



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Agenda 15 February 2022

**Dear Elected Member**

**The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 15 February 2022 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.**

**KELLIE BARTLEY  
CHIEF EXECUTIVE OFFICER**

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the Shire website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

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

### Present:

Cr S Jefferies	Shire President	Cr T Brown	
Cr HR Thomson	Deputy Shire President	Cr B Smith	
Cr P Morrell		Kellie Bartley	Chief Executive Officer
Cr D Douglas		Sue Dowson	Deputy CEO

### Apologies:

Nil

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 4. PUBLIC QUESTION TIME

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

## 8. CONFIRMATION OF COUNCIL MEETING MINUTES:

### 8.1. ORDINARY MEETING OF COUNCIL HELD - 21/12/2021

### RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held 21 December 2021 be confirmed as a true and correct record of proceedings without amendment. (Under separate cover)

## 9. CONFIRMATION OF OTHER MEETING MINUTES:

### 9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE - 08/12/2021

#### RECOMMENDATION

That the Minutes of the Local Emergency Management Committee meeting held at the Shire of Woodanilling on 8 December 2021, be received by Council. (Under separate cover)

## 10. OFFICER'S REPORTS

### 10.1. LIST OF ACCOUNTS FOR PAYMENT

<b>Proponent</b>	Shire of Woodanilling
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Cath Painter, Accountant
<b>Date of Meeting</b>	22 February 2022
<b>Previous Reports</b>	N/A
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	
<b>Attachments</b>	<b>Attachment No. 10.1.1</b> – List of Accounts for December 2021 <b>Attachment No. 10.1.2</b> – List of Accounts for January 2022

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the months ending 31 December 2021 and 31 January 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

#### BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachments 10.1.1 and 10.1.2**.

#### Payments up to 31 December 2021

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits)	Municipal	\$13,896.48
Cheque Payments (cheque numbers issued)	Municipal	\$499.68
EFT Payments #5885 to #5957	Municipal	\$119,494.22
<b>Sub Total</b>	<b>Municipal</b>	<b>\$133,890.38</b>
EFT Payments – Nil	Trust	\$0.00
<b>Sub Total</b>	<b>Trust</b>	<b>\$0.00</b>
<b>Totals</b>		<b>\$133,890.38</b>

**Payments up to 31 January 2022**

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits)	Municipal	\$19,358.44
Cheque Payments (cheque numbers issued)	Municipal	\$0.00
EFT Payments #5958 to #6005	Municipal	\$89,042.23
<b>Sub Total</b>	<b>Municipal</b>	<b>\$108,400.67</b>
EFT Payments – Nil	Trust	\$0.00
<b>Sub Total</b>	<b>Trust</b>	<b>\$0.00</b>
<b>Totals</b>		<b>\$108,400.67</b>

**STATUTORY/LEGAL IMPLICATIONS**

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

**13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (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.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;**and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**POLICY IMPLICATIONS**

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

**FINANCIAL IMPLICATIONS**

There are no financial implications that have been identified as a result of this report or recommendation.

**STRATEGIC IMPLICATIONS****THEME 3**

## Governance

### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

### CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

### RISK MANAGEMENT

The risk in relation to this matter is assessed as "Medium" on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer's provide a full detailed listing of payments made in the timely manner.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

### VOTING REQUIREMENTS

Simple majority

#### **OFFICER'S RECOMMENDATION – ITEM 10. 1 LIST OF ACCOUNTS FOR PAYMENT THAT COUNCIL:**

1. ACCEPTS THE LIST OF ACCOUNTS, TOTALLING \$133,890.38 PAID UNDER DELEGATED AUTHORITY IN ACCORDANCE WITH REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* FOR THE PERIOD ENDED 31 DECEMBER 2021, AS CONTAINED WITHIN ATTACHMENT 10.1.1.
2. ACCEPTS THE LIST OF ACCOUNTS, TOTALLING \$108,400.67 PAID UNDER DELEGATED AUTHORITY IN ACCORDANCE WITH REGULATION 13(1) OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996* FOR THE PERIOD ENDED 31 JANUARY 2022, AS CONTAINED WITHIN ATTACHMENT 10.1.2.

## SHIRE OF WOODANILLING

## STATEMENT OF PAYMENTS

## FOR THE PERIOD 31 DECEMBER 2021

Transaction ID	Date	Name	Description	Amount
<b>Municipal Account</b>				
<b>EFT Payments</b>				
EFT5885	03/12/2021	McPest Pest Control	pest control	-3135.00
EFT5886	03/12/2021	Viponds Paints	paint for banners	-675.18
EFT5887	03/12/2021	The Woodanilling Tavern	catering	-52.00
EFT5888	03/12/2021	Brenton Norrie	maintenance on shire property	-1480.00
EFT5889	03/12/2021	AFGRI Equipment	parts	-1010.68
EFT5890	03/12/2021	Toll Transport	freight	-34.33
EFT5891	03/12/2021	Tutt Bryant Hire Pty Ltd	hire of roller	-4677.75
EFT5892	03/12/2021	Katanning Districts Carpet Care	cleaning of shire property	-1407.00
EFT5893	03/12/2021	Wagin Mowers	replace motor	-800.80
EFT5894	03/12/2021	Wagin Ag Centre Ltd- Marley Trading Trust T/as Marleys Diesel & Ag	fire truck service	-1276.91
EFT5895	03/12/2021	Bob Waddell & Associates Pty Ltd	rates consulting	-2673.00
EFT5896	03/12/2021	BGL Solutions	oval maintenance	-1051.99
EFT5897	03/12/2021	ATO	BAS Oct 2021	-11332.00
EFT5898	03/12/2021	Synergy	13 Aug to 12 Oct 2021	-457.70
EFT5899	03/12/2021	Blights Auto Electrics	maintenance	-347.60
EFT5900	03/12/2021	Great Southern Fuel Supplies	bulk diesel	-13193.33
EFT5901	03/12/2021	Katanning Furnishings	mainteance to shire property	-8889.00
EFT5902	03/12/2021	Stewart & Heaton Clothing Co	Uniforms	-363.18
EFT5903	03/12/2021	Ray Ford Signs	signage for bush fire brigade vehicles	-875.66
EFT5904	03/12/2021	Lotex Filter Cleaning Service	filter cleaning	-290.69
EFT5905	03/12/2021	PCS	software support	-1487.50
EFT5906	03/12/2021	Emerald Garden	flowers	-100.00
EFT5907	03/12/2021	Great Southern Toyota	vehicle service	-1811.00
EFT5908	03/12/2021	BTW Rural Supplies	parts	-7750.00
EFT5909	03/12/2021	DFES	21/22 ESL Quarter 2	-9847.20
EFT5910	03/12/2021	EW & RJ Pugh	maintenance	-661.00
EFT5911	03/12/2021	Katanning McIntosh & Son	parts	-19.95
EFT5912	03/12/2021	Albany Best Office Systems	copier contract	-1232.75
EFT5913	03/12/2021	Staff Christmas Club	Payroll deductions	-891.00
EFT5914	03/12/2021	Infrabuild Trading Pty Ltd Midalia Steel	equipment	-471.99
EFT5915	03/12/2021	Wagin Mechanical Repairs	wheel balance	-150.00
EFT5916	03/12/2021	E Fire & Safety	fire equipment service	-883.30
EFT5917	03/12/2021	35 Degrees South	feature survey of woodaniling cemetery	-3080.00
EFT5918	03/12/2021	Officeworks	stationery	-77.42
EFT5919	10/12/2021	Hugh Russel Thomson	reimbursement of CEO gift	-200.00
EFT5920	10/12/2021	Shire of Lake Grace	4WDL dinner- September 2021	-329.85
EFT5921	10/12/2021	Wagin Truck Centre	parts	-296.50
EFT5922	10/12/2021	The Woodanilling Tavern	catering	-462.00
EFT5923	10/12/2021	QFH Multiparts	parts	-734.20
EFT5924	10/12/2021	Southern Stone & Wood	GST Applied	-2288.00
EFT5925	10/12/2021	Katanning Districts Carpet Care	cleaning contract	-315.00
EFT5926	10/12/2021	Wagin Ag Centre Ltd- Marley Trading Trust T/as Marleys Diesel & Ag	mobile standpipe service	-954.05
EFT5927	10/12/2021	Bob Waddell & Associates Pty Ltd	rates consulting	-132.00
EFT5928	10/12/2021	BGL Solutions	oval repairs	-2177.96
EFT5929	10/12/2021	Synergy	25 Oct 21 to 24 Nov 21	-616.46
EFT5930	10/12/2021	Blights Auto Electrics	regas firetruck	-295.00
EFT5931	10/12/2021	Katanning Hardware	hardware	-17.50
EFT5932	10/12/2021	Landgate Valuation & Property Analytics	rate enquiries	-199.25
EFT5933	10/12/2021	Great Southern Waste Disposal	rubbish removal	-2614.04
EFT5934	10/12/2021	Staff Christmas Club	Payroll deductions	-297.00
EFT5935	10/12/2021	Ambrose Electrical Contracting	tagging	-329.50
EFT5936	10/12/2021	Officeworks	stationery	-47.97
EFT5937	17/12/2021	Frontline Fire & Rescue	fire boots	-436.50
EFT5938	17/12/2021	JBs Quality Meats	catering	-22.45

## SHIRE OF WOODANILLING

## STATEMENT OF PAYMENTS

## FOR THE PERIOD 31 DECEMBER 2021

EFT5939	17/12/2021	LGIS Risk Management	RRC 21/22 1st inslment	-2414.23
EFT5940	17/12/2021	The Woodanilling Tavern	catering	-2115.84
EFT5941	17/12/2021	Colas WA	emulsion drums	-1078.00
EFT5942	17/12/2021	Tutt Bryant Hire Pty Ltd	hire of roller	-4900.50
EFT5943	17/12/2021	Betta Home Living	dishwasher	-624.90
EFT5944	17/12/2021	Kojonup BMC Embroidery	clothing	-34.00
EFT5945	17/12/2021	GR & VT Cattnach T/As V & G Canvas And Trimming	banner repair	-55.00
EFT5946	17/12/2021	BGL Solutions	oval maintenance	-1176.46
EFT5947	17/12/2021	Kingspan Environmental Pty Ltd	part payment for tank	-6146.43
EFT5948	17/12/2021	Nutrien Ag Solutions-Katanning	equipment	-502.48
EFT5949	17/12/2021	APPS Plumbing and Gas Wagin	maintenance	-495.00
EFT5950	17/12/2021	Katanning Stock & Trading	hardware	-62.90
EFT5951	17/12/2021	Synergy	16 Oct- 14 Dec 2021	-2678.20
EFT5952	17/12/2021	Blights Auto Electrics	regas air con	-275.00
EFT5953	17/12/2021	Winc	stationery	-166.79
EFT5954	17/12/2021	PCS	software support	-340.00
EFT5955	17/12/2021	DFES	ESL	-792.00
EFT5956	17/12/2021	Katanning Hardware	hardware	-87.35
EFT5957	17/12/2021	Staff Christmas Club	Payroll deductions	-297.00

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**EFT Total Payments** - 119,494.22

**Cheque Payments**

15343	10/12/2021	Petty Cash Recoup	petty cash	-216.10
15344	10/12/2021	Katanning Panel Beating	supplies	-283.58

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**Total Cheque Payments** - 499.68

**Direct Debit Payments**

DD3872.1	14/12/2021	Telstra	25 Nov to 24 Dec	-321.94
DD3872.3	01/12/2021	Westnet	monthly hosting	-54.94
DD3875.1	01/12/2021	Aware Super	Superannuation contributions	-744.71
DD3875.2	01/12/2021	Australian Superannuation	Superannuation contributions	-457.14
DD3875.3	01/12/2021	Hesta	Payroll deductions	-452.39
DD3875.4	01/12/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3875.5	01/12/2021	REST	Superannuation contributions	-188.09
DD3875.6	01/12/2021	OnePath Custodians	Superannuation contributions	-85.69
DD3875.7	01/12/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3886.1	08/12/2021	Aware Super	Superannuation contributions	-799.12
DD3886.2	08/12/2021	Australian Superannuation	Superannuation contributions	-517.39
DD3886.3	08/12/2021	Hesta	Payroll deductions	-422.76
DD3886.4	08/12/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3886.5	08/12/2021	REST	Superannuation contributions	-188.09
DD3886.6	08/12/2021	OnePath Custodians	Superannuation contributions	-85.69
DD3886.7	08/12/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3889.1	06/12/2021	NAB - Credit Card	card fee	-219.84
DD3896.1	30/12/2021	Water Corporation	18 Oct- 8 Dec 2021	-166.47
DD3896.2	29/12/2021	Water Corporation	1 Nov- 31 Dec 2021	-1182.38
DD3896.3	31/12/2021	Water Corporation	18 Oct- 8 Dec 2021	-94.16
DD3897.1	15/12/2021	Aware Super	Superannuation contributions	-750.15
DD3897.2	15/12/2021	Australian Superannuation	Superannuation contributions	-478.62
DD3897.3	15/12/2021	Hesta	Payroll deductions	-422.76
DD3897.4	15/12/2021	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3897.5	15/12/2021	REST	Superannuation contributions	-188.09
DD3897.6	15/12/2021	OnePath Custodians	Superannuation contributions	-87.95
DD3897.7	15/12/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3901.1	31/12/2021	ClickSuper	monthly fee	-20.02
DD3906.1	22/12/2021	Aware Super	Superannuation contributions	-765.71
DD3906.2	22/12/2021	Australian Superannuation	Superannuation contributions	-512.08



## SHIRE OF WOODANILLING

## STATEMENT OF PAYMENTS

## FOR THE PERIOD 31 DECEMBER 2021

DD3906.3	22/12/2021	Hesta	Payroll deductions	-1095.22
DD3906.4	22/12/2021	Colonial Select Personnel Super	Superannuation contributions	-116.10
DD3906.5	22/12/2021	REST	Superannuation contributions	-188.09
DD3906.6	22/12/2021	OnePath Custodians	Superannuation contributions	-73.29
DD3906.7	22/12/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3908.1	29/12/2021	Aware Super	Superannuation contributions	-761.48
DD3908.2	29/12/2021	Australian Superannuation	Superannuation contributions	-530.54
DD3908.3	29/12/2021	Hesta	Payroll deductions	-459.91
DD3908.4	29/12/2021	Colonial Select Personnel Super	Superannuation contributions	-111.61
DD3908.5	29/12/2021	REST	Superannuation contributions	-188.09
DD3908.6	29/12/2021	OnePath Custodians	Superannuation contributions	-85.69
DD3908.7	29/12/2021	QSuper - Payclear	Superannuation contributions	-87.72
DD3911.1	20/12/2021	SkyMesh	internet contract	-125.00
DD3920.4	30/12/2021	Telstra	11 Dec to 10 Jan	-208.79

<b>Total Direct Debit Payments</b>	-	<b>13,896.48</b>
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Municipal Account List of Payments Total		<b>133,890.38</b>
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Transaction ID	Date	Name	Description	Amount
<b>Municipal Account</b>				
<b>EFT Payments</b>				
EFT5958	07/01/2022	Hugh Russel Thomson	allowance claim	-4,990.60
EFT5959	07/01/2022	Wagin Window & Carpet Cleaning	cleaning- office & pavillion	-1,648.90
EFT5960	07/01/2022	Alexander Galt & Co	hardware	-57.30
EFT5961	07/01/2022	Timothy James Brown	allowance claim	-2,275.00
EFT5962	07/01/2022	Morris William Trimming	allowance claim	-1,516.40
EFT5963	07/01/2022	Dale Stuart Douglas	allowance claim	-3,509.35
EFT5964	07/01/2022	ABA Security & Electrical	security camera installation	-4,468.27
EFT5965	07/01/2022	Tutt Bryant Hire Pty Ltd	hire of roller and pickup	-4,325.75
EFT5966	07/01/2022	Katanning Districts Carpet Care	cleaning contract	-813.75
EFT5967	07/01/2022	Stephen Jefferies	allowance claim	-3,756.25
EFT5968	07/01/2022	Wagin Ag Centre Ltd- Marley Trading Trust T/as Marleys Diesel & Ag	vehicle maintenance	-3,403.14
EFT5969	07/01/2022	Beverly Jayne Smith	allowance claim	-758.20
EFT5970	07/01/2022	ATO	BAS Nov 2021	-7,884.00
EFT5971	07/01/2022	Synergy	25 Nov to 24 Dec 2021	-1,221.81
EFT5972	07/01/2022	Blights Auto Electrics	battery fitted to WO 0	-231.75
EFT5973	07/01/2022	Great Southern Fuel Supplies	bulk diesel	-16,454.23
EFT5974	07/01/2022	Station Motors (1974) Pty Ltd	vehicle service	-361.70
EFT5975	07/01/2022	Shire of Katanning	CESM contribution costs	-4,122.00
EFT5976	07/01/2022	Peter Gordon Morrell	allowance claim	-2,774.01
EFT5977	07/01/2022	Stewart & Heaton Clothing Co	ESL-PPE	-535.85
EFT5978	07/01/2022	PCS	software support	-255.00
EFT5979	07/01/2022	Great Southern Toyota	service on WO 0	-1,331.62
EFT5980	07/01/2022	Katanning Hardware	hardware	-16.50
EFT5981	07/01/2022	Landgate Valuation & Property Analytics	rate enquiry	-27.20
EFT5982	07/01/2022	Albany Best Office Systems	copier contract	-328.36
EFT5983	07/01/2022	Great Southern Waste Disposal	rubbish removal	-4,215.82
EFT5984	07/01/2022	Staff Christmas Club	Payroll deductions	-891.00
EFT5985	21/01/2022	Hudson Sewage Services	biomax maintenance	-251.10
EFT5986	21/01/2022	Alexander Galt & Co	hardware	-199.00
EFT5987	21/01/2022	Katanning Betta Home Living	computer equipment	-438.00
EFT5988	21/01/2022	Garden Retic Services	retic repairs and service	-555.50
EFT5989	21/01/2022	QFH Multiparts	staff uniform	-125.00
EFT5990	21/01/2022	Acumentis South West	unit valuations	-1,430.00
EFT5991	21/01/2022	Toll Transport	freight	-17.40
EFT5992	21/01/2022	Katanning Districts Carpet Care	cleaning contract	-630.00
EFT5993	21/01/2022	Kojonup BMC Embroidery	staff uniform	-225.00
EFT5994	21/01/2022	BGL Solutions	turf maintenance	-4,212.89
EFT5995	21/01/2022	Crystal Brook Grazing	Rates refund for assessment A677 723 JOHNSTON R	-392.90
EFT5996	21/01/2022	Woodanilling Store	groceries	-342.35
EFT5997	21/01/2022	Katanning Furnishings	office equipment	-778.00
EFT5998	21/01/2022	Beaurepaires Wagin	tyre repair	-100.00
EFT5999	21/01/2022	FitzGerald Strategies	consulting	-2,551.27
EFT6000	21/01/2022	PCS	software support	-467.50
EFT6001	21/01/2022	David Gray & Co	Recycle Bins	-1,560.00
EFT6002	21/01/2022	Katanning Hardware	protective uniform	-295.55
EFT6003	21/01/2022	Staff Christmas Club	Payroll deductions	-601.00
EFT6004	21/01/2022	Ambrose Electrical Contracting	tagging	-1,394.50
EFT6005	21/01/2022	Officeworks	stationery	-301.51
<b>EFT Total Payments</b>				<b>-89,042.23</b>
<b>Cheque Payments</b>				
<b>Total Cheque Payments</b>				<b>0.00</b>

