

SHIRE OF WANDERING

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Our Vision:

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

ORDINARY MEETING OF COUNCIL

Agenda 16 December 2021

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Wandering will be held on 16 December 2021 in the Council Chambers, 22 Watts Street, Wandering, commencing at 3:30pm.

Ian Fitzgerald
ACTING CHIEF EXECUTIVE OFFICER

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

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

Present:			
Cr I Turton	Shire President	Cr P Treasure	
Cr G Parsons	Deputy Shire President	Cr M Watts	
Cr G Hansen			
Cr G Curtis		Ian Fitzgerald	A/CEO
		Barry Gibbs	EMTS
Apologies:			
Belinda Knight, CEO			

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 – 18 NOVEMBER 2021

COUNCIL DECISION

That the Minutes of the Ordinary Meeting of Council held 18 November 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

9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS

10. ACTING CHIEF EXECUTIVE OFFICER'S REPORTS

10.1. CHIEF EXECUTIVE OFFICER RECRUITMENT

Proponent	N/A
Owner	Shire of Wandering
Location/Address	N/A
Author of Report	Ian Fitzgerald A/CEO
Date of Meeting	16/12/2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	14.145.14525
Attachments	Selection Panel Terms of Reference

BRIEF SUMMARY

Council is required to appoint a Selection and Recruitment Panel including an Independent Person for the Chief Executive Officer recruiting process and this item recommends that Council appoint the Panel and the agreed Independent Person to the panel.

BACKGROUND

In February 2021 changes were made to legislation that impacts on the process to be followed by local governments when recruiting a new Chief Executive Officer. At the September 2021 Council meeting the process of recruiting a new Chief Executive Officer commenced with the appointment of a recruitment agency to assist Council through the process.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s5.39A, 5.39B, 5.39C, and Local Government Act (Administration) Regulations 1996 as amended February 2021.

Local Government (Administration) Regulations 1996 as Amended

Part 4 — Local government employees

1. 18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- a. If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by —
 - i. a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - ii. a person who will be acting in the position for a term not exceeding one year.
- b. The Statewide public notice must contain —
 - i. the details of the remuneration and benefits offered; and
 - ii. details of the place where applications for the position are to be submitted; and
 - iii. the date and time for the closing of applications for the position; and
 - iv. the duration of the proposed contract; and a website address where the job description form for the position can be accessed; and
 - v. contact details for a person who can provide further information about the position; and
 - vi. any other information that the local government considers is relevant.

18F. Remuneration and benefits of CEO to be as advertised

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))

Schedule 2 sets out model standards for local governments in relation to the following

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

5. Determination of selection criteria and approval of job description form

- 1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- 2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

8. Establishment of selection panel for employment of CEO

- 1) In this clause — *independent person* means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- 2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- 3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

POLICY IMPLICATIONS

Council Policy 17 – Model Standard for Chief Executive Officer Recruitment, Performance and Termination adopted 16 September 2021.

FINANCIAL IMPLICATIONS

Nil

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 changes to regulations in February 2021 require additional procedures and processes to be in place for any Chief Executive Officer recruitment process.

Council adopted the Model Standard for CEO Recruitment, Performance Review and Termination (Council Policy 17) at the September 2021 Council meeting.

Part of the new procedures require Council to appoint a Selection Panel which can include all councillors but also must include 1 Independent Person. The recruiting process has commenced but the appointment of the required panel has not been identified in Council meeting minutes.

This item is brought to Council for consideration prior to advertising for the position closing and review of any applications received is undertaken. It is considered appropriate that the members of the Selection Panel sign a confidentiality agreement to ensure personal details of any applicants remain confidential.

It should be noted that the minimum standard of recruitment is deemed to have been met if:

- a) The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- b) The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- c) The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- d) The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- e) The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- f) The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- g) The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
- h) The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- i) The council has endorsed by absolute majority the final appointment.
- j) The council has approved the employment contract by absolute majority.
- k) The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.1 CHIEF EXECUTIVE OFFICER RECRUITMENT

That Council;

- Appoints Councillors _____, _____, _____, _____, _____, _____ and _____ to the Chief Executive Officer Selection Panel
- Appoints _____ as the Independent Person to the Chief executive officer selection panel
- Adopts the Terms of reference for the Chief Executive Officer selection panel as presented

AUTHOR'S SIGNATURE:



TERMS OF REFERENCE

RECRUITMENT and SELECTION PANEL

FUNCTION

The CEO Recruitment and Selection Advisory Panel is to be an Advisory Panel to Council for the duration of the CEO recruitment and selection process.

DELEGATED AUTHORITY

The Panel has no delegated power and as such the CEO Recruitment and Selection Advisory Panel meetings will not be open to the public.

All decisions of the Panel are Recommendations to Council, and are not to be actioned until authorised by Council.

OBJECTIVES

- The CEO Recruitment and Selection Advisory Panel is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed independent recruitment consultant to attract and select appropriate candidates;
- The CEO Recruitment and Selection Advisory Panel, with the assistance of the independent recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation; and
- The CEO Recruitment and Selection Advisory Panel is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the CEO.

MEMBERSHIP

Panel Members (Voting):

Shire President

Deputy Shire President

Elected Members

1x Independent Person

Support (Non-voting)

HR Recruitment Consultant

Executive Support: A/Chief Executive Officer

The A/CEO to provide Secretariat Services to the Advisory Panel and the Recruitment Consultant.

QUORUM REQUIREMENTS

The Quorum for the Advisory Panel is 5 Members.

In the case of equality of voting, the Presiding Member is to exercise a casting vote.

PRESIDING MEMBER

The Presiding Member is to be Should not be available for a meeting, the Selection Panel are to elect another current Councillor present as the Acting Presiding Member.

MEETING SCHEDULE

As required.

DISCLOSURE OF INTEREST

Should a Panel Member be aware of any close relationship with any of the Candidates, the Panel Member is to advise the Presiding Member in writing of the Nature of the Interest and for the Panel Member to excuse themselves from the Panel and the Recruitment process.

CONFIDENTIALITY STATEMENT

During the recruitment process, Panel Members may have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants.

This information and all discussions must remain confidential both during the recruitment and after the completion of the recruitment process.

Panel Members may discuss this information only with other Members of the Panel, as well as with the Recruitment Consultant.

Members must not permit any unauthorized person to access documents in their possession that contain applicant or search and screen information.

Panel Members are to complete and sign a Declaration of Confidentiality and Interest Form.



SHIRE OF WANDERING

DECLARATION OF CONFIDENTIALITY AND INTEREST FORM

CEO Selection & Recruitment Process

I..... hereby declare that:

(Please print name)

- 1) I agree to keep all information relating to the CEO Recruitment (as defined in the Shire Standards for CEO Recruitment, Performance and Termination & Terms of Reference) confidential.
- 2) I shall not use any information which I may receive or create during the Recruitment and Selection Process for any other purpose.
- 3) I will not release or make public any information relating to the CEO Recruitment Process without the prior written approval/consent of the Local Government.
- 4) I will not disclose any information unless it is already in the public domain and if the disclosure is required by law, order of court, tribunal, the Australian Securities Commission or any other regulatory body.
- 5) I shall not remove or photocopy any documents that I have been provided the right to access in accordance with the Panel's Terms of Reference.

FULL NAME:

SIGNED:

DATED:/...../20.....

10.2 LOCAL GOVERNMENT PROPOSED REFORMS – LOCAL GOVERNMENT ACT 1995

Proponent	Department of Local Government, Sport and Cultural industries
Owner	
Location/Address	
Author of Report	Ian Fitzgerald – A/CEO
Date of Meeting	16/12/2021
Previous Reports	
Disclosure of any Interest	Nil
File Reference	04.041.04109
Attachments	

BRIEF SUMMARY

The Minister for Local Government is proposing a number of changes to the Local Government Act 1995 with information provided to all local governments with an invitation to comment. WALGA have produced a paper outlining their advocacy positions on a number of matters listed by the Minister and provided their recommendations to local governments for their consideration. This report recommends supporting the majority of the WALGA recommendations – comments attached to each subject.

BACKGROUND

For a number of years local governments and WALGA have lobbied for changes to the Local Government Act 1995 to make it a better and more inclusive piece of legislation for the benefit of local government practitioners.

WALGA has developed a series of advocacy positions as base principles for any review of the Local Government Act. Many of these principles have been picked up in the proposed reforms outlined by the Minister – either in part or full.

STATUTORY/LEGAL IMPLICATIONS

Proposed amendments to the Local Government Act 1995

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PROVIDE STRONG LEADERSHIP

Our Goals	Our Strategies
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	<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>

CONSULTATION/COMMUNICATION

WA Local Government Association, Local Government Professionals (WA) and other Local Governments in the WALGA Central Country Zone.

COMMENT

The State Government have recently advised of a 3-month consultation period, which is due to close on Friday 4 February 2022, (postscript now extended to 25 February) on the proposed Local Government Act legislative reforms.

At WALGA's State Council Meeting held on Wednesday 1 December, the State Council resolved to approach the Minister for Local Government for an extension to the consultation period by 1 month due to the Christmas holiday period. A response has been received extending submissions now to 25 February 2022.

The following is the timeline and process for a sector submission on the Local Government Legislative Reform Program developed by WALGA:

- Friday 28 January 2022 - Local Governments requested to provide feedback to WALGA by 5pm;
- February 2022 – Zone Meetings to consider a draft sector submission;
- Wednesday 23 February at 4pm – WALGA Special Meeting of State Council via video conference to endorse submission; and
- Friday 25 February - WALGA to present submission to the State Government.

The Department of Local Government, Sport and Cultural Industries notes the following:

Local government benefits all Western Australians. It is critical that local government works with:

- a culture of openness to innovation and change
- continuous focus on the effective delivery of services
- respectful and constructive policy debate and democratic decision-making
- an environment of transparency and accountability to ensure effective public engagement on important community decisions.

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape, and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

Elected Members should refer to the Attachment for a suggested response to each of the proposed matters slated for reform. Most are supported and relatively inconsequential to the Shire of Wandering.

Several are potentially far reaching, including;

- a maximum number of elected members (five) for smaller local governments up to 5,000 population;

- reversion to preferential voting for election of elected members; and
- compulsory live streaming and audio recording of meetings, including confidential meetings.

It is pleasing to see the Minister has listened to some of the concerns of the sector in relation to 'size and scale' with compliance and reporting.

Council is free to alter any or all of the comments listed as Wandering response – they are based on the author's observations and discussions with others within local government.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.2 LOCAL GOVERNMENT PROPOSED REFORMS – LOCAL GOVERNMENT ACT 1995

That Council endorse the Shire of Wandering's responses, in accordance with the schedule provided, and forward to WALGA and the Department of Local Government, Sport and Cultural Industries.

AUTHOR'S SIGNATURE:

A handwritten signature in black ink, appearing to be a stylized name, possibly 'J. Smith' or similar, written over a light blue horizontal line.

Local Government Reform - Summary of Proposed Reforms

WALGA Advocacy Positions and Recommendations

November 2021

Local Government Act Review Process

WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

Local Government Reform – WALGA Principles

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
 - i. Economic development
 - ii. Environmental protection, and
 - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		
<ul style="list-style-type: none"> • The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> ○ Suspend or dismiss councils ○ Appoint Commissioners ○ Suspend or, order remedial action (such as training) for individual councillors. • The Act also provides the Director General with the power to: <ul style="list-style-type: none"> ○ Conduct Authorised Inquiries ○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal ○ Commence prosecution for an offence under the Act. • Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government. • The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight. 	<ul style="list-style-type: none"> • It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). • The Inspector would receive minor and serious complaints about elected members. • The Inspector would oversee complaints relating to local government CEOs. • Local Governments would still be responsible for dealing with minor behavioural complaints. • The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. • The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation. • The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. • The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. • The Inspector would be supported by a panel of Local Government Monitors (see item 1.2). 	<p><u>Current Local Government Position</u></p> <p>Items 1.1, 1.2 and 1.3 generally align with WALGA Advocacy Position 2.6.8 - 'Establish Office of Independent Assessor'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> 1. <i>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</i> 2. <i>Remove the CEO from being involved in processing complaints.</i> 3. <i>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</i> 4. <i>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</i> <p>Comment</p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state 'Local Governments would still be responsible for dealing with minor behavioural complaints' and therefore do not go as far as the</p>

	<ul style="list-style-type: none"> • The existing Local Government Standards Panel would be replaced with a new Conduct Panel (see item 1.3). • Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). • These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6). 	<p>Sector’s recent request for an external oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Support the proposed reforms as they align with the sectors position on external oversight and support. 2. Request the Minister to explore alternate mechanisms for resolving local level complaints. <p>Wandering response: Support WALGA recommendation(s) but seek clarification about what is intended with respect to complaints about LG CEOs. In some local governments the ‘Inspector’ could be kept very busy dealing with vexatious or frivolous complaints. Also seek clarification that it is not a public process that could damage reputations purely by virtue of an allegation being made, when or if it is subsequently not substantiated.</p>
<p>1.2 Local Government Monitors</p>		
<ul style="list-style-type: none"> • There are currently no legislative powers for the provision of monitors/ temporary advisors. 	<ul style="list-style-type: none"> • A panel of Local Government Monitors would be established. 	<p>As above</p>

<ul style="list-style-type: none"> The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases. 	<ul style="list-style-type: none"> Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. Monitors would be qualified specialists, such as: <ul style="list-style-type: none"> Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators Dispute resolution experts - to address the breakdown of professional working relationships Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues Governance specialists and lawyers - to assist councils resolve legal issues HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. Only the Inspector would have the power to appoint Monitors. Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. <p>Monitor Case Study 1 – Financial Management</p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that</p>	<p>Wandering response: Support WALGA recommendation(s)</p>
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	<p>the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p> <p>Monitor Case Study 2 – Dispute Resolution</p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council’s code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
1.3 Conduct Panel		
<ul style="list-style-type: none"> • The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. • Currently, the Panel makes findings about alleged breaches based on written submissions. • The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed. 	<ul style="list-style-type: none"> • The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. • The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. • The Inspector would provide evidence to the Conduct Panel for adjudication. • The Conduct Panel would have powers to impose stronger penalties – potentially including being 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>

	<p>able to suspend councillors for up to three months, with an appeal mechanism.</p> <ul style="list-style-type: none"> • For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. • Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision. 	
<p>1.4 Review of Penalties</p>		
<ul style="list-style-type: none"> • There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act. 	<ul style="list-style-type: none"> • Penalties for breaching the Local Government Act are proposed to be strengthened. • It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. • Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). • It is proposed that a councillor who is suspended multiple times may become disqualified from office. • Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances. 	<p><u>Current Local Government Position</u></p> <p>Items 1.4 and 1.5 expand upon Advocacy Position 2.6.9 - ‘Stand Down Proposal’</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be ‘stood down’ from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council’s reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> 1. That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and 2. That activities associated with the term ‘disruptive behaviour’, presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are

		<p><i>thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></p> <p>Comment The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
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1.5 Rapid Red Card Resolutions

<ul style="list-style-type: none"> • Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws. • Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. • Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings. 	<ul style="list-style-type: none"> • It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). • It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> ○ Require the Presiding Member to issue a clear first warning ○ If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move 	<p>As above</p> <p>Wandering response: Support WALGA recommendation noting the need for clear guidelines.</p>
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	<p>motions</p> <ul style="list-style-type: none"> ○ If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. ● Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector. ● Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector. 	
<p>1.6 Vexatious Complaint Referrals</p>		
<ul style="list-style-type: none"> ● No current provisions. ● The Act already provides a requirement for Public Question Time at council meetings. 	<ul style="list-style-type: none"> ● Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. ● Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query. ● It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious. 	<p><u>Current Local Government Position</u> Item 1.6 <u>expands upon</u> Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’ <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> 1. <i>Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</i> 2. <i>Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</i> 3. <i>Modernisation to address the use of electronic communications and information.</i> <p>Comment</p>

The Act has been expanded significantly in recent years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.

