

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308
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www.wandering.wa.gov.au



Our Vision:

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

ORDINARY MEETING OF COUNCIL

Agenda 20/05/2021

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Wandering will be held on 20/05/2021 in the Council Chambers, 22 Watts Street, Wandering, commencing at 3:30pm.

BELINDA KNIGHT
CHIEF EXECUTIVE OFFICER

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 and present

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	2
3. DISCLOSURE OF INTERESTS	2
3.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	2
3.2. <i>DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS</i>	2
4. PUBLIC QUESTION TIME	2
5. APPLICATIONS FOR LEAVE OF ABSENCE	2
6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	3
6.1. <i>ORDINARY MEETING OF COUNCIL HELD – 15/04/2021</i>	3
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	3
8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	3
9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS	3
9.1. <i>WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT PROJECT</i>	3
10. CHIEF EXECUTIVE OFFICER'S REPORTS	10
10.1. <i>CORPORATE BUSINESS PLAN 2021-2025</i>	10
10.2. <i>LONG-TERM FINANCIAL PLAN 2021-2031</i>	13
10.3. <i>ASSET MANAGEMENT PLAN 2019-2029</i>	16
10.4. <i>WORKFORCE PLAN 2021-2024</i>	17
10.5. <i>SOUTH WEST NATIVE TITLE SETTLEMENT</i>	19
10.6. <i>BUSHFIRE RISK MANAGEMENT PLAN</i>	23
10.7. <i>CUSTOMER SERVICE CHARTER & CUSTOMER SATISFACTION SURVEY</i>	25
11. OTHER OFFICER'S REPORTS	30
11.1. <i>NAMING OF UNNAMED ROAD RESERVE - PUMPHREY'S BRIDGE DISTRICT</i>	30
11.2. <i>AUTHORISATION OF DUAL FIRE CONTROL OFFICER</i>	34
11.3. <i>LEASE AGREEMENT – WANDERING GOLF CLUB</i>	36
12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED	38
12.1. <i>COUNCILLOR'S MEETINGS ATTENDED SINCE PREVIOUS COUNCIL MEETING</i>	38
13. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	38
14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	38
14.1. <i>COUNCILLORS AND /OR OFFICERS</i>	38
15. CONFIDENTIAL ITEMS	38
15.1. <i>CONFIDENTIAL ITEM PURSUANT TO S5.23(2)(A) OF THE LOCAL GOVERNMENT ACT</i>	39
15.2. <i>CONFIDENTIAL ITEM PURSUANT TO S5.23(2)(A) OF THE LOCAL GOVERNMENT ACT</i>	46
16. INFORMATION ITEMS	48
16.1. <i>ACCOUNTS PAID FOR PERIOD – 01/04/2021 – 30/04/2021</i>	48
16.2. <i>MONTHLY FINANCIAL REPORTS – MARCH AND APRIL 2021</i>	55
17. CLOSURE OF MEETING	57

ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mr Peter Cupitt and Mr Blake Halford, DFES, will be in attendance to answer questions regarding the Bush Fire Risk Management Plan.

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

Present:

Cr I Turton	Shire President	Cr B Whitely	
Cr G Parsons	Deputy Shire President	Cr M Watts	
Cr J Price		Cr P Treasure	
Cr G Curtis		Belinda Knight	CEO
		Barry Gibbs	EMTS

Apologies:

Nil

3. DISCLOSURE OF INTERESTS

3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long-standing personal friendship with the proponent). As a consequence, there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**6.1. ORDINARY MEETING OF COUNCIL HELD – 15/04/2021****COUNCIL DECISION**

Moved Cr

Seconded Cr

That the Minutes of the Ordinary Meeting of Council held 15/04/2021 be confirmed as a true and correct record of proceedings without amendment.

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION**8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Presentation of draft River Action Plan by Peel Harvey Catchment Council.

9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS**9.1. WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT PROJECT****COUNCIL DECISION**

Moved Cr

Seconded Cr

That the Minutes of the WCCPRP Working Group meeting held 05/05/2021 be received.



Community Centre Upgrade Working Group - Minutes

05/05/2021 at 7:00pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Max Watts declared the meeting open at 7:03pm

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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2. RECORD OF ATTENDANCE / APOLOGIES

Present:

Cr M Watts	Chair/Lions	Cr B Whitely	Shire/Lions
Cr G Curtis	Shire	Ms E Parsons	Community
Cr P Treasure	Shire	Ms S Little	Community
Ms L Boddy	Wandering CWA	Mr C Garrick	Cricket
Ms D Dowsett	Tennis	Ms J Curtis	Community

Staff:

Ms B Knight CEO Mr B Gibbs EMTS

Apologies

Ms D Ebsary Ms L Muller



3. ITEMS LISTED FOR DISCUSSION/DECISION

3.1. SPACIAL RELATIONSHIP DIAGRAMS 1-6

Rosalie Pech-Eva has provided 6 different special relationship diagrams (available in A3 at the meeting), in an attempt to capture the feeling of the Group. Just a reminder that the job of the Working Group is to provide ORA with a strategic direction for the Concept Design by identifying one or a combination of several Spatial Relationship Diagrams which suit the community's needs, not to work out the finer details of the Concept Plan itself.

To remind everyone what we are trying to achieve, this is the top 20 items on the agreed wish-list from July 2020:

1	Re-design Kitchen – fly screens/odour free/bar area/ bigger prep area/ more storage for food	Encourage more community groups Increase population Keep function cost down Increase demographics across all age spectrum New kitchen would eliminate food contamination Relocate kitchen to front – extend building
2	Solid Structure to replace shade cloth	
3	Storage – sporting clubs et Toilet/ change rooms Each sporting club has designated storage	Increase functionality of room Encourage more community participation Increase of storage would allow for more space in kitchen.
4	Toilets & Septics	
5	Drainage issues – needs attention ASAP	
6	Replace shade sails – permanent fixture	Can increase more usable floor area Bigger functions
7	Disability access – to hall and oval & upgrade to disabled ramp to bowling green	
8	Community centre – Needs separate bar area and to be accessible inside and out	
9	Water tank	Utilize hall
10	Toilet upgrade	For larger functions Allows more people
11	Digital capacity for training etc	
12	Heating	
13	Playground area – needs fencing & permanent shade fixture	
14	Adult gym – outdoor exercise equipment	
15	Increase parking	Utilising Down street Include disabled parking
16	Bar facility	
17	Interactive whiteboard – Digital facilities	
18	Power upgrade – I.T Hub – Training sessions	
19	Office space rental	Increase business start-ups/pop ups
20	Heating & cooling	
21	Lighting for oval	



Other priorities are:

22	Walking path around oval – link with skatepark & other facilities	
23	Heated pool	
24	Meeting Room	Hold trainings First aid etc
25	Outdoor BBQ upgrade	
26	Water catchment	Utilize roof
27	Smaller intimate areas	Partitioning Child care
28	Source original plans	
29	Repurpose Green shed/museum – Welcome info centre	
30	Men's shed	
31	Permanent cricket nets	
32	Solar Panel	Renewable energy
33	Indoor netball court	
34	Close off closest Down street	
35	Shelter and skatepark	
Not ranked	Flooring upgrades/refurbish – multiuse flooring	Community growth Business support growth Community economics increase
	Bike speed track behind tennis courts	
	Toilet access for play ground hours	

QUESTIONS:

- Are these still current, do we need to revisit these?
- Do we need to add or remove any item?
- Does any item need to be modified/updated?
- Can our design be staged in affordable bites, or are some items co-dependent upon others?

AROUND THE TABLE

- Brendan Whitely – Lions – expressed desire to scale back the design to kitchen/store, veranda & access. Combine bar & store. Concerned regarding the cost of the total project.
- Carl Garrick – Cricket - expressed concern about costs and going too big for the size of our community, not only on the construction and for the future of the fees paid by the users. Agrees with Brendan regarding kitchen and store. Would like change rooms but not absolutely essential.
- Dawn Dowsett – Tennis - agrees with comments. Does not believe we need a dedicated bar, believes it could be dual use with storage (butler's kitchen). Kitchen does need upgrading. Toilets need to be accessible. Extend veranda around towards tennis courts.
- Erin Parsons – Community - kitchen needs upgrading, one meeting room is adequate. Toilets need upgrading with accessibility. Not sure if changerooms are absolutely necessary, and if we proceed with changerooms, need to be big enough to cater for two teams (24 cricketers). Concerns about cost of the project as it stands. Mobile bars may be an alternative.
- Paul Treasure – Councillor/Community – concerned about cost of project as it stands. Discussed with Monica regarding use, noting that the outdoor areas and kitchen are the high use areas.



Toilets and septic systems are deficient. May not need a dedicated bar area. Do not have big ticket sports which come with specific requirements. Kitchen needs to be bigger and upgraded.

- Lisa Boddy – CWA – kitchen is highest priority. Needs to be commercial standard. Agree with other comments.
- Sheryl Little – Community – kitchen and outdoor area upgrade. Toilets likewise.
- Gary Curtis – Community/council – agrees with the concept of mobile bars. Does not agree with the design with the changerooms and store between the building and tennis courts. Need 24-hour accessible toilet.
- Jenni Curtis – Community – agree with other comments. Need 24-hour toilets. Kitchen and storage needs upgrading.
- Max Watts – Lions – agree with the comments, but would like to see the concept plan developed for the future.

ITEM 3.1 - SPACIAL RELATIONSHIP DIAGRAMS 1-6

That the Working Group advises ORA that its preferred options is Diagram 1, with the following amendments/inclusions:

- Upgrade toilets – put a shower into the UA toilet and remove showers in female;
- Kitchen – capacity suitable to cater for 200 to allow for a workspace that flows;
- Hall store/sports store to become single store area with access from kitchen;
- Remove bar and incorporate into kitchen;
- Veranda – extended around the side to make a more useable space with wind protection (café curtain style);
- Look at alternatives in veranda paved area to avoid lifting pavers – create access to building another way. Single universal access rather than three versions of access;
- Universal ramp access to the oval;
- No portico – make the central hall door (window) as the primary access;
- UA 24-hour toilet and sports storage abutting tennis courts rebound wall; and
- Two reasonable sized BBQ's.

Future:

- Changerooms toilets and store as per plan 1;
- Hall toilets to become meeting/utility room;
- Carpark south of bowling green;
- Cricket practice nets; and
- Football goal posts.

