

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Wandering will be held on Thursday 17 August 2023 in the Council Chambers commencing at 3.30pm.

Schedule

3.30pm Ordinary Council Meeting

Alan Hart
Chief Executive Officer

11 August 2023

DISCLAIMER

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

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

AGENDA

Shire of Wandering
Ordinary Council Meeting
17 August 2023

OUR VISION

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

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

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

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

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

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

Meeting Procedures:

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

Council Meeting Information:

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Inspection of Unconfirmed Minutes (Regulation 13).

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

Alan Hart
Chief Executive Officer

SHIRE OF WANDERING

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Thursday 17 August 2023 – commencing at 3.30pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

Councillors

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

Staff

Alan Hart (Chief Executive Officer)
Karl Mickle (Operations Manager)

Apologies

Cr Gillian Hansen

020623 Moved Cr Watts Seconded Cr Hansen
that Council approve the following leaves of absence:

Cr Watts – July Council Meetings
Cr Hansen – August Council Meetings
Cr Little – September Council Meetings

Carried 5/0

Members of the Public

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

Nil.

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

Nil.

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held

9.1 Ordinary Council Meeting Minutes – 20 July 2023

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Ordinary Meeting of Council held on 20 July 2023 be confirmed as true and correct.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

9.2 Special Council Meeting Minutes – 3 August 2023

(2023/2024 Differential General Rates and General Minimum Payments / Adoption of Budget)

Statutory Environment:

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

Voting Requirements:

Simple Majority

Recommendation:

That the Minutes of the Special Meeting of Council held on 3 August 2023 be confirmed as true and correct.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

10. Reports of Committees of Council

Nil.

11. Reports from Councillors

Cr Ian Turton (President)

Cr Paul Treasure (Deputy President)

Cr Graeme Parsons

Cr Max Watts

Cr Gillian Hansen

Cr Sheryl Little

12. Chief Executive Officer

12.1 Shire of Wandering Policy Manual Review

File Reference:	11.111.11101
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	10 August 2023
Disclosure of Interest:	Nil
Attachments:	Policy 12 – Purchasing and Tenders Policy 24 – Occupational Health and Safety Policy 39 – Caretaker Policy in Lead to Elections
Previous Reference:	Item 12.1 Ordinary Council Meeting 20 July 2023

Summary:

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

Background:

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

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

As there are currently 90 policies of the Shire it is proposed that each month two to three policies are reviewed by Council, this will ensure that all policies are reviewed in the stated three year period.

Comment:

Three policies are to be reviewed this month:

- Policy 12 – Purchasing and Tenders
- Policy 24 – Occupational Health and Safety
- Policy 39 – Caretaker Policy in Lead to Elections

These policies were presented to the General Planning Forum on 3 August 2023. Changes were made as follows:

- Policy 12 – Purchasing and Tenders – Purchasing Thresholds limit amounts to be updated as per attachment.
- Policy 24 – Occupational Health and Safety – All references to “Occupational Health and Safety”, “Occupational Safety and Health and the “Occupational Health and Safety Act” to be updated to “Work Health and Safety” as per attachment.
- Policy 39 – Caretaker Policy in Lead to Elections – no changes.

Consultation:

Chief Executive Officer
Elected Members

Statutory Environment:

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

Policy Implications:

As reviewed.

Financial Implications:

Nil.

Strategic Implications:

Provide Strong Leadership

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

Sustainability Implications:

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

Risk Implications:

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

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council adopts the following policies with any amendments made.

- **Policy 12 – Purchasing and Tenders**
- **Policy 24 – Occupational Health and Safety**
- **Policy 39 – Caretaker Policy in Lead to Elections**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

POLICY TYPE:	LEGISLATIVE	POLICY NO:	12
DATE ADOPTED:	18/07/2019	DATE LAST REVIEWED:	15/08/2019 - 21/05/2020 17/09/2020 - 16/09/2021
LEGAL (PARENT):	<i>Local Government Act 1995</i>	LEGAL (SUBSIDIARY):	<i>Local Government (Functions and General) Regulations 1996 r11A(1)</i>
DELEGATION OF AUTHORITY APPLICABLE:	Yes	DELEGATION NO.	9, 10, 13, 17 & 19

ADOPTED POLICY	
TITLE:	Purchasing and Tenders
OBJECTIVE:	<ul style="list-style-type: none"> The objective of this purchasing policy is to ensure that goods and services are supplied to Council in the most efficient and effective way, ensuring value for money, good management practices and support local businesses; and To provide compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations, 1996.

POLICY STATEMENT

The Shire of Wandering is committed to efficient, effective, economical and sustainable procedures in all purchasing activities.

This Policy:

- Provides the Shire of Wandering with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Wandering receives value for money in its purchasing.
- Ensures that the Shire of Wandering considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Wandering is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Upholds respect from the public and industry for the Shire of Wandering's purchasing practices that withstand probity.

1. ETHICS & INTEGRITY

All employees of the Shire of Wandering shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Wandering.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Wandering policies and code of conduct;
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed and
- Any information provided to the Shire of Wandering by a supplier shall be treated as commercial in confidence and should not be released unless authorised by the supplier or relevant legislation.

2. VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Wandering.

It is important to note that compliance with the specification is more important than obtaining the lowest price particularly taking into account user requirements, quality standards quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- (a) All relevant whole of life costs life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- (b) The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- (c) Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- (d) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining enough competitive quotations wherever practicable. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

3. PURCHASING THRESHOLDS

Council has resolved that the following limits and arrangements apply:

Amount of Purchase	Number of Quotations required
Up to \$3,000 <u>\$5,000</u>	Preference for one quote to be obtained
\$3,001 – \$5,000 <u>\$5,001 – \$20,000</u>	Two verbal or written quotations
\$5,001 – \$49,999 <u>\$20,001 – \$50,000</u>	Two written quotations.
\$50,00 10 - \$249,999	Three written quotations containing price and specification of goods and services. Quotations must be received in writing and offers made in writing, and all quotations and offers must be recorded in the Shire’s Central Records System.
Above \$250,000	All purchases exceeding \$250,000 should be by public tender unless a legislated tender exemption applies.

NOTE: To reduce the number of quotations for items up to value of \$49,999, refer to item “Sole Source of Supply” criteria.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than \$250,000 all the procedures for tendering outlined in this policy must be followed in full.

NOTE: The general principles relating to written quotations are;

- (a) An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- (b) The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
 - Shire of Wandering OSH requirements for Contractors
- (c) Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.

- (d) Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- (e) Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- (f) Respondents should be advised in writing as soon as possible after the final determination is made and approved.

4. REGULATORY COMPLIANCE

4.1 TENDER EXEMPTION

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- (a) An emergency situation as defined by the Local Government Act 1995;
- (b) The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- (c) The purchase is under auction which has been authorised by Council;
- (d) The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- (e) Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

4.2 SOLE SOURCE OF SUPPLY (MONOPOLY SUPPLIERS)

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations if there must genuinely be only one source of supply.

Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

NOTE: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

4.3 ANTI AVOIDANCE

The Shire will not conduct multiple purchasing activities with the intent of 'splitting' the purchase value or contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender.

5. ADVERTISING TENDERS

Tenders are to be advertised in a state-wide publication e.g. "The West Australian" newspaper. There is no requirement to advertise E-quotes in a newspaper. The tender must remain open for at least 14 days as a minimum.

The notice request must include:

- (a) A brief description of the goods or services required;
- (b) Information as to where and how tenders may be submitted;
- (c) The date and time after which tenders cannot be submitted;
- (d) Particulars identifying a person from who more detailed information as to tendering may be obtained;
- (e) Detailed information shall include;
 - Such information as the Shire of Wandering decides should be disclosed to those interested in submitting a tender;
 - Detailed specifications of the goods or services required;
 - The criteria for deciding which tender should be accepted;
 - Whether or not the Shire of Wandering has decided to submit a tender; and
 - Tenders cannot be submitted by facsimile or other electronic means, as confidentiality cannot be guaranteed by these processes.

6. TENDER DEADLINE

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

7. OPENING OF TENDERS

No tenders are to be removed from the tender box or opened (read or evaluated) prior to the Tender Deadline. Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire employee. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in confidence to the Shire of Wandering. Members of the public are entitled to be present.

8. TENDER EVALUATION

Tenders that have not been rejected shall be assessed by the Shire of Wandering by means of a written evaluation against the pre-determined criteria.

The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Each tenderer will be advised of the particulars of the successful tender

9. ADDENDUM TO TENDER

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Shire of Wandering may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

10. MINOR VARIATION

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Shire of Wandering and tenderer have entered into a Contract, a minor variation may be made by the Shire of Wandering. A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

11. RECORDS MANAGEMENT

Record retention shall be in accordance with the requirements of the State Records Act, and the Shire of Wandering's internal records management policy.

12. BUY LOCAL

The Shire of Wandering encourages the development of competitive local businesses within its boundary first, and secondly within its broader region. As much as practicable, the Shire of Wandering will:

- (a) Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- (b) Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) Ensure that procurement plans address local business capability and local content;
- (d) Explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- (e) Avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- (f) Provide adequate and consistent information to local suppliers.

13. PURCHASING FROM DISABILITY ENTERPRISES

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire of Wandering's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

14. PURCHASING FROM WA ABORIGINAL BUSINESSES

A business registered in the current Aboriginal Business Directory WA produced by the Chamber of Commerce and Industry of Western Australia Limited may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- (a) The contract value is worth \$250,000 or less, and
- (b) A best and sustainable value assessment demonstrates benefits for the Shire of Wandering's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

15. PURCHASING FROM ENVIRONMENTALLY SUSTAINABLE BUSINESSES

The Shire of Wandering will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefits for the Shire of Wandering's achievement of its strategic and operational objectives.

A qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to suppliers which:

- (a) Demonstrate policies and practices that have been implemented by the business as part of its operations;
- (b) Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- (c) Encourage waste prevention, recycling, market development and use of recycled/recyclable materials

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

POLICY NO:	24
DATE LAST REVIEWED:	17/09/2020 16/09/2021

LEGAL (PARENT):	<i>Local Government Act 1995</i>
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LEGAL (SUBSIDIARY):	
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DELEGATION OF AUTHORITY APPLICABLE:	
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DELEGATION NO.	
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ADOPTED POLICY	
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TITLE:	Occupational Health and Safety <u>Work Health and Safety</u>
OBJECTIVE:	<ul style="list-style-type: none"> To outline the Shire of Wandering's recognition of its moral and legal obligations and commitment to continuously improve our Occupational Safety and Health <u>Work Health and Safety</u> Management Systems, including the establishment of measurable objectives and targets, with the aim of elimination of work related injuries and illness

POLICY STATEMENT

1. PRINCIPLES

The Shire of Wandering will manage ~~occupational safety and health~~ Work Health and Safety including the development and implementation of an ~~Occupational Safety and Health~~ Work Health and Safety Management System that complies with or exceeds legislative requirements including, but not limited to:

- (a) The ~~Occupational Safety and Health~~ Work Health and Safety Act 1984 (WA)
- (b) The ~~Occupational Safety and Health~~ Work Health and Safety Regulations 1996 (WA),
- (c) And with any other requirements placed upon the Shire or to which the Shire subscribes.

The Shire of Wandering will ensure that all levels of employees, including senior management, employees and contractors understand their roles and responsibilities in accordance with legislative requirements.

The Shire of Wandering will, so far as is practicable, meet our objectives by:

- (a) Providing and maintaining workplaces, plant, and systems of work such that employees are not exposed to hazards;
- (b) Providing such information, instruction, and training to, and supervision of, employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- (c) Developing and maintaining a culture that encourages all employees to manage health and safety risks;
- (d) Adopt, in consultation with employees, a risk management approach to work methods, plant and machinery acquisition and workplace design, and eliminate or control those identified risks;
- (e)
- (f) Consulting and cooperating with safety and health representatives, if any, and other employees at our workplaces, regarding ~~occupational safety and health~~ Work Health and Safety at our workplaces;
- (g) Where it is not practicable to avoid the presence of hazards at our workplaces, providing our employees with, or otherwise providing for our employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards; and
- (h) Making arrangements for ensuring, so far as is practicable, that:
 - The use, cleaning, maintenance, transportation and disposal of plant; and
 - The use, handling, processing, storage, transportation and disposal of substances, at our workplaces is carried out in a manner such that our employees are not exposed to hazards

While at work all employees, including contractors and volunteers will be expected to:

- (a) Ensure their own safety and health at work; and
- (b) Avoid adversely affecting the safety or health of any other person through any act or omission at work;
- (c) Comply with safety and health instructions given by the Shire, including any direction to wear personal protective clothing or equipment;
- (d) Report all hazards, injury or harm to health in our workplaces to the Shire in a timely fashion and assist with any investigations when required;
- (e) Undertake risk assessments as per Council's Risk Management Policy (No 23). All organisational risks are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making; and
- (f) Cooperate with the Shire in our efforts to carry out our legislatively imposed safety and health duties

A safe and efficient place of work is our goal.

ASSOCIATED DOCUMENTS

AS/NZS 4801:2001 "~~Occupational Health and Safety~~Work Health and Safety Management Systems
Shire of Wandering Risk Management Policy No 23

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

POLICY NO:	39
DATE LAST REVIEWED:	17/09/2020 16/09/2021

LEGAL (PARENT):	<i>Local Government Act 1995</i>
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LEGAL (SUBSIDIARY):	
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DELEGATION OF AUTHORITY APPLICABLE:	
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DELEGATION NO.	
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ADOPTED POLICY	
TITLE:	Caretaker Policy in Lead to Elections
OBJECTIVE:	<ul style="list-style-type: none"> To describe the practices and decision making of the Shire in the lead to the local government elections.

DEFINITIONS

“Caretaker Period means the period when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations being 37 days prior to the Election Day in accordance with s4.49(a) of the Local Government Act 1995, until 6pm on Election Day.

Election Day means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election.

Electoral Material means any digital communications, advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting in accordance with s4.87(3) of the Local Government Act 1995.
- (b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- (c) Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

Events and Functions means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the Shire and stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

Extraordinary Circumstances means a situation that requires a major policy decision of the Council during a local government caretaker period if:

- (a) In the Chief Executive Officer’s opinion, the urgency of the issue is such that it cannot wait until after the local government election;
- (b) There is a possibility of legal and/or financial repercussions if a decision is deferred; or
- (c) In the Chief Executive Officer’s opinion, it is in the best interest of the Council and/or Shire for the decision to be made as soon as possible.

Local Government Election means all ordinary and extraordinary Council member elections.

Major Policy Decision means any:

- (a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting or Deputy Chief Executive Officer or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.
- (b) Decisions relating to the Shire entering into a sponsorship arrangement with a total Shire contribution value exceeding \$10,000 (excluding GST).

- (c) Irrevocable decisions that commit the Shire to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by an Council member.
- (d) Irrevocable decisions that will have a significant impact on the Shire of Wandering or the community.
- (e) Reports requested or initiated by an Council member, candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an electoral issue that reflects upon the Council's decision making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

Pre-Selected Candidate means the process by which a candidate is selected by a political party to contest an election for political office.

Public Consultation means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

Substantial Expenditure means expenditure that exceeds 0.01% of the Shire annual budgeted revenue (inclusive of GST) in the relevant financial year.

POLICY STATEMENT

The Shire of Wandering has determined that there is a need for a policy is to avoid the making of any major decisions by the Council, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous to, or promoting, the sitting Council members who are seeking re-election, or new candidates, and ensuring the Shire of Wandering's administration acts impartially in relation to candidates.

This policy also prohibits a Council member from using a wide range of Council resources during their candidacy for Council, State or Federal election.

1. APPLICATION

This Caretaker Policy applies to Council members, electoral candidates and employees of the Shire of Wandering.

1.1 SCHEDULING CONSIDERATION OF MAJOR POLICY DECISIONS

So far as is reasonably practicable, the Chief Executive Officer should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

- Considered by the Council prior to the Caretaker Period; or
- Scheduled for determination by the incoming Council.

1.2 DECISION MADE PRIOR TO A CARETAKER PERIOD

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcement of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

2. IMPLEMENTATION OF CARETAKER PRACTICES

2.1 ROLE OF THE CHIEF EXECUTIVE OFFICER IN IMPLEMENTING CARETAKER PRACTICES

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:

The Chief Executive Officer will ensure as far as possible, that all Council members and employee are aware of the Caretaker Policy and practices 30 days prior to the start of the Caretaker Period.

The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where appropriate for determination by the incoming Council.

The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

3. EXTRAORDINARY CIRCUMSTANCES REQUIRING EXEMPTION

3.1 EXTRAORDINARY CIRCUMSTANCES

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a range of circumstances, including but not limited to:

- (a) Whether the decision is 'significant';

- (b) The urgency of the issue (that is - can it wait until after the election);
- (c) The possibility of legal and/or financial repercussions if it is deferred;
- (d) Whether the decision is likely to be controversial; and
- (e) The best interests of the Shire of Wandering

3.2 APPOINTMENT OR REMOVAL OF THE CHIEF EXECUTIVE OFFICER

Whilst the definitions of this policy establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of the contract), pending the election, after which date a permanent decision can be made.

4. CARETAKER STATEMENT

4.1 CARETAKER STATEMENT

To ensure the Council complies with the commitment to appropriate decision making during the Caretaker Period a Caretaker Statement will be included in every report submitted to the Council for a decision.

The Caretaker Statement will specify one of the following:

- (a) "The recommended decision is not a 'Major Policy Decision' within the context of the Elections – Caretaker Period Policy."
- (b) "The recommended decision is a 'Major Policy Decision' within the context of the Elections – Caretaker Period Policy however; an exemption should be made due to extraordinary circumstances (insert the circumstances for making the exemption)".

5. SHIRE OF WANDERING PUBLICATIONS

5.1 PROHIBITION ON PUBLISHING LOCAL GOVERNMENT ELECTORAL MATERIAL

The Shire shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Shire any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

5.2 ELECTORAL MATERIAL RELEVANT TO PROHIBITION

Without limiting the generality of the definition of 'electoral material', material will be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- (a) The election; or
- (b) A candidate in the election; or
- (c) An issue submitted to, or otherwise before, the voters in connection with the election.

5.3 CANDIDATE AND/OR COUNCIL MEMBER PUBLICATIONS

Candidates and/or Council members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Shire. For example, use of the Shire of Wandering logo is prohibited as is use of any of the Shire's photographs or images.

5.4 ELECTION ANNOUNCEMENTS

This policy does not prevent publications by the Shire which merely announce the holding of the election or relate only to the election process itself.

5.5 SHIRE OF WANDERING PUBLICATIONS

Any reference to Council members in the Shire's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Shire's publications that are potentially affected by this policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

5.6 SHIRE OF WANDERING WEBSITE

During the Caretaker Period the Shire's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Council members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council. Information about candidates on the Shire's website will be restricted to their candidate profiles only.

6. PUBLIC CONSULTATION DURING THE CARETAKER PERIOD

6.1 PROHIBITION

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which is contentious, unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer.

7. ATTENDANCE AND PARTICIPATION AT EVENTS/FUNCTIONS/MEETINGS

7.1 PUBLIC EVENTS HOSTED BY EXTERNAL BODIES

Council members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

7.2 SHIRE OF WANDERING CIVIC EVENTS/FUNCTIONS

Civic events/functions organised by the Shire and held during the Caretaker Period will be reduced to only those essential to the operation of the Shire and should not in any way be associated with any issues considered topical and relevant to the election. All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period, however, only sitting Council members will be formally acknowledged at such events/functions.

7.3 ADDRESSES BY COUNCIL MEMBERS

Council members that are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period. Council members may make short welcome speeches at events and functions organised or sponsored by the Shire during the Caretaker Period subject to prior approval of the Chief Executive Officer.

7.4 DELEGATES TO COMMUNITY AND ADVISORY GROUPS

Council members appointed to community groups, advisory groups and other external organisations as representatives of the Shire shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.

7.5 QUESTIONS AND STATEMENTS AT COUNCIL OR COMMITTEE MEETINGS

All candidates, whether current Council members or not, are required to declare that they are a candidate for the upcoming election prior to asking questions or making a statement at Council or Committee Meetings.

8. THE USE OF SHIRE RESOURCES

8.1 USE OF RESOURCES

The Local Government (Rules of Conduct) Regulations 2007 provide that the Shire's resources are only to be utilised for authorised activities (for example – prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.

The Shire's employee must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Council members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

9. ACCESS TO COUNCIL INFORMATION AND ASSISTANCE

9.1 COUNCIL MEMBERS ACCESS TO INFORMATION

During a Caretaker Period, Council members can access Council information relevant to the performance of their functions as a Council member. However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

9.2 ELECTORAL INFORMATION AND ASSISTANCE

All candidates will have equal rights to access public information, such as the electoral rolls and information relevant to their election campaigns from the Shire administration.

Information, briefing material and advice prepared or secured by employee for an Council member must be necessary to the carrying out of the Council member's role and must not be related to election issues that might be perceived to be of an electoral nature (refer to Part 8 of this policy).

Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

9.3 INFORMATION REQUEST REGISTER

An Information Request Register will be maintained by the Chief Executive Officer during the Caretaker Period. This Register will be a public document that records all requests for information made by Council members and candidates, and the response given to those requests, during the Caretaker Period. Employee will be required to provide details of requests to the Chief Executive Officer for inclusion in the Register.

Any requests for media advice or assistance from Council members during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or regarding publicity that involves specific Council members. If satisfied that advice sought by a Council member during the Caretaker Period does not relate to the election or publicity involving any specific Council member(s), the Chief Executive Officer may authorise the provision of a response to such a request.

9.4 PUBLICITY CAMPAIGNS

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the Chief Executive Officer. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

9.5 MEDIA ATTENTION

Council members will not use their position as an elected representative or their access to Shire employees or resources to gain media attention in support of their or any other candidate's election campaign.

9.6 SHIRE OF WANDERING EMPLOYEES

During the Caretaker Period no Shire employee may make any public statement that relates to an election issue unless the statements have been approved by the Chief Executive Officer.

9.7 ELECTION PROCESS ENQUIRIES

All election process enquiries from candidates, whether current council members or not, will be directed to the returning officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Western Australian Electoral Commission.

12.2 Joint Management of Dryandra Woodlands National Park

File Reference:	11.113.11300
Location:	Dryandra Woodlands National Park
Applicant:	Shire of Narrogin
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	8 August 2023
Disclosure of Interest:	Nil
Attachments:	Draft Letter from the Shire of Narrogin to the Board of the Gnaala Karla Booja Aboriginal Corporation
Previous Reference:	Nil

Summary:

The Shire of Narrogin is seeking support from Council for the Shire of Narrogin to make an approach on behalf of the Shires of Narrogin, Cuballing, Wandering and Williams to approach Gnaala Karla Booja Aboriginal Corporation and the Department of Biodiversity and Conservation Authority (DBCA) to request that they formally enter into discussions to enable joint management of the Dryandra Woodland National Park

Background:

According to the DBCA website: This woodland features the largest remnant of native vegetation in the western Wheatbelt. It is a valuable and diverse conservation area. Well-signed walking trails guide you through magnificent open eucalypt woodland. The tall white-barked wandoo and paperbark trees are impressive.

Rather than a single contiguous area, the Dryandra Woodland National Park consists of a number of parcels of vegetation in close proximity to each other. Parts of the National Park are located in each of the four Shires of Cuballing Narrogin Wandering and Williams.

The Southwest Native Title Settlement has prompted interest in joint management of lands between the Gnaala Karla Booja Aboriginal Corporation and the Department of Biodiversity and Conservation Authority (DBCA). Dryandra Woodlands National Park, with its cultural and ecological significance, presents an ideal opportunity for collaboration, combining traditional knowledge and modern conservation practices.

Comment:

Joint Management of the park provides significant opportunities for the social cultural and economic development of the local Aboriginal communities. The opportunity to share traditional land management practices would also be valuable.

Dryandra Woodland's designation as a National Park is relatively recent. It has not to date prompted any significant additional investment. The joint management arrangement may also help attract additional investment from the State Government.

Ultimately, an arrangement will be between DBCA and Gnaala Karla Booja Aboriginal Corporation. The proactive support by Local Governments may help advance the proposal and enhance the standing of the affected Shires.

Consultation:

The Shire of Narrogin is consulting with each of the local governments with part of the National Park within their boundaries.

Statutory Environment:

The joint management of Dryandra Woodlands National Park would require a formal agreement between the Gnaala Karla Booja Aboriginal Corporation and DBCA. The legal framework surrounding joint management would need to be considered, ensuring compliance with relevant legislation and regulations governing national parks and conservation areas. They would be matters between those organisations to agree and determine.

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Improve the Economic Growth of our Community

Our Goals	Our Strategies
Capture Tourism Opportunities Locally	Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism

Provide Strong Leadership

Our Goals	Our Strategies
We Plan for the Future and are Strategically Focussed	Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

Sustainability Implications:

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

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

Officer Recommendation:

That the Shire of Wandering support the Shire of Narrogin proposal to make an approach on behalf of the Shires of Narrogin, Cuballing, Wandering and Williams to Gnaala Karla Booja Aboriginal Corporation and the Department of Biodiversity and Conservation Authority (DBCA) to request that they formally enter into discussions to enable joint management of the Dryandra Woodland National Park.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

YOUR REF:

OUR REF: OCR1214159 - 26.3.14

ENQUIRIES: Dale Stewart



25 May 2023

Board of the Gnaala Karla Booja Aboriginal Corporation
Attention the Chief Executive Officer
Bruce Jorgensen
PO Box 6383
EAST PERTH WA 6892

89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au

(via: contact@gkb.org.au)

Dear Members of the Board,

ADVOCATING FOR JOINT MANAGEMENT OF DRYANDRA WOODLANDS NATIONAL PARK

I hope this letter finds you in good health and high spirits with the mammoth tasks you have ahead of you. I have been reading with interest some of the details of the Southwest Native Title Settlement particularly the aspects of Joint Management of lands with the Department of Biodiversity and Conservation Authority (DBCA) and the representative Corporations. I am writing to express my strong support for your and your Corporation's consideration of the Dryandra Woodlands National Park between the Gnaala Karla Booja Aboriginal Corporation and DBCA being in the first tranche of joint management. I firmly believe that this partnership would provide significant benefits to the local Indigenous community by creating opportunities for economic growth and employment.

Dryandra Woodlands National Park holds immense cultural and ecological significance, and the prospect of joint management presents a unique opportunity to foster a collaborative approach that integrates traditional knowledge and modern conservation practices. By combining the expertise and resources of the Gnaala Karla Booja Aboriginal Corporation and Parks & Wildlife WA, we can work towards preserving the natural and cultural heritage of the park while also creating sustainable economic opportunities for the local Indigenous community.

The Shires of Cuballing, Narrogin, Wandering, and Williams, in which the Park is situated, fully support this initiative. These local government bodies recognise the importance of a joint management approach in realizing the potential of the park as an economic and employment hub for the region. With the collective effort and cooperation of all stakeholders involved, we can unlock the park's potential as a destination that showcases Indigenous culture, promotes tourism, and stimulates the local economy. We would also hope that our local Members of Parliament would also, and they are copied into the correspondence.

The benefits of joint management are numerous and wide-ranging. By actively involving the Gnaala Karla Booja Aboriginal Corporation in the decision-making and management processes, we can ensure that Indigenous perspectives, cultural practices, and aspirations are incorporated into the park's management plans. This will help preserve and protect the park's cultural heritage while creating opportunities for traditional land management practices and cultural tourism experiences.

Moreover, joint management can provide avenues for the development of sustainable economic ventures, such as eco-tourism initiatives, local artisan crafts, and Indigenous-led business enterprises. These ventures have the potential to generate employment opportunities, promote skills development, and improve the socio-economic well-being of the local Indigenous community.