Recommendation

Supported

**Wandering response:
Support WALGA recommendation**

<p>1.7 Minor Other Reforms</p>		
<ul style="list-style-type: none"> • Other minor reforms are being considered to enhance the oversight of local government. • Ministerial Circulars have traditionally been used to provide guidance to the local government sector. 	<ul style="list-style-type: none"> • Potential other reforms to strengthen guidance for local governments are being considered. • For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. • It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations. 	<p><u>Current Local Government Position</u></p> <p>Item 1.7 <u>aligns</u> with Advocacy Position 2.6 - ‘Support DLGSC as service provider / capacity builder’</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p>Comment</p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister’s powers under Section 9.14A – ‘Notice to prevent continuing contravention’</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
<ul style="list-style-type: none"> The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing. 	<ul style="list-style-type: none"> Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1. 	<p><u>Current Local Government Position</u></p> <p>Item 2.1 aligns with Advocacy Position 2.6 – Local Government Legislation – ‘Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
2.2 Standardisation of Crossovers		
<ul style="list-style-type: none"> Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor 	<ul style="list-style-type: none"> It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential 	<p><u>Current Local Government Position</u></p> <p>Comment</p> <p>WALGA developed the Template Crossover Guideline</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>differences.</p> <ul style="list-style-type: none"> This can create confusion and complexity for homeowners and small businesses in the construction sector. 	<p>developments on local roads.</p> <ul style="list-style-type: none"> A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. The DLGSC will work with the sector to develop standardised design and construction standards. 	<p>and Specification resource in 2017 and have been part of the Minister’s working group on red tape reduction that has been looking at standardisation of crossovers.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation as long as size and scale, regional, rural and remote examples are considered and able to be applied.</p>
2.3 Introduce Innovation Provisions		
<ul style="list-style-type: none"> The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket). 	<ul style="list-style-type: none"> New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> Short-term trials and pilot projects Urgent responses to emergencies. 	<p><u>Current Local Government Position</u></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p>Comment</p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p>Recommendation</p> <p>Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Wandering response: Support WALGA recommendation</p>
<p>2.4 Streamline Local Laws</p>		
<ul style="list-style-type: none"> Local laws are required to be reviewed every eight years. The review of local laws (especially when they are standard) has been identified as a burden for the sector. Inconsistency between local laws is frustrating for residents and business stakeholders. 	<ul style="list-style-type: none"> It is proposed that local laws would only need to be reviewed by the local government every 15 years. Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. Local governments adopting Model Local Laws will have reduced advertising requirements. 	<p><u>Current Local Government Position</u></p> <p>Items 2.4, 2.5 and 2.6 expand upon Advocacy Position 2.6.35 - ‘Local law-making process should be simplified’.</p> <p><i>The Local Law making process should be simplified as follows:</i></p> <ul style="list-style-type: none"> <i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i> <i>Eliminate the requirement to consult on local laws when a model is used;</i> <i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i> <i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament’s Delegated Legislation Committee.</i> <p>Comment</p> <p>Proposed reforms meet the Sector’s preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector's requirements.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
<p>2.5 Simplifying Approvals for Small Business and Community Events</p>		
<ul style="list-style-type: none"> Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities. 	<ul style="list-style-type: none"> Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> alfresco and outdoor dining minor small business signage rules running community events. 	<p>As above</p> <p>Wandering response: Support WALGA recommendation as long as size and scale, regional, rural and remote examples are considered and able to be applied.</p>
<p>2.6 Standardised Meeting Procedures, Including Public Question Time</p>		
<ul style="list-style-type: none"> Local governments currently prepare individual standing order local laws. The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public. Inconsistency among the meeting procedures between local governments is a common source of complaints. 	<ul style="list-style-type: none"> To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. Regulations would introduce standard requirements for public question time, and the 	<p>As above</p> <p>Wandering response: Support WALGA recommendation as long as size and scale, regional, rural and remote examples are considered and able to be applied.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>procedures for meetings generally.</p> <ul style="list-style-type: none"> • Members of the public across all local governments would have the same opportunities to address council and ask questions. 	
<p>2.7 Regional Subsidiaries</p>		
<ul style="list-style-type: none"> • Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC. • These initiatives typically have to be managed by a lead local government. • In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with 	<ul style="list-style-type: none"> • Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> ○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments ○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds ○ Where appropriate, facilitate financing of 	<p><u>Current Local Government Position</u></p> <p>Item 2.7 aligns with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>.</p> <ul style="list-style-type: none"> • So far, no Regional Subsidiary has been formed. 	<p>initiatives by Regional Subsidiaries within a reasonable and defined limit of risk</p> <ul style="list-style-type: none"> ○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments. 	<p>Under the Regional Subsidiary model, two or more Local Governments are able to establish a regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model's governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		
<ul style="list-style-type: none"> • Currently, local governments are only required to make written minutes of meetings. 	<ul style="list-style-type: none"> • It is proposed that all local governments will be required to record meetings. 	<p><u>Current Local Government Position</u></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> • While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. • Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments. • Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors¹ such as: <ul style="list-style-type: none"> ○ Growth and development ○ Strategic planning issues ○ Demands and diversity of services provided to the community ○ Total expenditure ○ Population ○ Staffing levels. 	<ul style="list-style-type: none"> • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. • Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment. • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. • Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. • Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. • Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings. • All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving. 	<p>Item 3.1 expands upon Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p>Comment</p> <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19 pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Do not support the Department being provided copies of confidential recordings. Local governments should be required to retain for ‘x’ number of years and then provide to the Department or other agencies if an incident or need occurred.</p>

¹ See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
<ul style="list-style-type: none"> A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. The existing provision does not mandate transparency. 	<ul style="list-style-type: none"> To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. Regulations would prescribe how votes are to be consistently minuted. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.2.</p> <p>Comment There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
3.3 Clearer Guidance for Meeting Items that may be Confidential		
<ul style="list-style-type: none"> The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. There is limited potential for review of issues managed as confidential items under the current legislation. 	<ul style="list-style-type: none"> Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.3.</p> <p>Comment Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>required.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation but question what is not working with the current system as seems to work well.</p>
3.4 Additional Online Registers		
<ul style="list-style-type: none"> Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. Consistent online publication of information can substitute for certain material in annual reports. Consistency in online reporting across the sector will provide ratepayers with better information. These registers supplement the simplification of financial statements in Theme 6. 	<ul style="list-style-type: none"> It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) Community Grants Register to outline all grants and funding provided by the local government Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public 	<p>Current Local Government Position There is currently no advocacy position in relation to Item 3.4.</p> <p>Comment This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation as long as size and scale, regional, rural and remote examples are considered and able to be applied.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ open space and car parking ○ Contracts Register that discloses all contracts above \$100,000. 	
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
<ul style="list-style-type: none"> • It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually. • The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. • Additional performance criteria can be used for performance review by agreement between both parties. 	<ul style="list-style-type: none"> • To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> ○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) ○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) ○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs). 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.5.</p> <p><u>Comment</u> In principle, this proposal has some merit and would be particularly effective if all CEO KPIs consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO’s statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO’s performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature; 2. Do not support the results of performance reviews being published. <p>Wandering response: Support WALGA recommendation</p>

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
<ul style="list-style-type: none"> • There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage with their community. • Other States have introduced a specific requirement for engagement charters. 	<ul style="list-style-type: none"> • It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. • A model Charter would be published to assist local governments who wish to adopt a standard form. 	<p><u>Current Local Government Position</u></p> <p>Items 4.1 and 4.2 generally align with Advocacy Position 2.6.34 - ‘Support responsive, aspirational and innovative community engagement principles’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> 1. <i>Responsive, aspirational and innovative community engagement principles</i> 2. <i>Encapsulation of aims and principles in a community engagement policy, and</i> 3. <i>The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i> <p>Comment</p> <p>As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
<p>4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)</p>		
<ul style="list-style-type: none"> Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. These surveys provide valuable data on the performance of local governments. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. Results would be required to be reported publicly at a council meeting and published on the local government's website. All local governments would be required to publish a response to the results. 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>
<p>4.3 Introduction of Preferential Voting</p>		
<ul style="list-style-type: none"> The current voting method for local government elections is first past the post. The existing first-past-the-post does not allow for electors to express more than one preference. The candidate with the most votes wins, even if that candidate does not have a majority. Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice. 	<ul style="list-style-type: none"> Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. In preferential voting, voters number candidates in order of their preferences. Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. All other states use a form of preferential voting for local government. 	<p><u>Current Local Government Position</u></p> <p>Item 4.3 does not align with Advocacy Position 2.5.1 – ‘First Past the Post voting system’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> Four year terms with a two year spill Greater participation in Local Government elections The option to hold elections through: <ul style="list-style-type: none"> Online voting Postal voting, and In-person voting Voting at Local Government elections to be voluntary

