

# MINUTES

## Ordinary Council Meeting

**Thursday 16 April 2026**  
3:30pm

Council Chambers, 22 Watts Street, Wandering

### OUR VISION

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

*These Minutes of the Council meeting held 16 April 2026 are confirmed as a true and correct record of proceedings without amendment. Confirmed on 21 May 2026 by the Presiding Member, Cr S Little.*

.....  
Cr. Sheryl Little, Shire President

**This Ordinary Council Meeting was recorded in line with Section 5.23A  
of the Local Government Act 1995.**

Electronic copies of minutes and agendas are available for download from the Shire of Wandering website [www.wandering.wa.gov.au](http://www.wandering.wa.gov.au)

## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Wandering disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions.

Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wandering during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wandering.

The Shire of Wandering warns that anyone who has an application lodged with the Shire of Wandering must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wandering in respect of the application.

A handwritten signature in black ink, appearing to read 'A. Pinto'.

Dr Alistair Pinto  
**Chief Executive Officer**

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Presiding Member to declare the meeting open at 3:30pm.

**2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**

**2.1 Attendance**

**Elected Members**

Cr Sheryl Little	Shire President (Presiding Member)
Cr Alan Price	Deputy President
Cr Lou Cowan	
Cr Gillian Hansen	
Cr Peter Latham	
Cr Andrew Thompson	

**Staff**

Dr. Alistair Pinto	Chief Executive Officer
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**Members of the Public**

Kenneth & Grete Rasmussen

**2.2 Apologies**

Karl Mickle	Operations Manager
Cr Dennis Jennings	

**2.3 Approved Leave of Absence**

Nil

**3. PUBLIC QUESTION TIME**

Nil

**4. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Kenneth & Grete Rasmussen, 944 Moramocking Road, Wandering WA 6308  
Kenneth & Grete Rasmussen left the meeting at 3:45pm.

**5. REQUESTS FOR LEAVE OF ABSENCE**

No requests

**6. DISCLOSURE OF INTEREST**

No disclosures made

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 Ordinary Council Meeting Minutes – 19 March 2026**

**Statutory Environment:**

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

**Voting Requirements:**

Simple Majority

**010426**

**Moved: Cr G Hansen**

**Seconded: Cr R Cowan**

**Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held on 19 March 2026 be confirmed as true and correct.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

**8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**9. RECEPTION OF MINUTES AND RECOMMENDATIONS OF COMMITTEES**

Nil

**10. COUNCILLOR REPORTS**

**10.1 Shire President Report**

Meetings attended by Shire President  
27 March – WALGA Mayors & Presidents Forum  
31 March – Meeting with Shire CEO  
02 April – Meeting with CEO  
08 April – Bush Fire Advisory Committee Meeting

**10.2 Deputy President Report**

Meetings attended by Deputy President

**11. CORPORATE SERVICES REPORTS**

**11.1 Financial Report**

<b>File Reference:</b>	<b>N/A</b>
<b>Date:</b>	<b>08 April 2026</b>
<b>Location:</b>	<b>Shire of Wandering</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Bob Waddell</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>March 2026 Financial Statements</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Summary of Report:**

The monthly financial report for the period ending 31 March 2026 is presented for Councils consideration.

**Background:**

In accordance with the Local Government Act 1995, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. Regulation 34, from the Local Government (Financial Management) Regulations 1996 sets out the detail that is required to be included in the reports.

**Consultation:**

The Chief Executive Officer has been involved in monthly reviews of the operational budget and provides strategic advice to our financial consultant on trends and variances arising from various operational areas.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996 – Regulation 34.

**Policy Implications:**

Not applicable.

**Financial Implications:**

As disclosed in the financial statements.

**Strategic Implications:**

**Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>Financial reports are prepared in accordance with the Local Government Act, Regulations and Accounting Standards.</b>	

**Voting Requirements:**

Simple Majority

**020426          Moved: Cr P Latham          Seconded: Cr G Hansen**

**Officer Recommendation:**

**That Council receive the financial report presented for the period ending 31 March 2026.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**



## SHIRE OF WANDERING

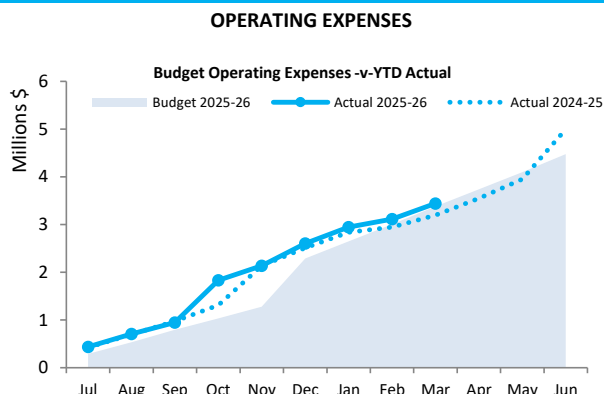
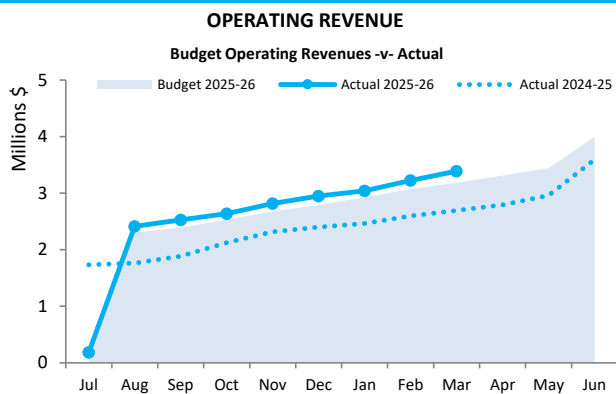
### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MARCH 2026

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

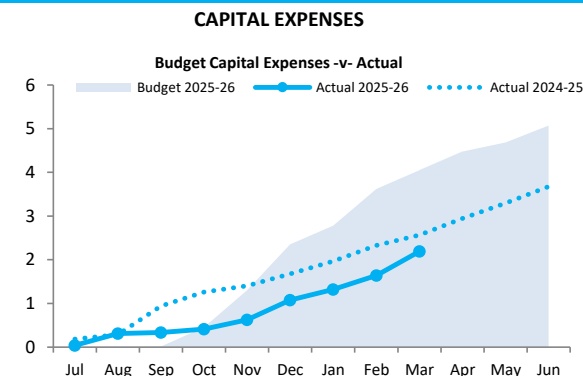
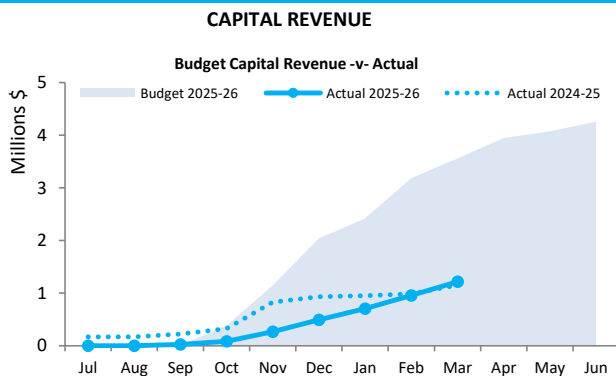
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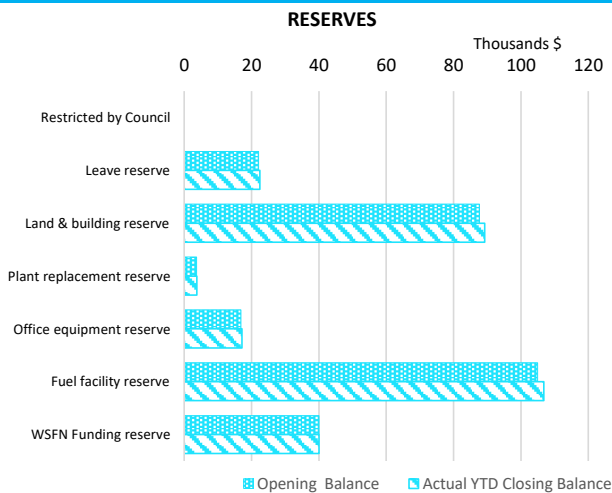
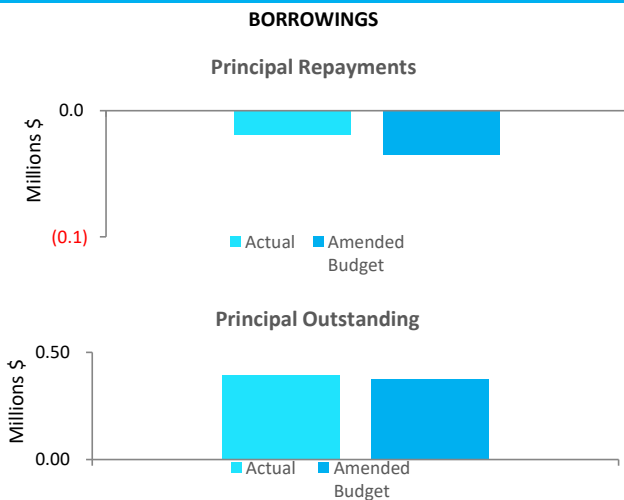
**OPERATING ACTIVITIES**



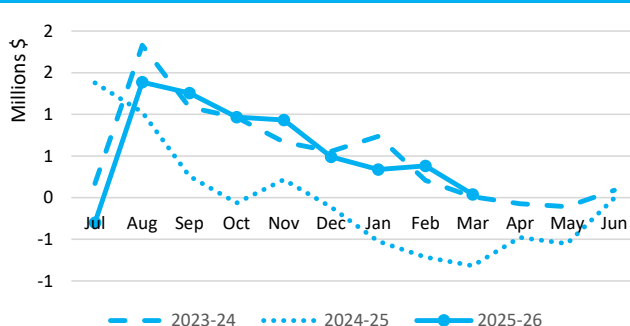
**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

BY NATURE

	Ref Note	Adopted Annual Budget (a) \$	Amended Annual Budget (d) \$	YTD Budget (b) \$	YTD Actual (c) \$	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var. ▲▼
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		2,051,418	2,051,418	2,051,418	2,055,774	4,356	0.21%	
Operating grants, subsidies and contributions	11	691,632	636,884	388,451	504,207	115,756	29.80%	▲
Fees and charges		731,720	784,720	589,734	717,514	127,780	21.67%	▲
Interest revenue		31,500	31,500	23,616	38,004	14,388	60.93%	▲
Other revenue		352,725	355,725	28,206	34,302	6,096	21.61%	
Profit on disposal of assets	5	155,402	137,392	103,041	39,616	(63,425)	(61.55%)	▼
Fair value adjustments to financial assets at fair value through profit or loss		0	0	0	0	0	0.00%	
		4,014,397	3,997,639	3,184,466	3,389,418	204,952	6.44%	
<b>Expenditure from operating activities</b>								
Employee costs		(1,391,354)	(1,279,729)	(959,409)	(940,262)	19,147	2.00%	
Materials and contracts		(1,457,832)	(1,466,593)	(1,101,844)	(1,112,344)	(10,500)	(0.95%)	
Utility charges		(56,900)	(60,500)	(45,279)	(51,667)	(6,388)	(14.11%)	
Depreciation on non-current assets		(1,475,545)	(1,475,545)	(1,105,188)	(1,162,947)	(57,759)	(5.23%)	
Finance costs		(29,496)	(29,496)	(22,104)	(12,096)	10,008	45.28%	▲
Insurance expenses		(105,025)	(106,794)	(102,649)	(114,157)	(11,508)	(11.21%)	▼
Other expenditure		(54,984)	(57,024)	(42,762)	(48,390)	(5,628)	(13.16%)	
Loss on disposal of assets	5	0	0	0	0	0	0.00%	
		(4,571,136)	(4,475,681)	(3,379,235)	(3,441,864)	(62,629)	1.85%	
Non-cash amounts excluded from operating activities	1(a)	1,321,107	1,339,116	1,003,110	1,123,718	120,608	12.02%	▲
<b>Amount attributable to operating activities</b>		<b>764,367</b>	<b>861,074</b>	<b>808,341</b>	<b>1,071,272</b>	<b>262,931</b>	<b>32.53%</b>	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	12	3,642,725	3,821,736	3,436,962	1,039,653	(2,397,309)	(69.75%)	▼
Proceeds from disposal of assets	5	264,000	256,009	128,004	177,120	49,116	38.37%	▲
		3,906,725	4,077,745	3,564,966	1,216,773	(2,348,193)	(65.87%)	▼
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	6	(4,531,964)	(4,706,380)	(4,023,551)	(2,186,439)	1,837,112	45.66%	▲
		(4,531,964)	(4,706,380)	(4,023,551)	(2,186,439)	1,837,112	(45.66%)	
<b>Amount attributable to investing activities</b>		<b>(625,239)</b>	<b>(628,635)</b>	<b>(458,585)</b>	<b>(969,667)</b>	<b>(511,082)</b>	<b>111.45%</b>	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new debentures	7	0	0	0	0	0	0.00%	
Transfer from reserves	9	180,000	180,000	0	0	0	0.00%	
		180,000	180,000	0	0	0	0.00%	
<b>Outflows from financing activities</b>								
Repayment of borrowings	7	(34,779)	(34,779)	(26,082)	(18,910)	7,172	27.50%	
Payments for principal portion of lease liabilities	8	(43,751)	(43,751)	(32,805)	(34,394)	(1,589)	(4.84%)	
Transfer to reserves	9	(330,086)	(330,086)	0	(4,124)	(4,124)	0.00%	
		(408,616)	(408,616)	(58,887)	(57,428)	1,459	(2.48%)	
<b>Amount attributable to financing activities</b>		<b>(228,616)</b>	<b>(228,616)</b>	<b>(58,887)</b>	<b>(57,428)</b>	<b>1,459</b>	<b>(2.48%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
Surplus or deficit at the start of the financial year	1(c)	89,488	(3,823)	(3,823)	(3,823)	0	0.00%	
Amount attributable to operating activities		764,367	861,074	808,341	1,071,272	262,931	32.53%	▲
Amount attributable to investing activities		(625,239)	(628,635)	(458,585)	(969,667)	(511,082)	111.45%	
Amount attributable to financing activities		(228,616)	(228,616)	(58,887)	(57,428)	1,459	(2.48%)	
<b>Surplus or deficit at the end of the financial year</b>	<b>1(c)</b>	<b>0</b>	<b>(0)</b>	<b>287,046</b>	<b>40,355</b>	<b>(246,691)</b>	<b>(85.94%)</b>	<b>▼</b>

**KEY INFORMATION**

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

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

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	▲▼
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Governance		0	0	0	0	0	0.00%	
General Purpose Funding - Rates	6	2,051,418	2,051,418	2,051,418	2,055,774	4,356	0.21%	
General Purpose Funding - Other		396,054	341,306	137,556	269,922	132,366	96.23%	▲
Law, Order and Public Safety		81,528	81,528	77,841	20,840	(57,002)	(73.23%)	▼
Health		1,000	1,000	869	429	(440)	(50.61%)	
Education and Welfare		0	0	0	0	0	0.00%	
Housing		33,480	33,480	25,101	18,854	(6,247)	(24.89%)	
Community Amenities		57,370	57,370	42,975	60,689	17,714	41.22%	▲
Recreation and Culture		3,000	3,000	2,241	2,092	(149)	(6.65%)	
Transport		246,902	228,892	185,391	124,604	(60,787)	(32.79%)	▼
Economic Services		789,420	839,420	629,493	798,085	168,592	26.78%	▲
Other Property and Services		354,225	360,225	31,581	38,130	6,549	20.74%	
		4,014,397	3,997,639	3,184,466	3,389,418	204,952	6.44%	
<b>Expenditure from operating activities</b>								
Governance		(302,732)	(306,241)	(234,626)	(239,161)	(4,535)	(1.93%)	
General Purpose Funding		(104,631)	(100,131)	(75,069)	(65,844)	9,225	12.29%	
Law, Order and Public Safety		(215,684)	(218,305)	(166,307)	(173,030)	(6,723)	(4.04%)	
Health		(17,286)	(17,286)	(12,951)	(15,176)	(2,225)	(17.18%)	
Education and Welfare		(6,453)	(6,453)	(4,815)	(5,067)	(252)	(5.23%)	
Housing		(52,643)	(52,643)	(39,348)	(47,724)	(8,376)	(21.29%)	
Community Amenities		(290,594)	(281,594)	(211,486)	(205,675)	5,811	2.75%	
Recreation and Culture		(332,828)	(328,311)	(248,736)	(267,965)	(19,229)	(7.73%)	
Transport		(2,181,392)	(2,082,648)	(1,561,391)	(1,319,147)	242,244	15.51%	▲
Economic Services		(995,718)	(1,005,394)	(754,183)	(934,913)	(180,730)	(23.96%)	▼
Other Property and Services		(71,175)	(76,675)	(70,323)	(168,162)	(97,839)	(139.13%)	▼
		(4,571,136)	(4,475,681)	(3,379,235)	(3,441,864)	(62,629)	(1.85%)	
Non-cash amounts excluded from operating activities	1(a)	1,321,107	1,339,116	1,003,110	1,123,718	120,608	12.02%	▲
<b>Amount attributable to operating activities</b>		<b>764,367</b>	<b>861,074</b>	<b>808,341</b>	<b>1,071,272</b>	<b>262,931</b>	<b>32.53%</b>	<b>▲</b>
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	12	3,642,725	3,821,736	3,436,962	1,039,653	(2,397,309)	(69.75%)	▼
Proceeds from Disposal of Assets	5	264,000	256,009	128,004	177,120	49,116	38.37%	▲
		3,906,725	4,077,745	3,564,966	1,216,773	(2,348,193)	(65.87%)	▼
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	6	(4,531,964)	(4,706,380)	(4,023,551)	(2,186,439)	1,837,112	45.66%	▲
		(4,531,964)	(4,706,380)	(4,023,551)	(2,186,439)	1,837,112	45.66%	▲
<b>Amount attributable to investing activities</b>		<b>(625,239)</b>	<b>(628,635)</b>	<b>(458,585)</b>	<b>(969,667)</b>	<b>(511,082)</b>	<b>111.45%</b>	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from New Debentures	7	0	0	0	0	0	0.00%	
Transfer from Reserves	9	180,000	180,000	0	0	0	0.00%	
		180,000	180,000	0	0	0	0.00%	
<b>Outflows from financing activities</b>								
Payments for principal portion of lease liabilities	8	(43,751)	(43,751)	(32,805)	(34,394)	(1,589)	(4.84%)	
Repayment of Debentures	7	(34,779)	(34,779)	(26,082)	(18,910)	7,172	27.50%	
Transfer to Reserves	9	(330,086)	(330,086)	0	(4,124)	(4,124)	0.00%	
		(408,616)	(408,616)	(58,887)	(57,428)	1,459	2.48%	
<b>Amount attributable to financing activities</b>		<b>(228,616)</b>	<b>(228,616)</b>	<b>(58,887)</b>	<b>(57,428)</b>	<b>1,459</b>	<b>(2.48%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	1	89,488	(3,823)	(3,823)	(3,823)	0	0.00%	
Amount attributable to operating activities		764,367	861,074	808,341	1,071,272	262,931	32.53%	▲
Amount attributable to investing activities		(625,239)	(628,635)	(458,585)	(969,667)	(511,082)	111.45%	
Amount attributable to financing activities		(228,616)	(228,616)	(58,887)	(57,428)	1,459	(2.48%)	
<b>Surplus or deficit at the end of the financial year</b>	1	<b>0</b>	<b>(0)</b>	<b>287,046</b>	<b>40,355</b>	<b>(246,691)</b>	<b>(85.94%)</b>	<b>▼</b>