In light of the Shires' support and the shared vision for the future of Dryandra Woodlands National Park, I kindly request that the Gnaala Karla Booja Aboriginal Corporation formally approach Parks & Wildlife WA to initiate discussions on joint management. This collaborative approach will maximise the benefits

for all stakeholders involved and ensure the long-term preservation and sustainable use of this important natural and cultural asset.

I thank you for considering this request and for your ongoing commitment to the welfare and empowerment of the Indigenous community. I look forward to the positive outcomes that can be achieved through this joint management initiative.

Please feel free to contact me if you require any further information or assistance. I am available at your convenience to discuss this matter in more detail. Together, we can create a lasting legacy for future generations and strengthen the bond between culture, conservation, and community.

Should you require further information or clarification on the above, please contact me via email, enquiries@narrogin.wa.gov.au or telephone 9890 0900.

Yours sincerely

Dale Stewart
Chief Executive Officer

Cc Shire of Cuballing
Shire of Wandering
Shire of Williams
Hon Shelley Payne MLC
Hon Darren West MLC
MR Peter Rundle MLA

DRAFT



13. Finance

13.1 Financial Reports – July 2023

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Bob Waddell
Authorising Officer	Alan Hart– Chief Executive Officer
Date:	11 August 2023
Disclosure of Interest:	N/A
Attachments:	July 2023 Financial Statements
Previous Reference:	Nil

Summary:

Consideration of the financial reports for the period ending 31 July 2023.

Background:

The financial reports for the periods ending 31 July 2023 are included as attachments.

Comment:

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

Consultation:

Not applicable.

Statutory Environment:

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

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Improve Our Financial Position

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> • 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 • Reduce reliance on operational grants

Sustainability Implications:

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

Risk Implications:

Nil

Voting Requirements:

Simple Majority

Officer Recommendation:

That the financial report for the period ending 31 July 2023 as presented be accepted.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts



SHIRE OF WANDERING

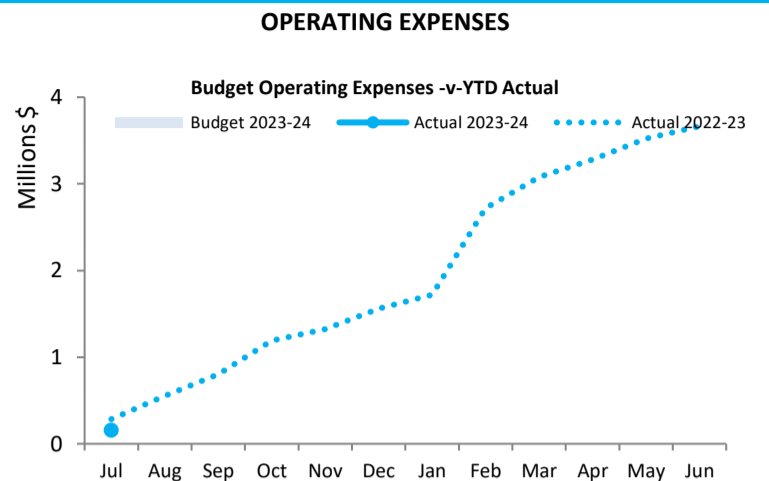
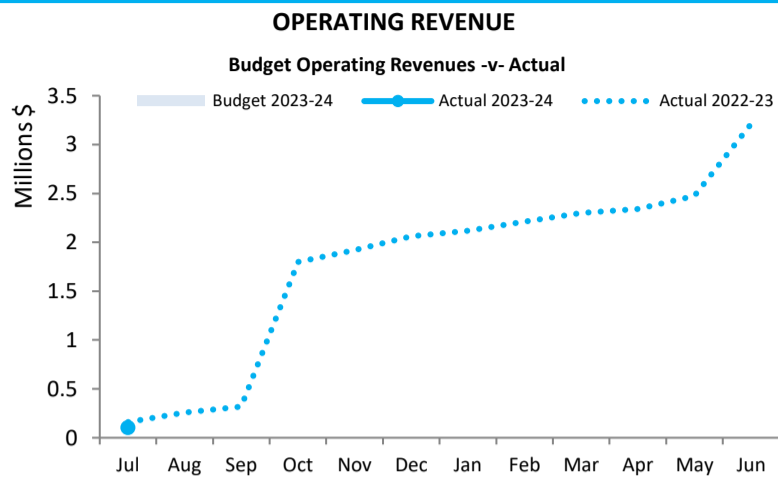
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 JULY 2023

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

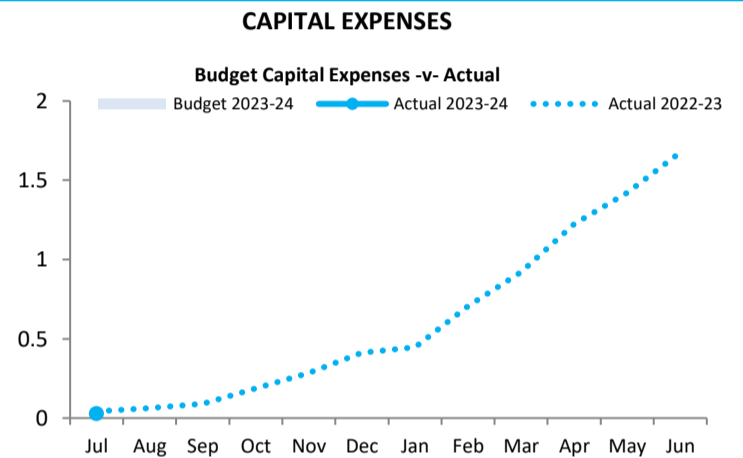
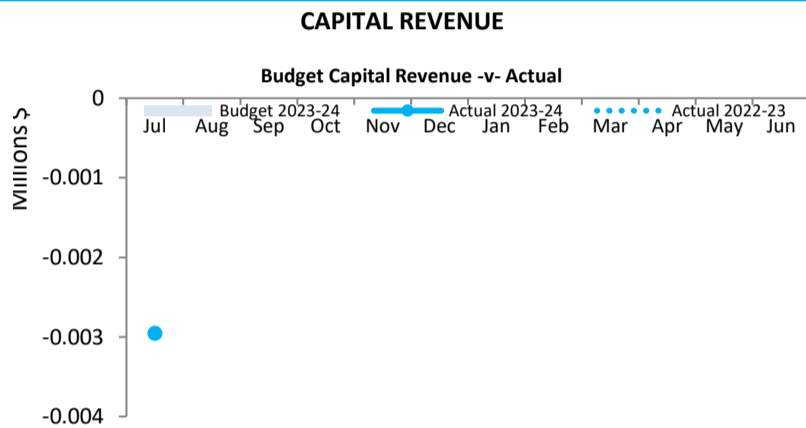
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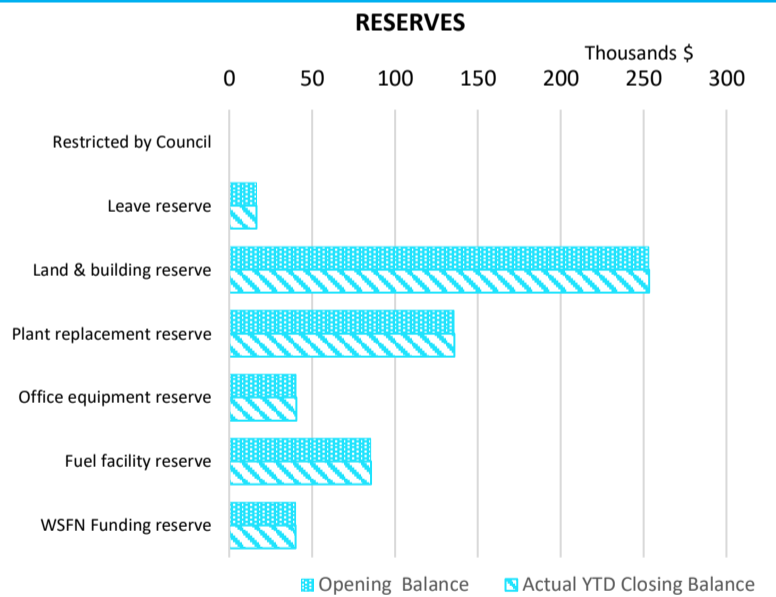
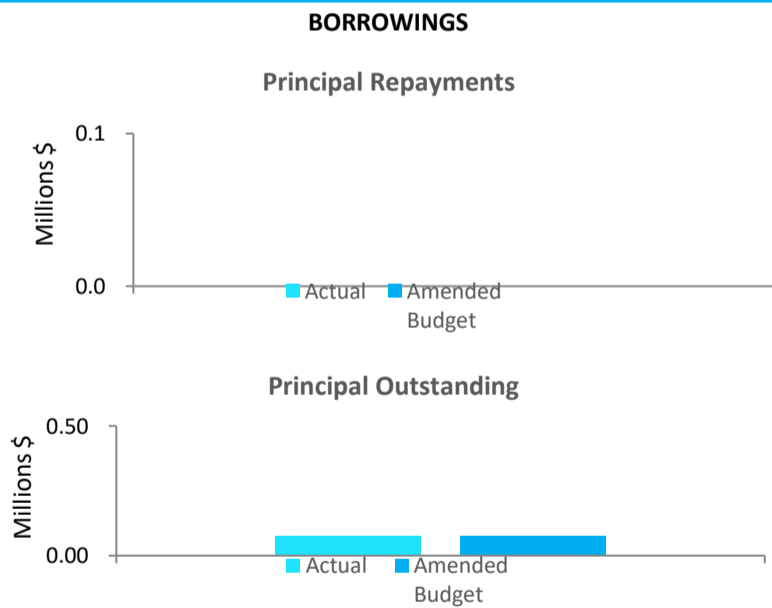
OPERATING ACTIVITIES



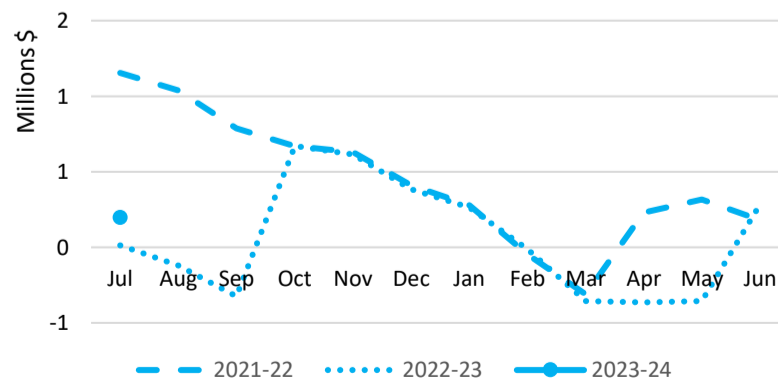
INVESTING ACTIVITIES



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 2023

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		0	0	0	(164)	(164)	0.00%	
Operating grants, subsidies and contributions	10	0	0	0	29,729	29,729	0.00%	▲
Fees and charges		0	0	0	52,372	52,372	0.00%	▲
Interest earnings		0	0	0	884	884	0.00%	
Other revenue		0	0	0	15,624	15,624	0.00%	▲
Profit on disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	98,446	98,446	0.00%	
Expenditure from operating activities								
Employee costs		0	0	0	(90,989)	(90,989)	0.00%	▼
Materials and contracts		0	0	0	(63,162)	(63,162)	0.00%	▼
Utility charges		0	0	0	(1,687)	(1,687)	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	0	0	0.00%	
Other expenditure		0	0	0	(60)	(60)	0.00%	
Loss on disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	(155,898)	(155,898)	0.00%	
Non-cash amounts excluded from operating activities	1(a)	0	0	0	20	20	0.00%	
Amount attributable to operating activities		0	0	0	(57,432)	(57,432)	0.00%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	11	0	0	0	(2,957)	(2,957)	0.00%	
Proceeds from disposal of assets	5	0	0	0	0	0	0.00%	
		0	0	0	(2,957)	(2,957)	0.00%	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	6	0	0	0	(26,727)	(26,727)	0.00%	▼
		0	0	0	(26,727)	(26,727)	0.00%	
Amount attributable to investing activities		0	0	0	(29,684)	(29,684)	0.00%	
FINANCING ACTIVITIES								
Inflows from 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%	
		0	0	0	0	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	7	0	0	0	0	0	0.00%	
Transfer to reserves	8	0	0	0	(644)	(644)	0.00%	
		0	0	0	(644)	(644)	0.00%	
Amount attributable to financing activities		0	0	0	(644)	(644)	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1(c)	0	284,261	284,261	284,261	0	0.00%	
Amount attributable to operating activities		0	0	0	(57,432)	(57,432)	0.00%	▼
Amount attributable to investing activities		0	0	0	(29,684)	(29,684)	0.00%	▼
Amount attributable to financing activities		0	0	0	(644)	(644)	0.00%	
Surplus or deficit at the end of the financial year	1(c)	0	284,261	284,261	196,501	(87,760)	30.87%	▼

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 2023

BY PROGRAM

	Note	Adopted Annual Budget \$	Amended Annual Budget (d) \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var. ▲▼	Significant Var. \$
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		0	0	0	0	0			
General Purpose Funding - Rates	6	0	0	0	(164)	(164)		▼	
General Purpose Funding - Other		0	0	0	884	884		▲	
Law, Order and Public Safety		0	0	0	1,370	1,370		▲	
Health		0	0	0	0	0			
Education and Welfare		0	0	0	0	0			
Housing		0	0	0	3,234	3,234		▲	
Community Amenities		0	0	0	787	787		▲	
Recreation and Culture		0	0	0	16,389	16,389		▲	\$
Transport		0	0	0	0	0			
Economic Services		0	0	0	75,945	75,945		▲	\$
Other Property and Services		0	0	0	0	0		▲	
		0	0	0	98,446				
Expenditure from operating activities									
Governance		0	0	0	(8,651)	(8,651)		▼	
General Purpose Funding		0	0	0	(3,615)	(3,615)		▼	
Law, Order and Public Safety		0	0	0	(3,847)	(3,847)		▼	
Health		0	0	0	(955)	(955)		▼	
Education and Welfare		0	0	0	(386)	(386)		▼	
Housing		0	0	0	(2,955)	(2,955)		▼	
Community Amenities		0	0	0	(9,777)	(9,777)		▼	
Recreation and Culture		0	0	0	(8,065)	(8,065)		▼	
Transport		0	0	0	(65,647)	(65,647)		▼	\$
Economic Services		0	0	0	(64,226)	(64,226)		▼	\$
Other Property and Services		0	0	0	12,226	12,226		▲	\$
		0	0	0	(155,898)				
Non-cash amounts excluded from operating activities	1(a)	0	0	0	20	20	0.00%		
Amount attributable to operating activities		0	0	0	(57,432)	(57,432)	0.00%		
INVESTING ACTIVITIES									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	11	0	0	0	(2,957)	(2,957)		▼	
Proceeds from Disposal of Assets	5	0	0	0	0	0			
		0	0	0	(2,957)				
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	6	0	0	0	(26,727)	(26,727)		▼	\$
		0	0	0	(26,727)				
Amount attributable to investing activities		0	0	0	(29,684)				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from New Debentures	7	0	0	0	0	0			
Transfer from Reserves	8	0	0	0	0	0			
		0	0	0	0				
Outflows from financing activities									
Payments for principal portion of lease liabilities	7	0	0	0	0	0			
Repayment of Debentures	7	0	0	0	0	0			
Transfer to Reserves	8	0	0	0	(644)	(644)		▼	
		0	0	0	(644)				
Amount attributable to financing activities		0	0	0	(644)				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	0	284,261	284,261	284,261	0	0.00%		
Amount attributable to operating activities		0	0	0	(57,432)				
Amount attributable to investing activities		0	0	0	(29,684)				
Amount attributable to financing activities		0	0	0	(644)				
Surplus or deficit at the end of the financial year	1	0	284,261	284,261	196,501				

KEY INFORMATION

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

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$	\$
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Movement in liabilities associated with restricted cash		0	0	0	20
Total non-cash items excluded from operating activities		0	0	0	20

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

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

		Adopted Budget Opening 30 June 2023	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 July 2023
Adjustments to net current assets					
Less: Reserves - restricted cash	8	(534,355)	(570,806)	(570,806)	(571,450)
Add: Current portion of employee benefit provisions held in reserve		11,268	16,365	16,365	16,385
Total adjustments to net current assets		(523,087)	(554,442)	(554,442)	(555,065)

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

Current assets

Cash and cash equivalents	3	1,045,312	1,336,298	1,336,298	1,189,347
Rates receivables	4	60,351	44,780	44,780	36,648
Receivables	4	80,669	181,045	181,045	83,177
Other current assets	5	71,108	30,920	30,920	40,850
Less: Current liabilities					
Payables	6	(143,812)	(250,876)	(250,876)	(89,992)
Contract and Capital Grant/Contribution liabilities	9	(254,503)	(415,964)	(415,964)	(420,964)
Provisions	9	(65,168)	(87,501)	(87,501)	(87,501)
Less: Total adjustments to net current assets	1(b)	(523,087)	(554,442)	(554,442)	(555,065)
Closing funding surplus / (deficit)		270,870	284,261	284,261	196,501

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 2023

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

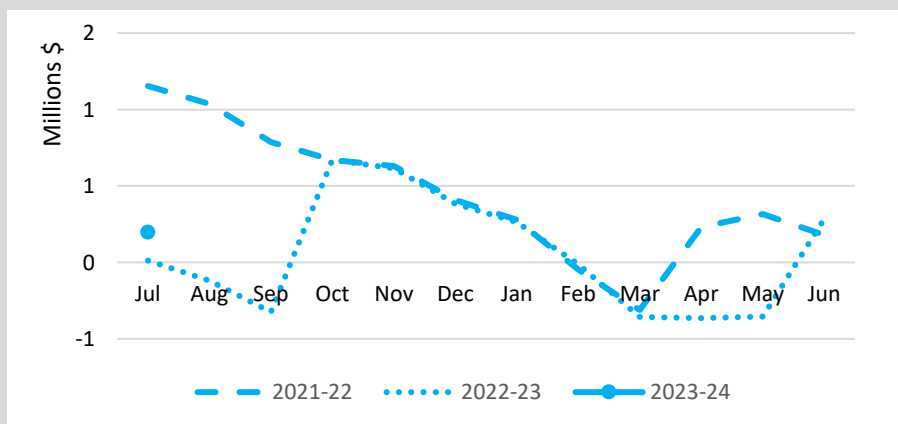
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/07/2022	Year to Date Actual 31/07/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	765,492	498,732	617,898
Cash Restricted - Reserves	3	570,806	534,377	571,450
Cash Restricted - Bonds & Deposits	3	0	0	0
Receivables - Rates	4	44,780	51,610	36,648
Receivables - Other	4	176,014	169,729	78,146
Other Assets Other Than Inventories	5	0	0	0
Inventories	5	35,951	70,095	45,881
		1,593,044	1,324,543	1,350,023
Less: Current Liabilities				
Payables	6	(241,751)	(400,449)	(81,317)
Contract and Capital Grant/Contribution Liabilities	9	(415,964)	(284,459)	(420,964)
Bonds & Deposits	6	(9,125)	(15,921)	(8,675)
Loan and Lease Liability	7	0	0	0
Provisions	9	(87,501)	(87,501)	(87,501)
		(754,341)	(788,330)	(598,456)
Less: Cash Reserves	8	(570,806)	(534,377)	(571,450)
Add Back: Component of Leave Liability not Required to be funded		16,365	11,271	16,385
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		284,261	13,108	196,501

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$.2 M

Last Year YTD
Surplus(Deficit)
\$.01 M

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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023-24 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	29,729	0.00%	▲	Timing 23/24 Budget not yet adopted		
Fees and charges	52,372	0.00%	▲	Timing 23/24 Budget not yet adopted		
Other revenue	15,624	0.00%	▲	Timing 23/24 Budget not yet adopted		
Expenditure from operating activities						
Employee costs	(90,989)	0.00%	▼		Timing 23/24 Budget not yet adopted	
Materials and contracts	(63,162)	0.00%	▼		Timing 23/24 Budget not yet adopted	
Investing activities						
Payments for inventories, property, plant and equipment	(26,727)	0.00%	▼		Timing 23/24 Budget not yet adopted	
Surplus or deficit at the end of the financial year	(87,760)	30.87%	▼		Timing 23/24 Budget not yet adopted	

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	616,798		616,798		Bankwest	0.00%	N/A
Reserves Fund Bank	Cash and cash equivalents	0	571,450	571,450		Bankwest	0.05%	N/A
Total		617,898	571,450	1,189,347	0			
Comprising								
Cash and cash equivalents		617,898	571,450	1,189,347	0			
		617,898	571,450	1,189,347	0			

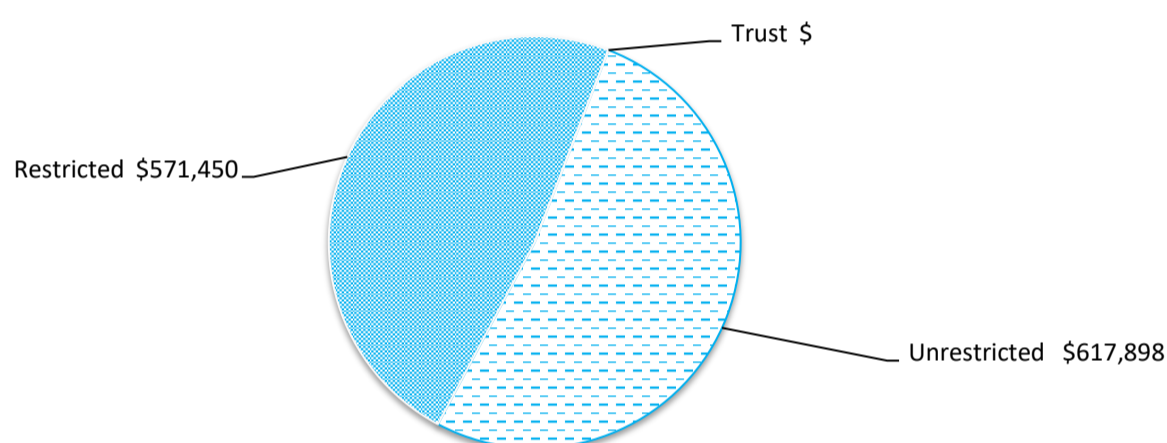
KEY INFORMATION

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

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



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

OPERATING ACTIVITIES
NOTE 4
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.000000	0	0	0	0	0	0	0	0	0	0
Special Use	0.000000	0	0	0	0	0	0	0	0	0	0
Rural Residential	0.000000	0	0	0	0	0	0	0	0	0	0
Industrial	0.000000	0	0	0	0	0	0	0	0	0	0
Industrial - Vacant	0.000000	0	0	0	0	0	0	0	0	0	0
Unimproved value											
Rural/Mining	0.000000	0	0	0	0	0	0	0	0	0	0
Non Rateable											
Non Rateable	0.000000	0	0	0	0	0	0	0	0	0	0
Sub-Total		0	0	0	0	0	0	0	0	0	0
Minimum payment	Minimum \$										
Gross rental value											
Residential	0	0	0	0	0	0	0	0	0	0	0
Special Use	0	0	0	0	0	0	0	0	0	0	0
Rural Residential	0	0	0	0	0	0	0	0	0	0	0
Rural Residential - Vacant	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0
Industrial - Vacant	0	0	0	0	0	0	0	0	0	0	0
Unimproved value											
Rural/Mining	0	0	0	0	0	0	0	0	0	0	0
Sub-total		0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0
Discount							0				(60)
Amount from general rates							0				(60)
Rates Written Off							0				(104)
Ex-gratia rates	0	0	0	0	0	0	0	0	0	0	0
Total general rates							0				(164)

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport	0	0	0	0	0	0	0	0



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	0	0	0	4,337	4,337
Infrastructure - roads	0	0	0	22,390	22,390
Payments for Capital Acquisitions	0	0	0	26,727	26,727
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	0	0	0	(2,957)	(2,957)
Contribution - operations	(54,000)	0	0	29,684	29,684
Capital funding total	0	0	0	26,727	26,727

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.

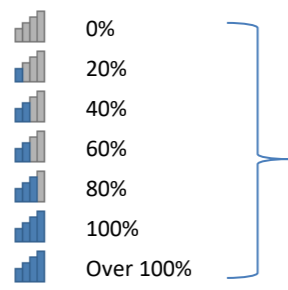
Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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



Capital expenditure total
Level of completion indicators



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

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

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted	Amended		YTD Actual	Variance (Under)/Over
				Budget	Budget	YTD Budget		
				\$	\$	\$	\$	\$
Buildings								
Recreation And Culture								
E11383	WCC231	521	Wandering Community Centre Construction - Water Tanks DWER	0	0	0	(4,337)	(4,337)
Total - Recreation And Culture				0	0	0	(4,337)	(4,337)
Total - Buildings				0	0	0	(4,337)	(4,337)
Infrastructure - Roads								
Transport								
E12103	R2R234	541	R2R-Kubbine Road - Gravel Resheet	0	0	0	(18,091)	(18,091)
E12105	WSFN231	541	North Bannister Wandering - Rd SLK 9.1 -22.0 - project developm	0	0	0	(4,298)	(4,298)
Total - Transport				0	0	0	(22,390)	(22,390)
Total - Infrastructure - Roads				0	0	0	(22,390)	(22,390)
Grand Total				0	0	0	(26,727)	(26,727)

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

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities														
Industrial Estate Development	1	75,542	0	0	0	0	0	0	75,542	75,542	75,542	0	0	0
Total		75,542	0	0	0	0	0	0	75,542	75,542	75,542	0	0	0
Non-current borrowings		75,542							75,542					
		75,542							75,542					

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

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 2023

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	16,365	0	20	0	0	0	0	16,365	16,385
Land & building reserve	253,165	0	307	0	0	0	0	253,165	253,472
Plant replacement reserve	135,588	0	164	0	0	0	0	135,588	135,753
Office equipment reserve	40,336	0	49	0	0	0	0	40,336	40,385
Fuel facility reserve	85,353	0	103	0	0	0	0	85,353	85,456
WSFN Funding reserve	40,000	0	0	0	0	0	0	40,000	40,000
	570,806	0	644	0	0	0	0	570,806	571,450

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

**NOTE 9
BUDGET AMENDMENTS**

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

GL/JOB 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)			284,261	284,261
				0	0	284,261	284,261

13.2 Accounts for Payment July 2023

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Alan Hart – Chief Executive Officer
Authorising Officer	Alan Hart – Chief Executive Officer
Date:	11 August 2023
Disclosure of Interest:	N/A
Attachments:	Payment Listing and Credit Card Statement July 2023
Previous Reference:	Nil

Summary:

Council to note payments of accounts as presented.

Background:

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

Comment:

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

Consultation:

There has been no consultation.

Statutory Environment:

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

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

Policy Implications:

There are no policy implications.

Financial Implications:

There are no financial implications.

Strategic Implications:

Improve Our Financial Position

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> • 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 • Reduce reliance on operational grants

Sustainability Implications:

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

Risk Implications:

Nil.