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>5. <i>The first past the post method of counting votes</i></p> <p>Comment</p> <p>It should be noted that the sector’s advocacy against compulsory voting and “All in All out” 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>‘Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities’</i>) and provided the following comments in support of both first past the post voting and preferential voting:</p> <p><i>‘Comments in support of retaining first past the post include:</i></p> <ul style="list-style-type: none"> • <i>Quick to count. Preferential voting is time consuming to count.</i> • <i>Easily understood.</i> • <i>Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i> • <i>Preferential voting allows election rigging through alliances or ‘dummy’ candidates.</i> • <i>In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.’</i> <p><i>‘Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> • <i>Preferential voting is more democratic and removes an area of confusion.</i>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<ul style="list-style-type: none"> • <i>Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i> • <i>Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i> • <i>FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i> • <i>FPP is unsuitable when there is more than one vacancy.</i> • <i>Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.'</i> <p>The Sector supports first past the post voting for its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the advocacy position for first past the post elections remains the preferred option.</p> <p>Recommendation Not currently supported - Local Government feedback requested</p> <p>Wandering response: Support the Ministers proposal for preferential voting system as it delivers the person that the electors most support overall. This system was in place in the 1960 Act.</p>
<p>4.4 Public Vote to Elect the Mayor and President</p>		
<ul style="list-style-type: none"> • The Act currently allows local governments to have the Presiding Member (the Mayor or 	<ul style="list-style-type: none"> • Mayors and Presidents of all local governments perform an important public leadership role 	<p><u>Current Local Government Position</u></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>President) elected either:</p> <ul style="list-style-type: none"> ○ by the electors of the district through a public vote; or ○ by the council as a resolution at a council meeting. 	<p>within their local communities.</p> <ul style="list-style-type: none"> • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. • A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham. 	<p>Item 4.4 does not align with Advocacy Position 2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p> <p>Comment There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President: Band 1 - 15 Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p>Recommendation</p> <p>Not currently supported - Local Government feedback requested</p> <p>Wandering response: Council is of the view that the Mayor or Presidents of all local governments should be elected by the elected members and not by the people, in order that they are accountable to the Council. Previous public inquiries have, to some extent, have recommended against the practice proposed by the Minister.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.5 Tiered Limits on the Number of Councillors		
<ul style="list-style-type: none"> The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. The Panel Report recommended electoral reforms to improve representativeness. 	<ul style="list-style-type: none"> It is proposed to limit the number of councillors based on the population of the entire local government. Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. The Local Government Panel Report proposed: <ul style="list-style-type: none"> For a population of up to 5,000 – five councillors (including the President) population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) population of above 75,000 – nine to fifteen councillors (including Mayor). 	<p><u>Current Local Government Position</u></p> <p>Item 4.5 does not align with Advocacy Position 2.5.1 – ‘Councils consist of between six and 15 (including the Mayor/President)’</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)</i></p> <p>Comment</p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5 Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Recommendation</p> <p>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</p> <p>Wandering response:</p> <p>Support WALGA recommendation.</p>
<p>4.6 No Wards for Small Councils (Band 3 and 4 Councils only)</p>		
<ul style="list-style-type: none"> A local government can make an application to be divided into wards, with councillors elected to those wards. Only about 10% of band 3 and 4 local governments currently have wards. 	<ul style="list-style-type: none"> It is proposed that the use of wards for councils in bands 3 and 4 is abolished. Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. In smaller local governments, the population of wards can be very small. These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards. 	<p>Current Local Government Position</p> <p>There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p>Comment</p> <p>The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response:</p> <p>Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		
<ul style="list-style-type: none"> • A person with a lease in a local government district is eligible to nominate as a candidate in that district. • A person with a lease in a local government district is eligible to apply to vote in that district. • The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors. 	<ul style="list-style-type: none"> • Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. • The City of Perth Inquiry Report identified sham leases as an issue. • Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> ○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. ○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. • The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors. 	<p>As above</p> <p>Wandering response:</p> <p>Support WALGA recommendation</p>
4.8 Reform of Candidate Profiles		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words. 	<ul style="list-style-type: none"> Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. It is important to have sufficient information available to assist electors make informed decisions when casting their vote. 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>
4.9 Minor Other Electoral Reforms		
<ul style="list-style-type: none"> Other minor reforms are proposed to improve local government elections. 	<ul style="list-style-type: none"> Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) The introduction of more specific rules concerning local government council candidates' use of electoral rolls. 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
<ul style="list-style-type: none"> The Act does not currently outline specific principles. The Act contains a short "Content and Intent" section only. 	<ul style="list-style-type: none"> It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> The recognition of Aboriginal Western Australians 	<p>Current Local Government Position Item 5.1 <u>generally aligns</u> with Advocacy Position 2.6 - Legislative Intent <i>Provide flexible, principles-based legislative framework.</i></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> The Panel Report recommended greater articulation of principles 	<ul style="list-style-type: none"> Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) Community Engagement Financial Management. 	<p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
5.2 Greater Role Clarity		
<ul style="list-style-type: none"> The Act provides for the role of council, councillor, mayor or president and CEO. The role of the council is to: <ul style="list-style-type: none"> govern the local government's affairs be responsible for the performance of the local government's functions. 	<ul style="list-style-type: none"> The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. It is proposed that these roles and responsibilities are further defined in the legislation. These proposed roles will be open to further consultation and input. These roles would be further strengthened through Council Communications Agreements (see item 5.3). 	<p><u>Current Local Government Position</u></p> <p>Item 5.2 aligns with Advocacy Position 2.6.36 - 'Roles and Responsibilities'</p> <p><i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i></p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
	<p>5.2.1 - Mayor or President Role</p> <ul style="list-style-type: none"> It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> Representing and speaking on behalf of the whole council and the local government, at 	<p>As above</p> <p>Wandering response: Support WALGA recommendation, noting that clarity is required about only speaking about resolutions made by a Council. There are numerous times where a President is asked to comment on matters relating to the district that the Council does not have a position on. E.g. community suffers a weather event or family tragedy - very narrow interpretation.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>all times being consistent with the resolutions of council</p> <ul style="list-style-type: none"> ○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act ○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government. 	
	<p>5.2.2 - Council Role</p> <ul style="list-style-type: none"> ● It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. ● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: <ul style="list-style-type: none"> ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government. 	
	<p>5.2.3 - Elected Member (Councillor) Role</p> <ul style="list-style-type: none"> ● It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. ● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public 	<p>As above</p> <p>Wandering response: Support WALGA recommendation but note need for caution with the detail of interpreting when an elected member is wearing what hat in smaller communities.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. ● It is proposed that elected members should not be able to use their title (e.g. “Councillor”, “Mayor”, or “President”) and associated resources of their office (such as email address) unless they are performing their role in their official capacity. 	
	<p>5.2.4 - CEO Role</p> <ul style="list-style-type: none"> ● The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council. ● To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. ● While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: <ul style="list-style-type: none"> ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council ○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) ○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council ○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council. 	
5.3 Council Communication Agreements		
<ul style="list-style-type: none"> • The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. • The availability of information is sometimes a source of conflict within local governments. 	<ul style="list-style-type: none"> • In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. • It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. • These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. • A template would be published by DLGSC. This default template will come into force if a council 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.3.</p> <p>Comment</p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any</i></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>and CEO do not make a specific other agreement within a certain timeframe following any election.</p>	<p><i>other written law</i>’.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p>Recommendation</p> <p>Support a consistent, regulated Communications Agreement.</p> <p>Wandering response: Support WALGA recommendation</p>
<p>5.4 Local Governments May Pay Superannuation Contributions for Elected Members</p>		
<ul style="list-style-type: none"> Elected members are eligible to receive sitting fees or an annual allowance. Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils. 	<ul style="list-style-type: none"> It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. Superannuation is widely recognised as an important entitlement to provide long term financial security. Other states have already moved to allow councils to make superannuation contributions for councillors. Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.4.</p> <p>Comment</p> <p>WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied. The proposed discretionary approach will permit Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p>Recommendation</p> <p>Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions. 	<p>Wandering response: That Council does not support the payment of superannuation to elected members.</p>
5.5 Local Governments May Establish Education Allowances		
<ul style="list-style-type: none"> Local government elected members must complete mandatory training. There is no specific allowance for undertaking further education. 	<ul style="list-style-type: none"> Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors. 	<p><u>Current Local Government Position</u></p> <p>Item 5.5 generally aligns with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p>Comment</p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.6 Standardised Election Caretaker period		
<ul style="list-style-type: none"> • There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. • This is commonly a point of public confusion. 	<ul style="list-style-type: none"> • A statewide caretaker period for local governments is proposed. • All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> ○ Councils do not make major decisions with criteria to be developed defining 'major' ○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. ○ There are consistent election conduct rules for all candidates. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.6</p> <p>Comment WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no known instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>. The Local Government Panel Report and the Select Committee Report included this recommendation. 	<ul style="list-style-type: none"> The Local Government Panel Report recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>. Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity. 	<p>Current Local Government Position</p> <p>There is no advocacy position in relation to Item 5.7.</p> <p>Comment</p> <p>WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p>Recommendation</p> <p>WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</p> <p>Wandering response: Support WALGA recommendation</p>

5.8 CEO Recruitment		
<ul style="list-style-type: none"> Recent amendments introduced provisions to standardise CEO recruitment. The recruitment of a CEO is a very important decision by a local government. 	<ul style="list-style-type: none"> It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. Councils will be able to select an independent person from the approved list. Councils will still be able to appoint people outside of the panel with the approval of the Inspector. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.8.</p> <p>Comment The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Do not support the proposal as it will incur additional costs and removes the responsibility from elected members who have been elected to govern the affairs of the local government. Recommend guidelines, training and support be available for elected members in recruitment processes relating to its CEO.</p>

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> The financial statements published in the Annual Report is the main financial reporting currently published by local governments. Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. The Office of the Auditor General has said that some existing reporting requirements are 	<ul style="list-style-type: none"> The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision- 	<p><u>Current Local Government Position</u> Items 6.1 and 6.2 generally align with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p> <p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> 1. Requests the Minister for Local Government to direct the Department of Local Government to

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.</p>	<p>making about local government services and projects.</p> <ul style="list-style-type: none"> • Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. • The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. • Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. • It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. • Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. • Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process. 	<p><i>prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General.</i></p> <p>2. <i>Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</i></p> <p>Comment</p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
<p>6.2 Simplify Strategic and Financial Planning</p>		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. There is also the Integrated Planning and Reporting (IPR) framework. While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments. 	<ul style="list-style-type: none"> Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. It is proposed that the plans that are required are: <ul style="list-style-type: none"> Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC Simplified Asset Management Plans to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape 	<p>As above</p> <p>Wandering response: Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ Simplified Long Term Financial Plans will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years ○ A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments. 	
6.3 Rates and Revenue Policy		
<ul style="list-style-type: none"> • Local governments are not required to have a rates and revenue policy. • Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure. 	<ul style="list-style-type: none"> • The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. • A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. • The Policy would need to reflect the Asset 	<p><u>Current Local Government Position</u></p> <p>Item 6.3 generally aligns with Advocacy Position 2.1.6 - Rate Setting and WALGA's Rate Setting Policy Statement.</p> <p><i>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning</i></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.</p> <ul style="list-style-type: none"> • A template would be published for use or adaption by all local governments. • The Local Government Panel Report included this recommendation. 	<p><i>process – and draw upon the community’s willingness and capacity to pay.</i></p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
6.4 Monthly Reporting of Credit Card Statements		
<ul style="list-style-type: none"> • No legislative requirement. • Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds. 	<ul style="list-style-type: none"> • The statements of a local government’s credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. • This provides oversight of incidental local government spending. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p>Comment</p> <p>This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation</p>
6.5 Amended Financial Ratios		
<ul style="list-style-type: none"> • Local governments are required to report seven ratios in their annual financial statements. • These are reported on the MyCouncil website. • These ratios are intended to provide an indication of the financial health of every local government. 	<ul style="list-style-type: none"> • Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. • The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful. 	<p><u>Current Local Government Position</u></p> <p>Item 6.5 aligns with Advocacy Position 2.6.25 - Review and reduce financial ratios.</p> <p><i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ol style="list-style-type: none"> <i>Operating Surplus Ratio,</i> <i>Net Financial Liabilities Ratio,</i>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p><i>c. Debt Service Coverage Ratio, and d. Current Ratio.</i></p> <p>Recommendation</p> <p>Supported</p> <p>Wandering response: Support WALGA recommendation noting that one issue is the benchmarks set by the Department relating to the ratios that leads to potential perception of unsustainability of the sector and many smaller local governments, and not including the regularly received untied grants that should be factored in and not left out.</p>
6.6 Audit Committees		
<ul style="list-style-type: none"> Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management. 	<ul style="list-style-type: none"> To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. Audit Committees would also need to consider proactive risk management. To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson. 	<p><u>Current Local Government Position</u></p> <p>Item 6.6 does not align with Advocacy Position 2.2.4 – Accountability and Audit <i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p>Comment</p> <p>The Sector's view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the Regional Audit Committee intended to include the same independent persons who will meet separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Do not support majority independent members of the Audit Committee 2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Wandering response: Adding an independent chair in rural areas will add cost and little benefit. It should be optional and scalable – Bands 3 and 4 where complexity is less should be optional.</p>
<p>6.7 Building Upgrade Finance</p>		
<ul style="list-style-type: none"> The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. This is not currently provided for under the Act. The Local Government Panel Report included this recommendation. 	<ul style="list-style-type: none"> Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. This would allow local governments to lend funds to improve buildings within their district. Limits and checks and balances would be established to ensure that financial risks are proactively managed. 	<p><u>Current Local Government Position</u> Item 6.7 aligns with Advocacy Position 2.6.26 - Building Upgrade Finance. <i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p>Comment Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p>Recommendation Supported</p> <p>Wandering response: Support WALGA recommendation</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.8 Cost of Waste Service to be Specified on Rates Notices		
<ul style="list-style-type: none"> No requirement for separation of waste changes on rates notice. Disclosure will increase ratepayer awareness of waste costs. The Review Panel Report included this recommendation. 	<ul style="list-style-type: none"> It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). This would provide transparency and awareness of costs for ratepayers. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 6.8.</p> <p>Comment This proposed reform will require a relatively simple calculation,</p> <p>Recommendation Supported</p> <p>Wandering response: Support WALGA recommendation</p>

11. OTHER OFFICER'S REPORTS

11.1.5 DUNMALL DRIVE, WANDERING – LEASE WITH DEPT COMMUNITIES

Proponent	WA Housing Authority
Owner	Shire of Wandering
Location/Address	5 Dunmall Drive, Wandering
Author of Report	Barry Gibbs, EMTS
Date of Meeting	16/12/2021
Previous Reports	19/11/2020
Disclosure of any Interest	Nil
File Reference	09.092.09201
Attachments	Offer of Lease Renewal Lot 7, 5 Dunmall Drive, Wandering

BRIEF SUMMARY

To extend the current lease agreement with an increase in fees held by the Department of Communities for 5 Dunmall Drive, Wandering until 19 January 2023.

BACKGROUND

The Shire has been leasing 5 Dunmall Drive to the Department of Communities (WA Housing Authority) since January 2015. More recently the Department of Communities has sought a twelve-month tenancy agreement on the property – January to January, along with an increase in rental income.

This property is currently occupied by a single teacher, who only occupies the house during school terms, generally not during the holidays.

The property was purpose built for the GROH program. This Lease was initially taken on for a 10 year lease at a cost price under a CPI lease to alleviate the potential Mortgage repayments for this property.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Local Government (Administration) Regulations 1996: 10. Revoking or changing decisions (Acts. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported—

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation(1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS**RETAIN AND GROW OUR POPULATION**

Our Goals	Our Strategies
Our permanent and transient population grows	We assist with retaining the Wandering Primary School We promote the lifestyle and business opportunities of Wandering We support Early Years and Youth
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

Department of Communities

Ian Fitzgerald – Acting CEO

COMMENT

The major change in the new agreement is for the Shire of Wandering to undertake the garden maintenance of the property as we have had ongoing issues with the tenant not maintaining the garden.

This one-year extension on the lease will give Council time to review the current housing requirements for staff and the needs of the community and investigate other options while still having income from this property.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 11.1 – 5 DUNMALL DRIVE, WANDERING – LEASE WITH DEPT COMMUNITIES

That Council authorises the Acting CEO to sign the Offer of Lease Renew with the Department of Communities – as attached commencing on 19 January 2022 until 19 January 2023 with the following amendment:

The Lease will be one year only and option to extend by one-year subject to Council approval

AUTHOR'S SIGNATURE:




Our Ref: 2015/H72103
24/11/2020

C/O Ian Fitzgerald
A/Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING, WA,6308

Re: OFFER OF LEASE RENEWAL – LOT 7, 5 DUNMALL DRIVE, WANDERING, WA 6308

The Housing Authority (acting through the Government Regional Officers' Housing Program) has leased from you the above premises (**Leased Premises**) pursuant to a residential tenancy agreement which expires on 19 January 2022.

The Housing Authority makes an offer to renew this arrangement and enter into a new residential tenancy agreement with you for the Leased Premises:

- (a) for a further term of One year with an option of one year;
- (b) commencing immediately after the current residential tenancy agreement expires;
- (c) at the weekly rent of \$580 and \$20 Weekly garden servicing fee
- (d) otherwise on the terms and conditions set out in the residential tenancy agreement attached to this letter.