CONSENSUS



3.2. FUNDING OPTIONS – COMMUNITY SPORTING & RECREATION FACILITIES FUND (CSRFF)

The Community Sporting and Recreation Facilities Fund (CSRFF) exemplifies the Western Australian Government's commitment to the development of sustainable infrastructure for sport and recreation across the State.

The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well designed and well-utilised facilities.

The maximum grant offered for standard grant applications is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$2 million. The Department of Local Government, Sport and Cultural Industries (DLGSC) will assess the total eligible cost of your project (excluding GST) from the information provided.

Some applications will be eligible for up to one half of the project cost. This eligibility will be measured against key development principles. Applicants will have to show their eligibility through the development bonus section of the application form. Meeting Development Bonus criteria will not automatically ensure the applicant is eligible for 50% of the project cost. Applicants will need to return unspent funds to DLGSC in accordance with the terms of the grant agreement.

The project may need careful consideration because the following will not be funded:

- Landscaping or carparks;
- Playgrounds;
- Non-fixed equipment;
- Projects that do not meet Australian Standards and National Construction Code;
- Projects that have State Government funding in excess of 66.66% of the total project cost;
- Facilities or fixtures for the express purpose of serving alcohol;
- Non-cash contributions in excess of \$50,000 (eg donated materials, or labour)

LIFE CYCLE COST GUIDELINES

An important part of the funding process is to make sure the community can bear the true cost of running and maintaining a facility well into the future. A life cycle cost analysis must be provided for projects with a total cost over \$500,000

FORWARD PLANNING GRANTS

Forward planning grants will be given to the more complex projects that require a planning period of between one and three years. Grants in this category will have a total project cost (exclusive of GST) of over \$500,001 and may be allocated in one or a combination of the years in the next triennium.

ASSESSMENT OF APPLICATIONS

Throughout the planning process you must liaise with DLGSC officers to ensure that you adequately address the assessment criteria and that information in your application can be clearly understood. The emphasis of the assessment factors is on a planned approach to facility provision and will require the applicant to demonstrate need and to consider planning, design, and management issues to substantiate the need for the proposed project.

Officers assessing applications will provide a rating against the level of project consultation. Where no consultation has occurred, the rating will be zero which will affect your chances of obtaining a grant. To apply for a development bonus, you must contact your nearest DLGSC office in order to determine whether you are eligible to apply.



DEVELOPMENT BONUS

To qualify for more than one-third of the cost of the project, you must meet at least one of the following:

- Geographical location - Regional/Remote location OR Growth Local Government
- Co-location - New OR Existing
- Sustainability initiative - Water saving OR Energy reduction
- Increased participation - New participants OR Existing participants (higher level) OR Special interest.

FINANCIAL IMPLICATIONS

If the community is only eligible for funding for one-third of the cost of the development, and the Shire can match the one-third contribution, how is the community going to fund the remaining one-third.

Even if the funding is for half the project, the remaining half must be funded equally between the Shire and the community. This may still be a significant amount for the community to fund.

- **With the funding restrictions – are the Group getting the best value for what it can afford?**

ITEM 3.2 – FUNDING OPTIONS – COMMUNITY SPORTING & RECREATION FACILITIES FUND (CSRFF)

For information.

4. CLOSURE OF MEETING

There being no further notice, the meeting closed at 8:17pm

10. CHIEF EXECUTIVE OFFICER'S REPORTS

10.1. CORPORATE BUSINESS PLAN 2021-2025

Proponent	Belinda Knight, CEO
Owner	Shire of Wandering
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	20/02/2020
Disclosure of any Interest	Nil
File Reference	04.041.04117
Attachments	Corporate Business Plan – 2021-2025 (distributed separately)

BRIEF SUMMARY

To approve the revised Corporate Business Plan 2021-2025

BACKGROUND

During the review of the Corporate Business Plan and Reprioritisation, the following key processes were used:

- External analysis - examine and manage external trends and issues that could impact on the Shire's operations over the ensuing financial year.
- Internal analysis - examine performance data, assess operational issues and identify the improvement strategies to be deployed throughout the duration of the Corporate Business Plan.
- Service/project evaluation - significant changes in community aspirations, expectations, priorities or external factors may require a method for re-evaluating services and projects to ensure alignment, cost-benefit and resource capability.
- Capability analysis – micro testing of resource capability ensures that the Shire responds to changes in the community and business environment by prioritising its operations within its available resources. The long term (10 year) financial projections are updated and utilised during this analysis. They also drive the development of the Annual Budget.

The following are outputs of the Corporate Business Plan review and Reprioritisation processes:

- Annual budget - The financial representation of "Year 1" of the Corporate Business Plan, including detailed statutory financial requirements.
- Reprioritised/roll forward Corporate Business Plan - Outlining all of the Shire's operations (including services, assets, Council priorities and projects), with financial estimates, administrative responsibility and linkage to the Strategic Community Plan. The interdependent relationship with the Informing Strategies means that the level of resource capability over the extended life of the Corporate Business Plan is reviewed, assessed and updated as required.

STATUTORY/LEGAL IMPLICATIONS

All local governments are currently required to produce a plan for the future under *S5.56 (1) of the Local Government Act 1995 (the Act)*. Regulations briefly outline the minimum requirements to achieve this.

The framework provided by the Dept Local Government is intended to meet the intentions of changes to the Act and guide local governments to a successful integrated strategic planning process. At its most simple, this will deliver the following outcomes:

- A long-term strategic plan that clearly links the community's aspirations with the Council's vision and long-term strategy.
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan.
- A clearly stated vision for the future viability of the local government area.

The Framework does not intend to require a single methodology to be applied by local governments. The Framework is supported by Integrated Planning and Reporting Guidelines.

POLICY IMPLICATIONS

Policy 15 – Integrated Planning

To ensure the Shire recognises that for sustainability, good governance and the provision of effective services and facilities for the community, an integrated approach is needed to all planning and resourcing activities. The objective of this policy is to provide guidance and mandate activities to ensure compliance with the Integrated Planning Regulations of the *Local Government Act 1995*.

1. PRINCIPLES

The Council members and employees will follow the Local Government Department's Integrated Planning Framework that provides the process to:

- a. Ensure community input is explicitly and reliably generated.
- b. Provide capacity for location specific planning where appropriate.
- c. Inform long-term objectives of the Shire with these inputs.
- d. Identify the resourcing requirements to deliver against the long-term objectives.
- e. Clearly articulate long-term financial interchange implications and strategies.

2. APPLICATION

As part of the Shire of Wandering's planning cycle, the principles and practices of the integrated planning framework will be demonstrated in all consultation, research, development and implementation phases of the strategic planning process.

Outcomes from the process are a Wandering Community Strategic Plan 2018-2028 (CSP) representing the long-term community aspirations, a Corporate Business Plan 2019-2023(CBP) outlining the strategic and operational objectives to be achieved in the four-year period. The CBP will demonstrate activities and projects are fully resourced and have appropriate timelines and performance measures.

This will be underpinned by a series of informing strategies and plans which will include:

- a. A 10-year long-term financial plan;
- b. A workforce plan that is reviewed every four years in conjunction with the corporate business plan;
- c. An asset management plan for the life cycle of all assets including maintenance and replacement programs; and
- d. Any relevant issue specific strategies and plans for major projects or key developments.

The Council will ensure that there are adequate resources provided in both the integrated planning development and delivery phases to ensure timelines and legislative requirements are met and that the community expectations are addressed in a sustainable manner.

The integrated planning process and outcomes will be incorporated into the performance indicators of the CEO for the overall integrated planning process and for Managers for the components relative to their areas of control.

Council members and employees will be trained as appropriate and guideline documents and processes will be recorded appropriately and made available to all new and existing employees to ensure continuity and quality management of the integrated planning process.

FINANCIAL IMPLICATIONS

Nil – review conducted in houses

STRATEGIC IMPLICATIONS

PROVIDE STRONG LEADERSHIP

Our Goals	Our Strategies	Our Measurement
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce	Audit and Compliance Returns identify no adverse issues We meet the Integrated Planning Standards

	Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships	
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CONSULTATION/COMMUNICATION

Nil

COMMENT

Nothing further.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 10.1 - CORPORATE BUSINESS PLAN 2021-2025

Moved Cr

Seconded Cr

That Council adopts the reviewed Corporate Business Plan 2021-2025 as attached.

AUTHOR'S SIGNATURE:

10.2.LONG-TERM FINANCIAL PLAN 2021-2031

Proponent	Belinda Knight, CEO
Owner	Shire of Wandering
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	20/02/2020
Disclosure of any Interest	Nil
File Reference	04.041.04117
Attachments	Long-Term Financial Plan 2021-2031 (distribution separately)

BRIEF SUMMARY

To approve the revised Long-Term Financial Plan 2021-2031

BACKGROUND

During the development of the financial informing strategy the following key processes are used:

- Financial analysis - determine the income and expenditure projections, balance sheet, cash flow statement and any other statutory reporting requirement.
- Revenue planning - determine the rates, borrowings, commercial activities, investments, fees and charges and grant opportunities to maximise available revenue.
- Sensitivity analysis - determine those factors or assumptions that if varied are most likely to impact the Financial Plan.
- Scenario modelling - prepare the projections/estimates in the plan based on different scenarios (e.g. expected, best case, worse case) to understand the impact of variation.

The following are outputs of the financial informing strategy processes:

- Financial plan - outlining assumptions, projections, statutory reports, revenue strategy and sustainability indicators that address the minimum requirements outlined in the National Frameworks.
- Up to Date financial capability information - can be used to inform other components of the Framework.

STATUTORY/LEGAL IMPLICATIONS

All local governments are currently required to produce a plan for the future under *S5.56 (1) of the Local Government Act 1995 (the Act)*. Regulations briefly outline the minimum requirements to achieve this.

The framework provided by the Dept Local Government is intended to meet the intentions of changes to the Act and guide local governments to a successful integrated strategic planning process. At its most simple, this will deliver the following outcomes:

- A long-term strategic plan that clearly links the community's aspirations with the Council's vision and long-term strategy.
- A clearly stated vision for the future viability of the local government area.

The Framework does not intend to require a single methodology to be applied by local governments. The Framework is supported by Integrated Planning and Reporting Guidelines.

POLICY IMPLICATIONS

Policy 15 – Integrated Planning

To ensure the Shire recognises that for sustainability, good governance and the provision of effective services and facilities for the community, an integrated approach is needed to all planning and resourcing activities. The objective of this policy is to provide guidance and mandate activities to ensure compliance with the Integrated Planning Regulations of the *Local Government Act 1995*.