KEY INFORMATION

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

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

**SHIRE OF WANDERING  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 MARCH 2026**

	<b>30 June 2025</b>	<b>31 March 2026</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	876,141	989,530
Trade and other receivables	105,828	250,302
Inventories	70,753	93,847
Other assets	51,482	406
<b>TOTAL CURRENT ASSETS</b>	<b>1,460,018</b>	<b>1,542,388</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	22,828	22,828
Other financial assets	19,905	19,905
Inventories	145,291	168,061
Property, plant and equipment	9,006,192	8,841,991
Infrastructure	88,802,599	89,863,404
Right-of-use assets	144,630	111,245
<b>TOTAL NON-CURRENT ASSETS</b>	<b>98,141,445</b>	<b>99,027,434</b>
<b>TOTAL ASSETS</b>	<b>99,601,463</b>	<b>100,569,822</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	315,166	76,609
Other liabilities	664,382	952,740
Lease liabilities	43,751	9,357
Borrowings	34,853	15,944
Employee related provisions	231,100	215,754
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,289,252</b>	<b>1,270,404</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	107,501	107,501
Borrowings	378,154	378,154
Employee related provisions	49,724	49,724
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>535,379</b>	<b>535,379</b>
<b>TOTAL LIABILITIES</b>	<b>1,824,631</b>	<b>1,805,783</b>
<b>NET ASSETS</b>	<b>97,776,832</b>	<b>98,764,039</b>
<b>EQUITY</b>		
Retained surplus	22,633,556	23,616,639
Reserve accounts	275,290	279,414
Revaluation surplus	74,867,986	74,867,986
<b>TOTAL EQUITY</b>	<b>97,776,832</b>	<b>98,764,039</b>

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>					
		\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	5	(155,402)	(137,392)	(103,041)	(39,616)
Less: Movement in liabilities associated with restricted cash		963	963	963	387
Add: Loss on asset disposals	5	0	0	0	0
Add: Depreciation on assets		1,475,546	1,475,545	1,105,188	1,162,947
<b>Total non-cash items excluded from operating activities</b>		<b>1,321,107</b>	<b>1,339,116</b>	<b>1,003,110</b>	<b>1,123,718</b>

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

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

		Adopted Budget Opening 30 June 2025	Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 March 2026
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	9	(275,290)	(275,290)	(275,290)	(279,414)
Add: Borrowings	7	34,779	34,853	34,853	15,944
Add: Lease liabilities	8	43,751	43,751	43,751	9,357
Add: Current portion of employee benefit provisions held in reserve		22,097	22,097	22,097	22,484
<b>Total adjustments to net current assets</b>		<b>(174,663)</b>	<b>(174,589)</b>	<b>(174,589)</b>	<b>(231,629)</b>

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

**Current assets**

Cash and cash equivalents	3	876,141	876,141	876,141	989,530
Rates receivables	4	26,007	26,007	26,007	137,502
Receivables	4	67,370	79,821	79,821	112,800
Other current assets	5	478,049	478,049	478,049	302,556

**Less: Current liabilities**

Payables	6	(203,362)	(315,166)	(315,166)	(76,609)
Borrowings	7	(34,779)	(34,853)	(34,853)	(15,944)
Contract and Capital Grant/Contribution liabilities	10	(670,424)	(664,382)	(664,382)	(952,740)
Lease liabilities	8	(43,751)	(43,751)	(43,751)	(9,357)
Provisions	10	(231,100)	(231,100)	(231,100)	(215,754)

**Less: Total adjustments to net current assets**

	1(b)	(174,663)	(174,589)	(174,589)	(231,629)
--	------	-----------	-----------	-----------	-----------

**Closing funding surplus / (deficit)**

**89,488 (3,823) (3,823) 40,355**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2026

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

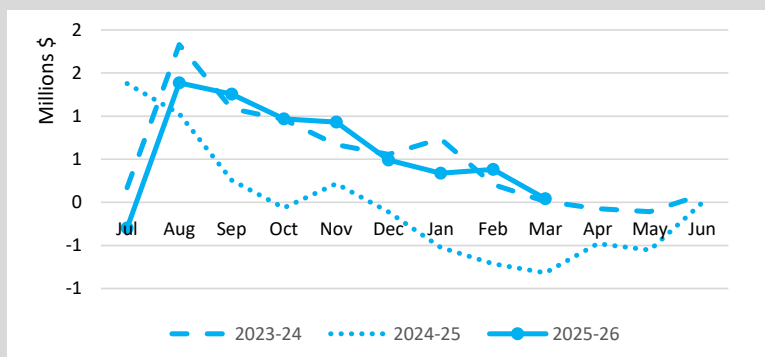
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 31/03/2025	Year to Date Actual 31/03/2026
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	600,851	431,313	710,116
Cash Restricted - Reserves	3	275,290	447,791	279,414
Cash Restricted - Bonds & Deposits	3	0	0	0
Receivables - Rates	4	26,007	36,818	137,502
Receivables - Other	4	79,821	104,964	112,800
Other Assets Other Than Inventories	5	407,295	102,570	208,709
Inventories	5	70,753	17,477	93,847
		1,460,018	1,140,933	1,542,388
<b>Less: Current Liabilities</b>				
Payables	6	(307,481)	(165,706)	(68,924)
Contract and Capital Grant/Contribution Liabilities	10	(664,382)	(1,165,709)	(952,740)
Bonds & Deposits	6	(7,685)	(6,985)	(7,685)
Loan Liability	7	(34,853)	(1,611)	(15,944)
Lease Liability	8	(43,751)	(7,486)	(9,357)
Provisions	10	(231,100)	(194,857)	(215,754)
		(1,289,252)	(1,542,355)	(1,270,404)
Less: Cash Reserves	9	(275,290)	(447,791)	(279,414)
Add Back: Component of Leave Liability not Required to be funded		22,097	22,006	22,484
Add Back: Loan Liability		34,853	1,611	15,944
Add Back: Lease Liability		43,751	7,486	9,357
Less : Loan Receivable - clubs/institutions		0	0	0
Less : Trust Transactions Within Muni		0	0	0
<b>Net Current Funding Position</b>		<b>(3,823)</b>	<b>(818,109)</b>	<b>40,355</b>

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



**This Year YTD**  
**Surplus(Deficit)**  
**\$.04 M**

**Last Year YTD**  
**Surplus(Deficit)**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026**

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
Operating grants, subsidies and contributions	115,756	29.80%	▲	The Financial Assistance Grants, MRWA Direct grant and CRC operational grant funding received ahead of budget.		
Fees and charges	127,780	21.67%	▲	Refuse collection fees, caravan park income and fuel sales ahead of budget phasing.		
Interest revenue	14,388	60.93%	▲		Interest on Municipal funds are greater than budgeted.	
Profit on disposal of assets	(63,425)	(61.55%)	▼		Some asset disposals have not yet eventuated but have been budgeted for.	
<b>Expenditure from operating activities</b>						
Finance costs	10,008	45.28%	▲	Interest on loan borrowing and lease repayments are currently behind budget.		
Insurance expenses	(11,508)	(11.21%)	▼		Insurance premiums have been paid ahead of budget phasing.	
Non-cash amounts excluded from operating activities	120,608	12.02%	▲	Non-cash profit on disposal has not realised yet and non-cash depreciation expenses ahead of budget phasing.		
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(2,397,309)	(69.75%)	▼		Recognition of revenue which is tied to capital projects is currently behind budget phasing.	
Proceeds from disposal of assets	49,116	38.37%	▲	Some asset disposals have happened ahead of budget phasing.		
Payments for inventories, property, plant and equipment	1,837,112	45.66%	▲	Expenditure on capital expenditure projects is occurring behind budget phasing. Refer to Note 6 for further details.		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES  
NOTE 4  
RATE REVENUE

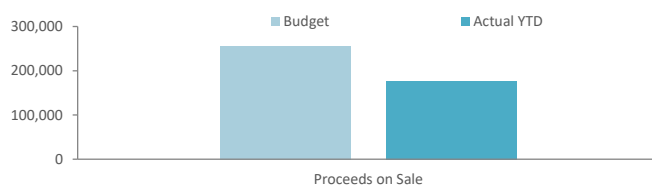
General rate revenue	Budget						YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>										
GRV Residential	0.15320	34	406,640	62,297	0	62,297	62,297	0	0	62,297
GRV Special Use	0.15320	2	127,920	19,597	0	19,597	19,597	0	0	19,597
GRV Rural Residential	0.15320	57	771,170	118,143	0	118,143	118,143	0	0	118,143
GRV Industrial	0.15320	2	35,360	5,417	0	5,417	5,417	0	0	5,417
UV Rural, Rural Residential and Mining Tenements					0	0	0	0	0	0
Non Rateable					0	0	0	0	0	0
<b>Unimproved value</b>										
UV Rural, Rural Residential and Mining Tenements	0.00516	133	298,629,000	1,540,329	0	1,540,329	1,540,328	2,872	1,495	1,544,696
Non Rateable										
Non Rateable	0.00000	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>228</b>	<b>299,970,090</b>	<b>1,745,783</b>	<b>0</b>	<b>1,745,783</b>	<b>1,745,783</b>	<b>2,872</b>	<b>1,495</b>	<b>1,750,151</b>
<b>Minimum payment</b>	<b>Minimum \$</b>									
<b>Gross rental value</b>										
GRV Residential	1,600	46	247,768	73,600	0	73,600	73,600	0	0	73,600
GRV Special Use	1,600	2	14,133	3,200	0	3,200	3,200	0	0	3,200
GRV Rural Residential	1,600	45	200,504	72,000	0	72,000	72,000	0	0	72,000
<b>Unimproved value</b>										
UV Rural, Rural Residential and Mining Tenements	1,600	95	18,438,335	152,000	0	152,000	152,000	0	0	152,000
<b>Sub-total</b>		<b>188</b>	<b>18,900,740</b>	<b>300,800</b>	<b>0</b>	<b>300,800</b>	<b>300,800</b>	<b>0</b>	<b>0</b>	<b>300,800</b>
		<b>416</b>	<b>318,870,830</b>	<b>2,046,583</b>	<b>0</b>	<b>2,046,583</b>	<b>2,046,583</b>	<b>2,872</b>	<b>1,495</b>	<b>2,050,951</b>
Discount						0				0
Concession						0				0
<b>Amount from general rates</b>						<b>2,046,583</b>				<b>2,050,951</b>
Rates Written Off		0	0	0	0	0	0	0	0	(12)
Ex-gratia rates		0	0	0	0	4,835	4,835	0	0	4,835
<b>Total</b>		<b>416</b>				<b>2,051,418</b>				<b>2,055,774</b>

KEY INFORMATION

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

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
647	2016 Isuzu Crew Cab Truck - WD.6	6,585	55,000	48,415	0	16,150	28,460	12,310	0
700	Isuzu 2025 MU-X LSU 4x4 AUTO MY25 MU-X LSU 4x4	17,393	51,500	34,107	0	43,191	49,774	6,583	0
692	2024 Isuzu MU-X 4X4 SUV Wagon Auto 3.0L (CEO) 0WD	20,079	54,000	33,921	0	0	0	0	0
698	Isuzu 2025 MU-X 4X4 SUV Wagon Auto 3.0L TD 0WD	43,500	54,000	10,500	0	47,102	57,377	10,275	0
695	2024 Isuzu D-MAX RG1 C/CAB SX Auto 3.0L (WS)	31,061	41,509	10,448	0	31,061	41,509	10,448	0
		<b>118,617</b>	<b>256,009</b>	<b>137,392</b>	<b>0</b>	<b>137,503</b>	<b>177,120</b>	<b>39,616</b>	<b>0</b>

The Shire has no assets budgeted for disposal in 2023/24.



	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
<b>Capital acquisitions</b>					
	\$	\$	\$	\$	\$
Land held for resale - cost	50,000	50,000	0	22,770	22,770
Buildings	9,000	9,000	6,741	0	(6,741)
Furniture and equipment	22,000	22,000	19,497	7,500	(11,997)
Plant and equipment	409,000	409,000	204,500	268,743	64,243
Infrastructure - roads	2,884,651	3,046,506	2,741,823	1,874,775	(867,048)
Infrastructure - bridges	1,151,411	1,151,411	1,036,275	0	(1,036,275)
Infrastructure - footpaths	5,902	5,902	5,301	0	(5,301)
Infrastructure - recreation	0	12,561	9,414	12,651	3,237
<b>Payments for Capital Acquisitions</b>	<b>4,531,964</b>	<b>4,706,380</b>	<b>4,023,551</b>	<b>2,186,439</b>	<b>(1,837,112)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,642,725	3,821,736	3,436,962	1,039,653	(2,397,309)
Other (disposals & C/Fwd)	264,000	256,009	128,004	177,120	49,116
Cash backed reserves					
Plant replacement reserve	145,000	145,000	0	0	0
WSFN Funding reserve	35,000	35,000	0	0	0
Contribution - operations	445,239	448,635	458,585	969,667	511,082
<b>Capital funding total</b>	<b>4,531,964</b>	<b>4,706,380</b>	<b>4,023,551</b>	<b>2,186,439</b>	<b>(1,837,112)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

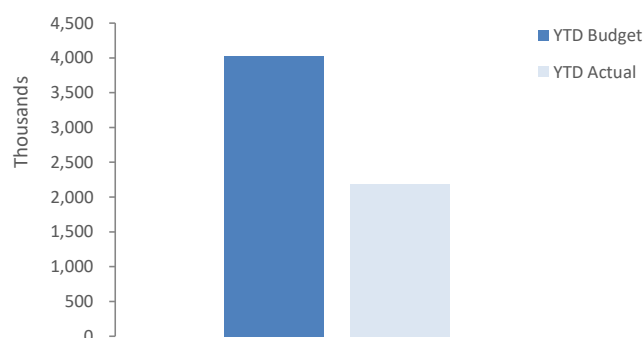
#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

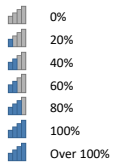
#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total  
Level of completion indicators