(the **Offer**)

The Offer is subject to, and conditional upon, the following conditions first being agreed and/or satisfied and, failing which, the Offer will lapse or be incapable of acceptance:

- (a) the Housing Authority obtaining all necessary internal approvals to enter into the new residential tenancy agreement with you within 14 days of the Offer;
- (b) you ensuring that the following upgrades are completed in the Leased Premises:
 - (i) All air-conditioning units at the premises are to be serviced at the lease commencement and thereafter on every 12-month anniversary of the lease commencement date. A copy of the receipt evidencing the service will be provided to the tenant within 14 days of such service.
 - (ii) An Electrical Safety Certificate dated within the last 12 months (to confirm all hardwired smoke alarms and RCD's have been installed and are functioning correctly) is to be supplied within 1 month of lease commencement and annually thereafter. Certificate to state: manufacturer, installation date, and model number.
 - (iii) During the tenancy the lessor is responsible for mowing, pruning, weeding, and fertilising (if necessary) all gardens, lawns, edges, hedges, shrubs and trees at the Premises.



If you wish to accept the Offer, please sign and return by email or post a copy of this letter to the Housing Authority within 14 days of the date of the Offer.

Once the Housing Authority obtains the necessary internal approvals it will prepare and provide to you a copy of the formal lease on the agreed terms and conditions set out in this letter. You are required to execute and unconditionally deliver the formal lease to the Housing Authority within 14 days of it being provided to you.

If you have any queries in relation to anything set out in the Offer or this letter please do not hesitate to contact the Housing Authority on 0432 830 769.

Yours faithfully

Rhys Chalklen
 Leasing Officer
 Rhys.Chalklen@communities.wa.gov.au

I/We, _____
 (insert name/s)

hereby accept the Offer made by the Housing Authority in this letter to take a lease of the Leased Premises on the terms and conditions set out in this letter and acknowledge that, in doing so, a binding lease will be created between me/us and the Housing Authority

Owner Employment	
Is the Owner (or their partner or spouse) an employee of the State Government of Western Australia or a Member of the Parliament of Western Australia?	
Signature: _____	Signature: _____
Name:	Name:
Date:	Date:

11.2. APPLICATION FOR DEVELOPMENT APPROVAL – VERANDAH AND TWO OUTBUILDINGS – LOT 1889 ON DP300248, WANDERING

PROPERTY DETAILS			
Assessment No:	A131	Owner:	Jenene Ferguson and Lawrence Noonan
Corresp. No:	PA244	Date Received:	19 October 2021
Lot/Location No:	Lot 1889 on DP300248, Wandering		
Street Name:	N/A, however nearest is North Wandering Road	Suburb:	Wandering

PURPOSE:	
Description of Proposed Use:	Verandah and Two Outbuildings
Nature of any existing buildings and or/use:	Single House and Outbuilding
Zoning:	Rural
Zoning Use Code:	P
Heritage Listed:	N
Setback variation required:	Y
Policy Applicable:	Local Planning Policy 1 - Sheds and Outbuildings
Author of Report:	Ryan Munyard - Senior Town Planner (Altus Planning)
Date of Meeting:	16 December 2021

BACKGROUND:

The Shire has received an application for development approval to construct a verandah and two outbuildings on Lot 1889 on deposited plan ('DP') 300248, Wandering ('subject site' or 'site'). There is currently an existing dwelling and outbuilding already on-site.

The proposed verandah is to abut the northern elevation of the dwelling, with one of the proposed outbuildings to abut the north-east corner of the verandah. The second proposed outbuilding is to be located approximately 137m south of the dwelling and approximately 12m south-west of the existing outbuilding (these have been termed 'Outbuilding 1' and 'Outbuilding 2' respectively in this Report).

The subject site is located approximately 550m east of the Wandering Town Site, approximately 785m south-east of the North Wandering Road/North Bannister-Wandering Road T-junction and measures 8.09ha. The site and surrounding lots within the locality are all zoned Rural with lot sizes ranging between approximately 8-53ha. Existing development on these lots typically comprises a single dwelling with associated outbuildings, water tanks and dams. Aside from the previously mentioned dwelling and outbuilding already on the property, the subject site is otherwise absent of any development (*refer Figure 1 overleaf*).



Figure 1: Aerial imagery with cadastral overlay of subject site and surrounds, including annotations of relevant lots and access easement 'A' (Source: Landgate 2021)

The specifics of each component are as follows:

Verandah:

- Approximately 25m long x 3.5m wide (in an “L-shaped wraparound” style to the NE corner of the dwelling), with a total area of approximately 98m²;
- The majority of the roof profile will be flat, with a small skillion portion at the western end of the verandah;
- The verandah will be 2.4m high and up to 3.6m to the “high side” of the skillion;
- The verandah posts will be jarrah timber with metal sheeting to match the roof of the existing dwelling.

Outbuilding 1:

- 12m long x 7m wide, with a total floor area of 84m²;
- 2.5m wall height and 3.12m overall (ridge) height;
- Setback 34m and approximately 1.5m from the nearest lot boundaries (northern and eastern side boundaries respectively);
- To be constructed out of ‘Cottage Green’ Colorbond metal sheeting;
- Proposed for garaging private motor vehicles and will be completely open at one end.

Outbuilding 2:

- 14m long x 7m wide, with a total floor area of 98m²;
- 3m wall height and 3.62m overall (ridge) height;
- 22.5m setback from the nearest lot boundary (eastern side);
- Constructed out of zincalume metal sheeting;
- Proposed for storage of personal domestic items as well as equipment for the rural upkeep and maintenance of the site (e.g. firebreak equipment, ride-on mower, slasher etc.).

COMMENT:

Town Planning Scheme No. 3

The subject site is zoned ‘Rural’ under the Shire of Wandering’s *Town Planning Scheme No. 3* (‘TPS 3’ or ‘Scheme’). The objectives for the Rural zone are provided at Clause 4.2 of the *Scheme* and state as follows:

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

With respect to the above, only Objectives (a) and (e) are applicable and in this regard the following is considered relevant:

- All structures are to be located within the same, or similar, “development footprint” as the existing structures on the site. Although the subject site is relatively small for a rural-zoned property, by siting buildings adjacent to each other, it allows the rest of the site to remain undeveloped for any future agricultural activities.
- It is considered that the three proposed structures will not have an adverse amenity impact on the locality for the reasons set out in the later table.

Clause 5.12 of *TPS 3* requires development approval for land that does not have frontage to a constructed road. In this regard, the following is relevant:

- The subject site is surrounded on all sides by separate privately owned lots, including the abutting northern lot (i.e. Lot 1888);

- From a practical perspective, apart from Lot 1888, there are no other opportunities to physically access the subject site from the public road network due to either significant distance or existing vegetation/water courses restricting access to the site;
- Lot 1888 contains an easement burden, registered against its Certificate of Title ('Title'). This easement is illustrated on DP75666 and provides access from the public road network *only* to No.76 North Wandering Road, which abuts the subject site to the east;
- The subject site does not have an easement benefit registered against its Title and is also not listed on DP75666 as having access via the abovementioned easement.

Based on the above and the latest information supplied by the applicant, the subject site does not appear to have legal access to the public road network. Notwithstanding, as the proposed development is considered to be minor, it does not seek to alter the current access arrangement and will not generate significant additional traffic to the subject site, it is considered that the development can be supported, subject to an advice note on any approval stating that the applicant will need to separately confirm/resolve access entitlements for the site.

Further to the above, Clause 5.17 of the *Scheme* prescribes various standards for development in the Rural zone. An assessment of the proposed development against the relevant sub-clauses is tabled below.

Scheme Requirement	Assessment Comments
<p><u>Clause 5.17.1</u></p> <p>Minimum building setback:</p> <ul style="list-style-type: none"> • Front - 20m • Rear - 20m • Side - 20m 	<p>The verandah and outbuilding 1 comply with all <i>Scheme</i> setback requirements, with the exception being to the eastern side lot boundary, where approximately 1.5m is proposed for both structures.</p> <p>In this regard, the 1.5m setback is considered acceptable due to the following:</p> <ul style="list-style-type: none"> • The verandah and outbuilding 1 are both single-storey in height, with their overall height being less than the existing dwelling which emphasises their incidental/ancillary nature; • Both structures will adjoin the existing dwelling and will be located the main "development footprint for the overall site, which assists in minimising any visual impacts; • The verandah will be orientated perpendicular to the abutting eastern neighbour, which reduces the visibility of the overall length of the structure; • The nearest neighbouring dwelling is approximately 560m to the north-east of the two structures (i.e. on abutting Lot 1 (No. 100) North Wandering Road). There is no direct line of site between this dwelling and the structures due to existing outbuildings, a water tank and established vegetation on Lot 1. Furthermore, the approximate 560m distance is considered sufficient to minimise any visual impact concerns; and • The materials of construction are Colorbond steel, corrugated zincalume roof sheets and timber posts which are considered to be "rural-compatible". <p>Outbuilding 2 complies with all setback requirements and is therefore acceptable.</p>

Based on the above, the proposed verandah and two outbuildings are considered acceptable and furthermore, public consultation is not warranted in this instance. With respect to access, the development is considered to be minor, does not alter the current arrangement and will not generate significant additional traffic to the subject site. In this regard, the proposal can be supported subject to an advice note that the landowner will need to separately confirm/resolve access for the site.

POLICY:

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Wandering Town Planning Scheme No. 3

Shire of Wandering Local Planning Policy 1 - Sheds and Outbuildings

OFFICER'S RECOMMENDATION – ITEM 11.2 - APPLICATION FOR DEVELOPMENT APPROVAL – VERANDAH AND TWO OUTBUILDINGS – LOT 1889 ON DP300248, WANDERING

That Council approves the development of a verandah and two outbuildings at Lot 1889 on DP300248, Wandering, subject to the following conditions:

Conditions:

1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
2. The outbuildings are not to be used for industrial or commercial purposes and are not to be used for human habitation.
3. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.
4. Satisfactory buildings plans being approved by the Shire of Wandering.

Special Advice Note:

The landowner is advised that the subject site does not have legal access to the public road network via Easement 'A' on Lot 1888 (as shown on DP75666) and thus this needs to be resolved by the landowner at their cost. The landowner is also advised that any future application for the subject site may not be supported until such access is demonstrated/resolved, to the satisfaction of the Shire of Wandering.

VOTING REQUIREMENTS:

Simple Majority.

AUTHORS SIGNATURE

12. COUNCILLORS' REPORTS ON MEETINGS ATTENDED

12.1.COUNCILLORS' MEETINGS ATTENDED FOR THE PERIOD – 19/11/2021 – 11/12/2021

- 19 November – Central Country Zone
- 22 November – Hotham Dale Regional Road Group Sub Group
- 24 November – WA Grants Commission
- 26 November – Regional Road Group

13. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Notice of Motion

Moved Cr G Parsons

That Council consider changing their decision to go ahead with Stage 1 and Stage 2 of the Community Centre upgrade until:

- a) They obtain a firm quote of the cost from a registered builder
- b) A survey of all ratepayers of the Wandering Shire as to whether they are in favour of going ahead with the upgrade at the estimated cost
- c) They determine how the shortfall of approximately \$200,000 will be funded

Administration Comment

The Acting Chief Executive Officer has had a conversation with Lotterywest regarding a potential grant application for this project. The discussions were very positive and assistance was offered as Council work through the process. It will be vital to tell a good story about how the community has got to the stage of needing to refurbish/upgrade the Wandering Community Centre and why it is important to the community.

There will need to a demonstration on how the community were informed about the project and their level of consultation and input.

The project will need to have a more detailed costing and Council will need to outline how the project will be funded. The initial conversation suggested Lotterywest may look to match Council's allocation of the Local Roads And Community Infrastructure Round 3 grant amount.

With the Christmas period upon us we will be looking at least a six month process from here.

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

14.1.COUNCILLORS AND /OR OFFICERS

15. CONFIDENTIAL ITEMS

15.1. ITEM FOR DISCUSSION

Nil

16. INFORMATION ITEMS**16.1.ACCOUNTS PAID FOR PERIOD – 01/11/2021 – 30/11/2021**

Proponent	Internal Report
Location/Address	
Author of Report	Sophie Marinoni, Finance Officer
Date of Meeting	16/12/2021
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 November 2021.

BACKGROUND

The listing of payments for the month of November 2021 through the Municipal and Trust accounts 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
16 December 2021



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	EFT6957 - EFT7031	\$146,855.69
Direct Debits	DD3794.1 - DD3818.18	\$24,826.29
	TOTAL	\$171,681.98

to the Municipal and Trust Accounts, totalling \$171,681.98 which were submitted to each member of the Council on 16/12/2021 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

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT6957	05/11/2021	Adrienne Yzerman Photography			-\$ 557.50
	21/10/2021		Photography - Councillors swearing in ceremony <i>Labour, Images</i>	\$ 557.50	
EFT6958	05/11/2021	Advertiser Print			-\$ 537.00
	28/10/2021		Printing <i>Envelopes</i>	\$ 537.00	
EFT6959	05/11/2021	Altus Planning			-\$ 995.50
	02/11/2021		Town Planning Consultant <i>Labour</i>	\$ 995.50	
EFT6960	05/11/2021	Best Office Systems			-\$ 118.67
	26/10/2021		Copier Contract - Shire <i>B&W copies, Colour copies</i>	\$ 118.67	
EFT6961	05/11/2021	Great Southern Fuel Supplies			-\$ 257.95
	31/10/2021		Fuel card purchases <i>0.WD, WD.001</i>	\$ 257.95	
EFT6962	05/11/2021	Mcleods			-\$ 785.95
	26/10/2021		Legal advice - Councillor eligibility <i>Labour, Disbursements</i>	\$ 785.95	
EFT6963	05/11/2021	Narrogin Betta Home Living			-\$ 400.00
	04/11/2021		Whitegoods - Caravan Park cabins <i>Dishwashers</i>	\$ 1,798.00	
	04/11/2021		Credit Note <i>Incorrect dishwashers</i>	-\$ 1,398.00	
EFT6964	05/11/2021	Office of Regional Architecture			-\$ 3,212.00
	30/10/2021		Community Centre upgrade design <i>Payment 4, Additional services</i>	\$ 3,212.00	
EFT6965	05/11/2021	Reinforced Concrete Pipes Australia			-\$ 10,555.16
	30/09/2021		Pipes, headwalls, freight <i>York Williams Rd, Ricks Rd, Nth Bannister Wandering Rd, George Rd, Moramocking Rd</i>	\$ 10,555.16	
EFT6966	05/11/2021	Volt Air			-\$ 1,799.50
	01/11/2021		Light rewiring - CRC <i>Labour, Parts, Sundries</i>	\$ 1,799.50	
EFT6967	05/11/2021	WALGA			-\$ 240.00
	12/10/2021		Training - Elected Member Induction <i>Belinda Knight</i>	\$ 240.00	
EFT6968	05/11/2021	WD Auto Repairs			-\$ 273.57
	20/08/2021		Parts - WD.6 & WD.422 <i>Air filter, Freight</i>	\$ 273.57	
EFT6969	05/11/2021	Wandering Tavern			-\$ 267.00
	27/09/2021		Various items <i>Gas bottle - Caravan Park, Wine - CRC Program Seniors Be Connected</i>	\$ 267.00	
EFT6970	05/11/2021	Waroona Septics			-\$ 588.50
	27/10/2021		Pump out the dump point - Caravan Park <i>Labour, Dump fee, CWT form</i>	\$ 588.50	
EFT6971	11/11/2021	Armadale Mower World & Service Co			-\$ 226.80
	18/10/2021		Parts - Ride on mower <i>Blades</i>	\$ 226.80	
EFT6972	11/11/2021	BOC			-\$ 82.60
	29/10/2021		Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$ 82.60	
EFT6973	11/11/2021	Child Support Agency			-\$ 129.44