1. PRINCIPLES

The Council members and employees will follow the Local Government Department's Integrated Planning Framework that provides the process to:

- e. Ensure community input is explicitly and reliably generated.
- f. Provide capacity for location specific planning where appropriate.
- g. Inform long-term objectives of the Shire with these inputs.
- h. Identify the resourcing requirements to deliver against the long-term objectives.
- i. Clearly articulate long-term financial interchange implications and strategies.

2. APPLICATION

As part of the Shire of Wandering's planning cycle, the principles and practices of the integrated planning framework will be demonstrated in all consultation, research, development and implementation phases of the strategic planning process.

Outcomes from the process are a Wandering Community Strategic Plan 2018-2028 (CSP) representing the long-term community aspirations, a Corporate Business Plan 2019-2023(CBP) outlining the strategic and operational objectives to be achieved in the four-year period. The CBP will demonstrate activities and projects are fully resourced and have appropriate timelines and performance measures.

This will be underpinned by a series of informing strategies and plans which will include:

- j. A 10-year long-term financial plan;
- k. A workforce plan that is reviewed every four years in conjunction with the corporate business plan;
- l. An asset management plan for the life cycle of all assets including maintenance and replacement programs; and
- m. Any relevant issue specific strategies and plans for major projects or key developments.

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The integrated planning process and outcomes will be incorporated into the performance indicators of the CEO for the overall integrated planning process and for Managers for the components relative to their areas of control.

Council members and employees will be trained as appropriate and guideline documents and processes will be recorded appropriately and made available to all new and existing employees to ensure continuity and quality management of the integrated planning process.

FINANCIAL IMPLICATIONS

Nil – review conducted in houses

STRATEGIC IMPLICATIONS

PROVIDE STRONG LEADERSHIP

Our Goals	Our Strategies	Our Measurement
<p>We plan for the future and are strategically focused</p>	<p>Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships</p>	<p>Audit and Compliance Returns identify no adverse issues We meet the Integrated Planning Standards</p>

CONSULTATION/COMMUNICATION

Nil

COMMENT

Nothing further.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 10.2 - LONG-TERM FINANCIAL PLAN 2021-2031

Moved Cr

Seconded Cr

That Council adopts the reviewed Long-Term Financial Plan 2021-2031 as attached.

AUTHOR'S SIGNATURE:

A handwritten signature in black ink, appearing to be 'A. J. ...', written over a light blue horizontal line.

10.3.ASSET MANAGEMENT PLAN 2019-2029

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	19/03/2020 - 15/08/2019
Disclosure of any Interest	Nil
File Reference	04/041.04117
Attachments	Asset Management Plan 2019-2029 (under separate cover)

BRIEF SUMMARY

To adopt the amended Asset Management Plan 2019-2029, in preparation for the 2021/2022 Annual Budget

BACKGROUND

19/03/2020: Council adopted the Asset Management Plan 2019-2029 noting that the technical levels of service for Roads – performance measures are still to be developed, as are the Rural Road Hierarchies. These were presented at the General Planning Forum of 06/05/2021, and the Asset Management Plan has been updated accordingly.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s5.56

POLICY IMPLICATIONS

Policy 15 – Integrated Planning

FINANCIAL IMPLICATIONS

There has been no additional cost involved with the redrafting of this Plans, having being done in-house by the CEO.

STRATEGIC IMPLICATIONS

As set by the Plans

CONSULTATION/COMMUNICATION

Via General Planning Forum 06/05/2021

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.3 - ASSET MANAGEMENT PLAN 2019-2029

Moved Cr

Seconded Cr

That Council adopts the amended Asset Management Plan 2019-2029 as attached.

AUTHOR'S SIGNATURE:



10.4.WORKFORCE PLAN 2021-2024

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	
Disclosure of any Interest	Nil
File Reference	04/041.04117
Attachments	Workforce Plan 2021-2024 (distributed separately)

BRIEF SUMMARY

To consider the Workforce Plan 2021-2024, in preparation for the 2021/2022 Annual Budget

BACKGROUND

The Workforce Plan is an informing strategy that:

- Allows the Shire to set its priorities within its resourcing capability and deliver short term, medium term and long-term community priorities and aspirations.
- Have an interdependent nature throughout the Integrated Planning and Reporting Framework. This means they can inform other strategies, be informed by other components and be continually developed after other components are finalised. As they are managed somewhat separately to the Corporate Business Plan, local governments can explore options and pursue innovative solutions to resourcing issues.

WHAT HAS TO BE SOURCED

The following information is gathered when developing and progressively updating the workforce strategy:

- The Strategic Community Plan provides the enduring aspirations of the community. This needs to be considered when assessing how the workforce will need to change over the long term.
- The immediate strategic priorities set by Council. This provides information about how the workforce will need to change over the short term.
- The Corporate Business Plan outlines the short-term operations of the local government identifying what it will deliver and who is responsible.
- Collect information about the external factors that would impact the workforce including current and projected economic factors, market factors, competitor factors and the level of supply.
- Data about the current workforce needs to be sourced. This can include demographics, skills, position requirements, succession plans etc.

WHAT DO I DO WITH IT?

During the development of the workforce strategy, the following key processes are used:

- Workforce analysis - determine how capable the workforce currently is (in terms of achieving Corporate Business Plan objectives).
- Risk analysis - identify and assess the risks that are currently facing the workforce. This establishes a baseline for sensitivity analysis and allows for mitigation strategies to be included in the Workforce Plan.
- Forecasting - analyse how the workforce will need to change over time to deliver the objectives in the Corporate Business Plan.
- Strategy development - identify how the local government will build workforce capability to deliver the Corporate Business Plan (with the view to achieving long term community priorities).

WHAT DO I END UP WITH?

The following are outputs of the workforce strategy processes:

- Workforce plan - A coordinated approach addressing the human resourcing requirements to deliver local government operations.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s5.56

POLICY IMPLICATIONS

Policy 15 – Integrated Planning

FINANCIAL IMPLICATIONS

There has been no additional cost involved with the preparation of this Plan, having being done in-house by the CEO.

STRATEGIC IMPLICATIONS

As set by the Plans

CONSULTATION/COMMUNICATION

Via General Planning Forum 06/05/2021 – Plan presented to Councillors, however no discussion occurred due to time constraints.

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.4 - WORKFORCE PLAN 2021-2024

Moved Cr

Seconded Cr

That Council refers the attached Workforce Plan to the June General Planning Forum, with a view to adopting it at the June Ordinary Council meeting.

AUTHOR'S SIGNATURE:

10.5.SOUTH WEST NATIVE TITLE SETTLEMENT

Proponent	WALGA Central Country Zone
Owner	
Location/Address	South-west land division of WA
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	11.116.11603
Attachments	Nil

BRIEF SUMMARY

To provide feedback to the WALGA Central Country Zone on the South West Native Title Settlement.

BACKGROUND

The South West Native Title Settlement (Settlement) is a landmark native title agreement, negotiated between the Noongar people and the WA Government. The Settlement is a significant step towards self-determination and creates a Noongar governance structure to represent the rights and interests of the six Noongar Agreement groups. The Settlement is a long-term investment in the Noongar people and the shared future of Western Australia as a whole.

The Settlement package will provide the Noongar people with sustainable assets and options for developing Noongar interests, including opportunities for the WA Government to work in partnership with the Noongar people to elevate economic, social and community outcomes.

The Noongar peoples' strong relationship to the Noongar lands (Noongar boodja) is reflected through the many components of the Settlement package, including the creation of a future Noongar Land Estate and the recognition of the Noongar people as the Traditional Owners of the south west region.

EXTRACT FROM 26/02/2021 – CCZ MEETING – MATTERS FOR NOTING:

On 27 January 2021 the six Indigenous Land Use Agreements (ILUAs), comprising the South West Native Title Settlement (Settlement) were conclusively registered on the National Register of ILUAs, completing the final condition necessary for the start of the Settlement.

Commencement of the Settlement will occur on 25 February 2021 and it is this date, the 'Settlement Effective Date', which sets in motion certain provisions in the ILUAs, including the timing for the:

- appointment of the initial Noongar Boodja Trustee;
- first State payment into the Noongar Boodja Trust; and
- resolution of native title in the Settlement area.

The six Noongar Regional Corporations and a supporting Central Services Corporation are the major beneficiaries of the Noongar Boodja Trust and will be established in consultation with Traditional Owners later in 2021.

The South West Aboriginal Land and Sea Council (SWALSC) is facilitating the establishment of these Noongar corporations. To get involved or learn more about the Noongar corporations visit the SWALSC website. The Settlement timeline can also be found on the SWALSC website.

Native title resolution date

On 13 April 2021, the notification of future act processes will no longer occur within the Settlement area, as native title will be resolved—see a map of the Settlement area

What does this mean for current future act negotiations and existing agreements?

Current future act negotiations

SWALSC is making contact with land users with future act matters that are currently underway to discuss their specific circumstances. Land users can also seek independent advice about their matters, including general guidance from the National Native Title Tribunal prior to 13 April 2021.

The WA Government is supportive of agreements in the Settlement area being finalised even if that occurs after the native title resolution date of 13 April 2020.

Land users are encouraged to finalise agreements or continue agreement making and engagement with the Noongar community and the Noongar regional corporations, once established, to ensure activities benefit the recognised Traditional Owners.

Existing native title agreements

It is important for the parties to existing native title agreements to consider what is required under those agreements, including any mutually desired alternative arrangements, following the resolution of native title. This may require proponents to obtain legal advice on their agreements and the circumstances in which the agreements were made, while considering their objectives in developing and maintaining ongoing relationships with the future Noongar corporations.

The resolution of native title may not affect the enforceability of land access and native title compensation agreements between proponents and native title claim groups, particularly where the parties intended for these agreements to continue beyond the commencement of the Settlement. SWALSC is currently in the process of preparing legal instruments designed to allow for the future transfer of agreements that do continue beyond the Settlement Effective Date from the various claim groups to the Noongar Regional Corporations, once established. Proponents should seek legal advice regarding their particular agreement and this transfer process.

Aboriginal heritage protection

Existing obligations linked to the protection of Aboriginal heritage in the Settlement area will not cease as a result of native title being resolved. Since June 2015, the Noongar Standard Heritage Agreement (NSHA) has been operating for the WA Government and proponents. Further details and NSHA resources can be found on the Department of Planning, Lands and Heritage website.

