



SHIRE OF WOODANILLING

ORDINARY MEETING OF COUNCIL Confirmed Minutes

22 March 2022 at 4pm

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

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
1.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	3
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	3
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4. PUBLIC QUESTION TIME	3
5. PETITIONS / DEPUTATIONS / PRESENTATIONS	3
6. APPLICATIONS FOR LEAVE OF ABSENCE	3
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	3
8. CONFIRMATION OF COUNCIL MEETING MINUTES:	4
8.1. <i>ORDINARY MEETING OF COUNCIL HELD – 15 FEBRUARY 2022</i>	4
9. RECEIPT OF COMMITTEE MINUTES – ‘EN BLOC’:	4
9.1. <i>GREAT SOUTHERN ZONE</i>	4
9.2. <i>LOCAL EMERGENCY MANAGEMENT COMMITTEE – KATANNING, KENT & WOODANILLING</i>	4
9.3. <i>LOCAL GOVERNMENT AGRICULTURAL FREIGHT GROUP</i>	4
9.4. <i>GREAT SOUTHERN RECREATION ADVISORY GROUP</i>	4
9.5. <i>GREAT SOUTHERN TREASURES COMMITTEE</i>	4
9.6. <i>AUDIT COMMITTEE</i>	5
10. REPORTS OF OFFICERS	5
11. REGULATORY SERVICES	6
11.1. <i>MANAGEMENT ORDER REQUEST AND RESERVE BOUNDARY REALIGNMENTS - DPLH</i>	6
12. INFRASTRUCTURE SERVICES	18
13. CORPORATE SERVICES	18
13.1. <i>LIST OF ACCOUNTS FOR PAYMENT</i>	18
13.2. <i>STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2022</i>	23
13.3. <i>2021/2022 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2021 TO 28 FEBRUARY 2022</i>	44
14. COMMUNITY SERVICES	57
14.1. <i>CMCA CAMP OUT WOODANILLING RECREATION CENTRE NOVEMBER 2022</i>	57
15. OFFICE OF CEO	60
15.1. <i>4WDL VROC HOUSING NEEDS ANALYSIS – SHIRE OF WOODANILLING</i>	60
15.2. <i>LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) – PHASE 3</i>	73
15.3. <i>ROADS TO RECOVERY OWN SOURCE EXPENDITURE BREACH 2020-21</i>	80
15.4. <i>INFORMATION BULLETIN – MARCH 2022</i>	88
16. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL	92
16.1. <i>COUNCIL AND EXTERNAL COMMITTEES MARCH 2022</i>	92
17. CLOSURE OF MEETING	94

ORDINARY MEETING OF COUNCIL MINUTES

Minutes of the Ordinary Council Meeting of the Shire of Woodanilling held on Tuesday, 22nd March 2022 in the Council Chambers, 3316 Robinson Road, Woodanilling.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Councillor Jefferies declared the meeting open at 4pm and welcomed Councillors and Staff.

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 1995*.

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 HR Thomson	Deputy Shire President
Cr P Morrell	
Cr D Douglas	
Cr T Brown	
Cr B Smith	

Officers:

Kellie Bartley	Chief Executive Officer
Sue Dowson	Deputy CEO

Apologies:

Nil

Observers:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Mrs M Cook questions received from the 15th February 2022 Ordinary Council Meeting have been formally answered and correspondence sent.

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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

Cr Thomson advised Council that Fletcher's International will have sheep at the feed lot in the coming weeks.

Cr Jefferies and Cr Thomson have requested a letter to be addressed to WALGA regarding the poor preparation and timeliness of information for members that was displayed at the Great Southern Zone meeting held at the Shire of Denmark on the 18th February 2022.

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY MEETING OF COUNCIL HELD – 15 FEBRUARY 2022

COUNCIL RESOLUTION OCM 11/03/22

Moved Cr Morrell seconded Cr Brown

That the Minutes of the Ordinary Meeting of Council held 15 February 2022 be confirmed as a true and correct record of proceedings without amendment.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

9. RECEIPT OF COMMITTEE MINUTES – ‘EN BLOC’:

The Shire President advised the meeting that with the exception of the Audit Committee Minutes (Item 9.6) the items from 9.1 to 9.5 would be adopted en bloc, i.e. all together.

9.1. GREAT SOUTHERN ZONE

That the minutes of the Great Southern Zone Meeting held in the Shire of Denmark Council Chambers, on 18 February 2022, be received by Council.

9.2. LOCAL EMERGENCY MANAGEMENT COMMITTEE – KATANNING, KENT & WOODANILLING

That the minutes of Local Emergency Management Committee meeting held at the Shire of Katanning Council Chambers, on 9 February 2022, be received by Council.

9.3. LOCAL GOVERNMENT AGRICULTURAL FREIGHT GROUP

That the minutes of Local Government Agricultural Freight Group meeting held by video conference on 4 February 2022, be received by Council.

9.4. GREAT SOUTHERN RECREATION ADVISORY GROUP

That the minutes of Great Southern Recreation Advisory Group meeting held at the Shire of Gnowangerup on 24 February 2022, be received by Council.

9.5. GREAT SOUTHERN TREASURES COMMITTEE

That the minutes of Great Southern Treasures Committee meeting held at the Shire of Gnowangerup CRC on 28 February 2022, be received by Council.

COUNCIL RESOLUTION OCM 12/03/22

Moved Cr Douglas seconded Cr Morrell

That the minutes of the following Committee and Advisory meetings be received by Council as en bloc for the following:

- 9.1 Great Southern Zone
- 9.2 Local Emergency Management Committee – Katanning, Kent & Woodanilling
- 9.3 Local Government Agricultural Freight Group
- 9.4 Great Southern Recreation Advisory Group
- 9.5 Great Southern Treasures Committee

CARRIED BY EN BLOC VOTE 6/0

9.6. AUDIT COMMITTEE

That the minutes of Audit Committee meeting hold at the 22 March 2022 at 1.30p.m. in the Council Chambers, be received by Council.

COUNCIL RESOLUTION OCM 13/03/22

Moved Cr Thomson seconded Cr Smith

That the Audit Committee recommends to Council

That Council:

- 1) Endorses the 2021 Compliance Audit Return which has been completed as contained in **Attachment 4.1.1** of the report;
- 2) Authorises the Shire President and the Chief Executive Officer to certify the 2021 Compliance Audit Return; and
- 3) Authorises the Chief Executive Officer to submit the 2021 Compliance Audit Return to the Department of Local Government by 31 March 2022.

CARRIED BY ABSOLUTE MAJORITY 6/0

10. REPORTS OF OFFICERS

11. REGULATORY SERVICES

11.1.MANAGEMENT ORDER REQUEST AND RESERVE BOUNDARY REALIGNMENTS - DPLH

File Reference	CR1501
Date of Report	9 March 2022
Responsible Officer	Jennifer Dowling, Town Planner
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 11.1.1 – List of Management Orders – Reserve for Shire of Woodanilling Attachment 11.1.2 – Map of List of Reserves Attachment 11.1.3 – South West Native Title Settlement – Land Base Consultation

Proponent	Crown Land (Department of Planning, Lands and Heritage)
Owner	Shire of Woodanilling (Management Orders)
Description of Proposed Used	Granting of Management Orders and Boundary Realignments
Nature of any existing buildings and/or use	Various Reserve Purposes
Zoning	Public purpose Reserve and Recreation Reserves
Zoning Use Code	Reserve – Various Purposes
Heritage Listed	N/A
Setback Variation Required	N/A
Town Planning Scheme No 1 Zoning	Residential

BRIEF SUMMARY

This item is presented to Council for consideration with regards to a request from the Department of Planning, Lands and Heritage (DPLH) on certain management orders that require to be finalised and under the control of the Shire of Woodanilling.

BACKGROUND/COMMENT

MANAGEMENT ORDERS

In 2013, Council wrote to the then Department of Lands WA (now Department of Planning, Lands and Heritage – DPLH) seeking management orders (vesting) over several unmanaged reserves including the current Men's Shed at Lot 51 on DP 73405. At the time it was advised that all but Lot 51 were being considered for Native Title under the *Native Title Act 1993*.

A Management Order was granted in favour of the Shire with the power to lease for Lot 51 however all other management order requests were put on hold pending the outcome of Native Title investigations and the outcome of the South West Settlement.

Council has received two separate pieces of correspondence regarding unmanaged crown reserves in the shire and also the finalisation of a native title claim over reserve 18975 as contained in **Attachments 11.1.1, 11.1.2 & 11.1.3**. The correspondence relating to the unmanaged reserves was in relation to a 2013 Council request for the management of the following reserves:

Reserve No	DPLH Use	LPS Zoning
1965	Public Utility	Parkland and Recreation
1969	Public Utility	Landscape Protection
1970	Public Utility	Parkland and Recreation
1972	Public Utility	Landscape Protection
11067	Gravel	Public Purpose - Gravel
11068	Exempted from Sale	Parkland and Recreation
14452	Exempted from Sale	Parkland and Recreation

17908	Memorial Site	Public Purpose - War Memorial
18060	Municipal Office Site	Public Purpose- Shire Purpose

On investigation into the correspondence, it was found that the Truck Parking Bay on Robinson Road, west of Great Southern Highway, encroached into both Reserve 18975 and the unmanaged Reserve 11067 (Gravel). It is considered pertinent to deal with both matters concurrently.



Figure 1 – Robinson Road Truck Parking Bay

Council recently received notification that all reserves have now been considered and are not under consideration for potential inclusion into the Noongar Land Estate. Progress is now able to proceed towards the proposed Management Orders.

There are a number of identified reserves which may not be of advantage for Council to assume management orders over. There may be physical management implications and questionable benefits of retaining the reserves to the community. It is considered that it would be beneficial to further investigate each reserve and the merit on the Shire taking management orders on all of the identified reserves.

There are two reserves in particular that it is essential to secure management orders over. These are the Shire Depot and Municipal Offices (Reserve 18060) and the War Memorial (Reserve 17908).

SOUTH WEST NATIVE TITLE - RESERVES 18975 AND 11067

The South West Native Title Settlement is a landmark native title agreement reached between the State Government and the six Noongar Agreement Groups. The Settlement and the State are in title exchange for the negotiated packaged benefits. Reserve 18975 has been identified as the site for this negotiation to take place.

Reserve 18975 has been included in the Noongar Land Estate and is validated under the LPS No 1 as a historical site of Aboriginal Heritage value. On closer investigation it has been noted that the Truck Parking Bay on Robinson Road, west of Great Southern Highway, has a minor encroachment (approximately 120m² or 0.01 ha) into Reserve 18975. This requires rectification so as to not impede the safe use of the Truck Parking Bay.

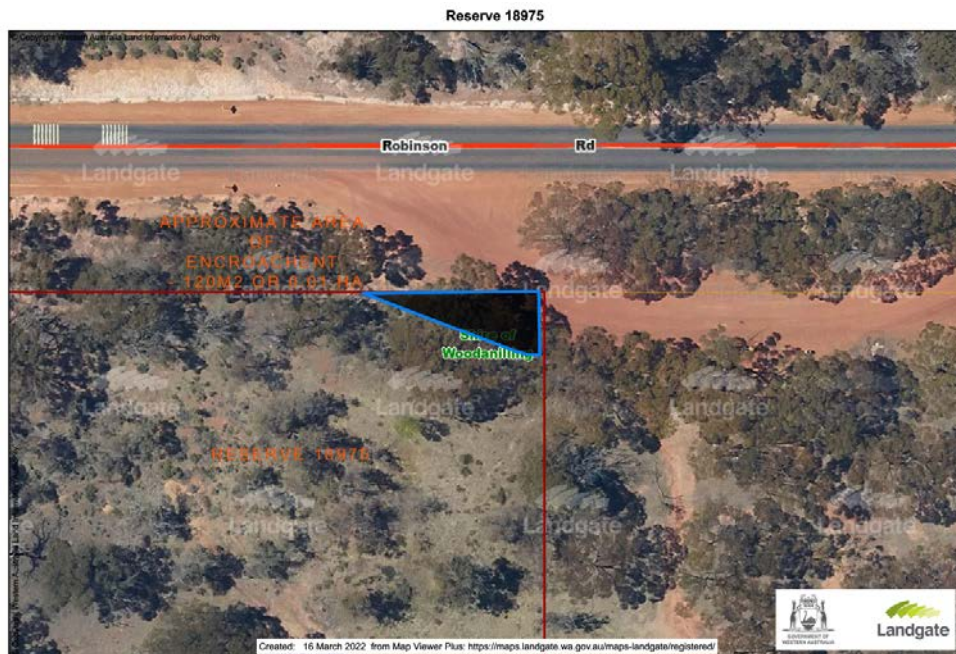


Figure 2 – Reserve 18975 – Robinson Road (Portion of Truck Parking Bay)

It has now been established that this bay has also been developed into the unmanaged Reserve 11067 (Gravel). An approximate calculation of area of encroachment is 510m² or 0.05 hectare.

It would be prudent to seek a boundary realignment to encapsulate the entire Truck Parking Bay into the road reserve and seek to have that land further amalgamated into the Robinson Road reserve to formalise the historic use.

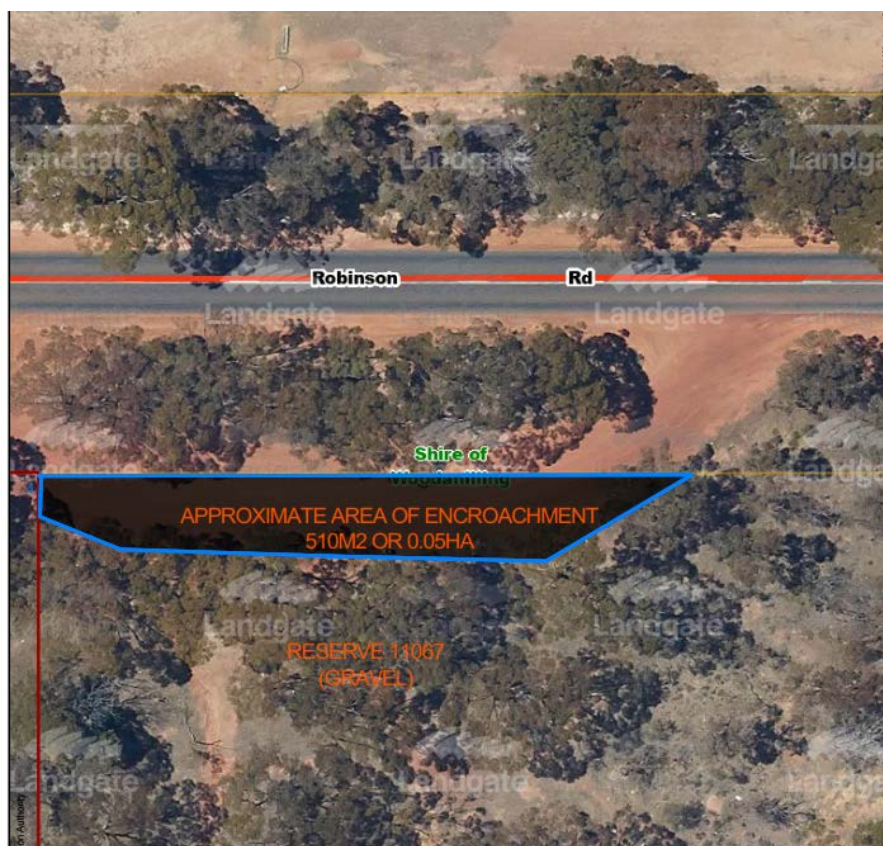


Figure 3 – Reserve 11067 – Robinson Road (Balance of Truck Parking Bay)

The retention of the current Truck Parking Bay is vital for the ongoing safety for the district, with recent traffic counters recording more than 400 vehicles that service this road daily. Formalising the Management Orders over these reserves is vital for the appropriate and accurate management of lands in the care and maintenance of Council.

STATUTORY/LEGAL IMPLICATIONS

This request aligns to the relevant Acts and Regulations listed below.

Land Administration Act 1997

Land Administration Regulations 1998

The Act and Regulations provide for the granting of Management Orders over reserved land within the state of Western Australia.

Native Title Act 1993

This Act provides for the management and settlement of Native Title Claims within the whole of Australia and is managed predominantly by the Department of Planning, Lands and Heritage within Western Australia.

Local Planning Scheme No. 1.

The Scheme provides identification of appropriate reserve zones and purposes.

POLICY IMPLICATIONS

There is no Local Planning Policies relevant to this item.

FINANCIAL IMPLICATIONS

There may be some financial implications to the assessment and finalisation of this investigation. The DPLH have indicated that any compensation or surveying costs are not covered by the state or federal government. Council would be required to bare any costs associated with the boundary realignment and subsequent amalgamation of the land into the Robinson Road Reserve.

As Reserves 1965, 1970, 11068 and 14452 are designated as 'Public use' under the LPS No 1 for the purpose of 'Parkland and Recreation', there may be some future maintenance implications. Reserve 1972 is 'Public Purpose' reserve for the purpose of 'landscape protection' under the LPS No 1. This may have financial implications in regard to management costs.

Management costs of the Municipal Land and War Memorial are currently borne by the Local Government and therefore there will be no additional implications on Council responsibilities.

STRATEGIC IMPLICATIONS

THEMES 2 & 4

Enhancing Natural & Built Environment & Roads & Transport

OBJECTIVES

- To protect and enhance the key natural and cultural assets of the Shire whilst supporting appropriate development opportunities.
- To identify future transport needs

STRATEGIES

- By co-operative management and empowering community involvement, whilst allowing for ecologically sustainable activities.
- Road Maintenance – by carrying out maintenance in accordance with Maintenance Standards set out in the Road Asset Management Plan.

GOALS

- EN4 – encourage industry, business and residential development that is consistent with state legislation and endorsed Schemes/Strategies.
- Ongoing – RT4 – Advocacy for Regional & State Based Transport systems.

CONSULTATION/COMMUNICATION

Consultation has been undertaken between relevant Shire Officers and the relevant officers at the DPLH.

RISK MANAGEMENT

The risk in relation to this matter is assessed as "Low to Medium" on the basis that if that if the Shire did not progress with finalising the boundary realignment and completion of vesting on management orders, the Shire will not be in receipt of the relevant land required to maintain its service delivery.