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	10/11/2021		Payroll deductions	\$ 129.44	
EFT6974	11/11/2021	Instant Weighing			-\$ 1,430.00
	26/10/2021		Calibration test - WD.1827 <i>Labour, Travel & accommodation</i>	\$ 1,430.00	
EFT6975	11/11/2021	Jozef Majko			-\$ 600.00
	10/11/2021		Rent	\$ 600.00	
EFT6976	11/11/2021	Opteon Solutions			-\$ 2,500.00
	05/11/2021		Valuation <i>Lot 801 Watts St Wandering</i>	\$ 2,500.00	
EFT6977	11/11/2021	Resonline			-\$ 220.00
	31/10/2021		Online booking system fee - Caravan Park <i>Oct 2021</i>	\$ 220.00	
EFT6978	11/11/2021	Safety World			-\$ 1,265.00
	03/11/2021		Materials - Depot <i>Drum cradle</i>	\$ 1,265.00	
EFT6979	11/11/2021	Payroll deductions			-\$ 490.00
	10/11/2021		Payroll deductions	\$ 490.00	
EFT6980	11/11/2021	Payroll deductions			-\$ 65.00
	10/11/2021		Payroll deductions	\$ 65.00	
EFT6981	11/11/2021	WA Fuel Supplies			-\$ 43,382.84
	21/10/2021		Fuels - Fuel Facility <i>ULP, Diesel</i>	\$ 43,382.84	
EFT6982	19/11/2021	Altus Planning			-\$ 393.25
	11/11/2021		Update Townsite Expansion Strategy <i>Labour</i>	\$ 393.25	
EFT6983	19/11/2021	Belinda Kaye Knight			-\$ 61.75
	12/11/2021		Reimbursement <i>CEO Mobile Phone</i>	\$ 61.75	
EFT6984	19/11/2021	Best Office Systems			-\$ 412.23
	28/10/2021		Copier contract - CRC <i>B&W Copies, Colour Copies, Echo</i>	\$ 412.23	
EFT6985	19/11/2021	Boddington Hardware & Newsagency			-\$ 215.30
	13/10/2021		Materials - Rural road maintenance <i>Glyphosate</i>	\$ 215.30	
EFT6986	19/11/2021	Boddington News			-\$ 9.00
	05/11/2021		Boddington News <i>Edition 677</i>	\$ 9.00	
EFT6987	19/11/2021	Brook & Marsh			-\$ 1,650.00
	05/11/2021		Level & feature survey <i>Industrial Estate Development</i>	\$ 1,650.00	
EFT6988	19/11/2021	Bunnings Trade			-\$ 402.80
	09/11/2021		Materials - Parks & gardens <i>Christmas lights</i>	\$ 402.80	
EFT6989	19/11/2021	Corsign WA			-\$ 2,163.15
	20/10/2021		Signs For Sale	\$ 129.80	
	20/10/2021		Signs - Caravan Park <i>Disabled Parking Only</i>	\$ 17.60	
	20/10/2021		Materials - North Bannister Rd <i>Traffic cones</i>	\$ 1,925.00	
	20/10/2021		Sign - Industrial Estate <i>For Sale Expression of Interest</i>	\$ 46.75	
	20/10/2021		Materials - Parks & gardens <i>Star picket covers</i>	\$ 44.00	
EFT6990	19/11/2021	Crossman Hot Water & Plumbing			-\$ 319.00
	25/10/2021		Repair water leak - 19 Humes Wy <i>Labour, Materials</i>	\$ 154.00	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	25/10/2021		Repair sewer line - 1 Dowsett St <i>Labour, Materials</i>	\$ 165.00	
EFT6991	19/11/2021	Fulton Hogan Industries			-\$ 21,544.03
	27/10/2021		Bitumen sealing <i>North Bannister Rd</i>	\$ 21,544.03	
EFT6992	19/11/2021	IT Vision			-\$ 2,329.25
	29/10/2021		Rates Service 2021-2022 <i>Oct 2021</i>	\$ 2,329.25	
EFT6993	19/11/2021	Jozef Majko			-\$ 44.62
	04/11/2021		Water Usage <i>20 Down St</i>	\$ 44.62	
EFT6994	19/11/2021	Keith the Maintenance Man			-\$ 2,513.50
	01/11/2021		Build storage cage - Admin Office <i>Labour, Materials & freight</i>	\$ 2,513.50	
EFT6995	19/11/2021	Kennards Hire			-\$ 136.00
	27/10/2021		Chemical toilet hire - North Bannister Rd <i>13/10/2021 - 27/10/2021</i>	\$ 136.00	
EFT6996	19/11/2021	Marketforce			-\$ 377.88
	26/10/2021		Advertising - Narrogin Observer <i>Prime mover disposal</i>	\$ 207.48	
	26/10/2021		Advertising - The West Australian <i>Prime mover disposal</i>	\$ 231.10	
	01/07/2021		Credit Note <i>Early payment discount</i>	-\$ 32.35	
	01/04/2021		Credit Note <i>Early payment discount</i>	-\$ 28.35	
EFT6997	19/11/2021	Narrogin Electrical Appliance Testing			-\$ 1,128.60
	31/10/2021		Testing & tagging <i>CRC, Depot, Admin Office, Council Chambers, Community Centre, Fuel Facility, Fire Shed, Caravan Park</i>	\$ 1,128.60	
EFT6998	19/11/2021	Officeworks			-\$ 273.95
	12/11/2021		Computer equipment - Admin Office <i>Keyboard & mouse, Freight</i>	\$ 273.95	
EFT6999	19/11/2021	Quest Payment Systems			-\$ 418.00
	15/11/2021		Monthly maintenance fee <i>Nov 2011</i>	\$ 418.00	
EFT7000	19/11/2021	Shire of Narrogin			-\$ 989.00
	29/10/2021		Senior Health Officer <i>Labour, Travel</i>	\$ 647.00	
	29/10/2021		Senior Health Officer <i>Labour, Travel</i>	\$ 342.00	
EFT7001	19/11/2021	Startrack Express			-\$ 193.73
	10/11/2021		Freight <i>Corsign</i>	\$ 193.73	
EFT7002	19/11/2021	Steve Davis Builder			-\$ 3,872.00
	07/11/2021		Supply & install shelving - CRC <i>Labour & materials</i>	\$ 3,872.00	
EFT7003	19/11/2021	The West Australian			-\$ 200.00
	31/10/2021		Advertising - Narrogin Observer <i>Bushfire directory</i>	\$ 200.00	
EFT7005	19/11/2021	Traffic Force			-\$ 2,021.80
	22/10/2021		TMP - Wandering Camp Out Weekend <i>Traffic management plan & site inspection, Road traffic manager endorsement fee</i>	\$ 2,021.80	
EFT7006	19/11/2021	WA Contract Ranger Services			-\$ 1,089.00

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	05/11/2021		Contract Ranger Service <i>Labour & travel, Firebreak inspections</i>	\$ 1,089.00	
EFT7007	19/11/2021	Wandering Golf Club			-\$ 2,500.00
	31/10/2021		Grant <i>Financial Assistance</i>	\$ 2,500.00	
EFT7008	19/11/2021	Wandering Lions Club			-\$ 207.04
	11/11/2021		Contribution <i>Community Breakfasts, Community Breakfasts</i>	\$ 207.04	
EFT7009	19/11/2021	Wandering Tavern			-\$ 27.00
	27/09/2021		Supplies - CRC Café <i>Milk</i>	\$ 27.00	
EFT7010	29/11/2021	Armadale Lock & Key Service			-\$ 22.00
	06/11/2021		New key cut - Admin office <i>Strong room</i>	\$ 22.00	
EFT7011	29/11/2021	Australian Taxation Office			-\$ 13,234.00
	31/10/2021		BAS - Oct 2021 <i>GST on Sales, Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding</i>	\$ 13,234.00	
EFT7012	29/11/2021	Ben Pike Carpentry			-\$ 388.30
	18/11/2021		Repair doors - Admin office <i>Labour, Door</i>	\$ 388.30	
EFT7013	29/11/2021	Boddington News			-\$ 9.00
	19/11/2021		Boddington News <i>Edition 678</i>	\$ 9.00	
EFT7014	29/11/2021	Child Support Agency			-\$ 129.44
	24/11/2021		Payroll deductions	\$ 129.44	
EFT7015	29/11/2021	Construction Training Fund			-\$ 51.75
	24/11/2021		BCITF levy <i>43 Knight Rd, Collection fee</i>	\$ 51.75	
EFT7016	29/11/2021	Jozef Majko			-\$ 600.00
	24/11/2021		Rent	\$ 600.00	
EFT7017	29/11/2021	Landgate			-\$ 54.40
	01/11/2021		Title searches	\$ 54.40	
EFT7018	29/11/2021	Moore Australia			-\$ 2,310.00
	19/11/2021		Monthly financial preparation & review <i>Oct 2021</i>	\$ 2,310.00	
EFT7019	29/11/2021	Outdoor City			-\$ 1,240.00
	22/11/2021		Pool parts - 13 Dunmall Dr <i>Filter</i>	\$ 1,240.00	
EFT7020	29/11/2021	Perfect Computer Solutions			-\$ 2,635.00
	29/07/2021		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 170.00	
	31/08/2021		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 127.50	
	09/09/2021		Monthly IT maintenance <i>Labour</i>	\$ 297.50	
	29/09/2021		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 297.50	
	28/10/2021		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 425.00	
	11/11/2021		Monthly IT maintenance <i>Labour</i>	\$ 1,062.50	
	18/11/2021		Monthly IT maintenance <i>Admin office, CRC</i>	\$ 255.00	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7021	29/11/2021	Quickfit Windscreens & Narrogin Glass			-\$ 1,108.87
	31/10/2021		Fit glass door - Admin Office <i>Doors, Labour & travel</i>	\$ 1,108.87	
EFT7022	29/11/2021	Regional Communication Solutions			-\$ 1,615.00
	18/11/2021		Phone booster kits <i>WD.821, WD.270</i>	\$ 1,615.00	
EFT7023	29/11/2021	Payroll deductions			-\$ 490.00
	24/11/2021		Payroll deductions	\$ 490.00	
EFT7024	29/11/2021	Payroll deductions			-\$ 70.00
	24/11/2021		Payroll deductions	\$ 70.00	
EFT7025	29/11/2021	Spiffy Lawns & Gardens			-\$ 500.00
	17/11/2021		Various plants <i>Caravan Park cabins</i>	\$ 500.00	
EFT7026	29/11/2021	Sunny Industrial Brushware			-\$ 1,146.60
	02/11/2021		Parts - Road broom <i>Plastic brushes, Metal brushes</i>	\$ 1,146.60	
EFT7027	29/11/2021	The Murray Hotel			-\$ 130.00
	12/11/2021		Accommodation - Rates training <i>Jenni Curtis</i>	\$ 130.00	
EFT7028	29/11/2021	Today's Building Services			-\$ 770.00
	04/11/2021		Certificate of Building Compliance <i>24 Knights Rd</i>	\$ 770.00	
EFT7029	29/11/2021	Traffic Force			-\$ 1,324.40
	15/09/2021		Traffic Management Plan <i>North Bannister Rd</i>	\$ 1,324.40	
EFT7030	29/11/2021	Volt Air			-\$ 2,342.00
	23/11/2021		Install satellite dish - Caravan Park cabins <i>Labour & materials</i>	\$ 1,710.00	
	24/11/2021		Install power points - Caravan Park Cabins <i>Labour, Materials, Sundries</i>	\$ 632.00	
EFT7031	29/11/2021	WD Auto Repairs			-\$ 213.07
	18/11/2021		Parts - WD.480 <i>Battery</i>	\$ 213.07	
DD3794.1	05/11/2021	Pivotel			-\$ 60.00
	15/10/2021		Satellite Sleeves <i>Bushfire radios</i>	\$ 60.00	
DD3799.1	22/11/2021	Synergy			-\$ 743.62
	01/11/2021		Street lighting <i>Usage</i>	\$ 743.62	
DD3800.1	02/11/2021	Telstra			-\$ 990.00
	18/10/2021		Phone charges <i>Admin office, Harvest ban, Fuel facility, CRC, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, Fuel Facility, CRC Internet Connection, Office Internet Connection, Phone plan, Rounding</i>	\$ 990.00	
DD3805.1	10/11/2021	Aware Super			-\$ 4,975.05
	10/11/2021		Payroll deductions	\$ 3,907.41	
	10/11/2021		Payroll deductions	\$ 1,067.64	
DD3805.2	10/11/2021	ANZ OnePath Masterfund			-\$ 367.32
	10/11/2021		Payroll deductions	\$ 91.83	
	10/11/2021		Payroll deductions	\$ 275.49	
DD3805.3	10/11/2021	Colonial First State			-\$ 481.52
	10/11/2021		Payroll deductions	\$ 120.38	
	10/11/2021		Payroll deductions	\$ 361.14	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD3805.4	10/11/2021	Australian Super			-\$ 578.08
	10/11/2021		Payroll deductions	\$ 144.52	
	10/11/2021		Payroll deductions	\$ 433.56	
DD3805.5	10/11/2021	MobiSuper			-\$ 399.19
	10/11/2021		Payroll deductions	\$ 99.80	
	10/11/2021		Payroll deductions	\$ 299.39	
DD3805.6	10/11/2021	HostPlus Super Fund			-\$ 135.16
	10/11/2021		Payroll deductions	\$ 33.79	
	10/11/2021		Payroll deductions	\$ 101.37	
DD3805.7	10/11/2021	SuperWrap Personal Super Plan			-\$ 135.71
	10/11/2021		Payroll deductions	\$ 135.71	
DD3805.8	10/11/2021	Prime Super			-\$ 277.93
	10/11/2021		Payroll deductions	\$ 277.93	
DD3806.1	01/11/2021	Bankwest			-\$ 4,000.60
	31/10/2021		Duplicate payment <i>Duplication of Chq 1000008</i>	\$ 4,000.60	
DD3810.2	02/11/2021	St.George Bank			-\$ 211.87
	01/11/2021		Merchant Fees - Fuel Facility <i>Oct 2021</i>	\$ 211.87	
DD3811.1	24/11/2021	ClickSuper			-\$ 3.74
	31/10/2021		Transaction fee <i>Oct 2021</i>	\$ 3.74	
DD3816.1	24/11/2021	Aware Super			-\$ 5,876.46
	24/11/2021		Payroll deductions	\$ 4,567.47	
	24/11/2021		Payroll deductions	\$ 1,308.99	
DD3816.2	24/11/2021	ANZ OnePath Masterfund			-\$ 383.25
	24/11/2021		Payroll deductions	\$ 95.81	
	24/11/2021		Payroll deductions	\$ 287.44	
DD3816.3	24/11/2021	Colonial First State			-\$ 481.52
	24/11/2021		Payroll deductions	\$ 120.38	
	24/11/2021		Payroll deductions	\$ 361.14	
DD3816.4	24/11/2021	Australian Super			-\$ 578.08
	24/11/2021		Payroll deductions	\$ 144.52	
	24/11/2021		Payroll deductions	\$ 433.56	
DD3816.5	24/11/2021	MobiSuper			-\$ 454.92
	24/11/2021		Payroll deductions	\$ 113.73	
	24/11/2021		Payroll deductions	\$ 341.19	
DD3816.6	24/11/2021	HostPlus Super Fund			-\$ 230.32
	24/11/2021		Payroll deductions	\$ 57.58	
	24/11/2021		Payroll deductions	\$ 172.74	
DD3816.7	24/11/2021	SuperWrap Personal Super Plan			-\$ 135.71
	24/11/2021		Payroll deductions	\$ 135.71	
DD3816.8	24/11/2021	Prime Super			-\$ 277.93
	24/11/2021		Payroll deductions	\$ 277.93	
DD3818.1	04/11/2021	Water Corporation			-\$ 117.35
	04/11/2021		Caravan Park <i>Water Use</i>	\$ 117.35	
DD3818.2	14/11/2021	Water Corporation			-\$ 104.44
	04/11/2021		19 Humes Wy <i>Water use, Service charge</i>	\$ 104.44	
DD3818.3	12/11/2021	Water Corporation			-\$ 87.13
	04/11/2021		5 Dunmall Dr <i>Water use, Service charge</i>	\$ 59.82	
	12/11/2021		Standpipe <i>Water use</i>	\$ 27.31	
DD3818.4	27/11/2021	Synergy			-\$ 729.29