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

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

Account Number	Job Number	Sheet Category	Account/Job Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		Balance		\$	\$	\$	\$	\$
<b>Land Held for Resale</b>								
<b>Other Property &amp; Services</b>								
E14761		511	Land Held for Resale - Industrial Estate & Lot 801	(50,000)	(50,000)	0	(22,770)	(22,770)
<b>Total - Other Property &amp; Services</b>				<b>(50,000)</b>	<b>(50,000)</b>	<b>0</b>	<b>(22,770)</b>	<b>(22,770)</b>
<b>Total - Land Held for Resale</b>				<b>(50,000)</b>	<b>(50,000)</b>	<b>0</b>	<b>(22,770)</b>	<b>(22,770)</b>
<b>Buildings</b>								
<b>Economic Services</b>								
E13260		521	Purchase Buildings-Tourism	(9,000)	(9,000)	(6,741)	0	6,741
<b>Total - Economic Services</b>				<b>(9,000)</b>	<b>(9,000)</b>	<b>(6,741)</b>	<b>0</b>	<b>6,741</b>
<b>Total - Buildings</b>				<b>(9,000)</b>	<b>(9,000)</b>	<b>(6,741)</b>	<b>0</b>	<b>6,741</b>
<b>Plant &amp; Equipment</b>								
<b>Transport</b>								
E12360		525	Purchase Plant & Equipment-Plant	(409,000)	(409,000)	(204,500)	(268,743)	(64,243)
<b>Total - Transport</b>				<b>(409,000)</b>	<b>(409,000)</b>	<b>(204,500)</b>	<b>(268,743)</b>	<b>(64,243)</b>
<b>Total - Plant &amp; Equipment</b>				<b>(409,000)</b>	<b>(409,000)</b>	<b>(204,500)</b>	<b>(268,743)</b>	<b>(64,243)</b>
<b>Furniture &amp; Equipment</b>								
<b>Economic Services</b>								
E13450		523	CRC - Purchase Furniture & Equipment*	(10,000)	(10,000)	(7,497)	(7,500)	(3)
<b>Total - Economic Services</b>				<b>(10,000)</b>	<b>(10,000)</b>	<b>(7,497)</b>	<b>(7,500)</b>	<b>(3)</b>
<b>Other Property &amp; Services</b>								
E14560		523	Purchase Furniture & Equipment-Administration	(12,000)	(12,000)	(12,000)	0	12,000
<b>Total - Other Property &amp; Services</b>				<b>(12,000)</b>	<b>(12,000)</b>	<b>(12,000)</b>	<b>0</b>	<b>12,000</b>
<b>Total - Furniture &amp; Equipment</b>				<b>(22,000)</b>	<b>(22,000)</b>	<b>(19,497)</b>	<b>(7,500)</b>	<b>11,997</b>
<b>Infrastructure - Roads</b>								
<b>Transport</b>								
E12102	RRG007	541	RRG - York William Rd Final Seal SLK 0.00-3.00(10mm CRM)	(220,500)	(220,500)	(198,441)	(228,939)	(30,498)
E12102	RRG242	541	RRG - York Williams Road Reconstruct from SKL 3.00.6.00	(676,960)	(676,960)	(609,258)	(607,255)	2,003
E12103	RTR56	541	R2R - North Bannister Wandering and Wandering Pingelly road Seal Repairs	(86,447)	(86,447)	(77,799)	0	77,799
E12105	WSFN241	541	North Bannister Wandering Road-Upgrade and Overlay Pavement SLK9.10 to SLK13.37	(297,672)	(459,527)	(413,565)	(334,094)	79,471
E12105	WSFN0055	541	WSFN - Wandering Bannister Rd SLK 9.10-13.60 (4.5km)	(1,603,072)	(1,603,072)	(1,442,760)	(704,486)	738,274
<b>Total - Transport</b>				<b>(2,884,651)</b>	<b>(3,046,506)</b>	<b>(2,741,823)</b>	<b>(1,874,775)</b>	<b>867,048</b>
<b>Total - Infrastructure - Roads</b>				<b>(2,884,651)</b>	<b>(3,046,506)</b>	<b>(2,741,823)</b>	<b>(1,874,775)</b>	<b>867,048</b>
<b>Infrastructure - Footpaths</b>								
<b>Transport</b>								
E12140	BN03	543	Bike Network - Cheetaning St Shared Path (Design)	(5,902)	(5,902)	(5,301)	0	5,301
<b>Total - Transport</b>				<b>(5,902)</b>	<b>(5,902)</b>	<b>(5,301)</b>	<b>0</b>	<b>5,301</b>
<b>Total - Infrastructure - Footpaths</b>				<b>(5,902)</b>	<b>(5,902)</b>	<b>(5,301)</b>	<b>0</b>	<b>5,301</b>
<b>Infrastructure - Bridges</b>								
<b>Transport</b>								
E12120	BR0424	550	Bridge replacment 0424A Wandering Pingelly RD	(1,151,411)	(1,151,411)	(1,036,275)	0	1,036,275
<b>Total - Transport</b>				<b>(1,151,411)</b>	<b>(1,151,411)</b>	<b>(1,036,275)</b>	<b>0</b>	<b>1,036,275</b>
<b>Total - Infrastructure - Bridges</b>				<b>(1,151,411)</b>	<b>(1,151,411)</b>	<b>(1,036,275)</b>	<b>0</b>	<b>1,036,275</b>
<b>Infrastructure - Recreation</b>								
<b>Recreation And Culture</b>								
E11381		545	Purchase Infrastructure - Pumphrey's Bridge	0	(12,561)	(9,414)	(12,651)	(3,237)
<b>Total - Recreation And Culture</b>				<b>0</b>	<b>(12,561)</b>	<b>(9,414)</b>	<b>(12,651)</b>	<b>(3,237)</b>
<b>Total - Infrastructure - Recreation</b>				<b>0</b>	<b>(12,561)</b>	<b>(9,414)</b>	<b>(12,651)</b>	<b>(3,237)</b>
<b>Grand Total</b>				<b>(4,531,964)</b>	<b>(4,706,380)</b>	<b>(4,023,551)</b>	<b>(2,186,439)</b>	<b>1,837,112</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026**

**FINANCING ACTIVITIES  
NOTE 7  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings	Loan No.	1 July 2025	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>														
Industrial Estate Development	10	63,008	0	0	0	(4,996)	(6,626)	(6,626)	58,011	56,382	56,382	(2,061)	(2,795)	(2,795)
Industrial Estate Development	11	350,000	0	0	0	(13,913)	(28,153)	(28,153)	336,087	321,847	321,847	(4,175)	(16,106)	(16,106)
<b>Total</b>		<b>413,008</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(18,910)</b>	<b>(34,779)</b>	<b>(34,779)</b>	<b>394,098</b>	<b>378,229</b>	<b>378,229</b>	<b>(6,237)</b>	<b>(18,901)</b>	<b>(18,901)</b>
Current borrowings		34,853							15,944					
Non-current borrowings		378,154							378,154					
		413,008							394,098					

All debenture repayments were financed by general purpose revenue.

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

**KEY INFORMATION**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026**

**FINANCING ACTIVITIES  
NOTE 8  
LEASE LIABILITIES**

**Repayments - leases**

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2025	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>														
JCB Excavator	1	151,252	0	0	0	(34,394)	(43,751)	(43,751)	116,858	107,501	107,501	(5,860)	(7,095)	(7,095)
<b>Total</b>		151,252	0	0	0	(34,394)	(43,751)	(43,751)	116,858	107,501	107,501	(5,860)	(7,095)	(7,095)
Current lease liabilities		43,751							9,357					
Non-current lease liabilities		107,501							107,501					
		151,252							116,858					

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026

OPERATING ACTIVITIES  
NOTE 9  
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave reserve	22,096.97	963.00	387.31	0.00	0.00	0.00	0.00	23,059.97	22,484.28
Land & building reserve	87,729.28	3,824.00	1,537.69	0.00	0.00	0.00	0.00	91,553.28	89,266.97
Plant replacement reserve	3,662.28	160.00	64.19	318,086.00	0.00	(145,000.00)	0.00	176,908.28	3,726.47
Office equipment reserve	16,859.57	735.00	295.51	0.00	0.00	0.00	0.00	17,594.57	17,155.08
Fuel facility reserve	104,941.97	4,574.00	1,839.41	0.00	0.00	0.00	0.00	109,515.97	106,781.38
WSFN Funding reserve	40,000.00	1,744.00	0.00	0.00	0.00	(35,000.00)	0.00	6,744.00	40,000.00
	<b>275,290.07</b>	<b>12,000.00</b>	<b>4,124.11</b>	<b>318,086.00</b>	<b>0.00</b>	<b>(180,000.00)</b>	<b>0.00</b>	<b>425,376.07</b>	<b>279,414.18</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2026**

**NOTE 10  
BUDGET AMENDMENTS**

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
<b>Budget adoption</b>							
			Opening Surplus(Deficit)			(93,311)	(93,311)
							(93,311)
E11381	Purchase Infrastructure - Pumphrey's Bridge	Feb 26 OCM - 110226	Capital Expenses			(12,561)	(105,872)
WSFN241	North Bannister Wandering Road-Upgrade and Overlay Pavement SLK9.10 to SLK13.37	Feb 26 OCM - 110226	Capital Expenses			(161,855)	(267,727)
R12395	Proceeds from Sale of Assets-Plant Purchases	Feb 26 OCM - 110226	Capital Revenue			(7,991)	(275,718)
R12396	Realisation on Asset Disposal-Plant Purchases	Feb 26 OCM - 110226	Non Cash Item	7,991			(275,718)
E03503	Rates-Staff Training and Professional Development	Feb 26 OCM - 110226	Operating Expenses		1,000		(274,718)
E03101	Valuation Expenses & Title Searches Expenses	Feb 26 OCM - 110226	Operating Expenses		3,500		(271,218)
R03201	Grants Commission - General	Feb 26 OCM - 110226	Operating Revenue			(56,494)	(327,712)
R03202	Grants Commission - Roads	Feb 26 OCM - 110226	Operating Revenue		1,746		(325,966)
E04101	Member's Conference Expenses	Feb 26 OCM - 110226	Operating Expenses			(1,500)	(327,466)
E04102	Election Expenses	Feb 26 OCM - 110226	Operating Expenses			(4,200)	(331,666)
E04104	Member's Refreshments & Receptions Expenses	Feb 26 OCM - 110226	Operating Expenses		6,000		(325,666)
E04105	Member's Insurance Expenses	Feb 26 OCM - 110226	Operating Expenses			(1,769)	(327,435)
COMFUNDING	Community Funding Program	Feb 26 OCM - 110226	Operating Expenses			(2,040)	(329,475)
E05102	LGGS - Maintenance Vehicles/Trailers/Boats Expenses	Feb 26 OCM - 110226	Operating Expenses			(4,021)	(333,496)
E05104	LGGS - PPE Expenses	Feb 26 OCM - 110226	Operating Expenses		5,000		(328,496)
E05105	LGGS - Utilities Expenses	Feb 26 OCM - 110226	Operating Expenses			(3,600)	(332,096)
E10690	Other Expenses-Town Planning	Feb 26 OCM - 110226	Operating Expenses		9,000		(323,096)
R11390	Other Income-Other Rec and Sport	Feb 26 OCM - 110226	Operating Revenue		17,156		(305,940)
E11601	Community Events Expenses	Feb 26 OCM - 110226	Operating Expenses		4,517		(301,423)
0000MNT	General Rural Road Maintenance (For Budget Purposes only)	Feb 26 OCM - 110226	Operating Expenses		114,052		(187,371)
1111MNT	Town General Maintenance	Feb 26 OCM - 110226	Operating Expenses		14,745		(172,626)
E12211	RAMM Expenses	Feb 26 OCM - 110226	Operating Expenses		7,500		(165,126)
BRIDGE	Bridge Maintenance - BUDGET PURPOSES	Feb 26 OCM - 110226	Operating Expenses			(19,807)	(184,933)
DEPOT	Depot Maintenance (incl buildings)	Feb 26 OCM - 110226	Operating Expenses			(17,746)	(202,679)
WSFNI241	WSFN - North Bannister Wandering Road - Income	Feb 26 OCM - 110226	Operating Revenue		161,855		(40,824)
R12397	Profit on Asset Disposal-Plant Purchases	Feb 26 OCM - 110226	Non Cash Item	(18,010)			(40,824)
CRC000	CRC - Community Events/Programs	Feb 26 OCM - 110226	Operating Expenses		23,500		(17,324)
E13411	CRC - Building Expenses	Feb 26 OCM - 110226	Operating Expenses		1,324		(16,000)
E13414	CRC - DOT Licensing Expenses	Feb 26 OCM - 110226	Operating Expenses		1,100		(14,900)
E13418	CRC - Staff Training & Professional Development Expenses	Feb 26 OCM - 110226	Operating Expenses		4,000		(10,900)
E13602	Fuel Purchases - Diesel	Feb 26 OCM - 110226	Operating Expenses			(39,600)	(50,500)
R13602	Fuel Sales - Diesel Income	Feb 26 OCM - 110226	Operating Revenue		50,000		(500)
E14505	Admin - Conference Expenses	Feb 26 OCM - 110226	Operating Expenses			(2,500)	(3,000)
E14516	Admin - Advertising Expenses	Feb 26 OCM - 110226	Operating Expenses			(3,000)	(6,000)
R14500	Admin - Fees & Charges Income	Feb 26 OCM - 110226	Operating Revenue		3,000		(3,000)
R14590	Admin - Other Income	Feb 26 OCM - 110226	Operating Revenue		3,000		(0)
				<b>(10,019)</b>	<b>431,995</b>	<b>(431,995)</b>	<b>(0)</b>

## 11.2 Payment Listing

<b>File Reference:</b>	N/A
<b>Date:</b>	09 April 2026
<b>Location:</b>	Shire of Wandering
<b>Applicant:</b>	N/A
<b>Author:</b>	Chief Executive Officer
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	List of Payments and Credit Card Statement 31 March 2026
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Reference:</b>	Nil

### Summary of Report:

The list of payments for the month ending 31 March 2026 is presented for noting by Council.

### Background:

Council has delegated the Chief Executive Officer the exercise of its power to make payments from the Shires municipal fund and the trust fund. In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council for the purposes of noting, in the following month.

### Consultation:

The Chief Executive Officer has been involved in the approvals of any requisitions, purchase orders, invoicing and reconciliation matters.

### Statutory Environment:

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states that

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared — (a) the payee's name; and
- (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.

### Policy Implications:

Officers are required to ensure that they comply with the Shire's Purchasing Policy, where applicable and that budget provision is available for any expenditure commitments.

### Financial Implications:

Payments are made under delegated authority and are within approved budgets. Payment is made within agreed trade terms and in a timely manner.

**Strategic Implications:  
Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Risk Implications:**

Risk	Low
<p><b>Failure to make payments within terms may render Council liable to interest and penalties.</b>  <b>Failure to pay for goods and services in a prompt and professional manner, in particular to local suppliers, may cause dissatisfaction (reputational damage) amongst the community.</b></p>	

**Voting Requirements:**

Simple Majority

Municipal Fund	Amount
Electronic Funds Transfers	\$ 696,302.92
Direct Debits	\$ 44,004.31
Cheques	Nil
<b>TOTAL</b>	<b>\$ 740,307.23</b>

**030426      Moved: Cr A Thompson                      Seconded: Cr G Hansen**

**Officer Recommendation:**

**That Council receive the list of payments totalling \$740,307.23 for the month ending 31 March 2026 as presented.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

**Shire of Wandering**  
**List of Accounts for Payments for March 2026**

Chq/EFT	Date	Name	Description	Amount	Type
AP4331	03/03/2026	Altus Planning	Town Planning services for February 2026	536.25	INV
00004654	31/01/2026	A to Z Signs	Kids Signs from Children week grant 2025	1245.64	INV
2601004055.1	16/01/2026	Acumentis South West (WA)	Valuation to 6 blocks in light industrial area	2750.00	INV
REIMBURSEMENT	17/03/2026	CRC Coordinator - Staff	CRC - Cafe Expenses - restock Provisions excl GST	112.80	INV
1043	17/03/2026	CRC Coordinator - Staff	International Womens Day 2026 - Speaker Gifts x 7 & Guest Gift bags x 50	475.00	INV
13/03/2026	13/03/2026	Alemlube Pty Ltd	Case Loader - Auto Greaser Motor Replacement	3432.00	INV
INV-0003	13/02/2026	Allie's Captured Moments	IVD Photography	350.00	INV
45624	28/02/2026	Allwest Plant Hire	Hire of Roller 01/02/26 to 28/02/26	4400.00	INV
127276	28/02/2026	AMPAC Debt Recovery (WA) Pty Ltd	Legal Costs Rate Recovery Expenses February 2026 charges excluding GST	1018.50	INV
SUPER	10/03/2026	Australian Retirement Trust Super Savings	Super	260.94	INV
SUPER	24/03/2026	Australian Retirement Trust Super Savings	Super	267.51	INV
DEDUCTION	10/03/2026	Australian Super	Payroll Deduction	317.72	INV
DEDUCTION	10/03/2026	Australian Super	Payroll Deduction	82.23	INV
DEDUCTION	24/03/2026	Australian Super	Payroll Deduction	189.73	INV
DEDUCTION	24/03/2026	Australian Super	Payroll Deduction	82.23	INV
SUPER	10/03/2026	Australian Super	Payroll Deduction	1841.50	INV
SUPER	24/03/2026	Australian Super	Super	1340.33	INV
75143	28/02/2026	Avon Waste	Domestic & commercial general waste services Feb 2026	5513.39	INV
DEDUCTION	10/03/2026	Aware Super	Payroll Deduction	905.25	INV
DEDUCTION	24/03/2026	Aware Super	Payroll Deduction	906.38	INV
SUPER	10/03/2026	Aware Super	Super	5593.23	INV
SUPER	24/03/2026	Aware Super	Super	5863.67	INV
A597	09/03/2026	BC Hardie and Co	Rates refund for assessment A597	1455.65	INV
657777	24/03/2026	Best Office Systems	Copier Contract	340.02	INV
13	26/02/2026	Bob Rado Trapping Services	Ferel Pig Control Summer 2025/26	10502.80	INV

4972	02/03/2026	Bob Waddell & Associates	Assistance with Annual Budget and February monthly Financial Statements	2288.00	INV
4976	09/03/2026	Bob Waddell & Associates	Assistance provided with 26/27 Annual Budget	1100.00	INV
4992	17/03/2026	Bob Waddell & Associates	Assist with February 2026 Monthly Financial Statement	1056.00	INV
5006837612	26/02/2026	BOC	Container Service Charges 21/1/26 - 25/2/26	38.19	INV
1958	05/03/2026	Boddington Medical Centre (Bouldermed PTY LTD)	Pre Employment Medical & Drug Screen - Newstarter	281.60	INV
784	13/03/2026	Boddington News	Boddington News Edition #777 17th March 2026	12.00	INV
00010796	28/02/2026	Bookeasy Australia Pty Ltd	Online booking system fee - Caravan Park Feb 2026	242.00	INV
AWWPS00454-005	24/02/2026	Boral Construction Materials	York Williams Road -Slk 0.00-3.00 (S45R Crumbed Rubber)	112289.87	INV
AWWPS00454-006	16/03/2026	Boral Construction Materials	Addition works on final seal @ SLK0.00-3.00 (7,216.495@9.700)	77000.00	INV
AWWPS00454-007	16/03/2026	Boral Construction Materials	Addition seal work for York Williams Rd reconstruction slk3.00-6.00 (24161.899 @ \$17.060)	46200.00	INV
INV-0720	08/02/2026	Bout Time Mechanical	Volvo Excavator - WD.141 - 8000 hour service	4122.76	INV
REIMBURSE	13/03/2026	Works Supervisor	Purchase 24 Litres of ULP, Purchase 127.28 Litres Diesel, Purchase 423.02 Litres Diesel	1343.91	INV
319537	27/02/2026	Brooks Hire Service	Hire 15 Tonne smooth drum roller	7590.88	INV
35	23/02/2026	C & D Cutri	Install type 5 bearing plate, Install prop at abut 2&3 pile 3 Mainroads to supply prop	6820.00	INV
38792	17/02/2026	City of Kalamunda	Building Services - Administration Feb 26	50.00	INV
163935844	06/03/2026	Commonwealth Bank	Refreshments for Chambers and Staff Farewell March 2026	237.09	INV
248345604	24/02/2026	Commonwealth Bank	International Volunteer Day Food Expense with GST	236.00	INV
6502536	05/03/2026	Commonwealth Bank	Secure Parking CEO Meeting in Perth - Parking Charge 5/03/2026 9:07am - 16:26pm	14.00	INV
6513500	06/03/2026	Commonwealth Bank	Secure Parking - CEO Meeting in Perth - Parking Charge 6/03/2026 8:59am - 16:23pm	14.00	INV
704554	20/03/2026	Commonwealth Bank	Refreshment restock for Chambers March 2026 including GST	33.98	INV
WADO 16448415	11/03/2026	Commonwealth Bank	DOT - 2024 Isuzu MU-X 4X4 -WD00, Vehicle Licence & Licence Insurance	267.80	INV