**Direct Debit Payments**

DD3914.1	05/01/2022	Aware Super	Payroll deductions	-969.87
DD3914.2	05/01/2022	Australian Superannuation	Superannuation contributions	-443.28
DD3914.3	05/01/2022	Hesta	Payroll deductions	-467.59
DD3914.4	05/01/2022	Colonial Select Personnel Super	Superannuation contributions	-111.61
DD3914.5	05/01/2022	REST	Superannuation contributions	-188.09
DD3914.6	05/01/2022	OnePath Custodians	Superannuation contributions	-85.69
DD3914.7	05/01/2022	QSuper - Payclear	Superannuation contributions	-87.72
DD3920.1	07/01/2022	Water Corporation	20 Oct- 16 Dec 2021	-3,878.78
DD3920.2	01/01/2022	Westnet	monthly hosting	-4.99
DD3920.3	14/01/2022	Telstra	25 Dec to 24 Jan	-321.94
DD3926.1	05/01/2022	NAB - Credit Card	card fee	-271.09
DD3933.1	12/01/2022	Aware Super	Payroll deductions	-5,710.25
DD3933.2	12/01/2022	Australian Superannuation	Superannuation contributions	-570.19
DD3933.3	12/01/2022	Hesta	Payroll deductions	-489.54
DD3933.4	12/01/2022	Colonial Select Personnel Super	Superannuation contributions	-111.61
DD3933.5	12/01/2022	REST	Superannuation contributions	-188.09
DD3933.6	12/01/2022	OnePath Custodians	Superannuation contributions	-85.69
DD3933.7	12/01/2022	QSuper - Payclear	Superannuation contributions	-87.72
DD3936.1	19/01/2022	Aware Super	Payroll deductions	-1,010.11
DD3936.2	19/01/2022	Australian Superannuation	Superannuation contributions	-472.56
DD3936.3	19/01/2022	Hesta	Payroll deductions	-459.91
DD3936.4	19/01/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3936.5	19/01/2022	REST	Superannuation contributions	-188.09
DD3936.6	19/01/2022	OnePath Custodians	Superannuation contributions	-85.69
DD3936.7	19/01/2022	QSuper - Payclear	Superannuation contributions	-87.72
DD3941.1	18/01/2022	ClickSuper	transaction fee	-18.70
DD3941.2	20/01/2022	SkyMesh	internet contract	-125.00
DD3942.1	31/01/2022	Telstra	11 Jan- 10 Feb	-200.29
DD3947.1	26/01/2022	Aware Super	Payroll deductions	-1,082.84
DD3947.2	26/01/2022	Australian Superannuation	Superannuation contributions	-431.12
DD3947.3	26/01/2022	QSuper - Payclear	Superannuation contributions	-174.74
DD3947.4	26/01/2022	Hesta	Payroll deductions	-459.91
DD3947.5	26/01/2022	Colonial Select Personnel Super	Superannuation contributions	-111.61
DD3947.6	26/01/2022	REST	Superannuation contributions	-188.09
DD3947.7	26/01/2022	OnePath Custodians	Superannuation contributions	-85.69

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<b>Total Direct Debit Payments</b>	<b>-19,358.44</b>
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Municipal Account List of Payments Total	<b>-108,400.67</b>
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## 10.2.STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2021

<b>Proponent</b>	Shire of Woodanilling
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Cath Painter, Accountant
<b>Date of Meeting</b>	22 February 2022
<b>Previous Reports</b>	N/A
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	
<b>Attachments</b>	<b>Attachment No. 10.2.1</b> – Monthly Financial Reports December 2021 <b>Attachment No. 10.2.2</b> – Monthly Financial Reports January 2022

### BRIEF SUMMARY

The Statement of Financial Activity for period ending 31 December 2021 and 31 January 2022 together with associated commentaries are presented for Council's consideration.

### BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. December's report are presented in February as Council does not meet in January.

The Monthly Financial Reports have been prepared in accordance with statutory requirements.

### STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **ATTACHMENT 10.2.1 and 10.2.2**.

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

### CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

## RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## VOTING REQUIREMENTS

Simple majority

### **OFFICER'S RECOMMENDATION – ITEM 10.2 STATEMENT OF FINANCIAL ACTIVITY FOR DECEMBER 2021 AND JANUARY 2022**

**THAT COUNCIL RECEIVES THE MONTHLY STATEMENTS OF FINANCIAL ACTIVITY FOR THE PERIOD OF 31 DECEMBER 2021 AND 31 JANUARY 2022, IN ACCORDANCE WITH SECTION 6.4 OF THE *LOCAL GOVERNMENT ACT 1995* AND REGULATION 34 OF THE *LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1995* AS PRESENTED IN ATTACHMENTS 10.2.1 AND 10.2.2.**

**SHIRE OF WOODANILLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 December 2021**

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

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**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2021**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	
Members of Council	Members of Council, civic reception, functions, public relations, electoral requirements and administration.
Administration	
<b>GENERAL PURPOSE FUNDING</b>	
Rates	Rates, General Purpose Government Grants, Interest on Investments.
General Purpose Revenue	
<b>LAW, ORDER, PUBLIC SAFETY</b>	
Fire Prevention	Supervision of various by-laws, fire prevention and animal control.
Animal Control	
Other	
<b>HEALTH</b>	
Preventative Services	Food Control, meat inspection, water testing and health inspection services.
Community Health	
Other	
<b>EDUCATION AND WELFARE</b>	
Disability Access & Inclusion	Well aged housing and services for youth and aged.
Care of Senior Citizens	
<b>HOUSING</b>	
Staff Housing	Provision and maintenance of staff housing.
<b>COMMUNITY AMENITIES</b>	
Sanitation	Refuse site, cemetery and public conveniences.
Stormwater Drainage	
Town Planning	
Protection of Environment	
Other	
<b>RECREATION AND CULTURE</b>	
Public Halls	Maintenance of halls, parks, gardens and ovals. Library and heritage.
Swimming areas	
Libraries	
Other	
<b>TRANSPORT</b>	
Road Construction	Road construction and maintenance, footpaths and traffic signs.
Road Maintenance	
Road Plant Purchases	
Transport Licensing Agency	
<b>ECONOMIC SERVICES</b>	
Rural Services	Area promotion, pest control and building control.
Tourism	
Building Control	
Other	
<b>OTHER PROPERTY AND SERVICES</b>	
Private Works	Private works, public works overheads and plant operation.
Public Works Overheads	
Plant Operating Costs	
Stock Control	
Salaries and Wages	

**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Opening funding surplus / (deficit)</b>	1(c)	485,418	485,418	<b>486,834</b>
<b>Revenue from operating activities</b>				
Governance		30,000	15,000	<b>22</b>
General purpose funding - general rates	6	822,811	411,406	<b>820,702</b>
General purpose funding - other		409,726	204,863	<b>202,129</b>
Law, order and public safety		42,043	21,022	<b>29,126</b>
Health		0	0	<b>461</b>
Education and welfare		106,500	53,250	<b>35,446</b>
Housing		23,700	11,850	<b>11,872</b>
Community amenities		31,500	15,750	<b>24,788</b>
Recreation and culture		4,205	2,103	<b>2,221</b>
Transport		348,728	174,364	<b>143,161</b>
Economic services		46,280	23,140	<b>11,554</b>
Other property and services		23,000	11,500	<b>13,713</b>
		<b>1,888,493</b>	<b>944,248</b>	<b>1,295,195</b>
<b>Expenditure from operating activities</b>				
Governance		(277,716)	(138,858)	<b>(86,085)</b>
General purpose funding		(19,022)	(9,511)	<b>(7,005)</b>
Law, order and public safety		(115,157)	(57,579)	<b>(80,898)</b>
Health		(35,224)	(17,612)	<b>(21,393)</b>
Education and welfare		(58,005)	(29,003)	<b>(22,456)</b>
Housing		(47,246)	(23,623)	<b>(45,323)</b>
Community amenities		(141,407)	(70,704)	<b>(87,085)</b>
Recreation and culture		(205,676)	(102,838)	<b>(128,953)</b>
Transport		(1,513,920)	(756,960)	<b>(759,239)</b>
Economic services		(95,183)	(47,592)	<b>(30,773)</b>
Other property and services		(188,687)	(94,344)	<b>(13,888)</b>
		<b>(2,697,243)</b>	<b>(1,348,624)</b>	<b>(1,283,100)</b>
Non-cash amounts excluded from operating activities	1(a)	852,351	418,972	<b>395,973</b>
<b>Amount attributable to operating activities</b>		<b>43,601</b>	<b>14,596</b>	<b>408,068</b>
<b>Investing Activities</b>				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	507,576	<b>30,274</b>
Proceeds from disposal of assets	7	188,000	94,000	<b>0</b>
Proceeds from financial assets at fair value through profit and loss	9	1,940	970	<b>0</b>
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(817,120)	<b>(178,918)</b>
<b>Amount attributable to investing activities</b>		<b>(755,995)</b>	<b>(214,574)</b>	<b>(148,644)</b>
<b>Financing Activities</b>				
Transfer from reserves	9	584,290	292,145	<b>0</b>
Transfer to reserves	9	(347,290)	(173,645)	<b>(43)</b>
<b>Amount attributable to financing activities</b>		<b>237,000</b>	<b>118,500</b>	<b>(43)</b>
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>10,021</b>	<b>403,943</b>	<b>746,213</b>

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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



**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 DECEMBER 2021****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES****EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Opening funding surplus / (deficit)</b>	1(c)	\$ 485,418	\$ 485,418	\$ 486,834
<b>Revenue from operating activities</b>				
Rates	6	822,811	411,406	820,702
Operating grants, subsidies and contributions	11	592,016	296,008	317,896
Fees and charges		345,285	172,643	142,300
Interest earnings		3,725	1,863	1,569
Other revenue		0	0	12,726
Profit on disposal of assets	7	124,656	62,328	0
		<b>1,888,493</b>	<b>944,248</b>	<b>1,295,193</b>
<b>Expenditure from operating activities</b>				
Employee costs		(1,023,663)	(511,832)	(515,287)
Materials and contracts		(509,122)	(254,561)	(267,621)
Utility charges		(85,090)	(42,545)	(27,697)
Depreciation on non-current assets		(888,733)	(444,367)	(395,973)
Insurance expenses		(76,537)	(38,269)	(95,771)
Other expenditure		(112,279)	(56,140)	19,253
Loss on disposal of assets	7	(1,822)	(911)	0
		<b>(2,697,246)</b>	<b>(1,348,625)</b>	<b>(1,283,096)</b>
Non-cash amounts excluded from operating activities	1(a)	852,351	418,972	395,973
<b>Amount attributable to operating activities</b>		<b>43,598</b>	<b>14,595</b>	<b>408,070</b>
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	507,576	30,274
Proceeds from disposal of assets	7	188,000	94,000	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	970	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(817,120)	(178,918)
<b>Amount attributable to investing activities</b>		<b>(755,995)</b>	<b>(214,574)</b>	<b>(148,644)</b>
<b>Financing Activities</b>				
Transfer from reserves	9	584,290	292,145	0
Transfer to reserves	9	(347,290)	(173,645)	(43)
<b>Amount attributable to financing activities</b>		<b>237,000</b>	<b>118,500</b>	<b>(43)</b>
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>10,021</b>	<b>403,943</b>	<b>746,213</b>

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 14 for an explanation of the reasons for the variance.

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 DECEMBER 2021

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

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

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 February 2022

### SIGNIFICANT ACCOUNTING POLICIES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted 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	7	(124,656)	(62,328)	0
Less: Movement in liabilities associated with restricted cash		106,341	44,309	0
Less: Fair value adjustments to financial assets through profit and loss		(2,000)	(833)	0
Movement in employee benefit provisions (non-current)		(17,889)	(7,454)	0
Add: Loss on asset disposals	7	1,822	911	0
Add: Depreciation on assets		888,733	444,367	395,973
<b>Total non-cash items excluded from operating activities</b>		<b>852,351</b>	<b>418,972</b>	<b>395,973</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.

		Last Year Closing 30 June 2021	This Time Last Year 31 December 2020	Year to Date 31 December 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(848,911)	(628,880)	(848,954)
Add: Provisions - employee	10	0	0	0
<b>Total adjustments to net current assets</b>		<b>(848,911)</b>	<b>(628,880)</b>	<b>(848,954)</b>

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

**Current assets**

Cash and cash equivalents	2	1,663,683	1,475,841	1,747,733
Rates receivables	3	73,177	127,346	172,787
Receivables	3	33,105	20,991	18,978
Other current assets	4	23,148	9,571	23,148
<b>Less: Current liabilities</b>				
Payables	5	(219,528)	(137,823)	(119,330)
Contract liabilities	10	(106,340)	(124,717)	(116,647)
Provisions	10	(131,500)	(147,531)	(131,500)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(848,911)</b>	<b>(628,880)</b>	<b>(848,954)</b>
<b>Closing funding surplus / (deficit)</b>		<b>486,834</b>	<b>594,798</b>	<b>746,213</b>

**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 DECEMBER 2021**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Municipal - Cash at Bank	Cash and cash equivalents	898,328	0	898,328		NAB	0.10%	NA
Cash on hand - Floats and Petty Cash	Cash and cash equivalents	450	0	450		Cash	0.00%	NA
Reserve - Cash at Bank	Cash and cash equivalents	0	848,955	848,955		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
<b>Total</b>		<b>898,778</b>	<b>848,955</b>	<b>1,747,733</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		898,778	848,955	1,747,733	0			
		<b>898,778</b>	<b>848,955</b>	<b>1,747,733</b>	<b>0</b>			

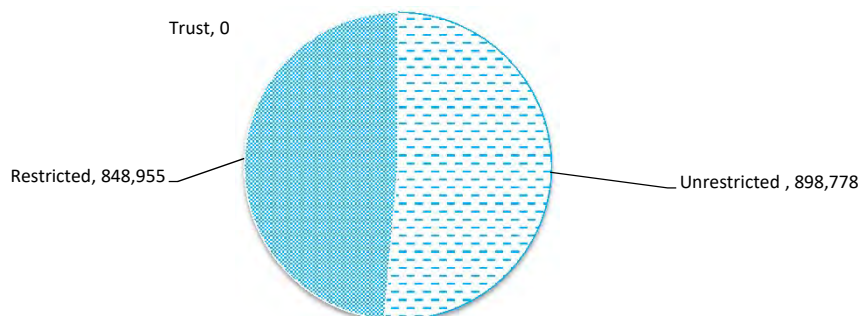
**KEY INFORMATION**

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

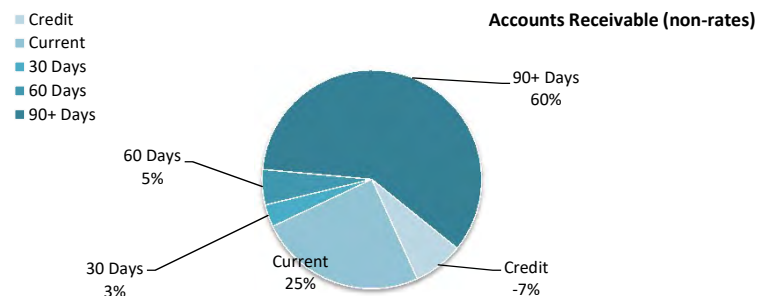
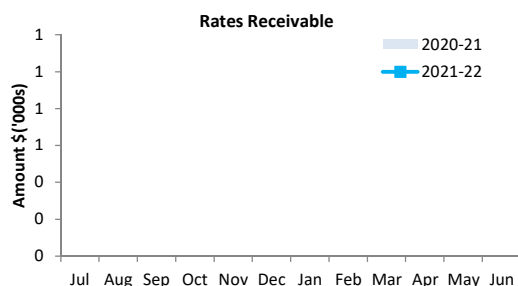
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2021	31 Dec 2021
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(762,406)
Equals current outstanding	<b>73,177</b>	<b>172,787</b>
<b>Net rates collectable</b>	<b>73,177</b>	<b>172,787</b>
% Collected	91.2%	81.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,101)	3,692	494	781	8,874	12,740
Percentage	(8.6%)	29%	3.9%	6.1%	69.7%	
<b>Balance per trial balance</b>						
GST receivable						6,238
<b>Total receivables general outstanding</b>						<b>18,978</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 December 2021
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and Materials	22,098	0	0	22,098
<b>Prepayments</b>				
Prepayments	1,050	0	0	1,050
<b>Total other current assets</b>	<b>23,148</b>	<b>0</b>	<b>0</b>	<b>23,148</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventory and Prepayment balances are yet to be adjusted for EOFY 2020-2021