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

OFFICER'S RECOMMENDATION

That Council:

1. *Authorise the Chief Executive Officer to advise the Department of Planning, Lands and Heritage that the following management orders can proceed as outlined in the table below:*

Reserve No	DPLH Use	LPS Zoning
1965	Public Utility	Parkland and Recreation
1969	Public Utility	Landscape Protection
11067	Gravel	Public Purpose - Gravel
17908	Memorial Site	Public Purpose - War Memorial
18060	Municipal Office Site	Public Purpose- Shire Purpose

2. *Authorises the Chief Executive Officer to further investigate the proposed management orders in relation to the identified reserves and liaise with the Department of Planning, Lands and Heritage in relation to the management orders as detailed in the table below:*

Reserve No	DPLH Use	LPS Zoning
1970	Public Utility	Parkland and Recreation
1972	Public Utility	Landscape Protection
11068	Exempted from Sale	Parkland and Recreation
14452	Exempted from Sale	Parkland and Recreation

3. *Authorises the Chief Executive Officer to request the Department of Planning, Lands and Heritage to excise the portion of land approximately 0.01 hectare (120 meters square) in area (subject to survey) from Reserve 18975 for amalgamation into the Robinson Road Reserve to guarantee the continued use for the purpose of Truck Parking Bay; and*
4. *Authorises the Chief Executive Officer to engage with the Department of Planning, Lands and Heritage to request to a boundary realignment between Reserve 11067 and the Robinson Road Reserve to guarantee the purpose of Truck Parking Bay and Gravel Use.*

That Council:

1. Authorise the Chief Executive Officer to advise the Department of Planning, Lands and Heritage that the following management orders can proceed as outlined in the table below:

Reserve No	DPLH Use	LPS Zoning
1965	Public Utility	Parkland and Recreation
1969	Public Utility	Landscape Protection
11067	Gravel	Public Purpose - Gravel
17908	Memorial Site	Public Purpose - War Memorial
18060	Municipal Office Site	Public Purpose- Shire Purpose

2. Authorises the Chief Executive Officer to further investigate the proposed management orders in relation to the identified reserves and liaise with the Department of Planning, Lands and Heritage in relation to the management orders as detailed in the table below:

Reserve No	DPLH Use	LPS Zoning
1970	Public Utility	Parkland and Recreation
1972	Public Utility	Landscape Protection
11068	Exempted from Sale	Parkland and Recreation
14452	Exempted from Sale	Parkland and Recreation

3. Authorises the Chief Executive Officer to request the Department of Planning, Lands and Heritage to excise the portion of land approximately 0.01 hectare (120 meters square) in area (subject to survey) from Reserve 18975 for amalgamation into the Robinson Road Reserve to guarantee the continued use for the purpose of Truck Parking Bay; and

4. Authorises the Chief Executive Officer to engage with the Department of Planning, Lands and Heritage to request to a boundary realignment between Reserve 11067 and the Robinson Road Reserve to guarantee the purpose of Truck Parking Bay and Gravel Use.

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 11.1.1

From: [Icha Lagman](#)
To: [Woodanilling Shire](#)
Subject: CR1501 - Management Orders - Reserves 1965, 1969, 1970, 1972, 11067, 11068, 14452, 17908 and 18060, Shire of Woodanilling
Date: Wednesday, 9 March 2022 3:03:15 PM
Attachments: [image001.jpg](#)

Dear Sir/Madam,

In 2013, The Department of Planning, Lands and Heritage (DPLH) received a request from the Shire of Woodanilling (Shire) seeking Management orders over the following reserves within the Shire:

- Reserve 1965 - "Public Utility"
- Reserve 1969 - "Public Utility"
- Reserve 1970 - "Public Utility"
- Reserve 1972 - "Public Utility"
- Reserve 11067 - "Gravel"
- Reserve 11068 - "Exempted from Sale"
- Reserve 14452 - "Exempted from Sale"
- Reserve 17908 - "Memorial Site"
- Reserve 18060 - "Municipal Office Site"

In review of each of the reserves referral to the Future Act provisions of the *Native Title Act 1993* (NTA) is required. Completing the Future Act process under the NTA is a lengthy and expensive process as to why the request was placed on hold awaiting the outcome of the South West Settlement.

The Native Title Agreements and Partnership team within DPLH has now confirmed that the land parcels are not under consideration for potential inclusion into the Noongar Land Estate so I wish to advise you that DPLH is now able to progress the management of the above mentioned reserves to the Shire.

Can you please confirm if you wish to continue with the proposal or if the case can be closed?

If you have any questions or require additional information, please do not hesitate to ask.

Kind regards,

Icha Lagman | Assistant State Land Officer | Land Management South
140 William Street, Perth WA 6000
6552 4799
www.dplh.wa.gov.au



The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this

land and we pay our respects to their Elders, past and present.

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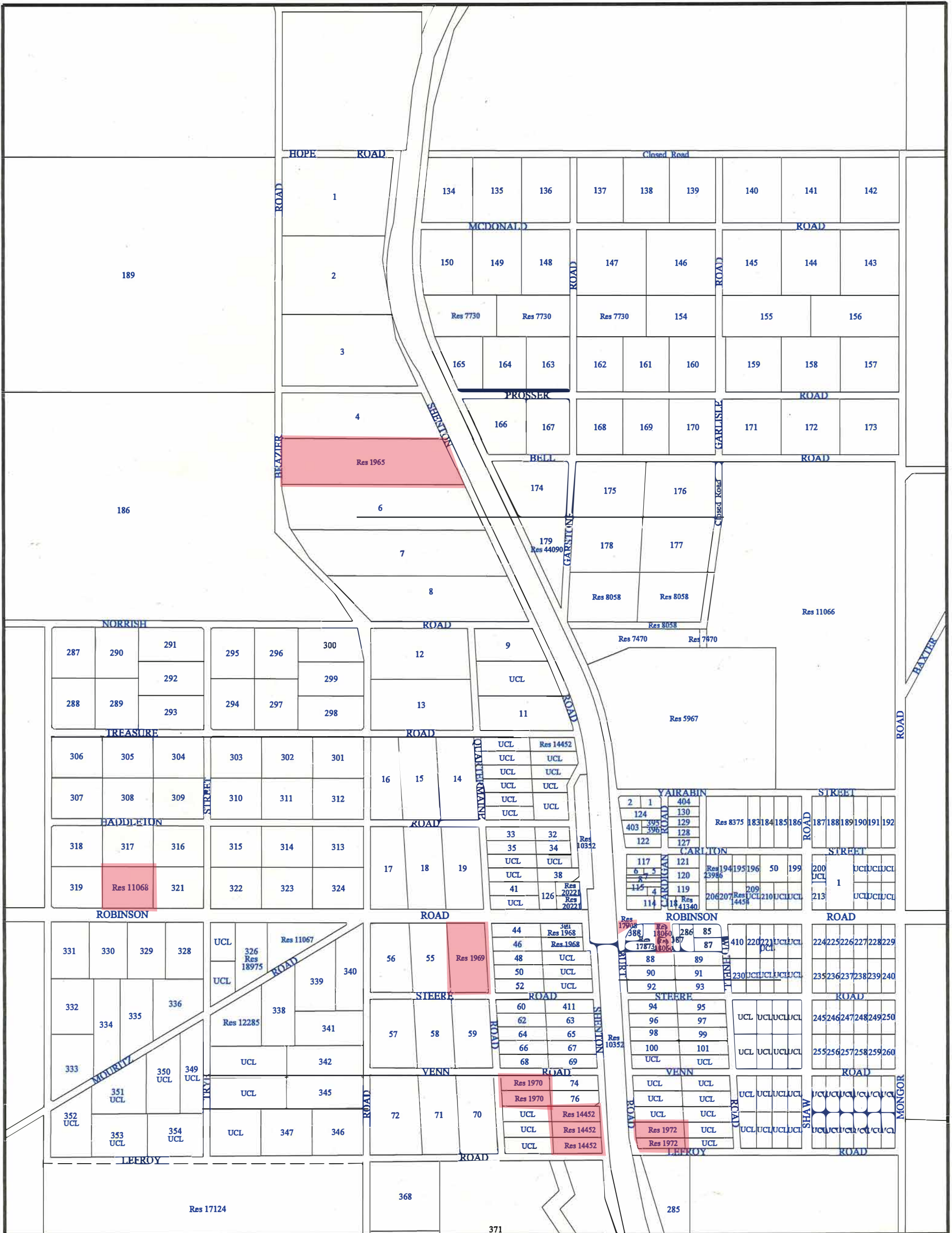
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ATTACHMENT 11.1.2



WOODANILLING TOWNSITE

ORIGINAL
A1
SIZETHIS PLAN HAS BEEN PREPARED FOR
PLANNING PURPOSES. AREAS,
CONTOURS AND DIMENSIONS SHOWN
ARE SUBJECT TO SURVEY.

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A3 - 1 : 10000

DATE:

17 / 10 / 06

PLAN No.

02287P-09



ATTACHMENT 11.1.3

From: [Southwest Settlement](#)
To: [Woodanilling Shire](#)
Subject: C11149 - South West Native Title Settlement - Land Base Consultation - Land List 1018
Date: Wednesday, 19 January 2022 10:21:50 AM
Attachments: [South West Native Title Settlement - Map of Agreement Areas.pdf](#)
[2022-01-19-Local Government Authority-](#)
[20190322_DPLH_Allregions_AboriginalLandsTrust_Reserve18975Woodanilling_Year1-Land List 1018-](#)
[Request.csv](#)
[20190322_DPLH_Allregions_AboriginalLandsTrust_Reserve18975Woodanilling_Year1-Land List 1018-](#)
[ShapeFile.zip](#)

Dear Sir/Madam,

Request for Comment – Proposed Transfer of Land under the South West Native Title Settlement

The South West Native Title Settlement (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits. The area subject to the Settlement is depicted in the attached map.

A key negotiated benefit is the delivery of a 320,000 hectare Noongar Land Estate, in accordance with the Noongar Land Base Strategy ([Annexure J to the ILUAs](#)). The Noongar Land Estate will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the soon to be established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

For more information on the Settlement, please refer to the Department of the Premier and Cabinet website: <https://www.wa.gov.au/organisation/departments/departments-of-the-premier-and-cabinet/south-west-native-title-settlement>

Over the next five years, the Department of Planning, Lands and Heritage (Department) will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owned or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

A key part of the process being followed by the Department involves the referral of land under consideration for inclusion in the Noongar Land Estate to relevant State agencies and Local Government Authorities. To that end, please find attached a spreadsheet comprising of land

parcels identified for possible transfer. It would be appreciated if you could provide comments on each of the land parcels directly into the column labelled 'Referee Comments' in relation to the following:

1. Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?
2. Does the Shire have any interest in the land?
3. Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.
4. Is the land parcel subject to any mandatory connection to services?
5. Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?
6. Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?
7. Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?
8. Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).
9. Please provide any additional comments on the proposed transfer of this land as part of the Settlement.

Once you have considered the land identified, the South West Settlement Project team would be pleased to receive your comments by email to swsettlement@dplh.wa.gov.au. In accordance with the abovementioned Annexure J of the ILUAs, your advice is required to be returned within 14 days of receiving this email. As a result, **please provide your comments by 2 February 2022**. Should this timeframe not be achievable, please let me know as a matter of priority. Where no response is received from the Shire within the 14 day timeframe, this will be taken as having no comment on the land parcels referred.

If you have any queries, please do not hesitate to contact me on the details below.

Kind regards,

Dee Bell | State Land Officer | Native Title Agreements and Partnerships
140 William Street, Perth WA 6000
6552 4571
www.dplh.wa.gov.au

The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land and we pay our respects to their Elders, past and present.

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12. INFRASTRUCTURE SERVICES

Nil reports

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT

File Reference	ADM0066
Date of Report	22 March 2022
Responsible Officer	Cath Painter, Accountant
Author of Report	Cath Painter, Accountant
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment No. 13.1.1 – List of Accounts for February 2022

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 28 February 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 **ATTACHMENT 13.1.1**.

Payments up to 28 February 2022

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits)	Municipal	\$52,173.58
Cheque Payments - #15347 & #15348	Municipal	\$329.55
EFT Payments - #6006 to #6046	Municipal	\$13,086.54
Sub Total	Municipal	\$65,589.67
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$65,589.67

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	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

OFFICER'S RECOMMENDATION

*That Council receives the list of accounts, totalling \$65,589.67 paid under Delegated Authority in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996 for the period ended 28 February 2022, as contained within **Attachment 13.1.1**.*

COUNCIL RESOLUTION OCM 15/03/22**Moved Cr Morrell seconded Cr Douglas**

That Council receives the list of accounts, totalling \$65,589.67 paid under Delegated Authority in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 28 February 2022, as contained within **Attachment 13.1.1**.

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 13.1.1

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 28 FEBRUARY 2022

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT6006	04/02/2022	Hall Electrical & Data Services	maintenance	-264.00
EFT6007	04/02/2022	Frontline Fire & Rescue	PPE	-418.00
EFT6008	04/02/2022	AFGRI Equipment	vehicle maintenance	-1525.65
EFT6009	04/02/2022	Toll Transport	freight	-380.91
EFT6010	04/02/2022	Colas WA	road maintenance	-1078.00
EFT6011	04/02/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	cleaning contract	-630.00
EFT6012	04/02/2022	Regional Retailers Pty Ltd	catering	-726.33
EFT6013	04/02/2022	BGL Solutions	turf maintenance	-1862.30
EFT6014	04/02/2022	Kels Cabling & Antennas	maintenance	-450.00
EFT6015	04/02/2022	Ciara Whitmore	DOT Training	-1399.33
EFT6016	04/02/2022	Hunter Mechanical Services Pty Ltd	vehicle maintenance	-770.00
EFT6017	04/02/2022	Synergy	25 Dec 2021-24 Jan 2022	-635.91
EFT6018	04/02/2022	Great Southern Fuel Supplies	fuel card purchases	-1305.65
EFT6019	04/02/2022	Woodanilling CWA	event contribution	-850.00
EFT6020	04/02/2022	Cutting Edges Equipment Parts	equipment	-1151.04
EFT6021	04/02/2022	Shire of Katanning	CESM contribution	-3012.29
EFT6022	04/02/2022	Winc	stationery	-370.63
EFT6023	04/02/2022	PCS	software support	-1317.50
EFT6024	04/02/2022	Katanning Hardware	hardware	-87.37
EFT6025	04/02/2022	Albany Best Office Systems	copier contract	-915.35
EFT6026	04/02/2022	Staff Christmas Club	Payroll deductions	-694.00
EFT6027	04/02/2022	Officeworks	stationery	-65.45
EFT6028	18/02/2022	Sheridan's	staff & councillor badges	-231.72
EFT6029	18/02/2022	Alexander Galt & Co	hardware	-18.90
EFT6030	18/02/2022	Frontline Fire & Rescue	Fire Brigade PPE	-1199.00
EFT6031	18/02/2022	Corsign WA Pty Ltd	signage for roads	-352.00
EFT6032	18/02/2022	Office of the Auditor General	Audit Fee -Roads for Recovery funding	-1430.00
EFT6033	18/02/2022	Toll Transport	freight	-48.66
EFT6034	18/02/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	cleaning contract	-630.00
EFT6035	18/02/2022	The Wagin District Farmers Co-operative	catering	-41.48
EFT6036	18/02/2022	BGL Solutions	oval maintenance	-2255.00
EFT6037	18/02/2022	ATO	BAS- Dec 2021	-17298.00
EFT6038	18/02/2022	Synergy	13 Dec 2021-15 Feb 2022	-866.81
EFT6039	18/02/2022	WALGA	councillor training	-395.00
EFT6040	18/02/2022	Winc	cleaning supplies	-375.90
EFT6041	18/02/2022	PCS	computer equipment	-4245.00
EFT6042	18/02/2022	Katanning Hardware	hardware	-279.75
EFT6043	18/02/2022	Albany Best Office Systems	copier contract	-218.62
EFT6044	18/02/2022	Great Southern Waste Disposal	rubbish removal	-1349.68
EFT6045	18/02/2022	Staff Christmas Club	Payroll deductions	-694.00
EFT6046	18/02/2022	Officeworks	stationery	-334.35
EFT Total Payments				-52,173.58
Cheque Payments				
15347	18/02/2022	Australia Post	PO Box renewal	-104.00
15348	18/02/2022	Petty Cash Recoup	petty cash	-225.55
Total Cheque Payments				-329.55
Direct Debit Payments				
DD3942.2	01/02/2022	Westnet	monthly hosting fee	-4.99
DD3958.1	02/02/2022	Aware Super	Payroll deductions	-1078.83

SHIRE OF WOODANILLING

STATEMENT OF PAYMENTS

FOR THE PERIOD 28 FEBRUARY 2022

DD3958.2	02/02/2022	Australian Superannuation	Superannuation contributions	-409.82
DD3958.3	02/02/2022	QSuper - Payclear	Superannuation contributions	-174.74
DD3958.4	02/02/2022	Hesta	Payroll deductions	-459.91
DD3958.5	02/02/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3958.6	02/02/2022	REST	Superannuation contributions	-188.09
DD3958.7	02/02/2022	OnePath Custodians	Superannuation contributions	-96.97
DD3964.1	04/02/2022	NAB - Credit Card	card fee	-667.31
DD3971.1	13/02/2022	Telstra	25 Jan to 24 Feb	-321.94
DD3974.1	09/02/2022	Aware Super	Payroll deductions	-1074.82
DD3974.2	09/02/2022	Australian Superannuation	Superannuation contributions	-547.40
DD3974.3	09/02/2022	QSuper - Payclear	Superannuation contributions	-174.74
DD3974.4	09/02/2022	Hesta	Payroll deductions	-459.91
DD3974.5	09/02/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3974.6	09/02/2022	REST	Superannuation contributions	-188.09
DD3974.7	09/02/2022	OnePath Custodians	Superannuation contributions	-91.33
DD3978.1	16/02/2022	Aware Super	Payroll deductions	-1065.77
DD3978.2	16/02/2022	Australian Superannuation	Superannuation contributions	-445.29
DD3978.3	16/02/2022	QSuper - Payclear	Superannuation contributions	-176.39
DD3978.4	16/02/2022	Hesta	Payroll deductions	-459.91
DD3978.5	16/02/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3978.6	16/02/2022	REST	Superannuation contributions	-180.18
DD3978.7	16/02/2022	OnePath Custodians	Superannuation contributions	-108.24
DD3985.1	18/02/2022	ClickSuper	transaction fee	-16.83
DD3989.2	28/02/2022	Water Corporation	8 Dec 2021- 10 Feb 2022	-614.68
DD3990.2	28/02/2022	Water Corporation	8 Dec 21- 10 Feb 22	-900.76
DD3992.1	23/02/2022	Aware Super	Payroll deductions	-1068.80
DD3992.2	23/02/2022	Australian Superannuation	Superannuation contributions	-499.93
DD3992.3	23/02/2022	QSuper - Payclear	Superannuation contributions	-174.74
DD3992.4	23/02/2022	Hesta	Payroll deductions	-461.83
DD3992.5	23/02/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD3992.6	23/02/2022	REST	Superannuation contributions	-188.09
DD3992.7	23/02/2022	OnePath Custodians	Superannuation contributions	-85.69
DD3995.1	15/02/2022	3E Advantage Pty Limited	photocopier rental	-165.00
DD3997.1	20/02/2022	SkyMesh	internet contract	-125.00

Total Direct Debit Payments	-13,086.54
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Municipal Account List of Payments Total	-65,589.67
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13.2.STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2022

File Reference	ADM0066
Date of Report	22 March 2022
Responsible Officer	Cath Painter, Accountant
Author of Report	Cath Painter, Accountant
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment No. 13.2.1 – Monthly Financial Report February 2022

BRIEF SUMMARY

The Statement of Financial Activity for period ending 28 February 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. 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 13.2.1**.