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	15/11/2021		Depot <i>Usage</i>	\$ 335.73	
	15/11/2021		CRC & public conveniences <i>Usage, Usage</i>	\$ 393.56	
DD3818.5	28/11/2021	Synergy			-\$ 677.18
	15/11/2021		Administration Office <i>Usage</i>	\$ 677.18	
DD3818.6	29/11/2021	Synergy			-\$ 257.44
	15/11/2021		Fuel facility <i>Usage</i>	\$ 257.44	
DD3818.7	30/11/2021	Synergy			-\$ 506.01
	15/11/2021		19 Humes Wy <i>Usage</i>	\$ 506.01	
DD3818.11	05/11/2021	Water Corporation			-\$ 100.97
	04/11/2021		Depot <i>Water use</i>	\$ 100.97	
DD3818.12	06/11/2021	Water Corporation			-\$ 13.65
	04/11/2021		Administration building <i>Water use</i>	\$ 13.65	
DD3818.13	07/11/2021	Water Corporation			-\$ 95.52
	04/11/2021		CRC & Public Conveniences <i>Water use</i>	\$ 95.52	
DD3818.14	08/11/2021	Water Corporation			-\$ 98.25
	04/11/2021		Community Centre <i>Water use</i>	\$ 98.25	
DD3818.15	09/11/2021	Water Corporation			-\$ 61.68
	04/11/2021		14 Down St <i>Water use, Service charge</i>	\$ 61.68	
DD3818.16	13/11/2021	Water Corporation			-\$ 108.16
	04/11/2021		1 Dowsett St <i>Water use, Service charge</i>	\$ 108.16	
DD3818.17	10/11/2021	Water Corporation			-\$ 5.39
	04/11/2021		Cemetery <i>Water use</i>	\$ 5.39	
DD3818.18	11/11/2021	Water Corporation			-\$ 85.85
	04/11/2021		13 Dunmall Dr <i>Water use, Service charge</i>	\$ 85.85	
				Total	-\$ 171,681.98

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 – SCHEDULE OF ACCOUNTS FOR 01/11/2021 – 30/11/2021
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.

16.2.MONTHLY FINANCIAL REPORTS

Proponent	Internal Report
Author of Report	Belinda Knight, CEO
Date of Meeting	16/12/2021
Disclosure of any Interest	Nil
File Reference	14.145.14512
Attachments	Monthly Financial Reports to 30/11/2021

BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 30/11/2021.

BACKGROUND

The following financial reports to 30/11/2021 are included for your information:

- Monthly Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Note 1 Net Current Assets
- Note 2 Cash and Investments
- Note 3 Receivables – Debtors Report
- Note 4 Payables – Creditors Report
- Note 5 Rating Revenue
- Note 6 Disposal of Assets
- Note 7 Capital Acquisitions
- Note 8 Borrowings
- Note 9 Reserves
- Note 10 Grants and Contributions
- Note 11 Trust Fund
- Note 12 Explanation of Material Variances

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

Moore Australia have 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 30/11/2021. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

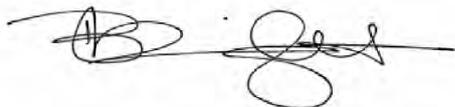
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 16.2 - MONTHLY FINANCIAL REPORTS

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 30/11/2021.

Disclaimer: The November 2021 report has been prepared prior to the finalisation of the November 2021 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 'A. B. Jones', written over a horizontal line.

6 December 2021

Mr Ian Fitzgerald
Acting Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING WA 6308

Dear Ian,

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2021

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 30 November 2021 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

Attached is a list of comments/suggestions derived from compiling the statement of financial activity and other end of month review services.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 15 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



Russell Barnes
Director

[Moore Australia \(WA\) Pty Ltd](http://www.moore-australia.com.au)

Shire of Wandering Management Information Report

Period Ending
30 November 2021

Topic	Item	First Identified	Explanation	Action Required	Priority
Operating expenditure	Depreciation	July 2021	Depreciation has not been processed in 2021/22.	When the 2020/21 Annual Financial Statements have been finalised depreciation will be processed.	Low
Funding Surplus	Opening Surplus	July 2021	At the time of preparing the attached Statement of Financial Activity, the Annual Financial Report for 30 June 2021 has not been finalised, therefore the closing surplus may change from the current \$672,806 due to year end and audit adjustments.	None required.	Low

Approval:  Russell Barnes, Director

6 December 2021

Mr Ian Fitzgerald
Acting Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING WA 6308

Dear Ian,

COMPILATION REPORT TO THE SHIRE OF WANDERING

We have compiled the accompanying Local Government special purpose financial statements of 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 30 November 2021. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF WANDERING

The Shire of Wandering are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Wandering we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Wandering provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Wandering. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

SHIRE OF WANDERING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2021

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

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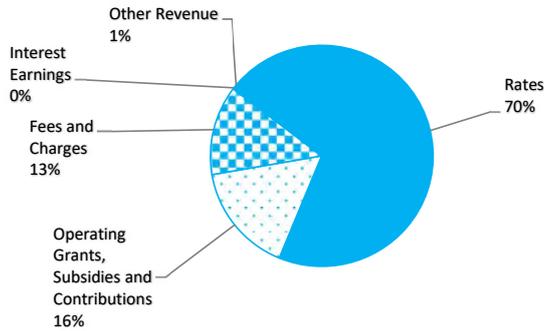
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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

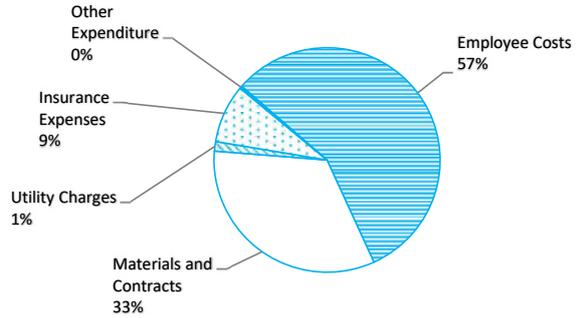
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

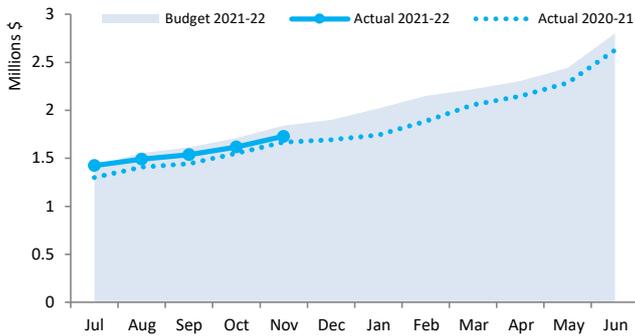
OPERATING REVENUE



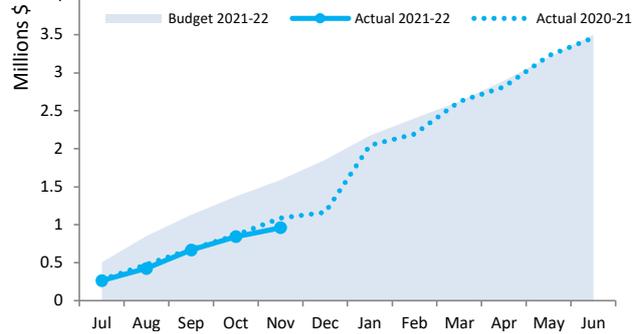
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

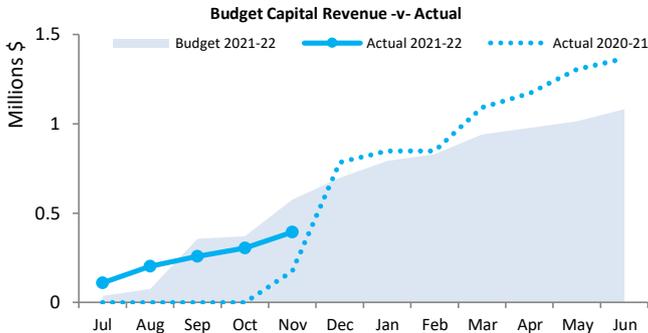


Budget Operating Expenses -v-YTD Actual

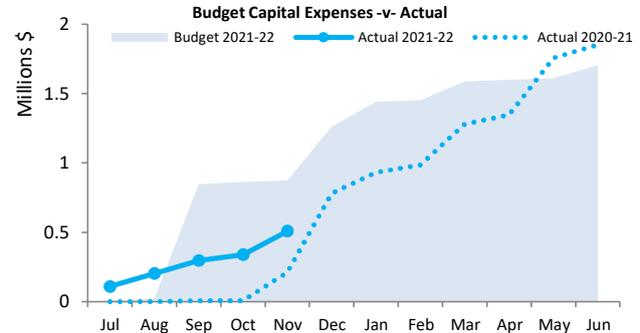


INVESTING ACTIVITIES

CAPITAL REVENUE



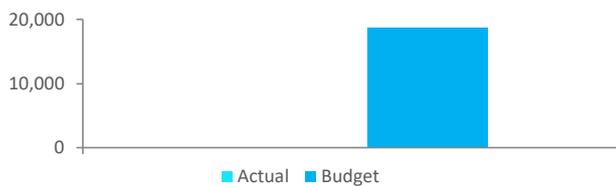
CAPITAL EXPENSES



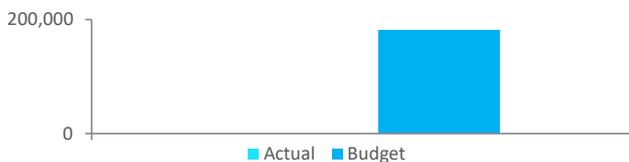
FINANCING ACTIVITIES

BORROWINGS

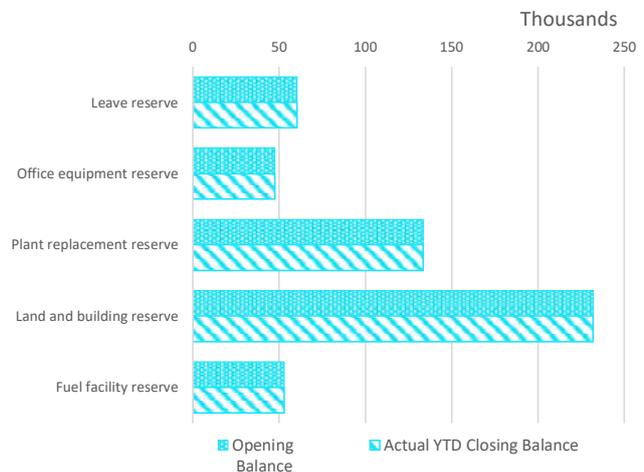
Principal Repayments



Principal Outstanding



RESERVES



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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.17 M	\$0.17 M	\$0.02 M	(\$0.16 M)
Closing	(\$0.02 M)	\$0.59 M	\$0.67 M	\$0.08 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.71 M	57.4%
Restricted Cash	\$0.53 M	42.6%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.01 M	
0 to 30 Days		100.0%
30 to 90 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.20 M	84.1%
Trade Receivable	\$0.01 M	% Outstanding
30 to 90 Days		4.9%
Over 90 Days		81%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.38 M	\$0.72 M	\$0.77 M	\$0.05 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.21 M	
YTD Budget	\$1.20 M	0.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.28 M	
YTD Budget	\$0.28 M	(0.5%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.23 M	
YTD Budget	\$0.33 M	(31.6%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.63 M)	(\$0.30 M)	(\$0.11 M)	\$0.19 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Amended Budget	\$0.12 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.51 M	
Amended Budget	\$1.90 M	26.7%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.39 M	
Amended Budget	\$1.15 M	34.4%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.06 M	(\$0.00 M)	(\$0.00 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$0.53 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

To provide a decision making process for the efficient allocation of scarce resources.