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

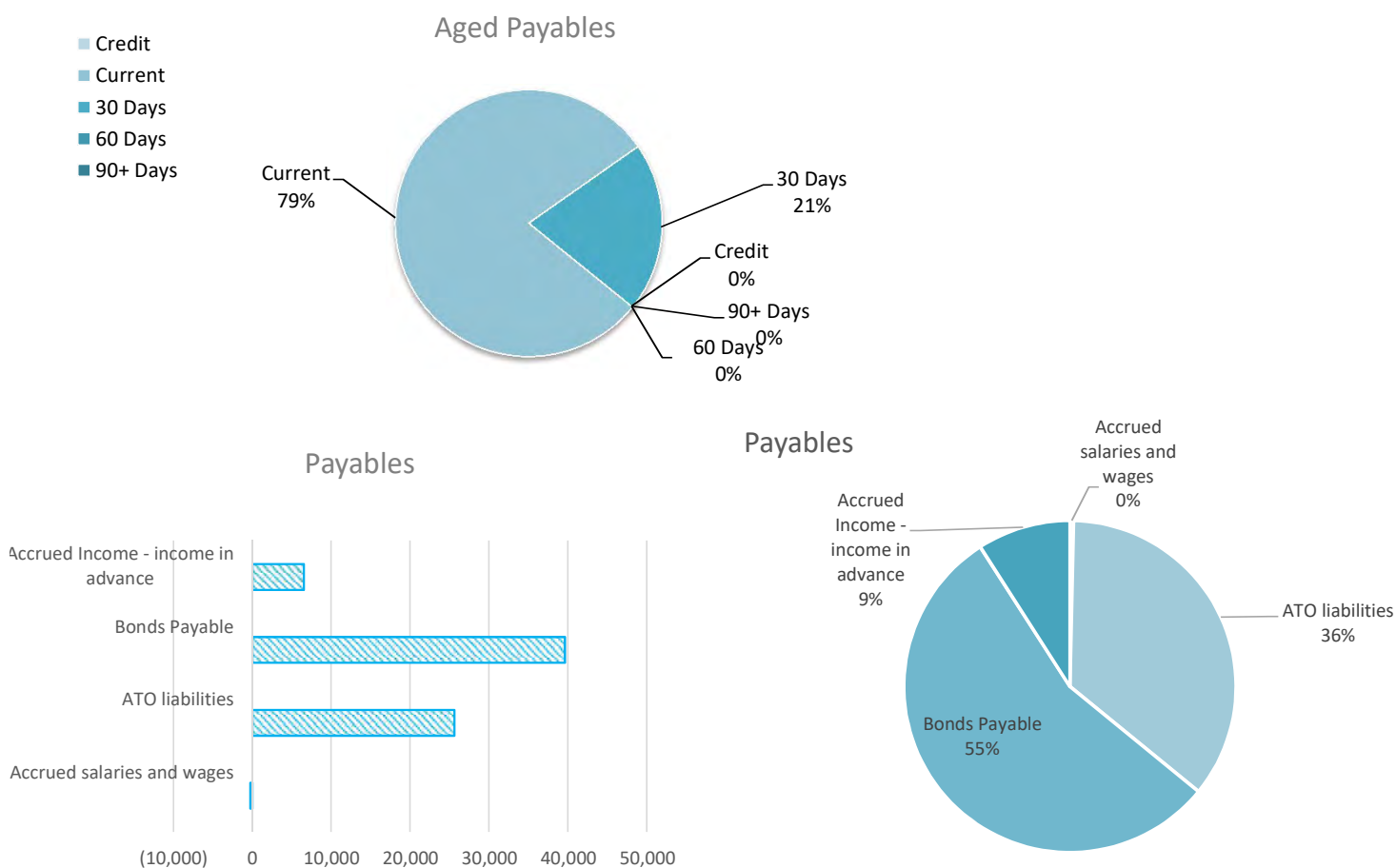
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	37,998	9,840	0	0	47,837
Percentage	0%	79.4%	20.6%	0%	0%	
<b>Balance per trial balance</b>						
Accrued salaries and wages						(263)
ATO liabilities						25,593
Bonds Payable						39,623
Accrued Income - income in advance						6,540
<b>Total payables general outstanding</b>						<b>119,330</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

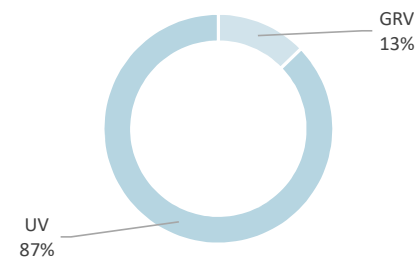
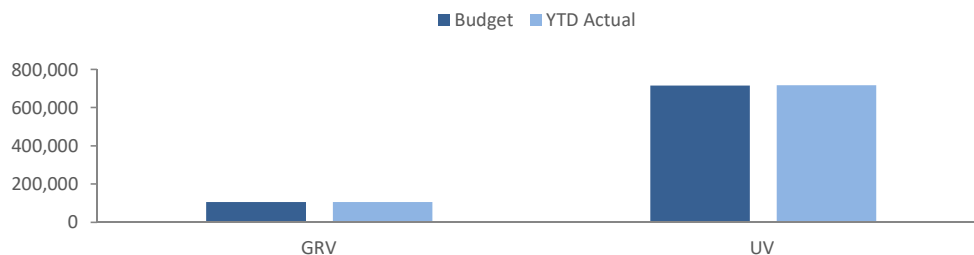
**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

**General rate revenue**

RATE TYPE	Budget					YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV	0.1195	98	877,300	104,873	104,873	104,872			104,872
<b>Unimproved value</b>									
UV	0.0051	192	139,423,500	716,358	716,358	716,724			716,724
<b>Sub-Total</b>		<b>290</b>	<b>140,300,800</b>	<b>821,231</b>	<b>821,231</b>	<b>821,596</b>	<b>0</b>	<b>0</b>	<b>821,596</b>
<b>Minimum payment</b>	<b>Minimum \$</b>								
<b>Gross rental value</b>									
GRV	430	67		28,810	28,810	28,810			28,810
<b>Unimproved value</b>									
UV	430	23		9,890	9,890	11,610	2,085		13,695
<b>Sub-total</b>		<b>90</b>	<b>0</b>	<b>38,700</b>	<b>38,700</b>	<b>40,420</b>	<b>2,085</b>	<b>0</b>	<b>42,505</b>
Discount					(31,720)				(43,400)
Concession					(5,400)				
<b>Total general rates</b>					<b>822,811</b>				<b>820,702</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 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

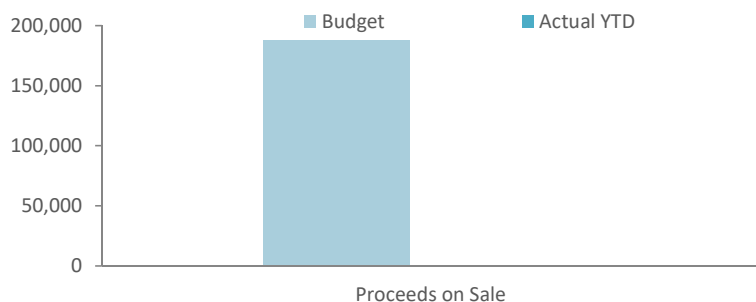


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>By Class:</b>								
	<b>Plant and equipment</b>	65,226	188,000	124,656	(1,822)	0	0	0	0
	<b>By Program:</b>								
	<b>Governance</b>	0	30,000	30,000	0	0	0	0	0
	<b>Transport</b>	65,226	158,000	94,596	(1,822)	0	0	0	0
		<b>65,226</b>	<b>188,000</b>	<b>124,596</b>	<b>(1,822)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NOTE:**  
At the time of report preparation no budget details were available to list possible disposals of assets



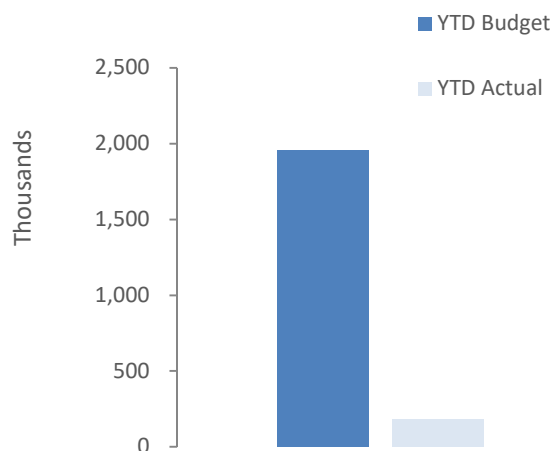
## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2021

## INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	79,000	32,917	9,473	(23,444)
Plant and equipment	667,000	277,917	6,167	(271,750)
Infrastructure - roads	1,215,087	506,286	163,278	(343,008)
<b>Payments for Capital Acquisitions</b>	<b>1,961,087</b>	<b>817,120</b>	<b>178,918</b>	<b>(638,202)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,015,152	507,576	30,274	(477,302)
Other (disposals & C/Fwd)	188,000	39,167	0	(39,167)
Cash backed reserves	0	0	0	0
Plant replacement reserve	482,000	200,833	0	(200,833)
Affordable housing reserve	102,290	42,621	0	(42,621)
Contribution - operations	173,645	118,047	148,644	30,597
<b>Capital funding total</b>	<b>1,961,087</b>	<b>908,243</b>	<b>178,918</b>	<b>(729,325)</b>

### SIGNIFICANT ACCOUNTING POLICIES

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**OPERATING ACTIVITIES**

**NOTE 9**

**CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant replacement reserve	668,887	0	34	125,000	0	(482,000)	0	311,887	668,921
Building reserve	42,083	0	2	152,290	0		0	194,372	42,085
Affordable housing reserve	102,290	0	5		0	(102,290)	0	0	102,295
Office equipment reserve	14,028	0	0		0		0	14,028	14,028
Road construction reserve	21,623	0	2	50,000	0		0	71,623	21,625
Staff leave Reserve	0	0		20,000	0		0	20,000	0
	<b>848,911</b>	<b>0</b>	<b>43</b>	<b>347,290</b>	<b>0</b>	<b>(584,290)</b>	<b>0</b>	<b>611,910</b>	<b>848,954</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**OPERATING ACTIVITIES  
NOTE 10  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 December 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	8,086	8,086	(15,506)	666
- non-operating	12	98,255	48,000	(30,274)	115,981
<b>Total unspent grants, contributions and reimbursements</b>		<b>106,341</b>	<b>56,086</b>	<b>(45,780)</b>	<b>116,647</b>
<b>Provisions</b>					
Annual leave		84,931	0	0	84,931
Long service leave		46,569	0	0	46,569
<b>Total Provisions</b>		<b>131,500</b>	<b>0</b>	<b>0</b>	<b>131,500</b>
<b>Total other current liabilities</b>		<b>237,841</b>	<b>56,086</b>	<b>(45,780)</b>	<b>248,147</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

**KEY INFORMATION**

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

NOTE 11

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2021	Current Liability 31 Dec 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>						404,301	202,151	
Grants Commission - General				0	0			118,020
Grants Commission - Roads				0	0			81,631
<b>Law, order, public safety</b>						32,343	16,172	
DFES - Bushfire Brigade	8,086	8,086	(15,506)	666	666			
ESL Grant				0	0			15,822
<b>Education and welfare</b>						54,000	27,000	
Well Aged Housing Grants				0				
<b>Transport</b>						81,372	40,686	
RRG Direct Funding Grant				0				81,372
<b>Other property and services</b>						20,000	10,000	
Regional Traineeship Grant 2019				0			0	
	8,086	8,086	(15,506)	666	666	592,016	296,008	296,845
<b>Operating contributions</b>								
<b>Education and welfare</b>								
Income relating to Well Aged Housing								8,905
<b>Housing</b>								
Staff Housing Reimbursements								313
<b>Recreation and culture</b>								
Insurance Recoveries								1,080
<b>Other property and services</b>								
FBT Reimbursements								780
Insurance Recoveries								828
Diesel Fuel Rebates								9,145
	0	0	0	0	0	0	0	21,051
<b>TOTALS</b>	8,086	8,086	(15,506)	666	666	592,016	296,008	317,896

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 DECEMBER 2021**

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Dec 2021	Current Liability 31 Dec 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
LCRI Phase 1	7,775	0	(7,775)	0	0			7,775
<b>Law, order, public safety</b>						23,985	11,993	
				0				
<b>Community amenities</b>						54,000	27,000	
				0				
<b>Transport</b>								
Regional Road Group - Project Funding	67,981	48,000	0	115,981	115,981			
LCRI Phase 2	22,499	0	(22,499)	0	0			22,499
				0		937,167	468,584	
	<b>98,255</b>	<b>48,000</b>	<b>(30,274)</b>	<b>115,981</b>	<b>115,981</b>	<b>1,015,152</b>	<b>507,576</b>	<b>30,274</b>

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 2021

## NOTE 14 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	(14,978)	(99.85%)	▼ Timing	
General purpose funding - rates	409,296	99.49%	▲ Timing	
Education and welfare	(17,804)	(33.43%)	▼ Timing	
Transport	(31,203)	(17.90%)	▼ Timing	
Economic services	(11,586)	(50.07%)	▼ Timing	
<b>Expenditure from operating activities</b>			Timing	
Governance	52,773	38.01%	▲ Timing	
Law, order and public safety	(23,319)	(40.50%)	▼ Timing	
Housing	(21,700)	(91.86%)	▼ Timing	
Community amenities	(16,381)	(23.17%)	▼ Timing	
Recreation and culture	(26,115)	(25.39%)	▼ Timing	
Economic services	16,819	35.34%	▲ Timing	
Other property and services	80,456	85.28%	▲ Timing	
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(477,302)	(94.04%)	▼ Timing	
Proceeds from disposal of assets	(94,000)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	638,202	78.10%	▲ Timing	
<b>Financing activities</b>				
Transfer from reserves	(292,145)	(100.00%)	▼ Timing	
Transfer to reserves	173,602	99.98%	▲ Timing	



**SHIRE OF WOODANILLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 January 2022**

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

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**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 JANUARY 2022**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	
Members of Council	Members of Council, civic reception, functions, public relations, electoral requirements and administration.
Administration	
<b>GENERAL PURPOSE FUNDING</b>	
Rates	Rates, General Purpose Government Grants, Interest on Investments.
General Purpose Revenue	
<b>LAW, ORDER, PUBLIC SAFETY</b>	
Fire Prevention	Supervision of various by-laws, fire prevention and animal control.
Animal Control	
Other	
<b>HEALTH</b>	
Preventative Services	Food Control, meat inspection, water testing and health inspection services.
Community Health	
Other	
<b>EDUCATION AND WELFARE</b>	
Disability Access & Inclusion	Well aged housing and services for youth and aged.
Care of Senior Citizens	
<b>HOUSING</b>	
Staff Housing	Provision and maintenance of staff housing.
<b>COMMUNITY AMENITIES</b>	
Sanitation	Refuse site, cemetery and public conveniences.
Stormwater Drainage	
Town Planning	
Protection of Environment	
Other	
<b>RECREATION AND CULTURE</b>	
Public Halls	Maintenance of halls, parks, gardens and ovals. Library and heritage.
Swimming areas	
Libraries	
Other	
<b>TRANSPORT</b>	
Road Construction	Road construction and maintenance, footpaths and traffic signs.
Road Maintenance	
Road Plant Purchases	
Transport Licensing Agency	
<b>ECONOMIC SERVICES</b>	
Rural Services	Area promotion, pest control and building control.
Tourism	
Building Control	
Other	
<b>OTHER PROPERTY AND SERVICES</b>	
Private Works	Private works, public works overheads and plant operation.
Public Works Overheads	
Plant Operating Costs	
Stock Control	
Salaries and Wages	

**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM  
FOR THE PERIOD ENDED 31 JANUARY 2022**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Opening funding surplus / (deficit)</b>	1(c)	485,418	485,418	486,834
<b>Revenue from operating activities</b>				
Governance		30,000	17,500	340
General purpose funding - general rates	6	822,811	479,973	820,702
General purpose funding - other		409,726	239,007	202,670
Law, order and public safety		42,043	24,525	29,261
Health		0	0	461
Education and welfare		106,500	62,125	40,119
Housing		23,700	13,825	13,701
Community amenities		31,500	18,375	24,968
Recreation and culture		4,205	2,453	2,271
Transport		348,728	203,425	151,057
Economic services		46,280	26,997	11,554
Other property and services		23,000	13,417	48,181
		<b>1,888,493</b>	<b>1,101,622</b>	<b>1,345,285</b>
<b>Expenditure from operating activities</b>				
Governance		(277,716)	(162,001)	(126,481)
General purpose funding		(19,022)	(11,096)	(9,361)
Law, order and public safety		(115,157)	(67,175)	(94,436)
Health		(35,224)	(20,547)	(27,224)
Education and welfare		(58,005)	(33,836)	(25,799)
Housing		(47,246)	(27,560)	(49,450)
Community amenities		(141,407)	(82,487)	(103,808)
Recreation and culture		(205,676)	(119,978)	(152,117)
Transport		(1,513,920)	(883,120)	(894,920)
Economic services		(95,183)	(55,523)	(35,308)
Other property and services		(188,687)	(110,067)	(45,722)
		<b>(2,697,243)</b>	<b>(1,573,390)</b>	<b>(1,564,628)</b>
Non-cash amounts excluded from operating activities	1(a)	852,351	497,205	461,045
<b>Amount attributable to operating activities</b>		<b>43,601</b>	<b>25,437</b>	<b>241,702</b>
<b>Investing Activities</b>				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	592,172	30,274
Proceeds from disposal of assets	7	188,000	109,667	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	1,132	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(1,143,967)	(178,339)
<b>Amount attributable to investing activities</b>		<b>(755,995)</b>	<b>(440,997)</b>	<b>(148,065)</b>
<b>Financing Activities</b>				
Transfer from reserves	9	584,290	340,836	0
Transfer to reserves	9	(347,290)	(202,586)	(52)
<b>Amount attributable to financing activities</b>		<b>237,000</b>	<b>138,250</b>	<b>(52)</b>
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>10,021</b>	<b>208,111</b>	<b>580,425</b>