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	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

OFFICERS RECOMMENDATION

That Council receives the Statement of Financial Activity for the period ended 28th February 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 **Attachment 13.2.1**.

COUNCIL RESOLUTION OCM 16/03/22

Moved Cr Douglas seconded Cr Morrell

That Council receives the Statement of Financial Activity for the period ended 28th February 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 **Attachment 13.2.1**.

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 13.2.1

SHIRE OF WOODANILLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 28 February 2022

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

TABLE OF CONTENTS

Statement of Financial Activity by Program	3
Statement of Financial Activity by Nature or Type	5
Basis of Preparation	6
Note 1 Statement of Financial Activity Information	7
Note 2 Cash and Financial Assets	8
Note 3 Receivables	9
Note 4 Other Current Assets	10
Note 5 Payables	11
Note 6 Capital Acquisitions	12
Note 7 Cash Reserves	13
Note 8 Other Current Liabilities	14
Note 9 Operating grants and contributions	15
Note 10 Non operating grants and contributions	16

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 28 FEBRUARY 2022

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
Members of Council	Members of Council, civic reception, functions, public relations, electoral requirements and administration.
Administration	
GENERAL PURPOSE FUNDING	
Rates	Rates, General Purpose Government Grants, Interest on Investments.
General Purpose Revenue	
LAW, ORDER, PUBLIC SAFETY	
Fire Prevention	Supervision of various by-laws, fire prevention and animal control.
Animal Control	
Other	
HEALTH	
Preventative Services	Food Control, meat inspection, water testing and health inspection services.
Community Health	
Other	
EDUCATION AND WELFARE	
Disability Access & Inclusion	Well aged housing and services for youth and aged.
Care of Senior Citizens	
HOUSING	
Staff Housing	Provision and maintenance of staff housing.
COMMUNITY AMENITIES	
Sanitation	Refuse site, cemetery and public conveniences.
Stormwater Drainage	
Town Planning	
Protection of Environment	
Other	
RECREATION AND CULTURE	
Public Halls	Maintenance of halls, parks, gardens and ovals. Library and heritage.
Swimming areas	
Libraries	
Other	
TRANSPORT	
Road Construction	Road construction and maintenance, footpaths and traffic signs.
Road Maintenance	
Road Plant Purchases	
Transport Licensing Agency	
ECONOMIC SERVICES	
Rural Services	Area promotion, pest control and building control.
Tourism	
Building Control	
Other	
OTHER PROPERTY AND SERVICES	
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 28 FEBRUARY 2022**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Opening funding surplus / (deficit)	1(c)	485,418	485,418	486,834
Revenue from operating activities				
Governance		30,000	20,000	30,462
General purpose funding - general rates	6	822,811	835,179	820,702
General purpose funding - other		409,726	303,146	311,263
Law, order and public safety		42,043	28,114	29,378
Health		0	0	461
Education and welfare		106,500	71,000	72,521
Housing		23,700	15,808	15,632
Community amenities		31,500	21,000	25,458
Recreation and culture		4,205	2,808	3,253
Transport		348,728	232,488	165,389
Economic services		46,280	30,848	14,827
Other property and services		23,000	15,336	48,703
		1,888,493	1,575,727	1,538,049
Expenditure from operating activities				
Governance		(406,000)	(268,230)	(143,037)
General purpose funding		(19,022)	(12,680)	(10,939)
Law, order and public safety		(138,957)	(92,640)	(99,431)
Health		(35,224)	(23,480)	(31,169)
Education and welfare		(66,005)	(44,040)	(29,240)
Housing		(47,249)	(31,504)	(53,397)
Community amenities		(200,407)	(133,616)	(111,568)
Recreation and culture		(205,676)	(137,104)	(176,017)
Transport		(1,395,752)	(930,512)	(1,054,003)
Economic services		(95,183)	(63,448)	(46,709)
Other property and services		(87,829)	(58,496)	(28,293)
		(2,697,304)	(1,795,750)	(1,783,805)
Non-cash amounts excluded from operating activities	1(a)	852,411	510,656	519,820
Amount attributable to operating activities		43,600	290,633	274,064
Investing Activities				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	684,769	30,274
Proceeds from disposal of assets	7	188,000	124,656	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	0	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(1,143,967)	(193,379)
Amount attributable to investing activities		(755,995)	(334,542)	(163,105)
Financing Activities				
Transfer from reserves	9	584,290	389,527	0
Transfer to reserves	9	(347,290)	(202,586)	(58)
Amount attributable to financing activities		237,000	186,941	(58)
Closing funding surplus / (deficit)	1(c)	10,021	628,449	597,736

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 28 FEBRUARY 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 28 FEBRUARY 2022**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Opening funding surplus / (deficit)	1(c)	\$ 485,418	\$ 485,418	\$ 486,834
Revenue from operating activities				
Rates	6	822,811	835,179	820,702
Operating grants, subsidies and contributions	11	592,016	424,620	482,926
Fees and charges		345,285	230,290	230,472
Interest earnings		3,725	2,534	2,572
Other revenue		0	0	1,377
Profit on disposal of assets	7	124,656	83,104	0
		1,888,493	1,575,727	1,538,049
Expenditure from operating activities				
Employee costs		(1,023,661)	(682,948)	(754,177)
Materials and contracts		(726,616)	(484,842)	(349,822)
Utility charges		(85,090)	(56,712)	(48,605)
Depreciation on non-current assets		(888,733)	(592,504)	(519,820)
Insurance expenses		(76,537)	(51,024)	(94,943)
Other expenditure		105,215	73,536	(16,437)
Loss on disposal of assets	7	(1,882)	(1,256)	0
		(2,697,304)	(1,795,750)	(1,783,805)
Non-cash amounts excluded from operating activities	1(a)	852,411	510,656	519,820
Amount attributable to operating activities		43,600	290,633	274,063
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	12	1,015,152	684,769	30,274
Proceeds from disposal of assets	7	188,000	124,656	0
Proceeds from financial assets at fair value through profit and loss	9	1,940	0	0
Payments for property, plant and equipment and infrastructure	8	(1,961,087)	(1,143,967)	(193,379)
Amount attributable to investing activities		(755,995)	(334,542)	(163,105)
Financing Activities				
Transfer from reserves	9	584,290	389,527	0
Transfer to reserves	9	(347,290)	(202,586)	(58)
Amount attributable to financing activities		237,000	186,941	(58)
Closing funding surplus / (deficit)	1(c)	10,021	628,449	597,736

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 28 FEBRUARY 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 10 March 2022

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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 28 FEBRUARY 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)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(124,656)	(83,104)	0
Less: Movement in liabilities associated with restricted cash		106,341		0
Less: Fair value adjustments to financial assets through profit and loss		(2,000)		0
Movement in employee benefit provisions (non-current)		(17,889)		0
Add: Loss on asset disposals	7	1,882	1,256	0
Add: Depreciation on assets		888,733	592,504	519,820
Total non-cash items excluded from operating activities		852,411	510,656	519,820

(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 28 February 2021	Year to Date 28 February 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(848,911)	(628,892)	(848,969)
Add: Provisions - employee	10	0	0	0
Total adjustments to net current assets		(848,911)	(628,892)	(848,969)

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

Current assets

Cash and cash equivalents	2	1,663,683	1,325,726	1,634,045
Rates receivables	3	73,177	115,354	121,592
Receivables	3	33,105	24,077	53,127
Other current assets	4	23,148	9,571	23,148
Less: Current liabilities				
Payables	5	(219,528)	(95,433)	(128,754)
Contract liabilities	10	(106,340)	(124,717)	(124,953)
Provisions	10	(131,500)	(147,531)	(131,500)
Less: Total adjustments to net current assets	1(b)	(848,911)	(628,891)	(848,969)
Closing funding surplus / (deficit)		486,834	478,157	597,736

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 28 FEBRUARY 2022**

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal - Cash at Bank	Cash and cash equivalents	784,626	0	784,626		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	848,969	848,969		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
Total		785,076	848,969	1,634,045	0			
Comprising								
Cash and cash equivalents		785,076	848,969	1,634,045	0			
		785,076	848,969	1,634,045	0			

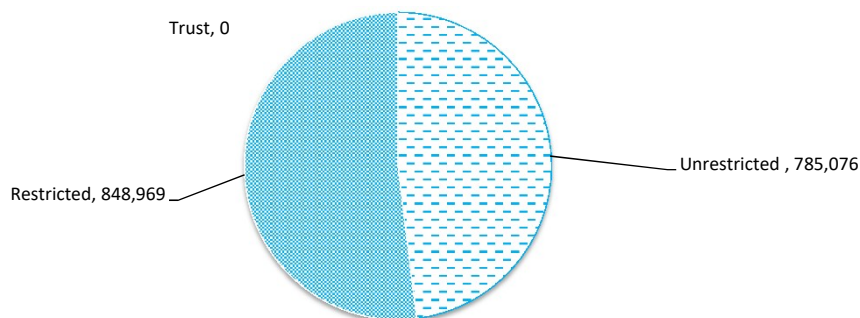
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 28 FEBRUARY 2022**

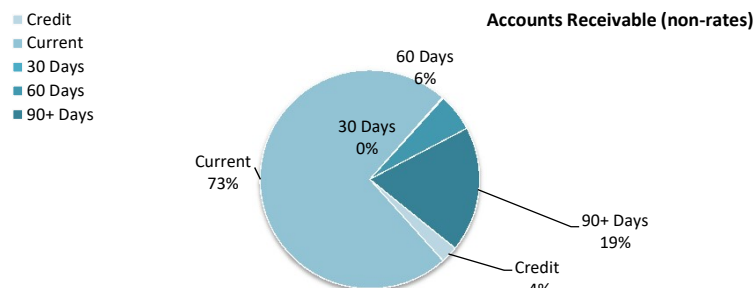
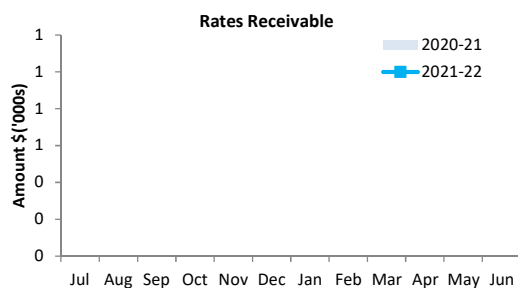
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2021	28 Feb 2022
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(813,601)
Equals current outstanding	73,177	121,592
Net rates collectable	73,177	121,592
% Collected	91.2%	87%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,253)	36,019	82	2,752	9,144	46,743
Percentage	(2.7%)	77.1%	0.2%	5.9%	19.6%	
Balance per trial balance						
GST receivable						6,384
Total receivables general outstanding						53,127
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 28 FEBRUARY 2022**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 28 February 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel and Materials	22,098	0	0	22,098
Prepayments				
Prepayments	1,050	0	0	1,050
Total other current assets	23,148	0	0	23,148
Amounts shown above include GST (where applicable)				

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 28 FEBRUARY 2022

OPERATING ACTIVITIES

NOTE 5

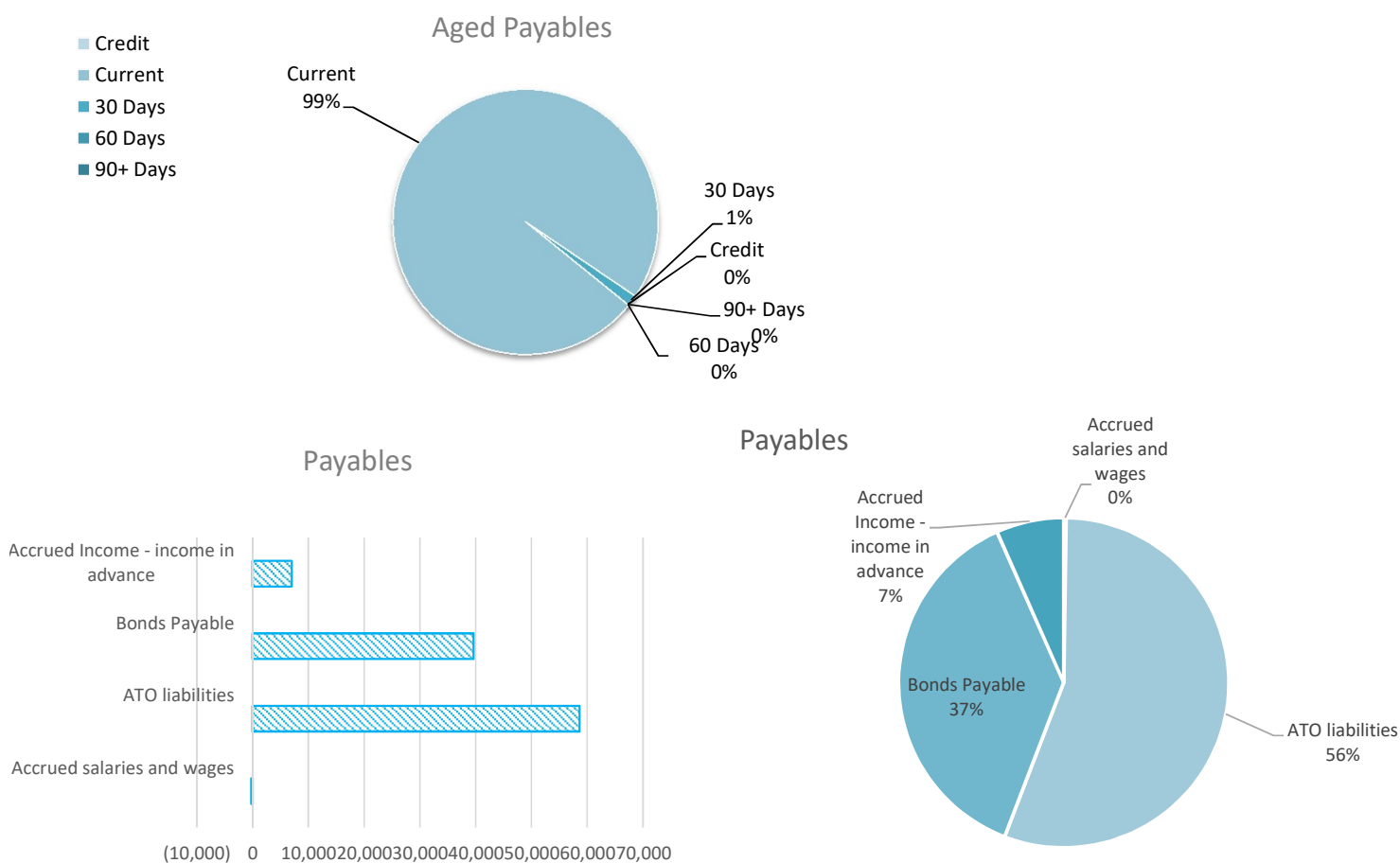
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	23,428	322	0	0	23,750
Percentage	0%	98.6%	1.4%	0%	0%	
Balance per trial balance						
Accrued salaries and wages						(263)
ATO liabilities						58,648
Bonds Payable						39,623
Accrued Income - income in advance						6,996
Total payables general outstanding						128,754

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 28 FEBRUARY 2022**

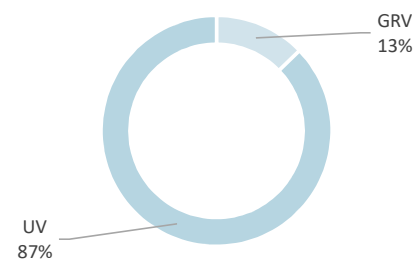
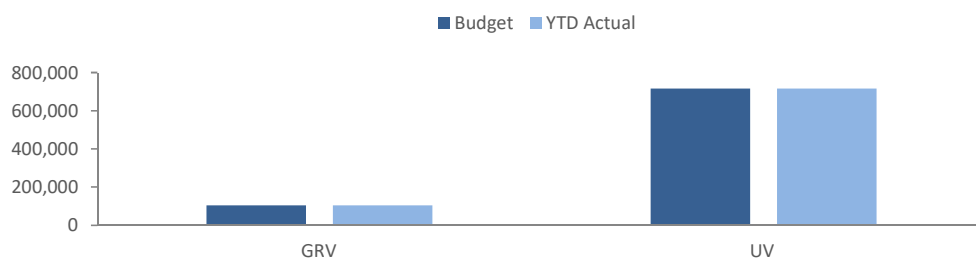
**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

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
				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV	0.1195	98	877,300	104,873	104,873	104,872			104,872
Unimproved value									
UV	0.0051	192	139,423,500	716,358	716,358	716,724			716,724
Sub-Total		290	140,300,800	821,231	821,231	821,596	0	0	821,596
Minimum payment	Minimum \$								
Gross rental value									
GRV	430	67		28,810	28,810	28,810			28,810
Unimproved value									
UV	430	23		9,890	9,890	11,610	2,085		13,695
Sub-total		90	0	38,700	38,700	40,420	2,085	0	42,505
Discount					(31,720)				(43,400)
Concession					(5,400)				
Total general rates					822,811				820,702

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.

