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).
- (3) A notice referred to in subsection (1) —
 - (a) may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency; and
 - (b) is to contain —
 - (i) details of each rate or minimum payment the local government intends to impose; and

- (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
 - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
 - (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*
- (5) *Where a local government —*
- (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
 - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4),*
- it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

Policy Implications

In accordance with the Department of Local Government Rating Policy – Differential Rates, Council must demonstrate that consideration has been given to the key values of Objectivity, Fairness and Equity, Consistency, Transparency and Administrative Efficiency.

Financial Implications

The differential rates model as endorsed by Council will directly influence Council's ability to fund expenditure requirements proposed to be included in the 2022/2023 budget. Expenses will be incurred in relation to advertising, which are accommodated within the current budget.

Strategic Implications

IMPROVE OUR FINANCIAL POSITION

Our Goals	Our Strategies	Our Measurement
The Wandering Shire is financially sustainable	Improve accountability and transparency Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs Prudently manage our financial resources to ensure value for money	Rate review implemented over a staged process by 2020 Balanced budget delivered annually Annual external financial audit identifies no adverse issues Long Term Financial Plan updated annually Investment Strategy

Consultation / Communication

Via local public notice.

Comment

Council have previously resolved to advertise a differential rating and general minimum payments for 2022/23 year and to seek the Ministers approval to levy the rates as required under the Local Government Act.

This process was completed and the request was lodged. During the assessment process, departmental officers found that the differential rate categories had changed after the advertising period closed and ministerial approval cannot be granted if rate categories change after the close of the advertising period. The Department have also requested that the Shire change the Rate in the \$ amounts for Rural Residential Vacant and Industrial Vacant so that differential rates apply to the different rate categories. This will not change the outcome of the rate model.

When the original request was lodged with the Department on 5 August 2022, the department required the Shire to write to two ratepayers in the industrial area to seek their comments on applying the minimum rate to their property, it is State Government policy (not legislation) that where the strategy affects a small number of properties that the local government individually write to those ratepayers seeking their input on the differential rating strategy. This extended the public consultation period from 21 days to 42 days (as the two ratepayers had 21 days to comment).

The department has had all of the required information since 5 August to assess the application and on 9 September the Shire was advised that the application for approval to apply the minimum rate cannot be approved due to the separation of the vacant properties in the rural residential and industrial areas at the close of the public advertising period, so that ministerial approval can be given to apply the minimum rate to more than 50% of properties that are classified as vacant.

The Department now require that the Council re-commence the advertising period again (another 21 days) and apply to the Minister for approval in accordance with Section 6.35 (5) of the Local Government Act 1995 (as amended).

The Shire of Wandering has adopted a differential general rate and general minimum rate payment model for a number of years.

In arriving at the proposed rates in the dollar, the need for revenue to fund the requirements of local government services, activities, maintenance of assets, financing costs and capital infrastructure requirements with the desire to limit any increase on the ratepayer to affordable levels has been established.

In the 2021/22 year, there was change in basis of rates for the Industrial and Rural Residential zoned properties from UV to GRV. Within these categories there are a high number of properties that are classified as vacant land and it is not possible to comply with the legislation and maintain a minimum rate of no more than 50% of the properties within these differential rating categories.

The legislation does allow for the Shire to not comply with the 50% minimum if a differential rate is set for land that is vacant on the basis that it is vacant land, the Council must seek the approval of the Minister to impose these rates and minimum charges. It is therefore recommended that the following differential rates be adopted for the 2022/23 financial year:

Rate Category	Minimum Payment	Rate in the dollar (expressed as cents in the \$)	Yield \$
GRV Residential	\$1,204	13.7841	\$114,679.11
GRV Special Use	\$1,204	15.6112	\$22,730.76
GRV Rural Residential	\$1,204	9.2758	\$103,627.45
GRV Rural Residential Vacant	\$1,204	9.2759	\$27,692.00
GRV Industrial	\$1,204	7.8200	\$4,034.56
GRV Industrial Vacant	\$1,204	7.8300	\$2,408.00
UV Rural	\$1,204	0.6160	\$1,094,323.44
UV Mining Tenement	\$1,204	0.6160	\$7,224.00

Rate Category	Minimum Payment	Total Properties	No of Minimums	% of Minimums
GRV Residential	\$1,204	80	26	33%
GRV Special Use	\$1,204	4	1	25%
GRV Rural Residential	\$1,204	83	41	49%
GRV Rural Residential Vacant	\$1,204	23	23	100%
GRV Industrial	\$1,204	2	1	50%
GRV Industrial Vacant	\$1,204	3	3	100%
UV Rural	\$1,204	212	79	37%
UV Mining Tenement	\$1,204	6	6	100%

Voting Requirements

Simple Majority

150922 Moved: Cr G Hansen Seconded: Cr G Parsons
Recommendation and Council Decision:

That Council:

1. having considered the Long-Term Financial Plan 2021-2031 and its expenditure and revenue forecasts, approves for re-advertising the following differential rating categories:

DIFFERENTIAL RATES CATEGORIES 2022/2023

	PROPOSED RATE IN \$	MINIMUM RATE
GRV - Residential	0.137841	\$1,204
GRV - Special Use	0.156112	\$1,204
GRV - Rural Residential	0.92758	\$1,204
GRV - Rural Residential Vacant	0.92759	\$1,204
GRV - Industrial	0.78200	\$1,204
GRV - Industrial Vacant	0.78300	\$1,204
UV -Rural	0.00616	\$1,204
UV - Mining	0.00616	\$1,204

2. Advertises these rates in the dollar and minimum payments and invites written feedback from ratepayers within 21 days from giving local public notice.

Carried 6/0

16.2 Elected Members
 Nil.

16.3 Officers
 Nil.

17. Matters Behind Closed Doors
 Nil.

18. Closure of Meeting

The Presiding Member declared the meeting closed at 5.59pm.