260226	26/02/2026	DOT Licencing	Transport WADO EOD 260226	20.75	INV
RM101049	20/02/2026	Ecowater Services	Routine Maintenance 22 Watts Street Water System	410.00	INV
RM101050	20/02/2026	Ecowater Services	Routine Maintenance 19 Humes Way Water System	227.60	INV
RM101051	20/02/2026	Ecowater Services	Routine Maintenance 5 Dunmall Water System	227.60	INV
00001507	23/02/2026	EKWA Contractors Pty Ltd	Grader Blades & Mounting bolts for hire Grader	7150.00	INV
00001537	28/02/2026	EKWA Contractors Pty Ltd	Grader Hire - North Bannister Wandering Road Improvement - 1/2/2026 to 28/2/2026	28678.01	INV
INV-11766G	17/03/2026	Focus Networks	Other Expenses-Administration - complete LGIS Cyber Questionnaire	1045.00	INV
MPSD-15475	04/03/2026	Focus Networks	Managed Computer /Server Services and Support-Rates Services	3480.40	INV
SAAS-15496	09/03/2026	Focus Networks	Monthly Managed Services (SAAS)	2521.51	INV
00755732	18/03/2026	Fuel Distributors of WA	Diesel Purchase - Fuel Facility, ULP Purchase - Fuel Facility	54667.34	INV
59102800	07/03/2026	Fuel Distributors of WA	Diesel Purchase - Fuel Facility, ULP Purchase - Fuel Facility	56032.66	INV
533	04/03/2026	G & D Lyster	Pushing Gravel	4400.00	INV
18520	01/03/2026	GCM Agencies	Repairs to roller	10515.84	INV
18610	01/03/2026	GCM Agencies	Repairs to roller	4904.87	INV
18623	01/03/2026	GCM Agencies	Repairs to roller	5481.30	INV
18701	20/03/2026	GCM Agencies	Repairs to roller	6588.09	INV
AUL000209073	27/02/2026	Gilbarco Veeder-Root Australia	Repairs to Fuel Station leak detecting sensors	6864.15	INV
28/2/2026	28/02/2026	Great Southern Fuel Supplies	Fuel purchase and BP plus fee 48.94lt	93.07	INV
5091	06/03/2026	Herseys Safety Pty Ltd"	Guide posts, Delineators	6644.00	INV
INV-5127	19/03/2026	Herseys Safety Pty Ltd"	Ad-Blue Auto Metered Shut Off Nozzle	543.40	INV
SUPER	10/03/2026	HUB24 Super Fund	Super	272.64	INV
SUPER	24/03/2026	HUB24 Super Fund	Super	272.64	INV
SINV-16211	18/03/2026	Industrial Automation Group	Swipe Access Cards (50) Standpipe including freight	913.00	INV
INITV042479	30/06/2025	IT Vision Software Pty Ltd (trading as ReadyTech)	Altus Bank Rec Implementation - June/July 2025	7507.50	INV
INITV042538	30/07/2025	IT Vision Software Pty Ltd (trading as ReadyTech)	Reinstalling/Installing Universe onto the Terminal Server July/Aug 2025 (Invoice recieved 4/03/2026)	3049.20	INV

A565	09/03/2026	Jackbrook Pty Ltd as trustee for Wandering Land Trust Established within The GLW Superannuation Fund	Rates refund for assessment A565	24.71	INV
42	01/03/2026	JEB Cleaning Services	JEB Cleaning Contract 16/02/26 - 01/03/26	2867.52	INV
43	15/03/2026	JEB Cleaning Services	JEB Cleaning Contract 02/03/26 - 15/03/26	2842.80	INV
28496866	06/03/2026	Kennards Hire	Hire of VMS boards for improved traffic awareness	1400.00	INV
28545992	20/03/2026	Kennards Hire	Hire of VMS boards for improved traffic awareness - 06/03/2026 to 20/03/2026	1400.00	INV
00084977	12/03/2026	Knightline Computers	New battery Acer Nitro CRC Laptop	200.00	INV
A577	24/03/2026	Kubbine Nominees Pty Ltd	Rates refund for assessment A577	14696.28	INV
77532200	24/02/2026	Landgate	Interim Valuation Rural 22/11/2025 - 30/01/2026	145.44	INV
77548106	26/02/2026	Landgate	Interim Valuation Regional 23/06/2025 - 16/01/2026	66.25	INV
132950	31/01/2026	Larrikin House Pty Ltd	Library Books -Ass Junr Fiction Titles x5	70.00	INV
00144800	16/02/2026	Leaf Bean Machine	Coffee Machine Service	574.52	INV
23211	28/02/2026	LG Best Practices Pty Ltd	Creditor Training for Finance Officer	2156.00	INV
23212	28/02/2026	LG Best Practices Pty Ltd	Payroll Training for Finance Officer	1320.00	INV
23213	28/02/2026	LG Best Practices Pty Ltd	Mentoring for Finance Officer - as required - 10 hours	352.00	INV
23214	28/02/2026	LG Best Practices Pty Ltd	Assistance with Creditors, EOM Creditors reports, BAS and Bank Reconciliation - February 2026	6292.00	INV
23215	28/02/2026	LG Best Practices Pty Ltd	Rates Services 2025-26, 04/02/2026 & 06/02/2026 - Mentoring & Training with Rates Officer	1100.00	INV
SUPER	10/03/2026	MLC Masterkey	Super	200.94	INV
SUPER	24/03/2026	MLC Masterkey	Super	167.89	INV
70697	25/11/2025	Narrogin Pumps Solar & Spraying	Davey Enduralift Pump 1hp	843.00	INV
11316	04/03/2026	Narrogin Whitford Fertilisers	500KG Turf Mix - Wandering Oval	520.30	INV
627947449	19/02/2026	Officeworks	International Volunteer Day - IVD Frames	67.50	INV
628059168	24/02/2026	Officeworks	A1 coated paper for posters	25.50	INV
628513933	19/03/2026	Officeworks	Stationery and office supplies	687.59	INV
1925550	28/02/2026	OMG - Omnicom Media Group Australia Pty Ltd	Annual Electors Meeting Advertisement 24/25 year	346.39	INV
S40/1182	19/03/2026	Perth McIntosh & Son WA	CASE 721G Loader - 2500hr service plus other repairs and new joystick	4467.71	INV
67788	13/03/2026	Quest Payment Systems Pty Ltd	Fuel Facility Expenses OPT Maintenance - 1/3/2026 to 31/3/2026	418.00	INV

SUPER	10/03/2026	Retail Employees Superannuation (REST)	Super	176.84	INV
SUPER	24/03/2026	Retail Employees Superannuation (REST)	Super	180.86	INV
CD_001376312	06/03/2026	RingCentral	Wandering Shire Phone Systems & Charges	662.00	INV
SJM 00470	09/03/2026	Sally Jane Pottinger	IWD music	1035.00	INV
24295	05/03/2026	Scavenger Fire Safety	Firebrigade Truck - Nozzle Replacement	632.50	INV
5238459	28/02/2026	Sherrin Rentals	Water Truck 16000 Lt Hire - 01/02/26 - 28/02/26	10373.00	INV
I0036135	03/03/2026	South Regional Tafe	SR TAFE Fees - Trainee - Semester 1 2026	400.40	INV
R 63234	27/01/2026	Station motors 1974 Pty Lyd T/a Edwards Isuzu Ute	Vehicle Service 25,000km- 0WD	507.65	INV
T-8121	04/03/2026	Station motors 1974 Pty Lyd T/a Edwards Isuzu Ute	Purchase of MU-X LSU with Trade In	3500.00	INV
SUPER	10/03/2026	The Trustee for Keith Bowen Super	Super	328.93	INV
SUPER	24/03/2026	The Trustee for Keith Bowen Super	Super	328.93	INV
01	16/03/2026	Theresa Marie Wigham	Catering International Women's Day 50 people	1100.00	INV
00006943	22/03/2026	WA Contract Ranger Services	Contract Ranger Service labour & travel 3/3/26 & 16/3/26	866.25	INV
SI-017846	17/03/2026	WALGA	Mandatory Councillor Training - Understanding LG & Conflicts of interest eLearning x 4 Councillors	2508.00	INV
12815	24/02/2026	Wandering Rural	Turf Boost 20lt x 6	730.14	INV
12916	09/03/2026	Wandering Rural	Orange Moulded Chemical Pump Honda MCP650 3"	1100.00	INV
6750	04/03/2026	Wandering Smash Repairs	Catering Supplies from Ryans Quality Meats	425.00	INV
00000080	22/02/2026	Wandering Tavern	Council Meeting Day catering	538.00	INV
00000082	21/03/2026	Wandering Tavern	Catering - Council Meeting 19/3/26	180.00	INV
00000083	21/03/2026	Wandering Tavern	Catering - Council Meeting 19/3/26	188.00	INV
0672	01/03/2026	Warbys Transport Pty LTd	Truck Hire-Gravel carting 20/01/2026 - 13/02/2026	54587.50	INV
680/681	15/03/2026	Warbys Transport Pty LTd	Gravel Carting - North Bannister/Wandering Rd Works March 26	65175.00	INV
00002747	11/02/2026	WD Auto Repairs	Bosch Battery Replacement	295.90	INV
00002768	25/02/2026	WD Auto Repairs	Holden Colorado Ute WD1884 - 194,000km service	694.58	INV
00002769	25/02/2026	WD Auto Repairs	Supply and fit 2 new tyres	759.77	INV
2790	11/03/2026	WD Auto Repairs	Supply Battery for DEFES Fire Ute - 1QCI117	264.00	INV
2792	11/03/2026	WD Auto Repairs	Tyre Repair - WD.011	55.00	INV
INV-26063	12/03/2026	Whitehaus Architects Pty Ltd	CRC - Building Expenses - Building Brief	3042.82	INV
1-00030744	24/02/2026	Yahava Kaffeeworks Wholesale	CRC Cafe coffee & freight	387.10	INV

740307.23

**Credit Card Breakdown 26/2/2026 to 26/3/2026**

<b>Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>	<b>GST</b>
26/02/2026	Coles Online	International Volunteer Day Food Expenses	\$ 236.00	\$ 4.91
09/03/2026	Secure Parking	Parking ticket - Railway parade West Leaderville	\$ 14.00	\$ 1.27
09/03/2026	Secure Parking	Parking ticket - Railway parade West Leaderville	\$ 14.00	\$ 1.27
09/03/2026	Dan Murphy's	Refreshments for Chambers & Staff Farewell	\$ 237.09	\$ 21.55
11/03/2026	Dept Transport	Vehicle Registration WD001 - Isuzu MU-X 2026	\$ 267.80	\$ 24.35
20/03/2026	Costco	Bottles of Water and Cool Drink - Chambers	\$ 33.98	\$ 2.27
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Commonwealth Bank	Bank Fee		\$ -
		<b>TOTAL</b>	<b>\$ 802.87</b>	<b>\$ 55.62</b>

**11.3 Bank Overdraft Facility – Municipal Fund**

<b>File Reference:</b>	<b>14.145.14513</b>
<b>Location:</b>	<b>Shire of Wandering</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>12 April 2026</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Previous Reference:</b>	<b>Item 10.2 Ordinary Council Meeting 17 March 2024</b> <b>Item 13.5 Ordinary Council Meeting 17 April 2025</b>

**Summary of Report:**

The Shire of Wandering currently has a bank overdraft facility in place. This overdraft facility was established to provide a source of funding, should it be needed, early in the financial year until rate income is received.

**Background:**

The Shire currently holds an overdraft facility that has been in place since May 2025, with an approved limit of \$300,000. The facility has not been utilised during the past 12 months, and no withdrawals have been made from the overdraft during this period.

As part of the Shire’s annual audit process, the external auditors noted the quantum of the approved overdraft facility, identifying that the availability of this unused credit facility presents a potential contingent financial exposure for the Shire should it be drawn upon.

To reduce this risk, it is being proposed that the Shire consider reducing the current limit of the established overdraft facility with the Commonwealth Bank.

**Consultation:**

Councillors at the March General Planning Forum  
Chief Executive Officer

**Statutory Environment:**

Local Government Act 1995,  
Local Government (Financial Management) Regulations 1996

**Policy Implications:**

Not applicable.

**Financial Implications:**

There are costs associated with establishing an overdraft facility and then ongoing costs to retain the facility plus interest expense on any money drawn from the overdraft.

**Strategic Implications:**

**Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>There has been no requirement to draw on this overdraft facility at any time over the last 12 months.</b>	
<b>The limit on this overdraft facility is being reduced, thereby reducing the potential financial liability or any future withdrawals.</b>	

**Voting Requirements:**

Absolute Majority

**040426      Moved: Cr P Latham      Seconded: Cr R Cowan**

**Officer Recommendation:**

**That Council authorise the Chief Executive Officer to reduce the limit of the Shire’s overdraft facility with the Commonwealth Bank from \$300,000 to \$150,000.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

## **12. PLANNING AND TECHNICAL SERVICES REPORTS**

### **12.1 Request for exemption of developmental approval – 944 Moramocking Road, Wandering**

<b>File Reference:</b>	<b>PA477</b>
<b>Date:</b>	<b>12 April 2026</b>
<b>Location:</b>	<b>Shire of Wandering</b>
<b>Applicant:</b>	<b>Kenneth &amp; Grete Rasmussen</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer:</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Letter from landowner</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary of Report:**

The landowners at 944 Moramocking Road, Wandering, are seeking a development approval exemption for a temporary structure, to complete a 'Bat Cave Project' on their property.

#### **Background:**

The landowners, Kenneth & Grete Rasmussen of 944 Moramocking Road, Wandering, are seeking a development approval exemption for a temporary structure, on their property.

The proponent has made the following statements to support their request for a planning exemption:

#### **1. Temporary Nature of the Activity**

The activity involves no permanent construction or foundations of any kind. The prefabricated components rest on the ground only temporarily and are not fixed, anchored or attached in any way that alters the land. All elements are fully removable, leaving no residual impact.

#### **2. Non-Commercial, Private Use**

The project is entirely non-commercial. It involves no business activity, trading, income generation or public traffic. It is a private, hobby-based environmental initiative, consistent with ordinary lawful use of private rural land.

#### **3. No Impact on Amenity or Surroundings**

The project does not create noise, vibration, emissions, odour or traffic beyond normal rural activity. Visual impact is temporary and confined to their private property, with no public access or exposure.

#### **4. Environmental and Public-Interest Value**

The project supports conservation of the endangered Ghost Bat and aligns with environmental stewardship objectives. It presents no risk or burden to the locality.

#### **5. Significant Investment and Good-Faith Engagement**

The proponent has invested substantial time, resources and personal effort into this project. They have currently paused all work pending the determination of the Shire, thereby demonstrating their willingness to cooperate fully. The proponent has indicated that they are willing to abide by any conditions the Shire may choose to impose on them as part of its consideration of this planning exemption.

#### **Consultation:**

The Chief Executive Officer  
Councillors  
Altus Planning

**Statutory Environment:**

Pursuant to clause 61(1), Table Item 17 of the Deemed Provisions contained within Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, development approval is not required for temporary works that are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period.

**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

**Strategic Implications:**

Not applicable.

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>Approval is granted for a fixed term of three and a half months, taking into account that the project commenced in August 2025. There is no intention to extend the approval beyond the permissible 12-month exemption period under the relevant planning legislation.</b>	

**Voting Requirements:**

Simple Majority

050426

Moved: Cr G Hansen

Seconded: Cr P Latham

**Officer Recommendation:**

**That Council**

1. Confirms that the temporary pre-assembly work already undertaken does not constitute development requiring planning approval subject to compliance with the conditions below; and
2. Pursuant to clause 61(1), Table Item 17 of the Deemed Provisions contained within Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, grants a development approval exemption for the proposed temporary structure at 944 Moramocking Road, Wandering, subject to the following conditions:
  - a) The exemption applies only until 31 July 2026, after which the structure must be removed from the site.
  - b) The structure is not to house live bats at any stage while located within the Shire of Wandering.
  - c) The structure is to be made available for inspection by a designated Shire Officer at any time during the exemption period, with a minimum of two (2) hours' notice, and inspections are to occur only between 8.00am and 5.00pm.
  - d) The landowner is reminded of their ongoing obligations under the Environmental Protection (Noise) Regulations 1997 or any successor legislation.
  - e) Temporary pre-assembly works and associated activities are to continue to be undertaken only during normal business hours.
  - f) The proponent is to ensure that, at all times, the location of the temporary structure and any associated works remain wholly within the property boundary and maintains all required setbacks in accordance with the applicable planning provisions.
3. Notes that Council's decision relates solely to planning matters and that any civil disputes between neighbouring landowners—other than matters directly arising from non-compliance with this exemption—remain private matters to be resolved by the affected parties and do not fall within Council's role or jurisdiction.