The Aboriginal Heritage Act 1972 also continues to apply across the Settlement area.

Grant of mining and petroleum tenure

The Department of Mines, Industry and Regulation will continue to apply the heritage condition (ILUAs Schedule 10 cl. 18) upon the grant of mining or petroleum titles within the Settlement area.

The condition requires that title holders must enter into an Aboriginal heritage agreement or a NSHA with the relevant ILUA group before any rights can be exercised. For further information visit the Department of Mines, Industry Regulation and Safety website

Indigenous Land Use Agreements

The full details of the Settlement are recorded in six Indigenous Land Use Agreements (ILUAs) made in compliance with the Native Title Act 1993 (NTA).

Read the South West Native Title Settlement News for the latest information about the status of the Settlement, or see the 'Settlement Commencement Flowchart', with details about the resolution of native title and the timing for the first payments into the Noongar Boodja Trust.

Resolution of native title in the Settlement Area

The Native Title Act (NTA) will continue to apply over the Settlement Area until the ILUAs are conclusively registered, the Settlement commences, and native title is surrendered, ceasing future act obligations in the Settlement Area.

The notification of future act processes will no longer occur within the Settlement area from 13 April 2021. Read the South West Native Title Settlement news for general guidance about the resolution of native title and what it means for current or existing agreements.

A whole-of-government approach

The Settlement brings together a range of WA Government departments and instrumentalities working toward common goals within their various legislative and policy areas for the long-term benefit of the Noongar people.

South West Settlement map

STATUTORY/LEGAL IMPLICATIONS

The Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016
Aboriginal and the Cultural Heritage Bill (Draft) 2020

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

None known.

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	Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

CONSULTATION/COMMUNICATION

Via CCZ WALGA

COMMENT

Cr Turton attended the meeting in question, and may wish to provide more detail.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.5 - SOUTH WEST NATIVE TITLE SETTLEMENT

Moved Cr

Seconded Cr

That Council supports the recommendation from the WALGA Central Country Zone as follows:

- Notes the suggestion from guest speaker Marcus Holmes, Principal of lawyers Land Equity Legal, that local governments defer consideration of entry into a Local Government version Noongar Heritage Agreement until Noongar Regional Corporations have been established, the Federal joint committee on the Juukan Gorge inquiry has released its final report, and the State's proposed Aboriginal Cultural Heritage Bill has been enacted;
- Recommends to its members that they ensure interim compliance with the Aboriginal Heritage Act 1972 and any applicable Aboriginal heritage risk management policies and procedures through the Department of Planning, Lands and Heritage and Department of Premier and Cabinet;
- Seeks ongoing consultation with the State Government, WALGA and SWALSC about the management of, resourcing and implications for local government of the Noongar Native Title Settlement; and
- Endorses the offer of legal advice and assistance to the Zone and/or its members from Land Equity Legal regarding local government management of Aboriginal heritage and the Noongar Native Title Settlement, and instructs the Executive Officer to confer with Mr Marcus Holmes regarding terms of any engagement of Land Equity Legal's services by the Zone and/or members and to then update the Zone by email as to such terms so that the Zone and/or its members (singly or collectively) can decide if they wish to take up a retainer.

AUTHOR'S SIGNATURE:

10.6.BUSHFIRE RISK MANAGEMENT PLAN

Proponent	Department Fire & Emergency Services (DFES)
Owner	Shires of Narrogin, Cuballing, Williams, Wandering, Pingelly, Lake Grace & Kent.
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	16/07/2020
Disclosure of any Interest	Nil
File Reference	05.051.05120
Attachments	Bush Fire Risk Management Plan – approved by OBRM (under separate cover)

BRIEF SUMMARY

To endorse the Bush Fire Risk Management Plan.

BACKGROUND

The Bushfire Risk Management Plan (BRMP) program is the identification and classification of Bushfire risk within the participating local government(s) respective areas. The program involves the development of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between Local Governments, State Agencies and private landowners and occupiers.

Bushfire Risk Management (BRM) Plans document the risk to communities from bushfire and outline the required treatments to reduce these risks. The Bushfire Risk Management System (BRMS) is a risk tool, which aids the prioritisation of treatment works to help lower the Bushfire risk faced by the community and designate accountability for treatment. The BRMP program is the initiative and related activities that result in the development and implementation of BRM Plans through the BRMS.

28/04/2021 – Correspondence from OBRM:

The draft BRM Plan has been reviewed by OBRM and meets the required standard as per the Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines). The BRM Plan should now be presented to Council for approval and formal adoption. It would be appreciated if you would advise OBRM in writing of Council's approval of the BRM Plan.

Under the Guidelines released in 2020, local governments are required to provide the first year's schedule of treatments before receiving OBRM endorsement. I understand that your plan was developed during the transition to these Guidelines and, as such, an interim arrangement is in place. Under this arrangement, we ask that the Shire of Wandering enter the first year's schedule of treatments to the Bushfire Risk Management System within six months of receiving this letter. It is not necessary to provide further updates to OBRM if any treatments are subsequently added, edited, rescheduled or deleted from the schedule.

OBRM will correspond with you towards the end of each year regarding your local government's fuel management activities to assist in developing our annual Fuel Management Activity Report to Government.

STATUTORY/LEGAL IMPLICATIONS

Bushfires Act 1954

POLICY IMPLICATIONS

No policy applies.

FINANCIAL IMPLICATIONS

Nil – the BRMP is fully funded by DFES.

STRATEGIC IMPLICATIONS**PROVIDE STRONG LEADERSHIP**

Our Goals	Our Strategies
We plan for the future and are strategically focused	<p>Ensure accountable, ethical and best practice governance</p> <p>Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan</p> <p>Service Level Plans detail operational roles, responsibilities and resources</p> <p>Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships</p>

IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY

Our Goals	Our Strategies
The agricultural industry continues to be a main economic driver	<p>Maintain our road network to a high standard</p> <p>Encourage new and existing complimentary business to grow</p>
Roads are a critical driver for our Shire	<p>Develop a Road Management Plan, which incorporates a Road Hierarchy, minimum Service levels, Maintenance Policy, Contractor Policy and Asset Management Plan</p> <p>Lobby and build enduring partnerships with key Government Departments to better manage Heavy Vehicles and their impact on local roads</p> <p>Develop a Roadside Reserve Management Plan</p> <p>Develop a strategic Gravel Reserve Policy</p>

CONSULTATION/COMMUNICATION

Via DFES

COMMENT

Pater Cupitt, the Bushfire Risk Planning Coordinator will be attending the meeting to talk about the project.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION – ITEM 10.6 BUSHFIRE RISK MANAGEMENT PLAN

Moved Cr
 Seconded Cr
 That Council adopts the attached Bush Fire Risk Management Plan.

AUTHOR'S SIGNATURE:


10.7.CUSTOMER SERVICE CHARTER & CUSTOMER SATISFACTION SURVEY

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Previous Reports	General Planning Forum – 06/05/2021 – Council - 15/04/2021
Disclosure of any Interest	Nil
File Reference	04.041.04111
Attachments	Draft Policy 78 and Customer Satisfaction Survey

BRIEF SUMMARY

To consider measurement strategies for the newly developed Customer Service Charter.

BACKGROUND

Council resolution 15/04/2021: That Council prior to adopting Draft Policy 78 the CEO is requested to provide how the policy will be measured.

The attached is the proposed “Customer Satisfaction Survey” which will be used to monitor the effectiveness of the Customer Service Charter.

As with most satisfaction surveys, this will be targeted:

- Biannually via direct contact with customers (email, survey monkey, direct & website);
- Generally, as customers use our services (as outlined in the charter); and
- Ad-hoc as people wish to respond.

In addition, data will be collected from our Customer Services module in SynergySoft.

A report will be presented to Council twice per calendar year, together with strategies for any areas that are flagged for improvement.

A feedback form (generic) is available on our website.

FINANCIAL IMPLICATIONS

Nil – survey will be managed in-house.

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.

CONSULTATION/COMMUNICATION

Via staff

COMMENT

Nothing further.

VOTING REQUIREMENTS

Absolute Majority

OFFICER’S RECOMMENDATION – ITEM 10.7 - DRAFT POLICY 78 – CUSTOMER SERVICE CHARTER

Moved Cr

Seconded Cr

That Council adopts Draft Policy 78, together with the Customer Satisfaction Survey, as attached.

AUTHOR'S SIGNATURE:


POLICY TYPE:	CUSTOMER SERVICE
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POLICY NO:	78
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DATE ADOPTED:	
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DATE LAST REVIEWED:	
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LEGAL (PARENT):	<i>Local Government Act 1995</i>
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LEGAL (SUBSIDIARY):	
----------------------------	--

DELEGATION OF AUTHORITY APPLICABLE:	
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DELEGATION NO.	
-----------------------	--

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

TITLE:	Customer Service Charter
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OBJECTIVE:	<ul style="list-style-type: none"> To provide service standards in the area of customer service
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POLICY STATEMENT**OUR VISION:**

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

Our Values:

- Adaptability
- Perseverance
- Accountability
- Diligence

OUR COMMITMENT TO YOU

The Shire of Wandering is committed to providing high quality customer service through access to consistent, accurate and relevant advice and information.

The Shire is committed to ensuring you experience a positive and fair outcome whenever you contact us, and we always welcome feedback on how our services can be improved and what is important to you.

We will:

- Progressively review and improve forms, systems and procedures from a customer's perspective;
- Conduct regular customer service employee training programs;
- Incorporate customer service improvements into all business plans;
- Progressively improve access to our services to all community members;
- Make information available in alternative formats for people with specific requirements; and
- Improve access to information by utilising a wide range of media types.

You can:

- Provide accurate and complete details when contacting us with any queries or requests for assistance;
- Contact us to make an appointment if you have a complex enquiry or need to see a specific officer;
- Treat employees with the same courtesy and respect given to you; and
- Acknowledge that the Shire may not have the authority to deal with your request/complaint and that you may need to refer it to another agency/organisation.

SERVICE STANDARDS – IN PERSON**We will:**

- Promptly attend to you at all times in a professional, polite and attentive manner;
- Listen attentively in order to understand your needs;

- Attempt to resolve your query or request at the time of your visit; or refer your query or request to an appropriate staff member, who will keep you informed at all times
- Ensure all employees who have face-to-face contact with customers wear a name badge for ease of communication.