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 JANUARY 2022****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES****EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE  
FOR THE PERIOD ENDED 31 JANUARY 2022**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Opening funding surplus / (deficit)</b>	1(c)	\$ 485,418	\$ 485,418	\$ 486,834
<b>Revenue from operating activities</b>				
Rates	6	822,811	479,973	820,702
Operating grants, subsidies and contributions	11	592,016	345,343	352,373
Fees and charges		345,285	201,416	156,560
Interest earnings		3,725	2,173	1,780
Other revenue		0	0	13,870
Profit on disposal of assets	7	124,656	72,716	0
		<b>1,888,493</b>	<b>1,101,621</b>	<b>1,345,285</b>
<b>Expenditure from operating activities</b>				
Employee costs		(1,023,663)	(597,137)	(669,936)
Materials and contracts		(509,122)	(296,988)	(296,577)
Utility charges		(85,090)	(49,636)	(30,175)
Depreciation on non-current assets		(888,733)	(518,428)	(461,045)
Insurance expenses		(76,537)	(44,647)	(95,771)
Other expenditure		(112,279)	(65,496)	(11,122)
Loss on disposal of assets	7	(1,822)	(1,063)	0
		<b>(2,697,246)</b>	<b>(1,573,395)</b>	<b>(1,564,626)</b>
<b>Non-cash amounts excluded from operating activities</b>				
	1(a)	852,351	497,205	461,045
<b>Amount attributable to operating activities</b>		<b>43,598</b>	<b>25,431</b>	<b>241,704</b>
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	592,172	30,274
Proceeds from disposal of assets	7	188,000	109,667	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	1,132	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(1,143,967)	(178,339)
<b>Amount attributable to investing activities</b>		<b>(755,995)</b>	<b>(440,997)</b>	<b>(148,065)</b>
<b>Financing Activities</b>				
Transfer from reserves	9	584,290	340,836	0
Transfer to reserves	9	(347,290)	(202,586)	(52)
<b>Amount attributable to financing activities</b>		<b>237,000</b>	<b>138,250</b>	<b>(52)</b>
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>10,021</b>	<b>208,111</b>	<b>580,425</b>

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 14 for an explanation of the reasons for the variance.

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2022

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

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

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 February 2022

### SIGNIFICANT ACCOUNTING POLICIES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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

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

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted 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	7	(124,656)	(72,716)	0
Less: Movement in liabilities associated with restricted cash		106,341	62,032	0
Less: Fair value adjustments to financial assets through profit and loss		(2,000)	(1,167)	0
Movement in employee benefit provisions (non-current)		(17,889)	(10,435)	0
Add: Loss on asset disposals	7	1,822	1,063	0
Add: Depreciation on assets		888,733	518,428	461,045
<b>Total non-cash items excluded from operating activities</b>		<b>852,351</b>	<b>497,205</b>	<b>461,045</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.

		Last Year Closing 30 June 2021	This Time Last Year 31 January 2021	Year to Date 31 January 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(848,911)	(628,886)	(848,962)
Add: Provisions - employee	10	0	0	0
<b>Total adjustments to net current assets</b>		<b>(848,911)</b>	<b>(628,886)</b>	<b>(848,962)</b>

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

**Current assets**

Cash and cash equivalents	2	1,663,683	1,363,326	1,596,915
Rates receivables	3	73,177	120,168	142,126
Receivables	3	33,105	24,568	55,175
Other current assets	4	23,148	9,571	23,148
<b>Less: Current liabilities</b>				
Payables	5	(219,528)	(110,678)	(131,744)
Contract liabilities	10	(106,340)	(124,717)	(124,733)
Provisions	10	(131,500)	(147,531)	(131,500)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(848,911)</b>	<b>(628,886)</b>	<b>(848,962)</b>
<b>Closing funding surplus / (deficit)</b>		<b>486,834</b>	<b>505,821</b>	<b>580,425</b>

**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 JANUARY 2022**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Municipal - Cash at Bank	Cash and cash equivalents	747,503	0	747,503		NAB	0.10%	NA
Cash on hand - Floats and Petty Cash	Cash and cash equivalents	450	0	450		Cash	0.00%	NA
Reserve - Cash at Bank	Cash and cash equivalents	0	848,962	848,962		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
<b>Total</b>		<b>747,953</b>	<b>848,962</b>	<b>1,596,915</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		747,953	848,962	1,596,915	0			
		<b>747,953</b>	<b>848,962</b>	<b>1,596,915</b>	<b>0</b>			

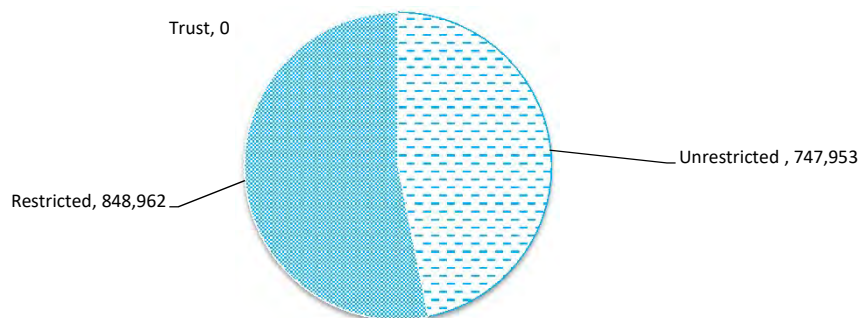
**KEY INFORMATION**

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

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

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

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





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

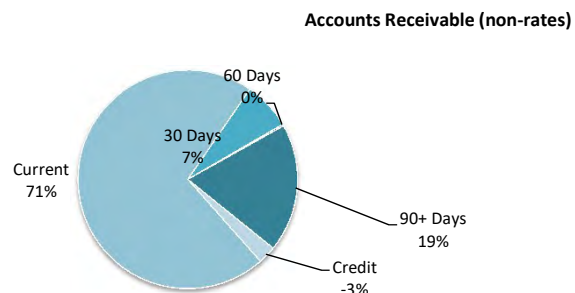
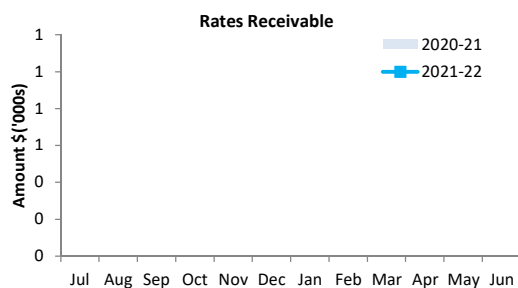
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 June 2021	31 Jan 2022
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(793,067)
Equals current outstanding	<b>73,177</b>	<b>142,126</b>
<b>Net rates collectable</b>	<b>73,177</b>	<b>142,126</b>
% Collected	91.2%	84.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,282)	34,188	3,383	120	9,131	45,540
Percentage	(2.8%)	75.1%	7.4%	0.3%	20%	
<b>Balance per trial balance</b>						
GST receivable						9,635
<b>Total receivables general outstanding</b>						<b>55,175</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



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

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 January 2022
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and Materials	22,098	0	0	22,098
<b>Prepayments</b>				
Prepayments	1,050	0	0	1,050
<b>Total other current assets</b>	<b>23,148</b>	<b>0</b>	<b>0</b>	<b>23,148</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventory and Prepayment balances are yet to be adjusted for EOFY 2020-2021

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

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

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

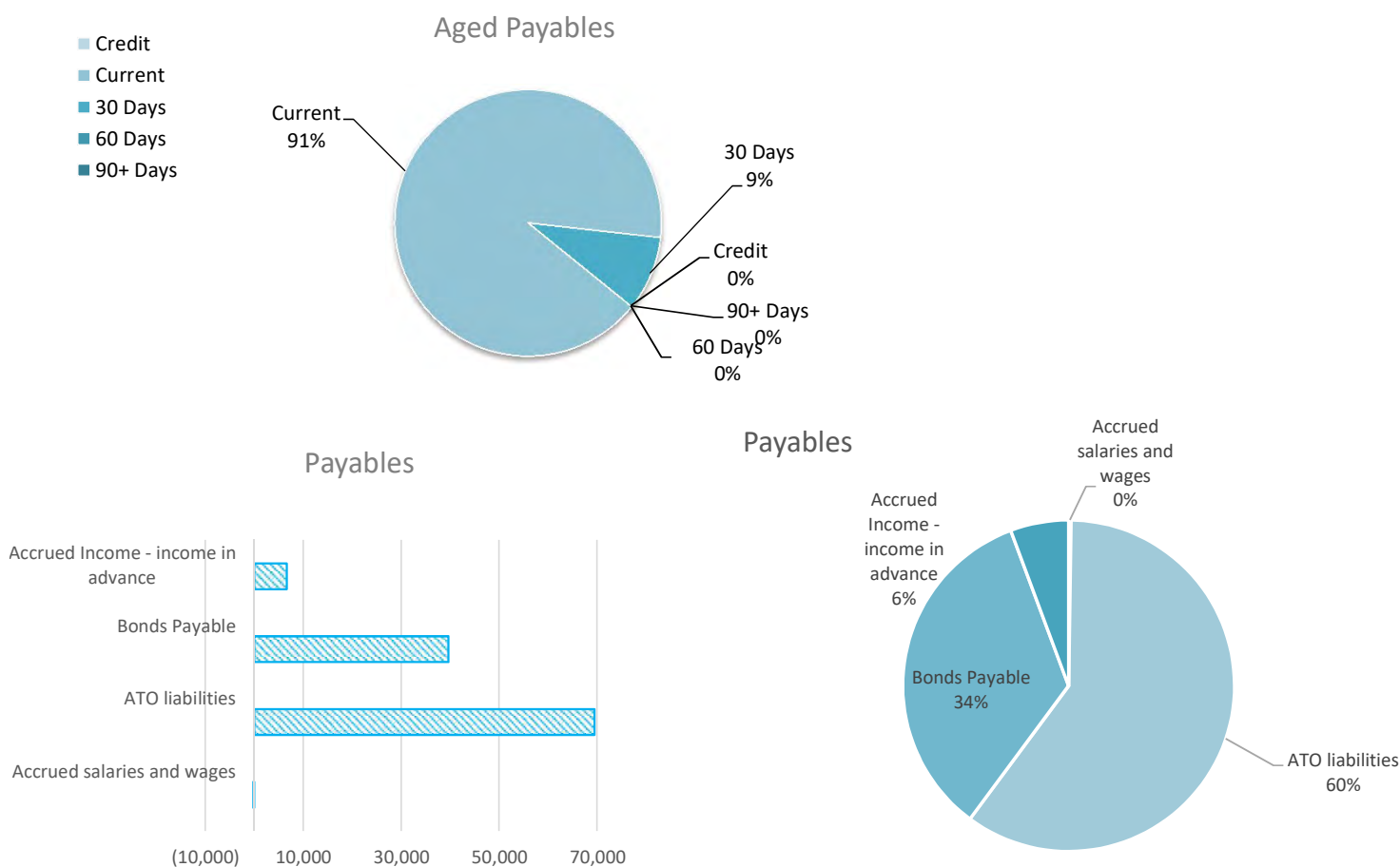
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	14,840	1,481	0	0	16,321
Percentage	0%	90.9%	9.1%	0%	0%	
<b>Balance per trial balance</b>						
Accrued salaries and wages						(263)
ATO liabilities						69,473
Bonds Payable						39,623
Accrued Income - income in advance						6,590
<b>Total payables general outstanding</b>						<b>131,744</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



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

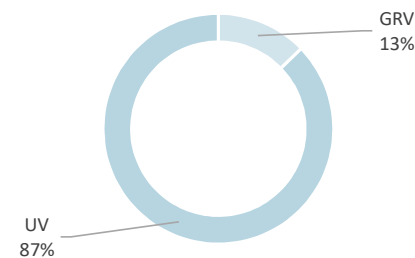
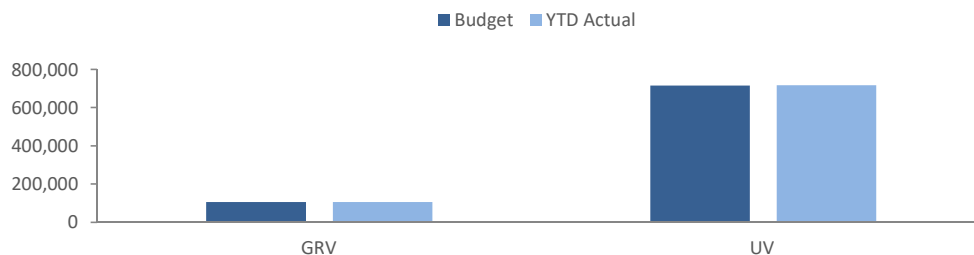
**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

**General rate revenue**

RATE TYPE	Budget					YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV	0.1195	98	877,300	104,873	104,873	104,872			104,872
<b>Unimproved value</b>									
UV	0.0051	192	139,423,500	716,358	716,358	716,724			716,724
<b>Sub-Total</b>		<b>290</b>	<b>140,300,800</b>	<b>821,231</b>	<b>821,231</b>	<b>821,596</b>	<b>0</b>	<b>0</b>	<b>821,596</b>
<b>Minimum payment</b>	<b>Minimum \$</b>								
<b>Gross rental value</b>									
GRV	430	67		28,810	28,810	28,810			28,810
<b>Unimproved value</b>									
UV	430	23		9,890	9,890	11,610	2,085		13,695
<b>Sub-total</b>		<b>90</b>	<b>0</b>	<b>38,700</b>	<b>38,700</b>	<b>40,420</b>	<b>2,085</b>	<b>0</b>	<b>42,505</b>
Discount					(31,720)				(43,400)
Concession					(5,400)				
<b>Total general rates</b>					<b>822,811</b>				<b>820,702</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 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

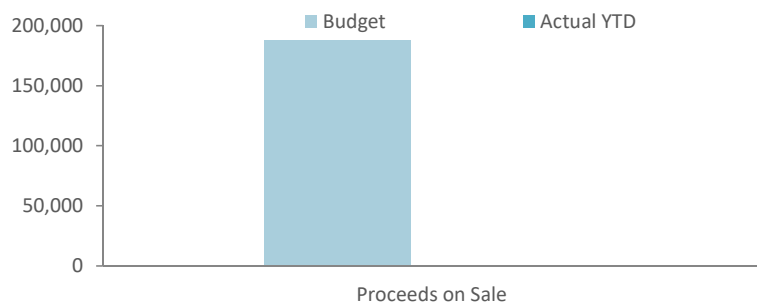


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>By Class:</b>								
	<b>Plant and equipment</b>	65,226	188,000	124,656	(1,822)	0	0	0	0
	<b>By Program:</b>								
	<b>Governance</b>	0	30,000	30,000	0	0	0	0	0
	<b>Transport</b>	65,226	158,000	94,596	(1,822)	0	0	0	0
		<b>65,226</b>	<b>188,000</b>	<b>124,596</b>	<b>(1,822)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NOTE:**  
At the time of report preparation no budget details were available to list possible disposals of assets



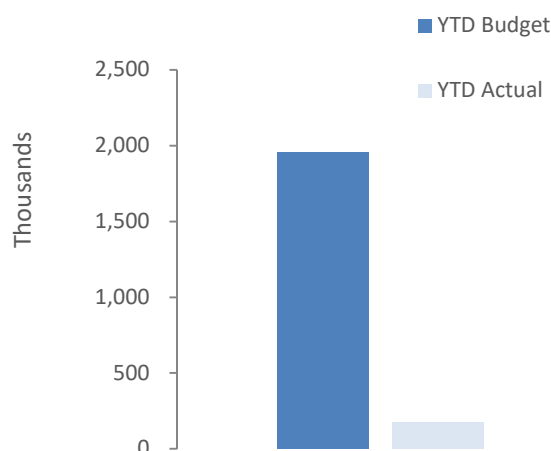
## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2022

## INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	79,000	46,083	9,473	(36,610)
Plant and equipment	667,000	389,083	5,588	(383,495)
Infrastructure - roads	1,215,087	708,801	163,278	(545,523)
<b>Payments for Capital Acquisitions</b>	<b>1,961,087</b>	<b>1,143,967</b>	<b>178,339</b>	<b>(965,628)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,015,152	592,172	30,274	(561,898)
Other (disposals & C/Fwd)	188,000	63,972	0	(63,972)
Cash backed reserves	0	0	0	0
Plant replacement reserve	482,000	281,167	0	(281,167)
Affordable housing reserve	102,290	59,669	0	(59,669)
Contribution - operations	173,645	165,265	148,065	(17,200)
<b>Capital funding total</b>	<b>1,961,087</b>	<b>1,162,245</b>	<b>178,339</b>	<b>(983,906)</b>

### SIGNIFICANT ACCOUNTING POLICIES

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



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

**OPERATING ACTIVITIES**

**NOTE 9**

**CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant replacement reserve	668,887	0	40	125,000	0	(482,000)	0	311,887	668,927
Building reserve	42,083	0	3	152,290	0		0	194,372	42,086
Affordable housing reserve	102,290	0	6		0	(102,290)	0	0	102,296
Office equipment reserve	14,028	0	1		0		0	14,028	14,029
Road construction reserve	21,623	0	2	50,000	0		0	71,623	21,625
Staff leave Reserve	0	0		20,000	0		0	20,000	0
	<b>848,911</b>	<b>0</b>	<b>52</b>	<b>347,290</b>	<b>0</b>	<b>(584,290)</b>	<b>0</b>	<b>611,910</b>	<b>848,962</b>