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

30 March 2026

Chief Executive Officer  
Shire of Wandering  
22 Watts Street  
Wandering WA 6308

Dear Chief Executive Officer,

We wish to extend our sincere thanks to the Shire for its time and consideration in reviewing our request to continue working on our project currently located on our privately owned land within the district. We value the Council's role in responsible land use and community wellbeing and appreciate the opportunity to provide additional information.

We write to formally request that the Shire consider granting a planning approval exemption (or provide written confirmation that no development approval is required) in relation to the temporary, non-commercial pre-assembly work being undertaken on our property.

By way of background, the project is a long-term environmental initiative to create a long-life artificial bat roost intended to support habitat development for the endangered Ghost Bat. Its permanent site will be in Marble Bar (Pilbara) while our Wandering property is being used solely as a temporary fabrication and pre-assembly location.

Currently, the structure have now been manufactured both onsite and offsite, and the remaining pre-assembly stage is required solely to verify structural integrity prior to transportation to its permanent location at Pilbara. Nevertheless, we have voluntarily paused in good faith our efforts pending the Shire's guidance on this matter.

In support of this request, and to assist the Shire's assessment, we also provide the additional information set out in **Annexure A**, which we respectfully submit for the Shire's reference and consideration.

#### PLANNING EXEMPTION GROUNDS

##### 1. Temporary Nature of the Activity

The activity involves no permanent construction or foundations of any kind. The prefabricated components rest on the ground only temporarily and are not fixed, anchored, or attached in any way that alters the land. All elements are fully removable, leaving no residual impact.

##### 2. Non-Commercial, Private Use

The project is entirely non-commercial. It involves no business activity, trading, income generation, or public traffic. It is a private, hobby-based environmental initiative, consistent with ordinary lawful use of private rural land.

### 3. No Impact on Amenity or Surroundings

The project does not create noise, vibration, emissions, odor, or traffic beyond normal rural activity. Visual impact is temporary and confined to our private property, with no public access or exposure.

### 4. Environmental and Public-Interest Value

The project supports conservation of the endangered Ghost Bat and aligns with environmental stewardship objectives. It presents no risk or burden to the locality.

### 5. Significant Investment and Good-Faith Engagement

We have invested substantial time, resources, and personal effort into this project. We paused all work pending the determination of the Shire on our request, demonstrating our willingness to cooperate fully and our full deference to your guidance on the matter. We believe that we have exercised reasonable care and undertaken all necessary precautions, and we emphasise that all activity remains fully subject to the Shire's guidance, direction, and any conditions it may consider appropriate.

### REQUEST FOR DETERMINATION

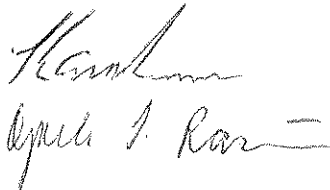
We respectfully request that the Shire:

- a) Confirm that the temporary pre-assembly work does not constitute development requiring planning approval; or
- b) Grant a formal planning exemption subject to any reasonable conditions the Shire considers appropriate.

We remain willing to comply with any requirements the Shire may impose and appreciate its ongoing support to the community.

Yours sincerely,

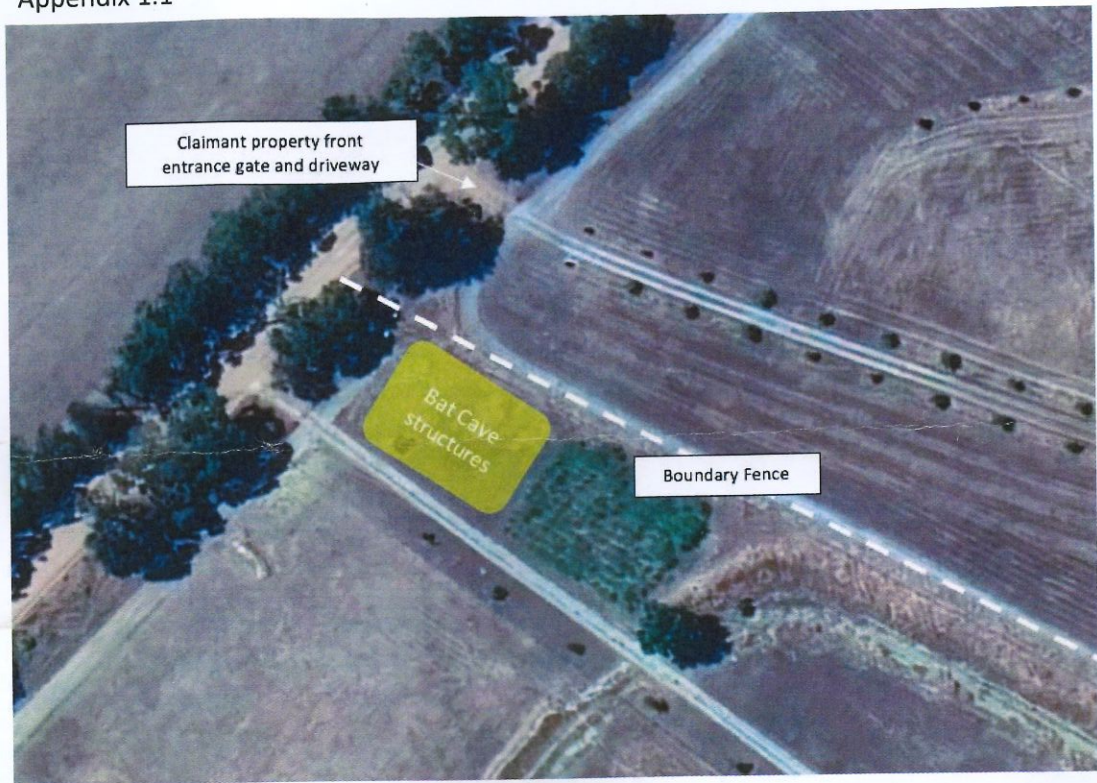
Kenneth & Grete Rasmussen  
944 Moramocking Road  
Wandering WA 6308

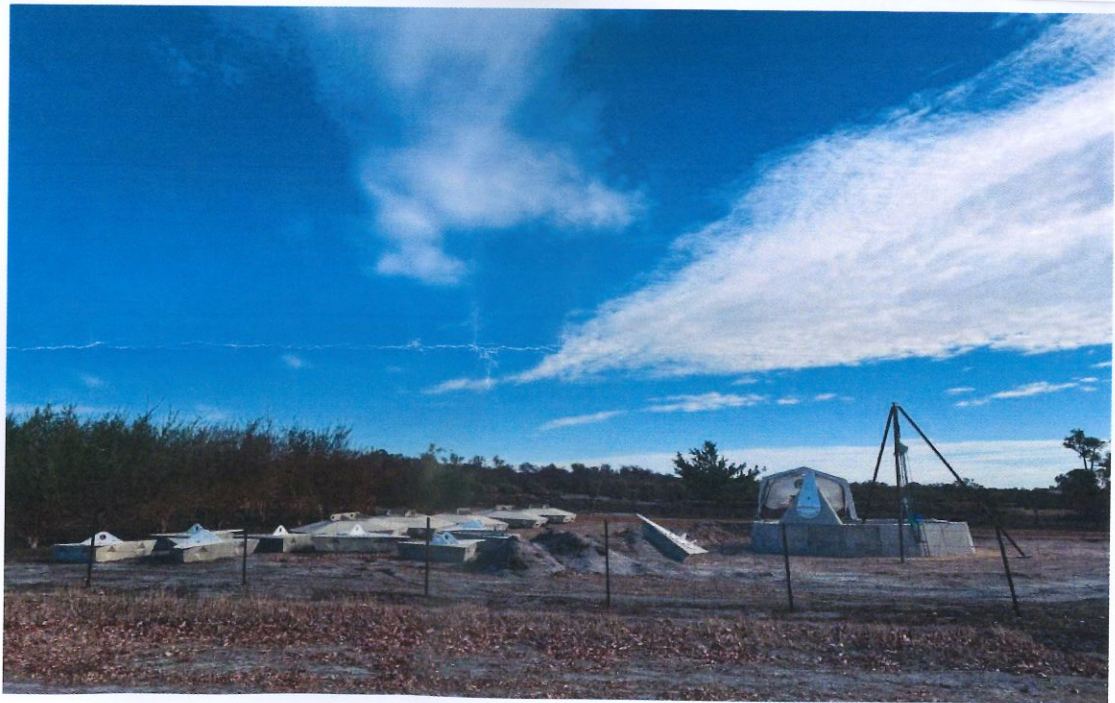
The image shows two handwritten signatures in black ink. The top signature is a cursive signature that appears to be 'Kenneth Rasmussen'. The bottom signature is also in cursive and appears to be 'Grete Rasmussen'.

**APPENDIX A – ADDITIONAL INFORMATION REQUESTED BY THE SHIRE**

Shire Query	Response
<p><b>1. When did the project commence (estimate)?</b></p>	<p>The project has been in development for <b>more than five years</b>, but was mostly limited to design concept development, formwork engineering, lifespan and load simulations. Actual modelling works commenced at the Wandering site <b>around August 2025</b>, with significant curing periods required between pours and thus were held in long intervals of several weeks per actual work.</p>
<p><b>2. When is the project scheduled to be completed (period of approval sought)?</b></p>	<p>Remaining work includes: (a) aligning and levelling the base blocks (see attached), (b) temporarily lifting remaining blocks into place as a <b>proof-of-concept</b> assembly, and (c) immediate dismantling, followed by loading onto a truck for transport to the Pilbara.</p> <p>Due to the onset of the wet season and curing delays, we respectfully request <b>12 months from the date of the first pour (August 2025)</b>. Notably, actual work on site is limited to <b>approximately 10 days total</b>, undertaken <b>once per week</b>, for <b>around 1 hour per event</b>, always within business hours.</p>
<p><b>3. Have required setbacks been maintained?</b></p>	<p>Yes. All blocks are positioned <b>more than 10 metres</b> from the neighbouring fence line and <b>approximately 20 metres</b> from the front fence. The location was deliberately chosen to ensure adequate buffer zones and to reduce any potential impact.</p>
<p><b>4. Have you undertaken noise or dust monitoring?</b></p>	<p>No formal monitoring has been undertaken due to the minimal nature of works. Onsite activity has consistently been short and infrequent. Noise sources have included only cement trucks, vibration equipment for settling concrete, and a small tractor-typical temporary rural equipment. Dust emissions have remained within normal seasonal levels. By comparison, passing vehicles generate more dust than the activity onsite.</p>
<p><b>5. Do bats occupy the enclosure?</b></p>	<p>No. The temporary assembly phase is solely to confirm constructability and to document assembly procedures for the permanent installation in the Pilbara. No entrance will be created during this stage, ensuring no wildlife access is possible.</p>

Appendix 1.1





**13. CHIEF EXECUTIVE OFFICER REPORTS**

**13.1 Cuppa For Cancer – Request for Council Support**

<b>File Reference:</b>	N/A
<b>Date:</b>	11 April 2026
<b>Location:</b>	Shire of Wandering
<b>Applicant:</b>	Linda Barge
<b>Author:</b>	Chief Executive Officer
<b>Authorising Officer:</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	2026 Cancer Council Morning Tea – Letter from Linda Barge
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Reference:</b>	Nil

**Summary of Report:**

The request from the organisers of the 2026 Cuppa for Cancer event is presented for Councils consideration.

**Background:**

The organisers of the annual Cuppa for Cancer event have approached the Shire seeking Council support for their 2026 fundraiser.

The event is scheduled to be held on Thursday, 7 May 2026 and aims to raise funds and awareness for cancer-related services and support within the broader community.

**Consultation:**

Councillors at the April General Planning Forum  
Chief Executive Officer

**Statutory Environment:**

Not applicable.

**Policy Implications:**

Not applicable.

**Financial Implications:**

In accordance with the Shire’s Schedule of Fees and Charges 2025/2026, the hire of the Community Centre by not-for-profit organisations (with no alcohol) attracts a fee of \$44 per 24-hour period. Approval of this request will result in the Shire foregoing this venue hire fee for the duration of the event.

**Strategic Implications:**

**Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>The community benefit in supporting this request outweighs the potential loss of revenue.</b>	

**Voting Requirements:**

Simple Majority

**060426          Moved: Cr P Latham          Seconded: Cr R Cowan**

**Officer Recommendation:**

**That Council:**

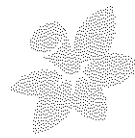
- 1. Approve the use of the Community Centre by the Cuppa for Cancer organising group, free of charge, for the purpose of hosting the Cuppa for Cancer event on Thursday, 7 May 2026; and**
- 2. Approve the placement of raffle tickets at the Shire Office counter for display and sale in support of the Cuppa for Cancer event, subject to any relevant policies and administrative requirements.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

Mrs Linda Barge  
14 Cheetaning Street  
Wandering WA 6308



**Cancer Council**  
Australia's Biggest  
Morning Tea

CEO & Councillors  
22 Watts Street  
Wandering WA 6308

12<sup>th</sup> March 2026

Dear Alistair & Councillors

I am writing to you to request the use of the Community Centre, free of charge on Thursday 7<sup>th</sup> May 2026 to host a Cuppa for Cancer event please.

My friends and I have hosted this event for the last 3 years and it was a very successful day and having the Shire's support is very much appreciated.

Also, could we please have raffle tickets on the counter at the Shire Office?

Looking forward to your response

Many thanks

A handwritten signature in cursive script that reads "L Barge".

Linda Barge  
0448 331 954  
Bargie57@yahoo.com

**13.2 Telstra Mobile Tower Outages During Power Failures – Annual Electors Meeting Motion**

<b>File Reference:</b>	<b>N/A</b>
<b>Date:</b>	<b>12 April 2026</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Janet Elliot</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>
<b>Previous Reference:</b>	<b>N/A</b>

**Summary of Report:**

For Council to consider the motion raised at the Annual Electors Meeting held on 25 February 2026.

**Background:**

At the Annual Electors Meeting, a motion was moved by Janet Elliot and seconded by Brendan Whitely that Council liaise with other local Councils and as a larger voice:

1. Put pressure on Anika Wells MP of communications to resolve the issue of the Telstra mobile tower battery life in the event of an emergency
2. Formulate an emergency plan with DFES and Telstra to have a generator deployed to power the mobile tower at the first instance that power goes out.

**Consultation:**

Shire of Wandering Councillors  
Chief Executive Officer

**Statutory Environment:**

Section 5.33(1) of the Local Government Act 1995 (WA) provides that:

All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable:

- a) at the first ordinary council meeting after that meeting; or
- b) at a special meeting called for that purpose, whichever happens first.

**Policy Implications:**

Nil.

**Financial Implications:**

There are no financial implications to this motion.

**Strategic Implications:**

**Provide Strong Leadership**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships
A well informed Community	Foster Opportunities for connectivity between Council and the Community

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>There is low risk in Council actioning this request</b>	

**Voting Requirements:**

Absolute Majority

**070426**

**Moved: Cr G Hansen**

**Seconded: Cr A Price**

**Officer Recommendation:**

**That Council:**

- 1. Notes the motion carried at the Annual Electors' Meeting.**
- 2. Requests the CEO to write to:**
  - The Hon Anika Wells MP, Minister for Communications, to raise concerns regarding the loss of mobile coverage at the Wandering Telstra tower during power outages, particularly in emergency situations, and to seek assurance that Telstra will ensure timely restoration of services, within two (2) hours of a power outage, following future outages; and**
  - The CEO of Telstra, to highlight the impact of power-related outages on mobile services during emergencies and to request that Telstra implement measures to ensure prompt service restoration, including the deployment of a generator to power the Wandering mobile tower within two (2) hours of a power outage.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

**13.3 Limiting the number of dogs permitted on residential properties – Annual Electors Meeting Motion**

**File Reference:** N/A  
**Date:** 12 April 2026  
**Location:** N/A  
**Applicant:** Janet Elliot  
**Author:** Chief Executive Officer  
**Authorising Officer:** Chief Executive Officer  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Voting Requirements:** Absolute Majority  
**Previous Reference:** N/A

**Summary of Report:**

For Council to consider the motion raised at the Annual Electors Meeting held on 25 February 2026.

**Background:**

At the Annual Electors Meeting, a motion was moved by Janet Elliot and seconded by Max Watts that Council consider a limit on the amount of dogs permitted to be kept at residences in the Shire.

**Consultation:**

Shire of Wandering Councillors  
 Chief Executive Officer

**Statutory Environment:**

Section 5.33(1) of the Local Government Act 1995 (WA) provides that:  
 All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable:  
 c) at the first ordinary council meeting after that meeting; or  
 d) at a special meeting called for that purpose, whichever happens first.

Dog Act 1976

**Policy Implications:**

Nil.

**Financial Implications:**

There are no financial implications to this motion.

**Strategic Implications:**

**Provide Strong Leadership**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships
A well informed Community	Foster Opportunities for connectivity between Council and the Community

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>There is low risk in Council actioning this request</b>	

**Voting Requirements:**

Absolute Majority

**080426**

**Moved: Cr G Hansen**

**Seconded: Cr R Cowan**

**Officer Recommendation:**

**That Council:**

- 1. Notes the motion carried at the Annual Electors' Meeting;**
- 2. Requests the CEO to prepare a Local Dog Law for the Shire of Wandering.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

**13.4 Time Constraints on development of vacant blocks of land – Annual Electors Meeting Motion**

<b>File Reference:</b>	N/A
<b>Date:</b>	12 April 2026
<b>Location:</b>	N/A
<b>Applicant:</b>	Janet Elliot
<b>Author:</b>	Chief Executive Officer
<b>Authorising Officer</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Reference:</b>	N/A

**Summary of Report:**

For Council to consider the motion raised at the Annual Electors Meeting held on 25 February 2026.