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.

HEALTH

To provide services for community and environmental health.

Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.

EDUCATION AND WELFARE

To support services relating to youth, elderly and the disadvantaged.

Support school activities, aged care initiatives and disability inclusion plan.

HOUSING

Provision of shire housing and privately rented accommodation.

Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.

COMMUNITY AMENITIES

To provide amenities required by the community.

Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public conveniences. Administration of town planning activities.

RECREATION AND CULTURE

To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.

Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.

TRANSPORT

To provide safe and effective transport services to the community.

Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.

ECONOMIC SERVICES

To help promote Wandering and its economic wellbeing.

Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control operating accounts.

Provisions of private work operations, plant repairs, operation costs and all administration costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	173,709	173,709	16,603	(157,106)	(90.44%)	▼
Operating Activities							
Revenue from operating activities							
Governance		3,500	1,455	0	(1,455)	(100.00%)	
General purpose funding - general rates	6	1,204,854	1,204,854	1,208,515	3,661	0.30%	
General purpose funding - other		604,690	151,060	149,107	(1,953)	(1.29%)	
Law, order and public safety		44,290	21,910	16,698	(5,212)	(23.79%)	▼
Health		3,500	1,455	2,477	1,022	70.24%	
Housing		46,800	19,495	17,018	(2,477)	(12.71%)	
Community amenities		51,680	41,705	44,727	3,022	7.25%	
Recreation and culture		1,820	750	1,858	1,108	147.73%	
Transport		76,430	61,435	61,330	(105)	(0.17%)	
Economic services		725,720	314,884	205,853	(109,031)	(34.63%)	▼
Other property and services		45,750	19,390	22,889	3,499	18.05%	
		2,809,034	1,838,393	1,730,472	(107,921)		
Expenditure from operating activities							
Governance		(187,390)	(80,397)	(57,167)	23,230	28.89%	▲
General purpose funding		(86,000)	(35,825)	(38,271)	(2,446)	(6.83%)	
Law, order and public safety		(137,340)	(58,440)	(33,586)	24,854	42.53%	▲
Health		(11,030)	(4,612)	(2,894)	1,718	37.25%	
Education and welfare		(1,340)	(545)	(3,886)	(3,341)	(613.03%)	
Housing		(28,940)	(12,620)	(11,024)	1,596	12.65%	
Community amenities		(226,650)	(94,590)	(71,015)	23,575	24.92%	▲
Recreation and culture		(238,960)	(105,670)	(71,026)	34,644	32.79%	▲
Transport		(1,697,930)	(787,113)	(370,936)	416,177	52.87%	▲
Economic services		(842,505)	(354,330)	(268,192)	86,138	24.31%	▲
Other property and services		(67,790)	(55,020)	(32,706)	22,314	40.56%	▲
		(3,525,875)	(1,589,162)	(960,703)	628,459		
Non-cash amounts excluded from operating activities	1(a)	1,094,380	467,935	0	(467,935)	(100.00%)	▼
Amount attributable to operating activities		377,539	717,166	769,769	52,603		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,146,550	575,050	394,017	(181,033)	(31.48%)	▼
Proceeds from disposal of assets	7	124,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(1,899,965)	(874,580)	(507,495)	367,085	41.97%	▲
Amount attributable to investing activities		(629,415)	(299,530)	(113,478)	186,052		
Financing Activities							
Proceeds from new debentures	9	200,000	0	0	0	0.00%	
Transfer from reserves	10	48,050	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(173,988)	(88)	(88)	0	0.00%	
Amount attributable to financing activities		55,397	(88)	(88)	0		
Closing funding surplus / (deficit)	1(c)	(22,770)	591,257	672,806			

KEY INFORMATION

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

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

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 30 NOVEMBER 2021****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES**EMPLOYEE COSTS**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	173,709	173,709	16,603	(157,106)	(90.44%)	▼
Operating Activities							
Revenue from operating activities							
Rates	6	1,204,854	1,204,854	1,208,515	3,661	0.30%	
Rates other than general rates		3,200	3,200	0	(3,200)	(100.00%)	
Operating grants, subsidies and contributions	12	801,240	279,624	278,116	(1,508)	(0.54%)	
Fees and charges		736,530	330,520	226,179	(104,341)	(31.57%)	▼
Interest earnings		12,700	5,285	5,451	166	3.14%	
Other revenue		35,810	14,910	12,211	(2,699)	(18.10%)	
Profit on disposal of assets	7	14,700	0	0	0	0.00%	
		2,809,034	1,838,393	1,730,472	(107,921)		
Expenditure from operating activities							
Employee costs		(1,219,545)	(580,335)	(545,851)	34,484	5.94%	▲
Materials and contracts		(1,008,640)	(458,828)	(317,761)	141,067	30.75%	▲
Utility charges		(50,120)	(20,855)	(12,930)	7,925	38.00%	▲
Depreciation on non-current assets		(1,123,080)	(467,935)	0	467,935	100.00%	▲
Interest expenses		(2,970)	(1,485)	0	1,485	100.00%	
Insurance expenses		(84,120)	(42,059)	(80,664)	(38,605)	(91.79%)	▼
Other expenditure		(37,400)	(17,665)	(3,497)	14,168	80.20%	▲
		(3,525,875)	(1,589,162)	(960,703)	628,459		
Non-cash amounts excluded from operating activities	1(a)	1,094,380	467,935	0	(467,935)	(100.00%)	▼
Amount attributable to operating activities		377,539	717,166	769,769	52,603		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,146,550	575,050	394,017	(181,033)	(31.48%)	▼
Proceeds from disposal of assets	7	124,000	0	0	0	0.00%	
Payments for property, plant and equipment	8	(1,899,965)	(874,580)	(507,495)	367,085	41.97%	▲
Amount attributable to investing activities		(629,415)	(299,530)	(113,478)	186,052		
Financing Activities							
Proceeds from new debentures	9	200,000	0	0	0	0.00%	
Transfer from reserves	10	48,050	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(173,988)	(88)	(88)	0	0.00%	
Amount attributable to financing activities		55,397	(88)	(88)	0		
Closing funding surplus / (deficit)	1(c)	(22,770)	591,257	672,806			

KEY INFORMATION

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

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

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 01 December 2021

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(14,700)	0	0
Movement in employee benefit provisions (non-current)		(14,000)	0	0
Add: Depreciation on assets		1,123,080	467,935	0
Total non-cash items excluded from operating activities		1,094,380	467,935	0

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

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

		Last Year Closing 30 June 2021	This Time Last Year 30 November 2020	Year to Date 30 November 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(525,967)	(388,022)	(526,055)
Less: Unspent grants		0	807,214	0
Less: Leave held in reserve		0	(39,425)	0
Add: Provisions - employee	11	60,244	71,242	60,244
Add: Other Adjustments		0	301,706	0
Total adjustments to net current assets		(465,723)	752,715	(465,811)

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

Current assets				
Cash and cash equivalents	2	835,433	1,575,613	1,235,296
Rates receivables	3	39,590	189,205	198,769
Receivables	3	29,305	112,307	10,003
Other current assets	4	74,270	61,968	53,958
Less: Current liabilities				
Payables	5	(197,652)	(103,898)	(98,408)
Contract liabilities	11	(21,113)	(807,214)	(16,700)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	11	(196,326)	0	(163,120)
Provisions	11	(81,181)	(71,242)	(81,181)
Less: Total adjustments to net current assets	1(b)	(465,723)	752,715	(465,811)
Closing funding surplus / (deficit)		16,603	1,709,454	672,806

CURRENT AND NON-CURRENT CLASSIFICATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Institution	Interest Rate	Maturity Date
		\$	\$	\$			
Cash on hand							
Municipal cash at bank	Cash and cash equivalents	708,140	0	708,140	BankWest	0.00%	n/a
Reserves Fund Bank	Cash and cash equivalents	0	526,056	526,056	Bankwest	0.00%	n/a
Petty cash/ cash on hand	Cash and cash equivalents	1,100	0	1,100	n/a	0.00%	n/a
Total		709,240	526,056	1,235,296			
Comprising							
Cash and cash equivalents		709,240	526,056	1,235,296			
		709,240	526,056	1,235,296			

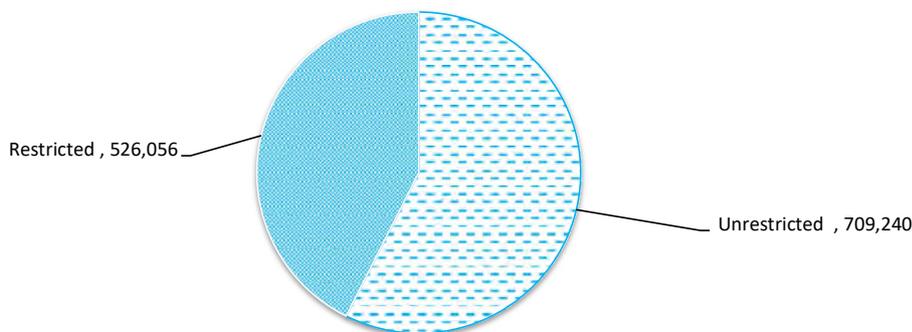
KEY INFORMATION

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

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

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

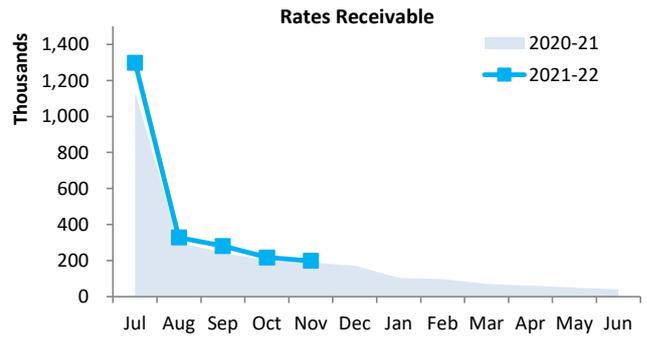
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2021	30 Nov 2021
	\$	\$
Gross rates in arrears previous year	23,174	39,590
Levied this year	1,101,109	1,208,515
Less - collections to date	(1,084,693)	(1,049,336)
Net rates collectable	39,590	198,769
% Collected	96.5%	84.1%

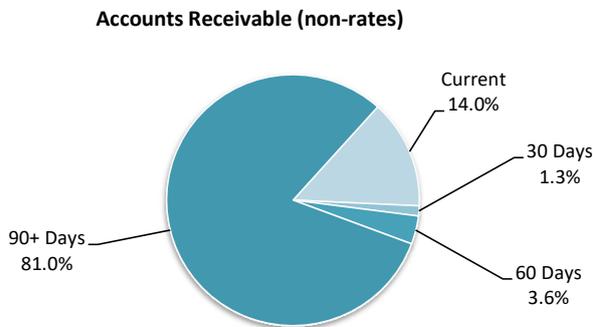


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(174)	765	71	199	4,419	5,280
Percentage		14%	1.3%	3.6%	81%	
Balance per trial balance						
Sundry receivable						5,280
GST receivable						4,053
Pensioner rebate claim						670
Total receivables general outstanding						10,003

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 30 November 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel, oil and materials	74,270	110,591	(134,904)	49,957
Other current assets				
Prepayments	0	4,001	0	4,001
Total other current assets	74,270	114,592	(134,904)	53,958
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 5
Payables**

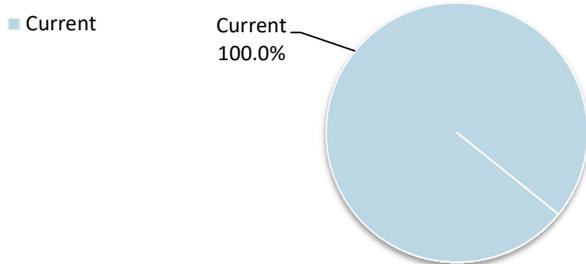
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	9,030	0	0	0	9,030
Percentage		100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						9,030
ATO liabilities						3,050
Income received in advance						29,655
Accrued expenses						1,250
Payroll creditors						53,623
Other payables						1,800
Total payables general outstanding						98,408

Amounts shown above include GST (where applicable)

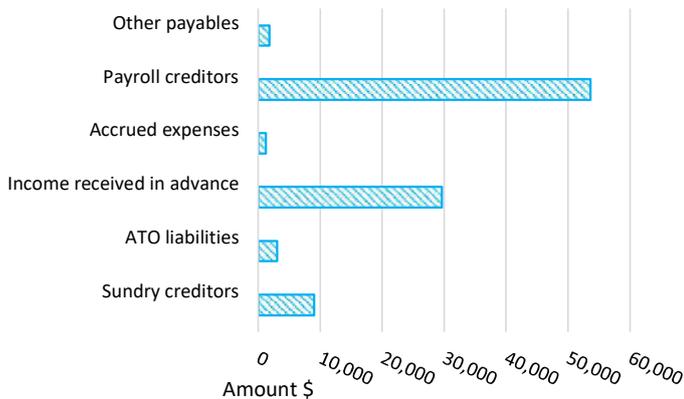
KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