Voting Requirements:

Simple Majority

Shire of Wandering

Certificate of Expenditure – 31 July 2023

This Schedule of Accounts to be passed for payment covering:

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	8334 - 8443	\$294,764.82
Direct Debits	4391.1 – 4407.10	\$ 15,611.22
Cheques	Nil	Nil
	TOTAL	\$310,376.04

to the Municipal and Trust Accounts, totalling\$310,376.04 which were submitted to each member of the Council on 17 August 2023, have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

Alan Hart
Chief Executive Officer

Officer Recommendation:

That in accordance with section 13 of the Financial Management Regulations of the *Local Government Act 1995* and in accordance with delegation, payment of Municipal Fund vouchers, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$310,376.04 (attached) be noted as approved for payment and credit card statement be noted.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8334	07/07/2023	Armadale Mower World & Service Co	Blade Nut and Bolts		- 57.00
60475.1	26/05/2023	Armadale Mower World & Service Co	Blade Nut and Bolts	57.00	
EFT8335	07/07/2023	Australia Post	Concession Stamp Booklet / Stamps		- 684.41
1012375206	03/05/2023	Australia Post	Stamp & envelope order	311.59	
1012452020	03/06/2023	Australia Post	Concession Stamp Booklet, 2 Boxes Generic 1.20 Stamps, 1 Boxes Generic 1.20 Stamps	372.82	
EFT8336	07/07/2023	Avon Waste	Domestic & commercial general waste services		- 10,772.63
55488	31/03/2023	Avon Waste	Waste Collection March 2023	5,281.02	
56459	31/05/2023	Avon Waste	Waste Collection May 2023	5,491.61	
EFT8337	07/07/2023	Bob Waddell & Associates	Assistance with May Monthly Finacial		- 2,310.00
3372	12/06/2023	Bob Waddell & Associates	Prepare monthly financial statements May 2023	1,402.50	
3386	19/06/2023	Bob Waddell & Associates	Prepare monthly financial statements June 2023	453.75	
3396	25/06/2023	Bob Waddell & Associates	Prepare monthly financial statements Assistance with 2022/23 assents & 2022 / 23 Fair Value	453.75	
EFT8338	07/07/2023	Boddington Hardware & Newsagency	Spraying Chemicals		- 2,576.70
779973	02/05/2023	Boddington Hardware & Newsagency	Spraying Chemicals	1,800.50	
781555	15/05/2023	Boddington Hardware & Newsagency	20L Glysophate, Bin Rubbish 50L	531.90	
783557	23/05/2023	Boddington Hardware & Newsagency	Caravan Park Expenses GEN	24.30	
784388	30/05/2023	Boddington Hardware & Newsagency	25 bags of rapid set	220.00	
EFT8339	07/07/2023	Boddington News	Job Advertisement - Plant Operator Labourer		- 58.00
3/21	09/06/2023	Boddington News	Boddington News Edition #713	9.00	
3/39	23/06/2023	Boddington News	Job Advertisement - Plant Operator Labourer	40.00	
3/37	23/06/2023	Boddington News	Boddington News Edition #714	9.00	
EFT8340	07/07/2023	Brandy's Hire	Installation of driveway crossover		- 1,320.00
1130	31/05/2023	Brandy's Hire	Installation of driveway crossover	1,320.00	
EFT8341	07/07/2023	Brooke Alan Hardie	Rates refund for assessment A578 414 KUBBINE ROAD WANDERING 6308		- 6,119.59
A578	20/06/2023	Brooke Alan Hardie	Rates refund for assessment A578 414 KUBBINE ROAD WANDERING 6308	6,119.59	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8342	07/07/2023	Bunnings Trade	Carpet & Equipment CRC		- 1,121.00
2160/01323940	13/03/2023	Bunnings Trade	Carpet & Equipment	119.40	
2432/99874679	13/03/2023	Bunnings Trade	Painting & Equipment	530.07	
2432/99879949	12/04/2023	Bunnings Trade	Carpet & Equipment	125.84	
2432/01596996	27/04/2023	Bunnings Trade	Carpet underlay and Glue	345.69	
EFT8343	07/07/2023	Business Base WA	Furniture for Bushfire Brigade Shed upgrade		- 6,849.92
23467	02/02/2023	Business Base WA	Tambour cupboard for CRC	629.00	
24790	02/06/2023	Business Base WA	Furniture for Bushfire Brigade Shed upgrade	6,220.92	
EFT8344	07/07/2023	CJD Equipment	Excavator Repairs		- 16,431.38
6467304	31/05/2023	CJD Equipment	PEX1 repair	16,431.38	
EFT8345	07/07/2023	CSSTECH	Messages on Hold		- 88.00
2739	16/06/2023	CSSTECH	M2 on Hold Phone Systems	88.00	
EFT8346	07/07/2023	Child Support Agency	Payroll deductions		- 238.72
DEDUCTION	21/06/2023	Child Support Agency	Payroll Deduction	119.36	
DEDUCTION	05/07/2023	Child Support Agency	Payroll Deduction	119.36	
EFT8347	07/07/2023	City of Kalamunda	Services provided for the month of May 2023		- 138.75
34404	29/05/2023	City of Kalamunda	Building services provided	138.75	
EFT8348	07/07/2023	Corsign WA	Caravan park information sign		- 1,265.00
74739	05/05/2023	Corsign WA	Caravan park information sign	639.10	
74589	09/05/2023	Corsign WA	Assorted signs	625.90	
EFT8349	07/07/2023	Cr Gillian Hansen	Councillor Fees		- 1,004.49
QTR JUNE 2023	28/06/2023	Cr Gillian Hansen	Councillor allowances Meeting allowance QTR JUNE 2023, IT allowance	1,004.49	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8351	07/07/2023	Focus Networks	Managed IT Support		- 3,666.58
13203	28/04/2023	Focus Networks	Managed Firewall Service Sonicwall TZ270, SSL VPN Five Licences Monthly, Managed Proactive Service-Managed Computer, Managed Proactive Service - Server, Managed Proactive Service - Network Devices, Email Protection Service-Monthly Fee, Hosted Anti-Virus Corporate-Pre Computer Monthly Fee, DUO Multi-Factor External Hard Drive and Enclosure to replace faulty Drive	292.60	
10108	18/05/2023	Focus Networks	Managed Firewall Service Sonicwall TZ270 May	410.30	
13264	26/05/2023	Focus Networks	Managed Firewall Service Sonicwall TZ270	138.60	
13284	01/06/2023	Focus Networks	Agreement Monthly MPS Devices May 2023, SSL VPN Five Licences Monthly, Managed Proactive Service-Managed Computer, Managed Proactive Service - Server, Managed Proactive Service - Network Devices, Email Protection Service-Monthly Fee, Hosted Anti-Virus Corporate-Pre Computer Monthly Fee, DUO Multi-Factor	1,822.70	
13311	06/06/2023	Focus Networks	Managed Firewall Service Sonicwall TZ270, SSL VPN Five Licences Monthly, Managed Proactive Service-Managed Computer, Managed Proactive Service - Server, Managed Proactive Service - Network Devices, Email Protection Service-Monthly Fee, Hosted Anti-Virus Corporate-Pre Computer Monthly Fee, DUO Multi-Factor	592.08	
EFT8352	07/07/2023	Graeme Parsons	Councillor Fees		- 1,004.49
QTR JUNE 2023	29/06/2023	Graeme Parsons	Meeting allowance, IT allowance	1,004.49	

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List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8353	07/07/2023	Grants Empire	Grant Writing Services		- 2,046.00
2186	27/06/2023	Grants Empire	Please prepare RED's grant application for development of the Industrial Estate in Wandering As per your quotation.	2,046.00	
EFT8354	07/07/2023	IT Vision	Rates Service May 2023		- 4,199.25
38511	30/05/2023	IT Vision	Staff Training	1,375.00	
38510	30/05/2023	IT Vision	End of Year payroll training for SFO 15 May 2023	495.00	
38512	30/05/2023	IT Vision	Rates Service May 2023	2,329.25	
EFT8355	07/07/2023	Ian Turton	Councillor Fees		- 3,320.99
QTR JUNE 2023	28/06/2023	Ian Turton	Councillor allowances President's allowance QTR JUNE 2023, Meeting allowance QTR JUNE 2023, IT allowance QTR JUNE 2023	3,320.99	
EFT8356	07/07/2023	Jozef Majko	Payroll deductions		- 1,208.55
103	04/05/2023	Jozef Majko	Water Usage 20 Down St - 03 Mar 2023 - 4 May 2023 \$116.82 Paid \$108.27 Diff \$8.55	8.55	
DEDUCTION	21/06/2023	Jozef Majko	Payroll Deduction for Brett Edward Hayman	600.00	
DEDUCTION	05/07/2023	Jozef Majko	Payroll Deduction for Brett Edward Hayman	600.00	
EFT8357	07/07/2023	LG Best Practices	Creditors / Payroll Temporary Coverage		- 618.75
22074	31/12/2022	LG Best Practices	Creditors / Payroll Temporary Coverage	618.75	
EFT8358	07/07/2023	Landgate	Valuation rolls Rural UV First 500 Shared		- 4,650.88
380526	19/12/2022	Landgate	Valuation rolls	173.88	
384295	24/05/2023	Landgate	Valuation rolls Rural UV First 500 Shared	4,477.00	
EFT8359	07/07/2023	Linkwest	Membership		- 389.00
92	13/06/2023	Linkwest	Membership	389.00	
EFT8360	07/07/2023	MJ & C Cornish	Gravel		- 693.00
263	26/05/2023	MJ & C Cornish	Payment of gravel used - as per prior agreement. 126m3	693.00	

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List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8361	07/07/2023	Mandurah Hip Pocket Workwear & Safety	Staff Uniforms		- 647.09
351049	10/05/2023	Mandurah Hip Pocket Workwear & Safety	Admin staff uniforms	138.52	
351050	10/05/2023	Mandurah Hip Pocket Workwear & Safety	Admin staff uniforms	118.41	
351188	17/05/2023	Mandurah Hip Pocket Workwear & Safety	Admin staff uniforms	337.16	
351452	31/05/2023	Mandurah Hip Pocket Workwear & Safety	Admin staff uniforms	53.00	
EFT8362	07/07/2023	Maxwell Watts	Councillor Fees		- 760.49
QTR JUNE 2023	28/06/2023	Maxwell Watts	Councillor allowances Meeting allowance QTR JUNE 2023, Councillor allowances Telecommunication allowance QTR	760.49	
EFT8363	07/07/2023	Narrogin Packaging & Motorcycles	cup trays and paper		- 60.35
80798	07/06/2023	Narrogin Packaging & Motorcycles	cup trays and paper	60.35	
EFT8364	07/07/2023	Norrine Farms	Gravel		- 1,817.20
30062023	30/06/2023	Norrine Farms	Payment of gravel used - as per prior agreement. 826m3,	1,817.20	
EFT8365	07/07/2023	Paul Treasure	Councillor Fees		- 2,045.80
QTR JUNE 2023	28/06/2023	Paul Treasure	Councillor allowances Meeting allowance QTR JUNE 2023, IT allowance QTR JUNE 2023, Deputy President QTR JUNE 2023	2,045.80	
EFT8366	07/07/2023	Pingelly IGA	West Australian and Pingelly Times		- 40.00
3225	20/06/2023	Pingelly IGA	Purchase of The West Australian & Pingelly Times	40.00	
EFT8367	07/07/2023	RingCentral	Monthly Communication Charges		- 662.00
6020557	06/06/2023	RingCentral	Phone system Administration, Phone system Harvest Ban Line, Phone system Council Chambers, Phone system Engineering and Works,	662.00	
EFT8368	07/07/2023	Sheryl Little	Councillor Fees		- 1,659.99
QTR JUNE 2023	29/06/2023	Sheryl Little	Councillor allowances Meeting allowance QTR JUNE 2023, Councillor allowances Telecommunication QTR JUNE 2023, Councillor allowances Travel QTR JUNE 2023	1,659.99	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8369	07/07/2023	Shire of Narrogin	EHO Services		- 3,898.10
78405682	23/05/2023	Shire of Narrogin	Senior Health Officer Labour July 2022 Inv 23 May 2023, Travel	455.05	
78405683	23/05/2023	Shire of Narrogin	Senior Health Officer Labour Aug 2022	1,133.85	
78405684	23/05/2023	Shire of Narrogin	Senior Health Officer Labour Septeember 2022, Travel September 2022	425.60	
78405685	23/05/2023	Shire of Narrogin	Senior Health Officer Labour October 2023, Travel October 2022	1,428.20	
78405686	23/05/2023	Shire of Narrogin	Senior Health Officer Labour January 2023	175.00	
78405687	23/05/2023	Shire of Narrogin	Senior Health Officer Labour Febuary 2023, Travel	280.40	
EFT8370	07/07/2023	Shire of Wandering Christmas Club	Payroll deductions		- 520.00
DEDUCTION	21/06/2023	Shire of Wandering Christmas Club	Payroll Deduction	260.00	
DEDUCTION	05/07/2023	Shire of Wandering Christmas Club	Payroll Deduction	260.00	
EFT8371	07/07/2023	Shire of Wandering Petty Cash	Petty Cash April - 30 June 2023		- 484.20
30JUNE2023	30/06/2023	Shire of Wandering Petty Cash	Milk, Bunnings - Moisture Damp Beeds, Council Refreshments, Council Refreshments, Council Refreshments, Council Refreshments, Council Refreshments, Kmart - Frames, Bunnings - 10 years Gift (Staff), Kmart - Dinner set & forks (Flre shed), Parking Town of Cambridge, Woolworths - Morning Tea, Woolworths - Morning Tea, Woolworths - Morning Tea, Bodd IGA - BBQ 10	484.20	
EFT8372	07/07/2023	Shire of Wandering Staff Lotto	Payroll deductions		- 160.00
DEDUCTION	21/06/2023	Shire of Wandering Staff Lotto	Payroll Deduction	80.00	
DEDUCTION	05/07/2023	Shire of Wandering Staff Lotto	Payroll Deduction	80.00	

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List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8373	07/07/2023	Startrack Express	Postage Expenses 06 Jan 2023		- 1,248.05
6230528023009	24/08/2022	Startrack Express	Postage Expenses 24 August 2022	82.85	
6230528023028	11/01/2023	Startrack Express	Postage Expenses 06 Jan 2023	419.50	
6230528023042	12/04/2023	Startrack Express	Postage Expenses 13 April 2023	276.06	
6230528023043	19/04/2023	Startrack Express	Postage Expenses 26 April 2023	6.23	
6230528023045	03/05/2023	Startrack Express	Postage Expenses 9 May 2023	6.51	
6230528023046	17/05/2023	Startrack Express	Postage Expenses 10 - 17 May 2023	209.26	
6230528023047	24/05/2023	Startrack Express	Postage Expenses 18 May 2023	70.37	
6230528023049	07/06/2023	Startrack Express	Postage Expenses 7 June 2023	6.80	
6230528023051	14/06/2023	Startrack Express	Postage Expenses	170.47	
EFT8374	07/07/2023	WD Auto Repairs	PG1 12M Grader service / PG1 12M Grader		- 6,117.14
1186	17/05/2023	WD Auto Repairs	Case Loader Service	1,771.85	
1201	29/05/2023	WD Auto Repairs	Battery	148.50	
1205	31/05/2023	WD Auto Repairs	PG1 12M Grader service, PG1 12M Grader service	4,196.79	
EFT8375	07/07/2023	Wheatbelt Electrics	Fire Station Extensions		- 8,773.38
4736	21/03/2023	Wheatbelt Electrics	Electrical Board Upgade	5,369.66	
4855	14/06/2023	Wheatbelt Electrics	Electrical Board Upgade	1,403.72	
4859	15/06/2023	Wheatbelt Electrics	Electrical Board Upgade	2,000.00	
EFT8376	07/07/2023	Yahava Koffeeworks Wholesale	CRc Café Supplies		- 429.30
1-00018194	21/06/2023	Yahava Koffeeworks Wholesale	iced coffee syrup, cups 1000, coffee, freight	429.30	
EFT8382	14/07/2023	AMPAC	Debt collection		- 3,058.60
97558	16/06/2023	AMPAC	Debt collections costs 13 June 2023	1,980.00	
97629	23/06/2023	AMPAC	Debt collections costs - 19 June 2023, , Debt collections costs - 19 June 2023,	1,078.60	
EFT8383	14/07/2023	Australian Taxation Office	Bas June 2023		- 9,261.00
JUNE2023	30/06/2023	Australian Taxation Office	GST on Sales June 2023, , Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding	9,261.00	

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List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8384	14/07/2023	BOC	Container Service 29 May - 27 June 2023	-	31.67
5006099035	28/06/2023	BOC	Container Service Oxygen, Acetylene, Medical	31.67	
EFT8385	14/07/2023	Best Office Systems	Copier contract - Admin B&W Copies	-	229.58
618389	26/06/2023	Best Office Systems	Copier Contract - Shire B&W copies 20 May - 20 June 2023, Colour copies copies 20 May - 20 June	229.58	
EFT8386	14/07/2023	Bob Rado Trapping Services	Feral Pig Trapping	-	10,857.85
9	25/06/2023	Bob Rado Trapping Services	Feral Pig Trapping - PHCC Grant Funded	10,857.85	
EFT8387	14/07/2023	Boddington News	Boddington News	-	9.00
3/46	07/07/2023	Boddington News	Boddington News Edition #715	9.00	
EFT8388	14/07/2023	Business Base WA	Office Furniture	-	927.00
24791	08/06/2023	Business Base WA	Orion Corner Work Station	548.00	
24792	09/06/2023	Business Base WA	Orion plus half door Stationary Cabinet	379.00	
EFT8389	14/07/2023	Busselton Advanced Driver Training	Staff Training	-	5,590.00
31975	15/06/2023	Busselton Advanced Driver Training	Charles Black Licence upgrade	2,795.00	
31977	15/06/2023	Busselton Advanced Driver Training	Barry Blair Licence upgrade	2,795.00	
EFT8390	14/07/2023	IT Vision	Rating Services	-	6,033.50
38297	30/03/2023	IT Vision	Monlty rates processing service March 2023	2,329.25	
38388	30/04/2023	IT Vision	Staff Training	1,375.00	
38771	29/06/2023	IT Vision	Rates Service June 2023,	2,329.25	
EFT8391	14/07/2023	Leaf Bean Machine	Coffee machine repairs and service	-	612.22
117954	28/06/2023	Leaf Bean Machine	Coffee machine repairs and service	612.22	
EFT8392	14/07/2023	Mandurah Hip Pocket Workwear & Safety	Staff uniforms	-	184.00
351717	13/06/2023	Mandurah Hip Pocket Workwear & Safety	Admin staff uniforms	25.00	
351705	13/06/2023	Mandurah Hip Pocket Workwear & Safety	Admin staff uniforms	159.00	
EFT8393	14/07/2023	Officeworks	Cleaning Products & Stationary	-	585.52
608235760	27/06/2023	Officeworks	Various Cleaning Products, Toilet Rolls, Toilet Rolls, Various Kitchen Supplies, Various Kitchen Supplies and delivery, Various Kitchen Supplies	585.52	

Shire of Wandering
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Chq/EFT	Date	Name	Description	Amount	Amount
EFT8394	14/07/2023	Redfish Technologies	CCTV Located at Wandering CRC		- 1,925.00
4481	01/07/2023	Redfish Technologies	Annual Maintenance Fee	1,925.00	
EFT8395	14/07/2023	RingCentral	Monthly Communication Charges		- 662.00
602557	06/06/2023	RingCentral	Phone system Administration Phone Systems June 2023, Phone system Harvest Ban Line, Phone system Council Chambers, Phone system Engineering and Works, Phone system CRC	662.00	
EFT8396	14/07/2023	Shire of Narrogin	Senior Health Officer Labour May 2023		- 15.50
78405723	08/06/2023	Shire of Narrogin	Senior Health Officer Labour May 2023	15.50	
EFT8397	14/07/2023	Startrack Express	Postage Expenses GEN		- 104.60
6230528023052	28/06/2023	Startrack Express	Postage Expenses GEN	104.60	
EFT8398	14/07/2023	WD Auto Repairs	Air Filters		- 324.65
1232	26/06/2023	WD Auto Repairs	Air Filters	324.65	
EFT8400	03/07/2023	DOT Licencing	Transport		- 202.40
WADO03072023	03/07/2023	DOT Licencing	Transport WADO03072023	202.40	
EFT8401	03/07/2023	Telstra	Monthly Communication Charges		- 1,833.89
966014611-1	18/06/2023	Telstra	Admin office CEO Mobile, Admin office Fax, Fire Station, Depot Internet, Admin office, Service & Equipment, office Internet Connection, , Admin iPad, Supervisor, Remote Internet, Fuel Facility, Fuel Facility, Fuel Facility, CRC Internet Connection, Office Internet Connection, Phone	1,833.89	
EFT8402	10/07/2023	DOT Licencing	Transport		- 324.40
WADO10072023	10/07/2023	DOT Licencing	Transport WADO10072023	324.40	
EFT8403	10/07/2023	Pivotel	Satellite Sleeves Bushfire radios 15 June - 14 July		- 60.00
3621412	15/06/2023	Pivotel	Satellite Sleeves Bushfire radios 15 June - 14 July	60.00	
EFT8404	10/07/2023	DOT Licencing	Transport		- 1,007.15
WADO14072023	14/07/2023	DOT Licencing	Transport WADO14072023	1,007.15	

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Chq/EFT	Date	Name	Description	Amount	Amount
EFT8405	28/07/2023	AMPAC	Debt collections costs		- 2,046.00
97793	30/06/2023	AMPAC	Debt collections costs - 29 June 2023	2,046.00	
EFT8406	28/07/2023	Acres of Taste	CRC Café Supplies		- 297.00
1148	16/07/2023	Acres of Taste	Cake Order	297.00	
EFT8407	28/07/2023	Best Office Systems	Copier contract - CRC B&W Copies		- 243.35
618704	28/06/2023	Best Office Systems	Copier contract - CRC B&W Copies 20 May - 20 June 2023, Colour Copies, Echo - 75% of colour	243.35	
EFT8408	28/07/2023	Bob Waddell & Associates	Assistance with the 2022-23 FV Revaluation of Assets & AFR		- 5,651.25
3413	03/07/2023	Bob Waddell & Associates	Prepare Assistance with 2022/23 Annual Financial Report	288.75	
3429	10/07/2023	Bob Waddell & Associates	Prepare monthly financial June & Assistance with annual reports 2022/23	2,351.25	
3441	17/07/2023	Bob Waddell & Associates	Assistance with the 2023-24 budget	577.50	
3442	24/07/2023	Bob Waddell & Associates	Assistance with the 2022-23 FV Revaluation of Assets & AFR	2,433.75	
EFT8409	28/07/2023	Brookton Tyre Service	Roller tyre repair and loader tyre repair		- 603.90
8464	27/06/2023	Brookton Tyre Service	Roller tyre repair and loader tyre repair	603.90	
EFT8410	28/07/2023	Child Support Agency	Payroll deductions		- 119.36
DEDUCTION	19/07/2023	Child Support Agency	Payroll Deduction	119.36	
EFT8411	28/07/2023	Crossman Hot Water & Plumbing	20 Down Street		- 264.00
9452	21/07/2023	Crossman Hot Water & Plumbing	Replace Duo Valve to hot water unit	264.00	
EFT8412	28/07/2023	Ecowater Services	Aquarius Quarterly Service		- 403.00
4735	10/07/2023	Ecowater Services	Aquarius Quarterly Service - 5 Dunmall Dr,	201.50	
4734	10/07/2023	Ecowater Services	Aquarius Quarterly Service - 19 Humes Wy,	201.50	
EFT8413	28/07/2023	Fuel Distributors of WA	Grease and Oil		- 252.75
481029	30/06/2023	Fuel Distributors of WA	Box Grease Cartidges, 2 Stroke Oil	252.75	
EFT8414	28/07/2023	IT Vision	Annual Licence Fee Renewal 1 July 2023		- 32,603.04
38669	01/07/2023	IT Vision	Synergysoft Annual Licencing and Support	32,603.04	