**Background:**

At the Annual Electors Meeting, a motion was moved by Janet Elliot and seconded by Roslyn Warburton that Council consider placing time constraints on development of vacant blocks.

**Consultation:**

Shire of Wandering Councillors  
Chief Executive Officer

**Statutory Environment:**

Section 5.33(1) of the Local Government Act 1995 (WA) provides that:

All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable:

- e) at the first ordinary council meeting after that meeting; or
- f) at a special meeting called for that purpose, whichever happens first.

**Policy Implications:**

Nil.

**Financial Implications:**

There are no financial implications to this motion.

**Strategic Implications:**

**Provide Strong Leadership**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships
A well informed Community	Foster Opportunities for connectivity between Council and the Community

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>There is low risk in Council actioning this request</b>	

**Voting Requirements:**

Absolute Majority



**13.5 Establishing a committee to contact the media - Annual Electors Meeting Motion**

<b>File Reference:</b>	<b>N/A</b>
<b>Date:</b>	<b>12 April 2026</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>Bob Little</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>
<b>Previous Reference:</b>	<b>N/A</b>

**Summary of Report:**

For Council to consider the motion raised at the Annual Electors Meeting held on 25 February 2026.

**Background:**

At the Annual Electors Meeting, a motion was moved by Bob Little and seconded by Jacquie Cornish that Council form a committee to gather information regarding Telstra’s lack of concern in emergency situations and the committee approach the media to shock Telstra into some sort of action.

**Consultation:**

Shire of Wandering Councillors  
Chief Executive Officer

**Statutory Environment:**

Section 5.33(1) of the Local Government Act 1995 (WA) provides that:  
All decisions made at an electors’ meeting are to be considered at the next ordinary council meeting or, if that is not practicable:  
g) at the first ordinary council meeting after that meeting; or  
h) at a special meeting called for that purpose, whichever happens first.

**Policy Implications:**

Nil.

**Financial Implications:**

There are no financial implications to this motion.

**Strategic Implications:**

**Provide Strong Leadership**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships
A well informed Community	Foster Opportunities for connectivity between Council and the Community

**Risk Implications:**

<b>Risk</b>	<b>Medium</b>
<b>There is a reputational risk to Council in actioning this request and approaching the media to instigate (shock) a telecommunications company. There are other appropriate pathways for Council to complaint and raise any service concerns it may have.</b>	

**Voting Requirements:**

Absolute Majority

**100426**

**Moved: Cr G Hansen**

**Seconded: Cr A Thompson**

**Officer Recommendation:**

**That Council:**

- 1. Notes the motion carried at the Annual Electors' Meeting;**
- 2. Acknowledges that the Shire has already implemented a range of proactive measures to address telecommunications coverage issues experienced during the recent bush fire events and, as such, determines that no further action is required at this time.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

### **13.6 Amendments to the Terms of Reference of the Audit and Risk Committee**

<b>File Reference:</b>	<b>14.145.14512</b>
<b>Date:</b>	<b>12 April 2026</b>
<b>Location:</b>	<b>Shire of Wandering</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Chief Executive Officer</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Policy 18 – Terms of Reference of the Audit and Risk Committee Advertisement ARIC Independent Members</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>
<b>Previous Reference:</b>	<b>Item 12.1 Ordinary Council Meeting 15 August 2024 Item 12.1 Ordinary Council Meeting 17 April 2025</b>

#### **Summary of Report:**

This report recommends amendments to the Council's adopted Terms of Reference (ToR) for the Audit, Risk and Improvement Committee. The amendments are required to comply with changes to the Local Government Act 1995, particularly Sections 7.1A, 7.1B, and Clause 69 of Schedule 9.3, Division 7, as well as the Local Government Amendment Regulations 2024. The new requirements include appointing independent Presiding and Deputy Presiding Members through an open advertising process. Compliance must be achieved by 30 June 2026.

#### **Background:**

The Local Government Act 1995 and the Local Government Amendment Regulations 2024 have introduced changes to enhance governance, transparency, and accountability in local government operations. Key changes include the mandatory establishment of an ARIC and the requirement for independent leadership of the committee. These changes align with sector-wide improvements and aim to strengthen oversight of risk management, internal controls, financial reporting, and organisational improvement.

Council has previously updated the naming of its committee to the Audit, Risk and Improvement Committee and adopted ToR that include provisions for appointing an independent Presiding Member and Deputy Presiding Member. The current update includes an increase to the independent member sitting fees to increase the Shire's ability to attract and retain suitably qualified individuals to these two roles as the previously allocated amount failed to achieve this. The new fees are within the recommended band determined by the Salaries and Allowances Tribunal for independent committee members.

An advertisement has been prepared (attached) seeking expressions of interest for independent committee members, aiming to attract suitably qualified individuals to provide valuable expertise and perspectives to support the Shire's governance and strategic financial oversight.

It is proposed that the positions be advertised in accordance with the principals of the attached, commencing late April 2026 and concluding late May 2026, on the Shire's website, Facebook page, Public Noticeboards and in the May edition of the Wandering Echo.

#### **Consultation:**

Shire of Wandering Councillors  
Chief Executive Officer

#### **Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Not applicable.

**Financial Implications:**

Costs associated with:

- Advertising for independent members: Estimated \$500
- Remuneration for independent Presiding and Deputy Presiding Members: To be determined, with provision in the 2026/2027 Budget, will amount to approximately \$1,300 per annum.

The fees for independent members is determined by the Salaries and Allowances Tribunal (WA) pursuant to, Local Government Chief Executive Officers and Elected Members Determination No 1 of 2026.

**Strategic Implications:**

**Provide Strong Leadership**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

**Risk Implications:**

<b>Risk</b>	<b>Low</b>
<b>There is low risk to the Shire in complying with this requirement</b>	

**Voting Requirements:**

Absolute Majority

**110426          Moved: Cr R Cowan          Seconded: Cr P Latham**

**Officer Recommendation:**

**That Council**

- 1. Approve the changes to the Terms of Reference of the ARIC.**
- 2. Authorise the Chief Executive Officer to advertise for an independent Presiding Member and independent Deputy Presiding Member for the ARIC.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

<b>POLICY TYPE:</b>	<b>LEGISLATIVE</b>
<b>DATE ADOPTED:</b>	18/07/2019

<b>POLICY NO:</b>	<b>18</b>
<b>DATE LAST REVIEWED:</b>	17/09/2020 16/09/2021 20/07/2023 15/08/2024 17/04/2025

<b>LEGAL (PARENT):</b>	<i>Local Government Act 1995</i>
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<b>LEGAL (SUBSIDIARY):</b>	
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	
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<b>DELEGATION No.</b>	
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<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Audit, Risk and Improvement Committee Terms of Reference 2025
<b>OBJECTIVE:</b>	To describe the functions and membership of the Audit Committee

**POLICY STATEMENT**

**Introduction:**

The Audit, Risk and Improvement Committee (ARIC) is an advisory group formally appointed by the Council that is responsible to the Council. The Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any financial responsibility. The Committee does not have any management functions and is therefore independent of management.

**Appointing Legislation:**

The Audit, Risk and Improvement Committee (ARIC) is established under section 7.1A of the *Local Government Act 1995*.

**Delegated Authority:**

The ARIC has no delegated power and has no authority to implement its recommendations without approval from Council.

**Purpose:**

The purpose of the Terms of Reference is to;

1. Facilitate the operation of the ARIC;
2. Support the Council in fulfilling its responsibilities in relation to:
  - a. risk management systems
  - b. internal control structure
  - c. financial reporting
  - d. compliance with laws and regulations
  - e. internal and external audit functions

**Objectives:**

The primary objective of the ARIC is to accept responsibility for the annual external audit and liaise with the local government’s auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs. The ARIC will also oversee critical areas including risk management and governance.

Reports from the ARIC will assist Council in discharging its legislative responsibilities of controlling the local government’s affairs, determining the local government’s policies and overseeing the allocation of the local government’s finances and resources. The ARIC will ensure openness in the local government’s financial

reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

More specifically, the objectives of the ARIC are to oversee:

1. The integrity of external financial reporting, including accounting policies.
2. The scope of work, objectivity, performance and independence of the external auditor.
3. The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical assets.
4. The framework and systems that are designed to ensure the Shire complies with relevant statutory and regulatory requirements.
5. The framework for recognising risks arising from the Shire's operations and consider the adequacy of measures taken to manage those risks.
6. The framework and systems which protect the Council against fraud and irregularities.

The ARIC must also add to the credibility of Council by promoting ethical standards through its work.

Members of the Committee are expected to:

- understand the legal and regulatory obligations of the Council for governing the entity;
- understand the governance arrangements that support achievement of the Shire's strategies and objectives;
- exercise due care, diligence and skill when performing their duties;
- adhere to the Shire's Code of Conduct for Council Members, Committee Members and Candidates;
- be aware of contemporary and relevant issues impacting the public sector; and
- only use information provided to the Committee to carry out their responsibilities, unless expressly agreed by Council.

#### **Powers of the ARIC:**

The ARIC is a formally appointed committee of Council and is responsible to that body. The ARIC does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The ARIC does not have any management functions and cannot involve itself in management processes or procedures.

The ARIC is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The ARIC has the authority of Council to:

- Review the external auditor's annual audit plans along with the outcomes / results of all audits undertaken;
- Review internal audit plans along with the outcomes / results of all audits undertaken;
- Formally meet with the Shire's appointed external auditor as necessary;
- Ensure that any matters raised by external audit that require action are actioned; and
- Advise Council on any or all of the above as deemed necessary.

#### **Membership:**

The membership criteria of the ARIC is set out below.

- The committee shall consist of three (3) elected members, two of which to be the Shire President and Deputy Shire President, and two independent members who will act as the Presiding Member and Deputy Presiding Member. All members shall have full voting rights.
- The CEO and employees are not members of the committee.
- The CEO and or their nominee is to attend all meetings to provide advice and guidance to the committee.
- The Shire shall provide secretarial and administrative support to the committee.
- The Council will appoint all members of the committee.

- Members shall be appointed for a period of up to two (2) years terminating on the day of the Local Government Ordinary Council Elections, unless Council resolves otherwise.
- The Presiding Member and Deputy Presiding Member will be appointed by the Council, biennially after the Local Government Ordinary Council Elections. These positions will be filled by independent members.  
\*The first independent Presiding Member and Deputy Presiding Member will be appointed after the adoption of these Terms of Reference, and the advertising process is completed with a term concluding October 2025, after the Ordinary Council Elections.
- The quorum at any meeting shall be 3 voting members, including at least one independent member.
- Committee members are required to abide by the *Local Government Act 1995* and Code of Conduct in observing the requirements of declaring any proximity, financial or impartiality interests that relate to any matter to be considered at each meeting.

### **Meetings:**

The ARIC shall meet at least twice each year or more regularly as required at the discretion of the Presiding Member of the committee, the Shire President or the CEO, with all members expected to attend each meeting in person. Elected Members, who are not part of the committee are invited to observe meetings, however they are not entitled to participate in the meeting. The CEO, or their delegate, is to attend all meetings to provide advice and guidance to the committee, however the CEO and employees are not members of the committee. The CEO will invite members of management, internal and external auditors or others to attend meetings as observers and to provide pertinent information, as necessary.

The Presiding Member will preside at all meetings. In their absence, the Deputy Presiding Member will assume the Presiding Member role for that meeting.

Each member of the Committee at a meeting will have one vote. The Presiding Member will have a casting vote and simple majority will prevail. A committee recommendation does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Meeting agendas will be prepared and provided at least three days in advance to members, along with appropriate briefing materials. Minutes will be taken at each meeting and presented to the subsequent meeting for confirmation. Reports and recommendations of each committee meeting shall be presented to the next appropriate ordinary council meeting, which may not be meetings held on the same day.

ARIC meetings are generally open to the public unless the Presiding Member or CEO deem it necessary to proceed behind closed doors pursuant to section 5.23 of the *Local Government Act 1995*.

### **Duties and Responsibilities:**

The duties and responsibilities of the ARIC will be:

#### Risk Management

- Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud.
- Assess whether a sound and effective approach has been followed in managing the Shire's major risks including those associated with individual projects, program implementation, and activities.
- Assess the impact of the Shire's risk management framework on its control environment and insurance arrangements.
- Review the process of developing and implementing the Shire's fraud control arrangements and satisfy itself the Shire has appropriate processes and systems in place to detect, capture and effectively respond to fraud-related information.

### Business Continuity

- Assess whether a sound and effective approach has been followed in establishing the Shire's business continuity planning arrangements, including whether business continuity and disaster recovery plans have been periodically updated and tested.

### Internal Control

- Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- Review whether management has in place relevant policies and procedures and that they are periodically reviewed and updated.
- Assess whether the appropriate processes are in place to assess, at least once a year, whether key policies and procedures are complied with.
- Review whether appropriate policies and supporting procedures are in place for the management and exercise of delegations.
- Consider how management identifies any required changes to the design or implementation of key internal controls.

### Financial Reporting

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgemental areas, and recent accounting, professional and regulatory pronouncements, and legislative changes, and understand their effect on the financial report.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.
- Review the annual financial report and performance report of the Shire of Wandering and consider whether it is complete, consistent with information known to the committee members, and reflects appropriate accounting principles.
- Review with management and the external auditors all matters required to be communicated to the ARIC under the Australian Auditing Standards.
- Review the draft Annual Financial Statements and recommend the adoption of the Annual Financial Statements to Council, in accordance with the timeframes as prescribed.
- Review the mid-year budget review and recommend the adoption of this to Council.

### Compliance

- Review the processes that track the effectiveness of compliance monitoring systems with legislation and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.
- Keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to those findings.
- Obtain regular updates from management about compliance matters.
- Review the annual Compliance Audit Return and report to the Council the results of the review.

### Audit

- Note the auditor's proposed audit scope and approach for financial performance audits.
- Consider the findings and recommendations of relevant Management Letters undertaken by the external auditor and ensure the Shire implements relevant recommendations.
- Review all audit reports and provide advice to the Council on significant issues identified in audit reports and action to be taken on issues raised, including identification and dissemination of good practice.
- Provide an opportunity for the Committee to meet with the external auditors to discuss any matters that the Committee or the external auditors believe should be discussed privately.
- Annually review the performance of external audit including the level of satisfaction with external audit function.
- Monitor management's implementation of audit recommendations.

### Reporting Responsibilities

- Report regularly to the Council about ARIC activities, issues, and related recommendations through circulation of minutes.
- Monitor that open communication between the external auditor and the Shire's management occurs.

### Other Responsibilities

- Perform other activities related to these Terms of Reference as requested by the Council.
- Annually review and assess the adequacy of the Terms of Reference, request Council approval for proposed changes, and ensure appropriate disclosure as might be required by legislation or regulation

### **Payment of Independent Committee Members:**

Payments will be made to Independent Committee Members at the following rates:

- Presiding Member sitting fees for each ARIC meeting \$120.
- Deputy Presiding Member sitting fees for each ARIC meeting \$120.
- Travelling allowance \$100 per hour for travel, up to a maximum amount of \$200 per meeting.

Please note: If an independent member is unable to attend a meeting, they will not be paid for that meeting.  
The maximum fees payable to an independent member is \$320 per meeting.



## **EXPRESSION OF INTEREST Independent Members to sit on Audit, Risk and Improvement Committee**

The Shire of Wandering invites Expressions of Interest from experienced professionals to join its **Audit, Risk and Improvement Committee (ARIC)** as Independent Members. The Committee is comprised of three (3) Elected Members of Council (the Shire President, Deputy President and one Elected Member), and two (2) independent external members

This initiative forms part of recent Western Australian State Government legislative reforms, which require all local governments to establish an independent ARIC by 30 June 2026.

The ARIC supports the Shire in fulfilling its responsibilities for oversight in areas such as financial audit, risk management and continuous improvement, in compliance with the *Local Government Act 1995* and associated regulations.

### **Positions Available**

The Shire is seeking to appoint:

- Independent Presiding Member (Chair).
- Independent Deputy Presiding Member.

### **About the Successful Candidate**

We encourage applications from professionals with experience in:

- Financial reporting and compliance,
- Audit and assurance,
- Principles of good organisational governance, and
- Risk management and internal control principles.

### **Additional desirable skills and experience include**

- Knowledge of the local government sector or public sector administration,
- Analytical skills to assess complex information,
- Familiarity with meeting procedures and strong leadership skills to guide effective committee discussions,
- Awareness of emerging risks such as cyber security, cyber fraud, phishing scams etc.

### **Key Information**

- Appointments are offered on a **two-year term** or until the next ordinary local government election.
- The Committee meets twice per year.

To be classed as an Independent Member, **applicants must meet these criteria:**

- a) Must not be employed by the Shire of Wandering.
- b) Must not be an Elected Member of the Shire of Wandering or any other local government authority; and
- c) Must not be related to any person in categories a) or b).

### **What We Offer**

The role includes remuneration aligned with determinations by the Salaries and Allowances Tribunal for Band 4 local governments. The Council has adopted meeting fees at **\$120 per hour**, with an additional **travel allowance of \$100 per hour**, capped at a **maximum**

**of \$320 per meeting**, inclusive of meeting and travel time.

**How to Apply**

Applications should submit a recent CV and a cover letter (no more than three pages) demonstrating experience in the key areas listed above. Applications should be marked 'Private & Confidential - Independent Members for Audit, Risk and Improvement Committee' in the subject heading and be addressed to the Chief Executive Officer via email to [ceo@wandering.wa.gov.au](mailto:ceo@wandering.wa.gov.au).

**Application Deadline:** Submissions close at **4:30 PM AWST, Thursday 28<sup>th</sup> May 2026.**

Should you require further information or clarification on the above, contact Dr. Alistair Pinto, Chief Executive Officer via email [ceo@wandering.wa.gov.au](mailto:ceo@wandering.wa.gov.au) or telephone 6828 1800.