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

**OPERATING ACTIVITIES  
NOTE 10  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 January 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	8,086	16,172	(15,506)	8,752
- non-operating	12	98,255	48,000	(30,274)	115,981
<b>Total unspent grants, contributions and reimbursements</b>		<b>106,341</b>	<b>64,172</b>	<b>(45,780)</b>	<b>124,733</b>
<b>Provisions</b>					
Annual leave		84,931	0	0	84,931
Long service leave		46,569	0	0	46,569
<b>Total Provisions</b>		<b>131,500</b>	<b>0</b>	<b>0</b>	<b>131,500</b>
<b>Total other current liabilities</b>		<b>237,841</b>	<b>64,172</b>	<b>(45,780)</b>	<b>256,233</b>
<b>Amounts shown above include GST (where applicable)</b>					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

**KEY INFORMATION**

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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



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

NOTE 11

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2022	Current Liability 31 Jan 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>						404,301	235,842	
Grants Commission - General				0	0			118,020
Grants Commission - Roads				0	0			81,631
<b>Law, order, public safety</b>						32,343	18,867	
DFES - Bushfire Brigade	8,086	16,172	(15,506)	8,752	8,752			
ESL Grant				0	0			15,822
<b>Education and welfare</b>						54,000	31,500	
Well Aged Housing Grants				0				
<b>Transport</b>						81,372	47,467	
RRG Direct Funding Grant				0				81,372
<b>Other property and services</b>						20,000	11,667	
Regional Traineeship Grant 2019				0			0	
	8,086	16,172	(15,506)	8,752	8,752	592,016	345,343	296,845
<b>Operating contributions</b>								
<b>Governance</b>								
Reimbursement of Training Costs								260
<b>Education and welfare</b>								
Income relating to Well Aged Housing								8,905
<b>Housing</b>								
Staff Housing Reimbursements								313
<b>Recreation and culture</b>								
Insurance Recoveries								1,080
<b>Other property and services</b>								
FBT Reimbursements								810
Paid Parental Leave								
Insurance Recoveries								828
Diesel Fuel Rebates								9,145
Income Relating to PWO				0				34,188
	0	0	0	0	0	0	0	55,529
<b>TOTALS</b>	8,086	16,172	(15,506)	8,752	8,752	592,016	345,343	352,373

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

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2022	Current Liability 31 Jan 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
LCRI Phase 1	7,775	0	(7,775)	0	0			7,775
<b>Law, order, public safety</b>						23,985	13,991	
				0				
<b>Community amenities</b>						54,000	31,500	
				0				
<b>Transport</b>								
Regional Road Group - Project Funding	67,981	48,000	0	115,981	115,981			
LCRI Phase 2	22,499	0	(22,499)	0	0			22,499
				0		937,167	546,681	
	0	0	0	0	0	0	0	0

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

## NOTE 14 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	(17,160)	(98.06%)	▼ Timing	
General purpose funding - rates	340,729	70.99%	▲ Timing	
Education and welfare	(22,006)	(35.42%)	▼ Timing	
Transport	(52,368)	(25.74%)	▼ Timing	
Economic services	(15,443)	(57.20%)	▼ Timing	
<b>Expenditure from operating activities</b>				
Governance	35,520	21.93%	▲ Timing	
Law, order and public safety	(27,261)	(40.58%)	▼ Timing	
Housing	(21,890)	(79.43%)	▼ Timing	
Community amenities	(21,321)	(25.85%)	▼ Timing	
Recreation and culture	(32,139)	(26.79%)	▼ Timing	
Economic services	20,215	36.41%	▲ Timing	
Other property and services	64,345	58.46%	▲ Timing	
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(561,898)	(94.89%)	▼ Timing	
Proceeds from disposal of assets	(109,667)	(100.00%)	▼ Timing	
Payments for property, plant and equipment and infrastructure	965,628	84.41%	▲ Timing	
<b>Financing activities</b>				
Transfer from reserves	(340,836)	(100.00%)	▼ Timing	
Transfer to reserves	202,534	99.97%	▲ Timing	

### 10.3.NEW POLICY – FINANCIAL HARDSHIP POLICY

<b>Proponent</b>	Shire of Woodanilling
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Date of Meeting</b>	22 February 2022
<b>Previous Reports</b>	N/A
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	
<b>Attachments</b>	<b>Attachment No. 10.3.1</b> – New Policy – Financial Hardship Policy <b>Attachment No. 10.3.2</b> – Local Government (COVID-19 Response) Order 2020 <b>Attachment No. 10.3.3</b> – Financial Hardship Application Form <b>Attachment No. 10.3.4</b> – Financial Hardship Application Assessment Checklist

#### BRIEF SUMMARY

The purpose of this report is to enable Council to consider adopting a new policy related to financial hardship – Financial Hardship Policy for Rates and Sundry Debtors.

#### BACKGROUND/COMMENT

The COVID-19 pandemic is an international, national and local issue that has had far-reaching impact on the community and this policy is aimed specifically at Council's ratepayers and sundry debtors who are experiencing hardship, resulting in their inability to meet their obligation to pay their outstanding rates and debtor accounts. This policy is designed to assist and support the community to meet the financial challenges arising from the COVID-19 pandemic.

On 8 May 2020, an Order from the Minister of Local Government was published in the *Government Gazette*, in order to suspend and modify portions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The Order is in effective from date of publication in the *Government Gazette*, until the State of Emergency Declaration in relation to COVID-19 pandemic is revoked or otherwise ceases to have effect.

This policy assists ratepayers suffering genuine financial hardship. The following forms have been created and are aligned to the WALGA model documents to make this process less complicated for ratepayers. The Financial Hardship Application Form **Attachment 10.3.3** and Assessment Checklist are contained in **Attachments 10.3.4**.

This policy demonstrates Council's commitment to good governance and leadership through identifying community needs and act according.

#### STATUTORY/LEGAL IMPLICATIONS

The Local Government Act 1995 states the following provisions in relation to this policy:

##### **2.7. Role of council**

- (1) *The council —*
  - (a) *governs the local government's affairs; and*
  - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
  - (a) *oversee the allocation of the local government's finances and resources; and*
  - (b) *determine the local government's policies.*

##### **6.49. Agreement as to payment of rates and service charges**

*A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.*

### 6.55. Recovery of rates and service charges

- (1) Subject to subsection (2) and the Rates and Charges (Rebates and Deferments) Act 1992 rates and service charges on land are recoverable by a local government from —
- (i) the owner at the time of the compilation of the rate record; or
  - (ii) a person who whilst the rates or service charges are unpaid becomes the owner of the land.
- (2) A person who, by virtue of an Act relating to bankruptcy or insolvency or to the winding up of companies, has become the owner of land in the capacity of a trustee or liquidator, is not on that account personally liable to pay, out of the person's own money, rates or service charges which are already due on, or become due on that land while that person is the owner in that capacity.

Please refer to the *Local Government (COVID-19 Response) Order 2020* as contained in **Attachment 10.3.2.**

#### POLICY IMPLICATIONS

There are no other existing plans or policies that apply to this matter.

#### FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

#### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

#### CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

#### RISK MANAGEMENT

The risk in relation to this matter is assessed as "Medium" on the basis that if Council does not accept the policy and therefore may reduce the capacity to support ratepayers who need financial hardship assistance when making rates and sundry debtors payments.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.

<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

### **VOTING REQUIREMENTS**

Absolute majority

#### **OFFICER'S RECOMMENDATION – ITEM 10.3 NEW POLICY - FINANCIAL HARDSHIP POLICY** **THAT COUNCIL:**

- 1. PURSUANT TO SECTION 2.7 (2)(B) OF THE LOCAL GOVERNMENT ACT 1995 ACCEPTS THE COUNCIL POLICY – FINANCIAL HARDSHIP POLICY, AS PRESENTED IN ATTACHMENT 10.3.1 IN THIS REPORT;**
- 2. NOTES THE FINANCIAL HARDSHIP APPLICATION FORM AS CONTAINED IN ATTACHMENT 10.3.3; AND**
- 3. NOTES THE FINANCIAL HARDSHIP APPLICATION ASSESSMENT CHECKLIST AS CONTAINED IN ATTACHMENT 10.3.4.**

## ATTACHMENT 10.3.1

<b>POLICY TYPE:</b>	<b>FINANCIAL</b>	<b>POLICY NO:</b>	<b>XX</b>
<b>DATE ADOPTED:</b>	15/02/2022	<b>DATE LAST REVIEWED:</b>	
<b>LEGAL (PARENT):</b>	Local Government Act 1995 Local Government (COVID-19) Response Order 2020	<b>LEGAL (SUBSIDIARY):</b>	Local Government (Financial Management) Regulations 1996
<b>DELEGATION OF AUTHORITY APPLICABLE:</b>		<b>DELEGATION NO.</b>	

ADOPTED POLICY	
<b>TITLE:</b>	COVID-19 Financial Hardship Policy
<b>OBJECTIVE:</b>	<p>To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Woodanilling recognises that these challenges will result in financial hardship for our ratepayers.</p> <p>This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.</p> <p>This policy applies to:</p> <ol style="list-style-type: none"> <li>1. Outstanding rates and service charges as at the date of adoption of this policy; and</li> <li>2. Rates and service charges levied for the 2020/21 financial year.</li> </ol> <p>It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the <i>Local Government Act 1995</i> and <i>Local Government (Financial Management) Regulations 1996</i> will apply.</p>

**POLICY STATEMENT**

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Woodanilling recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc

**ANTICIPATED FINANCIAL HARDSHIP DUE TO COVID-19**

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

**FINANCIAL HARDSHIP CRITERIA**

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income

## ATTACHMENT 10.3.1

- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

### **PAYMENT ARRANGEMENTS**

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the Shire of Woodanilling of any change in circumstance that jeopardises the agreed payment schedule.

### **INTEREST CHARGES**

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the *Local Government (COVID-19 Response) Ministerial Order 2020* remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the Shire of Woodanilling may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

### **DEFEREMENT OF RATES**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **DEBT RECOVERY**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

### **REVIEW**

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

### **COMMUNICATION AND CONFIDENTIALITY**

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.



ATTACHMENT 10.3.2



Western Australia

Local Government Act 1995

**Local Government (COVID-19 Response) Order  
2020**

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As at 04 Nov 2020

Version 00-b0-00  
Published on [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

## Western Australia

# Local Government (COVID-19 Response) Order 2020

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***Local Government (COVID-19 Response) Order 2020***

Contents

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**Defined terms**

## Local Government Act 1995

**Local Government (COVID-19 Response)  
Order 2020****1. Citation**

This order is the *Local Government (COVID-19 Response) Order 2020*.

**2. Commencement**

This order comes into operation on the day on which it is published in the *Gazette*.

**3. Terms used**

- (1) In this order, unless the contrary intention appears —

**2019/20 financial year** means the financial year ending on 30 June 2020;

**2020/21 annual budget**, in relation to a local government, means the annual budget adopted by the local government under section 6.2 for the 2020/21 financial year;

**2020/21 financial year** means the financial year ending on 30 June 2021;

**cessation day** means the day on which the *Local Government (COVID-19 Response) Amendment Order 2020* clause 4 comes into operation;

**commencement day** means the day on which this order comes into operation;

**COVID emergency period** means the period beginning on commencement day and ending on cessation day;

**Local Government (COVID-19 Response) Order 2020****cl. 3**

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***excluded person*** means a person who —

- (a) is a residential ratepayer or small business ratepayer of a local government; and
- (b) is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic;

***proposed differential general rate***, in relation to a local government, means a differential general rate that is to be imposed by the local government in the 2020/21 financial year;

***proposed minimum payment***, in relation to a local government, means a minimum payment that is to be imposed by the local government in the 2020/21 financial year;

***residential ratepayer***, in relation to a local government, means a person who under section 6.44 is liable to pay a rate or service charge that is imposed by the local government on land on the basis that the land is used for residential purposes;

***section*** means a section of the Act;

***small business*** has the meaning given in the *Small Business Development Corporation Act 1983* section 3(1);

***small business ratepayer***, in relation to a local government, means a person who under section 6.44 is liable to pay a rate or service charge that is imposed by the local government on land used by the person for the purposes of carrying out a small business owned or operated by the person.

- (2) A term has the same meaning in this order as it has in section 6.1.

*[Clause 3 amended: SL 2020/211 cl. 4.]*

**Local Government (COVID-19 Response) Order 2020**

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**cl. 4****4. Section 5.27 modified (electors' general meetings)**

- (1) Section 5.27 is modified as set out in this clause in relation to a general meeting of the electors of a district that —
  - (a) under section 5.27 is required to be held in the 2019/20 financial year; and
  - (b) on commencement day has not been held.
- (2) The requirements in section 5.27(1) and (2) do not apply to the general meeting and are replaced with the requirements in subclauses (3) and (4).
- (3) The general meeting is not to be held during the COVID emergency period.
- (4) The general meeting is to be held on a day selected by the local government but not more than 56 days after cessation day.

**5. Section 5.28 modified (electors' special meetings)**

- (1) Section 5.28 is modified as set out in this clause in relation to a special meeting of the electors of a district that under section 5.28(4) is required or permitted to be held during the COVID emergency period.
- (2) The requirements in section 5.28(4) do not apply to the special meeting and are replaced with the requirements in subclauses (3) and (4).
- (3) The special meeting is not to be held during the COVID emergency period.
- (4) The special meeting is to be held on a day selected by the mayor or president but not more than 35 days after cessation day.

**6. Section 5.94 modified (public can inspect certain local government information)**

- (1) Section 5.94 is modified as set out in this clause.

**Local Government (COVID-19 Response) Order 2020****cl. 7**

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- (2) If the office of a local government is closed as a consequence of the COVID-19 pandemic, the entitlement under section 5.94 of a person to attend the office to inspect a document and the requirements in that section are replaced with the entitlement and requirements in subclause (3).
- (3) A person may request that a local government provide the person with a copy of a document referred to in section 5.94 and, unless it would be contrary to section 5.95, the local government is to, free of charge, and whether or not the document is current at the time of the request —
  - (a) if the document is published on the local government's official website — inform the person of the website address where the document is published; or
  - (b) email a copy of the document to an email address provided by the person; or
  - (c) mail a copy of the document to a postal address provided by the person.

**7. Section 6.2 modified (local government to prepare annual budget)**

- (1) Section 6.2(2) is modified as set out in this clause in relation to the preparation of the 2020/21 annual budget of a local government.
- (2) The reference to the contents of the plan for the future of the district made in accordance with section 5.56 is replaced with a reference to the consequences of the COVID-19 pandemic.

**8. Section 6.13 modified (interest on money owing to local governments)**

- (1) Section 6.13 is modified as set out in this clause in relation to a resolution of a local government under section 6.13(1) that is to be included in its 2020/21 annual budget.

**Local Government (COVID-19 Response) Order 2020**

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- (2) The resolution —
  - (a) cannot require a person who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic to pay interest; and
  - (b) is to specify that the requirement to pay interest does not apply to a person who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic.
- (3) The rate of interest that may be set by the local government under section 6.13 in its 2020/21 annual budget is not to exceed 8%.
- (4) Subclause (3) applies despite the *Local Government (Financial Management) Regulations 1996* regulation 19A.

**9. Section 6.33 modified (differential general rates)**

- (1) In this clause —  
**relevant rate**, of a local government, means a proposed differential general rate of the local government that under section 6.33(3) cannot be imposed without the approval of the Minister.
- (2) Section 6.33(3) is modified as set out in this clause in relation to a relevant rate of a local government if —
  - (a) as a consequence of the COVID-19 pandemic, the local government resolves (whether before or after commencement day) that no proposed differential general rate of the local government will exceed the corresponding differential general rate that was imposed by the local government in the 2019/20 financial year; and
  - (b) the local government obtained the Minister's approval under section 6.33(3) to impose in the 2019/20 financial



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year a differential general rate corresponding to the relevant rate.

- (3) The local government is not required to obtain the approval of the Minister under section 6.33(3) to impose the relevant rate.

**10. Section 6.34 modified (limit on revenue or income from general rates)**

- (1) Section 6.34(b) is modified as set out in this clause in relation to the 2020/21 annual budget of a local government.
- (2) The reference to 90% is replaced with a reference to 80%.

**11. Section 6.35 modified (minimum payment)**

- (1) In this clause —
- relevant minimum payment*, of a local government, means a proposed minimum payment of the local government that under section 6.35(5) cannot be imposed without the approval of the Minister.
- (2) Section 6.35(5) is modified as set out in this clause in relation to a relevant minimum payment of a local government if —
- (a) as a consequence of the COVID-19 pandemic, the local government resolves (whether before or after commencement day) that —
- (i) no proposed differential general rate of the local government will exceed the corresponding differential general rate that was imposed by the local government in the 2019/20 financial year; and
- (ii) no proposed minimum payment of the local government will exceed the corresponding minimum payment that was imposed by the local government in the 2019/20 financial year;
- and

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- (b) the local government obtained the Minister's approval under section 6.35(5) to impose in the 2019/20 financial year a minimum payment corresponding to the relevant minimum payment.
- (3) The local government is not required to obtain the approval of the Minister under section 6.35(5) to impose the relevant minimum payment.