You can:

- Treat our staff with courtesy and respect;
- Be open and honest in your dealings with us;
- Let us know when things change such as your address or contact details;
- Respect the rights of other customers;
- Make an appointment if you wish to speak with a specific officer; and
- Refer enquiries through the correct channels

SERVICE STANDARDS – TELEPHONE

We will:

- Promptly answer all telephone calls during working hours;
- Introduce ourselves over the phone by name;
- Aim to attend to, and complete your request at the time of your contact;
- Attempt to resolve your query or request at the time of your contact; or refer your query or request to an appropriate staff member, who will keep you informed at all times;
- Take personal responsibility for your enquiry to reduce the transfer of calls and inform you of any delays if you are 'on hold'; and
- Be committed to ensuring all messages for staff are passed on immediately.

You can:

- Help us by providing us with sufficient detail to ensure your query is responded to in a timely manner;
- Treat our staff with courtesy and respect;
- Be open and honest in your dealings with us; and
- Refer enquiries through the correct channels.

SERVICE STANDARDS – WRITING, EMAILS AND WEBFORMS

We will:

- Acknowledge your contact within five (5) working days of receipt;
- Whenever possible provide a completion date when requests require in-depth research which will take longer than ten (10) working days;
- Write to you in clear, concise language that is easily understood; and
- Send out standard information within 24 working hours of the request being received.

You can:

- Let us know when things change such as your address or contact details;
- Help us by providing us with sufficient detail to ensure your query is responded to in a timely manner; and
- Refer enquiries through the correct channels.

HOW WE COMMUNICATE WITH YOU:

We are committed to communicating with you in a timely and responsive manner in order to keep you up to date on relevant issues.

The Shire recognises that it is here to serve the short and long-term needs of its community and to uphold the community's vision and values, and we will strive to meet these goals at all times.

Communication channels may include some or all of the following:

- Providing information on activities through a variety of means, including the Wandering Echo, Shire website and Facebook page, noticeboards, SMS, and mail-outs;
- Ordinary Council Meetings which are open to the public;
- Public meetings on issues of major community concerns;
- Direct contact to request community input on various issues; and
- An open invitation to send ideas, suggestions or feedback in writing.

WEBSITE DATA

The Shire website provides a number of webforms on its website, including facility booking forms, feedback forms, equipment hire, change of details, application for planning approval and SMS updates. We aim to ensure all information is up to date at all times, but welcome feedback should you find that we fail to meet your expectations.

The Shire website also contains useful information including agendas and minutes of Council meetings, bush fire information, Community Resource Centre information, news and events, animals and much more. All of this information is accessible by visiting www.wandering.wa.gov.au.

After hours emergency numbers are available on our website www.wandering.wa.gov.au or on our Facebook page www.facebook.com/wanderingshire. *Please note comments on Facebook are not monitored and not responded to.*

CONTACTING COUNCIL MEMBERS

The role of a Council Member is to:

- Represent the interests of electors, ratepayers and residents;
- Provide leadership and guidance to the community;
- Facilitate two-way communication between the community and the Council; and
- Participate in decision making processes at meetings.

Council Members can keep in touch with electors in a variety of ways including:

- Attending meetings of local organisations;
- Being available and responding to residents who wish to raise issues or concerns;
- Attending events arranged by the local government;
- Participating in functions held in the local area; and
- Communicating with the community via a newsletter, email or website.

You may contact any Council Member by email or telephone. Council Members' details are available on our website www.wandering.wa.gov.au or by contacting the Shire Office on (08) 9884 1056.

COMPLAINTS

A complaint is a statement that something is unsatisfactory or unacceptable. This includes decisions, a level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon where no right of appeal or review is available under any other legislation.

A complaint is not:

- A request for service;
- A request for information or an explanation of a policy or procedure;
- Disagreement with a policy of the Council;
- An appeal or request for an internal or external review of a decision for which a structured process applies, other than that made as the result of a complaint; and
- An expression concerning the general direction and performance of Council or its Council Members.

We will:

- Ensure all complaints are dealt with fairly, quickly and equitably;
- Record your complaint and acknowledge it;
- Direct your complaint to the most appropriate person within the Shire of Wandering who will be responsible for keeping you up to date;
- After investigation, respond outlining the outcome; and
- Seek further information if required, and keep you informed of our progress.

You can:

- Help us by providing us with sufficient detail to ensure your complaint is responded to in a timely manner; and
- Refer enquiries through the correct channels.

CUSTOMER FEEDBACK

To gauge our performance in relation to our service commitments, we encourage feedback from our customers.

This Customer Service Charter is intended as collaboration between the Council and the community it serves. Therefore, if there is something that you feel unhappy about, please utilise our simple feedback process.

Please give us the opportunity to improve our service to you. Comments, suggestions and compliments all provide an effective means by which to assess the existing service you receive.

Copies of our Complaints and Compliments Form can be downloaded from our website www.wandering.wa.gov.au, or obtained from one of our Customer Service Officers.

CUSTOMER SATISFACTION SURVEY

Date of contact with the Shire of Wandering:

How did you contact the Shire: Email Mail In Person Telephone
 Facebook Other:

When was your contact with the Shire: During business hours (Monday – Friday 9am – 4:30pm)
 After business hours (all other times including Saturdays, Sundays and Public Holidays)

Which customer service area did you have contact with: Customer Services Australia Post Community Resource Centre
 Technical & Environmental Services

Please rate each of the following aspects of your recent customer service experience:	Promptness of service	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
	Willingness to help	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
	Level of knowledge	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
	Professionalism of staff	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
	Friendliness of staff	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent
	Information clear & easy to understand	<input type="checkbox"/> Poor	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent

Do you have any suggestions on how the Shire can improve interactions with its customers?

Your Details (Optional)

Name:

Residential Address:

Postal Address:

Mobile Number:

Home Number:

Email Address:

Further Information

If you wish to be contacted regarding other surveys the Shire may conduct: Yes No

Office Use Only

Central Records Ref: N&A Updated

Name:

Date:

11. OTHER OFFICER'S REPORTS

11.1. NAMING OF UNNAMED ROAD RESERVE - PUMPHREY'S BRIDGE DISTRICT

Proponent	Bob and Sheryl Little
Owner	Shire of Wandering
Location/Address	Unnamed road reserve from York Williams Road
Author of Report	Barry Gibbs - EMTS
Date of Meeting	20 May 2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	12.122.12200
Attachments	Aerial Map

BRIEF SUMMARY

Council to consider requesting the community for submissions to formally name the unnamed section of road reserve accessed from York Williams Road at straight line kilometre (SLK) 17.24.

BACKGROUND

The Shire has received two requests from local land owner regarding formalizing the access track to their properties from the Your Williams Road. The most reason request if from the new land owners of Lot 4862 York Williams Road for a Rural Road Number for their new house being built on their property adjoining the Hotham River. This cannot be granted on a un-named road.

The Shire has been aware of these rural properties that were sold by a local farmer without any formal approval and the construction of a suitable access road to these 12 properties adjoining this un-named road.

Now that the properties are starting to be resold to new landowners there is an expectation that the road is named and listed with Landgate so the properties can be located on a mapping for emergency services a parcel delivery.

The Shire of Wandering has viewed the requirements of the Policies and Standards for Geographical Naming in Western Australia. These include a number of fundamental requirements for the naming of roads, administrative boundaries, cultural and topographical features. They include legislative considerations, external policies and cultural factors to ensure a sound toponymic heritage for future generations of Western Australians.

Benefits of recording and preserving geographic names are associated with the past, present and future of a community. They form an integral part of personal identity by defining where people were born, live, have lived and from where their ancestors have come from. Such names are key elements of maps and charts and their practical benefits include the intelligence relating to the location of a place.

The benefits of a consistent writing system (or orthography) of geographic naming is important to a wide range of local, national and international communities who engage in:

- communications such as postal and news services
- emergency service response and natural disaster relief
- environmental management
- map and atlas production
- navigation and tourism
- property determinations and cadastre
- road maintenance and development
- statistic and census information
- trade and commerce
- urban and regional planning
- vegetation and mineral mapping.

Local Government and government departments/authorities responsible for the administering of land within Western Australia are required to make submissions to Landgate for any naming proposals for place names, features, administrative boundaries, localities or roads within their jurisdiction.

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered:

- posthumously
- permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out
- based on a demonstrated record of achievement
- having had a direct and long-term association with the location and made a significant contribution to the area
- the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located
- such application is in the public interest
- there is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- current or past ownership of the land is not considered sufficient grounds
- precedence of existing names
- past or ongoing public service within all levels of government
- names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.

CONSULTING WITH THE COMMUNITY

Any proposal requesting the renaming of an approved name or any new naming proposal considered to be of significance to the immediate or extended community must include evidence of consultation with the community. Local governments must ensure that the level and form of consultation undertaken reflects the significance of the naming proposal.

The policy does not apply to the naming of new roads within subdivisions where there are currently no residents, businesses or ratepayers who will be directly affected. With the use of Aboriginal names,

The immediate community is defined as including residents, ratepayers and businesses within the immediate area who are directly affected by the submission.

The extended community includes residents, ratepayers and businesses surrounding the area directly affected by the proposal, any visitor groups to the area, and government or non-government organisations with an interest in the area.

FINANCIAL IMPLICATIONS

Cost to notify the residents and advertise locally for the formalize the road road with Landgate – Internal staff time only.

Cost to supply and install street name sign and post \$250.00 which will be allocated to Rural Road General Ledger Account.