**Canvassing of Councillors will disqualify the applicant**

### 13.7 Shire of Wandering Policy Manual Review – Policies 4, 5, 21, 28, 87, 88

<b>File Reference:</b>	N/A
<b>Date:</b>	12 April 2026
<b>Location:</b>	Shire of Wandering
<b>Applicant:</b>	N/A
<b>Author:</b>	Chief Executive Officer
<b>Authorising Officer</b>	Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Policy 4 - Disability Access and Inclusion. Policy 5 - Council Member Entitlements. Policy 21 - Use of Shire Logo. Policy 28 - Unmade Road Contributions. Policy 87 - Information Management and Information and Communications Technology Acceptable Use. Policy 88 - Information and Communications Technology Asset Disposal.
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Reference:</b>	N/A

#### **Summary of Report:**

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

#### **Background:**

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

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

There are currently 95 Shire policies. It is proposed that each month policies are reviewed by Council. This will ensure that all policies are reviewed in the stated three-year period.

Six (6) policies are to be reviewed this month:

- Policy 4 - Disability Access and Inclusion.
- Policy 5 - Council Member Entitlements.
- Policy 21 - Use of Shire Logo.
- Policy 28 - Unmade Road Contributions.
- Policy 87 - Information Management and Information and Communications Technology Acceptable Use.
- Policy 88 - Information and Communications Technology Asset Disposal.

These were tabled at the March 2026 General Planning Forum and changes were made as per the attached.

#### **Consultation:**

Chief Executive Officer  
Councillors

#### **Statutory Environment:**

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

**Policy Implications:**

As reviewed.

**Financial Implications:**

No financial implications.

**Strategic Implications:**

**Provide Strong Leadership**

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

**Risk Implications:**

Risk	Low
<b>There is no perceived risk associated with the review and updating of these policies.</b>	

**Voting Requirements:**

Absolute Majority

**120426**

**Moved: Cr A Thompson**

**Seconded: Cr P Latham**

**Officer Recommendation:**

**That Council adopts the following policies with any amendments made.**

- **Policy 4 - Disability Access and Inclusion.**
- **Policy 5 - Council Member Entitlements.**
- **Policy 21 - Use of Shire Logo.**
- **Policy 28 - Unmade Road Contributions.**
- **Policy 87 - Information Management and Information and Communications Technology Acceptable Use.**
- **Policy 88 - Information and Communications Technology Asset Disposal.**

Carried 6/0

**For: Cr Little, Cr Price, Cr Cowan, Cr Hansen, Cr Latham, Cr Thompson**

**Against: Nil**

<b>POLICY TYPE:</b>	<b>LEGISLATIVE</b>
<b>DATE ADOPTED:</b>	18/07/2019

<b>POLICY NO:</b>	<b>4</b>
<b>DATE LAST REVIEWED:</b>	17/09/2020 16/09/2021 16/02/2023

<b>LEGAL (PARENT):</b>	<i>Disability Discrimination Act 1992</i> <i>Disability Services Act 1993</i> <i>WA Equal Opportunity Act 1984</i> <i>Commonwealth Disability Discrimination Act 1992</i>
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<b>LEGAL (SUBSIDIARY):</b>	
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	
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<b>DELEGATION NO.</b>	
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<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Access and Inclusion
<b>OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>To meet the requirements of the Disability Discrimination Act 1992 and Disability Services Act 1993 and to state the Shire of Wandering's position regarding providing an accessible, inclusive community for everyone</li> </ul>

## **POLICY STATEMENT**

### **PRINCIPLES**

The Shire of Wandering is committed to ensuring that the community is accessible for all community member, their families and carers.

The Shire of Wandering interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to everyone.

The Shire of Wandering:

- (a) Recognises that all residents are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- (b) Believes that a community that recognises its diversity and supports the participation and inclusion of all its members makes for a richer community life;
- (c) Believes that all residents, , their families and carers should be supported to remain in the community;
- (d) Is committed to consulting with all residents, their families and carers and relevant organisations and service providers in addressing barriers to access and inclusion;
- (e) Will ensure its agents and contractors work towards the desired outcomes in the Access and Inclusion Plan (AIP);
- (f) Is committed to supporting local community groups and businesses to provide access and inclusion for everyone; and
- (g) Is committed to achieving the eight desired outcomes of its AIP.

### **OUTCOMES**

The Shire of Wandering has chosen to align its Disability, Access & Inclusion Outcomes with those of the Western Australian Government. As a result there are 7 outcome areas as legislated by the *Disability Services Act 1993*.

**Outcome 1** - People with disability have the same opportunity to access the services of, and any events we organise.

**Outcome 2** – People with disability have the same opportunity to access our buildings and facilities.

**Outcome 3** – People with disability have the same opportunity to receive information from us in a format that enables them to easily access the information.

**Outcome 4** – People with disability receive the same level and quality of service from our employees.

**Outcome 5** – People with disability have the same opportunity to make complaints to us.

**Outcome 6** – People with disability have the same opportunity to participate in any public consultation we carry out.

**Outcome 7** – Reducing barriers to people with disability obtaining and maintaining employment.

### **ASSOCIATED DOCUMENTS**

*Disability Discrimination Act 1992*

*Disability Services Act 1993*

*Equal Opportunity Act 1984.*

Shire of Wandering Access and Inclusion Plan

*Commonwealth Disability Discrimination Act 1992*

<b>POLICY TYPE:</b>	<b>LEGISLATIVE</b>
<b>DATE ADOPTED:</b>	18/07/2019

<b>POLICY NO:</b>	<b>5</b>
<b>DATE LAST REVIEWED:</b>	17/09/2020 16/09/2021 16/02/2023

<b>LEGAL (PARENT):</b>	<i>Local Government Act 1995</i>
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<b>LEGAL (SUBSIDIARY):</b>	S7A and 7B Salaries and Allowances Act 1975 (determination April 2018)
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	Yes
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<b>DELEGATION NO.</b>	20
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<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Council Member Entitlements
<b>OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>To outline the support that will be provided to council members through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the Local Government Act 1995 while performing the official duties of office.</li> </ul>

### **POLICY STATEMENT**

The Shire of Wandering has determined the following principles in relation to allowances and support of council members.

#### **ALLOWANCES (as described in Legislation)**

**PRESIDENT'S ALLOWANCE** [Local Government Act 1995 s.5.98(5) and Local Government (Administration) Regulations 1996 Reg. 33(5) and 33(1)(b)]

The President shall be entitled to an annual local government allowance equivalent to 30% of the maximum amount permitted to be paid to the President as determined by the Salaries and Allowances Tribunal.

**DEPUTY PRESIDENT'S ALLOWANCE** [Local Government Act 1995 s.5.98A and Local Government (Administration) Regulations 1996 Reg.33A]

The Deputy President shall be entitled to an annual local government allowance equivalent to the minimum President's Allowance.

**MEETING ATTENDANCE ALLOWANCE** [Local Government Act 1995 s.5.98(1)(b) and Local Government (Administration) Regulations 1996 Reg.33(3) and 34(1)(b) and 34. (2)(b)]

The President and Council members shall be entitled to an annual meeting attendance allowance equal to the minimum amount permitted to be paid as determined by the Salaries and Allowances Tribunal.

**TELECOMMUNICATIONS ALLOWANCE** [Local Government Act 1995 s.5.99A and Local Government (Administration) Regulations 1996 Reg.34A]

Council members shall be entitled to an annual telecommunications allowance equal to 35% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Council members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the Local Government (Administration) Regulations 1996.

#### **SUPERANNUATION ENTITLEMENTS**

Superannuation entitlements will be a Council Decision if these changes come into effect (Absolute Majority)

#### **EXPENSES**

**REIMBURSABLE EXPENSES** Local Government Act 1995 s.5.98(2), (3) and (4) and Local Government (Administration) Regulations 1996 Regs 31 and 32

### TRAVELLING EXPENSES

Council members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- (a) Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer;
- (b) Committees to which the Council member is appointed a delegate or deputy by Council.
- (c) Any other occasion in the performance of an act under the express authority of Council. All claims for reimbursement should be lodged with the Shire, on the appropriate claim form by no later than 60 days from the end of the month to which the claim relates. In submitting claims for reimbursement Council members shall detail the:
  - Date of the claim
  - Particulars of travel
  - Nature of business
  - Distance travelled
  - Vehicle displacement and the total kilometres travelled.

Council members are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals where applicable. The rate of reimbursement being as prescribed by the *Local Government Officers' (Western Australia) Interim Award 2011*.

### PARKING FEES

Parking fees incurred as a result of travel to any occasion referred to in "Travelling Expenses" of this policy shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form. The cost of "valet" parking, however, will not be reimbursed.

### CHILD CARE COSTS [Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration)

Regulations 1996 Reg.31(1), (2) and (3) and 32]

Council members shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending a Council meeting or a meeting of a committee of which he or she is a member.

### **OTHER**

#### OTHER SUPPORT / SUPPLIES

Council members are entitled to be supplied with the following items to be used only in fulfilling the role of the office of Council member:

- (a) Annual Diary - will be supplied to each Council member at the commencement of each calendar year. Note: Council members should note that any diary used by a Council member to record the scheduling or occurrence of activities related to the fulfilment of the office of Council member are subject to the State Records Act 2000 and the Freedom of Information Act 1992.
  - Name badges:
  - Council member's partner name badge.
  - The Shire will, within reason, replace on request any name badge which is lost or irreparably damaged

### INSURANCE

The Shire will insure or provide insurance cover for Council members for:

- (a) Personal accident whilst engaged in the performance of the official duties of their office, however, the cover does not include medical expenses that are covered by Medicare, workers compensation, transport accident legislation or private health insurance.
- (b) Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the Shire or otherwise in bad faith.
- (c) Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.

**POLICY TYPE:** GOVERNANCE AND COUNCIL MEMBERS

**POLICY NO:** 21

**DATE ADOPTED:** 18/07/2019

**DATE LAST REVIEWED:** 17/09/2020  
16/09/2021  
20/04/2023

**LEGAL (PARENT):** Local Government Act 1995

**LEGAL (SUBSIDIARY):**

**DELEGATION OF AUTHORITY APPLICABLE:**

**DELEGATION NO.**

**ADOPTED POLICY**

<b>TITLE:</b>	Use of Shire Logos
<b>OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>To establish guidelines for the use of the Shire of Wandering Logo. The Shire of Wandering recognises that it is important to establish a framework for the use of its logo to ensure that a consistent and professional image of the Shire is promoted publicly.</li> <li>The application of this policy is to be observed by all Council members and employees</li> </ul>

**POLICY STATEMENT**

The Shire of Wandering has one Logo. No other logos are approved to be used. The logo is as illustrated:



**2. GENERAL USAGE**

The Council wishes to highlight a distinction between the role of the Council and the Organisation using the Logo of the Shire of Wandering for Council and Council member functions for operational activities.

Below is a table that clarifies the different uses.

COUNCIL	OPERATIONAL
President / Council member correspondence (Letterhead and E-signatures, With Compliments slips)	Employee Business Cards, Letterhead, With Compliments Slips, E-Signatures, Invoices
Council Policies	Operational Directives
Rates notices	Vehicles/Plant
Council member Name Badges, Business Cards and Uniforms.	Employee Uniforms and Name Badges
Entry doors to offices (as applicable) e.g., Council Chambers)	Entry doors to offices (as applicable) e.g., Administration Centre/Offices

Council Plaques and Gifts	Community Communications — Newsletters
Website	Website
Banners (Council related)	Promotional materials e.g. Schools, Giveaways
Shire Street Signage	Banners (marketing/organisational)

### **3. USAGE OF LOGO BY EXTERNAL GROUPS**

Where an external group requests permission to use the logos on printer and other materials, the following conditions will apply:

- (a) All applications to use the Shire of Wandering logo must be made in writing to the CEO and include details of the purpose, form and extent of the proposed use and the reason for such use. Although permission to use the logo in the first instance is to be referred to the CEO, he/she may delegate this assessment to another employee. The artwork for the promotional material must be supplied for assessment against this policy.
- (b) Approval may be granted providing the group:
  - Is based in the area and provides a service to the Shire of Wandering residents; and
  - Has a direct relationship with the Shire, either through funding or operational arrangements.
- (c) Eligible groups will be advised in writing that approval has been granted to use the logo, which must be in accordance with the Shire of Wandering's corporate standards.
- (d) Ineligible groups will be advised in writing that approval has not been granted to use the logo and provided with an explanation under the guidelines of this policy.
- (e) No fees will be charged for the use of the Shire of Wandering's logos, but eligible groups will be responsible for any costs associated with artwork, design and production,
- (f) The Shire of Wandering may exercise its right to withdraw any authorisation at any time if (the approved user is deemed to be not complying with the conditions as set out in this policy or any approval.

### **4. PROHIBITED USAGE OF LOGO**

The logo shall not:

- (a) Be computer enhanced (e.g. represented in 3D perspective)
- (b) Be used in a visually congested or confined manner (e.g. surrounded by a border or tightly positioned with other material.
- (c) Be used for any purpose during a Local Government election that seeks to promote an individual candidate over another candidate. This inappropriate use includes candidate based promotional ballot papers, fliers, advertising, posters, letters or any other form of electoral material. A breach of this section will be considered a breach of copyright as outlined in Section 3.

### **5. CONSEQUENCES**

This policy represents the formal policy and expected standards of the Shire. Any unauthorised use of any Shire of Wandering logo is a breach of copyright and any application that is not consistent with this policy is to be approved by the Shire of Wandering Council.

# Shire of Wandering: Logo refresh

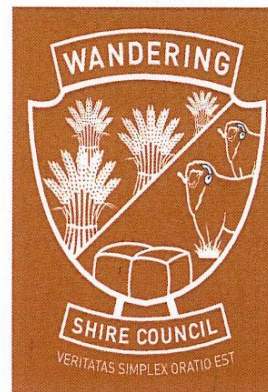
PREFERRED OPTION & Primary Logo: CMYK



Black & White logo



REVERSED OUT OPTIONS  
(White out of solid colours only)



CMYK  
Specs

75C  
4M  
100Y  
1K

0C  
19M  
100Y  
0K

27C  
69M  
100Y  
16K

100K

RGB  
Specs

R65  
G175  
B73

R255  
G204  
B8

R164  
G92  
B38

CMYK is used for all in-house printed and external marketing and communication materials.

RGB colour is for digital usage only including web, email and Powerpoint.

Logo File Formats are supplied in your Logo Suite Folder

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

<b>POLICY NO:</b>	<b>28</b>
<b>DATE LAST REVIEWED:</b>	17/09/2020 16/09/2021 20/04/2023

<b>LEGAL (PARENT):</b>	<i>Local Government Act 1995</i>
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<b>LEGAL (SUBSIDIARY):</b>	
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>	
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<b>DELEGATION NO.</b>	
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<b>ADOPTED POLICY</b>	
<b>TITLE:</b>	Unmade Road Contributions
<b>OBJECTIVE:</b>	<ul style="list-style-type: none"> <li>To provide a uniform basis for considering application for contribution towards upgrading unmade dedicated roads.</li> </ul>

### **POLICY STATEMENT**

Requests for construction/upgrade of roads/streets that are not constructed to a standard consistent with the functional class of the road, will result in the following provisions applying:

- (a) Existing roads/streets– the developer or adjoining landholders shall be responsible for the full cost of the construction/upgrade
- (b) Subdivisional Roads/Streets - the developer shall be responsible for the full cost of the construction
- (c) Where a Town Planning Scheme contains provisions that are inconsistent with the terms and conditions set out in this Policy; the provisions of the Town Planning Scheme shall prevail.

### **Extract from Shire of Wandering Town Planning Scheme No. 3**

#### *5.12 Development on Lots Abutting Unconstructed Roads*

*Notwithstanding anything else appearing in the Scheme planning approval is required for development of land abutting an unconstructed road or a lot which does not have frontage to a constructed road. In considering such an application the local government shall either:*

- (a) Refuse the application until the road has been constructed or access by means of a constructed road is provided as the case may be; or*
- (b) Grant the application subject to a condition requiring the applicant to pay a sum of money in or towards payment of the cost or estimated cost of construction of the road or part thereof and any other conditions it thinks fit to impose; or*
- (c) Require such other arrangements are made for permanent access as shall be to the satisfaction of the local government*

*Footnote: Council has the right to reject an application under this policy if it considers the road/street unsuitable for the proposed use.*

<b>POLICY TYPE:</b>
<b>DATE ADOPTED:</b> 20/04/2023

<b>POLICY NO:</b> 87
<b>DATE LAST REVIEWED:</b>

<b>LEGAL (PARENT):</b> <i>Local Government Act 1995</i>
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<b>LEGAL (SUBSIDIARY):</b>
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>
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<b>DELEGATION NO.</b>
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ADOPTED POLICY	
<b>TITLE:</b>	Information Management and Information and Communications Technology Acceptable Use
<b>OBJECTIVE:</b>	To demonstrate Council's commitment in upholding the legislative and administrative requirements in the use of the Shire of Wandering's Information, Communication, and Technology (ICT) resources and associated Information Management (IM) framework.

### **DEFINITIONS**

**Authorised Persons** means a member of the Executive or members of the ICT Contractor including delegated representatives.

**Authorised User** means any person, whether an employee, elected member, or contracted party, whom has been granted authorised access to the Shire's systems and services.

**BYOD** means Bring Your Own Device - the practice of granting users corporate network access in order to use their personal mobile devices for business purposes.

**Corporate Knowledge** represents any tangible or intangible file, record, or communication thread or intellectual property that holds value for the purposes of conducting business; whether particulars be related to past, present, or future.

**Electronic Communications** means email, instant messaging, and any other material sent electronically.

**Email System** means Shire provided Microsoft Outlook, Outlook Web Access, or any Shire email system that is synchronised to a PC or mobile device; whether the mobile device is provided by and remain the property of the Shire, or owned by an authorised user.