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List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8415	28/07/2023	Jozef Majko	Payroll deductions		- 709.18
104	06/07/2023	Jozef Majko	Water Usage 20 Down St - Water Use Charged 4 May - 5 July 2023	109.18	
DEDUCTION	19/07/2023	Jozef Majko	Payroll Deduction	600.00	
EFT8416	28/07/2023	Kingspan Water & Energy Pty Ltd	2 x leaf baskets for water tanks behind museum		- 462.00
1170496	13/06/2023	Kingspan Water & Energy Pty Ltd	2 x leaf baskets for water tanks behind museum	462.00	
EFT8417	28/07/2023	Linda Barge	Collective Sales		- 60.00
2	20/07/2023	Linda Barge	Collective Sales,	60.00	
EFT8418	28/07/2023	M2 Technology Group	Messages on Hold		- 330.00
108970	03/07/2023	M2 Technology Group	Quarterly Fee-Onhold Messages, After Hours and Seasonal Messages Quartly in Advance	330.00	
EFT8419	28/07/2023	MJB Industries	Culverts and Headwalls		- 23,680.93
11520-2	14/06/2023	MJB Industries	Culverts and Headwalls	23,680.93	
EFT8420	28/07/2023	Marketforce	Regional WA Narrogin Observer Public notice		- 11.00
48055	01/07/2023	Marketforce	Regional WA Narrogin Observer Public notice	11.00	
EFT8421	28/07/2023	Officeworks	Whiteboard - Office items		- 561.95
608556085	17/07/2023	Officeworks	Whiteboard - Office items, Postage	561.95	
EFT8422	28/07/2023	Pingelly IGA	Purchase of The West Australian		- 736.50
MAY2023	06/06/2023	Pingelly IGA	Purchase of The West Australian 1 May - 06 June	391.70	
JUNE2023	10/07/2023	Pingelly IGA	2023, Purchase of The West Australian 13.4 x 6 & Purchase of The West Australian 07 June - 07 July	344.80	
EFT8423	28/07/2023	Resonline	Online booking system		- 242.00
156463	30/06/2023	Resonline	Online booking system fee - Caravan Park June	242.00	
EFT8424	28/07/2023	Shire of Narrogin	Senior Health Officer Labour June 2023		- 15.50
78405795	30/06/2023	Shire of Narrogin	Senior Health Officer Labour June 2023	15.50	
EFT8425	28/07/2023	Shire of Wandering Christmas Club	Payroll deductions		- 260.00
DEDUCTION	19/07/2023	Shire of Wandering Christmas Club	Payroll Deduction	260.00	
EFT8426	28/07/2023	Shire of Wandering Staff Lotto	Payroll deductions		- 80.00
DEDUCTION	19/07/2023	Shire of Wandering Staff Lotto	Payroll Deduction	80.00	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8427	28/07/2023	Startrack Express	Postage Expenses GEN		- 709.59
6230528024001	28/06/2023	Startrack Express	Postage Expenses GEN, Postage Expenses GEN	82.54	
6230528024002	12/07/2023	Startrack Express	Postage Expenses GEN, Postage Expenses GEN	93.87	
6230528024003	19/07/2023	Startrack Express	Postage Expenses GEN, Postage Expenses GEN	533.18	
EFT8428	28/07/2023	Thinkproject Deutschland GmbH	RAMM Annual Support		- 8,057.79
19859	01/07/2023	Thinkproject Deutschland GmbH	Asset Annual Support and Maintenance Fee 1 July 2023 - 30 June 2024	8,057.79	
EFT8429	28/07/2023	WA Contract Ranger Services	Contract Ranger Service Labour & travel		- 313.50
4847	30/06/2023	WA Contract Ranger Services	Contract Ranger Service Labour & travel 23.6.23	313.50	
EFT8430	28/07/2023	Wandering Tavern	Catering		- 445.00
39	22/06/2023	Wandering Tavern	Catering and Refreshments	405.00	
40	30/06/2023	Wandering Tavern	Milk Order - Jun 2023	40.00	
EFT8431	31/07/2023	Focus Networks	Agreement Monthly MPS Devices July 2023		- 1,544.40
13346	03/07/2023	Focus Networks	Managed Firewall Service Sonicwall TZ270, SSL VPN Five Licences Monthly, Managed Proactive Service-Managed Computer, Managed Proactive Service - Server, Managed Proactive Service - Network Devices, Email Protection Service-Monthly Fee, Hosted Anti-Virus Corporate-Pre Computer Monthly Fee, DUO Multi-Factor	1,954.70	
EFT8432	31/07/2023	Local Government Professionals Australia WA	Professional Membership		- 716.00
32623	03/07/2023	Local Government Professionals Australia WA	Professional Membership Fees A Hart 23/24 year	531.00	
32443	03/07/2023	Local Government Professionals Australia WA	Local Government Professionals Membership for L Boddy 2023 - 2024	185.00	
EFT8433	31/07/2023	Quest Payment Systems	Fuel System Maintenance Fees		- 418.00
29638	30/06/2023	Quest Payment Systems	OPT Montly Maintenance 1 June - 30 June 2023	418.00	
EFT8434	31/07/2023	Tanglefoot Winery	Catering		- 245.00
15062023	15/06/2023	Tanglefoot Winery	Catering - OCM	245.00	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8435	31/07/2023	WA Contract Ranger Services	Contract Ranger Service		- 627.00
4761	25/06/2023	WA Contract Ranger Services	Contract Ranger Service Labour & travel 24 May & 06 June 2023	627.00	
EFT8436	31/07/2023	WA Fuel Supplies	Diesel & ULP Del 3 July 2023		- 56,372.57
128364	03/07/2023	WA Fuel Supplies	ULP, Diesel	56,372.57	
EFT8437	21/07/2023	Bankwest	Mastercard		- 1,358.84
16JUN-14JULY2023	21/07/2023	Bankwest	Mastercard 16 June to 14 July 2023	1,358.49	
16JUNE-14JULY 2023	21/07/2023	Bankwest	Transaction Fees	0.35	
EFT8438	21/07/2023	DOT Licencing	Transport WADO 21 July 2023		- 6,471.55
WADO21072023	21/07/2023	DOT Licencing	Transport WADO 21 July 2023	6,471.55	
EFT8439	28/07/2023	ClickSuper	Transaction fee June 2023		- 16.28
DD3067801	05/07/2023	ClickSuper	Transaction fee June 2023	16.28	
EFT8440	28/07/2023	DOT Licencing	Transport WADO28072023		- 77.60
WADO28072023	28/07/2023	DOT Licencing	Transport WADO28072023	77.60	
EFT8441	28/07/2023	Synergy	Street lighting Usage 25 May - 24 Jun 2023		- 790.03
2073845731	03/07/2023	Synergy	Street lighting Usage 25 May - 24 Jun 2023	790.03	
EFT8442	28/07/2023	Telstra	Monthly Communication Charges		- 114.11
311	07/07/2023	Telstra	Tims Messaging, Councillors, Fire Control, Fuel	114.11	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
EFT8443	28/07/2023	Water Corporation	Caravan Park Water Use 4 May - 5 July	-	859.15
134	06/07/2023	Water Corporation	Community Centre Water use 4 May - 5 July	72.72	
134	06/07/2023	Water Corporation	CRC & Public Conveniences / Water use - Public Conveniences 80% 4 May - 5 July, Water use - CRC	128.66	
133	06/07/2023	Water Corporation	Administration building Water use 4 May - 5 July	33.56	
126	06/07/2023	Water Corporation	Caravan Park Water Use 4 May - 5 July	212.57	
139	06/07/2023	Water Corporation	1 Dowsett St Water use 4 May - 5 July 2023, Service charge	85.97	
68	06/07/2023	Water Corporation	19 Humes Wy Water use 4 May - 5 July, Service	80.88	
69	06/07/2023	Water Corporation	5 Dunmall Dr Water use 4 May - 5 July, Service	103.73	
118	06/07/2023	Water Corporation	13 Dunmall Dr Water use 4 May - 5 July, Service	76.04	
155	06/07/2023	Water Corporation	14 Down St Water use 4 May - 5 July, Service	65.02	
DD4391.1	05/07/2023	Macquarie Super	Superannuation contributions	-	144.16
SUPER	05/07/2023	Macquarie Super	Payroll Deduction	144.16	
DD4391.2	05/07/2023	HESTA	Payroll deductions	-	204.37
SUPER	05/07/2023	HESTA	Payroll Deductions	155.71	
DEDUCTION	05/07/2023	HESTA	Payroll Deductions	48.66	
DD4391.3	05/07/2023	Aware Super	Superannuation contributions	-	5,171.88
DEDUCTION	05/07/2023	Aware Super	Payroll Deduction	700.85	
SUPER	05/07/2023	Aware Super	Payroll Deduction	4,471.03	
DD4391.4	05/07/2023	ANZ OnePath Masterfund	Superannuation contributions	-	228.11
DEDUCTION	05/07/2023	ANZ OnePath Masterfund	Payroll Deductions	54.31	
SUPER	05/07/2023	ANZ OnePath Masterfund	Payroll Deductions	173.80	
DD4391.5	05/07/2023	Australian Super	Superannuation contributions	-	633.27
DEDUCTION	05/07/2023	Australian Super	Payroll Deduction	150.78	
SUPER	05/07/2023	Australian Super	Payroll Deduction	482.49	
DD4391.6	05/07/2023	HostPlus Super Fund	Superannuation contributions	-	308.82
DEDUCTION	05/07/2023	HostPlus Super Fund	Payroll Deduction	73.53	
SUPER	05/07/2023	HostPlus Super Fund	Payroll Deduction	235.29	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
DD4391.7	05/07/2023	MLC Masterkey	Superannuation contributions	-	278.33
DEDUCTION	05/07/2023	MLC Masterkey	Payroll Deductions	66.27	
SUPER	05/07/2023	MLC Masterkey	Payroll Deductions	212.06	
DD4391.8	05/07/2023	CBUS	Superannuation contributions	-	110.03
SUPER	05/07/2023	CBUS	Payroll Deductions	110.03	
DD4391.9	05/07/2023	Prime Super	Superannuation contributions	-	270.78
SUPER	05/07/2023	Prime Super	Payroll Deduction	270.78	
DD4407.1	19/07/2023	Macquarie Super	Superannuation contributions	-	126.11
SUPER	19/07/2023	Macquarie Super	Payroll Deduction	126.11	
DD4407.2	19/07/2023	HESTA	Payroll deductions	-	238.89
SUPER	19/07/2023	HESTA	Payroll Deductions	182.01	
DEDUCTION	19/07/2023	HESTA	Payroll Deductions	56.88	
DD4407.3	19/07/2023	Aware Super	Superannuation contributions	-	5,418.82
DEDUCTION	19/07/2023	Aware Super	Payroll Deduction	736.25	
SUPER	19/07/2023	Aware Super	Payroll Deduction	4,682.57	
DD4407.4	19/07/2023	ANZ OnePath Masterfund	Superannuation contributions	-	226.50
DEDUCTION	19/07/2023	ANZ OnePath Masterfund	Payroll Deductions	53.93	
SUPER	19/07/2023	ANZ OnePath Masterfund	Payroll Deductions	172.57	
DD4407.5	19/07/2023	Australian Super	Superannuation contributions	-	664.60
DEDUCTION	19/07/2023	Australian Super	Payroll Deduction	158.24	
SUPER	19/07/2023	Australian Super	Payroll Deduction	506.36	
DD4407.6	19/07/2023	HostPlus Super Fund	Superannuation contributions	-	266.75
DEDUCTION	19/07/2023	HostPlus Super Fund	Payroll Deduction	63.51	
SUPER	19/07/2023	HostPlus Super Fund	Payroll Deduction	203.24	
DD4407.7	19/07/2023	MLC Masterkey	Superannuation contributions	-	293.07
DEDUCTION	19/07/2023	MLC Masterkey	Payroll Deductions	69.78	
SUPER	19/07/2023	MLC Masterkey	Payroll Deductions	223.29	
DD4407.8	19/07/2023	CBUS	Superannuation contributions	-	83.96
SUPER	19/07/2023	CBUS	Payroll Deductions	83.96	

Shire of Wandering
List of Accounts for Payments for July 2023

Chq/EFT	Date	Name	Description	Amount	Amount
DD4407.9	19/07/2023	Prime Super	Superannuation contributions	-	283.09
SUPER	19/07/2023	Prime Super	Payroll Deduction	283.09	
DD4391.10	05/07/2023	AMP Superannuation Savings Trust	Superannuation contributions	-	301.96
SUPER	05/07/2023	AMP Superannuation Savings Trust	Payroll Deduction	301.96	
DD4407.10	19/07/2023	AMP Superannuation Savings Trust	Superannuation contributions	-	357.72
SUPER	19/07/2023	AMP Superannuation Savings Trust	Payroll Deduction	357.72	
TOTAL					- 310,376.04

Credit Card Breakdown -June-July 2023			
Date	Supplier	Description	Amount
19/06/2023	WANews Adv	Advertising	\$ 136.40
30/06/2023	Aussie Broadband	Broadband Administration Building	\$ 158.00
30/06/2023	CANVA	Subscriptions CRC	\$ 164.99
02/07/2023	Dongara Road House	Fuel - CEO WD	\$ 72.44
07/07/2023	Adobe	Adobe Pro & inDesign Licencing	\$ 576.86
12/01/1900	Coles Online	\$32 Caravan Milk/ \$22 Works Milk / CRC Café	\$ 249.80
	Bank Fees	Foreign Transaction Fee	\$ 0.35
		TOTAL	\$ 1,358.84

13.3 Community Financial Assistance Grants Program Applications

File Reference:	08.084.08406
Location:	N/A
Applicant:	Various
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	8 August 2023
Disclosure of Interest:	Nil
Attachments:	Grant Applications and Confidential Financial Attachments
Previous Reference:	N/A

Summary:

Council is requested to consider applications received for the first round of the 2023/24 Community Financial Assistance Program.

Background:

The Shire’s Community Grant Scheme provides financial assistance to community groups to build an engaged and vibrant community that delivers benefits to the local community and the local economy. Funds are available for projects or events which benefit the local community. Applications have been invited from eligible organisations and fall into two categories – Major Community Grants (Over \$2,000) and Minor Community Grants (up to \$2,000). In-kind services and volunteer labour are eligible components of the total project costs. Successful projects will have clearly identified and evidenced the need for the project. Funding is for undertaking projects and programs within the Shire of Wandering or that provide benefit to residents and visitors of the Shire of Wandering.

Comment:

The latest round of the scheme opened on 1 July and closed on 31 July 2023. This was advertised in the Wandering Echo, on the Shire Website and Shire Facebook page. Four applications were received. A summary of the applications are as follows.

Applicant	Project	Requested Funding Amount	In Kind Support Requested?
Wandering Lions Club	Reassembly of the Gazebo that is currently situated at the Wandering Community Centre. This is to be moved to the Skate Park once it has been disassembled.	\$8,990	No
Wandering Fair Committee	<ul style="list-style-type: none"> • Preparation of a road traffic management plan • Waiving of fees for the Wandering Community Centre and Oval • Help from the Shire works crew for set up on the Friday of the event 	\$2,000	Yes
Wandering Primary School P & C	Request for funds to hold a fundraising stall at the Wandering Fair	\$2,000	Yes
Wanderosa Farm Animal Sanctuary	To help provide water for horses and sheep over summer Rates respite due to added financial strain buying extra hay for feeding whilst rebuilding a damaged front fence	\$1,688 (Rates \$1,188 Stand Pipe Water \$500)	No

Consultation:
Chief Executive Officer

Statutory Environment:
Local Government Act 1995 – Part 6 Financial Management

Policy Implications:
Policy 48 – Community Funding, Grants and Donations

Financial Implications:
Council budgeted \$8,500 in the 2023/24 budget. The applications total \$15,178.

Strategic Implications:
Retain and Grow our Population

Our Goals	Our Strategies
Our permanent and transient population grows	We promote the lifestyle and business opportunities of Wandering We support Early Years and Youth We encourage Aging in Place
People feel safe, connected and actively involved in the community	Facilitate and support activities that optimise use of our facilities Assist Community and sporting organisations to remain sustainable and active Engage and celebrate local culture, both indigenous and non-indigenous

- 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

Council Decision:
That Council support the Financial Assistance Grants as follows:

- **Wandering Lions Club -**
- **Wandering Fair Committee -**
- **Wandering Primary School P & C -**
- **Wanderosa Farm Animal Sanctuary -**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

14 Planning and Technical Services

14.1 Wheatbelt Secondary Freight Network – York Williams Road

File Reference:	12.121.12104
Location:	N/A
Applicant:	Shire of Wandering
Author:	Karl Mickle, Operations Manager
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	11 August 2023
Disclosure of Interest:	Nil
Attachments:	Letter from Shire of Williams to WSN Program Director
Previous Reference:	Nil

Summary:

For Council to support the Shire of Williams with their request to the Wheatbelt Secondary Freight Network (WSFN) Steering Committee to reinstate the section of York-Williams Road in the Shire of Williams and Wandering Shire.

Background:

The original decision to remove the entire route was made without input from the Shire of Williams, as part of a rationalisation process of routes in the Wheatbelt South Region. Subsequently it has been stated that the York-Williams Route may not qualify due to the criterion relating to parallel routes not being closer than 20km apart.

Comment:

The Shire understands that the initial evaluation of roads for the network considered the following criteria:

1. Listed on Roads 2030.
2. Regional Distributor that connects Regional Centres or a Regional Freight Depot.
3. Parallel routes not to be closer than 20km apart.
4. Route not to duplicate or replace existing transport routes.
5. Recent increases in regional freight.

Although the York-Williams Roads intersects with the Albany Highway it does meet the 20km distance from parallel routes at various points. Parallel routes are Albany Highway, Narrogin-Wandering Road and the Narrogin-Williams Highway.

The WSN Steering Committee has accepted other routes on the network that have similar characteristics, such as the Cuballing East Road and the Pingelly-Aldersyde Route.

The location of the Narrakine CBH facility on Albany Highway is a significant factor in this request. The facility has capacity for 631,160 tonnes of grain making it one of the largest storage facilities in the Wheatbelt South Region. Rationalisation by CBH has seen the Narrogin, Pingelly, Yornaning and Wandering CBH sites either not used, or used sparingly for segregation. During the last harvest, storage of certain types of grain at Brookton CBH reached capacity and were diverted to Narrakine CBH.

Sections of the York-Williams Road do support the secondary freight task for grain movement in the Wheatbelt South.

Consultation:

CEO
Council

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Improve the Economic Growth of our Community

Our Goals	Our Strategies
The agricultural industry continues to be a main economic driver	Maintain our road network to a high standard
Roads are a critical driver for our Shire	Lobby and build enduring partnerships with key Government Departments to better manage Heavy Vehicles and their impact on local roads

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

Officer Recommendation:

That Council support the Shire of Williams requests that the WSFN Steering Committee revisit the original decision to remove the York-Williams Route from the network and agree to reinstate the section in the Williams and Wandering Shires.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

12.15.32

Mr John Nuttall
Program Director
Wheatbelt Secondary Freight Network
Unit 37, 5 Keane Street
MIDLAND WA 6056

11 May 2023

Dear John,

RE: Wheatbelt Secondary Freight Network – York-Williams Road

I refer to previous correspondence from the Shire of Williams seeking the reinstatement of a section of the York-Williams Road on the Wheatbelt Secondary Freight Network (WSFN).

The matter has been considered by the WSFN Technical Committee on several occasions with a request for the Shire to provide vehicle count information. This has been provided and I attached copies again for your information.

The original decision to remove the entire route was made without input from the Shire of Williams, as part of a rationalisation process of routes in the Wheatbelt South Region. Subsequently it has been said that the York-Williams Route may not qualify due to the criterion relating to parallel routes not being closer than 20km apart.

The Shire understands that the initial evaluation of roads for the network considered the following criteria:

1. Listed on Roads 2030.
2. Regional Distributor that connects Regional Centres or a Regional Freight Depot.
3. Parallel routes not to be closer than 20km apart.
4. Route not to duplicate or replace existing transport routes.
5. Recent increases in regional freight.

Although the York-Williams Roads intersects with the Albany Highway it does meet the 20km distance from parallel routes at various points. Parallel routes are Albany Highway, Narrogin-Wandering Road and the Narrogin-Williams Highway.

The WSFN Steering Committee has accepted other routes on the network that have similar characteristics, such as the Cuballing East Road and the Pingelly-Aldersyde Route.

The location of the Narrakine CBH facility on Albany Highway is a significant factor in this request. The facility has capacity for 631,160 tonnes of grain making it one of the largest storage facilities in the Wheatbelt South Region. Rationalisation by CBH has seen the Narrogin, Pingelly, Yornaning and Wandering CBH sites either not used, or used sparingly for segregation. During the last harvest, storage of certain types of grain at Brookton CBH reached capacity and were diverted to Narrakine CBH.

Sections of the York-Williams Road do support the secondary freight task for grain movement in the Wheatbelt South. The Shire of Wandering has indicated its support for this premise.

The Shire of Williams spent more than \$750k in 2022/23 on pavement repairs and stabilisations works on the York-Williams Road. This can be directly attributed to increased freight on this road, which is verified by the heavy vehicle count data.

The Shire of Williams requests that the WSN Steering Committee revisit the original decision to remove the York-Williams Route from the network and agree to reinstate the section in the Williams and Wandering Shires.

If you require any further information, please do not hesitate to contact me at the Shire Office on 98851005 or via email at ceo@williams.wa.gov.au

Yours faithfully,

Geoff McKeown
Chief Executive Officer

14.2 Development Application Lot 12 Albany Highway, Bannister

File Reference:	A472
Location:	Lot 12 (No. 7841) Albany Highway, Bannister
Applicant:	Glenn Burke
Author:	Ben Laycock c/- Altus Planning (Shire's Town Planning Consultant)
Authorising Officer	Alan Hart – Chief Executive Officer
Date:	26 July 2023
Disclosure of Interest:	Nil
Attachments:	Development Application Form Certificate of Title Cover Letter Proposed Development Plans
Previous Reference:	10.106.10606 / PA292

Summary:

The Shire has received a development application seeking approval for a change of use to 'Use Not Listed' to allow the preparation and serving of take-away food and drink, and minor works that involve the erection of awnings to the existing structure on-site.

The application requires development approval as a land use that is not listed within the zoning table under Town Planning Scheme No. 3 (TPS3 or Scheme) and has no permissibility assigned to it. As such, and in accordance with subclause 4.4.2 the Scheme, the application is to be assessed against the objectives of the zone within which the site is situated and is to be referred to council for determination.

No submissions were received during advertising and nor did Main Roads WA have any comments.

For the reasons that follow in the assessment below, it is recommended the application be approved.

Background:

The landowner has obtained approval in the past 12 months for a separate 'Use Not Listed' land use (Shire ref. PA292) at the subject site being a Tourist Facility and associated signage. The approval allows the premises to offer locally made produce such as fruit, vegetables and jams, rustic furniture, and bric-a-brac. The landowner now seeks to expand on this operation by introducing a commercial kitchen for the preparation and serving of take-away food, to be located in the southern portion of the existing shed.

Comment:

The subject site is located approximately 14.5km to the west of the Wandering Town Site and measures a total of 2,003sqm in area. The subject site is bound by Albany Highway to the west, Bannister Road to the south, and a similarly sized battle-axe lot to the north and immediate west. Vehicular access to the site is provided via two (2) separate crossovers; one providing access to the site from Bannister Road via the leg of the adjacent battle-axe lot, while the other from Albany Highway. It is noted that the applicant also owns the battle-axe lot.

The subject site and surrounding lots within the immediate locality are generally zoned Rural under TPS3 with the exception of a Special Use zoned lot approximately 50m to the east.

The subject site accommodates for an existing colorbond shed, water tank, and associated on-site effluent and stormwater disposal facilities. It is noted that in recent years, the culvert on the subject site adjacent to Albany Highway has been significantly upgraded.

North of the subject site is the 'Riverside Roadhouse' which offers services typically associated with the 'Roadhouse' land use as defined within TPS3. This proposal therefore would result in an aggregation of similar amenities for motorists stopping for rest breaks and food/drink.

Existing development on nearby lots is typically characterised by agricultural and farming land, with associated outbuildings and singular dwellings. Please refer to the image below for mapping of the subject site in its local context.



Figure 1: Local Context of the Subject Land

Town Planning Scheme No. 3

The subject site is zoned 'Rural' under TPS3. The objectives for the 'Rural' zone are provided at Clause 4.2(5) of the Scheme and state as follows:

- a) *to ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.*
- b) *to provide for diversification and intensive agricultural uses in suitable areas.*
- c) *to consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.*
- d) *to allow for facilities for tourists and travellers, and for recreation uses.*
- e) *to have regard to use of adjoining land at the interface of the Rural zone with other zones to avoid adverse effects on local amenities.*

As discussed in preceding sections of this report, the application has been determined as a ‘Use Not Listed’ in accordance with Clause 4.4 of the Scheme. This determination has been made following a review of Table 1 - Zoning table under Part 4 of the Scheme, which concluded that the activities proposed are not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type or class of activity of any other use.

With respect to Clause 4.4 it is maintained that the application aligns with the provisions of Subclause 4.4.2, which provides that the Local Government may:

- *Determine that the proposed use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of Clause 9.4 in considering an application for planning approval.*

While it is acknowledged that the definition of a ‘Fast Food Outlet’ land use would be consistent with the proposal and is defined within the Scheme, it is not listed within Table 1 – Zoning Table and therefore cannot be used as the applicable land use.

Given that the proposal seeks approval for a ‘Use Not Listed’, and in accordance with Clause 4.4.2 of the Scheme, the application will be assessed against the above objectives to determine the suitability of the proposal at the subject site. Refer to the table below.

Objective	Comment
a) To ensure the continuation of broad-hectare agriculture in the district encouraging where appropriate the retention and expansion of agricultural activities.	The subject site has not previously been used for agricultural purposes and the current site characteristics make it unviable to do so. The proposed use of the land will also not pose a risk to the continuation of broad-hectare agriculture upon other lots within the locality.
b) To provide for diversification and intensive agricultural uses in suitable areas.	N/A – application does not propose agricultural uses.
c) To consider non-rural uses where they can be shown to be of benefit to the district and not detrimental to the natural resources or the environment.	<p>The proposed ‘Use Not Listed’ can be most appropriately categorised as a takeaway food venue where food is prepared on-site for takeaway consumption off-site.</p> <p>Similar to the previous application approved for the subject site, it is deemed that the proposed use can be shown to be of benefit to the district as it will facilitate increased tourist activity and an aggregation of similar amenities (offering of food and drinks) within the immediate surrounds.</p> <p>It is acknowledged that production of waste should be expected given the preparation of food. In order to ensure that existing environmental values within the locality are preserved, it is recommended that a Waste Management Plan is submitted as a condition of approval within a set time as determined by Council, that provides details on the quantity, capacity and location of bin storage as well as waste disposal method and frequency.</p>

Objective	Comment
d) To allow for facilities for tourists and travellers, and for recreation uses.	The application directly addresses and achieves this objective as it proposes to provide food and drink offerings for passing travellers and tourists making a rest stop.
e) To have regard to use of adjoining land at the interface of the Rural zone with other zones to avoid adverse effects on local amenities.	N/A – all adjoining land is also zoned Rural (with the exception of Albany Highway which is not zoned under TPS3). It is noted that a property zoned 'Special Use' is located approximately 50m east of the subject site however the provisions of this zone predominantly provide for uses akin to those of a rural nature and therefore no adverse effects are expected.

As per the above commentary and assessment in the above table, it is maintained that the proposed activities are generally consistent with the objectives of the 'Rural' zone, in particular objective d).

Clause 5.17 of the Scheme prescribes various standards for development in the 'Rural' zone. The table below provides these requirements and associated assessing commentary. Subclause 5.17.1 provides the applicable lot boundary setback requirements, bearing in mind that the proposal only seeks to provide awnings attached to an existing building:

Requirement	Proposed
The minimum building setbacks shall be: Front: 20.0m Rear: 20.0m Side: 20.0m	Front: 8.0m Rear: 18.8m Side: 5.6m

Notwithstanding the non-compliances cited above, clause 5.5.1 of the Scheme provides the Shire with the discretion to approve an application that does not comply with a standard or requirement prescribed by the Scheme. It is considered appropriate to exercise this available discretion for the following reasons:

- The setback to the front (Albany Highway) boundary is consistent with what already exists on site.
- The setback to the rear (east) boundary abuts the battle-axe driveway for the adjoining lot and therefore there is considered to be no adverse impact.
- The existing shed already achieves a setback of approximately 7.1m which is less than the required 20.0m and the additional awning of 1.5m is not considered to result in any adverse impacts. Furthermore, it is noted that the adjoining property (which is currently vacant) is also owned by the Applicant and that no submissions were received by surrounding landowners during the public comment period.

Subclause 5.17.2 is not applicable as it relates to development of agroforestry and plantations only.

An assessment of the proposal against the provisions of Subclause 5.17.3 is provided within the table below.

Subclause 5.17.3 - General Development Requirements	
In considering an application for planning approval the Local Government will have due regard for the following, in addition to the provisions of the Scheme.	
Provision	Comment
a) Any sensitive or incompatible uses which may require buffer separation from the proposed use;	<p>As part of the existing approved use of the site for tourism activities, the production of the rustic furniture requires the use of power tools. The materials used to construct the furniture are either metal or wood, and as such it can be reasonably concluded that there will be significant noise generation during the manufacturing process.</p> <p>It is also noted that there is only one (1) residence within a 400m radius of the subject site being the Riverside Roadhouse, of which a review of Shire records confirms the roadhouse has been previously approved to allow for residential use by the owner/operator.</p> <p>As such, the proposed addition of takeaway food production and sale is not considered to create any additional adverse amenity impacts, particularly given the Riverside Roadhouse is considered to contribute the same.</p> <p>Nevertheless, it is recommended that the previously imposed condition of approval is retained, limiting the hours of operation from 7am – 7pm Monday to Saturday.</p>
b) Evidence of a sustainable water supply that does not rely on catchment outside the lot, or damming of a stream that will impact on the water availability for another lot or lots;	The subject site has a large water tank which has been constructed prior to the lodgement of this application. It is maintained that the water tank is able to provide for a sufficient and sustainable water supply (subject to any health requirements) and does not pose any impact upon water availability for other lots.
c) Soil conditions, slope, soil type, rock, potential for water logging, foundation stability, and how the application has addressed these site characteristics;	As the application proposes a change to the use of the land only and minor additions by way of awnings, there is no impact upon site characteristics with respect to soil, rock or foundation conditions.

Provision	Comment
<p>d) Proposals for treatment and disposal of waste products.</p>	<p>A pre-existing on-site effluent disposal system has previously been installed at the subject site. In the preparation of the previous development application, a review of Shire records by the Shire’s Health Officer confirmed that the existing system was adequate, and the proposal was not expected to generate increased waste disposal that would exceed the capacity of the system. The applicant was required to submit a septic application and to pay the relevant application fee for approval.</p> <p>It is noted that there are likely to be additional health requirements in relation to food waste and, as noted in the application’s cover letter, the Applicant has already commenced discussions with the relevant Shire officer in this regard.</p>

Having regard to the above assessment, the activities proposed to be undertaken at the subject site are considered acceptable and are supported.

Car Parking

The previous approval required the provision of three (3) on-site car parking spaces. The proposed takeaway food component is considered ancillary to the previously approved tourism activity in that it will not attract additional customers. Accordingly, no additional car parking spaces are considered necessary however a condition of approval has been recommended to ensure these bays are provided given that the rear awning will displace the previously approved bays. There is however ample space for these bays to be accommodated.