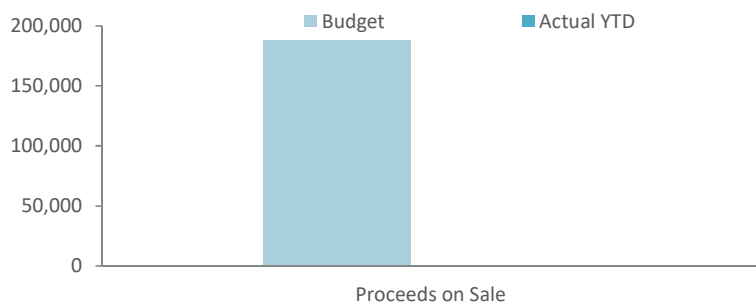


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**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)
		\$	\$	\$	\$	\$	\$	\$	\$
	By Class:								
	Plant and equipment	65,226	188,000	124,656	(1,882)	0	0	0	0
	By Program:								
	Governance								
	CEO Vehicle	0	30,000	30,000	0	0	0	0	0
	Transport								
	Per Plant Replacement Schedule	65,226	158,000	94,656	(1,882)	0	0	0	0
		65,226	188,000	124,656	(1,882)	0	0	0	0

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



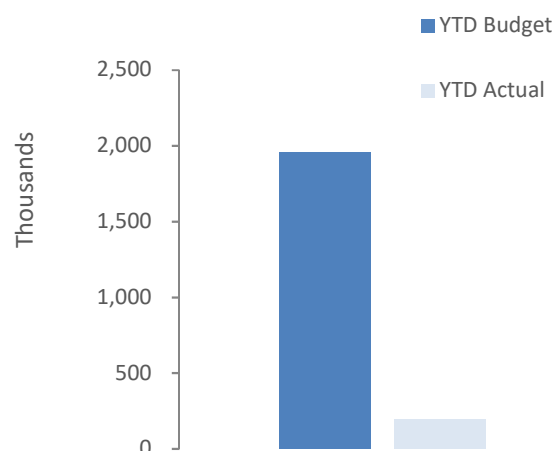
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2022

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	79,000	46,083	7,750	(38,333)
Plant and equipment	667,000	389,083	22,351	(366,732)
Infrastructure - roads	1,215,087	708,801	163,278	(545,523)
Payments for Capital Acquisitions	1,961,087	1,143,967	193,379	(950,588)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,015,152	684,769	30,274	(654,495)
Other (disposals & C/Fwd)	188,000	72,716	0	(72,716)
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	163,105	(2,160)
Capital funding total	1,961,087	1,263,586	193,379	(1,070,207)

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 28 FEBRUARY 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	45	125,000	0	(482,000)	0	311,887	668,932
Building reserve	42,083	0	3	152,290	0		0	194,372	42,086
Affordable housing reserve	102,290	0	7		0	(102,290)	0	0	102,297
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
	848,911	0	58	347,290	0	(584,290)	0	611,910	848,969

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 28 February 2022
		\$	\$	\$	\$
Contract liabilities					
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
Total unspent grants, contributions and reimbursements		106,341	64,172	(45,780)	124,733
Provisions					
Annual leave		84,931	0	0	84,931
Long service leave		46,569	0	0	46,569
Total Provisions		131,500	0	0	131,500
Total other current liabilities		237,841	64,172	(45,780)	256,233
Amounts shown above include GST (where applicable)					

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 28 FEBRUARY 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 28 Feb 2022	Current Liability 28 Feb 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding						399,301	299,476	
Grants Commission - General				0	0			177,029
Grants Commission - Roads				0	0			122,447
Law, order, public safety						32,343	21,560	
DFES - Bushfire Brigade	8,086	16,172	(15,506)	8,752	8,752			
ESL Grant				0	0			15,822
Education and welfare						54,000	36,000	
Well Aged Housing Grants				0				
Transport						81,372	54,248	
RRG Direct Funding Grant				0				81,372
Other property and services						20,000	13,336	
				0			0	
	8,086	16,172	(15,506)	8,752	8,752	587,016	424,620	396,670
Operating contributions								
Governance								
Traineeship Incentives								30,478
General purpose funding							0	
Legal Fees Recovered				0		5,000	0	
Education and welfare								
Income relating to Well Aged Housing								9,102
Housing								
Staff Housing Reimbursements								102
Recreation and culture								
Insurance Recoveries								1,080
Other property and services								
FBT Reimbursements								810
Diesel Fuel Rebates								10,496
Reimbursement of Ex CEO LSL				0				34,188
	0	0	0	0	0	5,000	0	86,256
TOTALS	8,086	16,172	(15,506)	8,752	8,752	592,016	424,620	482,926

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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 28 Feb 2022	Current Liability 28 Feb 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
LRCIP Phase 1	7,775	0	(7,775)	0	0			7,775
Law, order, public safety								
Grant - Water Tanks				0		23,985	23,985	0
Community amenities								
LRCIP (P2) Townscape Enhancement				0		54,000	36,000	0
Transport								
Regional Road Group - Project Funding	67,981	48,000	0	115,981	115,981	225,480	150,320	0
LCRI Phase 2	22,499	0	(22,499)	0	0			22,499
MRD Grant - Shoulder Sealing Safety Project				0		515,000	343,336	0
R2R Grant				0		196,687	131,128	0
	98,255	48,000	(30,274)	115,981	115,981	1,015,152	684,769	30,274
	0	0	0	0	0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 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
	\$	%		
Revenue from operating activities				
Governance	10,462	52.31%	▲ Timing	
Transport	(67,099)	(28.86%)	▼ Timing	
Economic services	(16,021)	(51.94%)	▼ Timing	
Other property and services	33,367	217.57%	▲ Timing	Could change due to allocations
Expenditure from operating activities				
Governance	125,193	46.67%	▲ Timing	Allocations between Transport and Governance need to be reviewed.
Education and welfare	14,800	33.61%	▲ Timing	
Housing	(21,893)	(69.49%)	▼ Timing	
Community amenities	22,048	16.50%	▲ Timing	
Recreation and culture	(38,913)	(28.38%)	▼ Timing	
Transport	(123,491)	(13.27%)	▼ Timing	
Economic services	16,739	26.38%	▲ Timing	
Other property and services	30,203	51.63%	▲ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(654,495)	(95.58%)	▼ Permanent	Non Operating Grants Overstated in Budget
Proceeds from disposal of assets	(124,656)	(100.00%)	▼ Permanent	Planned Asset Sales likely not to occur
Payments for property, plant and equipment and infrastructure	950,588	83.10%	▲ Permanent	
Financing activities				
Transfer from reserves	(389,527)	(100.00%)	▼ Timing	Reserve Transfers occur at financial year end
Transfer to reserves	202,528	99.97%	▲ Timing	Reserve Transfers occur at financial year end

13.3.2021/2022 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2021 TO 28 FEBRUARY 2022

File Reference	ADM0059
Date of Report	15 March 2022
Responsible Officer	Cath Painter, Accountant
Author/s of Report	Cath Painter, Accountant Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirements	Absolute Majority
Attachments	Attachment No. 13.3.1 – 2021/2022 Budget Review Report – 1 July 2021 to 28 February 2022

BRIEF SUMMARY

This item is to consider and adopt the 2021/2022 Budget Review as presented in the Statement of Financial Activity for the period of 1 July 2021 to 28 February 2022

RELEVANT PREVIOUS DECISIONS OF COUNCIL

There is no previous Council decision relating to this matter.

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996*, local governments must carry out a review of its annual budget for that financial year. An annual budget review is an opportunity to evaluate the first six months of the financial year and make any changes to the annual budget that are required.

The Shire of Woodanilling 2021/2022 Annual Budget estimated that at 30 June 2022 it was expecting a closing surplus of \$10,021. After carrying out the annual budget review, it is estimated that there will be a closing surplus/deficit at 30 June 2022 of \$0.

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2021 for the period ending 28 February 2021 is presented for Council to consider. The *Local Government (Financial Management) Regulations 1996*, regulation 33A, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. Council adopted a 10% or a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

STATUTORY/LEGAL IMPLICATIONS

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must*
 - a) *Consideration the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - b) *Consider the local government's financial position as at the date of the review; and*
 - c) *Review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

- (4) *Within 30 days after a Council has made a determination, a copy of the review and determination is to be provided to the Department.*

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

A budget review has been undertaken by staff as per the requirements of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*. The following has been identified in the table below:

BUDGET VARIATIONS

Comments/Reason for Variance	Adopted Variance \$
Opening Surplus (including adjustment) Note: Audit not yet finalised	(\$11,437)
Operating Revenue (Excludes Rates)	
General Purpose Funding	
Interim Rating Budget Addition – Increase in interim rates received through Landgate	(\$4000)
Community Amenity	
Town Planning Application Fee Budget Addition – Decrease in budgeted income due to less than anticipated fee income for planning applications	\$1,500
Income Relating to Cemetery Budget Addition – Increase in fees relating to cemetery costs for burials	(\$1,200)
Recreation and Culture	
Income Relating to Woodanilling Town Hall Budget Addition – Increase in budget due to insurance recovery	(\$1,200)
Economic Services	
Income Relating to Standpipes Budget Addition – Decrease in projected income from standpipe	\$20,000
Public Works Overheads	
Sale of Stock or Scrap Budget Addition – Sale of Scrap not included in initial budget	(\$1,750)
Operating Expenses	
General Purpose Funding	
Discount on Early Payment of Rates Budget Addition – Increase in the discount on rate payments	\$6,000
Governance	
Staff Uniforms Budget Addition – Decrease in budget due to reduced expenditure	(\$2,000)
Grants and Workshop Expenses Budget Addition – Decrease in budget due to reduced expenditure	(\$20,000)
Councillor Training Budget Addition – Increase expenditure due to required training	\$10,000
Law, Order & Public Safety	
Expenses Relating to Animal Control Budget Addition – Reduction in costs as no ranger contracted	(\$4,000)
Community Amenities	
Maintenance – Grave Digging Budget Addition – Increase in costs due to increase in burial requirements	\$2,000
Recreation & Culture	
Maintenance – Oval & Buildings Budget Addition – Increase in budgeted expenditure due to contractor payments in excess of initial budget for Oval maintenance	\$21,650
Transport	
Maintenance – Municipal Fund Roads	\$48,420

Budget Addition – Reallocations of funds from Main Roads road project not proceeding and budgeted additional costs reallocated to maintenance road programs. The project was grant specific and the Shire did not meet the reporting requirements for the Dec 2021 period.	
Economic Services	
Expenses Relating to Standpipes Budget Addition – Reduction due to lower than forecast income	(\$20,000)
Public Works Overheads	
Protective Clothing Budget Addition – Increase to budgeted expenditure due to additional costs incurred for purpose of PPE	\$2,000
Capital Revenue	
Transfer from Reserves (Restricted Assets)	
Plant Reserve - Transfer from Reserves not occurring due to current market availability.	\$482,000
Housing Reserve – Transfer from Reserves not occurring in the current financial year due to COVID 19 restraints.	\$102,290
Capital Proceeds on disposal of assets - asset transactions removed from budget due to not current able to source relevant plant for purchase and therefore the disposals will not occur.	\$188,000
Shoulder Sealing Safety Project (MRD) Budget Addition – Decrease as funding will no longer be received as per Main Roads Grant project did not meet the deadline and reporting due in December 2021.	\$515,000
Roads to Recovery Budget Addition – Decrease due to delay in grant compliance resulting in projected R2R funding not to be received in 21/22 budget year.	\$196,687
Capital Expenses	
Governance	
Purchase of new CEO vehicle delayed due to availability	(\$58,000)
Recreation and Culture	
Davey Pump at Rec Ground not budgeted for in the 2021/2022 and required for emergency works for watering and rehabilitation of oval	\$7,750
Transport	
John Deere 670D Grader purchase delayed due to availability	(\$380,000)
Pedestrian Roller purchase delayed due to availability	(\$16,500)
Bitumen Slip on Sprayer delayed due to availability	(\$23,000)
Plant Trailer delayed due to availability	(\$9,500)
Multi Tyre Roller delayed due to availability	(\$180,000)
Shoulder Sealing Safety Project Grant Funding (MRD) project not proceeding due not meeting the project timeframe.	(563,420)
Transfer to Reserves (Restricted Assets)	
Plant Reserve – Transfer to Reserves not occurring	(\$125,000)
Building Reserve – Transfer to Reserve not occurring	(\$152,290)
Road Construction Reserve – Transfer to Reserve not occurring	(\$50,000)
Staff Leave Reserve – Transfer to Reserve increased from initial \$20,000 to \$40,000 to cover projected Long Service Leave requirements	\$20,000
Total Predicted Variances as per Annual Budget Review	\$0.00

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

Consultation was held with the Chief Executive Officer and relevant Shire Officers. The draft budget review was presented to Elected Members at the Council Briefing Session held on 15 February 2022.

RISK MANAGEMENT

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

CONCLUSION

The 2021/2022 Annual Budget has been reviewed to ensure the Shire has projected realistic estimates up to 30 June 2022. It is recommended that Council adopts the 2021/2022 Annual Budget Review and continues to strive for savings to lessen the impact of the amount of revenue required to fund next financial year's services and programs.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

*That Council receives the 2021/2022 Budget Review Report as contained in **Attachment 13.3.1** and adopts the budget adjustments to the 2021/2022 Statutory Budget.*

COUNCIL RESOLUTION OCM 17/03/22

Moved Cr Thomson seconded Cr Brown

That Council receives the 2021/2022 Budget Review Report as contained in **Attachment 13.3.1** and adopts the budget adjustments to the 2021/2022 Statutory Budget.

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 13.3.1

**SHIRE OF WOODANILLING
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

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

TABLE OF CONTENTS

Statement of Budget Review by Nature or Type	2
Statement of Budget Review by Program	3
Note 1 Basis of Preparation	4
Note 2 Summary Graphs - Budget Review	5
Note 3 Net Current Funding Position	6
Note 4 Predicted Variances	8
Note 5 Budget Amendments	9

**SHIRE OF WOODANILLING
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

Note	Budget v Actual		Predicted		
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)
	\$	\$	\$	\$	\$
OPERATING ACTIVITIES					
Net current assets at start of financial year surplus/(deficit)	485,418	486,834	1,416		486,834 ▲
Revenue from operating activities (excluding rates)					
Operating grants, subsidies and contributions	592,016	482,926	0		592,016
Fees and charges 4.1.1	345,285	230,472	(18,550)		326,735 ▼
Interest earnings 4.1.6	3,725	2,572	0		3,725
Other revenue 4.1.7	0	1,377	1,200		1,200 ▲
Profit on asset disposals 4.1.8	124,656	0	(124,656)		0 ▼
	1,065,682	717,347	(142,006)	0	923,676
Expenditure from operating activities					
Employee costs 4.2.1	(1,023,663)	(754,177)	(2,000)		(1,025,663) ▲
Materials and contracts	(509,122)	(349,822)	(56,070)		(565,192) ▲
Utility charges 4.2.3	(85,090)	(48,605)	20,000		(65,090) ▼
Depreciation on non-current assets	(888,733)	(519,820)	0		(888,733)
Insurance expenses	(76,537)	(94,943)	0		(76,537)
Other expenditure 4.2.6	(112,279)	(16,437)	0		(112,279)
Loss on asset disposals 4.2.7	(1,822)	0	0		(1,822)
	(2,697,246)	(1,783,804)	(38,070)	0	(2,735,316)
Non-cash amounts excluded from operating activities	852,351	519,820	124,656		977,007 ▲
Amount attributable to operating activities	(293,795)	(59,803)	(54,004)	0	(347,799)
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions 4.3.1	1,015,152	30,274	(711,687)		303,465 ▼
Payments for financial assets at fair value through profit and loss	1,940	0	0		1,940
Purchase property, plant and equipment	(746,000)	(30,101)	659,250		(86,750) ▼
Purchase and construction of infrastructure-roads	(1,215,087)	(163,278)	563,420		(651,667) ▼
Proceeds from disposal of assets	188,000	0	(188,000)		0 ▲
Amount attributable to investing activities	(755,995)	(163,105)	322,983	0	(433,012)
FINANCING ACTIVITIES					
Transfers to cash backed reserves (restricted assets)	(347,290)	(58)	347,290		0 ▼
Transfers from cash backed reserves (restricted assets)	584,290	0	(624,290)		(40,000) ▼
Amount attributable to financing activities	237,000	(58)	(277,000)	0	(40,000)
Budget deficiency before general rates	(812,790)	(222,966)	(8,021)	0	(820,811)
Estimated amount to be raised from general rates	822,811	820,702	(2,000)	0	820,811 ▼
Closing funding surplus(deficit)	10,021	597,736	(10,021)	0	0 ▼

**SHIRE OF WOODANILLING
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
Note	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	485,418	486,834	1,416		486,834	▲
Revenue from operating activities (excluding rates)						
Governance	30,000	30,462	(30,000)		0	▼
General purpose funding	409,726	311,263			409,726	
Law, order, public safety	42,043	29,378			42,043	
Health	0	461			0	
Education and welfare	106,500	72,521			106,500	
Housing	23,700	15,632			23,700	
Community amenities	31,500	25,458	(300)		31,200	▼
Recreation and culture	4,205	3,253	1,200		5,405	▲
Transport	348,728	165,389	(94,656)		254,072	▼
Economic services	46,280	14,827	(20,000)		26,280	▼
Other property and services	23,000	48,703	1,750		24,750	▲
	1,065,682	717,347	(142,006)	0	923,676	
Expenditure from operating activities						
Governance	(277,716)	(143,037)	12,000		(265,716)	▼
General purpose funding	(19,022)	(10,939)			(19,022)	
Law, order, public safety	(115,157)	(99,431)	4,000		(111,157)	▼
Health	(35,224)	(31,169)			(35,224)	
Education and welfare	(58,005)	(29,240)			(58,005)	
Housing	(47,249)	(53,397)			(47,249)	
Community amenities	(141,407)	(111,568)	(2,000)		(143,407)	▲
Recreation and culture	(205,676)	(176,017)	(21,650)		(227,326)	▲
Transport	(1,513,920)	(1,054,003)	(48,420)		(1,562,340)	▲
Economic services	(95,183)	(46,709)	20,000		(75,183)	▼
Other property and services	(188,687)	(28,294)	(2,000)		(190,687)	▲
	(2,697,246)	(1,783,804)	(38,070)	0	(2,735,316)	
Non-cash amounts excluded from operating activities	852,351	519,820	124,656	0	977,007	▼
Amount attributable to operating activities	(293,795)	(59,803)	(54,004)	0	(347,799)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	1,015,152	30,274	(711,687)		303,465	▲
Payments for financial assets at fair value through profit and loss	1,940	0	0		1,940	
Purchase plant and equipment	(667,000)	(7,750)	667,000		0	▼
Purchase furniture and equipment	(79,000)	(22,351)	(7,750)		(86,750)	▲
Purchase and construction of infrastructure - roads	(1,215,087)	(163,278)	563,420		(651,667)	▼
Proceeds from sale of investments	188,000	0	(188,000)		0	▲
Amount attributable to investing activities	(755,995)	(163,105)	322,983	0	(433,012)	
FINANCING ACTIVITIES						
Transfers to cash backed reserves (restricted assets)	(347,290)	(58)	347,290		0	▼
Transfers from cash backed reserves (restricted assets)	584,290	0	(624,290)		(40,000)	▲
Amount attributable to financing activities	237,000	(58)	(277,000)	0	(40,000)	
Budget deficiency before general rates	(812,790)	(222,966)	(8,021)	0	(820,811)	
Estimated amount to be raised from general rates	822,811	820,702	(2,000)	0	820,811	
Closing Funding Surplus(Deficit)	10,021	597,736	(10,021)	0	0	▼

2

**SHIRE OF WOODANILLING
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

1. BASIS OF PREPARATION

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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.