COMMENT

The time line to undertake this progress would be proximity 6 - 8 months from advertising to installation of a street name sign.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION – ITEM 11.1 - NAMING AN UNNAMED ROAD PUMPHREY'S BRIDGE DISTRICT

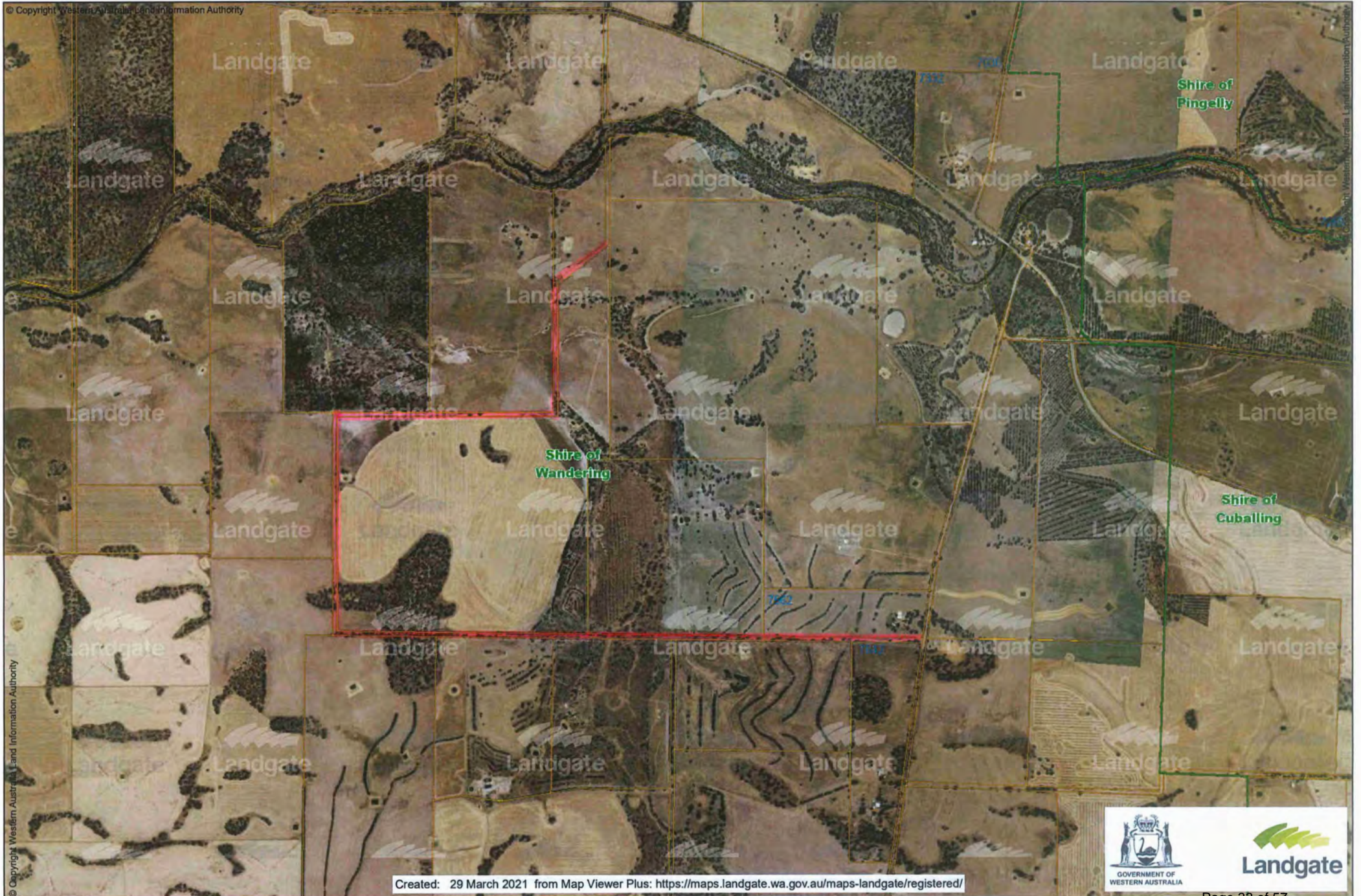
Moved CR

Seconded Cr

That Council:

- Directs the CEO to seek community input for a suitable name for the unnamed section of road reserve in the Pumphreys Bridge District accessed from York Williams Road at SLK17.24; and
- Considers all submissions prior to making a submission to the Geographic Names Committee.

AUTHOR'S SIGNATUREA handwritten signature in blue ink, appearing to be 'B. J. G.', is written over a faint, light blue circular watermark or stamp.



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11.2.AUTHORISATION OF DUAL FIRE CONTROL OFFICER

Proponent	Shire of Cuballing
Owner	Bushfire Brigades
Location/Address	Shire of Wandering
Author of Report	Maureen Mertyn
Date of Meeting	20/05/2021
Disclosure of any Interest	Nil
File Reference	BF159; 05.051.05110
Attachments	Nil

BRIEF SUMMARY

To appoint Dual Fire Control Officers from the Shire of Cuballing.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bushfire Control Officers. This is done to ensure compliance, and lawfully legitimise the officer's authorisation under Bush Fires Act, 1954 in fulfilling their duty.

STATUTORY/LEGAL IMPLICATIONS

The appointment of a Dual Fire Control Officer for the 2021/22 Bush Fire season is under taken in accordance Section 40 of the Bush Fire Act, 1954 which provides that two or more local governments may by agreement join in the appointment of bush fire control officers and that officers so appointed may exercise their power and authorities in each of the districts so appointed.

POLICY IMPLICATIONS

There are no plans or policies applicable to this proposal.

FINANCIAL IMPLICATIONS

There is no impost on the Shire's finances in relation to this matter.

STRATEGIC IMPLICATIONS

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support Emergency Services Planning

CONSULTATION/COMMUNICATION

Chief Bush Fire Control Officer – Peter Monk

COMMENT

Council has been requested by the Shire of Cuballing to appoint Dual Fire Control Officers under the Bush Fires Act, 1954 to empower these volunteers to act in their appointed roles across the municipal boundary, including the appointment of Mr. Brayden Potts in the capacity of Dual Fire Control Officer.

VOTING REQUIREMENTS

Simple Majority


OFFICER'S RECOMMENDATION – ITEM 11.2 - AUTHORISATION OF DUAL FIRE CONTROL OFFICERS

Moved Cr

Seconded Cr

That Council appoints, pursuant to S40 of the Bush Fires Act 1954, Mr. Brayden Potts from the Shire of Cuballing as authorised officer in the capacity of Dual Fire Control Officer for 2021/22 Bush Fire Season.

AUTHOR'S SIGNATURE:

A handwritten signature in black ink, appearing to read "Kerubon. I ny".

11.3.LEASE AGREEMENT – WANDERING GOLF CLUB

Proponent	Wandering Golf Club
OWNER	Shire of Wandering
Location/Address	Wandering Golf Course, North Wandering Road
Author of Report	Barry Gibbs - EMTS
Date of Meeting	20/05/2021
Previous Reports	18/03/2021 - 19/09/1997 – 15/05/1997 - 17/04/1997 -20/02/1997
Disclosure of any Interest	Nil
File Reference	11.113.11300
Attachments	Lease Agreement (28 pages) under separate cover

BRIEF SUMMARY

The purpose of this item is to seek Council's approval on the lease agreement between Wandering Golf Club and the Shire of Wandering for the lease of Reserve 10183 located on North Wandering Road, Wandering to be used as Golf Course sports facility.

BACKGROUND

The Shire has sought the service of McLeods, Barristers & Solicitors to finalise the lease agreement.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Bush Fire Act 1954

POLICY IMPLICATIONS

Policy 26 Asset Management

Policy 30 Use of Shire Facilities and Property

FINANCIAL IMPLICATIONS

There is no impost on the Shire's finances in relation to this matter unless the club closes and the Shire of Wandering has to take on the ownership of any fixed assets.

STRATEGIC IMPLICATIONS

IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY

Our Goals	Our Strategies
Capture tourism opportunities locally	Encourage tourists, longer stays and repeat visitation

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
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

CONSULTATION/COMMUNICATION

Manager Works - Bradley Hunt confirmed that the golf club currently fully manage this Reserve and the Shire undertake not work in its management for firebreaks and other general management of the site.

COMMENT

- The Golf Club is an active sporting Club and has events to bring people to our community.
- The club gives the community social media exposure which is a benefit to the Community.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 11.3 LEASE AGREEMENT FOR THE WANDERING GOLF COURSE

Moved Cr

Seconded Cr

That Council authorises the CEO to sign and seal the attached lease with the Wandering Golf Club, for Reserve 10183, North Wandering Road Wandering commencing 1 July 2021.

AUTHOR'S SIGNATURE:

A handwritten signature in blue ink, appearing to be 'B. J. J.', is written over a light blue circular stamp.

12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED**12.1. COUNCILLOR'S MEETINGS ATTENDED SINCE PREVIOUS COUNCIL MEETING**

23/04/2021 – Cr Turton & CEO attended the WALGA CCZ meeting in Pingelly

13. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****14.1. COUNCILLORS AND /OR OFFICERS****15. CONFIDENTIAL ITEMS****COUNCIL DECISION – 15.1 CONFIDENTIAL ITEMS**

Moved Cr

Seconded Cr

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

COUNCIL DECISION – 15.1 CONFIDENTIAL ITEM

Moved Cr

Seconded Cr

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

16. INFORMATION ITEMS**16.1.ACCOUNTS PAID FOR PERIOD – 01/04/2021 – 30/04/2021**

Proponent	Internal Report
Location/Address	
Author of Report	Sophie Marinoni, Finance Officer
Date of Meeting	20/05/2021
Disclosure of any Interest	Nil
File Reference	10.1.6
Attachments	List of Accounts Paid for Month

BRIEF SUMMARY

To ratify payments made during the month of April 2021

BACKGROUND

The listing of payments for the month of April 2021 through the Municipal account are attached.

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996 – r12 & r13

POLICY IMPLICATIONS

Policy 12 – Purchasing and Tenders

Policy 40 – Payment for Goods and Services

FINANCIAL IMPLICATIONS

Shire of Wandering

CERTIFICATE OF EXPENDITURE
April 2021



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	EFT6429 - EFT6498	\$242,104.96
Direct Debits	DD3639.1 - DD3651.1	\$17,547.84
	TOTAL	\$259,652.80

to the Municipal and Trust Accounts, totalling \$259,652.80 which were submitted to each member of the Council on 20/05/2021, 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.

Belinda Knight

CHIEF EXECUTIVE OFFICER

STRATEGIC IMPLICATIONS

IMPROVE OUR FINANCIAL POSITION

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

OFFICER'S RECOMMENDATION – ITEM-16.1 - ACCOUNTS PAID FOR PERIOD – 01/04/2021 – 30/04/2021

Moved Cr

Seconded Cr

That Council in accordance with r12 and r13 of the *Local Government (Financial Management) Regulations 1996* receives the schedule of accounts for payment as presented.