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

State Planning Policy 3.7 - Planning in Bushfire Prone Areas (**SPP3.7**) has been prepared by the Western Australian Planning Commission (**WAPC**) to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

The subject site is designated as a ‘Bushfire Prone Area’ as per the Department of Fire and Emergency Services Map of Bushfire Prone Areas, refer Figure 2 below.



Figure 2: Map of Bushfire Prone Area

As part of the 2022 application, the Applicant engaged a suitable Bushfire Practitioner to prepare a Bushfire Attack Level (BAL) Assessment to determine the level of risk which exists. This assessment was undertaken on 14 June 2022 by Preplan Consulting in accordance with AS 3959 – 2018. The determined BAL for the site/proposal was BAL-12.5 which is considered low and does not pose a risk to the development.

It was previously noted that notwithstanding the above, Clause 6.6 of SPP3.7 provides detail on procedures when dealing with a ‘vulnerable’ or ‘high-risk’ land use. Given that the application (again) proposes a ‘Use Not Listed’, an evaluation must occur to determine whether the proposed use could be considered a ‘vulnerable’ use. SPP3.7 considers tourist-based land uses as a ‘vulnerable’ use and as such the same is applied to this application. Subclause 6.6.1 of SPP3.7 requires that a vulnerable land use cannot be supported unless accompanied by a Bushfire Management Plan (BMP). It is recommended therefore that a BMP is submitted by the applicant and approved by the Shire as a condition of approval, and that the use is not commenced until this time.

Planning and Development (Local Planning Schemes) Regulations 2015

Deemed Provisions – CI 67 Matters to be considered by local Government

Deemed Provisions – CI 67 Matters to be considered by local Government	
Provision	Comment
(a) the aims and provisions of the Scheme and any other relevant town planning scheme operating within the Scheme Area;	The proposal is consistent with the objectives of the 'Rural' zone under TPS3.
(c) any approved State planning policy;	The proposal is consistent with SPP3.7 subject to the submission of a Bushfire Management Plan as a condition of approval.
(m) the compatibility of the development with its setting;	The proposal has been determined as principally a tourist-based development and is deemed compatible within the context of the locality for the reasons provided in previous sections of this assessment.
(n) the amenity of the locality;	The proposal will not result in an adverse impact upon the existing amenity of the locality and will add to the existing amenities offered by the nearby roadhouse.
(o) the likely effect of the proposal on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment;	The proposal has a negligible impact upon the natural environment with the exception of waste generation, which is accounted for by the recommendation for a Waste Management Plan to be submitted as a condition of approval.
(q) whether the land to which that application relates is unsuitable for the proposal by reason of it being, or likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;	The application underwent a BAL Assessment to determine risk, given the site's status as Bushfire Prone. The BAL Assessment confirmed a BAL of 12.5 which is considered acceptable for development.
(s) the adequacy of the proposed means of access to and egress from the site; and arrangements for the loading, unloading, manoeuvring and parking of vehicles;	The proposed car parking, access and manoeuvrability for vehicles has been assessed and is considered appropriate for the proposed development.
(t) the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	There is no expected negative impact upon the ability of Albany Highway or Bannister Road to accommodate traffic generated by the development as a result of the proposal.
(w) the history of the site where the development is to be located;	A tourism-based land use was approved by Council for the subject site in 2022 which is proposed to continue, albeit with the addition of this proposal.
(y) any submissions received on the application;	No submissions were received during the public comment period.
(za) the comments or submissions received from any authority consulted under clause 66;	The proposal was referred to MRWA who provided a response of 'No Comment'.

Consultation:

In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations), the proposal is considered a ‘Complex’ application as the proposed use of the land is not specifically referred to in the zoning table for this Scheme in respect of the zone in which the development is located. Clause 64 of the Regulations states that the Local Government must advertise a complex application in accordance with subclause (3).

Consistent with the above and in accordance with Clause 4.4 and 9.4 of TPS3, the application was advertised to surrounding landowners and referred to MRWA for comment given the proximity of the site to Albany Highway.

Landowners notified were those within a 200m radius of the subject site, as per subclause 64(3)(b)(ii) of the Regulations. Additional landowners slightly outside of the 200m radius were also notified in accordance with subclause 64(3)(b)(i), which provides that the Shire may advertise the application to any other owners of land who, in the opinion of the Shire, have the potential to become impacted by the granting of development approval.

Surrounding landowners were issued letters with details of the proposal, and in accordance with the Regulations, were given a period of 28 days to make comment on the application. The advertising commenced on 22 June 2023 and concluded 22 July 2023. Upon conclusion of the advertisement period, no submissions were received.

In addition to surrounding landowners, the application was referred to MRWA due to the proximity of the subject site to Albany Highway, which is a Primary Distributor Road under the Western Australian Road Hierarchy and therefore managed by MRWA.

The application was referred to MRWA on 27 June 2023. On 21 July 2023, MRWA responded by advising it has no comments.

Statutory Environment:

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Wandering Total Planning Scheme No. 3

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

Improve the Economic Growth of our Community

Our Goals	Our Strategies
The agricultural industry continues to be a main economic driver	Encourage new and existing complimentary business to grow
Facilitate increased business opportunities	Support business development and facilitate opportunities for start up and growth
Capture tourism opportunities locally	<ul style="list-style-type: none"> Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism

Retain and Grow our Population

Our Goals	Our Strategies
Our permanent and transient population grows	We promote the lifestyle and business opportunities

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.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council approves the application for development approval for a commercial kitchen and installation of awnings at Lot 12 (No. 7841) Albany Highway, Bannister, subject to the following conditions:

Conditions:

1. 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.
2. The hours of operation are limited to between 7:00 and 19:00 Monday to Sunday.
3. Prior to the commencement of the use, the applicant 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.
4. Prior to the commencement of the use, the applicant 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.
5. Prior to the commencement of the use, the applicant is to submit a septic application and to pay the relevant application fee for approval.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308

Ph: 08 9884 1056

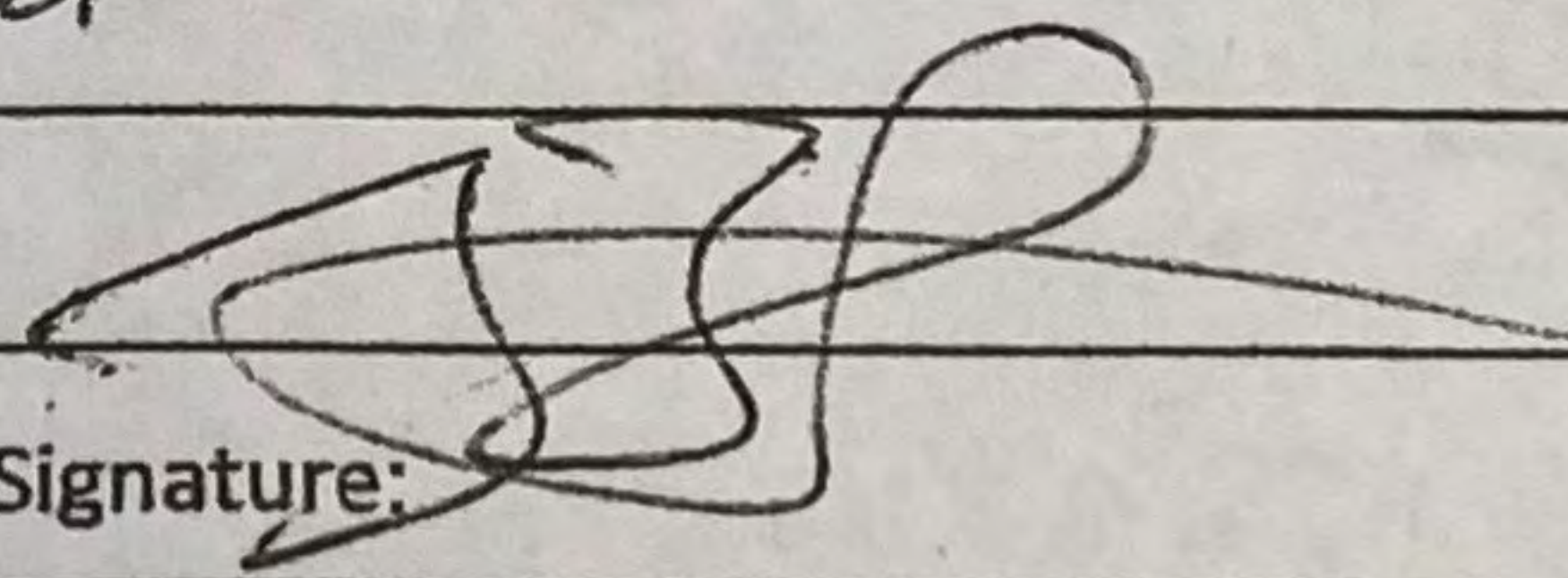
www.wandering.wa.gov.au

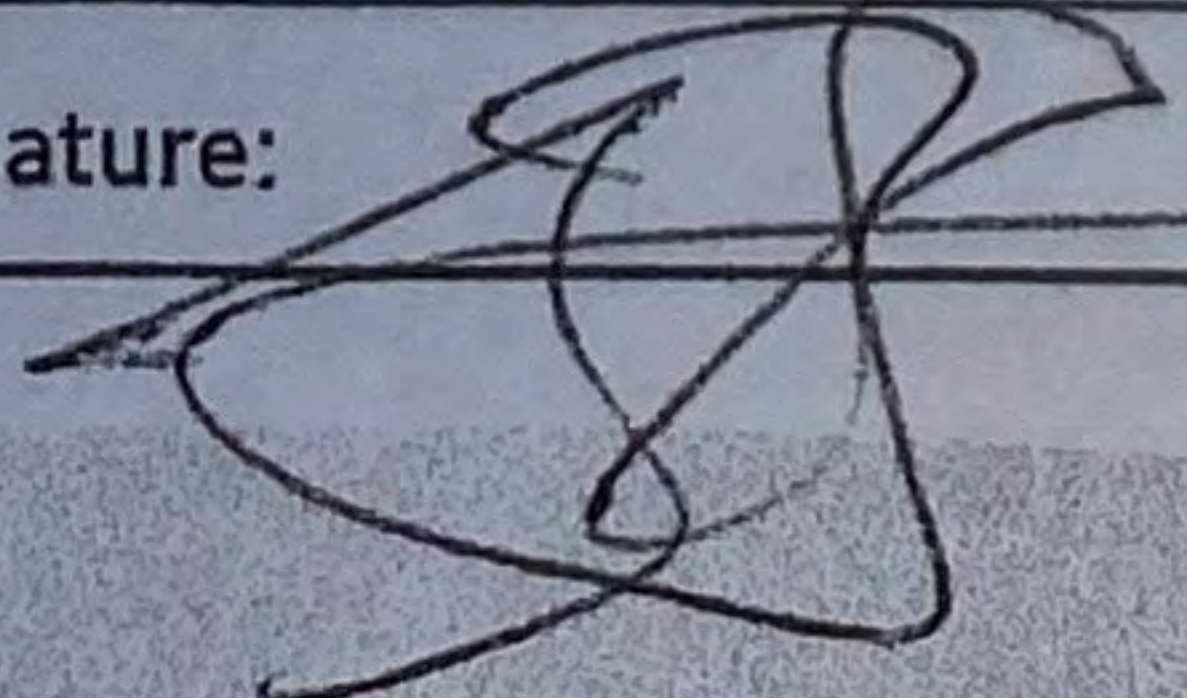


Application for Planning Approval

Proposed Development/Land Use
Description of Proposed Development and/or proposed use: AWNING INSTALLATION AND COMMERCIAL KITCHEN
Nature of any existing buildings and/or use: 10050MT SHED WITH INTERNAL ROOMS
Approximate cost of proposed development: \$12,000

Property Details		
Lot No: 12	House/Street No: 7839/7841	Location No:
Street Name: ALBANY HIGHWAY	Suburb: BANNISTER	
Diagram or Plan No: DP59056	Certificate of Title Vol. No: 2723	Folio: 469
Title encumbrances (e.g. easements, restrictive covenants): ASPER CERTIFICATE OF TITLE		

Owner Details		
Name: GLENN BURKE		
Postal Address: P.O. BOX 57 BOODINGTON	Postcode: 6390	
Phone: (work):	(home):	(mobile): 0488977178
Email: burky1210@gmail.com		
Contact Person: GLENN BURKE		
Name:	Signature: 	
Name:	Signature:	
Name:	Signature:	
The signature of the owner(s) is required on all applications. This application will not proceed without that signature.		

Applicant Details – Contact Person for all correspondence relating to the application		
Name: GLENN BURKE		
Postal Address: P.O. BOX 57 BOODINGTON	Postcode: 6390	
Phone: (work):	(home):	(mobile): 0488977178
Email: burky1210@gmail.com		
Signature: 	Date: 25-APRIL 2023	

888V
BORROMEI WILLIS SETTLEMENTS
Perth Batch
N106231



WESTERN



AUSTRALIA

REGISTER NUMBER 12/DP59056	
DUPLICATE EDITION 2	DATE DUPLICATE ISSUED 9/9/2015

DUPLICATE CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2723** FOLIO **469**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 12 ON DEPOSITED PLAN 59056

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

GLENN PATRICK BURKE OF (ADDRESS TAKEN OUT FOR CONFIDENTIALITY REASONS)
(T N106231) REGISTERED 28 AUGUST 2015

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. K932860 RESTRICTIVE COVENANT TO SHIRE OF WANDERING - SEE DEPOSITED PLAN 59056 REGISTERED 31.7.2009.

Warning: A current search of the certificate of title held in electronic form should be obtained before dealing on this land.
Lot as described in the land description may be a lot or location.

-----END OF DUPLICATE CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP59056.
PREVIOUS TITLE: 1869-298.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: SHIRE OF WANDERING.



Glenn Burke
PO Box 57
Boddington
WA 6390

Email: burky1210@gmail.com

Phone: 0488977178

25th April 2023

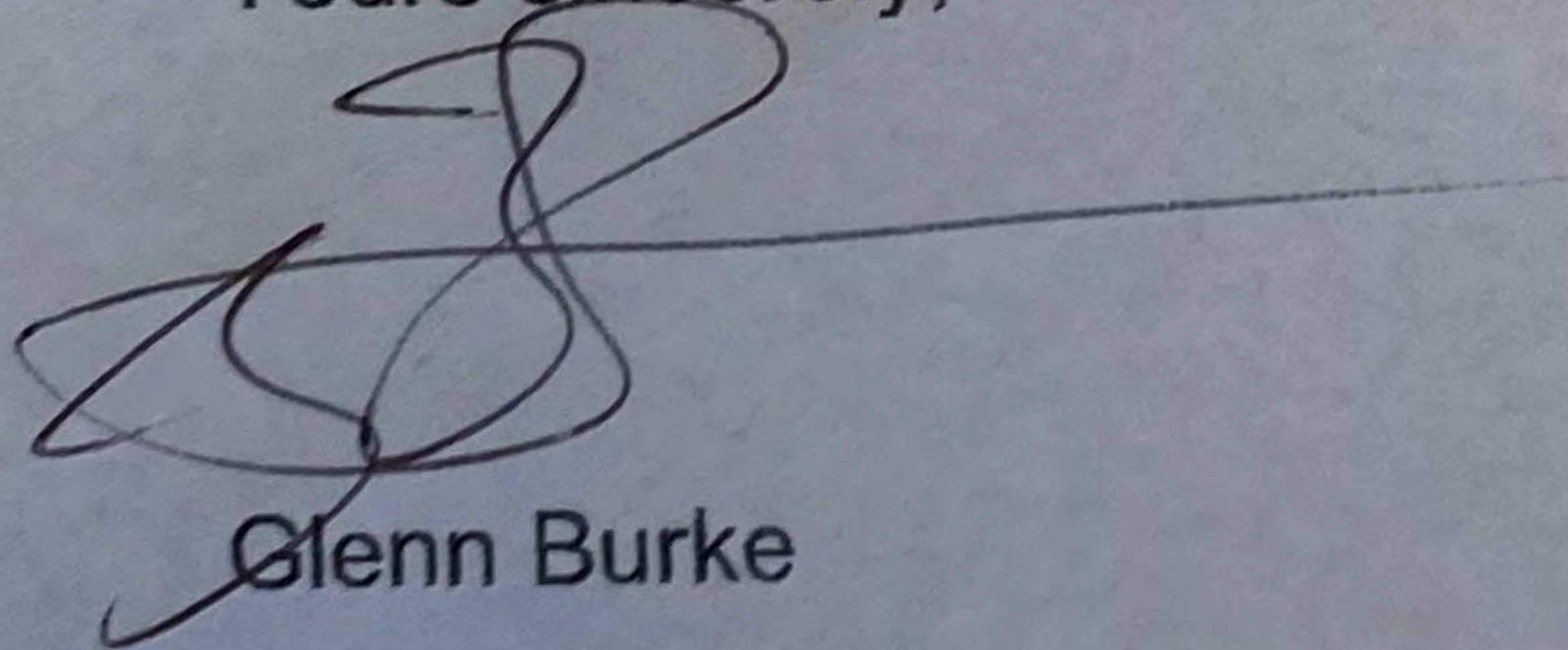
Wandering Shire Council
22 Watts Street
Wandering
WA 6308

RE: APPLICATION FOR KITCHEN AND AWNINGS FOR LOT 12 – 7841 ALBANY
HWY BANNISTER

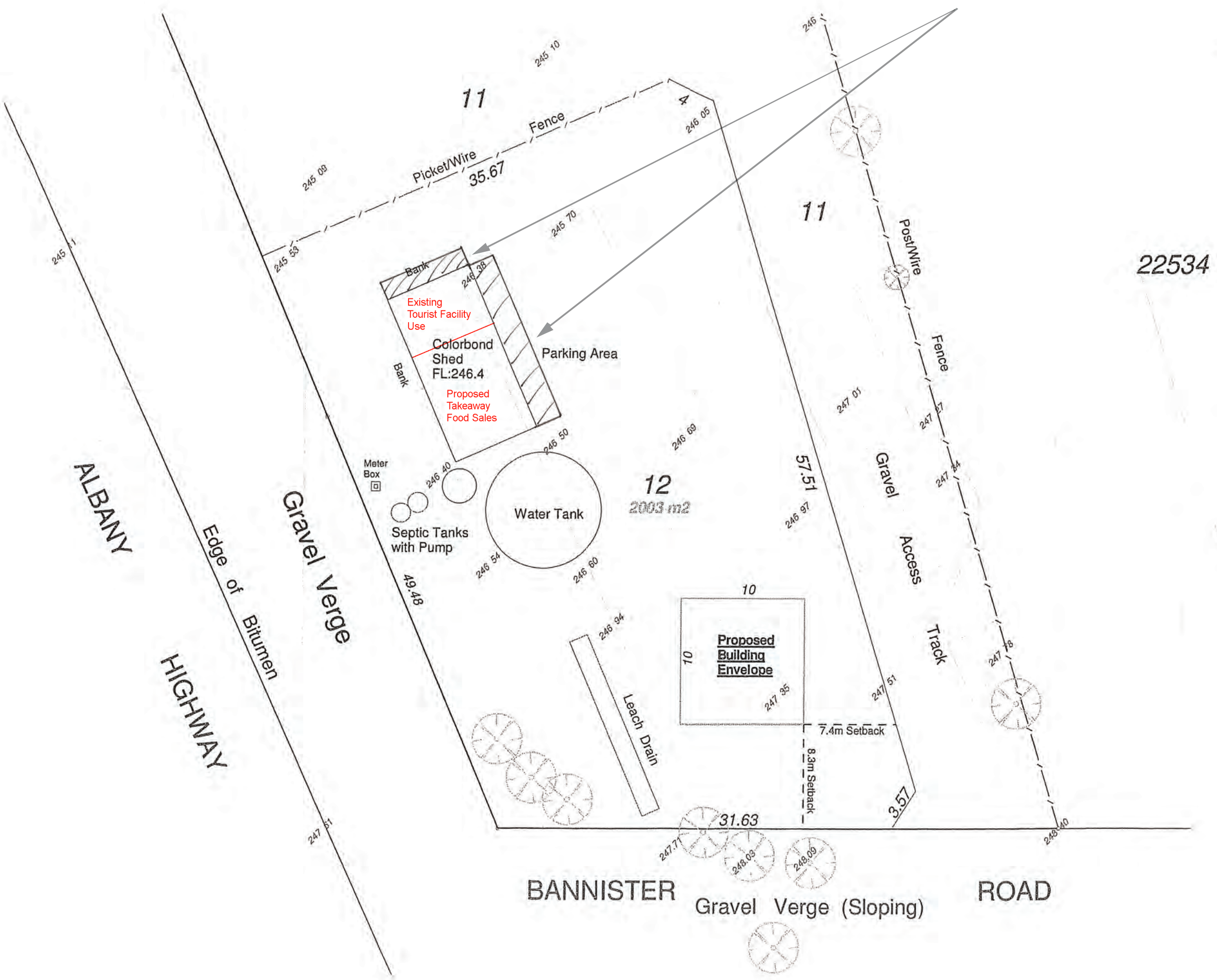
I am applying to convert part of the existing facilities at Bannister to a commercial kitchen for the provision of food to the passing public, further to this I will be installing hard awnings to the existing building. I have had preliminary discussions with the health inspector Peter Tobass who has provided me with the necessary guidelines regarding the kitchen fit out and I have also had discussions with Altus Planning with regards to the awning erection requirements.

Please see attached application form and drawings as requested by Altus Planning.

Yours sincerely,

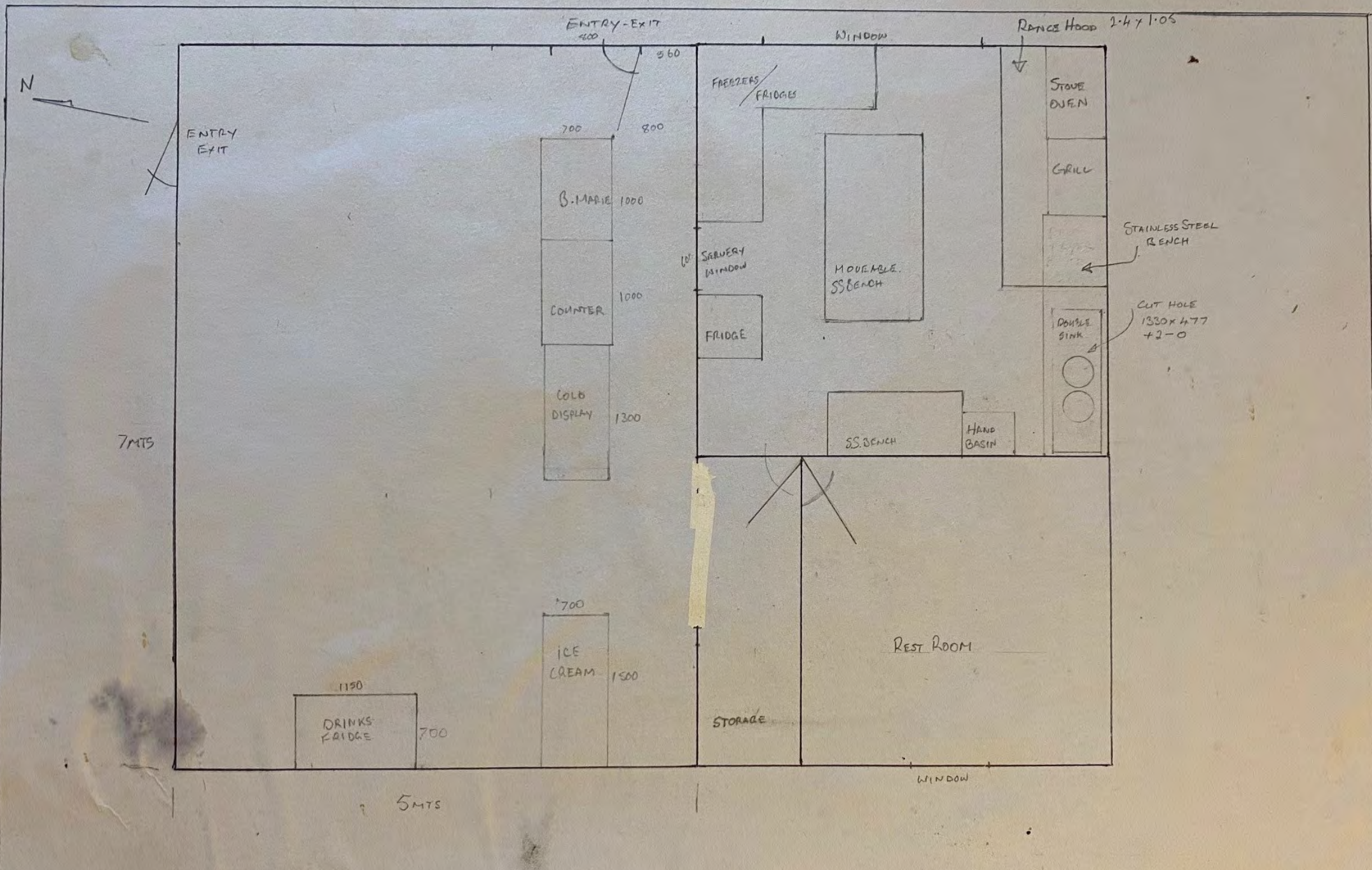
A handwritten signature in black ink, appearing to be 'Glenn Burke', written over a horizontal line. The signature is stylized and cursive.

Glenn Burke



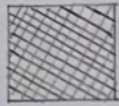
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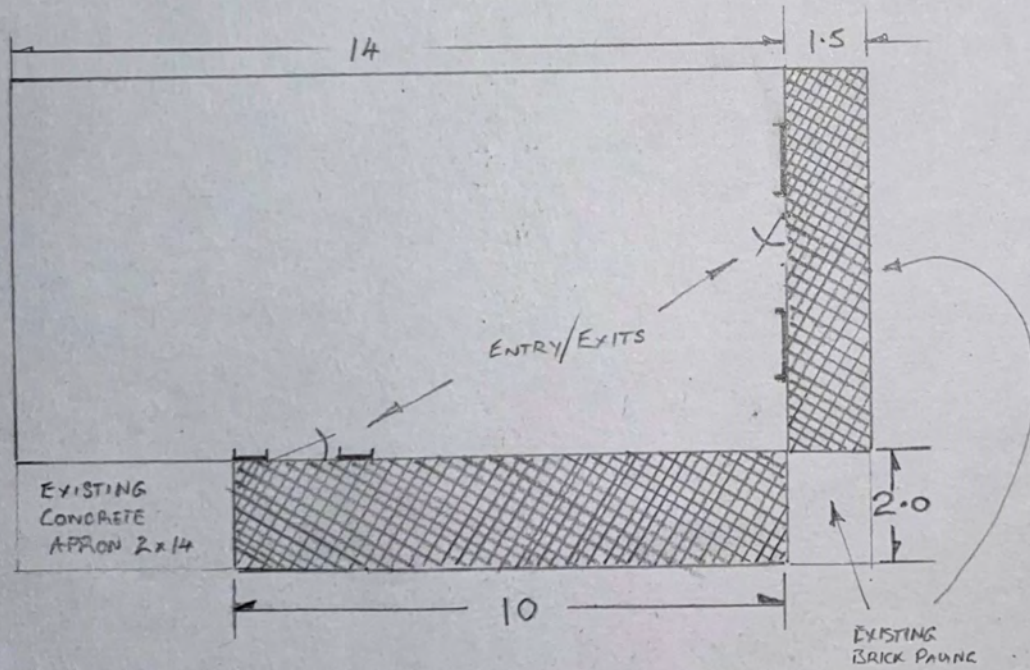
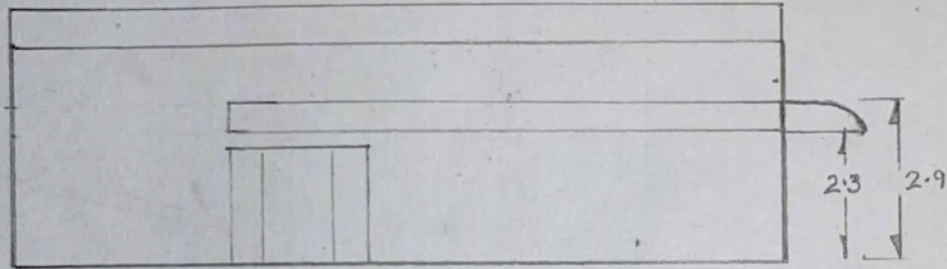
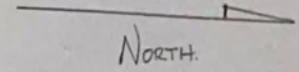


PROPOSED KITCHEN PLAN LOT 12 (7841) ALBANY HWY
 DRAWN BY: GLENN BURKE BANNISTER
 SCALE: 30:1

LEGEND



PROPOSED AWNINGS



14.3 Development Approval – 8 White Street, Wandering

File Reference:	A189
Location:	Lot 66 (No. 8) White Street, Wandering
Applicant:	Tallon Terry
Author:	Ben Laycock c/- Altus Planning (Shire Consultant Planner)
Authorising Officer	Alan Hart – Chief Executive Officer
Date:	8 August 2023
Disclosure of Interest:	Nil
Attachments:	Development Plans (revised for determination) Neighbour Consent Letter BAL Assessment (revised for determination)
Previous Reference:	Nil

Summary:

The Shire has received an application for development approval to construct an extension to the existing dwelling, comprising of the addition of two (2) bedrooms, a bathroom, a toilet and a laundry, a patio to the front of the dwelling and a new outbuilding to the rear of the site (proposed development or proposal) at Lot 66 (No. 8) White Street, Wandering (subject site or site).