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.

2021-22 ACTUAL BALANCES

Balances shown in this budget review report as 2021-22 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

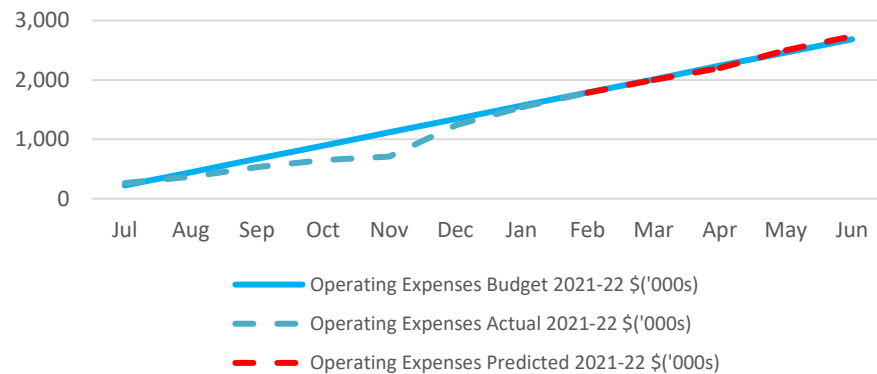
BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

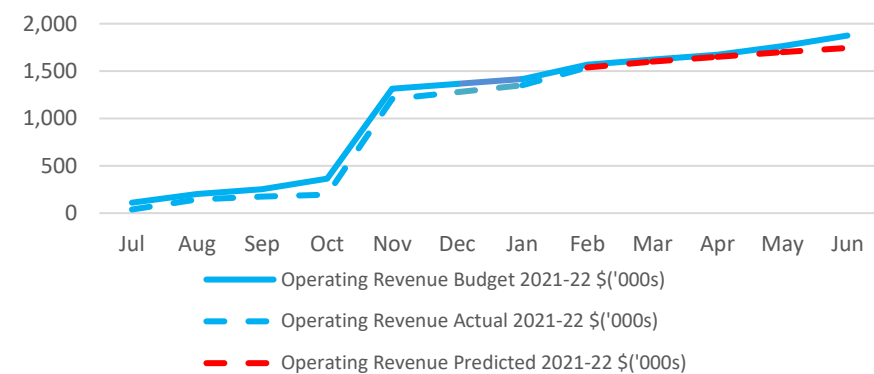
SHIRE OF WOODANILLING
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 28 FEBRUARY 2022

2. SUMMARY GRAPHS - BUDGET REVIEW

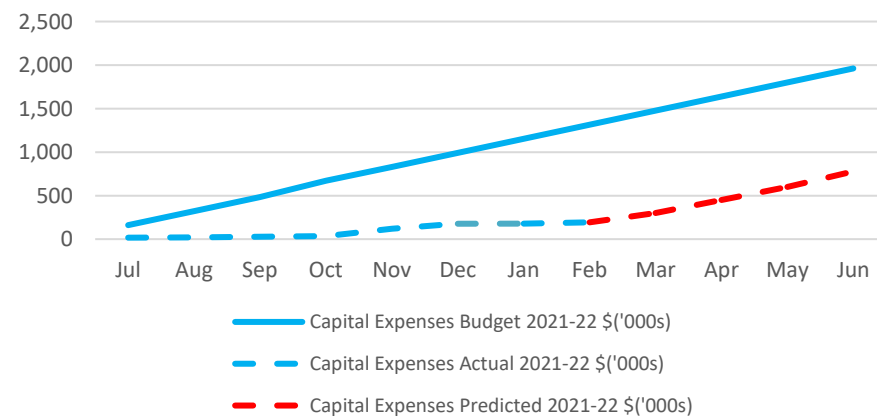
Operating Expenses



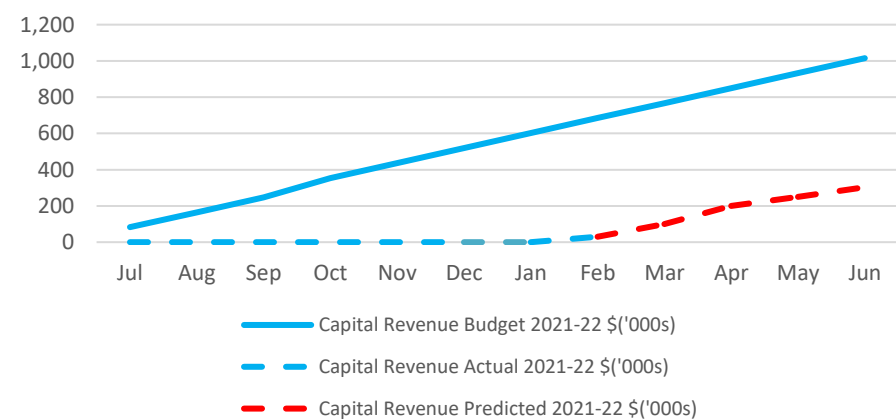
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

**SHIRE OF WOODANILLING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

3 NET CURRENT FUNDING POSITION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	ACTUAL 30 June 2021	BUDGET 01 July 2021	BUDGET 30 June 2022	ACTUAL 28 February 2022
Adjustments to operating activities			\$	\$
Less: Profit on asset disposals	0	(60,960)	(124,656)	0
Add: Movement in non-current employee provisions	(486)	0	106,341	0
Less: Movement in current contract liabilities associated with restricted cash.	0	0	(17,889)	0
Less: Fair value adjustments to financial assets at fair value through profit and loss	(1,292)	0	(2,000)	0
Add: Loss on asset disposals		0	1,822	0
Add: Depreciation on non-current assets	856,073	878,305	888,733	519,820
Non-cash amounts excluded from operating activities	854,295	817,345	852,351	519,820

(ii) Current assets and liabilities excluded from budgeted deficiency

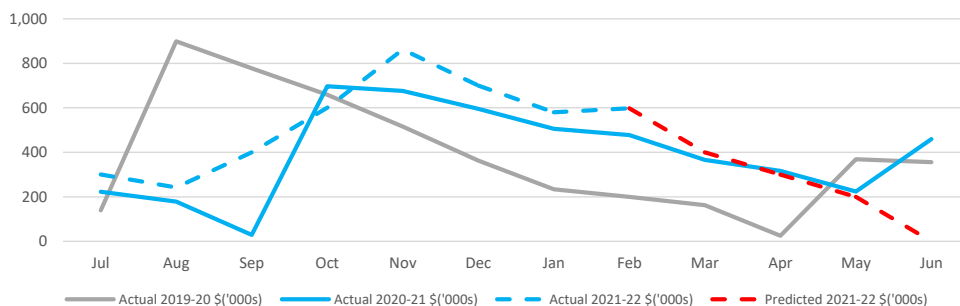
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets				
Less: Restricted cash	(848,911)	(848,912)	(611,910)	(848,969)
Add: Provisions - employee	0	131,500	0	0
Total adjustments to net current assets	(848,911)	(717,412)	(611,910)	(848,969)

(iii) Composition of estimated net current assets

Current assets				
Cash unrestricted	814,772	756,341	240,493	785,083
Cash restricted	848,911	848,912	611,910	848,962
Receivables - rates and rubbish	73,177	73,177	0	121,592
Receivables - other	33,105	34,156	50,284	53,127
Inventories	23,148	22,098	12,098	23,148
	1,793,113	1,734,684	914,785	1,831,912
Less: current liabilities				
Payables	(219,528)	(283,076)	(212,584)	(128,754)
Contract liabilities	(106,340)	(117,278)	0	(124,953)
Provisions	(131,500)	(131,500)	(80,270)	(131,500)
	(457,368)	(531,854)	(292,854)	(385,207)
Net current assets	1,335,745	1,202,830	621,931	1,446,705
Less: Total adjustments to net current assets	(848,911)	(717,412)	(611,910)	(848,969)
Closing funding surplus / (deficit)	486,834	485,418	10,021	597,736

Liquidity Over the Year



**SHIRE OF WOODANILLING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities.

TRADE AND OTHER RECEIVABLES

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 doubtful debts is raised when there is objective evidence that they will not be collectible.

INVENTORIES

General

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.

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire of Woodanilling's operational cycle. In the case of liabilities where the Shire of Woodanilling does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire of Woodanilling's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Woodanilling prior to the end of the financial year that are unpaid and arise when the Shire of Woodanilling 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.

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 be controlled by the Shire of Woodanilling are recognised as a liability until such time as the Shire of Woodanilling satisfies its obligations under the agreement.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Woodanilling'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 of Woodanilling's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current of financial trade and other payables in the statement position. Shire of Woodanilling's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Woodanilling has a 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.

SHIRE OF WOODANILLING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28 FEBRUARY 2022

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 FEES AND CHARGES	(18,550)	
4.1.2 OTHER REVENUE	1,200	
4.1.3 PROFIT ON ASSET DISPOSAL	(124,656)	
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS	(2,000)	
4.2.2 MATERIAL AND CONTRACTS	(56,070)	
4.2.3 UTILITY CHARGES	20,000	
4.3 CAPITAL REVENUE		
4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS	(711,687)	
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS	(188,000)	
4.3.3 TRANSFER FROM RESERVES (RESTRICTED ASSETS)	(624,290)	
4.4 CAPITAL EXPENSES		
4.4.3 PLANT AND EQUIPMENT	667,000	
4.4.4 FURNITURE AND EQUIPMENT	(7,750)	
4.4.5 INFRASTRUCTURE ASSETS - ROADS	563,420	
4.5 OTHER ITEMS		
4.5.1 TRANSFER TO RESERVES (RESTRICTED ASSETS)	347,290	
4.5.2 RATE REVENUE	(2,000)	
4.5.3 OPENING FUNDING SURPLUS(DEFICIT)	11,437	
4.5.4 NON-CASH WRITE BACK OF PROFIT (LOSS)	124,656	
Total Predicted Variances as per Annual Budget Review	0	0

SHIRE OF WOODANILLING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2022

5. BUDGET AMENDMENTS

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

GL Account Code	Program	IE code	Description	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
					\$	\$	\$	\$	
			Budget Adoption	Opening Surplus(Deficit)				10,021	
			Changes in opening surplus since adoption of the budget (not audited)	Opening Surplus(Deficit)		1,416		11,437	
031200	General Purpose Revenue	100	General Rates Levied	Operating Revenue		2,000		13,437	
031230	General Purpose Revenue	100	Discount on Early Payment	Operating Revenue			(6,000)	7,437	
031240	General Purpose Revenue	100	Interim Rates Levied	Operating Revenue		2,000		9,437	
042300	Governance	700	Purchase Plant and Equipment	Capital Expenses		58,000		67,437	
042160	Governance	502	Staff Uniforms	Operating Expenses		2,000		69,437	
042170	Governance	521	Grants and Workshop Expenses	Operating Expenses		20,000		89,437	
042299	Governance	130	Profit on Disposal of Assets	Non Cash Item	(30,000)			89,437	
041090	Governance	521	Councillor Training	Operating Expenses			(10,000)	79,437	
052000	Law, Order Public Safety	521	Expenses Relating to Animals	Operating Expenses		4,000		83,437	
105030	Communities Amendities	500	Maintenance Grave Digging	Operating Expenses			(2,000)	81,437	
105200	Communities Amendities	156	Income relating to Cemetery	Operating Revenue		1,200		82,637	
104200	Communities Amendities	156	Town Planning Application	Operating Revenue			(1,500)	81,137	
113310	Recreation & Culture	700	Purchase Furniture & Equip	Capital Expenses			(7,750)	73,387	
110200	Recreation & Culture	114	Income relating to Woodanilling Town Hall	Operating Revenue		1,200		74,587	
113020	Recreation & Culture	521	Maintenance - Oval and Buildings	Operating Expenses			(21,650)	52,937	
123300	Transport	700	Purchase Plant & Equipment	Capital Expenses		609,000		661,937	
121345	Transport	700	Grant - Shoulder Sealing Safety Project (MRD)	Capital Expenses		563,420		1,225,357	
121045	Transport	181	Grant - Shoulder Sealing Safety Project (MRD) - Capital	Capital Revenue			(515,000)	710,357	
122270	Transport	181	Grants - Roads to Recovery	Capital Revenue			(196,687)	513,670	
122030	Transport	521	Maintenance - Muni Fund Roads	Operating Expenses			(48,420)	465,250	
122299	Transport	130	Proffit on disposal of assets	Operating Revenue	(94,656)			465,250	
135010	Economic Services	542	Expenses relating to Standpipes	Operating Expenses		20,000		485,250	
135210	Economic Services	156	Income relating to Standpipes	Operating Revenue			(20,000)	465,250	
143030	Other Property & Services	520	Protective Clothing	Operating Expenses			(2,000)	463,250	
145210	Other Property & Services	156	Sale of Stock or Scrap	Operating Revenue		1,750		465,000	
	Governance		Proceeds on disposal of assets	Capital Revenue			(30,000)	435,000	
	Transport		Proceeds on disposal of assets	Capital Revenue			(158,000)	277,000	
	Transport		Transfers to Plant Reserve	Capital Expenses		125,000		402,000	
	Transport		Transfers from Plant Reserve	Capital Revenue			(482,000)	(80,000)	
	Other Property & Services		Transfers to Building Reserve	Capital Expenses		152,290		72,290	
	Housing		Transfers from Housing Reserve	Capital Revenue			(102,290)	(30,000)	
	Transport		Transfers to Road Construction Reserve	Capital Expenses		50,000		20,000	
	Governance		Transfers to Staff Leave Reserve	Capital Expenses		20,000	(40,000)	0	
Amended Budget Cash Position as per Council Resolution					(124,656)	1,633,276	(1,643,297)	0	

14. COMMUNITY SERVICES

14.1. CMCA CAMP OUT WOODANILLING RECREATION CENTRE NOVEMBER 2022

File Reference	ADM0293, FH77
Date of Report	22 March 2022
Responsible Officer	Kellie Bartley CEO
Author of Report	Sue Dowson – Deputy CEO
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 14.1.1 – Application of Hire of Council Facilities

BRIEF SUMMARY

The Campervan & Motorhome Club of Australia (CMCA) held a successful rally in Woodanilling in November 2021 and are keen to return again in 10th – 14th November 2022. This report is for Council to consider a reduction in the hire fee.

BACKGROUND/COMMENT

The CMCA are the largest RV Club in the southern hemisphere. Built on the foundations of adventure, enjoyment, education and fun, they work hard to make life on the road easier for members. They are a social Club for people who share a strong passion for the RV Lifestyle. They maintain an active website that gives abundant information to their members about what is available and happening around the country.

In 2021 two other chapters of the CMA visited, attended by 20 vans over the weekend. This equated to 23 people attending the Woodanilling Tavern for dinner on the Saturday night. Several members walked or rode bikes around town and visited the Blacksmiths Shop and the Men's Shed and were given tours by locals. Also, a small group of 8 vans stayed in the camp later in the month and toured the Church and had a meal at the Tavern.

In December 2021 CMCA West Coast Wags had 30+ vans for their Christmas function catered by the CWA ladies, some also patronised the Tavern. By reducing the Hire fee for the Rec Centre this allows it to be used more often, it brings people into town and patronise local business. The Shire fee of \$5 per van per night will remain and it will be collected by the group and paid before leaving.

STATUTORY/LEGAL IMPLICATIONS

Council is able to offer a donation or afford a financial grant through the adopted budget and policy framework which has been endorsed under the relevant provisions of the *Local Government Act 1995*.

POLICY IMPLICATIONS

There is a specific policy that is pertinent to this event. While Council Policy 13 – Camping of Recreational Vehicles and Overflow – camping grounds allows for these type of vehicles to be located within the Recreational Precinct.