**12. Section 6.36 modified (local government to give notice of certain rates)**

- (1) Section 6.36 is modified as set out in this clause in relation to a local government if, as a consequence of the COVID-19 pandemic, the local government resolves (whether before or after commencement day) that —
  - (a) no proposed differential general rate of the local government will exceed the corresponding differential general rate that was imposed by the local government in the 2019/20 financial year; and
  - (b) no proposed minimum payment of the local government of the kind referred to in section 6.36(1) will exceed the corresponding minimum payment that was imposed by the local government in the 2019/20 financial year.
- (2) The requirements in section 6.36(1) to (4) do not apply to the local government and are replaced with the requirements in subclauses (3) and (4).
- (3) The local government must publish on the local government's official website details of each proposed differential general rate and each proposed minimum payment of the local government.
- (4) The details referred to in subclause (3) must be published by the local government within 10 days after the later of the following —
  - (a) the day on which the local government makes the resolution referred to in subclause (1);

**Local Government (COVID-19 Response) Order 2020****cl. 13**

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(b) commencement day.

**13. Section 6.45 modified (options for payment of rates or service charges)**

(1) In this clause —

*financial hardship policy*, in relation to a local government, means a policy addressing the manner in which the local government will deal with financial hardship that may be suffered by ratepayers and other persons who are required to make payments to the local government.

(2) Section 6.45 is modified as set out in this clause in relation to payment by instalments of a rate or service charge imposed by a local government in the 2020/21 financial year.

(3) The local government cannot impose an additional charge (including an amount by way of interest) under section 6.45(3) in respect of payment by instalments made by an excluded person.

(4) If the local government has not adopted a financial hardship policy, the maximum rate of interest that may be imposed by the local government under section 6.45(3) is 3%.

(5) Subclause (4) applies despite the *Local Government (Financial Management) Regulations 1996* regulation 68.

**14. Section 6.51 modified (accrual of interest on overdue rates or service charges)**

(1) Section 6.51 is modified as set out in this clause in relation to a resolution made under section 6.51(1) by a local government at the time of imposing a rate or service charge for the 2020/21 financial year.

(2) The resolution —

(a) cannot impose interest in respect of a rate or service charge payable by an excluded person; and

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- (b) is to specify that the imposition of interest does not apply in respect of a rate or service charge payable by an excluded person.
- (3) The rate of interest that may be set by the local government under section 6.51 is not to exceed 8%.
- (4) Subclause (3) applies despite the *Local Government (Financial Management) Regulations 1996* regulation 70.

**15. Section 9.51 modified (giving documents to local government)**

- (1) Section 9.51 is modified as set out in this clause.
- (2) In addition to the methods in section 9.51(a) and (b), a document may be given to a local government by sending it by email to the local government at its email address.

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**Local Government (COVID-19 Response) Order 2020****Notes**

Compilation table

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## Notes

This is a compilation of the *Local Government (COVID-19 Response) Order 2020* and includes amendments made by other written laws. For provisions that have come into operation see the compilation table.

### Compilation table

Citation	Published	Commencement
<i>Local Government (COVID-19 Response) Order 2020</i>	SL 2020/57 8 May 2020	8 May 2020 (see cl. 2)
<i>Local Government (COVID-19 Response) Amendment Order 2020</i>	SL 2020/211 3 Nov 2020	cl. 1 and 2: 3 Nov 2020 (see cl. 2(a)); Order other than cl. 1 and 2: 4 Nov 2020 (see cl. 2(b))

**Local Government (COVID-19 Response) Order 2020**

## Defined terms

**Defined terms**

*[This is a list of terms defined and the provisions where they are defined.*

*The list is not part of the law.]*

<b>Defined term</b>	<b>Provision(s)</b>
2019/20 financial year.....	3(1)
2020/21 annual budget.....	3(1)
2020/21 financial year.....	3(1)
cessation day .....	3(1)
commencement day .....	3(1)
COVID emergency period .....	3(1)
excluded person .....	3(1)
financial hardship policy .....	13(1)
proposed differential general rate .....	3(1)
proposed minimum payment.....	3(1)
relevant minimum payment .....	11(1)
relevant rate.....	9(1)
residential ratepayer .....	3(1)
section .....	3(1)
small business .....	3(1)
small business ratepayer .....	3(1)



## FINANCIAL HARDSHIP APPLICATION

The Shire of Woodanilling (the Shire) has adopted a Financial Hardship Policy as Council understands that members of the community may be suffering financial hardship as a result of the Coronavirus (COVID-19) or other life events that impact a person's capacity to pay their Rates. The Shire wants to ensure that eligible Ratepayers can apply and be considered for assistance to meet their Rates payment responsibilities. The Minister of Local Government issued on 8 May 2020 a *Local Government (COVID-19 Response) Order 2020*, to allow local governments to activate a financial hardship policy.

A successful application will result in a rates payment plan agreed between you and the Shire of Woodanilling and if there is extreme financial hardship, penalty interest may be written off or not applied to the rates debt for a period of time.

The Shire of Woodanilling expects that Ratepayers will make reasonable efforts to make payments in accordance with their agreed payment plan, however the Shire does understand that things can change and the ratepayer can contact us at any time to request an adjustment the agreed payment plan.

### Are you eligible to apply?

Any Ratepayer experiencing difficulties in meeting their financial commitments is eligible to apply.

### How is a decision made about my application?

Decisions about financial hardship applications will be assessed based on the information provided in the application form and attachments submitted. This information will be assessed against the requirements of the Shire of Woodanilling's Financial Hardship Policy. You can read the Financial Hardship Policy on our website or request a copy from our Rates Department.

After you submit an application, the Shire will contact you if we need more information.

### Do you need help to make an application?

Contact our Rates Section on (08) 9823 1506 and our friendly staff will be able to assist you. Shire Officer's can assist you over the phone, in a face to face appointment or we can connect you with other financial counselling or community support agencies to meet your needs.

### Privacy and Confidentiality

The Shire understands that the information requested in this application is sensitive and we will treat it as confidential and only use this information for making decisions regarding your rates debt.

### Right to have the decision reviewed

If you are not happy with our decision about your application, you can ask for the decision to be reviewed. Decision review requests can be submitted to the Chief Executive Officer, who will consider your request and advise you of the outcome. Email your request to [ceo@Woodanilling.wa.gov.au](mailto:ceo@Woodanilling.wa.gov.au) mail to PO Box 99, Woodanilling WA 6316.

If you are still unhappy with the decision and outcome of your appeal, you can seek advice from Ombudsman WA – check the website [www.ombudsman.wa.gov.au](http://www.ombudsman.wa.gov.au) or Phone 08 9220 7555, Freecall 1800 117 000 or email [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)



## RATEABLE PROPERTY DETAILS

<b>Address:</b>			
	<b>Suburb:</b>		<b>Postcode:</b>
<b>Assessment Number</b> <i>(if known)</i>			
<b>Outstanding Rate Account Balance</b> <i>(if known)</i>	\$		
<b>Is the property owner / occupied or is it rented?</b>	<input type="checkbox"/> Owner/Occupied		
	<input type="checkbox"/> Tenanted Rental		
	<input type="checkbox"/> Untenanted Rental		
<b>If the property is rented, how is it managed?</b>	<input type="checkbox"/> Managing Agent (provide agent's name)		
	<input type="checkbox"/> Privately managed		
<b>If you are the lessee of the rateable property, what type of lease do you hold?</b>	<input type="checkbox"/> Peppercorn	<input type="checkbox"/> Mining tenement	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Crown	

## APPLICANT DETAILS

### Ratepayer 1

<b>Company Name</b>			
<b>Surname:</b>		<b>First Name:</b>	
<b>Residential Address:</b>			
	<b>Suburb:</b>		<b>Postcode:</b>
<b>Postal Address</b>			
	<b>Suburb:</b>		<b>Postcode:</b>
<b>Email:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>If we need to phone you, what time of day is most convenient for you?</b>			
<input type="checkbox"/> Business Hours 9am – 5pm <input type="checkbox"/> Early Morning 6am – 9am <input type="checkbox"/> Evening 5pm to 7pm			

### Ratepayer 2

<b>Company Name</b>			
<b>Surname:</b>		<b>First Name:</b>	
<b>Residential Address:</b>			
	<b>Suburb:</b>		<b>Postcode:</b>
<b>Postal Address</b>			
	<b>Suburb:</b>		<b>Postcode:</b>
<b>Email:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>If we need to phone you, what time of day is most convenient for you?</b>			
<input type="checkbox"/> Business Hours 9am – 5pm <input type="checkbox"/> Early Morning 6am – 9am <input type="checkbox"/> Evening 5pm to 7pm			

## FAMILY CIRCUMSTANCES



## ATTACHMENT 10.3.3



## Are you supporting dependents?

<input type="checkbox"/>	<b>Spouse / Partner</b>	
<input type="checkbox"/>	<b>Children</b>	How many dependent children do you support? <input type="text"/>
<input type="checkbox"/>	<b>Other</b> (please provide details)	

**NOMINATE AN AUTHORISED AGENT**

You can authorise another person to deal with the Shire of Woodanilling regarding your financial hardship application and rates debt:

<b>Agency Name:</b>	<input type="text"/>		
<b>Contact Surname:</b>	<input type="text"/>	<b>First Name:</b>	<input type="text"/>
<b>Contact Address:</b>	<input type="text"/>		
	<b>Suburb:</b>	<input type="text"/>	<b>Postcode:</b> <input type="text"/>
<b>Email:</b>	<input type="text"/>		
<b>Telephone:</b>	<input type="text"/>	<b>Mobile:</b>	<input type="text"/>

**PREVIOUS RATE PAYMENT ARRANGEMENTS**

Please tell us what option you chose to pay your rates in the last financial year.

<input type="checkbox"/>	<b>Paid in Full</b>	
<input type="checkbox"/>	<b>Instalments x 2 payments</b>	Paid in Full <input type="checkbox"/> Yes / <input type="checkbox"/> No
<input type="checkbox"/>	<b>Instalments x 4 payments</b>	Paid in Full <input type="checkbox"/> Yes / <input type="checkbox"/> No
<input type="checkbox"/>	<b>Special Payment Plan</b>	<input type="checkbox"/> Plan still active OR <input type="checkbox"/> Plan cancelled (defaulted)
<input type="checkbox"/>	<b>Unknown</b> (The Shire of Woodanilling can find this information in our records if you are unable to provide it here.)	
<input type="checkbox"/>	<b>Other</b> (please provide details)	

**RATE CONCESSION ENTITLEMENT**

You may be entitled to a Rates concession or deferment.

<b>Applicant 1</b>	<b>Applicant 2</b>	<b>Do currently you hold any of the following cards?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Seniors Card ONLY</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>WA Seniors Card AND a Commonwealth Health Care Card</b> (you must have both cards)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Pensioner Concession Card OR State Concession Card</b>

**FINANCIAL HARDSHIP INFORMATION**

## ATTACHMENT 10.3.3



Please tell us about the reasons your financial circumstances have changed.			
		Ratepayer 1	Ratepayer 2
<b>Have you petitioned for bankruptcy?</b> <i>If yes, you are <u>not</u> eligible under the Financial Hardship Policy.</i>		<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Please select all applicable reasons from the list below:			
<input type="checkbox"/>	<b>Is your financial hardship caused by the impacts of the Coronavirus (COVID-19)?</b> 'Yes' or 'No' won't affect your application, but will help to understand the impact of the pandemic.	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<input type="checkbox"/>	<b>Unemployed</b> Date employment ceased:		
<input type="checkbox"/>	<b>Under-employed</b> Average hours worked p/week:		
<input type="checkbox"/>	<b>Temporarily stood-down</b> Date of stand-down:		
<input type="checkbox"/>	<b>Income has been reduced</b> Please provide details in the Financial Information section below.		
<input type="checkbox"/>	<b>Unable to work due to responsibilities as a carer</b>	Please attach copy of letter from medical practitioner	
<input type="checkbox"/>	<b>Unable to work due to physical or mental health diagnosis</b>		
<input type="checkbox"/>	<b>Diagnosed with Coronavirus (COVID-19) and unable to work</b>		
<input type="checkbox"/>	<b>Unable to work due to self-isolation</b>	Start Date:	
		End Date:	
<input type="checkbox"/>	<b>Death in the family</b>		
<input type="checkbox"/>	<b>Family or domestic violence</b>		
<input type="checkbox"/>	<b>Other</b> (Please provide details)		

CURRENT FINANCIAL INFORMATION			
Accurate financial information is important so you do not commit to an unrealistic payment plan			
INCOME Please provide <u>monthly</u> Net Income		Ratepayer 1	Ratepayer 2
<input type="checkbox"/>	<b>Wages / Salary</b>	\$	\$
<input type="checkbox"/>	<b>Pension or other Government Benefit</b>	\$	\$
<input type="checkbox"/>	<b>JobKeeper</b>	\$	\$
<input type="checkbox"/>	<b>JobSeeker</b>	\$	\$
<input type="checkbox"/>	<b>Interest or earnings from banks, financial institutions or dividends</b>	\$	\$
<input type="checkbox"/>	<b>Compensation, superannuation, insurance or retirement benefits</b>	\$	\$
<input type="checkbox"/>	<b>Child Support Payments</b>	\$	\$
<input type="checkbox"/>	<b>Rental income</b>	\$	\$
<input type="checkbox"/>	<b>Other income?</b> (Please describe)	\$	\$
Office Use ONLY		Calculate Total Monthly Income \$	
If <b>Reduced Income</b> is a reason for this Financial Hardship Application, please complete:		Ratepayer 1	Ratepayer 2

## ATTACHMENT 10.3.3



<b>Previous monthly income:</b>		\$	\$
<b>Date that reduced income occurred:</b>		/ /	/ /
<b>Current monthly income:</b>		\$	\$
Office Use ONLY	Calculate Monthly Income Reduction	\$	

<b>EXPENSES</b>			<b>\$ Amount per month</b>
<i>Please provide <b>monthly household expenditure</b> as a total for all applicants :</i>			
<input type="checkbox"/>	<b>Mortgage / Home Loan</b>		\$
<input type="checkbox"/>	<b>Other Mortgages / business loans</b>		\$
<input type="checkbox"/>	<b>Other loans</b>		\$
<input type="checkbox"/>	<b>Credit Card/s</b>		\$
<input type="checkbox"/>	<b>Utilities</b>	<b>Power</b>	\$
		<b>Water</b>	\$
		<b>Internet</b>	\$
		<b>Phone/s</b>	\$
<input type="checkbox"/>	<b>Insurances</b>		\$
<input type="checkbox"/>	<b>Food and living expenses</b>		\$
<input type="checkbox"/>	<b>Motor vehicle expenses</b> ( <i>licensing, repairs, fuel</i> )		\$
<input type="checkbox"/>	<b>Entertainment</b> ( <i>streaming services / eating out, etc</i> )		\$
<input type="checkbox"/>	<b>Other expenditure?</b> ( <i>Please provide details</i> )		\$
Office Use ONLY			Calculate Total Monthly Expenditure \$

**SUPPORTING DOCUMENTS**

Please provide copies of documents you may have to support this application.

<input type="checkbox"/>	<b>Letter from financial counsellor, confirm financial hardship circumstances</b>
<input type="checkbox"/>	<b>Letter from medical practitioner</b>
<input type="checkbox"/>	<b>Centrelink payment evidence</b>
<input type="checkbox"/>	<b>Letter from your employer / recent payslips</b>
<input type="checkbox"/>	<b>Letter from another agencies that has deemed you to be in financial hardship</b> <i>i.e. your bank, superannuation fund or utility provider</i>
<input type="checkbox"/>	<b>Statutory declaration from a professional familiar with your financial circumstances</b> <i>i.e. family doctor, accountant</i>
<input type="checkbox"/>	<b>Other</b> ( <i>please list</i> )

**PAYMENT PROPOSAL**

## ATTACHMENT 10.3.3



Please provide a payment proposal that, if approved, will be your commitment to make payments toward your rates debt.

Before selecting an option below, please consider all your financial commitments so that your payment proposal will **not** limit your ability to meet basic living expenses for you and your dependents.

<input type="checkbox"/>	<b>OPTION 1 Regular Payment Plan</b>		
	Nominate how much you want to pay and how frequently you want to pay this amount. <b><u>This option is preferred</u></b> as it will help you to reduce your rates debt through regular payments. This option helps to avoid having to make a large single payment that may impact your ability to meet basic living expenses for you and your dependents.		
	<b>Proposed Payment Amount:</b>	\$	
	<b>Proposed Payment Frequency</b>	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly
		<input type="checkbox"/> Bi-monthly	<input type="checkbox"/> Quarterly
<b>Proposed Start Date:</b>			

<input type="checkbox"/>	<b>OPTION 2 Defer Payment in Full</b>	
	Nominate a date on which you will pay your rates debt in full. This option may be suitable if you are <u>temporarily</u> unable to work or <u>temporarily</u> have reduced income and you <u>know</u> when your circumstances will return to normal. <b><u>DO NOT select this option</u></b> if you are not certain that you can pay your rates debt in full on or before the nominated date, as if you fail to do so, the Shire of Woodanilling may initiate debt collection proceedings.	
	<b>Please defer my rates debt DUE DATE to:</b>	(Write date here)

## DECLARATION

**I declare that the information provided in this Financial Hardship Application is accurate and I will advise the Shire of Woodanilling if there is any change to my / our financial circumstances.**

<b>Ratepayer 1 Signature</b>		<b>Date:</b>	
<b>Ratepayer 2 Signature</b>		<b>Date</b>	



## FINANCIAL HARDSHIP APPLICATION ASSESSMENT CHECKLIST

Rateable Property Details			
<b>Address:</b>			
	Suburb:	Postcode:	
<b>Assessment Number</b>			
Is the property owner / occupied?	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Is the property currently tenanted?	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Any other considerations relevant to this property?	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
FINANCIAL HARDSHIP ELIGIBILITY CRITERIA			
<i>Consider eligibility in context of the adopted Financial Hardship Policy principles</i>			
Insolvent / Bankruptcy?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<b>If YES, the applicant is ineligible.</b> <b>No further assessment required.</b> <b>(Contact is to be made with Ratepayer)</b>	
Rates Concession Entitlement?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If YES, check status and where necessary, assist applicant to apply.	
COVID-19 related application	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Data only to assist in understanding the pandemic's economic impact	
Select reason/s given by applicant?		Assumptions	Assessment Consideration
<input type="checkbox"/> Unemployed	<input type="checkbox"/> Long-term	Community unemployment rates are highly likely to be a long term factor.	Likely to require a lower \$value / longer term payment plan.
	<input type="checkbox"/> Short-term		
<input type="checkbox"/> Under-employed	<input type="checkbox"/> Covid-19 related	Community under-employment rates are highly likely to be a long term factor.	Likely to require a lower \$value / longer term payment plan.
	<input type="checkbox"/> Other		
<input type="checkbox"/> Temporarily stood-down		Likely to be a short term factor.	May have capacity for regular payments; may defer until working again.
<input type="checkbox"/> Income has been reduced <i>Total household income reduced by:</i>	<input type="checkbox"/> Less than 30%	Consider applicant's income / expense information disclosed in the application form.	If temporary or low level reduced income – may have capacity for regular payments; may defer until working again.  Higher level reduced income - Likely to require lower \$value / longer term payment plan.
	<input type="checkbox"/> Between 30% - 60%		
	<input type="checkbox"/> Greater than 60%		
	<input type="checkbox"/> Medical practitioner letter provided	Long term carer, likely to have long term financial impacts	Likely to require lower \$value / longer term payment plan.