**ICT** means Information, Communications, and Technology.

**Information System** is any organised system for the collection, storage, and communication of information.

**Malware** is an abbreviation of 'malicious software' and means software programs designed to cause damage and other unwanted actions on a computer system. Common examples include computer viruses, worms, spyware, and trojans.

**Network Access** includes connectivity from any device to Shire managed ICT infrastructure connecting both local and remote network servers.

**Personal Use** means all use that is not specifically related to the Shire of Wandering.

**The Cloud or Cloud Computing** describes off-site network services made available to local users over the internet. Examples are Hotmail, Google Docs, Dropbox, Doc Assembler, Docs on Tap etc.

A **Record** is defined as meaning “any record of information however recorded” and includes:

- anything on which there is writing or Braille;
- a map, plan, diagram, or graph;
- a drawing, pictorial or graphic work, or photograph;
- anything on which there are figures, marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- anything from which images, sounds, or writings can be reproduced with or without the aid of anything else;
- anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

**Records and Document Management** means any system or service, whether hosted by the Shire or in the cloud that is responsible or related to the storage or filing of corporate data and knowledge. This is inclusive of records management systems or shared file storage.

A **Records Manager** is a user who administratively works with Shire-related correspondence or other forms of documentation or communication, and is obliged to file such appropriately in line with adopted records management policies and procedures.

**Shire** means the Shire of Wandering

**Misconduct** means unacceptable or improper behaviour, especially by an employee or affiliated person. Refer to the adopted Code of Conduct for Council Members, Committee Members and Employees.

## **POLICY STATEMENT**

All users must be vigilant in their adherence to these procedures in order to mitigate a plethora of risks that may negatively affect the Shire due to abuse or resulting from misuse. These measures are paramount in ensuring the Shire’s business continuity.

### 1. Objectives

The Council’s objectives in establishing this Policy are to:

- a. Ensure there is an understanding of the obligations of users that are provided privileged access to information systems operated by the Shire of Wandering;
- b. Ensure there is an awareness of the ownership of any intellectual property that resides on Shire information systems;
- c. Ensure best practice policies and procedures are followed in relation to the operation of all information systems;
- d. Ensure compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire.

This Policy encompasses the following five (5) principles of information security:

1. Confidentiality  
Ensuring that information is only accessible to those with authorised access. For example, this could mean using a strong password on your computer or mobile device, shredding sensitive documents, and locking filing cabinets.
2. Integrity  
Safeguarding the accuracy and completeness of information and processing methods.
3. Availability  
Ensuring that users have access to information when they require it, ie. ensuring that no person or event is able to block legitimate or timely access to information.
4. Compliance  
Ensuring that the Shire meets all legislative obligations.
5. Responsibility  
Ensuring that appropriate controls are in place so that users have access to accurate, relevant and timely information, but that users of the Shire’s ICT resources do not adversely affect other users or other systems.

All Shire records, files, and communications are considered a corporate asset, regardless of physical format, storage location, or date created and are essential to the business of the Shire.

All records will be registered in the Shire's corporate Records Management System inclusive of content and context. These records must be complete and accurate.

The Council is committed to developing and implementing information management practices which support the Shire's business and legislative requirements.

Ownership and proprietary interest of records and information created or received during the course of business is vested in the Shire.

The Shire will endeavour to retain and dispose of records and information in accordance with the retention and disposal schedules approved by the State Records Commission.

The Council is committed to capturing and preserving records and information of significant historical or cultural value to the Shire and the State.

## 2. Acceptable Use

The use of Shire ICT systems and content for illegal, offensive, or other inappropriate activities, is prohibited.

This includes but is not limited to:

- Interfering with the intended use of resources. Such activities may include the downloading very large amounts of data affecting the performance of internet bandwidth for all other users;
- Seeking to or gaining unauthorised access to any resource;
- Using or knowingly allowing another to use any system to defraud or to obtain money, property, services, or other things of value by false representations;
- Breaching the privacy of individuals without authorisation;
- Conducting a business or activity for commercial purposes or financial gain, including publishing material which contains any advertising or any solicitation of other network users or discussion group or list members to use goods or services;
- Publishing information which violates or infringes upon the rights of any other person or group;
- Online gambling activities or political campaigning;
- Engaging in the use of social media tools for personal use during business hours; or
- Misrepresentation of yourself or the Shire of Wandering.

## 3. User Accounts

Effective access controls and reporting require that all users and their actions be uniquely identified.

All network user-ids will be password protected. Passwords must be kept secret and not shared. Users are accountable for all activity conducted under their allocated user account(s).

Generic and/or shared network user-ids may also be necessary in specific situations. Creation and use of all such network user-ids must be approved by the CEO.

You should observe the following with respect to your network user-id and password:

- Never divulge your password to another person, including system administrators, support staff, family and/or friends;
- Never write your password down in a conspicuous location;
- Take care that you are not being watched when you type it in;
- Change your password immediately if you suspect that it has been compromised;
- Never allow another person to operate a computer session signed on with your network user-id and password without your supervision;
- You must never attempt to sign-on as another person, or use a session signed-on with another person's network user-id and password; and
- Your network user-id will be locked after three invalid login attempts to mitigate malicious access. You must contact the ICT Contractor to unlock the account.

#### 4. Password Management

Passwords are a common way to verify an identity. It is important that the password for your network user-id cannot be easily guessed.

#### 5. Internet Use

The Internet is a shared resource; and as such users must be considerate of others. Using the Internet in a manner that may cause offence or bring the Shire into disrepute is prohibited and may result in disciplinary proceedings.

Offensive material includes but is not limited to:

- Obscene or harassing language or images;
- Negative racial, ethnic, sexual, erotic or gender specific comments or images; and
- Other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, physical features, nationality or age.

The Shire permits its user base to access and use the internet to carry out their duties, to contribute to the achievement of Shire business objectives and for staff development.

The Shire has the right to implement systems to automatically block access to certain sites that are considered to be either inappropriate or are being abused.

- You must not deny nor disrupt access to resources required by other staff in the performance of their duties. Such activity may include but is not limited to streaming media, excessive downloads, excessive non-business use and/or inappropriate sites;
- You must take all reasonable care when downloading, accessing or executing files on or from the Internet services. The consequences of introducing viruses or any other harmful software through the Internet environment may be serious and of great expense to the organisation;
- The ICT contractor should be contacted immediately if there is suspicion that a file, communication or information may contain a virus;
- You should be particularly careful of the potential for disclosing information on the internet. The capture of information containing workstation details, browser settings, network and personal information is a significant risk on the Internet and contributes to network compromise and 'phishing' (tricks used to fool the user into surrendering private information that will be used for identity theft);
- You should not reuse an existing network user-id or password associated with the Shire on any public web sites. Since public web sites are outside the control of the Shire, there can be no assumption as to the security of the site. Using an important network user-id or password on such a site must be avoided;
- All software products must be authorised and licensed before being installed on any equipment; and
- You are reminded that copyright restrictions often apply to all Internet files including web page content, images and documents.

#### 6. Email

Email is an important business tool but is also subject to misuse. The organisation is committed to the appropriate use of this tool and expects all users to comply with acceptable usage directives.

It is important to note that all email messages that are created, sent or received using the email service remain property of the Shire.

- The Shire email system is to be used explicitly for the conduct of Shire related business. ie. no use for personal communications is permitted.
- You should not forward unsolicited email (spam) or items such as chain letters.
- Emails are business records and should be filed into the records management system in the same way as any other business record and deleted from your Inbox. Any filing questions are to be referred to the Customer Service Coordinator.
- Elected Members are to send a copy of pertinent Council-related email records, as defined by the *State Records Act 2000*, to [csc@wandering.wa.gov.au](mailto:csc@wandering.wa.gov.au) where they will be registered appropriately.

- Consider that emails are not necessarily delivered or read by the recipient immediately, so other forms of communication should be considered where the matter is urgent.
- You should take reasonable care when opening attachments received with emails. If there is a suspicion that a file may be infected by a virus, you should contact the ICT Contractor immediately.
- Judgement should be used when forwarding emails that you have received to ensure you are not breaching the confidence of the sender.
- Emails should be drafted in a professional manner. Adhere to acceptable standards of email etiquette; i.e. All capitals indicates 'yelling'. Address your recipient by name. i.e., Hi xxxx.
- Email messages must not contain content considered to be offensive. If you receive material that you believe may be offensive you should respond to the sender professionally conveying your objection.
- You should always use subject headings to help identify relevance of content for recipients.
- Email should not be considered a file transfer tool. Consider use of accepted file transfer tools such as 'Dropbox' if sending large files to external bodies.
- A size quota may apply to your email account. Size violations will result in the inability to send email, until your inbox, sent items and subfolders, are reduced.

#### 7. Disclaimer

The following disclaimer should be added to all email sent from an officer or elected member in regard to the corporate email system:

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**The information contained in this email, including any attachments, may be confidential and / or contain legally privileged information. If you are not the intended recipient any use, disclosure or dissemination of this email is unauthorised. If you have received this email in error, please delete all copies, including any attachments and alert the sender. Virus scanning is the responsibility of the recipient.**

**Please consider the environment before printing this e-mail**

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#### 8. Shires Email Addresses

The Shire's primary public e-mail address is [reception@wandering.wa.gov.au](mailto:reception@wandering.wa.gov.au). Emails to this address will be received by the Customer Service officer who will register and distribute the email to the appropriate officer.

#### 9. Malicious Software

Malicious software is a term used to describe programs that can maliciously attack and affect computer files and cause some unwanted actions whenever those files are used. Viruses and Malware are examples of this.

The most common way for malicious software to be introduced to a system is via a file accessed from an external source, such as from a memory stick, e-mail attachment or by downloading a file from the Internet.

It is therefore important for all users to be careful that they do not introduce malicious software, and to be diligent in detecting unusual events and reporting them immediately to the ICT Contractor.

- If you encounter a message indicating that a software virus has been detected but not cleaned you must advise the ICT Contractor who will act to prevent any further distribution of the virus;
- Do not install browser plug-ins such as toolbar add-ins;
- Do not open any files attached to an email message from an unknown, suspicious or untrustworthy source;
- Do not open any files attached to an email message if the subject line is questionable or unexpected;
- If you receive an untrusted attachment, delete the file;

- Delete chain emails and junk email. Do not forward or reply to any to them. These types of email are considered spam, which is unsolicited and intrusive;
- You must not download files from suspicious web sites.

#### 10. Computer Software and Licensing

Software that does not have a valid licensing agreement is not to be used on any Shire maintained equipment.

All software must be used in accordance with specified license or copyright terms and conditions.

Proprietary software licensed for use must only be loaded onto owned equipment. Copies must not be taken for use on other equipment, including privately owned equipment, unless explicitly permitted by the licensing agreement and /or authorised by the CEO.

The download and installation of software to Shire owned equipment is only to be performed by the ICT Contractor.

- You must comply with all formal licensing requirements with regards to all software;
- You must inform the CEO or Customer Service Coordinator of any software that you no longer require, so that it can be removed in a timely manner and reallocated if applicable;
- You must not install or use any unauthorised software designed to compromise or bypass any security controls. Use of such software is strictly prohibited and will be considered a significant breach.

#### 11. Mobile Devices

Due to the portable nature of notebook computers and other mobile devices, there is a requirement to maintain physical and data security.

- You must take special care to ensure that the Shire's information is not compromised through use of mobile devices in a public place. You should attempt to ensure that screens displaying sensitive or critical information cannot be seen by unauthorised persons;
- Never leave notebook computers or other mobile devices unattended in a public place, in an unlocked house, or office. Where possible, they should be physically locked away.
- Do not modify settings for password validation on mobile equipment. If authentication (identity verification) is enabled, do not disable it.

#### 12. Physical Security and Protection

Physical and environmental issues affect all aspects of information security. These issues range from unauthorised physical access and exposure to environmental factors such as fire and flooding.

Physical security must be provided for all information regardless of the technology and including telecommunications equipment or facilities to ensure that associated assets are adequately protected against loss, damage or other risk.

- Ensure that office sites are appropriately physically secured;
- Never allow external parties to access Shire premises network access points or wireless network system;
- Shire property must be adequately maintained cared for;
- Supplied protective covers must not be removed;
- Do not leave sensitive electronic equipment in hot vehicles.

#### 13. Remote Access and Remote Working

All remote access to Shire information assets must be approved by the CEO.

- Use of a remote access facility to access systems will only be granted if it is consistent with information security standards;
- You will be held accountable for all actions performed under your network user-id and password;
- To facilitate this, you must never leave a remote access session unattended, even if you are not currently signed-on to an application or other information system;

- Always disconnect a remote access session immediately after you have signed-off an application or other system;
- Never allow another person to operate a remote access session that you have established.

#### 14. BYOD

The Shire supports the flexibility afforded by a Bring Your Own Device scheme.

If and when approved by the CEO, a user's personal device may be used to connect to Shire email and other selected information systems.

#### 15. Incident Response and Issue Resolution

It is important that all suspicious events which involve Shire information assets are:

- Reported;
- Investigated;
- Responded to in a timely manner; and
- Evaluated for business impact.

Routine Help Desk requests can be logged via email, whereby the ICT Contractor will attend to resolution as soon as possible. Sending an email to support@focusnetworks.com.au noting the nature of the issue will automatically create a helpdesk request and assign it to an ICT staff member to action. You will receive a return confirmation email.

Any irregular or suspicious activity should be reported to the ICT Contractor.

#### 16. Roles and Responsibilities

The **CEO** is responsible for:

- The provision and implementation of assets, supporting systems, applications and processes that give effect to this policy.
- The establishment and maintenance of monitoring and compliance systems and processes to ensure that the supporting mechanisms function effectively. Facilitating an appropriate user induction of ICT system usage.

All users are required to adhere to the Shires ICT directives and Code of Conduct. In extenuating circumstances, exceptions to procedures require the approval of the CEO.

**Employees, Elected Members, and authorised users** are to create and maintain records relating to the business activities they perform in a manner commensurate with legislation, policy, and directives, for the effective management of corporate knowledge.

**Employees, Elected Members, and authorised users** are to comply with this policy.

The **Chief Executive Officer** must ensure that a fit-for-purpose system is made available for the maintenance and management of records and information that is compliant with records management legislation and State guidelines and procedures.

**The Executive and Supervisors** are responsible for fostering and supporting a culture that promotes good recordkeeping and information management practices, and ensuring that records management organisational directives and work instructions are known and adhered to. This includes ensuring that users are appropriately trained.

**All users** must access ICT resources in a manner that does not contravene the law. Use must be appropriate and authorised.

**All users** are records managers.

Shire ICT resources and data may be accessed or monitored by authorised persons at any time without notice to the user. This includes, but is not limited to, use of email systems and other electronic documents and records; however, authorised persons must have a valid reason for accessing or monitoring such.

17. Potential Outcomes of a Breach of the Conditions of this Policy to the Shire

Non conformance with the ideals and requirements contained herein may result in:

- Breach of the Shire network by malicious parties resulting in data loss and/or reputational damage;
- Widespread viral/malware infection leading to loss of productivity;
- Unauthorised internal access to confidential material;
- Breaches of privacy;
- Access to and/or display of discriminative or offensive material;
- Legal proceedings resulting from inappropriate online activity;
- Significant incurred internet or call costs.

18. Consequences of Contravening the Policy

- May result in disciplinary action in accordance with the Code of Conduct for Council Members, Committee Members and Employees;
- May constitute an offence or crime under relevant state or federal legislation, resulting in prosecution;
- If a violation is considered a criminal offence, the appropriate law enforcement agency will be informed;
- The Crime and Corruption Commission will be notified if misconduct is suspected to have occurred.

**ASSOCIATED DOCUMENTS**

<b>POLICY TYPE:</b>
<b>DATE ADOPTED:</b> 20/04/2023

<b>POLICY NO:</b> 88
<b>DATE LAST REVIEWED:</b>

<b>LEGAL (PARENT):</b> <i>Local Government Act 1995</i>
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<b>LEGAL (SUBSIDIARY):</b>
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<b>DELEGATION OF AUTHORITY APPLICABLE:</b>
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<b>DELEGATION NO.</b>
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ADOPTED POLICY	
<b>TITLE:</b>	Information and Communications Technology Asset Disposal
<b>OBJECTIVE:</b>	To determine the guidelines for the disposal of Information and Communication Technology assets.

### DEFINITIONS

**Assets** include personal computers, laptop computers and printers.

**Not for Profit Groups or Organisations** refers to a Charity that is established and run to advance or promote a charitable purpose recognised by the Charitable Collections Act 1946 and is licensed under the provisions of that Act.

### POLICY STATEMENT

#### **Principle**

Information and Communication Technology (ICT) assets may be re-used within the Shire or disposed by any of the following methods:

- Donating to “Not for Profit Groups or Organisations” that operate for the benefit of the community.
- Through the Shire of Wandering Waste Transfer Station.
- In the absence of an item not being disposed, the Chief Executive Officer has the sole discretion to dispose of the item through an approved disposal and recycling contractor.
- The Shire retains the right to indemnify itself from any redress.
- Sold to Shire staff through a process that allows reasonable opportunity for all staff to participate.

#### **Software Licence Limitations**

- All disposed ICT assets will only have the original operating system installed.
- All assets are to be disposed of on an “as is” basis. In the case of laptops and desktops, ALL hard disk devices (HDD) will be removed and destroyed if beyond economic life, otherwise retained by the Shire for reuse.
- All solid state devices (SSDs) are to be recovered from Shire of Wandering assets identified for disposal for wiping and reuse.

All assets that are re-used must be re-built with Group Policies enabled.

### ASSOCIATED DOCUMENTS

*Local Government Act 1995 (Section 3.58)*

*National Competition Policy*

**14. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil.

**15. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**

**16. CONFIDENTIAL REPORTS**  
Nil.

**17. CLOSURE OF MEETING**  
The Presiding Member to declare the meeting closed at 04:16pm.