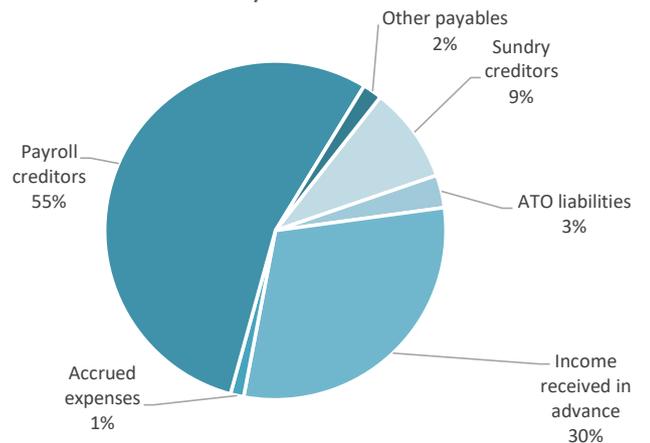
Aged Payables



Payables



Payables



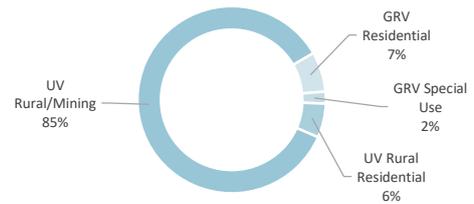
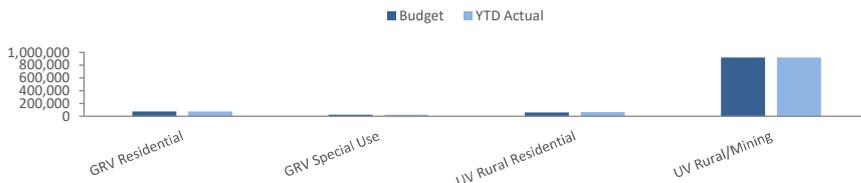
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.12531	53	595,192	74,583	0	0	74,583	74,583	0	0	74,583
GRV Special Use	0.14192	3	157,820	22,398	0	0	22,398	22,398	0	0	22,398
Unimproved value											
UV Rural Residential	0.01597	53	3,871,000	61,820	0	0	61,820	61,820	1,357	804	63,981
UV Rural/Mining	0.00669	140	137,339,000	918,798	0	0	918,798	918,798	0	115	918,913
Sub-Total		249	141,963,012	1,077,599	0	0	1,077,599	1,077,599	1,357	919	1,079,875
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,100	27	64,134	29,700	0	0	29,700	29,700	0	0	29,700
GRV Special Use	1,100	1	4,508	1,100	0	0	1,100	1,100	0	0	1,100
Unimproved value											
UV Rural Residential	1,100	51	3,051,500	56,100			56,100	56,100	0	0	56,100
UV Rural/Mining	1,100	81	8,662,483	89,100			89,100	89,100	0	0	89,100
Sub-total		160	11,782,625	176,000	0	0	176,000	176,000	0	0	176,000
Discount								(48,745)			(47,360)
Amount from general rates								1,204,854			1,208,515
Ex-gratia rates								3,200			0
Total general rates								1,208,054			1,208,515

KEY INFORMATION

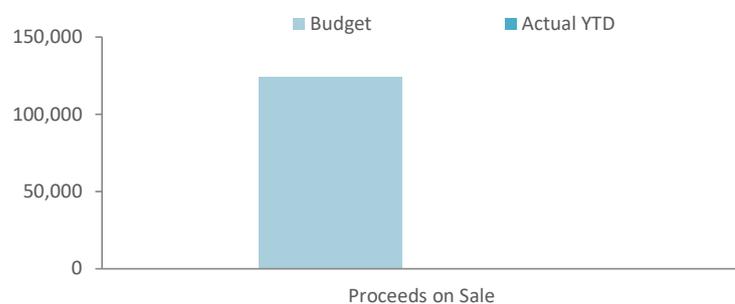
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Isuzu Giga Prime Mover	60,000	60,000	0	0	0	0	0	0
	QE Pajero Sports GLX	23,500	27,000	3,500	0	0	0	0	0
	Holden Trail blazer	24,000	35,000	11,000	0	0	0	0	0
	Hustler Mower	1,800	2,000	200	0	0	0	0	0
		109,300	124,000	14,700	0	0	0	0	0



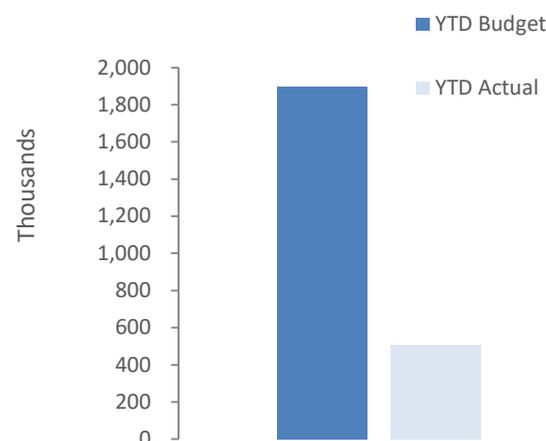
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	322,245	55,390	252,530	197,140
Furniture & Equipment	14,500	10,875	9,041	(1,834)
Plant & Equipment	312,650	234,487	0	(234,487)
Roads & Bridges	1,044,570	417,828	243,520	(174,308)
Land Held For Resale Non Current	206,000	156,000	2,404	(153,596)
Payments for Capital Acquisitions	1,899,965	874,580	507,495	(367,085)
Total Capital Acquisitions	1,899,965	874,580	507,495	(367,085)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,146,550	575,050	394,017	(181,033)
Borrowings	200,000	0	0	0
Other (disposals & C/Fwd)	124,000	0	0	0
Cash backed reserves				
Office equipment reserve	7,500	0	0	0
Land and building reserve	26,550	0	0	0
Contribution - operations	395,365	299,530	113,478	(186,052)
Capital funding total	1,899,965	874,580	507,495	(367,085)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

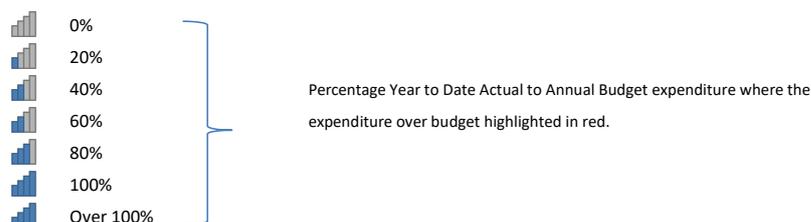


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators



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

Account Description		Amended		Year to Date Actual	Variance (Under)/Over	
		Current Budget	Year to Date Budget			
Capital Expenditure						
Furniture & Equipment						
	E13450	CRC - Purchase Furniture & Equipment	5,000	3,750	0	(3,750)
	E14560	Purchase Furniture & Equipment	9,500	7,125	9,041	1,916
	Furniture & Equipment Total		14,500	10,875	9,041	(1,834)
Plant & Equipment						
	E12360	Purchase Plant & Equipment	312,650	234,487	0	(234,487)
	Plant & Equipment Total		312,650	234,487	0	(234,487)
Land Held For Resale Non Current						
	E14761	Land Held for Resale - Industrial Estate & Lot 801	206,000	156,000	2,404	(153,596)
	Land Held For Resale Non Current Total		206,000	156,000	2,404	(153,596)
Land & Buildings						
	E05109	LGGS - Purchase Land & Buildings	189,305	0	0	0
	E13260	Purchase Land & Buildings	132,940	55,390	252,530	197,140
	Land & Buildings Total		322,245	55,390	252,530	197,140
Roads & Bridges						
	E12101	Road Construction - Other - Expenses	276,000	110,400	171,830	61,430
	E12102	Road Construction Regional Road Group Expenses	546,485	218,594	58,151	(160,443)
	E12103	Road Construction Roads to Recovery Expenses	145,875	58,350	13,539	(44,811)
	E12104	Road Construction Blackspot Expenses	76,210	30,484	0	(30,484)
	Roads & Bridges Total		1,044,570	417,828	243,520	(174,308)
	Grand Total		1,899,965	874,580	507,495	(367,085)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2021	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Industrial Estate Development	1	0	0	200,000	0	18,665	0	181,335	0	2,970
Total		0	0	200,000	0	18,665	0	181,335	0	2,970
Current borrowings		18,665					0			
Non-current borrowings		(18,665)					0			
		0					0			

All debenture repayments were financed by general purpose revenue.

New borrowings 2021-22

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)	Balance Unspent
	Actual	Budget						Actual	
	\$	\$				\$	%	\$	\$
Industrial Estate Development	0	200,000	TBA	TBA	10	0	1	0	0
	0	200,000				0		0	0

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

OPERATING ACTIVITIES

NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave reserve	60,244	0	10	0	0	(14,000)	0	46,244	60,254
Office equipment reserve	47,482	0	8	0	0	(7,500)	0	39,982	47,490
Plant replacement reserve	133,449	0	22	29,725	0	0	0	163,174	133,471
Land and building reserve	231,859	0	39	128,438	0	(26,550)	0	333,747	231,898
Fuel facility reserve	52,933	0	9	15,825	0	0	0	68,758	52,942
	525,967	0	88	173,988	0	(48,050)	0	651,905	526,055

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021				30 November 2021
	\$		\$	\$	\$
Other liabilities					
- Contract liabilities	21,113	0	750	(5,163)	16,700
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	196,326	0	360,811	(394,017)	163,120
Total other liabilities	217,439	0	361,561	(399,180)	179,820
Provisions					
Provision for annual leave	65,168	0	0	0	65,168
Provision for long service leave	16,013	0	0	0	16,013
Total Provisions	81,181	0	0	0	81,181
Total other current liabilities	298,620	0	361,561	(399,180)	261,001
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2021	Current Liability 30 Nov 2021	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Grants Commission - General	0	0	0	0	0	318,880	76,530	84,214
Grants Commission - Roads	0	0	0	0	0	262,710	63,050	57,844
Law, order, public safety								
LGGS Grant Income (ESL)	4,703	0	(4,703)	0	0	41,540	20,770	14,521
Transport								
Grant Income - MRWA Direct	0	0	0	0	0	61,230	61,230	61,230
Economic services								
CRC - Centrelink Income	0	0	0	0	0	8,640	4,320	3,600
CRC - Community Programs Grant Income	0	0	0	0	0	4,590	1,910	0
CRC - Operating Grants Income	16,410	750	(460)	16,700	16,700	99,550	49,774	51,432
	21,113	750	(5,163)	16,700	16,700	797,140	277,584	272,841
Operating contributions								
Recreation and culture								
Movie Screen Hire Income	0	0	0	0	0	100	40	0
Other property and services								
Admin - Other Income	0	0	0	0	0	4,000	2,000	5,275
	0	0	0	0	0	4,100	2,040	5,275
TOTALS	21,113	750	(5,163)	16,700	16,700	801,240	279,624	278,116

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	30 Nov 2021	30 Nov 2021	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Other grants income	86,923	0	0	86,923	86,923	0	0	0
Law, order, public safety								
DFES Capital Grant Income	0	0	0	0	0	189,305	189,305	0
Transport								
Grant Income - Regional Road Group	0	167,064	(58,151)	108,913	108,913	364,325	145,730	58,151
Grant Income - Roads to Recovery	0	67,747	(13,540)	54,207	54,207	145,875	58,350	13,540
Grant Income - Blackspot	0	0	0	0	0	38,105	15,875	0
RRSP Project Income	0	116,000	(116,000)	0	0	276,000	110,400	116,000
Economic services								
Caravan Park Grants Income	196,326	10,000	(206,326)	0	0	132,940	55,390	206,326
	283,249	360,811	(394,017)	250,043	250,043	1,146,550	575,050	394,017

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus				0
E11101	Wandering Community Centre		Operating Expenses			(10,500)	(10,500)
PW23	Ricks Road Maintenance partly funded by FPC		Operating Expenses			(12,000)	(22,500)
0010MNT	Ricks Road Maintenance		Operating Expenses		12,000		(10,500)
E14761	Lot 801 Watts Road - Disposal costs	16/09/2021	Operating Expenses			(6,000)	(16,500)
E13590	Star Track Depot	16/09/2021	Operating Expenses			(7,500)	(24,000)
R13590	Star Track Depot	16/09/2021	Operating Revenue		2,000		(22,000)
E05109	Addition to BFB Building	16/09/2021	Operating Expenses			(93,500)	(115,500)
R05105	Grant Funding - addition to BFB building	16/09/2021	Capital Revenue		93,500		(22,000)
R12204	MRWA Direct Grant		Operating Revenue		4,230		(17,770)
E14515	Consultants Expenses		Operating Expenses			(20,000)	(37,770)
E14500	Admin - Salaries		Operating Expenses		10,000		(27,770)
E04106	Members Subscriptions		Operating Expenses		5,000		(22,770)
E05105	BFB Water Tanks	21/10/2021	Capital Expenses			(95,805)	(118,575)
R05105	Grant Funding - 8 steel tanks BFB	21/10/2021	Capital Revenue		95,805		(22,770)
				0	222,535	(245,305)	(22,770)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Opening funding surplus / (deficit)	(157,106)	(90.44%)	▼			
Revenue from operating activities						
Law, order and public safety	(5,212)	(23.79%)	▼		ESL Grant	
Economic services	(109,031)	(34.63%)	▼		Fuel Sales	
Expenditure from operating activities						
Governance	23,230	28.89%	▲	Councillor Allowances		
Law, order and public safety	24,854	42.53%	▲	Depreciation		
Community amenities	23,575	24.92%	▲	Depreciation		
Recreation and culture	34,644	32.79%	▲	Depreciation		
Transport	416,177	52.87%	▲	Depreciation		
Economic services	86,138	24.31%	▲	Depreciation & Fuel Purchases		
Other property and services	22,314	40.56%	▲	Depreciation		
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(181,033)	(31.48%)	▼		LRCIP Grants	
Payments for property, plant and equipment and infrastructure	367,085	41.97%	▲	Capital Program behind Schedule		

17. CLOSURE OF MEETING