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT6429	09/04/21	Allwest Plant Hire			-\$ 814.00
	29/01/21		CRC Program - Australia Day <i>Disable toilets hire, Mobilisation, Demobilisation</i>	\$ 814.00	
EFT6430	09/04/21	Arrow Bronze			-\$ 269.78
	15/03/21		Niche wall plaque <i>Judith Margaret Watts, Freight, Extra lines</i>	\$ 269.78	
EFT6431	09/04/21	Avon Waste			-\$ 4,030.65
	31/03/21		General waste services <i>Domestic & commercial general waste services, Fuel facility bin, Commercial recycling bins, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee</i>	\$ 4,030.65	
EFT6432	09/04/21	BOC			-\$ 82.60
	29/03/21		Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$ 82.60	
EFT6433	09/04/21	Best Office Systems			-\$ 429.59
	31/03/21		Copier Contract - Shire <i>B&W copies, Colour copies</i>	\$ 429.59	
EFT6434	09/04/21	Boddington Hardware & Newsagency			-\$ 1,147.15
	05/03/21		Materials - Moramocking Rd <i>Reciprocating saw blades</i>	\$ 20.50	
	10/03/21		Supplies - Road maintenance <i>Glyphosate</i>	\$ 748.80	
	12/03/21		Supplies - Road maintenance <i>Wetter</i>	\$ 377.85	
EFT6435	09/04/21	Boddington IGA			-\$ 337.05
	09/11/20		Supplies - CRC Café <i>Bread, Milk, Cream, Butter, Ham</i>	\$ 74.18	
	21/11/20		CRC Program - Community BBQ <i>Butter, Coffee, Tea, Milk, BBQ sauce, Tomato sauce, Oil, Water, Coca Cola, Sprite, Diet Coca Cola, Coca Cola No Sugar</i>	\$ 132.85	
	08/03/21		Supplies - CRC Café <i>Milk, Relish, Caramel topping, Cheese slices, Ham, tomatoes, Dishwashing detergent</i>	\$ 48.49	
	18/03/21		Supplies - CRC Café <i>Bread, Coca Cola, Milk, Margarine, Ice cream, Ham, Tomatoes, Biscuits, Relish</i>	\$ 81.53	
EFT6436	09/04/21	Boddington News			-\$ 189.00

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	26/03/21		Boddington News <i>Edition 662</i>	\$ 9.00	
	30/03/21		Advertising - Job vacancy <i>Grader/Plant Operator</i>	\$ 90.00	
	30/03/21		Advertising - Job vacancy <i>Plant Operator/General Hand</i>	\$ 90.00	
EFT6437	09/04/21	Brookton Plumbing			-\$ 1,654.40
	29/03/21		Pump out septic tanks <i>Codjatotine, Pumphreys Bridge, Tracking form, Dumping fees, Travel</i>	\$ 1,654.40	
EFT6438	09/04/21	Bushfire West			-\$ 3,861.00
	25/03/21		Plans - Caravan Park <i>Bushfire Management Plan, Evacuation Plan</i>	\$ 3,861.00	
EFT6439	09/04/21	Child Support Agency			-\$ 176.16
	31/03/21		Payroll deductions	\$ 176.16	
EFT6440	09/04/21	Corsign WA			-\$ 103.40
	16/03/21		Signs <i>Warning sign</i>	\$ 63.80	
	18/03/21		Signs <i>No through road</i>	\$ 39.60	
EFT6441	09/04/21	Cutting Edges Equipment			-\$ 7,165.29
	09/03/21		Grader blades <i>WD.300, WD.920</i>	\$ 7,165.29	
EFT6442	09/04/21	Hotham Mechanical			-\$ 363.55
	30/03/21		Service - WD.440 <i>Labour, Parts, Consumables</i>	\$ 363.55	
EFT6443	09/04/21	IT Vision			-\$ 4,372.50
	26/03/21		Rates Processing Service 2020/21 <i>Mar 2021</i>	\$ 2,722.50	
	31/03/21		Subscription - On Demand Recordings <i>CRC, Administration, Depot</i>	\$ 1,650.00	
EFT6444	09/04/21	Jani Murphy & Associates			-\$ 648.45
	15/03/21		Training - Email mastery <i>Maureen Mertyn, Jenni Curtis, Annette Hardie</i>	\$ 648.45	
EFT6445	09/04/21	Kee Surfacing			-\$107,208.79
	19/02/21		Spray Seal - Fourteen Mile Brook Rd <i>Single coat spray seal 10mm aggregate, Two coat spray seal 14/10mm aggregate, Single coat spray seal 14mm aggregate, Additional product</i>	\$107,208.79	
EFT6446	09/04/21	Kennards Hire			-\$ 547.27
	12/03/21		Generator hire - Admin Office <i>Generator, Trailer, Waiver, Lead</i>	\$ 547.27	
EFT6447	09/04/21	Landgate			-\$ 69.20
	25/03/21		Valuation rolls	\$ 69.20	
EFT6448	09/04/21	Major Motors			-\$ 37.64
	12/03/21		Parts - WD.422 <i>Air fittings</i>	\$ 37.64	
EFT6449	09/04/21	Moore Australia			-\$ 6,996.09
	29/03/21		Audit Regulation 17 Review <i>Labour, Disbursements</i>	\$ 6,996.09	
EFT6450	09/04/21	Perfect Computer Solutions			-\$ 85.00
	30/03/21		Monthly IT maintenance <i>Monthly fee</i>	\$ 85.00	
EFT6451	09/04/21	Pingelly IGA			-\$ 279.00
	31/01/21		Purchase of West Australian <i>Jan 2021</i>	\$ 135.00	
	28/02/21		Purchase of West Australian <i>Feb 2021</i>	\$ 144.00	
EFT6452	09/04/21	Quest Payment Systems			-\$ 8,356.74

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	07/04/21		Outdoor payment terminal - Fuel Facility <i>FastFuel OPT</i>	\$ 8,356.74	
EFT6453	09/04/21	Radio Communications Technology			-\$ 1,823.00
	31/03/21		Satellite sleeve	\$ 1,823.00	
EFT6454	09/04/21	Sheridan's for Badges			-\$ 70.29
	31/03/21		Name badges <i>Bradley Hunt, Postage</i>	\$ 70.29	
EFT6455	09/04/21	Payroll deductions			-\$ 390.00
	31/03/21		Payroll deductions	\$ 390.00	
EFT6456	09/04/21	Payroll deductions			-\$ 50.00
	31/03/21		Payroll deductions	\$ 50.00	
EFT6457	09/04/21	Startrack Express			-\$ 86.27
	17/03/21		Freight <i>Corsign, Fee</i>	\$ 86.27	
EFT6458	09/04/21	StrataGreen			-\$ 2,404.12
	12/03/21		Various materials <i>Rhino mesh, Coir mesh matting, Broom, Rake, Mulch fork</i>	\$ 2,404.12	
EFT6459	09/04/21	Synergy			-\$ 712.47
	20/03/21		CRC & public conveniences <i>Usage, Supply charge</i>	\$ 712.47	
EFT6460	23/04/21	Australia Post			-\$ 464.05
	25/03/21		Supplies - Post Office <i>Roll 100 stamps, \$1.10 booklet stamps, Pre-paid envelope C4</i>	\$ 464.05	
EFT6461	23/04/21	Australian Taxation Office			-\$ 7,726.00
	31/03/21		BAS - Mar 2021 <i>GST on Sales, Group Tax Clearing, Quarterly FBT Instalment, GST on Purchases, Fuel Credits, Rounding</i>	\$ 7,726.00	
EFT6462	23/04/21	Best Office Systems			-\$ 124.16
	29/03/21		Copier contract - CRC <i>B&W Copies, Colour Copies, Echo</i>	\$ 124.16	
EFT6463	23/04/21	Boddington IGA			-\$ 102.34
			CRC Program - Australia Day <i>Overcharge</i>	-\$ 1,494.16	
	25/01/21		CRC Program - Australia Day <i>Sausages</i>	\$ 1,596.50	
EFT6464	23/04/21	Boddington Medical Centre			-\$ 176.00
	15/04/21		Medical <i>Laura Whitfield</i>	\$ 176.00	
EFT6465	23/04/21	Boddington News			-\$ 9.00
	09/04/21		Boddington News <i>Edition 663</i>	\$ 9.00	
EFT6466	23/04/21	Child Support Agency			-\$ 176.16
	14/04/21		Payroll deductions	\$ 176.16	
EFT6467	23/04/21	Department of Mines, Industry Regulation & Safety			-\$ 56.65
	31/03/21		BSL - Mar 2021 <i>Building permits, Collection fee</i>	\$ 56.65	
EFT6468	23/04/21	Gilbarco Veeder-Root Australia			-\$ 1,812.50
	18/03/21		Repairs - Fuel facility <i>Labour, Parts, Travel distance, Travel time</i>	\$ 1,812.50	
EFT6469	23/04/21	Keith the Maintenance Man			-\$ 492.80
	19/04/21		Repairs - Depot skylight <i>Labour, Materials</i>	\$ 492.80	
EFT6470	23/04/21	LGISWA			-\$ 287.16
	22/03/21		Actual wages adjustment <i>Labour</i>	\$ 287.16	
EFT6471	23/04/21	MJ & C Cornish			-\$ 1,375.00