The proposal satisfies all deemed-to-comply requirements of State Planning Policy 7.3 – Residential Design Codes (R-Codes) Volume 1, except in relation to:

- 5.1.3 Lot Boundary Setbacks;
- 5.4.1 Visual Privacy; and
- 5.4.3 Outbuildings.

Written notice of no objection has been provided by the neighbour most likely to be affected by the reduced lot boundary setback and the size of the proposed outbuilding has been assessed as demonstrating compliance with the applicable design principles. Accordingly, development approval is recommended, subject to conditions.

Background:

The subject site is located within the bounds of the Wandering Townsite and measures approximately 1,216m² in area. The site is bordered by White Street to the south-east and is adjoined by similar residential properties to the north-east and south-west, with land reserved for public purposes (Wandering Primary School) to the north-west.

The subject site currently accommodates for a single dwelling. A locality plan is provided at Figure 1 and the proposed development plans are provided as an attachment. It is noted that the site has recently been cleared which is not evident in Figure 1.



Figure 1: Subject Site and Locality (Source: PlanWA 2023)

Comment:

Town Planning Scheme No. 3

The subject site is zoned 'Residential' and assigned a density code of 'R10' pursuant to the Shire of Wandering Local Planning Scheme No. 3 (LPS3 or Scheme). The objectives for the Residential zone are set out in clause 4.2 of the Scheme as follows:

- a) *to provide for the predominant form of residential development to be single houses.*
- b) *to provide for diversity of lifestyle choice with a range of residential densities where possible.*
- c) *to achieve a high standard of residential development having regard to the economic importance of tourism to the district.*
- d) *to allow for the establishment of non-residential uses which are compatible with the predominant residential use and which will not adversely affect local amenities.*

With respect to the above, objectives a) and c) are considered relevant to this application and are discussed further within this report.

In accordance with clause 5.2.3 and 5.13 of the Scheme, the development of land for residential purposes shall conform with the R-Codes. An assessment of the proposal against the applicable provisions of the R-Codes is also provided within this report.

State Planning Policy 7.3 – Residential Design Codes (Volume 1)

5.1.1 – Site Area:

Deemed to Comply	Required	Proposed	Compliance
<i>C1.1 and C1.2 – Site Area Requirements</i>	Min. Lot Area	1,216sqm	Yes
	Average Lot Area	1,216sqm	Yes
	Minimum Frontage	26.23m	Yes
<i>C1.3</i>	Corner truncations up to a maximum of 20sqm to be added to the area of an adjoining lot	N/A	N/A
	Battle-axe – access leg is no more than 20% of site area	N/A	N/A

5.1.2 – Street Setback:

Deemed to Comply	Required	Proposed	Compliance
<i>C2.1 – Primary Street</i>	7.5m	13m	Yes
<i>C2.2 – Secondary Street</i>	N/A	N/A	N/A
<i>C2.3 – Corner Truncation</i>	N/A	N/A	N/A
<i>C2.4 – Porches, Verandahs and Balconies</i>	7.5m	13.5m	Yes

5.1.3 – Lot Boundary Setback (Dwelling):

Section of Wall	Major Opening	Length	Height	Setback Required	Proposed Setback	Compliance
<i>Wall (West)</i>	Yes	13.2m	3.65m	2.7m	1.0m	No
<i>Eaves</i>	Project no more than 750mm* into setback area			1.95m	0.45m	No
<i>Wall (East)</i>	Yes	13.2m	3.8m	2.7m	9.31m	Yes
<i>Eaves</i>	Project no more than 750mm* into setback area			N/A	N/A	N/A
<i>Wall (North - Rear)</i>	Yes	15.8m	3.8m	6.0m	15.2m	Yes
<i>Eaves</i>	Project no more than 750mm* into setback area			5.25m	14.9m	Yes

*Less setbacks may apply as per 5.1.3 C3.1.

Assessment is required against the applicable design principles of 5.1.3 which state as follows:

- P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:**
- *reduce impacts of building bulk on adjoining properties;*
 - *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
 - *minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

The proposed extension has a length of 13.2m along a 45.35m boundary, with the bulk lessened by the three (3) windows along the western elevation. Additionally, it is noted that the potentially affected neighbour’s land sits higher than the subject site, as evidenced by the retaining wall beneath the dividing fence. For these reasons, the impacts of building bulk are reduced.

Due to the size of the subject site and adjoining property, coupled with the size of the dwelling (including proposed additions), the adjoining property will achieve adequate direct sun and ventilation.

In terms of potential overlooking, the reduced lot boundary setback abuts the neighbour’s pool and shaded outdoor living area. Notwithstanding this, written notice has been provided by the landowner of the adjoining property advising that they “give approval” to the proposed setback with major opening to Bed 4. Refer to the attachment. It is also reiterated that the neighbouring property sits higher than the subject site and therefore the existing dividing fence atop the retaining wall will effectively act as screening for portions of the abutting boundary.

On this basis, the proposed lot boundary setback can be supported.

5.1.4 – Open Space:

Deemed to Comply	Required	Proposed	Compliance
C4 – Open Space	60%	76%	Yes

5.1.5 – Communal Open Space:

N/A – Applies to grouped dwellings only.

5.1.6 – Building Height:

Deemed to Comply	Required (Table 3)	Proposed	Compliance
Pitched Roof			
Maximum Height of Wall	7.0m	3.8m	Yes
Maximum Total Building Height			
Gable/Skillion/Concealed Roof	8.0m	N/A	N/A
Hipped and Pitched Roof	10.0m	6.2m	Yes

5.2.1 – Setback of Garages and Carports:

N/A – No garage or carport proposed.

5.2.2 – Garage Width:

N/A – No garage proposed.

5.2.3 – Street Surveillance:

Deemed to Comply	Required	Proposed	Compliance
C3.1 – Entry Points	Clearly definable entry points visible and accessible from the street.	Patio with door to Kitchen.	Yes
C3.2 – Surveillance	At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach of the dwelling	Major opening to Master Bed.	Yes
C3.3 – Surveillance of b/axe lots	At least one major opening from a habitable room of the dwelling faces the approach of the dwelling	N/A	N/A

5.2.4 – Street Walls and Fences:

N/A – No street walls or fencing proposed.

5.2.5 – Sightlines:

N/A – No walls, fences or other structures are proposed within 1.5m of an intersection with a street.

5.2.6 – Appearance of Retained Dwelling:

N/A – Applies to grouped and multiple dwellings only.

5.3.1 – Outdoor Living Areas:

Deemed to Comply	Required	Proposed	Compliance
C1.1 – Outdoor Living Area	Area in accordance with Table 1	None specified.	Yes
	Behind front setback	Patio setback >7.5m.	Yes
	Accessible from a primary living space	Patio accessed via Kitchen, front and backyards also accessible.	Yes
	Minimum width and length dimension of 4m	Patio dimensions of 10.8m (w) x 6.0m (d).	Yes
	Two-thirds of the required area without permanent roof cover	Patio has full roof cover, however 76% open space surrounding dwelling which can cater for leisure and landscaping.	Yes

Deemed to Comply	Required	Proposed	Compliance
C1.2	Multiple dwellings provided with a balcony opening directly from primary living space	N/A	N/A

5.3.2 – Landscaping:

Deemed to Comply	Required	Proposed	Compliance
C2.2 – Trees and Associated Planting Areas	1 tree required	Recently cleared ahead of bushfire assessment.	No, however rectifiable via condition of approval.
	2x2m planting area	As above.	No, however rectifiable via condition of approval.
	Street setback area not more than 50% impervious surface	Yes	Yes

5.3.3 – Parking:

Deemed to Comply	Required	Proposed	Compliance
C3.1 – Resident	2	No dedicated bays proposed but ample space available.	Yes
C3.2 – Visitor	N/A – only applies to grouped and multiple dwellings	N/A	N/A

5.3.4 – Design of Car Parking Spaces:

Deemed to Comply	Required	Proposed	Compliance
C4.1 – Car space and manoeuvring area design	As per AS2890.1	No dedicated bays proposed but ample space available.	Yes
C4.2 – Visitor Bays	Marked and signposted	N/A	N/A
	Located outside of security barrier	N/A	N/A
	Accessible path provided	N/A	N/A

5.3.5 – Vehicular Access

Deemed to Comply	Required	Proposed	Compliance
C5.1 – Access to onsite parking	Provided from communal street or right-of-way, or secondary street where no communal street or right-of-way exists, or primary street where no secondary street, communal street or right-of-way exists	Access to the dwelling provided via the Primary Street. It is noted however that no clear crossover or vehicular access/driveway is shown on the plans.	Yes, however recommend including a condition to provide for vehicular access/driveway.
C5.2 – Driveways to primary and secondary streets	Minimum width of 3m for driveways serving four dwellings or less	No driveway proposed.	N/A
	Maximum width of 6m	No driveway proposed.	N/A
	Maximum aggregate width of 9m	No driveway proposed.	N/A
C5.3 – Driveways	Setback 0.5m from side boundary	N/A – no driveway proposed.	N/A
	No closer than 6m to a street corner		
	Aligned at right angle to street		
	Avoids street trees		
	Adequately paved and drained		

5.3.6 – Pedestrian Access

N/A – Applies to grouped and multiple dwellings only.

5.3.7 – Site Works

Deemed to Comply	Required	Proposed	Compliance
C7.1 – Site works and retaining walls between the street boundary and the street setback	0.5m or less between street boundary and the street setback, except where necessary to provide for pedestrian, universal and/or vehicle access, drainage works or natural light to a dwelling	No retaining walls, fill and/or excavation proposed.	N/A
C7.2 – Site works and retaining walls behind front setback	Complies with Table 4		
C7.3 – Impact on adjoining properties	0.5m or less within 1m of a lot boundary		

5.3.9 – Stormwater Management

Deemed to Comply	Required	Proposed	Compliance
C9 – Stormwater	Stormwater contained on site.	Stormwater will be contained on site via a gutter and spout system and will be conditioned.	Yes, however recommend including a condition to reflect that all stormwater is to be contained on-site.

5.4.1 – Visual Privacy

Deemed to Comply	Required	Proposed	Compliance
C1.1 – Setback for areas coded R50 or lower	Major openings to bedrooms and studies: 4.5m	1.0m to unscreened Bed 4 window which has a floor level >0.5m above ground level.	No

Assessment is required against the applicable design principles at 5.4.1 P1.1 and P1.2 which state as follows:

P1.1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through:

- *building layout and location;*
- *design of major openings;*
- *landscape screening of outdoor active habitable spaces; and/or*
- *location of screening devices.*

P1.2 Maximum visual privacy to side and rear boundaries through measures such as:

- *offsetting the location of ground and first floor windows so that viewing is oblique rather than direct;*
- *building to the boundary where appropriate;*
- *setting back the first floor from the side boundary;*
- *providing higher or opaque and fixed windows; and/or*
- *screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).*

As mentioned, the adjoining neighbour at Lot 65 (No. 10) White Street has provided written notice that they do not object to the proposed 1.0m setback to proposed Bed 4 which contains an unscreened major opening. In addition, it is noted that the adjoining property has a natural ground level which sits higher than the subject site and therefore the existing dividing fence atop the retaining wall aids in partially screening views.

On the basis of the neighbour's consent and existing natural ground levels, it is considered that the proposed 1.0m setback to the major opening of Bed 4 can be supported.

It is noted that the dividing fence does not appear to be 1.8m in height in all locations. Therefore, if it becomes apparent during or after construction that there is an overlooking concern, the parties may wish to consider increasing the fence height and/or affixing a screen fence extension.

5.4.2 – Solar Access

Deemed to Comply	Required	Proposed	Compliance
C2.1 – R25 and lower	25% of adjoining site area	<25% overshadowing to adjoining site.	Yes

5.4.3 – Outbuildings

Deemed to Comply	Required	Proposed	Compliance
C3 – Large and multiple outbuildings	Not attached to dwelling	Detached from dwelling.	Yes
	Non-habitable	Not specified but will be conditioned.	Yes
	Maximum area of 60sqm	72sqm	No
	Setback in accordance with Table 2a	1.0m required for a wall height less than 3.5m and a length less than 15m. Minimum 1.0m provided to all boundaries.	Yes
	Max. wall height of 2.4m	2.65m	Yes; the Shire's Local Planning Policy No. 1 – Sheds and Outbuildings allows a maximum wall height of 3.6m.
	Max. ridge height of 4.2m	4.35m	Yes; the Shire's Local Planning Policy No. 1 – Sheds and Outbuildings allows a maximum ridge height of 4.5m.
	Not located within primary or secondary street setback area	Located behind dwelling.	Yes
	Complies with open space and outdoor living area requirements	Open space and outdoor living area requirements for dwelling have been achieved.	Yes

Due to the area of the proposed outbuilding exceeding 60sqm, assessment is required against the applicable design principle at 5.4.3 P3 which states:

Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.

As the proposed outbuilding is to be located behind the dwelling, it will not be visible from the street. As for any potential impact on adjoining neighbours, the proposed orientation of the outbuilding is such that the two (2) adjoining residential neighbours will have view of a 6m elevation which is not considered at odds in a residential context, and therefore the additional 12sqm will not be discernible. It is further noted that the adjoining land to the north which will 'see' the greatest portion of the outbuilding, is vegetated reserved land for the Wandering Primary School.

Accordingly, the proposed outbuilding has been assessed as complying with the applicable design principle.

5.4.4 – External Fixtures, Utilities and Facilities

Deemed to Comply	Required	Proposed	Compliance
C4.1	Solar collectors proposed	None proposed.	N/A
C4.2	Television aerials, essential plumbing and downpipes permitted	None proposed.	N/A
C4.3	Other external fixtures not visible from the primary street	None proposed.	N/A
	Designed to integrate with the building		
	Are located so as not to be visually obtrusive		
C4.4	Antennas, satellite dishes and the like not visible from the primary and secondary street	None proposed.	N/A
C4.5	Min 4sqm enclosed lockable store room with minimum dimension of 1.5m	Proposed outbuilding is 12m x 6m.	Yes
C4.6	Communal bin store area provided if necessary	N/A – kerbside waste collection.	N/A
C4.7	Clothes drying areas screened from street	None proposed.	N/A

5.5.1 – Ancillary Dwellings

N/A – No ancillary dwellings proposed.

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 3.7 - Planning in Bushfire Prone Areas (SPP3.7) has been prepared by the Western Australian Planning Commission (WAPC) to implement effective, risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

The subject site is designated as a ‘Bushfire Prone Area’ as per the Department of Fire and Emergency Services Map of Bushfire Prone Areas, refer Figure 2.

The application has been supported by a Bushfire Attack Level (BAL) Assessment which has determined that the additions to the dwelling will achieve a rating of BAL-29 for all elevations. In accordance with policy measure 6.2b) of SPP3.7, the proposal can therefore be considered for approval.



Figure 2: Map of Bushfire Prone Areas (Source: PlanWA 2023)

It is noted however that the BAL-29 rating is based on the Asset Protection Zone (APZ) being maintained. As per Appendix 3 of the BAL Report and consistent with policy provision 6.5 of SPP3.7 and the explanatory notes within Appendix Four of the *Guidelines for Planning in Bushfire Prone Areas Version 1.4* (Guidelines), a condition of approval requiring a Bushfire Management Plan is recommended.

It is also noted that there is currently no notification on title advising that the property is within a bushfire prone area. Accordingly, a condition of approval requiring a notification to be placed on title is being recommended, consistent with policy provision 6.10 of SPP3.7.

Aboriginal Cultural Heritage Act 2021

In accordance with clause 29(a) of the *Aboriginal Cultural Heritage Regulations 2022*, the construction or renovation of a residential building on a lot that is 1,100sqm or larger is a 'Tier 2' activity.

The Aboriginal Cultural Heritage Inquiry System does not show any Aboriginal Cultural Heritage on the site and therefore, no specific approval is required.

Consultation:

The adjoining neighbour at Lot 65 (No. 10) White Street, Wandering has provided written notice that they do not object to the proposed 1.0m setback to proposed Bed 4 which contains an unscreened major opening. Given this neighbour is the only adjoining property which may be potentially impacted by the proposed lot boundary setback, no further consultation is considered necessary.

As for the proposed 72sqm outbuilding which exceeds the deemed-to-comply requirement of 60sqm, it has been assessed as demonstrating compliance with the applicable design principle and therefore no neighbour consultation is considered necessary,

Statutory Environment:

Planning and Development Act 2005

Aboriginal Cultural Heritage Act 2021

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Wandering Town Planning Scheme No. 3

Policy Implications:

Nil

Financial Implications:

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

Strategic Implications:

Improve the Economic Growth of our Community

Our Goals	Our Strategies
Facilitate increased business opportunities	Ensure our planning frame work and environment supports nimble decision making and gives confidence to developers

Retain and Grow our Population

Our Goals	Our Strategies
Our permanent and transient population grows	We promote the lifestyle and business opportunities

Sustainability Implications:

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

Risk Implications:

Nil

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council approves the application for development approval, submitted by Tallon Terry, for additions and alterations to the existing single dwelling, and for the construction of an outbuilding, at Lot 66 (No. 8) White Street, Wandering, subject to the following conditions:

Conditions:

1. The development hereby approved shall occur 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.
2. Non-reflective natural colours which blend with the natural landscape to the satisfaction of the Shire of Wandering, shall be used on all the external surfaces of the outbuilding.
3. The outbuilding is not to be used for industrial or commercial purposes and is not to be used for human habitation.
4. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.
5. Satisfactory building plans being approved by the Shire of Wandering.
6. Compliance with the relevant Health Regulations to the satisfaction of the Environmental Health Officer.

7. **Prior to the application being made for a Building Permit, a Bushfire Management Plan is to be prepared to the satisfaction of the Shire of Wandering.**
8. **A notification under Section 70A of the Transfer of Land Act 1983 shall be prepared and lodged with the Registrar of Titles for endorsement on the Certificate of Title prior to the commencement of the approved development. The notification shall advise of the existence of a hazard or other factor affecting use or enjoyment of the land to the satisfaction of the Shire and at the applicant’s cost. The notification memorial shall state as follows:**
 - **‘Registered proprietors and prospective purchasers of the land described above or any part thereof (land) are notified that the land is within a bushfire prone area and buildings shall be designed and constructed in accordance with Australian Standard 3959 - Construction of Buildings in Bushfire-Prone Areas (or superseded Australian Standard) and comply with any approved fire management plan prepared in respect of the land to minimise the risk of property damage.’**
9. **Prior to the approved development being occupied, one (1) tree with a minimum planting area of 2m x 2m is to be planted on-site, to the satisfaction of the Shire of Wandering.**
10. **Vehicular access to the dwelling is to be constructed and drained to the satisfaction of the Shire of Wandering.**

Advice Notes:

1. **In relation to Condition 2, please note that unpainted zincalume cladding does not comply.**
2. **In relation to Condition 5, the Building Permit application will need to include a full set of ‘Working Drawings’. For further information, please contact the Shire’s nominated Building Surveyor.**
3. **In relation to Condition 6, approval is required from the Shire’s nominated Health officers to confirm that the existing septic system is adequate, or a new application is to be submitted if it requires updating.**
4. **If it becomes apparent during or after construction that there is an overlooking concern with Lot 65 (No. 10) White Street, Wandering, the landowners may wish to consider increasing the fence height and/or affixing a screen fence extension.**

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

Bushfire Attack Level Report



AS 3959 BAL Assessment Report

Landowner CTL+click for: [Help to Understand](#)

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018. FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner, WA Fire & Safety, contact details below.




Property Details and Description of Works

Address Details	Lot		No.	8	Street name	White Street	
	Suburb	Wandering			State	Western Australia	
Local government area	Wandering						
Main BCA class of the building	Class 1a	Use(s) of the building	Additions/Non-Associated Shed				
Description of the building or works	Class 1a Additions or Modifications with Non-Associated Structure >6m				1. Class 1a Dwelling Extension 2. Class 10a Non-Associated Shed		

Report Details

Report Number	23371	Version	2.0	Assessment Date	10 July 2023	Report/Certificate Date	2 August 2023
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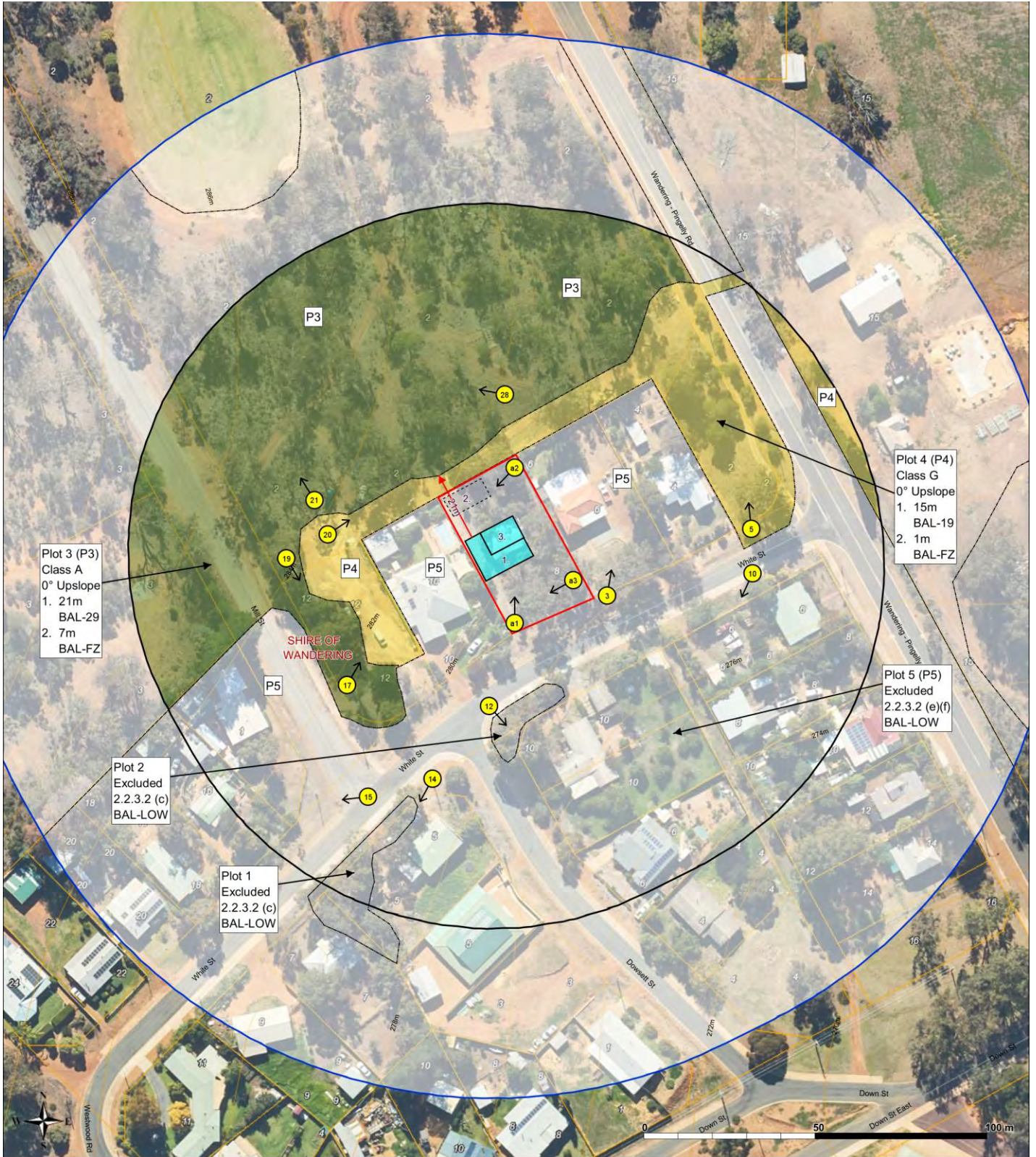
BPAD Accredited Practitioner Details

<p>Name Dwayne Griggs BPAD40466 (Level 2)</p> <p>Company Details Email: admin@wafiresafety.com.au Mobile: 0415684681 Links to: Facebook & Google</p> 	<p><i>Authorised Practitioner Stamp</i></p> <p>I hereby declare that I am a BPAD accredited bushfire practitioner</p> <p>Accreditation No. BPAD 40466</p> <p>Signature: </p> 
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Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.

Site Assessment Map



The assessment of this site / development was undertaken by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).