<input type="checkbox"/> Unable to work due to carer responsibilities	<input type="checkbox"/> Long term carer <input type="checkbox"/> Short term carer	<i>Short term carer, likely to have short term financial impacts.</i>	<i>May have capacity for regular payments; may defer until working again.</i>
<input type="checkbox"/> Unable to work due to physical or mental health diagnosis	<input type="checkbox"/> Medical practitioner letter provided	<i>Chronic or severe illness is likely to have long term financial impact.</i>	<i>Likely to require lower \$value / longer term payment plans.</i>
	<input type="checkbox"/> Chronic / severe illness <input type="checkbox"/> Short term illness	<i>Recovery expected in the short term; likely to have short term financial impact.</i>	<i>May have capacity for regular payments; may defer payment until working again.</i>
<input type="checkbox"/> Diagnosed with Coronavirus (COVID-19) and unable to work	<input type="checkbox"/> Medical practitioner letter provided	<i>Severe COVID-19 disease; potential long term health impact; long term financial impact.</i>	<i>Likely to require lower \$value / longer term payment plan.</i>
		<i>Mild COVID -19 disease may be a short term financial impact.</i>	<i>May have capacity for regular payments; may defer payment until working again.</i>
<input type="checkbox"/> Unable to work due to self-isolation		<i>Short term financial impact.</i>	<i>May have capacity for regular payments; may defer payment until working again.</i>
<input type="checkbox"/> Death in the family		<i>Short term financial impact.</i>	<i>May have capacity for regular payments; may defer payment until working again.</i>
<input type="checkbox"/> Family or domestic violence		<i>Long term financial impact; circumstances have potential to change rapidly.</i>	<i>Likely to have limited capacity to commit / adhere to regular payments.</i> <i>Provide flexible lower \$value / long term payment plan.</i>
<input type="checkbox"/> Other	<input type="checkbox"/> Evidence from another entity confirming financial hardship exists <input type="checkbox"/> Letter from other professional confirming financial hardship exists. <input type="checkbox"/> Other reasons / evidence	<i>Consider "other" reasons in context with the principles of the adopted Financial Hardship Policy and the likelihood that the reason will impact financial capacity to commit and adhere to a payment plan.</i>	
<b>Application is assessed as ELIGIBLE?</b>			<input type="checkbox"/> YES / <input type="checkbox"/> NO



Rates and Service Charge Debt History			
<b>Option selected by the Ratepayer for 2019/20 rates:</b>			
Paid in full by due date?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
2 x Instalments option & paid in full	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
4 x Instalments option & paid in full	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
Approved payment plan & paid in full	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
<b>Additional Rates debts outstanding?</b>			
2018/19 Rates paid in full	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
2017/18 Rates paid in full	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
Older Rates Debts paid in full	<input type="checkbox"/> Yes / <input type="checkbox"/> No	If <b>NO</b> , Amount o/s:	\$
<b>Ratepayer's commitment to paying rates debt:</b>			<b>Assessment Consideration</b>
Did the Ratepayer default on their selected rate payment option?	<input type="checkbox"/> Yes / <input type="checkbox"/> No	Ratepayer adhered to payment plan commitments.	Likely to adhere to payment plan as proposed.
		Ratepayer somewhat adhered to payment plan commitments	May require LG to monitor and actively provide payment reminders.
		Ratepayer did NOT adhere to payment plan commitments	May require LG to implement payment reminders / regular contact with the Ratepayer.

Financial Capacity for a Payment Plan		
<i>Use the financial information disclosed in the application form.</i>		
Total household monthly income	<input type="checkbox"/> Evidence provided	\$
<b>Less</b> the Total household monthly expenses	<input type="checkbox"/> Evidence provided OR reasonably detailed	\$
<b>Applicant's Available Monthly Income</b>		<b>\$</b>
<b>Calculate <u>30%</u> of the Available Monthly Income:</b> <i>Likely amount that a person in financial hardship is capable of regularly paying</i>		<b>\$</b>
<b>Applicant's Proposed Payment</b> (calculated as if it were a monthly payment)		<b>\$</b>





### Guidance for Assessing Financial Capacity for the Proposed Payment Plan

- Consider information provided in the application and consider if the proposed payment amount is likely or is not likely to impact their ability to meeting basic living expenses.
- Consider that over longer periods of time any person is likely to have unexpected expenses i.e. emergency repair bills, unexpected medical expenses, unexpected school expenses. The payment plan should provide some level of financial capacity for unexpected expenses.
- If there is any concern that the applicant has been too ambitious in nominating a payment amount then, in consultation with the applicant, an alternative lower payment amount should be considered.
- Option 2 Defer Payment in Full, should primarily only be considered if the applicant's past rates debt payment history demonstrates they are a low risk of defaulting. However, if the person has no available monthly income capacity to make payments, then a short term deferral may be appropriate to allow the person to obtain financial counselling, followed by a subsequent re-assessment to consider if the persons circumstances have changed or are likely to change in the short to medium term to allow them to then commence a payment plan.
- Consider the Financial Hardship Policy principles and the Eligibility Criteria assumptions and assessment considerations (above).

### Consultation with Applicant

Any proposal to approve a Proposed Payment Plan with variations OR to refuse an application, must be consulted with the Applicant before a decision is made.

		Date/s	Contact Method:	Outcome:
<input type="checkbox"/>	Requested additional information		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In person	
<input type="checkbox"/>	Negotiated variation of proposed Payment Plan with the Ratepayer		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In person	
<input type="checkbox"/>	Advised Applicant of proposal to refuse application		<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> In person	





<b>Applicant Assessed as having Financial Capacity for the Payment Plan Proposal</b>				<input type="checkbox"/> YES / <input type="checkbox"/> NO	
Estimated Date the rates debts will be paid in full:				(Month YYYY)	
Comments					
<b>Financial Hardship Recommendation</b>					
<input type="checkbox"/>	<b>Approve Payment Plan as proposed</b>	Current Outstanding as at _____		\$	
		Payment Amount:		\$	
		<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	
<input type="checkbox"/>	<b>Approve Payment Plan – Varied as agreed with Applicant</b>	<input type="checkbox"/> Bi-monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other agreed payment schedule attached	
		1 <sup>st</sup> Payment Due:		Current debt to be cleared by:	
<input type="checkbox"/>	<b>Refuse Application</b>	<input type="checkbox"/>	Ineligible Applicant:	(Details)	
		<input type="checkbox"/>	Other Reasons:	(Details)	
<input type="checkbox"/>	<b>Assessment Deferred</b>	Applicant assessed as NOT having the financial capacity to enter into a payment plan at this time. Application to be re-assessed following the applicant obtaining advice and support from a financial counselling service.			
		Applicant to be contacted to initiate reassessment after (insert date):			

**10.4. AVALON CARAVAN PARK LICENCE**

PROPERTY DETAILS			
Assessment No:	A242	Owner:	V Watson & K Parkhill
Corresp. No:	BA638	Date Received:	N/A
Lot/Street No:	25995		
Street Name:	Great Southern Highway	Suburb:	Woodanilling
PURPOSE:			
Description of Proposed Use:	Caravan Park Licence		
Nature of any existing buildings and or/use:	Caravan Park		
Zoning:	Local Rural		
Zoning Use Code:	Local Rural (Additional Use)		
Heritage Listed:	N/A		
Setback variation required:	N/A		
Policy Applicable:			
Attachments:	<b>Attachment 10.4.1</b> - Works Specification Notice <b>CONFIDENTIAL Attachment 10.4.2</b> – Legal Advice (Under Separate Cover)		
Officer:	Jennifer Dowling – Town Planner		

**BRIEF SUMMARY**

At the OCM of the 21<sup>st</sup> December 2021, Council considered the issue of a Licence to operate a caravan and camping ground under the Caravan and Camping Act 1995 and Regulations 1997. The officer recommendation at that time was to approve the issue of a conditional licence. The Council resolved the following;

**COUNCIL DECISION – ITEM 10.4 AVALON CARAVAN PARK LICENCE**

*Moved Cr Thomson seconded Cr Douglas*

*That council defer the application pending legal advice on the basis of compliance with previous requirements and the suitability of the applicant to hold a licence under section 6 of the Caravan Parks and Camping act 1995.*

**CARRIED 6/0**

This subsequent report has been prepared having regard to the legal advice that has been sought and received. The additional information provided will give further clarity for Council to consider the issue a licence subject to conditions, consistent with the relevant Act and Regulations.

**BACKGROUND/COMMENT**

The site has been operating as a caravan park for a number of years. Council's file records indicate approvals and correspondence dating back to 1996 however, for the purpose of this report, the acceptance of this land use will be assessed on the inclusion of the use into the Town Planning Scheme - Schedule 2 as an 'Addition Use 1' that was gazetted on the 8<sup>th</sup> July 2005.

Over the years, the park has operated under a number of operators to varying degrees of success however due to a number of reasons the standard of the park has declined in several areas for the past few years prompting concerns by officers and local residents.

Several inspections to ascertain compliance with the Caravan and Camping Regulations have been undertaken by Council's consultant Environmental Health Officer, Deputy Chief Executive Officer and more recently Council's Town Planner.

As a result of these inspections a number of issues of non-compliance were identified resulting in the issue of a Prohibition Notice (*Notice*) on the 22<sup>nd</sup> of October 2020(attached). As a result of the *Notice*, a Works

Specification Notice (attached) was issued and Council Officers have been working with the applicant to rectify the issues to enable the lifting of the *Notice*.

The park operators have co-operated with Council Officers and all onsite vans have been removed from the park area and are in the process of being sold. The operators have conceded that the availability of the previous onsite vans have on occasion, attracted an undesirable element to the park. It was decided that the removal of that style of accommodation was in the favour of the ongoing management and reputation of the park. Initially all vans were moved and stored at the rear of the site and several have now been removed off site altogether. It is now the operator's preference to have 'grey nomads' as the preferred patrons.

The operator has had the whole of site surveyed by a Licenced Surveyor including a drone survey to pick up the current state of the site. This survey included the location of lighting, effluent disposal, all buildings and the installed play areas, camper's kitchen and cabins (plan attached). Electrical compliance has been issued and all the required plumbing works, including installation of a slop hopper, Chemical waste dump point and the connection of the one long term site connected to wastewater disposal has been completed.

The park operator has complied with all required conditions and whilst monitoring by Council will be required on a regular basis, it is considered that the commitment to the upgrade and compliance at the park recently displays a readiness to meet licence conditions and that a conditional licence can now be issued.

As a result of the Council resolution at the OCM (Item 10.4 21<sup>st</sup> December 2021), Legal opinion was sought from a WALGA endorsed Local Government Lawyer, Moray and Agnew. This advice and recommendations are contained with the CONFIDENTIAL ATTACHMENT 10.4.2. Particular aspects were referenced to the applicant with certain conditions that may be imposed. These are highlighted within the document.

Based on this advice, it is appropriate to issue a conditional Licence approval requiring the Licensees and all current and future employees to provide to the Local Government a valid and current Western Australian Police Clearance. As an advice note, the Licensee is to be advised of the following;

- Any additional long stay sites must receive Local Government Approval prior to occupation of the park, and
- WA Police Clearances will require annual validation to coincide with annual registration/Licence renewals.

It is this Officer's recommendation to approve a Licence with additional conditions to be added based on the legal advice received.

### **STATUTORY/LEGAL IMPLICATIONS**

#### ***Planning and Development Act 2005 - Town Planning Scheme No.1.***

The land is zoned Local Rural with an 'Addition Use' noted in Schedule 2 within TPS No.1. This permits at Council's discretion the addition development of a service station, shop and restaurant.

#### ***Caravan Parks and Camping Grounds Act 1995 – Caravan Parks and Camping Regulations 1997.***

The Regulations define the minimum standards for a caravan park and Schedule 7 specifically notes all requirements. Schedule 7 has been used to guide compliance for the park.

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

The applicable fee has been paid.

### **STRATEGIC IMPLICATIONS**

#### **Theme 1**

#### **Community Well-Being**

#### **GOALS**

#### **Short Term**

- CW.11** Develop Community Pride programs that are reflected by the high standard of maintenance and development of private properties within the town

### CONSULTATION/COMMUNICATION

Consistent with Council resolution at the OCM (Item 10.4 21<sup>st</sup> December 2021), a legal opinion was sought from a legal profession.

### RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the item. Loss of opportunity to enhance tourism and promoting the Shire may also be at minor risk.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

### VOTING REQUIREMENTS

Absolute Majority

#### ITEM 10.4 OFFICER'S RECOMMENDATION AVALON CARAVAN PARK LICENCE

That Council:

- 1) Resolves that the Chief Executive Officer be authorised to issue a Form 2 Licence under the *Caravan and Camping Grounds Act 1995*, section 7(4) subject to the following conditions:
  - a) A Maximum of 19 short stay sites (including two cabins) and one long stay site,
  - b) Occupant of long stay site is to be an employee of the Licence Holder, employed for the purpose of Park Maintenance.
  - c) Agreement with the long stay site to be formalised in writing and supplied to the Local Government,
  - d) Compliance with the requirements of the Caravan Park and Camping Grounds Regulations 1997.
- 2) Pursuant to section 13 (4) of the Caravan and Camping Grounds Act 1995, applies additional special conditions:
  - a) The Manager of the Park is to be available at the office of the Caravan Park during normal Office hours,
  - b) A register is to be maintained of all occupiers of the site and must be readily available for inspection by the occupiers of the facility,

- c) The Licence and plan of facility must be displayed in a prominent position at the office of a caravan park and must be visible at all hours.
- d) The Licensees and all employees, current and future are to provide a valid and current WA Police Clearance to the Shire of Woodanilling.
- e) Note that failure to provide the Police Clearances may result in a contravention of the Licence conditions as at section (6) (c) and authorised the Chief Executive Officer to issue a Prohibition Notice under Part 2, Division 1, s10 (1)(b) of the Act.
- f) A mandatory inspection will be undertaken no less than once every 3 months to ensure compliance with the Regulations.
- g) Consistent with Part 3, s18, (1) (2), 24 hours' notice will be required prior to any inspection.

Advice Notes:

- Any additional Long Stay sites must receive Local Government Approval *PRIOR* to occupation of the Park.
- WA Police Clearances will require annual validation to coincide with annual registration/ Licence renewals.

## SHIRE OF WOODANILLING

## PROHIBITION NOTICE

This Notice is Issued pursuant to Sections 6 and 10 of the  
Caravan Parks and Camping Grounds Act 1995

## NOTICE ISSUED TO:

Person issued to: VALERIE WATSON

Address: LOT 55 - 56

Date of Issue: 22/10/2020 Time: 3:36

## Details of Person notice left with:

Name: VALERIE WATSON

Position: Owner / Licensee

Address: Lot 55-56 Robinson Rd Woodanilling 6316

## REASON:

You, VALERIE WATSON, as the owner and usual licence holder of the Woodanilling Caravan Park, located at Lot 55-56 Robinson Road, WOODANILLING, have been operating that facility without an appropriate licence since 1 July 2020. In the opinion of the Shire of Woodanilling, you are therefore in contravention of Section 6(1) of the Caravan Parks and Camping Act 1995 in that **a person must not operate a facility, or a facility of a prescribed type, unless the person holds the appropriate licence under the Act in relation to that facility.**

Therefore, please **TAKE NOTICE** per Section 10 of the Caravan Parks and Camping Act 1995, that you are hereby prohibited to;

1. admit any new occupiers to the facility; and
2. collect from existing occupiers any rents, hirings or other similar charges that fall due during the period that the prohibition notice is in force,

until after the prohibition notice ceases to be in force.

This prohibition is effective immediately and will not cease to be in force until a new facility licence is issued by the Shire.

This Prohibition Notice must be displayed in a prominent position in the office of the Caravan Park until such time as it ceases to be in force.

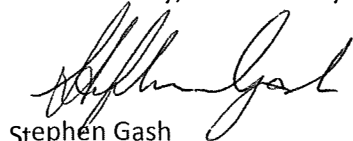
## Recommended Means to Remedy:

- Make an application for licence to the Shire of Woodanilling in the appropriate prescribed form;
- Include payment of the appropriate prescribed fee; and
- Include any information that the local government reasonably requires for a proper consideration of the application.

## Review Entitlement

The licence holder is entitled to apply to the State Administrative Tribunal for a review of the decision to give the notice.