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	16/04/21		Dry hire - Excavator <i>Wandering Pingelly Rd</i>	\$ 1,375.00	
EFT6472	23/04/21	Officeworks			-\$ 430.95
	26/06/21		Refund	-\$ 1,138.00	
	13/04/21		Office supplies <i>CRC Program - Movie Night projector, Mouse, Shredder, Freight</i>	\$ 1,568.95	
EFT6473	23/04/21	Perfect Computer Solutions			-\$ 2,305.00
	28/01/21		Monthly IT maintenance <i>Monthly fee</i>	\$ 85.00	
	12/02/21		MS Office licence <i>Admin office, CRC</i>	\$ 2,220.00	
EFT6474	23/04/21	Quick Corporate Australia			-\$ 466.12
	16/03/21		Office supplies <i>Nalclip, Pins, Post It Notes, Post It Notes, Sheet protector, Sheet protectors, Milk, Wiping paper, Coffee, Toilet rolls</i>	\$ 466.12	
EFT6475	23/04/21	Rhonie's Wandering Mop & Bucket			-\$ 2,428.80
	14/04/21		Cleaning contract <i>Public conveniences - Watts St, Caravan Park, Administration Office, CRC, Depot, Public conveniences - Codjatotine, Public conveniences - Pumphreys Bridge, Community Centre, Travel</i>	\$ 2,428.80	
EFT6476	23/04/21	Payroll deductions			-\$ 390.00
	14/04/21		Payroll deductions	\$ 390.00	
EFT6477	23/04/21	Payroll deductions			-\$ 50.00
	14/04/21		Payroll deductions	\$ 50.00	
EFT6478	23/04/21	Startrack Express			-\$ 65.93
	07/04/21		Freight <i>Major Motors, Corsign</i>	\$ 65.93	
EFT6479	23/04/21	Synergy			-\$ 673.64
	01/04/21		Street lighting <i>Usage</i>	\$ 673.64	
EFT6480	23/04/21	Toyota Material Handling			-\$ 645.89
	31/03/21		Repair padlock fault - WD.908 <i>Labour, Parts, Consumables</i>	\$ 645.89	
EFT6481	23/04/21	WA Contract Ranger Services			-\$ 374.00
	30/03/21		Contract Ranger Service <i>Labour</i>	\$ 374.00	
EFT6482	23/04/21	WA Fuel Supplies			-\$ 32,738.73
	13/03/21		Fuels <i>ULP, Diesel</i>	\$ 32,738.73	
EFT6483	23/04/21	Whitney Consulting			-\$ 1,518.00
	30/03/21		CRC Program - Grant Writing Workshop <i>Labour</i>	\$ 1,518.00	
EFT6484	23/04/21	Yahava Kaffeeworks Wholesale			-\$ 254.00
	11/03/21		Supplies - CRC Café <i>Coffee, Freight</i>	\$ 254.00	
EFT6485	30/04/21	Australia Pacific Valuers			-\$ 4,543.00
	01/04/21		Land & building valuations <i>Land - Fair Value, Buildings - Fair Value, Buildings - Insurance Value</i>	\$ 4,088.70	
	19/04/21		Land & building valuations <i>Land - Fair Value, Buildings - Fair Value, Buildings - Insurance Value</i>	\$ 454.30	
EFT6486	30/04/21	Child Support Agency			-\$ 176.16
	28/04/21		Payroll deductions	\$ 176.16	
EFT6487	30/04/21	Crossman Hot Water & Plumbing			-\$ 336.60
	15/03/21		Tap repair - Tennis courts <i>Labour, Materials, Travel</i>	\$ 336.60	
EFT6488	30/04/21	Federation Tuckpointing			-\$ 14,344.00

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	16/04/21		Building repairs - CRC <i>Labour & accommodation</i>	\$ 13,849.00	
	19/04/21		Building repairs - CRC <i>Variation</i>	\$ 495.00	
EFT6489	30/04/21	Great Southern Fuel Supplies			-\$ 234.96
	28/02/21		Fuel card purchases <i>WD.001</i>	\$ 78.25	
	31/03/21		Fuel card purchases <i>0.WD</i>	\$ 156.71	
EFT6490	30/04/21	MJ & C Cornish			-\$ 2,750.00
	07/03/21		Plant dry hire - Water truck <i>Wandering Pingelly Rd</i>	\$ 2,200.00	
	12/04/21		Plant dry hire - Excavator <i>Wandering Pingelly Rd</i>	\$ 550.00	
EFT6491	30/04/21	Mcleods			-\$ 529.46
	30/03/21		Firebreak easement realignment - Echidna Cl <i>Labour</i>	\$ 529.46	
EFT6492	30/04/21	Mcpest Pest Control			-\$ 2,662.00
	06/04/21		Annual termite inspection - Bridges <i>North Bannister Rd, Wandering Pingelly Rd, Wandering Narrogin Rd, Crossman Dwarda Rd, Carabin Rd, Carabin Rd, Fourteen Mile Brook Rd, Dwarda East Rd</i>	\$ 2,662.00	
EFT6493	30/04/21	Office of Regional Architecture			-\$ 1,266.65
	31/03/21		CRC - Universal access ramp design <i>Architectural Services, Disbursements</i>	\$ 1,266.65	
EFT6494	30/04/21	PH & KE Gow			-\$ 2,395.80
	12/04/21		Survey pick up - firebreak easement Echidna Cl <i>Labour, Information search, Drafting fees, Lodgement fees</i>	\$ 2,395.80	
EFT6495	30/04/21	Perfect Computer Solutions			-\$ 1,955.00
	14/01/21		IT repair - Fuel facility <i>Labour</i>	\$ 467.50	
	11/02/21		Set up new PC <i>Labour</i>	\$ 1,487.50	
EFT6496	30/04/21	SJR Civil Consulting			-\$ 528.00
	06/04/21		Marking plan <i>North Wandering Rd</i>	\$ 528.00	
EFT6497	30/04/21	Payroll deductions			-\$ 390.00
	28/04/21		Payroll deductions	\$ 390.00	
EFT6498	30/04/21	Payroll deductions			-\$ 90.00
	28/04/21		Payroll deductions	\$ 90.00	
DD3639.1	14/04/21	Aware Super			-\$ 4,600.64
	14/04/21		Payroll deductions	\$ 3,605.62	
	14/04/21		Payroll deductions	\$ 995.02	
DD3639.2	14/04/21	Colonial First State			-\$ 458.02
	14/04/21		Payroll deductions	\$ 117.44	
	14/04/21		Payroll deductions	\$ 340.58	
DD3639.3	14/04/21	Australian Super			-\$ 550.84
	14/04/21		Payroll deductions	\$ 141.24	
	14/04/21		Payroll deductions	\$ 409.60	
DD3639.4	14/04/21	SuperWrap Personal Super Plan			-\$ 108.37
	14/04/21		Payroll deductions	\$ 108.37	
DD3639.5	14/04/21	ANZ OnePath Masterfund			-\$ 250.07
	14/04/21		Payroll deductions	\$ 185.95	
	14/04/21		Payroll deductions	\$ 64.12	
DD3640.1	06/04/21	Telstra			-\$ 1,195.89
	18/03/21		Phone charges <i>Admin office, Harvest ban, Fuel facility, CRC, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, Phone plan, CRC</i>	\$ 1,195.89	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
			<i>Internet Connection, Office Internet Connection, Rounding</i>		
DD3643.1	01/04/21	First Data Merchant Solutions			-\$ 195.81
	31/03/21		Merchant Fee <i>Fuel facility</i>	\$ 195.81	
DD3643.2	23/04/21	ClickSuper			-\$ 3.85
	31/03/21		Transaction fee <i>Mar 2021</i>	\$ 3.85	
DD3643.3	01/04/21	HICAPS			-\$ 25.00
	31/03/21		Terminal rental fee <i>Treatment/Medical Room</i>	\$ 25.00	
DD3649.1	28/04/21	Aware Super			-\$ 4,224.46
	28/04/21		Payroll deductions	\$ 3,321.04	
	28/04/21		Payroll deductions	\$ 903.42	
DD3649.2	28/04/21	ANZ OnePath Masterfund			-\$ 320.77
	28/04/21		Payroll deductions	\$ 82.25	
	28/04/21		Payroll deductions	\$ 238.52	
DD3649.3	28/04/21	Colonial First State			-\$ 458.02
	28/04/21		Payroll deductions	\$ 117.44	
	28/04/21		Payroll deductions	\$ 340.58	
DD3649.4	28/04/21	Australian Super			-\$ 550.84
	28/04/21		Payroll deductions	\$ 141.24	
	28/04/21		Payroll deductions	\$ 409.60	
DD3649.5	28/04/21	MobiSuper			-\$ 368.74
	28/04/21		Payroll deductions	\$ 94.55	
	28/04/21		Payroll deductions	\$ 274.19	
DD3649.6	28/04/21	SuperWrap Personal Super Plan			-\$ 90.49
	28/04/21		Payroll deductions	\$ 90.49	
DD3651.1	16/04/21	Bankwest			-\$ 4,146.03
	16/04/21		Credit card purchases <i>Coffee machine, Urn, Delivery fee, Advertising vacancies, Ice, Catering Council Meeting, Fuel - O.WD, Plate changes ute & grader, Coffee, MS Word Styles Training, Fuel - O.WD, Adobe Licences, Adobe Licences, Everything Glows, Fuel - O.WD, Kitchenware, Groceries, Groceries, Dishwasher, Licence - Dam 1 & 2, Credit card fees, Postage - ANZAC Day</i>	\$ 4,146.03	
			Total		\$259,652.80

16.2.MONTHLY FINANCIAL REPORTS – MARCH AND APRIL 2021

Monthly Financial Reports are in progress and not available prior to preparation of Agenda. They will be distributed as soon as possible prior to the meeting.

Proponent	Internal Report
Author of Report	Belinda Knight, CEO
Date of Meeting	20/05/2021
Disclosure of any Interest	Nil
File Reference	14.145.14512
Attachments	Monthly Financial Reports (to be provided under separate cover)

BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 31 March and 30 April 2021.

BACKGROUND

The following financial reports are included for your information:

- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Basis of Preparation
- Note 1 - Statement of Financial Activity Information
- Note 2 - Cash and Financial Assets
- Note 3 - Receivables
- Note 4 - Other Current Assets
- Note 5 - Payables
- Note 6 - Rate Revenue
- Note 7 - Disposal of Assets
- Note 8 - Capital Acquisitions
- Note 9 - Borrowings
- Note 10 - Cash Reserves
- Note 11 - Other Current Liabilities
- Note 12 - Operating grants and contributions
- Note 13 - Non-operating grants and contributions
- Note 14 - Budget Amendments
- Note 15 - Explanation of Material Variances

25 STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 6.4 Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

Local Government (Financial Management) Regulations 1996

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

- (1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —
- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

POLICY IMPLICATIONS

As contained in the attached Monthly Financial Reports

FINANCIAL IMPLICATIONS

As contained in the attached Monthly Financial Reports

STRATEGIC IMPLICATIONS

Provide Strong Leadership

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

CONSULTATION/COMMUNICATION

Nil

COMMENT

The CEO has compiled the accompanying Local Government special purpose financial statements for the Shire of Wandering, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending March and April 2021. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

VOTING REQUIREMENTS

Simple Majority

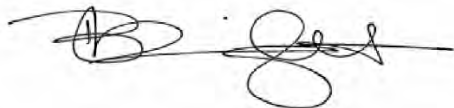
OFFICER'S RECOMMENDATION – ITEM 16.2 - MONTHLY FINANCIAL REPORTS

Moved Cr

Seconded Cr

That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 receives the Statements of Financial activity for the period ended March and April 2021

*Disclaimer: The 30th April 2021 report has been prepared prior to the finalisation of the *change month* financial transactions and as such may not be a true reflection of the financial position of the Shire at this time.*

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'B. Jones', written over a light blue horizontal line.**17. CLOSURE OF MEETING**