Legend		Property boundary(Size)		Vegetation 0-100m		Vegetation 100-150m Excluded		DPIRD 2m Contours	
Photo points	150m Vegetation Survey Exc 2.2.2.2(a)	Property boundary (Size)	3. Class 1a Established Dwelling	Excluded, ef, 0	Excluded, a, 0	Local Government Authority	Other Roads		
100m Vegetation Survey	Dimensions Pre APZ	Property Boundary 0.1216 ha	Vegetation 0-100m	G. Grassland, 0	Excluded, a, -5				
Effective Slope(°)	Effective Slope(°)	Buildings	A. Forest, 0	Excluded, c, 0					
100m	Separation Distance (m)	1. Class 1a Dwelling Extension	Excluded, c, 0						
		2. Class 10a Non-Associated Shed							

Vegetation Classification

All vegetation within 100m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

Photo ID: 14	Plot: 1	<p>BRG: 208°S (T) POS: -32.679613, 116.673104 ±4 m ALT: 257 m</p>  <p>8 White Street Wandering 10 July 2023, 1:54:21 pm</p> <p>WAFS DG</p>
Vegetation Classification or Exclusion Clause		
Excludable - 2.2.3.2(c) Multi Areas < 0.25Ha		
Description / Justification for Classification		
<p>Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees and Grasses Moderate surface, Near surface and Intermediate Fuel loads</p>		
Photo ID: 12	Plot: 2	<p>BRG: 138°SE (T) POS: -32.679421, 116.673281 ±4 m ALT: 254 m</p>  <p>8 White Street Wandering 10 July 2023, 1:53:44 pm</p> <p>WAFS DG</p>
Vegetation Classification or Exclusion Clause		
Excludable - 2.2.3.2(c) Multi Areas < 0.25Ha		
Description / Justification for Classification		
<p>Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees and Grasses Moderate surface, Near surface and Intermediate Fuel loads</p>		
Photo ID: 19	Plot: 3	
Vegetation Classification or Exclusion Clause		
Class A Forest		
Description / Justification for Classification		

<p>Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads</p>	<p>BRG: 149°SE (T) POS: -32.679031, 116.672646 ±3 m ALT: 259 m</p>  <p>8 White Street Wandering 10 July 2023, 1:56:03 pm</p> <p>WAFS DG</p>
<p>Photo ID: 21 Plot: 3</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Class A Forest</p> <p>Description / Justification for Classification</p> <p>Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads</p>	<p>BRG: 328°NW (T) POS: -32.678911, 116.67275 ±4 m ALT: 260 m</p>  <p>8 White Street Wandering 10 July 2023, 1:56:27 pm</p> <p>WAFS DG</p>
<p>Photo ID: 28 Plot: 3</p> <p>Vegetation Classification or Exclusion Clause</p> <p>Class A Forest</p> <p>Description / Justification for Classification</p> <p>Overstorey 10-30m in Height Canopy Cover of 30-70% Understorey of Low Trees, Shrubs, Scrub and Grasses High surface, Near surface and Intermediate Fuel loads</p>	<p>BRG: 281°W (T) POS: -32.678599, 116.673331 ±3 m ALT: 253 m</p>  <p>8 White Street Wandering 10 July 2023, 1:59:21 pm</p> <p>WAFS DG</p>

<p>Photo ID: 5 Plot: 4</p>	<p>BRG: 354°N (T) POS: -32.678953, 116.674104 ±3 m ALT: 251 m</p>  <p>8 White Street Wandering 10 July 2023, 1:50:39 pm</p> <p>WAFS DG</p>
<p>Vegetation Classification or Exclusion Clause</p> <p>Class G Grassland</p> <p>Description / Justification for Classification</p> <p>Grassland of <100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads</p>	
<p>Photo ID: 17 Plot: 4</p>	<p>BRG: 30°N (T) POS: -32.679374, 116.672786 ±3 m ALT: 256 m</p>  <p>8 White Street Wandering 10 July 2023, 1:55:20 pm</p> <p>WAFS DG</p>
<p>Vegetation Classification or Exclusion Clause</p> <p>Class G Grassland</p> <p>Description / Justification for Classification</p> <p>Grassland of <100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads</p>	
<p>Photo ID: 20 Plot: 4</p>	<p>BRG: 56°NE (T) POS: -32.678932, 116.67273 ±3 m ALT: 259 m</p>  <p>8 White Street Wandering 10 July 2023, 1:56:21 pm</p> <p>WAFS DG</p>
<p>Vegetation Classification or Exclusion Clause</p> <p>Class G Grassland</p> <p>Description / Justification for Classification</p> <p>Grassland of <100mm in Height Canopy Cover of Less than 10% Understorey of Grasses Minimal surface, Near surface and Intermediate Fuel loads</p>	
<p>Photo ID: 3 Plot: 5</p>	




<p>Vegetation Classification or Exclusion Clause</p>	<p>BRG: 9°N (T) POS: -32.679129, 116.673652 ±3 m ALT: 255 m</p>  <p>8 White Street Wandering 10 July 2023, 1:49:55 pm</p> <p>WAFS DG</p>
<p>Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated</p>	
<p>Description / Justification for Classification</p>	<p>BRG: 204°S (T) POS: -32.679071, 116.674107 ±3 m ALT: 256 m</p>  <p>8 White Street Wandering 10 July 2023, 1:52:21 pm</p> <p>WAFS DG</p>
<p>Maintained Areas Canopy Cover of Less than 10% Residential Areas Insufficient Fuels to increase the risk from bushfire Irrigated gardens with low threat ground covers Non-Vegetated Areas</p>	
<p>Photo ID: 10 Plot: 5</p>	<p>BRG: 263°W (T) POS: -32.67966, 116.672902 ±4 m ALT: 254 m</p>  <p>8 White Street Wandering 10 July 2023, 1:54:39 pm</p> <p>WAFS DG</p>
<p>Vegetation Classification or Exclusion Clause</p>	
<p>Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated</p>	
<p>Description / Justification for Classification</p>	
<p>Maintained Areas Canopy Cover of Less than 10% Residential Areas Insufficient Fuels to increase the risk from bushfire Irrigated gardens with low threat ground covers Non-Vegetated Areas</p>	
<p>Photo ID: 15 Plot: 5</p>	
<p>Vegetation Classification or Exclusion Clause</p>	
<p>Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated</p>	
<p>Description / Justification for Classification</p>	
<p>Maintained Areas Canopy Cover of Less than 10% Residential Areas Insufficient Fuels to increase the risk from bushfire Irrigated gardens with low threat ground covers Non-Vegetated Areas</p>	

Photo ID:	A1	Plot:	5	
Vegetation Classification or Exclusion Clause				
Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated				
Description / Justification for Classification				
Maintained Areas Canopy Cover of Less than 10% Residential Areas Insufficient Fuels to increase the risk from bushfire Irrigated gardens with low threat ground covers Non-Vegetated Areas				
Photo ID:	A2	Plot:	5	
Vegetation Classification or Exclusion Clause				
Excludable - 2.2.3.2 (e) (f) Low Threat Vegetation/Non Vegetated				
Description / Justification for Classification				
Maintained Areas Canopy Cover of Less than 10% Residential Areas Insufficient Fuels to increase the risk from bushfire Irrigated gardens with low threat ground covers Non-Vegetated Areas				

Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

Fire Danger Index (WA is FDI of 80)

FDI 40

Table 2.4.5

FDI 50

Table 2.4.4

FDI 80

Table 2.4.3

FDI 100

Table 2.4.2

Determined Bushfire Impacts (on the day of the site assessment)

1. Class 1a extension and patio

Table 1A shows the potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below to the walls or supporting posts of the structure on the day of the assessment.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Excludable – Clause 2.2.3.2(c)	-	-	BAL – LOW
2	Excludable – Clause 2.2.3.2(c)	-	-	BAL – LOW
3	Class A - Forest	0/Upslope	21	BAL – 29
4	Class G Grassland	0/Upslope	15	BAL – 19
5	Excludable – Clause 2.2.3.2 (e) & (f)	-	-	BAL – LOW

Table 1A: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

BAL – 29

Determined Bushfire Impacts (on the day of the site assessment)

2. Class 10a Non-Associated Proposed Shed

Table 1B shows the potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below to the walls or supporting posts of the structure on the day of the assessment.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Excludable – Clause 2.2.3.2(c)	-	-	BAL – LOW
2	Excludable – Clause 2.2.3.2(c)	-	-	BAL – LOW
3	Class A - Forest	0/Upslope	7	BAL – FZ
4	Class G Grassland	0/Upslope	1	BAL – FZ
5	Excludable – Clause 2.2.3.2 (e) & (f)	-	-	BAL – LOW

Table 1B: BAL Analysis

Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

BAL – FZ

Appendix 1: Plans and Drawings: Plans and drawings relied on to determine the bushfire attack level

Class 1a Additions or Modifications with Non-Associated Structure >6



Appendix 2: Application of Shielding Provisions

AS3959-2018 c3.5 Shielding Provision applies as described and illustrated below.

Determined BAL Rating is BAL-29 on the day for all elevations.

Appendix 3: Additional Information and Advisory Notes

Excluded Vegetation (as3959 Clause 2.2.3.2):

Area contains plots that are maintained being excludable (e) and (f) low risk managed areas with APZ to 20m or lot sizes; these low-risk areas have been assessed and plotted on the map in white (plot 5).

Areas contain plots excludable (c) being multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other and plotted in the map (plot 1 & 2).

APZ (Asset Protection Zone) or BPZ

APZ will be to Lot boundary in its entirety.

Topography

Survey shows that the surrounding area is considered flat ground.

Recommendations for Landowner

Maintenance of the APZ and or Lot to the size and standard directed by the LGA firebreak and fuel notice and the standard for APZ's (appendix 4).

Construction Requirements Advisory Statement:

All information given regarding construction requirements for the appropriate BAL Level from AS3959, within and outside this report is advisory only.

Statement:

I Dwayne Griggs BPAD40466 of WA Fire & Safety, Maida Vale, have taken the appropriate steps to ensure that all the information provided in this Bushfire Attack Level Report is accurate and the correct determination of the site is given on the date of this assessment.

This report does not guarantee that a structure will not be damaged or destroyed from a bushfire. This assessment is made from the information provided and available to me the Bushfire Consultant on the day of the assessment. The Bushfire Consultant will not be liable for loss or other consequences following a fire whether due to negligence arising from the services conducted by the consultant, local government authority, the agent requesting and or the owner/occupier.

Any further vegetation planted after the date of this BAL Assessment or a failure to maintain the area within this BAL Report to the same standards can dramatically change the BAL rating. This will put the structure and close structures at a higher risk in the event of extreme bushfire behaviour in the area.

Very important information for landowner:

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones' It is further recommended that maintenance of APZs and Property is addressed through the local government firebreak notice (LGA firebreak and fuel notice), issued under s33 of the Bushfires Act 195

Appendix 4: Standards for Asset Protection Zones (from SPP3.7)

An APZ is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level. The width of the required APZ varies with slope and vegetation. The APZ should at a minimum be of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m² (BAL-29). It should be lot specific. Hazard separation in the form of using subdivision design elements (refer to E2) or excluded and low threat vegetation adjacent to the lot may be used to reduce the dimensions of the APZ within the lot.

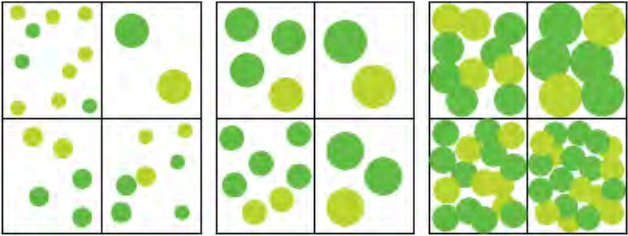
The APZ includes a defensible space which is an area adjoining the asset within which firefighting operations can be undertaken to defend the structure. Vegetation within the defensible space should be kept at an absolute minimum and the area should be free from combustible items and obstructions. The width of the defensible space is dependent on the space which is available on the property, but as a minimum should be 3 metres.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity. The APZ may make use of public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

APZs can adversely affect the retention of native vegetation. Where the loss of vegetation is not acceptable or causes conflict with landscape or environmental objectives, such as waterway foreshore areas and wetland buffers, reducing lot yield may be necessary in order to minimise the removal and modification of remnant vegetation.

It is the responsibility of the landowner/proponent to maintain their APZ in accordance with Schedule 1 'Standards for Asset Protection Zones'. It is further recommended that maintenance of APZs is addressed through the local government firebreak notice, issued under s33 of the Bushfires Act 1954, and preferably included in a Bushfire Management Plan specifically as a how-to guide for the landowner.

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	<ul style="list-style-type: none"> Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	<ul style="list-style-type: none"> Should be managed and removed on a regular basis to maintain a low threat state. Should be maintained at <2 tonnes per hectare (on average). Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	<ul style="list-style-type: none"> Trunks at maturity should be a minimum distance of six metres from all elevations of the building. Branches at maturity should not touch or overhang a building or powerline. Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. Canopy cover within the APZ should be <15 per cent of the total APZ area. Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. <p data-bbox="608 969 1110 1025">Figure 19: Tree canopy cover – ranging from 15 to 70 per cent at maturity</p>  <p data-bbox="687 1296 724 1317">15%</p> <p data-bbox="903 1296 940 1317">30%</p> <p data-bbox="1118 1296 1155 1317">70%</p>
Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	<ul style="list-style-type: none"> Should not be located under trees or within three metres of buildings. Should not be planted in clumps >5 square metres in area. Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	<ul style="list-style-type: none"> Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	<ul style="list-style-type: none"> Grass should be maintained at a height of 100 millimetres or less, at all times. Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	<ul style="list-style-type: none"> Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	<ul style="list-style-type: none"> Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. The pressure relief valve should point away from the house. No flammable material within six metres from the front of the valve. Must sit on a firm, level and non-combustible base and be secured to a solid structure.

Fine fuel load should be maintained to less than two tonnes per hectare, however this is often a subjective assessment. Reducing fuel load levels does not necessarily require the removal of existing vegetation. A combination of methods can be utilised to reduce fuel load such as raking, weed removal, pruning, mulching and/or the removal of plant material.

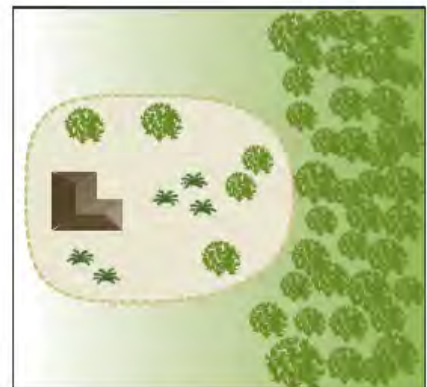
A simple method to estimate fuel load is to roughly equate one tonne of fuel load per hectare as 100 grams per square metre. For example, two tonnes per hectare of leaf litter is roughly 200 grams of leaf litter per square metre and eight tonnes per hectare is roughly 800 grams. Eucalyptus leaf litter is approximately 100 grams per handful, so two handfuls of litter per square metre will roughly equate to two tonnes per hectare. Different types of fine fuel, like mulch or pine needles may be more or less than a handful, however the 100 grams per square metre rule of thumb can still be used.

The landowner or proponent is responsible for maintaining an APZ in accordance with Schedule 1 - Standards for Asset Protection Zones. Ongoing maintenance of an APZ is usually enforced through the local government firebreak notice issued under section 33 of the *Bushfires Act 1954*, and/or through a condition of a development approval, which requires the implementation of measures identified within a BMP.

A copy of the firebreak notice and Schedule 1 should be included in a BMP specifically as a how-to guide for the landowner, and to demonstrate to decision-makers that the measures outlined in the BMP to achieve the appropriate BAL rating through provision and ongoing management of an APZ, can be implemented.

Regardless of whether an Asset Protection Zone exists in accordance with the acceptable solutions and is appropriately maintained, it should be noted that fire fighters are not obliged to protect an asset if they think the separation distance between the dwelling and vegetation is unsafe.

Hazard on one side



Hazard on three sides



Legend




-  APZ
-  trees
-  shrubs

Figure 18: Design of Asset Protection Zone

E2 Landscaping and design of an asset protection zone

Landscaping, design, and maintenance of an APZ in a bushfire prone area can significantly improve the bushfire resilience of a building. An APZ should not be seen as an area entirely cleared of vegetation, but as a strategically designed space that gives holistic consideration to how existing or proposed vegetation or non-combustible features interact with, or affect the building's bushfire resilience.

A well designed APZ provides a greater level of vegetation management within the first few metres of a building with, for example, less vegetation or inclusion of non-combustible materials. The vegetation within the remainder of an APZ can increase further away from the building with carefully considered plant selection and landscaping techniques.

Strategic landscaping measures can be applied, such as replacing weeds with low flammability vegetation (refer to E2 Plant Flammability) to create horizontal and vertical separations between the retained vegetation. The accumulation of fine fuel load from different plants is an important consideration for ongoing maintenance in accordance with Schedule 1. For example, when planting ground covers under deciduous trees within an APZ, the total fine fuel load prescribed in Schedule 1 will include any dead plant material from ground covers and leaf litter from the trees.

Plant density and final structure and form of mature vegetation should be considered in the initial landscaping stages. For example, clumps of sapling shrubs planted at a density without consideration of future growth, may increase the bushfire risk as a clump will quickly grow to exceed 5m². It should be noted that in some cases, a single shrub in a mature state may be so dense as to fill a 5m² clump alone.

The location of plants within an APZ is a key design technique. Separation of garden beds with areas of low fuel or non-combustible material, will break up fuel continuity and reduce the likelihood of a bushfire running through an APZ and subjecting a dwelling to radiant heat or direct flame contact. It is important to note, where mature trees are separated from a building by six metres, but the canopy has grown to extend or overhang a building, maintenance and pruning to remove the overhanging branches should be undertaken without the entirety of the tree being removed.

Mulches used within the APZ should be non-combustible. The use of stone, gravel, rock and crushed mineral earth is encouraged. Wood mulch >6mm in thickness may be used, however it is recommended that it is used in garden beds or areas where the moisture level is higher by regular irrigation. These materials could be sourced from non-toxic construction and demolition waste giving the added benefit of reducing the environmental impact of any 'hard landscaping' actions.

Combustible objects, plants, garden supplies such as mulches, fences made from combustible material, should be avoided within 10 metres of a building. Vines or climbing plants on pergolas, posts or beams, should be located away from vulnerable parts of the building, such as windows and doors. Non-flammable features can be used to provide hazard separation from classified vegetation, such as tennis courts, pools, lawns and driveways or paths that use inorganic mulches (gravel or crushed rock). Consider locating firewood stacks away from trees and habitable buildings.

Incorporation of landscaping features, such as masonry feature walls can provide habitable buildings with barriers to wind, radiant heat and embers. These features can include noise walls or wind breaks. Use of Appendix F of AS 3959 for bushfire resistant timber selection within areas of 29kW/m² (BAL-29) or below, or the use of non-combustible fencing materials such as iron, brick, limestone, metal post and wire is encouraged.

In addition to regular maintenance of an APZ, further bushfire protection can be provided at any time by:

- ensuring gutters are free from vegetation;
- installing gutter guards or plugs;
- regular cleaning of underfloor spaces, or enclosing them to prevent gaps;
- trimming and removing dead plants or leaf litter;
- pruning climbing vegetation (such as vines) on a trellis, to ensure it does not connect to a building, particularly near windows and doors;
- removing vegetation in close proximity to a water tank to ensure it is not touching the sides of a tank; and/or
- following the requirements of the relevant local government section 33 fire break notice, which may include additional provisions such as locating wood piles more than 10 metres from a building.

Preparation of a property prior to the bushfire season and/or in anticipation of a bushfire is beneficial even if your plan is to evacuate. As embers can travel up to several kilometres from a bushfire and fall into small spaces and crevices or land against the external walls of a building, best practice recommends that objects within the APZ are moved away from the building prior to any bushfire event. Objects may include, but are not limited to:

- door mats;
- outdoor furniture;
- potted plants;
- shade sails or umbrellas;
- plastic garbage bins;
- firewood stacks;
- flammable sculptures; and/or
- playground equipment and children's toys.

E2 Plant flammability

There are certain plant characteristics that are known to influence flammability, such as moisture or oil content and the presence and type of bark. Plants with lower flammability properties may still burn during a bushfire event, but may be more resistant to burning and some may regenerate faster post-bushfire.

There are many terms for plant flammability that should not be confused, including:

- Fire resistant – plant species that survive being burnt and will regrow after a bushfire and therefore may be highly flammable and inappropriate for a garden in areas of high bushfire risk.
- Fire retardant – plants that may not burn readily or may slow the passage of a bushfire.
- Fire wise – plants that have been identified and selected based on their flammability properties and linked to maintenance advice and planting location within a garden.

Although not a requirement of these Guidelines, local governments may develop their own list of fire wise or fire-retardant plant species that suit the environmental characteristics of an area. When developing a recommended plant species list, local governments should consult with ecologists, land care officers or environmental authorities to ensure the plants do not present a risk to endangered ecological communities, threatened, or endangered species or their habitat.

When selecting plants, private landholders and developers should aim for plants within the APZ that have the following characteristics:

- grow in a predicted structure, shape and height;
- are open and loose branching with leaves that are thinly spread;
- have a coarse texture and low surface-area-to-volume ratio;
- will not drop large amounts of leaves or limbs, that require regular maintenance;
- have wide, flat, and thick or succulent leaves;
- trees that have bark attached tightly to their trunk or have smooth bark;
- have low amounts of oils, waxes, and resins (which will often have a strong scent when crushed);
- do not produce or hold large amounts of fine dead material in their crowns; and/or
- will not become a weed in the area.

Appendix 5: Local Government Authority Fire Notice



Bush Fire Notice 2022/23

The Shire is committed to your safety; please take note of the instructions contained within this notice. There are changes to the conditions of what actions must be taken by 31 October 2022, these changes will be enforceable for the 2022/23 fire season.
If you require any further information, please call a Fire Control Officer direct.

Graham Treasure
Chief Fire Control Officer – Shire of Wandering



WHAT'S INSIDE

- » Dates to Remember
- » Hazard Reduction Program
- » Burning Permits
- » Firebreak Notice

Dates You Must Remember

Due to unseasonal weather conditions these dates may be extended or shortened. You must check with the Shire of Wandering for details

RESTRICTED BURNING PERIOD - PERMITS REQUIRED

1 October 2022 to 31 October 2022 inclusive

CAMPFIRES AND BONFIRES PROHIBITED

Contact your Local Fire Control Officer for a permit

BURNING PROHIBITED

1 November 2022 to 31 February 2023 inclusive

NO BURNING AND NO FIRES

RESTRICTED BURNING PERIOD - PERMITS REQUIRED

22 February 2023 to 19 April 2023 inclusive

**NO BURNING WITHOUT A PERMIT
CAMPFIRES AND BONFIRES PROHIBITED**

Contact your Local Fire Control Officer for a permit

BURN WITH CARE

20 April 2023 to 30 September 2023

NO PERMIT REQUIRED

Note: Fire Danger Rating for a particular day can overrule permits

BURNING PERMITS can be obtained from your local Fire Control Officer. Please remember the Fire Control Officers are volunteers – you may have to leave a message and they will get back to you.

PLEASE PLAN AHEAD, do not ring a Fire Control Officer on the day you want to burn and expect a permit, as it may not be granted. You must give notice to your neighbours and the Shire once the permit is granted.

FIREBREAKS must be installed before 31 October 2022 and maintained clear of flammable material.

FOR ALL FIRES CALL 000



Name/Colour	Fire Behaviour Index Range	Suppression difficulty
MODERATE (Green)	12-23	Most bushfires in this category. Fires typically suppressed with direct, parallel or indirect attack.
HIGH (Yellow)	24-49	Initial attack success critical to prevent large fire development. Defensive suppression strategies.
EXTREME (Orange)	50-99	Defensive suppression strategies. High levels of threat to life/property. Safety of firefighters and community paramount.
CATASTROPHIC (Red)	100+	Unsafe for firefighters and community. Without initial attack success, likelihood of very large fire development is very high. High probability of loss of life and property.

During a Total Fire Ban

You must not light a fire in the open air or use any equipment in the open air that is likely to emit sparks.

This includes lighting wood fuel barbeques, pizza ovens or candles, and using angle grinders, welders or lawnmowers.

Bush Fires Act 1954
Shire of Wandering – Firebreak Notice

Notice to all Owners and Occupiers of land within the Shire of Wandering

A firebreak is a strip of land that has been cleared of all trees, bushes and grasses (eg. sprayed, ploughed, cultivated, scarified) and any other flammable material, leaving clear bare earth. This includes the trimming back of all overhanging trees, bushes, shrubs and other objects over the fire break area.

Firebreaks must be maintained clear of all inflammable materials during the restricted and prohibited burning periods.

This notice advises what action you must take by 31 October 2022, and maintain through the restricted and prohibited burning periods. If you do not meet your responsibilities, you may be fined a minimum of \$250 and be required to meet the cost of Council's effort to make you comply with this notice.

1. Properties in Blackboy Springs, Wandering Downs Estate and Properties Less Than 10 hectares:

Bare mineral earth firebreaks, not less than 3 metres wide, inside and within 20 metres of the road reserve.

Bare mineral earth 3 metre firebreaks around all buildings. It is recommended that all flammable material be removed for a distance of 3 metres immediately adjacent to all buildings.

Are to have all flammable matter slashed, mowed or trimmed down by other means to a height of no greater than 150mm across the entire property (living trees, shrubs, plants and agricultural crops under cultivation are excepted) or approved stock management of pasture by Local Brigade Fire Control Officer

2. All other Small Rural Holdings with an area of 10 - 80 hectares or less:

Bare mineral earth firebreaks, not less than 3 metres wide, inside and within 20 metres of the entire boundary.

Bare mineral earth 3 metre firebreaks around all buildings. It is recommended that all flammable material be removed for a distance of 3 metres immediately adjacent to all buildings.

3. Combined Rural Holdings in the Shire of Wandering greater than 80 hectares:

Satisfy at least one of the following conditions:

- i. Have on stand-by an operational mobile fire-fighting unit of minimum 450 litre capacity. If you own more than one land holding in the Shire of Wandering, a minimum of one unit is required for the total land holding; or
- ii. Bare mineral earth firebreaks, not less than 3 metres wide, inside and within 20 metres of the road boundary of all rural land held.

You must also have:

- i. Bare mineral earth firebreaks, not less than 3 metres wide, within 20 metres of the perimeter of all buildings on the land. It is recommended that all flammable material be removed for a distance of 3 metres immediately adjacent to all buildings; and
- ii. Bare mineral earth firebreaks, not less than 20 metres wide, around the perimeter of any bush exceeding 10 hectares in area prior to carrying out a clearing burn.

4. Town site land:

- i. Bare mineral earth firebreaks, not less than 3 metres wide, inside all external boundaries of the land; and/or
- ii. Clear, by burning, all flammable material likely to be conducive to the outbreak, spread or extension of a fire from the whole of the land; and/or
- iii. Maintain grass to a height not greater than 100mm.

5. Plantations (A clump of planted trees greater than 10 hectares in area):

- i. Bare mineral earth firebreaks, not less than 10 metres wide, immediately inside all external boundaries of land.
- ii. Bare mineral earth firebreaks internal, not less than 10 metres wide, surrounding compartments of maximum area of 100 hectares.

All properties will be inspected from 31 October 2022 to ensure they comply with these requirements. Failure to comply will result in an infringement being issued.

HARVEST, BALING & CHAFF CUTTING

- During harvest, baling and chaff cutting operations an operational mobile firefighting unit of minimum 600 litre capacity, must be in close proximity and an operational fire extinguisher must also be at hand.
- Rural property owners are urged to fit a 38mm male camlock coupling and check valve to their water storage tanks to allow easy access to water by fire fighters.

HARVEST AND VEHICLE MOVEMENT BAN

Imposed by the Shire of Wandering

HARVEST BAN LINE 9884 1042

- A ban on harvesting and the movement of vehicles in paddocks (except for the watering, feeding and management of stock), is likely to be imposed by Fire Control Officers when the Shire's actual conditions dictate.
- The Shire of Wandering offers a free program that allows you to be notified by SMS message when Harvest and Vehicle Movement Bans are imposed. Contact the Shire Office during business hours on 9884 1056 for details.
- Phone the Wandering Harvest Ban line on 9884 1042 for details and updates.

TOTAL FIRE BANS

IMPOSED BY THE DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)

Refer to www.dfes.wa.gov.au for full conditions and restrictions for Total Fire Ban days.

What does a Total Fire Ban mean?

It means a person **must not**:

- Light, maintain or use a fire in the open air, or carry out an activity in the open air that causes or is likely to cause a fire.
- The ban includes; hot works (welding, grinding, soldering, gas cutting), all open solid fuel fires for the purpose of cooking or camping, use of incinerators and other activities.

When will a Total Fire Ban be declared?

Total fire bans are declared on days when fires will be difficult to control, are most likely to threaten lives and property, or when widespread fires are impacting the availability of resources.

The decision to put a ban in place is based on the weather forecast. DFES consults with the Bureau of Meteorology to determine when dangerous fire weather conditions are likely. DFES also consults with local governments that will be affected.

How will I know when one has been declared?