Council Policy 81 – Use of Shire of Woodanilling Facilities – would ordinarily apply the set fees and charges with the 2021/2022 Annual Budget.

FINANCIAL IMPLICATIONS

There is currently sufficient funds available within the current allocation to accommodate this application. The full cost is \$192.50 per day, totalling \$770.00 hence requesting a rate at \$25 per day, total cost \$110.00. With the provisions of each van contributing \$5 per day to be paid to the shire.

STRATEGIC IMPLICATIONS

Theme 1

Community Facilities

VISION

To ensure access to high quality facilities and services that the community is proud to use and promote

OBJECTIVES

To make our Community a place where people want to come, stay and grow

GOALS

Short Term

- CW.2** Establishment of a Community Well Being Fund to provide financial support for events that directly benefit the well-being of the local community
- CW.12** Encourage programs, activities and/or facilities that promote tourism to assist with the sustainability of local businesses

CONSULTATION/COMMUNICATION

There was consultation with the Secretary, Mrs Margaret Cook (CMCA) and the Deputy Chief Executive Officer. Mrs Cook was present at the February 2022 Council meeting and further advised this event with Elected Members.

RISK MANAGEMENT

The risk in relation to this matter is assessed as "Medium" on the basis that if the event takes place and visitors attending have COVID19 there is a risk of infecting the other attendees as well as putting at risk the community when they attend local entertainment. However with compulsory double vaccination this should reduce the risk to people.

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

OFFICERS RECOMMENDATION

That Council authorises the Chief Executive Office to reduce the hire fee of \$770.00 (including GST) to \$110.00 (including GST) for the period of 10th to 14th November 2022, for the hire of the Woodanilling Recreation Facility to the Campervan and Motorhome Club of Australia.

COUNCIL RESOLUTION OCM 18/03/22

Moved Cr Douglas seconded Cr Thomson

That Council authorises the Chief Executive Office to reduce the hire fee of \$770.00 (including GST) to \$110.00 (including GST) for the period of 10th to 14th November 2022, for the hire of the Woodanilling Recreation Facility to the Campervan and Motorhome Club of Australia.

CARRIED BY ABSOLUTE MAJORITY 6/0



Shire of Woodanilling

ATTACHMENT 14.1.1

HIRE OF COUNCIL FACILITIES

Name:	Margaret Cook		Mobile:	0490 443 515	
Postal Address:	PO Box 8 Woodanilling				
Email:	maggiec1318@gmail.com				
Organisation:	CMCA Golden Whistlers Chapter				
Facility Requested:	<input checked="" type="checkbox"/> Pavilion <input type="checkbox"/> Oval <input type="checkbox"/> Recreation Shed <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Town Hall <input type="checkbox"/> Council Chambers <input type="checkbox"/> Baptist Church <input type="checkbox"/> Centenary Park				
Purpose of Function:	To hold a chapter get together and to encourage other chapters to join us and use the facilities. This proved successful last year as two other chapters also came to Woody for their get togethers.				
Dates/Times Required:	Date from:	10 November 2022	Date to:	14 November 2022	
	Time:	1000 Hrs	Time:	1000 Hrs	
Will alcohol be sold at the facility?	<input type="checkbox"/> Yes (Liquor Licence required)		<input checked="" type="checkbox"/> No		
Will alcohol be served at the facility?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
Are you seeking a waiver of hire fees?	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
If yes, please give evidence how this function will benefit the Woodanilling community?					
To bring people to the town to enjoy the area, support the Tavern & Shop. Members will inform others of the area and amenities.					
As the Shire is planing an event for the Saturday we will advertise it widely in WA to our members and should attract more people for the day.					
Person responsible for the key code:	Margaret Cook & Glenyce Mills				


I/We have read, understood and agree to abide by the attached Conditions of Hire and the quoted fee.

I/We agree to indemnify the Shire of Woodanilling against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Hirer Signature: _____

Date: 2 Feb 2022

OFFICE USE ONLY	
Does the application qualify for Fee Exemption:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed: _____ <small>CEO/DCEO Only</small>	
Delegation Number: _____	<input type="checkbox"/>
Recorded on Facility Bookings Diary:	Yes No
Quote Amount:	
Paid Date:	Receipt No:
Date Bond Refunded:	Amount Refunded:



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15. OFFICE OF CEO

15.1. 4WDL VROC HOUSING NEEDS ANALYSIS – SHIRE OF WOODANILLING

File Reference	ADM0342
Date of Report	12 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 15.1.1 - 4WDL VROC – Strategic Plan 2021-2023 Under separate cover Attachment 15.1.2 - SoW 4WDL VROC Housing Needs Analysis Under separate cover

BRIEF SUMMARY

This report is to support the request for the increase in costs to assist the 4WDL with the consulting of the costs associated with the key worker housing initiative.

BACKGROUND/COMMENT

At the 4WDL Meeting held in 11 May 2021, the membership identified it a priority to compile a needs analysis on member's local governments short and long term accommodation housing stocks.

As identified in the 4WDL VROC Strategic Plan 2021-2023 (**Attachment 15.1.1**), as high priority, the membership resolved to undertake a priority needs analysis as a collaborative and as individuals for pending State Government funding, Social Housing Economic Recovery Program, which was due in September/October 2021.

This needs framework hopes to identify each member local governments current position with housing as well as information that could identify a collective need for a joint project. Upon discussions with relevant local governments, some had already commenced the process, engaging their external business to identify their needs/areas of concern.

Past joint project with the cottage homes and 4WDL member local governments, proved successful and this analysis would ideally provide grounds to compile a business case on future potential housing stock projects.

Council undertook the review of the housing needs for Woodanilling at the February 2022 briefing session as contained in **Attachment 15.1.2**.

With the initial costs already factored into the current budget, being \$2,000, the request of the additional funds of \$333.00 have been requested. This will help to achieve the scope of works to be undertaken to help identify the investment needs of the current and future of the 4WDL.

STATUTORY/LEGAL IMPLICATIONS

This request aligns to the following sections of the *Local Government Act 1995*, which states:

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.*

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

* Absolute majority required.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

In the 2021/2022 Annual Budget, the allocation of \$3,000 within the general ledger 041140 for the provision of the 4WDL expenses.

STRATEGIC IMPLICATIONS

THEME 1

Community Facilities & Roads

OBJECTIVES

- To make our Community a place where people want to come, stay and grow

STRATEGIES

- Future development of facilities is to be continually monitored, progressed and supported where appropriate by various funding sources and by submitting planned and comprehensive capital works programs bids are required.

CONSULTATION/COMMUNICATION

Consultation has been undertaken between Councillors and Shire Staff on this project at February 2022 briefing session. 4WDL has been in consultation for a period of time, which elected members and the CEO has been present.

RISK MANAGEMENT

The risk in relation to this matter is assessed as "Low".

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

OFFICER'S RECOMMENDATION

That Council:

- Endorses the 4WDL VROC Housing Needs Analysis comparison as contained in **Attachment 15.1.2**; and
- Supports the additional costs associated of \$333.00 that is already within the 2021/2022 Annual Budget allocations for the purpose of the Housing Analysis to be undertaken by the 4WDL VROC.

COUNCIL RESOLUTION OCM 19/03/22**Moved Cr Thomson seconded Cr Morrell**

That Council:

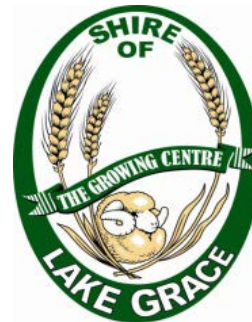
- 1) Endorses the 4WDL VROC Housing Needs Analysis comparison as contained in **Attachment 15.1.2**; and
- 2) Supports the additional costs associated of \$333.00 that is already within the 2021/2022 Annual Budget allocations for the purpose of the Housing Analysis to be undertaken by the 4WDL VROC.

CARRIED BY ABSOLUTE MAJORITY 6/0



4WDL VROC Strategic Plan

2021-2023



November 2020

Vision

To be an alliance that is proactive and responsive to the changing environment whilst valuing and enhancing local communities

Mission

- To position 4WDL as a viable, political, social and economic region
- To enhance service delivery and infrastructure for our collective and individual communities
- To achieve a sustainable, cost effective model for the sharing of resources

Objectives

- To share opportunities, resources and intellectual property to reduce any duplication and increase the outcomes of the opportunities identified.
- To improve asset management and gain better utilisation of assets.
- To adopt a region wide focus and demonstrate this by including regional strategies in the individual Shire strategic planning process.
- To establish and maintain effective communication and consultative mechanisms between the Shires of Dumbleyung, Wagin, West Arthur, Williams Woodanilling and Lake Grace and their communities, on policy, processes and important issues.
- To share skills and knowledge of staff through networking and learning opportunities.
- To actively engage in communication exercises with various levels of government and politicians concerning regional issues.
- To explore, embrace and support opportunities for Economic Development in the 4WDL VROC region.

Focus Areas

- Communications
- Water Security
- Housing
- Tourism
- Health
- Biosecurity
- Home and Community Care
- Shared Services

Priority Focus Areas

Four Strategic Focus Areas were identified as having the greatest impact/community benefit and urgency:

1. Communications
2. Water Security
3. Housing
4. Tourism (priority accelerated from Low to High)

Projects

The following projects have been identified to address these Priorities.

	Communications	Water Security	Housing	Tourism
Project	Improved internet and mobile connectivity in areas of poor service	Increased water security and reduced reliance on current systems	Short and Long Term Accommodation	Identify opportunities to work across the 4 WDL region
Action	To investigate the development of a Business Case for a Communications solution to poor internet and mobile connectivity. New Action – Support each member Local Government in their endeavour to provide improved communications in their Shire's.	Investigate Water supply and water security issues across the VROC region and prepare a report on future options. 1. Contact appropriate agencies and Local MP to support the reinstatement of funding opportunities for farms for the National On-Farm Emergency Water Infrastructure Rebate Scheme. 2. Advocate for Regional Water Security importance.	Undertake a needs analysis for the provision of short- and long-term accommodation. Monitor for funding opportunities	Compile a "Drive Trail" brochure for all 4WDL Member Local Governments to maximise the current tourism market and the travellers through the region
Project Lead	Common Interest group of Shires. Shire of Dumbleyung to information share current funding opportunities	Shire of Dumbleyung – current LG with funding applications pending	Shire of Woodanilling	Short Term – Shire of West Arthur
Success Indicators	1. Grant funding is obtained 2. Successful project completed	1. A report is presented to 4 WDL VROC to determine the	1. A Business Plan is adopted 2. Advocate to external stakeholders	1. Production of Short-Term brochure for the region

	3. Improved access in areas of member Local Governments	2. Grant Funding obtained and successful projects completed	including Local MP, the importance of ongoing funding sources for housing	
Measurable Outcomes	All Shires have different needs. Shire of Dumbleyung to information share current funding application success with Superloop.	Shire of Dumbleyung to update when Water Initiative Grant for Dam Cover Trial has been completed and report effectiveness	Each Shire to undertake a needs analysis for both short- and long-term accommodation and feedback results to members Local Governments.	West Arthur Project Officer offer to collate brochure for Shire's. Each Shire to email contact for Tourism/Community Officer to Kerryn/Nicole from West Arthur and information relating to tourism in the associated Shire at present.

Preliminary Project Plans have been developed for these projects which outline:

- Project Description
- Action Steps
- Project Lead
- Timeframes
- Resources
- Success Factors
- Risks

Focus Areas for Monitoring

It was agreed the following will be monitored on an ongoing basis:

	Health	Bio Security	Home and Community Care
Monitoring	Sustainability of Volunteers & Health Services	Wild Dogs and Pigs	The future and effectiveness of HACC services provided with the 4 WDL Group
Action	Liaise with the relevant health organisations and monitor the provision of health services with a focus on GP services, mental health services and the use of volunteers	Liaise with the two Regional Biosecurity Groups (RGB) to keep updated on wild dogs and pig issues across the region	Liaise with the organisations delivering HACC services, monitor community expectations and invite HACC providers to 4WDL meetings
Lead	Shire of Williams	Shire of West Arthur	Shire of Wagin
Outcomes	Continue to Monitor and Adopt a Sustainable approach to Health Services across all Local Governments.	<ul style="list-style-type: none"> Shire of West Arthur to be the conduit between the Biosecurity Groups in the industry and inform member Local Governments of ongoing actions. Maintain and Monitor Biosecurity in the region 	2 Year extension granted 2022 Maintain current Home and Community Care services provided by member Local Governments. Monitor a realistic economy of scale regarding the service provided.

Lower Priorities and Projects

Although important, the following lower Priority Areas and Activities/Projects were also identified. It was agreed these will be noted and actioned as higher priorities are completed, as priorities change, or if resources allow the number of projects to be increased.

- Shared Services

	Shared Services
Project	Establish a shared service model for the 4WDL Group. Support member local governments and when necessary resource share.
Project Lead	Common interest of all member Local Governments.

Implementation

The Strategic Plan will be a Standing Item on the 4WDL agenda with the following sub headings:

1. Priority Projects
2. Areas for Monitoring



ATTACHMENT 15.1.2

4WDL VROC Housing Needs Analysis July/August 2021 (February 2022)

Local Government**Population**

Main Housing Priority (*ie. regional workers accommodation, local government staff housing, aged persons*)

Shire of Woodanilling

409

Workers accommodation, aged housing, support of additional GROH housing to accommodate surrounding towns i.e. Katanning (WAPOL, Teachers & Nurses)

As identified in the 4WDL Strategic Plan, as high priority, the membership moved to undertake a priority needs analysis for pending state government funding. This hopes to identify if the need for more collaborative approach by the 4WDL.

HOUSING	Short & long term accommodation	Undertake a needs analysis for the provision of short- and long-term accommodation. Monitor for funding opportunities <i>State Government funding for Community Housing possibility for refurbishment of existing or new dwellings for member local governments that require it, not all membership have same need for housing currently. PRIORITY Needs analysis to be undertaken by next meeting for discussion. Executive Officer to flag for attention by all by August in-person meeting.</i>	Shire of Woodanilling	<ol style="list-style-type: none"> 1. A Business Plan is adopted 2. Advocate to external stakeholders including Local MP, the importance of ongoing funding sources for housing 	<i>Each Shire to undertake a needs analysis for both short- and long-term accommodation and feedback results to members Local Governments.</i>
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QUESTIONS**LOCAL STATISTICS**

Question	Local Government Comment	Priority/ Timeframe
Is housing identified in the Shire of Woodanilling Strategic Community Plan/Corporate Business Plan?	Yes - Community Housing - development of social and affordable housing, including housing for the well-aged.	To be determined through a review of SCP.
If so, what factors of consideration are given?	Promoting community housing availability.	

	Identify of opportunities with State Agencies (GROH)	
Does your Shire currently offer financial assistance to business in your district for housing?	No	
<i>Additional Question –</i>		

TYPES OF HOUSING

Question	Local Government Comment	Priority/ Timeframe
Does your local government currently provide rental property? If so, staff housing, low income, aged persons, joint venture?	Staff housing x 4 Accessible x 3 Joint Venture x 4	
Do you have vacancies in local government rental properties?	No	
What short term accommodation is currently available in your local government?	Tavern, 2x BnB (currently 1 in operational), Caravan Park (Currently unlicensed)	
What long term accommodation is currently available in your local government?	Nil	
Are the communities current housing stocks in good condition or in need of rehabilitation?	One in need of care, however maintenance for long term would be required to be sourced	
Does your local government have special housing requirements? (<i>i.e. disability, respite care</i>)	No	
Are there known vacancies in private rental properties in your local government?	Minimal vacancies and if on the market goes relative quick.	
<i>Additional Question –</i>		

DIFFICULTIES

Question	Local Government Comment	Priority/ Timeframe
What difficulties does your local government experiences with housing shortages?	Lack of employment opportunities with limited local businesses within the townsite. Meatworks more located near Beaufort River (Kojonup). Workers housed on farm houses/properties.	
Forward planning – what/how many housing stocks does your local government think they will require over the next 20 years?	1 4x2 & 2 3x2 bedroom dwellings per annum for key worker housing 1 4x2 and 1 3x1 bedroom dwellings per annum Shire employee housing 2 2x1 bedroom units now to accommodate visiting tourists &	Medium

	other short-term requirements. Visiting tourists in the region and opportunities to source other local governments to help, along with GROH. And further community housing (15).	
Land availability - does your local government have enough available land to accommodate projected housing?	Yes however further development may be required with Development WA for UCL to become available.	
What percentage of workers in your local government are not from the region, especially those looking for accommodation? (farm workers, industry relative, backpackers)	Guestimates 30%	
What crisis accommodation is available in your local government?	Nil	
<i>Additional Question –</i>		

COTTAGE HOMES – PAST JOINT 4WDL PROJECT

Question	Local Government Comment	Priority/ Timeframe
Are your current cottage home stock fully subscribed?	Yes with a waiting list of potential tenants.	
Does your LG manage these homes? Including ongoing maintenance, tenants and any future cost outlay.	Yes. All costs are paid by LG and some costs are recovered by tenancy.	
If so, what costs are associated annually?	TBA	
Does your local government think another joint project would be beneficial?	Possibly, dependent on demand.	
<i>Additional Question –</i>		

REGIONAL EMPLOYEES – LACK OF HOUSING

Question	Local Government Comment	Priority/ Timeframe
Where does the responsibility lie for regional workers?	Employers of regional workers and State Government for supported accommodation.	
Does your Council support a solution to lack of regional employees housing stocks?	Yes	
Are your rate-payers aware of the current housing situation for regional employees, do they support action in finding a solution?	Yes, The Strategic Community Plan also has a strategy to promote and support the availability of accommodation suitable for young people, families and retirees	

<i>Additional Question –</i>		
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FUNDING

Question	Local Government Comment	Priority/ Timeframe
Does your Local Government intend on applying for the Social Housing Economic Recovery Package (SHERP) towards late 2021? If so, for what priority?	Shire of Woodanilling would be keen on applying and would most likely be for updating the old CEO house for on selling or renting. We would also be keen on applying for funding for rental accommodation for local community. The Independent Living Units have been very popular so something similar to these for the general population would be useful.	
What opportunities does your local government predict for community involvement in the development of new housing stocks?	Unknown at present	
Who would be responsible for ongoing management of new housing stock?	Shire of Woodanilling to manage under a cost recovery model with tenants, businesses, agencies, etc.	
Would/has your local government sell on any existing/redundant housing stocks for economic benefit If they built replacement stocks? <i>Additional Question –</i>	Council may consider this moving forward.	