Made this day, the 22nd day of October, 2020



Stephen Gash  
Chief Executive Officer  
Shire of Woodanilling  
3316 Robinson Road Woodanilling WA 6316



# Shire of Woodanilling

## Shire of Woodanilling

Caravan Park and Camping Grounds Act 1995  
Caravan Park and Camping Grounds Regulations 1997

### Works Specification Notice

The Licence Holder  
Avalon Caravan Park  
55 Robinson Rd,  
Woodanilling WA 6316

#### RECTIFICATION WORKS REQUIRED AT AVALON CARAVAN PARK

The following works at the Avalon Caravan Park are required to be addressed and completed by the **30<sup>th</sup> June 2021**, to bring the Park into compliance with the Caravan Park and Camping Act and Regulations.

1. The wheels, axles and towing hitches on all in-use onsite caravans must be serviced to ensure compliance.
2. Any cladding applied to the exterior of any onsite van must not inhibit the van's ability to be moved in accordance with Reg. 15(1).
3. The neglected vans (and any associated annexes) on Bays 2 & 3 (the overnigheters) and Bays 6, 7 and 9 are to be removed from the bays and stored neatly in another location away from the park area (e.g. behind the large shed) where they should be fully repaired and refurbished before being returned to their permanent positions within the park.
4. Each refurbished van can be returned to their position within the park as they are completed, subject to prior inspection and approval for use as onsite vans being granted by the Shire.
5. The refurbishments of the vans mentioned in (3) above should be completed before **30<sup>th</sup> June 2021**.
6. Any remaining unfinished vans should be removed by **30<sup>th</sup> June 2021** unless permission has been sought from the Shire CEO and approval given prior to that date to allow them to remain until refurbished and repositioned.
7. Shire approval should be sought for the construction of an annexe on any of the onsite vans.
8. Internal roads should be inspected and repaired as required to ensure condition is maintained.
9. Visitor's carpark and resident carparking should be clearly defined and signed. A minimum of 4 visitors' bays are required.



PO BOX 99  
WOODANILLING WA 6316

Ph: (08) 9823 1506

[shire@woodanilling.wa.gov.au](mailto:shire@woodanilling.wa.gov.au)  
[www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)



# Shire of Woodanilling



10. A recreation area is to be defined and established within the park confines in accordance with the regulations.
11. A mixing tap is to be installed for bath filling to ensure water temperature is no greater than 38degC for the baby bath.
12. Plugs are to be provided to each hand basin.
13. A sanitary napkin disposal unit must be provided in one female toilet.
14. Ablution and toilet lights are to be on at all times during the night at a minimum or on sensors which activate before/as campers enter the facility.
15. Ensure paths of travel are lit at night to enable safe travel between accommodations and the ablutions.
16. Hose reel and extinguishers serviced Nov 2020. C/Park owner to provide certification from the servicing agent for the last servicing event and a copy of an agreement with the agent for ongoing servicing per the Australian Standards.
17. Electrical certification is to be provided for all electrical installations on the site. Certification should include the electrical installations of all onsite vans and chalets.
18. Electrical certification is to be provided for refurbished vans before they are positioned back into the park.
19. Yardman's van to be sited on a serviced bay – an electricity meter should be installed to record electricity used.
20. A scaled plumbing diagram is to be provided showing taps, sullage points, drainage and septic systems in relation to all bays and camping areas. Plan should show distances of each fixture to the closest bays.
21. No sewage connections have been provided – no vans can use internal toilets, showers or washing machines without approved connections to the approved wastewater disposal system.
22. Install a communal chemical soil waste dump point that is —
  - in accordance with the requirements of AS/NZS 3500.2.2; and
  - connected to an approved waste water disposal system; and
  - readily accessible to all occupiers at the facility.
23. No sewage connections have been provided to bays – no vans can use internal toilets, showers or washing machines without approved connections to the approved wastewater system.
24. The onsite van on Bay 8 is in average condition and requires minor repairs to the canvas/plastic side walls of the pop-up. It also requires a full clean before hiring.
25. The chalets require airing and cleaning before use.
26. The park bays and accommodation require more substantial signage to indicate their numbering. The numbers should be painted onto the kerb adjacent to each bay.







## Shire of Woodanilling

27. The vans belonging to a family member at the rear of the site should be repaired or removed. If it is the intention of the owner to store them, they should be stored neatly in a location which is away from the park area (e.g. to the south of the large shed) and repaired such that they are weatherproof.
28. Aside from the vans mentioned in 27 (and excluding the onsite vans being repaired), no caravans belonging to any third party can be stored on the site.
29. The caravan park is licensed as a short-term facility. Formal permission is to be sought from the Shire for any long-term accommodation on the site (i.e. greater than 3 month stays).
30. The accumulations of rubbish and disused material around the site should be removed.
31. Each site intended to be used for onsite vans must have an approved connection for the disposal of wastewater (or sewage, if the van is fitted with a working toilet). Sites currently shown as 1, 2, 3 and 11 have access to gully traps for the disposal of greywater. Connections of onsite vans on any other bay (e.g. on sites 4 and 5) should be installed under the supervision of a licensed plumber and an as-constructed plan produced by the plumber must be provided once the installations have occurred.

At the completion of the required works and after formal notification from yourselves, a further inspection will be undertaken to confirm compliance with this Works Specification Notice.

Yours sincerely,



**Sue Dowson**

Deputy Chief Executive Officer

30<sup>th</sup> April 2021

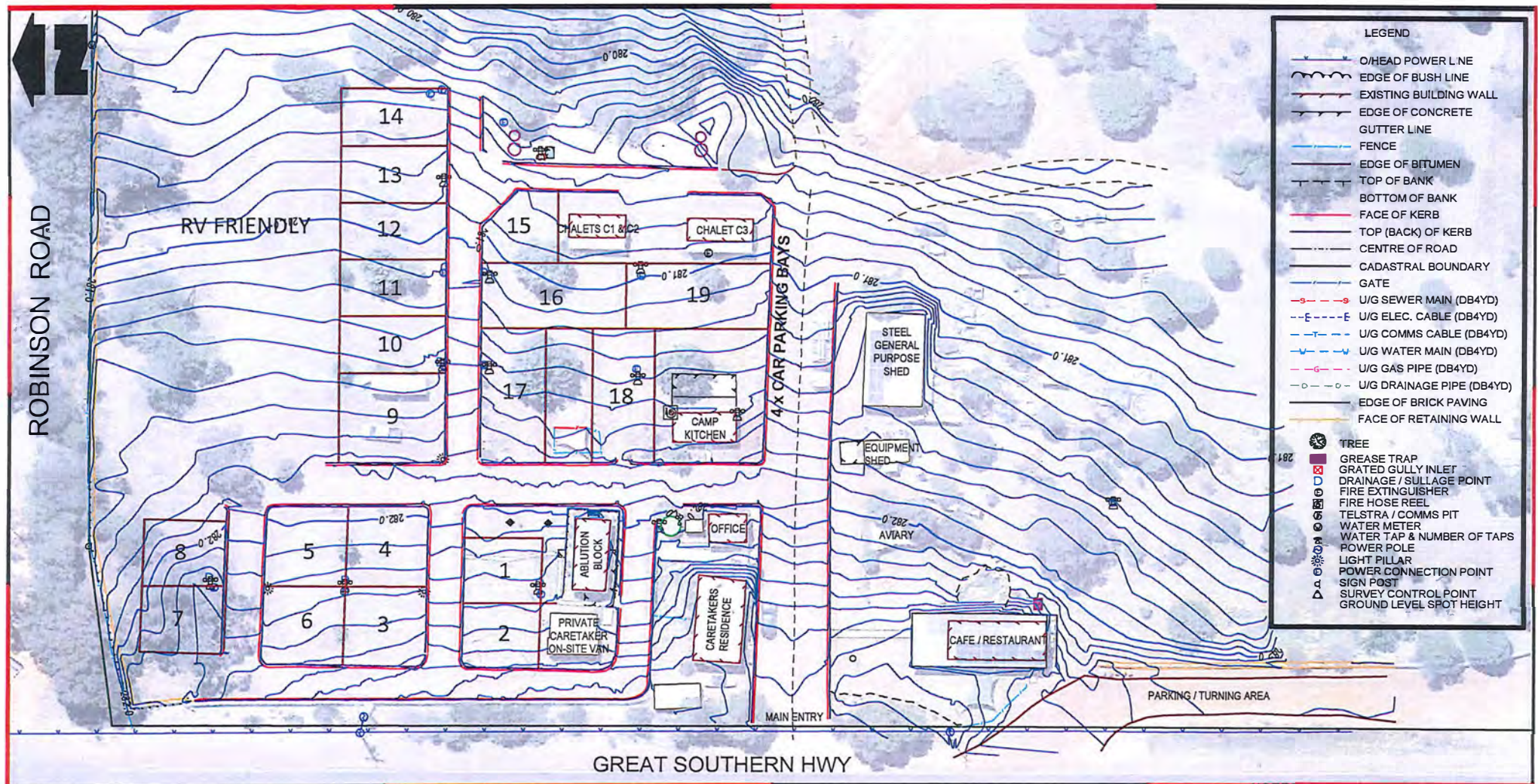


PO BOX 99  
WOODANILLING WA 6316

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				HEIGHT DATUM : AHD COORDINATE SYSTEM : MGA2020		DISCLAIMER 35 DEGREES SOUTH HAS TAKEN DUE CARE IN THE PREPARATION OF THIS DRAWING , BUT ACCEPTS NO RESPONSIBILITY FOR ANY INACCURACY OF THE HIGH WATER MARK POSITION OR THE CADASTRAL INFORMATION, NOR INAPPROPRIATE USE OF THIS INFORMATION THE CADASTRAL AND HIGH WATER MARK LOCATION ARE OBTAINED FROM LANDGATE'S DIGITAL CADASTRAL DATABASE.NO RESPONSIBILITY CAN BE ACCEPTED FOR ANY DAMAGE CAUSED TO ANY UNDERGROUND SERVICE OR ANY LOSS OR INJURY SO SUFFERED IF ENQUIRY AND VERIFICATION HAVE NOT BEEN COMPLETED IN ACCORDANCE WITH THIS NOTE.		NOTES Only above ground features have been located. Areas & dimensions are subject to final survey Sewer information is as supplied by the Water Corporation of W.A. and has not been surveyed on site except where shown. SOIL - not surveyed VEGETATION - partly cleared KERB - mountable WIND - southerly SEWER - no POWER - o/head	
COPYRIGHT of this drawing is the property of 35 Degrees South it must not be reproduced or altered without the prior written consent of the owner.				The information shown on this drawing is current as at the date of survey. Earthworks/setout dimensions may vary on site at builders discretion. Sewer/drainage may vary from schematic presentation, check minimum clearance. Retaining not included/in addition to contract remains owners responsibility. For easements check Certificate of Title. this is a site survey only, the location of boundary pegs or fences in relation to boundary is not guaranteed.		LOT 56 GREAT SOUTHERN HWY WOODANILLING CARAVAN PARK FEATURE & CONTOUR SURVEY			
A 8/12/21 ORIGINAL ISSUE				MA MA		CLIENT : VALERIE WATSON		SURVEY DATE : 20/11/2021	
ISSUE DATE REVISION				BY CHKD		PLAN : DP160235		C/T VOL FOL : 1837 / 526	
						MAP REF :		AUTHORITY :	
								SCALE 1:500	
								JOB No 5428	
								DRAWING No DWG5428-02	
								ORIGINAL SHEET SIZE A3	
								1 of 1	



**35 DEGREES SOUTH**  
LAND AND SEA SURVEYING  
ARGYLE BUILDING  
46 STIRLING TERRACE  
ALBANY WA 6330  
PH 9842 3766 FAX 98421019  
EMAIL: marka@35degreesouth.com.au



ISO 9001



## 10.5. INFORMATION BULLETIN – JANUARY 2022

<b>Proponent</b>	Shire of Woodanilling
<b>Owner</b>	N/A
<b>Location/Address</b>	N/A
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Date of Meeting</b>	22 February 2022
<b>Previous Reports</b>	N/A
<b>Disclosure of any Interest</b>	Nil
<b>File Reference</b>	
<b>Attachments</b>	<b>Attachment No. 10.5.1 – WWLZ – Information Report for period Jan – Feb 2022</b>

### BRIEF SUMMARY

The purpose of the information bulletin is to keep Elected Members informed on matters of interest and importance to Council.

### BACKGROUND/COMMENT

The Information Bulletin Report/s deal with monthly standing items and other information of a strategic nature relevant to Council.

Copies of other relevant Councillor information are distributed via email as required or possible Elected Member nominated on the relevant working group have been in attendance.

This month's Information Bulletin attachment includes:

#### Reports:

- Wagin Woodanilling Landcare Zone – January – February 2022 (**Attachment 10.5.1**)

#### Circulars, Media Releases, Newsletters, Letters:

- Industry Engagement to ensure freight and supply keep moving
- COVID19 Precautions DFES Business Continuity
- Informal Councillor Session – 25<sup>th</sup> January 2022
- COVID 19 - Full border delay
- Strong Interest in geothermal energy
- Various COVID 19 updates from Mark McGowan, Department of Health
- Mandatory Mask in Wheatbelt and Great Southern Regions
- DoH – Protocols for COVID 19

### STATUTORY/LEGAL IMPLICATIONS

There is no statutory or legal implications relating to this report.

### POLICY IMPLICATIONS

There is no current policy implications with regards to this report.

### FINANCIAL IMPLICATIONS

There are no financial implications that have been identified as a result of these reports or recommendation.

### STRATEGIC IMPLICATIONS

#### THEME 2

#### Enhancing Natural and Built Environment

#### OBJECTIVES

To ensure our natural resource management (NRM) decisions and aims are in reference to the Wagin Woodanilling Landcare Action Plan.

### STRATEGIES

By co-operative management and empowering community involvement, whilst allowing for ecologically sustainable activities.

### CONSULTATION/COMMUNICATION

There are no community engagement implications that have been identified as a result of this report or recommendation.

### RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the reports.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

### VOTING REQUIREMENTS

Simple majority

**OFFICER'S RECOMMENDATION – ITEM 10.5. INFORMATION BULLETIN – JANUARY 2022**  
**THAT COUNCIL ACCEPTS THE INFORMATION BULLETIN REPORT FOR FEBRUARY 2022.**

**ATTACHMENT 10.5.1 WWLZ INFORMATION REPORT – FOR THE PERIOD – JAN 2022 – FEB 2022****GLOSSARY**

<i>NLP</i>	- <i>National Landcare Programme</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>SCNRM</i>	- <i>South Coast Natural Resource Management</i>
<i>GWL</i>	- <i>Gondwana Link</i>
<i>GA</i>	- <i>Greening Australia</i>
<i>EOI</i>	- <i>Expression of Interest</i>

**MANAGEMENT COMMITTEE MEETING**

Last Meeting: November

Next Meeting: February 2022

**LANDCARE COORDINATION FUNDING 2021 / 2022**

- SWCC Pollinator Project - \$55,500
- State NRM – Increasing community capacity for feral pig management in the WWLZ - \$27,372
- State NRM – Boardwalk for bird hide – \$26,112
- Community Fauna Education Project - \$133,340
- DPIRD – FEED365 – Satellite trial site – approx. \$60,000

**STRATEGIC PLANNING**

- Revision of constitution to make quorum requirements correct – currently some issues around wording
- MOU between organisation and Shires is under review – to be held off until new Woodanilling CEO is on board.

**NON-PROJECT COMMUNITY ACTIVITIES**

- Wild bird recovery and treatment
- Snake removal request
- Advice for rabbit management
- Trap Hire
- Coordinate new tree planter delivery
- Battery recycling drop off
- Weed control advice

**COMPLETED EVENTS**

- CRC Birds in nature Art for holidays event

**COMING EVENTS**

- Fauna survey activities in Autumn with volunteer members of community

**CURRENT/ONGOING PROJECTS:****SWCC – POLLINATOR PROJECT STAGE 2 \$218,000 (OVER 4 YEARS)**

- Planning for 2022 completed.
- All seedlings ordered.

- Site visits and payments for last year's programs completed.
- Fencing is still ongoing on one site.
- Canola to be going back into rotation this year for analysis on any changes to pollinator numbers as a result of the revegetation planted.

**STATE NRM – WAGIN LAKE BOARDWALK - \$26,112**

- Extension approved to December 2022. Will monitor site to determine when works can commence.

**STATE NRM – INCREASEING COMMUNITY CAPACITY FOR FERAL PIG MANAGEMENT IN WWLZ \$27,372**

- Currently doing final reporting for this project.

**STATE NRM – HELPING OUR WAGIN-WOODY COMMUNITY TO UNDERSTAND AND PROTECT OUR SPECIES - \$133,340 (OVER 3 YEARS)**

- Sites lined up for fauna surveys in Autumn this year.
- Revegetation seedlings have all been ordered. Hoping the nursery will be able to meet our requirements, based on last years outputs, have some concerns there may be some short falls.
- Fencing site visit completed and payment made for 1 site.
- Further event through the CRC educating kids on the white tailed black cockatoo as part of the bird focussed art program run.
- 

**STATE NRM – RUSHY SWAMP BIRD HIDE AND EDUCATION SITE - \$14,657**

- Project has been declined due to issues around new property ownership. State NRM has been informed we are no longer in a position to deliver the project. Have not had any paperwork come through to us regarding any contracting in regards to this, but have had email confirmation recognising the decision.

**DPIRD – FEED 365 PASTURE TRIALS SATELLITE SITE - \$40,000 (OVER 3 YEARS)**

- Had meeting with DPIRD scientists and producer this week. Have identified the location for works to be done. They have indicated that they have more dollars to contribute than we originally asked for, so we are looking at around \$60,000 over the 3 year period, with the potential to continue works beyond the 3 years should the data warrant it. Will be several different pasture systems to cover the feed gaps found in autumn and spring.

**APPLICATION SUBMITTED****APPLICATIONS UNDERWAY**

**11. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL****12.1.COUNCILLORS AND /OR OFFICERS****13. ITEMS FOR DISCUSSION**

Nil

**CLOSURE OF MEETING**