You can check:

- The DFES website at www.dfes.wa.gov.au
- By calling 1800 709 355
- By listening to ABC local radio and other media outlets.



Hazard Reduction Program

To reduce fire hazards around your property:

- Chemicals spraying off fire breaks and low fuel zones – final applications and maintenance.
- Prune Trees – prune well around buildings, remove lower branches and check that power lines are clear. Use a professional contractor if required.
- Reduce fuel levels around the house – clear long grass, leaves, twigs and flammable shrubs.
- Ensure petrol and other flammables are safely stored, away from the main dwelling.
- Make sure your fire-fighting equipment is in good working order and serviced where required.
- Make sure all residents of your property are aware of your emergency plan, including evacuation routes.
- Move wood piles and stacked timber away from the main dwelling.
- Keep grass short.
- Clean gutters and roof debris.
- Install fire breaks in accordance with the Firebreak Notice.
- Water lawns, trees and shrubs near the buildings to keep them green.
- Re-check firefighting equipment, screens, water supplies, and that gutters remain clear.

- Make sure that the buildings are safe – fit wire fly screens and shutters, fill gaps in roof/wall spaces, fit fire screens to evaporative air conditioners and have them operable to provide a water only supply.
- Give consideration to installing external building sprinkler systems and backup power for emergencies.
- Ensure the access to emergency water supplies has the correct fittings, is unobstructed and the route trafficable.
- Get basic training in firefighting from your local Bush Fire Brigade or even join your local Brigade.

Firebreak Contractors

Landowners, particularly absentee owners should not assume the contractor has undertaken all the work that is required to achieve compliance with the Firebreak Notice.

Regardless of any contractual relationship between the parties, the landowner remains legally responsible to ensure full compliance with the Firebreak Notice is achieved.

Acceptable Firebreak



Non Acceptable Firebreak



Prepare. Act. Survive.

Bush fires happen every summer, they can start suddenly and without warning. People have been killed or seriously injured, and homes destroyed in recent events in WA. If you live in or near bush, fire is a real risk to you and your family.

You need to understand the bush fire risk to your family and home so you can make decisions now on what you will do if a bush fire starts. Fire fighters are preparing for the bush fire season and will do everything they can to make your community safe. Many fire fighters are volunteers and take time away from their families putting themselves at risk to support you and your family.

You need to help them by developing your bush fire survival plan and preparing your home to make it as safe as possible. Whether you choose to leave for a safer place or you choose to actively defend, preparation is the key to your survival.

Information in this brochure will help you prepare your home, family and business develop a plan to act to make sure you survive. Before summer starts you need to decide what you will do if a bush fire threatens.

PREPARE your family, home or business – know your bush fire risk and have a bush fire survival plan.

ACT on the fire danger ratings – put your preparations into action, do not wait and see.

SURVIVE by monitoring conditions if a fire starts – know the bush fire warning alert levels and what you will do if you are caught in a fire.

For further information contact DFES on 1300657209 or visit www.dfes.wa.gov.au.



Download My Bushfire Plan App

Access your bushfire plan anytime – even without an internet connection.



Council Recommendations

Council recommends that landowners consider these initiatives in addition to those that are mandatory.

- Perimeter Firebreaks be installed at Blackboy Springs and Wandering Downs
- Fit a 38mm male camlock coupling and check valve to water storage tanks
- All trees should be pruned away from buildings
- Ensure petrol and other flammables are stored safely away from buildings
- Keep grass short
- Keep gutters and roof clean and free from debris
- Fit external building sprinklers
- Consider back up power supplies
- Organise to have Shire SMS service to receive all fire announcements
- Keep emergency phone numbers in an accessible place



Emergency Numbers

FIRE • AMBULANCE • POLICE • 000
HARVEST BAN LINE 9884 1042

Fire Control Officers

	HomePh	Mobile	VHF
CHIEF FIRE CONTROL OFFICER			
Graham Treasure*	0427841083	Wandering Town 2	
DEPUTY CHIEF FIRE CONTROL OFFICER			
Tim Treasure*	98841569	0458653521	Wandering 5

	Home Ph	Mobile	VHF
CODJATOTINE			
C Peter Monk *	98877016	0429887725	Codji 1
Brendon Hardie *		0428 225 350	Codji 2
Dean Warburton*	98841063	0429884106	Codji 3
Melvin Schorer *	98877023	0429877023	Codji 4

	Home Ph	Mobile	VHF
HASTINGS			
C Anthony Turton*	98877142	0428 876 042	Hastings 5
Richard Bostock	98877004	0428 280 068	Hastings 1
Graeme Parsons	98876022	0428876631	Hastings 2
Chad Ferguson	98841041	0427841041	Hastings 3
Adam Watts*	98876023	0419 949 223	Hastings 4

WANDERING TOWN			
C Shaun Brand* (Blackboy Springs)	0429433452	Wandering Town 1	
Graham Treasure*	0427841083	Wandering Town 2	
Brad Hunt	0403110833	Wandering Town 3	
Gary Curtis	0427610206	Wandering Town 4	

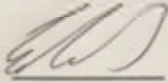
WANDERING			
C Tim Treasure*	98841569	0458653521	Wandering 5
Steve Watts*	98841051	0429887001	Wandering 2
Grant White	98841049	0428841049	Wandering 3
Jon Hardie		0466662615	Wandering 4

Shire of Wandering Contacts			
Chief Executive Officer		0448 729 000	
Executive Manager of Technical Services		0429 684 217	

* Indicates Permit To Burn Issuing Officer C Indicates Brigade Captain

To Whom It may Concern

I Edwin Richards Give approval for 8 White Street's new dwelling addition to be one metre off boundary fence. With bedroom 4's window to be situated 2300 from the rear of the dwelling and a height from finished floor level of 2100.



Signature

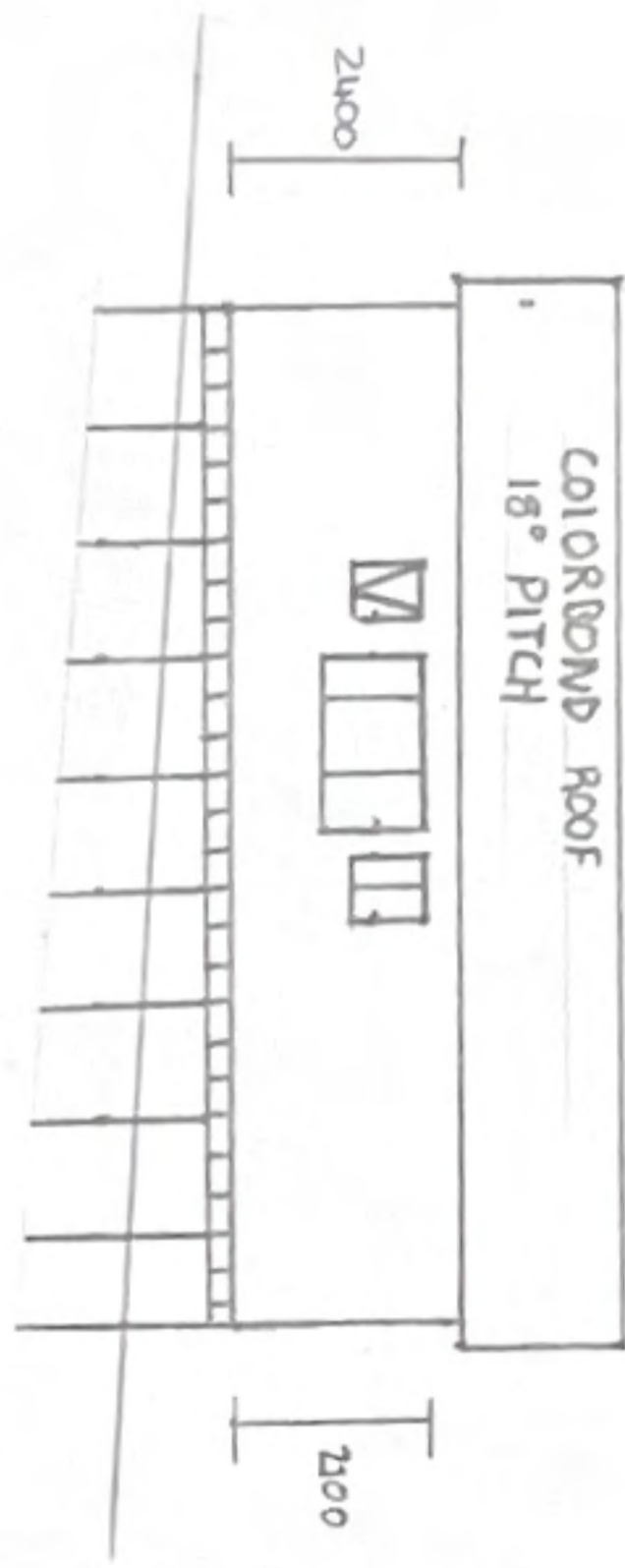
26/7/23

Date

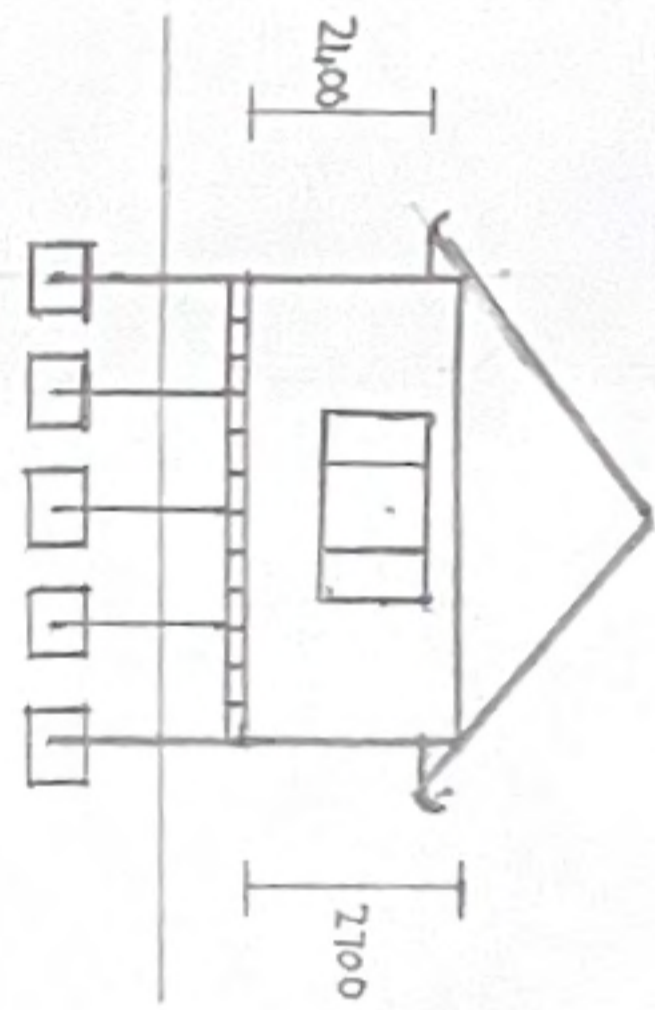
Tallon Terry and Kaitlyn Davey
8 White Street Wandering

ELEVATIONS FOR EXTENTION SCALE 1:200

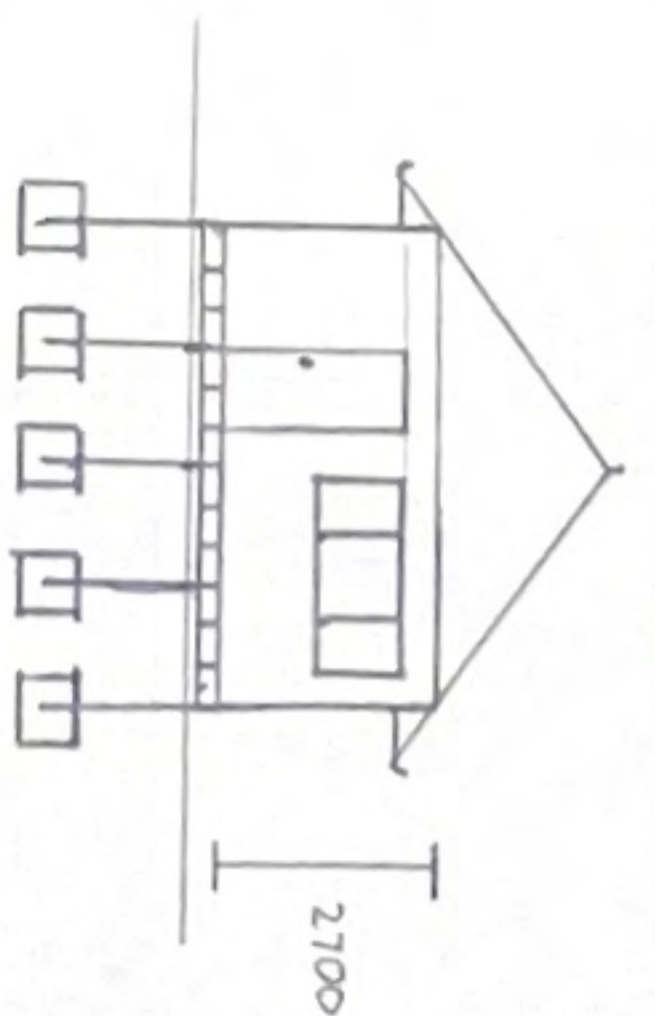
SIDE ELEVATION



FRONT ELEVATION



REAR ELEVATION



H2 MGP10 TIMBER FRAME MAX 6004
FLOOR JOIST 90x45 MAX 4504
BEARERS 120x45x2 MAX 15004
STAMPS 100x100 H4 MAX 15004
CONCRETE FOOTING 500x500 X4000
TIMES HARDIE EASYLAP CLADDING
TIMBER CONSTRUCTION ALL IN ACCORDANCE WITH AS1684

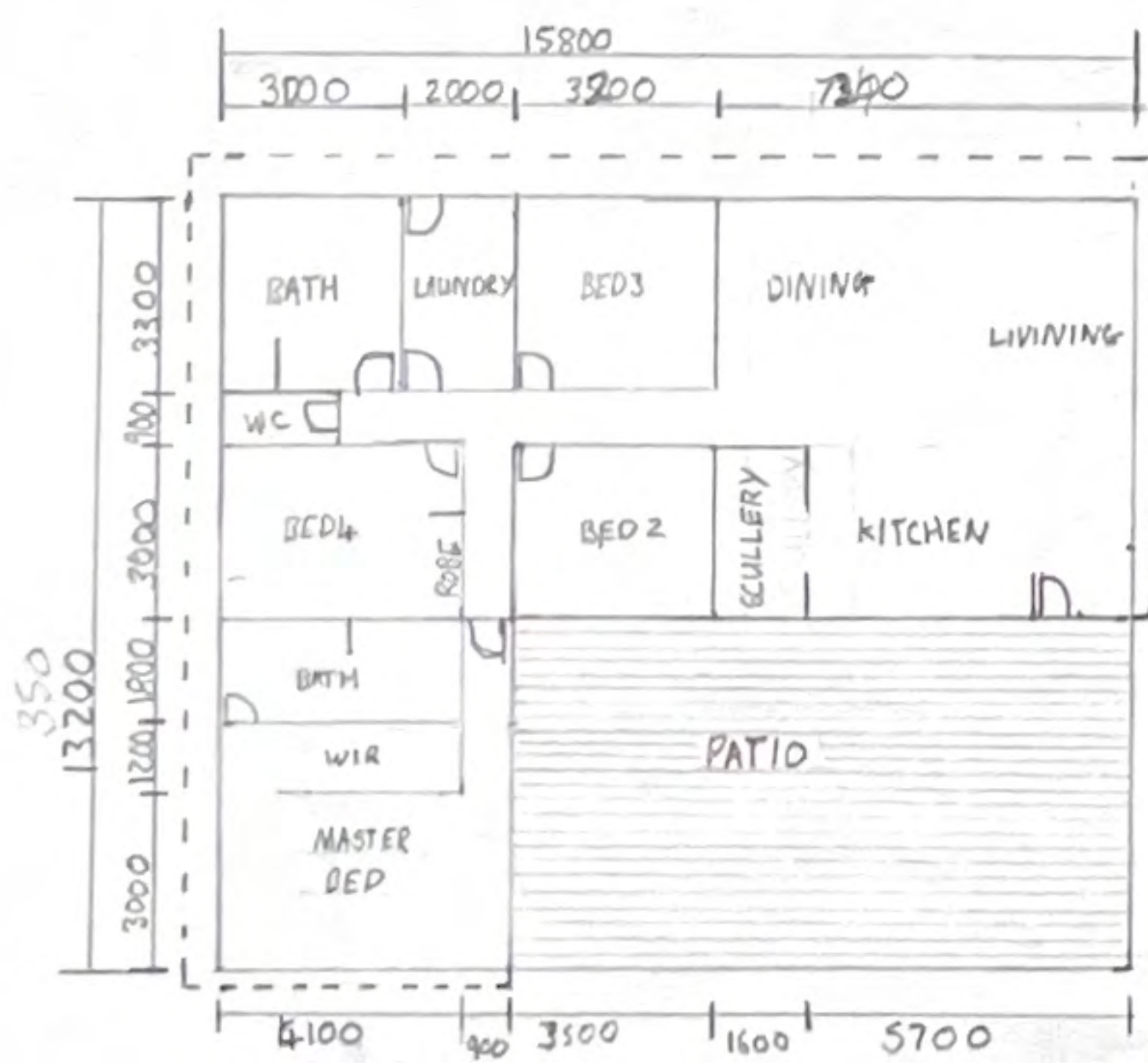
PROPOSED RESIDENCE FOR : TERRY
: K DAVEY
8 WHITE STREET, WANDERWOOD

SITE PLAN SCALE 1:200



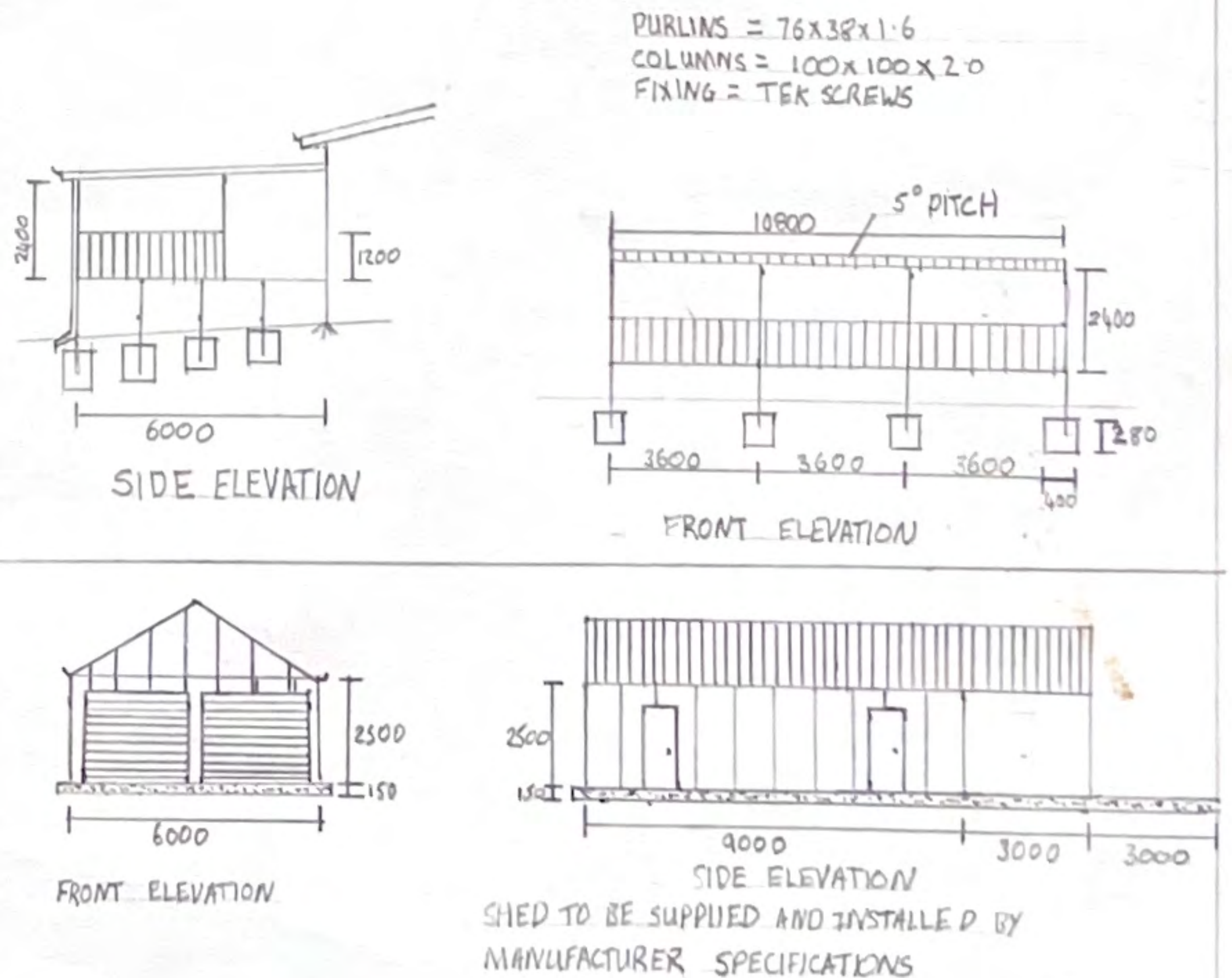
PROPOSED RESIDENCE FOR: T. TERRY
K. DAVEY
8 WHITE STREET, WANDERING

FLOOR PLAN SCALE 1:200



ALL WALL, FLOOR AND ROOF ARE FRAMED IN
TIMBER HZ IN ACCORDANCE WITH AS 1684

PATIO AND SHED ELEVATIONS SCALE 1:200



14.4 RAV Request LGA Support Network 4 – Network 6

File Reference:	12.122.12200
Location:	N/A
Applicant:	Shire of Wandering
Author:	Karl Mickle - Operations Manager
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	10/08/2023
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	Nil

Summary:

The purpose of this report is to present to Council a request from Heavy Vehicle Services (HVS) to assess and provide HVS with any comments relating to road condition, planning conflicts, development issues etc. that may be impacted by adding the below roads onto the N6 network.

Background:

An application was submitted to Main Roads Western Australia (HVS) by Craig Cousins (Dryandra Farms) requesting the below named roads be access and changed from a network 4 to a network 6.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4270049	Popanyinning West Rd	Wandering Narrogin Rd (0.00)	Popanyinning West Rd (0.47)	Tandem Drive Network 4	Tandem Drive Network 6
4270055	North Bannister – Wandering Rd	Albany Hwy (0.00)	North Wandering Rd & Wandering - Pingelly Rd (26.16)	Tandem Drive Network 4	Tandem Drive Network 6
4270056	Wandering - Pingelly Rd	North Wandering Rd & North Bannister (0.00)	Wandering Narrogin Rd (20.43)	Tandem Drive Network 4	Tandem Drive Network 6
4270057	Wandering Narrogin Rd	Wandering - Pingelly Rd (0.00)	Popanyinning West Rd (5.73)	Tandem Drive Network 4	Tandem Drive Network 6
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4270049	Popanyinning West Rd	Wandering Narrogin Rd (0.00)	Popanyinning West Rd (0.47)	AMMS 1	AMMS 3
4270055	North Bannister – Wandering Rd	Albany Hwy (0.00)	North Wandering Rd & Wandering - Pingelly Rd (26.16)	AMMS 1	AMMS 3
4270056	Wandering - Pingelly Rd	North Wandering Rd & North Bannister (0.00)	Wandering Narrogin Rd (20.43)	AMMS 1	AMMS 3
4270057	Wandering Narrogin Rd	Wandering - Pingelly Rd (0.00)	Popanyinning West Rd (5.73)	AMMS 1	AMMS 3

Comment:

The most significant changes from network 4 to network 6 is the overall mass weight of the truck and trailer from a network 4-AMMS1 to network 6-AMMS 3 is an increase of 6.5 tonne, the overall length of the truck increase from 27.5m-36.5m as shown in the table below:



If Council does allow this RAV change, it opens the door for other road user, with the same combinations to user these roads to, and a high possibility that we get more RAV requests on other similar roads within the shire.

Road Hierarchy of roads in question below:

Rd No.	Road Name	Bitumen	Gravel	Total	Road Hierarchy
0049MNT	Popanyinning West Rd	0.47		0.47	Local Distributor (Minor Arterial)
0001MNT	Nth Wandering Rd	11.56	15.79	27.35	Local Distributor (RRG)Type4

If Council does not want a higher Network level on particular roads for any reasons, then they have the option to, not support the application. This consultation process precedes the onsite assessment process by HVS staff members, who determine whether the road is suitable for the higher Network level. This assessment process either shows the road as suitable for the higher Network level or highlights those blackspots and deficiencies that are restricting the higher levels to be achieved.

Main Road combinations and network levels:

Vehicle Configuration	Common Name	Maximum Length	Maximum Statutory Mass	Maximum Mass under AMMS 1	Maximum Mass under AMMS 2	Maximum Mass under AMMS 3
			Approved Network	Approved Network	Approved Network	Approved Network
	A-Double	≤ 27.5m	88.5t	93.5t	96.5t	100.0t
			Tandem Drive N4	Tandem Drive N4.1	Tandem Drive N4.2	Tandem Drive N4.3
	A-Double	≤ 36.5m	88.5t	93.5t	96.5t	100.0t
			Tandem Drive N6	Tandem Drive N6.1	Tandem Drive N6.2	Tandem Drive N6.3

Consultation:

Nil

Statutory Environment:

The Road Traffic Act 1974, Road Traffic Code 2000, Road Traffic (Vehicle Standards) Regulations 2002 and MRWA Regulations and Policies control the use of heavy vehicles throughout the State.

Policy Implications:

Nil

Financial Implications:

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

Strategic Implications:

Liaising with the State Government vehicle configurations is in line with Council's strategic direction on Infrastructure (Work with State Government to ensure improvement and integration of our local and state road network and public transport systems).

Sustainability Implications:

- Environmental: There are no significant environmental implications
- Economic: There are no significant economic implications
- Social: There are no significant social implications

Risk Implications:

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has, the potential to reduce the life, of the road and increase the maintenance requirements of the road.

Risk Implications Any amendment to RAV Network Ratings can potentially reduce the life of the road and increase the maintenance requirements of the road, therefore impacting on the Shire of Wandering Asset Management Plan and Long-Term Financial Plan.

Voting Requirements:

Simple Majority

Officer Recommendation:

That Council do not support the request from Craig Cousins/Dryandra Farms to change the above roads from network 4 to network 6 network, on the grounds of costly maintenance that will be required, the additional weight will destroy the road in its current condition, these roads were never designed for these types of vehicle combinations.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

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

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

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

16.1 Elected Members

16.2 Officers

17. Matters Behind Closed Doors

Procedural Motion

That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995*, close the meeting to members of the public to discuss the item behind closed doors as the matter is related to legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

Moved: _____ Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

17.1 Confidential Item - Proposed Sale of Land Due to Unpaid Rates

File Reference:	A429
Location:	Confidential
Applicant:	Shire of Wandering
Author:	Lisa Boddy, Customer Service Coordinator
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	7 August 2023
Disclosure of Interest:	Nil
Attachments:	Costs Agreement -3 year sale
Previous Reference:	N/A

Moved: _____ Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

Officer Recommendation:

That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995*, reopen the meeting to members of the public.

Moved: _____

Seconded: _____

Carried

For/Against: Cr Turton Cr Treasure Cr Hansen Cr Little Cr Parsons Cr Watts

18. Closure of Meeting

The Presiding Member to declare the meeting closed.