CAPACITY AND CAPABILITY

Question	Local Government Comment	Priority/ Timeframe
Does your local government struggle with access to contractors to spend grant funding on housing projects?	Yes	
Who is identified as key personnel required to be involved in a new housing project (<i>Shire, Private enterprise</i>)?	Senior Management at Shire Key State Government agencies i.e. health, education, police, etc.	
<i>Additional Question –</i>		

ADDITIONAL INFORMATION/COMMENTS

Additional Information by member local government

The ability to assist for professional people with accommodation that would not take away from local businesses.

COMPLETION

Completed by: Kellie Bartley (CEO)

Signature:

Kellie Bartley

Date:

16 February 2022

Noteworthy key involvement by:

Sue Dowson (DCEO)

Elected Members held on 15 February 2022 Council
Briefing Session

COUNCIL RESOLUTION OCM 20/03/22**Moved Cr Douglas seconded Cr Thomson**

That the Shire President requested in accordance with the *Local Government Act 1995* and relevant Regulations to allow discussion on the matter prior to the voting on this item.

CARRIED 6/0

The meeting was open for discussion at 4.24pm.

COUNCIL RESOLUTION OCM 21/03/22**Moved Cr Douglas seconded Cr Smith**

The Shire President requested in accordance with the *Local Government Act 1995* and relevant Regulations to proceed with the meeting in its formal capacity.

CARRIED 6/0

The meeting resumed at 4.41pm.

15.2. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) – PHASE 3

File Reference	ADM0332
Date of Report	12 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 15.2.1 – Project Nomination Form – Work Schedule

BRIEF SUMMARY

This item is to report on the proposal to seek approval from the Federal Department of Infrastructure for the allocation of funds to the identified projects as part of the Local Roads and Community Infrastructure Program (LRCIP) - Phase 3.

BACKGROUND/COMMENT

Council has been allocated \$467,008 in the LCRIP Phase 3 program and there has been a very clear direction from the Commonwealth that there will be no extension provided to phase 3 projects. If the projects are not completed by the 30th June 2023, the Commonwealth have indicated that they will be adopting a position of “spend it or lose it” for the Phase 3 program.

Therefore, it is imperative that Council identifies and allocates the funds to projects that it has confidence will be completed by 30th June 2023.

The list of Project Work Categories are identified within the Project Nomination Form as contained in **Attachment 15.2.1**.

Shire Staff have collaborated with the current list of request that are aligned with the project work categories listing. The list of potential projects are listed below for Council consideration:

Phase 3
Community/Town Enhancement
1. Lighting in the carpark & surrounds - solar lights
2. CCTV to be mounted on banner pole on the Recreation Centre
3. Footpath program - school, oval & park area
4. Street Rubbish bins with historical pictures
5. Walking Trails - replace posts, some signage and new seating on walking trail

6. Tourism signage & toilet facilities - Lake Queerearup location
Local Roads
1. Orchard Road - Culvert (Drainage)
2. Robinson Road East - Resheeting from Cartmeticup to Trimmer (Rehabilitation)
3. Oxley Road - Shoulder Grading (24kms) (Rehabilitation)
4. Robinson Road West - Shoulder Grading (32kms) (Rehabilitation)
5. Onslow Road - Resheeting and Culvert (2kms) (Rehabilitation & Drainage)
6. Cornwall Road - Resheeting (4.5kms) (Rehabilitation)

STATUTORY/LEGAL IMPLICATIONS

This request aligns to the following sections of the *Local Government Act 1995*, which states:

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.*

3.1. *General function*

- (1) *The general function of a local government is to provide for the good government of persons in its district.*

6.8. *Expenditure from municipal fund not included in annual budget*

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

There are no funds allocated in the 2021/2022 adopted budget for this grant funding program, therefore will result in additional expenditure being incurred in the 2021/2022 financial year. The level of expenditure incurred will depend on how quickly projects are approved by the Commonwealth and the ability of staff to progress the projects.

Once the projects have been approved, the Shire will receive 50% (\$467,008) of the total program allocation and then can claim additional expenditure each quarter, which will assist in offsetting the proposed unbudgeted expenditure during the 2021/2022 financial year.

STRATEGIC IMPLICATIONS

THEMES 1 & 4

Community Facilities & Roads & Transport

OBJECTIVES

- Enhance the lifestyle of residents through their participation and achievement in sport and recreation
- To make our Community a place where people want to come, stay and grow
- To identify future transport needs

STRATEGIES

- Future development of facilities is to be continually monitored, progressed and supported where appropriate by various funding sources and by submitting planned and comprehensive capital works programs bids are required.
- Road Maintenance – by carrying out maintenance in accordance with Maintenance Standards set out in the Road Asset Management Plan.

CONSULTATION/COMMUNICATION

Consultation has been undertaken between Councillors and Shire Staff on these projects and no further consultation is required to progress the approval process.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if the projects are not completed and acquitted by 30th June 2023.

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

OFFICER'S RECOMMENDATION

That Council:

1. Authorises the unbudgeted expenditure of \$467,008 from the Local Roads and Community Infrastructure Phase 3 program, to be offset by 50% of the grant being received in the 2021/2022 financial year, with the balance to be expended in the 2022/2023 financial year; and
2. Authorises the Chief Executive Officer to submit the following projects to the Australian Government's Department of Infrastructure, Transport, Regional Development and

Communications for approval under the Local Roads and Community Infrastructure Program Phase 3 – Project Nomination form that includes the following:

Identified Projects
1.
2.
3.
4.
5.
6.

COUNCIL RESOLUTION OCM 22/03/22

Moved Cr Douglas seconded Cr Thomson

That Council:

- 1) Authorises the unbudgeted expenditure of \$467,008 from the Local Roads and Community Infrastructure Phase 3 program, to be offset by 50% of the grant being received in the 2021/2022 financial year, with the balance to be expended in the 2022/2023 financial year; and
- 2) Authorises the Chief Executive Officer to submit the following projects to the Australian Government's Department of Infrastructure, Transport, Regional Development and Communications for approval under the Local Roads and Community Infrastructure Program Phase 3 – Project Nomination form that includes the following:

Identified Projects

- 1) Lighting in the carpark & surrounds - solar lights
- 2) CCTV to be mounted on banner pole on the Recreation Centre
- 3) Footpath program - school, oval & park area
- 4) Street Rubbish bins with historical pictures
- 5) Walking Trails - replace posts, some signage and new seating on walking trail
- 6) Tourism signage & toilet facilities - Lake Queerearup location
- 7) Orchard Road - Culvert (Drainage)
- 8) Robinson Road East - Resheeting from Cartmeticup to Trimmer (Rehabilitation)
- 9) Oxley Road - Shoulder Grading (24kms) (Rehabilitation)
- 10) Robinson Road West - Shoulder Grading (32kms) (Rehabilitation)
- 11) Onslow Road - Resheeting and Culvert (2kms) (Rehabilitation & Drainage)
- 12) Cornwall Road - Resheeting (4.5kms) (Rehabilitation)

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 15.2.1

**Local Roads and Community Infrastructure Program Phase 3
Work Schedule - Project Nomination**

Declaration

I declare that:

- I have read, understood and agree to abide by the Program Guidelines on the Department's website at <https://investment.infrastructure.gov.au/about/local-initiatives/local-roads-and-community-infrastructure/resources.aspx> as in force at the time of submission
- I have read, understood and agree to the Phase 3 Grant Agreement and a signed copy has been provided to the Department
- The information I have submitted in this form is, to the best of my knowledge, true, accurate and complete. I also understand that giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- The project is an eligible grant activity
- The project will be physically complete by 30 June 2023 unless otherwise agreed by the Department
- To the best of my knowledge there are no conflicts of interest OR I have separately provided information to the Department on any conflicts of interest
- I understand that a condition of this grant funding is that the Eligible Funding Recipient commits to a minimum level of infrastructure spending in the 2021-22 and 2022-23 Financial Years in accordance with the requirements outlined in the Grant Agreement and Program Guidelines.
- That the Eligible Funding Recipient and its subcontractors and independent contractors will comply with all applicable laws
- I understand that the Local Roads and Community Infrastructure Program is an Australian Government program and that the Department will use the information provided in accordance with the following:
 - Australian Government Public Data Policy Statement
 - Commonwealth Grants Rules and Guidelines
 - Applicable Australian laws.
- I am authorised to complete this form and to sign and submit this declaration on behalf of the Eligible Funding Recipient.

☐ Yes

☐ No

Full name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Date: Click or tap here to enter text.

Local Roads and Community Infrastructure Program Phase 3 - Work Schedule - Project Nomination

Funding Recipients are required to nominate project(s) they plan to undertake with LRCI Program Phase 3 funding by providing information to the Department of Infrastructure, Transport, Regional Development and Communications (‘Department’) via emailing LRCIP@infrastructure.gov.au. A separate Project Nomination row must be completed for each project or group of small projects that an Eligible Funding Recipient wishes to undertake. For ease of assessment, and to limit requests for more information, please complete all fields as completely and accurately as possible.

Name [Council, State]						LRCI Phase 3 Funding Allocation						\$		
#	Project Name [Project location or street address: Work category]	Project Description / Problem Being Addressed [Please align project description to project work categories on Page 3 where possible]	Infrastructure Type [Please select one item]	Total Project Cost	LRCI Phase 3 Funding Required	Construction Start Date	Construction Completion Date	Estimated jobs supported		Project Electorate [Please list the Federal Project Electorate]	Project Location	Project Land / Asset Owner ** [Please select one item]	Indigenous employment or business use	Recycled materials used
				[\$]	[\$]	[MM/YY]	[MM/YY]	[Numerical figure – refer FAQ instructions]						
				Funding required should not exceed allocation		Construction to be within, 01/22 and 06/23 as per guidelines		Council employees	Contractors		Coordinates		Yes/ no	Yes/ no
1			Choose an item.									Choose an item.		
2			Choose an item.									Choose an item.		
3			Choose an item.									Choose an item.		
4			Choose an item.									Choose an item.		
5			Choose an item.									Choose an item.		
6			Choose an item.									Choose an item.		
	Total	-	-			-	-			-		-		

Has the availability of funding under the Local Roads and Community Infrastructure Program required you to hire additional Council staff?	Choose an item.	Number

#	* If project is not fully funded by LRCI, state details of Council or other contribution	** If Project Land or Asset Owner is not Council, please indicate nature of permission	If applicable, details of any recycled materials used on the project

Project Work Categories

Work Category	Description
General Road Maintenance	Pothole repairs, vegetation clearing, minor crack sealing and grading (unless new gravel is being added) are all considered to be general maintenance.
Construction of a new road	Construction of a road where no road existed on that alignment before.
Reconstruction	Rebuilding a road that already exists (can include upgrading)
Rehabilitation	Work to return a road to its original standard
Widening	Work to make the surface or pavement of a road wider
Sheeting / Re-sheeting	Where additional gravel etc. is added on top of an existing road
Sealing	Putting a seal on an unsealed road.
Resealing	Second or subsequent sealing of roads
Bridge works	Any work involving bridges or culverts
Tunnel works	A tunnel to enable the building an underground road
Drainage	Culverts, kerb and guttering and related activities where the purpose of the works is to improve drainage only.
Traffic improvement	Works involving traffic calming devices, traffic lights, pedestrian islands, lighting, warning signs and roundabouts
Street lighting equipment	Works related to vehicle traffic and pedestrian lighting
Closed Circuit TV (CCTV)	Works associated with installing a fixed mobile CCTV system
Bicycle and Walking Paths	Works involving cycling and pedestrian infrastructure
Painting/Improvements to community facilities	Community facilities include community centres, community halls, childcare centres, educational establishment, club houses, and entertainment facilities
Repairs/Replacement of fencing	Works relating to building a new fence or repairs/replacement of existing fences
Improved Accessibility of Community Facilities and Areas	Works could include pedestrian bridges, ramps, accessible public toilets, and designated car parking for individuals with a disability
Landscaping Improvements	Works could include tree planting to increase shade, creation of green spaces, and beautification of roundabouts
Picnic Shelters or Barbeque Facilities at Community Parks	Self-explanatory
Playgrounds and Skate parks (including all ability playgrounds)	Self-explanatory
Toilet Blocks	Works relating to construction or maintenance of public toilet block amenities
Replacement of Light Bulbs in Street Lights	Self-explanatory
Noise and Vibration Mitigation Measures	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
Off-road Car Parks	Such as off-road car parks at sporting grounds or parks
Sporting and recreation facilities	Works to upgrade, repair or maintain sporting ovals, courts, swimming pools etc
Other	Works that do not fall into the above categories

15.3.ROADS TO RECOVERY OWN SOURCE EXPENDITURE BREACH 2020-21

File Reference	ADM0088
Date of Report	3 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirements	Absolute Majority
Attachments	Attachment No. 15.3.1 – Letter from Roads to Recovery – 2020/21 Own Source Expenditure Breach Attachment No. 15.3.2 – R2R Works Schedule 2019-2024

BRIEF SUMMARY

The purpose of this report is to advise Council of a breach of Roads to Recovery own source expenditure requirements in the 2020-21 financial year and to notify Council of the requirement to budget at least \$430,490 in own source expenditure on roads in the 2021-22, 2022-23 and 2023-24 years (\$430,490 each year).

BACKGROUND/COMMENT

Council receives funding from the Federal Government Department of Infrastructure, Transport, Regional Development and Communications Roads to Recovery Program on an annual basis. Council's current annual allocation is \$196,687 per annum. The program is governed by the Roads to Recovery funding conditions and procedures.

Council is required to report on its expenditure under the program quarterly and must also submit an annual report on expenditure each year, which is externally audited by Lincolns and the Officer of Auditor General. The annual report contains details of Council's expenditure on roads, that is, all expenditure on roads that meets the criteria of being funded from *own sourced funds*.

Own Source Funds is defined as (Councils own) funds available to the funding recipient other than funds provide by the Commonwealth, State Government or by the private sector.

Council has submitted its 2020-21 Roads to Recovery Annual Report and been advised by Roads to Recovery that it is in breach of the own source expenditure requirement for the financial year ending 30 June 2021. The advice received from Roads to Recovery (R2R) is contained within **ATTACHMENT 15.3.1**.

The Roads to Recovery guidelines state that:

- Council's own source expenditure; or
- The average expenditure of its own source funds in that year and the previous financial year, or in that year and the two previous financial years;

Must equal or greater to the reference amount.

Council's initial expenditure reference amount was \$378,034 as determined by R2R and that was to be spent each year since 30 June 2004. The program's expenditure maintenance requirements are designed to ensure the Shire do not substitute R2R funding as their own sourced funding. The calculation has been revised due the breach and therefore Council has been required to make payment of \$430,490 in the years identified by R2R.

January 2022

The current Chief Executive Officer (CEO) commenced with the Shire on the 4th January 2022, received an email on 25th January 2022 requesting to submit the January 2022 Quarterly Report. This reporting period was required to report the current cumulative expenditure to 31 December 2021 (accrued) and forecast expenditure for the period 1 January to 31 March 2022. Lodgement date was 15th February 2022.

The lodgement was completed by the due date, with the CEO reviewing the current accounts associated with the 2021/2022 program as outlined for the R2R program. The current program is detailed in **ATTACHMENT 15.3.2**.

On receipt of this lodgement, the following was requested to the Shire by the funding body on outstanding tasks:

1. 2020/21 R2R Annual Report which was due on 31 October 2021 is required.
2. January 2022 quarterly report is required to account for the R2R expenditure projects 1 thru 5 which were completed as at 30 June 2020 (noting that the last quarterly report was submitted in April 2020).
3. List 2021-22 projects (Note: These will only be paid this financial year providing we have all complying issues resolved by 1 April 2022 – if funds not paid they will roll-over to 2023-24 with your 2022-23 allocation being used for the 2021-22 projects).

REVIEW OF FUNDING

Annual funding and current status

These are the revised payment profile as funds not allocated in the 2020-21 and was recently audited by the Office of Auditor General (OAG) for submission the R2R Funding body. It clearly identified the amount of income not yet received through the reporting process for the annual grant income to be received by the Shire of \$196,747 in the 2020/2021 financial year.

The Shire, through the current reporting year, was advised that it not be receiving the full income of \$197,747 due to lack of reporting and the lateness of the submission of the 2019/20 annual report.

The table below shows the current status of the 5 year cycle of the program allocation.

Life of Program Allocation	2019-20 Actual Paid	2020-21 Actual Paid	2021-22 Estimated	2022-23 Estimated	2023-24 Balance
\$983,735	\$196,747	\$0	\$196,747	\$196,747	\$393,494

With this, the Shire officers completed the Annual Report for the period ending 30th June 2021, whilst still requiring a sign off by the Auditors and OAG. As this has now been completed and submitted. The quarterly report submitted required to be amended due to the discrepancies with the Annual Report totals and the current quarter report for period ending 31 December 2021.

Own Sourced Expenditure Reference Amount

Council is required to support the R2R Funding program with their own source expenditure throughout the 5 year program. The shire is required to expend on maintenance requirements and to make sure that work is undertaken without additional road grants to support this program.

The reference amount has been based on the council's own source expenditure since the 2004/2005 to 2008/2009. The amount calculated and advised is the amount of \$378,034. Therefore the Shire is required to allocate this amount in each year's annual budget. Since the breach has now occurred and advised, Council is required to commit to spend \$430,490 in the remaining years to be paid the full balance of \$983,735 from R2R.

Own Sourced Funding

The historical road income and expenditure data is detailed below:

ROAD GRANT FUNDING AND EXPENDITURE

OWN SOURCE EXPENDITURE ANALYSIS

	ACTUALS	BUDGET		
Details	2021-2022	2021-2022	2020-2021	2019-2020
General Road Grants Income				
Main Roads WA Direct Grants	81,372	81,372	76,543	74,850
Grant Commission Road Grants	299,476	399,301	319,027	324,965
Contributions to Road Projects	0		163,191	111,433
Total General Road Grants	380,848	480,673	558,761	511,248

General Road Expenditure				
Footpath Construction	-	-	-	-
Drainage Construction	-	-	-	-
Road Maintenance	357,681	473,474	565,126	343,215
Other Road Maintenance - Street/Traffic Signs	-	-	-	-
Bridge Maintenance	-	-	-	5,795
WANDRRA Storm Damage 2017	-	-	-	11,533
Blackspot Projects	-	-	-	-
Maintenance - Street Lights	-	-	-	-
Total General Road Expenditure	357,681	473,474	565,126	360,542
Own Source Expenditure	-23,167	-7,199	6,366	-150,706
Regional Road Group Grant Income	48,000	225,480	58,667	357,413
Regional Road Group Grant Expenditure	0	400,000	0	629,262
Own Source Expenditure	-48,000	174,520	-58,667	271,849
Roads to Recovery Grant Income	0	196,687	0	196,687
Roads to Recovery Expenditure	163,278	251,667	56,735	130,637
Own Source Expenditure	163,278	54,980	56,735	-66,050
Total Own Source Expenditure	92,111	222,301	4,434	55,094
Reference Amount for Roads to Recovery Funding	378,034	378,034	378,034	378,034
Min Expenditure to Equal Reference Amount (Own Source Expenditure Threshold)	-285,923	-155,733	-373,601	-322,940

Reasons for Breach

There are a wide range of impacts that Council has experienced during the 2019-20 and 2020-21 financial year that have contributed to the breach. These are outlined below.

COVID-19 Impact

The impact of COVID-19 has further deteriorated Council's budget and cash position from the 2019/2020 financial year. As Council was unable to increase revenue at the commencement of the COVID 19 pandemic. Therefore unable to increase the Rates Revenue. These revenue losses have had a direct flow-on impact to the level of funding available for renewal programs, including roads.

In response to these challenges, Council budgeted for lower own source spend on the capital program, including roads, due to its poor cash position and associated inability to offset revenue losses experienced as a result of COVID19.

National Disaster Impacts

Council's road operational and capital delivery programs have also been impacted by natural disaster events. The largest impact on the 2020-21 financial year was caused by flooding and fire that impacted the region during this period. A large area of the district was effected by floods and then fire. This created the redirection of works to the areas affected by this over the shire. This has had an impact on Council's roadworks planning and delivery.

The Shire was also effected by local bushfires which commenced within the Shire and extended to the Shire of Katanning. The CEO of the time was required to relocate in the emergency aspect to be based in Katanning for a period. The aspects of the work crew, were required to be re-allocated to the emergency

of the districts and stop current works in relation to road maintenance and construction to be able to assist in such emergency.

Administration and Performance Improvement

The initial reporting and auditing of the Roads to Recovery funding is required to be submitted to the Auditors. Lincolns are the designated contract Auditor for the Shire, with provisions of the Audit's to be reviewed by the Office of Auditor General (OAG).

During the periods of 2019/2020 & 2020/2021, there is evidence of confusion between all parties to finalise the Annual Reports for both years, leading into delays in submitting to Roads to Recovery portal in the statutory timeline.

The Shire of Woodanilling experienced delays due to the turnaround times, and the OAG priorities and resources during this period.

The Shire has managed to achieve the lodgement of both Annual Reports which has been finalised and audited by both parties being Lincolns and the OAG.

Resolution of Breach

Council is in receipt of the letter from Roads to Recovery requiring it to:

1. Provide an explanation for the breach of the own source expenditure requirement for the 2020-21 financial year;
2. Acknowledge that Council will spend at least \$430,490 in each years 2021-22, 2022-23 and 2023-24.

Council officers have reviewed the 2021-22 budget in order to determine what the likely own source expenditure amount will be if the maintenance and capital programs are fully spent on roads. This has identified that Council should meet this target provided that the planning and delivery of the road program is not adversely impacted by weather or other unexpected events.

It will be likely be necessary to amend the budget for the roads program to accommodate further expenditure should it appear Council will not meet the own source expenditure requirement at the time.

STATUTORY/LEGAL IMPLICATIONS

Should the Shire not adhere to the conditions of its Roads to Recovery Grant Funding, the Shire may not be eligible for further funding and will be required to make up the shortfall either in the following financial year or apportioned over the current year and next two financial years.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

The current year's budget allocations are on track to meet the current spend for roads maintenance and the current works plan up until the 30 June 2022. The 2022/2023 Annual Budget will require the amount of \$430,490 to be also allocated for this program and to meet the funding requirements.

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

The current CEO has been in discussions with Roads to Recovery Grants Funding Officer and this has been noted with Elected Members at the February 2022, Council Briefing Session. The financials have been worked between relevant staff.

RISK MANAGEMENT

Should the Council not be able to meet the revised Roads to Recovery own source expenditure requirement in the 2021-22, 2022-23 and 2023-24 years, it will be Council's Roads to Recovery funding at risk and this would have significant financial and asset renewal impacts on the organisation if the Roads to Recovery funding was withdrawn. If the funding was withdrawn in the 2021-22 financial year this would also have current budgetary impacts on programs where Roads to Recovery funding has been assigned and spent.

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

OFFICER'S RECOMMENDATION

That Council:

1. Notes the information provided on the breach of Roads to Recovery own source expenditure requirements in the 2020 – 2021 financial year; and
2. Notes the requirement to budget at least \$430,490 in own source expenditure on roads in the 2021-2022, 2022-23 and 2023-2024 years (\$430,490 for each year).

COUNCIL RESOLUTION OCM 23/03/22

Moved Cr Douglas seconded Cr Morrell

That Council:

- 1) Notes the information provided on the breach of Roads to Recovery own source expenditure requirements in the 2020 – 2021 financial year; and
- 2) Notes the requirement to budget at least \$430,490 in own source expenditure on roads in the 2021-2022, 2022-23 and 2023-2024 years (\$430,490 for each year).

CARRIED BY ABSOLUTE MAJORITY 6/0

ATTACHMENT 15.3.1

File Reference: F19/606

Ms Kellie Bartley
Chief Executive Officer
Shire of Woodanilling
PO Box 99
WOODANILLING WA 6316

Dear Ms Bartley

Subject: Roads to Recovery Own Source Expenditure Breach 2020-21

Thank you for submitting your Council's 2020-21 Roads to Recovery annual report. The Roads to Recovery program procedures (Part 7) document expenditure maintenance requirements and your annual report indicates a breach of these requirements. Council's own source expenditure is \$220,667 compared with its reference amount of \$378,034, leaving a shortfall of \$157,367.

In order to consider remedial action, I would be grateful for an explanation of the breach. I recognise that a Council's expenditure on roads can fluctuate from year to year for many reasons and the expenditure maintenance conditions can be waived on a case by case basis if there is an acceptable reason.

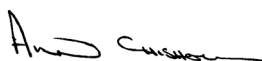
Please include the reasons for the breach in detail. It would not for example, be sufficient to say that there had been issues with the local utilities provider. We would need to know what the problem was, when it happened, how it impacted on the projects etc. Similarly, if council is drought or flood affected we would require a brief outline of the Council's circumstances and documentation to support the explanation.

Additionally, it would assist if council can provided information on why the R2R expenditure was not impacted by the reason for the council not being able to spend its own funds that resulted in the breach.

The normal practice where there is a shortfall is for Councils to make this up in the following financial year or apportioned over up to three years if required. Based on Councils reference amount, we are recommending that the shortfall be apportioned over the maximum of the make-up period. I would be grateful for you acknowledging Council's agreement that the Council must spend at least \$430,490 in each of the years 2021-22, 2022-23 and 2023-24.

Please contact me on (02) 6274 7466 if you would like to discuss this matter, or if I can be of assistance in ensuring the information you provide is appropriate.

Yours sincerely



Allan Chisholm
Roads to Recovery
24 February 2022

ATTACHMENT 15.3.2 Work

Schedule as at 11 Feb 2022

AusLink Roads to RecoveryStandard RTR 2019 - 2024 Work Schedule for Shire of Woodanilling

Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost
\$983,435	\$196,687	\$786,748	\$276,687	\$320,056

<u>ID</u>	<u>Work Location</u>	<u>Problem Being Addressed</u>	<u>Work Proposed</u>					
	<u>Project Status</u>	<u>Project Type</u>	<u>Fully RTR Funded</u>	<u>Cost To RTR</u>	<u>Total Project Cost</u>	<u>Construction Start Date</u>	<u>Construction End Date</u>	<u>Construction Is Complete</u>
1	Watson Road (Rural Road), Creek crossing 1.6km west of Watson Road and Andrews Road intersection.	Failed culvert with subsided road pavement and risk of further collapse.						
	Compliant	Normal	No	\$80,000	\$110,667	Nov 2019	Jun 2020	Yes
2	Youngs Road (Rural Road), 4km west from intersection with Albany Highway	Slippery surface in winter due to excessive clay sub base and wearing of the gravel pavement.						
	Compliant	Normal	No	\$80,000	\$85,000	Feb 2021	Feb 2022	No
3	Harvey Road (Rural Road), 4km section between Cartmetcup and Tie Line Roads	Extreme waterlogging and slipperiness in winter.						
	Compliant	Normal	No	\$54,000	\$57,000	Feb 2021	Apr 2022	No
Total Project Costs:				\$276,687	\$320,056			

Work Schedule as at 11 Feb 2022

Standard RTR 2019 - 2024 Work Schedule for Shire of Woodanilling

		Allocation	Paid To Date	Balance	Total RTR Cost	Total Cost		
		\$983,435	\$196,687	\$786,748	\$276,687	\$320,056		
<u>ID</u>	<u>Work Location</u>	<u>Problem Being Addressed</u>			<u>Work Proposed</u>			
	<u>Project Status</u>	<u>Project Type</u>	<u>Fully RTR Funded</u>	<u>Cost To RTR</u>	<u>Total Project Cost</u>	<u>Construction Start Date</u>	<u>Construction End Date</u>	<u>Construction Is Complete</u>
4	Cartmeticup Road (Rural Road), Between Trimmer Road and Church Road	Road shoulder erosion southern edge of road reducing width of road formation.			Reinstate and stabilise road shoulder and improve drainage erosion control.			
	Compliant	Normal	No	\$32,000	\$32,389	Feb 2020	Jun 2020	Yes
5	McDonald Road, Woodanilling, 900m from the intersection with Burt Road heading west.	Gully erosion on southern shoulder and across road.			Reinstate and stabilise drainage line and southern shoulder. Install bunding, erosion control measures to reduce water velocity and additional culverts to divert water across road.			
	Compliant	Normal	No	\$30,687	\$35,000	Nov 2019	Mar 2022	No
Total Project Costs:			\$276,687	\$320,056				

15.4. INFORMATION BULLETIN – MARCH 2022

File Reference	ADM0105
Date of Report	3 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author/s of Report	Gen Harvey, Landcare WWLZ (for attached report) Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirements	Simple Majority
Attachments	Attachment No. 15.4.1 – WWLZ – Information Report for period March 2022

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 – March 2022 (**Attachment 15.4.1**)

Circulars, Media Releases, Newsletters, Letters:

- Industry Engagement to ensure freight and supply keep moving
- Email advice of awareness of Email Scams in current climate
- COVID 19 Updates – various correspondence for current climate
- WALGA – State Council Special Meeting Minutes 23 February 2022
- In-House Training with Shire of West Arthur – Financial Training
- Hon Mark McGowan – Level 2 – COVID 19 Business Assistance Package

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

OFFICERS RECOMMENDATION

That Council accepts the Information Bulletin Report for the month of March 2022.

ATTACHMENT 15.4.1 WWLZ INFORMATION REPORT – FOR THE PERIOD – JAN 2022 – FEB 2022

GLOSSARY

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

MANAGEMENT COMMITTEE MEETING

Last Meeting: November

Next Meeting: March 30th

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

- Swan rescue and take to carers in Perth
- Snake removal request
- Advice for weed management
- Trap Hire
- Coordinate new tree planter delivery
- Weed control advice
- Pasture advice

COMPLETED EVENTS

- CRC Birds in nature Art for holidays event
- Field walk with noongar elder on traditional ecological knowledge (TEK)

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)**

- seedlings order had to be revised upon correspondence of available seedlings.
- Site visits and payments for last years 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.
- Completed TEK element of program. (see events above)

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

- Meeting held with contractor on site in March. Work scheduled to commence in 4-6weeks. Some difficulty in sourcing materials due to various importing issues around covid etc, so price of overall activity may increase from original quote (quoted in 2019-2020 period prior to covid pandemic).

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

- Currently doing final reporting for this project.
- Even small projects now require some sort of external party financial review, this has been recently introduced.
- Having some trouble getting an accountant sorted out for review. Previously have used Shire accounting staff for this service but reduction in staffing hours means they no longer have the capacity. The project doesn't account a figure for this audit. Spoke to an accountant in Narrogin who was supposed to send me details but they haven't done so will source another different one.

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

- Site visits underway to determine exact survey locations and scheduling times for sites.
- Sites lined up for fauna surveys to commence late March.
- Revegetation seedlings were ordered however had some issues with what was available so had to change some species and numbers. Still some concerns about the success of what we have ordered based on last years seedling deliveries.
- Fencing site visit completed and payment made for several sites.
- 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

- State NRM sent through the official recognition that this project was declined. No further activity required.

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

- Had second meeting with DPIRD staff on site. The specifics for each site were discussed with the producer and confirmed species selection and timing etc. Currently some soil tests to be done prior to major action occurring after break of season. Contracting almost complete for program, in DPIRD offices awaiting final sign off for first payment.

APPLICATION SUBMITTED**APPLICATIONS UNDERWAY**

State NRM grants are open again. Due 9th May. Currently looking to submit a partnership grant with DBCA and DPIRD around pig contractor and potentially some signage for King Rock in Woodanilling.

COUNCIL RESOLUTION OCM 24/03/22**Moved Cr Morrell seconded Cr Thomson**

That Council accepts the Information Bulletin Report for the month of March 2022.

CARRIED 6/0

16. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

16.1. COUNCIL AND EXTERNAL COMMITTEES MARCH 2022

File Reference	Various
Date of Report	21 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Nil

BRIEF SUMMARY

To appoint elected members as delegates to various committee/advisory groups/organisations run or managed by external organisations, or organisations where the Shire has a social, economic or financial interest.

BACKGROUND/COMMENT

Following the Local Government Elections on 16th October 2021, all previous Committee member and Council delegate positions did become vacant requiring nominations for the various positions on the Committees.

Some Committees were left due to an election to be held in the month of November 2021. With the appointment of the newly elected member in December 2021, the committees were not yet finalised.

The following committees require an appointment made:

- Community Development Committee – 1 position
- Regional Recreation Advisory Group – 2 positions
- Woodanilling Bush Fire Advisory Committee – 1 position
- Woodanilling Sport & Recreation Association Inc. – 1 position
- Development Assessment Panel – 2 positions

The terms will be for the period until the next Election period in 2023.

STATUTORY/LEGAL IMPLICATIONS

Representation on external organisations or groups in an official Shire capacity is specifically referenced under section 5.8 of the *Local Government Act 1995*, with the exception of the Development Assessment Panel where the appointment is conducted under Regulation 25 and 26 of the *Planning and Development (Development Assessment Panels) Regulations, 2011*.

Further, it should be noted that a Councillor appointed as a delegate to an external Committee, Advisory Group or other organisation in an official capacity is required to:

1. Adhere to the record keeping requirements set out as the *State Records Act 2000*; and
2. Report to Council on a regular basis about the activities of the Committee/Advisory Group/Other organisation.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item.

STRATEGIC IMPLICATIONS

THEME 3

Governance

VISION

- To have Councillors who are trained and qualified in their roles and responsibilities

OBJECTIVES

- To ensure community consultation is carried out in a manner that bridges the gap between what the community expect and what the Council can deliver.

STRATEGIES

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

CONSULTATION

Nil.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that Council does not need to establish a level of representation on external groups and Committees, although is beneficial if the Shire is appropriately represented.

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

OFFICER'S RECOMMENDATION

That Council, in accordance with Section 5.8 of the Local Government Act 1995, endorse participation in non-council Committees and groups, as listed in the table below, with the following elected members appointed:

Name of Group/Organisation	Current Representatives	Member/s
Community Development Committee (1 member required)	Cr Jefferies Cr Douglas Cr Brown	Cr Smith
Regional Recreation Advisory Group (2 members required)	Nil	Cr Douglas Cr Brown

Woodanilling Bush Fire Advisory Committee (1 member required)	Cr Thomson Cr Douglas (Proxy)	Nil
Woodanilling Sport & Recreation Association Inc. (1 member required)	Cr Jefferies	Cr Smith (Proxy)
Development Assessment Panel	Nil	Cr Douglas Cr Brown Cr Jefferies (Proxy) Cr Smith (Proxy)

COUNCIL RESOLUTION OCM 25/03/22**Moved Cr Smith seconded Cr Brown**

That Council, in accordance with Section 5.8 of the Local Government Act 1995, endorse participation in non-council Committees and groups, as listed in the table below, with the following elected members appointed:

Name of Group/Organisation	Current Representatives	Member/s
Community Development Committee (1 member required)	Cr Jefferies Cr Douglas	Cr Smith
Regional Recreation Advisory Group (2 members required)	Nil	Cr Douglas Cr Brown
Woodanilling Bush Fire Advisory Committee (1 member required)	Cr Thomson Cr Morrell (Proxy) steps down	Cr Douglas (Proxy)
Woodanilling Sport & Recreation Association Inc. (1 member required)	Cr Jefferies	Cr Smith (Proxy)
Development Assessment Panel	Nil	Cr Douglas Cr Brown Cr Jefferies (Proxy) Cr Smith (Proxy)

CARRIED BY ABSOLUTE MAJORITY 6/0**17. CLOSURE OF MEETING**

There being no further business the meeting closed at 5.18pm.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on the 22 March 2022


Presiding Member – Councillor Jefferies

.....19 April 2022.....